

Part A Introduction			
Program : Diploma	Class : BBA	Year : II	Session : 2022-2023
Subject : HUMAN RESOURCE MANAGEMENT			
1	Course Code	M2-BBAA1T	
2	Course Title	BBA	
3	Course Type (Core Course/Elective/Generic Elective/Vocational)	Group – I Paper I- Major	
4	Pre-Requisite (if any)	Not Required (Open for All)	
5	Course Learning outcomes (CLO)	<ul style="list-style-type: none"> Demonstrate proficiency in fundamental human resources theories and concepts and how they apply to real world situations. Students will understand how organizations link training programs to organizational needs. Students will learn how organizations evaluate jobs and design salary structure based on that. Develop an understanding of the challenges of human resources management and successfully manage and resolve conflicts. 	
6	Credit Value	(Credit) 6	
7	Total Marks	Max. Marks : 30+70 / Min. Passing Marks : 33	
Part B – Content of the Course			
Total No. of Lectures – Tutorials – Practical (in hours per week) : 3 Hours L-T-P: 90			
Unit	Topics	No. of Lectures	
1	Concept and functions of human resource management, structure & role of personnel management in an organization, implementation of personnel policy, The future challenges of HRM, International HRM.	18	
2	Strategic Management of human resource, staffing policy, and process: management planning, job analysis, job description, job specification, recruitment, selection, induction, placement, promotion and transfer.	18	
3	Manpower training & development employment training and development, employee training, performance appraisal and potential appraisal employee morale and productivity.	18	
4	Wage & salary administration, job evaluation & designing, salary structure compensation management and benefits	18	
5	Management of organizational climate & industrial relations, industrial disputes and participative management, grievance Vs dispute, Grievance handling procedure, disciplinary action, conflict management and negotiation.	18	
Note: <ul style="list-style-type: none"> Theoretical exposition should be accompanied by discussions, case-studies preferably with Indian context, presentations and industry based assignments. References from updated journals in UGC care list. 			

Part C- Learning Resources		
Text Books, Reference Books, Other resources		
Suggested Readings :		
<ul style="list-style-type: none"> • Rao, V.S.P. Human Resource Management, Pearson, New Delhi, (2016) • Mondy & Mortochhio, Human Resource Management, Persons Education, (2016-14th Edition) • Susan L. Verhulst, David A. DeCenzo & Rama Shankar Yadav, Human Resource Management, Wiley, (2021-13th Edition). • Gary Dessler & Biju Varrkey, Human Resource Management, Persons Education, (2020-16th Edition) • S C Jain, Human Resource Management, Kailash Pustak Sadan, Bhopal 		
Suggested web links:		
Suggested equivalent online courses:		
Part D- Assessment and Evaluation (Theory)		
Maximum Marks:	100 Marks	
Continuous Comprehensive Evaluation (CCE):	30 Marks	
University Exam (UE):	70 Marks	
Time:	03 Hours	
Internal Assessment: Continuous Comprehensive Evaluation (CCE) :	Class Test Assignment/Presentation	30 Marks
External Assessment: University Exam	Section (A): Objective Type Section (B): Short Question Section (C): Long Question	Total 70 Marks
Any remarks / suggestions: Theoretical exposition should be accompanied by Discussions, Case-studies preferably with Indian Context, Presentations and Industry Based Assignments.		

Part A Introduction			
Program : Diploma	Class : BBA	Year : II	Session : 2022-2023

Subject : ORGANISATIONAL BEHAVIOUR		
1	Course Code	M2-BBAA2T
2	Course Title	BBA
3	Course Type (Core Course/Elective/Generic Elective/Vocational)	Group – I Paper II- Major
4	Pre-Requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	<ul style="list-style-type: none"> • Students will be to know the organizational behavior, its important and comparison of various theories of organizational behavior. This outcome of organizational behavior will introduce to several theories on management framework, role of managers, skills of managers and manager’s jobs. • Examine the components and theories behind leadership, power, and politics. They can analyze real situations where leadership, power and politics are illustrated positively and negatively. • Analyze various stress management and coping strategies. • Compare different organizational cultures, examine characteristics of cultures, explore global implications, and examine creating and sustaining a positive culture and assessing the impact of culture on organizational behavior.
6	Credit Value	(Credit) 6
7	Total Marks	Max. Marks : 30+70 / Min. Passing Marks : 33
Part B – Content of the Course		
Total No. of Lectures – Tutorials – Practical (in hours per week) : 3 Hours		
L-T-P: 90		
Unit	Topics	No. of Lectures
1	Concept of organizational behavior, contributing disciplines to organizational behavior: Background/historical perspective and framework of OB.	18
2	Individual behaviour, Personality perception- Perceptual selectivity, perceptual organization, social perception and impression management, attitudes and values, learning and reinforcement.	18
3	Leadership – concept and theories of leadership qualities of a good leader. Group Dynamics – Group formation, nature of groups, reasons for joining groups, functions of group within organization.	18
4	Stress management – meaning, cause, effect and coping strategies for stress, work stress, organizational change and development.	18
5	International dimensions of organizational behavior, equal employment opportunities, organizational culture, managing cultural diversity, learning organization.	18

Note:

- Theoretical exposition should be accompanied by discussions, case-studies preferably with Indian context, presentations and industry based assignments.
- References from updated journals in UGC care list.

Part C- Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings :

- Fred luthans, Organizational Behaviour (Evidence Based) Tata McGraw Hill (2010- International Edition)
- Robbins S.P., Organizational Behavior, Pearsons Education, (2018-18th Edition)
- Singh Dalip, Emotional intelligence at work, Response Books, Sage publications, Delhi, (2015).
- French Wendell, Bell Jr Cecil H & Vohra Veena, Oranization Development: Behavioral Science Interventions for Organizational Improvement Pearson Education (2017-16th Edition)
- K. Chitale, Avinash, Prasad Mohanty, Rajendra, Rajaram Dubey & Nishith Organizational Behavior, Text & Cases, PHI Learning New Delhi, (2019)

Suggested web links:

Suggested equivalent online courses:

Part D- Assessment and Evaluation (Theory)

Maximum Marks:	100 Marks
Continuous Comprehensive Evaluation (CCE):	30 Marks
University Exam (UE):	70 Marks
Time:	03 Hours

Internal Assessment: Continuous Comprehensive Evaluation (CCE) :	Class Test Assignment/Presentation	30 Marks
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External Assessment: University Exam	Section (A): Objective Type Section (B): Short Question Section (C): Long Question	Total 70 Marks
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Any remarks / suggestions: Theoretical exposition should be accompanied by Discussions, Case-studies preferably with Indian Context, Presentations and Industry Based Assignments.

Part A Introduction

Program : Diploma	Class : BBA	Year : II	Session : 2022-2023
Subject : MARKETING MANAGEMENT			

1	Course Code	M2-BBAB1T
2	Course Title	BBA
3	Course Type (Core Course/Elective/Generic Elective/Vocational)	Group – II Paper I- Major
4	Pre-Requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	<ul style="list-style-type: none"> • Student will be able to identify the marketing process and its applicability in business operations. They will be able to communicate marketing information persuasively and accurately in oral, written and graphic formats. • Differentiate between categories of consumer criteria for determining value. • Recognize how to identify target markets and environments by analyzing demographics and consumer behaviors. • List best practices for responsible marketing and how to manage marketing efforts synthesize ideas into a business plan for entrepreneurial start-up venture. • The student will be able to Emphasis on various aspects of service marketing which make it different from goods marketing.
6	Credit Value	(Credit) 6
7	Total Marks	Max. Marks : 30+70 / Min. Passing Marks : 33

Part B – Content of the Course

Total No. of Lectures – Tutorials – Practical (in hours per week) : 3 Hours
L-T-P: 90

Unit	Topics	No. of Lectures
1	Nature and scope of marketing, selling Vs Marketing, basic concepts and approaches, marketing management philosophies, concept of Holistic marketing. Market segmentation, Marketing Mix, Marketing environment, Marketing system.	18
2	Product Strategy product classification & product mix, branding and packaging decision, integrated marketing communication. Promotion Mix: Advertising, publicity, selling, sales promotion and public relations.	18
3	Pricing decision, methods of setting prices, pricing strategies, product promotion rural marketing. Steps for taking lead in startups. Modern marketing, future marketing.	18
4	Service marketing – Introduction, Growth of service sector, Concept, Characteristics, Classification of service designing, Developing Human Resources. Marketing of Services with special Reference to 1. Financial Services	18

	2. Health services 3. Hospitality services including travel, hotels and tourism. 4. Professional services 5. Public unity service 6. Educational services.	
5	Channel of distribution, logistics supply chain management, factors affecting choice of channel, types of intermediaries and their roles. Type of retailing, Retail management, Internet marketing, Non-profit marketing.	18
Note: <ul style="list-style-type: none"> Theoretical exposition should be accompanied by discussions, case-studies preferably with Indian context, presentations and industry based assignments. References from updated journals in UGC care list. 		

Part C- Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings :

- Saxena Rajan, Marketing Management: Tata McGraw Hill Publishing Co. Ltd. New Delhi (2019-6th Edition)
- S.A. Sherlekar, Marketing Management, Himalaya Publishing House (2015)
- Philip Kotler, Marketing Management Pearsons Education (2015)
- Krishna K. Havldar & Shailendra Dasari B2B Marketing Text & Cases McGraw, New Delhi. (2021-5th Edition)
- Nair Rajan Gupta C.B. Marketing Management Sultan Chand & Sons, New Delhi (2018)

Suggested web links:

Suggested equivalent online courses:

Part D- Assessment and Evaluation (Theory)

Maximum Marks:		100 Marks
Continuous Comprehensive Evaluation (CCE):		30 Marks
University Exam (UE):		70 Marks
Time:		03 Hours
Internal Assessment: Continuous Comprehensive Evaluation (CCE) :	Class Test Assignment/Presentation	30 Marks
External Assessment: University Exam	Section (A): Objective Type Section (B): Short Question Section (C): Long Question	Total 70 Marks

Any remarks / suggestions: Theoretical exposition should be accompanied by Discussions, Case-studies preferably with Indian Context, Presentations and Industry Based Assignments.

Part A Introduction

Program : Diploma	Class : BBA	Year : II	Session : 2022-2023
Subject : MARKETING RESEARCH			
1	Course Code	M2-BBAB2T	

2	Course Title	BBA
3	Course Type (Core Course/Elective/Generic Elective/Vocational)	Group - II Paper II- Major
4	Pre-Requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	<ul style="list-style-type: none"> • Discuss the scope and managerial importance of market research and its role in the development of marketing strategy. • Provide a detailed overview of the stages in the market research process. • Develop research questions and objectives that can be addressed in a research design. • Develop an appropriate market research design for the clients. • Manage the data collection process use contemporary statistical package from quantitative data interpret data analysis in the context of the identified business problem. • Communicate research results in written report and oral presentation formats.
6	Credit Value	(Credit) 6
7	Total Marks	Max. Marks : 30+70 / Min. Passing Marks : 33

Part B – Content of the Course

Total No. of Lectures – Tutorials – Practical (in hours per week) : 3 Hours
L-T-P: 90

Unit	Topics	No. of Lectures
1	Definition, concept and objectives of marketing research. Advantages and limitations of marketing research. Problems and precautions in marketing research. Advantages and limitations of marketing research. Problems and precautions in marketing research. Analyzing competition and consumer markets, market research methodology.	18
2	Types of marketing research: Consumer research, product research, sales research and advertising research. Various issues involved and ethics in marketing research. Rural marketing research, institutional management & research.	18
3	Problem formulation and statement of research, research process, research design – exploratory research, descriptive research and experimental research designs. Decision theory and decision tree.	18
4	Methods of data collection – observational and survey methods. Questionnaire, design attitude measurement techniques.	18
5	Administration of surveys, sample design, selecting and appropriate statistical technique. Tabulation and analysis of data, scaling techniques. Hypothesis, concept, need objectives of the hypotheses, types of Hypotheses and its uses, Report writing.	18

Note:

- Theoretical exposition should be accompanied by discussions, case-studies preferably with Indian context, presentations and industry based assignments.
- References from updated journals in UGC care list.

Part C- Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings :

- Rajendra Nargundkar Marketing Research: Text and cases TMH, New Delhi. (2019-4th Edition)
- Cooper DR and Schindler, Business Research Methods, Tata McGraw Hill, New Delhi Latest Edition.
- Kothari, C R, & Gaurav Garg Research methodology, New Age International Publishers, New Delhi. (2019)
- Naresh K. Malhotra and Satyabhusan das marketing research persons education (2019-7th Edition)
- Malhotra NC, Marketing Research, Pearson, New Delhi (2015)
- G.C. Berry, Marketing Research, TMH, New Delhi, (2020)

Suggested web links:

Suggested equivalent online courses:

Part D- Assessment and Evaluation (Theory)

Maximum Marks:	100 Marks
Continuous Comprehensive Evaluation (CCE):	30 Marks
University Exam (UE):	70 Marks
Time:	03 Hours

Internal Assessment: Continuous Comprehensive Evaluation (CCE) :	Class Test Assignment/Presentation	30 Marks
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External Assessment: University Exam	Section (A): Objective Type Section (B): Short Question Section (C): Long Question	Total 70 Marks
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Any remarks / suggestions: Theoretical exposition should be accompanied by Discussions, Case-studies preferably with Indian Context, Presentations and Industry Based Assignments.

Part A Introduction

Program : Diploma	Class : BBA	Year : II	Session : 2022-2023
Subject : FINANCIAL MANAGEMENT			
1	Course Code	M2-BBAC1T	
2	Course Title	BBA	

3	Course Type (Core Course/Elective/Generic Elective/Vocational)	Group – III Paper I- Major
4	Pre-Requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	<ul style="list-style-type: none"> • Students will have the awareness about the various types of support rendered by the institutions to the entrepreneurs. • The students will be able to do the financial analysis and interpretation of any business concern independently. • The students will be able to evaluate comparative working capital management policies and their impact on the firm's profitability, liquidity, risk and operating flexibility. They will be also able to design the combination of debt and equity used to finance a firm. • The students will learn to make decisions regarding the purchase of long-term assets or the start of a business project. • The students will be able to differentiate between the different models of dividend payout policy and their calculations.
6	Credit Value	(Credit) 6
7	Total Marks	Max. Marks : 30+70 / Min. Passing Marks : 33

Part B – Content of the Course

Total No. of Lectures – Tutorials – Practical (in hours per week) : 3 Hours
L-T-P: 90

Unit	Topics	No. of Lectures
1	Finance function and its objectives, tools for financial analysis, capitalization, over capitalization, over capitalization analysis, under capitalization. Concept of risk and return.	18
2	Ratio analysis: Meaning, Interpretations of ratios, classification of ratio, funds flow and cash flow analysis.	18
3	Working capital management: classification of working capital. Factors determining the adequate working capital. Requirement management of working capital, source of capital, cost of capital, financial and operating leverage.	18
4	Capital structure: optimum capital structure, theories of capital structure, factors influencing capital structure. Capital structure decision of the firm, shareholder value creation, dividend payment and valuation of firms, dividend policy of the firm, determinants of dividend policy & types of dividend policy. Hire purchase and venture capital.	18
	Capital budgeting, methods of investments evaluation: payback period,	

5	accounting rate of return, discounted cash flow method and internal rate of return. Introduction to return on investment: CAPM, APT models & Derivatives.	18
Note: <ul style="list-style-type: none"> • Theoretical exposition should be accompanied by discussions, case-studies preferably with Indian context, presentations and industry based assignments. • References from updated journals in UGC care list. 		

Part C- Learning Resources		
Text Books, Reference Books, Other resources		
Suggested Readings :		
<ul style="list-style-type: none"> • R.P. Rustagi, Fundamentals of Financial Management, Taxmann Company, New Delhi (2021) • I.M. Pandey, Financial Management, Pearsons education, New Delhi (2021) • P. Chandra, Financial Management, Theory and Practice, Tata McGraw Hill, New Delhi (2019) • M.Y. Khan & P.K. Jain Financial Management: Text, Problems and Cases McGraw Hill New Delhi (2018-8th Edition) • C. Paramasivam (Author), T. Subramanian (Author): Financial Management and plicy, New Age International Publishers, New Delhi (2018) 		
Suggested web links:		
Suggested equivalent online courses:		
Part D- Assessment and Evaluation (Theory)		
Maximum Marks:		100 Marks
Continuous Comprehensive Evaluation (CCE):		30 Marks
University Exam (UE):		70 Marks
Time:		03 Hours
Internal Assessment: Continuous Comprehensive Evaluation (CCE) :	Class Test Assignment/Presentation	30 Marks
External Assessment: University Exam	Section (A): Objective Type Section (B): Short Question Section (C): Long Question	Total 70 Marks

Part A Introduction			
Program : Diploma	Class : BBA	Year : II	Session : 2022-2023
Subject : FINANCIAL MARKETS AND FINANCIAL SERVICES			
1	Course Code	M2-BBAC2T	
2	Course Title	BBA	
3	Course Type (Core Course/Elective/Generic	Group - III Paper II- Major	

	Elective/Vocational)	
4	Pre-Requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	<ul style="list-style-type: none"> To provide the student a basic knowledge of financial markets and institutions and to familiarize them with major financial services in India. They will be able to know various money market and capital market instruments. The will be able to understand the functions and organization of capital market and money market in India. They will be able to know about various financial services provided in the financial market. They will understand various financial institutions and their role in financing of business.
6	Credit Value	(Credit) 6
7	Total Marks	Max. Marks : 30+70 / Min. Passing Marks : 33
Part B – Content of the Course		
Total No. of Lectures – Tutorials – Practical (in hours per week) : 3 Hours		
L-T-P: 90		
Unit	Topics	No. of Lectures
1	Financial system and its components: financial markets and institutions: financial intermediation: Flow funds matrix: Financial system and economic development: An overview of Indian financial system.	18
2	Financial markets: Money Market: Functions, organization and instruments. Role of central bank in money market: Indian money market – An overview. Capital Market – Functions, organization and instruments. Indian debt market: Indian equity market – primary and secondary markets: Role of stock exchanges in India.	18
3	Financial institutions: Commercial banking – Introduction, its role in project finance and working capital finance: Development financial institutions (DFIs) – An overview and role in Indian economy: Life and non-life insurance companies in India: Mutual funds- Introduction and their role in capital market development. Non-banking financial companies (NBFCs).	18
4	Financial services: Overview of financial services industry: Merchant banking – Pre and Post issue management, Underwriting. Regulatory framework relating to merchant banking in India.	18
5	Leasing and hire-purchase, Consumer, and housing finance: Venture capital finance: Factoring services, bank guarantees and letter of credit: Credit rating: Financial counseling.	18
Note:		
<ul style="list-style-type: none"> Theoretical exposition should be accompanied by discussions, case-studies preferably with Indian 		

<p>context, presentations and industry based assignments.</p> <ul style="list-style-type: none"> References from updated journals in UGC care list.
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Part C- Learning Resources
Text Books, Reference Books, Other resources

<p>Suggested Readings :</p> <ul style="list-style-type: none"> L. M. Bhole, and jitendra mahakud, Financial Institution and markets, McGraw- Hill (2017) Phathak, Indian Financial system, Pearsons education. (2014) Khan M.Y. Indian Financial System: McGraw Hill Education. (2019-11th Edition) Sidhharth S.S. Indian Financial System: Financial Market, Institutions and services McGraw Hill Education (2020). Pathak Bharti Indian Financial System, Pearsons Education (2018) Annual Reports of Major Financial Institutions in India. <p>Suggested web links:</p>
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Suggested equivalent online courses:

Part D- Assessment and Evaluation (Theory)

Maximum Marks:	100 Marks
Continuous Comprehensive Evaluation (CCE):	30 Marks
University Exam (UE):	70 Marks
Time:	03 Hours
Internal Assessment: Continuous Comprehensive Evaluation (CCE) :	Class Test Assignment/Presentation 30 Marks
External Assessment: University Exam	<p>Section (A): Objective Type</p> <p>Section (B): Short Question</p> <p>Section (C): Long Question</p> <p style="text-align: right;">Total 70 Marks</p>