

ST. MARY'S COLLEGE (Autonomous)
(Re-accredited with 'A+' grade by NAAC)
Thoothukudi – 628001, Tamil Nadu.
(Affiliated To Manonmaniam Sundaranar University)



SYLLABUS



B.B.A. (SSC)
(Choice Based Credit System)
(W.E.F. 2024-2027)

Preamble:

BBA Programme helps an individual to gain essential knowledge about the corporate world and also the fundamentals of administration. It can offer practical management training that can prepare students to successfully work within a large or small organization. Through the BBA programme, students can pursue business education and learn skills that will help them pursue various management and administrative roles within a company.

Vision:

To contribute in creating a pool of young professionals and managers, to meet the demand of the industry and society, through excellence in education and research to remain a source of pride to St. Mary's College.

Mission:

1. Enable students to have an understanding of the key functional areas of Business.
2. To build up managerial skills.
3. To prepare technocrats for tomorrow for a collaborative and competitive globalized environment.
4. Providing need based education relevant to the dynamic socio-economic environment.
5. To build entrepreneurial capabilities in students.

Programme Outcomes:

PO No.	Students of Business Administration will be able to
PO – 1	develop language, numerical, experimental, analytical and computing skills.
PO – 2	pursue higher education programmes.
PO – 3	excel in the recent trends of the world, enhancing the level of knowledge to emerge as a holistic person.
PO – 4	function effectively as an individual in multidisciplinary settings and develop their ethical, social and cultural values to serve the nation.
PO – 5	be proficient in the fields of Arts, Science and Management Studies to qualify for the job.
PO-6	develop their communicative skills using a range of technologies which enable them to express their ideas and views effectively.
PO-7	become an environmentally conscious citizen.

PO-8	be an empowered and economically independent woman with efficient leadership qualities in an egalitarian society through liberative education.
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Programme Specific Outcome

PSO No.	Students of Business Administration will be able to	PO Addressed
PSO-1	Explicit the sound knowledge of business concepts in the major disciplines of business environment.	PO-1, 3
PSO-2	be proficient in the uses of technology in modern organisational operations	PO-2, 8
PSO-3	demonstrate the knowledge and understanding of the ethical, legal and social responsibilities of business	PO-3, 5, 7
PSO-4	develop themselves in managerial and entrepreneurial skills through pragmatic approach.	PO-4, 6, 9
PSO-5	function expertly in team.	PO-4, 8
PSO-6	to define, analyze, and devise solutions for business issues & demonstrate to prepare accurate reliable financial reports.	PO-2, 8
PSO-7	enhance themselves with excellence in leadership.	PO-2,7,8
PSO-8	to acquire employment in various emerging areas of administration	PO-2, 5, 6, 9

St. Mary's College (Autonomous), Thoothukudi
UG Course Structure (2024-2027)

BBA
Semester I

Part	Course	Course Code	Course Title	Contact Hours / Week	Credits	Max Marks		
						CIA	ESE	Total
I	Tamil /	24ULTA11	,f;fhy ,yf;fpak; nra;As; ,yf;fzk;> ,yf;fpa tuyhW> ciueil> rpWfij	6	3	40	60	100
	French	24ULFA11						
II	General English	24UGEN11	Poetry, Prose, Extensive Reading and Communicative English – II	6	3	40	60	100
III	Core I	24UBAC11	Principles of Management	5	5	40	60	100
	Core II	24UBAC12	Accountings for Managers I	5	4	40	60	100
IV	Generic Elective-I (Allied)	24UBAE11	Business Ethics & Corporate Social Responsibility	4	3	40	60	100
	Skill Enhancement Course-I (Discipline Specific Elective)	24UBASE1	Communicative skills	2	2	20	30	50
	Ability Enhancement Course	24UBAA11	Value Education	2	2	20	30	50
			Total	30	22			

Semester – II

Part	Course	Course Code	Course Title	Contact Hours / Week	Credits	Max Marks		
						CIA	ESE	Total
I	Tamil / French	24ULTA21 24ULFA21	rka ,yf;fpaq;fSk; ePjp ,yf;fpaq;fSk;> nra;As; ,yf;fzk>; ,yf;fpa tuyhW> ciueil> tho;f;if tuyhW	6	3	40	60	100
II	General English	24UGEN21	Prose, Poetry, Extensive Reading & Language Study - II	6	3	40	60	100
III IV	Core III	24UBAC21	Marketing Management	5	5	40	60	100
	Core IV	24UBAC22	Accountings for Managers II	5	4	40	60	100
	Generic Elective-II (Allied)	24UBAE21	Business Law	4	3	40	60	100
	Skill Enhancement Course-II (Discipline Specific Elective)	24UBASE2	Computer for digital era	2	2	20	30	50
	Ability Enhancement Course	24UBAA21	EVS	2	2	20	30	50
			Total	30	22			

Semester – III

Part	Course	Course Code	Course Title	Contact Hours / Week	Credits	Max Marks		
						CIA	ESE	Total
I	Tamil / French	24ULTA31 24ULFA31	nghJj;jkpo; jhs; 3 : fhg;gpaq;fSk; rpw;wpyf;fpaq;fSk; (nra;As;> ,yf;fzk;> ,yf;fpatuyhW>ciueil >Gjpdk;)	6	3	40	60	100
II	General English	24UGEN31	Poetry, Prose, Extensive Reading and Communicative English-III	6	3	40	60	100
III IV	Core V	24UBAC31	Organisational Behaviour	6	5	40	60	100
	Generic Elective III (Allied)	24UBAE31	Business Statistics	4	4	40	60	100
	Skill Enhancement Course-III (Discipline Specific)	24UBASE3	Business economics	4	4	40	60	100
	Generic Elective (NME -I)	24UBAN31	Introduction to management	2	2	20	30	50
	Ability Enhancement Course	24UBAA31	Yoga & Meditation	2	2			
	Self Study/ MOOC / Internship (Compulsory)	24UBASS1	Personality Development		+2			
			Total	30	23+2			

Semester – IV

Part	Course	Course Code	Course Title	Contact Hours / Week	Credits	Max Marks		
						CIA	ESE	Total
I	Tamil /	24ULTA41	nghJj;jkpo; jhs; 4: rq;f ,yf;fpak;; (nra;As;> ,yf;fzk;>;yf;fpatuyhW>ciu>ehlfk)	6	3	40	60	100
	French	24ULFA41						
II	General English	24UGEN41	Poetry, Prose, Extensive Reading and Communicative English –IV	6	3	40	60	100
III	Core VI	24UBAC41	Quantitative Techniques	6	5	40	60	100
	Generic Elective IV (Allied)	24UBAE41	Industrial Relations	4	4	40	60	100
	Skill Enhancement Course-IV (Discipline Specific Elective)	24UBASE4	Banking practices	4	4	40	60	100
IV	Generic Elective (NME-II)	24UBAN41	Entrepreneurship	2	2	20	30	50
	Ability Enhancement Course (Entrepreneurial Based)	24UBAA41	Business Leadership skills	2	2			
	CDP				+1			
	NCC / NSS / Sports				1			
			Total	30	24+1			

Semester V

Part	Components	Course Code	Course Title	Hrs/ Week	Credits	Max.Marks		
						CIA	ESE	Total
III	Core VII	24UBAC51	Human Resource Management	6	5	40	60	100
	Core VIII	24UBAC52	Research Methodology	6	5	40	60	100
	Core IX	24UBAC53	Advertising & Sales Promotion	6	4	40	60	100
	Core X	24UBAC54	International Business	5	4	40	60	100
	Discipline Specific Elective	24UBAE51	IT skills for managers	5	4	40	60	100
IV	Skill Enhancement Course-V	24UBASE5	Fundamentals of Logistics	2	2	20	30	50
	Self Study/ Online course / Internship (Optional)	24UBASS2	Consumer behaviour		+2		50	50
Total				30	24+2			

Semester VI

Part	Components	Course Code	Course Title	Hrs/ Week	Credits	Max.Marks		
						CIA	ESE	Total
III	Core XI	24UBAC61	Financial Management	6	5	40	60	100
	Core XII	24UBAC62	Manufacturing and Materials Management	6	5	40	60	100
	Core XIII	24UBAC63	Entrepreneurial Development	6	5	40	60	100
	Core XIV	24UBAC64	Service Marketing	6	5	40	60	100

IV	Core XV	24UBAP61	Project	6	5	40	60	100
Total				30	25			

Semester I			
Core – I Principles of Management			
Course Code: 24UBAC11	Hrs/Week:5	Hrs/Semester: 75	Credits:5

Objectives:

- Provide thorough knowledge about historical developments, theoretical aspects and emerging trends and developments in management.
- To enable student to understand fundamental concepts and principles of management, including the basic roles, skills and functions of management.

Course Outcome:

CO. No.	Upon completion of this course, students will be able to	PSO addressed	CL
CO-1	understand the basic principles, nature and levels of management.	1,4	Un
CO-2	understand the scientific approaches of management	4	Un
CO-3	know the importance of planning, its procedures and limitations.	1	Cr
CO-4	analyze the organizational structure and span of control.	2,3,5	An
CO-5	understand the steps in staffing.	1,8	Un

Semester I			
Core – I Principles of Management			
Course Code: 24UBAC11	Hrs/Week:5	Hrs/Semester: 75	Credits:5

UNIT – I Introduction of Management:

Management: Meaning - Definition – Functions of Management- Management Level-Role of manager- Contributions to Management by F.W Taylor, Henry Fayol, Elton Mayo, Peter .F .Drucker– Management by objective.

(15 hours)

UNIT- II Planning & Organizing:

Planning- Meaning – Definition – Characteristics – Objectives- Nature - Importance of Planning – Process of planning-Steps in planning process – Methods of planning - Business Forecasting – Choosing the best alternative – Decision making.

Organization – Meaning – Definition – functions – Principles – Nature – Importance – Classification- Difference between formal and informal organisation – Theories of organisation.

(15 hours)

UNIT – III Delegation of Authority & Decentralisation

Authority – Definition – Characteristics – Sources of authority.

Delegation – Meaning, Definition, Importance – Types – Advantages- Problems – Steps – Pre requisites

Decentralisation – Meaning – Advantages – Disadvantages – Responsibility – Elements of responsibility

(15 hours)

UNIT-IV Staffing and Directing:

Staffing: Meaning – Definition – Functions of Staffing – Process of Staffing.

Directing: Meaning – Definition – Principles – Characteristics - Importance of Directing.

(15 hours)

UNIT-V Co-ordination and Controlling:

Co-ordination: Meaning – Definition –Features – Principles – Techniques - Requirements of effective coordination

Controlling: Meaning – Definition – Advantages – Characteristics – Process - Techniques in control process (Control Techniques, Critical Path Method)

(15 hours)

Text Book:

1. L.M.Prasad, *Principles & Practice of Management* – Sultan Chand & Sons – 14th Edition 2020 - New Delhi.

Books for Reference:

1. C.B.Gupta - *Management Theory & practice*, NewDelhi, Sultan Chand & Sons, 5th Edition 2017
2. P.C. Tripathi& P.N Reddy - *Principles of Management*, NewDelhi, Tata McGraw Hill, 6th Edition 2010.
3. Weihrich and Koontz – *Management, A Global Perspective.*, NewDelhi, Tata McGraw Hill, 14th Edition 2019.
4. N.Premavathy - *Principles of Management*, Chennai, Sri Vishnu Publication, 7th Edition 2003.

Semester I			
Core II – Accounting For Managers I			
Course Code: 24UBAC12	Hrs/Week:5	Hrs/Sem.:75	Credits:4

Objectives:

- To achieve national recognition in accounting education.
- To enable students learn the fundamental aspects of financial ,management and cost accounting and acquire skills in portraying the financial portion of a business.

Course Outcome:

CO.No.	Upon completion of this course, students will be able to	PSO addressed	C L
CO-1	apply cost accounting methods , evaluate and apply it in business performance	2	Ap
CO-2	gain knowledge in the preparation of books of accounts.	6	Cr
CO-3	have an effective understanding of analysis of depreciation.	1, 9	An
CO-4	apply the knowledge to prepare the final accounts of sole trader.	9	Cr, Ap
CO-5	to understand the knowledge of material and labour cost.	1	Un

Semester I			
Core II –Accounting For Managers I			
Course Code: 24UBAC12	Hrs/Week:5	Hrs/Semester: 75	Credits:4

UNIT –I Book Keeping and Accounting:

Book keeping and Accounting –Financial Accounting –Double Entry –Preparation of Journal- Ledger- Trial Balance –Preparation of Final Accounts –Trading and Profit or Loss and Balance Sheet..

(15 hours)

UNIT – II Depreciation Accounting:

Depreciation - Meaning- Characteristics – Causes - Methods of calculating Depreciation – Straight-Line Method – Diminishing Balance Method - Annuity Method .

(15 hours)

UNIT – III Cost Accounting and Material Control:

Cost Accounting - Meaning – Features –Importance –Classifications Of Cost –Preparation Of Cost Sheet

Material Control – EOQ - Bin Card – LIFO – FIFO

(15 hours)

UNIT – IV Overheads

Overheads –Classification of Overheads –Allocation and Apportionment of Overhead Expenses – Bases of Apportionment –Re-Apportionment of Cost

(15 hours)

UNIT – V Marginal Costing and Cash/Fund Flow Statement

Marginal Costing –Marginal Cost --Concept –Marginal cost and Costing –Break Even Analysis
Cash And Fund Flow Statement –Concept-Importance –Limitation –Preparation Of Cash and Fund Flow Statement.

(15 hours)

Note: Theory – 40% , Problem – 60%

TEXT BOOK:

1. M.C. Shukla, T.S.Grewal & S.C.Gupta - *Advanced Accountancy*, New Delhi, Sultan Chand & Sons, 19th Edition 2016.

BOOKS FOR REFERENCE:

1. R.S.N Pillai & Bagavathi –*Management accounting* ,New Delhi: Sultan Chand & Sons, 4th Edition 2010
2. S.P.Jain & K.L.Narang - *Advanced Accountancy*, New Delhi: Kalyani Publishers, 18th Edition 2014.
3. R.L.Gupta & Radhasamy.M - *Advanced Accountancy*, New Delhi: Sultan Chand & Sons, 8th Edition 2014

Semester I			
Allied I - Business Ethics and Corporate Social Responsibility			
Course Code:24UBAE11	Hrs/Week : 4	Hrs/Sem: 60	Credits :3

Objectives:

- Provide the skills with which to recognize and resolve ethical issues in business.
- Import the importance of ethical, moral and corporate social responsibility of business.

Course Outcome:

CO.No	Upon completion of this course, students will be able to	PSO Addressed	CL
CO-1	understand and illustrate the theoretical foundation of business ethics	1	Un
CO-2	understand the knowledge of business and economic concepts from an ethical perspective.	3	Un
CO-3	confidently apply systematic ethical reasoning to business dilemmas and communicate effectively in oral and written forms.	6	Un
CO-4	analyse and resolve ethical issue in business.	6,8	An
CO-5	expose the concepts, logic and rhetorical conventions of CSR in India	1,3,8	Ap

Semester I			
Allied I - Business Ethics and Corporate Social Responsibility			
Course Code:24UBAE11	Hrs/Week :4	Hrs/Sem: 60	Credits :3

UNIT-I: Concept of Ethics and CSR

Definition and Nature of Business Ethics and CSR-Need for Business Ethics –benefits of Business ethics- Role and Importance of business Ethics and values.

(12 hours)

UNIT-II: Concept of Morality and Values

Morality –Meaning –features of moral standards –Ethical theories –Indian Ethos in ethics –ethos in work life-value systems-definition-categorization of values-factors to build values-impact of ethics in business.

(12 hours)

UNIT-III: Unethical Business Practices

Bribery and corruption –causes of corruption and bribery-Business bribery-causes-Theft and piracy-sources-Trade secret –sources-Intellectual property rights – Introduction to Cyber law

(12 hours)

UNIT-IV: Organisational Ethics

Workplace ethics-meaning-factors influencing ethical behavior at work-Importance of ethical behavior at workplace-guidelines for managing ethics in the workplace.

(12 hours)

UNIT –V: CSR Legislation in India.

Corporate social responsibility –Need for CSR-CSR Models –Benefits of CSR-CSR activities. Corporate Governance –meaning –code of corporate governance-CSR provisions in companies Act.

(12 hours)

Text Books:

Dr.S.S.Khanka - *Business Ethics & Corporate Governance, Principles and practices*, New Delhi, S.Chand and company limited, 1st Edition 2014.

Books for Reference:

Dr.ManuelG.Velsquez - *Business Ethics (Concepts and Cases)*, New Delhi, Prentice Hall India Learning Private Limited, 6th Edition 2006.

Dr.S.Sankaran – *Business Ethics & values*, Chennai, Margham Publications, Reprint Edition 2005.

SEMESTER I			
Skill Enhancement Course I -Communicative skills			
Course Code:24UBASE1	Hrs/Week: 2	Hrs/Sem: 30	Credits : 2

Objectives

- Create competent and skilled professionals who can control and manage business enterprise.
- To enable students to understand the importance of communication in business and train them to exhibit thinking, writing and speaking skills.

Course Outcome:

CO No.	Upon completion of this course, students will be able to	PSO addressed	CL
CO – 1	recognize their own ability to improve their own competence in using the language.	1,4	Un
CO – 2	understand the importance of reading for life	3	Un
CO – 3	read independently unfamiliar texts	1,4,5	Un
CO – 4	understand the importance of writing in academic life	1,2	Un
CO – 5	write simple sentences without committing error of spelling or grammar	1,8	Ap

SEMESTER I			
Skill Enhancement Course I -Communicative skills			
Course Code: 24UBASE1	Hrs/Week: 2	Hrs/Sem: 30	Credits : 2

Unit I – Communication

Meaning – Objectives – Process – Importance of Effective Communication in Business – Media
– Reading Passages and Answering Questions – Developing Content with Pictures/Hints.

(6 hours)

Unit II – English for Effective Communication I

Essence of Business English – Words often Confused – Single Word for Group of Words –
Prefixes and Suffixes – Synonyms and Antonyms

(6 hours)

Unit III – English for Effective Communication II

Some Spelling Rules – Some Words Commonly Misspelt – Aids to Correct Writing – Words
Followed By Appropriate Prepositions

(6 hours)

Unit IV – Reading & Writing Skills

Listening to process description k- Drawing a flow chart – Role play (formal context) –
Reading practice : Skimming / Scanning – Reading passages on products, equipments and
gadgets – Writing : process description – compare and contrast – Paragraph – Sentence –
Definition and Extended Definition – Free Writing

(6 hours)

Unit V – Critical Thinking Skills

Brainstorming – Importance – Types – Rules – Elements – Advantages – Disadvantages -
Brainwriting – Importance – Types – Rules – Elements – Advantages – Disadvantages –
Difference between brainstorming and brainwriting

(6 hours)

Text Book :

1. Rajendra Pal and Korlahalli. - *Essentials of Business Communication*. New Delhi, Sultan Chand & Sons, 13th Edition 2011

Books for Reference:

1. TANSCHÉ - English for Commerce and Management, 1st Edition 2019.
2. Urmila Rai & S.M. Rai. *Business Communication*. New Delhi, Himalaya Publishing House, 2nd Edition 2011.
3. Balasubramanyan. *Business communication*. New Delhi, Vikas Publication, 2nd Edition 2016.
4. R.S.N. Pillai & Mrs. Bagavathi. *Modern Commercial Correspondence*. New Delhi, S. Chand & Co, Edition 2006.

SEMESTER II			
Core III – Marketing Management			
Course Code: 24UBAC21	Hrs/Week :5	Hrs/Sem :75	Credits :5

Objectives:

- To understand the fundamental premise underlying market driven strategies.
- To enable the students to gain knowledge of analytical skills in solving marketing related problems, awareness of marketing management process.

Course Outcome:

CO.No	Upon completion of this course, students will be able to	PSO addressed	CL
CO-1	understand the basic principles, concepts, functions and classification of marketing	1,4	Un,Re
CO -2	deliver the importance of social marketing.	3	Un,Re
CO-3	gain sound information on product and pricing strategies.	1	Un,An
CO-4	understand and analyse the product innovation, mix and life cycle.	2,4	Un,An
CO-5	understand and evaluate sales promotion and personal selling its advantages, limitations, purpose and kinds.	1,6	Un,Ev

SEMESTER II			
Core III – Marketing Management			
Course Code:24UBAC21	Hrs/Week :5	Hrs/Sem:75	Credits :5

Unit – I Introduction to Market and concepts:

Market –Meaning, features-Classification of Markets – Marketing –Meaning-Definition- Objectives and Importance – Selling Vs Marketing – Types of goods and services – Marketing Concepts –Social Marketing – Marketing Mix.

Unit -II Product:

Product –Meaning -Definition- Features of Product - Product policy – Product Planning – Product Line – Product Mix – Product Mix strategies – Product innovation – Product life cycle.

Unit -III Pricing:

Meaning -Definition – Pricing objectives – Factors affecting pricing decisions – Kinds of pricing – Procedure for price determination – Pricing policies based on cost, demand, cost and demand, competition.

Unit –IV Segmentation:

Segmentation – Need And Basis of Segmentation -Targeting – Positioning
Physical Distribution: Importance – Various Kinds of Marketing Channels – Distribution Problems.

Unit- V Personal selling:

Personal selling – Objectives – Duties and qualities of good salesman – Types of salesman – Classification and types of customers. Motivation, Compensation and Control of Sales Force.

Text Book:

1.Pillai R.S.N & Bagavathi. *Modern Marketing –Principles and Practices*. New Delhi: S.Chand & Company Ltd, December 2018.

Books for Reference:

2. Philip Kotler. *Marketing Management*. New Delhi: Prentice Hall of India Pvt.Ltd, 15th Edition 2012.

SEMESTER II			
Core IV – Accounting for managers II			
Course Code:24UBAC22	Hrs/Week :5	Hrs/Sem:75	Credits :5

Objectives:

- To provide basic understanding of cost concepts and classification
- To gain insights into the fundamental principles of accounting and use them in day-to-day business scenarios

Course Outcome:

CO.No	Upon completion of this course, students will be able to	PSO addressed	CL
CO-1	To provide basic understanding of cost concepts and classification.	1,4	Un,Re
CO -2	To develop skills in tools & techniques and critically evaluate decision making in business.	3	Un,Re
CO-3	To understand various ratios and cash flow related to finance	1	Un,An
CO-4	To recognize the role of budgets and variance as a tool of planning and control.	2,4	Un,An
CO-5	To gain insights into the fundamental principles of accounting and use them in day-to-day business scenarios	1,6	Un,Ev

SEMESTER II			
Core IV – Accounting for managers II			
Course Code:24UBAC22	Hrs/Week :5	Hrs/Sem:75	Credits :5

Unit I

Cost accounting – Meaning, nature, scope and functions, need, importance and limitations- Cost concepts and classification – Cost sheets – Tenders & Quotation

Unit II

Management accounting – Meaning, nature, scope and functions, need, importance and limitations – Management Accounting vs. Cost Accounting. Management Accounting vs. Financial Accounting.

Unit III

Ratio Analysis – Interpretation, benefits and limitations. Classification of ratios - Liquidity, Profitability, turnover. Cash flow and Funds flow statement.

Unit IV

Budgets and budgetary control – Meaning, objectives, merits and demerits – Sales, Production, flexible budgets and cash budget

Unit V

Marginal Costing – CVP analysis – Break even analysis

References Books

- 1.Dr.K.Ganesan & S. Ushena Begam, Accounting for Managers – Volume II, Charulatha Publications, Chennai
- 2.T. S. Reddy and Hari Prasad Reddy- Management Accounting, Margham Publication, 2016
- 3.Antony Atkinson, Rebert S Kalpan, Advance Management Accounting, Pearson Publications,2015.
- 4.HorngrenSunderu Stratton, Introduction to Management Accounting, Pearson Education,2013.
- 5.Rajiv Kumar Goel&IshaanGoel, Concept Building Approach to Management Accounting ,2019
- 6.Colin Drury, Management and Cost Accounting (with CourseMate and eBook Access), Cengage, 2015.

Web Resources

<https://www.toppr.com/guides/fundamentals-of-accounting/fundamentals-of-cost-accounting/meaning-of-management-accounting/>
<https://efinancemanagement.com/financial-accounting/management-accounting>

SEMESTER II			
Allied II – Business Law			
Course Code: 24UBAE21	Hrs/week: 4	Hrs/sem: 60	Credits: 3

Vision:

To have basic knowledge on laws governing the business

Mission:

To enable the students to have an adequate knowledge on laws of agreement.

Course Outcome:

CO. No.	Upon completion of this course, students will be able to	PSO addressed	CL
CO-1	understand the basics of Indian contract act governing business	1	Un
CO-2	know about offer, acceptance, revocation and consideration.	3	Un
CO-3	understand the performance of contract and discharge of contract.	3,4	Un
CO-4	describe the ethics and law in business.	3	Un
CO-5	understand the concept of indemnity and guarantee	3	Un

SEMESTER II			
Allied II – Business Law			
Course Code: 24UBAE21	Hrs/Week: 4	Hrs/Sem: 60	Credits: 3

Unit I Indian Contract Act 1872:

Indian Contract Act - Definition – Essential Elements of Contract – Classifications of Contract – Offer – Acceptance and Revocation

Unit II Law of Contract:

Performance of Contract – Contract not to be performed - Discharge of Contract – Remedies for Breach of Contract – Specific Performance - Quasi Contracts.

Unit III Special Contracts:

Contract of Indemnity – Contract of Guarantee – Extent of Surety's Liability – Kinds of Guarantee – Rights of Surety – Discharge of Surety

Unit IV Bailment and Pledge Section (148):

Bailment – Classification of Bailment – Duties and Rights of Bailer and Bailee - Pledge – Duties and Rights of Pawnor and Pawnee – Pledge by Non-Owners

Unit V Sale of Goods Act Section (3):

Sale of Goods Act – Difference between Sale and Agreement to Sell– Rights of Buyer and Seller - Delivery of Goods – Unpaid Seller.

Text Book:

1. Kapoor N.D. Business Law , Eleventh edition 2016, Reprint 2017 New Delhi: Sultan Chand & Sons.

Books for Reference:

1. Tulsian R.C. Business Law New Delhi: Tata McGraw-Hill.
2. Tulsian P.C. Business and Corporate Law New Delhi: Tata McGraw – Hill.

Semester - II			
Skill Enhancement Course (Discipline specific elective)			
Computer for Digital Era and Soft Skills			
Course code:24UBASE2	Hrs / Week : 2	Hrs / Sem : 30	Credits : 2

Objective

- Classify various types of softwares being used.
- Compare various digital payments and use them in day to day life.
- Analyze various social networking platforms and use them efficiently.

CO. No.	Upon completion of this course, students will be able to	PSO addressed	CL
CO-1	Identify different types of computer systems.	1	Un
CO-2	Recognise the innovative technologies IoT and integrate it in various fields.	2	An
CO-3	Distinguish various cyber attacks and apply preventive measures.	3,6	An
CO-4	Understand the various soft skills needed to become successful	4	Un
CO-5	Analyze self and adapt oneself to work in a team.	5	An

Semester - II			
Skill Enhancement Course (Discipline specific elective) Computer for Digital Era and Soft Skills			
Course code:24UBASE2	Hrs / Week : 2	Hrs / Sem : 30	Credits : 2

Unit I: Fundamentals of Computers:

Introduction to computers- Components of computers-Working principle-Types of computers- Tablet-Notebook-Smart phone-PDA-Impact of computers on society-Types of software.

Unit II: Recent Trends in Computer Science and e-Governance:

E-Commerce - digital payments-E-Learning- IOT based applications-Mobile applications

Unit III: Social Media:

Face book-Twitter-Linked In-Instagram-Advantages of Social Networking-Issues/Risks of Social Networking-Protecting ourselves from social Networking problems-Cyber crimes-Hacking-Phishing- Cyber Security

Unit IV: Introduction to Soft Skills:

Learning objectives – What are soft skills?-Categories of Soft Skills-Integral Parts of Soft Skills.

Unit V: Understanding Self and Team Building:

Introduction- Transactional Analysis (TA) - Structural analysis of Ego states- The functional model of Ego states - Egogram-Storke's - Life Position - Egogram And Life Positions Questionnaire-Team And Team Building- Features of effective creative teams

Books for Reference:

1. Peter Norton, Introduction to Computers 6th Edition
2. Charles P Pfleeger, Shari Lawrence Pfleeger, Security in Computing, I Edition, Pearson Education, 2003.
3. <http://www.digitalindia.gov.in/content/social-media-analytics>
4. https://www.researchgate.net/publication/307878962_Introduction_to_E-Governance
5. <http://www.ijqr.net/journal/v10-n1/5.pdf>

Text book

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