

Dr. Babasaheb Ambedkar Marathwada University,
Aurangabad.

Faculty of Management Science

Revised Syllabus

BBA III & IV Semester

Effective From June 2010

BBA**FIRST SEMESTER**

Pap er No	Title	Weekly Th Pr	Credit Th Pr	Marks Theory	Marks Sessional or Practical S Pr	Total Marks	Duration Theory Exam
I	Accountancy I	4	4	60	40	100	2 Hrs
II	Management Perspective I	4	4	60	40	100	2 Hrs
III	Business Organisation	4	4	60	40	100	2 Hrs
IV	Business Statistics	4	4	60	40	100	2 Hrs
V	Human Communication in Business	4	4	60	40	100	2 Hrs
VI	I T Fundamentals	2 4	2 2	60	- 40	100	2 Hrs
	Total	22 4	22 + 2 = 24	360	200 40	600	--

SECOND SEMESTER

Pap er No	Title	Weekly Th Pr	Credit Th Pr	Marks Theory	Marks Sessional or practical S Pr	Total Marks	Duration Theory Exam
VII	Accountancy II	4	4	60	40	100	2 Hrs
VIII	Management Perspective II	4	4	60	40	100	2 Hrs
IX	Business Economics	4	4	60	40	100	2 Hrs
X	Environmental Awareness I	4	4	60	40	100	2 Hrs
XI	Administrative Practices	4	4 -	60	40	100	2 Hrs
XII	I T Applications in Business I	2 4	2 2	60	- 40	100	2 Hrs
	Total	22 4	22 + 2 = 24	360	200 40	600	--

THIRD SEMESTER

Pap er No	Title	Weekly Th Pr	Credit Th Pr	Marks Theory	Marks Sessional or practical S Pr	Total Marks	Duration Theory Exam
XIII	Cost Accountancy I	4	4	60	40	100	2 Hrs
XIV	Management Perspective III	4	4	60	40	100	2 Hrs
XV	Human Factor in Business	4	4	60	40	100	2 Hrs
XVI	Business Laws I	4	4	60	40	100	2 Hrs
XVII	Environmental Awareness II	4	4	60	40	100	2 Hrs
XVII I	Entrepreneur ship	4	4	60	40	100	2 Hrs
	Total	24	24 = 24	360	240	600	--

FOURTH SEMESTER

Pap er No	Title	Weekly Th Pr	Credit Th Pr	Marks Theory	Marks Sessional or practical S Pr	Total Marks	Duration Theory Exam
XIX	Cost Accountancy II	4	4	60	40	100	2 Hrs
XX	Management Perspective IV	4	4	60	40	100	2 Hrs
XXI	Organizational Effectiveness & Change	4	4	60	40	100	2 Hrs
XXII	Business Law II	4	4	60	40	100	2 Hrs
XXII I	Operation Research	4	4	60	40	100	2 Hrs
XXI V	I T Application in Business II	2 4	2 2	60	- 40	100	2 Hrs
	Total	22 4	22 + 2 = 24	360	200 40	600	--

FIFTH SEMESTER

Paper No	Title	Weekly Th Pr	Credit Th Pr	Marks Theory	Marks Sessional or practical S Pr	Total Marks	Duration Theory Exam
XX V	Management Accounting	4 -	4 -	60	40 -	100	2 Hrs
XX VI	Management Perspective V	4 -	4 -	60	40 -	100	2 Hrs
XX VII	Capital Markets I	4 -	4 -	60	40 -	100	2 Hrs
XX VIII	Taxation Laws I	4	4 -	60	40	100	2 Hrs
XXIX	Institutional Assistance to Business	4	4 -	60	40	100	2 Hrs
XX X	E- Business & Internet	2 4	2 2	60	- 40	100	2 Hrs
	Total	22 4	22 + 2 = 24	360	200 40	600	--

SIXTH SEMESTER

Paper No	Title	Weekly Th Pr	Credit Th Pr	Marks Theory	Marks Sessional or Practical S Pr	Total Marks	Duration Theory Exam
XX XI	Auditing	4 -	4 -	60	40 -	100	2 Hrs
XX XII	Management Perspective VI	4 -	4 -	60	40 -	100	2 Hrs
XX XIII	Capital Markets II	4 -	4 -	60	40 -	100	2 Hrs
XX XIV	Taxation Laws II	4 -	4 -	60	40 -	100	2 Hrs
XX XV	Management Support System	4	4 -	60	40	100	2 Hrs
XX XVI	Project	- 8	- 4	-	- 100	100	2 Hrs
	Total	18 8	20 + 4 = 24	300	200 100	600	--

BBA III Semester**PAPER NO. XIII: COST ACCOUNTANCY – I**

Theory Marks: 60
Sessional Marks: 40
Credits 4

- Unit – I Concept of cost, Classification of cost financial Accounting – Its Limitations – Definition, scope, advantages & Disadvantages of cost accounting
- Unit – II Material Purchasing - Purchase Procedure Storage & Handling of Material Methods of Material Issues – FIFO, LIFO < Weighted Average.
- Unit – III Labour: Control of Labour Cost; Time keeping & time booking, Payroll , Methods of wage Payment – Time rate – Piece rate , Taylor’s Differential piece rate system, Gantt’s task Bonus, Merricks System, Halsey Plan, Rowan Plan.
- Unit - IV Overheads – Classification of Overheads Machine Hour rate, Labour hour rate
- Unit – V Unit Costing - Preparation of Cost Sheet

Recommended Books:

Practical Costing – Khanna, Pande, Abuja.

1. Bhatta HSM Cost Accounting
2. Principles & Practice of Cost Accounting - N.K. Prasad
3. Cost Accounting (Methods & Problems) – B.K. Bhar

Sessional work : Marks – 40

- | | Marks |
|--|--------------|
| 1. Two Test of 5 marks each | 10 |
| 2. Two Tutorials of 5 marks each | 10 |
| 3. Students to collect Performa’s of – Bin Card, Stores Ledger, Time – Card , Payroll, Purchase requisition & Purchase Order & fill them | 20 |

PAPER NO. XIV: MANAGERIAL PERSPECTIVE – III

Theory Marks: 60
Sessional Marks: 40
Credits 4

- Unit – I **Materials Management:** Need, importance & Scope of Material Management, Material handling, Classes of material, types of purchases. Principles of scientific purchasing. Significance of purchasing policy, centralization of purchasing, types of purchasing policy
- Unit – II **Production Management:** Meaning, Scope importance, Major Decisions in Production Management, Production System, Bane fits of goods production management – production planning & control – step in production planning & control, Production layout – Types, Principles of sound layout.
- Unit – III **Marketing Management:** market & Marketing, types of market, kinds of goods – marketing process/ Concept of Marketing, Evolution & Importance of Marketing, Types of Marketing, Kinds of goods, Functions of Marketing.
- Unit – IV **Marketing Concept & Management:** Marketing plan – market segmentation – marketing mix – Product, Price, Promotion, Place; Buyer’s behaviour.

Recommended Books:

1. Modern Business Organisation & Management - S.A. Sherlekar
2. Fundamentals of Business Organisation & Management - Y.K. Bhushan
3. Business Organisation & Management – Acharya & Govekar
4. Management Process – R .S. Davar
5. Management Concepts and Principles Manmohan Prasad

Sessional Work: Marks 40

- | | Marks |
|--|--------------|
| 1. Two Test of 5 Marks each | 10 |
| 2. Two Tutorials of 5 Marks each | 10 |
| 3. Seminar on any Topic | 10 |
| 4. Note on Group Discussion on any Topic | 10 |

PAPER NO. XV: HUMAN FACTOR IN BUSINESS

Theory Marks: 60
Sessional Marks: 40
Credits 4

- Unit – I Nature of Organisational Behaviour: Concept, Nature, Foundation of O.B, Human Behaviour, Approach, O.B. Models.
- Unit – II Nature of Human Behaviour : Caused or Autonomous Behaviour, Process of Behaviour, Personality, Personality Theories, Personality Development, Perception and its process, Interpersonal perception, Concept of learning, and learning theories, Motivation and Behaviour.
- Unit – III Dynamics of Organisational Behaviour : Interpersonal Behaviour, Group Dynamics and Behaviour, Concept of Authority its sources & Limits, Leadership, Communication control, Organisational Conflicts and Organisational Climate.
- Unit – IV Structural Dimensions of Organisational Behaviour : Organisation Theory, Contingent factors in organisation structure, Design & forms of organisation structure. Bureaucratic Organisations.

Recommended Books:

1. Basic Sociology
2. Organisational Behavior Awasthappa K
3. Elementary Psychology – Jadunath Sinha
4. An Introduction to Psychology – S.K. Mangal
5. Modern Business Organisation & Management – S.A.Sherlekar
6. Organizational Behaviour – Anjali Ghanekar
7. “I am Ok Your are Ok” – Thomas Harris

Sessional Work – Marks - 40

	Marks
1. Two Tests of 5 Marks each	10
2. Two Tutorials of 5 Marks each	10
3. Seminar	10
4. Note on Group Discussion	10

PAPER NO. XVI: BUSINESS LAWS

Theory Marks: 60
Sessional Marks: 40
Credits 4

- Unit – I The Indian Contract Act (Sections 1 to 75)
- Unit – II The Sale of Goods Act, 1930 (Sections 1 to 54 & 64 Only)
- Unit – III Indian Partnership Act
- Unit – IV Companies Act – 1956 – Provisions of the act with regards to classification, formation memorandum of association, articles of association, capital of the company, capital Issue

Recommended Books:

1. Mercantile Law - N.D. Kapoor
2. Indian Contract Act – Mulla D.F.
3. Indian Contract act – Dr. Avtarsingh
- 4.

Sessional Work : Marks – 40**Marks**

- | | |
|--|----|
| 1. Collect the formats of share certificate, prospectus /
Form of Share Application | 10 |
| 2. Seminar on any topic | 10 |
| 3. Two Test of 5 Marks each | 10 |
| 4. Note on Group Discussion | 10 |

PAPER NO. XVII: ENVIRONMENTAL AWARENESS – II

Theory Marks: 60
Sessional Marks: 40
Credits 4

- Unit – I Population, Industrialization growth of vehicles in small cities & Metro Politan cities, Steps Taken to Control effect, Utilization of urban refuse industrial, domestic & others, Role of Government & non Government organisations.
- Unit – II Date base Management for Environmental appraisal, monitoring and warning system, Environmental Pollution in Indian and their remedies, Chipko Movement. Narmada Bachao movements, Tehari dam, Enron Project, ISO 14000.
- Unit – III Environment: Law & ethics. The Environment (Protection) Act. 1986. Chapters – I, II, III, IV, Industry effluent Standard parameters.
- Unit – IV Environmental Education: Introduction, Objectives of UNESCO, environmental education programmes, formal education: School, College, University Non-formal Education: Adult Education, Rural Youth, Non-Student, Tribal, Education, Activities for children, Eco-development Campus, NGOS, Public Representative, R & D Programms, Development of Trained Man Power, Educational Material Teaching aids Environmental day celebration.
- Unit – V Environment: A Professional Approach. Environmental Management – its aspects, environmental is planning, Environmental status evaluation, Environmental impact assessment. Environmental Legislation and Administration.
- Unit – VI Management & Information System Mointing, Research, Environmental Technology, Environmental Audit.

Recommended Books:

1. A Textbook of Environment- K.M. Agrawal, P.K. Sikdar et al. Macmillan
2. A Textbook of Environment Studies- G.R. Chatwal, Harish Sharma Himalaya Pub. House.

Sessional Work: (Marks-40)

- | | Marks |
|-----------------------------------|--------------|
| 1. Two Tests of 5 marks each. | 10 |
| 2. Two Tutorials of 5 marks each. | 10 |
| 3. Two Seminars of 10 marks each | 20 |

PAPER NO. XVIII: ENTREPRENEURSHIP

Theory Marks: 60
Sessional Marks: 40
Credits 4

Unit – I	Concept, Philosophy, History, Functions & Features of Entrepreneurship.
Unit - II	Role of Entrepreneurship – Qualities – development of Entrepreneurship – Effect of Business Environment on Entrepreneurship - Various factors in business environment.
Unit – III	Role of Entrepreneurship in economy- Rural entrepreneurship & Rural environment – Agricultural Entrepreneurship.
Unit – IV	Entrepreneurship : <ul style="list-style-type: none"> • The Third Option. • Entrepreneurial Spirit • Recognition of the need for Entrepreneurship.
Unit – V	Business Opportunities- Identifying & Evaluating Business Opportunities Ideas & Opportunities – Ideas into Opportunities.
Unit – VI	Quick Start- Methods- Introduction- Franchises- Creating your Own Franchise-Turnkey or Packaged Business – Multy level Marketing Schemes – Buying an Existing business.
Unit – VII	Preparation of Project report.

Recommended Books:

- 1) Entrepreneurship – P.C. Shejwalkar – Ameya Prakashan
- 2) Dynamics of Entrepreneurial Development & Management – Mr. Vasant Desai – Himalaya Publication.
- 3) Entrepreneurship Development – Prepared by – Colombo Plan Staff College for Technical Education – Manila – TATA MC-Graw Hill

Sessional Work - Marks 40

- 1) Each Student to visit any organization & get detailed information About it like- 20 Marks
 - (a) Form of Organisation.
 - (b) Capital
 - (c) Type of business
 - (d) Working capital
 - (e) Problems faced.
 - (f) How to overcome them?
- 2) Student to prepare Project report for any unit 20 Marks

PAPER NO. XIX: COST ACCOUNTANCY – II

Theory Marks: 60
Sessional Marks: 40
Credits 4

Unit – I	Job or Contract Costing.
Unit – II	Process Costing.
Unit – III	Marginal Costing – Concept – Calculation of BEP – P/V Ratio – Sales Profit.
Unit – IV	Standard Costing – Variance Analysis – Material, Labour & Overheads.
Unit – V	Budgetary Control.

Recommended Books:

- 1) Principles & Practice of Cost Accounting – Dr. N.K. Prasad.
- 2) Cost Accounting Bhatta HSM
- 3) Cost Accounting (Methods & Problems) – B.K. Bhar
- 4) Practical Costing – Khanna, Pande, Ahuja.

Sessional Work - 40 Marks	Marks
1) Seminar on Budgetary Control	10
2) Two tests 5 Marks each	10
3) Two tutorials 5 Marks each	10
4) Students to Visit any process Industry & write visit report	10

PAPER NO. XX: MANAGEMENT PERSPECTIVE – IV

Theory Marks: 60
Sessional Marks: 40
Credits 4

Unit - I	Financial Management – Meaning & Scope of Financial Management – Nature of Finance Functions –
Unit – II	Financial Planning – Kinds of financial requirements, estimating current assets, Fixed assets and intangible assets requirements.
Unit – III	Sources of Short-term, medium term & Longterm finance – Trade Credit, Commercial paper, Term loans, equipment Financing. Finding right source Of corporate financing.
Unit – IV	Capitalization – Capital Structure – Over Capitalization & under Capitalization – remedies of over capitalization & under Capitalization.
Unit – V	Personnel Management: Definition of Personnel Management. The role & Functions of Personnel Manager.
Unit – VI	Personnel Management Functions & Industrial Relations (a) Planning – Personnel Plan, Objectives, Policies & Procedures. (b) Man power Planning – determination of Man Power Requirements, Recruitment Selection (c) Training & Development, Performance Appraisal (d) Concept of Industrialisations, labour Management Relations, Present trends in Industrial Relations in India.

Recommended Books:

- 1) Modern Business organization & Management – S.A. Sherlekar
- 2) Fundamentals of Business organization & Management – Y.K. Bhushan
- 3) Management Process – R.S. Davar

Sessional Work – 40 Marks**Marks**

- | | |
|---|----|
| 1) A student to collect information about various sources of Finance - & Write a report | 15 |
| 2) Every student to collect question papers of various types of Aptitude Tests - & Attach to file | 15 |
| 3) Student to draft Application form & questionnaire for interview. | 10 |

PAPER NO. XXI: ORGANISATIONAL EFFECTIVENESS & CHANGE

Theory Marks: 60
Sessional Marks: 40
Credits 4

- Unit - I Organisational Effectiveness : Concept, Approaches, Goal Approach, Behaviour approach, System Resource Approach, Strategic Constituencies Approach, Optimisation of Effectiveness, Managerial effectiveness, Factors in Organisational Effectiveness, Effectiveness through adopting, Coping Cycle.
- Unit – II Organisational Change : Nature & Factors of Organisational Change, Planned Change, Responses to Change, Change Agents, Organisational Growth & Change.
- Unit – III Organisational Development : Concept of Organisational Development, Process of Organisational Development, Organisational Development Interventions, Sensitivity Training, Survey Feedback, Team Building, Management by Objectives.

Recommended Books:

1. Luthans F. Organisational Behaviour. 7th Ed. New York McGraw Hill – 1995.
2. Robbins S.R. Organisational Behaviour – New Delhi Prentice Hall Inc. 1996
3. Grench, W E & Bell C.H. Organisation Developments, New Delhi Prentice Hall of India 1995.
4. Anderson, A H & Baker D. Effective Enterprise and change Management – Oxford Blackwell Publishers Ltd. 1996.
5. Niraj Kumar Organisational Behavior – A new look

Sessional Work Marks 30

	Marks
1. Two Test of 5 Marks Each .	10
2. Two Tutorials of 5 Marks each	10
3. Two Seminars on 2 Topics	20

PAPER NO. XXII: INDUSTRIAL LAWS

Theory Marks: 60
Sessional Marks: 40
Credits 4

Unit – I	Indian Factories Act
Unit – II	Industrial Disputes Act
Unit – III	Payment of Wages Act
Unit – IV	Minimum Wages Act
Unit – V	Bombay Shop & Establishment Act

Recommended Books:

- 1) Industrial Laws – N.D. Kapoor
- 2) Bare Acts

Sessional Work - Marks 30	Marks
1) Two tests of 5 Marks each	10
2) Two tutorials of 5 Marks each	10
3) Summary of Guest Lecture by Factory Inspector/Professional on Any Act.	10
4) Seminar on Any Act	10

PAPER NO. XXIII: OPERATION RESEARCH

Theory Marks: 60
Sessional Marks: 40
Credits 4

- Unit – I Basic of Operation Research- Development, definition, Characteristics, Scientific method, necessity, Scope, O.R. & Decision making – Phases of O.R.
- Unit – II Linear Programming- Simplex Method, Basic Terms, Practical Problems on Linear Programming using Simplex Method.
- Unit – III Transportation Model: Introduction, Definition, Formulation and solution Of transportation Model; - Practical problems on North West Corner Rule Or Stepping Stone Vogel's approximation Method.
- Unit – IV PERT & CPM – Basic steps in PERT & CPM – Introduction Historical Back Ground – Phases of project Scheduling- network construction – Numbering Events.

Recommended Books:

- 1) Operations Research – P.K.Gupta & D.S. Hira
- 2) Operation Research & Quantitative Techniques – Bhatt SK
- 3) Basic Operations Research – P.G. Moore

Sessional Mark - Marks 30

- 1) Two tests 5 Marks each
- 2) Two Tutorials 5 Marks each
- 3) Two Seminars

Marks

- 10
10
20

PAPER NO. XXIV: I.T. APPLICATIONS IN BUSINESS – II

Theory Marks: 60
Practical Marks: 40
Credits 4

Unit – I	Database Management System; Concept, Component, Features, Data Models and Languages, Database Design and steps, Normalisation, RDBMS, Concept, features , Components
Unit – II	Handling records in a database using Access , Sorting , Indexing, searching designing queries and reports, linking of data files, Tables, Queries ,Forms, Reports, Import/Export Data
Unit – III	Accounting through Computers; Advantages of Computerised Accounting, Tally Accounting Package, its features , Gateway, Main Screen, Company selection, creation, Primary choices , Accounting features, inventory features, operations in master, voucher entry, accounting reports, Profit & Loss Account, Stock summary, Trial Balance, Statement of Account, Inventory, Cash Flow, Funds Flow

Practical:

1. Database creation, file handling, performing various operations of sorting, indexing, merging, searching querying, Developing Menu driven Applications in query language MSACCESS.
2. Working in Tally; Creation of a company and recording a set of about 50 transactions and preparing final accounts and other relevant reports.

Recommended Books:

1. Date C.J. “ An introduction to Database Systems”, Addison Wisley
2. Bipin Desai : Database Management System”
3. Murthy CVS Database management Design, Himalaya Publishing
4. Ulman J.O. “ Principles of Database Systems”, Galgotia Publications, New Delhi
5. Sams - Techmedia “ Microsoft Access 2000”
6. “Access 2000” , BPB Publications
7. N.Satyapal “ Using Tally”, Khanna Publication
8. L.B.Singh, V.P.Singh “ Accounting by Tally”, Asian Publishers