

# CHHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION & RESEARCH

An Autonomous Institute under UGC, New Delhi

College with Potential For Excellence Phase III

Reaccredited by NAAC with A+ Grade



**Syllabus For**

**M.Com. - Master of Commerce**

**CBCS System**

**Syllabus to be revised from the academic year 2021-22**

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**INTRODUCTION:**

M.Com is two years full time English Medium course with Semester Pattern, offering **Advanced Accounting & Finance Specialization.**

**PROGRAMME OUTCOMES OF THE M.COM (PO)**

1. To provide a systematic and rigorous learning and exposure to Accounting and Finance related disciplines.
2. To train the student to develop conceptual, applied and research skills as well as competencies required for effective problem solving and right decision making in routine and special activities relevant to Accounting, and Finance Transactions of a business.
3. To acquaint a student with conventional as well as contemporary areas in the discipline of Commerce.
4. To facilitate the students for conducting business, accounting and auditing practices, role of regulatory bodies in corporate and financial sectors nature of various financial instruments.

**PROGRAMME SPECIFIC OUTCOMES OF THE M.COM (PSO)**

1. Develop an ability to apply knowledge acquired in problem solving.
2. The students can work in different domains like Accounting, Taxation, Costing, and Finance.
3. Ability to work in MNCs as well as private and public companies.

**ELIGIBILITY:**

Any person who has taken the degree of the B.Com. (Bachelor of Commerce) or B.B. A. (Bachelor of Business Administration) or B.M.S. (Bachelor of Management Studies) of Shivaji University or of any other University recognized by this University as equivalent thereto shall be admitted to the examination, for the Degree of M.Com. (Master of Commerce) in accordance with the relevant Regulations.

**DURATION:**

The degree of **M.Com** shall be full time course and its duration shall be of **Two Years**. The course consists of Four Semesters. The examination to be held in the First and Second semester will be called M.Com Part – I (First Year) and the examination to be held in the Third and Fourth Semester will be called M.Com Part – II (Second Year).

1. If a candidate fails to clear all the theory papers and project report within **Six** years of his/her registration, the past performance will stand automatically nullified.
2. If a candidate discontinues any of the terms (i.e. Semester – I to IV) on any account, he/she will be allowed to complete the incomplete terms in the subsequent years subject to the condition that it is within the stipulated time duration of **Six** years.
3. In addition to the above, once a student's term (Semester) is granted, he/she shall be allowed to appear and pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of **Six** years.
4. In case the term (Semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination. This too within **Six** years of his/her registration.

#### **PROGRAMME COMPLETION WITH BREAK IN BETWEEN:**

A student who has passed M.Com. – I and is seeking admission to M.Com – II after a long gap (Provided the gap lies within the stipulated duration of **Six** years) should complete the course syllabus which was in existence at the time of admission.

#### **ASSESSMENT:**

Taking into consideration the UGC and AICTE requirements, CSIBER has adopted “Credit Grade Based Performance Assessment System” (CGPA). Each paper is of 100 marks and a contact hour for each paper is 60. One credit is allotted to 15 contact hours. All papers are considered as Full credit papers i.e. **four** credits are allotted to each paper.

**For Theory Paper of 100 Marks:** The distribution of the marks will be as follows –

- Internal Marks i.e. Concurrent Evaluation - **40 Marks**
- External Marks i.e. Semester End examination- **60 marks**

**For the Project Work of 100 marks, the distribution of the marks will be as follows:**

To pass the Project Work & Viva Voce exam candidate must obtain a minimum of 40% of the marks for each part (**i.e. 40% for Project Report & 40% for Project Viva**). The assessment of 60 marks will be done by internal & external examiner. (i.e. 30 marks of internal examiner & 30 marks of external examiner.) The average of both the examiners will be considered for final calculation. If a candidate fails in the project report and its viva-voce, he/she will be required to join the particular project report and its viva-voce as a fresh candidate in the subsequent year.

Project Report out of 40% minimum **16 Marks will be required.**

Project Viva Voce out of 60% minimum **24 Marks will be required**

**Breakup of Internal Marks** i.e. Concurrent evaluation –

**Break up of Internal Marks: 40**

<b>Sr. No</b>	<b>Particulars</b>	<b>Marks</b>
1.	Class Participation	10
2.	Moodle Test/Class Test/Online Test	10
3.	Seminars / Library Based Assignment/ Case Study/ Practical	10
4.	Field Based Project/ Book Reading Review/ Home Assignment	10
	<b>Total</b>	<b>40</b>

**Note**

For every Semester End examination Class Participation and Moodle Test/ Class Test/Online Test marks are compulsory. For remaining 20 marks any of the above two heads can be selected by the faculty. The final internal marks will be calculated using the heads shown in above table. **The internal marks obtained by the student have to be disclosed by the teachers and signed by the student.**

**Value Added Certificate Courses (Non-Credit Courses)**

**1. Certified Recognized Employed Tally Certification (Semester-I, II & III)**

- a. Tally Essential Course Level-I (M. Com-I, Semester-I)
- b. Tally Essential Course Level-II (M. Com-I, Semester-II)
- c. TDS Using Tally (M. Com-II, Semester-III)

Note- The students should choose One Certificate Course from the above list.

**2. MOOC Course (Semester-II & III)**

The students will complete any one online MOOC Course. The list of recognized MOOC course for M.Com students will be given by the department at the start of semester.

**3. Certificate Course on Seeking Perfection for Stress Free Life (Semester-IV)**

**Assessment**

1. The assessment of theory papers will be done by an Internal and External examiner. A difference of more than **20%** in the marks awarded by these examiners would necessitate the evaluation of this paper by the Third examiner. The **‘nearest highest’** marks will be considered for determining the average mark of such papers.

2. The examiners should submit the marks on separate sheets supplied to them. No marks should be entered directly in the inside pages of the answer book.
3. Once the Student has passed in the internal marks (**Concurrent evaluation out of 40**) and submitted to the examination department, they should be carried forward whenever required.
4. Students who failed in the internal marks (Concurrent evaluation out of 40) in such cases student should reappear for the same, and then only the revised marks will be considered for further calculation.
5. There shall be seven questions, question no.1 and 7 shall be compulsory and from question no. 2 to 6 student has to attempt any 3. Equal weightage should be given to each unit.

#### **STANDARD OF PASSING:**

1. In order to pass in a paper / head, a candidate will have to obtained 40% in the internal marks (**16 marks out of 40**), 40% marks in theory in each paper (**24 marks out of 60**).
2. To pass M. Com Examination, a candidate will have to pass in all four semesters in two parts i.e. Part I (SEM. I & II) and Part II (SEM III & IV).
3. A candidate will be permitted to proceed the next semester even though he/she fails a number of subjects.
4. A student who has passed in Part – I or Part – II alone shall not take the examination in the Part again.
5. A candidate who has passed in any of the paper / head of passing shall not be allowed to appear again for that paper / head.

Semester Performance Index (SPI)/Cumulative Performance Index (CPI) will be as follows.

#### **Grading System:**

In order to pass in paper/ head a candidate will have to obtain 40% marks in Theory and minimum of 40% marks in Internal. However, in order to pass in each individual paper the candidate should score a minimum of 40% marks for M.Com Programme.

<b>Grade Table For M.Com Programme Semester Examination (Full Credit 100 Marks)</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
96 – 100	S+	10.0	Exemplary
91 – 95	S	9.0	
86 – 90	E+	8.5	Outstanding
81 – 85	E	8.0	
76 – 80	O+	7.5	Excellent
71 – 75	O	7.0	
66 – 70	A+	6.5	Very Good
61 – 65	A	6.0	
56 – 60	B+	5.5	Good
51 – 55	B	5.0	
46-50	C+	4.5	Average
40-45	C	4.0	
--	X	0.0	Fail
--	XX	---	Incomplete

<b>Grade Table For M.Com Programme Semester Examination (Half Credit 50 Marks)</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
48 – 50	S+	10.0	Exemplary
46 –47	S	9.0	
43 – 45	E+	8.5	Outstanding
41 –42	E	8.0	
38 – 40	O+	7.5	Excellent
36 – 37	O	7.0	
33 – 35	A+	6.5	Very Good
31 – 32	A	6.0	
28– 30	B+	5.5	Good
26 – 27	B	5.0	
23-25	C+	4.5	Average
20-22	C	4.0	
--	X	0.0	Fail
--	XX	---	Incomplete

**Final Result:** For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated.

<b>Final Result For M.Com Programme</b>
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CPI	Grade	Classification of Final
9.0-10.0	S	Exemplary
8.0-8.9	E	Excellent
7.0-7.9	O	Outstanding
6.0-6.9	A	Very Good
5.0-5.9	B+	Good
4.0-4.9	B	Average
0.0-4.9	X	Fail

**Note:** An aggregate of **4.0** credit points are required to pass the M.Com program.

### **CALCULATION OF PERFORMANCE INDICES:**

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as semester performance index (SPI) and cumulative performance index (CPI), the explanation of which is given below:

#### **Semester Performance Index (SPI):**

The performance of a student in a semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the semester. If  $G_i$  is a grade with numerical equivalent as  $G_i$  obtained by a student for the course with credit  $C_i$  then, SPI for that semester is calculated using formula.

$$SPI = \frac{\sum C_i G_i}{\sum C_i}$$

Where summation is for all the courses registered by a student in that Semester SPI is calculated to two decimal places and rounded off. SPI once calculated shall never be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

#### **Cumulative Performance Index (CPI):**

An up-to-date assessment of the overall performance of a student from the first semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first semester of the programme.

Besides SPI, CPI is also calculated at the end of every semester up to two decimal places and is rounded off. It is  $CPI = \frac{\sum C_{2i}}{\sum C_i}$  ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

**GRACE MARKS UNDER DIFFERENT ORDINANCE:**

**S.O. No. 1:-** Grace Marks for Passing in each head of Passing (Theory/Practical/Oral/Sessional/External/Internal).

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing (Theory/Practical/Oral/Sessional/ in External /Internal examination as follows.

Head of Passing	Grace Marks
Upto –50	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
And 401 and above.	10

Provided that the benefit of such gracing marks in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of Marks under this Ordinance shall be applicable only if the candidate passes the entire examination of Trimester/Semester.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE and UGC etc.

**S.O. NO. 2:- GRACE MARKS FOR GETTING HIGHER CLASS**

A Candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Second Class/Higher Second Class or First Class by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.



Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE and UGC etc.

### **S.O. NO. 3 CONDONATION**

If a candidate fails in more than one head of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of the examination. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum up to 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, CCIII, NCTE and UGC etc.

### **BACKLOG:**

A candidate will be permitted to proceed to the second, third and fourth Semester even though he/she fails in one or more subjects of the first semester, provided the first semester term is granted.

**NATURE OF THEORY QUESTION PAPER**  
**Out Line Theory Question Paper of M.Com Programme**  
**(Four Unit Course)**

**Class:**

**Subject:**

**Paper no. :**

**Time: Three hours**

**Total Marks: 60**

**INSTURCTIONS:**

1. Question no. 1 is **COMPULSORY**
2. Attempt any **FOUR** from Q. No.2 to Q. No.7.
3. Figures to right indicate **FULL** marks

Q.1:	Case study / Problems (Based on Unit I to IV)	<b>(12)</b>
Q.2:	Problems / Brief answer Questions A and B (Based on Unit I)	<b>(12)</b>
Q.3:	Problems / Brief answer Questions A and B (Based on Unit II)	<b>(12)</b>
Q.4:	Problems / Brief answer Questions A and B (Based on Unit III)	<b>(12)</b>
Q.5:	Problems / Brief answer Questions A and B (Based on Unit IV)	<b>(12)</b>
Q.6:	a) Question (Based on Unit I or III)	<b>(06)</b>
	b) Question (Based on Unit II or IV)	<b>(06)</b>
Q.7:	Write Short Answers	<b>(12)</b>
	a) Based on Unit I	(3 Marks)
	b) Based on Unit II	(3 Marks)
	c) Based on Unit III	(3 Marks)
	d) Based on Unit IV	(3 Marks)

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**Revised Structure of M.Com  
(With Effect from 2021-22)  
M.Com - I Year**

<b>M.Com-I Semester – I</b>								
<b>Nature of choice</b>	<b>Subjects Code</b>	<b>Subjects</b>	<b>Credits</b>	<b>LTP</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Courses (CC)</b>	<b>CC-101</b>	Business Management	4	3:1:0	60	40	60	100
	<b>CC-102</b>	Managerial Economics	4	3:1:0	60	40	60	100
<b>Discipline Specific Elective (DSE) Specialization (Any Two)</b>	<b>DSE-101-A</b>	Advanced Accountancy Paper-I	4	3:0:1	60	40	60	100
	<b>DSE-101-B</b>	Advanced Accountancy Paper-II (Auditing)	4	3:0:1	60	40	60	100
	<b>DSE-101-C</b>	Business Analysis & Valuation	4	3:0:1	60	40	60	100
<b>Total</b>			<b>16</b>	<b>NA</b>	<b>240</b>	<b>160</b>	<b>240</b>	<b>400</b>

<b>M.Com-I Semester – II</b>								
<b>Nature of choice</b>	<b>Subjects Code</b>	<b>Subjects</b>	<b>Credits</b>	<b>LTP</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Courses (CC)</b>	<b>CC-201</b>	Organizational Behaviour	4	3:1:0	60	40	60	100
	<b>CC-202</b>	Research Methodology For Business	4	3:0:1	60	40	60	100
<b>Discipline Specific Elective (DSE) Specialization (Any Two)</b>	<b>DSE-201-A</b>	Advanced Accountancy Paper-III	4	3:0:1	60	40	60	100
	<b>DSE-201-B</b>	Business Finance Paper-IV	4	3:0:1	60	40	60	100
	<b>DSE-201-C</b>	Personal Financial Planning	4	3:0:1	60	40	60	100
<b>Total</b>			<b>16</b>		<b>240</b>	<b>160</b>	<b>240</b>	<b>400</b>

**Revised Structure of M.Com  
(With Effect from 2021-22)  
M.Com - II Year**

<b>M.Com-II Semester – III</b>								
<b>Nature of choice</b>	<b>Subjects Code</b>	<b>Subjects</b>	<b>Credits</b>	<b>LTP</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Courses (CC)</b>	<b>CC-301</b>	Management Accounting	4	3:0:1	60	40	60	100
	<b>CC-302</b>	International Business	4	3:0:1	60	40	60	100
	<b>CC-303</b>	Project Work and Viva-Voce	4	0:0:4	50 Days	40	60	100
<b>Discipline Specific Elective (DSE) Specialization (Any Two)</b>	<b>DSE-301-A</b>	Advanced Accountancy Paper-V (Costing)	4	3:0:1	60	40	60	100
	<b>DSE-301-B</b>	Financial Data Analysis using Excel Paper-VI	4	3:0:1	60	40	60	100
	<b>DSE-301-C</b>	Financial Reporting	4	3:0:1	60	40	60	100
<b>Total</b>			<b>20</b>		<b>240</b>	<b>200</b>	<b>300</b>	<b>500</b>

<b>M.Com-II Semester – IV</b>								
<b>Nature of choice</b>	<b>Subjects Code</b>	<b>Subjects</b>	<b>Credits</b>	<b>LTP</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Courses</b>	<b>CC-401</b>	Management Control System	4	3:0:1	60	40	60	100
	<b>CC-402</b>	Financial Management	4	3:0:1	60	40	60	100
<b>Discipline Specific Elective (DSE) Specialization (Any Two)</b>	<b>DSE-401-A</b>	Advanced Accountancy Paper-VII (Taxation)	4	3:1:0	60	40	60	100
	<b>DSE-401-B</b>	Advanced Accountancy Paper-VIII (Contemporary Issues in Accounting)	4	3:1:0	60	40	60	100
	<b>DSE-401-C</b>	Corporate Tax Structure and Planning	4	3:1:0	60	40	60	100
<b>Total</b>			<b>16</b>		<b>240</b>	<b>160</b>	<b>240</b>	<b>400</b>

## Value Added Certificate Courses (Non-Credit Courses)

### 1. Certified Recognized Employed Tally Certification (Semester-I, II & III)

- a. Tally Essential Course Level-I (M. Com-I, Semester-I)
- b. Tally Essential Course Level-II (M. Com-I, Semester-II)
- c. TDS Using Tally (M. Com-II, Semester-III)

Note- The students should choose One Certificate Course from the above list.

### 2. MOOC Course (Semester-II & III)

The students will complete any one online MOOC Course. The list of recognized MOOC course for M.Com students will be given by the department at the start of semester.

### 3. Certificate Course on Seeking Perfection for Stress Free Life (Semester-IV)

Semesters	Core Credits	DSE	Total	Contact Hours	Total Marks
I	2 x 4 = 08	2 x 4 = 08	16	240	400
II	2 x 4 = 08	2 x 4 = 08	16	240	400
III	3 x 4 = 12	2 x 4 = 08	20	240	500
IV	2 x 4 = 08	2 x 4 = 08	16	240	400
<b>Total Marks</b>	<b>400</b>	<b>400</b>			<b>1700</b>
<b>Total Credits</b>	<b>36</b>	<b>32</b>	<b>68</b>		
<b>Percentage</b>	<b>36.00</b>	<b>32.00</b>	<b>68</b>		

Note: Average Contact hours per semester are 240 hours.

### Summary:

Particulars	No. of Papers
Core Courses	09
Discipline Specific Electives	08
<b>Total</b>	<b>17 Papers</b>

**M.Com.**  
**SEMESTER - I**

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-101</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Business Management</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Discuss the theoretical aspects of management and strategic management.
2.	Assess the theoretical aspects of contemporary issues in management.
3.	Evaluate the contribution towards management thoughts.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Management:</b> Definition, Nature, Significance, Managerial Skills, Mitzberg's Role, Management as a Profession, Code of Conduct for Managers. Functional areas of Management - Human Resource, Finance, Production and Marketing. <b>Practical:</b> Visit any organisation and study the role of managers. Visit and study the functional activities of the companies. Submit the hand written report to the College/ Institution/ Department	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Contribution towards Management Thought:</b> A) Contribution of Frank Gilbreth, Mary Parker Follett. Tom Peters and Robert Waterman. B) Organizational Learning Approach- Need and Evaluation. Virtual Organization - Features and Implications. <b>Practical:</b> Visit any organization and study the management thought of concern organization and submit the hand written report to the College/ Institution/ Department.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>3</b>	<b>Strategic Management:</b> (A) Concept, Importance, Levels of Strategy, Strategic Intent, Different type of Strategies, Strategic Analysis and Choice - Corporate Level Analysis (GAP analysis, BCG Matrix, GE9 Cell Matrix), Industry Level Analysis (Porter's 5 Forces Model). (B) Strategy implementation and control- Techniques of Strategy Evaluation - Functional Issues, Behavioural Issues and McKinsey's 7-S Model. Strategic Control Technique. <b>Practical:</b> Visit to company, bank, NGOs etc. and study the adopted strategies by the same. Develop strategies for the companies. Submit the best suggested strategies for the visited company to the College/ Institution/ Department.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Contemporary Issues in Management:</b> (A) Ethical Issues- Social, Cultural, Financial, Marketing and Environment related Issues. (B) Management of 21 <sup>st</sup> Century Organization - Challenges and Opportunities in E-Commerce, E-Business and M-Commerce. <b>Practical:</b> Visit to company, social organizations etc. for collecting 21 <sup>st</sup> Century issues in management and submit the hand written report about ethical issues and challenges before the organization to the College/ Institution/ Department.	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

### Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Principles of Management – T Ramasamy</li> <li>2. Principles of Management – P.C. Tripathi and P.N. Reddy</li> <li>3. Arun Kumar and Meenakshi, Organizational behaviour: A modern approach, Vikas Publishing House, 2011.</li> <li>4. Ashwathappa, Organization Behaviour, Himalaya Publication House</li> <li>5. Stephen P Robbins, Timothy A. Judge, NeharikaVohra, Organizational behaviour, Pearson, 14th Edition, 2012.</li> <li>6. SubbaRao P &amp;HimaBindu, Management Theory &amp; Practice Text &amp; Cases – Himalaya Publication.</li> <li>7. VSP Rao, Management: Text and Cases, Excel Books</li> <li>8. Koontz, Essentials of Management, 8/e, McGraw Hill</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Essentials Of Management – Koontz And Weinrich</li> <li>2. Modern Management – Certo – Prentice Hall</li> <li>3. Principles Of Management- Dr. KiranNerkar and Dr. Vilas Chopade</li> <li>4. Principles Of Management – L.M. Prasad</li> <li>5. Principles Of Management – R.M. Srivastava</li> <li>6. New Era of Management – Richard L. Daft</li> <li>7. Essentials of Management – Peter Drucker</li> <li>8. Management – Stephen P. Robins – Prentice Hall</li> <li>9. Modern Business Administration and Management – S. A. Sherlekar - Himalaya Publication</li> <li>10. Management Concept and Strategies – J. S. Chandra</li> <li>11. In Search of Excellence - Tom Peters and Robert H. Waterman, Strategic management – Azhar Kazmi</li> <li>12. Principles of management – P.C.Tripathi and P.N.Reddy</li> <li>13. Principles of Management – Koontz, O'Donnell and Wehrich</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.iupindia.in">www.iupindia.in</a></li> <li>2. <a href="http://www.wisdomjobs.com">www.wisdomjobs.com</a>.</li> <li>3. <a href="http://www.mbaexamnotes.com">http://www.mbaexamnotes.com</a></li> <li>4. INFLIBNET<a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li> <li>5. J-GATE<a href="http://jgateplus.com">http://jgateplus.com</a></li> <li>6. EBSCO<a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li> <li>7. Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></li> </ol> <p>*For INFLIBNET individual usernames and passwords are already given. Use the same</p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Business Perspective &amp; Research</li> <li>2. Indian Journal of Management</li> <li>3. Prabandhan- Journal of Management</li> <li>4. Vikalpa</li> <li>5. Management Today</li> <li>6. Asian Journal of Management</li> <li>7. Case folio The IUP Journal of Management Case Studies</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Business India The Magazine of Corporate World.</li> <li>2. South Asian Journal of Practical Research.</li> <li>3. The Times of India</li> <li>4. Business Standard</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Studying organizational structure of any company and classifying it into different types of organizations which are studied and justifying why such structure is chosen by that organization.</li> <li>2. Preparing the leadership profiles of any 5 business leaders and studying their leadership qualities.</li> <li>3. Class debate on different basis of departmentalization</li> <li>4. Identify any business leader and list his qualities that made him a good</li> </ol>



		leader. 5. Library Exercise on CSR activities undertaken by any one company of your choice
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<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-102</b>	<b>Credit Pattern</b>	<b>L-44, T-08, P-08</b>
<b>Course Title</b>	<b>Managerial Economics</b>		

<b>Course Outcomes: Students will be able to</b>	
	The students will be able to:
1.	Explain the theories and concepts of managerial economics.
2.	Apply theories in business situation.
3.	Evaluate the theories of economics.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Managerial Economics</b> Meaning, Nature, Scope and Importance, Economic Theory and Managerial Theory, Role and Responsibilities of manager- managerial Economics and Decisions making, Objectives of Business Firm	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Demand Analysis and Consumer Behavior</b> Demand Function Concept and Types of Elasticity of Demand, Measurement of Price Elasticity of Demand- Applications of Elasticity of Demand in Managerial decision, Revealed Preference Theory – Theory of Consumer’s Choice under Risks, Demand Forecasting : Meaning and Methods	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Theory of Production, Price Determination and Pricing Practices</b> Production Function : Short run, Long run and Cob-Douglas – Break Even Analysis, Price and Output Determination under Monopolistic Competition and Oligopoly ( Collusive and Non-Collusive), Pricing Practices: Cost Plus, Multiple, Dumping and Transfer, Capital Budgeting- Criteria for Project Appraisal	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Theory of Business Cycles and Inflation</b> Meaning, Phases of Business Cycles, Theories of Business Cycles: Cob-Web, Hicks ,Monetary theories of Inflation : Friedman theory, Income theory, Structurlist theories :Mark up theory by Ackley- Bottleneck theory by Eckstim	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Ahuja H L(2015), Principles of Economics, S Chand Publisher, New Delhi</li> <li>Dewett KK and Verma(2014), Elements of Economics, Viva Books, New Delhi</li> </ul>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>Ahuja H.L, Modern Micro Economics, S Chand&amp; Co., New Delhi, (2000)</li> <li>Paul Samuelson, Economics, Mcgraw Hill Inc, New Delhi, (2000)</li> <li>Branson, William H. Macroeconomic Theory and Policy. HarperCollins India Pvt. Ltd.</li> <li>Oliver J. Blanchard, Macroeconomics, Pearson Education</li> <li>G. S. Gupta, Macroeconomics: Theory and Applications, McGraw-Hill Education</li> </ol>

		6. Shapiro, Macroeconomic Analysis 7. Paul A Samuelson, William D Nordhaus, and Sudip Chaudhuri, Macroeconomic, McGraw-Hill Education 8. Mithani D.M. Money, Banking, International Trade and Public Finance, 7 Vaish M.C. Monetary Theory 9. Agarwal H.S. Principles of Economics 9 Haberler, Theory of International trade 10 K.K. Dewett, Monetary Theory 11. H.L. Ahuja, Macro Economics: Theory and Policy 12 Jhingan M.L. Macro Economic Theory 12. Gupta S.B. Monetary Economics
3	Websites	<a href="http://www.rbi.org.in">www.rbi.org.in</a> <a href="http://www.mygov.gov.in">www.mygov.gov.in</a>
4	Journals	Arth Samwad Economic and Political Weekly
5	Supplementary Reading	Economics Survey Union Budget of India
6	Practical Component	1. Demand estimation for small vendors in your locality 2. Examining market structure for various products

<b>Semester</b>		<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>		<b>DSE-101-A</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>		<b>Advanced Accountancy Paper-I</b>		

Course Outcomes	
	The students will be able to:
1.	Discuss the concept of accounting standards and its practical applications.
2.	Apply the accounting knowledge to take business decisions.
3.	Prepare the final accounts for different sectors.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Introduction to Accounting Standard</b> Meaning, Objectives and Need of Accounting Standard, Introduction to IFRSs, Distinction between GAAPs and IFRSs, Disclosure of Accounting Policies (AS-1) and Valuation of Inventories (AS-2) <b>Practical:</b> Visit Chartered Accountant's Office and discuss the ideas of accounting standards, IFRSs and GAAPs Arrange students group discussion or seminar on AS-1 and AS-2	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Accounting for Service Industries:</b> Accounting of Hotel: Nature of Hotel business, Sources of Revenue and Heads of Expenditures of Hotel, Visitors' ledgers and Preparation of Final Accounts Accounting of Hospitals: Introduction, Introduction, Incomes and Expenditure, Capital and Revenue, OPD and IPD register <b>Practical:</b> Visit to any Hotel and arrange discussion with hotel's manager regarding hotel's accounting process Visit to any Hospital and arrange discussion with hospital manager regarding hospital's accounting process	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
3	<b>Accounts of Banking Companies</b> Business of banking companies – some important provisions of Banking Regulation Act of 1949 – minimum capital and reserves – restriction on commission – brokerage – discounts – statutory reserves – cash reserves – books of accounts – special features of bank accounting, final accounts -Balance sheet	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

	and profit and loss account – Concept of NPA & Revenue Recognition in case of NPA– rebate on bill discounted – acceptance – endorsement and other obligations – problems as per new provisions. Practical: Download financial statements of banking company and discuss on them in the classroom.		
4	<b>Accounting of Insurance Companies</b> General and Life Insurance, Introduction, Accounting forms, Financial Statements with schedules, IRDA Regulations related to financial statements of insurance companies. <b>Practical:</b> Download financial statements of insurance company and discuss on them in the classroom. Arrange visit to insurance company branch office to know their accounting process	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

Learning Resources		
1.	<b>Text Books</b>	1. Bose, D. (2010). Advanced Accounting. Prentice Hall India Learning Private Limited. 2. Made Gowda – Advanced Accounting, Himayala Publication House 3. Jawaharlal, Managerial Accounting, Himayala Publication House 4. S.N. Maheswari, Advanced Accountancy, Vikas Publishers 5. R. Venkataramana, Advanced Accountancy, Vikas Publication House 6. S. P. Jain and K. L. Narang – Advanced Accountancy, Kalyani Publication House. 7. Paduka’s Students Handbook on Advanced Auditing; CA Final; Padhukas Publication.
2.	<b>Reference Books</b>	1. R L Gupta, Advanced Accountancy, Sultan Chand Publication 2. Shukla and Grewal, Advanced Accountancy, S Chand Publication 3. Corporate Accounting by S.N.Maheshwari – Vikas Publication 4. Narayanaswamy, R.: Financial Accounting: A Managerial Perspective, Prentice Hall of India, Delhi. 4. Gupta, S. C.; Gupta, M. P.; Shukla, M. C.; Agrawal, B. M. and Grewal, T. S. (2019). Advanced Corporate Accounting, S. Chand & Company, New Delhi. 5. Shukla, M. C.; Grewal, T. S. and Gupta, S. C.; (2016). Advanced Accounts, S. Chand & Company, New Delhi. 6. Arulnandan, M. A. and Raman, K. S. (2018). Advanced Accountancy (Corporate Accounting) Vol. II, Himalaya Publishing House, Mumbai. 7. Gupta, R. L. and Radhaswamy, M. (2018). Advanced Accountancy Vol. II, Sultan Chand and Sons; New Delhi. 8. Maheshwari, S. N.; Maheshwari, Suneel and Maheshwari, Sharad K. (2018). Corporate Accounting. Vikas Publication House, New Delhi. 9. Shukla M. C. ; Grewal T.S. and Gupta S.C. - Advanced Accounts; S.Chand and Co. New Delhi. 10. Jain, S. P.; Narang, K. L.; Agrawal, Simmi and Sehgal, Monik (2018). Advanced Accountancy (Corporate Accounting) Vol. II, Kalyani Publishers, New Delhi. 11. Hanif, M. and Mukharjee, A (2018). Modern Accountancy Vol. II, McGraw Hill Education India (Private) Ltd., Noida.
3.	<b>Websites</b>	1. INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a> 2. J;GATE <a href="http://jgateplus.com">http://jgateplus.com</a> 3. EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> 4. www.icaai.org. 5. Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>

		*For INFLIBNET individual usernames and passwords are already given. Use the same
4.	<b>Journals</b>	1. The Chartered Accountant Journal. 2. The Chartered Secretary Journal. 3. The Management Accountant Journal. 4. Finance India 5. Journal of Accounting & Finance
5.	<b>Supplementary Reading</b>	1. CA IPCC Study Material 2. Relevant Study Material Issued by ICAI 3. Relevant Study Material Issued by ICSI 4. Relevant Study Material Issued by ICWAI
6.	<b>Practical Component</b>	1. Practical problems on banks & insurance companies. 2. Identifying accounting policies and making valuation of inventories. 3. Preparation of accounts of hotels and hospitals. 4. Preparation of consolidated financial statements of group of companies. 5. Application of accounting process for insurance companies.

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<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-101-B</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Advanced Accountancy Paper-II (Auditing)</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Describe the basic concepts and objectives of audit.
2.	Apply working knowledge of generally accepted auditing procedures.
3.	Evaluate the techniques of conducting audit of various entities.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Nature, Objectives and Scope of Audit:</b> Understand the functional Classification and Qualities of Auditor – Define Audit and understand the Objectives of Audit, Principals governing Audit. – Distinguish between Audit and investigation- Understand Different types of audit and relationship of auditing with other disciplines.  <b>Audit Strategy, Audit Planning and Audit Programme:</b> Understand Audit Planning and overall Audit Strategy for an Audit – Draft Audit Programme.  <b>Audit Documentation and Audit Evidence:</b> Understand the concept of Audit Documentation – Nature and Purpose of Audit Documentation – Audit file, assembly of Final Audit File, ownership of Audit Documentation.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Risk Assessment and Internal Control:</b> Audit Risk, Risk of Material Misstatement and its components, Risk Assessment procedure – Concept of Internal Control, Components of Internal control and controls relevant to audit – Identify significant Risks.  <b>Fraud and Responsibilities of the Auditor in this regard:</b> Understand the types of Fraud and Errors. – Definition of fraud, Understand reason behind management/ employee committing fraud and error – Analyze the duty of Auditor regarding detection of fraud and error – Understand the	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>

	responsibilities of Auditors in case of fraud		
3	<p><b>The Company Audit:</b> Understand the Qualifications and Disqualification of Auditors – Know the procedures of Appointment, reappointment, filing up casual vacancy and removal of Auditor – Understand Powers and Duties of Auditor</p> <p><b>Audit of Banks:</b> Understand the legal framework for bank Audit. – Gain the Knowledge of Financial Statements of Banks. – Understand the Audit Approach for items of Profit and Loss in case of Banks. – Learn the important items such as Advances, NPA’s etc.</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<p><b>Audit of Different types of entities:</b> Understand the procedures to be adopted for auditing of Non-Profit Organization (NGO) and Charitable Institutions. - Gain knowledge of auditing procedure of sole trader firm, educational Institutions, hospitals, clubs, cinema, hotels, etc. - Identify the Audit Procedure of Government, Local Bodies, Co-operative Societies, etc.</p> <p><b>Audit Report:</b> Contents of Audit Report</p>	<b>L=12</b>	
		<b>T=2</b>	<b>P=2</b>

Learning Resources		
1.	<b>Text Books</b>	1. A Handbook on Practical Audit – B N Tandon 2. Auditing Principals and Practice – Ravindra Kumar and Virendra Sharma 3. Principal and Practice of Auditing – Dinkar Pagare 4. Relevant Study Material of ICAI
2.	<b>Reference Books</b>	1. Taxman’s Auditing and Assurance – Pankaj Garg 2. Shaitya Bhawan Publication – Auditing – Dr T R Sharma 3. Auditing Principals, Practices and Problems – Jagdish Prakash 4. Taxman’s Concurrent Auditing in Bank – D P Gupta 5. Paduka’s Student Handbook on Advance Auditing – Padhukas Publication 6. Bestword’s Auditing and Assurance – CA Surbhi Bansal 7. A Practical Guide to Company Audit – CA Virendra K Pamecha 8. Bharat’s Statutory Audit - CA Kamal Garg
3.	<b>Websites</b>	1. <a href="http://www.icai.org">www.icai.org</a> 2. <a href="https://www.vsijaipur.com">https://www.vsijaipur.com</a> 3. <a href="http://www.icma.in">www.icma.in</a> 4. Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same
4.	<b>Journals</b>	1. The Chartered Accountant Journal. 2. The Chartered Secretary Journal. 3. The Management Accountant Journal 4. Capital Market 5. Finance India 6. Journal of Accounting & Finance
5.	<b>Supplementary Readings</b>	1. The Financial Express 2. The Economics Times 3. Business Line

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-101-C</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Business Analysis and Valuation</b>		
<b>Course Outcomes</b>			
	The students will be able to:		
1.	Explain the concepts of business analysis and valuation.		
2.	Apply the concepts for managerial decisions.		

3. Interpret the statements for managerial decision-making.

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	<b>Introduction:</b> Concept and objectives of business valuation; types of business valuation – assets, liabilities, earnings, securities valuation; uses of valuation; approaches to valuation – book value, liquidation, replacement and break-up value; cash flow and dividend discount models; P/E multiples, pitfalls in valuation – bias, uncertainty and complexity.	L= 11	
		T= 2	P= 2
2	<b>Divisional Performance and Valuation:</b> Evaluation of divisional performance Contribution margin approach, Return as investment approach, Residual income approach, Advantages and disadvantages, Non-financial measures of performance.	L= 12	
		T= 1	P= 3
3	<b>Managerial Decisions:</b> Cost behavior, Determination of sales mix, Exploring new markets, Discontinuance of a product line, Make or buy decisions, Equipment Replacement Decision, Change versus Status Quo, Expand or contract, Shut down or continue.	L= 11	
		T= 2	P= 2
4	<b>Corporate Valuation:</b> Cost analysis for pricing decisions, Objectives of pricing, Product pricing methods, Full cost pricing, Mark-up pricing, Break-even pricing, Target pricing, Conversion cost pricing, Differential cost pricing	L=11	
		T= 1	P= 2

**Learning Resources**

1.	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Charles T. Horngren, G.L. Sundem and W.O. Stratoon, Introduction to Management Accounting, Pearson, Delhi.</li> <li>2. Jawaharala, Management Accounting, Himalaya Publishers, Mumbai.</li> <li>3. Kulshrestha, N.K., Management Accounting, Tata McGraw Hill, New Delhi.</li> <li>4. Maheswari, S.N., Principles of Management Accounting, Sultan Chand &amp; Sons, New Delhi.</li> <li>5. Prashanta Atma, Cost and management Accounting, Himalaya Publishing House, Hyderabad.</li> <li>6. Robert S. Kaplan and Anthony A. Atkinso, Advanced management Accounting, Prentice hall, New Delhi.</li> </ol>
2.	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Sahaf M.A., Management Accounting Principles and Practice, Vikas Publishing House, Mumbai.</li> <li>2. Sharma R.K and Gupta, S.K., Management Accounting, Kalyani Publishers, Ludhiana.Palepu, Healy and Bernard, Business Analysis and Valuation, Cengage Learning, New Delhi.</li> <li>3. Prasanna Chandra, Corporate Valuation and Value Creation, TMH, New Delhi</li> </ol>
3.	<b>Websites</b>	<ol style="list-style-type: none"> <li>1.INFLIBNET<a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li> <li>2.J-GATE<a href="http://jgateplus.com">http://jgateplus.com</a></li> <li>3.EBSO<a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li> <li>4.Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></li> <li>5. <a href="http://www.icaai.org">www.icaai.org</a>.</li> <li>6. <a href="https://icmai.in/icmai/index.php">https://icmai.in/icmai/index.php</a></li> <li>7. <a href="https://finmin.nic.in/">https://finmin.nic.in/</a></li> </ol> <p>*For INFLIBNET individual usernames and passwords are already given. Use the same</p>
4.	<b>Journals</b>	<ol style="list-style-type: none"> <li>1.The Quarterly Journal of Indian Institute of Finance</li> <li>2.Journal of the Institute of Chartered Accounts of India</li> <li>3.The Management Accountant</li> <li>4. The Chartered Accountant Journal.</li> </ol>

		5. The Chartered Secretary Journal. 6. The Management Accountant Journal
5.	<b>Supplementary Reading</b>	1.The Economic Times 2.The Business Standard 3.CMA Students E-Bulletin 4.Business Line
6.	<b>Practical Component</b>	1. Practical problems on determination of sales mix. 2. Practical problems on exploring new markets. 3. Practical problems on discontinue or make or buy decision. 4. Practical problems on shut down or expand business. 5. Practical problems on cost analysis for pricing decisions. 6. Companies data analysis using Prowess-IQ. 7. Field based project on cost data. 8.Practical on preparation of Management Information Reports



**M.Com.**  
**SEMESTER - II**



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-201</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Organizational Behaviour</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Describe the concepts of organizational Behaviour.
2.	Assess the behavioral elements of organizational behavior.
3.	Evaluate theories of organizational behavior.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Organizational Behaviour:</b> Concept, significance, Nature and scope of OB, contributing disciplines to OB, relationship between management and organizational Behaviour, Ethical issues in OB, Historical Development of OB, Models of OB. <b>Practical:</b> Visit any nearby organization and observe management functions perform therein and report. Submit handwritten report.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Individual and Group Behaviour:</b> Foundations of Individual Behaviour-Personality (Concepts, Determinants and types), Perception (meaning, process, factors affecting perception), Attitude (Concept, formation and types), Values (Concept, types and formation) and Job Satisfaction (Concept, Determinants and Measurements), Learning (Meaning, determinants, principles)  Foundations of Group Behaviour: Definition and importance of group, Types of group, Process of group development, Group Behaviour (Norms, Cohesion, Role intergroup Conflicts), Group performance factors, Quality Circle and Work Teams  <b>Practical:</b> Classify the types of personality of sample employees in nearby organization.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>3</b>	<b>Organizational Conflict and Negotiation</b> Organizational Conflict: Concept, types, sources and levels of organizational conflict, Traditional and modern approach to conflict, Functional and dysfunctional organizational conflict, conflict process, resolution of conflict. Negotiation: bargaining strategies, the negotiation process, individual differences in negotiation effectiveness, third party negotiations. <b>Practical:</b> Prepare a poster on organizational conflicts and their resolution.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Organizational Culture and Work Life Balance</b> Organizational culture: Definition, types, functions, creating, sustaining and changing culture a culture. Quality of Work life: concept, constituents of QWL, QWL in Indian context. Managing work life conflicts in organizations <b>Practical:</b> Prepare a report on organizational culture adopted in hereby organization	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	1.Principles of Management – T Ramasamy 2.Principles of Management – P.C. Tripathi and P.N. Reddy 3. Arun Kumar and Meenakshi, Organizational behaviour: A modern approach, Vikas Publishing House, 2011. 3.Ashwathappa, Organization Behaviour, Himalaya Publication House 4.Stephen P Robbins, Timothy A. Judge, NeharikaVohra, Organizational behaviour, Pearson, 14th Edition, 2012. 5.SubbaRao P &HimaBindu, Management Theory & Practice Text & Cases –

		<p>Himalaya Publication.</p> <p>6.VSP Rao, Management: Text and Cases, Excel Books</p> <p>7.Koontz, Essentials of Management, 8/e, McGraw Hill</p>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1.Essentials Of Management – Koontz And Weinrich</li> <li>2.Modern Management – Certo – Prentice Hall</li> <li>3.Principles Of Management- Dr. KiranNerkar and Dr. Vilas Chopade</li> <li>4.Principles Of Management – L.M. Prasad</li> <li>5.Principles Of Management – R.M. Srivastava</li> <li>6.New Era of Management – Richard L. Daft</li> <li>7.Essentials of Management – Peter Drucker</li> <li>8.Management – Stephen P. Robins – Prentice Hall</li> <li>9.Modern Business Administration and Management – S. A. Sherlekar - Himalaya Publication</li> <li>10.Management Concept and Strategies – J. S. Chandra</li> <li>11.Management and Organizational Behaviour – P. Subbarao</li> <li>12.Organizational Behaviour – Keith davis</li> <li>13.Organizational Behaviour – Stephen Ronnins</li> <li>14.Organizational Behaviour – Dr. Anjali Ghanekar</li> <li>15.Organizational Behaviour – Dr. C.B.Gupta</li> <li>16.Organizational Behaviour – Dr. S.S.Khanka</li> <li>17.Organizational Behaviour – Stephen Robbins &amp; Timothy Judge, 15th Edition, Pearson, Prentice Hall.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1.www.iupindia.in</li> <li>2.www.wisdomjobs.com.</li> <li>3.http://www.mbaexamnotes.com</li> <li>4.INFLIBNEThttp://nlist.inflibnet.ac.in</li> <li>5.J-GATEhttp://jgateplus.com</li> <li>6.EBSOhttp://search.ebscohost.com</li> <li>7.Library online Opac Address: http://192.168.1.111:8080/opac</li> </ol> <p>*For INFLIBNET individual usernames and passwords are already given. Use the same</p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. 1.Business Perspective &amp; Research</li> <li>2. Indian Journal of Management</li> <li>3. Prabandhan- Journal of Management</li> <li>4. Vikalpa</li> <li>5. Management Today</li> <li>6. Asian Journal of Management</li> <li>7. Case folio The IUP Journal of Management Case Studies</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Business India The Magazine of Corporate World.</li> <li>2. South Asian Journal of Practical Research.</li> <li>3. The Times of India</li> <li>4. Business Standard</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Studying organizational structure of any company and classifying it into different types of organizations which are studied and justifying why such structure is chosen by that organization.</li> <li>2. Preparing the leadership profiles of any 5 business leaders and studying their leadership qualities.</li> <li>3. Class debate on different basis of departmentalization</li> <li>4. Identify any business leader and list his qualities that made him a good leader.</li> <li>5. Library Exercise on CSR activities undertaken by any one company of</li> </ol>

		your choice
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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-202</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Research Methodology For Business</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Explain fundamental concepts of research methodology.
2.	Apply techniques of research methodology.
3.	Develop Research Report.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Basics of Research:</b> Meaning and objectives of research, research in commerce and Management, Types of research, review of literature, research process, methods of research: Case study and survey method.  <b>Practical:</b> (a) Identification of research problem. (b) Classification of research problem according to types. (c) Formulation of research questions and objectives.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Research Design:</b> Meaning and components of research design, exploratory research design, descriptive research design, diagnostic research design and experimental research design, Hypothesis: Meaning and Types of Hypothesis, process of formulating hypothesis. Sample Design- sampling techniques: random and non-random sampling methods.  <b>Practical:</b> (a) Preparation of Research Design. (b) Formulation of Hypothesis. (c) Selection of appropriate sampling design.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>3</b>	<b>Methods of Data Collection:</b> Meaning of Data, Types of data-quantitative and qualitative, sources- Primary and secondary, methods of primary data collection-questionnaire method, interview method, observation method, focus group interview method, types of questions in questionnaire, sources of secondary data, classification, tabulation and graphical presentation.  <b>Practical:</b> (a) Preparation of questionnaire (b) Preparation of interview schedule/observation schedule (c) Extraction of data from secondary sources (RBI, Government websites, national and international apex bodies etc.) (d) Classification of data and tabulation.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Data Presentation and Analysis:</b> Analysis and Interpretation of Data using various descriptive statistical tools (measure of central tendency, measures of dispersion, correlation and regression) Hypothesis testing by suitable methods. (Parametric and non-parametric tests), Chi-square test, One Sample 't' test and independent sample 't' test, layout of research project, steps involved in report writing, requisites of good research	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

	<p>report.</p> <p><b>Report Writing and Presentation:</b> Types of Report, Formats of Research Report, Presentation of Report, Methods and importance of Citation (APA &amp; Chicago methods) &amp; bibliography in Research, Ethical issues in Research and plagiarism.</p> <p><b>Practical:</b></p> <p>(a) Analysis and interpretation of classified data by using statistical tools. (b) Testing of hypothesis by using appropriate test.</p> <p>(c) Report writing according to objectives and hypothesis. [Use any suitable software for the purpose of (a) and (b)]</p>		
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Learning Resources			
1.	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Goode And Hatt : Methods In Social Research, Mc-Graw Hill, Kogakusha Ltd., New York.</li> <li>2. V.P. Michael: Research Methodology In Management, Himalaya Publishing House, Mumbai, 1985.</li> <li>3. Kerllnger. Fred N.: Foundations of Behaviourial Research, New York, Holt, Rinehart And Winston, 1973.</li> <li>4. Dorald S. Tull, Del I Hawkins: Marketing Research, Prentice Hall Of India, New Delhi, 1996.</li> <li>5. G.C. Beri: Marketing Research Tata Mcgraw Hill Publishing Company Limited, New Delhi, 2000</li> <li>6. C.R. Kothari Research MethOdology Methods And Techniques, Wiley Eastern.</li> <li>7. Hans Raj: Theory And Practice In Social Research, Surjeet Publications, Delhi</li> </ol>	
2.	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1.The Practice of Social Research by Earl R. Babbie, Wadsworth, 13thEdition</li> <li>2.Business Research Methods by William G. Zikmund, Barry J. Babin, Jon C. Carr, Mitch Griffin, Cengage Learning, 8<sup>th</sup> Edition</li> <li>3.Approaches to social research by Royce Singleton, Bruce C. Straits, Margaret Miller Straits, Oxford University Press, 2ndEdition</li> <li>4.Handbook of Research Design and Social Measurement by Delbert Charles Miller, Neil J. Salkind, Sage Publication, 6thEdition</li> <li>5.Research Methods: The Basics by Nicholas S. R. Walliman, Nicholas Walliman, Routledge, 1stEdition</li> <li>6.SPSS Handbook by Himalaya Publications</li> <li>7.Michael V. P. ‘Research Methodology in Management, Himalaya Publishing House, New Delhi</li> <li>8.Krishnasawami O. R. and Ranganathan M., ‘Methodology of Research in Social Sciences’, Himalaya Publishing House, New Delhi</li> <li>9. Pauline V. Young, ‘Scientific Social Surveys and Research’, Prentice-Hall of Indian Pvt. Ltd., New Delhi.</li> <li>10. 5. Sachdeva J. K., Business Research Methodology, Himalaya Publishing House, New Delhi</li> <li>11. Gupta S. C., “Fundamentals of Statistics”, Himalaya Publishing House.</li> <li>12. Gupta S. P. “Statistical Methods”, Sultan Chand and Sons, New Delhi</li> </ol>	
3.	<b>Websites</b>	<ol style="list-style-type: none"> <li>1.INFLIBNET<a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li> <li>2.J-GATE<a href="http://jgateplus.com">http://jgateplus.com</a></li> <li>3.EBSCO<a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li> <li>4. <a href="https://shodhganga.inflibnet.ac.in/">https://shodhganga.inflibnet.ac.in/</a></li> <li>5.Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></li> </ol> <p>*For INFLIBNET individual usernames and passwords are already given. Use the same</p>	
4.	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Business Perspectives and Research (New Sub.)</li> <li>2. Asia-Pacific Journal of Management Research and Innovation (New Sub.)</li> <li>3. Jindal Journal of Business Research(New)</li> <li>4. South Asian Journal of Management Research (SAJMR)</li> <li>5. Indian Journal of Commerce</li> <li>6. Indian Journal of Accounting</li> <li>7. Management Accountant</li> </ol>	
5.	<b>Supplementary</b>	<ol style="list-style-type: none"> <li>1.Business Research Methods by Naval Bajpai, Pearson, 1stEdition</li> </ol>	

	<b>Readings</b>	2.Vikalpa: The Journal for Decision Makers 3.Research reports on Shodhganga
6.	<b>Practical Component</b>	1.Survey study 2.Research paper publication 3.Field Research Projects 4.Identifying and selecting research problem, 5. Preparing research design. 6. Preparing questionnaire/schedule and collecting data. 7. Analyzing and interpreting data and writing research report.

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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-201-A</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Advanced Accountancy Paper-III</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Describe the basic concepts of advanced accounting.
2.	Apply working knowledge of generally accepted accounting procedures.
3.	Evaluate the techniques of accounting for various entities.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Accounting for Amalgamation:</b> Accounting for Amalgamation, Absorption (AS-14) and Reconstruction of companies. <b>Practical:</b> Arrange group discussion on reasons of amalgamation and absorption; and Analyze any case study of amalgamation or absorption. Arrange group discussion on reconstruction and Analyze case study of external and internal reconstruction of a company.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Accounting of Cooperative Societies:</b> Consumer, Credit and Dairy units as per Maharashtra Cooperative Societies Act.  <b>Practical:</b> Visit any cooperative society to see their accounting process and discuss with respective authority who look after accounting in the concern cooperative.  Take interview of Cooperative auditor or Chartered Accountant in respect of cooperative accounting.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
3	<b>Accounting for Lease (AS-19):</b> Introduction, Types of Lease, Accounting for Operating Lease and Finance Lease  <b>Practical:</b> Arrange students' seminar, quiz or group discussion on the difference between operating lease and finance lease. Arrange guest lecture of or workshop by inviting chartered accountant or cost accountant or expert in lease business.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Social Responsibility Accounting, Environment Accounting and Human Resource Accounting- Meaning, Objectives and Need Accounting of Fixed Assets (AS-10) and Accounting of Investments (AS-13). <b>Practical:</b> Arrange seminar/group discussion/panel discussion on the concepts of Social Responsibility Accounting, Environment Accounting and Human Resource Accounting. Download annual report of any listed company and analyze the financial	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

	statement to understand their compliance with AS-10 and AS-13.		
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Learning Resources		
1.	<b>Text Books</b>	1. Bose, D. (2010). Advanced Accounting. Prentice Hall India Learning Private Limited. 2. Made Gowda – Advanced Accounting, Himayala Publication House 3. Jawaharlal, Managerial Accounting, Himayala Publication House 4. S.N. Maheswari, Advanced Accountancy, Vikas Publishers 5. R. Venkataramana, Advanced Accountancy, Vikas Publication House 6. S. P. Jain and K. L. Narang – Advanced Accountancy, Kalyani Publication House. 7. Paduka’s Students Handbook on Advanced Auditing; CA Final; Padhukas
2.	<b>Reference Books</b>	1) Gupta, S. C.; Gupta, M. P.; Shukla, M. C.; Agrawal, B. M. and Grewal, T. S. (2019). Advanced Corporate Accounting, S. Chand & Company, New Delhi. 2) Shukla, M. C.; Grewal, T. S. and Gupta, S. C.; (2016). Advanced Accounts, S. Chand & Company, New Delhi. 3) Arulnandan, M. A. and Raman, K. S. (2018). Advanced Accountancy (Corporate Accounting) Vol. II, Himalaya Publishing House, Mumbai. 4) Gupta, R. L. and Radhaswamy, M. (2018). Advanced Accountancy Vol. II, Sultan Chand and Sons; New Delhi. 5) Maheshwari, S. N.; Maheshwari, Suneel and Maheshwari, Sharad K. (2018). Corporate Accounting. Vikas Publication House, New Delhi. 6) Shukla M. C.; Grewal T.S. and Gupta S.C. - Advanced Accounts; S.Chand and Co. New Delhi. 7) Jain, S. P.; Narang, K. L.; Agrawal, Simmi and Sehgal, Monik (2018). Advanced Accountancy (Corporate Accounting) Vol. II, Kalyani Publishers, New Delhi. 8) Hanif, M. and Mukharjee, A (2018). Modern Accountancy Vol. II, McGraw Hill Education India (Private) Ltd., Noida.
3.	<b>Websites</b>	1. INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a> 2. JGATE <a href="http://jgateplus.com">http://jgateplus.com</a> 3. EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> 4. www.icaai.org. 5. Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same
4.	<b>Journals</b>	1. Indian Journal of Accounting 2. Indian Journal of Commerce 3. The Chartered Accountant 4. Management Accountant
5.	<b>Supplementary Readings</b>	<ul style="list-style-type: none"> <li>• Chakraborty, Hrishikesh, Advanced Accountancy, Oxford University Press</li> <li>• Original documents of Accounting Standards issued by ICAI</li> <li>• Companies Act 2013</li> </ul>
6.	<b>Practical Component</b>	1. Recording transactions regarding amalgamation, absorption and reconstruction. 2. Preparing financial statements of cooperatives in accordance with Maharashtra Cooperative Societies Act. 3. Recording transactions related to operating and finance lease. 4. Demonstrating concepts of social responsibility accounting, environment accounting and human resources accounting and performing accounting of fixed assets and investments according to AS-10 and AS-13.

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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
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<b>Course Code</b>	<b>DSE-201-B</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Business Finance Paper-IV</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Discuss the different aspects of business finance.
2.	Analyze the connection between Mutual Funds, Portfolio Management and Micro Finance.
3.	Evaluate concepts in corporate restructuring and financial decision making.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<p><b>Capital Markets:</b>            Primary Capital Market: Meaning, role and functions, Methods of selling corporate securities in primary capital market. Underwriting of Securities.            Secondary Capital Market (Stock Exchange): Meaning, evolution of stock market in India, Role and functions of stock exchange. Trading mechanism in stock market. SEBI and Credit Rating: Role of SEBI in regulating capital markets in India. Credit Rating: Meaning, need, credit rating agencies in India, Credit rating methodology. Depository: Meaning, role, benefits and present position in India. National Securities Depository Limited (NSDL) and Central Depository Services India Limited (CDSL)</p> <p><b>Practical:</b> Visit to any share broker office and observe share trading activities.</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<p><b>Mutual Funds, Portfolio Management and Micro Finance:</b>            Mutual Funds: Concept, importance, Types of Mutual Funds- -Money Market Funds, Income Funds, Bond Funds, Balanced Funds, Equity Funds, International Funds, Specialty Funds, Index Funds, Exchange-Traded Funds- Present position of Mutual Funds in India. Portfolio Management: Meaning, importance, objectives. Various issues in portfolio construction, revision and evaluation. Financial Inclusion: Meaning, need and government policy. Micro-Finance: Concept, characteristics, need, present position in India.</p> <p><b>Practical:</b> Make small research in latest top 10 Performing Mutual Funds.</p>	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
3	<p><b>Corporate Restructuring:</b>            Corporate Failure: Meaning, causes and remedies. Corporate Restructuring: Meaning, forms- Mergers and Amalgamation, Acquisitions, Take-over, Demergers, divesture, Buy outs, Financial Restructuring, and Strategic alliances-meaning, benefits and legal procedure.</p> <p><b>Practical:</b> Prepare &amp; presentation on latest 5 cases of corporate restructure.</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<p><b>Financial Decision Making:</b>            Project Feasibility or Viability Analysis: Concept – Free Cash Flow, Net Present Value (NPV) and Methods, Profitability Index, Pay Back Period.            Make or Buy Decision: Meaning, Methodology. Profit maximization through optimum product mix</p> <p><b>Practical:</b> Prepare hypothetical case study of a project and analyses by different methods of project selection.</p>	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

<b>Learning Resources</b>		
1.	<b>Text Books</b>	1. Prasanna Chandra. "Investment Analysis And Portfolio Management". Tata Mcgraw Hill. 2. Donalf E. Fisher – Ronald J. Jordan. "Security Analysis And Portfolio Management". Prentice – Hall India.



		<p>3.Security Analysis and Portfolio Management, Prasanna Chandra, Tata McGraw Hill</p> <p>4.Portfolio Management- Kevin</p> <p>5.Portfolio Management- Prasanna Chandra</p> <p>6.Portfolio Management- Barua</p> <p>7.Stock Exchanges and Investments- Raghunathan</p> <p>8.Security Analysis and Portfolio Management- Fisher and Jordon</p> <p>9.Portfolio Management – V. K. Bhalla</p>
2.	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Financial Management, Prasanna Chandra, Tata McGraw Hill,</li> <li>2. Security Analysis and Portfolio Management, Ravi Kishor, Taxman Publishers</li> <li>3. Financial Management, Khan &amp; Jain, Tata McGraw Hill</li> <li>4. Fundamentals of Investment Management, Hirt and Block, Tata McGraw Hill. Ed 2009.</li> <li>5. Portfolio Management Handbook, Robert A. Strong, Jaico Publishing House, Mumbai</li> <li>6. Financial Management-Rajiv Shrivastava and Anil Misra, Oxford University Press, New Delhi</li> <li>7. Financial Management- Dr. Anil Kumar Dhagat, Kognet Learning Solutions Inc., Dreamtech Press, New Delhi</li> <li>8. Finance Sense ---Finance for Non-finance Executives, Prasanna Chandra, Tata McGraw Hill Education Pvt. Ltd., New Delhi</li> <li>9. Investment and Securities Market in India- V.A.Avdhani</li> <li>10. Security Analysis and Portfolio Management- Sasidharan/ Mathews</li> <li>11. Security Analysis and Portfolio Management- PunithavathyPandian</li> <li>12. Portfolio Management Handbook- Robert A. Strong</li> <li>13. Stock Exchange and Investment- Raghunathan</li> <li>14. Stock Exchange Trading in India- Gupta L.C.</li> <li>15. Capital Issues, SEBI and Listing- Chandratre K.R</li> <li>16. Corporate Mergers, Amalgamations &amp; Take Over- Verma J.C.</li> <li>17. Corporate Restructuring and Indian Perspective- Mattoo P.K</li> <li>18. International Business-Aswthappa, TMH, N. Delhi</li> </ol>
3.	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.nseindia.com">www.nseindia.com</a></li> <li>2. <a href="http://www.bseindia.com">www.bseindia.com</a></li> <li>3. <a href="http://www.moneycontrol.com">www.moneycontrol.com</a></li> <li>4. <a href="http://www.advisorkhoj.com">www.advisorkhoj.com</a></li> <li>5. <a href="http://www.dsij.in">www.dsij.in</a></li> </ol>
4.	<b>Journals</b>	<ol style="list-style-type: none"> <li>1.Indian Journal of Research in Capital Markets, ISSN 2394-3459, Indexed in Google Scholar, IC Value(2015),</li> <li>2. Capital Market Law Journal, ISSN 1750-7219, ELSSN 1750-7227.</li> <li>3.Indian Journal of Finance</li> <li>4.Capital Market</li> <li>5. Journal of Emerging Market Finance (New Sub.)</li> <li>6. Dalal Street Investment Journal</li> </ol>
5.	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1.The Economic Times</li> <li>2.Business Standard</li> <li>3.Business Line</li> <li>4.Global Business Review</li> <li>5.Business Today</li> <li>6.INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li> <li>7.J-GATE <a href="http://jgateplus.com">http://jgateplus.com</a></li> <li>8.EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li> </ol> <p>Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></p>



		*For INFLIBNET individual usernames and passwords are already given. Use the same
6.	<b>Practical Component</b>	1.Fundamental analysis of listed companies 2.Technical analysis of listed companies on Bombay Stock Exchange 3. Capital Asset Pricing Model. 4. Security Pricing 6.Bond Valuation

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-201-C</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Personal Financial Planning</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Discuss the concepts of the personal financial planning.
2.	Evaluate personal financial planning with complete understanding of credit, investment and pension
3.	Apply the knowledge for personal financial planning.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Financial Planning:</b> Globally accepted six steps financial planning process; General principles of cash flow planning, budgeting, legal aspects of financial planning. Overview of risk management: investments, insurance, retirement solutions, tax and estate planning.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Investment Environment:</b> Types of investment options available to an individual investor - bonds, equity shares, mutual funds, fixed deposits, PPF, financial derivatives, commodity derivatives, gold and bullion, ETFs, REITs, real estate etc. Objectives and rewards of investing. Investment constraints (tax considerations, unique needs etc.). Impact of inflation and indexation. Sources of financial information. Understanding mutual funds (Schemes, NAV calculation, load structure, Systematic Investment Plans, Systematic withdrawal plan etc.)	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>3</b>	<b>Personal Financial Planning:</b> Personal financial planning process. Setting personal financial goals. Life cycle approach to financial planning. Components of financial plan; developing financial plan; Using time value concept to estimate savings. Evaluation of tax saving instruments. Objectives of will and creating a valid will; living will and power of attorney. Planning for life insurance and health insurance. Primary clauses in Insurance agreement. Main contents of healthcare insurance.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Credit Planning and Retirement Planning:</b> Assessment of credit - types, advantages, disadvantages. Consumer and housing finance planning. EMI calculations - methods and implications. Reverse mortgage. Education loan. Credit card management; credit limits, overdraft protection, grace period. Credit Bureaus - individual credit history and ranking, identity theft and protection against identity thefts. Retirement planning and pension plans. Impact of taxes and inflation.	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1.</b>	<b>Text Books</b>	1. Madura, Jeff, Personal Finance, Pearson. 2. Kapoor, J R, Dlabay & Hughes R, Personal Finance, McGraw Hill. 3. Keown, A J, Personal Finance – Turning money into wealth, Pearson Publication. 4. Bajtelsmit, Vickie L. & Rastelli Linda G., Wiley Pathways Personal Finance, Wiley. 5. Rachel Siegel & Carol Yacht, Personal Finance, Saylor Foundation, Flat World Knowledge.

2.	<b>Reference Books</b>	1. Essential of Financial Management by I.M.Pandey, Vikas Publication 2. Bhalla V .K & S Shiva Ramu, "International Business Environment & Management" Anmol Publication House.. 3. J. Fred. Weston, Mark L. Michell, J. Harold Mulherin, "Take Overs, Restructing & Corporate Governance" Pearson Education Inc. 4.M. Y. Khan "Indian Financial System" Tata McGraw-Hill Publishing Company Ltd.,New Delhi.
3.	<b>Websites</b>	1. <a href="https://www.fincart.com">https://www.fincart.com</a> 2. <a href="https://www.moneycontrol.com">https://www.moneycontrol.com</a> 3. <a href="https://scripbox.com">https://scripbox.com</a> 4.INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a> 5.J-GATE <a href="http://jgateplus.com">http://jgateplus.com</a> 6.EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same
4.	<b>Journals</b>	1.Tax Reference 2. Journal of Emerging Market Finance (New Sub.) 3.Journal of Accounting & Finance 4. Indian Journal of Research in Capital Markets (New Sub.) 5.Finance India 6.Capital Market
5.	<b>Supplementary Readings</b>	1.Business Line 2.The Financial Express 3.The Economic Times 4.Arth-Sanwand 5. Artha Vijnana
6.	<b>Practical Component</b>	1. Preparation of Financial Planning Report 2. Portfolio Management Services 3.Organise visit to Wealth Management Companies

# **M.Com. II**

## **SEMESTER-III**

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-301</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Management Accounting</b>		

Course Outcomes	
	The students will be able to :
1.	Explain the fundamentals of Management Accounting.
2.	Analyze financial statements.
3.	Evaluate the financial position of the organization.

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	<b>Introduction to Management Accounting:</b> Meaning of Management Accounting, Scope and Functions of Management Accounting, Role of Management Accountant in Decision Making, Management Accounting vs. Financial Accounting, Tools and Techniques of Management Accounting  <b>Practical:</b> Group discussion can be conducted in the classroom on the contents of Unit-I	L= 11	
		T= 2	P= 2
2	<b>Analysis of Financial Statements:</b> Meaning and Types of Financial Statements, Analysis of financial statements: Comparative Statement Analysis, Common-size Statement Analysis, Trend Analysis and Ratio Analysis- Classification of Ratios, Advantages and Limitations of Accounting ratios.  <b>Practical:</b> Download financial statements of any company and analyse it with any technique of financial analysis. Also write interpretation.	L= 12	
		T= 1	P= 3
3	<b>Working Capital:</b> Meaning, Significance and Determinants of Working Capital, Operating Cycle, Types of Working Capital, Estimation of Working Capital Requirements.  <b>Practical:</b> Exercise for Simulation of estimation of working capital can be arranged in the classroom.	L= 11	
		T= 2	P= 2
4	<b>Funds flow Statement and Cash Flow Statement:</b> Meaning of Fund and Funds Flow Statement, Identifying Flow of Funds, Preparation of Funds Flow Statement, Meaning of Cash Flow Statement, Utility of Cash Flow Statement and Preparation of Cash Flow Statement(AS-3) Difference between Funds Flow Statement and Cash Flow Statement  <b>Practical:</b> a) Prepare fund flow statement on hypothetical data and try to interpret it. b) Download cash flow statement of any company and interpret it.	L=11	
		T= 1	P= 2

Learning Resources		
1.	<b>Text Books</b>	1. Bhattacharya S K and Dearden J. Accounting for Management: Text and Cases 2. Debarshi Bhattacharyya, Management Accounting, Pearson Publication House, ISBN: 9788131731789 3. S P Jain & K L Narang. Cost Accounting, Himalaya Publication House 4. Charles T Horngren and others. Cost Accounting ñ a Managerial Emphasis

2.	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Khan M Y &amp; Jain P K. Management Accounting, Himalaya Publication House.</li> <li>2. Pandey I. M: Management Accounting, Vikas Publication House</li> <li>3. Khan and Jain: Management Accounting: Tata McGraw-Hill, New Delhi</li> <li>4. Bhattacharyya S K and Dearden J-: Accounting for Management: Vikas Publishing Pvt. Ltd. New Delhi</li> <li>5. Charles T. Horngren, Introduction to management Accounting, Prentice Hall of India, New Delhi.</li> <li>6. Accounting : A Managerial Emphasis, Prentice Hall, Delhi</li> <li>7. Maheshwari: Principles of Management Accounting</li> <li>8. Robert Anthony and Vijay Govindrajana - Management Control System</li> </ol>
3.	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.udemy.com">www.udemy.com</a></li> <li>2. <a href="http://www.manipalprolearn.com">www.manipalprolearn.com</a></li> <li>3. INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li> <li>4. J-GATE <a href="http://jgateplus.com">http://jgateplus.com</a></li> <li>5. EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li> <li>6. Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></li> </ol> <p>*For INFLIBNET individual usernames and passwords are already given. Use the same</p>
4.	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Chartered Accountant Journal.</li> <li>2. The Chartered Secretary Journal.</li> <li>3. The Management Accountant Journal</li> </ol>
5.	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Finance India</li> <li>2. Journal of Accounting &amp; Finance</li> <li>3. Business Line</li> </ol>
6.	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Practical Problems on Financial Statement Analysis.</li> <li>2. Practical Problems on Working Capital.</li> <li>3. Practical Problems on Fund Flow Statement.</li> </ol>

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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-302</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>International Business Environment</b>		

**Course Outcomes**

	The students will be able to:
1.	Discuss the concept of global economic and business world.
2.	Assess the theories of international business environment.
3.	Evaluate the role of various regulatory bodies of international business environment.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>International Business Environment</b> Nature and Scope, Issues in foreign investment-technology transfer, pricing and regulations, Human resource issues and Environmental issues, Emerging economies and trade blocks	L= 11	
		T= 2	P= 2
2	<b>International Marketing</b> International Marketing – meaning, features, need and problems, Entry strategies, market selection, International production and supply chains, Methods of Payments in international trade	L= 12	
		T= 1	P= 3
3	<b>International Business Regulations</b> Bilateral and multilateral trade laws, WTO- Settlement and Dhoha round of talks, Dispute settlement mechanism under WTO, Problems of Patent laws	L= 11	
		T= 2	P= 2
4	<b>International Economy and India</b> India's foreign trade in post globalization era, India and IMF, IBRD, Role of India in SAARC, BRICS and India	L=11	
		T= 1	P= 2

### Learning Resources

1.	<b>Text Books</b>	1.Subba Rao, “ International Business: Text and Cases”, Himalaya Publishing House, 2nd Revised Edition 2.Francis Cherunilam, “International Business Environment”, Himalaya Publishing House, 3. Aswathappa. K, “International Business”, Tata McGraw Hill – Education , 2008
2.	<b>Reference Books</b>	1. Mead R. (2004) International Management: Cross Cultural Dimensions,3rd ed. New York Wiley 2.Vyuptakesh Sharan, (2004) International Business: Concept, Environment and Strategy, Pearson education, Singapore 3.Yarbraugh B V (2005) The World Economy: Trade and Finance, 7th Ed Thomas south western USA 4.Manab Adhikari,Global (2006) Business Management( An International economic environment), Macmillan India Ltd 5.Hill C.W. L. and jain A. K.(2007) International Business Competing in Global market Place, McGraw Hill New Delhi 6.Graham John L, Salwan Prashant, Cateora Philip R, (2008)International Marketing 13th Ed. Tata McGraw- Hill, 7.Varshney R.L. and Bhattacharya B, (2012)International Marketing Management - An Indian Perspective, 24th Ed S.Chand New Delhi 8.Jeevnandam C. International Business S.Chand New Delhi 2008 9.Paul Justein International Business, 5th Ed (2011)Prentice Hall of India,Pvt Ltd new Delhi 10.Keegan Warren J. and Green Mark C. Global Marketing,4th Ed.(2009) Prentice Hall India,Pvt Ltd 11.Bhalla V. K. and Ramu S.S.(2009)International Business Environment, Anmol Prakashan New Delhi 12.William Kerr and Nicholas Perdikis, “A Guide to the Global Business Environment” Edward Elgar Publications 13.Adhikary, Manab: Global Business Management, Macmillan, New Delhi. 14. Black and Sundaram: International Business Environment, Prentice Hall of India, New Delhi. 15.V.K. Bhalla & S. Shiva Ramu: International Business Environment & Management, Anmol Publication Pvt. Ltd, New Delhi.

3.	<b>Websites</b>	<a href="http://www.worldbank.org">www.worldbank.org</a> <a href="http://www.saarc.org">www.saarc.org</a> <a href="http://www.adb.org">www.adb.org</a> <a href="http://www.icj-cji.org">www.icj-cji.org</a> <a href="http://www.wipo.int">www.wipo.int</a> <a href="http://www.wto.org">www.wto.org</a> <a href="http://www.asean.org">www.asean.org</a> <a href="http://www.who.int">www.who.int</a> <a href="http://www.un.org">www.un.org</a> <a href="http://www.bricscci.com">www.bricscci.com</a>
4.	<b>Journals</b>	1.Harward Business Review 2.Journal of International Business Studies 3.Journal of International Business Management & Research 4.Foreign Trade Review
5.	<b>Supplementary Readings</b>	1. <a href="https://fittfortrade.com/global-business-environment">https://fittfortrade.com/global-business-environment</a> 2. <a href="https://www.wto.org/">https://www.wto.org/</a> 3. <a href="https://www.eximbankindia.in/">https://www.eximbankindia.in/</a> 4.INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a> 5.J-GATE <a href="http://jgateplus.com">http://jgateplus.com</a> 6.EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same
6.	<b>Practical Component</b>	1. Prepare country wise resource profile and identify the major advantage areas for trade of that country. 2. Make classroom presentation on legal and financial environment impact on international business of selected country.

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-303</b>	<b>Credit Pattern</b>	<b>P-4</b>
<b>Course Title</b>	<b>Project Work and Viva-Voce</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Identify the research problem and formulate objectives.

2.	Apply appropriate methodology with proper tools and techniques.
3.	Analyze and interpret the data collected from different sources
4.	Design a project report.

**Syllabus:**

**Project Work and Viva-Voce: 100 Marks**

Project Work 40 Marks

Viva-Voce 60 Marks

**Project Work:**

- 1) Project report can be prepared on any compulsory or respective optional subject based on field work. However, it is better to select any topic from their own specialization because it should be their worthwhile experience in their own specialized subject.
- 2) Students are required to prepare the Project Report based on the field work and studying the current trends in commerce & Management under the guidance of the Project Guide. Project Report should not be based on only secondary data.
- 3) The Project Report contents at least following aspects:
  - (a) **Chapter-I Introduction:** It will include Statement of the Problem, Objectives of the Project, methodology, scope and limitations, chapter scheme etc.
  - (b) **Chapter-II Review of Literature/Theoretical Background/Conceptual Framework**
  - (c) **Chapter-III Profile of the Organization/Area**
  - (d) **Chapter-IV Analysis and Interpretation of the Data**
  - (e) **Chapter-V Conclusion:** It will include observations, findings, suggestions, and conclusions.
- 4) Project Work will be done by the student individually.
- 5) The Project report shall consist of at least typed 50 Pages.
- 6) Two Copies of typed Project Report should be submitted to the department.
- 7) All recognized P.G. Teachers under the Faculty of Commerce and Management are eligible to work as Project Guide.
- 8) The Responsibility of guiding the projects will be shared by all recognized and P.G. Teachers in proportion.
- 9) All students should submit the Project report on or before due date without fail.

**Viva-voce:**

- 1) The panel of experts should try to verify that the candidate has done the project on his own and also identify his/her insight in the research problem concerned. The quality of the work should be evaluated on the basis of novelty, contribution to the society or business and developing critical thinking, analytical thinking and decision-making skills towards students.
- 2) Panel of viva-voce examination will consist of two experts (one expert is internal and one is external). The college will appoint these experts and the remuneration as well as TA/DA will be paid by the college to all two experts as per the college rules.
- 3) The evaluation of Project Work-Viva Voce for 100 marks will be made collectively by Internal & External Examiners and the average of these marks will be taken as final marks. The Chairman has to submit final marks to the examination department.
- 4) The evaluation of Project Work-Viva-Voce will be conducted after completion of the Semester-III but before the commencement of theory examination. It will be conducted by the Internal & External Examiners.

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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-301-A</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Advanced Accountancy Paper-V (Costing)</b>		

**Course Outcomes**

	The students will be able to:
1.	Describe the elements of cost and cost sheet.
2.	Apply the knowledge and skill to prepare job cost sheet and contract account.



3. Evaluate the different elements of cost.

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	<b>Introduction and Elements of Cost:</b> Meaning, scope, objectives and advantages of cost accounting, Elements of Cost – Material Cost, Labour Cost and Overheads; Classification of cost, cost unit, cost center, preparation of cost sheet and quotation.  <b>Practical:</b> a) Group discussion can be conducted in the classroom on the contents of Unit-I b) Collect cost data from any organization and prepare cost sheet	L= 11	
		T= 2	P= 2
2	<b>Job Costing and Contract Costing:</b> Job Costing – Job Costing and Unit Costing: Meaning, Features, Practical Applications of Job Costing and Unit Costing, Preparation of Job Cost Sheet. Contract Costing- Contract Costing: Meaning, Features, Accounting Procedure, Retention money, Escalation Clause, Work in Progress, Cost Plus Contract. Preparation of Contract Account  <b>Practical:</b> a) Collect cost data from organization which are working on job contract basis and prepare job cost sheet b) Collect cost data from any contractor and prepare contract account for a single contract	L= 12	
		T= 1	P= 3
3	<b>Process Costing and Service Costing:</b> Process Costing: Meaning and its Applications, Concept of Equivalent Production, Preparation of Process Accounts, Concepts of Joint Products and By Products. Service Costing : Meaning and Definition, Application of Service Costing, Determination of Service Cost in Transport Industry  <b>Practical:</b> a) Visit any processing unit and prepare Process Accounts b) Visit any service organization and determine service cost.	L= 11	
		T= 2	P= 2
4	<b>Reconciliation of Cost and Financial Accounts:</b> Need for Reconciliation of Cost and Financial Accounts. Preparation of Statement of Reconciliation of Cost and Financial Accounts  <b>Practical</b> Collect cost data and financial data from any organization and prepare Statement of Reconciliation of Cost and Financial Accounts	L=11	
		T= 1	P= 2

**Learning Resources**

1.	<b>Text Books</b>	1. Institute of Cost and Works Accountants of India-Cost Audit Social Objectives. 2. Laws on Cost Audit - N. Banerjee, International Law Book Centre, Calcutta. 3. Cost and Management Audit — Rajnathan, Publisher - Tata McGraw Hill.
2.	<b>Reference Books</b>	1. Cost accounting – B.K.Bhar 2. Cost accounting – Jain and Narang 3. Cost accounting – S N Maheshwari 4. Cost accounting (Problems & Solutions) – Khanna, Pandey, Arora & Ahuja 5. Cost accounting – Shukla, Grewal & Gupta
3.	<b>Websites</b>	1. www.icmai.in 2. www.microvistatech.com 3. www. globalcma.in 4. INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>

		5.J-GATE <a href="http://jgateplus.com">http://jgateplus.com</a> 6.EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> 7.Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same
4.	<b>Journals</b>	1. The Chartered Accountant Journal. 2. The Chartered Secretary Journal. 3.The Management Accountant Journal, 4. The Indian Journal of Commerce 5.Indian Journal of Management
5.	<b>Supplementary Readings</b>	1. Asian Journal of Management Cases (New Sub.) 2. Foreign Trade Review (New Sub.) 3.Jindal Journal of Business Research(New)
6.	<b>Practical Component</b>	1.Preparation of Cost Sheet 2. Numerical Problems on Job Costing and Contract Costing. 3. Numerical Problems on Process Costing and Service Costing. 4.Numerical Problems on Reconciliation of Cost and Financial Accounts

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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-301-B</b>	<b>Credit Pattern</b>	<b>L-45, T-4, P-11</b>
<b>Course Title</b>	<b>Financial Data Analysis Using Excel Paper- VI</b>		

<b>Course Outcomes</b>	
	The students will be able to :
1.	Apply the basic excel tools generally employed in financial data analysis.
2.	Analyze the financial statements using excel.
3.	Interpret financial statements using excel.

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	<b>Financial Statement Analysis:</b> Introduction, objectives of analysis of financial statement-tools of financial statement analysis - Multi - step income statement, Horizontal analysis, Communized analysis, Trend analysis, Balance Sheet Analysis.	L= 11	
		T= 1	P= 3
2	<b>Various Financial Statements:</b> Cash Flow- Concept, Meaning and Uses and Importance of the statements, Funds Flow- Concept, Meaning and Uses and Importance of the statements, Ratios-Variou Useful Ratios in the business and their implications. <b>Financial Forecasting:</b> Sales forecast, preparation of proforma income statement, proforma balance sheet, growth and external funds requirement, computerized financial planning system.	L= 12	
		T= 1	P= 2
3	<b>Basics of Excel:</b> Introduction to spreadsheets, reading data, manipulating data. Basic spreadsheet operations and functions. some more useful functions such as the IF, nested IF, VLOOKUP functions in Excel. Introduction to the Data filtering capabilities of Excel, the construction of Pivot Tables to organize data and introduction to charts in Excel. Constructing various Line, Bar and Pie charts. Using the Pivot chart features of Excel.	L= 11	
		T= 1	P= 3
4	<b>Financial Data Analysis Using Excel: -</b> Preparing the financial statements using excel, Linking the two statements, Comparing the two statements, Validating the results- Splitting Screens, Conditional Formatting, Formatting the Tables for easy understanding, Time Value of Money	L=11	
		T= 1	P= 3

**Learning Resources**

1.	<b>Text Books</b>	1. Friedson and Alvarez, “Financial Statement Analysis: A practioners’ Guide”, Wiley finance. 2. Leonard Soffer and Robin Soffer, “Financial Statement Analysis: A Valuation Approach”, Pearson Education, Latest Edition. 3. Microsoft Data Analysis by Denise Etheridge, Wiley Publications.
2.	<b>Reference Books</b>	1. Bernstein, Leopold A., “Understanding Corporate Reports: A guide to financial statements”, Dow Jones-Irwin, Latest Edition. 2. Ambrish Gupta, “Financial Accounting for Managers: An Analytical Perspective”, Prentice Hall. 3. Dr. S.N. Maheswari, Management Accounting Sexana, Management Accounting
3.	<b>Websites</b>	1. <a href="http://www.inteleants.com/analytics-modeling-excel-programming.html">www.inteleants.com/analytics-modeling-excel-programming.html</a> 2. <a href="http://www.wiley.com">www.wiley.com</a> 3. <a href="http://www.excelforum.com">www.excelforum.com</a>
4.	<b>Journals</b>	1. Finance India 2. Chartered Accountant Journal 3. Indian Journal of Finance (New Sub.) 4. Journal of Accounting & Finance
5.	<b>Supplementary Readings</b>	1. Calcutta Statistical Association Bulletin 2. RBI Bulletin 3. Tax Reference 4. The Management Accountant
6.	<b>Practical Component</b>	Hands on experience of ratio analysis, financial forecasting, comparative study etc. of Financial Statements with using Excel.



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-301-C</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Financial Reporting</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Explain the financial statements for stakeholders.
2.	Analyze the impact of GAAP and its application for reporting and compliance.
3.	Evaluate financial statements for strategic decision-making.
4.	Interpret the ongoing developments for financial reporting.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Financial Reporting:</b> Concept, Meaning, Importance of Financial Reporting, Users of Financial Statements, Objectives of preparing Financial Statements, Underlying Assumptions.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Financial Statements of Corporate Entities:</b> Relevance of Accounting Standards and Guidance Notes issued by ICAI to Financial Reporting, GAAP, IFRS, Ind-AS etc. Attributes of Good financial Reporting, Best Practices, Common Defects in financial reporting.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>3</b>	<b>Group Financial Statements:</b> Framework for preparation and presentation of financial statements, Consolidated Income Statement, balance Sheet and Cash Flow Statements for Group of companies (AS-21). Ind AS on Disclosures in the Financial Statements (Ind AS-24, Ind As-33, Ind AS-108)	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Emerging Trends in Reporting:</b> Integrated Reporting, Corporate Social Responsibility Reporting, Human Resources Reporting, Value Added Statement, Sustainability Reporting- Concept of Triple Bottom Line Reporting, Global Reporting Initiative (GRI), International Federation of Accountants (IFAC). <b>Brief Introduction to Income Computation and Disclosure Standards (ICDS)- under the IT Act.</b>	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

### Practical Problems

1. Practical problems on group financial statements.
2. Disclosures

<b>Learning Resources</b>		
<b>1.</b>	<b>Text Books</b>	1. Financial Analysis for Management Decisions, By M .Sarngadharam & S.Rajitha Kumar, New Century Publications, Jan 2011 2. Corporate Financial Reporting and Analysis, Ashish K Bhattacharya May 2018, PHI Learning 3. Financial Reporting under IND-AS and AS-Covering Sch III, ICDS, and ICAI Guidance Notes, Bloomsbury; Second edition (28 April 2019) 4. Students' Guide to Accounting and Financial Standards, Financial Times/ Prentice Hall; 9 edition (15 May 2003)

2.	<b>Reference Books</b>	1.Cases in Financial Reporting, International Edition, Michael Sandretto, CENGAGE Learning Custom Publishing, 2011 2. Financial statements, Revised and Expanded edition: A step by step guide to understanding and creating financial reports, Kindle Edition by Thomas R. Itteleson.
3.	<b>Websites</b>	1.www.icaai.org.in 2.www.bseindia.com 3.www.annualreports.com 4. www.finstanon.com 5.INFLIBNEThttp://nlist.inflibnet.ac.in 6.J-GATEhttp://jgateplus.com 7.EBSCOhttp://search.ebscohost.com 8.Library online Opac Address: http://192.168.1.111:8080/opac *For INFLIBNET individual usernames and passwords are already given. Use the same
4.	<b>Journals</b>	1.Finance India 2.Chartered Accountant Journal 3. Indian Journal of Finance (New Sub.) 4.Journal of Accounting & Finance
5.	<b>Supplementary Readings</b>	1.Business Standard 2. Business Line 3. The Financial Express 4.Manuals of ICAI
6.	<b>Practical Component</b>	1.Practical Problems on Financial Reporting 2.Group Financial Statements 3.Cash Flow Statement 3.Emerging Trends in Reporting 4.Financial Data Analysis using Prowess-IQ

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# M.Com.

# SEMESTER - IV

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-401</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Management Control System</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Describe the fundamentals of Management Control System and Reporting.
2.	Apply techniques of MCS for decision making.
3.	Interpret business decisions using techniques of MCS.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Management Control System:</b> Meaning, Need, Importance and Scope of Management Control System, Management Control Process; Strategic Planning-Meaning, Difference between	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

	Strategic Planning and Management Control and Reporting to Management Types of Reports and Characteristics of good report.  <b>Practical:</b> Group discussion can be conducted in the classroom on the contents of Unit-I.		
2	<b>Marginal Costing and CVP Analysis:</b> Meaning and Application of Marginal Costing, Break-Even Analysis, Cost-Volume- Profit (CVP) Analysis, Decision Making through Marginal Costing- Make or Buy Decision, Shut Down or Continue Decision, CVP Analysis in Multi-product Decision, Alternative Course of Action.  <b>Practical:</b> a) Exercise for Simulation of computing break-even point and margin of safety and interpret the situations. b) Draw break-even charts on graph paper considering hypothetical data and compare output of graphical method with algebraic method.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
3	<b>Budget and Budgetary Control:</b> Meaning of Budget and Budgetary Control, Objectives, Advantages and Limitations; Types of Budgets – Production, Sales, Cash, Master Budget, Fixed and Flexible Budget; Capital Expenditure Budgeting (Note: Problems will be asked on Cash Budget, Flexible Budget and Capital Budget only)  <b>Practical:</b> Role Play can be arranged to know the working of budget committee works in budgetary control system or Visit any organization which has well established budgetary control system and discuss with budget officer regarding it.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Standard Costing and Variance Analysis:</b> Meaning of Standard Cost and Standard Costing, Setting a System of Standard Costing, Advantages and Limitations; Variance Analysis- Material Cost Variances, Labour Cost Variances and Overhead Variances  <b>Practical:</b> a) Compute variances on the basis of hypothetical data and interpret it. b) Analyse variances for such any organization which has well established budgetary control system and discuss with budget officer regarding it.	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

Learning Resources		
1.	<b>Text Books</b>	1. Bhattacharya S K and Dearden J. Accounting for Management: Text and Cases 2. Debarshi Bhattacharyya, Management Accounting, Pearson Publication House, ISBN: 9788131731789 3. S P Jain & K L Narang. Cost Accounting, Himalaya Publication House 4. Charles T Horngren and others. Cost Accounting ñ a Managerial Emphasis
2.	<b>Reference Books</b>	1. Khan M Y & Jain P K. Management Accounting, Himalaya Publication House. 2. Pandey I. M: Management Accounting, Vikas Publication House 3. Khan and Jain: Management Accounting: Tata McGraw-Hill, New Delhi 4. Bhattacharyya S K and Dearden J-: Accounting for Management: Vikas Publishing Pvt. Ltd. New Delhi 5. Manmohan & Goyal : Principles of Management Accounting 6. Maheshwari: Principles of Management Accounting 7. Robert Anthony and Vijay Govindrajana - Management Control System
3.	<b>Websites</b>	1. www.udemy.com 2. www.manipalprolearn.com

		3.INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a> 4.J-GATE <a href="http://jgateplus.com">http://jgateplus.com</a> 5.EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> 6.Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same
4.	<b>Journals</b>	1. The Chartered Accountant Journal. 2. The Chartered Secretary Journal. 3. The Management Accountant Journal
5.	<b>Supplementary Readings</b>	1.Finance India 2. Journal of Accounting & Finance 3. Business Line
6.	<b>Practical Component</b>	1. Practical Problems on CVP analysis. 2. Practical Problems on Budget & Budgetary Control. 3. Practical Problems on Standard Costing and Variance Analysis.

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-402</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Financial Management</b>		

<b>Course Outcomes</b>	
	The students will be able to :
1.	Analyze working capital statement for decision making.
2.	Apply cash management technique for cash control.
3.	Evaluating investment proposals using capital budgeting technique.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Nature and Scope of Financial Management:</b> Nature, significance, objectives and scope of financial management; risk-return and value of the firm; financial distress and insolvency; financial sector reforms and their impact on financial management; functions of finance executive in an organization; financial management – recent developments.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>



2	<b>Capital Budgeting Decisions:</b> Planning and control of capital expenditure; capital budgeting process; techniques of capital budgeting- discounted and non-discounted cash flow methods, choice of methods; capital rationing; <b>Working Capital Management:</b> Meaning & Concept of Working Capital, Types of Working Capital, Determinants of Working Capital, Factors influencing working capital, Assessment of Working Capital, Working Capital, A Policy Decision, Control of Working Capital, Gross working capital, Net working capital.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
3	<b>Capital Structure Decisions:</b> Meaning and significance of capital structure; capital structure vis-a-vis financial structure; capital structure planning and designing; optimal capital structure; determinants of capital structure; capital structure and valuation - theoretical analysis; EBIT – EPS analysis; cost of capital; factors affecting cost of capital, measurement of cost of capital, weighted average cost of capital, marginal cost of capital; risk and leverage; measures of leverage, leverage effects on shareholders returns.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Dividend Policy:</b> Introduction; types, determinants and constraints of dividend policy; different dividend theories — Walter’s Model, Gordon’s Model and Modigliani-Miller Hypothesis of dividend irrelevance; forms of dividend; dividend policy - practical considerations and legal constraints; corporate dividend practices in India; statutory framework.	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

### Learning Resources

1.	<b>Text Books</b>	<p>1.M.Y. Khan &amp; P.K. Jain: Financial Management – Text and Problems; Tata McGraw Hill Publishing Co. Ltd., New Delhi.</p> <p>2.Prasanna Chandra: Financial Management – Theory &amp; Practice; Tata McGraw Hill Publishing Co. Ltd., New Delhi.</p> <p>3.I.M. Pandey: Financial Management (2005); Vikas Publishing House Pvt. Ltd., New Delhi.</p> <p>4.R.P. Rustagi: Financial Management – Theory, Concepts and Problems; Galgotia Publishing Co., Karol Bagh, New Delhi.</p> <p>5.S.N. Maheshwari: Financial Management – Principles &amp; Practice; Sultan Chand &amp; Sons, Darya Ganj, New Delhi.</p>
2.	<b>Reference Books</b>	<p>1. S.C. Kuchhal: Financial Management (Sixteenth Edition); Chaitanya Publishing House, Allahabad.</p> <p>2. J.C. Vanhorne: Financial Management &amp; Policy; Prentice Hall of India (P) Ltd., New Delhi.</p> <p>3.Sabir Kumar Banerjee: Financial Management; S.Chand &amp; Co. Ltd., New Delhi.</p> <p>4. J.C. Verma: A Manual of Merchant Banking (Practice and Procedures); Bharat Law House, New Delhi.</p> <p>5.Scott L. William: Contemporary Financial Markets and Services; West Publishing Company, St. Paul (USA).</p> <p>6.V.K. Bhalla: Financial Management and Policy; Anmol Publications Pvt. Ltd., Darya Ganj, New Delhi-110002.</p> <p>7.John C. Hull: Options, Futures and other Derivative Securities; Prentice- Hall, Inc., Englewood Cliffs, N.J. USA.</p> <p>8.V.A. Avadhani: Treasury Management in India; Himalaya Publishing House.</p> <p>Hudson Robert: Treasury Management; Blackwell, 108, Cowley Road, Oxford, U.K.</p>
3.	<b>Websites</b>	<p>1. <a href="https://finmin.nic.in/">https://finmin.nic.in/</a></p> <p>2. <a href="http://www.indiabudget.gov.in">www.indiabudget.gov.in</a></p> <p>3. <a href="http://www.capitalindia.com">www.capitalindia.com</a></p> <p>4. <a href="https://dor.gov.in/">https://dor.gov.in/</a></p>
4.	<b>Journals</b>	<p>1. The Chartered Accountant Journal.</p> <p>2. The Chartered Secretary Journal.</p> <p>3. The Management Accountant Journal, Printer &amp; Publisher, CMA</p> <p>4. Indian Journal of Finance</p> <p>5. International Journal of Applied Business &amp; Economic Research</p> <p>6. Finance India</p> <p>7. Journal of Accounting &amp; Finance</p> <p>8. Journal of Emerging Market Finance (New Sub.)</p>
5.	<b>Supplementary Readings</b>	<p>1.Finance India</p> <p>2.The Economic Times</p>

		3. Business Standard 4. Business Line 5. The Financial Express 6. Economic Survey 7. INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a> 8. J-GATE <a href="http://jgateplus.com">http://jgateplus.com</a> 9. EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> 10. Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same
6.	<b>Practical Component</b>	1. Practical problems on capital budgeting decisions 2. Practical problems on capital structure decisions 3. Practical problems on dividend policy 4. Practical problems on working capital 5. To prepare capital structure of own company 6. Financial data analysis of companies

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-401-A</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Advanced Accountancy Paper-VII (Taxation)</b>		

<b>Course Outcomes</b>	
	The students will be able to:
1.	Assess applicability of GST liability.
2.	Analyze deductions from gross total income.
3.	Evaluate the income under different heads and taxability.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Definitions, Exemptions &amp; Deductions:</b> Definitions Under the Income Tax Act, 1961, Exemptions Under Section -10, Deductions from Gross Total Income Under Chapter – VI A.  <b>Practical:</b>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

	Group discussion can be conducted in the classroom on the contents of Unit-I		
2	<b>Taxable Income and Tax Liability:</b> Computation of Taxable Income and Tax Liability of Individual, H.U.F., Firm, Association of Persons and Limited Company.  <b>Practical:</b> Collect data from any individual or any other assessee and compute taxable income and tax liability.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
3	<b>Clubbing of Income and Online Tax Governance:</b> Clubbing of Income, Set-off and Carry Forward of Losses, E- Filing of Returns, Online Payment of Tax.  <b>Practical:</b> Make e-filing of IT return of any individual.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Introduction to GST:</b> Introduction to Goods and Service Tax (GST), Concept of GST, Nature and Basis of Charge, Registration under GST, Valuation of Taxable Services, Provisions Pertaining to Returns Under GST.  <b>Practical:</b> Group discussion on any point given in Unit-IV.	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

Learning Resources		
1.	<b>Text Books</b>	1. Vinodkumar Singhania - Students Guide to Income Tax 2. Prasad Bhagawati – Incom Tax Law & Practice 3. Mehotra H.C. – Income Tax Law 4. Dinkar Pagare – Income Tax Law and Practice 5. Ahuja & Gupta – Systemetice Approach to Income Tax
2.	<b>Reference Books</b>	1) Singhania – Student’s Guide to Income Tax 2) Prasad Bhagwati – Income Tax Law & Practice 3) Mehrotra H.C. – Income Tax Law 4) DinkarPagare –Income Tax Law and Practice 5) Ahuja and Gupta – Systematic Approach to Income Tax
3.	<b>Websites</b>	1. <a href="https://icmai.in/TaxationPortal/">https://icmai.in/TaxationPortal/</a> 2. www.icai.org 3. www.icsi.edu 4. www.incometaxindia.gov.in
4.	<b>Journals</b>	1. The Tax Referencer 2. RBI Bulletin 3. Chartered Accountant Journal
5.	<b>Supplementary Readings</b>	1. Business Today 2. The Economic Times 3. The Financial Express
6.	<b>Practical Component</b>	1. Practical Problems on Different Heads of Income. 2. Practical Problems on Clubbing of Income. 3. Practical should be taken in the classroom on E-filing of Income Tax Return, Online Payment of Tax, and GST Registration.



<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-401-B</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Advanced Accountancy Paper-VIII (Contemporary Issues in Accounting)</b>		

<b>Course Outcomes</b>	
	The students will be able to :
1	Discuss the contemporary issues in accounting.
2	Assess the impact of contemporary issues in accounting.
3	Evaluate the impact of contemporary issues on accounting.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Recent Developments in Accounting:</b> Concept, Scope and Significance of Forensic Accounting, Concept and Provisions of Corporate Social Responsibility, Carbon Credit, Concept of Segmental Reporting  <b>Practical:</b> Group discussion can be conducted in the classroom on the contents of Unit-I	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Inflation Accounting:</b> CPP Method, CAA Method and Hybrid Method, Preparation of Restated	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>

	Income Statement and Balance Sheet <b>Practical:</b> Download the financial statements of any company and prepare restating financial statements.		
3	<b>Economic Value Added:</b> Value Added Statement- Value Added Concept, Treatment of Certain Items, Advantages and Limitations of Value Added Statement and Preparation of Value Added Statement; Economic Value Added- Concept and Utility of EVA and Preparation of Statement Showing Computation of EVA.  <b>Practical</b> A) Collect data from any company and prepare Value added statement. B) Collect data from any company and prepare statement showing Economic Value Added.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Accounting for Financial Instruments:</b> Definitions, Methods of Trading, Margin, Option, Provisions in Accounting Standards 30,31 and 32- Recognition and Measurement, Presentation and Disclosure  <b>Practical:</b> Download the annual report of any listed company and analyse contents with reference to AS-30, 31 & 32.	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

Learning Resources		
1.	<b>Text Books</b>	1. Bose, D. (2010). Advanced Accounting. Prentice Hall India Learning Private Limited. 2. Made Gowda – Advanced Accounting, Himayala Publication House 3. Jawaharlal, Managerial Accounting, Himayala Publication House 4. S.N. Maheshwari , Advanced Accountancy, Vikas Publishers 5. R. Venkataramana, Advanced Accountcy, Vikas Publication House 6. S. P. Jain and K. L. Narang – Advanced Accountancy, Kalyani Publication House. 7. Paduka’s Students Handbook on Advanced Auditing; CA Final; Padhukas
2.	<b>Reference Books</b>	1. Corporate Accounting – Maheshwari and Maheshwari, Vikas Publications, 2. Advanced Accountancy – Shukla, Grewal, Gupta 3. Advanced Accountancy – Jain and Narang 4. Financial Management – Ravi M. Kishore 5. Financial Management – M. Y. Khan & P. K. Jain
3.	<b>Websites</b>	1. INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a> 2. J;GATE <a href="http://jgateplus.com">http://jgateplus.com</a> 3. EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> 4. www.icaai.org. 5. Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same
4.	<b>Journals</b>	1. The Chartered Accountant Journal. 2. The Chartered Secretary Journal. 3. The Management Accountant Journal. 4. Finance India 5. Journal of Accounting & Finance

5.	<b>Supplementary Readings</b>	1.CA IPCC Study Material 2. Relevant Study Material Issued by ICAI 3.Relevant Study Material Issued by ICSI 4.Relevant Study Material Issued by ICWAI
6.	<b>Practical Component</b>	1.Practical Problems on Inflation Accounting 2. Practical Problems on Economic Value Added.

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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-401—C</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>Corporate Tax Structure and Planning</b>		

<b>Course Outcomes</b>	
	The students will be able to :
1.	Explain the concepts in corporate tax structure planning.
2.	Apply the various provisions of the law to manage the tax liability.
3.	Evaluate the sources of income and their taxability.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction of Tax Planning:</b> Meaning of tax planning and management, tax evasion and tax avoidance; Nature and scope of tax planning and management in the corporate sector; Justification of corporate tax planning and management.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Assessment of Companies:</b> Residential Status and incidence of Tax, Computation of corporate tax: Carry forward and set off of losses in the case of certain companies under Sec. 79 of Income-tax Act, 1961; Deductions	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>

	available to corporate assessee, Computation of taxable income of companies; Computation of amount of corporate tax liability; Minimum Alternate Tax; Tax on distributed profits of domestic companies; Tax on income distributed to unit holders.		
3	<b>Tax Planning and Financial Management Decisions:</b> Capital structure decisions; Dividend Policy; Bonus Share; Investments and Capital Gains. Owning or leasing of an asset; purchase of assets by installment system or Hire System; Purchase of an asset out of own funds or out of borrowed capital; manufacturing or buying; Repairing, replacing, renewing or renovating an asset; Sale of assets used for scientific research; Shutting down or continuing operations. Private equity	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Business Reorganisation:</b> Tax Planning in respect of amalgamation or de-merger of companies, Slump sale, conversion of a firm into a company. Conversion of Sole Proprietorship into Company, Conversion of company into Limited Liability Partnership.	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

Learning Resources		
1.	<b>Text Books</b>	1. Lal. B. B & N. Vashisht, Direct Taxes Income Tax, Wealth Tax and Tax Planning. 2. Taxman, The Tax and Corporate Law Weekly. 3. Bhagmati Prasad, Direct Taxes And Laws And Practice, Wishwa Prakashan,
2.	<b>Reference Books</b>	1. Srinivas.E.A, Corporate Tax Planning, Tata McGraw Hill, 2. Singhania, Vinod. K, Taxmann's Direct Taxes, Law & Practice. 3. Ahuja. Girish&Ravi Gupta, Bharat's Professional Approach to Direct Taxes, Law & Practice, Bharat Law House Pvt. Ltd.
3.	<b>Websites</b>	1. www.icaai.org.in 2. www.icsi.edu.in 3. www.incometaxindiaefiling.gov.in 4. INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a> 5. J-GATE <a href="http://jgateplus.com">http://jgateplus.com</a> 6. EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> 7. Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> For INFLIBNET individual usernames and passwords are already given. Use the same
4.	<b>Journals</b>	1. Tax Reference 2. Finance India 3. Chartered Secretary 4. Chartered Accountant Journal
5.	<b>Supplementary Readings</b>	1. The Economic Times 2. The Financial Express 3. Business Standard
6.	<b>Practical Component</b>	1. Practical Problems on Computation of Income 2. Tax Planning

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**Value Added Certificate Courses  
(Non-Credit Courses)**



<b>Course Code</b>	<b>Certificate Course-I (Semester-I)</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Title</b>	<b>Tally Essential Course Level-I</b>	<b>Credit Pattern</b>	<b>L-15, T-5 P-10</b>

**Level of Knowledge: Advanced Knowledge**

**Course Outcomes:**

The students will be able to :

1. Demonstrate the applications of accounting with Tally.
2. Generate accounting and inventory master, vouchers and basic reports in tally.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<p><b>Chapter 1: Fundamentals of Accounting</b> This chapter summarizes the Fundamentals of Accountancy, starting with the accounting terms, concepts, right up to the double entry system of accounting. It explains the need and usage of Golden Rules of Accounting in the books of accounting and recording the business transactions.</p> <p><b>Chapter 2: Introduction to Tally Prime</b> This introductory chapter on Accounting using Tally explains how simple it is to download and install Tally in the system. This chapter helps you understand the simplest way of creating a company and the company features and configurations.</p>	<b>L=7</b>	
		<b>T=3</b>	<b>P=5</b>

<b>2</b>	<b>Chapter 3: Maintaining Chart of Accounts</b> This chapter shows you how simple it is to create, alter and display the Chart of Accounts such as Ledgers, Groups, Stock Items and Units of Measure Creation. <b>Chapter 4: Recording and Maintaining Accounting Transactions</b> This chapter covers how to record transactions such as Receipt, Contra, Payment, Purchase, Sales, Debit Note, Credit Note, and Journal Vouchers with practical scenarios.	<b>L=8</b>	
		<b>T=2</b>	<b>P=5</b>

Learning Resources		
<b>1</b>	<b>Reference books</b>	1.Tally ACE book from Tally Education Private Ltd. 2.SoumyaBehera--Learn Tally ERP 9 in 30 daysl, B.K. Publications: 3.Joseph Brady and Ellen Monk - -Concepts in Enterprise Resource Planningl, S.Chand (G/L) & Company Ltd 4.Kogent Solutions Inc – -Tally .ERP 9 in Simple Stepsl, Dreamtech Press 5.Asok K Nadhani ,-Mastering Tally ERP 9: Basic Accounts, Invoice, Inventoryl, BPB Publications
<b>2.</b>	<b>E-Libraries</b>	<u><a href="http://nlist.inflibnet.ac.in">INFLIBNEThttp://nlist.inflibnet.ac.in</a></u> <u><a href="http://jgateplus.com">J-GATEhttp://jgateplus.com</a></u> <u><a href="http://search.ebscohost.com">EBSCOhttp://search.ebscohost.com</a></u> <a href="http://www.tallyeducation.com">www.tallyeducation.com</a> Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b>

**Note:** This beginner level certification will recognize skills of a candidates learning Tally Prime. Online assessment will be conducted and successful candidates will earn a verifiable digital certificate from Tally.

Tally certifies candidate as job ready and opens up multiple career opportunities. A certified candidate can opt to become an entrepreneur as well.

#### **MODE OF ASSESSMENT**

**Assessment Format: Online**

**Duration: One Hour**

**No. of Exams: One Exam**

**Certification Type: Digital**

<b>Course Code</b>	<b>Certificate Course-II (Semester-II)</b>	<b>Total Credit</b>	<b>2</b>

<b>Course Title</b>	<b>Tally Essential Course Level-II</b>	<b>Credit Pattern</b>	<b>L-15, T-4, P-11</b>
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**Level of Knowledge: Advanced Knowledge**

**Course Outcomes:**

The students will be able to :

1. Demonstrate the applications of accounting of banking.
2. Evaluate financial statements as well as evaluation of stock and company data.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<p><b>Chapter 1: Banking</b> This chapter covers the basic Banking Feature, Cheque Printing, Bank Reconciliation, and Generating Deposit Slips including Payment Advice.</p> <p><b>Chapter 2: Generating Financial Statements and MIS Reports</b> This chapter covers all MIS reports in Tally; Trail Balance, Balance Sheet, Profit and Loss account, Cash Flow Statement, Ratio Analysis, Daybook, Receipts and Payments, Purchase and Sales Register including Inventory Reports.</p>	<b>L=7</b>	
		<b>T=2</b>	<b>P=6</b>
<b>2</b>	<p><b>Chapter 3: Data Security</b> This chapter covers Securing Financial Information of the Company, Creating Security Control, User Roles, Creation of Users and Change User.</p> <p><b>Chapter 4: Company Data Management</b> This chapter covers how to securely take company data and restore without any data loss.</p>	<b>L=8</b>	
		<b>T=2</b>	<b>P=5</b>

**Learning Resources**

<b>1</b>	<b>Reference books</b>	<p>1.Tally ACE book from Tally Education Private Ltd.</p> <p>2.SoumyaBehera--Learn Tally ERP 9 in 30 daysl, B.K. Publications:</p> <p>3.Joseph Brady and Ellen Monk - -Concepts in Enterprise Resource Planningl, S.Chand (G/L) &amp; Company Ltd</p> <p>4.Kogent Solutions Inc – -Tally .ERP 9 in Simple Stepsl, Dreamtech Press</p> <p>5.Asok K Nadhani , -Mastering Tally ERP 9: Basic Accounts, Invoice, Inventoryl, BPB Publications</p>
<b>2.</b>	<b>E-Libraries</b>	<p><a href="http://nlist.inflibnet.ac.in">INFLIBNEThttp://nlist.inflibnet.ac.in</a></p> <p><a href="http://jgateplus.com">J-GATEhttp://jgateplus.com</a></p> <p><a href="http://search.ebscohost.com">EBSCOhttp://search.ebscohost.com</a></p> <p><a href="http://www.tallyeducation.com">www.tallyeducation.com</a></p> <p>Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></p> <p><b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>

**Note:** This advanced level certification will recognize skills of a candidates learning Tally Prime. Online assessment will be conducted and successful candidates will earn a verifiable digital certificate from Tally.

Tally certifies candidate as job ready and opens up multiple career opportunities. A certified candidate can opt to become an entrepreneur as well.

## MODE OF ASSESSMENT

**Assessment Format: Online**

**Duration: One Hour**

**No. of Exams: One Exam**

**Certification Type: Digital**

<b>Course Code</b>	<b>Certificate Course-III (Semester-III)</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Title</b>	<b>TDS Using Tally</b>	<b>Credit Pattern</b>	<b>L-15, T-2, P-13</b>
<b>Level of Knowledge: Advanced Knowledge</b>			
<b>Course Outcomes:</b>			
	The students will be able to :		
1.	Show the practical applications of TDS using Tally.		
2.	Generating TDS reports using Tally.		

### Syllabus:

Unit Number	Contents	Number of Sessions	
<b>1</b>	<b>Chapter 1: Introduction to TDS</b> This chapter covers Fundamentals of TDS and Introducing Capital to Business.	<b>L=7</b>	
	<b>Chapter 2: Configuring TDS at Different Levels</b> This chapter covers topics including how to activate TDS, Creation of TDS Masters and defining TDS at Group and Ledger.	<b>T=1</b>	<b>P=7</b>
	<b>Chapter 3: Basic TDS Transactions</b> This chapter elaborates Booking of Expenses and Deducting TDS on Multiple Expenses.		
	<b>Chapter 4: Advanced TDS Transactions - Part A</b> This chapter covers Booking Advanced Expenses and Reversal of Expenses.		

<b>2</b>	<b>Chapter 5: Advanced TDS Transactions - Part B</b> This chapter covers TDS on Works Contract attracting GST and TDS on Interest Paid.	<b>L=8</b>	
	<b>Chapter 6: TDS Payment to Department</b> This chapter covers Basic TDS Transactions, TDS Payment to Government, and other such transactions.	<b>T=1</b>	<b>P=6</b>
	<b>Chapter 7: TDS Reports</b> This chapter covers Generating TDS Challan and Generating TDS Reports.		

<b>Learning Resources</b>		
<b>1</b>	<b>Reference books</b>	1.Tally ACE book from Tally Education Private Ltd. 2.SoumyaBehera--Learn Tally ERP 9 in 30 daysl, B.K. Publications: 3.Joseph Brady and Ellen Monk - -Concepts in Enterprise Resource Planningl, S.Chand (G/L) & Company Ltd 4.Kogent Solutions Inc – -Tally .ERP 9 in Simple Stepsl, Dreamtech Press 5.Asok K Nadhani ,-Mastering Tally ERP 9: Basic Accounts, Invoice, Inventoryl, BPB Publications
<b>2.</b>	<b>E-Libraries</b>	<u><a href="http://nlist.inflibnet.ac.in">INFLIBNEThttp://nlist.inflibnet.ac.in</a></u> <u><a href="http://jgateplus.com">J-GATEhttp://jgateplus.com</a></u> <u><a href="http://search.ebscohost.com">EBSCOhttp://search.ebscohost.com</a></u> www.tallyeducation.com Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b>

**Note:** This advanced level certification will recognize skills of a candidates learning path in TDS using Tally Prime. Online assessment will be conducted and successful candidates will earn a verifiable digital certificate from Tally.

TDS using Tally certifies candidate as job ready and opens up multiple career opportunities. A certified candidate can opt to become an entrepreneur as well.

#### **MODE OF ASSESSMENT**

**Assessment Format: Online**

**Duration: One Hour**

**No. of Exams: One Exam**

**Certification Type: Digital**

<b>Course Code</b>	<b>Certificate Course-IV (Semester-IV)</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Title</b>	<b>Certificate Course on Seeking Perfection for Stress Free Life</b>	<b>Credit Pattern</b>	<b>L-10, T-2, P-18</b>

**Level of Knowledge: Advanced Knowledge**

**Course Outcomes:**

	The students will be able to :
1.	Develop self regulation and positive attitude.
2.	Help in character formation, transformation and self evaluation.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	Discovering Oneself, Understanding roots of thoughts and emotions, Live Light-With Skills, Live Right- With Values, Concentration, Confidence, Courage, Time Management, Relationship Management & Healthy Lifestyle	<b>L=5</b>	
		<b>T=1</b>	<b>P=9</b>
<b>2</b>	Habit and Change, Heartful Communication and Observation, Self Respect and Self Love, Peer Pressure, Science behind Heart & Mediation, Choices and Acceptance, Interest and Involvement	<b>L=5</b>	
		<b>T=1</b>	<b>P=9</b>

**Learning Resources**

1	<b>Reference books</b>	<ul style="list-style-type: none"><li>• The Heartfulness way by Kamlesh Patel,</li><li>• Designing Destiny by Kamlesh Patel,</li><li>• Geeta, 10 books Vivekananda Granthavali</li></ul>
2.	<b>Website</b>	<a href="http://www.heartfulness.org">www.heartfulness.org</a>

# **SYLLABUS**

**FOR**

**M. Sc. (Environment & Safety)**

**Faculty of Science – Under CBCS System**

**(To be implemented from Academic Year 2021-22)**



**DEPARTMENT OF ENVIRONMENT MANAGEMENT**

**CHHATRAPATI SHAHU INSTITUTE OF  
BUSINESS EDUCATION AND RESEARCH (CSIBER),  
(AN AUTONOMOUS INSTITUTE)**

**UNIVERSITY ROAD, KOLHAPUR 416 004 (M. S.), INDIA**

**2021**





## **REVISED CURRICULUM OF M. Sc. (Environment & Safety) PROGRAMME**

The M. Sc. (Environment & Safety) Programme is of Two-year duration and is divided into four semesters. Semester I & II will be taught in the First Year of the programme and Semester III & IV during the second year of the programme.

### **Objectives:**

The specific objectives of Master's Degree Programme are:

- (i) To provide in-depth knowledge to the students in respect of current environmental problems faced by human society and to develop among students scientific attitude based on interdisciplinary approach to enable them to take holistic view in decision taking.
- (ii) To provide students typical problem-oriented situations in environmental protection and safety management
- (iii) To develop managerial competence among students in managing environmental development programs sponsored by the Government.
- (iv) To provide information about the importance of industrial safety, occupational health and prevention of accidents/incidents which cause loss of life / property.

### **Eligibility for Admission:**

Graduates in Science discipline, passed under 10+2+3 pattern from any recognized University are eligible to take admission.

**Intake:** 30

### **Reservation:**

Reservation for special categories such as SC, ST, NT, OBC, etc. will be as per the Government of Maharashtra and Shivaji University.

### **Selection Procedure:**

All eligible applicants will be required to be present themselves at the Institute for the Written Test, Group Discussion Test and the Personal Interview at their own cost.

The final selection of students will be on merit on the basis of

Basic Degree	100 marks
Written Test	50 marks
Group Discussion Test	25 marks
Personal Interview	25 marks

Total:	200 marks
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Seats will be reserved for the Scheduled Castes, Scheduled Tribes and other Backward Classes as per Government circular.

The written test will be of 2 hours duration having 3 sections viz.

- |  |          |
|--|----------|
| a) English                               | 30 marks |
| b) General knowledge & Intellectual Test | 40 marks |
| c) Elementary Mathematics                | 30 marks |

(These marks shall be converted out of 50)

On the basis of marks at the degree level and the performance at the written test, the candidate will be selected for Group Discussion and Personal Interview.

#### **The Written test:**

The written test will be held by the Institute after the last degree examination is held, which is one of the qualifications for admission.

#### **The Interview:**

- The Interview will consist of Group Discussion (GD) and Personal Interview (PI) to be held by the selection committee.
- The topics for Group Discussion will be notified and a batch of 10 to 12 candidates will be discussing one topic given by the members of the committee. The discussion will take place under strict supervision and the student's ability to express, to understand the problem, to think clearly and to present systematically will be assessed.
- At the time of interview the selection committee will take into consideration normally the candidates academic qualifications as well as personal qualities, aptitude, interest, general knowledge and work experience in the field of management.
- The final selection will be strictly done on merit. The committee after conduct of the group discussion and personal interview will prepare the final list of selected candidates.

#### **Duration:**

The degree of **M. Sc.** (Environment & Safety) shall be fulltime programme and its duration shall be of Two Years. The programme consists of four semesters. The examination to be held in the First, Second semester will be called Part – I (First Year) and the examination to be held in the third and fourth semester will be called Part – II (Second Year).

If a candidate fails to clear all the theory papers and project report within four years of his/her registration, the past performance will stand automatically nullified.

If a candidate discontinues any of the terms (i. e. semester – I to IV) on any account, he/she will be allowed to complete the in-completed terms in the subsequent years subject to the condition that it is within the stipulated time duration of **Six** years.

In addition to the above, once a student's term (semester) is granted, he/she shall be allowed to appear and pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of **Six** years.

In case the term (semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination. This too within **Six** years of his/her registration.

#### **Course Completion with Break in Between:**

A student who has passed M. Sc. – I and is seeking admission to M.Sc. – II after a long gap (Provided the gap lies within the stipulated duration of **Six** years) should complete the course syllabus which is in existence at the time he has sought the admission for the academic year.

#### **Award of degree:**

After successful completion of four semesters of **M. Sc.** (Environment & Safety) mark list ledgers will be forwarded to the Shivaji University for the award of degree.

#### **CBCS Pattern:**

M. Sc. (Environment & Safety) under CBCS pattern shall carry certain number of credits. Credits normally represent the weightage of a course and area function of teaching, learning and evaluation strategies such as number of contact hours, the course content, teaching methodology, learning expectations, etc. The credits shall be based on the number of instructional hours perweek, generally 1credit per one hour of instruction in and 1creditfor 2 hours of practical/summer in- plant project/ lab based project / Fieldwork/internship.

#### **General features of the Choice Based Credit System are:**

- a) The **M. Sc.** (Environment & Safety) programme is structured CBCS Patten.
- b) The Programme consists of Compulsory Core (CC), Discipline Specific Electives (DSE), Generic Electives (GE) and Ability Enhancement Compulsory Courses (AEC). The core papers deal with the specific discipline and the other papers deal with interdisciplinary nature including soft skill aspects.
- c) The relative importance of subjects of study is quantified in terms of credits.
- d) The choice based courses may be offered with in the faculty and/or across the faculty.
- e) The curricula should be unitized giving equal weightage in terms of contact hours and marks.
- f) Well defined model outline of question paper consisting of long answers, brief answers and short notes

- g) The evaluation will be on Continuous Internal Assessment (CIA) and End Semester Assessment (ESA). The final results shall be declared after integration of CIA and ESA
- h) The declaration of result is based on the Grade Point Average (GPA) earned towards the end of each semester and the Cumulative Grade Point Average (CGPA) earned towards the end of the program.
- i) Under the CBCS, students have option to choose courses from other departments as well.

## **Outline of Choice Based Credit System:**

### **1. Core Courses:**

#### **1.1 Compulsory Core (CC):**

A course which should compulsorily be studied by a candidate as Core Course.

#### **1.2 Summer Inplant Project (SIP):**

An elective course in the terms of topic & Industry/organization, designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher / faculty member is called Summer Inplant Project.

#### **1.3 Lab Based/ Survey Project (Research Oriented):**

An elective course designed to acquire special/advanced knowledge such as supplement study/support study, which is research oriented work, and a candidate studies such a course on his own with an advisory support by a teacher / faculty member is called lab based/survey project.

### **2. Elective Courses:**

Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline / subject / domain or nurtures the candidate's proficiency/skill is called an Elective Course.

#### **2.1 Discipline Specific Elective (DSE) Courses:**

Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

#### **2.2 Generic Elective (GE) Courses:**

An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

### **3. Ability Enhancement Courses (AEC):**

The Ability Enhancement (AEC) Courses are designed that leads to Knowledge enhancement in functional areas; such as Managerial communication at work, foreign languages, skill development

for career management. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

**Credit Pattern:**

Every course offered will have three components associated with the teaching-learning process of the course, namely

**Lecture - L, Tutorial - T, Practice - P**

Where, **L** stands for *Lecture* session, **T** stands for *Tutorial* Session consisting participatory discussion / self-study/ desk work/ brief seminar presentations by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the Lecture classes and **P** stands for *Practice* Session on MOODLE, E – Library and it consists of Hands on experience / Laboratory Experiments / Field Studies / Case studies that equip students to acquire the much required skill component.

In terms of credits, every one hour session amounts to 1 credit per semester and a minimum of two hour session of T or P amounts to 1 credit per semester, over a period of one semester of 15 weeks for teaching-learning process. The total duration of a semester is 20 weeks inclusive of semester-end examination.

**M. Sc.** (Environment & Safety) consists of all the three components with weightage depending upon the paper.

The total credits earned by a student at the end of the semester upon successfully completing the course are L + T + P. The credit pattern of the course is indicated as L: T: P.

If a course is of 4 credits then the different credit distribution patterns in L: T: P format could be:

Theory Papers: 3: 0.5: 0.5

Practical: 1: 0: 3.0

If a course is of 2 credits then the different credit distribution patterns in L:T: P format could be:

Theory Papers: 1.5: 0.25: 0.25

Practical: 0.5: 0: 1.5

Summer in-plant Project: 0:0.5:1.5

Project work: 0:0.5:1.5

**Teaching programme for each Semester shall consist of:**

- a) Theory Lectures: There will be 60 contact hours / paper / semester for four credits ; @ 4 lectures /paper /week and 30 contact hours / paper / semester @ 2 lectures /paper / week for two credits. Each lecture is of the duration of 60 minutes.
- b) Practical: 3 practical / week. Each practical is of the duration of 3 clock hours, number of students in batches should not exceed 15.

## Credit Grade Based Performance Assessment System (CGPA):

### I. ASSESSMENT:

Taking into consideration the UGC and AICTE requirements, CSIBER has adopted “Credit Grade Based Performance Assessment System” (CGPA). Each paper is of 100 marks and contact hours for each paper is 60. One credit is allotted to 15 contact hours. All papers are considered as Full credit papers i.e. **Four** credits are allotted to each paper. Practical of 50 marks are considered as half credit i.e. Two credit is allotted to each practical.

1. For the paper of 100 marks. The distribution of the marks for theory, practical and project work will be as follows –

i) Internal Marks i.e. Concurrent evaluation - 40 Marks

ii) External Marks i.e. End Semester examination - 60 marks

2. For the paper of 50 marks. The distribution of the marks will be as follows –

i) Internal Marks i.e. Concurrent evaluation - 20 Marks

ii) External Marks i.e. End Semester examination - 30 marks

3. SIP project/ Lab based Project Evaluation:

i) Internal Marks i.e. Concurrent evaluation - 20 Marks

ii) External Marks i.e. End Semester examination - 30 marks

External marks will be given at the time of viva by external and internal and average marks will be calculated out of 30.

4. Breakup of Internal Marks (Concurrent Evaluation)

Sr. No.	Head	Marks Out of 40	Marks Out of 20
1.	Class Participation	10	05
2.	Field Based Visit Report / Case study	10	05
3.	Test / Quiz / Class Test	10	05
4.	Assignment / Seminar	10	05
	Total	40	20

The Internal Marks assessed by the teachers be shown to the students and their signature will be obtained.

The assessment of papers will be done by an Internal and External examiner. A difference of more than **20%** in the marks awarded by these examiners would necessitate the valuation of the paper by Third examiner. The **'highest nearest'** marks will be considered for determining the average mark of such papers.

5. Once the Student passes in the internal marks (Concurrent evaluation out of 40) and the record is submitted to the examination department, it should be carried forward whenever required and it cannot be change.
6. Students who fail in the internal marks (Concurrent evaluation out of 40) should reappear for the same, then only the revised marks will be considered for further calculation.

## II. STANDARD OF PASSING:

1. In order to pass in a paper / head, a candidate will have to obtain 50% in the internal marks (Concurrent evaluation), 40% marks in theory, and a minimum of 50% of the marks in aggregate in each paper head.
2. To pass the M. Sc. examination, a candidate will have to pass in all Four Semester in Two Parts i.e. Part – I (Semester – I & II) and Part – II (Semester – III & IV )
3. A candidate from the first year M. Sc. will be eligible to proceed to the Semester III, if he /she is not having more than **5 (Five)** papers backlog of the First Year (that is Semester – I & II).

### I Grading System:

#### Full Credit 100 Marks

Grade Table for Trimester/Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
96-100	S+	10.0	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

### Half Credit 50 Marks

<b>Grade Table for Trimester/Semester Examination</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
48 – 50	S+	10.0	SUPER
46 – 47	S	9.0	
43 – 45	E+	8.5	Exemplary
41 – 42	E	8.0	
38 – 40	O+	7.5	Outstanding
36 – 37	O	7.0	
33 – 35	A+	6.5	Good
31 – 32	A	6.0	
28 – 30	B+	5.5	Average
25 – 27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

Final Result: For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated will be as follows.

Total earned grade points / Total credits i.e. **108** credits.

<b>Result</b>		
<b>CPI</b>	<b>Final Grade</b>	<b>Classification of Final Result.</b>
9.0 – 10.0	S	Extraordinary
8.0 – 8.9	E	Excellent
7.0 – 7.9	O	Outstanding
6.0 – 6.9	A	Very Good
5.5 – 5.9	B+	Good
5.0 – 5.4	B	Average
0.0 – 4.9	X	Unsatisfactory (Fail)

**Note:** An aggregate of **5.0** credit points are required to pass the MCA program.



## **CALCULATION OF PERFORMANCE INDICES:**

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as semester performance index (SPI) and cumulative performance index (CPI), the explanation of which is given below:

### **Semester Performance Index (SPI):**

The performance of a student in a semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the semester. If  $g_i$  is a grade with numerical equivalent as  $g_i$  obtained by a student for the course with credit  $C_i$  then, SPI for that semester is calculated using formula.

$$SPI = \frac{\sum C_i g_i}{\sum C_i}$$

where summation is for all the courses registered by a student and Semester SPI is calculated to two decimal places and rounded off. SPI once calculated shall never be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

### **Cumulative Performance Index (CPI):**

An up-to-date assessment of the overall performance of a student from the first semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first semester of the programme.

$$CPI = \frac{\sum C_i g_i}{\sum C_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

## **GRACE MARKS UNDER DIFFERENT ORDINANCE.**

**S.O. No. 1:-**Grace Marks for Passing in each head of Passing (Theory/Practical/Oral/Sessional/External).

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing Theory/Practical/Oral/Sessional/ in External examination as follows.

<b>Head of Passing</b>	<b>Grace Marks</b>
Up to – 50	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
And 401 and above.	10

Subject to the following conditions:

The benefit of such gracing marks in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

The benefit of gracing of Marks under this Ordinance shall be applicable only if the candidate passes the entire examination of Semester.

The gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, and CCIH. NCTE, UGC etc.

### **S.O. No. 2:- Grace Marks for Getting Higher Class**

A Candidate who passes in all the courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Second Class/Higher Second Class or First Class by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, and CCIII. NCTE, UGC etc.

### **S.O. No. 3 Condonation**

If a candidate fails in more than one head of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of the examination. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, and CCIII. NCTE, UGC etc..

### **BACKLOG:**

1. A candidate will be permitted to proceed to the second Semester unconditionally even though he/she fails in one or more courses of the first semester, provided the first semester term is granted.
2. The students who have a backlog of not more than **five courses (25% of passing heads)** in the First year examination (Semester I & II) will be eligible to be admitted to the Second year (III Semester) of MCA.
3. A Candidate will be permitted to proceed to the Fourth Semester unconditionally even though he/she fails in one or more courses of the third semester, provided the third semester term is granted.

### **Assessment of AEC and AECC Courses**

AEC Courses will be assessed as follows:

i) Internal Marks i.e. concurrent evaluation	-	20 Marks
ii) External Marks	-	30 Marks

- External Marks (out of 30) will be given on the Viva or presentation by panel consisting of one internal and one external member.
- The Internal Marks assessed by the teachers be shown to the students and their signature will be obtained.

**CBCS Structure of M. Sc. (Environment & Safety)**  
**(To be Implemented from 2021-22)**  
**M.Sc. - I Year**

**Semester – I**

<b>Nature of Choice Base</b>	<b>Choice Code</b>	<b>Subject</b>	<b>Total Credits</b>	<b>L:T:P</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Courses (CC)</b>	<b>CC-101</b>	Introduction to Ecology and Environment	4	3:0.5:0.5	60	40	60	100
	<b>CC-102</b>	Natural Resources	4	3:0.5:0.5	60	40	60	100
	<b>CC-103</b>	Fundamentals of Safety	4	3:0.5:0.5	60	40	60	100
	<b>CC-104</b>	Practical-I	4	1:0:3	60	40	60	100
	<b>CC-105</b>	Practical –II	4	1:0:3	60	40	60	100
<b>Discipline Specific Elective (DSE)</b>	<b>DSE-101 (Any One )</b>	<b>DSE-101(A) : Environmental Chemistry</b> <b>DSE-101(B) : Ecological Foot Prints and Carbon sequestration</b>	4	3:0.5:0.5	60	40	60	100
		<b>Total Credits</b>	<b>24</b>		<b>360</b>	<b>240</b>	<b>360</b>	<b>600</b>

## Semester – II

Nature of Choice Base	Subject Code	Subject	Total Credits	L:T:P	Hours	Int. Marks	Ext. Marks	Total Marks
Core Courses (CC)	CC-201	Water Pollution	4	3:0.5:0.5	60	40	60	100
	CC-202	Environmental Engineering and Design	4	3:0.5:0.5	60	40	60	100
	CC-203	Computer Applications	2	1.5:.25:.25	30	20	30	50
	CC-204	Statistical Methods	2	1.5:.25:.25	30	20	30	50
	CC-205	Practical –III	4	1:0:3	60	40	60	100
	CC-206	Practical –IV	4	1:0:3	60	40	60	100
Discipline Specific Elective (DSE)	DSE-201 (Any One )	<b>DSE-201(A):</b> Industrial Hygiene and Occupational Health <b>DSE-201(B):</b> Aquaculture and Agriculture	4	3:0.5:0.5	60	40	60	100
Generic Elective Course (GE)	GE-201 (Any one elective paper from other department courses )	<b>GE-201-A:</b> Fundamentals of Management <b>GE-201-B:</b> Office Automation <b>GE-201-C:</b> Indian Social Problems & Social Services <b>GE-201-D:</b> Principles of Economics <b>GE 201-E :</b> Environment and Development.	2	1.5:.25:.25	30	20	30	50
Ability Enhancement Courses (AEC)	AEC 201	<b>Foreign Languages :</b> <b>AEC-201-A:</b> German <b>AEC-201-B:</b> Japanese <b>AEC-201-C:</b> French	2	1.5:0.25:0.25	30	20	30	50
Ability Enhancement Compulsory Course (AECC)	AECC-201	<b>AECC-201(A) :</b> Professional Communication Skills	2	1.5:0.25:0.25	30	20	30	50
<b>Total Credits</b>			<b>30</b>		<b>450</b>	<b>300</b>	<b>450</b>	<b>750</b>

**M.Sc. - II Year**

**Semester – III**

<b>Nature of Choice Base</b>	<b>Subject Code</b>	<b>Subject</b>	<b>Total Credits</b>	<b>L:T:P</b>	<b>Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Courses (CC)</b>	<b>CC-301</b>	Environmental Education, Policy, forest and wildlife management	4	3:0.5:0.5	60	40	60	100
	<b>CC-302</b>	Air and Noise Pollution	4	3:0.5:0.5	60	40	60	100
	<b>CC-303</b>	Disaster management	4	3:0.5:0.5	60	40	60	100
	<b>CC-304</b>	Summer In-plant Project (SIP)	2	0:0.5:1.5	30 Days	20	30	50
	<b>CC-305</b>	Practical V	4	1:0:3	60	40	60	100
	<b>CC-306</b>	Practical VI	4	1:0:3	60	40	60	100
<b>Discipline Specific Elective (DSE)</b>	<b>DSE-301 ( Any One Specializations)</b>	<b>DSE-301(A) :</b> Environmental Impact Assessment (EIA) And Environment Management System (EMS). <b>DSE-301(B):</b> Safety Legislations and Management.	4	3:0.5:0.5	60	40	60	100
<b>Generic Elective (GE)</b>	<b>GE-301</b> (Any one elective paper from other department courses )	<b>GE-301(A):</b> Entrepreneurship Development <b>GE-301(B):</b> E-Commerce <b>GE-301(C) :</b> Corporate Social Responsibility <b>GE-301(D):</b> Basics of Indian Economy. <b>GE- 301 ( E) :</b> Disaster Management	2	1.5:0.25:0.25	30	20	30	50
<b>Ability Enhancement Courses (AEC)</b>	<b>AEC 301</b>	<b>AEC 301-A :</b> Environment Legislation <b>AEC 301-B :</b> Remote Sensing and GIS	2	1.5:0.25:0.25	30	20	30	50
<b>Ability Enhancement Compulsory Course (AECC)</b>	<b>AECC-301</b>	<b>AECC-301(A):</b> Employability Skills	2	1.5:0.25:0.25	30	20	30	50
		<b>Total Credits</b>	<b>32</b>		<b>480</b>	<b>320</b>	<b>480</b>	<b>800</b>

## Semester – IV

Nature of Choice Base	Subject Code	Subject	Total Credits	L:T:P	Contact Hours	Int. Marks	Ext. Marks	Total Marks
Core Courses (CC)	CC-401	Environmental Microbiology, Biotechnology and Toxicology	4	3:0.5:0.5	60	40	60	100
	CC-402	Management of Industrial and Civic Wastes.	4	3:0.5:0.5	60	40	60	100
	CC-403	Project Work (Lab./Field/ Survey)	2	0:0.5:1.5	30	20	30	50
	CC-404	Practical VII	4	1:0:3	60	40	60	100
	CC-405	Practical VIII	4	1:0:3	60	40	60	100
Discipline Specific Elective (DSE Any One )	DSE-401	DSE-401(A): Land and Water Management. DSE-401(B): Safety Engineering	4	3:0.5:0.5	60	40	60	100
		<b>Total Credits</b>	<b>22</b>		<b>330</b>	<b>220</b>	<b>330</b>	<b>550</b>

## M. Sc. (Environment & Safety)

### Total Credits:

Semester	Core Credits	DSE	GE	AEC	AECC	Total Credits	Contact Hours	Total marks
I	5 x 4 = 20	1 x 4 = 4				24	360	600
II	4 x 4 = 16 2 x 2 = 4	1 x 4 = 4	1 x 2 = 2	1 x 2 = 2	1 x 2 = 2	30	450	750
III	5 x 4 = 20 1 x 2 = 2	1 x 4 = 4	1 x 2 = 2	1 x 2 = 2	1 x 2 = 2	32	480	800
IV	4 x 4 = 16 1 x 2 = 2	1 x 4 = 4				22	330	550
<b>Total</b>	<b>80</b>	<b>16</b>	<b>04</b>	<b>04</b>	<b>04</b>	<b>108</b>	<b>1620</b>	<b>2700</b>
<b>Percentage</b>	<b>74.07</b>	<b>14.81</b>	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>	<b>99.98</b>		

**M.Sc (ENVIRONMENT & SAFETY)-I**  
**SEMESTER – I**

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC101</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INTRODUCTION TO ECOLOGY AND ENVIRONMENT</b>		

**Course Objectives**

1	Summarize and infuse major ecological concepts.
2	Compare the interrelationship between living organism and environment.
3	Use technique and scientific skills to solve ecological problems.
4	Use scientific literacy and knowledge of ecology to evaluate social and environmental issues.

**Course Outcomes: The students will able to**

1.	Differentiate biotic and a biotic components of the ecosystem & multidisciplinary nature of the Environmental Science.
2.	Acquire the knowledge about environmental components, ecological succession, types of ecosystem, and ecological energetics.
3.	Inculcate the concepts of population dynamics, population regulation, population structure and its characteristics.
4.	Interpret the consequences of the upset of biogeochemical cycles & processes like bio accumulation & bio magnification of toxic chemicals.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Ecology and Environment:</b> Introduction to Environmental Science as a multi-disciplinary subject, scope and subdivisions of ecology. Environmental components i.e Atmosphere, lithosphere, hydrosphere. General Accounts of Biosphere and Limits of Biosphere.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Concepts of Ecosystem – Structure and Functions:</b> Principles of organism-environment relationship; Ecological amplitudes, limits and tolerance to stresses; Concept of habitat; Ecological succession; Types of Ecosystem. Ecological energetics, energy flow in an ecosystem, Ecological food chain, detritus food chain and food web.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Population and Community Ecology:</b> Population dynamics and population regulations, Population structure, characteristics and processes, population age structures, population dynamics. Concept of carrying capacity, population dispersion, r and k selection, ecotypes and ecophene, 'J' and 'S' shaped growth curves and limits.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Autecology and Biogeochemical Cycles:</b> Concept of Autecology, study of autecology of plant species. Nutrient cycling in the ecosystems, Gaseous cycles (Carbon and Nitrogen) and sedimentary cycles (Phosphorus and Sulphur), Human interference in cyclic processes, Cycling of toxic elements, Bioaccumulation, Biomagnifications and its persistence.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>



**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"><li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018.</li><li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017.</li></ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"><li>• Fundamentals of Ecology by Odum, E.P.</li><li>• Desert Ecology by Ishwar Prakash.</li><li>• Ecology of Urban India by Pramod Singh.</li><li>• Ecology of Rural India by Singh.</li><li>• Ecology 2000 by Sir Edmand Hillary.</li><li>• Environmental Chemistry – II Edition by A.K. De.</li><li>• Principles of Environmental Science by Watt, K.E.F. (1973), McGraw-Hill Book Company.</li><li>• Environmental Science by Nobel, B.J. and Kormandy, E.J. (1981), The Way the World Works, Prentice-Hall Inc., N.J.</li><li>• Basic Ecology by Odum, E.P. (1973).</li><li>• Environmental Science by Turk A., Turk, J. Wittes J.T. and Wittes, R.E. (1978).</li><li>• Manual for field ecology by R. Mishra.</li><li>• Modern concepts of ecology by H.D. Kumar.</li><li>• Plant ecology by Ambhast.</li><li>• Environmental Biology by P.S. Verma and V.K. Agrawal.</li><li>• Ecology &amp; Environment by P.D.Sharma.</li><li>• Environmental Science : An Introduction by G. T. Miller-1991.</li></ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"><li>• <a href="https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/">https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/</a></li><li>• <a href="https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles">https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles</a></li></ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"><li>• Journal of Biosciences, ISSN No. 0250-5991</li><li>• Journal of Environmental Biology, ISSN No. 0254-8704</li></ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"><li>• National Geographic</li><li>• Down to Earth, CSE</li></ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"><li>• Field visit to study pond water &amp; forest Ecosystem.</li><li>• Practicals based of this paper will be conducted ( Practical I &amp; II )</li></ul>



<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 102</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>NATURAL RESOURCES</b>		
<b>Course Objectives</b>			
1	Elucidate the natural resource and the manner in which they are affected.		
2	Procedural interventions that can be used to manage natural resources.		
<b>Course Outcomes: The students will able to</b>			
1.	Infer about Earths structure & its composition.		
2.	Grasp the importance of natural resources its exploration, mismanagement & degradation.		
3.	Acquire knowledge about mineral resources: utilization of metallic minerals and non-metallic minerals, marine, soil, floral & faunal resources, their exploration & environmental consequences.		
4.	Interpret energy scenario, renewable and non-renewable energy resources, and concept of entropy.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>The universe, solar system and origin of earth:</b> Introduction to universe, Sun – its structure and atmosphere, physical characteristics of planets, brief description of – comets, asteroid, meteors, origin of earth. Structure and composition of the earth.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Introduction to Natural Resource:</b> Concept of resource, Concept of Natural Resources, their classification, review of natural resources with special reference to fossil fuels and radioactive minerals. Ecological, social and economic dimension of resource management. Natural resources and development. Different types of rocks and Minerals and physical properties of rocks and minerals.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Natural Resources of India and World :</b> Mineral Resources: Utilization of metallic minerals (Iron, Aluminum and Manganese) and non-metallic minerals (Mica, Asbestos, Common Salt), Floral and faunal resources: Biological diversity and concept Forest resources: Forest vegetation, status and distribution, contribution as resource. Forest cover and types, Major and minor forest products Water resources : Concept of hydrological cycles, monsoons Distribution of surface and Ground, Marine resources: Food, Mineral and Energy, Soil and land resources : General account with respect to land use pattern.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Energy Resources :</b> Fundamental of Energy: Energy; work and power; different forms of energy; first and second law of thermodynamics, concept of entropy. Non renewable Energy resources: Coal; petroleum; natural gas; nuclear energy- Fusion & Fission. Renewable Energy Resources: Solar, Wind, Ocean, Geo-thermal, Hydrel, Biomass Energy & energy conversion technology; Environmental impacts of large scale exploitation of renewable and non renewable energy resources. Growing energy needs. Energy scenario at national and International level.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

## Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Text Book Of Soil Science by PAL, CBS publishers, 2018</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Sterner. 2002. Policy Instruments for Environmental and Natural Resource Management. RFF and World Bank.</li> <li>• Cubbage, Frederick, Jay O’Laughlin, and Nils Peterson. 2015 (in preparation). Natural Resource Policy. Waveland Press. Chapters available on-line at NC State University electronic reserves.</li> <li>• Environmental Geology by KS Valdiya</li> <li>• Chaudhuri AB and Sarkar DD (2003) Megadiversity Conservation, Flora, Fauna and Medicinal Plants of India’s Hotspots. Daya Publishing House, New Delhi.</li> <li>• Environmental Resources by Mathur</li> <li>• Singh MP, Singh BS and Soma S. Dey (2004) Conservation of Biodiversity and Natural Resources. Daya Publishing House, New Delhi.</li> <li>• Kotwal, P.C. and S. Banerjee. Biodiversity Conservation – In Managed forest and Protected areas, (2002). Agrobios, India.</li> <li>• Singh, B. K. 2004: Biodiversity Conservation and Management, Mangaldeep Publications, Jaipur</li> <li>• Krishnamurthy, K.V. 2003. An Advanced Textbook on Biodiversity – Principles and Practice, Oxford and IBH Publishing, New Delhi.</li> <li>• Mital, K. M. 1997: Non-conventional Energy System, Wheeler Publishers, New Delhi</li> <li>• Ranjana Arya 2005: Biodiversity, Deep &amp; Deep Publications Pvt. Ltd., New Delhi</li> <li>• Puri, G. S. <i>et al</i>: Forest Ecology, Oxford &amp; IBH, Bombay</li> <li>• Desai, V. : Forest Management in India : Issues and Problems, Himalaya Publishing House, New Delhi</li> </ul>
		<ul style="list-style-type: none"> <li>• Singh, A. K. 1987: Forest Resources, Ecology and Environment, Concept Publishing Co., New Delhi</li> <li>• Sarma, P. K.: Forest Resources and their Utilization in India, Mittal Publishers, New Delhi</li> <li>• Agrawal, V. P.: Forests in India, Oxford &amp; IBH, New Delhi</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php">https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php</a></li> <li>• <a href="http://www.biologydiscussion.com/natural-resources/natural-resources-of-india-availability-and-problems/16685">http://www.biologydiscussion.com/natural-resources/natural-resources-of-india-availability-and-problems/16685</a></li> <li>• <a href="http://www.yourarticlelibrary.com/economics/what-are-the-different-types-of-natural-resources-produced-in-india/2683">http://www.yourarticlelibrary.com/economics/what-are-the-different-types-of-natural-resources-produced-in-india/2683</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• National Geographic</li> <li>• Down to Earth, CSE</li> </ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Field visit to study Natural Resources..</li> <li>• Practicals based of this paper will be conducted (Practical I&amp;II)</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 103</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>FUNDAMENTALS OF SAFETY</b>		
<b>Course Objectives</b>			
1	Demonstrate the basic concepts and fundamentals of Industrial Safety		
2	Outline the functions and implementation of Safety in Industrial Sector.		
<b>Course Outcomes: The students will able to</b>			
1.	Interpret and make use of the concepts of Health and Occupational Safety while performing Safety Audit.		
2.	Summarize the role of Safety Committee & Legal requirements in Industrial Safety		
3.	Develop Material Safety Data Sheets and improve the safety measures in chemical industries		
4.	Assess the fire chemistry and implement the knowledge for fire fighting		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<p><b>Introduction to Safety</b>  <b>Health &amp; Safety Management:</b>  Occupational Health and Safety Management System,  Definition, goals, needs, Principles &amp; Practices of industrial safety  Role of Management in Industrial Safety.  <b>Safety Planning :</b>  Definition, purpose, nature, scope and procedure  Strategic planning and tools of implementation. Employee Participation in Safety.  <b>Industrial Safety &amp; Policy Formulation</b>  <b>Industrial Safety Auditing &amp; Safety Monitoring :</b>  Concept &amp; Importance of Safety Audit, Types of Safety Audit, Standards on Safety Audit:Health &amp; Safety Monitoring: ISO 45001: 2018 (Occupational Health &amp; Safety Management System).  <b>OH &amp; S Policy Formulation, Types of Accident &amp; Accidents Prevention :</b>  Leadership: Role, functions and attributes of a leader.  Leadership &amp; commitment, Organizational roles , responsibilities and authorities, Concept of OH &amp; S Policy, Policy formulation and implementation.  Definition: Incident, Accident, Injury, Dangerous Occurrences, Unsafe Acts, Unsafe Conditions, Hazards, Near Miss Situations, Hazard Identification and Risk Assessment (HIRA), Accident Investigation, Cost of Accident- Direct &amp; Indirect, Accidental Reporting, Emergency Evacuation Plan. Accident Prevention: Major Theories,Principles of accident Prevention,</p>	<b>L= 12</b>	
		<b>T=2</b>	<b>P=1</b>

2	<p><b>Behavioral Safety &amp; MIS</b>  <b>Behavioural Safety :</b>  Human behaviour: Individual differences, behaviour as function of self and situation, perception of danger and acceptance of risk, knowledge, and responsibility vis-a-vis safety performance.  Theories of motivation and their application to safety, role of supervisors and safety departments in motivation. Organisational Behaviour, Conflict &amp; Frustration: Identification of situations leading to conflict and frustration and techniques of management.</p> <p><b>Employee Participation in Safety :</b>  Purpose, areas of participation, methods, Role of trade union in Health and Safety Protection.</p> <p><b>Safety Committes &amp; its legal requirements Structure and functions</b>  Safety Promotion and Safety Awards and Suggestion Schemes, Safety Competitions, Safety Incentives, Publicity Schemes, Audio Visual Publicity, other Promotional Methods.</p> <p><b>Management information System :</b>  Sources of information on Safety, Health and Environment Protection. Compilation and collation of information, Analysis &amp; use of modern methods of programming, storing and retrieval of MIS for Safety, Health and Environment. Status and future goals of computer utilization in Safety, Health and Environment (SHE) Services in Industries.</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
3	<p><b>Safety in Chemical Industries, processes &amp; unit Operations</b>  U.N, MISHC and other classification of chemicals.  Safety in chemical industry &amp; Fire Safety.  Use of Material Safety Data Sheets (MSDS).</p> <p><b>Hazard in Unit Processes and Unit Operations :</b>  Control, precautions and prevention.  Specific safety measures for certain chemical industry like fertiliser, insecticide, pesticides-chloro-alkali, explosives, polymer plants.</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<p><b>Unit-IV: Fire Safety Management :</b>  Chemistry of fire, Factors contributing towards fire, Classification of fires. Common causes of industrial fires.  Prevention of fire. Portable Fire Extinguishers (Water type, Carbon-dioxide Type, Foam Type, Dry Chemical Type Extinguishers, ABC type), Maintenance of Fire Extinguishers.</p> <p>Special Industrial fire detection and alarms. Sprinkler systems.  Special safety precautionary measures for control of fire and explosion in handling/ processing flammable liquids, gases, vapours, mists and dusts etc.  Fixed Fire Fighting Installations (Hydrant/ Sprinklers/ Major Foam pourer/ Steam Drenching/ CO2 flooding/ DCP spraying)  Fire Emergency Action Plan,  On-Site &amp; Off-Site Emergency Plan.</p>	<b>(11)</b>  <b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

## Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Text Book of Engineering Chemistry, Dara, Chand</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• Current Science, ISSN No. 0011-3891 Industrial Safety Management by L.M. Deshmukh, McGraw Hill Education Publication, 1<sup>st</sup> July, 2017</li> <li>• Industrial Safety &amp; Environment by Er. A. K. Gupta, ISBN: 9788131804544</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Pre-Accident Investigations: Better Questions - An Applied Approach to Operational Learning. Todd Conklin, 2016.</li> <li>• Industrial Safety and Environment. V. K. Gupta, 2006.</li> <li>• Industrial Safety and Health Management. C. Asfahl, 1984.</li> <li>• Leading with safety. Thomas R Krause, 2005</li> <li>• Safe by Accident?: Take the Luck Out of Safety : Leadership Practices that Build a Sustainable.</li> <li>• Industrial Safety and Risk Management. Doug McCutcheon and Laird Wilson, 2003.</li> <li>• Culture. Judy L. Agnew, Aubrey C. Daniels, 2010.</li> <li>• Practical Industrial Safety, Risk Assessment and Shutdown Systems for Industry. Dave Macdonald, 2004.</li> <li>• Safety-I and Safety-II: The Past and Future of Safety Management. Erik Hollnagel, 2014.</li> <li>• Practical Guide to Industrial Safety. Cheremisinoff, 2000.</li> <li>• Accident/incident prevention techniques. Charles D. Reese, 2001.</li> <li>• Industrial Safety Handbook. William Handley, 1969.</li> <li>• Environmental Pollution and Health Hazards Kumar, R</li> <li>• Action Research In Healthcare - Elizabeth.</li> <li>• Industrial Safety and Human Behaviour - Kaila, H.L.</li> <li>• Environmental Chemical Hazards Kumar.</li> <li>• Food Safety &amp; Toxicity, 1997.</li> <li>• ISO 45001 : 2018 standard copy.</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.nsc.org.in">www.nsc.org.in</a></li> <li>• <a href="http://www.osha.gov">www.osha.gov</a></li> <li>• <a href="http://www.ilo.org">www.ilo.org</a></li> <li>• <a href="http://www.ohsonline.com">www.ohsonline.com</a></li> <li>• <a href="http://www.worldsafety.org">www.worldsafety.org</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• International Journal of Occupational Safety and Ergonomics. <b>ISSN : 2376-9130</b></li> <li>• International Journal of Occupational Safety and Health. ISSN : 2091-0878</li> <li>• Journal of Industrial Safety Engineering. ISSN : 2395-6674</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Industrial Safety Chronicle. Published by National Safety Council., Mumbai</li> </ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Visit to various Industry to study safety aspects.</li> <li>• Demonstration of Water &amp; Fire Safety.</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 104</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL- I</b>		

#### Course Objectives

1 The students should know the experimental procedures for analysis of environmental samples.

#### Course Outcomes: After completion of this course students will have capability to

1 Develop methodology for sample collection, processing and preservation for environmental analysis.

2 Make use of glassware, their appropriate cleaning, preparation and standardization of solutions.

3 Plan analytical techniques/experiments/ classical methods with easy to run experiments.

4 Interpret the experimental results to study environmental processes.

#### Syllabus:

Sr. No.	Title of the Experiment	Paper No.	Number of Sessions	
1	Estimation of Biomass	CC 104	<b>L= 15</b>	
2	Determination of Minimum Number of Quadrates	CC 104	<b>T=0</b>	<b>P=45</b>
3	Determination of Minimum size of Quadrates	CC 104		
4	Determination of Species Diversity Index	CC 104		
5	Determination of Frequency Distribution	CC 104		
6	Determination of Density & Relative Density	CC 104		
7	Estimation of Chlorophyll	CC 104		
8	Wood Pyrolysis	CC 104		
9	Determination of GPP/NPP/RR	CC 104		
10	Determination of Frequency & Relative Frequency	CC 104		
11	Determination of Biological Index of Pollution	CC 104		
12	Determination of Calorific Value of Fuel wood	CC 104		
13	Organic Carbon & Organic Matter in soil	CC 104		
14	Standardization Titration	CC 104		
15	Determination of Acidity & Alkalinity of Water	CC 104		
16	Backlog/Remedial Practicals	CC 104		
17	Repeation Practicals	CC 104		

#### Learning Resources

<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel (1984)..</li> <li>• Standard Methods of water &amp; Waste water analysis: APHA.</li> <li>• Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti.</li> <li>• Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti.</li> <li>• A text book of Soil analysis : Baruah &amp; Barthakur.</li> </ul>
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<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 105</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL- II</b>		

#### Course Objectives

1 The students should know the experimental procedures for analysis of environmental samples.

#### Course Outcomes: After completion of this course students will have capacity to

- 1 Relate and demonstrate the basic laboratory instruments used in environmental analysis and understand the principle of measurements using those instruments.
- 2 Experiment with work safely and competently in an environmental laboratory settings, with confidence.
- 3 Identify and describe steps that are included in analysis, like sampling, sample processing, removal of interferences, detection of component of interest and data evaluation.
- 4 Interpret the chemical methods used to study environmental processes.

#### Syllabus:

Sr.No.	Title of the Experiment	Paper No.	Number of Sessions	
1	Mathematical Energy Calculation	CC 105	<b>L= 15</b>	
2	Turbidity measurement by Nephelometer	CC 105	<b>T=0</b>	<b>P=45</b>
3	Verification of Beers Law in Spectrophotometry	CC 105		
4	Determination of pH of Water & Soil	CC 105		
5	Determination of EC of water & Soil	CC 105		
6	Determination of Na by Flame photometer	CC 105		
7	Precipitation Analysis	CC 105		
8	Determination of Hardness of Water	CC 105		
9	Atomic Absorption Spectrophotometer-Compo. & Working	CC 105		
10	Gas Chromatograph-Components& Working	CC 105		
11	Statistics Practicals-1	CC 105		
12	Statistics Practicals-2	CC 105		
13	Statistics Practicals-3	CC 105		
14	Statistics Practicals-4	CC 105		
15	High Volume Sampler –Components & working	CC 105		
16	Backlog/Remedial Practicals	CC 105		
17	Repeation Practicals	CC 105		

#### Learning Resources

<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel</li> <li>• Standard Methods of water &amp; Waste water analysis: APHA</li> <li>• Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti</li> <li>• Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti</li> <li>• A text book of Soil analysis : Baruah &amp; Barthakur</li> </ul>
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<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101 (A)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ENVIRONMENTAL CHEMISTRY</b>		
<b>Course Objectives</b>			
<b>1</b>	To study chemicals & chemical processes in the environment.		
<b>2</b>	To study the Procedures for handling processing & analysis of Environmental Sample.		
<b>3</b>	To Study various Spectrophotometric & Chromatographic techniques for qualitative & quantitative analysis.		
<b>4</b>	To equip the students with the other related Instrumental Techniques of Analysis.		
<b>Course Outcomes: After completion of this course students will have capacity to</b>			
<b>1</b>	Demonstrate and relate chemical processes involved in the environment and concept of sampling and chemical analysis for monitoring of environmental pollution and related issues.		
<b>2</b>	Apply basic chemical concepts to analyze and interpret different environmental problems related with the pollution of precious natural resources.		
<b>3</b>	Make use, elaborate and Interpret wide range of chromatographic and other techniques involved in the study of environmental processes through sampling and analysis.		
<b>4</b>	Elaborate, interpret and adapt reporting on a range of spectro-photometric and electro-analytical methods involved and used to study environmental processes.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Concept &amp; Scope of Environmental Chemistry</b> Fundamentals of Environmental Analytical Chemistry , Particals, ions & radicals in the atmosphere, chemical speciation, Gibbs Energy, Chemical Potential, Chemical equilibria, , Solubility products, Carbonate system, unsaturated & saturated hydrocarbons, radioisotopes , Chemistry of the Inorganic & organic chemicals in the environment, thermochemical & photochemical reactions in the atmosphere, Pesticides & their classification, Biochemical aspects of heavy metals(Hg, Cd, Pb, Cr) & metalloids(As, Se). Qualitative & Quantitative Analysis, Major steps involved in chemical Analysis, Equilibrium & Kinetic Methods. <b>Air Monitoring</b> -High Volume Sampler (HVS) & Stack Monitoring Kit.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Classical Methods of Analysis</b> Volumetry-Concept of Standard Solutions, Primary & Secondary Standards , Expression of Concentration of Solution, Preparation & standardization of reagents, Classification of Volumetric Methods-Acid base titrations, Complexometric Titrations, Redox titrations, Precipitation titrations ,Gravimetry-Precipitation Methods. <b>Separative Techniques</b> - Precipitation & Filtration, Fractional Distillation, Ion Exchange Separation, Masking & Solvent Extraction. <b>Electro-analytical Methods</b> -Principle, Components & Working of pH Meter, Conductivity Meter.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Chromatographic Techniques For Separation, Identification &amp; Characterization of Chemical Compounds</b> - Paper Chromatography, Thin Layer Chromatography (TLC), Adsorption Column Chromatography, Ion Exchange Column Chromatography, High Performance Liquid Chromatography (HPLC),Gas Chromatography (GLC & GSC), GC-MS, Gel Filtration Chromatography.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

4	<b>Spectrophotometric Methods-</b> Colorimetry, Spectrophotometry, UV-VIS Spectrophotometer, Beer-Lamberts Law, Applications & Limitations, Nephelometry-Turbidimetry, Flame Techniques- Flame Emission Spectrophotometry & Atomic Absorption Spectrophotometry (AAS), Electrophoresis, SEM.	L=12	
		T=2	P= 1

### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Vogel's Textbook of Quantitative Chemical Analysis, 5<sup>th</sup> edition, J H Basett, J. Nendham and Denny, R.C.</li> <li>• A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand.</li> <li>• A Text Book of Green Chemistry, Ahluwalia, Narosa</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Handbook of Analytical Instruments, Khandpur R.S.</li> <li>• Environmental Pollution Analysis, Khopkar S.M.</li> <li>• Instrumental methods of Chemical Analysis, B K Sharma.</li> <li>• Instrumental methods of analysis, Willard, Meritt, Dean and Settle.</li> <li>• S Watts and L. Halliwell; Essential Environmental Science and Techniques, Routledge (1996).</li> <li>• Environmental Chemistry, A.K.De, New age International, 8<sup>th</sup> Edition, 2017.</li> <li>• Instrumental Methods of Analysis, B. Sivasankar, Oxford University Press, 2015.</li> <li>• Basic Concepts of Analytical Chemistry, S.M. Khopkar, New Age International Publishers, 3<sup>rd</sup> edition, 2008.</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.niwa.co.nz/education-and-training/schools/students/layers">https://www.niwa.co.nz/education-and-training/schools/students/layers</a></li> <li>• <a href="https://sustainabledevelopment.un.org/milestones/unced">https://sustainabledevelopment.un.org/milestones/unced</a></li> <li>• <a href="http://www.imd.gov.in/Welcome%20To%20IMD/Welcome.php">http://www.imd.gov.in/Welcome%20To%20IMD/Welcome.php</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Down to Earth</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Field visit to Laboratories..</li> <li>• Practicals based of this paper will be conducted (Practical I&amp;II)</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101 (B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ECOLOGICAL FOOTPRINT &amp; CARBON SEQUESTRATION</b>		

#### Course Objectives

<b>1</b>	Define Ecological Footprint and Carbon Sequestration.
<b>2</b>	Understand applications, status and impact of ecological foot prints and carbon sequestration.
<b>3</b>	Compare global strategies for climate change.

#### Course Outcomes: The students

1.	Explain ecological footprint standards, reporting framework & economic applications
2.	Estimate Carbon Footprint, GWP, Carbon Trading and Carbon Sequestration
3.	Calculate Carbon sequestration, carbon footprint and ecological footprint
4.	Elaborate mitigation and adaptation strategies for carbon footprints in India

#### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Understanding to Ecological Footprint :</b> Concept of Ecological Foot Prints ; Background of ecological foot printing: An introduction to the background and development of ecological foot printing, Need, applications of ecological footprints Definitions of ecological deficit, ecological reserve, ecological overshoot, water footprint, equivalence factor etc. Ecological Footprint relation with carrying capacity, Biodiversity and Ecological footprint. Global and Indian Footprint Accounts: Ecological Footprints & Biocapacity	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Accounts of Ecological Footprint :</b> Impacts of food, mobility, shelter, consumer/goods services on ecological footprint. Ecological footprint standards and reporting frameworks. Ecological footprint measurements, case studies. Ecological Footprint Calculations. Global Footprint Network. Ecological Footprint account for pollution and toxic waste. Ecological Footprint addresses waste flows, recycling. Applications of Ecological foot print in Ecological Economics Perspectives. Limitations of ecological footprints.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Carbon Sequestration:</b> Introduction of Carbon Footprint, GWP, Carbon Trading, Carbon Marketing, Introduction of Carbon Sequestration. C-pool, C-stock, C-Flux, C-sink, C-source, sequestration/uptake. Role of Agriculture in Carbon Sequestration, Effects of land use, land cover & land management on carbon sequestration, Types of Carbon Sequestration.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Climate Change Scenario &amp; Advances of Carbon Sequestration :</b> The Indian scenario: Projected impact of climate change on India; India's response to climate change; National Action Plan on climate change; India's position and actions. International response: Intergovernmental panel for climate change (IPCC)	<b>L=12</b>	
		<b>T=2</b>	<b>P= 1</b>

	<p>and its role; United Nations framework convention on climate change (UNFCCC), CDM and Kyoto Protocol, The Copenhagen Accord, REDD+, CBD, Paris Agreement etc.</p> <p>Mitigation and adaptation: Carbon storage and sequestration, carbon management through abiotic sequestration; oceanic injection, geologic injection, scrubbing and mineral carbonation; carbon management through biotic sequestration; forest ecosystems, wetlands; soil carbon sequestration; biofuels, carbon farming and carbon trading. Carbon Sequestration Leadership Forum.</p>		
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### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Text Book of Ecology, S K Dubey, Dominant Publication</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmental Studies, Nambiar, STP</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Carbon Sequestration in Forest Ecosystems. Klaus J. Lorenz, 2009.</li> <li>• Introduction to Carbon Capture and Sequestration. Berend Smit, Curtis M. Oldenburg, Ian C. Bourg, and Jeffrey A. Reimer, 2014.</li> <li>• Carbon Capture. Jennifer Wilcox, 2012</li> <li>• Carbon Sequestration in Urban Ecosystems. Bruce Augustin, 2011</li> <li>• Geologic Carbon Sequestration: Understanding Reservoir Behavior. V. Vishal, T.N. Singh, 2016</li> <li>• Ecosystem Services and Carbon Sequestration in the Biosphere. Rattan Lal, Klaus</li> <li>• Lorenz, Reinhard F. Hüttel, Bernd Uwe Schneider, Joachim von Braun, 2013</li> <li>• The Ecological Footprint: New Developments in Policy and Practice. Andrea Collins, Andrew Flynn, 2015</li> <li>• Our Ecological Footprint: Reducing Human Impact on the Earth. Mathis Wackernagel, 1994</li> <li>• Our ecological footprint. Mathis Wackernagel, William E. Rees, William Rees, 1998</li> <li>• Ecological Footprint. Nicolaj Stenkjaer, 2010</li> <li>• The Nature of Economies. Jane Jacobs, 2001</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php">https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php</a></li> <li>• <a href="http://www.biologydiscussion.com/natural-resources/natural-resources-of-india-availability-and-problems/16685">http://www.biologydiscussion.com/natural-resources/natural-resources-of-india-availability-and-problems/16685</a></li> <li>• <a href="http://www.yourarticlelibrary.com/economics/what-are-the-different-types-of-natural-resources-produced-in-india/2683">http://www.yourarticlelibrary.com/economics/what-are-the-different-types-of-natural-resources-produced-in-india/2683</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Down to Earth</li> <li>• National Geographic</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Field visit to Industries.</li> <li>• Practicals based of this paper will be conducted (Practical I&amp;II)</li> <li>• Case Studies on Carbon Footprints.</li> </ul>

## SEMESTER –II

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 201</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>WATER POLLUTION</b>		

### Course Objectives

1	Examine the interrelationship between industrial activities and water pollution.
2	Outline the various characteristics and parameters of water for water quality index.
3	Prioritize the scientific, technological, economic and political solutions to waste water treatment.

### Course Outcomes: The students will able to

1.	Classify the sources of water pollution and arrange sampling for water and waste water analysis.
2.	Identify the issues associated with water pollution due to local industries.
3.	Assess the water quality on studying the associated parameters.
4.	Analyze the causes of ground water, thermal and marine pollution.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	Definition, Concept and sources of water pollution. Major Pollution parameters: pH, Solids, Dissolved Oxygen, Chemical Oxygen Demand, Biochemical Oxygen Demand, Trace inorganics, Most Probable Number of Coliform Bacteria. Methods of water sampling, handling and preservation.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Characteristics of wastewater generated by industries: pulp and paper, sugar, distillery, textile, dairy, Tannery, Community (sewage), Food processing and Petrochemical industries.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Eutrophication: Meaning of eutrophication, Causes and effects of eutrophication on water quality. Water quality standards: World Health Organisation, Bureau of Indian Standards (BIS), Indian Council of Medical Research (ICMR).	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Ground Water Pollution, Causes of ground water pollution. Effects of pollutants on ground water table, Path (movement) of pollutants reaching to ground water. Thermal Pollution, Concept of thermal pollution, Effects of thermal pollution on water quality and on aquatic flora and fauna. Marine pollution: Causes of marine pollution, Effects of marine pollution on ocean water quality and on marine flora and fauna.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

## Learning Resources

<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> <li>• A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> </ul>
<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Environmental Pollution of cadmium by Rohatgi</li> <li>• Land Pollution, causes and control by Harrusson and Laxon</li> <li>• Environmental Pollution and Bhopal killing</li> <li>• Waste Water Treatment by M.N.Rao and A.K. Datta, Oxford and IBH Publication Co. New Delhi, 1978.</li> <li>• Environmental analysis of water, soil air by Saxena</li> <li>• Water pollution and management by C.K. Vershney</li> <li>• Responses to oil and chemical marine pollution by Cormack D. (1993), Appl. Science Publishers, New York</li> <li>• Soil and Water conservation engineering by Schwab, SD, Frevert, RK, Edminster, TW and Barns, KK, John Wiley and Sons.</li> <li>• Analytical chemistry of industrial poisons, Hazards and solvents by Jacons, M.B. (1969) Interscience, New York.</li> <li>• Standard Methods for the Examination of Water and Wastewater (1984): American Public Health Association (APHA, AWWA, WPCF), New York</li> <li>• Chemical and Biological Methods For Water Pollution Studies by R.K.Trivedy and P.K.Goel, 1984, Environmental publication , Karad, India.</li> <li>• Water Pollution- Causes, Effects and Control, by P.K.Goel,1997, New Age Publication, New Delhi.</li> <li>• Environmental Studies by Anindita Basak,2009, Dorling Kindersley Publication, Delhi.</li> </ul>
<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.lenntech.com/water-pollution-faq.htm">https://www.lenntech.com/water-pollution-faq.htm</a></li> <li>• <a href="https://www.everythingconnects.org/soil-pollution.html">https://www.everythingconnects.org/soil-pollution.html</a></li> <li>• <a href="http://www.fao.org/3/i9183en/i9183en.pdf">http://www.fao.org/3/i9183en/i9183en.pdf</a></li> <li>• <a href="https://wwf.panda.org/knowledge_hub/teacher_resources/webfieldtrips/water_pollution/">https://wwf.panda.org/knowledge_hub/teacher_resources/webfieldtrips/water_pollution/</a></li> </ul>
<b>Journals</b>	<ul style="list-style-type: none"> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Down to Earth</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Journal of Environmental Biology, ISSN No. 0254-870</li> </ul>
<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• UNEP reports</li> <li>• WHO notifications</li> </ul>
<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Field Visit to Panchagannga River &amp; Rankala Lake during Ganesh Festivals.</li> <li>• Practical Based on this Paper. ( Practical III &amp; IV)</li> </ul>



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 202</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ENVIRONMENTAL ENGINEERING AND DESIGN</b>		
<b>Course Objectives</b>			
1	Explain the students the waste water treatments.		
2	Describe the effect and control methods of the effluent and sewage.		
<b>Course Outcomes: The students will able to</b>			
1.	Design water treatment plant.		
2.	Select appropriate method for water and wastewater treatment.		
3.	Grade the existing water and wastewater treatment methods.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Fundamentals of Water Treatment:</b> Flow diagram of general water treatment plant, Water demand, factors affecting water demand, population forecasting, Concept of wastewater flows and variations, Flow measurement and types of notches, Sanitary survey of source, protection of sources.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Methods of Water Treatment:</b> Unit operation in water treatment: intakes, aeration Coagulation and flocculation process, common coagulants, Filtration, mechanism of filtration, slow sand, rapid sand and dual media filters, backwashing of filters. Sedimentation, particle settling theory and types of sedimentation tank Disinfection of water, minor methods of disinfection, ideal disinfectant Types of hardness and methods of water softening, Iron and manganese removal, fluoridation and de-fluoridation, Taste and odor removal	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	<b>Waste Water Treatment:</b> General methods of volume and strength reduction of waste Flow diagram of general waste water treatment plant, Low cost treatments, stabilization ponds, septic tanks, lagoons Primary treatments– racks and screens, types of screens grit removal, types of grit chambers, disposal of grit, oil and grease removal, corrosion, types of corrosion and corrosion control.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Secondary and Tertiary Treatment:</b> Secondary treatments– Trickling filters, types of trickling filters, Activated sludge process, modifications of activated process, Rotating biological contactors, bio-digesters, significance of F/M ratio Tertiary treatment– Wet land and aquatic treatment, Root zone treatment, Reverse osmosis, carbon adsorption, phosphorus removal, nitrogen removal.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>



## Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Text Book of Engineering Chemistry, Dara, Chand</li> <li>• A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand.</li> <li>• Textbook Of Remote Sensing &amp; Geographical Inform. Systems by KALI CHARAN, Atlantic Publisiers, 2018</li> <li>• Text Book Of Soil Science by PAL, CBS publishers, 2018</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• Environmental Science by Turk A., Turk, J. Wittes J.T. and Wittes, R.E. (1978)</li> <li>• Environmental Studies by Anindita Basak, 2009, Dorling Kindersley, New Delhi Publication.</li> <li>• Vogel's Textbook of Quantitative Chemical Analysis, 5<sup>th</sup> edition, J H Basett, J. Nendham and Denny, R.C.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Wastewater Engineering Treatment Disposal Reuse, By Metcalf &amp; Eddy, Publisher: Tata-McGraw-Hill Publishing Company Ltd., New Delhi, Fourth Edition, (2010)</li> <li>• A Text Book of Sanitary Engineering, Theory, Design and Practice, By Prof. Vinayak N. Ghorpade, Publisher: Engineering Book Publishing Company, Poona-16 Fourth Edition (1984).</li> <li>• Environmental Engineering: Water Supply, Sanitary Engineering and Pollution, By A. Kamala and D. L. Kanth Rao, Publisher: Tata-Mc. Graw Hill Publishing Company Ltd., New Delhi, (1988).</li> <li>• Fundamentals of Water Supply and Sanitary Engineering, By S. C. Rangwala &amp; K. S. Rangwala, Publisher: Chartor Publishing House, Anand, India, Eleventh Edition, (1986).</li> <li>• Water and Wastewater Technology, By Mark J. Hammer &amp; Mark J. Hammer, Jr., Publisher: Prentice-Hall of India Pvt. Ltd., New Delhi (1998).</li> <li>• Water Supply and Sanitary Engineering Including Environmental Engineering, By G. S. Birdie &amp; J. S. Birdie, Publisher: Dhanpat Rai &amp; Sons, New Delhi, Fifth Edition, (1997).</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://globalhydration.com/waterborne-disease/common-methods-of-water-purification/">https://globalhydration.com/waterborne-disease/common-methods-of-water-purification/</a></li> <li>• <a href="https://www.cdc.gov/healthywater/drinking/public/water_treatment.html">https://www.cdc.gov/healthywater/drinking/public/water_treatment.html</a></li> <li>• <a href="https://www.asce.org/fundamentals-of-water-treatment-processes-physical-chemical-and-biological/">https://www.asce.org/fundamentals-of-water-treatment-processes-physical-chemical-and-biological/</a></li> <li>• <a href="https://www.organicawater.com/primary-secondary-tertiary-wastewater-treatment-work/">https://www.organicawater.com/primary-secondary-tertiary-wastewater-treatment-work/</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• CPCB and MPCB reports</li> </ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Industrial Visits</li> <li>• Practical's based on this Paper. ( Practical III &amp; IV)</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 203</b>	<b>Credit Pattern</b>	<b>L-23, T-2, P-5</b>
<b>Course Title</b>	<b>COMPUTER APPLICATIONS</b>		
<b>Course Objectives</b>			
1	Learn basic concepts of Windows operation system.		
2	Learn basic word processing skills with Microsoft Word, how to gathering and analysis data using MS-Excel and presenting data with MS-PowerPoint		

<b>Course Outcomes: The students will able</b>	
1.	Understand Computer Fundamentals in detail.
2.	Manage the desktop, files, folders using control panel and other utilities.
3.	Create & present data in Word, PowerPoint and Excel.
4.	Use various features and tools of MSOffice, and use different formulas and functions.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<p><b>Computer Fundamentals:</b> Computer Definition, characteristics, Generations, Block Diagram, Concept of Hardware and Software , Input devices- Keyboard, mouse, scanning devices MICR, OMR, OCR. Output Devices- Monitor, Printers (Impact and non impact), Selection of printer and paper for output depending upon user requirements. Memory-concept, primary memory – RAM-SRAM, DRAM, ROM- PROM, EPROM, EEPROM, cache memory, Secondary memory- floppy disk, hard disk, Optical storage devices,</p> <p><b>Windows OS-</b> Operating system- definition, functions, features, Windows. Working with Windows OS- start menu, control panel, Standard icons- my computer, recycle bin, network places etc. Windows terms – desktop, folder, drives, Cut copy and paste operations, Computer Application in Environment Management.</p>	<b>L= 12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>2</b>	<p><b>.MS Word :</b> Introduction and feature , Creating word document, Editing features, Text formatting options, page formatting –adding header and footer, page number, insert page break, blank page, cover page, page orientation, print options. Working with tables, creating Table of Contents, Mail merge, shortcut keys, cursor control keys.</p> <p><b>MS Excel :</b> Basics of Excel – Ribbon, Workbook, worksheet, Format options, templates, data validation , sorting and filtering of data ,Functions- Count and Sum, Logical, Date and Time, Text, Lookup and References, financial and statistical functions, using formula , Charts-column, pie, bar, line, scatter plot, data series</p> <p><b>MS PowerPoint:</b> Features, factors to be considered for effective presentation, Creating Basic presentation, Editing and formatting options, inserting picture, chart, table, audio and video to slide, using animation and slide transition, using hyperlinks.</p>	<b>L= 12</b>	
		<b>T=1</b>	<b>P=2</b>

## Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Computer Fundamentals by P. K. Sinha&amp;PritiSinha, 5<sup>th</sup> edition, BPB pub.</li> <li>• Computer Fundamentals by Balguruswami</li> <li>• Microsoft Office 2013 All-In-One For Dummies By Peter Weverka, Wiley India Pvt Ltd, ISBN 10: 812654175X</li> <li>• Microsoft Office 2010 Digital Classroom by AGI Creative Team John Wiley &amp; Sons; Pap/Psc edition (1 March 2011) ISBN-10: 0470577770</li> <li>• Operating System Concepts: International Student Version By <u>Silberschatz</u> Wiley; Eighth edition (20 April 2009) ISBN-10: 8126520515</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Microsoft Office 2010 Bible By <u>John Walkenbach</u> Wiley India Private Limited (28 September 2010) ISBN-10: 8126528397</li> <li>• Microsoft Windows Operating System Essentials By <u>Tom Carpenter</u>John Wiley &amp; Sons (9 February 2012) ISBN-10: 1118195523</li> <li>• Microsoft Windows Operating System Essentials By<u>Tom Carpenter</u>ISBN: 978-1-118-19552-9</li> <li>• Fundamentals Of Computers 5Ed By V. RajaramanPublisher: Phi Learning Pvt Ltd ISBN 10: 8120340114</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.zuaneducation.co">https://www.zuaneducation.co</a></li> <li>• <a href="http://www.klientsolutech.com">www.klientsolutech.com</a></li> <li>• <a href="https://www.udemy.com">https://www.udemy.com</a></li> <li>• <a href="https://koreinfotech.com">https://koreinfotech.com</a></li> <li>• <a href="https://www.homeandlearn.co">https://www.homeandlearn.co</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Compute Journals by Oxford University Press – ISSN: _ 0010-4620 (print); 1460-2067 (web)</li> <li>• Journals in computer Science.</li> <li>• Journal of Information Technology, ISSN No .2253-4126</li> <li>• Journals in Computer Science - Elsevier</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Various articles</li> <li>• Various Magazine on Information Technology</li> </ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Total <b>eight</b> practical sessions on MS-Word, MS-Excel and MS-PowerPoint</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 204</b>	<b>Credit Pattern</b>	<b>L-23, T-2, P-5</b>
<b>Course Title</b>	<b>Statistical Methods</b>		

### Course Objectives

1	To impart the knowledge of statistical methods so that the students would be capable of performing data analysis to support empirical studies on environment.
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### Course Outcomes: The students will get

1.	Conceptual clarity on statistical methods.
2.	Ability to analyze and interpret data.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	Definition, uses and limitations of statistics. Importance of statistics in environmental science. Measurement and levels of measurement. Tabulation and diagrammatic representation of data. Averages and measures of dispersion	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Correlation Regression analysis Introduction to sampling, Random sampling and stratified sampling, sampling in physical environmental sciences. Introduction to tests of significance. Z, t and Chi square tests.	<b>L= 12</b> <b>T=0 P=3</b>	

### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>S Boslaugh &amp; P A Watters, Statistics in a nutshell, O'REILLY, 2008</li> <li>R P Hooda , Introduction to statistics, MacMillan, 2002</li> </ul>
1	<b>Reference books</b>	<ul style="list-style-type: none"> <li>H Frank &amp; S C Altheon, Statistics: Concepts and Applications, Cambridge University Press, 2002</li> <li>A S Gaur &amp; S S Gaur, Statistical Methods for practice and research, Response Books, 2006</li> <li>K V S Sarma, Statistics made simple: Do it yourself on PC, PHI,2001</li> </ul>
2	<b>Journals</b>	<ul style="list-style-type: none"> <li>Journal of Agricultural, Biological, and Environmental Statistics. Springer(Available in JSTOR, INFLIBNET NLIST)</li> <li>The annals of applied statistics (Available in JSTOR, INFLIBNET NLIST)</li> </ul>
3	<b>Web sites</b>	<ul style="list-style-type: none"> <li><a href="https://www.khanacademy.org">https://www.khanacademy.org</a></li> <li><a href="http://www.statsoft.com/">http://www.statsoft.com/</a></li> <li><a href="https://stattrek.com">https://stattrek.com</a></li> <li><a href="https://www.tutorialspoint.com/statistics/index.htm">https://www.tutorialspoint.com/statistics/index.htm</a></li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 205</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL- III</b>		

### Course Objectives

1 The students should know the experimental procedures for analysis of environmental samples.

### Course Outcomes: After completion of this course students will have capability to

1 Make use of water sampling methods, processing and preservation of water samples.

2 Determine water pollution levels using appropriate methodology/ instrumentation.

3 Perceive skills in analytical techniques/experimental for BOD,COD measurements.

4 Interpret the experimental results to study water pollution levels.

### Syllabus:

Sr.No.	Title of the Experiment	Paper No.	Number of Sessions	
			T	P
1	Determination of Nitrates by UV/ VIS	CC 205	L= 15	
2	Determination of TS/TDS/TSS in Water	CC 205	T=0	P=45
3	Determination of Ammonical Nitrogen in Water	CC 205		
4	Estimation of Boron in Water	CC 205		
5	Determination of DO & CO <sub>2</sub> in water	CC 205		
6	Determination of Particle Density and Pore Space of Soil	CC 205		
7	Determination of Nitrites in water	CC 205		
8	Determination of COD in water	CC 205		
9	Determination of Iron by Chemical method	CC 205		
10	Determination of Water Holding Cap., Bulk Density, Moisture content of soil	CC 205		
11	Determination of BOD	CC 205		
12	Determination of H <sub>2</sub> S in water	CC 205		
13	Determination of Oil & Grease in water	CC 205		
14	Interpretation of Aerial Photographs	CC 205		
15	Determination of Scale of Areal Photograph	CC 205		
16	Backlog/Remedial Practicals	CC 205		
17	Repeation Practicals	CC 205		

### Learning Resources

1	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel</li> <li>Standard Methods of water &amp; Waste water analysis: APHA</li> <li>Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti</li> <li>Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti</li> <li>A text book of Soil analysis : Baruah &amp; Barthakur</li> </ul>
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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 206</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL- IV</b>		

### Course Objectives

1	The students should know the experimental procedures for analysis of environmental samples.
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### Course Outcomes: After completion of this course students will have capability to

1	Make use of designing of water and waste water treatment plant.
2	Experiment with the maintenance of water and waste water treatment plant .
3	Adapt statistical methods for interpretation of results.
4	Perceive computer & GIS applications in the interpretation and presentation of results.

### Syllabus:

Sr. No.	Title	Paper No.	Number of Sessions	
			L	P
1	Determination of Permanganate value	CC 206	<b>L= 15</b>	
2	Determination of Chlorine Dose	CC 206	<b>T=0</b>	<b>P=45</b>
3	Determination of SVI/MLSS/MLVS	CC 206		
4	Determination of Residual Chlorine/B P Analysis	CC 206		
5	Determination of Volatile Fatty Acids	CC 206		
6	Personal Protective Equipment's	CC 206		
7	Coagulation-flocculation-- Jar Test	CC 206		
8	Computer-I	CC 206		
9	GIS-I	CC 206		
10	Computer-II	CC 206		
11	GIS-II	CC 206		
12	Computer-III	CC 206		
13	GIS-III	CC 206		
14	Computer-IV	CC 206		
15	GIS-IV	CC 206		
16	Backlog/Remedial Practicals	CC 206		
17	Repeation Practicals	CC 206		

### Learning Resources

<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel</li> <li>• Standard Methods of water &amp; Waste water analysis: APHA</li> <li>• Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti</li> <li>• Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti</li> <li>• A text book of Soil analysis : Baruah &amp; Barthakur</li> </ul>
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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 201- A</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH</b>		

### Course Objectives

1	This paper elaborate the Industrial Hygiene and Occupational Health.
2	To provide complete knowledge with respect to application of Industrial Hygiene, Occupational Health & Ergonomics at work place.
3	To study Importance of Nutrition, & Ergonomics in Occupational. Health.

### Course Outcomes: The students will able to

1.	Recognize, evaluate industrial and occupational hazards and propose control measures.
2.	Correlate occupational health and hazards at the workplace.
3.	Compare and contrast nutritional requirements with health issues.
4.	Identify the importance of ergonomics, create design of work station for improving safety and productivity.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<p><b>Industrial Hygiene:</b> Definition of Industrial Hygiene, Work Site Analysis &amp; job hazards, Types of Hazards, (Air Contaminants, Chemical Hazards, Biological Hazards, Physical Hazards, Ergonomic Hazards) Industrial Hazards (Anticipation, Recognition, Evaluation &amp; Control) Control of Hazards: Elimination, Substitution, Engineering Controls, Administrative Controls &amp; Personal Protective Equipments, Personal hygiene, Housekeeping, 5 S concept, Industrial Waste Disposal, Route of entry to human system, recognition, evaluation and control of basic hazards, concepts of dose response relationship, bio-chemical action of toxic substances. Concept of threshold, limit values, air sampling strategies, personal exposure monitoring.</p> <p><b>Personal Protective Equipment :</b> Need for Personal Protection Equipment (PPE), PPE Selection: Applicable standards, supply, use, care &amp; maintenance Types of PPE: Non-respiratory personal protective devices: Head protection, Ear protection. Face and Eye protection, Hand protection, Foot protection, Body protection. Respiratory personal protective devices: Classification of respiratory personal protective devices, Selection of respiratory personal protective devices. Instructions and training for the use, maintenance and care of self contained breathing apparatus and open circuits &amp; close unit breathing apparatus, PPE Testing Procedures and Standards.</p>	<b>L= 12</b>	
		<b>T=1</b>	<b>P=2</b>
2	<p><b>Occupational Health and Hazards :</b> Definition : As per WHO, Common Occupational Diseases &amp; Occupations involving risk of contracting these disease, Occupational Health Management Services at the work place. List of notifiable diseases Schedule III of Factories Act - 1948. Adverse health effects of noise, vibration, cold, heat stress, improper illumination, thermal radiation, ionising &amp; non-ionising radiations. Permissible threshold exposure limits of radiations - short term and long</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

	<p>term effects of radiation exposures – Preventive and control measures.  Pre-employment, periodic medical examination of workers.  Medical surveillance for control of occupational diseases and health records.</p>		
3	<p><b>Nutrition and Health:</b>  Physiology of respiration, cardiac cycle, muscle contraction, nerve conduction system, etc.  Assessment of Workload based on Human Physiological reactions. Permissible limits of load for manual lifting and carrying. Criteria for fixation limits.  Working posture: Its effect on cardio-vascular and musculo-skeletal system and implications on health.  Nutrition and its importance in manual work. Nutritional requirements and nutritional of diet.  Assessment of Work Capacity Fatigue and Rest Allowances. Physiological Tests for Assessment of Occupational Health. Nutrition: Nutritional requirements and the Diets  Work, Exercise and Physical Fitness. Aerobic work capacity (physical work capacity), Factors affecting aerobic capacity and work performance, Environmental Physiology</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<p><b>Ergonomics:</b>  Introduction to Ergonomics, Definition, Aims and Scope, Man-machine (Job), Environment System, Constituents of Ergonomics, Application of Ergonomics in industry for Safety, Health and Environment. Ergonomics of Automation / Assembly, Visual Fatigue, Ergonomics of Rehabilitation while assigning alternate jobs.  Anthropometry and fundamental of bio-mechanics: Basic and applied aspects: Anthropometric measurements and their usefulness in industry.  Ergonomic Design of Work Station: Concept of workstation and its design. Improving safety and productivity through work station design. Technical and engineering control measures. Economics consideration.</p>	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>



## Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Handbook of occupational safety and health, Louis J. DiBerardinis, John Wiley, 1999</li> <li>• Handbook of Occupational Health and Wellness. Izabela Z. Schultz, 2012</li> <li>• Current Science, ISSN No. 0011-3891 Industrial Safety Management by L.M. Deshmukh, McGraw Hill Education Publication, 1<sup>st</sup> July, 2017</li> <li>• Industrial Safety &amp; Environment by Er. A. K. Gupta, ISBN: 9788131804544</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Fundamentals of Industrial Hygiene (6<sup>th</sup>, Edition). Barbara A. Plog, Patricia J. Quinlan, 2012</li> <li>• Global Occupational Health. Tee L. Guidotti, 2011</li> <li>• Oxford Handbook of Occupational Health. Julia Smedley, Finlay Dick, Steven Sadhra, 2007</li> <li>• Occupational Health Psychology. Stavroula Leka, 2010</li> <li>• Fundamental principles of occupational health and safety. B. O. Alli, 2001</li> <li>• Principles of Occupational Health and Hygiene: An Introduction. Sue Reed, Dino Pisaniello, Geza Benke, Kerrie Burton, 2013</li> <li>• Basics of Industrial Hygiene. Debra Nims, 1999</li> <li>• Occupational Safety and Health for Technologists, Engineers, and Managers. David L. Goetsch, 1995</li> <li>• Industrial Hygiene &amp; Chemical Safety - M.H.Fulekar: I. K. International Publishing House, New Delhi.</li> <li>• Industrial Hygiene Reference And Study Guide- Allan K. Fleeger, Dean Lillquist, AIHA, 01-May-2006</li> <li>• Personal Protective Equipment -Guide to Ports/Dock Workers - M.H.Fulekar : Government of India's Publication</li> <li>• Fundamentals of Industrial Hygiene-Barbara A. Plog, Patricia J. Quinlan, National Safety Council Press, 2002</li> <li>• Occupational safety management and engineering, Willie Hammer, Dennis Price, Prentice Hall, 2001</li> <li>• Fundamentals of Occupational Safety and Health, Mark A. Friend, James P. Kohn, Government Institutes, 16-Aug-2010</li> <li>• Fire and Explosion Hazards Handbook of Industrial Chemicals, 2003</li> <li>• Industrial Hygiene Evaluation Methods. Micheal S. Bisesi. CRC Press, 28-Aug-2003</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.nsc.org.in">www.nsc.org.in</a></li> <li>• <a href="http://www.osha.gov">www.osha.gov</a></li> <li>• <a href="http://www.ilo.org">www.ilo.org</a></li> <li>• <a href="http://www.ohsonline.com">www.ohsonline.com</a></li> <li>• <a href="http://www.worldsafety.org">www.worldsafety.org</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• International Journal of Occupational Safety and Ergonomics. <b>ISSN : 2376-9130</b></li> <li>• International Journal of Occupational Safety and Health. ISSN : 2091-0878</li> <li>• Journal of Industrial Safety Engineering. ISSN : 2395-6674</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Industrial Safety Chronicle. Published by National Safety Council., Mumbai</li> </ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Visit to Textile &amp; Flour mill to study Occupational Health effects on workers.</li> <li>• Practicals based on this paper ( Practical III &amp; IV)</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 201-B</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>AQUACULTURE AND AGRICULTURE</b>		
<b>Course Objectives</b>			
1	To understand the importance of fresh water Aquaculture in environment.		
2	To understand the importance agri ecosystem & to maintain sustainability of Natural Capitals.		
<b>Course Outcomes: The students will able to</b>			
1.	Demonstrate techniques and develop technologies in aquaculture practices.		
2.	Perceive the importance of coastal and fresh water aquaculture, global scenario, present status in India-prospects and scope.		
3.	Develop competitively, skills and technology required for sustainable development in agri ecosystem.		
4.	Identify and overcome the challenges encountered sustainability in agri-ecosystem.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>AQUACULTURE</b> <b>Unit I: Aquaculture Management</b> Freshwater fish culture, Procurement of stocking material, establishment and management of fish frames and hatcheries, Poly-culture, Development and advances in freshwater aquaculture in India, Weeds: Types and control measures, fish feed.	<b>L= 12</b>	
		<b>T=1</b>	<b>P=2</b>
2	<b>AGRICULTURE</b> <b>Fundamentals of Agriculture</b> Importance of Agriculture for Tropical Developing Countries ,Essential Features of Agriculture/ Crop Production ,Branches of Agriculture, Factors affecting Modern Crop production, Methods of Propagation, Concept & Quality of Seeds Weather, Climate & Agriculture Agricultural Production Systems- Environmental Impacts of Monoculture & Poly-culture /Multiple Cropping ,Crop Rotation Crop Farms as Agro-ecosystem, Different agricultural related revolutions in India (green, yellow, blue, white, silver etc). Source of Irrigation and its management, Cropping system and soil groups formed in different parts of the country as defined by ICAR	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
3	<b>Agriculture Management -I</b> Soil &Water Conservation , Systems & Methods of Irrigation- Surface, Subsurface & Micro-irrigation, their Advantages & Disadvantages Environmental Consequences of Unskilled Irrigation practices Irrigation Water Quality-Salt Contents & Sodium Absorption Ratio(SAR) Irrigation Scheduling & Agricultural Drainage Systems Integrated plant nutrient management, Integrated Pest management, Post harvest technology.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Agriculture Management II</b> By-product from industrial and agriculture sources and their utilization, Recycling and reuse of resources, Definition and concept; Hitch Agriculture, precision farming, sustainable agriculture, contract farming, crop modeling, Concept & importance of Bio-fertilizers , Agro forestry Energy Use in Crop Production, Energy Crops, Organic Crop Production Constraints to Organic Farming Technology, Green House Technology.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

## Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Text book of Agricultural Biotechnology, Ahindra Nag, PHI</li> <li>• A Text Book of Plant pathology, Sambamurty, I K International.</li> <li>• Text Book Of Soil Science by PAL, CBS publishers, 2018</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Santhanam <i>et al.</i>, R 2002: A Manual of Freshwater Aquaculture, Oxford IBH Publishing Co. Pvt. Ltd., New Delhi.</li> <li>• Lucky, Z. 1977: Methods for the Diagnosis of Fish Diseases, Amerind Publishing Co. Pvt. Ltd., New Delhi.</li> <li>• Yadav, B. N. 1997: Fish and Fisheries, Daya Publishing House, Delhi.</li> <li>• Schaperclaus, W. 1991: Fish Diseases, Oxonian Press Pvt. Ltd., New Delhi.</li> <li>• Jhingran, V.: Fish and Fisheries of India, Hindustan Publication Corporation, New Delhi.</li> <li>• Mary Chandy: Fishes, National book Trust India, New Delhi.</li> <li>• Fundamentals Of Agriculture Vol. 2 Paperback, 2012, by Katyayan Jain Brothers, 7th Edition, 2017.</li> <li>• Fertilizer Technology and Management Paperback, 2012, Mishra Brahma (Author) I K International Publishing House Pvt. Ltd; First Edition.</li> <li>• Management of Horticultural Crops, T. Pradeepkumar, New India Publishing, 2008.</li> <li>• Integrated Pest Management: Volume 2: Dissemination and Impact, Editors Rajinder Peshin, Ashok K. Dhawan, Springer Science &amp; Business Media, 2009.</li> <li>• Nature &amp; Properties of Soil, Nyle Brady, 2005.</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.icrisat.org">https://www.icrisat.org</a></li> <li>• <a href="https://icar.org.in">https://icar.org.in</a></li> <li>• <a href="https://www.mssrf.org">https://www.mssrf.org</a></li> <li>• Chinimandi.com</li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Down to Earth</li> <li>• Agroone (Sakal)</li> </ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Visit to Kanerimath to Study Organic Farming.</li> <li>• Practical Based on Aquaculture &amp; Agriculture.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201 A</b>	<b>Credit Pattern</b>	<b>L-22, T-8</b>
<b>Course Title</b>	<b>FUNDAMENTALS OF MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To Understand the different concepts in Management.		
2	To understand the different Functions of Management		
<b>Course Outcomes: Students will be able to;</b>			
1.	Discuss management functions and how it can affect future managers		
2.	Analyze and attain elementary level of skills in management process and functions: planning, organizing, directing and controlling.		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
1	<b>Introduction to Management</b> Management- Definition, Scope, Characteristics, Significance. Managerial Skills, Levels of Management and their functions, Henri Mintzberg- Roles of a Manager, Management Vs Administration.	<b>L= 11 T= 4</b>
2	<b>Functions of Management</b> <b>Planning</b> -Nature, Types, Process and Importance of Planning, Limitations of Planning. <b>Organizing</b> - Meaning, Departmentalization, Span of Management, Concept of Responsibility, Authority, Accountability and Delegation <b>Directing</b> - Definition, Characteristics and Importance. <b>Controlling</b> - Need, Process of Controlling, Benefits of Controlling.	<b>L= 11 T= 4</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Principles of Management – T Ramasamy</li> <li>2. Principles of Management – P.C. Tripathi and P.N. Reddy</li> <li>3. Fred Luthans, Organisational Behavior, McGraw Hill, 11th Edition, 2001</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Essentials Of Management – Koontz And Weinrich</li> <li>2. Modern Management – Certo – Prentice Hall</li> <li>3. Principles Of Management – L.M. Prasad</li> <li>4. Principles Of Management – R.M. Srivastava</li> <li>5. New Era of Management – Richard L. Daft</li> <li>6. Essentials of Management – Peter Drucker</li> <li>7. Management – Stephen P. Robins – Prentice Hall</li> <li>8. Modern Business Administration and Management – S. A. Sherlekar - Himalaya Publication</li> <li>9. Management Concept and Strategies – J. S. Chandra</li> </ol>
<b>3</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.iupindia.in">www.iupindia.in</a></li> <li>2. <a href="https://iedunote.com">https://iedunote.com</a></li> <li>3. <a href="http://www.yourarticlelibrary.com">http://www.yourarticlelibrary.com</a></li> </ol>

4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Asian Journal of Management</li> <li>2. AIMS Journal of Management</li> <li>3. Casefolio The IUP Journal of Management case studies.</li> <li>4. IUP Journal of Management Case Studies</li> <li>5. IUP Journal of Organisational Behavior</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. South Asian Journal of Practical Research</li> <li>2. Business India – The Magazine of Corporate World.</li> <li>3. Articles in Economic Times, Deccan Herald, Times of India</li> </ol>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Study organizational Structure of any company and present in the class.</li> <li>• Class debate on different basis of departmentalisation</li> <li>• Identify any business leader and list his qualities that made him a good leader.</li> <li>• Visit any organization and find out how it motivates its employees and discuss in class.</li> <li>• Library Exercise on CSR activities undertaken by any one company of your choice.</li> <li>• To interview Manager of any local business to understand responsibilities and limitations of manager.</li> <li>• Identifying a job profile and list the various types abilities required for that job and also the personality traits/attributes required for that job.</li> <li>• Management games on <b>Team building</b> will be conducted.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE-201 B</b>	<b>Credit Pattern</b>	<b>L-30, T-8, P-7</b>
<b>Course Title</b>	<b>Office Automation</b>		
<b>Course Objectives</b>			
1	To teach basic concepts about computers and peripheral devices		
2	To explain the concept of computer languages and features of operating system		
3	To demonstrate use of Word processor for documentations.		
4	To explain effective use of presentation technology.		
5	To demonstrate use of spreadsheet for analysis of data		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Understand basic concepts and computer terminology.		
2	Use operating system features		
3	Prepare proper documents		
4	Prepare effective presentation		
5	Analyze any data with the help of spreadsheets.		

<b>Unit Number</b>	<b>Contents</b>		
1	<b>Introduction to Computer, Concept of Operating System &amp; Word Processing</b> Definition of Computer, Characteristics & Limitations of Computer, Generations of Computer, Block Diagram of Computer, Concept of Hardware and Software, <b>Operating System:</b> Function of Operating System, Types of O.S., Features of Windows Operating System, Default Icons on Desktop – My Computer, Recycle Bin, My Network Places and Internet Explorer, Important Terms in Windows – Icons, Desktop, Folder, Star Button, Concept of Cut, Copy and Paste operation, Concept of Start Button <b>MS-Word:</b> Component of MS-Word window, Page-Setup in MS-Word, How of Print Document, Formatting the Document, Inserting & Formatting table, Inserting various objects in the document, Mail-Merge Utility, Cursor Control Keys,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Data Analysis Through Excel and Presentation Techniques.</b> <b>MS-Excel:</b> Features Of Excel, Formatting Work Sheet- Formatting cell, conditional formatting, Lookup Functions, IF, SUM, SUMIF, SUMIFS, COUNT, COUNTIF, COUNTIFS, COUNTBLANK Functions, Function For Financial Decision – PV, FV, PMT, PPMT, IPMT Functions, TEXT Functions, Date and Time Functions, Decision Making Using – Goal Seek, Scenario Manager, Basic Data Analysis – Sorting, Summarizing, Filtering, Validating Data, Summarizing Data With Chart, Describe Data Using Pivot Table,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

	<p><b>MS-PowerPoint:</b>  Factors To Be Considered Before Creating A Presentation, Creating and setting Presentations With PowerPoint, Applying Animation Effects, Slide Transition Effects, Views In PowerPoint, Use of Text, Images, ClipArt's, Hyperlinks, Video and Audio and Action Buttons In Presentation,</p>		
<b>Learning Resources</b>			
1	<b>Text books</b>	<ol style="list-style-type: none"> <li>1. Computer Fundamentals by P. K. Sinha&amp;PritiSinha, 5<sup>th</sup> edition, BPB pub.</li> <li>2. Computer Fundamentals by Balguruswami</li> <li>3. Microsoft Office 2013 All-In-One For Dummies By Peter Weverka, Wiley India Pvt Ltd, ISBN 10: 812654175X</li> <li>4. Microsoft Office 2010 Digital Classroom by AGI Creative Team John Wiley &amp; Sons; Pap/Psc edition (1 March 2011) ISBN-10: 0470577770</li> <li>5. Operating System Concepts: International Student Version By <u>Silberschatz</u> Wiley; Eighth edition (20 April 2009) ISBN-10: 8126520515</li> </ol>	
2	<b>References</b>	<ol style="list-style-type: none"> <li>1. Microsoft Office 2010 Bible By <b><u>John Walkenbach</u></b> Wiley India Private Limited (28 September 2010) ISBN-10: 8126528397</li> <li>2. Microsoft Windows Operating System Essentials By <b><u>Tom Carpenter</u></b>John Wiley &amp; Sons (9 February 2012) ISBN-10: 1118195523</li> <li>3. Microsoft Windows Operating System Essentials By<b><u>Tom Carpenter</u></b>ISBN: 978-1-118-19552-9</li> <li>4. Fundamentals Of Computers 5Ed By V. RajaramanPublisher: Phi Learning Pvt Ltd ISBN 10: 8120340114</li> </ol>	

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE-201- C</b>	<b>Credit Pattern</b>	<b>L-20, T-05, P-05</b>
<b>Course Title</b>	<b>Indian Social Problems And Social Services</b>		

**Course Outcomes: Students will be able to**

1	Implement various social welfare services provided by GO's & NGO's
2	Asses the socio- economic factors and their implications of beneficiaries

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Genesis and nature of various categories of Social Problems Definition of Social deviance and control, social disorganization and social problems, study and analysis of specifics social problems in relation to their nature, causative factors, extent and magnitude	<b>L=10</b>	
		<b>T=3</b>	<b>P=2</b>
2	An overview of major social problems, Juvenile delinquency, Crime, Prostitution, Dowry, AIDS, Beggary-Alcoholism and Drug Addition.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

**Learning Resources**

1	<b>Text Books</b>	1. Ahuja R 1993 Indian Social System-Rawat Publication New Delhi. 2. Akbar M.J. 1988 Riot After Tiot; Reports on caste & Communal Violence in India New Delhi : Penguin Books. 3. Bardhan P. 1984 the Political Economy of Development in India Delhi: Oxford Press. 4. Betelle A. 1966 Caste, Class and Power Bombay: Oxford Uni, Press. 5. Black C.E. 1966 The Dynamics of Modernization: A study in Comparative History New York: Harper & Row. 6. Madan G.R. 1985 Indian Social Problems Vol. I and II Allied Pub. Pvt. Ltd. Bombay
2	<b>Reference Books</b>	1. Coser I.A. 1956 The functions of Social Conflict Glencoc Illinois; Free Press. 2. Dahrendorf R. 1957 Class & Class ' Conflicts in an Industrialized Society London Routldge & Kengan Paul. 3. Dandekar V.M. 1977 Nature of Class Conflict in the Indian Society Bom Bharat Foundation. 4. Das A. & Nilkanth V. (Ed.) 1979Agrarian Relations in India Delhi: Manohar.
3	<b>Website</b>	<a href="https://journals.sagpub.com">https://journals.sagpub.com</a> <a href="http://www.ndpublisher.in">www.ndpublisher.in</a> <a href="http://www.ukessays.com">www.ukessays.com</a> <a href="http://www.open.edu7.sociology">www.open.edu7.sociology</a>
4	<b>Journals</b>	International Journal of Social Science Indian Journal of Social Work
5	<b>Supplementary reading</b>	Encyclopedia in Social Work Vol-I & II Dictionary of Social Work
6	<b>Practical Component</b>	1. Visit to various NGO's 2. Concurrent Field Work 3. Case studies on various social problems 4. Organized Group discussion with problematic 5. Celebrate different days related to Social issues.



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201 D</b>	<b>Credit Pattern</b>	<b>L-22, T-04, P-04</b>
<b>Course Title</b>	<b>Principles of Economics</b>		

**Course Outcomes: Students will be able to**

1	Understand the micro variables and approach for microeconomic issues
2	Identify the macro variables in any economy

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Unit 1: Demand &amp; Supply Analysis</b> Basic Economic Concepts, Definitions of Economics, Branches or approaches to economics, Basic Economic Problems or the Central problems of a Society, Law of Diminishing Marginal Utility, Demand curve derivation and its properties, Elasticity of Demand Supply Analysis- Meaning, Types and Determinants of Supply, Supply Function and Law of Supply, Elasticities of Supply and Their Utilities.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Unit 2. Market Theory &amp; N.I</b> Types of Markets, Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly: Features and price determination Basic Concepts of NI, GDP, GNP, etc, Estimation of NI and Difficulties, Circular Flow of Aggregate Income and Expenditure	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Learning Resources**

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Paul Samuelson(2000), Economics, McGraw Hill Inc, New Delhi, Ahuja H.L, Modern Micro Economics, S Chand&amp; Co., New Delhi,</li> <li>Koutsyanis (2015), Micro Economics.</li> <li>Jhingan M.L., Microeconomics, Vrinda Publications, New Delhi.</li> <li>C.Rangarajan and Dholokia B.H, Principles of Macro Economics, Tata Mcgraw-Hill, New Delhi, (1998).</li> <li>Blanchard, Olivier (2000), <i>Macroeconomics</i>, Prentice Hall.</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Robert S Pindyck and Daniel L Rubinfeld(2017), Microeconomics, Pearson Education Ltd., UP</li> <li>Mankwin Gregory N(2016), Principles of Microeconomics, Cengage Learning India Pvt. Ltd.</li> <li>Hal R Varian(2015), Microeconomic analysis, Viva Books Pvt. Ltd., New Delhi</li> <li>Mankiw Gregory (2002), Macroeconomics, 5th Edition, Worth Publishers</li> <li>Ahuja H L(2015), Macroeconomics Theory And Policy, 19th Edition, SCHAND</li> <li>Gupta G S(2011), Keynesian and Post Keynesian</li> </ul>
3	<b>Websites</b>	<p><a href="http://www.rbi.org.in">www.rbi.org.in</a>  <a href="http://www.mygov.gov.in">www.mygov.gov.in</a>  <a href="http://www.cmie.com">www.cmie.com</a></p>

4	<b>Journals</b>	Arth Samwad Economic and Political Weekly Indian-Economic-Journal Journal-of Indian-School-of-Political-Economy
5	<b>Supplementary Reading</b>	Economics Survey Union Budget of India
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Conduct consumer survey and identify consumer utility for various consumer goods</li> <li>• Review reference books on economics, and prepare a report on liner, cubic and quadratic production functions</li> <li>• Visit various service vendors and prepare a report on price determining factors and challenges for their products in the market</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201 E</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>Environment And Development</b>		

### Course Objectives

1	Understand the basics functional areas of Environment.
2	Define concepts of pollution, pollutants and natural resources
3	Explain historical development of struggle for Environmental protection

### Course Outcomes: The students will able to

1.	Differentiate biotic and abiotic components of ecosystem & able to understand concept of habitat, interactions in between different components & their Interrelationships.
2.	Develop ability of identification of local issues related with natural resources.
3.	Adopt various pollution control techniques.
4.	Able to know various environmental policies as well as National & International Organizations involved.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Ecological concept and Natural Resources :</b> Introduction to Environmental Science as a multi-disciplinary, its scope and necessity; Concepts of Ecosystem and its Structure and Functions, Principles of Organism-environment relationship; Concept and classification of Natural Resources. Energy Resources, Renewable and Nonrenewable.	L= 11	
		T= 3	P=0
2	<b>Environmental Pollution and Policy:</b> Definition, sources and effects of water pollution. Definition, sources of air pollution, Effect of air pollution and acid rain, climate change, ozone depletion. Definition, Sources of noise pollution. Effect of noise pollution on human-beings. Noise control measures. Government policies in the protection and development of environment. National environmental policy. United Nations Environmental Programme (UNEP).	L= 12	
		T= 4	P= 0

### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand</li> <li>A Text Book of Ecology, S K Dubey, Dominant Publication</li> <li>A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Fundamentals of Ecology by Odum, E.P.</li> <li>Desert Ecology by Ishwar Prakash</li> <li>Ecology of Urban India by Pramod Singh</li> </ul>

		<ul style="list-style-type: none"> <li>• Ecology of Rural India by Singh</li> <li>• Ecology 2000 by Sir Edmand Hillary</li> <li>• Environmental Protection and the Laws by CN Mehta, 1991</li> <li>• India’s Forests, Myth and Reality by J.B. Lal 1989</li> <li>• Legal aspects of Environmental Pollution and its Management by Ed. S.M. Ali, 1992</li> <li>• Man – Nature and Environmental Law by GS Nathawal, S. Shastri and JP Vyyar, 1988</li> <li>• International Environmental Policy: Emergence and Dimensions by LK Caldwell, 1990</li> <li>• Lal’s Commentaries on Water, Air Pollution Laws along with the Environmental (Protection) Act and Rules, 1986, 3<sup>rd</sup> Ed., 1992 Law Publisher – India</li> <li>• The Wildlife (Protection) Act, 1972 (with amendment-1991)</li> <li>• Our Common Future – WCED, 1991</li> <li>• Universal’s Environment and Pollution Law Manual by SK Mohanty, 1998.</li> <li>• A Guide to Implementation of the ISO 14000 Series on Environmental Management (Prentice Hall Ptr Environmental Management and Engineering Series) Har/Dskt Edition</li> <li>• Environmental manager's guide to ISO 14000 by <a href="#">Bruce W Perry</a></li> <li>• Implementing ISO 14000 Hardcover – November 1, 1996 by <a href="#">Tom Tibor</a> (Author), <a href="#">Ira Feldman</a> (Author)</li> <li>• Environmental Impact Assessment By: Larry W Canter. McGraw-Hill International Editions, 2nd Edn, New York (1996).</li> <li>• EIA Theory &amp; Practice By: Peter Wathern. Unwin Hyman, London (1990)</li> <li>• Environmental Impact Assessment By: PR Trivedi. APH Publishing Corporation, New Delhi (2004)</li> <li>• EIA Practical Solutions to Recurrent Problems By: David P Lawrence. Wiley Interscience Publication (2003)</li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/">https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/</a></li> <li>• <a href="https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles">https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles</a></li> <li>• <a href="https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php">https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• National Geographic</li> <li>• Down to Earth, CSE</li> </ul>
6	Practical Components	<ul style="list-style-type: none"> <li>• Field visit to study pond water &amp; forest Ecosystem.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 - A</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>GERMAN</b>		

<b>Course Objectives</b>	
1	To create an awareness about a foreign language
2	To understand the basic script of the language
3	To understand the culture and tradition of the county
<b>Course Outcomes: Students will be able to;</b>	
1	Use basic words & sentences in German Language
2	Develop basic vocabulary in German Language..

### **Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
1	Introduction ( Name, country, living place, languages etc.), Asking the person's information, Greeting German Alphabets, Number (1-100), Giving and asking information related to number (age, telephone number, mobile number etc. Difference between formal and informal, Personal Pronouns, verb conjugation Europa-Countries, capitates and languages Learning about the things in the class room, Definite, indefinite, negative articles Possessive Articles with the reference of all the nouns learnt in the last lecture Watching timing learning
2	Conjugation of strong verbs, Use of separable verbs in the sentences Routine activities, Questions related to time, (use of prepositions am, pm) Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence Learning the professions, Telling about and asking for the professions Ordinal number Verbs- haben, sein, Revising the syllabus

### **Note:**

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required syllabus.

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 - B</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>JAPANESE</b>		

### Course Objectives

1	To create an awareness about a foreign language
2	To understand the basic script of the language
3	To understand the culture and tradition of the county

### Course Outcomes: Students will be able to;

1	Use basic words & sentences in Japanese Language
2	Develop basic vocabulary in Japanese Language..

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>
1	Introduction to Japan as country and language basics. Hiragana Script, Hiragana Activity, Katakana Script, Katakana Activity, Cultural Ethics and Survival Greetings, Classroom Language (Speaking), Number system, Vocab for Daily Uses, Grammar, Calendar Family Tree, Grammar
2	Self-Introduction, Introduction to Japanese Work-Culture Grammar, Introduction to -Kanji, Visit Restaurant' (Speaking), Visit guest's house' (Speaking), Shopping' (Speaking), Farewell

### Learning Resources

<b>1</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Living Language Ultimate Japanese Beginner-Intermediate</li> <li>2. The Kanji Learner's Dictionary by Jack Halpern</li> <li>3. Japanese from zero 1 and 2 by George Tromphy</li> <li>4. Basic Japanese by Eriko Sato</li> <li>5. Handbook of Japanese verbs by Taeko Kamiya</li> <li>6. Japanese- English, English- Japanese Dictionary by Seigo Nakao</li> <li>7. Modern Japanese vocabulary A Guide for 21<sup>st</sup> century student by Edward Trimell</li> <li>8. Minna no Nihongo Series</li> <li>9. Seiichi Makino Michio Tsutsui Biiks (Dictionary)</li> <li>10. Genki An Integrated Course in Elementary Japanese</li> <li>11. Improving your communication skills</li> <li>12. Pod 101 series (audio)</li> </ol>
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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201- C</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>FRENCH</b>		

<b>Course Objectives</b>	
1	To create an awareness about a foreign language
2	To understand the basic script of the language
3	To understand the culture and tradition of the county
<b>Course Outcomes:</b> Students will be able to;	
1	Use basic words & sentences in French Language
2	Develop basic vocabulary in French Language.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	Introduction (Name, country, living place, languages etc.), Asking the person's information, Greetings and Salutations, French Alphabets, French Accents, Numbers (1-1000), Giving and asking information related to numbers (age, telephone number, mobile number etc.) Difference between formal and informal, Personal Pronouns, Verb conjugations Countries, nationalities, capitals and languages Articles, Prepositions, Colours Gender, Nouns and Pronouns, Singular Plural Possessive Pronouns, Family Vocabulary Telling Time, Days of the week, Months of the Year, Parts of the Day About France and Francophone Countries, French Culture and Etiquettes, French Monuments
<b>2</b>	Conjugation of ER, IR and RE verbs, Use verbs in the sentences Routine activities, Questions related to time, (use of prepositions am, pm) Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence Learning the professions, Telling about and asking for the professions Ordinal numbers Negative Sentences, Interrogatives Describing Oneself, Family Simple Letter Writing and Essay Writing Revising the syllabus

**Note:**

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required syllabus.

<b>Learning Resources</b>		
1	Reference books	<ol style="list-style-type: none"> <li>1. Echo A1 Méthode de Francais – Goyalsaab Publishers</li> <li>2. Le Flambeau , Méthode de Français –Preeti Bhutani</li> <li>3. Saison 1 Méthode de français- Alliance française</li> <li>4. Larousse French Dictionary-W.R.Goyal</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AECC- 201</b>	<b>Credit Pattern</b>	<b>L-26, T-4</b>
<b>Course Title</b>	<b>Professional Communication Skills</b>		
<b>Course Objectives</b>			
1	To familiarize learners with the mechanics of communication.		
2	To develop students written expression of thought and build connections between content areas		
3	To develop students oral communication skills by a variety of communication activities, from informal discussion to formal presentation		
<b>Unit Number</b>	<b>Contents</b>		
1	<b>Effective Business Communication: ( 15)</b> <input type="checkbox"/> Meaning & Definition, Role of communication in today's business Basic Grammar and how to use in English Communication Personal Introductions, Facing Audience Verbal and Non-Verbal Communication <input type="checkbox"/> Effective communication in Formal and Informal Environment <input type="checkbox"/> Barriers to communication <input type="checkbox"/> Measures to overcome barriers to communication Understand and use JoHari Window for self development <input type="checkbox"/> Non-verbal communication: Nonverbal Cues, Kinesics, Haptic and Proxemics Body language, Facial Expressions How to carry yourself professionally ( grooming and dining etiquettes) <input type="checkbox"/> Public Speaking		
2	<b>Communication Technology: (15)</b> <input type="checkbox"/> Social Media Communication <input type="checkbox"/> Email Writing & Professional Writing <input type="checkbox"/> Presentations Skills <input type="checkbox"/> Group Discussion <input type="checkbox"/> Critical Thinking		
<b>Practical Components:</b>			
<ol style="list-style-type: none"> <li>To be well in Verbal and Non- verbal communication</li> <li>Make students enact and analyze the non-verbal cues</li> <li>Each student to give presentation of 15 minutes (this can be spread throughout the semester) and to be evaluated by the faculty</li> <li>Each Student will give 10 minutes speech on given topic that will be evaluated by the Faculty</li> </ol>			
<b>Learning Resources</b>			
1	<b>Recommended Books</b>	<ol style="list-style-type: none"> <li>1 Business Communication – Lesikar, Flatley, Rentz&amp;Pande, 11/e, TMH, 2010</li> <li>How to win Friends and Influence People by Dale Carnegie</li> <li>Skill with People by Les Giblin</li> <li>The Power of Communication: Skills to Build Trust, Inspire Loyalty, and Lead Effectively, by Helio Fred Garcia, 2012</li> </ol>	
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>Business Communication - Sehgal M. K &amp;Khetrapal V, Excel BOOKS.</li> <li>Business Communication – Krizan, Merrier, Jones, 8/e, Cengage Learning, 2012.</li> </ol>	



**M.Sc ( ENVIRONMENT& SAFETY )-II**

**SEMESTER III**

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 301</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b><i>ENVIRONMENTAL EDUCATION, POLICY, FOREST AND WILDLIFE MANAGEMENT</i></b>		

**Course Objectives**

1	Understand the importance of Forest & wildlife
2	Describe management methods for conservation & protection of forest & wildlife,

**Course Outcomes:** The students will able to

1.	Appreciate concepts and methods from ecology and their application in environmental problem solving in environmental education and policies.
2.	Appreciate the ethical, cross-cultural, and historical context of environmental issues and the links between human and natural systems.
3.	Explain importance of forest with its ecological functions, describe forest conservation strategies and Develop a plan for forest management
4	Distinguish between various wildlife conservation strategies and prepare a strategy for conservation of wildlife at local to international level.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Environmental Education:</b> Environmental education - need and objectives, Status of environmental education in new education policy, Government policies and role of various institutions in protection and development of environment. Government policies in the protection and development of environment. Environmental considerations in economic planning and development in India. NCEP and district environmental committee. Emerging environmental concerns in India-Case study of Silent Valley, Sardar Sarovar project, Tehri Garwal dams.	<b>L = 12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>2</b>	<b>Global Environment Conservation Strategy:</b> United Nations Environmental Programme (UNEP), Intergovernmental Panel on Climate Change (IPCC), International Union for conservation of Nature and Natural Resources (IUCN) World Wide Fund for Nature (WWF). Stockholm Conference (UNCHE), World Commission on Environment and Development (WCED) – “Our Common Future”, Rio-Conference (UNCED)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Forest Management</b> Forest and ecological balance. Productive, protective & regulatory benefits of forest, forest ecology, forest environment and development, Exploitation of forests, Deforestation. Forest Management strategies – <i>Insitu</i> and <i>Exsitu</i> ,Protection/conservation forestry & Extension forestry. Afforestation: Concept & practices of Social forestry, Agro-forestry , forest and tribal, waste land development,	<b>L= 12</b>	
		<b>T=2</b>	<b>P=1</b>

	Forest development corporation, Endangered species, concept of Biosphere reserves.		
4	<b>Wildlife Management :</b> Wildlife wealth of India, threats to wildlife resources , Endangered fauna of India, Concept & Criteria of Ecological Sensitive Zone, Wild-life conservation and management strategy, Application of tissue culture in forest management, conservation of plant and animal species, wildlife censuses methods. Conservation of wildlife: National Parks, Sanctuaries and facilities, National and international organizations. Improvement and development of wildlife environment, Project Tiger, Tiger Reserves in India, Crocodile Breeding, Project Elephant, Save Barasingha, etc	<b>L= 12</b>	
		<b>T=2</b>	<b>P=1</b>

### Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Wildlife Management and Conservation: Contemporary Principles and Practices, Paul R. Krausman, James W. Cain, JHU Press</li> <li>• <b>Fundamentals of Wildlife Management</b>, Author: Rajesh Gopal, Publisher: <a href="#">Natraj</a></li> <li>• Concepts in Wildlife Management, by B.B. Hosetti (Author), Daya Publishing House, 2nd Revised edition edition, 2005</li> <li>• A Text Book of Ecology, S K Dubey, Dominant Publication</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book of Plant pathology, Sambamurty, I K Intarnetional.</li> <li>• A Text book of Agricultural Biotechnology, Ahindra Nag, PHI</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Environmental Management Strategies: The 21st Century Perspective Volume 5 (Environmental Management and Engineering Series) Gabriele Crognale (Author) Publisher: Prentice Hall, 1999.</li> <li>• Corporate Environmental Strategy: The Avalanche of Change Since Bhopal Bruce Piasecki Wiley.</li> <li>• Environmental Strategies for Industry: International Perspectives On Research Needs And Policy Implications (The Greening of Industry Ne Island Press; 4th edition ( twork Series), <a href="#">Kurt Fischer</a> (Editor), <a href="#">Johan Schot</a> (Editor).</li> <li>• Corporate Environmental Strategy and Competitive Advantage (New Perspectives in Research on Corporate Sustainability Series) Hardcover – Import, 27 Jul 2005 by Sanjay Sharma (Editor), J. Alberto Aragon-Correa (Editor), Edward Elgar Publishing Ltd (27 July 2005).</li> <li>• Environmental Management, N K Uberoi, Published by Excel Books.</li> <li>• Forest Management and Planning <a href="#">Peter Bettinger</a>, <a href="#">Pete Bettinger</a>, <a href="#">Kevin Boston</a>, <a href="#">Jacek P. Siry</a>, <a href="#">Donald L. Grebner</a>, Academic Press, 2010.</li> <li>• Forest Management in India, S.S. Negi, Published by Bishen Singh Mahendra Pal Singh, 2011.</li> <li>• Forest Management and Planning <a href="#">Peter Bettinger</a>, <a href="#">Pete Bettinger</a>. Forest Management in India, S.S. Negi, Published by Bishen Singh Mahendra Pal Singh, 2011.</li> <li>• Wildlife Management and Conservation: Contemporary Principles and</li> </ul>

		<p>Practices, Paul R. Krausman, James W. Cain, JHU Press.</p> <ul style="list-style-type: none"> <li>• <b>Fundamentals of Wildlife Management</b>, Author: Rajesh Gopal, Publisher: <a href="#">Natraj</a>.</li> <li>• <b>Concepts in Wildlife Management</b>, by B.B. Hosetti (Author), Daya Publishing House.</li> <li>• <b>Wildlife Management and Conservation: Contemporary Principles and Practices</b>, Paul R. Krausman, James W. Cain, JHU Press.</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.fao.org/forestry/sfm/85084/en/">http://www.fao.org/forestry/sfm/85084/en/</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Forest_management">https://en.wikipedia.org/wiki/Forest_management</a></li> <li>• <a href="http://www.legalserviceindia.com/article/1215-Forest-Management-In-India.html">http://www.legalserviceindia.com/article/1215-Forest-Management-In-India.html</a></li> <li>• <a href="https://unfccc.int/process/transparency-and-reporting/greenhouse-gas-data/greenhouse-gas-data-unfccc/global-warming-potentials">https://unfccc.int/process/transparency-and-reporting/greenhouse-gas-data/greenhouse-gas-data-unfccc/global-warming-potentials</a>.</li> <li>• <a href="http://moef.gov.in/wildlife/">http://moef.gov.in/wildlife/</a></li> <li>• <a href="https://www.iucn.org/">https://www.iucn.org/</a></li> <li>• <a href="https://www.worldwildlife.org/">https://www.worldwildlife.org/</a></li> <li>• <a href="http://extwprlegs1.fao.org/docs/pdf/ind3171.pdf">http://extwprlegs1.fao.org/docs/pdf/ind3171.pdf</a></li> </ul>
	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> </ul>
	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• National Forest Policy</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 302</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>AIR AND NOISE POLLUTION</b>		

### Course Objectives

1	Make the students aware about the facts of air pollution.
2	Explain the effect and control methods of the air and Noise pollution.

### Course Outcomes:

1.	Appraisal of present air pollution status.
2.	Identify existing and potential sources of air pollution.
3.	Identify and Classify existing sources of noise pollution.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Meteorology and Atmosphere:</b> Primary and secondary atmosphere, weather and climate, Atmosphere engine, physical and chemical properties off atmosphere, vertical structure of atmosphere. Meteorological elements – Definition and measurements: Temperature, pressure, humidity, Wind speed and direction, precipitation, forms of precipitation. Atmospheric circulation Lapse rate – Environmental, dry adiabatic lapse rate and effective. Atmospheric stability: concept and types, pasquill stability classification. wind rose, heat island effect, Inversion of temperature and turbulence, Mixing heights, plume behavior.	<b>L= 12</b>	
		<b>T=2</b>	<b>P=1</b>
2	<b>Air Pollution:</b> Definition, terminology, sources of air pollution Classification of air pollutants, Air quality standards Acid rain, Green house effect and Global Warming Ozone layer depletion, Dispersion of pollutants in the atmosphere: Gaussion dispersion model, Effect of air pollution and acid rain on plants, animals and property.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
3	<b>Air Pollution Control :</b> Particulate matter– settling chamber, cyclone, Wet collector, Fabric filter and Electro Static Precipitators Gaseous Pollutants: Adsorption and absorption, Condensation, wet scrubber Mobile sources: Incineration, Adsorption and absorption, alternative fuels Indoor air pollution, Air pollution episodes.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Noise Pollution:</b> Definition, scope, properties of sound; Theory of noise measurement; Sound pressure, loudness, sound intensity; Hearing mechanism; Threshold noise level, Sources of noise pollution, Effect of noise pollution on human-beings and wildlife, Noise control measures.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

Learning Resources		
<b>1</b>	<b>Text Book</b>	<ul style="list-style-type: none"> <li>• A Text Book of Engineering Chemistry, Dara, Chand</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• Textbook On Biotechnology by Hd Kumar, Affiliated East-West Press Pvt Ltd, 2003</li> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Environmental Science by Nobel, B.J. and Kormandy, E.J. (1981), The Way the World Works, Prentice-Hall Inc., N.J.</li> <li>• Environmental Science by Turk A., Turk, J. Wittes J.T. and Wittes, R.E. (1978)</li> <li>• Environmental Studies by Anindita Basak, 2009, Dorling Kindersley, New Delhi Publication.</li> <li>• Vogel's Textbook of Quantitative Chemical Analysis, 5<sup>th</sup> edition, J H Basett, J. Nendham and Denny, R.C.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Air Pollution By: Arthur C Stern. 3rd Edn. Vol. I, II, VI, VII, Academic Press (1986)</li> <li>• Air Quality By: Thad Godish, 3rd Edition, Lewis Publishers, New York (1997)</li> <li>• Understanding Environmental Pollution By: Marquita K Hill. Cambridge University Press (1997)</li> <li>• Pollution: Causes, Effects &amp; Control Edited By: Roy M Harrison. 2nd Edn. The Royal Society of Chemistry Cambridge (1995)</li> <li>• Environmental Chemistry: A Global Perspective By: Gary W vanLoon &amp; Stephen J Duffy. Oxford University Press (2000)</li> <li>• Handbook of Air Pollution Control Engineering &amp; Technology By: John C Mycock, John D McKenna &amp; Louis Theodore. Lewis Publishers, CRC London (1995)</li> <li>• Handbook of Pollution Control Processes By: Robert Noyes. Jaico Publisheing House, Mumbai (2001)</li> <li>• An Introduction to Air Pollution By: RK Trivedy &amp; PK Goel. ABD Publishers Jaipur, India (2003)</li> <li>• Air Pollution By MN Rao &amp; HVN Rao. Tata McGraw-Hill Publishing company Ltd., New Delhi (1994)</li> <li>• Environmental Chemistry By: AK De. 3rd Edn. New Age International (P) Ltd. Pub. (1999)</li> <li>• Environmental Air Pollution and its Control By: GR Chhatwal, MC Mehra, M Satake, T Katyal, Mohan Katyal, T Nagahiro. Anmol Publications, Delhi (1993)</li> <li>• Environmental Chemistry By: BK Sharma. Krishna Prakashan Media, Meerut (1994)</li> <li>• Air Pollution by Perkin HG</li> </ul>

		<ul style="list-style-type: none"> <li>• Air monitoring survey design by Noll KE and Miller TL</li> <li>• Fundamentals of Air Pollution by Stern AC, Henry Wohlers, GR Richard, Boulal, W and William Lowry, P.</li> <li>• Air Pollution by Wack, K and Warner CF</li> <li>• Air Pollution by Sainfeld JH</li> <li>• Air Pollution by HC Pertin</li> <li>• Air Pollution by Strauss</li> <li>• Air Pollution Control Theory by Crawford</li> <li>• The Atmosphere by Tarbuch and Lutgen</li> <li>• The Weather Book by Williams, Jack, USA</li> </ul>
3	Website	<ul style="list-style-type: none"> <li>• <a href="http://www.imd.gov.in/Welcome%20To%20IMD/Welcome.php">http://www.imd.gov.in/Welcome%20To%20IMD/Welcome.php</a></li> <li>• <a href="https://www.niwa.co.nz/education-and-training/schools/students/layers">https://www.niwa.co.nz/education-and-training/schools/students/layers</a></li> <li>• <a href="http://www.indiaenvironmentportal.org.in/category/37/thesaurus/air-pollution-control/">http://www.indiaenvironmentportal.org.in/category/37/thesaurus/air-pollution-control/</a></li> <li>• <a href="https://www.environmentalpollutioncenters.org/noise-pollution/">https://www.environmentalpollutioncenters.org/noise-pollution/</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Current Science, ISSN No. 0011-3891</li> </ul>
5	Supplementary reading	<ul style="list-style-type: none"> <li>• CPCB reports</li> <li>• MPCB reports</li> </ul>
6	Practical Component	<ul style="list-style-type: none"> <li>• Industrial visit to learn air pollution sources</li> <li>• Noise monitoring during festivals like Ganpati, Navratra and Diwali</li> <li>• Traffic noise monitoring</li> <li>• Traffic air pollution monitoring</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 303</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>DISASTER MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To understand the concept and impact of disasters.		
2	To understand the causes, effects and control measures of disasters.		
<b>Course Outcomes: After completion of this course students will have capacity to</b>			
1	Summarize the various global and regional environmental concerns due to natural causes and/or human activities, and the impact of these on various forms of life .		
2.	Identify, analyze, and communicate information on risks, relief needs and lessons learned from earlier disasters in order to formulate strategies for mitigation in future scenarios.		
3.	Integrate knowledge to manage different public health aspects of disaster events at a local and global levels.		
4.	Appraise work theoretically and practically in the process of disaster management (disaster risk reduction, response, and recovery) and relate their interconnections.		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Disaster Management:</b> Definition of hazard and Disaster, Classification of disasters, Fundamentals of disasters, Natural and Man-made Disasters, Dimensions and Typology of Disasters, Risk Assessment, Policy Initiatives and Future Plans. Disaster Management: Pre-disaster Planning; Planning during Disaster; Post- disaster Planning; Disaster Management Action Plan.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Geological Mass Movement and Land related Disaster:</b> Causes and effects of Earthquakes; Volcanoes; Mass Movement Hazards; Avalanches; Land Slides; Mud Slides; Droughts and Famines; Hazard Zoning, Physical & biological indicators of hazard, Risk assessment & hazard preparedness plan, collection of data for preparation of hazard preparedness plan.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Hydrological, Coastal, Marine &amp; Technological Disasters:</b> Flood Hazards, Control and Management; Dams and Dam Bursts; Tsunami, El Nino; Sea Level Rise; Coastal and Marine Degradation; Marine Pollution and Control Floods Forecasting and Mitigation; Tropical Cyclones; Storms, Cyclones, Tornadoes, Lightning, Frost, Technological disasters: Mining; Chemical, Biological and Nuclear Disasters; Industrial Disaster.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>4</b>	<b>Atmospheric Disasters:</b> Green House Gases, Green house gas effects & global climate, Global Warming, Ozone Depletion, Climate Change and Acid Rain <b>Forest Related Disasters :</b> Wild Fires, Biodiversity and Biodiversity Extinction; Deforestation; Biosafety; Role of various organizations – District Disaster Management Committee, National Disaster Management Authority (NDMA), Non-Governmental Organizations, Military operations; Awareness, community participation, forecasting & dissemination of information, Education, training for public in emergency preparedness plan. Rescue & rehabilitation programmes.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

Learning Resources		
1	Text Books	<ul style="list-style-type: none"> <li>Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>Nuclear Accidents (Man Made Disasters) Mark Mayell Publisher: Lucent Books</li> <li>Management of Man-made Disasters, <b>S. L. Goel, Motilal Banarsidass Publishers Private Limited, New Delhi, ISBN: 8176297151</b></li> <li>Handbook of Pollution Control Processes By: Robert Noyes. Jaico Publishing House, Mumbai (2003)</li> <li>Fire &amp; Explosion Hazards Handbook of Industrial Chemicals By: TA Davletshina &amp; NP Cheremisinhoff, Noyes Publications, Mumbai (2003)</li> <li>Environmental Geology by K. Valdiya, Tata McGraw Hill Publishing Co.</li> <li>Perspectives on Environment by I.R. Manners, M.W. Micksell</li> <li>Our Planet, Our Health by WHO (1992)</li> <li>Report of the Panel on Industry by WHO (1992)</li> <li>Natural Disasters, Author: Claire Watts / Trevor Day Publisher: Dk Publishing, ISBN: 9781465438096</li> <li>Resource Book on Chemical (Industrial) Disaster Management, <a href="http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf">http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf</a></li> <li>Directory of Institutions and Resource Persons for Landslide Management In India <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>Directory of Institutions and Resource Persons for Landslide Management In India</li> <li><a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> <li><a href="https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/">https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/</a></li> <li><a href="https://en.wikipedia.org/wiki/Disaster_management_in_India">https://en.wikipedia.org/wiki/Disaster_management_in_India</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>Current Science, ISSN No. 0011-3891</li> <li>Down to Earth</li> <li>Journal of Biosciences, ISSN No. 0250-5991</li> <li>Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>Resonance, ISSN No. 0971-8044</li> <li>Journal of Earth System Science, ISSN No .2253-4126</li> <li>Industrial Safety Chronicle</li> <li>International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>Demonstration of Fire &amp; Water Safety.</li> </ul>
6	Practical Components	<ul style="list-style-type: none"> <li>Mock drill for various disaster</li> <li>Disaster Management Action Plan</li> </ul>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 304</b>	<b>Credit Pattern</b>	<b>L-0, T-15, P-45</b>
<b>Course Title</b>	<b>SUMMAR INPLANT PROJET (SIP)</b>		

**Course Objectives**

1	It is an academic requirement for the students of M Sc (Environmental Science) to undergo Summer Inplant Training for a period of minimum one month during May & June (Summer Vacations) by working & learning from Industry/Organization to gain an experience in the real world situation.
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**Course Outcomes: After completion of this SIP students will have capability to**

1	Select and defend a topic of their SIP and effectively plan, execute, evaluate and discuss their innovative ideas and experiments.
2	Identify systematically the relevant theory and concepts, and relate these to appropriate methodologies and evidences.
3	Apply appropriate techniques and draw appropriate conclusions, develop communication and interpersonal skills.
4	Propose and present scientific approach to solve the problem. Interpret, discuss and communicate scientific results in written form.

**Syllabus:**

	<b>Contents</b>	<b>Number of Sessions</b>	
	They will study the working environmental conditions & problems in the organization.	<b>L= 0</b>	
	Areas for SIP are-	<b>T=15</b>	<b>P=45</b>
<b>1</b>	1. Waste Water Treatment                      2. Solid Waste Management 3. Characterization of Effluent Technologies      4. Air Pollution & Control 5. Noise Pollution                                      6. Toxicological Study 7. Industrial Safety                                      8. Disaster Management 9. Environmental Auditing                              10. ISO 14000 11. OSHAS-18001                                      12. Energy Management 13. Composting    14. Wormicomposting 15. Bioremediation                                      16. Phyto-remediation 17. Water Budget    18. Energy Audit 19. Carbon Footprint                                      20. Biomedical Waste Management		

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 305</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL -V</b>		
<b>Course Objectives</b>			
1	The students should know the experimental procedures for analysis of environmental samples.		
<b>Course Outcomes: After completion of this course students will be able to</b>			
1	Extend use of technical and analytical skills to quantify the level and effects of noise pollution.		
2	Utilize the technical skills for air sampling, using high volume sampler and stack monitoring kit.		
3	Develop analytical skills to quantify the level and effects of air pollution by conventional methods .		
4	Elaborate and Integrate scientific processes to analyze soil samples for soil rating and fertilizer dose recommendation .		

**Syllabus:**

<b>Sr.No.</b>	<b>Title of the Experiment</b>	<b>Paper No.</b>	<b>Number of Sessions</b>	
1	Sound Level Measurements	CC 305	<b>L= 15</b>	
2	Determination of Chloride, Carbonates Bicarbonates in Water	CC 305	<b>T=0</b>	<b>P=45</b>
3	Determination of Phenolic Compounds	CC 305		
4	Prediction of Impact	CC 305		
5	Determination of Reducing Sugars in Plant	CC 305		
6	Site Selection for Air Pollution Monitoring	CC 305		
7	Stack monitoring	CC 305		
8	Available Sulphur in Soil	CC 305		
9	Audiometry	CC 305		
10	Mechanical Analysis of Soil	CC 305		
11	Determination of Available Phosphorus in soil	CC 305		
12	Determination of Available Potassium in soil	CC 305		
13	Determination of Available Nitrogen in soil	CC 305		
14	Step test	CC 305		
15	Determination of SPM/RPM	CC 305		
16	Backlog/Remedial Practicals	CC 305		
17	Repeation Practicals	CC 305		

**Learning Resources**

<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel</li> <li>• Standard Methods of water &amp; Waste water analysis: APHA</li> <li>• Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti</li> <li>• Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti</li> <li>• A text book of Soil analysis : Baruah &amp; Barthakur</li> </ul>
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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 306</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL -VI</b>		
<b>Course Objectives</b>			
1	The students should know the experimental procedures for analysis of environmental samples.		
<b>Course Outcomes: After completion of this course students will</b>			
1	Make use of methods of Isolation of pure cultures of micro-organisms from environmental samples using appropriate microbial techniques.		
2	Apply Screening of microbial cultures in the different areas of environment management and for further enterpreunership development.		
3	Evaluate dispersal of air pollutants by drawing wind rose diagram.		
4	Elaborate and explore Soxlet extraction method as a separative technique.		

### Syllabus:

Sr.No.	Title of the Experiment	Paper No.	Number of Sessions	
1	Isolation of Pure Culture of MOs	CC 306	<b>L= 15</b>	
2	Determination of SO <sub>x</sub>	CC 306	<b>T=0</b>	<b>P=45</b>
3	Determination of NO <sub>x</sub>	CC 306		
4	Determination of Carbohydrates from Plant	CC 306		
5	Soxlet Extraction	CC 306		
6	Windrose Diagram	CC 306		
7	Metal Bio-sorption	CC 306		
8	Fire Safety Demo.	CC 306		
9	Determination of Sulphate content in Water	CC 306		
10	Lung performance Test	CC 306		
11	Determination of Most Probable Number(MPN)	CC 306		
12	Determination of Cultural(Colony) Characters	CC 306		
13	Langilar Saturation Index	CC 306		
14	Demo of Total Weather Station	CC 306		
15	Water Safety Demo	CC 306		
16	Backlog/Remedial Practicals	CC 306		
17	Repeation Practicals	CC 306		

### Learning Resources

<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel</li> <li>Standard Methods of water &amp; Waste water analysis: APHA</li> <li>Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti</li> <li>Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti</li> <li>A text book of Soil analysis : Baruah &amp; Barthakur</li> </ul>
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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 301 (A)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ENVIRONMENTAL IMPACT ASSESSMENT AND ENVIRONMENTAL MANAGEMENT SYSTEM</b>		
<b>Course Objectives</b>			
1	Apprise concept and significance of environmental impact assessment.		
2	Discuss various steps in conducting environmental management plan.		
<b>Course Outcomes: The students will able to</b>			
1.	Design EMP for particular industry.		
2.	Prépare Environnemental Impact Assessment report.		
3.	Design EMS for particular Industry.		
4.	Prepare Environmental Audit reports of a industry.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit- I. Fundamentals of Environmental Impact Assessment:</b> Development vis-à-vis environment Sustainable development, Definition of EIA, its concept, scope and objectives. Negative and positive, primary and secondary, reversible and irreversible, tangible and intangible impacts, Elements or components of EIA, Baseline studies in EIA, Prediction of impacts and its methodology EIA in developed countries and developing countries, Public participation in EIA, Composition of expert committee.	<b>L= 12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>2</b>	Methodologies of EIA, Uncertainties in EIA, Environmental monitoring and environmental management plan, Planning and management of impacts studies, Cost-benefit analysis of the project: present and future worth of project, feasibility report, Preparation, writing and appreciation of EIA reports pertaining to Dam, Mining and other industries. Concept of Social Impact Assessment (SIA).	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Unit- III: Environmental Management System (EMS):</b> Scope, application and benefits of ISO certification; Introduction, terms and definitions, Need for EMS, ISO 14000 (Series) – The Basic Principles; Environmental Management System Requirement - Deming Cycle of continual improvement. Environmental Policy, Environmental aspects and impacts. Environmental objectives. ISO 14001: Preparation of documentation. Steps for certifications; Actual conduct of audit for certification; Implementation of ISO 14000, Reporting of Non conformity and follow audit trails.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Unit-IV : Environmental Auditing :</b> Preamble, scope and objectives of environmental auditing, Applicability of statutory environmental statement audit, Qualities of an environment auditor, Contents of EA report. Preparation of documents for consent to establish/ consent to operate / Renewal, Types of Environmental audits, - Preset audit, Impact assessment audit, compliance audit, Awareness audit and improvement / Green audit. General approach towards environmental audit, preparation of questionnaire for audit, presentation of data and certification.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

Learning Resources		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Environmental Impact Assessment By: Larry W Canter. McGraw-Hill International Editions, 2nd Edn, New York (1996)</li> <li>• EIA Theory &amp; Practice By: Peter Wathern. Unwin Hyman, London (1990)</li> <li>• Environmental Impact Assessment By: PR Trivedi. APH Publishing Corporation, New Delhi (2004)</li> <li>• EIA Practical Solutions to Recurrent Problems By: David P Lawrence. Wiley Interscience Publication (2003)</li> <li>• A Handbook of EIA By: VS Kulkarni, SN Kaul &amp; RK Trivedy. Scientific Publishers (India)</li> <li>• EIA (Available Techniques, Emerging Trends) By: SA Abbasi &amp; DS Arya. Discovery Publishing House, New Delhi (2000)</li> <li>• Environmental Impacts of Agricultural Production Activities By: Larry W Canter. Lewis Publishers, Inc. USA (1986)</li> <li>• Environmental audit by Mhaskar AK</li> <li>• EIA – A Bibliography with abstracts By: B.D. Clark, R. Bisset, P. Wathern (1980), Mansell London</li> <li>• Manners, IR, Micksell MW (1974) Perspectives on Environment Association American Geographers, Pub. 13.</li> <li>• Environmental Assessment and Statements by Harr and Hagerty (1977)</li> <li>• Environmental Auditing by Central Pollution Control Board.</li> <li>• Stoner, Freeman, Gilbert – Management – Prentice Hall of India Ltd., New Delhi – VI<sup>th</sup> Edition</li> <li>• Kathryan M. Bartol &amp; David C. Martin – Management – Mc Graw – Hill Services in management, Second Edition</li> <li>• Terry – Franklin – Principles of Management – All India Traveler Bookseller</li> <li>• R.S.Gupta, B.D. Sharma, N.S.Bhalla – Principles and Practic of Management – Kalyani Publishers Edition 1990</li> <li>• P.C. Tripathi , P.N.Reddy – Principles of Management – Tata Mc Graw – Hill publishing Co. Ltd. V<sup>th</sup> Edition</li> <li>• Harold Koontz &amp; Cyril O’ Donnell – Management - Mc Graw – Hill publication.</li> <li>• Environmental audit by Mhaskar AK</li> <li>• A Bibliography with abstracts y B.D. Clark, R. Bisset, P. Wathern (1980), Mansell London</li> <li>• Manners, IR, Micksell MW (1974) Perspectives on Environment Association American Geographers, Pub, 13.</li> </ul>

		<ul style="list-style-type: none"> <li>• Environmental Impact Assessment by Canter, L. (1977), McGraw Hill</li> <li>• Environmental Assessment and Statements by Harr and Hagerty (1977)</li> <li>• Environmental Auditing by Central Pollution Control Board</li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="https://www.cbd.int/impact/whatis.shtml">https://www.cbd.int/impact/whatis.shtml</a></li> <li>• <a href="https://nptel.ac.in/courses/120108004/module3/lecture3.pdf">https://nptel.ac.in/courses/120108004/module3/lecture3.pdf</a></li> <li>• <a href="https://nptel.ac.in/courses/120108004/module2/lecture2.pdf">https://nptel.ac.in/courses/120108004/module2/lecture2.pdf</a></li> <li>• <a href="http://mpcb.gov.in/">http://mpcb.gov.in/</a></li> <li>• <a href="https://www.cseindia.org/tag/state-pollution-control-board--(spcb)">https://www.cseindia.org/tag/state-pollution-control-board--(spcb)</a></li> <li>• <a href="https://www.iaia.org/wiki-details.php?ID=23">https://www.iaia.org/wiki-details.php?ID=23</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• CPCB Report</li> <li>• MPCB Report</li> </ul>
6	Practical Components	<ul style="list-style-type: none"> <li>• Project report preparation on EIA &amp; EMS</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 301 (B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>SAFETY LEGISLATION AND MANAGEMENT</b>		

<b>Course Objectives</b>	
1	Outline the legislative provisions in India in accordance to occupational health and safety.
2	Relate the major OHS legislations in India like The Factories Act, The Mines Act etc.

<b>Course Outcomes: The students will able to</b>	
1.	Interpret role and function of occupational Safety in Industry.
2.	Discover certain laws concerning to Occupational health.
3.	Prioritize the socio legal aspects of Occupational Health and Safety.
4.	Conclude compensatory & Environmental Laws.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Occupational Health and Safety</b> Meaning of Occupational Health and Safety, Role of International Labour Organisation for OHS, Provision of Right to health under Indian Constitution: Articles 24,39(e and f) and 42 Remedies : Ministry of Labour, Art.32 and 226, Public Interest Litigation, Role of Judiciary.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Occupational Health Laws</b> Factories Act, 1948 : Inspecting Staff, Health and Safety Provision, Offences & Penalties related to Health and Safety, Mines Act, 1952: Salient Feature of the Act, Provision as to Health and Safety, Hours and limitation of employment. Dock Workers (Safety, Health and Welfare) Act, 1986: provisions relating to health and safety, The Indian Boiler's Act, 1923 : Definitions, Offences and Penalties, Exemption The Hazardous and other Wastes (Management and Transboundary Movement) Rules 2016.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Socio-legal Aspects of Occupational Health and Safety</b> The Sexual,Harassment of Women at Workplace (Prevention, Prohibition and Redressal)Act, 2013, National Policy on Safety, Health and Environment 2009,Challenges of OHS : Resources, Unorganized sector, to build OHS culture-Education, Awareness, Mental Health Act 1987 : Objectives, features, Penalties and Procedure, The Bio-Medical Waste (Management and Handling) Rules, 1998.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	The Workman Compensation Act, 1923 : Rules for workman's compensation, legal remedies,The Employees State Insurance Act 1948 : Contribution and Benefits, related penalties,The Employment Provident Fund Act, 1952 : Applicability and eligibility, Penalties,The Public Liability Insurance Act, 1991 : Offences and Penalties,The Maternity Benefit Act 1961 : Features and Provisions <b>Environmental Protection Legislation</b> Stockholm Conference, Rio Conference, Indian Constitution-Art.14,21,	<b>L=12</b>	
		<b>T=2</b>	<b>P= 1</b>

	48(A),51(1)(g), Noise Pollution Laws : Indian Penal Code,1860, Cr.P.C., Noise Pollution Rules 2000, Law of Torts, Environment Protection Act, 1986 : General Powers of Central Government, Offences and Penalties The Motor Vehicle Act, 1988 : Features, Offences and Penalties		
<b>Learning Resources</b>			
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Labour and Industrial Law, K M Pillai, Allahabad Law Agency, Allahabad.</li> <li>• Environmental Law, Paramjit S.Jaswal, Nishtha Jaswal, Allahabad Law Agency, Allahabad.</li> <li>• Current Science, ISSN No. 0011-3891 Industrial Safety Management by L.M. Deshmukh, McGraw Hill Education Publication, 1<sup>st</sup> July, 2017</li> <li>• Industrial Safety &amp; Environment by Er. A. K. Gupta, ISBN: 9788131804544</li> </ul>	
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• The Constitution of India, P.M.Bakshi, Universal Law Publishing, New Delhi</li> <li>• The Law of Consumer Protection (Student Ed.), Dr.G.B.Reddy, Gogia Law Agency, Hyderabad</li> <li>• Commentary on Labour and Industrial Law (2<sup>nd</sup> Ed. 2013), Ahmedullah Khan, Asia Law House, Hyderabad</li> <li>• Introduction to the Constitution of India, Durga Das Basu, Wadhava and Company Publisher, New Delhi</li> <li>• Labour and Industrial Laws, S.N.Mishra, Central Law publications, Allahabad.</li> </ul>	
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://mpcb.gov.in/">http://mpcb.gov.in/</a></li> <li>• <a href="https://www.cseindia.org/tag/state-pollution-control-board--(spcb)">https://www.cseindia.org/tag/state-pollution-control-board--(spcb)</a></li> <li>• <a href="https://www.iaia.org/wiki-details.php?ID=23">https://www.iaia.org/wiki-details.php?ID=23</a></li> </ul>	
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>	
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Factory Act 1948</li> <li>• Industrial Safety Chronicle. Published by National Safety Council., Mumbai</li> </ul>	
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Visit to various Industries to study safety aspects.</li> </ul>	



<b>Semester</b>		<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301-A</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>Entrepreneurship Development</b>		

<b>Course Objectives</b>	
<b>1</b>	To understand the concept and importance of entrepreneurship
<b>2</b>	To develop entrepreneurial skills and abilities among the students to run business efficiently and effectively
<b>3</b>	To provide insights to the students on entrepreneurship opportunities
<b>4</b>	To familiarize students with the support system provided by the government for entrepreneurship.

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	Explain Basic Concept of Entrepreneurship and link the Entrepreneurship with Economic Development.
<b>2</b>	Develop the Business Plan for any kind of new enterprise.
<b>3</b>	Discuss Role of Central and State Government in Entrepreneurship Development.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Entrepreneurship</b> Concept of Entrepreneur & Entrepreneurship, Types of Entrepreneurs, Characteristics and Skills of Successful Entrepreneurs, Entrepreneur Vs Manager, Role of Entrepreneurship In Economic Development, Challenges faced by Entrepreneurs, Role of Central and State Governments in Promoting Entrepreneurship	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Developing Business Plan</b> Sources of Business Ideas, Evaluation of New Business Ideas, Business Idea Feasibility Study, Developing a Business Plan: Contents, Importance, Advantages. Presentation of Business Plan, Sources of Business Finance: Internal and External Funds.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>S.S. Khanka, Entrepreneurial Development, S. Chand And Company Ltd., New Delhi</li> <li>Dr. R.R. Khan, Entrepreneurial Management, School Of Management Studies, Mumbai</li> <li>M.B. Shukla, Entrepreneurship And Small Business Management, Kitab Mahal, Allahabad</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>Raj Shankar – “Entrepreneurship: Theory and Practice” – Vijay Nicole Imprints Pvt. Ltd.,</li> <li>D. F. Kuratko, T. V. Rao – “Entrepreneurship: A South Asian Perspective” – Cengage Learning</li> <li>David H. Holt, “Entrepreneurship – New Venture Creation”, Prentice Hall, New Delhi</li> </ol>

3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.startupindia.gov.in">www.startupindia.gov.in</a></li> <li>2. <a href="http://www.india.gov.in">www.india.gov.in</a></li> <li>3. <a href="https://www.sidbi.in/">https://www.sidbi.in/</a></li> <li>4. <a href="https://www.nstebd.com/">https://www.nstebd.com/</a></li> <li>5. <a href="https://www.nsic.co.in/">https://www.nsic.co.in/</a></li> <li>6. <a href="https://www.makeinindia.com/">https://www.makeinindia.com/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Journal of Entrepreneurship   Sage India</li> <li>2. AMC Indian Journal of Entrepreneurship</li> <li>3. Entrepreneurship Journal - Publishing India</li> <li>4. <a href="https://www.Ediindia.org/the_journal_of_entrepreneurship">https://www.Ediindia.org/the_journal_of_entrepreneurship</a></li> <li>5. Journal Of Entrepreneurship, Management And Innovation</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. <a href="https://articles.bplans.com/a-standard-business-plan-outline/">https://articles.bplans.com/a-standard-business-plan-outline/</a></li> <li>2. <a href="http://yie.in/">http://yie.in/</a></li> <li>3. <a href="http://tie.org/">http://tie.org/</a></li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Interview a local entrepreneur and understand attributes behind his/her success</li> <li>2. Visit to DIC to understand the Government Support</li> <li>3. Visiting NGOs to understand the concept of Social Entrepreneurship.</li> <li>4. Interview a local Woman Entrepreneur to understand the challenges faced by her.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>GE 301- B</b>	<b>Credit Pattern</b>	<b>L-24, T-06, P-00</b>
<b>Course Title</b>	<b>E-Commerce</b>		

<b>Course Objectives</b>	
1	To explain the nature and different models of E-commerce
2	To explain the technologies required to make e-Commerce viable.
3	To discuss the current drivers and inhibitors facing the business world in adopting and using e-commerce and
4	To discuss the trends in e-Commerce and the use of the Internet.
5	To discuss e-commerce from an enterprise point of view.
6	To demonstrate the concepts of security in e-commerce applications.
<b>Course Outcomes</b>	
After completion of this course the student will be able to:	
1	Recognize the business impact and potential of e-commerce
2	Develop a holistic perspective on the role of IT in organizations.
3	Identify target market based on numerous parameters.
4	Select appropriate e-commerce models for any organization.
5	Follow security measures while dealing with e-commerce applications.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	History of e-commerce and Indian business context, www, advantages and disadvantages of e-commerce, e-commerce in India, various Indian case studies. Business models for e-commerce, different type of e-commerce, brokerage model, aggregator model, info-mediary model, community model, value chain model, manufacturer model, advertising model, subscription model, affiliate model.	<b>L=12</b>	
		<b>T=03</b>	<b>P=00</b>
<b>2</b>	Technologies of the www & e-security, internet client-server applications, networks and internets, URL, software agents, internet service providers, html, java script and xml, e-security, security on the internet, hacking, various security risks, e-business risk management issues, firewall. E-marketing, identifying web presence goals, the browsing behavior model, online marketing, e-advertising, internet marketing trends, target markets, e-branding, marketing strategies. Legal and ethical issues, IT Law, phishing, copy right.	<b>L=12</b>	
		<b>T=03</b>	<b>P=00</b>

References		
1	<b>Text books</b>	a. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. The unofficial guide to starting an e-commerce business by Jason R.Rich, IDG books India.</li> <li>2. E-Commerce (Pearson Custom Business Resources) by Kenneth C. Laudon</li> <li>3. Electronic Commerce by Gary P. Schneider</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://notes4learners.blogspot.com">http://notes4learners.blogspot.com</a></li> <li>2. <a href="https://www.academia.edu/8099032/e_commerce_notes">https://www.academia.edu/8099032/e_commerce_notes</a></li> <li>3. <a href="https://examupdates.in/e-commerce-full-notes/">https://examupdates.in/e-commerce-full-notes/</a></li> <li>4. <a href="https://www.javatpoint.com/html-tutorial">https://www.javatpoint.com/html-tutorial</a></li> <li>5. <a href="http://www.echoecho.com/html.htm">http://www.echoecho.com/html.htm</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. “Electronic Commerce Research”, ISSN: 1389-5753 (Print) 1572-9362 (Online), <a href="https://link.springer.com/journal/10660">https://link.springer.com/journal/10660</a></li> <li>2. “E - Commerce for future &amp; Trends”, eISSN: 2454–9347, <a href="http://stmjournals.com/E-Commerce-for-future-and-Trends.html">http://stmjournals.com/E-Commerce-for-future-and-Trends.html</a></li> <li>3. “Journal of Web Development and Web Designing”, <a href="http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html">http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html</a></li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. geeksforgeeks</li> <li>2. tutorialspoint</li> <li>3. w3Schools</li> </ol>
6	<b>Practical Components</b>	-----
1	<b>Text books</b>	b. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>4. The unofficial guide to starting an e-commerce business by Jason R.Rich, IDG books India.</li> <li>5. E-Commerce (Pearson Custom Business Resources) by Kenneth C. Laudon</li> <li>6. Electronic Commerce by Gary P. Schneider</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301-C</b>	<b>Credit Pattern</b>	<b>L-20, T-5, P-5</b>
<b>Course Title</b>	<b>CORPORATE SOCIAL RESPONSIBILITY</b>		

<b>Course Objectives</b>	
1	To understand the scope and complexity of corporate social responsibility.
2	To gain knowledge of the impact of CSR implementation on societies
3	To acquire skills to frame and design CSR policies and practices appropriate to the Indian workplace.

<b>Course Outcomes: Students will be able to</b>	
1	know the Corporate Social Responsibility of different sector.
2	use the acquired skill for proper sustainable Corporate Social responsibility.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to CSR: Meaning & Definition of CSR, History & evolution of CSR. International framework for corporate social Responsibility, Millennium Development goals, Sustainable development goals, Relationship between CSR and MDGs. United Nations (UN) Global Compact 2011. UN guiding principles on business and human rights.– Globalization and CSR.	<b>L= 10</b>	
		<b>T= 3</b>	<b>P= 2</b>
2	Indian perspectives and approaches: Models of CSR in India,. Initiatives in India. Corporate Governance and CSR , CSR Policy and guidelines , Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR. Role of Government and NGO in CSR. Business Benefits of CSR.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>Benn &amp; Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.</li> <li>Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company</li> <li>Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.</li> <li>Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.</li> </ol>

		5. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Lourdes Poobala Rayen- Corporate Social responsibility.</li> <li>2. Ellington. J. (1998).Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers</li> <li>3. Baxi C.V and Ajit P, Corporate Social Responsibility, Concept &amp; Cases: “The Indian Experience, Excel Books.</li> <li>4. Reddy S and Stefan S (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.</li> <li>5. Werther, W. B. &amp; Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.forbes.com">www.forbes.com</a></p> <p><a href="http://www.referenceforbusiness.com">www.referenceforbusiness.com</a></p> <p><a href="http://www.justmeans.com">www.justmeans.com</a></p> <p><a href="http://www.corporatesocialresponsibility.org">www.corporatesocialresponsibility.org</a></p>
4	<b>Journals</b>	<p><a href="http://www.internationaljournalofcorporatesocialresponsibility.com">International Journal of Corporate Social Responsibility   Home</a></p> <p><a href="https://jcsr.springeropen.com">https://jcsr.springeropen.com</a></p> <p>Sustainability Accounting, Management and Policy Journal, Emerald, 2010- -World Review of Entrepreneurship, Management and Sustainable Development, Inderscience Publishers, 2005-</p>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf">http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf</a></li> <li>2. Modi P.K., Corporate Social Capital Liability. Arise Publishers &amp; Distributors. First editions - 2009</li> <li>3. Sharma, J.P., Corporate Governance, Business Ethics &amp; CSR, Ane Books Pvt Ltd, New Delhi.</li> </ol>
6	<b>Practical Component</b>	Visit to industries to study and record various CSR activities and discuss the same with students and teachers to know the merits and demerits of CSR.

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301D</b>	<b>Credit Pattern</b>	<b>L-22, T- 04, P-04</b>
<b>Course Title</b>	<b>Basics of Indian Economy</b>		

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	Identify the main issues in Indian economic development
<b>2</b>	Critically analyse the Indian economic policy environment

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>UNIT-1: Indian Economic Environment:</b> Meaning of underdevelopment, Basic characteristics of India as a developing economy, Major issues of development: Poverty, Unemployment and Inequality, National Income of India: Trends, Growth and Structure. Features and importance, Green Revolution, Low productivity of agriculture and government measures Role of Industrialization, Industries and Five-year plans, Industrial Policy(1991), Services sector Role & Importance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>UNIT-2: Indian Economic Planning and Reforms:</b> Objectives of Economic Planning, Redefining the role of the State, Brief review of Five-Year Plans, New Economic Reforms: Liberalization, Privatization and Globalization, NITI Ayog, Balanced Regional Development.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Agarwal A N (2016), Indian Economy, Vikas Publishing House Pvt. Ltd., New Delhi</li> <li>• Gaurav Datt&amp; Ashwini Mahajan (2016), Indian Economy, S. Chand and Company Pvt. Ltd., New Delhi</li> <li>• Misra and Puri (2013), Indian Economy, Himalaya Publishing House Pvt. Ltd., New Delhi.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Deepashree (2011), Indian Economy, Ane Books Ovt. Ltd., New Delhi</li> <li>• Uma Kapila (2017), Indian Economy: Performance and Policies, Academic Foundation, New Delhi</li> </ul>

3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.rbi.org.in">www.rbi.org.in</a></li> <li>• <a href="http://www.mygov.gov.in">www.mygov.gov.in</a></li> <li>• <a href="http://www.cmie.com">www.cmie.com</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Arth Samwad</li> <li>• Economic and Political Weekly</li> <li>• Indian-Economic-Journal</li> <li>• Journal-of Indian-School-of-Political-Economy</li> <li>• Southern Economist</li> <li>• The Economist</li> <li>• Journal of Applied Economics</li> <li>• Indian-Economic-Journal</li> <li>• International Journal of the Economics of Business</li> <li>• Journal-of Indian-School-of-Political-Economy</li> <li>• Agricultural-Economic-Research-Review</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Economics Survey</li> <li>• Union Budget of India</li> <li>• Niti Ayog Reports</li> <li>• Economics Times Daily</li> <li>• Business Standard Daily</li> <li>• Business Today Daily</li> <li>• Latest Monetary Policy</li> <li>• Latest Fiscal Policy</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Collect Economic Survey of India of last five years and prepare a report on trends in major macro-economic variables of the country</li> <li>• Establish the relationship between sectoral growth patterns and business environment by collecting data on three major sectors of the economy</li> </ul>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301 E</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>DISASTER MANAGEMENT</b>		
<b>Course Objectives</b>			
<b>1</b>	Understand the concept and impact of disasters.		
<b>2</b>	Describe the causes, effects and control measures of disasters.		
<b>Course Outcomes: After completion of this course students will have capacity to</b>			
1.	Recognize the various global and regional environmental concerns/hazards due to natural causes and/or human activities, and the impact of these on various forms of life .		
2.	Obtain and communicate information on risks, relief needs and lessons learned from earlier disasters in order to formulate strategies for mitigation in future scenarios		
3.	Describe and evaluate the environmental, social, economic, legal and organizational aspects influencing vulnerabilities and capacities to face disasters.		
4.	Relate theoretically and practically in the processes of disaster management (disaster risk reduction, response, and recovery)		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Disaster Management :</b> Hazard and Disaster, Classification of Disasters. Hydrological Disasters - Flood, Drought, Geological Disasters- Earthquakes, Landslides, Volcanic Eruptions. Wind Related Disasters- Cyclone, Biological Disasters Man Made Disasters : Fire – Industrial, Domestic and wild fire Technological Disasters- Bhopal Gas Tragedy Road, Chernobyl and Fukushima. Marine and Social Disasters	<b>L= 11</b>	
		<b>T= 4</b>	<b>P= 0</b>
<b>2</b>	<b>Disaster Management :</b> Risk assessment, Disaster Management Act 2005, National Disaster Management Framework, Role of various organisations- National Disaster Management Authority (NDMA), State Disaster Management Authority (SDMA), District Disaster Management Authority (DDMA), Financial Arrangements for Disaster Management, Disaster management cycle , NDRF. Non-Governmental Organisations, community participation, Education, training for public in emergency preparedness plan, Rescue & rehabilitation programmes.	<b>L= 12</b>	
		<b>T= 3</b>	<b>P= 0</b>

**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> </ul>
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		<ul style="list-style-type: none"> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Nuclear Accidents (Man Made Disasters) Mark Mayell Publisher: Lucent Books</li> <li>• Management of Man-made Disasters, S. L. Goel, Motilal Banarsidass Publishers Private Limited, New Delhi, ISBN: 8176297151</li> <li>• Handbook of Pollution Control Processes By: Robert Noyes. Jaico Publishing House, Mumbai (2003)</li> <li>• Fire &amp; Explosion Hazards Handbook of Industrial Chemicals By: TA Davletshina &amp; NP Cheremisinhoff, Noyes Publications, Mumbai (2003)</li> <li>• Environmental Geology by K. Valdiya, Tata McGraw Hill Publishing Co.</li> <li>• Perspectives on Environment by I.R. Manners, M.W. Micksell</li> <li>• Our Planet, Our Health by WHO (1992)</li> <li>• Report of the Panel on Industry by WHO (1992)</li> <li>• Natural Disasters, Author: Claire Watts / Trevor Day Publisher: Dk Publishing, ISBN: 9781465438096</li> <li>• Environmental Biology by K.C. Agarwal</li> <li>• Resource Book on Chemical (Industrial) Disaster Management, <a href="http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf">http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf</a></li> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> <li>• <a href="https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/">https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Disaster_management_in_India">https://en.wikipedia.org/wiki/Disaster_management_in_India</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Demonstration of Fire &amp; Water Safety.</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Mock drill for various disaster</li> <li>• Disaster Management Action Plan</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301-A</b>	<b>Credit Pattern</b>	<b>L-23, T-7, P-0</b>
<b>Course Title</b>	<b>ENVIRONMENTAL LEGISLATION</b>		

#### Course Objectives

1	Understand the Government policies and their application in the context of environmental protection.
2	Make use of the present legal provisions in current practices of his job and business.

#### Course Outcomes: The students will able to

1.	Classify the various environmental policies, laws and institutions involved in the protection and conservation of environment.
2.	Infer various strategies practiced across the globe for environmental conservation.
3.	Evaluate the environmental provisions and acts regarding environmental protection.
4.	Know environmental acts.

#### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Environmental Acts-I:</b> Constitutional provisions regarding environment protection: Article 47 (Directive principles of State Policies), Article 48A (1942 Amendment), Article 51A(g) (Fundamental duties) The Wild Life (Protection) Act, 1972 The Water (Prevention and Control of Pollution) Act, 1974. The Air (Prevention and Control of Pollution) Act, 1981. Forest (Conservation) Act, 1980.	<b>L= 12</b>	
		<b>T=4</b>	<b>P=0</b>
2	<b>Environmental Acts-II:</b> The environment (Protection) Act, 1986. Public Liability Insurance Act, 1991. Industrial Wastes and Law, Sec. 12 of Factories Act, (1948) and rules framed there under. Hazardous waste ( Management & Handling ) Rule, 1989 Noise Pollution and Law, Sec. 119 and 120 of the Motor Vehicles Act (1989) and rules framed there under. Note: any amendment to the act impinged time to time is to be covered.	<b>L= 11</b>	
		<b>T= 3</b>	<b>P= 0</b>

#### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Environmental Protection and the Laws by CN Mehta, 1991</li> <li>• India's Forests, Myth and Reality by J.B. Lal 1989</li> <li>• Legal aspects of Environmental Pollution and its Management by Ed. S.M. Ali, 1992</li> <li>• Man – Nature and Environmental Law by GS Nathawal, S. Shastri and JP Vyyar, 1988</li> </ul>
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2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• International Environmental Policy: Emergence and Dimensions by LK Caldwell, 1990</li> <li>• Lal's Commentaries on Water, Air Pollution Laws along with the Environmental (Protection) Act and Rules, 1986, 3rd Ed., 1992 Law Publisher – India</li> <li>• The Wildlife (Protection) Act, 1972 (with amendment-1991)</li> <li>• Our Common Future – WCED, 1991</li> <li>• Universal's Environment and Pollution Law Manual by SK Mohanty, 1998.</li> <li>• Ecology and Environment by P.D. Sharma, 2012, Rastogi Publications, Meerut, India.</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://mpcb.gov.in/">http://mpcb.gov.in/</a></li> <li>• <a href="https://www.cseindia.org/tag/state-pollution-control-board--(spcb)">https://www.cseindia.org/tag/state-pollution-control-board--(spcb)</a></li> <li>• <a href="https://www.iaia.org/wiki-details.php?ID=23">https://www.iaia.org/wiki-details.php?ID=23</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Down to Earth, CSE</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Relevant Case Studies.</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301- B</b>	<b>Credit Pattern</b>	<b>L-24, T-7, P-0</b>
<b>Course Title</b>	<b>REMOTE SENSING AND GIS</b>		
<b>Course Objectives</b>			
<b>1</b>	Understand basic concepts of Remote Sensing and GIS		
<b>2</b>	Describe applications of GIS in the field of Environmental Science.		
<b>Course Outcomes: The students will able</b>			
1.	Define remote sensing and GIS.		
2.	Explain EMR, Energy interactions and types of Aerial photographs.		
3.	Elaborate applications of GIS in Environmental science.		
4.	Make use of GIS for various applications.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Remote Sensing :</b> Definition and Scope of Remote Sensing, Indian Space programme. In situ and Remote sensing, Electromagnetic spectrum, Transmission, Absorption, Reflection, Energy interaction with earth surface and atmosphere, Aerial photography- Classification Of Aerial Photographs , Types of aerial photographs Applications of Aerial Photographs. Satellite imageries-Scanners, pixels, grey levels, bands . Introduction of Remote Sensing Satellites, Meteorological Remote Sensing Satellite, (Polar and Geostationary Satellites), Non Meteorological RS Satellites (Landsat, Spot, IRS), Resolution (Spectral, Spatial and Frequency of Coverage). Satellite data products and selection of satellite data, Applications of Remote Sensing in Environmental Studies.	<b>L= 12</b>	
		<b>T=4</b>	<b>P=0</b>
<b>2</b>	<b>Geographical Information System (GIS):</b> Definition of GIS, Capabilities and advantages of GIS, Sources of data, types of data, hardware requirement, Components of GIS., Data structure, Raster and Vector data models, Advantages and disadvantages of vector data and raster data. GIS packages and Application of GIS in Environmental Management. <b>GIS Analysis :</b> Topology: Error and editing; GIS data quality, errors, policies. Vector data analysis: Buffering, Overlay analysis (point in polygon, line in polygon, polygon in polygon etc.); Network analysis; Terrain analysis: DEM, DTM and TIN. Interpolation techniques in GIS, Raster data analysis, Non-spatial data, Database Management system (DBMS).	<b>L= 12</b>	
		<b>T=3</b>	<b>P=0</b>

Learning Resources		
1	Text Books	<ul style="list-style-type: none"> <li>• Textbook Of Remote Sensing &amp; Geographical Inform. Systems by KALI CHARAN, Atlantic Publisiers, 2018</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>• Principles of Photo geology by Singh</li> <li>• Principles of Remote Sensing by Currain</li> <li>• Fundamentals of Photo geology by SN Pandey</li> <li>• Remote Sensing and Image Interpretation:-Tomas M.Lillesand and Ralph W.Keifer John Wiley and sons Inc.New York.</li> <li>• Introduction to Remote sensing:-James B. Campbell, Tylor and Franeis Ltd.Londan.</li> <li>• Fundamentals of GISN:-Michael N.Demers..</li> <li>• Remote Sensing application in applied geosciences:-Sumitra Mukherjee, Milton Book Company.</li> <li>• Principles of Remote Sensing:-A.N.Gatel and S.Singh, Scientific Publishers (India). Jodhpur (1999Edition).</li> <li>• Remote Sensing for Environment and Forest Management:-A.Mehrotra and R.K.Suri. Indus Publishing Co.New.Dehli(1994 Edition)</li> <li>• Remote sensing for large wildfires:-E.Chuvienco, Springer, New York (1999 Edition).</li> <li>• Remote Sensing in Geoscience:-Tripathi N.K.</li> <li>• DeMers, Michael N.,2000. Fundamentals of Geographic Information System (2<sup>nd</sup> Ed.) (Wiley Student Edition). New York: Jhon Wiley &amp; Sons, Inc.</li> <li>• Foreseman, T. (Ed) 1998. The History of Geographic Information System- Perspectives from the Pioneers. Upper Saddle River. NJ : Prantice Hall.</li> <li>• Heywood, Ian: Cornelius, Sarah: Carver, Steve.2000. An Introduction to Geographic Information System(Pearson Education Asia Low Priced Edition). Longman.</li> <li>• Kraak, Menno-Jan and Ormeling, Ferjan. 2004. Cartography – Visualization of Geospatial Data (2n d Ed.) (Pearson Education Low Price Edition). Pearson Education.</li> <li>• Schuurman, Nadine. 2000. “Trouble in the Heart land: GIS and its Critics in the 1990s.” Progress in Human Geography, vol. 24, no. 4, pp.569-590.</li> <li>• Schuurman, Nadine and G. Pratt. 2002. “Care of the Subject: Feminism and Critiques of GIS.” Gender, Place and Culture, vol. 9, no. 3, pp. 291-299.</li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="https://oceanservice.noaa.gov/facts/remotesensing.html">https://oceanservice.noaa.gov/facts/remotesensing.html</a></li> <li>• <a href="https://gisgeography.com/what-gis-geographic-information-systems/">https://gisgeography.com/what-gis-geographic-information-systems/</a></li> <li>• <a href="https://www.esri.com/en-us/what-is-gis/overview">https://www.esri.com/en-us/what-is-gis/overview</a></li> </ul>

4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Down to Earth</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Geo Referencing</li> <li>• Practical Based on Paper ( Practical III &amp; IV)</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AECC-301</b>	<b>Credit Pattern</b>	<b>L-22, T-8</b>
<b>Course Title</b>	<b>Employability Skills</b>		
<b>Course Objectives</b>			
1	Develop effective communication skills		
3	Develop broad career plans		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Match the job requirements and skill sets.		
3	Evaluate the employment market.		
<b>Unit Number</b>	<b>Contents</b>		
1	<p><b>Personality, Interpersonal and employability skills and Emotional Intelligence: (15)</b>  Basic Interaction Skills –Within family, Society. Interpersonal and intrapersonal skills.  Types of skills; Decision Making, Articulation Skills, Emotional Intelligence  Human relations examples through role – play and cases</p>		
2	<p><b>Leadership Skills, Team work, Conflict Management ,Interview Skills, Time Management and Stress Management: (15)</b>  <b>Leadership skills</b> – Leadership in groups, coaching, strategic management  <b>Team work &amp; Team building</b> - Characteristics of an effective team, Essentials of an effective team, Evolution Team. Activities – Team trust, team shape up.  <b>Conflict Management</b> – Types of conflicts, how to cope with them  Small cases including role – plays will be used as teaching methodology.  <b>Interview skills</b> –  Preparation pre-during and post interview  Resume writing, self grooming for the interviews. Introduction, Types of interviews, process of interview, Preparation of the candidate, preparation of the interviewer, common interview questions.  <b>Time Management</b> – Importance, Prioritizing tasks, Personal Goal Setting – SMART goals, delegation, Time management in meetings, barriers to time management, identifying and handling time consuming tasks. Activity – Games, role-play, case studies.  <b>Stress Management</b> – Understanding stress, Types of stress, symptoms, causes of stress. Managing stress, Techniques of managing stress. Activity – questionnaire to find out the level of stress.</p>		



## Learning Resources

1	Reference Books	<p>Business Communication – Urmila Rai &amp; S M. Rai, 12/e, Himalaya Publishing House, 2010.</p> <p>Enhancing Soft Skills – Prof. Dipali Biswas, 1/e, Shroff Publishers &amp; Distributors Pvt. Ltd., 2009.</p> <p>The ACE of Soft Skills – Gopaldaswamy Ramesh &amp; Mahadevan Ramesh, 3/e, Pearson Education, 2012. Successful Career, Soft Skills and Business English –</p> <p>Varanasi Bhaskara Rao &amp; Y. Kameswari, 1/e, BS Publications, 2010.</p> <p>Personality Development and Soft Skills - Barun K. Mitra</p> <p>Emotional Intelligence by Daniel Goleman</p>
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## SEMESTER-IV

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 401</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ENVIRONMENTAL MICROBIOLOGY, BIOTECHNOLOGY AND TOXICOLOGY</b>		
<b>Course Objectives :</b>			
1	To study the world of Microbes & use Biotechnological Approaches in Environmental Pollution Management, Energy Resource Management, Forest Management.		
2	To study the concept and significance of environmental toxicology.		
<b>Course Outcomes: After completion of this course students will have capacity to</b>			
1.	Describe the importance of microbial diversity, benefits and harms of MOs with potential applications in the innovative environmental management technologies.		
2.	Describe and apply existing and emerging technologies like <i>in-situ</i> , <i>ex-situ</i> , & engineered bioremediation, phyto-remediation for environmental clean up and environmental pollution management. Appreciate the scientific, ethical and social issues associated with certain applications of biotechnology in agriculture and forest management.		
3.	Demonstrate an awareness about emerging concerns of reductions in fossil fuels through new biotechnological interventions in the harnessing renewable biomass energy. Describe and apply biotechnological solutions like bio-plastics, bio-fertilizers, bio-pesticides, bio-mining, biosensors to address present environmental concerns.		
4.	Identify and evaluate the toxic chemicals, mutagens, carcinogens and their relationships between exposure and dose-response relationships. Evaluate effects on living/physiological systems like neurotoxicity, nephro-toxicity, hepato-toxicity, and reproductive toxicity.		

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Introduction to Environmental Microbiology</b> Types of Microbes, Harms & Benefits of MOs with their Environmental Significance. Modern Environmental Microbiology, Microbial Diversity Microbial Nutrition, Media components & Media Preparations, Methods of Sterilizations, Maintenance of Aseptic Conditions, Classification of microorganisms according to Nutrition, Enrichment culture technique for the isolation of desired types of microorganism, Microbial growth in closed and open environments, Binary Fission, Generation Time, Growth Curve, Factors Affecting Microbial Growth:- Nutrients, pH, Temperature, Salinity, Moisture Content, Radiation, Heavy Metals, Toxic chemicals etc, Concept & Methods of Isolation of Pure Culture, Enumeration of MOs in Environmental Samples by Direct and Indirect Methods.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Fundamentals of Environmental Biotechnology</b> Concept and Terminologies in Environmental Biotechnology Biotechnological approach of environmental pollution abatement - Bioremediation of contaminated sites, organic and inorganic xenobiotics, <i>in situ</i> and <i>ex situ</i> and engineered, Phytoremediation, Biotechnology and Energy management- Biofuels (Liquid fuels, Biogas and Biodiesel) Biotechnology and forest management, Industrial Biotechnology,	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

	Principles of Green chemistry		
3	<b>Advanced Environmental Biotechnology</b> Novel applications of biotechnology, Integrated Pest Management & Bio-pesticides, Integrated Plant Nutrient Management & Bio-fertilizers, Biopolymers And Bioplastics, Bioleaching and biomining (Biohydrometallurgy) Biosensors, biofilms, biosurfactants Biosafety of GMOs	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Environmental Toxicology</b> Toxicology – Scope, Definition. Evaluation of toxicity –Types and routes of entry of toxicants. Acute, sub acute, chronic toxicity; Dose and Response- LC50/LD50/ concepts and significance, their estimation ,Toxic effects at cell, tissue, organ level, Some organ specific toxicity studies – Neurotoxicity, Nephrotoxicity, Hepatotoxicity, reproductive toxicity; Carcinogenesis – Relation between mutagenesis and carcinogenesis, Environmental carcinogens; Toxic agents in environment-Agrochemicals, industrial chemicals, drugs, food additives, Safety Regulations & Legal control.	<b>L=12</b>	
		<b>T=2</b>	<b>P= 1</b>

### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Environmental Biotechnology, Buddolla, Narosa</li> <li>• Environmental Biotechnology, Allen, CBS</li> <li>• Environmental Biotechnology, Fulekar, CRC</li> <li>• Environmental Biotechnology, Scragg, Oxford</li> <li>• Essentials of Biotechnology, Michael Chrichton, MEDTEC</li> <li>• Biotechnology, Smith, Cambridge</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Microbiology By: Michael J Pelczar, Jr; ECS Chan &amp; NR Krieg. Tata McGraw-Hill Edition, New Delhi (1998)</li> <li>• Principles of Microbiology By: Ronald M Atlas 2nd Edn, WCB McGraw-Hill, Boston (1997)</li> <li>• General Microbiology By: RY Stanier, JL Ingraham, ML Wheelis &amp; PR Painter. 5th Edn Macmillan Press Ltd., London (1995)</li> <li>• Microbial Ecology – Fundamentals and Application By: Ronald M Atlas &amp; Richard Bartha. 4th Edn. An Imprint of Addison Wesley Longman, Inc. California (1998)</li> <li>• Microbiology: Fundamentals and Applications By: SS Purohit. 6th Edn. Agro Botanica (1997-98)</li> <li>• General Microbiology By: SB Sullia &amp; S Shantharam. Oxford &amp; IBH Publishing Co. Pvt. Ltd., New Delhi (1998)</li> <li>• Microbiology – Diversity, Disease &amp; Environment By: Abigail A Salyers &amp; Dixie D Whitt. Fitzgerald Science Press, Maryland (2001)</li> <li>• Industrial Microbiology – An Introduction y: Michael J Waites, Neil L Morgan, John S Rockey &amp; Gary Higton. Blackwell Science, London (2002)</li> <li>• Microbiology – A Laboratory Manual (International Students Edition) By: James G Cappuccina &amp; Natalie Sherman. Addison – Wesley Longman, Inc. California (1990)</li> <li>• Environmental Microbiology – A Laboratory Manual By: Ian L Pepper, CP Gerba &amp; JW Brendecke, Academic Press, New York (1995)</li> <li>• Harish Kumar, 2001: Environmental Health Hazards, Ivy Publishing House,</li> </ul>

		<p>Delhi</p> <ul style="list-style-type: none"> <li>• Chermisinoff, N. P. and Graffia, M. L. 2003: Environmental Health and Safety Management, Jaico Publishing House, Mumbai</li> <li>• Hoffman, D. J. <i>et al.</i>, Eds. 1995: Hand Book of Ecotoxicology, Lewis, London</li> <li>• de Vries, J. Ed. 1997: Food Safety and Toxicology, CRC Press, London</li> <li>• Rose, J. Ed. 1998: Environmental Toxicology, Gordon and Breach Science Publishers, Australia</li> <li>• Klaassen, C. D. Ed. 1996: Casarett &amp; Doull's Toxicology V Ed., McGraw-Hill, New York</li> <li>• Dell'Omo, G. Ed. 2002: Behavioral Ecotoxicology, John Wiley &amp; Sons Ltd., U. K.</li> <li>• Santra, S.C. (2007) Environment Science, New Central Book Agency, Calcutta.</li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="https://www.britannica.com/technology/biotechnology">https://www.britannica.com/technology/biotechnology</a></li> <li>• <a href="https://en.wikipedia.org/wiki/History_of_biotechnology">https://en.wikipedia.org/wiki/History_of_biotechnology</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Current Science, ISSN No. 0011-3891</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• Down to Earth</li> <li>• National Geographic.</li> </ul>
6	Practical Components	<ul style="list-style-type: none"> <li>• Practicals based on this paper will be conducted under Paper No. Practical VII &amp; VIII.</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 402</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MANAGEMENT OF INDUSTRIAL AND CIVIC WASTE</b>		

#### Course Objectives

1	Understand the current Solid Waste Management practices and thus environmental and health issues associated with it.
2	Develop the appropriate strategies and approach for Solid Waste Management resulting into a best public functionary.

#### Course Outcomes: The students will able to

1.	Justify the concept like Waste-to-Energy and 5R Principles of Solid Waste Management.
2.	Select suitable method for sludge management at ETP and CETP.
3.	Formulate the technologies for management of Hazardous waste including Biomedical & E-waste.
4.	Interpret the hazards related to radioactivity & manage the Radioactive wastes as per regulations.

#### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Solid Waste Management:</b> Need of solid waste management; Introduction, Sources, Types, Composition of solid waste and its determination; Solid waste generation from Industries, Agriculture and Domestic sector; Segregation, Collection Storage and Safe handling, Transportation of Hazardous waste. Solid waste treatment: Compaction, dewatering, briquetting, size reduction, separation of organic and inorganic; Solid waste disposal methods – 5R Principle Solid waste energy recovering, incineration, Pyrolysis, Biogas generation Solid waste as source of raw material- Light weight bricks from fly ash, composting etc	L= 11	
		T=2	P=2
2	<b>Sludge Management:</b> Organic and inorganic, sewage sludge, industrial sludge, primary and secondary sludge. Dewatering of sludge, conditioning, Compressible and non-compressible sludge, filtration, filtration aids, Dewatering aids, thickening, centrifugation, drying	L= 11	
		T= 2	P= 2
3	<b>Unit III: Hazardous Waste Management:</b> Definition, identification and classification of hazardous solid waste. Characteristics of Hazardous waste: toxicity, reactivity, flammability, radioactivity, corrosivity, genetic activity, explosivity. Transboundary movement and Management of wastes, Impact of Hazardous waste on the surrounding environment. Waste avoidance and Waste minimization, Adopting the green process. <b>Bio-medical:</b> Definition, sources of generation, Need of separation. Categories, Colour coding System. Storage, transportation, Treatment methods and Disposal. <b>E-Waste:</b> Sources of generation, categories.	L= 11	
		T= 2	P= 2

	Seggrigation, Transportation, Treatment methods and Disposal. Constituents of E-wastes, recycling of e-waste and its environmental consequences,		
4	<b>Radioactive Waste:</b> Types of nuclear radiations, Natural and manmade sources of radiations, Radiation hazards and safety; internal and external radiation hazards, Biological effects of radiations : The interaction of radiations with biological cells, various stages, somatic and genetic effects, maximum permissible dose-ICRP Recommendations, safe handling methods, personal dosimetry, nuclear reactor safety, radiation protecting materials. Chernobyl, Threemile & Fukushima nuclear reactor accidents as case studies. <b>Management of radioactive waste-</b> High level and Low level wastes, liquids, solids and gases,	<b>L=12</b>	
		<b>T=2</b>	<b>P= 1</b>

### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Vogel's Textbook of Quantitative Chemical Analysis, 5<sup>th</sup> edition, J H Basett, J. Nendham and Denny, R.C.</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• Textbook On Biotechnology by H D Kumar, Affiliated East-West Press Pvt Ltd, 2003</li> <li>• A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand</li> <li>• A Text Book of Green Chemistry, Ahluwalia, Narosa</li> <li>• A Text Book of Engineering Chemistry, Dara, Chand</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Integrated Solid Waste Management – Engineering Principles &amp; Management By: Issues by George Tchobanoglous, Hilary Theisen &amp; Samuel A Vigil. McGraw-Hill International Editions, New York (1993)</li> <li>• Solid Waste Management in Developing Countries By: AD Bhide &amp; BB Sunderesan. Indian National Scientific Documentation Centre, New Delhi (1983)</li> <li>• Solid Waste Engineering By: PA Vesilind, William Worrell &amp; R. Thomas Brooks/Cole, Australia (2002)</li> <li>• Infectious Waste Management By: Frank L Cross Jr, Howard E Hesketh, P Kay Rykowski. Technomic Publishing Co Inc. Lancaster, Basel (1990)</li> <li>• Hazardous Waste Chemistry, Toxicology &amp; Treatment By: S.E Manahan, Lewis Publishers, USA (1990)</li> <li>• Basics of Solid and Hazardous Waste Management Technology By: K.L Shah. Prentice Hall, Ohio (2000)</li> <li>• Industrial and Hazardous Wastes – Health Impacts &amp; Management Plans By: Rajiv K Sinha &amp; Sunil Heart. Pointer Publishers, Jaipur (2004)</li> <li>• Hazardous Waste Management By: MD LaGrega, PL Buckingham, JC Evans &amp; Environmental Resources Management, McGraw-Hill International Edn. Boston (2001)</li> <li>• Matter Hazardous (Laws explained) By: AK Mhaskar. Media Enviro, Pune.</li> </ul>

		<ul style="list-style-type: none"> <li>• D.Bhide and B.B.Sundaresan, “Solid Waste Management– Collection, Processing and isposal” Mudrashilpa Offset Printers, Nagpur, 2001.</li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="http://mpcb.gov.in/images/pdf/part.pdf">http://mpcb.gov.in/images/pdf/part.pdf</a></li> <li>• <a href="https://www.britannica.com/technology/solid-waste-management">https://www.britannica.com/technology/solid-waste-management</a></li> <li>• <a href="https://nptel.ac.in/courses/120108005/module9/lecture9.pdf">https://nptel.ac.in/courses/120108005/module9/lecture9.pdf</a></li> <li>• <a href="https://iwa-network.org/groups/sludge-management/">https://iwa-network.org/groups/sludge-management/</a></li> <li>• <a href="http://mimoza.marmara.edu.tr/~orhan.gokyay/enve425/ch1.pdf">http://mimoza.marmara.edu.tr/~orhan.gokyay/enve425/ch1.pdf</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• Industrial Safety Chronicle. Published by National Safety Council., Mumbai</li> </ul>
6	Practical Components	<ul style="list-style-type: none"> <li>• Practicals based of this paper conducted in (Practical paperVII &amp; VIII)</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 403</b>	<b>Credit Pattern</b>	<b>L-0, T-15, P-45</b>
<b>Course Title</b>	<b>PROJECT (Lab/Survey)</b>		
<b>Course Objectives</b>			
1	As a part of Academic curriculum it is mandatory for the students of M. Sc. (Environmental Science) students to undergo Lab Based/ Survey Research Project during tenure of Sem. IV, in the various areas of Environmental Science, Safety & Environmental Management.		
<b>Course Outcomes: After completion of this course students will be capable to</b>			
1	Develop Competence in scientific research designing, identifying environmental issues, planning accordingly and developing problem solving skills.		
2	Choose methodology to collect samples/data, analyze and critically evaluate different technical solutions.		
3	Perceive skills for project management and writing a scientific report critically and systematically.		
4	Compile, interpret and presentation and explanation of their research findings to the audience effectively Contributing to team and group work for scientific investigation and reporting.		

**Syllabus:**

	<b>Contents</b>	<b>Number of Sessions</b>	
		<b>L= 0</b>	
<b>1</b>	Areas -	<b>T=15</b>	<b>P=45</b>
	1.Waste Water Treatment	2. Solid Waste Management	
	3. Characterization of Effluent Technologies	4. Air Pollution & Control	
	5. Noise Pollution & Control	6. Toxicological Study	
	7. Industrial Safety	8. Disaster Management	
	9. Environmental Auditing	10. ISO 14000	
	11. OSHAS-18001	12. Energy Management	
	13. Composting	14. Vermicomposting	
	15. Bioremediation	16. Phyto-remediation	
	17. Water Budget	18. Energy Audit	
	19. Carbon Footprint	20. Biomedical Waste Management	



<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 404</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL-VII</b>		

### Course Objectives

1 Understand the experimental procedures for analysis of environmental samples.

### Course Outcomes: After completion of this course students will be capable of

1 Applying standard Plate Count method for the enumeration of micro-organisms in the environmental samples.

2 Demonstrating Grams Staining and motility study to differentiate microbes.

3 Evaluating the enrichment culture technique for isolation of desired microbes.

4 Proposing cell/enzyme immobilization technique in industrial pollution management .

### Syllabus:

Sr.No.	Title of the Experiment	Paper No.	Number of Sessions	
			L	P
1	Standard Plate Count (SPC)	CC 404	<b>L= 15</b>	
2	Determination of Inorganic Phosphorus	CC 404	<b>T=0</b>	<b>P=45</b>
3	Demonstration of Starch hydrolysis by microbial Cultures(Two days)	CC 404		
4	Determination of Gram Character of bacterial Culture	CC 404		
5	Demonstration of Motility in bacteria	CC 404		
6	Determination of Irrigation Water Quality by pH, EC & Carbonate-bicarbonates	CC 404		
7	Wildlife Census by Block count Method	CC 404		
8	Determination of Irrigation Water Quality by SAR method	CC 404		
9	Determination of Hexavalent Chromium	CC 404		
10	Immobilization of Micro-organisms (Two days)	CC 404		
11	Determination of Total Kjeldahl Nitrogen (TKN)	CC 404		
12	Zooplanktons	CC 404		
13	Phytoplanktons	CC 404		
14	Isolation of P Solubilizing MOs	CC 404		
15	Determination of Ammonical Nitrogen	CC 404		
16	Backlog/Remedial Practicals	CC 404		
17	Repeation Practicals	CC 404		

### Learning Resources

<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel</li> <li>Standard Methods of water &amp; Waste water analysis: APHA</li> <li>Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti</li> <li>Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti</li> <li>A text book of Soil analysis : Baruah &amp; Barthakur</li> </ul>
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 405</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL-VIII</b>		
<b>Course Objectives</b>			
1	Understand the experimental procedures for analysis of environmental samples.		
<b>Course Outcomes: After completion of this course students will be capable of</b>			
1	Demonstrating Isolation, segregation, characterization and proper utilization of Municipal Solid Waste.		
2	Determining quality of irrigation water for optimal utilization to avoid further environmental consequences.		
3	Recommend gypsum requirement for the preparation of reclamation plans for saline alkali soils.		
4	Propose dose of lime for reclamation of an acid soil, by performing laboratory experiments and computing results.		

### Syllabus:

Sr. No.	Title of the Experiment	Paper No.	Number of Sessions	
1	Determination of Gypsum Requirement	CC 405	<b>L= 15</b>	
2	Soil Rating & Fertilizer Dose Recommendation	CC 405	<b>T=0</b>	<b>P=45</b>
3	Determination of Wilting Point	CC 405		
4	Determination of P content of fertilizer	CC 405		
5	Determination of K content of fertilizer	CC 405		
6	Determination of N content of fertilizer	CC 405		
7	Determination of Cation Exchange Capacity(CEC) of Soil (Two days)	CC 405		
8	Determination of Lime Requirement	CC 405		
9	Determination of Fluorides by SPADNS	CC 405		
10	Paper Chromatography	CC 405		
11	Thin Layer Chromatography	CC 405		
12	Geophysical Sounding for Groundwater Exploration	CC 405		
13	Determination of Physical Characteristics of MSW	CC 405		
14	Determination of Chemical Characteristics of MSW	CC 405		
15	Determination of Water Quality Index	CC 405		
16	Backlog/Remedial Practicals	CC 405		
17	Repeation Practicals	CC 405		

### Learning Resources

<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel</li> <li>Standard Methods of water &amp; Waste water analysis: APHA</li> <li>Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti</li> <li>Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti</li> <li>A text book of Soil analysis : Baruah &amp; Barthakur</li> </ul>
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 401 (A)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>LAND AND WATER MANAGEMENT</b>		
<b>Course Objectives</b>			
1	Prevention of Land & Water Resource Degradation.		
2	Optimal Use of Land & Water Resources.		
3	Sustainable Land & Water Management.		
<b>Course Outcomes: After completion of this course students will be capable of</b>			
1	Identifying concept of optimal land use planning based on capabilities to prevent further degradation and relate these to appropriate methodologies of sustainable land management.		
2	Discovering challenges and give suggestions to manage accelerated soil erosion, ground water recharging and water logging conditions, with the emphasis on prevention, control and reclamation of saline-alkali soils. Prepare a plan for reclamation of degraded area.		
3	Demonstrating an understanding of the hydrology of streams and lake systems and concept of water shed management, and describing the processes of and importance of groundwater flow and aquifer systems.		
4	Describing the challenges of maintaining surface and ground water quality, apply their knowledge base and research skills to current issues pertaining to water resource management, and remediation, with emphasis on related economic, social, and public policy dimensions.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Soil Pollution:</b> Importance of Soil resources, Physical, Chemical and Biological Properties of soil. Definition, causes/ sources of soil pollution: agro-chemicals, heavy metals, disposal of city refuse, waste water, soil salinity and water logging. Fate of pollutants in Soil, Methods of Soil sampling, Effect of Soil pollution on Flora and Fauna, Control Of Soil Pollution: Prevention & Elimination, Concept of Soil health, Soil pollution control through Soil health management	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	Land classification on the basis of topography, climate, and utilization; Land use patterns in India, Need of Land Management Spheres of Land Management, Land Productivity, Capability and Capacity Land Capability Classification as a Guide for Soil Conservation Desertification with special reference to India, Degradation of Land: causes, effects & control, Acid Soil management, Saline & Alkali Soil Management, Soil Erosion, Methods of Soil Conservation, Wetlands & Water Logged areas	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Water Resources and Sustainable Development</b> Classification and sources of surface and groundwater; Exploration and exploitation of water resources; Quality of Irrigation Water; Consequences of unskilled irrigation	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

	practices, Planning, execution and after effects of man-made reservoirs; Utilization of water resources for energy production, sanitation, drinking, Navigation, industries and agriculture; National Water Policy		
4	Water management strategies and problems Watershed- concept and Classification; Watershed characteristics, Watershed Management, Multi-disciplinary water management; Quantitative Techniques of Water Resources Planning and Management; Regional Water Quality Management; Use of remote sensing in land and water management; Integrated approach towards water, soil and land management.	<b>L=12</b>	
		<b>T=2</b>	<b>P= 1</b>
<b>Learning Resources</b>			
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Text Book Of Soil Science by PAL, CBS publishers, 2018</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmental Studies, Nambiar, STP</li> </ul>	
2	<b>Reference Books</b>	<ul style="list-style-type: none"> <li>• Hydrological Measurements for Watershed Research by Wasi Ullah, SK Gupta and SS Dalal</li> <li>• Watershed Management by JVS Murthy, New age International (P) Ltd, New Delhi</li> <li>• Ground water Hydrology by Todd, D.K. Willy India Pvt. Ltd, New Delhi, 2011</li> <li>• Ground water hydrology by Todd, David Keith, 2010</li> <li>• Principle and Practice of Water Management by S.C. Panda Agrobos (India)</li> <li>• Conservation of Water Resources Problems &amp; Prospects, 2008</li> <li>• Resource Values &amp; Development, 1999 by Amarthysen, Oxford Uni. Press New Delhi</li> <li>• Soil Geology, Kolay. A. K., Atlantic Publisher</li> <li>• Soil Pollution, 2009, Mishra S. C., APH Publications New Delhi</li> <li>• Introduction to Soil &amp; Water Conservation Engineering, 2002, Mal..B.C. Kalyani Publisher, Ludhiyana.</li> <li>• Land Utilization : Theory &amp; Practice, Mandal R. B., Concept Publishing</li> <li>• Environmental Geography Science landuse &amp; Earth, Marsh William. M. Jhon Willy &amp; Sons, New York.</li> <li>• Geochemistry, Groundwater &amp; Pollution, 2005, Appcco C.A.S., A.A. Balkema Publishers.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Land Degradation &amp; Desertification, Jha V. C., Rawat Publications , Jaipur.</li> <li>• Hand Book of Ground Water Remediation &amp; Treatment Technology, Cheremisinoff N.P., Crest Publishinh hours, New Delhi</li> <li>• Land Reforms In India- Performance &amp; Challenges in Gujarat &amp; Maharashtra, Shah Ghanshyam, Sage Publications, New Delhi.</li> <li>• Wet lands of India : Ecology &amp; Threats ( Volume 1-III), Abbasi S. A. , Discovery Publishing house, New Delhi.</li> <li>• Land Reclamation Maachinary, 1988, T&gt; Barshchou , MIR Publishers Moscow.</li> <li>• Waste Land Development &amp; their Utilization., Shankar Narayan K.A, Scientific Publisher, Jodhpur.</li> <li>• Basic &amp; Applied Soil Mechanics., 1991, Rajan Gopal , Willy Eastern Ltd.,</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.sciencedaily.com/terms/sustainable_land_management.htm">https://www.sciencedaily.com/terms/sustainable_land_management.htm</a></li> <li>• <a href="http://www.yourarticlelibrary.com/geography/soil-conservation-4-methods-that-must-be-adopted-for-conserving-soil/13910">http://www.yourarticlelibrary.com/geography/soil-conservation-4-methods-that-must-be-adopted-for-conserving-soil/13910</a></li> <li>• <a href="https://www.conserve-energy-future.com/methods-of-soil-conservation.php">https://www.conserve-energy-future.com/methods-of-soil-conservation.php</a></li> <li>• <a href="https://sciencing.com/types-water-resources-5127497.html">https://sciencing.com/types-water-resources-5127497.html</a></li> <li>• <a href="https://www.un.org/waterforlifedecade/water_and_sustainable_development.shtml">https://www.un.org/waterforlifedecade/water_and_sustainable_development.shtml</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Every Thing About Water</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• CPCB Report</li> <li>• MoEF Report</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Practicals Based on this,-- Practical VII &amp; VIII</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 401 (B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>SAFETY ENGINEERING</b>		
<b>Course Objectives</b>			
1	To study safety aspects with respect to Industrial Safety.		
2	To understand the Importance and Applications of Safety Engineering in industrial sector.		
<b>Course Outcomes: The students will able to</b>			
1.	Examine the safety in use of machinery & importance of guarding.		
2.	Choose the safety measures while handling & storage of materials.		
3.	Demonstrate the safety aspects when working at height.		
4.	Examine the Safety in Industrial Operation like Heat, Stress & Electrical Hazards.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Machine Operation and Guarding</b> Definition of Engineering, safety engineering, machine guarding. Principles in machine guarding. Ergonomics of machine guarding. Type of guards and selection. Built-in-safety devices, maintenance and repairs of guards, incidental safety devices and tools. <b>Safety in the use of Machines</b> Safety in the use of 1) power presses ,2) shearing, 3) bending, 4) rolling, 5) drawing, 6) turning, 7) boring, 8) milling, shaping, 9) planning broaching, planting, 10) grinding, 11) CNC Need for selection and care of cutting tools. Preventive maintenance, periodic checks for safe operation.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Material Handling and Storage of Materials</b> <b>Manual :</b> Kinetics of manual handling. Lifting and carrying of objects of different shapes, size and weight. Safe use of accessories for manual handling.. Safety in stacking and unshackling Floor loading conditions. Layout condition for safety in storage.. <b>Mechanical :</b> Lifting machinery, lifts and hoists, signaling, inspection and maintenance. Safety in design and construction, operation, inspection and maintenance of industrial trucks, lifting tackles and loose gears, conveyors. Safety features, safe locations, testing, inspection and maintenance of lifting tackles, safe working load for all mechanical material handling equipment. The competent persons in relation to safety legislation - duties and responsibilities.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

3	<b>Working at Different Levels</b> Working at Heights : Ladders of different types, scaffolds of different types, Other safety requirements while working at heights. Working in Confined Spaces & Working Underground Hand Tools and Power Tools Inspection, maintenance and repair of tools. Detectable causes of tool failures. Tempering, Safe use of various types of hand tools used for metal cutting, wood cutting, miscellaneous cutting work, Noise and Vibration: Continued and impulse noise. Noise isolation. Noise absorption techniques, silences. Practical aspects of control of noise.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Safety In Industrial Operation</b> <b>Industrial Lighting &amp; Illumination :</b> Purpose of lighting. Benefits of good illumination, Sources and types of artificial lighting. Principles of good illumination. Recommended optimum standards of illumination. Design of lighting installation. Standards relating to lighting and colour. <b>Ventilation and Heat Stress :</b> Natural ventilation, Mechanical ventilation. Air conditioning. Control of heat exposures at source, dilution and local ventilation. Purpose of ventilation. Thermal comfort. Indices of heat stress. Thermal limits for comfort, efficiency and freedom from health risk Recommended values for air changes required for various areas as per Factories Act, 1948 and National Standards. IS: 3103-1975-Code of practice for Industrial Ventilation. <b>Electrical Hazards:</b> Hazards of electrical energy. Safe limits of amperages, voltages. Safe distance from lines. Capacity and protection of conductor. Joints and connections. Means of cutting off power. Overload and short circuit protection. No load protection. Earth fault protection. Earth insulation and continuity tests. Protection against surge and voltage fluctuation. Types of protection for electrical equipment in hazardous atmosphere.	<b>L=12</b>	
		<b>T=2</b>	<b>P= 1</b>

### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• The Handbook of Safety Engineering: Principles and Applications. Frank R. Spellman, 2009</li> <li>• Current Science, ISSN No. 0011-3891 Industrial Safety Management by L.M. Deshmukh, McGraw Hill Education Publication, 1<sup>st</sup> July, 2017</li> <li>• Industrial Safety &amp; Environment by Er. A. K. Gupta, ISBN: 9788131804544</li> </ul>
2	<b>Reference Books</b>	<ul style="list-style-type: none"> <li>• Reliability, Maintenance and Safety Engineering. V.K. Gupta, 2009</li> <li>• Engineering a Safer World: Systems Thinking Applied to Safety. Nancy Leveson, 2011</li> <li>• Safety Engineering: Principles and Practices. Frank R. Spellman and Nancy E. Whiting, 2004</li> <li>• Engineering Safety: Fundamentals, Techniques, and Applications. B.S. Dhillon, 2003</li> </ul>

		<ul style="list-style-type: none"> <li>• A Guide to Fire Safety Engineering. S. D. Christian, 2003</li> <li>• Handbook of OSHA Construction Safety and Health. Charles D. Reese, 1999</li> <li>• Electrical safety handbook. John Cadick, 1994</li> <li>• Principles of Fire Safety Engineering: Understanding Fire and Fire Protection. Akhil Kumar Das, 2014</li> <li>• Industrial Safety and Human Behaviour Kaila, H.L.</li> <li>• Environmental Health &amp; Safety Auditing Handbook, 1994</li> <li>• Bacterial Diseases / Kumar, Vijay</li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="http://www.nsc.org.in">www.nsc.org.in</a></li> <li>• <a href="http://www.osha.gov">www.osha.gov</a></li> <li>• <a href="http://www.ilo.org">www.ilo.org</a></li> <li>• <a href="http://www.ohsonline.com">www.ohsonline.com</a></li> <li>• <a href="http://www.worldsafety.org">www.worldsafety.org</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• International Journal of Occupational Safety and Ergonomics. <b>ISSN : 2376-9130</b></li> <li>• International Journal of Occupational Safety and Health. ISSN : 2091-0878</li> <li>• Journal of Industrial Safety Engineering. ISSN : 2395-6674</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• Industrial Safety Chronicle. Published by National Safety Council., Mumbai</li> <li>• Factory Act 1949</li> </ul>
6	Practical Components	<ul style="list-style-type: none"> <li>• Visit to Industries to study various safety aspects.</li> </ul>

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# **SYLLABUS**

**FOR**

**M.B.A. (Environment Management)**

**Faculty of Commerce & Management – Under CBCS System**

**(To be implemented from Academic Year 2021-22)**



**DEPARTMENT OF ENVIRONMENT MANAGEMENT**

**CHH. SHAHU INSTITUTE OF BUSINESS EDUCATION AND  
RESEARCH (CSIBER),**

**(AN AUTONOMOUS INSTITUTE)**

**UNIVERSITY ROAD, KOLHAPUR 416 004 (M.S), INDIA**

**2021**

## **REVISED STRUCTURE OF M. B. A. (ENVIRONMENT MANAGEMENT) PROGRAMME WITH DUAL SPECIALIZATION**

The M. B. A. (Environment Management) Programme is of Two-year duration and is divided into Four semesters. Semester I, II will be taught in the First Year of the programme and Semester III & IV during the Second Year of the programme. Student can opt any one of the following specializations along with Environment i.e. Agri-Business, Finance, Human Resource, Marketing, Production and Systems.

### **Objectives:**

The specific objectives of programme are:

1. To infuse environmental concepts in all the functional area of business management
2. To provide in-depth knowledge to the students in respect of current business and environmental problems faced by human society and to develop scientific attitude among students based on interdisciplinary approach to enable them to take holistic view in planning and decision-making.
3. To develop managerial competence among students in managing environmental development programs initiated by the Government.
4. To provide students a typical problem-oriented situations in environmental protection, development and management.
5. To inculcate modern concept of Green Industry to the students for sustainable development.

### **Eligibility:**

Candidates should have passed graduation under 10+2+3 pattern from the recognized University.

**Intake:** 60

### **Admission process:**

Student will be admitted purely on merit basis through DTE-CET / ATMA / C-MAT .

### **Reservation:**

Reservation for special categories such as SC, ST, NT, OBC, etc. will be as per the Government of Maharashtra, AICTE and other statutory bodies.

### **Duration:**

The degree of **M. B. A.** (Environment Management) is a full time course and its duration is of **Two Years**. The course consists of four semesters. The examination to be held in the First, Second semester will be called Part – I (First Year) and the examination to be held in the third and fourth semester will be called Part – II (Second Year).

If a candidate fails to clear all the theory papers and project report within four years of his/her registration, the past performance will stand automatically nullified.

If a candidate discontinues any of the terms (i. e. semester – I to IV) on any account, he/she will be allowed to complete the in-completed terms in the subsequent years subject to the condition that it is within the stipulated time duration of **Six** years.

In addition to the above, once a student's term (semester) is granted, he/she shall be allowed to appear and pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of **Six** years.

In case the term (semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination. This too within **Six** years of his/her registration.

#### **Course Completion with Break in Between:**

A student who has passed M. B. A. – I and is seeking admission to M. B. A. – II after a long gap (Provided the gap lies within the stipulated duration of **Six** years) should complete the course syllabus which is in existence at the time he has sought the admission for the academic year.

**Award of degree :** After successful completion of four semesters of MBA(Environment Management) mark list ledgers will be forwarded to the Shivaji University for the award of degree.

#### **CBCS PATTERN:**

MBA (Environment Management) under CBCS pattern carry certain number of credits. Credits normally represent the weightage of a course and are a function of teaching, learning and evaluation strategies such as number of contact hours, the course content, teaching methodology, learning expectations, etc. The credits are based on the number of instructional hours per week, generally 1 credit per one hour of instruction in theory and 1 credit for 2 hours of practical/project work/Field work/internship.

#### **General features of the Choice Based Credit System are :**

- a) The MBA (Environment) programme is structured in CBCS Patten
- b) The Programme consists of Compulsory Core (CC), Discipline Specific Electives (DSE), Generic Electives (GE) and Ability Enhancement Compulsory Courses (AEC). The core papers deal with the specific discipline and the other papers deal with inter and intra disciplinary nature including soft skill aspects.
- c) The relative importance of subjects of study is quantified in terms of credits.
- d) The choice based courses may be offered within the faculty and/or across the faculty.
- e) The curricula should be unitized giving equal weightage in terms of contact hours and marks.
- f) Well defined model outline of question paper consisting of Long answers, brief answer and short notes.

- g) The evaluation will be on Continuous Internal Assessment (CIA) and End Semester Assessment (ESA). The final results shall be declared after integration of CIA and ESA.
- h) The declaration of result is based on the grade point average (GPA) earned towards the end of each semester and the Cumulative Grade Point Average (CGPA) earned towards the end of the program.
- i) Under the CBCS, students have option to choose courses from other departments as well.

#### **Outline of Choice Based Credit System:**

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

1.1 **Summer Inplant Project:** An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work, and a candidate studies such a course on his own with an advisory support by a teacher / faculty member is called Summer Inplant Project.

2. **Elective Course:** Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

2.1 **Discipline Specific Elective (DSE) Course:** Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The University/Institute may also offer discipline related Elective courses of interdisciplinary nature (to be offered by main discipline/subject of study).

2.2 **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject, with an intention to seek exposure is called a Generic Elective.

3. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AEC) Courses are designed that leads to Knowledge enhancement in functional areas; such as Managerial communication at work, foreign languages, skill development for career management and advanced MS- Excel. These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge.

#### **Credit Pattern:**

Every course offered will have three components associated with the teaching-learning process of the course, namely.

**Lecture – L, Tutorial- T, Practice - P,**

Where,

L stands **Lecture session.**

T stands **Tutorial session** consisting participatory discussion / self study/ desk work/ brief seminar presentations by students and such other novel methods that make a student to absorb and assimilate more effectively the contents delivered in the Lecture classes.

P stands **Practice session** on MOODLE , E – Library and it consists of Hands on experience / Laboratory Experiments / Field Studies / Industrial visits/ Case studies that equip students to acquire the much required skill component.

In terms of credits, every one hour session of L amounts to 1 credit per semester and a minimum of two hour session of T or P amounts to 1 credit per semester, over a period of one semester of 16 weeks for teaching-learning process. The total duration of a semester is 20 weeks inclusive of semester-end examination.

MBA (Environment Management) consists of all the three components with weightage depending upon the paper.

The total credits earned by a student at the end of the semester upon successfully completing the course are L + T + P. The credit pattern of the course is indicated as L: T: P.

If a course is of 4 credits then the different credit distribution patterns in L : T : P format could be :

Theory Papers 3 : 0.5 : 0.5

Practicals : 1 : 0 : 3.0

Field Work : 0 : 0 : 4.0

If a course is of 2 credits then the different credit distribution patterns in L : T : P format could be :

Theory Papers 1.5 : 0.25 : 0.25

Practicals : 0.5 : 0 : 1.50

Field Work : 0 : 0 : 2.0

#### **Teaching programme for each Semester shall consist of:**

- a) Theory Lectures: There will be 60 contact hours / paper / semester for four credits ; @ 4 lectures/paper/week and 30 contact hours / paper / semester @ 2 lectures /paper / week , for two credits. Each lecture is of the duration of 60 minutes and
- b) Practicals: 1 practical / week. Each practical is of the duration of 3 clock hours, number of students in batches should not exceed 15.

#### **Credit Grade Based Performance Assessment System (CGPA) :**

##### **I. ASSESSMENT:**

Taking into consideration the UGC and AICTE requirements, CSIBER has adopted “Credit Grade Based Performance Assessment System” (CGPA). Each paper is of 100 marks and contact hours for each paper is 60. One credit is allotted to 15 contact hours. All papers are considered as Full credit papers i.e. **Four** credits are allotted to each paper. Practical of 50 marks are considered as half credit i.e. Two credit is allotted to each practical.

1. For the paper of 100 marks. The distribution of the marks for theory, practical and project work will be as follows –
  - i) Internal Marks i.e. Concurrent evaluation - 40 Marks
  - ii) External Marks i.e. End Semester examination - 60 marks
2. For the paper of 50 marks. The distribution of the marks will be as follows –
  - i) Internal Marks i.e. Concurrent evaluation - 20 Marks
  - ii) External Marks i.e. End Semester examination - 30 marks

3. SIP project Evaluation:
- i) Internal Marks i.e. Concurrent evaluation - 40 Marks
- ii) External Marks i.e. End Semester examination - 60 marks

External marks will be given at the time of viva by external and internal and average marks will be calculated out of 60.

Breakup of Internal Marks i.e. Concurrent evaluation

Sr. No	Head	Marks 40	Marks 20
1.	Class Participation	10	5
2.	Field Based Project	10	5
3.	MOODLE Test	10	5
4.	Library Based Assignment	10	5
	<b>Total</b>	<b>40</b>	<b>20</b>

**The Internal Marks assessed by the teachers be shown to the students and their signature will be obtained.**

The assessment of papers will be done by an Internal and External examiner. A difference of more than **20%** in the marks awarded by these examiners would necessitate the valuation of the paper by Third examiner. The '**nearest highest**' marks will be considered for determining the average mark of such papers.

4. Once the Student passes in the internal marks (Concurrent evaluation out of 40) and the record is submitted to the examination department, it should be carried forward whenever required and it cannot be improve in any case.
5. Students who fail in the internal marks (Concurrent evaluation out of 40) should reappear for the same, then only the revised marks will be considered for further calculation.

#### **Assessment of AEC Courses**

AEC Courses will be assessed as follows :

- i) Internal Marks i.e concurrent evaluation - 20 Marks
- ii) External Marks - 30 Marks
- External Marks (out of 30) will be given on the basis of Viva or presentation by panel consisting of one internal and one external member.

The Internal Marks assessed by the teachers be shown to the students and their signature will be obtained.

## II. STANDARD OF PASSING:

1. In order to pass in a paper/head, a candidate will have to obtain 50% in the internal marks (Concurrent evaluation), 40% marks in theory, and a minimum of 50% of the marks in aggregate in each paper head.
2. To pass the M.B.A. examination, a candidate will have to pass in all Four Semester in Two Parts i.e. Part – I (Semester – I & II) and Part – II (Semester – III & IV ).
3. A candidate from the first year M.B.A. will be eligible to proceed to the Semester III, if he/she is not having more than **5 (Five)** papers backlog of the First Year (that is Semester – I & II).
5. A candidate will be permitted to proceed to the second Semester even though he/she fails in one or more subjects of the first Semester.
6. The students who have a backlog of not more than **five papers** in the First year (Sem. I & II) examination will be eligible to be admitted to the Second year (III<sup>rd</sup> Semester) of M.B.A(Environment Management)
7. A candidate will be permitted to proceed to the Fourth Semester even though he/she fails in one or more subjects in third Semester.
8. Semester Performance Index (SPI) will be as follows:

## III. Grading System:

There shall be numerical marking for each course, which will be placed into credits. Each subject is classified as a major or minor. The major and minor subjects will be given 2 and 1 credits respectively.

### a) Full Credit 100 Marks

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
96-100	S+	10.0	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

**b) Half Credit 50 Marks**

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
48-50	S+	10.0	SUPER
46-47	S	9.0	
43-45	E+	8.5	Exemplary
41-42	E	8.0	
38-40	O+	7.5	Outstanding
36-37	O	7.0	
33-35	A+	6.5	Good
31-32	A	6.0	
28-30	B+	5.5	Average
25-27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

**c) Final Result:** For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated will be as follows.

Total earned grade points / Total credits 116

Result		
CPI	Final Grade	Classification of Final Result.
9.6-10.0	S+	SUPER
9.1-9.5	S	
8.6-9.0	E+	Exemplary
8.1-8.5	E	
7.6-8.0	O+	Outstanding
7.1-7.5	O	
6.6-7.0	A+	Good
6.1-6.5	A	
5.6-6.0	B+	Average
5.0-5.5	B	

**Note:** An aggregate of **5.0** credit points are required to pass the MBA program

**IV. CALCULATION OF PERFORMANCE INDICES:**

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a Semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as Semester performance index (SPI) and cumulative performance index (CPI) the explanation of which is given below:

**Semester Performance Index (SPI):**

The performance of a student in a Semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the Semester r. If  $G_i$  is a grade with numerical equivalent as  $G_i$  obtained by a student for the course with credit  $C_i$  then, SPI for that Semester is calculated using formula.

$$SPI = \frac{\sum C_i \cdot G_i}{\sum C_i}$$



Where summation is for all the courses registered by a student in that Semester. SPI is calculated to two decimal places and rounded off. SPI once calculated shall be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

### **Cumulative Performance Index (CPI):**

An up-to-date assessment of the overall performance of a student from the first Semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first Semester of the programme.

$$CPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

Initially there is certain trepidation in the minds of students and there are some difficulties in understanding the mechanics of this system. Therefore, it was decided that for the first year of implementation, on the mark sheets, both, the marks and the grade points and credits should be shown.

## **V. GRACE MARKS UNDER DIFFERENT ORDINANCE.**

**S.O. No. 1:-**Grace Marks for Passing in each head of Passing (Theory/Practical/ Oral/ Sectional/External/Internal).

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing (Theory/Practical/Oral/Sectional/ in External/ Internal examination as follows.

<b>Head of Passing</b>	<b>Grace Marks</b>
00-50	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
401 and above.	10

Provided that the benefit of such gracing marks in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of Marks under this Ordinance shall be applicable only if the candidate passes the entire examination of Semester/year.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM,CCIII. NCTE, UGC etc.

### **S.O. No. 2:- Grace Marks for getting higher Class**

A Candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Higher Class or Grade by marks not more than 1% of the aggregate marks of that examination or upto 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed. Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM,CCIII. NCTE, UGC etc.

### **S.O. No. 3 Condonation**

If a candidate fails in one or more head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of that examination or 10 marks of the total Number of marks of that of passing in which he/she is failing whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM,CCIII. NCTE, UGC etc.

### **Assessment of AEC and AECC Courses**

AEC Courses will be assessed as follows:

i) Internal Marks i.e. concurrent evaluation - 20 Marks

ii) External Marks - 30 Marks

- External Marks (out of 30) will be given on the Viva or presentation by panel consisting of one internal and one external member.
- The Internal Marks assessed by the teachers be shown to the students and their signature will be obtained.

**CBCS Structure of MBA (Environment Management)**  
**(Implemented from 2021-22)**  
**M. B. A. - I Year**

**Semester – I**

Nature of Choice Base	Choice Code	Name of the Subject	Total Credits	L:T:P	Contact Hours	Int. Marks	Ext. Marks	Total Marks
<b>Core Courses (CC)</b>	<b>CC101</b>	Introduction to Ecology and Natural Resources	4	3:0.5:0.5	60	40	60	100
	<b>CC 102</b>	Air and Noise Pollution	4	3:0.5:0.5	60	40	60	100
	<b>CC 103</b>	Forest and Wildlife Management	4	3:0.5:0.5	60	40	60	100
	<b>CC 104</b>	Practical – I	4	1:0:3	60	40	60	100
	<b>CC 105</b>	Organizational Behavior and Human Resource Management	4	3:0.5:0.5	60	40	60	100
	<b>CC106</b>	Marketing Management	4	3:0.5:0.5	60	40	60	100
<b>Discipline Specific Elective (DSE)</b>	<b>DSE101</b> (Any One )	<b>DSE-101-A:</b> Service Sector Management  <b>DSE-101-B:</b> Family Business Management  <b>DSE-101- C:</b> Information Technology for Managers	4	3:0.5:0.5	60	40	60	100
<b>Ability Enhancement Compulsory Courses (AECC)</b>	<b>AECC 101</b>	<b>AECC- 101-:</b> Professional Communication Skills	2	1.5:0.25:0.25	30	20	30	50
		<b>Total Credits</b>	<b>30</b>		<b>450</b>	<b>300</b>	<b>450</b>	<b>750</b>

Semester – II

Nature of Choice Base	Subject Code	Name of the Subject	Full Credits	L:T:P	Hours	Int. Marks	Ext. Marks	Total Marks
Core Courses (CC)	CC 201	Water Pollution	4	3:0.5:0.5	60	40	60	100
	CC 202	Environmental Engineering and Design	4	3:0.5:0.5	60	40	60	100
	CC 203	Practical - II	4	1:0:3	60	40	60	100
	CC 204	Accounting for Managerial Decisions	4	3:0.5:0.5	60	40	60	100
	CC 205	Business statistics for Environment	4	3:0.5:0.5	60	40	60	100
	CC 206	Legal Frame work of Business	2	1.5:0.25:0.25	30	20	30	50
	CC 207	Research Methodology	2	1.5:0.25:0.25	30	20	30	50
Discipline Specific Elective (DSE)	DSE 201 (Any One)	<b>DSE-201-A:</b> Environmental Microbiology & Biotechnology <b>DSE-201-B:</b> Energy Resource Management & Environmental Toxicology <b>DSE-201-C:</b> Disaster Management	4	3:1:0	60	40	60	100
Generic Elective Course (GE)	GE 201 (Any one elective paper from other department courses)	<b>GE-201-A:</b> Fundamentals of Management <b>GE-201-B:</b> Office Automation <b>GE-201-C:</b> Indian Social Problems & Social Services <b>GE-201-D:</b> Principles of Economics <b>GE 201-E :</b> Environment and Development	2	1:5:0.25:0.25	30	20	30	50
Ability Enhancement Courses (AEC)	AEC 201	<b>Foreign Languages :</b> <b>AEC-201-A:</b> German <b>AEC-201-B:</b> Japanese <b>AEC-201-C:</b> French	2	1.5:0.25:0.25	30	20	30	50
		<b>Total Credits</b>	<b>32</b>		<b>480</b>	<b>320</b>	<b>480</b>	<b>800</b>

**CBCS Structure of MBA (Environment Management)**  
**(Implemented from 2021-22)**  
**M. B. A. - II Year**

**Semester – III**

Nature of Choice Base	Subject Code	Name of the Subject	Full Credits	L:T:P	Hours	Int. Marks	Ext. Marks	Total Marks
<b>Core Courses (CC)</b>	<b>CC 301</b>	Corporate Environmental Strategies	4	3:0.5:0.5	60	40	60	100
	<b>CC 302</b>	EIA and Environmental Management System	4	3:0.5:0.5	60	40	60	100
	<b>CC 303</b>	Practical - III	4	1:0:3	60	40	60	100
	<b>CC 304</b>	Summer In plant Project	4	--	(50days training)	40	60	100
	<b>CC 305 (Specializations)</b>	<b>Any One</b> <b>CC-Spl-I-305-A:</b> International Trade and Finance  <b>CC-Spl-I-305-B:</b> Employee Relations and Labour Laws  <b>CC-Spl-305-C:</b> Buying Behaviour  <b>CC-Spl-I-305-D:</b> Logistics and Supply Chain Management  <b>CC-Spl-I-305-E:</b> Agri-Business, Entrepreneurship and Cooperatives  <b>CC-Spl-I-305-F:</b> Knowledge Management and ERP System	4	3:0.5:0.5	60	40	60	100
<b>Discipline Specific Elective (DSE)</b>	<b>DSE 301 (Specializations)</b>	<b>Any One</b> <b>DSE-Spl-II-301-A:</b> Direct and Indirect Taxes  <b>DSE-Spl-II-301-B:</b> Strategic and International Human Resource Management  <b>DSE-Spl-II-301-C:</b> Marketing Sectors	4	3:0.5:0.5	60	40	60	100

		<b>DSE-Spl-II-301-D:</b> Purchasing and Inventory Management  <b>DSE-Spl-II-301-E:</b> Rural and Agriculture Marketing  <b>DSE-Spl-II-301-F:</b> Information System Audit and Control						
<b>Generic Elective (GE)</b>	<b>GE 301 (Any one elective paper from other department courses )</b>	<b>GE-301(A):</b> Entrepreneurship Development  <b>GE-301(B):</b> E-Commerce  <b>GE-301(C) :</b> Corporate Social Responsibility  <b>GE-301(D):</b> Basics of Indian Economy.  <b>GE- 301 ( E ) :</b> Disaster Management	2	1.5:0.25:0.25	30	20	30	50
<b>Ability Enhancement Courses (AEC)</b>	<b>AEC 301</b>	<b>AEC 301-A :</b> Environment Legislation  <b>AEC 301-B :</b> Remote Sensing and GIS	2	1.5:0.25:0.25	30	20	30	50
		Total Credits	<b>28</b>		<b>420</b>	<b>280</b>	<b>420</b>	<b>700</b>

Semester – IV

Nature of Choice Base	Subject Code	Name of the Subject	Full Credits	L:T:P	Hours	Int. Marks	Ext. Marks	Total Marks
<b>Core Courses CC</b>	<b>CC 401</b>	Land and Water Management	4	3:0.5:0.5	60	40	60	100
	<b>CC 402</b>	Management of Industrial and Civic Wastes	4	3:0.5:0.5	60	40	60	100
	<b>CC 403</b>	Strategic Management	4	3:0.5:0.5	60	40	60	100
	<b>CC404</b>	Business Ethics and Corporate Governance	4	3:0.5:0.5	60	40	60	100
	<b>CC 405 (Specialization)</b>	<p><b>Any one</b></p> <p><b>CC-Spl-I-405-A:</b> Management Accounting and Control System</p> <p><b>CC-Spl-I-405-B:</b> Performance and compensation Management</p> <p><b>CC-Spl-I-405-C:</b> Sales and Distribution Management</p> <p><b>CC-Spl-I-405-D:</b> Modern Approaches to Quality Management</p> <p><b>CC-Spl-I-405-E:</b> Agri Production and Supply chain Management</p> <p><b>CC-Spl-I-405-F:</b> Applied Data Science and Business Analytics using R</p>	4	3:0.5:0.5	60	40	60	100
<b>Discipline Specific Elective (DSE)</b>	<b>DSE 401</b>	<p><b>Any One</b></p> <p><b>DSE-Spl-II-401-A:</b> Investment and Portfolio Management</p> <p><b>DSE-Spl-II-401-B:</b> Talent and Human Capital Management</p> <p><b>DSE-Spl-II-401-C:</b> Integrated Marketing Communication</p> <p><b>DSE-Spli-II-401-D:</b> Project Management</p>	4	3:0.5:0.5	60	40	60	100



		<b>DSE-Spl-II-401-E:</b> Agri Commodity Markets and Agri Business  <b>DSE-Spl-II-401-F:</b> Software Engineering and I. T. Project Management						
Ability Enhancement Compulsory Courses (AECC)	AECC 401	AECC-401- Employability Skill.	2	1.5:0.25:0.25	30	20	30	50
<b>Total Credits</b>			<b>26</b>		<b>390</b>	<b>260</b>	<b>390</b>	<b>650</b>

Note : 1. L stands for lectures, T for tutorial and P for practice

2. Average Contact hours per semester are 435 contact hours.

Semesters	Core Credits	DSE	AECC	AEC	GE	Total Credits	Contact Hours	Total marks
I	6 x 4 = 24	1 x 4 = 4	1 x 2 = 2			30	450	750
II	5x 4 = 20 2 x 2 = 4	1 x 4 = 4		1 x 2 = 2	1 x 2 = 2	32	480	800
III	5 x 4 = 20	1 x 4 = 4		1 x 2 = 2	1 x 2 = 2	28	420	700
IV	5x4 = 20	1x 4 = 4	1 x 2 = 2			26	390	650
<b>Total</b>	<b>88</b>	<b>16</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>116</b>	<b>1740</b>	<b>2900</b>
<b>Percentage</b>	<b>75.86</b>	<b>13.79</b>	<b>3.44</b>	<b>3.44</b>	<b>3.44</b>	<b>99.97</b>		

# **MBA(ENVIRONMENT MANAGEMENT)**

## **SEMESTER – I**

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 101</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INTRODUCTION TO ECOLOGY AND NATURAL RESOURCES</b>		

### **Course Objectives**

1	Infuse basic ecological concepts and use scientific skills and knowledge to manage ecological problems.
2	Sight and accomplish natural resources and its issues with special preference to India.

### **Course Outcomes: The students will able to**

1.	Acquire the knowledge of Environmental Science and its multidisciplinary approach, ecosystem, types of ecosystem and its components.
2.	Interpret the consequences the biogeochemical cycles and human interference in cyclic process.
3.	Develop ability to identify local issues related with environment and natural resources.
4.	Infer about land as a resource its management, classification, importance and about land use pattern.

### **Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	Introduction to Environmental Science as a multi-disciplinary subject, its scope and necessity. General Accounts of Biosphere and Limits of Biosphere. Concepts of Ecosystem, Structure and Functions of ecosystem: Principles of organism-environment relationship; Ecological amplitudes, limits and tolerance to stresses.	<b>L= 12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>2</b>	Concept of habitat; Ecological succession & Types of Ecosystem. Ecological energetics, energy flow in the ecosystem and Ecological food chain. Autecology of plant species. Biogeochemical cycles - Carbon, Nitrogen, Phosphorous and Sulphur. Inventories of important elements, Human interference in cyclic process.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Natural Resources:</b> Structure and composition of the earth, concept of Natural Resources and their classification. Conventional and Non energy resources. Natural Resources of India: Mineral Resources: with special reference to their occurrence, distribution and utilization of metallic minerals and non-metallic minerals. Biological diversity and concept Forest resources: forest cover and types, Major and minor forest products, Marine resources: Food, Mineral and Energy. Water resources: Unique properties water, Concept of hydrological cycles, monsoons Distribution, Classification and sources of surface and groundwater, water resource scenario in India, issues related to water resources.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>4</b>	Soil Resources Definition and composition of soil, Soil formation process, Soil profile, Components and properties of soil, Classification of soil, Soil erosion Universal Soil Loss Equation (USLE), Land as a resource - importance of land formation, basic concept of land, land resources, land cover and land use classification, land characteristics – issues related to land use.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

### Learning Resources

<b>1</b>	<b>Text Book</b>	<ul style="list-style-type: none"> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Environmental Science by Nobel, B.J. and Kormandy, E.J. (1981), The Way the World Works, Prentice-Hall Inc., N.J.</li> <li>• Environmental Science by Turk A., Turk, J. Wittes J.T. and Wittes, R.E. (1978)</li> <li>• Environmental Studies by Anindita Basak, 2009, Dorling Kindersley, New Delhi Publication.</li> <li>• Vogel's Textbook of Quantitative Chemical Analysis, 5<sup>th</sup> edition, J H Basett, J. Nendham and Denny, R.C.</li> <li>• Textbook Of Remote Sensing &amp; Geographical Inform. Systems by KALI CHARAN, Atlantic Publisiers, 2018</li> <li>• Text Book Of Soil Science by PAL, CBS publishers, 2018</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• Textbook On Biotechnology by Hd Kumar, Affiliated East-West Press Pvt Ltd, 2003</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Ecology of Urban India by Pramod Singh</li> <li>• Ecology of Rural India by Singh</li> <li>• Ecology 2000 by Sir Edmand Hillary</li> <li>• Environmental Chemistry – II Edition by A.K. De</li> <li>• Principles of Environmental Science by Watt, K.E.F. (1973), McGraw-Hill Book Company,</li> <li>• Basic Ecology by Odum, E.P. (1973)</li> <li>• Manual for field ecology by R. Mishra</li> <li>• Modern concepts of ecology by H.D. Kumar</li> <li>• Plant ecology by Ambhast</li> <li>• Elements of Ecology by Thomas M. Smith and Robert Leo Smith, 2007, Published by Dorling ,Kindersley, New Delhi.</li> <li>• Ecology and Environment by P.D. Sharma, 2012, Rastogi Publications, Meerut, India.</li> <li>• Mineral Resources by Krishna Swamy</li> <li>• Environmental Geology by KS Valdiya</li> <li>• Energy Resources and Science by Kirwan</li> <li>• Environmental Resources by Mathur</li> <li>• Handbook of Minerals, IBM (1993)</li> <li>• Biodiversity, MacMillan India Ltd., Swaminathan, M. S. and Jana, S. Eds. 1992: Madras</li> <li>• Singh, B. K. 2004: Biodiversity Conservation and Management, Mangaldeep Publications, Jaipur</li> <li>• Higman, S. <i>et al.</i>, 1999: The Sustainable Forestry Hand Book, Earth Scan Publications Ltd., London</li> <li>• Puri, G. S. <i>et al</i>: Forest Ecology, Oxford &amp; IBH, Bombay</li> </ul>

		<ul style="list-style-type: none"> <li>• Desai, V. : Forest Management in India : Issues and Problems, Himalaya Publishing House, New Delhi</li> <li>• Singh, A. K. 1987: Forest Resources, Ecology and Environment, Concept</li> <li>• Sarma, P. K.: Forest Resources and their Utilization in India, Mittal Publishers, New Delhi</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/">https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/</a></li> <li>• <a href="https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles">https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles</a></li> <li>• <a href="https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php">https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php</a></li> <li>• <a href="http://www.biologydiscussion.com/natural-resources/natural-resources-of-india-availability-and-problems/16685">http://www.biologydiscussion.com/natural-resources/natural-resources-of-india-availability-and-problems/16685</a></li> <li>• <a href="http://www.yourarticlelibrary.com/economics/what-are-the-different-types-of-natural-resources-produced-in-india/2683">http://www.yourarticlelibrary.com/economics/what-are-the-different-types-of-natural-resources-produced-in-india/2683</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Down to Earth</li> <li>• Every Thing About Water</li> <li>• Journal of Environmental Biology</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• National Geographic</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Field visit to various ecosystems</li> <li>• Group discussions on current topics of natural resource degradation</li> <li>• Debate on various issues</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 102</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>AIR AND NOISE POLLUTION</b>		

### Course Objectives

1	Make the students aware about the facts of air pollution.
2	Explain the effect and control methods of the air and Noise pollution.

### Course Outcomes:

1.	Appraisal of present air pollution status.
2.	Identify existing and potential sources of air pollution.
3.	Identify and Classify existing sources of noise pollution.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Meteorology and Atmosphere:</b> Primary and secondary atmosphere, weather and climate, Atmosphere engine, physical and chemical properties off atmosphere, vertical structure of atmosphere. Meteorological elements – Definition and measurements: Temperature, pressure, humidity, Wind speed and direction, precipitation, forms of precipitation. Atmospheric circulation Lapse rate – Environmental, dry adiabatic lapse rate and effective. Atmospheric stability: concept and types, pasquill stability classification. wind rose, heat island effect, Inversion of temperature and turbulence, Mixing heights, plume behavior.	L= 12	
		T=2	P=1
2	<b>Air Pollution:</b> Definition, terminology, sources of air pollution Classification of air pollutants, Air quality standards Acid rain, Green house effect and Global Warming Ozone layer depletion, Dispersion of pollutants in the atmosphere: Gaussion dispersion model, Effect of air pollution and acid rain on plants, animals and property.	L= 11	
		T= 2	P= 2
3	<b>Air Pollution Control :</b> Particulate matter– settling chamber, cyclone, Wet collector, Fabric filter and Electro Static Precipitators Gaseous Pollutants: Adsorption and absorption, Condensation, wet scrubber Mobile sources: Incineration, Adsorption and absorption, alternative fuels Indoor air pollution, Air pollution episodes.	L= 11	
		T= 2	P= 2
4	<b>Noise Pollution:</b> Definition, scope, properties of sound; Theory of noise measurement; Sound pressure, loudness, sound intensity; Hearing mechanism; Threshold noise level, Sources of noise pollution, Effect of noise pollution on human-beings and wildlife, Noise control measures.	L=11	
		T=2	P= 2

## Learning Resources

<b>1</b>	<b>Text Book</b>	<ul style="list-style-type: none"> <li>• A Text Book of Engineering Chemistry, Dara, Chand</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• Textbook On Biotechnology by Hd Kumar, Affiliated East-West Press Pvt Ltd, 2003</li> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Environmental Science by Nobel, B.J. and Kormandy, E.J. (1981), The Way the World Works, Prentice-Hall Inc., N.J.</li> <li>• Environmental Science by Turk A., Turk, J. Wittes J.T. and Wittes, R.E. (1978)</li> <li>• Environmental Studies by Anindita Basak, 2009, Dorling Kindersley, New Delhi Publication.</li> <li>• Vogel's Textbook of Quantitative Chemical Analysis, 5<sup>th</sup> edition, J H Basett, J. Nendham and Denny, R.C.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Air Pollution By: Arthur C Stern. 3rd Edn. Vol. I, II, VI, VII, Academic Press (1986)</li> <li>• Air Quality By: Thad Godish, 3rd Edition, Lewis Publishers, New York (1997)</li> <li>• Understanding Environmental Pollution By: Marquita K Hill. Cambridge University Press (1997)</li> <li>• Pollution: Causes, Effects &amp; Control Edited By: Roy M Harrison. 2nd Edn. The Royal Society of Chemistry Cambridge (1995)</li> <li>• Environmental Chemistry: A Global Perspective By: Gary W vanLoon &amp; Stephen J Duffy. Oxford University Press (2000)</li> <li>• Handbook of Air Pollution Control Engineering &amp; Technology By: John C Mycock, John D McKenna &amp; Louis Theodore. Lewis Publishers, CRC London (1995)</li> <li>• Handbook of Pollution Control Processes By: Robert Noyes. Jaico Publishsing House, Mumbai (2001)</li> <li>• An Introduction to Air Pollution By: RK Trivedy &amp; PK Goel. ABD Publishers Jaipur, India (2003)</li> <li>• Air Pollution By MN Rao &amp; HVN Rao. Tata McGraw-Hill Publishing company Ltd., New Delhi (1994)</li> <li>• Environmental Chemistry By: AK De. 3rd Edn. New Age International (P) Ltd. Pub. (1999)</li> <li>• Environmental Air Pollution and its Control By: GR Chhatwal, MC Mehra, M Satake, T Katyal, Mohan Katyal, T Nagahiro. Anmol Publications, Delhi (1993)</li> <li>• Environmental Chemistry By: BK Sharma. Krishna Prakashan Media, Meerut (1994)</li> <li>• Air Pollution by Perkin HG</li> <li>• Air monitoring survey design by Noll KE and Miller TL</li> <li>• Fundamentals of Air Pollution by Stern AC, Henry Wohlers, GR Richard, Boulal, W and William Lowry, P.</li> <li>• Air Pollution by Wack, K and Warner CF</li> <li>• Air Pollution by Sainfeld JH</li> <li>• Air Pollution by HC Pertin</li> </ul>

		<ul style="list-style-type: none"> <li>• Air Pollution by Strauss</li> <li>• Air Pollution Control Theory by Crawford</li> <li>• The Atmosphere by Tarbuch and Lutgen</li> <li>• The Weather Book by Williams, Jack, USA</li> </ul>
3	Website	<ul style="list-style-type: none"> <li>• <a href="http://www.imd.gov.in/Welcome%20To%20IMD/Welcome.php">http://www.imd.gov.in/Welcome%20To%20IMD/Welcome.php</a></li> <li>• <a href="https://www.niwa.co.nz/education-and-training/schools/students/layers">https://www.niwa.co.nz/education-and-training/schools/students/layers</a></li> <li>• <a href="http://www.indiaenvironmentportal.org.in/category/37/thesaurus/air-pollution-control/">http://www.indiaenvironmentportal.org.in/category/37/thesaurus/air-pollution-control/</a></li> <li>• <a href="https://www.environmentalpollutioncenters.org/noise-pollution/">https://www.environmentalpollutioncenters.org/noise-pollution/</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Current Science, ISSN No. 0011-3891</li> </ul>
5	Supplementary reading	<ul style="list-style-type: none"> <li>• CPCB reports</li> <li>• MPCB reports</li> </ul>
6	Practical Component	<ul style="list-style-type: none"> <li>• Industrial visit to learn air pollution sources</li> <li>• Noise monitoring during festivals like Ganpati, Navratra and Diwali</li> <li>• Traffic noise monitoring</li> <li>• Traffic air pollution monitoring</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 103</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>FOREST AND WILDLIFE MANAGEMENT</b>		

### Course Objectives

1	Understand the importance of Forest & wildlife
2	Describe management methods for conservation & protection of forest & wildlife,

### Course Outcomes: The students will able to

1.	Explain importance of forest with its ecological functions.
2.	Develop a plan for forest management.
3.	Describe forest conservation strategies.
4	Distinguish between various wildlife conservation projects.
5.	Prepare a strategy for conservation of wildlife at local to international level.
6.	Elaborate various conservation practices at national level.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>FOREST MANAGEMENT</b> <b>Unit I:</b> Forest and ecological balance. Productive, protective & regulatory benefits of forest, forest ecology, forest environment and development. Forest economics, Demand and supply of forests resources, Exploitation of forests, Deforestation. Joint Forest Management, Nursery establishment & measuring forest.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=1</b>
2	<b>Unit II</b> Forest Management strategies vis-à-vis ecological balance. Protection/conservation forestry & Extension forestry. Afforestation: Concept & practices of Social forestry - Agro-forestry , forest and tribal, waste land development, Forest development corporation, Endangered species, concept of Biosphere reserves, rhyosphere flora and its role in forestry.	<b>L= 11</b>	
		<b>T= 3</b>	<b>P= 0</b>
3	<b>Unit III :</b> Wildlife as a Resource, threats to wildlife, wildlife environment, methods of study, Wildlife wealth of India, Endangered fauna of India, Wildlife diseases, Concept & Criteria of Ecological Sensitive Zone, Wild-life conservation and management strategy, Application of tissue culture in conservation of plant and animal species, wildlife censuses methods, censuses analysis & interpretation.	<b>L= 11</b>	
		<b>T=2</b>	<b>P= 2</b>
4	<b>Unit IV :</b> Measures of Conservation of wildlife: National Parks, Sanctuaries and facilities, National and international organizations, eco sensitive zones-concepts & criteria's. Improvement and development of wildlife environment, Project Tiger, Tiger Reserves in India, Crocodile Breeding, Project Elephant, Save Barasingha, Investigation and identification of potential and prospective threats.	<b>L= 12</b>	
		<b>T=2</b>	<b>P= 2</b>

### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Wildlife Management and Conservation: Contemporary Principles and Practices, Paul R. Krausman, James W. Cain, JHU Press</li> <li>Fundamentals of Wildlife Management, Author: Rajesh Gopal, Publisher: <a href="#">Natraj</a></li> </ul>
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		<ul style="list-style-type: none"> <li>• Concepts in Wildlife Management, by B.B. Hosetti (Author), Daya Publishing House, 2nd Revised edition edition, 2005</li> <li>• A Text Book of Ecology, S K Dubey, Dominant Publication</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book of Plant pathology, Sambamurty, I K Intarnetional.</li> <li>• A Text book of Agricultural Biotechnology, Ahindra Nag, PHI</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>• Environmental Management Strategies: The 21st Century Perspective Volume 5 (Environmental Management and Engineering Series) Gabriele Crognale (Author) Publisher: Prentice Hall, 1999.</li> <li>• Corporate Environmental Strategy: The Avalanche of Change Since Bhopal Bruce Piasecki Wiley.</li> <li>• Environmental Strategies for Industry: International Perspectives On Research Needs And Policy Implications (The Greening of Industry Ne Island Press; 4th edition ( twork Series), <u>Kurt Fischer</u> (Editor), <u>Johan Schot</u> (Editor).</li> <li>• Corporate Environmental Strategy and Competitive Advantage (New Perspectives in Research on Corporate Sustainability Series) Hardcover – Import, 27 Jul 2005 by Sanjay Sharma (Editor), J. Alberto Aragon-Correa (Editor), Edward Elgar Publishing Ltd (27 July 2005).</li> <li>• Environmental Management, N K Uberoi, Published by Excel Books.</li> <li>• Forest Management and Planning <u>Peter Bettinger</u>, <u>Pete Bettinger</u>, <u>Kevin Boston</u>, <u>Jacek P. Siry</u>, <u>Donald L. Grebner</u>, Academic Press, 2010.</li> <li>• Forest Management in India, S.S. Negi, Published by Bishen Singh Mahendra Pal Singh, 2011.</li> <li>• Forest Management and Planning <u>Peter Bettinger</u>, <u>Pete Bettinger</u>. Forest Management in India, S.S. Negi, Published by Bishen Singh Mahendra Pal Singh, 2011.</li> <li>• Wildlife Management and Conservation: Contemporary Principles and Practices, Paul R. Krausman, James W. Cain, JHU Press.</li> <li>• <b>Fundamentals of Wildlife Management</b>, Author: Rajesh Gopal, Publisher: <u>Natraj</u>.</li> <li>• Concepts in Wildlife Management, by B.B. Hosetti (Author), Daya Publishing House.</li> <li>• Wildlife Management and Conservation: Contemporary Principles and Practices, Paul R. Krausman, James W. Cain, JHU Press.</li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="http://www.fao.org/forestry/sfm/85084/en/">http://www.fao.org/forestry/sfm/85084/en/</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Forest_management">https://en.wikipedia.org/wiki/Forest_management</a></li> <li>• <a href="http://www.legalserviceindia.com/article/1215-Forest-Management-In-India.html">http://www.legalserviceindia.com/article/1215-Forest-Management-In-India.html</a></li> <li>• <a href="https://unfccc.int/process/transparency-and-reporting/greenhouse-gas-data/greenhouse-gas-data-unfccc/global-warming-potentials">https://unfccc.int/process/transparency-and-reporting/greenhouse-gas-data/greenhouse-gas-data-unfccc/global-warming-potentials</a>.</li> <li>• <a href="http://moef.gov.in/wildlife/">http://moef.gov.in/wildlife/</a></li> <li>• <a href="https://www.iucn.org/">https://www.iucn.org/</a></li> <li>• <a href="https://www.worldwildlife.org/">https://www.worldwildlife.org/</a></li> <li>• <a href="http://extwprlegs1.fao.org/docs/pdf/ind3171.pdf">http://extwprlegs1.fao.org/docs/pdf/ind3171.pdf</a></li> </ul>
	Journals	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> </ul>
	Supplementary Reading	<ul style="list-style-type: none"> <li>• National Forest Policy</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 104</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL- I</b>		

#### Course Objectives

1. The students should know the experimental procedures for analysis of environmental samples.

#### Course Outcomes: The students will able to

1. Develop methodology for sample collection, processing and preservation for environmental analysis.

2. Make use of glassware, their appropriate cleaning.

3. Plan analytical techniques/experiments/ classical methods with easy to run experiments.

4. Interpret the experimental results to study ecological/ environmental processes.

#### Syllabus:

Sr.No.	Title	Number of Sessions	
		T=0	P=45
1	Estimation of Biomass prod .by grassland ecosystem	L= 15	
2	Acid Base Titration(Standardization)	T=0	P=45
3	Na & K in water		
4	Study of density & relative density of grassland species		
5	Study of Mineral & Rocks		
6	Estimation of Oxides of Nitrogen from ambient air		
7	Estimation of Sulphur dioxide from ambient air		
8	Estimation of Nitrate from water using UV-VIS		
9	Sound Level Meter		
10	Permanganate Value		
11	Estimation of Total hardness, Calcium & Magnesium		
12	Estimation of SPM & RPM by using HVS		
13	Water holding capacity, bulk density & moisture content of soil		
14	Calorific Value of fuel wood		
15	Determination of Chlorides & Total Alkalinity ( $\text{HCO}_3$ & $\text{CO}_3$ )		
16	Determination of freq. distribution from given set of data		
17	Estimation of pH & EC from given water sample		
18	Wood pyrolysis		
19	Audiometry		
20	Estimation OC & OM from soil		

#### Resources

<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Water &amp; Waste Water analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel</li> <li>Standard Methods of water &amp; Waste water analysis: APHA</li> <li>Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti</li> <li>Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti</li> <li>A text book of Soil analysis : Baruah &amp; Barthakur</li> </ul>
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<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 105</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ORGANIZATIONAL BEHAVIOR AND HUMAN RESOURCE MANAGEMENT</b>		
<b>Course Objectives:</b>			
1	To study individual and group perspectives of behavior in an organization.		
2	To develop skills in understanding and appreciating individual, inter-personal and group process for increased effectiveness, both within and outside organizations.		
3	To enable student to gain insights for effectively managing human resource in the organization.		
4	To design and implement different HR functions covered in the course.		
<b>Course Outcomes: Students will be able to</b>			
1	Demonstrate a thorough knowledge of organizational behavior.		
2	Apply relevant contemporary theories, concepts and models in order to analyze organizational environment, cases and issues.		
3	Identify the wide range of sources for attracting and recruiting talent and appropriate process for selecting candidates.		
4	Conduct job analysis interview develop job descriptions and job specifications, conduct performance appraisal.		
5	Develop, implement, and evaluate employee orientation, training, and development programs.		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
1	Definition and Importance of OB, Perception – Definition, Importance and Factors Influencing Perception, Motivation: Definition, Theories in Motivation- Maslow, Theory X and Y, Z Theory. Individual Perspective: Personality – Determinants of personality, Theories of personality- Type A and B, Big five, Locus of control.	<b>L= 11</b>
		<b>T=2 P= 2</b>
2	Attitude – Characteristics, Components, Formation, Values. Concept of Groups, Stages in Group Formation, Types of power, Power and Politics. Human Resource Management- Meaning, Objectives, Scope, Functions, Job Analysis- Job Description and Job Specification.	<b>L = 12</b> <b>T=2 P=1</b>
3	Concept of Human Resource Planning and importance, Recruitment- Definition, Sources of Recruitment, Employee Selection Process. Training and development- Methods of training and development.	<b>L= 11</b> <b>T=2 P=2</b>
4	Performance Appraisal- Methods of Performance Appraisal, Problems in Performance Appraisals and solutions, Factors to be considered for Fixing Compensation, Employee Health, Safety and Welfare. Green HRM Practices	<b>L= 11</b>
		<b>T=2 P= 2</b>

Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. K. Aswathappa, Organisational Behaviour, Himalaya Publishing House, 12<sup>th</sup> Revised Edition 2016.</li> <li>2. Dr. S. S. Khanka , Organisational Behavior (Text and Cases), S.Chand Publication, Revised Edition 2013.</li> <li>3. P.Subba Rao , Personnel and Human Resource Management, Himalaya Publishing House 5<sup>th</sup> Revised Edition 2014.</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Fred Luthans, Organisational Behavior, McGraw Hill, 11<sup>th</sup> Edition, 2001.</li> <li>2. Hellrigal, Slocum and Woodman, Organisational Behavior, Cengage Learning, 11<sup>th</sup> Edition 2007.</li> <li>3. Ivancevich, Konopaske&amp;Maheson, OranisationlBehaviour&amp; Management, 7<sup>th</sup> edition, Tata McGraw Hill, 2008.</li> <li>4. Mc Shane &amp; Von Glinov, OrganisationalBehaviour, 4<sup>th</sup> Edition, Tata McGraw Hill, 2007.</li> <li>5. Schermerhorn, Hunt and Osborn, Organisational behavior, John Wiley, 9<sup>th</sup> Edition, 2008.</li> <li>6. P G Aquinas, OrganisationalBehaviour : concepts, realities, applications and challenges, Excel Books.</li> <li>7. Gary Dessler, Human Resource Management Prentice Hall Of India, New Delhi, Tenth Edition.</li> <li>8. BohlanderAnd Snell, Managing Human Resources 13th Edition, Thomson – South Western.</li> <li>9. David A. Decenzo, Stephen P. Robbins, Personnel / HRM (3rd Edition), Prentice Hall Of India, New Delhi.</li> </ol>
<b>3</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.iupindia.in">www.iupindia.in</a></li> <li>2. <a href="http://www.istd.co.in">www.istd.co.in</a></li> <li>3. <a href="http://www.humancapital.com">www.humancapital.com</a></li> </ol>
<b>4</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. IUP Journal of Organizational Behavior</li> <li>2. Indian Journal of Training and Development</li> <li>3. Indian Journal of Human Development</li> <li>4. South Asian Journal of Human Resource Management.</li> </ol>
<b>5</b>	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. South Asian Journal of Practical Research</li> <li>2. Business India – The Magazine of Corporate World</li> </ol>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Study organizational Structure of any company and present in the class.</li> <li>• Class debate on different basis of departmentalization</li> <li>• Identify any business leader and list his qualities that made him a good leader.</li> <li>• Visit any organization and find out how it motivates its employees and discuss in class.</li> <li>• Library Exercise on CSR activities undertaken by any one company of your choice.</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 106</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MARKETING MANAGEMENT</b>		

#### Course Objectives

1	To create an awareness about fundamentals of marketing.
2	To cover the basic concepts of marketing and develop conceptual abilities and substantive knowledge in marketing through a variety of real-life marketing situations.
3	To understand the use of marketing mix in marketing decision making.

#### Course Outcomes: Students will be able to;

1	Discuss conceptual knowledge of Marketing Concepts.
2	Analyze marketing situation and provide appropriate solution for the issue.
3	Devise Market segmentation strategies for product and services.
4	Develop 4Ps of Marketing for Product and Services.

#### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Introduction to Marketing &amp; Demand Measurement</b> Definition – Importance and Scope – Core-concepts of Marketing – Company Orientation Towards Market place – Scanning the Marketing Environment Macro – Demographic, Economic, Social – Cultural –Political –Legal-Technology- Natural and Micro environment. Concept of Market Demand and Demand Measurement, Definition, Need & Benefits.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 1</b>
2	<b>Market Segmentation &amp; Product Mix</b> Bases for market Segmentation, Segmentation of Consumer goods, Industrial goods and services. Effective segmentation criteria, Evaluating & Selecting Target Markets, differentiation, Positioning. Consumer and Business buying process. Concept of Product, Classification- Levels of Product– Product Life Cycle – New Product Development –Branding, Packaging and Labeling.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	<b>Price, Place &amp; Promotional Mix</b> Importance of pricing, Pricing Objectives, Price Determination Procedure – Methods of Pricing. Importance, Functions of Distribution channels – Introduction to the various Channels of Distribution – Channel Management Decision. – Advertising, Sales Promotion, Publicity and Personal Selling, Impact of Technology & Internet on Promotion.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Marketing Planning &amp; Control</b> Nature, Scope and Contents Of Marketing Plan – Process of planning Concept – Importance- Techniques of control- Annual Plan Control – Profitability Control – Efficiency Control – Strategic Control.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P=2</b>

#### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

#### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Kotler Philip, “Marketing Management 17<sup>th</sup> Edition 2015”, Prentice Hall of India, New Delhi.</li> <li>• Saxena Rajan, “Marketing Management 2<sup>nd</sup> Edition 2002”, Tata McGraw Hill, New Delhi</li> </ul>
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2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Station W.J. Etzel M.J., “Fundamentals of Marketing – 10<sup>th</sup> Edition 1994” , Mc Graw Walker B.J., Hill International Editions.</li> <li>• Srinivasan R., “Case Studies in Marketing”, Prentice Hall, New Delhi, 2000</li> <li>• Kaushal H., “Case Study Solutions in Marketing”, McMillan India 2001</li> <li>• V.S.Ramaswamy and S.Namakumari –Marketing Management – Macmilan Business Books</li> <li>• Arunkumar, M Meenakshi- Marketing Management-Vikas Publication</li> <li>• Walkar, Boyd, Mullins And Larreche. “Marketing Strategy. A Decision Forced Approach”, Tata Mcgraw Hill 4<sup>th</sup> Edition.</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.ama.org/">https://www.ama.org/</a></li> <li>• <a href="https://www.academyofindianmarketing.org/">https://www.academyofindianmarketing.org/</a> (Academy of Indian Marketing (AIM)   Management Institutions)</li> <li>• <a href="https://www.ima-india.com/">https://www.ima-india.com/</a> (<a href="https://www.ima-india.com/">https://www.ima-india.com/</a>)</li> <li>• <a href="https://www.mrsi.co.in">https://www.mrsi.co.in</a> (Market Research Society Of India: MRSI)</li> <li>• <a href="http://www.rmai.in/">www.rmai.in/</a> (Rural Marketing Association of India: RMAI)</li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Indian journal of marketing</li> <li>• Journal of digital marketing</li> <li>• Journal of Marketing: SAGE Journals</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Economics Times, Brand Equity</li> <li>• Business Standard, The Strategist.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Student will select any product of their choice and prepare a poster presentation on core concept of Marketing applicable for the product.</li> <li>• Student will select any industry of their choice, identify the major companies operating in industry and compare the segmentation strategy used by companies.</li> <li>• Group Activity: Students will develop a conceptual new product, identify the target market for the product and develop a marketing plan for the product.</li> <li>• Group Activity: Students will prepare an advertisement to promote the conceptual product developed to the target customer.</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>SERVICE SECTOR MANAGEMENT</b>		

**Course Objectives:**

1. To understand the key elements in various Services Sector Management.
2. To know efficient and productive Management of Services Sector.
3. To Review Challenges For Service Sector Management.

**Course Outcome: The students will be able to**

- 1 Describe the concepts of service sector management
- 2 Apply different theories and Concepts of Service Sector management
- 3 Assess Challenges and Opportunities of Service Sector Management.

<b>Unit Number</b>	<b>Contents</b>
1	Introduction To Services Management : Stages of Development of Service Management, Reasons for growth of service sector, Different approaches for management of services, Nature , Scope and Importance of service management , Classification of services, Services marketing mix., Myths about of services management.
2	Application of 7 P's of Services Management– Selected Industries : Management of Financial Services (Bank, Insurance) ,Management of Professional services ,(Consultancy, healthcare,) Management of Media Services (Advertising , Print media) Tourism and Travel Services Management (Hotel Tourism and Transportation industry) Personal Care services management, management of education services.
3	Challenges For Services Management: Service Quality , Dimensions of Service Quality , Measuring service Quality , Service Gap Model , Principles of Service Quality, Importance of Service Quality Management, Benefits of Service Quality Initiative, Problems of Service Quality Control Globalization of Services Management : Challenges to Global services management, Prospects for Global services management.
4	Strategic Services Management : Various strategic approaches to services management, PESTLE and strategic services management, SWOT Analysis for Service organization Government and private sector initiatives in creating , developing and promoting services management.

**Note:**

- Case studies/ field visits on each of the aspects mentioned in the syllabus need to be discussed.
- Videos cassettes, CDS and documentary films exhibited.

## Learning Resources

1	<b>Reference books</b>	<ul style="list-style-type: none"><li>• Christopher H Lovelock, Services Marketing , Third edition.US:Prentice Hall International, 1996</li><li>• Valarie Zeithaml Mary Jo Bitner</li><li>• Services Marketing: Integrating Customer Focus Across The Firm. Third edition, New Delhi: Tata Mcgraw Hill 2003.</li><li>• Patankar V. Sanjay,</li><li>• Services Management. Delhi Himalaya Publishing House 1999.</li><li>• S.M.Jha Services Marketing , Sixth edition New Delhi: Himalaya Publishing House 2003</li><li>• Balchandran.S., Customer Driven Services Management. New Delhi : Response Books,1999.</li></ul>
2	<b>E- Libraries</b>	<ol style="list-style-type: none"><li>1. <u><a href="http://nlist.inflibnet.ac.in">INFLIBNET</a></u><a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li><li>2. <u><a href="http://jgateplus.com">J-GATE</a></u><a href="http://jgateplus.com">http://jgateplus.com</a></li><li>3. <u><a href="http://search.ebscohost.com">EBSCO</a></u><a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li></ol> Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  *For INFLIBNET individual usernames and passwords are already given. Use the same



<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101 (B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>FAMILY BUSINESS MANAGEMENT</b>		

**Course Objectives-**

1	To understand family business concept and its dynamics
2	To understand the family governance issues and succession planning in family business.
3	To understand challenges and issues involved in Family Business.

**Course Outcomes: Students will be able to;**

1.	Describe the Concepts of Family Business Management.
2.	Apply appropriate family business strategies in family firms.
3.	Analyze issues involved in the family businesses.
4.	Evaluate the factors affecting Family Business Growth.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	<b>Introduction of family business-</b> Family Business, various types of family businesses, Uniqueness of Family Business, advantages of family businesses, Building businesses to last. Forms of organization, Continuing entrepreneurship to the next generation, issues involved in creating room at the top, Issues and challenges in family business, factors affecting family business.
<b>2</b>	<b>Family business management and Family Business Governance system:</b> Responsibilities and Rights of the Family Shareholders in the family business, Building Family Values, family structure and composition, family communication style and role of every member. Gender and family business, Management of Human capital and financial capital. Family Business Governance system and its importance, role of Non-family members in the family businesses
<b>3</b>	<b>Planning strategy for family businesses:</b> Parallel Planning Process, Small Vs. large family businesses, Role of professional management and family members in strategy development. Family reunion strategies, improving family business performance. Succession planning in family businesses-Qualities to be seen in successor, Valuation of the business, Conflict management and transition in family business.
<b>4</b>	<b>Lessons learned from family businesses in India.</b> Case studies of three family businesses along with the family history. Analysis of success and non-success factors. Drawbacks of family business and How to save family business from break up. Using break up for growth.

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

## Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Family Business Management- Dr. Mukesh Bhatia-Regal Publication</li> <li>• Family Business-Ernesto J. Poza -Cengage Learning</li> </ul>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Family Business in India: Dutta, Sudipt (1997) Response books, New Delhi</li> <li>2. Business Legends, Gita Piramal, Viking New Delhi.</li> <li>3. Strategic Planning for the Family Business-Randel S. Carlock and John L. Ward</li> <li>4. Family Business -The essentials-Peter Leach</li> <li>5. Indian Family business Mantras: by <u>Peter Leach</u> and Tatwamasi Dixit, Rupa Publications, New Delhi</li> <li>6. Entrepreneurship and Small Business Enterprises: Poornima Charantimath Pearson Education</li> <li>7. Entrepreneurial Development Dr. S.S.Khanka S.Chand</li> <li>8. Strategic Alternatives for Family Business Houses By Srinivas Shirur Deep and Deep Publications, 01-Jan-2005 - Family corporations - 214 pages</li> </ol>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.isb.edu">www.isb.edu</a></li> <li>• <a href="http://www.ijsrm.in/v2-i8/17%20ijsrm.pdf">www.ijsrm.in/v2-i8/17%20ijsrm.pdf</a></li> <li>• <a href="http://www.untag-smd.ac.id/files/Perpustakaan_Digital_1/FAMILY%20BUSINESS%20Handbook%20of%20Research%20on%20Family%20business.pdf">http://www.untag-smd.ac.id/files/Perpustakaan_Digital_1/FAMILY%20BUSINESS%20Handbook%20of%20Research%20on%20Family%20business.pdf</a></li> </ul>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Business Today</li> <li>2. FIIB Business Review (New Sub.)</li> <li>3. Global Business Review (New Sub.)</li> <li>4. Journal of Family Business Strategy</li> <li>5. Family Business Review (FBR)</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Indian Family Businesses: their survival beyond three generations, working paper Indian School of Business, Hydrabad.</li> <li>2. The Economic Times</li> <li>3. Business Standard</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Library assignment on identifying 3 family businesses with female successor and write detail about those lady successors.</li> <li>2. Find out challenges faced by family business in India.</li> <li>3. Case study discussion of three family businesses in India.</li> <li>4. Group Activity –Study one family business nearby Kolhapur or within Kolhapur by actual visit ,take interview by discussion method and prepare report which includes about the business, family history, family genogram, family governance system ,family value system, and success factors of that business etc.</li> </ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101 (C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INFORMATION TECHNOLOGY FOR MANAGERS</b>		

#### Course Objectives

1	To develop students discipline to manage I.T resources in accordance with business needs.
2	To make use of database management system using SQL.
3	To develop the Skill for preparing an effective presentation.
4	To understand of all aspects of E-Commerce.

#### Course Outcomes: Student will able to;

1	Analyze industry data using MS-Excel.
2	Develop an effective presentation using embedded software.
3	Determine enterprise IT architecture for different domain areas.
4	Design conceptual models of a database using ER for real life applications and also construct queries in Relational Algebra.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Elements of Modern GUI, Information systems In HR, IT In Marketing, IT In Finance, I.T . Infrastructure, Storage Management, Security Management, Detection of computer frauds, Business Automation, I.S. Choices, MS-Word for Business Analysis. Basic Database Concept	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Using Visual Aids In Business – Factors To Be Considered Before Creating A Presentation, visual media, Designing, setting up the room, advance delivery techniques, Question and answering techniques, Organizing and creating visuals, Personal appearance in Presentation, Creating Effective Presentations With PowerPoint Introduction To Oracle, Introduction To SQL, Oracle Data Type	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Relational Database Model, Characteristics Of RDBMS, Role, And Responsibilities Of DBA, Creating A Table, Updating A Contents Of A Table, Select Command, Range Searching, Pattern Matching, Modifying The Structure Of The Table, Deleting A Table, Grouping Data From A Table – Group By, Having Clause, Sorting Data In A Table – Order By Clause , Computer Network, Network Topologies, e-Commerce - Introduction, Advantages of e-Commerce, Types of e-commerce, e-Governance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Data Analysis And Business Module Through Excel – Using Excel Efficiency, Formatting Work Sheet, Naming Cells and Range, Advanced conditional Formatting, Data visualization using Sparklines and Excel Charts, Formula Functions and relative and absolute addressing, SUMIF, COUNT, COUNTIF, COUNTBLANK Functions, Amortization Tables, Basic Data Analysis – Sorting, Summarizing, Filtering, Validating Data, Subtotal	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

#### Note:

1. Students Will Have To Complete All Practical Assignments Based On Business Applications.
2. Students will have to complete all tutorials, assignments and lab session for internal credits.

**Learning Resources**

1	<b>Text Books</b>	<ul style="list-style-type: none"><li>• Fundamentals of Computers – V. Rajaraman</li><li>• Fundamentals of Computers – P.K Sinha</li><li>• Database Management System – Silberchaltz</li><li>• SQL In 21 Days. – BPB Publication</li><li>• Excel 2007 Step by Step – Microsoft Press PHI</li></ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"><li>• Microsoft office 2007 - Schwartz</li><li>• Information Technology for Management – Muthukumern – Oxfard</li><li>• SQL/ PL SQL Programming With Oracle – Ivan Bayross</li><li>• Teach Yourself SQL – Schaum</li><li>• SQL The Complete Reference – Groft Weinberg</li></ul>
3	<b>Website</b>	<ul style="list-style-type: none"><li>• <a href="http://www.udemy.com">www.udemy.com</a></li><li>• <a href="http://www.skillyouneed.com">www.skillyouneed.com</a></li><li>• <a href="http://www.forbase.com">www.forbase.com</a></li><li>• <a href="https://nptel.ac.in/courses/106105175/6">https://nptel.ac.in/courses/106105175/6</a></li></ul>
4	<b>Journals</b>	<ul style="list-style-type: none"><li>• IUP Journal of Management Research</li><li>• Express Computer</li><li>• International Journal of Computer Science &amp; Information Technology</li><li>• Education World</li><li>• Asian Journal of Management Cases (New Sub.)</li></ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"><li>• Current affairs from news papers(economic times, Tiems of india, and news letters</li><li>• Beyond the MBA – Sameer Kamat</li></ul>
6	<b>Practical Component</b>	Field Visit to Industries to learn about office automation in industries. Hands-on experience through practical based on Ms-Excel, Word and PowerPoint, Seminar and presentation on given topic

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AECC- 101</b>	<b>Credit Pattern</b>	<b>L-26, T-4</b>
<b>Course Title</b>	<b>Professional Communication Skills</b>		
<b>Course Objectives</b>			
1	To familiarize learners with the mechanics of communication.		
2	To develop students written expression of thought and build connections between content areas		
3	To develop students oral communication skills by a variety of communication activities, from informal discussion to formal presentation		
<b>Unit Number</b>	<b>Contents</b>		
1	<b>Effective Business Communication: ( 15)</b> <input type="checkbox"/> Meaning & Definition, Role of communication in today's business Basic Grammar and how to use in English Communication Personal Introductions, Facing Audience Verbal and Non-Verbal Communication <input type="checkbox"/> Effective communication in Formal and Informal Environment <input type="checkbox"/> Barriers to communication <input type="checkbox"/> Measures to overcome barriers to communication Understand and use JoHari Window for self-development <input type="checkbox"/> Non-verbal communication: Nonverbal Cues, Kinesics, Haptic and Proxemics Body language, Facial Expressions How to carry yourself professionally ( grooming and dining etiquettes) <input type="checkbox"/> Public Speaking		
2	<b>Communication Technology: (15)</b> <input type="checkbox"/> Social Media Communication <input type="checkbox"/> Email Writing & Professional Writing <input type="checkbox"/> Presentations Skills <input type="checkbox"/> Group Discussion <input type="checkbox"/> Critical Thinking		
<b>Practical Components:</b>			
1. To be well in Verbal and Non- verbal communication 2. Make students enact and analyze the non-verbal cues 3. Each student to give presentation of 15 minutes (this can be spread throughout the semester) and to be evaluated by the faculty 4. Each Student will give 10 minutes speech on given topic that will be evaluated by the Faculty			
<b>Learning Resources</b>			
<b>1</b>	<b>Recommended Books</b>	1. <b>1</b> Business Communication – Lesikar, Flatley, Rentz&Pande, 11/e, TMH, 2010 2. How to win Friends and Influence People by Dale Carnegie 3. Skill with People by Les Giblin 4. The Power of Communication: Skills to Build Trust, Inspire Loyalty, and Lead Effectively, by Helio Fred Garcia, 2012	
<b>2</b>	<b>Reference Books</b>	1. Business Communication - Sehgal M. K &Khetrapal V, Excel BOOKS. 2. Business Communication – Krizan, Merrier, Jones, 8/e, Cengage Learning, 2012.	

## SEMESTER – II

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 201</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>WATER POLLUTION</b>		
<b>Course Objectives</b>			
1	Examine the interrelationship between industrial activities and water pollution		
2	Outline the various characteristics and parameters of water for water quality index		
3	Prioritize the scientific, technological, economic and political solutions to waste water treatment		

<b>Course Outcomes: The students will able to</b>	
1	Identify sources for surface water, ground water and marine pollution.
2	Analyze parameters and standards for water and waste water.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Water Pollution:</b> Definition, Concept and sources of water pollution. Major Pollution parameters: pH, Solids, Dissolved Oxygen, Chemical Oxygen Demand, Biochemical Oxygen Demand, Trace inorganic, Most Probable Number of Coliform Bacteria. Methods of water sampling, handling and preservation.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Characteristics of wastewater generated by industries: pulp and paper, sugar, distillery, textile, dairy, tannery, community (sewage), food processing industry and petrochemical industries.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P=1</b>
3	Eutrophication: Meaning of eutrophication, Causes and effects of eutrophication on water quality. Water quality standards: World Health Organisation, Bureau of Indian Standards (BIS), Indian Council of Medical Research (ICMR).	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Ground Water Pollution, Causes of ground water pollution. Effects of pollutants on ground water table, Path (movement) of pollutants reaching to ground water. Thermal Pollution, concept of thermal pollution, Effects of thermal pollution on water quality and on aquatic flora and fauna. Marine pollution: Causes of marine pollution, Effects of marine pollution on ocean water quality, on marine flora and fauna.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Book</b>	<ul style="list-style-type: none"> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers,</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers,</li> <li>• Textbook On Biotechnology by Hd Kumar, Affiliated East-West Press Pvt Ltd, 2003</li> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Environmental Science by Nobel, B.J. and Kormandy, E.J. (1981), The Way the World Works, Prentice-Hall Inc., N.J.</li> <li>• Environmental Science by Turk A., Turk, J. Wittes J.T. and Wittes, R.E.</li> <li>• Environmental Studies by Anindita Basak, 2009, Dorling Kindersley, New Delhi Publication.</li> </ul>

2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Environmental Pollution of cadmium by Rohatgi .</li> <li>• Land Pollution, causes and control by Harrusson and Laxon.</li> <li>• Environmental Pollution and Bhopal killing.</li> <li>• Waste Water Treatment by M.N.Rao and A.K. Datta, Oxford and IBH Publication Co. New Delhi, 1978.</li> <li>• Environmental analysis of water, soil air by Saxena.</li> <li>• Water pollution and management by C.K. Vershney.</li> <li>• Responses to oil and chemical marine pollution by Cormack D. (1993), Appl. Science Publishers, New York.</li> <li>• Soil and Water conservation engineering by Schwab, SD, Frevert, RK, Edminster, TW and Barns, KK, John Wiley and Sons.</li> <li>• Analytical chemistry of industrial poisons, Hazards and solvents by Jacons, M.B. (1969) Interscience, New York.</li> <li>• Standard Methods for the Examination of Water and Wastewater (1984): American Public Health Association (APHA, AWWA, WPCF), New York.</li> <li>• Chemical and Biological Methods For Water Pollution Studies by R.K.Trivedy and P.K.Goel, 1984, Environmental publication , Karad,</li> <li>• Water Pollution- Causes, Effects and Control, by P.K.Goel,1997, New Age Publication, New Delhi.</li> </ul>
3	<b>Website</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.lenntech.com/water-pollution-faq.htm">https://www.lenntech.com/water-pollution-faq.htm</a></li> <li>• <a href="https://www.everythingconnects.org/soil-pollution.html">https://www.everythingconnects.org/soil-pollution.html</a></li> <li>• <a href="http://www.fao.org/3/i9183en/i9183en.pdf">http://www.fao.org/3/i9183en/i9183en.pdf</a></li> <li>• <a href="https://wwf.panda.org/knowledge_hub/teacher_resources/webfieldtrips/water_pollution/">https://wwf.panda.org/knowledge_hub/teacher_resources/webfieldtrips/water_pollution/</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Every Thing About Water</li> <li>• Current Science, ISSN No. 0011-3891</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> </ul>
5	<b>Supplementary reading</b>	<ul style="list-style-type: none"> <li>• UNEP reports</li> <li>• WHO notifications</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Industrial visit to learn water pollution sources</li> <li>• Field visit to water sources</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 202</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ENVIRONMENTAL ENGINEERING AND DESIGN</b>		

### Course Objectives

1	Explain the students the waste water treatments.
2	Describe the effect and control methods of the effluent and sewage.

### Course Outcomes:

1.	Design water treatment plant.
2.	Select appropriate method for water and wastewater treatment.
3.	Grade the existing water and wastewater treatment methods.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Fundamentals of Water Treatment:</b> Flow diagram of general water treatment plant Water demand, factors affecting water demand, population forecasting, Concept of wastewater flows and variations, Flow measurement and types of notches, Sanitary survey of source, protection of source	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Methods of Water Treatment:</b> Unit operation in water treatment: intakes, aeration. Coagulation and flocculation process, common coagulants, Filtration, mechanism of filtration, slow sand, rapid sand and dual media filters, backwashing of filters, Sedimentation, particle settling theory and types of sedimentation tank, Disinfection of water, minor methods of disinfection, ideal disinfectant, Types of hardness and methods of water softening, Iron and manganese removal, fluoridation and de-fluoridation Taste and odor removal	<b>L= 12</b>	
		<b>T= 2</b>	<b>P=1</b>
3	<b>Waste Water Treatment:</b> General methods of volume and strength reduction of waste water. Flow diagram of general waste water treatment plant. Low cost treatments, stabilization ponds, septic tanks, lagoons. Primary treatments– racks and screens, types of screens, grit removal, types of grit chambers, disposal of grit, oil and grease removal, corrosion, types of corrosion and corrosion control.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Secondary and Tertiary Treatment</b> Secondary treatments– Trickling filers, types of trickling filters, Activated sludge process, modifications of activated process, Rotating biological contactors, bio-digesters, significance of F/M ratio Tertiary treatment– Wet land and aquatic treatment, Root zone treatment, Reverse osmosis, carbon adsorption, phosphorus removal, nitrogen removal.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>



Learning Resources		
1	Text Book	<ul style="list-style-type: none"> <li>• Textbook Of Remote Sensing &amp; Geographical Inform. Systems by KALI CHARAN, Atlantic Publisiers, 2018</li> <li>• Text Book Of Soil Science by PAL, CBS publishers, 2018</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• Textbook On Biotechnology by Hd Kumar, Affiliated East-West Press Pvt Ltd, 2003</li> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Environmental Science by Nobel, B.J. and Kormandy, E.J. (1981), The Way the World Works, Prentice-Hall Inc., N.J.</li> <li>• Environmental Science by Turk A., Turk, J. Wittes J.T. and Wittes, R.E. (1978)</li> <li>• Environmental Studies by Anindita Basak, 2009, Dorling Kindersley, New Delhi Publication.</li> <li>• Vogel's Textbook of Quantitative Chemical Analysis, 5<sup>th</sup> edition, J H Basett, J. Nendham and Denny, R.C.</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>• Wastewater Engineering Treatment Disposal Reuse, By Metcalf &amp; Eddy, Publisher: Tata-McGraw-Hill Publishing Company Ltd., New Delhi, Fourth Edition, (2010).</li> <li>• A Text Book of Sanitary Engineering, Theory, Design and Practice, By Prof. Vinayak N. Ghorpade, Publisher: Engineering Book Publishing Company, Poona-16 Fourth Edition (1984).</li> <li>• Environmental Engineering: Water Supply, Sanitary Engineering and Pollution, By A. Kamala and D. L. Kanth Rao, Publisher: Tata-Mc. Graw Hill Publishing Company Ltd., New Delhi, (1988).</li> <li>• Fundamentals of Water Supply and Sanitary Engineering, By S. C. Rangwala &amp; K. S. Rangwala, Publisher: Chartor Publishing House, Anand, India, Eleventh Edition, (1986).</li> <li>• Water and Wastewater Technology, By Mark J. Hammer &amp; Mark J. Hammer, Jr., Publisher: Prentice-Hall of India Pvt. Ltd., New Delhi (1998).</li> <li>• Water Supply and Sanitary Engineering Including Environmental Engineering, By G. S. Birdie &amp; J. S. Birdie, Publisher: Dhanpat Rai &amp; Sons, New Delhi, Fifth Edition, (1997).</li> </ul>
3	Website	<ul style="list-style-type: none"> <li>• <a href="https://globalhydration.com/waterborne-disease/common-methods-of-water-purification/">https://globalhydration.com/waterborne-disease/common-methods-of-water-purification/</a></li> <li>• <a href="https://www.cdc.gov/healthywater/drinking/public/water_treatment.html">https://www.cdc.gov/healthywater/drinking/public/water_treatment.html</a></li> <li>• <a href="https://www.asce.org/fundamentals-of-water-treatment-processes-physical-chemical-and-biological/">https://www.asce.org/fundamentals-of-water-treatment-processes-physical-chemical-and-biological/</a></li> <li>• <a href="https://www.organicwater.com/primary-secondary-tertiary-wastewater-treatment-work/">https://www.organicwater.com/primary-secondary-tertiary-wastewater-treatment-work/</a></li> </ul>

<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"><li>• Current Science, ISSN No. 0011-3891</li><li>• Journal of Environmental Biology, ISSN No. 0254-8704</li><li>• Resonance, ISSN No. 0971-8044</li><li>• Journal of Earth System Science, ISSN No .2253-4126</li><li>• Down to Earth</li></ul>
<b>5</b>	<b>Supplementary reading</b>	<ul style="list-style-type: none"><li>• CPCB and MPCB reports</li></ul>
<b>6</b>	<b>Practical Component</b>	Practicals based on this paper will be conducted under Paper No. CC 203 (Practical- II)

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 203</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL- II</b>		
<b>Course Objectives</b>			
1	The students should know the experimental procedures for analysis of environmental samples.		
<b>Course Outcomes: The students will able to</b>			
1	Relate and demonstrate the basic laboratory instruments used in environmental analysis and understand the principle of measurements using those instruments.		
2	Experiment with work safely and competently in an environmental laboratory settings, with confidence.		
3	Determine water pollution levels using appropriate methodology/ instrumentation.		
4	Perceive skills in analytical techniques/experimental for BOD,COD measurements and Interpret the experimental results to study water pollution levels.		

**Syllabus:**

Sr. No.	Title	Number of Sessions	
		T=0	P=45
1	Determination of Do & CO <sub>2</sub> in water & wastewater	<b>L= 15</b>	
2	Determination of COD from water & wastewater	<b>T=0</b>	<b>P=45</b>
3	Determination of BOD from water & wastewater		
4	Jar Test		
5	MPN from water		
6	Residual chlorine & Bleaching Powder Analysis		
7	Chlorine dose		
8	Volatile fatty acid		
9	SVI,MLSS,MLVSS		
10	Oil & Grease from water		
11	TS.TDS,TSS		
12	Available "P" in soil		
13	Available "K" in soil		
14	Available Nitrogen in soil		
15	Available Sulphur in soil		
16	Langlier I Saturation Index		
17	Water Quality Index		
18	Mechanical analysis of soil & use of Textural triangle		
19	Design of Physical unit		
20	Determination of H <sub>2</sub> S from water		

<b>Learning Resources</b>		
<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel (1984)</li> <li>• Standard Methods of water &amp; Waste water analysis: APHA (1992)</li> <li>• Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti.</li> <li>• Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti.</li> <li>• A text book of Soil analysis : Baruah &amp; Barthakur.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 204</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>ACCOUNTING FOR MANAGERIAL DECISIONS</b>		

**Course Objectives:**

- 1 The objective of this course is to acquaint the students regarding various accounting concepts and its application in managerial decision making.
- 2 The course attempts to build potential to use appropriate accounting tools and techniques of financial accounting and management accounting for preparing and analyzing financial statements.

**Course Outcomes: The students will able to learn:**

- 1 Apply basic accounting principles and concepts for preparation of financial statements.
- 2 Asses funds from operation with the help of funds flow statement.
- 3 Evaluate the financial position by preparing the financial statement as per Schedule-III.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Accounting:</b> Accounting as an information system, concepts, convention and principles of Accounting, Types of Business Organizations, Legal Regulatory And Tax Framework., Role of accountant in an organization, Accounting Process. Branches of accounting: Financial, Cost and Management Accounting and their inter-relationships, Introduction of Accounting Standards.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Financial Statement Analysis:</b> Preparation and Understanding of Financial Statements, Exposure to format of schedule VI of Public Limited, Introduction of IFRS & Introduction of Tally Software Package in Accounting – Creating Companies, journal entries and ledger accounts.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>3</b>	<b>Ratio Analysis:</b> Concepts of Ratio Analysis, Interpretation of Ratio Analysis, Advantages and Limitations of Ratio Analysis, Analysis and Interpretation of Financial Statement Using the techniques of Ratio Analysis.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Working Capital Management:</b> Concept of Gross and Net Working Capital, Use and Importance of Working Capital, Working Capital Cycle, Influencing Factors, Requirement of Working Capital.	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

<b>1.</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>• Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>• Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>• James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>• ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ul>
<b>2.</b>	<b>Reference Books</b>	<ul style="list-style-type: none"> <li>• Khan &amp; Jain, "Financial Management", Tata Mcgraw Hill, 6<sup>th</sup> edition.</li> <li>• R.P.Rustagi, "Financial Management", PHI, 10<sup>th</sup> edition.</li> <li>• 3.Garrison, Managerial Accounting, Tata McGraw</li> <li>• 4.Maheshwari, Financial Accounting, Vikas Publishing</li> <li>• 5.Khan and Jain, Management Accounting, Tata McGraw</li> <li>• 6.Ramchandran, Financial Accounting for Management, Tata McGraw</li> <li>• 7.JawaharLal, Accounting For Management, Himalaya Publishing</li> <li>• 8.J.Madegowda, Accounting For Managers, Himalaya Publishing</li> </ul>
<b>3.</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li> <li>• <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a></li> <li>• <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li> <li>• Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></li> </ul> <p><b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
<b>4.</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• The Chartered Accountant Journal.</li> <li>• The Chartered Secretary Journal.</li> <li>• The Management Accountant Journal, Printer &amp; Publisher, CMA Kaushik Banerjee, <b>and Editor:</b> CMA Dr Debaprosanna Nandy, <b>ISSN: 09723528.</b></li> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Journal of Accounting &amp; Finance</li> </ul>
<b>5.</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> </ul>
<b>6.</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on accounting equation (journal book)</li> <li>• Practical Problems on Ratio Analysis</li> <li>• Practical Problems on Working capital</li> <li>• Financial statement analysis using Prowess-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 205</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>BUSINESS STATISTICS FOR ENVIRONMENT</b>		
<b>Course Objectives:</b> Equip students with the ability to:			
1	Frame business problems in appropriate statistical terms and use data to make better decisions.		
2	To make sense of data along with the basics of statistical inference and regression analysis.		
3	Develop critical and integrative thinking in order to communicate the results of the analysis clearly in the context of the problem.		
<b>Course Outcomes:</b> Students will be able to			
1.	Analyze company/organization data for taking decisions.		
2.	Evaluate the data collected for management decision.		
3.	Interpret the relevance of statistical findings for business problem solving and decision making.		
4.	Provide solution to management decision problems.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	
1	<p><b>Sampling:</b> Simple random sampling (with &amp; without replacement). Stratified random sampling, Systematic Sampling, Cluster sampling, Convenience sampling, Judgment sampling. Quota sampling, Snowball sampling, Random versus Non-random sampling.</p> <p><b>Classification &amp; Tabulation:</b> Data measurement levels (Nominal, Ordinal, Interval, Ratio). Frequency Tables, Charts and Graphs: Frequency Tables (Ungrouped &amp; Grouped), Histogram, Frequency Polygon, Frequency Curve, Pie Chart, Bar diagram.</p>	L 11, T 2, P 2
2	<p><b>Measures of Central Tendency:</b> Introduction, Objectives of statistical average, Requisites of a Good Average, Statistical Averages - Arithmetic Mean - Properties of arithmetic mean - Merits and demerits of arithmetic mean, Median - Merits and demerits of median, Mode - Merits and demerits of mode,</p> <p><b>Measures of Dispersion:</b> Appropriate Situations for the Use of Various Averages, Positional Averages, Dispersion – Range - Quartile deviations, Mean deviation, Standard Deviation -Properties of standard deviation, Coefficient of Variation.</p>	L 11, T 2, P 2
3	<p><b>Simple Correlation:</b> Introduction , Correlation - Causation and Correlation - Types of Correlation -Measures of Correlation - Scatter diagram - Karl Pearson's correlation coefficient - Properties of Karl Pearson's correlation coefficient, Spearman's Rank Correlation Coefficient.</p> <p><b>Regression:</b> Regression analysis - Regression lines - Regression coefficient,</p> <p><b>Permutation &amp; Combination:</b> Principles of counting, Permutations of n dissimilar objects taken r at a time (with and without repetitions), Properties, Combination of n objects taken r at a time, Properties, examples on Permutations and Combinations.</p>	L 12, T 1, P 2
4	<p><b>Probability:</b> Random experiment, sample space and classification of sample spaces, Classical definition of probability, Properties, Addition Theorem, Conditional probability, Multiplication law of probability, Baye's theorem, Independence of events, Examples.</p> <p><b>Probability Distribution:</b> Random variable, Probability mass function, Cumulative distribution function, Mathematical expectation, Variance, Definition and properties of Binomial, Poisson distribution-examples, Probability density function, Definition and properties of Normal distributions. Examples.</p>	L 11, T 2, P 2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	Text Books	<ul style="list-style-type: none"><li>• S C Gupta, Fundamentals of Statistics</li><li>• S C Gupta, Business Statistics</li><li>• C R Kothari, Research Methodology – Methods Techniques</li></ul>
2	Reference books	<ul style="list-style-type: none"><li>• N D Vohra, <i>Business Statistics</i>, Tata McGraw Hill</li><li>• G C Beri, <i>Business Statistics</i>, Tata McGraw Hill</li><li>• Devid M Levine etc, <i>Business Statistics – A First Course</i>, Pearson Publication.</li><li>• Glyn Davis &amp; Branko Pecar, <i>Business Statistics Using Excel</i>, Oxford University Press.</li><li>• Albright, Winston, Zappe, <i>Decision Making Using Microsoft Excel</i>, Cengage Learning.</li></ul>
3	Journals	<ul style="list-style-type: none"><li>• International Journal of Statistics &amp; Management Systems</li><li>• Calcutta Statistical Association Bulletin</li><li>• Vikalpa: The Journal for Decision Makers</li></ul>
4	Websites	<ul style="list-style-type: none"><li>• <a href="http://www.stattrek.com">www.stattrek.com</a></li><li>• <a href="http://www.statisticsbyjim.com">www.statisticsbyjim.com</a></li><li>• <a href="http://www.pinkmonkey.com/studyguides/subjects/stats/contents.asp">www.pinkmonkey.com/studyguides/subjects/stats/contents.asp</a></li></ul>
5	Practical Component	<ul style="list-style-type: none"><li>• Analyzing collected raw data or online available data.</li><li>• Finding relations among two or more variables and fitting regression equation to predict value of dependent variables.</li></ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 206</b>	<b>Credit Pattern</b>	<b>L-22, T-2, P-6</b>
<b>Course Title</b>	<b>LEGAL FRAMEWORK OF BUSINESS</b>		

### Course Objectives

- |          |   |
|----------|---|
| <b>1</b> | To enable students to appreciate the relevance of business law to individuals and businesses.     |
| <b>2</b> | To equip students with knowledge needed to manage business successfully from legal point of view. |

### Course Outcomes: Students will be able to;

- |    |  |
|----|--|
| 1. | Explain the legal principles of Business Laws. |
| 2. | To solve legal issues of Business.             |

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>A) Indian Contract Act – 1872:</b> Meaning and sources of law, Definition of contract and essential elements of a valid contract, Modes of discharge of contract, Remedies for breach of contract. <b>B) The Sale of Goods Act – 1932:</b> Definition of Sale, essentials of a valid Sale, Conditions and Warranties, caveat emptor, passing of property, Unpaid seller. <b>C) Consumer Protection Act – 1986:</b> Definition of consumer, complaint, complainant, unfair trade practice, Consumer dispute Redressal Agencies. (15)	<b>L= 11</b>	
		<b>T=1</b>	<b>P=3</b>
2	<b>A) The Companies Act – 2013:</b> Definition of company, kinds of companies, Memorandum of Association, Articles of Association, Boards of Directions: duties and powers, Meetings in a company, Winding up. <b>B) Information Technology Act – 2008:</b> Objectives of IT Act, Digital Signature, E-Governance, Controller, Certifying authority, offences and penalties. <b>C) The Negotiable Instrument Act – 1881:</b> Definition and characteristics of NI, kinds of Negotiable Instruments, Holder and holder in due course, Crossing of Cheque, Discharge of Negotiable Instruments. (15)	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.



**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"><li>• Mercantile Law by N. D. Kapoor</li><li>• Business Law by S. S. Gulshan &amp; G. K. Kapoor</li></ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"><li>• Business Law by Kuchhal M. C.</li><li>• Business Law by K. R. Bulchandani</li></ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"><li>• <a href="http://www.lawctopus.com">www.lawctopus.com</a></li><li>• <a href="https://indiacorplaw.in">https://indiacorplaw.in</a></li></ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"><li>• India Law Journal</li><li>• Corporate Law reporter</li><li>• India Business Law Journal- Delhi High Court</li><li>• IOSR Journals</li></ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"><li>• Bare Acts on Consumer Protection Act 1986</li><li>• Bare Act on Information Technology Act 2008</li></ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"><li>• Case studies to be discussed on all the above topics</li><li>• Seminars to be conducted on the above topics</li></ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 207</b>	<b>Credit Pattern</b>	<b>22L+8TP</b>
<b>Course Title</b>	<b>RESEARCH METHODOLOGY</b>		
<b>Course Objectives</b>			
<b>1</b>	To expose the students to various methods of research and enable them to understand the importance of research in management decision-making process.		
<b>2</b>	To Equip students with knowledge needed to Interpret The Research Findings.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Explain fundamental concepts of research methodology.		
<b>2</b>	Develop Research Report.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Introduction to Research &amp; Research Design</b> Meaning, objectives & Motivation in research. Use of research in functional areas of Management. Types of research – Research process, relevance & scope of research in management. Research Design- Features of good Design, Types of Research Design, Sampling Design- Census vs Sample, Characteristics of good sampling Design. Different types of sample Design. Measurement & scaling techniques- Errors in measurement. Test of sound measurement, scaling & Scale construction techniques for Attitude measurement.	<b>L= 11</b>	
		<b>T= 4</b>	<b>P=0</b>
2	<b>Methods of data collection, Analysis of Data &amp; Report writing:</b> Methods of data collection – Primary data –Collection of secondary data. Data Processing-Editing, Coding and Tabulation of data. Data analysis and Interpretation. Formats of Research Report, Methods and importance of Citation & bibliography in Research, Ethical issues in Research and plagiarism. Use of ICT tools for conducting of research.	<b>L= 11</b>	
		<b>T=4</b>	<b>P=0</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• C.R. Kothari Research Methodology Methods And Techniques, Wiley Eastern.</li> <li>• G.C. Beri: Marketing Research Tata Mcgraw Hill Publishing Company Limited, New Delhi, 2000</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Goode And Hatt : Methods In Social Research, Mc-Graw Hill, Kogakusha Ltd., New York.</li> <li>• V.P. Michael: Research Methodology In Management, Himalaya Publishing House, Mumbai, 1985.</li> <li>• Kerllnger. Fred N.: Foundations Of Behaviourial Research, New York, Holt, Rinehart And Winston, 1973.</li> <li>• Dorald S. Tull, Del I Hawkins: Marketing Research, Prentice Hall Of India, New Delhi, 1996.</li> <li>• Hans Raj: Theory And Practice In Social Research, Surjeet Publications, Delhi</li> </ul>

3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.spss-tutorials.com/basics/">https://www.spss-tutorials.com/basics/</a></li> <li>• <a href="https://www.nielsen.com/in/en/">https://www.nielsen.com/in/en/</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• The Journal for Decision Makers - Vikalpa</li> <li>• Indian journal of marketing</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Journal of Business Research – Elsevier</li> <li>• <a href="https://www.iresearchservices.com">https://www.iresearchservices.com</a></li> <li>• Economics Times,</li> <li>• Business Standard,</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Students will actually conduct research and submit the research report using following guidelines.</li> <li>• Identify the research problem of your choice.</li> <li>• Formulate it into a Research title.</li> <li>• Collect at least five published research paper and conduct the review of that research paper.</li> <li>• Identify different variables that can be studied in the stated research problem.</li> <li>• Prepare at least five hypotheses on the research problem.</li> <li>• Suggest Research design to conduct the research on the problem. (Sampling Design and Data Collection method).</li> <li>• Collection, analysis and interpretation of data.</li> <li>• Writing a detail research report using citation and bibliography</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 201-A</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>ENVIRONMENTAL MICROBIOLOGY &amp; BIOTECHNOLOGY</b>		
<b>Course Objectives: Equip students with the ability to:</b>			
1	Equip the students with the application of bio-technology to all Aspects of the Environment.		
2	Implement the Concept of Green Chemistry for Eco-friendly improved Production technology.		
<b>Course Outcomes: After completion of this course students will have capacity to</b>			
1.	Describe the importance of microbial diversity, beneficial and harmful properties of MOs with potential applications in the innovative environmental management technologies		
2.	Describe and apply existing and emerging technologies like <i>in-situ</i> , <i>ex-situ</i> , & engineered bioremediation, phyto-remediation that are important in the area of environmental clean up / pollution & forest management.		
3.	Demonstrate an awareness about emerging concerns of reductions in fossil fuels through new biotechnological interventions in the harnessing renewable biomass energy.		
4.	Describe and apply biotechnological solutions like bio-plastics, bio-fertilizers, bio-pesticides, bio-mining, biosensors to address present environmental concerns.		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to the world of microbes & History, Types of Microbes & Microbial structure, Harms & Benefits of MOs with their Environmental Significance. Modern Environmental Microbiology, Microbial Diversity and Metabolism Microbial Nutrition, Media components, & Media Preparations, Classification of microorganisms according to Nutrition, Enrichment culture technique for the isolation of desired types of microorganism.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Microbial population and community dynamics, Microbial growth in closed and open environments, Binary Fission, Generation Time, Growth Curve Factors Affecting Microbial Growth-: pH, Temperature, Salinity, Moisture Content, Radiation, Heavy Metals, Toxic chemicals etc. Concept & Importance of Pure Culture, Methods of Isolation of Pure Culture Enumeration of MOs in Environmental Samples by Direct and Indirect Methods, Biosafety of GMOs.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P=2</b>
3	Concept and Terminologies in Environmental Biotechnology, Biotechnological approach of environmental pollution abatement, Bioremediation of contaminated sites, <i>in situ</i> , <i>ex situ</i> and engineered, Solid Phase – Composting, Slurry Phase- Bioreactors, Phyto-remediation- Organic & Metal Phyto-remediation, Construction of Wet lands, Rotating Biological Contactors, Biotechnology in the Energy Management, Biomass Energy, Resources, Energy Crops, Biomass Conversion Technologies- Production & Scope of Liquid Fuel, Production & Scope of Biogas, Production & Scope of Biodiesel.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
4	Biotechnology and Forest Management, Micro-propagation, Artificial Seeds, Plant Improvement, Industrial Biotechnology- Microbes & Industries, Concept of Green chemistry, Immobilized Enzymes for Green Chemistry, Biopolymers and Bioplastics, Bioleaching and Biomining, Biofertilizers, Biosensors, Biofilms, Biosurfactants.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

## Learning Resources

<b>1</b>	<b>Text Book</b>	<ul style="list-style-type: none"> <li>• General Microbiology By: SB Sullia &amp; S Shantharam. Oxford &amp; IBH Publishing Co. Pvt. Ltd., New Delhi (1998).</li> <li>• Environmental Biotechnology, Buddolla, Narosa</li> <li>• Environmental Biotechnology, Allen, CBS</li> <li>• Environmental Biotechnology, Fulekar, CRC</li> <li>• Environmental Biotechnology, Scragg, Oxford</li> <li>• Essentials of Biotechnology, Michael Chrichton, MEDTEC</li> <li>• Biotechnology, Smith, Cambridge</li> <li>• Textbook On Biotechnology by Hd Kumar, Affiliated East-West Press Pvt Ltd, 2003</li> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Environmental Science by Nobel, B.J. and Kormandy, E.J. (1981), The Way the World Works, Prentice-Hall Inc., N.J.</li> <li>• Environmental Science by Turk A., Turk, J. Wittes J.T. and Wittes, R.E. (1978)</li> <li>• Environmental Studies by Anindita Basak, 2009, Dorling Kindersley, New Delhi Publication.</li> <li>• Vogel's Textbook of Quantitative Chemical Analysis, 5<sup>th</sup> edition, J H Basset, J. Nendham and Denny, R.C.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Microbiology By: Michael J Pelczar, Jr; ECS Chan &amp; NR Krieg. Tata McGraw-Hill Edition, New Delhi (1998).</li> <li>• Principles of Microbiology By: Ronald M Atlas 2nd Edn, WCB McGraw-Hill, Boston (1997).</li> <li>• General Microbiology By: RY Stanier, JL Ingraham, ML Wheelis &amp; PR Painter. 5th Edn Macmillan Press Ltd., London (1995).</li> <li>• Microbial Ecology – Fundamentals and Application By: Ronald M Atlas &amp; Richard Bartha. 4th Edn. An Imprint of Addison Wesley Longman, Inc. California (1998).</li> <li>• Microbiology: Fundamentals and Applications By: SS Purohit. 6th Edn. Agro Botanica (1997-98).</li> <li>• Microbiology – Diversity, Disease &amp; Environment By: Abigail A Salyers &amp; Dixie D Whitt. Fitzgerald Science Press, Maryland (2001).</li> <li>• Industrial Microbiology – An Introduction y: Michael J Waites, Neil L Morgan, John S Rockey &amp; Gary Higton. Blackwell Science, London (2002).</li> <li>• Microbiology – A Laboratory Manual (International Students Edition) By: James G Cappuccina &amp; Natalie Sherman. Addison – Wesley Longman, Inc. California (1990).</li> <li>• Renewable Energy, Power for Sustainable Future, Third Edition, Godfrey Boyle, Oxford University Press, (2014).</li> <li>• Environmental Bio-Technology, Second edition, A K Chatterji, Prentice Hall of India Pvt. Ltd., (2007).</li> <li>• Environmental Biotechnology, K Allen, CBS Publishers &amp; Distributors, (2016).</li> <li>• Environmental Biotechnology-Basic Concepts &amp; Applications, Indu Shekhar Thakur, I K International Pvt. Ltd., (2006).</li> <li>• Environmental Biotechnology (Industrial Pollution Management), S N Jogdand, Himalaya Publishing House, (2012).</li> <li>• Green Chemistry, Environmentally Benign Reactions, V K Ahluwalia, Ane Books Pvt. Ltd (2016).</li> </ul>
<b>3</b>	<b>Website</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.britannica.com/technology/biotechnology">https://www.britannica.com/technology/biotechnology</a></li> <li>• <a href="https://en.wikipedia.org/wiki/History_of_biotechnology">https://en.wikipedia.org/wiki/History_of_biotechnology</a></li> </ul>

<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"><li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li><li>• Journal of Biosciences, ISSN No. 0250-5991</li><li>• Journal of Environmental Biology, ISSN No. 0254-8704</li><li>• Resonance, ISSN No. 0971-8044</li><li>• Current Science, ISSN No. 0011-3891</li></ul>
<b>5</b>	<b>Practical Component</b>	<ul style="list-style-type: none"><li>• Practicals based on this paper will be conducted under Paper No. CC 203 (Practical- II)</li></ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 201-B</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>ENERGY RESOURCE MANAGEMENT AND ENVIRONMENTAL TOXICOLOGY</b>		
<b>Course Objectives:</b> Equip students with the ability to:			
1	Equip with an ability to rephrase the concept and significance of energy resources		
2	Summarize the concept and significance of environmental toxicology.		
<b>Course Outcomes:</b> Students will be able to			
1	Identify and compare various forms and energy resources.		
2	Compare and contrast conventional and non conventional energy sources and relate technologies for harnessing renewable energy resources.		
3	Identify and evaluate the toxic chemicals, mutagens, carcinogens and their relationships between exposure and dose-response relationships.		
4	Evaluate effects on living/physiological systems like neurotoxicity, nephro-toxicity, hepato-toxicity, and reproductive toxicity.		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>ENERGY RESOURCE MANAGEMENT</b> Basics of Energy and its various forms, Energy: Energy; work and power, first and second law of thermodynamics, concept of entropy, Energy, Environment and Economics of Development: Resources of energy and energy use pattern in different parts of the world, Indian energy scenario for domestic, agriculture, transport and industrial sector and its impact on the environment.	<b>L= 11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Conventional Energy Sources and Technology: Coal, lignite; petroleum, natural gas, cracking of petroleum, furnace, boiler, turbines, fluidized bed, nuclear energy: fission and fusion energy, Renewable Energy Technology: Solar energy, Wind energy, Ocean energy, Geo-thermal energy, Hydel energy, Biomass Energy, bio-conversion technology, energy recovery from wastes, and environmental impacts of large scale exploitation of renewable energy. Energy Conservation and Energy Economics: Energy analysis: Capital recovery factor, Levelised annual cost, Economic analysis of wind electric generation and thermal power systems.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P=1</b>
3	<b>ENVIRONMENTAL TOXICOLOGY</b> Toxicology - Scope, Definition, Evaluation of toxicity - routes of exposure; Acute, sub acute, chronic toxicity; LC50/LD50/NOEL - concepts and significance, their estimation, Some organ specific toxicity Studies- Neurotoxicity, Nephrotoxicity, Hepatotoxicity, Reproductive toxicity.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Genotoxicity - Mutations, mutagenic agents, Toxic agents in environment: pesticides, agrochemicals, industrial chemicals, food additives, Safety regulations, legal control.	<b>L=11</b>	
		<b>T=2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Text book of Forest Taxonomy, Singh &amp; Nair, Anmol Publication.</li> <li>• A Text Book of Plant pathology, Sambamurty, I K Intarnetional.</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP</li> </ul>

		<p>publishers, 2019</p> <ul style="list-style-type: none"> <li>• Park Textbook of Preventive and Social Medicine, Park Bhanot, Twenty Third edition.</li> </ul>
2	<b>Reference Books</b>	<ul style="list-style-type: none"> <li>• Alternative Energy Resources: The Quest for Sustainable Energy, Paul Kruger. Wiley, 2006, ISBN 0471772089</li> <li>• Non Conventional Energy Resources, B.H Khan, Tata McGraw-Hill Education. ISBN 1259081397</li> <li>• Energy Resources: Availability, Management, and Environmental Impacts, Kenneth J. Skipka, Louis Theodore, CRC Press, 2014 ISBN 1466517417.</li> <li>• Renewable and Alternative Energy Resources: A Reference Handbook Contemporary world issues, Zachary Alden Smith, Katrina D. Taylor, ABC-CLIO, 2008 ISBN 1598840894.</li> <li>• Energy Security and Economic Development in India: a holistic approach, Bala Bhaskar, TERI Press.</li> <li>• Energy Resources Survey in India, Allied Publishers Pvt. Ltd. (1995)</li> <li>• Desai, A. V.: Energy Economics, Wiley Eastern, Bombay.</li> <li>• Tyner, W.E.: Energy Resources and Economic Development in India, Allied Pub. Pvt. Ltd.</li> <li>• Mital, K.M. 1997: Non-conventional Energy System, Wheeler Publishers, New Delhi.</li> <li>• Pachauri, R. K.: Energy, Environment and Development, Vol. I &amp; II, Har Anand Pub. Pvt. Ltd.</li> <li>• Varadarajan, D. B.: Energy Economics, Sterling Publishers.</li> <li>• Edward H. Thorndike, Energy &amp; Environment: A Primer for Scientists and Engineers, Addition-Wesley Publishing Company, Reading, 1976.</li> <li>• Handbook of Toxicology, Third Edition, Michael J. Derelanko, Carol S. Auletta Publisher CRC Press, 2014 ISBN 143989014.</li> <li>• Casarett &amp; Doull's Toxicology: The Basic Science Of Poisons, Curtis Klaassen, Graw Hill Education/Exclusively distd . By Jaypee; 8 edition (2013)</li> <li>• Casarett &amp; Doull's Essentials of Toxicology, Third Edition (Casarett and Doull's Essentials of Toxicology), Curtis Klaassen &amp; John Watkins, McGraw-Hill Education.</li> <li>• Principles and Practice of Toxicology in Public Health Ira S. Richards Jones and Bartlett Publishers</li> <li>• Understanding Environmental Health Nancy Irwin Maxwell (Author) Jones and Bartlett Publishers, Inc.</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://mnre.gov.in">https://mnre.gov.in</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Renewable_energy">https://en.wikipedia.org/wiki/Renewable_energy</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Environmental_toxicology">https://en.wikipedia.org/wiki/Environmental_toxicology</a></li> <li>• <a href="https://www.britannica.com/science/environmental-toxicology">https://www.britannica.com/science/environmental-toxicology</a></li> <li>• <a href="https://openoregon.pressbooks.pub/envirobiology/chapter/6-3-environmental-toxicology/">https://openoregon.pressbooks.pub/envirobiology/chapter/6-3-environmental-toxicology/</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	<b>Practical Component</b>	<p>Practicals based on this paper will be conducted under Paper No. CC 203 (Practical- II)</p>



Semester	II	Total Credit	4
Course Code	DSE 201-C	Credit Pattern	L-45, T-7, P-8
Course Title	DISASTER MANAGEMENT		
<b>Course Objectives:</b> Equip students with the ability to:			
1	Understand the concept and significance of disasters.		
2	Interpret the causes, effects and control measures of disasters.		
<b>Course Outcomes:</b> After completion of this course students will have capacity to			
1.	Recognize the various global and regional environmental concerns due to natural causes and/or human activities, and the impact of these on various forms of life .		
2.	Obtain and communicate information on risks, relief needs and lessons learned from earlier disasters in order to formulate strategies for mitigation in future scenarios		
3.	Describe and evaluate the environmental, social, economic, legal and organizational aspects influencing vulnerabilities and capacities to face disasters.		
4.	Relate theoretically and practically in the processes of disaster management (disaster risk reduction, response, and recovery)		
Unit Number	Contents	Number of Sessions	
1	Definition of hazard and Disaster, Fundamentals of disasters, Classification of disasters, Disaster Management Act, 2005. Disaster Management - Pre-disaster Planning, Planning During Disaster, Post- Disaster Planning.	L= 11	
		T=2	P=2
2	<b>Natural and Man-made disasters – causes, effects and control</b> Earthquakes, Floods, Droughts, Landslides, Cyclones, Storms, Tornadoes, Coastal & Marine disasters, Air, Water, Road & Rail and Nuclear disasters .	L= 11	
		T= 2	P=2
3	Concept of disaster management, Disaster Management Cycle, Hazard vulnerability, Hazard Zoning, Physical & Biological indicators of hazard, Risk Assessment & Hazard Preparedness Plan, collection of data for preparation of hazard preparedness plan.	L= 11	
		T= 2	P= 2
4	Role of various organizations - District Disaster Management Committee, National Disaster Management Authority (NDMA), NDRF, Non-Governmental Organisations, Military.	L=12	
		T=2	P= 1
<b>Learning Resources</b>			
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>	
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Nuclear Accidents (Man Made Disasters) Mark Mayell Publisher: Lucent Books.</li> <li>Management of Man-made Disasters, <b>S. L. Goel, Motilal Banarsidass Publishers Private Limited, New Delhi.</b></li> <li>Handbook of Pollution Control Processes By: Robert Noyes. Jaico Publishing House, Mumbai (2003).</li> <li>Fire &amp; Explosion Hazards Handbook of Industrial Chemicals By: TA Davletshina &amp; NP Cheremisinhoff, Noyes Publications, Mumbai (2003).</li> </ul>	

		<ul style="list-style-type: none"> <li>• Environmental Geology by K. Valdiya, Tata McGraw Hill Publishing Co.</li> <li>• Perspectives on Environment by I.R. Manners, M.W. Micksell.</li> <li>• Our Planet, Our Health by WHO (1992).</li> <li>• Report of the Panel on Industry by WHO (1992).</li> <li>• Natural Disasters, Author: Claire Watts / Trevor Day Publisher: Dk Publishing, ISBN: 9781465438096.</li> <li>• Environmental Biology by K.C. Agarwal .</li> <li>• Resource Book on Chemical (Industrial) Disaster Management, <a href="http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf">http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf</a></li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> <li>• <a href="https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/">https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Disaster_management_in_India">https://en.wikipedia.org/wiki/Disaster_management_in_India</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• News Paper</li> <li>• Case studies of various disasters</li> <li>• Report of Bhopal Gas Tragedy</li> </ul>
6	Practical Component	<ul style="list-style-type: none"> <li>• Mock drill for various disaster</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201 A</b>	<b>Credit Pattern</b>	<b>L-22, T-8</b>
<b>Course Title</b>	<b>FUNDAMENTALS OF MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To Understand the different concepts in Management.		
2	To understand the different Functions of Management		
<b>Course Outcomes: Students will be able to;</b>			
1.	Discuss management functions and how it can affect future managers		
2.	Analyze and attain elementary level of skills in management process and functions: planning, organizing, directing and controlling.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
<b>1</b>	<b>Introduction to Management</b> Management- Definition, Scope, Characteristics, Significance. Managerial Skills, Levels of Management and their functions, Henri Mintzberg- Roles of a Manager, Management Vs Administration.	<b>L= 11 T= 4</b>
<b>2</b>	<b>Functions of Management</b> <b>Planning</b> -Nature, Types, Process and Importance of Planning, Limitations of Planning. <b>Organizing</b> - Meaning, Departmentalization, Span of Management, Concept of Responsibility, Authority, Accountability and Delegation <b>Directing</b> - Definition, Characteristics and Importance. <b>Controlling</b> - Need, Process of Controlling, Benefits of Controlling.	<b>L= 11 T= 4</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Principles of Management – T Ramasamy</li> <li>2. Principles of Management – P.C. Tripathi and P.N. Reddy</li> <li>3. Fred Luthans, Organisational Behavior, McGraw Hill, 11th Edition, 2001</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Essentials Of Management – Koontz And Weinrich</li> <li>2. Modern Management – Certo – Prentice Hall</li> <li>3. Principles Of Management – L.M. Prasad</li> <li>4. Principles Of Management – R.M. Srivastava</li> <li>5. New Era of Management – Richard L. Daft</li> <li>6. Essentials of Management – Peter Drucker</li> <li>7. Management – Stephen P. Robins – Prentice Hall</li> <li>8. Modern Business Administration and Management – S. A. Sherlekar - Himalaya Publication</li> <li>9. Management Concept and Strategies – J. S. Chandra</li> </ol>
<b>3</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.iupindia.in">www.iupindia.in</a></li> <li>2. <a href="https://iedunote.com">https://iedunote.com</a></li> <li>3. <a href="http://www.yourarticlelibrary.com">http://www.yourarticlelibrary.com</a></li> </ol>

4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Asian Journal of Management</li> <li>2. AIMS Journal of Management</li> <li>3. Casefolio The IUP Journal of Management case studies.</li> <li>4. IUP Journal of Management Case Studies</li> <li>5. IUP Journal of Organisational Behavior</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. South Asian Journal of Practical Research</li> <li>2. Business India – The Magazine of Corporate World.</li> <li>3. Articles in Economic Times, Deccan Herald, Times of India</li> </ol>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Study organizational Structure of any company and present in the class.</li> <li>• Class debate on different basis of departmentalisation</li> <li>• Identify any business leader and list his qualities that made him a good leader.</li> <li>• Visit any organization and find out how it motivates its employees and discuss in class.</li> <li>• Library Exercise on CSR activities undertaken by any one company of your choice.</li> <li>• To interview Manager of any local business to understand responsibilities and limitations of manager.</li> <li>• Identifying a job profile and list the various types abilities required for that job and also the personality traits/attributes required for that job.</li> <li>• Management games on <b>Team building</b> will be conducted.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE-201 B</b>	<b>Credit Pattern</b>	<b>L-30, T-8, P-7</b>
<b>Course Title</b>	<b>Office Automation</b>		
<b>Course Objectives</b>			
1	To teach basic concepts about computers and peripheral devices		
2	To explain the concept of computer languages and features of operating system		
3	To demonstrate use of Word processor for documentations.		
4	To explain effective use of presentation technology.		
5	To demonstrate use of spreadsheet for analysis of data		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Understand basic concepts and computer terminology.		
2	Use operating system features		
3	Prepare proper documents		
4	Prepare effective presentation		
5	Analyze any data with the help of spreadsheets.		

<b>Unit Number</b>	<b>Contents</b>		
1	<b>Introduction to Computer, Concept of Operating System &amp; Word Processing</b> Definition of Computer, Characteristics & Limitations of Computer, Generations of Computer, Block Diagram of Computer, Concept of Hardware and Software, <b>Operating System:</b> Function of Operating System, Types of O.S., Features of Windows Operating System, Default Icons on Desktop – My Computer, Recycle Bin, My Network Places and Internet Explorer, Important Terms in Windows – Icons, Desktop, Folder, Start Button, Concept of Cut, Copy and Paste operation, Concept of Start Button <b>MS-Word:</b> Component of MS-Word window, Page-Setup in MS-Word, How of Print Document, Formatting the Document, Inserting & Formatting table, Inserting various objects in the document, Mail-Merge Utility, Cursor Control Keys,	<b>L=3</b>	
		<b>T=1</b>	<b>P=0</b>
2	<b>Data Analysis Through Excel and Presentation Techniques.</b> <b>MS-Excel:</b> Features Of Excel, Formatting Work Sheet- Formatting cell, conditional formatting, Lookup Functions, IF, SUM, SUMIF, SUMIFS, COUNT, COUNTIF, COUNTIFS, COUNTBLANK Functions, Function For Financial Decision – PV, FV, PMT, PPMT, IPMT Functions, TEXT Functions, Date and Time Functions, Decision Making Using – Goal Seek, Scenario Manager, Basic Data Analysis – Sorting, Summarizing, Filtering, Validating Data, Summarizing Data With Chart, Describe Data Using Pivot Table,	<b>L=3</b>	
		<b>T=1</b>	<b>P=0</b>

	<p><b>MS-PowerPoint:</b> Factors To Be Considered Before Creating A Presentation, Creating and setting Presentations With PowerPoint, Applying Animation Effects, Slide Transition Effects, Views In PowerPoint, Use of Text, Images, ClipArt's, Hyperlinks, Video and Audio and Action Buttons In Presentation,</p>		
<p><b>Learning Resources</b></p>			
1	<p><b>Text books</b></p>	<ol style="list-style-type: none"> <li>1. Computer Fundamentals by P. K. Sinha&amp;PritiSinha, 5<sup>th</sup> edition, BPB pub.</li> <li>2. Computer Fundamentals by Balguruswami</li> <li>3. Microsoft Office 2013 All-In-One For Dummies By Peter Weverka, Wiley India Pvt Ltd, ISBN 10: 812654175X</li> <li>4. Microsoft Office 2010 Digital Classroom by AGI Creative Team John Wiley &amp; Sons; Pap/Psc edition (1 March 2011) ISBN-10: 0470577770</li> <li>5. Operating System Concepts: International Student Version By <u>Silberschatz</u> Wiley; Eighth edition (20 April 2009) ISBN-10: 8126520515</li> </ol>	
2	<p><b>References</b></p>	<ol style="list-style-type: none"> <li>1. Microsoft Office 2010 Bible By <u>John Walkenbach</u> Wiley India Private Limited (28 September 2010) ISBN-10: 8126528397</li> <li>2. Microsoft Windows Operating System Essentials By <u>Tom Carpenter</u>John Wiley &amp; Sons (9 February 2012) ISBN-10: 1118195523</li> <li>3. Microsoft Windows Operating System Essentials By<u>Tom Carpenter</u>ISBN: 978-1-118-19552-9</li> <li>4. Fundamentals Of Computers 5Ed By V. RajaramanPublisher: Phi Learning Pvt Ltd ISBN 10: 8120340114</li> </ol>	

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE-201- C</b>	<b>Credit Pattern</b>	<b>L-20, T-05, P-05</b>
<b>Course Title</b>	<b>Indian Social Problems And Social Services</b>		

**Course Outcomes: Students will be able to**

1	Implement various social welfare services provided by GO's & NGO's
2	Asses the socio- economic factors and their implications of beneficiaries

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Genesis and nature of various categories of Social Problems Definition of Social deviance and control, social disorganization and social problems, study and analysis of specifics social problems in relation to their nature, causative factors, extent and magnitude	<b>L=10</b>	
		<b>T=3</b>	<b>P=2</b>
2	An overview of major social problems, Juvenile delinquency, Crime, Prostitution, Dowry, AIDS, Beggary-Alcoholism and Drug Addition.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>Ahuja R 1993 Indian Social System-Rawat Publication New Delhi.</li> <li>Akbar M.J. 1988 Riot After Tiot; Reports on caste &amp; Communal Violence in India New Delhi : Penguin Books.</li> <li>Bardhan P. 1984 the Political Economy of Development in India Delhi: Oxford Press.</li> <li>Betelle A. 1966 Caste, Class and Power Bombay: Oxford Uni, Press.</li> <li>Black C.E. 1966 The Dynamics of Modernization: A study in Comparative History New York: Harper &amp; Row.</li> <li>Madan G.R. 1985 Indian Social Problems Vol. I and II Allied Pub. Pvt. Ltd. Bombay.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>Coser I.A. 1956 The functions of Social Conflict Glencoc Illinois; Free Press.</li> <li>Dahrendorf R. 1957 Class &amp; Class ' Conflicts in an Industrialized Society London Routldge&amp;Kengan Paul.</li> <li>Dandekar V.M. 1977 Nature of Class Conflict in the Indian Society Bom Bharat Foundation.</li> <li>Das A. &amp; Nilkanth V. (Ed.) 1979Agrarian Relations in India Delhi: Manohar.</li> </ol>
3	<b>Website</b>	<a href="https://journals.sagpub.com">https://journals.sagpub.com</a> <a href="http://www.ndpublisher.in">www.ndpublisher.in</a> <a href="http://www.ukessays.com">www.ukessays.com</a> <a href="http://www.open.edu7.sociology">www.open.edu7.sociology</a>
4	<b>Journals</b>	International Journal of Social Science Indian Journal of Social Work
5	<b>Supplementary reading</b>	Encyclopedia in Social Work Vol-I & II Dictionary of Social Work
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>Visit to various NGO's</li> <li>Concurrent Field Work</li> <li>Case studies on various social problems</li> <li>Organized Group discussion with problematic</li> <li>Celebrate different days related to Social issues.</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201 D</b>	<b>Credit Pattern</b>	<b>L-22, T-04, P-04</b>
<b>Course Title</b>	<b>Principles of Economics</b>		

**Course Outcomes: Students will be able to**

1	Understand the micro variables and approach for microeconomic issues
2	Identify the macro variables in any economy

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Unit 1: Demand &amp; Supply Analysis</b> Basic Economic Concepts, Definitions of Economics, Branches or approaches to economics, Basic Economic Problems or the Central problems of a Society, Law of Diminishing Marginal Utility, Demand curve derivation and its properties, Elasticity of Demand Supply Analysis- Meaning, Types and Determinants of Supply, Supply Function and Law of Supply, Elasticities of Supply and Their Utilities.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Unit 2. Market Theory &amp; N.I</b> Types of Markets, Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly: Features and price determination Basic Concepts of NI, GDP, GNP, etc, Estimation of NI and Difficulties, Circular Flow of Aggregate Income and Expenditure	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Learning Resources**

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Paul Samuelson(2000), Economics, McGraw Hill Inc, New Delhi, Ahuja H.L, Modern Micro Economics, S Chand&amp; Co., New Delhi,</li> <li>Koutsyanis (2015), Micro Economics.</li> <li>Jhingan M.L., Microeconomics, Vrinda Publications, New Delhi.</li> <li>C.Rangarajan and Dholokia B.H, Principles of Macro Economics, Tata Mcgraw-Hill, New Delhi, (1998).</li> <li>Blanchard, Olivier (2000), <i>Macroeconomics</i>, Prentice Hall.</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Robert S Pindyck and Daniel L Rubinfeld(2017), Microeconomics, Pearson Education Ltd., UP</li> <li>Mankwin Gregory N(2016), Principles of Microeconomics, Cengage Learning India Pvt. Ltd.</li> <li>Hal R Varian(2015), Microeconomic analysis, Viva Books Pvt. Ltd., New Delhi</li> <li>Mankiw Gregory (2002), Macroeconomics, 5th Edition, Worth Publishers</li> <li>Ahuja H L(2015), Macroeconomics Theory And Policy, 19th Edition, SCHAND</li> <li>Gupta G S(2011), Keynesian and Post Keynesian</li> </ul>
3	<b>Websites</b>	<p><a href="http://www.rbi.org.in">www.rbi.org.in</a>  <a href="http://www.mygov.gov.in">www.mygov.gov.in</a>  <a href="http://www.cmie.com">www.cmie.com</a></p>



4	<b>Journals</b>	Arth Samwad Economic and Political Weekly Indian-Economic-Journal Journal-of Indian-School-of-Political-Economy
5	<b>Supplementary Reading</b>	Economics Survey Union Budget of India
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Conduct consumer survey and identify consumer utility for various consumer goods</li> <li>• Review reference books on economics, and prepare a report on liner, cubic and quadratic production functions</li> <li>• Visit various service vendors and prepare a report on price determining factors and challenges for their products in the market</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201 E</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>Environment And Development</b>		

### Course Objectives

1	Understand the basics functional areas of Environment.
2	Define concepts of pollution, pollutants and natural resources
3	Explain historical development of struggle for Environmental protection

### Course Outcomes: The students will able to

1.	Differentiate biotic and abiotic components of ecosystem & able to understand concept of habitat, interactions in between different components & their Interrelationships.
2.	Develop ability of identification of local issues related with natural resources.
3.	Adopt various pollution control techniques.
4.	Able to know various environmental policies as well as National & International Organizations involved.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Ecological concept and Natural Resources :</b> Introduction to Environmental Science as a multi-disciplinary, its scope and necessity; Concepts of Ecosystem and its Structure and Functions, Principles of Organism-environment relationship; Concept and classification of Natural Resources. Energy Resources, Renewable and Nonrenewable.	L= 11	
		T= 3	P=0
2	<b>Environmental Pollution and Policy:</b> Definition, sources and effects of water pollution. Definition, sources of air pollution, Effect of air pollution and acid rain, climate change, ozone depletion.  Definition, Sources of noise pollution. Effect of noise pollution on human-beings. Noise control measures.  Government policies in the protection and development of environment. National environmental policy. United Nations Environmental Programme (UNEP).	L= 12	
		T= 4	P= 0

### Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand</li> <li>• A Text Book of Ecology, S K Dubey, Dominant Publication</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Desert Ecology by Ishwar Prakash</li> <li>• Ecology of Urban India by Pramod Singh</li> </ul>

		<ul style="list-style-type: none"> <li>• Ecology of Rural India by Singh</li> <li>• Ecology 2000 by Sir Edmand Hillary</li> <li>• Environmental Protection and the Laws by CN Mehta, 1991</li> <li>• India's Forests, Myth and Reality by J.B. Lal 1989</li> <li>• Legal aspects of Environmental Pollution and its Management by Ed. S.M. Ali, 1992</li> <li>• Man – Nature and Environmental Law by GS Nathawal, S. Shastri and JP Vyyar, 1988</li> <li>• International Environmental Policy: Emergence and Dimensions by LK Caldwell, 1990</li> <li>• Lal's Commentaries on Water, Air Pollution Laws along with the Environmental (Protection) Act and Rules, 1986, 3<sup>rd</sup> Ed., 1992 Law Publisher – India</li> <li>• The Wildlife (Protection) Act, 1972 (with amendment-1991)</li> <li>• Our Common Future – WCED, 1991</li> <li>• Universal's Environment and Pollution Law Manual by SK Mohanty, 1998.</li> <li>• A Guide to Implementation of the ISO 14000 Series on Environmental Management (Prentice Hall Ptr Environmental Management and Engineering Series) Har/Dskt Edition</li> <li>• Environmental manager's guide to ISO 14000 by <a href="#">Bruce W Perry</a></li> <li>• Implementing ISO 14000 Hardcover – November 1, 1996 by <a href="#">Tom Tibor</a> (Author), <a href="#">Ira Feldman</a> (Author)</li> <li>• Environmental Impact Assessment By: Larry W Canter. McGraw-Hill International Editions, 2nd Edn, New York (1996).</li> <li>• EIA Theory &amp; Practice By: Peter Wathern. Unwin Hyman, London (1990)</li> <li>• Environmental Impact Assessment By: PR Trivedi. APH Publishing Corporation, New Delhi (2004)</li> <li>• EIA Practical Solutions to Recurrent Problems By: David P Lawrence. Wiley Interscience Publication (2003)</li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/">https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/</a></li> <li>• <a href="https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles">https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles</a></li> <li>• <a href="https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php">https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• National Geographic</li> <li>• Down to Earth, CSE</li> </ul>
6	Practical Components	<ul style="list-style-type: none"> <li>• Field visit to study pond water &amp; forest Ecosystem.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 -A</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>GERMAN</b>		

<b>Course Objectives</b>	
1	To create an awareness about a foreign language
2	To understand the basic script of the language
3	To understand the culture and tradition of the county
<b>Course Outcomes:</b> Students will be able to;	
1	Use basic words & sentences in German Language
2	Develop basic vocabulary in German Language..

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
1	Introduction ( Name, country, living place, languages etc.), Asking the person's information, Greeting German Alphabets, Number (1-100), Giving and asking information related to number (age, telephone number, mobile number etc. Difference between formal and informal, Personal Pronouns, verb conjugation Europa-Countries, capitates and languages Learning about the things in the class room, Definite, indefinite, negative articles Possessive Articles with the reference of all the nouns learnt in the last lecture Watching timing learning
2	Conjugation of strong verbs, Use of separable verbs in the sentences Routine activities, Questions related to time, (use of prepositions am, pm) Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence Learning the professions, Telling about and asking for the professions Ordinal number Verbs- haben, sein, Revising the syllabus

**Note:**

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required syllabus.

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201-B</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>JAPANESE</b>		

<b>Course Objectives</b>	
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1	To create an awareness about a foreign language
2	To understand the basic script of the language
3	To understand the culture and tradition of the county

<b>Course Outcomes:</b> Students will be able to;	
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1	Use basic words & sentences in Japanese Language
2	Develop basic vocabulary in Japanese Language.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
1	Introduction to Japan as country and language basics. Hiragana Script, Hiragana Activity, Katakana Script, Katakana Activity, Cultural Ethics and Survival Greetings, Classroom Language (Speaking), Number system, Vocab for Daily Uses, Grammar, Calendar Family Tree, Grammar
2	Self-Introduction, Introduction to Japanese Work-Culture Grammar, Introduction to -Kanji, Visit Restaurant' (Speaking), Visit guest's house' (Speaking), Shopping' (Speaking), Farewell

<b>Learning Resources</b>	
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<b>1</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Living Language Ultimate Japanese Beginner-Intermediate</li> <li>2. The Kanji Learner's Dictionary by Jack Halpern</li> <li>3. Japanese from zero 1 and 2 by George Tromphy</li> <li>4. Basic Japanese by Eriko Sato</li> <li>5. Handbook of Japanese verbs by Taeko Kamiya</li> <li>6. Japanese- English, English- Japanese Dictionary by Seigo Nakao</li> <li>7. Modern Japanese vocabulary A Guide for 21<sup>st</sup> century student by Edward Trimell</li> <li>8. Minna no Nihongo Series</li> <li>9. Seiichi Makino Michio Tsutsui Biiks (Dictionary)</li> <li>10. Genki An Integrated Course in Elementary Japanese</li> <li>11. Improving your communication skills</li> <li>12. Pod 101 series (audio)</li> </ol>
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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201-C</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>FRENCH</b>		

<b>Course Objectives</b>	
1	To create an awareness about a foreign language
2	To understand the basic script of the language
3	To understand the culture and tradition of the country
<b>Course Outcomes:</b> Students will be able to;	
1	Use basic words & sentences in French Language
2	Develop basic vocabulary in French Language.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	Introduction (Name, country, living place, languages etc.), Asking the person's information, Greetings and Salutations, French Alphabets, French Accents, Numbers (1-1000), Giving and asking information related to numbers (age, telephone number, mobile number etc.) Difference between formal and informal, Personal Pronouns, Verb conjugations Countries, nationalities, capitals and languages Articles, Prepositions, Colours Gender, Nouns and Pronouns, Singular Plural Possessive Pronouns, Family Vocabulary Telling Time, Days of the week, Months of the Year, Parts of the Day About France and Francophone Countries, French Culture and Etiquettes, French Monuments
<b>2</b>	Conjugation of ER, IR and RE verbs, Use verbs in the sentences Routine activities, Questions related to time, (use of prepositions am, pm) Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence Learning the professions, Telling about and asking for the professions Ordinal numbers Negative Sentences, Interrogatives Describing Oneself, Family Simple Letter Writing and Essay Writing Revising the syllabus

**Note:**

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required syllabus.

<b>Learning Resources</b>		
1	Reference books	<ol style="list-style-type: none"> <li>1. Echo A1 Méthode de Français – Goyalsaab Publishers</li> <li>2. Le Flambeau , Méthode de Français –Preeti Bhutani</li> <li>3. Saison 1 Méthode de français- Alliance française</li> <li>4. Larousse French Dictionary-W.R.Goyal</li> </ol>

### **SEMESTER –III**

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 301</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>CORPORATE ENVIRONMENTAL STRATEGIES</b>		
<b>Course Objectives:</b>			
1	Understand concept and significance of corporate environmental strategies.		
2	Interpret concept and significance of Environmental Education.		
<b>Course Outcomes: Students will be able to;</b>			
1	Design CSR for particular industry.		
2	Relate various international strategies with national strategies.		
3	Appreciate the ethical, cross-cultural, and historical context of environmental issues and the links between human and natural systems.		
4	Understand International efforts for Environment Protection		

<b>Unit Number</b>	<b>Contents</b>	
1	<b>Corporate Environmental Strategies</b> International efforts for environmental protection : United Nations Environmental Programme (UNEP), International Union for Conservation of Nature & Natural Resources (IUCN), World Wide Fund for Nature (WWF), Stockholm Conference. Rio Conference, Agenda 21 UNFCCC, IPCC, Basel convention; Montreal Protocol, Paris Agreement-2015 etc.	<b>L-11</b>
		<b>T-2 P-2</b>
2	Government policies and role of various institutions in protection and development of environment, Business strategy, Marketing strategy, Green marketing, Eco-labelling, Operation of Eco-mark Scheme of Govt. of India, Criteria for eco-mark, Status of eco-mark development, World Trade organization(WTO), General agreement on trade in services (GATS).	<b>L-11</b>
		<b>T-2 P-2</b>
3	Global Warming Potential (GWP), Concept of clean development mechanism (CDM), carbon trading, , carbon footprint, Concept of Corporate Social Responsibility, CSR guidelines by Company Law, Quality Management System (QMS-ISO 9001): Over view of ISO 9001, Quality Management Principles	<b>L- 11</b>
		<b>T-2 P-2</b>
4	<b>Environmental Education:</b> Environmental education - need and objectives, Status of environmental education in new education policy, Environmental considerations in economic planning and development in India. NCEP and district environmental committee. Emerging environmental concerns in India- Case study of Silent Valley, Sardar Sarovar project, Tehri Garwal dams.	<b>L- 11</b>
		<b>T-2 P-2</b>

Learning Resources		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text book of Extension Education, S V Supe, ATPA</li> <li>• A Text book of Agricultural Biotechnology, Ahindra Nag, PHI</li> <li>• A Text Book of Green Chemistry, Ahluwalia, Narosa</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Environmental Management Strategies: The 21st Century Perspective Volume 5 Corporate Environmental Strategy: The Avalanche of Change Since Bhopal Bruce Piasecki Wiley.</li> <li>• Environmental Strategies for Industry: International Perspectives On Research Needs And Policy Implications Corporate Environmental Strategy and Competitive Advantage (New Perspectives in Research on Corporate Sustainability Series)</li> <li>• Environmental Management, N K Uberoi, Published by Excel Books. Publishing House, 2nd Revised edition edition, 2005.</li> </ul>
3	<b>Website</b>	<ul style="list-style-type: none"> <li>• <a href="https://unfccc.int/">https://unfccc.int/</a></li> <li>• <a href="https://sustainabledevelopment.un.org/milestones/unced">https://sustainabledevelopment.un.org/milestones/unced</a></li> <li>• <a href="http://www.ijpmbs.com/uploadfile/2015/0412/20150412030122401.pdf">http://www.ijpmbs.com/uploadfile/2015/0412/20150412030122401.pdf</a></li> <li>• <a href="https://www.wto.org/english/tratop_e/serv_e/gatsqa_e.htm">https://www.wto.org/english/tratop_e/serv_e/gatsqa_e.htm</a></li> <li>• <a href="https://www.wto.org/">https://www.wto.org/</a></li> <li>• <a href="http://www.oecd.org/corporate/mne/">http://www.oecd.org/corporate/mne/</a></li> <li>• <a href="https://asq.org/quality-resources/iso-14000">https://asq.org/quality-resources/iso-14000</a></li> <li>• <a href="https://www.iso.org/iso-14001-environmental-management.html">https://www.iso.org/iso-14001-environmental-management.html</a></li> <li>• <a href="http://www.environmentalpollution.in/environmental-audit/environmental-audit-concept-setting-and-process/3890">http://www.environmentalpollution.in/environmental-audit/environmental-audit-concept-setting-and-process/3890</a></li> <li>• <a href="https://www.iso.org/iso-9001-quality-management.html">https://www.iso.org/iso-9001-quality-management.html</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Resonance, ISSN No. 0971-8044</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• The Hindu</li> <li>• Paris Agreement</li> <li>• IPCC reports</li> </ul>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 302</b>	<b>Credit Pattern</b>	<b>L-45, T-9, P-6</b>
<b>Course Title</b>	<b>ENVIRONMENTAL IMPACT ASSESSMENT (EIA) AND ENVIRONMENT MANAGEMENT SYSTEM (EMS)</b>		

<b>Course Objectives</b>	
1.	Apprise concept and significance of environmental impact assessment.
2.	Explain concept and significance of Environmental Legislation.
3.	Discuss various steps in conducting environmental management plan.
<b>Course Outcomes:</b>	
1.	Design EMP for particular industry.
2.	Prepare Environmental Impact Assessment report.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Concept and Components of EIA :</b> Environment and Development, Sustainable development Definition of EIA, its concept, scope and objectives. Negative and positive, primary and secondary, reversible and irreversible, tangible and intangible impacts, Elements or components of EIA, EIA in developed countries and developing countries, Baseline studies in EIA, Public participation in EIA Prediction of impacts and its methodology.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2.</b>	<b>Methodologies of EIA :</b> Uncertainties in EIA, Environmental monitoring and environmental management plan, Planning and management of impacts studies, Cost-benefit analysis of the project: present and future worth of project, feasibility report. Preparation, writing and appreciation of EIA reports pertaining to Dam, Mining and other industries, Life Cycle Assessment as environmental management tool, Composition of expert committee Procedure & format of obtaining consent to establish and consent to operate from the State Pollution Control Board (SPCB). Concept of Social Impact Assessment (SIA).	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3.</b>	<b>Environmental Management System (EMS):</b> Scope, application and benefits of ISO certification; Introduction, terms and definitions, Need for EMS, ISO 14000 (Series) – The Basic Principles; Environmental Management System Requirement - Deming Cycle of continual improvement. Environmental Policy, Environmental aspects and impacts. Environmental objectives. ISO 14001: Preparation of documentation. Steps for certifications; Actual conduct of audit for certification; Implementation of ISO 14000, Reporting of Non conformity and follow audit trails.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P=2</b>

4.	<b>Environmental Auditing :</b> Preamble, scope and objectives of environmental auditing, Applicability of statutory environmental statement audit, Qualities of an environment auditor, Contents of EA report. Preparation of documents for consent to establish/ consent to operate / Renewal, Types of Environmental audits, - Preset audit, Impact assessment audit, compliance audit, Awareness audit and improvement / Green audit. General approach towards environmental audit, preparation of questionnaire for audit, presentation of data and certification	<b>L= 11</b>	
		<b>L=2</b>	<b>L= 2</b>

Learning Resources		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
1	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Environmental Impact Assessment By: Larry W Canter. McGraw-Hill International Editions, 2nd Edn, New York (1996)</li> <li>• EIA Theory &amp; Practice By: Peter Wathern. Unwin Hyman, London (1990)</li> <li>• Environmental Impact Assessment By: PR Trivedi. APH Publishing Corporation, New Delhi (2004)</li> <li>• EIA Practical Solutions to Recurrent Problems By: David P Lawrence. Wiley Interscience Publication (2003)</li> <li>• A Handbook of EIA By: VS Kulkarni, SN Kaul &amp; RK Trivedy. Scientific Publishers (India)</li> <li>• EIA (Available Techniques, Emerging Trends) By: SA Abbasi &amp; DS Arya. Discovery Publishing House, New Delhi (2000)</li> <li>• Environmental Impacts of Agricultural Production Activities By: Larry W Canter. Lewis Publishers, Inc. USA (1986)</li> <li>• Environmental audit by Mhaskar AK</li> <li>• EIA – A Bibliography with abstracts By: B.D. Clark, R. Bisset, P. Wathern (1980), Mansell London</li> <li>• Manners, IR, Micksell MW (1974) Perspectives on Environment Association American Geographers, Pub. 13.</li> <li>• Environmental Assessment and Statements by Harr and Hagerty (1977)</li> <li>• Environmental Auditing by Central Pollution Control Board.</li> <li>• Stoner, Freeman, Gilbert – Management – Prentice Hall of India Ltd., New Delhi – VI<sup>th</sup> Edition</li> <li>• Kathryan M. Bartol &amp; David C. Martin – Management – Mc Graw – Hill Services in management, Second Edition</li> <li>• Terry – Franklin – Principles of Management – All India Traveler Bookseller</li> <li>• R.S.Gupta, B.D. Sharma, N.S.Bhalla – Principles and Practic of Management – Kalyani Publishers Edition 1990</li> </ul>

		<ul style="list-style-type: none"> <li>• P.C. Tripathi , P.N.Reddy – Principles of Management – Tata Mc Graw – Hill publishing Co. Ltd. V<sup>th</sup> Edition</li> <li>• Harold Koontz &amp; Cyril O’ Donnell – Management - Mc Graw – Hill publication.</li> <li>• Environmental audit by Mhaskar AK.</li> </ul>
3	Website	<ul style="list-style-type: none"> <li>• <a href="https://www.cbd.int/impact/whatis.shtml">https://www.cbd.int/impact/whatis.shtml</a></li> <li>• <a href="https://nptel.ac.in/courses/120108004/module3/lecture3.pdf">https://nptel.ac.in/courses/120108004/module3/lecture3.pdf</a></li> <li>• <a href="https://nptel.ac.in/courses/120108004/module2/lecture2.pdf">https://nptel.ac.in/courses/120108004/module2/lecture2.pdf</a></li> <li>• <a href="http://mpcb.gov.in/">http://mpcb.gov.in/</a></li> <li>• <a href="https://www.cseindia.org/tag/state-pollution-control-board--(spcb)">https://www.cseindia.org/tag/state-pollution-control-board--(spcb)</a></li> <li>• <a href="https://www.iaia.org/wiki-details.php?ID=23">https://www.iaia.org/wiki-details.php?ID=23</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• EIA reports of various developmental projects</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 303</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>PRACTICAL - III</b>		
<b>Course Objectives</b>			
1	The students should know the experimental procedures for analysis of environmental samples.		
<b>Course Outcomes: The students will able to</b>			
1	Apply Screening of microbial cultures in the different areas of environment management and for further entrepreneurship development.		
2	Determining quality of irrigation water for optimal utilization to avoid further environmental consequences.		
3	Recommend gypsum requirement for the preparation of reclamation plans for saline alkali soils.		
4	Propose dose of lime for reclamation of an acid soil, by performing laboratory experiments and computing results.		

**Syllabus:**

Sr.No.	Title	Number of Sessions	
		L=	T=
1	Wildlife census by block count method	<b>15</b>	
2	Site selection criteria under EIA		<b>45</b>
3	Prediction of Impact by Dispersion Model(AIR)		
4	Precipitation Analysis		
5	Geophysical Sounding		
6	Inorganic phosphorus in water		
7	Sulphate in water		
8	Scale of aerial photographs		
9	Hexavalent Chromium in water		
10	Determination of Cultural Characteristics of Microorganisms		
11	Standard Plate Count		
12	Isolation of pure culture		
13	Physical & Chemical Characteristics of MSW		
14	GIS - I		
15	CEC		
16	Determination of Gypsum Requirement of soil		
17	Determination of Lime Requirement of soil		
18	GIS - II		
19	Iron from water		
20	Determination of Nitrite in water		

**Learning Resources**

<b>1</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Water &amp; WasteWater analysis : Dr. R.K. Trivedy &amp; Dr. P.K.Goel</li> <li>• Standard Methods of water &amp; Waste water analysis: APHA</li> <li>• Hand book of Methods in Environmental Studies (Vol.I) : S.K.Maiti</li> <li>• Hand book of Methods in Environmental Studies (Vol.II) : S.K.Maiti</li> <li>• A text book of Soil analysis : Baruah &amp; Barthakur</li> </ul>
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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 304</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-45</b>
<b>Course Title</b>	<b>SUMMAR INPLANT PROJET (SIP)</b>		
<b>Course Objectives</b>			
1	It is an academic requirement of the course to complete Summer Inplant Training by working in industry to learn practical knowledge from various sectors of Environment & allied.		
2	To gain an field experience in the real world situation.		

<b>Course Outcomes: After completion of this course students will able to</b>	
1	Select and defend a topic of their SIP and effectively plan, execute, evaluate and discuss their innovative ideas and experiments.
2	Systematically identify relevant theory and concepts, and relating these to appropriate methodologies and evidences.
3	Apply appropriate techniques and drawing appropriate conclusions, developing communication and interpersonal skills.
4	Propose scientific approach to solve the problem and Interpret, discuss and communicate scientific results in written form.

**Syllabus:**

	<b>Contents</b>	<b>Number of Sessions</b>		
		<b>T=0</b>	<b>P=45</b>	
<b>1</b>	They will study the working environmental conditions & problems in the organization.	<b>L= 15</b>		
	Areas for SIP are-			
	1. Waste Water Treatment	2. Solid Waste Management		
	3. Characterization of Effluent Technologies	4. Air Pollution & Control		
	5. Noise Pollution	6. Toxicological Study		
	7. Industrial Safety	8. Disaster Management		
	9. Environmental Auditing	10. ISO 14000		
	11. OSHAS-18001	12. Energy Management		
	13. Composting	14. Wormicomposting		
	15. Bioremediation	16. Phyto-remediation		
	17. Water Budget	18. Energy Audit		
	19. Carbon Footprint	20. Biomedical Waste Management		

**Finance Elective: I**

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-305-A (F-I)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>INTERNATIONAL TRADE AND FINANCE - FI</b>		

**Course Objectives**

1	To make the students well aware about the formalities associated with International trade.
2	To make the students aware of the documentation of International Trade.
3	To make the students aware of the FOREX Management and Export Promotion Schemes.

**Course Outcomes: The students will able to learn:**

1.	Assess foreign exchange rates and develop export trade document.
2.	Apply international finance terms in trade.
3.	Evaluate foreign direct investment design.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to International Finance:</b> concept and Principals of International Trade – Theories of International Trade – Comparative Advantage – Absolute Advantage – Hecksher Ohlin Theory – Imitation Gap Theory- Barriers to International Trade –Indian EXIM Policy. Concepts of DTAA and International Taxation.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Export and Import Finance:</b> Special need for Finance in International Trade –Terms used in International Trade (FOB, CIF, etc.,) – Payment Terms – Letters of Credit and its types – Pre Shipment and Post Shipment Finance – Forfaiting –Deferred Payment Terms – EXIM Bank – ECGC and its schemes – Import Licensing – Financing methods for import of Capital goods.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Foreign Exchange Markets:</b> Spot Prices and Forward Prices – Factors influencing Exchange rates – The effects of Exchange rates in Foreign Trade – Tools for hedging against Exchange rate variations –Forward, Futures and Currency options -Determination of Foreign Exchange rate and Forecasting – Law of one price – PPP theory – Interest Rate Parity – Exchange rate Forecasting. Two way and three way arbitrage, arbitrage with IRP and PPP.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>4</b>	<b>Determination and Forecasting of Exchange Rates:</b> Currency risk management – Measuring and Managing Transaction – Translation and Economic Exposure. International Cash Management – Cost Of Capital for Foreign Direct Investment – Designing Global Capital Structure. Foreign Direct Investment – Cost and Benefits. Derivative in International Trade Important Export trade documents, like Proforma, commercial, legalized, invoice, packaging list, bills of leading, airway bill, insurance policy, export incentive, duty exemptions, export house.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

Practical Problems to be covered on

1. Calculation Of Foreign Exchange Rates – Forward Rates, Premium Discounts on forward rates
2. Simple problems on pay off from Derivatives
3. Problems on arbitrage

Learning Resources		
1.	Text Books	<ul style="list-style-type: none"> <li>• Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>• Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>• Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>• James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>• ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ul>
2.	Reference Books	<ul style="list-style-type: none"> <li>• Jeevanandam .C, INTERNATIONAL BUSINESS, M/s Sultan &amp; Chand, Delhi, 2008</li> <li>• Sumathi Varma, INTERNATIONAL BUSINESS, <i>Ane, Delhi, 2010</i></li> <li>• P.G. Apte – "Global Business Finance" – Tata McGraw Hills.</li> <li>• P.G. Apte – "International Finance Management" – Tata McGraw Hill</li> <li>• V.K. Bhalla – "International Financial Management" – Prentice Hall</li> <li>• Khan &amp; Jain, "Financial Management", Tata Mcgraw Hill, 6<sup>th</sup> edition.</li> <li>• R.P.Rustagi, "Financial Management", PHI, 10<sup>th</sup> edition.</li> </ul>
3.	Websites	<ul style="list-style-type: none"> <li>• <u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li> <li>• <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a></li> <li>• <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li> <li>• Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></li> </ul> <p><b>For INFLIBNET individual usernames and passwords are already given.</b></p>
4.	Journals	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5.	Supplementary Reading	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6.	Practical Component	<ul style="list-style-type: none"> <li>• Calculation Of Foreign Exchange Rates – Forward Rates, Premium Discounts on forward rates</li> <li>• Simple problems on pay off from Derivatives</li> <li>• Problems on arbitrage</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

### Human Resource Elective - I

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC- Spl-I-305 -B (HR- I)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>EMPLOYEE RELATIONS AND LABOUR LAWS- HR I</b>		
<b>Course Objectives</b>			
1	To provide an exposure of theories, techniques and approaches to manage industrial relations.		
2	To familiarize the legal frame work governing the human resources relations within the industries.		
3	To compare, applications and interpretation of various laws and their implications.		
<b>Course Outcomes : Students will be able to :-</b>			
1	Discuss the concepts and theories to manage Industrial Relations and Labor Laws.		
2	Apply the concept of industrial relations, legal issues to the system in which it operates.		
3	Solve industrial Related legal issues used in the resolution of conflict.		
4	Critically evaluate emerging trends in employment law.		
5	Design the collective bargaining process, including preparation, negotiation, and settlement.		
<b>Syllabus:</b>			
<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Industrial Relations and Trade Union:- Industrial Relations:-</b> Concepts of Industrial Relations, Approaches to Industrial Relations, Role of Employer/Management, Trade Union and Government in Industrial Relations. <b>Trade Union:-</b> Purpose, Functions of trade unions, Problems of Trade unions, Measures to strengthen Trade Union Movement in India, Recognition of Trade Union as Collective Bargaining Agent. Trade Union Act (1926).	L= 11	
		T=2 P= 2	
2	<b>Collective Bargaining and Industrial Unrest:- Collective Bargaining:-</b> Structure, Procedure and machinery for collective bargaining process, Negotiation Skills, Productivity Bargaining, emerging trends in collective bargaining. <b>Industrial Unrest</b> :Causes of Industrial Disputes, Prevention and Settlement of Industrial Disputes- Relevant Provisions related to Industrial Disputes Act, 1947. Instruments of Economic Coercion:- Strike, Picketing, Gherao, Bandh, Lockout, Layoff and retrenchment. Purpose and procedure of disciplinary action, Meaning and scope of misconduct,.	L= 12	
		T=2 P= 1	
3	<b>Positive Employee Relations and Labour Laws:-</b> Building positive employee relations, Participative Management:- Workers participation in Management (statutory and Non statutory Schemes), VRS:- Reason and acceptance of VRS, Management of Sexual Harassment and Sexual Harassment Laws in India, The Payment Wages Act 1936, Minimum Wages Act 1948.	L= 11	
		T=2 P= 2	
4	<b>Social Security for emotional Bondage:-</b> Social Securities in India, ESI Act 1948, Workmen's Compensation Act, Maternity Benefit Act 1961, The employees Provident Fund Act, 1952. Payment of Gratuity Act 1972, Bonus Act 1965 and Management of Contract Labour.	L= 11	
		T= 2 P= 2	



**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ul style="list-style-type: none"><li>• Mamoria C.B, Dynamics of Industrial relations, Himalaya Publishing House</li><li>• A.M.Sarma, Industrial Relations, Himalaya Publishing House</li></ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"><li>• ArunMonappa, Industrial Relations, Tata McGraw Hill Publishing Company Ltd.</li><li>• Dhyani S.N., Industrial Relations Systems, Printwell Publishers</li><li>• John Fossum, Labour Relations, Development, Structure, Process, McGraw Hill Education</li><li>• Michael R Carrell and Christina Heavrin, Labour Relations and Collective Bargaining- Private and Public Sectors, Merrill</li><li>• PromodVerma, Management of Industrial relations, Reading and Cases, Oxford and IBH Publications</li><li>• Singh B.D., Industrial Relations –Emerging Paradigms, Excel Books</li><li>• Srivastava S.C., Industrial Relations and Labour Laws, Vikas Publishing House Pvt. Ltd.,</li></ul>
3	<b>Websites</b>	<ul style="list-style-type: none"><li>• <a href="http://www.ILO.org">www.ILO.org</a></li><li>• <a href="http://www.labour.nic.in">www.labour.nic.in</a></li><li>• <a href="http://www.labourstat.org">www.labourstat.org</a></li></ul>
4	<b>Journals</b>	<ul style="list-style-type: none"><li>• Indian Journal of Industrial Relations</li><li>• Indian Labour Journal</li><li>• Current Labour Report</li><li>• Labour Law Journal</li></ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"><li>• Labour Law Journals</li><li>• <a href="https://www.thehindubusinessline.com/opinion/the-recognition-question-in-trade-union-law-ep/article24988006.ece">https://www.thehindubusinessline.com/opinion/the-recognition-question-in-trade-union-law-ep/article24988006.ece</a></li><li>• <a href="https://www.labourfile.org/rights-of-women.aspx/">https://www.labourfile.org/rights-of-women.aspx/</a></li></ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"><li>• Role Play exercise on Collective Bargaining</li><li>• Arrange a debate in the classroom about rights and duties of trade union of workers.</li><li>• Students will draft a standing order for certification for a newly started garments factory employing 300 workers.</li><li>• Students will draft a charge sheet about a list of allegations reported against</li></ul>

		<p>an employee of an organization.</p> <ul style="list-style-type: none"><li>• Interaction with Trade Union Leaders to identify challenges faced by them and present in class.</li><li>• Students will prepare a policy document to prevent sexual harassment at workplace.</li><li>• Study the procedure including the documents required for PF and Gratuity benefit.</li><li>• Role Play on Economic Coercion</li></ul>
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### Marketing Elective: I

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl- I – C -305</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>BUYING BEHAVIOUR PAPER-I</b>		
<b>Course Objectives</b>			
<b>1</b>	Students will understand concepts related to buying behavior.		
<b>2</b>	Students will become familiar with marketing and CRM strategies.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Explain the conceptual aspects of buying behaviour		
<b>2</b>	Analyse factors influencing on buying behaviour		
<b>3</b>	Design Marketing and CRM strategies.		
<b>4</b>	Evaluate marketing situations.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I Consumer Behaviour I</b> Meaning, Nature, scope, concepts. Buying Process, Models of consumer Behaviour, Organisational buying behaviour. Values & Lifestyle marketing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II Consumer Behaviour II</b> Influences of consumer behaviour on individual, group. Perception, Motivation & Involvement. Attitude & change learning, memory. Personality & self-concept reference group influence, dynamics. Family Life cycle & its influence. Cultural influences.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III Strategic Marketing - Strategic marketing management concept &amp; overview, process, formulation &amp; implementation, sustainable competitive advantages. Types of competitive strategies adopted by goods &amp; services in market environment. Strategies for declining markets</b>	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Unit IV Customer Relationship Management</b> Customer relationship management importance, process, framework, customer relationship marketing, Creating value for customers, customer loyalty, Customer life time Value, use of technology in CRM.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

Learning Resources		
1	<b>Text Books</b>	<p>1. <b>Kotler Philip</b>, “Marketing Management 17th Edition 2015”, Prentice Hall of India, New Delhi.</p> <p>2. <b>Saxena Rajan</b>, “Marketing Management 2nd Edition 2002”, Tata McGraw Hill, New Delhi</p>
2	<b>Reference books</b>	<p>1. <b>V.S.Ramaswamy and S.Namakumari</b> -Marketing Management –Macmillan Business Books</p> <p>2. <b>Arunkumar, M Meenakshi</b>- Marketing Management-Vikas Publication</p> <p>3. <b>Walkar, Boyd, Mullins And Larreche</b>. "Marketing Strategy. A Decision Forced Approach", Tata Mcgraw Hill 4th Edition.</p> <p>4. <b>Kaushal H.</b>, “Case Study Solutions in Marketing”, McMillan India 2001</p> <p>5. <b>Baker, M. (2000)</b> Marketing Management and Strategy, 3rd edition, Macmillan Business</p> <p>6. <b>S.A. Chunawalla</b> “Commentary on Consumer behaviour”</p> <p>7. <b>Nair Suja</b>- R Consumer Behaviour Text &amp; Cases</p> <p>8. <b>Consumer Protection Law &amp; practices</b> Niraj Kumar &amp; Nair suja 4<sup>th</sup> Edition</p>
4	<b>Journals</b>	<p>1. Indian Journal of Marketing</p> <p>2. IUP Journal of Business Strategy</p> <p>3. Current Contents In Management Marketing</p>
5	<b>Supplementary Reading</b>	<p>1. The Economic Times</p> <p>2. Business Standard</p>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Group Activity based on all units</li> <li>• Conduct different business games relevant to subject</li> <li>• Take Case discussion on all units</li> <li>• Show videos of subject related concepts to the students</li> <li>• Library assignment on all units</li> </ul>

### Operation Management Elective-1

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC- Spl-I-305-D (P-I)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>LOGISTICS &amp; SUPPLY CHAIN MANAGEMENT- P-I</b>		

<b>Course Objectives:</b>	
1	This course focuses on management and improvement in Logistics & Supply Chain.
2	We Explore Important Supply Chain Metrics, Making Supply Chain Decisions, Supply Chain Coordination & Planning.

<b>Course Outcomes:</b> Students will be able to;	
1	Describe the concepts of Logistics and Supply Chain Management.
2	Apply appropriate Logistics and Supply Chain Distribution Strategies in the organization.
3	Analyze Supply Chain Planning and Coordination strategies.
4	Evaluate the recent developments in Logistics and Supply Chain Management.

Unit Number	Contents	Number of Sessions	
1	<b>INTRODUCTION TO LOGISTICS MANAGEMENT</b> Definition & Meaning of Logistics, Principles of Logistics, Activities of Logistics: Transportation, Warehousing, Packaging, Material Handling. Need of Collaborative Relationship & Alliance, Principles, Advantages, Disadvantages. Logistics Outsourcing Activities: 3PL+4PL=7PL, Risk of Outsourcing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>ESSENTIALS OF SUPPLY CHAIN MANAGEMENT</b> Concept & Definition of Supply Chain Flows in SCM, Drivers of SCM, Push/Pull SCM, SC Network Decisions. Distribution Strategies: Milk Runs, Hub & Spoke System, Cross Docking, Pool Distribution, Direct Shipping. Bullwhip Effect, Measuring Performance of SCM, Recent Trends In Supply Chain: Agile Supply Chain, Green Supply Chain, Lean Supply Chain, E-Supply Chain, E-Commerce Supply Chain.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>SUPPLY CHAIN PLANNING &amp; COORDINATION</b> Demand Planning & Forecasting, Characteristics of Forecasting, Forecasting Methods, Time Series Forecasting, Moving Averages, Forecasting Errors, Collaborative Planning Forecasting Replenishment (CPFR). Mass Customization: Drivers, Characteristics, Methods, Advantages, Disadvantages. (Numerical Treatment on Forecasting).	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

4	<b>GLOBAL SUPPLY CHAIN OPERATIONS</b> Global SCM, International Transportation: Sea, Air, Land, Multi-Modal Transportation. Containerization, International Documentation for Import/Export, Customs Clearance Formalities, Packaging for Export, International Logistics Infrastructure, Electronic Data Interchange (EDI). Supply Chain IT Framework: Barcoding & Scanning, RFID, EPOS, Image Processing, GPRS.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video Cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Janat Shah, Supply Chain Management 2/e: Text and Cases, Pearson Education India</li> <li>• S. L. Ganapathi &amp; Nandi, Logistics Management, Oxford University Press</li> <li>• Sunil Chopra, Peter Meindl &amp; D. V. Karla, Supply Chain Management, Sixth edition by Pearson Education India</li> <li>• Satish C Ailawadi &amp; Rakesh P Singh, Logistics Management, Prentice Hall India Learning Private Limited</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• David Simchi-Levi, Philip Kaminsky, Designing and Managing the Supply Chain 3<sup>rd</sup> Edition, McGraw Hill Education</li> <li>• Donald J. Bowerox, Tata Mcgrawhill Edition “Supply Chain Logistic Management”</li> <li>• N. Chandrasekaran, Supply Chain Management: Process, System &amp; Practice, Oxford University Press</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.managementstudyguide.com/supply-chain-management-articles.htm">https://www.managementstudyguide.com/supply-chain-management-articles.htm</a></li> <li>• <a href="https://lecturenotes.in/materials/17685-note-of-supply-chain-management-by-dr-panneerselvam-s">https://lecturenotes.in/materials/17685-note-of-supply-chain-management-by-dr-panneerselvam-s</a></li> <li>• <a href="https://www.aims.education/study-online/supply-chain-management-notes/">https://www.aims.education/study-online/supply-chain-management-notes/</a></li> <li>• <a href="http://www.eiilmuniversity.co.in/downloads/Import-Export-Management.pdf">http://www.eiilmuniversity.co.in/downloads/Import-Export-Management.pdf</a></li> <li>• <a href="http://www.pondiuni.edu.in/storage/dde/downloads/ibiii_exim.pdf">http://www.pondiuni.edu.in/storage/dde/downloads/ibiii_exim.pdf</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Supply Chain Management: An International Journal - Emerald Insight</li> <li>• Journal of Supply Chain Management - Wiley Online Library</li> <li>• Supply Chain Management Journal</li> <li>• The International Journal of Logistics Management - Emerald Insight</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Ram Singh, International Trade Logistics, Oxford University Press</li> <li>• C. Rama Gopal, Export Import Procedures - Documentation and Logistics, New Age International Publishers</li> <li>• <a href="https://www.managementstudyguide.com/import-and-export-management-articles.htm">https://www.managementstudyguide.com/import-and-export-management-articles.htm</a></li> </ul>

6	<b>Practical Component</b>	<ul style="list-style-type: none"><li>• Studying Supply Chain Distribution of any organization and classifying it according to different types of strategies which are studied and justifying why such system is chosen by that organization.</li><li>• Identifying and visiting local business to study its Logistics &amp; Supply Chain Strategies.</li><li>• Group Discussion on Recent Trends in Supply Chain Management.</li><li>• Identifying and visiting local Import/ Export Agency to study International Documentation required for Import/Export.</li></ul>
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### Agri-Business Management Elective- I

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC- Spl-I-305- E (AB-I)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>AGRI BUSINESS, ENTREPRENEURSHIP AND COOPERATIVES – AB-I</b>		

Course Objectives:	
1	To Highlight the Importance of Agri Business in the Context of Developing Economies.
2	To Highlight the entrepreneurial aspects of Agri-business.
3	To Explain the Significance of Co-Operation in Agriculture and Agri-Business.

Course Out Comes: Students will be able to	
1	Explain the concepts of Agribusiness, Entrepreneurship and Cooperatives.
2	Make use of conceptual framework for the development of cooperatives and agribusiness sector.
3	Evaluate the role of national and international institutions in agribusiness sector.

#### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Agri Business, Agro Based Industries and Issues:</b> Salient features of Rural Economy, The concept of Agri-business, Historical Review, Scope, Nature of Successful Agri-business, Specific Areas of Agri Business, <b>Agro Based Industries and Issues:</b> New paradigms in Horticulture, Floriculture and Food Processing sectors, Indian Exports and Agriculture Sector: Export oriented Agribusiness, <b>Technology and Agri-Business:</b> Role and Importance, Bio-Technology and Agri-business, Socioeconomic and Environmental Impact of agribusiness.	L= 11	
		T= 2	P= 2
2	<b>International Organizations and Agri-Business:</b> WTO and FAO: Functions and Role in Agriculture, Trade liberalization and World Trade Agreements relating to Agriculture Trade, Agreement on Agriculture (AOA), Import and Export Procedures for agri products, Strategies of Exports for agro based industries, Services under Agri-business, Recent trends in Agri Business Management.	L= 11	
		T= 2	P= 2
3	<b>Introduction to Agripreneurship:</b> Concepts of Rural Entrepreneurship, Endowment Of Skill Sets And Natural Resources In Rural India, Aims Of Rural Entrepreneurship, Barriers To Entrepreneurship In Rural India, Process Of Entrepreneurship, Rural Applicability, Skills Requires To Succeed, Government Training Programmes And Public Private Partnership, ICT and Rural Entrepreneurship.	L= 11	
		T= 2	P= 2
4	<b>Co-Operation and Agri Business</b> Introduction to Cooperatives: Definition, Evolution, Principles and Benefits Of Co-Operatives, Cooperatives and Other forms of Business Enterprises, Co-and their Economic And Legal Differences, The organizational structure of Co-Operatives: Functions, Role, Powers And Responsibilities of entities, Outline Of Good Co-Operative Management, Co-Operative Structure and Development in Farming: Credit, Marketing, Dairy Etc. - Problems and Prospects, Development of Sugar and Dairy Co-Operatives in Maharashtra.	L= 11	
		T= 2	P= 2



**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Smitha Diwase, Agri-Business Management,</li> <li>• Subhash W. Bhave: "Agri Business Management in India" 1997.</li> <li>• B.S. Harsha: "Agri Business" 2003.</li> <li>• B.S. Mathur: "Co-Operation". Sahitya Bhavan, Agra, 1999.</li> <li>• V. Sharda: "The Theory of Co-Operation". Himalaya Publishing, 1999.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• RD. Bedi: "Theory, History and Practice of Co-Operation". Loyal Books Depot, 1997.</li> <li>• R Rajagopalan (Ed), "Rediscovering Co-Operation Vol I,II And III", Irma, Anand, 1996.</li> <li>• P.R Dubhashi, "Principles and Philosophy of Co-Operation". VMNICM, Pune, 1970.</li> <li>• B.P. Sinha: "Co-Operation: Instrument for Socio .Economic Justice". Himalaya Publishing House, New Delhi, 1992.</li> <li>• Divakar Jha: "A Perspective on Co-Operative Marketing" Vikas Publishing House, New Delhi, 1997.</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a></li> <li>• <a href="http://www.manage.gov.in">www.manage.gov.in</a></li> <li>• <a href="http://www.ica.coop/">www.ica.coop/</a> <a href="http://www.apeda.gov.in">www.apeda.gov.in</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Journal of Agribusiness</li> <li>• Vikalpa</li> <li>• Journal of Cooperative</li> <li>• Sugar cooperatives</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Kurukshetra journal</li> <li>• MANAGE study material</li> </ul>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Prepare report on agriculture sector development in the country in the recent times by visiting to Ministry of Agriculture and Forestry department website and recent Economic Survey of the country</li> <li>• Visit any agro-based unit nearby, have an implant training for one year and submit a 3 page report</li> <li>• Interact with any one Farming Cooperative society and make a SWOT analysis for it</li> <li>• Make a video case study of an agripreneur of your area</li> </ul>

### System Elective-1

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-305-F (S-I)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>KNOWLEDGE MANAGEMENT AND ERP SYSTEM- S-I</b>		

<b>Course Objectives</b>	
1	To understand the concept and importance of Knowledge Management.
2	To know enumerate knowledge management system in organization.
3	To make sense of the technical aspects of ERP systems.
<b>Course Outcomes : The Students will able to</b>	
1	Describe the Knowledge management strategies.
2	Discuss KM, learning organizations, intellectual capital and related terminologies in clear terms and understand the role of knowledge management in organizations.
3	Imitate the different technologies used in ERP.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Introduction and KM:</b> Knowledge management. Types of Knowledge, Importance of KM, KM Roles and responsibilities, KM in Information Technology, KM In Indian Software organization, KM In Banking Sector, KM Life Cycle, The Zack KM Life Cycle, The Bukowitz and Williams KM Cycle, The Wiig KM Cycle, major theoretical KM models : Von Krog and ROS, Nonka and Takeuchi, Choo sense-making KM model, Wig model,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Knowledge Capture and codification:</b> Tacit Knowledge Capture at individual and group level Explicit Knowledge codification, Knowledge Transfer, in the e-World, KM Tools and Knowledge Portals-Brain Storming, Learning and idea capture, peer Assit, Storytelling, Taxonomy, knowledge Base, Voice and VOIP, Knowledge Portal, Managing Knowledge Worker, Knowledge audit, KM team	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
3	<b>ERP Meainng and Nature: Concept and benefits of ERP,</b> ERP Retaled technologies-BPR, OLAP, OLTP, Data mining, data Warehousing, Supply Chain Management; Role of Suppliers, Consultants and users; Contact with Vendors, Consultants and Employees, ERP implementation life , ERP Market Place- SAP AG, people Soft, Baan Company	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>Business Modules of ERP: ERP Softwares-e-CRM,e-HRM,e-Logestics, e-Documents,,</b> Manufacturing Module, Finance Module, HR module, Material Management ,Sales and distribution Quality Management Module. Future directions in ERP, evaluation of ERP	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Knowledge Management in Theory and Practice- KimizDalkir – Butterworth- Heinemann 2011</li> <li>• ERP Demistified – Alexix Leon</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Knowledge Leadership – Steven Cavaleri and Sharon Seivert with Lee W.</li> <li>• Knowledge management – SheldaDebowski, Wiley India, 2007</li> <li>• Concept in Enterprise Resource Planning – Ellen Monk, Bret Wanger, cengage Learning.</li> </ul>
3	<b>Website</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.provintl.com">www.provintl.com</a></li> <li>• <a href="http://www.solutionsreview.com">www.solutionsreview.com</a></li> <li>• <a href="http://www.wilipedia.com">www.wilipedia.com</a></li> <li>• <a href="http://www.researchgate.net">www.researchgate.net</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• IUP Journal of Management Research</li> <li>• Indian Management</li> <li>• Business India</li> <li>• Competition Affairs</li> <li>• Current Science</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Current affairs from news papers and news letters</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Field Visit to Industries for learn actual implementation and integration of ERP system</li> </ul>

**DSE – Any One**

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-301-A(F-II)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>DIRECT &amp; INDIRECT TAXES- F-II</b>		

**Course Objectives:**

1	To understand the concept of project and steps in project management.
2	To enable the students to prepare business proposals and.
3	To enable the students to evaluate the Project feasibility.

**Course Outcomes:** The students will able to learn

1	Assess applicability of GST liability.
2	Analyze deductions from gross total income.
3	Evaluate the income under different heads and taxability.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Direct Tax Basics:</b> Important definitions, incomes exempt under section 10, deductions from gross total income under chapter VI A, Statutory duties covered upon the assesses regarding payment of taxes, Filing of income tax, Maintenance of accounts and audit of accounts, acceptance and repayment of deposits, TDS and TCS.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Computation of Income:</b> Computation of Income under different heads of income namely- salary, house property. Profits and gains from business and profession, Income from other sources , Presumptive Taxation.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P=2</b>
<b>3</b>	<b>Introduction to GST:</b> Existing Indirect Tax Structure in India, need of Constitutional Ammendment, Important Definitions under GST and Concept of Supply, Interstate and Intrastate Supply, Levy of GST.	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>4</b>	<b>GST Time and Place of Supply and Concept of Input Tax Credit (ITC):</b> Time and Value of Supply, Place of Supply, Concept of Input Tax Credit, Blocked Credit, Input Tax Credit Rules, Transitional Provision.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

Note:

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Videos cassettes, CDS and documentary films exhibited.

**Learning Resources**

<b>1.</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>• Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>• Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>• James C Van harne, "Financial Management &amp; Policy" Pearson Publication</li> </ul>
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		<p>House.</p> <ul style="list-style-type: none"> <li>• ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ul>
2.	<b>Reference Books</b>	<ul style="list-style-type: none"> <li>• Vinodkumar Singhania - Students Guide to Income Tax</li> <li>• Prasad Bhagawati – Incom Tax Law &amp; Practice</li> <li>• Mehotra H.C. – Income Tax Law</li> <li>• Dinkar Pagare – Income Tax Law and Practice</li> <li>• Ahuja &amp; Gupta – Systemetice Approach to Income Tax</li> </ul>
3.	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li> <li>• <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a></li> <li>• <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li> <li>• Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></li> </ul> <p><b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4.	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5.	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6.	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on income tax efilling</li> <li>• Practical Problems on income from salaries</li> <li>• Practical Problems on TDS</li> <li>• Practical Problems on e-filling of GST</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-301-B (HR- II)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>STRATEGIC AND INTERNATIONAL HUMAN RESOURCE MANAGEMENT- HR-II</b>		
<b>Course Objectives</b>			
1	To provide theoretical foundations of Strategic HRM to students and understand the role of HR as Strategic Partner.		
2	To equip students with the knowledge of HRM Practices in Multi-National Companies.		
3	To enable students to understand the implications of culture on HR Practices in MNCs.		
4	To enable students to understand HR interventions in successful cross-border Mergers and Acquisitions.		
<b>Course Outcomes : Students will be able to :-</b>			
1	Describe the different concepts in Strategic and International HRM.		
2	Interpret the implications of culture on HR Practices.		
3	Evaluate different HR interventions in cross-border mergers and acquisitions.		
4	Adapt HR management practices in changing International scenario.		
<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Meaning, Scope, definition of SHRM, Difference between SHRM and HRM, 5 P Model of SHRM, Linking HR Strategy with Business Strategy. Globalization: Drivers of Globalization, Effects of Globalization on HRM, Model of International HRM, Differences and similarities between DHRM and IHRM.	L= 11	
		T=2 P= 2	
2	Multi-culturalism, Cultural pre-dispositions- Ethno-centricism –Polycentricism – Regio-centricism- Geocentricism. Geert Hofstede’s cultural dimensions, Communication, Leadership and Motivation across cultures, Issues in International Human Resource Planning, International Staffing: Linking staffing with stage of MNC.	L= 12	
		T=2 P= 1	
3	Identifying Potential expatriate, selection criteria of Expatriates, Challenges faced by Expatriates, Women Expatriates, Challenges and Advantages of Women expats, Process and Importance of Cross-cultural training, Emerging Trends. Issues in Performance Appraisal in International context.	L= 11	
		T=2 P= 2	
4	Compensation Management: Objectives, Components of International compensation package. Cross-border Mergers and Acquisitions: Motives, HR Interventions in cross border Mergers and acquisitions. Repatriation: Reasons, Process, benefits from returnees, Challenges of re-entry, Tips for successful repatriation.	L= 11	
		T= 2 P= 2	

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

**Learning Resources**

1	<b>Text Books:</b>	<ul style="list-style-type: none"> <li>• <u>Michael Armstrong</u>, <u>Angela Baron</u>, Strategic HRM: The Key to Improved Business Performance</li> <li>• Charles Greer, Strategic HRM- Pearson Education.</li> <li>• Monir H. Tayeb, International Human Resource Management - Oxford University Press, 2005.</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Anne-Wil Harzing, Ashly Pennington, International HRMSage South Asia Edition.</li> <li>• <b><u>Julia Connell</u>, <u>Stephen Teo</u>, <u>Strategic HRM: Contemporary Issues in the Asia Pacific Region.</u></b></li> <li>• A. Ghanekar, Strategic HRM, Everest Publishing House.</li> </ul>
3	<b>Websites:</b>	<ul style="list-style-type: none"> <li>• www.shrm.com</li> <li>• www.hbr.com</li> <li>• www.citehr.com</li> </ul>
4	<b>Journals:</b>	<ul style="list-style-type: none"> <li>• The Journal of Indian Management and Strategy</li> <li>• Human Capital</li> <li>• Manpower Journal</li> <li>• AIMS Journal of Management</li> </ul>
5	<b>Supplementary Reading:</b>	<ul style="list-style-type: none"> <li>• online.wsj.com</li> <li>• Magazines like Outlook, Time, India today</li> </ul>
6	<b>Practical component:</b>	<ul style="list-style-type: none"> <li>• Debate on the cultural predispositions multinational context will be conducted in class</li> <li>• Write an essay on “The challenges I would face if my company sends to on foreign assignment“.</li> <li>• Case based on Recruitment strategy will be discussed and students will be asked to design and present the recruitment strategy for a given company.</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-301-C</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MARKETING SECTORS</b>		<b>MM II</b>
<b>Course Objectives:</b>			
<b>1</b>	Students will become familiar with various aspects of marketing sectors		
<b>2</b>	Students will understand and implement concepts in marketing across different sectors.		
<b>3</b>	Students will understand the process of formulating marketing plans for various sectors.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Describe conceptual aspects of sectorial markets.		
<b>2</b>	Apply concepts for marketing of services & products across sectors		
<b>3</b>	Design marketing plans across various marketing sectors		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I Industrial Marketing</b> Introduction to concepts & history of Industrial marketing. Difference between consumer and industrial /business marketing. Organisational Markets & Marketing. STP & Marketing Mix for Industrial marketing. Blurring between B2B & B2C.Competitive tendering, bidding. Non tendering purchase, Solution selling. Advancing internet & marketing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II Services Marketing</b> Concepts, Meaning, characteristics of services. Difference between service & product. Marketing of professional services. Marketing Mix, Service quality concept & model. Capacity & demand Management. Retaining customers. 7 Ps of services marketing. Sectorial application collectively & specifically to top ten sectors in India including health, education, financial services.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III International Marketing</b> Nature, scope, challenges in international markets. Concepts & theories overview. Trade distortions & market Barriers in world market environment. Financial environment & decisions. Current trends in import & export in international marketing. Process, procedure, opportunities from Indian & Asian perspectives. Global fact sheet for marketer	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Unit IV</b>	<b>L=11</b>	



	<p><b>Retail Management</b> Introduction to retail markets &amp; marketing overview. Retail evolution in India. Retail formats, marketing mix decisions. Franchising, Retail merchandise, objectives, process &amp; factors affecting store layout &amp; marketing mix decisions. Visual merchandising. Merchandising mix decision. Display, lighting, exhibition. Store location its evaluation. Build Lease or Buy decision.</p>	<b>T=2</b>	<b>P=2</b>
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Learning Resources		
1	<b>Text Books</b>	<p>1. Industrial Marketing – Hill, Alexander, Cross 2. Industrial Marketing – P K Ghosh 3. Industrial Marketing-Krishna K. Havaldar Tata McGraw-Hill 4. Strategic marketing: Text and Cases <b>Paperback</b> - <u>S Shajahan</u></p>
2	<b>Reference Books</b>	<p>1. <b>Services Marketing People, Technology, Strategy</b> – C. Lovelock, Jwirtz, J. chattarjee – Pearson Education 2. <b>Services Marketing</b> – Integrating Customer Focus Across The Firm – V. Ieithaml, D DGremler, M J Bitner, A Pandit – Tata McGraw Hill 3. <b>Services Marketing</b> – Dr. S. Shajahan – Himalaya Publishing House 4. <b>“Services Marketing The Indian Experience”</b>- Ravi Shankar 5. <b>“ Business To Business Marketing”</b> – Analysis And Practice In A Dynamic Environment - Thomson South Western- Vitale Giglierano 6. Strategic Marketing – Michel Porter 7. Strategic Marketing- 8<sup>th</sup> Edition -Tata Mcgraw Hill 8. <b>Strategic Market Management: Global Perspectives</b>, <u>Damien Mcloughlin David A. Aaker</u> 9. <b>MR Czinkota and I A Rankainen</b> - International Marketing - Cengage Learning 10. <b>U.C. Mathur- International Marketing Management</b> : Text and Cases- Sage Publication 11. <b>Francis Cherunilam</b> - International Marketing- Text and Cases – Himalaya Publishing House 12. <b>Ramaswam and Namakumari</b> - Marketing Management – Macmillan Publication 13. <b>B K Chaterji</b> - Marketing Management : A Finance Emphasis– A Jaico Book</p>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-301-D (P-II)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>PURCHASING AND INVENTORY MANAGEMENT- P-II</b>		

**Course Objectives:**

1	To make students understand fundamental concepts, principles and practices of purchase management, including the basic functions of materials management.
2	To make students knowledgeable about theoretical aspects and practical application of Inventory Management.
3	To introduce students to modern concepts and trends in Purchase & Stores Management.

**Course Outcomes:** Students will be able to;

1	Describe the concepts of Purchasing and Inventory Management.
2	Apply Purchasing and Inventory Management Techniques at Manufacturing and Service Sector.
3	Analyze issues involved in Purchasing and Inventory Management.
4	Evaluate Purchasing and Inventory Management strategies.

<b>Unit Number</b>	<b>Contents</b>	
1	<b>PURCHASING MANAGEMENT</b> Introduction, to Materials Management, Purchasing Principles & Procedure, Practices & Policies of Purchasing, 5R of Purchasing, Objectives, Scope, Responsibilities & Limitations of Purchasing Management, Methods of Buying, Centralised & Decentralised Purchasing, Sources of Supply & Supplier Selection, Legal Aspects of Purchasing.	<b>L 11 T 2 P 2</b>
2	<b>STORES MANAGEMENT</b> Meaning of Store Management, Functions of Scientific Store Management, Benefits of Scientific Store Keeping, Types of Stores, Stores Procedure, Store Location & Layout, Centralised & Decentralised Store, Preservation of Stores, Storage Safety And Security Aspects, Standardization & Variety Reduction, Codification, Stock Taking.	<b>L 11 T 2 P 2</b>
3	<b>INVENTORY MANAGEMENT &amp; CONTROL SYSTEM</b> Defining Inventory, The Need of Inventory & Its Control. Inventory Management: Objectives, Functions & Importance. Costs Associated with Inventory, Inventory Models: Basic EOQ Model, Quantity Discount Model, Safety Stock Determination, Replenishment Systems, Fixed Order Quantity (Q Model) Versus Fixed Time Period (P Model). (Numerical Treatment on Inventory Models).	<b>L 11 T 2 P 2</b>
4	<b>STRATEGIC MATERIALS MANAGEMENT</b> BoM, MPS, MRP I, MRP II, CRP, Vendor-Vendee Relations, Vendor Development, Vendor Evaluation & Rating Methods, Negotiations, Supplier Quality Assurance Programme, Material Accounting & Audit, Inventory Valuation, Worldwide Sourcing, Government Purchasing Practices & Procedure, Materials Management Information System (MMIS).	<b>L 11 T 2 P 2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• K. K. Ahuja, Material Management ,CBS Publishers &amp; Distributors</li> <li>• A.K. Datta, “Materials Management”, Procedure, Text &amp; Cases, Prentice-hallof India Pvt. ltd, New Delhi.</li> <li>• K. S. Menon, Sarika Kulkarni, Purchasing and Inventory Management, SPD Publications</li> <li>• Dr. K. C. Jain and Jeet Patidar, Purchasing and Materials Management, S. Chand</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Max Müller, “Essentials of Inventory Management” Amacom, 2003.</li> <li>• Richard J. Tersine, “Principles of Inventory and Materials Management” North-Holland, 2007.</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.materialsmanagement.info/defscope/index.htm">www.materialsmanagement.info/defscope/index.htm</a></li> <li>• <a href="http://www.materialsmanagement.info/inventory/functions-of-inventory.htm">http://www.materialsmanagement.info/inventory/functions-of-inventory.htm</a></li> <li>• <a href="https://www.managementstudyguide.com/inventory-management.htm">https://www.managementstudyguide.com/inventory-management.htm</a></li> <li>• <a href="http://www.ispatguru.com/stores-management/">http://www.ispatguru.com/stores-management/</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Journal of Purchasing and Materials Management - Wiley Online Library</li> <li>• Journal of Purchasing &amp; Supply Management - Journals - Elsevier</li> <li>• International Journal of Procurement Management (IJPM)</li> <li>• International Journal of Purchasing and Materials Management</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• P. Gopalakrishnan and M. Sundaresan, Material Management: An Integrated Approach, Prentice-Hall of India Pvt.Ltd</li> <li>• Robert M. Monczka and Robert B. Handfield, “Purchasing and Supply Chain Management” 6th Edition, Jan 2015.</li> </ul>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• To interview Purchasing Manager of any local business to understand responsibilities and limitations of purchasing manager.</li> <li>• To visit any local manufacturing organization study functions of Store Management and storage security and safety aspects.</li> <li>• To interview Inventory Manager of any local business to study inventory control technique adopted by the organization.</li> <li>• Library Exercise on Materials Management Information System (MMIS) undertaken by any one company of your choice.</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-301-E (AB-II)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-8</b>
<b>Course Title</b>	<b>RURAL AND AGRICULTURAL MARKETING- AB-II</b>		

<b>Course Objectives</b>	
1	To explain Concepts Pertaining to Rural Marketing.
2	Discuss Strategies to be Developed while targeting Rural Markets.
3	Exposure to The Functioning Of Indian Rural Markets and Rural Market Research.
<b>Course Out Comes: Students will be able to</b>	
1	Discuss the features of rural and urban markets for consumer goods and non-consumer goods.
2	Apply rural marketing research techniques to understand the rural consumer behavior.
3	Adapt marketing strategies suitable to rural markets and agricultural inputs.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction To Rural Marketing:</b> Definition, Classification And Characteristics Of Rural Markets; Problems And Constraints In Rural Marketing, Marketing Functions and Services: Marketing Institutions And Marketing Support Services, Rural Consumer: Classification and profile.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Rural Consumer Behavior and Rural Marketing Research:</b> Rural Consumer Buying Behavior – Major Forces Influencing Rural Consumer Behavior, Rural Segmentation, Market Targeting and Positioning and Procedures for Rural Markets In India; <b>Rural Marketing Research:</b> Introduction, significance and sources of information, key decisions, approaches and tools of market research- case for innovation, participatory approaches, innovative tools, rural vs urban marketing research, rural research business, challenges in rural marketing research.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Rural Marketing Planning And Strategy Development:</b> Planning For Rural Marketing – Strategic Issues In Rural Marketing. Rural Product Strategy – Rural Pricing Strategy – Rural Distribution Strategy – Rural Promotion Strategy, Introduction to PRA Technique and its importance in Rural Marketing.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Agricultural Marketing In India:</b> Marketing Of Agricultural Products, Agricultural Marketing Process - Markets And Classification Of Markets – Methods Of Sales – Marketing Agencies, Introduction to Krishi Mandis and New FMCG Act, Marketing of Agricultural Inputs – Fertilizers; Seeds; Agrochemicals; Tractors; Farm Equipments; Irrigation Equipments and Animal Feed.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Ramkishan Y. (2004): New Perspectives In Rural And Agricultural Marketing, Jaico Publishing House, 2<sup>nd</sup> Edition</li> <li>• Pradip Kashyap, Rural Marketing, Pearson Publications</li> <li>• Badi and Badi: Rural and Agricultural Marketing, Himalya Publications</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Sarwade W.K. (2006) : Agricultural Marketing – Vatsala Baliram Prakashan Kendra, Mumbai</li> <li>• Abbott J.C.; Makcham J.P. (1992): Agricultural Economics and Marketing In The Tropics. Elbs With Longman, 2<sup>nd</sup> Edition.</li> <li>• Singh G.N.; Singh D.S., Singh R.I : Agricultural Marketing In India, Analysis Planning And Development. Chugh Publications, Allahabad</li> <li>• Rajagopal (1993) : Indian Rural Marketing, Rawat Publication.</li> <li>• Kamat M.; Krishnamurty R. (2003): Rural Marketing, Himalaya</li> <li>• Habeeb-ur-Rahman K.S. (2003), Rural Marketing In India; Himalaya</li> <li>• Gopalswamy T.P. (2006): Rural Marketing: Environment Problems and Strategies, Vikas</li> <li>• Verma S.B; Jiloka S.K. (2006): Rural Agricultural and Marketing, Deep and Deep</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a></li> <li>• <a href="http://www.manage.gov.in">www.manage.gov.in</a></li> <li>• <a href="http://www.ica.coop/">www.ica.coop/</a></li> <li>• <a href="http://www.apeda.gov.in">www.apeda.gov.in</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Rural Marketing</li> <li>• Indian Journal of Marketing</li> <li>• Vikalpa</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.martrural.com">www.martrural.com</a></li> <li>• <a href="http://www.ibef.org">www.ibef.org</a></li> <li>• <a href="http://www.ruralrdc.com.au/">http://www.ruralrdc.com.au/</a></li> </ul>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Make a visit to any one of the marketing service agency identify their activities</li> <li>• Organize PRA Activity at your/ any village and identify the marketing opportunities for various product categories</li> <li>• Prepare a questionnaire and conduct rural market research for various product categories and submit analysis in report format</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-301-F (S-II)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INFORMATION SYSTEM AUDIT AND CONTROL S-II</b>		

**Course Objectives**

1	To Develop Of Auditing Skills And Information Systems Approach Towards Business Activities Taking Into Account The New Business Technology Culture.
2	To Make Use of I.S Audit Procedures.
3	To develop skills in the theory, techniques and practical issues involved in computer-based information systems control and auditing.

**Course Outcoms: Student will able to**

1	Classify the concepts of computer security, computer security threats and the corresponding remedies.
2	Describe the trend of computer security threats.
3	Develop an audit plan to achieve the IT audit objectives.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction – Overview Of Information System Auditing, Need For Control And Audit Of Computers, Need for Assurance, Effect Of Computers On Auditing, Benefits of IS Audit for An Organization. IT Governance and Auditors. Conducting Information System Audit – Audit Charter And Engagement Letter, A Typical IS Audit Charter	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Standard Practice And Guidelines, Audit Planning, Risk Assessment, Information Gathering Techniques, Vulnerability, System Security Testing, Development Of Security Requirements Checklist, The Road Map For Setting Up Information System Audit For Bank, The Management Control Framework: Introduction, IT Management Framework	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
3	Top Management Controls – Evaluating – Evaluating The Planning, Organizing-Policies and procedures, HR Policies and Procedures Relating To Information System, Leading Function, Controlling Function,. System Development Management Controls – Introduction, Normative Models Of The Systems Development Process, Audit of Program development, Audit of Program Modification	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	Techniques for testing unauthorized program modification; Operational Control Review – Control Requirements for Backup, Backup Procedures, Selection of storage media, Security Measurement Controls – Introduction, Conducting A Security Program, Major Security Threats And Remedial Measures, Need Of Disaster Recovery And Business Continuity, Data Disaster, Virus Disasters, Software Disasters, Data Center Disasters, Core Banking Solution	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:** The Small Audit Project. Students will have to complete all tutorials, assignments and lab session for internal credits.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Information System Control And Audit, - Ron Weber Person Edition</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Information System Auditing And Assurance – James A. Hall – South Western.</li> <li>• Auditor's Guide to Information Systems Auditing- Richard Cascarino</li> </ul>
<b>3</b>	<b>Web Sites</b>	<ul style="list-style-type: none"> <li>• <a href="http://en.wikipedia.org/wiki/Information_technology_audit">en.wikipedia.org/wiki/Information_technology_audit</a></li> <li>• <a href="http://www.isaca.org">www.isaca.org</a></li> <li>• <a href="http://www.simplilearn.com">www.simplilearn.com</a></li> <li>• <a href="http://www.icsi.in">www.icsi.in</a></li> <li>• <a href="http://Kb.icaai.org">Kb.icaai.org</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Indian Journal of Computer Science (New)</li> <li>• International Journal Of Computational Intelligence Research &amp; Application</li> <li>• IUP Journal of Computer Science</li> <li>• RBI Bulletin</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• CISA: Certified <i>Information Systems Auditor Study Guide</i></li> <li>• Bank Annual Reports</li> <li>• Economic Times News Letter</li> </ul>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Field Visit: Students should visit the banks and study the I.S. Audit report</li> <li>• During filed visit student should learn the process of I.S. Audit along with the Internal or External I.S. Auditor</li> <li>• Mini project on I.S. Audit</li> </ul>

### Generic Elective- Any One

<b>Semester</b>		<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301-A</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>Entrepreneurship Development</b>		

<b>Course Objectives</b>	
<b>1</b>	To understand the concept and importance of entrepreneurship
<b>2</b>	To develop entrepreneurial skills and abilities among the students to run business efficiently and effectively
<b>3</b>	To provide insights to the students on entrepreneurship opportunities
<b>4</b>	To familiarize students with the support system provided by the government for entrepreneurship.

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	Explain Basic Concept of Entrepreneurship and link the Entrepreneurship with Economic Development.
<b>2</b>	Develop the Business Plan for any kind of new enterprise.
<b>3</b>	Discuss Role of Central and State Government in Entrepreneurship Development.

#### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Entrepreneurship</b> Concept of Entrepreneur & Entrepreneurship, Types of Entrepreneurs, Characteristics and Skills of Successful Entrepreneurs, Entrepreneur Vs Manager, Role of Entrepreneurship In Economic Development, Challenges faced by Entrepreneurs, Role of Central and State Governments in Promoting Entrepreneurship	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Developing Business Plan</b> Sources of Business Ideas, Evaluation of New Business Ideas, Business Idea Feasibility Study, Developing a Business Plan: Contents, Importance, Advantages. Presentation of Business Plan, Sources of Business Finance: Internal and External Funds.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>S.S. Khanka, Entrepreneurial Development, S. Chand And Company Ltd., New Delhi</li> <li>Dr. R.R. Khan, Entrepreneurial Management, School Of Management Studies, Mumbai</li> <li>M.B. Shukla, Entrepreneurship And Small Business Management, Kitab Mahal, Allahabad</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>Raj Shankar – “Entrepreneurship: Theory and Practice” – Vijay</li> </ol>



		<p>Nicole Imprints Pvt. Ltd.,</p> <ol style="list-style-type: none"> <li>2. D. F. Kuratko, T. V. Rao – “Entrepreneurship: A South Asian Perspective” – Cengage Learning</li> <li>3. David H. Holt, “Entrepreneurship – New Venture Creation”, Prentice Hall, New Delhi</li> </ol>
3	Websites	<ol style="list-style-type: none"> <li>1. <a href="http://www.startupindia.gov.in">www.startupindia.gov.in</a></li> <li>2. <a href="http://www.india.gov.in">www.india.gov.in</a></li> <li>3. <a href="https://www.sidbi.in/">https://www.sidbi.in/</a></li> <li>4. <a href="https://www.nstebd.com/">https://www.nstebd.com/</a></li> <li>5. <a href="https://www.nsic.co.in/">https://www.nsic.co.in/</a></li> <li>6. <a href="https://www.makeinindia.com/">https://www.makeinindia.com/</a></li> </ol>
4	Journals	<ol style="list-style-type: none"> <li>1. The Journal of Entrepreneurship   Sage India</li> <li>2. AMC Indian Journal of Entrepreneurship</li> <li>3. Entrepreneurship Journal - Publishing India</li> <li>4. <a href="https://www.Ediindia.org/the_journal_of_entrepreneurship">https://www.Ediindia.org/the_journal_of_entrepreneurship</a></li> <li>5. Journal Of Entrepreneurship, Management And Innovation</li> </ol>
5	Supplementary Reading	<ol style="list-style-type: none"> <li>1. <a href="https://articles.bplans.com/a-standard-business-plan-outline/">https://articles.bplans.com/a-standard-business-plan-outline/</a></li> <li>2. <a href="http://yie.in/">http://yie.in/</a></li> <li>3. <a href="http://tie.org/">http://tie.org/</a></li> </ol>
6	Practical Component	<ol style="list-style-type: none"> <li>1. Interview a local entrepreneur and understand attributes behind his/her success</li> <li>2. Visit to DIC to understand the Government Support</li> <li>3. Visiting NGOs to understand the concept of Social Entrepreneurship.</li> <li>4. Interview a local Woman Entrepreneur to understand the challenges faced by her.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>GE 301- B</b>	<b>Credit Pattern</b>	<b>L-24, T-06, P-00</b>
<b>Course Title</b>	<b>E-Commerce</b>		

<b>Course Objectives</b>	
1	To explain the nature and different models of E-commerce
2	To explain the technologies required to make e-Commerce viable.
3	To discuss the current drivers and inhibitors facing the business world in adopting and using e-commerce and
4	To discuss the trends in e-Commerce and the use of the Internet.
5	To discuss e-commerce from an enterprise point of view.
6	To demonstrate the concepts of security in e-commerce applications.

<b>Course Outcomes</b>	
After completion of this course the student will be able to:	
1	Recognize the business impact and potential of e-commerce
2	Develop a holistic perspective on the role of IT in organizations.
3	Identify target market based on numerous parameters.
4	Select appropriate e-commerce models for any organization.
5	Follow security measures while dealing with e-commerce applications.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	History of e-commerce and Indian business context, www, advantages and disadvantages of e-commerce, e-commerce in India, various Indian case studies. Business models for e-commerce, different type of e-commerce, brokerage model, aggregator model, info-mediary model, community model, value chain model, manufacturer model, advertising model, subscription model, affiliate model.	<b>L=12</b>	
		<b>T=03</b>	<b>P=00</b>
<b>2</b>	Technologies of the www & e-security, internet client-server applications, networks and internets, URL, software agents, internet service providers, html, java script and xml, e-security, security on the internet, hacking, various security risks, e-business risk management issues, firewall. E-marketing, identifying web presence goals, the browsing behavior model, online marketing, e-advertising, internet marketing trends, target markets, e-branding, marketing strategies. Legal and ethical issues, IT Law, phishing, copy right.	<b>L=12</b>	
		<b>T=03</b>	<b>P=00</b>

References		
1	<b>Text books</b>	a. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication b. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication
2	<b>Reference books</b>	1. The unofficial guide to starting an e-commerce business by Jason R.Rich, IDG books India. 2. E-Commerce (Pearson Custom Business Resources) by Kenneth C. Laudon 3. Electronic Commerce by Gary P. Schneider
3	<b>Websites</b>	1. <a href="http://notes4learners.blogspot.com">http://notes4learners.blogspot.com</a> 2. <a href="https://www.academia.edu/8099032/e_commerce_notes">https://www.academia.edu/8099032/e_commerce_notes</a> 3. <a href="https://examupdates.in/e-commerce-full-notes/">https://examupdates.in/e-commerce-full-notes/</a> 4. <a href="https://www.javatpoint.com/html-tutorial">https://www.javatpoint.com/html-tutorial</a> 5. <a href="http://www.echoecho.com/html.htm">http://www.echoecho.com/html.htm</a>
4	<b>Journals</b>	1. “Electronic Commerce Research”, ISSN: 1389-5753 (Print) 1572-9362 (Online), <a href="https://link.springer.com/journal/10660">https://link.springer.com/journal/10660</a> 2. “E - Commerce for future & Trends”, eISSN: 2454–9347, <a href="http://stmjournals.com/E-Commerce-for-future-and-Trends.html">http://stmjournals.com/E-Commerce-for-future-and-Trends.html</a> 3. “Journal of Web Development and Web Designing”, <a href="http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html">http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html</a>
5	<b>Supplementary Reading</b>	1. geeksforgeeks 2. tutorialspoint 3. w3Schools
6	<b>Practical Components</b>	-----

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE -301 C</b>	<b>Credit Pattern</b>	<b>L-20, T-5, P-5</b>
<b>Course Title</b>	<b>CORPORATE SOCIAL RESPONSIBILITY</b>		

<b>Course Objectives</b>	
1	To understand the scope and complexity of corporate social responsibility.
2	To gain knowledge of the impact of CSR implementation on societies
3	To acquire skills to frame and design CSR policies and practices appropriate to the Indian workplace.

<b>Course Outcomes: Students will be able to</b>	
1	know the Corporate Social Responsibility of different sector.
2	use the acquired skill for proper sustainable Corporate Social responsibility.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to CSR: Meaning & Definition of CSR, History & evolution of CSR. International framework for corporate social Responsibility, Millennium Development goals, Sustainable development goals, Relationship between CSR and MDGs. United Nations (UN) Global Compact 2011. UN guiding principles on business and human rights.– Globalization and CSR.	<b>L= 10</b>	
		<b>T= 3</b>	<b>P= 2</b>
2	Indian perspectives and approaches: Models of CSR in India,. Initiatives in India. Corporate Governance and CSR , CSR Policy and guidelines , Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR. Role of Government and NGO in CSR. Business Benefits of CSR.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Benn &amp; Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.</li> <li>2. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company</li> <li>3. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.</li> <li>4. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.</li> </ol>

		5. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Lourdes Poobala Rayen- Corporate Social responsibility.</li> <li>2. Ellington. J. (1998).Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers</li> <li>3. Baxi C.V and Ajit P, Corporate Social Responsibility, Concept &amp; Cases: “The Indian Experience, Excel Books.</li> <li>4. Reddy S and Stefan S (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.</li> <li>5. Werther, W. B. &amp; Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.forbes.com">www.forbes.com</a></p> <p><a href="http://www.referenceforbusiness.com">www.referenceforbusiness.com</a></p> <p><a href="http://www.justmeans.com">www.justmeans.com</a></p> <p><a href="http://www.corporatesocialresponsibility.org">www.corporatesocialresponsibility.org</a></p>
4	<b>Journals</b>	<p><a href="http://www.internationaljournalofcorporatesocialresponsibility.com">International Journal of Corporate Social Responsibility   Home</a></p> <p><a href="https://jcsr.springeropen.com">https://jcsr.springeropen.com</a></p> <p>Sustainability Accounting, Management and Policy Journal, Emerald, 2010- -World Review of Entrepreneurship, Management and Sustainable Development, Inderscience Publishers, 2005-</p>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf">http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf</a></li> <li>2. Modi P.K., Corporate Social Capital Liability. Arise Publishers &amp; Distributors. First editions - 2009</li> <li>3. Sharma, J.P., Corporate Governance, Business Ethics &amp; CSR, Ane Books Pvt Ltd, New Delhi.</li> </ol>
6	<b>Practical Component</b>	Visit to industries to study and record various CSR activities and discuss the same with students and teachers to know the merits and demerits od CSR.

(With Effect from 2021-22)

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301D</b>	<b>Credit Pattern</b>	<b>L-22, T- 04, P-04</b>
<b>Course Title</b>	<b>Basics of Indian Economy</b>		

**Course Outcomes: Students will be able to**

<b>1</b>	Identify the main issues in Indian economic development
<b>2</b>	Critically analyse the Indian economic policy environment

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>UNIT-1: Indian Economic Environment:</b> Meaning of underdevelopment, Basic characteristics of India as a developing economy, Major issues of development: Poverty, Unemployment and Inequality, National Income of India: Trends, Growth and Structure. Features and importance, Green Revolution, Low productivity of agriculture and government measures Role of Industrialization, Industries and Five-year plans, Industrial Policy(1991), Services sector Role & Importance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>UNIT-2: Indian Economic Planning and Reforms:</b> Objectives of Economic Planning, Redefining the role of the State, Brief review of Five-Year Plans, New Economic Reforms: Liberalization, Privatization and Globalization, NITI Ayog, Balanced Regional Development.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"><li>• Agarwal A N (2016), Indian Economy, Vikas Publishing House Pvt. Ltd., New Delhi</li><li>• Gaurav Datt&amp; Ashwini Mahajan (2016), Indian Economy, S. Chand and Company Pvt. Ltd., New Delhi</li><li>• Misra and Puri (2013), Indian Economy, Himalaya Publishing House Pvt. Ltd., New Delhi.</li></ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"><li>• Deepashree (2011), Indian Economy, Ane Books Ovt. Ltd., New Delhi</li><li>• Uma Kapila (2017), Indian Economy: Performance and Policies, Academic Foundation, New Delhi</li></ul>

3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.rbi.org.in">www.rbi.org.in</a></li> <li>• <a href="http://www.mygov.gov.in">www.mygov.gov.in</a></li> <li>• www.cmie.com</li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Arth Samwad</li> <li>• Economic and Political Weekly</li> <li>• Indian-Economic-Journal</li> <li>• Journal-of Indian-School-of-Political-Economy</li> <li>• Southern Economist</li> <li>• The Economist</li> <li>• Journal of Applied Economics</li> <li>• Indian-Economic-Journal</li> <li>• International Journal of the Economics of Business</li> <li>• Journal-of Indian-School-of-Political-Economy</li> <li>• Agricultural-Economic-Research-Review</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Economics Survey</li> <li>• Union Budget of India</li> <li>• Niti Ayog Reports</li> <li>• Economics Times Daily</li> <li>• Business Standard Daily</li> <li>• Business Today Daily</li> <li>• Latest Monetary Policy</li> <li>• Latest Fiscal Policy</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Collect Economic Survey of India of last five years and prepare a report on trends in major macro-economic variables of the country</li> <li>• Establish the relationship between sectoral growth patterns and business environment by collecting data on three major sectors of the economy</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301 E</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>DISASTER MANAGEMENT ( For the students of other Department)</b>		
<b>Course Objectives</b>			
<b>1</b>	Understand the concept and impact of disasters.		
<b>2</b>	Describe the causes, effects and control measures of disasters.		
<b>Course Outcomes: After completion of this course students will have capacity to</b>			
1.	Recognize the various global and regional environmental concerns/hazards due to natural causes and/or human activities, and the impact of these on various forms of life .		
2.	Obtain and communicate information on risks, relief needs and lessons learned from earlier disasters in order to formulate strategies for mitigation in future scenarios		
3.	Describe and evaluate the environmental, social, economic, legal and organizational aspects influencing vulnerabilities and capacities to face disasters.		
4.	Relate theoretically and practically in the processes of disaster management (disaster risk reduction, response, and recovery)		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Disaster Management :</b> Hazard and Disaster, Classification of Disasters. Hydrological Disasters - Flood, Drought, Geological Disasters- Earthquakes, Landslides, Volcanic Eruptions. Wind Related Disasters- Cyclone Biological Disasters Man Made Disasters : Fire – Industrial, Domestic and wild fire Technological Disasters- Bhopal Gas Tragedy, Chernobyl and Fukushima. Marine and Social Disasters	<b>L= 11</b>	
		<b>T= 4</b>	<b>P= 0</b>
<b>2</b>	<b>Disaster Management :</b> Risk assessment, Disaster Management Act 2005, National Disaster Management Framework, Role of various organisations- National Disaster Management Authority (NDMA), State Disaster Management Authority (SDMA), District Disaster Management Authority (DDMA), Financial Arrangements for Disaster Management, Disaster management cycle, NDRF. Non-Governmental Organisations, community participation, Education, training for public in emergency preparedness plan, Rescue & rehabilitation programmes.	<b>L= 12</b>	
		<b>T= 3</b>	<b>P= 0</b>



Learning Resources		
1	Text Books	<ul style="list-style-type: none"> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>• Nuclear Accidents (Man Made Disasters) Mark Mayell Publisher: Lucent Books</li> <li>• Management of Man-made Disasters, S. L. Goel, Motilal Banarsidass Publishers Private Limited, New Delhi, ISBN: 8176297151</li> <li>• Handbook of Pollution Control Processes By: Robert Noyes. Jaico Publishing House, Mumbai (2003)</li> <li>• Fire &amp; Explosion Hazards Handbook of Industrial Chemicals By: TA Davletshina &amp; NP Cheremisinhoff, Noyes Publications, Mumbai (2003)</li> <li>• Environmental Geology by K. Valdiya, Tata McGraw Hill Publishing Co.</li> <li>• Perspectives on Environment by I.R. Manners, M.W. Micksell</li> <li>• Our Planet, Our Health by WHO (1992)</li> <li>• Report of the Panel on Industry by WHO (1992)</li> <li>• Natural Disasters, Author: Claire Watts / Trevor Day Publisher: Dk Publishing, ISBN: 9781465438096</li> <li>• Environmental Biology by K.C. Agarwal</li> <li>• Resource Book on Chemical (Industrial) Disaster Management, <a href="http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf">http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf</a></li> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> <li>• <a href="https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/">https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Disaster_management_in_India">https://en.wikipedia.org/wiki/Disaster_management_in_India</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> </ul>

		<ul style="list-style-type: none"> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Demonstration of Fire &amp; Water Safety.</li> </ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Mock drill for various disaster</li> <li>• Disaster Management Action Plan</li> </ul>

**Ability Enhancement Courses: Any One**

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301-A</b>	<b>Credit Pattern</b>	<b>L-23, T-7, P-0</b>
<b>Course Title</b>	<b>ENVIRONMENTAL LEGISLATION</b>		

**Course Objectives**

1	Understand the Government policies and their application in the context of environmental protection.
2	Make use of the present legal provisions in current practices of his job and business.

**Course Outcomes:** The students will able to

1.	Classify the various environmental policies, laws and institutions involved in the protection and conservation of environment.
2.	Infer various strategies practiced across the globe for environmental conservation.
3.	Evaluate the environmental provisions and acts regarding environmental protection.
4.	Know environmental acts.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Environmental Acts-I:</b> Constitutional provisions regarding environment protection: Article 47 (Directive principles of State Policies), Article 48A (1942 Amendment), Article 51A(g) (Fundamental duties) The Wild Life (Protection) Act, 1972 The Water (Prevention and Control of Pollution) Act, 1974. The Air (Prevention and Control of Pollution) Act, 1981. Forest (Conservation) Act, 1980.	<b>L= 12</b>	
		<b>T=4</b>	<b>P=0</b>
<b>2</b>	<b>Environmental Acts-II:</b> The environment (Protection) Act, 1986. Public Liability Insurance Act, 1991. Industrial Wastes and Law, Sec. 12 of Factories Act, (1948) and rules framed there under. Hazardous waste ( Management & Handling ) Rule, 1989 Noise Pollution and Law, Sec. 119 and 120 of the Motor Vehicles Act (1989) and rules framed there under. Note: any amendment to the act impinged time to time is to be covered.	<b>L= 11</b>	
		<b>T= 3</b>	<b>P= 0</b>

**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Environmental Protection and the Laws by CN Mehta, 1991</li> <li>• India's Forests, Myth and Reality by J.B. Lal 1989</li> <li>• Legal aspects of Environmental Pollution and its Management by Ed. S.M. Ali, 1992</li> <li>• Man – Nature and Environmental Law by GS Nathawal, S. Shastri and JP Vyyar, 1988</li> </ul>
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2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• International Environmental Policy: Emergence and Dimensions by LK Caldwell, 1990</li> <li>• Lal's Commentaries on Water, Air Pollution Laws along with the Environmental (Protection) Act and Rules, 1986, 3rd Ed., 1992 Law Publisher – India</li> <li>• The Wildlife (Protection) Act, 1972 (with amendment-1991)</li> <li>• Our Common Future – WCED, 1991</li> <li>• Universal's Environment and Pollution Law Manual by SK Mohanty, 1998.</li> <li>• Ecology and Environment by P.D. Sharma, 2012, Rastogi Publications, Meerut, India.</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://mpcb.gov.in/">http://mpcb.gov.in/</a></li> <li>• <a href="https://www.cseindia.org/tag/state-pollution-control-board--(spcb)">https://www.cseindia.org/tag/state-pollution-control-board--(spcb)</a></li> <li>• <a href="https://www.iaia.org/wiki-details.php?ID=23">https://www.iaia.org/wiki-details.php?ID=23</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Down to Earth, CSE</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Relevant Case Studies.</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301 B</b>	<b>Credit Pattern</b>	<b>L-24, T-7, P-0</b>
<b>Course Title</b>	<b>REMOTE SENSING AND GIS</b>		
<b>Course Objectives</b>			
<b>1</b>	Understand basic concepts of Remote Sensing and GIS		
<b>2</b>	Describe applications of GIS in the field of Environmental Science.		
<b>Course Outcomes: The students will able</b>			
1.	Define remote sensing and GIS.		
2.	Explain EMR, Energy interactions and types of Aerial photographs.		
3.	Elaborate applications of GIS in Environmental science.		
4.	Make use of GIS for various applications.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Remote Sensing :</b> Definition and Scope of Remote Sensing, Indian Space programme. In situ and Remote sensing, Electromagnetic spectrum, Transmission, Absorption, Reflection, Energy interaction with earth surface and atmosphere, Aerial photography- Classification Of Aerial Photographs , Types of aerial photographs Applications of Aerial Photographs. Satellite imageries-Scanners, pixels, grey levels, bands . Introduction of Remote Sensing Satellites, Meteorological Remote Sensing Satellite, (Polar and Geostationary Satellites), Non Meteorological RS Satellites (Landsat, Spot, IRS), Resolution (Spectral, Spatial and Frequency of Coverage). Satellite data products and selection of satellite data, Applications of Remote Sensing in Environmental Studies.	<b>L= 12</b>	
		<b>T=4</b>	<b>P=0</b>
<b>2</b>	<b>Geographical Information System (GIS):</b> Definition of GIS, Capabilities and advantages of GIS, Sources of data, types of data, hardware requirement, Components of GIS., Data structure, Raster and Vector data models, Advantages and disadvantages of vector data and raster data. GIS packages and Application of GIS in Environmental Management. <b>GIS Analysis :</b> Topology: Error and editing; GIS data quality, errors, policies. Vector data analysis: Buffering, Overlay analysis (point in polygon, line in polygon, polygon in polygon etc.); Network analysis; Terrain analysis: DEM, DTM and TIN. Interpolation techniques in GIS, Raster data analysis, Non-spatial data, Database Management system (DBMS).	<b>L= 12</b>	
		<b>T=3</b>	<b>P=0</b>

Learning Resources		
1	Text Books	<ul style="list-style-type: none"> <li>• Textbook Of Remote Sensing &amp; Geographical Inform. Systems by KALI CHARAN, Atlantic Publisiers, 2018</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>• Principles of Photo geology by Singh</li> <li>• Principles of Remote Sensing by Currain</li> <li>• Fundamentals of Photo geology by SN Pandey</li> <li>• Remote Sensing and Image Interpretation:-Tomas M.Lillesand and Ralph W.Keifer John Wiley and sons Inc.New York.</li> <li>• Introduction to Remote sensing:-James B. Campbell, Tylor and Franeis Ltd.London.</li> <li>• Fundamentals of GISN:-Michael N.Demers..</li> <li>• Remote Sensing application in applied geosciences:-Sumitra Mukherjee, Milton Book Company.</li> <li>• Principles of Remote Sensing:-A.N.Gatel and S.Singh, Scientific Publishers (India). Jodhpur (1999Edition).</li> <li>• Remote Sensing for Environment and Forest Management:-A.Mehrotra and R.K.Suri. Indus Publishing Co.New.Dehli(1994 Edition)</li> <li>• Remote sensing for large wildfires:-E.Chuvienco, Springer, New York (1999 Edition).</li> <li>• Remote Sensing in Geoscience:-Tripathi N.K.</li> <li>• DeMers, Michael N.,2000. Fundamentals of Geographic Information System (2<sup>nd</sup> Ed.) (Wiley Student Edition). New York: Jhon Wiley &amp; Sons, Inc.</li> <li>• Foreseman, T. (Ed) 1998. The History of Geographic Information System- Perspectives from the Pioneers. Upper Saddle River. NJ : Prantice Hall.</li> <li>• Heywood, Ian: Cornelius, Sarah: Carver, Steve.2000. An Introduction to Geographic Information System(Pearson Education Asia Low Priced Edition). Longman.</li> <li>• Kraak, Menno-Jan and Ormeling, Ferjan. 2004. Cartography – Visualization of Geospatial Data (2<sup>nd</sup> Ed.) (Pearson Education Low Price Edition). Pearson Education.</li> <li>• Schuurman, Nadine. 2000. “Trouble in the Heart land: GIS and its Critics in the 1990s.” Progress in Human Geography, vol. 24, no. 4, pp.569-590.</li> <li>• Schuurman, Nadine and G. Pratt. 2002. “Care of the Subject: Feminism and Critiques of GIS.” Gender, Place and Culture, vol. 9, no. 3, pp. 291-299.</li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="https://oceanservice.noaa.gov/facts/remotesensing.html">https://oceanservice.noaa.gov/facts/remotesensing.html</a></li> <li>• <a href="https://gisgeography.com/what-gis-geographic-information-systems/">https://gisgeography.com/what-gis-geographic-information-systems/</a></li> <li>• <a href="https://www.esri.com/en-us/what-is-gis/overview">https://www.esri.com/en-us/what-is-gis/overview</a></li> </ul>

4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Down to Earth</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Geo Referencing</li> <li>• Practical Based on Paper ( Practical III &amp; IV)</li> </ul>

**SEMESTER – IV**

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC -401</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>LAND AND WATER MANAGEMENT</b>		
<b>Course Objectives</b>			
1.	To understand problems and solutions related with land resources.		
2.	To study various aspects of water management.		
<b>Course Outcomes: After studying this course the students will able to</b>			
1	Identify the concept of optimal land use planning based on capabilities to prevent further degradation and relate these to appropriate methodologies of sustainable land management.		
2	Describe challenges and give suggestions to manage accelerated soil erosion, ground water recharging and water logging conditions, with the emphasis on prevention, control and reclamation of saline-alkali soils		
3	Develop understanding of the hydrology of streams and lake systems and concept of water shed management, and describing the processes of and importance of groundwater flow and aquifer systems.		
4	Perceive the challenges of maintaining surface and ground water quality, apply their knowledge base and research skills to current issues pertaining to water resource management, and remediation, with emphasis on related economic, social, and public policy dimensions.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Soil Pollution:</b> Importance of Soil resources, Physical, Chemical and Biological Properties of soil. Definition, causes/ sources of soil pollution: agro-chemicals, heavy metals, disposal of city refuse, waste water, soil salinity and water logging. Methods of Soil sampling, Effect of Soil pollution on Flora and Fauna. Control of Soil Pollution: Prevention & Elimination, Soil pollution management.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2.</b>	<b>Land Management</b> Land classification on the basis of topography, climate, and utilization; Land use patterns in India, Need of Land Management. Spheres of Land Management, Land Productivity, Capability and Capacity, Land Capability Classification as a Guide for Soil Conservation. Desertification with special reference to India, Degradation of Land: causes, effects & control, Acid Soil management, Saline & Alkali Soil Management. Soil Erosion, Methods of Soil Conservation, and Wetlands & Water Logged areas.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3.</b>	<b>Water Resources</b> Classification and sources of surface and groundwater; Exploration and exploitation of water resources; Quality of Irrigation Water; Consequences of unskilled irrigation practices, Impact of dam construction on ecosystem and society, Utilization of water resources for energy production, sanitation, drinking, navigation, industries	<b>L= 11</b>	
		<b>T= 2</b>	<b>P=2</b>



	and agriculture; National Water Policy.		
4.	<b>Watershed Management :</b> Water management strategies and problems, Watershed- concept and Classification; Watershed characteristics, concept of Contour Watershed Management structures, Multi-disciplinary water management.	<b>L=11</b>	
		<b>T=</b> <b>2</b>	<b>P=</b> <b>2</b>

Learning Resources		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Text Book Of Soil Science by PAL, CBS publishers, 2018</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
1	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Managing Natural Resources: Focus on Land and Water. Misra H.N, 2014</li> <li>• Land and Water Management Engineering. Madan K. Jha V.V.N. Murty, 2013.</li> <li>• Land &amp; Water Management Principles. R Suresh, 2008.</li> <li>• Hydrological Measurements for Watershed Research by Wasi Ullah, SK Gupta and SS Dalal.</li> <li>• Watershed Management by JVS Murthy, New age International (P) Ltd, New Delhi.</li> <li>• Ground water Hydrology by Todd,D.K. Willy India Pvt. Ltd, New Delhi,2011.</li> <li>• Ground water hydrology by Todd, David Keith, 2010.</li> <li>• Principle and Practice of Water Management by S.C.Panda Agrobos (India).</li> <li>• Conservation of Water Resources Problems &amp; Prospects, 2008.</li> <li>• Resource Values &amp; Development, 1999 by Amarthysen, Oxford Uni. Press New Delhi.</li> <li>• Soil Geology, Kolay. A. K ., Atlantic Publisher.</li> <li>• Soil Pollution, 2009, Mishra S. C. , APH Publications New Delhi.</li> <li>• Text Book of Soil Science, 2005, Daji J.A. Media Promotors &amp; Publisher , New Delhi.</li> <li>• Introduction to Soil &amp; Water Conservation Engineering, 2002, Mal..B.C. Kalyani Publisher, Ludhiyana.</li> <li>• Land Utilization : Theory &amp; Practice, Mandal R. B. , Concept Publishing.</li> <li>• Environmental Geography Science landuse &amp; Earth, Marsh Willium. M. Jhon Willy &amp; Sons, New York.</li> <li>• Geochemistry, Groundwater &amp; Pollution, 2005, Appcco C.A.S., A.A. Balkema Publishers.</li> <li>• Land Degradation &amp; Desertification, Jha V. C., Rawat Publications, Jaipur.</li> <li>• Hand Book of Ground Water Remediation &amp; Treatment Technology, Cheremisinoff N.P., Crest Publishinh hours, New Delhi.</li> </ul>

		<ul style="list-style-type: none"> <li>• Land Reforms In India- Performance &amp; Challenges in Gujarat &amp; Maharashtra, Shah Ghanshyam, Sage Publications, New Delhi.</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.sciencedaily.com/terms/sustainable_land_management.htm">https://www.sciencedaily.com/terms/sustainable_land_management.htm</a></li> <li>• <a href="http://www.yourarticlelibrary.com/geography/soil-conservation-4-methods-that-must-be-adopted-for-conserving-soil/13910">http://www.yourarticlelibrary.com/geography/soil-conservation-4-methods-that-must-be-adopted-for-conserving-soil/13910</a></li> <li>• <a href="https://www.conserve-energy-future.com/methods-of-soil-conservation.php">https://www.conserve-energy-future.com/methods-of-soil-conservation.php</a></li> <li>• <a href="https://sciencing.com/types-water-resources-5127497.html">https://sciencing.com/types-water-resources-5127497.html</a></li> <li>• <a href="https://www.un.org/waterforlifedecade/water_and_sustainable_development.shtml">https://www.un.org/waterforlifedecade/water_and_sustainable_development.shtml</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Every Thing About Water</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	<b>Supplementary reading</b>	<ul style="list-style-type: none"> <li>• Soil Quality Survey</li> <li>• Water Quality Reports of State Government</li> </ul>
6	<b>Practical Component</b>	Practicals based on this paper will be conducted under Paper No. CC 203 (Practical-III)

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 402</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MANAGEMENT OF INDUSTRIAL AND CIVIC WASTES</b>		

### Course Objectives

1. Illustrate the procedures and practices for Solid Waste Management.
2. Interpret the methods of collection, transportation and disposal of Municipal Solid Waste.

### Course Outcomes: The students will able to;

1. Estimate the suitable methods for Solid Waste Management.
2. Compare between the various categories of Solid Waste as per the regulations.
3. Prioritize the appropriate plan for handling and disposal of Hazardous Waste.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Solid Waste Management:</b> Need of solid waste management; Types of solid waste: biodegradable, Industrial solid waste: pulp and paper, sugar, thermal power station, food processing, textile, urban and agricultural. Solid waste treatment: Compaction, dewatering, briquetting, size reduction, separation of organic and inorganic i.e. removal of metals like iron.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2.</b>	Solid waste disposal methods – Solid waste reuse: Recycling and recovery Solid waste energy recovering, incineration, pyrolysis, biogas generation Solid waste as a source of raw material i.e. light weight bricks from fly ash, composting, etc. Urban Solid Waste: Changing scenario with development, collection, transport & disposal; Separation of waste at source of generation for recovery of plastic, paper & metal, etc.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3.</b>	<b>Operation and Maintenance of Effluent Treatment Plant:</b> Operation and monitoring of waste treatment units including primary, secondary and tertiary for industries viz., sugar, pulp and paper, dairy, textile and distillery, Concept of common effluent Treatment Plant (CEPT) Sludge Management. Sewage sludge, industrial sludge, primary and secondary sludge dewatering of sludge, conditioning, Compressible and non-compressible sludge, filtration, filtration aids, Dewatering aids, thickening, centrifugation & drying.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P=1</b>
<b>4.</b>	<b>Hazards and Toxic Waste Management:</b> Sources, characteristics, handling and disposal methods safe to environment Radioactive and Medical waste management. Management of toxic industrial chemicals: Insecticides, cyanide, caustic soda, chlorine, etc. for industries viz. insecticides, caustic soda, chlorine plants, etc.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

### Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Vogel's Textbook of Quantitative Chemical Analysis, 5<sup>th</sup> edition, J H Basset, J. Nendham and Denny, R.C.</li> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• Textbook On Biotechnology by H D Kumar, Affiliated East-West Press Pvt Ltd, 2003</li> </ul>
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		<ul style="list-style-type: none"> <li>• A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand</li> <li>• A Text Book of Green Chemistry, Ahluwalia, Narosa</li> <li>• A Text Book of Engineering Chemistry, Dara, Chand</li> </ul>
1	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Integrated Solid Waste Management – Engineering Principles &amp; Management By: Issues by George Tchobanoglous, Hilary Theisen &amp; Samuel A Vigil. McGraw-Hill International Editions, New York (1993).</li> <li>• Solid Waste Management in Developing Countries By: AD Bhide &amp; BB Sunderesan. Indian National Scientific Documentation Centre, New Delhi (1983).</li> <li>• Solid Waste Engineering By: PA Vesilind, William Worrell &amp; R. Thomas Brooks/Cole, Australia (2002).</li> <li>• Infectious Waste Management By: Frank L Cross Jr, Howard E Hesketh, P Kay Rykowski. Technomic Publishing Co Inc. Lancaster, Basel (1990).</li> <li>• Hazardous Waste Chemistry, Toxicology &amp; Treatment By: S.E Manahan, Lewis Publishers, USA (1990).</li> <li>• Basics of Solid and Hazardous Waste Management Technology By: K.L Shah. Prentice Hall, Ohio (2000).</li> <li>• Industrial and Hazardous Wastes – Health Impacts &amp; Management Plans By: Rajiv K Sinha &amp; Sunil Heart. Pointer Publishers, Jaipur (2004).</li> <li>• Hazardous Waste Management By: MD LaGrega, PL Buckingham, JC Evans &amp; Environmental Resources Management, McGraw-Hill International Edn. Boston (2001).</li> <li>• Matter Hazardous (Laws explained) By: AK Mhaskar. Media Enviro, Pune.</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://mpcb.gov.in/images/pdf/part.pdf">http://mpcb.gov.in/images/pdf/part.pdf</a></li> <li>• <a href="https://www.britannica.com/technology/solid-waste-management">https://www.britannica.com/technology/solid-waste-management</a></li> <li>• <a href="https://nptel.ac.in/courses/120108005/module9/lecture9.pdf">https://nptel.ac.in/courses/120108005/module9/lecture9.pdf</a></li> <li>• <a href="https://iwa-network.org/groups/sludge-management/">https://iwa-network.org/groups/sludge-management/</a></li> <li>• <a href="http://mimoza.marmara.edu.tr/~orhan.gokyay/enve425/ch1.pdf">http://mimoza.marmara.edu.tr/~orhan.gokyay/enve425/ch1.pdf</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> <li>• International Journal of Environmental Pollution Control &amp; Management , ISSN No .0975-3842</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Manual of handling of hazardous waste</li> <li>• Case studies of waste management</li> </ul>
6	<b>Practical Component</b>	Practicals based on this paper will be conducted under Paper No. CC 203 (Practical- III)

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 403</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>STRATEGIC MANAGEMENT</b>		

<b>Course Objectives</b>	
1	To familiarize students with strategic management process in detail
2	To analyze organizations for strategy formulation and implementation.
3	To design various types of strategies for a given industry.
4	To evaluate an industry using various tools and techniques for strategic choice.
5	To be able to evaluate strategies implemented.
<b>Course Outcomes</b> Students should be able to:	
1	Discuss various concepts and theories in the field of strategic management.
2	Formulate various types of strategies for a given industry.
3	E Evaluate an industry using various tools and techniques for strategic choice.
4	Critique strategies implemented.
5	Devise strategic approaches to managing a business successfully in a global context

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Strategic Management &amp; Environment (15)</b> Introduction to Concept of Strategy and Strategic management; Importance of Strategy, Levels of Strategy, Strategic Management Process – Different Phases; Strategic Intent - Mission, Vision, Objectives. Formulation of strategic intent, methods of Goal Setting – MBO, Balance scorecard approach, Critical success Factors and Key Performance Indicators. Concept and Characteristics of environment, Components of external environment/ External Analysis, PESTEL Framework,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Internal Analysis &amp; Corporate Strategies (15)</b> Industry Analysis – Porter’s Five Forces Model, Internal Analysis – Resource Based view VIRO analysis, Approaches to internal analysis – SWOT Analysis, Value Chain Analysis, Financial Analysis Corporate strategies - stability strategy, expansion strategy, retrenchment strategy, combination strategy. Mergers and Acquisitions, Strategic alliances & Joint ventures – concept, reasons, Entry strategies for global market	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>

3	<b>Business Strategies &amp; strategic Analysis (15)</b> Business level strategy - cost leadership, Focus strategy Differentiation – Types – Advantages and Disadvantages – +`Blue, Red & Purple Ocean Strategy. Strategic choice process, corporate portfolio analysis, BCG Matrix, TOWS Matrix, GE nine cell , strategic choice at business level – Industry analysis, Competitor analysis. Strategic CSR.	L=11	
		T=2	P=2
4	<b>Strategic Issues, (15)</b> Strategic implementation issues - McKinsey's 7s framework approaches to resource allocation, structural issues – functional, product/ divisional, SBU structure, matrix, network, free form , behavioural issues- Strategic leadership, Corporate strategic communication. Strategic evaluation-importance, participant's barriers and requirements. Types of strategic control-operational control-Strategic process of Evaluation, techniques of strategic evaluation and control. Sustainability & strategic management- concept of TBL, Environmental & Social Impacts on Society Contemporary issues in strategic management.	L=11	
		T=2	P=2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1	<b>Text Books</b>	1. Azahar Kazmi, "Strategic Management & Business Policy"- Fourth Edition, The Mc-graw Hill Edition. 2. P.Subba Roa, "Business Policy & Strategic Management", Himalaya Publication
2	<b>Reference books</b>	1. Hoskisson, Hitt, Ireland & Manikutty, "Strategic Management"- A south Asian Perspective Cengage Learning, 9 <sup>th</sup> Edition. 2. Thomas wheelen, J David Hunger, Alan N Hofman & Charles E Banford, "Concepts in Strategic Management and Business Policy" Pearson Publication , 2018 3. Pradip Kumar Sinha, "Mergers, Acquisitions and Corporate Restructuring," Himalaya Publishing House, 2019. 4. R M Shrivasta, "Management Policy and Strategic Management" Himalaya Publishing House,2014. 5. Fred R David & Forest R David, Strategic Management ",Pearson Publication , 16 <sup>th</sup> Edition, 2017
3	<b>Websites</b>	<a href="http://www.mckinsey.com/in">www.mckinsey.com/in</a>
4	<b>Journals</b>	1. The Indian Journal of Indian Management & strategy 2. IUP Journal of Business strategy.
5	<b>Supplementary reading</b>	Business Standard : The Strategist supplement Economic Times
6	<b>Practical component</b>	Case studies and assignments on real life situations

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 404</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>BUSINESS ETHICS AND CORPORATE GOVERNANCE</b>		
<b>Course Outcomes:</b> At the end of the course Students will be able to			
1	Describe ethical decision-making framework.		
2	Analyze ethical and moral issues in life and in Business.		
3	Examine the evolution of Corporate Governance in India.		
4.	Generalize Principles of Good corporate governance.		
<b>Unit Number</b>	<b>Contents</b>		<b>Number of Sessions</b>
<b>1</b>	<b>Unit 1: Introduction to Business Ethics</b> Concept of Ethics, Nature and Characteristics of Business Ethics, Doctrine of Karma, Causes of Unethical Behaviour , Work Ethics, Code of conduct for business, Ethical decision making frameworks, Ethical theories: Rights Theories, Justice Theories, Utilitarianism, The Virtue Approach, The Common Good Approach.		<b>L=11</b>
	<b>T=2</b>	<b>P=2</b>	
<b>2</b>	<b>Unit 2: Ethical issues : Identification and Solutions</b> Ethical Dilemma, Resolution of ethical dilemma, Fostering ethics, Whistle blowing concept and policy, Corruption, Bribery. Ethical issues in Global Business, Concept of sustainability reporting, Ethics in various functional areas- Marketing, Advertising, HRM, Accounting, Ethics in environment protection.		<b>L=11</b>
	<b>T=2</b>	<b>P=2</b>	
<b>3</b>	<b>Unit 3 : Introduction to Corporate Governance</b> Corporate Governance – Concept, Objectives, History ,Issues in Corporate Governance, Elements of good Corporate Governance, OCED Principles of Corporate Governance, Corporate citizenship, Corporate Social Responsibility and Stakeholders Role, Triple Bottom line and Carroll's model of CSR.		<b>L=11</b>
	<b>T=2</b>	<b>P=2</b>	
<b>4</b>	<b>Unit 4 : Corporate Governance in India.</b> Naresh Chandra Committee Recommendations, Narayan Murthy Committee Recommendations, The Cadbury Committee, Recommendations in Companies Act 2013, Amendments by Indian regulators pertaining to Corporate Governance. Recent Developments in India- Corporate Governance Score card, Corporate Governance Awards. Role of Board of Directors, Types of Directors and their Functions, Independent Directors- Functions and Role, Ethics committee.		<b>L=11</b>
	<b>T=2</b>	<b>P=2</b>	

Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
1	<b>Text Books</b>	1. Business Ethics and Corporate Governance , B.N.Ghosh, Tata Mcgraw Hill
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Fernando A.C. , Corporate Governance,Principles, Policies and Practices, Pearson Education</li> <li>2. Business Ethics and Corporate Governance , B.N.Ghosh, Tata Mcgraw Hill</li> <li>3. Business and Government , Francis Cherunilam , Himalaya Publishing House</li> <li>4. Joffy George, The Art of Corporate Governance</li> <li>5. SEBI Regulations 2015</li> <li>6. Shaw W.H, Business ethics, Thomson</li> <li>7. Ferrel O.C., Farell Linda, Business Ethics, Ethical decision making and cases, Biztantra</li> </ol>
3	<b>Websites</b>	<a href="http://www.onlineethics.org">www.onlineethics.org</a> <a href="http://www.oecd.org">www.oecd.org</a>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Business Express</li> <li>2. Bloomberg Business Week</li> <li>3. Business India</li> </ol>
5	<b>Supplementary Reading</b>	1. The Economics Times
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Studying Governance system of any company and classifying it into different types of systems which are studied and justifying why such system is chosen by that organization.</li> <li>2. Preparing the code of conduct of any five business organization.</li> <li>3. Class debate on ethical dilemma.</li> <li>4. Identify three ethical business organizations and list their ethical norms.</li> <li>5. Library Exercise on Corporate Governance activities undertaken by any of two company</li> </ol>



**ANY ONE PAPER**

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC- Spl-I-405-A (F-III)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>MANAGEMENT ACCOUNTING AND CONTROL SYSTEM- F-III</b>		

**Course Objectives**

1	To acquaint students with adequate knowledge of management accounting and control system.
2	To present and compile management accounting information.

**Course Outcomes**

	<b>The students will able to learn:</b>
1	Apply concept of marginal costing for decision making.
2	Analyze various operating and financial leverages to design capital structure.
3	Evaluate various types of budgets for managerial decision making.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Management Accounting:</b> Meaning and Scope of Management Accounting In the Context of Changing Business Environment, Human Resource Accounting and Inflation Accounting. Strategic Management Accounting, Introduction of Accounting Information for Transfer Pricing. Methods of Transfer Pricing .	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Marginal Costing :</b> Meaning and scope, uses and advantages, Terminologies in Marginal Costing- Contribution, Margin of Safety, CVP analysis, BEP and Relevant Cost and Decision-Making.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Leverage Analysis:</b> Meaning & importance of leverage, Types of leverages, Use of leverage in decision making, Measures of Operating and Financial Leverage, Effects of Leverage on Shareholders' Returns.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 3</b>
<b>4</b>	<b>Budget and Budgetary Control:</b> Concept of Budget, Budgeting and Budgetary Control, Organization for Budgetary control- Budget Centers, Budget Committee, Budget Manual, Budget period, Principal Budget, Advantages and limitations of Budgetary Control System. Types of budget.	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 2</b>

**Note:**

1. Case studies on cash budget and flexible budget.
2. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
3. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

**Learning Resources**

<b>1.</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>• Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>• Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>• James C Van harne, "Financial Management &amp; Policy" Pearson Publication House</li> </ul>
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		<ul style="list-style-type: none"> <li>• ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ul>
2.	<b>Reference Books</b>	<ul style="list-style-type: none"> <li>• V.K. Saxena And C.D. Vashisth: “Advanced Cost And Management Accounting”, Sultan Chand And Sons, 6<sup>th</sup> Edition</li> <li>• M.Y. Khan And P.K. Jain, “Cost Accounting”, Tata McGraw Hill, Edition 2000</li> <li>• Dr. M.K. Kole, “Human Resource Accounting, Institute Of Cost And Works, Accountants Of India”, Edition 2000</li> <li>• N.K. Prasad, “Cost Accounting”</li> <li>• R.P.Rustagi, “Financial Management”, PHI,10<sup>th</sup> edition.</li> <li>• Garrison, Managerial Accounting, Tata McGraw</li> <li>• Maheshwari, Financial Accounting, Vikas Publishing</li> <li>• Khan and Jain, Management Accounting, Tata McGraw</li> <li>• Ramchandran, Financial Accounting for Management, Tata McGraw</li> <li>• JawaharLal, Accounting For Management, Himalaya Publishing</li> <li>• J.Madegowda, Accounting For Managers, Himalaya Publishing</li> <li>• M.N.Arora, “Cost and Management Accounting”, Himalaya Publishing</li> </ul>
3.	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li> <li>• <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a></li> <li>• <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li> <li>• Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same</li> </ul>
4.	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5.	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6.	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on marginal costing and decision making</li> <li>• Practical Problems on leverages</li> <li>• Practical Problems on flexible budget and functional budgets</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-405-(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>PERFORMANCE AND COMPENSATION MANAGEMENT</b>		
<b>Course Outcomes: Students will be able to;</b>			
1.	Gain insights of various conceptual aspects of Compensation, Performance Management and competencies and related law to achieve organizational goals.		
2.	Determine the performance/competency based compensation system for business excellence and solve various cases.		
3	Designing the compensation strategies for attraction, motivation and retaining high quality workforce		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	Performance Management: Managing and addressing Employee Performance Problems, Performance Management Strategic Planning. Performance Management and Employee Development: Employee Assessment system, Potential Appraisal System:- Development and Retention of high potentials, Role of HR Professionals in Performance management.	L= 11	
		T= 4	P= 0
2	Competency Model, Competency Model Pyramid, Application of competency model into various HRM functions, benefits of using competency mapping model in organizations, Benefits of using competency based performance appraisal system, Taking interviews to gather information, Behavioural Event Interview, process for writing competencies.	L= 11	
		T= 4	P= 0
3	Compensation Management: Wage and Salary Administration: Calculation of Wage, Salary, Prerequisites, Compensation Packages, Cost of Living Index and Dearness Allowance, Designing and operating incentives, fringe and non- financial Benefits,. Job Evaluation:- Major Decisions in Job Evaluation, Job Evaluation Methods, Laws related to wages and salaries:- Minimum Wages, Payment of Wages, Payment of Bonus.	L	
4	Employee Contributions: Pay For Performance (PFP): Competency Based Pay, Skill based Pay, Team based pay, Gain and Profit sharing Designing PFP Plans, Merit Pay/Variable Pay, Compensation Strategies for Special Groups. Executive compensation, cafeteria compensation,		

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1	Text Books	<ul style="list-style-type: none"> <li>• Strategic Compensation, Joseph J. Martocchio, 3rd Edition, Prentice Hall, 2004.</li> <li>• Compensation Management in Knowledge based world, Richard I. Anderson, 10th edition, Pearson Education.</li> <li>• Compensation Management, ErSoniShyam Singh, Excel Books.</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>• Compensation &amp; Reward Management, BD Singh, 2nd edition, Excel books, 2012.</li> <li>• Compensation, Milkovich &amp; Newman, 9th edition, 2017, Irwin/McGraw-Hill.</li> <li>• Compensation and Benefit Design, Bashker D. Biswas, FT Press, 2012.</li> <li>• An Introduction to Executive Compensation, Steven Balsam, Academic Press, 2002.</li> <li>• Industrial Relations and Labour Laws, Srivastava S.C., Vikas Publishing House Pvt. Ltd.,</li> </ul>
3	Websites	<ol style="list-style-type: none"> <li>1. <a href="http://www.ILO.org">www.ILO.org</a></li> <li>2. <a href="http://www.labour.nic.in">www.labour.nic.in</a></li> <li>3. <a href="http://www.labourstat.org">www.labourstat.org</a></li> </ol>
4	Journals	IOSR <i>Journal of Humanities And Social Science</i> Indian Labour Journal
5	Supplementary Reading	<a href="https://www.toolbox.com/hr/performance-management/articles/what-is-performance-management/">https://www.toolbox.com/hr/performance-management/articles/what-is-performance-management/</a> <a href="https://www.hibob.com/hr-glossary/compensation-management-planning/">https://www.hibob.com/hr-glossary/compensation-management-planning/</a> <a href="https://www.namanhr.com/services/competency-mapping/">https://www.namanhr.com/services/competency-mapping/</a>
6	Practical Component	<ul style="list-style-type: none"> <li>• Students must prepare a comprehensive compensation plan to be offered to Executives.</li> <li>• Students to collect information from different organization regarding the Cost To Company of an employee.</li> <li>• Students have to prepare questionnaire for conducting wage survey and carry out wage survey for any selected sector and prepare a report for the same.</li> <li>• Students to calculate the bonus amount eligible to an employee working as a HR Executive</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-405-C</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>SALES &amp; DISTRIBUTION MANAGEMENT PAPER-IV</b>		
<b>Course Objectives</b>			
1	Students will conceptually understand concepts related to sales and distribution.		
2	Students will learn strategies required for selling and distribution		
3	Students will become aware of financial aspects of marketing.		
<b>Course Outcomes: Students will be able to;</b>			
1	Evaluate concepts related to sales & distribution.		
2	Apply selling & distribution concepts & strategies for marketing.		
3	Apply financial aspects of marketing.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b> <b>Sales management</b> - Meaning, Evaluation, Importance, Personal Selling, Qualities and responsibilities of sales manager. Types of sales organizations. Sales force management, recruitment, selection & training, structure, size, productivity. Motivation & compensation of salespeople	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b> <b>Selling Process and Strategies</b> -Overview of selling process. Selling and buying Styles, selling skills, situations, selling process, sales presentation, Handling customer objections, Follow-u action. Sales territory, meaning, size, designing, sales quota, procedure for sales quota. Types of sales quota, Methods of setting quota.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III-</b> <b>Distribution Management</b> - Introduction-Concept of channel flows, Managing a channel design, Basics of warehouse/inventory/ transportation planning, Intermediaries: Channel Formats, Managing channel partner, channel conflict, Channel information systems, International Trends in Sales and Distribution, Distribution as a function of marketing. Strategies. Mass, selective, exclusive distribution. Push v/s pull approaches. Channel design mix decisions.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Unit IV</b> <b>Marketing Finance</b> Performance of Salesforce, work load method, forecasting, and product line accounting, Life cycle costing, Dropping product line, Return On Promotion, Selection of media, Launching, Profitability & Variance.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

Learning Resources		
1	<b>Text Books</b>	1. <b>Cherunallium &amp; Francis</b> - <i>Industrial Marketing</i> 2. <b>Chunwalla S.A</b> - Sales & Distribution Management
2	<b>Reference books</b>	1. <b>Keskar &amp; Abhayankar</b> - Sales Management & personal selling 2. <b>Aaker David A</b> – Building Strong Brands – The Free Press, New York 3. <b>Keller K.</b> - Strategic Brand Management- Prentice - Hall India Kapferer Jean Noel – Strategic Brand Management – KoganPage London 4. <b>Keller, Parameswaran, Jacod</b> - Strategic Brand Managemnt- Pearson 5. <b>Chunawalla and Sethia</b> – Foundation of Advertising Theory and Practice- HP Publication 6. <b>Clow Baack</b> - Integrated Advertising, Promotion and Marketing Communication –Pearson Education 7. <b>Still and Cundiff</b> - Sales Management – 8. S A Chunawalla -Sales and distribution Management –Himalaya Publication 9. <b>Charles Futrell</b> - ABC ‘s of Selling 10. <b>Ramaswam and Namakumari</b> - Marketing Management – Macmillan Publication 11. <b>Services &amp; Sales Marketing</b> - Zha S.M., Himalaya Publishing House 12. <b>Strategic Retail Management</b> - Indian Text Edition-Srini R.Srinivasan 13. <b>“Retail Marketing Management”</b> – Person Education Ltd. – Ist Reprint India- David Gilbert 14. <b>Retailing Management</b> -Text and Cases-Swapna Pradhan The McGraw Hill Companies
5	<b>Supplementary Reading</b>	1. The Economic Times 2. Business Standard 3. Business TIMES
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Group Activity based on all the units</li> <li>• Take business Games &amp; other subject related activities</li> <li>• Discussion on Cases related to all units</li> <li>• Library assignment on all the units</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC- Spl-I-405- D (P-III)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>MODERN APPROACHES TO QUALITY MANAGEMENT- P-III</b>		

**Course Objectives:**

1	To make students understand fundamental concepts and principles of quality management, including the basic concept and functions of service quality management.
2	To make students knowledgeable about theoretical aspects and practical application of statistical quality control techniques.
3	To introduce students to various quality management awards & its framework.

**Course Outcomes:** Students will be able to;

1	Describe different concepts related to Quality Management.
2	Apply relevant practices of Quality Management in the organization.
3	Analyze issues involved in Quality Management.
4	Evaluate the recent developments in Quality Management.

<b>Unit Number</b>	<b>Contents</b>	
1	<b>INTRODUCTION TO QUALITY MANAGEMENT</b> Definitions of Quality, Dimensions of Quality, Meaning of Quality Management, Evolution of Quality Management, Quality Assurance, Quality of Design, Quality of Conformance, Cost of Quality: Cost of Poor Quality, Cost of Internal & External Failure, Appraisal Cost, Prevention Cost. Quality Function Deployment.	<b>L 11</b> <b>T 2</b> <b>P 2</b>
2	<b>STATISTICAL QUALITY CONTROL</b> Meaning And Significance of Statistical Quality Control, Need of Accepting Sampling, Types of Sampling Plans, OC Curve, Introduction To Statistical Process Control & Control Charts, Control Charts for Variable, Control Charts for Attribute. (Numerical Treatment on Control Charts).	<b>L 11</b> <b>T 2</b> <b>P 2</b>

3	<p><b>TOTAL QUALITY MANAGEMENT &amp; SIX SIGMA</b></p> <p>Total Quality Management: Concept of TQM, Evolution of TQM, Principles of TQM, TQM Model, Implementation of TQM (PDCA Cycle), Training for Quality Management. Six Sigma: Introduction to Six Sigma, Evolution of Six Sigma, DMAIC Model for Implementing Six Sigma, Six Sigma Impact Measurement. Quality Circles.</p>	<p><b>L 11</b></p> <p><b>T 2</b></p> <p><b>P 2</b></p>
4	<p><b>SERVICE QUALITY MANAGEMENT &amp; QUALITY MANAGEMENT AWARDS</b></p> <p>Introduction to Service Quality, The Service Quality GAP Model, Measuring &amp; Improving Service Quality, Quality System Standards, Bureau of Indian Standards, International Organization of Standardization, ISO 9000-2000, Deming Prize, Malcolm Baldrige National Quality Award, Rajiv Gandhi National Quality Award, The Golden Peacock National Quality Award.</p>	<p><b>L 11</b></p> <p><b>T 2</b></p> <p><b>P 2</b></p>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Amitva Mitra, Fundamentals of Quality Control and Improvement, Wiley</li> <li>• R. Panneerselvam &amp; P. Sivasankaran, Quality Management, Prentice Hall India Learning Private Limited</li> <li>• Shridhara Bhat K, Total Quality Management – Text and Cases, Himalaya Publishing House, First Edition</li> <li>• M. Mahajan, Statistical Quality Control, Dhanpat Rai &amp; Co.</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Kanishka Bwdi, “Quality Management”, Oxford University Press</li> <li>• David Hoyle, Quality Management Essentials, Butterworth-Heinemann</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.managementstudyguide.com/total-quality-management-articles.htm">https://www.managementstudyguide.com/total-quality-management-articles.htm</a></li> <li>• <a href="https://www.managementstudyguide.com/six-sigma-articles.htm">https://www.managementstudyguide.com/six-sigma-articles.htm</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• International Journal of Productivity and Quality Management (IJPQM)</li> <li>• Journal of Quality Management   ScienceDirect.com</li> <li>• Quality Management Journal – Scimago</li> <li>• The TQM Journal information – Emerald</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Dale H. Besterfield et al, Total Quality Management, Third edition, Pearson Education</li> <li>• Evans &amp; Lindsay, An Introduction to Six Sigma &amp; Process Improvement, Cengage learning</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• To meet quality control manager of any local manufacturing organization to understand application of Quality Control Tools.</li> <li>• Identifying and visiting local ISO Certified organization to understand</li> </ul>



		<p>criteria for getting ISO Certification.</p> <ul style="list-style-type: none"><li>• Visiting any local service sector business to study its Quality Management Framework.</li><li>• Library Exercise on any one of the Quality Management Awards studied and any one award winning company of your choice.</li></ul>
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC- Spl-I-405-E (AB-III)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>AGRI PRODUCTION AND SUPPLY CHAIN MANAGEMENT- AB-III</b>		

<b>Course Objectives</b>	
1	To explain the basic issues and theories of optimizing farm production.
2	To introduce with various farm technology practices.
3	To introduce the students to the concepts and processes of agricultural supply chain management.
<b>Course Out Comes: Students will be able to</b>	
1	Analyze the factors influencing agricultural production and their supply chain.
2	Adapt traditional and modern practices of farm management.
3	Develop skills for agricultural supply-chain and logistics infrastructure management.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Fundamentals and Theories of Farm Management:</b> Scope Of Modern Agriculture, Special Features Of Agricultural And Industrial Production. Difference between Farm and Non-Farm Business Management; Farm system Theory, Theory of Farm Management by Objectives, Practices of Farm Management, Making Small farm more effective.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Farm Production Systems And Management Functions:</b> Peasants, Proprietorship, Cooperative Farming, Capital Farming, Corporate Farming, Land Tenure Systems And Agricultural Production Management, Farm Management Tools.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Farm Technology and Issues in Farm Management:</b> effects of New Technology, Management And Technology Change, Gains From Technological Improvements to Producers And Consumers, Mechanization And Automation, Green Houses; Size-Productivity Debate, Measurement Of Farm Efficiency, Irrigation Management, Production Planning-Specialization And Diversification.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Introduction to Supply Chain and Logistics Management in Agri Business::</b> changing Business environment, SCM; Present need In agriculture, Conceptual model of SCM and Evolution of SCM, Approaches of SCM: Traditional and Modern, Elements in SCM, <b>Logistics Management:</b> History and Evolution of Logistics, elements of logistics: management, distribution management, distribution strategies, pool distribution; transport management, fleet management, service innovation, warehousing, packaging for logistics, third – party logistics(TPL/3PL), GPS technology.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	Text Books	<ul style="list-style-type: none"> <li>Robertson C.A. – An Introduction To Agricultural Production Economics And Farm Management – Tata Mcgraw Hill</li> <li>Heady, Earl. O And Jensen Herald R. – Farm Management Economics – Prentice Hall</li> <li>Barnard C.S. And Nix J.S. – Fam Planning And Control</li> <li>Altekar RV, 2006, Supply Chain Management: concepts and cases, Prentice Hall of India</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>Blake C.D. – Fundamentals Of Modern Agriculture</li> <li>Sadhu And Singh – Fundamentals Of Agriculture</li> <li>Agrawal A.N. – Indian Agriculture</li> <li>Sharma A.N. And Sharma V.K. – Elements Of Farm Management</li> <li>Reji D Nair – “Farm Management: Theory and Practice” – Concept Publishing Company Pvt. Ltd.,</li> <li>Warren G. F. – “Farm Management” – Arise Publishers and Distributors</li> <li>Kahlan A. S. and Karan Singh – “Farm Management in India: Theory and Practice” – allied Publishers Pvt. Ltd.,</li> <li>Dhaka J.M. – “Economics of Agri Production and Farm Management” – Avishakar Publishers and Distributors</li> </ul>
3	Websites	<p> <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a>  <a href="http://www.manage.gov.in">www.manage.gov.in</a>  <a href="http://www.ica.coop/">www.ica.coop/</a>  <a href="http://www.apeda.gov.in">www.apeda.gov.in</a>  <a href="http://www.fao.org/home/en/">www.fao.org/home/en/</a>  <a href="http://www.worldbank.org">www.worldbank.org</a>  <a href="http://indiagovernance.gov.in/docsearch.php?search=Agriculture&amp;from_map=1&amp;type=theme">http://indiagovernance.gov.in/docsearch.php?search=Agriculture&amp;from_map=1&amp;type=theme</a> </p>
4	Journals	<p>           Indian Journal of Agricultural Economics            Indian Journal of Agricultural Marketing            Journal of Agribusiness            Rural Marketing         </p>
5	Supplementary Reading	<p> <a href="http://www.nwccindia.com/agriculture-logistics/agriculture-and-production-management:Union-Budget">http://www.nwccindia.com/agriculture-logistics/agriculture-and-production-management:Union-Budget</a> </p>
6	Practical Component	<ul style="list-style-type: none"> <li>Make a field visit of a greenhouse farm to understand modern management activities on farm</li> <li>Identify one successful/progressive farmer and conduct an interview to know various decisions taken by him/her to make successful farming</li> <li>Visit various farm input selling centers and find out latest equipment and their benefits</li> <li>Interact with various agro based and consumer goods producing companies and prepare report on their logistics issues while reaching rural urban markets</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC- Spl-I-405-F (S-III)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>APPLIED DATA SCIENCE AND BUSINESS ANALYTICS USING R – S-III</b>		
<b>Course Objectives</b>			
1	To understand and adopt the skills of big data analytics and Business Intelligence to varied aspects of managerial decision making		
2	To enable a student to use analytics to solve business problems		
3	To make use of a language R for applied data science.		
4	To Apply BI tools for problem-solving		
<b>Course Outcoms: Student will able to</b>			
1	Identify and describe complex business problems in terms of analytical models.		
2	Apply appropriate analytical methods to find solutions to business problems that achieve stated objectives.		
3	Examine data from files and other sources and perform various data manipulation tasks on them.		
4	Apply the knowledge of R gained to data Analytics for real-life applications		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to Data Science – Data to Data science, Data Science Process, Concept of Big Data, Facets of data, Business Intelligence, Concept of Data mining, , uses of data mining, Concept of data warehousing, OLAP, OLTP, A Process Model for Data Mining, Analytics for managers, Modules and Model Building, hard coding and soft coding in excel, Analyzing sequential decision	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Introduction to Business Analytics, Applications of analytics, Types of Digital Data The basic element of decision, decision situations, ETL Process, Role of statistics in Analytics, Emerging Analytics, Introduction to R and its environments, Installing R, Installing R Studio, Working with R, R Packages, Basic R	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
3	Predictive Analytics-, Introduction, Important Aspects of Effective implementation of predictive analytics, Applications and limitations of predictive analytics, The intrinsic Value of data- Transactional Data, Profile Data, Behavioral Data, The cost of data, Data frames in R, For Loop, While loop, Conditional branching, R Packages, Single Model Data Structure in R, Multi-Model Data structure in R .	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	Visual Analytics using R - Principle of analytics graphics, Plotting systems, Data Import/Export, Plot Function, Plot Types, Basic charts using R, ggplot2 package for graphics, method of treat missing values, outlier detection, impact of outlier in the data set, ,Data manipulation and Transformation using R, Package Building	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Students Will Have To Complete All Practical Assignments Based On R.
2. Students will have to complete all tutorials, assignments and lab session for internal credits.

<b>Learning Resources</b>		
1	<b>Text Book</b>	<ul style="list-style-type: none"> <li>• Business Analytics Principles, Concepts, and Applications - Marc J. Schniederjans Dara G. Schniederjans Christopher M. Starkey.</li> <li>• Data mining for Business Intelligence: Concept, Techniques, and Application in Microsoft Office Excel with XLMiner - Galit Shmueli (, Nitin R. Patel , Peter C. Bruce</li> </ul>
1	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Business Analytics A Practitioner's Guides: Saxena, Rahul, Srinivasan, Anand</li> <li>• Management Science and Decision Technology – Camm, Evans</li> <li>• R for everyone Advanced analytics and graphics – Lander</li> <li>• Data Mining and Business Analytics with R Book by Johannes Ledolter</li> <li>• Data Mining with R: Learning with Case studies – Luis Torgo</li> <li>• Business Intelligence tools for Excel Analysts – Michael Alexandere, Jared Decker, Bernard Wehbe.</li> <li>• Data Mining In Excel: Galit Shmueli Nitin R. Patel Peter C. Bruce</li> <li>• R for Data Science by Hadley Wickham &amp; Garrett Golemud (SPD)</li> </ul>
3	<b>Website</b>	<ul style="list-style-type: none"> <li>• <a href="https://applied-data.science">https://applied-data.science</a></li> <li>• <a href="https://cran.r-project.org">https://cran.r-project.org</a></li> <li>• <a href="https://www.rstudio.com/products">https://www.rstudio.com/products</a></li> <li>• <a href="https://www.analyticsvidhya.com">https://www.analyticsvidhya.com</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Journal on Business Analytics</li> <li>• International Journal of Computer Science &amp; Information Technology</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• The Indian Express</li> <li>• The Times of India</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Library Assignment based on unit number 3</li> <li>• Lab assignment on R language</li> <li>• Mini project on R</li> </ul>

**ANY ONE ELECTIVE PAPER**

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II- 401-A (F-IV)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>INVESTMENT AND PORTFOLIO MANAGEMENT- F-IV</b>		
<b>Course Objectives</b>			
1	To have understanding on investment and avenues of investment.		
2	To have exposure on analysis techniques of capital market .		
3	To understand various theories of portfolio management.		
<b>Course Outcomes:</b> The students will able to learn;			
1	Analyze the relationship between security analysis and market portfolio.		
2	Evaluate the performance of portfolios.		
3	Design various investment avenues as a small and corporate investor.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Investment:</b> Investment – Basics of Investment – Investment, Speculation and Gambling – Investment Categories – Investment avenues – Non marketable Financial Assets – Money Market Instruments – Bond/Debentures – Equity Shares – Schemes of LIC – Mutual Funds (History and Types)– Financial Derivatives(Derivative Market, Instruments in derivative market, Calculation of pay offs from options) – Real Assets – Real Estate – Art – antiques and others. <b>Introduction to Stock Market:</b> Primary and secondary market, regulation of Stock Market- Companies Act, SEBI, Securities contract regulation Act.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>2</b>	<b>Fundamental Security Analysis:</b> EIC And CIE Approach. Technical Analysis – Technical Tools - The Dow Theory – Primary Trend – The secondary Trend – Minor Trends –Charts. Efficient Market Theory – Basic Concepts – Random-Walk Theory – Weak Form of EMH – Semi-strong Form – Strong Form – The Essence of the Theory – Market Inefficiencies.	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>3</b>	<b>Portfolio Management:</b> Meaning of Portfolio, Steps of Portfolio Management. Code of Conduct for portfolio Manager. Portfolio Analysis – Portfolio and Single asset Returns and Risk – Mean Variance Criterion – covariance – Beta (simple problems) – Portfolio Markowitz Model – simple Diversification – Risk and Return with Different correlation. Portfolio Risk and return.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 3</b>
<b>4</b>	<b>Portfolio Evaluation:</b> Asset Pricing Model Portfolio Evaluation – Capital Asset Pricing Model (CAPM) – Security Market Line – Assumptions – Arbitrage Pricing Model (APT) – Portfolio Performance Models – Sharpe’s Performance Index – Treynor’s Performance Index – Jensen’s Performance Index. Bond, terminologies used in Bond, Valuation and Immunization of Bond.	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 2</b>

**Note:**

1. Portfolio Risk and return with two and three securities.
2. Bond Valuation, Duration and Immunization.
3. Mutual fund rankings with Sharpe and treynor.
4. Problems of Pay off on option (Derivative)

Learning Resources		
1.	Text Books	<ul style="list-style-type: none"> <li>• Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>• Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>• Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>• James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>• ICSI: Handbook on Mergers Amalgamations and takeovers.</li> </ul>
2.	Reference Books	<ul style="list-style-type: none"> <li>• <b>Punithavathy Pandian</b>, Security Analysis And Portfolio Management, Vikas Publications Pvt. Ltd, New Delhi. 2001.</li> <li>• <b>Kevin .S</b>, Security Analysis And Portfolio Management, Phi, Delhi, 2011</li> <li>• <b>Yogesh Maheswari</b>, Investment Management, Phi, Delhi, 2011</li> <li>• <b>Bhalla V K</b>, Investment Management: Security Analysis And Portfolio Management, S Chand, New Delhi, 2009</li> <li>• <b>Prasanna Chandra</b>, Portfolio Managemet, Tata Mcgraw Hill, New Delhi, 2008.</li> </ul>
3.	Websites	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a>  <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>            Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4.	Journals	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5.	Supplementary Reading	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6.	Practical Component	<ul style="list-style-type: none"> <li>• Practical Problems on Portfolio Risk and return with two and three securities</li> <li>• Practical Problems on Bond Valuation, Duration and Immunization</li> <li>• Practical Problems on Mutual fund rankings with Sharpe and treynor</li> <li>• Practical Problems on Problems of Pay off on option (Derivative)</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II- 401-B (HR-IV)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>TALENT AND HUMAN CAPITAL MANAGEMENT-HR-IV</b>		

<b>Course Objectives</b>	
1	To develop understanding of contemporary issues in Human Capital Management.
2	To increase awareness about Talent and Human Capital Management and ability to work both independently and collaboratively.
3	To enable students to critique human resource management issues across levels and recommend managerial interventions to solve organizational problems.
<b>Course Outcomes :- Students will be able to:</b>	
1	Describe the concept of Talent and Human Capital Management.
2	Apply different concepts of Human Capital Management.
3	Summarize Cafeteria Approach in Compensation.
4	Critically evaluate emerging trends in Talent and Human Capital Management.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
<b>1</b>	Talent Management: Acquiring talent, Retaining talent, Nurturing talent, Developing and Recognizing talent.	<b>L= 12</b>
	Competency Management: Iceberg Model of Competencies, Types of competencies, Objectives of Competency Mapping, Benefits of Competency approach, Competency Mapping Methodology. Employee Engagement: Means to promote Employee Engagement, Relationship with Talent Management.	<b>T=2 P= 1</b>
<b>2</b>	Concept of Human Capital Management, HRD Audit: Characteristics, Scope, Process, Methodology, Documents and outcomes. HR Accounting: Objectives, Methods, Advantages and Limitations. Human Resource Information System: Issues while adopting HRIS, Sub-systems of HRIS, Steps in designing HRIS, Advantages of using HRIS.	<b>L= 11 T=2 P= 2</b>
<b>3</b>	Cafeteria Approach in Compensation. Concept of HR Balanced Scorecard. Employee empowerment- concept, objectives, Pre-requisites, types, Process, benefits, limitations. Flexi-time as a retention tool, Moonlighting: causes and HR interventions, Succession Management, Workforce Diversity, Green HRM, Employer and Employee Branding.	<b>L= 11 T=2 P= 2</b>
<b>4</b>	Learning Organization- Concept, Learning culture, HRD in Learning Organization, Role of HRM in Learning organization. Quality circle- constitution and process. Quality of Worklife- objectives, importance, determinants of QWL.	<b>L= 11 T=2 P= 2</b>



**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Uday Kumar Haldar and Juthika Sarkar, Human Resource Management ,Oxford Higher Education.</li> <li>• K.Aswathappa , Human Resource Management , Himalaya Publishing House.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Lyle M. Spencer, Signe M. Spencer, Competence at work – JohnWiley 1993</li> <li>• Naik G.P, Competency mapping, Assessment and Growth - IIHRM,2010.</li> <li>• Herman Aguinis, Performance Management - Pearson Education,2007.</li> <li>• Lance A. Berger &amp;DorothyR. Berger, The Talent Management Hand Book - Tata McGraw Hill.</li> <li>• Michael J. Kavanagh,Mohan Thite,Human Resource Information System, Sage South Asia Edition.</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.humancapital.com">www.humancapital.com</a></li> <li>• <a href="http://www.iupindia.in">www.iupindia.in</a></li> <li>• <a href="http://www.istd.co.in">www.istd.co.in</a></li> <li>• <a href="http://www.forbes.com">www.forbes.com</a></li> <li>• <a href="http://www.mbaskool.com">www.mbaskool.com</a></li> <li>• <a href="http://searchhrsoftware.techtarget.com">searchhrsoftware.techtarget.com</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• South Asian Journal of Human Resource Management</li> <li>• Havard Business Review</li> <li>• Human Capital</li> <li>• Indian Journal of Training an Development</li> <li>• South Asian Journal of Business and Management Education</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Education World, The Human Development Magazine</li> <li>• Human Capital Magazine- Realizing Business Strategy through People.</li> <li>• Business India, The Magazine of Corporate World.</li> <li>• South Asian Journal of Practical Research</li> </ul>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Students are expected to conduct a study on how talent is acquired and retained – in various industries – and various strategies followed by the respective companies.</li> <li>• Students will collect data about the position of principal, director, and other teachers in your college and prepare a competency dictionary for the said positions.</li> <li>• Students will collect data in your college or any other organization using Q 12 instrument and analyze it to find out the engagement level of employees.</li> <li>• Students will identify the important positions in your college or any other organization and ascertain the measures if any taken to develop second line of leadership.</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE -Spl-II-401-C</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INTEGRATED MARKETING COMMUNICATION</b>		<b>PAPER-IV</b>
<b>Course Objectives</b>			
<b>1</b>	Students will become familiar with concepts, theories of IMC.		
<b>2</b>	Students will understand techniques in IMC.		
<b>3</b>	Students will be able to utilize various tools for IMC strategies.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Explain various integrated marketing communication tools & techniques processes		
<b>2</b>	Design marketing communication plans		
<b>3</b>	Evaluate cost elements of marketing communication		
<b>4</b>	Apply social media for marketing communication		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b> <b>IMC &amp; Brand Management</b> – Conceptual overview of IMC, Introduction to IMC tools – Advertising, sales promotion, publicity, public relations, and event sponsorship; Brand Management-Meaning and Definition – Brand Identity System – Types of Branding - Branding Decisions - Brand Extension – Multi- Brand Portfolios - Branding and Positioning– Concept of Brand Equity. Measuring Brand Equity.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b> <b>Media Management-</b> Elements of the Communications Mix - Media Mix - Types of Media- Media Selection- Planning and Buying –Scheduling media objectives, Media channel strategy, audience research, tactics and the media schedule, Source, Message and channel factors, Communication response hierarchy- AIDA model, Hierarchy of effect model, Innovation adoption model, information processing model, The standard learning Hierarchy, Attribution Hierarchy, The Elaboration Likelihood (ELM) model, The Foote, Cone and Belding (FCB) Model Strategy - Cost and Ability – Matching Media and Market - Media Ad. Effectiveness.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III</b> <b>Advertising Management-</b> Meaning and Definition – The Five of Advertising Advertising's role in the promotional mix, Theories of advertising effects, Advertising campaign planning, Function of	<b>L=11</b>	

	Advertising Agencies – Advertising effectiveness - DAGMAR Approach in Advertising Push vs pull strategy, advertising budgets- Measuring advertising effectiveness(Pre-testing, Copy testing,), Tracking, Advertising return on investment (ROI), Careers, Advertising for special markets or products,	<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Unit IV</b>	<b>L=11</b>	
	<b>Digital Media &amp; Advertising:</b> Digital Media, Evolution of Technology, Convergence of Digital Media, E- Commerce and Digital Media, Advertising on Digital Media, Social Media, Mobile Advertising, Electronic-PR, Advertising Laws & Ethics:, Intellectual Property Rights,.	<b>T=2</b>	<b>P=2</b>

Learning Resources		
1	<b>Text Books</b>	1.Kotler, Kelller, – Marketing Management: A South Asian Perspective – Pearson Pentice Hall
2	<b>Reference books</b>	<p>1.Aaker David A – Building Strong Brands – The Free Press, New York</p> <p>2.Keller K. - Strategic Brand Management- Prentice - Hall India</p> <p>3. <b>Kapferer Jean Noel</b> – Strategic Brand Management – Kogan Page London</p> <p>4.<b>Keller, Parameswaran, Jacod- Strategic Brand Managemnt- Pearson</b></p> <p>4.<b>Chunawalla and Sethia</b> – Foundation of Advertising Theory and Practice- HP Publication</p> <p>5.<b>Clow Baack</b> - Integrated Advertising, Promotion and Marketing Communication –Pearson Education</p> <p>6.<b>Kenneth E.C. , Donald Baack</b> - Integrated Advertising, Promotion and Marketing Communications</p> <p>7.<b>George Belch and Michel Belch</b> - Advertising and Promotion- Tata McGraw-Hill edition</p> <p>8.<b>Bly the Jim</b> – Marketing Communication – Prentice Hall</p> <p>9. <b>U C Mathur</b> - Advertising Management- - New Age International</p> <p>10. <b>Arun Kumar, M Meenakshi-</b> Marketing Management-Vikas Publication</p>
4	<b>Journals</b>	<p>1.Indian Journal of Marketing</p> <p>2.IUP Journal of Business Strategy</p> <p>3.Current Contents In Management Marketing</p>
5	<b>Supplementary Reading</b>	<p>The Economic Times</p> <p>Business Standard</p>

6	<b>Practical Components</b>	<ol style="list-style-type: none"><li>1. Conduct Group activity based on all units</li><li>2. Case discussion on subject related contents</li><li>3. Take different situational activities e.g. - Business Games to the students.</li><li>4. Library assignments based on all units</li></ol>
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II- 401-D (P-IV)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>PROJECT MANAGEMENT</b>		

<b>Course Objectives:</b>	
1	To make students understand fundamental concepts and characteristics of project, including the basic roles, responsibilities and functions of project manager.
2	To Familiarize the Students with various Techniques of project financing and capital budgeting.
3	To introduce students to project evaluation and termination.

<b>Course Outcomes: Students will be able to;</b>	
1	Describe the concepts of Project and Project Management.
2	Apply Project Management practices to start new project.
3	Evaluate Project Management Techniques.
4	Design Project Management Plan for the undertaken project.

<b>Unit Number</b>	<b>Contents</b>	
1	<b>OVERVIEW OF PROJECT MANAGEMENT &amp; SELECTION</b> Concept & Definition of Project, Characteristics of Project, Project Identification, Sources of Project Ideas, Types of Project, Project Life Cycle, Concept & Importance of Project Management, Project Management Principles, Roles And Responsibilities of Project Manager, Project Team Development, Project Management Information System (PMIS).	<b>L 11 T 2, P 2</b>
2	<b>PROJECT APPRAISAL &amp; RISK MANAGEMENT.</b> Concept of Project Appraisal, Technical Appraisal, Commercial Appraisal, Economic Appraisal, Financial Appraisal, Management Appraisal, Social Cost-Benefit Analysis, Introduction to Risk Management, Role of Risk Management in Project Management, Steps in Risk Management, Risk Identification, Risk Analysis, Reducing Risks.	<b>L 11 T 2, P 2</b>
3	<b>PROJECT FINANCING &amp; CAPITAL BUDGETING TECHNIQUES</b> Estimating Cost of Project, Components of Cost of Project, Sources of Project Financing, Capital Budgeting Techniques: TVM, PB, ARR, NPV, IRR. Sensitivity Analysis, Importance of Cash Flows & Cost of Capital in Project Selection. Project Audit: Meaning, Objectives, Phases of Project Audit.	<b>L 11 T 2,P 2</b>
4	<b>PROJECT PLANNING &amp; EVALUATION</b> Concept of Project Planning, Monitoring & Controlling a Project, Work Breakdown Structure, Development of Project Network, Time Estimation, Developing The Project Network Using CPM/PERT, Crashing The Network, Project Evaluation: Concept, Purpose, Advantages. Project Termination: Meaning, Types, Factors Considered in Project Termination, Process. Project Review, Final Project Report (Numerical Treatment on CPM/PERT).	<b>L 11 T 2,P 2</b>

**Note:**

1. Case studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video Cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Clifford F. Gray, Project Management: The Managerial Process, Sixth Edition, McGraw Hill Education</li> <li>• K. Nagrajan “Project Management”, New age international publication.</li> <li>• Ramakrishna &amp; Kamaraju, Essentials of Project Management, Prentice Hall India Learning Private Limited</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Jack Meredith, Samuel J. Mantel Jr. “Project Management- A Managerial Approach” John Wiley and Sons</li> <li>• Clifford F Gray, Erik W Larson, “Project Management-The Managerial Process” Tata Mcgraw-Hill Publishing Co Ltd</li> <li>• Robert K Wyzoubi &amp; Rudd Acgary, “Effective Project management”, Wiley India Pvt.Ltd.</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.project-management-knowhow.com/">https://www.project-management-knowhow.com/</a></li> <li>• <a href="https://www.tutorialspoint.com/pmp-exams/index.htm">https://www.tutorialspoint.com/pmp-exams/index.htm</a></li> <li>• <a href="https://www.managementstudyguide.com/project-management-articles.htm">https://www.managementstudyguide.com/project-management-articles.htm</a></li> <li>• <a href="https://www.projectengineer.net/">https://www.projectengineer.net/</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• International Journal of Project Management – Elsevier</li> <li>• Project Management Journal   PMI</li> <li>• Project Management Journal - Wiley Online Library</li> <li>• International Journal of Project Management   ScienceDirect.com</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• John M Nicholas “Project Management For Business And Technology” Prentice Hall Of India Pvt Ltd</li> <li>• James P Lewis “Project Planning, Scheduling And Control” Tata Mcgraw-Hill Publishing Co Ltd</li> </ul>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Role play to understand roles &amp; responsibilities of project manager.</li> <li>• To identify and visit ongoing projects undertaken by any local business to study project appraisal techniques and risk management.</li> <li>• To meet project finance personnel from any financial institution to understand project financing and capital budgeting techniques.</li> <li>• Library Exercise on Project Report Preparation by studying project reports prepared by any one company of your choice.</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Specialization</b>	<b>Agribusiness Management</b>
<b>Course Code</b>	<b>DSE-Spl-II- 401-E (AB-IV)</b>	<b>Type</b>	<b>Discipline Specific Elective (DSE)</b>
<b>Credit Pattern</b>	<b>C – 44, P = 2 T = 2</b>		
<b>Course Title</b>	<b>AGRI COMMODITY MARKETS AND AGRI-BUSINESS-AB-IV</b>		

<b>Course Objectives</b>	
1	To introduce the meaning and working of commodity markets.
2	To highlight the risk in buying and selling of commodities.
3	To update students with the regulatory framework for commodity markets in India.
<b>Course Out Comes: Students will be able to</b>	
1	Discuss commodity markets for various agricultural produce
2	Analyze commodity trading practices in India and other countries.
3	Appraise the Agri-commodities Markets and Agribusiness.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Commodity Markets and Commodity Risk: An Overview:</b> Introduction Commodity markets, marketing of agricultural commodities, physical market operations, Understanding risk, managing risk, evolution of commodity derivatives, evolution of commodity derivatives in India.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Commodity Derivatives:</b> Meaning, Types and classification, pricing derivatives, derivative markets and its participants, economic importance.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Commodity Exchanges:</b> Introduction, commodity exchanges around the world and in India, Electronic Spot exchange, regulation of commodity markets.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Variety in commodity Markets:</b> designing commodity controls, weather derivatives, freight derivatives, electricity derivatives, catastrophe derivatives, carbon derivatives, currency derivatives and property derivatives .	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Purcell WD, 1991, Agricultural Futures and Options: Principles and Strategies, Macmillan Publications</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Kaufman PJ, 1986, The Concise Handbook of Futures Markets, John Willy and Sons,</li> <li>• Wasendorf RR and Mc Cafferty, 1993, All About Commodities from the Inside Out, Mc Grow hill</li> </ul>
<b>3</b>	<b>Websites</b>	<p><a href="http://www.indiabudget.nic.in">www.indiabudget.nic.in</a></p> <p><a href="http://www.commodityonline.com">www.commodityonline.com</a></p>
<b>4</b>	<b>Journals</b>	<p>Indian Journal of Agricultural Economics</p> <p>Indian Journal of Agricultural Marketing</p> <p>Journal of Agribusiness</p> <p>Indian Journal of Finance</p> <p>Rural Marketing</p> <p>Vikalpa</p>
<b>5</b>	<b>Supplementary Reading</b>	<p>e-NAM website</p> <p><a href="http://www.mcxindia.com">www.mcxindia.com</a></p>
<b>5</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Identify the various countries standards of commodity trading and prepare a report</li> <li>• Collect commodity data and analyze product wise trend and forecaste</li> <li>• Visit nearby commodity trading agency and conduct an interview with trading executive and submit report</li> </ul>



<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II- 401-F (S-IV)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>Software Engineering and I.T. Project Management-S-IV</b>		

<b>Course Objectives</b>	
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1	To understand the nature of software development and software life cycle process models, agile software development, SCRUM and other agile practices.
2	To develop the skill of software design and user-centric approach and principles of effective user interfaces.
3	To infer need of project management and project management life cycle.

<b>Course Outcoms: Student will able to</b>	
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1	Explain needs for software specifications also they can classify different types of software requirements and their gathering techniques.
2	Justify role of SDLC in Software Project Development and they can evaluate importance of Software Engineering in PLC.
3	Familiar with the different methods and techniques used for project management.
4	Discuss the parameters of software projects success and failures.
5	Develop the Project Scheduling, tracking, Risk analysis, Quality management and Project Cost estimation using different techniques.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Concept Of Software, Program V/S Software, Software Characteristics, Software Myths, Software Development Life Cycles. – Waterfall Model, Prototyping Model, Spiral Model, V- Model, Coding guidelines, Structured Approach To System Design - : Principles of software design, DFD, Data Dictionary, Decision Tree, Decision Table & Structured English, E-R Diagrams	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Software Requirement and Specification, Characteristics of Good User Interface Design, Concept of white box testing and black box testing. Introduction: Software Project Management, I.T. Stakeholders, Understanding the project, Project Initiation, Product Life Cycle, Skills and Qualities of Software Project Manager	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
3	Project Planning - Work Break Down Structure, CASE Tools, Types of Software maintenance ,Defining The Project – Deliverables, Objects And Scope, Project Scheduling, Estimating the project – Period Vs Effort, Contingency, Type of costs, Preparing the Project Budget, Defining And Managing The Risk, Managing Information systems Project Time and Resources	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	Implementation Activities – Forming a Project Team, Managing People And Organizing Teams, Managing Client Expectations, Configuration Management, Identifying Information Systems Project Risks, Evaluating Success- Software Quality Factors, Causes of Failure, Project Success, Measure of end user satisfaction, Closing the project	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:** Students will have to complete all tutorials, assignments and lab session for internal credits.

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Fundamentals Of Software Engineering – Roger Pressman</li> <li>• Information Technology Project Management – Jack Marchewka – Wiley India Edition</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Fundamentals Of Software Engineering - Rajib Mall Ghezzi, Jazayeri Stephen H. Khan</li> <li>• Software Requirements And Estimation - Fenton, Ptleeger McGraw Hill</li> <li>• Project Management For Software Development - Jaico</li> <li>• IT Project Estimation – Paul Coombs. – Cambridge</li> <li>• Information System Project Management - John McManus, Trevor Wood-Happer – Pearson.</li> <li>• Software Project Management – Bob Hughs , Mike Cotterell – Tata McGrawhill</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.tutorialspoint.com">www.tutorialspoint.com</a></li> <li>• <a href="http://www.guru99.com">www.guru99.com</a></li> <li>• <a href="http://www.examupdates.in">www.examupdates.in</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• International Journal of Scientific Computing</li> <li>• International Journal of Statistics &amp; Management Systems</li> <li>• Chartered Secretary</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Business Line</li> <li>• Current affairs in news papers</li> <li>• Information system Audit Reports from computer consultancies</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Visit any computer consultant firms and discuss and understand about Software engineering process</li> <li>• Case study about Information system Project Planning</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AECC-401</b>	<b>Credit Pattern</b>	<b>L-22, T-8</b>
<b>Course Title</b>	<b>Employability Skills</b>		
<b>Course Objectives</b>			
1	Develop effective communication skills		
3	Develop broad career plans		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Match the job requirements and skill sets.		
3	Evaluate the employment market.		
<b>Unit Number</b>	<b>Contents</b>		
1	<p><b>Personality, Interpersonal and employability skills and Emotional Intelligence: (15)</b>  Basic Interaction Skills –Within family, Society. Interpersonal and intrapersonal skills.  Types of skills; Decision Making, Articulation Skills, Emotional Intelligence  Human relations examples through role – play and cases</p>		
2	<p><b>Leadership Skills, Team work, Conflict Management ,Interview Skills, Time Management and Stress Management: (15)</b>  <b>Leadership skills</b> – Leadership in groups, coaching, strategic management  <b>Team work &amp; Team building</b> - Characteristics of an effective team, Essentials of an effective team, Evolution Team. Activities – Team trust, team shape up.  <b>Conflict Management</b> – Types of conflicts, how to cope with them  Small cases including role – plays will be used as teaching methodology.  <b>Interview skills</b> –  Preparation pre-during and post interview  Resume writing, self grooming for the interviews. Introduction, Types of interviews, process of interview, Preparation of the candidate, preparation of the interviewer, common interview questions.  <b>Time Management</b> – Importance, Prioritizing tasks, Personal Goal Setting – SMART goals, delegation, Time management in meetings, barriers to time management, identifying and handling time consuming tasks. Activity – Games, role-play, case studies.  <b>Stress Management</b> – Understanding stress, Types of stress, symptoms, causes of stress. Managing stress, Techniques of managing stress. Activity – questionnaire to find out the level of stress.</p>		

## Learning Resources

1	Reference Books	<p>Business Communication – Urmila Rai &amp; S M. Rai, 12/e, Himalaya Publishing House, 2010.</p> <p>Enhancing Soft Skills – Prof. Dipali Biswas, 1/e, Shroff Publishers &amp; Distributors Pvt. Ltd., 2009.</p> <p>The ACE of Soft Skills – Gopaldaswamy Ramesh &amp; Mahadevan Ramesh, 3/e, Pearson Education, 2012. Successful Career, Soft Skills and Business English –</p> <p>Varanasi Bhaskara Rao &amp; Y. Kameswari, 1/e, BS Publications, 2010.</p> <p>Personality Development and Soft Skills - Barun K. Mitra</p> <p>Emotional Intelligence by Daniel Goleman</p>
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# CSIBER

**CHHATRAPATI SHAHU INSTITUTE OF  
BUSINESS EDUCATION AND RESEARCH,  
KOLHAPUR-MAHARASHTRA, INDIA**

(AN AUTONOMOUS INSTITUTE)

**CPE Phase III, NAAC A+**



**STRUCTURE & SYLLABUS**

**Under C.B.C.S.  
Pattern With Effect  
from 2021-2022**

# **MBA Programme**

**MASTER OF BUSINESS ADMINISTRATION (MBA Analytics)**

## **PROGRAMME EDUCATIONAL OBJECTIVES (PEOS):**

Programme Educational Objectives are broad statements that describe what students are expected to attain within few years of completing their graduation. Programme Educational Objectives are based on the needs of the students undergoing the programme.

The PEOs of MBA Program at CSIBER are as follows;

### **PEO 1:**

Our graduates will develop themselves as professionals contributing effectively and efficiently by applying theories in management and demonstrating team work, effective communication, analytical and creative thinking skills for problem-solving.

### **PEO 2:**

Our graduates will be equipped with leadership and entrepreneurial abilities to enable them to establish themselves as dynamic and innovative business professionals.

### **PEO 3:**

Our graduates will not only be able to adapt to changes in the global environment but also act as change agents in bringing about holistic and sustainable development in the society.

### **PEO 4:**

Our graduates will have highest regard for Personal & Institutional Integrity, Ethical values and Social Responsibility.

## **GRADUATE ATTRIBUTES for MBA COURSE**

1. Problem solving using domain knowledge and quantitative techniques
2. Well versed with soft skills
3. Deal with contemporary issues (innovation, emerging technology, disruption)
4. Entrepreneurial and Leadership abilities.
5. Inter-cultural competency
6. Cater to needs of holistic and sustainable development
7. Develop the capacity for independent and lifelong learning.
8. Global citizenship

### **Programme Outcomes (POS):**

The programme outcomes of MBA program are as follows;

1. **Conceptual Knowledge:-** Graduates will be able to conceptualize, organize, analyse and resolve complex business problems by using their domain knowledge of management.
2. **Leadership and Innovation Skills:-** Graduates will be able to adopt and adapt the contemporary trends in their domain area as well as innovations, emerging technology and global changes while leading and managing business.
3. **Soft Skills:-** Graduates will practice and perform effective communication skills and softskills under various business situations.
4. **Entrepreneurial Skills:-** Graduates will be able to identify, assess and shape entrepreneurial opportunities and evaluate their potential for starting an enterprise.
5. **Stakeholder Concern:-** Graduates will address ethical, legal and cultural issues of organizationand society by utilizing their conceptual knowledge.
6. **Sustainability:-** Graduates will gain ability to take business decisions keeping in mind the need for sustainable and holistic development.
7. **Research and Lifelong Learning:-** Graduates will be able to participate in active research work, as well as independent and lifelong learning.
8. **Problem Solving:-** Graduates will possess and use competencies in quantitative and qualitative techniques for problem solving in their respective functional areas.

### **I. DURATION :**

The degree of **MBA** shall be full-time course and its duration shall be of **Two Years**. The course consists of Four Semesters. The examination to be held in the First and Second Semester will be called Part – I (First Year) and the examination to be held in the Third and Fourth Semester will be called Part – II (Second Year).

If a candidate fails to clear all the theory papers and project report within **Six** years of his/her registration, the past performance will stand automatically nullified.

If a candidate discontinues any of the terms ( i.e. Semester – I to IV ) on any account, he/she will be allowed to complete the incomplete terms in the subsequent years subject to the condition that it is within the stipulated time duration of **Six** years.

In addition to the above, once a student's term (Semester) is granted, he/she shall be allowed to appear and pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of **Six** years.

In case the term (Semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination. This must be done within **Six** years of his/her registration.

### **Course Completion with Break in Between:**

A student who has passed M.B.A. – I and is seeking admission to M.B.A. – II after a long gap (Provided the gap lies within the stipulated duration of **Six** years) should complete the course syllabus which is in existence at the time he is seeking admission for the academic year.

## **II. ASSESSMENT:**

Taking into consideration the UGC and AICTE requirements, C SIBER has adopted –Credit Grade Based Performance Assessment System (CGPA). Each course is of 100 marks and contact hours for each paper is 60. One credit is allotted to 15 contact hours. All courses of 100 marks are considered as Full credit course with 4 credits. Courses of 50 marks are considered as half credit course and have 2 credits.

For the paper of 100 marks. The distribution of the marks will be as follows –

- i) Formative Evaluation i.e. Internal marks - 40 Marks
- ii) Summative Evaluation i.e. Semester-end examination - 60 marks

2. For the paper of 50 marks. The distribution of the marks will be as follows –

- i) Formative Evaluation i.e. Internal marks - 20 Marks
- ii) Summative Evaluation i.e. Semester-end examination - 30 marks



### Breakup of Formative Evaluation (internal marks)

Head	Marks Out of 40	Marks Out of 20
Attendance and Class Participation	10	05
Quiz	10	05
Any Two from given alternatives: 1. Case Study 2. Home assignment 3. Mid-term test 4. Viva voce 5. Library-based assignment 6. Book report 7. Scrap Book 8. Lab. Practical 9. Field-based activity 10. Group Discussion 11. Seminar 12. Group Activity	10 + 10	05 + 05
	<b>40</b>	<b>20</b>

#### Assessment of AEC courses:

AEC courses will be assessed as follows;

- |  |   |          |
|--|---|----------|
| i) Internal Marks i.e. Formative evaluation  | - | 20 Marks |
| ii) External Marks i.e. Summative evaluation | - | 30 marks |

Summative evaluation (out of 30) will be done by panel consisting of one internal and one external member on the basis of viva/ presentation. The Formative evaluation done by the faculty be shown to the students and their signature will be obtained.

3. For the report of Project Work done (100 marks) the distribution of the marks will be as follows –
- |   |   |          |
|---|---|----------|
| i) Project Report (given by faculty mentor)             | - | 40 Marks |
| ii) Viva Voce (panel of internal and external examiner) | - | 60 Marks |

The assessment of papers will be done by an Internal and External examiner. A difference of more than **20%** in the marks awarded by these examiners would necessitate the valuation of the paper by Third examiner. The **‘nearest’** highest two marks will be considered for determining the average mark of such papers.

4. Once the Student passes in the internal marks (Concurrent evaluation out of 40) and the record is submitted to the examination department, it should be carried forward whenever required and it cannot be improved in any case.

5. Students who fail in the internal marks (Concurrent evaluation out of 40) should reappear for the same, only then the revised marks will be considered for further calculation

#### **Assessment of Lab-Based courses:**

##### **1) SEMESTER TWO:**

**Course name: Advanced Excel**

**Credits: FOUR**

60 marks external- based on practical examination conducted by internal and external faculty.

The practical examination will be of 3 hours duration. The student will be given a choice of six questions of 15 marks each, out of which student will have to solve any four.

40 marks internal evaluation will be as per other 4 credit course in the curriculum.

##### **2) SEMESTER TWO:**

**Course name: Managerial Decisions using Excel**

**Credits: TWO**

30 marks external- based on practical examination conducted by internal and external faculty. The practical examination will be of 2 hours duration. The student will be given a choice of three questions of 15 marks each, will be asked out of which student can solve any two.

20 marks internal evaluation will be as per other 2 credit course in the curriculum.

### **III. STANDARD OF PASSING:**

1. In order to pass in a paper/head, a candidate will have to obtain 50% in the Formative Evaluation (Internal Credit), 40% marks in theory, and a minimum of 50% of the marks in aggregate in each paper head.
2. To pass the M.B.A. examination, a candidate will have to pass in all Four Semester in Two Parts i.e. Part – I (Semester – I & II) and Part – II (Semester – III & IV )
3. To pass the Project work a candidate must obtain a minimum of 50% of the Project Report and Viva Voce marks. If a candidate fails in the project report and its viva-voce, he/she will have to reappear for the same in the subsequent semester.
4. A candidate from the first year M.B.A. will be eligible to proceed to the Semester III, if he/she is not having more than **5 (Five)** papers backlog of the First Year (that is Semester – I & II).
5. A candidate will be permitted to proceed to the second Semester even though he/she fails in one or more subjects of the first Semester.
6. The students who have a backlog of not more than **five papers** in the First year (Sem. I & II) examination will be eligible to be admitted to the Second year (III<sup>rd</sup> Semester) of M.B.A.
7. A candidate will be permitted to proceed to the Fourth Semester even though he/she fails in one or more subjects in third Semester.
8. Performance Index (SPI) will be as follows:

### Grading System:

There shall be numerical marking for each course, which will be placed into credits. Each subject is classified as a major or minor. The major and minor subjects will be given 2 and 1 credits respectively.

a. **Full Credit (100 Marks) Course:**

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
96-100	S+	10.0	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

b. **Half Credit (50 Marks) Course:**

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
48-50	S+	10.0	SUPER
46-47	S	9.0	
43-45	E+	8.5	Exemplary
41-42	E	8.0	
38-40	O+	7.5	Outstanding
36-37	O	7.0	
33-35	A+	6.5	Good
31-32	A	6.0	
28-30	B+	5.5	Average
25-27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

9. **Final Result:** For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated will be as follows.  
Total earned grade points / Total credits **100**

Result		
CPI	Final Grade	Classification of Final Result.
9.6-10.0	S+	SUPER
9.1-9.5	S	
8.6-9.0	E+	Exemplary
8.1-8.5	E	
7.6-8.0	O+	Outstanding
7.1-7.5	O	
6.6-7.0	A+	Good
6.1-6.5	A	
5.6-6.0	B+	Average
5.0-5.5	B	

**Note:** An aggregate of **5.0** credit points are required to pass the MBA program.

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
48-50	S+	10.0	SUPER
46-47	S	9.0	
43-45	E+	8.5	Exemplary
41-42	E	8.0	
38-40	O+	7.5	Outstanding
36-37	O	7.0	
33-35	A+	6.5	Good
31-32	A	6.0	
28-30	B+	5.5	Average
25-27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

#### IV. CALCULATION OF PERFORMANCE INDICES:

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a Semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as Semester performance index (SPI) and cumulative performance index (CPI) the explanation of which is given below:

##### **Semester Performance Index (SPI):**

The performance of a student in a Semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the Semester r. If  $G_i$  is a grade with numerical equivalent as  $G_i$  obtained by a student for the course with credit  $C_i$  then, SPI for that Semester is calculated using formula.

$$\text{SPI} = \frac{\sum_1 C_i G_i}{\sum_1 C_i}$$

Where summation is for all the courses registered by a student in that Semester. SPI is calculated to two decimal places and rounded off. SPI once calculated shall be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

### **Cumulative Performance Index (CPI):**

An up-to-date assessment of the overall performance of a student from the first Semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first semester of the programme.

$$\text{CPI} = \frac{\sum_1 C_i G_i}{\sum_1 C_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

Initially there is certain trepidation in the minds of students and there are some difficulties in understanding the mechanics of this system. Therefore, it was decided that for the first year of implementation, on the mark sheets, both, the marks and the grade points and credits should be shown.

## V. GRACE MARKS UNDER DIFFERENT ORDINANCE.

**S.O. No. 1:-**Grace Marks for Passing in each head of Passing (Theory/Practical/ Oral/ Sectional/External/Internal)

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing (Theory/Practical/Oral/Sectional/ in External Internal examination as follows.

Head of Passing	Grace Marks
<b>Upto -50</b>	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
401 and above.	10

Provided that the benefit of such gracing marks in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this ordinance shall be applicable only if the candidate passes the entire examination of Semester/year.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the all India level such as AICTE and UGC.

### **S.O. No. 2:- Grace Marks for getting higher Class**

A Candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Higher Class or Grade by marks not more than 1% of the aggregate marks of that examination or upto 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has

been prescribed. Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE and UGC.

### **S.O. No. 3 Condonation**

If a candidate fails in one or more head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of that examination or 10 marks of the total Number of marks of that of passing in which he/she is failing whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE and UGC.

## **MBA (Business Analytics specialization) Programme Structure**

**Under C.B.C.S. Pattern  
with Effect from 2021-22**

### **MBA-I (BA), Semester – I**

<b>Nature of Choice</b>	<b>Subject Code</b>	<b>Subject</b>	<b>Credits</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Component (CC)</b>	<b>CC 101</b>	Perspectives in Management And OB	04	60	40	60	100
	<b>CC 102</b>	Accounting for Business Decisions	04	60	40	60	100
	<b>CC 103</b>	Database Management Systems	04	60	40	60	100
	<b>CC 104</b>	Foundations of Mathematics and Statistics	04	60	40	60	100
	<b>CC 105</b>	Economics for Analysts	04	60	40	60	100
	<b>CC 106</b>	Marketing Management	04	60	40	60	100
<b>Ability Enhancement Course (AECC)</b>	<b>AECC 101</b>	Professional Communication Skills	02	30	20	30	50
<b>Discipline Specific Elective (DSE)</b>	<b>DSE 101 ( Any One)</b>	DSE- 101- (A) Programming fundamentals and R DSE- 101- (B) Programming fundamentals and Python	04	60	40	60	100
		<b>Total</b>	<b>30</b>	<b>450</b>	<b>300</b>	<b>450</b>	<b>750</b>



## MBA-I (BA), Semester – II

Nature of choice	Subject Code	Subject	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks
<b>Core Component (CC)</b>	<b>CC 201</b>	Advanced Excel(Lab-Based)	04	60	40	60	100
	<b>CC 202</b>	Legal Aspects of Business	02	30	20	30	50
	<b>CC 203</b>	Managing Human Resource	04	30	20	30	50
	<b>CC 204</b>	Research Methodology	02	60	40	60	100
	<b>CC 205</b>	Data Warehousing and Data Mining	04	60	40	60	100
	<b>CC 206</b>	Operations Research	04	60	40	60	100
	<b>CC 207</b>	Operation Management	02	30	20	30	50
<b>Ability Enhancement Course (AEC)</b>	<b>AEC201 (Any One)</b>	AEC 201 (A) German AEC 201 (B) Japanese AEC 201 (C) French AEC 201 (D) Selling and Negotiation Skills AEC 201 (G) Digital Marketing AEC 201 (H) Human Values	02	30	20	30	50
<b>Discipline Specific Elective (DSE)</b>	<b>DSE201</b>	DSE 201 (C) Data Exploration and Visualization	04	60	40	60	100
<b>Generic Elective (GE)</b>	<b>GE 201 (Any One)</b>	GE 201 (A) Environment and Development GE 201 (B) Indian Social Problems and Services GE 201 (C) Office Automation GE 201 (D) Principles of Economics	02	30	40	60	100
		<b>Total</b>	<b>30</b>	<b>450</b>	<b>300</b>	<b>450</b>	<b>750</b>

### MBA-II (BA), Semester – III

Nature of choice	Subject Code	Subject	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks
<b>Core Component (CC)</b>	<b>CC 301</b>	Strategic Management	04	60	40	60	100
	<b>CC 302</b>	Cloud Computing	04	60	40	60	100
	<b>CC 303</b>	Project report and Viva-voce	04	50days + 30	40	60	100
	<b>CC 304</b>	<b>CC Specialization Paper-I</b> <b>List of Choices for CC-304</b> CC-304-A International Trade and Finance CC-304-B Employee Relations and Labour Law CC-304-C Buying Behaviour CC-304-D Agri- Business, Entrepreneurship and cooperatives CC-304-E Logistics and Supply Chain Management CC-304-F Knowledge Management Systems and ERP	04	30	20	30	50
	<b>CC 305</b>	<b>CC Specialization Paper-II</b> Machine Learning	04	60	40	60	100
	<b>CC 306</b>	Lean Management	02	60	40	60	100
<b>Discipline Specific Elective (DSE)</b>	<b>DSE 301</b>	<b>DSE Specialization Paper I</b> Business Analytics using R	04	60	40	60	100
	<b>DSE 302</b>	<b>DSE Specialization Paper- II</b> <b>List of Choices for DSE- 302:</b> DSE-302-A Direct and Indirect Taxes DSE-302-B Strategic and International Human Resource Management DSE-302-C Marketing Sectors DSE-302-D Rural and Agricultural Marketing DSE-302-E Purchasing and Inventory Management DSE-302-F Information SystemControl and Audit	04	60	40	60	100
<b>Ability Enhancement course (AEC)</b>	<b>AEC- 301</b>	AEC-301-(A): Entrepreneurial skills and Start up AEC- 301-(B): Health and Wellness AEC-301-(C): Tourism Management AEC-301-(D): Change	02	30	20	30	50

		Management					
<b>Generic Elective (GE)</b>	<b>GE-301 (Any One)</b>	GE-301-(A) E Commerce Management GE-301-(B) Disaster Management GE-301-(C) Corporate Social Responsibility GE- 301 (D) Basics of Indian Economics	02	30	20	30	50
		<b>Total</b>	<b>34</b>	<b>480</b>	<b>340</b>	<b>510</b>	<b>850</b>

### MBA-II (BA), Semester – IV

Nature of choice	Subject Code	Subject	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks
<b>Core Component (CC)</b>	<b>CC 401</b>	Big Data Analytics	04	60	40	60	100
	<b>CC 402</b>	CC Specialization Paper-I Social Media Analytics	04	60	40	60	100
	<b>CC-Spl-II-402</b>	CC-402- (A) Management Accounting and Control System CC-402- (B) Performance and Compensation Management CC-402- (C) Sales and Distribution Management CC-402- (D) Agri- Production and Supply Chain Management CC-402- (E) Project Management CC-402- (F) Software Engineering and IT Project Management	04	60	40	60	100
<b>Discipline Specific Elective (DSE)</b>	<b>DSE-Spl-II-401</b>	DSE Specialization II Analytics in Functional Areas Of Management	04	60	40	60	100
	<b>DSE-Spl-II-401</b>  <b>(Any Two)</b>	DSE-Spl-II-401- (A) Investment And Portfolio Management DSE-Spl-II- 401(B) Talent And Human Capital Management DSE-Spl-II-401-(C) Integrated Marketing Communication DSE-Spl-II-401-(D) Agri Commodity Markets and Agri Business DSE-Spl-II-401-(E) Modern Approaches to Quality Management DSE-Spl-II-401-(F) Applied Data Science and Business Analytics using R	04	60	40	60	100
<b>Ability Enhancement Compulsory course (AECC)</b>	<b>AECC-401</b>	Employability Skills	02	30	20	30	50
		<b>Total</b>	<b>22</b>	<b>330</b>	<b>220</b>	<b>330</b>	<b>550</b>

**Component-wise distribution of MBA curriculum  
2021-22**

<b>Component \ Semester</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Total</b>	<b>PERCENTAGE</b>
Core Courses	24	22	22	12	<b>80</b>	68.9 %
Discipline Specific Elective	4	4	8	8	<b>24</b>	20.7 %
Ability Enhancement Compulsory Course	2	-	-	2	<b>4</b>	3.5 %
Ability Enhancement Course	-	2	2	-	<b>4</b>	3.5%
Generic Elective	-	2	2	-	<b>4</b>	3.5 %
<b>Total credits:</b>	<b>30</b>	<b>30</b>	<b>34</b>	<b>22</b>	<b>116</b>	<b>100%</b>

**MBA - I**  
**SEMESTER - I**

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-101</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>PERSPECTIVES IN MANAGEMENT AND OB</b>		

### Course Objectives

1	To make students understand fundamental concepts and principles of management, including the basic roles, skills, and functions of management.
2	To study individual and group perspectives of behavior in an organization.
3	To develop skills in understanding and appreciating individual, inter-personal and group process for increased effectiveness, both within and outside organizations
4	To develop theoretical and practical insights for effectively managing people within the organization

### Course Outcomes: Students will be able to:

1	Analyse and attain elementary level of skills in management process and functions: planning, organizing, deciding, directing and controlling
2	Evaluate leadership styles to anticipate the consequences of each leadership styles.
3	Demonstrate a thorough knowledge of organizational behaviour.
4	Apply relevant contemporary theories, concepts and models in order to analyse organisational environment, cases and issues.
5	Develop good team-working skills

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to Management:- Meaning, Functions, Skills and levels of Management. <b>Planning and Organizing: Planning -</b> Nature, Process and Importance of Planning, Limitations of Planning, Making Planning Effective. <b>Organizing -</b> Meaning, Organization Structure- Types, Departmentalization- on bases of Customer, Geographical area, product, process, function, Span Of Management- Factors considered while deciding span of management, Concept of Responsibility, Authority, Accountability and Delegation.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Directing, and Controlling:</b> <b>Directing-</b> Definition, Characteristics and Importance. <b>Decision Making –</b> Process, Types of Decisions <b>Leadership -</b> Types, Qualities of Leader, Leader vs. Manager <b>Controlling -</b> Steps in Control Process – Need – Types of Control Methods – Benefits of controlling.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Organizational Behaviour – Introduction, <b>Basic psychological process:-</b>	<b>L=11</b>	

	Perception – Definition, Importance and Factors Influencing Perception, Basic motivational concepts –Importance of Motivation, Theories in Motivation- Maslow, Theory X, Y and Z, Personality – Determinants of personality, Theories of personality- Freud, Erikson; Attitudes – Characteristics, Components, Formation. Values: Types and sources	<b>T=2</b>	<b>P=2</b>
4	<b>Group Dynamics:</b> Concept of Groups, Stages of Group Formation, Factors that Affect Group Behavior. Characteristics of an Effective Team, <b>Power:</b> Sources of Power (Interpersonal sources and Structural sources of power), Political Behaviour in Organization: <b>Political strategies.</b> Managerial Implications using power effectively.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1	<b>Text books</b>	<ol style="list-style-type: none"> <li>1. Fred Luthans, Organisational Behavior, McGraw Hill, 11<sup>th</sup> Edition, 2001.</li> <li>2. Hellrigal, Slocum and Woodman, Organisational Behavior, Cengage Learning, 11<sup>th</sup> Edition 2007.</li> <li>3. L.M. Prasad, Principles of Management,</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Ivancevich, Konopaske&amp;Maheson, Organisational Behaviour &amp; Management, 7<sup>th</sup> edition, Tata McGraw Hill, 2008.</li> <li>2. Mc Shane &amp; Von Glinov, Organisational Behaviour, 4<sup>th</sup> Edition, Tata McGraw Hill, 2007.</li> <li>3. Schermerhorn, Hunt and Osborn, Organisational behavior, John Wiley, 9<sup>th</sup> Edition, 2008.</li> <li>4. P G Aquinas, Organisational Behaviour : concepts, realities, applications and challenges, Excel Books.</li> <li>5. Koontz And Weinrich, Essentials of Management</li> <li>6. Dr. Kiran Nerkar and Dr. Vilas Chopade, Principles of Management</li> <li>7. L.M. Prasad, Principles of Management,</li> <li>8. R.M. Srivastava, Principles of Management,</li> <li>9. Peter Drucker, Essentials of Management</li> <li>10. Stephen P. Robins, Management, Prentice Hall</li> <li>11. Sherlekar S.A. Modern Business Administration and Management, Himalaya Publications</li> </ol>
3	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Identifying a job profile and list the various types <b>abilities</b> required for that job and also <b>the personality traits/attributes</b> required for that job.</li> <li>2. Management games on <b>Team building</b> will be conducted</li> <li>3. Studying organizational structure of any company and classifying it into different types of organizations which are studied and justifying why such structure is chosen by that organization.</li> <li>4. Preparing the leadership profiles of any 3 business leaders and studying their leadership qualities.</li> <li>5. Class debate on different basis of departmentalization</li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. IUP Journal of Organisational Behavior</li> <li>2. Effective Executive</li> <li>3. IUP Journal of Management Case Studies.</li> </ol>
5	<b>Websites</b>	<a href="http://www.managementstudyguide.com/">www.managementstudyguide.com/</a> <a href="http://www.hbr.org">www.hbr.org</a>
6	<b>Supplementary Reading:</b>	Magazines like: Time, Outlook



<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 102</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ACCOUNTING FOR BUSINESS DECISIONS</b>		
<b>Course Outcomes:</b> The students will able to			
1.	Apply basic accounting principles and concepts for preparation of financial statements		
2.	Asses funds from operation with the help of funds flow statement		
3.	Evaluate the financial position by preparing the financial statement as per Schedule-III		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Accounting: (15)</b> Accounting as an information system, concepts, convention and principles of Accounting, Types of Business Organizations, Legal Regulatory And Tax Framework., Role of accountant in an organization, Accounting Process. Branches of accounting: Financial, Cost and Management Accounting and their inter-relationships, Introduction of Accounting Standards.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P=2</b>
<b>2</b>	<b>Financial Statement Analysis: (15)</b> Preparation and Understanding of Financial Statements, Exposure to format of schedule III of Public Limited, Introduction of IFRS & Introduction of Tally Software Package in Accounting – Creating Companies, journal entries and ledger accounts.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Fund Flow and Cash Flow Statement: (15)</b> Preparation of Funds Flow Statement and its analysis and Cash Flow Statement: Various cash and non-cash transactions, flow of cash, difference between cash flow and fund flow, preparation of Cash Flow Statement and its analysis. (As per AS-3).	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Introduction to Cost Accounting &amp; Techniques: (15)</b> Introduction to Cost Accounting, Elements of Cost and Cost Sheet, Use and Importance of Standard Costing, Including Variance Analysis – Materials and Labour Variances. Cost Control Techniques.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

**Learning Resources**

1.	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. S N Maheshwari “Introduction to Accountancy” S Chand Publication</li><li>2. Prof. V.A. Patil, Dr. P. M. Herekar, “Financial Accounting” Ajab Publication</li><li>3. S. C. Gupta, “Advanced Accounts” S Chand Publication.</li><li>4. M. G.Patkar, “Book Keeping &amp; Accountancy”</li><li>5. G Sekar &amp; B Sarvana Prasath, “CA Inter Padhuka Ready Referencer on Accounting”, Padhuka’s Publication</li></ol>
2.	<b>Reference Books</b>	<ol style="list-style-type: none"><li>1. Accountants' Guidebook: A Financial and Managerial Accounting Reference</li><li>2. Jae K. Shim, Joel G. Siegel, Nick Dauber CPA, Anique Qureshi; “Accounting handbook”</li><li>3. “A Dictionary of Accounting” Oxford Quick Reference Publication</li></ol>
3.	<b>Websites</b>	<p><u>The Institute of Chartered Accountants of India</u> : <a href="http://www.icai.org">www.icai.org</a> <u>The Institute of Company Secretaries of India</u> : <a href="http://www.icsi.edu">www.icsi.edu</a></p>
4.	<b>Journals</b>	<ul style="list-style-type: none"><li>• The Chartered Accountant Journal.</li><li>• The Chartered Secretary Journal.</li><li>• The Management Accountant Journal, Printer &amp; Publisher, CMA Kaushik Banerjee, <b>and Editor:</b> CMA Dr Debaprosanna Nandy, <b>ISSN:</b> 09723528.</li><li>• ICSI Journals</li><li>• Finance India</li><li>• Journal of Accounting &amp; Finance</li></ul>
5.	<b>Supplementary Reading</b>	<ul style="list-style-type: none"><li>• Financial Express</li><li>• Economics Times</li><li>• Business Standard</li></ul>
6.	<b>Practical Component</b>	<ul style="list-style-type: none"><li>• Practical Problems on Schedule III</li><li>• Practical Problems on Fund Flow and Cash Flow Statements</li><li>• Practical Problems on Cost Sheet</li><li>• Practical Problems on Standard Costing and Variance Analysis</li><li>• Financial statement analysis using Prowess-IQ</li><li>• Companies Financial Reports &amp; Corporate case studies.</li></ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 103</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>DATABASE MANAGEMENT SYSTEMS (DBMS)</b>		
<b>Course Objectives</b>			
By the end of the course, students should be able to:			
1	Develop Familiarity with the relational database theory, and be able to write relational algebra expressions for queries.		
2	Develop familiarity with the basic issues of transaction processing and concurrency control.		
3	Understand query evaluation techniques and query optimization.		
4	Comprehend design principles for logical design of databases, including the E-R method and normalization approach		

<b>Course Outcomes</b>	
1	To make a study of SQL and relational database design
2	To know about data storage techniques and query processing
3	To impart knowledge in transaction processing, concurrency control techniques and recovery procedures

<b>Unit Number</b>	<b>Contents</b>
1	<b>Introduction To Databases And Transactions (12 Hours)</b> Introduction to Databases and Transactions What is database system, purpose of database system, view of data, relational databases, database architecture, transaction management, Data Models The importance of data models, Basic building blocks, Business rules, The evolution of data models, Degrees of data abstraction
2	<b>Database Design (12 Hours)</b> Database Design, ER-Diagram and Unified Modeling Language Database design and ER Model: overview, ER-Model, Constraints, ER-Diagrams, ERD Issues, weak entity sets, Codd's rules, Relational Schemas, Introduction to UML Relational database model: Logical view of data, keys, and integrity rules. Relational Database design: features of good relational database design, atomic domain and Normalization (1NF, 2NF, 3NF).
3	<b>Transaction Management And Concurrency Control ( 06 Hours)</b> Transaction management: ACID properties, serializability and concurrency control, Lock based concurrency control (2PL, Deadlocks), Time stamping methods, optimistic methods, database recovery management
4	<b>Locking techniques (06 Hours)</b> Characteristics schedule based on serializability. Two phase locking techniques for concurrency control; concurrency control based on timestamp ordering; Database Recovery Techniques: Recovery concepts; Techniques, , database recovery management.
5	<b>Constraints, And Sql (12 Hours)</b> What constraints, types is of constrains, Integrity constraints, data definition, aggregate function, Null Values, nested sub queries, Joined relations. Introduction SQL, Components DML, DDL, DCL with queries.

## Learning Resources

1	<b>Text books</b>	<ul style="list-style-type: none"><li>• An introduction to Database Systems, C J Date, Addison-Wesley</li><li>• Database System Concepts, Abraham Silberschatz, Henry F. Korth &amp; S. Sudarshan, McGraw Hill fifth Edition</li><li>• Understanding SQL, Martin Gruber, BPB</li><li>• SQL- PL/SQL, Ivan bayross</li></ul>
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<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 104</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>FOUNDATION IN MATHEMATICS AND STATISTICS</b>		
<b>Course Outcomes</b>			
1	Recognize the importance & value of mathematical and statistical thinking		
2	Analyze company/organization data for taking decisions.		
3	Interpret the relevance of statistical findings for business problem solving and decision making.		
4	Evaluate the data collected for management decision and provide inference towards it.		

<b>Unit Number</b>	<b>Contents</b>
1	<b>Fundamentals of Mathematics:</b> Introduction to Set: Sets, Types of sets, Hierarchy of Sets, Venn Diagrams, Set Operations, Some useful and Important Laws, Techniques of Counting: Factorial & Its Notations, <b>Matrices, Determinants:</b> Definition of a Matrix, Types of Matrices, Operations on Matrices, Transpose of a Matrix, Trace of a Matrix, Determinant of Square Matrices, Properties of Determinants, Adjoint of Matrix, Inverse of a Matrix, Application of Matrices, Application of determinants.
2	<b>Measures of Central Tendency:</b> Introduction, Objectives of statistical average, Requisites of a Good Average, Statistical Averages - Arithmetic Mean - Properties of arithmetic mean - Merits and demerits of arithmetic mean, Median - Merits and demerits of median, Mode - Merits and demerits of mode, <b>Measures of Dispersion:</b> Appropriate Situations for the Use of Various Averages, Positional Averages, Dispersion – Range - Quartile deviations, Mean deviation, Standard Deviation -Properties of standard deviation, Coefficient of Variation,
3	<b>Correlation &amp; Regression:</b> Introduction, Correlation - Causation and Correlation - Types of Correlation -Measures of Correlation - Scatter diagram - Karl Pearson's correlation coefficient - Properties of Karl Pearson's correlation coefficient, Spearman's Rank Correlation Coefficient, Regression: Regression analysis - Regression lines - Regression coefficient, <b>Permutation &amp; Combination:</b> Fundamental Principles of Counting, Permutation, Combination, Selection of Permutation or Combination
4	<b>Probability &amp; Probability Distribution:</b> Random experiment, sample space and classification of sample spaces, Classical definition of probability, Properties, Conditional probability, Multiplication law of probability, Baye's theorem, Independence of events, Examples. Random variable, Probability mass function, Cumulative distribution function, Mathematical expectation, Variance, Definition and properties of Binomial, Poisson, Normal distribution-examples,

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

**Learning Resources**

1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. S C Gupta, Fundamentals of Statistics</li><li>2. S C Gupta, Business Statistics</li><li>3. Sancheti D C, Business Mathematics</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>4. N D Vohra, Business Statistics, Tata McGraw Hill</li><li>5. G C Beri, Business Statistics, Tata McGraw Hill</li><li>6. Devid M Levine etc, Business Statistics – A First Course, Pearson Publication.</li></ol>
3	<b>Journals</b>	<ol style="list-style-type: none"><li>1. International Journal of Statistics &amp; Management Systems</li><li>2. Calcutta Statistical Association Bulletin</li><li>3. Vikalpa: The Journal for Decision Makers</li></ol>
4	<b>Websites</b>	<ol style="list-style-type: none"><li>1. Www.stattrek.com</li><li>2. www.statisticsbyjim.com</li><li>3. www.pinkmonkey.com/studyguides/subjects/stats/contents.asp</li></ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"><li>1. Glyn Davis &amp; Branko Pecar, Business Statistics Using Excel, Oxford University Press.</li></ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"><li>1. Analyzing collected raw data or online available data.</li><li>2. Finding relations among two or more variables and fitting regression equation to predict value of dependent variables.</li></ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 105</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>ECONOMICS FOR ANALYSTS</b>		
<b>Course Outcomes:</b> Students will be able to			
<b>1</b>	Describe micro and macroeconomic concepts of business importance		
<b>2</b>	Analyze Economic Variables which influence managerial decision-making process		
<b>3</b>	Asses micro and macro-economic environment of business decision process		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Managerial Economics and Demand Analysis</b> Basic Economic Concepts, Nature And Scope Of Managerial Economics, Objectives Of The Firm And Constraints, Business Decision-Making Model, Tools Of Economic Analysis, Introduction to Consumer Behavior and Utility measurement, Demand Analysis-Meaning, Types And Determinants Of Demand, Demand Function And Law Of Demand, Elasticities And Their Utilities In Managerial Decisions, Demand Forecasting- Meaning, Purpose And Methods, Law of Diminishing Marginal Utility, Basics of Ordinal Utility approach.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Production &amp; Cost Analysis for Business Decisions</b> Production Analysis- Production Schedules, Production Functions-Short Run And Long Run, Returns To Scale Approach, Marginal Productivity Of Inputs, Optimal Input Combination. Cost Concepts, Cost Function, Cost-Output Relationship, Short Run And Long Run Analysis	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Market Structure and Pricing Concepts</b> Introduction to Market Competition and its Nature, Perfect Competition, Monopolistic Competition, Monopoly and Oligopoly etc, Price and Output Determination in different Markets, Pricing practices: Cost plus pricing, incremental pricing, multiple product pricing, product line pricing, specific pricing problems	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>National Income and Macro-Economic Policies</b> Introduction to National income, Basic Concepts, Estimation of NI and Difficulties, Circular Flow Of Aggregate Income and Expenditure, NI as a Measure of Economic Development In Comparison with other Indicators. <b>Role and function of Money Market:</b> Composition and instruments. RBI role and functions. Capital Markets: Role and functions, Regulatory role of SEBI. <b>Objectives and Instruments</b> of Monetary And Fiscal Policies, Recent Issues In Monetary And Fiscal Policies	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

### Note:

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed
2. Necessary Audio and Video case studies must be shown in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. D.N. Dwivedi , Managerial Economics, Vikas Publication House, New Delhi</li> <li>2. Dominick Salvatore, Managerial Economics, Mcgraw Hill Inc, New York, (2000)</li> <li>3. Deviga Vengedasalam, Karunagaran Madhavan Principles of Economics (Third Edition) Oxford University Press, 2014</li> <li>4. Mithani D M (2016) Managerial Economics : Theory And Applications, Himalaya Publishing House</li> </ol>

2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Paul Samuelson, Economics, Mcgraw Hill Inc, New Delhi, (2000)</li> <li>2. Peterson &amp; Lewis, Managerial Economics, Prentice Hall India Ltd, New Delhi, ( 2001).</li> <li>3. H.L. Ahuja, 2004, Modern Micro Economics Theory and Practices, Ed.12, S.Chand, New Delhi.</li> <li>4. Timothy C.G. Fisher, David Prentice and Rober Waschik, Managerial Economics - A Strategic Approach, Routledge, 2010.</li> </ol>
3	<b>Websites</b>	<p><a href="https://www.rbi.org.in/home.aspx">https://www.rbi.org.in/home.aspx</a>  <a href="http://finmin.nic.in/">http://finmin.nic.in/</a>  <a href="http://nptel.ac.in/courses/110101005/3">http://nptel.ac.in/courses/110101005/3</a>  <a href="http://indiabudget.nic.in/budget.asp">http://indiabudget.nic.in/budget.asp</a>  <a href="https://www.cmie.com/">https://www.cmie.com/</a>  Economic and Political Weekly</p>
4	<b>Journals</b>	<p>Journal of Applied Economics  Indian-Economic-Journal  International Journal of the Economics of Business  Journal-of Indian-School-of-Political-Economy  Agricultural-Economic-Research-Review</p>
5	<b>Supplementary Reading</b>	<p>Economics Times Daily  Business Standard Daily  Business Today Daily  Latest Monetary Policy Report  Latest Fiscal Policy Report</p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Visit to medium scale vendor at your near point. Collect data on a specific product sales and price. Estimate its elasticity</li> <li>2. Meet a manufacturer and collect data on production inputs and prepare his short term and long term returns conditions.</li> <li>3. List out the business as per market structure characteristics. Collect information on their product base</li> <li>4. Collect data on national income from national income statistics and apply three methods of national income estimation and measure the trends in national income.</li> </ol>



<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 106</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MARKETING MANAGEMENT</b>		<b>PAPER- I</b>
<b>Course Objectives:</b>			
<b>1</b>	To create an awareness about fundamentals of marketing		
<b>2</b>	To cover the basic concepts of marketing and develop conceptual abilities and substantive knowledge in marketing through a variety of real-life marketing situations.		
<b>3</b>	To understand the use of marketing mix in marketing decision making		
<b>Course Outcomes: Students will be able to;</b>			
<b>1.</b>	Discuss conceptual knowledge of Marketing Concepts.		
<b>2.</b>	Analyze marketing situation and provide appropriate solution for the issue.		
<b>3.</b>	Devise Market segmentation strategies for product and services.		
<b>4.</b>	Develop 4Ps of Marketing for Product and Services.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Marketing &amp; Demand Measurement</b> Definition – Importance and Scope – Core-concepts of Marketing – Company Orientation Towards Market place - Scanning the Marketing Environment Macro – Demographic, Economic, Social – Cultural –Political –Legal- Technology- Natural and Micro environment. Concept of Market Demand and Demand Measurement, Definition, Need & Benefits	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Market Segmentation &amp; Product Mix</b> Bases for market Segmentation, Segmentation of Consumer goods, Industrial goods and services. Effective segmentation criteria, Evaluating & Selecting Target Markets, differentiation, Positioning. Consumer and Business buying process. Concept of Product, Classification- Levels of Product– Product Life Cycle – New Product Development -Branding, Packaging and Labeling,	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Price, Place &amp; Promotional Mix</b> Importance of pricing, Pricing Objectives, Price Determination Procedure –Methods of Pricing. Importance, Functions of Distribution channels - Introduction to the various Channels of Distribution – Channel Management Decision. - Advertising, Sales Promotion, Publicity and Personal Selling, Impact of Technology & Internet on Promotion.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Marketing Planning &amp; Control</b> Nature, Scope and Contents Of Marketing Plan - Process of planning Concept – Importance- Techniques of control- Annual Plan Control – Profitability Control – Efficiency Control – Strategic Control	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

**Learning Resources**

1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Kotler Philip, “Marketing Management 17th Edition 2015”, Prentice Hall of India, New Delhi.</li><li>2. Saxena Rajan, “Marketing Management 2nd Edition 2002”, Tata McGraw Hill, New Delhi</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Station W.J. Etzel M.J., “Fundamentals of Marketing – 10th Edition 1994”, Mc Graw Walker B.J., Hill International Editions.</li><li>2. Srinivasan R., “Case Studies in Marketing”, Prentice Hall, New Delhi, 2000</li><li>3. Kaushal H., “Case Study Solutions in Marketing”, McMillan India 2001</li><li>4. V.S.Ramaswamy and S.Namakumari -Marketing Management – Macmilan Business Books</li><li>5. Arunkumar, M Meenakshi- Marketing Management-Vikas Publication</li><li>6. Walkar, Boyd, Mullins And Larreche. "Marketing Strategy. A Decision Forced Approach", Tata Mcgraw Hill 4th Edition.</li></ol>
3	<b>Websites</b>	<p><a href="https://www.ama.org/">https://www.ama.org/</a> <a href="https://www.academyofindianmarketing.org/">https://www.academyofindianmarketing.org/</a> (Academy of Indian Marketing (AIM)   Management Institutions) <a href="https://www.ima-india.com/">https://www.ima-india.com/</a> (<a href="https://www.ima-india.com/">https://www.ima-india.com/</a>) <a href="https://www.mrsi.co.in">https://www.mrsi.co.in</a> (Market Research Society Of India: MRSI) <a href="http://www.rmai.in/">www.rmai.in/</a> (Rural Marketing Association of India: RMAI)</p>
4	<b>Journals</b>	<p>Indian journal of marketing Journal of digital marketing Journal of Marketing: SAGE Journals</p>
5	<b>Supplementary Reading</b>	<p>Economics Times, Brand Equity Business Standard, The Strategist.</p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"><li>1. Student will select any product of their choice and prepare a poster presentation on core concept of Marketing applicable for the product.</li><li>2. Student will select any industry of their choice, identify the major companies operating in industry and compare the segmentation strategy used by companies.</li><li>3. Group Activity: Students will develop a conceptual new product, identify the target market for the product and develop a marketing plan for the product.</li><li>4. Group Activity: Students will prepare an advertisement to promote the conceptual product developed to the target customer.</li></ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AECC-101</b>	<b>Credit Pattern</b>	<b>L-26, T-4</b>
<b>Course Title</b>	<b>Professional Communication Skills</b>		
<b>Course Objectives</b>			
1	To familiarize learners with the mechanics of communication.		
2	To develop students written expression of thought and build connections between content areas		
3	To develop students oral communication skills by a variety of communication activities, from informal discussion to formal presentation		
<b>Unit Number</b>	<b>Contents</b>		
1	<b>Effective Business Communication: ( 15)</b> <input type="checkbox"/> Meaning & Definition, Role of communication in today's business Basic Grammar and how to use in English Communication Personal Introductions, Facing Audience Verbal and Non-Verbal Communication <input type="checkbox"/> Effective communication in Formal and Informal Environment <input type="checkbox"/> Barriers to communication <input type="checkbox"/> Measures to overcome barriers to communication Understand and use JoHari Window for self development <input type="checkbox"/> Non-verbal communication: Nonverbal Cues, Kinesics, Haptic and Proxemics Body language, Facial Expressions How to carry yourself professionally ( grooming and dining etiquettes) <input type="checkbox"/> Public Speaking		
2	<b>Communication Technology: (15)</b> <input type="checkbox"/> Social Media Communication <input type="checkbox"/> Email Writing & Professional Writing <input type="checkbox"/> Presentations Skills <input type="checkbox"/> Group Discussion <input type="checkbox"/> Critical Thinking		
<b>Practical Components:</b>			
1. To be well in Verbal and Non- verbal communication 2. Make students enact and analyze the non-verbal cues 3. Each student to give presentation of 15 minutes (this can be spread throughout the semester) and to be evaluated by the faculty 4. Each Student will give 10 minutes speech on given topic that will be evaluated by the Faculty			
<b>Learning Resources</b>			
<b>1</b>	<b>Recommend ed Books</b>	1. <b>1 Business Communication – Lesikar, Flatley, Rentz&amp;Pande, 11/e, TMH, 2010</b> 2. <b>How to win Friends and Influence People by Dale Carnegie</b> 3. <b>Skill with People by Les Giblin</b> 4. <b>The Power of Communication: Skills to Build Trust, Inspire Loyalty, and Lead Effectively, by Helio Fred Garcia, 2012</b>	
<b>2</b>	<b>Reference Books</b>	1. <b>Business Communication - Sehgal M. K &amp;Khetrapal V, Excel BOOKS.</b> 2.. <b>Business Communication – Krizan, Merrier, Jones, 8/e, Cengage Learning, 2012.</b>	

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-101-(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>PROGRAMMING FUNDAMENTALS AND R</b>		

Course Objectives	
1	To learn programming in R and use R for effective data analysis
2	To understand R environment setup
3	To explore, analyze and visualize data using R
4	To build statistical models and use them to analyze data
Course Outcomes	
After completion of this course the student will be able to:	
1	program in R and use R for effective data analysis
2	install and configure software necessary for data analytics
3	handle practical issues in programming, reading data into R, accessing R packages, writing R functions
4	explore, analyze and visualize data using R
5	build statistical models and use them to analyze data

Unit Number	Contents	Number of Sessions	
1	<b>Programming Fundamentals and Overview of R</b> (15) Introduction, Algorithm, Flowchart, Programming Languages, History and Overview of R, Basic features of R, R Resources, Limitations of R	L= 11	
		T= 2	P= 2
2	<b>Getting started with R</b> (15) R Installation, Getting started with R interface, Basic Syntax, R Data Types, Variables, Objects, Attributes, Vectors, Matrices, Lists, Factors, Operators, Getting data into R, Data Frames, R Environment	L= 12	
		T= 2	P= 1
3	<b>Loops and Function</b> (15) Manage Data Frames with R Packages, Decision Making, Control Structures – If Else, Looping Statements – For Loop, While Loop, Functions, Loop Functions, Argument Matching, Develop R Scripts, Dates and Times, Data Interfaces, Removing NA Values	L=11	
		T=2	P=2
4	<b>Data Visualization and Statistical Modeling</b> (15) Introduction, Data Visualization using R packages, Visualizing Distributions, Plots for Data Visualization, Basic Statistical Analysis, Model Basics, Primary R Functions, R objects for Statistical modeling, Model building, Visualizing Models	L= 11	
		T= 2	P= 2

Learning Resources		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Roger D. Peng, R Programming for Data Science, Lulu.com, 2012</li> <li>• Garrett Golemund, Hadley Wickham, R for Data Science, O'Reilly First Edition, 2017</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Michael J. Crawley, The R Book, Wiley, 2nd Edition</li> <li>• Hadley Wickham, Garrett Golemund, R for Data Science: Import, Tidy, Transform, Visualize, and Model Data, O'Reilly Media; 1 edition</li> <li>• Murray Aitkin, Brian Francis, John Hinde, and Ross Darnell, Statistical Modelling in R, Oxford University Press; 1 edition, 2009</li> <li>• Brian Everitt and Torsten Hothorn, A Handbook of Statistical Analyses Using R, Chapman and Hall/CRC; 2 edition</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.tutorialspoint.com/r/index.htm">https://www.tutorialspoint.com/r/index.htm</a></li> <li>• <a href="https://data-flair.training/blogs/r-programming-language/">https://data-flair.training/blogs/r-programming-language/</a></li> <li>• <a href="https://www.guru99.com/r-programming-introduction-basics.html">https://www.guru99.com/r-programming-introduction-basics.html</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• ACM Transactions on Programming Languages and Systems ISSN :0164-0925</li> </ul>

		<ul style="list-style-type: none"> <li>• Science of Computer Programming ISSN: 0167-6423</li> <li>• The art, science, and engineering of software development: ISSN 0740-7459</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• R Programming, <a href="https://www.coursera.org/learn/r-programming">https://www.coursera.org/learn/r-programming</a></li> <li>• R Programming , <a href="https://www.datacamp.com/tracks/r-programming">https://www.datacamp.com/tracks/r-programming</a></li> </ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• R Installation, R Programs based on Data Types, Loops and Functions, Statistical Modelling</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101-B</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>PROGRAMMING FUNDAMENTALS AND PYTHON</b>		

<b>Course Objectives</b>	
1.	To understand computer programming fundamentals – algorithms and flowcharts
2.	To use data types, control structures, looping statements, and functions for Python programs through example
3.	To demonstrate data visualization using plots from matplotlib
4.	To illustrate data handling with pandas dataframe
5.	To explain data import from multiple sources

<b>Course Outcomes: The students will able to</b>	
1.	Discuss computer programming fundamentals – algorithms and flowcharts
2.	Use data types, control structures, looping statements, and functions for Python programs through example
3.	Demonstrate data visualization using plots from matplotlib
4.	Illustrate data handling with pandas dataframe
5.	Explain data import from multiple sources

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Programming Fundamentals and Overview of Python</b> Introduction, Algorithm, Flowchart, Introduction to types of Software, History and Overview of Python, Basic features of Python, Python Resources, Python Installation, IDEs	<b>L= 11</b>	
		<b>T=2</b>	<b>P= 2</b>
<b>2</b>	<b>Getting started with Python</b> Python Programming Environment, Data Types - Number, String, List, Tuple, Dictionary, Attributes, Methods Control Structures – If Else, Looping Statements – For Loop, While Loop, Functions, Python Scripts File Handling, Overview of Object-Oriented Programming (OOP)	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Numpy and Matplotlib</b> Python packages, Introduction to NumPy, ndarray object and its attributes, Understanding the N-dimensional data structure, Basic operations and manipulations on N-dimensional arrays, indexing, slicing Data visualization: plotting with matplotlib scatter plots, line plots, box plots, bar charts and histograms with matplotlib Customizing plots: important attributes and arguments	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Data Handling with Pandas</b>	<b>L=11</b>	

	Pandas data structures: Series and DataFrames, Read and write tabular data, Filtering subset of a table, indexing, slicing, Exploring dataframe – attributes and methods, combining rows and columns, handling missing values, Basic Statistical Analysis, accessing data from multiple sources, Introduction to web analysis	<b>T= 2</b>	<b>P= 2</b>
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### Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Practical Programming: An introduction to Computer Science Using Python, second edition</li> <li>• Programming collective intelligence, O'Reilly publication</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Python for Informatics: Exploring Information, Charles Severance</li> <li>• Python for Data Analysis, Wes McKinney, O'Reilly publication</li> <li>• Mining the social web, Matthew A. Russett, O'Reilly publication</li> <li>• Mastering Python for data science, Samir Madhavan, PACKT</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.python.org">https://www.python.org</a></li> <li>• <a href="https://pandas.pydata.org/">https://pandas.pydata.org/</a></li> <li>• <a href="https://matplotlib.org/">https://matplotlib.org/</a></li> </ul>
<b>4</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Python Programming for the Absolute Beginner, 3<sup>rd</sup> Edition, Michael Damson</li> <li>• Fluent Python: Clear, Concise, and Effective Programming 1st Edition, by Luciano Ramalho, Kindle Edition, O'Reilly publication</li> <li>• DIVE INTO PYTHON 3 by Mark Pilgrim, Apress publication</li> </ul>
<b>5</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Python installation, developing scripts, working with python packages</li> </ul>

**MBA - I**

**SEMESTER II**



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 201</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ADVANCED MS-EXCEL</b>		

<b>Course Objectives</b>	
1	To taught approaches to the challenges of data analysis from a more holistic perspective
2	To provide more hands-on the relevant ideas of data analysis using advanced features of MS-Excel.
3	To understand the process of Business Data Analysis techniques using Advanced MS-Excel
<b>Course Outcomes: Students will be able to;</b>	
1	Construct formulas, including the use of built-in functions, and relative and absolute references.
2	Apply basic principles of laying out Excel models for decision making
3	Using Excel evaluate the financial profitability and effectiveness of investment projects and amortization

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Structure of the function: working with text function, manipulating text, extracting substring, Advanced lookup operations, excel data types, working with list, consolidate data, Formula Errors, If Function, What if Analysis- Goal Seek, Sensitivity Analysis- one and two-way data table, Import a database table	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	using a query to screen external data, Data Mining using Advanced Pivot Table, Introduction to macros, Statistical tolls in excel, Excel Financial tolls- NPV, IRR, Create a macro using visual basic editor, Formula Errors, create a custom function, execute the task, display a message, request user input for a macro, assign macro to menu, run a macro for as a Workbook Open, Excel Modeling	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	An introduction to VBA Macro, Variables in VBA, VBA IF Else Statement, VBA Excel- Cells, Range and Offset, With...End With statement, , Error Handling VBA, Debugging VBA Code, Select Case and LOOPS in VBA, VBA Arrays, VBA Events, VBA dialog box basics, Advanced Find and Replace, Advanced Report Development	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	VBA- User Forms and Controls, Add a form control to a worksheet, customize form controls with macros, create a custom dialog box, and capture input from a custom dialog box, Validate input from a dialog box. Install Excel Add-ins, Advanced Filter, Scenario Manager, Solver, Integration case using Access and Excel, Creating Dashboard.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. For this paper, there is no Theory exam. The evaluation will be based on the Practcal Exam
2. Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

**Learning Resources**

1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. -Microsoft office 2007 - Schwartz</li><li>2. Excel 2007 Step by Step – Microsoft Press PHI</li><li>3. Data analysis and decision Making – Albright Winston</li><li>4. VBA and Macros Excel 200 – Bill Jelen, Tracy, Syrstad</li><li>5. Excel 2010 Bible- Jhon Walkenbeach</li><li>6. Pivot Table data crunching - Bill Delen</li><li>7. Excel 2010 Formulas - - Jhon Walkenbeach</li><li>8.</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Excel Dashboards and Reports -John Walkenbach and Michael J. Alexander</li><li>2. Microsoft Excel 2013 Building Data Models with PowerPivot - Alberto Ferrari and Marco Russo</li><li>3. Excel Charts - John Walkenbach</li></ol>
3	<b>Website</b>	<ol style="list-style-type: none"><li>1. <a href="http://www.tutorialspoint.com">www.tutorialspoint.com</a></li><li>2. <a href="https://support.microsoft.com/">https://support.microsoft.com/</a> <a href="http://www.examupdates.in">www.examupdates.in</a></li><li>3. <a href="https://www.educba.com/advanced-excel-formulas-and-functions">https://www.educba.com/advanced-excel-formulas-and-functions</a></li><li>4. <a href="https://chandoo.org/wp/excel-dashboards">https://chandoo.org/wp/excel-dashboards</a></li></ol>
4	<b>Journals</b>	<ol style="list-style-type: none"><li>1. International Journal of Statistics &amp; Management Systems</li></ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"><li>1. Scenario-based particles based on each unit</li><li>2. Visiting any firm and understanding the implementation of advanced MS-Excel</li></ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 202</b>	<b>Credit Pattern</b>	<b>22L+ 2 T + 6P</b>
<b>Course Title</b>	<b>LEGAL ASPECTS OF BUSINESS</b>		
<b>Course Objectives</b>			
<b>1</b>	To enable students to appreciate the relevance of business law to individuals and businesses.		
<b>2</b>	To equip students with knowledge needed to manage business successfully from legal point of view.		
<b>Course Outcomes:</b> Students will be able to;			
	1. Explain the legal principles of Business Laws 2. To solve legal issues of Business.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>A) Indian Contract Act – 1872:</b> Meaning and sources of law, Definition of contract and essential elements of a valid contract, Modes of discharge of contract, Remedies for breach of contract. <b>B) The Sale of Goods Act – 1932:</b> Definition of Sale, essentials of a valid Sale, Conditions and Warranties, caveat emptor, passing of property, Unpaid seller. <b>C) Consumer Protection Act – 1986:</b> Definition of consumer, complaint, complainant, unfair trade practice, Consumer dispute Redressal Agencies. (15)	<b>L= 11</b>	
		<b>T=1</b>	<b>P=3</b>
<b>2</b>	<b>A) The Companies Act – 2013:</b> Definition of company, kinds of companies, Memorandum of Association, Articles of Association, And Boards of Directions: duties and powers, Meetings in a company, Winding up. <b>B) Information Technology Act – 2008:</b> Objectives of IT Act, Digital Signature, E-Governance, Controller, Certifying authority, offences and penalties. <b>C) The Negotiable Instrument Act – 1881:</b> Definition and characteristics of NI, kinds of Negotiable Instruments, Holder and holder in due course, Crossing of Cheque, Discharge of Negotiable Instruments. (15)	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

**Learning Resources**

1	<b>Text Books</b>	1. Mercantile Law by N. D. Kapoor 2. Business Law by S. S. Gulshan & G. K. Kapoor
2	<b>Reference books</b>	1. Business Law by Kuchhal M. C. 2. Business Law by K. R. Bulchandani
3	<b>Websites</b>	1. <a href="http://www.lawctopus.com">www.lawctopus.com</a> 2. <a href="https://indiacorplaw.in">https://indiacorplaw.in</a>
4	<b>Journals</b>	1. India Law Journal 2. Corporate Law reporter 3. India Business Law Journal- Delhi High Court 4. IOSR Journals
5	<b>Supplementary Reading</b>	1. Bare Acts on Consumer Protection Act 1986 2. Bare Act on Information Technology Act 2008
6	<b>Practical Components</b>	1. Case studies to be discussed on all the above topics 2. Seminars to be conducted on the above topics

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 203</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MANAGING HUMAN RESOURCE</b>		
<b>Course Objectives:</b>			
<b>1</b>	To develop conceptual foundation about different HR systems.		
<b>2</b>	To enhance knowledge about the functions of HRM in an organization.		
<b>3</b>	To identify how to gain competitive advantage through managing people in the organization.		
<b>Course Outcomes:- Students will be able to:</b>			
<b>1</b>	Describe the different concepts in HRM.		
<b>2</b>	Perform the different processes in HRM like procurement, development, compensation and maintenance.		
<b>3</b>	Determine the solutions for HR related issues in the organization.		
<b>4</b>	Develop job analysis reports and training calendars.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Human Resource Management Concepts (15)</b> Meaning, Objectives, Scope, Functions, Difference between personnel Management and Human Resource Management, Job Analysis, Job Description and Job Specification,, Concept of Human Resource Planning and its Process,	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Employee Procurement and Development (15)</b> Recruitment: - Definition, Sources Of Recruitment, Employee Selection – Essential and Process. Concept of Placement and Orientation. Mobility of Employees:- Internal and External. Concept of training and development, difference between training and Development, Methods of training and development.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Performance and Career Management: (15)</b> Career Planning- Benefits of Career Planning, Career Anchor, Career stages, Suggestions for effective career development. Basic Concepts In Performance Appraisal, Methods Of Performance Appraisal, Problems And Solution of Performance Appraisals	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Compensation Management and Maintenance of Human (15)</b> Compensation Management:- Concept, Factors To Be Considered for Fixing Compensation , Components of compensation. Health, Safety and Welfare Provisions as per Factories Act 1948.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. K. Ashwathappa, Human Resource Management.</li> <li>2. Bohlander And Snell, Managing Human Resources 13<sup>th</sup> Edition, Thomson – South Western.</li> <li>3. David A. Decenzo, Stephen P. Robbins, Personnel / HRM (3<sup>rd</sup> Edition), Prentice Hall Of India, New Delhi.</li> <li>4. S. C. Srivastava ,Industrial Relations and Labour Laws, Vikas Publishing House</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Gary Dessler, Human Resource Management Prentice Hall Of India, New Delhi, Tenth Edition.</li> <li>2. Mathis, Jackson, Tripathy, Human Resource Management: A South-Asian Perspective, Cengage Learning.</li> <li>3. S. D. Punekar, Labour Welfare, Trade Unions and Industrial Relations By(13<sup>th</sup>Edition), Himalaya Publishing House.</li> <li>4. N.D.Kapoor—Commercial Law—Sultan Chand publishers, New Delhi.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.citehr.com">www.citehr.com</a></li> <li>2. <a href="http://www.peoplematters.com">www.peoplematters.com</a></li> <li>3. <a href="http://www.hrmguide.net">www.hrmguide.net</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Indian Journal of Training and Development</li> <li>2. Indian Journal of Human Development</li> <li>3. Personnel Today</li> <li>4. Manpower Journal</li> </ol>
5	<b>Supplementary Reading:</b>	Articles available on topics on : <a href="http://www.hbr.com">www.hbr.com</a>
6	<b>Practical Component:</b>	<ol style="list-style-type: none"> <li>1. Visit an organization and prepare Job analysis report of any position.</li> <li>2. Prepare advertisement as part of recruitment for given position.</li> <li>3. Debate Pros and cons of different training methods</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 204</b>	<b>Credit Pattern</b>	<b>22L+8TP</b>
<b>Course Title</b>	<b>RESEARCH METHODOLOGY</b>		
<b>Course Objectives</b>			
<b>1</b>	To expose the students to various methods of research and enable them to understand the Importance of research in management decision-making process.		
<b>2</b>	To Equip students with knowledge needed to Interpret The Research Findings.		
<b>Course Outcomes:</b> Students will be able to;			
Explain fundamental concepts of research methodology			
Develop Research Report			

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Research &amp; Research Design</b> Meaning, objectives & Motivation in research. Use of research in functional areas of Management. Types of research – Research process, relevance & scope of research in management. Research Design- Features of good Design, Types of Research Design, Sampling Design- Census vs. Sample, Characteristics of good sampling Design. Different types of sample Design. Measurement & scaling techniques- Errors in measurement. Test of sound measurement, scaling & Scale construction techniques for Attitude Measurement.	<b>L= 11</b>	
		<b>T=4</b>	<b>P=0</b>
<b>2</b>	<b>Methods of data collection, Analysis of Data &amp; Report writing:</b> Methods of data collection – Primary data –Collection of secondary data. Data Processing-Editing, Coding and Tabulation of data. Data analysis and Interpretation. Formats of Research Report, Methods and importance of Citation & bibliography in Research, Ethical issues in Research and plagiarism. Use of ICT tools for conducting of research.	<b>L= 11</b>	
		<b>T= 4</b>	<b>P= 0</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. C.R. Kothari Research Methodology Methods And Techniques, Wiley Eastern.</li> <li>2. G.C. Beri: Marketing Research Tata Mcgraw Hill Publishing Company Limited, New Delhi, 2000</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>2. Goode And Hatt : Methods In Social Research, Mc-Graw Hill, Kogakusha Ltd., New York.</li> <li>3. V.P. Michael: Research Methodology In Management, Himalaya Publishing House, Mumbai, 1985.</li> <li>4. Kerllnger. Fred N.: Foundations Of Behaviourial Research, New York, Holt, Rinehart And Winston, 1973.</li> <li>5. Dorald S. Tull, Del I Hawkins: Marketing Research, Prentice Hall Of India, New Delhi, 1996.</li> <li>6. Hans Raj: Theory And Practice In Social Research, Surjeet Publications, Delhi</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.spss-tutorials.com/basics/">https://www.spss-tutorials.com/basics/</a></li> <li>2. <a href="https://www.nielsen.com/in/en/">https://www.nielsen.com/in/en/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Journal for Decision Makers - Vikalpa</li> <li>2. Indian journal of marketing</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Journal of Business Research – Elsevier</li> <li>2. <a href="https://www.iresearchservices.com">https://www.iresearchservices.com</a></li> <li>3. Economics Times,</li> <li>4. Business Standard,</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Students will actually conduct research and submit the research report using following guidelines.</li> <li>2. Identify the research problem of your choice.</li> <li>3. Formulate it into a Research title.</li> <li>4. Collect at least five published research paper and conduct the review of that research paper.</li> <li>5. Identify different variables that can be studied in the stated research problem.</li> <li>6. Prepare at least five hypotheses on the research problem.</li> <li>7. Suggest Research design to conduct the research on the problem. (Sampling Design and Data Collection method).</li> <li>8. Collection, analysis and interpretation of data.</li> <li>9. Writing a detail research report using citation and bibliography</li> </ol>



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 205</b>	<b>Credit Pattern</b>	<b>L-48, T-08, P-4</b>
<b>Course Title</b>	<b>DATA WAREHOUSING AND DATA MINING</b>		

<b>Course Objectives</b>	
<b>1</b>	To provide students with basic concepts of data warehouse and data mining.
<b>2</b>	To develop abilities to solve real time problem by applying appropriate data mining algorithm.
<b>3</b>	To make students acquaint to different tools and techniques used for Knowledge Discovery in Databases.

<b>Course Outcomes: The students will able to</b>	
<b>1</b>	Explain concept of data warehouse and ETL process.
<b>2</b>	Develop acquaintance with the tools and techniques used for Knowledge Discovery in Databases.
<b>3</b>	Discover interesting patterns from large amounts of data to analyze and extract patterns to solve problems.
<b>4</b>	Evaluate and select appropriate data-mining algorithms.
<b>5</b>	Apply Web Data mining techniques on problem domain data for better insights of data. interpret and report the output appropriately.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>DATA WAREHOUSING</b> Overview and Concepts: Need for data warehousing, The building blocks of a Data warehouse , Data Warehouse Architecture, Extract Transform Load Cycle: ETL overview, Extraction, Loading, Transformation techniques. Reporting and Query tools and Applications, OLAP – the need, Design of the OLAP database, OLAP operations: slice, dice, rollup, drill-down etc.	<b>L= 12</b>	
		<b>T=3</b>	<b>P= 0</b>
<b>2</b>	<b>INTRODUCTION TO DATA MINING AND ASSOCIATION RULE MINING</b> Introduction – Data – Types of Data – Data Mining Functionalities – Classification of Data Mining Systems – Data Mining Task Primitives, Data Mining Applications, Integration of a Data Mining System with a Data Warehouse – Issues –Data Preprocessing. Mining Frequent Patterns, Associations and Correlations –Mining various Kinds of Association Rules – Market Basket Analysis, Apriori Algorithm, FP tree Algorithm, Correlation Analysis.	<b>L= 12</b>	
		<b>T= 3</b>	<b>P= 0</b>
<b>3</b>	<b>CLASSIFICATION</b> Classification and Prediction - Basic Concepts - Decision Tree Induction - Bayesian Classification – Rule Based Classification – Classification by Back propagation – Support Vector Machines – Associative Classification – Lazy Learners – Other Classification	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>

	Methods – Prediction.		
4	<b>CLUSTERING AND WEB MINING</b> Cluster Analysis - Types of Data – Categorization of Major	<b>L=12</b>	
	Clustering Methods – K-means– Partitioning Methods – Hierarchical Methods – Outlier Analysis – Web Mining: Web Content Mining, Web Structure Mining, and Web Usage mining.	<b>T= 1</b>	<b>P= 2</b>

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>Alex Berson and Stephen J. Smith, — Data Warehousing, Data Mining &amp; OLAP, Tata McGraw – Hill Edition.</li> <li>Jiawei Han and Micheline Kamber, –Data Mining Concepts and Techniques, Second Edition, Elsevier</li> </ol>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Pang-Ning Tan, Michael Steinbach and Vipin Kumar, — Introduction To Data Mining, Person Education, 2007.</li> <li>K.P. Soman, Shyam Diwakar and V. Ajay –, Insight into Data mining Theory and Practice, Easter Economy Edition, Prentice Hall of India</li> <li>G. K. Gupta, — Introduction to Data Mining with Case Studies, Easter Economy Edition, Prentice Hall of India</li> <li>Daniel T.Larose, –Data Mining Methods and Models, Wile-Interscience</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li><a href="http://guidetodatamining.com/">http://guidetodatamining.com/</a>, –A Programmer's Guide to Data Mining</li> <li><a href="https://www.classcentral.com/course/independent-data-mining-with-weka-1152">https://www.classcentral.com/course/independent-data-mining-with-weka-1152</a>, –Data Mining with Weka</li> <li><a href="https://www.geeksforgeeks.org/data-mining/">https://www.geeksforgeeks.org/data-mining/</a></li> <li><a href="https://www.tutorialspoint.com/data_mining">https://www.tutorialspoint.com/data_mining</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>Inderscience Publisher –International Journal of Business Intelligence and Data Mining</li> <li>Inderscience Publisher –International Journal of Knowledge Engineering and Data Mining”</li> <li>IEEE Transactions on Knowledge and Data Engineering</li> <li>Wiley Interdisciplinary Reviews: Data Mining and Knowledge Discovery</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li><a href="https://www.techgig.com/webinar/Understanding-SVM-Support-Vector-Machine-Algorithms-1083">https://www.techgig.com/webinar/Understanding-SVM-Support-Vector-Machine-Algorithms-1083</a></li> <li><a href="https://www.searchtechnologies.com/blog/web-data-mining-tools-techniques">https://www.searchtechnologies.com/blog/web-data-mining-tools-techniques</a></li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>Experimenting different mining algorithms on available datasets Using and R programming.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 206</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>OPERATIONS RESEARCH</b>		
<b>Course Outcomes:</b> Students will be able to;			
<ol style="list-style-type: none"> <li>1. Identify operational research models from the verbal description of the real system.</li> <li>2. Evaluate various managerial decision problems in functional areas of organization.</li> <li>3. Construct Operation Research models and solving it using special solution algorithms.</li> <li>4. Solve various managerial decision problems in functional areas of organization.</li> </ol>			

<b>Unit Number</b>	<b>Contents</b>	
1	<p><b>Introduction to Operations Research (OR)</b> Historical Development, Characteristic features of OR, Models in OR, Methods for solving OR models, Methodology of OR, Opportunities and short comings of OR, Introduction to software's in OR. Linear Programming (LP)-I: Mathematical Formulation, Assumptions of LP, Solution by Graphical Method, Special Cases of LP, Solution by Simplex Method-Maximization Problem with less than or equal to constraints, Primal Dual Relationship. Introduction to concept of Integer Programming, Goal Programming etc.</p>	<b>L 11, T 2, P 2</b>
2	<p><b>Transportation &amp; Assignment Problem</b> Mathematical model of TP, Methods to find initial basic feasible solution (Least Cost Method, Vogel's Approximation Method), Finding Optimal Solution by Modified Distribution Method, Unbalanced transportation problem, Maximization Case of TP. Comparison between Assignment &amp; Transportation Problem, Mathematical model of AP, Hungarian Assignment Method, Solving Minimization-Maximization Problem</p> <p><b>Queuing:</b> General structure of a queuing system, Operating characteristics of a queuing system, Kendall's Notations for representing models, Classification of queuing models (M/M/1): ( / FCFS),</p>	<b>L 12, T1, P 2</b>
3	<p><b>Decision Theory</b> Decision under certainty, Decision under risk, Expected value criterion, Decision under uncertainty, Laplace criterion, MaxiMax Criterion, MaxiMin Criterion, MiniMax criterion, MiniMax regret criterion, Decision Making Under Expected Value Principle, Expected Payoff of Perfect Information, Expected Value of Perfect Information (EPPI-EMV-EVPI), Decision making under conflict,</p> <p><b>Game Theory:</b> Introduction to game theory-Terminologies, Game with pure strategies, Game with mixed strategies, Dominance properties, Solving Game by Graphical Method.</p>	<b>L 11, T 2, P 2</b>
4	<p><b>CPM-PERT</b> Assumptions, Meaning, Usefulness of CPM-PERT, Network Terminology &amp; Analysis, CPM-PERT Networks, Critical Path Method, Calculation of CPM network, Time estimates of PERT, Earliest Expected time, Latest allowable occurrence time and slack, Probability of meeting scheduled date of completion of project.</p> <p><b>Simulation:</b> Definition, Steps in simulation process, Monte Carlo simulation, Simulation of an inventory system, simulation of a queuing system. Advantages and Disadvantages of simulation</p>	<b>L 11, T 2, P 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	Text Books	<ol style="list-style-type: none"><li>1. Sharma J K, Operations Research</li><li>2. Sharma S D, Operations Research</li></ol>
2	Reference books	<ol style="list-style-type: none"><li>1. N.D. Vohra: Quantitative Techniques in Management (1990), Tata MacGraw Hill</li><li>2. R. Panneerselvam: Operations Research (2002), Prentice Hall of India.</li><li>3. J.K. Sharma: Operations Research Problems and Solutions (2004), Macmillan India.</li><li>4. J.G. Ecker and Michael Kupferschmid: Introduction to Operations Research (1988), John Wiley &amp; Sons.</li><li>5. Hamdy A. Taha: Operations Research (2002), Pearson Education.</li></ol>
3	Journals	<ol style="list-style-type: none"><li>1. IUP Journal of Operations Management</li><li>2. Journal of Operations &amp; Strategic Planning (New )</li><li>3. Vikalpa: The Journal for Decision Makers</li></ol>
4	Websites	<ol style="list-style-type: none"><li>1. <a href="http://www.pondiuni.edu.in/storage/dde/downloads/mbaii_qt.pdf">http://www.pondiuni.edu.in/storage/dde/downloads/mbaii_qt.pdf</a></li></ol>
5	Supplementary Reading	<ol style="list-style-type: none"><li>1. Albright, Winston, Zappe, Decision Making Using Microsoft Excel, Cengage Learning.</li></ol>
6	Practical Component	<ol style="list-style-type: none"><li>1. Analyzing various decision situations and finding appropriate model for taking decisions.</li><li>2. Analyzing real managerial decision problems through various case studies/problems.</li><li>3. Identifying various managerial decision situations related to different business organization.</li></ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 207</b>	<b>Credit Pattern</b>	
<b>Course Title</b>	<b>OPERATIONS MANAGEMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	To make students understand fundamental concepts Operations Management, including Production Planning & Control, Quality Management.
<b>2</b>	To familiarize the students with various techniques of facilities location, layout & supply chain Management.
<b>3</b>	To introduce students to the modern concept & recent trends in Operations Management.

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	Illustrate basic terms and concepts related to Production & Operations Management
<b>2</b>	Plan effective plant location & layout for the organization.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>AN OVERVIEW OF OPERATIONS MANAGEMENT</b> Concept of Operations Management, Types of Production System, Objectives and Scope of Operations Management, Manufacturing Operations (Goods) versus Service Operations, Operations in Service Sector, Decisions in Operations Management.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P=2</b>
<b>2</b>	<b>OPERATIONS SYSTEM DESIGN</b> Facility Location: Importance, Factors Affecting Location Decision. Facility Layout: Importance, Types of layout. Functional Areas of Operations Management: Inventory Management, Logistics & Supply Chain Management, Quality Management	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. K. Shridhara Bhat, Production and Operations Management, Himalaya Publishing House</li> <li>2. Anmol Bhatia, Industrial Engineering and Operations Management, S.K. Kataria &amp; Sons</li> <li>3. R. B. Khanna, Production And Operations Management, PHI</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Alan Muhjemenn, John Oakland And Keith Lockyer: Production And Operations Management, (Sixth Edition), Pearson Education</li> <li>2. S. A. Chunawalla And D. R. Patel: Production And Operations Management, Himalaya Publishing House, Mumbai.</li> <li>3. R. Paanneerselvam, Production And Operations Management,</li> </ol>

		<p>Eastern Economy Edition</p> <p>4. K. C. Jain, P. L. Verma, Prabhat Kartikey, Production and Operations Management, Dreamtech Press</p>
<b>3</b>	<b>Websites</b>	<p>1. <a href="https://learn.saylor.org/course/view.php?id=86">https://learn.saylor.org/course/view.php?id=86</a></p> <p>2. <a href="https://www.managementstudyguide.com/production-and-operations-management-articles.htm">https://www.managementstudyguide.com/production-and-operations-management-articles.htm</a></p>
<b>4</b>	<b>Journals</b>	<p>1. Journal of Operations Management – Elsevier</p> <p>2. Journal of Operations Management - Wiley Online Library</p> <p>3. Journal of Operations Management   ScienceDirect.com</p> <p>4. International Journal of Services and Operations Management (IJSOM)</p>
<b>5</b>	<b>Supplementary Reading</b>	<p>1. Martand Telsang, Industrial Engineering and Production Management, S. Chand</p>
<b>6</b>	<b>Practical Component</b>	<p>1. Role play to understand role of operations management department in organization</p> <p>2. Studying Production process of any local manufacturing organization and classifying it into different types of production.</p> <p>3. Identifying and visiting any local business to study its Location &amp; Layout Strategies.</p> <p>4. Library Exercise on Recent Trends in Operations Management undertaken by any one company of your choice.</p>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (A)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>GERMAN</b>		

### Course Objectives

- |          |  |
|----------|--|
| <b>1</b> | To create an awareness about a foreign language        |
| <b>2</b> | To understand the basic script of the language         |
| <b>3</b> | To understand the culture and tradition of the country |

**Course Outcomes:** Students will be able to;

- |          |  |
|----------|--|
| <b>1</b> | Use basic words & sentences in German Language |
| <b>2</b> | Develop basic vocabulary in German Language..  |

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	<p>Introduction ( Name, country, living place, languages etc.), Asking the person's information, Greeting</p> <p>German Alphabets, Number (1-100), Giving and asking information related to number (age, telephone number, mobile number etc.</p> <p>Difference between formal and informal, Personal Pronouns, verb conjugation</p> <p>Europa-Countries, capitates and languages</p> <p>Learning about the things in the class room, Definite, indefinite, negative articles</p> <p>Possessive Articles with the reference of all the nouns learnt in the last lecture</p> <p>Watching timing learning</p>
<b>2</b>	<p>Conjugation of strong verbs, Use of separable verbs in the sentences</p> <p>Routine activities, Questions related to time, (use of prepositions am, pm)</p> <p>Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence</p> <p>Learning the professions, Telling about and asking for the professions</p> <p>Ordinal number</p> <p>Verbs- haben, sein</p>

	Revising the syllabus
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**Note:**

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required syllabus.



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201(B)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>JAPANESE</b>		

### Course Objectives

<b>1</b>	To create an awareness about a foreign language
<b>2</b>	To understand the basic script of the language
<b>3</b>	To understand the culture and tradition of the county
<b>Course Outcomes:</b> Students will be able to;	
<b>1</b>	Use basic words & sentences in Japanese Language
<b>2</b>	Develop basic vocabulary in Japanese Language..

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	Introduction to Japan as country and language basics. Hiragana Script, Hiragana Activity, Katakana Script, Katakana Activity, Cultural Ethics and Survival Greetings, Classroom Language (Speaking), Number system, Vocab for Daily Uses, Grammar, Calendar Family Tree, Grammar
<b>2</b>	Self-Introduction, Introduction to Japanese Work-Culture Grammar, Introduction to -Kanjill, Visit Restaurant'(Speaking), Visit guest's house' (Speaking), Shopping' (Speaking), Farewell

### Learning Resources

<b>1</b>	Reference books	<ol style="list-style-type: none"> <li>1. Living Language Ultimate Japanese Beginner-Intermediate</li> <li>2. The Kanji Learner's Dictionary by Jack Halpern</li> <li>3. Japanese from zero 1 and 2 by George Tromphy</li> <li>4. Basic Japanese by Eriko Sato</li> <li>5. Handbook of Japanese verbs by Taeko Kamiya</li> <li>6. Japanese- English, English- Japanese Dictionary by Seigo Nakao</li> <li>7. Modern Japanese vocabulary A Guide for 21<sup>st</sup> century student by Edward Trimell</li> <li>8. Minna no Nihongo Series</li> <li>9. Seiichi Makino Michio Tsutsui Biiks (Dictionary)</li> <li>10. Genki An Integrated Course in Elementary Japanese</li> <li>11. Improving your communication skills</li> <li>12. 12Pod 101 series (audio)</li> </ol>
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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (C)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>FRENCH</b>		

### Course Objectives

- |          |  |
|----------|--|
| <b>1</b> | To create an awareness about a foreign language        |
| <b>2</b> | To understand the basic script of the language         |
| <b>3</b> | To understand the culture and tradition of the country |

**Course Outcomes:** Students will be able to;

- |          |  |
|----------|--|
| <b>1</b> | Use basic words & sentences in French Language |
| <b>2</b> | Develop basic vocabulary in French Language..  |

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	<p>Introduction (Name, country, living place, languages etc.), Asking the person's information, Greetings and Salutations, French Alphabets, French Accents, Numbers (1-1000), Giving and asking information related to numbers (age, telephone number, mobile number etc.)</p> <p>Difference between formal and informal, Personal Pronouns, Verb conjugations</p> <p>Countries, nationalities, capitals and languages</p> <p>Articles, Prepositions, Colours</p> <p>Gender, Nouns and Pronouns, Singular Plural</p> <p>Possessive Pronouns, Family Vocabulary</p> <p>Telling Time, Days of the week, Months of the Year, Parts of the Day About France and Francophone Countries, French Culture and Etiquettes, French Monuments</p>
<b>2</b>	<p>Conjugation of ER, IR and RE verbs, Use verbs in the sentences</p> <p>Routine activities, Questions related to time, (use of prepositions am, pm) Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence</p> <p>Learning the professions, Telling about and asking for the professions</p>

	<p>Ordinal numbers</p> <p>Negative Sentences, Interrogatives</p> <p>Describing Oneself, Family</p> <p>Simple Letter Writing and Essay Writing</p> <p>Revising the syllabus</p>
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**Note:**

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required syllabus.

### Learning Resources

1	Reference books	<ol style="list-style-type: none"> <li>1. Echo A1 Méthode de Français – Goyalsaab Publishers</li> <li>2. Le Flambeau , Méthode de Français –Preeti Bhutani</li> <li>3. Saison 1 Méthode de français- Alliance française</li> <li>4. Larousse French Dictionary-W.R.Goyal</li> </ol>
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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (D)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>SELLING AND NEGOTIATION SKILLS</b>		
<b>Course Objectives</b>			
<b>Course Outcomes:</b> Students will be able to;			
1	Describe new challenges and opportunity in selling and negotiation skills		
2	Apply & analyze different skills in Negotiation Process		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	<b>Unit-I</b> <b>Nature &amp; Role of Selling:</b> Definition meaning Importance & objectives of Selling. Role in the context of organization – survival and growth. <b>Types of Selling</b> – Direct & Indirect selling, Missionary, Sales Team/group selling Merchandising, Telesales, Franchise selling, Consultative selling, factors Influencing on Personal Motivation on selling. <b>Personal Selling Skills</b> : Definition & Meaning, Personal Selling Process – Time & Contact management - Understanding buying motives of consumers before & Deal closing - Techniques of taking Follow up (To be supplemented by live exercises on personal selling)	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Unit-II</b> <b>Negotiation Skills and Process of Negotiation:</b> What is negotiation, What makes a good negotiator, Process of Negotiation, Integrative Vs. Distributive Negotiation, Ground rules of effective Negotiation, BATNA (Best alternative a negotiated agreement).	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Karen Mantyla – Consultative Sales Power</li><li>2. Virden J.Thornton- Prospecting the Key to Sales Success</li><li>3. .Michael R.Carrell &amp; Christina Heavrin- Negotiating Essentials theory, Skills &amp; Practices</li></ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Kim Tasso – Selling Skills For Professionals – Viva Publication</li><li>2. David S. Hames- Negotiation – Sage Publication</li></ol>
<b>4</b>	<b>Journals</b>	<ol style="list-style-type: none"><li>1. Current Index of Management Marketing</li><li>2. Current Contents in Management Marketing.</li></ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (G)</b>	<b>Credit Pattern</b>	<b>L7+T6+P17</b>
<b>Course Title</b>	<b>DIGITAL MARKETING</b>		

<b>Course Objectives</b>	
<b>1</b>	To make students understand the traditional and new communication/marketing approaches to Create competitive advantage in the Digital world.
<b>2</b>	To understand how the emergence of the technology will affect marketing, value creation, and consumer perceptions.
<b>Course Outcomes: Students will be able to;</b>	
<b>1.</b>	Explain emerging trends in digital marketing
<b>2.</b>	Demonstrate usage of digital marketing techniques.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
<b>1</b>	<b>Introduction to digital marketing:</b> Introduction to digital marketing; Internet Marketing, Digital Marketing Framework; Domains of Digital Marketing, affiliate marketing. Website creation & hosting : Websites – their types and classification; Use of CMS for website creation; Wordpress website creation :- adding posts, pages, making categories, adding menu, Creating commercial /business website, adding contact forms, linking website to social media	<b>L= 4</b>	
		<b>T= 3</b>	<b>P= 8</b>
<b>2</b>	Search Engine Optimization SEO –meaning, process and tools; affiliate marketing. Organic & inorganic search, search engine Marketing (SEM), Email marketing; Google Adds, Social Media marketing (Instagram & Facebook), creating Facebook page & Instagram page	<b>L= 3</b>	
		<b>T= 3</b>	<b>P= 9</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Understanding Digital Marketing: Marketing Strategies for Engaging the Digital Generation by Damian Ryan, Calvin Jone. Kogan Page.</li> <li>2. Fundamentals of Digital Marketing; Puneet Singh Bhatia; Pearson Publication</li> <li>3. Marketing 2012 by William M. Pride, O. C. Ferrell, Cengage Learning.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. DigiMarketing: The Essential Guide to New Media and Digital Marketing by Kent Wertime, Ian Fenwick</li> <li>2. Web Analytics 2.0: The Art of Online Accountability and Science of Customer Centricity by Avinash Kaushik</li> <li>3. Social Media Marketing : Tracey L tuten &amp; Michael R Solomon; adapted by Bikramjit Rishi; Sage Publication</li> <li>4. Digital Transformation Strategies ; Theory &amp; Practice; Srinivas R Pingali, Shankar Prakash &amp; Jyothi R Korem: Sage Publication</li> </ol>
3	<b>Websites</b>	<p>Digital Marketing MOOC on Swayam.  <a href="https://www.dmaglobal.com/">https://www.dmaglobal.com/</a> (<b>Digital Marketing Association</b>)</p>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Digital Marketing - The Marketing Journal</li> <li>• Journal of Digital &amp; Social Media Marketing: Ingenta Connect Publication</li> <li>• Digital Marketing Journal – Medium</li> </ul>
5	<b>Supplementary Reading</b>	<p><b>Digital Marketing Association</b>            Google Digital Garage</p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Case study discussion on success stories of use of digital marketing mix</li> <li>2. Assignment on preparing a digital marketing plan for small scale business.</li> <li>3. Group Activity- Visit any service industry of your choice in Kolhapur And submit a plan on opportunities to use digital marketing technique to promote the business.</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (H)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>HUMAN VALUES</b>		
	<b>Objectives</b> To study all dimensions of human being – thought, behaviour, work and realisation. • To study all levels of human living – individual, family, society, nature and existence.		
	<b>Course outcome</b> 1. A student of this course will relate and interpret existence of physical facility, relationship and right understanding. 2. A student of this course relate to the context of life and human being.		
	<b>Knowing human values:</b> Unit 1 To know universal values & its connection with human being. Rationality and rational values. Natural & verifiable values. All-encompassing values dimensions & levels. Right Understanding, Relationship and Physical Facility. Understanding the Human Being (As Co-existence of Self and Body). Understanding harmony in family.		
	Unit 2. <b>Applying human values</b> . Self-exploration & aspirations. Understanding harmony in nature & society. Harmony among the four orders, Physical, Bio , Animal ,Human order Understanding Ways of fulfilling them with human values		
	<b>Instructions</b>		
	<b>References</b> <b>Books /websites HUMAN VALUES</b> 1 Naagarazan, R.S. Textbook On Professional Ethics & Human Values.-- New Delhi: New Age International (P) Ltd,Publisher's New Delhi, 2006. XIV; 137 P. ISBN : 8122418554. 174.4 NAA. 57443  2 Modi, Ishwar Human Values and Social Change (Essays in Honour of Dr. T.K.N. Unnithan).-- Jaipur: Rawat Publications, 2000. 447 P. ISBN : 817033604X. 303.4 MOD. 33829  3 Naagarazan, R.S. Textbook on Professional Ethics and Human Values.-- New Delhi: New Age International Publishers, 2008. ix; 169 P. ISBN : 9788122419382.		



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Changing Human Values and Leadership Styles.-- Jaipur:  
Printwell Publishers Distributors, 1999. 124 P.  
ISBN : 8170444950.  
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- 5 Raghavan, M.P.  
Professional Ethics and Human Values.-- Chennai: Scitech  
Publications (India) Pvt, Ltd., 2009. 1.1 to 5.36 P.  
ISBN : 9788183710329.  
174 RAG.  
64379
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Human Values and Professional Ethics.-- Noida: Vikas  
Publishing House Pvt, Ltd., 2011. xvi; 326 P.  
ISBN : 9788125937135.  
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Human Values & Professional Ethics.-- Delhi: Vikas  
Publishing House Pvt, Ltd., 2011. xvi; 326 P.  
ISBN : 9788125937135.  
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Human Values & Professional Ethics.-- Agra-02:  
Y.K.Publishers,, 2011. 223 P.  
ISBN : 9789380668062.  
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67967
- 9 Saxena, Abhay  
Human Values and Professional Ethics.-- New Delhi: Vayu  
Education of India, 2010. x; 170 P.  
ISBN : 9789380712437.  
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Publishing House Pvt, Ltd., 2011. xvi; 326 P.  
ISBN : 9788125937135.  
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Professional Ethics and Human Values.-- Delhi: PHI  
Learning Pvt, Ltd., 2013. xii; 132 P.  
ISBN : 9788120348165.  
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- 12 Tripathi, A.N.  
Human Values.-- New Delhi: New Age International (P)  
Ltd., Publishers, 2012. xii; 327 P.  
ISBN : 9788122425895.  
303.4 TRI.  
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- 13 Raghavan, M.P.  
Professional Ethics and Human Values.-- Chennai: Scitech  
Publications (India) Pvt, Ltd., 2013. 1.1 to 6.11 P.  
ISBN : 9788183714990.  
174 RAG.
- 14 Subramanian, R.  
Professional Ethics: Includes Human Values.-- New Delhi:  
Oxford University Press,, 2017. xiv; 457 P.  
ISBN : 9780199475070.  
174 SUB.
- 15 Shukla, Tanu  
Human Values and Professional Ethics.-- New DELhi:  
Cangage Learning, 2018. xviii; 411 P.  
ISBN : 9789386858764.  
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[ps://www.youtube.c](https://www.youtube.com/watch?v=kOJu1vj_BV&ab_channel=FearlessSoul)  
[https://www.youtube.com/watch?v=a\\_GPginsMzY&ab\\_channel=DalaiLama](https://www.youtube.com/watch?v=a_GPginsMzY&ab_channel=DalaiLama)  
[https://www.youtube.com/watch?v=Ug4JIJxLSmk&ab\\_channel=Vidya-mitra](https://www.youtube.com/watch?v=Ug4JIJxLSmk&ab_channel=Vidya-mitra)  
[https://www.facebook.com/Gurgaon\\_KIIT/videos/day-4-pt-1-aicte-sponsored-online-](https://www.facebook.com/Gurgaon_KIIT/videos/day-4-pt-1-aicte-sponsored-online-)  
<http://kierandonaghy.com/seven-best-short-films-introduce-values/>  
[http://www.youtube.com/watch?v=Kz\\_qGJmTMY&ab\\_channel=MindToolsVideos](http://www.youtube.com/watch?v=Kz_qGJmTMY&ab_channel=MindToolsVideos)

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 201 (C)</b>	<b>Credit Pattern</b>	<b>L-48, T-06, P-06</b>
<b>Course Title</b>	<b>DATA EXPLORATION AND VISUALIZATION</b>		

<b>Course Objectives</b>	
1.	To discuss the basics concepts of R
2.	To use basic plots and exploration for effective data analysis
3.	To illustrate univariate, bivariate, multivariate analysis
4.	To demonstrate dimensionality reduction, principal components, and clustering
5.	To discuss web analytics and social network analysis

<b>Course Outcomes: The students will able to</b>	
1.	Discuss the basics concepts of R
2.	Use basic plots and exploration for effective data analysis
3.	Illustrate univariate, bivariate, multivariate analysis
4.	Demonstrate dimensionality reduction, principal components, and clustering
5.	Discuss web analytics and social network analysis

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Getting started with R</b> Overview of R, R Installation, Getting started with R interface, R Nuts and Bolts, Basic Syntax, R Data Types, Control Structures, Functions, Getting Data into R, Data Frames, R Packages	<b>L= 12</b>	
		<b>T=1</b>	<b>P= 2</b>
<b>2</b>	<b>Exploratory Data Analysis (EDA)</b> Role of EDA, Data Exploration in R, Frequency Tables, Data Sampling, Data Preprocessing, Data Cleaning, Data Visualization, Basic plotting - Histograms, Bar Charts, Scatter Plots, Box Plots	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Data Visualization</b> Univariate Analysis, Bivariate Analysis, Multivariate Analysis Summary Statistics, Correlation and Regression Analysis, Data Dimensionality, Principal Component Analysis, Cluster Analysis, Clustering Objects	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>4</b>	<b>Time Series and Web Analytics</b> Introduction, Web Analytics Process, Google Analytics, Key Metrics, Data Sources, Segmentation, Server Log File Analysis, Time Series – Data, Analysis, Visualization, Social Network Analysis – Networks, Tie Strength, Key Players, Cohesion	<b>L=12</b>	
		<b>T= 2</b>	<b>P= 1</b>

## Learning Resources

1	<b>Text Books</b>	<ul style="list-style-type: none"><li>• Wickham, Hadley, and Garrett Grolemund., R for Data Science, O'Reilly, 2017</li><li>• Schmuller, Joseph, Statistical Analysis with R for Dummies, Wiley, 2017</li></ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"><li>• Chang, W, R Graphics Cookbook, O'Reilly Media Inc. 2013</li><li>• Michael Mahoney, Introduction to Data Exploration and Analysis with R, <a href="https://bookdown.org/mikemahoney218/LectureBook/">https://bookdown.org/mikemahoney218/LectureBook/</a></li><li>• Elena N. Ieno, Alain F. Zuur, A Beginner's Guide to Data Exploration and Visualization with R, Highland Statistics Ltd, 2015</li></ul>
3	<b>Websites</b>	<ul style="list-style-type: none"><li>• <a href="http://uc-r.github.io/gda">http://uc-r.github.io/gda</a></li><li>• <a href="https://www.sanfoundry.com/r-programming-quiz-online/">https://www.sanfoundry.com/r-programming-quiz-online/</a></li><li>• <a href="https://towardsdatascience.com/data-exploration-and-visualization-with-r-ggplot-7f33c10ec1c">https://towardsdatascience.com/data-exploration-and-visualization-with-r-ggplot-7f33c10ec1c</a></li><li>• <a href="http://www.rdatamining.com/docs/data-exploration-and-visualization-with-r">http://www.rdatamining.com/docs/data-exploration-and-visualization-with-r</a></li></ul>
4	<b>Journals</b>	<ul style="list-style-type: none"><li>• IEEE Transactions on Knowledge and Data Engineering ISSN: 1041-4347</li><li>• Big Data Mining and Analytics ISSN: 2096-0654</li><li>• IEEE Intelligent Systems ISSN: 1541-1672</li></ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"><li>• Data Visualization in R, <a href="https://www.datacamp.com/courses/data-visualization-in-r">https://www.datacamp.com/courses/data-visualization-in-r</a></li><li>• Exploratory Data Analysis in R: Case Study, <a href="https://www.datacamp.com/courses/exploratory-data-analysis-in-r-case-study">https://www.datacamp.com/courses/exploratory-data-analysis-in-r-case-study</a></li></ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"><li>• Practicals on Basic Plotting, Data Normalization, Data Visualization, Time Series Analysis and Web Analytics</li></ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(B)</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>ENVIRONMENT AND DEVELOPMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	Understand the basics functional areas of Environment.
<b>2</b>	Define concepts of pollution, pollutants and natural resources
<b>3</b>	Explain historical development of struggle for Environmental protection

<b>Course Outcomes: The students will able to</b>	
1.	Differentiate biotic and abiotic components of ecosystem & able to understand concept of habitat, interactions in between different components & their Interrelationships.
2.	Develop ability of identification of local issues related with natural resources.
3.	Adopt various pollution control techniques.
4.	Able to know various environmental policies as well as National & International Organizations involved.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Ecological concept and Natural Resources :</b> Introduction to Environmental Science as a multi-disciplinary, its scope and necessity; Concepts of Ecosystem and its Structure and Functions, Principles of Organism-environment relationship; Concept and classification of Natural Resources. Energy Resources, Renewable and Nonrenewable.	<b>L= 11</b>	
		<b>T= 3</b>	<b>P=0</b>
<b>2</b>	<b>Environmental Pollution and Policy:</b> Definition, sources and effects of water pollution. Definition, sources of air pollution, Effect of air pollution and acid rain, climate change, ozone depletion. Definition, Sources of noise pollution. Effect of noise pollution on human-beings. Noise control measures. Government policies in the protection and development of environment. National environmental policy. United Nations Environmental Programme (UNEP).	<b>L= 12</b>	
		<b>T= 4</b>	<b>P= 0</b>

## Learning Resources

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand</li> <li>• A Text Book of Ecology, S K Dubey, Dominant Publication</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Desert Ecology by Ishwar Prakash</li> <li>• Ecology of Urban India by Pramod Singh</li> <li>• Ecology of Rural India by Singh</li> <li>• Ecology 2000 by Sir Edmand Hillary</li> <li>• Environmental Protection and the Laws by CN Mehta, 1991</li> <li>• India's Forests, Myth and Reality by J.B. Lal 1989</li> <li>• Legal aspects of Environmental Pollution and its Management by Ed. S.M. Ali, 1992</li> <li>• Man – Nature and Environmental Law by GS Nathawal, S. Shastri and JP Vyyar, 1988</li> <li>• International Environmental Policy: Emergence and Dimensions by LK Caldwell, 1990</li> <li>• Lal's Commentaries on Water, Air Pollution Laws along with the Environmental (Protection) Act and Rules, 1986, 3<sup>rd</sup> Ed., 1992 Law Publisher – India</li> <li>• The Wildlife (Protection) Act, 1972 (with amendment-1991)</li> <li>• Our Common Future – WCED, 1991</li> <li>• Universal's Environment and Pollution Law Manual by SK Mohanty, 1998.</li> <li>• A Guide to Implementation of the ISO 14000 Series on Environmental Management (Prentice Hall Ptr Environmental Management and Engineering Series) Har/Dskt Edition</li> <li>• Environmental manager's guide to ISO 14000 by <u>Bruce W Perry</u></li> <li>• Implementing ISO 14000 Hardcover – November 1, 1996 by <u>Tom Tibor</u> (Author), <u>Ira Feldman</u> (Author)</li> <li>• Environmental Impact Assessment By: Larry W Canter. McGraw-Hill International Editions, 2nd Edn, New York (1996).</li> <li>• EIA Theory &amp; Practice By: Peter Wathern. Unwin Hyman, London (1990)</li> <li>• Environmental Impact Assessment By: PR Trivedi. APH Publishing Corporation, New Delhi (2004)</li> <li>• EIA Practical Solutions to Recurrent Problems By: David P Lawrence. Wiley Interscience Publication (2003)</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.toppr.com/guides/biology/ecosystem/biogeochemical-">https://www.toppr.com/guides/biology/ecosystem/biogeochemical-</a></li> </ul>

		<p><u>cycle/</u></p> <ul style="list-style-type: none"> <li>• <a href="https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles">https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles</a></li> <li>• <a href="https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php">https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• National Geographic</li> <li>• Down to Earth, CSE</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Field visit to study pond water &amp; forest Ecosystem.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(C)</b>	<b>Credit Pattern</b>	<b>L-20, T-5, P-5</b>
<b>Course Title</b>	<b>INDIAN SOCIAL PROBLEMS AND SOCIAL SERVICES</b>		

**Course Outcomes: Students will be able to**

1	Implement various social welfare services provided by GO's & NGO's
2	Asses the socio- economic factors and their implications of beneficiaries

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	Genesis and nature of various categories of Social Problems Definition of Social deviance and control, social disorganization and social problems, study and analysis of specific social problems in relation to their nature, causative factors, extent and magnitude	<b>L=10</b>	
		<b>T=3</b>	<b>P=2</b>
2	An overview of major social problems, Juvenile delinquency, Crime, Prostitution, Dowry, AIDS, Beggary-Alcoholism and Drug Addition.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

**Learning Resources:**

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>Ahuja R 1993 Indian Social System-Rawat Publication New Delhi.</li> <li>Akbar M.J. 1988 Riot after Tiot; Reports on caste &amp; Communal Violence in India New Delhi: Penguin Books.</li> <li>Bardhan P. 1984 the Political Economy of Development in India Delhi: Oxford Press.</li> <li>Betelle A. 1966 Caste, Class and Power Bombay: Oxford Uni, Press.</li> <li>Black C.E. 1966 The Dynamics of Modernization: A study in Comparative History New York: Harper &amp; Row.</li> <li>Madan G.R. 1985 Indian Social Problems Vol. I and II Allied Pub. Pvt. Ltd. Bombay.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>Coser I.A. 1956 the functions of Social Conflict Glencoc Illinois; Free Press.</li> <li>Dahrendorf R. 1957 Class &amp; Class ' Conflicts in an Industrialized Society London Routledge&amp;Kengan Paul.</li> <li>Dandekar V.M. 1977 Nature of Class Conflict in the Indian Society Bom Bharat Foundation.</li> <li>Das A. &amp; Nilkanth V. (Ed.) 1979 Agrarian Relations in India Delhi: Manohar.</li> </ol>
3	<b>Website</b>	<a href="https://journals.sagpub.com">https://journals.sagpub.com</a> <a href="http://www.ndpublisher.in">www.ndpublisher.in</a> <a href="http://www.ukessays.com">www.ukessays.com</a> <a href="http://www.open.edu7.sociology">www.open.edu7.sociology</a>
4	<b>Journals</b>	International Journal of Social Science



		Indian Journal of Social Work
5	<b>Supplementary reading</b>	Encyclopedia in Social Work Vol-I & II Dictionary of Social Work
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Visit to various NGO's</li> <li>2. Concurrent Field Work</li> <li>3. Case studies on various social problems</li> <li>4. Organized Group discussion with problematic</li> <li>5. Celebrate different days related to Social issues.</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(D)</b>	<b>Credit Pattern</b>	<b>L-30, T-8, P-7</b>
<b>Course Title</b>	<b>OFFICE AUTOMATION</b>		
<b>Course Objectives</b>			
1	To teach basic concepts about computers and peripheral devices		
2	To explain the concept of computer languages and features of operating system		
3	To demonstrate use of Word processor for documentations.		
4	To explain effective use of presentation technology.		
5	To demonstrate use of spreadsheet for analysis of data		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Understand basic concepts and computer terminology.		
2	Use operating system features		
3	Prepare proper documents		
4	Prepare effective presentation		
5	Analyze any data with the help of spreadsheets.		

<b>Unit Number</b>	<b>Contents</b>		
1	<b>Introduction to Computer, Concept of Operating System &amp; Word Processing</b> Definition of Computer, Characteristics & Limitations of Computer, Generations of Computer, Block Diagram of Computer, Concept of Hardware and Software, <b>Operating System:</b> Function of Operating System, Types of O.S., Features of Windows Operating System, Default Icons on Desktop – My Computer, Recycle Bin, My Network Places and Internet Explorer, Important Terms in Windows – Icons, Desktop, Folder, Star Button, Concept of Cut, Copy and Paste operation, Concept of Start Button <b>MS-Word:</b> Component of MS-Word window, Page-Setup in MS-Word, How of Print Document, Formatting the Document, Inserting & Formatting table, Inserting various objects in the document, Mail-Merge Utility, Cursor Control Keys,	<b>L=3</b>	
		T=1	P=0
2	<b>Data Analysis Through Excel and Presentation Techniques.</b> <b>MS-Excel:</b> Features Of Excel, Formatting Work Sheet- Formatting cell, conditional formatting, Lookup Functions, IF, SUM, SUMIF, SUMIFS, COUNT, COUNTIF, COUNTIFS, COUNTBLANK Functions, Function For Financial Decision – PV, FV, PMT, PPMT, IPMT Functions, TEXT Functions, Date and Time Functions, Decision Making Using – GoalSeek, Scenario Manager, Basic Data Analysis – Sorting, Summarizing, Filtering, Validating Data, Summarizing Data With Chart, Describe Data Using Pivot Table, <b>MS-PowerPoint:</b> Factors To Be Considered Before Creating A Presentation, Creating and	<b>L=3</b>	
		T=1	P=0

	setting Presentations With PowerPoint, Applying Animation Effects, Slide Transition Effects, Views In PowerPoint, Use of Text, Images, ClipArt's, Hyperlinks, Video and Audio and Action Buttons In Presentation,		
<b>Learning Resources</b>			
1	Text books	<ol style="list-style-type: none"> <li>1. Computer Fundamentals by P. K. Sinha &amp; Priti Sinha, 5<sup>th</sup> edition, BPB pub.</li> <li>2. Computer Fundamentals by Balguruswami</li> <li>3. Microsoft Office 2013 All-In-One For Dummies By Peter Weverka, Wiley India Pvt Ltd, ISBN 10: 812654175X</li> <li>4. Microsoft Office 2010 Digital Classroom by AGI Creative Team John Wiley &amp; Sons; Pap/Psc edition (1 March 2011) ISBN-10: 0470577770</li> <li>5. Operating System Concepts: International Student Version By <u>Silberschatz</u> Wiley; Eighth edition (20 April 2009) ISBN-10: 8126520515</li> </ol>	
2	References	<ol style="list-style-type: none"> <li>1. Microsoft Office 2010 Bible By <u>John Walkenbach</u> Wiley India Private Limited (28 September 2010) ISBN-10: 8126528397</li> <li>2. Microsoft Windows Operating System Essentials By <u>Tom Carpenter</u> John Wiley &amp; Sons (9 February 2012) ISBN-10: 1118195523</li> <li>3. Microsoft Windows Operating System Essentials By <u>Tom Carpenter</u> ISBN: 978-1-118-19552-9</li> <li>4. Fundamentals Of Computers 5Ed By V. Rajaraman Publisher: Phi Learning Pvt Ltd ISBN 10: 8120340114</li> <li>5.</li> </ol>	

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(E)</b>	<b>Credit Pattern</b>	<b>L-22, T-04, P-04</b>
<b>Course Title</b>	<b>PRINCIPLES OF ECONOMICS</b>		

**Course Outcomes: Students will be able to**

<b>1</b>	Understand the micro variables and approach for microeconomic issues
<b>2</b>	Identify the macro variables in any economy

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit 1: Demand &amp; Supply Analysis</b> Basic Economic Concepts, Definitions of Economics, Branches or approaches to economics, Basic Economic Problems or the Central problems of a Society, Law of Diminishing Marginal Utility, Demand curve derivation and its properties, Elasticity of Demand Supply Analysis- Meaning, Types and Determinants of Supply, Supply Function and Law of Supply, Elasticities of Supply and Their Utilities.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Unit 2. Market Theory &amp; N.I</b> Types of Markets, Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly: Features and price determination Basic Concepts of NI, GDP, GNP, etc, Estimation of NI and Difficulties, Circular Flow of Aggregate Income and Expenditure	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Paul Samuelson(2000), Economics, McGraw Hill Inc, New Delhi, Ahuja H.L, Modern Micro Economics, S Chand&amp; Co., New Delhi,</li> <li>Koutsyanis (2015), Micro Economics.</li> <li>Jhingan M.L., Microeconomics, Vrinda Publications, New Delhi.</li> <li>C.Rangarajan and Dholokia B.H, Principles of Macro Economics, Tata Mcgraw-Hill, New Delhi, (1998).</li> <li>Blanchard, Olivier (2000), <i>Macroeconomics</i>, Prentice Hall.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Robert S Pindyck and Daniel L Rubinfeld(2017), Microeconomics, Pearson Education Ltd., UP</li> <li>Mankwin Gregory N(2016), Principles of Microeconomics, Cengage Learning India Pvt. Ltd.</li> <li>Hal R Varian(2015), Microeconomic analysis, Viva Books Pvt. Ltd., New Delhi</li> <li>Mankiw Gregory (2002), Macroeconomics, 5th Edition, Worth Publishers</li> <li>Ahuja H L(2015), Macroeconomics Theory And Policy, 19th Edition, SCHAND</li> </ul>

		<ul style="list-style-type: none"> <li>• Gupta G S(2011), Keynesian and Post Keynesian</li> </ul>
3	<b>Websites</b>	<a href="http://www.rbi.org.in">www.rbi.org.in</a> <a href="http://www.mygov.gov.in">www.mygov.gov.in</a> <a href="http://www.cmie.com">www.cmie.com</a>
4	<b>Journals</b>	Arth Samwad Economic and Political Weekly Indian-Economic-Journal Journal-of Indian-School-of-Political-Economy
5	<b>Supplementary Reading</b>	Economics Survey Union Budget of India
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Conduct consumer survey and identify consumer utility for various consumer goods</li> <li>2. Review reference books on economics, and prepare a report on liner, cubic and quadratic production functions</li> <li>3. Visit various service vendors and prepare a report on price determining factors and challenges for their products in the market</li> </ol>

# **MBA - II**

## **SEMESTER - III**

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 301</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>STRATEGIC MANAGEMENT</b>		

<b>Course Objectives</b>	
1	To familiarize students with strategic management process in detail
2	To analyze organizations for strategy formulation and implementation.
3	To design various types of strategies for a given industry.
4	To evaluate an industry using various tools and techniques for strategic choice.
5	To be able to evaluate strategies implemented.
<b>Course Outcomes</b> Students should be able to:	
1	Discuss various concepts and theories in the field of strategic management.
2	Formulate various types of strategies for a given industry.
3	Evaluate an industry using various tools and techniques for strategic choice.
4	Critique strategies implemented.
5	Propose strategic approaches to managing a business successfully in a global context

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Strategic Management &amp; Environment (15)</b> Introduction to Concept of Strategy and Strategic management; Importance of Strategy, Levels of Strategy, Strategic Management Process – Different Phases; Strategic Intent - Mission, Vision, Objectives. Formulation of strategic intent, methods of Goal Setting – MBO, Balance scorecard approach, Critical success Factors and Key Performance Indicators. Concept and Characteristics of environment, Components of external environment/ External Analysis, PESTEL Framework,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Internal Analysis &amp; Corporate Strategies (15)</b> Industry Analysis – Porter’s Five Forces Model, Internal Analysis – Resource Based view VIRO analysis, Approaches to internal analysis – SWOT Analysis, Value Chain Analysis, Financial Analysis Corporate strategies - stability strategy, expansion strategy, retrenchment strategy, combination strategy. Mergers and Acquisitions, Strategic alliances & Joint ventures – concept, reasons, Entry strategies for global market	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Business Strategies &amp; strategic Analysis (15)</b>	<b>L=11</b>	

	Business level strategy - cost leadership, Focus strategy Differentiation – Types – Advantages and Disadvantages – +`Blue, Red & Purple Ocean Strategy. Strategic choice process, corporate portfolio analysis, BCG Matrix, TOWS Matrix, GE nine cell, strategic choice at business level – Industry analysis, Competitor analysis. Strategic CSR.	<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Strategic Issues, (15)</b> Strategic implementation issues - McKinsey's 7s framework approaches to resource allocation, structural issues – functional, product/ divisional, SBU structure, matrix, network, free form, behavioural issues- Strategic leadership, Corporate strategic communication. Strategic evaluation-importance, participant's barriers and requirements. Types of strategic control-operational control-Strategic process of Evaluation, techniques of strategic evaluation and control. Sustainability & strategic management- concept of TBL, Environmental & Social Impacts on Society Contemporary issues in strategic management.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Azahar Kazmi, "Strategic Management &amp; Business Policy"- Fourth Edition, The Mc-graw Hill Edition.</li> <li>2. P.Subba Roa, "Business Policy &amp; Strategic Management", Himalaya Publication</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Hoskisson, Hitt, Ireland &amp; Manikutty, "Strategic Management"- A south Asian Perspective Cengage Learning, 9<sup>th</sup> Edition.</li> <li>2. Thomas wheelen, J David Hunger, Alan N Hofman &amp; Charles E Banford, "Concepts in Strategic Management and Business Policy" Pearson Publication , 2018</li> <li>3. Pradip Kumar Sinha, "Mergers, Acquisitions and Corporate Restructuring," Himalaya Publishing House, 2019.</li> <li>4. R M Shrivasta, "Management Policy and Strategic Management" Himalaya Publishing House,2014.</li> <li>5. Fred R David &amp; Forest R David, Strategic Management " ,Pearson Publication , 16<sup>th</sup> Edition, 2017</li> </ol>
<b>3</b>	<b>Websites</b>	<a href="http://www.mckinsey.com/in">www.mckinsey.com/in</a>
<b>4</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Indian Journal of Indian Management &amp; strategy</li> <li>2. IUP Journal of Business strategy.</li> </ol>



5	<b>Supplementary reading</b>	Business Standard : The Strategist supplement Economic Times
6	<b>Practical component</b>	Case studies and assignments on real life situations

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC -302</b>	<b>Credit Pattern</b>	<b>L-48, T-12, P-00</b>
<b>Course Title</b>	<b>CLOUD COMPUTING</b>		
<b>Course Objectives:</b>			
1	To explain cloud computing technologies.		
2	To explain the concept of Virtualization and design of cloud Services		
3	To introduce the broad perceptive of cloud architecture and model		
4	To introduce the fundamental ideas of the cloud computing model and its origin		
<b>Course Outcomes:</b>			
After completion of this course the student will be able to:			
1	Identify the architecture and delivery models of cloud computing.		
2	Identify security, privacy and interoperability issues.		
3	Select suitable cloud service		
4	Apply suitable virtualization concept		
5	Implement cloud services and set a private cloud		
<b>Unit Number</b>	<b>Contents</b>		<b>Number of Sessions</b>
1	<p><b>Introduction to cloud computing:</b>  Cloud computing definitions, History of cloud, Characteristics and Principles of cloud, SaaS Maturity Model, commercial cloud offerings, cloud storage, live migration, ISO image, Layers and types of clouds, Challenges, Service Models, opportunities and challenges, advantages and disadvantages of cloud computing, Comparison of Cloud computing, Cluster computing and Grid computing; Applications: Technologies and process required when deploying Web services. Service Oriented Architecture (SOA), WSDL structure, protocols used in SOA, web service integration, service catalogs.</p> <p><b>Cloud Computing Architecture:</b> Cloud Interoperability and standards, Scalability and Fault tolerance, System Models for Distributed and cloud computing –NIST cloud computing reference model. Cloud Cube Model, Cloud Reference Model, Cloud Models – Service Model(Iaas, Paas, Saas), Deployment Model</p>		<b>L= 12</b> <b>T=03</b> <b>P=00</b>

2	<p><b>Cloud computing costs</b> – Right sizing, auto scaling, vertical scaling Vs horizontal scaling, service level agreement, service credits, defining licensing models. Capacity planning, steps in capacity planning, baseline measurements, resource ceiling, server instance types, measuring network capacity.</p> <p><b>Virtualization:</b> Introduction to Virtualization, Characteristics of virtualization, Virtualization and Cloud Computing, Pros and Cons of Virtualization, Types of Virtualization- Implementation Levels of Virtualization - Virtualization Structures - Tools and Mechanisms - Virtualization of CPU, Memory, I/O Devices . Fundamental concepts of compute ,storage, networking, desktop and application virtualization, Virtualization benefits, server virtualization, Infrastructure Requirements , Virtual LAN(VLAN) and Virtual SAN(VSAN) and their benefits ,Load balancing, benefits of load balancing, load balancing algorithms, hypervisor (virtual machine monitor), types of hypervisors, machine imaging, porting applications, challenges in porting applications, simple cloud API, AppZero virtual Application Appliance.</p>	<p><b>L= 12</b>  <b>T=03</b>  <b>P=00</b></p>
3	<p><b>Cloud Infrastructure:</b>  Cloud Application Platform: Aneka Framework Overview, Building Aneka Clouds: Infrastructure Organization, Logical Organization, Platform Deployment: Private Cloud Deployment Mode, Public Cloud Deployment Mode, Hybrid Cloud Deployment Mode, Resource provisioning, Inter cloud resource management. Layered Cloud Architecture development, Cloud Security, OSI standard for security model, role and rule management, access control list, specific attacks, sniffing, spoofing, phishing, pharming (DNS Spoofing), cryptography, encryption, decryption, types of cryptography. Format of digital certificate, working of digital signature, Electronic money (Digicash), security mechanism in Digicash, types of electronic money, double-spending problem.</p>	<p><b>L= 12</b>  <b>T=03</b>  <b>P=00</b></p>
4	<p><b>V Programming Model:</b>  Principles of Parallel and Distributed Computing, Paradigms: Map Reduce-Hadoop Library from Apache, Amazon Web Services (AWS), Manjra soft Aneka, Parallel vs. Distributed Computing, centralized vs distributed systems, Difference between distributed and network operating system, Features and characteristics of distributed systems, distributed architectures, system models, Elements of Parallel Computing Hardware Architectures for Parallel Processing, Approaches to Parallel Programming ,Levels of Parallelism, classification of parallel computers, Flynn’s classification, dependency conditions, Berstein conditions for detection of parallelism, parallelism based on grain size, Handler’s classification, Components of a Distributed System , Architectural Styles for Distributed Computing , Models for Inter-Process Communication, Technologies for Distributed Computing: Remote Procedure Call.</p>	<p><b>L= 12</b>  <b>T=03</b>  <b>P=00</b></p>

1	Text Books	<ol style="list-style-type: none"> <li>1. Kumar Saurabh, "Cloud Computing", Wiley Pub</li> <li>2. Buyya Selvi, "Mastering Cloud Computing", TMH pub.</li> <li>3. Soninky, "Cloud Computing", Wiley Pub.</li> <li>4. Kurtz, Vines, "Cloud Security", Wiley Pub.</li> </ol>
2	Reference books	<ol style="list-style-type: none"> <li>1. John W. Rittinghouse and James F. Ransome, "Cloud Computing: Implementation, Management, and Security", CRC Press, 2010.</li> <li>2. Kumar Saurabh, "Cloud Computing – insights into New-Era Infrastructure", Wiley India, 2011.</li> <li>3. George Reese, "Cloud Application Architectures: Building Applications and Infrastructure in the Cloud" O'Reilly</li> <li>4. Katarina Stanoevska-Slabeva, Thomas Wozniak, Santi Ristol, "Grid and Cloud Computing – A Business Perspective on Technology and Applications", Springer.</li> <li>5. James E. Smith, Ravi Nair, "Virtual Machines: Versatile Platforms for Systems and Processes", Elsevier/Morgan Kaufmann.</li> </ol>
3	Websites	<ul style="list-style-type: none"> <li>• <a href="https://cloudacademy.com">https://cloudacademy.com</a></li> <li>• <a href="https://acloud.guru">https://acloud.guru</a></li> <li>• <a href="https://geekflare.com/collections/learn-cloud-computing/">https://geekflare.com/collections/learn-cloud-computing/</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• IEEE Transactions on Cloud Computing (<a href="http://ieeexplore.ieee.org/xpl/aboutJournal.jsp?punumber=6245519#AimsScope">http://ieeexplore.ieee.org/xpl/aboutJournal.jsp?punumber=6245519#AimsScope</a>)</li> <li>• Journal of Cloud Computing: Advances, Systems and Applications (JoCCASA) (<a href="http://www.journalofcloudcomputing.com/">http://www.journalofcloudcomputing.com/</a>)</li> <li>• International Journal of Cloud Computing (<a href="http://www.inderscience.com/jhome.php?jcode=ijcc">http://www.inderscience.com/jhome.php?jcode=ijcc</a>)</li> <li>• The International Journal of Cloud Computing (IJCC) (<a href="http://www.hipore.com/ijcc/">http://www.hipore.com/ijcc/</a>)</li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• <a href="https://www.ibm.com/cloud/learn">https://www.ibm.com/cloud/learn</a></li> <li>• <a href="https://linuxacademy.com/library/search/cloud/">https://linuxacademy.com/library/search/cloud/</a></li> <li>• <a href="https://www.lynda.com/Cloud-Computing-training-tutorials/1385-0.html">https://www.lynda.com/Cloud-Computing-training-tutorials/1385-0.html</a></li> </ul>
6	Practical Components	-----

Semester	III	Total Credit	4
Course Code	CCSpl-I-304 (A)	Credit Pattern	L-45, T-6, P-9
Course Title	INTERNATIONAL TRADE AND FINANCE		

<b>Course Outcomes:</b> The students will able to learn:	
1	Assess foreign exchange rates and develop export trade document.
2	Apply international finance terms in trade.
3	Evaluate foreign direct investment design.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to International Finance:</b> concept and Principals of International Trade – Theories of International Trade – Comparative Advantage – Absolute Advantage – Hecksher Ohlin Theory – Imitation Gap Theory- Barriers to International Trade –Indian EXIM Policy. Concepts of DTAA and International Taxation.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Export and Import Finance:</b> Special need for Finance in International Trade –Terms used in International Trade (FOB, CIF, etc.,) – Payment Terms – Letters of Credit and its types – Pre Shipment and Post Shipment Finance – Forfaiting –Deferred Payment Terms – EXIM Bank – ECGC and its schemes – Import Licensing – Financing methods for import of Capital goods.	<b>L=12</b>	
		<b>T=1</b>	<b>P=2</b>
<b>3</b>	<b>Foreign Exchange Markets:</b> Spot Prices and Forward Prices – Factors influencing Exchange rates – The effects of Exchange rates in Foreign Trade – Tools for hedging against Exchange rate variations –Forward, Futures and Currency options -Determination of Foreign Exchange rate and Forecasting – Law of one price – PPP theory – Interest Rate Parity – Exchange rate Forecasting. Two way and three way arbitrage, arbitrage with IRP and PPP.	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
<b>4</b>	<b>Determination and Forecasting of Exchange Rates:</b> Currency risk management – Measuring and Managing Transaction – Translation and Economic Exposure. International Cash Management – Cost Of Capital for Foreign Direct Investment – Designing Global Capital Structure. Foreign Direct Investment – Cost and Benefits. Derivatives in International Trade Important Export trade documents, like Proforma, commercial, legalized, invoice, packaging list, bills of leading, airway bill, insurance policy, export incentive, duty exemptions, export house.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:** Practical Problems to be covered on

1. Calculation Of Foreign Exchange Rates – Forward Rates, Premium Discounts on forward rates
2. Simple problems on pay off from Derivatives
3. Arbitrage

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI: Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Jeevanandam .C, INTERNATIONAL BUSINESS, M/s Sultan &amp; Chand, Delhi, 2008</li> <li>2. Sumathi Varma, INTERNATIONAL BUSINESS, <i>Ane, Delhi, 2010</i></li> <li>3. P.G. Apte – "Global Business Finance" – Tata McGraw Hills.</li> <li>4. P.G. Apte – "International Finance Management" – Tata McGraw Hill</li> <li>5. V.K. Bhalla – "International Financial Management" – Prentice Hall</li> <li>6. Khan &amp; Jain, "Financial Management", Tata Mcgraw Hill, 6<sup>th</sup> edition.</li> <li>7. R.P.Rustagi, "Financial Management", PHI,10<sup>th</sup> edition.</li> </ol>
3	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></p> <p><u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a></p> <p><u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></p> <p>Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></p> <p>*For INFLIBNET individual usernames and passwords are already given. Use the same</p>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Calculation Of Foreign Exchange Rates – Forward Rates, Premium Discounts on forward rates</li> <li>• Simple problems on pay off from Derivatives</li> <li>• Problems on arbitrage</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>EMPLOYEE RELATIONS AND LABOUR LAW</b>		
<b>Course Outcomes :</b> Students will be able to			
1	Discuss the concepts and theories to manage Industrial Relations and Labor Laws		
2	Apply the concept of industrial relations, legal issues to the system in which it operates.		
3	Analyze industrial Related legal issues used in the resolution of conflict.		

4	critically evaluate emerging trends in employment law
5	design the collective bargaining process, including preparation, negotiation, and settlement.

Unit Number	Contents	Number of Sessions	
1	<b>Industrial Relations and Trade Union:- Industrial Relations:-</b> Concepts of Industrial Relations, Approaches to Industrial Relations, Role of Employer/Management, Trade Union and Government in Industrial Relations. <b>Trade Union:-</b> Purpose, Functions of trade unions, Problems of Trade unions, Measures to strengthen Trade Union, Recognition of Trade Union as Collective Bargaining Agent. Trade Union Act (1926), Standing Order	L=11	
		T=2	P=2
2	<b>Collective Bargaining and Industrial Unrest: - Collective Bargaining:-</b> Structure, Procedure and machinery for collective bargaining process, Negotiation Skills, Productivity Bargaining, emerging trends in collective bargaining. <b>Industrial Unrest: Causes</b> of Industrial Disputes, Prevention and Settlement of Industrial Disputes- Relevant Provisions related to Industrial Disputes Act, 1947. Purpose and procedure of disciplinary action, Meaning and scope of misconduct	L=12	
		T=2	P=1
3	<b>Positive Employee Relations and Labour Laws:-</b> Building positive employee relations, Participative Management:- Workers participation in Management (statutory and Non statutory Schemes), VRS:- Reason and acceptance of VRS, Management of Sexual Harassment and Sexual Harassment Laws in India,	L=11	
		T=2	P=2
4	<b>Social Security for emotional Bondage:-</b> Social Securities in India, ESI Act 1948, Workmen’s Compensation Act, Maternity Benefit Act 1961, The employees Provident Fund Act, 1952. Payment of Gratuity Act 1972, and Management of Contract Labour.	L=11	
		T=2	P=2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1	Text Books	1. Mamoria C.B, Dynamics of Industrial relations, Himalaya Publishing House 2. A.M.Sarma, Industrial Relations, Himalaya Publishing House



2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. ArunMonappa, Industrial Relations, Tata McGraw Hill Publishing Company Ltd.</li> <li>2. Dhyani S.N., Industrial Relations Systems, Printwell Publishers</li> <li>3. John Fossum, Labour Relations, Development, Structure, Process, McGraw Hill Education</li> <li>4. Michael R Carrell and Christina Heavrin, Labour Relations and Collective Bargaining- Private and Public Sectors, Merrill</li> <li>5. PromodVerma, Management of Industrial relations, Reading and Cases, Oxford and IBH Publications</li> <li>6. Singh B.D., Industrial Relations –Emerging Paradigms, Excel Books</li> <li>7. Srivastava S.C., Industrial Relations and Labour Laws, Vikas Publishing House Pvt. Ltd.,</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.ILO.org">www.ILO.org</a></li> <li>2. <a href="http://www.labour.nic.in">www.labour.nic.in</a></li> <li>3. <a href="http://www.labourstat.org">www.labourstat.org</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Indian Journal of Industrial Relations</li> <li>2. Indian Labour Journal</li> <li>3. Current Labour Report</li> <li>4. Labour Law Journal</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Labour Law Journals</li> <li>2. <a href="https://www.thehindubusinessline.com/opinion/the-recognition-question-in-trade-union-law-ep/article24988006.ece">https://www.thehindubusinessline.com/opinion/the-recognition-question-in-trade-union-law-ep/article24988006.ece</a></li> <li>3. <a href="https://www.labourfile.org/rights-of-women.aspx/">https://www.labourfile.org/rights-of-women.aspx/</a></li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Role Play exercise on Collective Bargaining</li> <li>2. Arrange a debate in the classroom about rights and duties of trade union of workers.</li> <li>3. Students will draft a standing order for certification for a newly started garments factory employing 300 workers.</li> <li>4. Students will draft a charge sheet about a list of allegations reported against an employee of an organization.</li> <li>5. Interaction with Trade Union Leaders to identify challenges faced by them and present in class.</li> <li>6. Students will prepare a policy document to prevent sexual harassment at workplace.</li> <li>7. Study the procedure including the documents required for PF and Gratuity benefit.</li> <li>8. Role Play on Economic Coercion</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>BUYING BEHAVIOUR</b>		<b>PAPER-I</b>
<b>Course Objectives</b>			
<b>1</b>	Students will understand concepts related to buying behavior.		
<b>2</b>	Students will become familiar with marketing and CRM strategies.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Explain the conceptual aspects of buying behaviour		
<b>2</b>	Analyse factors influencing on buying behaviour		
<b>3</b>	Design Marketing and CRM strategies.		

4	Evaluate marketing situations

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	<b>Unit I</b> <b>Consumer Behaviour I</b> Meaning, Nature, scope, concepts. Buying Process, Models of consumer Behaviour, Organisational buying behaviour. Values & Lifestyle marketing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Unit II</b> <b>Consumer Behaviour II</b> Influences of consumer behaviour on individual, group. Perception, Motivation & Involvement. Attitude & change learning, memory. Personality & self-concept reference group influence, dynamics. Family Life cycle & its influence. Cultural influences.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
3	<b>Unit III</b> <b>Strategic Marketing</b> - Strategic marketing management concept & overview, process, formulation & implementation, sustainable competitive advantages. Types of competitive strategies adopted by goods & services in market environment. Strategies for declining markets	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>Unit IV</b> <b>Customer Relationship Management</b> Customer relationship management importance, process, framework, customer relationship marketing, Creating value for customers, customer loyalty, Customer life time Value, use of technology in CRM.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

Learning Resources		
1	<b>Text Books</b>	1. <b>Kotler Philip</b> , "Marketing Management 17th Edition 2015", Prentice Hall of India, New Delhi.  2. <b>Saxena Rajan</b> , "Marketing Management 2nd Edition 2002", Tata McGraw Hill, New Delhi

2	<b>Reference books</b>	<p>1. <b>V.S.Ramaswamy and S.Namakumari</b> -Marketing Management –Macmillan Business Books</p> <p>2.<b>Arunkumar, M Meenakshi</b>- Marketing Management-Vikas Publication</p> <p>3. <b>Walkar, Boyd, Mullins And Larreche.</b> "Marketing Strategy. A Decision Forced Approach", Tata Mcgraw Hill 4th Edition.</p> <p>4. <b>Kaushal H.</b>, “Case Study Solutions in Marketing”, McMillan India 2001</p> <p>5.<b>Baker, M. (2000)</b> Marketing Management and Strategy, 3rd edition, Macmillan Business</p> <p>6 <b>S.A. Chunawalla</b> ‘‘Commentary on Consumer behaviour’’</p> <p>7. <b>Nair Suja</b>- R Consumer Behaviour Text &amp; Cases</p> <p>8. <b>Consumer Protection Law &amp; practices</b> Niraj Kumar &amp; Nair suja 4<sup>th</sup> Edition</p>
4	<b>Journals</b>	<p>1. Indian Journal of Marketing</p> <p>2. IUP Journal of Business Strategy</p> <p>3. Current Contents In Management Marketing</p>
5	<b>Supplementary Reading</b>	<p>1.The Economic Times</p> <p>2. Business Standard</p>
6	<b>Practical Component</b>	<p>1. Group Activity based on all units</p> <p>2. Conduct different business games relevant to subject</p> <p>3. Take Case discussion on all units</p> <p>4. Show videos of subject related concepts to the students</p> <p>5. Library assignment on all units</p>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (D)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>AGRI-BUSINESS, ENTREPRENEURSHIP AND COOPERATIVES</b>		
<b>Course Out Comes: Students will be able to</b>			
<b>1</b>	Explain the concepts of Agribusiness, Entrepreneurship and Cooperatives		
<b>2</b>	Make use of conceptual framework for the development of cooperatives and agribusiness sector		
<b>3</b>	Evaluate the role of national and international institutions in agribusiness sector		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Agri Business, Agro Based Industries and Issues:</b> Salient features of Rural Economy, The concept of Agri-business, Historical Review, Scope, Nature of Successful Agri-business, Specific Areas of Agri	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

	Business, <b>Agro Based Industries and Issues:</b> New paradigms in Horticulture, Floriculture and Food Processing sectors, Indian Exports and Agriculture Sector: Export oriented Agribusiness, <b>Technology and Agri-Business:</b> Role and Importance, Bio-Technology and Agri-business, Socioeconomic and Environmental Impact of agribusiness		
2	<b>International Organizations and Agri-Business:</b> WTO and FAO: Functions and Role in Agriculture, Trade liberalization and World Trade Agreements relating to Agriculture Trade, Agreement on Agriculture (AOA), Import and Export Procedures for agri products, Strategies of Exports for agro based industries, Services under Agri-business, Recent trends in Agri Business Management	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>Introduction to Agripreneurship:</b> Concepts of Rural Entrepreneurship, Endowment Of Skill Sets And Natural Resources In Rural India, Aims Of Rural Entrepreneurship, Barriers To Entrepreneurship In Rural India, Process Of Entrepreneurship, Rural Applicability, Skills Requires To Succeed, Government Training Programs And Public Private Partnership, ICT and Rural Entrepreneurship	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>Co-Operation and Agri Business (6)</b> Introduction to Cooperatives: Definition, Evolution, Principles and Benefits Of Co-Operatives, Cooperatives and Other forms of Business Enterprises, Co-and their Economic And Legal Differences, The organizational structure of Co-Operatives: Functions, Role, Powers And Responsibilities of entities, Outline Of Good Co-Operative Management, Co-Operative Structure and Development in Farming: Credit, Marketing, Dairy Etc. - Problems and Prospects, Development of Sugar and Dairy Co-Operatives in Maharashtra	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Smitha Diwase, Agri-Business Management,</li> <li>2. Subhash W. Bhawe: "Agri Business Management in India" 1997.</li> <li>3. B.S. Harsha: "Agri Business" 2003.</li> <li>4. B.S. Mathur: "Co-Operation". Sahitya Bhavan, Agra, 1999.</li> <li>5. V. Sharda: "The Theory of Co-Operation". Himalaya Publishing, 1999.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. RD. Bedi: "Theory, History and Practice of Co-Operation". Loyal Books Depot, 1997.</li> </ol>

		<p>2. R Rajagopalan (Ed), "Rediscovering Co-Operation Vol I,II And III", Irma, Anand, 1996.</p> <p>3. P.R Dubhashi, "Principles and Philosophy of Co-Operation". VMNICM, Pune, 1970.</p> <p>4</p> <p>4. B.P. Sinha: "Co-Operation: Instrument for Socio .Economic Justice". Himalaya Publishing House, New Delhi, 1992.</p> <p>5. Divakar Jha: "A Perspective on Co-Operative Marketing" Vikas Publishing House, New Delhi, 1997.</p>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a></li> <li>• <a href="http://www.manage.gov.in">www.manage.gov.in</a></li> <li>• <a href="http://www.ica.coop/">www.ica.coop/</a></li> <li>• <a href="http://www.apeda.gov.in">www.apeda.gov.in</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Journal of Agribusiness</li> <li>• Vikalpa</li> <li>• Journal of Cooperative</li> <li>• Sugar cooperatives</li> </ul>
5	<b>Supplementary Reading</b>	<p>Kurukshetra journal</p> <p>MANAGE study material</p>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Prepare report on agriculture sector development in the country in the recent times by visiting to Ministry of Agriculture and Forestry department website and recent Economic Survey of the country</li> <li>• Visit any agro-based unit nearby, have an implant training for one year and submit a 3 page report</li> <li>• Interact with any one Farming Cooperative society and make a SWOT analysis for it</li> <li>• Make a video case study of an agripreneur of your area</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-304 (E)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>LOGISTICS &amp; SUPPLY CHAIN MANAGEMENT</b>		
<b>Course Objectives:</b>			
1	To make students understand fundamental concepts and principles of Logistics & Supply Chain Management.		
2	To make students understand supply chain metrics & decisions, supply chain coordination & planning.		
3	To introduce students to Global Supply Chain Operations.		

<b>Course Outcomes:</b> Students will be able to;	
1	Describe the concepts of Logistics and Supply Chain Management
2	Apply appropriate Logistics and Supply Chain Distribution Strategies in the organization
3	Analyze Supply Chain Planning and Coordination strategies
4	Evaluate the recent developments in Logistics and Supply Chain Management.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>INTRODUCTION TO LOGISTICS MANAGEMENT</b> Definition & Meaning of Logistics, Principles of Logistics, Activities of Logistics: Transportation, Warehousing, Packaging, Material Handling. Need of Collaborative Relationship & Alliance, Principles, Advantages, Disadvantages. Logistics Outsourcing Activities: 3PL+4PL=7PL, Risk of Outsourcing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

2	<b>ESSENTIALS OF SUPPLY CHAIN MANAGEMENT</b> Concept & Definition of Supply Chain Flows in SCM, Drivers of SCM, Push/Pull SCM, SC Network Decisions. Distribution Strategies: Milk Runs, Hub & Spoke System, Cross Docking, Pool Distribution, Direct Shipping. Bullwhip Effect, Measuring Performance of SCM, Recent Trends In Supply Chain: Agile Supply Chain, Green Supply Chain, Lean Supply Chain, E-Supply Chain, E-Commerce Supply Chain.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>SUPPLY CHAIN PLANNING &amp; COORDINATION</b> Demand Planning & Forecasting, Characteristics of Forecasting, Forecasting Methods, Time Series Forecasting, Moving Averages, Forecasting Errors, Collaborative Planning Forecasting Replenishment (CPFR). Mass Customization: Drivers, Characteristics, Methods, Advantages, Disadvantages. (Numerical Treatment on Forecasting).	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>GLOBAL SUPPLY CHAIN OPERATIONS</b> Global SCM, International Transportation: Sea, Air, Land, Multi-Modal Transportation. Containerization, International Documentation for Import/Export, Customs Clearance Formalities, Packaging for Export, International Logistics Infrastructure, Electronic Data Interchange (EDI). Supply Chain IT Framework: Barcoding & Scanning, RFID, EPOS, Image Processing, GPRS.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Janat Shah, Supply Chain Management 2/e: Text and Cases, Pearson Education India</li> <li>2. S. L. Ganapathi &amp; Nandi, Logistics Management, Oxford University Press</li> <li>3. Sunil Chopra, Peter Meindl &amp; D. V. Karla, Supply Chain Management, Sixth edition by Pearson Education India</li> <li>4. Satish C Ailawadi &amp; Rakesh P Singh, Logistics Management, Prentice Hall India Learning Private Limited</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. David Simchi-Levi, Philip Kaminsky, Designing and Managing the Supply Chain 3<sup>rd</sup> Edition, McGraw Hill Education</li> <li>2. Donald J. Bowerox, Tata Mcgrawhill Edition "Supply Chain Logistic Management"</li> <li>3. N. Chandrasekaran, Supply Chain Management: Process, System &amp; Practice, Oxford University Press</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.managementstudyguide.com/supply-chain-management-articles.htm">https://www.managementstudyguide.com/supply-chain-management-articles.htm</a></li> <li>2. <a href="https://lecturenotes.in/materials/17685-note-of-supply-chain-management-by-dr-panneerselvam-s">https://lecturenotes.in/materials/17685-note-of-supply-chain-management-by-dr-panneerselvam-s</a></li> <li>3. <a href="https://www.aims.education/study-online/supply-chain-management-notes/">https://www.aims.education/study-online/supply-chain-management-notes/</a></li> </ol>



		<ol style="list-style-type: none"> <li>4. <a href="http://www.eiilmuniversity.co.in/downloads/Import-Export-Management.pdf">http://www.eiilmuniversity.co.in/downloads/Import-Export-Management.pdf</a></li> <li>5. <a href="http://www.pondiuni.edu.in/storage/dde/downloads/ibiii_exim.pdf">http://www.pondiuni.edu.in/storage/dde/downloads/ibiii_exim.pdf</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Supply Chain Management: An International Journal - Emerald Insight</li> <li>2. Journal of Supply Chain Management - Wiley Online Library</li> <li>3. Supply Chain Management Journal</li> <li>4. The International Journal of Logistics Management - Emerald Insight</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Ram Singh, International Trade Logistics, Oxford University Press</li> <li>2. C. Rama Gopal, Export Import Procedures - Documentation and Logistics, New Age International Publishers</li> <li>3. <a href="https://www.managementstudyguide.com/import-and-export-management-articles.htm">https://www.managementstudyguide.com/import-and-export-management-articles.htm</a></li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Studying Supply Chain Distribution of any organization and classifying it according to different types of strategies which are studied and justifying why such system is chosen by that organization.</li> <li>2. Identifying and visiting local business to study its Logistics &amp; Supply Chain Strategies.</li> <li>3. Group Discussion on Recent Trends in Supply Chain Management.</li> <li>4. Identifying and visiting local Import/ Export Agency to study International Documentation required for Import/Export.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-304 (F)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>KNOWLEDGE MANAGEMENT AND ERP SYSTEM</b>		
<b>Course Objectives</b>			
1	To understand the concept and importance of Knowledge Management.		
2	To know to enumerate knowledge management systems in the organization.		
3	To make sense of the technical aspects of ERP systems		
<b>Course Outcomes: Students will be able to;</b>			
1	Describe the Knowledge management strategies.		
2	Discuss KM, learning organizations, intellectual capital, and related terminologies in clear terms and understand the role of knowledge management in organizations.		
3	Categorize the different technologies used in ERP.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction and KM: Knowledge management. Types of Knowledge, Importance of KM, KM Roles and responsibilities, KM in Information Technology, KM In Indian Software organization, KM In Banking Sector, KM Life Cycle, The Zack KM Life Cycle, The Bukowitz, and Williams KM Cycle, The Wiig KM Cycle, major theoretical KM models: Von Krog and ROS, Nonaka, and Takeuchi, Choo sense-making KM model, Wig model,	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Knowledge Capture and codification: Tacit Knowledge Capture at individual and group level Explicit Knowledge codification, Knowledge Transfer, in the e-World, KM Tools and Knowledge Portals-Brain Storming, Learning and idea capture, peer Assist, Storytelling, Taxonomy, knowledge Base, Voice and VOIP, Knowledge Portal, Managing Knowledge Worker, Knowledge audit, KM team	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	ERP Meaning and Nature: Concept and benefits of ERP, Characteristics of ERP, Requirements for effective ERP implementation, ERP Implementation methodology, ERP Related technologies-BPR, Supply Chain Management; Role of Suppliers, Consultants, and users; Contact with Vendors, Consultants, and Employees, ERP implementation life, ERP Market Place- SAP AG, people Soft, Baan Company	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

4	Business Modules of ERP: ERP Softwares-e-CRM,e-HRM,e-Logistics, e-Documents, Manufacturing Module, Finance Module, HR module, Material Management, Sales and distribution Quality Management Module. Future directions in ERP, evaluation of ERP	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Knowledge Leadership – Steven Cavaleri and Sharon</li> <li>2. Seivert with Lee W.</li> <li>3. Knowledge management – SheldaDebowski, Wiley India, 2007</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Knowledge Management in Theory and Practice- KimizDalkir –</li> <li>2. Butterworth- Heinemann 2011</li> </ol>
3	<b>Website</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.providersedge.com/docs/km_articles">http://www.providersedge.com/docs/km_articles</a></li> <li>2. <a href="/km_and_corporate_culture.pdf">/km and corporate culture.pdf</a> <a href="http://www.rdocumentation.org">www.rdocumentation.org</a></li> <li>3. <a href="https://www.bitpipe.com/tlist/Knowledge-Management.html">https://www.bitpipe.com/tlist/Knowledge-Management.html</a>.</li> <li>4. <a href="https://www.kmslh.com/blog/knowledge-management-portal-best-tool-for-knowledge-management">https://www.kmslh.com/blog/knowledge-management-portal-best-tool-for-knowledge-management</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of knowledge management</li> <li>2. International Journal of Knowledge Management Studies</li> <li>3. Knowledge Management Research &amp; Practice</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-305</b>	<b>Credit Pattern</b>	<b>L-45, T-9,P-6</b>
<b>Course Title</b>	<b>Machine Learning</b>		

<b>Course Objectives</b>	
<b>1</b>	Provide a concise introduction to the fundamental concepts in machine learning and popular machine learning algorithms
<b>2</b>	To familiarize various python data structures
<b>3</b>	To familiarize various python libraries for machine learning
<b>4</b>	To demonstrate implementation of various machine learning algorithms using python

<b>Course Outcomes: The students will able to</b>	
1.	Understand various concepts of machine learning
2.	Able to use various python data structures fluently
3.	Able to use various python libraries for machine learning
4.	Able to implement supervised and unsupervised machine learning algorithms using python.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction:</b> Basic definition, types of learning – supervised, unsupervised and Reinforcement, Bias and variance hypothesis space and inductive bias, evaluation, cross-validation. <b>Python:</b> Introduction, NumPy, Pandas, visualization using Matplotlib and Seaborn, Scikit - learn package for Machine Learning	<b>L= 11</b>	
		<b>T=3</b>	<b>P=1</b>
<b>2</b>	<b>Regression</b> – simple Linear regression, model evaluation in regression model, evaluation metrics in regression model, multiple linear regression. Implementation of regression on dataset using python, <b>Classification:</b> KNN, Decision trees, overfitting, Logistic Regression, Support Vector Machine. Implementation of classification algorithms in python	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Bayesian learning:</b> probabilistic reasoning: prior, likelihood and posterior, belief networks: modelling independencies, Markov equivalence in belief networks, hidden Markov models (HMM).Naïve Bayes classifier, learning with hidden variables, Expectation Maximisation (EM). <b>Clustering:</b> Different clustering approaches- partition based clustering, hierarchical clustering and density based clustering. Implementation of clustering algorithms	<b>L=11</b>	
		<b>T=3</b>	<b>P= 1</b>
<b>4</b>	<b>Artificial neural networks (ANN):</b> different learning rules, single-	<b>L=11</b>	

	layer perceptron, multi-layer neural nets, backpropagation algorithm, feed-forward networks, network training, radial basis function networks, recurrent neural networks.	<b>T= 2</b>	<b>P= 2</b>
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<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Machine Learning. Tom Mitchell. First Edition, McGraw- Hill, 1997.</li> <li>2. Introduction to Machine Learning Edition 2, by Ethem Alpaydin</li> <li>3. Python for Data Analysis: Data Wrangling with Pandas, NumPy, and IPython Book by Wes McKinney</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Python Machine Learning by Sebastian Raschka</li> <li>2. Introduction to Machine Learning with Python - A Guide for Data Scientists, Publisher: Shroff Publishers &amp; Distributors Pvt Ltd</li> </ol>
<b>3</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.python.org">www.python.org</a></li> <li>2. machinelearningmastery.com</li> <li>3. tutorialspoint.com</li> </ol>
<b>4</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. IEEE xplore digital library</li> <li>2. International journal of machine learning and computing</li> </ol>
<b>5</b>	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Building Machine Learning Systems with Python - Willi Richert, Luis Pedro Coelho</li> <li>2. Learning scikit-learn: Machine Learning in Python - Raúl Garreta, Guillermo Moncecchi</li> </ol>
<b>6</b>	<b>Practical Components</b>	Implementation of supervised and unsupervised machine learning algorithms using python

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 306</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>

<b>Course Title</b>	<b>LEAN MANAGEMENT</b>
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<b>Course Objectives:</b>	
1	To make students knowledgeable of historical development, theoretical aspects and practical applications of Lean Management.
2	To introduce students to tools and techniques of Lean Management

<b>Course Outcomes: Students will be able to;</b>	
1	Discuss basic terms and concepts related to Lean Management.
2	Explain tools and techniques in Lean Management.
3	Maximize the productivity of the organization by minimizing the waste.
4	Propose Lean Implementation plan for any organization.

<b>Unit Number</b>	<b>Contents</b>
1	<b>INTRODUCTION TO LEAN MANAGEMENT</b> Meaning & Definition of Lean Management, Evolution of Lean Management, Types of Wastes, Objectives of Lean Management, Lean Principles & Philosophies, Hurdles in Lean Implementation
2	<b>TECHNIQUES FOR LEAN IMPLEMENTATION</b> 5S, Visual Controls, Root Cause Analysis, Poka-Yoke, Quick Changeover, Theory of Constraints, Value Stream Mapping.

**Note:**

1. Case studies on each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video Cases and Documentary Films relating to the syllabus to be exhibited in the class.

**Learning Resources**

1	Reference Books	<p>1. Lonnie Wilson, “How to Implement Lean Manufacturing”, Mc-Graw Hill Publications”</p> <p>2. Lean Manufacturing: Principles, Tools and Methods, Bosch Rexroth Corporation, 2009</p>
2	Practical Component	<p>1. Role play to understand concept of lean management &amp; it’s importance in Organization.</p> <p>2. To identify and visit any local organization to study potential of lean Implementation.</p> <p>3. Identify and visiting any local business for implementing one of the lean tools.</p> <p>4. Library Exercise on lean management tools undertaken by any one company of your choice.</p>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-I-301</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>BUSINESS ANALYTICS USING R</b>		

Course Objectives	
1	To enable a student to use analytics to solve business problems
2	To make use of a language R for Data Analysis.
3	To Apply BI tools for problem-solving
Course Outcomes: Students will be able to;	
1	Identify and describe complex business problems in terms of analytical models.
2	Apply appropriate analytical methods to find solutions to business problems that achieve stated objectives.
3	Apply the knowledge of R gained to data Analytics for real-life applications

Unit Number	Contents	Number of Sessions	
1	Introduction to Business Analytics, Prerequisites for effective business analytics, Applications of Business Analytics, ETL Process, Role of statistics in Analytics, The R community, The R environment, Installing R, Variables in R	L= 11	
		T= 2	P= 2
2	Types of Digital Data, Input of data, Output in R, In-built functions in R, Single-mode Data Structure- Create, Data structure Attributes, subscripting data structure,	L= 12	
		T= 2	P= 1
3	Multi-mode data structure- Create, Data structure Attributes, subscripting data structure, Decision making Structures, Importing and Exporting, Predictive analytics, Emergence of Predictive Analytics, Applications of Predictive Analytics	L= 11	
		T= 2	P= 2
4	Basic Visualization-Pie Chart, Bar Chart, Line Chart, Q-Q Plot, Box-and-Whisker plot, Basic Statistics using R, Time-series Models, Decision Tree, Clustering using R, Machine learning for text data, Building web applications with Shiny	L=11	
		T= 2	P= 2

**Note:**

1. A paper evaluation is based on a Practical exam only. No Theory Exam will be conducted
2. Students Will Have To Complete All Practical
3. Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

Learning Resources		
1	<b>Text Books</b>	4. Laursen&Thorlund, Business analytics for managers. 5. BalramKrishnan , Business analytics: concepts and theories. 6. R N Prasad and SeemaAcharya , Fundamentals of business analytics
2	<b>Reference books</b>	3. Business Analytics A Practitioner's Guides: Saxena, Rahul, Srinivasan, Anand



		<ol style="list-style-type: none"> <li>4. Business Analytics Principles, Concepts, and Applications - Marc J. Schniederjans Dara G. Schniederjans Christopher M. Starkey.</li> <li>5. Management Science and Decision Technology – Camm, Evans</li> <li>6. R for Everyone Advanced Analytics and graphics – Lander</li> <li>7. Data Mining and Business Analytics with R Book by Johannes Ledolter</li> <li>8. Data Mining with R: Learning with Case studies – Luis Torgo</li> <li>9. Business Intelligence tools for Excel Analysts – Michael Alexandere, Jared Decker, Bernard Wehbe.</li> <li>10. Data Mining In Excel: Galit Shmueli Nitin R. Patel Peter C. Bruce</li> <li>11. Data mining for Business Intelligence: Concept, Techniques, and Application in Microsoft Office Excel with XLMine - Galit Shmueli (, Nitin R. Patel, Peter C. Bruce</li> <li>12. R for Data Science by Hadley Wickham &amp; Garrett Golemud (SPD)</li> <li>13.</li> </ol>
3	<b>Website</b>	<ol style="list-style-type: none"> <li>5. <a href="http://www.r-project.org">www.r-project.org</a></li> <li>6. <a href="http://www.rdocumentation.org">www.rdocumentation.org</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The R Journal</li> <li>2. R and the journal of the statistic software</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Current affairs from newspapers (economic times, Times of India, and newsletters</li> <li>2. Beyond the MBA – Sameer Kamat</li> </ol>
6	<b>Practical Component</b>	Hands-on experience through practical based on Rstudio Seminar and presentation on a given topic

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II- 302(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>DIRECT &amp; INDIRECT TAXES</b>		
<b>Course Outcomes:</b> The students will able to learn			
1	Assess applicability of GST liability		
2	Analyze deductions from gross total income		
3	Evaluate the income under different heads and taxability		

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	<b>Direct Tax Basics:</b> Important definitions, incomes exempt under section 10, deductions from gross total income under chapter VI A, Statutory duties covered upon the assesses regarding payment of taxes, Filling of income tax, Maintenance of accounts and audit of accounts, acceptance and repayment of deposits, TDS and TCS.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Computation of Income:</b> Computation of Income under different heads of income namely- salary, house property. Profits and gains from business and profession, Income from other sources , Presumptive Taxation	<b>L=12</b>	
		<b>T=1</b>	<b>P=2</b>
3	<b>Introduction to GST:</b> Existing Indirect Tax Structure in India, need of Constitutional Ammendment, Important Definitions under GST and Concept of Supply, Interstate and Intrastate Supply, Levy of GST.	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
4	<b>GST Time and Place of Supply and Concept of Input Tax Credit (ITC):</b> Time and Value of Supply, Place of Supply, Concept of Input Tax Credit, Blocked Credit, Input Tax Credit Rules, Transitional Provision.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed
2. Videos cassettes, CDS and documentary films exhibited

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Vinodkumar Singhania - Students Guide to Income Tax</li> <li>2. Prasad Bhagawati – Incom Tax Law &amp; Practice</li> <li>3. Mehotra H.C. – Income Tax Law</li> <li>4. Dinkar Pagare – Income Tax Law and Practice</li> <li>5. Ahuja &amp; Gupta – Systemetice Approach to Income Tax</li> </ol>
3	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a>  <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>            Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></p>

		<b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on income tax efilling</li> <li>• Practical Problems on income from salaries</li> <li>• Practical Problems on TDS</li> <li>• Practical Problems on e-filing of GST</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-302(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>STRATEGIC AND INTERNATIONAL HUMAN RESOURCE MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To provide theoretical foundations of Strategic HRM to students and understand the role of HR as Strategic Partner.		
2	To equip students with the knowledge of HRM Practices in Multi-National Companies.		
3	To enable students to understand the implications of culture on HR Practices in MNCs.		
4	To enable students to understand HR interventions in successful cross-border Mergers and Acquisitions.		

Course Outcomes : Students will be able to :-	
1	Describe the different concepts in Strategic and International HRM.
2	Interpret the implications of culture on HR Practices
3	Evaluate different HR interventions in cross-border mergers and acquisitions.
4.	Adapt HR management practices in changing International scenario.

Unit Number	Contents	Number of Sessions	
1	Meaning, Scope, definition of SHRM, Difference between SHRM and HRM, 5 P Model of SHRM, Linking HR Strategy with Business Strategy. Globalization: Drivers of Globalization, Effects of Globalization on HRM, Model of International HRM, Differences and similarities between DHRM and IHRM.	L=11	
		T=2	P=2
2	Multi-culturalism, Cultural pre-dispositions- Ethno-centralism – Polycentricism – Regio-centricism- Geocentricism. Geert Hofstede’s cultural dimensions, Communication, Leadership and Motivation across cultures, Issues in International Human Resource Planning, International Staffing: Linking staffing with stage of MNC	L=12	
		T=2	P=1
3	Identifying Potential expatriate, selection criteria of Expatriates, Challenges faced by Expatriates, Women Expatriates, Challenges and Advantages of Women expats, Process and Importance of Cross-cultural training, Emerging Trends. Issues in Performance Appraisal in International context.	L=11	
		T=2	P=2
4	Compensation Management: Objectives, Components of International compensation package. Cross-border Mergers and Acquisitions: Motives, HR Interventions in cross border Mergers and acquisitions. Repatriation: Reasons, Process, benefits from returnees, Challenges of re-entry, Tips for successful repatriation.	L=11	
		T=2	P=2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. <u>Michael Armstrong</u>, <u>Angela Baron</u>, Strategic HRM: The Key to Improved Business Performance</li> <li>2. Charles Greer, Strategic HRM- Pearson Education.</li> <li>3. Monir H. Tayeb, International Human Resource Management - Oxford University Press, 2005.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Anne-Wil Harzing, Ashly Pennington, International HRMSage South Asia Edition.</li> </ol>

		<p>2. <u>Julia Connell, Stephen Teo, Strategic HRM: Contemporary Issues in the Asia Pacific Region.</u></p> <p>3. A. Ghanekar, Strategic HRM, Everest Publishing House.</p>
3	<b>Websites</b>	<p>www.shrm.com</p> <p>www.hbr.com</p> <p>www.citehr.com</p>
4	<b>Journals</b>	<p>1. The Journal of Indian Management and Strategy</p> <p>2. Human Capital</p> <p>3. Manpower Journal</p> <p>4. AIMS Journal of Management</p>
5	<b>Supplementary Reading</b>	<p>1. online.wsj.com</p> <p>2. Magazines like Outlook, Time, India today</p>
6	<b>Practical component</b>	<p>1. Debate on the cultural predispositions multinational context will be conducted in class</p> <p>2. Write an essay on “The challenges I would face if my company sends to on foreign assignment“.</p> <p>3. Case based on Recruitment strategy will be discussed and students will be asked to design and present the recruitment strategy for a given company.</p>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-302(C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MARKETING SECTORS</b>		<b>MM II</b>
<b>Course Objectives:</b>			
<b>1</b>	Students will become familiar with various aspects of marketing sectors		
<b>2</b>	Students will understand and implement concepts in marketing across different sectors.		
<b>3</b>	Students will understand the process of formulating marketing plans for various sectors.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Describe conceptual aspects of sectorial markets.		
<b>2</b>	Apply concepts for marketing of services & products across sectors		
<b>3</b>	Design marketing plans across various marketing sectors		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
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1	<b>Unit I</b> <b>Industrial Marketing</b> Introduction to concepts & history of Industrial marketing. Difference between consumer and industrial /business marketing. Organisational Markets & Marketing. STP & Marketing Mix for Industrial marketing. Blurring between B2B & B2C. Competitive tendering, bidding. Non tendering purchase, Solution selling. Advancing internet & marketing.	<b>L=11</b>	
	<b>T=2</b>	<b>P=2</b>	
2	<b>Unit II</b> <b>Services Marketing</b> Concepts, Meaning, characteristics of services. Difference between service & product. Marketing of professional services. Marketing Mix, Service quality concept & model. Capacity & demand Management. Retaining customers. 7 Ps of services marketing. Sectorial application collectively & specifically to top ten sectors in India including health, education, financial services.	<b>L=12</b>	
	<b>T=2</b>	<b>P=1</b>	
3	<b>Unit III</b> <b>International Marketing</b> Nature, scope, challenges in international markets. Concepts & theories overview. Trade distortions & market Barriers in world market environment. Financial environment & decisions. Current trends in import & export in international marketing. Process, procedure, opportunities from Indian & Asian perspectives. Global fact sheet for marketer	<b>L=11</b>	
	<b>T=2</b>	<b>P=2</b>	
4	<b>Unit IV</b> <b>Retail Management</b> Introduction to retail markets & marketing overview. Retail evolution in India. Retail formats, marketing mix decisions. Franchising, Retail merchandise, objectives, process & factors affecting store layout & marketing mix decisions. Visual merchandising. Merchandising mix decision. Display, lighting, exhibition. Store location its evaluation. Build Lease or Buy decision.	<b>L=11</b>	
	<b>T=2</b>	<b>P=2</b>	

Learning Resources		
1	<b>Text Books</b>	1. Industrial Marketing – Hill, Alexander, Cross 2. Industrial Marketing – P K Ghosh 3. Industrial Marketing-Krishna K. Havaldar Tata McGraw-Hill

		<p style="text-align: center;"><b>4 .Strategic marketing: Text and Cases Paperback - <u>S Shajahan</u></b></p>
2	<b>Reference Books</b>	<p>1.<b>Services Marketing People, Technology, Strategy</b> – C. Lovelock, Jwirtz, J. chattarjee – Pearson Education</p> <p>2.<b>Services Marketing</b> – Integrating Customer Focus Across The Firm – V. Ieithaml, D DGremler, M J Bitner, A Pandit – Tata McGraw Hill</p> <p>3.<b>Services Marketing</b> – Dr. S. Shajahan – Himalaya Publishing House</p> <p>4“<b>Services Marketing The Indian Experience</b>”- Ravi Shankar</p> <p>5 “ <b>Business To Business Marketing</b>” – Analysis And Practice In A Dynamic Environment - Thomson South Western- Vitale Giglierano</p> <p>6.Strategic Marketing – Michel Porter</p> <p>7.Strategic Marketing- 8<sup>th</sup> Edition -Tata Mcgraw Hill</p> <p>8.<b>Strategic Market Management: Global Perspectives</b>, <u>Damien Mcloughlin</u> <u>David A. Aaker</u></p> <p>9.<b>MR Czinkota and I A Rankainen</b> - International Marketing - Cengage Learning</p> <p>10.<b>U.C. Mathur- International Marketing Management</b> : Text and Cases- Sage Publication</p> <p>11.<b>Francis Cherunilam</b> - International Marketing- Text and Cases – Himalaya Publishing House</p> <p>12.<b>Ramaswam and Namakumari</b> - Marketing Management – Macmillan Publication</p> <p>13. <b>B K Chaterji</b> - Marketing Management : A Finance Emphasis– A Jaico Book</p>
3	<b>Journals</b>	<p>1.Indian Journal of Marketing</p> <p>2.IUP Journal of Business Strategy</p> <p>3.Current Contents In Management Marketing</p>
5	<b>Supplementary Reading</b>	<p>1.The Economic Times</p> <p>2.Business Standard</p>
6	<b>Practical Component</b>	<p>1. Group Activity based on all the units</p> <p>2. Case study discussion on all units relevant concept of the subject</p> <p>3. Take other activities i.e. - Business Games etc.</p> <p>4. Library assignment on all units</p>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-302 (D)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>RURAL AND AGRICULTURAL MARKETING</b>		

**Course Out Comes: Students will be able to**

<b>1</b>	Discuss the features of rural and urban markets for consumer goods and non-consumer goods
<b>2</b>	Apply rural marketing research techniques to understand the rural consumer behavior
<b>3</b>	Adapt marketing strategies suitable to rural markets and agricultural inputs

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>man1</b>	<b>Introduction To Rural Marketing:</b> Definition, Classification And Characteristics Of Rural Markets; Problems And Constraints In Rural Marketing, Marketing Functions and Services: Marketing Institutions And Marketing Support Services, Rural Consumer: Classification and profile;	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Rural Consumer Behavior and Rural Marketing Research:</b> Rural Consumer Buying Behavior – Major Forces Influencing Rural Consumer Behavior, Rural Segmentation, Market Targeting and Positioning and Procedures for Rural Markets In India; <b>Rural Marketing Research:</b> Introduction, significance and sources of information, key decisions, approaches and tools of market research- case for innovation, participatory approaches, innovative tools, rural vs urban marketing research, rural research business,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>



	challenges in rural marketing research		
3	<b>Rural Marketing Planning And Strategy Development:</b> Planning For Rural Marketing – Strategic Issues In Rural Marketing. Rural Product Strategy – Rural Pricing Strategy – Rural Distribution Strategy – Rural Promotion Strategy, Introduction to PRA Technique and its importance in Rural Marketing	L=11	
		T=2	P=2
4	<b>Agricultural Marketing In India:</b> Marketing Of Agricultural Products, Agricultural Marketing Process - Markets And Classification Of Markets – Methods Of Sales – Marketing Agencies, Introduction to Krishi Mandis and New FMCG Act, Marketing of Agricultural Inputs – Fertilizers; Seeds; Agrochemicals; Tractors; Farm Equipment; Irrigation Equipment and Animal Feed	L=11	
		T=2	P=2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class
- 3.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Ramkishan Y. (2004): New Perspectives In Rural And Agricultural Marketing, Jaico Publishing House, 2<sup>nd</sup> Edition</li> <li>2. Pradip Kashyap, Rural Marketing, Pearson Publications</li> <li>3. Badi and Badi: Rural and Agricultural Marketing, Himalya Publications</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Sarwade W.K. (2006) : Agricultural Marketing – Vatsala Baliram Prakashan Kendra, Mumbai</li> <li>2. Abbott J.C.; Makcham J.P. (1992): Agricultural Economics and Marketing in the Tropics. Elbs with Longman, 2<sup>nd</sup> Edition.</li> <li>3. Singh G.N.; Singh D.S., Singh R.I: Agricultural Marketing in India, Analysis Planning and Development. Chugh Publications, Allahabad</li> <li>4. Rajagopal (1993): Indian Rural Marketing, Rawat Publication.</li> <li>5. Kamat M.; Krishnamurty R. (2003): Rural Marketing, Himalaya</li> <li>6. Habeeb-ur-Rahman K.S. (2003), Rural Marketing In India; Himalaya</li> <li>7. Gopalswamy T.P. (2006): Rural Marketing: Environment Problems and Strategies, Vikas</li> <li>8. Verma S.B; Jiloka S.K. (2006): Rural Agricultural and Marketing, Deep and Deep</li> </ol>
3	<b>Websites</b>	<a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a> <a href="http://www.manage.gov.in">www.manage.gov.in</a> <a href="http://www.ica.coop/">www.ica.coop/</a> <a href="http://www.apeda.gov.in">www.apeda.gov.in</a>

4	<b>Journals</b>	Rural Marketing Indian Journal of Marketing Vikalpa
5	<b>Supplementary Reading</b>	<a href="http://www.martrural.com">www.martrural.com</a> <a href="http://www.ibef.org">www.ibef.org</a> <a href="http://www.ruralrdc.com.au/">http://www.ruralrdc.com.au/</a>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Make a visit to any one of the marketing service agency identify their activities</li> <li>• Organize PRA Activity at your/ any village and identify the marketing opportunities for various product categories</li> <li>• Prepare a questionnaire and conduct rural market research for various product categories and submit analysis in report format</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-302-(E)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>

<b>Course Title</b>	<b>PURCHASING AND INVENTORY MANAGEMENT</b>
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<b>Course Objectives:</b>	
1	To make students understand fundamental concepts, principles and practices of purchase management, including the basic functions of materials management.
2	To make students knowledgeable about theoretical aspects and practical application of Inventory Management.
3	To introduce students to modern concepts and trends in Purchase & Stores Management

<b>Course Outcomes:</b> Students will be able to;	
1	Describe the concepts of Purchasing and Inventory Management.
2	Apply Purchasing and Inventory Management Techniques at Manufacturing and Service Sector.
3	Analyze issues involved in Purchasing and Inventory Management.
4	Evaluate Purchasing and Inventory Management strategies.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
1	<b>PURCHASING MANAGEMENT</b>	<b>L=11</b>

	Introduction, to Materials Management, Purchasing Principles & Procedure, Practices & Policies of Purchasing, 5R of Purchasing, Objectives, Scope, Responsibilities & Limitations of Purchasing Management, Methods of Buying, Centralised & Decentralised Purchasing, Sources of Supply & Supplier Selection, Legal Aspects of Purchasing.	<b>T=2</b>	<b>P=2</b>
2	<b>STORES MANAGEMENT</b> Meaning of Store Management, Functions of Scientific Store Management, Benefits of Scientific Store Keeping, Types of Stores, Stores Procedure, Store Location & Layout, Centralised & Decentralised Store, Preservation of Stores, Storage Safety And Security Aspects, Standardization & Variety Reduction, Codification, Stock Taking.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>INVENTORY MANAGEMENT &amp; CONTROL SYSTEM</b> Defining Inventory, The Need of Inventory & Its Control. Inventory Management: Objectives, Functions & Importance. Costs Associated with Inventory, Inventory Models: Basic EOQ Model, Quantity Discount Model, Safety Stock Determination, Replenishment Systems, Fixed Order Quantity (Q Model) Versus Fixed Time Period (P Model). (Numerical Treatment on Inventory Models)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>STRATEGIC MATERIALS MANAGEMENT</b> BoM, MPS, MRP I, MRP II, CRP, Vendor-Vendee Relations, Vendor Development, Vendor Evaluation & Rating Methods, Negotiations, Supplier Quality Assurance Programme, Material Accounting & Audit, Inventory Valuation, Worldwide Sourcing, Government Purchasing Practices & Procedure, Materials Management Information System (MMIS)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

**Learning Resources**

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. K. K. Ahuja, Material Management ,CBS Publishers &amp; Distributors</li> <li>2. A.K. Datta, “Materials Management”, Procedure, Text &amp; Cases, Prentice-hallof India Pvt. ltd, New Delhi.</li> <li>3. K. S. Menon, Sarika Kulkarni, Purchasing and Inventory Management, SPD Publications</li> <li>4. Dr. K. C. Jain and Jeet Patidar, Purchasing and Materials Management, S. Chand</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Max Müller, “Essentials of Inventory Management” Amacom,2003.</li> <li>2. Richard J. Tersine, “Principles of Inventory and Materials Management” North-Holland, 2007.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.materialsmanagement.info/defscope/index.htm">www.materialsmanagement.info/defscope/index.htm</a></li> <li>2. <a href="http://www.materialsmanagement.info/inventory/functions-of-inventory.htm">http://www.materialsmanagement.info/inventory/functions-of-inventory.htm</a></li> <li>3. <a href="https://www.managementstudyguide.com/inventory-management.htm">https://www.managementstudyguide.com/inventory-management.htm</a></li> <li>4. <a href="http://www.ispatguru.com/stores-management/">http://www.ispatguru.com/stores-management/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of Purchasing and Materials Management - Wiley Online Library</li> <li>2. Journal of Purchasing &amp; Supply Management - Journals - Elsevier</li> <li>3. International Journal of Procurement Management (IJPM)</li> <li>4. International Journal of Purchasing and Materials Management</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. P. Gopalakrishnan and M. Sundaresan, Material Management: An Integrated Approach, Prentice-Hall of India Pvt.Ltd</li> <li>2. Robert M. Monczka and Robert B. Handfield, “Purchasing and Supply Chain Management” 6th Edition, Jan 2015.</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. To interview Purchasing Manager of any local business to understand responsibilities and limitations of purchasing manager.</li> <li>2. To visit any local manufacturing organization study functions of Store Management and storage security and safety aspects.</li> <li>3. To interview Inventory Manager of any local business to study inventory control technique adopted by the organization.</li> <li>4. Library Exercise on Materials Management Information System (MMIS) undertaken by any one company of your choice.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-302 (F)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INFORMATION SYSTEM CONTROL AND AUDIT</b>		
<b>Course Objectives</b>			
1	To enable a student to use analytics to solve business problems		
2	To Make Use of I.S Audit Procedures.		
3	To develop skills in the theory, techniques, and practical issues involved in computer-based information systems control and auditing		
<b>Course Outcomes: Students will be able to;</b>			
1	Classify the concepts of computer security, computer security threats, and the corresponding remedies.		
2	Describe the trend of computer security threats		
3	Develop an audit plan to achieve the IT audit objectives.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction – Overview Of Information System Auditing, Need For Control And Audit Of Computers, Need for Assurance, Effect Of Computers On Auditing, Benefits of IS Audit for An Organization. IT Governance and Auditors. Conducting Information System Audit – Audit Charter And Engagement Letter, A Typical IS Audit Charter	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Audit Planning, Audit Approaches, Risk Assessment, Information Gathering Techniques, Vulnerability, System Security Testing, Development Of Security Requirements Checklist, The Road Map For Setting Up Information System Audit For Bank, The Management Control Framework: Introduction, IT Management Framework	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Top Management Controls – Evaluating – Evaluating The Planning, Organizing-Policies and procedures, HR Policies and Procedures Relating To Information System, Leading Function, Controlling Function. Audit of Program Development, Audit of Program Modification, Field level input control, Record level input control, Conversion Audit	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Techniques for testing unauthorized program modification; Operational Control Review – Control Requirements for Backup, Backup Procedures, Selection of storage media, Security Measurement Controls – Introduction, Conducting A Security Program, Major Security Threats And Remedial Measures, Need Of Disaster Recovery	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

	And Business Continuity, Data Disaster, Virus Disasters, Software Disasters, Data Center Disasters, Core Banking Solution		
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**Note:**

Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

Learning Resources		
1	<b>Text Books</b>	1. Information System Control And Audit, - Ron Weber Person Edition
2	<b>Reference books</b>	1. Information System Auditing And Assurance – James A. Hall – South Western. 2. Auditor's Guide to Information Systems Auditing- Richard Cascarino
3	<b>Website</b>	1. <a href="https://www.isaca.org/">https://www.isaca.org/</a> <a href="http://www.rdocumentation.org">www.rdocumentation.org</a> 2. <a href="https://www.britannica.com/topic/information-system/Information-systems-audit">https://www.britannica.com/topic/information-system/Information-systems-audit</a> 3. <a href="https://www.researchgate.net/publication/327312550_Information_Technology_Control_and_Audit">https://www.researchgate.net/publication/327312550_Information_Technology_Control_and_Audit</a>
4	<b>Journals</b>	1. ISACA Journal   Information Technology & Systems ResourcesR and the joirnal of the statistic softwares
5	<b>Supplementary Reading</b>	1. Inormation System Audit Reports From Banks

<b>Semester</b>	<b>III</b>	<b>Total Credits</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301-A</b>	<b>Credit Pattern</b>	<b>L-22, T-2, P-6</b>
<b>Course Title</b>	<b>ENTREPRENEURSHIP SKILLS AND START UP</b>		
<b>Course Outcomes:</b> Students will be able to:			
<b>1.</b>	Describe the concept and types of Start ups.		
<b>2.</b>	Explore the start up ideas and start up India scheme.		
<b>3.</b>	Identify various funding options for start ups		
<b>4.</b>	Create a start up on the campus.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Understanding Start ups: (15)</b> Understanding the concept of start up and its economic rationale. The difference between a startup and a small Business, Types of Start Ups: Life style start ups, Small business start ups, Scalable startups (Silicon Valley entrepreneurs), Buyable startups, social start ups, Technology Startups. Various Business Models adopted by startups worldwide. Startup idea, Innovations, IPRs. Startup Ecosystems with examples. Indian Start ups in the last ten years. Government policy for MSME and start up India Scheme.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Funding Methods for Startups:</b> Stages of Start up Financing, Types of Investors for Startups 1) Friends & Family. 2) Banks & Government Agencies. 3) Angel Investors 4) Boot strapping 5) Accelerators & Incubators 6) Family Offerings 7) Venture Capital Firms. 8) Corporate Investors. Funding for startups through government agencies India. Problems and Challenges of startups: Lack of legitimate mentors for Startups, Competition from big players, stringent norms of financiers, marketing problems, human resource management problems, funding problems, delays and project cost escalation. Sustaining and growing the startup.	<b>L=11</b>	
		<b>T=2</b>	<b>P=1</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	1. Mohanty – Fundamentals of Entrepreneurship, Prentice Hall of India 2. Entrepreneurship: creating and leading an entrepreneurial organization. By Kumar Arya, Pearson India.

		<p>3. Zimmerer &amp; Scarborough – Essentials of Entrepreneurship &amp; Small Business Management, Prentice Hall of India</p> <p>4. Allen, K. (2003) Launching New Venture, Cengage Learning</p>
2	<b>Reference books</b>	<p>1. Hisrich Peters, Irwin: 'Entrepreneurship: Starting, Developing and Managing a New Enterprise. PHP</p> <p>2. Raghu Nandan : 'Unlashing your entrepreneurial Potential' Sage Publication</p> <p>3. M.lall, 'Entrepreneurship, Excel books</p> <p>4. Peters, michael P and shepherded Dean, Hisrich, robert, Sage Publication Tata Mcgraw-hill; sixth edition, 2007</p> <p>5. Mathew J Manimala :- Entrepreneurship at the Crossroads – Biztantra Pub.</p> <p>6. Eric Ries, 'The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses: Published By Currency available only on Amazon</p>
3	<b>Websites</b>	<p><a href="https://inc42.com/startups/file:///E:/introduction%20to%20startup.pdf">https://inc42.com/startups/file:///E:/introduction%20to%20startup.pdf</a></p> <p><a href="file:///C:/Users/student/Downloads/rebo use dp 2016 1613%20(1).pdf">file:///C:/Users/student/Downloads/rebo use dp 2016 1613%20(1).pdf</a></p> <p><a href="https://fi.co/insight/the-most-comprehensive-guide-to-the-silicon-valley-startup-ecosystem-ever-created">https://fi.co/insight/the-most-comprehensive-guide-to-the-silicon-valley-startup-ecosystem-ever-created</a></p>
4	<b>Journals</b>	<p>Journal of Entrepreneurship Development - SEDME</p> <p>Entrepreneurship in the New Millennium: Hyderabad, NISIET</p> <p>IDBI Annual Report</p>
5	<b>Supplementary Reading</b>	<p>Economic Times</p> <p>Business Standard</p> <p>Online reading of Harvard Business Review, Journal of Business Venturing</p>
6	<b>Practical Component</b>	<p>Case Study on Start Up Business Models and presentation.</p> <p>Visit to Incubations</p> <p>Interaction with Startup entrepreneurs</p>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301 (B)</b>	<b>Credit Pattern</b>	<b>22L + 8 TP</b>
<b>Course Title</b>	<b>HEALTH AND WELLNESS</b>		

<b>Unit Number</b>	<b>Contents</b>
1	Introduction to Human Health, The Wellness Profession, Changes across the Lifespan, Workplace Wellness Program Management. Health Literacy Worksite Health Environment, Physical Activity and Nutrition for Wellness Managers. Understanding and Effecting Health Behaviour Change.
2	Marketing and Communication. Survey of Information Technology in Wellness Population Health, Leadership and Change Management in Health. Assessment and Evaluation Employee Health and Well-Being. Health Coaching, Fieldwork, Health and Wellness Management Capstone..
Instructions	This course is to be conducted with open approach to reflect more on student's part for learning. If necessary experts can be called for workshops or guest sessions.

### **Learning Resources**

1	Reference Books	<p>Wellness Management for Educators and Entrepreneurs Jongsung J. Lee Jungeun Kim Division of Interdisciplinary Wellness Studies Asan, Chungnam, Korea Series: Management Science – Theory and Applications. BISAC: BUS041000 Best Health and Wellness Books of the Last Decade TARA LOSINSKI   JANUARY 10TH, 2020 Lifespan: Why We Age—and Why We Don't Have To Hardcover – Sept. 10 2019 by David A. Sinclair PhD (Author), Matthew D. LaPlante (Author) Wellness Management - A Lifestyle Approach for Health, Fitness and Energy (English, Paperback, Venkata Rajasekhar Kali) Notion Press Genre: Health &amp; Fitness ISBN: 9789352067428, 9789352067428 Pages: 276 What to Eat Paperback – April 17, 2007 by Marion Nestle (Author)</p>
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		ISBN-10 9780865477384 Williams' Essentials of Nutrition and Diet Therapy Paperback – 23 December 2014 by Eleanor Schlenker PhD RD (Author), Joyce Ann Gilbert (Author) ISBN-13 978-0323185806
2	Reference Website	. The Real Food Dietitians Website: 1. <a href="https://therealfoodrds.com/">https://therealfoodrds.com/</a> 2. MyFitnessPal Website: <a href="https://www.myfitnesspal.com/">https://www.myfitnesspal.com/</a> 3. Livestrong Website: <a href="https://www.livestrong.com/">https://www.livestrong.com/</a> 4. Healthline Website: <a href="https://www.healthline.com/">https://www.healthline.com/</a> 5. Avocadu Website: <a href="https://avocadu.com/">https://avocadu.com/</a>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301 (C)</b>	<b>Credit Pattern</b>	<b>22L, 8TP</b>
<b>Course Title</b>	<b>TOURISM MANAGEMENT</b>		
<b>Course Objectives</b>			
<b>1</b>	To enable students to get acquainted with concepts in Tourism Management.		

2	To enable students to know the elements of Tourism marketing and its practical Approach to Tourism Management
<b>Course Outcomes:</b> Students will be able to;	
1.	Explain the concepts of travel and tourism,
2.	Develop a tourism plan

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	<b>Unit 1: TOURISM PHENOMENON</b> Understanding Tourism Historical Evolution and Development Understanding Tourists And Hosts Profiling Foreign Tourists Profiling Domestic Tourists Guest – Host Relationship Sociology, Anthropology and Tourism Informal Services in Tourism, Dance and Music :Cuisines, Customs, Festivals and Fairs	<b>L=11</b>	
		<b>T=4</b>	<b>P=0</b>
2	<b>Unit 2: TOURIST SITES: PRODUCTS AND OPERATIONS</b> Adventure and Sports Beach and Island Resorts: Hill Stations of India Wild Life: Use of History, Monuments and Museums Living Culture and Performing Arts, Religions of India Tourism Marketing – 1: Relevance, Product Design, Market Research. Tourism Marketing – 2: Promotional Events, Advertising Publicity, Selling, Role of Media, Writing for Tourism Personality Development and Communicating Skills	<b>L=11</b>	
		<b>T=4</b>	<b>P=0</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

**Learning Resources**

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. P.M. Seth, Successful Tourism Management:</li> <li>2. J.K. Sharma , Tourism Planning &amp; Development:</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Chuck Y. Gee , Travel industry:</li> <li>2. R Gartner, Tourism Development: Tourism System: Mill R.C &amp; Morrison</li> <li>3. Cooper C, Fletcher J, and Gilbert D &amp; Wahill S. Tourism; Principles &amp; Practices</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://tourism.gov.in/organisation">http://tourism.gov.in/organisation</a></li> <li>2. <a href="http://www.wti.org.in">www.wti.org.in</a> (Wildlife Organisation in India)</li> <li>3. <a href="http://www.indiaculture.gov.in">www.indiaculture.gov.in</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of Tourism and Hospitality Management (JTHM)</li> <li>2. KITTS - Indian Journal of Tourism and Hospitality</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Tourism Policy in 2018</li> <li>2. Year End Review: Ministry of Tourism</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Each Student will to select one State and prepare a seminar on Culture, Festival, Food habits, Dance, rituals etc. of the State.</li> <li>2. Each student will identify the tourism spots from the selected State and present its Unique Selling Proposition with tourism perspective.</li> <li>3. Preparation of a detail tourism plan to visit a particular tourism destination.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301(D)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>CHANGE MANAGEMENT</b>		

<b>Course Objectives</b>
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1	To help the students to gain knowledge about the concepts of change management and to acquire the skills required to manage any change effectively.
2	To understand the various components and constraints involved in Change management.
3	To equip students with ways of dealing with resistance to change.
<b>Course Outcome</b>	
1. Apply Change Management Model to business situations 2. Evaluate and organizational changes and its management.	

Unit Number	Contents	Number of Sessions	
1	<b>Individual Change:</b> Need for Individual Change, Personality and Change, Learning and Individual Change, Approaches to Individual Change, Implications of Change in Individuals. <b>Culture and Change:</b> Introduction, Concept of Organizational Culture Dimensions of Culture, Type of Culture, Assessing Organizational Culture, Role of Culture in Managing Change. Change Management in Organizations: Understanding Organizational Transformation, Strategies, Process, Nature, Perspectives of Organizational Change. Models of Organizational Change:	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Communicating & Implementing Change: Need, Factors, Forms of Resistance, Reactions to Change, Resistance to Organizational Change Initiatives, Overcoming the Resistance to Change, Technique: Implementation of Change, Developing an Implementation Plan, Gaining Support and Involvement of Key People, Strategies for Implementation: Types of Change Management Strategies, Factors Affecting the Choice, Formulating and Facilitating Change, Facilitating Change, Implementing Change,. Leading Changes: Visionary Leadership, Role of Leaders in the Phases of Organizational Change. Evaluation, Measurement and Methods of Evaluation, Feedback Process, Continuous Incremental Change.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the Class.
3. Field visits will be compulsory and a group report to be generated for exam in the presence of an external examiner at mid-term.
4. This is necessary to know implemented change and or change in process around. In manufacturing, service, commercial challenging sectors.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	No particular text book is available however following can be correlated and used as text book The Power Of HABIT, Charles Duhigg, Replica Press Pvt.Ltd. ISBN 9781847946249
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. James McCalman, Professor Robert A Paton, Sabina Siebert, Change Management: A Guide to Effective Implementation, SAGE Publications.</li> <li>2. Beam, Change Management Revised Edition, Routledge- Taylor and Francis Group.</li> <li>3. Jeff Hiatt, Timothy J. Creasey, Change Management: The People Side of Change</li> <li>4. Radha S. Sharma, Change Management. Tata McGrawHill.</li> </ol>
<b>3</b>	<b>Websites</b>	<p><a href="https://www.change-management-institute.com/">https://www.change-management-institute.com/</a></p> <p><a href="https://www.changefirst.com/">https://www.changefirst.com/</a></p>
<b>4</b>	<b>Journals</b>	<p>Journal of Organizational Change Management</p> <p>Issue(s) available: 176 – From Volume: 1 Issue: 1, to Volume: 32 Issue: 2</p> <p>Category: Organization Studies</p> <p><a href="https://www.emerald.com/insight/publication/issn/0953-4814">https://www.emerald.com/insight/publication/issn/0953-4814</a></p>
<b>5</b>	<b>Supplementary Reading</b>	<p>Managing Transitions, 25th anniversary edition: Making the Most of Change Paperback – January 10, 2017</p> <p>by William Bridges (Author), Susan Bridges (Author)</p>
<b>6</b>	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Debate in the classroom on Change related topic</li> <li>2. Organization change questionnaire data collection and analysis.</li> <li>3. Group Presentation on Change management in various sectors like Health care, Education, PSU, Retail, Manufacturing Industries.</li> <li>4. Design a role play event for students, so that they will play it out to mobilize support for a change implementation programme.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE-301(B)</b>	<b>Credit Pattern</b>	<b>L-24, T-06, P-00</b>
<b>Course Title</b>	<b>E-COMMERCE</b>		

<b>Course Objectives</b>	
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1	To explain the nature and different models of E-commerce
2	To explain the technologies required to make e-Commerce viable.
3	To discuss the current drivers and inhibitors facing the business world in adopting and using e-commerce and
4	To discuss the trends in e-Commerce and the use of the Internet.
5	To discuss e-commerce from an enterprise point of view.
6	To demonstrate the concepts of security in e-commerce applications.

<b>Course Outcomes</b>	
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After completion of this course the student will be able to:	
1	Recognize the business impact and potential of e-commerce
2	Develop a holistic perspective on the role of IT in organizations.
3	Identify target market based on numerous parameters.
4	Select appropriate e-commerce models for any organization.
5	Follow security measures while dealing with e-commerce applications.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
<b>1</b>	History of e-commerce and Indian business context, www, advantages and disadvantages of e-commerce, e-commerce in India, various Indian	<b>L=12</b>

	case studies. Business models for e-commerce, different type of e-commerce, brokerage model, aggregator model, info-mediary model, community model, value chain model, manufacturer model, advertising model, subscription model, affiliate model.	<b>T=03</b>	<b>P=00</b>
<b>2</b>	Technologies of the www & e-security, internet client-server applications, networks and internets, URL, software agents, internet service providers, html, java script and xml, e-security, security on the internet, hacking, various security risks, e-business risk management issues, firewall. E-marketing, identifying web presence goals, the browsing behavior model, online marketing, e-advertising, internet marketing trends, target markets, e-branding, marketing strategies. Legal and ethical issues, IT Law, phishing, copy right.	<b>L=12</b>	
		<b>T=03</b>	<b>P=00</b>

<b>References</b>		
<b>1</b>	<b>Text books</b>	a. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. The unofficial guide to starting an e-commerce business by Jason R.Rich, IDG books India.</li> <li>2. E-Commerce (Pearson Custom Business Resources) by Kenneth C. Laudon</li> <li>3. Electronic Commerce by Gary P. Schneider</li> </ol>
<b>3</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://notes4learners.blogspot.com">http://notes4learners.blogspot.com</a></li> <li>2. <a href="https://www.academia.edu/8099032/e_commerce_notes">https://www.academia.edu/8099032/e_commerce_notes</a></li> <li>3. <a href="https://examupdates.in/e-commerce-full-notes/">https://examupdates.in/e-commerce-full-notes/</a></li> <li>4. <a href="https://www.javatpoint.com/html-tutorial">https://www.javatpoint.com/html-tutorial</a></li> <li>5. <a href="http://www.echoecho.com/html.htm">http://www.echoecho.com/html.htm</a></li> </ol>
<b>4</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. “Electronic Commerce Research”, ISSN: 1389-5753 (Print) 1572-9362 (Online), <a href="https://link.springer.com/journal/10660">https://link.springer.com/journal/10660</a></li> <li>2. “E - Commerce for future &amp; Trends”, eISSN: 2454–9347, <a href="http://stmjournals.com/E-Commerce-for-future-and-Trends.html">http://stmjournals.com/E-Commerce-for-future-and-Trends.html</a></li> <li>3. “Journal of Web Development and Web Designing”, <a href="http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html">http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html</a></li> </ol>



5	<b>Supplementary Reading</b>	1. geeksforgeeks 2. tutorialspoint 3. w3Schools
6	<b>Practical Components</b>	-----
1	<b>Text books</b>	b. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication
2	<b>Reference books</b>	4. The unofficial guide to starting an e-commerce business by Jason R.Rich, IDG books India. 5. E-Commerce (Pearson Custom Business Resources) by Kenneth C. Laudon 6. Electronic Commerce by Gary P. Schneider

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301 (C)</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>DISASTER MANAGEMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	Understand the concept and impact of disasters.
<b>2</b>	Describe the causes, effects and control measures of disasters.

<b>Course Outcomes: After completion of this course students will have capacity to</b>	
1.	Recognize the various global and regional environmental concerns/hazards due to natural causes and/or human activities, and the impact of these on various forms of life .
2.	Obtain and communicate information on risks, relief needs and lessons learned from earlier disasters in order to formulate strategies for mitigation in future scenarios
3.	Describe and evaluate the environmental, social, economic, legal and organizational aspects influencing vulnerabilities and capacities to face disasters.
4.	Relate theoretically and practically in the processes of disaster management (disaster risk reduction, response, and recovery)

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Disaster Management :</b> Hazard and Disaster, Classification of Disasters. Hydrological Disasters - Flood, Drought, Geological Disasters- Earthquakes, Landslides, Volcanic Eruptions. Wind Related Disasters- Cyclone Biological Disasters : Man Made Disasters : Fire – Industrial, Domestic and wild fire Technological Disasters- Bhopal Gas Tragedy, Chernobyl and	<b>L= 11</b>	
		<b>T= 4</b>	<b>P= 0</b>

	Fukushima. Marine and Social Disasters		
2	<b>Disaster Management :</b> Risk assessment, Disaster Management Act 2005, National Disaster Management Framework, Role of various organisations- National Disaster Management Authority (NDMA), State Disaster Management Authority (SDMA), District Disaster Management Authority (DDMA), Financial Arrangements for Disaster Management, Disaster management cycle, NDRF. Non-Governmental Organisations, community participation, Education, training for public in emergency preparedness plan, Rescue & rehabilitation programmes.	<b>L= 12</b>	
		<b>T= 3</b>	<b>P= 0</b>

Learning Resources		
1	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Nuclear Accidents (Man Made Disasters) Mark Mayell Publisher: Lucent Books</li> <li>• Management of Man-made Disasters, S. L. Goel, Motilal Banarsidass Publishers Private Limited, New Delhi, ISBN: 8176297151</li> <li>• Handbook of Pollution Control Processes By: Robert Noyes. Jaico Publishing House, Mumbai (2003)</li> <li>• Fire &amp; Explosion Hazards Handbook of Industrial Chemicals By: TA Davletshina &amp; NP Cheremisinhoff, Noyes Publications, Mumbai (2003)</li> <li>• Environmental Geology by K. Valdiya, Tata McGraw Hill Publishing Co.</li> <li>• Perspectives on Environment by I.R. Manners, M.W. Micksell</li> <li>• Our Planet, Our Health by WHO (1992)</li> <li>• Report of the Panel on Industry by WHO (1992)</li> <li>• Natural Disasters, Author: Claire Watts / Trevor DayPublisher: Dk Publishing, ISBN: 9781465438096</li> <li>• Environmental Biology by K.C. Agarwal</li> <li>• Resource Book on Chemical (Industrial) Disaster Management, <a href="http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf">http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf</a></li> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> </ul>

		<ul style="list-style-type: none"> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> <li>• <a href="https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/">https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Disaster_management_in_India">https://en.wikipedia.org/wiki/Disaster_management_in_India</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Demonstration of Fire &amp; Water Safety.</li> </ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Mock drill for various disaster</li> <li>• Disaster Management Action Plan</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301(D)</b>	<b>Credit Pattern</b>	<b>L-20, T-5, P-5</b>
<b>Course Title</b>	<b>CORPORATE SOCIAL RESPONSIBILITY</b>		

<b>Course Objectives</b>	
1	understand the scope and complexity of corporate social responsibility.
2	gain knowledge of the impact of CSR implementation on societies
3	acquire skills to frame and design CSR policies and practices appropriate to the Indian workplace.

<b>Course Outcomes: Students will be able to</b>	
1	Know the Corporate Social Responsibility of different sector.
2	Use the acquired skill for proper sustainable Corporate Social responsibility.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to CSR: Meaning & Definition of CSR, History & evolution of CSR. International framework for corporate social Responsibility, Millennium Development goals, Sustainable development goals, Relationship between CSR and MDGs. United Nations (UN) Global Compact 2011. UN guiding principles on business and human rights.– Globalization and CSR.	<b>L= 10</b>	
		<b>T= 3</b>	<b>P= 2</b>
2	Indian perspectives and approaches: Models of CSR in India., Initiatives in India. Corporate Governance and CSR , CSR Policy and guidelines , Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR. Role of Government and NGO in CSR. Business Benefits of CSR.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Benn &amp; Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.</li> <li>2. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company</li> <li>3. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.</li> <li>4. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.</li> <li>5. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Lourdes Poobala Rayen- Corporate Social responsibility.</li> <li>2. Ellington. J. (1998). Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers</li> <li>3. Baxi C.V and Ajit P, Corporate Social Responsibility, Concept &amp; Cases: "The Indian Experience, Excel Books.</li> <li>4. Reddy S and Stefan S (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.</li> <li>5. Werther, W. B. &amp; Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.forbes.com">www.forbes.com</a></p> <p><a href="http://www.referenceforbusiness.com">www.referenceforbusiness.com</a></p> <p><a href="http://www.justmeans.com">www.justmeans.com</a></p> <p><a href="http://www.corporatesocialresponsibility.org">www.corporatesocialresponsibility.org</a></p>
4	<b>Journals</b>	<p><a href="http://www.internationaljournalofcorporatesocialresponsibility.com">International Journal of Corporate Social Responsibility   Home</a>  <a href="https://jcsr.springeropen.com">https://jcsr.springeropen.com</a></p> <p>Sustainability Accounting, Management and Policy Journal, Emerald, 2010- -World Review of Entrepreneurship, Management and Sustainable Development, Inderscience Publishers, 2005-</p>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf">http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf</a></li> <li>2. Modi P.K., Corporate Social Capital Liability. Arise Publishers &amp; Distributors. First editions - 2009</li> <li>3. Sharma, J.P., Corporate Governance, Business Ethics &amp; CSR, Ane Books Pvt Ltd, New Delhi.</li> </ol>

6	<b>Practical Component</b>	Visit to industries to study and record various CSR activities and discuss the same with students and teachers to know the merits and demerits of CSR.
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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301(E)</b>	<b>Credit Pattern</b>	<b>L-22, T- 04, P-04</b>
<b>Course Title</b>	<b>BASICS OF INDIAN ECONOMY</b>		

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	Identify the main issues in Indian economic development
<b>2</b>	Critically analyse the Indian economic policy environment

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>UNIT-1: Indian Economic Environment:</b> Meaning of underdevelopment, Basic characteristics of India as a developing economy, Major issues of development: Poverty, Unemployment and Inequality, National Income of India: Trends, Growth and Structure. Features and importance, Green Revolution, Low productivity of agriculture and government measures Role of Industrialization, Industries and Five-year plans, Industrial Policy(1991), Services sector Role & Importance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>UNIT-2: Indian Economic Planning and Reforms:</b> Objectives of Economic Planning, Redefining the role of the State, Brief review of Five-Year Plans, New Economic Reforms: Liberalization, Privatization and Globalization, NITI Ayog, Balanced Regional Development.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Agarwal A N (2016), Indian Economy, Vikas Publishing House Pvt. Ltd., New Delhi</li> <li>Gaurav Datt&amp; Ashwini Mahajan (2016), Indian Economy, S. Chand and Company Pvt. Ltd., New Delhi</li> <li>Misra and Puri (2013), Indian Economy, Himalaya Publishing House Pvt. Ltd., New Delhi.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Deepashree (2011), Indian Economy, Ane Books Ovt. Ltd., New Delhi</li> <li>Uma Kapila (2017), Indian Economy: Performance and Policies, Academic Foundation, New Delhi</li> </ul>

3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.rbi.org.in">www.rbi.org.in</a></li> <li>• <a href="http://www.mygov.gov.in">www.mygov.gov.in</a></li> <li>• <a href="http://www.cmie.com">www.cmie.com</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Arth Samwad</li> <li>• Economic and Political Weekly</li> <li>• Indian-Economic-Journal</li> <li>• Journal-of Indian-School-of-Political-Economy</li> <li>• Southern Economist</li> <li>• The Economist</li> <li>• Journal of Applied Economics</li> <li>• Indian-Economic-Journal</li> <li>• International Journal of the Economics of Business</li> <li>• Journal-of Indian-School-of-Political-Economy</li> <li>• Agricultural-Economic-Research-Review</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Economics Survey</li> <li>• Union Budget of India</li> <li>• Niti Ayog Reports</li> <li>• Economics Times Daily</li> <li>• Business Standard Daily</li> <li>• Business Today Daily</li> <li>• Latest Monetary Policy</li> <li>• Latest Fiscal Policy</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Collect Economic Survey of India of last five years and prepare a report on trends in major macro-economic variables of the country</li> <li>• Establish the relationship between sectoral growth patterns and business environment by collecting data on three major sectors of the economy</li> </ul>

**MBA - II**

**Semester - IV**



<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 401</b>	<b>Credit Pattern</b>	<b>L-48, T-08, P-04</b>
<b>Course Title</b>	<b>BIG DATA ANALYTICS</b>		

<b>Course Objectives</b>	
1	To master the concepts of HDFS and MapReduce framework
2	To introduce Hadoop 2.x Architecture
	To understand concept of LFS and HDFS
3	To introduce data loading techniques using Sqoop and Flume
4	To introduce data flow technique using Apache Pig,Hive
5	To Userstand HBase and MapReduce integration
<b>Course Outcomes</b>	
After completion of this course the student will be able to:	
1	Setup Hadoop single node Cluster
2	Implement best practices for Hadoop development
3	Perform data analytics using Pig, Hive
4	Master data loading techniques using Sqoop and Flume.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	Big Data Overview, data science, rising and importance of data sciences, big data analytics in industry verticals. Sources of Big Data, 3 V's of Big Data, Benefits of Big Data, Big Data Technologies, classes of Big Data Technologies, Challenges of Big Data, Business Understanding, Data Understanding, Data Preparation, Modeling, Evaluation, Communicating results, Deployment. Overview & analytics life cycle, Need, Structured and multi-structured data analysis, Big-data analytics major components, Analytical models and approaches, Relational and non-relational Databases, Application areas, Design and analysis of Analytics model-	L=12	
		T=02	P=00
<b>2</b>	Introduction to MapReduce and HDFS. The Hadoop & Tez Ecosystems(Batch Processing)., Hadoop Architecture, Hadoop Modules, Advantages of Hadoop, Hadoop Operation Modes, HDFS Concepts, HDFS Data Node and Name Node images, HDFS Read Image and HDFS Write Image, Secondary Name Node, Hadoop configuration files, MapReduce& HDFS Framework, Yarn, Tez Framework & InternalsTask Parallelization for Hadoop (Models), Hadoop Physical & Logical Resource Requirements.Downloading and installing the Ubuntu12.x, Installing Java, Installing Hadoop, Verifying Hadoop Installation, Creating Cluster, Increasing Decreasing the Cluster size, Monitoring the Cluster Health, Starting HDFS, Starting and Stoppingthe Nodes. HDFS basic file operations.HDFS commands. The new multi-platform analytical ecosystem. Beyond the data warehouse – Hadoop, NoSQL and analytical RDBMSs, NoSQL	L=12	
		T=02	P=01

3	Introduction to Apache PIG, Features of PIG, Introduction to PIG Data Flow Engine, MapReduce vs PIG, SQL vs PIG, PIG Architecture, Components of Apache Pig, Pig Latin Data Model, Pig Data Types, Basic PIG programming, Pig Operators, Pig Diagnostic Operators, Grouping by multiple columns, Co-group operator, join operator, types of joins, cross operator, union operator, split operator, filter operator, distinct operator, foreach operator, orderby operator, limit operator, Modes of Execution, Introduction to SQOOP, Connect to mySql database, SQOOP import and export commands and Joins in SQOOP, Export to MySQL and	L=12	
		T=02	P=02
4	Introduction to HIVE, HIVE Meta Store, HIVE Architecture, Tables in HIVE, Managed Tables, External Tables, Hive Data Types, Primitive Types, Complex Types, Partition, Joins in HIVE, HIVE UDF's and UADF's with Programs. Introduction to HBASE, Limitations of Hadoop, HDFS vs HBase, Basic Configuration of HBASE, Fundamentals of HBase, HBaseDataModel, Table and Row, Column Family and Column Qualifier, Cell and its Versioning, Categories of NoSQL Data Bases, Key Value Database, Document Database, Column Family Database, HBASE Architecture, HMaster Region Servers, Regions, MemStore, HDFS vs HBase, Client side buffering or bulk uploads, HBase Designing Tables, HBase Operations, HBase shell	L=12	
		T=02	P=01

**Learning Resources**

1	Text books	<ol style="list-style-type: none"> <li>1. Baesens Bart, Analytics In A Big Data World: The Essential Guide To Data Science And Its Applications, Wiley Publisher. Java 8 Programming Black Book</li> <li>2. AmbigaDhiraj, Michael Minelli, and Michele Chambers, Big Data Big Analytics: Emerging Business, Wiley CIO Series. Core Java Vol. II (Addison-Wesley) Sun Press ISBN – 981-4058-50-5</li> </ol>
2	Reference books	<ol style="list-style-type: none"> <li>1. Kord Davis, Ethics of Big Data: Balancing Risk and Innovation, O'Reilly.</li> <li>2. Tom White, Hadoop – A Definitive Guide, O'Reilly.</li> <li>3. Alan Gates, Programming Pig - Dataflow Scripting with Hadoop, O'Reilly.</li> <li>4. Jarek Jarcec Cecho and Kathleen Ting, Apache Sqoop Cookbook: Unlocking Hadoop for Your Relational Database, O'Reilly.</li> <li>5. Lars George, HBase: The Definitive Guide, O'Reilly.</li> <li>6. Dean Wampler, Edward Capriolo, and Jason Rutherglen, Programming Hive, O'Reilly.</li> <li>7. Flavio Junqueira, Benjamin Reed, ZooKeeper Distributed Process Coordination, O'Reilly.</li> <li>8. Hari Shreedharan, Using Flume - Flexible, Scalable, and Reliable Data Streaming, O'Reilly Media Java 2 Programming Black Book by Steven Holzner, Dream Tech Publication</li> </ol>

3	Websites	<ul style="list-style-type: none"> <li>• <a href="https://www.tutorialspoint.com">https://www.tutorialspoint.com</a></li> <li>• <a href="https://www.guru99.com">https://www.guru99.com</a></li> <li>• <a href="https://hadoop.apache.org">https://hadoop.apache.org</a></li> <li>• <a href="https://intellipaat.com">https://intellipaat.com</a></li> </ul>
4	Journals	<ul style="list-style-type: none"> <li>• “Journal of Big Data” ISSN:2196-1115(Online), <a href="https://link.springer.com/journal/40537">https://link.springer.com/journal/40537</a></li> <li>• “Big Data Analytics” ISSN:2058-6345(Online), <a href="https://link.springer.com/journal/41044">https://link.springer.com/journal/41044</a></li> <li>• “Big Data” ISSN:2167-6461, <a href="https://home.liebertpub.com/publications/big-data/611/overview">https://home.liebertpub.com/publications/big-data/611/overview</a></li> </ul>
5	Supplementary Reading	<ul style="list-style-type: none"> <li>• geeksforgeeks</li> <li>• dataflair</li> <li>• w3schools</li> </ul>
6	Practical Components	Lab Experiments based on Hadoop File System, Pig and Hive, Sqoop

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl I 402</b>	<b>Credit Pattern</b>	<b>L-48, T-9, P-3</b>
<b>Course Title</b>	<b>SOCIAL MEDIA ANALYTICS</b>		
<b>Course Objectives</b>			
1	To explain numerous Social Media Platforms.		
2	To explain the positive and negative influences of social media on individuals, businesses, and society as a whole		
3	To explain the various methodological approaches that can be used to study social media.		
4	To illustrate concepts of Social Network Analysis.		
5	To demonstrate application of Natural Language Processing		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			

1	Apply data science to analyze social media and social networks
2	Analyze social networks by finding communities, identifying important nodes, and influence propagation
3	Analyze social media by applying Natural Language Processing (NLP) techniques to detect sentiment and events
4	Describe the theoretical concepts behind the social media and network analytical approaches
5	Recognize and present insights from the social media and network analysis performed

Unit Number	Contents	Number of Sessions	
1	<b>Unit I: INTRODUCTION TO SOCIAL MEDIA (15)</b> Introduction to social media, different social media platforms. Introduction to blogging, Introduction to Facebook, Twitter, Google+, LinkedIn. Channel advertising and campaigns. Instagram Vs Pinterest, Social Media and Marketing, channel advertising and campaigns, internet advertising, social tagging and folksonomies.	L=12	
		T=03	P=00
2	<b>Unit II: ANALYSIS BASICS (15)</b> Analysis Basics, Network Analysis Basics - social network analysis, graph models, Influence and Centrality in Social Networks, Information diffusion, Social ties and information diffusion, Social ties and link prediction, Social Spam and Malicious Behavior, Predicting the future with social media, Emotional contagion theory, Influence of emotional contagion on Group Behavior, Friendship paradox, Crowdsourcing with	L=12	
		T=03	P=00
3	<b>Unit III: TEXT MINING (15)</b> Information retrieval: bag of words, text segmentation, vector space model, cosine similarity, term frequency, inverse document frequency. Information extraction: entity extraction, relation extraction, topic extraction; Machine learning based Information Retrieval, emoticon analysis multilingual processing: machine	L=12	
		T=00	P=03
4	<b>Unit IV: WEB and SOCIAL DATA MINING (12 Hours)</b> Concept of Web mining, Major web mining tasks(Web Content Mining, Web Structure Mining, and Web Usage Mining), Web 1.0, 2.0, 3.0 Search engines: ranking, search logs, search algorithms, Deep web spidering: forums, IRCs, dark web Social media and crowdsourcing systems: wisdom of the crowd, Web Scraping, Social Media Data Analysis, visualizing social media data. Community Detection, Concept of Recommender System , machine learning model for recommender System, Sentiment analysis, Reviews and Ratings (RnR)	L=12	
		T=03	P=00

Learning Resources		
1	<b>Text books</b>	1. Mastering Social Media Mining with Python, Marco Bonzanin, Packt Publishing 2. Seven Layers of Social Media Analytics: Mining Business Insights from Social Media Text, Actions, Networks, Hyperlinks, Apps, Search Engine,

		<p>and Location Data, Gohar F. Khan, CreateSpace Independent Publishing Platform, 2015</p> <ol style="list-style-type: none"> <li>Social Media Analytics Strategy: Using Data to Optimize Business Performance, Alex Gonçalves, Apress</li> <li>Learning Social Media Analytics with R: Transform data from social media platforms into actionable business insights, Raghav Bali, Dipanjan Sarkar, Tushar Sharma, Packt Publishing</li> <li>Mining the Social Web: Data Mining Facebook, Twitter, LinkedIn, Google+, GitHub, and More, Matthew A. Russell, Orielly</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>“Social Media Analytics”, ISBN-13: 978-9332578463, Publisher: Pearson Education India, Edition: First</li> <li>“Social Media Data Mining and Analytics”, by Szabo Gabor), Publisher: John Wiley &amp; Sons Inc, ISBN: 9781118824856, 9781118824856</li> <li>“Social Media Analytics and Practical Applications: The Change to the Competition Landscape”, By Subodha Kumar and Liangfei Qiu, ISBN 9781032051390, Published December 31, 2021 by CRC Press</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li><a href="https://www.socialbakers.com/blog/social-media-analytics-the-complete-guide">https://www.socialbakers.com/blog/social-media-analytics-the-complete-guide</a></li> <li><a href="https://www.talkwalker.com/blog/social-media-analytics-guide">https://www.talkwalker.com/blog/social-media-analytics-guide</a></li> <li><a href="https://www.javatpoint.com/social-media-data-mining">https://www.javatpoint.com/social-media-data-mining</a></li> <li><a href="https://searchbusinessanalytics.techtarget.com/definition/social-media-analytics">https://searchbusinessanalytics.techtarget.com/definition/social-media-analytics</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>Journal of Digital and Social Media Marketing, COUNTRY: United Kingdom, PUBLISHER: Henry Stewart Publications, ISSN: 20500076, 20500084</li> <li>Social Networks: An International Journal of Structural Analysis, ISSN: 0378-8733, Copyright © 2022 Elsevier B.V. All rights reserved</li> <li>International Journal of Social Media and Online Communities (IJSMOC), ISSN: 2642-2247 EISSN: 2642-2255 DOI: 10.4018/IJSMOC</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>geeksforgeeks</li> <li>javapoint</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>Visualization of Social Media Data, Machine Learning model for information retrieval</li> </ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>MANAGEMENT ACCOUNTING AND CONTROL SYSTEM</b>		
<b>Course Outcomes :</b> The students will able to learn			
1.	Apply concept of marginal costing for decision making		
2.	Analyze various operating and financial leverages to design capital structure		
3.	Evaluate various types of budgets for managerial decision making		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Management Accounting:</b> Meaning and Scope of Management Accounting In the Context of Changing Business Environment, Human Resource Accounting and Inflation Accounting. Strategic Management Accounting, Introduction of Accounting Information for Transfer Pricing. Methods of Transfer Pricing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Marginal Costing:</b> Meaning and scope, uses and advantages, Terminologies in Marginal Costing- Contribution, Margin of Safety, CVP analysis, BEP and Relevant Costand Decision-	<b>L=12</b>	
		<b>T=1</b>	<b>P=2</b>

	Making		
3	<b>Leverage Analysis:</b> Meaning & importance of leverage, Types of leverages, Use of leverage in decision making, Measures of Operating and Financial Leverage, Effects of Leverage on Shareholders' Returns	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
4	<b>Budget and Budgetary Control:</b> Concept of Budget, Budgeting and Budgetary Control, Organization for Budgetary control- Budget Centers, Budget Committee, Budget Manual, Budget period, Principal Budget, Advantages and limitations of Budgetary Control System. Types of budget.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on cash budget and flexible budget.
2. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
3. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. V.K. Saxena And C.D. Vashisth: "Advanced Cost And Management Accounting", Sultan Chand And Sons, 6<sup>th</sup> Edition</li> <li>2. M.Y. Khan And P.K. Jain, "Cost Accounting", Tata McGraw Hill, Edition 2000</li> <li>3. Dr. M.K. Kole, "Human Resource Accounting, Institute Of Cost And Works, Accountants Of India", Edition 2000</li> <li>4. N.K. Prasad, "Cost Accounting"</li> <li>5. R.P. Rustagi, "Financial Management", PHI, 10<sup>th</sup> edition.</li> <li>6. Garrison, Managerial Accounting, Tata McGraw</li> <li>7. Maheshwari, Financial Accounting, Vikas Publishing</li> <li>8. Khan and Jain, Management Accounting, Tata McGraw</li> <li>9. Ramchandran, Financial Accounting for Management, Tata McGraw</li> <li>10. JawaharLal, Accounting For Management, Himalaya Publishing</li> </ol>

		<p>11. J.Madegowda, Accounting For Managers, Himalaya Publishing</p> <p>12. M.N.Arora, “Cost and Management Accounting”, Himalaya Publishing</p>
3	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></p> <p><u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a></p> <p><u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></p> <p>Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></p> <p><b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on marginal costing and decision making</li> <li>• Practical Problems on leverages</li> <li>• Practical Problems on flexible budget and functional budgets</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>



<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>PERFORMANCE AND COMPENSATION MANAGEMENT</b>		
<b>Course Outcomes: Students will be able to;</b>			
1.	Gain insights of various conceptual aspects of Compensation, Performance Management and competencies and related law to achieve organizational goals.		
2.	Determine the performance/competency based compensation system for business excellence and solve various cases.		
3	Designing the compensation strategies for attraction, motivation and retaining high quality workforce		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	Performance Management: Managing and addressing Employee Performance Problems, Performance Management Strategic Planning. Performance Management and Employee Development: Employee Assessment system, Potential Appraisal System:- Development and Retention of high potentials, Role of HR Professionals in Performance management.	L= 11	
		T= 4	P= 0
2	Competency Model, Competency Model Pyramid, Application of competency model into various HRM functions, benefits of using competency mapping model in organizations, Benefits of using competency based performance appraisal system, Taking interviews to gather information, Behavioural Event Interview, process for writing competencies.	L= 11	
		T= 4	P= 0
3	Compensation Management: Wage and Salary Administration: Calculation of Wage, Salary, Prerequisites, Compensation Packages, Cost of Living Index and Dearness Allowance, Designing and operating incentives, fringe and non- financial Benefits,. Job Evaluation:- Major	L	

	Decisions in Job Evaluation, Job Evaluation Methods, Laws related to wages and salaries:- Minimum Wages, Payment of Wages, Payment of Bonus.		
4	Employee Contributions: Pay For Performance (PFP): Competency Based Pay, Skill based Pay, Team based pay, Gain and Profit sharing Designing PFP Plans, Merit Pay/Variable Pay, Compensation Strategies for Special Groups. Executive compensation, cafeteria compensation,		

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the cla

Learning Resources		
1	Text Books	<ul style="list-style-type: none"> <li>• Strategic Compensation, Joseph J. Martocchio, 3rd Edition, Prentice Hall, 2004.</li> <li>• Compensation Management in Knowledge based world, Richard I. Anderson, 10th edition, Pearson Education.</li> <li>• Compensation Management, ErSoniShyam Singh, Excel Books.</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>• Compensation &amp; Reward Management, BD Singh, 2nd edition, Excel books, 2012.</li> <li>• Compensation, Milkovich &amp; Newman, 9th edition, 2017, Irwin/McGraw-Hill.</li> <li>• Compensation and Benefit Design, Bashker D. Biswas, FT Press, 2012.</li> <li>• An Introduction to Executive Compensation, Steven Balsam, Academic Press, 2002.</li> <li>• Industrial Relations and Labour Laws, Srivastava S.C., Vikas Publishing House Pvt. Ltd.,</li> </ul>
3	Websites	<ol style="list-style-type: none"> <li>4. <a href="http://www.ILO.org">www.ILO.org</a></li> <li>5. <a href="http://www.labour.nic.in">www.labour.nic.in</a></li> <li>6. <a href="http://www.labourstat.org">www.labourstat.org</a></li> </ol>
4	Journals	IOSR <i>Journal</i> of Humanities And Social Science Indian Labour Journal
5	Supplementary Reading	<a href="https://www.toolbox.com/hr/performance-management/articles/what-is-performance-management/">https://www.toolbox.com/hr/performance-management/articles/what-is-performance-management/</a> <a href="https://www.hibob.com/hr-glossary/compensation-management-planning/">https://www.hibob.com/hr-glossary/compensation-management-planning/</a> <a href="https://www.namanhr.com/services/competency-mapping/">https://www.namanhr.com/services/competency-mapping/</a>
6	Practical Component	<ul style="list-style-type: none"> <li>• Students must prepare a comprehensive compensation plan to be offered to Executives.</li> </ul>

		<ul style="list-style-type: none"> <li>• Students to collect information from different organization regarding the Cost To Company of an employee.</li> <li>• Students have to prepare questionnaire for conducting wage survey and carry out wage survey for any selected sector and prepare a report for the same.</li> <li>• Students to calculate the bonus amount eligible to an employee working as a HR Executive</li> </ul>
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>SALES &amp; DISTRIBUTION MANAGEMENT</b>		<b>PAPER-IV</b>
<b>Course Objectives</b>			
1	Students will conceptually understand concepts related to sales and distribution.		
2	Students will learn strategies required for selling and distribution		
3	Students will become aware of financial aspects of marketing.		

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<b>Course Outcomes:</b> Students will be able to;	
1	Evaluate concepts related to sales & distribution.
2	Apply selling & distribution concepts & strategies for marketing.
3	Apply financial aspects of marketing.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b> <b>Sales management</b> - Meaning, Evaluation, Importance, Personal Selling, Qualities and responsibilities of sales manager. Types of sales organizations. Sales force management, recruitment, selection & training, structure, size, productivity. Motivation & compensation of salespeople	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
	<b>Unit II</b>	<b>L=12</b>	

2	<p><b>Selling Process and Strategies</b> -Overview of selling process. Selling and buying Styles, selling skills, situations, selling process, sales presentation, Handling customer objections, Follow-u action.</p> <p>Sales territory, meaning, size, designing, sales quota, procedure for sales quota. Types of sales quota, Methods of setting quota.</p>	T=2	P=1
3	<p><b>Unit III-</b></p> <p><b>Distribution Management</b> - Introduction-Concept of channel flows, Managing a channel design, Basics of warehouse/inventory/ transportation planning, Intermediaries: Channel Formats, Managing channel partner, channel conflict, Channel information systems, International Trends in Sales and Distribution, Distribution as a function of marketing. Strategies. Mass, selective, exclusive distribution. Push v/s pull approaches. Channel design mix decisions.</p>	L=11	
		T=2	P=2
4	<p><b>Unit IV</b></p> <p><b>Marketing Finance</b></p> <p>Performance of Salesforce, work load method, forecasting, and product line accounting, Life cycle costing, Dropping product line, Return On Promotion, Selection of media, Launching, Profitability &amp; Variance.</p>	L=11	
		T=2	P=2

Learning Resources		
1	<b>Text Books</b>	<p>1.<b>Cherunallium &amp; Francis</b> - <i>Industrial Marketing</i></p> <p>2.<b>Chunwalla S.A</b> - Sales &amp; Distribution Management</p>
2	<b>Reference books</b>	<p>1.<b>Keskar &amp; Abhayankar</b> - Sales Management &amp; personal selling</p> <p>2.<b>Aaker David A</b> – Building Strong Brands – The Free Press, New York</p> <p>3.<b>Keller K.</b> - Strategic Brand Management- Prentice - Hall India</p> <p>    Kapferer Jean Noel – Strategic Brand Management – KoganPage London</p> <p>4. <b>Keller, Parameswaran, Jacod</b>- Strategic Brand Managemnt- Pearson</p> <p>5. <b>Chunawalla and Sethia</b> – Foundation of Advertising Theory and Practice- HP Publication</p> <p>6. <b>Clow Baack</b> - Integrated Advertising, Promotion and Marketing Communication –Pearson Education</p> <p>7.<b>Still and Cundiff</b> - Sales Management –</p> <p>8.S A Chunawalla -Sales and distribution Management –Himalaya Publication</p> <p>9.<b>Charles Futrell</b> - ABC ‘s of Selling</p> <p>10.<b>Ramaswam and Namakumari</b> - Marketing Management -- Macmillan Publication</p>

		<p>11. <b>Services &amp; Sales Marketing</b> - Zha S.M., Himalaya Publishing House</p> <p>12. <b>Strategic Retail Management</b>- Indian Text Edition-Srini R.Srinivasan</p> <p>13. <b>“Retail Marketing Management”</b> – Person Education Ltd. – Ist Reprint India- David Gilbert</p> <p>14. <b>Retailing Management</b>-Text and Cases-Swapna Pradhan The McGraw Hill Companies</p>
5	<b>Supplementary Reading</b>	<p>1. The Economic Times</p> <p>2. Business Standard</p> <p>3. Business TIMES</p>
6	<b>Practical Component</b>	<p>1. Group Activity based on all the units</p> <p>2. Take business Games &amp; other subject related activities</p> <p>3. Discussion on Cases related to all units</p> <p>4. Library assignment on all the units</p>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(D)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>AGRI-PRODUCTION AND SUPPLY CHAIN MANAGEMENT</b>		
<b>Course Out Comes: Students will be able to</b>			
<b>1</b>	Analyze the factors influencing agricultural production and their supply chain		
<b>2</b>	Adapt traditional and modern practices of farm management		
<b>3</b>	Develop skills for agricultural supply-chain and logistics infrastructure management		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Fundamentals and Theories of Farm Management:</b> Scope Of Modern Agriculture, Special Features Of Agricultural And Industrial Production. Difference between Farm and Non-Farm Business Management; Farm system Theory, Theory of Farm Management by Objectives, Practices of Farm Management, Making Small farm more effective	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Farm Production Systems And Management Functions:</b> Peasants, Proprietorship, Cooperative Farming, Capital Farming, Corporate Farming, Land Tenure Systems And Agricultural Production Management, Farm Management Tools	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Farm Technology and Issues in Farm Management:</b> effects of New Technology, Management And Technology Change, Gains From Technological Improvements to Producers And Consumers, Mechanization And Automation, Green Houses; Size-Productivity Debate, Measurement Of Farm Efficiency, Irrigation Management, Production Planning-Specialization And Diversification.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Introduction to Supply Chain and Logistics Management in Agri Business::</b> changing Business environment, SCM; Present need In agriculture, Conceptual model of SCM and Evolution of SCM, Approaches of SCM: Traditional and Modern, Elements in SCM, <b>Logistics Management:</b> History and Evolution of Logistics, elements of logistics: management, distribution management, distribution strategies, pool distribution; transport management, fleet management, service innovation, warehousing, packaging for logistics, third – party logistics(TPL/3PL), GPS technology	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Robertson C.A. – An Introduction To Agricultural Production Economics And Farm Management – Tata Mcgraw Hill</li> <li>2. Heady, Earl. O And Jensen Herald R. – Farm Management Economics – Prentice Hall</li> <li>3. Barnard C.S. And Nix J.S. – Fam Planning And Control</li> <li>4. Altekar RV, 2006, Supply Chain Management: concepts and cases, Prentice Hall of India</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Blake C.D. – Fundamentals Of Modern Agriculture</li> <li>2. Sadhu And Singh – Fundamentals Of Agriculture</li> <li>3. Agrawal A.N. – Indian Agriculture</li> <li>4. Sharma A.N. And Sharma V.K. – Elements Of Farm Management</li> <li>5. Reji D Nair – “Farm Management: Theory and Practice” – Concept Publishing Company Pvt. Ltd.,</li> <li>6. Warren G. F. – “Farm Management” – Arise Publishers and Distributors</li> <li>7. Kahlan A. S. and Karan Singh – “Farm Management in India: Theory and Practice” – allied Publishers Pvt. Ltd.,</li> <li>8. Dhaka J.M. – “Economics of Agri Production and Farm Management” – Avishakar Publishers and Distributors</li> </ol>
<b>3</b>	<b>Websites</b>	<p><a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a>  <a href="http://www.manage.gov.in">www.manage.gov.in</a>  <a href="http://www.ica.coop/">www.ica.coop/</a>  <a href="http://www.apeda.gov.in">www.apeda.gov.in</a>  <a href="http://www.fao.org/home/en/">www.fao.org/home/en/</a>  <a href="http://www.worldbank.org">www.worldbank.org</a>  <a href="http://indiagovernance.gov.in/docsearch.php?search=Agriculture&amp;from_map=1&amp;type=theme">http://indiagovernance.gov.in/docsearch.php?search=Agriculture&amp;from_map=1&amp;type=theme</a></p>
<b>4</b>	<b>Journals</b>	<p>Indian Journal of Agricultural Economics  Indian Journal of Agricultural Marketing  Journal of Agribusiness  Rural Marketing</p>
<b>5</b>	<b>Supplementary Reading</b>	<p><a href="http://www.nwccindia.com/agriculture-logistics/">http://www.nwccindia.com/agriculture-logistics/</a>  agriculture and production management: Union Budget</p>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Make a field visit of a greenhouse farm to understand modern management activities on farm</li> <li>• Identify one successful/progressive farmer and conduct an interview to know various decisions taken by him/her to make successful</li> </ul>

		farming <ul style="list-style-type: none"> <li>• Visit various farm input selling centers and find out latest equipment and their benefits</li> <li>• Interact with various agro based and consumer goods producing companies and prepare report on their logistics issues while reaching rural urban markets</li> </ul>
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-II 402 E</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>PROJECT MANAGEMENT</b>		



Course Objectives	
1	To make students understand fundamental concepts and characteristics of project including the basic roles, responsibilities and functions of project manager.
2	To Familiarize the Students with various Techniques of project financing and capital budgeting.
3	To introduce students to project evaluation and termination.

Course Outcomes: Students will be able to	
1	Explain basic concept of Project Management including Project Appraisal, Project Risk Management and use of IT in Project Management.
2	Select most appropriate Project from available options to the organization by analyzing all the projects on the basis of capital budgeting techniques.
3	Develop the Project Report of the project undertaken by the organization.
4	Determine Critical Path of project undertaken by organization and estimate project duration.

#### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>OVERVIEW OF PROJECT MANAGEMENT &amp; SELECTION</b> Concept & Definition of Project, Characteristics of Project, Types of Project, Project Identification, Project Selection & Criteria, Project Life Cycle, Concept & Importance of Project Management, Roles and Responsibilities of Project Manager, Work Breakdown Structure.	L= 12	
		T= 1	P= 2
2	<b>PROJECT APPRAISAL &amp; RISK MANAGEMENT.</b> Concept of Project Appraisal, Technical Appraisal, Commercial Appraisal, Economic Appraisal, Financial Appraisal, Management Appraisal, Social Cost-Benefit Analysis, Introduction to Risk Management, Role of Risk Management in Project Management, Steps in Risk Management.	L= 11	
		T= 2	P= 2
3	<b>PROJECT FINANCING &amp; SCHEDULING</b> Estimating Cost of Project, Components of Cost of Project, Sources of Project Financing, Development of Project Network, Time Estimation, Developing The Project Network Using CPM/PERT, Crashing The Network. (Numerical Treatment on CPM/PERT)	L= 11	
		T= 2	P= 2
4	<b>PROJECT PLANNING &amp; EVALUATION</b> Project Evaluation: Concept, Purpose, Advantages. Project Audit: Meaning, Objectives, Phases of Project Audit. Project Quality Management, Project Management Information System (PMIS): Need of Project Management Software, Project Report Writing.	L= 11	
		T= 2	P= 2

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Clifford F. Gray, Project Management: The Managerial Process, Sixth Edition, McGraw Hill Education</li> <li>2. K. Nagarajan "Project Management", New age international publication.</li> <li>3. Ramakrishna &amp; Kamaraju, Essentials of Project Management, Prentice Hall India Learning Private Limited</li> </ol>

2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Jack Meredith, Samuel J. Mantel Jr. “Project Management- A Managerial Approach” John Wiley and Sons</li> <li>2. Clifford F Gray, Erik W Larson, “Project Management-The Managerial Process” Tata Mcgraw-Hill Publishing Co Ltd</li> <li>3. Robert K Wyzoubi&amp; Rudd Acgary , “Effective Project management”, Wiley India Pvt.Ltd.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.project-management-knowhow.com/">https://www.project-management-knowhow.com/</a></li> <li>2. <a href="https://www.tutorialspoint.com/pmp-exams/index.htm">https://www.tutorialspoint.com/pmp-exams/index.htm</a></li> <li>3. <a href="https://www.managementstudyguide.com/project-management-articles.htm">https://www.managementstudyguide.com/project-management-articles.htm</a></li> <li>4. <a href="https://www.projectengineer.net/">https://www.projectengineer.net/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. International Journal of Project Management – Elsevier</li> <li>2. Project Management Journal   PMI</li> <li>3. Project Management Journal - Wiley Online Library</li> <li>4. International Journal of Project Management   ScienceDirect.com</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. John M Nicholas “Project Management For Business And Technology” Prentice Hall Of India Pvt Ltd</li> <li>2. James P Lewis “Project Planning, Scheduling And Control” Tata Mcgraw-Hill Publishing Co Ltd</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Role play to understand roles &amp; responsibilities of project manager.</li> <li>2. To identify and visit ongoing projects undertaken by any local business to study project appraisal techniques and risk management.</li> <li>3. To meet project finance personnel from any financial institution to understand project financing and capital budgeting techniques.</li> <li>4. Library Exercise on Project Report Preparation by studying project reports prepared by any one company of your choice.</li> </ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(F)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>SOFTWARE ENGINEERING AND IT PROJECT MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To Understand The Nature Of Software Development And Software Life Cycle Process Models, Agile Software Development, SCRUM, And Other Agile Practices		
2	To Develop The Skill Of Software Design And User-Centric Approach And Principles Of Effective User Interfaces.		

3	To Infer The Need For Project Management And Project Management Life Cycle	
<b>Course Outcomes: Students Will Be Able To;</b>		
1	plain Needs For Software Specifications Also They Can Classify Different Types Of Software Requirements And Their Gathering Techniques	
2	stify The Role Of SDLC In Software Project Development And They Can Evaluate The Importance Of Software Engineering In PLC.	
3	miliar With The Different Methods And Techniques Used For Project Management..	
4	Discuss The Parameters Of The Software Project's Success And Failures.	
<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
1	Concept Of Software, Program V/S Software, Software Characteristics, Software Myths, Software Development Life Cycles. – Waterfall Model, Prototyping Model, Spiral Model, Coding guidelines, Structured Approach To System Design -: Principles of software design, DFD, Data Dictionary, Decision Tree, Decision Table & Structured English, E-R Diagrams	<b>L= 11</b>
		<b>T= 2      P= 2</b>
2	Software Requirement and Specification, Characteristics of Good User Interface Design, Concept of white box testing and black-box testing. Object-Oriented Project Design, Introduction: Software Project Management, I.T. Stakeholders, Understanding the project, Project Initiation, Product Life Cycle, Skills and Qualities of Software Project Manager	<b>L= 12</b>
		<b>T= 2      P= 1</b>
3	Project Planning - Work Break Down Structure, CASE Tools, Types of Software maintenance, Defining The Project – Deliverables, Objects And Scope, Project Scheduling, Estimating the project – Period Vs Effort, Contingency, Type of costs, Preparing the Project Budget, Defining And Managing The Risk, Managing Information systems Project Time and Resources	<b>L= 11</b>
		<b>T= 2      P= 2</b>
4	Implementation Activities – Forming a Project Team, Managing People And Organizing Teams, Managing Client Expectations, Configuration Management, Identifying Information Systems Project Risks, Evaluating Success- Software Quality Factors, Causes of Failure, Project Success, Measure of end-user satisfaction, Closing the project And Business Continuity, Data Disaster, Virus Disasters, Software Disasters, Data Center Disasters	<b>L=11</b>
		<b>T= 2      P= 2</b>

**Note:**

1. Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>2. Fundamentals Of Software Engineering – Roger Pressman</li> <li>3. Information Technology Project Management – Jack Marchewka – Wiley India Edition</li> </ol>

2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>3. Fundamentals Of Software Engineering - Rajib Mall Ghezzi, Jazayeri Stephen H. Khan</li> <li>4. Software Requirements And Estimation - Fenton, Ptleeger McGraw Hill</li> <li>5. Project Management For Software Development - Jaico</li> <li>6. IT Project Estimation – Paul Coombs. – Cambridge</li> <li>7. Information System Project Management - John McManus, Trevor Wood- Happer – Pearson.</li> <li>8. 6. Software Project Management – Bob Hughs , Mike Cotterell – Tata McGrawhill</li> </ol>
3	<b>Website</b>	<ol style="list-style-type: none"> <li>4. www.tutorialspoint.com</li> <li>5. www.guru99.com</li> <li>6. www.examupdates.in</li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>2. International Journal of Scientific Computing</li> <li>3. International Journal of Statistics &amp; Management Systems</li> <li>4. Chartered Secretary</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>2. Business Line</li> <li>3. Current affairs in news papers</li> <li>4. Information system Audit Reports from computer consultancies</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Visit any computer consultant firms and discuss and understand about Software engineering process</li> <li>2. Case study about Information system Project Planning</li> </ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl II 401</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ANALYTICS IN FUNCTIONAL AREAS OF MANAGEMENT (LAB BASED PAPER)</b>		
<b>Course Objectives:</b>			
1	To make students aware of analytical tools that can be used across functional areas of business.		
2	To equip students with business analytics tools and models that will enable them to identify, analyze and solve real-world business problems.		
<b>COURSE OUTCOME: Students will be able to</b>			
1	Apply a wide variety of business analytics methods in a business or an industry context		
2	Evaluate real-world business and industrial problems by using analytical skill		
<b>Unit Number</b>	<b>Contents</b>		<b>Number of Sessions</b>

1	<b>INTRODUCTION TO BUSINESS ANALYTICS:</b> Introduction to Business Analytics, Significance and usages of Business Analytics, The Science of Data-Driven Decision Making, Levels of Business Analytics: - Descriptive Analytics, Predictive Analytics and Prescriptive Analytics in functional areas of Management. Introduction to Data Analytical Tools, Slicing and Dicing Data.	<b>L=5</b>	
		<b>T= 5</b>	<b>P= 5</b>
2	<b>MARKETING ANALYTICS:</b> Introduction to Marketing Analytics: Demand estimation, understanding customer value for different product attributes-Conjoint Analysis, Principal components analysis, Market segmentation using cluster analysis, Calculating Lifetime customer value.	<b>L= 3</b>	
		<b>T= 2</b>	<b>P= 10</b>
3	<b>HR ANALYTICS:</b> Introduction to HR Analytics: Use and Importance of HR analytics, Levels of HR Analytics, HR Metrics and Analytics, HR Dashboard Creation, Application of HR Analytics in the areas of Employee Diversity, Employee Turnover, Workforce planning and employee performance by using correlation, Regression, ANOVA and Survival Analysis	<b>L= 3</b>	
		<b>T= 2</b>	<b>P= 10</b>
4	<b>FINANCIAL ANALYTICS:</b> Introduction to financial analytics: Use & Importance of financial analytics, Financial modeling concept and its application in finance, analyzing balance sheet using spreadsheet, Financial strategies using predictive analytics, building financial models, building models using influence diagram, Implementing models on spreadsheets, spreadsheet design, spreadsheet quality and spreadsheet applications in finance analytics, Financial simulator.	<b>L= 3</b>	
		<b>T= 2</b>	<b>P= 10</b>

### Learning Resources

1	<b>References</b>	<ol style="list-style-type: none"> <li>1. Dinesh Kumar- Business Analytics: The Science of Data - Driven Decision Making by U, Wiley Publication.</li> <li>2. R N Prasad-Fundamentals of Business Analytics, 2ed Wiley Publication.</li> <li>3. Albright Winston, Business Analytics- Data Analysis-Data Analysis and Decision Making, Cengage Learning, Reprint 2016.</li> <li>4. Sahil Raj, Business Analytics, Cengage Learning.</li> <li>5. Daniel S. Putler Robert E. Krider- Customer and Business Analytics Applied Data Mining for Business Decision Making Using R- Chapman &amp; Hall/CRC The R Series.</li> <li>6. Jeff Sauro Customer Analytics for Dummies, John Wiley &amp; Sons, Inc.,</li> <li>7. Chris Chapman Elea McDonnell Feit R for Marketing Research and Analytics Second Edition-Springer-23</li> <li>8. Edwards, Martin R.; Predictive HR Analytics: Mastering the HR Metric</li> <li>9. James Evans, Business Analysis Pearson Publication.</li> <li>10. Data Mining and Predictive Analytics, MISL – Willy Publication by Daniel T Larose &amp; Chantal D. Larose.</li> <li>11. Financial Analysis for Management Decisions, by M.Sarnghadhan &amp; S.Rajitha Kumar</li> </ol>
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	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Case study discussion on application of various data analytical tools in functional areas of Management.</li> <li>2. Data sets will be given to the students on which study will apply appropriate analytical tools.</li> </ol>
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-402(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>INVESTMENT AND PORTFOLIO MANAGEMENT</b>		
<b>Course Outcomes:</b> The students will able to learn			
<b>1</b>	Analyze the relationship between security analysis and market portfolio		
<b>2</b>	Evaluate the performance of portfolios		
<b>3</b>	Design various investment avenues as a small and corporate investor.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Investment:</b> Investment – Basics of Investment – Investment, Speculation and Gambling – Investment Categories – Investment avenues – Non marketable Financial Assets – Money Market Instruments – Bond/Debentures – Equity Shares – Schemes of LIC – Mutual Funds (History and Types)– Financial Derivatives(Derivative Market, Instruments in derivative market, Calculation of pay offs from	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 1</b>

	options) – Real Assets – Real Estate – Art – antiques and others. <b>Introduction to Stock Market:</b> Primary and secondary market, regulation of Stock Market- Companies Act, SEBI, Securities contract regulation Act		
2	<b>Fundamental Security Analysis:</b> EIC And CIE Approach. Technical Analysis – Technical Tools - The Dow Theory – Primary Trend – The secondary Trend – Minor Trends –Charts. Efficient Market Theory – Basic Concepts – Random-Walk Theory – Weak Form of EMH – Semi-strong Form – Strong Form – The Essence of the Theory – Market Inefficiencies.	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
3	<b>Portfolio Management:</b> Meaning of Portfolio, Steps of Portfolio Management. Code of Conduct for portfolio Manager. Portfolio Analysis – Portfolio and Single asset Returns and Risk – Mean Variance Criterion – covariance – Beta (simple problems) – Portfolio Markowitz Model – simple Diversification – Risk and Return with Different correlation. Portfolio Risk and return.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 3</b>
4	<b>Portfolio Evaluation:</b> Asset Pricing Model Portfolio Evaluation – Capital Asset Pricing Model (CAPM) – Security Market Line – Assumptions – Arbitrage Pricing Model (APT) – Portfolio Performance Models – Sharpe’s Performance Index – Treynor’s Performance Index – Jensen’s Performance Index. Bond, terminologies used in Bond, Valuation and Immunization of Bond	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 2</b>

**Note:**

1. Portfolio Risk and return with two and three securities
2. Bond Valuation, Duration and Immunization
3. Mutual fund rankings with Sharpe and treynor
4. Problems of Pay off on option (Derivative)

Learning Resources		
1.	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, “Financial Management” Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, “Fundamentals of Financial Management” Pearson Publication.</li> <li>4. James C Van harne, “Financial Management &amp; Policy” Pearson Publication House.</li> <li>5. ICSI: Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2.	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. <b>Punithavathy Pandian</b>, SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, Vikas Publications Pvt. Ltd, New Delhi. 2001.</li> <li>2. <b>Kevin .S</b>, SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, PHI, Delhi, 2011</li> </ol>

		<p>3. <b>Yogesh Maheswari</b>, INVESTMENT MANAGEMENT, PHI, Delhi, 2011</p> <p>4. <b>Bhalla V K</b>, INVESTMENT MANAGEMENT: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, S Chand, New Delhi, 2009</p> <p>5. <b>Prasanna Chandra</b>, PORTFOLIO MANAGEMET, Tata McGraw Hill, New Delhi, 2008.</p> <p>6. R.P.Rustagi, “Financial Management”, PHI,10<sup>th</sup> edition.</p>
3.	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></p> <p><u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a></p> <p><u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></p> <p>Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></p> <p><b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4.	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5.	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6.	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on Portfolio Risk and return with two and three securities</li> <li>• Practical Problems on Bond Valuation, Duration and Immunization</li> <li>• Practical Problems on Mutual fund rankings with Sharpe and treynor</li> <li>• Practical Problems on Problems of Pay off on option (Derivative)</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>



<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-402(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>TALENT AND HUMAN CAPITAL MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To develop <b>understanding</b> of contemporary issues in Human Capital Management.		
2	To increase <b>awareness</b> about Talent and Human Capital Management and ability to work both independently and collaboratively.		
3	To enable students to <b>critique</b> human resource management issues across levels and recommend managerial interventions to solve organizational problems.		
<b>Course Outcomes :- Students will be able to:</b>			
1	Describe the concept of Talent and Human Capital Management		
2	Apply different concepts of Human Capital Management.		
3	Summarize Cafeteria Approach in Compensation		
4	Critically evaluate emerging trends in Talent and Human Capital Management.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
1	Talent Management: Acquiring talent, Retaining talent, Nurturing talent, Developing and Recognizing talent. Competency Management: Iceberg Model of Competencies, Types of competencies, Objectives of Competency Mapping, Benefits of Competency approach, Competency Mapping Methodology. Employee Engagement: Means to promote Employee Engagement, Relationship with Talent Management.	L= 12
		T=2 P= 1

2	<p>Concept of Human Capital Management -HRD Audit: Characteristics, Scope, Process, Methodology, Documents and outcomes. HR Accounting: Objectives, Methods, Advantages and Limitations. Human Resource Information System: Issues while adopting HRIS, Sub-systems of HRIS, Steps in designing HRIS, Advantages of using HRIS.</p>	L= 11
		T=2 P= 2
3	<p>Cafeteria Approach in Compensation, Concept of HR Balanced Scorecard. Employee empowerment- concept, objectives, Pre-requisites, types, Process, benefits, limitations. Flexi-time as a retention tool, Moonlighting: causes and HR interventions, Succession Management, Workforce Diversity, Green HRM, Employer and Employee Branding</p>	L= 11
		T=2 P= 2
4	<p>Learning Organization- Concept, Learning culture, HRD in Learning Organization, Role of HRM in Learning organization. Quality circle- constitution and process, Quality of Worklife- objectives, importance, determinants of QWL.</p>	L= 11
		T=2 P= 2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.

Learning Resources		
1	Reference books	<ol style="list-style-type: none"> <li>1. Lyle M. Spencer, Signe M. Spencer, Competence at work –JohnWiley 1993</li> <li>2. Naik G.P, Competency mapping, Assessment and Growth - IIHRM,2010.</li> <li>3. Herman Aguinis, Performance Management - Pearson Education,2007.</li> <li>4. Lance A. Berger &amp;DorothyR. Berger, The Talent Management Hand Book - Tata McGraw Hill.</li> </ol>
2	Practical Components	<ol style="list-style-type: none"> <li>1. Students are expected to conduct a <b>study</b> on how talent is acquired and retained – in various industries – and various strategies followed by the respective companies.</li> <li>2. Students will collect data about the position of principal, director, and other teachers in your college and prepare a <b>competency dictionary</b> for the said positions.</li> <li>3. Students will collect data in your college or any other organization using <b>Q 12 instrument</b> and analyze it to find out the engagement level of employees.</li> <li>4. Students will identify the important positions in your college or any other organization and ascertain the measures if any taken to develop <b>second line of leadership</b>.</li> </ol>
3	Journals	<ol style="list-style-type: none"> <li>1. Harvard Business Review</li> <li>2. Manpower Journal</li> </ol>

	3. Human Capital
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-402(C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INTEGRATED MARKETING COMMUNICATION</b>		<b>PAPER-IV</b>
<b>Course Objectives</b>			
<b>1</b>	Students will become familiar with concepts, theories of IMC.		
<b>2</b>	Students will understand techniques in IMC.		
<b>3</b>	Students will be able to utilize various tools for IMC strategies.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Explain various integrated marketing communication tools & techniques processes		
<b>2</b>	Design marketing communication plans		
<b>3</b>	Evaluate cost elements of marketing communication		
<b>4</b>	Apply social media for marketing communication		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b> <b>IMC &amp; Brand Management</b> – Conceptual overview of IMC, Introduction to IMC tools – Advertising, sales promotion, publicity, public relations, and event sponsorship; Brand Management- Meaning and Definition – Brand Identity System – Types of Branding - Branding Decisions - Brand Extension – Multi- Brand Portfolios - Branding and Positioning– Concept of Brand Equity. Measuring Brand Equity.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b> <b>Media Management-</b> Elements of the Communications Mix - Media Mix - Types of Media- Media Selection- Planning and Buying –Scheduling media objectives, Media channel strategy, audience research, tactics and the media schedule, Source, Message and channel factors, Communication response hierarchy- AIDA model, Hierarchy of effect model, Innovation adoption model, information processing model, The standard learning Hierarchy, Attribution Hierarchy, The Elaboration Likelihood (ELM)	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>

	model, The Foote, Cone and Belding (FCB) Model Strategy - Cost and Ability – Matching Media and Market - Media Ad. Effectiveness.		
3	<b>Unit III</b> <b>Advertising Management-</b> Meaning and Definition – The Five of Advertising Advertising's role in the promotional mix, Theories of advertising effects, Advertising campaign planning, Function of Advertising Agencies – Advertising effectiveness - DAGMAR Approach in Advertising Push vs pull strategy, advertising budgets- Measuring advertising effectiveness(Pre-testing, Copy testing,), Tracking, Advertising return on investment (ROI),Careers, Advertising for special markets or products,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>Unit IV</b> <b>Digital Media &amp; Advertising:</b> Digital Media, Evolution of Technology, Convergence of Digital Media, E- Commerce and Digital Media, Advertising on Digital Media, Social Media, Mobile Advertising, Electronic-PR, Advertising Laws & Ethics:, Intellectual Property Rights,.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

Learning Resources		
1	<b>Text Books</b>	1.Kotler, Kelller, – Marketing Management: A South Asian Perspective – Pearsson Pentice Hall
2	<b>Reference books</b>	1.Aaker David A – Building Strong Brands – The Free Press, New York 2. <b>Keller K.</b> - Strategic Brand Management- Prentice - Hall India 3. <b>Kapferer Jean Noel</b> – Strategic Brand Management – Kogan Page London 4. <b>Chunawalla and Sethia</b> – Foundation of Advertising Theory and Practice- HP Publication 5. <b>Clow Baack</b> - Integrated Advertising, Promotion and Marketing Communication –Pearson Education 6. <b>Kenneth E.C. , Donald Baack</b> - Integrated Advertising, Promotion and Marketing Communications 7. <b>George Belch and Michel Belch</b> - Advertising and Promotion- Tata McGraw-Hill edition 8. <b>Bly the Jim</b> – Marketing Communication – Prentice Hall

		9. <b>U C Mathur</b> - Advertising Management- - New Age International 10. <b>Arunkumar, M Meenakshi</b> - Marketing Management-Vikas Publication
4	<b>Journals</b>	1.Indian Journal of Marketing 2.IUP Journal of Business Strategy 3.Current Contents In Management Marketing
5	<b>Supplementary Reading</b>	The Economic Times  Business Standard
6	<b>Practical Components</b>	1.Conduct Group activity based on all units  2. Case discussion on subject related contents  3. Take different situational activities e.g. - Business Games to the students.  4.Library assignments based on all units

<b>Semester</b>	<b>IV</b>	<b>Total Credits:</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-402-(D)</b>	<b>Credit Pattern</b>	<b>C – 44, P = 2 T = 2</b>
<b>Course Title</b>	<b>AGRI-COMMODITY MARKETS AND AGRI-BUSINESS</b>		
<b>Course Out Comes:</b> Students will be able to			
<b>1</b>	Discuss commodity markets for various agricultural produce		
<b>2</b>	Analyze commodity trading practices in India and other countries		
<b>3</b>	Appraise the Agri-commodities Markets and Agribusiness		

#### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Commodity Markets and Commodity Risk: An Overview:</b> Introduction Commodity markets, marketing of agricultural commodities, physical market operations, Understanding risk, managing risk, evolution of commodity derivatives, evolution of commodity derivatives in India	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Commodity Derivatives:</b> Meaning, Types and classification, pricing derivatives, derivative markets and its participants, economic importance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Commodity Exchanges:</b> Introduction, commodity exchanges around the world and in India, Electronic Spot exchange, regulation of commodity markets	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Variety in commodity Markets:</b> designing commodity controls, weather derivatives, freight derivatives, electricity derivatives, catastrophe derivatives, carbon derivatives, currency derivatives and property derivatives	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ul style="list-style-type: none"><li>• Purcell WD, 1991, Agricultural Futures and Options: Principles and Strategies, Macmillan Publications</li></ul>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Kaufman PJ, 1986, The Concise Handbook of Futures Markets, John Willy and Sons,</li><li>2. Wasendorf RR and Mc Cafferty, 1993, All About Commodities from the Inside Out, Mc Grow hill</li></ol>
3	<b>Websites</b>	<p><a href="http://www.indiabudget.nic.in">www.indiabudget.nic.in</a> <a href="http://www.commodityonline.com">www.commodityonline.com</a></p>
4	<b>Journals</b>	<p>Indian Journal of Agricultural Economics Indian Journal of Agricultural Marketing Journal of Agribusiness Indian Journal of Finance Rural Marketing Vikalpa</p>
5	<b>Supplementary Reading</b>	<p>e-NAM website <a href="http://www.mcxindia.com">www.mcxindia.com</a></p>
6	<b>Practical Component</b>	<ul style="list-style-type: none"><li>• Identify the various countries standards of commodity trading and prepare a report</li><li>• Collect commodity data and analyze product wise trend and forecaste</li><li>• Visit nearby commodity trading agency and conduct an interview with trading executive and submit report</li></ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-401-(E)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>MODERN APPROACHES TO QUALITY MANAGEMENT</b>		

<b>Course Objectives:</b>	
1	To make students understand fundamental concepts and principles of quality management, including the basic concept and functions of service quality management.
2	To make students knowledgeable about theoretical aspects and practical application of statistical quality control techniques.
3	To introduce students to various quality management awards & its framework.

<b>Course Outcomes: Students will be able to;</b>	
1	Describe different concepts related to Quality Management.
2	Apply relevant practices of Quality Management in the organization.
3	Analyze issues involved in Quality Management.
4	Evaluate the recent developments in Quality Management

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>INTRODUCTION TO QUALITY MANAGEMENT</b> Definitions of Quality, Dimensions of Quality, Meaning of Quality Management, Evolution of Quality Management, Quality Assurance, Quality of Design, Quality of Conformance, Cost of Quality: Cost of Poor Quality, Cost of Internal & External Failure, Appraisal Cost, Prevention Cost. Quality Function Deployment.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>STATISTICAL QUALITY CONTROL</b> Meaning And Significance of Statistical Quality Control, Need of Accepting Sampling, Types of Sampling Plans, OC Curve, Introduction To Statistical Process Control & Control Charts, Control Charts for Variable, Control Charts for Attribute. (Numerical Treatment on Control Charts)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>TOTAL QUALITY MANAGEMENT &amp; SIX SIGMA</b> Total Quality Management: Concept of TQM, Evolution of TQM, Principles of TQM, TQM Model, Implementation of TQM (PDCA Cycle), Training for Quality Management. Six Sigma: Introduction to Six Sigma, Evolution of Six Sigma, DMAIC Model for Implementing Six Sigma, Six Sigma Impact Measurement. Quality Circles.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

4	<b>SERVICE QUALITY MANAGEMENT&amp; QUALITY MANAGEMENT AWARDS</b> Introduction to Service Quality, The Service Quality GAP Model, Measuring& Improving Service Quality, Quality System Standards, Bureau of Indian Standards, International Organization of Standardization, ISO 9000-2000, Deming Prize, Malcolm Baldrige National Quality Award, Rajiv Gandhi National Quality Award, The Golden Peacock National Quality Award.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	1. Amitva Mitra, Fundamentals of Quality Control and Improvement, Wiley 2. R. Panneerselvam & P. Sivasankaran, Quality Management, Prentice Hall India Learning Private Limited 3. Shridhara Bhat K, Total Quality Management – Text and Cases, Himalaya Publishing House, First Edition 4. M. Mahajan, Statistical Quality Control, Dhanpat Rai& Co.
<b>2</b>	<b>Reference books</b>	1. Kanishka Bwdi ,“Quality Management”, Oxford University Press 2. David Hoyle, Quality Management Essentials, Butterworth-Heinemann
<b>3</b>	<b>Websites</b>	1. <a href="https://www.managementstudyguide.com/total-quality-management-articles.htm">https://www.managementstudyguide.com/total-quality-management-articles.htm</a> 2. <a href="https://www.managementstudyguide.com/six-sigma-articles.htm">https://www.managementstudyguide.com/six-sigma-articles.htm</a>
<b>4</b>	<b>Journals</b>	1. International Journal of Productivity and Quality Management (IJPQM) 2. Journal of Quality Management   ScienceDirect.com 3. Quality Management Journal – Scimago 4. The TQM Journal information – Emerald
<b>5</b>	<b>Supplementary Reading</b>	1. Dale H. Besterfield et al, Total Quality Management, Third edition, Pearson Education 2. Evans & Lindsay, An Introduction to Six Sigma & Process Improvement, Cenage learning
<b>6</b>	<b>Practical Component</b>	1. To meet quality control manager of any local manufacturing organization to understand application of Quality Control Tools. 2. Identifying and visiting local ISO Certified organization to understand criteria for getting ISO Certification.



		<p>3. Visiting any local service sector business to study its Quality Management Framework.</p> <p>4. Library Exercise on any one of the Quality Management Awards studied and any one award winning company of your choice.</p>
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-402(F)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>APPLIED DATA SCIENCE AND BUSINESS ANALYTICS USING R</b>		

<b>Course Objectives</b>	
1	To understand the nature of software development and software life cycle process models, agile software development, SCRUM, and other agile practices
2	To develop the skill of software design and user-centric approach and principles of effective user interfaces.

3	To infer the need for project management and project management life cycle
<b>Course Outcomes: Students will be able to;</b>	
1	plain needs for software specifications also they can classify different types of software requirements and their gathering techniques
2	stify the role of SDLC in Software Project Development and they can evaluate the importance of Software Engineering in PLC.
3	miliar with the different methods and techniques used for project management..
4	scuss the parameters of the software project's success and failures.

Unit Number	Contents	Number of Sessions	
1	Introduction to Data Science – Data Science Process, Concept of Big Data, Business Intelligence, Concept of Data mining, uses of data mining, Concept of data warehousing, OLAP, OLTP, A Process Model for Data Mining, Analytics for managers, Modules and Model Building, hard coding and soft coding in excel	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Introduction to Business Analytics, Prerequisites for effective business analytics, Applications of Business Analytics, ETL Process, Role of statistics in Analytics, Types of Digital Data, ETL Process, Introduction to R and its environments, Installing R, The R community, The R environment, Installing R, Variables in R, Working with R, R Packages	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Single-mode Data Structure-Create, Attributes, subscribing, Multi-mode data structure- Create, Attributes, subscribing, Decision making Structures, Predictive analytics, Emergence of Predictive Analytics, Applications of Predictive Analytics	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Basic Visualization-Pie Chart, Bar Chart, Line Chart, Q-Q Plot, Box-and-Whisker plot, Bubble plot, Role of statistics in Analytics, Basic Statistics using R, Time-series Models, Decision Tree, Clustering using R, Machine learning for text data, Building web applications with Shiny project	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

- Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

<b>Learning Resources</b>		
1	<b>Text Books</b>	4. Fundamentals Of Software Engineering – Roger Pressman 5. Information Technology Project Management – Jack Marchewka – Wiley India Edition

2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>9. Fundamentals Of Software Engineering - Rajib Mall Ghezzi, Jazayeri Stephen H. Khan</li> <li>10. Software Requirements And Estimation - Fenton, Ptleeger McGraw Hill</li> <li>11. Project Management For Software Development - Jaico</li> <li>12. IT Project Estimation – Paul Coombs. – Cambridge</li> <li>13. Information System Project Management - John McManus, Trevor Wood- Happer – Pearson.</li> <li>14. Software Project Management – Bob Hughs, Mike Cotterell – Tata McGraw-Hill</li> </ul>
3	<b>Website</b>	<ul style="list-style-type: none"> <li>7. <a href="http://www.tutorialspoint.com">www.tutorialspoint.com</a></li> <li>8. <a href="http://www.guru99.com">www.guru99.com</a></li> <li>9. <a href="http://www.examupdates.in">www.examupdates.in</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>5. International Journal of Scientific Computing</li> <li>6. International Journal of Statistics &amp; Management Systems</li> <li>7. Chartered Secretary</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>5. Business Line</li> <li>6. Current affairs in newspapers</li> <li>7. Information system Audit Reports from computer consultancies</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>3. Visit any computer consultant firms and discuss and understand about Software engineering process</li> <li>4. Case study about Information system Project Planning</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AECC-401</b>	<b>Credit Pattern</b>	<b>L-22, T-8</b>
<b>Course Title</b>	<b>Employability Skills</b>		
<b>Course Objectives</b>			
1	Develop effective communication skills		
3	Develop broad career plans		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Match the job requirements and skill sets.		
3	Evaluate the employment market.		
<b>Unit Number</b>	<b>Contents</b>		
1	<p><b>Personality, Interpersonal and employability skills and Emotional Intelligence: (15)</b>  Basic Interaction Skills –Within family, Society. Interpersonal and intrapersonal skills.  Types of skills; Decision Making, Articulation Skills, Emotional Intelligence  Human relations examples through role – play and cases</p>		
2	<p><b>Leadership Skills, Team work, Conflict Management ,Interview Skills, Time Management and Stress Management: (15)</b>  <b>Leadership skills</b> – Leadership in groups, coaching, strategic management  <b>Team work &amp; Team building</b> - Characteristics of an effective team, Essentials of an effective team, Evolution Team. Activities – Team trust, team shape up.  <b>Conflict Management</b> – Types of conflicts, how to cope with them  Small cases including role – plays will be used as teaching methodology.  <b>Interview skills</b> –  Preparation pre-during and post interview  Resume writing, self grooming for the interviews. Introduction, Types of interviews, process of interview, Preparation of the candidate, preparation of the interviewer, common interview questions.  <b>Time Management</b> – Importance, Prioritizing tasks, Personal Goal Setting – SMART goals, delegation, Time management in meetings, barriers to time management, identifying and handling time consuming tasks. Activity – Games, role-play, case studies.  <b>Stress Management</b> – Understanding stress, Types of stress, symptoms, causes of stress. Managing stress, Techniques of managing stress. Activity – questionnaire to find out the level of stress.</p>		
<b>Learning Resources</b>			
1	Reference Books	<p>Business Communication – Urmila Rai &amp; S M. Rai, 12/e, Himalaya Publishing House, 2010.  Enhancing Soft Skills – Prof. Dipali Biswas, 1/e, Shroff Publishers &amp; Distributors Pvt. Ltd., 2009.  The ACE of Soft Skills – Gopalaswamy Ramesh &amp; Mahadevan Ramesh, 3/e, Pearson Educaion, 2012. Successful Career, Soft Skills and Business English – Varanasi Bhaskara Rao &amp; Y. Kameswari, 1/e, BS Publications, 2010.</p> <p>Personality Development and Soft Skills - Barun K. Mitra  Emotional Intelligence by Daniel Goleman</p>	



# CSIBER

**CHHATRAPATI SHAHU INSTITUTE OF  
BUSINESSEDUCATION AND RESEARCH,  
KOLHAPUR-MAHARASHTRA, INDIA**

(AN AUTONOMOUS INSTITUTE)

CPE Phase III, NAAC A+



**STRUCTURE & SYLLABUS**

**Under C.B.C.S. Pattern  
With Effect from 2021-22**

# **MBA**

# **Programme**

**MASTER OF BUSINESS ADMINISTRATION (MBA BFS)**

## **PROGRAMME EDUCATIONAL OBJECTIVES (PEOS):**

Programme Educational Objectives are broad statements that describe what students are expected to attain within few years of completing their graduation. Programme Educational Objectives are based on the needs of the students undergoing the programme.

The PEOs of MBA Program at CSIBER are as follows;

### **PEO 1:**

Our graduates will develop themselves as professionals contributing effectively and efficiently by applying theories in management and demonstrating team work, effective communication, analytical and creative thinking skills for problem-solving.

### **PEO 2:**

Our graduates will be equipped with leadership and entrepreneurial abilities to enable them to establish themselves as dynamic and innovative business professionals.

### **PEO 3:**

Our graduates will not only be able to adapt to changes in the global environment but also act as change agents in bringing about holistic and sustainable development in the society.

### **PEO 4:**

Our graduates will have highest regard for Personal & Institutional Integrity, Ethical values and Social Responsibility.

## **GRADUATE ATTRIBUTES for MBA COURSE**

1. Problem solving using domain knowledge and quantitative techniques
2. Well versed with soft skills
3. Deal with contemporary issues (innovation, emerging technology, disruption)
4. Entrepreneurial and Leadership abilities.
5. Inter-cultural competency
6. Cater to needs of holistic and sustainable development
7. Develop the capacity for independent and lifelong learning.
8. Global citizenship

### **Programme Outcomes (POS):**

The programme outcomes of MBA program are as follows;

1. **Conceptual Knowledge:-** Graduates will be able to conceptualize, organize, analyse and resolve complex business problems by using their domain knowledge of management.
2. **Leadership and Innovation Skills:-** Graduates will be able to adopt and adapt the contemporary trends in their domain area as well as innovations, emerging technology and global changes while leading and managing business.
3. **Soft Skills:-** Graduates will practice and perform effective communication skills and softskills under various business situations.
4. **Entrepreneurial Skills:-** Graduates will be able to identify, assess and shape entrepreneurial opportunities and evaluate their potential for starting an enterprise.
5. **Stakeholder Concern:-** Graduates will address ethical, legal and cultural issues of organizationand society by utilizing their conceptual knowledge.
6. **Sustainability:-** Graduates will gain ability to take business decisions keeping in mind theneed for sustainable and holistic development.
7. **Research and Lifelong Learning:-** Graduates will be able to participate in active research work, as well as independent and lifelong learning.
8. **Problem Solving:-** Graduates will possess and use competencies in quantitative and qualitative techniques for problem solving in their respective functional areas.

### **I. DURATION :**

The degree of **MBA** shall be full-time course and its duration shall be of **Two Years**.The course consists of Four Semesters. The examination to be held in the First and Second Semester will be called Part – I (First Year) and the examination to be held in the Third and Fourth Semester will be called Part – II (Second Year).

If a candidate fails to clear all the theory papers and project report within **Six** years of his/her registration, the past performance will stand automatically nullified.



If a candidate discontinues any of the terms ( i.e. Semester – I to IV ) on any account, he/she will be allowed to complete the incomplete terms in the subsequent years subject to the condition that it is within the stipulated time duration of **Six** years.

In addition to the above, once a student's term (Semester) is granted, he/she shall be allowed to appear and pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of **Six** years.

In case the term (Semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination. This must be done within **Six** years of his/her registration.

### **Course Completion with Break in Between:**

A student who has passed M.B.A. – I and is seeking admission to M.B.A. – II after a long gap (Provided the gap lies within the stipulated duration of **Six** years) should complete the course syllabus which is in existence at the time he is seeking admission for the academic year.

## **II. ASSESSMENT:**

Taking into consideration the UGC and AICTE requirements, C SIBER has adopted –Credit Grade Based Performance Assessment System (CGPA). Each course is of 100 marks and contact hours for each paper is 60. One credit is allotted to 15 contact hours. All courses of 100 marks are considered as Full credit course with 4 credits. Courses of 50 marks are considered as half credit course and have 2 credits.

For the paper of 100 marks. The distribution of the marks will be as follows –

- i) Formative Evaluation i.e. Internal marks - 40 Marks
- ii) Summative Evaluation i.e. Semester-end examination - 60 marks

2. For the paper of 50 marks. The distribution of the marks will be as follows –

- i) Formative Evaluation i.e. Internal marks - 20 Marks
- ii) Summative Evaluation i.e. Semester-end examination - 30 marks

### Breakup of Formative Evaluation (internal marks)

Head	Marks Out of 40	Marks Out of 20
Attendance and Class Participation	10	05
Quiz	10	05
Any Two from given alternatives: 1. Case Study 2. Home assignment 3. Mid-term test 4. Viva voce 5. Library-based assignment 6. Book report 7. Scrap Book 8. Lab. Practical 9. Field-based activity 10. Group Discussion 11. Seminar 12. Group Activity	10 + 10	05 + 05
	<b>40</b>	<b>20</b>

#### Assessment of AEC courses:

AEC courses will be assessed as follows;

- |  |   |          |
|--|---|----------|
| i) Internal Marks i.e. Formative evaluation  | - | 20 Marks |
| ii) External Marks i.e. Summative evaluation | - | 30 marks |

Summative evaluation (out of 30) will be done by panel consisting of one internal and one external member on the basis of viva/ presentation. The Formative evaluation done by the faculty be shown to the students and their signature will be obtained.

3. For the report of Project Work done (100 marks) the distribution of the marks will be as follows –
- |   |   |          |
|---|---|----------|
| i) Project Report (given by faculty mentor)             | - | 40 Marks |
| ii) Viva Voce (panel of internal and external examiner) | - | 60 Marks |

The assessment of papers will be done by an Internal and External examiner. A difference of more than **20%** in the marks awarded by these examiners would necessitate the valuation of the paper by Third examiner. The '**nearest**' highest two marks will be considered for determining the average mark of such papers.

4. Once the Student passes in the internal marks (Concurrent evaluation out of 40) and the record is submitted to the examination department, it should be carried forward whenever required and it cannot be improved in any case.

5. Students who fail in the internal marks (Concurrent evaluation out of 40) should reappear for the same, only then the revised marks will be considered for further calculation

#### **Assessment of Lab-Based courses:**

##### **1) SEMESTER TWO:**

**Course name: Advanced Excel**

**Credits: FOUR**

60 marks external- based on practical examination conducted by internal and external faculty.

The practical examination will be of 3 hours duration. The student will be given a choice of six questions of 15 marks each, out of which student will have to solve any four.

40 marks internal evaluation will be as per other 4 credit course in the curriculum.

##### **2) SEMESTER TWO:**

**Course name: Managerial Decisions using Excel**

**Credits: TWO**

30 marks external- based on practical examination conducted by internal and external faculty. The practical examination will be of 2 hours duration. The student will be given a choice of three questions of 15 marks each, will be asked out of which student can solve any two.

20 marks internal evaluation will be as per other 2 credit course in the curriculum.

### **III. STANDARD OF PASSING:**

1. In order to pass in a paper/head, a candidate will have to obtain 50% in the Formative Evaluation (Internal Credit), 40% marks in theory, and a minimum of 50% of the marks in aggregate in each paper head.
2. To pass the M.B.A. examination, a candidate will have to pass in all Four Semester in Two Parts i.e. Part – I (Semester – I & II) and Part – II (Semester – III & IV )
3. To pass the Project work a candidate must obtain a minimum of 50% of the Project Report and Viva Voce marks. If a candidate fails in the project report and its viva-voce, he/she will have to reappear for the same in the subsequent semester.
4. A candidate from the first year M.B.A. will be eligible to proceed to the Semester III, if he/she is not having more than **5 (Five)** papers backlog of the First Year (that is Semester – I & II).
5. A candidate will be permitted to proceed to the second Semester even though he/she fails in one or more subjects of the first Semester.
6. The students who have a backlog of not more than **five papers** in the First year (Sem. I & II) examination will be eligible to be admitted to the Second year (III<sup>rd</sup> Semester) of M.B.A.
7. A candidate will be permitted to proceed to the Fourth Semester even though he/she fails in one or more subjects in third Semester.
8. Performance Index (SPI) will be as follows:

**Grading System:**

There shall be numerical marking for each course, which will be placed into credits. Each subject is classified as a major or minor. The major and minor subjects will be given 2 and 1 credits respectively.

**a. Full Credit (100 Marks) Course:**

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
96-100	S+	10.0	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

**b. Half Credit (50 Marks) Course:**

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
48-50	S+	10.0	SUPER
46-47	S	9.0	
43-45	E+	8.5	Exemplary
41-42	E	8.0	
38-40	O+	7.5	Outstanding
36-37	O	7.0	
33-35	A+	6.5	Good
31-32	A	6.0	
28-30	B+	5.5	Average
25-27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

9. **Final Result:** For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated will be as follows.  
 Total earned grade points / Total credits **100**

Result		
CPI	Final Grade	Classification of Final Result.
9.6-10.0	S+	SUPER
9.1-9.5	S	
8.6-9.0	E+	Exemplary
8.1-8.5	E	
7.6-8.0	O+	Outstanding
7.1-7.5	O	
6.6-7.0	A+	Good
6.1-6.5	A	
5.6-6.0	B+	Average
5.0-5.5	B	

**Note:** An aggregate of **5.0** credit points are required to pass the MBA program.

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
48-50	S+	10.0	SUPER
46-47	S	9.0	
43-45	E+	8.5	Exemplary
41-42	E	8.0	
38-40	O+	7.5	Outstanding
36-37	O	7.0	
33-35	A+	6.5	Good
31-32	A	6.0	
28-30	B+	5.5	Average
25-27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

#### IV. CALCULATION OF PERFORMANCE INDICES:

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a Semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as Semester performance index (SPI) and cumulative performance index (CPI) the explanation of which is given below:

##### **Semester Performance Index (SPI):**

The performance of a student in a Semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the Semester  $r$ . If  $G_i$  is a grade with numerical equivalent as  $G_i$  obtained by a student for the course with credit  $C_i$  then, SPI for that Semester is calculated using formula.

$$\text{SPI} = \frac{\sum_1 C_i G_i}{\sum_1 C_i}$$

Where summation is for all the courses registered by a student in that Semester. SPI is calculated to two decimal places and rounded off. SPI once calculated shall be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

### **Cumulative Performance Index (CPI):**

An up-to-date assessment of the overall performance of a student from the first Semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first semester of the programme.

$$\text{CPI} = \frac{\sum_1 C_i G_i}{\sum_1 C_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

Initially there is certain trepidation in the minds of students and there are some difficulties in understanding the mechanics of this system. Therefore, it was decided that for the first year of implementation, on the mark sheets, both, the marks and the grade points and credits should be shown.

## V. GRACE MARKS UNDER DIFFERENT ORDINANCE.

**S.O. No. 1:-**Grace Marks for Passing in each head of Passing (Theory/Practical/ Oral/ Sectional/External/Internal)

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing (Theory/Practical/Oral/Sectional/ in External Internal examination as follows.

Head of Passing	Grace Marks
<b>Upto -50</b>	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
401 and above.	10

Provided that the benefit of such gracing marks in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this ordinance shall be applicable only if the candidate passes the entire examination of Semester/year.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the all India level such as AICTE and UGC.

### **S.O. No. 2:- Grace Marks for getting higher Class**

A Candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Higher Class or Grade by marks not more than 1% of the aggregate marks of that examination or upto 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has

been prescribed. Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE and UGC.

### **S.O. No. 3 Condonation**

If a candidate fails in one or more head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of that examination or 10 marks of the total Number of marks of that of passing in which he/she is failing whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE and UGC.



## MBA (BFS) Programme Structure

**Under C.B.C.S. Pattern With  
Effect From 2021-22**

### **MBA-I, Semester – I**

<b>Nature of Choice</b>	<b>Subject Code</b>	<b>Subject</b>	<b>Credits</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Component (CC)</b>	<b>CC 101</b>	Banking Operations	04	60	40	60	100
	<b>CC 102</b>	Bank Project Management	04	60	40	60	100
	<b>CC 103</b>	Accounting for Business Decision	04	60	40	60	100
	<b>CC 104</b>	Marketing Management	04	60	40	60	100
	<b>CC 105</b>	Business Statistics	04	60	40	60	100
	<b>CC 106</b>	Managerial Economics	04	60	40	60	100
<b>Ability Enhancement Course (AECC)</b>	<b>AECC 101</b>	Professional Communication Skills	02	30	20	30	50
<b>Discipline Specific Elective (DSE)</b>	<b>DSE 101 ( Any One)</b>	DSE 101 (A) Service Sector Management DSE 101 (B) Family Business Management DSE 101 (C) IT for Managers	04	60	40	60	100
		<b>Total</b>	<b>30</b>	<b>450</b>	<b>300</b>	<b>450</b>	<b>750</b>

**MBA-I Semester-II**

<b>Nature of choice</b>	<b>Subject Code</b>	<b>Subject</b>	<b>Credits</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Component (CC)</b>	<b>CC 201</b>	Research Methodology	02	30	20	30	50
	<b>CC 202</b>	Legal Aspects of Banking	04	60	40	60	100
	<b>CC 203</b>	Financial Management	04	60	40	60	100
	<b>CC 204</b>	OB and Human Resource Management	04	60	40	60	100
	<b>CC 205</b>	Financial Market and Services	02	30	20	30	50
	<b>CC 206</b>	Retail Banking	04	60	40	60	100
	<b>CC 207</b>	Managerial Decisions using Excel(Lab-Based)	02	30	20	30	50
<b>Ability Enhancement Course (AEC)</b>	<b>AEC201 (Any One)</b>	AEC 201 (A) German AEC 201 (B) Japanese AEC 201 (C) French AEC 201 (D) Selling and Negotiation Skills AEC 201 (G) Digital Marketing AEC 201 (H) Human Values	02	30	20	30	50
<b>Discipline Specific Elective (DSE)</b>	<b>DSE201 (Any One)</b>	DSE 201 (A) Event Management and Public Relations Management DSE 201 (B) Business Communication	04	60	40	60	100
<b>Generic Elective (GE)</b>	<b>GE 201 (Any One)</b>	GE 201 (B) Environment and Development GE 201 (C) Indian Social Problems and Services GE 201 (D) Office Automation GE 201 (E) Principles of Economics	02	30	40	60	100
		<b>Total</b>	<b>30</b>	<b>450</b>	<b>300</b>	<b>450</b>	<b>750</b>

**MBA-II Semester – III**

Nature of choice	Subject Code	Subject	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks	
<b>Core Component (CC)</b>	<b>CC 301</b>	Strategic Management	04	60	40	60	100	
	<b>CC 302</b>	Business Ethics and Corporate Governance	04	60	40	60	100	
	<b>CC 303</b>	Project report and Viva-voce	04	50days + 30	40	60	100	
	<b>CC-Spl-I-304 (Any Two)</b>		CC-Spl-I-304 (A): International Trade And Finance	04	60	40	60	100
			CC-Spl-I-304 (B): Employee Relations And Labour Law	04	60	40	60	100
			CC-Spl-I-304 (C): Buying Behaviour					
		CC-Spl-I-304 (D): Agri-Business, Entrepreneurship and Cooperatives						
		CC-Spl-I-304 (E): Logistics and Supply Chain Management						
		CC-Spl-I-304 (F): Knowledge Management and ERP						
	<b>CC 305</b>	Equity Markets CC specialization II	04	60	40	60	100	
	<b>CC 306</b>	Rural Banking and Financial Inclusion	02	30	20	30	50	
	<b>DSE 301</b>	Bank Financial Management DSE Specialisation Paper I	04	60	40	60	100	
<b>Discipline Specific Elective (DSE)</b>	<b>DSE-302 (Any Two)</b>	DSE Specialisation Paper II List of Choice for DSE 302: DSE-Spl-II- 301(A): Direct & Indirect Taxes	04	60	40	60	100	
		DSE-Spl-II-301 (B): Strategic And International Human Resource Management	04	60	40	60	100	
		DSE-Spl-II-301 (C): Marketing Sectors						
		DSE-Spl-II-301 (D): Rural And Agricultural Marketing						
		DSE-Spl-II-301 (E): Purchasing and Inventory Management						
		DSE-Spl-II-301-(F): Information System Control and Audit						

<b>Ability Enhancement course (AEC)</b>	<b>AEC-301</b>	AEC-301-(A): Entrepreneurial skills and Start up AEC-301-(B): Health and Wellness AEC-301-(C): Tourism Management AEC-301-(D): Change Management	02	30	20	30	50
<b>Generic Elective (GE)</b>	<b>GE-301 (Any One)</b>	GE-301-(A) E commerce GE-301-(B) Disaster Management GE-301-(C) Corporate Social Responsibility GE-301 (D) Basics Of Indian Economics	02	30	20	30	50
		<b>Total</b>	<b>34</b>	<b>480</b>	<b>340</b>	<b>510</b>	<b>850</b>

**MBA-II Semester – IV**

Nature of choice	Subject Code	Subject	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks	
<b>Core Component (CC)</b>	<b>CC 401</b>	Currency and Treasury Management	04	60	40	60	100	
	<b>CC 402</b>	Bank Risk Management CC Specialization Paper I	04	60	40	60	100	
	<b>CC-Spl-I-402 (Any Two)</b>	<b>CC Specialization Paper II</b> <b>List Of choices for CC 402:</b> CC-Spl-I-402-(A) Management Accounting And Control System						
		CC-Spl-I-402- (B) Performance and Compensation Management CC-Spl-I-402-(C) Sales and Distribution Management CC-Spl-I-402- (D) Agri-Production And Supply Chain Management CC-Spl-I-402-(E) Project Management CC-Spl-I-402-(F) Software Engineering and IT Project Management	04 04	60 60	40 40	60 60	100 100	
<b>Discipline Specific Elective (DSE)</b>	<b>DSE 401</b>	International Banking and Forex Management DSE Specialization I	04	60	40	60	100	
	<b>DSE 402 (Any Two)</b>	<b>DSE Specialization II</b> <b>List of choices for DSE 402:</b> DSE-Spl-II-401- (A) Investment And Portfolio Management DSE-Spl-II- 401(B) Talent And Human Capital Management DSE-Spl-II-401-(C) Integrated Marketing Communication DSE-Spl-II-401-(D) Agri-Commodity Markets And Agri-Business. DSE-Spl-II-401-(E) Modern Approaches to Quality Management DSE-Spl-II-401-(F) Applied Data Science and Business Analytics using R	04 04	60 60	40 40	60 60	100 100	

<b>Ability Enhancement Compulsory course (AECC)</b>	<b>AECC-401</b>	Employability Skills	02	30	20	30	50
		<b>Total</b>	<b>22</b>	<b>330</b>	<b>220</b>	<b>330</b>	<b>550</b>

**Component-wise distribution of MBA curriculum 2021-22**

<b>Component \ Semester</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Total</b>	<b>PERCENTAGE</b>
Core Courses	24	22	22	12	<b>80</b>	68.9 %
Discipline Specific Elective	4	4	8	8	<b>24</b>	20.7 %
Ability Enhancement Compulsory Course	2	-	-	2	<b>4</b>	3.5 %
Ability Enhancement Course	-	2	2	-	<b>4</b>	3.5%
Generic Elective	-	2	2	-	<b>4</b>	3.5 %
<b>Total credits:</b>	<b>30</b>	<b>30</b>	<b>34</b>	<b>22</b>	<b>116</b>	<b>100%</b>

**MBA – I**  
**SEMESTER – I**



<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 101</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>BANKING OPERATIONS</b>		

<b>Course Objectives</b>	
1	To Study the Basic Regulatory Framework in Which Banks Operate
2	To Examine Organization of Banking Business
3	To Explain Basics of AML/KYC

<b>Course Outcomes</b>	
	The students will be able to learn:
1.	Regulatory Framework of Banking in India
2.	Understanding of various functions in a Bank, BASEL I, II, III
3.	AML/KYC Principles and Practices

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Nature of Banking Business:</b> Socio, Economic and legal environment of banking business in India, <b>Official regulation and control over banks in India:</b> Banking Regulation Act, 1949, Reserve Bank of India Act, 1934, Companies Act, 2013 (As applicable to Banking Companies) etc.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Forms of Banking:</b> Branch Banking, Unit Banking, Group Banking, Chain Banking, Correspondent Banking. <b>Process of Bank Management:</b> Organizational Structure of Commercial Banks in India Department set up of head office, Zonal Office, Regional office and Branch offices, <b>Various Functions/Departments in a bank-</b> Organisation and Methods(O&M), Legal, Credit, HR, Planning, Recovery, Monitoring Treasury, Planning, Accounts, Audit, Vigilence, Administration/Facilities Delegation of authority in banks,	<b>L= 12</b>	
		<b>T=1</b>	<b>P=2</b>
<b>3</b>	<b>Management in Banks:</b> Profitability and Productivity in banks, Management of large sized branches and rural branches, Management of assets and liabilities in banks, Internal control and Performance budgeting system – Management Information system, Income Recognition and asset classification norms <b>Introduction to BASEL I, II and III</b>	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>4</b>	<b>AML/KYC</b> Meaning of KYC, KYC Requirements for Individuals, Firms, Companies, Others; Customer Due Diligence and Enhanced Due Diligence, Regulatory Framework: AML (Anti Money Laundering), FATF (Financial Action Task Force), FIU-Ind (Financial Intelligence Unit- India), The concept of Money Laundering, Steps in Money Laundering, Initiation, Layering, Integration, Reporting Requirements of RBI- Cash Transaction Report (CTR), Suspicious Transaction Report (STR)	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Principles and Practice of Banking, IIBF</li> <li>• Legal Aspects of Banking, IIBF</li> <li>• Anti-Money Laundering &amp; Know Your Customer, Macmillan Education</li> </ul>
<b>2.</b>	<b>Reference Books</b>	<ul style="list-style-type: none"> <li>• Vasudevan, T.M.C., 2007, Cooperative Banking Operations, Macmillan India Ltd., Delhi.</li> <li>• Indian Institute of Banking &amp; Finance, Mumbai, 2006, , Principles and Practice of Banking, Accounting and Finance for Bankers, Legal Aspects of Banking Operations, Macmillan India Ltd., Delhi.</li> <li>• Zacharias, K.D., 2005, Legal Aspects of Banking Operations, Macmillan India Ltd.</li> <li>• Reserve Bank of India, 2002, Taxmann Reserve Bank of India's Instructions for Banks &amp; Banking Operations, Taxmann Allied Service Pvt. Ltd., New Delhi.</li> </ul>
<b>3.</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.rbi.org.in">www.rbi.org.in</a></li> <li>• <a href="http://www.iibf.org.in">www.iibf.org.in</a></li> <li>• <a href="http://www.bis.org/bcbs/">www.bis.org/bcbs/</a></li> </ul>
<b>4.</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Finance India, the quarterly journal of Indian Institute of Finance</li> <li>• Bank Quest- IIBF</li> <li>• Journal of Banking and Financial Technology – IDRBT</li> </ul>
<b>5.</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Newspapers, Magazines on Current Affairs</li> </ul>
<b>6.</b>	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Examine Various Publicly Available Forms of a Bank such as Account Opening Form or Loan Application Forms; Explain the purpose of various fields therein; Suggest a few fields in the chosen form for adding therein.</li> <li>2. Prepare / Study the organization chart of a nationalized bank and depict the same</li> <li>3. Obtain the list of high risk categories of customers from a Mid Size Bank.</li> </ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 102</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>BANK PROJECT MANAGEMENT</b>		
<b>Course Outcomes</b>			
	The students will able to learn:		
1.	Explain the Regulatory Framework in the Indian Banking system.		
2.	Analyze the Project Report Preparation and Evaluation, Capital Budgeting Techniques.		
3.	Understand the concepts of Loan Monitoring and NPAs and its impact, Credit Rating Agencies		
4.	Develop necessary competencies expected of a banking professional.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Banking Business;</b> KYC norms, AML, Non-banking financial intermediaries; Types of advances and deposits in a bank. <b>New Dimensions and Products.</b> - Credit, Debit and Smart Cards, and e-Banking <b>Structure of the Indian Banking System:</b> a. Commercial Banks – Public and Private Sector and Foreign Banks. Cooperative Banks b. Understanding the Annual Report and Balance Sheet of a Bank	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Project Finance:</b> Project Identification and Feasibility Report - Industry Classification, Industrial Policy, Regulatory Framework, Selection of Project, Feasibility Report - Meaning and Scope, Project feasibilities-Market, Technical, Management, Economic. <b>Project Evaluation (Capital Budgeting Techniques):</b> Evaluation under certainty - Net Present Value (Problems - Case Study), Benefit Cost Ratio, Internal Rate of Return, Payback Period, Average Rate of Return – Evaluation under uncertainty – Methodology for project evaluation – Commercial vs. National Profitability – Social Cost Benefit Analysis, Social or National profitability.	<b>L= 12</b>	
		<b>T=1</b>	<b>P=2</b>
<b>3</b>	<b>Tools in the Hand of a Credit Officer:</b> Cost of Project, Sources of Finance, Financial Projections - Cash Flow and Profitability, Working Capital Estimation, Use of Capital Budgeting Techniques - Financial Analysis - Liquidity Ratios. Current Ratio, Debt Equity Research, Fixed Assets Coverage Ratio, Debt Service Coverage Ratio Etc., Break Even Point Analysis, Leverage Analysis <b>Capital Structure</b> Sources of Finance (Choices of Securities), Equity & Debentures, Factors Affecting Various Sources Of finance - Cost of Capital, Control, Liquidity, Availability, Promoters Contribution, Security Margin, Debt Service Coverage Ratio Preparation of Detailed Project Report	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>

<b>4</b>	<b>Basics of Monitoring for Banking Operations :</b> <b>Advances-</b> Process and documentation of Bank Lending, Concept of Charge, Types of Charge, NPA (IRAC- Income Recognition and Asset Classification Norms), Provisioning Requirements <b>Credit Rating</b> – Meaning, Functions – Debt Rating System of CRISIL, ICRA and CARE. <b>Factoring, Forfeiting and Bill Discounting</b> – Types of Factoring Arrangements – Factoring in the Indian Context	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1.</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Credit Appraisal, Risk Analysis and Decision Making, D D Mukherjee, SnowWhite</li> <li>2. Basics of Banking and Finance, Dr.K.Bhattacharya ,O.P.Agarwal</li> <li>3. Principles &amp; Practices of Banking, Indian Institute of Banking and Finance</li> <li>4. Banking Theory &amp; Practices, KC Shekhar,Lekshmy Shekhar</li> </ol>
<b>2.</b>	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Panneerselvam &amp; Senthilkumar, Project Management, PHI, Delhi, 2009</li> <li>2. Kamaraju Ramakrishna,Essentials of Project Management, PHI, Delhi, 2010</li> <li>3. ArunKanda ,Project Management, PHI, Delhi, 2011</li> <li>4. M.Y.Khan, Indian Financial System, Tata McGraw Hill</li> <li>5. K.Nagarajan, Project Management, New Age International Publications</li> <li>6. Prasanna Chandra Financial Management, TMGH</li> </ol>
<b>3.</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. odishavet.com/dairy-farming-project-report/dairy-farm-project-10- cows/</li> <li>2. www.nabard.org</li> <li>3. <a href="https://udyamimitra.in/ProjectProfiles">https://udyamimitra.in/ProjectProfiles</a></li> <li>4. Loan Schemes of various banks as available on their websites.</li> </ol>
<b>4.</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Journal of Structured Finance</li> </ol>
<b>5.</b>	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Financial Newspapers</li> <li>2. Financial Magazines</li> </ol>
<b>6.</b>	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Preparation of Cost of Project</li> <li>2. Preparation of Profitability Projections</li> <li>3. Preparation of Cash Flow Projections</li> <li>4. Preparation of CMA</li> <li>5. Preparation of Detailed Project Report</li> </ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 103</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ACCOUNTING FOR BUSINESS DECISIONS</b>		
<b>Course Outcomes:</b> The students will able to			
1.	Apply basic accounting principles and concepts for preparation of financial statements		
2.	Asses funds from operation with the help of funds flow statement		
3.	Evaluate the financial position by preparing the financial statement as per Schedule-III		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Accounting: (15)</b> Accounting as an information system, concepts, convention and principles of Accounting, Types of Business Organizations, Legal Regulatory And Tax Framework., Role of accountant in an organization, Accounting Process. Branches of accounting: Financial, Cost and Management Accounting and their inter-relationships, Introduction of Accounting Standards.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P=2</b>
<b>2</b>	<b>Financial Statement Analysis: (15)</b> Preparation and Understanding of Financial Statements, Exposure to format of schedule III of Public Limited, Introduction of IFRS & Introduction of Tally Software Package in Accounting – Creating Companies, journal entries and ledger accounts.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Fund Flow and Cash Flow Statement: (15)</b> Preparation of Funds Flow Statement and its analysis and Cash Flow Statement: Various cash and non-cash transactions, flow of cash, difference between cash flow and fund flow, preparation of Cash Flow Statement and its analysis. (As per AS-3).	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Introduction to Cost Accounting &amp; Techniques: (15)</b> Introduction to Cost Accounting, Elements of Cost and Cost Sheet, Use and Importance of Standard Costing, Including Variance Analysis – Materials and Labour Variances. Cost Control Techniques.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1.	<b>Text Books</b>	1. S N Maheshwari “Introduction to Accountancy” S Chand Publication 2. Prof. V.A. Patil, Dr. P. M. Herekar, “Financial Accounting” Ajab Publication 3. S. C. Gupta, “Advanced Accounts” S Chand Publication. 4. M. G.Patkar, “Book Keeping & Accountancy” 5. G Sekar & B Sarvana Prasath, “CA Inter Padhuka Ready Referencer on Accounting”, Padhuka’s Publication
2.	<b>Reference Books</b>	1. Accountants' Guidebook: A Financial and Managerial Accounting Reference 2. Jae K. Shim, Joel G. Siegel, Nick Dauber CPA, Anique Qureshi; “Accounting handbook” 3. “A Dictionary of Accounting” Oxford Quick Reference Publication
3.	<b>Websites</b>	<u>The Institute of Chartered Accountants of India</u> : <a href="http://www.icai.org">www.icai.org</a> <u>The Institute of Company Secretaries of India</u> : <a href="http://www.icsi.edu">www.icsi.edu</a>
4.	<b>Journals</b>	<ul style="list-style-type: none"> <li>• The Chartered Accountant Journal.</li> <li>• The Chartered Secretary Journal.</li> <li>• The Management Accountant Journal, Printer &amp; Publisher, CMA Kaushik Banerjee, <b>and Editor:</b> CMA Dr Debaprosanna Nandy, <b>ISSN:</b> 09723528.</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Journal of Accounting &amp; Finance</li> </ul>
5.	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> </ul>
6.	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on Schedule III</li> <li>• Practical Problems on Fund Flow and Cash Flow Statements</li> <li>• Practical Problems on Cost Sheet</li> <li>• Practical Problems on Standard Costing and Variance Analysis</li> <li>• Financial statement analysis using Prowess-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 104</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MARKETING MANAGEMENT</b>		
<b>Course Objectives:</b>			

1	To create an awareness about fundamentals of marketing
2	To cover the basic concepts of marketing and develop conceptual abilities and substantive knowledge in marketing through a variety of real-life marketing situations.
3	To understand the use of marketing mix in marketing decision making
<b>Course Outcomes:</b> Students will be able to;	
1.	Discuss conceptual knowledge of Marketing
2.	Analyse marketing situations
3.	Devise Market segmentation strategies for product and services.
4.	Develop 4Ps of Marketing for Product and Services.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Introduction to Marketing &amp; Demand Measurement</b> Definition – Importance and Scope – Core-concepts of Marketing – Company Orientation Towards Market place - Scanning the Marketing Environment Macro – Demographic, Economic, Social – Cultural – Political – Legal- Technology- Natural and Micro environment. Concept of Market Demand and Demand Measurement, Definition, Need & Benefits	L= 11	
		T= 2	P= 2
2	<b>Market Segmentation &amp; Product Mix</b> Bases for market Segmentation, Segmentation of Consumer goods, Industrial goods and services. Effective segmentation criteria, Evaluating & Selecting Target Markets, differentiation, Positioning. Consumer and Business buying process. Concept of Product, Classification- Levels of Product– Product Life Cycle – New Product Development -Branding, Packaging and Labeling,	L= 12	
		T= 2	P= 1
3	<b>Price, Place &amp; Promotional Mix</b> Importance of pricing, Pricing Objectives, Price Determination Procedure – Methods of Pricing. Importance, Functions of Distribution channels - Introduction to the various Channels of Distribution – Channel Management Decision. - Advertising, Sales Promotion, Publicity and Personal Selling, Impact of Technology & Internet on Promotion.	L= 11	
		T= 2	P= 2
4	<b>Marketing Planning &amp; Control</b> Nature, Scope and Contents Of Marketing Plan - Process of planning Concept – Importance- Techniques of control- Annual Plan Control – Profitability Control – Efficiency Control – Strategic Control	L=11	
		T= 2	P= 2

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kotler Philip, “Marketing Management 17th Edition 2015”, Prentice Hall of India, New Delhi.</li> <li>2. Saxena Rajan, “Marketing Management 2nd Edition 2002”, Tata McGraw Hill, New Delhi</li> </ol>

2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Station W.J. Etzel M.J., “Fundamentals of Marketing – 10th Edition 1994” , Mc Graw Walker B.J., Hill International Editions.</li> <li>2. Srinivasan R., “Case Studies in Marketing”, Prentice Hall, New Delhi, 2000</li> <li>3. Kaushal H., “Case Study Solutions in Marketing”, McMillan India 2001</li> <li>4. V.S.Ramaswamy and S.Namakumari -Marketing Management –Macmilan Business Books</li> <li>5. Arunkumar, M Meenakshi- Marketing Management-Vikas Publication</li> <li>6. Walkar, Boyd, Mullins And Larreche. "Marketing Strategy. A Decision Forced Approach", Tata Mcgraw Hill 4th Edition.</li> </ol>
3	<b>Websites</b>	<p><a href="https://www.ama.org/">https://www.ama.org/</a>  <a href="https://www.academyofindianmarketing.org/">https://www.academyofindianmarketing.org/</a> (Academy of Indian Marketing (AIM)   Management Institutions)  <a href="https://www.ima-india.com/">https://www.ima-india.com/</a> (<a href="https://www.ima-india.com/">https://www.ima-india.com/</a>)  <a href="https://www.mrsi.co.in">https://www.mrsi.co.in</a> (Market Research Society Of India: MRSI)  <a href="http://www.rmai.in/">www.rmai.in/</a> (Rural Marketing Association of India: RMAI)</p>
4	<b>Journals</b>	<p>Indian journal of marketing  Journal of digital marketing  Journal of Marketing: SAGE Journals</p>
5	<b>Supplementary Reading</b>	<p>Economics Times, Brand Equity  Business Standard, The Strategist.</p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Student will select any product of their choice and prepare a poster presentation on core concept of Marketing applicable for the product.</li> <li>2. Student will select any industry of their choice, identify the major companies operating in industry and compare the segmentation strategy used by companies.</li> <li>3. Group Activity: Students will develop a conceptual new product, identify the target market for the product and develop a marketing plan for the product.</li> <li>4. Group Activity: Students will prepare an advertisement to promote the conceptual product developed to the target customer.</li> </ol>



<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 105</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>BUSINESS STATISTICS</b>		
<b>Course Outcomes:</b> Students will be able to			
<b>1</b>	Provide solution to management decision problems.		
<b>2</b>	Analyze company/organization data for taking decisions.		
<b>3</b>	Interpret the relevance of statistical findings for business problem solving and decision making.		
<b>4</b>	Evaluate the data collected for management decision and provide inference towards it.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<p><b>Measures of Central Tendency:</b> Introduction, Objectives of statistical average, Requisites of a Good Average, Statistical Averages - Arithmetic Mean - Properties of arithmetic mean - Merits and demerits of arithmetic mean, Median - Merits and demerits of median, Mode - Merits and demerits of mode,</p> <p><b>Measures of Dispersion:</b> Appropriate Situations for the Use of Various Averages, Positional Averages, Dispersion – Range - Quartile deviations, Mean deviation, Standard Deviation -Properties of standard deviation, Coefficient of Variation.</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<p><b>Simple Correlation:</b> Introduction , Correlation - Causation and Correlation - Types of Correlation -Measures of Correlation - Scatter diagram - Karl Pearson’s correlation coefficient - Properties of Karl Pearson’s correlation coefficient, Spearman’s Rank Correlation Coefficient</p> <p><b>Regression:</b> Regression analysis - Regression lines - Regression coefficient,</p> <p><b>Permutation &amp; Combination:</b> Principles of counting, Permutations of n dissimilar objects taken r at a time (with and without repetitions), Properties, Combination of n objects taken r at a time, Properties, examples on Permutations and Combinations.</p>	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<p><b>Probability:</b> Random experiment, sample space and classification of sample spaces, Classical definition of probability, Properties, Conditional probability, Multiplication law of probability, Baye’s theorem, Independence of events, Examples.</p> <p><b>Probability Distribution:</b> Random variable, Probability mass function, Cumulative distribution function, Mathematical expectation, Variance, Definition and properties of Binomial, Poisson distribution-examples, Probability density function, Definition and properties of Normal distributions. Examples.</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<p><b>Testing of Hypothesis:</b> Introduction, Simple &amp; Composite, Null &amp; Alternate Hypothesis, Type I and Type II Error, Level of Significance, One Tail &amp; Two Tail, General Procedure of Testing of Hypothesis, Parametric Test, Large Sample Z Test for – Population Mean, Difference of Population Means, Small Sample t Test for – Population Mean, Difference of Population Means, Non-Parametric – Chi Square Test of Independence</p>	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. S C Gupta, Fundamentals of Statistics</li><li>2. S C Gupta, Business Statistics</li><li>3. C R Kothari, Research Methodology – Methods Techniques</li></ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. N D Vohra, Business Statistics, Tata McGraw Hill</li><li>2. G C Beri, Business Statistics, Tata McGraw Hill</li><li>3. Devid M Levine etc, Business Statistics – A First Course, Pearson Publication.</li><li>4. Glyn Davis &amp; Branko Pecar, Business Statistics Using Excel, Oxford University Press.</li><li>5. Albright, Winston, Zappe, Decision Making Using Microsoft Excel, Cengage Learning.</li></ol>
<b>3</b>	<b>Journals</b>	<ol style="list-style-type: none"><li>1. International Journal of Statistics &amp; Management Systems</li><li>2. Calcutta Statistical Association Bulletin</li><li>3. Vikalpa: The Journal for Decision Makers</li></ol>
<b>4</b>	<b>Websites</b>	<ol style="list-style-type: none"><li>1. <a href="http://www.stattrek.com">www.stattrek.com</a></li><li>2. <a href="http://www.statisticsbyjim.com">www.statisticsbyjim.com</a></li><li>3. <a href="http://www.pinkmonkey.com/studyguides/subjects/stats/contents.asp">www.pinkmonkey.com/studyguides/subjects/stats/contents.asp</a></li></ol>
<b>5</b>	<b>Supplementary Reading</b>	Glyn Davis & Branko Pecar, Business Statistics Using Excel, Oxford University Press.
<b>6</b>	<b>Practical Component</b>	<ol style="list-style-type: none"><li>1. Analyzing collected raw data or online available data.</li><li>2. Finding relations among two or more variables and fitting regression equation to predict value of dependent variables.</li></ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 106</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>MANAGERIAL ECONOMICS</b>		
<b>Course Outcomes:</b> Students will be able to			
<b>1</b>	Describe micro and macroeconomic concepts of business importance		
<b>2</b>	Analyze Economic Variables which influence managerial decision making process		
<b>3</b>	Asses micro and macro-economic environment of business decision process		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Managerial Economics and Demand Analysis</b> Basic Economic Concepts, Nature And Scope Of Managerial Economics, Objectives Of The Firm And Constraints, Business Decision-Making Model, Tools Of Economic Analysis, Introduction to Consumer Behavior and Utility measurement, Demand Analysis- Meaning, Types And Determinants Of Demand, Demand Function And Law Of Demand, Elasticities And Their Utilities In Managerial Decisions, Demand Forecasting- Meaning, Purpose And Methods, Law of Diminishing Marginal Utility, Basics of Ordinal Utility approach.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Production &amp; Cost Analysis for Business Decisions</b> Production Analysis- Production Schedules, Production Functions-Short Run And Long Run, Returns To Scale Approach, Marginal Productivity Of Inputs, Optimal Input Combination. Cost Concepts, Cost Function, Cost-Output Relationship, Short Run And Long Run Analysis	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Market Structure and Pricing Concepts</b> Introduction to Market Competition and its Nature, Perfect Competition, Monopolistic Competition, Monopoly and Oligopoly etc, Price and Output Determination in different Markets, Pricing practices: Cost plus pricing, incremental pricing, multiple product pricing, product line pricing, specific pricing problems	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>National Income and Macro-Economic Policies</b> Introduction to National income, Basic Concepts, Estimation of NI and Difficulties, Circular Flow Of Aggregate Income and Expenditure, NI as a Measure of Economic Development In Comparison with other Indicators. <b>Role and function of Money Market:</b> Composition and instruments. RBI role and functions. Capital Markets: Role and functions, Regulatory role of SEBI. <b>Objectives and Instruments</b> of Monetary And Fiscal Policies, Recent Issues In Monetary And Fiscal Policies	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed
2. Necessary Audio and Video case studies must be shown in the class.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. D.N. Dwivedi , Managerial Economics, Vikas Publication House, New Delhi</li> <li>2. Dominick Salvatore, Managerial Economics, Mcgraw Hill Inc, New York, (2000)</li> <li>3. Deviga Vengedasalam,Karunakaran Madhavan Principles of Economics (Third Edition) Oxford University Press, 2014</li> <li>4. Mithani D M (2016)Managerial Economics : Theory And Applications, Himalaya Publishing House</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Paul Samuelson, Economics, Mcgraw Hill Inc, New Delhi, (2000)</li> <li>2. Peterson &amp; Lewis, Managerial Economics, Prentice Hall India Ltd, New Delhi, ( 2001).</li> <li>3. H.L. Ahuja, 2004, Modern Micro Economics Theory and Practices, Ed.12, S.Chand, New Delhi.</li> <li>4. Timothy C.G. Fisher, David Prentice and Rober Waschik, Managerial Economics - A Strategic Approach, Routledge, 2010.</li> </ol>
3	<b>Websites</b>	<p><a href="https://www.rbi.org.in/home.aspx">https://www.rbi.org.in/home.aspx</a>  <a href="http://finmin.nic.in/">http://finmin.nic.in/</a>  <a href="http://nptel.ac.in/courses/110101005/3">http://nptel.ac.in/courses/110101005/3</a>  <a href="http://indiabudget.nic.in/budget.asp">http://indiabudget.nic.in/budget.asp</a>  <a href="https://www.cmie.com/">https://www.cmie.com/</a>  Economic and Political Weekly</p>
4	<b>Journals</b>	<p>Journal of Applied Economics  Indian-Economic-Journal  International Journal of the Economics of Business  Journal-of Indian-School-of-Political-Economy  Agricultural-Economic-Research-Review</p>
5	<b>Supplementary Reading</b>	<p>Economics Times Daily  Business Standard Daily  Business Today Daily  Latest Monetary Policy Report  Latest Fiscal Policy Report</p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Visit to medium scale vendor at your near point. Collect data on a specific product sales and price. Estimate its elasticity</li> <li>2. Meet a manufacturer and collect data on production inputs and prepare his short term and long term returns conditions.</li> <li>3. List out the business as per market structure characteristics. Collect information on their product base</li> <li>4. Collect data on national income from national income statistics and apply three methods of national income estimation and measure the trends in national income.</li> </ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AECC-101</b>	<b>Credit Pattern</b>	<b>L-26, T-4</b>
<b>Course Title</b>	<b>Professional Communication Skills</b>		
<b>Course Objectives</b>			
1	To familiarize learners with the mechanics of communication.		
2	To develop students written expression of thought and build connections between content areas		
3	To develop students oral communication skills by a variety of communication activities, from informal discussion to formal presentation		
<b>Unit Number</b>	<b>Contents</b>		
1	<b>Effective Business Communication: ( 15)</b> <input type="checkbox"/> Meaning & Definition, Role of communication in today's business Basic Grammar and how to use in English Communication Personal Introductions, Facing Audience Verbal and Non-Verbal Communication <input type="checkbox"/> Effective communication in Formal and Informal Environment <input type="checkbox"/> Barriers to communication <input type="checkbox"/> Measures to overcome barriers to communication Understand and use JoHari Window for self-development <input type="checkbox"/> Non-verbal communication: Nonverbal Cues, Kinesics, Haptic and Proxemics Body language, Facial Expressions How to carry yourself professionally ( grooming and dining etiquettes) <input type="checkbox"/> Public Speaking		
2	<b>Communication Technology: (15)</b> <input type="checkbox"/> Social Media Communication <input type="checkbox"/> Email Writing & Professional Writing <input type="checkbox"/> Presentations Skills <input type="checkbox"/> Group Discussion <input type="checkbox"/> Critical Thinking		
<b>Practical Components:</b>			
1. To be well in Verbal and Non- verbal communication 2. Make students enact and analyze the non-verbal cues 3. Each student to give presentation of 15 minutes (this can be spread throughout the semester) and to be evaluated by the faculty 4. Each Student will give 10 minutes speech on given topic that will be evaluated by the Faculty			
<b>Learning Resources</b>			
<b>1</b>	<b>Recommended Books</b>	1. <b>1</b> Business Communication – Lesikar, Flatley, Rentz&Pande, 11/e, TMH, 2010 2. How to win Friends and Influence People by Dale Carnegie 3. Skill with People by Les Giblin 4. The Power of Communication: Skills to Build Trust, Inspire Loyalty, and Lead Effectively, by Helio Fred Garcia, 2012	
<b>2</b>	<b>Reference Books</b>	1. Business Communication - Sehgal M. K &Khetrapal V, Excel BOOKS. 2.. Business Communication – Krizan, Merrier, Jones, 8/e, Cengage Learning, 2012.	

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>SERVICE SECTOR MANAGEMENT</b>		
<b>Course Objectives:</b>			
1.	To understand the key elements in various Services Sector Management.		
2.	To know efficient and productive Management of Services Sector.		
3.	To Review Challenges For Service Sector Management.		
<b>Course Outcome: The students will be able to</b>			
1	Describe the concepts of service sector management		
2	Apply different theories and Concepts of Service Sector management		
3	Assess Challenges and Opportunities of Service Sector Management.		
<b>Unit Number</b>	<b>Contents</b>		
1	Introduction To Services Management : Stages of Development of Service Management, Reasons for growth of service sector, Different approaches for management of services, Nature , Scope and Importance of service management , Classification of services, Services marketing mix., Myths about of services management.		
2	Application of 7 P's of Services Management– Selected Industries : Management of Financial Services (Bank, Insurance) ,Management of Professional services ,(Consultancy, healthcare,) Management of Media Services (Advertising , Print media) Tourism and Travel Services Management (Hotel Tourism and Transportation industry) Personal Care services management, management of education services.		
3	Challenges For Services Management: Service Quality , Dimensions of Service Quality , Measuring service Quality , Service Gap Model , Principles of Service Quality, Importance of Service Quality Management, Benefits of Service Quality Initiative, Problems of Service Quality Control Globalization of Services Management : Challenges to Global services management, Prospects for Global services management.		
4	Strategic Services Management : Various strategic approaches to services management, PESTLE and strategic services management, SWOT Analysis for Service organization Government and private sector initiatives in creating , developing and promoting services management.		

**Note:**

1. Case studies/ field visits on each of the aspects mentioned in the syllabus need to be discussed.
2. Videos cassettes, CDS and documentary films exhibited.

## Learning Resources

1	Reference books	<ol style="list-style-type: none"><li>1. Christopher H Lovelock, Services Marketing , Third edition.US:Prentice Hall International, 1996</li><li>2. Valarie Zeithaml Mary Jo Bitner Services Marketing: Integrating Customer Focus Across The Firm. Third edition, New Delhi: Tata Mcgraw Hill 2003.</li><li>3. Patankar V. Sanjay, Services Management. Delhi Himalaya Publishing House 1999.</li><li>4. S.M.Jha Services Marketing , Sixth edition New Delhi: Himalaya Publishing House 2003</li><li>5. Balchandran.S., Customer Driven Services Management. New Delhi : Response Books,1999.</li></ol>
2	E- Libraries	<ol style="list-style-type: none"><li>1. <u>INFLIBNET</u><a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></li><li>2. <u>J-GATE</u><a href="http://jgateplus.com">http://jgateplus.com</a></li><li>3. <u>EBSCO</u><a href="http://search.ebscohost.com">http://search.ebscohost.com</a></li></ol> Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> *For INFLIBNET individual usernames and passwords are already given. Use the same

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101 (B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>FAMILY BUSINESS MANAGEMENT</b>		
<b>Course Objectives-</b>			
<b>1</b>	To understand family business concept and its dynamics		
<b>2</b>	To understand the family governance issues and succession planning in family business.		
<b>3</b>	To understand challenges and issues involved in Family Business.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1.</b>	Describe the Concepts of Family Business Management.		
<b>2.</b>	Apply appropriate family business strategies in family firms.		
<b>3.</b>	Analyze issues involved in the family businesses.		
<b>4.</b>	Evaluate the factors affecting Family Business Growth.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction of family business</b> -Family Business, various types of family businesses, Uniqueness of Family Business, advantages of family businesses, Building businesses to last. Forms of organization, Continuing entrepreneurship to the next generation, issues involved in creating room at the top, Issues and challenges in family business, factors affecting family business.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Family business management and Family Business Governance system:</b> Responsibilities and Rights of the Family Shareholders in the family business, Building Family Values, family structure and composition, family communication style and role of every member. Gender and family business, Management of Human capital and financial capital. Family Business Governance system and its importance, role of Non-family members in the family businesses	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Planning strategy for family businesses:</b> Parallel Planning Process, Small Vs. large family businesses, Role of professional management and family members in strategy development. Family reunion strategies, improving family business performance. Succession planning in family businesses-Qualities to be seen in successor, Valuation of the business, Conflict management and transition in family business.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Lessons learned from family businesses in India.</b> Case studies of three family businesses along with the family history. Analysis of success and non-success factors. Drawbacks of family business and How to save family business from break up. Using break up for growth.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.



Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Family Business Management- Dr. Mukesh Bhatia-Regal Publication</li> <li>2. Family Business-Ernesto J. Poza -Cengage Learning</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Family Business in India: Dutta, Sudipt (1997) Response books, New Delhi</li> <li>2. Business Legends, Gita Piramal, Viking New Delhi.</li> <li>3. Strategic Planning for the Family Business-Randel S. Carlock and John L. Ward</li> <li>4. Family Business -The essentials-Peter Leach</li> <li>5. Indian Family business Mantras: by <u>Peter Leach</u> and Tatwamasi Dixit, Rupa Publications, New Delhi</li> <li>6. Entrepreneurship and Small Business Enterprises: Poornima Charantimath Pearson Education</li> <li>7. Entrepreneurial Development Dr. S.S.Khanka S.Chand</li> <li>8. Strategic Alternatives for Family Business Houses By Srinivas Shirur Deep and Deep Publications, 01-Jan-2005 - Family corporations - 214 pages</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.isb.edu">www.isb.edu</a></li> <li>2. <a href="http://www.ijssrm.in/v2-i8/17%20ijssrm.pdf">www.ijssrm.in/v2-i8/17%20ijssrm.pdf</a></li> <li>3. <a href="http://www.untag-smd.ac.id/files/Perpustakaan_Digital_1/FAMILY%20BUSINESS%20Handbook%20of%20Research%20on%20Family%20business.pdf">http://www.untag-smd.ac.id/files/Perpustakaan_Digital_1/FAMILY%20BUSINESS%20Handbook%20of%20Research%20on%20Family%20business.pdf</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Business Today</li> <li>2. FIIB Business Review (New Sub.)</li> <li>3. Global Business Review (New Sub.)</li> <li>4. Journal of Family Business Strategy</li> <li>5. Family Business Review (FBR)</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Indian Family Businesses: their survival beyond three generations, working paper Indian School of Business, Hydrabad.</li> <li>2. The Economic Times</li> <li>3. Business Standard</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Library assignment on identifying 3 family businesses with female successor and write detail about those lady successors.</li> <li>2. Find out challenges faced by family business in India.</li> <li>3. Case study discussion of three family businesses in India.</li> <li>4. Group Activity –Study one family business nearby Kolhapur or within Kolhapur by actual visit ,take interview by discussion method and prepare report which includes about the business, family history, family genogram, family governance system ,family value system, and success factors of that business etc.</li> </ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101 (C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>IT FOR MANAGERS</b>		
<b>Course Objectives</b>			
1	To develop students' discipline to manage I.T resources in accordance with business needs		
2	To make use of database management system using SQL		
3	To develop the Skill for preparing an effective presentation		
4	To understand all aspects of E-Commerce		
<b>Course Outcomes: Students will be able to;</b>			
1	Analyze industry data using MS-Excel		
2	Develop an effective presentation using embedded software		
3	Determine enterprise IT architecture for different domain areas.		
4	Design conceptual models of a database using ER for real-life applications and also construct queries in Relational Algebra		
<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Elements of Modern GUI, Information systems In HR, IT In Marketing, IT In Finance, I.T . Infrastructure, Storage Management, Security Management, Detection of computer frauds, Business Automation, I.S. Choices, MS-Word for Business Analysis. Basic Database Concept	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Using Visual Aids In Business – Factors To Be Considered Before Creating A Presentation, visual media, Designing, setting up the room, advance delivery techniques, Question and answering techniques, Organizing and creating visuals, Personal appearance in Presentation, Creating Effective Presentations With PowerPoint Introduction To Oracle, Introduction To SQL, Oracle Data Type	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Relational Database Model, Characteristics Of RDBMS, Role, And Responsibilities Of DBA, Creating A Table, Updating A Contents Of A Table, Select Command, Range Searching, Pattern Matching, Modifying The Structure Of The Table, Deleting A Table, Grouping Data From A Table – Group By, Having Clause, Sorting Data In A Table – Order By Clause Computer Network, Network Topologies, e-Commerce– Introduction, Advantages of e-Commerce, Types of e-commerce, e-Governance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Data Analysis And Business Module Through Excel – Using Excel Efficiency, Formatting Work Sheet, Naming Cells and Range, Advanced conditional Formatting, Data visualization using Sparklines and Excel Charts, Formula Functions and relative and absolute addressing, SUMIF, COUNT, COUNTIF, COUNTBLANK Functions, Amortization Tables, Basic Data Analysis – Sorting, Summarizing, Filtering, Validating Data, Subtotal	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Students Will Have To Complete All Practical Assignments Based On Business Applications.
2. Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Fundamentals of Computers – V. Rajaraman</li> <li>2. Fundamentals of Computers – P.K Sinha</li> <li>3. Database Management System – Silberchaltz</li> <li>4. SQL In 21 Days. – BPB Publication</li> <li>5. Excel 2007 Step by Step – Microsoft Press PHI</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Microsoft office 2007 - Schwartz</li> <li>2. Information Technology for Management – Muthukumern – Oxford</li> <li>3. SQL/ PL SQL Programming With Oracle – Ivan Bayross</li> <li>4. Teach Yourself SQL – Schaum</li> <li>5. SQL The Complete Reference – Groft Weinberg</li> </ol>
3	<b>Website</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.udemy.com">www.udemy.com</a></li> <li>2. <a href="http://www.skillyouneed.com">www.skillyouneed.com</a></li> <li>3. <a href="http://www.forbase.com">www.forbase.com</a></li> <li>4. <a href="https://nptel.ac.in/courses/106105175/6">https://nptel.ac.in/courses/106105175/6</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. IUP Journal of Management Research</li> <li>2. Express Computer</li> <li>3. International Journal of Computer Science &amp; Information Technology</li> <li>4. Education World</li> <li>5. Asian Journal of Management Cases (New Sub.)</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Current affairs from newspapers (economic times, Times of India, and newsletters)</li> <li>2. Beyond the MBA – Sameer Kamat</li> </ol>
6	<b>Practical Component</b>	<p>Field Visit to Industries to learn about office automation in industries.</p> <p>Hands-on experience through practical based on Ms-Excel, Word, and PowerPoint Seminar and presentation on a given topic</p>

**MBA – I**  
**SEMESTER – II**

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 201</b>	<b>Credit Pattern</b>	<b>22L+8TP</b>
<b>Course Title</b>	<b>RESEARCH METHODOLOGY</b>		
<b>Course Objectives</b>			
<b>1</b>	To expose the students to various methods of research and enable them to understand the importance of research in management decision-making process.		
<b>2</b>	To Equip students with knowledge needed to Interpret The Research Findings.		
<b>Course Outcomes: Students will be able to;</b>			
Explain fundamental concepts of research methodology			
Develop Research Report			

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Research &amp; Research Design</b> Meaning, objectives & Motivation in research. Use of research in functional areas of Management. Types of research – Research process, relevance & scope of research in management. Research Design- Features of good Design, Types of Research Design, Sampling Design- Census vs. Sample, Characteristics of good sampling Design. Different types of sample Design. Measurement & scaling techniques- Errors in measurement. Test of sound measurement, scaling & Scale construction techniques for Attitude measurement.	<b>L= 11</b>	
		<b>T=4</b>	<b>P=0</b>
<b>2</b>	<b>Methods of data collection, Analysis of Data &amp; Report writing:</b> Methods of data collection – Primary data –Collection of secondary data. Data Processing-Editing, Coding and Tabulation of data. Data analysis and Interpretation. Formats of Research Report, Methods and importance of Citation & bibliography in Research, Ethical issues in Research and plagiarism. Use of ICT tools for conducting of research.	<b>L= 11</b>	
		<b>T= 4</b>	<b>P= 0</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. C.R. Kothari Research Methodology Methods And Techniques, Wiley Eastern.</li> <li>2. G.C. Beri: Marketing Research Tata Mcgraw Hill Publishing Company Limited, New Delhi, 2000</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Goode And Hatt : Methods In Social Research, Mc-Graw Hill, Kogakusha Ltd., New York.</li> <li>2. V.P. Michael: Research Methodology In Management, Himalaya Publishing House, Mumbai, 1985.</li> <li>3. Kerlinger. Fred N.: Foundations Of Behaviourial Research, New York, Holt, Rinehart And Winston, 1973.</li> <li>4. Dorald S. Tull, Del I Hawkins: Marketing Research, Prentice Hall Of India, New Delhi, 1996.</li> <li>5. Hans Raj: Theory And Practice In Social Research, Surjeet Publications, Delhi</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.spss-tutorials.com/basics/">https://www.spss-tutorials.com/basics/</a></li> <li>2. <a href="https://www.nielsen.com/in/en/">https://www.nielsen.com/in/en/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Journal for Decision Makers - Vikalpa</li> <li>2. Indian journal of marketing</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Journal of Business Research – Elsevier</li> <li>2. <a href="https://www.iresearchservices.com">https://www.iresearchservices.com</a></li> <li>3. Economics Times,</li> <li>4. Business Standard,</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Students will actually conduct research and submit the research report using following guidelines.</li> <li>2. Identify the research problem of your choice.</li> <li>3. Formulate it into a Research title.</li> <li>4. Collect at least five published research paper and conduct the review of that research paper.</li> <li>5. Identify different variables that can be studied in the stated research problem.</li> <li>6. Prepare at least five hypotheses on the research problem.</li> <li>7. Suggest Research design to conduct the research on the problem. (Sampling Design and Data Collection method).</li> <li>8. Collection, analysis and interpretation of data.</li> <li>9. Writing a detail research report using citation and bibliography</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 202</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>LEGAL ASPECTS OF BANKING</b>		

<b>Course Objectives</b>	
1	To highlight the laws and regulations pertaining to the banking sector
2	To enable students to work within the legal framework related to banking.

<b>Course Outcomes</b>	
	The students will able to learn:
1.	Basic Understanding of relevant provisions of various Laws and Regulations pertaining to the banking sector

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Banker – Customer Relationship:</b> Definition and Meaning of “Banker” and “Customer” – Permitted activities of Commercial Banks in India – General and Special Features of their relationship, Their rights and duties	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Deposit Accounts:</b> Opening Operations and Closure of a) Fixed Deposit Account b) Recurring Account c) Savings Account d) Current Account e) Deposit Schemes for NRIs. Other Deposit Schemes, Mandate and Power of Attorney – Nomination Facility –Insurance of Bank Deposits <b>Banking Instruments:</b> Definitions of Negotiable Instrument [NI] – Different Types of NIs and other Instruments – parties to NIs – Crossing – Endorsements – Payment and Collection of Cheques – Forged instruments – Bouncing of Cheques and their implications –	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Various laws affecting bankers:</b> Banking Regulation Act, 1949, Reserve Bank of India Act, 1934, Negotiable Instruments Act, 1881, Contract Act, 1872, Companies Act, 2013, Partnership Act 1932, Consumer Protection Act, 1986, Income Tax Act, 1956, Bankers Book Evidence Act, IT Act, 2000, FEMA, 1999,	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>4</b>	<b>Banking Services:</b> Remittances – Safe Custody – Safe Deposit Vaults – Collection Facility – MICR Clearing ATMs – Credit cards and Debit Cards – Travellers’ Cheques – Gift Cheques – Ombudsman and Customer Services – Fraud Detection and Control Accounting conventions,	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1.</b>	<b>Text Books</b>	1. Indian Institute of Banking & Finance, Mumbai, 2006, Legal Aspects of Banking Operations, Macmillan India Ltd., Delhi.
<b>2.</b>	<b>Reference Books</b>	1. Zacharias, K.D., 2005, Legal Aspects of Banking Operations, Macmillan India Ltd. 2. Karmarkar M. B., Bank Victims, M/s Industrial and Commercial Printers 3. Maheshwari S. N. and Maheshwari S. K., Banking Law and Practice, Kalyani Publishers 4. Legal Aspects of Banking Operations, Macmillan 5. Tannan's Banking Law and Practice in India, Lexis Nexis
<b>3.</b>	<b>Websites</b>	1. <a href="https://www.india.gov.in/topics/finance-taxes/banking">https://www.india.gov.in/topics/finance-taxes/banking</a> 2. <a href="https://rbi.org.in/Scripts/NotificationUser.aspx">https://rbi.org.in/Scripts/NotificationUser.aspx</a> 3. <a href="https://rbi.org.in/Scripts/AboutusDisplay.aspx">https://rbi.org.in/Scripts/AboutusDisplay.aspx</a> 4. <a href="http://www.bcsbi.org.in/ExemplaryCasesDealtWithByOBOs2017-18.html">http://www.bcsbi.org.in/ExemplaryCasesDealtWithByOBOs2017-18.html</a>
<b>4.</b>	<b>Journals</b>	1. Banking Law Journal 2. Banking Cases
<b>5.</b>	<b>Supplementary Reading</b>	Current Affairs Weeklies/Magazines, Financial Dailies
<b>6.</b>	<b>Practical Component</b>	1. Ascertain grievance redressal mechanism at a bank branch not within your knowledge. 2. Discuss on the topics learnt with a banker and provide his feedback on the knowledge displayed by you. Submit detailed report of discussion and feedback.



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 203</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>FINANCIAL MANAGEMENT</b>		

<b>Course Outcomes:</b> The students will able to learn:	
<b>1</b>	Analyze working capital statement for decision making
<b>2</b>	Apply cash management technique for cash control
<b>3</b>	Evaluating investment proposals using capital budgeting technique.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Finance:</b> Concept of Finance, scope and objectives of finance, Profit maximization vs. Wealth maximization, Functions of Finance Manager in Modern Age, Financial Analysis-Concepts and objectives, Tools of Financial Analysis: trend analysis, common size statements, comparative statements: Concepts of Ratio Analysis, Interpretation of Ratio Analysis, Advantages and Limitations of Ratio Analysis, Analysis and Interpretation of Financial Statement Using the techniques of Ratio Analysis.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Working Capital Management:</b> Concept of Gross and Net Working Capital, Use and Importance of Working Capital, Working Capital Cycle, Influencing Factors, Requirement of Working Capital.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Cost of Capital &amp; Capital Budgeting:</b> Meaning; Factors Affecting Cost of Capital, Measurement of Cost of Capital, Weighted Average Cost of Capital, Marginal Cost of Capital Concept and techniques of Capital Budgeting Decisions, Meaning and importance, Evaluation of different proposals under capital budgeting and use in decision making.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Dividend Policy &amp; Cash Management:</b> Meaning, different theories of dividend policy, Forms of Dividends. Factoring, Facets of Cash Management, Motives for Holding Cash.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

<b>1.</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ol>
<b>2.</b>	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1) Pandey I M - Financial Management (Vikas, 2004, 10th Ed.)</li> <li>2) Van Horne - Financial Management and Policy (Prentice hall, 2003, 12th Ed.)</li> <li>3) Shapiro- Multinational Financial Management (Wiley Dreamtech)</li> <li>4) Sheebakapil-Fundamental of financial management (Pearson )</li> <li>5) Khan and Jain - Financial Management (Tata McGraw Hill, 3rd Ed.)</li> <li>6) Prasanna Chandra - Fundamentals of Financial Management (TMH, 2004)</li> <li>7) Knott G - Financial Management (Palgrave, 2004)</li> <li>8) Lawrence J.Gitman – Principles of Managerial Finance (Pearson Education, 2004)</li> <li>9) R P Rustagi - Financial Management (Galgotia, 2000, 2nd revised ed.)</li> <li>10) Khan &amp; Jain, "Financial Management", Tata Mcgraw Hill, 6<sup>th</sup> edition.</li> <li>11) R.P.Rustagi, "Financial Management", PHI, 10<sup>th</sup> edition.</li> <li>12) Maheshwari, Financial Accounting, Vikas Publishing</li> <li>13) Ramchandran, Financial Accounting for Management, Tata McGraw</li> </ol>
<b>3.</b>	<b>Websites</b>	<p><b>INFLIBNET</b> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  <b>J-GATE</b> <a href="http://jgateplus.com">http://jgateplus.com</a>  <b>EBSCO</b> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>  <b>Library online Opac Address:</b> <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
<b>4.</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Chartered Secretary</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
<b>5.</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
<b>6.</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on Ratio Analysis</li> <li>• Practical Problems on capital budgeting</li> <li>• Practical Problems on working capital</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 204</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ORGANIZATIONAL BEHAVIOR AND HUMAN RESOURCE MANAGEMENT</b>		
<b>Course Objectives:</b>			
1	To study individual and group perspectives of behavior in an organization.		
2	To develop skills in understanding and appreciating individual, inter-personal and group process for increased effectiveness, both within and outside organizations.		
3	To enable student to gain insights for effectively managing human resource in the organization.		
4	To design and implement different HR functions covered in the course.		
<b>Course Outcomes: Students will be able to</b>			
1	Demonstrate a thorough knowledge of organizational behavior.		
2	Apply relevant contemporary theories, concepts and models in order to analyze organizational environment, cases and issues.		
3	Identify the wide range of sources for attracting and recruiting talent and appropriate process for selecting candidates.		
4	Conduct job analysis interview develop job descriptions and job specifications, conduct performance appraisal.		
5	Develop, implement, and evaluate employee orientation, training, and development programs.		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
1	Definition and Importance of OB, Perception – Definition, Importance and Factors Influencing Perception, Motivation: Definition, Theories in Motivation- Maslow, Theory X and Y, Z Theory. Individual Perspective: Personality – Determinants of personality, Theories of personality- Type A and B, Big five, Locus of control.	L= 11
		T=2 P= 2
2	Attitude – Characteristics, Components, Formation, Values. Concept of Groups, Stages in Group Formation, Types of power, Power and Politics. Human Resource Management- Meaning, Objectives, Scope, Functions, Job Analysis- Job Description and Job Specification.	L = 12
		T=2 P=1
3	Concept of Human Resource Planning and importance, Recruitment- Definition, Sources of Recruitment, Employee Selection Process. Training and development- Methods of training and development.	L= 11
		T=2 P=2
4	Performance Appraisal- Methods of Performance Appraisal, Problems in Performance Appraisals and solutions, Factors to be considered for Fixing Compensation, Employee Health, Safety and Welfare. Green HRM Practices	L= 11
		T=2 P= 2

Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. K. Aswathappa, Organisational Behaviour, Himalaya Publishing House, 12<sup>th</sup> Revised Edition 2016.</li> <li>2. Dr. S. S. Khanka , Organisational Behavior (Text and Cases), S.Chand Publication, Revised Edition 2013.</li> <li>3. P.Subba Rao , Personnel and Human Resource Management, Himalaya Publishing House 5<sup>th</sup> Revised Edition 2014.</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Fred Luthans, Organisational Behavior, McGraw Hill, 11<sup>th</sup> Edition, 2001.</li> <li>2. Hellrigan, Slocum and Woodman, Organisational Behavior, Cengage Learning, 11<sup>th</sup> Edition 2007.</li> <li>3. Ivancevich, Konopaske &amp; Maheson, Organisational Behaviour &amp; Management, 7<sup>th</sup> edition, Tata McGraw Hill, 2008.</li> <li>4. Mc Shane &amp; Von Glinov, Organisational Behaviour, 4<sup>th</sup> Edition, Tata McGraw Hill, 2007.</li> <li>5. Schermerhorn, Hunt and Osborn, Organisational behavior, John Wiley, 9<sup>th</sup> Edition, 2008.</li> <li>6. P G Aquinas, Organisational Behaviour : concepts, realities, applications and challenges, Excel Books.</li> <li>7. Gary Dessler, Human Resource Management Prentice Hall Of India, New Delhi, Tenth Edition.</li> <li>8. Bohlander And Snell, Managing Human Resources 13th Edition, Thomson – South Western.</li> <li>9. David A. Decenzo, Stephen P. Robbins, Personnel / HRM (3rd Edition), Prentice Hall Of India, New Delhi.</li> </ol>
<b>3</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.iupindia.in">www.iupindia.in</a></li> <li>2. <a href="http://www.istd.co.in">www.istd.co.in</a></li> <li>3. <a href="http://www.humancapital.com">www.humancapital.com</a></li> </ol>
<b>4</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. IUP Journal of Organizational Behavior</li> <li>2. Indian Journal of Training and Development</li> <li>3. Indian Journal of Human Development</li> <li>4. South Asian Journal of Human Resource Management.</li> </ol>
<b>5</b>	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. South Asian Journal of Practical Research</li> <li>2. Business India – The Magazine of Corporate World</li> </ol>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Study organizational Structure of any company and present in the class.</li> <li>• Class debate on different basis of departmentalization</li> <li>• Identify any business leader and list his qualities that made him a good leader.</li> <li>• Visit any organization and find out how it motivates its employees and discuss in class.</li> <li>• Library Exercise on CSR activities undertaken by any one company of your choice.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credits</b>	<b>2</b>
<b>Course Code</b>	<b>CC 205</b>	<b>Credit Pattern</b>	<b>L-23, T-3, P-4</b>
<b>Course Title</b>	<b>FINANCIAL MARKETS AND SERVICES</b>		

<b>Course Outcomes</b>	
	The students will be able to learn:
1.	Understand the concepts of financial markets, their working and importance.
2.	Illustrate the working and contribution of financial market to the Indian Economy.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Structure of Financial System</b> , role of Financial System in Economic Development , Financial Markets and Financial Instruments , Capital Markets , Money Markets , Primary Market Operations , Role of SEBI , Secondary Market Operations , Regulation , Functions of Stock Exchanges , Listing , Formalities , Financial Services Sector Problems and Reforms <b>Financial Services:</b> Concept, Nature and Scope of Financial Services – Regulatory Frame Work of Financial Services – Growth of Financial Services in India	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Merchant Banking</b> – Meaning-Types – Responsibilities of Merchant Bankers – Role of Merchant Bankers in Issue Management – Regulation of Merchant Banking in India <b>Venture Capital</b> – Growth of Venture Capital in India – Financing Pattern under Venture Capital – Legal Aspects and Guidelines for Venture Capital, Leasing – types of Leases – Evaluation of Leasing Option Vs. Borrowing <b>Credit Rating</b> – Meaning, Functions – Debt Rating System of CRISIL, ICRA and CARE. <b>Factoring, Forfeiting and Bill Discounting</b> – Types of Factoring Arrangements – Factoring in the Indian Context	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1.</b>	<b>Text Books</b>	1.Clifford Gomez, Financial Markets, Institutions and Financial Services, PHI Learning Private Limited 2. Prasanna Chandra, Investment Analysis and Portfolio Management, 5 <sup>th</sup> Edition Mc Graw Hill Education.
<b>2.</b>	<b>Reference Books</b>	1. Jeff, Madura, 2004, Financial Markets Vol 2 Equity Markets,SagePublicaitons. 2. Naidu, G. Kumar Swamy, 2002, Equity Markets - A New Paradigm, ICFAI, Hyderabad 3. Bhole&Mahakud, Financial Institutions and Market, TMH, New Delhi 4. V.A.Avadhani, Marketing of Financial Services, Himalayas Publishers, Mumbai 5. DK Murthy, and Venugopal, Indian Financial System, IK Int Pub House

		<ol style="list-style-type: none"> <li>6. Anthony Saunders and MM Cornett, Fin Markets &amp; Institutions, TMH, New Delhi</li> <li>7. Punithavathy Pandian, Financial Markets and Services, Vikas, New Delhi</li> <li>8. Vasanth Desai, Financial Markets &amp; Financial Services, Himalaya, Mumbai</li> <li>9. Meir Khan – Financial Institutions and Markets, Oxford Press</li> <li>10. Madura, Financial Markets &amp; Institutions, Cengage, New Delhi</li> </ol>
3.	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.nseindia.com/">https://www.nseindia.com/</a></li> <li>2. <a href="http://www.sebi.gov.in">www.sebi.gov.in</a></li> <li>3. <a href="http://www.investopedia.com">www.investopedia.com</a></li> <li>4. <a href="http://www.bseindia.com">www.bseindia.com</a></li> </ol>
4.	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Indian Journal of Research in Capital Markets, April-June 2018,</li> <li>2. Journal of Emerging Market Finance, IFMR</li> <li>3. Indian Journal of Finance,</li> <li>4. Capital Market</li> <li>5. Artha Vijnana, Journal of the Gokhale Institute of Politics and Economics</li> <li>6. Finance India, Indian Institute of Finance</li> </ol>
5.	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Financial Weekly, Mags, etc.</li> <li>2. Current Affairs Weeklies, Magazines,</li> </ol>
6.	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. List the Public Issues in Primary Market, which took place in the last six months, and provide the final listing price thereof.</li> <li>2. List the names of any five Depository Participants operating in Kolhapur. Visit any one of them and discuss the account opening requirements with them, and submit a report of such discussion.</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 206</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>RETAIL BANKING</b>		

<b>Course Outcomes</b>	
	The students will be able to learn:
1.	Explain in detail the Retail Credit Evaluation, Lending and Recovery Process as well as other relevant concepts covered in the syllabus.
2.	Calculate the loan eligibility of the retail borrower and the amount to be classified as NPA.
3.	Determine the key elements of retail lending and recovery process and documentation therein.
4.	Design the Retail Lending and Recovery Process for a Bank & NBFC.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Concept of Retail Banking</b> -Distinction between Retail and Corporate/Wholesale Banking; Retail Products Overview: Customer requirements, products development process, Liabilities and Assets Products, Approval process for retail loans, credit scoring.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Important Retail asset products:</b> <b>Loans:</b> Home loans, Auto/vehicle loans, Personal loans, Educational loans – Study of these products in terms of Eligibility, Purpose, Amounts, Margin, cd loans Security, Disbursement, Moratorium, Prepayment issues, Repayments/ Collection; <b>Credit/ Debit Cards</b> -Eligibility, Purpose, Amounts, Margin, Security, Process of using the cards, Billing Cycle, Credit Points; <b>Various Deposit Accounts</b> Eligibility, Purpose, Amounts, Facilities <b>Other products</b> /Remittances/Funds Transfer	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>3</b>	<b>Retail Strategies:</b> Tie-up with institutions for retail loans; Delivery Channels-Branch, Extension counters, ATMs, POS, Internet Banking, M-Banking; Selling process in retail products; Customer Relationship Management-Role and impact of customer relationship management, stages in CRM process; Technology for retail banking <b>Recovery of Retail Loans</b> -Defaults, Rescheduling, recovery process-SARAFESI Act, DRT Act, use of Lok Adalat forum, Recovery Agents-RBI guidelines (Case Studies are compulsory)	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Trends in Retailing</b> -New products like insurance, Demat services, online/phone banking, property services, investment advisory/wealth management, Reverse Mortgage-Growth of e-banking, Cross selling opportunities	<b>L=11</b>	
		<b>T= 1</b>	<b>P= 2</b>

## Learning Resources

<b>1</b>	<b>Text Books</b>	Retail Banking for CAIIB Examination, Macmillan
<b>2.</b>	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>2. Agarwal, O.P., Fundamentals of Retail Banking, Himalaya Publishing House, Mumbai.</li> <li>3. Jha, SM, Banking Marketing, Himalaya Publishing House, Mumbai</li> <li>4. Khan, MY, Indian Financial System, ;Tata McGraw Hill Publishing Company Ltd., New Delhi</li> <li>5. Uppal;, RK,&amp;Bishnupriya N, Modern Banking in India, New Century Publications, New Delhi</li> <li>6. Uppal, RK, Banking Services and IT, New Century Publications, New Delhi</li> <li>7. Guruswamy,S., Banking in the New Millenium, New Century Publications, New Delhi</li> <li>8. Indian Institute of Banking &amp; Finance, Retail Banking, Mumbai</li> <li>9. Singh, Jasbir&amp;Gahlot, Ruchika, 2014, Retail Management &amp; Retail Banking in India, UDH Publishers &amp; Distributors Pvt. Ltd.</li> <li>10. Samudrala, Suresh, 2015, Retail Banking Technology The Smart Way to Serve Customers, Jaico Publishing House</li> <li>11. Essvale Corporation Ltd., 2012, Career Guidebook For IT In Retail Banking, Shroff Publishers &amp; Distributors Pvt, Ltd.</li> <li>12. Essvale Corporation Ltd.,2011, Business Knowledge For IT In Global Retail Banking A Complete Handbook For IT Professionals, Shroff Publishers &amp; Distributors Pvt, Ltd.</li> </ol>
<b>3.</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://testmocks.com/syllabus/iibf-retail-banking/">https://testmocks.com/syllabus/iibf-retail-banking/</a></li> <li>2. <a href="http://www.rbi.org.in">www.rbi.org.in</a></li> <li>3. Websites of a few private sector banks</li> <li>4. <a href="https://thefinancialbrand.com/50885/25-inspirational-responsive-banking-website-designs/">https://thefinancialbrand.com/50885/25-inspirational-responsive-banking-website-designs/</a></li> </ol>
<b>4.</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>7. Prajnan, Journal of Social and Management Sciences, NIBM, Pune</li> <li>8. The IUP Journal of Bank Management, IUP Publications, a Division of the ICAFI society.</li> </ol>
<b>5.</b>	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Current Affairs Weekly, Magazines etc., Financial Newspapers</li> </ol>
<b>6.</b>	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Ascertain Areas of differentiation between two banks' retail offerings- any two products. Banks should ideally belong to the same sector e.g. Coop, Private, Nationalised, Foreign, etc.</li> <li>2. Ascertain major products where banks experience major issues in recovery, by discussing with Branch Managers. Submit a report of such discussion in the form "Issue, Root Cause, Recommendation".</li> <li>3. Give a list of cross sales products of a bank branch.</li> </ol>



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC- 207</b>	<b>Credit Pattern</b>	<b>P - 30</b>
<b>Course Title</b>	<b>MANAGERIAL DECISIONS USING EXCEL</b>		
<b>Course Objectives:</b>			
<ol style="list-style-type: none"> <li>1. To equip the students in decision making through operational research techniques.</li> <li>2. Using Microsoft Excel to gain insight into Business Applications through good modeling and analysis practice.</li> <li>3. Exposure of the student to various management packages like QM for Windows, Excel.</li> </ol>			
<b>Course Outcomes:</b> Students will be able to;			
<ol style="list-style-type: none"> <li>1. Analyze the data available for decision making.</li> <li>2. Solve various managerial decision problems in functional areas of organization.</li> <li>3. Evaluate the data collected for management decision and provide inference towards it</li> </ol>			

<b>Unit Number</b>	<b>Contents</b>	
1	<p><b>Excel &amp; Stand Alone Software</b> Introduction to Excel, It's Use and Advantages, Developing Cost, Revenue, Profit Model, Break-Even Analysis. Introduction to Excel Add-ins – Data Analysis Tool Pack. Use of Analysis Toolpak in Descriptive Data Analysis Use Excel Toolpak in Correlation &amp; Regression Analysis</p> <p>Stand Alone Software QM for Windows and Excel. Solving variety of Problems with the help of QM software and Interpreting Results. (Practical Oriented)</p> <p><b>Decision &amp; Risk Analysis</b> Introduction to Decision Theory. Decision making Without Probabilities – Optimistic Approach, Conservative Approach, MiniMax Regret Approach. Decision making With Probabilities – Expected Value of Perfect Information (EVPI). Risk Analysis, Sensitivity Analysis. Solving various case studies</p>	<b>P 15</b>
2	<p><b>Linear &amp; Integer Programming Problem.</b> Introduction to Linear Optimization Models, Structure of Linear Programming Models. Modeling Optimization Problems in Excel. Introduction to Premium Solver, Solving Models using Solver. Interpreting Reports generated by Solver. Solve Problems/Models of Linear &amp; Integer Programming.</p> <p><b>Assignment &amp; Transportation Problem.</b> Introduction to Assignment Problem. Mathematical model of Assignment Problem. Solving Various Assignment Problems with Solver. Special cases in Assignment Problem.</p> <p>Introduction to Transportation Problem. Mathematical model of Transportation Problem. Unbalanced transportation problem, Maximization Case of TP. Solving Minimization - Maximization Transportation Problems with Solver. Special cases in Transportation Problem.</p>	<b>P 15</b>

## Learning Resources

1	Text Books	<ol style="list-style-type: none"><li>1. Quantitative Methods for Business Anderson Sweeney Williams</li><li>2. Management Science &amp; Decision Technology Jeffrey D. Camm, James R. Evans</li><li>3. Quantitative Analysis For Management (QM) Barry Render, Ralph M. Stair Jr., Michael E. Hanna</li></ol>
2	Reference books	<ol style="list-style-type: none"><li>1. N.D. Vohra: Quantitative Techniques in Management (1990), Tata MacGraw Hill</li><li>2. J.K. Sharma: Operations Research Problems and Solutions (2004), Macmillan India.</li><li>3. Hamdy A. Taha: Operations Research (2002), Pearson Education.</li></ol>
3	Journals	<ol style="list-style-type: none"><li>1. IUP Journal of Operations Management</li><li>2. Journal of Operations &amp; Strategic Planning (New )</li><li>3. Vikalpa: The Journal for Decision Makers</li></ol>
4	Supplementary Reading	<ol style="list-style-type: none"><li>1. Glyn Davis &amp; Branko Pecar, Business Statistics Using Excel, Oxford University Press.</li><li>2. Albright, Winston, Zappe, Decision Making Using Microsoft Excel, Cengage Learning.</li></ol>
5	Practical Component	<ol style="list-style-type: none"><li>1. Analyzing various decision situations and finding appropriate model for taking decisions.</li><li>2. Analyzing real managerial decision problems through various case studies/problems.</li><li>3. Identifying various managerial decision situations related to different business organization.</li></ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (A)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>GERMAN</b>		

<b>Course Objectives</b>	
<b>1</b>	To create an awareness about a foreign language
<b>2</b>	To understand the basic script of the language
<b>3</b>	To understand the culture and tradition of the country
<b>Course Outcomes:</b> Students will be able to;	
<b>1</b>	Use basic words & sentences in German Language
<b>2</b>	Develop basic vocabulary in German Language..

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	Introduction ( Name, country, living place, languages etc.), Asking the person's information, Greeting German Alphabets, Number (1-100), Giving and asking information related to number (age, telephone number, mobile number etc. Difference between formal and informal, Personal Pronouns, verb conjugation Europa-Countries, capitates and languages Learning about the things in the class room, Definite, indefinite, negative articles Possessive Articles with the reference of all the nouns learnt in the last lecture Watching timing learning
<b>2</b>	Conjugation of strong verbs, Use of separable verbs in the sentences Routine activities, Questions related to time, (use of prepositions am, pm) Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence Learning the professions, Telling about and asking for the professions Ordinal number Verbs- haben, sein Revising the syllabus

**Note:**

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201(B)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>JAPANESE</b>		

<b>Course Objectives</b>	
<b>1</b>	To create an awareness about a foreign language
<b>2</b>	To understand the basic script of the language
<b>3</b>	To understand the culture and tradition of the country
<b>Course Outcomes:</b> Students will be able to;	
<b>1</b>	Use basic words & sentences in Japanese Language
<b>2</b>	Develop basic vocabulary in Japanese Language..

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	Introduction to Japan as country and language basics. Hiragana Script, Hiragana Activity, Katakana Script, Katakana Activity, Cultural Ethics and Survival Greetings, Classroom Language (Speaking), Number system, Vocab for Daily Uses, Grammar, Calendar Family Tree, Grammar
<b>2</b>	Self-Introduction, Introduction to Japanese Work-Culture Grammar, Introduction to “Kanji”, Visit Restaurant’(Speaking), Visit guest’s house’ (Speaking), Shopping’ (Speaking), Farewell

<b>Learning Resources</b>		
<b>1</b>	Reference books	<ol style="list-style-type: none"> <li>1. Living Language Ultimate Japanese Beginner-Intermediate</li> <li>2. The Kanji Learner’s Dictionary by Jack Halpern</li> <li>3. Japanese from zero 1 and 2 by George Tromphy</li> <li>4. Basic Japanese by Eriko Sato</li> <li>5. Handbook of Japanese verbs by Taeko Kamiya</li> <li>6. Japanese- English, English- Japanese Dictionary by Seigo Nakao</li> <li>7. Modern Japanese vocabulary A Guide for 21<sup>st</sup> century student by Edward Trimell</li> <li>8. Minna no Nihongo Series</li> <li>9. Seiichi Makino Michio Tsutsui Biiks (Dictionary)</li> <li>10. Genki An Integrated Course in Elementary Japanese</li> <li>11. Improving your communication skills</li> <li>12. 12Pod 101 series (audio)</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (C)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>FRENCH</b>		

<b>Course Objectives</b>	
<b>1</b>	To create an awareness about a foreign language
<b>2</b>	To understand the basic script of the language
<b>3</b>	To understand the culture and tradition of the country
<b>Course Outcomes:</b> Students will be able to;	
<b>1</b>	Use basic words & sentences in French Language
<b>2</b>	Develop basic vocabulary in French Language..

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	<p>Introduction (Name, country, living place, languages etc.), Asking the person's information, Greetings and Salutations, French Alphabets, French Accents, Numbers (1-1000), Giving and asking information related to numbers (age, telephone number, mobile number etc.)</p> <p>Difference between formal and informal, Personal Pronouns, Verb conjugations</p> <p>Countries, nationalities, capitals and languages</p> <p>Articles, Prepositions, Colours</p> <p>Gender, Nouns and Pronouns, Singular Plural</p> <p>Possessive Pronouns, Family Vocabulary</p> <p>Telling Time, Days of the week, Months of the Year, Parts of the Day About France and Francophone Countries, French Culture and Etiquettes, French Monuments</p>
<b>2</b>	<p>Conjugation of ER, IR and RE verbs, Use verbs in the sentences</p> <p>Routine activities, Questions related to time, (use of prepositions am, pm)</p> <p>Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence</p>

	Learning the professions, Telling about and asking for the professions Ordinal numbers Negative Sentences, Interrogatives Describing Oneself, Family Simple Letter Writing and Essay Writing Revising the syllabus
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**Note:**

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required syllabus.

<b>Learning Resources</b>		
1	Reference books	<ol style="list-style-type: none"> <li>1. Echo A1 Méthode de Français – Goyalsaab Publishers</li> <li>2. Le Flambeau , Méthode de Français –Preeti Bhutani</li> <li>3. Saison 1 Méthode de français- Alliance française</li> <li>4. Larousse French Dictionary-W.R.Goyal</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (D)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>SELLING AND NEGOTIATION SKILLS</b>		
<b>Course Objectives</b>			
<b>Course Outcomes:</b> Students will be able to;			
1	Describe new challenges and opportunity in selling and negotiation skills		
2	Apply & analyze different skills in Negotiation Process		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	<b>Unit-I</b> <b>Nature &amp; Role of Selling:</b> Definition meaning Importance & objectives of Selling. Role in the context of organization – survival and growth. <b>Types of Selling</b> – Direct & Indirect selling, Missionary, Sales Team/group selling Merchandising, Telesales, Franchise selling, Consultative selling, factors Influencing on Personal Motivation on selling. <b>Personal Selling Skills</b> : Definition & Meaning, Personal Selling Process – Time & Contact management - Understanding buying motives of consumers before & Deal closing - Techniques of taking Follow up (To be supplemented by live exercises on personal selling)	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Unit-II</b> <b>Negotiation Skills and Process of Negotiation:</b> What is negotiation, What makes a good negotiator, Process of Negotiation, Integrative Vs. Distributive Negotiation, Ground rules of effective Negotiation, BATNA (Best alternative a negotiated agreement).	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	1. Karen Mantyla – Consultative Sales Power 2. Virden J.Thornton- Prospecting the Key to Sales Success 3. .Michael R.Carrell & Christina Heavrin- Negotiating Essentials theory, Skills & Practices
<b>2</b>	<b>Reference books</b>	1. Kim Tasso – Selling Skills For Professionals – Viva Publication 2. David S. Hames- Negotiation – Sage Publication
<b>4</b>	<b>Journals</b>	1. Current Index of Management Marketing 2. Current Contents in Management Marketing.

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (G)</b>	<b>Credit Pattern</b>	<b>L7+T6+P17</b>
<b>Course Title</b>	<b>DIGITAL MARKETING</b>		

<b>Course Objectives</b>	
<b>1</b>	To make students understand the traditional and new communication/marketing approaches to create competitive advantage in the Digital world.
<b>2</b>	To understand how the emergence of the technology will affect marketing, value creation, and consumer perceptions.
<b>Course Outcomes: Students will be able to;</b>	
<b>1.</b>	Explain emerging trends in digital marketing
<b>2.</b>	Demonstrate usage of digital marketing techniques.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
<b>1</b>	<b>Introduction to digital marketing:</b> Introduction to digital marketing ; Internet Marketing, Digital Marketing Framework; Domains of Digital Marketing, affiliate marketing. Website creation & hosting : Websites – their types and classification; Use of CMS for website creation; Wordpress website creation :- adding posts, pages, making categories, adding menu, Creating commercial /business website, adding contact forms, linking website to social media	<b>L= 4</b>	
		<b>T= 3</b>	<b>P= 8</b>
<b>2</b>	Search Engine Optimization SEO –meaning, process and tools; affiliate marketing. Organic & inorganic search, search engine Marketing (SEM), Email marketing; Google Adds, Social Media marketing (Instagram & Facebook), creating Facebook page & Instagram page	<b>L= 3</b>	
		<b>T= 3</b>	<b>P= 9</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.



## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Understanding Digital Marketing: Marketing Strategies for Engaging the Digital Generation by Damian Ryan, Calvin Jone. Kogan Page.</li> <li>2. Fundamentals of Digital Marketing; Puneet Singh Bhatia; Pearson Publication</li> <li>3. Marketing 2012 by William M. Pride, O. C. Ferrell, Cengage Learning.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. DigiMarketing: The Essential Guide to New Media and Digital Marketing by Kent Wertime, Ian Fenwick</li> <li>2. Web Analytics 2.0: The Art of Online Accountability and Science of Customer Centricity by Avinash Kaushik</li> <li>3. Social Media Marketing : Tracey L tuten &amp; Michael R Solomon; adapted by Bikramjit Rishi; Sage Publication</li> <li>4. Digital Transformation Strategies ; Theory &amp; Practice; Srinivas R Pingali, Shankar Prakash &amp; Jyothi R Korem: Sage Publication</li> </ol>
3	<b>Websites</b>	<p>Digital Marketing MOOC on Swayam.  <a href="https://www.dmaglobal.com/">https://www.dmaglobal.com/</a> (<b>Digital Marketing Association</b>)</p>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Digital Marketing - The Marketing Journal</li> <li>• Journal of Digital &amp; Social Media Marketing: Ingenta Connect Publication</li> <li>• Digital Marketing Journal – Medium</li> </ul>
5	<b>Supplementary Reading</b>	<p><b>Digital Marketing Association</b>            Google Digital Garage</p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Case study discussion on success stories of use of digital marketing mix</li> <li>2. Assignment on preparing a digital marketing plan for small scale business.</li> <li>3. Group Activity- Visit any service industry of your choice in Kolhapur and submit a plan on opportunities to use digital marketing technique to promote the business.</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (H)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>HUMAN VALUES</b>		
	<b>Objectives</b> To study all dimensions of human being – thought, behaviour, work and realisation. • To study all levels of human living – individual, family, society, nature and existence.		
	<b>Course outcome</b> 1. A student of this course will relate and interpret existence of physical facility, relationship and right understanding. 2. A student of this course relate to the context of life and human being.		
	<b>Knowing human values:</b> Unit 1 To know universal values & its connection with human being. Rationality and rational values. Natural & verifiable values. All-encompassing values dimensions & levels. Right Understanding, Relationship and Physical Facility. Understanding the Human Being (As Co-existence of Self and Body). Understanding harmony in family.		
	Unit 2. <b>Applying human values</b> . Self-exploration & aspirations. Understanding harmony in nature & society. Harmony among the four orders, Physical, Bio , Animal ,Human order Understanding Ways of fulfilling them with human values		
	<b>Instructions</b>		
	<b>References</b> <b>Books /websites HUMAN VALUES</b> 1 Naagarazan, R.S. Textbook On Professional Ethics & Human Values.-- New Delhi: New Age International (P) Ltd,Publisher's New Delhi, 2006. XIV; 137 P. ISBN : 8122418554. 174.4 NAA. 57443  2 Modi, Ishwar Human Values and Social Change (Essays in Honour of Dr. T.K.N. Unnithan).-- Jaipur: Rawat Publications, 2000. 447 P. ISBN : 817033604X. 303.4 MOD. 33829  3 Naagarazan, R.S. Textbook on Professional Ethics and Human Values.-- New Delhi: New Age International Publishers, 2008. ix; 169 P. ISBN : 9788122419382. 174 NAA.		

60891

- 4 Tuteja, M.M.  
Changing Human Values and Leadership Styles.-- Jaipur:  
Printwell Publishers Distributors, 1999. 124 P.  
ISBN : 8170444950.  
658.3 TUT.  
33317
- 5 Raghavan, M.P.  
Professional Ethics and Human Values.-- Chennai: Scitech  
Publications (India) Pvt, Ltd., 2009. 1.1 to 5.36 P.  
ISBN : 9788183710329.  
174 RAG.  
64379
- 6 Gogate, S.B.  
Human Values and Professional Ethics.-- Noida: Vikas  
Publishing House Pvt, Ltd., 2011. xvi; 326 P.  
ISBN : 9788125937135.  
174 GOG.  
64848
- 7 Gogate, S.B.  
Human Values & Professional Ethics.-- Delhi: Vikas  
Publishing House Pvt, Ltd., 2011. xvi; 326 P.  
ISBN : 9788125937135.  
174 GOG.  
65892
- 8 Bhola, Payal  
Human Values & Professional Ethics.-- Agra-02:  
Y.K.Publishers,, 2011. 223 P.  
ISBN : 9789380668062.  
174 BHO/GAR.  
67967
- 9 Saxena, Abhay  
Human Values and Professional Ethics.-- New Delhi: Vayu  
Education of India, 2010. x; 170 P.  
ISBN : 9789380712437.  
174.9 SAX/SHA.  
68765
- 10 Gogate, S.B.  
Human Values & Professional Ethics.-- Delhi: Vikas  
Publishing House Pvt, Ltd., 2011. xvi; 326 P.  
ISBN : 9788125937135.  
174.4 GOG.  
69510

- 11 Govindarajan, M.  
Professional Ethics and Human Values.-- Delhi: PHI  
Learning Pvt, Ltd., 2013. xii; 132 P.  
ISBN : 9788120348165.  
174 GOV.  
73239
- 12 Tripathi, A.N.  
Human Values.-- New Delhi: New Age International (P)  
Ltd., Publishers, 2012. xii; 327 P.  
ISBN : 9788122425895.  
303.4 TRI.  
57357
- 13 Raghavan, M.P.  
Professional Ethics and Human Values.-- Chennai: Scitech  
Publications (India) Pvt, Ltd., 2013. 1.1 to 6.11 P.  
ISBN : 9788183714990.  
174 RAG.
- 14 Subramanian, R.  
Professional Ethics: Includes Human Values.-- New Delhi:  
Oxford University Press,, 2017. xiv; 457 P.  
ISBN : 9780199475070.  
174 SUB.
- 15 Shukla, Tanu  
Human Values and Professional Ethics.-- New DELHI:  
Cangage Learning, 2018. xviii; 411 P.  
ISBN : 9789386858764.  
170 SHU.
- [https://www.youtube.com/watch?v=kOJu1vj\\_BV&ab\\_channel=FearlessSoul](https://www.youtube.com/watch?v=kOJu1vj_BV&ab_channel=FearlessSoul)
- [https://www.youtube.com/watch?v=a\\_GPginsMzY&ab\\_channel=DalaiLama](https://www.youtube.com/watch?v=a_GPginsMzY&ab_channel=DalaiLama)
- [https://www.youtube.com/watch?v=Ug4JIJxLSmk&ab\\_channel=Vidya-mitra](https://www.youtube.com/watch?v=Ug4JIJxLSmk&ab_channel=Vidya-mitra)
- <https://www.facebook.com/Gurgaon.KIIT/videos/day-4-pt-1-aicte-sponsored-online-stp-on-human-values-ethics-morals-behavioral-7365086154477360/>
- <http://kierandonaghy.com/seven-best-short-films-introduce-values/>
- [https://www.youtube.com/watch?v=Kz\\_qGJmTMY&ab\\_channel=MindToolsVideos](https://www.youtube.com/watch?v=Kz_qGJmTMY&ab_channel=MindToolsVideos)

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 201 (A)</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>EVENT MANAGEMENT AND PUBLIC RELATIONS MANAGEMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	To Orient and Train Future Managers of the Event and PR industry requirements
<b>2</b>	To Develop Essential Skills For Planning, Organizing And Executing Any Corporate, Business, Social Personal ,Event Professionally
<b>Course Outcomes:</b> Students will be able to;	
<b>1</b>	Explain the role of event management in overall marketing activity of the company.
<b>2</b>	Evaluate opportunities of corporate branding and image building through event.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
<b>1</b>	<b><u>Principles of Event Management</u></b> Review of changing Indian event industry .Historical Perspective, Introduction to Event Management, Size and Type of Event, Event Team, Code of Ethics) <u>Principles of Event Management</u> , Concept and Designing, Feasibility, Keys to Success, SWOT.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Event Planning and Team Management</b> Aim Of Event, Develop A Mission, Establishing Objectives, Event Proposal, Planning Tools, Protocols, Dress Codes, Staging, Staffing, Leadership, Traits And Characteristics decision making process in event industry.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Event Marketing, Advertising with Public Relations Management</b> Nature and Process of Marketing, Mix, Sponsorship, Image, Branding, Advertising Publicity PR, Nature and process of PR, Social media used in EM sect oral applications. Written And Oral Communication Of Event	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Event and Safety Security Logistics Accounting and Laws</b>	<b>L=11</b>	

	<b>Finance Management</b> Security, Occupational, Safety, Crowd Management, Major Risks And Emergency Planning, Incident Reporting, Emergency Procedures, Fabrications, Light Sound And Vender Handling., Financial Control Systems, Relevant Legislations, Stake Holders and Official Bodies, Contracts	<b>T= 2</b>	<b>P= 2</b>
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**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	1. Lynn Van Der Wagen and Brenda R. Carlos- Event Management: For Tourism, Culture, Business, and Sporting Event- Pearson
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Swarup K. Goyal- Event Management – Adhyayan Publication</li> <li>2. Sandhya A. Kale – Event Management - Gaurav Publication</li> <li>3. Mittal, R- Eventmanagement In Leisure and Toursm- New Delhi, Rajat Publication</li> <li>4. Mohan,S- Event Management and Public Relation- New Delhi, Enkay Publication House</li> <li>5. Sharma,D- Event Planning and Management- New Delhi, Deep and Deep Publication</li> </ol>
3	<b>Websites</b>	<a href="http://www.wizcraftworld.com">www.wizcraftworld.com</a> <a href="http://www.360x.agency">www.360x.agency</a> <a href="http://www.procam.in">www.procam.in</a>
4	<b>Journals</b>	Current Index of Management Marketing Current Contents in Management Marketing Journal of Marketing Journal of Marketing Research India Journal of Marketing Vikalpa
5	<b>Supplementary Reading</b>	India Today- Magazine Trade Show News Network Event Marketer
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Voluntarily participate in any three events and write a report on it.</li> <li>2. Prepare event sponsorship proposal for any two actual event happing in Kolhapur.</li> <li>3. Design event plan and executive it under the guidance of professional experts</li> <li>4. Design ATL and BTL promotional activity of event</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 201(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>BUSINESS COMMUNICATION</b>		

<b>Course Outcomes</b>	
<b>1</b>	Draft appropriate communication for organisations.
<b>2</b>	Analyze written documents for business decision making
<b>3</b>	Prepare business reports

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>BASIC :</b> Basic Communication Process and Contemporary trends in methods of communication at various types of organizations. Formats of communication in use. Introduction to concept of writing, basics of grammar, process of Writing,	<b>L= 9</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>2</b>	Types of written communication I – letters, memorandums, etc. Letter Writing – Formats of letters: block, semi block and modified block, Parts of letter. Types of letters – inquiry, reply to inquiry, order letters, acknowledgement and claim letters, sales letters, acceptance letter, thank you letters, credit letters. Email writing	<b>L= 9</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	Types of written communication II minutes of meetings and reports Writing minutes of meeting, agenda, note taking Circular writing Reports, types of reports, parts of reports, do's and don'ts of report writing	<b>L= 9</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>4</b>	Using modern forms of communication, communication strategy. Corporate communication. Social media communication – website, social media messages, creation of catalogues, pamphlets, etc.	<b>L= 9</b>	
		<b>T= 1</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.

<b>Learning Resources</b>		
<b>1</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Management Communication, 3rd Edition Arthur H. Bell, Dayle M. Smith, December 2009, ©2010</li> <li>2. Guide to Managerial Communication: Pearson New International Edition PDF eBook 10th Edition <b>Mary Munter</b>, <b>Lynn Hamilton</b>. Aug 2013, PDF eBook ©.ISBN13: 9781292034973.ISBN10: 1292034971]</li> <li>3. Business Communication: Process and Product Mary Ellen Guffey, Dana Loewy. Cengage Learning, 23-Aug-2010 - Business &amp; Economics - 672 page</li> </ol>
<b>2</b>	<b>Text books</b>	<ol style="list-style-type: none"> <li>1. Kalia Shalini &amp; Agrwal Shailaja, Business Communication, Wiley Publications, 2015</li> <li>2. Urmila Rai &amp; S M Rai, Business Communication, Himalaya Publishing House, 2018</li> <li>3. Krizan, Merrier, Logan &amp; Williams, effective Business communication,</li> </ol>

		<p>Cengage Learning, 2008</p> <p>4. Kelly M Quintanilla &amp; shawn t Wahl, Business &amp; Professional Communication, Sage Publication, 2016</p> <p>5. Kumar sanjay &amp; Pushp Lata, communication Skill, Oxford University Press, 2015.</p>
<b>3</b>	<b>Practical</b>	Writing letters, creating reports, pamphlets etc.



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(B)</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>ENVIRONMENT AND DEVELOPMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	Understand the basics functional areas of Environment.
<b>2</b>	Define concepts of pollution, pollutants and natural resources
<b>3</b>	Explain historical development of struggle for Environmental protection

<b>Course Outcomes: The students will able to</b>	
1.	Differentiate biotic and abiotic components of ecosystem & able to understand concept of habitat, interactions in between different components & their Interrelationships.
2.	Develop ability of identification of local issues related with natural resources.
3.	Adopt various pollution control techniques.
4.	Able to know various environmental policies as well as National & International Organizations involved.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Ecological concept and Natural Resources :</b> Introduction to Environmental Science as a multi-disciplinary, its scope and necessity; Concepts of Ecosystem and its Structure and Functions, Principles of Organism-environment relationship; Concept and classification of Natural Resources. Energy Resources, Renewable and Nonrenewable.	<b>L= 11</b>	
		<b>T= 3</b>	<b>P=0</b>
<b>2</b>	<b>Environmental Pollution and Policy:</b> Definition, sources and effects of water pollution. Definition, sources of air pollution, Effect of air pollution and acid rain, climate change, ozone depletion. Definition, Sources of noise pollution. Effect of noise pollution on human-beings. Noise control measures. Government policies in the protection and development of environment. National environmental policy. United Nations Environmental Programme (UNEP).	<b>L= 12</b>	
		<b>T= 4</b>	<b>P= 0</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand</li> <li>• A Text Book of Ecology, S K Dubey, Dominant Publication</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> </ul>

		<ul style="list-style-type: none"> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmental Studies, Nambiar, STP</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Desert Ecology by Ishwar Prakash</li> <li>• Ecology of Urban India by Pramod Singh</li> <li>• Ecology of Rural India by Singh</li> <li>• Ecology 2000 by Sir Edmand Hillary</li> <li>• Environmental Protection and the Laws by CN Mehta, 1991</li> <li>• India's Forests, Myth and Reality by J.B. Lal 1989</li> <li>• Legal aspects of Environmental Pollution and its Management by Ed. S.M. Ali, 1992</li> <li>• Man – Nature and Environmental Law by GS Nathawal, S. Shastri and JP Vyyar, 1988</li> <li>• International Environmental Policy: Emergence and Dimensions by LK Caldwell, 1990</li> <li>• Lal's Commentaries on Water, Air Pollution Laws along with the Environmental (Protection) Act and Rules, 1986, 3<sup>rd</sup> Ed., 1992 Law Publisher – India</li> <li>• The Wildlife (Protection) Act, 1972 (with amendment-1991)</li> <li>• Our Common Future – WCED, 1991</li> <li>• Universal's Environment and Pollution Law Manual by SK Mohanty, 1998.</li> <li>• A Guide to Implementation of the ISO 14000 Series on Environmental Management (Prentice Hall Ptr Environmental Management and Engineering Series) Har/Dskt Edition</li> <li>• Environmental manager's guide to ISO 14000 by <u>Bruce W Perry</u></li> <li>• Implementing ISO 14000 Hardcover – November 1, 1996 by <u>Tom Tibor</u> (Author), <u>Ira Feldman</u> (Author)</li> <li>• Environmental Impact Assessment By: Larry W Canter. McGraw-Hill International Editions, 2nd Edn, New York (1996).</li> <li>• EIA Theory &amp; Practice By: Peter Wathern. Unwin Hyman, London (1990)</li> <li>• Environmental Impact Assessment By: PR Trivedi. APH Publishing Corporation, New Delhi (2004)</li> <li>• EIA Practical Solutions to Recurrent Problems By: David P Lawrence. Wiley Interscience Publication (2003)</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/">https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/</a></li> <li>• <a href="https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles">https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles</a></li> <li>• <a href="https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php">https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>

<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"><li>• National Geographic</li><li>• Down to Earth, CSE</li></ul>
<b>6</b>	<b>Practical Components</b>	<ul style="list-style-type: none"><li>• Field visit to study pond water &amp; forest Ecosystem.</li></ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(C)</b>	<b>Credit Pattern</b>	<b>L-20, T-5, P-5</b>
<b>Course Title</b>	<b>INDIAN SOCIAL PROBLEMS AND SOCIAL SERVICES</b>		

**Course Outcomes: Students will be able to**

1	Implement various social welfare services provided by GO's & NGO's
2	Asses the socio- economic factors and their implications of beneficiaries

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	Genesis and nature of various categories of Social Problems Definition of Social deviance and control, social disorganization and social problems, study and analysis of specifics social problems in relation to their nature, causative factors, extent and magnitude	<b>L=10</b>	
		<b>T=3</b>	<b>P=2</b>
2	An overview of major social problems, Juvenile delinquency, Crime, Prostitution, Dowry, AIDS, Beggary-Alcoholism and Drug Addition.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

**Learning Resources:**

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>Ahuja R 1993 Indian Social System-Rawat Publication New Delhi.</li> <li>Akbar M.J. 1988 Riot After Tiot; Reports on caste &amp; Communal Violence in India New Delhi : Penguin Books.</li> <li>Bardhan P. 1984 the Political Economy of Development in India Delhi: Oxford Press.</li> <li>Betelle A. 1966 Caste, Class and Power Bombay: Oxford Uni, Press.</li> <li>Black C.E. 1966 The Dynamics of Modernization: A study in Comparative History New York: Harper &amp; Row.</li> <li>Madan G.R. 1985 Indian Social Problems Vol. I and II Allied Pub. Pvt. Ltd. Bombay.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>Coser I.A. 1956 The functions of Social Conflict Glencoc Illinois; Free Press.</li> <li>Dahrendorf R. 1957 Class &amp; Class ' Conflicts in an Industrialized Society London Routldge&amp;Kengan Paul.</li> <li>Dandekar V.M. 1977 Nature of Class Conflict in the Indian Society Bom Bharat Foundation.</li> <li>Das A. &amp; Nilkanth V. (Ed.) 1979 Agrarian Relations in India Delhi: Manohar.</li> </ol>
3	<b>Website</b>	<a href="https://journals.sagpub.com">https://journals.sagpub.com</a> <a href="http://www.ndpublisher.in">www.ndpublisher.in</a> <a href="http://www.ukessays.com">www.ukessays.com</a> <a href="http://www.open.edu7.sociology">www.open.edu7.sociology</a>
4	<b>Journals</b>	International Journal of Social Science

		Indian Journal of Social Work
5	<b>Supplementary reading</b>	Encyclopedia in Social Work Vol-I & II Dictionary of Social Work
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Visit to various NGO's</li> <li>2. Concurrent Field Work</li> <li>3. Case studies on various social problems</li> <li>4. Organized Group discussion with problematic</li> <li>5. Celebrate different days related to Social issues.</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(D)</b>	<b>Credit Pattern</b>	<b>L-30, T-8, P-7</b>
<b>Course Title</b>	<b>OFFICE AUTOMATION</b>		
<b>Course Objectives</b>			
1	To teach basic concepts about computers and peripheral devices		
2	To explain the concept of computer languages and features of operating system		
3	To demonstrate use of Word processor for documentations.		
4	To explain effective use of presentation technology.		
5	To demonstrate use of spreadsheet for analysis of data		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Understand basic concepts and computer terminology.		
2	Use operating system features		
3	Prepare proper documents		
4	Prepare effective presentation		
5	Analyze any data with the help of spreadsheets.		

<b>Unit Number</b>	<b>Contents</b>		
1	<b>Introduction to Computer, Concept of Operating System &amp; Word Processing</b> Definition of Computer, Characteristics & Limitations of Computer, Generations of Computer, Block Diagram of Computer, Concept of Hardware and Software, <b>Operating System:</b> Function of Operating System, Types of O.S., Features of Windows Operating System, Default Icons on Desktop – My Computer, Recycle Bin, My Network Places and Internet Explorer, Important Terms in Windows – Icons, Desktop, Folder, Star Button, Concept of Cut, Copy and Paste operation, Concept of Start Button <b>MS-Word:</b> Component of MS-Word window, Page-Setup in MS-Word, How of Print Document, Formatting the Document, Inserting & Formatting table, Inserting various objects in the document, Mail-Merge Utility, Cursor Control Keys,	<b>L=3</b>	
		T=1	P=0
2	<b>Data Analysis Through Excel and Presentation Techniques.</b> <b>MS-Excel:</b> Features Of Excel, Formatting Work Sheet- Formatting cell, conditional formatting, Lookup Functions, IF, SUM, SUMIF, SUMIFS, COUNT, COUNTIF, COUNTIFS, COUNTBLANK Functions, Function For Financial Decision – PV, FV, PMT, PPMT, IPMT Functions, TEXT Functions, Date and Time Functions, Decision Making Using – GoalSeek, Scenario Manager, Basic Data Analysis – Sorting, Summarizing, Filtering, Validating Data, Summarizing Data With Chart, Describe Data Using Pivot Table, <b>MS-PowerPoint:</b> Factors To Be Considered Before Creating A Presentation, Creating and	<b>L=3</b>	
		T=1	P=0

	setting Presentations With PowerPoint, Applying Animation Effects, Slide Transition Effects, Views In PowerPoint, Use of Text, Images, ClipArt's, Hyperlinks, Video and Audio and Action Buttons In Presentation,		
<b>Learning Resources</b>			
1	Text books	<ol style="list-style-type: none"> <li>1. Computer Fundamentals by P. K. Sinha &amp; Priti Sinha, 5<sup>th</sup> edition, BPB pub.</li> <li>2. Computer Fundamentals by Balguruswami</li> <li>3. Microsoft Office 2013 All-In-One For Dummies By Peter Weverka, Wiley India Pvt Ltd, ISBN 10: 812654175X</li> <li>4. Microsoft Office 2010 Digital Classroom by AGI Creative Team John Wiley &amp; Sons; Pap/Psc edition (1 March 2011) ISBN-10: 0470577770</li> <li>5. Operating System Concepts: International Student Version By <u>Silberschatz</u> Wiley; Eighth edition (20 April 2009) ISBN-10: 8126520515</li> </ol>	
2	References	<ol style="list-style-type: none"> <li>1. Microsoft Office 2010 Bible By <u>John Walkenbach</u> Wiley India Private Limited (28 September 2010) ISBN-10: 8126528397</li> <li>2. Microsoft Windows Operating System Essentials By <u>Tom Carpenter</u> John Wiley &amp; Sons (9 February 2012) ISBN-10: 1118195523</li> <li>3. Microsoft Windows Operating System Essentials By <u>Tom Carpenter</u> ISBN: 978-1-118-19552-9</li> <li>4. Fundamentals Of Computers 5Ed By V. Rajaraman Publisher: Phi Learning Pvt Ltd ISBN 10: 8120340114</li> <li>5.</li> </ol>	

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(E)</b>	<b>Credit Pattern</b>	<b>L-22, T-04, P-04</b>
<b>Course Title</b>	<b>PRINCIPLES OF ECONOMICS</b>		

**Course Outcomes: Students will be able to**

<b>1</b>	Understand the micro variables and approach for microeconomic issues
<b>2</b>	Identify the macro variables in any economy

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit 1: Demand &amp; Supply Analysis</b> Basic Economic Concepts, Definitions of Economics, Branches or approaches to economics, Basic Economic Problems or the Central problems of a Society, Law of Diminishing Marginal Utility, Demand curve derivation and its properties, Elasticity of Demand Supply Analysis- Meaning, Types and Determinants of Supply, Supply Function and Law of Supply, Elasticities of Supply and Their Utilities.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Unit 2. Market Theory &amp; N.I</b> Types of Markets, Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly: Features and price determination Basic Concepts of NI, GDP, GNP, etc, Estimation of NI and Difficulties, Circular Flow of Aggregate Income and Expenditure	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Paul Samuelson(2000), Economics, McGraw Hill Inc, New Delhi, Ahuja H.L, Modern Micro Economics, S Chand&amp; Co., New Delhi,</li> <li>Koutsyanis (2015), Micro Economics.</li> <li>Jhingan M.L., Microeconomics, Vrinda Publications, New Delhi.</li> <li>C.Rangarajan and Dholokia B.H, Principles of Macro Economics, Tata Mcgraw-Hill, New Delhi, (1998).</li> <li>Blanchard, Olivier (2000), <i>Macroeconomics</i>, Prentice Hall.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Robert S Pindyck and Daniel L Rubinfeld(2017), Microeconomics, Pearson Education Ltd., UP</li> <li>Mankwin Gregory N(2016), Principles of Microeconomics, Cengage Learning India Pvt. Ltd.</li> <li>Hal R Varian(2015), Microeconomic analysis, Viva Books Pvt. Ltd., New Delhi</li> <li>Mankiw Gregory (2002), Macroeconomics, 5th Edition, Worth Publishers</li> <li>Ahuja H L(2015), Macroeconomics Theory And Policy, 19th Edition, SCHAND</li> </ul>



		<ul style="list-style-type: none"> <li>Gupta G S(2011), Keynesian and Post Keynesian</li> </ul>
<b>3</b>	<b>Websites</b>	<a href="http://www.rbi.org.in">www.rbi.org.in</a> <a href="http://www.mygov.gov.in">www.mygov.gov.in</a> <a href="http://www.cmie.com">www.cmie.com</a>
<b>4</b>	<b>Journals</b>	Arth Samwad Economic and Political Weekly Indian-Economic-Journal Journal-of Indian-School-of-Political-Economy
<b>5</b>	<b>Supplementary Reading</b>	Economics Survey Union Budget of India
<b>6</b>	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>Conduct consumer survey and identify consumer utility for various consumer goods</li> <li>Review reference books on economics, and prepare a report on liner, cubic and quadratic production functions</li> <li>Visit various service vendors and prepare a report on price determining factors and challenges for their products in the market</li> </ol>

**MBA – II**  
**SEMESTER – III**

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 301</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>STRATEGIC MANAGEMENT</b>		

<b>Course Objectives</b>	
1	To familiarize students with strategic management process in detail
2	To analyze organizations for strategy formulation and implementation.
3	To design various types of strategies for a given industry.
4	To evaluate an industry using various tools and techniques for strategic choice.
5	To be able to evaluate strategies implemented.
<b>Course Outcomes</b> Students should be able to:	
1	Discuss various concepts and theories in the field of strategic management.
2	Formulate various types of strategies for a given industry.
3	Evaluate an industry using various tools and techniques for strategic choice.
4	Critique strategies implemented.
5	Propose strategic approaches to managing a business successfully in a global context

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Strategic Management &amp; Environment (15)</b> Introduction to Concept of Strategy and Strategic management; Importance of Strategy, Levels of Strategy, Strategic Management Process – Different Phases; Strategic Intent - Mission, Vision, Objectives. Formulation of strategic intent, methods of Goal Setting – MBO, Balance scorecard approach, Critical success Factors and Key Performance Indicators. Concept and Characteristics of environment, Components of external environment/ External Analysis, PESTEL Framework,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Internal Analysis &amp; Corporate Strategies (15)</b> Industry Analysis – Porter’s Five Forces Model, Internal Analysis – Resource Based view VIRO analysis, Approaches to internal analysis – SWOT Analysis, Value Chain Analysis, Financial Analysis Corporate strategies - stability strategy, expansion strategy, retrenchment strategy, combination strategy. Mergers and Acquisitions, Strategic alliances & Joint ventures – concept, reasons, Entry strategies for global market	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Business Strategies &amp; strategic Analysis (15)</b> Business level strategy - cost leadership, Focus strategy Differentiation – Types – Advantages and Disadvantages – +`Blue, Red & Purple Ocean Strategy. Strategic choice process, corporate portfolio analysis, BCG Matrix, TOWS Matrix, GE nine cell , strategic choice at business level –Industry analysis, Competitor analysis. Strategic CSR.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Strategic Issues, (15)</b>	<b>L=11</b>	

	<p>Strategic implementation issues - McKinsey's 7s framework approaches to resource allocation, structural issues – functional, product/ divisional, SBU structure, matrix, network, free form , behavioural issues- Strategic leadership, Corporate strategic communication.</p> <p>Strategic evaluation-importance, participant's barriers and requirements. Types of strategic control-operational control-Strategic process of Evaluation, techniques of strategic evaluation and control. Sustainability &amp; strategic management- concept of TBL, Environmental &amp; Social Impacts on Society</p> <p>Contemporary issues in strategic management.</p>	<b>T=2</b>	<b>P=2</b>
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**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Azahar Kazmi, "Strategic Management &amp; Business Policy"- Fourth Edition, The Mc-graw Hill Edition.</li> <li>2. P.Subba Roa, "Business Policy &amp; Strategic Management", Himalaya Publication</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Hoskisson, Hitt, Ireland &amp; Manikuttu, "Strategic Management"- A south Asian Perspective Cengage Learning, 9<sup>th</sup> Edition.</li> <li>2. Thomas wheelen, J David Hunger, Alan N Hofman &amp; Charles E Banford, "Concepts in Strategic Management and Business Policy" Pearson Publication , 2018</li> <li>3. Pradip Kumar Sinha, "Mergers, Acquisitions and Corporate Restructuring," Himalaya Publishing House, 2019.</li> <li>4. R M Shrivasta, "Management Policy and Strategic Management" Himalaya Publishing House,2014.</li> <li>5. Fred R David &amp; Forest R David, Strategic Management "Pearson Publication , 16<sup>th</sup> Edition, 2017</li> </ol>
3	<b>Websites</b>	<a href="http://www.mckinsey.com/in">www.mckinsey.com/in</a>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Indian Journal of Indian Management &amp; strategy</li> <li>2. IUP Journal of Business strategy.</li> </ol>
5	<b>Supplementary reading</b>	Business Standard : The Strategist supplement Economic Times
6	<b>Practical component</b>	Case studies and assignments on real life situations

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 302</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>BUSINESS ETHICS AND CORPORATE GOVERNANCE</b>		
<b>Course Outcomes:</b> At the end of the course Students will be able to			
1	Describe ethical decision-making framework.		
2	Analyze ethical and moral issues in life and in Business.		
3	Examine the evolution of Corporate Governance in India.		
4	Generalize Principles of Good corporate governance.		
<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit 1: Introduction to Business Ethics</b> Concept of Ethics, Nature and Characteristics of Business Ethics, Doctrine of Karma, Causes of Unethical Behaviour, Work Ethics, Code of conduct for business, Ethical decision making frameworks, Ethical theories: Rights Theories, Justice Theories, Utilitarianism, The Virtue Approach, The Common Good Approach.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit 2: Ethical issues : Identification and Solutions</b> Ethical Dilemma, Resolution of ethical dilemma, Fostering ethics, Whistle blowing concept and policy, Corruption, Bribery. Ethical issues in Global Business, Concept of sustainability reporting, Ethics in various functional areas- Marketing, Advertising, HRM, Accounting, Ethics in environment protection.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Unit 3 : Introduction to Corporate Governance</b> Corporate Governance – Concept, Objectives, History, Issues in Corporate Governance, Elements of good Corporate Governance, OCED Principles of Corporate Governance, Corporate citizenship, Corporate Social Responsibility and Stakeholders Role, Triple Bottom line and Carroll's model of CSR.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Unit 4 : Corporate Governance in India.</b> Naresh Chandra Committee Recommendations, Narayan Murthy Committee Recommendations, The Cadbury Committee, Recommendations in Companies Act 2013, Amendments by Indian regulators pertaining to Corporate Governance. Recent Developments in India- Corporate Governance Score card, Corporate Governance Awards. Role of Board of Directors, Types of Directors and their Functions, Independent Directors- Functions and Role, Ethics committee.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

**Learning Resources**

1	<b>Text Books</b>	1. Business Ethics and Corporate Governance , B.N.Ghosh, Tata Mcgraw Hill
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Fernando A.C. , Corporate Governance,Principles, Policies and Practices, Pearson Education</li><li>2. Business Ethics and Corporate Governance , B.N.Ghosh, Tata Mcgraw Hill</li><li>3. Business and Government , Francis Cherunilam , Himalaya Publishing House</li><li>4. Joffy George, The Art of Corporate Governance</li><li>5. SEBI Regulations 2015</li><li>6. Shaw W.H, Business ethics, Thomson</li><li>7. Ferrel O.C., Farell Linda, Business Ethics, Ethical decision making and cases, Biztantra</li></ol>
3	<b>Websites</b>	<a href="http://www.onlineethics.org">www.onlineethics.org</a> <a href="http://www.oecd.org">www.oecd.org</a>
4	<b>Journals</b>	<ol style="list-style-type: none"><li>1. Business Express</li><li>2. Bloomberg Business Week</li><li>3. Business India</li></ol>
5	<b>Supplementary Reading</b>	1. The Economics Times
6	<b>Practical Component</b>	<ol style="list-style-type: none"><li>1. Studying Governance system of any company and classifying it into different types of systems which are studied and justifying why such system is chosen by that organization.</li><li>2. Preparing the code of conduct of any five business organization.</li><li>3. Class debate on ethical dilemma.</li><li>4. Identify three ethical business organizations and list their ethical norms.</li><li>5. Library Exercise on Corporate Governance activities undertaken by any of two company</li></ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>INTERNATIONAL TRADE AND FINANCE</b>		

<b>Course Outcomes:</b> The students will able to learn:	
1	Assess foreign exchange rates and develop export trade document.
2	Apply international finance terms in trade.
3	Evaluate foreign direct investment design.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to International Finance:</b> concept and Principals of International Trade – Theories of International Trade – Comparative Advantage – Absolute Advantage – Hecksher Ohlin Theory – Imitation Gap Theory- Barriers to International Trade –Indian EXIM Policy. Concepts of DTAA and International Taxation.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Export and Import Finance:</b> Special need for Finance in International Trade –Terms used in International Trade (FOB, CIF, etc.,) – Payment Terms – Letters of Credit and its types – Pre Shipment and Post Shipment Finance – Forfaiting –Deferred Payment Terms – EXIM Bank – ECGC and its schemes – Import Licensing – Financing methods for import of Capital goods.	<b>L=12</b>	
		<b>T=1</b>	<b>P=2</b>
<b>3</b>	<b>Foreign Exchange Markets:</b> Spot Prices and Forward Prices – Factors influencing Exchange rates – The effects of Exchange rates in Foreign Trade – Tools for hedging against Exchange rate variations –Forward, Futures and Currency options -Determination of Foreign Exchange rate and Forecasting – Law of one price – PPP theory – Interest Rate Parity – Exchange rate Forecasting. Two way and three way arbitrage, arbitrage with IRP and PPP.	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
<b>4</b>	<b>Determination and Forecasting of Exchange Rates:</b> Currency risk management – Measuring and Managing Transaction – Translation and Economic Exposure. International Cash Management – Cost Of Capital for Foreign Direct Investment – Designing Global Capital Structure. Foreign Direct Investment – Cost and Benefits. Derivatives in International Trade Important Export trade documents, like Proforma, commercial, legalized, invoice, packaging list, bills of leading, airway bill, insurance policy, export incentive, duty exemptions, export house.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:** Practical Problems to be covered on

1. Calculation Of Foreign Exchange Rates – Forward Rates, Premium Discounts on forward rates
1. Simple problems on pay off from Derivatives
2. Arbitrage

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI: Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Jeevanandam .C, INTERNATIONAL BUSINESS, M/s Sultan &amp; Chand, Delhi, 2008</li> <li>2. Sumathi Varma, INTERNATIONAL BUSINESS, <i>Ane, Delhi, 2010</i></li> <li>3. P.G. Apte – "Global Business Finance" – Tata McGraw Hills.</li> <li>4. P.G. Apte – "International Finance Management" – Tata McGraw Hill</li> <li>5. V.K. Bhalla – "International Financial Management" – Prentice Hall</li> <li>6. Khan &amp; Jain, "Financial Management", Tata McGraw Hill, 6<sup>th</sup> edition.</li> <li>7. R.P.Rustagi, "Financial Management", PHI,10<sup>th</sup> edition.</li> </ol>
3	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a>  <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>            Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Calculation Of Foreign Exchange Rates – Forward Rates, Premium Discounts on forward rates</li> <li>• Simple problems on pay off from Derivatives</li> <li>• Problems on arbitrage</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>EMPLOYEE RELATIONS AND LABOUR LAW</b>		
<b>Course Outcomes :</b> Students will be able to			
1	Discuss the concepts and theories to manage Industrial Relations and Labor Laws		
2	Apply the concept of industrial relations, legal issues to the system in which it operates.		
3	Analyze industrial Related legal issues used in the resolution of conflict.		
4	Critically evaluate emerging trends in employment law		
5	Design the collective bargaining process, including preparation, negotiation, and settlement.		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Industrial Relations and Trade Union:- Industrial Relations:-</b> Concepts of Industrial Relations, Approaches to Industrial Relations, Role of Employer/Management, Trade Union and Government in Industrial Relations. <b>Trade Union:-</b> Purpose, Functions of trade unions, Problems of Trade unions, Measures to strengthen Trade Union, Recognition of Trade Union as Collective Bargaining Agent. Trade Union Act (1926), Standing Order	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Collective Bargaining and Industrial Unrest: - Collective Bargaining:-</b> Structure, Procedure and machinery for collective bargaining process, Negotiation Skills, Productivity Bargaining, emerging trends in collective bargaining. <b>Industrial Unrest: Causes</b> of Industrial Disputes, Prevention and Settlement of Industrial Disputes- Relevant Provisions related to Industrial Disputes Act, 1947. Purpose and procedure of disciplinary action, Meaning and scope of misconduct	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Positive Employee Relations and Labour Laws:-</b> Building positive employee relations, Participative Management:- Workers participation in Management (statutory and Non statutory Schemes), VRS:- Reason and acceptance of VRS, Management of Sexual Harassment and Sexual Harassment Laws in India,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Social Security for emotional Bondage:-</b> Social Securities in India, ESI Act 1948, Workmen's Compensation Act, Maternity Benefit Act 1961, The employees Provident Fund Act, 1952. Payment of Gratuity Act 1972, and Management of Contract Labour.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Mamoria C.B, Dynamics of Industrial relations, Himalaya Publishing House</li><li>2. A.M.Sarma, Industrial Relations, Himalaya Publishing House</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. ArunMonappa, Industrial Relations, Tata McGraw Hill Publishing Company Ltd.</li><li>2. Dhyani S.N., Industrial Relations Systems, Printwell Publishers</li><li>3. John Fossum, Labour Relations, Development, Structure, Process, McGraw Hill Education</li><li>4. Michael R Carrell and Christina Heavrin, Labour Relations and Collective Bargaining- Private and Public Sectors, Merrill</li><li>5. PromodVerma, Management of Industrial relations, Reading and Cases, Oxford and IBH Publications</li><li>6. Singh B.D., Industrial Relations –Emerging Paradigms, Excel Books</li><li>7. Srivastava S.C., Industrial Relations and Labour Laws, Vikas Publishing House Pvt. Ltd.,</li></ol>
3	<b>Websites</b>	<ol style="list-style-type: none"><li>1. <a href="http://www.ILO.org">www.ILO.org</a></li><li>2. <a href="http://www.labour.nic.in">www.labour.nic.in</a></li><li>3. <a href="http://www.labourstat.org">www.labourstat.org</a></li></ol>
4	<b>Journals</b>	<ol style="list-style-type: none"><li>1. Indian Journal of Industrial Relations</li><li>2. Indian Labour Journal</li><li>3. Current Labour Report</li><li>4. Labour Law Journal</li></ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"><li>1. Labour Law Journals</li><li>2. <a href="https://www.thehindubusinessline.com/opinion/the-recognition-question-in-trade-union-law-ep/article24988006.ece">https://www.thehindubusinessline.com/opinion/the-recognition-question-in-trade-union-law-ep/article24988006.ece</a></li><li>3. <a href="https://www.labourfile.org/rights-of-women.aspx/">https://www.labourfile.org/rights-of-women.aspx/</a></li></ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"><li>1. Role Play exercise on Collective Bargaining</li><li>2. Arrange a debate in the classroom about rights and duties of trade union of workers.</li><li>3. Students will draft a standing order for certification for a newly started garments factory employing 300 workers.</li><li>4. Students will draft a charge sheet about a list of allegations reported against an employee of an organization.</li><li>5. Interaction with Trade Union Leaders to identify challenges faced by them and present in class.</li></ol>

		<p>6. Students will prepare a policy document to prevent sexual harassment at workplace.</p> <p>7. Study the procedure including the documents required for PF and Gratuity benefit.</p> <p>8. Role Play on Economic Coercion</p>
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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>BUYING BEHAVIOUR PAPER-I</b>		
<b>Course Objectives</b>			
<b>1</b>	Students will understand concepts related to buying behavior.		
<b>2</b>	Students will become familiar with marketing and CRM strategies.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Explain the conceptual aspects of buying behaviour		
<b>2</b>	Analyse factors influencing on buying behaviour		
<b>3</b>	Design Marketing and CRM strategies.		
<b>4</b>	Evaluate marketing situations		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b> <b>Consumer Behaviour I</b> Meaning, Nature, scope, concepts. Buying Process, Models of consumer Behaviour, Organisational buying behaviour. Values & Lifestyle marketing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b> <b>Consumer Behaviour II</b> Influences of consumer behaviour on individual, group. Perception, Motivation & Involvement. Attitude & change learning, memory. Personality & self-concept reference group influence, dynamics. Family Life cycle & its influence. Cultural influences.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III</b> <b>Strategic Marketing</b> - Strategic marketing management concept & overview, process, formulation & implementation, sustainable competitive advantages. Types of competitive strategies adopted by goods & services in market environment. Strategies for declining markets	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
		<b>L=11</b>	

<b>4</b>	<p><b>Unit IV</b></p> <p><b>Customer Relationship Management</b></p> <p>Customer relationship management importance, process, framework, customer relationship marketing, Creating value for customers, customer loyalty, Customer life time Value, use of technology in CRM.</p>	<b>T=2</b>	<b>P=2</b>
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Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. <b>Kotler Philip</b>, “Marketing Management 17th Edition 2015”, Prentice Hall of India, New Delhi.</li> <li>2. <b>Saxena Rajan</b>, “Marketing Management 2nd Edition 2002”, Tata McGraw Hill, New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. <b>V.S.Ramaswamy and S.Namakumari</b> -Marketing Management –Macmillan Business Books</li> <li>2. <b>Arunkumar, M Meenakshi</b>- Marketing Management-Vikas Publication</li> <li>3. <b>Walkar, Boyd, Mullins And Larreche</b>. "Marketing Strategy. A Decision Forced Approach", Tata Mcgraw Hill 4th Edition.</li> <li>4. <b>Kaushal H.</b>, “Case Study Solutions in Marketing”, McMillan India 2001</li> <li>5. <b>Baker, M. (2000)</b> Marketing Management and Strategy, 3rd edition, Macmillan Business</li> <li>6. <b>S.A. Chunawalla</b> ‘‘Commentary on Consumer behaviour’’</li> <li>7. <b>Nair Suja</b>- R Consumer Behaviour Text &amp; Cases</li> <li>8. <b>Consumer Protection Law &amp; practices</b> Niraj Kumar &amp; Nair suja 4<sup>th</sup> Edition</li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Indian Journal of Marketing</li> <li>2. IUP Journal of Business Strategy</li> <li>3. Current Contents In Management Marketing</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. The Economic Times</li> <li>2. Business Standard</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Group Activity based on all units</li> <li>2. Conduct different business games relevant to subject</li> <li>3. Take Case discussion on all units</li> <li>4. Show videos of subject related concepts to the students</li> <li>5. Library assignment on all units</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (D)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>AGRI-BUSINESS, ENTREPRENEURSHIP AND COOPERATIVES</b>		
<b>Course Out Comes: Students will be able to</b>			
<b>1</b>	Explain the concepts of Agribusiness, Entrepreneurship and Cooperatives		
<b>2</b>	Make use of conceptual framework for the development of cooperatives and agribusiness sector		
<b>3</b>	Evaluate the role of national and international institutions in agribusiness sector		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Agri Business, Agro Based Industries and Issues:</b> Salient features of Rural Economy, The concept of Agri-business, Historical Review, Scope, Nature of Successful Agri-business, Specific Areas of Agri Business, <b>Agro Based Industries and Issues:</b> New paradigms in Horticulture, Floriculture and Food Processing sectors, Indian Exports and Agriculture Sector: Export oriented Agribusiness, <b>Technology and Agri-Business:</b> Role and Importance, Bio-Technology and Agri-business, Socioeconomic and Environmental Impact of agribusiness	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>International Organizations and Agri-Business:</b> WTO and FAO: Functions and Role in Agriculture, Trade liberalization and World Trade Agreements relating to Agriculture Trade, Agreement on Agriculture (AOA), Import and Export Procedures for agri products, Strategies of Exports for agro based industries, Services under Agri-business, Recent trends in Agri Business Management	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Introduction to Agripreneurship:</b> Concepts of Rural Entrepreneurship, Endowment Of Skill Sets And Natural Resources In Rural India, Aims Of Rural Entrepreneurship, Barriers To Entrepreneurship In Rural India, Process Of Entrepreneurship, Rural Applicability, Skills Requires To Succeed, Government Training Programs And Public Private Partnership, ICT and Rural Entrepreneurship	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Co-Operation and Agri Business (6)</b> Introduction to Cooperatives: Definition, Evolution, Principles and Benefits Of Co-Operatives, Cooperatives and Other forms of Business Enterprises, Co-and their Economic And Legal Differences, The organizational structure of Co-Operatives: Functions, Role, Powers And Responsibilities of entities, Outline Of Good Co-Operative Management, Co-Operative Structure and Development in Farming: Credit, Marketing, Dairy Etc. - Problems and Prospects, Development of Sugar and Dairy Co-Operatives in Maharashtra	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Smitha Diwase, Agri-Business Management,</li> <li>2. Subhash W. Bhave: "Agri Business Management in India" 1997.</li> <li>3. B.S. Harsha: "Agri Business" 2003.</li> <li>4. B.S. Mathur: "Co-Operation". Sahitya Bhavan, Agra, 1999.</li> <li>5. V. Sharda: "The Theory of Co-Operation". Himalaya Publishing, 1999.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. RD. Bedi: "Theory, History and Practice of Co-Operation". Loyal Books Depot, 1997.</li> <li>2. R Rajagopalan (Ed), "Rediscovering Co-Operation Vol I,II And III", Irma, Anand, 1996.</li> <li>3. P.R Dubhashi, "Principles and Philosophy of Co-Operation". VMNICM, Pune, 1970.</li> <li>4. B.P. Sinha: "Co-Operation: Instrument for Socio .Economic Justice". Himalaya Publishing House, New Delhi, 1992.</li> <li>5. Divakar Jha: "A Perspective on Co-Operative Marketing" Vikas Publishing House, New Delhi, 1997.</li> </ol>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a></li> <li>• <a href="http://www.manage.gov.in">www.manage.gov.in</a></li> <li>• <a href="http://www.ica.coop/">www.ica.coop/</a></li> <li>• <a href="http://www.apeda.gov.in">www.apeda.gov.in</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Journal of Agribusiness</li> <li>• Vikalpa</li> <li>• Journal of Cooperative</li> <li>• Sugar cooperatives</li> </ul>
5	<b>Supplementary Reading</b>	<p>Kurukshetra journal MANAGE study material</p>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Prepare report on agriculture sector development in the country in the recent times by visiting to Ministry of Agriculture and Forestry department website and recent Economic Survey of the country</li> <li>• Visit any agro-based unit nearby, have an implant training for one year and submit a 3 page report</li> <li>• Interact with any one Farming Cooperative society and make a SWOT analysis for it</li> <li>• Make a video case study of an agripreneur of your area</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-304 (E)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>LOGISTICS &amp; SUPPLY CHAIN MANAGEMENT</b>		
<b>Course Objectives:</b>			
1	To make students understand fundamental concepts and principles of Logistics & Supply Chain Management.		
2	To make students understand supply chain metrics & decisions, supply chain coordination & planning.		
3	To introduce students to Global Supply Chain Operations.		

<b>Course Outcomes:</b> Students will be able to;	
1	Describe the concepts of Logistics and Supply Chain Management
2	Apply appropriate Logistics and Supply Chain Distribution Strategies in the organization
3	Analyze Supply Chain Planning and Coordination strategies
4	Evaluate the recent developments in Logistics and Supply Chain Management.

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>INTRODUCTION TO LOGISTICS MANAGEMENT</b> Definition & Meaning of Logistics, Principles of Logistics, Activities of Logistics: Transportation, Warehousing, Packaging, Material Handling. Need of Collaborative Relationship & Alliance, Principles, Advantages, Disadvantages. Logistics Outsourcing Activities: 3PL+4PL=7PL, Risk of Outsourcing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>ESSENTIALS OF SUPPLY CHAIN MANAGEMENT</b> Concept & Definition of Supply Chain Flows in SCM, Drivers of SCM, Push/Pull SCM, SC Network Decisions. Distribution Strategies: Milk Runs, Hub & Spoke System, Cross Docking, Pool Distribution, Direct Shipping. Bullwhip Effect, Measuring Performance of SCM, Recent Trends In Supply Chain: Agile Supply Chain, Green Supply Chain, Lean Supply Chain, E-Supply Chain, E-Commerce Supply Chain.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>SUPPLY CHAIN PLANNING &amp; COORDINATION</b> Demand Planning & Forecasting, Characteristics of Forecasting, Forecasting Methods, Time Series Forecasting, Moving Averages, Forecasting Errors, Collaborative Planning Forecasting Replenishment (CPFR). Mass Customization: Drivers, Characteristics, Methods, Advantages, Disadvantages. (Numerical Treatment on Forecasting).	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>GLOBAL SUPPLY CHAIN OPERATIONS</b>	<b>L=11</b>	

2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

**Learning Resources**

	Global SCM, International Transportation: Sea, Air, Land, Multi-Modal Transportation. Containerization, International Documentation for Import/Export, Customs Clearance Formalities, Packaging for Export, International Logistics Infrastructure, Electronic Data Interchange (EDI). Supply Chain IT Framework: Barcoding & Scanning, RFID, EPOS, Image Processing, GPRS.	<b>T=2</b>	<b>P=2</b>
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Janat Shah, Supply Chain Management 2/e: Text and Cases, Pearson Education India</li> <li>2. S. L. Ganapathi &amp; Nandi, Logistics Management, Oxford University Press</li> <li>3. Sunil Chopra, Peter Meindl &amp; D. V. Karla, Supply Chain Management, Sixth edition by Pearson Education India</li> <li>4. Satish C Ailawadi &amp; Rakesh P Singh, Logistics Management, Prentice Hall India Learning Private Limited</li> </ol>	
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. David Simchi-Levi, Philip Kaminsky, Designing and Managing the Supply Chain 3<sup>rd</sup> Edition, McGraw Hill Education</li> <li>2. Donald J. Bowerox, Tata Mcgrawhill Edition "Supply Chain Logistic Management"</li> <li>3. N. Chandrasekaran, Supply Chain Management: Process, System &amp; Practice, Oxford University Press</li> </ol>	
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.managementstudyguide.com/supply-chain-management-articles.htm">https://www.managementstudyguide.com/supply-chain-management-articles.htm</a></li> <li>2. <a href="https://lecturenotes.in/materials/17685-note-of-supply-chain-management-by-dr-panneerselvam-s">https://lecturenotes.in/materials/17685-note-of-supply-chain-management-by-dr-panneerselvam-s</a></li> <li>3. <a href="https://www.aims.education/study-online/supply-chain-management-notes/">https://www.aims.education/study-online/supply-chain-management-notes/</a></li> <li>4. <a href="http://www.eilmuniversity.co.in/downloads/Import-Export-Management.pdf">http://www.eilmuniversity.co.in/downloads/Import-Export-Management.pdf</a></li> <li>5. <a href="http://www.pondiuni.edu.in/storage/dde/downloads/ibiii_exim.pdf">http://www.pondiuni.edu.in/storage/dde/downloads/ibiii_exim.pdf</a></li> </ol>	
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Supply Chain Management: An International Journal - Emerald Insight</li> <li>2. Journal of Supply Chain Management - Wiley Online Library</li> <li>3. Supply Chain Management Journal</li> <li>4. The International Journal of Logistics Management - Emerald Insight</li> </ol>	
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Ram Singh, International Trade Logistics, Oxford University Press</li> <li>2. C. Rama Gopal, Export Import Procedures - Documentation and Logistics, New Age International Publishers</li> <li>3. <a href="https://www.managementstudyguide.com/import-and-export-management-articles.htm">https://www.managementstudyguide.com/import-and-export-management-articles.htm</a></li> </ol>	
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Studying Supply Chain Distribution of any organization and classifying it according to different types of strategies which are studied and justifying why such system is chosen by that organization.</li> <li>2. Identifying and visiting local business to study its Logistics &amp; Supply Chain Strategies.</li> <li>3. Group Discussion on Recent Trends in Supply Chain Management.</li> <li>4. Identifying and visiting local Import/ Export Agency to study International Documentation required for Import/Export.</li> </ol>	



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-304 (F)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>KNOWLEDGE MANAGEMENT AND ERP SYSTEM</b>		
<b>Course Objectives</b>			
1	To understand the concept and importance of Knowledge Management.		
2	To know to enumerate knowledge management systems in the organization.		
3	To make sense of the technical aspects of ERP systems		
<b>Course Outcomes: Students will be able to;</b>			
1	Describe the Knowledge management strategies.		
2	Discuss KM, learning organizations, intellectual capital, and related terminologies in clear terms and understand the role of knowledge management in organizations.		
3	Cite the different technologies used in ERP.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction and KM: Knowledge management. Types of Knowledge, Importance of KM, KM Roles and responsibilities, KM in Information Technology, KM In Indian Software organization, KM In Banking Sector, KM Life Cycle, The Zack KM Life Cycle, The Bukowitz, and Williams KM Cycle, The Wiig KM Cycle, major theoretical KM models: Von Krog and ROS, Nonaka, and Takeuchi, Choo sense-making KM model, Wig model,	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Knowledge Capture and codification: Tacit Knowledge Capture at individual and group level Explicit Knowledge codification, Knowledge Transfer, in the e-World, KM Tools and Knowledge Portals-Brain Storming, Learning and idea capture, peer Assist, Storytelling, Taxonomy, knowledge Base, Voice and VOIP, Knowledge Portal, Managing Knowledge Worker, Knowledge audit, KM team	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	ERP Meaning and Nature: Concept and benefits of ERP, Characteristics of ERP, Requirements for effective ERP implementation, ERP Implementation methodology, ERP Related technologies-BPR, Supply Chain Management; Role of Suppliers, Consultants, and users; Contact with Vendors, Consultants, and Employees, ERP implementation life, ERP Market Place- SAP AG, people Soft, Baan Company	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Business Modules of ERP: ERP Softwares-e-CRM,e-HRM,e-Logistics, e-Documents, Manufacturing Module, Finance Module, HR module, Material Management, Sales and distribution Quality Management Module. Future directions in ERP, evaluation of ERP	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class
- 3.

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Knowledge Leadership – Steven Cavaleri and Sharon</li><li>2. Seivert with Lee W.</li><li>3. Knowledge management – SheldaDebowski, Wiley India, 2007</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Knowledge Management in Theory and Practice- KimizDalkir –</li><li>2. Butterworth- Heinemann 2011</li></ol>
3	<b>Website</b>	<ol style="list-style-type: none"><li>1. <a href="http://www.providersedge.com/docs/km_articles">http://www.providersedge.com/docs/km_articles</a></li><li>2. <a href="/km_and_corporate_culture.pdf">/km_and_corporate_culture.pdf</a> <a href="http://www.rdocumentation.org">www.rdocumentation.org</a></li><li>3. <a href="https://www.bitpipe.com/tlist/Knowledge-Management.html">https://www.bitpipe.com/tlist/Knowledge-Management.html</a>.</li><li>4. <a href="https://www.kmslh.com/blog/knowledge-management-portal-best-tool-for-knowledge-management">https://www.kmslh.com/blog/knowledge-management-portal-best-tool-for-knowledge-management</a></li></ol>
4	<b>Journals</b>	<ol style="list-style-type: none"><li>1. Journal of knowledge management</li><li>2. International Journal of Knowledge Management Studies</li><li>3. Knowledge Management Research &amp; Practice</li></ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl II 305</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>EQUITY MARKETS</b>		

<b>Course Outcomes</b>	
	The students will be able to learn:
<b>1.</b>	Understand the concepts of financial markets, their working and importance.
<b>2.</b>	Illustrate the working and contribution of financial market to the Indian Economy.
<b>3.</b>	Analyze the linkages in the equity markets.
<b>4.</b>	Develop necessary competencies expected of a finance professional.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Financial Markets:</b> Types of Markets: Equity/ Debt/ Derivatives/ Commodities; Meaning and features of private, Public companies;	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Primary Market:</b> Initial Public Offer (IPO); Book Building through Online IPO; Eligibility to issue securities; Pricing of Issues; Fixed versus Book Building issues; allotment of Shares; Private Placement.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Secondary Markets:</b> Role and functions of Securities and Exchange Board of India (SEBI); Depositories; Stock exchanges Intermediaries in the Indian stock market Listing; Membership; Trading Clearing and settlement and risk management; Investor protection fund (IPF); <b>Derivatives:</b> Index and Stock	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>4</b>	<b>Valuation of Investments:</b> Financial Statement analysis, time value of money, valuation models, fundamental analysis, technical analysis <b>Recent Trends:</b> Investment styles and trading strategies, portfolio management, corporate actions	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1.</b>	<b>Text Books</b>	1.Clifford Gomez, Financial Markets, Institutions and Financial Services, PHI Learning Private Limited 2. Prasanna Chandra, Investment Analysis and Portfolio Management, 5 <sup>th</sup> Edition Mc Graw Hill Education.
<b>2.</b>	<b>Reference Books</b>	1.Jeff, Madura, 2004, Financial Markets Vol 2 Equity Markets,SagePublicaitons. 2.Naidu, G. Kumar Swamy, 2002, Equity Markets - A New Paradigm, ICFAI, Hyderabad
<b>3.</b>	<b>Websites</b>	1. <a href="https://www.nseindia.com/">https://www.nseindia.com/</a> 2. <a href="http://www.sebi.gov.in">www.sebi.gov.in</a> 3. <a href="http://www.investopedia.com">www.investopedia.com</a> 4. <a href="http://www.bseindia.com">www.bseindia.com</a>
<b>4.</b>	<b>Journals</b>	1.Indian Journal of Research in Capital Markets, April-June 2018, 2.Journal of Emerging Market Finance, IFMR 3.Indian Journal of Finance, 4.Capial Market 5.ArthaVijnana, Journal of the Gokhale Institute of Politics and Economics

		6.Finance India, Indian Institute of Finance
5.	<b>Supplementary Reading</b>	1.Financial Weekly, Mags, etc. 2.Current Affairs Weeklies, Magazines,
6.	<b>Practical Component</b>	1.List the Public Issues in Primary Market, which took place in the last six months, and provide the final listing price thereof. 2.List the names of any five Depository Participants operating in Kolhapur. Visit any one of them and discuss the account opening requirements with them, and submit a report of such discussion. 3.Provide the minimum amount required by a DP (having office in Kolhapur) for opening an account with them. Enquire the rate of brokerage applicable on various trades. Enquire about margin provided by the broker and rate of interest charged thereon. Submit a report of the discussion.

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 306</b>	<b>Credit Pattern</b>	<b>L-16, T-4, P-10</b>
<b>Course Title</b>	<b>RURAL BANKING AND FINANCIAL INCLUSION</b>		

<b>Course Objectives</b>	
1	To expose the students to the functioning of rural credit institutions in India
2	Introducing the Prospects and problems of rural banking and
3	Explaining the concept of financial inclusion including priority sector

<b>Course Outcomes</b>	
	The students will able to learn:
1.	Various Rural Credit Institutions in India and their roles
2.	Challenges posed by Rural banking and Opportunities opened thereby
3.	Concept of financial inclusion, priority sector

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Rural India:</b> Demographic features; Economic features; Rural poverty-main causes and methods of measuring rural poverty; Rural Infrastructure; Rural Development Policy; Govt. policies and programs; Economic Reforms and its impact on rural economy <b>Financing Rural Development:</b> Functions and policies of RBI and NABARD; Rural Credit Institutions-Role and functions -Role of Information and Communication Technologies in rural banking-Regulation of Rural Financial Services	<b>L= 8</b>	
		<b>T=2</b>	<b>P= 5</b>
<b>2</b>	<b>Financial Inclusion:</b> Concept and its role in inclusive growth- Micro credit, micro insurance scheme - Business Facilitators and Business Correspondents in rural financing- SHGs/NGOs, linkages with banking, latest guidelines of GOI and RBI <b>Priority Sector Financing and Govt. Initiatives:</b> Components of priority sector RBI Guidelines; Government initiatives: Poverty alleviation programmes/Employment programmes/Production oriented programmes-Rural housing and Urban housing schemes under priority sector-Educational loans	<b>L= 8</b>	
		<b>T= 2</b>	<b>P= 5</b>

Learning Resources		
1.	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Indian Institute of Banking &amp; Finance, Rural Banking, Mumbai</li> </ul>
2.	<b>Reference Books</b>	<ul style="list-style-type: none"> <li>• Vasantha Desai, Indian Banking-Nature and Problems, Himalaya Publishing House, Mumbai</li> <li>• Khan, M.Y., Indian Financial System, Tata McGraw Hill Publishing Company Ltd., New Delhi</li> <li>• Pai Panandikar &amp; NC Mehra, Rural Banking, National Institute of Bank Management, Pune</li> <li>• Guruswamy, S., Banking in the New Millennium, New Century Publications, New Delhi</li> <li>• Uppal RK, &amp; Rimpi Kaur, Banking Sector Reforms in India, New Century Publications, New Delhi</li> <li>• Indian Institute of Banking &amp; Finance, Rural Banking, Mumbai</li> <li>• Uppal RK &amp; Pooja, Transformation in Indian Banks-Search for better tomorrow, Sarup Book Publisher Private Ltd., New Delhi</li> <li>• Shyam Ji Mehrotra, New Dimensions of Bank Management, Skylark Publications, New Delhi</li> </ul>
3.	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.nabard.org">www.nabard.org</a></li> <li>• <a href="http://Mfinindia.org">Mfinindia.org</a></li> </ul>
4.	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prajnan by NIBM,</li> <li>• Finance India, the quarterly journal of Indian Institute of Finance</li> <li>• Bank Quest- IIBF</li> </ul>
5.	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Current Affairs Magazines, financial dailies and magazines</li> </ul>
6.	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Ascertain villages with more than one Bank Branches in the district of Kolhapur.</li> <li>• Ascertain villages with no bank branches in the district of Kolhapur</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl I 301</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>BANK FINANCIAL MANAGEMENT</b>		

<b>Course Outcomes</b>	
	The students will be able to learn:
1.	Understand the concepts of financial markets and bank, their working and importance.
2	Develop necessary competencies expected of a banking professional
3	Develop skills for asset liability management in the context of bank financial management.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	<b>Conceptual Framework:</b> Overview of Financial System, Introduction to Financial Management in Banks, Financial Analysis of Banks
<b>2</b>	<b>Management of Funds:</b> Sources Management of Owned Funds, Management of Borrowed Funds, Cost of Funds, Investments Forms of Bank Investment, Long-term Investments, Short-term Investments, Investments in Guilds and other Financial Securities, Investment in Foreign Exchange
<b>3</b>	<b>Financial Estimates and Projections:</b> Estimation of Cost of Project & Means of Finance, Projection of Financial Statements & Profitability, Project Financing- Long Term Sources and Short-Term Sources, Classification of Internal and External Sources of Finance. Appraisal of Term Loans by Financial Institutions and Bank Financial Statement Analysis
<b>4</b>	<b>Risk Management:</b> An overview, Estimating/Forecasting of Risks, Measuring Risks, Management of Risks, Asset-Liability Management, <b>Special Issues:</b> Accounting Policies, Pricing of Bank Products & Services

<b>Learning Resources</b>		
<b>1.</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>IIBF, 2010, Bank Financial Management, Macmillan Publishers India Ltd.</li> <li>Chandra Prasanna (2014), Projects: Planning, Analysis, Selection, financing, McGraw-Hill India Pvt. Ltd., New Delhi.</li> <li>Kulkarni, P V. and Satyaprasad, B. G.(2011), Financial Management, Himalaya Publishing House, Mumbai.</li> <li>Rustagi, R. P. (2016), Fundamentals of Financial Management, Taxman Publication, New Delhi.</li> <li>Pandey, I. M. (2015), Financial Management, Vikas Publishing House, New Delhi.</li> </ol>
<b>2.</b>	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>Sinkey, Joseph F., 1998, Commercial Bank Financial Management, Prentice Hall International, Inc. Ltd.</li> <li>Reddy, B.R., 2004, Management of Non-Performing Assets In Bank Financial Institutions, Serials Publications</li> </ol>
<b>3.</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>Bankingupdate.com</li> <li>Rbi.org.in</li> </ol>

		3. <a href="https://www.ccilindia.com/Pages/default.aspx">https://www.ccilindia.com/Pages/default.aspx</a>
4.	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Indian Journal of Finance,</li> <li>2. Capital Market</li> <li>3. ArthaVijnana, Journal of the Gokhale Institute of Politics and Economics</li> <li>4. Finance India, Indian Institute of Finance</li> </ol>
5.	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Current Affairs Weekly, Magazines</li> <li>2. Financial Dailies</li> </ol>
6.	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Compare balance sheets of two banks and provide the result of the comparison in the form of a report</li> <li>2. Prepare a report showing comparative position of tier-wise capital for five different banks</li> <li>3. Discuss the investment patterns of banks having their HOs in Kolhapur and submit a report thereof.</li> <li>4. Obtain the feedback of banks having their HOs in Kolhapur on the Risk Management as a critical banking function.</li> <li>5. Preparation of projected financial statements in respect of proposed project.</li> <li>6. Preparing project proposal for any proposed business unit.</li> </ol>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II- 302(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>DIRECT &amp; INDIRECT TAXES</b>		
<b>Course Outcomes:</b> The students will able to learn			
1	Assess applicability of GST liability		
2	Analyze deductions from gross total income		
3	Evaluate the income under different heads and taxability		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Direct Tax Basics:</b> Important definitions, incomes exempt under section 10, deductions from gross total income under chapter VI A, Statutory duties covered upon the assesses regarding payment of taxes, Filling of income tax, Maintenance of accounts and audit of accounts, acceptance and repayment of deposits, TDS and TCS.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Computation of Income:</b> Computation of Income under different heads of income namely- salary, house property. Profits and gains from business and profession, Income from other sources , Presumptive Taxation	<b>L=12</b>	
		<b>T=1</b>	<b>P=2</b>
3	<b>Introduction to GST:</b> Existing Indirect Tax Structure in India, need of Constitutional Ammendment, Important Definitions under GST and Concept of Supply, Interstate and Intrastate Supply, Levy of GST.	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
4	<b>GST Time and Place of Supply and Concept of Input Tax Credit (ITC):</b> Time and Value of Supply, Place of Supply, Concept of Input Tax Credit, Blocked Credit, Input Tax Credit Rules, Transitional Provision.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed
2. Videos cassettes, CDS and documentary films exhibited

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Vinodkumar Singhania - Students Guide to Income Tax</li> <li>2. Prasad Bhagawati – Incom Tax Law &amp; Practice</li> <li>3. Mehotra H.C. – Income Tax Law</li> <li>4. Dinkar Pagare – Income Tax Law and Practice</li> <li>5. Ahuja &amp; Gupta – Systemetice Approach to Income Tax</li> </ol>
3	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a></p> <p><u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a></p> <p><u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a></p>

		Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a> <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on income tax efilling</li> <li>• Practical Problems on income from salaries</li> <li>• Practical Problems on TDS</li> <li>• Practical Problems on e-filing of GST</li> <li>• Financial statement analysis using Proves-Q</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-302(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>STRATEGIC AND INTERNATIONAL HUMAN RESOURCE MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To provide theoretical foundations of Strategic HRM to students and understand the role of HR as Strategic Partner.		
2	To equip students with the knowledge of HRM Practices in Multi-National Companies.		
3	To enable students to understand the implications of culture on HR Practices in MNCs.		
4	To enable students to understand HR interventions in successful cross-border Mergers and Acquisitions.		
<b>Course Outcomes : Students will be able to :-</b>			
1	Describe the different concepts in Strategic and International HRM.		
2	Interpret the implications of culture on HR Practices		
3	Evaluate different HR interventions in cross-border mergers and acquisitions.		
4	Adapt HR management practices in changing International scenario.		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Meaning, Scope, definition of SHRM, Difference between SHRM and HRM, 5 P Model of SHRM, Linking HR Strategy with Business Strategy. Globalization: Drivers of Globalization, Effects of Globalization on HRM, Model of International HRM, Differences and similarities between DHRM and IHRM.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Multi-culturalism, Cultural pre-dispositions- Ethno-centralism – Polycentricism – Regio-centricism- Geocentricism. Geert Hofstede's cultural dimensions, Communication, Leadership and Motivation across cultures, Issues in International Human Resource Planning, International Staffing: Linking staffing with stage of MNC	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
3	Identifying Potential expatriate, selection criteria of Expatriates, Challenges faced by Expatriates, Women Expatriates, Challenges and Advantages of Women expats, Process and Importance of Cross-cultural training, Emerging Trends. Issues in Performance Appraisal in International context.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	Compensation Management: Objectives, Components of International compensation package. Cross-border Mergers and Acquisitions: Motives, HR Interventions in cross border Mergers and acquisitions. Repatriation: Reasons, Process, benefits from returnees, Challenges of re-entry, Tips for successful repatriation.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. <u>Michael Armstrong, Angela Baron</u>, Strategic HRM: The Key to Improved Business Performance</li> <li>2. Charles Greer, Strategic HRM- Pearson Education.</li> <li>3. Monir H. Tayeb, International Human Resource Management - Oxford University Press, 2005.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Anne-Wil Harzing, Ashly Pennington, International HRMSage South Asia Edition.</li> <li>2. <u>Julia Connell, Stephen Teo</u>, <u>Strategic HRM: Contemporary Issues in the Asia Pacific Region.</u></li> <li>3. A. Ghanekar, Strategic HRM, Everest Publishing House.</li> </ol>
3	<b>Websites</b>	<p>www.shrm.com www.hbr.com www.citehr.com</p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Journal of Indian Management and Strategy</li> <li>2. Human Capital</li> <li>3. Manpower Journal</li> <li>4. AIMS Journal of Management</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. online.wsj.com</li> <li>2. Magazines like Outlook, Time, India today</li> </ol>
6	<b>Practical component</b>	<ol style="list-style-type: none"> <li>1. Debate on the cultural predispositions multinational context will be conducted in class</li> <li>2. Write an essay on “The challenges I would face if my company sends to on foreign assignment“.</li> <li>3. Case based on Recruitment strategy will be discussed and students will be asked to design and present the recruitment strategy for a given company.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-302 (C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MARKETING SECTORS</b>		<b>MM II</b>
<b>Course Objectives:</b>			
<b>1</b>	Students will become familiar with various aspects of marketing sectors		
<b>2</b>	Students will understand and implement concepts in marketing across different sectors.		
<b>3</b>	Students will understand the process of formulating marketing plans for various sectors.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Describe conceptual aspects of sectorial markets.		
<b>2</b>	Apply concepts for marketing of services & products across sectors		
<b>3</b>	Design marketing plans across various marketing sectors		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b> <b>Industrial Marketing</b> Introduction to concepts & history of Industrial marketing. Difference between consumer and industrial /business marketing. Organisational Markets & Marketing. STP & Marketing Mix for Industrial marketing. Blurring between B2B & B2C. Competitive tendering, bidding. Non tendering purchase, Solution selling. Advancing internet & marketing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b> <b>Services Marketing</b> Concepts, Meaning, characteristics of services. Difference between service & product. Marketing of professional services. Marketing Mix, Service quality concept & model. Capacity & demand Management. Retaining customers. 7 Ps of services marketing. Sectorial application collectively & specifically to top ten sectors in India including health, education, financial services.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III</b> <b>International Marketing</b> Nature, scope, challenges in international markets. Concepts & theories overview. Trade distortions & market Barriers in world market environment. Financial environment & decisions. Current trends in import & export in international marketing. Process, procedure, opportunities from Indian & Asian perspectives. Global fact sheet for marketer	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Unit IV</b> <b>Retail Management</b> Introduction to retail markets & marketing overview. Retail evolution in India. Retail formats, marketing mix decisions. Franchising, Retail merchandise, objectives, process & factors affecting store layout & marketing mix decisions. Visual merchandising. Merchandising mix decision. Display, lighting, exhibition. Store location its evaluation. Build	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

	Lease or Buy decision.		
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Learning Resources			
1	<b>Text Books</b>	1. Industrial Marketing – Hill, Alexander, Cross 2. Industrial Marketing – P K Ghosh 3. Industrial Marketing-Krishna K. Havaldar Tata McGraw-Hill  <b>4 .Strategic marketing: Text and Cases Paperback - <u>S Shajahan</u></b>	
2	<b>Reference Books</b>	1. <b>Services Marketing People, Technology, Strategy</b> – C. Lovelock, Jwartz, J. chattarjee – Pearson Education 2. <b>Services Marketing</b> – Integrating Customer Focus Across The Firm – V. Ieithaml, D DGremler, M J Bitner, A Pandit – Tata McGraw Hill 3. <b>Services Marketing</b> – Dr. S. Shajahan – Himalaya Publishing House 4. <b>“Services Marketing The Indian Experience”</b> - Ravi Shankar 5. <b>“ Business To Business Marketing”</b> – Analysis And Practice In A Dynamic Environment - Thomson South Western- Vitale Giglierano 6. Strategic Marketing – Michel Porter 7. Strategic Marketing- 8 <sup>th</sup> Edition -Tata Mcgraw Hill 8. <b>Strategic Market Management: Global Perspectives, <u>Damien Mcloughlin David A. Aaker</u></b> 9. <b>MR Czinkota and I A Rankainen</b> - International Marketing - Cengage Learning 10. <b>U.C. Mathur- International Marketing Management</b> : Text and Cases- Sage Publication 11. <b>Francis Cherunilam</b> - International Marketing- Text and Cases – Himalaya Publishing House 12. <b>Ramaswam and Namakumari</b> - Marketing Management – Macmillan Publication 13. <b>B K Chaterji</b> - Marketing Management : A Finance Emphasis– A Jaico Book	
3	<b>Journals</b>	1. Indian Journal of Marketing 2. IUP Journal of Business Strategy 3. Current Contents In Management Marketing	
5	<b>Supplementary Reading</b>	1. The Economic Times 2. Business Standard	
6	<b>Practical Component</b>	1. Group Activity based on all the units 2. Case study discussion on all units relevant concept of the subject	

		3. Take other activities i.e. - Business Games etc. 4. Library assignment on all units
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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-302 (D)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>RURAL AND AGRICULTURAL MARKETING</b>		

<b>Course Out Comes: Students will be able to</b>	
<b>1</b>	Discuss the features of rural and urban markets for consumer goods and non-consumer goods
<b>2</b>	Apply rural marketing research techniques to understand the rural consumer behavior
<b>3</b>	Adapt marketing strategies suitable to rural markets and agricultural inputs

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>man1</b>	<b>Introduction To Rural Marketing:</b> Definition, Classification And Characteristics Of Rural Markets; Problems And Constraints In Rural Marketing, Marketing Functions and Services: Marketing Institutions And Marketing Support Services, Rural Consumer: Classification and profile;	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Rural Consumer Behavior and Rural Marketing Research:</b> Rural Consumer Buying Behavior – Major Forces Influencing Rural Consumer Behavior, Rural Segmentation, Market Targeting and Positioning and Procedures for Rural Markets In India; <b>Rural Marketing Research:</b> Introduction, significance and sources of information, key decisions, approaches and tools of market research- case for innovation, participatory approaches, innovative tools, rural vs urban marketing research, rural research business, challenges in rural marketing research	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Rural Marketing Planning And Strategy Development:</b> Planning For Rural Marketing – Strategic Issues In Rural Marketing. Rural Product Strategy – Rural Pricing Strategy – Rural Distribution Strategy – Rural Promotion Strategy, Introduction to PRA Technique and its importance in Rural Marketing	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Agricultural Marketing In India:</b> Marketing Of Agricultural Products, Agricultural Marketing Process - Markets And Classification Of Markets – Methods Of Sales – Marketing Agencies, Introduction to Krishi Mandis and New FMCG Act, Marketing of Agricultural Inputs – Fertilizers; Seeds; Agrochemicals; Tractors; Farm Equipment; Irrigation Equipment and Animal Feed	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Ramkishan Y. (2004): New Perspectives In Rural And Agricultural Marketing, Jaico Publishing House, 2<sup>nd</sup> Edition</li> <li>2. Pradip Kashyap, Rural Marketing, Pearson Publications</li> <li>3. Badi and Badi: Rural and Agricultural Marketing, Himalya Publications</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Sarwade W.K. (2006) : Agricultural Marketing – Vatsala Baliram Prakashan Kendra, Mumbai</li> <li>2. Abbott J.C.; Makcham J.P. (1992): Agricultural Economics and Marketing in the Tropics. Elbs with Longman, 2<sup>nd</sup> Edition.</li> <li>3. Singh G.N.; Singh D.S., Singh R.I: Agricultural Marketing in India, Analysis Planning and Development. Chugh Publications, Allahabad</li> <li>4. Rajagopal (1993): Indian Rural Marketing, Rawat Publication.</li> <li>5. Kamat M.; Krishnamurty R. (2003): Rural Marketing, Himalaya</li> <li>6. Habeeb-ur-Rahman K.S. (2003), Rural Marketing In India; Himalaya</li> <li>7. Gopalswamy T.P. (2006): Rural Marketing: Environment Problems and Strategies, Vikas</li> <li>8. Verma S.B; Jiloka S.K. (2006): Rural Agricultural and Marketing, Deep and Deep</li> </ol>
3	<b>Websites</b>	<a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a> <a href="http://www.manage.gov.in">www.manage.gov.in</a> <a href="http://www.ica.coop/">www.ica.coop/</a> <a href="http://www.apeda.gov.in">www.apeda.gov.in</a>
4	<b>Journals</b>	Rural Marketing Indian Journal of Marketing Vikalpa
5	<b>Supplementary Reading</b>	<a href="http://www.martrural.com">www.martrural.com</a> <a href="http://www.ibef.org">www.ibef.org</a> <a href="http://www.ruralrdc.com.au/">http://www.ruralrdc.com.au/</a>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Make a visit to any one of the marketing service agency identify their activities</li> <li>• Organize PRA Activity at your/ any village and identify the marketing opportunities for various product categories</li> <li>• Prepare a questionnaire and conduct rural market research for various product categories and submit analysis in report format</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-302-(E)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>PURCHASING AND INVENTORY MANAGEMENT</b>		

Course Objectives:	
1	To make students understand fundamental concepts, principles and practices of purchase management, including the basic functions of materials management.
2	To make students knowledgeable about theoretical aspects and practical application of Inventory Management.
3	To introduce students to modern concepts and trends in Purchase & Stores Management



<b>Course Outcomes:</b> Students will be able to;	
1	Describe the concepts of Purchasing and Inventory Management.
2	Apply Purchasing and Inventory Management Techniques at Manufacturing and Service Sector.
3	Analyze issues involved in Purchasing and Inventory Management.
4	Evaluate Purchasing and Inventory Management strategies.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>PURCHASING MANAGEMENT</b> Introduction, to Materials Management, Purchasing Principles & Procedure, Practices & Policies of Purchasing, 5R of Purchasing, Objectives, Scope, Responsibilities & Limitations of Purchasing Management, Methods of Buying, Centralised & Decentralised Purchasing, Sources of Supply & Supplier Selection, Legal Aspects of Purchasing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>STORES MANAGEMENT</b> Meaning of Store Management, Functions of Scientific Store Management, Benefits of Scientific Store Keeping, Types of Stores, Stores Procedure, Store Location & Layout, Centralised & Decentralised Store, Preservation of Stores, Storage Safety And Security Aspects, Standardization & Variety Reduction, Codification, Stock Taking.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>INVENTORY MANAGEMENT &amp; CONTROL SYSTEM</b> Defining Inventory, The Need of Inventory & Its Control. Inventory Management: Objectives, Functions & Importance. Costs Associated with Inventory, Inventory Models: Basic EOQ Model, Quantity Discount Model, Safety Stock Determination, Replenishment Systems, Fixed Order Quantity (Q Model) Versus Fixed Time Period (P Model). (Numerical Treatment on Inventory Models)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>STRATEGIC MATERIALS MANAGEMENT</b> BoM, MPS, MRP I, MRP II, CRP, Vendor-Vendee Relations, Vendor Development, Vendor Evaluation & Rating Methods, Negotiations, Supplier Quality Assurance Programme, Material Accounting & Audit, Inventory Valuation, Worldwide Sourcing, Government Purchasing Practices & Procedure, Materials Management Information System (MMIS)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. K. K. Ahuja, Material Management ,CBS Publishers &amp; Distributors</li> <li>2. A.K. Datta, “Materials Management”, Procedure, Text &amp; Cases, Prentice-hallof India Pvt. ltd, New Delhi.</li> <li>3. K. S. Menon, Sarika Kulkarni, Purchasing and Inventory Management, SPD Publications</li> <li>4. Dr. K. C. Jain and Jeet Patidar, Purchasing and Materials Management, S. Chand</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Max Müller, “Essentials of Inventory Management” Amacom,2003.</li> <li>2. Richard J. Tersine, “Principles of Inventory and Materials Management” North-Holland, 2007.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.materialsmanagement.info/defscope/index.htm">www.materialsmanagement.info/defscope/index.htm</a></li> <li>2. <a href="http://www.materialsmanagement.info/inventory/functions-of-inventory.htm">http://www.materialsmanagement.info/inventory/functions-of-inventory.htm</a></li> <li>3. <a href="https://www.managementstudyguide.com/inventory-management.htm">https://www.managementstudyguide.com/inventory-management.htm</a></li> <li>4. <a href="http://www.ispatguru.com/stores-management/">http://www.ispatguru.com/stores-management/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of Purchasing and Materials Management - Wiley Online Library</li> <li>2. Journal of Purchasing &amp; Supply Management - Journals - Elsevier</li> <li>3. International Journal of Procurement Management (IJPM)</li> <li>4. International Journal of Purchasing and Materials Management</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. P. Gopalakrishnan and M. Sundaresan, Material Management: An Integrated Approach, Prentice-Hall of India Pvt.Ltd</li> <li>2. Robert M. Monczka and Robert B. Handfield, “Purchasing and Supply Chain Management” 6th Edition, Jan 2015.</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. To interview Purchasing Manager of any local business to understand responsibilities and limitations of purchasing manager.</li> <li>2. To visit any local manufacturing organization study functions of Store Management and storage security and safety aspects.</li> <li>3. To interview Inventory Manager of any local business to study inventory control technique adopted by the organization.</li> <li>4. Library Exercise on Materials Management Information System (MMIS) undertaken by any one company of your choice.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-302 (F)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INFORMATION SYSTEM CONTROL AND AUDIT</b>		
<b>Course Objectives</b>			
1	To enable a student to use analytics to solve business problems		
2	To Make Use of I.S Audit Procedures.		
3	To develop skills in the theory, techniques, and practical issues involved in computer-based information systems control and auditing		

Course Outcomes: Students will be able to;	
1	Classify the concepts of computer security, computer security threats, and the corresponding remedies.
2	Describe the trend of computer security threats
3	Develop an audit plan to achieve the IT audit objectives.

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	Introduction – Overview Of Information System Auditing, Need For Control And Audit Of Computers, Need for Assurance, Effect Of Computers On Auditing, Benefits of IS Audit for An Organization. IT Governance and Auditors. Conducting Information System Audit – Audit Charter And Engagement Letter, A Typical IS Audit Charter	L= 11	
		T= 2	P= 2
2	Audit Planning, Audit Approaches, Risk Assessment, Information Gathering Techniques, Vulnerability, System Security Testing, Development Of Security Requirements Checklist, The Road Map For Setting Up Information System Audit For Bank, The Management Control Framework: Introduction, IT Management Framework	L= 12	
		T= 2	P= 1
3	Top Management Controls – Evaluating – Evaluating The Planning, Organizing-Policies and procedures, HR Policies and Procedures Relating To Information System, Leading Function, Controlling Function. Audit of Program Development, Audit of Program Modification, Field level input control, Record level input control, Conversion Audit	L= 11	
		T= 2	P= 2
4	Techniques for testing unauthorized program modification; Operational Control Review – Control Requirements for Backup, Backup Procedures, Selection of storage media, Security Measurement Controls – Introduction, Conducting A Security Program, Major Security Threats And Remedial Measures, Need Of Disaster Recovery And Business Continuity, Data Disaster, Virus Disasters, Software Disasters, Data Center Disasters, Core Banking Solution	L=11	
		T= 2	P= 2

**Note:**

Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

Learning Resources		
1	<b>Text Books</b>	1. Information System Control And Audit, - Ron Weber Person Edition
2	<b>Reference books</b>	1. Information System Auditing And Assurance – James A. Hall – South Western. 2. Auditor's Guide to Information Systems Auditing- Richard Cascarino
3	<b>Website</b>	1. <a href="https://www.isaca.org/">https://www.isaca.org/</a> <a href="http://www.rdocumentation.org">www.rdocumentation.org</a> 2. <a href="https://www.britannica.com/topic/information-system/Information-systems-audit">https://www.britannica.com/topic/information-system/Information-systems-audit</a> 3. <a href="https://www.researchgate.net/publication/327312550_Information_Technology_Control_and_Audit">https://www.researchgate.net/publication/327312550_Information_Technology_Control_and_Audit</a>
4	<b>Journals</b>	1. ISACA Journal   Information Technology & Systems ResourcesR and the joirnal of the statistic softwares
5	<b>Supplementary Reading</b>	1. Inormation System Audit Reports From Banks

<b>Semester</b>	<b>III</b>	<b>Total Credits</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301-A</b>	<b>Credit Pattern</b>	<b>L-22, T-2, P-6</b>
<b>Course Title</b>	<b>ENTREPRENEURSHIP SKILLS AND START UP</b>		
<b>Course Outcomes:</b> Students will be able to:			
<b>1.</b>	Describe the concept and types of Start ups.		
<b>2.</b>	Explore the start up ideas and start up India scheme.		
<b>3.</b>	Identify various funding options for start ups		
<b>4.</b>	Create a start up on the campus.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Understanding Start ups: (15)</b> Understanding the concept of start up and its economic rationale. The difference between a startup and a small Business, Types of Start Ups: Life style start ups, Small business start ups, Scalable startups (Silicon Valley entrepreneurs), Buyable startups, social start ups, Technology Startups. Various Business Models adopted by startups worldwide. Startup idea, Innovations, IPRs. Startup Ecosystems with examples. Indian Start ups in the last ten years. Government policy for MSME and start up India Scheme.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Funding Methods for Startups:</b> Stages of Start up Financing, Types of Investors for Startups 1) Friends & Family. 2) Banks & Government Agencies. 3) Angel Investors 4) Boot strapping 5) Accelerators & Incubators 6) Family Offerings 7) Venture Capital Firms. 8) Corporate Investors. Funding for startups through government agencies India. Problems and Challenges of startups: Lack of legitimate mentors for Startups, Competition from big players, stringent norms of financiers, marketing problems, human resource management problems, funding problems, delays and project cost escalation. Sustaining and growing the startup.	<b>L=11</b>	
		<b>T=2</b>	<b>P=1</b>

**Learning Resources**

<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>Mohanty – Fundamentals of Entrepreneurship, Prentice Hall of India</li> <li>Entrepreneurship: creating and leading an entrepreneurial organization. By Kumar Arya, Pearson India.</li> <li>Zimmerer &amp; Scarborough – Essentials of Entrepreneurship &amp; Small Business Management, Prentice Hall of India</li> <li>Allen, K. (2003) Launching New Venture, Cengage Learning</li> </ol>
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2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Hisrich Peters, Irwin: 'Entrepreneurship: Starting, Developing and Managing a New Enterprise. PHP</li> <li>2. Raghu Nandan : 'Unlashing your entrepreneurial Potential' Sage Publication</li> <li>3. M.lall, 'Entrepreneurship, Excel books</li> <li>4. Peters, michael P and shepherded Dean, Hisrich, robert, Sage Publication Tata Mcgraw-hill; sixth edition, 2007</li> <li>5. Mathew J Manimala :- Entrepreneurship at the Crossroads – Biztantra Pub.</li> <li>6. Eric Ries, 'The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses: Published By Currency available only on Amazon</li> </ol>
3	<b>Websites</b>	<a href="https://inc42.com/startups/file:///E:/introduction%20to%20startup.pdf">https://inc42.com/startups/ file:///E:/introduction%20to%20startup.pdf</a> <a href="file:///C:/Users/student/Downloads/rebo_use_dp_2016_1613%20(1).pdf">file:///C:/Users/student/Downloads/rebo_use_dp_2016_1613%20(1).pdf</a> <a href="https://fi.co/insight/the-most-comprehensive-guide-to-the-silicon-valley-startup-ecosystem-ever-created">https://fi.co/insight/the-most-comprehensive-guide-to-the-silicon-valley-startup-ecosystem-ever-created</a>
4	<b>Journals</b>	Journal of Entrepreneurship Development - SEDME Entrepreneurship in the New Millennium: Hyderabad, NISIET IDBI Annual Report
5	<b>Supplementary Reading</b>	Economic Times Business Standard Online reading of Harvard Business Review, Journal of Business Venturing
6	<b>Practical Component</b>	Case Study on Start Up Business Models and presentation. Visit to Incubations Interaction with Startup entrepreneurs

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301 (B)</b>	<b>Credit Pattern</b>	<b>22L + 8 TP</b>
<b>Course Title</b>	<b>HEALTH AND WELLNESS</b>		

<b>Unit Number</b>	<b>Contents</b>
1	Introduction to Human Health, The Wellness Profession, Changes across the Lifespan, Workplace Wellness Program Management. Health Literacy Worksite Health Environment, Physical Activity and Nutrition for Wellness Managers. Understanding and Effecting Health Behaviour Change.
<b>Learning Resources</b>	

2	<p>Marketing and Communication. Survey of Information Technology in Wellness  Population Health, Leadership and Change Management in Health. Assessment and Evaluation  Employee Health and Well-Being. Health Coaching, Fieldwork, Health and Wellness Management Capstone..</p>	
Instructions	<p>This course is to be conducted with open approach to reflect more on student's part for learning. If necessary experts can be called for workshops or guest sessions.</p>	
1	Reference Books	<p>Wellness Management for Educators and Entrepreneurs  Jooosung J. Lee  Jungeun Kim  Division of Interdisciplinary Wellness Studies  Asan, Chungnam,  Korea  Series: Management Science – Theory and Applications.BISAC: BUS041000  Best Health and Wellness Books of the Last Decade  TARA LOSINSKI   JANUARY 10TH, 2020  Lifespan: Why We Age—and Why We Don't Have To Hardcover – Sept. 10 2019  by David A. Sinclair PhD (Author), Matthew D. LaPlante (Author)  Wellness Management - A Lifestyle Approach for Health, Fitness and Energy (English, Paperback, Venkata Rajasekhar Kali)  Notion Press  Genre: Health &amp; Fitness  ISBN: 9789352067428, 9789352067428  Pages: 276  What to Eat Paperback – April 17, 2007  by Marion Nestle (Author)  ISBN-10 9780865477384  Williams' Essentials of Nutrition and Diet Therapy Paperback – 23 December 2014  by Eleanor Schlenker PhD RD (Author), Joyce Ann Gilbert (Author) ISBN-13 978-0323185806</p>
2	Reference Website	<p>. The Real Food Dietitians  Website:  1. <a href="https://therealfoodrds.com/">https://therealfoodrds.com/</a>  2. MyFitnessPal  Website: <a href="https://www.myfitnesspal.com/">https://www.myfitnesspal.com/</a>  3. Livestrong  Website: <a href="https://www.livestrong.com/">https://www.livestrong.com/</a>  4. Healthline  Website: <a href="https://www.healthline.com/">https://www.healthline.com/</a>  5. Avocadu  Website: <a href="https://avocadu.com/">https://avocadu.com/</a></p>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301 (C)</b>	<b>Credit Pattern</b>	<b>22L, 8TP</b>
<b>Course Title</b>	<b>TOURISM MANAGEMENT</b>		
<b>Course Objectives</b>			
<b>1</b>	To enable students to get acquainted with concepts in Tourism Management.		
<b>2</b>	To enable students to know the elements of Tourism marketing and its practical Approach to Tourism Management		
<b>Course Outcomes: Students will be able to;</b>			
<b>1.</b>	Explain the concepts of travel and tourism,		
<b>2.</b>	Develop a tourism plan		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit 1: TOURISM PHENOMENON</b> Understanding Tourism Historical Evolution and Development Understanding Tourists And Hosts Profiling Foreign Tourists Profiling Domestic Tourists Guest – Host Relationship Sociology, Anthropology and Tourism Informal Services in Tourism, Dance and Music :Cuisines, Customs, Festivals and Fairs	<b>L=11</b>	
		<b>T=4</b>	<b>P=0</b>
<b>2</b>	<b>Unit 2: TOURIST SITES: PRODUCTS AND OPERATIONS</b> Adventure and Sports Beach and Island Resorts: Hill Stations of India Wild Life: Use of History, Monuments and Museums Living Culture and Performing Arts, Religions of India Tourism Marketing – 1: Relevance, Product Design, Market Research. Tourism Marketing – 2: Promotional Events, Advertising Publicity, Selling, Role of Media, Writing for Tourism Personality Development and Communicating Skills	<b>L=11</b>	
		<b>T=4</b>	<b>P=0</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

**Learning Resources**

1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. P.M. Seth, Successful Tourism Management:</li><li>2. J.K. Sharma , Tourism Planning &amp; Development:</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Chuck Y. Gee , Travel industry:</li><li>2. R Gartner, Tourism Development: Tourism System: Mill R.C &amp; Morrison</li><li>3. Cooper C, Fletcher J, and Gilbert D &amp; Wahill S. Tourism; Principles &amp; Practices</li></ol>
3	<b>Websites</b>	<ol style="list-style-type: none"><li>1. <a href="http://tourism.gov.in/organisation">http://tourism.gov.in/organisation</a></li><li>2. <a href="http://www.wti.org.in">www.wti.org.in</a> (Wildlife Organisation in India)</li><li>3. <a href="http://www.indiaculture.gov.in">www.indiaculture.gov.in</a></li></ol>
4	<b>Journals</b>	<ol style="list-style-type: none"><li>1. Journal of Tourism and Hospitality Management (JTHM)</li><li>2. KITTS - Indian Journal of Tourism and Hospitality</li></ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"><li>1. Tourism Policy in 2018</li><li>2. Year End Review: Ministry of Tourism</li></ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"><li>1. Each Student will to select one State and prepare a seminar on Culture, Festival, Food habits, Dance, rituals etc. of the State.</li><li>2. Each student will identify the tourism spots from the selected State and present its Unique Selling Proposition with tourism perspective.</li><li>3. Preparation of a detail tourism plan to visit a particular tourism destination.</li></ol>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301(D)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>CHANGE MANAGEMENT</b>		

<b>Course Objectives</b>	
1	To help the students to gain knowledge about the concepts of change management and to acquire the skills required to manage any change effectively.
2	To understand the various components and constraints involved in Change management.
3	To equip students with ways of dealing with resistance to change.
<b>Course Outcome</b>	
1. Apply Change Management Model to business situations 2. Evaluate and organizational changes and its management.	

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Individual Change:</b> Need for Individual Change, Personality and Change, Learning and Individual Change, Approaches to Individual Change, Implications of Change in Individuals. <b>Culture and Change:</b> Introduction, Concept of Organizational Culture Dimensions of Culture, Type of Culture, Assessing Organizational Culture, Role of Culture in Managing Change. Change Management in Organizations: Understanding Organizational Transformation, Strategies, Process, Nature, Perspectives of Organizational Change. Models of Organizational Change:	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Communicating & Implementing Change: Need, Factors, Forms of Resistance, Reactions to Change, Resistance to Organizational Change Initiatives, Overcoming the Resistance to Change, Technique: Implementation of Change, Developing an Implementation Plan, Gaining Support and Involvement of Key People, Strategies for Implementation: Types of Change Management Strategies, Factors Affecting the Choice, Formulating and Facilitating Change, Facilitating Change, Implementing Change,. Leading Changes: Visionary Leadership, Role of Leaders in the Phases of Organizational Change. Evaluation, Measurement and Methods of Evaluation, Feedback Process, Continuous Incremental Change.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the Class.
3. Field visits will be compulsory and a group report to be generated for exam in the presence of an external examiner at mid-term.
4. This is necessary to know implemented change and or change in process around. In manufacturing, service, commercial challenging sectors.

Learning Resources		
1	<b>Text Books</b>	No particular text book is available however following can be correlated and used as text book The Power Of HABIT, Charles Duhigg, Replica Press Pvt.Ltd. ISBN 9781847946249
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. James McCalman, Professor Robert A Paton, Sabina Siebert, Change Management: A Guide to Effective Implementation, SAGE Publications.</li> <li>2. Beam, Change Management Revised Edition, Routledge- Taylor and Francis Group.</li> <li>3. Jeff Hiatt, Timothy J. Creasey, Change Management: The People Side of Change</li> <li>4. Radha S. Sharma, Change Management. Tata McGrawHill.</li> </ol>
3	<b>Websites</b>	<p><a href="https://www.change-management-institute.com/">https://www.change-management-institute.com/</a></p> <p><a href="https://www.changefirst.com/">https://www.changefirst.com/</a></p>
4	<b>Journals</b>	<p>Journal of Organizational Change Management</p> <p>Issue(s) available: 176 – From Volume: 1 Issue: 1, to Volume: 32 Issue: 2</p> <p>Category: Organization Studies</p> <p><a href="https://www.emerald.com/insight/publication/issn/0953-4814">https://www.emerald.com/insight/publication/issn/0953-4814</a></p>
5	<b>Supplementary Reading</b>	<p>Managing Transitions, 25th anniversary edition: Making the Most of Change Paperback – January 10, 2017</p> <p>by William Bridges (Author), Susan Bridges (Author)</p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Debate in the classroom on Change related topic</li> <li>2. Organization change questionnaire data collection and analysis.</li> <li>3. Group Presentation on Change management in various sectors like Health care, Education, PSU, Retail, Manufacturing Industries.</li> <li>4. Design a role play event for students, so that they will play it out to mobilize support for a change implementation programme.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE-301(B)</b>	<b>Credit Pattern</b>	<b>L-24, T-06, P-00</b>
<b>Course Title</b>	<b>E-COMMERCE</b>		

<b>Course Objectives</b>	
1	To explain the nature and different models of E-commerce
2	To explain the technologies required to make e-Commerce viable.
3	To discuss the current drivers and inhibitors facing the business world in adopting and using e-commerce and
4	To discuss the trends in e-Commerce and the use of the Internet.
5	To discuss e-commerce from an enterprise point of view.
6	To demonstrate the concepts of security in e-commerce applications.
<b>Course Outcomes</b>	
After completion of this course the student will be able to:	
1	Recognize the business impact and potential of e-commerce
2	Develop a holistic perspective on the role of IT in organizations.
3	Identify target market based on numerous parameters.
4	Select appropriate e-commerce models for any organization.
5	Follow security measures while dealing with e-commerce applications.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	History of e-commerce and Indian business context, www, advantages and disadvantages of e-commerce, e-commerce in India, various Indian case studies. Business models for e-commerce, different type of e-commerce, brokerage model, aggregator model, info-mediary model, community model, value chain model, manufacturer model, advertising model, subscription model, affiliate model.	<b>L=12</b>	
		<b>T=03</b>	<b>P=00</b>
<b>2</b>	Technologies of the www & e-security, internet client-server applications, networks and internets, URL, software agents, internet service providers, html, java script and xml, e-security, security on the internet, hacking, various security risks, e-business risk management issues, firewall. E-marketing, identifying web presence goals, the browsing behavior model, online marketing, e-advertising, internet marketing trends, target markets, e-branding, marketing strategies. Legal and ethical issues, IT Law, phishing, copy right.	<b>L=12</b>	
		<b>T=03</b>	<b>P=00</b>

## References

1	<b>Text books</b>	a. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. The unofficial guide to starting an e-commerce business by Jason R.Rich, IDG books India.</li> <li>2. E-Commerce (Pearson Custom Business Resources) by Kenneth C. Laudon</li> <li>3. Electronic Commerce by Gary P. Schneider</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://notes4learners.blogspot.com">http://notes4learners.blogspot.com</a></li> <li>2. <a href="https://www.academia.edu/8099032/e_commerce_notes">https://www.academia.edu/8099032/e_commerce_notes</a></li> <li>3. <a href="https://examupdates.in/e-commerce-full-notes/">https://examupdates.in/e-commerce-full-notes/</a></li> <li>4. <a href="https://www.javatpoint.com/html-tutorial">https://www.javatpoint.com/html-tutorial</a></li> <li>5. <a href="http://www.echoecho.com/html.htm">http://www.echoecho.com/html.htm</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. “Electronic Commerce Research”, ISSN: 1389-5753 (Print) 1572-9362 (Online), <a href="https://link.springer.com/journal/10660">https://link.springer.com/journal/10660</a></li> <li>2. “E - Commerce for future &amp; Trends”, eISSN: 2454–9347, <a href="http://stmjournals.com/E-Commerce-for-future-and-Trends.html">http://stmjournals.com/E-Commerce-for-future-and-Trends.html</a></li> <li>3. “Journal of Web Development and Web Designing”, <a href="http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html">http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html</a></li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. geeksforgeeks</li> <li>2. tutorialspoint</li> <li>3. w3Schools</li> </ol>
6	<b>Practical Components</b>	-----
1	<b>Text books</b>	b. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>4. The unofficial guide to starting an e-commerce business by Jason R.Rich, IDG books India.</li> <li>5. E-Commerce (Pearson Custom Business Resources) by Kenneth C. Laudon</li> <li>6. Electronic Commerce by Gary P. Schneider</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301 (C)</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>DISASTER MANAGEMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	Understand the concept and impact of disasters.
<b>2</b>	Describe the causes, effects and control measures of disasters.

<b>Course Outcomes: After completion of this course students will have capacity to</b>	
1.	Recognize the various global and regional environmental concerns/hazards due to natural causes and/or human activities, and the impact of these on various forms of life .
2.	Obtain and communicate information on risks, relief needs and lessons learned from earlier disasters in order to formulate strategies for mitigation in future scenarios
3.	Describe and evaluate the environmental, social, economic, legal and organizational aspects influencing vulnerabilities and capacities to face disasters.
4.	Relate theoretically and practically in the processes of disaster management (disaster risk reduction, response, and recovery)

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Disaster Management :</b> Hazard and Disaster, Classification of Disasters. Hydrological Disasters - Flood, Drought, Geological Disasters- Earthquakes, Landslides, Volcanic Eruptions. Wind Related Disasters- Cyclone Biological Disasters : Man Made Disasters : Fire – Industrial, Domestic and wild fire Technological Disasters- Bhopal Gas Tragedy, Chernobyl and Fukushima. Marine and Social Disasters	<b>L= 11</b>	
		<b>T= 4</b>	<b>P= 0</b>
<b>2</b>	<b>Disaster Management :</b> Risk assessment, Disaster Management Act 2005, National Disaster Management Framework, Role of various organisations- National Disaster Management Authority (NDMA), State Disaster Management Authority (SDMA), District Disaster Management Authority (DDMA), Financial Arrangements for Disaster Management, Disaster management cycle, NDRF. Non-Governmental Organisations, community participation, Education, training for public in emergency preparedness plan, Rescue & rehabilitation programmes.	<b>L= 12</b>	
		<b>T= 3</b>	<b>P= 0</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> </ul>

		<ul style="list-style-type: none"> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmental Studies, Nambiar, STP</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Nuclear Accidents (Man Made Disasters) Mark Mayell Publisher: Lucent Books</li> <li>• Management of Man-made Disasters, S. L. Goel, Motilal Banarsidass Publishers Private Limited, New Delhi, ISBN: 8176297151</li> <li>• Handbook of Pollution Control Processes By: Robert Noyes. Jaico Publishing House, Mumbai (2003)</li> <li>• Fire &amp; Explosion Hazards Handbook of Industrial Chemicals By: TA Davletshina &amp; NP Cheremisinoff, Noyes Publications, Mumbai (2003)</li> <li>• Environmental Geology by K. Valdiya, Tata McGraw Hill Publishing Co.</li> <li>• Perspectives on Environment by I.R. Manners, M.W. Micksell</li> <li>• Our Planet, Our Health by WHO (1992)</li> <li>• Report of the Panel on Industry by WHO (1992)</li> <li>• Natural Disasters, Author: Claire Watts / Trevor Day Publisher: Dk Publishing, ISBN: 9781465438096</li> <li>• Environmental Biology by K.C. Agarwal</li> <li>• Resource Book on Chemical (Industrial) Disaster Management, <a href="http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf">http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf</a></li> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> <li>• <a href="https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/">https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Disaster_management_in_India">https://en.wikipedia.org/wiki/Disaster_management_in_India</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Demonstration of Fire &amp; Water Safety.</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Mock drill for various disaster</li> <li>• Disaster Management Action Plan</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301(D)</b>	<b>Credit Pattern</b>	<b>L-20, T-5, P-5</b>
<b>Course Title</b>	<b>CORPORATE SOCIAL RESPONSIBILITY</b>		

<b>Course Objectives</b>	
1	understand the scope and complexity of corporate social responsibility.
2	gain knowledge of the impact of CSR implementation on societies
3	acquire skills to frame and design CSR policies and practices appropriate to the Indian workplace.

<b>Course Outcomes: Students will be able to</b>	
1	Know the Corporate Social Responsibility of different sector.
2	Use the acquired skill for proper sustainable Corporate Social responsibility.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to CSR: Meaning & Definition of CSR, History & evolution of CSR. International framework for corporate social Responsibility, Millennium Development goals, Sustainable development goals, Relationship between CSR and MDGs. United Nations (UN) Global Compact 2011. UN guiding principles on business and human rights.– Globalization and CSR.	<b>L= 10</b>	
		<b>T= 3</b>	<b>P= 2</b>
2	Indian perspectives and approaches: Models of CSR in India,. Initiatives in India. Corporate Governance and CSR , CSR Policy and guidelines , Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR. Role of Government and NGO in CSR. Business Benefits of CSR.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Benn &amp; Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.</li> <li>2. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company</li> <li>3. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.</li> <li>4. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.</li> <li>5. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Lourdes Poobala Rayen- Corporate Social responsibility.</li> <li>2. Ellington. J. (1998). Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers</li> <li>3. Baxi C.V and Ajit P, Corporate Social Responsibility, Concept &amp; Cases: "The Indian Experience, Excel Books.</li> <li>4. Reddy S and Stefan S (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.</li> <li>5. Werther, W. B. &amp; Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.forbes.com">www.forbes.com</a></p> <p><a href="http://www.referenceforbusiness.com">www.referenceforbusiness.com</a></p> <p><a href="http://www.justmeans.com">www.justmeans.com</a></p> <p><a href="http://www.corporatesocialresponsibility.org">www.corporatesocialresponsibility.org</a></p>
4	<b>Journals</b>	<p><a href="http://www.internationaljournalofcorporatesocialresponsibility.com">International Journal of Corporate Social Responsibility   Home</a></p> <p><a href="https://jcsr.springeropen.com">https://jcsr.springeropen.com</a></p> <p>Sustainability Accounting, Management and Policy Journal, Emerald, 2010- -World Review of Entrepreneurship, Management and Sustainable Development, Inderscience Publishers, 2005-</p>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf">http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf</a></li> <li>2. Modi P.K., Corporate Social Capital Liability. Arise Publishers &amp; Distributors. First editions - 2009</li> <li>3. Sharma, J.P., Corporate Governance, Business Ethics &amp; CSR, Ane Books Pvt Ltd, New Delhi.</li> </ol>
6	<b>Practical Component</b>	<p>Visit to industries to study and record various CSR activities and discuss the same with students and teachers to know the merits and demerits of CSR.</p>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301(E)</b>	<b>Credit Pattern</b>	<b>L-22, T- 04, P-04</b>
<b>Course Title</b>	<b>BASICS OF INDIAN ECONOMY</b>		

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	Identify the main issues in Indian economic development
<b>2</b>	Critically analyse the Indian economic policy environment

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>UNIT-1: Indian Economic Environment:</b> Meaning of underdevelopment, Basic characteristics of India as a developing economy, Major issues of development: Poverty, Unemployment and Inequality, National Income of India: Trends, Growth and Structure. Features and importance, Green Revolution, Low productivity of agriculture and government measures Role of Industrialization, Industries and Five-year plans, Industrial Policy(1991), Services sector Role & Importance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>UNIT-2: Indian Economic Planning and Reforms:</b> Objectives of Economic Planning, Redefining the role of the State, Brief review of Five-Year Plans, New Economic Reforms: Liberalization, Privatization and Globalization, NITI Ayog, Balanced Regional Development.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Agarwal A N (2016), Indian Economy, Vikas Publishing House Pvt. Ltd., New Delhi</li> <li>Gaurav Datt&amp; Ashwini Mahajan (2016), Indian Economy, S. Chand and Company Pvt. Ltd., New Delhi</li> <li>Misra and Puri (2013), Indian Economy, Himalaya Publishing House Pvt. Ltd., New Delhi.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Deepashree (2011), Indian Economy, Ane Books Ovt. Ltd., New Delhi</li> <li>Uma Kapila (2017), Indian Economy: Performance and Policies, Academic Foundation, New Delhi</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li><a href="http://www.rbi.org.in">www.rbi.org.in</a></li> <li><a href="http://www.mygov.gov.in">www.mygov.gov.in</a></li> <li><a href="http://www.cmie.com">www.cmie.com</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>Arth Samwad</li> <li>Economic and Political Weekly</li> <li>Indian-Economic-Journal</li> <li>Journal-of Indian-School-of-Political-Economy</li> <li>Southern Economist</li> <li>The Economist</li> </ul>

		<ul style="list-style-type: none"> <li>• Journal of Applied Economics</li> <li>• Indian-Economic-Journal</li> <li>• International Journal of the Economics of Business</li> <li>• Journal-of-Indian-School-of-Political-Economy</li> <li>• Agricultural-Economic-Research-Review</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Economics Survey</li> <li>• Union Budget of India</li> <li>• Niti Ayog Reports</li> <li>• Economics Times Daily</li> <li>• Business Standard Daily</li> <li>• Business Today Daily</li> <li>• Latest Monetary Policy</li> <li>• Latest Fiscal Policy</li> </ul>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Collect Economic Survey of India of last five years and prepare a report on trends in major macro-economic variables of the country</li> <li>• Establish the relationship between sectoral growth patterns and business environment by collecting data on three major sectors of the economy</li> </ul>

**MBA - II**

**Semester - IV**

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 401</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>CURRENCY AND TREASURY MANAGEMENT</b>		

### Course Objectives

1	General Awareness of Treasury Function of a Bank
2	General Awareness as to Monetary Policy (RBI), Credit Policy (RBI) and Fiscal Policy(GOI)

### Course Outcomes

	The students will able to learn:
1	Appreciate the role of the Treasury function in a Bank
2	Appreciate the role played by RBI policy statements on the Curreny and Treasury management

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Monetary Policy:</b> Objectives-A macro-economic view- Central Bank Tools to regulate Money Supply; The Impact of Open Market Operations on other Tools of Monetary Policy-the Monetary Ratios; Other Factors that impact Monetary Base and Bank Reserves	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Credit Policy:</b> Objectives, Theory and Practice, Instruments; Fiscal Policy: Importance of Budgets, Union Budget, State Budget, Finances of Union and State Governments, Finance Commission-Striking balance between inflation and growth through monetary and fiscal policies	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Treasury Management:</b> Objectives of Treasury, Structure and organization, Functions of a Treasurer, Responsibility of a Treasurer <b>Treasury operations:</b> Treasury Instruments- Liquidity Management-CRR/CCIL/RTGS-Objectives, sources and deployment, internal control, Netting- Cost centre/Profit centre, integrated treasury, Planning & control, Risk analysis	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>4</b>	<b>Treasury and investment policy</b> -Role of IT in treasury management-Regulation and compliance-Internal & External Audit	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Learning Resources**

<b>1.</b>	<b>Text Books</b>	1. The Indian Institute of Bankers, Treasury, Investment and Risk Management, Mumbai
<b>2.</b>	<b>Reference Books</b>	1. Avadhani, VA., Treasury Management in India, Himalaya Publishing House, Mumbai 2. Indian Institute of Banking & Finance, Treasury Management, Mumbai 3. Bagchi, Treasury Risk Management, Jaico Publishing House, Mumbai 4. Bragg, Treasury Management-The Practitioners Guide, John Willey & Sons, New Delhi 5. Vasanth Desai, Financial Markets & Services, Himalaya Publishing House, Mumbai 6. Khan, M.Y., Indian Financial System, Tata McGraw Hill Publishing Company Ltd., New Delhi 7. Vaish, MC , Monetary Theory, Vikas Publications, Mumbai
<b>3.</b>	<b>Websites</b>	<a href="http://www.rbi.org.in">www.rbi.org.in</a> <a href="http://www.fimmda.org">www.fimmda.org</a>
<b>4.</b>	<b>Journals</b>	RBI Bulletin
<b>5.</b>	<b>Supplementary Reading</b>	Current Affairs Weeklies Etc.
<b>6.</b>	<b>Practical Component</b>	1. Ascertain the banks near you who are likely to have treasury operations in Kolhapur. 2. Try and have a talk with Treasury In Charge and Validate the theories learnt in Class. Submit a report of the discussion.

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl I 402</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>BANK RISK MANAGEMENT</b>		

<b>Course Outcomes</b>	
	The students will be able to learn:
<b>1</b>	Illustrate the working of various risk in banking operations.
<b>2</b>	Develop necessary competencies expected of a banking professional.
<b>3</b>	Demonstrate the techniques of risk assessment and controls for bank risk management.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Risk:</b> definition; Types of Risks-Credit risk, operational risk, and market risk, <b>Asset Liability Management (ALM)</b> -Concept, organisation and techniques	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Credit Risk Management:</b> Introduction-Capital adequacy norms under Basel I & II, RBI guidelines on Risk management-Standardized and Advanced approaches for Credit Risk; Credit rating/credit scoring and rating system design, Credit Bureaus, Stress test and sensitivity analysis, Internal Capital Adequacy Assessment process <b>Operational Risk:</b> Introduction, Likely forms of operational risk and causes for significant increase in operational risk, Basel Norms, RBI guidelines, Sound Principles of Operational Risk Management (SPOR)-SPOR identification, measurement, control of operational risk-Capital allocation for operational risk, methodology, qualifying criteria for banks for the adoption of the methods	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Market risk:</b> Introduction- Types of Market risks- Liquidity risk, interest rate risk, foreign exchange risk, price risk (equity), commodity risk-Prescriptions and treatment of market risk under Basel norms	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>4</b>	<b>Risk measurement &amp; control in Banks</b> -Calculation of risk, risk exposure analysis; Risk management- Capital adequacy norms, prudential norms, exposure norms, concept of Mid office, forwards, futures, options, strategies and arbitrage opportunities, regulatory prescriptions of risk management	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Learning Resources**

<b>1</b>	<b>Text Books</b>	1. Indian Institute of Banking and Finance, Risk Management, Mumbai
<b>2.</b>	<b>Reference Books</b>	1. Uppal RK, RimpiKaur, Banking Sector Reforms in India, New Century Publications, New Delhi 2. Agarwal OP, Banking and Insurance, Himalaya Publishing House, Mumbai 3. VijayaragavanIyengar, Introduction to Banking, Excel Books, New Delhi 4. The Indian Institute of Bankers, Modern Banking, Mumbai
<b>3.</b>	<b>Websites</b>	1. <a href="https://www.nbs.rs/internet/english/55/55_6/index.html">https://www.nbs.rs/internet/english/55/55_6/index.html</a> 2. <a href="http://www.rbi.org.in">www.rbi.org.in</a> 3. <a href="https://www.bis.org/bcbs/">https://www.bis.org/bcbs/</a>
<b>4.</b>	<b>Journals</b>	1. Prajnan, Journal of Social and Management Sciences, NIBM, Pune 2. The IUP Journal of Bank Management, IUP Publications, a Division of the ICFAI society.
<b>5.</b>	<b>Supplementary Reading</b>	1. Current Affairs Magazines, Dailies etc.
<b>6.</b>	<b>Practical Component</b>	1. Calculating mecauley duration 2. Calculating Gaps (Interest rate gap, liquidity gap, etc.) 3. Calculating RAROC(Risk adjusted return on capital) 4. Calculating Yields

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>MANAGEMENT ACCOUNTING AND CONTROL SYSTEM</b>		
<b>Course Outcomes</b> : The students will able to learn			
1.	Apply concept of marginal costing for decision making		
2.	Analyze various operating and financial leverages to design capital structure		
3.	Evaluate various types of budgets for managerial decision making		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Management Accounting:</b> Meaning and Scope of Management Accounting In the Context of Changing Business Environment, Human Resource Accounting and Inflation Accounting. Strategic Management Accounting, Introduction of Accounting Information for Transfer Pricing. Methods of Transfer Pricing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Marginal Costing:</b> Meaning and scope, uses and advantages, Terminologies in Marginal Costing- Contribution, Margin of Safety, CVP analysis, BEP and Relevant Cost and Decision-Making	<b>L=12</b>	
		<b>T=1</b>	<b>P=2</b>
<b>3</b>	<b>Leverage Analysis:</b> Meaning & importance of leverage, Types of leverages, Use of leverage in decision making, Measures of Operating and Financial Leverage, Effects of Leverage on Shareholders' Returns	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
<b>4</b>	<b>Budget and Budgetary Control:</b> Concept of Budget, Budgeting and Budgetary Control, Organization for Budgetary control- Budget Centers, Budget Committee, Budget Manual, Budget period, Principal Budget, Advantages and limitations of Budgetary Control System. Types of budget.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on cash budget and flexible budget.
2. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
3. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.



Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. V.K. Saxena And C.D. Vashisth: "Advanced Cost And Management Accounting", Sultan Chand And Sons, 6<sup>th</sup> Edition</li> <li>2. M.Y. Khan And P.K. Jain, "Cost Accounting", Tata McGraw Hill, Edition 2000</li> <li>3. Dr. M.K. Kole, "Human Resource Accounting, Institute Of Cost And Works, Accountants Of India", Edition 2000</li> <li>4. N.K. Prasad, "Cost Accounting"</li> <li>5. R.P.Rustagi, "Financial Management", PHI, 10<sup>th</sup> edition.</li> <li>6. Garrison, Managerial Accounting, Tata McGraw</li> <li>7. Maheshwari, Financial Accounting, Vikas Publishing</li> <li>8. Khan and Jain, Management Accounting, Tata McGraw</li> <li>9. Ramchandran, Financial Accounting for Management, Tata McGraw</li> <li>10. JawaharLal, Accounting For Management, Himalaya Publishing</li> <li>11. J.Madegowda, Accounting For Managers, Himalaya Publishing</li> <li>12. M.N.Arora, "Cost and Management Accounting", Himalaya Publishing</li> </ol>
3	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a>  <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>  Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on marginal costing and decision making</li> <li>• Practical Problems on leverages</li> <li>• Practical Problems on flexible budget and functional budgets</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>PERFORMANCE AND COMPENSATION MANAGEMENT</b>		
<b>Course Outcomes: Students will be able to;</b>			
1.	Gain insights of various conceptual aspects of Compensation, Performance Management and competencies and related law to achieve organizational goals.		
2.	Determine the performance/competency based compensation system for business excellence and solve various cases.		
3	Designing the compensation strategies for attraction, motivation and retaining high quality workforce		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	Performance Management: Managing and addressing Employee Performance Problems, Performance Management Strategic Planning. Performance Management and Employee Development: Employee Assessment system, Potential Appraisal System:- Development and Retention of high potentials, Role of HR Professionals in Performance management.	L= 11	
		T= 4	P= 0
2	Competency Model, Competency Model Pyramid, Application of competency model into various HRM functions, benefits of using competency mapping model in organizations, Benefits of using competency based performance appraisal system, Taking interviews to gather information, Behavioural Event Interview, process for writing competencies.	L= 11	
		T= 4	P= 0
3	Compensation Management: Wage and Salary Administration: Calculation of Wage, Salary, Prerequisites, Compensation Packages, Cost of Living Index and Dearness Allowance, Designing and operating incentives, fringe and non- financial Benefits,. Job Evaluation:- Major Decisions in Job Evaluation, Job Evaluation Methods, Laws related to wages and salaries:- Minimum Wages, Payment of Wages, Payment of Bonus.	L	
4	Employee Contributions: Pay For Performance (PFP): Competency Based Pay, Skill based Pay, Team based pay, Gain and Profit sharing Designing PFP Plans, Merit Pay/Variable Pay, Compensation Strategies for Special Groups. Executive compensation, cafeteria compensation,		

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1	Text Books	<ul style="list-style-type: none"> <li>• Strategic Compensation, Joseph J. Martocchio, 3rd Edition, Prentice Hall, 2004.</li> <li>• Compensation Management in Knowledge based world, Richard I. Anderson, 10th edition, Pearson Education.</li> <li>• Compensation Management, ErSoniShyam Singh, Excel Books.</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>• Compensation &amp; Reward Management, BD Singh, 2nd edition, Excel books, 2012.</li> <li>• Compensation, Milkovich &amp; Newman, 9th edition, 2017, Irwin/McGraw-Hill.</li> <li>• Compensation and Benefit Design, Bashker D. Biswas, FT Press, 2012.</li> <li>• An Introduction to Executive Compensation, Steven Balsam, Academic Press, 2002.</li> <li>• Industrial Relations and Labour Laws, Srivastava S.C., Vikas Publishing House Pvt. Ltd.,</li> </ul>
3	Websites	<ol style="list-style-type: none"> <li>4. <a href="http://www.ILO.org">www.ILO.org</a></li> <li>5. <a href="http://www.labour.nic.in">www.labour.nic.in</a></li> <li>6. <a href="http://www.labourstat.org">www.labourstat.org</a></li> </ol>
4	Journals	IOSR <i>Journal of Humanities And Social Science</i> Indian Labour Journal
5	Supplementary Reading	<a href="https://www.toolbox.com/hr/performance-management/articles/what-is-performance-management/">https://www.toolbox.com/hr/performance-management/articles/what-is-performance-management/</a> <a href="https://www.hibob.com/hr-glossary/compensation-management-planning/">https://www.hibob.com/hr-glossary/compensation-management-planning/</a> <a href="https://www.namanhr.com/services/competency-mapping/">https://www.namanhr.com/services/competency-mapping/</a>
6	Practical Component	<ul style="list-style-type: none"> <li>• Students must prepare a comprehensive compensation plan to be offered to Executives.</li> <li>• Students to collect information from different organization regarding the Cost To Company of an employee.</li> <li>• Students have to prepare questionnaire for conducting wage survey and carry out wage survey for any selected sector and prepare a report for the same.</li> <li>• Students to calculate the bonus amount eligible to an employee working as a HR Executive</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>SALES &amp; DISTRIBUTION MANAGEMENT PAPER-IV</b>		
<b>Course Objectives</b>			
1	Students will conceptually understand concepts related to sales and distribution.		
2	Students will learn strategies required for selling and distribution		
3	Students will become aware of financial aspects of marketing.		

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<b>Course Outcomes:</b> Students will be able to;	
1	Evaluate concepts related to sales & distribution.
2	Apply selling & distribution concepts & strategies for marketing.
3	Apply financial aspects of marketing.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b> <b>Sales management</b> - Meaning, Evaluation, Importance, Personal Selling, Qualities and responsibilities of sales manager. Types of sales organizations. Sales force management, recruitment, selection & training, structure, size, productivity. Motivation & compensation of salespeople	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b> <b>Selling Process and Strategies</b> -Overview of selling process. Selling and buying Styles, selling skills, situations, selling process, sales presentation, Handling customer objections, Follow-u action.  Sales territory, meaning, size, designing, sales quota, procedure for sales quota. Types of sales quota, Methods of setting quota.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III-</b> <b>Distribution Management</b> - Introduction-Concept of channel flows, Managing a channel design, Basics of warehouse/inventory/ transportation planning, Intermediaries: Channel Formats, Managing channel partner, channel conflict, Channel information systems, International Trends in Sales and Distribution, Distribution as a function of marketing. Strategies. Mass, selective, exclusive distribution. Push v/s pull approaches. Channel design mix decisions.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Unit IV</b> <b>Marketing Finance</b>  Performance of Salesforce, work load method, forecasting, and product line accounting, Life cycle costing, Dropping product line, Return On Promotion, Selection of media, Launching, Profitability & Variance.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

Learning Resources		
1	<b>Text Books</b>	<p>1. <b>Cherunallium &amp; Francis</b> - <i>Industrial Marketing</i></p> <p>2. <b>Chunwalla S.A</b> - Sales &amp; Distribution Management</p>
2	<b>Reference books</b>	<p>1. <b>Keskar &amp; Abhayankar</b> - Sales Management &amp; personal selling</p> <p>2. <b>Aaker David A</b> – Building Strong Brands – The Free Press, New York</p> <p>3. <b>Keller K.</b> - Strategic Brand Management- Prentice - Hall India</p> <p>    Kapferer Jean Noel – Strategic Brand Management – KoganPage London</p> <p>4. <b>Keller, Parameswaran, Jacod</b>- Strategic Brand Managemnt- Pearson</p> <p>5. <b>Chunawalla and Sethia</b> – Foundation of Advertising Theory and Practice- HP Publication</p> <p>6. <b>Clow Baack</b> - Integrated Advertising, Promotion and Marketing Communication –Pearson Education</p> <p>7. <b>Still and Cundiff</b> - Sales Management –</p> <p>8. S A Chunawalla -Sales and distribution Management –Himalaya Publication</p> <p>9. <b>Charles Futrell</b> - ABC ‘s of Selling</p> <p>10. <b>Ramaswam and Namakumari</b> - Marketing Management -- Macmillan Publication</p> <p>11. <b>Services &amp; Sales Marketing</b> - Zha S.M., Himalaya Publishing House</p> <p>12. <b>Strategic Retail Management</b>- Indian Text Edition-Srini R.Srinivasan</p> <p>13. <b>“Retail Marketing Management”</b> – Person Education Ltd. – Ist Reprint India- David Gilbert</p> <p>14. <b>Retailing Management</b>-Text and Cases-Swapna Pradhan The McGraw Hill Companies</p>
5	<b>Supplementary Reading</b>	<p>1. The Economic Times</p> <p>2. Business Standard</p> <p>3. Business TIMES</p>
6	<b>Practical Component</b>	<p>1. Group Activity based on all the units</p> <p>2. Take business Games &amp; other subject related activities</p> <p>3. Discussion on Cases related to all units</p> <p>4. Library assignment on all the units</p>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(D)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>AGRI-PRODUCTION AND SUPPLY CHAIN MANAGEMENT</b>		
<b>Course Out Comes: Students will be able to</b>			
<b>1</b>	Analyze the factors influencing agricultural production and their supply chain		
<b>2</b>	Adapt traditional and modern practices of farm management		
<b>3</b>	Develop skills for agricultural supply-chain and logistics infrastructure management		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Fundamentals and Theories of Farm Management:</b> Scope Of Modern Agriculture, Special Features Of Agricultural And Industrial Production. Difference between Farm and Non-Farm Business Management; Farm system Theory, Theory of Farm Management by Objectives, Practices of Farm Management, Making Small farm more effective	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Farm Production Systems And Management Functions:</b> Peasants, Proprietorship, Cooperative Farming, Capital Farming, Corporate Farming, Land Tenure Systems And Agricultural Production Management, Farm Management Tools	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Farm Technology and Issues in Farm Management:</b> effects of New Technology, Management And Technology Change, Gains From Technological Improvements to Producers And Consumers, Mechanization And Automation, Green Houses; Size-Productivity Debate, Measurement Of Farm Efficiency, Irrigation Management, Production Planning-Specialization And Diversification.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Introduction to Supply Chain and Logistics Management in Agri Business::</b> changing Business environment, SCM; Present need In agriculture, Conceptual model of SCM and Evolution of SCM, Approaches of SCM: Traditional and Modern, Elements in SCM, <b>Logistics Management:</b> History and Evolution of Logistics, elements of logistics: management, distribution management, distribution strategies, pool distribution; transport management, fleet management, service innovation, warehousing, packaging for logistics, third – party logistics(TPL/3PL), GPS technology	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	Text Books	<ol style="list-style-type: none"> <li>1. Robertson C.A. – An Introduction To Agricultural Production Economics And Farm Management – Tata Mcgraw Hill</li> <li>2. Heady, Earl. O And Jensen Herald R. – Farm Management Economics – Prentice Hall</li> <li>3. Barnard C.S. And Nix J.S. – Fam Planning And Control</li> <li>4. Altekar RV, 2006, Supply Chain Management: concepts and cases, Prentice Hall of India</li> </ol>
2	Reference books	<ol style="list-style-type: none"> <li>1. Blake C.D. – Fundamentals Of Modern Agriculture</li> <li>2. Sadhu And Singh – Fundamentals Of Agriculture</li> <li>3. Agrawal A.N. – Indian Agriculture</li> <li>4. Sharma A.N. And Sharma V.K. – Elements Of Farm Management</li> <li>5. Reji D Nair – “Farm Management: Theory and Practice” – Concept Publishing Company Pvt. Ltd.,</li> <li>6. Warren G. F. – “Farm Management” – Arise Publishers and Distributors</li> <li>7. Kahlan A. S. and Karan Singh – “Farm Management in India: Theory and Practice” – allied Publishers Pvt. Ltd.,</li> <li>8. Dhaka J.M. – “Economics of Agri Production and Farm Management” – Avishakar Publishers and Distributors</li> </ol>
3	Websites	<p> <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a>  <a href="http://www.manage.gov.in">www.manage.gov.in</a>  <a href="http://www.ica.coop/">www.ica.coop/</a>  <a href="http://www.apeda.gov.in">www.apeda.gov.in</a>  <a href="http://www.fao.org/home/en/">www.fao.org/home/en/</a>  <a href="http://www.worldbank.org">www.worldbank.org</a>  <a href="http://indiagovernance.gov.in/docsearch.php?search=Agriculture&amp;from_map=1&amp;type=theme">http://indiagovernance.gov.in/docsearch.php?search=Agriculture&amp;from_map=1&amp;type=theme</a> </p>
4	Journals	<p>           Indian Journal of Agricultural Economics            Indian Journal of Agricultural Marketing            Journal of Agribusiness            Rural Marketing         </p>
5	Supplementary Reading	<p> <a href="http://www.nwccindia.com/agriculture-logistics/">http://www.nwccindia.com/agriculture-logistics/</a>            agriculture and production management: Union Budget         </p>
6	Practical Component	<ul style="list-style-type: none"> <li>• Make a field visit of a greenhouse farm to understand modern management activities on farm</li> <li>• Identify one successful/progressive farmer and conduct an interview to know various decisions taken by him/her to make successful farming</li> <li>• Visit various farm input selling centers and find out latest equipment and their benefits</li> <li>• Interact with various agro based and consumer goods producing companies and prepare report on their logistics issues while reaching rural urban markets</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-II 402 E</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>PROJECT MANAGEMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	To make students understand fundamental concepts and characteristics of project including the basic roles, responsibilities and functions of project manager.
<b>2</b>	To Familiarize the Students with various Techniques of project financing and capital budgeting.
<b>3</b>	To introduce students to project evaluation and termination.

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	Explain basic concept of Project Management including Project Appraisal, Project Risk Management and use of IT in Project Management.
<b>2</b>	Select most appropriate Project from available options to the organization by analyzing all the projects on the basis of capital budgeting techniques.
<b>3</b>	Develop the Project Report of the project undertaken by the organization.
<b>4</b>	Determine Critical Path of project undertaken by organization and estimate project duration.

#### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>OVERVIEW OF PROJECT MANAGEMENT &amp; SELECTION</b> Concept & Definition of Project, Characteristics of Project, Types of Project, Project Identification, Project Selection & Criteria, Project Life Cycle, Concept & Importance of Project Management, Roles and Responsibilities of Project Manager, Work Breakdown Structure.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>2</b>	<b>PROJECT APPRAISAL &amp; RISK MANAGEMENT.</b> Concept of Project Appraisal, Technical Appraisal, Commercial Appraisal, Economic Appraisal, Financial Appraisal, Management Appraisal, Social Cost-Benefit Analysis, Introduction to Risk Management, Role of Risk Management in Project Management, Steps in Risk Management.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>PROJECT FINANCING &amp; SCHEDULING</b> Estimating Cost of Project, Components of Cost of Project, Sources of Project Financing, Development of Project Network, Time Estimation, Developing The Project Network Using CPM/PERT, Crashing The Network. (Numerical Treatment on CPM/PERT)	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>PROJECT PLANNING &amp; EVALUATION</b> Project Evaluation: Concept, Purpose, Advantages. Project Audit: Meaning, Objectives, Phases of Project Audit. Project Quality Management, Project Management Information System (PMIS): Need of Project Management Software, Project Report Writing.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>



Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Clifford F. Gray, Project Management: The Managerial Process, Sixth Edition, McGraw Hill Education</li> <li>2. K. Nagrajan “Project Management”, New age international publication.</li> <li>3. Ramakrishna &amp; Kamaraju, Essentials of Project Management, Prentice Hall India Learning Private Limited</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Jack Meredith, Samuel J. Mantel Jr. “Project Management- A Managerial Approach” John Wiley and Sons</li> <li>2. Clifford F Gray, Erik W Larson, “Project Management-The Managerial Process” Tata Mcgraw-Hill Publishing Co Ltd</li> <li>3. Robert K Wyzoubi &amp; Rudd Acgary , “Effective Project management”, Wiley India Pvt.Ltd.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.project-management-knowhow.com/">https://www.project-management-knowhow.com/</a></li> <li>2. <a href="https://www.tutorialspoint.com/pmp-exams/index.htm">https://www.tutorialspoint.com/pmp-exams/index.htm</a></li> <li>3. <a href="https://www.managementstudyguide.com/project-management-articles.htm">https://www.managementstudyguide.com/project-management-articles.htm</a></li> <li>4. <a href="https://www.projectengineer.net/">https://www.projectengineer.net/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. International Journal of Project Management – Elsevier</li> <li>2. Project Management Journal   PMI</li> <li>3. Project Management Journal - Wiley Online Library</li> <li>4. International Journal of Project Management   ScienceDirect.com</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. John M Nicholas “Project Management For Business And Technology” Prentice Hall Of India Pvt Ltd</li> <li>2. James P Lewis “Project Planning, Scheduling And Control” Tata Mcgraw-Hill Publishing Co Ltd</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Role play to understand roles &amp; responsibilities of project manager.</li> <li>2. To identify and visit ongoing projects undertaken by any local business to study project appraisal techniques and risk management.</li> <li>3. To meet project finance personnel from any financial institution to understand project financing and capital budgeting techniques.</li> <li>4. Library Exercise on Project Report Preparation by studying project reports prepared by any one company of your choice.</li> </ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(F)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>SOFTWARE ENGINEERING AND IT PROJECT MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To Understand The Nature Of Software Development And Software Life Cycle Process Models, Agile Software Development, SCRUM, And Other Agile Practices		
2	To Develop The Skill Of Software Design And User-Centric Approach And Principles Of Effective User Interfaces.		
3	To Infer The Need For Project Management And Project Management Life Cycle		
<b>Course Outcomes: Students Will Be Able To;</b>			
1	plain Needs For Software Specifications Also They Can Classify Different Types Of Software Requirements And Their Gathering Techniques		
2	justify The Role Of SDLC In Software Project Development And They Can Evaluate The Importance Of Software Engineering In PLC.		
3	amiliar With The Different Methods And Techniques Used For Project Management..		
4	Discuss The Parameters Of The Software Project's Success And Failures.		
<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Concept Of Software, Program V/S Software, Software Characteristics, Software Myths, Software Development Life Cycles. – Waterfall Model, Prototyping Model, Spiral Model, Coding guidelines, Structured Approach To System Design -: Principles of software design, DFD, Data Dictionary, Decision Tree, Decision Table & Structured English, E-R Diagrams	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Software Requirement and Specification, Characteristics of Good User Interface Design, Concept of white box testing and black-box testing. Object-Oriented Project Design, Introduction: Software Project Management, I.T. Stakeholders, Understanding the project, Project Initiation, Product Life Cycle, Skills and Qualities of Software Project Manager	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Project Planning - Work Break Down Structure, CASE Tools, Types of Software maintenance, Defining The Project – Deliverables, Objects And Scope, Project Scheduling, Estimating the project – Period Vs Effort, Contingency, Type of costs, Preparing the Project Budget, Defining And Managing The Risk, Managing Information systems Project Time and Resources	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Implementation Activities – Forming a Project Team, Managing People And Organizing Teams, Managing Client Expectations, Configuration Management, Identifying Information Systems Project Risks, Evaluating Success- Software Quality Factors, Causes of Failure, Project Success, Measure of end-user satisfaction, Closing the project And Business Continuity, Data Disaster, Virus Disasters, Software Disasters, Data Center Disasters	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

<b>Learning Resources</b>		
1	<b>Text Books</b>	2. Fundamentals Of Software Engineering – Roger Pressman 3. Information Technology Project Management – Jack Marchewka – Wiley India Edition
2	<b>Reference books</b>	3. Fundamentals Of Software Engineering - Rajib Mall Ghezzi, Jazayeri Stephen H. Khan 4. Software Requirements And Estimation - Fenton, Ptleeger McGraw Hill 5. Project Management For Software Development - Jaico 6. IT Project Estimation – Paul Coombs. – Cambridge 7. Information System Project Management - John McManus, Trevor Wood- Happer – Pearson. 8. 6. Software Project Management – Bob Hughs , Mike Cotterell – Tata McGrawhill
3	<b>Website</b>	4. <a href="http://www.tutorialspoint.com">www.tutorialspoint.com</a> 5. <a href="http://www.guru99.com">www.guru99.com</a> 6. <a href="http://www.examupdates.in">www.examupdates.in</a>
4	<b>Journals</b>	2. International Journal of Scientific Computing 3. International Journal of Statistics & Management Systems 4. Chartered Secretary
5	<b>Supplementary Reading</b>	2. Business Line 3. Current affairs in news papers 4. Information system Audit Reports from computer consultancies
6	<b>Practical Component</b>	1. Visit any computer consultant firms and discuss and understand about Software engineering process 2. Case study about Information system Project Planning

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-401</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>INTERNATIONAL BANKING &amp; FOREX MANAGEMENT</b>		

<b>Course Objectives</b>	
1	Familiarizing the students with functions and performance of international financial institutions
2	Developing Awareness in the students as to operational mechanism of foreign exchange market in India

<b>Course Outcomes</b>	
	The students will able to learn:
<b>1</b>	Names of Various Important International Financial Institutions and their functions
<b>2</b>	Forms of Finance to be availed in International Markets
<b>3</b>	Regulatory Framework for Foreign Exchange.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>International Banking:</b> Global trends and developments in International banking- International Financial Centres, Offshore Banking Units, SEZs-International Financial Institutions: IMF; IBRD, BIS, IFC, ADB-Legal and Regulatory aspects of international banking	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>International Finance:</b> Fundamental principles of lending to MNCs; International Credit Policy Agencies and Global Capital Markets; Methods of raising equity and debt resources through ECBS, ADRs/GDRs, ECCBS and other types of Bonds, etc in international markets	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Project and Infrastructure Finance-</b> Investments both in India and abroad, joint ventures abroad by Indian Corporates, investment opportunities abroad for resident Indians; Financing of mergers and acquisitions.	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>4</b>	<b>Framework of Foreign Exchange:</b> Sources and Uses of Foreign Exchange-Balance of Payments; Foreign Exchange Market Mechanism-Different types of exchange rates, exchange rate determination, convertibility of Indian Rupee; Role of Banks in Forex markets -Functions of a Forex Dept, maintenance of foreign currency accounts <b>Forex Business:</b> Foreign Exchange Management Act (FEMA) and its philosophy; Role of RBI and FEDAI in regulating foreign exchange business of banks/other authorised dealers-NRI customers and various banking and investment products available to them under FEMA	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Learning Resources**

1	<b>Text Books</b>	Indian Institute of Banking and Finance, International Banking, Mumbai
2	<b>Reference Books</b>	<ol style="list-style-type: none"><li>1. Jeevanandam C., Foreign Exchange, Practice, Concepts &amp; Control, Sultan Chand &amp; Sons, New Delhi</li><li>2. Chaudhuri BK &amp; Agarwal OP, Foreign Trade &amp; Foreign Exchange, Himalaya Publishing House, Mumbai</li><li>3. Apte PG, International Financial Management, Tata McGraw Hill Publishing Company Ltd., New Delhi</li><li>4. Rajwade AV, Foreign Exchange, International Finance &amp; Risk Management, Academy of Business Studies, New Delhi</li></ol>
3	<b>Websites</b>	<a href="http://www.rbi.org.in">www.rbi.org.in</a>
4	<b>Journals</b>	<ol style="list-style-type: none"><li>1. Capital Market</li><li>2. Artha Vijnana, Journal of the Gokhale Institute of Politics and Economics</li><li>3. Finance India, Indian Institute of Finance</li></ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"><li>1. Current Affairs Mags, Dailies</li></ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"><li>1. Collecting Formats used in international trade such LC, BG, Bill of lading, shipping bill, etc.</li><li>2. Calculating forex quotes and cross currency quotes</li></ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-402(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>INVESTMENT AND PORTFOLIO MANAGEMENT</b>		
<b>Course Outcomes:</b> The students will able to learn			
<b>1</b>	Analyze the relationship between security analysis and market portfolio		
<b>2</b>	Evaluate the performance of portfolios		
<b>3</b>	Design various investment avenues as a small and corporate investor.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Investment:</b> Investment – Basics of Investment – Investment, Speculation and Gambling – Investment Categories – Investment avenues – Non marketable Financial Assets – Money Market Instruments – Bond/Debentures – Equity Shares – Schemes of LIC – Mutual Funds (History and Types)– Financial Derivatives(Derivative Market, Instruments in derivative market, Calculation of pay offs from options) – Real Assets – Real Estate – Art – antiques and others. <b>Introduction to Stock Market:</b> Primary and secondary market, regulation of Stock Market- Companies Act, SEBI, Securities contract regulation Act	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>2</b>	<b>Fundamental Security Analysis:</b> EIC And CIE Approach. Technical Analysis – Technical Tools - The Dow Theory – Primary Trend – The secondary Trend – Minor Trends –Charts. Efficient Market Theory – Basic Concepts – Random-Walk Theory – Weak Form of EMH – Semi-strong Form – Strong Form – The Essence of the Theory – Market Inefficiencies.	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
<b>3</b>	<b>Portfolio Management:</b> Meaning of Portfolio, Steps of Portfolio Management. Code of Conduct for portfolio Manager. Portfolio Analysis – Portfolio and Single asset Returns and Risk – Mean Variance Criterion – covariance – Beta (simple problems) – Portfolio Markowitz Model – simple Diversification – Risk and Return with Different correlation. Portfolio Risk and return.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 3</b>
<b>4</b>	<b>Portfolio Evaluation:</b> Asset Pricing Model Portfolio Evaluation – Capital Asset Pricing Model (CAPM) – Security Market Line – Assumptions – Arbitrage Pricing Model (APT) – Portfolio Performance Models – Sharpe’s Performance Index – Treynor’s Performance Index – Jensen’s Performance Index. Bond, terminologies used in Bond, Valuation and Immunization of Bond	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 2</b>

**Note:**

1. Portfolio Risk and return with two and three securities
2. Bond Valuation, Duration and Immunization
3. Mutual fund rankings with Sharpe and treynor
4. Problems of Pay off on option (Derivative)

Learning Resources		
1.	Text Books	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI: Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2.	Reference Books	<ol style="list-style-type: none"> <li>1. <b>Punithavathy Pandian</b>, SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, Vikas Publications Pvt. Ltd, New Delhi. 2001.</li> <li>2. <b>Kevin .S</b>, SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, PHI, Delhi, 2011</li> <li>3. <b>Yogesh Maheswari</b>, INVESTMENT MANAGEMENT, PHI, Delhi, 2011</li> <li>4. <b>Bhalla V K</b>, INVESTMENT MANAGEMENT: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, S Chand, New Delhi, 2009</li> <li>5. <b>Prasanna Chandra</b>, PORTFOLIO MANAGEMET, Tata McGraw Hill, New Delhi, 2008.</li> <li>6. R.P.Rustagi, "Financial Management", PHI, 10<sup>th</sup> edition.</li> </ol>
3.	Websites	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a>  <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>            Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4.	Journals	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5.	Supplementary Reading	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6.	Practical Component	<ul style="list-style-type: none"> <li>• Practical Problems on Portfolio Risk and return with two and three securities</li> <li>• Practical Problems on Bond Valuation, Duration and Immunization</li> <li>• Practical Problems on Mutual fund rankings with Sharpe and treynor</li> <li>• Practical Problems on Problems of Pay off on option (Derivative)</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-402(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>TALENT AND HUMAN CAPITAL MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To develop <b>understanding</b> of contemporary issues in Human Capital Management.		
2	To increase <b>awareness</b> about Talent and Human Capital Management and ability to work both independently and collaboratively.		
3	To enable students to <b>critique</b> human resource management issues across levels and recommend managerial interventions to solve organizational problems.		
<b>Course Outcomes :- Students will be able to:</b>			
1	Describe the concept of Talent and Human Capital Management		
2	Apply different concepts of Human Capital Management.		
3	Summarize Cafeteria Approach in Compensation		
4	Critically evaluate emerging trends in Talent and Human Capital Management.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
1	Talent Management: Acquiring talent, Retaining talent, Nurturing talent, Developing and Recognizing talent. Competency Management: Iceberg Model of Competencies, Types of competencies, Objectives of Competency Mapping, Benefits of Competency approach, Competency Mapping Methodology. Employee Engagement: Means to promote Employee Engagement, Relationship with Talent Management.	L= 12
		T=2 P= 1
2	Concept of Human Capital Management -HRD Audit: Characteristics, Scope, Process, Methodology, Documents and outcomes. HR Accounting: Objectives, Methods, Advantages and Limitations. Human Resource Information System: Issues while adopting HRIS, Sub-systems of HRIS, Steps in designing HRIS, Advantages of using HRIS.	L= 11
		T=2 P= 2
3	Cafeteria Approach in Compensation, Concept of HR Balanced Scorecard. Employee empowerment- concept, objectives, Pre-requisites, types, Process, benefits, limitations. Flexi-time as a retention tool, Moonlighting: causes and HR interventions, Succession Management, Workforce Diversity, Green HRM, Employer and Employee Branding	L= 11
		T=2 P= 2
4	Learning Organization- Concept, Learning culture, HRD in Learning Organization, Role of HRM in Learning organization. Quality circle- constitution and process, Quality of Worklife- objectives, importance, determinants of QWL.	L= 11
		T=2 P= 2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.



Learning Resources		
1	Reference books	<ol style="list-style-type: none"> <li>1. Lyle M. Spencer, Signe M. Spencer, Competence at work –JohnWiley 1993</li> <li>2. Naik G.P, Competency mapping, Assessment and Growth - IIHRM,2010.</li> <li>3. Herman Aguinis, Performance Management - Pearson Education,2007.</li> <li>4. Lance A. Berger &amp;DorothyR. Berger, The Talent Management Hand Book - Tata McGraw Hill.</li> </ol>
2	Practical Components	<ol style="list-style-type: none"> <li>1. Students are expected to conduct a <b>study</b> on how talent is acquired and retained – in various industries – and various strategies followed by the respective companies.</li> <li>2. Students will collect data about the position of principal, director, and other teachers in your college and prepare a <b>competency dictionary</b> for the said positions.</li> <li>3. Students will collect data in your college or any other organization using <b>Q 12 instrument</b> and analyze it to find out the engagement level of employees.</li> <li>4. Students will identify the important positions in your college or any other organization and ascertain the measures if any taken to develop <b>second line of leadership</b>.</li> </ol>
3	Journals	<ol style="list-style-type: none"> <li>1. Harvard Business Review</li> <li>2. Manpower Journal</li> <li>3. Human Capital</li> </ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-402-(C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INTEGRATED MARKETING COMMUNICATION</b>		<b>PAPER-IV</b>
<b>Course Objectives</b>			
<b>1</b>	Students will become familiar with concepts, theories of IMC.		
<b>2</b>	Students will understand techniques in IMC.		
<b>3</b>	Students will be able to utilize various tools for IMC strategies.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Explain various integrated marketing communication tools & techniques processes		
<b>2</b>	Design marketing communication plans		
<b>3</b>	Evaluate cost elements of marketing communication		
<b>4</b>	Apply social media for marketing communication		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b>  <b>IMC &amp; Brand Management</b> – Conceptual overview of IMC, Introduction to IMC tools – Advertising, sales promotion, publicity, public relations, and event sponsorship; Brand Management- Meaning and Definition – Brand Identity System – Types of Branding - Branding Decisions - Brand Extension – Multi- Brand Portfolios - Branding and Positioning– Concept of Brand Equity. Measuring Brand Equity.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b>  <b>Media Management-</b> Elements of the Communications Mix - Media Mix - Types of Media- Media Selection- Planning and Buying –Scheduling media objectives, Media channel strategy, audience research, tactics and the media schedule, Source, Message and channel factors, Communication response hierarchy- AIDA model, Hierarchy of effect model, Innovation adoption model, information processing model, The standard learning Hierarchy, Attribution Hierarchy, The Elaboration Likelihood (ELM) model, The Foote, Cone and Belding (FCB) Model Strategy - Cost and Ability – Matching Media and Market - Media Ad. Effectiveness.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III</b>  <b>Advertising Management-</b> Meaning and Definition – The Five of Advertising Advertising's role in the promotional mix, Theories of advertising effects, Advertising campaign planning, Function of Advertising Agencies – Advertising effectiveness - DAGMAR Approach in Advertising Push vs pull strategy, advertising budgets- Measuring advertising effectiveness(Pre-testing, Copy testing,), Tracking, Advertising return on investment (ROI),Careers, Advertising for special markets or products,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
		<b>L=11</b>	

<b>4</b>	<b>Unit IV</b> <b>Digital Media &amp; Advertising:</b> Digital Media, Evolution of Technology, Convergence of Digital Media, E- Commerce and Digital Media, Advertising on Digital Media, Social Media, Mobile Advertising, Electronic-PR, Advertising Laws & Ethics:, Intellectual Property Rights,.	<b>T=2</b>	<b>P=2</b>
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Learning Resources		
1	<b>Text Books</b>	1.Kotler, Kelller, – Marketing Management: A South Asian Perspective – Pearson Pentice Hall
2	<b>Reference books</b>	1.Aaker David A – Building Strong Brands – The Free Press, New York 2. <b>Keller K.</b> - Strategic Brand Management- Prentice - Hall India 3. <b>Kapferer Jean Noel</b> – Strategic Brand Management – Kogan Page London 4. <b>Keller, Parameswaran, Jacod- Strategic Brand Managemnt- Pearson</b> 4. <b>Chunawalla and Sethia</b> – Foundation of Advertising Theory and Practice- HP Publication 5. <b>Clow Baack</b> - Integrated Advertising, Promotion and Marketing Communication –Pearson Education 6. <b>Kenneth E.C. , Donald Baack</b> - Integrated Advertising, Promotion and Marketing Communications 7. <b>George Belch and Michel Belch</b> - Advertising and Promotion- Tata McGraw-Hill edition 8. <b>Bly the Jim</b> – Marketing Communication – Prentice Hall 9. <b>U C Mathur</b> - Advertising Management- - New Age International 10. <b>Arunkumar, M Meenakshi</b> - Marketing Management-Vikas Publication
4	<b>Journals</b>	1.Indian Journal of Marketing 2.IUP Journal of Business Strategy 3.Current Contents In Management Marketing
5	<b>Supplementary Reading</b>	The Economic Times Business Standard
6	<b>Practical Components</b>	1.Conduct Group activity based on all units 2. Case discussion on subject related contents 3. Take different situational activities e.g. - Business Games to the students. 4.Library assignments based on all units

<b>Semester</b>	<b>IV</b>	<b>Total Credits:</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-402-(D)</b>	<b>Credit Pattern</b>	<b>C – 44, P = 2 T = 2</b>
<b>Course Title</b>	<b>AGRI-COMMODITY MARKETS AND AGRI-BUSINESS</b>		
<b>Course Out Comes:</b> Students will be able to			
<b>1</b>	Discuss commodity markets for various agricultural produce		
<b>2</b>	Analyze commodity trading practices in India and other countries		
<b>3</b>	Appraise the Agri-commodities Markets and Agribusiness		

#### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Commodity Markets and Commodity Risk: An Overview:</b> Introduction Commodity markets, marketing of agricultural commodities, physical market operations, Understanding risk, managing risk, evolution of commodity derivatives, evolution of commodity derivatives in India	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Commodity Derivatives:</b> Meaning, Types and classification, pricing derivatives, derivative markets and its participants, economic importance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Commodity Exchanges:</b> Introduction, commodity exchanges around the world and in India, Electronic Spot exchange, regulation of commodity markets	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Variety in commodity Markets:</b> designing commodity controls, weather derivatives, freight derivatives, electricity derivatives, catastrophe derivatives, carbon derivatives, currency derivatives and property derivatives	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

#### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Purcell WD, 1991, Agricultural Futures and Options: Principles and Strategies, Macmillan Publications</li> </ul>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Kaufman PJ, 1986, The Concise Handbook of Futures Markets, John Willy and Sons,</li> <li>2. Wasendorf RR and Mc Cafferty, 1993, All About Commodities from the Inside Out, Mc Grow hill</li> </ol>
<b>3</b>	<b>Websites</b>	<a href="http://www.indiabudget.nic.in">www.indiabudget.nic.in</a> <a href="http://www.commodityonline.com">www.commodityonline.com</a>
<b>4</b>	<b>Journals</b>	Indian Journal of Agricultural Economics Indian Journal of Agricultural Marketing Journal of Agribusiness Indian Journal of Finance Rural Marketing Vikalpa
<b>5</b>	<b>Supplementary Reading</b>	e-NAM website <a href="http://www.mcxindia.com">www.mcxindia.com</a>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Identify the various countries standards of commodity trading and prepare a report</li> </ul>

		<ul style="list-style-type: none"><li>• Collect commodity data and analyze product wise trend and forecaste</li><li>• Visit nearby commodity trading agency and conduct an interview with trading executive and submit report</li></ul>
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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-402-(E)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>MODERN APPROACHES TO QUALITY MANAGEMENT</b>		

<b>Course Objectives:</b>	
1	To make students understand fundamental concepts and principles of quality management, including the basic concept and functions of service quality management.
2	To make students knowledgeable about theoretical aspects and practical application of statistical quality control techniques.
3	To introduce students to various quality management awards& its framework.

<b>Course Outcomes: Students will be able to;</b>	
1	Describe different concepts related to Quality Management.
2	Apply relevant practices of Quality Management in the organization.
3	Analyze issues involved in Quality Management.
4	Evaluate the recent developments in Quality Management

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>INTRODUCTION TO QUALITY MANAGEMENT</b> Definitions of Quality, Dimensions of Quality, Meaning of Quality Management, Evolution of Quality Management, Quality Assurance, Quality of Design, Quality of Conformance, Cost of Quality: Cost of Poor Quality, Cost of Internal & External Failure, Appraisal Cost, Prevention Cost. Quality Function Deployment.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>STATISTICAL QUALITY CONTROL</b> Meaning And Significance of Statistical Quality Control, Need of Accepting Sampling, Types of Sampling Plans, OC Curve, Introduction To Statistical Process Control & Control Charts, Control Charts for Variable, Control Charts for Attribute. (Numerical Treatment on Control Charts)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>TOTAL QUALITY MANAGEMENT&amp; SIX SIGMA</b> Total Quality Management: Concept of TQM, Evolution of TQM, Principles of TQM, TQM Model, Implementation of TQM (PDCA Cycle), Training for Quality Management. Six Sigma: Introduction to Six Sigma, Evolution of Six Sigma, DMAIC Model for Implementing Six Sigma, Six Sigma Impact Measurement. Quality Circles.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>SERVICE QUALITY MANAGEMENT&amp; QUALITY</b>	<b>L=11</b>	

	<p><b>MANAGEMENT AWARDS</b></p> <p>Introduction to Service Quality, The Service Quality GAP Model, Measuring&amp; Improving Service Quality, Quality System Standards, Bureau of Indian Standards, International Organization of Standardization, ISO 9000-2000, Deming Prize, Malcolm Baldrige National Quality Award, Rajiv Gandhi National Quality Award, The Golden Peacock National Quality Award.</p>	<b>T=2</b>	<b>P=2</b>
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2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

Learning Resources		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Amitva Mitra, Fundamentals of Quality Control and Improvement, Wiley</li> <li>2. R. Panneerselvam &amp; P. Sivasankaran, Quality Management, Prentice Hall India Learning Private Limited</li> <li>3. Shridhara Bhat K, Total Quality Management – Text and Cases, Himalaya Publishing House, First Edition</li> <li>4. M. Mahajan, Statistical Quality Control, Dhanpat Rai&amp; Co.</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Kanishka Bwdi ,“Quality Management”, Oxford University Press</li> <li>2. David Hoyle, Quality Management Essentials, Butterworth-Heinemann</li> </ol>
<b>3</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.managementstudyguide.com/total-quality-management-articles.htm">https://www.managementstudyguide.com/total-quality-management-articles.htm</a></li> <li>2. <a href="https://www.managementstudyguide.com/six-sigma-articles.htm">https://www.managementstudyguide.com/six-sigma-articles.htm</a></li> </ol>
<b>4</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. International Journal of Productivity and Quality Management (IJPQM)</li> <li>2. Journal of Quality Management   ScienceDirect.com</li> <li>3. Quality Management Journal – Scimago</li> <li>4. The TQM Journal information – Emerald</li> </ol>
<b>5</b>	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Dale H. Besterfield et al, Total Quality Management, Third edition, Pearson Education</li> <li>2. Evans &amp; Lindsay, An Introduction to Six Sigma &amp; Process Improvement, Cenage learning</li> </ol>
<b>6</b>	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. To meet quality control manager of any local manufacturing organization to understand application of Quality Control Tools.</li> <li>2. Identifying and visiting local ISO Certified organization to understand criteria for getting ISO Certification.</li> <li>3. Visiting any local service sector business to study its Quality Management Framework.</li> <li>4. Library Exercise on any one of the Quality Management Awards studied and any one award winning company of your choice.</li> </ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-402(F)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>APPLIED DATA SCIENCE AND BUSINESS ANALYTICS USING R</b>		

**Course Objectives**

1	To understand the nature of software development and software life cycle process models, agile software development, SCRUM, and other agile practices
2	To develop the skill of software design and user-centric approach and principles of effective user interfaces.
3	To infer the need for project management and project management life cycle

**Course Outcomes: Students will be able to;**

1	plain needs for software specifications also they can classify different types of software requirements and their gathering techniques
2	stify the role of SDLC in Software Project Development and they can evaluate the importance of Software Engineering in PLC.
3	miliar with the different methods and techniques used for project management..
4	scuss the parameters of the software project's success and failures.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to Data Science – Data Science Process, Concept of Big Data, Business Intelligence, Concept of Data mining, uses of data mining, Concept of data warehousing, OLAP, OLTP, A Process Model for Data Mining, Analytics for managers, Modules and Model Building, hard coding and soft coding in excel	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Introduction to Business Analytics, Prerequisites for effective business analytics, Applications of Business Analytics, ETL Process, Role of statistics in Analytics, Types of Digital Data, ETL Process, Introduction to R and its environments, Installing R, The R community, The R environment, Installing R, Variables in R, Working with R, R Packages	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Single-mode Data Structure-Create, Attributes, subscripting, Multi-mode data structure- Create, Attributes, subscripting, Decision making Structures, Predictive analytics, Emergence of Predictive Analytics, Applications of Predictive Analytics	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Basic Visualization-Pie Chart, Bar Chart, Line Chart, Q-Q Plot, Box-and-Whisker plot, Bubble plot, Role of statistics in Analytics, Basic Statistics using R, Time-series Models, Decision Tree, Clustering using R, Machine learning for text data, Building web applications with Shiny project	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

2. Students will have to complete all tutorials, assignments, and lab sessions for internal credits



<b>Learning Resources</b>		
1	<b>Text Books</b>	4. Fundamentals Of Software Engineering – Roger Pressman 5. Information Technology Project Management – Jack Marchewka – Wiley India Edition
2	<b>Reference books</b>	9. Fundamentals Of Software Engineering - Rajib Mall Ghezzi, Jazayeri Stephen H. Khan 10. Software Requirements And Estimation - Fenton, Ptleeger McGraw Hill 11. Project Management For Software Development - Jaico 12. IT Project Estimation – Paul Coombs. – Cambridge 13. Information System Project Management - John McManus, Trevor Wood- Happer – Pearson. 14. 6. Software Project Management – Bob Hughs, Mike Cotterell – Tata McGraw-Hill
3	<b>Website</b>	7. <a href="http://www.tutorialspoint.com">www.tutorialspoint.com</a> 8. <a href="http://www.guru99.com">www.guru99.com</a> 9. <a href="http://www.examupdates.in">www.examupdates.in</a>
4	<b>Journals</b>	5. International Journal of Scientific Computing 6. International Journal of Statistics & Management Systems 7. Chartered Secretary
5	<b>Supplementary Reading</b>	5. Business Line 6. Current affairs in newspapers 7. Information system Audit Reports from computer consultancies
6	<b>Practical Component</b>	3. Visit any computer consultant firms and discuss and understand about Software engineering process 4. Case study about Information system Project Planning

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AECC-401</b>	<b>Credit Pattern</b>	<b>L-22, T-8</b>
<b>Course Title</b>	<b>Employability Skills</b>		
<b>Course Objectives</b>			
1	Develop effective communication skills		
3	Develop broad career plans		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Match the job requirements and skill sets.		
3	Evaluate the employment market.		
<b>Unit Number</b>	<b>Contents</b>		
1	<p><b>Personality, Interpersonal and employability skills and Emotional Intelligence: (15)</b>  Basic Interaction Skills –Within family, Society. Interpersonal and intrapersonal skills.  Types of skills; Decision Making, Articulation Skills, Emotional Intelligence  Human relations examples through role – play and cases</p>		
2	<p><b>Leadership Skills, Team work, Conflict Management ,Interview Skills, Time Management and Stress Management: (15)</b>  <b>Leadership skills</b> – Leadership in groups, coaching, strategic management  <b>Team work &amp; Team building</b> - Characteristics of an effective team, Essentials of an effective team, Evolution Team. Activities – Team trust, team shape up.  <b>Conflict Management</b> – Types of conflicts, how to cope with them  Small cases including role – plays will be used as teaching methodology.  <b>Interview skills</b> –  Preparation pre-during and post interview  Resume writing, self grooming for the interviews. Introduction, Types of interviews, process of interview, Preparation of the candidate, preparation of the interviewer, common interview questions.  <b>Time Management</b> – Importance, Prioritizing tasks, Personal Goal Setting – SMART goals, delegation, Time management in meetings, barriers to time management, identifying and handling time consuming tasks. Activity – Games, role-play, case studies.  <b>Stress Management</b> – Understanding stress, Types of stress, symptoms, causes of stress. Managing stress, Techniques of managing stress. Activity – questionnaire to find out the level of stress.</p>		
<b>Learning Resources</b>			
1	Reference Books	<p>Business Communication – Urmila Rai &amp; S M. Rai, 12/e, Himalaya Publishing House, 2010.  Enhancing Soft Skills – Prof. Dipali Biswas, 1/e, Shroff Publishers &amp; Distributors Pvt. Ltd., 2009.  The ACE of Soft Skills – Gopaldaswamy Ramesh &amp; Mahadevan Ramesh, 3/e, Pearson Education, 2012. Successful Career, Soft Skills and Business English – Varanasi Bhaskara Rao &amp; Y. Kameswari, 1/e, BS Publications, 2010.  Personality Development and Soft Skills - Barun K. Mitra  Emotional Intelligence by Daniel Goleman</p>	



# **C S I B E R**

**CHHATRAPATI SHAHU INSTITUTE OF  
BUSINESSEDUCATION AND RESEARCH,  
KOLHAPUR-MAHARASHTRA, INDIA**

(AN AUTONOMOUS INSTITUTE)

**CPE Phase III, NAAC A+**



**STRUCTURE & SYLLABUS**

**Under C.B.C.S.  
Pattern With Effect  
from 2021-22**

# **MBA Programme**

**MASTER OF BUSINESS ADMINISTRATION (MBA General)**

## **PROGRAMME EDUCATIONAL OBJECTIVES (PEOS):**

Programme Educational Objectives are broad statements that describe what students are expected to attain within few years of completing their graduation. Programme Educational Objectives are based on the needs of the students undergoing the programme.

The PEOs of MBA Program at CSIBER are as follows;

### **PEO 1:**

Our graduates will develop themselves as professionals contributing effectively and efficiently by applying theories in management and demonstrating team work, effective communication, analytical and creative thinking skills for problem-solving.

### **PEO 2:**

Our graduates will be equipped with leadership and entrepreneurial abilities to enable them to establish themselves as dynamic and innovative business professionals.

### **PEO 3:**

Our graduates will not only be able to adapt to changes in the global environment but also act as change agents in bringing about holistic and sustainable development in the society.

### **PEO 4:**

Our graduates will have highest regard for Personal & Institutional Integrity, Ethical values and Social Responsibility.

## **GRADUATE ATTRIBUTES for MBA COURSE**

1. Problem solving using domain knowledge and quantitative techniques
2. Well versed with soft skills
3. Deal with contemporary issues (innovation, emerging technology, disruption)
4. Entrepreneurial and Leadership abilities.
5. Inter-cultural competency
6. Cater to needs of holistic and sustainable development
7. Develop the capacity for independent and lifelong learning.
8. Global citizenship

### **Programme Outcomes (POS):**

The programme outcomes of MBA program are as follows;

1. **Conceptual Knowledge:-** Graduates will be able to conceptualize, organize, analyse and resolve complex business problems by using their domain knowledge of management.
2. **Leadership and Innovation Skills:-** Graduates will be able to adopt and adapt the contemporary trends in their domain area as well as innovations, emerging technology and global changes while leading and managing business.
3. **Soft Skills:-** Graduates will practice and perform effective communication skills and softskills under various business situations.
4. **Entrepreneurial Skills:-** Graduates will be able to identify, assess and shape entrepreneurial opportunities and evaluate their potential for starting an enterprise.
5. **Stakeholder Concern:-** Graduates will address ethical, legal and cultural issues of organizationand society by utilizing their conceptual knowledge.
6. **Sustainability:-** Graduates will gain ability to take business decisions keeping in mind theneed for sustainable and holistic development.
7. **Research and Lifelong Learning:-** Graduates will be able to participate in active research work, as well as independent and lifelong learning.
8. **Problem Solving:-** Graduates will possess and use competencies in quantitative and qualitative techniques for problem solving in their respective functional areas.

### **I. DURATION :**

The degree of **MBA** shall be full-time course and its duration shall be of **Two Years**.The course consists of Four Semesters. The examination to be held in the First and Second Semester will be called Part – I (First Year) and the examination to be held in the Third and Fourth Semester will be called Part – II (Second Year).

If a candidate fails to clear all the theory papers and project report within **Six** years of his/her registration, the past performance will stand automatically nullified.

If a candidate discontinues any of the terms ( i.e. Semester – I to IV ) on any account, he/she will be allowed to complete the incomplete terms in the subsequent years subject to the condition that it is within the stipulated time duration of **Six** years.

In addition to the above, once a student's term (Semester) is granted, he/she shall be allowed to appear and pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of **Six** years.

In case the term (Semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination. This must be done within **Six** years of his/her registration.

### **Course Completion with Break in Between:**

A student who has passed M.B.A. – I and is seeking admission to M.B.A. – II after a long gap (Provided the gap lies within the stipulated duration of **Six** years) should complete the course syllabus which is in existence at the time he is seeking admission for the academic year.

## **II. ASSESSMENT:**

Taking into consideration the UGC and AICTE requirements, C SIBER has adopted –Credit Grade Based Performance Assessment System (CGPA). Each course is of 100 marks and contact hours for each paper is 60. One credit is allotted to 15 contact hours. All courses of 100 marks are considered as Full credit course with 4 credits. Courses of 50 marks are considered as half credit course and have 2 credits.

For the paper of 100 marks. The distribution of the marks will be as follows –

- i) Formative Evaluation i.e. Internal marks - 40 Marks
- ii) Summative Evaluation i.e. Semester-end examination - 60 marks

2. For the paper of 50 marks. The distribution of the marks will be as follows –

- i) Formative Evaluation i.e. Internal marks - 20 Marks
- ii) Summative Evaluation i.e. Semester-end examination - 30 marks

### Breakup of Formative Evaluation (internal marks)

Head	Marks Out of 40	Marks Out of 20
Attendance and Class Participation	10	05
Quiz	10	05
Any Two from given alternatives: 1. Case Study 2. Home assignment 3. Mid-term test 4. Viva voce 5. Library-based assignment 6. Book report 7. Scrap Book 8. Lab. Practical 9. Field-based activity 10. Group Discussion 11. Seminar 12. Group Activity	10 + 10	05 + 05
	<b>40</b>	<b>20</b>

#### Assessment of AEC courses:

AEC courses will be assessed as follows;

- |  |   |          |
|--|---|----------|
| i) Internal Marks i.e. Formative evaluation  | - | 20 Marks |
| ii) External Marks i.e. Summative evaluation | - | 30 marks |

Summative evaluation (out of 30) will be done by panel consisting of one internal and one external member on the basis of viva/ presentation. The Formative evaluation done by the faculty be shown to the students and their signature will be obtained.

3. For the report of Project Work done (100 marks) the distribution of the marks will be as follows –
- |   |   |          |
|---|---|----------|
| i) Project Report (given by faculty mentor)             | - | 40 Marks |
| ii) Viva Voce (panel of internal and external examiner) | - | 60 Marks |

The assessment of papers will be done by an Internal and External examiner. A difference of more than **20%** in the marks awarded by these examiners would necessitate the valuation of the paper by Third examiner. The **‘nearest’** highest two marks will be considered for determining the average mark of such papers.



4. Once the Student passes in the internal marks (Concurrent evaluation out of 40) and the record is submitted to the examination department, it should be carried forward whenever required and it cannot be improved in any case.

5. Students who fail in the internal marks (Concurrent evaluation out of 40) should reappear for the same, only then the revised marks will be considered for further calculation

#### **Assessment of Lab-Based courses:**

##### **1) SEMESTER TWO:**

**Course name: Advanced Excel**

**Credits: FOUR**

60 marks external- based on practical examination conducted by internal and external faculty.

The practical examination will be of 3 hours duration. The student will be given a choice of six questions of 15 marks each, out of which student will have to solve any four.

40 marks internal evaluation will be as per other 4 credit course in the curriculum.

##### **2) SEMESTER TWO:**

**Course name: Managerial Decisions using Excel**

**Credits: TWO**

30 marks external- based on practical examination conducted by internal and external faculty. The practical examination will be of 2 hours duration. The student will be given a choice of three questions of 15 marks each, will be asked out of which student can solve any two.

20 marks internal evaluation will be as per other 2 credit course in the curriculum.

### **III. STANDARD OF PASSING:**

1. In order to pass in a paper/head, a candidate will have to obtain 50% in the Formative Evaluation (Internal Credit), 40% marks in theory, and a minimum of 50% of the marks in aggregate in each paper head.
2. To pass the M.B.A. examination, a candidate will have to pass in all Four Semester in Two Parts i.e. Part – I (Semester – I & II) and Part – II (Semester – III & IV )
3. To pass the Project work a candidate must obtain a minimum of 50% of the Project Report and Viva Voce marks. If a candidate fails in the project report and its viva-voce, he/she will have to reappear for the same in the subsequent semester.
4. A candidate from the first year M.B.A. will be eligible to proceed to the Semester III, if he/she is not having more than **5 (Five)** papers backlog of the First Year (that is Semester – I & II).
5. A candidate will be permitted to proceed to the second Semester even though he/she fails in one or more subjects of the first Semester.
6. The students who have a backlog of not more than **five papers** in the First year (Sem. I & II) examination will be eligible to be admitted to the Second year (III<sup>rd</sup> Semester) of M.B.A.
7. A candidate will be permitted to proceed to the Fourth Semester even though he/she fails in one or more subjects in third Semester.
8. Performance Index (SPI) will be as follows:

**Grading System:**

There shall be numerical marking for each course, which will be placed into credits. Each subject is classified as a major or minor. The major and minor subjects will be given 2 and 1 credits respectively.

**a. Full Credit (100 Marks) Course:**

<b>Grade Table for Semester Examination</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
96-100	S+	10.0	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

**b. Half Credit (50 Marks) Course:**

<b>Grade Table for Semester Examination</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
48-50	S+	10.0	SUPER
46-47	S	9.0	
43-45	E+	8.5	Exemplary
41-42	E	8.0	
38-40	O+	7.5	Outstanding
36-37	O	7.0	
33-35	A+	6.5	Good
31-32	A	6.0	
28-30	B+	5.5	Average
25-27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

9. **Final Result:** For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated will be as follows.  
 Total earned grade points / Total credits **100**

Result		
CPI	Final Grade	Classification of Final Result.
9.6-10.0	S+	SUPER
9.1-9.5	S	
8.6-9.0	E+	Exemplary
8.1-8.5	E	
7.6-8.0	O+	Outstanding
7.1-7.5	O	
6.6-7.0	A+	Good
6.1-6.5	A	
5.6-6.0	B+	Average
5.0-5.5	B	

**Note:** An aggregate of **5.0** credit points are required to pass the MBA program.

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
48-50	S+	10.0	SUPER
46-47	S	9.0	
43-45	E+	8.5	Exemplary
41-42	E	8.0	
38-40	O+	7.5	Outstanding
36-37	O	7.0	
33-35	A+	6.5	Good
31-32	A	6.0	
28-30	B+	5.5	Average
25-27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

#### IV. CALCULATION OF PERFORMANCE INDICES:

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a Semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as Semester performance index (SPI) and cumulative performance index (CPI) the explanation of which is given below:

##### **Semester Performance Index (SPI):**

The performance of a student in a Semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the Semester r. If  $G_i$  is a grade with numerical equivalent as  $G_i$  obtained by a student for the course with credit  $C_i$  then, SPI for that Semester is calculated using formula.

$$\text{SPI} = \frac{\sum_1 C_i G_i}{\sum_1 C_i}$$

Where summation is for all the courses registered by a student in that Semester. SPI is calculated to two decimal places and rounded off. SPI once calculated shall be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

### **Cumulative Performance Index (CPI):**

An up-to-date assessment of the overall performance of a student from the first Semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first semester of the programme.

$$\text{CPI} = \frac{\sum_1 C_i G_i}{\sum_1 C_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

Initially there is certain trepidation in the minds of students and there are some difficulties in understanding the mechanics of this system. Therefore, it was decided that for the first year of implementation, on the mark sheets, both, the marks and the grade points and credits should be shown.

## V. GRACE MARKS UNDER DIFFERENT ORDINANCE.

**S.O. No. 1:-**Grace Marks for Passing in each head of Passing (Theory/Practical/ Oral/ Sectional/External/Internal)

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing (Theory/Practical/Oral/Sectional/ in External Internal examination as follows.

Head of Passing	Grace Marks
<b>Upto -50</b>	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
401 and above.	10

Provided that the benefit of such gracing marks in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of marks under this ordinance shall be applicable only if the candidate passes the entire examination of Semester/year.

Provided further that this gracing is concurrent with the rules and guidelines of professional statutory bodies at the all India level such as AICTE and UGC.

### **S.O. No. 2:- Grace Marks for getting higher Class**

A Candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Higher Class or Grade by marks not more than 1% of the aggregate marks of that examination or upto 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has

been prescribed. Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE and UGC.

### **S.O. No. 3 Condonation**

If a candidate fails in one or more head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of that examination or 10 marks of the total Number of marks of that of passing in which he/she is failing whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE and UGC.

## **MBA (General) Programme Structure**

**Under C.B.C.S.  
Pattern With Effect  
From 2021-22**

### **MBA-I, Semester – I**

<b>Nature of Choice</b>	<b>Subject Code</b>	<b>Subject</b>	<b>Credits</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
<b>Core Component (CC)</b>	<b>CC 101</b>	Perspectives in Management	04	60	40	60	100
	<b>CC 102</b>	Accounting for Business Decisions	04	60	40	60	100
	<b>CC 103</b>	Organizational Behavior	04	60	40	60	100
	<b>CC 104</b>	Managerial Economics	04	60	40	60	100
	<b>CC 105</b>	Business Statistics	04	60	40	60	100
	<b>CC 106</b>	Marketing Management	04	60	40	60	100
<b>Ability Enhancement Course (AECC)</b>	<b>AECC 101</b>	Professional Communication Skills	02	30	20	30	50
<b>Discipline Specific Elective (DSE)</b>	<b>DSE 101 ( Any One)</b>	DSE 101 (A) Service Sector Management DSE 101 (B) Family Business Management DSE 101 (C) IT for Managers	04	60	40	60	100
		<b>Total</b>	<b>30</b>	<b>450</b>	<b>300</b>	<b>450</b>	<b>750</b>

## MBA-I Semester-II

Nature of choice	Subject Code	Subject	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks
<b>Core Component (CC)</b>	<b>CC 201</b>	Advanced Excel(Lab-Based)	04	60	40	60	100
	<b>CC 202</b>	Legal Aspects of Business	02	30	20	30	50
	<b>CC 203</b>	Research Methodology	02	30	20	30	50
	<b>CC 204</b>	Financial Management	04	60	40	60	100
	<b>CC 205</b>	Managing Human Resource	04	60	40	60	100
	<b>CC 206</b>	Operations Management	04	60	40	60	100
	<b>CC 207</b>	Managerial Decisions using Excel(Lab-Based)	02	30	20	30	50
<b>Ability Enhancement Course (AEC)</b>	<b>AEC201 (Any One)</b>	AEC 201 (A) German AEC 201 (B) Japanese AEC 201 (C) French AEC 201 (D) Selling and Negotiation Skills AEC 201 (G) Digital Marketing AEC 201 (H) Human Values	02	30	20	30	50
<b>Discipline Specific Elective (DSE)</b>	<b>DSE201 (Any One)</b>	DSE 201 (A) Event Management and Public Relations Management DSE 201 (B) Business Communication	04	60	40	60	100
<b>Generic Elective (GE)</b>	<b>GE 201 (Any One)</b>	GE 201 (B) Environment and Development GE 201 (C) Indian Social Problems and Services GE 201 (D) Office Automation GE 201 (E) Principles of Economics	02	30	40	60	100
		<b>Total</b>	<b>30</b>	<b>450</b>	<b>300</b>	<b>450</b>	<b>750</b>



### MBA-II Semester – III

Nature of choice	Subject Code	Subject	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks	
<b>Core Component (CC)</b>	<b>CC 301</b>	Strategic Management	04	60	40	60	100	
	<b>CC 302</b>	International Business	04	60	40	60	100	
	<b>CC 303</b>	Project report and Viva-voce	04	50days + 30	40	60	100	
	<b>CC-304 (Any Two)</b>	<b>CC-Specialization Paper I List Of choices for CC 304</b>						
		CC - (A): International Trade And Finance						
CC-Spl-I-304 (B): Employee Relations And Labour Law		04	60	40	60	100		
	CC-Spl-I-304 (C): Buying Behavior		04	60	40	60	100	
	CC-Spl-I-304 (D): Agri-Business, Entrepreneurship and Cooperatives							
	CC-Spl-I-304 (E): Logistics and Supply Chain Management							
	CC-Spl-I-304 (F): Knowledge Management and ERP							
	<b>CC 305</b>	Lean Management	02	30	20	30	50	
<b>Discipline Specific Elective (DSE)</b>	<b>DSE-301 (Any Two)</b>	<b>DSE Specialization Paper I List Of choices for DSE 301</b>						
		(A): Direct & Indirect Taxes						
		DSE-Spl-II-301 (B):Strategic And International Human Resource Management		04	60	40	60	100
	DSE-Spl-II-301 (C):, Marketing Sectors		04	60	40	60	100	
	DSE-Spl-II-301 (D): Rural And Agricultural Marketing							
	DSE-Spl-II-301 (E): Purchasing andInventory Management							
	DSE-Spl-II-301-(F): InformationSystem Control and Audit							
<b>Ability Enhancement course (AEC)</b>	<b>AEC-301</b>	AEC-301-(A): Entrepreneurial skills and Start up	02	30	20	30	50	
		AEC- 301-(B): Health and Wellness						
		AEC-301-(C): Tourism Management						
		AEC-301-(D): Change Management						
<b>Generic Elective (GE)</b>	<b>GE-301 (Any One)</b>	GE-301-(B) E commerce	02	30	20	30	50	
		GE-301-(C) Disaster Management						
		GE-301-(D) Corporate Social Responsibility						
		GE- 301 (E) Basics of Indian Economics						
		<b>Total</b>	<b>34</b>	<b>480</b>	<b>340</b>	<b>510</b>	<b>850</b>	

### MBA-II Semester – IV

Nature of choice	Subject Code	Subject	Credits	Contact Hours	Int. Marks	Ext. Marks	Total Marks
Core Component (CC)	CC 401	Business Ethics and Corporate Governance	04	60	40	60	100
	CC 402 (Any Two)	<b>CC-Specialization Paper II</b> <b>List Of choices for CC 402</b> CC 402-(A) Management Accounting And Control System CC 402- (B) Performance and Compensation Management CC 402-(C) Sales and Distribution Management CC 402- (D) Agri-Production And Supply Chain Management CC 402-(E) Project Management CC 402-(F) Software Engineering and IT Project Management	04 04	60 60	40 40	60 60	100 100
Discipline Specific Elective (DSE)	DSE 401 (Any Two)	<b>DSE Specialization Paper II</b> <b>List Of choices for DSE 401</b> DSE 401 (A) Investment And Portfolio Management DSE 401(B) Talent And Human Capital Management DSE 401-(C) Integrated Marketing Communication	04 04	60 60	40 40	60 60	100 100
		DSE 401 (D) Agri-Commodity Markets And Agri-Business. DSE 401-(E) Modern Approaches to Quality Management DSE 401-(F) Applied Data Science and Business Analytics using R					
Ability Enhancement Compulsory course (AECC)	AECC-401	Employability Skills	02	30	20	30	50
		<b>Total</b>	<b>22</b>	<b>330</b>	<b>220</b>	<b>330</b>	<b>550</b>

**Component-wise distribution of MBA curriculum 2021-22**

<b>Component \ Semester</b>	<b>I</b>	<b>II</b>	<b>III</b>	<b>IV</b>	<b>Total</b>	<b>PERCENTAGE</b>
Core Courses	24	22	22	12	<b>80</b>	68.9 %
Discipline Specific Elective	4	4	8	8	<b>24</b>	20.7 %
Ability Enhancement Compulsory Course	2	-	-	2	<b>4</b>	3.5 %
Ability Enhancement Course	-	2	2	-	<b>4</b>	3.5%
Generic Elective	-	2	2	-	<b>4</b>	3.5 %
<b>Total credits:</b>	<b>30</b>	<b>30</b>	<b>34</b>	<b>22</b>	<b>116</b>	<b>100%</b>

**MBA - I**

**Semester - I**

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 101</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>PERSPECTIVES IN MANAGEMENT</b>		
<b>Course Objectives:</b>			
1	To make students understand fundamental concepts and principles of management, including the basic roles, skills, and functions of management.		
2	To make students aware historical development, theoretical aspects and practical application of managerial process.		
3	To introduce students to modern concepts and trends in Management		
<b>Course Outcomes: Students will be able to;</b>			
1.	Describe the concepts of Management		
2.	Analyze the management process		
3.	Apply the management functions to take appropriate business decisions		
4.	Evaluate new trends in management		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Basic Management Concepts: (15)</b> Management- Definition, Scope. Functions of Management, Managerial Skills, Levels of Management and their functions, Henry Mintzberg- Roles of a Manager, Management and Administration. <b>Evolution of Management:</b> Classical Approach, Scientific Management Approach – Contribution of F. W. Taylor, Henri Fayol, Systems approach,– Peter Drucker (Drucker’s MBO Philosophy), Characteristics of Management Today	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Planning and Organizing: (15)</b> <b>Planning -</b> Nature, Types- Standing plans- Objectives, Strategy, Policies, Procedures, Rules, and Single-use plans, Process and Importance of Planning, Limitations of Planning, Making Planning Effective. <b>Organizing -</b> Meaning, Process of Organizing. Organization Structure- Principles, and Characteristics, Types- Mechanistic and Organic, Organization Structure and Culture, Departmentalization- on bases of Customer, Geographical area, product, process, function, Span Of Management- Factors considered while deciding span of management, Concept of Responsibility, Authority, Accountability and Delegation	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	<b>Directing, and Controlling: (15)</b> <b>Directing-</b> Definition, Characteristics and Importance. <b>Decision Making</b> – Process, Types of Decisions <b>Leadership -</b> Types, Qualities of Leader, Leader vs. Manager <b>Controlling -</b> Steps in Control Process – Need – Types of Control Methods – Benefits of controlling. <b>Communication-</b> Process and barriers of communication.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>New concepts and Trends in Management: (15)</b> Virtual Organizations- Characteristics, Advantages and Limitations Organizational Diversity- Factors responsible, Benefits and Barriers. Globalization – Forces, Opportunities and risks in Global Business, Culture in Global Organizations, Green management.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	<b>Text books</b>	<ol style="list-style-type: none"><li>1. Essentials Of Management – Koontz And Weinrich</li><li>2. Modern Management – Certo – Prentice Hall</li><li>3. Principles Of Management- Dr. KiranNerkar and Dr. Vilas Chopade</li><li>4. Principles Of Management – L.M. Prasad</li><li>5. Principles Of Management – R.M. Srivastava</li></ol>
2	<b>Reference Books:</b>	<ol style="list-style-type: none"><li>1. New Era of Management – Richard L. Daft</li><li>2. Essentials of Management – Peter Drucker</li><li>3. Management – Stephen P. Robins – Prentice Hall</li><li>4. Modern Business Administration and Management – S. A. Sherlekar - Himalaya Publication</li><li>5. Management Concept and Strategies – J. S. Chandra</li></ol>
3	<b>Websites:</b>	<p><a href="http://www.managementstudyguide.com/">www.managementstudyguide.com/</a> <a href="http://www.hbr.org">www.hbr.org</a></p>
4	<b>Journals:</b>	<ul style="list-style-type: none"><li>• Prabandhan</li><li>• Yojana</li><li>• Business Perspectives and Research</li><li>• Vision: Journal of Business Perspectives</li><li>• Vikalpa</li></ul>
5	<b>Supplementary Reading:</b>	Magazines like: Time, Outlook
6	<b>Practical Component</b>	<ul style="list-style-type: none"><li>• Studying organizational structure of any company and classifying it into different types of organizations which are studied and justifying why such structure is chosen by that organization.</li><li>• Preparing the leadership profiles of any 5 business leaders and studying their leadership qualities.</li><li>• Class debate on different basis of departmentalization</li><li>• Identify any business leader and list his qualities that made him a good leader.</li></ul>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 102</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ACCOUNTING FOR BUSINESS DECISIONS</b>		
<b>Course Outcomes:</b> The students will be able to			
1.	Apply basic accounting principles and concepts for preparation of financial statements		
2.	Asses funds from operation with the help of funds flow statement		
3.	Evaluate the financial position by preparing the financial statement as per Schedule-III		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Accounting: (15)</b> Accounting as an information system, concepts, convention and principles of Accounting, Types of Business Organizations, Legal Regulatory And Tax Framework., Role of accountant in an organization, Accounting Process. Branches of accounting: Financial, Cost and Management Accounting and their inter-relationships, Introduction of Accounting Standards.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P=2</b>
<b>2</b>	<b>Financial Statement Analysis: (15)</b> Preparation and Understanding of Financial Statements, Exposure to format of schedule III of Public Limited, Introduction of IFRS & Introduction of Tally Software Package in Accounting – Creating Companies, journal entries and ledger accounts.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Fund Flow and Cash Flow Statement: (15)</b> Preparation of Funds Flow Statement and its analysis and Cash Flow Statement: Various cash and non-cash transactions, flow of cash, difference between cash flow and fund flow, preparation of Cash Flow Statement and its analysis. (As per AS-3).	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Introduction to Cost Accounting &amp; Techniques: (15)</b> Introduction to Cost Accounting, Elements of Cost and Cost Sheet, Use and Importance of Standard Costing, Including Variance Analysis – Materials and Labour Variances. Cost Control Techniques.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

1.	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. S N Maheshwari “Introduction to Accountancy” S Chand Publication</li> <li>2. Prof. V.A. Patil, Dr. P. M. Herekar, “Financial Accounting” Ajab Publication</li> <li>3. S. C. Gupta, “Advanced Accounts” S Chand Publication.</li> <li>4. M. G.Patkar, “Book Keeping &amp; Accountancy”</li> <li>5. G Sekar &amp; B Sarvana Prasath, “CA Inter Padhuka Ready Referencer on Accounting”, Padhuka’s Publication</li> </ol>
2.	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Accountants' Guidebook: A Financial and Managerial Accounting Reference</li> <li>2. Jae K. Shim, Joel G. Siegel, Nick Dauber CPA, Anique Qureshi; “Accounting handbook”</li> <li>3. “A Dictionary of Accounting” Oxford Quick Reference Publication</li> </ol>
3.	<b>Websites</b>	<p><u>The Institute of Chartered Accountants of India</u> : <a href="http://www.icai.org">www.icai.org</a></p> <p><u>The Institute of Company Secretaries of India</u> : <a href="http://www.icsi.edu">www.icsi.edu</a></p>
4.	<b>Journals</b>	<ul style="list-style-type: none"> <li>• The Chartered Accountant Journal.</li> <li>• The Chartered Secretary Journal.</li> <li>• The Management Accountant Journal, Printer &amp; Publisher, CMA Kaushik Banerjee, <b>and Editor:</b> CMA Dr Debaprosanna Nandy, <b>ISSN:</b> 09723528.</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Journal of Accounting &amp; Finance</li> </ul>
5.	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> </ul>
6.	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on Schedule III</li> <li>• Practical Problems on Fund Flow and Cash Flow Statements</li> <li>• Practical Problems on Cost Sheet</li> <li>• Practical Problems on Standard Costing and Variance Analysis</li> <li>• Financial statement analysis using Prowess-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>



<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 103</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ORGANIZATIONAL BEHAVIOR</b>		

<b>Course Outcomes: Students will be able to:</b>	
1	Describe the various aspects of Organizational Behaviour.
2	Evaluate the aspects associated with organizational human behavior and its effect on organization.
3	Apply relevant theories, concepts and models to resolve organizational issues.
4	Develop Effective team-work and leadership skills.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Organizational basis for behavior – (15) Introduction, Approaches and Importance of OB, <b>Basic psychological process:-</b> Perception – Definition, Importance and Factors Influencing Perception, Perception and Making Judgment. Basic motivational concepts –Importance of Motivation, Theories in Motivation- Maslow, Theory X and Y, Two factor Theory, Equity Theory, ERG Theory, Z theory, Financial and Non-financial Tools for Motivation in Organization.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Individual Perspective: (15)</b> Personality – Determinants of personality, OB related Traits:- Locus of Control, Machiavellianism, Type A and Type B personality, Introversion- Extroversion. Big Five Model of personality. Attitudes – Characteristics, Components, Formation. Values and its Types.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	<b>Group and Team Dynamics: (15)</b> Introduction, Concept of Groups, Stages of Group Formation , , Factors that Affect Group, Characteristics of an Effective Team, , Cross Functional Teams.  <b>Conflict Management:-</b> Functional and dysfunctional conflict, process of conflict and levels of conflict, Negotiation and conflict resolution	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	<b>Leadership Theories-(15)</b> Situational Leadership, Contingency Leadership, Transactional Leadership, Transformational Leadership. Power: Sources of Power (Interpersonal sources and Structural sources of power), Political Behaviour in Organisations: Managerial Implications using power effectively.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. K. Aswathappa, Organizational Behaviour, Himalaya Publications</li> <li>2. P. Subba Rao, Organizational Behaviour, Himalaya Publications</li> <li>3. Rosy Joshy, Organizational Behaviour, Kalyani Publications</li> <li>4. Stephen P. Robbins, Organizational Behavior, PHI Learning / Pearson Education, 11<sup>th</sup> edition, 2008.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Fred Luthans, Organizational Behavior, McGraw Hill, 11<sup>th</sup> Edition, 2001.</li> <li>2. Hellrigel, Slocum and Woodman, Organizational Behavior, Cengage Learning, 11<sup>th</sup> Edition 2007.</li> <li>3. Ivancevich, Konopaske &amp; Maheson, Organizational Behaviour &amp; Management, 7<sup>th</sup> edition, Tata McGraw Hill, 2008.</li> <li>4. Mc Shane &amp; Von Glinov, Organizational Behaviour, 4<sup>th</sup> Edition, Tata McGraw Hill, 2007.</li> <li>5. Schermerhorn, Hunt and Osborn, Organizational behavior, John Wiley, 9<sup>th</sup> Edition, 2008.</li> <li>6. P G Aquinas, Organizational Behaviour : concepts, realities, applications and challenges, Excel Books.</li> </ol>
3	<b>Websites</b>	<p><a href="https://iedunote.com">https://iedunote.com</a>  <a href="http://www.yourarticlelibrary.com">http://www.yourarticlelibrary.com</a>  <a href="https://www.ebsglobal.net">https://www.ebsglobal.net</a></p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. IUP Journal of Organizational Behavior</li> <li>2. Effective Executive</li> <li>3. IUP Journal of Management Case Studies.</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Open Text Book Library- <a href="https://open.umn.edu">https://open.umn.edu</a></li> <li>2. Fundamentals Organizational Behaviour, India Edition – Slocum and Hell Riegel by Cengage Learning. 2</li> <li>3. Culture and organizational Behaviour Jai B.P. Sinha <a href="http://www.sagepublications.com">www.sagepublications.com</a></li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Identifying a job profile and list the various types <b>abilities</b> required for that job and also <b>the personality traits/attributes</b> required for that job.</li> <li>2. Management games on <b>Team building</b> will be conducted</li> </ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 104</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>MANAGERIAL ECONOMICS</b>		
<b>Course Outcomes:</b> Students will be able to			
<b>1</b>	Describe micro and macroeconomic concepts of business importance		
<b>2</b>	Analyze Economic Variables which influence managerial decision making process		
<b>3</b>	Asses micro and macro-economic environment of business decision process		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Managerial Economics and Demand Analysis</b> Basic Economic Concepts, Nature And Scope Of Managerial Economics, Objectives Of The Firm And Constraints, Business Decision-Making Model, Tools Of Economic Analysis, Introduction to Consumer Behavior and Utility measurement, Demand Analysis-Meaning, Types And Determinants Of Demand, Demand Function And Law Of Demand, Elasticities And Their Utilities In Managerial Decisions, Demand Forecasting- Meaning, Purpose And Methods, Law of Diminishing Marginal Utility, Basics of Ordinal Utility approach.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Production &amp; Cost Analysis for Business Decisions</b> Production Analysis- Production Schedules, Production Functions-Short Run And Long Run, Returns To Scale Approach, Marginal Productivity Of Inputs, Optimal Input Combination. Cost Concepts, Cost Function, Cost-Output Relationship, Short Run And Long Run Analysis	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Market Structure and Pricing Concepts</b> Introduction to Market Competition and its Nature, Perfect Competition, Monopolistic Competition, Monopoly and Oligopoly etc, Price and Output Determination in different Markets, Pricing practices: Cost plus pricing, incremental pricing, multiple product pricing, product line pricing, specific pricing problems	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>National Income and Macro-Economic Policies</b> Introduction to National income, Basic Concepts, Estimation of NI and Difficulties, Circular Flow Of Aggregate Income and Expenditure, NI as a Measure of Economic Development In Comparison with other Indicators. <b>Role and function of Money Market:</b> Composition and instruments. RBI role and functions. Capital Markets: Role and functions, Regulatory role of SEBI. <b>Objectives and Instruments</b> of Monetary And Fiscal Policies, Recent Issues In Monetary And Fiscal Policies	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

### Note:

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed
2. Necessary Audio and Video case studies must be shown in the class.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. D.N. Dwivedi , Managerial Economics, Vikas Publication House, New Delhi</li> <li>2. Dominick Salvatore, Managerial Economics, Mcgraw Hill Inc, New York, (2000)</li> <li>3. Deviga Vengedasalam, Karunagaran Madhavan Principles of Economics (Third Edition) Oxford University Press, 2014</li> <li>4. Mithani D M (2016) Managerial Economics : Theory And Applications, Himalaya Publishing House</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Paul Samuelson, Economics, Mcgraw Hill Inc, New Delhi, (2000)</li> <li>2. Peterson &amp; Lewis, Managerial Economics, Prentice Hall India Ltd, New Delhi, (2001).</li> <li>3. H.L. Ahuja, 2004, Modern Micro Economics Theory and Practices, Ed.12, S.Chand, New Delhi.</li> <li>4. Timothy C.G. Fisher, David Prentice and Rober Waschik, Managerial Economics - A Strategic Approach, Routledge, 2010.</li> </ol>
3	<b>Websites</b>	<p> <a href="https://www.rbi.org.in/home.aspx">https://www.rbi.org.in/home.aspx</a>  <a href="http://finmin.nic.in/">http://finmin.nic.in/</a>  <a href="http://nptel.ac.in/courses/110101005/3">http://nptel.ac.in/courses/110101005/3</a>  <a href="http://indiabudget.nic.in/budget.asp">http://indiabudget.nic.in/budget.asp</a>  <a href="https://www.cmie.com/">https://www.cmie.com/</a>  <b>Economic and Political Weekly</b> </p>
4	<b>Journals</b>	<p>           Journal of Applied Economics            Indian-Economic-Journal            International Journal of the Economics of Business            Journal-of Indian-School-of-Political-Economy            Agricultural-Economic-Research-Review         </p>
5	<b>Supplementary Reading</b>	<p>           Economics Times Daily            Business Standard Daily            Business Today Daily            Latest Monetary Policy Report            Latest Fiscal Policy Report         </p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Visit to medium scale vendor at your near point. Collect data on a specific product sales and price. Estimate its elasticity</li> <li>2. Meet a manufacturer and collect data on production inputs and prepare his short term and long term returns conditions.</li> <li>3. List out the business as per market structure characteristics. Collect information on their product base</li> <li>4. Collect data on national income from national income statistics and apply three methods of national income estimation and measure the trends in national income.</li> </ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 105</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>BUSINESS STATISTICS</b>		
<b>Course Outcomes:</b> Students will be able to			
<b>1</b>	Provide solution to management decision problems.		
<b>2</b>	Analyze company/organization data for taking decisions.		
<b>3</b>	Interpret the relevance of statistical findings for business problem solving and decision making.		
<b>4</b>	Evaluate the data collected for management decision and provide inference towards it.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<p><b>Measures of Central Tendency:</b> Introduction, Objectives of statistical average, Requisites of a Good Average, Statistical Averages - Arithmetic Mean - Properties of arithmetic mean - Merits and demerits of arithmetic mean, Median - Merits and demerits of median, Mode - Merits and demerits of mode,</p> <p><b>Measures of Dispersion:</b> Appropriate Situations for the Use of Various Averages, Positional Averages, Dispersion – Range - Quartile deviations, Mean deviation, Standard Deviation -Properties of standard deviation, Coefficient of Variation.</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<p><b>Simple Correlation:</b> Introduction , Correlation - Causation and Correlation - Types of Correlation -Measures of Correlation - Scatter diagram - Karl Pearson’s correlation coefficient - Properties of Karl Pearson’s correlation coefficient, Spearman’s Rank Correlation Coefficient</p> <p><b>Regression:</b> Regression analysis - Regression lines - Regression coefficient,</p> <p><b>Permutation &amp; Combination:</b> Principles of counting, Permutations of n dissimilar objects taken r at a time (with and without repetitions), Properties, Combination of n objects taken r at a time, Properties, examples on Permutations and Combinations.</p>	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<p><b>Probability:</b> Random experiment, sample space and classification of sample spaces, Classical definition of probability, Properties, Conditional probability, Multiplication law of probability, Baye’s theorem, Independence of events, Examples.</p> <p><b>Probability Distribution:</b> Random variable, Probability mass function, Cumulative distribution function, Mathematical expectation, Variance, Definition and properties of Binomial, Poisson distribution-examples, Probability density function, Definition and properties of Normal distributions. Examples.</p>	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Testing of Hypothesis:</b> Introduction, Simple & Composite, Null &	<b>L=11</b>	

Alternate Hypothesis, Type I and Type II Error, Level of Significance, One Tail & Two Tail, General Procedure of Testing of Hypothesis, Parametric Test, Large Sample Z Test for – Population Mean, Difference of Population Means, Small Sample t Test for – Population Mean, Difference of Population Means, Non-Parametric – Chi Square Test of Independence	<b>T= 2</b>	<b>P= 2</b>
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**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

**Learning Resources**

<b>1</b>	<b>Text Books</b>	6. S C Gupta, Fundamentals of Statistics 7. S C Gupta, Business Statistics 8. C R Kothari, Research Methodology – Methods Techniques
<b>2</b>	<b>Reference books</b>	1. N D Vohra, Business Statistics, Tata McGraw Hill 2. G C Beri, Business Statistics, Tata McGraw Hill 3. Devid M Levine etc, Business Statistics – A First Course, Pearson Publication. 4. Glyn Davis & Branko Pecar, Business Statistics Using Excel, Oxford University Press. 5. Albrigh, Winston, Zappe, Decision Making Using Microsoft Excel, Cengage Learning.
<b>3</b>	<b>Journals</b>	1. International Journal of Statistics & Management Systems 2. Calcutta Statistical Association Bulletin 3. Vikalpa: The Journal for Decision Makers
<b>4</b>	<b>Websites</b>	6. <a href="http://www.stattrek.com">www.stattrek.com</a> 7. <a href="http://www.statisticsbyjim.com">www.statisticsbyjim.com</a> 8. <a href="http://www.pinkmonkey.com/studyguides/subjects/stats/contents.asp">www.pinkmonkey.com/studyguides/subjects/stats/contents.asp</a>
<b>5</b>	<b>Supplementary Reading</b>	Glyn Davis & Branko Pecar, Business Statistics Using Excel, Oxford University Press.
<b>6</b>	<b>Practical Component</b>	1. Analyzing collected raw data or online available data. 2. Finding relations among two or more variables and fitting regression equation to predict value of dependent variables.

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
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<b>Course Code</b>	<b>CC 106</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
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<b>Course Title</b>	<b>MARKETING MANAGEMENT</b>
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**Course Objectives:**

<b>1</b>	To create an awareness about fundamentals of marketing
<b>2</b>	To cover the basic concepts of marketing and develop conceptual abilities and substantive knowledge in marketing through a variety of real-life marketing situations.
<b>3</b>	To understand the use of marketing mix in marketing decision making

**Course Outcomes: Students will be able to;**

<b>1.</b>	Discuss conceptual knowledge of Marketing
<b>2.</b>	Analyse marketing situations
<b>3.</b>	Devise Market segmentation strategies for product and services.
<b>4.</b>	Develop 4Ps of Marketing for Product and Services.

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	<b>Introduction to Marketing &amp; Demand Measurement</b> Definition – Importance and Scope – Core-concepts of Marketing – Company Orientation Towards Market place - Scanning the Marketing Environment Macro – Demographic, Economic, Social – Cultural –Political –Legal- Technology- Natural and Micro environment. Concept of Market Demand and Demand Measurement, Definition, Need & Benefits	L= 11	
		T= 2	P= 2
2	<b>Market Segmentation &amp; Product Mix</b> Bases for market Segmentation, Segmentation of Consumer goods, Industrial goods and services. Effective segmentation criteria, Evaluating & Selecting Target Markets, differentiation, Positioning. Consumer and Business buying process. Concept of Product, Classification- Levels of Product– Product Life Cycle – New Product Development -Branding, Packaging and Labeling,	L= 12	
		T= 2	P= 1
3	<b>Price, Place &amp; Promotional Mix</b> Importance of pricing, Pricing Objectives, Price Determination Procedure –Methods of Pricing. Importance, Functions of Distribution channels - Introduction to the various Channels of Distribution – Channel Management Decision. - Advertising, Sales Promotion, Publicity and Personal Selling, Impact of Technology & Internet on Promotion.	L= 11	
		T= 2	P= 2
4	<b>Marketing Planning &amp; Control</b> Nature, Scope and Contents Of Marketing Plan - Process of planning Concept – Importance- Techniques of control- Annual Plan Control – Profitability Control – Efficiency Control – Strategic Control	L=11	
		T= 2	P= 2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kotler Philip, “Marketing Management 17th Edition 2015”, Prentice Hall of India, New Delhi.</li> <li>2. Saxena Rajan, “Marketing Management 2nd Edition 2002”, Tata McGraw Hill, New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Station W.J. Etzel M.J., “Fundamentals of Marketing – 10th Edition 1994” , Mc Graw Walker B.J., Hill International Editions.</li> <li>2. Srinivasan R., “Case Studies in Marketing”, Prentice Hall, New Delhi, 2000</li> <li>3. Kaushal H., “Case Study Solutions in Marketing”, McMillan India 2001</li> <li>4. V.S.Ramaswamy and S.Namakumari -Marketing Management –Macmilan Business Books</li> <li>5. Arunkumar, M Meenakshi- Marketing Management-Vikas Publication</li> <li>6. Walkar, Boyd, Mullins And Larreche. "Marketing Strategy. A Decision Forced Approach", Tata McGraw Hill 4th Edition.</li> </ol>
3	<b>Websites</b>	<p> <a href="https://www.ama.org/">https://www.ama.org/</a>  <a href="https://www.academyofindianmarketing.org/">https://www.academyofindianmarketing.org/</a> (Academy of Indian Marketing (AIM)   Management Institutions)  <a href="https://www.ima-india.com/">https://www.ima-india.com/</a> (<a href="https://www.ima-india.com/">https://www.ima-india.com/</a>)  <a href="https://www.mrsi.co.in">https://www.mrsi.co.in</a> (Market Research Society Of India: MRSI)  <a href="http://www.rmai.in/">www.rmai.in/</a> (Rural Marketing Association of India: RMAI) </p>



4	<b>Journals</b>	Indian journal of marketing Journal of digital marketing Journal of Marketing: SAGE Journals
5	<b>Supplementary Reading</b>	Economics Times, Brand Equity Business Standard, The Strategist.
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Student will select any product of their choice and prepare a poster presentation on core concept of Marketing applicable for the product.</li> <li>2. Student will select any industry of their choice, identify the major companies operating in industry and compare the segmentation strategy used by companies.</li> <li>3. Group Activity: Students will develop a conceptual new product, identify the target market for the product and develop a marketing plan for the product.</li> <li>4. Group Activity: Students will prepare an advertisement to promote the conceptual product developed to the target customer.</li> </ol>

Semester	I	Total Credit	2
Course Code	AECC-101	Credit Pattern	L-26, T-4
Course Title	<b>Professional Communication Skills</b>		
<b>Course Objectives</b>			
1	To familiarize learners with the mechanics of communication.		
2	To develop students written expression of thought and build connections between content areas		
3	To develop students oral communication skills by a variety of communication activities, from informal discussion to formal presentation		
<b>Unit Number</b>	<b>Contents</b>		
1	<b>Effective Business Communication: ( 15)</b> <input type="checkbox"/> Meaning & Definition, Role of communication in today's business Basic Grammar and how to use in English Communication Personal Introductions, Facing Audience Verbal and Non-Verbal Communication <input type="checkbox"/> Effective communication in Formal and Informal Environment <input type="checkbox"/> Barriers to communication <input type="checkbox"/> Measures to overcome barriers to communication Understand and use JoHari Window for self-development <input type="checkbox"/> Non-verbal communication: Nonverbal Cues, Kinesics, Haptic and Proxemics Body language, Facial Expressions How to carry yourself professionally ( grooming and dining etiquettes) <input type="checkbox"/> Public Speaking		
2	<b>Communication Technology: (15)</b> <input type="checkbox"/> Social Media Communication <input type="checkbox"/> Email Writing & Professional Writing <input type="checkbox"/> Presentations Skills <input type="checkbox"/> Group Discussion <input type="checkbox"/> Critical Thinking		
<b>Practical Components:</b>			
<ol style="list-style-type: none"> <li>1. To be well in Verbal and Non- verbal communication</li> <li>2. Make students enact and analyze the non-verbal cues</li> <li>3. Each student to give presentation of 15 minutes (this can be spread throughout the semester) and to be evaluated by the faculty</li> </ol>			



4. Each Student will give 10 minutes speech on given topic that will be evaluated by the Faculty

### Learning Resources

<b>1</b>	<b>Recommended Books</b>	<ol style="list-style-type: none"> <li>1 Business Communication – Lesikar, Flatley, Rentz&amp;Pande, 11/e, TMH, 2010</li> <li>2. How to win Friends and Influence People by Dale Carnegie</li> <li>3. Skill with People by Les Giblin</li> <li>4. The Power of Communication: Skills to Build Trust, Inspire Loyalty, and Lead Effectively, by Helio Fred Garcia, 2012</li> </ol>
<b>2</b>	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Business Communication - Sehgal M. K &amp;Khetrapal V, Excel BOOKS.</li> <li>2.. Business Communication – Krizan, Merrier, Jones, 8/e, Cengage Learning, 2012.</li> </ol>

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>SERVICE SECTOR MANAGEMENT</b>		

#### Course Objectives:

1. To understand the key elements in various Services Sector Management.
2. To know efficient and productive Management of Services Sector.
3. To Review Challenges For Service Sector Management.

#### Course Outcome: The students will be able to

- 1 Describe the concepts of service sector management
- 2 Apply different theories and Concepts of Service Sector management
- 3 Assess Challenges and Opportunities of Service Sector Management.

<b>Unit Number</b>	<b>Contents</b>
1	Introduction To Services Management : Stages of Development of Service Management, Reasons for growth of service sector, Different approaches for management of services, Nature , Scope and Importance of service management , Classification of services, Services marketing mix., Myths about of services management.
2	Application of 7 P's of Services Management– Selected Industries : Management of Financial Services (Bank, Insurance) ,Management of Professional services ,(Consultancy, healthcare,) Management of Media Services (Advertising , Print media) Tourism and Travel Services Management (Hotel Tourism and Transportation industry) Personal Care services management, management of education services.
3	Challenges For Services Management: Service Quality , Dimensions of Service Quality , Measuring service Quality , Service Gap Model , Principles of Service Quality, Importance of Service Quality Management, Benefits of Service Quality Initiative, Problems of Service Quality Control Globalization of Services Management : Challenges to Global services management, Prospects for Global services management.
4	Strategic Services Management : Various strategic approaches to services management, PESTLE and strategic services management, SWOT Analysis for Service organization Government and private sector initiatives in creating , developing and promoting services management.

#### Note:

1. Case studies/ field visits on each of the aspects mentioned in the syllabus need to be discussed.
2. Videos cassettes, CDS and documentary films exhibited.

Learning Resources		
1	Reference books	<ol style="list-style-type: none"> <li>1. Christopher H Lovelock, Services Marketing , Third edition.US:Prentice Hall International, 1996</li> <li>2. Valarie Zeithaml Mary Jo Bitner Services Marketing: Integrating Customer Focus Across The Firm. Third edition, New Delhi: Tata Mcgraw Hill 2003.</li> <li>3. Patankar V. Sanjay, Services Management. Delhi Himalaya Publishing House 1999.</li> <li>4. S.M.Jha Services Marketing , Sixth edition New Delhi: Himalaya Publishing House 2003</li> <li>5. Balchandran.S., Customer Driven Services Management. New Delhi : Response Books,1999.</li> </ol>
2	E- Libraries	<ol style="list-style-type: none"> <li>1. <a href="http://nlist.inflibnet.ac.in">INFLIBNEThttp://nlist.inflibnet.ac.in</a></li> <li>2. <a href="http://jgateplus.com">J-GATEhttp://jgateplus.com</a></li> <li>3. <a href="http://search.ebscohost.com">EBSCOhttp://search.ebscohost.com</a></li> </ol> <p>Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  *For INFLIBNET individual usernames and passwords are already given. Use the same</p>

Semester	I	Total Credit	4
Course Code	DSE 101 (B)	Credit Pattern	L-45, T-8, P-7
Course Title	FAMILY BUSINESS MANAGEMENT		
<b>Course Objectives-</b>			
1	To understand family business concept and its dynamics		
2	To understand the family governance issues and succession planning in family business.		
3	To understand challenges and issues involved in Family Business.		
<b>Course Outcomes:</b> Students will be able to;			
1.	Describe the Concepts of Family Business Management.		
2.	Apply appropriate family business strategies in family firms.		
3.	Analyze issues involved in the family businesses.		
4.	Evaluate the factors affecting Family Business Growth.		

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	Introduction of family business-Family Business, various types of family businesses, Uniqueness of Family Business, advantages of family businesses, Building businesses to last. Forms of organization, Continuing entrepreneurship to the next generation, issues involved in creating room at the top,Issues and challenges in family business, factors affecting family business.	L= 11	
		T= 2	P= 2
2	Family business management and Family Business Governance	L= 12	

	<b>system:</b> Responsibilities and Rights of the Family Shareholders in the family business, Building Family Values, family structure and composition, family communication style and role of every member. Gender and family business, Management of Human capital and financial capital. Family Business Governance system and its importance, role of Non-family members in the family businesses	T= 2	P= 1
3	<b>Planning strategy for family businesses:</b> Parallel Planning Process, Small Vs. large family businesses, Role of professional management and family members in strategy development. Family reunion strategies, improving family business performance. Succession planning in family businesses-Qualities to be seen in successor, Valuation of the business, Conflict management and transition in family business.	L= 11	
		T= 2	P= 2
4	<b>Lessons learned from family businesses in India.</b> Case studies of three family businesses along with the family history. Analysis of success and non-success factors. Drawbacks of family business and How to save family business from break up. Using break up for growth.	L=11	
		T= 2	P= 2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Family Business Management- Dr. Mukesh Bhatia-Regal Publication</li> <li>2. Family Business-Ernesto J. Poza -Cengage Learning</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Family Business in India: Dutta, Sudipt (1997) Response books, New Delhi</li> <li>2. Business Legends, Gita Piramal, Viking New Delhi.</li> <li>3. Strategic Planning for the Family Business-Randel S. Carlock and John L. Ward</li> <li>4. Family Business -The essentials-Peter Leach</li> <li>5. Indian Family business Mantras: by <u>Peter Leach</u> and Tatwamasi Dixit, Rupa Publications, New Delhi</li> <li>6. Entrepreneurship and Small Business Enterprises: Poornima Charantimath Pearson Education</li> <li>7. Entrepreneurial Development Dr. S.S.Khanka S.Chand</li> <li>8. Strategic Alternatives for Family Business Houses By Srinivas Shirur Deep and Deep Publications, 01-Jan-2005 - Family corporations - 214 pages</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.isb.edu">www.isb.edu</a></li> <li>2. <a href="http://www.ijsrm.in/v2-i8/17%20ijsrm.pdf">www.ijsrm.in/v2-i8/17%20ijsrm.pdf</a></li> <li>3. <a href="http://www.untag-smd.ac.id/files/Perpustakaan_Digital_1/FAMILY%20BUSINESS%20Handbook%20of%20Research%20on%20Family%20business.pdf">http://www.untag-smd.ac.id/files/Perpustakaan_Digital_1/FAMILY%20BUSINESS%20Handbook%20of%20Research%20on%20Family%20business.pdf</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Business Today</li> <li>2. FIIB Business Review (New Sub.)</li> <li>3. Global Business Review (New Sub.)</li> <li>4. Journal of Family Business Strategy</li> <li>5. Family Business Review (FBR)</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Indian Family Businesses: their survival beyond three generations, working paper Indian School of Business, Hyderabad.</li> <li>2. The Economic Times</li> <li>3. Business Standard</li> </ol>

6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Library assignment on identifying 3 family businesses with female successor and write detail about those lady successors.</li> <li>2. Find out challenges faced by family business in India.</li> <li>3. Case study discussion of three family businesses in India.</li> <li>4. Group Activity –Study one family business nearby Kolhapur or within Kolhapur by actual visit ,take interview by discussion method and prepare report which includes about the business, family history, family genogram, family governance system ,family value system, and success factors of that business etc.</li> </ol>
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<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 101 (C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>IT FOR MANAGERS</b>		

<b>Course Objectives</b>	
1	To develop students' discipline to manage I.T resources in accordance with business needs
2	To make use of database management system using SQL
3	To develop the Skill for preparing an effective presentation
4	To understand all aspects of E-Commerce

<b>Course Outcomes: Students will be able to;</b>	
1	Analyze industry data using MS-Excel
2	Develop an effective presentation using embedded software
3	Determine enterprise IT architecture for different domain areas.
4	Design conceptual models of a database using ER for real-life applications and also construct queries in Relational Algebra

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Elements of Modern GUI, Information systems In HR, IT In Marketing, IT In Finance, I.T . Infrastructure, Storage Management, Security Management, Detection of computer frauds, Business Automation, I.S. Choices, MS-Word for Business Analysis. Basic Database Concept	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Using Visual Aids In Business – Factors To Be Considered Before Creating A Presentation, visual media, Designing, setting up the room, advance delivery techniques, Question and answering techniques, Organizing and creating visuals, Personal appearance in Presentation, Creating Effective Presentations With PowerPoint Introduction To Oracle, Introduction To SQL, Oracle Data Type	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Relational Database Model, Characteristics Of RDBMS, Role, And Responsibilities Of DBA, Creating A Table, Updating A Contents Of A Table, Select Command, Range Searching, Pattern Matching, Modifying The Structure Of The Table, Deleting A Table, Grouping Data From A Table – Group By, Having Clause, Sorting Data In A Table – Order By Clause Computer Network, Network Topologies, e-Commerce– Introduction, Advantages of e-Commerce, Types of e-commerce, e-Governance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Data Analysis And Business Module Through Excel – Using Excel Efficiency, Formatting Work Sheet, Naming Cells and Range, Advanced conditional Formatting, Data visualization using Sparklines and Excel Charts, Formula Functions and relative and absolute addressing, SUMIF, COUNT, COUNTIF, COUNTBLANK Functions, Amortization Tables, Basic Data Analysis – Sorting,	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

	Summarizing, Filtering, Validating Data, Subtotal		
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**Note:**

1. Students Will Have To Complete All Practical Assignments Based On Business Applications.
2. Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Fundamentals of Computers – V. Rajaraman</li> <li>2. Fundamentals of Computers – P.K Sinha</li> <li>3. Database Management System – Silberchaltz</li> <li>4. SQL In 21 Days. – BPB Publication</li> <li>5. Excel 2007 Step by Step – Microsoft Press PHI</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Microsoft office 2007 - Schwartz</li> <li>2. Information Technology for Management – Muthukumern – Oxford</li> <li>3. SQL/ PL SQL Programming With Oracle – Ivan Bayross</li> <li>4. Teach Yourself SQL – Schaum</li> <li>5. SQL The Complete Reference – Groft Weinberg</li> </ol>
3	<b>Website</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.udemy.com">www.udemy.com</a></li> <li>2. <a href="http://www.skillyouneed.com">www.skillyouneed.com</a></li> <li>3. <a href="http://www.forbase.com">www.forbase.com</a></li> <li>4. <a href="https://nptel.ac.in/courses/106105175/6">https://nptel.ac.in/courses/106105175/6</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. IUP Journal of Management Research</li> <li>2. Express Computer</li> <li>3. International Journal of Computer Science &amp; Information Technology</li> <li>4. Education World</li> <li>5. Asian Journal of Management Cases (New Sub.)</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Current affairs from newspapers (economic times, Times of India, and newsletters)</li> <li>2. Beyond the MBA – Sameer Kamat</li> </ol>
6	<b>Practical Component</b>	<p>Field Visit to Industries to learn about office automation in industries.  Hands-on experience through practical based on Ms-Excel, Word, and PowerPoint  Seminar and presentation on a given topic</p>

**MBA - I**  
**Semester - II**

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 201</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>ADVANCED MS-EXCEL</b>		

<b>Course Objectives</b>
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1	To taught approaches to the challenges of data analysis from a more holistic perspective
2	To provide more hands-on the relevant ideas of data analysis using advanced features of MS-Excel.
3	To understand the process of Business Data Analysis techniques using Advanced MS-Excel

<b>Course Outcomes: Students will be able to;</b>
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1	Construct formulas, including the use of built-in functions, and relative and absolute references.
2	Apply basic principles of laying out Excel models for decision making
3	Using Excel evaluate the financial profitability and effectiveness of investment projects and amortization

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Structure of the function: working with text function, manipulating text, extracting substring, Advanced lookup operations, excel data types, working with list, consolidate data, Formula Errors, If Function, What if Analysis- Goal Seek, Sensitivity Analysis- one and two-way data table, Import a database table	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	using a query to screen external data, Data Mining using Advanced Pivot Table, Introduction to macros, Statistical tolls in excel, Excel Financial tolls- NPV, IRR, Create a macro using visual basic editor, Formula Errors, create a custom function, execute the task, display a message, request user input for a macro, assign macro to menu, run a macro for as a Workbook Open, Excel Modeling	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	An introduction to VBA Macro, Variables in VBA, VBA IF Else Statement, VBA Excel- Cells, Range and Offset, With...End With statement, , Error Handling VBA, Debugging VBA Code, Select Case and LOOPS in VBA, VBA Arrays, VBA Events, VBA dialog box basics, Advanced Find and Replace, Advanced Report Development	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	VBA- User Forms and Controls, Add a form control to a worksheet, customize form controls with macros, create a custom dialog box, and capture input from a custom dialog box, Validate input from a dialog box. Install Excel Add-ins, Advanced Filter, Scenario Manager, Solver, Integration case using Access and Excel, Creating Dashboard.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. For this paper, there is no Theory exam. The evaluation will be based on the Practical Exam
2. Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. -Microsoft office 2007 - Schwartz</li> <li>2. Excel 2007 Step by Step – Microsoft Press PHI</li> <li>3. Data analysis and decision Making – Albright Winston</li> <li>4. VBA and Macros Excel 200 – Bill Jelen, Tracy, Syrstad</li> <li>5. Excel 2010 Bible- Jhon Walkenbeach</li> <li>6. Pivot Table data crunching - Bill Delen</li> <li>7. Excel 2010 Formulas - - Jhon Walkenbeach</li> <li>8.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Excel Dashboards and Reports -John Walkenbach and Michael J. Alexander</li> <li>2. Microsoft Excel 2013 Building Data Models with PowerPivot -Alberto Ferrari and Marco Russo</li> <li>3. Excel Charts - John Walkenbach</li> </ol>
3	<b>Website</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.tutorialspoint.com">www.tutorialspoint.com</a></li> <li>2. <a href="https://support.microsoft.com/">https://support.microsoft.com/</a> <a href="http://www.examupdates.in">www.examupdates.in</a></li> <li>3. <a href="https://www.educba.com/advanced-excel-formulas-and-functions">https://www.educba.com/advanced-excel-formulas-and-functions</a></li> <li>4. <a href="https://chandoo.org/wp/excel-dashboards">https://chandoo.org/wp/excel-dashboards</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. International Journal of Statistics &amp; Management Systems</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Scenario-based particles based on each unit</li> <li>2. Visiting any firm and understanding the implementation of advanced MS-Excel</li> </ol>



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 202</b>	<b>Credit Pattern</b>	<b>22L+ 2 T + 6P</b>
<b>Course Title</b>	<b>LEGAL ASPECTS OF BUSINESS</b>		
<b>Course Objectives</b>			
<b>1</b>	To enable students to appreciate the relevance of business law to individuals and businesses.		
<b>2</b>	To equip students with knowledge needed to manage business successfully from legal point of view.		
<b>Course Outcomes: Students will be able to;</b>			
	1. Explain the legal principles of Business Laws 2. To solve legal issues of Business.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>A) Indian Contract Act – 1872:</b> Meaning and sources of law, Definition of contract and essential elements of a valid contract, Modes of discharge of contract, Remedies for breach of contract. <b>B) The Sale of Goods Act – 1932:</b> Definition of Sale, essentials of a valid Sale, Conditions and Warranties, caveat emptor, passing of property, Unpaid seller. <b>C) Consumer Protection Act – 1986:</b> Definition of consumer, complaint, complainant, unfair trade practice, Consumer dispute Redressal Agencies. (15)	<b>L= 11</b>	
		<b>T=1</b>	<b>P=3</b>
<b>2</b>	<b>A) The Companies Act – 2013:</b> Definition of company, kinds of companies, Memorandum of Association, Articles of Association, Boards of Directors: duties and powers, Meetings in a company, Winding up. <b>B) Information Technology Act – 2008:</b> Objectives of IT Act, Digital Signature, E-Governance, Controller, Certifying authority, offences and penalties. <b>C) The Negotiable Instrument Act – 1881:</b> Definition and characteristics of NI, kinds of Negotiable Instruments, Holder and holder in due course, Crossing of Cheque, Discharge of Negotiable Instruments. (15)	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	1. Mercantile Law by N. D. Kapoor 2. Business Law by S. S. Gulshan & G. K. Kapoor
<b>2</b>	<b>Reference books</b>	1. Business Law by Kuchhal M. C. 2. Business Law by K. R. Bulchandani
<b>3</b>	<b>Websites</b>	1. <a href="http://www.lawctopus.com">www.lawctopus.com</a> 2. <a href="https://indiacorplaw.in">https://indiacorplaw.in</a>
<b>4</b>	<b>Journals</b>	1. India Law Journal 2. Corporate Law reporter 3. India Business Law Journal- Delhi High Court 4. IOSR Journals
<b>5</b>	<b>Supplementary Reading</b>	1. Bare Acts on Consumer Protection Act 1986 2. Bare Act on Information Technology Act 2008
<b>6</b>	<b>Practical Components</b>	1. Case studies to be discussed on all the above topics 2. Seminars to be conducted on the above topics

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 203</b>	<b>Credit Pattern</b>	<b>22L+8TP</b>
<b>Course Title</b>	<b>RESEARCH METHODOLOGY</b>		
<b>Course Objectives</b>			
<b>1</b>	To expose the students to various methods of research and enable them to understand the importance of research in management decision-making process.		
<b>2</b>	To Equip students with knowledge needed to Interpret The Research Findings.		
<b>Course Outcomes:</b> Students will be able to;			
Explain fundamental concepts of research methodology			
Develop Research Report			

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Research &amp; Research Design</b> Meaning, objectives & Motivation in research. Use of research in functional areas of Management. Types of research – Research process, relevance & scope of research in management. Research Design- Features of good Design, Types of Research Design, Sampling Design- Census vs. Sample, Characteristics of good sampling Design. Different types of sample Design. Measurement & scaling techniques- Errors in measurement. Test of sound measurement, scaling & Scale construction techniques for Attitude measurement.	<b>L= 11</b>	
		<b>T=4</b>	<b>P=0</b>
<b>2</b>	<b>Methods of data collection, Analysis of Data &amp; Report writing:</b> Methods of data collection – Primary data –Collection of secondary data. Data Processing-Editing, Coding and Tabulation of data. Data analysis and Interpretation. Formats of Research Report, Methods and importance of Citation & bibliography in Research, Ethical issues in Research and plagiarism. Use of ICT tools for conducting of research.	<b>L= 11</b>	
		<b>T= 4</b>	<b>P= 0</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. C.R. Kothari Research Methodology Methods And Techniques, Wiley Eastern.</li> <li>2. G.C. Beri: Marketing Research Tata Mcgraw Hill Publishing Company Limited, New Delhi, 2000</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Goode And Hatt : Methods In Social Research, Mc-Graw Hill, Kogakusha Ltd., New York.</li> <li>2. V.P. Michael: Research Methodology In Management, Himalaya Publishing House, Mumbai, 1985.</li> <li>3. Kerlinger. Fred N.: Foundations Of Behaviourial Research, New York, Holt, Rinehart And Winston, 1973.</li> <li>4. Dorald S. Tull, Del I Hawkins: Marketing Research, Prentice Hall Of India, New Delhi, 1996.</li> <li>5. Hans Raj: Theory And Practice In Social Research, Surjeet Publications, Delhi</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.spss-tutorials.com/basics/">https://www.spss-tutorials.com/basics/</a></li> <li>2. <a href="https://www.nielsen.com/in/en/">https://www.nielsen.com/in/en/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Journal for Decision Makers - Vikalpa</li> <li>2. Indian journal of marketing</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Journal of Business Research – Elsevier</li> <li>2. <a href="https://www.iresearchservices.com">https://www.iresearchservices.com</a></li> <li>3. Economics Times,</li> <li>4. Business Standard,</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Students will actually conduct research and submit the research report using following guidelines.</li> <li>2. Identify the research problem of your choice.</li> <li>3. Formulate it into a Research title.</li> <li>4. Collect at least five published research paper and conduct the review of that research paper.</li> <li>5. Identify different variables that can be studied in the stated research problem.</li> <li>6. Prepare at least five hypotheses on the research problem.</li> <li>7. Suggest Research design to conduct the research on the problem. (Sampling Design and Data Collection method).</li> <li>8. Collection, analysis and interpretation of data.</li> <li>9. Writing a detail research report using citation and bibliography</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 204</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>FINANCIAL MANAGEMENT</b>		
<b>Course Outcomes:</b> The students will able to:			
1	Analyze working capital statement for decision making		
2	Apply cash management technique for cash control		
3	Evaluating investment proposals using capital budgeting technique.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Finance:</b> Concept of Finance, scope and objectives of finance, Profit maximization vs. Wealth maximization, Functions of Finance Manager in Modern Age, Financial Analysis-Concepts and objectives, Tools of Financial Analysis: trend analysis, common size statements, comparative statements: Concepts of Ratio Analysis, Interpretation of Ratio Analysis, Advantages and Limitations of Ratio Analysis, Analysis and Interpretation of Financial Statement Using the techniques of Ratio Analysis.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Working Capital Management:</b> Concept of Gross and Net Working Capital, Use and Importance of Working Capital, Working Capital Cycle, Influencing Factors, Requirement of Working Capital.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Cost of Capital &amp; Capital Budgeting:</b> Meaning; Factors Affecting Cost of Capital ,Measurement of Cost of Capital, Weighted Average Cost of Capital, Marginal Cost of Capital Concept and techniques of Capital Budgeting Decisions, Meaning and importance, Evaluation of different proposals under capital budgeting and use in decision making.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Dividend Policy &amp; Cash Management:</b> Meaning, different theories of dividend policy, Forms of Dividends. Factoring, Facets of Cash Management, Motives for Holding Cash.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in theclass.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	1. Kapil Sheeba, –Financial Management" Pearson Publication House. 2. Jonathan Berk, Peter, "Financial Management" Pearson PublicationHouse. 3. Sharan Vyuptakesh, –Fundamentals of Financial Management" Pearson Publication. 4. James C Van harne, –Financial Management & Policy" Pearson Publication House. 5. ICSI : Handbook on Mergers Amalgamations and takeovers.

2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1) Pandey I M - Financial Management (Vikas, 2004, 10th Ed.)</li> <li>2) Van Horne - Financial Management and Policy (Prentice hall, 2003,12th Ed.)</li> <li>3) Shapiro- Multinational Financial Management (Wiley Dreamtech)</li> <li>4) Sheebakapil-Fundamental of financial management (Pearson )</li> <li>5) Khan and Jain - Financial Management (Tata McGraw Hill, 3rd Ed.)</li> <li>6) Prasanna Chandra - Fundamentals of Financial Management (TMH,2004)</li> <li>7) Knott G - Financial Management (Palgrave, 2004)</li> <li>8) Lawrence J.Gitman – Principles of Managerial Finance (Pearson Education, 2004)</li> <li>9) R P Rustagi - Financial Management (Galgotia, 2000, 2nd reviseded.)</li> <li>10) Khan &amp; Jain, —Financial Managementll, Tata Mcgraw Hill, 6<sup>th</sup>edition.</li> <li>11) R.P.Rustagi, —Financial Managementll, PHI,10<sup>th</sup> edition.</li> <li>12) Maheshwari, Financial Accounting, Vikas Publishing</li> <li>13) Ramchandran, Financial Accounting for Management, Tata McGraw</li> </ol>
3	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>J-GATE  <a href="http://jgateplus.com">http://jgateplus.com</a>  <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>  Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Chartered Secretary</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on Ratio Analysis</li> <li>• Practical Problems on capital budgeting</li> <li>• Practical Problems on working capital</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 205</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MANAGING HUMAN RESOURCE</b>		
<b>Course Objectives:</b>			
<b>1</b>	To develop conceptual foundation about different HR systems.		
<b>2</b>	To enhance knowledge about the functions of HRM in an organization.		
<b>3</b>	To identify how to gain competitive advantage through managing people in the organization.		
<b>Course Outcomes:- Students will be able to:</b>			
<b>1</b>	Describe the different concepts in HRM.		
<b>2</b>	Perform the different processes in HRM like procurement, development, compensation and maintenance.		
<b>3</b>	Determine the solutions for HR related issues in the organization.		
<b>4</b>	Develop job analysis reports and training calendars.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Human Resource Management Concepts (15)</b> Meaning, Objectives, Scope, Functions, Difference between personnel Management and Human Resource Management, Job Analysis, Job Description and Job Specification,, Concept of Human Resource Planning and its Process,	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Employee Procurement and Development (15)</b> Recruitment: - Definition, Sources Of Recruitment, Employee Selection – Essential and Process. Concept of Placement and Orientation. Mobility of Employees:- Internal and External. Concept of training and development, difference between training and development, Methods of training and development.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>3</b>	<b>Performance and Career Management: (15)</b> Career Planning- Benefits of Career Planning, Career Anchor, Career stages, Suggestions for effective career development. Basic Concepts In Performance Appraisal, Methods Of Performance Appraisal, Problems And Solution of Performance Appraisals	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Compensation Management and Maintenance of Human (15)</b> Compensation Management:- Concept, Factors To Be Considered for Fixing Compensation , Components of compensation. Health, Safety and Welfare Provisions as per Factories Act 1948.	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

**Learning Resources**

1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. K. Ashwathappa, Human Resource Management.</li><li>2. Bohlander And Snell, Managing Human Resources 13<sup>th</sup> Edition, Thomson – South Western.</li><li>3. David A. Decenzo, Stephen P. Robbins, Personnel / HRM (3<sup>rd</sup> Edition), Prentice Hall Of India, New Delhi.</li><li>4. S. C. Srivastava ,Industrial Relations and Labour Laws, Vikas Publishing House</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Gary Dessler, Human Resource Management Prentice Hall Of India, New Delhi, Tenth Edition.</li><li>2. Mathis, Jackson, Tripathy, Human Resource Management: A South-Asian Perspective, Cengage Learning.</li><li>3. S. D. Punekar, Labour Welfare, Trade Unions and Industrial Relations By(13<sup>th</sup> Edition), Himalaya Publishing House.</li><li>4. N.D.Kapoor—Commercial Law—Sultan Chand publishers, New Delhi.</li></ol>
3	<b>Websites</b>	<ol style="list-style-type: none"><li>1. <a href="http://www.citehr.com">www.citehr.com</a></li><li>2. <a href="http://www.peoplematters.com">www.peoplematters.com</a></li><li>3. <a href="http://www.hrmguide.net">www.hrmguide.net</a></li></ol>
4	<b>Journals</b>	<ol style="list-style-type: none"><li>1. Indian Journal of Training and Development</li><li>2. Indian Journal of Human Development</li><li>3. Personnel Today</li><li>4. Manpower Journal</li></ol>
5	<b>Supplementary Reading:</b>	Articles available on topics on : <a href="http://www.hbr.com">www.hbr.com</a>
6	<b>Practical Component:</b>	<ol style="list-style-type: none"><li>1. Visit an organization and prepare Job analysis report of any position.</li><li>2. Prepare advertisement as part of recruitment for given position.</li><li>3. Debate Pros and cons of different training methods</li></ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 206</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>OPERATIONS MANAGEMENT</b>		

<b>Course Objectives:</b>	
1	To make students understand fundamental concepts Operations Management, including Production Planning & Control, Quality Management.
2	To familiarize the students with various techniques of facilities location, layout & supply chain management.
3	To introduce students to the modern concept & recent trends in Operations Management.

<b>Course Outcomes: Students will be able to;</b>	
1	Illustrate basic terms and concepts related to Production & Operations Management
2	Plan effective plant location & layout for the organization.
3	Solve numerical on selective Inventory Control Techniques to Identify the best suitable technique for organization.
4	Design a typical Supply Chain Model for a product / service and analyze its linkages with Customer Issues and Business Issues in a real world context.

<b>Unit Number</b>	<b>Contents</b>
1	<b>AN OVERVIEW OF OPERATIONS MANAGEMENT</b> Concept of Operations Management, Types of Production System, Objectives & Scope of Operations Management, Operations in Service Sector, Manufacturing Operations (Goods) versus Service Operations, Decisions in Operations Management. Recent Trends in Operations Management: JIT, Lean Management, I4.0
2	<b>OPERATIONS SYSTEM DESIGN</b> <b>Facility Location:</b> Importance, Procedure of Finalizing Location Decisions, Factors Affecting Location Decision. <b>Facility Layout:</b> Objectives, Importance, Types, Factors Influencing Plant Layout. <b>Material Handling:</b> Objectives, Scope, Principles of Material Handling, Classification of MH Equipment, Selection of MH Equipment.



3	<p><b>PRODUCTION PLANNING &amp; MATERIALS MANAGEMENT</b>  Meaning, Objectives, Functions of Production Planning &amp; Control. Make or Buy Decision.  <b>Inventory Management:</b> Meaning, Types of Inventory, Objectives of Inventory Management, Selective Inventory Control Techniques: EOQ, ABC, HML, FSN, VED, SOS, GOLF (Numerical Treatment on Basic EOQ Model, ABC)</p>
4	<p><b>SUPPLY CHAIN &amp; QUALITY MANAGEMENT</b>  <b>Logistics:</b> Introduction, Logistics Activities, Types of Logistics, Service Logistics (3PL, 4PL).  <b>Supply Chain Management:</b> Concept, Definition of SC, Evolution of SCM, Functions and Activities of SCM, Logistics Vs SC. <b>Quality Management:</b> Meaning &amp; Definitions of Quality, Dimensions of Quality, Quality Control Tools, ISO Quality Certifications.</p>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
1	Reference Books	<ol style="list-style-type: none"> <li>1. Alan Muhjemenn, John Oakland And Keith Lockyer: Production And Operations Management, (Sixth Edition), Pearson Education</li> <li>2. S.A.Chunawalla And D. R. Patel: Production And Operations Management, Himalaya Publishing House, Mumbai.</li> <li>3. R. Paanneerselvam, Production And Operations Management, Eastern Economy Edition, New Delhi</li> <li>4. John O McClain And L. Joseph Thomas: Operations Management- Production of Goods And Services, Prentice Hall India, New Delhi.</li> </ol>
2	Practical Component	<ol style="list-style-type: none"> <li>4. Role play to understand role of operations management department in organization</li> <li>5. Studying Production process of any local manufacturing organization and classifying it into different types of production.</li> <li>3. Identifying and visiting any local business to study its Location &amp; Layout Strategies.</li> <li>4. Library Exercise on Recent Trends in Operations Management undertaken by any one company of your choice.</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC- 207</b>	<b>Credit Pattern</b>	<b>P - 30</b>
<b>Course Title</b>	<b>MANAGERIAL DECISIONS USING EXCEL</b>		

**Course Objectives:**

1. To equip the students in decision making through operational research techniques.
2. Using Microsoft Excel to gain insight into Business Applications through good modeling and analysis practice.
3. Exposure of the student to various management packages like QM for Windows, Excel.

**Course Outcomes:** Students will be able to;

1. Analyze the data available for decision making.
2. Solve various managerial decision problems in functional areas of organization.
3. Evaluate the data collected for management decision and provide inference towards it

<b>Unit Number</b>	<b>Contents</b>	
1	<p><b>Excel &amp; Stand Alone Software</b> Introduction to Excel, It's Use and Advantages, Developing Cost, Revenue, Profit Model, Break-Even Analysis. Introduction to Excel Add-ins – Data Analysis Tool Pack. Use of Analysis Toolpak in Descriptive Data Analysis Use Excel Toolpak in Correlation &amp; Regression Analysis</p> <p>Stand Alone Software QM for Windows and Excel. Solving variety of Problems with the help of QM software and Interpreting Results. (Practical Oriented)</p> <p><b>Decision &amp; Risk Analysis</b> Introduction to Decision Theory. Decision making Without Probabilities – Optimistic Approach, Conservative Approach, MiniMax Regret Approach. Decision making With Probabilities – Expected Value of Perfect Information (EVPI). Risk Analysis, Sensitivity Analysis. Solving various case studies</p>	<b>P 15</b>
2	<p><b>Linear &amp; Integer Programming Problem.</b> Introduction to Linear Optimization Models, Structure of Linear Programming Models. Modeling Optimization Problems in Excel. Introduction to Premium Solver, Solving Models using Solver. Interpreting Reports generated by Solver. Solve Problems/Models of Linear &amp; Integer Programming.</p> <p><b>Assignment &amp; Transportation Problem.</b> Introduction to Assignment Problem. Mathematical model of Assignment Problem. Solving Various Assignment Problems with Solver. Special cases in Assignment Problem. Introduction to Transportation Problem. Mathematical model of Transportation Problem. Unbalanced transportation problem, Maximization Case of TP. Solving Minimization - Maximization Transportation Problems with Solver. Special cases in Transportation Problem.</p>	<b>P 15</b>

## Learning Resources

1	Text Books	<ol style="list-style-type: none"><li>1. Quantitative Methods for Business Anderson Sweeney Williams</li><li>2. Management Science &amp; Decision Technology Jeffrey D. Camm, James R. Evans</li><li>3. Quantitative Analysis For Management (QM) Barry Render, Ralph M. Stair Jr., Michael E. Hanna</li></ol>
2	Reference books	<ol style="list-style-type: none"><li>1. N.D. Vohra: Quantitative Techniques in Management (1990), Tata MacGraw Hill</li><li>2. J.K. Sharma: Operations Research Problems and Solutions (2004), Macmillan India.</li><li>3. Hamdy A. Taha: Operations Research (2002), Pearson Education.</li></ol>
3	Journals	<ol style="list-style-type: none"><li>1. IUP Journal of Operations Management</li><li>2. Journal of Operations &amp; Strategic Planning (New )</li><li>3. Vikalpa: The Journal for Decision Makers</li></ol>
4	Supplementary Reading	<ol style="list-style-type: none"><li>1. Glyn Davis &amp; Branko Pecar, Business Statistics Using Excel, Oxford University Press.</li><li>2. Albright, Winston, Zappe, Decision Making Using Microsoft Excel, Cengage Learning.</li></ol>
5	Practical Component	<ol style="list-style-type: none"><li>1. Analyzing various decision situations and finding appropriate model for taking decisions.</li><li>2. Analyzing real managerial decision problems through various case studies/problems.</li><li>3. Identifying various managerial decision situations related to different business organization.</li></ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (A)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>GERMAN</b>		

<b>Course Objectives</b>	
<b>1</b>	To create an awareness about a foreign language
<b>2</b>	To understand the basic script of the language
<b>3</b>	To understand the culture and tradition of the county
<b>Course Outcomes:</b> Students will be able to;	
<b>1</b>	Use basic words & sentences in German Language
<b>2</b>	Develop basic vocabulary in German Language..

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	Introduction ( Name, country, living place, languages etc.), Asking the person's information, Greeting German Alphabets, Number (1-100), Giving and asking information related to number (age, telephone number, mobile number etc. Difference between formal and informal, Personal Pronouns, verb conjugation Europa-Countries, capitates and languages Learning about the things in the class room, Definite, indefinite, negative articles Possessive Articles with the reference of all the nouns learnt in the last lecture Watching timing learning
<b>2</b>	Conjugation of strong verbs, Use of separable verbs in the sentences Routine activities, Questions related to time, (use of prepositions am, pm) Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence Learning the professions, Telling about and asking for the professions Ordinal number Verbs- haben, sein Revising the syllabus

**Note:**

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required syllabus.

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201(B)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>JAPANESE</b>		

### Course Objectives

<b>1</b>	To create an awareness about a foreign language
<b>2</b>	To understand the basic script of the language
<b>3</b>	To understand the culture and tradition of the county

**Course Outcomes:** Students will be able to;

1	Use basic words & sentences in Japanese Language
2	Develop basic vocabulary in Japanese Language..

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	Introduction to Japan as country and language basics. Hiragana Script, Hiragana Activity, Katakana Script, Katakana Activity, Cultural Ethics and Survival Greetings, Classroom Language (Speaking), Number system, Vocab for Daily Uses, Grammar, Calendar Family Tree, Grammar
<b>2</b>	Self-Introduction, Introduction to Japanese Work-Culture Grammar, Introduction to -Kanji, Visit Restaurant' (Speaking), Visit guest's house' (Speaking), Shopping' (Speaking), Farewell

### Learning Resources

1	Reference books	<ol style="list-style-type: none"> <li>1. Living Language Ultimate Japanese Beginner-Intermediate</li> <li>2. The Kanji Learner's Dictionary by Jack Halpern</li> <li>3. Japanese from zero 1 and 2 by George Tromphy</li> <li>4. Basic Japanese by Eriko Sato</li> <li>5. Handbook of Japanese verbs by Taeko Kamiya</li> <li>6. Japanese- English, English- Japanese Dictionary by Seigo Nakao</li> <li>7. Modern Japanese vocabulary A Guide for 21<sup>st</sup> century student by Edward Trimell</li> <li>8. Minna no Nihongo Series</li> <li>9. Seiichi Makino Michio Tsutsui Biiks (Dictionary)</li> <li>10. Genki An Integrated Course in Elementary Japanese</li> <li>11. Improving your communication skills</li> <li>12. 12Pod 101 series (audio)</li> </ol>
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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (C)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>FRENCH</b>		

### Course Objectives

<b>1</b>	To create an awareness about a foreign language
<b>2</b>	To understand the basic script of the language
<b>3</b>	To understand the culture and tradition of the country

**Course Outcomes:** Students will be able to;

<b>1</b>	Use basic words & sentences in French Language
<b>2</b>	Develop basic vocabulary in French Language.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>
<b>1</b>	Introduction (Name, country, living place, languages etc.), Asking the person's information, Greetings and Salutations, French Alphabets, French Accents, Numbers (1-1000), Giving and asking information related to numbers (age, telephone number, mobile number etc.) Difference between formal and informal, Personal Pronouns, Verb conjugations Countries, nationalities, capitals and languages Articles, Prepositions, Colours Gender, Nouns and Pronouns, Singular Plural Possessive Pronouns, Family Vocabulary Telling Time, Days of the week, Months of the Year, Parts of the Day About France and Francophone Countries, French Culture and Etiquettes, French Monuments
<b>2</b>	Conjugation of ER, IR and RE verbs, Use verbs in the sentences Routine activities, Questions related to time, (use of prepositions am, pm) Eating and drinking ( Grocery, fruits, vegetables, beverages), Learning of vocabulary related to eating and drinking, Use of accusative in the sentence Learning the professions, Telling about and asking for the professions Ordinal numbers Negative Sentences, Interrogatives Describing Oneself, Family Simple Letter Writing and Essay Writing Revising the syllabus

### Note:

1. There will not be any fixed text book for the above given syllabus
2. The extra notes will be provided to the students to complete the required syllabus.

### Learning Resources

<b>1</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Echo A1 Méthode de Français – Goyalsaab Publishers</li> <li>2. Le Flambeau , Méthode de Français –Preeti Bhutani</li> <li>3. Saison 1 Méthode de français- Alliance française</li> <li>4. Larousse French Dictionary-W.R.Goyal</li> </ol>
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<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (D)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>SELLING AND NEGOTIATION SKILLS</b>		
<b>Course Objectives</b>			
<b>Course Outcomes:</b> Students will be able to;			
1	Describe new challenges and opportunity in selling and negotiation skills		
2	Apply & analyze different skills in Negotiation Process		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	<b>Unit-I</b> <b>Nature &amp; Role of Selling:</b> Definition meaning Importance & objectives of Selling. Role in the context of organization – survival and growth. <b>Types of Selling</b> – Direct & Indirect selling, Missionary, Sales Team/group selling Merchandising, Telesales, Franchise selling, Consultative selling, factors Influencing on Personal Motivation on selling. <b>Personal Selling Skills</b> : Definition & Meaning, Personal Selling Process – Time & Contact management - Understanding buying motives of consumers before & Deal closing - Techniques of taking Follow up (To be supplemented by live exercises on personal selling)	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	<b>Unit-II</b> <b>Negotiation Skills and Process of Negotiation:</b> What is negotiation, What makes a good negotiator, Process of Negotiation, Integrative Vs. Distributive Negotiation, Ground rules of effective Negotiation, BATNA (Best alternative a negotiated agreement).	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	1. Karen Mantyla – Consultative Sales Power 2. Virden J.Thornton- Prospecting the Key to Sales Success 3. .Michael R.Carrell & Christina Heavrin- Negotiating Essentials theory, Skills & Practices
<b>2</b>	<b>Reference books</b>	1. Kim Tasso – Selling Skills For Professionals – Viva Publication 2. David S. Hames- Negotiation – Sage Publication
<b>4</b>	<b>Journals</b>	1. Current Index of Management Marketing 2. Current Contents in Management Marketing.

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (G)</b>	<b>Credit Pattern</b>	<b>L7+T6+P17</b>
<b>Course Title</b>	<b>DIGITAL MARKETING</b>		

<b>Course Objectives</b>	
<b>1</b>	To make students understand the traditional and new communication/marketing approaches to create competitive advantage in the Digital world.
<b>2</b>	To understand how the emergence of the technology will affect marketing, value creation, and consumer perceptions.
<b>Course Outcomes: Students will be able to;</b>	
<b>1.</b>	Explain emerging trends in digital marketing
<b>2.</b>	Demonstrate usage of digital marketing techniques.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
<b>1</b>	<b>Introduction to digital marketing:</b> Introduction to digital marketing ; Internet Marketing, Digital Marketing Framework; Domains of Digital Marketing, affiliate marketing. Website creation & hosting : Websites – their types and classification; Use of CMS for website creation; Wordpress website creation :- adding posts, pages, making categories, adding menu, Creating commercial /business website, adding contact forms, linking website to social media	<b>L= 4</b>	
		<b>T= 3</b>	<b>P= 8</b>
<b>2</b>	Search Engine Optimization SEO –meaning, process and tools; affiliate marketing. Organic & inorganic search, search engine Marketing (SEM), Email marketing; Google Adds, Social Media marketing (Instagram & Facebook), creating Facebook page & Instagram page	<b>L= 3</b>	
		<b>T= 3</b>	<b>P= 9</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.



## Learning Resources

1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Understanding Digital Marketing: Marketing Strategies for Engaging the Digital Generation by Damian Ryan, Calvin Jone. Kogan Page.</li> <li>2. Fundamentals of Digital Marketing; Puneet Singh Bhatia; Pearson Publication</li> <li>3. Marketing 2012 by William M. Pride, O. C. Ferrell, Cengage Learning.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. DigiMarketing: The Essential Guide to New Media and Digital Marketing by Kent Wertime, Ian Fenwick</li> <li>2. Web Analytics 2.0: The Art of Online Accountability and Science of Customer Centricity by Avinash Kaushik</li> <li>3. Social Media Marketing : Tracey L. Tuten &amp; Michael R. Solomon; adapted by Bikramjit Rishi; Sage Publication</li> <li>4. Digital Transformation Strategies ; Theory &amp; Practice; Srinivas R. Pingali, Shankar Prakash &amp; Jyothi R. Korem: Sage Publication</li> </ol>
3	<b>Websites</b>	Digital Marketing MOOC on Swayam. <a href="https://www.dmaglobal.com/">https://www.dmaglobal.com/</a> ( <b>Digital Marketing Association</b> )
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Digital Marketing - The Marketing Journal</li> <li>• Journal of Digital &amp; Social Media Marketing: Ingenta Connect Publication</li> <li>• Digital Marketing Journal – Medium</li> </ul>
5	<b>Supplementary Reading</b>	Digital Marketing Association Google Digital Garage
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Case study discussion on success stories of use of digital marketing mix</li> <li>2. Assignment on preparing a digital marketing plan for small scale business.</li> <li>3. Group Activity- Visit any service industry of your choice in Kolhapur and submit a plan on opportunities to use digital marketing technique to promote the business.</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 201 (H)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>HUMAN VALUES</b>		
	<p><b>Objectives</b>  To study all dimensions of human being – thought, behaviour, work and realisation.  • To study all levels of human living – individual, family, society, nature and existence.</p>		
	<p><b>Course outcome</b></p> <ol style="list-style-type: none"> <li>1. A student of this course will relate and interpret existence of physical facility, relationship and right understanding.</li> <li>2. A student of this course relate to the context of life and human being.</li> </ol>		
	<p><b>Knowing human values:</b>  Unit 1  To know universal values &amp; its connection with human being. Rationality and rational values. Natural &amp; verifiable values. All-encompassing values dimensions &amp; levels. Right Understanding, Relationship and Physical Facility. Understanding the Human Being (As Co-existence of Self and Body). Understanding harmony in family.</p>		
	<p>Unit 2.  <b>Applying human values</b>  . Self-exploration &amp; aspirations. Understanding harmony in nature &amp; society. Harmony among the four orders, Physical, Bio , Animal ,Human order Understanding Ways of fulfilling them with human values</p>		
	<p><b>Instructions</b></p>		
	<p><b>References</b>  <b>Books /websites HUMAN VALUES</b></p> <ol style="list-style-type: none"> <li>1 Naagarazan, R.S.  Textbook On Professional Ethics &amp; Human Values.-- NewDelhi:  New Age International (P) Ltd,Publisher's New Delhi, 2006.  XIV; 137 P.  ISBN : 8122418554.  174.4 NAA.  57443</li> <li>2 Modi, Ishwar  Human Values and Social Change (Essays in Honour of Dr.  T.K.N. Unnithan).-- Jaipur: Rawat Publications, 2000.447 P.  ISBN : 817033604X.  303.4 MOD.33829</li> <li>3 Naagarazan, R.S.  Textbook on Professional Ethics and Human Values.-- NewDelhi:  New Age International Publishers, 2008. ix; 169  P.  ISBN : 9788122419382.  174 NAA.</li> </ol>		

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Changing Human Values and Leadership Styles.--  
Jaipur:Printwell Publishers Distributors, 1999. 124  
P.  
ISBN : 8170444950.  
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- 5 Raghavan, M.P.  
Professional Ethics and Human Values.-- Chennai:  
ScitechPublications (India) Pvt, Ltd., 2009. 1.1 to  
5.36 P.  
ISBN : 9788183710329.  
174 RAG.  
64379
- 6 Gogate, S.B.  
Human Values and Professional Ethics.-- Noida:  
VikasPublishing House Pvt, Ltd., 2011. xvi;  
326 P.  
ISBN : 9788125937135.  
174 GOG.  
64848
- 7 Gogate, S.B.  
Human Values & Professional Ethics.-- Delhi:  
VikasPublishing House Pvt, Ltd., 2011. xvi;  
326 P.  
ISBN : 9788125937135.  
174 GOG.  
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- 8 Bhola, Payal  
Human Values & Professional Ethics.--  
Agra-02:Y.K.Publishers,, 2011. 223 P.  
ISBN : 9789380668062.  
174 BHO/GAR.  
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- 9 Saxena, Abhay  
Human Values and Professional Ethics.-- New  
Delhi: VayuEducation of India, 2010. x; 170 P.  
ISBN : 9789380712437.  
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SAX/SHA.  
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- 10 Govindarajan, M.  
Professional Ethics and Human Values.--  
Delhi: PHILearning Pvt, Ltd., 2013. xii; 132  
P.  
ISBN : 9788120348165.  
174 GOV.  
73239
- 11 Tripathi, A.N.  
Human Values.-- New Delhi: New Age  
International (P)Ltd., Publishers, 2012. xii; 327  
P.  
ISBN : 9788122425895.  
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TRI.  
573  
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- 12 Raghavan, M.P.  
Professional Ethics and Human Values.-- Chennai:  
ScitechPublications (India) Pvt, Ltd., 2013. 1.1 to  
6.11 P.  
ISBN : 9788183714990.  
174 RAG.
- 13 Subramanian, R.  
Professional Ethics: Includes Human Values.-- New  
Delhi:Oxford University Press,, 2017. xiv; 457 P.  
ISBN : 9780199475070.  
174 SUB.
- 14 Shukla, Tanu  
Human Values and Professional Ethics.-- New  
DELhi:Cangage Learning, 2018. xviii; 411 P.  
ISBN : 9789386858764.  
170 SHU.

[https://www.youtube.com/watch?v=kOJu1vj\\_BVk&ab\\_channel=FearlessSoul](https://www.youtube.com/watch?v=kOJu1vj_BVk&ab_channel=FearlessSoul)

[https://www.youtube.com/watch?v=a\\_GPginsMzY&ab\\_channel=DalaiLama](https://www.youtube.com/watch?v=a_GPginsMzY&ab_channel=DalaiLama)

[https://www.youtube.com/watch?v=Ug4JIJxLSmk&ab\\_channel=Vidya-mitra](https://www.youtube.com/watch?v=Ug4JIJxLSmk&ab_channel=Vidya-mitra)

<https://www.facebook.com/Gurgaon.KHT/videos/day-4-pt-1-aicte-sponsored-online-sttp-on-human-values-ethics-morals-behavioral-365086154477360/>

<http://kierandonaghy.com/seven-best-short-films-introduce-values/>

<https://www.youtube.com/watch?v=Kz>

[qGJmTMY&ab\\_channel=MindToolsVideo](https://www.youtube.com/watch?v=qGJmTMY&ab_channel=MindToolsVideo)

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 201 (A)</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>EVENT MANAGEMENT AND PUBLIC RELATIONS MANAGEMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	To Orient and Train Future Managers of the Event and PR industry requirements
<b>2</b>	To Develop Essential Skills For Planning, Organizing And Executing Any Corporate, Business, Social Personal ,Event Professionally
<b>Course Outcomes:</b> Students will be able to;	
<b>1</b>	Explain the role of event management in overall marketing activity of the company.
<b>2</b>	Evaluate opportunities of corporate branding and image building through event.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
<b>1</b>	<b><u>Principles of Event Management</u></b> Review of changing Indian event industry .Historical Perspective, Introduction to Event Management, Size and Type of Event, Event Team, Code of Ethics) <u>Principles of Event Management</u> , Concept and Designing, Feasibility, Keys to Success, SWOT.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Event Planning and Team Management</b> Aim Of Event, Develop A Mission, Establishing Objectives, Event Proposal, Planning Tools, Protocols, Dress Codes, Staging, Staffing, Leadership, Traits And Characteristics decision making process in event industry.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	<b>Event Marketing, Advertising with Public Relations Management</b> Nature and Process of Marketing, Mix, Sponsorship, Image, Branding, Advertising Publicity PR, Nature and process of PR, Social media used in EM sect oral applications. Written And Oral Communication Of Event	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Event and Safety Security Logistics Accounting and Laws Finance Management</b>	<b>L=11</b>	

	Security, Occupational, Safety, Crowd Management, Major Risks And Emergency Planning, Incident Reporting, Emergency Procedures, Fabrications, Light Sound And Vender Handling., Financial Control Systems, Relevant Legislations, Stake Holders and Official Bodies, Contracts	<b>T= 2</b>	<b>P= 2</b>
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**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
1	<b>Text Books</b>	1. Lynn Van Der Wagen and Brenda R. Carlos- Event Management: For Tourism, Culture, Business, and Sporting Event- Pearson
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Swarup K. Goyal- Event Management – Adhyayan Publication</li> <li>2. Sandhya A. Kale – Event Management - Gaurav Publication</li> <li>3. Mittal, R- Eventmanagement In Leisure and Toursm- New Delhi, Rajat Publication</li> <li>4. Mohan,S- Event Management and Public Relation- New Delhi, Enkay Publication House</li> <li>5. Sharma,D- Event Planning and Management- New Delhi, Deep and Deep Publication</li> </ol>
3	<b>Websites</b>	<a href="http://www.wizcraftworld.com">www.wizcraftworld.com</a> <a href="http://www.360x.agency">www.360x.agency</a> <a href="http://www.procam.in">www.procam.in</a>
4	<b>Journals</b>	Current Index of Management Marketing Current Contents in Management Marketing Journal of Marketing Journal of Marketing Research India Journal of Marketing Vikalpa
5	<b>Supplementary Reading</b>	India Today- Magazine Trade Show News Network Event Marketer
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Voluntarily participate in any three events and write a report on it.</li> <li>2. Prepare event sponsorship proposal for any two actual event happening in Kolhapur.</li> <li>3. Design event plan and executive it under the guidance of professional experts</li> <li>4. Design ATL and BTL promotional activity of event</li> </ol>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE 201(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>BUSINESS COMMUNICATION</b>		

<b>Course Outcomes</b>	
<b>1</b>	Draft appropriate communication for organisations.
<b>2</b>	Analyze written documents for business decision making
<b>3</b>	Prepare business reports

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>BASIC :</b> Basic Communication Process and Contemporary trends in methods of communication at various types of organizations. Formats of communication in use. Introduction to concept of writing, basics of grammar, process of Writing,	<b>L= 9</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>2</b>	Types of written communication I – letters, memorandums, etc. Letter Writing – Formats of letters: block, semi block and modified block, Parts of letter. Types of letters – inquiry, reply to inquiry, order letters, acknowledgement and claim letters, sales letters, acceptance letter, thank you letters, credit letters. Email writing	<b>L= 9</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>3</b>	Types of written communication II minutes of meetings and reports Writing minutes of meeting, agenda, note taking Circular writing Reports, types of reports, parts of reports, do's and don'ts of report writing	<b>L= 9</b>	
		<b>T= 2</b>	<b>P= 1</b>
<b>4</b>	Using modern forms of communication, communication strategy. Corporate communication. Social media communication – website, social media messages, creation of catalogues, pamphlets, etc.	<b>L= 9</b>	
		<b>T= 1</b>	<b>P= 2</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.

<b>Learning Resources</b>		
<b>1</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Management Communication, 3rd Edition Arthur H. Bell, Dayle M. Smith, December 2009, ©2010</li> <li>2. Guide to Managerial Communication: Pearson New International Edition PDF eBook 10th Edition <b>Mary Munter</b>, <b>Lynn Hamilton</b>. Aug 2013, PDF eBook ISBN13: 9781292034973. ISBN10: 1292034971]</li> <li>3. Business Communication: Process and Product Mary Ellen Guffey, Dana Loewy. Cengage Learning, 23-Aug-2010 - Business &amp; Economics - 672 page</li> </ol>
<b>2</b>	<b>Text books</b>	<ol style="list-style-type: none"> <li>1. Kalia Shalini &amp; Agrwal Shailaja, Business Communication, Wiley Publications, 2015</li> <li>2. Urmila Rai &amp; S M Rai, Business Communication, Himalaya Publishing House, 2018</li> <li>3. Krizan, Merrier, Logan &amp; Williams, effective Business communication,</li> </ol>

		<p>Cengage Learning, 2008</p> <ol style="list-style-type: none"><li>4. Kelly M Quintanilla &amp; shawn t Wahl, Business &amp; Professional Communication, Sage Publication, 2016</li><li>5. Kumar sanjay &amp; Pushp Lata, communication Skill, Oxford University Press, 2015.</li></ol>
<b>3</b>	<b>Practical</b>	Writing letters, creating reports, pamphlets etc.



<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(B)</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>ENVIRONMENT AND DEVELOPMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	Understand the basics functional areas of Environment.
<b>2</b>	Define concepts of pollution, pollutants and natural resources
<b>3</b>	Explain historical development of struggle for Environmental protection

<b>Course Outcomes: The students will able to</b>	
1.	Differentiate biotic and abiotic components of ecosystem & able to understand concept of habitat, interactions in between different components & their Interrelationships.
2.	Develop ability of identification of local issues related with natural resources.
3.	Adopt various pollution control techniques.
4.	Able to know various environmental policies as well as National & International Organizations involved.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Ecological concept and Natural Resources :</b> Introduction to Environmental Science as a multi-disciplinary, its scope and necessity; Concepts of Ecosystem and its Structure and Functions, Principles of Organism-environment relationship; Concept and classification of Natural Resources. Energy Resources, Renewable and Nonrenewable.	<b>L= 11</b>	
		<b>T= 3</b>	<b>P=0</b>
<b>2</b>	<b>Environmental Pollution and Policy:</b> Definition, sources and effects of water pollution. Definition, sources of air pollution, Effect of air pollution and acid rain, climate change, ozone depletion. Definition, Sources of noise pollution. Effect of noise pollution on human-beings. Noise control measures. Government policies in the protection and development of environment. National environmental policy. United Nations Environmental Programme (UNEP).	<b>L= 12</b>	
		<b>T= 4</b>	<b>P= 0</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book of Environmental Chemistry &amp; Pollution Control, Dara, Chand</li> <li>• A Text Book of Ecology, S K Dubey, Dominant Publication</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> </ul>

		<ul style="list-style-type: none"> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmental Studies, Nambiar, STP</li> </ul>
2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>• Fundamentals of Ecology by Odum, E.P.</li> <li>• Desert Ecology by Ishwar Prakash</li> <li>• Ecology of Urban India by Pramod Singh</li> <li>• Ecology of Rural India by Singh</li> <li>• Ecology 2000 by Sir Edmand Hillary</li> <li>• Environmental Protection and the Laws by CN Mehta, 1991</li> <li>• India's Forests, Myth and Reality by J.B. Lal 1989</li> <li>• Legal aspects of Environmental Pollution and its Management by Ed. S.M. Ali, 1992</li> <li>• Man – Nature and Environmental Law by GS Nathawal, S. Shastri and JP Vyyar, 1988</li> <li>• International Environmental Policy: Emergence and Dimensions by LK Caldwell, 1990</li> <li>• Lal's Commentaries on Water, Air Pollution Laws along with the Environmental (Protection) Act and Rules, 1986, 3<sup>rd</sup> Ed., 1992 Law Publisher – India</li> <li>• The Wildlife (Protection) Act, 1972 (with amendment-1991)</li> <li>• Our Common Future – WCED, 1991</li> <li>• Universal's Environment and Pollution Law Manual by SK Mohanty, 1998.</li> <li>• A Guide to Implementation of the ISO 14000 Series on Environmental Management (Prentice Hall Ptr Environmental Management and Engineering Series) Har/Dskt Edition</li> <li>• Environmental manager's guide to ISO 14000 by <u>Bruce W Perry</u></li> <li>• Implementing ISO 14000 Hardcover – November 1, 1996 by <u>TomTibor</u> (Author), <u>Ira Feldman</u> (Author)</li> <li>• Environmental Impact Assessment By: Larry W Canter. McGraw-Hill International Editions, 2nd Edn, New York (1996).</li> <li>• EIA Theory &amp; Practice By: Peter Wathern. Unwin Hyman, London (1990)</li> <li>• Environmental Impact Assessment By: PR Trivedi. APH Publishing Corporation, New Delhi (2004)</li> <li>• EIA Practical Solutions to Recurrent Problems By: David P Lawrence. Wiley Interscience Publication (2003)</li> </ul>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/">https://www.toppr.com/guides/biology/ecosystem/biogeochemical-cycle/</a></li> <li>• <a href="https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles">https://nca2014.globalchange.gov/report/sectors/biogeochemical-cycles</a></li> <li>• <a href="https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php">https://www.conserve-energy-future.com/what-is-environmental-science-and-its-components.php</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Every Thing About Water</li> <li>• Down to Earth</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> </ul>

5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• National Geographic</li> <li>• Down to Earth, CSE</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Field visit to study pond water &amp; forest Ecosystem.</li> </ul>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(C)</b>	<b>Credit Pattern</b>	<b>L-20, T-5, P-5</b>
<b>Course Title</b>	<b>INDIAN SOCIAL PROBLEMS AND SOCIAL SERVICES</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Implement various social welfare services provided by GO's & NGO's
2	Asses the socio- economic factors and their implications of beneficiaries

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	Genesis and nature of various categories of Social Problems Definition of Social deviance and control, social disorganization and social problems, study and analysis of specific social problems in relation to their nature, causative factors, extent and magnitude	<b>L=10</b>	
		<b>T=3</b>	<b>P=2</b>
2	An overview of major social problems, Juvenile delinquency, Crime, Prostitution, Dowry, AIDS, Beggary-Alcoholism and Drug Addition.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

<b>Learning Resources:</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Ahuja R 1993 Indian Social System-Rawat Publication New Delhi.</li> <li>2. Akbar M.J. 1988 Riot After Tiot; Reports on caste &amp; Communal Violence in India New Delhi : Penguin Books.</li> <li>3. Bardhan P. 1984 the Political Economy of Development in India Delhi: Oxford Press.</li> <li>4. Betelle A. 1966 Caste, Class and Power Bombay: Oxford Uni, Press.</li> <li>5. Black C.E. 1966 The Dynamics of Modernization: A study in Comparative History New York: Harper &amp; Row.</li> <li>6. Madan G.R. 1985 Indian Social Problems Vol. I and II Allied Pub. Pvt. Ltd. Bombay.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Coser I.A. 1956 The functions of Social Conflict Glencoc Illinois; Free Press.</li> <li>2. Dahrendorf R. 1957 Class &amp; Class ' Conflicts in an Industrialized Society London Routledge &amp; Kengan Paul.</li> <li>3. Dandekar V.M. 1977 Nature of Class Conflict in the Indian Society Bom Bharat Foundation.</li> <li>4. Das A. &amp; Nilkanth V. (Ed.) 1979 Agrarian Relations in India Delhi: Manohar.</li> </ol>

3	<b>Website</b>	<a href="https://journals.sagepub.com">https://journals.sagepub.com</a> <a href="http://www.ndpublisher.in">www.ndpublisher.in</a> <a href="http://www.ukessays.com">www.ukessays.com</a> <a href="http://www.open.edu7.sociology">www.open.edu7.sociology</a>
4	<b>Journals</b>	International Journal of Social Science
		Indian Journal of Social Work
5	<b>Supplementary reading</b>	Encyclopedia in Social Work Vol-I & II Dictionary of Social Work
6	<b>Practical Component</b>	1. Visit to various NGO's 2. Concurrent Field Work 3. Case studies on various social problems 4. Organized Group discussion with problematic 5. Celebrate different days related to Social issues.

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(D)</b>	<b>Credit Pattern</b>	<b>L-30, T-8, P-7</b>
<b>Course Title</b>	<b>OFFICE AUTOMATION</b>		
<b>Course Objectives</b>			
1	To teach basic concepts about computers and peripheral devices		
2	To explain the concept of computer languages and features of operating system		
3	To demonstrate use of Word processor for documentations.		
4	To explain effective use of presentation technology.		
5	To demonstrate use of spreadsheet for analysis of data		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Understand basic concepts and computer terminology.		
2	Use operating system features		
3	Prepare proper documents		
4	Prepare effective presentation		
5	Analyze any data with the help of spreadsheets.		

Unit Number	Contents		
1	<p><b>Introduction to Computer, Concept of Operating System &amp; Word Processing</b>            Definition of Computer, Characteristics &amp; Limitations of Computer, Generations of Computer, Block Diagram of Computer, Concept of Hardware and Software,</p> <p><b>Operating System:</b>            Function of Operating System, Types of O.S., Features of Windows Operating System, Default Icons on Desktop – My Computer, Recycle Bin, My Network Places and Internet Explorer, Important Terms in Windows – Icons, Desktop, Folder, Star Button, Concept of Cut, Copy and Paste operation, Concept of Start Button</p> <p><b>MS-Word:</b>            Component of MS-Word window, Page-Setup in MS-Word, How of Print Document, Formatting the Document, Inserting &amp; Formatting table, Inserting various objects in the document, Mail-Merge Utility, Cursor Control Keys,</p>	<b>L=3</b>	
		T=1	P=0
2	<p><b>Data Analysis Through Excel and Presentation Techniques.MS-Excel:</b>            Features Of Excel, Formatting Work Sheet- Formatting cell, conditional formatting, Lookup Functions, IF, SUM, SUMIF, SUMIFS, COUNT, COUNTIF, COUNTIFS, COUNTBLANK Functions, Function For Financial Decision – PV, FV, PMT, PPMT, IPMT Functions, TEXTFunctions, Date and Time Functions, Decision Making Using – GoalSeek, Scenario Manager, Basic Data Analysis – Sorting, Summarizing, Filtering, Validating Data, Summarizing Data With Chart, Describe Data Using Pivot Table,</p> <p><b>MS-PowerPoint:</b>            Factors To Be Considered Before Creating A Presentation, Creating and</p>	<b>L=3</b>	
		T=1	P=0

	setting Presentations With PowerPoint, Applying Animation Effects, Slide Transition Effects, Views In PowerPoint, Use of Text, Images, ClipArt's, Hyperlinks, Video and Audio and Action Buttons In Presentation,		
<b>Learning Resources</b>			
1	Text books	<ol style="list-style-type: none"> <li>1. Computer Fundamentals by P. K. Sinha &amp; Priti Sinha, 5<sup>th</sup> edition, BPBpub.</li> <li>2. Computer Fundamentals by Balguruswami</li> <li>3. Microsoft Office 2013 All-In-One For Dummies By Peter Weverka, Wiley India Pvt Ltd, ISBN 10: 812654175X</li> <li>4. Microsoft Office 2010 Digital Classroom by AGI Creative Team John Wiley &amp; Sons; Pap/Psc edition (1 March 2011) ISBN-10: 0470577770</li> <li>5. Operating System Concepts: International Student Version By <u>Silberschatz</u> Wiley; Eighth edition (20 April 2009) ISBN-10: 8126520515</li> </ol>	
2	References	<ol style="list-style-type: none"> <li>1. Microsoft Office 2010 Bible By <u>John Walkenbach</u> Wiley India Private Limited (28 September 2010) ISBN-10: 8126528397</li> <li>2. Microsoft Windows Operating System Essentials By <u>Tom Carpenter</u> John Wiley &amp; Sons (9 February 2012) ISBN- 10: 1118195523</li> <li>3. Microsoft Windows Operating System Essentials By <u>Tom Carpenter</u> ISBN: 978-1-118-19552-9</li> <li>4. Fundamentals Of Computers 5Ed By V. Rajaraman Publisher: Phi Learning Pvt Ltd ISBN 10: 8120340114</li> <li>5.</li> </ol>	

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 201(E)</b>	<b>Credit Pattern</b>	<b>L-22, T-04, P-04</b>
<b>Course Title</b>	<b>PRINCIPLES OF ECONOMICS</b>		

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	<b>Understand the micro variables and approach for microeconomic issues</b>
<b>2</b>	<b>Identify the macro variables in any economy</b>

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit 1: Demand &amp; Supply Analysis</b> Basic Economic Concepts, Definitions of Economics, Branches or approaches to economics, Basic Economic Problems or the Central problems of a Society, Law of Diminishing Marginal Utility, Demand curve derivation and its properties, Elasticity of Demand Supply Analysis- Meaning, Types and Determinants of Supply, Supply Function and Law of Supply, Elasticities of Supply and Their Utilities.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Unit 2. Market Theory &amp; N.I</b> Types of Markets, Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly: Features and price determination Basic Concepts of NI, GDP, GNP, etc, Estimation of NI and Difficulties, Circular Flow of Aggregate Income and Expenditure	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Paul Samuelson(2000), Economics, McGraw Hill Inc, New Delhi, Ahuja H.L, Modern Micro Economics, S Chand &amp; Co., New Delhi,</li> <li>Koutsyanis (2015), Micro Economics.</li> <li>Jhingan M.L., Microeconomics, Vrinda Publications, New Delhi.</li> <li>C.Rangarajan and Dholokia B.H, Principles of Macro Economics, Tata Mcgraw-Hill, New Delhi, (1998).</li> <li>Blanchard, Olivier (2000), <i>Macroeconomics</i>, Prentice Hall.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Robert S Pindyck and Daniel L Rubinfeld(2017), Microeconomics, Pearson Education Ltd., UP</li> <li>Mankwin Gregory N(2016), Principles of Microeconomics, Cengage Learning India Pvt. Ltd.</li> <li>Hal R Varian(2015), Microeconomic analysis, Viva Books Pvt. Ltd., New Delhi</li> <li>Mankiw Gregory (2002), Macroeconomics, 5th Edition, Worth Publishers</li> <li>Ahuja H L(2015), Macroeconomics Theory And Policy, 19th Edition, SCHAND</li> <li>Gupta G S(2011), Keynesian and Post Keynesian</li> </ul>

3	<b>Websites</b>	<a href="http://www.rbi.org.in">www.rbi.org.in</a> <a href="http://www.mygov.gov.in">www.mygov.gov.in</a> <a href="http://www.cmie.com">www.cmie.com</a>
4	<b>Journals</b>	Arth Samwad Economic and Political Weekly Indian-Economic-Journal Journal-of Indian-School-of-Political-Economy
5	<b>Supplementary Reading</b>	Economics Survey Union Budget of India
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Conduct consumer survey and identify consumer utility for various consumer goods</li> <li>2. Review reference books on economics, and prepare a report on linear, cubic and quadratic production functions</li> <li>3. Visit various service vendors and prepare a report on price determining factors and challenges for their products in the market</li> </ol>



**MBA - II**  
**Semester - III**

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 301</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>STRATEGIC MANAGEMENT</b>		

<b>Course Objectives</b>
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1	To familiarize students with strategic management process in detail
2	To analyze organizations for strategy formulation and implementation.
3	To design various types of strategies for a given industry.
4	To evaluate an industry using various tools and techniques for strategic choice.
5	To be able to evaluate strategies implemented.

<b>Course Outcomes</b> Students should be able to:
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1	Discuss various concepts and theories in the field of strategic management.
2	Formulate various types of strategies for a given industry.
3	Evaluate an industry using various tools and techniques for strategic choice.
4	Analyse strategies implemented.
5	Propose strategic approaches to managing a business successfully in a global context

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Strategic Management &amp; Environment (15)</b> Introduction to Concept of Strategy and Strategic management; Importance of Strategy, Levels of Strategy, Strategic Management Process – Different Phases; Strategic Intent - Mission, Vision, Objectives. Formulation of strategic intent, methods of Goal Setting – MBO, Balance scorecard approach, Critical success Factors and Key Performance Indicators. Concept and Characteristics of environment, Components of external environment/ External Analysis, PESTEL Framework,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Internal Analysis &amp; Corporate Strategies (15)</b> Industry Analysis – Porter’s Five Forces Model, Internal Analysis – Resource Based view VIRO analysis, Approaches to internal analysis – SWOT Analysis, Value Chain Analysis, Financial Analysis Corporate strategies - stability strategy, expansion strategy, retrenchment strategy, combination strategy. Mergers and Acquisitions, Strategic alliances & Joint ventures – concept, reasons, Entry strategies for global market	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Business Strategies &amp; strategic Analysis (15)</b> Business level strategy - cost leadership, Focus strategy Differentiation – Types – Advantages and Disadvantages – +`Blue, Red & Purple Ocean Strategy. Strategic choice process, corporate portfolio analysis, BCG Matrix, TOWS Matrix, GE nine cell , strategic choice at business level –Industry analysis, Competitor analysis. Strategic CSR.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Strategic Issues, (15)</b>	<b>L=11</b>	

	<p>Strategic implementation issues - McKinsey's 7s framework approaches to resource allocation, structural issues – functional, product/ divisional, SBU structure, matrix, network, free form , behavioural issues- Strategic leadership, Corporate strategic communication.</p> <p>Strategic evaluation-importance, participant's barriers and requirements. Types of strategic control-operational control-Strategic process of Evaluation, techniques of strategic evaluation and control. Sustainability &amp; strategic management- concept of TBL, Environmental &amp; Social Impacts on Society</p> <p>Contemporary issues in strategic management.</p>	<b>T=2</b>	<b>P=2</b>
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**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Azahar Kazmi, “Strategic Management &amp; Business Policy”- Fourth Edition, The Mc-graw Hill Edition.</li> <li>2. P.Subba Roa, “Business Policy &amp; Strategic Management”, Himalaya Publication</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Hoskisson, Hitt, Ireland &amp; Manikutty, “Strategic Management”- A south Asian Perspective Cengage Learning, 9<sup>th</sup> Edition.</li> <li>2. Thomas wheelen, J David Hunger, Alan N Hofman &amp; Charles E Banford, “Concepts in Strategic Management and Business Policy” Pearson Publication , 2018</li> <li>3. Pradip Kumar Sinha, “Mergers, Acquisitions and Corporate Restructuring,” Himalaya Publishing House, 2019.</li> <li>4. R M Shrivasta, “Management Policy and Strategic Management” Himalaya Publishing House,2014.</li> <li>5. Fred R David &amp; Forest R David, Strategic Management “,Pearson Publication , 16<sup>th</sup> Edition, 2017</li> </ol>
3	<b>Websites</b>	<a href="http://www.mckinsey.com/in">www.mckinsey.com/in</a>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Indian Journal of Indian Management &amp; strategy</li> <li>2. IUP Journal of Business strategy.</li> </ol>
5	<b>Supplementary reading</b>	Business Standard : The Strategist supplement Economic Times
6	<b>Practical component</b>	Case studies and assignments on real life situations

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 302</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INTERNATIONAL BUSINESS</b>		
<b>Course Objectives:</b>			
<b>Course Outcomes:</b> At the end of the course students will be able to			
<b>1.</b>	Compare international business environment and domestic business environment.		
<b>2.</b>	Evaluate various entry strategies of the international business firms.		
<b>3.</b>	Explain various operations involved in conducting international Business.		
<b>4.</b>	Describe various International Trade Organizations.		
<b>5.</b>	Utilize the facilities of DGFT during their Business or work.		
<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to International Business, differences between international business and domestic business, Globalization and its impact on the world trade. Analysis of International business environment (Demographic, Legal, Political, Economic and Geographical) Analysis of Social and Cultural difference among trading partners. (Overview of Culture in European, North American, South American, Arabic and Asian countries). Role of Technology in building Global Competitiveness. Case Studies: Quiz on current developments in the world trade	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
2	International Trade Theories and their applications- Mercantilism, Absolute Advantage, Comparative Advantage, H-O Model, Leontief Paradox, Product life cycle, Porters Model and its implications. Government influence on Trade- Protectionism, Tariff and non-tariff barriers. Global Business Strategies- Exporting, licensing and franchising, Joint Ventures and Turnkey Projects, FDI and managing Business through Subsidiaries. Field work: Visit to exporting units. guest lecture of IB manager	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
3	International Operations and Location Decisions- Location Determination Process, Managing Global Value chain- Global Value Chain Analysis: Concepts and Approaches. Managing International Business Logistics, Managing Global Sourcing and outsourcing, its advantages and disadvantages, challenges and opportunities for Indian Businesses. Understanding international payment methods and mechanism.	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
4	International Trade Institutions and agreements: WTO: History of trade agreements, Role of WTO in promoting world trade, Various International Trade Agreements and Trade Blocks and trade Unions. International Trade Relations, Geopolitical issues and its impact on International businesses. Directorate General of Foreign Trade- Role and services offered.	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>

Learning Resources		
1	Text Books	International Business Environment' By Francis Cherunilam : HPH 2.'International Business (Text and Cases) By P. Subba Rao: HPH International Business: Competing in the Global Marketplace 13 <sup>th</sup> Edition By Charles Hill
2	Reference books	1.'International Business Environments and Operations By John D. Daniels, Lee H Radebaugh, Daniel Sullivan and Prashant Salwan Pearson. 2.'Essentials of Business Environemnt' By K.Aswathappa Himalaya Publishing house.
3	Websites	<a href="http://repiica.iica.int/docs/B0733i/B0733i.pdf">http://repiica.iica.int/docs/B0733i/B0733i.pdf</a> <a href="http://www.cerem-review.eu/wp-content/uploads/2017/06/cerem_1_2_art_08.pdf">http://www.cerem-review.eu/wp-content/uploads/2017/06/cerem_1_2_art_08.pdf</a> Environmental Effects of International Trade - Harvard University <a href="https://www.hks.harvard.edu/fs/jfrankel/EnviroTradeStockholm">https://www.hks.harvard.edu/fs/jfrankel/EnviroTradeStockholm.</a> <a href="https://www.dgft.gov.in/CP/">https://www.dgft.gov.in/CP/</a>
4	Journals	World Development Reports of various years : World bank <b>Journal of International Business Studies: MacMillan</b> <b>Journal of Foreign Trade Review : Sage Publication</b> United States International Trade Commission Journal of International Commerce and Economics April 2019
5	Supplementary Reading	Economic Times Business Standard World Economic forum reports
6	Practical Component	Study World Map and Identify Locations of various countries Study trends of Commodities traded by India during Last 5 years with given list of countries. (USA, EU, JAPAN, SOUTH AFRICA, BRAZIL etc.)

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>INTERNATIONAL TRADE AND FINANCE</b>		

**Course Outcomes:** The students will able to learn:

1	Assess foreign exchange rates and develop export trade document.
2	Apply international finance terms in trade.
3	Evaluate foreign direct investment design.

**Syllabus:**

Unit Number	Contents	Number of Sessions	
1	<b>Introduction to International Finance:</b> concept and Principals of International Trade – Theories of International Trade – Comparative Advantage – Absolute Advantage – Hecksher Ohlin Theory – Imitation Gap Theory- Barriers to International Trade –Indian EXIM Policy. Concepts of DTAA and International Taxation.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Export and Import Finance:</b> Special need for Finance in International Trade – Terms used in International Trade (FOB, CIF, etc.,) – Payment Terms – Letters of Credit and its types – Pre Shipment and Post Shipment Finance – Forfaiting – Deferred Payment Terms – EXIM Bank – ECGC and its schemes – Import	<b>L=12</b>	
		<b>T=1</b>	<b>P=2</b>

	Licensing – Financing methods for import of Capital goods.		
3	<b>Foreign Exchange Markets:</b> Spot Prices and Forward Prices – Factors influencing Exchange rates – The effects of Exchange rates in Foreign Trade – Tools for hedging against Exchange rate variations –Forward, Futures and Currency options -Determination of Foreign Exchange rate and Forecasting – Law of one price – PPP theory – Interest Rate Parity – Exchange rate Forecasting. Two way and three way arbitrage, arbitrage with IRP and PPP.	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
4	<b>Determination and Forecasting of Exchange Rates:</b> Currency risk management – Measuring and Managing Transaction – Translation and Economic Exposure. International Cash Management – Cost Of Capital for Foreign Direct Investment – Designing Global Capital Structure. Foreign Direct Investment – Cost and Benefits. Derivatives in International Trade Important Export trade documents, like Proforma, commercial, legalized, invoice, packaging list, bills of leading, airway bill, insurance policy, export incentive, duty exemptions, export house.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:** Practical Problems to be covered on

1. Calculation Of Foreign Exchange Rates – Forward Rates, Premium Discounts on forward rates
1. Simple problems on pay off from Derivatives
2. Arbitrage

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI: Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Jeevanandam .C, INTERNATIONAL BUSINESS, M/s Sultan &amp; Chand, Delhi, 2008</li> <li>2. Sumathi Varma, INTERNATIONAL BUSINESS, <i>Ane, Delhi, 2010</i></li> <li>3. P.G. Apte – "Global Business Finance" – Tata McGraw Hills.</li> <li>4. P.G. Apte – "International Finance Management" – Tata McGraw Hill</li> <li>5. V.K. Bhalla – "International Financial Management" – Prentice Hall</li> <li>6. Khan &amp; Jain, "Financial Management", Tata Mcgraw Hill, 6<sup>th</sup> edition.</li> <li>7. R.P.Rustagi, "Financial Management", PHI, 10<sup>th</sup> edition.</li> </ol>
3	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a>  <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>            Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Calculation Of Foreign Exchange Rates – Forward Rates, Premium Discounts on forward rates</li> <li>• Simple problems on pay off from Derivatives</li> <li>• Problems on arbitrage</li> <li>• Financial statement analysis using Proves-IQ</li> </ul>

- Companies Financial Reports & Corporate case studies.

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>EMPLOYEE RELATIONS AND LABOUR LAW</b>		
<b>Course Outcomes :</b> Students will be able to			
1	discuss the concepts and theories to manage Industrial Relations and Labor Laws		
2	apply the concept of industrial relations, legal issues to the system in which it operates.		
3	solve industrial Related legal issues used in the resolution of conflict.		
4	critically evaluate emerging trends in employment law		
5	design the collective bargaining process, including preparation, negotiation, and settlement.		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Industrial Relations and Trade Union:- Industrial Relations:-</b> Concepts of Industrial Relations, Approaches to Industrial Relations, Role of Employer/Management, Trade Union and Government in Industrial Relations. <b>Trade Union:-</b> Purpose, Functions of trade unions, Problems of Trade unions, Measures to strengthen Trade Union, Recognition of Trade Union as Collective Bargaining Agent. Trade Union Act (1926), Standing Order	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Collective Bargaining and Industrial Unrest: - Collective Bargaining:-</b> Structure, Procedure and machinery for collective bargaining process, Negotiation Skills, Productivity Bargaining, emerging trends in collective bargaining. <b>Industrial Unrest: Causes</b> of Industrial Disputes, Prevention and Settlement of Industrial Disputes- Relevant Provisions related to Industrial Disputes Act, 1947. Purpose and procedure of disciplinary action, Meaning and scope of misconduct	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Positive Employee Relations and Labour Laws:-</b> Building positive employee relations, Participative Management:- Workers participation in Management (statutory and Non statutory Schemes), VRS:- Reason and acceptance of VRS, Management of Sexual Harassment and Sexual Harassment Laws in India,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Social Security for emotional Bondage:-</b> Social Securities in India, ESI Act 1948, Workmen's Compensation Act, Maternity Benefit Act 1961, The employees Provident Fund Act, 1952. Payment of Gratuity Act 1972, and Management of Contract Labour.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	1. Mamoria C.B, Dynamics of Industrial relations, Himalaya Publishing House 2. A.M.Sarma, Industrial Relations, Himalaya Publishing House

2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. ArunMonappa, Industrial Relations, Tata McGraw Hill Publishing Company Ltd.</li> <li>2. Dhyani S.N., Industrial Relations Systems, Printwell Publishers</li> <li>3. John Fossum, Labour Relations, Development, Structure, Process, McGraw Hill Education</li> <li>4. Michael R Carrell and Christina Heavrin, Labour Relations and Collective Bargaining- Private and Public Sectors, Merrill</li> <li>5. PromodVerma, Management of Industrial relations, Reading and Cases, Oxford and IBH Publications</li> <li>6. Singh B.D., Industrial Relations –Emerging Paradigms, Excel Books</li> <li>7. Srivastava S.C., Industrial Relations and Labour Laws, Vikas Publishing House Pvt. Ltd.,</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.ILO.org">www.ILO.org</a></li> <li>2. <a href="http://www.labour.nic.in">www.labour.nic.in</a></li> <li>3. <a href="http://www.labourstat.org">www.labourstat.org</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Indian Journal of Industrial Relations</li> <li>2. Indian Labour Journal</li> <li>3. Current Labour Report</li> <li>4. Labour Law Journal</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Labour Law Journals</li> <li>2. <a href="https://www.thehindubusinessline.com/opinion/the-recognition-question-in-trade-union-law-ep/article24988006.ece">https://www.thehindubusinessline.com/opinion/the-recognition-question-in-trade-union-law-ep/article24988006.ece</a></li> <li>3. <a href="https://www.labourfile.org/rights-of-women.aspx/">https://www.labourfile.org/rights-of-women.aspx/</a></li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Role Play exercise on Collective Bargaining</li> <li>2. Arrange a debate in the classroom about rights and duties of trade union of workers.</li> <li>3. Students will draft a standing order for certification for a newly started garments factory employing 300 workers.</li> <li>4. Students will draft a charge sheet about a list of allegations reported against an employee of an organization.</li> <li>5. Interaction with Trade Union Leaders to identify challenges faced by them and present in class.</li> <li>6. Students will prepare a policy document to prevent sexual harassment at workplace.</li> <li>7. Study the procedure including the documents required for PF and Gratuity benefit.</li> <li>8. Role Play on Economic Coercion</li> </ol>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>BUYING BEHAVIOUR PAPER-I</b>		
<b>Course Objectives</b>			
<b>1</b>	Students will understand concepts related to buying behavior.		
<b>2</b>	Students will become familiar with marketing and CRM strategies.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Explain the conceptual aspects of buying behaviour		
<b>2</b>	Analyse factors influencing on buying behaviour		
<b>3</b>	Design Marketing and CRM strategies.		
<b>4</b>	Evaluate marketing situations		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b> <b>Consumer Behaviour I</b> Meaning, Nature, scope, concepts. Buying Process, Models of consumer Behaviour, Organisational buying behaviour. Values & Lifestyle marketing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b> <b>Consumer Behaviour II</b> Influences of consumer behaviour on individual, group. Perception, Motivation & Involvement. Attitude & change learning, memory. Personality & self-concept reference group influence, dynamics. Family Life cycle & its influence. Cultural influences.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>unit III</b> <b>Strategic Marketing</b> - Strategic marketing management concept & overview, process, formulation & implementation, sustainable competitive advantages. Types of competitive strategies adopted by goods & services in market environment. Strategies for declining markets	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Unit IV</b> <b>Customer Relationship Management</b> Customer relationship management importance, process, framework, customer relationship marketing, Creating value for customers, customer loyalty, Customer life time Value, use of technology in CRM.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<b>1. Kotler Philip</b> , “Marketing Management 17th Edition 2015”, Prentice Hall of India, New Delhi.

		2. <b>Saxena Rajan</b> , “Marketing Management 2nd Edition 2002”, Tata McGraw Hill, New Delhi
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. <b>V.S.Ramaswamy and S.Namakumari</b> -Marketing Management –Macmillan Business Books</li> <li>2. <b>Arunkumar, M Meenakshi</b>- Marketing Management-Vikas Publication</li> <li>3. <b>Walkar, Boyd, Mullins And Larreche</b>. "Marketing Strategy. A Decision Forced Approach", Tata Mcgraw Hill 4th Edition.</li> <li>4. <b>Kaushal H.</b>, “Case Study Solutions in Marketing”, McMillan India 2001</li> <li>5. <b>Baker, M. (2000)</b> Marketing Management and Strategy, 3rd edition, Macmillan Business</li> <li>6 <b>S.A. Chunawalla</b> “Commentary on Consumer behaviour”</li> <li>7. <b>Nair Suja</b>- R Consumer Behaviour Text &amp; Cases</li> <li>8. <b>Consumer Protection Law &amp; practices</b> Niraj Kumar &amp; Nair suja 4<sup>th</sup> Edition</li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Indian Journal of Marketing</li> <li>2. IUP Journal of Business Strategy</li> <li>3. Current Contents In Management Marketing</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. The Economic Times</li> <li>2. Business Standard</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Group Activity based on all units</li> <li>2. Conduct different business games relevant to subject</li> <li>3. Take Case discussion on all units</li> <li>4. Show videos of subject related concepts to the students</li> <li>5. Library assignment on all units</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-I-304 (D)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>AGRI-BUSINESS, ENTREPRENEURSHIP AND COOPERATIVES</b>		
<b>Course Out Comes: Students will be able to</b>			
<b>1</b>	Explain the concepts of Agribusiness, Entrepreneurship and Cooperatives		
<b>2</b>	Make use of conceptual framework for the development of cooperatives and agribusiness sector		
<b>3</b>	Evaluate the role of national and international institutions in agribusiness sector		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Agri Business, Agro Based Industries and Issues:</b> Salient features of Rural Economy, The concept of Agri-business, Historical Review, Scope, Nature of Successful Agri-business, Specific Areas of Agri Business, <b>Agro Based Industries and Issues:</b> New paradigms in Horticulture, Floriculture and Food Processing sectors, Indian Exports and Agriculture Sector: Export oriented Agribusiness, <b>Technology and Agri-Business:</b> Role and Importance, Bio-Technology and Agri-business, Socioeconomic and Environmental Impact of agribusiness	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>International Organizations and Agri-Business:</b> WTO and FAO: Functions and Role in Agriculture, Trade liberalization and World Trade Agreements relating to Agriculture Trade, Agreement on Agriculture (AOA), Import and Export Procedures for agri products, Strategies of Exports for agro based industries, Services under Agri-business, Recent trends in Agri Business Management	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Introduction to Agripreneurship:</b> Concepts of Rural Entrepreneurship, Endowment Of Skill Sets And Natural Resources In Rural India, Aims Of Rural Entrepreneurship, Barriers To Entrepreneurship In Rural India, Process Of Entrepreneurship, Rural Applicability, Skills Requires To Succeed, Government Training Programs And Public Private Partnership, ICT and Rural Entrepreneurship	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Co-Operation and Agri Business (6)</b> Introduction to Cooperatives: Definition, Evolution, Principles and Benefits Of Co-Operatives, Cooperatives and Other forms of Business Enterprises, Co- and their Economic And Legal Differences, The organizational structure of Co-Operatives: Functions, Role, Powers And Responsibilities of entities, Outline Of Good Co-Operative Management, Co-Operative Structure and Development in Farming: Credit, Marketing, Dairy Etc. - Problems and Prospects, Development of Sugar and Dairy Co-Operatives in Maharashtra	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Smitha Diwase, Agri-Business Management,</li> <li>2. Subhash W. Bhave: "Agri Business Management in India" 1997.</li> <li>3. B.S. Harsha: "Agri Business" 2003.</li> <li>4. B.S. Mathur: "Co-Operation". Sahitya Bhavan, Agra, 1999.</li> <li>5. V. Sharda: "The Theory of Co-Operation". Himalaya Publishing, 1999.</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. RD. Bedi: "Theory, History and Practice of Co-Operation". Loyal Books Depot, 1997.</li> <li>2. R Rajagopalan (Ed), "Rediscovering Co-Operation Vol I,II And III", Irma, Anand, 1996.</li> </ol>

		<p>3. P.R Dubhashi, "Principles and Philosophy of Co-Operation". VMNICM, Pune, 1970.</p> <p>4. B.P. Sinha: "Co-Operation: Instrument for Socio .Economic Justice". Himalaya Publishing House, New Delhi, 1992.</p> <p>5. Divakar Jha: "A Perspective on Co-Operative Marketing" Vikas Publishing House, New Delhi, 1997.</p>
3	<b>Websites</b>	<ul style="list-style-type: none"> <li>• <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a></li> <li>• <a href="http://www.manage.gov.in">www.manage.gov.in</a></li> <li>• <a href="http://www.ica.coop/">www.ica.coop/</a></li> <li>• <a href="http://www.apeda.gov.in">www.apeda.gov.in</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Journal of Agribusiness</li> <li>• Vikalpa</li> <li>• Journal of Cooperative</li> <li>• Sugar cooperatives</li> </ul>
5	<b>Supplementary Reading</b>	<p>Kurukshetra journal</p> <p>MANAGE study material</p>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Prepare report on agriculture sector development in the country in the recent times by visiting to Ministry of Agriculture and Forestry department website and recent Economic Survey of the country</li> <li>• Visit any agro-based unit nearby, have an implant training for one year and submit a 3 page report</li> <li>• Interact with any one Farming Cooperative society and make a SWOT analysis for it</li> <li>• Make a video case study of an agripreneur of your area</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-304 (E)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>LOGISTICS &amp; SUPPLY CHAIN MANAGEMENT</b>		
<b>Course Objectives:</b>			
1	To make students understand fundamental concepts and principles of Logistics & Supply Chain Management.		
2	To make students understand supply chain metrics & decisions, supply chain coordination & planning.		
3	To introduce students to Global Supply Chain Operations.		

<b>Course Outcomes:</b> Students will be able to;	
1	Describe the concepts of Logistics and Supply Chain Management
2	Apply appropriate Logistics and Supply Chain Distribution Strategies in the organization
3	Analyze Supply Chain Planning and Coordination strategies
4	Evaluate the recent developments in Logistics and Supply Chain Management.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>INTRODUCTION TO LOGISTICS MANAGEMENT</b> Definition & Meaning of Logistics, Principles of Logistics, Activities of Logistics: Transportation, Warehousing, Packaging, Material Handling. Need of Collaborative Relationship & Alliance, Principles, Advantages, Disadvantages. Logistics Outsourcing Activities: 3PL+4PL=7PL, Risk of Outsourcing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>ESSENTIALS OF SUPPLY CHAIN MANAGEMENT</b> Concept & Definition of Supply Chain Flows in SCM, Drivers of SCM, Push/Pull SCM, SC Network Decisions. Distribution Strategies: Milk Runs, Hub & Spoke System, Cross Docking, Pool Distribution, Direct Shipping. Bullwhip Effect, Measuring Performance of SCM, Recent Trends In Supply Chain: Agile Supply Chain, Green Supply Chain, Lean Supply Chain, E-Supply Chain, E-Commerce Supply Chain.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>SUPPLY CHAIN PLANNING &amp; COORDINATION</b> Demand Planning & Forecasting, Characteristics of Forecasting, Forecasting Methods, Time Series Forecasting, Moving Averages, Forecasting Errors, Collaborative Planning Forecasting Replenishment (CPFR). Mass Customization: Drivers, Characteristics, Methods, Advantages, Disadvantages. (Numerical Treatment on Forecasting).	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>GLOBAL SUPPLY CHAIN OPERATIONS</b> Global SCM, International Transportation: Sea, Air, Land, Multi-Modal Transportation. Containerization, International Documentation for Import/Export, Customs Clearance Formalities, Packaging for Export, International Logistics Infrastructure, Electronic Data Interchange (EDI). Supply Chain IT Framework: Barcoding & Scanning, RFID, EPOS, Image Processing, GPRS.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Janat Shah, Supply Chain Management 2/e: Text and Cases, Pearson Education India</li> <li>2. S. L. Ganapathi &amp; Nandi, Logistics Management, Oxford University Press</li> <li>3. Sunil Chopra, Peter Meindl &amp; D. V. Karla, Supply Chain Management, Sixth edition by Pearson Education India</li> <li>4. Satish C Ailawadi &amp; Rakesh P Singh, Logistics Management, Prentice Hall India Learning Private Limited</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. David Simchi-Levi, Philip Kaminsky, Designing and Managing the Supply Chain 3<sup>rd</sup> Edition, McGraw Hill Education</li> <li>2. Donald J. Bowerox, Tata Mcgrawhill Edition "Supply Chain Logistic Management"</li> <li>3. N. Chandrasekaran, Supply Chain Management: Process, System &amp; Practice, Oxford University Press</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.managementstudyguide.com/supply-chain-management-articles.htm">https://www.managementstudyguide.com/supply-chain-management-articles.htm</a></li> <li>2. <a href="https://lecturenotes.in/materials/17685-note-of-supply-chain-management-by-dr-panneerselvam-s">https://lecturenotes.in/materials/17685-note-of-supply-chain-management-by-dr-panneerselvam-s</a></li> <li>3. <a href="https://www.aims.education/study-online/supply-chain-management-notes/">https://www.aims.education/study-online/supply-chain-management-notes/</a></li> <li>4. <a href="http://www.eilmuniversity.co.in/downloads/Import-Export-Management.pdf">http://www.eilmuniversity.co.in/downloads/Import-Export-Management.pdf</a></li> <li>5. <a href="http://www.pondiuni.edu.in/storage/dde/downloads/ibiii_exim.pdf">http://www.pondiuni.edu.in/storage/dde/downloads/ibiii_exim.pdf</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Supply Chain Management: An International Journal - Emerald Insight</li> <li>2. Journal of Supply Chain Management - Wiley Online Library</li> <li>3. Supply Chain Management Journal</li> <li>4. The International Journal of Logistics Management - Emerald Insight</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Ram Singh, International Trade Logistics, Oxford University Press</li> <li>2. C. Rama Gopal, Export Import Procedures - Documentation and Logistics, New Age International Publishers</li> <li>3. <a href="https://www.managementstudyguide.com/import-and-export-management-articles.htm">https://www.managementstudyguide.com/import-and-export-management-articles.htm</a></li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Studying Supply Chain Distribution of any organization and classifying it according to different types of strategies which are studied and justifying why such system is chosen by that organization.</li> <li>2. Identifying and visiting local business to study its Logistics &amp; Supply Chain Strategies.</li> <li>3. Group Discussion on Recent Trends in Supply Chain Management.</li> <li>4. Identifying and visiting local Import/ Export Agency to study International Documentation required for Import/Export.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-I-304 (F)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>KNOWLEDGE MANAGEMENT AND ERP SYSTEM</b>		
<b>Course Objectives</b>			
1	To understand the concept and importance of Knowledge Management.		
2	To know to enumerate knowledge management systems in the organization.		
3	To make sense of the technical aspects of ERP systems		
<b>Course Outcomes: Students will be able to;</b>			
1	Describe the Knowledge management strategies.		
2	Discuss KM, learning organizations, intellectual capital, and related terminologies in clear terms and understand the role of knowledge management in organizations.		
3	Cite the different technologies used in ERP.		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction and KM: Knowledge management. Types of Knowledge, Importance of KM, KM Roles and responsibilities, KM in Information Technology, KM In Indian Software organization, KM In Banking Sector, KM Life Cycle, The Zack KM Life Cycle, The Bukowitz, and Williams KM Cycle, The Wiig KM Cycle, major theoretical KM models: Von Krog and ROS, Nonaka, and Takeuchi, Choo sense-making KM model, Wig model,	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Knowledge Capture and codification: Tacit Knowledge Capture at individual and group level Explicit Knowledge codification, Knowledge Transfer, in the e-World, KM Tools and Knowledge Portals-Brain Storming, Learning and idea capture, peer Assist, Storytelling, Taxonomy, knowledge Base, Voice and VOIP, Knowledge Portal, Managing Knowledge Worker, Knowledge audit, KM team	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	ERP Meaning and Nature: Concept and benefits of ERP, Characteristics of ERP, Requirements for effective ERP implementation, ERP Implementation methodology, ERP Related technologies-BPR, Supply Chain Management; Role of Suppliers, Consultants, and users; Contact with Vendors, Consultants, and Employees, ERP implementation life, ERP Market Place- SAP AG, people Soft, Baan Company	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Business Modules of ERP: ERP Softwares-e-CRM,e-HRM,e-Logistics, e-Documents, Manufacturing Module, Finance Module, HR module, Material Management, Sales and distribution Quality Management Module. Future directions in ERP, evaluation of ERP	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	<b>Text Books</b>	6. Knowledge Leadership – Steven Cavaleri and Sharon 7. Seivert with Lee W. 8. Knowledge management – SheldaDebowski, Wiley India, 2007
2	<b>Reference books</b>	6. Knowledge Management in Theory and Practice- KimizDalkir – 7. Butterworth- Heinemann 2011

3	<b>Website</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.providersedge.com/docs/km_articles">http://www.providersedge.com/docs/km_articles</a></li> <li>2. <a href="/km_and_corporate_culture.pdf">/km and corporate culture.pdf</a> <a href="http://www.rdocumentation.org">www.rdocumentation.org</a></li> <li>3. <a href="https://www.bitpipe.com/tlist/Knowledge-Management.html">https://www.bitpipe.com/tlist/Knowledge-Management.html</a>.</li> <li>4. <a href="https://www.kmslh.com/blog/knowledge-management-portal-best-tool-for-knowledge-management">https://www.kmslh.com/blog/knowledge-management-portal-best-tool-for-knowledge-management</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of knowledge management</li> <li>2. International Journal of Knowledge Management Studies</li> <li>3. Knowledge Management Research &amp; Practice</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>CC 305</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>LEAN MANAGEMENT</b>		

<b>Course Objectives:</b>	
1	To make students knowledgeable of historical development, theoretical aspects and practical applications of Lean Management.
2	To introduce students to tools and techniques of Lean Management

<b>Course Outcomes: Students will be able to;</b>	
1	Discuss basic terms and concepts related to Lean Management.
2	Explain tools and techniques in Lean Management.
3	Maximize the productivity of the organization by minimizing the waste.
4	Propose Lean Implementation plan for any organization.

- Note:**
1. Case studies on each of the Aspects Mentioned in the Syllabus need to be discussed.
  2. Video Cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Unit Number</b>	<b>Contents</b>
1	<b>INTRODUCTION TO LEAN MANAGEMENT</b> Meaning & Definition of Lean Management, Evolution of Lean Management, Types of Wastes, Objectives of Lean Management, Lean Principles & Philosophies, Hurdles in Lean Implementation
2	<b>TECHNIQUES FOR LEAN IMPLEMENTATION</b> 5S, Visual Controls, Root Cause Analysis, Poka-Yoke, Quick Changeover, Theory of Constraints, Value Stream Mapping.



**Learning Resources**

1	Reference Books	1. Lonnie Wilson, “How to Implement Lean Manufacturing”, Mc-Graw Hill Publications” 2. Lean Manufacturing: Principles, Tools and Methods, Bosch Rexroth Corporation, 2009
2	Practical Component	1. Role play to understand concept of lean management & its importance in Organization. 2. To identify and visit any local organization to study potential of lean Implementation. 3. Identify and visiting any local business for implementing one of the lean Tools. 4. Library Exercise on lean management tools undertaken by any one company Of your choice.

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-I- 301(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>DIRECT &amp; INDIRECT TAXES</b>		
<b>Course Outcomes:</b> The students will able to learn			
1	Assess applicability of GST liability		
2	Analyze deductions from gross total income		
3	Evaluate the income under different heads and taxability		

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Direct Tax Basics:</b> Important definitions, incomes exempt under section 10, deductions from gross total income under chapter VI A, Statutory duties covered upon the assesses regarding payment of taxes, Filling of income tax, Maintenance of accounts and audit of accounts, acceptance and repayment of deposits, TDS and TCS.	L=11	
		T=2	P=2
2	<b>Computation of Income:</b> Computation of Income under different heads of income namely- salary, house property. Profits and gains from business and profession, Income from other sources , Presumptive Taxation	L=12	
		T=1	P=2
3	<b>Introduction to GST:</b> Existing Indirect Tax Structure in India, need of Constitutional Ammendment, Important Definitions under GST and Concept of Supply, Interstate and Intrastate Supply, Levy of GST.	L=11	
		T=1	P=3
4	<b>GST Time and Place of Supply and Concept of Input Tax Credit (ITC):</b> Time and Value of Supply, Place of Supply, Concept of Input Tax Credit, Blocked Credit, Input Tax Credit Rules, Transitional Provision.	L=11	
		T=2	P=2

### Note:

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed
2. Videos cassettes, CDS and documentary films exhibited

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI: Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Vinodkumar Singhanian - Students Guide to Income Tax</li> <li>2. Prasad Bhagawati – Incom Tax Law &amp; Practice</li> <li>3. Mehotra H.C. – Income Tax Law</li> <li>4. Dinkar Pagare – Income Tax Law and Practice</li> <li>5. Ahuja &amp; Gupta – Systemetice Approach to Income Tax</li> </ol>
3	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a>  <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>            Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a></p>

		<b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on income tax efilling</li> <li>• Practical Problems on income from salaries</li> <li>• Practical Problems on TDS</li> <li>• Practical Problems on e-filing of GST</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-I 301(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>STRATEGIC AND INTERNATIONAL HUMAN RESOURCE MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To provide theoretical foundations of Strategic HRM to students and understand the role of HR as Strategic Partner.		
2	To equip students with the knowledge of HRM Practices in Multi-National Companies.		
3	To enable students to understand the implications of culture on HR Practices in MNCs.		
4	To enable students to understand HR interventions in successful cross-border Mergers and Acquisitions.		
<b>Course Outcomes : Students will be able to :-</b>			
1	Describe the different concepts in Strategic and International HRM.		
2	Interpret the implications of culture on HR Practices		
3	Evaluate different HR interventions in cross-border mergers and acquisitions.		
4.	Adapt HR management practices in changing International scenario.		

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Meaning, Scope, definition of SHRM, Difference between SHRM and HRM, 5 P Model of SHRM, Linking HR Strategy with Business Strategy. Globalization: Drivers of Globalization, Effects of Globalization on HRM, Model of International HRM, Differences and similarities between DHRM and IHRM.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Multi-culturalism, Cultural pre-dispositions- Ethno-centralism –Polycentricism – Regio-centricism- Geocentricism. Geert Hofstede’s cultural dimensions, Communication, Leadership and Motivation	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>

	across cultures, Issues in International Human Resource Planning, International Staffing: Linking staffing with stage of MNC		
3	Identifying Potential expatriate, selection criteria of Expatriates, Challenges faced by Expatriates, Women Expatriates, Challenges and Advantages of Women expats, Process and Importance of Cross-cultural training, Emerging Trends. Issues in Performance Appraisal in International context.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	Compensation Management: Objectives, Components of International compensation package. Cross-border Mergers and Acquisitions: Motives, HR Interventions in cross border Mergers and acquisitions. Repatriation: Reasons, Process, benefits from returnees, Challenges of re-entry, Tips for successful repatriation.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. <u>Michael Armstrong, Angela Baron</u>, Strategic HRM: The Key to Improved Business Performance</li> <li>2. Charles Greer, Strategic HRM- Pearson Education.</li> <li>3. Monir H. Tayeb, International Human Resource Management - Oxford University Press, 2005.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Anne-Wil Harzing, Ashly Pennington, International HRMSage South Asia Edition.</li> <li>2. <b><u>Julia Connell, Stephen Teo, Strategic HRM: Contemporary Issues in the Asia Pacific Region.</u></b></li> <li>3. A. Ghanekar, Strategic HRM, Everest Publishing House.</li> </ol>
3	<b>Websites</b>	<p>www.shrm.com www.hbr.com www.citehr.com</p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Journal of Indian Management and Strategy</li> <li>2. Human Capital</li> <li>3. Manpower Journal</li> <li>4. AIMS Journal of Management</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. online.wsj.com</li> <li>2. Magazines like Outlook, Time, India today</li> </ol>
6	<b>Practical component</b>	<ol style="list-style-type: none"> <li>1. Debate on the cultural predispositions multinational context will be conducted in class</li> <li>2. Write an essay on “The challenges I would face if my company sends to on foreign assignment“.</li> <li>3. Case based on Recruitment strategy will be discussed and students will be asked to design and present the recruitment strategy for a given company.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>		<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>MARKETING SECTORS</b>		<b>MM II</b>
<b>Course Objectives:</b>			
<b>1</b>	Students will become familiar with various aspects of marketing sectors		
<b>2</b>	Students will understand and implement concepts in marketing across different sectors.		
<b>3</b>	Students will understand the process of formulating marketing plans for various sectors.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Describe conceptual aspects of sectorial markets.		
<b>2</b>	Apply concepts for marketing of services & products across sectors		
<b>3</b>	Design marketing plans across various marketing sectors		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b> <b>Industrial Marketing</b> Introduction to concepts & history of Industrial marketing. Difference between consumer and industrial /business marketing. Organisational Markets & Marketing. STP & Marketing Mix for Industrial marketing. Blurring between B2B & B2C. Competitive tendering, bidding. Non tendering purchase, Solution selling. Advancing internet & marketing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b> <b>Services Marketing</b> Concepts, Meaning, characteristics of services. Difference between service & product. Marketing of professional services. Marketing Mix, Service quality concept & model. Capacity & demand Management. Retaining customers. 7 Ps of services marketing. Sectorial application collectively & specifically to top ten sectors in India including health, education, financial services.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III</b> <b>International Marketing</b> Nature, scope, challenges in international markets. Concepts & theories overview. Trade distortions & market Barriers in world market environment. Financial environment & decisions. Current trends in import & export in international marketing. Process, procedure, opportunities from Indian & Asian perspectives. Global fact sheet for marketer	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
		<b>L=11</b>	

<b>4</b>	<p><b>Unit IV</b></p> <p><b>Retail Management</b></p> <p>Introduction to retail markets &amp; marketing overview. Retail evolution in India. Retail formats, marketing mix decisions. Franchising, Retail merchandise, objectives, process &amp; factors affecting store layout &amp; marketing mix decisions. Visual merchandising. Merchandising mix decision. Display, lighting, exhibition. Store location its evaluation. Build Lease or Buy decision.</p>	<b>T=2</b>	<b>P=2</b>
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Learning Resources		
<b>1</b>	<b>Text Books</b>	<p>1. Industrial Marketing – Hill, Alexander, Cross</p> <p>2. Industrial Marketing – P K Ghosh</p> <p>3. Industrial Marketing-Krishna K. Havaladar Tata McGraw-Hill</p> <p style="text-align: center;"><b>4 .Strategic marketing: Text and Cases Paperback - <u>S Shajahan</u></b></p>
<b>2</b>	<b>Reference Books</b>	<p>1. <b>Services Marketing People, Technology, Strategy</b> – C. Lovelock, Jwartz, J. chatterjee – Pearson Education</p> <p>2. <b>Services Marketing</b> – Integrating Customer Focus Across The Firm – V. Ieithaml, D DGremmler, M J Bitner, A Pandit – Tata McGraw Hill</p> <p>3. <b>Services Marketing</b> – Dr. S. Shajahan – Himalaya Publishing House</p> <p>4. <b>“Services Marketing The Indian Experience”</b>- Ravi Shankar</p> <p>5. <b>“ Business To Business Marketing”</b> – Analysis And Practice In A Dynamic Environment - Thomson South Western- Vitale Giglierano</p> <p>6. Strategic Marketing – Michel Porter</p> <p>7. Strategic Marketing- 8<sup>th</sup> Edition -Tata Mcgraw Hill</p> <p>8. <b>Strategic Market Management: Global Perspectives, <u>Damien Mcloughlin David A. Aaker</u></b></p> <p>9. <b>MR Czinkota and I A Rankainen</b> - International Marketing - Cengage Learning</p> <p>10. <b>U.C. Mathur- International Marketing Management</b> : Text and Cases- Sage Publication</p> <p>11. <b>Francis Cherunilam</b> - International Marketing- Text and Cases – Himalaya Publishing House</p> <p>12. <b>Ramaswam and Namakumari</b> - Marketing Management – Macmillan Publication</p> <p>13. <b>B K Chaterji</b> - Marketing Management : A Finance Emphasis– A Jaico Book</p>

3	<b>Journals</b>	1.Indian Journal of Marketing 2.IUP Journal of Business Strategy 3.Current Contents In Management Marketing
5	<b>Supplementary Reading</b>	1.The Economic Times 2.Business Standard
6	<b>Practical Component</b>	1. Group Activity based on all the units 2. Case study discussion on all units relevant concept of the subject 3. Take other activities i.e. - Business Games etc. 4. Library assignment on all units

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-I-301(D)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>RURAL AND AGRICULTURAL MARKETING</b>		

<b>Course Out Comes: Students will be able to</b>	
<b>1</b>	Discuss the features of rural and urban markets for consumer goods and non-consumer goods
<b>2</b>	Apply rural marketing research techniques to understand the rural consumer behavior
<b>3</b>	Adapt marketing strategies suitable to rural markets and agricultural inputs

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>man1</b>	<b>Introduction To Rural Marketing:</b> Definition, Classification And Characteristics Of Rural Markets; Problems And Constraints In Rural Marketing, Marketing Functions and Services: Marketing Institutions And Marketing Support Services, Rural Consumer: Classification and profile;	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Rural Consumer Behavior and Rural Marketing Research:</b> Rural Consumer Buying Behavior – Major Forces Influencing Rural Consumer Behavior, Rural Segmentation, Market Targeting and Positioning and Procedures for Rural Markets In India; <b>Rural Marketing Research:</b> Introduction, significance and sources of information, key decisions, approaches and tools of market research- case for innovation, participatory approaches, innovative tools, rural vs urban marketing research, rural research business, challenges in rural marketing research	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Rural Marketing Planning And Strategy Development:</b> Planning For Rural Marketing – Strategic Issues In Rural Marketing. Rural Product Strategy – Rural Pricing Strategy – Rural Distribution Strategy – Rural Promotion Strategy, Introduction to PRA Technique and its importance in Rural Marketing	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Agricultural Marketing In India:</b> Marketing Of Agricultural Products,	<b>L=11</b>	

	Agricultural Marketing Process - Markets And Classification Of Markets – Methods Of Sales – Marketing Agencies, Introduction to Krishi Mandis and New FMCG Act, Marketing of Agricultural Inputs – Fertilizers; Seeds; Agrochemicals; Tractors; Farm Equipment; Irrigation Equipment and Animal Feed	<b>T=2</b>	<b>P=2</b>
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**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Ramkishan Y. (2004): New Perspectives In Rural And Agricultural Marketing, Jaico Publishing House, 2<sup>nd</sup> Edition</li> <li>2. Pradip Kashyap, Rural Marketing, Pearson Publications</li> <li>3. Badi and Badi: Rural and Agricultural Marketing, Himalya Publications</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Sarwade W.K. (2006) : Agricultural Marketing – Vatsala Baliram Prakashan Kendra, Mumbai</li> <li>2. Abbott J.C.; Makcham J.P. (1992): Agricultural Economics and Marketing in the Tropics. Elbs with Longman, 2<sup>nd</sup> Edition.</li> <li>3. Singh G.N.; Singh D.S., Singh R.I: Agricultural Marketing in India, Analysis Planning and Development. Chugh Publications, Allahabad</li> <li>4. Rajagopal (1993): Indian Rural Marketing, Rawat Publication.</li> <li>5. Kamat M.; Krishnamurty R. (2003): Rural Marketing, Himalaya</li> <li>6. Habeeb-ur-Rahman K.S. (2003), Rural Marketing In India; Himalaya</li> <li>7. Gopalswamy T.P. (2006): Rural Marketing: Environment Problems and Strategies, Vikas</li> <li>8. Verma S.B; Jiloka S.K. (2006): Rural Agricultural and Marketing, Deep and Deep</li> </ol>
3	<b>Websites</b>	<p> <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a>  <a href="http://www.manage.gov.in">www.manage.gov.in</a>  <a href="http://www.ica.coop/">www.ica.coop/</a>  <a href="http://www.apeda.gov.in">www.apeda.gov.in</a> </p>
4	<b>Journals</b>	<p> Rural Marketing  Indian Journal of Marketing  Vikalpa </p>
5	<b>Supplementary Reading</b>	<p> <a href="http://www.martrural.com">www.martrural.com</a>  <a href="http://www.ibef.org">www.ibef.org</a>  <a href="http://www.ruralrdc.com.au/">http://www.ruralrdc.com.au/</a> </p>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Make a visit to any one of the marketing service agency identify their activities</li> <li>• Organize PRA Activity at your/ any village and identify the marketing opportunities for various product categories</li> <li>• Prepare a questionnaire and conduct rural market research for various product categories and submit analysis in report format</li> </ul>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-I-301-(E)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>PURCHASING AND INVENTORY MANAGEMENT</b>		
<b>Course Objectives:</b>			
1	To make students understand fundamental concepts, principles and practices of purchase management, including the basic functions of materials management.		
2	To make students knowledgeable about theoretical aspects and practical application of Inventory Management.		
3	To introduce students to modern concepts and trends in Purchase & Stores Management		

<b>Course Outcomes: Students will be able to;</b>	
1	Describe the concepts of Purchasing and Inventory Management.
2	Apply Purchasing and Inventory Management Techniques at Manufacturing and Service Sector.
3	Analyze issues involved in Purchasing and Inventory Management.
4	Evaluate Purchasing and Inventory Management strategies.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>PURCHASING MANAGEMENT</b> Introduction, to Materials Management, Purchasing Principles & Procedure, Practices & Policies of Purchasing, 5R of Purchasing, Objectives, Scope, Responsibilities & Limitations of Purchasing Management, Methods of Buying, Centralised & Decentralised Purchasing, Sources of Supply & Supplier Selection, Legal Aspects of Purchasing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>STORES MANAGEMENT</b> Meaning of Store Management, Functions of Scientific Store Management, Benefits of Scientific Store Keeping, Types of Stores, Stores Procedure, Store Location & Layout, Centralised & Decentralised Store, Preservation of Stores, Storage Safety And Security Aspects, Standardization & Variety Reduction, Codification, Stock Taking.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>INVENTORY MANAGEMENT &amp; CONTROL SYSTEM</b> Defining Inventory, The Need of Inventory & Its Control. Inventory Management: Objectives, Functions & Importance. Costs Associated with Inventory, Inventory Models: Basic EOQ Model, Quantity Discount Model, Safety Stock Determination, Replenishment Systems, Fixed Order Quantity (Q Model) Versus Fixed Time Period (P Model). (Numerical Treatment on Inventory Models)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

4	<b>STRATEGIC MATERIALS MANAGEMENT</b> BoM, MPS, MRP I, MRP II, CRP, Vendor-Vendee Relations, Vendor Development, Vendor Evaluation & Rating Methods, Negotiations, Supplier Quality Assurance Programme, Material Accounting & Audit, Inventory Valuation, Worldwide Sourcing, Government Purchasing Practices & Procedure, Materials Management Information System (MMIS)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. K. K. Ahuja, Material Management ,CBS Publishers &amp; Distributors</li> <li>2. A.K. Datta, “Materials Management”, Procedure, Text &amp; Cases, Prentice-hallof India Pvt. ltd, New Delhi.</li> <li>3. K. S. Menon, Sarika Kulkarni, Purchasing and Inventory Management, SPD Publications</li> <li>4. Dr. K. C. Jain and Jeet Patidar, Purchasing and Materials Management, S. Chand</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Max Müller, “Essentials of Inventory Management” Amacom, 2003.</li> <li>2. Richard J. Tersine, “Principles of Inventory and Materials Management” North-Holland, 2007.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.materialsmanagement.info/defscope/index.htm">www.materialsmanagement.info/defscope/index.htm</a></li> <li>2. <a href="http://www.materialsmanagement.info/inventory/functions-of-inventory.htm">http://www.materialsmanagement.info/inventory/functions-of-inventory.htm</a></li> <li>3. <a href="https://www.managementstudyguide.com/inventory-management.htm">https://www.managementstudyguide.com/inventory-management.htm</a></li> <li>4. <a href="http://www.ispatguru.com/stores-management/">http://www.ispatguru.com/stores-management/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of Purchasing and Materials Management - Wiley Online Library</li> <li>2. Journal of Purchasing &amp; Supply Management - Journals - Elsevier</li> <li>3. International Journal of Procurement Management (IJPM)</li> <li>4. International Journal of Purchasing and Materials Management</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. P. Gopalakrishnan and M. Sundaresan, Material Management: An Integrated Approach, Prentice-Hall of India Pvt.Ltd</li> <li>2. Robert M. Monczka and Robert B. Handfield, “Purchasing and Supply Chain Management” 6th Edition, Jan 2015.</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. To interview Purchasing Manager of any local business to understand responsibilities and limitations of purchasing manager.</li> <li>2. To visit any local manufacturing organization study functions of Store Management and storage security and safety aspects.</li> <li>3. To interview Inventory Manager of any local business to study inventory control technique adopted by the organization.</li> <li>4. Library Exercise on Materials Management Information System (MMIS) undertaken by any one company of your choice.</li> </ol>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-I-301 (F)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INFORMATION SYSTEM AUDIT AND CONTROL</b>		
<b>Course Objectives</b>			
1	To enable a student to use analytics to solve business problems		
2	To Make Use of I.S Audit Procedures.		
3	To develop skills in the theory, techniques, and practical issues involved in computer-based information systems control and auditing		
<b>Course Outcomes: Students will be able to;</b>			
1	Classify the concepts of computer security, computer security threats, and the corresponding remedies.		
2	Describe the trend of computer security threats		
3	Develop an audit plan to achieve the IT audit objectives.		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction – Overview Of Information System Auditing, Need For Control And Audit Of Computers, Need for Assurance, Effect Of Computers On Auditing, Benefits of IS Audit for An Organization. IT Governance and Auditors. Conducting Information System Audit – Audit Charter And Engagement Letter, A Typical IS Audit Charter	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
2	Audit Planning, Audit Approaches, Risk Assessment, Information Gathering Techniques, Vulnerability, System Security Testing, Development Of Security Requirements Checklist, The Road Map For Setting Up Information System Audit For Bank, The Management Control Framework: Introduction, IT Management Framework	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 1</b>
3	Top Management Controls – Evaluating – Evaluating The Planning, Organizing-Policies and procedures, HR Policies and Procedures Relating To Information System, Leading Function, Controlling Function. Audit of Program Development, Audit of Program Modification, Field level input control, Record level input control, Conversion Audit	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
4	Techniques for testing unauthorized program modification; Operational Control Review – Control Requirements for Backup, Backup Procedures, Selection of storage media, Security Measurement Controls – Introduction, Conducting A Security Program, Major Security Threats And Remedial Measures, Need Of Disaster Recovery And Business Continuity, Data Disaster, Virus Disasters, Software Disasters, Data Center Disasters, Core Banking Solution	<b>L=11</b>	
		<b>T= 2</b>	<b>P= 2</b>

### Note:

Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

<b>Learning Resources</b>		
1	<b>Text Books</b>	1. Information System Control And Audit, - Ron Weber Person Edition
2	<b>Reference books</b>	1. Information System Auditing And Assurance – James A. Hall – South Western. 2. Auditor's Guide to Information Systems Auditing- Richard Cascarino
3	<b>Website</b>	1. <a href="https://www.isaca.org/">https://www.isaca.org/</a> <a href="http://www.rdocumentation.org">www.rdocumentation.org</a> 2. <a href="https://www.britannica.com/topic/information-system/Information-systems-audit">https://www.britannica.com/topic/information-system/Information-systems-audit</a>

		3. <a href="https://www.researchgate.net/publication/327312550_Information_Technology_Control_and_Audit">https://www.researchgate.net/publication/327312550_Information_Technology_Control_and_Audit</a>
4	<b>Journals</b>	1. ISACA Journal   Information Technology & Systems ResourcesR and the journal of the statistic softwares
5	<b>Supplementary Reading</b>	1. Inormation System Audit Reports From Banks

<b>Semester</b>	<b>III</b>	<b>Total Credits</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301-A</b>	<b>Credit Pattern</b>	<b>L-22, T-2, P-6</b>
<b>Course Title</b>	<b>ENTREPRENEURIAL SKILLS AND START UP</b>		
<b>Course Outcomes:</b> Students will be able to:			
<b>1.</b>	Describe the concept and types of Start ups.		
<b>2.</b>	Explore the start up ideas and start up India scheme.		
<b>3.</b>	Identify various funding options for start ups		
<b>4.</b>	Create a start up on the campus.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Understanding Start ups: (15)</b> Understanding the concept of start up and its economic rationale. The difference between a startup and a small Business, Types of Start Ups: Life style start ups, Small business start ups, Scalable startups (Silicon Valley entrepreneurs), Buyable startups, social start ups, Technology Startups. Various Business Models adopted by startups worldwide. Startup idea, Innovations, IPRs. Startup Ecosystems with examples. Indian Start ups in the last ten years. Government policy for MSME and start up India Scheme.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Funding Methods for Startups:</b> Stages of Start up Financing, Types of Investors for Startups 1) Friends & Family. 2) Banks & Government Agencies. 3) Angel Investors 4) Boot strapping 5) Accelerators & Incubators 6) Family Offerings 7) Venture Capital Firms. 8) Corporate Investors. Funding for startups through government agencies India. Problems and Challenges of startups: Lack of legitimate mentors for Startups, Competition from big players, stringent norms of financiers, marketing problems, human resource management problems, funding problems, delays and project cost escalation. Sustaining and growing the startup.	<b>L=11</b>	
		<b>T=2</b>	<b>P=1</b>

Learning Resources		
1	Text Books	<ol style="list-style-type: none"> <li>1. Mohanty – Fundamentals of Entrepreneurship, Prentice Hall of India</li> <li>2. Entrepreneurship: creating and leading an entrepreneurial organization. By Kumar Arya, Pearson India.</li> <li>3. Zimmerer &amp; Scarborough – Essentials of Entrepreneurship &amp; Small Business Management, Prentice Hall of India</li> <li>4. Allen, K. (2003) Launching New Venture, Cengage Learning</li> </ol>
2	Reference books	<ol style="list-style-type: none"> <li>1. Hisrich Peters, Irwin: 'Entrepreneurship: Starting, Developing and Managing a New Enterprise. PHP</li> <li>2. Raghu Nandan : 'Unlashing your entrepreneurial Potential' Sage Publication</li> <li>3. M.lall, 'Entrepreneurship, Excel books</li> <li>4. Peters, michael P and shepherd Dean, Hisrich, robert, Sage Publication Tata Mcgraw-hill; sixth edition, 2007</li> <li>5. Mathew J Manimala :- Entrepreneurship at the Crossroads – Biztantra Pub.</li> <li>6. Eric Ries, 'The Lean Startup: How Today's Entrepreneurs Use Continuous Innovation to Create Radically Successful Businesses: Published By Currency available only on Amazon</li> </ol>
3	Websites	<p><a href="https://inc42.com/startups/file:///E:/introduction%20to%20startup.pdf">https://inc42.com/startups/file:///E:/introduction%20to%20startup.pdf</a></p> <p><a href="file:///C:/Users/student/Downloads/rebo_use_dp_2016_1613%20(1).pdf">file:///C:/Users/student/Downloads/rebo_use_dp_2016_1613%20(1).pdf</a></p> <p><a href="https://fi.co/insight/the-most-comprehensive-guide-to-the-silicon-valley-startup-ecosystem-ever-created">https://fi.co/insight/the-most-comprehensive-guide-to-the-silicon-valley-startup-ecosystem-ever-created</a></p>
4	Journals	<p>Journal of Entrepreneurship Development - SEDME</p> <p>Entrepreneurship in the New Millennium: Hyderabad, NISIET</p> <p>IDBI Annual Report</p>
5	Supplementary Reading	<p>Economic Times</p> <p>Business Standard</p> <p>Online reading of Harvard Business Review, Journal of Business Venturing</p>
6	Practical Component	<p>Case Study on Start Up Business Models and presentation.</p> <p>Visit to Incubations</p> <p>Interaction with Startup entrepreneurs</p>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301 (B)</b>	<b>Credit Pattern</b>	<b>22L + 8 TP</b>
<b>Course Title</b>	<b>HEALTH AND WELLNESS</b>		
<b>Unit Number</b>	<b>Contents</b>		
1	Introduction to Human Health, The Wellness Profession, Changes across the Lifespan, Workplace Wellness Program Management. Health Literacy Worksite Health Environment, Physical Activity and Nutrition for Wellness Managers. Understanding and Effecting Health Behaviour Change.		
2	Marketing and Communication. Survey of Information Technology in Wellness Population Health, Leadership and Change Management in Health. Assessment and Evaluation Employee Health and Well-Being. Health Coaching, Fieldwork, Health and Wellness Management Capstone..		
Instructions	This course is to be conducted with open approach to reflect more on student's part for learning. If necessary experts can be called for workshops or guest sessions.		

### Learning Resources

1	Reference Books	<p>Wellness Management for Educators and Entrepreneurs          oosung J. Lee          Jungeun Kim          Division of Interdisciplinary Wellness Studies          Asan, Chungnam,          Korea          Series: Management Science – Theory and Applications.BISAC: BUS041000          Best Health and Wellness Books of the Last Decade          TARA LOSINSKI   JANUARY 10TH, 2020          Lifespan: Why We Age—and Why We Don't Have To Hardcover – Sept. 10 2019          by David A. Sinclair PhD (Author), Matthew D. LaPlante (Author)          Wellness Management - A Lifestyle Approach for Health, Fitness and Energy (English, Paperback, Venkata Rajasekhar Kali)          Notion Press          Genre: Health &amp; Fitness          ISBN: 9789352067428, 9789352067428          Pages: 276          What to Eat Paperback – April 17, 2007          by Marion Nestle (Author)          ISBN-10 9780865477384          Williams' Essentials of Nutrition and Diet Therapy Paperback – 23 December 2014          by Eleanor Schlenker PhD RD (Author), Joyce Ann Gilbert (Author) ISBN-13          978-0323185806</p>
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2	Reference Website	. The Real Food Dietitians Website: <a href="https://therealfoodrds.com/">1.https://therealfoodrds.com/</a> 2. MyFitnessPal Website: <a href="https://www.myfitnesspal.com/">https://www.myfitnesspal.com/</a> 3. Livestrong Website: <a href="https://www.livestrong.com/">https://www.livestrong.com/</a> 4. Healthline Website: <a href="https://www.healthline.com/">https://www.healthline.com/</a> 5. Avocadu Website: <a href="https://avocadu.com/">https://avocadu.com/</a>
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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301 (C)</b>	<b>Credit Pattern</b>	<b>22L, 8TP</b>
<b>Course Title</b>	<b>TOURISM MANAGEMENT</b>		
<b>Course Objectives</b>			
<b>1</b>	To enable students to get acquainted with concepts in Tourism Management.		
<b>2</b>	To enable students to know the elements of Tourism marketing and its practical Approach to Tourism Management		
<b>Course Outcomes: Students will be able to;</b>			
<b>1.</b>	Explain the concepts of travel and tourism,		
<b>2.</b>	Develop a tourism plan		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit 1: TOURISM PHENOMENON</b> Understanding Tourism Historical Evolution and Development Understanding Tourists And Hosts Profiling Foreign Tourists Profiling Domestic Tourists Guest – Host Relationship Sociology, Anthropology and Tourism Informal Services in Tourism, Dance and Music :Cuisines, Customs, Festivals and Fairs	<b>L=11</b>	
		<b>T=4</b>	<b>P=0</b>
<b>2</b>	<b>Unit 2: TOURIST SITES: PRODUCTS AND OPERATIONS</b> Adventure and Sports Beach and Island Resorts: Hill Stations of India Wild Life: Use of History, Monuments and Museums Living Culture and Performing Arts, Religions of India Tourism Marketing – 1: Relevance, Product Design, Market Research. Tourism Marketing – 2: Promotional Events, Advertising Publicity, Selling,	<b>L=11</b>	
		<b>T=4</b>	<b>P=0</b>

	Role of Media, Writing for Tourism Personality Development and Communicating Skills		
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**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. P.M. Seth, Successful Tourism Management:</li> <li>2. J.K. Sharma , Tourism Planning &amp; Development:</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Chuck Y. Gee , Travel industry:</li> <li>2. R Gartner, Tourism Development: Tourism System: Mill R.C &amp; Morrison</li> <li>3. Cooper C, Fletcher J, and Gilbert D &amp; Wahill S. Tourism; Principles &amp; Practices</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://tourism.gov.in/organisation">http://tourism.gov.in/organisation</a></li> <li>2. <a href="http://www.wti.org.in">www.wti.org.in</a> (Wildlife Organisation in India)</li> <li>3. <a href="http://www.indiaculture.gov.in">www.indiaculture.gov.in</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of Tourism and Hospitality Management (JTHM)</li> <li>2. KITTS - Indian Journal of Tourism and Hospitality</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Tourism Policy in 2018</li> <li>2. Year End Review: Ministry of Tourism</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Each Student will to select one State and prepare a seminar on Culture, Festival, Food habits, Dance, rituals etc. of the State.</li> <li>2. Each student will identify the tourism spots from the selected State and present its Unique Selling Proposition with tourism perspective.</li> <li>3. Preparation of a detail tourism plan to visit a particular tourism destination.</li> </ol>



<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301(D)</b>	<b>Credit Pattern</b>	<b>L-22, T-4, P-4</b>
<b>Course Title</b>	<b>CHANGE MANAGEMENT</b>		

<b>Course Objectives</b>	
1	To help the students to gain knowledge about the concepts of change management and to acquire the skills required to manage any change effectively.
2	To understand the various components and constraints involved in Change management.
3	To equip students with ways of dealing with resistance to change.
<b>Course Outcome</b>	
1.	Apply Change Management Model to business situations
2.	Evaluate and organizational changes and its management.

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Individual Change:</b> Need for Individual Change, Personality and Change, Learning and Individual Change, Approaches to Individual Change, Implications of Change in Individuals. <b>Culture and Change:</b> Introduction, Concept of Organizational Culture Dimensions of Culture, Type of Culture, Assessing Organizational Culture, Role of Culture in Managing Change. Change Management in Organizations: Understanding Organizational Transformation, Strategies, Process, Nature, Perspectives of Organizational Change. Models of Organizational Change:	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	Communicating & Implementing Change: Need, Factors, Forms of Resistance, Reactions to Change, Resistance to Organizational Change Initiatives, Overcoming the Resistance to Change, Technique: Implementation of Change, Developing an Implementation Plan, Gaining Support and Involvement of Key People, Strategies for Implementation: Types of Change Management Strategies, Factors Affecting the Choice, Formulating and Facilitating Change, Facilitating Change, Implementing Change,. Leading Changes: Visionary Leadership, Role of Leaders in the Phases of Organizational Change. Evaluation, Measurement and Methods of Evaluation, Feedback Process, Continuous Incremental Change.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the Class.
3. Field visits will be compulsory and a group report to be generated for exam in the presence of an external examiner at mid-term.
4. This is necessary to know implemented change and or change in process around. In manufacturing, service, commercial challenging sectors.

Learning Resources		
1	Text Books	No particular text book is available however following can be correlated and used as text book The Power Of HABIT, Charles Duhigg, Replica Press Pvt.Ltd. ISBN 9781847946249
2	Reference books	1. James McCalman, Professor Robert A Paton, Sabina Siebert, Change Management: A Guide to Effective Implementation, SAGE Publications. 2. Beam, Change Management Revised Edition, Routledge- Taylor and Francis Group. 3. Jeff Hiatt, Timothy J. Creasey, Change Management: The People Side of Change 4. Radha S. Sharma, Change Management. Tata McGrawHill.
3	Websites	<a href="https://www.change-management-institute.com/">https://www.change-management-institute.com/</a> <a href="https://www.changefirst.com/">https://www.changefirst.com/</a>
4	Journals	Journal of Organizational Change Management Issue(s) available: 176 – From Volume: 1 Issue: 1, to Volume: 32 Issue: 2 Category: Organization Studies <a href="https://www.emerald.com/insight/publication/issn/0953-4814">https://www.emerald.com/insight/publication/issn/0953-4814</a>
5	Supplementary Reading	Managing Transitions, 25th anniversary edition: Making the Most of Change Paperback – January 10, 2017 by William Bridges (Author), Susan Bridges (Author)
6	Practical Component	1. Debate in the classroom on Change related topic 2. Organization change questionnaire data collection and analysis. 3. Group Presentation on Change management in various sectors like Health care, Education, PSU, Retail, Manufacturing Industries. 4. Design a role play event for students, so that they will play it out to mobilize support for a change implementation programme.

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE-301(B)</b>	<b>Credit Pattern</b>	<b>L-24, T-06, P-00</b>
<b>Course Title</b>	<b>E-COMMERCE</b>		

Course Objectives	
1	To explain the nature and different models of E-commerce
2	To explain the technologies required to make e-Commerce viable.
3	To discuss the current drivers and inhibitors facing the business world in adopting and using e-commerce and
4	To discuss the trends in e-Commerce and the use of the Internet.
5	To discuss e-commerce from an enterprise point of view.
6	To demonstrate the concepts of security in e-commerce applications.
Course Outcomes	
After completion of this course the student will be able to:	
1	Recognize the business impact and potential of e-commerce

2	Develop a holistic perspective on the role of IT in organizations.
3	Identify target market based on numerous parameters.
4	Select appropriate e-commerce models for any organization.
5	Follow security measures while dealing with e-commerce applications.

Unit Number	Contents	Number of Sessions	
1	History of e-commerce and Indian business context, www, advantages and disadvantages of e-commerce, e-commerce in India, various Indian case studies. Business models for e-commerce, different type of e-commerce, brokerage model, aggregator model, info-mediary model, community model, value chain model, manufacturer model, advertising model, subscription model, affiliate model.	L=12	
		T=03	P=00
2	Technologies of the www & e-security, internet client-server applications, networks and internets, URL, software agents, internet service providers, html, java script and xml, e-security, security on the internet, hacking, various security risks, e-business risk management issues, firewall. E-marketing, identifying web presence goals, the browsing behavior model, online marketing, e-advertising, internet marketing trends, target markets, e-branding, marketing strategies. Legal and ethical issues, IT Law, phishing, copy right.	L=12	
		T=03	P=00

References		
1	<b>Text books</b>	a. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. The unofficial guide to starting an e-commerce business by Jason R.Rich, IDG books India.</li> <li>2. E-Commerce (Pearson Custom Business Resources) by Kenneth C. Laudon</li> <li>3. Electronic Commerce by Gary P. Schneider</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://notes4learners.blogspot.com">http://notes4learners.blogspot.com</a></li> <li>2. <a href="https://www.academia.edu/8099032/e_commerce_notes">https://www.academia.edu/8099032/e_commerce_notes</a></li> <li>3. <a href="https://examupdates.in/e-commerce-full-notes/">https://examupdates.in/e-commerce-full-notes/</a></li> <li>4. <a href="https://www.javatpoint.com/html-tutorial">https://www.javatpoint.com/html-tutorial</a></li> <li>5. <a href="http://www.echoecho.com/html.htm">http://www.echoecho.com/html.htm</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. “Electronic Commerce Research”, ISSN: 1389-5753 (Print) 1572-9362 (Online), <a href="https://link.springer.com/journal/10660">https://link.springer.com/journal/10660</a></li> <li>2. “E - Commerce for future &amp; Trends”, eISSN: 2454–9347, <a href="http://stmjournals.com/E-Commerce-for-future-and-Trends.html">http://stmjournals.com/E-Commerce-for-future-and-Trends.html</a></li> <li>3. “Journal of Web Development and Web Designing”, <a href="http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html">http://matjournals.com/Journal-of-Web-Development-and-Web-Designing.html</a></li> </ol>

5	<b>Supplementary Reading</b>	1. geeksforgeeks 2. tutorialspoint 3. w3Schools
6	<b>Practical Components</b>	-----
1	<b>Text books</b>	b. E-commerce - An Indian Perspective by P.T. Joseph, S.J , PHI publication
2	<b>Reference books</b>	4. The unofficial guide to starting an e-commerce business by Jason R.Rich, IDG books India. 5. E-Commerce (Pearson Custom Business Resources) by Kenneth C. Laudon 6. Electronic Commerce by Gary P. Schneider

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301 (C)</b>	<b>Credit Pattern</b>	<b>L-23, T-07, P-0</b>
<b>Course Title</b>	<b>DISASTER MANAGEMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	Understand the concept and impact of disasters.
<b>2</b>	Describe the causes, effects and control measures of disasters.

<b>Course Outcomes: After completion of this course students will have capacity to</b>	
1.	Recognize the various global and regional environmental concerns/hazards due to natural causes and/or human activities, and the impact of these on various forms of life .
2.	Obtain and communicate information on risks, relief needs and lessons learned from earlier disasters in order to formulate strategies for mitigation in future scenarios
3.	Describe and evaluate the environmental, social, economic, legal and organizational aspects influencing vulnerabilities and capacities to face disasters.
4.	Relate theoretically and practically in the processes of disaster management (disaster risk reduction, response, and recovery)

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Disaster Management :</b> Hazard and Disaster, Classification of Disasters. Hydrological Disasters - Flood, Drought, Geological Disasters- Earthquakes, Landslides, Volcanic Eruptions. Wind Related Disasters- Cyclone Biological Disasters : Man Made Disasters : Fire – Industrial, Domestic and wild fire Technological Disasters- Bhopal Gas Tragedy, Chernobyl and Fukushima. Marine and Social Disasters	<b>L= 11</b>	
		<b>T= 4</b>	<b>P= 0</b>

2	<b>Disaster Management :</b> Risk assessment, Disaster Management Act 2005, National Disaster Management Framework, Role of various organisations- National Disaster Management Authority (NDMA), State Disaster Management Authority (SDMA), District Disaster Management Authority (DDMA), Financial Arrangements for Disaster Management, Disaster management cycle, NDRF. Non-Governmental Organisations, community participation, Education, training for public in emergency preparedness plan, Rescue & rehabilitation programmes.	<b>L= 12</b>	
		<b>T= 3</b>	<b>P= 0</b>

Learning Resources		
1	Text Books	<ul style="list-style-type: none"> <li>• Textbook Of Environmental Science And Technology by REDDY, BSP publishers, 2019</li> <li>• A Textbook Of Environmental Studies, Dr D K Asthana, S. Chand Publishers, 2018</li> <li>• A Text Book Of Environmental Studies by Vijay Tiwari, Himalaya Publishers, 2017</li> <li>• A Text Book of Ecology, Tyler Miller, Cengage Learning</li> <li>• A Text Book Environmental Studies, Chatawal &amp; Sharma, HPH</li> <li>• A Text Book Environmental Science, Joshi &amp; Joshi, APH</li> <li>• A Text Book of Environmatal Studies, Nambiar, STP</li> </ul>
2	Reference books	<ul style="list-style-type: none"> <li>• Nuclear Accidents (Man Made Disasters) Mark Mayell Publisher: Lucent Books</li> <li>• Management of Man-made Disasters, S. L. Goel, Motilal Banarsidass Publishers Private Limited, New Delhi, ISBN: 8176297151</li> <li>• Handbook of Pollution Control Processes By: Robert Noyes. Jaico Publishing House, Mumbai (2003)</li> <li>• Fire &amp; Explosion Hazards Handbook of Industrial Chemicals By: TA Davletshina &amp; NP Cheremisinhoff, Noyes Publications, Mumbai (2003)</li> <li>• Environmental Geology by K. Valdiya, Tata McGraw Hill Publishing Co.</li> <li>• Perspectives on Environment by I.R. Manners, M.W. Micksell</li> <li>• Our Planet, Our Health by WHO (1992)</li> <li>• Report of the Panel on Industry by WHO (1992)</li> <li>• Natural Disasters, Author: Claire Watts / Trevor DayPublisher: Dk Publishing, ISBN: 9781465438096</li> <li>• Environmental Biology by K.C. Agarwal</li> <li>• Resource Book on Chemical (Industrial) Disaster Management, <a href="http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf">http://nidm.gov.in/PDF/pubs/chemical_mdc.pdf</a></li> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> </ul>
3	Websites	<ul style="list-style-type: none"> <li>• Directory of Institutions and Resource Persons for Landslide Management In India</li> <li>• <a href="http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf">http://nidm.gov.in/PDF/pubs/directory%20landslide.pdf</a></li> <li>• <a href="https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/">https://www.ifrc.org/en/what-we-do/disaster-management/about-disaster-management/</a></li> <li>• <a href="https://en.wikipedia.org/wiki/Disaster_management_in_India">https://en.wikipedia.org/wiki/Disaster_management_in_India</a></li> </ul>

4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Current Science, ISSN No. 0011-3891</li> <li>• Down to Earth</li> <li>• Journal of Biosciences, ISSN No. 0250-5991</li> <li>• Journal of Environmental Biology, ISSN No. 0254-8704</li> <li>• Resonance, ISSN No. 0971-8044</li> <li>• Journal of Earth System Science, ISSN No .2253-4126</li> <li>• Industrial Safety Chronicle</li> <li>• International Journal of Environmental Engineering Science, ISSN No .2229-3094</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Demonstration of Fire &amp; Water Safety.</li> </ul>
6	<b>Practical Components</b>	<ul style="list-style-type: none"> <li>• Mock drill for various disaster</li> <li>• Disaster Management Action Plan</li> </ul>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301(D)</b>	<b>Credit Pattern</b>	<b>L-20, T-5, P-5</b>
<b>Course Title</b>	<b>CORPORATE SOCIAL RESPONSIBILITY</b>		

<b>Course Objectives</b>	
1	understand the scope and complexity of corporate social responsibility.
2	gain knowledge of the impact of CSR implementation on societies
3	acquire skills to frame and design CSR policies and practices appropriate to the Indian workplace.

<b>Course Outcomes: Students will be able to</b>	
1	Know the Corporate Social Responsibility of different sector.
2	Use the acquired skill for proper sustainable Corporate Social responsibility.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to CSR: Meaning & Definition of CSR, History & evolution of CSR. International framework for corporate social Responsibility, Millennium Development goals, Sustainable development goals, Relationship between CSR and MDGs. United Nations (UN) Global Compact 2011. UN guiding principles on business and human rights.– Globalization and CSR.	<b>L= 10</b>	
		<b>T= 3</b>	<b>P= 2</b>
2	Indian perspectives and approaches: Models of CSR in India,. Initiatives in India. Corporate Governance and CSR , CSR Policy and guidelines , Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR. Role of Government and NGO in CSR. Business Benefits of CSR.	<b>L=10</b>	
		<b>T=2</b>	<b>P=3</b>

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Benn &amp; Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.</li> <li>2. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company</li> <li>3. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.</li> <li>4. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.</li> <li>5. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Lourdes Poobala Rayen- Corporate Social responsibility.</li> <li>2. Ellington. J. (1998). Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers</li> <li>3. Baxi C.V and Ajit P, Corporate Social Responsibility, Concept &amp; Cases: “The Indian Experience, Excel Books.</li> <li>4. Reddy S and Stefan S (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.</li> <li>5. Werther, W. B. &amp; Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage</li> </ol>
3	<b>Websites</b>	<p> <a href="http://www.forbes.com">www.forbes.com</a>  <a href="http://www.referenceforbusiness.com">www.referenceforbusiness.com</a>  <a href="http://www.justmeans.com">www.justmeans.com</a>  <a href="http://www.corporatesocialresponsibility.org">www.corporatesocialresponsibility.org</a> </p>
4	<b>Journals</b>	<p> <a href="http://www.internationaljournalofcorporatesocialresponsibility.com">International Journal of Corporate Social Responsibility   Home</a>  <a href="https://jcsr.springeropen.com">https://jcsr.springeropen.com</a>            Sustainability Accounting, Management and Policy Journal, Emerald, 2010- -            World Review of Entrepreneurship, Management and Sustainable Development,            Inderscience Publishers, 2005-         </p>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf">http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf</a></li> <li>2. Modi P.K., Corporate Social Capital Liability. Arise Publishers &amp; Distributors. First editions - 2009</li> <li>3. Sharma, J.P., Corporate Governance, Business Ethics &amp; CSR, Ane Books Pvt Ltd, New Delhi.</li> </ol>
6	<b>Practical Component</b>	<p>Visit to industries to study and record various CSR activities and discuss the same with students and teachers to know the merits and demerits of CSR.</p>

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>GE 301(E)</b>	<b>Credit Pattern</b>	<b>L-22, T- 04, P-04</b>
<b>Course Title</b>	<b>BASICS OF INDIAN ECONOMY</b>		

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	Identify the main issues in Indian economic development
<b>2</b>	Critically analyses the Indian economic policy environment

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>UNIT-1: Indian Economic Environment:</b> Meaning of underdevelopment, Basic characteristics of India as a developing economy, Major issues of development: Poverty, Unemployment and Inequality, National Income of India: Trends, Growth and Structure. Features and importance, Green Revolution, Low productivity of agriculture and government measures Role of Industrialization, Industries and Five-year plans, Industrial Policy(1991), Services sector Role & Importance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>UNIT-2: Indian Economic Planning and Reforms:</b> Objectives of Economic Planning, Redefining the role of the State, Brief review of Five-Year Plans, New Economic Reforms: Liberalization, Privatization and Globalization, NITI Ayog, Balanced Regional Development.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>Agarwal A N (2016), Indian Economy, Vikas Publishing House Pvt. Ltd., New Delhi</li> <li>Gaurav Datt&amp; Ashwini Mahajan (2016), Indian Economy, S. Chand and Company Pvt. Ltd., New Delhi</li> <li>Misra and Puri (2013), Indian Economy, Himalaya Publishing House Pvt. Ltd., New Delhi.</li> </ul>
<b>2</b>	<b>Reference books</b>	<ul style="list-style-type: none"> <li>Deepashree (2011), Indian Economy, Ane Books Ovt. Ltd., New Delhi</li> <li>Uma Kapila (2017), Indian Economy: Performance and Policies, Academic Foundation, New Delhi</li> </ul>
<b>3</b>	<b>Websites</b>	<ul style="list-style-type: none"> <li><a href="http://www.rbi.org.in">www.rbi.org.in</a></li> <li><a href="http://www.mygov.gov.in">www.mygov.gov.in</a></li> <li><a href="http://www.cmie.com">www.cmie.com</a></li> </ul>
<b>4</b>	<b>Journals</b>	<ul style="list-style-type: none"> <li>Arth Samwad</li> <li>Economic and Political Weekly</li> <li>Indian-Economic-Journal</li> <li>Journal-of Indian-School-of-Political-Economy</li> <li>Southern Economist</li> <li>The Economist</li> </ul>



		<ul style="list-style-type: none"> <li>• Journal of Applied Economics</li> <li>• Indian-Economic-Journal</li> <li>• International Journal of the Economics of Business</li> <li>• Journal-of-Indian-School-of-Political-Economy</li> <li>• Agricultural-Economic-Research-Review</li> </ul>
<b>5</b>	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Economics Survey</li> <li>• Union Budget of India</li> <li>• Niti Ayog Reports</li> <li>• Economics Times Daily</li> <li>• Business Standard Daily</li> <li>• Business Today Daily</li> <li>• Latest Monetary Policy</li> <li>• Latest Fiscal Policy</li> </ul>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Collect Economic Survey of India of last five years and prepare a report on trends in major macro-economic variables of the country</li> <li>• Establish the relationship between sectoral growth patterns and business environment by collecting data on three major sectors of the economy</li> </ul>

**MBA - II**

**Semester - IV**

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC 401</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>BUSINESS ETHICS AND CORPORATE GOVERNANCE</b>		
<b>Course Outcomes:</b> At the end of the course Students will be able to			
1	Describe ethical decision-making framework.		
2	Analyze ethical and moral issues in life and in Business.		
3	Examine the evolution of Corporate Governance in India.		
4.	Generalize Principles of Good corporate governance.		
<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit 1: Introduction to Business Ethics</b> Concept of Ethics, Nature and Characteristics of Business Ethics, Doctrine of Karma, Causes of Unethical Behaviour, Work Ethics, Code of conduct for business, Ethical decision making frameworks, Ethical theories: Rights Theories, Justice Theories, Utilitarianism, The Virtue Approach, The Common Good Approach.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit 2: Ethical issues : Identification and Solutions</b> Ethical Dilemma, Resolution of ethical dilemma, Fostering ethics, Whistle blowing concept and policy, Corruption, Bribery. Ethical issues in Global Business, Concept of sustainability reporting, Ethics in various functional areas- Marketing, Advertising, HRM, Accounting, Ethics in environment protection.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Unit 3 : Introduction to Corporate Governance</b> Corporate Governance – Concept, Objectives, History, Issues in Corporate Governance, Elements of good Corporate Governance, OCED Principles of Corporate Governance, Corporate citizenship, Corporate Social Responsibility and Stakeholders Role, Triple Bottom line and Carroll's model of CSR.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Unit 4 : Corporate Governance in India.</b> Naresh Chandra Committee Recommendations, Narayan Murthy Committee Recommendations, The Cadbury Committee, Recommendations in Companies Act 2013, Amendments by Indian regulators pertaining to Corporate Governance. Recent Developments in India- Corporate Governance Score card, Corporate Governance Awards. Role of Board of Directors, Types of Directors and their Functions, Independent Directors- Functions and Role, Ethics committee.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	<b>Text Books</b>	1. Business Ethics and Corporate Governance , B.N.Ghosh, Tata Mcgraw Hill
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Fernando A.C. , Corporate Governance,Principles, Policies and Practices, Pearson Education</li> <li>2. Business Ethics and Corporate Governance , B.N.Ghosh, Tata Mcgraw Hill</li> <li>3. Business and Government , Francis Cherunilam , Himalaya Publishing House</li> <li>4. Joffy George, The Art of Corporate Governance</li> <li>5. SEBI Regulations 2015</li> <li>6. Shaw W.H, Business ethics, Thomson</li> <li>7. Ferrel O.C., Farrell Linda, Business Ethics, Ethical decision making and cases, Biztantra</li> </ol>
3	<b>Websites</b>	<a href="http://www.onlineethics.org">www.onlineethics.org</a> <a href="http://www.oecd.org">www.oecd.org</a>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Business Express</li> <li>2. Bloomberg Business Week</li> <li>3. Business India</li> </ol>
5	<b>Supplementary Reading</b>	1. The Economics Times
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Studying Governance system of any company and classifying it into different types of systems which are studied and justifying why such system is chosen by that organization.</li> <li>2. Preparing the code of conduct of any five business organization.</li> <li>3. Class debate on ethical dilemma.</li> <li>4. Identify three ethical business organizations and list their ethical norms.</li> <li>5. Library Exercise on Corporate Governance activities undertaken by any of two company</li> </ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>MANAGEMENT ACCOUNTING AND CONTROL SYSTEM</b>		
<b>Course Outcomes</b> : The students will able to learn			
1.	Apply concept of marginal costing for decision making		
2.	Analyze various operating and financial leverages to design capital structure		
3.	Evaluate various types of budgets for managerial decision making		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Introduction to Management Accounting:</b> Meaning and Scope of Management Accounting In the Context of Changing Business Environment, Human Resource Accounting and Inflation Accounting. Strategic Management Accounting, Introduction of Accounting Information for Transfer Pricing. Methods of Transfer Pricing.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Marginal Costing:</b> Meaning and scope, uses and advantages, Terminologies in Marginal Costing- Contribution, Margin of Safety, CVP analysis, BEP and Relevant Cost and Decision-Making	<b>L=12</b>	
		<b>T=1</b>	<b>P=2</b>
<b>3</b>	<b>Leverage Analysis:</b> Meaning & importance of leverage, Types of leverages, Use of leverage in decision making, Measures of Operating and Financial Leverage, Effects of Leverage on Shareholders' Returns	<b>L=11</b>	
		<b>T=1</b>	<b>P=3</b>
<b>4</b>	<b>Budget and Budgetary Control:</b> Concept of Budget, Budgeting and Budgetary Control, Organization for Budgetary control- Budget Centers, Budget Committee, Budget Manual, Budget period, Principal Budget, Advantages and limitations of Budgetary Control System. Types of budget.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

### Note:

1. Case studies on cash budget and flexible budget.
2. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
3. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, "Financial Management" Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, "Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, "Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI : Handbook on Mergers Amalgamations and takeovers.</li> </ol>
<b>2</b>	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. V.K. Saxena And C.D. Vashisth: "Advanced Cost And Management Accounting", Sultan Chand And Sons, 6<sup>th</sup> Edition</li> <li>2. M.Y. Khan And P.K. Jain, "Cost Accounting", Tata McGraw Hill, Edition 2000</li> <li>3. Dr. M.K. Kole, "Human Resource Accounting, Institute Of Cost And Works, Accountants Of India", Edition 2000</li> <li>4. N.K. Prasad, "Cost Accounting"</li> </ol>

		<ol style="list-style-type: none"> <li>5. R.P.Rustagi, "Financial Management", PHI, 10<sup>th</sup> edition.</li> <li>6. Garrison, Managerial Accounting, Tata McGraw</li> <li>7. Maheshwari, Financial Accounting, Vikas Publishing</li> <li>8. Khan and Jain, Management Accounting, Tata McGraw</li> <li>9. Ramchandran, Financial Accounting for Management, Tata McGraw</li> <li>10. JawaharLal, Accounting For Management, Himalaya Publishing</li> <li>11. J.Madegowda, Accounting For Managers, Himalaya Publishing</li> <li>12. M.N.Arora, "Cost and Management Accounting", Himalaya Publishing</li> </ol>
3	<b>Websites</b>	<p>INFLIBNET <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  J-GATE <a href="http://jgateplus.com">http://jgateplus.com</a>  EBSCO <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>  Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  <b>*For INFLIBNET individual usernames and passwords are already given.</b>  <b>Use the same</b></p>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on marginal costing and decision making</li> <li>• Practical Problems on leverages</li> <li>• Practical Problems on flexible budget and functional budgets</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>PERFORMANCE AND COMPENSATION MANAGEMENT</b>		
<b>Course Outcomes: Students will be able to;</b>			
1.	Gain insights of various conceptual aspects of Compensation, Performance Management and competencies and related law to achieve organizational goals.		
2.	Determine the performance/competency based compensation system for business excellence and solve various cases.		
3	Designing the compensation strategies for attraction, motivation and retaining high quality workforce		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	Performance Management: Managing and addressing Employee Performance Problems, Performance Management Strategic Planning. Performance Management and Employee Development: Employee Assessment system, Potential Appraisal System:- Development and Retention of high potentials, Role of HR Professionals in Performance management.	L= 11	
		T= 4	P= 0
2	Competency Model, Competency Model Pyramid, Application of competency model into various HRM functions, benefits of using competency mapping model in organizations, Benefits of using competency based performance appraisal system, Taking interviews to gather information, Behavioural Event Interview, process for writing competencies.	L= 11	
		T= 4	P= 0
3	Compensation Management: Wage and Salary Administration: Calculation of Wage, Salary, Prerequisites, Compensation Packages, Cost of Living Index and Dearness Allowance, Designing and operating incentives, fringe and non- financial Benefits., Job Evaluation:- Major Decisions in Job Evaluation, Job Evaluation Methods, Laws related to wages and salaries:- Minimum Wages, Payment of Wages, Payment of Bonus.	L	
4	Employee Contributions: Pay For Performance (PFP): Competency Based Pay, Skill based Pay, Team based pay, Gain and Profit sharing Designing PFP Plans, Merit Pay/Variable Pay, Compensation Strategies for Special Groups. Executive compensation, cafeteria compensation,		

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class

<b>Learning Resources</b>		
1	Text Books	<ul style="list-style-type: none"> <li>• Strategic Compensation, Joseph J. Martocchio, 3rd Edition, Prentice Hall, 2004.</li> <li>• Compensation Management in Knowledge based world, Richard I. Anderson, 10th edition, Pearson Education.</li> <li>• Compensation Management, ErSoniShyam Singh, Excel Books.</li> </ul>

2	Reference books	<ul style="list-style-type: none"> <li>• Compensation &amp; Reward Management, BD Singh, 2nd edition, Excel books, 2012.</li> <li>• Compensation, Milkovich &amp; Newman, 9th edition, 2017, Irwin/McGraw-Hill.</li> <li>• Compensation and Benefit Design, Bashker D. Biswas, FT Press, 2012.</li> <li>• An Introduction to Executive Compensation, Steven Balsam, Academic Press, 2002.</li> <li>• Industrial Relations and Labour Laws, Srivastava S.C., Vikas Publishing House Pvt. Ltd.,</li> </ul>
3	Websites	<ol style="list-style-type: none"> <li>4. <a href="http://www.ILO.org">www.ILO.org</a></li> <li>5. <a href="http://www.labour.nic.in">www.labour.nic.in</a></li> <li>6. <a href="http://www.labourstat.org">www.labourstat.org</a></li> </ol>
4	Journals	IOSR <i>Journal of Humanities And Social Science</i> Indian Labour Journal
5	Supplementary Reading	<p><a href="https://www.toolbox.com/hr/performance-management/articles/what-is-performance-management/">https://www.toolbox.com/hr/performance-management/articles/what-is-performance-management/</a></p> <p><a href="https://www.hibob.com/hr-glossary/compensation-management-planning/">https://www.hibob.com/hr-glossary/compensation-management-planning/</a></p> <p><a href="https://www.namanhr.com/services/competency-mapping/">https://www.namanhr.com/services/competency-mapping/</a></p>
6	Practical Component	<ul style="list-style-type: none"> <li>• Students must prepare a comprehensive compensation plan to be offered to Executives.</li> <li>• Students to collect information from different organization regarding the Cost To Company of an employee.</li> <li>• Students have to prepare questionnaire for conducting wage survey and carry out wage survey for any selected sector and prepare a report for the same.</li> <li>• Students to calculate the bonus amount eligible to an employee working as a HR Executive</li> </ul>



<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>SALES &amp; DISTRIBUTION MANAGEMENT PAPER-IV</b>		
<b>Course Objectives</b>			
1	Students will conceptually understand concepts related to sales and distribution.		
2	Students will learn strategies required for selling and distribution		
3	Students will become aware of financial aspects of marketing.		

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<b>Course Outcomes: Students will be able to;</b>	
1	Evaluate concepts related to sales & distribution.
2	Apply selling & distribution concepts & strategies for marketing.
3	Apply financial aspects of marketing.

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Unit I</b> <b>Sales management</b> - Meaning, Evaluation, Importance, Personal Selling, Qualities and responsibilities of sales manager. Types of sales organizations. Sales force management, recruitment, selection & training, structure, size, productivity. Motivation & compensation of salespeople	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>Unit II</b> <b>Selling Process and Strategies</b> -Overview of selling process. Selling and buying Styles, selling skills, situations, selling process, sales presentation, Handling customer objections, Follow-u action.  Sales territory, meaning, size, designing, sales quota, procedure for sales quota. Types of sales quota, Methods of setting quota.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
3	<b>Unit III-</b> <b>Distribution Management</b> - Introduction-Concept of channel flows, Managing a channel design, Basics of warehouse/inventory/ transportation planning, Intermediaries: Channel Formats, Managing channel partner, channel conflict, Channel information systems, International Trends in Sales and Distribution, Distribution as a function of marketing. Strategies. Mass, selective, exclusive distribution. Push v/s pull approaches. Channel design mix decisions.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
	<b>Unit IV</b>	<b>L=11</b>	

<b>4</b>	<b>Marketing Finance</b> Performance of Salesforce, work load method, forecasting, and product line accounting, Life cycle costing, Dropping product line, Return On Promotion, Selection of media, Launching, Profitability & Variance.	<b>T=2</b>	<b>P=2</b>
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<b>Learning Resources</b>			
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<b>1</b>	<b>Text Books</b>	1. <b>Cherunallium &amp; Francis</b> - <i>Industrial Marketing</i> 2. <b>Chunwalla S.A</b> - Sales & Distribution Management
<b>2</b>	<b>Reference books</b>	1. <b>Keskar &amp; Abhayankar</b> - Sales Management & personal selling 2. <b>Aaker David A</b> – Building Strong Brands – The Free Press, New York 3. <b>Keller K.</b> - Strategic Brand Management- Prentice - Hall India Kapferer Jean Noel – Strategic Brand Management – KoganPage London 4. <b>Keller, Parameswaran, Jacod</b> - Strategic Brand Managemnt- Pearson 5. <b>Chunawalla and Sethia</b> – Foundation of Advertising Theory and Practice- HP Publication 6. <b>Clow Baack</b> - Integrated Advertising, Promotion and Marketing Communication –Pearson Education 7. <b>Still and Cundiff</b> - Sales Management – 8. <b>S A Chunawalla</b> -Sales and distribution Management –Himalaya Publication 9. <b>Charles Futrell</b> - ABC ‘s of Selling 10. <b>Ramaswam and Namakumari</b> - Marketing Management – Macmillan Publication 11. <b>Services &amp; Sales Marketing</b> - Zha S.M., Himalaya Publishing House 12. <b>Strategic Retail Management</b> - Indian Text Edition-Srini R.Srinivasan 13. <b>“Retail Marketing Management”</b> – Person Education Ltd. – Ist Reprint India- David Gilbert 14. <b>Retailing Management</b> -Text and Cases-Swapna Pradhan The McGraw Hill Companies
<b>5</b>	<b>Supplementary Reading</b>	1. The Economic Times 2. Business Standard 3. Business TIMES
<b>6</b>	<b>Practical Component</b>	1. Group Activity based on all the units 2. Take business Games & other subject related activities 3. Discussion on Cases related to all units 4. Library assignment on all the units

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC-Spl-II-402-(D)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>AGRI-PRODUCTION AND SUPPLY CHAIN MANAGEMENT</b>		
<b>Course Out Comes: Students will be able to</b>			
<b>1</b>	Analyze the factors influencing agricultural production and their supply chain		
<b>2</b>	Adapt traditional and modern practices of farm management		
<b>3</b>	Develop skills for agricultural supply-chain and logistics infrastructure management		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Fundamentals and Theories of Farm Management:</b> Scope Of Modern Agriculture, Special Features Of Agricultural And Industrial Production. Difference between Farm and Non-Farm Business Management; Farm system Theory, Theory of Farm Management by Objectives, Practices of Farm Management, Making Small farm more effective	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Farm Production Systems And Management Functions:</b> Peasants, Proprietorship, Cooperative Farming, Capital Farming, Corporate Farming, Land Tenure Systems And Agricultural Production Management, Farm Management Tools	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>3</b>	<b>Farm Technology and Issues in Farm Management:</b> effects of New Technology, Management And Technology Change, Gains From Technological Improvements to Producers And Consumers, Mechanization And Automation, Green Houses; Size-Productivity Debate, Measurement Of Farm Efficiency, Irrigation Management, Production Planning-Specialization And Diversification.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>4</b>	<b>Introduction to Supply Chain and Logistics Management in Agri Business::</b> changing Business environment, SCM; Present need In agriculture, Conceptual model of SCM and Evolution of SCM, Approaches of SCM: Traditional and Modern, Elements in SCM, <b>Logistics Management:</b> History and Evolution of Logistics, elements of logistics: management, distribution management, distribution strategies, pool distribution; transport management, fleet management, service innovation, warehousing, packaging for logistics, third – party logistics(TPL/3PL), GPS technology	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

Learning Resources		
1	Text Books	<ol style="list-style-type: none"> <li>1. Robertson C.A. – An Introduction To Agricultural Production Economics And Farm Management – Tata Mcgraw Hill</li> <li>2. Heady, Earl. O And Jensen Herald R. – Farm Management Economics – Prentice Hall</li> <li>3. Barnard C.S. And Nix J.S. – Fam Planning And Control</li> <li>4. Altekar RV, 2006, Supply Chain Management: concepts and cases, Prentice Hall of India</li> </ol>
2	Reference books	<ol style="list-style-type: none"> <li>1. Blake C.D. – Fundamentals Of Modern Agriculture</li> <li>2. Sadhu And Singh – Fundamentals Of Agriculture</li> <li>3. Agrawal A.N. – Indian Agriculture</li> <li>4. Sharma A.N. And Sharma V.K. – Elements Of Farm Management</li> <li>5. Reji D Nair – “Farm Management: Theory and Practice” – Concept Publishing Company Pvt. Ltd.,</li> <li>6. Warren G. F. – “Farm Management” – Arise Publishers and Distributors</li> <li>7. Kahlan A. S. and Karan Singh – “Farm Management in India: Theory and Practice” – allied Publishers Pvt. Ltd.,</li> <li>8. Dhaka J.M. – “Economics of Agri Production and Farm Management” – Avishakar Publishers and Distributors</li> </ol>
3	Websites	<p> <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a>  <a href="http://www.manage.gov.in">www.manage.gov.in</a>  <a href="http://www.ica.coop/">www.ica.coop/</a>  <a href="http://www.apeda.gov.in">www.apeda.gov.in</a>  <a href="http://www.fao.org/home/en/">www.fao.org/home/en/</a>  <a href="http://www.worldbank.org">www.worldbank.org</a>  <a href="http://indiagovernance.gov.in/docsearch.php?search=Agriculture&amp;from_map=1&amp;type=theme">http://indiagovernance.gov.in/docsearch.php?search=Agriculture&amp;from_map=1&amp;type=theme</a> </p>
4	Journals	<p>           Indian Journal of Agricultural Economics            Indian Journal of Agricultural Marketing            Journal of Agribusiness            Rural Marketing         </p>
5	Supplementary Reading	<p> <a href="http://www.nwccindia.com/agriculture-logistics/">http://www.nwccindia.com/agriculture-logistics/</a>            agriculture and production management: Union Budget         </p>
6	Practical Component	<ul style="list-style-type: none"> <li>• Make a field visit of a greenhouse farm to understand modern management activities on farm</li> <li>• Identify one successful/progressive farmer and conduct an interview to know various decisions taken by him/her to make successful farming</li> <li>• Visit various farm input selling centers and find out latest equipment and their benefits</li> <li>• Interact with various agro based and consumer goods producing companies and prepare report on their logistics issues while reaching rural urban markets</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>CC Spl-II 402 E</b>	<b>Credit Pattern</b>	<b>L-45, T-7, P-8</b>
<b>Course Title</b>	<b>PROJECT MANAGEMENT</b>		

<b>Course Objectives</b>	
<b>1</b>	To make students understand fundamental concepts and characteristics of project including the basic roles, responsibilities and functions of project manager.
<b>2</b>	To Familiarize the Students with various Techniques of project financing and capital budgeting.
<b>3</b>	To introduce students to project evaluation and termination.

<b>Course Outcomes: Students will be able to</b>	
<b>1</b>	Explain basic concept of Project Management including Project Appraisal, Project Risk Management and use of IT in Project Management.
<b>2</b>	Select most appropriate Project from available options to the organization by analyzing all the projects on the basis of capital budgeting techniques.
<b>3</b>	Develop the Project Report of the project undertaken by the organization.
<b>4</b>	Determine Critical Path of project undertaken by organization and estimate project duration.

#### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>OVERVIEW OF PROJECT MANAGEMENT &amp; SELECTION</b> Concept & Definition of Project, Characteristics of Project, Types of Project, Project Identification, Project Selection & Criteria, Project Life Cycle, Concept & Importance of Project Management, Roles and Responsibilities of Project Manager, Work Breakdown Structure.	<b>L= 12</b>	
		<b>T= 1</b>	<b>P= 2</b>
<b>2</b>	<b>PROJECT APPRAISAL &amp; RISK MANAGEMENT.</b> Concept of Project Appraisal, Technical Appraisal, Commercial Appraisal, Economic Appraisal, Financial Appraisal, Management Appraisal, Social Cost-Benefit Analysis, Introduction to Risk Management, Role of Risk Management in Project Management, Steps in Risk Management.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>PROJECT FINANCING &amp; SCHEDULING</b> Estimating Cost of Project, Components of Cost of Project, Sources of Project Financing, Development of Project Network, Time Estimation, Developing The Project Network Using CPM/PERT, Crashing The Network. (Numerical Treatment on CPM/PERT)	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>PROJECT PLANNING &amp; EVALUATION</b> Project Evaluation: Concept, Purpose, Advantages. Project Audit: Meaning, Objectives, Phases of Project Audit. Project Quality Management, Project Management Information System (PMIS): Need of Project Management Software, Project Report Writing.	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Clifford F. Gray, Project Management: The Managerial Process, Sixth Edition, McGraw Hill Education</li> <li>2. K. Nagrajan “Project Management”, new age international publication.</li> <li>3. Ramakrishna &amp; Kamaraju, Essentials of Project Management, Prentice Hall India Learning Private Limited</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Jack Meredith, Samuel J. Mantel Jr. “Project Management- A Managerial Approach” John Wiley and Sons</li> <li>2. Clifford F Gray, Erik W Larson, “Project Management-The Managerial Process” Tata Mcgraw-Hill Publishing Co Ltd</li> <li>3. Robert K Wyzoubi &amp; Rudd Acgary, “Effective Project management”, Wiley India Pvt.Ltd.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.project-management-knowhow.com/">https://www.project-management-knowhow.com/</a></li> <li>2. <a href="https://www.tutorialspoint.com/pmp-exams/index.htm">https://www.tutorialspoint.com/pmp-exams/index.htm</a></li> <li>3. <a href="https://www.managementstudyguide.com/project-management-articles.htm">https://www.managementstudyguide.com/project-management-articles.htm</a></li> <li>4. <a href="https://www.projectengineer.net/">https://www.projectengineer.net/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. International Journal of Project Management – Elsevier</li> <li>2. Project Management Journal   PMI</li> <li>3. Project Management Journal - Wiley Online Library</li> <li>4. International Journal of Project Management   ScienceDirect.com</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. John M Nicholas “Project Management For Business And Technology” Prentice Hall Of India Pvt Ltd</li> <li>2. James P Lewis “Project Planning, Scheduling And Control” Tata Mcgraw-Hill Publishing Co Ltd</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>9. Role play to understand roles &amp; responsibilities of project manager.</li> <li>10. To identify and visit ongoing projects undertaken by any local business to study project appraisal techniques and risk management.</li> <li>11. To meet project finance personnel from any financial institution to understand project financing and capital budgeting techniques.</li> <li>12. Library Exercise on Project Report Preparation by studying project reports prepared by any one company of your choice.</li> </ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>		
<b>Course Code</b>	<b>CC-Spl-II-402-(F)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>		
<b>Course Title</b>	<b>SOFTWARE ENGINEERING AND IT PROJECT MANAGEMENT</b>				
<b>Course Objectives</b>					
1	To Understand The Nature Of Software Development And Software Life Cycle Process Models, Agile Software Development, SCRUM, And Other Agile Practices				
2	To Develop The Skill Of Software Design And User-Centric Approach And Principles Of Effective User Interfaces.				
3	To Infer The Need For Project Management And Project Management Life Cycle				
<b>Course Outcomes: Students Will Be Able To;</b>					
1	plain Needs For Software Specifications Also They Can Classify Different Types Of Software Requirements And Their Gathering Techniques				
2	justify The Role Of SDLC In Software Project Development And They Can Evaluate The Importance Of Software Engineering In PLC.				
3	amiliar With The Different Methods And Techniques Used For Project Management..				
4	Discuss The Parameters Of The Software Project's Success And Failures.				
<b>Unit Number</b>	<b>Contents</b>			<b>Number of Sessions</b>	
1	Concept Of Software, Program V/S Software, Software Characteristics, Software Myths, Software Development Life Cycles. – Waterfall Model, Prototyping Model, Spiral Model, Coding guidelines, Structured Approach To System Design -: Principles of software design, DFD, Data Dictionary, Decision Tree, Decision Table & Structured English, E-R Diagrams			<b>L= 11</b>	
				<b>T= 2</b>	<b>P= 2</b>
2	Software Requirement and Specification, Characteristics of Good User Interface Design, Concept of white box testing and black-box testing. Object-Oriented Project Design, Introduction: Software Project Management, I.T. Stakeholders, Understanding the project, Project Initiation, Product Life Cycle, Skills and Qualities of Software Project Manager			<b>L= 12</b>	
				<b>T= 2</b>	<b>P= 1</b>
3	Project Planning - Work Break Down Structure, CASE Tools, Types of Software maintenance, Defining The Project – Deliverables, Objects And Scope, Project Scheduling, Estimating the project – Period Vs Effort, Contingency, Type of costs, Preparing the Project Budget, Defining And Managing The Risk, Managing Information systems Project Time and Resources			<b>L= 11</b>	
				<b>T= 2</b>	<b>P= 2</b>
4	Implementation Activities – Forming a Project Team, Managing People And Organizing Teams, Managing Client Expectations, Configuration Management, Identifying Information Systems Project Risks, Evaluating Success- Software Quality Factors, Causes of Failure, Project Success, Measure of end-user satisfaction, Closing the project And Business Continuity, Data Disaster, Virus Disasters, Software Disasters, Data Center Disasters			<b>L=11</b>	
				<b>T= 2</b>	<b>P= 2</b>

**Note:**

1. Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

Learning Resources		
1	Text Books	2. Fundamentals Of Software Engineering – Roger Pressman 3. Information Technology Project Management – Jack Marchewka – Wiley India Edition
2	Reference books	3. Fundamentals Of Software Engineering - Rajib Mall Ghezzi, Jazayeri Stephen H. Khan 4. Software Requirements And Estimation - Fenton, Ptleeger McGraw Hill 5. Project Management For Software Development - Jaico 6. IT Project Estimation – Paul Coombs. – Cambridge 7. Information System Project Management - John McManus, Trevor Wood- Happer – Pearson. 8. 6. Software Project Management – Bob Hughs , Mike Cotterell – Tata McGrawhill
3	Website	4. www.tutorialspoint.com 5. www.guru99.com 6. www.examupdates.in
4	Journals	2. International Journal of Scientific Computing 3. International Journal of Statistics & Management Systems 4. Chartered Secretary
5	Supplementary Reading	2. Business Line 3. Current affairs in news papers 4. Information system Audit Reports from computer consultancies
6	Practical Component	1. Visit any computer consultant firms and discuss and understand about Software engineering process 2. Case study about Information system Project Planning

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-401(A)</b>	<b>Credit Pattern</b>	<b>L-45, T-6, P-9</b>
<b>Course Title</b>	<b>INVESTMENT AND PORTFOLIO MANAGEMENT</b>		
<b>Course Outcomes:</b> The students will able to learn			
<b>1</b>	Analyze the relationship between security analysis and market portfolio		
<b>2</b>	Evaluate the performance of portfolios		
<b>3</b>	Design various investment avenues as a small and corporate investor.		

#### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Introduction to Investment:</b> Investment – Basics of Investment – Investment, Speculation and Gambling – Investment Categories – Investment avenues – Non marketable Financial Assets – Money Market Instruments – Bond/Debentures – Equity Shares – Schemes of LIC – Mutual Funds (History and Types)– Financial Derivatives(Derivative Market, Instruments in derivative market, Calculation of pay offs from options) – Real Assets – Real Estate – Art – antiques and others. <b>Introduction to Stock Market:</b> Primary and secondary market, regulation of Stock	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 1</b>



	Market- Companies Act, SEBI, Securities contract regulation Act		
2	<b>Fundamental Security Analysis:</b> EIC And CIE Approach. Technical Analysis – Technical Tools - The Dow Theory – Primary Trend – The secondary Trend – Minor Trends –Charts. Efficient Market Theory – Basic Concepts – Random-Walk Theory – Weak Form of EMH – Semi-strong Form – Strong Form – The Essence of the Theory – Market Inefficiencies.	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 3</b>
3	<b>Portfolio Management:</b> Meaning of Portfolio, Steps of Portfolio Management. Code of Conduct for portfolio Manager. Portfolio Analysis – Portfolio and Single asset Returns and Risk – Mean Variance Criterion – covariance – Beta (simple problems) – Portfolio Markowitz Model – simple Diversification – Risk and Return with Different correlation. Portfolio Risk and return.	<b>L= 12</b>	
		<b>T= 2</b>	<b>P= 3</b>
4	<b>Portfolio Evaluation:</b> Asset Pricing Model Portfolio Evaluation – Capital Asset Pricing Model (CAPM) – Security Market Line – Assumptions – Arbitrage Pricing Model (APT) – Portfolio Performance Models – Sharpe’s Performance Index – Treynor’s Performance Index – Jensen’s Performance Index. Bond, terminologies used in Bond, Valuation and Immunization of Bond	<b>L= 11</b>	
		<b>T= 1</b>	<b>P= 2</b>

**Note:**

1. Portfolio Risk and return with two and three securities
2. Bond Valuation, Duration and Immunization
3. Mutual fund rankings with Sharpe and treynor
4. Problems of Pay off on option (Derivative)

Learning Resources		
1.	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kapil Sheeba, “Financial Management” Pearson Publication House.</li> <li>2. Jonathan Berk, Peter, "Financial Management" Pearson Publication House.</li> <li>3. Sharan Vyuptakesh, “Fundamentals of Financial Management" Pearson Publication.</li> <li>4. James C Van harne, “Financial Management &amp; Policy" Pearson Publication House.</li> <li>5. ICSI: Handbook on Mergers Amalgamations and takeovers.</li> </ol>
2.	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. <b>Punithavathy Pandian</b>, SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, Vikas Publications Pvt. Ltd, New Delhi. 2001.</li> <li>2. <b>Kevin .S</b>, SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, PHI, Delhi, 2011</li> <li>3. <b>Yogesh Maheswari</b>, INVESTMENT MANAGEMENT, PHI, Delhi, 2011</li> <li>4. <b>Bhalla V K</b>, INVESTMENT MANAGEMENT: SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT, S Chand, New Delhi, 2009</li> <li>5. <b>Prasanna Chandra</b>, PORTFOLIO MANAGEMET, Tata McGraw Hill, New Delhi, 2008.</li> <li>6. R.P.Rustagi, “Financial Management”, PHI,10<sup>th</sup> edition.</li> </ol>
3.	<b>Websites</b>	<p><u>INFLIBNET</u> <a href="http://nlist.inflibnet.ac.in">http://nlist.inflibnet.ac.in</a>  <u>J-GATE</u> <a href="http://jgateplus.com">http://jgateplus.com</a>  <u>EBSCO</u> <a href="http://search.ebscohost.com">http://search.ebscohost.com</a>  Library online Opac Address: <a href="http://192.168.1.111:8080/opac">http://192.168.1.111:8080/opac</a>  <b>*For INFLIBNET individual usernames and passwords are already given. Use the same</b></p>
4.	<b>Journals</b>	<ul style="list-style-type: none"> <li>• Prabhandan: Indian Journal of Management</li> <li>• IUP Journals</li> <li>• ICSI Journals</li> </ul>

		<ul style="list-style-type: none"> <li>• Finance India</li> <li>• Indian Journal of Finance (New Sub.)</li> <li>• Journal of Accounting &amp; Finance etc.</li> </ul>
5.	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>• Financial Express</li> <li>• Economics Times</li> <li>• Business Standard</li> <li>• Times of India</li> <li>• Indian Express.</li> </ul>
6.	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Practical Problems on Portfolio Risk and return with two and three securities</li> <li>• Practical Problems on Bond Valuation, Duration and Immunization</li> <li>• Practical Problems on Mutual fund rankings with Sharpe and treynor</li> <li>• Practical Problems on Problems of Pay off on option (Derivative)</li> <li>• Financial statement analysis using Proves-IQ</li> <li>• Companies Financial Reports &amp; Corporate case studies.</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-401(B)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>TALENT AND HUMAN CAPITAL MANAGEMENT</b>		
<b>Course Objectives</b>			
1	To develop <b>understanding</b> of contemporary issues in Human Capital Management.		
2	To increase <b>awareness</b> about Talent and Human Capital Management and ability to work both independently and collaboratively.		
3	To enable students to <b>critique</b> human resource management issues across levels and recommend managerial interventions to solve organizational problems.		
<b>Course Outcomes :- Students will be able to:</b>			
1	Describe the concept of Talent and Human Capital Management		
2	Apply different concepts of Human Capital Management.		
3	Summarize Cafeteria Approach in Compensation		
4	Critically evaluate emerging trends in Talent and Human Capital Management.		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>
1	Talent Management: Acquiring talent, Retaining talent, Nurturing talent, and Developing and Recognizing talent. Competency Management: Iceberg Model of Competencies, Types of competencies, Objectives of Competency Mapping, Benefits of Competency approach, Competency Mapping Methodology. Employee Engagement: Means to promote Employee Engagement, Relationship with Talent Management.	L= 12
		T=2 P= 1
2	Concept of Human Capital Management -HRD Audit: Characteristics, Scope, Process, Methodology, Documents and outcomes. HR Accounting: Objectives, Methods, Advantages and Limitations. Human Resource Information System: Issues while adopting HRIS, Sub-	L= 11
		T=2 P= 2

	systems of HRIS, and Steps in designing HRIS, Advantages of using HRIS.	
3	Cafeteria Approach in Compensation, Concept of HR Balanced Scorecard. Employee empowerment- concept, objectives, Pre-requisites, types, Process, benefits, limitations. Flexi-time as a retention tool, Moonlighting: causes and HR interventions, Succession Management, Workforce Diversity, Green HRM, Employer and Employee Branding	L= 11
		T=2 P= 2
4	Learning Organization- Concept, Learning culture, HRD in Learning Organization, Role of HRM in Learning organization. Quality circle- constitution and process, Quality of Worklife- objectives, importance, determinants of QWL.	L= 11
		T=2 P= 2

**Note:**

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.

Learning Resources		
1	Reference books	<ol style="list-style-type: none"> <li>1. Lyle M. Spencer, Signe M. Spencer, Competence at work –JohnWiley 1993</li> <li>2. Naik G.P, Competency mapping, Assessment and Growth - IIHRM, 2010.</li> <li>3. Herman Aguinis, Performance Management - Pearson Education, 2007.</li> <li>4. Lance A. Berger &amp; Dorothy R. Berger, the Talent Management Hand Book - Tata McGraw Hill.</li> </ol>
2	Practical Components	<ol style="list-style-type: none"> <li>1. Students are expected to conduct a <b>study</b> on how talent is acquired and retained – in various industries – and various strategies followed by the respective companies.</li> <li>2. Students will collect data about the position of principal, director, and other teachers in your college and prepare a <b>competency dictionary</b> for the said positions.</li> <li>3. Students will collect data in your college or any other organization using <b>Q 12 instrument</b> and analyze it to find out the engagement level of employees.</li> <li>4. Students will identify the important positions in your college or any other organization and ascertain the measures if any taken to develop <b>second line of leadership</b>.</li> </ol>
3	Journals	<ol style="list-style-type: none"> <li>1. Harvard Business Review</li> <li>2. Manpower Journal</li> <li>3. Human Capital</li> </ol>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-401(C)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>INTEGRATED MARKETING COMMUNICATION</b>		<b>PAPER-IV</b>
<b>Course Objectives</b>			
<b>1</b>	Students will become familiar with concepts, theories of IMC.		
<b>2</b>	Students will understand techniques in IMC.		
<b>3</b>	Students will be able to utilize various tools for IMC strategies.		
<b>Course Outcomes: Students will be able to;</b>			
<b>1</b>	Explain various integrated marketing communication tools & techniques processes		
<b>2</b>	Design marketing communication plans		
<b>3</b>	Evaluate cost elements of marketing communication		
<b>4</b>	Apply social media for marketing communication		

**Syllabus:**

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Unit I</b>  <b>IMC &amp; Brand Management</b> – Conceptual overview of IMC, Introduction to IMC tools – Advertising, sales promotion, publicity, public relations, and event sponsorship; Brand Management- Meaning and Definition – Brand Identity System – Types of Branding - Branding Decisions - Brand Extension – Multi- Brand Portfolios - Branding and Positioning– Concept of Brand Equity. Measuring Brand Equity.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
<b>2</b>	<b>Unit II</b>  <b>Media Management-</b> Elements of the Communications Mix - Media Mix - Types of Media- Media Selection- Planning and Buying –Scheduling media objectives, Media channel strategy, audience research, tactics and the media schedule, Source, Message and channel factors, Communication response hierarchy- AIDA model, Hierarchy of effect model, Innovation adoption model, information processing model, The standard learning Hierarchy, Attribution Hierarchy, The Elaboration Likelihood (ELM) model, The Foote, Cone and Belding (FCB) Model Strategy - Cost and Ability – Matching Media and Market - Media Ad. Effectiveness.	<b>L=12</b>	
		<b>T=2</b>	<b>P=1</b>
<b>3</b>	<b>Unit III</b>  <b>Advertising Management-</b> Meaning and Definition – The Five of Advertising Advertising's role in the promotional mix, Theories of advertising effects, Advertising campaign planning, Function of Advertising Agencies – Advertising effectiveness - DAGMAR Approach in Advertising Push vs pull strategy, advertising budgets- Measuring advertising effectiveness(Pre-testing, Copy testing,), Tracking, Advertising return on investment (ROI),Careers, Advertising for special markets or products,	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
		<b>L=11</b>	

<b>4</b>	<b>Unit IV</b> <b>Digital Media &amp; Advertising:</b> Digital Media, Evolution of Technology, Convergence of Digital Media, E- Commerce and Digital Media, Advertising on Digital Media, Social Media, Mobile Advertising, Electronic-PR, Advertising Laws & Ethics:, Intellectual Property Rights,.	<b>T=2</b>	<b>P=2</b>
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Learning Resources		
1	<b>Text Books</b>	1.Kotler, Kelller, – Marketing Management: A South Asian Perspective – Pearsson Pentice Hall
2	<b>Reference books</b>	1.Aaker David A – Building Strong Brands – The Free Press, New York 2. <b>Keller K.</b> - Strategic Brand Management- Prentice - Hall India 3. <b>Kapferer Jean Noel</b> – Strategic Brand Management – Kogan Page London 4. <b>Keller, Parameswaran, Jacod- Strategic Brand Managemnt- Pearson</b> 4. <b>Chunawalla and Sethia</b> – Foundation of Advertising Theory and Practice- HP Publication 5. <b>Clow Baack</b> - Integrated Advertising, Promotion and Marketing Communication –Pearson Education 6. <b>Kenneth E.C. , Donald Baack</b> - Integrated Advertising, Promotion and Marketing Communications 7. <b>George Belch and Michel Belch</b> - Advertising and Promotion- Tata McGraw-Hill edition 8. <b>Bly the Jim</b> – Marketing Communication – Prentice Hall 9. <b>U C Mathur</b> - Advertising Management- - New Age International 10. <b>Arunkumar, M Meenakshi-</b> Marketing Management-Vikas Publication
4	<b>Journals</b>	1.Indian Journal of Marketing 2.IUP Journal of Business Strategy 3.Current Contents In Management Marketing
5	<b>Supplementary Reading</b>	The Economic Times Business Standard
6	<b>Practical Components</b>	1.Conduct Group activity based on all units 2. Case discussion on subject related contents 3. Take different situational activities e.g. - Business Games to the students. 4.Library assignments based on all units

<b>Semester</b>	<b>IV</b>	<b>Total Credits:</b>	<b>4</b>
<b>Course Code</b>	<b>DSE Spl-II-401-(D)</b>	<b>Credit Pattern</b>	<b>C – 44, P = 2 T = 2</b>
<b>Course Title</b>	<b>AGRI-COMMODITY MARKETS AND AGRI-BUSINESS</b>		
<b>Course Out Comes:</b> Students will be able to			
<b>1</b>	Discuss commodity markets for various agricultural produce		
<b>2</b>	Analyze commodity trading practices in India and other countries		
<b>3</b>	Appraise the Agri-commodities Markets and Agribusiness		

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
<b>1</b>	<b>Commodity Markets and Commodity Risk: An Overview:</b> Introduction Commodity markets, marketing of agricultural commodities, physical market operations, Understanding risk, managing risk, evolution of commodity derivatives, evolution of commodity derivatives in India	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>2</b>	<b>Commodity Derivatives:</b> Meaning, Types and classification, pricing derivatives, derivative markets and its participants, economic importance	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>3</b>	<b>Commodity Exchanges:</b> Introduction, commodity exchanges around the world and in India, Electronic Spot exchange, regulation of commodity markets	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>
<b>4</b>	<b>Variety in commodity Markets:</b> designing commodity controls, weather derivatives, freight derivatives, electricity derivatives, catastrophe derivatives, carbon derivatives, currency derivatives and property derivatives	<b>L= 11</b>	
		<b>T= 2</b>	<b>P= 2</b>

### Note:

1. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.
2. Video cases and Documentary Films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ul style="list-style-type: none"> <li>• Purcell WD, 1991, Agricultural Futures and Options: Principles and Strategies, Macmillan Publications</li> </ul>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Kaufman PJ, 1986, The Concise Handbook of Futures Markets, John Willy and Sons,</li> <li>2. Wasendorf RR and Mc Cafferty, 1993, All About Commodities from the Inside Out, Mc Grow hill</li> </ol>
<b>3</b>	<b>Websites</b>	<a href="http://www.indiabudget.nic.in">www.indiabudget.nic.in</a> <a href="http://www.commodityonline.com">www.commodityonline.com</a>
<b>4</b>	<b>Journals</b>	Indian Journal of Agricultural Economics Indian Journal of Agricultural Marketing Journal of Agribusiness Indian Journal of Finance Rural Marketing Vikalpa
<b>5</b>	<b>Supplementary Reading</b>	e-NAM website <a href="http://www.mcxindia.com">www.mcxindia.com</a>
<b>6</b>	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>• Identify the various countries standards of commodity trading and prepare a report</li> <li>• Collect commodity data and analyze product wise trend and forecaste</li> <li>• Visit nearby commodity trading agency and conduct an interview with trading</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-401-(E)</b>	<b>Credit Pattern</b>	<b>L-44, T-8, P-8</b>
<b>Course Title</b>	<b>MODERN APPROACHES TO QUALITY MANAGEMENT</b>		
	executive and submit report		

**Course Objectives:**

1	To make students understand fundamental concepts and principles of quality management, including the basic concept and functions of service quality management.
2	To make students knowledgeable about theoretical aspects and practical application of statistical quality control techniques.
3	To introduce students to various quality management awards & its framework.

**Course Outcomes: Students will be able to;**

1	Describe different concepts related to Quality Management.
2	Apply relevant practices of Quality Management in the organization.
3	Analyze issues involved in Quality Management.
4	Evaluate the recent developments in Quality Management

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>INTRODUCTION TO QUALITY MANAGEMENT</b> Definitions of Quality, Dimensions of Quality, Meaning of Quality Management, Evolution of Quality Management, Quality Assurance, Quality of Design, Quality of Conformance, Cost of Quality: Cost of Poor Quality, Cost of Internal & External Failure, Appraisal Cost, and Prevention Cost. Quality Function Deployment.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
2	<b>STATISTICAL QUALITY CONTROL</b> Meaning And Significance of Statistical Quality Control, Need of Accepting Sampling, Types of Sampling Plans, OC Curve, Introduction To Statistical Process Control & Control Charts, Control Charts for Variable, Control Charts for Attribute. (Numerical Treatment on Control Charts)	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
3	<b>TOTAL QUALITY MANAGEMENT&amp; SIX SIGMA</b> Total Quality Management: Concept of TQM, Evolution of TQM, Principles of TQM, TQM Model, Implementation of TQM (PDCA Cycle), Training for Quality Management. Six Sigma: Introduction to Six Sigma, Evolution of Six Sigma, DMAIC Model for Implementing Six Sigma, Six Sigma Impact Measurement. Quality Circles.	<b>L=11</b>	
		<b>T=2</b>	<b>P=2</b>
4	<b>SERVICE QUALITY MANAGEMENT&amp; QUALITY</b>	<b>L=11</b>	



	<b>MANAGEMENT AWARDS</b> Introduction to Service Quality, The Service Quality GAP Model, Measuring& Improving Service Quality, Quality System Standards, Bureau of Indian Standards, International Organization of Standardization, ISO 9000-2000, Deming Prize, Malcolm Baldrige National Quality Award, Rajiv Gandhi National Quality Award, The Golden Peacock National Quality Award.	<b>T=2</b>	<b>P=2</b>
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**Note:**

1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.
2. Video cases and documentary films relating to the syllabus to be exhibited in the class.

<b>Learning Resources</b>		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Amitva Mitra, Fundamentals of Quality Control and Improvement, Wiley</li> <li>2. R. Panneerselvam &amp; P. Sivasankaran, Quality Management, Prentice Hall India Learning Private Limited</li> <li>3. Shridhara Bhat K, Total Quality Management – Text and Cases, Himalaya Publishing House, First Edition</li> <li>4. M. Mahajan, Statistical Quality Control, Dhanpat Rai&amp; Co.</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Kanishka Bwdi ,“Quality Management”, Oxford University Press</li> <li>2. David Hoyle, Quality Management Essentials, Butterworth-Heinemann</li> </ol>
<b>3</b>	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.managementstudyguide.com/total-quality-management-articles.htm">https://www.managementstudyguide.com/total-quality-management-articles.htm</a></li> <li>2. <a href="https://www.managementstudyguide.com/six-sigma-articles.htm">https://www.managementstudyguide.com/six-sigma-articles.htm</a></li> </ol>
<b>4</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. International Journal of Productivity and Quality Management (IJPQM)</li> <li>2. Journal of Quality Management   ScienceDirect.com</li> <li>3. Quality Management Journal – Scimago</li> <li>4. The TQM Journal information – Emerald</li> </ol>
<b>5</b>	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Dale H. Besterfield et al, Total Quality Management, Third edition, Pearson Education</li> <li>2. Evans &amp; Lindsay, An Introduction to Six Sigma &amp; Process Improvement, Cenage learning</li> </ol>
<b>6</b>	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. To meet quality control manager of any local manufacturing organization to understand application of Quality Control Tools.</li> <li>2. Identifying and visiting local ISO Certified organization to understand criteria for getting ISO Certification.</li> <li>3. Visiting any local service sector business to study its Quality Management Framework.</li> <li>4. Library Exercise on any one of the Quality Management Awards studied and any one award winning company of your choice.</li> </ol>



<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>4</b>
<b>Course Code</b>	<b>DSE-Spl-II-401(F)</b>	<b>Credit Pattern</b>	<b>L-45, T-8, P-7</b>
<b>Course Title</b>	<b>APPLIED DATA SCIENCE AND BUSINESS ANALYTICS USING R</b>		

### Course Objectives

1	To understand the nature of software development and software life cycle process models, agile software development, SCRUM, and other agile practices
2	To develop the skill of software design and user-centric approach and principles of effective user interfaces.
3	To infer the need for project management and project management life cycle

### Course Outcomes: Students will be able to;

1	plain needs for software specifications also they can classify different types of software requirements and their gathering techniques
2	justify the role of SDLC in Software Project Development and they can evaluate the importance of Software Engineering in PLC.
3	familiar with the different methods and techniques used for project management..
4	discuss the parameters of the software project's success and failures.

Unit Number	Contents	Number of Sessions	
1	Introduction to Data Science – Data Science Process, Concept of Big Data, Business Intelligence, Concept of Data mining, uses of data mining, Concept of data warehousing, OLAP, OLTP, A Process Model for Data Mining, Analytics for managers, Modules and Model Building, hard coding and soft coding in excel	L= 11	
		T= 2	P= 2
2	Introduction to Business Analytics, Prerequisites for effective business analytics, Applications of Business Analytics, ETL Process, Role of statistics in Analytics, Types of Digital Data, ETL Process, Introduction to R and its environments, Installing R, The R community, The R environment, Installing R, Variables in R, Working with R, R Packages	L= 12	
		T= 2	P= 1
3	Single-mode Data Structure-Create, Attributes, subscribing, Multi-mode data structure- Create, Attributes, subscribing, Decision making Structures, Predictive analytics, Emergence of Predictive Analytics, Applications of Predictive Analytics	L= 11	
		T= 2	P= 2
4	Basic Visualization-Pie Chart, Bar Chart, Line Chart, Q-Q Plot, Box-and-Whisker plot, Bubble plot, Role of statistics in Analytics, Basic Statistics using R, Time-series Models, Decision Tree, Clustering using R, Machine learning for text data, Building web applications with Shiny project	L=11	
		T= 2	P= 2

### Note:

2. Students will have to complete all tutorials, assignments, and lab sessions for internal credits.

### Learning Resources

1	<b>Text Books</b>	<p>4. Fundamentals Of Software Engineering – Roger Pressman</p> <p>5. Information Technology Project Management – Jack Marchewka – Wiley India Edition</p>
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2	<b>Reference books</b>	<ul style="list-style-type: none"> <li>9. Fundamentals Of Software Engineering - Rajib Mall Ghezzi, Jazayeri Stephen H. Khan</li> <li>10. Software Requirements And Estimation - Fenton, Ptleeger McGraw Hill</li> <li>11. Project Management For Software Development - Jaico</li> <li>12. IT'S Project Estimation – Paul Coombs. – Cambridge</li> <li>13. Information System Project Management - John McManus, Trevor Wood-Happer – Pearson.</li> <li>14. 6. Software Project Management – Bob Hughs, Mike Cotterell – Tata McGraw-Hill</li> </ul>
3	<b>Website</b>	<ul style="list-style-type: none"> <li>7. <a href="http://www.tutorialspoint.com">www.tutorialspoint.com</a></li> <li>8. <a href="http://www.guru99.com">www.guru99.com</a></li> <li>9. <a href="http://www.examupdates.in">www.examupdates.in</a></li> </ul>
4	<b>Journals</b>	<ul style="list-style-type: none"> <li>5. International Journal of Scientific Computing</li> <li>6. International Journal of Statistics &amp; Management Systems</li> <li>7. Chartered Secretary</li> </ul>
5	<b>Supplementary Reading</b>	<ul style="list-style-type: none"> <li>5. Business Line</li> <li>6. Current affairs in newspapers</li> <li>7. Information system Audit Reports from computer consultancies</li> </ul>
6	<b>Practical Component</b>	<ul style="list-style-type: none"> <li>3. Visit any computer consultant firms and discuss and understand about Software engineering process</li> <li>4. Case study about Information system Project Planning</li> </ul>

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AECC-401</b>	<b>Credit Pattern</b>	<b>L-22, T-8</b>
<b>Course Title</b>	<b>Employability Skills</b>		
<b>Course Objectives</b>			
1	Develop effective communication skills		
3	Develop broad career plans		
<b>Course Outcomes</b>			
After completion of this course the student will be able to:			
1	Match the job requirements and skill sets.		
3	Evaluate the employment market.		
<b>Unit Number</b>	<b>Contents</b>		
1	<p><b>Personality, Interpersonal and employability skills and Emotional Intelligence: (15)</b>  Basic Interaction Skills –Within family, Society. Interpersonal and intrapersonal skills.  Types of skills; Decision Making, Articulation Skills, Emotional Intelligence  Human relations examples through role – play and cases</p>		
2	<p><b>Leadership Skills, Team work, Conflict Management ,Interview Skills, Time Management and Stress Management: (15)</b>  <b>Leadership skills</b> – Leadership in groups, coaching, strategic management  <b>Team work &amp; Team building</b> - Characteristics of an effective team, Essentials of an effective team, Evolution Team. Activities – Team trust, team shape up.  <b>Conflict Management</b> – Types of conflicts, how to cope with them  Small cases including role – plays will be used as teaching methodology.  <b>Interview skills</b> –  Preparation pre-during and post interview  Resume writing, self grooming for the interviews. Introduction, Types of interviews, process of interview, Preparation of the candidate, preparation of the interviewer, common interview questions.  <b>Time Management</b> – Importance, Prioritizing tasks, Personal Goal Setting – SMART goals, delegation, Time management in meetings, barriers to time management, identifying and handling time consuming tasks. Activity – Games, role-play, case studies.  <b>Stress Management</b> – Understanding stress, Types of stress, symptoms, causes of stress. Managing stress, Techniques of managing stress. Activity – questionnaire to find out the level of stress.</p>		
<b>Learning Resources</b>			
1	Reference Books	<p>Business Communication – Urmila Rai &amp; S M. Rai, 12/e, Himalaya Publishing House, 2010.  Enhancing Soft Skills – Prof. Dipali Biswas, 1/e, Shroff Publishers &amp; Distributors Pvt. Ltd., 2009.  The ACE of Soft Skills – Gopaldaswamy Ramesh &amp; Mahadevan Ramesh, 3/e, Pearson Education, 2012. Successful Career, Soft Skills and Business English – Varanasi Bhaskara Rao &amp; Y. Kameswari, 1/e, BS Publications, 2010.</p> <p>Personality Development and Soft Skills - Barun K. Mitra  Emotional Intelligence by Daniel Goleman</p>	

**CHHATRAPATI SHAHU INSTITUTE OF BUSINESS  
EDUCATION & RESEARCH KOLHAPUR**  
(An Autonomous Institute under UGC Act)



**DEPARTMENT OF COMPUTER STUDIES**

**STRUCTURE AND SYLLABUS OF  
MASTER OF COMPUTER APPLICATION (MCA)  
Program under the Faculty of Science**

**(Revised and Effective from 2021-22C.B.C.S. Pattern)**

## **MCA SYLLABUS (Effective from 2021-22)**

### **INTRODUCTION:**

The M.C.A. programme is of two-year duration, named as M.C.A. (Part-I), M.C.A. (Part-II), in Faculty of Science. Each year is divided into two semesters for the convenience of teaching and examination. In each semester, there will be teaching for 15 weeks followed by an End-of-Semester (EOS) examination. The teaching for Semesters -I, III will be held between 1st July and 31st October, and the teaching for Semesters-II and IV will be held between 1st December and 31st March.

The students are supposed to undergo summer Internship in organization for 60 days After Semester-II and before Semester-III, they are supposed to submit a report about the same along with organizational certificate. Also they are supposed to present the same in semester-III end semester examination.

### **ELIGIBILITY:**

1. A candidate for being eligible for admission to MCA programme (Faculty of Science) must have passed Bachelors Degree Examination of the Shivaji University or any other University recognized by A.I.U. (Association of Indian Universities) with minimum of **aggregate 50% marks for open category and 45% for Reserve category.**
2. Having studied Mathematics at 12<sup>th</sup> examination or having studied Mathematics as one of the subject at graduation level examination.
3. The candidates who have completed B.C.A. are also eligible.
4. In order to become eligible for admission to MCA programme, the candidate has undergo the process prescribed by DTE-Maharashtra from time to time.

### **DURATION:**

The MCA shall be full time programme and its duration shall be of **Two Years**. The programme consists of Four Semesters. The examination to be held in the First and Second Semester will be called Part – I (First Year), the examination to be held in the Third and Fourth Semester will be called Part – II (Second Year) .

If a candidate fails to clear all the heads of passing (theory papers, practical, term papers and project work etc) within **Six** years of his/her registration, the past performance will stand automatically nullified.

If a candidate discontinues any of the terms (i.e. Semester – I to IV) on any account, will be allowed to complete the incompleting terms in the subsequent years subject to it is within the stipulated time duration of **Six** years.

In addition to the above, once a student's term (Semester) is granted, he/she shall be allowed to appear and pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of **Six** years.

In case the term (Semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination, also within **Six** years of his/her registration.

#### • **Programme Completion with Break in Between :**

A student who has passed M.C.A.–I and is seeking admission to M.C.A.–II after a long gap (Provided the gap lies within the stipulated duration of **Six** years) should complete the programme syllabus which is in existence at the time he has sought the admission for the academic year.

#### ➤ **Programme Educational Objectives (PEO) :**

Within 3-5 years of education, graduates of MCA programme of CSIBER institute will be able to:

1. Design and develop quality software using emerging technologies as per industry standards
2. Exhibit lifelong learning capabilities with concern to drastic changes in emerging technologies.
3. Exhibit successful professional career by providing software solutions for complex problems in a time-bound manner.
4. Adopt themselves to the constantly evolving technology by peer reviewing, by working collaboratively and developing expertise in emerging fields.

## MCA SYLLABUS (Effective from 2021-22)

### ➤ Programme Outcomes

PO 1: Apply the knowledge of computing and mathematics to understand problems in different domains.

PO 2: Analyze problems to identify and understand the requirements appropriate to its solution.

PO 3: Design and develop a computer-based solution to meet desired requirements with understanding of social concerns.

PO 4: Design and conduct experiments to identify alternative solutions and interpret results.

PO 5: Use current tools and techniques, advanced technological frameworks to enhance computing skills.

PO 6: Understanding professional, ethical, legal, security and social issues and responsibilities.

PO 7: Work effectively as an individual and in a team with diverse and multidisciplinary professionals to accomplish a common goal.

PO 8: Communicate effectively, comprehend and write effective reports and make effective presentations.

### ASSESSMENT:

Taking into considerations of the UGC and AICTE requirements SIBER has adopted “Choice Based Credit System.” (CBCS). A course can be either full credit (4 credits) or half credit (2 credits). A full credit course shall be of 60 contact hours duration and a half credit course shall be of 30 contact hours duration.

**For Theory paper of 100 marks (Four credits)** the distribution of the marks will be as follows –

- Internal Marks i.e. Concurrent evaluation - 40 Marks
- External Marks i.e. End of Semester examination - 60 marks

**For Practical paper of 100 marks (Four credits)** the distribution of the marks will be as follows –

- Practical Examination - 40 Marks
- External Marks i.e. End of Semester examination - 60 marks

**For Theory paper of 50 marks (Two credits)** the distribution of the marks will be as follows –

- Internal Marks i.e. Concurrent evaluation - 20 Marks
- External Marks i.e. End of Semester examination - 30 marks

**Breakup of Internal Marks** i.e. Concurrent evaluation -

Sr. No.	Head	Full Credit	Half Credit
1.	Class Participation	10 Marks	05 Marks
2.	Objective Test(Minimum One Test Per Unit)	10 Marks	05 Marks
3.	Seminar /Book Review/ Home Assignment/ Class Assignment	10 Marks	05 Marks
4.	Case Study / Term Paper	10 Marks	05 Marks
5.	<b>Total</b>	<b>40 Marks</b>	<b>20 Marks</b>

The final internal marks will be calculated using the heads shown in above table. **The internal marks obtained by the student has to be disclosed and signed by the student.**

**For Practical examination** of 40 marks there shall be three questions of 15 marks each, the student has to attempt any two. 10 marks reserved for journal.

- Journal marks - 10 Marks
- Practical Marks i.e. End examination - 30 Marks

The practical examination should be considered as one head of passing i.e. 40 marks.

## **MCA SYLLABUS (Effective from 2021-22)**

**For the Project Work** of 100 marks, the distribution of the marks will be as follows –

▪ Internal Examiner	-	30 Marks
▪ External Examiner	-	30 Marks
▪ Seminar/Term Paper/ Industrial Seminar	-	40 Marks

### **For Theory Paper Assessment**

- 1) The assessment of papers will be done by an Internal and External examiner. A difference of more than **20%** in the marks awarded by these examiners would necessitate the valuation of these papers by the Third examiner. The **‘nearest’** highest marks will be considered for determining the average mark of such papers.
- 2) The examiner should submit the marks on separate sheet after completion of on-screen evaluation.
- 3) Once the Student is passed in the internal head of passing (Concurrent evaluation out of 40) in the report submitted to the examination department, the same should be carried forward whenever required.
- 4) The students who failed in the internal head of passing (Concurrent evaluation out of 40) should reappear for the same and the revised marks will be considered further calculation.
- 5) For AEC (Internal Course):

#### **Internal Marks: Out of 50**

- i) Class Participation - 10 Marks
- ii) Quiz/Assignment/Journal - 10 Marks
- iii) Practical courses based on practical examination and for other courses based on viva. - 30 Marks

**(30 marks evaluation done jointly by internal and external examiners.)**

### **STANDARD OF PASSING:**

1. In order to pass in each passing head, a candidate should obtain 50% in the internal marks (Concurrent evaluation), 40% marks in theory, and minimum of 50% of the marks in aggregate.
2. To pass the M.C.A. examination, a candidate will have to pass in all Four Semester in Two Parts i.e. Part – I (Semester – I to II) and Part – II (Semester – III & IV)
3. To pass the Project work / Seminar course/ Term paper a candidate must obtain a minimum of 50% of the total marks. If a candidate fails in the seminar / project report/ term paper and its viva-voce, he/she will be required to complete the particular seminar / project report/ term paper and its viva-voce as a fresh candidate in the subsequent year.
4. A candidate from first year MCA will be eligible to proceed to the semester III ,if he/she is not having more than **five** courses backlog (25% of passing heads) from the first year (i.e. Semester I and II)
5. Semester Performance Index (SPI)/Cumulative Performance Index(CPI) will be as follows.

**MCA SYLLABUS (Effective from 2021-22)****Grading System:****Full Credit 100 Marks**

<b>Grade Table for Trimester/Semester Examination</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
96-100	S+	10.0	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

**Half Credit 50 Marks**

<b>Grade Table for Trimester/Semester Examination</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
48 – 50	S+	10.0	SUPER
46 – 47	S	9.0	
43 – 45	E+	8.5	Exemplary
41 – 42	E	8.0	
38 – 40	O+	7.5	Outstanding
36 – 37	O	7.0	
33 – 35	A+	6.5	Good
31 – 32	A	6.0	
28 – 30	B+	5.5	Average
25 – 27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete



## MCA SYLLABUS (Effective from 2021-22)

2. Final Result: For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated will be as follows.

Total earned grade points / Total credits i.e. 128 credits.

Result		
CPI	Final Grade	Classification of Final Result.
9.0 – 10.0	S	Extraordinary
8.0 – 8.9	E	Excellent
7.0 – 7.9	O	Outstanding
6.0 – 6.9	A	Very Good
5.5 – 5.9	B+	Good
5.0 – 5.4	B	Average
0.0 – 4.9	X	Unsatisfactory (Fail)

**Note:** An aggregate of 5.0 credit points are required to pass the MCA program.

### CALCULATION OF PERFORMANCE INDICES:

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as semester performance index (SPI) and cumulative performance index (CPI), the explanation of which is given below:

#### Semester Performance Index (SPI):

The performance of a student in a semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the semester. If  $g_i$  is a grade with numerical equivalent as  $g_i$  obtained by a student for the course with credit  $C_i$  then, SPI for that semester is calculated using formula.

$$SPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

where summation is for all the courses registered by a student and Semester SPI is calculated to two decimal places and rounded off. SPI once calculated shall never be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

#### Cumulative Performance Index (CPI):

An up-to-date assessment of the overall performance of a student from the first semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first semester of the programme.

$$CPI = \frac{\sum_i C_i g_i}{\sum_i C_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

**MCA SYLLABUS (Effective from 2021-22)**

**GRACE MARKS UNDER DIFFERENT ORDINANCE.**

**S.O. No. 1:-**Grace Marks for Passing in each head of Passing (Theory/Practical/Oral/ Sessional/External).

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing Theory/Practical/Oral/Sessional/ in External examination as follows.

<b>Head of Passing</b>	<b>Grace Marks</b>
Up to – 50	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
And 401 and above.	10

Subject to the following conditions:

The benefit of such gracing marks in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

The benefit of gracing of Marks under this Ordinance shall be applicable only if the candidate passes the entire examination of Semester.

The gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, and CCIII. NCTE, UGC etc.

## **MCA SYLLABUS (Effective from 2021-22)**

### **S.O. No. 2:- Grace Marks for Getting Higher Class**

A Candidate who passes in all the courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Second Class/Higher Second Class or First Class by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, and CCII. NCTE, UGC etc.

### **S.O. No. 3 Condonation**

If a candidate fails in more than one head of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of the examination. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, and CCII. NCTE, UGC etc..

### **BACKLOG:**

1. A candidate will be permitted to proceed to the second Semester unconditionally even though he/she fails in one or more courses of the first semester, provided the first semester term is granted..
2. The students who have a backlog of not more than **five courses (25% of passing heads)** in the First year examination (Semester I & II) will be eligible to be admitted to the Second year (III Semester) of MCA.
3. A Candidate will be permitted to proceed to the Fourth Semester unconditionally even though he/she fails in one or more courses of the third semester, provided the third semester term is granted.

### **Selection of Elective Courses in MCA-II Semester-III and Semester- IV:**

Second year of MCA programme offers dual specialization. In DSE-III and DSE-IV courses of MCA-II(Sem-III) four specializations based on current cutting edge technologies are offered as specializations from which the student has to opt any one specialization each from DSE-III and DSE-IV which will be continued for the remainder of the programme. i.e. the stream opted by the student in DSE-III of MCA-II(Sem-III) shall be continued in DSE-V of MCA-II (Sem-IV) and the stream opted by the student in DSE-IV of MCA-II(Sem-III) shall be continued in DSE-VI of MCA-II (Sem-IV).

### **Evaluation of Summer Industrial Project (SIP):**

For Summer Industrial Project (SIP) distribution of 40 marks for internal evaluation is as follows:

➤ Confidential Report	:	10 Marks
➤ Project Report	:	30 Marks

The project will be evaluated for 60 marks at the end of the third semester jointly by internal and external examiner for 30 marks each.

### **Evaluation of 40 marks of DSE courses:**

All DSE courses will be evaluated practically by internal examiners at the end of semester examination.

**MCA SYLLABUS (Effective from 2021-22)**

**CHHATRPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER)**  
**University Road, Kolhapur – 416 004**  
**Out Line Theory Question paper for all the programmes**  
**(Four Unit Course)**

**Class:**

**Course Name:**

**Time: Three hours**

**Paper no. :**

**Total marks: 60**

**INSTURUCTIONS:**

1. Question no. 1 is **COMPULSORY**
2. Attempt any **FOUR** from Q. No.2 to Q. No.7.
3. Figures to right indicate **FULL** marks

	<b>Marks</b>
<b>Q. 1) Case study / Problems / Program (Based on Unit I to IV)</b>	<b>(12)</b>
<b>Q. 2) Long Question / Brief answer Questions A and B ( Based on Unit I)</b>	<b>(12)</b>
<b>Q. 3) Long Question / Brief answer Questions A and B ( Based on Unit II)</b>	<b>(12)</b>
<b>Q. 4)</b>	<b>(12)</b>
a) Question ( Based on Unit III)	06
b) Question (Based on Unit III)	06
<b>Q. 5)</b>	<b>(12)</b>
a) Question ( Based on Unit IV)	06
b) Question (Based on Unit IV)	06
<b>Q. 6)</b>	<b>(12)</b>
a) Question ( Based on Unit III)	06
b) Question (Based on Unit IV)	06
<b>Q. 7) Write Short answers</b>	<b>(12)</b>
a) Based on Unit I	03
b) Based on Unit II	03
c) Based on Unit III	03
d) Based on Unit IV	03

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**MCA SYLLABUS (Effective from 2021-22)**

**CHHATRPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER)**

**University Road, Kolhapur – 416 004**

**Out Line Theory Question paper for all the programmes**

**(Two Unit Course)**

**Class:**

**Course Name:**

**Time: Two hours**

**Paper no. :**

**Total marks: 30**

**INSTURUCTIONS:**

1. Question no. 1 is **COMPULSORY**
2. Attempt any **THREE** from Q. No.2 to Q. No.5.
3. Figures to right indicate **FULL** marks

	<b>Marks</b>
<b>Q. 1) Case study / Problems / Program (Based on Unit I or II)</b>	<b>(6)</b>
<b>Q. 2) Long Answer Question ( Based on Unit I)</b>	<b>(8)</b>
<b>Q. 3) Long Answer Question ( Based on Unit II)</b>	<b>(8)</b>
<b>Q. 4)</b>	<b>(8)</b>
a) Brief Answer Question ( Based on Unit I)	4
b) Brief Answer Question ( Based on Unit II)	4
<b>Q. 5)</b>	<b>(8)</b>
a) Brief Answer Question ( Based on Unit II)	4
b) Brief Answer Question ( Based on Unit I)	4

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**MCA SYLLABUS (Effective from 2021-22)**

**CHHATRPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER)**  
University Road, Kolhapur – 416 004

**NATURE OF PRACTICAL QUESTION PAPER**

**Time : 2 Hours**

**Total Marks : 40**

**Instructions:**

1. **Attempt any two questions.**
2. **10 Marks are reserved for journal**

	<b>Marks</b>
<b>Q. 1)</b>	<b>(15)</b>
<b>Q. 2)</b>	<b>(15)</b>
<b>Q. 3)</b>	<b>(15)</b>

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**MCA SYLLABUS (Effective from 2021-22)**

**MCA-I Semester-I**

Course Code	Course Name	Credits	Contact Hours	Int. Marks	Pract. Marks	Ext. Marks	Total Marks
CC-101	Computer Architecture and Operating system	4	60	40	--	60	100
CC-102	Software Engineering and Object Oriented Design	4	60	40	--	60	100
CC-103	Design and Analysis of Algorithms	4	60	40	--	60	100
CC-104	Programming with 'C'	4	60	--	40	60	100
CC-105	Web Design and Development	4	60	--	40	60	100
DSE-I (Any One)	A. Programming with Python.	4	60	40	--	60	100
	B. Programming with R.						
AEC-I	a) Cross Platform Skills b) Problem Solving and Logical Skills c) Social Ethics d) Stress Management	2	30	50	--	--	50
<b>Total Credits</b>		<b>26</b>	<b>390</b>	<b>210</b>	<b>80</b>	<b>360</b>	<b>650</b>

**M. C. A. - I Semester-II**

Course Code	Subject	Credits	Hours	Int. Marks	Pract Marks	Ext. Marks	Total Marks
CC-201	Relational Database Management Systems	4	60	40	--	60	100
CC-202	Mathematical & Statistical Foundation	4	60	40	--	60	100
CC-203	Linux Administration & Programming	4	60	40	--	60	100
CC-204	. Net Technologies	4	60	--	40	60	100
CC-205	Core Java	4	60	--	40	60	100
Project-I	Mini Project-I and Term Paper	4	60	40	--	60	100
DSE-II (Any One)	A. Full Stack Web Development	4	60	40	--	60	100
	B. Theoretical Computer Science						
GE- I	A) Fundamentals of Management B) Environment and Development C) Indian Social Problems and Services D) Principles of Economics	2	30	20	--	30	50
AECC-I	Professional Communication Skills	2	30	20	--	30	50
<b>Total Credits</b>		<b>32</b>	<b>480</b>	<b>240</b>	<b>80</b>	<b>480</b>	<b>800</b>

**MCA SYLLABUS (Effective from 2021-22)**

**M. C. A. - II Semester-III**

Specializations given under : DSE-III and DSE-V	Specializations given under : DSE-IV and DSE-VI
DS : Data Science	MT : Mobile Technologies
DT : Dot Net Technologies	WD : Web Technologies
JT : Java Technologies	BC : Block Chain Technologies
DO : Develops Technologies	ST : Software Testing Technologies

Course Code	Course Name	Credits	Hours	Int. Marks	Pract Marks	Ext. Marks	Total Marks
CC-301	Computer Communication and Network	4	60	40	--	60	100
CC-302	Software Project Management and Quality Assurance	4	60	40	--	60	100
CC-303	Cloud Computing	4	60	40	--	60	100
CC-304	Mobile Computing with Android	4	60	--	40	60	100
CC-305	Data and File Structures	4	60	--	40	60	100
Project - II	Industrial Summer Project (60 Days)	4	60	40	--	60	100
DSE-III	DS-I Machine Learning using Python	4	60	40	--	60	100
	DT-I ASP. NET MVC and Entity Framework						
	JT- I Struts and Hibernate Framework						
	DO- I GIT, Docker, CI/ CD with Jenkins Pipeline						
DSE-IV	MT- I Hybrid Mobile App Development using Flutter	4	60	40	--	60	100
	WD- I Advanced Web Technologies						
	BC- I Ethereum Block Chain development with solidity and Truffle						
	ST- I Software Testing Strategies and Techniques						
GE- II	A) Entrepreneurship Development B) Disaster Management C) Corporate Social Responsibility D) Basics of Indian Economy	2	30	20	--	30	50
AECC-II	Employability Skills	2	30	20	--	30	50
	<b>Total Credits</b>	<b>36</b>	<b>540</b>	<b>280</b>	<b>80</b>	<b>540</b>	<b>900</b>



**MCA SYLLABUS (Effective from 2021-22)**

**M. C. A. - II Semester-IV**

Course Code	Course Name	Credits	Hours	Int. Marks	Pract. Marks	Ext. Marks	Total Marks
CC-401	Information Security and Cryptography	4	60	40	--	60	100
CC-402	Internet of Things	4	60	40	--	60	100
CC-403	Block chain Technology	4	60	40	--	60	100
CC-404	Artificial Intelligence	4	60	--	40	60	100
CC-405	Data Warehousing and Data Mining	4	60	--	40	60	100
Project -III	Mini Project-II Industrial Seminars	4	60	40		60	100
DSE-V	DS-II Big Data Analytics	4	60	40	--	60	100
	DT-II Windows Communication Foundation and Web Services						
	JT- II Spring framework (Spring MVC, Spring Boot, Spring Angular, Spring Security )						
	DO- II Container Management Using Kubernetes						
DSE-VI	MT- II iOS and Swift Programming	4	60	40	--	60	100
	WD- II Full Stack Web Development using MEAN Stack and MERN Stack						
	BC- II Decentralized Block Chain App Development on Hyperledger Fabric using Composer						
	ST- II Automated Software Testing						
AEC-II	a) Deployment Skills Open Source Platform Work Ethics b) Organization Behavior	2	30	20		30	50
<b>Total Credits</b>		<b>34</b>	<b>510</b>	<b>260</b>	<b>80</b>	<b>510</b>	<b>850</b>

**Total Credits:**

Semesters	Core Credits	DSE	AEC	GE	AECC	Total
I	5 x 4 = 20	1 x 4 = 4	1 x 2 = 2			26
II	6 x 4 = 24	1 x 4 = 4		1 x 2 = 2	1 x 2 = 2	32
III	6 x 4 = 24	2 x 4 = 8		1 x 2 = 2	1 x 2 = 2	36
IV	6 x 4 = 24	2 x 4 = 8	1 x 2 = 2			34
<b>Total</b>	<b>92</b>	<b>24</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>128</b>
<b>Percentage</b>	<b>71.83</b>	<b>18.75</b>	<b>3.125</b>	<b>3.125</b>	<b>3.125</b>	<b>100</b>
<b>Total marks</b>	<b>2300</b>	<b>600</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>3200</b>

**CHHATRAPATI SHAHU INSTITUTE OF BUSINESS  
EDUCATION & RESEARCH KOLHAPUR**

(An Autonomous Institute under UGC Act)



**DEPARTMENT OF COMPUTER STUDIES**

**STRUCTURE AND SYLLABUS OF  
MASTER OF SCIENCE (CYBER SECURITY)  
Programme  
M.Sc. (Cyber Security)**

**(Revised and Effective from 2021-22 C.B.C.S. Pattern)**

## **M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)**

### **OBJECTIVE:**

To develop a comprehensive and advanced knowledge of Computer Science thereby enabling graduates to perform more effectively in the work place as well as to enhance their research capability.

### **INTRODUCTION:**

The **M.Sc. (Computer Science in Cyber Security)** is offered on full-time basis. The duration of the programme is of two years. Each year is divided into two semesters for the convenience of teaching and evaluation. In each semester, except the last, there will be teaching for 15 weeks followed by end-of-semester examination (EOS). The teaching for Semesters I, and III will be held between 1<sup>st</sup> July to 25<sup>th</sup> November, and the teaching of Semester II will be held between 1<sup>st</sup> January to 25<sup>th</sup> April. Semester IV that is the last semester of the programme, is reserved for industrial project. During this semester a student is expected to work on an industrial project for a period of about 120 days and submit a report to the Examination Department for evaluation.

### **ELIGIBILITY:**

- 1) A candidate for being eligible for admission to **M.Sc. (Computer Science in Cyber Security)** programme (Faculty of Science) must have passed B.C.S., B.Sc. (C.S. with Cyber Security) Degree, B.Sc.(Computer Technology / IT), B.Sc. (Mathematics/ Statistics/Electronics/Physics), B.E./ B.Tech.(C.S.E./ IT), B.C.A. (Science Faculty) or B. Sc. having computer as one of the subjects at final year examination of the Shivaji University or any other University recognized by A.I.U. (Association of Indian Universities) with minimum of 50% marks at the qualifying examination.
- 2) The admission to **M.Sc. (Computer Science in Cyber Security)** programme will be made on the basis of entrance test conducted by the Institute.

### **DURATION:**

The **M.Sc. (Computer Science in Cyber Security)** is a full time TWO years programme consisting of Four Semesters. The pattern of examination will be semester system.

If a candidate fails to clear any of the theory papers, practicals, term papers and project report within **Six** years of his/her registration, the past performance will stand automatically nullified.

If a candidate discontinues any of the terms ( i.e. Semester – I to IV ) will be allowed to complete the term in the subsequent years within the stipulated time duration of **Six** years.

In case the term (Semester) is not granted the student has to seek fresh admission in the next year and complete the term within **Six** years of his/her registration.

#### **• Course Completion with Break in Between :**

A student who has passed First Year and is seeking admission to Second Year after a long gap (provided the gap lies within the stipulated duration of **Six** years) should complete the programme syllabus which is in existence at the time he has sought the admission for the academic year.

## M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)

### Programme Outcomes

PO 1: Apply the knowledge of computing, mathematics, and security fundamentals appropriate to the discipline.

PO 2: Analyse a problem, and identify and formulate the security requirements appropriate to its solution.

PO 3: Design, implement, and evaluate a computer-based solution to meet desired needs with appropriate consideration for society.

PO 4: Design and conduct experiments, as well as to analyse and interpret results.

PO 5: Use current techniques, skills, and modern tools necessary for computing and security practice.

PO 6: Understanding professional, ethical, legal, security and social issues and responsibilities.

PO 7: Function effectively individually and on teams, including diverse and multidisciplinary, to accomplish a common goal.

PO 8: Communicate effectively, comprehend and write effective reports and make effective presentations.

### ASSESSMENT:

- 1) For the theory paper is of 100 marks, the distribution of marks will be–
  - i) Internal Credit(practical/term paper/seminar) - 40 Marks
  - ii) Theory Paper - 60 Marks.
- 2) For the practical paper is of 50 marks, the distribution of marks will be–
  - iii) Practical examination - 40 Marks
  - iv) Journal - 10 Marks
- 3) For Project report (Fourth Semester) the marks willbe:–
  - v) Project Report - 100 Marks
  - vi) Confidential Report - 100 Marks
  - vii) Viva-Voce - 100 Marks
  - viii) Project Presentation. - 100 Marks
- 4) For AEC (Internal Course):

#### Internal Marks: Out of 50

- i) Class Participation - 10 Marks
- ii) Quiz/Assignment/Journal - 10 Marks
- iii) Practical courses based on practical examination and for other courses based on viva. - 30 Marks

**(30 marks evaluation done jointly by internal and external examiners.)**

1. The assessment of papers will be done by an Internal and External examiner. A difference of more than **20%** in the marks awarded by these examiners would necessitate the valuation of these papers by the Third examiner. The '**nearest**' highest marks will be considered for determining the average mark of such papers.
2. The criteria for passing each head is as follows-
  - i. Internal/ Term Work/ Seminar/ Term Paper - 50 %
  - ii. Theory/ Practical/ Project - 40 %
  - iii. Combined head of Passing - 50 %
- 3) If the student fails in Term Work/ Internal Passing Heads, he/she will get a chance to improve it in subsequent semesters. Once the marks of Internal/ Term Work/ Seminar/ Term Paper are submitted to the Examination Department it should be carried forward whenever required. If the student clears internal head of passing he/ she will not be allowed to improve under any circumstances.
- 4) If a candidate fails in any one of head of passing he/she shall appear for only the head in which he/she has failed.

## M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)

Breakup of Internal Marks i.e. Concurrent evaluation –

Sr. No.	Head	Marks
1.	Class Participation	10 Marks
2.	Objective Test (Minimum One Test Per Unit)	10 Marks
3.	Seminar /Book Review/ Home Assignment/ Class Assignment	10 Marks
4.	Case Study / Term Paper	10 Marks
5.	Total	40 Marks

Each student is expected to appear for a minimum **Four** Class Test. The final internal marks will be calculated using the heads shown in above table. **The internal marks obtained by the student has to be disclosed and signed by the student.**

### STANDARD OF PASSING:

- 1) In order to pass in each passing head, a candidate will have to obtain 50% in the internal marks (Concurrent evaluation), 40% marks in theory, and minimum of 50% of the marks in aggregate in passing head.
- 2) To pass the examination, a candidate will have to pass in all Four Semester in Two Parts i.e. Part – I (Semester – I to II) and Part – II (Semester – III & IV).
- 3) To pass the Project work / Seminar course/ Term paper a candidate must obtain a minimum of 50% of the total marks. If a candidate fails in the seminar / project report/ term paper and its viva-voce, he/she will be required to join the particular seminar / project report/ term paper and its viva-voce as a fresh candidate in the subsequent semester.
- 4) A candidate from first year will be eligible to proceed to the semester III ,if he/she is not having more than **FIVE** courses backlog (25% of passing heads) from the first year (i.e. Semester I and II)

### CGPA System:

Full Credit 100 Marks

Grade Table for Trimester/Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
96-100	S+	10	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
--	X	0	Defaulter
--	XX	---	Incomplete

## M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)

Half Credit 50 Marks

Grade Table for Trimester/Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
48 – 50	S+	10.0	SUPER
46 – 47	S	9.0	
43 – 45	E+	8.5	Exemplary
41 – 42	E	8.0	
38 – 40	O+	7.5	Outstanding
36 – 37	O	7.0	
33 – 35	A+	6.5	Good
31 – 32	A	6.0	
28 – 30	B+	5.5	Average
25 – 27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

5. Final Result: For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated as follows.

Total earned grade points / Total credits i.e. 120 credits.

Result		
CPI	Final Grade	Classification of Final Result.
9.0 – 10.0	S	Extraordinary
8.0 – 8.9	E	Excellent
7.0 – 7.9	O	Outstanding
6.0 – 6.9	A	Very Good
5.5 – 5.9	B+	Good
5.0 – 5.4	B	Average
0.0 – 4.9	X	Unsatisfactory (Fail)

### CALCULATION OF PERFORMANCE INDICES:

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as semester performance index (SPI) and cumulative performance index (CPI), the explanation of which is given below:

#### Semester Performance Index (SPI):

The performance of a student in a semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the semester. If GI is a grade with numerical equivalent as  $G_i$  obtained by a student for the course with credit  $C_i$  then, SPI for that semester is calculated using formula.

$$SPI = \frac{\sum C_i G_i}{\sum C_i}$$

Where summation is for all the courses registered by a student in that Semester SPI is calculated to two decimal places and rounded off. SPI once calculated shall never be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

#### Cumulative Performance Index (CPI):

An up-to-date assessment of the overall performance of a student from the first semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is

## M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)

weighted average of the grade points obtained in all the courses registered by a student since the first semester of the programme.

$$CPI = \frac{\sum C_i g_i}{\sum C_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

### GRACE MARKS UNDER DIFFERENT ORDINANCE.

**S.O. No. 1:-** Grace Marks for Passing in each head of Passing (Theory/Practical/Oral/ Sessional/External).

The Examiner shall be given the benefit of grace marks only for passing in each head of Passing (Theory/Practical/Oral/Sessional/ in External examination as follows.

Head of Passing	Grace Marks
Upto -50	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
<b>And 401 and above.</b>	<b>10</b>

Provided that the benefit of such gracing marks in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of Marks under this Ordinance shall be applicable only if the candidate passes the entire examination of Trimester/Semester.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM,CCIII. NCTE, UGC etc.

### **S.O. No. 2:- Grace Marks for getting higher Class**

A Candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Second Class/Higher Second Class or First Class by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM,CCIII. NCTE, UGC etc.

## **M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)**

### **S.O. No. 3 Condonation**

If a candidate fails in more than one head of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of the examination. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM,CCIII. NCTE, UGC etc..

### **BACKLOG:**

- 1) A candidate will be permitted to proceed to the second Semester even though he/she fails in one or more subjects of the first semester, provided the first semester term is granted..
- 2) The students who have a backlog of not more than **Five courses (25% of passing heads)** in the First year examination (Semester I & II) will be eligible to be admitted to the Second year (III Semester) of M.Sc.(C.S.)
- 3) A Candidate will be permitted to proceed to the Fourth Semester even though he/she fails in one or more subjects of the third semester, provided the third semester term is granted.



**M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)**

**CHHATRPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER)**  
**University Road, Kolhapur – 416 004**  
**Out Line Theory Question paper for all the programmes**  
**(Four Unit Course)**

**Class:**

**Course Name:**

**Time: Three hours**

**Paper No. :**

**Total marks: 60**

**INSTURUCTIONS:**

1. Question no. 1 is **COMPULSORY**
2. Attempt any **FOUR** from Q. No.2 to Q. No.7.
3. Figures to right indicate **FULL** marks

	<b>Marks</b>
<b>Q. 1) Case study / Problems / Program (Based on Unit I to IV)</b>	<b>(12)</b>
<b>Q. 2) Long Question / Brief answer Questions A and B ( Based on Unit I)</b>	<b>(12)</b>
<b>Q. 3) Long Question / Brief answer Questions A and B ( Based on Unit II)</b>	<b>(12)</b>
<b>Q. 4)</b>	<b>(12)</b>
a) Question ( Based on Unit III)	06
b) Question (Based on Unit III)	06
<b>Q. 5)</b>	<b>(12)</b>
a) Question ( Based on Unit IV)	06
b) Question (Based on Unit IV)	06
<b>Q. 6)</b>	<b>(12)</b>
a) Question ( Based on Unit III)	06
b) Question (Based on Unit IV)	06
<b>Q. 7) Write Short answers</b>	<b>(12)</b>
a) Based on Unit I	03
b) Based on Unit II	03
c) Based on Unit III	03
d) Based on Unit IV	03

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**M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)**

**CHHATRPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER)**

**University Road, Kolhapur – 416 004**

**Out Line Theory Question paper for all the programmes**

**(Two Unit Course)**

**Class:**

**Course Name:**

**Time: Two hours**

**Paper No. :**

**Total marks: 30**

**INSTURUCTIONS:**

1. Question no. 1 is **COMPULSORY**
2. Attempt any **THREE** from Q. No.2 to Q. No.5.
3. Figures to right indicate **FULL** marks

	<b>Marks</b>
<b>Q. 1) Case study / Problems / Program (Based on Unit I or II)</b>	<b>(6)</b>
<b>Q. 2) Long Answer Question ( Based on Unit I)</b>	<b>(8)</b>
<b>Q. 3) Long Answer Question ( Based on Unit II)</b>	<b>(8)</b>
<b>Q. 4)</b>	<b>(8)</b>
a) Brief Answer Question ( Based on Unit I)	4
b) Brief Answer Question ( Based on Unit II)	4
<b>Q. 5)</b>	<b>(8)</b>
a) Brief Answer Question ( Based on Unit II)	4
b) Brief Answer Question ( Based on Unit I)	4

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**M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)**

**CHHATRPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER)  
University Road, Kolhapur – 416 004**

**NATURE OF PRACTICAL QUESTION PAPER**

**Time : 2 Hours**

**Total Marks : 50**

**Instructions:**

1. Attempt any two questions.
2. 10 Marks are reserved for journal

	<b>Marks</b>
Q. 1)	(20)
Q. 2)	(20)
Q. 3)	(20)

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## M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)

### M. Sc. (Cyber Security) Semester-I

Course Code	Course Name	Credits	Contact hours	Int./Pract. Marks	EOS marks	Total Marks
CC-101	Operating System	4	60	40	60	100
CC-102	Database Management System	4	60	40	60	100
CC-103	Mathematical Foundation for Security	4	60	40	60	100
CC-104	Python Programming	4	60	40	60	100
CC-105	Secure Programming using C	4	60	40	60	100
DSE-I	A. Secure Software Design	4	60	40	60	100
	B. Identity Access and Management					
AEC- I	a) Cross Platform Skills b) Problem Solving and Logical Skills c) Social Ethics d) Stress Management	2	30	20	30	50
LAB-I	Python Programming	2	60	--	50	50
LAB-II	Secure Programming using C	2	60	--	50	50
	<b>Total</b>	<b>30</b>	<b>510</b>	<b>260</b>	<b>490</b>	<b>750</b>

### M. Sc. (Cyber Security) Semester-II

Course Code	Course Name	Credits	Contact hours	Int./Pract. Marks	EOS marks	Total Marks
CC-201	Ethical Hacking	4	60	40	60	100
CC-202	Information Security and Cryptography	4	60	40	60	100
CC-203	Cloud Computing and Security	4	60	40	60	100
CC-204	Web Development	4	60	40	60	100
CC-205	Communication Network & Programming	4	60	40	60	100
DSE-II	A. Machine Learning for Security	4	60	40	60	100
	B. Java for Cyber Security					
GE- I	a) Fundamentals of Management b) Environment and Development c) Indian Social Problems and Services d) Principles of Economics	2	30	20	30	50
AECC-I	Professional Communication Skills	2	30	20	30	50
LAB-III	Web Development	2	60	--	50	50
LAB-IV	Network Programming	2	60	--	50	50
	<b>Total</b>	<b>32</b>	<b>540</b>	<b>280</b>	<b>520</b>	<b>800</b>

## M.Sc.(Cyber Security) SYLLABUS (Effective from 2021-22)

### M. Sc. (Cyber Security) Semester-III

Course Code	Course Name	Credits	Contact hours	Int./Pract. Marks	EOS marks	Total Marks
CC-301	Cyber Crime and Law	4	60	40	60	100
CC-302	Mobile and Wireless Security	4	60	40	60	100
CC-303	Fundamentals of Block Chain and Crypto Currency	4	60	40	60	100
CC-304	Linux Administration	4	60	40	60	100
CC-305	Penetration Testing	4	60	40	60	100
DSE-III	a) Web Security	4	60	40	60	100
	b) Digital Forensics					
GE-II	a. Entrepreneurship Development b. Disaster Management c. Corporate Social Responsibility d. Basics of Indian Economy	2	30	20	30	50
AEC-II	a. Deployment Skills b. Open Source Platform c. Work Ethics d. Organization Behavior	2	30	50	00	50
AECC- II	Employability Skill	2	30	20	30	50
LAB-V	Linux Administration	2	60	--	50	50
LAB-VI	Penetration Testing	2	60	--	50	50
	<b>Total</b>	<b>34</b>	<b>570</b>	<b>330</b>	<b>520</b>	<b>850</b>

### Semester-IV

Course Code	Course Name	Credits	Contact hours	Int./Pract. Marks	EOS marks	Total Marks
CC-401	Industrial Project Report	4	120	--	100	100
CC-402	Industrial Project Viva	4	120	--	100	100
CC-403	Industrial Project Presentation	4	120	--	100	100
CC-404	Industrial Confidential Report	4	120	--	100	100
	<b>Total</b>	<b>16</b>	<b>480</b>	<b>--</b>	<b>400</b>	<b>400</b>

### Credit Table

Courses	Semester-I	Semester-II	Semester-III	Semester-IV	Total Credits	Percentage
Core	5 x 4 = 20 2 x 2 = 4	5 x 4 = 20 2 x 2 = 4	5 x 4 = 20 2 x 2 = 4	4 x 4 = 16	88	78.57%
DSE	1 x 4 = 4	1 x 4 = 4	1 x 4 = 4	--	12	10.72%
GE	--	1 x 2 = 2	1 x 2 = 2	--	4	03.57%
AEC	1 x 2 = 2	--	1 x 2 = 2	--	4	03.57%
AECC	--	1 x 2 = 2	1 x 2 = 2	--	4	03.57%
<b>Total Credits</b>	<b>30</b>	<b>32</b>	<b>34</b>	<b>16</b>	<b>112</b>	<b>100 %</b>
<b>Marks</b>	<b>750</b>	<b>800</b>	<b>800</b>	<b>400</b>	<b>2750</b>	<b>--</b>

**CHHATRAPATI SHAHU INSTITUTE OF BUSINESS  
EDUCATION & RESEARCH KOLHAPUR**  
(An Autonomous Institute under UGC Act.)



**DEPARTMENT OF COMPUTER STUDIES**

**STRUCTURE AND SYLLABUS OF  
Master of Science (Computer Science)  
Programme  
M.Sc. (Comp.Sci.)**

**Revised and Effective from 2021-22 C.B.C.S. Pattern**

## **M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)**

### **OBJECTIVE:**

To develop a comprehensive and advanced knowledge of Computer Science thereby enabling graduates to perform more effectively in the work place as well as to enhance their research capability.

### **INTRODUCTION:**

The M. Sc. is offered on full-time basis. The programme is of two years (full time) duration, named as M. Sc. (Computer Science). Each year is divided into two semesters for the convenience of teaching and evaluation examination. In each semester, except the last, there will be teaching for 15 weeks followed by end-of-semester examination (EOS). The teaching for Semesters I, and III will be held between 1<sup>st</sup> July to 25<sup>th</sup> November, and the teaching of Semester II will be held between 1<sup>st</sup> January to 25<sup>th</sup> April. Semester IV that is the last semester of the programme, is reserved for research/industry project. During this semester a student is expected to work on a research/ software development project for a period of about 120 days and submit a report to the Examination Department for evaluation..

### **ELIGIBILITY:**

1. A candidate for being eligible for admission to M.Sc. (COMPUTER SCIENCE) programme (Faculty of Science) must have passed B.C.S., B.Sc. (Computer Science) Degree, B.Sc.(Computer Technology / IT), B.Sc. (Mathematics), B.Sc. (Statistics) , B.Sc.(Electronics), B.Sc.(Physics), B.C.A. (Science Faculty) or B. Sc. Having computer as one of the subject at graduation level Examination of the Shivaji University or any other University recognized by A.I.U. (Association of Indian Universities) with minimum of 50% marks at the final year of examination.
2. The admission to M.Sc. programme will be made on the basis of entrance test conducted by the Institute.
3. The knowledge of Mathematics, Statistics or quantitative techniques up to the level of 12th std. is desirable.

### **DURATION:**

M.Sc. (Computer Science) is a full time programme of **TWO** Years duration. The programme consists of Four Semesters. The examination to be held in the First and Second Semester will be called Part – I (First Year) and the examination to be held in the Third and Fourth Semester will be called Part – II (Second Year)

If a candidate fails to clear all heads of passing within **Six** years of his/her registration, the past performance will stand automatically nullified.

If a candidate discontinues any of the terms ( i.e. Semester – I to IV ) on any account, will be allowed to complete the incompleting terms in the subsequent years subject to it is within the stipulated time duration of **Six** years.

In addition to the above, once a student's term (Semester) is granted, he/she shall be allowed to appear and pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of **Six** years.

In case the term (Semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination also within **Six** years of his/her registration.

## M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)

### • Programme Completion with Break in Between:

A student who has passed M.Sc. (Computer Science) – I and is seeking admission to M.Sc. (Computer Science) – II after a long gap (Provided the gap lies within the stipulated duration of **Six** years) should complete the course syllabus which is in existence at the time he has sought the admission for the second year.

### ASSESSMENT:

Taking into considerations of the UGC and AICTE requirements SIBER has adopted “Choice Based Credit System.” (CBCS). A course can be either full credit (4 credits) or half credit (2 credits). A full credit course shall be of 60 contact hours duration and a half credit course shall be of 30 contact hours duration.

**For Theory paper of 100 marks (Four credits)** the distribution of the marks will be as follows –

- Internal Marks i.e. Concurrent evaluation - 40 Marks
- External Marks i.e. End of Semester examination - 60 marks

**For Theory paper of 50 marks (Two credits)** the distribution of the marks will be as follows –

- Internal Marks i.e. Concurrent evaluation - 20 Marks
- External Marks i.e. End of Semester examination - 30 marks

**Breakup of Internal Marks** i.e. Concurrent evaluation -

Sr. No.	Head	Full Credit	Half Credit
1.	Class Participation	10 Marks	05 Marks
2.	Objective Test(Minimum One Test Per Unit)	10 Marks	05 Marks
3.	Seminar /Book Review/ Home Assignment/ Class Assignment	10 Marks	05 Marks
4.	Case Study / Term Paper	10 Marks	05 Marks
5.	Total	40 Marks	20 Marks

The final internal marks will be calculated using the heads shown in above table. **The internal marks obtained by the student have to be disclosed and signed by the student.**

**For Practical examination** of 50 marks there shall be three questions of 20 marks each, the student has to attempt any two. 10 marks reserved for journal.

- Journal marks - 10 Marks
- Practical Marks i.e. End examination - 40 Marks

The practical examination should be considered as one head of passing i.e. 40 marks.

**For the Project Work** of 100 marks, the distribution of the marks will be as follows –

- Internal Examiner - 30 Marks
- External Examiner - 30 Marks
- Seminar/Term Paper/ Industrial Seminar - 40 Marks

### For Theory Paper Assessment

1. The assessment of papers will be done by an Internal and External examiner. A difference of more than **20%** in the marks awarded by these examiners would necessitate the valuation of these papers by the Third examiner. The ‘**nearest**’ highest marks will be considered for determining the average mark of such papers.



## **M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)**

2. Once the Student is passed in the internal head of passing (Concurrent evaluation out of 40) in the report submitted to the examination department, the same should be carried forward whenever required.
3. The students who failed in the internal head of passing (Concurrent evaluation out of 40) should reappear for the same and the revised marks will be considered further calculation.
4. There shall be seven questions of which question no.1 and 7 shall be compulsory and from question no. 2 to 6 student has to attempt any 3. Equal weightage should be given to each unit.

### **5. For AEC (Internal Course):**

#### **Internal Marks: Out of 50**

- |  |            |
|--|------------|
| i) Class Participation   | - 10 Marks |
| ii) Quiz/Assignment/Journal  | - 10 Marks |
| iii) Practical courses based on practical examination and for other courses based on viva. | - 30 Marks |

**(30 marks evaluation done jointly by internal and external examiners.)**

### **STANDARD OF PASSING:**

1. In order to pass in each passing head, a candidate should obtain 50% in the internal marks (Concurrent evaluation), 40% marks in theory, and minimum of 50% of the marks in aggregate in passing head.
2. To pass the M.C.A. examination, a candidate will have to pass in all Four Semester in Two Parts i.e. Part – I (Semester – I to II) and Part – II (Semester – III & IV)
3. To pass the Project work / Seminar course/ Term paper a candidate must obtain a minimum of 50% of the total marks. If a candidate fails in the seminar / project report/ term paper and its viva-voce, he/she will be required to complete the particular seminar / project report/ term paper and its viva-voce as a fresh candidate in the subsequent year.
4. A candidate from first year MCA will be eligible to proceed to the semester III ,if he/she is not having more than five courses backlog (25% of passing heads) from the first year (i.e. Semester I and II)
6. Semester Performance Index (SPI)/Cumulative Performance Index(CPI) will be as follows.

**M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)****Grading System:****Full Credit 100 Marks**

<b>Grade Table for Trimester/Semester Examination</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
96-100	S+	10.0	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

**Half Credit 50 Marks**

<b>Grade Table for Trimester/Semester Examination</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
48 – 50	S+	10.0	SUPER
46 – 47	S	9.0	
43 – 45	E+	8.5	Exemplary
41 – 42	E	8.0	
38 – 40	O+	7.5	Outstanding
36 – 37	O	7.0	
33 – 35	A+	6.5	Good
31 – 32	A	6.0	
28 – 30	B+	5.5	Average
25 – 27	B	5.0	
--	X	0.0	Defaulter
--	XX	---	Incomplete

## M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)

6. Final Result: For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated will be as follows.

Total earned grade points / Total credits i.e. 126 credits.

Result		
CPI	Final Grade	Classification of Final Result.
9.0 – 10.0	S	Extraordinary
8.0 – 8.9	E	Excellent
7.0 – 7.9	O	Outstanding
6.0 – 6.9	A	Very Good
5.5 – 5.9	B+	Good
5.0 – 5.4	B	Average
0.0 – 4.9	X	Unsatisfactory (Fail)

**Note:** An aggregate of 5.0 credit points are required to pass the MCA program.

### CALCULATION OF PERFORMANCE INDICES:

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as semester performance index (SPI) and cumulative performance index (CPI), the explanation of which is given below:

#### Semester Performance Index (SPI):

The performance of a student in a semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the semester. If  $G_i$  is a grade with numerical equivalent as  $G_i$  obtained by a student for the course with credit  $C_i$  then, SPI for that semester is calculated using formula.

$$SPI = \frac{\sum C_i G_i}{\sum C_i}$$

Where summation is for all the courses registered by a student in that Semester SPI is calculated to two decimal places and rounded off. SPI once calculated shall never be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

#### Cumulative Performance Index (CPI):

An up-to-date assessment of the overall performance of a student from the first semester till completion of the programme is obtained by calculating an index called as Cumulative Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first semester of the programme.

$$CPI = \frac{\sum C_i G_i}{\sum C_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

## **M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)**

### **GRACE MARKS UNDER DIFFERENT ORDINANCE.**

**S.O. No. 1:-**Grace Marks for Passing in each head of Passing (Theory/Practical/Oral/ Sessional/External).

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing Theory/Practical/Oral/Sessional/ in External examination as follows.

<b>Head of Passing</b>	<b>Grace Marks</b>
Up to – 50	2
051-100	3
101-150	4
151-200	5
201-250	6
251-300	7
301-350	8
351-400	9
And 401 and above.	10

Provided that the benefit of such gracing marks in different heads of passing shall not exceed 1% of the aggregate marks in that examination.

Provided further that the benefit of gracing of Marks under this Ordinance shall be applicable only if the candidate passes the entire examination of Semester.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, and CCIII. NCTE, UGC etc.

### **S.O. No. 2:- Grace Marks for getting higher Class**

A Candidate who passes in all the courses and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Second Class/Higher Second Class or First Class by marks not more 1% of the aggregate marks of that examination or up to 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed.

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, and CCIII. NCTE, UGC etc.

## **M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)**

### **S.O. No. 3 Condonation**

If a candidate fails in more than one head of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of the examination. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as AICTE, MCI, Bar Council, CCIM, and CCII. NCTE, UGC etc..

### **BACKLOG:**

1. A candidate will be permitted to proceed to the second Semester even though he/she fails in one or more courses of the first semester, provided the first semester term is granted..
2. The students who have a backlog of not more than **five courses (25% of passing heads)** in the First year examination (Semester I & II) will be eligible to be admitted to the Second year (III Semester) of M.Sc. (Comp. Sci.)
3. A Candidate will be permitted to proceed to the Fourth Semester even though he/she fails in one or more courses of the third semester, provided the third semester term is granted.

## **M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)**

### **Program Specific Outcomes (PSO)**

**PSO1.** Demonstrate knowledge about computer science concepts and solutions effectively and professionally

**PSO2.** Use and application of computing knowledge to produce effective designs and solutions for problem under consideration.

**PSO3.** Use of modern software development tools, systems, and platforms effectively and efficiently.

### **Program Outcomes (PO)**

**PO1 :** Provide Sound theoretical knowledge to understand computer science concepts.

**PO2 :** Analyse the given problem to get clear idea about what should be done and prepare alternatives solutions for the given problem.

**PO3:** Design and develop complete solution using computer system to solve the given problem.

**PO4:** use modern tools to design and develop the solution and verify and validate the solution.

**PO5 :** Develop ability to work in a team as a responsible member and/or leader in a diversified team.

**PO6 :** Inculcate lifelong learning ability to learn and understand new methods, techniques and tools for solving complex problems.

**PO7 :** Develop research attitude to contribute new concepts, ideas, tools, techniques and methods to the field of computer science.

**M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)**

**CHHATRPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER)**  
University Road, Kolhapur – 416 004  
Out Line Theory Question paper for all the programmes  
(Four Unit Course)

**Class:**

**Course Name:**

**Time: Three hours**

**Paper no. :**

**Total marks: 60**

**INSTURUCTIONS:**

1. Question no. 1 is **COMPULSORY**
2. Attempt any **FOUR** from Q. No.2 to Q. No.7.
3. Figures to right indicate **FULL** marks

	<b>Marks</b>
<b>Q. 1) Case study / Problems / Program (Based on Unit I to IV)</b>	<b>(12)</b>
<b>Q. 2) Long Question / Brief answer Questions A and B ( Based on Unit I)</b>	<b>(12)</b>
<b>Q. 3) Long Question / Brief answer Questions A and B ( Based on Unit II)</b>	<b>(12)</b>
<b>Q. 4)</b>	<b>(12)</b>
a) Question ( Based on Unit III)	06
b) Question (Based on Unit III)	06
<b>Q. 5)</b>	<b>(12)</b>
a) Question ( Based on Unit IV)	06
b) Question (Based on Unit IV)	06
<b>Q. 6)</b>	<b>(12)</b>
a) Question ( Based on Unit III)	06
b) Question (Based on Unit IV)	06
<b>Q. 7) Write Short answers</b>	<b>(12)</b>
a) Based on Unit I	03
b) Based on Unit II	03
c) Based on Unit III	03
d) Based on Unit IV	03

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**M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)**

**CHHATRPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER)**

**University Road, Kolhapur – 416 004**

**Out Line Theory Question paper for all the programmes**

**(Two Unit Course)**

**Class:**

**Course Name:**

**Time: Two hours**

**Paper no. :**

**Total marks: 30**

**INSTURCTIONS:**

1. Question no. 1 is **COMPULSORY**
2. Attempt any **THREE** from Q. No.2 to Q. No.5.
3. Figures to right indicate **FULL** marks

	<b>Marks</b>
<b>Q. 1) Case study / Problems / Program (Based on Unit I or II)</b>	<b>(6)</b>
<b>Q. 2) Long Answer Question ( Based on Unit I)</b>	<b>(8)</b>
<b>Q. 3) Long Answer Question ( Based on Unit II)</b>	<b>(8)</b>
<b>Q. 4)</b>	<b>(8)</b>
a) Brief Answer Question ( Based on Unit I)	4
b) Brief Answer Question ( Based on Unit II)	4
<b>Q. 5)</b>	<b>(8)</b>
a) Brief Answer Question ( Based on Unit II)	4
b) Brief Answer Question ( Based on Unit I)	4

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**M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)**

**CHHATRPATI SHAHU INSTITUTE OF BUSINESS EDUCATION AND RESEARCH (CSIBER)  
University Road, Kolhapur – 416 004**

**NATURE OF PRACTICAL QUESTION PAPER**

**Time : 2 Hours**

**Total Marks : 50**

**Instructions:**

1. **Attempt any two questions.**
2. **10 Marks are reserved for journal**

	<b>Marks</b>
Q. 1)	(20)
Q. 2)	(20)
Q. 3)	(20)

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## M.Sc.(Computer Sci.) SYLLABUS (Effective from 2021-22)

### M.Sc. (Computer Science) Part-I Semester – I

Course Code	Course Name	Credits	Contact hours	Int. /Pract. Marks	EOS marks	Total Marks
CC-101	Computer Organization and Architecture	4	60	40	60	100
CC-102	Software Engineering and Project Management	4	60	40	60	100
CC-103	Design and Analysis of Algorithms	4	60	40	60	100
CC-104	Object Oriented Programming with C++	4	60	40	60	100
CC-105	Web Design and Development	4	60	40	60	100
LAB-I	Based on CC-104	2	45	10	40	50
LAB-II	Based on CC-105	2	45	10	40	50
DSE-I	A. Theoretical Computer Science (TCS)	4	60	40	60	100
	B. Cloud Computing					
	C. Information Security & Cryptography					
AEC-I	a)Cross Platform Skills b)Problem Solving and Logical Skills c)Social Ethics d)Stress Management	2	30	50	--	50
		<b>30</b>	<b>480</b>	<b>310</b>	<b>440</b>	<b>750</b>

### M.Sc. (Computer Science) (Part-I) Semester – II

Course Code	Course Name	Credits	Contact hours	Int./Pract. Marks	EOS marks	Total Marks
CC-201	Operating Systems	4	60	40	60	100
CC-202	Linux Administration and Programming	4	60	40	60	100
CC- 203	Database Management System	4	60	40	60	100
CC- 204	Java Programming	4	60	40	60	100
CC-205	Data and File Structures	4	60	40	60	100
LAB-III	Based on CC-204	2	30	--	50	50
LAB-IV	Based on CC-205	2	30	--	50	50
Project-I	Mini Project and Viva-Voce	4	60	40	60	100
DSE-II	a) Big Data and Hadoop b) Computer graphics c) Ethical Hacking and Network Defense	4	60	40	60	100
GE-I	a) Fundamentals of Management b) Environment and Development c) Indian Social Problems and Services d) Principles of Economics	2	30	20	30	50
AECC-I	Professional Communication Skills	2	30	20	30	50
		<b>36</b>	<b>540</b>	<b>320</b>	<b>580</b>	<b>900</b>

**M.Sc. (Computer Science) (Part-II) Semester –III**

Course Code	Course Name	Credits	Contact hours	Int./Pract. Marks	EOS marks	Total Marks
CC-301	Computer Networks	4	60	40	60	100
CC-302	Artificial Intelligence	4	60	40	60	100
CC-303	Data Warehousing and Data Mining	4	60	40	60	100
CC-304	.NET programming	4	60	40	60	100
CC-305	Mobile Computing	4	60	40	60	100
LAB-V	Based on CC-304	2	30	--	50	50
LAB-VI	Based on CC-305	2	30	--	50	50
DSE-III	a) Advanced Java b) Advanced Data Analytics c) Cryptanalysis	4	60	40	60	100
GE-II	a) Entrepreneurship Development b) Disaster Management d) Corporate Social Responsibility e) Basics of Indian Economy	2	30	20	30	50
AEC-II	f) Deployment Skills g) Open Source Platform h) Work Ethics i) Organization Behavior	2	30	50	00	50
AECC- II	Employability Skills	2	30	50	00	50
		<b>34</b>	<b>510</b>	<b>380</b>	<b>470</b>	<b>850</b>

**M.Sc. (Computer Science) (Part-II) Semester –IV**

Course No.	Project Component Name	Credit	Hours	Nature of EOS exam.	Total
CC-4.1	Project report	<b>12</b>	<b>728/2 = 364</b>	Report Documentation	100
CC-4.2	Confidential Report			Report From Industry	100
CC-4.3	Viva-Voce			Viva –Voce	100
CC-4.4	Project presentation			Project Presentation	100
	<b>Total</b>	<b>12</b>	<b>364</b>		<b>400</b>

**Total Credits:**

Semesters	Core Credits	DSE	GE	AEC	AECC	Total
I	5 x 4 = 20 (Pract.)2x 2 = 04	1 x 4= 4	--	1 x 2= 2	--	<b>30</b>
II	5x 4 = 20 (Pract.) 2x 2 = 04 (Project)4x1 = 04	1 x 4= 4	1 x 2= 2	--	1 x 2= 2	<b>36</b>
III	5x 4 = 16 (Pract.)2x 2 = 04	1 x 4= 4	1 x 2= 2	1 x 2= 2	1 x 2= 2	<b>34</b>
IV	12	--	--	--	--	<b>12</b>
<b>Total</b>	<b>88</b>	<b>12</b>	<b>04</b>	<b>04</b>	<b>04</b>	<b>112</b>
<b>Percentage</b>	<b>76.92</b>	<b>11.53</b>	<b>3.85</b>	<b>3.85</b>	<b>3.85</b>	<b>100</b>
<b>Total Marks</b>	<b>2300</b>	<b>300</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>2900</b>

New Template



**C. S. I. B. E. R.**

**Kolhapur-4**

**M.Sc.(Quantitative Economics)**

**Under**

**Faculty of Science**

**2019-20**

**(Under Choice Based Credit System: C.B.C.S)**

### **Program Objective (PO)**

**The Course is having following Program Objective:**

Develop Data Analysts with sound Economic, Quantitative, and Software application skills.

### **Program Specific Outcome (PSOs)**

The specific objectives of the Master's degree course are:

**PSO 1:** To provide training in Quantitative Techniques for analysing economic problems

**PSO 2:** To train the students in the use of economic software packages

**PSO 3:** To prepare the students for placement as economic analysts in banks, financial institutions and Govt. organizations

**PSO 4:** To provide all the skills and knowledge for making the student an applied economist

**STRUCTURE OF M. SC. (QUANTITATIVE ECONOMICS)  
2019-20**

**SEMESTER-I**

<b>Sub. Code</b>	<b>Subject</b>	<b>Credits</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
CC-101	History of Economic Thought	4	60	40	60	100
CC-102	Microeconomics	4	60	40	60	100
CC-103	Mathematics for Economic Analysis	4	60	40	60	100
DSE-101 (Any one)	DSE-101-A Statistical Methods for Economics DSE-102-B Demography	4	60	40	60	100
GE-101 (Any one)	GE-101-A Environment & Development GE-101-B Office Automation GE-101-C Fundamentals of Management GE-101-D Indian Social Problems & Services	4	60	40	60	100
AEC-101	AEC-101-A: Introduction to Ms-Excel	4	60	40	60*	100
	<b>Total Credits</b>	<b>24</b>	<b>360</b>	<b>240</b>	<b>360</b>	<b>600</b>

\*There will be no written exam for AEC-101-A. However, there will be external evaluation at the end of the semester which will be coordinated by the department.

**SEMESTER-II**

<b>Sub. Code</b>	<b>Subject</b>	<b>Credits</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
CC201	Macroeconomics	4	60	40	60	100
CC202	Mathematical Economics	4	60	40	60	100
CC203	Public Finance and Policy	4	60	40	60	100
DSE-201 (Any One)	DSE-201-A Indian Economic Development & Policy (Seminar) DSE-201-B Economics of Banking & Insurance (Seminar)	4	60	100	-	100
GE-201 (Any one)	GE-201-A Disaster Management GE-201-B Management Information System GE-201-C Fundamentals of Accounting GE-201-D Social Welfare Administration	4	60	40	60	100
AEC-201	AEC-201-A: Introduction to SPSS	4	60	40	60*	100
	<b>Total Credits</b>	<b>24</b>	<b>360</b>	<b>300</b>	<b>300</b>	<b>600</b>

\*There will be no written exam for AEC-101-A. However, there will be external evaluation at the end of the semester which will be coordinated by the department.

**SEMESTER-III**

<b>Sub. Code</b>	<b>Subject</b>	<b>Credits</b>	<b>Contact Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
CC301	International Economics	4	60	40	60	100
CC302	Econometrics-I	4	60	40	60	100
CC303	Research Methods in Economics (Seminar)	4	60	100	-	100
CC304	Economics of Growth and Development	4	60	40	60	100
DSE 301 (Any one)	DSE-301-A Industry & Labour Economics DSE-301-B Environmental Economics DSE-301-C Monetary Economics	4	60	40	60	100
GE 301 (Any one)	GE-301-A Sustainable Agriculture GE-301-B E-Commerce GE-301-C Entrepreneurship Development GE 301-D Fundamentals of Counseling	4	60	40	60	100
AEC-301	AEC-301-A: R-Programming	4	60	40	60*	100
	<b>Total Credits</b>	<b>28</b>	<b>420</b>	<b>340</b>	<b>360</b>	<b>700</b>

\*There will be no written exam for AEC-101-A. However, there will be external evaluation at the end of the semester which will be coordinated by the department.

**SEMESTER-IV**

<b>Sub. Code</b>	<b>Subject</b>	<b>Credits</b>	<b>Hours</b>	<b>Int. Marks</b>	<b>Ext. Marks</b>	<b>Total Marks</b>
CC401	Agriculture Economics	4	60	40	60	100
CC402	Indian Financial Institutions and Markets (Seminar)	4	60	100	-	100
CC403	Econometrics- II	4	60	40	60	100
CC404	Project Work& Viva-Voce	4	60	40	60	100
DSE 401 (Any one)	DSE-401-A Financial Economics DSE- 401-B Managerial Economics DSE- 401-C Welfare Economics	4	60	40	60	100
GE-401	GE-401-A Land and Watershed Management GE-401-B Database Management System GE- 401-C Business Ethics GE-401-D Basics of Social Legislation	4	60	40	60	100
AEC-401	AEC-401-A: Python Programming	4	60	40	60*	100
	<b>Total Credits</b>	<b>28</b>	<b>420</b>	<b>380</b>	<b>420</b>	<b>700</b>

\*There will be no written exam for AEC-101-A. However, there will be external evaluation at the end of the semester which will be coordinated by the department.

### Total Credits

<b>Semesters</b>	<b>Sem.- I</b>	<b>Sem.- II</b>	<b>Sem. III</b>	<b>Sem. IV</b>	<b>Total</b>
<b>Credits</b>	24	24	28	28	<b>104</b>
<b>Marks</b>	600	600	700	700	<b>2600</b>



# CHHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION & RESEARCH

An Autonomous Institute under UGC, New Delhi

College with Potential For Excellence Phase III

Reaccredited by NAAC with A+ Grade



Syllabus For  
**M.S.W.- Master of Social Work**  
**CBCS System**

Syllabus to be revised from the academic year 2021-2022

**University Road, Kolhapur (Maharashtra) India – 416004**

[www.siberindia.edu.in](http://www.siberindia.edu.in)

[director@siberindia.edu.in](mailto:director@siberindia.edu.in)

**0231-2535405**

**0231-2535406**

# MSW- CBCS SYLLABUS 2021-22

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## MASTER OF SOCIAL WORK (M.S.W.) PROGRAMME OUTCOMES (POs)

1. **Conceptual Knowledge:** Graduates will be able to conceptualize, organize, analyse and resolve complex social problems by using their domain knowledge of social work methods.
2. **Social Commitment:** Demonstrate ethical and professional behavior in social work practice
3. **Leadership & Innovation Skills:** Graduates will be able to adopt and adapt the contemporary trends in their domain area as well as innovations, emerging technology and global changes while leading and managing social work services
4. **Soft Skills:** Graduates will practice and perform effective communication skills and soft skills under various social situations.
5. **Social Entrepreneurial Skills:** Graduates will be able to identify, assess and shape entrepreneurial opportunities and evaluate their potential for starting an enterprise
6. **Effective Citizenship:** Graduates will demonstrate empathetic social concern and equity centred national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.
7. **Self-directed and life long learning:** Graduates will be able to engage in continuous learning for professional growth and development
8. **Environment and sustainability:** Graduates will gain ability to take decisions keeping in mind the need for sustainable and holistic development.
9. **Scientific Temper:** - Gaining aptitude for research for contribution to knowledge enterprise and documentation of social work theory and practice.
10. **Stakeholder Concern:** Graduates will address ethical, legal and cultural issues of organization and society by utilizing their conceptual knowledge
11. **Problem solving:** Graduates will possess and use competencies in quantitative and qualitative techniques for problem solving in their respective functional areas.

## MSW Programm Rules & Regulation

### I. General Rules :

*\* The following rules and regulations are subject to modification as per changing norms of UGC.*

1. Every candidate for the Master of Social Work (MSW) must have obtained the Bachelor's Degree of the Shivaji University in any faculty or a Bachelor's Degree of any other University recognized as equivalent to the Bachelor's Degree of the Shivaji University. General candidates should have at least 45% aggregate marks & 40% for reserved candidates. PREFERENCE shall be given to those possessing a degree in Social Work (BSW) and other Social Sciences.
2. The course of the study for the degree of Master of Social Work shall be full time course and its duration shall be of two years. The course consists of four Semesters. At the end of each Semester there shall be an examination. The examination to be held in the First and Second Semester will be called Part – I Examination and the Examination to be held in the Third and Fourth Semesters will be called Part – II Examination.
3. The M.S.W. Part-I course shall provide for basic courses and M.S.W. Part-II course shall provide for specializations.
4. The students shall be required to attend a minimum of **75%** classes in each subject and concurrent fieldwork sessions in order to be eligible for taking theory & fieldwork examinations.
5. All the students have to wear prescribed dress code on the scheduled days ie. on every Monday and Thursday
6. Except in the field work and Research Project there shall be in each paper in each semester an Internal Assessment of 40 marks assigned to the paper & an examination for the remaining 60 marks to be held at the end of Semester.
7. The theory examination carrying 60 marks assigned to the subject will cover the entire syllabus prescribed for the respective papers (in each semester) (a) A paper carrying 60 marks for theory examination will be of 3 hours duration.
8. The Internal assessment will be done by relevant department faculty members
9. The candidates for M.S.W. examination will be examined in the following subjects for Part I & II Examination. (vide MSW program structure)
10. If a candidate fails to clear all the theory papers and project report within **Six** years of his/her registration, the past performance will stand automatically nullified.
11. If a candidate discontinues any of the Semester on any account, he/she will be allowed to complete the incomplete semesters in the subsequent years subject to the condition that it is within the stipulated time duration of **Six** years.

## MSW- CBCS SYLLABUS 2021-22

12. In addition to the above, once a student's Semester is granted, he/she shall be allowed to appear and

pass in any of the subsequent examinations held, provided the examinations are within the stipulated period of **Six** years. In case the term (Semester) is not granted the student has to seek fresh admission in the next year and complete the term and pass the examination. This too within **Six** years of his/her registration.

- **Course Completion with Break in Between :**

A student who has passed MSW. – I and is seeking admission to MSW. – II after a long gap (Provided the gap lies within the stipulated duration of **Six** years) should complete the course syllabus which is in existence at the time he is seeking admission for the academic year.

### II. ASSESSMENT:

Taking into consideration the UGC and AICTE requirements, CSIBER has adopted "Credit Grade Performance Assessment System" (CGPA). Each paper is of 100 marks and contact hours for each paper is 45 hours. One credit is allotted to 15 contact hours. All papers are considered as Full credit papers i.e. **three** credits are allotted to each paper. However for General Elective Course Paper consists of 60 contact hours & accordingly 4 credits are allotted. The summary of credit distribution of entire MSW program is given below.

**Summary of MSW Programme Structure as per CBCS**

Semester s	Core Credits	DSE Credits	GE Credits	AEC Credits	Total Credits	Contact Hours	Total Marks
I	20	3	4	3	30	672	900
II	20	3	4	3	30	672	900
III	20	3	4	3	30	672	900
IV	20	3	4	3	30	672	900
<b>Total</b>	80	12	16	12	120	2688	3600
<b>Percentage</b>	<b>67</b>	<b>10</b>	<b>13</b>	<b>10</b>	<b>100%</b>	--	--

1) For the paper of 100 marks. The distribution of the marks will be as follows –

- i) Internal Marks i.e. Concurrent evaluation - 40 Marks
- ii) External Marks i.e. End Semester examination - 60 marks

## MSW- CBCS SYLLABUS 2021-22

### Concurrent Evaluation:

#### Internal marks breakup pattern, out of 40 marks

Class participation	10 marks	<b>Internal marks breakup pattern, out of 20 marks for computer application paper only</b>
Moodle test	10 marks	
Seminar	10 marks	
Class Assignment /pre Class reading	05 marks	
Book Review (Subject Related Books)	05 marks	
<b>TOTAL</b>	<b>40 marks</b>	

  

<b>Course Code</b>	<b>AEC 301A</b>
Class Participation	10 marks
Moodle test	5 marks
Class test	5 marks
<b>Total</b>	<b>20 marks</b>

### Concurrent field work breakup pattern for 200 marks

#### MSW - I YEAR

Semester I	Marks	Semester II	Marks
Field work Orientation	50	Rural camp	50
Field work Internal	50	Field work Internal	50
Field Work Report	50	Field Work Report	50
Field work viva-voce	50	Field work viva-voce	50
<b>Total</b>	<b>200</b>	<b>Total</b>	<b>200</b>

#### MSW - II YEAR

Semester III	Marks	Semester IV	Marks
Field work Orientation	50	Study Tour	50
Field work Internal	50	Field work Internal	50
Field Work Report	50	Field Work Report	50
Field work viva-voce	50	Field work viva-voce	50
<b>Total</b>	<b>200</b>	<b>Total</b>	<b>200</b>

**The Internal Marks assigned by the teachers shall be shown to the students and their signature should be obtained.**

2) For the Project Work of 100 marks, the distribution of the marks will be as follows –

- i) Project Report - 50 Marks
- ii) Viva Voce - 50 Marks

3) The assessment of papers will be done by an Internal and External examiners. A difference of more than **20%** in the marks awarded by these examiners would necessitate the valuation of the paper by a third examiner. The average of the nearest two will be awarded to candidate

4) Once the Student passes in the internal evaluation (Concurrent evaluation out of 40 Marks) and the record is submitted to the examination department, it should be carried forward whenever required and it cannot be improved in any case.

## MSW- CBCS SYLLABUS 2021-22

- 5) Students who fail in the internal evaluation ( Concurrent evaluation out of 40 Marks) should reappear for the same, then only the revised marks will be considered for further calculation.

### III. STANDARD OF PASSING:

- 1) In order to pass in a paper/head, a candidate will have to obtain 50% in the internal marks (Concurrent evaluation), 40% marks in theory, and a minimum of 50% of the marks in aggregate in each paper head.
- 2) To pass the MSW examination, a candidate will have to pass in all Four Semester in Two Parts i.e. Part – I (Semester – I & II) and Part – II (Semester – III & IV )
- 3) To pass the Project work a candidate must obtain a minimum of 50% of the Project Report and Viva Voce marks. If a candidate fails in the project report and its Viva-Voce, he/she will have to reappear for the same in the subsequent semester with fresh new project work, similarly to pass concurrent field work a candidate must obtain minimum 50% of marks in concurrent field work and Viva-Voce . If candidates fails in concurrent field work / viva-voce, he/ she will have to reappear for the same in the subsequent semester.
- 4) A candidate from the first year MSW will be eligible to be admitted to MSW-II year (Semester III) if he/she is not having more than **5 (Five)** papers backlog of the First Year (that is Semester – I & II).

### IV Grading System:

Grade Table for Semester Examination			
Marks Obtained	Letter Grade	Grade Point	Description of Performance
96-100	S+	10.0	SUPER
91-95	S	9.0	
86-90	E+	8.5	Exemplary
81-85	E	8.0	
76-80	O+	7.5	Outstanding
71-75	O	7.0	
66-70	A+	6.5	Good
61-65	A	6.0	
56-60	B+	5.5	Average
50-55	B	5.0	
Below 50	X	0.0	Failed

There shall be numerical marking for each course, which will be converted into Grade.

**Full Credit 100 Marks**

**Half Credit 50 Marks**

<b>Grade Table for Semester Examination</b>			
<b>Marks Obtained</b>	<b>Letter Grade</b>	<b>Grade Point</b>	<b>Description of Performance</b>
48-50	S+	10.0	SUPER
46-47	S	9.0	
43-45	E+	8.5	Exemplary
41-42	E	8.0	
38-40	O+	7.5	Outstanding
36-37	O	7.0	
33-35	A+	6.5	Good
31-32	A	6.0	
28-30	B+	5.5	Average
25-27	B	5.0	
Less than 25	X	0.0	Failed

#### V. CALCULATION OF PERFORMANCE INDICES:

A distinction of the performance of one student from the other student is rather impossible to carry out from the grades obtained by a student in all the courses taken by him in a Semester/year. Hence, the evaluation of various courses is cumulated in two performance indices termed as Semester performance index (SPI) and cumulative performance index (CPI) the explanation of which is given below:

##### **Semester Performance Index (SPI):**

The performance of a student in a Semester is indicated by a number called Semester Performance Index (SPI). SPI is the weighted average of all the grade points obtained by him in all the courses registered during the Semester r. If  $G_i$  is a grade with numerical equivalent as  $g_i$  obtained by a student for the course with credit  $c_i$  then, SPI for that Semester is calculated using formula.

$$SPI = \frac{\sum c_i g_i}{\sum c_i}$$

Where summation is for all the courses registered by a student in that Semester. SPI is calculated to two decimal places and rounded off. SPI once calculated shall be modified. Generally, for the students failed in regular examinations SPI is calculated only after the declaration of re-examination grades.

##### **Cumulative Performance Index (CPI):**

An up-to-date assessment of the overall performance of a student from the first Semester till completion of the programme is obtained by calculating an index called as Cumulative

## MSW- CBCS SYLLABUS 2021-22

Performance Index (CPI). The CPI is weighted average of the grade points obtained in all the courses registered by a student since the first Semester of the programme.

$$SPI = \frac{\sum c_i g_i}{\sum c_i}$$

Besides SPI, CPI is also calculated at the end of every semester upto two decimal places and is rounded off. It is necessary to ensure that one course appears only once in calculation of CPI and the denominator in above equation does not exceed the total number of credits registered by him.

Initially there is certain trepidation in the minds of students and there are some difficulties in understanding the mechanics of this system. Therefore, it was decided that for the first year of implementation, on the mark sheets, both, the marks and the grade points and credits should be shown.

### VI. GRACE MARKS UNDER DIFFERENT ORDINANCE.

**S.O. No. 1:-**Grace Marks for Passing in each head of Passing (Theory/Practical/ Oral/ Sectional/External/Internal)

The Examinee shall be given the benefit of grace marks only for passing in each head of Passing (Theory/Practical/Oral/Sectional/ in External /Internal examination as follows.

Result		
CPI	Final Grade	Classification of Final Result.
9.6-10.0	S+	SUPER
9.1-9.5	S	
8.6-9.0	E+	Exemplary
8.1-8.5	E	
7.6-8.0	O+	Outstanding
7.1-7.5	O	
6.6-7.0	A+	Good
6.1-6.5	A	
5.6-6.0	B+	Average
5.0-5.5	B	

**Final Result:** For the final result of the student Cumulative Performance Index (CPI) based on total earned credits vis-à-vis total earned grade points shall be calculated as under.

Total earned grade points / Total credits **100**

**Note: To pass MSW a student should get a minimum of 5.0 in CPI**



**S.O. No. 2:- Grace Marks for getting higher Class**

A Candidate who passes in all the subjects and heads of passing in the examination without the benefit of either gracing or condonation rules and whose total number of Marks falls short for securing Higher Class or Grade by marks not more than 1% of the aggregate marks of that examination or upto 10 marks, whichever is less, shall be given the required marks to get the next higher class of grade as the case may be.

Provided that benefits of above mentioned grace marks shall not be given, if the candidate fails to secure necessary passing marks in the aggregate head of passing also, if prescribed in the examination concerned.

Provided further that the benefits of above mentioned grace marks shall be given to the candidate for such examination/s only for which provision of award of class has been prescribed. Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as UGC.

**S.O. No. 3 Condonation**

If a candidate fails in one or more head of passing, having passed in all other heads of passing, his/her deficiency of marks in such head of passing may be condoned by not more than 1% at the aggregate marks of that examination or 10 marks of the total Number of marks of that of passing in which he/she is failing whichever is less. However condonation, whether in one head of passing or aggregate head of passing be restricted to maximum upto 10 marks only.

Condonation of deficiency of marks be shown in the statement of Marks in the form of asterisk and Ordinance number

Provided further that this gracing is concurrent with the rules and guidelines of Professional statutory bodies at the All India level such as UGC.

## MSW- CBCS SYLLABUS 2021-22

### M.S.W. Programme Structure (Revised) as per Choice Based Credit System (CBCS)

#### SEMESTER – I

W.e.f. 2019-20

Duration 16 Weeks

Nature of Course	Course Code	Course	Credits	Contact Hours				Int. & Ext. Marks	Marks
				Lecture	Tutorial	Practice	Total		
CC	CC 101	History And Philosophy Of Social Work	3	35	5	5	45	40+60	100
	CC 102	Work With Individuals & Families	3	35	5	5	45	40+60	100
	CC 103	Work With Groups	3	35	5	5	45	40+60	100
	CC 104	Indian Social Problems & Social Services	3	35	5	5	45	40+60	100
	CC 105	Orientation and Concurrent Field Work	4	--	--	256	256	50+50	100
	CC 106	Field Work Report and Viva-Voce	4	--	--			50+50	100
DSE (Any One)	DSE 101A	Sociology In relation to Social Work	3	35	5	5	45	40+60	100
	DSE 101B	Dynamics of Human Behaviour							
GE (Any One)	GE 101A	Environment & Development	4	45	5	10	60	40+60	100
	GE 101B	Office Automation							
	GE 101C	Fundamentals of Management							
	GE 101D	Principles of Economics							
AEC	AEC 101	Communication	3	35	5	5	45	40+60	100
<b>Total</b>			<b>30</b>	<b>255</b>	<b>35</b>	<b>296</b>	<b>586</b>		<b>900</b>

**Note: Concurrent field work 32 hrs = 1 credit**

**Every course (theory) 15 hrs = 1credit**

**CC** : Core Course

**DSE** : Discipline Specific Elective

**GE** : Generic Elective

**AEC** : Ability Enhancement Course

## MSW- CBCS SYLLABUS 2021-22

### SEMESTER – II

Duration 16 Weeks

Nature of Course	Course Code	Course	Credits	Contact Hours				Int. & Ext. Marks	Marks
				Lecture	Tutorial	Practice	Total		
CC	CC 201	Community Organization and Social Action	3	35	5	5	45	40+60	100
	CC 202	Social Welfare Administration	3	35	5	5	45	40+60	100
	CC 203	Social Work Research	3	35	5	5	45	40+60	100
	CC 204	Social Policy, Planning and Development	3	35	5	5	45	40+60	100
	CC 205	Rural Camp and Concurrent Field Work	4	--	--	256	256	50+50	100
	CC 206	Field Work Report and Viva-Voce	4	--	--			50+50	100
DSE (Any One)	DSE 201A	Economics in Relation to Social Work	3	35	5	5	45	40+60	100
	DSE 201B	Social Work Practice in the Field of Health							
GE (Any One)	GE 201A	Disaster Management	4	45	5	10	60	40+60	100
	GE 201B	Management Information System (MIS)							
	GE 201C	Fundamentals of Accounting							
	GE 201D	Principles of Micro-Economics							
AEC	AEC 201	Statistics	3	35	5	5	45	40+60	100
<b>Total</b>			<b>30</b>	<b>255</b>	<b>35</b>	<b>296</b>	<b>586</b>		<b>900</b>

## MSW- CBCS SYLLABUS 2021-22

### SEMESTER – III

#### Group A – Human Resource Management & Labour Welfare (HRM & LW)

Duration 16 Weeks

Nature of Course	Course Code	Course	Credits	Contact Hours				Int. & Ext. Marks	Marks
				Lecture	Tutorial	Practice	Total		
CC	HRCC 301	Labour Welfare – I	3	35	5	5	45	40+60	100
	HRCC 302	Human Resource Management	3	35	5	5	45	40+60	100
	HRCC 303	Labour Legislations – I	3	35	5	5	45	40+60	100
	HRCC 304	Counselling : Theory & Practice	3	35	5	5	45	40+60	100
	HRCC 305	Orientation and Concurrent Field Work	4	--	--	256	256	50+50	100
	HRCC 306	Field Work Report and Viva-Voce	4	--	--			50+50	100
DSE (Any One)	HRDSE 301A	Labour Economics	3	35	5	5	45	40+60	100
	HRDSE 301B	Trade Unions							
GE (Any One)	GE 301A	Sustainable Agriculture	4	45	5	10	60	40+60	100
	GE 301B	E-Commerce							
	GE 301C	ED-Entrepreneurship Development							
	GE 301D	Fundamentals of Macro Economics							
AEC	AEC 301A	Computer Application (Theory)	1	15	0	0	15	20+30	50
	AEC 301B	Computer Application (Practical)	2	0	0	60	60	20+30	50
<b>Total</b>			<b>30</b>	<b>235</b>	<b>30</b>	<b>351</b>	<b>616</b>		<b>900</b>

## MSW- CBCS SYLLABUS 2021-22

### SEMESTER – III Group B – Urban and Rural Community Development (URCD)

Duration 16 Weeks

Nature of Course	Course Code	Course	Credits	Contact Hours				Int. & Ext. Marks	Marks
				Lecture	Tutorial	Practice	Total		
CC	CDCC 301	Rural and Urban Sociology	3	35	5	5	45	40+60	100
	CDCC 302	Rural Community Development	3	35	5	5	45	40+60	100
	CDCC 303	Panchayat Raj In India	3	35	5	5	45	40+60	100
	CDCC 304	Counselling : Theory & Practice	3	35	5	5	45	40+60	100
	CDCC 305	Orientation and Concurrent Field Work	4	--	--	256	256	50+50	100
	CDCC 306	Field Work Report and Viva-Voce	4	--	--			50+50	100
DSE (Any One)	CDDSE 301A	Co-operation	3	35	5	5	45	40+60	100
	CDDSE 301B	Ecology and Development							
GE (Any One)	GE 301A	Sustainable Agriculture	4	45	5	10	60	40+60	100
	GE 301B	E-Commerce							
	GE 301C	ED-Entrepreneurship Development							
	GE 301D	Fundamentals of Macro Economics							
AEC	AEC 301A	Computer Application (Theory)	1	15	0	0	15	20+30	50
	AEC 301B	Computer Application (practical)	2	0	0	60	60	20+30	50
<b>Total</b>			<b>30</b>	<b>235</b>	<b>30</b>	<b>351</b>	<b>616</b>		<b>900</b>

## MSW- CBCS SYLLABUS 2021-22

### SEMESTER – III Group E – Medical and Psychiatric Social Work (MPSW)

Duration 16 Weeks

Nature of Course	Course Code	Course	Credits	Contact Hours				Int. & Ext. Marks	Marks
				Lecture	Tutorial	Practice	Total		
CC	MPCC 301	Preventive and Social Medicine	3	35	5	5	45	40+60	100
	MPCC 302	Psychopathology and Mental Health – I	3	35	5	5	45	40+60	100
	MPCC 303	Medical and Psychiatric Social Work	3	35	5	5	45	40+60	100
	MPCC 304	Counselling : Theory & Practice	3	35	5	5	45	40+60	100
	MPCC 305	Orientation and Concurrent Field Work	4	--	--	256	256	50+50	100
	MPCC 306	Field Work Report and Viva-Voce	4	--	--			50+50	100
DSE (Any One)	MPDSE 301A	Developmental Psychology	3	35	5	5	45	40+60	100
	MPDSE 301B	Hospital Management							
GE (Any One)	GE 301A	Sustainable Agriculture	4	45	5	10	60	40+60	100
	GE 301B	E-Commerce							
	GE 301C	ED-Entrepreneurship Development							
	GE 301D	Fundamentals of Macro Economics							
AEC	AEC 301A	Computer Application (Theory)	1	15	0	0	15	20+30	50
	AEC 301B	Computer Application (Practicals)	2	0	0	60	60	20+30	50
<b>Total</b>			<b>30</b>	<b>235</b>	<b>30</b>	<b>351</b>	<b>616</b>		<b>900</b>

## MSW- CBCS SYLLABUS 2021-22

### SEMESTER – IV Group A – Human Resource Management & Labour Welfare (HRM & LW)

Duration 16 Weeks

Nature of Course	Course Code	Course	Credits	Contact Hours				Int. & Ext. Marks	Marks
				Lecture	Tutorial	Practice	Total		
CC	HRCC 401	Labour Welfare – II	3	35	5	5	45	40+60	100
	HRCC 402	Labour Legislations – II	3	35	5	5	45	40+60	100
	HRCC 403	Organizational Behavior	3	35	5	5	45	40+60	100
	HRCC 404	Industrial Relations	3	35	5	5	45	40+60	100
	HRCC 405	Study Tour and Concurrent Field Work	4	--	--	256	256	50+50	100
	HRCC 406	Field Work Report and Viva-Voce	4	--	--			50+50	100
DSE (Any One)	HRDSE 401A	Research Project	3	35	5	5	45	40+60	100
	HRDSE 401B	Corporate Social Responsibility							
	HRDSE 401C	Women and Society							
GE (Any One)	GE 401A	Land and Watershed Management	4	45	5	10	60	40+60	100
	GE 401B	Data Base Management System(DBMS)							
	GE 401C	Business Ethics							
	GE 401D	Indian Economy							
AEC	AEC 401	Soft Skills Development	3	35	5	5	45	40+60	100
		<b>Total</b>	<b>30</b>	<b>255</b>	<b>35</b>	<b>296</b>	<b>586</b>		<b>900</b>

**\*Note:** There is no Theory Examination for DSE 401, DSE 402 & DSE 403 Paper. However there will be special assignments like Seminar, Class assignments, etc. to be conducted by respective faculty members and external examiner.

## MSW- CBCS SYLLABUS 2021-22

### SEMESTER – IV Group B – Urban and Rural Community Development (URCD)

Duration 16 Weeks

Nature of Course	Course Code	Course	Credits	Contact Hours				Int. & Ext. Marks	Marks
				Lecture	Tutorial	Practice	Total		
CC	CDCC 401	Social Legislation	3	35	5	5	45	40+60	100
	CDCC 402	Urban Community Development & Municipal Administration	3	35	5	5	45	40+60	100
	CDCC 403	Social Inclusion & Exclusion of Weaker Section	3	35	5	5	45	40+60	100
	CDCC 404	Rural Economy	3	35	5	5	45	40+60	100
	CDCC 405	Study Tour and Concurrent Field Work	4	--	--	256	256	50+50	100
	CDCC 406	Field Work Report and Viva-Voce	4	--	--			50+50	100
DSE (Any One)	CDDSE 401A	Research Project	3	35	5	5	45	40+60	100
	CDDSE 401B	Corporate Social Responsibility							
	CDDSE 401C	Women and Society							
GE (Any One)	GE 401A	Land and Watershed Management	4	45	5	10	60	40+60	100
	GE 401B	Data Base Management System(DBMS)							
	GE 401C	Business Ethics							
	GE 401D	Indian Economy							
AEC	AEC 401	Soft Skills Development	3	35	5	5	45	40+60	100
<b>Total</b>			<b>30</b>	<b>255</b>	<b>35</b>	<b>296</b>	<b>586</b>		<b>900</b>

**\*Note:** There is no Theory Examination for DSE 401, DSE 402 & DSE 403 Paper. However there will be special assignments like Seminar, Class assignments, etc. to be conducted by respective faculty members and external examiner.



## MSW- CBCS SYLLABUS 2021-22

### SEMESTER – IV Group E – Medical and Psychiatric Social Work (MPSW)

Duration 16 Weeks

Nature of Course	Course Code	Course	Credits	Contact Hours				Int. & Ext. Marks	Marks
				Lecture	Tutorial	Practice	Total		
CC	MPCC 401	Therapeutic Interventions	3	35	5	5	45	40+60	100
	MPCC 402	Psychopathology and Mental Health – II	3	35	5	5	45	40+60	100
	MPCC 403	Community Psychiatry	3	35	5	5	45	40+60	100
	MPCC 404	Social Psychology	3	35	5	5	45	40+60	100
	MPCC 405	Study Tour and Concurrent Field Work	4	--	--	256	25	50+50	100
	MPCC 406	Field Work Report and Viva-Voce	4	--	--		6	50+50	100
DSE (Any One)	MPDSE 401A	Research Project	3	35	5	5	45	40+60	100
	MPDSE 401B	Community Health							
	MPDSE 401C	Women and Society							
GE (Any One)	GE 401A	Land and Watershed Management	4	45	5	10	60	40+60	100
	GE 401B	Data Base Management System(DBMS)							
	GE 401C	Business Ethics							
	GE 401D	Indian Economy							
AEC	AEC 401	Soft Skills Development	3	35	5	5	45	40+60	100
		<b>Total</b>	<b>30</b>	<b>255</b>	<b>35</b>	<b>296</b>	<b>586</b>		<b>900</b>
		<b>TOTAL MSW I (Sem I &amp; Sem II)</b>	<b>60</b>				<b>1172</b>		<b>1800</b>
		<b>TOTAL MSW II (Sem III &amp; Sem IV)</b>	<b>60</b>				<b>1172</b>		<b>1800</b>
		<b>TOTAL MSW I &amp; II</b>	<b>120</b>				<b>2344</b>		<b>3600</b>

**\*Note:** There is no Theory Examination for DSE 401, DSE 402 & DSE 403 Paper. However there will be special assignments like Seminar, Class assignments, etc. to be conducted by respective faculty members and external examiner.

**Concurrent field work breakup pattern for 200 marks  
MSW - I YEAR**

<b>Semester I Marks</b>	<b>Semester II Marks</b>
Field work Orientation 50	Rural camp 50
Field work Internal 50	Field work Internal 50
Field Work Report 50	Field Work Report 50
Field work viva-voce 50	Field work viva-voce 50
<b>Total 200</b>	<b>Total 200</b>

**MSW - II YEAR**

<b>Semester III Marks</b>	<b>Semester IV Marks</b>
Field work Orientation 50	Study Tour 50
Field work Internal 50	Field work Internal 50
Field Work Report 50	Field Work Report 50
Field work viva-voce 50	Field work viva-voce 50
<b>Total 200</b>	<b>Total 200</b>

**Tutorials** includes individual interaction, counselling, group discussion, providing special teaching for weak students etc

**Practice** includes involving students in research article reviewing, organising -blood donation camp, role play, street play, field work, poster exhibition etc

# **MSW SEMESTER-I**

## MSW- CBCS SYLLABUS 2021-22

Semester	I	Total Credit	4
Course Code	CC 101	Credit Pattern	L-45, T-10, P-5
Course Title	HISTORY AND PHILOSOPHY OF SOCIAL WORK		

Course Outcomes: Students will be able to	
1	Describe the concepts of Social Work Education
2	Develop Insight into the history and evolution of Social Work Profession
3	Familiarize the students to the core values and philosophy of social work profession and enable them to imbibe these values into their professional selves.
4	Analyze Social Work Practice Theories, models and perspectives for practice
5	Identify the issues and challenges of Social Work Profession

### Syllabus:

Unit Number	Contents	Number of Session	
1	Indian culture and traditional social service, religious roots of charity and philanthropy, History of social reform, social reform movement, contemporary social work, human Rights and NGOs, Role of NGOs in protecting and promoting Human rights.	L=11	
		T=3	P=1
2	Definition and nature of professional social work, value of social work Ethics in social work, Guiding principles for social worker and Role of social worker concept of welfare state.	L=11	
		T=2	P=1
3	Concept and scope of social work Evaluation of social work, social welfare like Child Youth, Women, Aged, social services social reform, social security and objectives of social work.	L=11	
		T=3	P=2
4	Historical Development of social work in India, Ancient, Medieval, and British period, after independence Period, social work in U.K. U.S.A. Elizabeth poor law, Role of private Agencies in social work. Introduction to models of social work.	L=12	
		T=2	P=1

## MSW- CBCS SYLLABUS 2021-22

Learning Resources:		
1	Text Book	<ol style="list-style-type: none"> <li>1. R. Wadia , History &amp; Philosophy of social work India , Allied publication Mumbai</li> <li>2. D. Paul Chaudary, Introduction to social work, Atmaram and sons Delhi.</li> <li>3. Gore M.S., Social work and social work education, Asia publication House, Bombay</li> <li>4. S. D. Mudgal, Social work education today and tomorrow, Book enclave Jaipur</li> </ol>
2	Reference books	<ol style="list-style-type: none"> <li>1. Fink A.E., The field of social work, Hanry holt &amp; Co. NewYork</li> <li>2. Hajira Kumar, Theories in social work practice, Friends publication new Delhi</li> <li>3. Rameshwari D. and prakash, Social work Practice, Mangalore publication Jaipur</li> <li>4. Bradford W. Sheaffer, Techniques &amp; guidelines for social work Practice, Allyn &amp; Bacon Landon</li> </ol>
3	Websites	<p>ddceutkal.ac.in.master-social-work</p> <p><a href="https://archive.org">https://archive.org</a></p> <p><a href="https://www.academia.edu">https://www.academia.edu</a></p> <p><a href="https://msw.usc.edu">https://msw.usc.edu</a></p>
4	Journals	<ol style="list-style-type: none"> <li>1. “Perspectives in Social Work”, College of Social Work, Nirmala Niketan , Mumbai.c</li> <li>2. The Indian Journal of Social Work, Tata Institute of Social Science, Mumbai.</li> <li>3. “Social Welfare”, Central Social Welfare Board</li> </ol>
5	Supplementary Readings	<ol style="list-style-type: none"> <li>1. Lurie H.L, Encyclopedia o social work Vol 1, 2, 3, National association of social workers Newyork</li> <li>2. Kendall K. A., Refeliction on social work education, International association of school of social work Network</li> </ol>
6	Practical Components	<ol style="list-style-type: none"> <li>1. To understand the stages in Social Work practice will be given for field work in in NGO’s.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO MAPPING

<b>MSW-1</b>	<b>History and philosophy of social work</b>									<b>sem 1</b>	<b>CC101</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>						
<b>1.1</b>		<b>3</b>	<b>2</b>			<b>3</b>					
<b>1.2</b>						<b>3</b>					
<b>1.3</b>	<b>3</b>		<b>2</b>		<b>2</b>		<b>2</b>	<b>2</b>			
<b>1.4</b>				<b>3</b>					<b>2</b>		
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>	<b>2</b>		<b>2</b>	<b>3</b>	<b>2</b>

## MSW- CBCS SYLLABUS 2021-22

Semester	I	Total Credit	3
Course Code	CC 102	Credit Pattern	L-35, T-5, P-5
Course Title	WORK WITH INDIVIDUALS AND FAMILIES		

Course Outcomes: Students will be able to	
1	Describe the concepts of Case Work
2	Apply essential knowledge and skills required for practicing social casework in various settings
3	Develop the capacity to understand and accept the uniqueness of individuals and working
4	Develop the ability to critically analyze problems of individuals and families and factors affecting them
5	Evaluate new trends in Case work

### Syllabus:

Unit Number	Contents	Number of Session	
1	Definitions, concept, scope, nature and importance of case work. Historical development of the work with individuals and families. Principles, skills, techniques, philosophical assumptions, values, use of self and self-awareness in professional practice.	L=9	
		T=2	P=1
2	Components of case work (person, problem, place and process), concept of adjustment (individual differences and coping/defense mechanisms). Role of case worker from initial to termination stage (intake, study, diagnosis (assessment), treatment (intervention), follow up, termination and evaluation.	L=9	
		T=1	P=1
3	Case work settings (institutional and non-institutional), family counselling centres, schools, hospitals, correctional institutions, special cell for women and children, de-addiction centre. Case work approaches: Promotive, development and remedial. <b>Recording</b> –Concepts, importance, principles, skills. Types of records- Summary/process. Need for preserving and follow-up records.	L=9	
		T=1	P=1
4	Models/Theories of work with individuals and families: Psychoanalytic behavioural, humanistic, person-centered, cognitive, family therapy. <b>Crisis intervention:</b> Definition, concept, signs and symptoms, causes, types of crisis situations, crisis interview, intervention stages.	L=9	
		T=1	P=1

## MSW- CBCS SYLLABUS 2021-22

Learning Resources:		
1	Text Book	<ol style="list-style-type: none"> <li>1. Eileen Gambrill, "Case Work- A Competency- Based approach," Prentic-Hill, Inc., Englewood Cliffs, New Jersey, 2013.</li> <li>2. Eileen Gambrill, "Social work Practice- A Critical Thinker's Guide", Oxford University Press, 1997.</li> <li>3. Armando T. Morales, "Social Work- A Profession of Many Faces", Allyn and Bacon, London, 1998.</li> </ol>
2	Reference books	<ol style="list-style-type: none"> <li>1. Ministry of Welfare, Government of India, "Encyclopaedia of Social Work in India" Volume – 1,2,3, 4.</li> <li>2. Grace Mathew, "An Introduction to Social Work", Tata Institute of Social Science, Mumbai, 1992.</li> <li>3. Helen Harris Perlman, "Social Case Work- A Problem- solving process", Rawar Publications, Mumbai, 2011.</li> <li>4. Neha Arora, "Case Work- concept and Principles", Book Enclave, Jaipur.</li> <li>5. Gordon Hamilton, "Theory and Practice of Social Case Work", Rawat Publications, Jaipur.</li> <li>6. R.K. Upadhyay, "Social Case Work- A Therapeutic Approach", Rawat Publications, Jaipur.</li> </ol>
3	Websites	<p> <a href="http://www.labourlawagency.com">www.labourlawagency.com</a>  <a href="http://www.irhrjournal.com">www.irhrjournal.com</a>  <a href="http://www.cswb.gov.in">www.cswb.gov.in</a> </p>
4	Journals	<p> "Perspectives in Social Work", College of Social Work, Nirmala Niketan , Mumbai.c  The Indian Journal of Social Work, Tata Institute of Social Science, Mumbai.  "Social Welfare", Central Social Welfare Board </p>
5	Supplementary Readings	<ol style="list-style-type: none"> <li>1. D. Paul Chowdhry, "Introduction to Social Work", Atma Ram &amp; sons, New Delhi, 1992.</li> <li>2. Sanjay Bhattacharya, "Social Work- An Integrated Approach", Deep &amp; Deep Publications, New Delhi, 2005</li> <li>3. Hajira Kumar, "Theories in Social Work Practices", Friends Publications, New Delhi, 1995.</li> </ol>
6	Practical Components	<ol style="list-style-type: none"> <li>1. To understand the stages in case work students will be given case work in NGO's.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>



COPO MAPPING

<b>MSW-1</b>	<b>work with individuals and families</b>					<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>sem 1</b>	<b>CC102</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>						
<b>1.1</b>	<b>3</b>	<b>2</b>		<b>3</b>			<b>2</b>				
<b>1.2</b>						<b>2</b>	<b>2</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>1.3</b>		<b>2</b>		<b>3</b>	<b>3</b>		<b>3</b>	<b>2</b>			<b>3</b>
<b>1.4</b>		<b>3</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>				<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CC 103</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>WORK WITH GROUPS</b>		

### Course Outcomes: Students will be able to

1	Describe the concepts of Group Work
2	Apply relevant theories, and models to resolve group related issues
3	Analyze the Group Process
4	Apply knowledge about the group formation and use of variety of group approaches
5	Develop Effective team-work and leadership skills.
6	Evaluate and Appreciate the importance of groups in the life of an individual

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	Introduction: Group work as method of social work. Definitions of Social group work. Development of Social group work in India and abroad. Characteristics, functions, purpose and objectives of group work. Principles of Group work. Distinction between Case work and group work.	<b>L=9</b>	
		<b>T=2</b>	<b>P=1</b>
2	Definition of group, group formation process, types of group formations -Compulsory group, formed group and natural group. Types of groups-their characteristics. Recreational, Educational Developmental and therapeutic and curative group. Knowledge, skills and Techniques in social group work for effective work with groups. Programme planning and development,	<b>L=9</b>	
		<b>T=1</b>	<b>P=1</b>
3	Transactional Analysis -basic assumptions, theoretical concepts and types of transactions. Transactional Analysis as a social work treatment method and family therapy.	<b>L=9</b>	
		<b>T=1</b>	<b>P=1</b>
4	Essential qualities of group worker, Scope of Group work with children, women, youth and aged. Recording, its types, Principles & Importance of recording in group work.	<b>L=9</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Introduction to social welfare: Walter A.Friedlander and Robert Z.Apate, Prentice hall of India Private Limited, New Delhi</li> <li>2. Group theory for social workers-An introduction: Ken Heap,Pergamon press New York</li> <li>3. Social group work theory and pactice:P.D.Misra and BinaMisra,New Royal book company,Lucknow</li> <li>4. Group work :helping process ;Gisela Konopka,Prenticehall,IncEnglewoodCliffs,New Jersey USA</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Group work :helping process ;Gisela Konopka,Prenticehall,IncEnglewoodCliffs,New Jersey USA</li> <li>2. Group Dynamics: Shaw,Marlin ,Tata McGraw Hill publishing,New Delhi</li> <li>3. Introduction to Group Work: David Capuzzi, Douglas R. Gross, Mark D Stauffer, Rawat Publications, Jaipur/New Delhi.</li> </ol>
3	<b>Websites</b>	<p>en.wikipedia.org/wiki/Social_work_with_groups</p> <p>www.tandfonline.com/toc/wswg20/current</p>
4	<b>Journals</b>	<p>Indian journal of social work.</p> <p><b>International Journalof social work</b></p> <p>Social work journal of India</p>
5	<b>Supplementary Reading</b>	Social welfare Magzines / Kurukshetra , Hand book of group work
6	<b>Practical Component</b>	Application of methods and skills of Group work in dealing with children , youth , women and ageds in Social organisations, institute and community.

**COPO MAPPING**

<b>MSW-1</b>	<b>work with groups</b>										<b>sem 1</b>	<b>CC103</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>		
<b>1.1</b>	<b>3</b>			<b>2</b>		<b>3</b>				<b>3</b>	<b>3</b>	
<b>1.2</b>		<b>3</b>				<b>3</b>	<b>3</b>		<b>3</b>			
<b>1.3</b>	<b>3</b>	<b>2</b>		<b>3</b>	<b>2</b>					<b>3</b>	<b>3</b>	
<b>1.4</b>		<b>3</b>	<b>3</b>				<b>2</b>	<b>3</b>	<b>3</b>			
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CC 104</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>INDIAN SOCIAL PROBLEMS AND SOCIAL SERVICES</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of Indian Social Problems and Services
2	Analyze social behavior and determine the effects on society.
3	Apply the knowledge of social work methods for intervention
4	Develop Independent judgment, intercultural and regional Sensitivity global and national perspectives to solve problems.

### Syllabus:

Unit Number	Contents	Number of Session	
1	Genesis and nature of various categories of Social Problems Definition of Social deviance and control, social disorganization and social problems, study and analysis of specific social problems in relation to their nature, causative factors, extent and magnitude	L=9	
		T=2	P=1
2	An overview of major social problems, Juvenile delinquency, Crime, Prostitution, Dowry, AIDS, Beggary-Alcoholism and Drug Addition.	L=9	
		T=1	P=1
3	Problems of vulnerable groups problems of Children Youth, Aged, Physically and mentally handicapped. Role of the Social Worker in identifying the Social Problem and developing strategies for help.	L=9	
		T=1	P=1
4	Nature of social conflict in India, like ethnic, regional, linguistic, caste and communal, Atrocities on scheduled castes and scheduled tribes	L=9	
		T=1	P=1

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources:</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Ahuja R 1993 Indian Social System-Rawat Publication New Delhi.</li> <li>2. Akbar M.J. 1988 Riot After Tiot; Reports on caste &amp; Communal Violence in India New Delhi : Penguin Books.</li> <li>3. Bardhan P. 1984 the Political Economy of Development in India Delhi: Oxford Press.</li> <li>4. Betelle A. 1966 Caste, Class and Power Bombay: Oxford Uni, Press.</li> <li>5. Black C.E. 1966 The Dynamics of Modernization: A study in Comparative History New York: Harper &amp; Row.</li> <li>6. Madan G.R. 1985 Indian Social Problems Vol. I and II Allied Pub. Pvt. Ltd. Bombay.</li> </ol>
2	<b>Reference Books</b>	<ol style="list-style-type: none"> <li>1. Coser I.A. 1956 The functions of Social Conflict Glencoc Illinois; Free Press.</li> <li>2. Dahrendorf R. 1957 Class &amp; Class ' Conflicts in an Industrialized Society London Routlidge &amp;Kengan Paul.</li> <li>3. DandekarV.M. 1977 Nature of Class Conflict in the Indian Society Bom Bharat Foundation.</li> <li>4. Das A. &amp;Nilkanth V. (Ed.) 1979Agrarian Relations in India Delhi:Manohar.</li> </ol>
3	<b>Website</b>	<p> <a href="https://journals.sagpub.com">https://journals.sagpub.com</a>  <a href="http://www.ndpublisher.in">www.ndpublisher.in</a>  <a href="http://www.ukessays.com">www.ukessays.com</a>  <a href="http://www.open.edu7.sociology">www.open.edu7.sociology</a> </p>
4	<b>Journals</b>	<p>                     International Journal of Social Science                      Indian Journal of Social Work                 </p>
5	<b>Supplementary reading</b>	<p>                     Encyclopedia in Social Work Vol-I &amp; II                      Dictionary of Social Work                 </p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Visit to various NGO's</li> <li>2. Concurrent Field Work</li> <li>3. Case studies on various social problems</li> <li>4. Organised Group discussion with problematics</li> <li>5. Celebrate different days related to Social issues.</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-1</b>	<b>Indian social problems and services</b>									<b>sem 1</b>	<b>CC104</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>						
<b>1.1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>						
<b>1.2</b>		<b>3</b>	<b>3</b>		<b>3</b>				<b>3</b>	<b>3</b>	
<b>1.3</b>		<b>3</b>	<b>3</b>	<b>3</b>			<b>2</b>				<b>3</b>
<b>1.4</b>	<b>3</b>	<b>3</b>				<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

### **CC 105 ORIENTATIONS AND CONCURRENT FIELD WORK**

- Introduction
- Field work activities
- Work habits and adjustment to the agency
- Professional Development
- Casework practice
- Group work practice
- Community Organisation Practice
- Social Welfare Administration Practice
- Record writing
- Supervision
- Field work diary recordings, monthly attendance sheets and summary of supervisory conferences
- Field work agencies

#### **INTRODUCTION :**

Field Work is a guided interaction process between student and the actual life situation initiated with a view to bring about fuller development of human-environmental potential

Supervised field work is required of all students, because learning by doing is an important aspect of professional education. Field Work is for 15 hours per week. Every student has a field work placement in a social service department/agency or organization where he/she learns to use the social work methods of casework, group work, community organization and social welfare administration

#### **OBJECTIVES OF FIELD WORK :**

1. To study and understand the behavior of individuals families, groups and the community under both normal and stress conditions
2. To integrate theory and practice through direct involvement in helping activities
3. To develop appropriate values and attitudes
4. To develop self – awareness and social awareness.

#### **FIELD WORK SUPERVISION:**

Every student is placed under the guidance of a field work supervisor who gives the necessary orientation as regards the agency's set-up and the nature of work there. Supervisory process serves to fulfill the service functions of the agency and the educational needs of the student. Weekly supervisory conference is held in order that the student may plan and discuss his/her work with the supervisor and get guidance as regards the day to day activities. Student's field work records serve as tools for learning and teaching besides fulfilling the administrative requirements of the agency. The Supervisor is available at other time also for on the spot guidance and consultation.

#### **FIELD WORK ACTIVITIES:**

Field Work tasks and activities are decided according to the personal and situational needs of client and the learning needs of the student. Skills of social work practice are developed as a result of carrying out, in a planned manner, the tasks with reference to the individual family, group and the community and reflecting upon process and results of each task. The student and the supervisor can use the weekly conference for an ongoing evaluation of the former's performance in addition to the other purposes for which the conference is used. The assessment of field work performance covers the following areas:



**I. Work habits and adjustment to the agency**

1. Punctuality and regularity (as seen in attendance at the agency, keeping appointments, submitting recording, attending supervisory conference etc.)
2. Responsibility (as seen in planning work, discharging duties on time, taking seriously the various aspects of work and in having an overall sense of accountability to the agency)

**II. Professional development**

3. (a) Assimilation of basic values like consideration of human worth and dignity and the human right to be helped as regards needs.  
(b) Use of principles like acceptance, confidentiality, client self-determination and client participation.  
(c) Interest in Work  
(d) Level of self-awareness, sensitivity and objectivity  
(e) Controlled use of the self with awareness of feelings.

**III. Casework practice**

4. (a) Ability to demonstrate concern for the client and ability to establish rapport  
(b) Ability to use various casework techniques consciously  
(c) Ability to explore and make use of community resources
5. (a) Ability to collect pertinent information for the study of a case  
(b) Ability to identify social and psychological factors and to see the connections among these factors in the causation of the problem/s
6. (a) Ability to make a plan for suitable action  
(b) Ability to carry out the plan systematically

**IV. Group Work Practice**

7. (a) Ability to identify needs of group members and ensure their fulfillment through appropriate group processes  
(b) Ability to relate oneself to individuals in a group situation and to the group as an entity
8. (a) Ability to analyse and distinguish different components of the group process: (i) Member Roles (ii) Structure of group (iii) Interaction Patterns (iv) Communication Patterns (v) Conflict resolution (vi) Decision making (vii) Group Climate (viii) Goal Formulation  
(b) Ability to identify appropriate roles for oneself in the different components of group processes mentioned above.
9. (a) Ability to assess the level and needs of the group and thus determine intervention strategy of worker  
(b) Nature of programme planning skills and ability to mobilize resources  
(c) Comments on personal qualities of the worker that enhance or block his/her effectiveness

**V. Community Organisation Practice**

10. (a) Ability to understand with reference to the field work agency the following (1) Concept of community and community organization (2) The relevance of the agency as a primary or secondary setting
11. (a) Ability to perceive organizations as community resources and to understand them as sub-systems in larger systems  
(b) Ability to identify linkages between sub-systems and systems
12. (a) Ability to understand the various strategies used by the agency for change

(b) Ability to identify the model of C.O. used by agency.

**VI. Social Welfare Administration Practice**

13. (a) Ability to understand human need at the individual, family, group and community level and the range of human needs of the target groups covered by the agency  
(b) Ability to understand the range of services offered  
(c) Knowledge about legislations, national policies and programmes related to the activities of the agency
14. (a) Knowledge and understanding of the agency structure policies, routines, objectives, committees, boards and authority relationships  
(b) Knowledge of basic element of office management, ability to maintain inter and intra agency communication, writing letters, minutes etc.
15. (a) Ability to maintain purposeful relationships with the agency staff at all levels and with fellow-students  
(b) Ability to work as a member of a team, ability to organise and plan one's own work and to coordinate it with the goals of the team  
(c) Qualities of leadership and initiative, use of administrative skills related to special projects.

**VII. Record Writing**

16. (a) Ability to use definite, specific, concrete and correct language  
(b) Ability to write clearly and to maintain an appropriate level of uniformity and standardization

**VIII. Supervision**

17. (a) Ability to accept supervision : (Ability to accept the authority of the supervisor, ability to establish purposeful relationship with the supervisor, extent of dependence on the supervisor, ability to discuss situations, relationships, problems, plans etc.)  
(b) Ability to accept criticism and make constructive use of supervision and supervisory conferences (whether the students prepares for conferences, tries to apply in practice what he/she has learnt in supervisory conferences, tries to clarify his/her thinking etc.)

### **CC 106: FIELD WORK REPORT AND VIVA-VOCE**

#### **FIELD WORK DIARY, RECORDING, MONTHLY ATTENDANCE SHEETS AND SUMMARY OF SUPERVISORY CONFERENCES**

Every student is expected to maintain/prepare the following regularly or at appointed times:

- (a) A diary of activities and account of time spent for each activity. Points from supervisory conferences should also be noted down in the diary.
- (b) Detailed reports of activities (field work records)
- (c) Summary of Supervisory Conferences which has to be submitted to the Field Work coordinator at the end of every month (cyclostyled forms will be provided for this purpose) and
- (d) Monthly field work attendance sheets. Cyclostyled forms are available in the office for this purpose

At the end of every month, field work attendance sheets should be submitted to the field work supervisor so that the letter may forward it to the office, on the First Wednesday of the following month. Those who are under the direct supervision of agency social workers are required to submit the attendance sheets (after it has been duly signed by the supervisor) to the head of the department who is in charge of his/her placement (A Speciman copy is given to you)

The diary and recording should be submitted every week to the supervisor for review and discussion

#### **Leave of Absence from Field Work**

Absence from field work should be avoided as far as possible. For valid reasons, however, leave of absence is allowed for 2 days in a semester. If any student is absent for more than two days, all the days of absence (including the first two days) will have to be compensated in accordance with the instructions of the field work supervisor.

#### **Mid-Year Evaluation and Final Evaluation**

There will be a mid-year evaluation in early December for assessing the students field work performance during the I semester. The supervisor will write the report after a supervisory conference which will be specially geared to the discussion of work performance. There will be no grading for mid-year evaluation. The purpose of mid-year evaluation conference and report is that the student may get information and awareness of his/her strengths and weaknesses as regards as field work performance of the I semester and plan for better performance in the second semester.

At the end of the academic year, in March, every supervisor will submit to the Institute a written evaluation report on the students field work. Grades will be given by the field work supervisor in consultation with the field work coordinator.

Any student who does not come up to a certain minimum level of performance which is required for passing in field work, may be asked at the discretion of the faculty, either to leave the Institute or put in extra work to improve his/her field work performance.

#### **FIELD WORK PRACTICUM: CONCURRENT FIELD WORK**

The main object of concurrent field work is to provide opportunities for applying the knowledge learnt in the class room to real life situation (field reality) to understand and develop effective course of action (learning of intervention methods) according to needs of client system. And evaluate the experiences while working with the individual, groups and communities. Fieldwork enables the student to integrate and reinforce the knowledge and information acquired in the classroom with actual practice, under competent **supervision** by the agency and faculty supervisors. Every student is expected to work for 15 hrs. per week at various organizations or community settings.

### **FIELD WORK EVALUATION CRITERIA:** (Applicable for the all four Semesters)

#### **1) Analytical Ability:**

- a. To understand evolution of agency, philosophy, policy and administration programmes.
- b. To identify roles of other departments and personnel in implementation of agency policies & programmes (in secondary settings).
- c. To understand the dynamics of the agency – roles, decision-making process, conflict solving procedures.
- d. To begin to situate agency in context of larger social system.
- e. To understand Profile of client system and causative factors affecting its needs and problems.
- f. To understand social work intervention utilized by agency in response to needs of client system.
- g. To assess one's own tasks in relation to problem situation.

#### **2) Problem Solving Skills:**

- a. To assess the problem situation and outlines the plan of action.
- b. To utilize problem solving process beginning with fact finding to evaluation of social work process in relation to needs, problems and aspirations of the client system.
- c. To develop and utilize working relationships with agency, client system and other related system.
- d. To utilize different techniques of problem solving, interviewing, home visits, communication and programme media mobilization of human and material resources.
- e. To utilize problem solving strategies selectively with individuals groups and communities.
- f. To understand the importance work in different administrative procedures – filing – maintaining registers, fund raising staff meetings.
- g. To develop basic skills of management of services, planning, organizing, implementing and evaluation.
- h. To participate in liaison work with other organizations and systems in terms of obtaining sanctions for programmes, interpreting social work intervention and networking on common issues.
- i. To understand the significance of and participates in teamwork in one's discipline as well as in the interdisciplinary team.
- j. To learn to priorities tasks and organize workload.
- k. To understand the importance of recording as a tool for learning and administration.
- l. Learn to record facts selectively and logical-assessment of problem situation, students feelings, reflections and intervention modalities.

**3) Personal development:**

- a. Appreciation and utilization of principles of social work in respect of persons, social justice, equality, opportunities, acceptance of the client system and its potential.
- b. Work with commitment in the agency in terms of fulfillment of tasks, disciplined use of self (dress, behavior, regularity, self control, awareness of bias and cultural blocks).
- c. Developing positive identification with the profession, conviction of the necessity of social work intervention.

**4) Use of field Instructions :**

- a. Understanding the significance of field instruction as a tool for professional training.
- b. Accepts the roles of faculty advisor, field instructor and field contact and utilises their expertise in one's own training.
- c. Indicates a gradual movement from a dependence on the instructor to performing ones role and tasks more independently.
- d. Utilises individual and group conferences for professional growth by accepting both the positive and negative remarks of the instructor.
- e. Actively participates in the group conferences and appreciates the participation of others.
- f. Makes efforts to improve performance through self-learning by reading learning from one's experiences and those of others.
- g. Develops ability for self-evaluation on going and periodic.

## MSW- CBCS SYLLABUS 2021-22

Semester	I	Total Credit	3
Course Code	DSE 101A	Credit Pattern	L-35, T-5, P-5
Course Title	SOCIOLOGY IN RELATION TO SOCIAL WORK		

Course Outcomes: Students will be able to	
1	Describe the various aspects of Sociology.
2	Apply relevant theories, concepts and models to resolve social issues.
3	Demonstrate how self develops through various process of interaction.
4	Demonstrate how societal and structural factors influence individual behaviour.
5	Know the basic social institutions like family, marriage, kinship in a scientific way.
5	Explain social change and the factors affecting social change.

### Syllabus:

Unit Number	Contents	Number of Session	
1	Meaning , scope ad significance of sociology – relationship of sociology with Psychology , Economics, History , Anthropology and Social work	L=9	
		T=2	P=1
2	Meaning and type of social structures: The concept, process and agents of socialization, Importance and roles of social institutions –marriage, family, religion, state and law.	L=9	
		T=1	P=1
3	Tribal, rural and urban society – Role of primary and secondary group in social controls, Types of social mobility's.	L=9	
		T=1	P=1
4	Definition and causes of social change-Theories of social change, Social stratification in India- Significance of a theoretical understanding of society for social work.	L=9	
		T=1	P=1

## MSW- CBCS SYLLABUS 2021-22

Learning Resources:		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Srinivas M.N. (1960), Social Change in Modern India, Bombay Allied Publishers</li> <li>2. Vidyabhushan &amp; Dr. D.R. Sachdeva (1999), An Introduction to sociology, Kitab Mahal, Allahabad</li> <li>3. M. Harmlambous with R.M. Heald (2000), Sociology theories and prospective, Impression Oxford University Press.</li> <li>4. K. Kumar (1982), Principles of sociology, Neelam Sales corporation, Agra</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. S. Guruswamy (1995), Development of sociology, Sterling publishers Pvt, Ltd., Bombay</li> <li>2. K. Singh (1997), Problems of sociology , Prakashan Kendra Mumbai</li> <li>3. Ghanshyam Shah (1997), Social transformation In India, Rawat Publications, Jaipur &amp; New Delhi</li> <li>4. Maclever R.M. &amp; Page C.H., (1985), Sex, Gender and Society, Temple Smith London</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.socialworkhelper.com">www.socialworkhelper.com</a>  <a href="http://www.socialjustice.nic.in">www.socialjustice.nic.in</a>  <a href="http://www.cswb.gov.in">www.cswb.gov.in</a></p>
4	<b>Journals</b>	<p>“Perspectives in Social Work”, College of Social Work, Nirmala Niketan , Mumbai.c            The Indian Journal of Social Work, Tata Institute of Social Science, Mumbai.            “Social Welfare”, Central Social Welfare Board</p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Singh Y. (1973) Modernisation of India “Tradition : A Systematic Study of Social Change” Thomson Press Ltd., Delhi</li> <li>2. Bottomore T.B. (1962), Sociology : A Guide to Professionals &amp; Literatures, George Allen, New York</li> <li>3. Gore M.S. (1965), Social Work and Social Work Education, Asian Publishing House, Bombay</li> <li>4. D. Paul Chowdhary (1990), Introduction to Social Work Atma ram &amp; Sons, Delhi.</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. To understand the stages in Social Work practice will be given for field work in in NGO’s.</li> <li>2. Video cases and documentary films relating to the syllabus to be screened in the class.</li> </ol>



## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

MSW-1	sociology in relation to social work									sem 1	DSE 101A
CO/PO	p1	P2	p3	p4	p5	p6	p7	p8	p9	p10	p11
1.1	3	2	2				3		2		
1.2	3		3	3	2	3		3	3		
1.3	3		3	3		3	3	3	3	3	3
1.4	3	3	3	3	2			2		3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

Semester	I	Total Credit	3
Course Code	DSE 101B	Credit Pattern	L-35, T-5, P-5
Course Title	DYNAMICS OF HUMAN BEHAVIOR		

Course Outcomes: Students will be able to	
1	Describe the development of behaviour and its biological characteristics over the life span
2	To introduce students to the basic concepts of the field of psychology with an emphasis on Applications of psychology in everyday life
3	Analyze human behavior on the basis of scientific enquiry and critical thinking
4	Describe the psychological processes behind adaptive and maladaptive human behavior.
5	Recognize the dynamic interactions between human behaviors and social environment.
6	Recognize the ways in which different approaches to understanding human behaviors in social environment.

### Syllabus:

Unit Number	Contents	Number of Session	
1	Understanding Human Behaviour: Heredity-concept and mechanisms, Environment-Internal and external. Interplay of Heredity of Environment in shaping human behaviour.	L=9	
		T=2	P=1
2	Human Growth and Behaviour: Stages of human development: Prenatal, Infancy, childhood, adolescence, adulthood and old age	L=9	
		T=1	P=1
3	Psycho-social process: Attitude, prejudices, public opinion, collective behaviour and leadership behaviour. Psychological process: Perception, learning, memory, emotions and motivation.	L=9	
		T=1	P=1
4	Personality: Definition, Characteristics and types of Personality, Adjustment throughout life: concept of adjustment and maladjustment. Factors in adjustment: frustration, conflict coping devices and stress.	L=9	
		T=1	P=1

## MSW- CBCS SYLLABUS 2021-22

<b>Resources Learning</b>		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Anne Anastasi and Susana U, 2005: Psychological testing , Pearson education, Delhi</li> <li>2. Carson, Butcher, Mineka 2003: Abnormal Psychology and Modern Life, Pearson education, Delhi</li> <li>3. Kuppuswamy B.1999: An Introduction to social psychology, Media Promoter and publications Pvt Ltd, Mumbai</li> <li>4. Hurlock E.B. 1978: Child Development , 6th Edition, McGraw Hill Ltd ,International Edition</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Newman B.M.1978: Adolescent Development, MerillPub.Co. Colambia</li> <li>2. Schiamberg L.B. 1985: Human development, Logon MacMillian Pub company 2nd Edition</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://ijjp.in/">https://ijjp.in/</a></li> <li>2. <a href="http://www.devpsy.org/">http://www.devpsy.org/</a></li> <li>3. <a href="https://www.simplypsychology.org/">https://www.simplypsychology.org/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of Indian Association for Child and Adolescent Mental Health (JIACAM)</li> <li>2. Indian Journal of Human Development (IJHD)</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Hurlock E.B. 1971: Development Psychology 5th Edition, Tata Macgraw Hill, New Delhi,</li> <li>2. Morgan and King, 2000: Introduction to Psychology, Tata Macgaw Hill Publication , Delhi</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>2. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> <li>3. Observing behaviour of the different person of various age groups.</li> </ol>

COPO Mapping

MSW-1	Dynamics of Human Behaviour					p6	p7	p8	p9	p10	DSE 101B
	p1	p2	p3	p4	p5						
1.1	3		3	3	2	3	2		3		
1.2	3	3		3			3	2	3		
1.3				3	2		2	3	3	3	3
1.4	3	3	3	3		3	3			2	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>I</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 101</b>	<b>Credit Pattern</b>	<b>L-10 T:5 P:15</b>
<b>Course Title</b>	<b>COMPUTER SKILLS</b>		

<b>Course Outcomes:</b>	
1.	Understand basic concepts and computer terminology.
2.	Prepare proper documents
3.	Prepare effective presentation
4.	Analyze any data with the help of spreadsheets.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
<b>1</b>	<b>MS-Word:</b> Component of MS-Word window, Page-Setup in MS-Word, Formatting the Document, Inserting & Formatting table, Inserting various objects in the document, Mail-Merge Utility, Cursor Control Keys. <b>MS-PowerPoint</b> creation of slides, Applying Animation Effects, Slide Transition Effects, Views In PowerPoint, Use of Text, Images, ClipArt's, Hyperlinks, Video and Audio and Action Buttons In Presentation	<b>L=5</b>	
		<b>T=3</b>	<b>P=8</b>
<b>2</b>	<b>Data Analysis Through Excel and Presentation Techniques.</b> <b>MS-Excel:</b> Features Of Excel, Formatting Work Sheet-Formatting cell, conditional formatting, Lookup Functions, IF, SUM, SUMIF, SUMIFS, COUNT, COUNTIF, COUNTIFS, COUNTBLANK Functions, TEXT Functions, Decision Making Using – Goal Basic Data Analysis – Sorting, Summarizing, Filtering, Validating Data, <b>SPSS:</b> Menu, Creating data file, Defining Variables, Sorting, Splitting File, Selecting Cases, Computing new variables, Recoding variables	<b>L=5</b>	
		<b>T=2</b>	<b>P=7</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
<b>1</b>	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. <b>Computer Fundamentals</b> by P. K. Sinha&amp;PritiSinha, 5<sup>th</sup> edition, BPB pub.</li> <li>2. <b>Computer Fundamentals</b> by Balguruswami</li> <li>3. <b>Microsoft Office 2013All-In-One For Dummies</b> By Peter Weverka, Wiley India Pvt Ltd, ISBN 10: 812654175X</li> <li>4. <b>Microsoft Office 2010 Digital Classroom</b> by AGI Creative Team John Wiley &amp; Sons; Pap/Psc edition (1 March 2011) ISBN-10: 0470577770</li> <li>5. <b>Operating System Concepts: International Student Version</b>By <u>Silberschatz</u> Wiley; Eighth edition (20 April 2009) ISBN-10: 8126520515</li> </ol>
<b>2</b>	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. <b>Microsoft Office 2010 Bible</b> By <u>John Walkenbach</u> Wiley India Private Limited (28 September 2010) ISBN-10: 8126528397</li> <li>2. <b>Microsoft Windows Operating System Essentials</b>By <u>Tom Carpenter</u>John Wiley &amp; Sons (9 February 2012) ISBN-10: 1118195523</li> <li>3. <b>Microsoft Windows Operating System Essentials</b> By <u>Tom Carpenter</u>ISBN: 978-1-118-19552-9</li> <li>4. <b>Fundamentals Of Computers 5Ed</b> By V. RajaramanPublisher: Phi Learning Pvt Ltd ISBN 10: 8120340114</li> </ol>
<b>3</b>	<b>Websites</b>	<p> <a href="https://www.zuaneducation.co">https://www.zuaneducation.co</a>  <a href="http://www.klientsolutech.com">www.klientsolutech.com</a>  <a href="https://www.udemy.com">https://www.udemy.com</a>  <a href="https://koreinfotech.com">https://koreinfotech.com</a>  <a href="https://www.homeandlearn.co">https://www.homeandlearn.co</a> </p>
<b>4</b>	<b>Journals</b>	<ol style="list-style-type: none"> <li>0. <b>Compute Journals</b> by Oxford University Press – ISSN: 0010-4620 (print); 1460-2067 (web)</li> <li>1. <b>Journals in computer Science.</b></li> <li>2. <b>Journal of Information Technology, ISSN No .2253-4126</b></li> <li>3. <b>Journals in Computer Science - Elsevier</b></li> </ol>
<b>5</b>	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>0. Various articles</li> <li>1. Various Magazine on Information Technology</li> </ol>
<b>6</b>	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>0. Total eight practical sessions on MS-Word, MS-Excel and MS-PowerPoint</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-1</b>	<b>Computer Skills</b>										<b>sem 1</b>	<b>AEC-101</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>		
<b>1.1</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>						
<b>1.2</b>	<b>3</b>			<b>3</b>		<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>3</b>	
<b>1.3</b>		<b>3</b>								<b>3</b>	<b>3</b>	
<b>1.4</b>		<b>2</b>		<b>3</b>	<b>3</b>		<b>3</b>			<b>3</b>	<b>3</b>	
<b>1.5</b>	<b>3</b>	<b>2</b>	<b>3</b>			<b>3</b>				<b>3</b>	<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	

# **MSW SEMESTER-II**



## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CC 201</b>	<b>Credit Pattern</b>	<b>L-35, T-05, P-05</b>
<b>Course Title</b>	<b>COMMUNITY ORGANIZATION AND SOCIAL ACTION</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of Community Organization and Social Action
2	Demonstrate skills to identify communities, assess their needs and plan appropriate community interventions.
3	Demonstrate skills in community mapping, recognizing complexities and identify groups to work with
4	Show ability to reflect and contextualize various types of community interventions
5	Develop an insight into different perspectives in relation to community organization and use them in their work

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Historical growth of community social work in India – concept, definition and principals of community organization	L=9	
		T=2	P=1
2	Community development programmes and panchayat raj – community organisation and human rights, Various approaches of community organisation; locality development, social planning, Gandhian approach	L=9	
		T=1	T=1
3	Concept, definition and principals of social action – the significance of life style approach in social action	L=9	
		T=1	T=2
4	Social action across the India – role of social worker in social action. Use of media and public opinion building in social action – social action and social movement	L=8	
		T=1	P=1

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Khinduka S.K. &amp; Coughlan, Bernald (1965), Social Work In India, Kitab Mahal, New Delhi</li> <li>2. Divekar V.D. (1991), Social Reform Movements in India A Historical Prospective, Popular Prakashan, Mumbai</li> <li>3. Gore, M.S. (1993), The Social Context of Ideology, Ambedkars Social &amp; Political Thoughts, Sage Publication, New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. G.R. Madan (2002), Indian Social Problems Vol. I &amp; II, Allied Publishers, New Delhi</li> <li>2. Somesh Kumar (2002), Methods for Community Participation : A Complete Guide for Practitioners, Sage Publication, New Delhi</li> <li>3. Rothman Jack, Erlich John &amp; Tropman John (1987), Strategies of Community Intervention for Community organization, Peacock Publishers, London</li> </ol>
3	<b>Websites</b>	<p>www.socialjustice.nic.in  <a href="http://www.egyankosh.ac.in">www.egyankosh.ac.in</a>  <a href="http://www.cswb.gov.in">www.cswb.gov.in</a></p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. India journal of Social Work, TISS, Mumbai.</li> <li>2. Social Welfare, Govt. of India.</li> <li>3. Samajkalyan, Govt. of India.</li> <li>4. Social Action : A Quarterly review of social trends and social action, trust, Delhi</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. NCAS (2010), Fearless Minds : Right based approach to organising advocacy, National Centre for advocacy, Pune</li> <li>2. Srivasta S.K. (1988), Social Movements for Development , Chug Publications, Allahabad</li> <li>3. Siddique H.Y. (1984), Social Work and Social Action, Harmony Publications, New Delhi</li> <li>4. Vohra Gautam (1990), Alerting Structures : Innovative Experiments at the grassroots</li> <li>5. Vettival, Surendra (1992), Community Participation : Empowering the poorest, Role of NGO's, Vetri Publishers, New Delhi</li> </ol>
6	<b>Practical Component</b>	<p>Visit to NGO's for understanding actual functioning and implementation of welfare schemes.</p>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

MSW-1	Community Organization and Social Action									Sem-2	CC201
CO/PO	p1	p2	p3	p4	p5	p6	p7	p8	p9	p10	p11
1.1	3	3									
1.2			2	3	2	3			2	2	
1.3	2	3	2	3	3				2	2	3
1.4	3	2	2						3		3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>			<b>2</b>	<b>2</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CC 202</b>	<b>Credit Pattern</b>	<b>L-35, T-05, P-05</b>
<b>Course Title</b>	<b>SOCIAL WELFARE ADMINISTRATION</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of Social Welfare Administration and the relevant theories of Administration
2	Develop Administrative and Managerial skills
3	Apply relevant theories, concepts and models to resolve administrative issues.
4	Develop Effective team-work and leadership skills.
5	Develop insight into social welfare administration as a profession

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Definition of social welfare administration, scope of social welfare administration, principles of social welfare administration. Distinction between Public administration and Social welfare administration. The discipline of social welfare administration. The tasks of social welfare administration. Role of volunteers in social welfare	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	Definition of Corporate Governance and its principles. Functions of Management – POSDCORB. State Social Welfare Advisory Board : Composition of the board, Functions of the Board. CSWB Central Social Welfare Board, Its Composition and functions/programmes on social welfare.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Social Welfare Organizations: Introduction, Definitions of an organization. Ingredients of an organization: Authority and Responsibility, Communication & Coordination. Role of local bodies and NGO's in social welfare (Rural, Urban & Tribal area Registration of an NGO Under the Societies Registration Act, 1961, , The Trust Act, 1882, The Companies Act, 2013. Brief Rules and Regulations for Registration under this act. Advantages of registration.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Management of Human Service Organizations: Constituents of social welfare organization – General body, Managing/Executive committee: Responsibilities and functions of an Executive and office bearers. Functions and qualification of board members. Committees : Types of Committees, Principles of effective committees. Financial Administration: Financial sources – Grant in aid. Budgeting: meaning, purpose, method and sources. Guiding principles of budget. Concept of Zero based budget: meaning, and need for declaring zero based budget	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. D. Paul Chowdhry (1992), Social Welfare Administration, Atma Ram and Sons, Delhi.</li><li>2. S. M. Jha. (2002). Social Marketing, Himalaya Publishing House, Bangalore.</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. S. L. Goel (2003) Public Administration: Theory and Practice, Deep and Deep Publications Pvt. Ltd. New Delhi.</li><li>2. Sameer Dehpande, Nancy R. Lee (2013), Social Marketing in India, Sage Publications, New Delhi.</li></ol>
3	<b>Websites</b>	<p><a href="http://www.socialjustice.nic.in">www.socialjustice.nic.in</a> <a href="http://www.egyankosh.ac.in">www.egyankosh.ac.in</a> <a href="http://www.cswb.gov.in">www.cswb.gov.in</a></p>
4	<b>Journals</b>	<p>India journal of Social Work, TISS, Mumbai. Social Welfare, Govt. of India. Samajkalyan, Govt. of India.</p>
5	<b>Supplementary Reading</b>	<p>Encyclopedia of Social Work.</p>
6	<b>Practical Component</b>	<p>Visit to NGO's for understanding actual functioning and implementation of welfare schemes.</p>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-1</b>	<b>Social Welfare Administration</b>									<b>sem 2</b>	<b>CC202</b>	
	<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>	<b>2</b>			<b>2</b>							
<b>1.2</b>		<b>3</b>			<b>2</b>					<b>3</b>		<b>3</b>
<b>1.3</b>	<b>3</b>			<b>3</b>		<b>2</b>					<b>3</b>	
<b>1.4</b>		<b>2</b>	<b>3</b>			<b>3</b>				<b>3</b>	<b>2</b>	
<b>Total</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>3</b>
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## MSW- CBCS SYLLABUS 2021-22

<b>Course Code</b>	<b>CC 203</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>SOCIAL WORK RESEARCH</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of Research
2	Develop attitude and aptitude in basic research process
3	Develop analytical skills within the field of social work research.
4	Demonstrate ability to conduct research in social work
5	Identify researchable area/topic in social work
6	Develop skills of data collection, organization, presentation, analysis and report writing.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	Scientific method; its characteristics and purpose, Steps in scientific method, Scientific method and social work research.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	Formulation of research problem: Concepts, operationalization of concepts, variables, , Hypotheses - types and functions, and test ;attributes of a sound hypothesis.	<b>L=7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	<b>Research Design:</b> Meaning, Need of Research Design, Features of Good Design, Concepts Relating to Research Design, Types of Research Designs, and Comparison between Different Designs. <b>Sources of Data:</b> Primary and Secondary Sources, Official Sources and Data form Agencies. Selection of Appropriate Method, Tools: Interview Schedules, Questionnaires, Observation and Interview method.	<b>L=7</b>	
		<b>T= 1</b>	<b>P= 1</b>
4	<b>Sampling:</b> Introduction, terms and terminologies, Advantages of sampling.Methods of Sampling : Probability Sampling and Non-probability Sampling methods. Determination of sample size: factors to be considered. <b>Research proposal and Report writing:</b> Functions of research proposal, its Ingredients, proposals for funded research, Purpose of research report, its contents, Characteristics of a good report	<b>L=7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Kothari C.R. and Gurav Garg (2014): Research Methodology: Methods and Techniques, New Age International Publishers, New Delhi</li> <li>2. Laladas D. K. (2000), “Practice of Social Work Research”, Rawat Publications, Jaipur, New Delhi</li> <li>3. Allen R. and Earl B, “Research Methods for Social Work” Second Edition, Brooks Cole Publishing Company, Pacific Grove, California</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Laldas D. K.(2005), “Designs of Social Research”, Rawat Publications, New Delhi</li> <li>2. Goode W. J. and Hatt P.K., “ Methods in Social Research”, McGraw Hill, New York</li> <li>3. Kaplan A., “The Conduct of Inquiry, Methodology for Behavioural Science”, Chander Publishing Company, California</li> <li>4. Lakatos I., “The Methodology of Scientific Research Programme (Vol.I)”, Cambridge University Press Cambridge</li> <li>5. Thyer A. B., “The Handbook of Social Work Research Methods”, Sage Publications Inc., International Educational and Professional Publishers, New Delhi, 2000</li> <li>6. Lawrence Neuman W (2007): Social Research Methods: Qualitative and Quantitative Approaches, Pearson Education, New Delhi</li> <li>7. Nicholas Walliman (2005) Your Research Project, Vistaar Publications</li> </ol>
3	<b>Websites</b>	<p><a href="http://uk.sagepub.com/en-gb/eur/understanding-social-work-research/book235928">http://uk.sagepub.com/en-gb/eur/understanding-social-work-research/book235928</a></p> <p><a href="https://sk.sagepub.com/books/social-work-research-in-practice">https://sk.sagepub.com/books/social-work-research-in-practice</a></p>
4	<b>Journals</b>	<p><a href="https://www.jstor.org/journal/jsoc_isociworkres">https://www.jstor.org/journal/jsoc_isociworkres</a></p> <p><a href="https://www.journals.uchicago.edu/toc/jsswr/current">https://www.journals.uchicago.edu/toc/jsswr/current</a></p>
5	<b>Supplementary Reading</b>	Kerliner F. R., “Foundations of Behavioural Research”, Sujreet Publications, New Delhi
6	<b>Practical Component</b>	Practical sessions on social work research during rural camp.



## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-1</b>	<b>Social Work Research</b>									<b>sem 2</b>	<b>CC203</b>
<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>	<b>3</b>							<b>3</b>		<b>2</b>
<b>1.2</b>			<b>3</b>				<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>1.3</b>	<b>3</b>		<b>3</b>		<b>3</b>		<b>2</b>	<b>3</b>	<b>3</b>		<b>3</b>
<b>1.4</b>		<b>3</b>			<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CC 204</b>	<b>Credit Pattern</b>	<b>L-35, T-5,P-5</b>
<b>Course Title</b>	<b>SOCIAL POLICY, PLANNING &amp; DEVELOPMENT</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of Social Policy, Planning and Development.
2	Apply relevant theories, concepts and models to resolve social issues.
3	Identify social welfare policy and how it impacts clients' needs and services
4	Apply critical thinking skills throughout the process of policy evaluation and development
5	Demonstrate the understanding of how to advocate for social and economic justice for diverse client populations.
6	demonstrate the ability to apply research to inform policy development and evaluation

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	Social Policy: Concept, Meaning and importance of policy, social policy: definition, meaning, characteristics, scope, process, Distinction between Social Policy and Economic Policy, Important Concepts: Welfare State re-distribution, democracy and accountability.	L= 7	
		T = 1	P = 1
2	Social Development Planning: Concept of social development planning, scope of social planning, Linkage between social policy and planning, social development as a process of change, Inter relationship between sectors like economical, Socio-cultural and agricultural, Role of Social Worker in policy formulation and planning	L= 7	
		T = 1	P = 1
3	Social Policy In India: 1.Sources of Policy, Indian Constitution-Fundamental rights and Directive Principles of state 2.Basic structure of Indian Democracy: legislation, Judiciary and executive 3. Policy Formulation Process: NitiAayog (Planning Commission), Role of International Organisations (UN, WTO, World Bank etc.) Academic and Research Organisations, Media, Advocacy.	L= 7	
		T = 1	P = 1
4	Strategies of Social Development: Rural, Urban and Tribal Development : Concept, Problems & Programmes Broad review of Social Policy Planned programmes on: Broad review of Social Policy Planned programmes with emphasize on : Population-Family Welfare, Education, Social Justice anti-poverty and citizens rights. Socio-Legal Provision for Special groups: 1. Rights of the disadvantaged and the constitution 2. Provisions for Women 3. Provisions for Persons with disability 4. Provisions for children 5. CSR 6. Legal Aid and Govt. Initiatives	L= 7	
		T = 1	P = 1

## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Gore M.S. (1985): Social aspects of development, Rawat Publication, Jaipur</li> <li>2. Gokhale S.D (1974): Social welfare legend and Legacy, Popular Prakashan, Mumbai</li> <li>3. Datta-Sundarm (2003): Indian Economy, Popular Prakashan, Mumbai</li> <li>4. Sharma P. N. and Shastri. C : Social planning concepts and techniques, Print House, Lucknow</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Titmus R. M. (1974): Social Policy, An Introduction, George Allen and Unwin, London</li> <li>2. Reheman. M (2006): Rural development and Rural workers, Commonwealth Pub, Delhi.</li> <li>3. Patil B.R. (1978): The economics of Social Work in India, Somaiya, Mumbai</li> <li>4. Academic Foundation (2005) : India's Five year plans, Books and CD.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://guide2socialwork.com/social-policy-in-india/">http://guide2socialwork.com/social-policy-in-india/</a></li> <li>2. <a href="http://www.unrisd.org/unrisd/website/document.nsf/(httpPublications)/7EE221555523155DC1256C77003CFAED?OpenDocument">http://www.unrisd.org/unrisd/website/document.nsf/(httpPublications)/7EE221555523155DC1256C77003CFAED?OpenDocument</a></li> <li>3. <a href="https://link.springer.com/content/pdf/10.1057/9780230523975_13.pdf">https://link.springer.com/content/pdf/10.1057/9780230523975_13.pdf</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Journal of Social Welfare and Management</li> <li>2. Indian Journal of Public Administration</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Pathak S. (1981): Social Welfare An Evolutionary and development perspective, MacMilan India, Delhi</li> <li>2. Kulkarni P.D.(1979):Social policy and Social Development in India, Asso of school of SW inIndia</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Preparing the policy planning and development plan for Gram Panchayat / Local Bodies.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

MSW-1	Social Policy Planning and Development									sem 2	CC204
CO/PO	p1	p2	p3	p4	p5	p6	p7	p8	p9	p10	p11
1.1	3				2		3				
1.2	3				2	3			3	3	
1.3		3	2		2	3	3		2	3	3
1.4	3		3	3	3	3	2		3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

**CC 205 RURAL CAMPAND CONCURRENT FIELD WORK**

- Introduction
- Field work activities
- Work habits and adjustment to the agency
- Professional Development
- Casework practice
- Group work practice
- Community Organisation Practice
- Social Welfare Administration Practice
- Record writing
- Supervision
- Field work diary recordings, monthly attendance sheets and summary of supervisory conferences
- Field work agencies

**INTRODUCTION :**

Field Work is a guided interaction process between student and the actual life situation initiated with a view to bring about fuller development of human-environmental potential

Supervised field work is required of all students, because learning by doing is an important aspect of professional education. Field Work is for 15 hours per week. Every student has a field work placement in a social service department/agency or organization where he/she learns to use the social work methods of casework, group work, community organization and social welfare administration

**OBJECTIVES OF FIELD WORK :**

1. To study and understand the behavior of individuals families, groups and the community under both normal and stress conditions
2. To integrate theory and practice through direct involvement in helping activities
3. To develop appropriate values and attitudes
4. To develop self – awareness and social awareness.

**FIELD WORK SUPERVISION:**

Every student is placed under the guidance of a field work supervisor who gives the necessary orientation as regards the agency's set-up and the nature of work there. Supervisory process serves to fulfill the service functions of the agency and the educational needs of the student. Weekly supervisory conference is held in order that the student may plan and discuss his/her work with the supervisor and get guidance as regards the day to day activities. Student's field work records serve as tools for learning and teaching besides fulfilling the administrative requirements of the agency. The Supervisor is available at other time also for on the spot guidance and consultation.

**FIELD WORK ACTIVITIES:**

Field Work tasks and activities are decided according to the personal and situational needs of client and the learning needs of the student. Skills of social work practice are developed as a result of carrying out, in a planned manner, the tasks with reference to the individual family, group and the community and reflecting upon process and results of each task. The student and the supervisor can use the weekly conference for an ongoing evaluation of the former's performance in addition to the other purposes for which the conference is used. The assessment of field work performance covers the following areas:

**IV. Work habits and adjustment to the agency**

5. Punctuality and regularity (as seen in attendance at the agency, keeping appointments, submitting recording, attending supervisory conference etc.)
6. Responsibility (as seen in planning work, discharging duties on time, taking seriously the various aspects of work and in having on overall sense of accountability to the agency)

**V. Professional development**

7. (a) Assimilation of basic values like consideration of human worth and dignity and the human right to be helped as regards needs.  
(b) Use of principles like acceptance, confidentiality, client self-determination and client participation.  
(c) Interest in Work  
(d) Level of self-awareness, sensitivity and objectivity  
(e) Controlled use of the self with awareness of feelings.

**VI. Casework practice**

8. (a) Ability to demonstrate concern for the client and ability to establish rapport  
(b) Ability to use various casework techniques consciously  
(c) Ability to explore and make use of community resources
5. (a) Ability to collect pertinent information for the study of a case  
(b) Ability to identify social and psychological factors and to see the connections among these factors in the causation of the problem/s
6. (a) Ability to make a plan for suitable action  
(b) Ability to carry out the plan systematically

**IV. Group Work Practice**

7. (a) Ability to identify needs of group members and ensure their fulfillment through appropriate group processes  
(b) Ability to relate oneself to individuals in a group situation and to the group as an entity
8. (a) Ability to analyse and distinguish different components of the group process: (i) Member Roles (ii) Structure of group (iii) Interaction Patterns (iv) Communication Patterns (v) Conflict resolution (vi) Decision making (vii) Group Climate (viii) Goal Formulation  
(b) Ability to identify appropriate roles for oneself in the different components of group processes mentioned above.
9. (a) Ability to assess the level and needs of the group and thus determine intervention strategy of worker  
(b) Nature of programme planning skills and ability to mobilize resources  
(c) Comments on personal qualities of the worker that enhance or block his/her effectiveness

**V. Community Organisation Practice**

10. (a) Ability to understand with reference to the field work agency the following (1) Concept of community and community organization (2) The relevance of the agency as a primary or secondary setting
11. (a) Ability to perceive organizations as community resources and to understand them as sub-systems in larger systems  
(b) Ability to identify linkages between sub-systems and systems
12. (a) Ability to understand the various strategies used by the agency for change  
(b) Ability to identify the model of C.O. used by agency.

**VI. Social Welfare Administration Practice**

13. (a) Ability to understand human need at the individual, family, group and community level and the range of human needs of the target groups covered by the agency  
(b) Ability to understand the range of services offered  
(c) Knowledge about legislations, national policies and programmes related to the activities of the agency
14. (a) Knowledge and understanding of the agency structure policies, routines, objectives, committees, boards and authority relationships  
(b) Knowledge of basic element of office management, ability to maintain inter and intra agency communication, writing letters, minutes etc.
15. (a) Ability to maintain purposeful relationships with the agency staff at all levels and with fellow-students  
(b) Ability to work as a member of a team, ability to organise and plan one's own work and to coordinate it with the goals of the team  
(c) Qualities of leadership and initiative, use of administrative skills related to special projects.

**VII. Record Writing**

16. (a) Ability to use definite, specific, concrete and correct language  
(b) Ability to write clearly and to maintain an appropriate level of uniformity and standardization

**VIII. Supervision**

17. (a) Ability to accept supervision : (Ability to accept the authority of the supervisor, ability to establish purposeful relationship with the supervisor, extent of dependence on the supervisor, ability to discuss situations, relationships, problems, plans etc.)  
(b) Ability to accept criticism and make constructive use of supervision and supervisory conferences (whether the students prepares for conferences, tries to apply in practice what he/she has learnt in supervisory conferences, tries to clarify his/her thinking etc.)

## **CC 206: FIELD WORK REPORT AND VIVA-VOCE**

### **FIELD WORK DIARY, RECORDING, MONTHLY ATTENDANCE SHEETS AND SUMMARY OF SUPERVISORY CONFERENCES**

Every student is expected to maintain/prepare the following regularly or at appointed times:

- (a) A diary of activities and account of time spent for each activity. Points from supervisory conferences should also be noted down in the diary.
- (b) Detailed reports of activities (field work records)
- (c) Summary of Supervisory Conferences which has to be submitted to the Field Work coordinator at the end of every month (cyclostyled forms will be provided for this purpose) and
- (d) Monthly field work attendance sheets. Cyclostyled forms are available in the office for this purpose

At the end of every month, field work attendance sheets should be submitted to the field work supervisor so that the letter may forward it to the office, on the First Wednesday of the following month. Those who are under the direct supervision of agency social workers are required to submit the attendance sheets (after it has been duly signed by the supervisor) to the head of the department who is in charge of his/her placement (A Speciman copy is given to you)

The diary and recording should be submitted every week to the supervisor for review and discussion

#### **Leave of Absence from Field Work**

Absence from field work should be avoided as far as possible. For valid reasons, however, leave of absence is allowed for 2 days in a semester. If any student is absent for more than two days, all the days of absence (including the first two days) will have to be compensated in accordance with the instructions of the field work supervisor.

#### **Mid-Year Evaluation and Final Evaluation**

There will be a mid-year evaluation in early December for assessing the students field work performance during the I semester. The supervisor will write the report after a supervisory conference which will be specially geared to the discussion of work performance. There will be no grading for mid-year evaluation. The purpose of mid-year evaluation conference and report is that the student may get information and awareness of his/her strengths and weaknesses as regards as field work performance of the I semester and plan for better performance in the second semester.

At the end of the academic year, in March, every supervisor will submit to the Institute a written evaluation report on the students field work. Grades will be given by the field work supervisor in consultation with the field work coordinator.

Any student who does not come up to a certain minimum level of performance which is required for passing in field work, may be asked at the discretion of the faculty, either to leave the Institute or put in extra work to improve his/her field work performance.

#### **FIELD WORK PRACTICUM: CONCURRENT FIELD WORK**

The main object of concurrent field work is to provide opportunities for applying the knowledge learnt in the class room to real life situation (field reality) to understand and develop effective course of action (learning of intervention methods) according to needs of client system. And evaluate the experiences while working with the individual, groups and communities. Fieldwork enables the student to integrate and reinforce the knowledge and information acquired in the classroom with actual practice, under competent **supervision** by the agency and faculty supervisors. Every student is expected to work for 15 hrs. per week at various organizations or community settings.

**FIELD WORK EVALUATION CRITERIA:** (Applicable for the all four Semesters)



### **1) Analytical Ability:**

- h. To understand evolution of agency, philosophy, policy and administration programmes.
- i. To identify roles of other departments and personnel in implementation of agency policies & programmes (in secondary settings).
- j. To understand the dynamics of the agency – roles, decision-making process, conflict solving procedures.
- k. To begin to situate agency in context of larger social system.
- l. To understand Profile of client system and causative factors affecting its needs and problems.
- m. To understand social work intervention utilized by agency in response to needs of client system.
- n. To assess one's own tasks in relation to problem situation.

### **2) Problem Solving Skills:**

- m. To assess the problem situation and outlines the plan of action.
- n. To utilize problem solving process beginning with fact finding to evaluation of social work process in relation to needs, problems and aspirations of the client system.
- o. To develop and utilize working relationships with agency, client system and other related system.
- p. To utilize different techniques of problem solving, interviewing, home visits, communication and programme media mobilization of human and material resources.
- q. To utilize problem solving strategies selectively with individuals groups and communities.
- r. To understand the importance work in different administrative procedures – filing – maintaining registers, fund raising staff meetings.
- s. To develop basic skills of management of services, planning, organizing, implementing and evaluation.
- t. To participate in liaison work with other organizations and systems in terms of obtaining sanctions for programmes, interpreting social work intervention and networking on common issues.
- u. To understand the significance of and participates in teamwork in one's discipline as well as in the interdisciplinary team.
- v. To learn to priorities tasks and organize workload.
- w. To understand the importance of recording as a tool for learning and administration.
- x. Learn to record facts selectively and logical-assessment of problem situation, students feelings, reflections and intervention modalities.

### **3) Personal development:**

- d. Appreciation and utilization of principles of social work in respect of persons, social justice, equality, opportunities, acceptance of the client system and its potential.
- e. Work with commitment in the agency in terms of fulfillment of tasks, disciplined use of self (dress, behavior, regularity, self control, awareness of bias and cultural blocks).
- f. Developing positive identification with the profession, conviction of the necessity of social work intervention.

### **4) Use of field Instructions:**

- h. Understanding the significance of field instruction as a tool for professional training.
- i. Accepts the roles of faculty advisor, field instructor and field contact and utilises their expertise in one's own training.
- j. Indicates a gradual movement from a dependence on the instructor to performing ones role and tasks more independently.
- k. Utilises individual and group conferences for professional growth by accepting both the positive and negative remarks of the instructor.
- l. Actively participates in the group conferences and appreciates the participation of others.
- m. Makes efforts to improve performance through self-learning by reading learning from one's experiences and those of others.

- n. Develops ability for self-evaluation on going and periodic.

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>DSE 201A</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>ECONOMICS IN RELATION TO SOCIAL WORK</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe various core economic terms, concepts, and theories relevant to social work
2	Demonstrate the ability to employ the “economic way of thinking.
3	Recognize the role of ethical values in economic decisions.
4	Apply economic theories and concepts to contemporary social issues, as well as formulation and analysis of policy.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	Introduction to economics, Some elementary concepts in economics, micro and macroeconomics distinction, Nature of theories and laws in economics, Central problems of a society, Economics and social work. Elementary theories of consumption and distribution, Marginal utility approach, Indifference curve approach, Law of demand and its limitations, Supply, Law of supply, Factors affecting supply, Elasticity of demand and supply.	L= 7	
		T= 1	P= 1
2	Indian Economic Environment: Meaning of underdevelopment, Basic characteristics of India as a developing economy, Socio-economic problems-Poverty, Unemployment, and urbanization, Planning in India-Objectives of Planning, achievements and failures.	L= 7	
		T= 1	P= 1
3	Agriculture and Industry: Features and importance, Low productivity of agriculture and government measures, Indian industries-Role and importance.	L= 7	
		T= 1	P= 1
4	Human resources and economic development, Theory of Demographic transition, Size, growth of population in India-sex and age composition, Density of population-Quality of population-National population policy-Human development Index. Occupational pattern and economic development, workforce participation rate in India-Occupational pattern-trends and analysis in pre and post-independence period	L= 7	
		T= 1	P= 1

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Rudder Datt &amp; Sundaram K.P.M., Indian Economy, S.Chand &amp; Co., Publications, New Delhi, 2013</li> <li>2. Agrawal, A. N., Indian Economy, Vikas Publishing house, New Delhi, 2010</li> <li>3. Ahuja, H.L., Advanced Economic Theory, S. Chand &amp; Co., Publications, New Delhi, 2009.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Jhingan, M.L., Micro Economics, Concept publications, New Delhi, 2009</li> <li>2. Samuelson, P.A., Economics: An Introductory Analysis, McGraw Hill Book Co. Inc., New York, 2005</li> <li>3. World Development Reports (2005-2018).</li> <li>4. Human Development Reports, UNDP(2005-2018)</li> </ol>
3	<b>Websites</b>	<p>www.india.gov.in (Government of India)  <a href="http://www.undp.org.in">www.undp.org.in</a> (United Nations Development Programme)  <a href="http://www.nird.org.in">www.nird.org.in</a> (National Institute of Rural Development, Hyderabad)</p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. International Journal of social and economic Research.</li> <li>2. Health and Social work.</li> <li>3. The Indian Economic Journal.</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Janakarajan S, Indian Economy in Transition: Essays in Honor of C.T. Kurien, Sage Publications India Pvt., Ltd, Delhi, 2015</li> <li>2. Satyanarayana, G., Indian Economy towards Inclusive Growth, New Century Publications, Delhi, 2013.</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Visit to few consumers and make a list of factors affecting their demand</li> <li>2. Compute the HDI for selected village</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-1</b>	<b>Economics in Relation to Social work</b>									<b>sem 2</b>	<b>DSE-201 A</b>	
	<b>CO.PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>		<b>2</b>							<b>3</b>	<b>2</b>	
<b>1.2</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>2</b>		<b>2</b>			<b>2</b>		
<b>1.3</b>					<b>3</b>							<b>3</b>
<b>1.4</b>					<b>3</b>		<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>2</b>
<b>Total</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>DSE 201B</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>SOCIAL WORK PRACTICE IN THE FIELD OF HEALTH</b>		

### Course Outcomes: Students will be able to

1	Describe concepts of health
2	Develop an understanding of the healthcare system in India, health policies and legislative provisions relating to health.
3	Develop an understanding of the existing programs and services at local, national and international levels.
4	help them develop skills in program planning and education for different target groups about the handling of health problems
5	Develop a critical understanding and appreciation of the role of social worker in the emerging health sector in the country and the challenges involved.

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	Health: Concept Of Health, Definition Of Health, New Philosophy Of Health, Dimensions Of Health, Changing Perspective Of Care, Indigenous Health System, Health Status In India.	L= 7	
		T=1	P=1
2	National Health Policy And Programmes: National Tuberculosis Control Programme (NTCP), National Nutritional Programme (NNP), National AIDS Control Programme, National Family Welfare Programme, National Immunization Programme(EPI & UPI), National Cancer Control Programme, National Mental Health Programme(NMHP)	L= 7	
		T=1	P=1
3	Hospital Social Work: Application Of Social Work Methods, Skills And Techniques In Health Set-Up, Role Of Social Work In Prevention And Control Of Health Problems. Health Services In Hospitals, Work With Patients (Individual, Family, Group And Community); Team Work Approach; Discharge Plan And Rehabilitation; Programmes,	L=7	
		T=1	P=1
4	Community Health Care: Concept Of Community Health And Health Care, Health Care Systems, Levels Of Health Care, Health Hazards And Common Community Health Problems, Health Care, Health Care Systems, Role Of Social Work In Community Health And Community Mental Health. <b>School Health Services</b> : Concept And Definition Of School Health , Health Status Of School School Children , Objectives Of School Health Services, School Health Problems, Aspects Of School Health Services, School Health Programmes. Health	L= 7	
		T=1	P=1

## MSW- CBCS SYLLABUS 2021-22

	Education.		
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<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. John J. Hulon : Principles of Public Health Administration</li> <li>2. Text Book of Preventive &amp; Social medicine M.B. Bhaniot Pub. Jabalapur, 1990 Park J.E. &amp; Park K</li> <li>3. Sunital Roy : A Hand Book of Preventive &amp; Social medicine</li> <li>4. SunderlalAdarsh, Pankaj ‘Text Book of Community Medicine (Preventive &amp; social medicine)</li> <li>5. M.C. Gupta &amp; B.K. Mahajan : Textbook of preventiveand social Medicine.</li> <li>6. Dr B. S. Nagaraj : Community Medicine without Tears: Mysore printing and publishing house ,Mysore</li> <li>7. Medical Social Work by KEM Hospital &amp;Sheth G.S. Medical College Mannul.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. S.R.Mehta(1992) : Society and Health A Sociological Perspective Vikas Publishing House New Delhi.</li> <li>2. MalavikaKapur : Mental Health In Indian Schools.</li> <li>3. :A Text book For The Health Worker (ANM) Volume II</li> <li>4. O.P.Ghai/ A.M ChalkleyPiyush Gupta (2000): Essential Preventive &amp; Social Medicine</li> </ol>
3	<b>Websites</b>	<p><a href="http://au.ask.com/Public%20health%20journalslist/Search%20no%20more">au.ask.com/Public health journalslist/Search no more</a>  <a href="http://www.teoma.co.uk/Free%20public%20healthjournals/Search%20no%20more">www.teoma.co.uk/Free public healthjournals/Search no more</a>  <a href="http://www.answersite.com/Public%20healthjournals">www.answersite.com/Public healthjournals</a>  <a href="http://www.teoma.co.uk">www.teoma.co.uk</a></p>
4	<b>Journals</b>	<p><u><a href="#">Public health journals</a></u>, <u><a href="#">Destinations: Bombai, New Delhi.</a></u></p>
5	<b>Supplementary Reading</b>	<p>Dr B. S. Nagaraj : Community Medicine without Tears: Mysore printing and publishing house ,Mysore</p>
6	<b>Practical Component</b>	<p>Apply Social work techniques and skills in hospital setups.</p>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-1</b>	<b>Social Work Practice in the Field of Health</b>									<b>sem 2</b>	<b>DSE-201B</b>
<b>CO.PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>	<b>3</b>		<b>3</b>		<b>3</b>					
<b>1.2</b>					<b>3</b>		<b>2</b>	<b>3</b>			<b>3</b>
<b>1.3</b>	<b>3</b>	<b>3</b>		<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>2</b>		<b>2</b>	<b>2</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>II</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>AEC 201</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>STATISTICS</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of statistics
2	Apply the statistical functions and graphical techniques.
3	Learn probability concepts and rules - Identify components of probability - Assess probabilities and apply probability formulas
4	Apply numerical techniques for describing and summarizing data - Identify, compute, and interpret descriptive statistical summary measures
5	Apply methodologies underlying data collection, its analysis , interpretations of data and testing the hypothesis

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Definition, Uses and Limitation of Statistics, importance of statistics in social research. Measurement and levels of measurement Classification and tabulation of data, diagrammatic representation	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	Measures of Central tendency: Mean Median and Mode Advantages and disadvantages of each. Impact of levels of measurement on averages.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Measures of dispersion: Range, Mean Deviation, Standard Deviation Quartile Deviation, Coefficient of Variation. Absolute and relative measures of dispersion.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Correlation: Scatter diagram, Karl Pearson's correlation coefficient, its properties, Rank correlation coefficient. Regression: linear regression, two lines of regression	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
5	Testing of hypothesis: Need of testing, Introductory concepts of testing, the logic of testing, Tests based on Z, t and chi-square.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Gupta S. P. (2008). Statistical Methods, New Delhi, Sultan Chand &amp; Sons.</li> <li>2. Shenoy G V and Pant M. (1994). Statistical Methods in Business and Social Sciences, , New Delhi, MacMillan India Ltd</li> <li>3. Medhi J (2006) Statistical Methods, New Delhi, Wiley Eastern Ltd.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Frank H. and Althoen S C (1994) Statistics Concepts and Applications, Cambridge University Press.</li> <li>2. Spiegel M R and Stephens L J (1999) Statistics, Singapore, Mc Graw Hill.</li> <li>3. Boslaugh S and Watters P A(2008) Statistics in a nutshell, Navi Mumbai, O'REILLY</li> <li>4. Pal N and Sarkar S (2005) Statistics Concepts and Applications, New Delhi, PHI</li> <li>5. Nadar E N (2011) Statistics, New Delhi, PHI.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="https://www.khanacademy.org/math/statistics-probability">https://www.khanacademy.org/math/statistics-probability</a></li> <li>2. <a href="https://www.mathsisfun.com/data/index.html">https://www.mathsisfun.com/data/index.html</a></li> <li>3. <a href="https://socialresearchmethods.net">https://socialresearchmethods.net</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Indian Journal of Social Work</li> <li>2. Perspectives in Social Work</li> </ol> <p>(These Journals will help students understand how statistics is applied in social work research)</p>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. The Use and Misuse of Statistics in Social Work, Kate Holladay Claghorn, <i>Publications of the American Statistical Association</i>, Vol. 11, No. 82 (Jun., 1908), pp. 150-167(Available in JSTOR under NLIST-INFLIBNET)</li> </ol>
6	<b>Practical Component</b>	Practice problems specified in Moodle

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-1</b>	<b>Statistics</b>									<b>sem 2</b>	<b>AEC-201</b>	
	<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>		<b>3</b>		<b>2</b>							
<b>1.2</b>			<b>3</b>		<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.3</b>	<b>3</b>		<b>3</b>		<b>3</b>				<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.4</b>	<b>3</b>		<b>3</b>		<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

# **MSW-GROUP A SEMESTER-III**

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HR CC 301</b>	<b>Credit Pattern</b>	<b>L-35 T-5 P-5</b>
<b>Course Title</b>	<b>LABOUR WELFARE - I</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the various aspects of Labour Welfare
2	Develop a clear sense of Industrial Relations Problems there of like co-operation & conflict.
3	Understand the causes of Industrial disputes & collective Bargaining
4	Identify the role of healthy Labor Participation through committees for Industrial development
5	Build Modern procedure & Disciplining Procedure & Action.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	Concepts, Definition, Objectives and scope of labour welfare. Theories and principles of labour welfare. Labour welfare and welfare state: Concept of welfare state, labour policy. Labour welfare objectives. Changing concept of labour: Commodity, machinery concept, goodwill concept and goodwill concept.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Labour Welfare in India: Main stages of growth of labour welfare in India. Welfare of special categories of labour: Children, casual, manual, migrant, agricultural, contract labour.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Industrial Hygiene and occupational Diseases: Industrial health and hygiene: personal hygiene, hygiene education and occupational health services. Health problems of employees, occupational diseases- lead, phosphorous g, mercury poisoning etc. Their treatment and prevention. Voluntary and statutory welfare services: Education, training and lectures for employees and their families: Lectures on health, small saving, self- employment training, scholarships, recreation activities, transport services, industrial housing facilities and credit co-operative and consumer co-operative societies	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Ratna Sen ,”Industrial Relations, “ Trinity Press, Chennai,2014.</li> <li>2. P.Subba Rao, “Personnel and Human Resource Management”, Himalaya Publishing House, New Delhi,2013.</li> <li>3. K. Aswathappa, “Organizational Behaviour”, Himalaya Publishing House, New Delhi,</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. C.B. Mamoria, Satish Mamoria, S.V.Gankar, ”Dynamics of Industrial Relations”, Himalaya Publishing House, New Delhi, 2012</li> <li>2. A.M. Sarma, “Aspects of Labour Welfare and Social Security”, 12<sup>th</sup> Edition, Himalaya Publishing House, New Delhi, 2018.</li> <li>3. S.D.Punekar, S.B. Deodhar, Mrs. Saraswathi Sankarn, “Labour Welfare, Trade Unionism and Industrial Relations, Revised Edition, 2007.</li> <li>4. B.D.Rawat, “Labour welfarism in India, Problems &amp; Prospects,” RBSA Publishers SMS Highway, Jayapur, 1988.</li> <li>5. Meenakshi Gupta, “ Labour Welfare and Social Security in Unorganized Sectors”, Deep &amp; Deep Publications Pvt. Ltd., New Delhi, 2007.</li> <li>6. M. Velusamy, “Labour Welfare-Legislation &amp; Social Security”, Dominant Publishers &amp; Distributers Pvt. Ltd., New Delhi, 2014.</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.labourlawagency.com">www.labourlawagency.com</a>  <a href="http://www.irhrjournal.com">www.irhrjournal.com</a></p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Indian Journal of Industrial Relations.</li> <li>2. Aps Labour Digest</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. R.S.Kulkarni, “ Management of Labour( Practice &amp; Procedures)”,Kulkarni Publications Pune, 2002.</li> <li>2. T.N Bhagoliwala,” Economics of Labour &amp; Industrial Relations”, Sahitya Bhawan, Agra.</li> <li>3. M. Velusamy, “ Labour Welfare –Legislation &amp; Social Security”, Dominant Publishers &amp; Distributors Pvt. Ltd, New Delhi, 2014.</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Survey to be conduct for knowing the statutory and non-statutory welfare facilities provided by the employer.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-II</b>	<b>Labour Welfare-1</b>									<b>sem 3</b>	<b>HR CC301</b>
<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>		<b>3</b>								
<b>1.2</b>	<b>3</b>	<b>3</b>	<b>3</b>					<b>1</b>		<b>2</b>	<b>3</b>
<b>1.3</b>	<b>3</b>	<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>		<b>3</b>		<b>3</b>
<b>1.4</b>	<b>3</b>	<b>3</b>		<b>3</b>		<b>2</b>					
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HR CC 302</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>HUMAN RESOURCE MANAGEMENT</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Integrate perspective on role of HRM in modern business.
2	Plan human resources and implement techniques of job design
3	Develop Competency to recruit, train, and appraise the performance of employees
4	Plan Rational design of compensation and salary administration
5	handle employee issues and evaluate the new trends in HRM

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	<b>Foundations of Human Resource Management:</b> Concept ,Importance, Aim and concerns of HRM., Development of HRM. Human resource policies; Environmental factors affecting HRM,Strategic HRM, Role of H R practioner,HRIS in organizations. International HRM.	L= 7	
		T= 1	P= 1
2	<b>Employee Resourcing:</b> Job Analysis,HR Planning,Recruitment, selection process, Induction ,Transfer and Promotion.	L= 7	
		T= 1	P= 1
3	<b>Reward system and Pay plans:</b> ,Elements of reward management, Factors affecting pay levels. Job evaluation:Purpose, features and Methodology . Pay structure:Purpose,basis of pay structure.Benefits and Services.	L=7	
		T=1	P=1
4	<b>Human Resource Development:</b> Concept,Philosophy Nature,Objectives ,Need and Importance of Human Resource Development,HRD strategy and HRD systems..Evaluation and measuring of HRD; HRD Audit; Trends of HRD in India <b>Appraisal and Development:</b> Performance appraisal: Uses, Process and Methods of performance appraisal.Training and Development:Steps to Training and Development.Components of Management training, Benefits of employee training.H R Audit,Competency mapping , Balanced Scorecard .organizational Learning: Concept and Significance. Knowledge Management. and,Talent Management	L= 7	
		T= 1	P= 1



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Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Armstrong Michael -A Handbook of Human Resource Management practice,Kegan Paul Ltd,London.</li> <li>2. Ashwathappa, Human Resource and Personnel Management,Tata MacGraw Hill,New Delhi</li> <li>3. Basotia G R,Human Resource Management,Mangal Deep Publications,Jaipur.</li> <li>4. Sharma A M,Personnel and Human Resource Management,Himalaya publishing House,Mumbai.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Decenzo D A and Robbins S Resource Management- P.6<sup>th</sup> edition,John Wiley &amp; Sons,Inc,New york.</li> <li>2. Gary Desslar ,Human Resource Management,Prentice Hall of India Pvt Ltd,New Delhi</li> <li>3. William B W &amp; Davies,Human Resources and Personnel Management, Tata McGraw Hill publishing companyLtd New Delhi,1993.</li> <li>4. Adams, Chris and Kennerley, Mike and Neely, Andrew, The Performance Prism: The Scorecard for Measuring and Managing Business Success, London: Financial Times Prentice Hall, 2002.</li> <li>5. Kaplan, Robert S. and Norton, David P. The StrategyFocused Organization: How Balanced Scorecard Companies Thrive in the New Business SEnvironment, Boston: Harvard Business Press, 2000.</li> <li>6. Houston, D.M. Work-life balance in the 21st century Publisher:Palgrave Macmillan,</li> <li>7. Seema Sanghi ,The Handbook of Competency Mapping ,Understanding, Designing and Implementing Competency Models in Organizations,THIRD EDITION.</li> </ol>
3	<b>Websites</b>	<p><a href="https://www.questia.com/library/economics-and-business/business/management/human-resource-management">https://www.questia.com/library/economics-and-business/business/management/human-resource-management</a>  <a href="http://www.hrnguide.net/">http://www.hrnguide.net/</a>  <a href="http://www.whatishumanresource.com/hrm-text-books">http://www.whatishumanresource.com/hrm-text-books</a></p>
4	<b>Journals</b>	<p>South Asian Journal of Human Resource Management  <a href="http://www.sciencepublishinggroup.com/j/jhrm">http://www.sciencepublishinggroup.com/j/jhrm</a>  <a href="https://www.journals.elsevier.com/human-resource-management-review">https://www.journals.elsevier.com/human-resource-management-review</a></p>
5	<b>Supplementary Reading</b>	Rao T V. Readings in Human Resource Development,Oxford andIBH Publishing Co.Ltd,New Delhi,1991.
6	<b>Practical Component</b>	Field work Two days in a week

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### COPO Mapping

<b>MSW- II</b>	<b>Human Resource Management</b>									<b>sem 3</b>	<b>HRCC302</b>	
	<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>						
<b>1.2</b>		<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.3</b>			<b>3</b>		<b>3</b>		<b>2</b>		<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	

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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HRCC 303</b>	<b>Credit Pattern</b>	<b>L-35, T-05, P-05</b>
<b>Course Title</b>	<b>LABOUR LEGISLATIONS – I</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of Management
2	Apply relevant theories, concepts and models to resolve organizational issues.
3	Learn the salient features of welfare and wage Legislations also to integrate the knowledge of Labor Law in General HRD Practice.
4	Apply the laws relating to Industrial Relations, Social Security and Working conditions to take appropriate decisions

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to labour laws. Historical development, principles and classifications of labour laws	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	<b>Labour Legislation on Industrial Relations</b> 1.The Industrial Diputes Act,1947 2.Th Industrial Employment(standing Orders) Act1946	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	<b>Labour Legislation on Industrial Relations</b> 3.The Trade Unions Act,1926 4.The Bombay Industrial Relations Act1946 <b>Labour Legislation on Industrial Relations</b> 5.Maharashtra Recognition of Trade Union and Prevention of Unfair Labour Practice Act,1971	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	<b>Labour legislation on working conditions</b> 6.The Factories Act,1948(with rules) 7.The contact Labour( regulation and abolition) Act,1970 8.The Bombay shops and establishment Act, 1948 9.The child labour(prohibition and regulation)Act,1986	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Hand book of Industrial law:N.D.Kapoor,Sultan Chand and sons,New Delhi</li> <li>2. Labour and industrial laws: P.K.Padhi, PHI Learning Private Limited,New Delhi</li> <li>3. Industrial Relations and Labour Laws:S.C Srivastva ,Vikas publishers New Delhi</li> <li>4. Labour Laws in brief:A.K.Sinha ,Excel Books publisher,New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Labour legisartion : Sudeshna Singh and Praveen Kumar.Publisher-Vayu Education of India,</li> <li>2. New DelhiIndustrial relations,Trade Unions and Labour legislation:P.R.N.Sinha Publisher Pearson Education ,New Delhi</li> <li>3. Labour legislation: P Saravanel,Publisher-Eswar Press NewDelhi</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.comply4hrs.com">www.comply4hrs.com</a>  <a href="https://labour.gov.in">https://labour.gov.in</a>  <a href="http://www.clrindia.com">www.clrindia.com</a></p>
4	<b>Journals</b>	<p>Indian Journal of Industrial Relations            Indian labour journal            Labour digest</p>
5	<b>Supplementary Reading</b>	<p>Industrial Jurisprudence and labour legislation:A.M.Sarma, Himalaya Publishing House,Newdelhi</p>
6	<b>Practical Component</b>	<p>Field work in Industrial setting</p>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-- II</b>	<b>Labour Legislations-1</b>										<b>sem 3</b>	<b>HR CC303</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>						
<b>1.1</b>	<b>3</b>											
<b>1.2</b>	<b>3</b>	<b>3</b>	<b>2</b>		<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>2</b>		<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>		<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	

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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HR CC 304</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>COUNSELLING THEORY AND PRACTICE</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Discuss the use of counseling techniques in human services practice, addressing questions of ethical practice
2	Describe basic principles of psychodynamic, cognitive-behavioral and humanistic-existential theories
3	demonstrate beginning counselling skills
4	Reflect upon and evaluate the importance of self-awareness, their own values and beginning skill development.
5	Understand Theories and models of counseling

### Syllabus:

Unit Number	Contents	Number of Sessions	
1	Counselling: Concept, Difference Between Counselling And Guidance Definition, Principles, Assumptions, Objectives, Stages And Scope Of Counselling In Various Set Up.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	Types Of Counselling: Educational, Vocational, Personal, Social, Marriage And Family Counselling, Counselling For Counselling In Health, Industrial And Social Organization /Set Up. Crises Counselling For Special Population Like Children, Youths And Women.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Approaches To Counselling: Directive, Non-Directive, Group And Eclectic. Models And Dimensions Of Counselling. Modern Trends Of Counselling . Theories Of Counselling: Carl Rogers's Theory, Sigmund Freud Theory, REBT, Eric Berne's TA Theory. Stages Of Counselling: Egan's Model (Beginning, Middle, Endings), Role And Responsibilities Of Counsellor, Skills And Techniques Of Counseling; Counsellor Use Of Self,	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Counselling Centers: Guidelines To Set Counselling Centre, Family Counselling Centers, Child Guidance Clinic And De-Addiction Centre And Rehabilitation Centre. Its Functions, Importance And Limitations.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Dave Mearas and Brian Thorne: Person centered counselling in Action published by Sage Publication .2000.</li> <li>2. Ramnath Sharma &amp; Rachana Sharma: Guidance and Counselling in India, published by Atlantic Pub, Delhi 2004.</li> <li>3. Bharkin Mukupadhya: Counselling and Guidance</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. K.S Lakshmi: Encyclopedia of Guidance and Counselling, published A Mittal Pub, Vol.1,2,3,4. 2005.</li> <li>2. Mishra R.S.: Guidance and Counselling, Vol.1&amp;2 published by APH Publication Corporation, New Delhi, 2004.</li> <li>3. Ramesh Chandra: Psychology, Counselling and Therapeutic Practices, published by Isha Books, Delhi 2004.</li> <li>4. Robert L. Gibson &amp; Mariaune H. Mitchell: Introduction to Counselling and Guidance, published by Pearson Education, Delhi 2005.</li> <li>5. Tara Chand Sharma: Modern Methods of Guidance and Counselling, published by Swarup and Sons, New Delhi, 2002.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.directhit.com/">www.directhit.com/</a></li> <li>2. <a href="http://www.griffenmill.com/design15_counselling_website_design">http://www.griffenmill.com/design15_counselling_website_design</a></li> <li>3. <a href="https://counsellingtutor.com/basic-counselling-skills/">https://counsellingtutor.com/basic-counselling-skills/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. British Journal of guidance and counselling</li> <li>2. Indian Journal of social work</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Steve Cooper: A comprehensive handbook for counselling, published by Infinity Books, New Delhi, 2005. Case studies</li> </ol>
6	<b>Practical Component</b>	<p>Apply their counselling skills at home and workplace. Start up their own Counselling and guidance Centres</p>

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### COPO Mapping

<b>MSW-II</b>	<b>Counselling Theory and Practice</b>										<b>sem 3</b>	<b>HRCC304</b>
<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>	
<b>1.1</b>	<b>3</b>					<b>3</b>			<b>3</b>			
<b>1.2</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>		<b>3</b>	
<b>1.3</b>	<b>3</b>	<b>3</b>		<b>2</b>			<b>3</b>		<b>3</b>		<b>3</b>	
<b>1.4</b>		<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>			<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	



## HR CC 305 ORIENTATION AND CONCURRENT FIELD WORK

### INTRODUCTION :

- a) History and Development of the Organization.
- b) Plant Layout, Manufacturing Process and various of Products.
- c) Organizational Structure and Chart.
- d) Working of Time Office:
  1. Attendance reporting system.
  2. Shifts and hours of work.
  3. Muster Roll
  4. Leave Records and Registers.
  5. Salary and Wage Register.
  6. Weekly Off and paid holidays.
  7. Study of Returns required to be filed under various Legislations.
  8. Attendance system
  9. Measures to Control of Absenteeism.

### LABOUR WELFARE : SEMESTER – III

1. Working conditions: Study in the light of provisions of the factories Act of 1948 (Working hours, Temperature, Health, Safety etc.)
2. Statutory and Non-Statutory Welfare Measures, Various Committees. Canteen Committee, Safety Committee, Sports Committee, Creche, Co-operative Credit and Consumer Societies and their administration.
3. Safety and Health: Industrial Safety, Health, Hygiene, Occupational diseases and hazards. Preventive and curative programme, safety committee.
4. Accidents, Nature, extent, causes, First Aid, Medicine, Accident Report.
5. Plant Layout and House Keeping.
6. Factory Inspection and Reports / Returns, Maintenance of various registers under statutory provisions like, P.F. cut register, E.S.I. register, Factory Inspection register, Govt. Labour Officer Register, Accident Report Register etc.
7. Fire prevention and protection, Fire fighting and prevention, Training of employees to handle fire prevention equipments.
8. Industrial Social Work, Implementation of various social activities for employees and their family's wellbeing.

### INDUSTRIAL RELATIONS : SEMESTER-III

Types of I.R. : Formal, Informal and Mixed

1. Industrial Disputes – Types, Number and Causes, Settlement machinery – Joint Management Council, Works Committee, Conciliation, Arbitration and adjudication. (Quote Cases).
2. Manifestation of Industrial Conflict – Strikes – Legal, illegal, Rights to Strike and Prevention of Strike, Lock Out, Gheraos and other Non-Co-operative tactics, Legal provisions and restrictions.
3. Grievances, Machinery for Grievance redressal, Grievance Procedure.
4. Study of Settlement / The Award and Reward.
5. Standing Orders / Model/ Certified.
6. Discipline Maintenance.
7. Procedure of Disciplinary Actions.
8. Misconducts.

9. Principle of Natural justice.
10. Show Cause Notice, Charge sheet.
11. Domestic inquiry proceedings, Findings.
12. Punishment / Action.
13. Supervision – Nature and types.
14. Employer – employee relations.
15. Employer – Trade Unions relations.
16. Process of Collective bargaining

### **HUMAN RESOURCE MANAGEMENT – SEMESTER – III**

1. Internal Organization of Personnel Department, Status and Role.
2. Line and Staff functions and relations.
3. HR Policies.
4. Human Resource Planning in organizations.
5. Recruitment, Advertisement, Notification of Vacancies to employment exchange, Other sources of recruitment, Recruitment Policies.
6. Selection Process.
7. Placement and Induction Process.
8. Transfer, Promotion and Demotion Policies.
9. Separation, discharge, dismissal, Lay off and retrenchment.
10. Leave and Holidays and their administration.
11. Study of Absenteeism and Labour Turnover – extent, rate, causes and effects.
12. Study of Problematic employees and role of Industrial Social Work.
13. Reward System and Pay Plan – Wage and Salary Reward Management System, Dearness and other allowances, Monetary Benefits, Production Incentives and Bonus, Managerial Reward System.
14. Counseling in Organizations.
15. Human Resource Information System.
16. Working on Small Projects to identify problems and solutions.

### **Study of Wage Agreements / Awards. The scales of increments.**

Wage / Salary in relation with -

- a) Capacity of the employer to pay
- b) Industry-cum-Region principle.

Present wage levels and the minimum wages, fair wages and living wages.

### **LABOUR LEGISLATION - SEMESTER – III :**

Study of the following Acts and Rules made hereunder in their application to the organization.

- a) The Factories Act, 1948.
  - b) The Industrial Dispute Act, 1947.
  - c) The Industrial employment (Standing Orders) Act 1946.
  - d) Bombay Industrial Relations Act 1946
  - e) The Contract Labour (regulation & Abolition) Act, 1970.
  - f) The Bombay Shops and Establishment Act, 1948.
  - g) The trade Unions Act, 1926.
  - h) Maharashtra Recognition of Trade Unions and Prevention of Unfair Labour Practice Act, 1971.
- Prepare a note on one or two case studies based on the legal issue decided at High Court or Supreme Court (Refer Labour Law Journals).

## **HR CC 306: FIELD WORK REPORT AND VIVA-VOCE**

### **FIELD WORK DIARY, RECORDING, MONTHLY ATTENDANCE SHEETS AND SUMMARY OF SUPERVISORY CONFERENCES**

Every student is expected to maintain/prepare the following regularly or at appointed times:

- (e) A diary of activities and account of time spent for each activity. Points from supervisory conferences should also be noted down in the diary.
- (f) Detailed reports of activities (field work records)
- (g) Summary of Supervisory Conferences which has to be submitted to the Field Work coordinator at the end of every month (cyclostyled forms will be provided for this purpose) and
- (h) Monthly field work attendance sheets. Cyclostyled forms are available in the office for this purpose

At the end of every month, field work attendance sheets should be submitted to the field work supervisor so that the letter may forward it to the office, on the First Wednesday of the following month. Those who are under the direct supervision of agency social workers are required to submit the attendance sheets (after it has been duly signed by the supervisor) to the head of the department who is in charge of his/her placement (A Speciman copy is given to you)

The diary and recording should be submitted every week to the supervisor for review and discussion

### **Leave of Absence from Field Work**

Absence from field work should be avoided as far as possible. For valid reasons, however, leave of absence is allowed for 2 days in a semester. If any student is absent for more than two days, all the days of absence (including the first two days) will have to be compensated in accordance with the instructions of the field work supervisor.

### **Mid-Year Evaluation and Final Evaluation**

There will be a mid-year evaluation in early December for assessing the students field work performance during the I semester. The supervisor will write the report after a supervisory conference which will be specially geared to the discussion of work performance. There will be no grading for mid-year evaluation. The purpose of mid-year evaluation conference and report is that the student may get information and awareness of his/her strengths and weaknesses as regards as field work performance of the I semester and plan for better performance in the second semester.

At the end of the academic year, in March, every supervisor will submit to the Institute a written evaluation report on the students field work. Grades will be given by the field work supervisor in consultation with the field work coordinator.

Any student who does not come up to a certain minimum level of performance which is required for passing in field work, may be asked at the discretion of the faculty, either to leave the Institute or put in extra work to improve his/her field work performance.

### **FIELD WORK PRACTICUM: CONCURRENT FIELD WORK**

The main object of concurrent field work is to provide opportunities for applying the knowledge learnt in the class room to real life situation (field reality) to understand and develop effective course of action (learning of intervention methods) according to needs of client system. And evaluate the experiences while working with the individual, groups and communities. Fieldwork enables the student to integrate and reinforce the knowledge and information acquired in the classroom with actual practice, under competent **supervision** by the agency and faculty supervisors. Every student is expected to work for 15 hrs. per week at various organizations or community settings.

### **FIELD WORK EVALUATION CRITERIA:** (Applicable for the all four Semesters)

#### **1) Analytical Ability:**

- a. To understand evolution of agency, philosophy, policy and administration programmes.
- b. To identify roles of other departments and personnel in implementation of agency policies & programmes (in secondary settings).
- c. To understand the dynamics of the agency – roles, decision-making process, conflict solving procedures.
- d. To begin to situate agency in context of larger social system.
- e. To understand Profile of client system and causative factors affecting its needs and problems.
- f. To understand social work intervention utilized by agency in response to needs of client system.
- g. To assess one's own tasks in relation to problem situation.

#### **2) Problem Solving Skills:**

- a. To assess the problem situation and outlines the plan of action.
- b. To utilize problem solving process beginning with fact finding to evaluation of social work process in relation to needs, problems and aspirations of the client system.
- c. To develop and utilize working relationships with agency, client system and other related system.
- d. To utilise different techniques of problem solving, interviewing, home visits, communication and programme media mobilization of human and material resources.
- e. To utilise problem solving strategies selectively with individuals groups and communities.
- f. To understand the importance work in different administrative procedures – filing – maintaining registers, fund raising staff meetings.
- g. To develop basic skills of management of services, planning, organizing, implementing and evaluation.
- h. To participate in liaison work with other organizations and systems in terms of obtaining sanctions for programmes, interpreting social work intervention and networking on common issues.
- i. To understand the significance of and participates in teamwork in one's discipline as well as in the interdisciplinary team.
- j. To learn to priorities tasks and organize workload.
- k. To understand the importance of recording as a tool for learning and administration.
- l. Learn to record facts selectively and logical-assessment of problem situation, students feelings, reflections and intervention modalities.

#### **3) Personal development:**

- a. Appreciation and utilization of principles of social work in respect of persons, social justice, equality, opportunities, acceptance of the client system and its potential.
- b. Work with commitment in the agency in terms of fulfillment of tasks, disciplined use of self (dress, behavior, regularity, self control, awareness of bias and cultural blocks).
- c. Developing positive identification with the profession, conviction of the necessity of social work intervention.

#### **4) Use of field Instructions :**

- a. Understanding the significance of field instruction as a tool for professional training.
- b. Accepts the roles of faculty advisor, field instructor and field contact and utilises their expertise in one's own training.
- c. Indicates a gradual movement from a dependence on the instructor to performing ones role and tasks more independently.
- d. Utilises individual and group conferences for professional growth by accepting both the positive and negative remarks of the instructor.
- e. Actively participates in the group conferences and appreciates the participation of others.
- f. Makes efforts to improve performance through self-learning by reading learning from one's experiences and those of others.

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g. Develops ability for self-evaluation on going and periodic.

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HR DSE 301A</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>LABOUR ECONOMICS</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the various aspects of Labour Economics
2	Develop critical thinking to carry out investigation about various socio-economic issues objectively while bridging the gap between theory and practice.
3	Apply relevant theories, concepts and models to resolve issues related to labour economics.
4	Evaluate the aspects associated with socio-economics issues and its impact on social development
5	Create awareness to develop a rational and an enlightened citizens.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Labour Economics: Concept, Nature, Scope and Significance, Characteristics of Labour, Nature of labour problems in Developing Economies	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	Labour Force in India, Population and Labour force, Social and Economic Characteristics of Industrial labour in India, Efficiency of labour, Migratory nature, Absenteeism, Labour turnover.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Market for Labour, Concept of Supply of Labour, Factors affecting Supply of Labour, Demand for Labour, Factors influencing demand for Labour, Wage Differentials, Wage Policy in India, Labour Policy in India and Five year plans. Employment Theories: Classical and Keynesian, Types and causes of unemployment, Unemployment and Govt. measures w.r.t. India	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
4	Concept of productivity: Total Productivity, Average Productivity and Marginal Productivity, Value and Physical Productivity, Linking wages and Bonus with Productivity. Economic reforms and Labour: Introduction of Economic reforms, Globalisation and Major events for workers-Competitiveness, technological change, changing work organization and flexibility, Globalisation policies-Impact on labour.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

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Learning Resources		
1	<b>Text Books</b>	<p>Bhagoliwal T.N., Labour and Industrial Relations, Sahithya Bhvavn, Agra, 2000</p> <p>Thagi B. P., Labour Economics and Social Welfare, Jaiparkash Nath, New Delhi 2005</p> <p>Gupta P.K., Labour Economics, Vrinda Publications Pvt. Ltd., Delhi, 2012</p>
2	<b>Reference books</b>	<p>Reynolds L. G., Labour Economics and Labour relations, Prentice Hall of India, New Delhi, 2002</p> <p>Sandrina Cazes and Sher Verick(2013): Perspectives on Labour</p> <p>Kaufman Bruce E and Hotchkiss Julie L (2009): Labour Market Economics, Cengage Learning, New Delhi</p> <p>Borjas, George J., Labor Economics, 2ed, Irwin McGraw Hill, Boston, USA, 1999</p> <p>Butler, Arthur D, Labour Economics and Institutions, Amerind Publishing Co, 1961</p> <p>Chauhan, M.S., Labor Economics: Issues and Policies, Global Publications, Delhi, 2011</p> <p>Joshi, M.V, Labor Economics and Labour Problems, Atlantic Publishers and Distributors (p) Ltd., 2014</p> <p>Chadda, Ravi, Labour Economics, Sumit Entreprises, New Delhi, 2011</p> <p>Economics for Development, International Labour Office, Geneva</p>
3	<b>Websites</b>	<p><a href="http://www.ilo.org">www.ilo.org</a></p> <p><a href="http://www.labour.nic.in">www.labour.nic.in</a></p> <p><a href="http://www.vvgnli.org">www.vvgnli.org</a></p> <p><a href="http://www.milc.co.in">www.milc.co.in</a></p> <p><a href="http://www.isleijle.org">www.isleijle.org</a></p> <p><a href="http://www.ihindia.org">www.ihindia.org</a></p> <p><a href="http://www.iza.org">www.iza.org</a></p>
4	<b>Journals</b>	<p>Indian Journal Of Labor Economics</p> <p>Indian Society for Labor Economics</p> <p>The Economics And Labor Relation Review</p> <p>International Journal of Research and Analytical Reviews</p>
5	<b>Supplementary Reading</b>	<p>Economic Survey, Government of India,(Various Issues)</p> <p>India Development Report, IGIDR, Mumbai,(Various Issues)</p>
6	<b>Practical Component</b>	<p>To Visit a Local Industrial Unit and Identify the Problems of Labour.</p> <p>To Visit local industrial Unit and measure Total, Average and marginal Productivity of Labour.</p>

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### COPO Mapping

<b>MSW- II</b>	<b>Labour Economics</b>									<b>sem 3</b>	<b>HRDSE301A</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>								<b>3</b>		
<b>1.2</b>		<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.4</b>	<b>3</b>				<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

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<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HR DSE 301B</b>	<b>Credit Pattern</b>	<b>L-35,T-5, P-5</b>
<b>Course Title</b>	<b>TRADE UNIONS</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts Trade Union
2	Analyze the process, functions Trade Union
3	Promote dialogue between all the partners involved in union education to improve the coordination of activities.
4	Develop union education networks for knowledge sharing, capacity building and influencing social and economic policies

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Labour movement: Concepts of labour movement, birth of labour problems. New industrialization. Theories of labour (trade union) movement, growth of Indian labour movement. Important characteristics of labour movement in U.K., U.S.A., and U.S.S.R.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Organization of Labour: Concept and history of trade unionism. Development of trade unionism in India. Types of trade union.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Role and Functions of trade unions: Union role in job security, wage determination, labour welfare, productivity participation, economic development and industrial relations, trade unions and policies, trade unions and law.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Structure and Government: Union structure at national, state and local level. Central labour organizations, state level organizations and local. Problems of union, membership. Union reorganization methods: Closed shop/union shop, membership verification, check –off, secret ballot, code of discipline. Union Finance: Source of union finance- membership fee, sale of periodicals, interest on deposits and miscellaneous. Pattern of expenditure. Budgeting and financial accounts. Problem and Perspective: problem of organizing and sustain union. Social responsibility of Indian trade unions. Problem of white collar unions, organizations of agriculture and rural labour, unorganized labour	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>



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Learning Resources		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Ratna Sen ,”Industrial Relations, “ Trinity Press, Chennai,2014.</li> <li>2. P.Subba Rao, “Personnel and Human Resource Management”, Himalaya Publishing House, New Delhi,2013.</li> <li>3. K. Aswathappa, “Organizational Behaviour”, Himalaya Publishing House, New Delhi,</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. G.P.Sinha, P.R.N. Sinha, Industrial Relations and Labour Legislation”, Oxford &amp; IBH Publishing co.,Clautta.1977.</li> <li>2. V.M. Karnik,” Indian Trade Unions –A Survey” Bombay Popular Prakashan,1978.</li> <li>3. S.D.Punekar, S.B. Deodhar, Mrs. Saraswathi Sankarn, “Labour Welfare, Trade Unionism and Industrial Relations, Revised Edition, 2007.</li> <li>4. R.C.Saxena, S.R.Saxena, “Labour Problems and Social Welfare”, Prakashan Kendra, Lucknow, 1990.</li> <li>5. A.M. Sarma, “Industrial Relations”, Himalaya Publishing House, Pune,2012</li> <li>6. S.K.Puri, “ Labour and Industrial Law”, Allahabad Law Agency, Faridabad,2002.</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.labourlawagency.com">www.labourlawagency.com</a></p> <p><a href="http://www.irhrjournal.com">www.irhrjournal.com</a></p> <p><a href="http://www.iupindia.in">www.iupindia.in</a></p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Indian Journal of Industrial Relations.</li> <li>2. Aps Labour Digest</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. R.S.Kulkarni, “ Management of Labour( Practice &amp; Procedures)”,Kulkarni Publications Pune, 2002.</li> <li>2. T.N Bhagoliwala,” Economics of Labour &amp; Industrial Relations”, Sahitya Bhawan, Agra.</li> <li>3. M. Velusamy, “ Labour Welfare –Legislation &amp; Social Security”, Dominant Publishers &amp; Distributors Pvt. Ltd, New Delhi, 2014.</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Discussion will be arrange with trade union leader to know their role &amp; function in negotiation.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-II</b>	<b>Trade Unions</b>									<b>sem 3</b>	<b>HRDSE301B</b>
<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>		<b>3</b>								
<b>1.2</b>	<b>3</b>	<b>3</b>	<b>3</b>			<b>2</b>			<b>3</b>	<b>3</b>	
<b>1.3</b>		<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.4</b>		<b>3</b>	<b>3</b>		<b>2</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>1</b>
<b>Course Code</b>	<b>AEC 301A</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-0</b>
<b>Course Title</b>	<b>COMPUTER APPLICATIONS (THEORY)</b>		

<b>Course Outcomes:</b>	
1	Describe the concepts and their application of statistics in social work
2	Ability to design, set up and conduct practical
3	Ability to use the techniques, skills, and modern Software tools for software development
4	Ability to design, develop and verify software systems to meet desired needs within realistic constraints ensuring quality, reliability, security in addition to satisfying economical, ethical, social and environmental constraints.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Introduction:</b> Definition, Characteristics of computers, Evolution of computers, computer generations, applications of computers, Use of computers in social work <b>Basic Computer Organization:</b> Input unit, Output unit, Storage Unit, Arithmetic Logic Unit, Control Unit, Central processing unit, system concept Different types of input-output devices and secondary storage devices	<b>L= 5</b>	
		<b>T=0</b>	<b>P=0</b>
2	<b>Computer Software:</b> Types of Software, Computer languages, Operating Systems, its functions, popular operating systems, Windows, its features. Application Software Packages: Word processing package, spread sheet package, presentation package Features of Ms Word, mail merge and features of Ms PowerPoint	<b>L= 4</b>	
		<b>T= 0</b>	<b>P=0</b>
3	<b>Excel:</b> worksheets, workbook, calculations by formula, operator precedence, relative, absolute and mixed cell references.	<b>L=2</b>	
		<b>T=0</b>	<b>P= 0</b>
4	<b>SPSS:</b> Menu, Creating data file, Defining variables, sorting, splitting file, selecting cases, computing new variable, recoding variables.	<b>L= 2</b>	
		<b>T=0</b>	<b>P= 0</b>
5	<b>Internet:</b> Introduction, history, Basic Services, Electronic mail, File transfer protocol, World Wide Web, www Browsers, internet search engines, Uses of internet.	<b>L= 2</b>	
		<b>T= 0</b>	<b>P= 0</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Sinha P K &amp; Sinha P (2011) Computer Fundamentals, PBP Publications.</li> <li>2. Saxena S (2003) A First Course in Computers, Noida, Vikas Publishing House Pvt. Ltd.</li> <li>3. Pandya K, Bulsari S and Sinha S (2012) SPSS in simple steps, Delhi, Dreamtech Press</li> <li>4. Leon A and Leon M.(2012) Internet for Everyone, Chennai, Leon Vikas.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Schwartz S. (2012). Microsoft Office 2010, Noida, Pearson.</li> <li>2. Cunningham J B and Aldrich J O (2012) Using SPSS: An Interactive Hands-On Approach, New Delhi, SAGE</li> <li>3. Gupta S L and Gupta H (2011) SPSS 17.0 for Researchers, New Delhi, international book house Pvt. Ltd.</li> </ol>
3	<b>Websites</b>	<p> <a href="https://www.javatpoint.com/computer-fundamentals-tutorial">https://www.javatpoint.com/computer-fundamentals-tutorial</a>  <a href="https://www.tutorialspoint.com/computer_fundamentals/">https://www.tutorialspoint.com/computer_fundamentals/</a>  <a href="http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals">http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals</a> </p>
4	<b>Journals</b>	<p>PC World E Week (Available in EBSCO)</p>
5	<b>Supplementary Reading</b>	<p>Parker-Oliver, D., &amp;Demiris, G. (2006). Social Work Informatics: A New Specialty. Social Work, 51(2), 127-134. (Available in JSTOR under NLIST-Inflibnet)</p>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-II</b>	<b>Computer Applications (Theory)</b>									<b>sem 3</b>	<b>AEC301A</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>						
<b>1.1</b>	<b>3</b>								<b>3</b>		
<b>1.2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>
<b>1.3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301B</b>	<b>Credit Pattern</b>	<b>L-0, T-0, P-60</b>
<b>Course Title</b>	<b>COMPUTER APPLICATIONS (PRACTICAL)</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Make use Office Automation Tools like word processors, spreadsheets and presentation tools.
2	Utilize multimedia authoring tools to design small applications using sound, audio, and video/animation.
3	Handle Computer Networks, modems and routers, and efficiently use Internet
4	Develop and implement a simple project based on case studies.
5	Apply statistical data analysis through Excel
6	Analyze statistical data through SPSS

### Syllabus:

<b>Requirement: 2 Sessions of 2Hrs on each of the following</b>		
<b>No</b>	<b>Software</b>	<b>Concepts/ topics to be covered in the exercise</b>
1	Ms Word	Editing, formatting, text box, tables, clip art
2	Ms Word	Mail merge
3	Ms Power Point	Creation of presentations, slide layouts, Animation effects Inserting charts, tables, clip art, smartart graphics
4	Ms Excel	Use of formula, formatting options, relative cell reference
5	Ms Excel	Use of functions, bar & pie diagrams
6	Ms Excel	Statistical data analysis in Excel, absolute cell reference, mixed cell reference
7	Ms Excel	Sorting, filtering, Categorical data Analysis, t test
8	Ms Excel	Correlation, regression, scatter diagram
9	Ms Excel	Pivot tables, Ch- Square test
10	SPSS	Entering data on SPSS and generating descriptive statistics, graphs
11	SPSS	Computation of new variables and categorical data analysis
12	SPSS	Data editing and verification of normality
13	SPSS	Correlation and regression Analysis
14	SPSS	t tests
15	SPSS	Chi Square test

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Saxena S (2003) A First Course in Computers, Noida, Vikas Publishing House Pvt. Ltd.</li><li>2. Pandya K, Bulsari S and Sinha S (2012) SPSS in simple steps, Delhi, Dreamtech Press</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Frye C (2012) Microsoft Excel 2010 Step by Step, Delhi, PHI Learning Pvt. Ltd.</li><li>2. Schwartz S. (2012). Microsoft Office 2010, Noida, Pearson.</li><li>3. Cunningham J B and Aldrich J O (2012) Using SPSS: An Interactive Hands-On Approach, New Delhi, SAGE</li></ol>
3	<b>Websites</b>	<p><a href="https://www.javatpoint.com/computer-fundamentals-tutorial">https://www.javatpoint.com/computer-fundamentals-tutorial</a> <a href="https://www.tutorialspoint.com/computer_fundamentals/">https://www.tutorialspoint.com/computer_fundamentals/</a> <a href="http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals">http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals</a></p>
4	<b>Journals</b>	PC World E Week (Available in EBSCO)
5	<b>Supplementary Reading</b>	Parker-Oliver, D., &Demiris, G. (2006). Social Work Informatics: A New Specialty. Social Work, 51(2), 127-134. (Available in JSTOR under NLIST-Inflibnet)
6	<b>Practical Components</b>	Students will be given Computer practical work on various topics.

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW II</b>	<b>Computer Applications (practicals )</b>									<b>sem 3</b>	<b>AEC310B</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>						
<b>1.1</b>	<b>3</b>								<b>3</b>		
<b>1.2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>
<b>1.3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.5</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>



# **MSW-GROUP B SEMESTER-III**

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CDCC 301</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>RURAL AND URBAN SOCIOLOGY</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of rural and urban sociology
2	Apply relevant theories, concepts and models to work with the communities
3	Analyze the nature of infrastructure strategies and issues of rural and urban societies and focus on the strategies of improvising rural and urban management programs
4	Evaluate the new trends in the government system and structure for empowerment of people.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Session</b>	
1	Nature and scope of rural sociology. The Indian village as a community	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Type of villages in India, Caste and Class occupation in Indian Villages Agrarian struggle in India	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Mode of production in Indian Agriculture, Rural problems like – Rural industries, superstition, health & sanitation, addiction.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Nature and scope of urban sociology. Growth and development of cities Urbanization and Industrialization Urban social problems like migrations, slums, prostitution, crime Concept of town planning and regional planning Urban peoples participation. Future of city life	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources:</b>		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Desai A.R. (1994), Rural Sociology in India</li> <li>2. Madan, G.R. (2002) Social Problems Vol. I &amp; II, Allied Publishers, New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Srinivas Y.T. (1985) Rural Industrialisation in India An Approach, Sterling Publications, New Delhi</li> <li>2. Sharma Rajendra (2004), Urban Sociology, Atlantic Publishers &amp; Distributors, Delhi</li> <li>3. N. Jaypalan (2002), Urban Sociology, Atlantic Publishers &amp; Distributors, Delhi</li> <li>4. MurlithanaNaidu K. (1992), Rural Development &amp; Planning prospectives, Reliance Publishing house, New Delhi</li> </ol>
3	<b>Websites</b>	<p> <a href="http://www.questia.com">www.questia.com</a>  <a href="http://www.goodreads.com">www.goodreads.com</a>  <a href="http://www.amazon.com">www.amazon.com</a>  <a href="https://books.google.co.in">https://books.google.co.in</a> </p>
4	<b>Journals</b>	<p>           Ntnu.edu.tw            Journal of Rural Social Sciences - A Peer-Reviewed  <a href="https://www.questia.com › library › journal-of-rural-social-sciences">https://www.questia.com › library › journal-of-rural-social-sciences</a> </p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Patel M.L. (1985), Regional Development in India Emporium Publishing, New Delhi</li> <li>2. Sharma Sanjay (2006), Urban life in India, Vista International Publishing House, Delhi</li> <li>3. Mohanty L.N. (2005), Slum in India, APH Publishing Corporation, New Delhi</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Case study on Rural Social problem</li> <li>2. Interact with Rural people</li> <li>3. Visit to different cast communities</li> <li>4. Prepare report of Jajwani System.</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW- II</b>	<b>Rural and Urban Sociology</b>									<b>sem 3</b>	<b>CDCC301</b>
<b>CO/PO</b>	<b>PO1</b>	<b>PO2</b>	<b>PO3</b>	<b>PO4</b>	<b>PO5</b>	<b>PO6</b>	<b>PO7</b>	<b>PO8</b>	<b>PO9</b>	<b>PO10</b>	<b>PO11</b>
<b>1.1</b>	<b>3</b>								<b>3</b>		
<b>1.2</b>		<b>3</b>				<b>2</b>		<b>3</b>	<b>3</b>		<b>3</b>
<b>1.3</b>						<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.4</b>		<b>3</b>	<b>2</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CD CC 302</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>RURAL COMMUNITY DEVELOPMENT</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of rural community development
2	Analyze the process of Rural Development in general and address them through various development strategies
3	Apply the knowledge of social political and economical structure of development
4	Evaluate new trends in planning and development of rural areas
5	Identify the importance of empowerment of women and community participation for micro-finance and governance.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	Definition, concept, Nature of Rural Community development, Assumption and Historical background off rural development, Etwa project off Rural development, Gurgaon movement, Bhudhan and Gramdhan, Rural leadership. Type of leadership & Rural Community Development.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	NGOs in Rural Development, perspectives, Approach and role of voluntary organization in rural Development, Five year plan and Rural community development, Different method of Rural Community Development, Characteristic of community development agencies and programes of Rural Community Development.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Integrated Rural development programme its implementation, Performance and its problem of I.R.D.P., Pradhan Mantri Kaushallya Vikas Yojna. PMKVY, Nature Scope and extent of rural enterenurship of Rural Development, Problems of PMKVY. Rural Industrialization, Types of Rural Industries, Role off cottage and small scale industries in Rural Community Development, Rural Reconstruction, Role of social worker in Rural reconstruction.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Community mobilization, Needs, Benefit Long term and short term benefit s, Techniques for community mobilizing, Role of community worker in community mobilization Grass root level planning and rural development Need for PRA, Implementation of PRA, tips for conducting PRA, PRA method and approach. Experience of state national policies and experience of Rural Community Development Schemes, Strategy for rural development Micro, Macro level planning , Origin off social Action in India, Elements of social action in India, Elements of social action and community development, Need of Rural Development, Social action and Swach Bharat Abhiyan.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Muniratna Naidu: Rural Development and planning perspectives , Reliance publication House, New Delhi</li> <li>2. Desai I. P. and Chaudary B. L. : History off rural development in India, Reliance publication House, New Delhi</li> <li>3. N. R. Inamdar : Community Development and Democratic growth, Popular Publication</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Willam w Biddle : The Community Development Process, Amerind Publication</li> <li>2. Katar Sing : Rural Development, SAGE publication PVT. India</li> <li>3. G. P. Mishra and B.K. Bajpai : Community organization and rural development an Inda perceptive Rawat Publications</li> </ol> <p>Asha Patil : Community Organization and Rural Development An India Perceptive, PHI Learning Private Ltd.</p>
3	<b>Websites</b>	<p><a href="http://www.rural.nic.in">www.rural.nic.in</a>  <a href="http://megcnrd.gov.in">megcnrd.gov.in</a></p>
4	<b>Journals</b>	<p><a href="#">Journal of Rural and Community Development – Journals:</a>  <a href="https://journals.brandonu.ca › jrcd">https://journals.brandonu.ca › jrcd</a>            Journal of Rural Development:  <a href="http://nirdprojms.in">nirdprojms.in</a></p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. K. Venkata Reddy : Agricultural and Rural development, Himalaya publishing House</li> <li>2. Patel M. L. : Regional Development in India, Emporium Book new Delhi</li> </ol>
6	<b>Practical Components</b>	Field work on rural community development projects.

COPO Mapping

MSW-II	Rural Community Development					p6	p7	p8	p9	p10	sem 3	CDCC302
	p1	p2	p3	p4	p5							
1.1	3								3			
1.2		3	3	3		3	3	3	3			3
1.3		3	3	3	3	3	2	3	3			3
1.4		3		3	3	3	3	3	3	3		3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CD CC 303</b>	<b>Credit Pattern</b>	<b>L=35, T=5, P=5</b>
<b>Course Title</b>	<b>PANCHAYAT RAJ IN INDIA</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the various aspects of Panchayat Raj in India
2	Develop effective strategies to Reduce rural-urban disparities in terms of economic development, employment and infrastructure.
3	Apply relevant theories, concepts and models to resolve areas related to agricultural development, cottage industry and allied sectors
4	Analyze the process of panchayat raj system for eliminating or minimizing gender disparities and social evils within rural society.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	Origin and growth of Panchayat Raj In India Role of panchayat raj in rural development	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Structure of Panchayat Raj at district, block and village level Functions and finance of Panchayat Raj system Gram Sabha and Social Audit	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	The main features of Panchayat Raj In Maharashtra Problems of Panchayat Raj Institutions.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Role of state and central government in Panchayat Raj. The salient features of the 73 <sup>rd</sup> amendment Act 1992 of Panchayat Raj Institution.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>



## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Khanna, B.S. (1996), Panchayat Raj In India, Deep &amp; Deep Publications, New Delhi</li> <li>2. Ram Reddy (1977) Pattern of Panchayat Raj In India, Macmillan Company of India, New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. M.K. Gandhi (2012), Panchayat Raj, Navjivan, Mumbai</li> <li>2. Rakesh Arora &amp; Meenakshi Ahuja (2009), Panchayat Raj Participation &amp; Decentralisation, Rawat Publications, New Delhi</li> <li>3. B.C. Barik &amp; U.C. Sahoo, Panchayat Raj Institution &amp; Rural Development, Rawat Publications, New Delhi</li> </ol>
3	<b>Websites</b>	<p><a href="https://rural.nic.in">https://rural.nic.in</a></p> <p><a href="https://www.panchayat.gov.in">https://www.panchayat.gov.in</a></p>
4	<b>Journals</b>	<p>Panchayati Raj: Panchayat System in India - Law Times Journal  <a href="https://lawtimesjournal.in">https://lawtimesjournal.in</a> › Articles</p> <p><u>Journal of Rural Development - Nird</u>  <a href="http://www.nird.org.in">www.nird.org.in</a> › jrd</p> <p><u>Review of the 73rd Constitutional Amendment: Issues and ...</u>  <a href="https://journals.sagepub.com">https://journals.sagepub.com</a> › doi › full</p>
5	<b>Supplementary Readings</b>	<p>Desai, Vasant (1990), Panchayat Raj Power to the people, Himalaya Publishing House, Mumbai</p> <p>Nupur Tiwari (2016), Panchayat Raj &amp; Women Empowerment, New Centre, New Delhi</p>
6	<b>Practical Components</b>	Field Work focusing on working of Panchayat Raj at district, block and village level.

COPO Mapping

MSW-II	Panchayat Raj in India					p6	p7	p8	p9	p10	sem 3	CDCC303
	p1	p2	p3	p4	p5							
1.1	3											
1.2		3	3	3	3	3	3	3	3			3
1.3		3		3	3	3	3	3		3		3
1.4		3			3	3			3	3		3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CD CC 304</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>COUNSELLING THEORY AND PRACTICE</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Understand the need and application of various counselling techniques.
2	Identify the psycho-social issues, factors and their implications. Apply coping strategies to deal with them.
3	Set up a Counselling / Child Guidance Centres

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Counselling: Concept, Difference Between Counselling And Guidance Definition, Principles, Assumptions, Objectives, Stages And Scope Of Counselling In Various Set Up.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	Types Of Counselling: Educational, Vocational, Personal, Social, Marriage And Family Counselling, Counselling For Counselling In Health, Industrial And Social Organization /Set Up. Crises Counselling For Special Population Like Children, Youths And Women.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Approaches To Counselling: Directive, Non-Directive, Group And Eclectic. Models And Dimensions Of Counselling. Modern Trends Of Counselling . Theories Of Counselling: Carl Rogers's Theory, Sigmund Freud Theory, REBT, Eric Berne's TA Theory. Stages Of Counselling: Egan's Model (Beginning, Middle, Endings), Role And Responsibilities Of Counsellor, Skills And Techniques Of Counseling; Counsellor Use Of Self,	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Counselling Centers: Guidelines To Set Counselling Centre, Family Counselling Centers, Child Guidance Clinic And De-Addiction Centre And Rehabilitation Centre. Its Functions, Importance And Limitations	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Dave Mearas and Brian Thorne: Person centered counselling in Action published by Sage Publication .2000.</li> <li>2. Ramnath Sharma &amp; Rachana Sharma: Guidance and Counselling in India, published by Atlantic Pub, Delhi 2004.</li> <li>3. Bharki n Mukupadhya: Counselling and Guidance</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. K.S Lakshmi: Encyclopedia of Guidance and Counselling, published A Mittal Pub, Vol.1,2,3,4. 2005.</li> <li>2. Mishra R.S.: Guidance and Counselling, Vol.1&amp;2 published by APH Publication Corporation, New Delhi, 2004.</li> <li>3. Ramesh Chandra: Psychology, Counselling and Therapeutic Practices, published by Isha Books, Delhi 2004.</li> <li>4. Robert L. Gibson &amp; Mariaune H. Mitchell: Introduction to Counselling and Guidance, published by Pearson Education, Delhi 2005.</li> <li>5. Tara Chand Sharma: Modern Methods of Guidance and Counselling, published by Swarup and Sons, New Delhi, 2002.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.directhit.com/">www.directhit.com/</a></li> <li>2. <a href="http://www.griffenmill.com/design15_counselling_website_design">http://www.griffenmill.com/design15_counselling_website_design</a></li> <li>3. <a href="https://counsellingtutor.com/basic-counselling-skills/">https://counsellingtutor.com/basic-counselling-skills/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. British Journal of guidance and counselling</li> <li>2. Indian Journal of social work</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Steve Cooper: A comprehensive handbook for counselling, published by Infinity Books, New Delhi, 2005. Case studies</li> </ol>
6	<b>Practical Component</b>	<p>Apply their counselling skills at home and workplace. Start up their own Counselling and guidance Centres</p>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW- II</b>	<b>Counselling Theory and Practice</b>									<b>sem 3</b>	<b>HRCC304</b>	
	<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>							<b>p5</b>
<b>1.1</b>	<b>3</b>					<b>3</b>				<b>3</b>		
<b>1.2</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>		<b>3</b>
<b>1.3</b>	<b>3</b>	<b>3</b>		<b>2</b>			<b>3</b>			<b>3</b>		<b>3</b>
<b>1.4</b>		<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>				<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>

## CDCC 305 ORIENTATION AND CONCURRENT FIELD WORK

### I Orientation / Acquaintance Phase :

#### About the Agency:

**Organization (G.O/NGO):** History, aim and objectives, Functions, Staffing, Financial resources, salary, leaves, registers maintained, benefits of employees, insurance scheme.

Village/Slums/Urban : A brief observation : demographic, social, cultural, religious, political and economic aspects of community.

### II. Study Phase (Detailed Background)

#### Organisation :-

Programmes and Services, Budget allocation to different programmes, Actual explain; target reached number of beneficiaries, (Secondary data for the last 5 years may be collected to evaluate the agency's work).

#### Rural Agency

Geographic	:	Size of village, growth
Demographic	:	Population : Child, Women, Youth, aged, SC & ST, disabled, Labour etc.
Social	:	Religion, Caste, Family, Languages communal harmony.
Cultural	:	Customs, traditions, taboos, practices
Educational	:	Literacy : Male & Female, SC & ST, Functioning of Balawadis, Anganwadis Schools, Adult Education.
Health	:	Primary health centre, primary health unit, Clinics.
Economic	:	Agriculture : Dry Land, irrigated land Major crops, occupations, marketing, land reforms.
Banking	:	Nationalized Bank, Co-operative societies, credit societies, self- help groups, Home / Cottage / Village / Small Scale Industries, Unorganized Sector.
Ecological	:	Geographical structure (plain, hill etc) natural resources (Solar, air, water, minerals) pollution (air, water, sound atmosphere).
Housing	:	Housing Pattern (Kutchha, or pucca) overcrowded, congested.
Political	:	Panchayat Raj System, Panchayat Raj Act.

#### URBAN AGENCY

Geographic	:	Urban Size
Demographic	:	Population : Child, women, youth, aged disabled, labour, SC & ST, Infant Mortality Rate.
Social	:	Religion, Caste, language, Family, harmony, slums.
Cultural	:	Customs, traditions, practices, celebrations.
Education	:	Literacy : Male & Female, SC & ST, Functioning of Balawadies, Anganwadies, Schools, Colleges and Adult education centers.
Health	:	PHC, PHU, Clinics, nursing homes, etc.
Economic	:	Occupation / Division of labour <ul style="list-style-type: none"><li>- Marketing</li><li>- Banking sector – NABARD National Banks</li><li>- Co-operative Societies</li></ul>

## MSW- CBCS SYLLABUS 2021-22

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Ecological	:	- Small Scale and large scale industries - Business / organized sector Geographical Structure(Plain, hill, desert area)Natural resourcesForestryPollution (air, water, sounds and atmosphere)
Housing	:	Housing pattern (Kutcha, semi pucca, )OvercrowdedCongested
Political	:	Municipal Administrations Zilla Panchayat Laws for Environmental Protection
Beuracratia	:	District Administrations Govt. agencies working for development and welfare of people.
NGO <sub>s</sub>	:	Non-Govt. organizations functioning in the area.

### III. PROBLEM PHASE (Student needs to study about problem)

Rural problems : Rural fieldwork

#### 1. URBAN PROBLEMS : Urban field work

- Poverty
- Illiteracy
- Ignorance (Lack of awareness)
- Communal and Caste tension
- Migration
- Deforestation
- Pollution
- Pollution growth
- Destitute, orphan, disabled  
(mentally, physically, visually and hearing).
- Child labour / bonded labour
- Unequal wage to women
- Atrocity on women
- Exploitation of SC & ST
- Problems of weaker section
- Marital disharmony
- Suicide
- Dowry deaths
- Alcoholism
- Aged
- Diseases

Note : Students placed in G.O. and N.G.O. will have to identify beneficiaries or Problems.

### IV. RESOURCE PHASE :Organization (G.O. / NGO)

- Development and welfare programmes of the Agency
- Subsidiary offices
- Know Social Legislations

### **RURAL :**

- Rural development programmes:
- IRDP, ICDS, TRYSEM, PMRY, JRY
- Programmes of different govt. agencies  
(Adult Education, Women and Child Welfare, SC & ST welfare, Youth welfare, Slum Labour Welfare, health etc.)
- Five year plans
- NGOs working in the Area
- Know Social Legislations

### **URBAN :**

- Urban development programmes :  
Swarna Jayanti Shahari Rojgar Yojana, ICDS, PMRY, TRYSEM, JRY
- Municipal administration
- Programmes of different government agencies  
(Adult Education, Women and Child Welfare, Youth Welfare, Slum development, SC & ST Welfare, Labour Welfare, health etc.)
- Five year plans

### **SOCIAL LEGISLATIONS :**

- SC & ST (Prevention of atrocities) Act, 1989
- Dowry Prohibition Act, 1962
- The equal remuneration Act, 1976
- The Medical Termination of Pregnancy Act, 1971
- The Juvenile Justice Act, 1986
- The child Marriage Restraint, Act, 1929
- The Child Labour (Prohibition & Regulation) Act, 1986
- The Hindu Marriage Act, 1955
- The Adoption and Maintenance Act, 1956
- The Minority and Guardianship Act, 1956
- The Beggary prohibition Act, 1962
- Laws Relating to Leprosy patients
- Public Trust and Charity Commissions
- The consumer protection Act, 1986

**NOTE** – A student placed in government, non-governmental organizations, rural or urban agency need to have introductory knowledge of the above legislations.

### **V. RESOURCE – PROBLEM INTERACTION PHASE**

Identification of problem(s) and need(s) of beneficiaries

- Prioritizing the problems and needs
- Identification of resources
- Govt. agencies
- Non-govt. Organizations
- Community
- Mobilization of resources



### **VII. INTERVENTION PHASE**

- Helping the beneficiaries
- Referred services: Juvenile home, state home, hostel, correctional institution, short-stay house, de-addiction centre, general hospital psychiatric centre, family counselling centre, Remand home, artificial limb centre, foster care adoption.
- Economic support: Loan facility – sponsorship
- Counseling and guidance
- Conducting Lectures on social issues
- Organizing recreational activities
- Creating awareness / mobilization of
  - Public opinion on any current issue
  - Restoring communal harmony
  - Independent living skills
  - Environmental Education
  - Legal awareness

### **VII. TERMINATION PHASE**

- Supervising
- Monitoring
- Appraising and
- Evaluating the work undertaken.

### **METHODOLOGICAL ADVICES FOR FIELD – WORKER**

- Conduct case studies on any problem –
- Solving issue, family, problem etc.
- Report – writing of aid provided to the beneficiaries.
- Evaluation study can be taken up
- Play enabler, guide, liaison, helper and catalyst roles, wherever necessary.
- Rapport building with community and beneficiary of needy is the corner stone of social work.
- Keep intact communication with needy.
- Adopt and apply different methods of social work.
- Try to bridge resource – need interaction  
(Cash, kind, knowledge, and emotional and social support are the resources to be assessed by a social worker).

**CD CC 306: FIELD WORK REPORT AND VIVA-VOCE**

**FIELD WORK DIARY, RECORDING, MONTHLY ATTENDANCE SHEETS AND SUMMARY OF SUPERVISORY CONFERENCES**

Every student is expected to maintain/prepare the following regularly or at appointed times:

- (a) A diary of activities and account of time spent for each activity. Points from supervisory conferences should also be noted down in the diary.
- (b) Detailed reports of activities (field work records)
- (c) Summary of Supervisory Conferences which has to be submitted to the Field Work coordinator at the end of every month (cyclostyled forms will be provided for this purpose) and
- (d) Monthly field work attendance sheets. Cyclostyled forms are available in the office for this purpose

At the end of every month, field work attendance sheets should be submitted to the field work supervisor so that the letter may forward it to the office, on the First Wednesday of the following month. Those who are under the direct supervision of agency social workers are required to submit the attendance sheets (after it has been duly signed by the supervisor) to the head of the department who is in charge of his/her placement (A Speciman copy is given to you)

The diary and recording should be submitted every week to the supervisor for review and discussion

**Leave of Absence from Field Work**

Absence from field work should be avoided as far as possible. For valid reasons, however, leave of absence is allowed for 2 days in a semester. If any student is absent for more than two days, all the days of absence (including the first two days) will have to be compensated in accordance with the instructions of the field work supervisor.

**Mid-Year Evaluation and Final Evaluation**

There will be a mid-year evaluation in early December for assessing the students field work performance during the I semester. The supervisor will write the report after a supervisory conference which will be specially geared to the discussion of work performance. There will be no grading for mid-year evaluation. The purpose of mid-year evaluation conference and report is that the student may get information and awareness of his/her strengths and weaknesses as regards as field work performance of the I semester and plan for better performance in the second semester.

At the end of the academic year, in March, every supervisor will submit to the Institute a written evaluation report on the students field work. Grades will be given by the field work supervisor in consultation with the field work coordinator.

Any student who does not come up to a certain minimum level of performance which is required for passing in field work, may be asked at the discretion of the faculty, either to leave the Institute or put in extra work to improve his/her field work performance.

**FIELD WORK PRACTICUM: CONCURRENT FIELD WORK**

The main object of concurrent field work is to provide opportunities for applying the knowledge learnt in the class room to real life situation (field reality) to understand and develop effective course of action (learning of intervention methods) according to needs of client system. And evaluate the experiences while working with the individual, groups and communities. Fieldwork enables the student to integrate and reinforce the knowledge and information acquired in the classroom with actual practice, under competent **supervision** by the agency and faculty supervisors. Every student is expected to work for 15 hrs. per week at various organizations or community settings.

**FIELD WORK EVALUATION CRITERIA:** (Applicable for the all four Semesters)

### **1) Analytical Ability:**

- a. To understand evolution of agency, philosophy, policy and administration programmes.
- b. To identify roles of other departments and personnel in implementation of agency policies & programmes (in secondary settings).
- c. To understand the dynamics of the agency – roles, decision-making process, conflict solving procedures.
- d. To begin to situate agency in context of larger social system.
- e. To understand Profile of client system and causative factors affecting its needs and problems.
- f. To understand social work intervention utilized by agency in response to needs of client system.
- g. To assess one's own tasks in relation to problem situation.

### **2) Problem Solving Skills:**

- a. To assess the problem situation and outlines the plan of action.
- b. To utilize problem solving process beginning with fact finding to evaluation of social work process in relation to needs, problems and aspirations of the client system.
- c. To develop and utilize working relationships with agency, client system and other related system.
- d. To utilise different techniques of problem solving, interviewing, home visits, communication and programme media mobilization of human and material resources.
- e. To utilise problem solving strategies selectively with individuals groups and communities.
- f. To understand the importance work in different administrative procedures – filing – maintaining registers, fund raising staff meetings.
- g. To develop basic skills of management of services, planning, organizing, implementing and evaluation.
- h. To participate in liaison work with other organizations and systems in terms of obtaining sanctions for programmes, interpreting social work intervention and networking on common issues.
- i. To understand the significance of and participates in teamwork in one's discipline as well as in the interdisciplinary team.
- j. To learn to priorities tasks and organize workload.
- k. To understand the importance of recording as a tool for learning and administration.
- l. Learn to record facts selectively and logical-assessment of problem situation, students feelings, reflections and intervention modalities.

### **3) Personal development:**

- a. Appreciation and utilization of principles of social work in respect of persons, social justice, equality, opportunities, acceptance of the client system and its potential.
- b. Work with commitment in the agency in terms of fulfillment of tasks, disciplined use of self (dress, behavior, regularity, self control, awareness of bias and cultural blocks).
- c. Developing positive identification with the profession, conviction of the necessity of social work intervention.

### **4) Use of field Instructions :**

- a. Understanding the significance of field instruction as a tool for professional training.
- b. Accepts the roles of faculty advisor, field instructor and field contact and utilises their expertise in one's own training.
- c. Indicates a gradual movement from a dependence on the instructor to performing ones role and tasks more independently.

- d. Utilises individual and group conferences for professional growth by accepting both the positive and negative remarks of the instructor.
- e. Actively participates in the group conferences and appreciates the participation of others.
- f. Makes efforts to improve performance through self-learning by reading learning from one's experiences and those of others.
- g. Develops ability for self-evaluation on going and periodic.

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CDDSE 301A</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>CO-OPERATION</b>		

<b>Course Out Comes: Students will be able to</b>	
1	Describe the concept of Cooperation
2	Apply relevant theories, concepts and models of cooperation in relation to social work
3	Analyze the relation between professional social work and cooperative philosophy
4	Evaluate the aspects associated with the opportunities and challenges in front of various cooperative societies in the country

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Introduction to Cooperatives:</b> Definition of co-operation, Nature and Scope of Co-operative organisations, Identity of co-operatives, I.C.A. Principles of co-operation, Raiffeisen and Schultz Principles, Rochdale Pioneers. <b>Co-operation and Economic Systems:</b> Co-operation and Capitalism, Co-operation and Socialism, Co-operatives and Joint-stock companies, Partnership, Public-sector enterprises.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	<b>Co-operative Movement in India:</b> Historical Perspective, Development during Plan periods, Progress, Achievements and Weaknesses of co-operative movement in India.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	<b>Types of Co-operatives:</b> Structure and Development of co-operatives with respect to Credit Societies, Co-operative Marketing, Co-operatives in Maharashtra with emphasis on Sugar and Dairy co-operatives. <b>Co-operatives and Other Institutions:</b> Reserve Bank of India (R.B.I.) and co-operative movement, State and co-operative movement, Rural Credit co-operatives and N.A.B.A.R.D	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
4	<b>Co-operative Education and Training:</b> Objectives, Educational arrangements in India and other countries, Central Committee for co-operative training, National Co-operative Union of India, Training Institutions, Members Education Programme, Evaluation of Training and Problems.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Hajela T.M. (1990): Principles, Problems, and Practice of Co-operation, Svivalal Agrawal and Co.,</li> <li>2. Mathur B.S. (2003): Co-operation In India, Sahitya Bahvan Publication, Agra</li> <li>3. Sarada V, "Cooperation"</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. R. D. Bedi: "Theory, History and Practice of Co-Operation". Loyal Books Depot, 1997.</li> <li>2. R Rajagopalan (Ed), "Rediscovering Co-Operation Vol I,II And III", Irma, Anand, 1996.</li> <li>3. P.R Dubhashi, "Principles and Philosophy of Co-Operation". VMNICM, Pune, 1970.</li> <li>4. B.P. Sinha: "Co-Operation: Instrument for Socio .Economic Justice". Himalaya Publishing House, New Delhi, 1992.</li> <li>5. Divakar Jha: "A Pesspective on Co-Operative Marketing" Vikas Publishing House, New Delhi, 1997.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.agriculture.gov.in/">www.agriculture.gov.in/</a></li> <li>2. <a href="http://www.manage.gov.in">www.manage.gov.in</a></li> <li>3. <a href="http://www.ica.coop/">www.ica.coop/</a></li> <li>4. <a href="http://www.vamnico.gov.in">www.vamnico.gov.in</a></li> <li>5. <a href="http://www.agricoop.nic.in">www.agricoop.nic.in</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of Cooperative</li> <li>2. Sugar cooperatives</li> </ol>
5	<b>Supplementary Reading</b>	<p>Economic Survey, Government of India,(Various Issues)                      India Development Report, IGIDR, Mumbai,(Various Issues)</p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Vist to few consumers and make a list of factors affecting their demand</li> <li>2. Compute the HDI for selected village</li> <li>3. Case Studies on Each of the Aspects Mentioned in the Syllabus need to be discussed.</li> <li>4. Video cases and Documentary Films relating to the syllabus to be exhibited in the class</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO Mapping

<b>MSW-II</b>	<b>Co-operation</b>										<b>sem 3</b>	<b>CD DSE301A</b>
<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>	
<b>1.1</b>	<b>3</b>	<b>3</b>			<b>3</b>					<b>3</b>		
<b>1.2</b>	<b>3</b>			<b>3</b>		<b>3</b>		<b>3</b>	<b>3</b>			
<b>1.3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>		
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>			<b>3</b>		
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CD DSE 301B</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>ECOLOGY AND DEVELOPMENT</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the various aspects of ecology and development. Issues related to the environment
2	Apply various strategies for social awareness on causes, implications to protect and prevent ecological imbalances.
3	Analyze the ecological process of development.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Society And Environment:</b> Physical Environment, Influence Of Physical Environment On Society. <b>Environmental Education:</b> Environmental Education, Environmental Movements In India(SardarSarovar Project, Silent Valley, Bichhari Case) <b>Curent Issues Of Environment</b> (Climate Change)	<b>L= 7</b>	
		<b>T=1</b>	<b>P= 1</b>
2	<b>Ecology And Ecosystem:</b> Concept, Definition, Scope and basic principles of ecology and environment. Biological levels of organization, population, community, ecosystem and biosphere. Components Natural Resources And Life Style. Utilization And Management Of Forest, Land, Water, Air, Energy Sources.	<b>L= 7</b>	
		<b>T=1</b>	<b>P= 1</b>
3	<b>Public Participation:</b> - Growth And Structure Of Communities; Characteristics, Impact Of Population Growth On Environment-Deforestation, Problems Of Ecological Imbalances: Deforestation, Threats To Wild Life, Use Of Chemicals And Pesticides, Mining And Ozone Depletion, Green House Effect, Global Warming, Acid Rain. Awareness amongst public participation, Advantages and disadvantages of public participation, Identification of participants and techniques for conflict management, Incorporation of results in decision makings. Role Of NGO In Environment Management.	<b>L= 7</b>	
		<b>T=1</b>	<b>P= 1</b>
4	<b>Environmental Pollution:</b> Pollution Types, Sources, Treatment And Consequences, Prevention And Control Of Pollution. Waste-Matter Disposal, Recycling And Renewal Problems And Issues Including Unplanned Urbanization. Environmental Protection And Preservation Work With Interdisciplinary Team, Socio-Cultural And Institutional Issues. <b>Environmental Laws:</b> Legal Provisions For Environment Protection. Environmental Laws: The Water Act, 1974, The Air Act 1981, The Environment Act 1981. Role Of Social Worker In Protection And Preservation Of Environment.Environment Management- Maintaining, Improving And Enhancing. Social	<b>L= 7</b>	
		<b>T=1</b>	<b>P= 1</b>



## MSW- CBCS SYLLABUS 2021-22

	Forestry		
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<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. <b>P.D Sharma , (2015)</b>, Ecology and Environment, Rastogi publications Meerut</li> <li>2. <b>R., N.C. Saxena &amp; T. Shah (1989)</b> – To the Hands of the Poor: Water and Trees, New Delhi: Oxford and IBH. Chambers,</li> <li>3. <b>Gurdip Singh (2005)</b> Environmental Law in India, Mac Millan India Ltd, New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. <b>Bandyopadyay, J. (ed.) 1985</b> – India’s Environment: Crisis and Response, Dehradun: Natraj Publishers.</li> <li>2. <b>Burch, W.R. (1987)</b> – Human Ecology and Environment Management, Mimeo, School of Forestry and Environment Studies, Yale University.</li> <li>3. <b>S.C. Shastri (2005)</b> Environmental Law, Eastern Book Company, Luknow</li> </ol>
3	<b>Websites</b>	<p>esajournals.onlinelibrary.wil onlinelibrary.wiley.com/journal/14610248 ey.com/journal/19399170 www.journals.elsevier.com</p>
4	<b>Journals</b>	<p><a href="#">Journal of Ecology - Wiley Online Library</a> <a href="#">Indian Journal of Ecology   Indian Ecological Society</a></p>
5	<b>Supplementary Reading</b>	<p>S.C. Shastri (2005) Environmental Law, Eastern Book Company, Luknow</p>
6	<b>Practical Component</b>	<p>Awareness about ecological issues and solution. Environment Protection and Safety</p>

COPO Mapping

<b>MSW- II</b>	<b>Ecology and Development</b>									<b>sem3</b>	<b>CDDSE301B</b>
	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>						
<b>1.1</b>	<b>3</b>							<b>3</b>	<b>3</b>		
<b>1.2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.3</b>		<b>3</b>	<b>3</b>		<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.4</b>	<b>3</b>	<b>3</b>		<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>1</b>
<b>Course Code</b>	<b>AEC 301A</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-0</b>
<b>Course Title</b>	<b>COMPUTER APPLICATIONS (THEORY)</b>		

<b>Course Outcomes:</b>	
1	Describe the concepts and their application of statistics in social work
2	Ability to design, set up and conduct practical
3	Ability to use the techniques, skills, and modern Software tools for software development
4	Ability to design, develop and verify software systems to meet desired needs within realistic constraints ensuring quality, reliability, security in addition to satisfying economical, ethical, social and environmental constraints.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Introduction:</b> Definition, Characteristics of computers, Evolution of computers, computer generations, applications of computers, Use of computers in social work <b>Basic Computer Organization:</b> Input unit, Output unit, Storage Unit, Arithmetic Logic Unit, Control Unit, Central processing unit, system concept Different types of input-output devices and secondary storage devices	<b>L= 5</b>	
		<b>T=0</b>	<b>P=0</b>
2	<b>Computer Software:</b> Types of Software, Computer languages, Operating Systems, its functions, popular operating systems, Windows, its features. Application Software Packages: Word processing package, spread sheet package, presentation package Features of Ms Word, mail merge and features of Ms PowerPoint	<b>L= 4</b>	
		<b>T= 0</b>	<b>P=0</b>
3	<b>Excel:</b> worksheets, workbook, calculations by formula, operator precedence, relative, absolute and mixed cell references.	<b>L=2</b>	
		<b>T=0</b>	<b>P= 0</b>
4	<b>SPSS:</b> Menu, Creating data file, Defining variables, sorting, splitting file, selecting cases, computing new variable, recoding variables.	<b>L= 2</b>	
		<b>T=0</b>	<b>P= 0</b>
5	<b>Internet:</b> Introduction, history, Basic Services, Electronic mail, File transfer protocol, World Wide Web, www Browsers, internet search engines, Uses of internet.	<b>L= 2</b>	
		<b>T= 0</b>	<b>P= 0</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Sinha P K &amp; Sinha P (2011) Computer Fundamentals, PBP Publications.</li><li>2. Saxena S (2003) A First Course in Computers, Noida, Vikas Publishing House Pvt. Ltd.</li><li>3. Pandya K, Bulsari S and Sinha S (2012) SPSS in simple steps, Delhi, Dreamtech Press</li><li>4. Leon A and Leon M.(2012) Internet for Everyone, Chennai, Leon Vikas.</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Schwartz S. (2012). Microsoft Office 2010, Noida, Pearson.</li><li>2. Cunningham J B and Aldrich J O (2012) Using SPSS: An Interactive Hands-On Approach, New Delhi, SAGE</li><li>3. Gupta S L and Gupta H (2011) SPSS 17.0 for Researchers, New Delhi, international book house Pvt. Ltd.</li></ol>
3	<b>Websites</b>	<p><a href="https://www.javatpoint.com/computer-fundamentals-tutorial">https://www.javatpoint.com/computer-fundamentals-tutorial</a> <a href="https://www.tutorialspoint.com/computer_fundamentals/">https://www.tutorialspoint.com/computer_fundamentals/</a> <a href="http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals">http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals</a></p>
4	<b>Journals</b>	PC World E Week (Available in EBSCO)
5	<b>Supplementary Reading</b>	Parker-Oliver, D., &Demiris, G. (2006). Social Work Informatics: A New Specialty. Social Work, 51(2), 127-134. (Available in JSTOR under NLIST-Inflibnet)

COPO Mapping

MSW-II	Computer Applications (Theory)					p6	p7	p8	p9	p10	sem 3	AEC301A
	p1	p2	p3	p4	p5							
1.1	3								3			
1.2	3	2	3	3	2	3	3	2	3			3
1.3	3	3	3	3	2	3	3	2	3	3		3
1.4	3	3	3	3	2	3	3	2	3	3		3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301B</b>	<b>Credit Pattern</b>	<b>L-0, T-0, P-60</b>
<b>Course Title</b>	<b>COMPUTER APPLICATIONS (PRACTICAL)</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Make use Office Automation Tools like word processors, spreadsheets and presentation tools.
2	Utilize multimedia authoring tools to design small applications using sound, audio, and video/animation.
3	Handle Computer Networks, modems and routers, and efficiently use Internet
4	Develop and implement a simple project based on case studies.
5	Apply statistical data analysis through Excel
6	Analyze statistical data through SPSS

### Syllabus:

<b>Requirement: 2 Sessions of 2Hrs on each of the following</b>		
<b>No</b>	<b>Software</b>	<b>Concepts/ topics to be covered in the exercise</b>
1	Ms Word	Editing, formatting, text box, tables, clip art
2	Ms Word	Mail merge
3	Ms Power Point	Creation of presentations, slide layouts, Animation effects Inserting charts, tables, clip art, smartart graphics
4	Ms Excel	Use of formula, formatting options, relative cell reference
5	Ms Excel	Use of functions, bar & pie diagrams
6	Ms Excel	Statistical data analysis in Excel, absolute cell reference, mixed cell reference
7	Ms Excel	Sorting, filtering, Categorical data Analysis, t test
8	Ms Excel	Correlation, regression, scatter diagram
9	Ms Excel	Pivot tables, Ch- Square test
10	SPSS	Entering data on SPSS and generating descriptive statistics, graphs
11	SPSS	Computation of new variables and categorical data analysis
12	SPSS	Data editing and verification of normality
13	SPSS	Correlation and regression Analysis
14	SPSS	t tests
15	SPSS	Chi Square test

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Saxena S (2003) A First Course in Computers, Noida, Vikas Publishing House Pvt. Ltd.</li><li>2. Pandya K, Bulsari S and Sinha S (2012) SPSS in simple steps, Delhi, Dreamtech Press</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Frye C (2012) Microsoft Excel 2010 Step by Step, Delhi, PHI Learning Pvt. Ltd.</li><li>2. Schwartz S. (2012). Microsoft Office 2010, Noida, Pearson.</li><li>3. Cunningham J B and Aldrich J O (2012) Using SPSS: An Interactive Hands-On Approach, New Delhi, SAGE</li></ol>
3	<b>Websites</b>	<p><a href="https://www.javatpoint.com/computer-fundamentals-tutorial">https://www.javatpoint.com/computer-fundamentals-tutorial</a> <a href="https://www.tutorialspoint.com/computer_fundamentals/">https://www.tutorialspoint.com/computer_fundamentals/</a> <a href="http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals">http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals</a></p>
4	<b>Journals</b>	PC World E Week (Available in EBSCO)
5	<b>Supplementary Reading</b>	Parker-Oliver, D., &Demiris, G. (2006). Social Work Informatics: A New Specialty. Social Work, 51(2), 127-134. (Available in JSTOR under NLIST-Inflibnet)
6	<b>Practical Components</b>	Students will be given Computer practical work on various topics.

COPO Mapping

MSW II	Computer Applications (practicals )						p6	p7	p8	p9	sem 3	AEC310B p11
	p1	p2	p3	p4	p5	p10						
1.1	3								3			
1.2	3	2	3	3	2	3	3	2	3			3
1.3	3	3	3	3	2	3	3	2	3	3		3
1.4	3	3	3	3	2	3	3	2	3	3		3
1.5	3	3	3	3	2	3	3	2	3			3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>		<b>3</b>



# **MSW-GROUP E**

# **SEMESTER-III**

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP CC 301</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>PREVENTIVE AND SOCIAL MEDICINE</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the various aspects of preventive and social medicine
2	Identify health problems of the community in the context of the sociocultural milieu.
3	Evaluate the aspects associated with human behaviour and its effect on health.
4	Identify groups which require special attention (elderly, adolescents, gender the poor and other marginalized groups) including those facing occupational hazards
5	Formulate objectives, prepare action plan, implement programs and monitor, supervise and evaluate them
6	Apply relevant theories, concepts and models to resolve organizational issues

### Syllabus:

Unit Number	Contents	No. of Sessions	
1	<b>Medicine And Its Historical Development:</b> The Growth Of Preventive Medicine. Its Concept Definition, Importance and Scope In Society. The Advent Of Social Medicine, Its Concept Definition And Scope For Social Health.	L= 7	
		T=1	P=1
2	<b>Nutrition:</b> Nutritional Classification Of Food, Importance Of Balance Diets., Nutritional Diseases: Protein Energy Malnutrition (PEM).Protein Deficiency In The Adult, Malnutritional Diseases, Anemia-Zero Phtharmia-Iodine Deficiency In Adult (IDD), And Endemic Flourosis Etc. National Nutritional Programmes	L=7	
		T=1	P=1
3	<b>RCH And MCH Programmes And Schemes:</b> RCH, MCH Care - Antenatal, Intra-Natal And Post-Natal Care, Problems, Indicators Of MCH, MCH And Family Welfare Services. <b>Obstetrics:</b> Definition, Concept, Problems Preventive And Social Aspects In Obstetrics, <b>Pediatrics:</b> Definition Concepts, Problems Of Children, Preventive And Social Aspects In Pediatrics. <b>Geriatrics:</b> Care And Welfare Of Aged, Preventive And Social Aspects.	L=7	
		T=1	P=1
4	<b>GeneralEpidemiology:</b> Definition, Its Nature And Scope, Disease, Modes Of Disease Transmission, General Measures Of Communicable Diseases, Control And Vaccination. <b>Alcoholism and Drug Dependence:</b> Alcohol and Drug Related Problems, Its Causes, Preventive And Curative Services, Role Of Social Worker In PSM Unit Of Health Set Up and De-Addiction Centre.	L=7	
		T=1	P=1

## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. John J. Hulon : Principles of Public Health Administration</li> <li>2. Park J.E. &amp; Park K. Text Book of Preventive &amp; Social medicine M.B. Bhaniot Pub. Jabalapur, 1990</li> <li>3. Sunital Roy : A Hand Book of Preventive &amp; Social medicine</li> <li>4. Sunderlal Adarsh, Pankaj ‘Text Book of Community Medicine (Preventive &amp; social medicine)</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. M.C. Gupta &amp; B.K. Mahajan : Textbook of preventiveand social Medicine.</li> <li>2. Dr B. S. Nagaraj : Community Medicine without Tears: Mysore printing and publishing house ,Mysore</li> <li>3. Medical Social Work by KEM Hospital &amp; Sheth G.S. Medical College Mannul  S.R.Mehta(1992) : Society and Health A Sociological Perspective Vikas Publishing House New Delhi.</li> </ol>
3	<b>Websites</b>	<p>Department of Preventive and Social Medicine   All India ...  <a href="http://aiihph.gov.in">aiihph.gov.in</a> › department-of-preventive-and-social-medicine            IAPSM   Indian Association of Preventive and Social Medicine  <a href="http://iapsm.org">iapsm.org</a></p>
4	<b>Journals</b>	<p>Indian Journal of Preventive &amp; Social Medicine - MedIND  <a href="http://medind.nic.in">medind.nic.in</a> › ibl › iblm  <a href="http://www.jpmp.org">Journal of Preventive Medicine &amp; Public Health (JPMPH)</a>  <a href="https://www.jpmp.org">https://www.jpmp.org</a></p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Malavika Kapur : Mental Health In Indian Schools.</li> <li>2. A.M Chalkley :A Text book For The Health Worker (ANM) Volume II</li> <li>3. O.P.Ghai/ Piyush Gupta (2000): Essential Preventive &amp; Social Medicine</li> </ol>
6	<b>Practical Components</b>	<p>Students will be given field task to understand health program of national, State and local level.</p>



## MSW- CBCS SYLLABUS 2021-22

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<b>MSW-II</b>	<b>Preventive and Social Medicine</b>									<b>sem 3</b>	<b>MPCC301</b>	
	<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>							<b>p5</b>
<b>1.1</b>	<b>3</b>	<b>3</b>								<b>3</b>		
<b>1.2</b>	<b>3</b>		<b>3</b>	<b>3</b>		<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>		
<b>1.3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>		
<b>1.4</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>			
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP CC 302</b>	<b>Credit Pattern</b>	<b>L=35, T=5, P=5</b>
<b>Course Title</b>	<b>PSYCHOPATHOLOGY &amp; MENTAL HEALTH – I</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the various aspects of Psychopathology and mental health
2	Apply Knowledge and skills in the assessment of mental health
	Apply skills in identifying nature and degree of psychopathology .
	Develop Knowledge and skills in assessment and diagnostic methods that contribute to effective and culturally relevant practice.
	Apply various soft Skills to life and in clinical situations.

### Syllabus:

Unit Number	Contents	No. of Sessions	
1	Concept of mental health and mental illness, Mental health as a part of general health, Ethics, values in mental health. Core concepts in philosophy and mental health. Misconceptions about mental illnesses, concepts of normality and abnormality, Adaptive and Maladaptive behaviours, Historical views of Abnormal behaviours.	L= 7	
		T=1	P=1
2	Determinants of personality, Diagnosis and classifications of Mental Disorders ICD-10 and DSM-V. Need and limitations of classifications. <b>Etiology</b> : Bio-psycho-social factors in psychiatric disorders. Assessment in psychiatry - psychiatric interviewing case history recording and mental status examination psychiatric rating scales, case vignettes	L=7	
		T=1	P=1
3	Symptomatology - disorders of perception, thought, speech, memory, emotions, experience of the self, consciousness and motor disorders, orientation to psychiatric syndrome. Schizophrenia and its types, other psychiatric disorders, Mood disorders, Anxiety based disorders, Adjustment disorders, paranoia (delusional disorders).	L=7	
		T=1	P=1
4	Somatoform disorders (Neurotic, stress-related and somatoform disorders), Disorders of Adult Personality and Behaviour, sleep disorders, its types, causes and treatment modalities.	L=7	
		T=1	P=1

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Essentials of mental health and Psychiatric Nursing- K P Neeraja</li> <li>2. International Classification of Disease (ICD-10)</li> <li>3. Diagnostic and statistical Manual -IV</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Richardson R. Bootzin, Abnormal Psychology – Current perceptive, Random House, New York</li> <li>2. WHO Geneva, The ICD – 10 classification of Mental and Behavioural disorders – clinical descriptions &amp; diagnostic guidelines</li> <li>3. Bhatia M.S. (1992), Essentials of psychiatry, CBS Publication, Delhi</li> <li>4. H.J. Kaplan, Sadock, (1990), Synopsis of psychiatry, Williams &amp; wilkins, London</li> <li>5. Michael Gelder, Dennis Gath, Oxford text book of psychiatry, Oxford University Press</li> <li>6. Robert C.C. et. Al. Abnormal psychology &amp; modern life – Harper Collings psy., New York</li> <li>7. Carson R.C., Butcher J.N. &amp; Mineka S, Abnormal Psychology &amp; Modern life, Longman, New York</li> <li>8. Commission on mental health of children 1973 : social change &amp; the mental health of children, Harper &amp; Row, New York</li> <li>9. Colin Dyer - Research in Psychology – A practical guide to methods &amp; statistics</li> <li>10. Inside the mind of Toyota – Satoshi Hino – Management principles of enduring growth</li> <li>11. Frank J Landy &amp; Jeffrey M. Conte work in the 21<sup>st</sup> century. An introduction to industrial &amp; organization and Psychology second edition. Blackwell Publications</li> <li>12. A Wiley Brand, Dr. Peter J Hills, Dr. Michael Pake - Cognitive Psychology for Dummies</li> <li>13. James N. Butehor, Susav Mineka, Joy M. Hootey - Abnormal Psychology (15<sup>th</sup> Edition)</li> <li>14. Leshe A Willer, Robrt C Lovler, Sandren A <b>Melntire</b> - Psychology Testing - A practical approach (4<sup>th</sup> Edition)</li> <li>15. M Tamilarasan – Rawat Publication - Medical Sociology</li> <li>16. Edited by Abraham - Social work in mental health – Areas of practice, Challenges &amp; way forward</li> <li>17. KringJohnson, DavisonNeale - Abnormal Psychology – (11<sup>th</sup> Edition)</li> <li>18. William &amp; Ray - Abnormal Psychology – neuroscience perspective on human behavior &amp; experience</li> <li>19. Kearney Trull - Abnormal pay &amp; life – A Dimensional approach</li> <li>20. Emil Kraepelin - Psychiatry – A textbook for studying &amp; Physicians Vol. I</li> <li>21. Robert L Solso, Otto H, Maclin, M. Kimberly Maclin – (8<sup>th</sup> Edition) Community Psychology</li> <li>22. Anand jerard, Sebastine, M Gabrel - Health &amp; Social Work Practice – New Frontiers &amp; Challenges</li> <li>23. Rehabilitation Counseling in Physical &amp; Mental Health Edited by</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

		<p>Hetherington</p> <p>24. Jordon E Franklin. - Clinical Assessment for social workers (2<sup>nd</sup> Edition)</p> <p>25. Anil Pathak - Field Work training in Social Work</p> <p>26. Martine Herbal - Clinical Child &amp; Adolescent Psychology (3<sup>rd</sup> Edition)</p> <p>27. Philip Fellin - Mental Health &amp; Mental Illness Policies Programmes &amp; Services</p> <p>28. William Korham (4<sup>th</sup> Edition) - Sociology of Mental Disorders</p> <p>29. Dr. I Sundar - Principles of Medical Sociology</p> <p>30. Arun Kumar - Clinical Psychology</p> <p>31. Mory Nomme Russell - Clinical Social Work – Research &amp; Practice</p>
3	<b>Websites</b>	<p><a href="http://www.mentalhealth.gov">www.mentalhealth.gov</a></p> <p><a href="http://www.psy.unsw.edu.au">www.psy.unsw.edu.au</a></p> <p><a href="http://www.similarweb.com">www.similarweb.com</a> (Lists of Top Websites Ranking in Mental Health)</p>
4	<b>Journals</b>	<p>1. Indian journal of social work, TISS Mumbai</p> <p>2. contemporary social work, Nirmala Niketan, mumbai</p>
5	<b>Supplementary Readings</b>	<p>Abnormal Psychology, developmental psychology, oxford textbook of psychiatry(may you), synopsis of psychiatry(Kaplan ) Mental health in India (pornima mane) positive psychology</p>
6	<b>Practical Components</b>	<p>1. Field work, workshop, training</p> <p>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</p> <p>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</p>

MSW-II	Psychopathology and Mental Health-1										sem 3	MPCC302
	p1	p2	p3	p4	p5	p6	p7	p8	p9	p10		
1.1	3		1	3	2	1		2	3	2		
1.2		3	1	1	2	1	3	1	3	3		
1.3		3	1	3	2	1	3	2	3	2	3	
1.4		3	1	1	2	1	3	1	3	3	3	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	



## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP CC 303</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>MEDICAL AND PSYCHIATRIC SOCIAL WORK</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of medical and psychiatric social work
2	Evaluate the aspects associated with medical social work and psychiatric social work
3	Apply relevant theories, concepts and models to resolve health issues of community
4	Develop Effective team-work and leadership skills
5	Evaluate the role & functions of a medical and Psychiatric social worker in various settings

### Syllabus

Unit Number	Contents	No. Of Sessions	
1	Anatomy and physiology of the human, Respiratory system, Digestive system, Central nervous system, Cardiovascular system, skeletal muscular system, Genitourinary system, Reproductive system (male and female) Endocrine system, Health status and health care in rural and urban areas.	L= 7	
		T=1	P=1
2	Historical development of medical social work in India and other countries. <b>Medical Social Work</b> : Definition, Concept Nature and Scope, Modern Trends in Medical Social Work, Psychosocial factors associated with the disease, changing concepts of patient as a person.	L=7	
		T=1	P=1
3	<b>Health Care Models</b> : Medical health Model, prevention and promotion model, integrative model, developmental model, holistic approach to health and Alternative system of health, major communicable diseases - TB, STD, AIDS, Polio, diarrheal diseases, malaria, Typhoid, Leprosy, Major non-communicable diseases - cancer diabetes, hypertension, cardiovascular, Gemological, physical disability, Nutritional pediatric, Geriatric diseases.	L=7	
		T=1	P=1
4	<b>Psychiatric Social Work</b> : Definition, Concept, Nature and Scope. Historical Development in India and abroad. Role of psychiatric social worker in study, diagnosis and treatment. Modern trends in psychiatric social work. Challenges in the field of psychiatric social work. Application of Case work and Group work practice in psychiatric settings. Rehabilitation of psychiatric Patients : Role of psychiatric social worker in rehabilitation, Planning, Mobilization, Reintegration of the patient in the family and community Concepts of therapeutic community, patient hospitalization, Day care centers, half way homes, sheltered workshops, concept of well-being. Concept of mental hygiene and health mental health perspectives, Role of psychiatric social worker in different settings - mental hospitals, child guidance clinic, school mental health programme, family counseling centers, De-addiction centers, Geriatric centers, Epilepsy Clinics	L=7	
		T=1	P=1

## MSW- CBCS SYLLABUS 2021-22

<b>Resources Learning</b>		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Community Medicine</li> <li>2. Community Mental Health- Dr Parthsarthy</li> <li>3. Papers on social work-G R BANEERJEE</li> <li>4. Psychiatric social work-Ratna Verma</li> <li>5. Preventive and social medicine-park and park</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Pathak, S.H. (1962), Medical Social Work In India, VG Mehta, Bombay</li> <li>2. Goldskine D (1954), Reading in the theory &amp; Practice of Medical Social Work</li> <li>3. Bartlett H.M. (1934), Medical social work, University of Chicago press, Chicago</li> <li>4. Park, J. E. Park K. (1989), Textbook of preventive &amp; social medicine, M.S. Banarasi das Bhanot, Jabalpur</li> <li>5. Bajpai, P.K. , Social work perspective on health</li> <li>6. Jones Maxwell, The therapeutic community, Basic books, New York</li> <li>7. Verma Ratna (1991), Psychiatric social work in India, Sage Publication, New Delhi</li> <li>8. Dickson Clifford Maratha, Social Work practice with mentally retarded, Collier Macmillan 1981</li> <li>9. ( Skill training for social workers – A manual – Sudha Datar, Ruma Bawikar , Geeta Rao, Nagmani Rao &amp; Ujwala Madekar. )</li> <li>10. Social Psychiatry – Verma, Kulahra, Masserman, Malhotra, Malik</li> <li>11. Stress &amp; Work – Perspectives an understanding &amp; Managing Stress – Edited by Don Pestanjee, Satish Pandey – Sage.)</li> <li>12. Human Psychology – Arthur J Vander) James H Shreman, Durothy S Lyciano</li> <li>13. Positive Psychology – Steve R Baumgardner, Mare K. Crothers. – Peason</li> <li>14. Comprehensive Strers management (10th Edition) – Jerrold S Greenberg, Mary land – Tata Mcgraw Hill</li> <li>15. Textbook of Cognitive Psychology – Abirlal Mukharjee</li> <li>16. Positive Psychology. The Scientific &amp; Practical Explanations &amp; Human Strengths (7th Edition)</li> </ol>
3	<b>Websites</b>	<p> <a href="https://www.mswguide.org">https://www.mswguide.org</a>&gt; Social Work Careers  <a href="https://www.ecfmg.org/echo/team-psych-msw-html">https://www.ecfmg.org/echo/team-psych-msw-html</a>  <a href="https://www.jobhero.com/">https://www.jobhero.com/</a> medical-social-worker-job-description  <a href="https://www.onlinemswprograms.com">https://www.onlinemswprograms.com</a>  <a href="https://pswjjournal.org">https://pswjjournal.org</a> </p>

## MSW- CBCS SYLLABUS 2021-22

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		<a href="https://socialworklicensure.org/types-of-social-workers/psychiatric-social-worker/">https://socialworklicensure.org/types-of-social-workers/psychiatric-social-worker/</a> <a href="https://www.mswguide.org/careers/medical-social-work/">https://www.mswguide.org/careers/medical-social-work/</a> <a href="http://nimhans.ac.in/psychiatric-social-work-2/">http://nimhans.ac.in/psychiatric-social-work-2/</a> <a href="http://cswnn.edu.in">http://cswnn.edu.in</a>
4	<b>Journals</b>	<ol style="list-style-type: none"><li>1. Social welfare,</li><li>2. kurukshetra</li><li>3. Indian journal of psychiatric social work</li><li>4. Health and social work</li></ol>
5	<b>Supplementary Readings</b>	Medical social work(KEM Hospital Mumbai, Medical social work, Health care for health workers, papers on social work(G R Banerjee) medical social work 9B T Lawani) Field work training (S I Subedar)
6	<b>Practical Components</b>	<ol style="list-style-type: none"><li>1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li><li>2. Video cases and documentary films relating to the syllabus to be exhibited in the class</li></ol>

COPO MAPPING

<b>MSW- II</b>	<b>Medical and Psychiatric Social Work</b>									<b>sem 3</b>	<b>MPCC303</b>
	<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>						
<b>1.1</b>		<b>1</b>			<b>1</b>				<b>3</b>		
<b>1.2</b>	<b>3</b>	<b>3</b>		<b>3</b>		<b>3</b>					<b>3</b>
<b>1.3</b>	<b>3</b>	<b>3</b>		<b>2</b>		<b>3</b>		<b>3</b>	<b>3</b>		<b>3</b>
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>		<b>2</b>		<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MPCC 304</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>COUNSELLING THEORY AND PRACTICE</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Recall the basic concepts of Counselling and Guidance
2	Categorize the various types of counselling and counselling relationship
3	Categorise various types of communication in counselling
4	Predict the skills and qualities of counsellor

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Counselling: Concept, Difference Between Counselling And Guidance Definition, Principles, Assumptions, Objectives, Stages And Scope Of Counselling In Various Set Up.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	Types Of Counselling: Educational, Vocational, Personal, Social, Marriage And Family Counselling, Counselling For Counselling In Health, Industrial And Social Organization /Set Up. Crises Counselling For Special Population Like Children, Youths And Women.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Approaches To Counselling: Directive, Non-Directive, Group And Eclectic. Models And Dimensions Of Counselling. Modern Trends Of Counselling . Theories Of Counselling: Carl Rogers's Theory, Sigmund Freud Theory, REBT, Eric Berne's TA Theory.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Stages Of Counselling: Egan's Model (Beginning, Middle, Endings), Role And Responsibilities Of Counsellor, Skills And Techniques Of Counseling; Counsellor Use Of Self. Counselling Centers: Guidelines To Set Counselling Centre, Family Counselling Centers, Child Guidance Clinic And De-Addiction Centre And Rehabilitation Centre. Its Functions, Importance And Limitations	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Dave Mearas and Brian Thorne: Person centered counselling in Action published by Sage Publication .2000.</li> <li>2. Ramnath Sharma &amp; Rachana Sharma: Guidance and Counselling in India, published by Atlantic Pub, Delhi 2004.</li> <li>3. Bharki n Mukupadhya: Counselling and Guidance</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. K.S Lakshmi: Encyclopedia of Guidance and Counselling, published A Mittal Pub, Vol.1,2,3,4. 2005.</li> <li>2. Mishra R.S.: Guidance and Counselling, Vol.1&amp;2 published by APH Publication Corporation, New Delhi, 2004.</li> <li>3. Ramesh Chandra: Psychology, Counselling and Therapeutic Practices, published by Isha Books, Delhi 2004.</li> <li>4. Robert L. Gibson &amp; Mariaune H. Mitchell: Introduction to Counselling and Guidance, published by Pearson Education, Delhi 2005.</li> <li>5. Tara Chand Sharma: Modern Methods of Guidance and Counselling, published by Swarup and Sons, New Delhi, 2002.</li> </ol>
3	<b>Websites</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.directhit.com/">www.directhit.com/</a></li> <li>2. <a href="http://www.griffenmill.com/design15_counselling_website_design">http://www.griffenmill.com/design15_counselling_website_design</a></li> <li>3. <a href="https://counsellingtutor.com/basic-counselling-skills/">https://counsellingtutor.com/basic-counselling-skills/</a></li> </ol>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. British Journal of guidance and counselling</li> <li>2. Indian Journal of social work</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Steve Cooper: A comprehensive handbook for counselling, published by Infinity Books, New Delhi, 2005. Case studies</li> </ol>
6	<b>Practical Component</b>	<p>Apply their counselling skills at home and workplace. Start up their own Counselling and guidance Centres</p>

COPO MAPPING

<b>MSW-34</b>	<b>Counselling Theory and Practice</b>										<b>sem 3</b>	<b>MPCC304</b>
<b>CO/PO</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>	
<b>1.1</b>	<b>3</b>					<b>3</b>			<b>3</b>			
<b>1.2</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>		<b>3</b>	
<b>1.3</b>	<b>3</b>	<b>3</b>		<b>2</b>			<b>3</b>		<b>3</b>		<b>3</b>	
<b>1.4</b>		<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>			<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

**MPCC 305 ORIENTATION AND CONCURRENT FIELD WORK**

**General:**

- a) Historical Development of the Organization / Institute
- b) Nature of organization / services.
- c) Working Hours.
- d) Organization Structure ( Staff Pattern)
- e) Records and Registers Maintained.
- f) Leaves / Salary / Benefits for Employees.

**MEDICAL SOCIAL WORK:**

1. Concept or Health. Concept of disease. Pathogenesis period. Environmental factor disease due to multiple factors.
2. Level of Prevention. Health promotion. Specific protection early diagnosis treatment. Disability limitation. Rehabilitation. Mass health examination.
3. Alcoholism and drug dependency – Community Health.
4. Concept of a patient as a person. Social and Emotional component associated with various physical disorders and their socio-economic implication with regard to tuberculosis. Cancer, venereals, diseases, Leprosy and other effect on individual and family.
5. Concept of case and rehabilitation, social psychological factors involved in disease their treatment and rehabilitation.
6. Orientation of Registration like ESI Act and HTP Act 1971.
7. Hospital Administration. Health Centers, Clinics, Public Health programme Mobile Medical units. The Role of Social Worker in all the above agencies.
8. Role of social worker in the hospital set-up (Admission Procedure, Discharge. Follow up, home visits, case history taking etc.)
9. Organizing Recreational activities. Public Health Programmes.
10. Role of Social Worker with Aids Victims. Child Guidance Clinic.

**PSYCHIATRIC SOCIAL WORK:**

1. Concept of disease. DSM classification / ICD classification of disease and limitation of DSM and ICD classification of Mental disorder.
2. Role of social worker in the study and treatment of psychiatric disorders, procedure for admission, into case history taking procedure and discharge from mental hospital. Follow-ups. Home visits.
3. Signs and Symptoms of Mental Disorders:  
Disorders of perception. Thinking emotion, memory, ??? Attention and concentration  
Interviewing. Clinical Examination and Record Keeping. Pattern of Abnormal (maladaptive) behavior stress and adjustment disorders anxiety based disorders.
4. Mood Disorders: Normal Depression mild to moderate. Mon. Disorders moderate to severe Disorder – suicide.
5. Schizophrenia: Factors, sub types of schizophrenia.
6. Orientation of 1) Narcotic Drugs and Psychotropic substance Act. 2) Mental Health Act : Mental Hygiene Promotion of Mental – Health Prevention of Mental Illness.
7. Psychiatric social workers participation in Psychodramas -Concept of Patient as a person, social and Emotional component associated with various disorder and their effects on individual and family.
8. Concept of care and Rehabilitation. Socio-Psychological factors involved in disorder their treatment and rehabilitation.
9. Hospital Administration, Organizing Recreational activities. Public Health Programmes. Community Mental Health Programme.



**MP : CC 306: FIELD WORK REPORT AND VIVA-VOCE  
FIELD WORK DIARY, RECORDING, MONTHLY ATTENDANCE SHEETS AND  
SUMMARY OF SUPERVISORY CONFERENCES**

Every student is expected to maintain/prepare the following regularly or at appointed times:

- (a) A diary of activities and account of time spent for each activity. Points from supervisory conferences should also be noted down in the diary.
- (b) Detailed reports of activities (field work records)
- (c) Summary of Supervisory Conferences which has to be submitted to the Field Work coordinator at the end of every month (cyclostyled forms will be provided for this purpose) and
- (d) Monthly field work attendance sheets. Cyclostyled forms are available in the office for this purpose

At the end of every month, field work attendance sheets should be submitted to the field work supervisor so that the letter may forward it to the office, on the First Wednesday of the following month. Those who are under the direct supervision of agency social workers are required to submit the attendance sheets (after it has been duly signed by the supervisor) to the head of the department who is in charge of his/her placement (A Speciman copy is given to you)

The diary and recording should be submitted every week to the supervisor for review and discussion

**Leave of Absence from Field Work**

Absence from field work should be avoided as far as possible. For valid reasons, however, leave of absence is allowed for 2 days in a semester. If any student is absent for more than two days, all the days of absence (including the first two days) will have to be compensated in accordance with the instructions of the field work supervisor.

**Mid-Year Evaluation and Final Evaluation**

There will be a mid-year evaluation in early December for assessing the students field work performance during the I semester. The supervisor will write the report after a supervisory conference which will be specially geared to the discussion of work performance. There will be no grading for mid-year evaluation. The purpose of mid-year evaluation conference and report is that the student may get information and awareness of his/her strengths and weaknesses as regards as field work performance of the I semester and plan for better performance in the second semester.

At the end of the academic year, in March, every supervisor will submit to the Institute a written evaluation report on the students field work. Grades will be given by the field work supervisor in consultation with the field work coordinator.

Any student who does not come up to a certain minimum level of performance which is required for passing in field work, may be asked at the discretion of the faculty, either to leave the Institute or put in extra work to improve his/her field work performance.

**FIELD WORK PRACTICUM: CONCURRENT FIELD WORK**

The main object of concurrent field work is to provide opportunities for applying the knowledge learnt in the class room to real life situation (field reality) to understand and develop effective course of action (learning of intervention methods) according to needs of client system. And evaluate the experiences while working with the individual, groups and communities. Fieldwork enables the student to integrate and reinforce the knowledge and information acquired in the classroom with actual practice, under competent **supervision** by the agency and faculty supervisors. Every student is expected to work for 15 hrs. per week at various organizations or community settings.

**FIELD WORK EVALUATION CRITERIA:** (Applicable for the all four Semesters)

**1) Analytical Ability:**

- a. To understand evolution of agency, philosophy, policy and administration programmes.
- b. To identify roles of other departments and personnel in implementation of agency policies & programmes (in secondary settings).
- c. To understand the dynamics of the agency – roles, decision-making process, conflict solving procedures.
- d. To begin to situate agency in context of larger social system.
- e. To understand Profile of client system and causative factors affecting its needs and problems.
- f. To understand social work intervention utilized by agency in response to needs of client system.
- g. To assess one's own tasks in relation to problem situation.

### **2) Problem Solving Skills:**

- a. To assess the problem situation and outlines the plan of action.
- b. To utilize problem solving process beginning with fact finding to evaluation of social work process in relation to needs, problems and aspirations of the client system.
- c. To develop and utilize working relationships with agency, client system and other related system.
- d. To utilise different techniques of problem solving, interviewing, home visits, communication and programme media mobilization of human and material resources.
- e. To utilise problem solving strategies selectively with individuals groups and communities.
- f. To understand the importance work in different administrative procedures – filing – maintaining registers, fund raising staff meetings.
- g. To develop basic skills of management of services, planning, organizing, implementing and evaluation.
- h. To participate in liaison work with other organizations and systems in terms of obtaining sanctions for programmes, interpreting social work intervention and networking on common issues.
- i. To understand the significance of and participates in teamwork in one's discipline as well as in the interdisciplinary team.
- j. To learn to priorities tasks and organize workload.
- k. To understand the importance of recording as a tool for learning and administration.
- l. Learn to record facts selectively and logical-assessment of problem situation, students feelings, reflections and intervention modalities.

### **3) Personal development:**

- a. Appreciation and utilization of principles of social work in respect of persons, social justice, equality, opportunities, acceptance of the client system and its potential.
- b. Work with commitment in the agency in terms of fulfillment of tasks, disciplined use of self (dress, behavior, regularity, self control, awareness of bias and cultural blocks).
- c. Developing positive identification with the profession, conviction of the necessity of social work intervention.

### **4) Use of field Instructions :**

- a. Understanding the significance of field instruction as a tool for professional training.
- b. Accepts the roles of faculty advisor, field instructor and field contact and utilises their expertise in one's own training.
- c. Indicates a gradual movement from a dependence on the instructor to performing ones role and tasks more independently.
- d. Utilises individual and group conferences for professional growth by accepting both the positive and negative remarks of the instructor.
- e. Actively participates in the group conferences and appreciates the participation of others.
- f. Makes efforts to improve performance through self-learning by reading learning from one's experiences and those of others.
- g. Develops ability for self-evaluation on going and periodic.

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP DSE 301A</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>DEVELOPMENTAL PSYCHOLOGY</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of developmental Psychology
2	Demonstrate the hazards while practicing in field
3	Apply relevant theories, concepts and models of behaviour
4	Demonstrate the appropriate milestones to the developmental period
5	Evaluate new trends in psychology
6	Formulate estimate and measure the personality using the techniques
7	Gain Skills on basic Human Understanding

### Syllabus:

Unit Number	Contents	No. of Sessions	
1	Developmental Psychology: Definition of Developmental Psychology, objectives of Developmental Psychology , Meaning, goal and attitude towards developmental changes, Significant facts about development. Life Span: Stages of life span, condition influencing longevity.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	The Prenatal and Infancy Period: Characteristics, beginning of life, Importance of conception, Time table of Prenatal development and hazards. Infancy: Characteristics, adjustment to Infancy, Conditions Influencing adjustment to Post –Natal Life, hazards of Infancy, effects of prematurity.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Babyhood and Childhood Period: Babyhood development tasks, hazards. Early Childhood: development tasks, hazards. Late Childhood: development tasks, hazards. Puberty and Adolescence: Puberty: effects of Puberty, hazards. Adolescence: Characteristics, physical changes, emotionality, social changes, interests, family relationships and hazards	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	. Adulthood: Characteristics, developmental tasks, Personal and Social adjustment, social mobility in early adulthood, vocational and marital adjustment, assessment, Success of adjustment to adulthood. Middle age: Personal and Social adjustment, vocational and family adjustment. Old Age: Personal, social, vocational and family adjustment.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

<b>Resources Learning</b>		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Hurlock E.B. : Child Development ,Tata MacGraw Hill Pub Ltd ,New York, 1984.</li> <li>2. Hurlock E.B.: Development Psychology-A life span Approach, Tata MacGraw Hill Pub Ltd,New York, 1994.</li> <li>3. Sharma R.N : Development Psychology, Surjeet Pub, Delhi, 1993.</li> <li>4. Date Sushma : Child Development, Sheth Publication Pvt Ltd, 1996</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. MichaleKerfoot et al : Problems of Childhood and Adolescence, McMillan, London, 1998.</li> <li>2. Liebert RM: Development Psychology, Prentice Hall of India, New Delhi, 1979.</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.devpsy.org/">http://www.devpsy.org/</a>  <a href="https://www.apa.org/pubs/journals/dev/">https://www.apa.org/pubs/journals/dev/</a>  <a href="https://www.psychologytoday.com/intl/blog/fulfillment-any-age/201403/the-best-psychology-websites-you-probably-never-heard-about">https://www.psychologytoday.com/intl/blog/fulfillment-any-age/201403/the-best-psychology-websites-you-probably-never-heard-about</a></p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Journal of Indian Association for Child and Adolescent Mental Health (JIACAM)</li> <li>2. Indian Journal of Human Development (IJHD)</li> </ol>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Hurlock E.B.: Development Psychology, Tata MacGraw Hill Pub Ltd, 1978.</li> <li>2. Chaube SP: Development Psychology, Neelkamal Pub, Ltd, 2007.</li> </ol>
6	<b>Practical Components</b>	<p>Student shall prepare the chart of various physical and psychological changes in different age groups.</p>

## COPO MAPPING

MSW-II	Developmental Psychology					p6	p7	p8	p9	sem 3	MPDSE301A
	p1	p2	p3	p4	p5						
1.1	3								3		
1.2	3	3				3	3		3	3	3
1.3	3	3			2	3	3		3	3	3
1.4	3	3				3	3		3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP DSE 301B</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>HOSPITAL MANAGEMENT</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concepts of Management
2	Analyze the management process
3	Apply the management functions to take appropriate decisions for welfare
4	Formulate ideas and develop and participate in implementation of plans
5	Take a proactive and self-reflective role in working and to develop professional relationship
6	Evaluate new trends in management

### Syllabus

<b>Unit Number</b>	<b>Contents</b>	<b>No. Of Sessions</b>	
1	Hospital Management: Meaning & concept, Growing s Unique features, Significance of Hospital Management, characteristics of modern hospitals as an organization, resource management, principles of management, Privatization in Health sector.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Hospital Administration : Meaning and Concept of Hospital Management, Process and its Functions, Application of Hospital administration in Social Work (POSTCORB), Team work, Administration of patient related schemes – Medical Insurance (Cashless benefits, CGHS, ECHS, CSMA, TPA, ESI)	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Behavioral concepts and theories—Cognitive process, perception process and its stages, creativity and problem solving, motivation process, different types of motives, selected theories of motivation, motivating medical and paramedical professionals, leadership, conflict management, team building, major components of OB, personality development. Legal and medical issues in hospitals. Social Work Invervention: Dealing with crisis situation, Methods of infection control, Development of staff – In service training, On job training, higher courses, specialized training, preventive steps for Hospital Management	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Preventive steps for doctors/hospitals to avoid litigation – high risk, consent form, dying declaration, death certificate, post mortem report, recording, skills & techniques in completing medical & technical procedures in hospital. Legal aspects in Hospital Administration : General important legal knowledge pertaining to IPC, CRPC, Civil PC. Labour Laws applicable to hospitals. Management ethics, social objectives and responsibilities of management, corporate social responsibility.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Hospital Management- K V Ramani</li> <li>2. Hospitals, Facilities, Planning, and Management</li> <li>3. Hospital Information Systems- S A Kelkar</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Shelly &amp; Taylor - Health Psychology (7<sup>th</sup> Edition)</li> <li>2. S. M. Jha – Himalaya - Hospital Management</li> <li>3. V. Sujatha - Sociology of health medicine</li> <li>4. D. K. Sharma, R. C. Goyal - Hospital Administration &amp; Human Resource Management</li> <li>5. Mor'a Stewart, Debra Rote - Communicating with medical patients</li> <li>6. Michael Drafke - The Human Side of organization (10<sup>th</sup> Edition)</li> <li>7. A System Approach – Elizabeth L Hollo way - Clinical Suspension</li> <li>8. Angelo Kinicki, Robert Kreitner - Organizational Behaviour Concepts, Skills &amp; Practice</li> <li>9. David A Whetten, Kim S. Camera - Developing Management Skills</li> <li>10. Francis C. M. - Hospital Administration</li> <li>11. William Grangt - Hospital Management</li> <li>12. Lynne Milward - Understanding Occupational &amp; Organizational Psychology</li> </ol>
3	<b>Websites</b>	<p> <a href="http://superclinic.in">http://superclinic.in</a>  <a href="http://www.ahaindia.org">http://www.ahaindia.org</a>  <a href="https://www.kemhospitalhmi.com">https://www.kemhospitalhmi.com</a>  <a href="https://www.amity.edu/aiha/">https://www.amity.edu/aiha/</a> </p>
4	<b>Journals</b>	<p>                     Journal of biomedical informatics                      Journal of medical ethics                      International journal of evidence based health care                 </p>
5	<b>Supplementary Readings</b>	<p>Organizational behavior, Hospital Administration, Health Care management,, Social Welfare Administration</p>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>2. Video cases and documentary films relating to the syllabus to be exhibited in the class</li> </ol>

COPO MAPPING

MSW-II	Hospital Management						p6	p7	p8	p9	sem 3	MPDSE301B
	CO/PO	p1	p2	p3	p4	p5						
1.1	3	3	3				2		3			
1.2	3	3	3	3	3	3	3	3	2	3	3	
1.3	3	3	3	3	3	3	3	3	3	3	3	
1.4	3	3	3	3	3	3	3	3		3	3	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	



## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>1</b>
<b>Course Code</b>	<b>AEC 301A</b>	<b>Credit Pattern</b>	<b>L-15, T-0, P-0</b>
<b>Course Title</b>	<b>COMPUTER APPLICATIONS (THEORY)</b>		

<b>Course Outcomes:</b>	
1	Describe the concepts and their application of statistics in social work
2	Ability to design, set up and conduct practical
3	Ability to use the techniques, skills, and modern Software tools for software development
4	Ability to design, develop and verify software systems to meet desired needs within realistic constraints ensuring quality, reliability, security in addition to satisfying economical, ethical, social and environmental constraints

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Introduction:</b> Definition, Characteristics of computers, Evolution of computers, computer generations, applications of computers, Use of computers in social work <b>Basic Computer Organization:</b> Input unit, Output unit, Storage Unit, Arithmetic Logic Unit, Control Unit, Central processing unit, system concept Different types of input-output devices and secondary storage devices	<b>L= 5</b>	
		<b>T=0</b>	<b>P=0</b>
2	<b>Computer Software:</b> Types of Software, Computer languages, Operating Systems, its functions, popular operating systems, Windows, its features. Application Software Packages: Word processing package, spread sheet package, presentation package Features of Ms Word, mail merge and features of Ms PowerPoint	<b>L= 4</b>	
		<b>T= 0</b>	<b>P=0</b>
3	<b>Excel:</b> worksheets, workbook, calculations by formula, operator precedence, relative, absolute and mixed cell references.	<b>L=2</b>	
		<b>T=0</b>	<b>P= 0</b>
4	<b>SPSS:</b> Menu, Creating data file, Defining variables, sorting, splitting file, selecting cases, computing new variable, recoding variables.	<b>L= 2</b>	
		<b>T=0</b>	<b>P= 0</b>
5	<b>Internet:</b> Introduction, history, Basic Services, Electronic mail, File transfer protocol, World Wide Web, www Browsers, internet search engines, Uses of internet.	<b>L= 2</b>	
		<b>T= 0</b>	<b>P= 0</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Sinha P K &amp; Sinha P (2011) Computer Fundamentals, PBP Publications.</li> <li>2. Saxena S (2003) A First Course in Computers, Noida, Vikas Publishing House Pvt. Ltd.</li> <li>3. Pandya K, Bulsari S and Sinha S (2012) SPSS in simple steps, Delhi, Dreamtech Press</li> <li>4. Leon A and Leon M.(2012) Internet for Everyone, Chennai, Leon Vikas.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Schwartz S. (2012). Microsoft Office 2010, Noida, Pearson.</li> <li>2. Cunningham J B and Aldrich J O (2012) Using SPSS: An Interactive Hands-On Approach, New Delhi, SAGE</li> <li>3. Gupta S L and Gupta H (2011) SPSS 17.0 for Researchers, New Delhi, international book house Pvt. Ltd.</li> </ol>
3	<b>Websites</b>	<p> <a href="https://www.javatpoint.com/computer-fundamentals-tutorial">https://www.javatpoint.com/computer-fundamentals-tutorial</a>  <a href="https://www.tutorialspoint.com/computer_fundamentals/">https://www.tutorialspoint.com/computer_fundamentals/</a>  <a href="http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals">http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals</a> </p>
4	<b>Journals</b>	<p>PC World E Week (Available in EBSCO)</p>
5	<b>Supplementary Reading</b>	<p>Parker-Oliver, D., &amp;Demiris, G. (2006). Social Work Informatics: A New Specialty. Social Work, 51(2), 127-134. (Available in JSTOR under NLIST-Inflibnet)</p>

COPO MAPPING

MSW- II	Computer Application( Theory)					p6	p7	p8	p9	sem 3	AEC301
	p1	p2	p3	p4	p5						
CO/PO	p1	p2	p3	p4	p5	p6	p7	p8	p9	p10	p11
1.1	3								3		
1.2	3	2	3	3	2	3	3	2	3		3
1.3	3	3	3	3	2	3	3	2	3	3	3
1.4	3	3	3	3	2	3	3	2	3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>III</b>	<b>Total Credit</b>	<b>2</b>
<b>Course Code</b>	<b>AEC 301B</b>	<b>Credit Pattern</b>	<b>L-0, T-0, P-60</b>
<b>Course Title</b>	<b>COMPUTER APPLICATIONS (PRACTICAL)</b>		

### Course Outcomes: Students will be able to

1	Make use Office Automation Tools like word processors, spreadsheets and presentation tools.
2	Utilize multimedia authoring tools to design small applications using sound, audio, and video/animation.
3	Handle Computer Networks, modems and routers, and efficiently use Internet
4	Develop and implement a simple project based on case studies.
5	Apply statistical data analysis through Excel
6	Analyze statistical data through SPSS

### Syllabus:

#### Requirement: 2 Sessions of 2Hrs on each of the following

No	Software	Concepts/ topics to be covered in the exercise
1	Ms Word	Editing, formatting, text box, tables, clip art
2	Ms Word	Mail merge
3	Ms Power Point	Creation of presentations, slide layouts, Animation effects Inserting charts, tables, clip art, smartart graphics
4	Ms Excel	Use of formula, formatting options, relative cell reference
5	Ms Excel	Use of functions, bar & pie diagrams
6	Ms Excel	Statistical data analysis in Excel, absolute cell reference, mixed cell reference
7	Ms Excel	Sorting, filtering, Categorical data Analysis, t test
8	Ms Excel	Correlation, regression, scatter diagram
9	Ms Excel	Pivot tables, Ch- Square test
10	SPSS	Entering data on SPSS and generating descriptive statistics, graphs
11	SPSS	Computation of new variables and categorical data analysis
12	SPSS	Data editing and verification of normality
13	SPSS	Correlation and regression Analysis
14	SPSS	t tests
15	SPSS	Chi Square test

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"><li>1. Saxena S (2003) A First Course in Computers, Noida, Vikas Publishing House Pvt. Ltd.</li><li>2. Pandya K, Bulsari S and Sinha S (2012) SPSS in simple steps, Delhi, Dreamtech Press</li></ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"><li>1. Frye C (2012) Microsoft Excel 2010 Step by Step, Delhi, PHI Learning Pvt. Ltd.</li><li>2. Schwartz S. (2012). Microsoft Office 2010, Noida, Pearson.</li><li>3. Cunningham J B and Aldrich J O (2012) Using SPSS: An Interactive Hands-On Approach, New Delhi, SAGE</li></ol>
3	<b>Websites</b>	<p><a href="https://www.javatpoint.com/computer-fundamentals-tutorial">https://www.javatpoint.com/computer-fundamentals-tutorial</a> <a href="https://www.tutorialspoint.com/computer_fundamentals/">https://www.tutorialspoint.com/computer_fundamentals/</a> <a href="http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals">http://vikaspedia.in/education/Digital%20Literacy/it-literacy-courses-in-associating-with-msup/computer-fundamentals</a></p>
4	<b>Journals</b>	PC World E Week (Available in EBSCO)
5	<b>Supplementary Reading</b>	Parker-Oliver, D., & Demiris, G. (2006). Social Work Informatics: A New Specialty. Social Work, 51(2), 127-134. (Available in JSTOR under NLIST-Inflibnet)
6	<b>Practical Components</b>	Students will be given Computer practical work on various topics.

COPO MAPPING

MSW- II	Computer Application (Practicals)					p6	p7	p8	p9	p10	sem 3	AEC301B
	CO/PO	p1	p2	p3	p4							
1.1	3								3			
1.2	3	2	3	3	2	3	3	2	3			3
1.3	3	3	3	3	2	3	3	2	3	3		3
1.4	3	3	3	3	2	3	3	2	3	3		3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>		<b>3</b>

# **MSW-GROUP A SEMESTER-IV**

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HR CC 401</b>	<b>Credit Pattern</b>	<b>L-35 T-5 P-5</b>
<b>Course Title</b>	<b>LABOUR WELFARE - II</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Recognize and State the concept of labor welfare
2	Interpret and illustrate the changing scenarios of the labor approaches
3	Summarizes the importance of occupational health and industrial hazards
4	Relate and interpret the occupational disease and its safety management
5	Experiment and outline the relation to work culture and productivity
6	Identify the suitable labor legislation and the working labor welfare
7	Extrapolate the use of legislations in the context of Labor Welfare

### Syllabus

Unit Number	Contents	No. of Sessions	
1	Working conditions and hazards: Working conditions and hazards in factories, Mines, docks and Plantation.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Social Security : Concept, Definition, objectives, social assistance, social insurance, Public Service. Historical development. ILO social security. Indian social security system. Financing of social security schemes, social security and the National Economy.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Workers' Education Scheme : Objectives of worker's education scheme, Venue and technique, workers' education in India. Three level of training programme. Syllabi of Workers' Education Scheme. Special programmes for unorganized sector workers. Pattern of Workers' Education Scheme. Role of employer and trade unions for workers' education scheme. Evaluation of the scheme and recent trends.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Welfare Officer : Labour Welfare and Welfare officer in Indian industry. Evolution and development of the institution of welfare officer. Tata Institute of Social Science, Mumbai, Delhi School of Social Work and more. Appointment of welfare officer. Role and responsibilities and qualifications of welfare officer, duties, functions and his position in the management. The Maharashtra Welfare Officer Rules, 1966. Agencies for Labour Welfare: Welfare work by central, State,	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>



## MSW- CBCS SYLLABUS 2021-22

	local govt. and Management and Trade Unions. Social obligation of industry. Industrial Social Work: Social Work Practice. Use of social work methods. The skills of social work. Personnel social worker and counseling services		
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<b>Resources Learning</b>		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Ratna Sen ,”Industrial Relations, “ Trinity Press, Chennai,2014.</li> <li>2. P.Subba Rao, “Personnel and Human Resource Management”, Himalaya Publishing House, New Delhi,2013.</li> <li>3. K. Aswathappa, “Organizational Behaviour”, Himalaya Publishing House, New Delhi,</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. C.B. Mamoria, Satish Mamoria, S.V.Gankar, ”Dynamics of Industrial Relations”, Himalaya Publishing House, New Delhi, 2012</li> <li>2. A.M. Sarma, “Aspects of Labour Welfare and Social Security”, 12<sup>th</sup> Edition, Himalaya Publishing House, New Delhi, 2018.</li> <li>3. S.D.Punekar, S.B. Deodhar, Mrs. Saraswathi Sankarn, “Labour Welfare, Trade Unionism and Industrial Relations, Revised Edition, 2007.</li> <li>4. B.D.Rawat, “Labour welfarism in India, Problems &amp; Prospects,” RBSA Publishers SMS Highway, Jayapur, 1988.</li> <li>5. Meenakshi Gupta, “ Labour Welfare and Social Security in Unorganized Sectors”, Deep &amp; Deep Publications Pvt. Ltd., New Delhi, 2007.</li> <li>6. M. Velusamy, “Labour Welfare-Legislation &amp; Social Security”, Dominant Publishers &amp; Distributers Pvt. Ltd., New Delhi, 2014.</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.labourlawagency.com">www.labourlawagency.com</a></p> <p><a href="http://www.irhrjournal.com">www.irhrjournal.com</a></p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Indian Journal of Industrial Relations.</li> <li>2. Aps Labour Digest</li> </ol>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. R.S.Kulkarni, “ Management of Labour( Practice &amp; Procedures)”,Kulkarni Publications Pune, 2002.</li> <li>2. T.N Bhagoliwala,” Economics of Labour &amp; Industrial Relations”, Sahitya Bhawan, Agra.</li> <li>3. M. Velusamy, “ Labour Welfare –Legislation &amp; Social Security”, Dominant Publishers &amp; Distributors Pvt. Ltd, New Delhi, 2014.</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Survey to be conduct for knowing the statutory and non-statutory welfare facilities provided by the employer.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

COPO MAPPING

MSW-II	Labour Welfare-II					p6	p7	p8	p9	p10	sem 4	HR CC401
	p1	p2	p3	p4	p5							
1.1	3		3									
1.2	3	3	3					1		2		3
1.3	3	3		3		3	3		3			3
1.4	3	3		3	2	2						
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>			<b>3</b>	<b>2</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HRCC 402</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>LABOUR LEGISLATIONS – II</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Elaborate the concept of Industrial Relations.
2	Illustrate the role of trade union in the industrial setup.
3	Outline the important causes & impact of industrial disputes.
4	summarize the important provisions of Employers compensation Act 1923, & Payment of Bonus Act 1965
5	Summarize the important provisions of Social Security Legislations, in reference to Maternity Benefit Act 1961, Employees Provident Fund Act 1952, and Payment of Gratuity Act 1972.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Labour administration -Machinery for enforcement of various labour laws	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	Labour Legislation on Social Security 1.The Employees' Compensation Act,1923 2.The Employees' State Insurance Act,1923	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Labour Legislation on Social Security 3. The Payment of Gratuity Act, 1972 4. The Maternity Benefit Act, 1961 Labour legislation on Social Security 5.The Payment of Bonus Act,1965 6.The EPF and MP Act,1952	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Labour legislation on Social Security & wages 7.The Employees Pension Schemes 1995 8.The Payment of Wages Act,1936 9.The Minimum Wages Act,1948	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Hand book of Industrial law:N.D.Kapoor,Sultan Chand and sons,New Delhi</li> <li>2. Labour and industrial laws: P.K.Padhi, PHI Learning Private Limited,New Delhi</li> <li>3. Industrial Relations and Labour Laws:S.C Srivastva ,Vikas publishers New Delhi</li> <li>4. Labour Laws in brief:A.K.Sinha ,Excel Books publisher,New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Labour legisartion : Sudeshna Singh and Praveen Kumar.Publisher-Vayu Education of India,</li> <li>2. New DelhiIndustrial relations,Trade Unions and Labour legislation:P.R.N.Sinha Publisher Pearson Education ,New Delhi</li> <li>3. Labour legislation: P Saravanel,Publisher-Eswar Press NewDelhi</li> </ol>
3	<b>Websites</b>	<p> <a href="http://www.comply4hrs.com">www.comply4hrs.com</a>  <a href="https://labour.gov.in">https://labour.gov.in</a>  <a href="http://www.clrindia.com">www.clrindia.com</a> </p>
4	<b>Journals</b>	<p>                     Indian Journal of Industrial Relations                      Indian labour journal                      Labour digest                 </p>
5	<b>Supplementary Reading</b>	<p>                     Industrial Jurisprudence and labour legislation:A.M.Sarma, Himalaya Publishing House,Newdelhi                 </p>
6	<b>Practical Component</b>	<p>Field work in Industrial setting</p>

COPO MAPPING

MSW-II	Labour Legislations-II					p6	p7	p8	p9	sem 4	HR CC402
	co/po	p1	p2	p3	p4						
1.1	3										
1.2	3	3	2		3	3			3	3	3
1.3	3	3			3	3			3	3	3
1.4	3	3	2		3	3			3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>			<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HRCC 403</b>	<b>Credit Pattern</b>	<b>L-35, T5 P5</b>
<b>Course Title</b>	<b>ORGANISATIONAL BEHAVIOUR</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Identify as a professional social worker and conduct oneself accordingly
2	Apply social work ethical principles to guide professional practice
3	Compare and contrast theories of organizational behavior.
4	Analyze management issues as related to organizational behavior
5	Evaluate ethical issues as related to organizational behavior.
6	Examine challenges of effective organizational communication.
7	Examine the differences and similarities between leadership, power, and management
8	Assess the impact of culture on organizational behavior.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	Fundamentals of Organisational Behaviour: Concept and definition of OB, Historical Development of OB. Models of OB. Organisational Behaviour System, Social systems and organizational culture Understanding a Social System, Social Culture, Role, Status.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Individual Dimensions of O B: Individual differences and work behavior, Perception, Attitude, Motivation, stress management – and Emotional Intelligence.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Social Dimensions of OB: work Group and Group Dynamics in organization. – Interpersonal relations and Team building, conflicts and Negotiation Structural Dimensions of OB: Job Design and Organisational Design. Organisational Development and Change management.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Organisational process :, <i>Communication</i> , The importance of communication, The communication process, Power and Politics. Leadership :Meaning – Importance – Theories of Leadership Organizational culture. ,Influencing culture change. Quality of Work Life, work - Life Balance	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Davis K and Newstorm W I. Human Behaviour at Work, Tata McGraw- Hill publishing co. 2002</li> <li>2. Fred Luthans, Organisational Behaviour, Tata McGraw- Hill Book Co. 2005</li> <li>3. Robbins P S, Organisational Behaviour, Prentice Hall International, Inc 2009.</li> </ol>
2	<b>Reference books</b>	<p>Subba Rao, Management and Organisational Behaviour, Texts and cases, Himalaya publishing House, Mumbai, 2005.</p> <p>Ashwathappa, K. Organisational Behaviour, Text, cases and Games, Himalaya publishing House, New Delhi, 2008.</p> <p>Greenberg, J. (2004). Managing behavior in organizations, 4th ed. Upper Saddle River, NJ: Prentice Hall. ISBN#: 0-13-144746-7</p>
3	<b>Websites</b>	<p><a href="http://obweb.org/">http://obweb.org/</a></p> <p><a href="http://wps.pearsoned.co.uk/ema_uk_he_rollinson_orgbehav_4/">http://wps.pearsoned.co.uk/ema_uk_he_rollinson_orgbehav_4/</a></p>
4	<b>Journals</b>	<p><a href="https://www.wiley.com/en-us/Journal+of+Organizational+Behavior-p-9780JNRL01270">https://www.wiley.com/en-us/Journal+of+Organizational+Behavior-p-9780JNRL01270</a></p> <p><a href="https://onlinelibrary.wiley.com/journal/10991379">https://onlinelibrary.wiley.com/journal/10991379</a></p>
5	<b>Supplementary Readings</b>	Uma Sekheran, Organisational Behaviour, Text and cases, Tata McGraw- Hill publishing co. 1992.
6	<b>Practical Components</b>	Case studies and Role play

COPO MAPPING

MSW-II	Organisational Behaviour										sem 4	HR CC403
	co/po	p1	p2	p3	p4	p5	p6	p7	p8	p9		
1.1	3						3	3	3	1	-	
1.2	3	3	3	3	2	3	3	3	3	2	3	
1.3	3	3	3	3	3	3	3	2	3	3	3	
1.4	3	3	2	3	3	3	3	2	3	3	3	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	



## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HRCC 404</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>INDUSTRIAL RELATIONS</b>		

<b>Course Outcomes:</b> The students will able to	
1	Describe the various concepts of industrial relations
2	Demonstrate the functions of industrial relations in the context of development
3	Analyze the IR process to take appropriate decisions
4	Evaluate new trends in industrial relations

### Syllabus:

Unit Number	Contents	No. of Sessions	
1	Concept, Theory and Systems of Industrial Relations. Industrial Relations in India. Objectives, genesis and growth of industrial relations. Aspects of industrial relations. Historical perspective.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Shop floor supervision and its problems. Standing Orders: Model and Certified Standing Orders. Objectives of Standing Orders. Employee Grievance- definition, nature and causes of grievance. Grievance handling procedure. Code of discipline in industry. Domestic Inquiry: Oral warning, warning in writing, show-cause, charge sheet, appointment of enquiry officer and his qualification, duties, role and functions	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Industrial Conflict, genesis of Industrial conflicts: Definition and essentials of a dispute: Classification of industrial disputes. Preventive measures of industrial disputes. Tripartite and Bipartite bodies, Settlement Machineries: Mediation, Conciliation, Arbitration, Adjudication.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Collective Bargaining: Definition, functions and characteristics of collective bargaining, Forms of collective bargaining. Importance of collective bargaining, process of collective bargaining, tactics used in collective bargaining, recharging and implementing agreement. The State Policy and Industrial Relations Policy, State Inventor, Relevant articles (under Indian Constitution ), Recommendations of National Commission on Labour and Industrial Relations Policy. Industrial Democracy and peace. Workers' participation in Management, works committee and joint management council-Forms of Workers' participation in Management.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Ratna Sen ,”Industrial Relations, “ Trinity Press, Chennai,2014.</li> <li>2. P.Subba Rao, “Personnel and Human Resource Management”, Himalaya Publishing House, New Delhi,2013.</li> <li>3. K. Aswathappa, “Organizational Behaviour”, Himalaya Publishing House, New Delhi,</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. C.B. Mamoria, Satish Mamoria, S.V.Gankar, ”Dynamics of Industrial Relations”, Himalaya Publishing House, New Delhi, 2012</li> <li>2. A.M. Sarma, “Aspects of Labour Welfare and Social Security”, 12<sup>th</sup> Edition, Himalaya Publishing House, New Delhi, 2018.</li> <li>3. S.D.Punekar, S.B. Deodhar, Mrs. Saraswathi Sankarn, “Labour Welfare, Trade Unionism and Industrial Relations, Revised Edition, 2007.</li> <li>4. B.D.Rawat, “Labour welfarism in India, Problems &amp; Prospects,” RBSA Publishers SMS Highway, Jayapur, 1988.</li> <li>5. Meenakshi Gupta, “ Labour Welfare and Social Security in Unorganized Sectors”, Deep &amp; Deep Publications Pvt. Ltd., New Delhi, 2007.</li> <li>6. M. Velusamy, “Labour Welfare-Legislation &amp; Social Security”, Dominant Publishers &amp; Distributers Pvt. Ltd., New Delhi, 2014.</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.labourlawagency.com">www.labourlawagency.com</a></p> <p><a href="http://www.irhrjournal.com">www.irhrjournal.com</a></p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. The Indian Journal of Industrial Relations.</li> <li>2. Aps Labour Digest</li> </ol>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. R.S.Kulkarni, “ Management of Labour( Practice &amp; Procedures)”,Kulkarni Publications Pune, 2002.</li> <li>2. T.N Bhagoliwala,” Economics of Labour &amp; Industrial Relations”, Sahitya Bhawan, Agra.</li> <li>3. M. Velusamy, “ Labour Welfare –Legislation &amp; Social Security”, Dominant Publishers &amp; Distributors Pvt. Ltd, New Delhi, 2014.</li> </ol>
6	<b>Practical Components</b>	Survey to be conduct for knowing the statutory and non-statutory welfare facilities provided by the employer.

COPO MAPPING

MSW-II	Industrial Relation										sem 4	HR CC404
	co/po	p1	p2	p3	p4	p5	p6	p7	p8	p9		
1.1	3											
1.2	3	3		3	3	2	3		3	3	3	
1.3	3	3	3	2	3	3	3	3	3	3	3	
1.4	3	3	3	2	3	3	3	3	3	3	3	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

**HR CC 405 STUDY TOUR AND CONCURRENT FIELD WORK**  
**STUDY TOUR IN THE MONTH OF FEBRUARY (COMPULSORY)**

## LABOUR WELFARE

### Working conditions & hazards

1. Labour Welfare Officer – Qualification, Service conditions, status and role.
2. Social security – ESI Scheme, Provident Fund and its working, Gratuity Terms and Conditions for payment, maternity benefit, workmen's Compensation, Pension etc.
3. Workers Education scheme: Objectives, Training Programme, etc.
4. Housing Facilities – Types, allotment, Rent (HRA) and other conveniences.
5. Transport Facilities, Traveling allowance.
6. Recreation and educational facilities, scholarships and other benefits.
7. Agencies for Labours Welfare – Management, Union and State, its role.
8. Industrial Social Work. (Identifying chronic problems among workers, if any and mobilizing resources to address the workers problem)

## INDUSTRIAL RELATIONS AND TRADE UNIONS

1. Trade Unions in the establishment; its growth and development. Rights and privileges of registered trade unions, duties and liabilities. Present, membership, finance, affiliation and constitution. Role in industrial relations. Relationship with employer.
2. Industrial conflict – preventive measures.
3. Study of various codes and Bipartite and Tripartite Bodies, Grievance Committee, Works Committee, shop council, joint council etc.
4. Collective Bargaining and industrial co-operation: contents and coverage. Process of negotiations.
5. Workers participation in Management – Aims and objectives. Forms and level of participation. Joint Management Council.
6. Role of Trade Unions in labour welfare, job security, productivity and participation in management

## HUMAN RESOURCES DEVELOPMENT

1. HRD functions in the organization.
2. Human Resource Planning, Planning System, Process and Accounting.
3. Performance Appraisal System. Methods of Performance appraisal. Performance appraisal and merit rating.
4. Training and Development – Training System – Development of Human Resources.
5. Career Planning – Human Resource Development and Career Planning.
6. Study of Work environment. Motivation in organization. Motivation Techniques.
7. Communication : Process of Communication, Purpose, Media and Bargain.
8. Organizational development and strategy.

## LABOUR LEGISLATION

(Study of practical aspects like filing, returns, submitting reports to authorities under the various legislations)

1. The Workman's Compensation Act, 1923.
2. The Employees State Insurance Act, 1948.
3. The Payment of Gratuity Act, 1972.
4. The Maternity Benefit Act, 1965.
5. The Payment of Bonus Act, 1965.
6. The Employees' Provident Fund Act, 1952
7. The Employees' Pension Scheme 1995.
8. The Payment of Wages Act 1936.
9. The Minimum Wages Act 1948.
10. Preparation of Case Studies from Labour Law Journals etc.

## INDUSTRIAL SOCIAL WORK

1. Handling of the Problem Cases related to -
  - a) Housing

- b) Absenteeism
  - c) Wages and Leave
  - d) Work load and work performance
  - e) Retirement
  - f) Adjustments to Job working conditions, Safety and Health.
  - g) Indebtedness.
  - h) In-discipline and Insubordination and relationship with co-workers and supervisors.
2. Participation in Workers Education Scheme and in arranging Welfare Programmes for the workers.
  3. Visiting Housing Colonies and studying the problems of the residents and promoting community organization amongst them conducting awareness programmes, counseling to workers and their families, arranging get together for employees and their families.

### **PRACTICAL WORK**

- 1) The students shall be assigned the work on the following under or in co-operation with the Officers concerned.
- 2) Receiving and handling complaints and Grievances.
- 3) Reporting on the Committee Functions.
- 4) Working on Annual and other types of Returns.
- 5) Working on Reports to be sent by the Factory.
- 6) Drafting Circulars, Notices, Letters, Memos, etc.
- 7) Working on P.F., Co-operative Society, Canteen Administration, Works Committee, Recreation and other Committees.
- 8) Submitting Report on working conditions in factory on the following points:
  - b) Employment, Recruitment etc.
  - c) Holidays with Pay.
  - d) Working Conditions.
  - e) Accidents and Occupational Diseases.
  - f) Wages and other Allowances.
  - g) Housing.
  - h) Industrial Relations.
  - i) Employee counseling and use of Methods of Social Work.
- 9) Report on Labour Turnover, Absenteeism, Tardiness, Loitering etc.
- 10) Report on cases of adjustment referred to by Factory Doctor, L.W.O.L.O., P.M., Departmental Head, etc.
- 11) Any other assignment given by the Agency supervisor.

### **TOOLS FOR FIELD WORK PROCESS :**

1. Observation and actual participation in work situations.
2. Interviews with the employee on the shop floor.
3. Study of files, Reports, Manuals, Journals and Records pertaining to HRM.
4. Participation in Joint Committee Meetings and Work Committee.
5. Discussion with Labour and Welfare Officers and other Personnel.
6. Preparation of Statistics, Charts, Graphs, etc. regarding various Personnel data, such as Recruitment, Labour Turnover, Absenteeism, Accidents, etc. and if possible conducting of small scale research on these topics.
7. Recording experience in fieldwork journal and reporting experience in field work conferences.

**HR CC 406: FIELD WORK REPORT AND VIVA-VOCE  
FIELD WORK DIARY, RECORDING, MONTHLY ATTENDANCE SHEETS AND  
SUMMARY OF SUPERVISORY CONFERENCES**

Every student is expected to maintain/prepare the following regularly or at appointed times:

- (a) A diary of activities and account of time spent for each activity. Points from supervisory conferences should also be noted down in the diary.
- (b) Detailed reports of activities (field work records)
- (c) Summary of Supervisory Conferences which has to be submitted to the Field Work coordinator at the end of every month (cyclostyled forms will be provided for this purpose) and
- (d) Monthly field work attendance sheets. Cyclostyled forms are available in the office for this purpose

At the end of every month, field work attendance sheets should be submitted to the field work supervisor so that the letter may forward it to the office, on the First Wednesday of the following month. Those who are under the direct supervision of agency social workers are required to submit the attendance sheets (after it has been duly signed by the supervisor) to the head of the department who is in charge of his/her placement (A Speciman copy is given to you)

The diary and recording should be submitted every week to the supervisor for review and discussion

**Leave of Absence from Field Work**

Absence from field work should be avoided as far as possible. For valid reasons, however, leave of absence is allowed for 2 days in a semester. If any student is absent for more than two days, all the days of absence (including the first two days) will have to be compensated in accordance with the instructions of the field work supervisor.

**Mid-Year Evaluation and Final Evaluation**

There will be a mid-year evaluation in early December for assessing the students field work performance during the I semester. The supervisor will write the report after a supervisory conference which will be specially geared to the discussion of work performance. There will be no grading for mid-year evaluation. The purpose of mid-year evaluation conference and report is that the student may get information and awareness of his/her strengths and weaknesses as regards as field work performance of the I semester and plan for better performance in the second semester.

At the end of the academic year, in March, every supervisor will submit to the Institute a written evaluation report on the students field work. Grades will be given by the field work supervisor in consultation with the field work coordinator.

Any student who does not come up to a certain minimum level of performance which is required for passing in field work, may be asked at the discretion of the faculty, either to leave the Institute or put in extra work to improve his/her field work performance.

**FIELD WORK PRACTICUM: CONCURRENT FIELD WORK**

The main object of concurrent field work is to provide opportunities for applying the knowledge learnt in the class room to real life situation (field reality) to understand and develop effective course of action (learning of intervention methods) according to needs of client system. And evaluate the experiences while working with the individual, groups and communities. Fieldwork enables the student to integrate and reinforce the knowledge and information acquired in the classroom with actual practice, under competent **supervision** by the agency and faculty supervisors. Every student is expected to work for 15 hrs. per week at various organizations or community settings.

**FIELD WORK EVALUATION CRITERIA:** (Applicable for the all four Semesters)

**1) Analytical Ability:**

- a. To understand evolution of agency, philosophy, policy and administration programmes.
- b. To identify roles of other departments and personnel in implementation of agency policies & programmes (in secondary settings).
- c. To understand the dynamics of the agency – roles, decision-making process, conflict solving procedures.
- d. To begin to situate agency in context of larger social system.
- e. To understand Profile of client system and causative factors affecting its needs and problems.
- f. To understand social work intervention utilized by agency in response to needs of client system.
- g. To assess one's own tasks in relation to problem situation.

### **2) Problem Solving Skills:**

- a. To assess the problem situation and outlines the plan of action.
- b. To utilize problem solving process beginning with fact finding to evaluation of social work process in relation to needs, problems and aspirations of the client system.
- c. To develop and utilize working relationships with agency, client system and other related system.
- d. To utilise different techniques of problem solving, interviewing, home visits, communication and programme media mobilization of human and material resources.
- e. To utilise problem solving strategies selectively with individuals groups and communities.
- f. To understand the importance work in different administrative procedures – filing – maintaining registers, fund raising staff meetings.
- g. To develop basic skills of management of services, planning, organizing, implementing and evaluation.
- h. To participate in liaison work with other organizations and systems in terms of obtaining sanctions for programmes, interpreting social work intervention and networking on common issues.
- i. To understand the significance of and participates in teamwork in one's discipline as well as in the interdisciplinary team.
- j. To learn to priorities tasks and organize workload.
- k. To understand the importance of recording as a tool for learning and administration.
- l. Learn to record facts selectively and logical-assessment of problem situation, students feelings, reflections and intervention modalities.

### **3) Personal development:**

- a. Appreciation and utilization of principles of social work in respect of persons, social justice, equality, opportunities, acceptance of the client system and its potential.
- b. Work with commitment in the agency in terms of fulfillment of tasks, disciplined use of self (dress, behavior, regularity, self control, awareness of bias and cultural blocks).
- c. Developing positive identification with the profession, conviction of the necessity of social work intervention.

### **4) Use of field Instructions :**

- h. Understanding the significance of field instruction as a tool for professional training.
- a. Accepts the roles of faculty advisor, field instructor and field contact and utilises their expertise in one's own training.
- b. Indicates a gradual movement from a dependence on the instructor to performing ones role and tasks more independently.
- c. Utilises individual and group conferences for professional growth by accepting both the positive and negative remarks of the instructor.
- d. Actively participates in the group conferences and appreciates the participation of others.
- e. Makes efforts to improve performance through self-learning by reading learning from one's experiences and those of others.
- f. Develops ability for self-evaluation on going and periodic.

## MSW- CBCS SYLLABUS 2021-22

### HR DSE 401A: Research Project

Students who opt for research project are required to start their research work at the beginning of third semester under the guidance of allotted faculty member. The selection of agency/industry for data collection needs to be done with consultation of organization and faculty supervisor. The research proposals shall be prepared as per format given below

1. Topic, Problem – Introduction and Review of literature
2. Objectives of the study
3. Tentative Research Methodology
4. References

The final research report shall have following chapter scheme

Title of the study

I Introduction

II. Review of literature

III. Research Methodology

IV. Data Interpretation

v. Summary, suggestion and conclusion

Appendix – Interview schedule, Photos, Graphs, and bibliography etc.

The final research report shall be submitted to organization/industry and respective guide (one hard copy, one soft copy to HOD). Last date for submission is on or before 15<sup>th</sup> March.

MSW-II	Research Project										sem 4	HR DSE401A
	co/po	p1	p2	p3	p4	p5	p6	p7	p8	p9		
1.1	3		3			3	3	3	3	3	3	3
1.2	3	3	3	3	3	3	3	3	3	3	3	3
1.3	3	3	3	3	3	3	3	3	3	3	3	3
1.4	3	3	3	3	3	3	3	3	3	3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>



## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HRDSE 401B</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>CORPORATE SOCIAL RESPONSIBILITY</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concept and the scope and complexity of corporate social responsibility (CSR)
2	Analyze the connections between corporate strategy and CSR and the impact on foundational organizational principles such as mission and vision.
3	Demonstrate a multi-stakeholder perspective in viewing CSR issues.
4	Analyze the complex issues confronting organizational leaders as they develop their CSR programs.
5	Evaluate the level of commitment to CSR of various organizations and explain how it can be a source of competitive advantage.
6	Analyze the impact of CSR implementation on corporate culture, particularly as it relates to social issues.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to CSR: Meaning & Definition of CSR, History & evolution of CSR. International framework for corporate social responsibility, Millennium Development goals, Sustainable development goals, Relationship between CSR and MDGs. United Nations (UN) Global Compact 2011. UN guiding principles on business and human rights.– Globalization and CSR.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	CSR through triple bottom line and Sustainable Business; Triple Bottom Line Approach of CSR: Economic, Social and Environmental. Stake holders and Social Preferences: Customer, Employees, Communities, Investors. Carroll's model.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Indian perspectives and approaches: Models of CSR in India,. Initiatives in India. Corporate Governance and CSR , CSR Policy and guidelines , Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR. Role of Government and NGO in CSR. Business Benefits of CSR.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Designing a CSR policy – Factors influencing CSR policy – Managing CSR in an organization – Role of HR Professionals in CSR – Global Recognitions of CSR- ISO 14000 - SA 8000 - AA 1000 - Codes formulated by UN Global Compact – UNDP, Global Reporting Initiative.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

	Implementing CSR – CSR in the marketplace – CSR in the workplace – CSR in the community – CSR in the ecological environment – CSR in India: Legal provisions and specifications on CSR . Current trends and opportunities in CSR.		
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<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Benn &amp; Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.</li> <li>2. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company</li> <li>3. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.</li> <li>4. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.</li> <li>5. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Lourdes Poobala Rayen- Corporate Social responsibility.</li> <li>2. Ellington. J. (1998). Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers</li> <li>3. Baxi C.V and Ajit P, Corporate Social Responsibility, Concept &amp; Cases: “The Indian Experience, Excel Books.</li> <li>4. Reddy S and Stefan S (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.</li> <li>5. Werther, W. B. &amp; Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage</li> </ol>
3	<b>Websites</b>	<p> <a href="http://www.forbes.com">www.forbes.com</a>  <a href="http://www.referenceforbusiness.com">www.referenceforbusiness.com</a>  <a href="http://www.justmeans.com">www.justmeans.com</a>  <a href="http://www.corporatesocialresponsibility.org">www.corporatesocialresponsibility.org</a> </p>
4	<b>Journals</b>	<p> <a href="http://www.internationaljournalofcorporatesocialresponsibility.com">International Journal of Corporate Social Responsibility   Home</a>  <a href="https://jcsr.springeropen.com">https://jcsr.springeropen.com</a>                      Sustainability Accounting, Management and Policy Journal, Emerald, 2010- -World Review of Entrepreneurship, Management and Sustainable Development, Inderscience Publishers, 2005-                 </p>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf">http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf</a></li> <li>2. Modi P.K., Corporate Social Capital Liability. Arise Publishers &amp; Distributors. First editions - 2009</li> <li>3. Sharma, J.P., Corporate Governance, Business Ethics &amp; CSR, Ane Books Pvt Ltd, New Delhi.</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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6	<b>Practical Component</b>	Visit to industries to study and record various CSR activities and discuss the same with students and teachers to know the merits and demerits of CSR.
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### COPO MAPPING

MSW-II	Corporate Social Responsibility										sem 4	HR DSE401B
	co/po	p1	p2	p3	p4	p5	p6	p7	p8	p9		
1.1	3											3
1.2		3		3			2	3	3	3		3
1.3					3	3		3	3			3
1.4		3	3	3		3	3	3	3	3		
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>HR DSE 401C</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>WOMEN AND SOCIETY</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Understand the way women centric ideas, values, and themes inform and impact culture and society, both now and in the past.
2	Comprehend the impact of gender on individuals' historical and contemporary agency, and how the ability to express agency has shaped people's lives in various geographical settings.
3	analyze, interpret, and understand the complex interrelationships between the real situation and feministic concepts and importance of Women Health and Legal Rights
4	understand of women's historical and contemporary agency and how these have shaped women's lives in various geographic settings

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	Womenhood : Concept of Womenhood, Importance of women studies, Approaches to study of Women: Psycho analytical, Functional, Feminist, Problems of Women in the field of education, health, family and society.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Gender and Equity: Status of Women in different community Tribal, Rural and Urban related to Gender equality, Educational, Economical, Social and Religious, Social Reform movements in upliftment of women in India	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Women and Work: Problems of Women in the field of Organized, Unorganized and Household sectors; Legal Measures related to work and wages: Minimum Wages ct 1948, Equal Remuneration Act 1060, Factories Act 1948, Anti Sexual harassment Act 2013 Violence on Women: Definition, Concept Types of Violence; Legal measures relating to violence Dowry Prohibition Act 1961, Immoral traffic Prevention Act 1986, Domestic Violence Act 2005, Medical Termination of Pregnancy and Prenatal diagnostic technique (PNDT) Act 1994	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Legislations: As preventive measure for women 1) Constitutional Measures 2) Salient Features of legal Protection Application of Social work techniques , Role of Social Worker in women Empowerment and development, Role of Government and NGOs in Women Welfare, National Commission for Women, Schemes for Women development.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Anjana Mantra-Sinha : Women in changing Society. Ashish Publishing House, New Delhi.</li> <li>2. Bela Rani Sharma : Marriage family, Violence and Divorce, Mangaldeep Publication, Jaipur.</li> <li>3. Nomita Aggrawal : Women in Law in India,, Women Studies and development Centre, University of Delhi.</li> <li>4. Premlata Pujari and Vijaykumar Kaushik : Women power in India, Kanishka Publishers, Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. S.K. Pandit : Women in Society, Rajat Publication, Delhi.</li> <li>2. Sayapalan N. Women Studies, Atlantic Publishers, New Delhi.</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.unwomen.org/en">http://www.unwomen.org/en</a>  <a href="https://now.org/issues/">https://now.org/issues/</a>  <a href="http://ncw.nic.in/">http://ncw.nic.in/</a></p>
4	<b>Journals</b>	<p><a href="https://journals.sagepub.com/home/ijg">https://journals.sagepub.com/home/ijg</a>  <a href="https://www.tandfonline.com/toc/rajw20/current">https://www.tandfonline.com/toc/rajw20/current</a>  <a href="https://journals.tdl.org/jrwg/">https://journals.tdl.org/jrwg/</a></p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Ram Ahuja : Violence against Women, Rawat Publication, Jaipur.</li> <li>2. S.K. Ghosh : Indian Women through ages, Ashish Publishing House, Delhi</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Presentation of articles on women issues.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

**COPO MAPPING**

<b>MSW- II</b>	<b>Women and society</b>										<b>sem 4</b>	<b>HR DSE401C</b>
	<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>		
<b>1.1</b>		<b>3</b>	<b>2</b>			<b>3</b>						
<b>1.2</b>						<b>3</b>						
<b>1.3</b>	<b>3</b>		<b>2</b>									
<b>1.4</b>				<b>3</b>					<b>2</b>			
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>			<b>2</b>	<b>3</b>		<b>2</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>AEC 401</b>	<b>Credit Pattern</b>	<b>L=35, T=5, P=5</b>
<b>Course Title</b>	<b>SOFT SKILL DEVELOPMENT</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concept, the significance and essence of a wide range of soft skills.
2	Apply soft skills in a wide range of routine social and professional settings.
3	Employ soft skills to improve interpersonal relationships
4	Apply soft skills to enhance employability and ensure workplace and career success.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	<b>Soft skills:</b> Meaning , Soft Skills Vs Hard Skills Critical thinking, creative thinking, empathy, Interpersonal relationship, communication, coping with stress, coping with emotions, problem solving and decision making	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	<b>Situation Analysis:</b> Planning, Problem analysis, Stakeholder analysis, Objective analysis, strategy analysis, Logical Framework Analysis, Activity planning- Yearly and its breakups and Preparation of communication Project plan	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	<b>Social Skills:</b> Personality Development, Emotional Intelligence, Etiquettes and Mannerism Interpersonal Skills and Therapeutic Skills <b>Self Development:</b> Meaning, Need; Understanding perception; Self awareness and Sensitivity Development. <b>Job preparations:</b> Resume Writing, Group discussion, Interview and Negotiation	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	<b>Training Methods:</b> Meaning, Working with Individuals and families; Intake Interviews, Meeting, Guidelines for Training and use of Stimulation Games, Groups: group Discussion, Role play, Socialization and Communities	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

Learning Resources		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Datar et al. (2010) Skill Training For Social Worker( A Manual); Sage publication Pvt Ltd. New Delhi</li> <li>2. Hariharan S., Sundararajan N &amp; Shanmugapriya SP (2010). Soft skills, communication skills, employability skills, corporate skills. MJ Publishers, Chennai</li> <li>3. <b>Gelder, M. (2000)</b>. New Oxford textbook of psychiatry. Oxford: Oxford University Press. Kaplan, H.L., Freedman A.M. &amp; Saddock B.J. (1980), <b>Comprehensive Textbook of Psychiatry, Volume 1, 2 &amp; 3</b>,</li> <li>4. Sharma &amp; Shriram (2017) <b>Project Planning Analysis and Management</b> , !st publications Galaxy Books , Jaipur</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. <b>Rivett, Mark</b> (2003), “Family Therapy In Focus”, Sage Publication New Delhi</li> <li>2. <b>Munter, M.</b> (2006). “Guide to managerial communication: Effective business writing and speaking” (7th ed.).</li> <li>3. <b>Penrose, J., &amp; Rasberry, R. (2004)</b>. “<b>Business communication for Managers</b>”: An advanced approach (5th ed.).</li> <li>4. <b>Mosam Sinha</b>(2016), Communication For Management” Yking Book, Jaipur</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.skillsyouneed.com">www.skillsyouneed.com</a> www.skillsoft.com</p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Internation journal of business and research</li> </ol>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. <b>GajendraSingh Chauhan &amp; Sangeeta Sharma</b> (2016): “<b>Soft Skills</b> ( an integrated Approach to Maximise Personality)”, Chaudhary Press ,Delhi</li> <li>2. <b>Rae, Leslie</b> (2005). <b>Skills of Interviewing</b></li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Soft skill development programs and work shops in skill laboratory, through training, workshops etc</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>



## COPO MAPPING

<b>MSW-II</b>	<b>Soft Skills Development</b>										<b>sem 4</b>	<b>AEC401</b>
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>	
<b>1.1</b>	<b>3</b>	<b>3</b>	<b>2</b>			<b>3</b>						
<b>1.2</b>		<b>3</b>		<b>3</b>		<b>3</b>			<b>3</b>		<b>3</b>	
<b>1.3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>					<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.4</b>		<b>3</b>		<b>3</b>					<b>2</b>	<b>3</b>	<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	

# **MSW-GROUP B SEMESTER-IV**

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CD CC 401</b>	<b>Credit Pattern</b>	<b>L=35, T=5, P=5</b>
<b>Course Title</b>	<b>SOCIAL LEGISLATION</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Understand Indian Constitution, legislation, sectorial policies and human rights particularly for women, children, and aged and marginalized groups.
2	Create Scope of social legislation for social control, social change, and social justice
3	Apply social work skills, knowledge, values, principles and ethics to identify and defend human rights violations.
4	Explain legal and Constitutional safeguards clearly in person and through e-content/social media to make people aware about their rights.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. Of Sessions</b>	
1	Definition and scope of social legislation in India – social disorganisation and social legislation. Role of social worker in legal aid – law and morals	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Indian constitution: History and preambles of constitution – fundamental rights and duties, Directive principals of state policies	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Main provisions of Indian Penal Code 1860 The Right to Information Act 2005 The Pre-Conception and Pre-Natal Diagnostic Techniques (prohibition of sex selection) Act 2003 The Anti Ragging Act 2009	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	The Special Marriage Act 1954 The Scheduled Cast and Scheduled Tribes (prevention of atrocities) Act 1989 The Domestic Violence Act 2005 Juvenile Justice (protection and care) Act 2015	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Gangarde K.D., Social Legislation In India (Vol. I &amp; II)</li> <li>2. Gurjeet Singh, The Law of Consumer Protection In Justice within reach</li> <li>3. Kappor N.D., (2000), Legislation, Sultan Chand &amp; Sons, New Delhi</li> <li>4. Kisana Lala, Legislative Process In India Deep &amp; Deep Publication, New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Manooja D.C., Adoption &amp; Practice, Deep &amp; Deep Publication, New Delhi</li> <li>2. Naval T.R., (2001) Law of Prevention of Atrocities on the Scheduled castes and tribes, Concept Publishing Company, New Delhi</li> <li>3. Paras Diwan, The Human Rights &amp; Law, Deep &amp; Deep Publication, New Delhi</li> </ol>
3	<b>Websites</b>	<p>Home : Ministry of Social Justice and Empowerment ... socialjustice.nic.in</p> <p>Home   Ministry of Law &amp; Justice   GoI lawmin.gov.in</p>
4	<b>Journals</b>	<p><a href="https://www.tandfonline.com">Journal of Social Welfare and Family Law</a> <a href="https://www.tandfonline.com">https://www.tandfonline.com</a> &gt; loi &gt; rjsf20</p> <p><a href="https://www.journals.uchicago.edu">Social Legislation - University of Chicago Press Journals</a> <a href="https://www.journals.uchicago.edu">https://www.journals.uchicago.edu</a> &gt; doi &gt; abs</p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Tacker &amp; C., Underdeveloped Societies (Vol. I), Mumba</li> <li>2. Zhabwala N., I.P. C. 1860, Cr. P.C. Indian Evidence Act, 1860.</li> </ol>
6	<b>Practical Components</b>	Students will be asked to visit law enforcing machineries to understand law implementation procedure.

COPO MAPPING

<b>MSW- II</b>		<b>Social legislation</b>								<b>sem 4</b>	<b>CDCC401</b>
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>				
<b>1.2</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CD CC 402</b>	<b>Credit Pattern</b>	<b>L=35, T=5, P=5</b>
<b>Course Title</b>	<b>URBAN COMMUNITY DEVELOPMENT &amp; MUNICIPAL ADMINISTRATION</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concept of the urban community & challenges in the Urban Development Sector
2	Integrating the optimization techniques for global best practices
3	Enhance critical thinking by making them participate in social activities and imbibe human values among them.
4	Encourage the students to participate in research at different levels through projects, interviews, surveys and field visits
5	Develop insight towards gender, religion, and class equality

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	Urban community development, concept, objectives, principles and strategies, Review of urban community Development project in voluntary & government sector.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Social implication of urban development, growth of slums, slum-city relationship, unorganized sector of urban economy.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Urbanisation and urban poverty, the urban community development the approach & recent trend. Role of banks, industries & voluntary organizations in urban community Development.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Training for urban community development personnel. Urban basic services: Process and Prospects. Introduction to local self government, their functions, finances, personnel and problems Urban development by local governments.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Bose Ashish, Studies in India's urbanization, 1901-71, Tata McGraw Hill New York, 1978.</li> <li>2. Clinard M.B., Slums &amp; community development, Experiments in self help Free Press NY, 1966.</li> <li>3. Jacob Z.T., Urban Community Development Rawat Pub. New Delhi, 1993.</li> <li>Long Norman, Introduction to the sociology of Rural Development Tavistock London, 1984.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Shabbir C.G., Rural Development in Asia Case studies on programme implementation. Sterling Pub. New Delhi, 1985.</li> <li>2. Verma R.M.(Ed.), Perspectives on Social Welfare S. Chand &amp; Co. Ltd. New Delhi, 1984.</li> <li>3. Dr. B.S.Gunjal, Community organisaiton and social Action( Methods of social work), IBH Prakashan.</li> <li>4. Margaret Ledwith, Community development : A critical Approach, Rawat Publication, 2006</li> </ol>
3	<b>Websites</b>	<p><a href="http://Home   Ministry of Rural Development   GoI">Home   Ministry of Rural Development   GoI</a>  <a href="https://rural.nic.in">https://rural.nic.in</a>  <a href="https://rural.nic.in &gt; departments &gt; department-rural-development">Department of Rural Development   Ministry of Rural ...</a>  <a href="https://rural.nic.in &gt; departments &gt; department-rural-development">https://rural.nic.in &gt; departments &gt; department-rural-development</a></p> <p>Important websites : Ministry of Urban Development  <a href="http://mohua.gov.in &gt; link &gt; important-websites">mohua.gov.in &gt; link &gt; important-websites</a>  <a href="http://Department of Urban Development &amp; Municipal Affairs">Department of Urban Development &amp; Municipal Affairs</a>  <a href="http://www.wburbanservices.gov.in">www.wburbanservices.gov.in</a>  <a href="http://नगरविकासविभाग - Government of Maharashtra">नगरविकासविभाग - Government of Maharashtra</a>  <a href="https://urban.maharashtra.gov.in">https://urban.maharashtra.gov.in</a></p>
4	<b>Journals</b>	<p><a href="http://Journal of Urban Planning and Development   ASCE Library">Journal of Urban Planning and Development   ASCE Library</a>  <a href="https://ascelibrary.org &gt; journal &gt; jupddm">https://ascelibrary.org &gt; journal &gt; jupddm</a></p> <p><a href="http://International Journal of Urban Sustainable Development: Vol">International Journal of Urban Sustainable Development: Vol</a>  <a href="https://www.tandfonline.com &gt; toc &gt; tjue20 &gt; current">https://www.tandfonline.com &gt; toc &gt; tjue20 &gt; current</a></p> <p><a href="http://Journal of Urban Design - Taylor &amp; Francis Online">Journal of Urban Design - Taylor &amp; Francis Online</a>  <a href="https://www.tandfonline.com &gt; loi &gt; cjud20">https://www.tandfonline.com &gt; loi &gt; cjud20</a></p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Ev. L.K. Thakur, Social work and community development, Jnanada Prakashan, 2014.</li> <li>2. K.C. Shrivramkrishnan, Biplab Dasgupta, M.N. Buch, Urbnisation in India : Basic services and peoples participation, Ashokkumar Mittal publication, 1993.</li> </ol>
6	<b>Practical Components</b>	Special field assignments to understand the working of GO's and NGO's towards community development.

COPO MAPPING

<b>MSW-II</b>	<b>Urban and Rural Community Development &amp; Municipal Administration</b>										<b>sem 4</b>	<b>CDCC402</b>
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>	
<b>1.1</b>	<b>3</b>		<b>3</b>	<b>3</b>			<b>3</b>		<b>3</b>			
<b>1.2</b>		<b>3</b>			<b>3</b>	<b>3</b>				<b>3</b>	<b>3</b>	
<b>1.3</b>	<b>3</b>	<b>3</b>				<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>		
<b>1.4</b>		<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	



## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CDCC 403</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>SOCIAL INCLUSION &amp; EXCLUSION OF WEAKER SECTION</b>		

### Course Outcomes: Students will be able to

1	describe the various concepts of social inclusion and exclusion of weaker section
2	Apply the Social Inclusion methods in social contexts.
3	Develop the values: Social Justice, non-violence, human dignity, etc.
4	Evaluate the new trends in social inclusion

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Meaning criteria and classification scheduled castes, scheduled Tribes. Other backward classes. Agricultural labor and unorganized Labors & social Inclusion.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	Social Inequality in India. Nature of social exclusion, consequences of social Inequality, Culture of rural urban and tribal community, social exclusion and Inclusion of, sex, ethnic, linguistic, cast and communal in different state.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Situation on scheduled cast scheduled tribes and other backwards class in India Nature of wider society. Ways of Integration, problems of integration constitutional provisions and safeguards, Laws to abolish untouchability and caste disabilities. Planning and strategy for the development of scheduled caste and scheduled tribes need of reservation, Reservation policy of seats in the legislature, service and educational Institution, critical review of Government and Non-Government agencies.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Welfare scheme for scheduled cast scheduled Tribes and backward class, social and economic status, problems comforted by weaker section. Government policy and welfare programmes during five year plan. Role of NGOs for development of weaker section. Role & Functiions of Social worker in the area of S. C. S. T. O.B.C V.J.N.T. and other weaker Sections in the area of welfare & Development.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Sing S. K.- Indian Institute of Advanced study</li> <li>2. Agarwal S. N.- India's Population</li> <li>3. Ghurye G. S.-The scheduled Tribes.</li> <li>4. Nadeem Hasnain, Tribal India, Palaka Prakashan Delhi.</li> <li>5. K. L. Sharma, Cast &amp; Class in India, Rawat Publication Delhi</li> <li>6. J. H. Hanttan, Cast in India, Oxford university press</li> <li>7. K. Vijay Kumar, Empowerment of Weaker section, Serials Publication</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Government of India, Annual Report of the SC/ST commissioner.</li> <li>2. Krishnan Ohandra Ramotra, Development process &amp; scheduled cast, Rawat publication Delhi</li> <li>3. V. K. Singh, Social problems of Untouchable Castes, D.P.S. Publishing</li> <li>4. Seema pasrich, Cast based reservation in India, Deep &amp; deep Publication</li> <li>5. Sangeet Kumar, Changing Role of the cast system, Rawat publication</li> </ol>
3	<b>Websites</b>	<p> <a href="https://sk.sagepub.com">https://sk.sagepub.com</a>  <a href="http://www.researchgate.net">www.researchgate.net</a>  <a href="http://www.deakin.edu.au">www.deakin.edu.au</a>  <a href="http://www.palgrave.com">www.palgrave.com</a> </p>
4	<b>Journals</b>	<p>Journal of Poverty and Social Justice: Ingenta Connect ...  <a href="https://www.ingentaconnect.com/content/tpp/jpsj">https://www.ingentaconnect.com/content/tpp/jpsj</a>  <u>Impact of Religion-Based Caste System on the Dynamics of ...</u>  <a href="https://journals.sagepub.com/doi/full">https://journals.sagepub.com/doi/full</a> </p>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Seval Kumar, Right of unorganized worker, Discovery publication PVT. L.T.D.</li> <li>2. G.S. Ghurey, The scheduled tribe, Popular Publication</li> <li>3. Naik T.K., Development of Weaker section, Association of school of social work social work education &amp; development of weaker section</li> </ol>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. Visit to various communities to understand the current situation relating to caste system.</li> </ol>

COPO MAPPING

MSW-II	Social Inclusion and Exclusion of Weaker Section								sem 4	CDCC403		
	co/po	p1	p2	p3	p4	p5	p6	p7			p8	p9
1.1	3									3		
1.2	3	3	3	2		3				3		
1.3	3	3			3	3				3	3	3
1.4	3	3	3		3	3	3			3	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>				<b>3</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CDCC404</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>RURAL ECONOMY</b>		

<b>Course Outcomes: Students will be able to</b>	
1	describe the basic concepts of rural economy in the context of social work
2	Apply the theories, models and approaches of rural economy in social context
3	Evaluate factors and components of Rural Economy.
4	Evaluate new trends in Growth and Development.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Rural economics: Concept and Nature. Characteristics and conditions of Rural Economy in India. Comparison between concept of Economic Growth and Economic Development, Ragnar Nurkse Theory, W. A Lewis Theory, W. W. Rostow's Stages of economic development	L= 7	
		T= 1	P= 1
2	Agriculture-Industry interaction in India, Agriculture in India-Features, Role and Importance. Factors affecting productivity, Government measures, Land reforms. Rural Industrialisation, Small and Cottage Industries in Rural India-Role, Progress and Problems.	L= 7	
		T= 1	P= 1
3	Rural Finance and Marketing sources, Problem of rural indebtedness, Role of financial institutions and non-institutional agencies, Rural Marketing: Traditional Marketing-Regulated and Co-operative marketing. Rural Entrepreneurship: Meaning, Characteristics, Objectives of Rural Entrepreneurship, Types of Rural Entrepreneurship, Problems, Government and non-government institutions, Case studies of successful Rural Entrepreneurship in India.	L= 7	
		T= 1	P= 1
4	Rural Labour and Employment: Distinction between Agriculture and Rural labour, Characteristics of Rural Labour, Nature and Extent of Rural unemployment, Govt. measures to remove unemployment. Poverty, Inequality and Planning Process: The concept of poverty, Studies of Poverty in India, International comparisons of Poverty and Inequality of Income, Five year plans and removal of poverty, Economic reforms and poverty alleviation	L= 7	
		T= 1	P= 1

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Choudhury S.K., Rural Economy, Sumit Entreprises, New Delhi, 2009</li> <li>2. Jain, Gopal Lal, Rural Economy and Society towards Development, Managaldeep Publications, Jaipur, 2000</li> <li>3. Kapila Uma(2015): Indian Economy since independence, Academic Foundation, New Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Datt R and Sundaram K P M(2014): Indian Economy, S. Chand and Co., New Delhi</li> <li>2. Agarwal A N(2012): Indian Economy: Problems of Development and Planning, New Age International Publishers(P) Ltd. New Delhi</li> <li>3. Misra S K and Puri V K(2010) Indian Economy, Himalaya Publishing House, New DelMittal, A.C., Rural Economy, Vista International Publishing House, Delhi, 2006</li> <li>4. Parmar G.A., Rural Economics, Shree Niwas Publications, Delhi, 2013</li> <li>5. Jain, Gopal Lal, Rural Economy and Society towards Development, Managaldeep Publications, Jaipur, 2000</li> <li>6. Verma, Niraj Kumar, Rural Economy of India: Globalisation, High Growth Trajectory, Strategy for Inclusive and Holistic Development, Deep and Deep Publications Pvt., Ltd., New Delhi, 2012</li> </ol>
3	<b>Websites</b>	<p>www.nird.org.in            www.rural.nic.in            www.msme.gov.in            www.niti.gov.in</p>
4	<b>Journals</b>	<p>Indian Journal Of Finance            Indian Journal of Finance and Economic Management            The quarterly Journal Of Finance :Finance India            Journal of Financial Economics</p>
5	<b>Supplementary Reading</b>	<p>Socio- Economic Caste Census, Government of India            India Development Reports, IGIDR, Mumbai            Economic Survey, Government of India            World Development Reports</p>
6	<b>Practical Component</b>	<ol style="list-style-type: none"> <li>1. To visit a near village Locality and identify the problems of Farmers and Rural Labour and learn factors affecting on the productivity.</li> <li>2. To Visit Any Rural Enterprise(Micro,Small , Medium) and to Measure Economic Viability of the unit.</li> </ol>

## COPO MAPPING

MSW-II	Rural Economy										sem 4	CDCC404
	co/po	p1	p2	p3	p4	p5	p6	p7	p8	p9		
1.1	3	3				3		3				3
1.2	3	3				3			3	3		
1.3	3	3	2	2	2	3		3	3			3
1.4	3	3	2			3	3		3	3		3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>

**CDCC 405 STUDY TOUR AND CONCURRENT FIELD WORK  
STUDY TOUR IN THE MONTH OF FEBRUARY , (COMPULSORY)**

**I. Orientation / Acquaintance Phase :**

**About the Agency:**

**Organization (G.O/NGO):** History, aim and objectives, Functions, Staffing, Financial resources, salary, leaves, registers maintained, benefits of employees, insurance scheme.

Village/Slums/Urban : A brief observation : demographic, social, cultural, religious, political and economic aspects of community.

**II. Study Phase (Detailed Background)**

**Organisation :-**

Programmes and Services, Budget allocation to different programmes, Actual explain; target reached number of beneficiaries, (Secondary data for the last 5 years may be collected to evaluate the agency's work).

**Rural Agency**

Geographic	:	Size of village, growth
Demographic	:	Population : Child, Women, Youth, aged, SC & ST, disabled, Labour etc.
Social	:	Religion, Caste, Family, Languages communal harmony.
Cultural	:	Customs, traditions, taboos, practices
Educational	:	Literacy : Male & Female, SC & ST, Functioning of Balawadis, Anganwadis Schools, Adult Education.
Health	:	Primary health centre, primary health unit, Clinics.
Economic	:	Agriculture : Dry Land, irrigated land Major crops, occupations, marketing, land reforms.
Banking	:	Nationalized Bank, Co-operative societies, credit societies, self-help groups, Home / Cottage / Village / Small Scale Industries, Unorganized Sector.
Ecological	:	Geographical structure (plain, hill etc) natural resources (Solar, air, water, minerals) pollution (air, water, sound atmosphere).
Housing	:	Housing Pattern (Kutchra, or pucca) overcrowded, congested.
Political	:	Panchayat Raj System, Panchayat Raj Act.

**URBAN AGENCY**

Geographic	:	Urban Size
Demographic	:	Population : Child, women, youth, aged disabled, labour, SC & ST, Infant Mortality Rate.
Social	:	Religion, Caste, language, Family, harmony, slums.
Cultural	:	Customs, traditions, practices, celebrations.
Education	:	Literacy : Male & Female, SC & ST, Functioning of Balawadies, Anganwadies, Schools, Colleges and Adult education centers.
Health	:	PHC, PHU, Clinics, nursing homes, etc.
Economic	:	Occupation / Division of labour
		- Marketing
		- Banking sector – NABARD National Banks
		- Co-operative Societies
		- Small Scale and large scale industries
		- Business / organized sector
Ecological	:	Geographical Structure

## MSW- CBCS SYLLABUS 2021-22

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(Plain, hill, desert area)

Natural resources

Forestry

Pollution (air, water, sounds and atmosphere)



Housing	:	Housing pattern (Kutcha, semi pucca, ) Overcrowded Congested
Political	:	Municipal Administrations Zilla Panchayat Laws for Environmental Protection
Beuracritic welfare of NGOs	:	District Administrations Govt. agencies working for development and people. Non-Govt. organizations functioning in the area.

### III. PROBLEM PHASE

(Student needs to study about problem)

Rural problems: Rural fieldwork

- Poverty
- Illiteracy
- Ignorance (Lack of awareness)
- Communal and Caste tension
- Migration
- Deforestation
- Pollution
- Pollution growth
- Destitute, orphan, disabled (mentally, physically, visually and hearing).
- Child labour / bonded labour
- Unequal wage to women
- Atrocity on women
- Exploitation of SC & ST
- Problems of weaker section
- Marital disharmony
- Suicide
- Dowry deaths
- Alcoholism
- Aged
- Diseases

**URBAN PROBLEMS :** Urban field work

- Poverty
- Illiteracy
- Unemployment
- Communal and caste tension
- Migration
- Industrialization & Urbanization
- Pollution
- Deforestation
- Population growth
- Prostitution
- Crime
- Child labour / street children
- Addiction (alcohol & drug)

- Beggary
- Marital disharmony
- Slum
- SC & ST backward and weaker sections
- Suicide
- Dowry deaths
- Atrocity on women
- Aged
- Diseases

Note : Students placed in G.O. and N.G.O. will have to identify beneficiaries or Problems.

#### **IV. RESOURCE PHASE :**

##### **Organization (G.O. / NGO)**

- Development and welfare programmes of the Agency
- Subsidiary offices
- Know Social Legislations

##### **RURAL :**

- Rural development programmes:
- IRDP, ICDS, TRYSEM, PMRY, JRY
- Programmes of different govt. agencies  
(Adult Education, Women and Child Welfare, SC & ST welfare, Youth welfare, Slum Labour Welfare, health etc.)
- Five year plans
- NGOs working in the Area
- Know Social Legislations

##### **URBAN :**

- Urban development programmes :  
Swarna Jayanti Shahari Rojgar Yojana, ICDS,  
PMRY, TRYSEM, JRY
- Municipal administration
- Programmes of different government agencies  
(Adult Education, Women and Child Welfare, Youth Welfare, Slum development, SC & ST Welfare, Labour Welfare, health etc.)
- Five year plans

##### **SOCIAL LEGISLATIONS :**

- SC & ST (Prevention of atrocities) Act, 1989
- Dowry Prohibition Act, 1962
- The equal remuneration Act, 1976
- The Medical Termination of Pregnancy Act, 1971
- The Juvenile Justice Act, 1986
- The child Marriage Restraint, Act, 1929
- The Child Labour (Prohibition & Regulation) Act, 1986
- The Hindu Marriage Act, 1955
- The Adoption and Maintenance Act, 1956
- The Minority and Guardianship Act, 1956
- The Beggary prohibition Act, 1962
- Laws Relating to Leprosy patients
- Public Trust and Charity Commissions
- The consumer protection Act, 1986

NOTE – A student placed in government, non-governmental organizations, rural or urban agency need to have introductory knowledge of the above legislations.

### **V. RESOURCE – PROBLEM INTERACTION PHASE**

- Identification of problem(s) and need(s) of beneficiaries
- Prioritizing the problems and needs
- Identification of resources
- Govt. agencies
- Non-govt. Organizations
- Community
- Mobilization of resources

### **VI. INTERVENTION PHASE**

- Helping the beneficiaries
- Referred services: Juvenile home, state home, hostel, correctional institution, short-stay house, de-addiction centre, general hospital psychiatric centre, family counselling centre, Remand home, artificial limb centre, foster care adoption.
- Economic support: Loan facility – sponsorship
- Counseling and guidance
- Conducting Lectures on social issues
- Organizing recreational activities
- Creating awareness / mobilization of
  - Public opinion on any current issue
  - Restoring communal harmony
  - Independent living skills
  - Environmental Education
  - Legal awareness

### **VII. TERMINATION PHASE**

- Supervising
- Monitoring
- Appraising and
- Evaluating the work undertaken.

### **METHODOLOGICAL ADVICES FOR FIELD – WORKER**

- Conduct case studies on any problem –
- Solving issue, family, problem etc.
- Report – writing of aid provided to the beneficiaries.
- Evaluation study can be taken up
- Play enabler, guide, liaison, helper and catalyst roles, wherever necessary.
- Rapport building with community and beneficiary of needy is the corner stone of social work.
- Keep intact communication with needy.
- Adopt and apply different methods of social work.
- Try to bridge resource – need interaction

(Cash, kind, knowledge, and emotional and social support are the resources to be assessed by a social worker).

### CD : CC 406: FIELD WORK REPORT AND VIVA-VOCE

#### FIELD WORK DIARY, RECORDING, MONTHLY ATTENDANCE SHEETS AND SUMMARY OF SUPERVISORY CONFERENCES

Every student is expected to maintain/prepare the following regularly or at appointed times:

- a. A diary of activities and account of time spent for each activity. Points from supervisory conferences should also be noted down in the diary.
- b. Detailed reports of activities (field work records)
- c. Summary of Supervisory Conferences which has to be submitted to the Field Work coordinator at the end of every month (cyclostyled forms will be provided for this purpose) and
- d. Monthly field work attendance sheets. Cyclostyled forms are available in the office for this purpose

At the end of every month, field work attendance sheets should be submitted to the field work supervisor so that the letter may forward it to the office, on the First Wednesday of the following month. Those who are under the direct supervision of agency social workers are required to submit the attendance sheets (after it has been duly signed by the supervisor) to the head of the department who is in charge of his/her placement (A Speciman copy is given to you)

The diary and recording should be submitted every week to the supervisor for review and discussion

#### **Leave of Absence from Field Work**

Absence from field work should be avoided as far as possible. For valid reasons, however, leave of absence is allowed for 2 days in a semester. If any student is absent for more than two days, all the days of absence (including the first two days) will have to be compensated in accordance with the instructions of the field work supervisor.

#### **Mid-Year Evaluation and Final Evaluation**

There will be a mid-year evaluation in early December for assessing the students field work performance during the I semester. The supervisor will write the report after a supervisory conference which will be specially geared to the discussion of work performance. There will be no grading for mid-year evaluation. The purpose of mid-year evaluation conference and report is that the student may get information and awareness of his/her strengths and weaknesses as regards as field work performance of the I semester and plan for better performance in the second semester.

At the end of the academic year, in March, every supervisor will submit to the Institute a written evaluation report on the students field work. Grades will be given by the field work supervisor in consultation with the field work coordinator.

Any student who does not come up to a certain minimum level of performance which is required for passing in field work, may be asked at the discretion of the faculty, either to leave the Institute or put in extra work to improve his/her field work performance.

#### **FIELD WORK PRACTICUM: CONCURRENT FIELD WORK**

The main object of concurrent field work is to provide opportunities for applying the knowledge learnt in the class room to real life situation (field reality) to understand and develop effective course of action (learning of intervention methods) according to needs of client system. And evaluate the experiences while working with the individual, groups and communities. Fieldwork enables the student to integrate and reinforce the knowledge and information acquired in the classroom with actual practice, under competent **supervision** by the agency and faculty supervisors. Every student is expected to work for 15 hrs. per week at various organizations or community settings.

**FIELD WORK EVALUATION CRITERIA:** (Applicable for the all four Semesters)

### 1) Analytical Ability:

- a. To understand evolution of agency, philosophy, policy and administration programmes.
- b. To identify roles of other departments and personnel in implementation of agency policies & programmes (in secondary settings).
- c. To understand the dynamics of the agency – roles, decision-making process, conflict solving procedures.
- d. To begin to situate agency in context of larger social system.
- e. To understand Profile of client system and causative factors affecting its needs and problems.
- f. To understand social work intervention utilized by agency in response to needs of client system.
- g. To assess one's own tasks in relation to problem situation.

### 2) Problem Solving Skills:

- a. To assess the problem situation and outlines the plan of action.
- b. To utilize problem solving process beginning with fact finding to evaluation of social work process in relation to needs, problems and aspirations of the client system.
- c. To develop and utilize working relationships with agency, client system and other related system.
- d. To utilise different techniques of problem solving, interviewing, home visits, communication and programme media mobilization of human and material resources.
- e. To utilise problem solving strategies selectively with individuals groups and communities.
- f. To understand the importance work in different administrative procedures – filing – maintaining registers, fund raising staff meetings.
- g. To develop basic skills of management of services, planning, organizing, implementing and evaluation.
- h. To participate in liaison work with other organizations and systems in terms of obtaining sanctions for programmes, interpreting social work intervention and networking on common issues.
- i. To understand the significance of and participates in teamwork in one's discipline as well as in the interdisciplinary team.
- j. To learn to priorities tasks and organize workload.
- k. To understand the importance of recording as a tool for learning and administration.
- l. Learn to record facts selectively and logical-assessment of problem situation, students feelings, reflections and intervention modalities.

### 3) Personal development:

- a. Appreciation and utilization of principles of social work in respect of persons, social justice, equality, opportunities, acceptance of the client system and its potential.
- b. Work with commitment in the agency in terms of fulfillment of tasks, disciplined use of self (dress, behavior, regularity, self control, awareness of bias and cultural blocks).
- c. Developing positive identification with the profession, conviction of the necessity of social work intervention.

### 4) Use of field Instructions :

- a. Understanding the significance of field instruction as a tool for professional training.
- b. Accepts the roles of faculty advisor, field instructor and field contact and utilises their expertise in one's own training.
- c. Indicates a gradual movement from a dependence on the instructor to performing ones role and tasks more independently.
- d. Utilises individual and group conferences for professional growth by accepting both the positive and negative remarks of the instructor.
- e. Actively participates in the group conferences and appreciates the participation of others.
- f. Makes efforts to improve performance through self-learning by reading learning from one's experiences and those of others.

g. Develops ability for self-evaluation on going and periodic.

## MSW- CBCS SYLLABUS 2021-22

### CD DSE 401A: RESEARCH PROJECT

Students who opt for research project are required to start their research work at the beginning of third semester under the guidance of allotted faculty member. The selection of agency/industry for data collection needs to be done with consultation of organization and faculty supervisor. The research proposals shall be prepared as per format given below

1. Topic, Problem – Introduction and Review of literature
2. Objectives of the study
3. Tentative Research Methodology
4. References

The final research report shall have following chapter scheme

Title of the study

I Introduction

II. Review of literature

III. Research Methodology

Iv. Data Interpretation

v. Summary, suggestion and conclusion

Appendix – Interview schedule, Photos, Graphs, and bibliography etc.

The final research report shall be submitted to organization/industry and respective guide (one hard copy, one soft copy to HOD). Last date for submission is on or before 15<sup>th</sup> March.

<b>MSW-II</b>	<b>Research Project</b>										<b>sem 4</b>	<b>CD DSE401A</b>
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>	
<b>1.1</b>	<b>3</b>		<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CD DSE 401B</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>CORPORATE SOCIAL RESPONSIBILITY</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concept and the scope and complexity of corporate social responsibility (CSR).
2	Analyze the connections between corporate strategy and CSR and the impact on foundational organizational principles such as mission and vision.
3	Demonstrate a multi-stakeholder perspective in viewing CSR issues.
4	Analyze the complex issues confronting organizational leaders as they develop their CSR programs.
5	Evaluate the level of commitment to CSR of various organizations and explain how it can be a source of competitive advantage.
6	Analyze the impact of CSR implementation on corporate culture, particularly as it relates to social issues.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	Introduction to CSR: Meaning & Definition of CSR, History & evolution of CSR. International framework for corporate social responsibility, Millennium Development goals, Sustainable development goals, Relationship between CSR and MDGs. United Nations (UN) Global Compact 2011. UN guiding principles on business and human rights.– Globalization and CSR.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	CSR through triple bottom line and Sustainable Business; Triple Bottom Line Approach of CSR: Economic, Social and Environmental. Stake holders and Social Preferences: Customer, Employees, Communities, Investors. Carroll's model. Indian perspectives and approaches: Models of CSR in India,. Initiatives in India. Corporate Governance and CSR , CSR Policy and guidelines , Legal frame work, rules and regulations, Company Act 2013 - relevant provisions of CSR. Role of Government and NGO in CSR. Business Benefits of CSR.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	Designing a CSR policy – Factors influencing CSR policy – Managing CSR in an organization – Role of HR Professionals in CSR – Global Recognitions of CSR- ISO 14000 - SA 8000 - AA 1000 - Codes formulated by UN Global Compact – UNDP, Global Reporting Initiative.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Implementing CSR – CSR in the marketplace – CSR in the workplace	<b>L= 7</b>	



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	– CSR in the community – CSR in the ecological environment – CSR in India: Legal provisions and specifications on CSR . Current trends and opportunities in CSR.	<b>T= 1</b>	<b>P= 1</b>
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<b>Learning Resources</b>		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. Benn &amp; Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.</li> <li>2. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company</li> <li>3. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.</li> <li>4. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.</li> <li>5. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Lourdes Poobala Rayen- Corporate Social responsibility.</li> <li>2. Ellington. J. (1998).Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers</li> <li>3. Baxi C.V and Ajit P, Corporate Social Responsibility, Concept &amp; Cases: “The Indian Experience, Excel Books.</li> <li>4. Reddy S and Stefan S (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.</li> <li>5. Werther, W. B. &amp; Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage</li> </ol>
3	<b>Websites</b>	<p> <a href="http://www.forbes.com">www.forbes.com</a>  <a href="http://www.referenceforbusiness.com">www.referenceforbusiness.com</a>  <a href="http://www.justmeans.com">www.justmeans.com</a>  <a href="http://www.corporatesocialresponsibility.org">www.corporatesocialresponsibility.org</a> </p>
4	<b>Journals</b>	<p> <a href="http://www.internationaljournalofcorporatesocialresponsibility.com">International Journal of Corporate Social Responsibility   Home</a>  <a href="https://jcsr.springeropen.com">https://jcsr.springeropen.com</a>                      Sustainability Accounting, Management and Policy Journal, Emerald, 2010- -World Review of Entrepreneurship, Management and Sustainable Development, Inderscience Publishers, 2005-                 </p>
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. <a href="http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf">http://www.diegdi.de/CMSHomepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\$FILE/Studies%2026.pdf</a></li> <li>2. Modi P.K., Corporate Social Capital Liability. Arise Publishers &amp; Distributors. First editions - 2009</li> <li>3. Sharma, J.P., Corporate Governance, Business Ethics &amp; CSR, Ane Books Pvt Ltd, New Delhi.</li> </ol>

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6	<b>Practical Component</b>	Visit to industries to study and record various CSR activities and discuss the same with students and teachers to know the merits and demerits of CSR.
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### COPO MAPPING

MSW-II	Corporate Social Responsibility										sem 4	CD DSE401B
	co/po	p1	p2	p3	p4	p5	p6	p7	p8	p9		
1.1	3											3
1.2		3		3			2	3	3	3		3
1.3					3	3		3	3			3
1.4		3	3	3		3	3	3	3	3		
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>CD DSE 401C</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>WOMEN AND SOCIETY</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Understand the way women centric ideas, values, and themes inform and impact culture and society, both now and in the past.
2	Comprehend the impact of gender on individuals' historical and contemporary agency, and how the ability to express agency has shaped people's lives in various geographical settings.
3	analyze, interpret, and understand the complex interrelationships between the real situation and feministic concepts and importance of Women Health and Legal Rights
4	understand of women's historical and contemporary agency and how these have shaped women's lives in various geographic settings

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	Womenhood : Concept of Womenhood, Importance of women studies, Approaches to study of Women: Psycho analytical, Functional, Feminist, Problems of Women in the field of education, health, family and society.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Gender and Equity: Status of Women in different community Tribal, Rural and Urban related to Gender equality, Educational, Economical, Social and Religious, Social Reform movements in upliftment of women in India	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Women and Work: Problems of Women in the field of Organized, Unorganized and Household sectors; Legal Measures related to work and wages: Minimum Wages ct 1948, Equal Remuneration Act 1060, Factories Act 1948, Anti Sexual harassment Act 2013 Violence on Women: Definition, Concept Types of Violence; Legal measures relating to violence Dowry Prohibition Act 1961, Immoral traffic Prevention Act 1986, Domestic Violence Act 2005, Medical Termination of Pregnancy and Prenatal diagnostic technique (PNDT) Act 1994	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Legislations: As preventive measure for women 3) Constitutional Measures 4) Salient Features of legal Protection Application of Social work techniques , Role of Social Worker in women Empowerment and development, Role of Government and NGOs in Women Welfare, National Commission for Women, Schemes for Women development.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Anjana Mantra-Sinha : Women in changing Society. Ashish Publishing House, New Delhi.</li> <li>2. Bela Rani Sharma : Marriage family, Violence and Divorce, Mangaldeep Publication, Jaipur.</li> <li>3. Nomita Aggrawal : Women in Law in India,, Women Studies and development Centre, University of Delhi.</li> <li>4. Premlata Pujari and Vijaykumar Kaushik : Women power in India, Kanishka Publishers, Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. S.K. Pandit : Women in Society, Rajat Publication, Delhi.</li> <li>2. Sayapalan N. Women Studies, Atlantic Publishers, New Delhi.</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.unwomen.org/en">http://www.unwomen.org/en</a>  <a href="https://now.org/issues/">https://now.org/issues/</a>  <a href="http://ncw.nic.in/">http://ncw.nic.in/</a></p>
4	<b>Journals</b>	<p><a href="https://journals.sagepub.com/home/ijg">https://journals.sagepub.com/home/ijg</a>  <a href="https://www.tandfonline.com/toc/rajw20/current">https://www.tandfonline.com/toc/rajw20/current</a>  <a href="https://journals.tdl.org/jrwg/">https://journals.tdl.org/jrwg/</a></p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Ram Ahuja : Violence against Women, Rawat Publication, Jaipur.</li> <li>2. S.K. Ghosh : Indian Women through ages, Ashish Publishing House, Delhi</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Presentation of articles on women issues.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

**COPO MAPPING**

<b>MSW- II</b>	<b>Women and society</b>										<b>sem 4</b>	<b>CD DSE401C</b>
	<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>		
<b>1.1</b>		<b>3</b>	<b>2</b>			<b>3</b>						
<b>1.2</b>						<b>3</b>						
<b>1.3</b>	<b>3</b>		<b>2</b>									
<b>1.4</b>				<b>3</b>					<b>2</b>			
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>			<b>2</b>	<b>3</b>		<b>2</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>AEC 401</b>	<b>Credit Pattern</b>	<b>L=35, T=5, P=5</b>
<b>Course Title</b>	<b>SOFT SKILL DEVELOPMENT</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concept, the significance and essence of a wide range of soft skills.
2	Apply soft skills in a wide range of routine social and professional settings.
3	Employ soft skills to improve interpersonal relationships
4	Apply soft skills to enhance employability and ensure workplace and career success.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	<b>Soft skills:</b> Meaning , Soft Skills Vs Hard Skills Critical thinking, creative thinking, empathy, Interpersonal relationship, communication, coping with stress, coping with emotions, problem solving and decision making	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	<b>Situation Analysis:</b> Planning, Problem analysis, Stakeholder analysis, Objective analysis, strategy analysis, Logical Framework Analysis, Activity planning- Yearly and its breakups and Preparation of communication Project plan	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	<b>Social Skills:</b> Personality Development, Emotional Intelligence, Etiquettes and Mannerism Interpersonal Skills and Therapeutic Skills <b>Self Development:</b> Meaning, Need; Understanding perception; Self awareness and Sensitivity Development. <b>Job preparations:</b> Resume Writing, Group discussion, Interview and Negotiation	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	<b>Training Methods:</b> Meaning, Working with Individuals and families; Intake Interviews, Meeting, Guidelines for Training and use of Stimulation Games, Groups: group Discussion, Role play, Socialization and Communities	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

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Learning Resources		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Datar et al. (2010) Skill Training For Social Worker( A Manual); Sage publication Pvt Ltd. New Delhi</li> <li>2. Hariharan S., Sundararajan N &amp; Shanmugapriya SP (2010). Soft skills, communication skills, employability skills, corporate skills. MJ Publishers, Chennai</li> <li>3. <b>Gelder, M. (2000)</b>. New Oxford textbook of psychiatry. Oxford: Oxford University Press. Kaplan, H.L., Freedman A.M. &amp; Saddock B.J. (1980), <b>Comprehensive Textbook of Psychiatry, Volume 1, 2 &amp; 3</b>,</li> <li>4. Sharma &amp; Shriram (2017) <b>Project Planning Analysis and Management</b> , !st publications Galaxy Books , Jaipur</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. <b>Rivett, Mark</b> (2003), “Family Therapy In Focus”, Sage Publication New Delhi</li> <li>2. <b>Munter, M.</b> (2006). “Guide to managerial communication: Effective business writing and speaking” (7th ed.).</li> <li>3. <b>Penrose, J., &amp; Rasberry, R. (2004)</b>. “<b>Business communication for Managers</b>”: An advanced approach (5th ed.).</li> <li>4. <b>Mosam Sinha</b>(2016), Communication For Management” Yking Book, Jaipur</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.skillsyouneed.com">www.skillsyouneed.com</a> www.skillsoft.com</p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Internation journal of business and research</li> </ol>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. <b>GajendraSingh Chauhan &amp; Sangeeta Sharma</b> (2016): “<b>Soft Skills</b> ( an integrated Approach to Maximise Personality)”, Chaudhary Press ,Delhi</li> <li>2. <b>Rae, Leslie</b> (2005). <b>Skills of Interviewing</b></li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Soft skill development programs and work shops in skill laboratory, through training, workshops etc</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

## COPO MAPPING

MSW-II	Soft Skills Development					p6	p7	p8	p9	sem 4	AEC401
	co/po	p1	p2	p3	p4						
1.1	3	3	2			3		2			
1.2		3		3	3	3			3		3
1.3	3	3	2	3	3		3	2	3	3	3
1.4		3		3	3		3		2	3	3
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>



# **MSW-GROUP E**

# **SEMESTER-IV**

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP CC 401</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>THERAPEUTIC INTERVENTIONS</b>		

<b>Course Objectives</b>	
1	Describe the various concepts of therapeutic interventions
2	Identify the major theories of psychotherapies in clinical practice
3	Analyze factors and features common to all methods of psychotherapy, and identify features unique to each of the major theoretical orientations.
4	Critically evaluate each theory based on the relevant scientific evidence.
5	Apply major therapies used in practice.
6	Aecognize ethical dilemmas and their importance.

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	Psychotherapy: definition, elements, differences and similarities with counseling and psychotherapy, Social values and psychotherapy, effectiveness of psychotherapy.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Theories of psychotherapy: psychoanalysis theory, Adler’s theory, Transactional analysis theory, Heniz Hartman’s theory <b>Behavior theory:</b> history of behavior therapy: Classical conditioning, operant conditioning , social learning approach. Behavior therapy; goals and assessment. Treatment approach systematic desensitization, Vivo exposure, Aversion therapy, Imaginal flooding therapy, Modeling technique and Assertiveness therapy	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Cognitive behavioral therapy, Rational Emotive Behavioral therapy, Stress- inoculation therapy . Humanistic Experimental therapies: Client-centered therapy, Existential therapy, Gestalt therapy, therapy for interpersonal relationship: Marital therapy, Family system therapy.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Therapeutic Intervention at various setups: Children problems with reference to Child Guidance Clinic and Children’s Home, Women problems with unmarried mothers, Sex workers and Rape victims, Family Counseling centers, De-addiction centers, Half Way Home, Rehabilitation centers.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Resources Learning		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Baron : Introduction to Psychology</li> <li>2. Carson, R.C. Butcher, Mineka 2006 : Abnormal Psychology and Modern life, Pearson Education, Delhi</li> <li>3. Kalpan H.I. &amp; Sadoch J., 1991: Synopsis of Psychiatry, Williams &amp; Willikius, USA</li> <li>4. Richard Stens: The practice of behavior and cognitive psychotherapy, Cambridge University Press Cambridge, 1995</li> <li>5. Theories of Psychotherapy and Counselling, Wordsworth Books/Cole, Australia Psychology, Company Pacific grove, California.</li> <li>6. Shraf, Richard S. (1999): Theories of Psychotherapy and counseling: concepts and cases, Australia, Cole Thomson Learning</li> <li>7. Tantom Digby (2002): Psychotherapy and Counselling in practice, A Narrative Framework, Cambridge University Press</li> <li>8. Wilkinson, Kate (2008) : Psychotherapy Training and Practice, A Journey into the shadow of side, London, Karnae Books Ltd.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Theories of Psychotherapy and Counselling, Wordsworth</li> <li>2. Scott, Jan (1995) : Cognitive therapy in Clinical Practice, London: Routledge</li> <li>3. Jena, SPK (2008): Behavior therapy technique, sage publications, New Delhi.</li> </ol>
3	<b>Websites</b>	<p><a href="https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3146194/">https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3146194/</a>  <a href="http://www.napsindia.org/">http://www.napsindia.org/</a>  <a href="http://innerspacetherapy.in/">http://innerspacetherapy.in/</a></p>
4	<b>Journals</b>	<p><a href="http://www.indianjournals.com/ijor.aspx?target=ijor:ijcp&amp;type=home">http://www.indianjournals.com/ijor.aspx?target=ijor:ijcp&amp;type=home</a>  <a href="https://link.springer.com/article/10.1007/s10879-016-9348-1">https://link.springer.com/article/10.1007/s10879-016-9348-1</a>  <a href="https://www.longdom.org/psychology-psychotherapy.html">https://www.longdom.org/psychology-psychotherapy.html</a></p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Scott, Jan (1995) : Cognitive therapy in Clinical Practice, London: Routledge</li> <li>2. Jena, SPK (2008): Behavior therapy technique, sage publications, New Delhi.</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Learner have to present therapy model on various psychological disorder.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

## COPO MAPPING

MSW-II	THERAPEUTIC INTERVENTIONS								sem 4	MPCC401		
	co/po	p1	p2	p3	p4	p5	p6	p7			p8	p9
1.1		3	2			3						
1.2						3						
1.3	3		2									
1.4				3					2			
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>			<b>2</b>	<b>3</b>		<b>2</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP CC 402</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>PSYCHOPATHOLOGY AND MENTAL HEALTH – II</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the key features of the major mental disorders, including primary presenting features, co-morbidity, prevalence and incidence data, course and outcome.
2	explain the dominant psychological models explaining the aetiology and maintenance of the major mental disorders
3	Critically evaluate the empirical status of the dominant psychological models explaining the aetiology and maintenance of the major mental disorders.
4	Apply a bio psychosocial framework for understanding the onset and course of major mental disorders.

### Syllabus:

Unit Number	Contents	No. of Sessions	
1	Historical perspectives in abnormal behavior - psychodynamic behavior, Humanistic - Existential and Socio-cultural, Neuroscience perspectives, concept of Diagnostic relationship and models of relationships.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Life-stress and coping ! Stress and Mental health problems, especially among children, adolescents, women, workers, elderly, coping with stress and crisis, use of internal and external resources in coping.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	<b>Organic mental disorders</b> - Dementia and Epilepsy, Human sexuality, sexual dysfunction and gender identity disorders, sleep disorders, Geriatric psychiatry. <b>Biologically based Therapies</b> :Electro convulsive therapies (ECT), Psychosurgery, Microanalysis, Drug Therapy, insulin coma therapy and Drug therapy for children	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	<b>Child Psychiatry</b> : Disorders of psychological development, behavioural and emotional disorders of childhood and adolescence. Its types causes and management. Pervasive developmental disorders - Mental Retardation and Autism, its types, causes and treatment modalities. Concepts of psychiatric emergencies, suicide and crisis.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Resources Learning</b>		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Essentials of Psychiatry</li> <li>2. Hand book of Psychiatry</li> <li>3. Clinical Psychiatry</li> <li>4. ICD-10 and DSM-IV/V</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Richardson R. Bootzin, Abnormal Psychology – Current perceptives, Random House, New York</li> <li>2. Dr. Arun Rukadikar &amp; Dr. Mary P. Rukadikar, Mental Disorders and you – An illustrated and easy guide to mental disorders for the mentally ill &amp; their families</li> <li>3. Patricia Casey &amp; Brendan Kelly, clinical psychopathology</li> <li>4. WHO Geneva, The ICD – 10 classification of Mental and Behavioural disorders – clinical descriptions &amp; diagnostic guidelines</li> <li>5. Bhatia M.S. (1992), Essentials of psychiatry, CBS Publication, Delhi</li> <li>6. H.J. Kaplan, Sadock, (1990), Synopsis of psychiatry, Williams &amp; Wilkins, London</li> <li>7. Michael Gelder, Dennis Gath, Oxford text book of psychiatry, Oxford University Press</li> <li>8. Robert C.C. et. Al. Abnormal psychology &amp; modern life – Harper Collings psy., New York</li> <li>9. Carson R.C., Butcher J.N. &amp; Mineka S, Abnormal Psychology &amp; Modern life, Longman, New York</li> <li>10. Inside the mind of Toyota – Satoshi Hino – Management principles of enduring growth</li> <li>11. Frank J Landy &amp; Jeffrey M. Conte work in the 21<sup>st</sup> century. An introduction to industrial &amp; organization and Psychology second edition. Blackwell Publications</li> <li>12. A Wiley Brand, Dr. Peter J Hills, Dr. Michael Pake - Cognitive Psychology for Dummies</li> <li>13. James N. Butehor, Susav Mineka, Joy M. Hooty - Abnormal Psychology (15<sup>th</sup> Edition)</li> <li>14. Leshe A Willer, Robrt C Lovler, Sandren A <b>Melntire</b> - Psychology Testing - A practical approach (4<sup>th</sup> Edition)</li> <li>15. M Tamilarasan – Rawat Publication - Medical Sociology</li> <li>16. Edited by Abraham - Social work in mental health – Areas of practice, Challenges &amp; way forward</li> <li>17. KringJohnson, DavisonNeale - Abnormal Psychology – (11<sup>th</sup> Edition)</li> <li>18. Anil Pathak - Field Work training in Social Work</li> <li>19. Martine Herbal - Clinical Child &amp; Adolescent Psychology (3<sup>rd</sup> Edition)</li> <li>20. Philip Fellin - Mental Health &amp; Mental Illness Policies Programmes &amp; Services</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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		21. William Korham (4 <sup>th</sup> Edition) - Sociology of Mental Disorders
3	<b>Websites</b>	<a href="http://www.nimh.nih.gov">www.nimh.nih.gov</a> <a href="http://www.nami.org">www.nami.org</a> <a href="https://www.verywellmind.com/an-overview-of-psychopathology">https://www.verywellmind.com/an-overview-of-psychopathology</a>
4	<b>Journals</b>	1. Journal of mental health and psychiatry 2. Indian journal of psychiatric social work
5	<b>Supplementary Readings</b>	Abnormal Psychology(james coleman), Clinical Psychology, Abnormal Psychology and maladaptive behavior General Psychology
6	<b>Practical Components</b>	1. Field work, training soft skills , training etc 2. Case studies on each of the aspects mentioned in the syllabus need to be discussed. 3. Video cases and documentary films relating to the syllabus to be exhibited in the class.

COPO MAPPING

<b>MSW- II</b>	<b>PSYCHOPATHOLOGY AND MENTAL HEALTH - II</b>									<b>sem 4</b>	<b>MPCC402</b>
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>		<b>3</b>	<b>2</b>			<b>3</b>					
<b>1.2</b>						<b>3</b>					
<b>1.3</b>	<b>3</b>		<b>2</b>								
<b>1.4</b>				<b>3</b>					<b>2</b>		
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>			<b>2</b>	<b>3</b>	<b>2</b>



## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP CC 403</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>COMMUNITY PSYCHIATRY</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the complexity and dilemmas of diverse perspectives in the field of mental health and distress
2	Develop insight on the importance of service users/‘survivors’ experiences and perspectives
3	Assess how mental health issues can affect everyone
4	Explain the range of potential risks faced by service users/‘survivors’ in their everyday lives.

### Syllabus:

Unit Number	Contents	No. of Sessions	
1	Community psychiatry; Definition, concept, nature and scope. Historical development of community psychiatry, Principles, features and programs in community mental health. Prevention of mental illness. Health policy and programme; millennium development goals, peoples charter on health, health status of India, health vision 2020, health indicators	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Disaster Management- Global warming and MPSW intervention, Community health problems resulting from disaster epidemics. Man made disasters- Nuclear, industrial, terrorism attack. National and international health organization. Disaster of Mental Health Management, PTSD, Mental Health Education, Civil Society and mental health, Mental health programmes in india.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	National Mental Health Act 1987, National Mental Health Programme of India, MTP Act 1971 and MTP rules and regulation 2003, ESI Act, NDPS Act. The Pre conception and Pre Natal Diagnostic Technique Act 1994. The Transplantation of Human Organ Act 1994. Concepts of - Forensic Psychiatry, forensic medicine, Psychological well being, Social well-being, Positive Psychology and Emotional intelligence. Life skills for social work practice, Fundamentals of Forensic Psychiatry, Criminal and civil responsibility of the insane. Role of forensic medicine in community welfare, Duties of doctors and social workers towards the society and state.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Psychiatric social work intervention in; Child Abuse, Psycho social care for marital and family life, Parenting, counseling services for suicide prevention and psychiatric emergencies, school mental health, family mental health, youth mental health. Community based rehabilitation for Neurological and mental disorders. Role of family and community in the treatment of	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

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	mentally ill, preparing the family and community for return of the patient and follow up.		
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<b>Resources Learning</b>		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Crisis Resolution and Home Treatment in mental Health—Soniya Johnson</li> <li>2. Improving Mental Health, The global challenge- Willey Blackwell</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Karen M Allen, William J Spitzer - Socialwork practice in health care – Advanced approaches &amp; emerging trends</li> <li>2. Jamet Walkar &amp; Karen Crawford - Social work &amp; human development</li> <li>3. G. R. Snyder, Shane L Lopez. - Positive Psychology – The Scientific &amp; practical Explanations of human strengths</li> <li>4. William Cockerham - Medical Sociology (6<sup>th</sup> Edition)</li> <li>5. Edited by Geeffrey Nelsen &amp; Isae prilletenskey - Community Psychology</li> <li>6. Robert Constable, Daniel B. Lee - Social Work with families – Content &amp; Process</li> <li>7. Community Health Approach to the assessment of infants &amp; their parents – The CARE Programme.</li> <li>8. Edited by Howard M. Rebeach &amp; John C Bruha - Handbook of clinical sociology</li> <li>9. Walter H Green, Bruce G. Simons – Morton- Introduction to health Education</li> <li>10. George R, Palmor &amp; Theresa Ho - Health EconomCritical &amp; Global Analysis</li> <li>11. V. V. Kulkarni - Dimensions of Community Work</li> <li>12. Eric Lager MD , Israel Zwerling - Psychology in the community – A Psychoanalytically based guide to the treatment of the Adult</li> <li>13. Richard A Kurtz, H Paul Chalafant - Sociology of Medicine &amp; Illness – (2<sup>nd</sup> Edition)</li> <li>14. Sara Cartis &amp; Ann Taket - Health &amp; Societies – Changing perspectives</li> <li>15. Mckenrie, James. - Introduction to Committee health</li> <li>16. Dr. Pradeep Kumar Regal Publications - Medical negligence &amp; consumer law</li> </ol>
3	<b>Websites</b>	<p> <a href="http://nimhans.ac.in/sakalawara-community-mental-health-center/">http://nimhans.ac.in/sakalawara-community-mental-health-center/</a>  <a href="https://sites.google.com/view/aacp123/home">https://sites.google.com/view/aacp123/home</a>  <a href="https://www.mhinnovation.net/organisations/sangath">https://www.mhinnovation.net/organisations/sangath</a>  <a href="http://www.indjsp.org/article.asp?issn=0971-9962;year=2018;volume=34;issue=4;page=281;epage=284;aulast=Murthy">http://www.indjsp.org/article.asp?issn=0971-9962;year=2018;volume=34;issue=4;page=281;epage=284;aulast=Murthy</a> </p>

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4	<b>Journals</b>	<p><u>Journal of Rural and Community Psychiatry   Publons</u> <a href="https://publons.com">https://publons.com</a> &gt; journal &gt; journal-of-rural-and-community-psychiatry</p> <p><u>Community Psychiatry   The British Journal of Psychiatry ...</u> <a href="https://www.cambridge.org">https://www.cambridge.org</a> &gt; core &gt; the-british-journal-of-psychiatry &gt; article</p>
5	<b>Supplementary Readings</b>	Introduction to social work, community mental health in india, preventive and social medicine(park and park)
6	<b>Practical Components</b>	Assess community mental health issues by visiting government hospitals, public health departments, etc.

## COPO MAPPING

<b>MSW- II</b>	<b>COMMUNITY PSYCHIATRY</b>								<b>sem 4</b>	<b>MPCC403</b>	
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>		<b>3</b>	<b>2</b>			<b>3</b>					
<b>1.2</b>						<b>3</b>					
<b>1.3</b>	<b>3</b>		<b>2</b>		<b>3</b>						
<b>1.4</b>				<b>3</b>		<b>3</b>			<b>2</b>		
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>			<b>2</b>	<b>3</b>	<b>2</b>

## MSW- CBCS SYLLABUS 2021-22

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP CC 404</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>SOCIAL PSYCHOLOGY</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the fundamental theories of social psychology
2	Develop skills in critically evaluating social psychological experiments
3	Analyse real-world problems using social psychological theories
4	Develop an insight of the emerging areas of social psychology

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>No. of Sessions</b>	
1	Social Psychology: Concept, Definitions, Values And Historical Development. Theories In Social Psychology Scope And Application Of Social Psychology In Legal System, Psychology In Work Setting And Consumer Behavior.	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	Self And Personality :Self Concept, Stages Of Growth Of Self ,Self Presentation ,Influence Of Language Internalization , Self Perception, Ego-Involvement And Self Esteem And Self As Social Representation.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	Social Behavior And Social Control; Meaning , Concept, Nature And Effect On Society. Prosocial Behaviour: Concept, Causes Of Pro-Social Behavior, Learning To Act Pro Socially, Psychological States That Leads To Pro Social Behavior, Situational Factors Affecting Prosocial Behavior,. Equity And Reactance Theory. Threat To Self Esteem Model. The Latane And Darley Model (Helping In Emergency Situations).  Long Term Relationship: Evaluating Relationship, How Relationship Develop. Social Exchange Theory Intimate Relationship, Marriage And Cohabitation, Relationship Decline And Termination	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Social Psychology Of Health: The Concept And Application Of Social Psychology To Medicine, (Changes In Medical Problems In Recent Years, Behavioural Medicine And Health Psychology), Preventing Self -Destructive Behaviours, Compliance And Adherence To Medical Recommendations And Behavior Factors As Cause To Disease	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

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<b>Resources Learning</b>		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Lindegreen, H.C.&amp; Byrne, D. – Psychology: An Introduction to Behavioural Sciences, New York: John Wiley &amp; Sons Inc.</li> <li>2. Seema Pasricha: Social Psychology, Deep &amp; Deep Publication Pvt. Ltd. New Delhi, 2007.</li> <li>3. Girishbala Mohanty : “ Social Psychology” –Kalyani Publishers, New Delhi, 2005.</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Mathur S.S : “Social Psychology” – Vinod Pustak, Mandir, Agra-2</li> <li>2. Brigham Jon C.: “Social Psychology” –Harper Collins Publishers, New York, 1991.</li> </ol> <p>Robert A. Baron, Donn burne : Social Psychology, Prentice Hall, New Delhi, 1995</p>
3	<b>Websites</b>	<p><u>Social Psychology Network</u>  <a href="https://www.socialpsychology.org">https://www.socialpsychology.org</a>  <u>Social Psychology   Simply Psychology</u>  <a href="https://www.simplypsychology.org">https://www.simplypsychology.org</a> › social-psychology</p>
4	<b>Journals</b>	<p><u>The Journal of Social Psychology:</u>  <a href="https://www.tandfonline.com">https://www.tandfonline.com</a> › toc › vsoc20 › current  <u>Social Psychology - Hogrefe Publishing Corp</u>  <a href="https://us.hogrefe.com">https://us.hogrefe.com</a> › products › journals › social-psychology</p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Suprithy Paliwal : “Social Psychology” – RBSA Publishers, Jaipur, 2002.</li> <li>2. Kuppuswamy B. : “ An Introduction to Social Psychology” –Media Promoters &amp; Publishers Pvt. Ltd. Mumbai, 2004.</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>2. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

**COPO MAPPING**

<b>MSW-II</b>	<b>SOCIAL PSYCHOLOGY</b>									<b>sem 4</b>	<b>MPCC404</b>
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>		<b>3</b>	<b>2</b>			<b>3</b>					
<b>1.2</b>						<b>3</b>					
<b>1.3</b>	<b>3</b>		<b>2</b>								
<b>1.4</b>				<b>3</b>					<b>2</b>		
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>3</b>			<b>2</b>	<b>3</b>	<b>2</b>

**MP CC 405: STUDY TOUR AND CONCURRENT FIELD WORK  
STUDY TOUR IN THE MONTH OF FEBRUARY, (COMPULSORY)**

**GENERAL:**

- a) Historical Development of the Organization / Institute
- b) Nature of organization / services.
- c) Working Hours.
- d) Organization Structure ( Staff Pattern)
- e) Records and Registers Maintained.
- f) Leaves / Salary / Benefits for Employees.

**MEDICAL SOCIAL WORK :**

1. Concept or Health. Concept of disease. Pathogenesis period. Environmental factor disease due to multiple factors.
2. Level of Prevention. Health promotion. Specific protection early diagnosis treatment. Disability limitation. Rehabilitation. Mass health examination.
3. Alcoholism and drug dependency – Community Health.
4. Concept of a patient as a person. Social and Emotional component associated with various physical disorders and their socio-economic implication with regard to tuberculosis. Cancer, venereals, diseases, Leprosy and other effect on individual and family.
5. Concept of case and rehabilitation, social psychological factors involved in disease their treatment and rehabilitation.
6. Orientation of Registration like ESI Act and HTP Act 1971.
7. Hospital Administration. Health Centers, Clinics, Public Health programme, Mobile Medical units. The Role of Social Worker in all the above agencies.
8. Role of social worker in the hospital set-up (Admission Procedure, Discharge. Follow up, home visits, case history taking etc.)
9. Organizing Recreational activities. Public Health Programmes.
10. Role of Social Worker with Aids Victims. Child Guidance Clinic.

**PSYCHIATRIC SOCIAL WORK:**

1. Concept of disease. DSM classification / ICD classification of disease and limitation of DSM and ICD classification of Mental disorder.
2. Role of social worker in the study and treatment of psychiatric disorders, procedure for admission, into case history taking procedure and discharge from mental hospital. Follow-ups. Home visits.
3. Signs and Symptoms of Mental Disorders:  
Disorders of perception. Thinking emotion, memory,???. Attention and concentration Interviewing. Clinical Examination and Record Keeping. Pattern of Abnormal (maladaptive) behavior stress and adjustment disorders anxiety based disorders.
4. Mood Disorders: Normal Depression mild to moderate. Mon. Disorders moderate to severe Disorder – suicide.
5. Schizophrenia: Factors, sub types of schizophrenia.
6. Orientation of 1) Narcotic Drugs and Psychotropic substance Act. 2) Mental Health Act : Mental Hygiene Promotion of Mental – Health Prevention of Mental Illness.
7. Psychiatric social workers participation in Psychodramas -Concept of Patient as a person, social and Emotional component associated with various disorder and their effects on individual and family.
8. Concept of care and Rehabilitation. Socio-Psychological factors involved in disorder their treatment and rehabilitation.
9. Hospital Administration, Organizing Recreational activities. Public Health Programmes. Community Mental Health Programme.





## MP CC 406: FIELD WORK REPORT AND VIVA-VOCE

### FIELD WORK DIARY, RECORDING, MONTHLY ATTENDANCE SHEETS AND SUMMARY OF SUPERVISORY CONFERENCES

Every student is expected to maintain/prepare the following regularly or at appointed times:

- A diary of activities and account of time spent for each activity. Points from supervisory conferences should also be noted down in the diary.
- Detailed reports of activities (field work records)
- Summary of Supervisory Conferences which has to be submitted to the Field Work coordinator at the end of every month (cyclostyled forms will be provided for this purpose) and
- Monthly field work attendance sheets. Cyclostyled forms are available in the office for this purpose

At the end of every month, field work attendance sheets should be submitted to the field work supervisor so that the letter may forward it to the office, on the First Wednesday of the following month. Those who are under the direct supervision of agency social workers are required to submit the attendance sheets (after it has been duly signed by the supervisor) to the head of the department who is in charge of his/her placement (A Speciman copy is given to you)

The diary and recording should be submitted every week to the supervisor for review and discussion

#### Leave of Absence from Field Work

Absence from field work should be avoided as far as possible. For valid reasons, however, leave of absence is allowed for 2 days in a semester. If any student is absent for more than two days, all the days of absence (including the first two days) will have to be compensated in accordance with the instructions of the field work supervisor.

#### Mid-Year Evaluation and Final Evaluation

There will be a mid-year evaluation in early December for assessing the students field work performance during the I semester. The supervisor will write the report after a supervisory conference which will be specially geared to the discussion of work performance. There will be no grading for mid-year evaluation. The purpose of mid-year evaluation conference and report is that the student may get information and awareness of his/her strengths and weaknesses as regards as field work performance of the I semester and plan for better performance in the second semester.

At the end of the academic year, in March, every supervisor will submit to the Institute a written evaluation report on the students field work. Grades will be given by the field work supervisor in consultation with the field work coordinator.

Any student who does not come up to a certain minimum level of performance which is required for passing in field work, may be asked at the discretion of the faculty, either to leave the Institute or put in extra work to improve his/her field work performance.

#### **FIELD WORK PRACTICUM: CONCURRENT FIELD WORK**

The main object of concurrent field work is to provide opportunities for applying the knowledge learnt in the class room to real life situation (field reality) to understand and develop effective course of action (learning of intervention methods) according to needs of client system. And evaluate the experiences while working with the individual, groups and communities. Fieldwork enables the student to integrate and reinforce the knowledge and information acquired in the classroom with actual practice, under competent **supervision** by the agency and faculty supervisors. Every student is expected to work for 15 hrs. per week at various organizations or community settings.

#### **FIELD WORK EVALUATION CRITERIA:** (Applicable for the all four Semesters)

##### **1) Analytical Ability:**

- To understand evolution of agency, philosophy, policy and administration programmes.
- To identify roles of other departments and personnel in implementation of agency policies & programmes (in secondary settings).
- To understand the dynamics of the agency – roles, decision-making process, conflict solving procedures.
- To begin to situate agency in context of larger social system.
- To understand Profile of client system and causative factors affecting its needs and problems.
- To understand social work intervention utilized by agency in response to needs of client system.

- g. To assess one's own tasks in relation to problem situation.

### **2) Problem Solving Skills:**

- a. To assess the problem situation and outlines the plan of action.
- b. To utilize problem solving process beginning with fact finding to evaluation of social work process in relation to needs, problems and aspirations of the client system.
- c. To develop and utilize working relationships with agency, client system and other related system.
- d. To utilize different techniques of problem solving, interviewing, home visits, communication and programme media mobilization of human and material resources.
- e. To utilize problem solving strategies selectively with individuals groups and communities.
- f. To understand the importance work in different administrative procedures – filing – maintaining registers, fund raising staff meetings.
- g. To develop basic skills of management of services, planning, organizing, implementing and evaluation.
- h. To participate in liaison work with other organizations and systems in terms of obtaining sanctions for programmes, interpreting social work intervention and networking on common issues.
- i. To understand the significance of and participates in teamwork in one's discipline as well as in the interdisciplinary team.
- j. To learn to priorities tasks and organize workload.
- k. To understand the importance of recording as a tool for learning and administration.
- l. Learn to record facts selectively and logical-assessment of problem situation, students feelings, reflections and intervention modalities.

### **3) Personal development:**

- d. Appreciation and utilization of principles of social work in respect of persons, social justice, equality, opportunities, acceptance of the client system and its potential.
- e. Work with commitment in the agency in terms of fulfillment of tasks, disciplined use of self (dress, behavior, regularity, self control, awareness of bias and cultural blocks).
- f. Developing positive identification with the profession, conviction of the necessity of social work intervention.

### **4) Use of field Instructions :**

- a. Understanding the significance of field instruction as a tool for professional training.
- b. Accepts the roles of faculty advisor, field instructor and field contact and utilises their expertise in one's own training.
- c. Indicates a gradual movement from a dependence on the instructor to performing ones role and tasks more independently.
- d. Utilises individual and group conferences for professional growth by accepting both the positive and negative remarks of the instructor.
- e. Actively participates in the group conferences and appreciates the participation of others.
- f. Makes efforts to improve performance through self-learning by reading learning from one's experiences and those of others.
- g. Develops ability for self-evaluation on going and periodic.

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### MP DSE 401A: RESEARCH PROJECT

Students who opt for research project are required to start their research work at the beginning of third semester under the guidance of allotted faculty member. The selection of agency/industry for data collection needs to be done with consultation of organization and faculty supervisor. The research proposals shall be prepared as per format given below

1. Topic, Problem – Introduction and Review of literature
2. Objectives of the study
3. Tentative Research Methodology
4. References

The final research report shall have following chapter scheme

Title of the study

- I. Introduction
- II. Review of literature
- III. Research Methodology
- IV. Data Interpretation
- V. Summary, suggestion and conclusion

Appendix – Interview schedule, Photos, Graphs, and bibliography etc.

The final research report shall be submitted to organization/industry and respective guide (one hard copy, one soft copy to HOD). Last date for submission is on or before 15<sup>th</sup> March.

<b>MSW-II</b>	<b>Research Project</b>										<b>sem 4</b>	<b>MPDSE401A</b>
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>	
<b>1.1</b>	<b>3</b>		<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.4</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

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<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP DSE 401B</b>	<b>Credit Pattern</b>	<b>L-35, T- 5, P-5</b>
<b>Course Title</b>	<b>COMMUNITY HEALTH</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the various concepts of Community Health
2	Identify the the psycho-social needs of Patients in hospital set ups
3	Apply the knowledge and Skill of Social work in preventing, promoting and treatment of the Diseases
4	Analyze the models of health intervention and rehabiitation

### Syllabus:

<b>Unit Number</b>	<b>Contents</b>	<b>Number of Sessions</b>	
1	<b>Health:</b> Concept Of Health, Definition Of Health, Positive Health, Health A Relative Concept Ecology Of Health, Medicine As An Art And Science, Health And Welfare.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
2	<b>Health Care Of The Community:</b> Concept of Community Health Care, Community Diagnosis, Health Status and Health Problems and Models of Health Care System and Three Tier Health Care System. <b>Health Development:</b> , Health Development, Right To Health, Responsibility For Health, Health Dimension and Determinants of Health , and Indicators of Health.	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>
3	<b>Mental Health:</b> Mental Health Meaning, Causes Of Mental Ill Health, Preventive Aspects Of Mental Illness and Mental Health Services.	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	Levels Of Prevention: Primary, Secondary, And Tertiary Prevention. Health Promotion, Specific Protection, Mass Health Examination Early Diagnosis And Treatment, Disability Limitation and Rehabilitation	<b>L= 7</b>	
		<b>T= 1</b>	<b>P= 1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Books</b>	<ol style="list-style-type: none"> <li>1. John J. Hulon : Principles of Public Health Administration</li> <li>2. Park J.E. &amp; Park K. Text Book of Preventive &amp; Social medicine M.B. Bhaniot Pub. Jabalapur, 1990</li> <li>3. Sunderlal Adarsh, Pankaj 'Text Book of Community Medicine (Preventive &amp; social medicine)</li> <li>4. M.C. Gupta &amp; B.K. Mahajan : Textbook of preventive and social Medicine.</li> <li>5. A.M Chalkley : A Text book For The Health Worker (ANM) Volume II</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. Dr B. S. Nagaraj : Community Medicine without Tears: Mysore printing and publishing house ,Mysore</li> <li>2. Medical Social Work by KEM Hospital &amp; Sheth G.S. Medical College Mannul</li> <li>3. S.R.Mehta(1992) : Society and Health A Sociological Perspective Vikas Publishing House New Delhi.</li> <li>4. Malavika Kapur : Mental Health In Indian Schools.</li> </ol>
3	<b>Websites</b>	<p>au.ask.com/Public <b>health journals</b>list/Search no more www.teoma.co.uk/Free public <b>healthjournals</b>/Search no more <a href="http://www.answersite.com/Public_healthjournals">www.answersite.com/Public healthjournals</a> <a href="http://www.teoma.co.uk">www.teoma.co.uk</a></p>
4	<b>Journals</b>	Public <b>health journals</b> , Destinations: Bombai, New Delhi,
5	<b>Supplementary Reading</b>	<ol style="list-style-type: none"> <li>1. Sunital Roy : A Hand Book of Preventive &amp; Social medicine</li> <li>2. Malavika Kapur : Mental Health In Indian Schools.</li> </ol>
6	<b>Practical Component</b>	Orientation and concurrent Fieldwork Training in Hospital Training

### COPO MAPPING

**MSW- CBCS SYLLABUS 2021-22**

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<b>MSW-II</b>	<b>Community Health</b>										<b>sem 4</b>	<b>MP DSE401B</b>
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>	
<b>1.1</b>	<b>3</b>										<b>3</b>	
<b>1.2</b>		<b>3</b>		<b>3</b>			<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	
<b>1.3</b>					<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>		<b>3</b>	
<b>1.4</b>		<b>3</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>		
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	

<b>Semester</b>	<b>IV</b>	<b>Total Credit</b>	<b>3</b>
<b>Course Code</b>	<b>MP DSE 401C</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>WOMEN AND SOCIETY</b>		

## MSW- CBCS SYLLABUS 2021-22

Course Outcomes: Students will be able to	
1	Understand the way women centric ideas, values, and themes inform and impact culture and society, both now and in the past.
2	Comprehend the impact of gender on individuals' historical and contemporary agency, and how the ability to express agency has shaped people's lives in various geographical settings.
3	analyze, interpret, and understand the complex interrelationships between the real situation and feministic concepts and importance of Women Health and Legal Rights
4	understand of women's historical and contemporary agency and how these have shaped women's lives in various geographic settings

### Syllabus:

Unit Number	Contents	No. of Sessions	
1	Womenhood : Concept of Womenhood, Importance of women studies, Approaches to study of Women: Psycho analytical, Functional, Feminist, Problems of Women in the field of education, health, family and society.	L= 7	
		T=1	P=1
2	Gender and Equity: Status of Women in different community Tribal, Rural and Urban related to Gender equality, Educational, Economical, Social and Religious, Social Reform movements in upliftment of women in India	L=7	
		T=1	P=1
3	Women and Work: Problems of Women in the field of Organized, Unorganized and Household sectors; Legal Measures related to work and wages: Minimum Wages ct 1948, Equal Remuneration Act 1060, Factories Act 1948, Anti Sexual harassment Act 2013, <b>Violence on Women:</b> Definition, Concept Types of Violence; Legal measures relating to violence Dowry Prohibition Act 1961, Immoral traffic Prevention Act 1986, Domestic Violence Act 2005, Medical Termination of Pregnancy and Prenatal diagnostic technique (PNDT) Act 1994	L=7	
		T=1	P=1
4	Legislations: As preventive measure for women 5) Constitutional Measures 6) Salient Features of legal Protection Application of Social work techniques, Role of Social Worker in women Empowerment and development, Role of Government and NGOs in Women Welfare, National Commission for Women, Schemes for Women development.	L=7	
		T=1	P=1
		T=1	P=1

### Resources Learning



## MSW- CBCS SYLLABUS 2021-22

1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Anjana Mantra-Sinha : Women in changing Society. Ashish Publishing House, New Delhi.</li> <li>2. Bela Rani Sharma : Marriage family, Violence and Divorce, Mangaldeep Publication, Jaipur.</li> <li>3. Nomita Aggrawal : Women in Law in India,, Women Studies and development Centre, University of Delhi.</li> <li>4. Premlata Pujari and Vijaykumar Kaushik : Women power in India, Kanishka Publishers, Delhi</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. S.K. Pandit : Women in Society, Rajat Publication, Delhi.</li> <li>2. Sayapalan N. Women Studies, Atlantic Publishers, New Delhi.</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.unwomen.org/en">http://www.unwomen.org/en</a>  <a href="https://now.org/issues/">https://now.org/issues/</a>  <a href="http://ncw.nic.in/">http://ncw.nic.in/</a></p>
4	<b>Journals</b>	<p><a href="https://journals.sagepub.com/home/ijg">https://journals.sagepub.com/home/ijg</a>  <a href="https://www.tandfonline.com/toc/rajw20/current">https://www.tandfonline.com/toc/rajw20/current</a>  <a href="https://journals.tdl.org/jrwg/">https://journals.tdl.org/jrwg/</a></p>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. Ram Ahuja : Violence against Women, Rawat Publication, Jaipur.</li> <li>2. S.K. Ghosh : Indian Women through ages, Ashish Publishing House, Delhi</li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Presentation of articles on women issues.</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

COPO MAPPING

MSW-II	Women and society					p6	p7	p8	p9	sem 4	MP DSE401C
	co/po	p1	p2	p3	p4						
1.1		3	2			3		2			
1.2					2	3				2	3
1.3	3		2					3			2
1.4				3	3				2		
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>		<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>

Semester	IV	Total Credit	3
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## MSW- CBCS SYLLABUS 2021-22

<b>Course Code</b>	<b>AEC 401</b>	<b>Credit Pattern</b>	<b>L-35, T-5, P-5</b>
<b>Course Title</b>	<b>SOFT SKILL DEVELOPMENT</b>		

<b>Course Outcomes: Students will be able to</b>	
1	Describe the concept, the significance and essence of a wide range of soft skills.
2	Apply soft skills in a wide range of routine social and professional settings.
3	Employ soft skills to improve interpersonal relationships
4	Apply soft skills to enhance employability and ensure workplace and career success.

### Syllabus:

Unit Number	Contents	No. of Sessions	
1	<b>Soft skills:</b> Meaning , Soft Skills Vs Hard Skills Critical thinking, creative thinking, empathy, Interpersonal relationship, communication, coping with stress, coping with emotions, problem solving and decision making	<b>L= 7</b>	
		<b>T=1</b>	<b>P=1</b>
2	<b>Situation Analysis:</b> Planning, Problem analysis, Stakeholder analysis, Objective analysis, strategy analysis, Logical Framework Analysis, Activity planning- Yearly and its breakups and Preparation of communication Project plan	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
3	<b>Social Skills:</b> Personality Development, Emotional Intelligence, Etiquettes and Mannerism Interpersonal Skills and Therapeutic Skills, <b>Self Development:</b> Meaning, Need; Understanding perception; Self awareness and Sensitivity Development. <b>Job preparations:</b> Resume Writing, Group discussion, Interview and Negotiation	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>
4	<b>Training Methods:</b> Meaning, Working with Individuals and families; Intake Interviews, Meeting, Guidelines for Training and use of Stimulation Games, Groups: group Discussion, Role play, Socialization and Communities	<b>L=7</b>	
		<b>T=1</b>	<b>P=1</b>

## MSW- CBCS SYLLABUS 2021-22

Learning Resources		
1	<b>Text Book</b>	<ol style="list-style-type: none"> <li>1. Datar et al. (2010) Skill Training For Social Worker( A Manual); Sage publication Pvt Ltd. New Delhi</li> <li>2. Hariharan S., Sundararajan N &amp; Shanmugapriya SP (2010). Soft skills, communication skills, employability skills, corporate skills. MJ Publishers, Chennai</li> <li>3. <b>Gelder, M. (2000)</b>. New Oxford textbook of psychiatry. Oxford: Oxford University Press. Kaplan, H.L., Freedman A.M. &amp; Saddock B.J. (1980), <b>Comprehensive Textbook of Psychiatry, Volume 1, 2 &amp; 3</b>,</li> <li>4. Sharma &amp; Shriram (2017) <b>Project Planning Analysis and Management</b> , !st publications Galaxy Books , Jaipur</li> </ol>
2	<b>Reference books</b>	<ol style="list-style-type: none"> <li>1. <b>Rivett, Mark</b> (2003), “Family Therapy In Focus”, Sage Publication New Delhi</li> <li>2. <b>Munter, M.</b> (2006). “Guide to managerial communication: Effective business writing and speaking” (7th ed.).</li> <li>3. <b>Penrose, J., &amp; Rasberry, R. (2004)</b>. “<b>Business communication for Managers</b>”: An advanced approach (5th ed.).</li> <li>4. <b>Mosam Sinha</b>(2016), Communication For Management” Yking Book, Jaipur</li> </ol>
3	<b>Websites</b>	<p><a href="http://www.skillsyouneed.com">www.skillsyouneed.com</a> www.skillsoft.com</p>
4	<b>Journals</b>	<ol style="list-style-type: none"> <li>1. Internation journal of business and research</li> </ol>
5	<b>Supplementary Readings</b>	<ol style="list-style-type: none"> <li>1. <b>GajendraSingh Chauhan &amp; Sangeeta Sharma</b> (2016): “<b>Soft Skills</b> ( an integrated Approach to Maximise Personality)”, Chaudhary Press ,Delhi</li> <li>2. <b>Rae, Leslie</b> (2005). <b>Skills of Interviewing</b></li> </ol>
6	<b>Practical Components</b>	<ol style="list-style-type: none"> <li>1. Soft skill development programs and work shops in skill laboratory, through training, workshops etc</li> <li>2. Case studies on each of the aspects mentioned in the syllabus need to be discussed.</li> <li>3. Video cases and documentary films relating to the syllabus to be exhibited in the class.</li> </ol>

## MSW- CBCS SYLLABUS 2021-22

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### COPO MAPPING

<b>MSW-II</b>	<b>Soft Skills Development</b>									<b>sem 4</b>	<b>AEC401</b>
<b>co/po</b>	<b>p1</b>	<b>p2</b>	<b>p3</b>	<b>p4</b>	<b>p5</b>	<b>p6</b>	<b>p7</b>	<b>p8</b>	<b>p9</b>	<b>p10</b>	<b>p11</b>
<b>1.1</b>	<b>3</b>	<b>3</b>	<b>2</b>			<b>3</b>		<b>2</b>			
<b>1.2</b>		<b>3</b>		<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>		<b>3</b>
<b>1.3</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>		<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>1.4</b>		<b>3</b>		<b>3</b>	<b>3</b>		<b>3</b>		<b>2</b>	<b>3</b>	<b>3</b>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>			<b>3</b>	<b>3</b>	<b>3</b>

## MSW- CBCS SYLLABUS 2021-22

**CSIBER TRUST's**  
**D.K.SHINDE SCHOOL OF SOCIAL WORK**  
**Agency Linkages For Concurrent Field Work**  
**(Structured & Unstructured Settings)**

**MSW – I**

<b>SR.NO.</b>	<b>NAME OF AGENCIES</b>
1	School For The Blind Kolhapur.
2	V.M. Lohia School For Deaf And Dumb, Kolhapur.
3	Dr. Radhakrishana Balkalyansankul, Kolhapur.
4	Ahilyabaiholkar Girls Observation Home, Kolhapur
5	Anathmahila Ashram.
6	Shishu Griha - Boys Observation Home.
7	Swadhar Leprosy Colony, Shenda Park, Kolhapur.
8	Chetana Vikas Mandir, (School For Mentally Challenged) Kolhapur.
9	Sudhakar Joshi Nagar Slum, Kolhapur
10	Swayam School For Mentally Challenged Kolhapur.
11	Takala Slum, Kolhapur
12	Tejeswani Mahil Aadhar Graha, Sambhaji Nagar, Kolhapur.
13	Mahila Dakshata Samiti, Kolhapur.
14	Swana Jayanti Shehri Rojagar Yojana, Kolhapur.
15	Helpers Of The Handicapped, Kolhapur.
16	Rajendra Nagar Slum, Kolhapur.
17	Prabudha Bharat High School, Kolhapur.
18	State Home For Men, Kolhapur.
19	Sadar Bazar Slum, Kolhapur.
20	Kalamba Central Prison, Kolhapur.
21	Matoshree Aged Home, Chambukhadi, Kolhapur.
22	National Rural Development Society, Kolhapur.
23	Pratham, Mangalwar Peth, Kolhapur.
24	Narl Paramedical Centre.
25	Matoshree, R. K. Nagar, Kolhapur
26	Men Against Violence & Abuse, {Mava} Csiber Campus, Kolhapur
27	Counselling Centre Karveer Kolhapur
28	Dr. Swavepalli Radhakrishna Municipal School
29	Child Welfare Committee (CWC) Kolhapur
30	T.B. Control Program, Kolhapur Municipal Corporation
31	Municipal School, Kolhapur
32	Family Counselling Center, SP office, Kolhapur
33	Babasaheb Nadgonda Patil Trust, Kolhapur
34	Saolokhe Nagar Slum, Kolhapur
35	RAY Scheme (Rajiv Awas Yojana), Municipal School, Kolhapur
36	Setu Social Organisation, Kolhapur

## MSW- CBCS SYLLABUS 2021-22

### MSW II GROUP ' A ' HUMAN RESOURCE MANAGEMENT AND LABOUR WELFARE

SR.NO.	NAME OF AGENCIES
1.	Popular Industries, Udayamnagar, Kolhapur
2.	Gokul Dudh , Gokulshirgaon
3.	Indocount, Gokulshirgaon
4.	Menonbearings, Gokulshirgaon
5.	Arvindcotspin Gokulshirgaon
6.	Shahu Sugar Mill Kagal
7.	Menon Alkop 5-Star Midc, Kagal
8.	Mather And Platt, Gokulshirgaon
9.	Shantaram Machineries, Gokulshirgaon
10.	Kirloskar Oil Engine Limited (Koel)5 Star Midc, Kagal
11.	Menon&Menon, Vikramnagar
12.	Sound Castings, 5-Star Midc, Kagal
13.	Kolhapur Steels, Shirol
14.	Menon Pistons, Shirol
15.	Manugraph , Shirol
16.	S.B. Reshellers, Shirol
17.	Navamahasrasoot Girni, Sajini
18.	Shriram Foundries, Shirol
19.	Indocount, 5 Star Midc, Kagal
20.	Soktas, 5 Star Midc, Kagal
21.	Ghatgepatil Industries, Uchgaon
22.	Mantri Metalics Shirol
23.	Mantri Metalics , 5- Star Midc, Kagal
24.	Elcom, Gandhi Nagar/, 5- Star Midc, Kagal
25.	Sound Castings, Shirol
26.	Padmawathi Steels, Kagal
27.	Caspro, Shirol
28.	Monte Textiles
29.	Nagreeka Exports, Yavluj
30.	Sultanpure Textiles, Ichalkaranji
31.	Kulkarni Power Tools, Jaysingpur
32.	Saroj Industries, Shirol
33.	Menon & Menon, 5- Star Midc, Kagal
34.	Tulip, Shirol
35.	Ghatage Patil Industries 5- Star Midc, Kagal
36.	Warna Dudh Warnanagar
37.	Mayura Steels , Midc Shirol

## MSW- CBCS SYLLABUS 2021-22

### MSW II GROUP ' B' URBAN AND RURAL COMMUNITY DEVELOPMENT

SR.NO.	NAME OF AGENCIES
1	Swana Jayanti Shehari Rojga Ryojana, Kolhapur.
2	Nehru Yuva Kendra
3	District Social Welfare Office
4	District Adult Education Department
5	Swayamsidha (Training Centre For Women)
6	District Probation Office
7	Takala Slum
8	Panchayat Samiti
9	Matoshree Aged Home
10	Matoshree Aged Home
11	Kolhapur District Central Co-Operative Bank Ltd.
12	Shri Sonal Mahila Utkarsh
13	Mahila Arthik Vikas Mahamandal
14	District Women And Child Welfare Dept.
15	Rajendra Nagar Slum
16	Urban Basic Services For Poor.
17	Dept. Of Community Medicine, D. Y. Patil Medical College, Kolhapur.
18	National Rural Development Society, Kolhapur.
19	Navchaitanya De Addiction Center, R.K. Nagar, Kolhapur.
20	Disaster Risk Management, Collector Office, Kolhapur.
21	Adivasinirantarsansta, RK Nagar, Kolhapur
22	Gram Panchyat Wathar Village
23	Siddhagiri Kanerimath
24	Water & Sanitation Kolhapur
25	Kolhapur Cancer Hospital
26	Grampanchyat Asurle Porle Village
27	Menon & Menon Vikram Nagar Kolhapur
28	Kirloskar Oil Engines Midc Shirol
29	Jilha Udyog Bhavan
30	Maharaashtra Centre Interpretation Development (MCED)
31	Gram Panchyat Kogil Khurd Village
32	T.B Control Department Municipal Corporation Kolhapur
33	Karveer Pancayat Samiti Kolhapur
34	Child Line Kolhapur
35	Sakhi Sanghtana Kolhapur
36	Network Of Kolhapur People Living With HIV (NKP)
37	Muslim Samaj & Shikshan Brobhodhan Sanstha



## MSW- CBCS SYLLABUS 2021-22

### MSW-II GROUP 'E' MEDICAL AND PSYCHIATRIC SOCIAL WORK

SR.NO.	NAME OF AGENCIES
1	Kripamai Institute Of Mental Health, Miraj.
2	Chhatrapatipramilaraje Hospital, Kolhapur.
3	Swastik Hospital, Kolhapur.
4	Dhanvantari Hospital, Kolhapur.
5	Wanless Hospital, Miraj.
6	Shree Shanti Clinic, Kolhapur.
7	Patanjali Clinic, Kolhapur.
8	Service Hospital, Kolhapur.
9	D. Y. Patil Medical Hospital, Kolhapur.
10	Sankalp, Health Care Unit, Kolhapur.
11	City Hospital, Rajarampuri, Kolhapur
12	NKP Shahupuri, Kolhapur
13	Indian Red-Cross Society, Kolhapur
14	Panchgangahospital, Ganga Vesh, Kolhapur
15	Samvad Clinic For Hearing
16	Savitribai Phule Hospital , Kolhapur
17	Kolhapur Cancer Centre
18	Richardson Leprosy Mission , Miraj
19	Lotus Foundation , Kolhapur