

Detailed Program
Bachelor of Business Administration
(BBA)

(BBA-General)

Semester- III
(2024-2028)

DOC202406120008



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 OddSemester, along with examination pattern is as follows:

Course Scheme

Semester – III

S. No.	Course Code	Category	Course Name	L	T	P	Credits
1.	BBAC22200	DSC-8	Business Environment	3	1	0	4
2.	BBAC22201	DSC-9	Business Law	3	1	0	4
3.	BBAC22202	DSC-10	Human Resources Management	3	1	0	4
4.		GE -3	One from the pool of GE -Group A	3	1	0	4
5.	AECH55003	AEC-3	Hindi-II	2	0	0	2
6.	SEC077003	SEC 3	Ability & Skill Enhancement – III	2	0	0	2
7.		VAC-3	One from the pool of VAC- Group A	2	0	0	2
8.	WHNN99000		Workshops/Seminars/Human Values/ Social Service/NCC/NSS	-	-	-	1
Total				16	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	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 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 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 arrange of disciplines of Management, business, accounting, economics, finance, and marketing.

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

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

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

6. Course outcomes: Semester – III	
Course Code & Course Name	After completion of these courses' students should be able to
BBAC22200 - 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>
BBAC22201 - Business Law	<p>C01: Define and understand about the legal implications of entering 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>
BBAC22202 – 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>
GEC066009 – Financial Management (From the Pool of GE Group A)	<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>
AECH55003-Hindi-II	<p>C01: भाषा का बोध और स्वरूप का ज्ञान</p> <p>C02: शब्द रचना और शब्द प्रकारों की समझ</p> <p>C03: शब्द ज्ञान और उनका उपयोग</p> <p>C04: व्याकरणिक शुद्धि और वाक्य रचना में कुशलता</p> <p>C05: लेखन कौशल का विकास</p>
SEC077003 – 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 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>
VAC088004-Basics of Goods & Service Tax *(VAC)	<p>C01: Understand the fundamentals of GST</p> <p>C02: Explain a working knowledge of principles and provisions of GST</p> <p>C03: Understand the concept of VAT.</p> <p>C04: Understand how to levy and collect GST</p> <p>C05: Understand the eligibility and ineligibility of Input tax credit</p>

8.2 Mapping: Semester – III

BBAC22200	P01	P02	P03	P04	P05	P06	P07	P08	P09	P010	P011	P012
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

BBAC22201	P01	P02	P03	P04	P05	P06	P07	P08	P09	P010	P011	P012
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

BBAC22202	P01	P02	P03	P04	P05	P06	P07	P08	P09	P010	P011	P012
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	

GEC066009	P01	P02	P03	P04	P05	P06	P07	P08	P09	P010	P011	P012
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

AECH55003	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

SEC077003	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

VAC088004	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: BBAC22200

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. SeikhSalim ; Business Environment. Pearson
8. Economic Survey, Government of India (Latest)

Course Name: Business Law

Course Code: BBAC22201

Objectives

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

Course Outline

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

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

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

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

Unit III: The Sale of Goods Act, 1930

- a) Contract of sale, meaning and difference between sale and agreement to sell.
- b) Conditions and warranties
- c) Transfer of ownership in goods including sale by a non-owner

- d) Performance of contract of sale
- e) Unpaid seller – meaning, rights of an unpaid seller against the goods and the buyer.

Unit IV: Partnership Laws

A) The Partnership Act, 1932

- a) Nature and Characteristics of Partnership
- b) Registration of a Partnership Firms
- c) Types of Partners
- d) Rights and Duties of Partners
- e) Implied Authority of a Partner
- f) Incoming and outgoing Partners
- g) Mode of Dissolution of Partnership

B) The Limited Liability Partnership Act, 2008

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

Unit V: The Negotiable Instruments Act 1881

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

Suggested Readings:

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

Course Name: Human Resource Management
Course Code: BBAC22202

Objectives

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

Course Outline

Unit I: Introduction

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

Unit II: Acquisition of Human Resources

HR Planning; Job analysis – job description and job specification; recruitment – sources and process; selection process – tests and interviews; placement and induction. Job changes – transfers, promotions/demotions, separations.

Unit III: Training and Development

Concept and importance of training; types of training; Methods of training; design of training programme; evaluation of training effectiveness; executive development – process and techniques; career planning and development

Unit IV: Compensation and Maintenance

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

Suggested Readings:

1. Chhabra, T. N; *Human Resource Management*; Dhanpat Rai and Co. Pvt. Ltd New Delhi 2003
2. Dr. Gupta, C. B.; *Human Resource Management*, Sultan Chand and Sons, New Delhi, 2003
3. Flippo, Edwin B., *Personnel Management*, Tata McGraw Hill.

4. Rao, V S P, *Human Resource Management, Text and Cases*, Excel Books, 2004.
5. Aswathappa, K.; *Human Resource and Personnel Management (Text and Cases)*,
6. Tata McGraw Hill Publishing Company, New Delhi, 2003
7. Dessler, Gary; *Human Resource Management*; Prentice Hall.
8. D'Cenzo, David A & Stephen P. Robbin, *Personnel Human Resource Management*, Prentice Hall of India.
9. Beardwell, Ian & Len Holden, *Human Resource Management*, Macmillan, Delhi

Course Name: Financial Management
(From the Pool of GE)
Course Code: GEC066009

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-II हिंदी भाषा व व्याकरण (AEC)

Course Code: AECH55003

Course Objectives

- भाषा. अर्थ, परिभाषा स्वरूप एवं विशेषताएं भाषा के विविध रूप हिंदी ध्वनियों का भाषा वैज्ञानिक परिचय एवं वर्गीकरण
- शब्द रचना.. संधि, समास, उपसर्ग, प्रत्यय
- शब्द प्रकार: तत्सम, अर्धतत्सम, तदभव, देशज, विदेशी
- संज्ञा, सर्वनाम, विशेषण, क्रिया, अवयव

- शब्द ज्ञानरू. पर्यायवाचीर विलोम शब्दर युग्म शब्दर समश्रुत भिनार्थक शब्दर समानार्थी शब्दों का विवेक वाक्यांश के लिए सार्थक शब्द
- शब्द शुद्धिर वाक्य रचनार वाक्य शुद्धिर विराम चिन्हर व्याकरणिक कोटियां. ;लिंगर वचन रपुरुष काल वृत्ति रपक्षर मुहावरेर लोकोक्तियांर संक्षेपनर पल्लवनर अनुच्छेद लेखन पारिभाषिक शब्दावली
- निबंधरपत्र लेखन ;औपचारिक पत्रर अनौपचारिक पत्रर

Unit I

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

Unit II

शब्द रचना:- संधि, समास, उपसर्ग ,प्रत्यय

शब्द प्रकार:- तत्सम, अर्धतत्सम, तदभव, देशज, विदेशी

संज्ञा, सर्वनाम, विशेषण, क्रिया, अवयव

शब्द ज्ञान:- पर्यायवाची, विलोम शब्द, युग्म शब्द, समश्रुत भिनार्थक शब्द, समानार्थी शब्दों का विवेक वाक्यांश के लिए सार्थक शब्द

Unit III

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

Unit IV

निबंध/पत्र लेखन (औपचारिक पत्र/ अनौपचारिक पत्र)

सहायकग्रंथ :

1. हिंदी भाषा का उद्भव और विकास

लेखक: डॉ. हरदेव बाहरी

प्रकाशक: लोकभारती प्रकाशन

विवरण: इस पुस्तक में हिंदी भाषा के उद्भव, विकास और उसके स्वरूप का विस्तृत वर्णन किया गया है।

2. व्याकरण दर्शन

लेखक: डॉ. नगेंद्र

प्रकाशक: राधाकृष्ण प्रकाशन

विवरण: हिंदी व्याकरण, शब्द रचना, और वाक्य संरचना पर गहन अध्ययन प्रदान करती है।

3. हिंदी शब्द निर्माण और शब्द प्रकार

लेखक: डॉ. रामचंद्र तिवारी

प्रकाशक: वाणी प्रकाशन

विवरण: इस पुस्तक में संधि, समास, उपसर्ग, प्रत्यय, तथा शब्द प्रकारों का विश्लेषण किया गया है।

4. हिंदी व्याकरण और रचना

लेखक: डॉ. हरिकृष्ण त्रिपाठी

प्रकाशक: साहित्य भवन

विवरण: हिंदी व्याकरण, वाक्य रचना, शब्द शुद्धि, और विराम चिह्नों का विस्तृत अध्ययन।

5. मुहावरे और लोकोक्तियाँ

लेखक: डॉ. कन्हैया लाल शर्मा

प्रकाशक: भारतीय पुस्तक भंडार

विवरण: इस पुस्तक में हिंदी मुहावरों और लोकोक्तियों का व्याख्या सहित संग्रह है, जो लेखन और भाषा की समझ को समृद्ध करता है।

Course Name: Ability & Skill Enhancement III

Course Code: SEC077003

Objectives

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

Course Outline - Final Assessment – Preparing a documentary

Unit I: Book & Movie Reviews

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

Unit II: LSWR Skills

Reading Comprehension, Rewriting Mythology/Folklore, Debate, News Analysis, Role Plays.

Unit III: Emotional Intelligence & Handling Emotions

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

Unit IV: Group Discussion Skills

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

Unit V: Documentary Making

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

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

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

C01: Understand the fundamentals of GST

C02: Understand knowledge of principles and provisions of GST

C03: Understand the concept of VAT

C04: Understand how to levy and collect GST

C05: Understand the eligibility and ineligibility of Input tax credit

Course Outlines:

Unit I: Introduction

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

Unit II: Levy and collection of GST

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

Unit III: Input Tax Credit

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

Unit IV: Procedures

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

Unit V: Special Provisions

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

Suggested Readings

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

9. Lesson Plans

BBAC11200 –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	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-49,50	Lecture
Unit-IV	Green Management, Global Warming	C-51	Lecture
Unit-IV	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-55,56	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

BBAC11201 –Business Law

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Overview - The Indian Contract Act, 1872	C-1	Lecture
Unit-I	Contract – Meaning and Characteristics	C-2	Lecture
Unit-I	Kinds of Contract	C-3	Lecture
Unit-I	Essentials of a Valid contract	C-4	Lecture
Unit-I	Offer	C-5	Lecture
Unit-I	Acceptance	C-6	Lecture
Unit-I	Consideration	C-7	Lecture
Unit-I	Contractual Capacity	C-8	Lecture
Unit-I	Free Consent	C-9	Lecture
Unit-I	Legality of Object	C-10	Lecture
Unit-I	Void Agreements	C-11	Lecture
Unit-I	Discharge of a Contract- modes of discharge, breach, and remedies against breach of contract	C-12	Lecture
Unit-I	Contingent and Quasi Contracts	C-13	Lecture
Unit-I	Clarification Class I	C-14	Clarification Class
Unit-II	Indemnity and Guarantee Contract	C-15	Lecture
Unit-II	Case Study Discussion	C-16	Lecture
Unit-II	Bailment 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	Performance of contract of sale	C-28,29	Lecture
Unit-III	Unpaid Seller-meaning, rights of an unpaid seller against the goods and the buyer	C-30,31	Lecture
Unit-III	Take Home Assignment II	C-32	Take Home Assignment
Unit-III	Quiz II	C-33	Quiz
Unit-III	Presentation I	C-34	Presentation
Unit-III	Case let Discussion	C-35	Lecture
Unit-III	Classroom Assignment II	C-36	Classroom Assignment
Unit-III	Revision	C-37	Lecture
Unit-III	Clarification Class III	C-38	Clarification Class

Unit-IV	Partnership Act, 1932	C-39	Lecture
Unit-IV	Nature and characteristics of Partnership	C-40	Lecture
Unit-IV	Registration of a Partnership Firm, Types of Partners	C-41	Lecture
Unit-IV	Presentation II	C-42	Presentation
Unit-IV	Rights and Duties of Partners	C-43	Lecture
Unit-IV	Implied Authority of a Partner, Incoming and outgoing Partners	C-44	Lecture
Unit-IV	Modes of Dissolution of Partnership	C-45	Lecture
Unit-IV	Limited Liability Partnership Act, Salient features of LLP, Difference between LLP, Partnership and Company	C-46	Lecture
Unit-IV	LLP Agreement	C-47	Lecture
Unit-IV	Partners and Designated Partners, Partners, and their relationship	C-48	Lecture
Unit-IV	Incorporation Document, Incorporation by Registration	C-49	Lecture
Unit-IV	Classroom Assignment III	C-50	Classroom Assignment
Unit-IV	Clarification Class IV	C-51	Clarification Class
Unit-V	Negotiable Instruments Act 1881-Meaning and Characteristics	C-52	Lecture
Unit-V	Take Home Assignment III		Take Home Assignment
Unit-V	Types of Negotiable Instruments	C-53,54	Lecture
Unit-V	Promissory Note, Advantages and Disadvantages of Promissory Note	C-55	Lecture
Unit-V	Bill of Exchange, Features of Bill of Exchange, Cheque, Types of Cheques	C-56	Lecture
Unit-V	Holder and Holder in Due Course, Privileges of Holder in Due Course	C-57	Lecture
Unit-V	Negotiation: Types of Endorsements	C-58	Lecture
Unit-V	Crossing of cheque, Bouncing of cheque	C-59	Lecture
Unit-V	Clarification Class IV	C-60	Clarification Class

BBAC11202 –Human Resource Management

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

Unit-IV	Components of employee remuneration – base and supplementary	C-42	Lecture
Unit-IV	Performance appraisal – concept and objectives	C-43	Lecture
Unit-IV	Potential appraisal – concept and objectives	C-44	Lecture
Unit-IV	Traditional methods	C-45,46,47	Lecture
Unit-IV	Modern methods	C-48,49	Lecture
Unit-IV	Limitations of performance appraisal methods	C-50,51	Lecture
Unit-IV	360-degree appraisal technique	C-52	Lecture
Unit-IV	Quiz II	C-53	Quiz
Unit-IV	Overview of employee welfare	C-54,55	Lecture
Unit-IV	Overview of employee health and safety	C-56,57	Lecture
Unit-IV	Social Security	C-58,59	Lecture
Unit-IV	Clarification Class IV	C-60	Clarification Class

GEC066009 –Financial Management

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-3,4	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-16,17	Lecture
Unit-II	Valuation of Securities viz., Debentures, Preference shares and Equity Shares	C-18,19,20	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-24,25,26	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-31,32	Lecture
Unit-III	Appraisal Methods: Payback period, DCF techniques, accounting rate of return, Capital Rationing, Concept of Risk, Incorporation of Risk	C-33,34,35	Lecture

	Factor		
Unit-III	Appraisal Methods: Payback period, DCF techniques, accounting rate of return, Capital Rationing, Concept of Risk, Incorporation of Risk Factor	C-36	Lecture
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

AECH55003-Hindi II-

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	भाषा- अर्थ परिभाषा स्वरूप एवं विशेषताएं भाषा के विविध रूप	C-1,2	Lecture
Unit-I	हिंदी ध्वनियों का भाषा वैज्ञानिक परिचय एवं वर्गीकरण	C-3,4	Lecture
Unit-I	Classroom Assignment	C-5	Classroom Assignment
Unit-I	Clarification Class	C-6	Clarification Class
Unit-II	शब्द रचना- संधि, समास, उपसर्ग, प्रत्यय	C-7	Lecture
Unit-II	संज्ञाएँ सर्वनामएँ विशेषणएँ क्रियाएँ अवयव	C-8	Lecture
Unit-II	शब्द ज्ञानरूप पर्यायवाचीएँ विलोम शब्दएँ युग्म शब्दएँ समश्रुत भिनार्थक शब्द	C-9,10	Lecture
Unit-II	समानार्थी शब्दों का विवेक वाक्यांश के लिए सार्थक शब्द	C-11	Lecture
Unit-II	Take Home Assignment		Take Home Assignment
Unit-II	Clarification Class	C-12	Clarification Class
Unit-III	शब्द शुद्धिएँ वाक्य रचनाएँ वाक्य शुद्धिएँ विराम चिह्नएँ व्याकरणिक	C-13,14	Lecture
Unit-III	कोटियाँ, लिंगएँ वचन एपुरुष एकाल एवृत्ति एपक्षद्ध मुहावरेएँ लोकोक्तियाँ	C-15,16	Lecture
Unit-III	संक्षेपनएँ पल्लवनएँ अनुच्छेद लेखन पारिभाषिक शब्दावली	C-17,18	Lecture
Unit-III	Classroom Assignment	C-19	Classroom Assignment
Unit-III	Presentation	C-20	Presentation
Unit-III	Clarification Class	C-21	Clarification Class
Unit-IV	निबंधपत्र लेखन, औपचारिक पत्र, अनौपचारिक पत्र	C-22,23,24	Lecture
Unit-IV	Presentation	C-25,26	Presentation
Unit-IV	Take Home Assignment		Take Home Assignment
Unit-IV	Activity	C-27	Activity
Unit-IV	Classroom Assignment	C-28	Classroom Assignment
Unit-IV	Quiz	C-29	Quiz
Unit-IV	Clarification Class	C-30	Clarification Class
Unit-IV	Take Home Assignment		Take Home Assignment

SEC077003 –Ability & Skill Enhancement-III

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

Unit-V	Classroom Assignment	C-29	Classroom Assignment
Unit-V	Clarification Class	C-30	Clarification Class

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

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

Unit-V	Clarification Class V	C-30	Clarification Class
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Notes:

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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