



**POORNIMA**  
UNIVERSITY

**SCHOOL OF MANAGEMENT &  
COMMERCE**

**Bachelor of  
Business  
Administration  
Batch 2020-23**



**I Year Syllabus  
(Common)**

**April, 2020**

POORNIMA UNIVERSITY								
School of Management & Commerce								
B.B.A (Common to All), Batch: 2020-23								
Teaching Scheme for First Year (First Semester)								
Course Code	Course Name	Teaching Scheme (Hrs. per Week)			Marks Distribution			Credits
		Lecture (L)	Tutorials (T)	Practical (P)	IE	ESE	Total	
<b>A.</b>	<b>Core Courses</b>							
<b>BBX01101</b>	Principles of Management	3	0	0	40	60	100	3
<b>BBX01102</b>	Business Accounting	3	0	0	40	60	100	3
<b>BBX01103</b>	Business Economics – Micro	3	0	0	40	60	100	3
<b>BBX01104</b>	Business Mathematics	3	0	0	40	60	100	3
<b>BBX01105</b>	Human Behaviour	4	0	0	60	40	100	4
<b>BBX01106</b>	Business Demography	4	0	0	60	40	100	4
<b>B.</b>	<b>Department Elective</b>							
	NIL							
<b>C.</b>	<b>Open Elective</b>							
	NIL							
<b>D.</b>	<b>Ability Enhancement Compulsory Course (AECC)</b>							
<b>BBX01207</b>	Anandam Course	-	-	1	60	40	100	2
<b>E.</b>	<b>Skill Enhancement Courses (SEC)</b>							
<b>BBX01208</b>	Tally & Computer Based Accounting	-	-	4	60	40	100	2
<b>BBX01209</b>	Personality Grooming - I	-	-	4	60	40	100	2
<b>F.</b>	<b>Social Outreach, Discipline &amp; Extra Curricular Activities</b>							
<b>BBX01610</b>	Discipline and Talent Enrichment Programme-I	-	-	-	50	-	50	1
	<b>Total</b>	<b>20</b>	<b>-</b>	<b>09</b>				

	<b>Total Teaching Hours</b>	<b>29</b>				<b>25</b>
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### DETAILED SYLLABUS FOR FIRST SEMESTER

**Code: BBX01101**

**Principles of Management**

**3 Credits [LTP: 3-0-0]**

Unit No.	Title of the unit	Time required for the unit (Hours)
1.	<b>Nature of Management</b>	<b>4</b>
2.	<b>Evolution of Management Thoughts</b>	<b>6</b>
3.	<b>Major Managerial Functions</b>	<b>6</b>
4.	<b>Functions of Management</b>	<b>6</b>
5.	<b>Recent Trends in Management</b>	<b>8</b>

➤ **Course Outcomes: On successful completion of the course the learner will be able to:**

CO	Cognitive Abilities	Course Outcomes
CO – 01	Remembering	DEFINE basic aspect of management thinking and study the role and functions of different managers
CO – 02	Applying	IMPLEMENT different approaches of management thoughts to understand philosophy of management thinking.
CO – 03	Understanding	EXPLAIN the importance of functions of management and their roles & ability to organize various programmes and events
CO – 04	Understanding	ELUCIDATE the relevance of controlling and understanding the importance of decision-making that ultimately benefit the organization through new ideas and increased commitment.
CO – 05	Analyzing	EXAMINE about management of change and to learn about new systems and trends in modern management

Unit	Contents
<b>1.</b>	<b>Nature of Management</b>
	Meaning & Importance, Functions, Role of Management, Management as an Art, Science, Profession & a Social System, Concept of Management, Administration, Organisation & University of Management
<b>2.</b>	<b>Evolution of Management Thoughts</b>
	Concept of Management Thoughts, Contribution of Frederick Taylor, Elton Mayo, Henry Fayol and Peter Drucker, Indian Management Ethos (Indian) and different styles example (JRD Tata, Dhirubhai Ambani, NR Narayana Murthy, Verghese Kurian)
<b>3.</b>	<b>Major Managerial Functions</b>
	Forecasting : Meaning, Need, Types, Methods, Advantages, Disadvantages, Planning : Meaning, Need, Types, Methods, Advantages, Disadvantages, Organising : Meaning, Concept; Delegation of Authority: Meaning, Importance; Decentralisation : Concepts, Meaning & Importance

<b>4.</b>	<b>Functions of Management</b>
	Decision Making : Types, Process, Technique, Directions, Nature & Principles, Motivation : Meaning, Importance, Nature, Principles & Theories, Controlling : Meaning, Needs, Process, Techniques
<b>5</b>	<b>Recent Trends in Management</b>
	Management of Change, Management of Crises, Total Quality of Management (TQM) : Meaning, Merits, Demerits, Stress Management : Principles, Concept, Merits, Knowledge Management : Meaning, Merits & Demerits, Outsourcing : Meaning, Merits, Demerits

➤ **Teaching Pedagogy:**

Unit	Tools	Expected Outcome
Unit 1	➤ Power Point Presentation	➤ To develop managerial effectiveness through managerial thinking
Unit 2	➤ Power Point Presentation	➤ Students will learn about the management philosophy over the period of time
Unit 3	➤ B-Quiz ➤ Case Studies	➤ To develop an understanding as how to plan and organize an activity by delegating and decentralizing the task in a group
Unit 4	➤ Motivational videos ➤ Case Studies	➤ To develop an ability to apply management fundamentals in practical world to identify, formulate and solve managerial problems.
Unit 5	➤ Power Point Presentation ➤ Case Studies	➤ To develop understanding regarding new systems of management

➤ **Recommended Study Material**

S. No	Title of the Book	Authors	Publication
01	Management Concepts and Strategies	J.S. Chandan	Vikas Publishing House Pvt. Ltd.
02	Principles of Management	Harold Koontz , Heinz Weihrich , A. RamachandraArysri	McGraw hill companies
03	Management A Global and Entrepreneurial Perspective	Heinz Weihrich , Mark V. Cannice , Harold Koontz	McGraw hill companies
04	Management – 2008 Edition	Robert Kreitner ,MamataMohapatra	Biztantra – Management For Flat World
05	Introduction to Management	John R. Schermerhorn	Wiley India Pvt. Ltd
06	Principles of Management	P.C. Tripathi , P.N. reddy	McGraw hill companies
07	Management Text and Cases	R. Satya Raju , A. Parthasarthy	PHI Learning Pvt. Ltd
08	Management (Multi-Dimensional Approach)	H. R. Appannaiah , G. Dinakar , H.A. Bhaskara	Himalaya Publishing House
09	Management- Principles and Practices	C.B. Gupta	Sultan Chand & Sons
10	Principles of Management	Govindarajan M, Natarajan S.	PHI-Prentice Hall of India Pvt Ltd.

**Code: BBX01102**

**Business Accounting**

**4 Credits [LTP: 4-0-0]**

Unit No.	Title of the unit	Time required for the unit(Hours)
1.	Introduction to Accounting	5
2.	Accounting Transactions	6
3.	Bank Reconciliation Statements	6
4.	Accounting for Depreciation	6
5.	Final Accounts	7

➤ **Course Outcomes: On successful completion of the course the learner will be able to:**

CO	Cognitive Abilities	Course Outcomes
CO – 01	Understanding	UNDERSTANDING basic concepts of accounting and its process.
CO – 02	Applying	APPLY the concept of Journals and Ledger to prepare books and Trial Balance.
CO – 03	Analyze	ANALYZE and interpret the BRS to match the balances.
CO – 04	Apply	

		APPLY the concept of Depreciation to assess the exact value of assets.
CO – 05	Analyze	ANALYZE the Final Accounts of a business in real time situations.

Unit	Contents
<b>1.</b>	<b>Introduction to Accounting</b>
	Definition and Scope, objectives, Accounting concepts, principles and conventions. Classification of accounts, , Preparation of Voucher, Accounting Process, Book – Keeping, Users of Accounting,
<b>2.</b>	<b>Accounting Transactions</b>
	Journal entries, Ledger, Cash Book , subsidiary books ,Trial Balance
	<b>Bank Reconciliation Statements</b>
	Meaning, importance and preparation of Bank Reconciliation Statement
<b>4.</b>	<b>Accounting for Depreciation</b>
	Meaning, Objectives, Causes, Formula, Methods: (SLM, WDV), Provision for depreciation account
<b>5</b>	<b>Final Accounts</b>
	Preparation of Final Accounts of Sole Proprietorship Concern (Trading and Profit & Loss Account and Balance Sheet ) With Adjustments

➤ **Teaching Pedagogy:**

Unit	Tools	Expected Outcome
Unit 1	<ul style="list-style-type: none"> <li>➤ Power Point Presentation</li> <li>➤ Group Discussion</li> </ul>	<ul style="list-style-type: none"> <li>➤ To learn about the importance of Accounts in Business</li> </ul>
Unit 2	<ul style="list-style-type: none"> <li>➤ Power Point Presentation</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to distinguish between different transactions and its nature</li> </ul>
Unit 3	<ul style="list-style-type: none"> <li>➤ Power Point Presentation</li> <li>➤ Case Studies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to prepare and interpret bank reconciliation statement</li> </ul>
Unit 4	<ul style="list-style-type: none"> <li>➤ Power Point Presentation</li> <li>➤ Case Studies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to calculate the depreciated value of an asset.</li> </ul>
Unit 5	<ul style="list-style-type: none"> <li>➤ Power Point Presentation</li> <li>➤ Case Studies</li> <li>➤ Live Examples</li> </ul>	<ul style="list-style-type: none"> <li>➤ To understand about the financial position of an organization.</li> </ul>

➤ **Recommended Study Material**

S. No	Title of the Book	Authors	Publication
01	Advance Accounting Vol- I	S.N. Maheshwari & S.K. Maheshwari	Vikas Publications
02	Advance Accounting Vol-I	M.C. Shukla , T.C. Grewal , S.C Gupta	S Chand
03	Accountancy (Vol- I )	S. Kr. Paul	Central Educational Enterprises (P). Ltd.
04	Accounting (text and Cases )	Robert N. Anthony , David F. Hawkins , Kenneth A. Merchant	McGraw Hill Companies
05	Advanced Accountancy( Volume – I)	R.L. Gupta , M. Radhaswamy	Sultan Chand & Sons



**Code: BBX01103****Business Economics- Micro****3 Credits [LTP: 3-0-0]**

Unit No.	Title of the unit	Time required for the unit(Hours)
1.	Concept of Business economics	5
2.	Demand and Supply Analysis	7
3.	Revenue Analysis	7
4.	Cost Analysis	6
5.	Pricing under various market conditions	5

➤ **Course Outcomes: On successful completion of the course the learner will be able to:**

CO	Cognitive Abilities	Course Outcomes
CO – 01	Analyze	Analyze and think critically about various concepts, terms in Business Economics
CO – 02	Applying	Applying mathematical and statistical analysis methods extracting information of Demand and Supply Analysis
CO – 03	Understanding	To make student understand the concept and type of revenue
CO - 04	Understanding	To make student understand the concept and type of cost
CO – 05	Analyze	To develop ability to understand the market structures under imperfect competition

➤ **Detailed Syllabus**

Unit	Contents
1.	<b>Concept of Business economics</b>
	Importance of economics in life, scope, forms of economy economic activities, economic problems, circular flow of economy, Meaning and definition of business economics, scope of business economics, Importance of economics in life, forms of economy, central problems of economics, 5 sector flow of income and expenditure
2.	<b>Demand and supply analysis</b>
	Concept of demand, determinants of demand, individual demand, market demand, Law of demand, elasticity of demand, types of elasticity of demand. Practical implementation of elasticity of demand. Methods of measuring elasticity of demand. Concept of supply, determinants of supply, elasticity of supply
3.	<b>Revenue Analysis</b>
	Concept and types of revenue, Importance of revenue, methods of calculation of revenue Interrelationship between marginal, total, and average revenue, Methods of measuring TR, AR and MR, interrelationship between TR, AR and MR
4.	<b>Cost Analysis</b>
	Concept of cost, definition and importance of cost, typology of cost analysis of cost- Accounting Costs and Economic Costs, Short Run Cost Analysis: Fixed, Variable and Total Cost Curves, Average and Marginal Costs, Long Run Cost Analysis: Economies and Diseconomies of Scale and Long Run Average and Marginal Cost Curves.
5	<b>Pricing under various market conditions</b>
	Concept of market and competition, Meaning of market, types of markets - Perfect competition, Monopoly, monopolistic competition, duopoly, and oligopoly. Price and output determination in different market conditions.

➤ **Teaching Pedagogy:**

Unit	Tools	Expected Outcome
Unit 1	➤ Open book discussion	➤ Students will analyze and understand basic concepts of micro economics

	<ul style="list-style-type: none"> <li>➤ Case studies</li> <li>➤ Problem solving based learning</li> </ul>	
Unit 2	<ul style="list-style-type: none"> <li>➤ Game oriented classes</li> <li>➤ Pair learning</li> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ Student Will apply and understand the concept of demand and supply and concept of elasticity</li> <li>➤</li> </ul>
Unit 3	<ul style="list-style-type: none"> <li>➤ Hands-on experience of using accounting software on computers</li> </ul>	<ul style="list-style-type: none"> <li>➤ Basic understanding of cost and revenue will be developed amongst students</li> </ul>
Unit 4	<ul style="list-style-type: none"> <li>➤ Case studies and expert lectures.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Students will analyze and understand Concept of cost</li> </ul>
Unit 5	<ul style="list-style-type: none"> <li>➤ Case studies on intangible assets and its valuation</li> </ul>	<ul style="list-style-type: none"> <li>➤ It will highlight on the pricing under various market conditions</li> </ul>

➤ **Recommended Study Material**

S. No	Title of the Book	Authors	Publication
01	Microeconomics	B. Douglas Bernheim and Michael D. Whinston	Tata McGraw Hill
02	Microeconomics	Pindyck, R.S. and D.L. Rubinfeld	Pearson Education
03	Principles of Economics	Stiglitz, J.E. and C.E. Walsh	Oxford Univ. Press
04	Microeconomics: Theory and Application	Salvatore, D.L	Oxford Univ. Press
05	Intermediate Microeconomics: A Modern Approach	Varian, H.R.,	W.W. Norton
06	Microeconomic Theory,	Sen, Anindya	Oxford Univ. Press

**Code: BBX01104**

**Business Mathematics**

**3 Credits [LTP: 3-0-0]**

Unit No.	Title of the unit	Time required for the unit(Hours)
1.	Interest and Annuity	5
2.	Shares and Mutual Funds	6
3.	Population and Sample	5
4.	Measures of Central Tendency	7
5.	Measures of Dispersion	6

➤ **Course Outcomes: On successful completion of the course the learner will be able to:**

CO	Cognitive Abilities	Course Outcomes
CO – 01	Understanding	EXPLAIN the concepts, terms of Interest and Annuity and their applications
CO – 02	Understanding	EXPLAIN the concept, terms of Shares and Mutual Funds and various methods of calculating the value of shares and funds
CO – 03	Remembering	DEFINE the terms and concepts of basic statistics and to memorize various aspects of population and sampling
CO – 04	Applying	SOLVE various problems of mean, median and mode to understand the application in real time problems
CO – 05	Applying	SOLVE various problems of dispersion and to understand concept of variance, standard deviation and relative dispersion

➤ **Detailed Syllabus**

Unit	Contents
<b>1.</b>	<b>Interest and Annuity</b>
	(A) <b>Interest:</b> Concept of Present value and Future value, Simple interest, Compound interest, Nominal and Effective rate of interest, Examples and Problems (B) <b>Annuity:</b> Ordinary Annuity, Sinking Fund, Annuity due, Present Value and Future Value of Annuity, Equated Monthly Instalments (EMI) by Interest of Reducing Balance and Flat Interest methods, Examples and Problems.
<b>2.</b>	<b>Shares and Mutual Funds</b>
	(A) Shares: Concept of share, face value, market value, dividend, brokerage, equity shares, preferential shares, bonus shares. Examples and Problems (B) Mutual Funds: Concept of Mutual Funds, Problems on calculation of Net Income after considering entry load, Dividend, Change in Net Asset Value (NAV) and exit load. Averaging of price under the Systematic Investment Plan (S.I.P.). Examples and Problems
<b>3.</b>	<b>Population and Sample</b>
	Definition of Statistics; Scope of Statistics in Economics, Management Science and Industry; Concept of population and sample; Methods of data collection: Census and sampling with illustration; Process of random sampling, Techniques of Sampling
<b>4.</b>	<b>Measures of Central Tendency</b>
	Frequency distribution: Raw data, attributes and variables; Classification of data: Frequency Distribution, Cumulative frequency distribution, Histogram and ogive curves; Requisites of ideal measures of central tendency; Arithmetic Mean, Median and Mode for ungrouped and grouped data; Combined mean; Merits and demerits of measures of central tendency; Geometric mean: definition, merits and demerits; Harmonic mean: definition, merits and demerits; Choice of A.M., G.M. and H.M.
<b>5</b>	<b>Measures of Dispersion</b>
	Concept of dispersion; Measures of dispersion: Range, Variance, Standard deviation (SD) for grouped and ungrouped data; Combined SD; Measures of relative dispersion: Coefficient of range, coefficient of variation

➤ **Teaching Pedagogy:**

Unit	Tools	Expected Outcome
Unit 1	➤ Power Point Presentation ➤ Numerical problems	➤ To understand the concept of Simple interest, compound interest, effect of compounding. ➤ To understand the concept of Annuity and its applications for EMIs and Amortization Schedule.
Unit 2	➤ Power Point Presentation ➤ Numerical problems	➤ To understand the concept of shares and mutual funds. ➤ To understand contribution of shares and mutual funds in systematic investment plans ➤ To solve problems related to shares and mutual funds
Unit 3	➤ Power Point Presentation ➤ Numerical problems	➤ To understand the concept and methods of Collection of data ➤ To understand the process and techniques of analyzing and interpreting data. ➤ To know different method of sampling
Unit 4	➤ Power Point Presentation ➤ Numerical problems	➤ To classify and represent data in tabular and graphical form ➤ To compute various measures of central tendency
Unit 5	➤ Power Point Presentation ➤ Numerical problems	➤ To compute various measures of dispersion for various problems of business and economics

➤ **Recommended Study Material**

S. No	Title of the Book	Authors	Publication
01	Practical Business Mathematic	S. A. Bari	New Literature Publishing Company
02	Mathematics for Commerce	K. Selvakumar	Notion Press
03	Business Mathematics with Applications	Dinesh Khattar & S. R. Arora	S. Chand Publishing
04	Business Mathematics and Statistics	N.G. Das & Dr. J.K. Das	McGraw Hill
05	Fundamentals of Business Mathematics	M. K. Bhowal	Asian Books Pvt. Ltd
06	Operations Research	P. K. Gupta & D. S. Hira	S. Chand Publishing
07	Mathematics for Economics and Finance:	Martin Anthony and Norman	Cambridge University Press

	Methods and Modeling	Biggs	
08	Financial Mathematics and Its Applications	Ahmad NazriWahidudin	Ventus Publishing House
09	Fundamentals of Mathematical Statistics	Gupta S. C. and Kapoor V. K	Sultan Chand and Sons
10	Statistical Methods	Gupta S. P	Sultan Chand and Sons

Unit No.	Title of the unit	Time required for the unit(Hours)
1.	Personality	5
2.	Learning & Motivation	6
3.	Perception	7
4.	Decision Making	6
5.	Attitude, Values and Emotions	6

➤ **Course Outcomes: On successful completion of the course the learner will be able to:**

CO	Cognitive Abilities	Course Outcomes
CO – 01	Remembering	Define the various concepts and theories of Personality
CO – 02	Understanding	To understand different approaches to learning and motivation and related theories for developing understanding of factors of motivation.
CO – 03	Analyzing	Analyze the concept of perception and its process and how it influences experience.
CO - 04	Creating	To Create application for process of decision making for knowing how to take rational decisions in different situations.
CO – 05	Evaluating	Evaluate varied attitudes, values and emotions. Understanding the interplay of values and emotions in different cultural setups for achieving organizational objectives

Unit	Contents
1.	<b>Personality</b>
	Definition, personality determinants, trait theory, type theory, Heldon's theory, Freud's psychoanalytical theory. Major Personality attributes influencing organizational behavior, Personality-job fit.
2.	<b>Learning &amp; Motivation</b>
	Definition, Classical conditioning, instrumental conditioning. Motivation-Meaning, Motivation cycle, Maslow's Theory, Herzberg's Theory, Theory X and Y, McClelland's Achievement Theory
3.	<b>Perception</b>
	Difference between perception and sensation, Process, perceptual distortion, attribution theory, Application in organization
4.	<b>Decision Making</b>
	Meaning, process, Effect of perception on decision making, situations in decision making, Rationality and Bounded rationality.
5	<b>Attitude, Values and Emotions</b>
	Meaning, Types of attitude, Cognitive dissonance theory, Measuring the A-B relationships-moderating variables, Self-perception theory.; Values- Definition, types of values, values across cultures ;Emotions - Meaning, emotional labor, felt vs. displayed emotions, emotion dimensions, external constraints on emotions, application of emotions in organizational context

➤ **Teaching Pedagogy:**

Unit	Tools	Expected Outcome
Unit 1	➤ Study different individual's personalities based on theories	➤ Student will learn about various personalities in depth.
Unit 2	➤ Business Games ➤ Case Study	➤ Student will understand analytically application of theories in organizational context.
Unit 3	➤ Situation Analysis	➤ Student will analyze how perceptions waver in accordance with different situations.

Unit 4	<ul style="list-style-type: none"> <li>➤ Developing Applications</li> <li>➤ Case Study</li> </ul>	➤ To create application for knowing about volatility of decisions and how to take right decisions by understanding relevant factors.
Unit 5	➤ Preparation of graphs and charts	➤ To develop and evaluate clarity about Attitudes, values and emotions along with knowing ways to improve them.

➤ **Recommended Study Material**

S. No	Title of the Book	Authors	Publication
01	Organizational Behavior, (1 ed.),	Prasad, L. M.	Sultan Chand and Sons (2015)
02	Organizational Behavior	Gupta, Shashi K and Joshi, Rosy. (2015)	Kalyani Publishers
03	Organizational Behavior, (15 ed.)	Robbins, Stephen, Judge, T. A. and Vohra, N. (2015)	Pearson
04	Understanding Organizational Behavior, (3ed.),	Pareek, Udai (2011)	Oxford University Press
05	Organizational Behavior, (2ed),	Bhattacharyya, Dipak Kumar (2016)	Oxford University Press

**Course Code: BBX01106      BUSINESS DEMOGRAPHY      4 Credits [LTP: 4-0-0]**

Unit No	Title of the unit	Time required for the unit (Hours)
1	Concept of demography	5
2	Mortality and fertility rate	6
3	Distribution of population and population growth	6
4	Population as resources	7
5	Urbanization and its implications	6

➤ **Course Outcomes: On successful completion of the course the learner will be able to:**

CO	Cognitive Abilities	Course Outcomes
CO – 01	Remembering	DEFINE Demography and understanding the concept of demography and its role in social economic change.
CO – 02	Applying	APPLY the concept of demography and finding various methods to calculate fertility and mortality rate.
CO – 03	Explaining	EXPLAIN the concept of Density and population distribution, over and under population and UNDERSTAND Method of assessment of population growth.
CO - 04	Applying	APPLY the Concept of literacy in modern society, Concept of sex ratio age and sex pyramid.
CO – 05	Analyzing	EVALUATE factors affecting urbanization and rural population and behavioral and demographic structure and various factors responsible for urbanization.

Unit	Contents
1.	<b>Concept of demography</b>
	Meaning, importance and need of demography. Studies: Study of demography. As an essential discipline of social economic change.
2.	<b>Mortality and fertility rate</b>

	Scope and components of Demography Factors affecting mortality, fertility rate, Methods to calculate fertility and mortality rate.
<b>3.</b>	<b>Distribution of population and population growth</b>
	Density and population distribution Concept of over and under population Method of assessment of population growth.
<b>4.</b>	<b>Population as resources</b>
	Importance of human resource as development of the nation Concept of literacy and its importance in modern society Concept of sex ratio age and sex pyramid Concept of working and dependent population
<b>5</b>	<b>Urbanization and its implications</b>
	Concept of urbanization factors affecting urbanization. and rural population , Features and importance Urbanization. Behavioral and demographic Structure and various factors responsible for urbanization

➤ **Teaching Pedagogy:**

Unit	Tools	Expected Outcome
Unit 1	➤ Power Point Presentation	➤ Basic knowledge of demography. ➤ Students will be acquainted with the basic understanding of demography being a very important factor in social economic change.
Unit 2	➤ Power Point Presentation ➤ Survey Analysis	➤ Students will be able to Develop Rational understanding of demography analysis and effects on society.
Unit 3	➤ Power Point Presentation ➤ Case Studies	➤ Students will develop understanding regarding growth process and social economic changes
Unit 4	➤ Power Point Presentation ➤ Case Studies	➤ Students will develop understanding of the role of literacy in economic development. ➤ Students will be able to examine implications of changes in population.
Unit 5	➤ Power Point Presentation ➤ Case Studies	➤ Students will be able to understand how urbanization affects the resource allocation and resource planning.

➤ **Recommended Study Material**

S. No	Title of the Book	Authors	Publication
01	The Methods and uses of anthropological Demography	Alaka M. Basu	Columbia University Press
02	The demographic dividend – A new perspective on the Economic consequences of Population Change	David E. Bloom, David Canning	
03	The Continuing Demographic Transition	G.W. Jones ,R.M.Dougla	
04	Demographics: A casebook for business and Government	Hallie .JKintner „Thomas W.Merrick	
05	Population, Ethnicity and Nation Building	By Calvin C.Goldscheider	
06	Population Dynamics: A new Economic Approach	CY Cyrus Chu	Oxford
07	Business Demography	Gauri Girish Jadhav	NiraliPrakashan

**Code: BBX01207ANANDAM COURSE**

**2 Credits [LTP: 0-0-1]**

**OVERVIEW AND OBJECTIVES:** The Anandam program aims to instil the joy of giving in young people, turning them into responsible citizens. Who will build a better society through daily action, it will build the habit of

service in students across colleges and universities in Rajasthan. The students will have to undertake the course each semester starting with the 2020-21 academic year.

### **COURSE OUTCOMES**

- Each student will be able to work as team member.
- Student will learn social activities.
- Students will be familiar with society.

### **DETAILED SYLLABUS**

- Do at least one act of individual service each day
- Record this act of service in a dedicated Register/ Personal Diary
- Share this Register/ Personal Diary day in the 30-minute Anandam time slot dedicated by the college.
- Undertake one group service project for 64 Hours every term (outside college hours)
- Upload the report on the group project on the Anandam platform
- Participate in a sharing and presentation on the group service in the discussion session held once a month.

**Code: BBX01208****Tally and Computer Based Accounting****2 Credits [LTP: 0-0-4]**

Unit No.	Title of the unit	Time required for the unit (Hours)
1.	<b>Basic Configuration of Tally</b>	05
2.	<b>Account Information, Inventory Information</b>	06
3.	<b>Advanced Accounting Features</b>	07
4.	<b>Introduction to Payroll &amp; Display of Reports</b>	05
5.	<b>GST</b>	07

➤ **Course Outcomes: On successful completion of the course the learner will be able to:**

CO	Cognitive Abilities	Course Outcomes
CO – 01	Understanding	EXEMPLIFY the various basic concepts and configurations of Tally.
CO – 02	Understanding	RECOGNIZE different types of account information, inventory information and apply these details in voucher generation.
CO – 03	Analyzing	IMPLEMENT various operations of TDS.
CO - 04	Creating	CREATE various reports related to payroll, Stock, Tax.
CO – 05	Analyzing	IMPLEMENT various operations of GST.

Unit	Contents
<b>1.</b>	<b>Basic Configuration of Tally</b>
	How to Select company, How to Shut company, How to Create company How to Alter company, How to apply Security control, How to Change tally vault, How to Split company data, How to take Back up How to Restore Back up, How to use Tally audit features, How to fill up Country details, How to change Style of dates, How to Configuration of numbers, How to use Other options, Loading A Company, How to Select company, How to change Company name How to set Financial year How to use General, How to use Numeric symbols, How to use Accts/inventory info., How to pass Voucher entry How to prepare Invoice / orders entry, How to take Printing, How to send E- mailing, How to do Data configuration (A) How to use Accounting features, How to use Inventory features
<b>2.</b>	<b>Account Information, Inventory Information</b>
	(A) How to activate Functions in accounts info. Menu, How to prepare Groups Tally ERP 9, How to prepare Ledgers, How to enter Voucher entries, How to set Inventory configurations & features Inventory info. Menu, How to set up Stock groups, How to set up Stock categories How to create Stock items, How to create Units of measurement, How to create Bills of materials Locations / Godown, Inventory voucher types, Payment voucher entry, Receipt voucher entry, Journal voucher entry, Sales voucher entry, Purchase voucher entry, Debit note voucher entry, Credit note voucher entry, purchase order entry, Sales order entry, Receipt note entry, Delivery note entry, Rejection out entry, Rejection in entry, Stock journal entry, Manufacturing journal entry, Physical stock voucher entry
<b>3.</b>	<b>Advanced Accounting Features</b>

	<p>How to create cost categories &amp; cost Centres, How to configure Cheque printing, How to set Credit limits</p> <p>How to do Bank Reconciliation, What is TDS Process, How to prepare and Issue of TDS Certificate How to do Filing of E-TDS Return, Enabling TDS, What is Nature of TDS related payments Deductee types, How to Create TDS Masters (Expense ledger, Party Ledger, Tax ledger), How to pass TDS Voucher Entries/Transactions How do pass TDS on expenses (Journal Voucher), How to pass Expenses partly subject to TDS (Journal voucher)</p> <p>How to do Accounting multiple expenses and deducting TDS later, How to record TDS on advance payments</p> <p>How to do Adjusting advances against the bill, How to Changes in TDS Percentage Computation, TDS Challan Reconciliation Print Form 16A, Form 26Q Annexure to 26Q Form 27Q Annexure to 27Q, Form 26, Annexure to 26 (A) Form 27, Annexure to, 27 E-Return, E-TDS, Print form 27A</p>
<b>4.</b>	<b>Introduction to Payroll &amp; Display of Reports</b>
	<p>How to Enabling payroll in tally, How to generate pay slip, How to Create Payroll Masters, How to pass Payroll Voucher Entry, How to view Statements of payroll, How to view Attendance-Reports, How to view Payroll Statutory Reports Payroll Statutory Computation Employees Provident Fund (EPF) Reports Employees State –Insurance(ESI) Reports Professional Tax Report, Gratuity Report, Accounting Reports ?Trial Balance,Profit &amp; Loss,Balance Sheet, Inventory Reports?Stock Summary,Sales Register,Purchase Register, Tax Reports- Challans, Registers,E Filing, Payroll Reports ? Pay Slips,Salary Register,PF Challan,ESI Challan, MIS Reports?</p> <p>(A) Receivables,Payables</p>
<b>5.</b>	<b>GST</b>
	<p>GST Account Creation, SGST / CGST/ IGST, Voucher entry of GST with different rates, HSN Code classifications</p> <p>Various classification of Goods andServices, Payment of GST, Filing of Challan GST,GST Returns like :-</p> <p>(A) GSTR1, GSTR2, GSTR3, GSTR4</p>

➤ **Recommended Study Material**

<b>S. No</b>	<b>Title of the Book</b>	<b>Authors</b>	<b>Publication</b>
01	Tally Erp 9 Training Guide	Ashok K. Nadhani	BPB Publications
02	Tally Erp 9 (Power Of Simplicity)	Shraddha Singh	V & S Publishers
03	GST Accounting with Tally.ERP 9	Ashok K. Nadhani	BPB Publications
04	Official Guide to Financial Accounting Using Tally.ERP 9 with GST	Pradeep K. Sinha	BPB Publications

**Course Code: BBX01209General English/Spoken English I 2 Credits [LTP: 0-0-4]**

**Practical Subject**

**Personality Development & Employability Enhancement Program**

**Code: Personality Grooming -I Credits [LTP: 0-0-4]**

**Course Outcomes:**

On successful completion of the course the learners will be able to

CO	Cognitive Abilities	Course Outcomes
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<b>CO-01</b>	<b>Understanding/ Applying</b>	Understand the art of Power Dressing and making a great first impression by polishing their Corporate/ Business manners.
<b>CO-02</b>	<b>Understanding/ Applying</b>	Apply collaborative, inclusive and creative communication skills.
<b>CO-03</b>	<b>Understanding/ Applying</b>	Recognize and use emotional intelligence to create and maintain productive workplace relationships and team environment.
<b>CO-04</b>	<b>Creating / Applying</b>	Apply the understanding of harmony in existence in their profession and lead an ethical life.
<b>CO-05</b>	<b>Creating/Applying</b>	Enhance their self-esteem, confidence and assertive behaviour to handle difficult situations with grace, style, and professionalism.

#### **A. OUTLINE OF THE COURSE**

<b>Unit No.</b>	<b>Title of the Unit</b>	<b>Time required for the Unit (Hours)</b>
<b>1</b>	<b>Personality Grooming</b>	<b>6</b>
<b>2</b>	<b>Personality Traits &amp; Interpersonal Skills</b>	<b>8</b>
<b>3</b>	<b>Enhancement of Emotional Intelligence</b>	<b>8</b>
<b>4</b>	<b>Attitude &amp; Motivation</b>	<b>8</b>
<b>5</b>	<b>Introduction to Self Esteem</b>	<b>2</b>

## B. DETAILED SYLLABUS

Unit	Unit Details	
1.	<b>Personality Grooming</b>	<b>Method</b>
	<ul style="list-style-type: none"> <li>• Introduction of the Course &amp; the topic</li> <li>• Definition &amp; Basics of Personality</li> <li>• The concept of success and failure</li> <li>• Personal Grooming &amp; Dressing Sense</li> <li>• Causes of failure. SWOT analyses.</li> <li>• Team Building Activities</li> <li>• Conclusion &amp; Summary of the Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Theory</li> <li>• Theory</li> <li>• Practical</li> <li>• Practical</li> <li>• Practical</li> <li>• Practical</li> <li>• Theory/ Practical</li> </ul>
2.	<b>Personality Traits &amp; Interpersonal Skills</b>	
	<ul style="list-style-type: none"> <li>• Introduction of the topic</li> <li>• Personality Traits (OCEAN):Big-Five Personality characteristics such as Openness, Conscientiousness,Extroversion, agreeableness, and Neuroticism.</li> <li>• Psychometric Assessment (Open Source)</li> <li>• Skills Building Sessions</li> <li>• Elements of FIRO-B “Inclusion, Affection &amp; Control” in both Wanted and Expressed</li> </ul>	<ul style="list-style-type: none"> <li>• Theory</li> <li>• Theory/Practical</li> <li>• Practical</li> <li>• Practical</li> </ul>

	<p>Dimensions.</p> <ul style="list-style-type: none"> <li>• Group Feedback Prior to the session</li> <li>• Suggestions on the categorised information</li> <li>• Rapport Building</li> <li>• Establishing Complementary Transactions</li> <li>• Tips for Effective Interpersonal Skills</li> <li>• Skills Building Sessions</li> <li>• Conclusion &amp; Summary of the Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Theory/Practical</li> <li>• Practical</li> <li>• Practical</li> <li>• Practical</li> <li>• Theory</li> <li>• Practical</li> <li>• Theory/Practical</li> </ul>
<b>3.</b>	<b>Enhancement of Emotional Intelligence</b>	
	<ul style="list-style-type: none"> <li>• Introduction of the topic</li> <li>• Emotional Intelligence :Awareness of the Basic Emotions such as Fear, Anger, Jealousy, Happiness, Affection, Sentiments, Disgust, Sadness &amp; Surprise</li> <li>• Identifying Personal Levels of Emotional Labours</li> <li>• Experiencing Emotional Authenticity &amp; Emotional Sensibility by application of Sensitivity Processes</li> <li>• Skill Building for Strengthening the Elements of Self-awareness, Self-regulation, Internal motivation, Empathy, Social skills</li> <li>• Conclusion &amp; Summary of the Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Theory</li> <li>• Theory/Practical</li> <li>• Theory/Practical</li> <li>• Theory/Practical</li> <li>• Practical</li> <li>• Theory/Practical</li> </ul>
<b>4.</b>	<b>Attitude &amp; Motivation</b>	
	<ul style="list-style-type: none"> <li>• Introduction of the topic</li> </ul>	<ul style="list-style-type: none"> <li>• Theory</li> </ul>

	<ul style="list-style-type: none"> <li>• Listening Skills activities</li> <li>• Social Problem Solving</li> <li>• Managing Conflicts</li> <li>• Being a part of the group and expression of feelings</li> <li>• Conclusion &amp; Summary of the Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Practical</li> <li>• Practical</li> <li>• Practical</li> <li>• Practical</li> <li>• Theory/Practical</li> </ul>
<b>5.</b>	<b>Introduction to Self Esteem</b>	
	<ul style="list-style-type: none"> <li>• Introduction of the topic</li> <li>• Term self-esteem</li> <li>• Symptoms - Advantages</li> <li>• Do's and Don'ts to develop positive self-esteem</li> <li>• Low self-esteem - Symptoms - Personality having low self-esteem</li> <li>• Conclusion &amp; Summary of the Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Theory</li> <li>• Practical</li> <li>• Practical</li> <li>• Practical</li> <li>• Theory/Practical</li> </ul>