

 <p>Estd. 1962 "A" Accredited by NAAC(2021) With CGPA 3.52</p>	<p align="center">SHIVAJI UNIVERSITY, KOLHAPUR - 416004, MAHARASHTRA</p> <p align="center">PHONE:EPABX-2609000, www.unishivaji.ac.in, bos@unishivaji.ac.in</p> <p align="center">शिवाजी विद्यापीठ, कोल्हापूर - ४१६००४, महाराष्ट्र</p> <p align="center">दूरध्वनी - ईपीएबीएक्स - २६०९०००, अभ्यासमंडळे विभाग दूरध्वनी विभाग ०२३१-२६०९०९४</p>	
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Ref. No.:- शिवाजी वि./अमं / 741

Date:- १२/१०/ २०२३

प्रति,

- | | |
|---|---|
| 1. मा.प्राचार्य/संचालक,
सर्व संलग्नित महाविद्यालये/मान्यताप्राप्त संस्था,
शिवाजी विद्यापीठ, कोल्हापूर | 2. मा. अध्यक्ष व सदस्य,
सर्व अभ्यास/अस्थायी मंडळे
शिवाजी विद्यापीठ, कोल्हापूर |
|---|---|

विषय: राष्ट्रीय शैक्षणिक धोरण, 2020 नुसार शैक्षणिक वर्ष, 2024-25 (NEP-2.0) पासून लागू करावयाच्या बी.बी.ए. पदवी अभ्यासक्रमाचा आराखडा, नियमावली व अभ्यासक्रमाबाबत

संदर्भ :- शासन निर्णय उच्च व तंत्र शिक्षण विभाग क. एनईपी-2022/प्र.क.09/विशि-3
शिकाना दि. 20 एप्रिल, 2023

महोदय/महोदया,

उपरोक्त विषय संदर्भीय शासन आदेशानुसार कळविले आहे की, राष्ट्रीय शैक्षणिक धोरण, 2020 ची राज्यातील अंमलबजावणीच्या अनुषंगाने उपरोक्त संदर्भीय शासन आदेश व विद्यापीठ अधिकार मंडळाच्या निर्णयानुसार शैक्षणिक वर्ष, 2024-25 (NEP-2.0) पासून बी.बी.ए. पदवी अभ्यासक्रमाचा आराखडा, नियमावली व अभ्यासक्रम लागू करावयाचा आहे. (तो सोबत जोडला आहे.)

उपरोक्त आराखडा, नियमावली व अभ्यासक्रमामध्ये काही सुचना असल्यास संबंधित अभ्यास/अस्थायी मंडळाच्या अध्यक्षांना दिनांक 31/10/2023 अखेर कळविण्यात याव्यात. त्यानुसार पुढील कार्यवाही करणे सोईचे होईल.

कळावे,

आपला विश्वासू

(डॉ. एस. एम. कुबल)
उपकुलसचिव

प्रत :

1. मा. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा, शिवाजी विद्यापीठ, कोल्हापूर
2. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
3. मा. संचालक, दूरस्थ व ऑनलाईन शिक्षण केंद्र
4. परीक्षक नियुक्ती विभाग
5. सर्व परीक्षा विभाग (ऑन)

माहितीसाठी व पुढील योग्य त्या कार्यवाहीसाठी

**SHIVAJI UNIVERSITY,
KOLHAPUR**



Estd.1962

NAAC “A++”Grade

Faculty of Commerce and Management

Syllabus for

BBA Part-I (Sem-I and II)(NEP)

**(Regulations in accordance with National
Education Policy to be implemented from
Academic Year 2024-25)**

(Subject to the modification that will be made
from time to time)

Shivaji University, Kolhapur
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
PROGRAM
Under the Faculty of Commerce and Management
(To be implemented from 2024-25)
Guidelines, Rules and Regulations

1. Title

The degree shall be titled as ‘Bachelor of Business Administration’ under the faculty of commerce and Management with effect from the academic year 2024-25.

B.B.A. Sem I & II from Academic Year 2024-25

B.B.A. Sem III & IV from Academic Year 2025-26

B.B.A. Sem V & VI from Academic Year 2026-27

B.B.A. Sem VII & VIII from Academic Year 2027-28

2. Program Objectives

The prime objective of this program is to prepare students to take up start-ups and entrepreneurship on the basis of availability of local resources so to help the nation self reliance. This program also designs to the students to take up jobs in the commerce and industry of local, regional and national repute.

The program is going to develop student to take up higher education and verticals in the education at Tier- I level of reputed educational institutes.

Program Educational Outcomes (PEOs)

After completing the BBA course, the students would be able to:

PEO1: Acquire the managerial professional attributes and be capable of decision making by applying the knowledge of management discipline.

PEO2: Acquire certain basic skills and aptitudes to be helpful in taking up any particular activity in a business.

PEO3: Explore the entrepreneurial quality, aptitude and start new business venture with innovative ideas.

PEO4: Become knowledgeable in specialized area of management like human resource, finance, marketing, business analytics, computer application etc.

PEO5: To inculcate global view of the industrial and organization establishment and their functions which support the business system.

PEO6: Demonstrate competency in the business disciplines.

PEO7: Prepare students to undertake post graduation management programme.

Program Outcomes (POs)

After completing the BBA course the students would be able to:

PO1. Identify the different functional aspects of business world and recognize different opportunities of business.

PO2. Acquire the different employability skills, entrepreneurial skills necessary for the professional attitudes.

PO3. Recognize and solve business problem in an ethical manner.

PO4. Demonstrate a global outlook with the ability to identify aspects of the global business and cross cultural understanding.

PO5. Identify the problems and challenges and inculcate the capability to cope with the spontaneous changes.

PO6. Analyze the importance of innovation and research, tackle the contemporary needs and accordingly grab the opportunities.

PO7. Develop effective and oral communication especially in business applications, with the use of appropriate technology.

2. Credit Framework under Three/Four-Year BBA Program with multiple Entry and Multiple Exit Option

The structure of the Three/Four Years BBA program allows the opportunity to the students to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per their choices and the feasibility of exploring learning in different institutions. The minimum and maximum credit structure for different levels under the Three/Four Year BBA program with multiple entry and multiple exit options are as given below:

3.Credit Framework

Sr. No.	Level	Qualification Titles or Exit Awards	Year	Semester	Credit Requirements		Credits Offered for BBA
					Minimum	Maximum	
1	4.5	UG Certificate in Business Administration	1Year	Sem. I& II	40	44	44
2	5.0	UG Diploma in Business Administration	2Year	Sem.III& IV	80	88	88
3	5.5	Bachelor in Business Administration (UG Three Year Degree)	3Year	Sem. V&VI	120	132	132
4	6.0	Bachelor in Business Administration [Honors/Research] (UG Four Year Degree)	4Year	Sem.VII& VIII	160	176	176

4.Credit distribution chart for B.B.A Program

Sr. No.	Course Name	Total Courses (Papers)	Total Credits	% in Total Courses
1	Major-Mandatory	13	46	34.84
2	Major-Elective	2	8	6.06
3	Minor	6	20	15.15
4	Open Elective	6	12	9.09
5	Vocational Skill Course(VSC)	4	8	6.06
6	Skill Enhancement Course(SEC)	3	6	4.55
7	Ability Enhancement Courses(AEC)	4	8	6.06
8	Indian Knowledge System(ICS)	1	2	1.52
9	Value Education Courses(VEC)	2	4	3.03
10	On Job Training(OJT)	1	4	3.03
11	Field Project(FP)	2	4	3.03
12	Community Engagement Service Program/project	1	2	1.52

13	Co-curricular Courses(CC)	4	8	6.06
Total		48	132	100

The pattern for the purpose of Semester End Examination shall be as mentioned below:

I. B.B.A Sem I & II

60 Marks University Semester End Examination and 40 marks Internal Examination for each Theory Paper in each semester for 4 credit courses. 30 Marks University Semester End Examination and 20 marks Internal Examination for each Theory Paper in each semester for 2 credit courses.

II. B.B.A. Sem III & IV

60 Marks University Semester End Examination and 40 Marks Internal Examination for each Theory Paper in each semester for 4 credit courses . 30 Marks University Semester End Examination and 20 marks Internal Examination for each Theory Paper in each semester for 2 credit courses. For Field Project(FP)(Sem-III)(Credit:2),Internal Viva Voce Examination will be 30 marks for report and 20 marks for internal viva voce will be held for subject teacher.

For Environment Science in Semester III, 70 Marks shall be for University examination for Theory paper and in Semester III 30 Marks for Project work.

III. B.B.A. Sem V & VI

60 Marks University Semester End Examination and 40 Marks Internal Examination for each Theory Paper in each semester for 4 credit courses . 30 Marks University Semester End Examination and 20 marks Internal Examination for each Theory Paper in each semester for 2 credit courses.

For Field Project(FP)(Sem-V)(Credit :2),Internal Viva Voce Examination will be 30 marks for Field Report and 20 marks for Internal Viva Voce will be held for subject teacher.

For On Job Training (Credit: 4)-Sem-VI, 40 Marks for OJT Project report and 60 Marks for University Viva-Voce.

IV. BBA Sem VII & VIII (Degree with honours)

60 Marks University Semester End Examination and 40 Marks Internal Examination for each Theory Paper in each semester for 4 credit courses . 30 Marks University Semester End Examination and 20 marks Internal Examination for each Theory Paper in each semester for 2 credit courses. For On Job Training (Credit:4) -Sem-VIII, 60 Marks for External University Viva-Voce and 40 Marks for OJT Project report .

V. BBA Sem VII & VIII (Honour Degree with research)

60 Marks University Semester End Examination and 40 Marks Internal Examination for each Theory Paper in each semester for 4 credit courses . 30 Marks University Semester End Examination and 20 marks Internal Examination for each Theory Paper in each semester for 2 credit courses.

For Research Report (Credit:4)-Sem-VII, 60 Marks for Internal Viva Voce and 40 for Report .

For Research Report(Credit:8)-Sem-VIII, 250 Marks for University External Viva Voce and 150 marks for Research Report and 100 marks Internship.

Field Report, On Job Training, Research Report Evaluation

Class	Sem	Course	Credit	Internship	Report	Viva-Voce	Total	Evaluation
BBA-II	Sem-III	Field Project(FP)	2	-	30	20	50	Internal
BBA-II	Sem-IV	On Job Training(OJT)	4	-	40	60	100	Internal Viva Voce
BBA-III	Sem-V	Field Project(FP)	2	-	30	20	50	Internal
BBA-III	Sem-VI	On Job Training	4	-	40	60	100	University Viva Voce
BBA-IV Honours	Sem-VIII	On Job Training	4	-	40	60	100	University Viva Voce
BBA-IV Honours with	Sem-VII	Research Report	4	-	40	60	100	University Viva Voce

Research								
BBA-IV Honours with Research	Sem-VIII	Research Report	8	100	150	250	500	University Viva Voce

5. Duration

1. The program shall be a Full Time program.
2. The duration of program shall be four years.
3. The program shall be run on self supporting basis.
4. Student has to complete the program within seven years as per ABC regulations

6. Number of Students

A batch shall consist of not more than 80 students.

7. Eligibility

A candidate for being eligible for admission to the Degree Course in Business Administration shall have passed XII Std. (10+2) Examination in any stream of the Maharashtra Board of Higher Secondary Education or its equivalent or any Diploma in Technology/Engineering/Agriculture/Pharmacy or MCVC of not less than two years from any recognized Board or Vocational stream. A candidate must have passed 12th std or qualifying examination for candidate belonging to all Category.

A candidate who has completed qualifying education from any Foreign Board /University must obtain an Equivalence Certificate from Association of Indian Universities (AIU) or competent body in India.

Re-entry or Lateral Entry:

Students, opting for exits at any level, will have the option to re- enter the programme from where they had left off, in the same or in a different higher education institution within three years of exit and complete the degree programme within the stipulated maximum period of seven years from the date of admission to first year UG. Re-entry at various levels for lateral entrants in academic programmes shall be based on the earned and valid credits as-deposited and accumulated in the Academic Bank of Credits (ABC) through Registered Higher Education Institutions (RHEI) and

proficiency test records. Lateral entry into the programme of study leading to the UG Certificate / UG Diploma / Three year UG Degree will be based on the validation of prior learning outcomes achieved and subject to availability based on intake capacity.

8. Medium of Instruction

The medium of instructions shall be in English.

9. Teachers Qualification

As per rules and regulations of Shivaji University, Kolhapur and Govt. of Maharashtra.

10. Fee Structure

As per university norms.

11. Requirements

i)Core Faculty

For First Year Sem I & Sem II	-1 Full Time Faculty
For Second Year Sem III & Sem IV	-1 Full Time Faculty
For Third Year Sem V & Sem VI	-1 Full Time Faculty
For Forth Year Sem-VII & Sem-VIII	-1 Full Time Faculty
Total – 4 Full Time Faculties	

In addition, there shall be visiting faculty drawn from academicians/professionals from different fields.

One full time faculty having M.Com. as educational qualification and three full time faculty having MBA educational qualification(HRM, Marketing, Financial Management/Other Specialization).

The eligibility norms for the post of Assistant Professor are as per UGC norms. The additional workload should be covered through faculty appointed on CHB basis to give justice to the subject.

ii)Lab Assistant

One Lab Assistant having qualification B.C.A./B.C.S./B.Sc.in Computer Science/Diploma in Computer Engineering/PG DCA and also AEC/DSE/GE based lab courses.

iii) Non-Teaching Staff

One Clerk and 2 Peons.

iv) Computer Lab

Well-equipped networked Lab with backup facility, Application and system software's as per syllabi and internet facility. Student Computer Ratio 6:1. (as per Intake sanctioned). Practical sessions should be conducted for computer based subjects. Softwares such as MSOffice, Tally, SPSS, Python, PowerBI, Tableau, MySQL, R, Microsoft.NET etc. should be installed as per requirement.

v) Library

The entire library fees collected from the students shall be invested on library (including books, magazines and journals, e-resources etc.)

vi) Infrastructure

At least 4 classrooms with seating capacity of 80 students (Digital Classrooms), At least 3 classrooms for elective subjects with minimum 60 students capacity and 1 Seminar Hall, 2 Tutorial Room, 1 Training and Placement Cell Room, Head & Staff room, 1 Departmental Reading & Library Room

Rules and Regulations

R. B. B. A. 1 : Scheme of Examination

B.B.A. Program will be conducted through CBCS Semester pattern.

There shall be an examination at the end of each semester. Course (Subject) with 4 credits will carry 100 marks. during each semester Out of this, 30 marks (for 2 credit course),60 marks(for 4 credit course) will be allotted to university theory papers and 20(for 2 credit course),40 marks(for 4 credit course) to be given by each college through internal evaluation.

** 40 Term-work or Internal Mark Distribution (for 4 credit course) is as- 10 marks for Test/Assignment, 10 marks for Oral/Seminar/Book Review/Case Study/Research Paper, 20 marks for Practical Work/Field-work.

** 20 Term-work or Internal Mark Distribution (for 2 credit course) is as -10 marks for Test/Assignment, 10 marks for Group Exercise or Outcome Based Activity.

Internal/Term-work Marks-Evaluation Criteria (For 4 Credit Subjects)				
Sem.	(Total Internal Marks= 40 marks)			Total (40)
	Category-I (20 marks)	Category-II (10 marks)	Category-III (10 Marks)	
Sem-I	Practical Work/Field Work	Oral	Test/Assignment	40
Sem-II	Practical Work/Field Work	Seminar Presentation	Test/Assignment	40
Sem-III	Practical Work/Field Work	Book Review Presentation	Test/Assignment	40
Sem-IV	Practical Work/Field Work	Seminar Presentation	Test/Assignment	40
Sem-V	Practical Work/Field Work	Case Study Presentation/Seminar Presentation	Test/Assignment	40
Sem-VI	Practical Work/Field Work	Book Review/ Case Study Presentation	Test/Assignment	40
Sem-VII	Practical Work/Field Work	Research Paper /Case Study Presentation	Test/Assignment	40
Sem-VIII	Practical Work/Field Work	Research Paper /Case Study Presentation	Test/Assignment	40

Internal/Term-work Marks-Evaluation Criteria (For 2 Credit Subjects)			
Sem.	(Total Internal Marks= 20 marks)		Total (20)
	Category-I (10 marks)	Category-II (10 marks)	
Sem-I	Group Exercises/Outcome Based Activity	Test/Assignment	20
Sem-II	Group Exercises/Outcome Based Activity	Test/Assignment	20
Sem-III	Group Exercises/Outcome Based Activity	Test/Assignment	20
Sem-IV	Group Exercises/Outcome Based Activity	Test/Assignment	20
Sem-V	Group Exercises/Outcome Based Activity	Test/Assignment	20
Sem-VI	Group Exercises/Outcome Based Activity	Test/Assignment	20
Sem-VII	Group Exercises/Outcome Based Activity	Test/Assignment	20
Sem-VIII	Group Exercises/Outcome Based Activity	Test/Assignment	20

The record of all internal or term-work marks should be strictly maintained by faculty member. Each student should prepare Seminar/Case Study /Book Review PowerPoint Presentation as per guidelines of subject teacher and submit its hardcopy or softcopy to respective subject teacher. Number of students in any group activity should not be not more than six.

Field Project (FP) Report-(Sem-III and Sem-V)(Total Credits:2)

Field Projects corresponding to Major (core) subject, Co-curricular courses (CC) and Research Project concerned should be prepared. The candidate shall visit to respective firms/organizations/ markets/companies for whole semester and prepare a Field Project. Report carries 50 marks (30 Marks for Project Report and 20 marks for Internal Viva-Voce).

Student has to submit Field Project Work Report Spiral copy to the institute.

The faculty shall organize and guide to the student regarding field visit and for preparing the report. The report shall be evaluated by the subject teacher and Head of Department at the end of Semester III and V.

On Job Training (OJT)/Internship or Research Report-(Sem-VI)
(UG Degree with Honour(Total Credits:4))

On Job Training/Internship corresponding to Major (core) subject, Co-curricular courses (CC) and Research Project concerned should be completed after completion of Sem-V Examination .Total duration of internship shall be 30 days.(120 Hours).The institute has flexibility to allow students to complete the internship at any time during the semester.

On Job Training/Internship is to be completed by the student at any commercial organization/NGO. For this purpose, the organizations may include office of Chartered Accountant, Cost& Management Accountant, Company secretary, Management Consultant, Govt. or semi-govt. organization, co-operative society, bank, local authority etc.

Internship/Research Project Report is to be prepared which shall be based on the field work and a copy of it, has to be submitted to the institute before commencement of End Semester examination.

Evaluation of Internship will be on the criteria such as-Attendance and engagement, relevance of internship /apprenticeship ,responsibilities handled during the internship, skills acquired during the internship, contribution of the intern to the organization , plagiarism report and internship report . Internship Report carries 40 marks and 60 marks for External Viva-Voce Examination.

Examiners (university appointed) shall evaluate project report and conduct viva- voce and chairman should fill online marks and submit hard copy to the University examination department. The viva-voce committee appointed by University should have three experts for Viva-Voce, One as Chairman and another two as a member, One as External Examiner and another as Internal Examiner for Viva-Voce. The internal examiner should be appointed at institute level by the head of the Higher Education Institution (HEI) and internal examiner's name should be communicated in advance to University Exam section.

Viva-Voce remuneration should be given to all three committee members as per university norms.

Research Report-(Sem-VII) (UG Degree -Honour with research) (Total Credits:4)

Research Work corresponding to Major (core) subject, Co-curricular courses (CC) concerned should be completed in Sem-VII Examination. The institute has flexibility to allow students to complete the research work at any time during the semester.

Students should prepare research article or paper on research report or work and take efforts for its publication in recognized online or offline -journals, magazines, newspapers etc. At least One Research Papers should be presented and published in either any Institute /University/State Level/National/International conference/seminar/UGC Care Listed Journals etc.

Research Paper can be of any type–Case studies, Qualitative, Quantitative ,Mixed or Analytical, Argumentative or persuasive ,Definition, Compare and contrast, Cause and effect, Report, Interpretative, Experimental, Survey, Problem-solution etc. Evaluation of Research work or report will be done be on the basis of quality of research work and plagiarism report.

Examiners (university appointed) shall evaluate project report and conduct viva- voce and chairman should fill online marks and submit hard copy to the University examination department. The viva-voce committee appointed by University should have three experts for Viva-Voce, One as Chairman and another two as a member, One as External Examiner and another as Internal Examiner for Viva-Voce. The internal examiner should be appointed at institute level by the head of the Higher Education Institution (HEI) and internal examiner's name should be communicated in advance to University Exam section. Viva-Voce remuneration should be given to all three committee members as per university norms.

Research Report carries 100 marks (40 Marks for Project Report and 60 marks for University Viva-Voce).

Research Report-(Sem-VIII)(UG Degree Honour with research)(Total Credits: 8)

Research Report corresponding to Major (core) subject, Co-curricular courses (CC) concerned should be completed in Sem-VIII Examination. The institute has flexibility to allow students to complete the research work at any time during the semester. Students should prepare research article or paper on research report or work and take efforts for its publication in recognized online or offline -journals, magazines, newspapers etc. The Research Report in the Sem-VIII carries 500 marks (250 marks for Viva Voce and 150 marks for Research report and Internship 100). There shall be single evaluation of project report and this will be done simultaneously along with vive-voce.

Examiners (university appointed) shall evaluate research report and conduct viva- voce and chairman should submit viva-voce marks hard copy to the University examination department. The viva-voce committee appointed by University should have three experts for Viva-Voce, One as Chairman and another two as a member, One as External Examiner and another as Internal Examiner for Viva-Voce. The internal examiner should be appointed at institute level by the head of the Higher Education Institution (HEI) and internal examiner's name should be communicated in advance to University Exam section. Viva-Voce remuneration should be given to all three committee members as per university norms.

Field Report, On Job Training, Research Report Evaluation								
Class	Sem	Course	Credit	Internship	Report	Viva	Total	Evaluation
BBA-II	Sem-III	Field Project(FP)	2	-	30	20	50	Internal
BBA-II	Sem-IV	On Job Training(OJT)	4	-	40	60	100	Internal Viva Voce
BBA-III	Sem-V	Field Project(FP)	2	-	30	20	50	Internal Viva Voce
BBA-III	Sem-VI	On Job Training	4	-	40	60	100	University Viva Voce
BBA-IV Honours	Sem-VIII	On Job Training	4	-	40	60	100	University Viva Voce
BBA-IV Honours	Sem-VII	Research Report	4	-	40	60	100	University Viva Voce

with Research								
BBA-IV Honours with Research	Sem- VIII	Research Report	8	100	150	250	500	University Viva Voce

Nature of Question Paper and scheme of marking

QUESTION PAPER PATTERN

FOR ALL SEMESTERS

(For 4 credit courses)

Duration: 2.5 Hours

Total Marks – 60

Instructions: -

- 1) All Questions are compulsory
- 2) Figures to the right indicate marks

Q.1 Broad Question	15
OR	
Q.1 Broad Question	15
Q.2 Write Short Answers (Any Three)	30
a)	
b)	
c)	
d)	
e)	
Q.3 Write Short Notes (Any Three)	15
a)	
b)	
c)	
d)	
e)	

Note:-

- The above nature of question paper is applicable for the subjects **with 4 credit** for all eight semesters.
- Case study/Caselets should be included in questions as per the nature of subject.

**QUESTION PAPER PATTERN
FOR ALL SEMESTERS**

(For 2 credit courses)

Duration: 1.5 Hours

Total Marks – 30

Instructions: -

- 1) All Questions are compulsory
- 2) Figures to the right indicate marks

Q.1 Broad Question	12
OR	
Q.1 Broad Question	
Q.2 Write Short Answers (Any Two)	10
a)	
b)	
c)	
d)	
Q.3 Write Short Notes (Any Two)	8
a)	
b)	
c)	
d)	

.Note:-

- The above nature of question paper is applicable for the subjects **with 2 credit** for all eight semesters.
- Case study/Caselets should be included in questions as per the nature of subject.

12. Workload (Period/Lectures for each Course)

For every semester 30 periods (60 minutes per period) are allotted to complete the syllabus of 2 credit course (Subject) and 60 periods (60 minutes per period) for the syllabus of 4 credit course (Subject).

R. B. B. A. 2: Standard of Passing

- 1) A candidate must obtain minimum 40% of the marks in each University and internal examination paper as well as Project Reports.
- 2) For Environmental Science, the candidate shall have to prepare project report for Sem-IV.

- 3) There shall be a separate head of passing in Theory and Internal examination. However, ATKT rules shall be made applicable in respect of theory paper (University Examination) only.
- 4) A candidate who fails in any number of subjects during semester – I & II shall be admitted to B.B.A. Part-II (appear for Semester –III & Semester IV examination)
- 5) However, the candidate shall not be admitted to B.B.A. Part-III (Semester-V) unless he/she passed in all the subjects at B.B.A. Part-I (Semester-I & Semester-II)
- 6) A candidate who fails in any number of subjects during Semester-III & IV shall be admitted for B.B.A. Part-III & allowed to appear for Semester –V & VI examinations.
- 7) A candidate who fails in any number of subjects during Semester-V & VI shall be admitted for B.B.A. Part-IV & allowed to appear for Semester –VII & VIII examinations.
- 8) However, the candidate shall not be admitted to B.B.A. Part-IV (Semester-VII) unless he/she passed in all the subjects at B.B.A. Part-II (Semester-III & Semester-IV).

R. B. B. A. 3 : Gradation Chart

Marks Obtained (Grade)	Numerical (Grade Point)	CGPA	Letter Grade
Absent	0(Zero)	-	-
0-40	0 to 4	0.0 to 3.99	Fail
41-50	5	4.00 to 4.99	C
51-60	6	5.00 to 5.99	B
61-70	7	6.00 to 6.99	B+
71-80	8	7.00 to 7.99	A
81-90	9	8.00 to 8.99	A+
91-100	10	9.00 to 10.0	O Outstanding

Note:

- i) Marks obtained ≥ 0.5 shall be rounded off to next higher digit
- ii) The SGPA & CGPA shall be rounded off to 2 decimal points

Calculation of SGPA & CGPA

Semester Grade Point Average (SGPA)

SGPA = $\frac{\text{Course credits} \times \text{Grade Points obtained of a semester}}{\text{Course credits of respective semester}}$

Cumulative Grade Point Average (CGPA)

CCPA = $\frac{\text{Total credits of a semester} \times \text{SGPA of respective semester of all semesters}}{\text{Total course credits of all semesters}}$

B.B.A. Structure

As per NEP to be implementation from Academic Year 2023-24

Level	Semester	Major		Minor	Open Elective(OE)	Vocational & Skill Enhancement Courses(VSEC): 1.Vocational Skill Course(VSC), 2.Skill Enhancement Course(SEC)	Ability Enhancement Courses(AEC),Indian Knowledge System(ICS),Value Education Courses(VEC)	Field Project(FP)/Internship/Community Engagement & Service, Co-curricular Courses(CC),Research Project(RP)	Cumulative Credit	Degree/ Cum.Credits
		Mandatory	Electives							
CREDIT DISTRIBUTION		50% Credit of Total credit		18-20 Credit	10-12 Credit	VSEC(14-16) VSC=8-10 Credit SEC=6 Credit	AEC=8 Credit,IKS=2 Credit,VEC-4 Credit	FP=4-6 credit, CC=8 Credit, RP=12 credit		
4.5	I	Mandatory(4)			OE(2)	VSC(2),SEC(2)	AEC(2),VEC(2),IKS(2)	CC(2)	22	UG Certificate (40-44)
		Mandatory(2)			OE(2)					
	Total-Sem-I	6			4	4	6	2	22	
	II	Mandatory(4)		Minor (2)	OE(2)	VSC(2),SEC(2)	AEC(2),VEC(2)	CC(2)	22	
		Mandatory(2)			OE(2)					
	Total-Sem-II	6		2	4	4	4	2	22	
Cum.Credit Sem-I & II		12		2	8	4+4	4+4+2	4	44	
Exit Option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor										
5.0	III	Mandatory(4)		Minor(4)	OE(2)	VSC(2)	AEC(2)	FP(2)	22	UG Diploma (80-88)
		Mandatory(4)						CC(2)		
	Total-Sem-III	8		4	2	2	2	4	22	
	IV	Mandatory(4)		Minor(4)	OE(2)	SEC(2)	AEC(2)	CEP(2)	22	
		Mandatory(4)						CC(2)		
	Total-Sem-IV	8		4	2	2	2	4	22	
Cum.Credit Sem-III & IV		16		8	4	4	4	4		
Cumm.Credit(I,II,III,IV)		28		10	12	6+6	8+4+2	8+4	88	
Exit Option: Award of UG Diploma in Major with 80-88 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor										
5.5	V	Mandatory(4)	Elective(4)	Minor(4)		VSC(2)		FP(2)		UG Degree 120-132
		Mandatory(4)		Minor(2)						
	Total Sem-V	8	4	6	-	2	-	2	22	
	VI	Mandatory(4)	Elective(4)	Minor(4)				OJT(4)		
		Mandatory(4)								
		Mandatory(2)								
Total Sem-VI	10	4	4				4	22		
Cum.Credit Sem-V & VI		18	8	10		2		6		
Cumm.Credit(I,II,III,IV,V ,VI)		46	8	20	12	14	8+4+2	8+6+4	132	

Exit Option: Award of UG Degree in Major with 120-132 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor

Level	Semester	Major		Minor	Open Elective(OE)	Vocational Skill Course(VSC),Skill Enhancement Course(SEC)	Ability Enhancement Courses(AEC),Indian Knowledge System(IKS),Value Education Courses(VEC)	Field Project(FP)/Internship /Community Engagement & Service, Co-curricular Courses(CC), Research Project(RP)	Cumulative Credit	Degree/ Cum. Credits
		Mandatory	Elective							
6.0	VII	Mandatory(4)	Elective(4)	Minor(4)						UG Honours Degree 160-176
		Mandatory(4)								
		Mandatory(4)								
	Total Sem-VII	12	4	4	-	-	-	-	20	
	VIII	Mandatory(4)	Elective(4)					OJT(4)		
		Mandatory(4)								
		Mandatory(4)								
	Total Sem- VIII	12	4					4	20	
Cum.Credit Sem VII& VIII		24	8	4				4	40	
Cum.Credit (I to VIII) (UG Degree with Honours)		70	16	20+4	12	14	8+4+2	8+6+8	172	

Four Year UG Honors Degree in major and minor with 160-176 credits

6.0	VII	Mandatory(4)	Elective(4)	Minor(4)				RP(4)		UG Honours with Research Degree 160-176
		Mandatory(4)								
		Mandatory(2)								
	Total Sem-VII	10	4	4	-	-	-	4	22	
	VIII	Mandatory(4)	Elective(4)					RP(8)		
		Mandatory(4)								
		Mandatory(2)								
	Total Sem-VIII	10	4	-	-	-	-	8	22	
Cum.Credit Sem VII& VIII		20	8	4	-	-	-	12	44	
Cum.Credit(I,II,III,IV,V, VI)		46	8	20	12	14	8+4+2	8+6+4	128	
Cum.Credit (I to VIII) (UG Degree with research)		66	16	24	12	14	8+4+2	8+6+4+12	176	

Four Year UG Honors with Research Degree in major and minor with 160-176 credits

B.B.A. Structure
As per NEP to be implementation from Academic Year 2023-24(15.9.2023)

Leve 1	Semester	Major		Minor	Open Elective(OE)	Vocational & Skill Enhancement Courses(VSEC): 1.Vocational Skill Course(VSC), 2.Skill Enhancement Course(SEC)	Ability Enhancement Courses(AEC),In dian Knowledge System(IKS),Valu e Education Courses(VEC)	Field Project(FP)/Internshi p/Community Engagement & Service, Co- curricular Courses(CC),Researc h Project(RP)	Cumulative Credit	Degree/ Cum.Credits
		Mandatory	Electives							
CREDIT DISTRIBUTION		50 % Credit of Total credit		18-20 Credit	10-12 Credit	VSEC(14-16) VSC=8-10 Credit SEC=6 Credit	AEC=8 Credit,IKS=2 Credit,VEC-4 Credit	FP=4-6 credit, CC=8 Credit, RP=12 credit		
4.5	I	Mandatory(4) Fundamentals of Business Management			OE-A-I(2) Micro Economics/ Psychology-I/ Marathi-I/ German-I/ Social Work-I / Media & Entertainment Management-I/ Sanskrit-I	VSC-I(2) IT Skills-MS Office -I/ IT Skills- Computerized Accounting(Tall y)-I SEC-I(2) Soft Skills - Managerial Skills-I/ Computing Skills- (Quantitative Aptitude)-I	AEC-I(2) Business Communication VEC-I(2) Democracy ,Election and Good Governance IKS(2) Ancient Indian Management	CC(2) NCC/NSS/Cultural/ Yoga/ Sports/Health & Wellness	22	UG Certificate (40-44)
		Mandatory(2) Marketing Management			OE-B-I(2) Banking/ IT in Business Management/					

					Hindi-I/ Japanese-I/ Political Science & public Administration- I / Defense Study-I / Russian-I					
	Total-Sem-I	6			4	4	6	2	22	
	II	Mandatory(4) Accounting for Managers		Minor (2) Fundamentals of Entrepreneurship	OE-A-II(2) Macro Economics/ Psychology-II/ Marathi-II/ German-II/ Social Work-II/ Media & Entertainment Management- II/ Sanskrit-II	VSC-II(2) IT Skills-MS Office -II/ IT Skills- Computerized Accounting(Tally)-II SEC-II(2) Soft Skills - Managerial Skills-II/ Computing Skills-(Logical Reasoning)-II	AEC-II(2) Impression Management VEC-II (2) Constitutions of India & Local Self Govt.	CC(2) NCC/NSS/Cultural/ Yoga/ Sports/Health & Wellness	22	
		Mandatory(2) Human Resource Management			OE-B-II(2) Business Environment/ RTI & Human Right Education (HRE) and IPR / Hindi-II/ Japanese-II/					

					Political Science & public Administration- II/ Defense Study-II/ Russian-II					
	Total- Sem-II	6		2	4	4	4	2	22	
	Cum.Credit Sem-I & II	12		2	8	4+4	4+4+2	4	44	
Exit Option: Award of UG Certificate in Major with 40-44 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor										
5.0	III	Mandatory(4) Cost Accounting		Minor(4) Entrepre- neurship Develop- ment	OE-III(2) Statistical Techniques/ Goods & Service Tax(GST)/ Sociology-I/ French-I/ Journalism & Mass Communicati- on-I/ Health Science-I/ Agriculture-I	VSC-III(2) Financial Market Skills/ Entrepreneurial Skill	AEC-III(2) Environmental Science-I	FP(2) Field Project		UG Diploma (80-88)
		Mandatory(4) Service Management						CC(2) NCC/NSS/Cultural/ Yoga/Sports/Health & Wellness		
	Total- Sem-III	8		4	2	2	2	4	22	
	IV	Mandatory(4) Management Accounting		Minor(4) Entrepre- neurship Project Manage	OE-IV (2) Statistics for Business/ Labour Laws/ Sociology-II/	SEC-III(2) Soft Skills - Managerial Skills-III/ Computing	AEC-IV(2) Environmental Science-I	CEP(2) Community Engagement Program/Project	22	

				ment	French-II/ Journalism & Mass Communicati on-II/ Health Science-II/ Agriculture-II	Skills-(Verbal Ability)-I				
		Mandatory(4) Research Methods in Management						CC(2) NCC/NSS/Cultural/ Yoga/Sports/Health & Wellness		
	Total- Sem-IV	8		4	2	2	2	4	22	
	Cum.Credit Sem- III & IV	16		8	4	4	4	4		
	Cumm.Credit(I,II ,III,IV)	28		10	12	6+6	8+4+2	8+4	88	
Exit Option: Award of UG Diploma in Major with 80-88 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor										
5.5	v	Mandatory(4) Production and Operation Management	Elective (4) Speciali zations A/B/C/ D/E/F/G /H/I/J (Marketi ng Manage ment/Fi nancial Manage ment//H uman Resourc	Minor(4) Financial Manage ment		VSC-IV(2) Event Management Skill /Data Analysis Skills		FP(2) Field Project		UG Degree 120-132

			e Manage ment /Busines s Analytic s/Comp uter Applicat ion/Eve nt Manage ment/Fa mily Busines s Manage ment/Ho spitality Manage ment/Int ernation al Busines s/Travel & Tourism Manage ment)							
		Mandatory(4) Business Ethics & Corporate Governance		Minor(2) Fundame ntal of Business Law						
	Total Sem-V	8	4	6	-	2	-	2	22	
		Mandatory(4) Strategic and	Elective (4)	Minor(4) Fundame				OJT/Internship(4) Apprenticeship		

	VI	Change Management	Speciali zations- Subject A/B/C/ D/E/F/G /H/I/J (Marketi ng Manage ment/Fi nancial Manage ment//H uman Resourc e Manage ment /Busines s Analytic s/Comp uter Applicat ion/Eve nt Manage ment/Fa mily Busines s Manage ment/Ho spitality Manage ment/Int ernation	ntals of Taxation				Internship		
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			al Busines s/Travel & Tourism Manage ment)							
		Mandatory(4) Organizational Behavior								
		Mandatory(2) E-Commerce								
	Total Sem-VI	10	4	4				4	22	
Cum.Credit Sem-V & VI		18	8	10		2		6		
Cumm.Credit(I,II,III,I V,V,VI)		46	8	20	12	14	8+4+2	8+6+4	132	
Exit Option: Award of UG Degree in Major with 120-132 credits and an additional 4 credits core NSQF course/Internship or continue with major and minor										
Lev el	Semester	Major		Minor	Open Elective(OE)	Vocational Skill Course(VSC),Skill Enhancement Course(SEC)	Ability Enhancement Courses(AEC),In dian Knowledge System(IKS),Valu e Education Courses(VEC)	Field Project(FP)/Internshi p/Community Engagement & Service, Co- curricular Courses(CC), Research Project(RP)	Cumulative Credit	Degree/ Cum. Credits
		Mandatory	Elective							
6.0	VII	Mandatory(4) Artificial Intelligence in Management	Elective(4) Specializati ons-Subject A/B/C/D/E/ F/G/H/I/J (Marketing Managemen t/Financial Managemen t//Human Resource	Minor (4) Resea rch Metho dolog y						UG Honours Degree 160-176

			Managemen t /Business Analytics/C omputer Application/ Event Managemen t/Family Business Managemen t/Hospitality Managemen t/Internation al Business/Tr avel & Tourism Managemen t)							
		Mandatory(4) Cyber Crime and Frauds in Business								
		Mandatory(4) Cultural, Philosophical And Spiritual Foundations Of Management								
	Total Sem- VII	12	4	4	-	-	-	-	20	
	VIII	Mandatory(4) Total Quality Management	Elective(4) Specializati ons-Subject					OJT(4) OJT		

			A/B/C/D/E/ F/G/H/I/J (Marketing Management/ Financial Management/ Human Resource Management/ Business Analytics/ Computer Application/ Event Management/ Family Business Management/ Hospitality Management/ International Business/ Travel & Tourism Management))							
		Mandatory(4) Operations Research for Managers								
		Mandatory(4) Global Business Management								
		Total Sem- VIII	12	4				4	20	

Cum.Credit Sem VII& VIII	24	8	4				4	40	
Cum.Credit (I to VIII) (UG Degree with Honours)	70	16	20+4	12	14	8+4+2	8+6+8	172	
Four Year UG Honors Degree in major and minor with 160-176 credits									
6.0	VII	Mandatory(4) Artificial Intelligence in Management	Elective(4) Specializations- Subject A/B/C/D/E /F/G/H/I/J (Marketing Management/Financial Management//Human Resource Management /Business Analytics/ Computer Application/Event Management/Family Business Management/Hospitality Management/International Business/Travel & Tourism	Minor (4) Research Methodology				RP(4) Research Project	UG Honours with Research Degree 160-176

			Managem nt)							
		Mandatory(4) Cyber Crimes and Frauds in Business								
		Mandatory(2) Cultural, Philosophical And Spiritual Foundations Of Management								
	Total Sem-VII	10	4	4	-	-	-	4	22	
	VIII	Mandatory(4) Total Quality Management	Elective(4) Specializat ions- Subject A/B/C/D/E /F/G/H/I/J (Marketing Manageme nt/Financia l Manageme nt//Human Resource Manageme nt /Business Analytics/ Computer Applicatio n/Event Manageme nt/Family						RP(8) Research Project	

			Business Management/Hospitality Management/International Business/Travel & Tourism Management)							
		Mandatory(4) Operations Research for Managers								
		Mandatory(4) Global Business Management								
	Total Sem-VIII	10	4	-	-	-	-	8	22	
Cum.Credit Sem VII& VIII		20	8	4	-	-	-	12	44	
Cum.Credit(I,II, III,IV,V,VI)		46	8	20	12	14	8+4+2	8+6+4	132	
Cum.Credit (I to VIII) (UG Degree with research)		66	16	24	12	14	8+4+2	8+6+4+12	176	
Four Year UG Honors with Research Degree in major and minor with 160-176 credits										

Electives Description:

Sr.	Elective Code	Elective Group	Semester – V	Semester- VI	Semester – VII	Semester – VIII
1.	A	Marketing Management	Digital Marketing	Consumer Behavior	Advertising and Brand Management	International Marketing
2.	B	Financial Management	Indian Financial System	Business Finance	Security Analysis & Portfolio Management	International Finance
3.	C	Human Resource Management	HR Planning & Procurement	Human Resource Development	Compensation Management	Industrial Relations and Labor Laws
4.	D	Business Analytics	Business Analytics for Management	Business Analytics using R Programming	Data Visualization using Python	Business Data Management & Cloud Computing
5.	E	Computer Application	Web Technology	Enterprise Resource Planning	Data Mining & Warehousing	Python Programming and Software Project Management
6.	F	Event Management	Fundamentals of Event Management	Event Marketing and Production	Event Risk Management	IT for Event Management
7.	G	Family Business Management	Dynamics of Family Business	Start Up-Creativity and Innovation	Strategic Family Business Management	Venture Capital and Funding Agencies
8.	H	Hospitality Management	Fundamentals of Hospitality Management	Hotel Management	Hospitality Marketing and Law	Soft Skills in Hospitality
9.	I	International Business	Principles of International Business	Export and Import	Cross Cultural Management	Issues in International Business
10.	J	Travel and Tourism Management	Basics of Travel and Tourism	Principles and Practices of Travel and Tourism Management	Geography of Tourism & Attractions of Indian tourism	Tourism issues and Strategies

Open Electives Description

Year	Sem	Open Elective	Open Elective (2 Credits)
BBA-I	Sem-I	OE-A1 to F1	Micro Economics/ Psychology-I/ Marathi-I/ German-I/ Social Work-I / Media & Entertainment Management-I/ Sanskrit-I
	Sem-I	OE-A2 to F2	Banking/ IT in Business Management/ Hindi-I/ Japanese-I/ Political Science & public Administration-I / Defense Study-I / Russian-I
BBA-I	Sem-II	OE-H1 to N1	Macro Economics/ Psychology-II/ Marathi-II/ German-II/ Social Work-II/ Media & Entertainment Management-II/ Sanskrit-II
	Sem-II	OE-H2 to N2	Business Environment/ RTI , Human Right Education (HRE) & IPR / Hindi-II/ Japanese-II/ Political Science & public Administration-II/ Defense Study-II/ Russian-II
BBA-II	Sem-III	OE-O1 To U1	Statistical Techniques/ Goods & Service Tax(GST)/ Sociology-I/ French-I/ Journalism & Mass Communication-I/ Health Science-I/ Agriculture-I
BBA-II	Sem-IV	OE-O2 To U2	Statistics for Business/ Labour Laws/ Sociology-II/ French-II/ Journalism & Mass Communication-II/ Health Science-II/ Agriculture-II

Vocational Skill Courses Description

Year	Sem	VSC Paper	VSC Elective (2 Credits)
BBA-I	Sem-I	I	IT Skills-MS Office -I/IT Skills-Computerized Accounting(Tally)-I
	Sem-II	II	IT Skills-MS Office -II/IT Skills-Computerized Accounting(Tally)-II
BBA-II	Sem-III	III	Financial Market Skills /Entrepreneurial Skill
BBA-III	Sem-V	IV	Event Management Skills/Data Analysis Skills

Skill Enhancement Courses Description

Year	Sem	SEC Paper	SEC Elective (2 Credits)
BBA-I	Sem-I	I	Soft Skills -Managerial Skills-I/ Computing Skills-(Quantitative Aptitude)-I
	Sem-II	II	Soft Skills -Managerial Skills-II/ Computing Skills-(Logical Reasoning)-II
BBA-II	Sem-IV	III	Soft Skills -Managerial Skills-III/ Computing Skills-(Verbal Ability)-III

Sem.	Major		Minor	Open Elective (OE)	Vocational & Skill Enhancement Courses(VSEC): 1.Vocational Skill Course(VSC) 2.Skill Enhancement Course(SEC)	Ability Enhancement Courses(AEC),Indian Knowledge System(IKS),Value Education Courses(VEC)	On Job Training(OJT)/Field Project(FP)/Internship/Community Engagement & Service, Co-curricular Courses(CC),Research Project(RP)	Total
	Mandatory	Elective						
I	Mandatory-A1			OE-A1 to G1	VSC-I	AEC-I	CC-A1 to F1	22
	Mandatory-A2			OE-H1 to N1	SEC-I	VEC-I		
II	Mandatory-A3		Minor-I	OE-A2 to G2	VSC-II	IKS-1		22
	Mandatory-A4			OE-H2 to N2	SEC-II	AEC-II	CC-A2 to F2	
	-					VEC-II		
							Total Credits	44
Exit Option: Award of UG Certificate in major with 40-44 credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor								44
III	Mandatory-B1		Minor-II	OE-O1 to U1	VSC-III	AEC-III	FP-I	22
	Mandatory-B2						CC-A3 to F3	
IV	Mandatory-B3		Minor-III	OE-O2 to U2	SEC-III	AEC-IV	CEP-I	22
	Mandatory-B4						CC-A4 to F4	
							Total Credits	44
Exit Option: Award of UG Diploma in major with 80-88 credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor								88
V	Mandatory-C1	Elect-DSE-A1 to J1	Minor-IV		VSC-IV		FP-II	22
	Mandatory-C2		Minor-V					
VI	Mandatory-C3	Elect-DSE-A2 to J2	Minor-VI				OJT-I	22
	Mandatory-C4							
	Mandatory-C5							
							Total Credits	44
Exit Option: Award of UG Degree in major with 120-132 credits and an additional 4 credits core NSQF course/Internship OR Continue with Major and Minor								132
VII	Mandatory-D1	Elect-DSE-A3 to J3	Minor-VII					20
	Mandatory-D2							
	Mandatory-D3							
VIII	Mandatory-D4	Elect-DSE-A4 to J4					OJT-II	20
	Mandatory-D5							
	Mandatory-D6							
							Total Credits	40
Four Year UG Honors Degree in major and minor with 160-176 credit								172
VII	Mandatory-D1	Elect-DSE-A3 to J3					RP-I	22
	Mandatory-D2							
	Mandatory-D3							
VIII	Mandatory-D4	Elect-DSE-A4 to J4					RP-II	22
	Mandatory-D5							
	Mandatory-D6							
							Total Credits	44
Four Year UG Honors with Research Degree in major and minor with 160-176 credit								176

Credit Distribution Chart for B.B.A. Program

Semester, NSQF Level and Exit Points

Sr. No.	Semester	Year	Year	Credits	Level	Exit Points &Award
1	Sem. I & II	2024-25	1Year	44	4.5	UG Certificate in Business Administration
2	Sem.III & IV	2025-26	2Year	88	5.0	UG Diploma in Business Administration
3	Sem. V &VI	2026-27	3Year	132	5.5	Bachelor in Business Administration (UG Three Year Degree)
4	Sem.VII & VIII	2027-28	4Year	176	6.0	Bachelor in Business Administration [Honors/Research] (UG Four Year Degree)

Credit Distribution (3 Years Degree Programme in major)

Sr. No.	Course Name	Total Courses (Papers)	Total Credits	% in Total Courses
1	Major-Mandatory	13	46	34.84
2	Major-Elective	2	8	6.06
3	Minor	6	20	15.15
4	Open Elective	6	12	9.09
5	Vocational Skill Course(VSC)	4	8	6.06
6	Skill Enhancement Course(SEC)	3	6	4.55
7	Ability Enhancement Courses(AEC)	4	8	6.06
8	Indian Knowledge System(IKS)	1	2	1.52
9	Value Education Courses(VEC)	2	4	3.03
10	On Job Training(OJT)	1	4	3.03
11	Field Project(FP)	2	4	3.03
12	Community Engagement Service Program/project	1	2	1.52
13	Co-curricular Courses(CC)	4	8	6.06
	Total	48	132	100

Credit Distribution (4 Years Degree Honors Programme in major)

Sr. No.	Course Name	Total Courses (Papers)	Total Credits	% in Total Courses
1	Major-Mandatory	19	70	40.70
2	Major-Elective	6	16	9.30
3	Minor	6	24	13.95
4	Open Elective	6	12	6.98
5	Vocational Skill Course(VSC)	4	8	4.65
6	Skill Enhancement Course(SEC)	3	6	3.49
7	Ability Enhancement Courses(AEC)	4	8	4.65
8	Indian Knowledge System(IKS)	1	2	1.16
9	Value Education Courses(VEC)	2	4	2.33
10	On Job Training(OJT)	2	8	4.65
11	Field Project(FP)	2	4	2.33
12	Community Engagement Service Program/project	1	2	1.16
13	Co-curricular Courses(CC)	4	8	4.65
	Total	60	172	100

Credit Distribution (4 Years Degree Honors with research in major)

Sr. No.	Course Name	Total Courses (Papers)	Total Credits	% in Total Courses
1	Major-Mandatory	19	66	37.5
2	Major-Elective	6	16	9.09
3	Minor	6	24	13.63
4	Open Elective	6	12	6.81
5	Vocational Skill Course(VSC)	4	8	4.55
6	Skill Enhancement Course(SEC)	3	6	3.41
7	Ability Enhancement Course (AEC)	4	8	4.55
8	Indian Knowledge System(IKS)	1	2	1.14
9	Value Education Course (VEC)	2	4	2.27
10	On Job Training(OJT)	1	4	2.27
11	Field Project(FP)	2	4	2.27
12	Community Engagement Service Program/Project	1	2	1.14
13	Co-curricular Course(CC)	4	8	4.55
14	Research Project(RP)	2	12	6.82
	Total	61	176	100

Credit Distribution

Sr. No.	Course	3 Year Degree Programme			4 Year Degree (Honours with Research) Programme		
		Courses	Credits	%	Courses	Credits	%
		(3 Yr)	(3Yr)		(4Yr)	(4Yr)	
1	Major-Mandatory	13	46	34.84	19	66	37.50
2	Major-Elective	02	08	6.06	04	16	9.09
3	Indian Knowledge System(IKS)	01	02	1.52	01	02	1.14
4	Vocational Skill Course(VSC)	04	08	6.06	04	08	4.55
5	Field Project(FP)	02	04	3.03	02	04	2.27
6	On Job Training(OJT)	01	04	3.03	01	04	2.27
7	Research Project(RP)				02	12	6.82
Total (Major)-A		23	72	54.55	33	112	63.64
1	Minor	06	20	15.15	07	24	13.64
Total (Minor)-B		06	20	15.15	07	24	13.64
1	Open Elective(OE)	06	12	9.09	06	12	6.82
2	Ability Enhancement Course(AEC)	04	08	6.06	04	08	4.55
3	Skill Enhancement Course(SEC)	03	06	4.55	03	06	3.41
4	Value Education Course (VEC)	02	04	3.03	02	04	2.27
5	Co-curricular Courses(CC)	04	08	6.06	04	08	4.55

6	Community Engagement Service Program/Project(CEP)	01	02	1.51	01	02	1.14
Total-C		20	40	30.30	20	40	22.73
Grand Total (A+B+C)		49	132	100.00	60	176	100.00

CBCS BBA Structure Sem -I and II

Structure-1													
SEM -I-DURATION-06 MONTHS													
		TEACHING SCHEME						EXAMINATION SCHEME					
		THEORY(TH)			PRACTICAL(PR)			UNIVERSITY EXAM			INTERNAL EXAM		
	COURSE TYPE	NO.OF LECTURE	HOURS	CREDITS	NO.OF LECTURE	HOURS	CREDITS	PAPER HOURS	MAX	MIN	INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandatory-A1	4	4	4				2.5	60	24	For 40 Internal Marks = PRACTICAL OR FIELDWORK (20)+TEST/ASSIGNMENT(10)+ ORAL(10) For 20 Internal Marks = GROUP ACTIVITY(10) +TEST/ASSIGNMENT (10)	40	16
2	Mandatory-A2	2	2	2				1.5	30	12		20	8
3	OE-A1 to G1	2	2	2				1.5	30	12		20	8
4	OE-H1 to N1	2	2	2				1.5	30	12		20	8
5	VSC-I	-	-	-	2	2	2	1.5	30	12		20	8
6	SEC-I	2	2	2				1.5	30	12		20	8
7	AEC-I	2	2	2				1.5	30	12		20	8
8	VEC-I	2	2	2				1.5	30	12		20	8
9	IKS-I	2	2	2				1.5	30	12		20	8
10	CC-A1 to F1	2	2	2				1.5	30	12		20	8
TOTAL		20	20	20	2	2	2	-	330	-	220		
											Theory Marks + Internal Marks = Total Marks 330 (Theory) + 220 (Internal) = 550		
SEM -II-DURATION-06 MONTHS													
		TEACHING SCHEME						EXAMINATION SCHEME					
		THEORY(TH)			PRACTICAL(PR)			UNIVERSITY EXAM			INTERNAL EXAM		
	COURSE TYPE	NO.OF LECTURE	HOURS	CREDITS	NO.OF LECTURE	HOURS	CREDITS	PAPER HOURS	MAX	MIN	INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandatory-A3	4	4	4				2.5	60	24	For 40 Internal Marks = PRACTICAL OR FIELDWORK (20)+TEST/ASSIGNMENT (10)+SEMINAR(10) For 20 Internal Marks = GROUP ACTIVITY(10) +TEST/ASSIGNMENT (10)	40	16
2	Mandatory-A4	2	2	2				1.5	30	12		30	12
3	Minor-I	2	2	2				1.5	30	12		30	12
4	OE-A2 to G2	2	2	2				1.5	30	12		30	12
5	OE-H2 to N2	2	2	2				1.5	30	12		30	12
6	VSC-II	-	-	-	2	2	2	1.5	30	12		30	12
7	SEC-II	2	2	2				1.5	30	12		30	12
8	AEC-II	2	2	2				1.5	30	12		30	12
9	VEC-II	2	2	2				1.5	30	12		30	12
10	CC-A2 to F2	2	2	2				1.5	30	12		30	12

TOTAL	20	20	20	2	2	2		330	220				
									Theory Marks + Internal Marks = Total Marks 330 (Theory) + 220 (Internal) = 550				
GRAND TOTAL	40	40	40	4	4	4		660	660 (THEORY) + 440 (INTERNAL) = 1100				

NOTE: Open Elective (OE) Vocational & Skill Enhancement Courses(VSEC):1.Vocational Skill Course(VSC),2.Skill Enhancement Course(SEC), Ability Enhancement Courses(AEC),Indian Knowledge System(IKS),Value Education Courses(VEC), On Job Training(OJT)/Field Project(FP)/Internship/Community Engagement & Service, Co-curricular Courses(CC),Research Project(RP)

CBCS BBA Structure Sem -III and IV

Structure-2													
SEMESTER-III-DURATION-06 MONTHS													
SR. NO.		TEACHING SCHEME						EXAMINATION SCHEME					
		THEORY(TH)			PRACTICAL (PR)			UNIVERSITY EXAM			INTERNAL EXAM		
	COURSE TYPE	NO.OF LECTURE	HOURS	CREDIT S	NO. OF LE CT UR E	HO UR S	CR EDI TS	PAPER HOURS	MAX	MIN	INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandatory-B1	4	4	4				2.5	60	24	For 40 Internal Marks = PRACTICAL OR FIELDWORK (20)+TEST/ASSIGNMENT (10)+ BOOK REVIEW PRESENTATION(10) For 20 Internal Marks = GROUP ACTIVITY(10)- +TEST/ASSIGNMENT (10)	40	16
2	Mandatory-B2	4	4	4				2.5	60	24		40	16
3	Minor-II	4	4	4				2.5	60	24		40	16
4	OE-O1 to U1	2	2	2				1.5	30	12		20	8
5	VSC-III	-	-	-	2	2	2	1.5	30	12		20	8
6	AEC(Env.Sc.)	2	2	2				3.00	70	28		-	-
7	CC-A3 to F3	2	2	2				1.5	30	12		20	8
8	FP										FIELD PROJECT INTERNAL VIVA-VOCE EXAMINATION 30 MARKS FOR FIELD PROJECT REPORT +20 MARKS FOR INTERNAL VIVA-VOCE (MINIMUM MARKS 40% IN EACH HEAD	50	20
TOTAL		18	18	18	4	4	4	-	340	-	230		
											Theory Marks + Internal Marks =Total Marks 340 (Theory) + 230 (Internal) = 570		
SEMESTER-IV DURATION-06 MONTHS													
SR.		TEACHING SCHEME						EXAMINATION SCHEME					
		THEORY(TH)			PRACTICAL			UNIVERSITY EXAM			INTERNAL EXAM		

NO.	COURSE TYPE	NO.OF LECTURE	HOURS	CREDITS	(PR)			PAPER HOURS	MAX	MIN			
					NO. OF LECTURE	HOURS	CREDITS				INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandatory-B3	4	4	4				2.5	60	24	For 40 Internal Marks = PRACTICAL OR FIELDWORK (20)+TEST/ASSIGNMENT (10)+ SEMINAR(10) For 20 Internal Marks = GROUP ACTIVITY(10) +TEST/ASSIGNMENT (10)	40	16
2	Mandatory-B4	4	4	4				2.5	60	24		40	16
3	Minor-III	4	4	4				1.5	30	12		20	8
4	OE-O2 to U2	2	2	2				1.5	30	12		20	8
5	SEC-III	2	2	2				1.5	30	12		20	8
6	CEP	-	-	-	2	2	2	1.5	30	12		20	8
7	CC-A4 to F4	2	2	2				1.5	30	12		20	8
8	AEC(Env.)	2	2	2							EVS PROJECT	30	12
TOTAL		20	20	20	2	2	2	-	270	-	Theory Marks + Internal Marks = Total Marks 270 (Theory) + 210 (Internal) = 480		
GRAND TOTAL		38	38	38	6	6	6		610		610 (THEORY) + 440 (INTERNAL) = 1050		

NOTE: Open Elective (OE) Vocational & Skill Enhancement Courses(VSEC):1.Vocational Skill Course(VSC),2.Skill Enhancement Course(SEC), Ability Enhancement Courses(AEC),Indian Knowledge System(ICS),Value Education Courses(VEC), On Job Training(OJT)/Field Project(FP)/Internship/Community Engagement & Service, Co-curricular Courses(CC),Research Project(RP)

BBA Structure Sem -V and VI

Structure-3

SEMESTER-V -DURATION-06 MONTHS

SR. NO.	COURSE TYPE	TEACHING SCHEME						EXAMINATION SCHEME					
		THEORY (TH)			PRACTICAL (PR)			UNIVERSITY EXAM			INTERNAL EXAM		
		NO.OF LECTURE	HOURS	CREDITS	NO.OF LECTURE	HOURS	CREDITS	PAPER HOURS	MAX	MIN	INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandataory-C1	4	4	4				2.5	60	24	For 40 Internal Marks = PRACTICAL OR FIELDWORK (20)+TEST/ASSIGNMENT(10) + CASE STUDY PRESENTATION/SEMINAR (10) For 20 Internal Marks = GROUP ACTIVITY(10) +TEST/ASSIGNMENT (10)	40	16
2	Mandataory-C2	4	4	4				2.5	60	24		40	16
3	Elect-DSE-A1 to J1	4	4	4				2.5	60	24		40	16
4	Minor-IV	4	4	4				2.5	60	24		40	16
5	Minor-V	2	2	2				1.5	30	12		20	8
6	VSC-IV	-	-	-	2	2	2	1.5	30	12	FIELD PROJECT INTERNAL VIVA-VOCE EXAMINATION 30 Marks for Mini-Project Report +20 Marks for Internal Viva-voce (Minimum Marks 40% in each head)	20	8
7	FP	-	-	-	2	2	2	-	-	-		50	20
TOTAL		18	18	18	4	4	4		300		250		
											Theory Marks + Internal Marks = Total Marks 300 (Theory) + 250 (Internal & Viva) = 550		

SEMESTER-VI DURATION-06 MONTHS

SR. NO.	COURSE TYPE	TEACHING SCHEME						EXAMINATION SCHEME					
		THEORY (TH)			PRACTICAL (PR)			UNIVERSITY EXAM			INTERNAL EXAM		
		NO.OF LECTURE	HOURS	CREDITS	NO. OF LECTURE	HOURS	CREDITS	PAPER HOURS	MAX	MIN	INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandataory-C3	4	4	4				2.5	60	24	For 40 Internal Marks = PRACTICAL OR FIELDWORK (20)+TEST/ACTIVITY(10)+ +BOOK REVIEW/CASE	40	16
2	Mandataory-C4	4	4	4				2.5	60	24		40	16
3	Mandataory-C5	2	2	2				1.5	30	12		20	8
4	Elect-DSE-A2 to J2	4	4	4				2.5	60	24		40	16

5	Minor-VI	4	4	4				2.5	60	24	STUDY(10) For 20 Internal Marks = GROUP ACTIVITY(10) +TEST.ASSIGNMENT (10)	40	16
6	OJT	-	-	-	4	4	4		100	40	PROJECT UNIVERSITY VIVA-VOCE EXAMINATION AND PROJECT REPORT (Viva Voce:Max:60 Marks, Min: 24 Marks) (Project Report:Max:40 marks ,Min:16 Marks)		
TOTAL		18	18	18	4	4	4	-	370	-	180		
											Theory Marks + Internal Marks = Total Marks 370 (Theory & Viva) + 180 (Internal) = 550		
GRAND TOTAL		36	36	36	4	4	4	-	700	-	700 (THEORY) + 430 (INTERNAL) = 1130		

NOTE: Open Elective (OE) Vocational & Skill Enhancement Courses (VSEC):1.Vocational Skill Course (VSC), 2.Skill Enhancement Course (SEC), Ability Enhancement Courses (AEC), Indian Knowledge System (IKS), Value Education Courses (VEC), On Job Training (OJT)/Field Project(FP)/Internship/Community Engagement & Service, Co-curricular Courses (CC),Research Project(RP)

CBCS BBA Structure Sem -VII and VIII

(For Four Year UG Honors Degree in Major and Minor)

Structure-4													
SEMESTER-VII -DURATION-06 MONTHS													
		TEACHING SCHEME						EXAMINATION SCHEME					
SR. NO.		THEORY(TH)			PRACTICAL (PR)			UNIVERSITY EXAM			INTERNAL EXAM		
	COURSE TYPE	NO.OF LECTURE	HOURS	CREDITS	NO. OF LECTURE	HOURS	CREDITS	PAPER HOURS	MAX	MIN	INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandataory-D1	4	4	4				2.5	60	24	For 40 Internal Marks = PRACTICAL OR FIELDWORK(20)+ TEST/ASSIGNMENT(10)+ RESEARCH PAPER /CASE STUDY PRESENTATION(10) For 20 Internal Marks = GROUP ACTIVITY(10) +TEST/ASSIGNMENT (10)	40	16
2	Mandataory-D2	4	4	4				2.5	60	24		40	16
3	Mandataory-D3	4	4	4				2.5	60	24		40	16
4	Elect-DSE-A3 to J3	4	4	4				2.5	60	24		40	16
5	Minor-VII	4	4	4				2.5	60	24		40	16
TOTAL		20	20	20				-	300	-	200 Theory Marks + Internal Marks = Total Marks 300 (Theory) + 200 (Internal) = 500		
SEMESTER-VIII DURATION-06 MONTHS													
		TEACHING SCHEME						EXAMINATION SCHEME					
SR. NO.		THEORY(TH)			PRACTICAL (PR)			UNIVERISTY VIVA - VOCE			INTERNAL EXAM		
	COURSE TYPE	NO.OF LECTURE	HOURS	CREDITS	NO. OF LECTURE	HOURS	CREDITS	PAPER HOURS	MAX	MIN	INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandataory-D4	4	4	4				2.5	60	24	For 40 Internal Marks = PRACTICAL OR FIELDWORK(20)+ TEST/ASSIGNMENT (10)+ RESEARCH PAPER /CASE STUDY PRESENTATION(10)	40	16
2	Mandataory-D5	4	4	4				2.5	60	24		40	16
3	Mandataory-D6	4	4	4				2.5	60	24		40	16
	Elect-DSE-A4 to J4	4	4	4				2.5	60	24		40	16

	OJT	-	-	-	4	4	4		100	40	PROJECT UNIVERSITY VIVA-VOCE EXAMINATION AND PROJECT REPORT (Viva Voce:Max:60 Marks, Min: 24 Marks) (Project Report:Max:40 marks ,Min:16 Marks)		
TOTAL		16	16	16	4	4	4	-	-	-	240		
											University Viva-voce + Internal Marks=Total marks 340 (Viva) + 240 (Internal) = 590		
GRAND TOTAL		36	36	36	4	4	4	-	340	-	640 (THEORY) + 440 (INTERNAL) = 1080		

CBCS BBA Structure Sem -VII and VIII

(For Four Year UG Honors with Research Degree in Major and Minor)

Structure-4													
SEMESTER-VII -DURATION-06 MONTHS													
		TEACHING SCHEME						EXAMINATION SCHEME					
SR. NO.		THEORY(TH)			PRACTICAL (PR)			UNIVERSITY EXAM			INTERNAL EXAM		
	COURSE TYPE	NO.OF LECTURE	HOURS	CREDITS	NO. OF LE CT UR E	HO UR S	CR ED ITS	PAPER HOURS	MAX	MIN	INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandataory-D1	4	4	4				2.5	60	24	For 40 Internal Marks = PRACTICAL OR FIELDWORK(20)+ TEST/ASSIGNMENT(10)+ RESEARCH PAPER /CASE STUDY PRESENTATION(10) For 20 Internal Marks = GROUP ACTIVITY(10) +TEST/ASSIGNMENT (10)	40	16
2	Mandataory-D2	4	4	4				2.5	60	24		40	16
3	Mandataory-D3	2	2	2				1.5	30	12		20	8
4	Elect-DSE-A3 to J3	4	4	4				2.5	60	24		40	16
5	Minor-VII	4	4	4				2.5	60	24		40	16
6	RP-I	-	-	-	4	4	4		100	40	EXTERNAL VIVA VOCE +REPORT (VIVA VOCE:MAX:60 MARKS, MIN: 24 MARKS) (RESEARCH REPORT:MAX:40 MARKS ,MIN:16 MARKS)		
TOTAL		18	18	18	4	4	4	-	370	-	180 Theory Marks + Internal Marks = Total Marks 370 (Theory) + 180 (Internal) = 550		
SEMESTER-VIII DURATION-06 MONTHS													
		TEACHING SCHEME						EXAMINATION SCHEME					
SR. NO.		THEORY(TH)			PRACTICAL (PR)			UNIVERISTY EXAM			INTERNAL EXAM		
	COURSE TYPE	NO.OF LECTURE	HOURS	CREDITS	NO. OF LE CT UR E	HO UR S	CR ED ITS	PAPER HOURS	MAX	MIN	INTERNAL MARK DISTRIBUTION	MAX	MIN
1	Mandataory-D4	4	4	4				2.5	60	24	FOR 40 INTERNAL MARKS =	40	16
2	Mandataory-D5	4	4	4				2.5	60	24		40	16

3	Mandataory-D6	2	2	2				1.5	30	12	PRACTICAL OR FIELDWORK(20)+ TEST/ASSIGNMENT(10) + RESEARCH PAPER /CASE STUDY PRESENTATION(10) FOR 20 INTERNAL MARKS =GROUP ACTIVITY(10) +TEST/ASSIGNMENT (10)	20	8
	Elect-DSE-A4 to J4	4	4	4				2.5	60	24		40	16
	RP-II	-	-		8	8	8		400	160	Internship	100	60
								PROJECT UNIVERSITY VIVA- VOCE EXAMINATION AND PROJECT REPORT (Viva Voce:Max:250 Marks, Min: 100 Marks) (Research Report Max:150 marks ,Min: 60 Marks)					
TOTAL		14	14	14	8	8	8	-	610	-	240		
											Theory Marks + Internal Marks = Total Marks 610 (Theory) + 240 (Internal) = 850		
GRAND TOTAL		32	32	32	8	8	8		980		Theory Marks(980) + Internal Marks (420) = Total Marks(1400)		

NOTE: Open Elective (OE) Vocational & Skill Enhancement Courses(VSEC):1.Vocational Skill Course(VSC),2.Skill Enhancement Course(SEC), Ability Enhancement Courses(AEC),Indian Knowledge System(IKS),Value Education Courses(VEC), On Job Training(OJT)/Field Project(FP)/Internship/Community Engagement & Service, Co-curricular Courses(CC),Research Project(RP)

Semester-wise Courses

B.B.A.

B. B.A.-I Semester-I

Sr. No.	Components	Course Code	Course (Subject)	Credits
1	Mandatory	Mandatory-A1	Fundamentals of Business Management	4
2	Mandatory	Mandatory-A2	Marketing Management	2
3	Open Elective	OE-A1 to G1	Micro Economics/ Psychology-I/ Marathi-I/ German-I/ Social Work-I / Media & Entertainment Management-I/ Sanskrit-I	2
4	Open Elective	OE-H3 to N3	Banking/ IT in Business Management/ Hindi-I/ Japanese-I/ Political Science & Public Administration-I / Defense Study-I / Russian-I	2
5	VSC	VSC-I	IT Skills(MS Office) -I/IT Skills-Computerized Accounting(Tally)-I	2
6	SEC	SEC-I	Soft Skills (Managerial Skills)-I/ Computing Skills-(Quantitative Aptitude)-I	2
7	AEC	AEC-I	Business Communication	2
8	VEC	VEC-I	Democracy ,Election and Good Governance	2
9	IKS	IKS-I	Ancient Indian Management	2
10	CC	CC-A1 to F1	NCC/NSS/Cultural/Yoga/Sports/Health & Wellness	2
Total Credits				22

B. B.A.-I Semester-II

Sr. No.	Components	Course Code	Course (Subject)	Credits
1	Mandatory	Mandatory-A3	Accounting for managers	4
2	Mandatory	Mandatory-A4	Human Resource Management	2
3	Minor	Minor-I	Fundamentals of Entrepreneurship	2
4	Open Elective	OE-A2 to G2	Macro Economics/ Psychology-II/ Marathi-II/ German-II/ Social Work-II/ Media & Entertainment Management-II/ Sanskrit-II	2
5	Open Elective	OE-H3 to N3	Business Environment/ RTI , Human Right Education (HRE)& IPR / Hindi-II/ Japanese-II/ Political Science & Public Administration-II/ Defense Study-II/ Russian-II	2
6	VSC	VSC-II	IT Skills-MS Office -II/IT Skills-Computerized Accounting-II	2
7	SEC	SEC-II	Soft Skills -Managerial Skills-II/ Computing Skills-Logical Reasoning -II	2
8	AEC	AEC-II	Impression Management	2
9	VEC	VEC-II	Constitution of India & Local Self Govt.	2
10	CC	CC-A2 to F2	NCC/NSS/Cultural/Yoga/Sports/Health & Wellness	2
Total Credits				22

EXIT OPTION: Award of UG Certificate in Major **with 44 credits** & an additional 4 credits core NSQF Course/Internship OR Continue with Major& Minor.

Semester-wise Courses**B.B.A.****B. B.A.-II Semester-III**

B. B.A.-II Semester-III				
Sr. No.	Components	Course Code	Course (Subject)	Credits
1	Mandatory	Mandatory-B1	Cost Accounting	4
2	Mandatory	Mandatory-B2	Service Management	4
3	Minor	Minor-II	Entrepreneurship Development	4
4	Open Elective	OE-O1 to U1	Statistical Techniques/ Goods & Service Tax(GST)/ Sociology-I/ French-I/ Journalism & Mass Communication-I/ Health Science-I/ Agriculture-I	2
5	VSC	VSC-III	Financial Market Skills/ Entrepreneurial Skills	2
6	AEC	AEC-III	Environmental Science-I	2
7	FP	FP-I	Field Project-I	2
8	CC	CC-A3 to F3	NCC/NSS/Cultural/Yoga/Sports/Health & Wellness	2
Total Credits				22

Semester-wise Courses

B.B.A.

B. B.A.-II Semester-IV

Sr. No.	Components	Course Code	Course (Subject)	Credits
1	Mandatory	Mandatory-B3	Management Accounting	4
2	Mandatory	Mandatory-B4	Research Methods in Management	4
3	Minor	Minor-III	Entrepreneurship Project Management	4
4	Open Elective	OE-O2 to U2	Statistics for Business/ Labour Laws/ Sociology-II/ French-II/ Journalism & Mass Communication-II/ Health Science-II/ Agriculture-II	2
5	SEC	SEC-III	Soft Skills (Managerial Skills)-III/ Computing Skills- (Verbal Ability)-III	2
6	AEC	AEC-IV	Environmental Science-II	2
7	CEP	CEP-I	Community Engagement Program/Project	2
8	CC	CC-A4 to F4	NCC/NSS/Cultural/Yoga/Sports/Health & Wellness	2
Total Credits				22

EXIT OPTION: Award of UG Diploma in Major and Minor with **88 Credits** & an additional 4 credits core NSQF Course/ Internship OR Continue with Major & Minor.

B. B.A.-III Semester-V				
Sr. No.	Components	Course Code	Course (Subject)	Credits
1	Mandatory	Mandatory-C1	Production and Operations Management	4
2	Mandatory	Mandatory-C2	Business Ethics & Corporate Governance	4
3	Major-Electives	Elect-DSE-A1/B1/C1/D1/E1/F1/G1/H1/I1/J1	Discipline Specific Elective(DSE)- A1.Digital Marketing B1.Indian Financial System C1.HR Planning and Procurement D1.Business Analytics for management E1.Web Technology F1.Fundamentals of Event Management G1.Dynamics of Family Business H1.Fundamentals of Hospitality Management I1-Principles of International Business J1.Basics of Travel and Tourism	4
4	Minor	Minor-IV	Financial Management	4
5	Minor	Minor-V	Fundamentals of Business Law	2
6	VSC	VSC-IV	Event Management Skill /Data Analysis Skills	2
7	FP	FP-II	Field Project-II	2
Total Credits				22

Specialization: A. Marketing Management/B. Financial Management/C.HRM/D. Business Analytics/E. Computer Application/F. Event Management/ G. Family Business Management/H. Hospitality Management /I. International Business/J. Travel & Tourism

B. B.A.-III Semester-VI				
Sr. No.	Components	Course Code	Course(Subject)	Credits
1	Mandatory	Mandatory-C3	Strategic and Change Management	4
2	Mandatory	Mandatory-C4	Organizational Behavior	4
3	Mandatory	Mandatory-C5	E-commerce	2
4	Electives	Elect-DSE- A2/B2/C2/D2/E2/F2 /G2/H2/I2/J2	Discipline Specific Elective(DSE) A2.Consumer Behavior B2.Business Finance C2.Human Resource Development D2.Business Analytics using R Programming E2.Enterprise Resource Planning F2. Event Marketing and Production G2.Start-Up :Creativity and Innovation H2.Hotel Management I2-Export and Import J2.Principles and Practices of Travel & Tourism Management	4
5	Minor	Minor-VI	Fundamentals of Taxation	4
6	OJT	OJT-I	On the Job Training(OJT)-I	4
Total Credits				22

Specialization: A. Marketing Management/B. Financial Management/C.HRM/D. Business Analytics/E. Computer Application/F. Event Management/ G. Family Business Management/H. Hospitality Management /I. International Business/J.Travel & Tourism

EXIT OPTION: Award of UG Degree in Major with **132 credits** OR Continue with Major & Minor.

B.B.A. Honors Degree**B. B.A.-III Semester-VII**

Sr. No .	Components		Course (Subject)	Credits
1	Mandatory	Mandatory-D1	Artificial Intelligence in Management	4
2	Mandatory	Mandatory-D2	Cyber Crimes and Frauds in Business	4
3	Mandatory	Mandatory-D3	Cultural ,Philosophical and Spiritual Foundation of management	4
4	Electives	Elect-DSE- A3/B3/C3/D3/E3/F3/ G3/H3/I3/J3	Discipline Specific Elective(DSE) A3.Advertising and Brand Management B3.Security Analysis and Portfolio Management C3.Compensation Management D3.Data Visualization using Python E3.Data Mining and Warehousing F3. Event Risk Management G3.Strategic Family Business Management H3.Hospitality Marketing and Law I3-Cross Cultural Management J3.Geography of Tourism and attraction of Indian Tourism	4
5	Minor	Minor-VII	Research Methodology	4
Total Credits				20

B.B.A. Honors Degree				
B. B.A.-III Semester-VIII				
Sr. No.	Components		Course (Subject)	Credits
1	Mandatory	Mandatory-D4	Total Quality Management	4
2	Mandatory	Mandatory-D5	Operation Research for managers	4
3	Mandatory	Mandatory-D6	Global Business Management	4
4	Electives	Elect-DSE- A4/B4/C4/D4/E4/F4/ G4/H4/I4/J4	Discipline Specific Elective(DSE) A4.International Marketing B4.International Finance C4.Industrial Relations and Labour Laws D4.Business Data Management & Cloud Computing E4.Python Programming and Software Project Management F4. It for Event Management G4.Venture Capital and Funding Agencies H4.Soft Skills in Hospitality I4-Issues in International Business J4.Tourism Issues and Strategies	4
5	On Job Training	OJT-II	On Job Training-II	4
Total Credits				20

B.B.A. Honors with Research Degree

B. B.A.-III Semester-VII

Sr. No .	Components		Course (Subject)	Credits
1	Mandatory	Mandatory-D1	Artificial Intelligence in Management	4
2	Mandatory	Mandatory-D2	Cyber Crimes and Frauds in Business	4
3	Mandatory	Mandatory-D3	Cultural ,Philosophical and Spiritual Foundation of management	2
4	Electives	Elect-DSE- A3/B3/C3/D3/E3/F3/ G3/H3/I3/J3	Discipline Specific Elective(DSE) A3.Advertising and Brand Management B3.Security Analysis and Portfolio Management C3.Compensation Management D3.Data Visualization using Python E3.Data Mining and Warehousing F3. Event Risk Management G3.Strategic Family Business Management H3.Hospitality Marketing and Law I3-Cross Cultural Management J3.Geography of Tourism and attraction of Indian Tourism	4
5	Minor	Minor-VII	Research Methodology	4
6	Research Project	RP-I	Research Project-I	4
Total Credits				22

B.B.A. Honors with Research Degree				
B. B.A.-III Semester-VIII				
Sr. No.	Components		Course (Subject)	Credits
1	Mandatory	Mandatory-D4	Total Quality Management	4
2	Mandatory	Mandatory-D5	Operation Research for managers	4
3	Mandatory	Mandatory-D6	Global Business Management	2
4	Electives	Elect-DSE- A4/B4/C4/D4/E4/F4/ G4/H4/I4/J4	Discipline Specific Elective(DSE) A4.International Marketing B4.International Finance C4.Industrial Relations and Labour Laws D4.Business Data Management & Cloud Computing E4.Python Programming and Software Project Management F4. It for Event Management G4.Venture Capital and Funding Agencies H4.Soft Skills in Hospitality I4-Issues in International Business J4.Toursim Issues and Strategies	4
5	Research Project	RP-II	Research Project-II	8
Total Credits				22

Baskets under B.B.A. (UG)

1. Major Basket

I. Mandatory

II. Elective

I. Mandatory Basket

Sr. No.	Semester	Basket	Course Code	Mandatory Courses	Credits
1.	Semester -1	Mandatory	Mandatory-A1	Fundamentals of Business Management	4
2.	Semester -1	Mandatory	Mandatory-A2	Marketing Management	2
3.	Semester -2	Mandatory	Mandatory-A3	Accounting for Managers	4
4.	Semester -2	Mandatory	Mandatory-A4	Human Resource Management	2
5.	Semester -3	Mandatory	Mandatory-B1	Cost Accounting	4
6.	Semester -3	Mandatory	Mandatory-B2	Service Management	4
7.	Semester -4	Mandatory	Mandatory-B3	Management Accounting	4
8.	Semester -4	Mandatory	Mandatory-B4	Research Methods in Management	4
9.	Semester -5	Mandatory	Mandatory-C1	Production and Operations Management	4
10.	Semester -5	Mandatory	Mandatory-C2	Business Ethics & Corporate Governance	4
11.	Semester -6	Mandatory	Mandatory-C3	Strategic and Change Management	4
12.	Semester -6	Mandatory	Mandatory-C4	Organizational Behavior	4
13.	Semester -6	Mandatory	Mandatory-C5	E-commerce	2
14.	Semester -7	Mandatory	Mandatory-D1	Artificial Intelligence in Management	4
15.	Semester -7	Mandatory	Mandatory-D2	Cyber Crimes and Frauds in Business	4
16.	Semester -7	Mandatory	Mandatory-D3	Cultural ,Philosophical & Spiritual Foundation of management	2
17.	Semester -8	Mandatory	Mandatory-D4	Total Quality Management	4
18.	Semester -8	Mandatory	Mandatory-D5	Operations Research for manages	4
19.	Semester -8	Mandatory	Mandatory-D6	Global Business Management	2

II. Elective Basket

Sr. No.	Semester	Basket	Course Code	Mandatory Courses	Credits
1.	Semester -5	Electives	Elect-DSE- A1/B1/C1/D1/E1/ F1/G1/H1/I1/J1	A1.Digital Marketing B1.Indian Financial System C1.HR Planning and Procurement D1.Business Analytics for management E1.Web Technology F1.Fundamnetal of Event Management G1.Dynamics of Family Business H1.Fundamentals of Hospitality Management I1-Principles of International Business J1.Basics of Travel and Tourism	4
2.	Semester -6	Electives	Elect-DSE- A2/B2/C2/D2/E2/ F2/G2/H2/I2/J2	A2.Consumer Behavior B2.Business Finance C2.Human Resource Development D2.Business Analytics using R Programming E2.Enterprise Resource Planning F2. Event Marketing and Production G2.Start-Up :Creativity and Innovation H2.Hotel Management I2-Export and Import J2.Principles and Practices of Travel & Tourism Management	4
3.	Semester -7	Electives	Elect-DSE- A3/B3/C3/D3/E3/ F3/G3/H3/I3/J3	A3.Advertising and Brand Management B3.Security Analysis and Portfolio Management C3.Compensation Management D3.Data Visualization using Python E3.Data Mining and Warehousing F3. Event Risk Management G3.Strategic Family Business	4

				Management H3.Hospitality Marketing and Law I3-Cross Cultural Management J3.Geography of Tourism and attraction of Indian Tourism	
4.	Semester -8	Electives	Elect-DSE- A4/B4/C4/D4/E4/ F4/G4/H4/I4/J4	A4.International Marketing B4.International Finance C4.Industrial Relations and Labour Laws D4.Business Data Management & Cloud Computing E4.Python Programming and Software Project Management F4. IT for Event Management G4.Venture Capital and Funding Agencies H4.Soft Skills in Hospitality I4-Issues in International Business J4.Toursim Issues and Strategies	4

2. Minor Basket

Sr. No	Semester	Basket	Course Code	Minor Courses	Credits
1	Semester -2	Minor	Minor-I	Fundamentals of Entrepreneurship	2
2	Semester -3	Minor	Minor-II	Entrepreneurship Development	4
3	Semester -4	Minor	Minor-III	Entrepreneurship Project Management	4
4	Semester -5	Minor	Minor-IV	Financial Management	4
5	Semester -5	Minor	Minor-V	Fundamentals of Business Law	2
6	Semester -6	Minor	Minor-VI	Fundamentals of Taxation	4
7	Semester -7	Minor	Minor-VII	Research Methodology	4

3. Open Electives Basket

Sr. No.	Semester	Basket	Course Code	Open Elective Courses	Credits
1.	Semester -1	Open Elective	OE-A1	Micro Economics	2
2.	Semester -2	Open Elective	OE-A2	Macro Economics	2
3.	Semester -1	Open Elective	OE-B1	Psychology-I	2
4.	Semester -2	Open Elective	OE-B2	Psychology-II	2
5.	Semester -1	Open Elective	OE-C1	Marathi-I	2
6.	Semester -2	Open Elective	OE-C2	Marathi-II	2
7.	Semester -1	Open Elective	OE-D1	German-I	2
8.	Semester -2	Open Elective	OE-D2	German-II	2
9.	Semester -1	Open Elective	OE-E1	Social Work-I	2
10.	Semester -2	Open Elective	OE-E2	Social Work-II	2
11.	Semester -1	Open Elective	OE-F1	Media & Entertainment Management-I	2
12.	Semester -2	Open Elective	OE-F2	Media & Entertainment Management-II	2
13.	Semester -1	Open Elective	OE-G1	Sanskrit-I	2
14.	Semester -2	Open Elective	OE-G2	Sanskrit-II	2

15.	Semester -1	Open Elective	OE-H1	Banking	2
16.	Semester -2	Open Elective	OE-H2	Business Environment	2
17.	Semester -1	Open Elective	OE-I1	IT in Business Management	2
18.	Semester -2	Open Elective	OE-I2	RTI , Human Right Education & IPR	2
19.	Semester -1	Open Elective	OE-J1	Hindi-I	2
20.	Semester -2	Open Elective	OE-J2	Hindi-II	2
21.	Semester -1	Open Elective	OE-K1	Japanese-I	2
22.	Semester -2	Open Elective	OE-K2	Japanese-II	2
23.	Semester -1	Open Elective	OE-L1	Political Science& Public Administration-I	2
24.	Semester -2	Open Elective	OE-L2	Political Science& Public Administration-II	2
25.	Semester -1	Open Elective	OE-M1	Defense Study-I	2
26.	Semester -2	Open Elective	OE-M2	Defense Study-II	2
27.	Semester -1	Open Elective	OE-N1	Russian-I	2
28.	Semester -2	Open Elective	OE-N2	Russian-II	2
29.	Semester-3	Open Elective	OE-O1	Statistical Techniques	2
30.	Semester-4	Open Elective	OE-O2	Statistics for Business	2
31.	Semester-3	Open Elective	OE-P1	Goods and Service Tax	2
32.	Semester-4	Open Elective	OE-P2	Labor Laws	2
33.	Semester-3	Open Elective	OE-Q1	Sociology-I	2
34.	Semester-4	Open Elective	OE-Q2	Sociology-II	2
35.	Semester-3	Open Elective	OE-R1	French-I	2
36.	Semester-4	Open Elective	OE-R2	French-II	2
37.	Semester-3	Open Elective	OE-S1	Journalism & Mass Communication-I	2
38.	Semester-4	Open Elective	OE-S2	Journalism & Mass Communication-II	2
39.	Semester-3	Open Elective	OE-T1	Health Science-I	2
40.	Semester-4	Open Elective	OE-T1	Health Science-II	2
41.	Semester-3	Open Elective	OE-U1	Agriculture-I	2
42.	Semester-4	Open Elective	OE-U1	Agriculture-II	2

4. Vocational and Skill Enhancement Courses (VESC) Courses basket

I. Vocational Skill Courses (VSC), II. Skill Enhancement Courses (SEC)

Sr. No.	Basket	Semester	Course Code	Vocational and Skill Enhancement Courses	Credit
I. Vocational Skill Courses (VSC)					
1	Semester -1	VSC	VSC-I	IT Skills-MS Office -I/ IT Skills-Computerized Accounting-I	2
2	Semester -2	VSC	VSC-II	IT Skills-MS Office -II/ IT Skills-Computerized Accounting-II	2
3	Semester -3	VSC	VSC-III	Financial Market Skills/ Entrepreneurial Skill	2
4	Semester -5	VSC	VSC-IV	Event Management Skills/ Data Analysis Skills	2
II. Skill Enhancement Courses(SEC)					
1	Semester -1	SEC	SEC-I	Soft Skills -Managerial Skills-I/ Computing Skills- (Quantitative Aptitude)-I	2
2	Semester -2	SEC	SEC-II	Soft Skills -Managerial Skills-II/ Computing Skills- (Logical Reasoning)-II	2
3	Semester-3	SEC	SEC-III	Soft Skills -Managerial Skills-III/ Computing Skills- (Verbal Ability)-III	2

5. Ability Enhancement Courses Basket (AEC), Indian Knowledge System (IKS) Value Education Courses (VEC) Basket

Sr. No	Semester	Basket	Course Code	Ability Enhancement Courses, Indian Knowledge System, Value Education Courses	Credits
I. Ability Enhancement Courses Basket (AEC)					
1	Semester -1	AEC	AEC-I	Business Communication	2
2	Semester -2	AEC	AEC-II	Impression Management	2
3	Semester -3	AEC	AEC-III	Environmental Science-I	2
4	Semester -4	AEC	AEC-IV	Environmental Science-II	2
II. Indian Knowledge System (IKS)					
1	Semester -1	IKS	IKS-I	Ancient Indian Management	2
III. Value Education Courses (VEC)					
1	Semester -1	VEC	VEC-I	Democracy ,Election and Good Governance	2

2	Semester -2	VEC	VEC-II	Constitutions of India & Local Self Govt.	2
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**6. Field Project (Major/Elective)/Internship/Communality Engagement and service
Corresponding to the major subject, Co-curricular courses and Research Project**

Sr. No	Semester	Basket	Course Code	Field Project(FP)/ On-Job-Training (OJT)/ Community Engagement Programme (CEP)	Credits
Co-curricular Courses(CC)					
1	Semester-1	CC	CC-A1	NCC-I	2
2	Semester-2	CC	CC-A2	NCC-II	2
3	Semester-3	CC	CC-A3	NCC-III	2
4	Semester-4	CC	CC-A4	NCC-IV	2
5	Semester-1	CC	CC-B1	NSS-I	2
6	Semester-2	CC	CC-B2	NSS-II	2
7	Semester-3	CC	CC-B3	NSS-III	2
8	Semester-4	CC	CC-B4	NSS-IV	2
9	Semester-1	CC	CC-C1	Cultural –I	2
10	Semester-2	CC	CC-C2	Cultural –II	2
11	Semester-3	CC	CC-C3	Cultural –III	2
12	Semester-4	CC	CC-C4	Cultural –IV	2
13	Semester-1	CC	CC-D1	Yoga-I	2
14	Semester-2	CC	CC-D2	Yoga-II	2
15	Semester-3	CC	CC-D3	Yoga –III	2
16	Semester-4	CC	CC-D4	Yoga-IV	2
17	Semester-1	CC	CC-E1	Sports-I	2
18	Semester-2	CC	CC-E2	Sports –II	2
19	Semester-3	CC	CC-E3	Sports-III	2
20	Semester-4	CC	CC-E4	Sports-IV	2
21	Semester-1	CC	CC-F1	Health & Wellness-I	2

22	Semester-2	CC	CC-F2	Health & Wellness-II	2
23	Semester-3	CC	CC-F3	Health & Wellness-III	2
24	Semester-4	CC	CC-F4	Health & Wellness-IV	2
Field Project(FP)					
1	Semester -3	FP	FP-I	Field Project-I	2
2	Semester -5	FP	FP-II	Field Project-II	2
Community Engagement Service Programme/Project(CEP)					
1	Semester -4	CEP	CEP-I	Community Engagement Service Programme (CEP)	2
On-Job-Training(OJT)					
1	Semester -6	OJT	OJT-I	On-Job-Training-I	4
2	Semester-8	OJT	OJT-II	On-Job-Training -II	4
Research Project(RP)					
1	Semester -7	RP	RP-I	Research Project –I	4
2	Semester -8	RP	RP-II	Research Project -II	8

First Year B.B.A.

Semester-I		Semester-II
Course Code	Course(Subject)	Course(Subject)
Major (Mandatory)	Fundamentals of Business Management (4)	Accounting for Managers(4)
Major (Mandatory)	Marketing Management(2)	Human Resource Management(2)
Minor	-	Fundamentals of Entrepreneurship(2)
Open Elective(OE)-I	Micro Economics/ Psychology-I/ Marathi-I/ German-I/ Social Work-I / Media & Entertainment Management-I/ Sanskrit-I(2)	Macro Economics/ Psychology-II/ Marathi-II/ German-II/ Social Work-II/ Media & Entertainment Management-II/ Sanskrit-II(2)
Open Elective(OE)-II	Banking/ IT in Business Management/ Hindi-I/ Japanese-I/ Political Science & Public Administration-I / Defense Study-I / Russian-I(2)	Business Environment/ RTI , Human Right Education (HRE) & IPR / Hindi-II/ Japanese-II/ Political Science & Public Administration-II/ Defense Study-II/ Russian-II(2)
Vocational Skill Course(VSC)	IT Skills-MS Office -I/ IT Skills-Computerized Accounting(Tally)-I(2)	IT Skills-MS Office -II/ IT Skills-Computerized Accounting(Tally)-II(2)
Skill Enhancement Course(SEC)	Soft Skills -Managerial Skills-I/ Computing Skills- (Quantitative Aptitude)-I(2)	Soft Skills -Managerial Skills-II/ Computing Skills-(Logical Reasoning)-II(2)
Ability Enhancement Courses(AEC)	Business Communication(2)	Impression Management(2)
Value Education Course(VEC)	Democracy ,Election and Good Governance(2)	Constitutions of India & Local Self Govt.(2)
Indian Knowledge System(IKS)	Ancient Indian Management(2)	-
Co-curricular Courses	NCC/NSS/Cultural/Yoga/Sports/Health & Wellness(2)	NCC/NSS/Cultural/Yoga/Sports/Health & Wellness(2)

Second Year B.B.A.

Semester-III		Semester-IV
Course Code	Course(Subject)	Course(Subject)
Major (Mandatory)	Cost Accounting(4)	Management Accounting(4)
Major (Mandatory)	Service Management(4)	Research Methods in Management(4)
Minor	Entrepreneurship Development(4)	Entrepreneurship Project Management(4)
Open Elective(OE)-I	Statistical Techniques/ Goods & Service Tax(GST)/ Sociology-I/ French-I/ Journalism & Mass Communication-I/ Health Science-I/ Agriculture-I (2)	Statistics for Business/ Labour Laws/ Sociology-II/ French-II/ Journalism & Mass Communication-II/ Health Science-II/ Agriculture-II(2)
Open Elective(OE)-II	-	-
Vocational Skill Course(VSC)	Financial Market Skills/Entrepreneurial Skills (2)	-
Skill Enhancement Course(SEC)	-	Soft Skills -Managerial Skills-III/ Computing Skills-(Verbal Ability)-III(2)
Ability Enhancement Course (AEC)	Environmental Science-I(2)	Environmental Science-II(2)
Value Education Courses(VEC)	-	-
Indian Knowledge System(IKS)	-	-
Field Project(FP)	Field Project-I(2)	
Co-curricular Course	NCC/NSS/Cultural/Yoga/Sports/Health & Wellness(2)	NCC/NSS/Cultural/Yoga/Sports/Health & Wellness(2)
Community Engagement Program/Project(CEP)	-	Community Engagement Program/Project(2)

NEP BBA List of Courses (Subjects)

Third Year B.B.A.		
Course Code	Semester-V	Semester-VI
Major (Mandatory)	Production and Operation Management (4)	Strategic and Change Management (4)
Major (Mandatory)	Business Ethics and Corporate Governance (4)	Organizational Behavior (4)
Major (Mandatory)	-	E-commerce (2)
Major(Elective) Discipline Specific Elective-		
Major-Elective-DSE-A1- Marketing Management	Digital Marketing(4)	Consumer Behavior(4)
Major-Elective-DSE-B1- Financial Management	Indian Financial System(4)	Business Finance(4)
Major-Elective-DSE-C1- HRM	HR Planning and Procurement(4)	Human Resource Development(4)
Major-Elective-DSE-D1- Business Analytics	Business Analytics for management	Business Analytics using R programming(4)
Major-Elective-DSE-E1- Computer Application	Web Technology(4)	Enterprise Resource Planning(4)
Major-Elective-DSE-F1- Event Management	Fundamentals of Event Management(4)	Event Marketing and Production(4)
Major-Elective-DSE-G1- Family Business Management	Dynamics of Family Business(Credit:4)	Start-Up –Creativity and Innovation(4)
Major-Elective-DSE-H1- Hospitality Management	Fundamentals of Hospitality Management(4)	Hotel Management(4)
Major-Elective-DSE-I1- International Business	Principles of International Business(4)	Export and Import(4)
Major-Elective-DSE-J1- Travel & Tourism Management	Basics of Travel and Tourism(4)	Principles and Practices of Travel & Tourism Management(4)
Minor	Financial Management(4)	Fundamentals of Taxation(4)
Minor	Fundamentals of Business Law(2)	-
Vocational Skill Course (VSC)	Event Management Skills /Data Analysis Skills(2)	-
Field Project (FP)-II	Field Project (FP) (2)	-
On Job Training(OJT)	-	On Job Training(OJT)(4)

NEP BBA List of Courses (Subject)

Fourth Year B.B.A. with Honors Degree		
Course	Semester-VII	Semester-VIII
Major-Mandatory	Artificial Intelligence in Management (4)	Total Quality Management(4)
Major-Mandatory	Cyber Crimes and Frauds in business(4)	Operations Research for managers(4)
Major-Mandatory	Cultural, Philosophical & Spiritual Foundation of Management	Global Business Management(4)
Major-Elective-DSE-A3- Marketing Management	Advertising and Brand Management	International Marketing(4)
Major-Elective-DSE-B3 Financial Management	Security Analysis & Portfolio Management(4)	International Finance(4)
Major-Elective-DSE-C3 HRM	Compensation Management(4)	Industrial Relations and Labour Laws(4)
Major-Elective-DSE-D3 Business Analytics	Data Visualization using Python(4)	Business Data Management & Cloud Computing(4)
Major-Elective-DSE-E3 Computer Application	Data Mining and Warehousing(4)	Python Programming and Software Project Management(4)
Major-Elective-DSE-F3 Event Management	Event Risk Management(4)	IT for Event Management(4)
Major-Elective-DSE-G3 Family Business Management	Strategic Family Business Management(4)	Venture Capital and funding agencies(4)
Major-Elective-DSE-H3 Hospitality Management	Hospitality Marketing and Law(4)	Soft Skills in Hospitality(4)
Major-Elective-DSE-J3 Travel & Tourism Management	Geography of Tourism and attraction of Indian tourism(4)	Tourism Issues and strategies(4)
Minor-VII	Research Methodology(4)	-
On the Job Training(OJT)	-	On the Job Training(4)

NEP BBA List of Courses (Subject)

Fourth Year B.B.A. Honors with Research Degree		
Course code	Semester-VII	Semester-VIII
Major (Mandatory)	Artificial Intelligence in Management (4)	Total Quality Management (4)
Major (Mandatory)	Cyber Crimes and frauds in business (4)	Operations Research for managers (4)
Major (Mandatory)	Cultural, Philosophical & Spiritual Foundation of Management (2)	Global Business Management (2)
Major-Elective-DSE-A3 Marketing Management	Advertising and Brand Management (4)	International Marketing (4)
Major-Elective-DSE-B3 Financial Management	Security Analysis & Portfolio Management	International Finance (4)
Major-Elective-DSE-C3 Human Resource Management	Compensation Management (4)	Industrial Relations and Labour Laws (4)
Major-Elective-DSE-D3 Business Analytics	Data Visualization using Python (4)	Business Data Management & Cloud Computing (4)
Major-Elective-DSE-E3 Computer Application	Data Mining and Warehousing (4)	Python Programming and Software Project Management (4)
Major-Elective-DSE-F3 Event Management	Event Risk Management (4)	IT for Event Management (4)
Major-Elective-DSE-G3 Family Business Management	Strategic Family Business Management (4)	Venture Capital and funding agencies(4)
Major-Elective-DSE-H3 Hospitality Management	Hospitality Marketing and Law (4)	Soft Skills in Hospitality (4)
Major-Elective-DSE-I3 International Business	Cross Cultural Management (4)	Issues in International Business (4)
Major-Elective-DSE-J3 Travel & Tourism Management	Geography of Tourism and attraction of Indian tourism(4)	Tourism Issues and strategies (4)
Minor-VII	Research Methodology(4)	-
RP-I	Research Project(RP) (4)	Research Project(RP) (8)

BBA-I-Sem-I FUNDAMENTALS OF BUSINESS MANAGEMENT Mandatory-A1		
Course Outcomes	After completion of course, students will be able to : <ol style="list-style-type: none"> 1. Demonstrate the theoretical aspects of business and management. 2. Apply functions of management with proper process in day today activities. 3. Distinguish ethical practices of different business organization. 4. Elaborate different levels of strategies in any organisation. 5. Analyze trends and global perspectives to modern business and management practices. 	
Total Hours of Teaching: 60	Lecture/Week : 04	Credit Points: 04
Total Marks: 100	Theory : 60	Internal: 40
Syllabus Contents:		
Unit: I	Introduction to Business and Management Business-Meaning ,definition, Nature , Types and Functions of business, Forms of business organization, Types of Business Combinations, Management-Meaning and Definition, Evolution of Management thoughts, Major Contribution of F.W.Taylor, Hanry Fayol, Mary Follett, Frank and Lillian Gilbreth, Peter Drucker ,C.K.Pralhad ,Role of managers and Managerial Skill, Levels of Management, Concept of PODSCORB	15 Hours
Unit: II	Functions of Management A) Planning: Meaning, Forecasting Vs. Planning, Types and steps in planning B) Organizing: Meaning, Process, Types of organizational structure, MBO concept and process. C) Staffing: Meaning, Functions and Process of Staffing, Recruitment and its sources, Selection Process D) Directing: Meaning, Elements of Directing- Supervision-Motivation- Leadership-Communication, Techniques of Directing E) Controlling : concept, steps in controlling, techniques of controlling	15 Hours

Unit: III	Indian Ethos in Managerial Practices A) Meaning, features, history, Principles practiced by Indian Companies, Elements, Role of Indian Ethos in Managerial Practices. B) Management Lessons from Religion Scriptures: Management Lessons from Vedas, Mahabharata. Bible, Quran ,Management, Indian Heritage in Business Management	15 Hours
Unit: IV	Trends in Management Strategic Management- Concept, Levels and type of Strategies, Remote Management, Diversity and Inclusion in Management, Agile Management, Virtual Teams Management, Workforce Flexibility, Remote Staffing, Digital Communication Tools, Adaptive Leadership, Data-Driven Decision Making, Total Quality Management ,Global context to management -American, Japanese and Chinese Management Process, Quality Control and Assurance: Six Sigma	15 Hours

Note: Relevant case studies based on the above units should be discussed in the class.

Suggested Practical Work or Field Work:

1. Visit a factory in your area and prepare the organization chart showing various levels of management and their functions.
2. Visit a foundry or other manufacturing unit in your area and enlist the motions performed by the workers and comment on their necessity and sequence.
3. Study the staffing policy and sources of a local co-operative sugar factory /spinning mill or a private company.
4. Study how management functions are performed in any organization.
5. Visit local organization and study Organization structure along with duties and responsibility.
6. Study the application of Leadership styles in any 5 different type of organizations in your vicinity.
7. Study the communication as a tool of Directing used in different organizations and identify use of these sources.
8. Study motivation techniques used in any 5 different types of organization and understand the analyse it.
9. Identify different forms of business organization in your vicinity and conduct interview of the any 5 owners to know the growth of their business.
10. Any other practical based on the syllabus.

Note: Each student should prepare report of every practical or field work including detailed information as per guidelines and structure//format given by subject teacher. The report should be hand – written. Take photographs in your cell phone with prior permission during the visit to business units and discussion with people. Produce the black and white print of photographs in your report.

Reference Books:

1. Essentials of Management - Koontz and Weihrich, McGraw-Hill Publication
2. Principles of Business Management-Dr.S.C.Saxena,Sahitya Bhawan Publication
3. Principles of Management -R.N.Gupta, S.Chand Publication
4. Principles of Management - Rajesh Vishwanthan, Himalaya Publishing House
5. Taxmann's Principles of Management with Case studies, Dr.Neeru Vasistha
6. Case studies in Management - Prem Vrat, KK Ahuja and PK Jain, Vikas Publication
7. Modern Business Administration and Management, Sherlekar S.A. Himalaya Publishing House
8. Indian Ethos in Management: Tushar Agarwal and Nidhi Chandorkar: Himalaya Publishing House
9. Case studies in Management - Dr.Akhilesh Chandra Pandey, Wiley Publication
10. Principles and practice of Management - L.M.Prasad, Sultan Chand and Sons Publication.
11. Principles and practices of management- D.P. Bhivpathaki, Everest Publishing House
12. Management: A global and Entrepreneurial perspective ,Heinz Weihrich and mark V.Cannice, McGraw Hill Education
13. Business Ethics: concepts and cases, Manuel G.Velasquez, Pearson Publication
- 14.Ethics in Management: A Vedantic Perspective, Chakraborty, S.K.; Oxford University Press
- 15.Business Values & Ethics, Dr. F.C. Sharma Shree Mahavir Book Depot
- 16.International Management :Culture, Strategy and Behaviour ,Fred Luthans and Jonathan Doh, McGraw Hill Education

BBA-I-Sem-I
MARKETING MANAGEMENT
Mandatory-A2

Course Outcomes	After this course students will be able to: 1. Interpret the fundamentals of marketing, marketing environment. 2. Differentiate the consumer behavior and classify market as per segmentation 3. Evaluate 4P's of marketing mix of organization. 4. Analyze recent development /trend in marketing.		
Total Hours of Teaching : 30		Lecture /Week : 02	Credit Points :02
Total Marks : 50		Theory : 30	Internal :20
Syllabus Contents:			
Unit: I	Introduction to Marketing Meaning and Definition , core concepts of marketing, Sales Vs. Marketing, Marketing Environment, Consumer Behavior- Consumer buying decision process, Factors affecting consumer behavior, Consumer Modeling, Market Segmentation- Basis for market segmentation, Requisites of sound market segmentation, Market Segmentation strategies, Targeting, Product positioning, Recent developments in marketing		15 Hours
Unit: II	Marketing Mix Meaning, scope & importance, 4 P's of marketing. A) Product Mix: meaning, types of product, product characteristics, intrinsic and extrinsic, product life cycle (PLC), Levels of product, product elimination, product diversification, new product development B) Price Mix: meaning, concepts, types of pricing, methods of pricing ,factors influencing pricing C) Place mix: meaning and concept, channel of distribution, Types of channel of distribution, factors influencing selection of channels, D) Promotion mix: Meaning, elements of promotion mix, advertising: definition, types of media, 5 M's of advertising. Evolution of 4 Ps to 4 C's. -Consumer cost convenience communication		15 Hours
Note: Relevant case studies based on the above units should be discussed in the class.			
Reference Books: 1.Marketing Management–Philip Kotler, Pearson Publication 2.Marketing Management– Rajan Saxena, McGraw Hill Publication 3. Marketing Management–V.S. Ramswami & Namkumari,SAGE Publications India Pvt.Ltd. 4.Fundamentals of Marketing Management– William J. Stanton & Michael J.Etzel,Bruce J.Walker-Mcgraw Hill Publication			

5. Marketing Management: concepts and Cases-S.A.Sherlekar and R.Krishnamurthy, Himalaya Publishing House.
6. Marketing Management–Strategies and Programs-Joseph P. Guiltinam & Gordon Paul, Mcgraw Hill Publication.
7. Basics of Marketing Management-Theory and Practice-Dr.R.B.Rudani-S.Chand Publication.
8. Marketing Management-C.N.Sontakki, Neeti Gupta and Anuj Gupta-Kalyani Publication
9. Case studies in Marketing-Kanwal Nayan Kapil and Jaydeep Mukherjee-Pearson Publication.
10. Case studies in Marketing-The Indian Context-R.Shrinivasan-PHI Learning Publication.

BBA-I-Sem-I
MICRO ECONOMICS
Open Elective(OE-A1)

Course Outcomes	After this course, students will be able to : 1. Explain meaning and scope of economics 2. Apply the concept and theories of demand . 3. Analyze factor pricing and production function in business practices. 4. Elaborate different markets and its pricing practices.		
Total Hours of Teaching : 30		Lecture /Week : 02	Credit Points : 02
Total Marks : 50		Theory : 30	Internal : 20
Syllabus Contents:			
Unit :I	Introduction to Economics A) Definition, Scope and Significance of Economics, Difference between Micro and Macro Economics, Basic Economic Problem B) Concept of Utility-Law of Diminishing Marginal Utility Indifference curve analysis-consumer’s equilibrium, Law of Demand-determinants of demand, Elasticity of demand, Measurement of Elasticity of demand		15 Hours
Unit: II	Factor Pricing and Production Function A)Cost and Revenue-Concepts and Curves, Innovation Theory of Profit ,Risk and Uncertainty theory of Profit– Liquidity Preference theory, Production function-Long Run &Short Run B)Perfect Competitive Market-Characteristics, Monopoly-Characteristics, Monopolistic Competition-Characteristics and Oligopoly-Characteristics and Concept of Price Leadership		15 Hours
Note: Relevant case studies based on the above units should be discussed in the class.			
Reference Books: 1. Micro Economics-M.L.Seth-Laxmi Narayan Agarwal Publication,Agra 2. Micro Economic Theory-M.L.Jhingan-Vikas Publication, New Delhi 3. Managerial Economics-G.S.Gupta-Tata Mac Graw Hill Publication, New Delhi			

4. Managerial Economics Theory and Applications-Himalaya Publishing House, New Delhi
5. Advanced Economic Theory, HL Ahuja-Seth Publication
6. Managerial Economics-MN Shinde- Ajab Publication, Kolhapur
7. Modern Business Economics-RR Doshi, Modern Publication ,New Delhi
8. Business Economics Theory and Applications-DD Chaturvedi-International Book House Ltd.,
Ahmedabad

<p align="center">BBA-I-Sem-I PSYCHOLOGY-I Open Elective(OE-B1)</p>		
Course Outcomes	After completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Explain basic concepts of psychology and its theories. 2. Distinguish between different types of memory. 3. Perceive personality theories and trait approaches. 4. Assess personality by using different techniques. 	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks:50	Theory:30	Internal:20
Syllabus Contents:		
Unit: I	<p>Introduction to Psychology Meaning and Definition of Psychology, Today's Perspective-a)Psycho-dynamic Perspective b)Behavioral Perspective c)Cognitive Perspective d)Humanistic Perspective, Conducting Psychological Research-i)Naturalistic Observation ii)Survey Research iii)Experimental Research</p> <p>Emotions Understanding Emotion Experiences-Functions of Emotions, Determining the range of motivation, Roots of Emotions-The James-Lange Theory, The Cannon-Bard Theory, The schacherter- Snger Theory, Making Sense of multiple perspective on emotions</p>	15 Hours
Unit: II	<p>Memory I)The foundation of memory-Sensory Memory, Short-term Memory and working memory ,Long-term Memory, Working Memory II) Long-term Memory-Modules, Semantic Networks The neuroscience of memory, Auto-biographical Memory</p> <p>Personality Definition of Personality, Psychodynamic Approaches to personality-Freud's Psychoanalytic Theory,Structuring Personality, Developing Personality, Defense Mechanism, Trait Approaches -Allport Trait Theory, Cattell and Eysenck, Big Five Personality Traits, Assessing personality-Self report measures of personality, Projective methods, Behvaioural Assessment</p>	15 Hours
Note: Relevant case studies based on the above units should be discussed in the class		

Reference Books:

1. Psychology- S.K.Ciccarelli & G.E. Meyer, Pearson Publication
2. Understanding Psychology- Feldman, R.S ,Mcgraw Hill Education Private Ltd.
3. Introduction to Psychology-Shashi Jain, Kalyani Publishers
4. Psychology- Saundra K. Ciccarelli, J. Noland White, Pearson Publication
5. Introduction to Psychology- S.K. Mangal, Sterling Publishers (P) Ltd.

BBA-I-Sem-I (मराठी)Marathi-I Open Elective(OE-A2)		
Course Outcomes	१.मराठी भाषा व साहित्य याविषयी अभिरुची निर्माण करणे. २. मराठी साहित्य, परंपरा, लेखक, कवी यांचा परिचय करून देणे ३. विद्यार्थ्यांना मातृभाषा ,व्यक्तिमत्व विकास, मानवी मूल्ये व्यावसायिक भाषिक कौशल्ये यांचा विकास करणे ४. स्पर्धा परीक्षा, इतर परीक्षा यांची पूर्वतयारी करणे ५. विद्यार्थ्यांचा विकास करणे	
Total Hours of Teaching: 30		Lecture /Week : 02
Total Marks:50		Credit Points: 02
Theory:30		Internal:20
Syllabus Contents:		
Unit: I	O;fDreRo ladYiuk O;fDreRo ladYiuk- व्याख्या, स्वरूप,O;fDeRo fodklklkBhvko';d ?kVd, O;fDeRo fodklkr Hkk"ksps egRo व्यक्तिमत्वाची वैशिष्ट्ये Hkkf"kd कौशल्ये - Jo.kdkS'kY; OkpudkS'kY; Hkk"k.kdkS'kY; ys[kudkS'kY;s dk;ZØe la;kstu dkS'kY; - dk;ZØekps la;kstu] Lokxr] izkLrkfod] ifjp;] euksxr]	10 Hours

	vkHkkj] lq= lapkyu o dk;ZØekps Qydys[ku	
Unit: II	<p>माध्यमांसाठी लेखन dkS'kY; (मीडिया लेखन)</p> <p>1) मुद्रीतमाध्यम</p> <p>Ok`Rri=h; ys[ku वृत्तपत्राचे स्वरूप, मांडणी, बातमी लेखन, लेख, अग्रलेख</p> <p>2) श्राव्यमाध्यमे- श्राव्यमाध्यमांचे स्वरूप, रचना, वैशिष्ट्य, आकाशवाणी, एफएमचॅनेल (बातमीलेखन, निवेदन, रेडिओजॉकी)</p> <p>3) दूरदृश्य माध्यमे दूरदर्शनसाठी ys[ku, बातमी पत्रलेखन, (मुलाखत तंत्र, स्क्रीट रायटींग)</p> <p>चित्रपट: 'माध्यमांसाठी लेखन कौशल्य चित्रपटमाध्यमाचा इतिहास माध्यमाचे तंत्र चित्रपट – माध्यमांतर छायाचित्रण कौशल्य चित्रपट कथा लेखनसंवाद लेखन कौशल्य</p>	
<p>संदर्भ ग्रंथ:</p> <ol style="list-style-type: none"> 1. ह.रा.नमिया बांदेकर, व्यावहारिक मराठी -भाषाविकास संशोधन संस्था, कोल्हापूर 2. सुरेश बांदिले, मराठी भाषा संधी आहे सर्वत्र -शिबीन प्रकाशन, कोल्हापूर 3. जोशी बी.ला.व्यक्तिमत्व विकास व भाषिक कौशल्ये -दर्या प्रकाशन, पुणे 4.मध्य युगीन मराठी वाङ्मयाचा इतिहास -राजशिला बादकर 5.पाच संतकवी -डॉ.शं.गो.तुळपुळे 6. आधुनिक मराठी वाङ्मयाचा इतिहास -खंड १ व २ 7. ग्रामीण साहित्य प्रवाह 8.ललित साहित्य प्रवाह 9 स्त्रीवादी साहित्य प्रवाह 10.लोकसाहित्य 11.मराठी चित्रपटांचा इतिहास 12. सिनेमाची भाषा -डॉ.मनिषा कावलकर 13. आजच्या ठळक बातम्या -समीरन वाळवेकर 14 बातमीदारी -सुनील माळी 15. साहित्याचे माध्यमांतर-डॉ.राजेंद्र 		

BBA-I-Sem-I GERMAN-I Open Elective (OE-D1)		
Course Outcomes	After completion of this course, students will be able to: 1. Demonstrate familiar expressions, basic phrases. 2. Make use of the basic grammar concepts correctly. 3. Demonstrate reading and writing skills. 4. Build vocabulary for expressing ,writing	
Total Hours of Teaching : 30	Lecture /Week : 02	Credit Points : 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Introduction to German language Greetings, Introduce oneself, speaking about yourself and others, Alphabets and numbers, Listening of Alphabets and numbers, Reading Information about other people and understanding simple information about them, country names and languages, Speaking about Hobbies. Conjugation of strong verbs and revision of regular verbs, Learning articles and genders of nouns, Singular / Plural noun forms, Learning weekdays, months and Seasons. Speaking about informal appointments, Grammar: yes/no questions, Verb position in normal statements and in questions, Learning Professions, Reading small texts and understanding information about working days, hours and profession.	15 Hours
Unit: II	Understanding and Learning vocabulary Learning to name the famous places, buildings in a city, name the modes of transportation, Learning definite/ indefinite and negative articles in German, To learn to describe the way, Imperative for Pronoun “Sie”, To speak about food, Understanding food items, Where one can buy what, Quantities and packing of the grocery items. Conversation between shopkeeper and customer, Understanding of Grammar: Subject and	15 Hours

	<p>object of the sentence and introduction of akkusativ case in German.</p> <p>Reading and understanding professions related to food and grocery.</p> <p>Understanding and learning of routine activities. To understand the watch timings , giving information about time, Prepositions and Wh questions related to watch timings, Speaking about family and vocabulary related to family ,Grammar: Possessive articles in Nominative and akkusative case, Continuation and exercises of possessive articles, Learning of Modalverbs können, wollen, müssen.</p>	
<p>Note: Relevant case studies based on the above units should be discussed in the class.</p>		
<p>Reference Books:</p> <ol style="list-style-type: none"> 1) Netzwerk A 1 (Deutsch als Fremdsprach) Kursbuch : Published by Goyal Publishers and Distributors Private Ltd. 2) Netzwerk A 1 (Deutsch als Fremdsprach) Arbeitsbuch : Published by Goyal Publishers and Distributors Private Ltd. 3) Netzwerk A 1 (Deutsch als Fremdsprach) Testheft : Published by Goyal Publishers and Distributors Private Ltd. 		

BBA-I-Sem-I
SOCIAL WORK-I
Open Elective(OE-E1)

Course Outcomes	<p>After completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. explain development of Social Work in India. 2. distinguish between different concepts related to social work 3. summarize social work education and practices in India. 4. compare contribution of Social thinkers in social Development.
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Total Hours of Teaching : 30	Lecture /Week : 02	Credit Points: 02
Total Marks : 50	Theory : 30	Internal : 20

Syllabus Contents:

Unit: I	<p>Social Work :</p> <p>A)Introduction To Social Work: Meaning ,Definition of Social Work, Nature-History-Characteristics of Social Work, Values and Philosophy of Social Work, Area and scope of developmental social work</p> <p>B)Understanding the Profession of Social Work: Definition and attributes of as a Profession of Social Work, Professional social work associations/organizations at International, national and regional level and their roles.</p> <p>C) Understanding Social Work Education and Training: Inception and growth of social work education and practice in India and abroad</p>	15 Hours
Unit: II	<p>Concepts and Contributions Related to Social Work:</p> <p>A)Some Concepts related to Social Work: Social Reform, Social Welfare, Social Development , Social Service , Social Movements, Social Action, Social Empowerment, Social Justice, Social Defense and Social Security ,Social Values, Charity, Philanthropy, Human Rights.</p> <p>B) Contribution of social thinkers in social development: a) Mahatma Phule b) Dr. B.R. Ambedkar c) Rajarshi Shahu Maharaj d) Karmveer Bhaurao Patil</p>	15 Hours

Reference Books:

1. Professional Social Work-Dr.Prajakta Tanksale

2. Introduction to Social Work-Bharati Shah
3. Professional Social Work: Education and Profession Dr.Devanand Shinde
4. Integrated Social Work Practice- Dr. Sanjay Bhattacharya:
5. History and Philosophy of Social work in India- A.R. Wadia
6. Introduction to Social Work- D.Paul Choudhary
7. Ideologies and Social Work: Historical and contemporary analyses- Desai, Murli- Rawat Publication, New Delhi

BBA-I-Sem-I MEDIA AND ENTERTAINMENT MANAGEMENT-I Open Elective(OE-F1)		
Course Outcomes	After completion of this course, students will be able to: 1. Demonstrate types of communication and the communication process. 2. Compare the types of media and their role in Society and Democracy. 3. Interpret about the entertainment industry and its various sectors.	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Basics of Communication Communication and its Importance, Process of Communication (Source, Sender, Channel, Message, Noise, Receiver, Destination), Types of Communication: Intrapersonal, Interpersonal, group and Mass Communication. Media as a part of mass communication, Role of Media in Society and Democracy, Media and Mass Media, Functions of Mass Media	15 Hours
Unit: II	Understanding Media Types of Mass Media: Traditional Media, Print Media, Electronic Media, Web/Digital Media. Media ethics, Introduction Entertainment Industry: Entertainment Industry: An Overview; Indian M&E Sectors: Television, Digital Media, Filmed Entertainment, Online Gaming, Animation and VFX, Live Events, OTT Platforms, Music, and Radio.	15 Hours

Reference Books:

1. Kumar Keval J, 'Mass Communication in India', Jaico publication, Mumbai.
2. Thakur Kiran, Handbook of Print Journalism, MLC University of Mass communication & Journalism Bhopal
3. Narula Uma, 'Mass Communication -Theory and Practice', Harnand Publications, New Delhi.
4. Kamath M.V, 'Professional Journalism', Vikas Publishing, New Delhi.
5. Bhargav G.S, 'The Press in India: An Overview', National Book Trust ,New Delhi
6. Fiske, John 1982, 'Introduction to Communication Studies', Routledge.
7. Mark Vinet, 2017, Entertainment Industry: The Business of Music, Books, Movies, TV, Radio, Internet, Video Games- Independently Published.
8. Vanita Kohli-Khandekar, 2010, The Indian Media Business, SAGE Response; Third edition

BBA-I-Sem-I BANKING Open Elective (OE-H1)		
Course Outcomes	After completion of this course, students will be able to: 1. explain evolution and regulatory framework of banking in India 2. appraise NPA Management and Risk Management in banks. 3. compare mobile banking and modes of payment used by different types of banks. 4. examine functioning of MUDRA Scheme in India.	
Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Marks:50	Thoery:30	Internal:20
Syllabus Contents:		
Unit: I	Introduction to Banking Introduction to Bank, Evolution of Banking in India ,Classification of Banks , Regulatory Framework for Banking in India and Amendments : RBI Act 1934 , Banking Regulation Act 1949 , Role & Functions of RBI, credit control measures, qualitative credit control and quantitative credit control, regulatory measures taken by RBI to facilitate financial inclusion. RBI's monetary policy in IFS.	15 Hours
Unit: II	I.NPA Management & Risk Management in Banks NPA: Meaning, Reasons, impact on banking performance and economy, measures taken to minimize NPA Risk Management:-Credit, market and operational risks, Importance of capital for banks, Basel I/II/III and CAR. II. Recent trends & Innovative Services in Banking:- Mobile Banking: Meaning, Features and Mobile Banking Apps ,IMPS, Bharat Bill Payment Services, NPCI Products, Modes of Payment – SWIFT, NEFT, RTGS, Credit Card, Debit Card, ATMs, CDMs, POS, Phone banking, Mobile banking, internet banking, smart cards. MUDRA Scheme: Objectives, Salient Features ,Micro Finance Institutions- Meaning, Policy Initiatives and Importance	15 Hours
Note: Relevant case studies based on the above units should be discussed in the class.		

References:

1. Banking-Somashekhar N.T.-New Age International Publishers
2. Banking and Insurance- Dr. Sunil Kumar, Galgotia Publishing Company
3. Essentials of Banking And Insurance , Sunil Kumar, JSR Publishing House LLP
4. Principles of Banking and Insurance, Dr.Bishwa Mohan Jena, Shri Vinayak Publication
5. Banking and Insurance-Agarwal O.P.-Himalaya Publication
6. Banking and Insurance Law and Practices-Taxman Publication Pvt.Ltd. Banking Law and practice-PN Varshney-Sultan and Sons
7. Banking –Theory and Practice-KC Shekhar and Lekshmeey Shekhar-Vikas Publishing House Pvt.Ltd.,Noida.
8. Indian Institute of Bank Management, Advanced Bank Management
9. Introduction to Banking- Vijayraghawan Iyengar
10. Tits Bits of General Advances and Financial Services- Shri. S K Das
11. Legal aspects of Banking Operations- Indian Institute of Banking and Finance

BBA-I-Sem-I
INFORMATION TECHNOLOGY IN BUSINESS MANAGEMENT
Open Elective(OE-I1)

Course Outcomes	After completion of this course ,students will be able to: 1. Explain basics of computer technology. 2. Identify software and networking technology for business. 3. Experiment with preparing documents, files and folders with the help of MS-Words 4. Analyze Business data using MS-Excel and utilize features of MS Powerpoint for effective presentations		
Total Hours of Teaching : 30		Lecture /Week : 02	Credit Points : 02
Total Marks : 60		Theory : 30	Internal : 20
Syllabus Contents:			
Unit:I	Introduction to Computer and MS Word I.Computer-definition and meaning, characteristics ,Generation of computers, Types of computer, Block diagram, Input- output devices, Memory, Types of memory, Storage devices, II.Computer network-types, topologies, Internet, intranet, extranet. Search engine -concept and working of search engine III.Microsoft Word- Introduction to word components, working with word document, Formatting documents, working with tables, tools		15 Hours
Unit:II	MS-Excel and MS PowerPoint I. Microsoft PowerPoint: Introduction to PowerPoint components, working with PowerPoint, Creating presentation, formatting presentation, Adding effects to presentation. II. Microsoft Excel :Introduction to Excel, spreadsheet, Formatting worksheet, working with graphics in excel, types of charts, mathematical and statistical functions in Excel		15 Hours
Note: This subject should be taught preferably in the computer laboratory conducting practical sessions			
Reference Books:			

1. Computer Fundamentals: Concepts, Systems & Applications, Priti Sinha, Pradeep K., Sinha, BPB Publications
2. Computer Today -Basandra Suresh K..Galgotia Publications Pvt. Ltd.
3. Fundamentals of Computer – V.Rajaraman, Prentice Hall India Learning Private Limited
4. Computer Fundamentals, R.S.Salaria, Khanna Book Publishing Company
5. Mastering MS Office: Concise Handbook With Screenshots, Bittu Kumar , V&S Publishers, New Delhi
6. Foundations of Information Technology- Sangeeta Panchal, Alka Sabharwal, Oxford University Press
7. Information Technology for Management: Advancing Sustainable, Profitable Business Growth- Turban , Volonino , Wood , O.P. Wali , Wiley Publication
8. Information Technology in Business Management ,Mukesh Dhunna,,Laxmi Publications
9. Information Technology and Its Application in Business, Dr.Anant Kumar Srivastav, Sahitya Bhawan Publication
10. Information Technology for Management, Ramesh Behl, Mcgraw Hill Publication

BBA-I-Sem-I**हिंदी ('साहित्यसुधा')**
Open Elective(OE-J1)

Course Outcomes	1. छात्रों की हिंदी साहित्य के प्रति रुचि बढ़ाना।		
	2. छात्रों को प्रतिनिधि लेखकों तथा कवियों से परिचित कराना।		
	3. छात्रों में हिंदी भाषा के श्रवण, पठन तथा लेखन की क्षमताओं को विकसित करना।		
	4. छात्रों में नैतिक मूल्य, राष्ट्रीय मूल्य एवं उत्तरदायित्व के प्रति आस्था निर्माण करना।		
	5. छात्रों में राष्ट्र के प्रति प्रेम, राष्ट्रीय एकता की स्थापना एवं सामाजिक प्रतिबद्धता हेतु राष्ट्रभाषा हिंदी का प्रचार प्रसार करना।		
	6. छात्रों की विचारक्षमता एवं कल्पनाशीलता को बढ़ावा देना।		
Total Hours of Teaching: 30		Lecture /Week : 02	Credit Points: 02
Total Marks:50		Theory : 30	Internal : 20
अध्यापनपद्धति :			
1. व्याख्यान तथा विश्लेषण।			
2. सस्वर काव्यपाठ, प्रकटवाचन तथा संवाद।			
3. ग्रंथालयों के माध्यम से संबंधित लेखकों, कवियों की मौलिक कृतियों से छात्रों का परिचय।			
4. दृक-श्राव्य साधनों/माध्यमों का प्रयोग।			
5. संगोष्ठी, स्वाध्याय तथा गट-चर्चा।			
5. पी.पी.टी./ भाषाप्रयोगशाला का प्रयोग।			
6. विशेषज्ञों के व्याख्यान, साक्षात्कार तथा प्रश्नावली।			
इकाई-1	कहानी 1. दो बैलों की कथा - प्रेमचंद 2. उसने कहा था -चंद्रधर शर्मा 'गुलेरी' 3. पंचलाइट -फणीश्वरनाथ रेणू 4. सजा - मन्नूभंडारी कविता 1. अंधेरे का दीपक -हरिवंशराय बच्चन 2. कारवां गुजर गया - गोपालदास सक्सेना ' नीरज ' 3. लेखक की स्वतंत्रता - केदारनाथ अग्रवाल 4. प्रेत का बयान - नागार्जुन		15 Hours
इकाई - 2	अ) मुहावरें - 10 (परिशिष्ट-1 के अनुसार) आ) कहावतें - 10 (परिशिष्ट-2 के अनुसार)		15 Hours
	परिशिष्ट - 1 मुहावरें		

	<ol style="list-style-type: none"> 1. आँखों में चमक आना – खुशी प्रकट करना 2. काया-पलट हो जाना- पूरी तरह बदल जाना 3. खलल पड़ना – रुकावट पैदा होना 4. गला छुड़ा लेना – मुसीबत से बच जाना 5. छान- बीन करना- पता लगाना। 6. जीलोट- पोट हो जाना – प्रसन्न हो जाना। 7. ठिठक जाना – अचानक रुक जाना। 8. तेवर चढ़ जाना - क्रोध आना। 9. बेसुध सोना – गहरी नींद सोना। 10. हाथ बटाना – सहायता करना। <p>परिशिष्ट - 2</p> <p>कहावतें</p> <ol style="list-style-type: none"> 1. सांप भी मरे और लाठी भी ना टूटे – बिना किसी हानी के काम पूरा हो जाए। 2. दूर के ढोल सुहावने -दूर की चीज अच्छी लगती है। 3. एक पंथ दो काज -एक ही प्रयत्न से दोहरा लाभ। 4. सब्रका फल मीठा होता है – धैर्य रखने से लाभ होता है। 5. नाच न जाने आंगन टेढ़ा – अपनी अयोग्यता छिपाने के लिए दूसरों को दोष देना। 6. जान बची तो लाखों पाये – नुकसान होने पर भी जान बच जाने की तसल्ली। 7. नीम हकीम खतरे जान - अल्पज्ञान रखने वाले खतरनाक होते हैं। 8. कुत्ते की पूँछ टेढ़ी ही होती है – बुरे लोग अपनी बुराई नहीं छोड़ते। 9. चार दिन की चांदनी, फिर अंधेरी रात – जीवन में सुख बहुत थोड़े दिन तक रहता है। 10. गरीबी में आटा गीला – दुःख के समय मुसीबतें बढ़ जाती हैं। 	
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<p style="text-align: center;">BBA-I-Sem-I JAPANESE-I Open Elective (OE-K1)</p>		
Course Outcomes	<p>After completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. relate and demonstrate regional languages into Japanese language. 2. experiment Japanese grammar in day-today speaking. 3. develop basic Japanese language skills (listening, speaking, writing, and reading). 	
Total Hours of Teaching : 30		Lecture /Week : 02
Total Marks : 50		Credit Points : 02
Theory : 30		Internal : 20
Syllabus Contents:		
Unit: I	<p>Introduction to Japanese Language</p> <ul style="list-style-type: none"> • Brief history of Japan & Japanese Language, introduction of 3 scripts. Writing Hiragana alphabets & words from あ to ぜ • Writing Hiragana alphabets from た to ぽ and Daily expressions & greetings. • Writing letters from ま to ん and Doubling of consonants and compound letters. • Katakana alphabets from ア to ぜ and Numbers from 1 to 100 • Katakana alphabets from タ to ン and classroom expressions. • Doubling of consonants and compound letters in Katakana. Multiples of 100, 1000 and 10,000. • Uses of particles, affirmation and negation. • Interrogation in simple present tense. 	15 Hours
Unit: II	<p>Demonstrative pronouns in Japanese Language</p> <ul style="list-style-type: none"> • Uses of demonstrative pronouns これ、それ、あれ • Substitution for a noun • The こ、そ、あ、ど system of demonstrative. • Demonstrative pronouns ここ、そこ、あそこ、どこ and their polite forms. • Affirmation and negation in simple present tense. • Uses of particles から、まで。 	15 Hours

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| | <ul style="list-style-type: none">• To express time in Japanese Language. | |
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Note: Relevant case studies based on the above units should be discussed in the class.

References:

1. Minna No Nihongo I – Pub. By 3A Corporation, Japan.
2. Nihongo shoho Vol. I - Pub By Japan Foundation, Tokyo, Japan(Paperback edition available with JALTAP, Pune)
3. Kanji Picture book Vol. I & II Japan foundation.
4. SulabhJapaniVyakaran – Part-(I) Dr. V.N. Kinkar, Pune.
5. Genki – Japan Times.
- 6 Aural Comprehensions in Japanese –Osamu & Nobuko Mizutani.
7. An Introduction to Modern Japanese – Osamu & Nobuko Mizutani.
8. Japanese for Today – Y.Yoshida.
9. Japanese Language Patterns –Alphonsa.
10. Nihongo Dekimasu – Japan Foundation.
11. Gokaku dekiru.

<p style="text-align: center;">BBA-I-Sem-I</p> <p style="text-align: center;">POLITICAL SCIENCE & PUBLIC ADMINISTRATION-I</p> <p style="text-align: center;">Open Elective(OE-L1)</p>		
Course Outcomes	After completion of this course, students will be able to: 1. Explain importance of Political Science and interpret Political Theory. 2. Analyse concept of State and Democracy, challenges before democracy. 3. Elaborate key concepts of Political Science	
Total Hours of Teaching : 30	Lecture /Week : 02	Credit Points: 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Introduction to Political Science Meaning, Definition, Nature, and Scope , Difference Between Political Science and Politics , Importance of Political Science, Political Theory: Meaning, Nature and Scope , Public Administration: Meaning, Nature and Scope , International Politics: Meaning, Nature and Scope	15 Hours
Unit: II	State and Democracy State : Meaning, Definition, Organs of State , Democracy: Meaning, Types(Direct and Indirect or Representative Democracy), Features of Democracy , Challenges before Democracy Key Concepts in Political Science: Liberty: Meaning and Types, Equality: Meaning and Types, Justice: Meaning and Types	15 Hours
Note: Relevant case studies based on the above units should be discussed in the class.		
Reference Books: 1. Political Theory an Introduction :Bhargav and Acharya, Pearson Publication 2. Principles of Political Science : A.C. Kapoor, Premier Publication 3. Using Political Ideas: Goodwin Barbara, Chichester, John Wiley & Sons 4. Political Philosophy :Hampton Jean, Oxford University Press, New Delhi 5. Interdisciplinary Perspectives in Political Theory: Mangesh Kulkarni ,Sage Publication 6. Political Philosophy : Knowles Dudley, Routledge Publication		

BBA-I-Sem-I DEFENSE STUDY-I Open Elective (OE-M1)		
Course Outcomes	After completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Explain Indian Armed Forces and related services. 2. Identify different wings of Military, Paramilitary and other institutions. 3. Perceive Defense Mechanism of the Indian Armed Forces. 4. Conclude contribution of Military thinkers 	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks: 50	Theory: 30	Internal: 20
Syllabus Contents:		
Unit: I	Military organization and Administration Military organization and principles of Defense Administration, Development of Indian Armed Forces after 1947. , Reconstruction of the Indian Army. , Reconstruction of the Indian Navy. , Reconstruction of the Indian Air-Force ,Opportunities in Defence Services Higher Defense Organization in India Indian Constitution and Armed Forces , Cabinet Committee on Security , National Security Council , Intelligence Agencies - I.B., RAW, Military Intelligence , Strategic Force Command and Nuclear Authorities	15 Hours
Unit: II	Defense Mechanism of the Indian Armed Forces Chiefs of staff committee, Organization of Army, Navy and Air Headquarters and its Commands , Andaman Nicobar Joint Command Headquarter, Strategic Forces Command. Military Thinkers A)Principles forwar , Theory of combat , Application of these principles in war B)Antoine-Henri, Jomini Lines of operations , Jomini and Clausewitz : Comparing their views	15 Hours

	C) Alfred Von Schlieffen - Schlieffen plan D) Alfred Thayer Mahan -Influence of Sea Power , Sea power theory	
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References:

1. Ashok Kapur, India- to regional to world power, Routledge Taylor and Francis group, 2006
2. Major K C Praval, Indian Army After Independence, Tlic lancer publishers and distributors, New Delhi
3. Lt. Col.Gautam Sharma, Nationalism of the Indian Arin (1885-1997), Allied publishers limited,1996
4. Harsh Pant, the rise of the Indian Navy, Ashgate Publishing Limited, England
5. William Wild, Supporting Combined-Arms Combat Capability with Shared Electronic Maintenance Facilities, Rand Corporation, 1990
6. Simone Payment, Frontline Marines, The Rosen Publishing Group Inc, NewYork.
7. Lt. Col .M.D. Sharma, Paramilitary Forces of India, Kalpaz publications, 2008
- 8.Fundamentals of Guided Missiles - rear Admiral Sr Mohan, VSM (retd) Defence research and Development Organisation Ministry of Defence, New Delhi
- 9.India's Strategic Nuclear and Missile Programmes A baseline study for non-proliferation compliance Public Release Project Alpha Centre for Science and Security Studies King's College London 2017
10. Sean M. and Steven Miller, The cold war and after: prospects for Peace, MIT press2001.
11. Naval Studies Board, Post-Cold War Conflict Deterrence, National Academic Press, Washington D.C.1997. 12. Hilaire Mc Coubrey and Justin Morris, Regional Peacekeeping in Post-Cold War Era, Kluwer law International,2000.
13. Sylvia Ostry, The post-cold war trading system, University of Chicago Press, London 1997.
14. Antulio Joseph Echevarria, After Clausewitz: German Military Thinkers Before the Great War, University Press of Kansas,2000.
15. Spencer Tucker, The Encyclopedia of World War I, ABC-CLIO Inc,2005.
16. William Mulligan, The Origins of the First World War, Cambridge University Press, New York, 2010.

Readings: 1. Ministry of Defense, Annual Reports

2. Defense Yearbook (Annual) <https://nptel.ac.in/courses/101108056/module4/lecture.pdf>.

BBA-I-Sem-I RUSSIAN-I Open Elective (OE-N1)		
Course Outcomes	After completion of this course, students will be able to: <ul style="list-style-type: none"> • relate Russian Language to regional language. • explain Russian Language skills (reading and writing). • simplify Russian culture & traditions. • evaluate career opportunities in Foreign Languages. 	
Hours of Teaching: 30	Lectures /Week: 02	Credit Points: 02
Marks:50	Theory:30	Internal:20
Syllabus Contents:		
Unit: I	Introduction to the Russian Language <ul style="list-style-type: none"> • A brief introduction to history and geography of Russia. • Introduction to the Cyrillic script. The alphabet: Written and printed script. Lessons 1-5. • Consonants & vowels, the 'stress'. Reading and writing simple words. • Simple questions 'Что это?' & 'Кто это?' and answering them. Introduction to Да / Нет. Numbers. Intonation of simple affirmative and interrogative sentence. <ul style="list-style-type: none"> • Greetings and common expressions. Naming Conventions. • The basic vocabulary. Gender and number of Nouns. 	15 Hours
Unit: II	Sentence Construction <ul style="list-style-type: none"> • Personal pronouns and verb conjugation: I (е-conjugation) and II (и-conjugation). Introduction to simple sentences. Present tense. • Questions: Где? Когда? Как? Adverbs of place, time and manner. • Possessive pronouns. • Logical stress. Days of Week. Numbers from 11 to 20. • Lesson 6, 7 and 8. • The construction – 'Уменьшать'. 	15 Hours

Practical Work: Reading, writing & speaking practice. Listening to audio version of lessons / dialogues.

Reference Books:

1. «RUSSIAN» by V. N. Wagner & V. G. Ovsienko – Lessons 1 to 8. Pub. Peoples Publishing House (P) Ltd, New Delhi.
2. «Way to Russia» Elementary Level 1.1 and 1.2. V.E. Antonova & others. Goyal Publishers and Distributors Pvt. Ltd. First Indian Edition, 2012. (Selected topics)
3. «Survival Russian» A Course in Conversational Russian by N.B. Karavanova. Pub. Peoples Publishing House (P) Ltd, New Delhi. 2009. (Selected topics)

BBA-I-Sem-I IT SKILLS(MS-Office-I) Vocational Skill Course(VSC-I)-A		
Course Outcomes	After this course students will be able to: <ul style="list-style-type: none"> • Classify different devices of computer and its applications. • Make use of various features of the MS Word for document preparation. • Create PowerPoint presentation and using all effects for slide with MS PowerPoint. 	
Hours of Teaching: 30	Lecture /Week : 02	Credit Points : 02
Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Basics of Computer What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of ICT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.	15 Hours
Unit: II	MS Word and MS PowerPoint I. MS Word -Word Processing Basics, Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document. II. MS PowerPoint - Basics of presentation software , Making Small Presentation, Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.	15 Hours
Reference Books: <ol style="list-style-type: none"> 1. Computer Fundamentals: Concepts, Systems & Applications, Priti Sinha, Pradeep K., Sinha, BPB Publications 2. Computer Today -Basandra Suresh K..Galgotia Publications Pvt. Ltd. 3. Fundamentals of Computer – V.Rajaraman, Prentice Hall India Learning Private Limited 4. Computer Fundamentals, R.S.Salaria, Khanna Book Publishing Company 5. Mastering MS Office: Concise Handbook With Screenshots, Bittu Kumar , V&S Publishers, New 		

Delhi

6. Foundations of Information Technology- Sangeeta Panchal, Alka Sabharwal, Oxford University Press
7. Information Technology for Management: Advancing Sustainable, Profitable Business Growth- Turban , Volonino , Wood , O.P. Wali , Wiley Publication
8. Information Technology in Business Management ,Mukesh Dhunna,,Laxmi Publications
9. Information Technology and Its Application in Business, Dr.Anant Kumar Srivastav, Sahitya Bhawan Publication
10. Information Technology for Management, Ramesh Behl, Mcgraw Hill Publication

BBA-I-Sem-I
IT SKILLS
(COMPUTERISED ACCOUNTING-TALLY)-I
Vocational Skill Course(VSC-I)-B

Course Outcomes	After this course students will be able to: 1. Explain basics of book keeping and accounting 2. Interpret fundamentals of Tally.ERP.9 3. Demonstrate Advanced Accounting and Advanced Inventory in Tally.ERP 9	
Hours of Teaching : 30	Practical/Week : 02	Credit Points : 02
Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	A. Basics of Accounting Types of Accounts, Golden Rules of Accounting, Accounting Principles, Concepts and Conventions, Double Entry System of Book Keeping, Mode of Accounting, Financial Statements, Transactions, Recording Transactions B. Fundamentals of Tally.ERP9 Tally.ERP9-Creation/Setting up of Company Gateway of tally, Features, Configurations, Account Heads, Inventory in Tally.ERP-9, Voucher Entry in Tally.ERP9- Accounting Vouchers, Inventory Vouchers, Invoicing	
Unit: II	A. Advanced Accounting in Tally.ERP9 Bill-wise Details, Cost Centres and Cost Categories, Voucher Class and Cost Centre Class, Multiple Currencies, Bank Reconciliation, Interest Calculations B. Advanced Inventory in Tally.ERP9 Order Processing, Reorder Levels, Tracking Numbers, Batch-wise Details, Additional Cost Details, Bill of Materials (BoM), Price Levels and Price Lists, Stock Valuation, Zero Valued Entries	
References: 1. Learn Tally.ERP 9 With GST –Gouresh Agarwal-Publisher- Digital Muneem Ji Publication		

2. Official Guide to Financial Acc. using Tally.ERP 9 with GST- Tally Education Pvt. Ltd.-BPB Publication
3. Tally ERP with simple steps-DT Editorial Services
4. Comdex Tally.Erp 9 Course Kit With GST And Ms Excel-Vikas Gupta
5. Best Tally ERP 9 with GST Financial Accounting Book-Fact Education

BBA-I-Sem-I SOFT SKILLS(Managerial Skills)-I Skill Enhancement Course(SEC-I)-A		
Course Outcomes	After the completion of the course, students will be able to : 1. Identify the importance of soft skills. 2. Demonstrate Inter-personal Skills and Decision Making Skills. 3. Make use of techniques of Time-Management, Stress and emotional management. 4. Develop Critical thinking and Problem Solving Skills.	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points : 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Introduction to Soft skills Self introduction - Role model exercise - Learning styles - Peak Life Moment / Challenging moment, Inter-personal skill, Relationships, Leadership and team building, Projecting a Positive Social Image, Grooming, Negotiating and Conflict Resolution, Assertiveness, Decision-making. Time Management- Importance and Techniques of Time management. Stress and emotional management.	15 Hours
Unit: II	Corporate orientation Attitude and Motivation, Factors affecting attitudes, Positive and negative attitudes, Goal setting and SWOT analysis, Resume writing, Interview skills, Visual Interpretation, Mock GD session and Mock Interview (PI & HR Interview questions), Creative writing, Email and Essay writing, Personality styles, Role plays / Just a minute (JAM), Research on company websites dep. On placement - Sell yourself, Critical thinking, and Problem Solving using case study.	15 Hours
Reference Books: <ol style="list-style-type: none"> 1. Managing Soft Skills for Personality Development-B.N. Ghosh-McGraw Hill Education 2. Interpersonal Skills and Career Management-Dr. C.S.G.Krishna Macharyulu and Dr. Lalitha Ramakrishnan-Himalaya Publishing House Pvt. Ltd. 3. Personality Development-R.C. Bhatia-Ane Books Pvt. Ltd. 4. Soft Skills-Personality Development For Life Success, Prashant Sharma,BPB Publications 		

5. Personality Development and Soft Skills-VB Rao,BS Publication
6. Self Grooming and Personality Development by Mrityunjoy Seal , 24by7Publishing .
7. Soft Skills For Business,Appannaiah H R,HimalayaPubhishing House.

<p align="center">BBA-I-Sem-I</p> <p align="center">COMPUTING SKILLS</p> <p align="center">(QUANTITATIVE APTITUDE)</p> <p align="center">Vocational Skill Course(VSC-I)</p>		
Course Outcomes	After Completion of this course, students will be able to, <ol style="list-style-type: none"> 1. Summarize different Quantitative methods 2. Develop logical thinking and analytical abilities to solve Quantitative questions 3. Solve questions related to Time and distance and time and work etc. from company specific and other competitive tests. 	
Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Marks: 50	Theory: 30	Internal: 20
Syllabus Contents:		
Unit: I	Quantitative Aptitude-I Number System, Percentage, Ratio and Proportion, Simple & Compound Interest, Permutation and Combination, Partnership , Profit & Loss, Average, Time and Distance, Time and Work, Allegation and Mixture	15 Hours
Unit: II	Quantitative Aptitude-II Coordinate Geometry, Mensuration 2D & 3D, Probability, Inequalities, Functions, Logarithm, Set Theory, Data based Reasoning, Simple Interest, Compound Interest, Mixtures and Allegations, Time and Distance, Time and work, Puzzles, Test 1 with Discussion	15 Hours
Reference : <ol style="list-style-type: none"> 1. Quantitative Aptitude for CAT-Nishit K.Sinha-Pearson Publication 2. Quantitative Aptitude for Competitive Examinations-Trishna Knowledge System 3.9 Year-wise MH-CET (MBA / MMS) Previous Year Solved Papers (2014 - 2022) 3rd Edition PYQs Question Bank Maharashtra Common Entrance Test 4.Verbal Ability and Reading Comprehension for CAT-Arun Sharma and Minakshi Upadhyay-Mcgraw Hill 5.MAH MBA MMS CET Books 2023: Best Books for Preparation 		

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BBA-I-Sem-I BUSINESS COMMUNICATION Ability Enhancement Course (AEC)-I		
Course Outcomes	After this course students will be able to: 1. Explain Communication concept and its forms. 2. Demonstrate listening Skills and distinguish between active and Passive Listening 3. Develop vocabulary and Speaking Skills 4. Develop Reading skills by using different techniques of reading..	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Basics of Communication Introduction, Communication process, Types of communication, Barriers to effective communication, 7C's of communication , Formal Channels: Downward ,upward ,horizontal-Internal Channels: Grapevine Informal channels , rumors, mannerisms and etiquettes at workplace, Importance of silence in communication	15 Hours
Unit: II	Listening, Speaking and Reading Skills for Effective Communication A) Listening Skills: Listening, Active listening and Passive listening, Blocks to effective listening, Guidelines for Effective listening, Listen and summarize, Listen and Comprehend B) Speaking Skills: Process of speaking-Pronunciation, Speech mechanism, aspects of effective speaking- accents, intonation, pitch, etc., vocabulary development, Greetings, Apology, Permission C) Reading Skills: Introduction, Types of reading, Reading Comprehension, SQ3R technique of reading.	15 Hours
Reference Books: 1. Communicative Spoken English, Rajneesh Nayar, Mark Publishers ,Jaipur 2. Enriching your competence in English, A.R. Thorat ,B.S.Valke ,S.B. Gokhale, Orient Longman,		

Hyderabad

3. Essential Communication Skills, Shalini Aggarwal, Ane Books Pvt. Ltd. ,New Delhi
4. Business Communication, Urmila Rai, S.M .Rai, Himalaya Publishing House, Mumbai.
5. Communication Skills and Soft Skills ,Avani Sharma,Yking Books, Jaipur
6. Business Communication Skills ,Varinder Kumar, Bodh Raj ,Manocha, Kalyani Publishers, New Delhi ,latest edition.
7. An Approach to Communication Skills Indrajit Bhattacharya, ,Delhi: Dhanpat Rai

<p style="text-align: center;">BBA-I-Sem-I</p> <p style="text-align: center;">DEMOCRACY ,ELECTION AND GOOD GOVERNANCE</p> <p style="text-align: center;">Value Education Course (VEC)-I</p>		
Course Outcomes	<p>After completion of this course, students will be able to:</p> <ol style="list-style-type: none"> 1. relate and explain different aspects of democracy. 2. examine role of Local Self Government Bodies 3. evaluate Good Governance initiatives in India . 	
Total Hours of Teaching: 30		Lecture /Week : 02
Total Marks : 50		Internal : 20
Syllabus Contents:		
Unit: I	<p>Democracy in India</p> <p>Constitution of India , Evolution of Democracy, Different Models, Dimensions of Democracy: Social, Economic and Political, Decentralization: Grassroots Level Democracy, Challenges before Democracy: women and marginalized sections of the society</p> <p>Good Governance</p> <p>Meaning and concept, Government and Governance, Inclusion and exclusion</p> <p>Good Governance initiatives in India</p>	15 Hours
Unit: II	<p>Election to Local Self Government Bodies</p> <p>Indian tradition of decentralization, . History of Panchayat Raj institution in the lost independence period ,73rd and 74th Constitutional Amendment Acts: Institutions at the local level and Role of State Election commission– Local Body Elections: Urban & Rural-Duties of an Individual towards electoral process, Challenges of caste, gender, class, democracy and ethnicity</p>	15 Hours
<p>Reference Books:</p> <ol style="list-style-type: none"> 1.Banerjee-Dube, I. (2014). A history of modern India,. Cambridge University Press. 2. Basu, D. D. (1982). Introduction to the Constitution of India., Prentice Hall of India. 3. Bhargava, R. (2008). Political theory: An introduction. Pearson Education India. 4. Bhargava, R., Vanaik, A. (2010) Understanding Contemporary India: Critical Perspective. New Delhi: Orient Blackswan. 5. Chandhoke. N., Proyadardhi.P, (ed) (2009), ‘Contemporary India: Economy, Society, Politics’, Pearson India Education Services Pvt. Ltd, ISBN 978-81- 317-1929-9. 		

6. Chandra, B. (1999). Essays on contemporary India. Har-Anand Publications.
7. Chatterjee, P. (1997). State and Politics in India.
8. Dasgupta, S., (ed) (2011), 'Political Sociology', Dorling Kindersley (India) Pvt. Ltd., Licensees of Pearson Education in south Asia. ISBN: 978-317-6027- 7.
9. Deshpande, S. (2003). Contemporary India: A Sociological View, New Delhi:Viking Publication.
10. Guha, R. (2007). India After Gandhi: The History of the World's Largest. Democracy, HarperCollins Publishers, New York.
11. Guha, R. (2013). Gandhi before India. Penguin UK.
12. Jayal. N.G. (2001). Democracy in India. New Delhi: Oxford University Press.
13. Kohli, A. (1990). Democracy and discontent: India's growing crisis of governability. Cambridge University Press.
14. Kohli, A., Breman, J., & Hawthorn, G. P. (Eds.). (2001). The success of India's democracy (Vol. 6). Cambridge University Press.
15. Kothari, R. (1989). State against democracy: In search of humane governance. Apex Pr.
16. Kothari, R. (1970). Politics in India. New Delhi: Orient Blackswan.
17. Kothari, R. (1995). Caste in Indian politics. Orient Blackswan.
18. Sarkar, S. (2001). Indian democracy: the historical inheritance. the Success of India's Democracy, 23-46.

<p align="center">BBA-I-Sem-I</p> <p align="center">ANCIENT INDIAN MANAGEMENT</p> <p align="center">Indian Knowledge System(IKS)-I</p>		
Course Outcomes	<p>After completion of courses, students will be able to,</p> <ol style="list-style-type: none"> 1. Distinguish between Kautilya's and Mahavira's Economics. 2. Evaluate ancient Vedantic and Jain Literature 3. Assess Corporate Karma - Indian Systems 	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	<p>Ancient Indian Economics Kautilya's Economics, Mahavira's Economics</p> <p>Management Perspective of Ancient Indian Literature What is Jain Literature? What is Vedantic Literature? Code of conduct in vedantic literature, Code of conduct in Jain Literature, Four pillars of human labor in ancient Vedantic and Jain Literature</p>	15 Hours
Unit: II	<p>Corporate Karma-Indian Systems Karma: Meaning, Importance of Karma to Managers, Nishkama Karma. Laws of Karma: The Great Law, Law of Creation, Law of Humility, Law of Growth, Law of Responsibility, Law of Connection. Corporate Karma: Meaning, Methodology, Guidelines for Good Corporate Karma. Self-management: Personal Growth and Lessons from Ancient Indian Education System. Personality Development: Meaning, Determinants, Indian Ethos and Personality Development.</p>	15 Hours
<p>Reference Books :</p> <ol style="list-style-type: none"> 1. Economics of Mahaveera, Mahāprajña Adarsh Sahitya Sangh, New Delhi. 2. Indian Ethos in Management," Tushar Agarwal and Nidhi Chandorkar, Himalaya Publishing House 3. Indian Ethos and Values in Management, Sankar McGraw-Hill Education (India) Pvt Limited 4. Ethics, Indian Ethos and Management, Shroff Publishers & Distributors, S. et al Balachandran 		

5. Rangrajan, L.N. (1992) Kautilya: The Aarthshastra, Penguin Books, New Delhi.
6. Skare Marinko (2013), "The missing link: From Kautilya's The Arthashastra to modern economics", Journal of Philosophical Economics, VI(2), pp:2-27.
7. Sihag, Balbir S., (2009) "Kautilya on principles of taxation", Humanomics, 25 Issue (1), pp:55- 67.
8. Waldauer, Charles, et al (1996), "Kautilya's Arthashastra: A Neglected Precursor to Classical Economics." Indian Economic Review, 31(1), pp: 102.
9. Sihag, Balbir S (2004), "Kautilya on the Scope and Methodology of Accounting, Organizational design and the role of Ethics in Ancient India." The Accounting Historians Journal, 31 (2), pp: 129

E-resources:

- 1.Dwivedi, Dhananjaay (2016). "Wealth and its various aspects as depicted in the Vedic literature", (www.onlineresearchjournalsssm.in, <https://www.academia.edu/6322887>)
- 2.https://onlinecourses.swayam2.ac.in/aic22_ge19/preview
- 3.<https://www.unhcr.org/media/buddhist-core-values-and-perspectives-protection-challenges-faith-and-protection/> (The Buddhist Core Values And Perspectives For Protection Challenges: Faith And Protection)

BBA-I-Sem-I CULTURAL (MUSIC) Co-curricular Course(CC-C1)		
Course Outcomes	After completion of this course, students will be able to : 1. explain basics of Indian Classical Music through definitions 2. interpret Indian Rhythm System especially Taal. 3. apply practically prescribed ragas.	
Total Hours of Teaching: 30	Practical/Week : 02	Credit Points: 02
Total Marks : 50	Theory : 30	Internal:20
Syllabus Contents:		
Unit: I	Introductory Knowledge of the Indian Classical Music through the definitions : A) संगीत, संगीताचे प्रकार, गोंगाट, नाद, स्वर (शुद्ध, कोमल, तीव्र), सप्तक (मंद्र, मध्य, तार), वादी, संवादी, अनुवादी, विवादी, पकड, आरोह, अवरोह, राग जाती (औडव, षाडव, संपूर्ण), पूर्वांग, उत्तरांग B) ताल अभ्यास – लय(विलंबित, मध्य, द्रुत), मात्रा, खंड, सम, खाली, टाळी, आवर्तन.	15 Hours
Unit: II	A) Study of the Theory of the prescribed Raagas for practical B) Writing taal with thekabol :1.Trital 2.Dadra	15 Hours
Practicals: <ul style="list-style-type: none"> Detailed study of the following Raga (ChotaKhyal with Aalap &Taan) :-Bhoop Outline of following Ragas (Chota Khyal with only Bandish) :- Kafi & Pilu One Saragam Geet/ One Tarana/One Sugam Sangeet(Bhajan/Bhavgeet) Reciting thekabol of talas by counting matras by hand : Trital & Dadra 		
References:		
1.संगीत शास्त्राचे गाईड, पं. अरविंद गजेन्द्रगडकर, नितीन प्रकाशन, पुणे 2.संगीत विशारद, "वसंत", संगीत कार्यालय, हाथरस 3.संगीत परिभाषा, डॉ. एस. एन. रातांजनकर		

BBA-I-Sem-I SANSKRIT-I Open Elective (OE-G1)		
Course Outcomes	After completion of this course, students will be able to: उद्दिष्टे: १.वेदांचा परिचय करून देणे. २.ऋग्वेदातील निवडक सूक्तांचा अभ्यास करणे. ३.सूक्तातील संकल्पना समजून घेणे. ४.आधुनिकतेच्या अनुषंगाने सूक्तांचे अवलोकन करणे. फलिते: १.वेदांचा परिचय करून देतात. २. ऋग्वेदातील निवडक सूक्तांचा अभ्यास करतात. ३.सूक्तातील संकल्पना समजून घेतात ४.आधुनिकतेच्या अनुषंगाने सूक्तांचे अवलोकन करतात.	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points : 02
Total Marks:50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	वेदांचा सामान्य परिचय. (ऋग्वेद, यजुर्वेद ,सामवेद आणि अथर्ववेद) वैदिककालीन धार्मिक, सामाजिक ,सांस्कृतिक,शैक्षणिक जीवनाचा थोडक्यात परिचय.	15 Hours
Unit: II	ऋग्वेदातील निवडक सूक्ते: १.उषस् सूक्त ३.६१. २.विश्वामित्र – नदी संवाद सूक्त ३.३३ ३.पर्जन्य सूक्त ५.८२ ४.धनान्नदानसूक्त १०..११७	15 Hours

References:

1. वैदिक साहित्यका इतिहास (लेखक –वेदाचार्य डॉ.रघुवीर वेदालंकर) चौखंभा ओरीयन्तालीया ,दिल्ली.
2. ऋग्वेदसंहिता (श्रीमात्सायनाचार्य विरचित भाष्यासामेता) वैदिक संशोधन मंडळ,पुणे,१९८४.
3. डॉ. मुळे रवींद्र , 'वेददर्शन ' , श्री. संत ज्ञानेश्वरवेद्विद्या प्रतिष्ठान , औरंगाबाद. प्रथमावृत्ती२००३.
4. डॉ. चानना देवराज, “रुग्भाष्य संग्रह : , मुन्शिराम पब्लीशर्स,नई दिल्ली.

Note: Teachers are free to use any relevant books/articles/e-resource if needed.

<p align="center">BBA-I-Sem-II</p> <p align="center">ACCOUNTING FOR MANAGERS</p> <p align="center">Mandatory-A3</p>		
Course Outcomes	<p>After completion of course, students will be able to :</p> <ol style="list-style-type: none"> 1. Understand the basic concepts & principles of financial accounting. 2. Demonstrate use of different books of accounts. 3. Apply final accounts for Sole Proprietorship and Partnership Firm 4. Illustrate calculation of Goodwill, Depreciation 	
Total Hours of Teaching : 60	Lecture/Week : 04	Credit Points:04
Total Marks:100	Theory : 60	Internal:40
Syllabus Contents:		
Unit: I	<p>Introduction to Accounting</p> <p>Basic Accounting Concepts, Objectives of Accounting, Book-Keeping Vs. Accounting, Accounting Terminologies, Accounting Systems, Users of Accounting, Branches of Accounting, Accounting concepts and conventions ,Accounting Standards</p>	15 Hours
Unit: II	<p>Accounting Process</p> <p>Types of Accounts, Golden Rules of Accounts, Journal, Ledger Creation, Subsidiary Books, Preparation of Trial Balance, Classification and Rectification of Errors</p>	15 Hours
Unit: III	<p>Provision of Depreciation , Reserve & Goodwill</p> <p>Depreciation: Meaning, Causes and Methods of Depreciation- Straight Line Method ,Written Down Method, Change in Depreciation Method , Reserves & its types , Goodwill: meaning and methods of Goodwill calculation - Average Profit, Super Profit and Capitalization</p>	15 Hours
Unit: IV	<p>Preparation Of Final Account</p> <p>Final Accounts of Sole Proprietorship and Partnership Firm -Introduction of Final Accounts, Adjustment Entries</p>	15 Hours
Suggested Practical Work/Field Work :		

1. Visit any local grocery shop or professional firm and record the list of books maintained there.
2. Prepare a flow chart of accounting journey from financial transaction to Balance sheet and comment on it.
3. Collect information about Accounting standards followed by any business units in your area
4. Collect the forms of bill receipt vouchers used in medium size business units in your area.
5. Collect and compare the Balance Sheet of any company for a period of three years
6. Collect the information from a local shop keeper and prepare his/her final account.
7. Compare between the straight Line Method and Written Down Value Method of Depreciation by taking a Fixed Assets having a life of 10 years.
8. Prepare a Trial Balance of Partnership firm by taking 30 financial items of purchase, Sales, income and expenditure and personal accounts.
9. Prepare Purchase Book, Sales Book, Purchase Return Book and Sales Return Book by taking 40 transactions.
10. Any other Practical based on syllabus

Note: Each student should prepare report for practical /Field work including detailed information as per guidelines of subject teacher.

Reference Books:

1. Advance Accountancy: Volume I- M.C. Shukla And Grewal ,S.Chand & Company Pvt.Ltd.,New Delhi
2. Advance Accountancy: S.P. Jain And K.L. Narang,Kalyani Publishers,New Delhi
3. Advance Accountancy: R.L. Gupta And M.Radhaswamy,Sultan Chand & Sons,New Delhi
4. Advance Accountancy: M.E.Thukaram Rao,New Age International Publishers,New Delhi
5. Book Keeping And Accountancy-Dr.M.Sharma, Dr.D.K.Bhardwaj ,Sanjay Biyani, Ramesh Book Depot, Jaipur
6. Financial Accounting-V.Rajasekaran And R.Lalitha, Pearson Publications, Noida,Utter Pradesh
7. Accounting For Managers, S.K.Tripathi ,Laxmi Publications Pvt. Ltd
8. Basic Accounting ,K.M.Bansal And Ritu Gupta, Taxmann Publication
9. Accounting For Managers, Dr.P.Vijayakumar ,P.S.Ravindra And Mr.V.Krankumar, Himalaya Publishing House.
- 10.Accounting For Managers, Gurindhar Singh ,Mahendra Kumar Jain, Ruchika Gupta, PHI Publication

BBA-I-Sem-II HUMAN RESOURCE MANAGEMENT Mandatory-A4		
Course Outcomes	After completion of course, students will be able to : 1. Explain the basic concepts of HRM and its functions. 2. Illustrate the insight of Job Analysis concepts and writing job description and job specification 3. Develop an understanding of HR planning at different levels and Training & Development techniques. 4. Elaborate legal provisions of employee health & Safety and welfare facilities	
Total Hours of Teaching : 30	Lecture/Week :02	Credit Points:02
Total Marks:50	Theory :30	Internal:20
Syllabus Contents:		
Unit: I	Introduction to Human Resource Management Meaning ,Objectives, Nature, Functions of HRM, Quality of HR Manager , Personnel Management Vs. Human Resource Management, HRM Vs.HRD, Traditional Vs. Strategic Human Resource Management Procurement of Human Resource -HR Planning -Meaning, Job Analysis- Job Description, Job Specification. Recruitment- sources of recruitment, Selection Procedure, Placement and Induction	15 Hours
Unit: II	Training & Development and Compensation Management Meaning, Process and Techniques of Training, ,Techniques of Management Development, Training Vs. Development. Compensation Management- Meaning, , factors affecting Wage and salary levels ,Concepts of Minimum Wage ,Fair Wage And Living Wage Maintenance Employee Health and Safety-Meaning of Health, Occupational Hazards and Diseases, Protection against hazards, statutory provisions concerning health and safety as per Factories Act, 1948, Welfare and Recreational facilities for employees.	15 Hours
Note: Relevant case studies based on the above units should be discussed in the class.		

Reference Books:

1. Personnel and Human Resource Management-text and Cases-P.Subba Rao ,Himalaya Publishing House
2. Human Resource Management-Dr.C.B.Gupta-Sultan Chand and Sons
3. Human Resource Management-L.M.Prasad-Himalaya Publishing House
4. Human Resource Management –Garry Desslar-Pearson Education Asia
5. Human Resource Management-Text and Cases-Dr.S.S.Khanka- Sultan Chand and Sons.
6. Human Resource Management and Personnel Management-Ashwathappa, McGraw Hill Publication ,New Delhi
7. Human Resource Management-An Experimental Approach by H.John Bernandin and Joyee E.A.Russel

<p style="text-align: center;">BBA-I-Sem-II</p> <p style="text-align: center;">FUNDAMENTALS OF ENTRPENEURSHIP</p> <p style="text-align: center;">Minor-I</p>		
Course Outcomes	After completion of course, students will be able to : <ol style="list-style-type: none"> 1. Explain about different aspects of entrepreneurship. 2. Illustrate and make use of different theories of entrepreneurship in practical manner. 3. Explain concept and role of rural, social, women entrepreneurship and also to examine their problems and remedial measures 4. Discuss success stories and elaborate about start-ups, eco-system and Unicorn 	
Total Hours of Teaching : 30	Lecture/Week : 02	Credit Points : 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Introduction to Entrepreneurship Meaning & concept, characteristics, role of entrepreneurship in economic development, Difference between entrepreneur and intrapreneur, Type of entrepreneurship, factors affecting entrepreneur growth, Theories of Entrepreneurship- Schumpeter's Theory, McClelland's Theory, Max Weber's Theory, Hagen's Theory, John Kunkle's Theory	15 Hours
Unit: II	Rural, Social, Women Entrepreneurship Rural entrepreneurship-meaning, Need, problems of rural entrepreneurship Social entrepreneurship-Meaning, Difference between business entrepreneur and social entrepreneur, Case-The Grameen Bank, Success story of Mansukhbhai Prajapati- Mitticool, Woman Entrepreneurship-concept, functions & problems ,remedial measures, success story of any woman entrepreneurs, Start-Ups and eco system, Introduction to Unicorn	15 Hours
Reference Books 1. Entrepreneurship Development: Vasant Desai, Himalaya Publishing House 2. Entrepreneurship Development: S.S.Khanka, S.Chand Publication 3. Project Preparation, Appraisal, Implementation: Prasanna Chandra, Tata McGraw Hill Publication		

4. Entrepreneurship Development: E.Gordon and K.Natarajan ,Himalaya Publishing House
5. Fundamentals of Entrepreneurship: Amit Kumar,Amita Dubey and Pooja Doobey, Sahitya Publishing House
6. Fundamentals of Entrepreneurship: Sanjay Gupta, Sbpd Publications
7. Entrepreneurial Development: C.B. Gupta and N.P. Srinivasan , Sultan Chand & Sons Publication

BBA-I-Sem-II MACRO ECONOMICS Open Elective-(OE-A2)		
Course Outcomes	After completion of course, students will be able to 1 explain concepts of macro economics, national income . 2. apply the principles and theories of inflation and business cycle. 3. Evaluate different concepts of public finance.	
Total Hours of Teaching: 30	Lecture/Week : 02	Credit Points: 02
Total Marks: 50	Theory : 30	Internal: 20
Syllabus Contents:		
Unit: I	Introduction to Macro Economics Meaning and Scope of Macro Economics, Circular Flow of National Income- Five Sector Model of National Income, Concepts of National Income- GDP,GNP,NNP,PCI,PI&DI, National Income, Accounting-Income, Expenditure and Production Method, Meaning, Functions of Money ,Supply of Money-Money Multiplier and High Power Money Demand for Money- Liquidity Preference Theory	15 Hours
Unit: II	Inflation, Business Cycles and Public Finance Meaning and types and impact of Inflations, Causes and remedies for controlling inflations, Meaning and Phases of business cycles ,Theories of business Cycle-Schumpeter's theory ,Meaning and Scope of Public Finance, Public Budget-Types and Components, Public Revenue-Tax and Non-tax Revenue-Public Expenditure &Public debt-Sources.	15 Hours
<i>Note: Relevant case studies based on the above units should be discussed in the class.</i>		
Reference Books: 1. Ahuja H.L.(2010), Macro Economics Theory and Policy, S. Chand and Company. 2. Branson William H. (1997), Macro Economics Theory and Policy, Harper Collins India Pvt.Ltd. 3. Crowther Geoffrey (1940), An Outline of Money, Thomas Nelson and sons Ltd. London 4. Duesenberry James, S. Business Cycles and national Income, Georg Allen and Union London 5. Derburg and McDougal (1976), Macro Economics, McGraw Hill Education, New York 6. Dewtt K.K.,(2006),Modern Economic Theory, S. Chand and Company. 7. Gupta G.S.(2008),Macro Economics: Theory and Applications, Tata McGraw Hill Education		

8. Gupta S.B.(2010),Monetary Economics, S. Chand and Company.
9. Hanson J.L. An Outline of Monetary Theory, McDonalds and Evans Ltd. London
10. Haberler Gottfried (1968) Theory of International Trade, William Hodge and Company
11. Hanson Alvin H. (1949), Monetary Theory and Policy, McGraw Hill Publication
12. Hanson J.L.(1970),Monetary Theory and Practice, McDonalds and Evans Ltd. London
13. Hicks U.K.(1968), Public Finance, James Nisbet and Comp.London
14. Lindauer John (2012) Macro Economics,4th Ed iUnivers Inc. Bloomington USA
15. Jingham M.L. Macro Economic Theory,Vinda Publication Pvt.Ltd.new Delhi

<p align="center">BBA-I-Sem-II PSYCHOLOGY-II Open Elective(OE-B2)</p>		
Course Outcomes	After completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Explain basic concepts of learning and classical & operant Conditioning 2. Illustrate about intelligence concept and theories of intelligence 3. Apply Personality Tests and Projective Techniques 	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit:I	<p>Learning Definition of Learning, Types of Learning, Classical Conditioning- The basics of classical conditioning ,Applying conditioning principles to human behavior ,extinction ,Generalization and Discrimination, Operant Conditioning- Thorndike’s Law of Effect ,The basics of Operant Conditioning ,Reinforcement ,Positive Reinforces, Negative Reinforces and punishment ,The Pro and cons of punishment ,Shaping</p> <p>Intelligence What is Intelligence, Theories of Intelligence-Fluid and Crystallized Intelligence, Gardenr’s Multiple Intelligence, Practical and Emotional Intelligence, Assessing Intelligence-Binet and Development of IQ test, Mental retardation and the Intellectually Gifted</p>	15 Hours
Unit: II	<p>Individual Tests of Intelligence and Achievement The Wechsler scales of Intelligence The Wechsler subtests: Description and analysis Stanford-Binet intelligence scales (SBIT): Fifth edition Individual tests of Achievement</p> <p>Psychological Assessment and Personality tests A) Personality tests-Expression Techniques i) The draw- A - person test ii) The house- tree - person test (H-T-P) B) Projective Techniques i) Rorchach Ink Blot Test ii)Thematic Apperception Test Assessment of normality - Sixteen Personality Factor Questionnaire (16 PF) , NEO personality inventory - revised (NEO-PI-R) Measures of emotional Intelligence</p>	15 Hours

Reference Books:

1. Psychology- S.K.Ciccarelli & G.E. Meyer, Pearson Publication
2. Understanding Psychology- Feldman, R.S ,Mcgraw Hill Education Private Ltd.
3. Introduction to Psychology-Shashi Jain, Kalyani Publishers
4. Psychology- Sandra K. Ciccarelli, J. Noland White, Pearson Publication
5. Introduction to Psychology- S.K. Mangal, Sterling Publishers (P) Ltd.

BBA-I-Sem-II (मराठी)MARATHI-II Open Elective(OE-C2)		
Course Outcomes	१.मराठी भाषा व साहित्य याविषयी अभिरुची निर्माण करणे. २. मराठी साहित्य, परंपरा, लेखक, कवी यांचा परिचय करून देणे ३. विद्यार्थ्यांना मातृभाषा ,व्यक्तिमत्व विकास, मानवी मूल्ये व्यावसायिक भाषिक कौशल्ये यांचा विकास करणे ४. स्पर्धा परीक्षा, इतर परीक्षा यांची पूर्वतयारी करणे ५. विद्यार्थ्यांचा विकास करणे	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks : 50	Theory: 30	Internal : 20
Syllabus Contents:		
Unit: I	चित्रपट/ दुरचित्रवाहिनी माध्यमाचे घटक <ul style="list-style-type: none"> • कथा-पटकथा-संवाद लेखन • चित्रपटसंगीत – गीतसंगीत भावगीत • अभिनय - लुकअभिनय, नृत्य-नाट्यअभिनयाचीअंगे • वेशभूषा, केशभूषा, प्रकाशयोजना, नेपथ्यकार • व्हाईलकल्पर,शूटींग-इनडोअर - आउटडोअर • चित्रपटाचा आस्वाद- चित्रपट परीक्षण 	15 Hours
Unit: II	मराठीचे साहित्य स्वरूप संतसाहित्य - महानुभावसाहित्य, पंडीतीकाव्य, शाहिरी काव्य कविता, कादंबरी,कथा,नाटक मराठीचे शुद्धलेखनविषयक नियम भाषाआणि साहित्यप्रवाह <ul style="list-style-type: none"> • ग्रामीण साहित्य प्रवाह • दलित साहित्य प्रवाह 	15 Hours

	<ul style="list-style-type: none"> • स्त्रीवादी साहित्यप्रवाह • आदिवासी साहित्यप्रवाह • लोकसाहित्य प्रवाह 	
<p>संदर्भ ग्रंथ:</p> <ul style="list-style-type: none"> • ह.रा.नमिया बांदेकर, व्यावहारीक मराठी -भाषाविकास संशोधन संस्था, कोल्हापूर • सुरेश बांदिले, मराठी भाषा संधी आहे सर्वत्र -शिवीन प्रकाशन, कोल्हापूर • जोशी बी.ला.व्यक्तिमत्व विकास व भाषिक कौशल्ये -दर्या प्रकाशन, पुणे • मध्य युगीन मराठी वाङ्मयाचा इतिहास -राजशिला बादकर • पाच संतकवी -डॉ.शं.गो.तुळपुळे • आधुनिक मराठी वाङ्मयाचा इतिहास -खंड १ व २ • ग्रामीण साहित्य प्रवाह • ललित साहित्य प्रवाह • स्त्रीवादी साहित्य प्रवाह • लोकसाहित्य • मराठी चित्रपटांचा इतिहास • सिनेमाची भाषा -डॉ.मनिषा कावलकर • आजच्या ठळक बातम्या -समीरन वाळवेकर • बातमीदारी -सुनील माळी • साहित्याचे माध्यमांतर-डॉ.राजेंद्र 		

BBA-I-Sem-II GERMAN-II Open Elective (OE-D2)		
Course Outcomes	After completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Explain about punctuality in Germany 2. Make use of the basic grammar concepts correctly. 3. Demonstrate Prepositions with Dative . 4. Build vocabulary for expressing ,writing 	
Total Hours of Teaching : 30	Lecture /Week : 02	Credit Points: 02
Total Marks : 50	Theory : 30	Internal:20
Syllabus Contents:		
Unit: I	Learning about punctuality in Germany <ul style="list-style-type: none"> • Learning how to excuse for delay, telephonic conversation about the appointments, Different freetime activities. • Things related to activities and listening based on these activities, Telling birthdates and birth year, how to tell years and dates in German. • Ordinal numbers, Listening based on ordinal numbers, To plan something together, speaking about birthday, to understand invitation and to write an invitation, to order and to pay in restaurant, to speak about own experiences, • Vocabulary related to topic Restaurant. Learning, understanding and speaking about ordering and paying in restaurant. • Learning personal pronouns in akkusativ and Preposition für + akkusativ, Simple past tense of the verbs haben and sein. • To understand particular information from the texts, to understand about different events and events related information in Radio, Vocabulary related to “Contacts”, • Using information and words related to internship and activities related to internship, • Understanding particular information from the texts and writing it into the points (comprehension). 	15 Hours
Unit: II	Learning Prepositions with Dative <ul style="list-style-type: none"> • Articles in Dative, extra exercises and practice for Prepositions with Dativ, • Understanding and learning Vocabulary related to Language learning, 	15 Hours

	<ul style="list-style-type: none"> • Reading of letter and Learning of how to write letter in German (Greetings/salutation), • Learning Possessive articles with akkusativ and revision of possessive articles, Living, Apartment/ house, room names and furniture, • Learning vocabulary related to furniture, adjectives to be used with rooms and furniture, Searching the flats, reading classifieds • understanding requirements for the flat, understanding invitation and writing reply to invitation • Learning and understanding the colors and describing the things with adjectives and colors. 	
Reference Books <ol style="list-style-type: none"> 1) Netzwerk A 1 (Deutsch als Fremdsprach) Kursbuch : Published by Goyal Publishers and Distributors Private Ltd. 2) Netzwerk A 1 (Deutsch als Fremdsprach) Arbeitsbuch : Published by Goyal Publishers and Distributors Private Ltd. 3) Netzwerk A 1 (Deutsch als Fremdsprach) Testheft : Published by Goyal Publishers and Distributors Private Ltd. 		

BBA-I-Sem-II SOCIAL WORK- II Open Elective(OE-E2)		
Course Outcomes	After completion of this course, students will be able to: <ol style="list-style-type: none"> 1. relate social problems in India. 2. assess role of the social worker in identifying the social problem. 3. identify areas of social work intervention. 4. compare theories, approaches and models of social work. 	
Total Hours of Teaching : 30	Lecture /Week : 02	Credit Points : 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Contemporary Social Problems in India A)A brief introduction to social problems in India: Overpopulation, poverty ,Suicide ,Street Children ,Juvenile Delinquency, Unemployment, Addiction , Gender and violence , Trafficking, slums, Prostitution, Corruption, Cyber crime, Social Disorganization B)Role of the Social worker in identifying the Social Problem and Developing strategies for help.	15 Hours
Unit: II	Areas , Theories and Models of social work A)Areas of Social Work Intervention methods of Social Work, Areas of Social Work Intervention: Correctional setting, Rehabilitation setting, Health setting, Child welfare ,Social Work with Disability, Community Development, Orphan and vulnerable children, Youth and adults, People living with HIV/AIDS. B)Theories, Approaches and Models of Social Work Systems Theory and System approach, Psychodynamic Theory, Social Learning Theory. Social Work practice models: Generalist Social Work practice Models, Remedial Model, Preventive model, Developmental model, Evidence based or task centered practice model, Problem solving model, Cognitive Behavior Model. Crisis Conflict Theory, Intervention Model, Empowerment and Justice Model and Integrated social work	15 Hours

	model.	
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Reference Books:

1. Professional Social Work-Dr.Prajakta Tanksale, K'kshirsagar Publication
2. Social Work: Theory and Practice, S. K. Murthy , Saurabh Publishing House
3. Social Work: Issues and Challenges in 21st Century, Krishna Kant Singh & Ram Shankar Singh , ABD Publishers
4. An Introduction to Social Work, Krishna Kant Singh , Ram Shankar Singh , Penguin Books Ltd.
5. Professional Social Work: Education and Profession, Dr.Devanand Shinde, Diamond Books
6. Integrated Social Work Practice: Dr. Sanjay Bhattacharya, Deep & Deep Publications Pvt.ltd
7. Introduction to Social Work: D.Paul Choudhary, Atma Ram & Sons Publication
8. Ideologies and Social Work: Historical and contemporary analyses- Desai, Murli- Rawat Publication, New Delhi

BBA-I-Sem-II MEDIA AND ENTERTAINMENT MANAGEMENT-II Open Elective(OE-F2)		
Course Outcomes	After completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Explain global media scenario and elaborate ownership pattern 2. Evaluate different media tools - Print Media Management, Electronic Media Management, Digital Media Management 3. Discuss Economics of print, electronic, digital media and distinguish business, legal, and financial aspects of media management 	
Total Hours of Teaching : 30	Lecture /Week : 02	Credit Points : 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Media as an industry and profession Global Media Scenario: Issues of Monopolies. Ownership Patterns of Mass Media in India: Sole proprietorship, partnership, private limited companies, public limited companies, trusts, co-operatives, religious institutions (societies), and franchisees (chains), big media houses in India.	15 Hours
Unit: II	Media Management & Economics of Media Introduction to Media Management- General Management, Finance, Circulation (sales promotion, including pricing and price war aspects), Advertising (marketing), Personnel Management, Production, and Reference Sections, Print Media Management, Electronic Media Management, Digital Media Management, and Media Ethics. Economics of media- Economics of print, electronic, and digital media; business, legal, and financial aspects of media management; Budgeting and finance, capital costs, production costs, commercial polity, advertising and sales strategy, completion and survival, evolving a strategy and plan of action, operations, production schedule and process, evaluation, budget	15 Hours

	control, costing, etc.	
Reference Books: <ol style="list-style-type: none"> 1. Chiranjeev, A., (2000), Electronic Media Management, Authors Press. 2. Dibankar, P.&Biswaroy B.K., (1993), Media Management in India, Kanishka Publishing House. 3. Kothari,G., Newspaper Management, Netherland: Intercultural Open University 4. B. K. Chaturvedi (2014) Media Management, Global Vision Publishing House; 2nd edition 5. Saroj Kr. Mishra (2018), Media Management, Gyan Geeta Prakashan 6. Arpita Menon (2017), Media Planning and Buying: Principles and Practice in the Indian Context, McGraw Hill Education 7. Mukul Sahay (2011), A Textbook of Media Management, Wisdom Press 8. Tracy L. Tuten and Michael R. Solomon (2016), Social Media Marketing, Sage Publications India Private Limited 		

BBA-I-Sem-II BUSINESS ENVIRONMENT Open Elective(OE-H2)		
Course Outcomes	After completion of this course, students will be able to: 1. Explain concept of Business Environment and its elements. 2 Illustrate components of Economic Environment and Technological Environment. 3 Compare elements of Social and Cultural Environment. 4.Elaborate Natural , Political ,Legal and Global Environment	
Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Marks:50	Thoery:30	Internal:20
Syllabus Contents:		
Unit: I	Business Environment Meaning, Definition, Features, Elements of environment, Internal and External environment of business. A) Economic Environment: Meaning, Economic Factors, New Economic Policy and its impact on Business Environment B) Technological Environment: Meaning of technology, Features of Technology, Impact of Technology, Status of Technology in India Social and Cultural Environment – Meaning ,Components of Socio-Cultural Environment	15 Hours
Unit: II	Natural Environment , Political And Legal Environment, Global Environment Natural Environment: Nature, components, Environment pollution, Ozone Depletion, Global Climate change, Waste management. Environmental Regulations – Environmental Regulation in India Political & Legal Environment: Concept and components of political and legal environment. Political institution – legislature, Executive, Judiciary. Legal Environment for Business. Nature and extent of State Regulation – Reasons of State Intervention, Extent of Intervention, Problems of control.	15 Hours

	Global Environment Meaning, Stages of Globalization, International Corporations-MNCs, TNCs' SNCs, Indian MNCs	
Reference Books : 1. Essentials of Business Environment- K.Aswathappa-Himalaya Publishing House. 2. Business Environment-Dr.Amit Kumar-Sahitya Bhawan Publication 3. Business Environment and Indian Economy-S.S.Taggar and Manpreet Saini,Thankur Publication 4. Business Environment- Veena Keshav Pailwar-PHI Publication 5. Business Environment-Text and Cases-Justin Paul-Mcgraw Hill Publication 6. Economic Environment-with Case studies-VK Puri and SK Misra, Himalaya Publishing House. 7. Business Environment - Francis Cherunilam, Himalaya Publishing House 8. Business Environment, Dr. V. C. Sinha , Dr. Ritika Sinha, SPBD Publishing House		

BBA-I-Sem-II RTI,HRE AND IPR Open Elective(OE-I2)		
Course Outcomes	After completion of this courses, students will be able to 1.explain Right to Information Act and Human Rights Education in India 2. elaborate intellectual property concept and its types. 3. distinguish between Patents and Copyright.	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks:50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit-1	RTI and HRE Right to Information – Right to Information Act, 2005: A step towards Transparency in governance, Introduction to Right to Information Act, 2005, Objectives, Features of Right to Information Act, Right to Information: Global Scenario. Human Rights Education in India -Meaning of Human Rights Education, Rights, Responsibilities and Action ,Goals of Human Rights Education, Need of Human Rights Education	15 Hours
Unit-II	IP and Patent Intellectual Property (IP) -Concept of IP and its significance from social, economic and commercial perspectives, Types of IP and associated laws, International character of IPR, TRIPS, WIPO, WTO, GATTs, etc. agreement. Patent - Research and innovation, Patent Act 1970 and amendments over the period of years, types of patent, patentability criteria, patentable subject matter/inventions, non-patentable subject matters/inventions, Concept of new, novel, obviousness, commercial utility, brief information on the process and procedure of filing patent and case studies with problems, Patent offices in India.	15 Hours

	Copyright -Copyright Act ,1957, terms of copyright, procedure of registering copyright	
Reference Books: <ol style="list-style-type: none"> 1. Shashi Motilal, Bijayalaxmi Nanda, Human Rights, Gender and Environment, Allied Publishers, 2006. 2. Narayan S., Human Rights: Dynamics in India, Kalpaz publications, Delhi 2016 Constitutionalism Human Rights & TheRule Of Law: Essays In Honor Of Soli J. Sorabjee 3. Jean-Marc Coicaud, Michael W. Doyle, and Anne-Marie Gardner, The Globalization of Human Rights, United Nations University Press, 2003 4. Jack Donnelly, Universal Human Rights in Theory and Practice, 2002 5. Baxi Upendra, 2002, The Future of Human Rights, New Delhi, OUP 6. P. Narayanan, Intellectual Property Law, Eastern Law House. 7. D. P. Mittal, Indian Patents Law and Procedure, Taxman Publication. 8. B. L. Wadera, Patents, trademarks, copyright, Designs and Geographical Judications. 9. .R. K. Nagarjan, Intellectual Property Law . P. Ganguli, Intellectual Property Rights, Tata Mcgraw 10. Bare Acts: Patent Act 1970 and Copyright Act 1957 		

BBA-I-Sem-II व्यावहारिक हिंदी Open Elective(OE-J1)		
Course Outcomes	उद्देश्य : 1. हिंदी के व्यावहारिक पक्ष से परिचित कराना। 2. वाणिज्यिक व्यवहार में हिंदीभाषा को विकसित करना। 3. हिंदी में कार्य करने की रुचि विकसित करना। 4. रोजगारोन्मुख शिक्षा प्रदान करना। 5. कार्यालय और व्यवसाय में हिंदी प्रयोग का कौशलविकास विकसित कराना।	
Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Marks:50	Thoery:30	Internal:20
अध्यापनपद्धति : 1. व्याख्यान तथा विश्लेषण। 2. दृक-श्राव्यसाधनों/माध्यमों का प्रयोग। 3. संगोष्ठी, स्वाध्याय तथा गुट-चर्चा। 4. पी.पी.टी./भाषाप्रयोगशाला का प्रयोग। 5. विशेषज्ञों के व्याख्यान, साक्षात्कार तथा प्रश्नावली।		
Syllabus Contents:		
इकाई- 1	अ) कार्यालयीन पत्राचार : 1. नौकरी के लिए आवेदनपत्र। 2. पदाधिकारियों के नामपत्र। 3. छुट्टी के लिए प्रार्थनापत्र। आ) वाणिज्यिक पत्राचार 1. पूछताछ पत्र। 2. क्रयदेश पत्र। 3. शिकायती पत्र। हिंदी के माध्यम से रोजगार के अवसर : 1. विज्ञापन में करियर। 2. पत्रकारिता में करियर। 3. निवेदक। 4. पर्यटक मार्गदर्शक। 5. क्रीड़ा समालोचक।	15 Hours
इकाई - 2	अ) कार्यालयों में प्रयुक्त पारिभाषिक शब्दावली। (25 शब्द - परिशिष्ट-1 के अनुसार) आ) गिनती - 1 से 100 तक (देवनागरी लिपि में- परिशिष्ट-2 के अनुसार)	15 Hours

	<p>परिशिष्ट - 1. पारिभाषिक शब्दावली :</p> <ol style="list-style-type: none"> 1. Abstract - सार, संक्षिप्ति 2. Calculations - गणना, गिनती 3. Calum - स्तंभ 4. Columnist - स्तंभ लेखक 5. Cartoonist - व्यंग्यकार 6. Director General - महानिदेशक 7. Duration - कालावधि 8. Disposal - निपटान 9. Estates Duty Officer - संपदा शुल्क अधिकारी 10. Estimate Officer - प्राक्कलन अधिकारी 12. Evaluation - मूल्यांकन 13. Excise - उत्पादन शुल्क अधिकारी 14. Fair Price - उचित मूल्य 15. Financial Officer - वित्तीय अधिकारी 16. Gradation list - पदक्रम सूची 17. Gross Value - कुल मूल्य/ सकल मूल्य 18. House of People - लोकसभा 19. His Majesty - महामहिम 20. His Excellency - परम श्रेष्ठ 21. Inability - अयोग्यता 22. In Camera - गुप्त बैठक 23. Indian Administrative Service - भारतीय प्रशासन सेवा 24. Mayor - महापौर 25. Senate - वरिष्ठ सभा <p>परिशिष्ट - 2 गिनती</p>	
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BBA-I-Sem-II JAPANESE-II Open Elective (OE-K2)		
Course Outcomes	After completion of this course, students will be able to: 1. Demonstrate an awareness of the relevance of Japanese language to professions and careers. 2. Elaborate the cultures and civilizations of the country of Japan. 3. Compare an environment where Japanese is used exclusively.	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points : 02
Total Marks: 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Japanese Language Grammer-I <ul style="list-style-type: none"> • Uses of particles へ、で、と、よ • Uses of interrogative pronoun なん、いつ、なに • Expressions expressing sympathy and agreement. • Uses of particle を in case of transitive verb. • Difference between interrogative pronoun なん and なに • Expression used to invite someone to something. • How to say a word or sentence in another Language. 	15 Hours
Unit: II	Japanese Language Grammer-II <ul style="list-style-type: none"> • Different verbs indicating imparting things, information or action. • Omission of particles. • Introduction of adjectives. • Forms of adjectives in simple present tense, simple past tense, affirmation & negation. • Adverbs of degree • Modified nouns. 	15Hours
Practical Work: Reading/speaking practice. Listening a dialogue and to answer the questions. Conversation.		

Note: Relevant case studies based on the above units should be discussed in the class.

References:

1. Minna No Nihongo I – Pub. By 3A Corporation, Japan.
2. Nihongo shoho Vol. I - Pub By Japan Foundation, Tokyo, Japan(Paperback edition available with JALTAP, Pune)
3. Kanji Picture book Vol. I & II Japan foundation.
4. SulabhJapaniVyakaran – Part-(I) Dr. V.N. Kinkar, Pune.
5. Genki – Japan Times.
- 6 Aural Comprehensions in Japanese –Osamu & Nobuko Mizutani.
7. An Introduction to Modern Japanese – Osamu & Nobuko Mizutani.
8. Japanese for Today – Y.Yoshida.
9. Japanese Language Patterns –Alphonsa.
10. Nihongo Dekimasu – Japan Foundation.
11. Gokaku dekiru.

BBA-I-Sem- II POLITICAL SCIENCE & PUBLIC ADMINISTRATION-II Open Elective(OE-L2)		
Course Outcomes	After completion of this course, students will be able to: <ol style="list-style-type: none"> 1. Explain Scope and significance of Public Administration 2. Elaborate New Trends in Public Administration 3. Analyze Principles of Organization 4. Distinguish forms of Organization and understand hierarchy 	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks: 50	Theory: 30	Internal: 20
Syllabus Contents:		
Unit: I	I)Meaning and Approaches of Public Administration a) Meaning, Nature, Scope and significance of Public Administration. b) Evolution of the discipline and its present status c) Public and Private Administration d) Decision Making Approach, Structural Functional Approach II) New Trends in Public Administration a) Public Policy, Development Administration b) Good Governance, E-Governance, Public Private Partnership (PPP) c) Disaster Management	15Hours
Unit: II	Organization a) Principles of Organization: Hierarchy, Unity of Command, Span of Control, Co- ordination, Centralization and Decentralization b) Units of Organization: Line and Staff agencies, Chief Executive. Aspects of Public Administration and Administrative Reforms: i) Personnel Administration ii) Financial Administration iii) Administrative reforms	15 Hours
Reference Books: 1) Henry Nicholas, 2007, Public Administration and Public Affairs, Pearson prentice hall, New Delhi, 2) Avasthi Amreshwar and Maheshwari Shriram, 2010, Public Administration, Agra, Laxminarain Aggarwal, Agra. 3) Dimock and Dimock, 1975, Public Administration, Oxford, 1975 4) Basu D.D., Administrative Law, Prentice Hall, 1996.		

- 5) Rumki Basu, Public Administration, Concepts and Theories (2nd Ed.) Sterling, New Delhi, 1990.
- 6) S.R. Maheswari, Theories and Concepts in Public Administration, Allied Delhi, 1991.
- 7) Sharma M.P. & Sadana, B.L., Public Administration Theory and Practice.
- 8) L.D. White, Introduction to the Study of Public Administration, New York, Mcmillan, 1955.
- 9) N. R. Inamdar, Lokprashasan, Maharashtra Vidyapeeth Granth Nirmiti Mandal Nagpur, 1975.
- 10) Gadre D. K. Lokprashasan, Tantra va Mantra, Nagpur, 1980

BBA-I-Sem-II DEFENCE STUDY Open Elective (OE-M2)		
Course Outcomes	After completion of this course, students will be able to: 1. compare contemporary relevance of Chhatrapati Shivaji's Military system. 2. analyze Military strategies in Expeditions & Treaty during Chhatrapati Shivaji's era. 3. examine Defence Economics in India.	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks:50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	A.Chhatrapati Shivaji's Military System Organization of Maratha Army, Organization of Maratha Forts and Aarmar (Naval Base) , Types and importance of Forts , Organizations of Maratha Forts , Chatrapati Shivaji's Naval Building , Organization of Maratha Aarmar B.Chhatrapati Shivaji's Contribution in Guerrilla Warfare Meaning and Concept of Guerrilla Warfare (Ganimikava) , Chhatrapati Shivaji as a Leader of Guerrilla Warfare , Importance of Guerrilla Warfare	15 Hours
Unit: II	Defence Economics in India Salient Feature of Indian Economic System, India's Defence Budget System , Budgetary Procedure , Planning , Structure ,Defence Production in India - Defence Public Sector Undertaking , Private Defence Industry , Research and Development in Defence Sector , Current Policies, Determinants of Defence Expenditure , Threat Perception , Capabilities	15 Hours
Reference Books: 1. K Subramanyam our National Security economic and Scientific Perspective," Director ESRF Federation House" Delhi 1952 2. Bandi Pradnya," Making of India's Foreign Policy, "Allied Publisher,Delhi,1991 3. Barry Nutan,"People state and Fear, National security Problem in International Relations," Trance Asia		

Publisher, New Delhi.

4. Khan J.A. "Probing War and Warfare-APH New Delhi.
5. Shrikant Paranjape, "Santosh Astra (in Marathi)", Continental Pune 1994
6. Dr.Todkar B.D. India and World in Marathi, Diamond Publication-2010
7. Dr.M.L.Sali. "India-China Border Dispute" A.P.H Publication New Delhi-1998
8. Dr.Khare," International Politics" K sagar Publication.(Marathi)-2011
9. Dr. JadhavV.Y."India's National Security ,Send Vardhan-2011
10. Dr. Todkar B.D."India's Foreign Policy and National Security-2009
11. Dr.Vijay Khare," Influence of Social Media on India's Foreign Policy.(Pentagon Press LLP 2021)

BBA-I-Sem-II Russian -II Open Elective (OE-N2)		
Course Outcomes	After completion of this course, students will be able to: <ol style="list-style-type: none"> 1) Explain basic knowledge of Russian Language grammar. 2) Construct meaningful and grammatically correct sentences in Russian language. 3) Develop Russian Language skill (reading, writing, listening, speaking). 4) Discover career opportunities in Foreign Languages. 	
Total Hours of Teaching: 30		Lecture /Week: 02
Total Marks:50		Internal:20
Syllabus Contents:		
Unit: I	Russian Language Grammer-I <ul style="list-style-type: none"> • Demonstrative Pronouns.Imperative Mood.Conjunction ‘что’. • Introduction to the case system in Russian. Nominative Case. • Numbers 21 to 100.Months of the year. • Introduction to the past and compound future tenses. • Lessons 9-10. 	15 Hours
Unit: II	Russian Language Grammer-II <ul style="list-style-type: none"> • Prepositional case. Declension of singular nouns. • Lessons 11-14. • Reflexive Verbs. Ordinal Numbers. • Lesson 15. • Introduction to Adjectives. Colors in Russian. 	15Hours
Practical Work:Reading, writing &speaking practice. Listening toaudio version of lessons/ dialogues.		

References:

1. «RUSSIAN» by V. N. Wagner & V. G. Ovsienko – Lessons 9 to 15. Pub. Peoples Publishing House (P) Ltd, New Delhi.
2. «Way to Russia » Elementary Level 1.1 and 1.2. V.E.Antonova & others.Goyal Publishers and Distributors Pvt. Ltd. First Indian Edition, 2012.(Selected topics)
3. «Russian in Exercises» by S. Khavronina& A. Shirochenskaya. Pub. Peoples Publishing House (P) Ltd, New Delhi. 2009
4. «Survival Russian» A Course in Conversational Russian by N.B. Karavanova. Pub. Peoples Publishing House (P) Ltd, New Delhi. 2009 (Selected topics)

<p align="center">BBA-I-Sem-II IT SKILLS (MS-OFFICE-II) Vocational Skill Course(VSC-II)-C</p>		
Course Outcomes	<p>After this course students will be able to:</p> <ol style="list-style-type: none"> 1. Explain application of internet. 2. Demonstrate application of email. 3. Experiment with use of LinkedIn ,Twitter,Nokari.com,Indeed.com 4. Utilize key features of MS Excel software. 	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	<p>Internet Basics</p> <p>I.WWW and Web Browser, Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet, connecting to internet, What is ISP; Knowing the Internet, Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing software, Search Engines, Understanding URL, Domain name; IP Address; Using e-governance website</p> <p>II. Communications and collaboration:</p> <p>Basics of electronic mail; Getting an email account; Sending and receiving emails; Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes, Creating LinkedIn ,Twitter,Nokari.com,Indeed.com</p>	15 Hours
Unit: II	<p>MS –Excel</p> <p>Basics of Spreadsheet, Manipulation of cells, Formulas and Functions, Editing of Spread Sheet, printing of Spread Sheet.</p>	15 Hours
<p>Reference Books:</p> <ol style="list-style-type: none"> 1. Computer Fundamentals: Concepts, Systems & Applications, Priti Sinha, Pradeep K., Sinha, BPB Publications 2. Computer Today -Basandra Suresh K..Galgotia Publications Pvt. Ltd. 3. Fundamentals of Computer – V.Rajaraman, Prentice Hall India Learning Private Limited 4. Computer Fundamentals, R.S.Salaria, Khanna Book Publishing Company 		

5. Mastering MS Office: Concise Handbook With Screenshots, Bittu Kumar , V&S Publishers, New Delhi
6. Foundations of Information Technology- Sangeeta Panchal, Alka Sabharwal, Oxford University Press
7. Information Technology for Management: Advancing Sustainable, Profitable Business Growth-Turban , Volonino , Wood , O.P. Wali , Wiley Publication
8. Information Technology in Business Management ,Mukesh Dhunna,,Laxmi Publications
9. Information Technology and Its Application in Business, Dr.Anant Kumar Srivastav, Sahitya Bhawan Publication
10. Information Technology for Management, Ramesh Behl, Mcgraw Hill Publication

BBA-I-Sem-II IT SKILLS (COMPUTERISED ACCOUNTING-TALLY) Vocational Skill Course(VSC)-II		
Course Outcomes	After this course students will be able to: 1. Demonstrate Point of Sale (POS), Job Costing Multilingual Capabilities 2.Explain Technological Advantages of Tally.ERP, Tally.NET and Remote Capabilities 3. Make use of Tally.ERP9, logging to control centre, managing accounts using control centre	
Total Hours of Teaching: 30	Practical Lecture /Week : 02	Credit Points : 02
Total Marks:50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Point of Sale(PoS), Job Costing Multilingual Capabilities Features of Point of Sale(PoS) inTally.ERP9,Configuring Point of SaleinTally.ERP9, Entering POS Transactions, POS Reports Configuring Job Costing InTally.ERP 9,Creating Masters for Job Costing, Recording Transactions, Job Costing Reports Configuring Tally.ERP9 for Multilingual Capabilities, Creating Masters ,Entering Transactions in Multiple Languages ,Transliteration, Generating Reports	15 Hours
Unit: II	Tally.ERP, Tally.NET and Remote Capabilities Tally Vault, Security Control, Tally Audit ,Backup and Restore, Split Company Data, Export and Import Print Preview and Online Help ,Printing of Reports and Cheques Overview of Tally.NET,ConfigureTally.NETFeatures,ConnectCompanyonTally.NET, CreateRemoteUsers,AuthoriseRemoteUsers, Remote Access Application Management and Controls Concept of Control Centre, Installing & Activating Tally.ERP9, Logging	15 Hours

	<p>to Control Centre, Managing Accounts using Control Centre</p> <p>Online Help and Support</p> <p>Features of Support Centre, Accessing the Support Centre, Using Support Centre</p>	
<p>Reference Books:</p> <ol style="list-style-type: none"> 1. Learn Tally.ERP 9 With GST: Gouresh Agarwal-Publisher- Digital Muneem Ji Publication 2. Official Guide to Financial Acc. using Tally.ERP 9 with GST: Tally Education Pvt. Ltd.-BPB Publication 3. Tally ERP with simple steps:DT Editorial Services 4. Comdex Tally. Erp 9 Course Kit With GST and Ms Excel-Vikas Gupta 5. Best Tally ERP 9 with GST Financial Accounting Book-Fact Education 		

BBA-I-Sem-II SOFT SKILLS Skill Enhancement Course(SEC-II)		
Course Outcomes	After the completion of the course, students will be able to : <ul style="list-style-type: none"> • show how to nurture creativity, hobbies at workplace. • demonstrate leadership skills and decision making. • experiment with negotiating skills. • develop ways to cope with stress. 	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points : 02
Total Marks : 50	Theory:30	Internal : 20
Syllabus Contents:		
Unit: I	Creativity at Workplace Introduction, Current Workplaces, Creativity, Motivation, Nurturing Hobbies at Work, The Six Thinking Hat Method Ethical Values: Ethics and Society, Theories of Ethics, Correlation between Values and Behavior, Nurturing Ethics, Importance of Work Ethics, Problems in the Absence of Work Ethics	15 Hours
Unit: II	Leadership and Team Building Leader and Leadership, Leadership Traits, Culture and Leadership, Leadership Styles and Trends, Team Building, Types of Teams, Decision Making and Negotiation: Introduction to Decision Making, Steps for Decision Making, Decision Making Techniques, Negotiation Fundamentals, Negotiation Styles, Major Negotiation Concepts, Stress and Time Management: Stress, Sources of Stress, Ways to Cope with Stress	15 Hours
Reference Books: <ol style="list-style-type: none"> 1. Managing Soft Skills for Personality Development-B.N. Ghosh-McGraw Hill Education 2. Interpersonal Skills and Career Management-Dr. C.S.G.Krishna Macharyulu and Dr. Lalitha Ramakrishnan-Himalaya Publishing House Pvt. Ltd. 3. Personality Development-R.C. Bhatia-Ane Books Pvt. Ltd. 4. Soft Skills-Personality Development For Life Success, Prashant Sharma,BPB Publications 		

5. Personality Development and Soft Skills-VB Rao,BS Publication
6. Self Grooming and Personality Development - Mrityunjoy Seal , 24by7 Publishing
7. Soft Skills for Business, Appannaiah H R, Himalaya Publishing House.
8. Soft Skills: an Integrated Approach to Maximise Personality, Gajendra S. Chauhan, Sangeeta Sharma, Wiley India Publication
9. Personality Development and Soft Skills: Barun K. Mitra, Oxford Press Publication
10. Soft Skills: Enhancing Employability, M. S. Rao, I. K. International Publication
11. Cornerstone: Developing Soft Skills, Sherfield, Pearson India Publication

<p style="text-align: center;">BBA-I-Sem-II COMPUTING SKILLS (Logical Reasoning) Vocational Skill Course(VSC-II)-D</p>		
Course Outcomes	After Completion of this course, students will be able to, 1. Categorize, apply and use logical thought process. 2. Solve questions related to coding-decoding ,Syllogism, analogy etc etc. 3. Develop analytical abilities to solve logical aptitude questions from company specific and other competitive tests.	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Total Marks: 50	Theory: 30	Internal: 20
Syllabus Contents:		
Unit: I	Logical Reasoning-I Coding-Decoding, Sitting Arrangements, Data Sequence / Calendars, Direction Sense Test, Blood Relations, Syllogism, Series, Analogy Classification, Alphabet Test, Clocks	15 Hours
Unit: II	Logical Reasoning-II Puzzle Test, Sentence and Arguments, Non-Verbal Reasoning, Probability, Conjunction, Linear & Circular Arrangement, Series Completion, Symbol-based Comparison, Venn Diagram	15 Hours
Reference Books: <ol style="list-style-type: none"> 1. Quantitative Aptitude for CAT-Nishit K.Sinha-Pearson Publication 2. Quantitative Aptitude for Competitive Examinations-Trishna Knowledge System 3. 9 Year-wise MH-CET (MBA / MMS) Previous Year Solved Papers (2014 - 2022) 3rd Edition PYQs Question Bank Maharashtra Common Entrance Test 4. Verbal Ability and Reading Comprehension for CAT-Arun Sharma and Minakshi Upadhyay-Mcgraw Hill Publication 5.MAH MBA MMS CET Books 2023: Best Books for Preparation 		

BBA-I-Sem-II IMPRESSION MANAGEMENT Ability Enhancement Course(AEC-II)		
Course Outcomes	After the completion of the course, students will be able to : 1. Elaborate the basics of personality Development. 2. Distinguish between Internal and external motives and identify factors leading to de-motivation. 3.Examine importance of Self-esteem, inter-personal relationship 4. Test for Self-Management, Self-evaluation, Self-discipline, and Self-criticism.	
Total Hours of Teaching: 30	Lecture /Week : 02	Credit Points : 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents:		
Unit: I	Introduction to Personality Development The concept of personality Dimensions of personality, Theories of Freud & Erickson-Significance of personality development, The concept of success and failure: What is success? Hurdles in achieving success, Overcoming hurdles, Factors responsible for success, What is failure - Causes of failure. Differences between personalities having positive and negative attitude, Concept of motivation – Significance, Internal and external motives, Importance of self-motivation, Factors leading to de-motivation	15 Hours
Unit: II	Self-esteem Self-esteem : meaning, Symptoms ,Advantages ,Do's and Don'ts to develop positive self-esteem ,Low and High self-esteem , Symptoms - Personality having low & High self-esteem- Positive and negative self esteem. Interpersonal Relationships – Defining the difference between aggressive, submissive and assertive behaviors - Lateral thinking, Conflict and Stress Management, Seeking Win-Win Solution, Self-Management, Self-evaluation, Self-discipline, and Self-criticism	15 Hours
Reference Books 1. Managing Soft Skills for Personality Development-B.N. Ghosh-McGraw Hill Education 2. Interpersonal Skills and Career Management-Dr. C.S.G.KrishnaMacharyulu and Dr.		

LalithaRamakrishnan-Himalaya Publishing House Pvt. Ltd.

3. Soft Skills-Personality Development For Life Success, Prashant Sharma,BPB Publications
4. Self Grooming and Personality Development by MrityunjoySeal,24by7Publishing.
5. Self Management-for individual and organizational success-Prof.ShrikantaPatnayak, Partridge Publishing India
6. Self-Management, Prof Srikanta Patnaik, Partridge Publishing India

<p align="center">BBA-I Sem-II</p> <p align="center">CONSTITUTION OF INDIA AND LOCAL SELF GOVERNMENT</p> <p align="center">Value Education Course(VEC-II)</p>		
Course Outcomes	<p>After completion of the course, The students will able to,</p> <ol style="list-style-type: none"> 1.elaborate philosophy of Indian Constitution 2. Identify Fundamental Rights and Directive Principles of State Policy. 3.Appraise Ideological Influences on development of Indian constitution 4. Discuss role of Union Government & State Government in Indian constitution 	
Total Hours of Teaching : 30	Lecture /Week : 04	Credit Points : 02
Total Marks : 50	Theory : 30	Internal : 20
Syllabus Contents :		
Unit : I	<p>Indian Constitution and Fundamental Rights</p> <p>Historical Background of Indian Constitution: Acts of 1909,1919 and 1935</p> <p>Making of Indian Constitution :Constituent Assembly, Salient Features of the Indian Constitution, Philosophy , preamble, Fundamental Rights and Directive Principles of State Policy, Fundamental Duties</p> <p>Legislature and Executive</p> <p>Lok-Sabha : Composition, Powers &Functions , Rajya-Sabha : Composition, Powers & Functions ,Prime Minister and Council of Ministers: Powers & Functions , President : Election, Powers & Functions</p> <p>Judiciary: Supreme Court: Composition, Powers and Functions, Judicial Review , Independence of Judiciary</p>	15 Hours
Unit : II	<p>Development of Indian Constitution</p> <p>Constitutional Development : Major Constitutional Acts and Constituent Assembly ,Ideological Influences: Liberalism, Socialism, Gandhism and other Constitution as an Instrument of Socio -Economic Change, Constitutional Provisions for SC, ST, Women, Children & Other Backward Classes</p> <p>Union Government & State Government</p> <p>a) Union Government : Legislature, Executive, Judiciary</p> <p>b) State Government : Legislature, Executive, Judiciary c) Judicial Review, Judicial Activism & Public Interest Litigation</p> <p>Constitutional Bodies: Comptroller and Auditor General of India , Finance</p>	15 Hours

	Commission , Election Commission and electoral process , Union Public Service Commission	
Reference Books: <ol style="list-style-type: none"> 1. Abbas H. Kumar, Indian Government & Politics Pearson Publication, New Delhi 2. Austin Granville, The Indian Constitution-Cornerstone of a Nation, Oxford, New Delhi. 3. Basu D.D., Introduction to the Constitution of India, LexisNexis,Nagpur 4. Chandhoke N. Priyadarshi, Contemporary India ,Pearson Publication ,New Delhi 5. Gupta, D.C.,Indian Government and Politics, Vikas Publication ,New Delhi. 6. Josh P.L.,& Dave, Bharatiya Shashan aani Prashashan, Vidya Publication, Nagpur. 7. M. Laxmikanth ,Indian Polity,5th Edition, McGraw Hill Education, New Delhi 8. Granville Austin, Indian Constitution Corner Stone of a Nation, Oxford University Press 9. D.D. Basu, An Introduction to Indian Constitution, Prentice Hall 10. W.H. Morris Jones, Government and Politics in India, OUP, Delhi 11. Iqbal Narain, Indian Government and Politics, Minakshi Meerat 12 M.V. Pylee, An Introduction to Constitution of India, Vikas, New Delhi 13. S.P. Sathe, Judicial Activism in India, OUP 14. S.K. Chaube, Constituent Assembly of India, Peoples Building House, Delhi 		

BBA-I-Sem-II
CULTURAL
(MUSIC)

Co-curricular Course(CC-C2)

Course Outcomes	After completion of this course, students will be able to : 1. explain basic knowledge of Indian Classical Music through definitions. 2. demonstrate basic knowledge of Indian Rhythm System. 3. develop an insight into Taal. 4. apply practically basic outline of the prescribed ragas.		
Total Hours of Teaching: 30		Practical /Week : 02	Credit Points: 02
Total Marks : 50		Theory : 30	Internal : 20
Syllabus Contents:			
1.Theory :			
Unit: I	A) Three characteristics of Musical Sound: 1. Pitch 2. Volume 3. Timber B) Formation of Thaata & Rag C) Writing Notation of Chota Khayal (Raga Khani Gat) & Swarvistar		15 Hours
Unit: II	A)Study of the Theory of the prescribed Raagas for practical B) Writing Taal with Thekabol: Ektaal & Kerwa		15 Hours
2. Practical: A) Detailed study of the following Raga (Chota Khyal with Aalap & Taan) :- Yaman B) Outline of following Ragas (Chota Khyal with only Bandish) :- Pahadi & Vruandavani Sarang C) One Dhamar/ One Natyageet/One Lokgeet/ One Tarana/One Sugam Sangeet(Bhajan/Bhavgeet) D) Reciting Thekabol of talas by counting matras by hand : Ektal & Kerwa			

References:

- 1.संगीत शास्त्राचे गाईड, पं. अरविंद गजेन्द्रगडकर, नितीन प्रकाशन, पुणे
- 2.संगीत विशारद, "वसंत", संगीत कार्यालय, हाथर
- 3.संगीत परिभाषा, डॉ. एस. एन. रातांजनकर

BBA-I-Sem-II SANSKRIT-II Open Elective (OE-M2)		
Course Outcomes	After completion of this course, students will be able to: उद्दिष्टे: १. संस्कृत नीतिसाहित्याचा परिचय करून देणे. २. हितोपदेश या ग्रंथातील कथांचा परिचय करून देणे. ३. कथांमधून होणाऱ्या नीतीबोधांचे विश्लेषण करणे. ४. चाणक्यनीतीतील श्लोकांमधून नीतिमुल्यांचा अभ्यास करणे. फलिते: १. संस्कृत नीतिसाहित्याचा परिचय करून देतो. २. हितोपदेशातील कथांचा परिचय करून देतो. ३. कथांमधून होणाऱ्या नीतीबोधांचे विश्लेषण करतो. ४. चाणक्यनीतीतील श्लोकांमधून नीतिमुल्यांचा अभ्यास करतो.	
Hours of Teaching: 30	Lecture /Week : 02	Credit Points: 02
Marks:50	Thoery:30	Internal:20
Syllabus Contents:		
Unit: I	हितोपदेश मित्रलाभ- प्रस्तावना , पहिली कथा	15 Hours
Unit: II	चाणक्यनीत १५ ०१ अध्याय क्र. श्लोक क्रमांक १- १,२,८,९,१२,१३ २- २,५,६,७,११,१३,१९ ३-१,८,११,१३,१४,१५,१८ ४-५, १६ ५-२,३,८,१५	15 Hours
References: नारायण पंडित , हितोपदेशः, चौखंबा सुरभारती प्रकाशन , वाराणसी चाणक्य, संपूर्ण चाणक्यनीति, साकेत प्रकाशन , औरंगाबाद त्रिपाठी रामशंकर, संस्कृत साहित्यका प्रामाणिक इतिहास, कृष्णदास अकादमी, वाराणसी		

Note: teachers can use relevant books/articles/e-resource if needed.