

Detailed Program
Bachelor of Business Administration
(BBA)

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

Semester- III
(2023-2027)

DOC202306070008



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, 2025 along with Examination pattern is as follows:

Course Scheme

Semester – III

S. No.	Course Code	Category	Course Name	L	T	P	Credits
1.	11012100	DSC-09	Business Environment	3	1	0	4
2.	11004900	DSC-10	Business Law	3	1	0	4
3.	11005300	DSC-11	Human Resources Management	3	1	0	4
4.	11012400	DSC-12	Family Business Management	3	1	0	4
5.	11005200	GE-3	Financial Management (GE - Group A)	3	1	0	4
6.	11025700	AEC	Hindi I	2	0	0	2
7.	11003700	SEC	Ability & Skill Enhancement - III	2	0	0	2
8.	88004700	VAC-1	Basics of Taxation (VAC- Group A)	2	0	0	2
10.	99003300		Workshops/Seminars/Human Values/ Social Service/NCC/NSS	-	-	-	1
Total				19	5	4	27

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	Two Mid-term Sessional of 15 marks each (15+15)	30
Marks obtained in various Tests, Assignments, Presentations, Quiz, Tutorials, etc.	Average of marks obtained	15
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 have to 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 Outcomes (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

Course	Course outcomes: - After completion of these courses' students should be able to
11012100- Business Environment	<p>C01: Understand Political and Legal environment, Social and Cultural Environment, Technological environment, and Competitive Environment</p> <p>C02: Understand the latest developments in business Environment.</p> <p>C03: Apply national & international laws & policies to evaluate the complexities of business environment and their impact on business.</p> <p>C04: Analyze the relationship between Government and business and understand the Political, Economic, legal and social policies of the country. Analyze current economic conditions in developing emerging markets, and evaluate present and future opportunities.</p> <p>C05: Analyze current economic conditions in developing emerging markets and evaluate present and future opportunities.</p>
11004900- Business Law	<p>C01: Define and understand about the legal implications of entering into a contract and what are the special provision regarding negotiable instruments.</p> <p>C02: Apply basic knowledge of the important business legislation along with relevant case laws.</p> <p>C03: Appraise the concept of business law, its application and significance.</p> <p>C04: 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.</p> <p>C05: Evaluate the learning of the students about the different laws taught to them.</p>
11005300- Human Resource Management	<p>C01: Define the human resource principles, theories, role behaviors and skill sets & methods of Performance Appraisal.</p> <p>C02: Understand the various aspects of Human Resource management and make them acquainted with practical aspect of the subject.</p> <p>C03: Understand the training related needs and apply to methods accordingly.</p> <p>C04: Analyze the different components of Remuneration & different types of employee benefits and services.</p> <p>C05: Evaluate the understanding of the concept of Managing Human Resources and work.</p>
11012400- Family Business Management	<p>C01: Define Family Business, its meaning and Importance in India.</p> <p>C02: Explain the contribution of Family Business in Indian Economy & its importance.</p> <p>C03: Identify about how to address concerns in business, governance and relational dynamics in family firms.</p> <p>C04: Analyse how to maintain the business & family relations during ups & down of the business.</p> <p>C05: Evaluate the understanding towards the topics of family business and</p>

	identifying the application in real business practices.
11005200- Financial Management	<p>C01: List the various decisions under financial management and determine the financial plan and capital structure of the business.</p> <p>C02: Explain the concept of investment in short and long terms assets including the cost of capital.</p> <p>C03: Apply the theories of capital structure to arrange or rearrange a given set of capital structure to maximize the EPS of a firm.</p> <p>C04: Analyse the situations relating to dividend policy having the impact on the value of the share.</p> <p>C05: Select the methods and techniques for analysing the data for business decision making.</p>
11025700 - Hindi I	<p>C01: हिंदीभाषा के मूल इतिहास और उसकी लिपि देवनागरी को समझाने में</p> <p>C02: हिंदी शब्द की उत्पत्ति, अर्थ और प्रयोग समझाने में</p> <p>C03: हिंदी लिपि के विकास को समझाने में सक्षम</p> <p>C04: हिंदी भाषा की सभी प्रकार की बोलियों को सूचीबद्ध करने में</p> <p>C05: देवनागरी की विशेषताएँ एवं विशिष्टता समझाने में</p>
11003700- Ability & Skill Enhancement- III	<p>C01: Classify the different types of reviews i.e. book review, movie review etc.</p> <p>C02: Express his/ her feeling at pressure situation or emotional situation</p> <p>C03: Explain his/her thoughts in group discussion and also build leadership quality</p> <p>C04: Enhance creativity in making documentary etc.</p> <p>C05: Manage negative emotions keeping balance of mental stability, stress and distress.</p>
88004700- Basics of Taxation	<p>C01: Understand the fundamentals of taxation</p> <p>C02: Explain a working knowledge of principles and provisions of tax</p> <p>C03: Understand the concept of VAT.</p> <p>C04: Understand how to levy and collect different taxes</p> <p>C05: Understand the eligibility and ineligibility of Input tax credit</p>

7. CO PO Mapping

11012100	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
C01	2	2	3	2	-	-	2	2	-	2	2	2
C02	-	3	2	2	2	2	-	2	2	3	2	3
C03	2	3	2	3	3	2	2	3	3	3	3	2
C04	-	-	2	3	3	-	3	3	2	2	3	3
C05	3	-	2	2	3	-	3	2	2	2	2	2

11004900	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
C01	2	2	3	-	2	-	2	2	-	2	3	3
C02	-	2	3	3	2	-	-	-	2	3	-	2
C03	2	-	-	3	3	2	-	3	2	-	3	3
C04	3	2	2	3	1	-	2	-	-	2	2	2
C05	3	-	3	3	3	3	2	-	-	3	2	3

11005300	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
C01	3	3	3	2	1	2	1	2	2	2	2	2
C02	1	3	2	3	2	2	2	2	3	3	2	2
C03	2	2	3	3	3	3	2	2	2	2	3	2
C04	2	1	2	3	3	3	3	3	2	3	3	3
C05	2		2		2		3		2		3	

11012400	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
C01		2	2		1				2			3
C02	3		2	2	2				2	3		
C03		1		2		3	2	2			2	2
C04	1	3		2		1		3			2	1
C05	3	3	3	3	3	3	3	3	3	3	3	3

11005200	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
C01	3	2	2	3			1			2		3
C02	2	3	2	2		3		3			2	3
C03	2	2	3	2	3		2		2	3	2	3
C04	2	2	2		1	1	2	2	3	1		3
C05	3	3	3	3	3	3	3	3	3	3	3	3

11025700	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
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	3

11003700	P01	P02	P03	P04	P05	P06	P07	P08	P09	P010	P011	P012
C01	2	2	3	3	2	3	-	2	2	3	3	2
C02	2	2	3	3	2	2	-	2	2	3	2	2
C03	2	2	-	-	3	2	-	3	2	3	2	2
C04	2	2	2	2	2	2	-	2	2	3	1	2
C05	3	3	2	2	2	2	3	3	2	2	3	2

88004700	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	3

8. Curriculum

Course Name: Business Environment

Course Code: 11012100

Course Objectives

- The objective of teaching the subject is to achieve recall and recognition abilities. To provide appropriate learning experience. An application objective is to achieve the abilities of reasoning, hypothesizing, inferring, and prediction. The perception and expectancies of the students play the significant role in predicting the Business Environment and to earn a living.
- To study the latest developments in business environment.
- The basic objective of this course is to familiarize the students with the nature and dimensions of evolving business environment in India to influence managerial decisions.

Course Outline

Unit I: Introduction

Overview of Indian Business Environment, Complexity and Diversity of Business Environment due to Globalization, Concept of Business Cycle, Need to scan the business environment and techniques of scanning the business environment.

Types of Business and its Role: Public Sector in India: Concepts, Philosophy and Objectives, Performance, Problems and Constraints. Disinvestment and Privatization, Joint sector and Cooperative sector in India.

Unit II: Political Environment

Three political institutions: Legislature, Executive and Judiciary; Fundamental rights and Directive Principles of state policy, Rationale and extent of state intervention.

Legal Environment: Company Regulatory Legislations in India, FEMA, EXIM policy. Competition Law, Consumer Protection Act 1986, Right to Information Act 2005.

Unit III: Economic Environment

Concept and Salient features of various economic system, New Industrial policy and industrial licensing; New Economic policies, Aspects of economic reforms and its effects on business, Emerging Economies specially focus on BRICS. Effect of recession on Business and remedies for that, Economic Planning in India: Objectives, Strategies and Evaluation of five year plan; Monetary and Fiscal Policy; Role of RBI, Stock Exchange and Role of SEBI.

Unit IV: Social- Cultural Environment

Cross-Cultural Business Environment due to globalization, Demographic conditions in India, change in buying pattern; **Technological Changes:** Innovation and technological changes and shorter span of Product Life Cycle is a challenge to the business **Ecological Environment:** Environment Protection: Green Management, Global Warming, Carbon Foot Printing, **Global Business Environment:** Impact of Multinational Corporation and Global Competitiveness.

Suggested Readings

1. Dr Francis Cherunilam, Business Environment Text & Cases, Himalaya Publishing.
2. S.K. Mishra, and V.K Puri, Economic Environment of Business, Himalaya Publishing
3. Paul Justine, Business Environment- Text and Cases, TATA McGraw Hill.
4. Aswathappa, Essential of Business Environment, Himalaya Publishing

5. P. K. Ghosh; Business Environment; Oxford University Press
6. V.K. Bhalla; Business Environment, Sultan Chand
7. Seikh Salim; Business Environment. Pearson
8. Economic Survey, Government of India (Latest)

Course Name: Business Law
Course Code: 11004900

Course 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 Vivek Kuchhal, 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: 11005300

Course 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*; Dhanpat Rai and Co. Pvt. Ltd NewDelhi 2003
2. Dr. Gupta, C. B.; *Human Resource Management*, Sultan Chand and Sons, NewDelhi, 2003
3. Flipppo, Edwin B., *Personnel Management*, Tata McGraw Hill.
4. Rao S *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: Family Business Management

Course Code: 11012400

Course Objectives

- To know about the meaning and importance of family business in India. How family business run effectively and contributes in Indian economy.
- Develop a working knowledge in addressing concerns in management, governance and relational dynamics in family firms.

Course Outline

Unit I: Family Business and its Uniqueness

Definition of Family Business; Family Business in India; Factors that make a family business; How they matter and how they differ; **Importance and uniqueness of a family business:** Family business culture and values and Shared Vision; Reliability and Pride; Emotional issues and Leadership; Issues in succession and transition planning; Succession and the transfer of power; creating the strategy for the family business management and governance; Priorities at the great family-controlled businesses; The long-term winners in the family business; Managing Conflict and maintain Family Unity and a positive family; The **command, continuity, community, and connection - or "the four Cs** – in family business; Managing for the long run.

Unit II: Stewardship and Family Culture

What is **Stewardship**? Importance of **culture** to everything an organization does and how a family can positively and negatively affect that culture; **stakeholder** perspective of managing family controlled companies for long-term success and how their perspectives shape the distinctive and restrictive resources the family brings to the business; explore the **influence of the founder** on the culture of the business; what founder does in determining the type of culture the business possesses during his/her tenure and beyond; Family Business Dynamics: People and system; making anything happen in a family business – **trust**; how to measure the level of trust in a family, how trust is built and destroyed in a family and why the development of the trust resource is the foundation for the development of all other resources in a family business; responsibility of the current generation in a family business to empower the succeeding generation utilizing effective mentoring techniques;

Unit III: Strategy of developing Family Business – First Generation

Creating Competitive Advantage: **Resource Based View (RBV Model)**; Create inimitable competitive advantages; Developing a profitable business Model (**CANVAS Model**); Creating and maintaining strategic partners both backward and forward; developing a proper and suitable **structure of the organization** and employing the family members for managing different functional areas of business and keep a close control during first generation of family business; **Ownership and family Business Policy Making**; Ingredients of successful business planning – family emotional intelligence, open communication; Family Meetings; Guidelines for Family Meeting; unifying plans; **Family Business Life Cycles**: a story of growing complexity – life cycle stages, A customer-active paradigm; continuous evolution – not revolution and family business continuity.

Unit IV: Transition in to the Next Generation

Change process in family-controlled business; analyze the cultural, organizational, and human life cycle aspects of change and develop strategies for assisting family groups in transiting over time; Erosion of the future entrepreneurial culture. **Leading the Transition** – start planning early; encourage integration of team building and team work; develop a written plan, planning to retire and handover the business to successor; Choosing the right successor; What if no one suits the position? Decision to take: Transfer of power to outside professional managers or not? Career opportunities for non-family managers in Family Business; Non-family managers relationship with the family; Cultural discord between family insiders and outside professional managers; **Third generation& thereafter:** it is necessary to institutionalize ownership of the business, because of the increasing complexity of both the family and the business; Methods to achieve this institutionalization;

Bring outsider consultant or advisor or CEO for professionalism in the organization to handle complexities of business.

Suggested Readings

1. Family Businesses: The Essential; by Peter E. Leach; Edward Elgar Publishing.
2. Managing the Family Business: Theory and Practice; by T. M. Zellweg.
3. Indian Family Business Mantras: Peter Leach and Tatwamasi Dixit; Rupa Publication.
4. The 10 Commandments for Family Business, Ramachandran, K., Sage Publications, New Delhi.
5. Family Business in India; SudiptDutta; Sage Publications; New Delhi.
6. Managing a New Business Successfully; Ramachandran K.; Global Business Press, New Delhi.

Course Name: Financial Management (From the Pool of GE Group A) Course Code: 11005200

Course 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.
- Efficient Management of a business enterprise is closely linked with the efficient management of its finances. Accordingly, the objective of the course is to acquaint the students with the overall framework of financial decision- making in a business unit.
- Understand the role and importance of a financial manager.
- Identify and evaluate the alternative sources of business finance.
- Discuss and apply working capital management techniques.
- Understand the factors influencing cost of capital and calculating cost.
- To take decisions on capital structure.
- Evaluate the financial viability of investments.

Course Outline

Unit I: Financial Management

Meaning, Scope, objectives of Financial Management --- Profit Vs. Wealth Maximization. Financial Management and other Areas of Management --- Liquidity Vs Profitability, Methods of Financial Management, Organization of Finance Function

Sources of Financing: Classification of Sources of Finance, Security Financing, Loan Financing, Project Financing, Loan Syndication- Book Building, New Financial Institutions and Instruments **(in brief)** viz. Depositories, Factoring, Venture Capital, Credit Rating, Commercial Paper, Certificate of Deposit, Stock Invest, Global Depository Receipts

Concept in Valuation: Time Value of Money, Valuation Concepts, Valuation of Securities viz., Debentures, Preference shares and Equity Shares

Unit II: Concept in Valuation

Time Value of Money, Valuation Concepts, Valuation of Securities viz., Debentures, Preference shares and Equity Shares

Capital Structure: Meaning, Capital Structure and Financial Structure, Patterns of Capital Structure, Optimum Capital Structure, Capital Structure Theories, Factors Determining Capital Structure, Capital Structure Practices in India.

Cost of Capital: Concept, Importance, Classification and Determination of Cost of Capital.

Leverages: Concept, Types of leverages and their significance.

Unit III: Capital Budgeting

Concept, Importance and Appraisal Methods: Payback period, DCF techniques, Accounting rate of return, Capital Rationing, Concept of Risk, Incorporation of Risk Factor, General Techniques: Risk adjusted discount return, certainty equivalent coefficient and Quantitative Techniques: Sensitivity analysis, Probability assignment, Standard deviation, Coefficient of variation, Decision tree.

Unit IV: Working Capital Management

Concept, Management of Cash, Management of Inventories, Management of Accounts Receivable and Accounts Payable, over and under Trading **Dividend, Bonus and Rights:** Dividend Policy, Relevance and Irrelevance Concepts of Dividend, Corporate Dividend Practices in India.

Suggested Readings

1. Maheshwari S.N., "Financial Management", Principles and Practice, Sultan Chand & Sons, 9th Edition 2004.
2. Khan M.Y, Jain P.K., "Financial Management", Tata McGraw Hill, 2001, 3rd Edition.
3. Pandey I. M., "Financial Management", Vikas Publishing House, Revised Ed., 2003
4. Hampton, Joh. J, Financial Decision Making, Prentice Hall of India, 4th Edition, 1998
5. Horne Van C. & Wachowich M., "Fundamentals of Financial Management," Prentice Hall of India, 11th Edition 2002

Course Name: HINDI I (हिंदीभाषा और उसकी लिपि का इतिहास)
Course Code: 11025700

पाठ्यक्रम के परिणाम

इसकोसकंपूराहोनेकेबादछात्रसक्षमहोसकेंगे

- हिंदीभाषा के मूल इतिहास और उसकी लिपि देवनागरी को समझाने में
- हिंदी शब्द की उत्पत्ति, अर्थ और प्रयोग समझाने में
- हिंदी लिपि के विकास को समझाने में सक्षम
- हिंदी भाषा की सभी प्रकार की बोलियों को सूचीबद्ध करने में
- देवनागरी की विशेषताएँ एवं विशिष्टता समझाने में

Course Outline

इकाई-1 : हिंदीभाषा के विकास की पूर्वपीठिका

- भारोपीय भाषा-परिवार एवंअर्थभाषाएँ (संस्कृत, पालि, प्राकृत, अपभ्रंश आदि)
- हिंदी का आरंभिक रूप
- ‘हिंदी’ शब्द का अर्थ एवंप्रयोग
- हिंदी का विकास(आदिकाल, मध्यकाल, आधुनिककाल)

इकाई-2 : हिंदीभाषा का क्षेत्रा एवंविस्तार

- हिंदीभाषा : क्षेत्र एवंबोलियाँ
- हिंदी के विविध रूप(बोलचाल की भाषा, राष्ट्रभाषा, राजभाषा, संपर्क-भाषा, संचार भाषा)
- हिंदी का अखिलभारतीय स्वरूप
- हिंदी का अंतर्राष्ट्रीय संदर्भ

इकाई-3 : लिपि का इतिहास

- भाषाऔर लिपि का अंतःसंबंध
- परिभाषा, स्वरूप एवंआवश्यकता
- लिपि के आरंभिक रूप(चित्रालिपि, भावललिपि, ध्वनि-लिपि)
- भारतमें लिपि का विकास

इकाई-4 : देवनागरी लिपि

- देवनागरी लिपि का परिचय एवंविकास
- देवनागरी लिपि का मानकीकरण
- आदर्श लिपि के गुणऔरदेवनागरी लिपि की विशेषताएँ
- देवनागरी लिपि औरकम्प्यूटर

सहायकग्रंथ

- हिंदीभाषा का इतिहास.धीरेंद्रवर्मा
- भारतीय पुरालिपि.डॉ. रामबलिपाण्डेय (लोकभारती प्रकाशन)
- हिंदीभाषा का उद्गमऔरविकास.उदयनारायण तिवारी
- हिंदीभाषा की पहचान से प्रतिष्ठातक.डॉ. हनुमानप्रसाद शुक्ल
- लिपि की कहानी.गुणाकरमुले
- भाषाऔरसमाज.रामविलास शर्मा

Course Name: Ability & Skill Enhancement III
Course Code: 11003700

Course Objectives

This three-year syllabus is a journey that aims to explore the dynamics and techniques of effective interpersonal communication.

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, 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 & Dont's, 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 TAXATION
(From the Pool of VAC Group A)
Course Code: 88004700

Course Outcomes: After the completion of this course the students will be able to-

- Understand the fundamentals of taxation
- Understand knowledge of principles and provisions of direct taxes
- Understand the concept of ITR
- Understand how to levy and collect GST
- Understand the eligibility and ineligibility of Input tax credit

Course Outlines:

Unit 1: Introduction to Taxes

Definition and Nature of Taxation, History and Evolution of Taxation in India, Direct versus Indirect Tax, Basic Concepts and Terminology

Unit 2: Direct Taxes - Income Tax

Definition of income, Heads of income, Exemptions and deductions, computation of taxable income

Unit 3: Indirect Taxes - Goods and Services Tax (GST)

Introduction and importance, Structure of GST (CGST, SGST, IGST), GST rates and classification of goods and services, Input tax credit mechanism

Unit 4: Tax Planning and Management

Tax Planning - Objectives and significance, Types of tax planning, Tax avoidance vs. tax evasion.

Tax Management - Importance of tax management, Tax compliance and documentation, Advance tax, and self-assessment tax

Unit 5: Assessments and Filing of Returns under Income tax and GST Laws

Key deductions under Income Tax Act (Sections 80C, 80D, etc.), Types of assessments (self-assessment, regular assessment), Filing of Income tax returns, Filing of Returns under GST Laws.

Recommended Books

1. "Students' Guide to Income Tax" by Vinod K. Singhania and Monica Singhania
1. "Income Tax Ready Reckoner" by Dr. Girish Ahuja and Dr. Ravi Gupta
2. Students' Handbook on GST & Customs Law" by CA Raj K Agrawa
3. Datey, V S, "Indirect Taxes", Taxmann Publications.

9. Lesson Plans

11012100–Business Environment

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Introduction About the Subject & Basics about-Business: meaning, Characteristics,	C-1	Lecture
Unit-I	Overview of Indian Business Environment, Complexity and Diversity of Business	C-2	Lecture
Unit-I	Business Environment, Complexity and Diversity of Business	C-3	Lecture
Unit-I	Environment due to Globalization	C-4	Lecture
Unit-I	Concept of Business Cycle, Need to scan the business environment	C-5	Lecture
Unit-I	Techniques of scanning the business environment.	C-6	Lecture
Unit-I	Class Room Assignment I	C-7	Class Room Assignment
Unit-I	Types of Business and its Role: Public Sector in India: Concepts, Philosophy and Objectives	C-8,10	Lecture
Unit-I	Activity Class	C-9	Activity
Unit-I	Performance, Problems and Constraints. Disinvestment and Privatization,	C-11	Lecture
Unit-I	Quiz I	C-12	Quiz
Unit-I	Joint sector in India.	C-13	Lecture
Unit-I	Cooperative sector in India.	C-14	Lecture
Unit-I	Presentation I	C-15	Presentation
Unit-I	Clarification Class I	C-16	Clarification Class
Unit-II	Meaning of Political Institutions: Legislative, Executive and Judiciary	C-17	Lecture
Unit-II	The Constitution of India: Preamble	C-18	Lecture
Unit-II	The Fundamental Rights	C-19	Lecture
Unit-II	Class Room Assignment II	C-20	Class Room Assignment
Unit-II	The Directive Principles of State Policy	C-21	Lecture
Unit-II	Rational and Extent of State Intervention	C-22	Lecture
Unit-II	Legal Environment: Regulatory Legislations in India, FEMA,	C-23	Lecture
Unit-II	Webinar	C-24	Webinar
Unit-II	Export Import Policy of India	C-25	Lecture
Unit-II	Competition Law, Competition Commission of India	C-26	Lecture
Unit-II	Consumer protection Act 1986	C-27	Lecture
Unit-II	Right to Information Act 2005	C-28	Lecture
Unit-II	Take Home Assignment I		Take Home Assignment
Unit-II	Activity Class	C-29	Activity
Unit-II	Clarification Class II	C-30	Clarification Class
Unit-III	Economic Environment: Concept and salient features of various economic systems	C-31	Lecture
Unit-III	New Industrial Policy	C-32	Lecture
Unit-III	Industrial Licensing Policy	C-33	Lecture
Unit-III	New Economic Policy: Economic Reforms and its impact on Business	C-34	Lecture

Unit-III	Emerging economies: BRICS	C-35	Lecture
Unit-III	Policies to deal with economic Recession	C-36	Lecture
Unit-III	Presentation II	C-37	Presentation
Unit-III	Webinar	C-38	Webinar
Unit-III	Economic Planning in India: Strategies Evaluation of Five Year plan	C-39	Lecture
Unit-III	Activity Class	C-40	Activity
Unit-III	Monetary and Fiscal Policy, Role of RBI, Stock Exchange and SEBI	C-41	Lecture
Unit-III	Take Home Assignment II		Take Home Assignment
Unit-III	Activity Class	C-42	Activity
Unit-III	Class Room Assignment III	C-43	Class Room Assignment
Unit-III	Clarification Class III	C-44	Clarification Class
Unit-IV	Socio Cultural Environment Cross cultural environment due to globalization	C-45	Lecture
Unit-IV	Demographic conditions in India, change in buying pattern	C-46	Lecture
Unit-IV	Quiz II	C-47	Quiz
Unit-IV	Technological Environment, Definition Change and shorter span of Product	C-48	Lecture
Unit-IV	Ecological Environment: Environment Protection	C-49	Lecture
Unit-IV	Green Management, Global Warming	C-50	Lecture
Unit-IV	Carbon Foot Printing	C-51	Lecture
Unit-IV	Ecological Environment: Environment Protection: Green Management, Global Warming, Carbon Foot Printing	C-52	Lecture
Unit-IV	Activity Class	C-53	Activity
Unit-IV	Global Business Environment: Meaning of Globalization	C-54	Lecture
Unit-IV	MNCs and Global competitiveness	C-55	Lecture
Unit-IV	MNCs and Global competitiveness	C-56	Lecture
Unit-IV	Revision	C-57	Lecture
Unit-IV	Take Home Assignment III		Take Home Assignment
Unit-IV	Revision	C-58	Lecture
Unit-IV	Revision	C-59	Lecture
Unit-IV	Clarification Class IV	C-60	Clarification Class

11004900 –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 Contract	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	Transfer of ownership in goods including sale by a non-owner	C-28	Lecture
Unit-III	Performance of contract of sale		Lecture
Unit-III	Performance of contract of sale	C-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	C-41	Lecture
Unit-IV	Types of Partners		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

11005300 – 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	C11	Classroom Assignment
Unit-I	Kaizen & TQM	C12	Lecture
Unit-I	Clarification Class I	C13	Clarification Class
Unit-I	Take Home Assignment I		Take Home Assignment
Unit-II	HR Planning	C14	Lecture
Unit-II	Job analysis – job description	C15	Lecture
Unit-II	Presentation I	C16	Presentation
Unit-II	Job specification	C17	Lecture
Unit-II	Recruitment – sources and process	C18	Lecture
Unit-II	Selection process – tests	C19	Lecture
Unit-II	Mock Interviews	C20	Activity
Unit-II	Placement and induction	C21	Lecture
Unit-II	Job changes – transfers, promotions / demotions/ Separations	C22	Lecture
Unit-II	Classroom Assignment-II	C23	Classroom Assignment
Unit-II	Job changes – transfers, promotions / demotions/ Separations	C24,25	Lecture
Unit-II	Clarification Class II	C26	Clarification Class
Unit-II	Take Home Assignment II		Take Home Assignment
Unit-III	Concept and importance of training	C27	Lecture
Unit-III	Types of training	C28	Activity
Unit-III	Methods of training	C29	Lecture
Unit-III	Presentation II	C30	Presentation II
Unit-III	Design of training Programme	C31,32	Lecture
Unit-III	Evaluation of training effectiveness	C33,34	Lecture
Unit-III	Executive development – process and techniques	C35	Lecture
Unit-III	Career planning and development	C36,37	Lecture
Unit-III	Clarification Class III	C38	Clarification Class
Unit-III	Take Home Assignment III		Take Home Assignment
Unit-IV	Job evaluation – concept, process and significance	C39,40	Lecture
Unit-IV	Class Room Assignment III	C41	Class Room Assignment
Unit-IV	Components of employee remuneration – base and supplementary	C42	Lecture

Unit-IV	Performance appraisal – concept and objectives	C43	Lecture
Unit-IV	Potential appraisal – concept and objectives	C44	Lecture
Unit-IV	Traditional methods	C45,46,47	Lecture
Unit-IV	Modern methods	C48,49	Lecture
Unit-IV	Limitations of performance appraisal methods	C50,51	Lecture
Unit-IV	360 degree appraisal technique	C52	Lecture
Unit-IV	Quiz II	C53	Quiz
Unit-IV	Overview of employee welfare	C54,55	Lecture
Unit-IV	Overview of employee health and safety	C56,57	Lecture
Unit-IV	Social Security	C58,59	Lecture
Unit-IV	Clarification Class IV	C60	Clarification Class

11012400 – Family Business Management

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Family Business - Definition of Family Business; Family Business in India; Factors that make a family business; How they matter and how they differ	C-1	Lecture
Unit-I	Family business culture and values and Shared Vision; Reliability and Pride; Emotional issues and Leadership	C-2	Lecture
Unit-I	Issues in succession and transition planning; Succession and the transfer of power	C-3	Lecture
Unit-I	Creating the strategy for the family business management and governance	C-4,5	Lecture
Unit-I	Priorities at the great family-controlled businesses; The long-term winners in the family business	C-6,7	Lecture
Unit-I	Managing Conflict and maintain Family Unity and a positive family	C-8,9	Lecture
Unit-I	The command, continuity, community, and connection - or “the four Cs – in family business; Managing for the long run	C-10,11	Lecture
Unit-I	Clarification Class I	C-12	Clarification Class
Unit-II	What is Stewardship? Importance of culture to everything an organization does and how a family can positively and negatively affect that culture	C-13	Lecture
Unit-II	Stakeholder perspective of managing family controlled companies for long-term success and how their perspectives shape the distinctive and restrictive resources the family brings to the business	C-14	Lecture
Unit-II	Explore the influence of the founder on the culture of the business; what founder does in determining the type of culture the business possesses during his/her tenure and beyond	C-15	Lecture
Unit-II	Family Business Dynamics: People and system; making anything happen in a family business	C-16	Lecture
Unit-II	Presentation I	C-17	Presentation
Unit-II	Trust; how to measure the level of trust in a family, how trust is built and destroyed in a family and why the development of the trust resource is the foundation for the development of all other resources in a family business	C-18	Lecture
Unit-II	Classroom Assignment I	C-19	Classroom Assignment
Unit-II	Responsibility of the current generation in a family business to empower the succeeding generation utilizing effective mentoring techniques	C-20	Lecture
Unit-II	Responsibility of the current generation in a family business to empower the succeeding generation utilizing effective mentoring techniques	C-21,22	Lecture
Unit-II	Take Home Assignment I		Take Home Assignment
Unit-II	Quiz I	C-23	Quiz
Unit-II	Revision	C-24	Lecture

Unit-II	Clarification Class II	C-25	Clarification Class
Unit-III	Strategy of developing Family Business – First Generation Creating Competitive Advantage: Resource Based View (RBV Model)	C-26	Lecture
Unit-III	Create inimitable competitive advantages	C-27,28	Lecture
Unit-III	Developing a profitable business Model (CANVAS Model)	C-29	Lecture
Unit-III	Presentation II	C-30	Presentation
Unit-III	Creating and maintaining strategic partners both backward and forward	C-31	Lecture
Unit-III	Developing a proper and suitable structure of the organization and employing the family members for managing different functional areas of business and keep a close control during first generation of family business	C-32	Lecture
Unit-III	Ownership and family Business Policy Making: Ingredients of successful business planning	C-33	Lecture
Unit-III	Classroom Assignment II	C-34	Classroom Assignment
Unit-III	Family emotional intelligence, open communication	C-35	Lecture
Unit-III	Family Meetings; Guidelines for Family Meeting; unifying plans	C-36	Lecture
Unit-III	Family Business Life Cycles: a story of growing complexity – life cycle stages	C-37	Lecture
Unit-III	A customer–active paradigm; continuous evolution – not revolution and family business continuity	C-38	Lecture
Unit-III	Revision	C-39	Lecture
Unit-III	Revision	C-40	Lecture
Unit-III	Take Home Assignment II		Take Home Assignment
Unit-III	Revision	C-41	Lecture
Unit-III	Clarification Class III	C-42	Clarification Class
Unit-IV	Change process in family-controlled business	C-43	Lecture
Unit-IV	Analyze the cultural, organizational, and human life cycle aspects of change and develop strategies for assisting family groups in transiting over time	C-44	Lecture
Unit-IV	Erosion of the future entrepreneurial culture	C-45	Lecture
Unit-IV	Leading the Transition – start planning early; encourage integration of team building and team work; develop a written plan	C-46	Lecture
Unit-IV	Planning to retire and handover the business to successor; Choosing the right successor; What if no one suits the position? Decision to take	C-47	Lecture
Unit-IV	Activity	C-48	Activity
Unit-IV	Transfer of power to outside professional managers or not? Career opportunities for non-family managers in Family Business	C-49	Lecture
Unit-IV	Non-family managers relationship with the family; Cultural discord between family insiders and outside professional managers	C-50	Lecture
Unit-IV	Classroom Assignment III	C-51	Classroom Assignment

Unit-IV	Third generation& thereafter: it is necessary to institutionalize ownership of the business, because of the increasing complexity of both the family and the business	C-52,53	Lecture
Unit-IV	Revision Class	C-54	Lecture
Unit-IV	Methods to achieve this institutionalization	C-55	Lecture
Unit-IV	Bring outsider consultant or advisor or CEO for professionalism in the organization to handle complexities of business	C-56	Lecture
Unit-IV	Take Home Assignment		Take Home Assignment
Unit-IV	Revision Class	C-57	Lecture
Unit-IV	Revision	C-58	Lecture
Unit-IV	Revision	C-59	Lecture
Unit-IV	Clarification Class IV	C-60	Clarification Class

11005200 –Financial Management (From The pool of GE Group A)

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Financial Management: Meaning, Scope, objectives of Financial Management	C-1,2	Lecture
Unit-I	Profit Vs. Wealth Maximization	C-3	Lecture
Unit-I	Profit Vs. Wealth Maximization	C-4	Lecture
Unit-I	Financial Management and other Areas of Management ---Liquidity Vs Profitability	C-5,6	Lecture
Unit-I	Methods of Financial Management, Organization of Finance Function	C-7	Lecture
Unit-I	Sources of Financing: Classification of Sources of Finance, Security Financing, Loan Financing, Project Financing, Loan Syndication-Book Building	C-8	Lecture
Unit-I	Classroom Assignment	C-9	Classroom Assignment
Unit-I	New Financial Institutions and Instruments (in brief) viz. Depositories, Factoring, Venture Capital	C-10	Lecture
Unit-I	Credit Rating, Commercial Paper, Certificate of Deposit, Stock Invest, Global Depository Receipts	C-11	Lecture
Unit-I	Concept in Valuation: Time Value of Money, Valuation Concepts, Valuation of Securities viz., Debentures, Preference shares and Equity Shares	C-12,13	Lecture
Unit-I	Presentation	C-14	Presentation
Unit-I	Clarification Class-1	C-15	Clarification Class
Unit-I	Take Home Assignment		Take Home Assignment
Unit-II	Concept in Valuation: Time Value of Money, Valuation Concepts	C-16	Lecture
Unit-II	Valuation of Securities viz., Debentures, Preference shares and Equity Shares	C-17-20	Lecture
Unit-II	Capital Structure: Meaning, Capital Structure and Financial Structure, Patterns of Capital Structure, Optimum Capital Structure	C-21	Lecture
Unit-II	Capital Structure Theories, Factors Determining Capital Structure, Capital Structure Practices in India.	C-22	Lecture
Unit-II	Quiz	C-23	Quiz
Unit-II	Cost of Capital: Concept, Importance,	C-24,26,	Lecture
	Classification and Determination of Cost of Capital.	C-27,28	
Unit-II	Classroom Assignment	C-29	Class Assignment
Unit-II	Leverages: Concept, Types of leverages and their significance.	C-30	Lecture
Unit-II	Clarification Class- 2	C-31	Clarification Class
Unit-III	Capital Budgeting Concept, Importance	C-31	Lecture
Unit-III	Capital Budgeting Concept, Importance	C-32-33	Lecture
Unit-III	Appraisal Methods: Payback period, DCF techniques, accounting rate of return, Capital Rationing, Concept of Risk, Incorporation of Risk Factor	C-34,35	Lecture
Unit-III	Appraisal Methods: Payback period, DCF	C-36	Lecture

	techniques, accounting rate of return, Capital Rationing, Concept of Risk, Incorporation of Risk Factor		
Unit-III	General Techniques	C-37,38	Lecture
Unit-III	General Techniques: Risk adjusted discount return, certainty equivalent coefficient	C-39	Lecture
Unit-III	Presentation	C-40,41	Presentation
Unit-III	Quantitative Techniques: Sensitivity analysis, Probability assignment, Standard deviation, Coefficient of variation, Decision tree.	C-42,43	Lecture
Unit-III	Standard deviation, Coefficient of variation, Decision tree.	C-44	Lecture
Unit-III	Clarification Class- 3	C-45	Clarification Class
	Take Home Assignment		Take Home Assignment
Unit-IV	Working Capital Management: Concept	C-46	Lecture
Unit-IV	Management of Cash, Management of Inventories	C-47	Lecture
Unit-IV	Management of Accounts Receivable	C-48	Lecture
Unit-IV	Accounts Payable	C-49	
Unit-IV	Over and under Trading Dividend	C-50,51	Lecture
Unit-IV	Bonus and Rights	C-52	Lecture
Unit-IV	Classroom Assignment	C-53	Classroom Assignment
Unit-IV	Bonus and Rights	C-54	Lecture
Unit-IV	Activity	C-55	Activity
Unit-IV	Dividend Policy	C-56,57	Lecture
Unit-IV	Relevance and Irrelevance Concepts of Dividend, Corporate Dividend Practices in India.	C-58,59	Lecture
Unit-IV	Clarification Class-5	C-60	Clarification Class
	Take Home Assignment		Take Home Assignment

11003700-HINDI I (हिंदीभाषा और उसकी लिपि का इतिहास)

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	हिंदीभाषा के विकास की पूर्वपीठिका	C-1	Lecture
Unit-I	हिंदी का आरंभिक रूप	C-2	Lecture
Unit-I	भारोपीय भाषा-परिवार एवंअर्थभाषाएँ (संस्कृत, पालि, प्राकृत, अपभ्रंश आदि)	C-3	Lecture
Unit-I	हिंदी' शब्द का अर्थ एवंप्रयोग	C-4	Lecture
Unit-I	Class Room Assignment	C-5	Class Room Assignment
Unit-I	हिंदी' शब्द का अर्थ एवंप्रयोग	C-6	Lecture
Unit-I	हिंदी का विकास(आदिकाल, मध्यकाल, आधुनिककाल)	C-7	Clarification Class
Unit-I	Clarification Class	C-8	Lecture
Unit-I	Take Home Assignment		
Unit-II	हिंदीभाषा का क्षेत्रा एवंविस्तारए हिंदीभाषा : क्षेत्र एवंबोलिय	C-9	Lecture
Unit-II	हिंदी के विविध रूप(बोलचाल की भाषा, राष्ट्रभाषा, राजभाषा, संपर्क-भाषा, संचार भाषा)	C-10	Lecture
Unit-II	Presentation	C-11	Presentation
Unit-II	हिंदी का अखिलभारतीय स्वरूप हिंदी का अंतर्राष्ट्रीय संदर्भ	C-12	Lecture
Unit-II	Clarification Class	C-13	Clarification Class
Unit-II	Take Home Assignment		Take Home Assignment
Unit-III	लिपि का इतिहासए भाषाऔर लिपि का अंतःसंबंध	C-14	Lecture
Unit-III	Class Room Assignment	C-15	Class Room Assignment
Unit-III	परिभाषा, स्वरूप एवंआवश्यकता	C-16	Lecture
Unit-III	Activity	C-17	Activity
Unit-III	लिपि के आरंभिक रूप(चित्रालिपि, भावललिपि, ध्वनि-लिपि)	C-18	Lecture
Unit-III	Presentation	C-19	Presentation
Unit-III	भारतमें लिपि का विकास	C-20	Lecture
Unit-III	Clarification Class	C-21	Clarification Class
Unit-IV	देवनागरी लिपि	C-22	Lecture
Unit-IV	देवनागरी लिपि का परिचय एवंविकास	C-23	Lecture
Unit-IV	Quiz	C-24	Quiz
Unit-IV	Clarification Class	C-25	Clarification Class
Unit-IV	देवनागरी लिपि का मानकीकरण	C-26	Lecture
Unit-IV	Class Room Assignment	C-27	Class Room Assignment
Unit-IV	आदर्श लिपि के गुणऔरदेवनागरी लिपि की विशेषताएँ	C-28	Lecture
Unit-IV	देवनागरी लिपि औरकम्प्यूटर	C-29	Lecture
Unit-IV	Clarification Class	C-30	Clarification Class
Unit-IV	Take Home Assignment		Take Home Assignment

11003700 –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-1	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 -2	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- 3	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- 4	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- 5	C-30	Clarification Class

88004700-Basics of Taxation (From the Pool of VAC Group A)

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Brief overview of syllabus, Outcomes and Objectives	C-1	Lecture
Unit-I	Introduction to Taxes	C-2	Lecture
Unit-I	Definition and Nature of Taxation	C-3	Lecture
Unit-I	History and Evolution of Taxation in India	C-4	Lecture
Unit-I	Direct versus Indirect Tax, Basic	C-5	Lecture
Unit-I	Basic Concepts and Terminology	C-6	Lecture
Unit-I	Classroom Assignment	C-7	Classroom Assignment
Unit-I	Clarification Class 1	C-8	Clarification Class
Unit-II	Definition of income, Heads of income	C-9	Lecture
Unit-II	Presentation	C-10	Presentation
Unit-II	Exemptions and deductions, computation of taxable income	C-11	Lecture
Unit-II	Clarification Class 2	C-12	Clarification Class
Unit-III	Indirect Taxes - Goods and Services Tax (GST)	C-13	Lecture
Unit-III	Introduction and importance, Structure of GST (CGST, SGST, IGST)	C-14	Lecture
Unit-III	Classroom Assignment	C-15	Classroom Assignment
Unit-III	GST rates and classification of goods and services	C-16	Lecture
Unit-III	Input tax credit mechanism	C-17	Lecture
Unit-III	Clarification Class 3	C-18	Clarification Class
Unit-IV	Tax Planning and Management, Tax Planning - Objectives and significance, Types of tax planning,	C-19	Lecture
Unit-IV	Tax avoidance vs. tax evasion	C-20	Lecture
Unit-IV	Quiz	C-21	Quiz
Unit-IV	Tax Management –Meaning and Importance of tax management,	C-22	Lecture
Unit-IV	Tax compliance and documentation, Advance tax and self-assessment tax	C-23	Lecture
Unit-IV	Activity	C-24	Activity
Unit-IV	Clarification Class IV	C-25	Clarification Class
Unit-V	Assessments and Filing of Returns under Income tax and GST Laws	C-26	Lecture
Unit-V	Deductions under Income Tax Act (Sections 80C, 80D, etc.) and Types of assessments (self-assessment, regular assessment),	C-27	Lecture
Unit-V	Filing of Income tax returns, Filing of Returns under GST Laws	C-28	Lecture
Unit-V	Classroom Assignment	C-29	Classroom 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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