

Detailed Course Scheme
Bachelor of Business Administration
(BBA)

**Finance, Marketing, Human Resource
Management, Foreign Trade & Digital
Marketing**

Semester-I
(2023-2027)

DOC202306070006



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, 2024 along with Examination pattern is as follows:

Semester –I

| S. No. | Course Code | Category | Course Name | L | T | P | Credits |
|--------------|-------------|----------|---|-----------|----------|----------|-----------|
| 1. | 99001900 | AEC | Environmental Studies (AECC) | 3 | 1 | 0 | 4 |
| 2. | 11007400 | DSC-1 | Financial Accounting | 3 | 1 | 0 | 4 |
| 3. | 11007500 | DSC-2 | Principles of Management | 3 | 1 | 0 | 4 |
| 4. | 11007600 | DSC-3 | Principles of Micro Economics | 3 | 1 | 0 | 4 |
| 5. | 11007700 | GE-1a | Computer Applications | 2 | 0 | 0 | 2 |
| 6. | 11007800 | GE-1b | Computer Applications Lab | 0 | 0 | 4 | 2 |
| 7. | 11003500 | SEC | Ability & Skill Enhancement | 2 | 0 | 0 | 2 |
| 8. | 99003300 | | Workshops/Seminars/Human Values/ Social Service/NCC/NSS | - | - | - | 1 |
| Total | | | | 16 | 4 | 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 |
| Marks obtained in various Tests, Assignments, Presentations, Quiz, Tutorials, etc. | Average of marks obtained | 20 |
| Attendance | 75% +: 5 marks | 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:

P01 Exhibit memory of previously learned management knowledge by correlating facts and terminologies.

P02. Understand the impact of societal and environmental factors on business and corporate world and explain its relationship with sustainable development.

P03. Demonstrate knowledge and understanding of the management principles to explore different functional aspects of business world.

P04. Develop technical competence in domestic and global business through the study of major disciplines within the fields of business.

P05. Apply the knowledge of business concepts and functions in an integrated manner to solve business problems.

P06. Make use of ethical principles and commit to professional ethics and responsibilities and norms of the Management practice.

P07. Organize a complex issue into a coherent written statement and plan its effective presentation.

P08. Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

P09. Analyze, and devise solutions for structured and unstructured business, problems of law and issues using structured, cohesive, and logical reasoning

P010. 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 also to benefit industry by providing them with suitable trained person.

P011. Examine and break information into parts to manage projects in multidisciplinary environments.

P012. 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 a range 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 (COs):

| Semester – I | |
|---|--|
| Course | Course outcomes: - After completion of these courses, students should be able to |
| 99001900- Environmental Studies | <p>CO1: Understand theoretical & Practical aspect of environment studies. About various conservation strategies and problems with environment.</p> <p>CO2: Define the importance of Environmental education and ecosystem & acquire the knowledge about environmental pollution sources, effects, and control measures of environmental pollution.</p> <p>CO3: Apply basic Environmental Concepts</p> <p>CO4: Analyze causes of Environment degradation & apply innovations in business- an environmental Perspective</p> <p>CO5: Explain different Environmental laws and policies.</p> |
| 11007400 - Financial Accounting | <p>CO1: Define the basic concepts of accounting and financial statements.</p> <p>CO2: Remember the execution of the accounting process- Recording- Classifying and Summarizing.</p> <p>CO3: Apply the principles and concepts of accounting in preparing the financial statements.</p> <p>CO4: Apply the use of accounting software.</p> <p>CO5: Interpret financial results and use in decision making.</p> |
| 11007500- Principles of Management | <p>CO1: Define about basic management concepts, principles and practices understand Nature of Management.</p> <p>CO2: Understand “planning, organizing, coordinating, staffing, directing, budgeting, controlling, and evaluating functions of management; leadership roles and styles, and the human aspects of management”</p> <p>CO3: Apply the Planning and Decision Making & Organizing.</p> <p>CO4: Analyze the need of effective Directing, Leadership, Co-ordination and Controlling</p> <p>CO5: Analyze the concept of controlling with examples & implement.</p> |
| 11007600- Principles of Micro Economics | <p>CO1: Remember the concepts of microeconomics dealing with consumer behaviour and market.</p> <p>CO2: Understand the importance of Microeconomics in economic analysis.</p> <p>CO3: Apply the concepts of consumer behaviour and producer behaviour and determine the market equilibrium.</p> <p>CO4: Analyze how does a free market economy with its millions of consumers and producers work to decide about the allocation of productive resources among the thousands of goods and services & understand the analytics of supply and demand and its various uses.</p> <p>CO5: Interpret the effects of theories and tenets of microeconomics on business concern.</p> |

| | |
|---|--|
| 11007700- Computer Applications | C01: Remember the computer characteristics and generation of computer C02: Understand utility aspects of computers in today's environment. C03: Compare & categorize the memory of computer its utility in the performance & functioning of system. C04: Apply the learning need of the various types of systems. C05: Select software for the purpose of fulfilment of required task. |
| 11007800- Computer Applications Lab | C01: Understand the use of MS Office & its application. C02: Remember the basics of Excel. C03: Apply the commands of formatting and editing tools to in MS Office C04: Analyse the use of worksheets. C05: Solve practical problems using word, excel and power point. |
| 11003500- Ability and Skill Enhancement-I | C01: Understand the relevance and method of writing impactful and structured resume. C02: Explain the need for right etiquettes to be followed in the professional world. C03: Develop confidence in public speaking and expressing their opinions and ideas clearly and effectively. C04: Build employability skills like critical thinking, team work, conflict management and leadership skills. C05: Communicate effectively in English |

7. CO PO Mapping

| 99001900 | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P010 | P011 | P012 |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| C01 | | 2 | 3 | 3 | 2 | | 3 | 3 | 3 | 2 | 3 | 3 |
| C02 | 2 | 2 | 2 | 2 | 2 | | | 3 | 2 | 3 | | 3 |
| C03 | | 3 | 3 | 2 | | 3 | 3 | | 3 | 2 | | 3 |
| C04 | 3 | 2 | | 2 | 2 | | 3 | 3 | 2 | 2 | 2 | 2 |
| C05 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | | 2 | 2 |

| 11007400 | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P010 | P011 | P012 |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| C01 | 3 | - | 2 | 2 | 3 | 2 | 1 | 1 | 2 | 2 | - | 3 |
| C02 | 2 | - | - | 1 | 1 | - | - | - | 1 | 2 | 2 | 3 |
| C03 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | - | 2 | 2 | 2 | 3 |
| C04 | 2 | - | - | 3 | 3 | - | - | - | 1 | 2 | 2 | 3 |
| C05 | 3 | 3 | 3 | 2 | 2 | - | - | 2 | 2 | 2 | 2 | 3 |

| 11007500 | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P010 | P011 | P012 |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| C01 | 3 | 3 | 2 | 1 | | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| C02 | | 3 | 3 | 2 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 3 |
| C03 | 1 | 2 | 3 | 2 | 3 | 3 | 3 | 2 | 1 | 2 | 3 | 2 |
| C04 | 3 | 2 | 2 | 3 | | 2 | 2 | 3 | 1 | 1 | 2 | 1 |
| C05 | 1 | 2 | 2 | 1 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

| 11007600 | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P010 | P011 | P012 |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| C01 | 2 | 3 | 3 | 3 | 3 | 3 | 2 | 3 | 3 | 3 | | 3 |
| C02 | 2 | 3 | 2 | 3 | 2 | 1 | | 1 | | 2 | 1 | 3 |
| C03 | 3 | 2 | 2 | 1 | 3 | | 2 | 2 | 3 | 1 | 2 | 2 |
| C04 | 2 | 2 | 2 | 3 | 1 | 3 | 3 | 2 | 3 | | 3 | 2 |
| C05 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |

| 11007700 | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P010 | P011 | P012 |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| C01 | 3 | 2 | 2 | 2 | | 3 | | | 3 | 3 | 3 | 3 |
| C02 | 3 | 2 | 3 | | 2 | 3 | 2 | 2 | 3 | 3 | 3 | 3 |
| C03 | 2 | 2 | 3 | 3 | 2 | 2 | 2 | 3 | | 3 | 2 | 3 |
| C04 | | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 3 | 2 | 2 | 3 |
| C05 | 3 | 3 | 3 | 3 | | 3 | 3 | | 3 | 3 | 3 | 3 |

| 11007800 | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P010 | P011 | P012 |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| C01 | 1 | 2 | 2 | 2 | 3 | 2 | 2 | 3 | 3 | 2 | | 3 |
| C02 | 2 | 2 | 2 | 3 | 2 | 2 | | 2 | | 2 | 2 | 3 |
| C03 | 3 | 2 | 2 | 2 | 3 | | 2 | 2 | 3 | 2 | 2 | 2 |
| C04 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 3 | | 2 | 2 |
| C05 | 3 | 3 | 3 | 3 | 3 | | | 3 | 3 | 3 | | 3 |

| 11003500 | P01 | P02 | P03 | P04 | P05 | P06 | P07 | P08 | P09 | P010 | P011 | P012 |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|
| C01 | 2 | 3 | 3 | 3 | 3 | 2 | 2 | 3 | 1 | 2 | - | 3 |
| C02 | - | 2 | 3 | 3 | 2 | 1 | - | - | 2 | 2 | - | 3 |
| C03 | 2 | - | 1 | 3 | 3 | 2 | - | 3 | 2 | - | 2 | 3 |
| C04 | 2 | 1 | 2 | 2 | 1 | - | - | - | - | 2 | 2 | 1 |
| C05 | 3 | 2 | 3 | 2 | 3 | - | - | 2 | - | 2 | 2 | 2 |

CURRICULUM

Course Name: Environmental Studies (AECC)

Course Code: 99001900

Objectives

- To understand theoretical and practical aspect of environment studies. About various conservation strategies and problems with environment. Discussion, Video and Lecture is the pedagogy used.
- To gain knowledge on the importance of environmental education and ecosystem.
- To acquire knowledge about environmental pollution- sources, effects and control measures of environmental pollution.
- To acquire knowledge with respect to biodiversity, its threats and its conservation and appreciate the concept of interdependence.
- To be aware of the national and international concern for environment for protecting the environment.

Course Outline

Unit I: Introduction to environmental studies

- Multidisciplinary nature of environmental studies;
- Scope and importance; Concept of sustainability and sustainable development.

Unit II: Ecosystems

What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case studies of the following ecosystems:

- a) Forest ecosystem
- b) Grassland ecosystem
- c) Desert ecosystem
- d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

Unit III: Natural Resources: Renewable and Non-renewable Resources

- Land resources and land use change; Land degradation, soil erosion and desertification.
- Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity, and tribal populations.
- Water: Use and overexploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).
- Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

Unit IV: Biodiversity and Conservation

Levels of biological diversity: genetic, species and ecosystem diversity; Biogeographic zone of India; Biodiversity patterns and global biodiversity hot spots.

India as a mega biodiversity nation; Endangered and endemic species of India

Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity: In situ and Ex situ conservation of biodiversity.

Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic, and Informational value.

Unit V: Environmental Pollution

- Environmental pollution: types, causes, effects and controls; Air, water, soil, and noise pollution.
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste.
- Pollution case studies.

Unit VI: Environmental Policies & Practices

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human Communities and agriculture.
- Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).
- Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

Unit VII: Human Communities and the Environment

- Human population growth: Impacts on environment, human health, and welfare.
- Resettlement and rehabilitation of project affected persons; case studies.
- Disaster management: floods, earthquake, cyclones, and landslides.
- Environmental movements: Chipko, Silent valley, Bishnoi of Rajasthan.
- Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

Unit VIII: Field work

- Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc.
- Visit to a local polluted site-Urban/Rural/Industrial/Agricultural.
- Study of common plants, insects, birds and basic principles of identification.
- Study of simple ecosystems-pond, river, Delhi Ridge, etc.

Suggested Readings:

1. Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R. 1993. *This Fissured Land: An Ecological History of India*. Univ. of California Press. Gleeson, B. and Low, N. (eds.) 1999. *Global Ethics and Environment*, London, Routledge
3. Gleick, P. H. 1993. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security.
4. Stockholm Env. Institute, Oxford Univ. Press.

5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology.
6. Sunderland: Sinauer Associates, 2006.
7. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science, 339: 36-37.
8. McCully, P. 1996. Rivers no more: the environmental effects of dams (pp. 29-64). Zed Books.
9. McNeill, John R. 2000. Something New Under the Sun: An Environmental History of the Twentieth Century.
10. Odum, E.P., Odum, H.T. & Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders.
11. Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. Environmental and Pollution Science. Academic Press.
12. Rao, M.N. & Datta, A.K. 1987. Waste Water Treatment. Oxford and IBH Publishing Co. Pvt. Ltd.
13. Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. Environment. 8th edition. John Wiley & Sons.
14. Rosencranz, A., Divan, S., & Noble, M. L. 2001. Environmental law and policy in India. Tripathi 1992.
15. Sengupta, R. 2003. Ecology and economics: An approach to sustainable development. OUP.
16. Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi.
17. Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons.
18. Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent.
19. Warren, C. E. 1971. Biology and Water Pollution Control. WB Saunders.
20. Wilson, E. O. 2006. The Creation: An appeal to save life on earth. New York: Norton.
21. World Commission on Environment and Development. 1987. Our Common Future. Oxford University Press.

Course Name: Financial Accounting
Course Code: 11007400

Objectives

- To provide an in-depth study of the various business cycle and process, analyse operations, Profit planning.
- Understand the basic accounting concepts and their application in business. -
- Gain knowledge on the preparation of financial statements.
- Students will be exposed to take decisions on depreciation method to be adopted.
- To familiarize students with the mechanics of preparation of financial statements, understanding corporate financial statements, their analysis and interpretation.

Course Outline

Unit I: Meaning and Scope of Accounting

Need for Accounting, Development of Accounting, Definition and Functions of Accounting, Limitation of Accounting, Book Keeping and Accounting, Is Accounting Science or Art? End User of Accounting Information, Accounting and other Disciplines, Role of Accountant, Branches of Accounting, Difference between Management Accounting and Financial Accounting, Objectives of Accounting, Accounting Equation.

Accounting Principles and Standards: Meaning of Accounting Principles, Accounting Concepts, Accounting Conventions, Systems of Book Keeping, Systems of Accounting, Introduction to Accounting Standards Issued by ICAI.

Journalising Transactions: Journal, Rules of Debit and Credit, Compound Journal Entry, Opening Entry

Sub Division of Journal: Cash Journal, Petty Cash Book, Purchase Journal, Sales Journal, Sales Return Journal, Voucher System.

Ledger Posting and Trial Balance: Ledger, Posting, Relationship between Journal and Ledger, Rules Regarding Posting, Trial Balance, Final Accounts of Sole Proprietorship and Firms.

Unit II: Capital and Revenue

Classification of Income, Classification of Expenditure, Classification of Receipts, Difference between Capital Expenditure & Capitalized Expenditure, Revenue Recognition.

Accounting Concept of Income: Concept of Income, Accounting Concept's and Income Measurement, Expired Cost & Income Measurement, Relation Principle and Income Measurement, Accountants and Economist's Concept of Capital and Income

Unit III: Inventory Valuation

Meaning of Inventory, Objectives of Inventory Valuation, Inventory Systems, Methods of Valuation of Inventories, Accounting Standard 2(Revised): Valuation of Inventories

Depreciation Provisions and Reserves: Concept of Depreciation, Causes of Depreciation, Basic Features of Depreciation, Meaning of Depreciation Accounting, Objectives of Providing

Depreciation, Fixation of Depreciation Amount, Method of Recording Depreciation, Methods of Providing Depreciation, Depreciation Policy, AS-6(Revised) Depreciation Accounting, Provisions and Reserves, Change of method of Depreciation (by both current and retrospective effect).

Unit IV: Shares and Share Capital

Shares, Share Capital, Accounting Entries, under subscription, Oversubscription, Calls in Advance, Calls in Arrears, Issue of Share at Premium, Issue of Share at Discount, Forfeiture of Shares, Surrender of Shares, Issue of Two Classes of Shares, Right Shares, Re-issue of shares.

Debentures: Classification of Debentures, Issue of Debentures, different Terms of Issue of Debentures, Writing off Loss on Issue of Debentures, Accounting Entries, Redemption of Debentures.

Joint Stock Company: Introduction, Meaning and Definition of a Company, Essential Characteristics of a Company, Kinds of Companies, Private and Public Limited Companies, Formation of Company.

Company Final Accounts: Books of Account, Preparation of Final Accounts, Profit & Loss Account, Balance Sheet, Requirements of Schedule VI concerning Profit & Loss Account and Balance Sheet, Preparation of Simple Company Final Accounts.

Suggested Readings:

1. Maheshwari, S.N. and S. K. Maheshwari; *An Introduction to Accountancy*, Eighth Edition, Vikas Publishing House, 2003.
2. Gupta, R.L. and V.K. Gupta; *Financial Accounting: Fundamentals*, Sultan Chand Publishers, 2003.
3. Monga, J.R., An Introduction to Financial Accounting, First Edition, Mayoor Paperbooks, 2005.
4. Monga, J.R. and Girish Ahuja; *Financial Accounting*, Eighteenth Edition, Mayoor Paper Backs, 2003.
5. Bhattacharya, S.K. and J. Dearden; *Accounting for Manager – Text and Cases*, Third Edition, Vikas Publishing House, 2003.
6. Maheshwari, S.N. and S.K. Maheshwari; *Advanced Accountancy*, Eighth Edition, Vol. I & II, Vikas Publishing House, 2003.

Course Name: Principles of Management Course Code: 11007500

Objectives

- This course aims to empower students with knowledge and capacities to understand and analyse Integrating Marketing Management, from a corporate and consumer perspective. Lectures are a mix of theory and practical exercises to improve memorization, to increase students' involvement and work capacities and to make lectures more dynamic. The concepts will be discussed through case study discussions and presentations on practical aspects.

- To gain knowledge about the four management functions of planning, organizing, leading, and controlling and introduce to the historical evolution of management theories.
- To learn the basics of group dynamics and the challenges of managing work teams.
- To familiarize with various leadership styles and theories of motivation.
- To describe the control process including: the importance of control, tools for measuring organizational performance, and managerial actions.
- The course aims at providing fundamental knowledge and exposure to the concepts, theories, and practices in the field of management.

Course Outline

Unit I: Introduction

Concept, nature, process, and significance of management; Managerial levels, skills, functions, and roles; Management Vs. Administration; Coordination as essence of management; Development of management thought: classical, neo-classical, behavioural, systems and contingency approaches.

Unit II: Planning

Nature, scope, and objectives of planning; Types of plans; planning process; Business forecasting; MBO; Concept, types, process, and techniques of decision-making; Bounded Rationality

Organising: Concept, nature, process, and significance; Principles of an organization; Span of Control; Departmentation; Types of an organization; Authority-Responsibility; Delegation and Decentralization; Formal and Informal Organization.

Unit III: Staffing

Concept, Nature and Importance of Staffing, **Motivating and Leading:** Nature and Importance of motivation; Types of motivation; Theories of motivation-Maslow, Herzberg, X, Y and Z; Leadership – meaning and importance; Traits of a leader; Leadership Styles – Likert's Systems of Management, Tannenbaum & Schmidt Model and Managerial Grid.

Unit IV: Controlling

Nature and Scope of control; Types of Control; Control process; Control techniques – traditional and modern; Effective Control System,

Suggested Readings:

1. Stoner, Freeman and Gilbert Jr.; *Management*, Prentice Hall of India, New Delhi, 2003.
2. Gupta, C.B.; *Management Concepts and Practices*, Sultan Chand and Sons, New Delhi, 2003.
3. Koontz. O Donnel and Weirich- "Management", Tata McGraw Hill Publishing Company, New Delhi, 2001.
4. R.K. Chopra- "Principles Practices of Management", Sun India Publication.
5. P.C. Tripathi and P.N. Reddy, "Principles Practices of Management", 2nd edition.

Course Name: Principles of Micro Economics

Course Code: 11007600

Objectives

- Microeconomics helps in macro analysis. It is an important method of economic analysis; it is microeconomics that tells us how a free market economy with its millions of consumers and producers work to decide about the allocation of productive resources among the thousands of goods and services.
- To provide a thorough introduction to economic theory. Starting from the basic ideas of trade-offs, opportunity cost, and the benefits of trade, also study how the market forces of supply and demand cause prices to be what they are.

Course Outline

Unit I: Introduction

- a) Demand and Supply: Determinants of demand, movements vs. shift in demand curve, Determinants of Supply, Movement along a supply curve vs. shift in supply curve; - Market equilibrium and price determination.
- b) Demand and supply.
- c) Application of demand and supply.

Unit II: Consumer Theory

Ordinal Utility theory: (Indifference curve approach): Consumer's preferences; Indifference curves; Budget line; Consumer's equilibrium; Income and substitution effect; Price consumption curve and the derivation of demand curve for a commodity; Criticisms of the law of demand.

Unit III: Production and Cost

- a) Production: Firm as an agent of production. Concepts of Production function. Law of variable proportions; Isoquants; Return to scale. Economics and Diseconomies of scale.
- b) Costs: Costs in the short run. Costs in the long run, Profit maximization and cost minimization. Equilibrium of the firm, Technological Change: the very long run.

Unit IV: Market Structure

- a) Perfect Competition: Assumption; Theory of a firm under perfect competition; Demand and Revenue; Equilibrium of the firm in the short run and long run, the long run industry supply curve: increasing, decreasing and constant cost industry. Allocation efficiency under perfect competition
- b) Monopoly: Short-run and long-run equilibrium of monopoly firm; Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination.
- c) Imperfect Competition: Difference between perfect competitions, monopoly and imperfect competition;

- d) Monopolistic Competition: Assumption; Short – run Equilibrium; Long run Equilibrium; Concepts of excess capacity; Empirical relevance.
- e) Oligopoly: Causes for the existence of oligopolistic firms in the market rather than perfect Competition; Cooperative vs. Non-cooperative Behaviour and dilemma of oligopolistic firms.

Unit V: Income Distribution and Factor Pricing

Demand for factors. Supply of factor, backward bending supply curve for labour concepts of economic rent; Functional Distribution of Income.

Suggested Readings:

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; Microeconomics, Pearson Education.
2. N. Gregory Mankiw, Principles of Micro Economics, Cengage Learning.
3. Maddala G.S. and E. Miller; Microeconomics: Theory and Applications, McGraw-Hill Education.
4. Salvatore, D. Schaum's Outline: Microeconomic Theory, McGraw-Hill, Education.
5. Case and Fair, Principles of Micro Economics, Pearson Education
6. Koutsiyannis, Modern Micro Economic Theory.
7. C Snyder, Microeconomic Theory: Basic Principles and Extensions, Cengage Learning.
8. Bilas, Richard A., Microeconomics Theory: A Graphical Analysis, McGraw-Hill Education.
9. Paul A Samuelson, William D Nordhaus, Microeconomics, McGraw-Hill Education.
10. Amit Sachdeva, Micro Economics, Kusum Lata Publishers.

Course Name: Computer Applications **Course Code: 11007700**

Objectives

- Computer application courses relating to business teach students to use standard software programs found in the workplace. Students learn to input, review, design, and present information in a productive and efficient manner. Classes are generally offered as part of degree programs relating to business, or certificate programs and many institutions offer flexible class schedules that meet the needs of working adults, such as online only learning.
- To familiarize with Front-end concept for developing various IT Applications Project.
- To acquaint students with use of computer & its applications like MS office. Students must be well acquainted with fundamental aspects of computer technology and gain proficiency in M S Office Tools: MS Word, Power Point Excel, and Access.

Course Outline

Unit I: Basics of Computer and its evolution

Evolution of computer, Data, Instruction and Information, Characteristics of computers, Various fields of application of computers, Various fields of computer (Hardware, Software, Human ware, and Firmware), Advantages and Limitations of computer, Block diagram of computer, Function of different units of computer, Classification of computers

- i) Based on technology** (Digital, Analog, and Hybrid)
- ii) Based on processing speed and storage capacity** (Micro, Mini, mainframe and Super).
- iii) Based on Purpose** (General & Special) Different Generation of computers (I to V).

Types of software (System and Application), Compiler and Interpreter, Generation of Language (Machine Level, Assembly, High Level, 4GL).

Data Representation:

Different Number System (Decimal, Binary, Octal and hexadecimal) and them inter conversion (Fixed Point Only), Binary Arithmetic (Addition, Subtraction, Multiplication and Division).

Unit II: Input and Output Device

Keyboard, Mouse, Joystick, Digitizer, Scanner, MICR, OCR, OMR, Light Pen, Touchscreen, Bar Code Reader, Voice Input Device, Monitor and its type (VGA, SVGA and XGA), Printer and it's type (Impact and Non-Impact with example), Plotter.

Computer Memory:

Primary Memory (ROM and it's type – PROM, EPROM, EEPROM, RAM) Secondary memory- SASD, DASD Concept, Magnetic Disks – Floppy disks, Hard disks, Magnetic Tape, Optical disks – CD ROM and it's type (CD ROM, CD ROM-R, CD ROM-EO, DVD ROM Flash Memory.

Unit III: Operating System Concept

Introduction to operating system; Function of OS, Types of operating systems, Booting Procedure, Start-up sequence, Details of basic system configuration, Important terms like Directory, File, Volume, Label, Drive name, etc.

Introduction to GUI using Windows Operating System: All Directory Manipulation:

Creating directory, Sub directory, Renaming, coping and deleting the directory File Manipulation: Creating a file, deleting, coping, renaming a file.

Unit IV: Concept of Data Communication and Networking

Networking Concepts, Types of networking (LAN, MAN AND WAN), Communication Media, Mode of Transmission (Simplex, Half Duplex, Full Duplex), Analog and Digital Transmission. Synchronous and Asynchronous Transmission, Different Topologies Introduction to word processor and Spread Sheets.

Suggested Readings:

1. Leon and Leon; Introduction to Information Technology, Leon Tech World.
2. Microsoft Office-2000 Complete- BPB Publication.
3. Sinha, Kr. Pradeep, and Preeti Sinha; Foundations of Computing, Publication.
4. Jain, V.K.; Computers and Beginners.

Course Name: Computer Applications Lab
Course Code: 11007800

Course Outline

Unit I: MS Word

1. M.S Word Basic - Adding text, editing text, formatting text, font and its size, cut/copy/paste, save and save as, character/line/paragraph spacing.
2. Find or replace text and numbers on a Word file.
3. Inserting page numbers, headers and footers, footnote, endnote, date and time, etc.
4. Merging the two shapes by using order, fill, test, and effects on the shapes.
5. Design a cover page for the RNB University at MS Word 2013.
6. Insert a table in MS Word consisting of five rows and three columns by applying designs and styles at the table.
7. Create an automatic Table of content at MS Word 2013.

Unit II: MS Excel

1. Merge/Unmerge cells - Combine text from two or more cells into one cell
2. Create an Excel table in a worksheet and draw its charts (2D and 3D)
3. Sorting and filtering data (auto and advanced filter).
4. Working with formulae and functions.
5. Adding comments, applying password protection to the workbook.

Unit III: MS Power Point

1. Formatting of presentations slides: add, delete, cut, copy, paste of different layouts slides
2. Insert a shape, tables, graphic, picture and screenshots into the slides
3. Applying designs and transition effects in the presentation
4. Adding hyperlinks and videos to the presentations.

Unit IV: Operating Systems

1. Installation of MS windows and LINUX on a PC.
2. Exposure to Basic commands at command prompt.
3. Insert commands - pwd, cp, cd, rm, mv, ls, cat, mkdir, ch mod, rmdir, who, who am I, banner, date, kill, etc
4. Create a LAN network using different device

Course Name: Ability & Skill Enhancement I
Course Code: 11003500

Objectives

- To make students understand the usage of Grammar in day-to-day life and improve their fluency and confidence while speaking English.

Course Outline -Final Assessment – Written Paper

Unit I: Ice Breaking Session & Recap of Language Skills

Ice Breaking Session, Phrase, Clause, Sentence, Word Classes (Parts of Speech).

Unit II: Recap of Language Skills**Unit III: Reading Skills & Fluency Building**

Reading Process, Importance & Types of Reading, Techniques of Reading, and Strategies to Improve Reading Abilities, Comprehension, Reading Aloud, Reading News.

Unit IV: Writing Skills

Generating ideas/gathering data, organizing ideas, Note taking, Outlining, drafting, Editing, and Proof Reading, Story Writing (through pictures/videos), Dialogue Writing, Email Writing.

Unit V: Listening & Speaking Skills

Types and Essentials of good listening, Listening Process, Barriers to Listening and Strategies to improve Listening, Listening to Inspirational Movies/Clips, Listening News Techniques of Effective Speaking, Introducing Oneself, and others, Extempore, Situational Conversations (Practicing Short Dialogues).

Note: The review of Syllabus happens on periodic basis for the benefit of the students. In case there are changes in curriculum due to review, students would be intimated in writing.

Tenses (Present, Past Future), Modals, Articles (a, an, the).

6.3 Lesson Plan

99001900- Environmental Studies (AECC)

| Unit | Particulars | Class No. | Pedagogy of Class |
|----------|--|-----------|----------------------|
| Unit-I | Introduction to environmental studies | C-1 | Lecture |
| Unit-I | Multidisciplinary nature of environmental studies | C-2 | Lecture |
| Unit-I | Scope and importance; Concept of sustainability and sustainable development. | C-3 | Lecture |
| Unit-I | Clarification Class | C-4 | Clarification Class |
| Unit-II | What is an ecosystem? | C-5 | Lecture |
| Unit-II | Structure and function of ecosystem | C-6 | Lecture |
| Unit-II | Energy flow in an ecosystem: food chains, food webs and ecological succession | C-7 | Lecture |
| Unit-II | Forest ecosystem | C-8 | Lecture |
| Unit-II | Grassland ecosystem | C-9 | Lecture |
| Unit-II | Desert ecosystem | C-10 | Lecture |
| Unit-II | Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) | C-11 | Lecture |
| Unit-II | Clarification Class | C-12 | Clarification Class |
| Unit-II | Classroom Assignment | C-13 | Classroom Assignment |
| Unit-III | Natural Resources: Renewable and Non-renewable Resources | C-14 | Lecture |
| Unit-III | Land resources and land use change; Land degradation, soil erosion and desertification. | C-15 | Lecture |
| Unit-III | Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity, and tribal populations | C-16 | Lecture |
| Unit-III | Water: Use and overexploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state). | C-17 | Lecture |
| Unit-III | Energy resources: Renewable and non-renewable energy sources | C-18 | Lecture |
| Unit-III | use of alternate energy sources, growing energy needs, case studies. | C-19 | Lecture |
| Unit-III | Clarification Class | C-20 | Clarification Class |
| Unit-IV | Levels of biological diversity: genetic, species and ecosystem diversity | C-21 | Lecture |
| Unit-IV | Biogeographic zone of India; Biodiversity patterns and global biodiversity hot spots. | C-22 | Lecture |
| Unit-IV | India as a mega biodiversity nation; Endangered and endemic species of India | C-23 | Lecture |
| Unit-IV | Threats to biodiversity: Habitat loss, poaching of wildlife, man wildlife conflicts, biological invasions; | C-24 | Lecture |
| Unit-IV | Conservation of biodiversity: Institutional and Situational conservation of biodiversity | C-25 | Lecture |
| Unit-IV | Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic, and | C-26 | Lecture |

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| | Informational value. | | |
| Unit-IV | Clarification Class | C-27 | Clarification Class |
| Unit-V | Environmental Pollution | C-28 | Lecture |
| Unit-V | Environmental pollution: types, causes, effects and controls | C-29 | Lecture |
| Unit-V | Air pollution | C-30 | Lecture |
| Unit-V | Water pollution | C-31 | Lecture |
| Unit-V | Soil and noise pollution | C-32 | Lecture |
| Unit-V | Nuclear hazards and human health risks | C-33 | Lecture |
| Unit-V | Solid waste management | C-34 | Lecture |
| Unit-V | Control measures of urban and industrial waste. | C-35 | Lecture |
| Unit-V | Pollution case studies. | C-36 | Lecture |
| Unit-V | Clarification Class | C-37 | Clarification Class |
| Unit-V | Presentation | C-38 | Presentation |
| Unit-VI | Climate change, global warming, ozone layer depletion, acid rain and impacts on human Communities and agriculture | C-39 | Lecture |
| Unit-VI | Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act | C-40 | Lecture |
| Unit-VI | Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD). | C-41 | Lecture |
| Unit-VI | Nature reserves, tribal populations, and rights | C-42 | Lecture |
| Unit-VI | Human wildlife conflicts in Indian context. | C-43 | Lecture |
| Unit-VI | Clarification Class | C-44 | Clarification Class |
| Unit-VII | Human population growth: Impacts on environment, human health, and welfare. | C-45 | Lecture |
| Unit-VII | Resettlement and rehabilitation of project affected persons; case studies | C-46 | Lecture |
| Unit-VII | Disaster management | C-47 | Lecture |
| Unit-VII | Floods, earthquake, cyclones, and landslides | C-48 | Lecture |
| Unit-VII | Environmental movements: Chipko, Silent valley, Bishnoi's of Rajasthan | C-49 | Lecture |
| Unit-VII | Environmental ethics: Role of Indian and other religions and cultures in environmental conservation. | C-50 | Lecture |
| Unit-VII | Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi). | C-51 | Lecture |
| Unit-VII | Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi). | C-52 | Lecture |
| Unit-VII | Clarification Class | C-53 | Clarification Class |
| Unit-VIII | Visit to an area to document environmental assets: river/ forest/ flora/fauna, | C-54 | Activity |
| Unit-VIII | Visit to a local polluted site-Urban/ Rural/ Industrial/Agricultural. | C-55 | Activity |
| Unit-VIII | Study of common plants, insects, birds, and basic principles of identification. | C-56,57 | Lecture |
| Unit-VIII | Study of simple ecosystems-pond, river, Delhi | C-58 | Lecture |

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| | Ridge, etc. | | |
| Unit-VIII | Take Home Assignment | | Take Home Assignment |
| Unit-VIII | Clarification Class | C-59 | Clarification Class |
| Unit-VIII | Revision Class | C-60 | Lecture |

11007400 - Financial Accounting

| Unit | Particulars | Class No. | Pedagogy of Class |
|---------|---|-----------|----------------------|
| Unit-I | Introduction to Financial accounting | C-1 | Lecture |
| Unit-I | Need for Accounting, Development and Accounting Cycle | C-2 | Lecture |
| Unit-I | Accounting, Definition and Functions and Scope of Accounting | C-3 | Lecture |
| Unit-I | Book Keeping and Accounting, Is Accounting Science or Art? | C-4 | Lecture |
| Unit-I | End User of Accounting Information, Accounting and other Disciplines, Role of Accountant, Branches of Accounting | C-5 | Lecture |
| Unit-I | Objectives of Accounting, Difference between Management Accounting and Financial Accounting, | C-6 | Lecture |
| Unit-I | Accounting Equation | C-7 | Lecture |
| Unit-I | Accounting Equation-Effect of transaction on accounting equation | C-8 | Lecture |
| Unit-I | Accounting Principles and Standards: Accounting Concepts, | C-9 | Lecture |
| Unit-I | Accounting Principles and Standards: Accounting Conventions, Systems of Book Keeping | C-10 | Lecture |
| Unit-I | System of Accounting, Introduction to Accounting Standards Issued by ICAI | C-11 | Lecture |
| Unit-I | Journalizing Transactions: Journal, Rules of Debit and Credit with example | C-12 | Lecture |
| Unit-I | Journalizing Transactions: Compound Journal Entry, Opening Entry | C-13 | Lecture |
| Unit-I | Recording of a business transaction - Entry analysis | C-14 | Lecture |
| Unit-I | Sub Division of Journal: Simple Cash Book | C-15 | Lecture |
| Unit-I | Cash Journal, Petty Cash Book | C-16 | Lecture |
| Unit-I | Purchase Journal, Sales Journal, Sales Return Journal, Voucher System. | C-17 | Lecture |
| Unit-I | Ledger Posting and Trial Balance: Relationship between Journal and Ledger, Rules Regarding Posting, Trial Balance, Final Accounts of Sole Proprietorship and Firms. | C-18,19 | Lecture |
| Unit-I | Clarification Class | C-20 | Clarification Class |
| Unit-I | Class Room Assignment I | C-21 | Classroom Assignment |
| Unit-II | Capital and Revenue- | C-22 | Lecture |
| Unit-II | Classification of Income, Expenditure, Receipt | C-23 | Lecture |
| Unit-II | Revenue Recognition | C-24 | Lecture |
| Unit-II | Accounting Concept of Income - Income and Expenditure-Income Measurement, Expired Cost & Income Measurement, | C-25,26 | Lecture |
| Unit-II | Relation Principle and Income Measurement, Accountants and Economist's Concept of Capital and Income | C-27 | |
| Unit-II | Presentation | C-28,29 | Presentation |

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| Unit-II | Clarification Class | C-30 | Clarification Class |
| Unit-III | Inventory Valuation: Meaning and Objectives, Methods of valuation inventories | C-31,32 | Lecture |
| Unit-III | Accounting Standard 2 (Revised): Valuation of Inventories | C-33,34 | Lecture |
| Unit-III | Depreciation Provisions and Reserves: Concept, Causes, Basic Features of Depreciation, | C-35 | Lecture |
| Unit-III | Meaning of Depreciation Accounting, Objectives of Providing Depreciation, Fixation of Depreciation Amount, | C-36,37 | Lecture |
| Unit-III | Method of Recording Depreciation, Methods of Providing Depreciation | C-38 | Lecture |
| Unit-III | Take Home Assignment | | Take Home Assignment |
| Unit-III | Depreciation Policy, AS-6(Revised) Depreciation Accounting, Provisions and Reserves, | C-39 | Lecture |
| Unit-III | Change of method of Depreciation (by both current and retrospective effect) | C-40 | Lecture |
| Unit-III | Clarification Class | C-41 | Clarification Class |
| Unit-III | Activity | C-42 | Activity |
| Unit-IV | Shares, Share Capital, Accounting Entries | C-43 | Lecture |
| Unit-IV | Share and Share Capital-Under subscription, Oversubscription, | C-44 | Lecture |
| Unit-IV | Calls in Advance, Calls in Arrears, Issue of Share at Premium, Issue of Share at Discount | C-45 | Lecture |
| Unit-IV | Forfeiture of Shares, Surrender of Shares, Issue of Two Classes of Shares, | C-46 | Lecture |
| Unit-IV | Right Shares, Re-issue of shares. | C-47 | Lecture |
| Unit-IV | Debenture-Classification of Debentures, Issue of Debentures, Debenture-different Terms of Issue of Debentures, | C-48,49 | Lecture |
| Unit-IV | Writing off Loss on Issue of Debentures | C-50 | Lecture |
| Unit-IV | Debenture-Accounting Entries, Redemption of Debentures. | C-51 | Lecture |
| Unit-IV | Classroom Assignment II | C-52 | Classroom Assignment |
| Unit-IV | Joint Stock Company-Introduction, Meaning and Definition of a Company, Essential Characteristics of a Company | C-53 | Lecture |
| Unit-IV | JSC-Kinds of Companies, Private and Public Limited Companies, Formation of Company | C-54 | Lecture |
| Unit-IV | Company Final Accounts-Books of Account, Preparation of Final Accounts, Profit & Loss Account, Balance Sheet | C-55 | Lecture |
| Unit-IV | CFA-Requirements of Schedule VI concerning Profit & Loss Account and Balance Sheet, Preparation of Simple Company Final Accounts | C-56,57 | Lecture |
| Unit-IV | Clarification Class | C-58 | Clarification Class |
| | Quiz | C-59 | Quiz |
| | Revision Class | C-60 | Lecture |

11007500 - Principles of Management

| Unit | Particulars | Class No. | Pedagogy of Class |
|----------|--|-----------|-----------------------|
| Unit-I | Introduction | C-1 | Lecture |
| Unit-I | Concept, nature, process, and significance of management; | C-2 | Lecture |
| Unit-I | Managerial levels, skills, | C-3 | Lecture |
| Unit-I | Managerial functions and roles; | C-4 | Lecture |
| Unit-I | Management Vs. Administration; Coordination as essence of management | C-5,6 | Lecture |
| Unit-I | Development of management thought: classical, | C-7 | Lecture |
| Unit-I | Development of management thought: neo-classical, | C-8 | Lecture |
| Unit-I | Development of management thought: behavioral, | C-9 | Lecture |
| Unit-I | Systems and contingency approaches. | C-10 | Lecture |
| Unit-I | Clarification Class | C-11 | Clarification Class |
| Unit-I | Class Room Assignment | C-12 | Class Room Assignment |
| Unit-II | Nature, scope of planning | C-13 | Lecture |
| Unit-II | Objectives of planning | C-14 | Lecture |
| Unit-II | Types of plans | C-15 | Lecture |
| Unit-II | planning process; Business forecasting | C-16 | Lecture |
| Unit-II | MBO; Concept, types of decision-making; | C-17 | Lecture |
| Unit-II | Types of decision-making | C-18 | Lecture |
| Unit-II | Process of decision-making | C-19 | Lecture |
| Unit-II | Techniques of decision-making; Bounded Rationality | C-20 | Activity |
| Unit-II | Take Home Assignment | | Take Home Assignment |
| Unit-II | Organizing: Concept, nature | C-21 | Lecture |
| Unit-II | Organizing: process and significance | C-22 | Lecture |
| Unit-II | Principles of an organization; Span of Control | C-23 | Lecture |
| Unit-II | Departmentalization | C-24 | Lecture |
| Unit-II | Types of an organization | C-25 | Lecture |
| Unit-II | Authority-Responsibility; Delegation and Decentralization, | C-26 | Lecture |
| Unit-II | Authority-Responsibility | C-27 | Lecture |
| Unit-II | Formal and Informal Organization | C-28 | Lecture |
| Unit-II | Clarification Class | C-29 | Clarification Class |
| Unit-III | Staffing Concept, Nature | C-30 | Lecture |
| Unit-III | Importance of Staffing, | C-31 | Lecture |
| Unit-III | Motivating and Leading: Nature and Importance of motivation | C-32 | Lecture |
| Unit-III | Types of motivation | C-33 | Lecture |
| Unit-III | Theories of motivation-Maslow | C-34 | Lecture |
| Unit-III | Theories of motivation- Herzberg | C-35 | Lecture |
| Unit-III | Theories of motivation- X, Y and Z | C-36 | Lecture |
| Unit-III | Classroom Assignment | C-37 | Classroom Assignment |

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| Unit-III | Leadership – meaning and importance | C-38 | |
| Unit-III | Traits of a leader; Leadership Styles – | C-39 | Lecture |
| Unit-III | Likert's Systems of Management, | C-40 | Lecture |
| Unit-III | Tannenbaum & Schmidt Model and Managerial Grid. | C-41,42 | Lecture |
| Unit-III | Clarification Class | C-43 | Clarification Class |
| Unit-III | Activity | C-44 | Activity |
| Unit-IV | Controlling- Nature | C-45 | Lecture |
| Unit-IV | Scope of control; | C-46 | Lecture |
| Unit-IV | Types of Control | C-47 | Lecture |
| Unit-IV | Control process; | C-48 | Lecture |
| Unit-IV | Control techniques – traditional | C-49,50 | Lecture |
| Unit-IV | Control techniques –modern | C-51 | Lecture |
| Unit-IV | Clarification Class | C-52 | Clarification Class |
| Unit-IV | Presentation | C53,54 | Presentation |
| Unit-IV | Webinar | C-55 | Webinar |
| Unit-IV | Clarification Class | C-56 | Clarification Class |
| | Revision/ Query Solving | C-57 | Lecture |
| | Revision/ Query Solving | C-58 | Lecture |
| | Revision/ Query Solving | C-59 | Lecture |
| | Revision/ Query Solving | C-60 | Lecture |

11007600 - Principles of Microeconomics

| Unit | Particulars | Class No. | Pedagogy of Class |
|----------|--|-----------|-----------------------|
| Unit-I | Introduction | C-1 | Lecture |
| Unit-I | Demand and Supply: Determinants of demand | C-2 | Lecture |
| Unit-I | movements vs. shift in demand curve, | C-3 | Lecture |
| Unit-I | Determinants of Supply | C-4 | Lecture |
| Unit-I | Movement along a supply curve vs. shift in supply curve; | C-5 | Lecture |
| Unit-I | Market equilibrium and price determination | C-6 | Lecture |
| Unit-I | Demand and supply | C-7 | Lecture |
| Unit-I | Application of demand and supply | C-8 | Lecture |
| Unit-I | Clarification Class | C-9 | Clarification Class |
| Unit-I | Demand and supply | C-10 | Class Room Assignment |
| Unit-II | Consumer Theory | C-11 | Lecture |
| Unit-II | Ordinal Utility theory: (Indifference curve approach) | C-12 | Lecture |
| Unit-II | Ordinal Utility theory: (Indifference curve approach) | C-13 | Lecture |
| Unit-II | Consumer's preferences | C-14 | Lecture |
| Unit-II | Interference curves; Budget line | C-15 | Lecture |
| Unit-II | Consumer's equilibrium | C-16 | Lecture |
| Unit-II | Income and substitution effect | C-17 | Lecture |
| Unit-II | Income and substitution effect | C-18 | Lecture |
| Unit-II | Price consumption curve and the derivation of demand curve for a commodity | C-19 | Lecture |
| Unit-II | Price consumption curve and the derivation of demand curve for a commodity | C-20 | Lecture |
| Unit-II | Criticisms of the law of demand | C-21 | Lecture |
| Unit-II | Presentation | C-22,23 | Presentation |
| Unit-II | Clarification class | C-24 | Lecture |
| Unit-III | Production and Cost | C-25 | Lecture |
| Unit-III | Production: Firm as an agent of production | C-26 | Lecture |
| Unit-III | Concepts of Production function | C-27 | Lecture |
| Unit-III | Law of variable proportions | C-28 | Lecture |
| Unit-III | Law of variable proportions | C-29 | Lecture |
| Unit-III | Isoquants; Return to scale | C-30 | Lecture |
| Unit-III | Isoquants; Return to scale | C-31 | Lecture |
| Unit-III | Economics and Diseconomies of scale | C-32 | Lecture |
| Unit-III | Costs in the short run. Costs in the long run | C-33 | Lecture |
| Unit-III | Profit maximization and cost minimization | C-34 | Lecture |
| Unit-III | Equilibrium of the firm | C-35 | Lecture |
| Unit-III | Technological Change: the very long run | C-36 | Lecture |
| Unit-III | Clarification Class | C-37 | Lecture |
| Unit-III | Activity | C-38 | Activity |
| Unit-IV | Perfect Competition: Assumption; | C-39 | Lecture |
| Unit-IV | Theory of a firm under perfect competition | C-40 | Lecture |
| Unit-IV | Demand and Revenue; Equilibrium of the firm in the short run and long run, | C-41 | Lecture |

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| Unit-IV | The long run industry supply curve: increasing, decreasing and constant cost industry | C-42 | Lecture |
| Unit-IV | Allocation efficiency under perfect competition | C-43 | Lecture |
| Unit-IV | Monopoly: Short-run and long-run equilibrium of monopoly firm; | C-44 | Lecture |
| Unit-IV | Concept of supply curve under monopoly; Allocation inefficiency and dead-weight loss monopoly; Price discrimination. | C-45,46 | Lecture |
| Unit-IV | Imperfect Competition: Difference between perfect competitions, | C-47 | Presentation |
| Unit-IV | monopoly and imperfect competition; | C-48 | Lecture |
| Unit-IV | Monopolistic Competition: Assumption; Short – run Equilibrium; | C-49 | Lecture |
| | Home Assignment | | |
| Unit-IV | Long run Equilibrium; Concepts of excess capacity; Empirical relevance. | C-50 | Lecture |
| Unit-IV | Oligopoly: Causes for the existence of oligopolistic firms in the market rather than perfect Competition; | C-51 | Lecture |
| Unit-IV | Cooperative vs. Non-cooperative Behaviour and dilemma of oligopolistic firms | C-52 | Lecture |
| Unit-IV | Clarification class | C-53 | Lecture |
| Unit-IV | Quiz | C-54 | Quiz |
| Unit-V | Income Distribution and Factor Pricing- Demand for factors | C-55 | Lecture |
| Unit-V | Supply of factor | C-56 | Lecture |
| Unit-V | backward bending supply curve for labour concepts of economic rent; | C-57 | Lecture |
| Unit-V | Functional Distribution of Income | C-58 | Lecture |
| Unit-V | Clarification Class | C-59 | Lecture |
| Unit-V | Revision Class | C-60 | Lecture |

11007700 - Computer Applications

| Unit | Particulars | Class No. | Pedagogy of Class |
|----------|--|-----------|-----------------------|
| Unit-I | Evolution of computer, Data, Instruction and Information, Characteristics of computers, Various fields of application of computers | C-1 | Lecture |
| Unit-I | Various fields of computer (Hardware, Software, Human ware, and Firmware), Advantages and Limitations of Computer, Block diagram of computer, Function of different units of computer, Classification of computers | C-2 | Lecture |
| Unit-I | Digital, Analog and Hybrid, Micro, Mini, mainframe and Super | C-3 | Lecture |
| Unit-I | General & Special - Different Generation of computers (I to V). Types of software (System and Application), Compiler and Interpreter, Generation of Language (Machine Level, Assembly, High Level, 4GL | C-4 | Lecture |
| Unit-I | Different Number System (Decimal, Binary, Octal and hexadecimal) and their inter conversion (Fixed Point Only), Binary Arithmetic (Addition, Subtraction, Multiplication and Division) | C-5 | Lecture |
| Unit-I | Clarification Class | C-6 | Clarification Class |
| | Take Home Assignment | | Take Home Assignment |
| Unit-II | Keyboard, Mouse, Joystick, Digitizer, Scanner, MICR, OCR, OMR, Light Pen, Touch Screen, Bar Code Reader, Voice Input Device | C-7 | Lecture |
| Unit-II | Monitor and it's type (VGA, SVGA and XGA) , Printer and it's type (Impact and Non-Impact with example), Plotter. | C-8 | Lecture |
| Unit-II | Primary Memory (ROM and it's type - PROM, EPROM, EEPROM, RAM) Secondary memory- SASD, DASD Concept | C-9 | Lecture |
| Unit-II | Magnetic Disks - Floppy disks, Hard disks, Magnetic Tape | C-10 | Lecture |
| Unit-II | Optical disks - CD ROM and it's type (CD ROM, CD ROM-R, CD ROM-EO, DVD ROM Flash Memory | C-11 | Lecture |
| Unit-II | Clarification Class | C-12 | Clarification Class |
| Unit-II | Class Room Assignment | C-13 | Class Room Assignment |
| Unit-III | Introduction to operating system; Function of OS, Types of operating systems | C-14 | Lecture |
| Unit-III | Booting Procedure, Start-up sequence, Details of basic system configuration | C-15 | Lecture |
| Unit-III | Important terms like Directory, File, Volume, Label, Drive name, etc. | C-16 | Lecture |
| Unit-III | Creating directory, Sub directory, Renaming, Coping and Deleting the directory | C-17 | Lecture |

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| Unit-III | File Manipulation: Creating a file, deleting, coping, renaming a file | C-18 | Lecture |
| Unit-III | Clarification Class | C-19 | Clarification Class |
| Unit-III | Activity/Quiz | C-20 | Activity |
| Unit-IV | Networking Concepts, Types of networking (LAN, MAN and WAN) | C-21 | Lecture |
| Unit-IV | Communication Media, Mode of Transmission (Simplex, Half Duplex, Full Duplex) | C-22 | Lecture |
| Unit-IV | Mode of Transmission (Half Duplex, Full Duplex) | C-23 | Lecture |
| Unit-IV | Analog and Digital Transmission | C-24 | Lecture |
| Unit-IV | Synchronous and Asynchronous Transmission | C-25 | Lecture |
| Unit-IV | Different Topologies | C-26 | Lecture |
| Unit-IV | Introduction to word processor and Spread Sheets. | C-27 | Lecture |
| Unit-IV | Presentation | C-28 | Presentation |
| Unit-IV | Clarification Class | C-29 | Clarification Class |
| | Activity | C-30 | Activity |

11007800 - Computer Applications Lab

| Unit | Particulars | Class No. | Pedagogy of Class |
|----------|---|-----------|-------------------|
| Unit-I | M.S Word Basic - Adding text, editing text, formatting text, font, and its size, | C-1 | Practical |
| Unit-I | M.S Word Basic - cut/copy/paste, save and save as, character/line/paragraph spacing | C-2 | Practical |
| Unit-I | Find or replace text and numbers on a Word file Inserting page number, | C-3 | Practical |
| Unit-I | Headers and Footers, footnote, endnote, date, and time | C-4 | Practical |
| Unit-I | Merging the two shapes by using order, fill, test, and effects on the shapes | C-5 | Practical |
| Unit-I | Design a cover page for the RNB University at MS Word 2013 | C-6 | Practical |
| Unit-I | Insert a table in MS Word consisting of five rows and three columns by applying designs and styles at the table | C-7 | Practical |
| Unit-I | Insert a table in MS Word consisting of five rows and three columns by applying designs and styles at the table | C-8,9 | Practical |
| Unit-I | Create an automatic Table of content at MS Word 2013 | C-10 | Practical |
| Unit-II | MS Excel -Merge/Unmerge cells - Combine text from two or more cells into one cell | C-11 | Practical |
| Unit-II | Create an Excel table in a worksheet and draw its charts (2D and 3D) | C-12 | Practical |
| Unit-II | Sorting and filtering data (auto and advanced filter) | C-13 | Practical |
| Unit-II | Working with formulae and functions | C-14,15 | Practical |
| Unit-II | Adding comments, applying password protection to the workbook | C-16 | Practical |
| Unit-III | MS Power Point- Formatting of presentations slides: add, delete, cut, copy, paste of different layouts slides | C-17 | Practical |
| Unit-III | Insert a shape, tables, graphic, picture and screenshots into the slides | C-18 | Practical |
| Unit-III | Applying designs and transaction effects in the presentation | C-19 | Practical |
| Unit-III | Adding hyperlinks and videos to the presentations | C-20 | Practical |
| Unit-IV | Operating System- Installation of MS windows and LINUX on a PC | C-21 | Practical |
| Unit-IV | Exposure to Basic commands at command prompt | C-22 | Practical |
| Unit-IV | Exposure to Basic commands at command prompt | C-23 | Practical |
| Unit-IV | Insert commands - pwd, cp, cd, rm, mv, ls, cat, mkdir, Ch mod, rmdir, who, who am I, banner, date, kill, etc. | C-24 | Practical |
| Unit-IV | Insert commands - pwd, cp, cd, rm, mv, ls, cat, mkdir, Ch mod, rmdir, who, who am I, banner, date, kill, etc. | C-25 | Practical |

| | | | |
|---------|---|------|-----------|
| Unit-IV | Insert commands - pwd, cp, cd, rm, mv, ls, cat, mkdir, Ch mod, rmdir, who, who am I, banner, date, kill, etc. | C-26 | Practical |
| Unit-IV | Create a LAN network using different device | C-27 | Practical |
| Unit-IV | Project Work | C-28 | Practical |
| Unit-IV | Project Work | C-29 | Practical |
| Unit-IV | Project Work | C-30 | Practical |

11003500 - Ability and Skill Enhancement-I

| Unit | Particulars | Class No. | Pedagogy of Class |
|----------|--|-----------|-----------------------|
| Unit-I | Ice Breaking Session & Recap of Language Skills | C-1 | Activity |
| Unit-I | Ice Breaking Session& Recap of language | C-2 | Lecture |
| Unit-I | Phrases, clause, sentence | C-3,4 | Lecture |
| Unit-I | Word Classes (part of Speech) | C-5 | Lecture |
| Unit-I | Clarification class | C-6 | Clarification Class |
| Unit-I | Class Room Assignment | C-7 | Class Room Assignment |
| Unit-II | Tenses | C-8 | Lecture |
| Unit-II | Modals | C-9 | Lecture |
| Unit-II | Articles | C-10 | Lecture |
| Unit-II | Clarification class | C-11 | Clarification Class |
| Unit-II | Activity | C-12 | Activity |
| Unit-III | Reading Skills & Fluency Building- Reading Process | C-13 | Lecture |
| Unit-III | Importance & Types of Reading | C-14 | Lecture |
| Unit-III | Techniques of Reading, and Strategies to Improve Reading Abilities | C-15 | Lecture |
| Unit-III | Comprehension | C-16 | Lecture |
| Unit-III | Reading Aloud, Reading News | C-17 | Lecture |
| Unit-III | Clarification Class | C-18 | Clarification Class |
| Unit-III | Presentation | C-19 | Presentation |
| Unit-IV | Writing Skills- Generating ideas/gathering data, organizing ideas | C-20 | Lecture |
| Unit-IV | Note taking, Outlining, drafting, | C-21 | Lecture |
| Unit-IV | Editing and Proof Reading, | C-22 | Lecture |
| Unit-IV | Story Writing (through pictures/videos | C-23 | Lecture |
| Unit-IV | Dialogue Writing, Email Writing | C-24 | Lecture |
| Unit-IV | Listening & Speaking Skills- Types and Essentials of good listening, Listening Process, | C-25 | Lecture |
| Unit-IV | Barriers to Listening and Strategies to improve Listening, Listening to Inspirational Movies/Clips, Listening News | C-26 | Lecture |
| Unit-IV | Techniques of Effective Speaking, Introducing Oneself, and others, Extempore | C-27 | Lecture |
| Unit-IV | Situational Conversations (Practicing Short Dialogues). | C-28 | Guest lecture |
| Unit-IV | Clarification Class | C-29 | Clarification Class |
| Unit-IV | Revision Class | C-30 | Lecture |

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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