Detailed Program

Bachelor of Business Administration (BBA)

(BBA-General)

Semester- III

(2026-2030)

DOC202606030026

RNB GLOBAL UNIVERSITY

Educating stars for tomorrow

RNB GLOBAL UNIVERSITY

RNB Global City, Ganganagar Road,
Bikaner, Rajasthan 334601

OVERVIEW

RNB Global University follows Semester System along with Choice Based Credit System as per latest guidelines of University Grants Commission (UGC). Accordingly, each academic year is divided into two semesters, **Odd (July-December) and Even (January-June).** Also, the university follows a system of continuous evaluation along with regular updating in course curricula and teaching pedagogy.

The curriculum for BBA program for (July – December) Odd Semester, 2027 along with examination pattern is as follows:

Course Scheme

Semester – III

S. No.	Course Code	Category	Course Name	L	T	P	Credits
1	BCHC21202	DSC-8	Fundamentals of Financial Management	3	1	0	4
2.	BBAC22201	DSC-9	Business Law	3	1	0	4
3.	BBAC22202	DSC-10	Human Resources Management	3	1	0	4
4.		GE -3	E-Commerce (One from the pool of GE -Group A)	3	1	0	4
5.	AECH55003	AEC-3	Hindi-II	2	0	0	2
6.	SEC077003	SEC 3	Ability & Skill Enhancement – III	2	0	0	2
7.	VAC088004	VAC-3	Basics of Goods and Services Tax (One from the pool of VAC- Group A)	2	0	0	2
8.	WHNN99000		Workshops/Seminars/Human Values/ Social Service/NCC/NSS	-	-	-	1
			Total	**18**	**4**	**-**	**23**

EVALUATION SCHEME

The evaluation of the BBA program would be based on Internal and External Assessments. Internal Assessment would consist of 50% of the marks (50 marks) and external assessment (in form of End Term Exam) would consist of remaining 50% marks (50 marks). Detailed scheme of Internal and External Assessments as follows:

Internal Assessment

The distribution of Internal Assessment Marks is as follows:

Type	Details	Marks
Mid Term	One Mid-term Sessional	25
Quiz	Quiz based on MCQs	5
Marks obtained in various Tests, Assignments, Presentations, Quiz, Tutorials, etc.	Average of marks obtained	15
Academic Performance including Attendance	Eligibility >75% Attendance	5
TOTAL		**50**

External Assessment

Type	Marks
Theory	50

EVALUATION SCHEME- WORKSHOPS & SEMINARS AND HUMAN VALUES & SOCIAL SERVICE/NCC/NSS

1. The evaluation of Workshops & Seminar and Human Values & Social Service/NCC/NSS will be completed from Semester I – Semester VI. It will be evaluated internally by the various Forums & Schools Concerned. The credit for this will be given at the end of each Semester.

2. The students must join club/clubs/Forums with the active participation in different activities of club. The students would be continuously assessed from Semester-I to Semester-IV and credits and marks would be given after the end of each Semester

1. Vision

To educate and inspire capable and competent leaders with a futuristic business acumen & entrepreneurial spirit.

2. Mission

To equip the students of school of commerce & management with the ability to explore, examine, think critically, and develop professional skills to become responsible global leaders who can contribute meaningfully to the industry and society through excellence in learning and practice-oriented research.

3. Program Educational Objectives (PEO's)

PEO1: To develop students to handle business issues as professional and solve the problems.

PEO2: To develop students to lead a team as well as work as member of team.

PEO3: To bridge the gap between theoretical and practical knowledge of the students by adopting innovative teaching pedagogy.

4. Programme Outcomes (PO's)

After the completion of this program students will be able to:

PO1 Exhibit memory of previously learned management knowledge by correlating facts and terminologies.

PO2. Understand the impact of societal and environmental factors on business and corporate world and explain its relationship with sustainable development.

PO3. Demonstrate knowledge and understanding of the management principles to explore different functional aspects of business world.

PO4. Develop technical competence in domestic and global business through the study of major disciplines within the fields of business.

PO5. **Apply** the knowledge of business concepts and functions in an integrated manner to solve business problems.

PO6. Make use of ethical principles and commit to professional ethics and responsibilities and norms of the Management practice.

PO7. Organize a complex issue into a coherent written statement and plan its effective presentation.

PO8. Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO9.Analyze, and devise solutions for structured and unstructured business, problems of law and issues using structured, cohesive, and logical reasoning.

PO10. Create and manage innovations, new business development, and high-growth potential entities. They will be able to create an additional avenue of self-employment and to benefit industry by providing them with suitable trained person.

PO11. Examine and break information into parts to manage projects in multidisciplinary environments.

PO12. Build the ability to engage in independent and life-long learning in the broadest context of technological change.

5. Program Specific Outcome (PSO's)

PSO1: Demonstrate understanding of arrange of disciplines of Management, business, accounting, economics, finance, and marketing.

PSO2: Develop the proficiency to adopt critical thinking by analysis & interpretation of the situations, cases & construct feasible solutions to solve problems and use decision making skills in business decisions.

PSO3: Apply the knowledge of academics in Industry and get trained to exhibit the relevance of conceptual knowledge gained in academics in real professional world through Internship and projects.

PSO4: **Adapt** business practices based on the opportunities and challenges of a growing business environment.

6. Course outcomes: Semester – III	
Course Code & Course Name	**After completion of these courses' students should be able to**
BCHC21202 - Fundamentals of Financial Management	**CO1:** List the various decisions under financial management and determine the financial plan and capital structure of the business. **CO2:** Explain the concept of investment in short and long terms assets including the cost of capital. **CO3:** Apply the theories of capital structure to arrange or rearrange a given set of capital structure to maximize the EPS of a firm. **CO4:** Analyze the situations relating to dividend policy having the impact on the value of the share. **CO5:** Select the methods and techniques for analyzing the data for business decision making.
BBAC22201 - Business Law	**CO1:** Define and understand about the legal implications of entering a contract and what are the special provision regarding negotiable instruments. **CO2:** Apply basic knowledge of the important business legislation along with relevant case laws. **CO3:** Appraise the concept of business law, its application and significance. **CO4:** Develop knowledge regarding rights and liabilities of a person while undertaking any contract under Indian Contract Act. Rights of customers and seller under Sale of Goods Act. Different provisions relating to Negotiable instruments Act and Partnership Act. **CO5:** Evaluate the learning of the students about the different laws taught to them.
BBAC22202 – Human Resource Management	**CO1:** Define the human resource principles, theories, role behaviors and skill sets & methods of Performance Appraisal. **CO2:** Understand the various aspects of Human Resource management and make them acquainted with practical aspect of the subject. **CO3:** Understand the training related needs and apply to methods accordingly. **CO4:** Analyze the different components of Remuneration & different types of employee benefits and services. **CO5:** Evaluate the understanding of the concept of Managing Human Resources and work.
GEC066002- E-Commerce- (From the Pool of GE Group A)	**CO1:** Define basic business models on the web with examples of their implementation. **CO2:** Classify basic marketing techniques and strategies on the internet, including analysis of their effectiveness. **CO3:** Make use of basic personalization mechanisms for websites and their roles in gathering marketing information. **CO4:** Identify basic techniques of positioning on the internet in creating the marketing image of the organisation as well as the product brand & to know how technology helps bridging gaps in business.

AECH55003- Hindi-II	**CO1:** भाषा का बोध और स्वरूप का ज्ञान **CO2:** शब्द रचना और शब्द प्रकारों की समझ **CO3:** शब्द ज्ञान और उनका उपयोग **CO4:** व्याकरणिक शुद्धि और वाक्य रचना में कुशलता **CO5:** लेखन कौशल का विकास
SEC077003 – Ability & Skill Enhancement-III	**CO1:** Classify the different types of reviews i.e. book review, movie review etc. **CO2:** Express his/ her feeling at pressure situation or emotional situation **CO3:** Explain his/her thoughts in group discussion and build leadership quality **CO4:** Enhance creativity in making documentary etc. **CO5:** Manage negative emotions keeping balance of mental stability, stress, and distress.
VAC088004- Basics of Goods & Service Tax *(VAC)	**CO1:** Understand the fundamentals of GST **CO2**: Explain a working knowledge of principles and provisions of GST **CO3**: Understand the concept of VAT. **CO4**: Understand how to levy and collect GST **CO5:** Understand the eligibility and ineligibility of Input tax credit

7. Mapping: Semester – III

BCHC21202	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	2	-	3	3	3	2	2	3	1	2	3	3
CO2	-	2	-	-	2	1	-	-	2	2	-	2
CO3	2	-	1	3	3	2	-	3	2	-	3	3
CO4	2	1	2	2	1	-	-	-	-	3	2	2
CO5	3	2	3	2	3	-	-	2	-	2	2	3

BBAC22201	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	2	2	3	-	2	-	2	2	-	2	3	3
CO2	-	2	3	3	2	-	-	-	2	3	-	2
CO3	2	-	-	3	3	2	-	3	2	-	3	3
CO4	3	2	2	3	1	-	2	-	-	2	2	2
CO5	3	-	3	3	3	3	2	-	-	3	2	3

BBAC22202	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	3	3	3	2	1	2	1	2	2	2	2	2
CO2	1	3	2	3	2	2	2	2	3	3	2	2
CO3	2	2	3	3	3	3	2	2	2	2	3	2
CO4	2	1	2	3	3	3	3	3	2	3	3	3
CO5	2		2		2		3		2		3	

GEC066002	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	3	2	3	-	-	2	3	3	3	3	-	-
CO2	3	-	-	2	2	3	2	2	3		2	3
CO3	-	2	-	-	3	-	2	2	2	3	2	-
CO4	2	2	-	-	3	2	3	2	3		-	3
CO5	3	3	-	3	3	3	-	3	3	3	3	-

AECH55003	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1		2	3	3	2		3	3	3	2	3	3
CO2	2	2	2	2	2			3	2	3		3
CO3		3	3	2		3	3		3	2		3
CO4	3	2		2	2		3	3	2	2	2	2
CO5	2	3	2	3	2	3	2	3	2		2	3

SEC077003	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1	2	2	3	3	2	3	-	2	2	3	3	2
CO2	2	2	3	3	2	2	-	2	2	3	2	2
CO3	2	2	-	-	3	2	-	3	2	3	2	2
CO4	2	2	2	2	2	2	-	2	2	3	1	2
CO5	3	3	2	2	2	2	3	3	2	2	3	2

VAC088004	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
CO1		2	3	3	2		3	3	3	2	3	3
CO2	2	2	2	2	2			3	2	3		3
CO3		3	3	2		3	3		3	2		3
CO4	3	2		2	2		3	3	2	2	2	2
CO5	2	3	2	3	2	3	2	3	2		2	3

8. Curriculum

Course Name: Fundamentals of Financial Management
Course Code: BCHC21202

Objectives

- The course is planned in such a way to provide students an insight of decision-making process with help of tools and techniques described in Financial Management.
- To familiarize the students with the principles and practices of financial management.

Course Outline

Unit-I: Introduction
Nature, scope and objective of Financial Management, Time value of money, Risk, and return (including Capital Asset Pricing Model), Valuation of securities – Bonds and Equities.

Unit-II: Investment Decisions
The Capital Budgeting Process, Cash flow Estimation, Payback Period Method, Accounting Rate of Return, Net Present Value (NPV), Net Terminal Value, Internal Rate of Return (IRR), Profitability Index, Capital budgeting under Risk – Certainty Equivalent Approach and Risk-Adjusted Discount Rate.

Unit-III: Financing Decisions
Cost of Capital and Financing Decision: Sources of long-term financing Estimation of components of cost of capital. Methods for Calculating cost of equity capital, Cost of Retained Earnings, Cost of Debt and Cost of Preference Capital, Weighted Average cost
of capital (WACC) and Marginal cost of capital. Capital structure –Theories of Capital Structure (Net Income, Net Operating Income, MM Hypothesis, Traditional Approach). Operating and financial leverage; Determinants of capital structure.

Unit-IV: Dividend Decisions
Theories for Relevance and irrelevance of dividend decision for corporate valuation; Cash and stock dividends; Dividend policies in practice

Unit-V: Working Capital Decisions
Concepts of working capital, the risk-return trade off, sources of short-term finance, working capital estimation, cash management, receivables management, inventory management and payables management.

Suggested Readings

1. James C. Van Horne and Sanjay Dhamija, *Financial Management and Policy*, Pearson Education.
2. Levy H. and M. Sarnat*. Principles of Financial Management*. Pearson Education.
3. Brigham and Houston, *Fundamentals of Financial Management,* Cengage Learning.
4. Khan and Jain. *Basic Financial Management*, McGraw Hill Education.
5. Prasanna Chandra, *Fundamentals of Financial Management*. McGraw Hill Education
6. Singh, J.K. *Financial Management- text and Problems*. Dhanpat Rai and Company, Delhi.
7. Rustagi, R.P. *Fundamentals of Financial Management*. Taxmann Publication Pvt. Ltd.

8. Singh, Surender and Kaur, Rajeev. *Fundamentals of Financial Management*. Mayur Paperback, New Delhi.
9. Pandey, I.M. *Financial Management*. Vikas Publications.
Bhabatosh Banerjee, *Fundamentals of Financial Management,* PHI Learning.

Course Name: Business Law
Course Code: BBAC22201

Objectives

- The main objective is to give knowledge regarding rights and liabilities of a person while doing any contract under Indian contract Act, rights of customer and seller under sales of goods Act, different provision regarding negotiable instrument Act and Partnership Act with new concept of limited liability partnership.
- To acquaint the student with a basic and elementary knowledge of the subject.

Course Outline

Unit I: The Indian Contract Act, 1872: General Principles of Contract

a) Contract – meaning, characteristics and kinds
b) Essentials of a valid contract - Offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
c) Void agreements
d) Discharge of a contract – modes of discharge, breach and remedies against breach of contract.
e) Contingent contracts
f) Quasi - contracts

Unit II: The Indian Contract Act, 1872: Specific Contracts

a) Contract of Indemnity and Guarantee
b) Contract of Bailment
c) Contract of Agency

Unit III: The Sale of Goods Act, 1930

a) Contract of sale, meaning and difference between sale and agreement to sell.
b) Conditions and warranties
c) Transfer of ownership in goods including sale by a non-owner
d) Performance of contract of sale
e) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

Unit IV: Partnership Laws

A) **The Partnership Act, 1932**

a) Nature and Characteristics of Partnership
b) Registration of a Partnership Firms
c) Types of Partners
d) Rights and Duties of Partners
e) Implied Authority of a Partner

f) Incoming and outgoing Partners
g) Mode of Dissolution of Partnership

B) **The Limited Liability Partnership Act, 2008**

a) Salient Features of LLP
b) Differences between LLP and Partnership, LLP and Company
c) LLP Agreement
d) Partners and Designated Partners
e) Incorporation Document
f) Incorporation by Registration
g) Partners and their Relationship

Unit V: The Negotiable Instruments Act 1881

a) Meaning, Characteristics, and Types of Negotiable Instruments : Promissory Note, Bill of Exchange, Cheque
b) Holder and Holder in Due Course, Privileges of Holder in Due Course.
c) Negotiation: Types of Endorsements
d) Crossing of Cheque
e) Bouncing of Cheque

Suggested Readings:

1. M.C. Kuchhal, and VivekKuchhal, Business Law, Vikas Publishing House, New Delhi.
2. Avtar Singh, Business Law, Eastern Book Company, Lucknow.
3. Ravinder Kumar, Legal Aspects of Business, Cengage Learning
4. SN Maheshwari and SK Maheshwari, Business Law, National Publishing House, New Delhi.
5. Aggarwal S K, Business Law, Galgotia Publishers Company, New Delhi.
6. Bhushan Kumar Goyal and Jain Kinneri, Business Laws, International Book House.
7. Sushma Arora, Business Laws, Taxmann Publications.
8. Akhileshwar Pathak, Legal Aspects of Business, McGraw Hill Education, 6th ed.
9. P C Tulsian and Bharat Tulsian, Business Law, McGraw Hill Education.
10. Sharma, J.P. and Sunaina Kanojia, Business Laws, Ane Books Pvt. Ltd., New Delhi.

Course Name: Human Resource Management
Course Code: BBAC22202

Objectives

- This course is to familiarize and train our students to become not just good managers but in creating strong theoretical frame of minds of students by participative teaching and learning of human resource management principles, theories, role behaviour and skill sets.
- Understand the concept of Managing Human Resources and work.
- Identify effective Human Resources practice.
- The objective of the course is to familiarize students with the different aspects of managing Human Resources in the organization through the phases of acquisition, development and retention.

Course Outline

Unit I: Introduction
Concept, nature, scope, objectives, and importance of HRM; Evolution of HRM; Challenges of HRM; Personnel Management vs HRM, Strategies for the New Millennium: Role of HRM in strategic management, human capital; emotional quotient; mentoring; ESOP; flexi-time; quality circles; Kaizen TQM and Six Sigma.

Unit II: Acquisition of Human Resources
HR Planning; Job analysis – job description and job specification; recruitment – sources and process; selection process – tests and interviews; placement and induction. Job changes – transfers, promotions/demotions, separations.

Unit III: Training and Development
Concept and importance of training; types of training; Methods of training; design of training programme; evaluation of training effectiveness; executive development – process and techniques; career planning and development

Unit IV: Compensation and Maintenance
Compensation: job evaluation – concept, process and significance; components of employee remuneration – base and supplementary; Performance and Potential appraisal – concept and objectives; traditional and modern methods, limitations of performance appraisal methods, 360 degree appraisal technique; Maintenance: overview of employee welfare, health and safety, social security.

Suggested Readings:

1. Chhabra, T. N; *Human Resource Management*; DhanpatRai and Co. Pvt. Ltd NewDelhi 2003
2. Dr. Gupta, C. B.; *Human Resource Management*, Sultan Chand and Sons, NewDelhi, 2003
3. Flippo,EdwinB., Personnel Management,Tata McGraw Hill.
4. Rao,V S P,*Human Resource Management,Text and Cases*,Excel Books,2004.
5. Aswathappa, K.; *Human Resource and Personnel Management (Text and Cases*),
6. Tata McGraw Hill Publishing Company, New Delhi, 2003
7. Dessler,Gary*; Human Resource Management*;Prentice Hall.
8. D'Cenzo,David A & Stephen P.Robbin, *Personnel Human Resource Management*, Prentice Hall of India.
9. Beardwell, Ian & Len Holden, *Human Resource Management, Macmillan, Delhi*

Course Name: E-Commerce (From the Pool of GE- Group A)
Course Code: GEC066002

Objectives

- This course introduces the concepts, vocabulary, and procedures associated with E-Commerce and the Internet. The student gains an overview of all aspects of E-Commerce. Topics include development of the Internet and E-Commerce, options available for doing business on the Internet, features of Web sites and the tools used to build an E-Commerce web site, marketing issues, payment options, security issues, and customer service.
- To enable the student to become familiar with the mechanism for conducting business transactions through electronic means.

Course Outline

Unit-I: Introduction
Meaning, concepts, nature, advantages, disadvantages, and reasons for transacting online, types of E-Commerce, E-Commerce business models (introduction, key elements of business model and categorizing major E-commerce business models), forces behind e-commerce.

Technology used in E-commerce: The dynamics of world wide web and internet (meaning, evolution, and features); Designing, building, and launching e-commerce website (A systematic approach involving decisions regarding selection of hardware, software, outsourcing vs. in-house development of a website)

Unit-II: Security and Encryption
Need and concepts, the e-commerce security environment: (dimension, definition, and scope of e-security), security threats in the E-commerce environment (security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism etc.), technology solutions (Encryption, security channels of communication, protecting networks and protecting servers and clients).

Unit-III: IT Act 2000 and Cyber Crimes
IT Act 2000: Definitions, Digital signature, electronic governance, Attribution, acknowledgement and dispatch of electronic records, Regulation of certifying authorities, Digital signatures certificates, Duties of subscribers, Penalties and adjudication, Appellate Tribunal, Offences and Cyber-crimes

Unit-IV: E-payment System
Models and methods of e–payments (Debit Card, Credit Card, Smart Cards, e-money), digital signatures (procedure, working and legal position), payment gateways, online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting), risks involved in e-payments.

Unit-V: On-line Business Transactions
Meaning, purpose, advantages, and disadvantage of transacting online, E-commerce application in various payment of utility bills, online application in various industries like {banking, insurance, marketing, e-tailing (popularity, benefits, problems, and features), online services (financial, travel and career), auctions, online portal, online learning,

publishing, and entertainment} Online shopping (Amazon, Snapdeal, Alibaba, Flipkart, etc.)

Unit-VI: Website designing
Introduction to HTML; tags and attributes: Text Formatting, Fonts, Hypertext Links, Tables, Images, Lists, Forms, Frames, Cascading Style Sheets.

Suggested Readings

1. Kenneth C. Laudon and Carlo Guercio Traver, *E-Commerce*, Pearson Education.
2. David Whiteley, *E-commerce: Strategy, Technology and Applications*, McGraw Hill Education.
3. Bharat Bhaskar, *Electronic Commerce: Framework, Technology and Application, 4th Ed.,* Mc Graw Hill Education.
4. PT Joseph, *E-Commerce: An Indian Perspective*, PHI Learning.
5. KK Bajaj and Debjani Nag, *E-commerce,* McGraw Hill Education.
6. TN Chhabra, *E-Commerce,* Dhanpat Rai& Co.
7. Sushila Madan, *E-Commerce,* Taxmann.
8. TN Chhabra, Hem Chand Jain, and Aruna Jain, *An Introduction to HTML*, Dhanpat Rai& Co

Course Name: HINDI-II
Course Code: AECH55003

Course Objectives

- भाषा- अर्थ, परिभाषा स्वरुप एवं विशेषताएं भाषा के विविध रूप हिंदी धवनियों का भाषा वैज्ञानिक परिचय एवं वर्गीकरण
- शब्द रचना-- संधि, समास, उपसर्ग ,प्रत्यय
- शब्द प्रकार:- (a) तत्सम, अर्धतत्सम, तदभव, देशज, विदेशी
- संज्ञा, सर्वनाम, विशेषण, क्रिया, अवयव
- शब्द ज्ञान:- पर्यायवाची, विलोम शब्द, युग्म शब्द, समश्रुत भिनार्थक शब्द, समानार्थी शब्दों का विवेक वाक्यांश के लिए सार्थक शब्द
- शब्द शुद्धि, वाक्य रचना, वाक्य शुद्धि, विराम चिन्ह, व्याकरणिक कोटियां- (लिंग, वचन ,पुरुष ,काल ,वृत्ति ,पक्ष) मुहावरे, लोकोक्तियां, संक्षेपन, पल्लवन, अनुच्छेद लेखन पारिभाषिक शब्दावली
- निबंध/पत्र लेखन (औपचारिक पत्र/ अनौपचारिक पत्र)

Unit I
भाषा:- अर्थ ,परिभाषा स्वरुप एवं विशेषताएं भाषा के विविध रूप हिंदी धवनियों का भाषा वैज्ञानिक परिचय एवं वर्गीकरण

Unit II
शब्द रचना:- संधि, समास, उपसर्ग ,प्रत्यय
शब्द प्रकार:- तत्सम, अर्धतत्सम, तदभव, देशज, विदेशी
संज्ञा, सर्वनाम, विशेषण, क्रिया, अवयव
शब्द ज्ञान:- पर्यायवाची, विलोम शब्द, युग्म शब्द, समश्रुत भिनार्थक शब्द, समानार्थी शब्दों का विवेक वाक्यांश के लिए सार्थक शब्द

Unit III
शब्द शुद्धि, वाक्य रचना, वाक्य शुद्धि, विराम चिन्ह, व्याकरणिक कोटियां- (लिंग, वचन ,पुरुष ,काल ,वृत्ति ,पक्ष) मुहावरे, लोकोक्तियां, संक्षेपन, पल्लवन, अनुच्छेद लेखन पारिभाषिक शब्दावली

Unit IV
निबंध/पत्र लेखन (औपचारिक पत्र/ अनौपचारिक पत्र)

Suggested Readings

1. **हिंदी भाषा का उद्भव और विकास**
लेखक: डॉ. हरदेव बाहरी
प्रकाशक: लोकभारती प्रकाशन
विवरण: इस पुस्तक में हिंदी भाषा के उद्भव, विकास और उसके स्वरूप का विस्तृत वर्णन किया गया है।

2. **व्याकरण दर्शन**
लेखक: डॉ. नगेंद्र
प्रकाशक: राधाकृष्ण प्रकाशन
विवरण: हिंदी व्याकरण, शब्द रचना, और वाक्य संरचना पर गहन अध्ययन प्रदान करती है।

3. **हिंदी शब्द निर्माण और शब्द प्रकार**
लेखक: डॉ. रामचंद्र तिवारी
प्रकाशक: वाणी प्रकाशन
विवरण: इस पुस्तक में संधि, समास, उपसर्ग, प्रत्यय, तथा शब्द प्रकारों का विश्लेषण किया गया है।

4. **हिंदी व्याकरण और रचना**
लेखक: डॉ. हरिकृष्ण त्रिपाठी
प्रकाशक: साहित्य भवन
विवरण: हिंदी व्याकरण, वाक्य रचना, शब्द शुद्धि, और विराम चिन्हों का विस्तृत अध्ययन।

5. **मुहावरे और लोकोक्तियाँ**
लेखक: डॉ. कन्हैया लाल शर्मा
प्रकाशक: भारतीय पुस्तक भंडार
विवरण: इस पुस्तक में हिंदी मुहावरों और लोकोक्तियों का व्याख्या सहित संग्रह है, जो लेखन और भाषा की समझ को समृद्ध करता है।

Course Name: Ability & Skill Enhancement III
Course Code: SEC077003

Objectives

- To sensitize students to the nuances of the four basic communication skills – Listening, Speaking, Reading, and Writing.
- To enable students to convert the conceptual understanding of communication into everyday practice. Besides making English Learning an interesting activity, the curriculum aims to develop and enhance creativity of the students.

Course Outline - Final Assessment – Preparing a documentary

Unit I: Book & Movie Reviews
What is Book Review, Purpose & Importance of Book Review, Types of Book Review, Elements & Steps of Writing Book Review, What is Movie Review, Purpose & Importance of Movie Review, Types of Movie Review, and Elements& Steps of Writing Movie Review.

Unit II: LSWR Skills
Reading Comprehension, Rewriting Mythology/Folklore, Debate, News Analysis, Role Plays.

Unit III: Emotional Intelligence& Handling Emotions
What is emotional intelligence, E.Q. Tests, performing under pressure, how to take right decisions under pressure keeping balance in difficult emotional situations. The science of emotional intelligence, characteristics of emotional intelligence, Emotions handling-identifying good and bad emotions, how to control emotions, how to manage negative emotions keeping balance of mental stability, stress and distress.

Unit IV: Group Discussion Skills
What is GD, Types of Group Discussions, Do's &Don'ts, Participation, Thinking, Structuring, Group Behaviour, Leadership Skills, Interpersonal Skills, Persuasive Skills, Conceptualization Skills.

Unit V: Documentary Making
What is documentary, aims & objectives, documentary for social cause, Documentary/Movie Screening & Reviews, preparing a documentary, Narration.

Course Name: BASICS OF GOODS & SERVICE TAX
(From the Pool of VAC)
Course Code: VAC088004

Course Outcomes: After the completion of this course the students will be able to-
CO1: Understand the fundamentals of GST
CO2: Understand knowledge of principles and provisions of GST
CO3: Understand the concept of VAT
CO4: Understand how to levy and collect GST
CO5: Understand the eligibility and ineligibility of Input tax credit

Course Outlines:

Unit I: Introduction
Concept of VAT: Meaning, Variants and Methods; Major Defects in the structure of Indirect Taxes prior to GST; Rationale for GST; Structure of GST (SGST, CGST, UTGST & IGST)

Unit II: Levy and collection of GST
Taxable event- "Supply" of Goods and Services; Place of Supply: Within the state, Interstate, Import and Export; Time of supply; Valuation for GST- Valuation rules, taxability of reimbursement of expenses.

Unit III: Input Tax Credit

Eligible and Ineligible Input Tax Credit; Apportionments of Credit and Blocked Credits; Tax Transfer of Input Credit (Input Service Distribution); Payment of Taxes; Refund; TDS.

Unit IV: Procedures
Tax Invoice, Credit and Debit Notes, Returns, Audit in GST, Assessment: Self-Assessment, Summary and Scrutiny.

Unit V: Special Provisions
Taxability of E-Commerce, Anti-Profiteering, Avoidance of dual control, E-way bills, zero-rated supply, Offences and Penalties, Appeals.

Suggested Readings

1. Gupta, S.S., GST- How to meet your obligations (April 2019), Taxman Publications
2. Gupta, S.S., Vastu and Sevakar, Taxman Publications, 2019.
3. Mehrotra, H.C. and Agarwal, V.P, Goods and Services Tax GST (4th Edition) Paperback – 2019,Sahitya Bhawan Publications.
4. Johar, S Jaspreet, Taxation (Goods and Services Tax) New & Old Syllabus-2019(Bharat Publication).
5. The Central Goods and Services Tax, 2017
6. The Integrated Goods and Services Tax, 2017

9. Lesson Plans

BCHC21202–Fundamentals of Financial Management

Unit	Particulars	Class No.	Pedagogy of Class
	Introduction to Subject, CO's & PO's	C-1	Lecture
Unit-I	Nature, scope of Financial Management	C-2	Lecture
Unit-I	Objective of Financial Management	C-3	Lecture
Unit-I	Time value of money	C-4,5	Lecture
Unit-I	Risk and return (including Capital Asset Pricing Model),	C-6,7	Lecture
Unit-I	Clarification Class-I	C-8	Clarification Class-I
Unit-I	Functions of Finance	C-9,10	Lecture
Unit-I	Valuation of securities – Bonds and Equities.	C-11,12	Lecture
Unit-I	Presentation-I	C-13	Presentation-I
Unit-I	Class Room Assignment-I	C-14	Class Room Assignment-I
Unit-II	Introduction to Investment Decisions	C-15	Lecture
Unit-II	The Capital Budgeting Process, Cash flow Estimation	C-16	Lecture
Unit-II	Class Room Assignment-II	C-17	Class Room Assignment
Unit-II	Payback Period Method, Numerical-Payback Period Method	C-18	Lecture
Unit-II	Presentation-II	C-19	Presentation
Unit-II	Accounting Rate of Return	C-20	Lecture
Unit-II	Net Present Value (NPV)	C-21	Lecture
Unit-II	Internal Rate of Return (IRR), Profitability Index	C-22, 23	Lecture
Unit-II	Capital budgeting under Risk – Certainty Equivalent Approach and Risk-Adjusted Discount Rate	C-24,25	Lecture
Unit-II	Quiz-I	C-26	Quiz
Unit-II	Clarification Class-II	C-27	Clarification Class
Unit-II	Class Room Assignment-II	C-28	Class Room Assignment
Unit-III	Introduction to Financing Decisions	C-29	Lecture
Unit-III	Cost of Capital and Financing Decision	C-30	Lecture
Unit-III	Clarification Class-III	C-31	Clarification Class
Unit-III	Sources of long-term financing Estimation of components of cost of capital.	C-32	Lecture
Unit-III	Methods for Calculating cost of equity capital	C-33,34	Lecture
Unit-III	Cost of Retained Earnings	C-35,36	Lecture
Unit-III	Cost of Debt, Cost of Preference Capital	C-37,38	Lecture
Unit-III	Weighted Average cost of capital (WACC) and Marginal cost of capital	C-39,40	Lecture
Unit-III	Capital structure –Theories of Capital Structure (Net Income, Net Operating Income	C-41	Lecture
Unit-III	MM Hypothesis, Traditional Approach, Operating and financial leverage	C-42	Lecture
Unit-III	Determinants of capital structure	C-43	Lecture
Unit-III	Clarification Class	C-44	Clarification Class
Unit-IV	Introduction to Dividend Decisions	C-45, 46	Lecture
Unit-IV	Theories for Relevance and irrelevance of dividend decision for corporate valuation	C-47	Lecture

Unit-IV	Cash and stock dividends	C-48	Lecture
Unit-IV	MM hypothesis, Types of Dividends in detail	C-49	Lecture
Unit-IV	Policies of Dividend and its application, Dividend Decision, and firms' valuation.	C-50	Lecture
Unit-IV	comparison between all theories, Dividend policies in practice	C-51	Lecture
Unit-IV	Clarification Class-IV	C-52	Clarification Class
Unit-IV	Class Room Assignment-III	C-53	Class Room Assignment
Unit-V	Introduction to Working Capital Decisions	C-54	Lecture
Unit-V	Concepts of working capital, the risk-return trade off, sources of short-term finance	C-55	Lecture
Unit-V	Working capital estimation, cash management, receivables management	C-56	Lecture
Unit-V	Inventory management and payables management.	C-57	Lecture
Unit-V	Techniques of Inventory Management	C-58	Lecture
Unit-V	Cash Management Cycle, Working Management Cycle, Liquidity Management	C-59	Lecture
Unit-V	Clarification Class-V	C-60	Clarification Class-

BBAC11201 –Business Law

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Overview - The Indian Contract Act, 1872	C-1	Lecture
Unit-I	Contract – Meaning and Characteristics	C-2	Lecture
Unit-I	Kinds of Contract	C-3	Lecture
Unit-I	Essentials of a Valid contract	C-4	Lecture
Unit-I	Offer	C-5	Lecture
Unit-I	Acceptance	C-6	Lecture
Unit-I	Consideration	C-7	Lecture
Unit-I	Contractual Capacity	C-8	Lecture
Unit-I	Free Consent	C-9	Lecture
Unit-I	Legality of Object	C-10	Lecture
Unit-I	Void Agreements	C-11	Lecture
Unit-I	Discharge of a Contract- modes of discharge, breach, and remedies against breach of contract	C-12	Lecture
Unit-I	Contingent and Quasi Contracts	C-13	Lecture
Unit-I	Clarification Class I	C-14	Clarification Class
Unit-II	Indemnity and Guarantee Contract	C-15	Lecture
Unit-II	Case Study Discussion	C-16	Lecture
Unit-II	Bailment Contact	C-17	Lecture
Unit-II	Agency Contract	C-18	Lecture
Unit-II	Classroom Assignment I	C-19	Classroom Assignment
Unit-II	Case Study Discussion	C-20	Lecture
Unit-II	Take Home Assignment I	C-21	Take Home Assignment
Unit-II	Quiz I	C-22	Quiz
Unit-II	Clarification Class II	C-23	Clarification Class
Unit-III	Overview - Sales of Goods Act, 1930-Contract of Sale	C-24	Lecture
Unit-III	Difference between Contract of sale and agreement to sell	C-25	Lecture
Unit-III	Conditions and Warranties	C-26	Lecture
Unit-III	Transfer of ownership in goods including sale by a non-owner	C-27	Lecture
Unit-III	Performance of contract of sale	C-28,29	Lecture
Unit-III	Unpaid Seller-meaning, rights of an unpaid seller against the goods and the buyer	C-30,31	Lecture
Unit-III	Take Home Assignment II	C-32	Take Home Assignment
Unit-III	Quiz II	C-33	Quiz
Unit-III	Presentation I	C-34	Presentation
Unit-III	Case let Discussion	C-35	Lecture
Unit-III	Classroom Assignment II	C-36	Classroom Assignment
Unit-III	Revision	C-37	Lecture
Unit-III	Clarification Class III	C-38	Clarification Class
Unit-IV	Partnership Act, 1932	C-39	Lecture
Unit-IV	Nature and characteristics of Partnership	C-40	Lecture
Unit-IV	Registration of a Partnership Firm, Types of Partners	C-41	Lecture

Unit-IV	Presentation II	C-42	Presentation
Unit-IV	Rights and Duties of Partners	C-43	Lecture
Unit-IV	Implied Authority of a Partner, Incoming and outgoing Partners	C-44	Lecture
Unit-IV	Modes of Dissolution of Partnership	C-45	Lecture
Unit-IV	Limited Liability Partnership Act, Salient features of LLP, Difference between LLP, Partnership and Company	C-46	Lecture
Unit-IV	LLP Agreement	C-47	Lecture
Unit-IV	Partners and Designated Partners, Partners, and their relationship	C-48	Lecture
Unit-IV	Incorporation Document, Incorporation by Registration	C-49	Lecture
Unit-IV	Classroom Assignment III	C-50	Classroom Assignment
Unit-IV	Clarification Class IV	C-51	Clarification Class
Unit-V	Negotiable Instruments Act 1881-Meaning and Characteristics	C-52	Lecture
Unit-V	Take Home Assignment III		Take Home Assignment
Unit-V	Types of Negotiable Instruments	C-53,54	Lecture
Unit-V	Promissory Note, Advantages and Disadvantages of Promissory Note	C-55	Lecture
Unit-V	Bill of Exchange, Features of Bill of Exchange, Cheque, Types of Cheques	C-56	Lecture
Unit-V	Holder and Holder in Due Course, Privileges of Holder in Due Course	C-57	Lecture
Unit-V	Negotiation: Types of Endorsements	C-58	Lecture
Unit-V	Crossing of cheque, Bouncing of cheque	C-59	Lecture
Unit-V	Clarification Class IV	C-60	Clarification Class

BBAC11202 –Human Resource Management

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Concept, nature, scope, objectives, and importance of HRM	C-1	Lecture
Unit-I	Evolution of HRM	C-2,3	Lecture
Unit-I	Challenges of HRM	C-4	Lecture
Unit-I	Personnel Management vs HRM	C-5	Lecture
Unit-I	Strategies for the New Millennium	C-6	Lecture
Unit-I	Role of HRM in strategic management	C-7	Lecture
Unit-I	Human capital; emotional quotient	C-8	Lecture
Unit-I	Mentoring; ESOP	C-9	Lecture
Unit-I	Flexi-time; quality circles, Six Sigma	C-10	Lecture
Unit-I	Classroom Assignment I	C-11	Classroom Assignment
Unit-I	Kaizen & TQM	C-12	Lecture
Unit-I	Clarification Class I	C-13	Clarification Class
Unit-I	Take Home Assignment I		Take Home Assignment
Unit-II	HR Planning	C-14	Lecture
Unit-II	Job analysis – job description	C-15	Lecture
Unit-II	Presentation I	C-16	Presentation
Unit-II	Job specification	C-17	Lecture
Unit-II	Recruitment – sources and process	C-18	Lecture
Unit-II	Selection process – tests	C-19	Lecture
Unit-II	Mock Interviews	C-20	Activity
Unit-II	Placement and induction	C-21	Lecture
Unit-II	Job changes – transfers, promotions / demotions/ Separations	C-22	Lecture
Unit-II	Classroom Assignment-II	C-23	Classroom Assignment
Unit-II	Clarification Class II	C-24	Clarification Class
Unit-II	Take Home Assignment II		Take Home Assignment
Unit-III	Concept and importance of training	C-25,26	Lecture
Unit-III	Types of training	C-27,28	Activity
Unit-III	Methods of training	C-29	Lecture
Unit-III	Presentation II	C-30	Presentation II
Unit-III	Design of training Programme	C-31,32	Lecture
Unit-III	Evaluation of training effectiveness	C-33,34	Lecture
Unit-III	Executive development – process and techniques	C-35	Lecture
Unit-III	Career planning and development	C-36,37	Lecture
Unit-III	Clarification Class III	C-38	Clarification Class
Unit-III	Take Home Assignment III		Take Home Assignment
Unit-IV	Job evaluation – concept, process, and significance	C-39,40	Lecture
Unit-IV	Class Room Assignment III	C-41	Class Room Assignment
Unit-IV	Components of employee remuneration – base and supplementary	C-42	Lecture
Unit-IV	Performance appraisal – concept and objectives	C-43	Lecture
Unit-IV	Potential appraisal – concept and objectives	C-44	Lecture

Unit-IV	Traditional methods	C-45,46,47	Lecture
Unit-IV	Modern methods	C-48,49	Lecture
Unit-IV	Limitations of performance appraisal methods	C-50,51	Lecture
Unit-IV	360-degree appraisal technique	C-52	Lecture
Unit-IV	Quiz II	C-53	Quiz
Unit-IV	Overview of employee welfare	C-54,55	Lecture
Unit-IV	Overview of employee health and safety	C-56,57	Lecture
Unit-IV	Social Security	C-58,59	Lecture
Unit-IV	Clarification Class IV	C-60	Clarification Class

GEC066002–E-Commerce– (From the pool of GE- Group A)

Unit	Particulars	Class No.	Pedagogy of Class
	Introduction to Subject, CO's & PO's	C-1	Lecture
Unit-I	Meaning, nature, concepts, advantages, disadvantages of E- Commerce	C-2	Lecture
Unit-I	Types of E-commerce & Forces behind E-Commerce	C-3	Lecture
Unit-I	E-commerce business models	C-4	Lecture
Unit-I	Introduction & Evolution of WWW & Internet, Important Features of Internet & WWW	C-5	Lecture
Unit-I	Designing a Web Site; Requirements of H/w & S/w for e-commerce web site	C-6	Lecture
Unit-I	Steps involved in Building a Web Site; launching e-commerce website Benefits of outsourcing vs. in-house development of a website	C-7	Lecture
Unit-I	Clarification Class I	C-8	Clarification Class
Unit-I	Technology Used for E-commerce	C-9	Lecture
Unit-II	Need and concepts of E-commerce security; Definition and scope of e-security	C-10	Lecture
Unit-II	Security threats in the E-commerce environment	C-11	Lecture
Unit-II	Security intrusions and breaches, attacking methods like hacking, sniffing, cyber-vandalism;	C-12	Lecture
Unit-II	Technology solutions (Encryption, security channels of communication) Transactional Security, Cryptosystem	C-13	Lecture
Unit-II	Protecting networks and protecting servers and clients	C-14	Lecture
Unit-II	Classroom Assignment I	C-15	Class Room Assignment
Unit-II	Clarification Class II	C-16	Clarification Class
Unit-I & II	Quiz-I	C-17	Quiz
Unit-III	IT Act 2000: Definitions, Digital signature	C-18	Lecture
Unit-III	Electronic governance, Attribution, acknowledgement, and dispatch of electronic records	C-19	Lecture
Unit-III	Regulation of certifying authorities, Digital signatures certificates,	C-20	Lecture
Unit-III	Duties of subscribers, Penalties, and adjudication	C-21	Lecture
Unit-III	Appellate Tribunal, Offences and Cyber-crimes	C-22	Lecture
Unit-III	Clarification Class III	C-23	Clarification Class
Unit-IV	Concept & Objectives of e–payments	C-24	Lecture
Unit-IV	Methods of e–payments (Debit Card, Credit Card,)	C-25	Lecture
Unit-IV	Digital Currency Smart Cards, e-money	C-26	Lecture
Unit-IV	Payment Gateways	C-27	Lecture
Unit-IV	Online banking (meaning, concepts, importance, electronic fund transfer, automated clearing house, automated ledger posting)	C-28	Lecture
Unit-IV	Risks involved in e-payments. &Bitcoin	C-29	Lecture
Unit-IV	Clarification Class IV	C-30	Clarification Class
Unit-IV	E–payments (Debit Card, Credit Card, Smart Cards, e-money)	C-31,32	Lecture
Unit-IV	E- Banking Net Banking Options electronic fund	C-33,34	Lecture

	transfer,		
Unit-IV	Class Room Assignment II	C-35	Class Room Assignment
Unit-V	On-line Business Transactions; Meaning, purpose, advantages, and disadvantages of transacting online	C-36	Lecture
Unit-V	E-commerce applications E- Retailing e-tailing (popularity, benefits, problems, and features)	C-37	Lecture
Unit-V	Online Marketing,	C-38	Lecture
Unit-V	online services (financial, travel and career), auctions	C-39	Lecture
Unit-V	Online portal, online learning, publishing, and entertainment	C-40	Lecture
Unit-V	Clarification Class-V	C-41,42	Clarification Class
Unit-V	Online Shopping	C-43,44	Lecture
Unit-V	Online Marketing	C-45,46	Lecture
Unit-V	Classroom Assignment III	C-47	Class Room Assignment
Unit-VI	Presentation -I	C-48	Presentation
Unit-VI	Website designing introduction of html; text formatting tools	C-49, 50,51	Lecture
Unit-VI	Introduction of html; linking related tags	C-51, 52	Lecture
Unit-VI	TABLE TAGS; IMAGE	C-53,54,55	Lecture
Unit-VI	LINKs; FRAMES, FORMS	C-56, 57	Lecture
Unit-VI	Clarification Class -VI	C-58	Clarification Class
Unit-VI	Quiz-II	C-59	Quiz
Unit-VI	Presentation -II	C-60	Presentation

AECH55003-Hindi II

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	भाषा- अर्थ परिभाषा स्वरुप एवं विशेषताएं भाषा के विविध रूप	C-1,2	Lecture
Unit-I	हिंदी धवनियों का भाषा वैज्ञानिक परिचय एवं वर्गीकरण	C-3,4	Lecture
Unit-I	Classroom Assignment	C-5	Classroom Assignment
Unit-I	Clarification Class	C-6	Clarification Class
Unit-II	शब्द रचना- संधि, समास, उपसर्ग, प्रत्यय	C-7	Lecture
Unit-II	संज्ञा, सर्वनाम, विशेषण, क्रिया, अवयव	C-8	Lecture
Unit-II	शब्द ज्ञान:- पर्यायवाची, विलोम शब्द, युग्म शब्द, समश्रुत भिनार्थक शब्द	C-9,10	Lecture
Unit-II	समानार्थी शब्दों का विवेक वाक्यांश के लिए सार्थक शब्द	C-11	Lecture
Unit-II	Take Home Assignment		Take Home Assignment
Unit-II	Clarification Class	C-12	Clarification Class
Unit-III	शब्द शुद्धि, वाक्य रचना, वाक्य शुद्धि, विराम चिन्ह, व्याकरणिक	C-13,14	Lecture
Unit-III	कोटियां- (लिंग, वचन ,पुरुष ,काल ,वृत्ति ,पक्ष) मुहावरे, लोकोक्तियां	C-15,16	Lecture
Unit-III	संक्षेपन, पल्लवन, अनुच्छेद लेखन पारिभाषिक शब्दावली	C-17,18	Lecture
Unit-III	Classroom Assignment	C-19	Classroom Assignment
Unit-III	Presentation	C-20	Presentation
Unit-III	Clarification Class	C-21	Clarification Class
Unit-IV	निबंध/पत्र लेखन (औपचारिक पत्र/ अनौपचारिक पत्र)	C-22,23,24	Lecture
Unit-IV	Presentation	C-25,26	Presentation
Unit-IV	Take Home Assignment		Take Home Assignment
Unit-IV	Activity	C-27	Activity
Unit-IV	Classroom Assignment	C-28	Classroom Assignment
Unit-IV	Quiz	C-29	Quiz
Unit-IV	Clarification Class	C-30	Clarification Class
Unit-IV	Take Home Assignment		Take Home Assignment

SEC077003 –Ability & Skill Enhancement-III

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	What is Book Review, Purpose & Importance of Book Review Types of Book Review,	C-1	Lecture
Unit-I	Elements & Steps of Writing Book Review	C-2,3	Lecture
Unit-I	What is Movie Review, Purpose & Importance of Movie Review Types of Movie Review	C-4	Lecture
Unit-I	Elements & Steps of Writing Movie Review	C-5,6	
Unit-I	Classroom Assignment	C-7	Classroom Assignment
Unit-I	Clarification class	C-8	Clarification class
Unit-II	Reading Comprehension,	C-9	Lecture
Unit-II	Activity	C-10	Activity
Unit-II	Rewriting Mythology/Folklore	C-11	Lecture
Unit-II	Debate, News Analysis, Role Plays.	C-12	Lecture
Unit-II	Clarification Class	C-13	Clarification Class
Unit-II	Take Home Assignment		Take Home Assignment
Unit-III	What is emotional intelligence, E.Q. Tests, performing under pressure, how to take right decisions under pressure keeping balance in difficult emotional situations	C-14	Lecture
Unit-III	The science of emotional intelligence, characteristics of emotional intelligence,	C-15	Lecture
Unit-III	Emotions handling- identifying good and bad emotions	C-16	Lecture
Unit-III	Classroom Assignment	C-17	Class Assignment
Unit-III	How to control emotions, how to manage negative emotions keeping balance of mental stability	C-18,19	Lecture
Unit-III	Presentation	C-20	Presentation
Unit-III	Stress and distress	C-21	Lecture
Unit-III	Clarification Class	C-22	Clarification Class
Unit-IV	Group Discussion Skills - What is GD, Types of Group Discussions, Do's & Don'ts, Participation	C-23	Lecture
Unit-IV	Thinking, Structuring, Group Behaviour, Leadership Skills, Interpersonal Skills, Persuasive Skills, Conceptualization Skills.	C-24	Lecture
Unit-IV	Quiz	C-25	Quiz
Unit-IV	Clarification Class	C-26	Clarification Class- 4
Unit-V	Documentary Making What is documentary, aims & objectives	C-27	Lecture
Unit-V	Reviews, preparing a documentary, Narration. Documentary for social cause, Documentary/Movie Screening & Reviews	C-28	Lecture
Unit-V	Classroom Assignment	C-29	Classroom Assignment
Unit-V	Clarification Class	C-30	Clarification Class

VAC088004-Basics of Goods & Service Tax (From the Pool of VAC)

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Introduction of Course	C-1	Lecture
Unit-I	Concept of VAT : Meaning, Variants and Methods	C-2,3	Lecture
Unit-I	Major defects in the structure of Indirect Taxes prior to GST	C-4	Lecture
Unit-I	Rationale for GST	C-5	Lecture
Unit-I	Structure of GST (SGST, CGST, UTGST & IGST)	C-6	Lecture
Unit-I	Class Room Assignment I	C-7	Class Room Assignment
Unit-I	Clarification Class I	C-8	Clarification Class
Unit-II	Taxable event- "Supply" of Goods and Services; Place of Supply: Within the state, Interstate	C-9	Lecture
Unit-II	Import and Export; Time of supply; Valuation for GST- Valuation rules	C-10	Lecture
Unit-II	Taxability of reimbursement of expenses	C-11	Lecture
	Take Home Assignment I		Take Home Assignment
Unit-II	Clarification Class II	C-12	Clarification Class
Unit-III	Eligible and Ineligible Input Tax Credit	C-13	Lecture
Unit-III	Classroom Assignment II	C-14	Classroom Assignment
Unit-III	Apportionments of Credit and Blocked Credits	C-15	Lecture
Unit-III	Tax Transfer of Input Credit (Input Service Distribution), Payment of Taxes; Refund; TDS	C-16	Lecture
Unit-III	Presentation I	C-17	Presentation
Unit-III	Take Home Assignment II		Take Home Assignment
Unit-III	Quiz I	C-18	Quiz
Unit-III	Clarification Class III	C-19	Clarification Class
Unit-IV	Tax Invoice, Credit and Debit Notes	C-20	Lecture
Unit-IV	Returns	C-21	Lecture
Unit-IV	Activity	C-22	Activity
Unit-IV	Returns, Audit in GST	C-23	Lecture
Unit-IV	Assessment: Self-Assessment, Summary and Scrutiny	C-24	Lecture
Unit-IV	Presentation II	C-25	Presentation
Unit-IV	Clarification Class IV	C-26	Clarification Class
Unit-V	Taxability of E-Commerce, Anti-Profiteering, Avoidance of dual control	C-27	Lecture
Unit-V	Classroom Assignment II	C-28	Classroom Assignment
Unit-V	E-way bills, zero-rated supply, Offences and Penalties, Appeals	C-29	Lecture
Unit-V	Take Home Assignment III		Take Home Assignment
Unit-V	Clarification Class V	C-30	Clarification Class

Note:
This is a tentative lesson plan. The same may change from faculty to faculty as per the teaching pedagogy adopted by the faculty.

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