



**JAIPUR NATIONAL**  
**UNIVERSITY**  
A venture of The Seedling Group of Educational Institutions

## **Bachelor of Commerce (B.Com)**

**Distance Mode : Starts at Page 2**

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**PROGRAM PROJECT REPORT – B.Com – Distance Mode**

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## B.Com– Distance Mode

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### 1. Program Overview

#### 1.1 Program's Mission and Objectives

The program aims to completely prepare students for high-level competence by imparting the latest concepts and technology, aligning them with industry demands. The objectives of the program are as follows:

- i. Offer a pathway to obtaining a B.Com degree for individuals who face challenges pursuing a regular course due to job commitments or other circumstances.
- ii. Enable learners to study at their own pace and from their preferred location.
- iii. Provide students with a fundamental understanding of business and commerce.
- iv. Foster skills in commerce and management.
- v. Create opportunities for self-employment and benefit various institutions by supplying qualified individuals.
- vi. Equip students with Information Technology skills crucial in contemporary business, arts, and commerce.

#### 1.2 Relevance of the Program with JNU's Vision and Mission

Jaipur National University (JNU) was established in 2007. JNU provides a world-class learning experience, with a highly accomplished faculty, numerous extracurricular activities, and a wide range of academic pursuits. The university fosters holistic development of students.

JNU with its vision to transform the Education Landscape of India and contribute to the maximum to improve the GER of India has plans to launch affordable and flexible education programs. Distance programs are an excellent way to launch affordable and flexible education programs in sync with the vision and mission of the university stated below:

##### **University Vision:**

To be a leader in creating unique and exclusive learning opportunities in all disciplines of study that ultimately lead to the advancement of learning and creation of a sustainable society and environment.

##### **University Mission:**

- Provide global opportunities of learning through broad and balanced academic programmes.
- Explore and hone the potential of stakeholders, develop their human and intellectual capacities to the fullest.
- Create and maintain excellence with high standard driven activities, universal significance and acknowledgement.
- Inculcate and keep track of the current trends and finest practices in education for constant growing and evolving.

### **1.3 Nature of Prospective Target Group of Students**

The curriculum of B.Com is designed in such a way that it helps the students to become not only more employable but also encourage them to become entrepreneurs. Primarily the target group of learners will be:

- Population living in remote areas where higher education institutes are not easily accessible.
- Learners who could not get admission in the regular mode due to limited intake capacity.
- Learners who are working and who desire to pursue higher education as a means for movement up the ladder.
- Learners who are unable to pursue Higher education due to social, financial and economic compulsions as well as demographic reasons.

### **1.4 Appropriateness of programs to be conducted in distance mode to acquire specific skills and competence**

The degree holds significant value for students seeking employment as professionals in industries, businesses, finance, or the civil service. Additionally, employers highly regard it for various other roles where proficiency in logical and quantitative reasoning is essential, such as accountancy, banking, or general managerial positions.

## **2. Procedure for Admission and Curriculum Transaction**

The academic programs catered to candidates enrolled in the Distance mode of learning are facilitated by CDOE-JNU, with the backing of various faculties within the University. Eligibility criteria, course structure, detailed curriculum,

program duration, and evaluation criteria are subject to approval by the Board of Studies and Academic Council, adhering to UGC guidelines for programs falling under the purview of Distance mode for degree conferment.

Below are the details of the admission procedure, eligibility criteria, fee structure, curriculum, program delivery, information about the Learning Management System (LMS), and assessments and evaluations.

## 2.1 Procedure for Admission

Students who are seeking admission in programs offered by CDOE-JNU need to apply through <https://online.jnujaipur.ac.in/> in the courses offered.

### 2.1.1 Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission to the Distance B.Com program require candidates to 10+2 (12<sup>th</sup> Standard) from a recognized Board, in accordance with UGC and AICTE norms. Additionally, candidates must have secured at least 40% marks in the qualifying examination.

Candidates must also fulfill all documentation requirements as specified on the program's website for admission purposes. Failure to submit proof of eligibility within the stipulated timeframe specified by CDOE-JNU will result in the cancellation of admission. Prospective candidates are encouraged to carefully review all instructions provided on the website before proceeding with the application process.

### 2.1.2 Admission Process and Instructions: Learner Communication

The admission process for the students is provided below:

Step	Process	Particulars
Step 1	Counselling	Prospective students will receive guidance and counseling for their chosen program from designated and authorized counselors.
Step 2	Registration on admission portal to get access to My Account.	To initiate the registration process, prospective students are required to complete the application form by providing all necessary details and uploading mandatory documents.
Step 3	Details of Document upload	Student Uploads document as follows-  <u>Personal Documents</u> Passport-size Photograph Student's Signature Aadhar Card (Back & Front) Passport (For International Student)  <u>Academic Documents</u>

		<p><i>UG Student -</i> 10th Marksheet 12th Marksheet</p> <p>(detailed list of documents is provided in <b>Annexure II</b>)</p>
<b>Step 4</b>	<b>Scholarship Details</b>	<p>Student will be eligible for below categories-</p> <p>Merit Base</p> <p>Alumni</p> <p>Extra Curriculum Excellence</p> <p>JNU Employee</p> <p>As per the Notice by Deputy Registrar CDOE-JNU.</p>
<b>Step 5</b>	<b>Verification of documents by the Deputy Registrar</b>	<p>The Deputy Registrar is responsible for verifying all documents uploaded by prospective students on the admission portal. Within a timeframe of 48 hours, the Deputy Registrar will review and either approve or disapprove the eligibility of the prospective student for the chosen program.</p>
<b>Step 6</b>	<b>Undertaking</b>	<p>Student will sign Undertaking after Approval in Application.</p>
<b>Step 7</b>	<b>Payment of fees</b>	<p>All eligible students, duly approved by the Deputy Registrar, will get fees payment link activated in their My Account for payment.</p> <p>The Fee is payable through any of the following means:</p> <p>(a) UPI</p> <p>(b) Credit/Debit Card</p> <p>(c) Net-banking</p> <p>Note: Cash, bank demand draft and Cheques are not accepted</p>
<b>Step 8</b>	<b>Enrolment</b>	<p>After the payment of program fee, the eligible student will get the Enrolment number and access to the LMS within 21 days.</p>
<b>Step 9</b>	<b>Access to Learning Management System (LMS)</b>	

#### General Instructions:

1. Prior to applying for Distance programs, all students are advised to thoroughly read and comprehend the eligibility conditions provided in the student handbook document and outlined on the university website.
2. It is the responsibility of prospective learners to ensure that their educational or qualifying degree has been issued by a recognized university or board only. For learners from Indian higher education institutions,

recognition by the regulatory authority of the Government of India is necessary. To verify degrees from recognized boards of education, refer to [www.cobse.org.in/](http://www.cobse.org.in/). For Polytechnic Diploma, check the respective State Board of Technical Education. Verification of degrees from recognized universities can be done at [www.ugc.ac.in/](http://www.ugc.ac.in/). Foreign prospective learners should verify their institutions at [www.aiu.ac.in/](http://www.aiu.ac.in/).

3. Prospective learners must verify their eligibility on the date of admission and ensure that they have passed the qualifying exams before the commencement of the admission batch.

Upon enrollment, students must register with the Academic Bank of Credits (ABC), a central scheme for depositing credit formulated by the Ministry of Education, Government of India. Creation of an Academic Bank of Credits (ABC) ID is mandatory for all students. (Refer to Annexure V for details).

### **2.1.3 Program Fee for the Academic Session beginning July 2024**

Program fees for students pursuing B.Com offered by CDOE-JNU is mentioned below:

<b>Program</b>	<b>Academic Total Fees (INR)</b>	<b>Exam Fees</b>
<b>B.Com</b>	<b>42000</b>	<b>1500 per semester</b>



## 2.2 Curriculum Transactions

### 2.2.1 Program Delivery

The curriculum is delivered through Self Learning Materials (SLMs) in the form of e-Contents, supplemented by a variety of learning resources including audio-video aids via the Learning Management System (LMS). Furthermore, the program includes contact hours featuring synchronous live interactive sessions conducted through the LMS, adhering to the current UGC norms for course delivery.

### 2.2.2 Learning Management System to support distance mode of Course delivery

The Learning Management System (LMS) is available on URL <https://lms.onlinejujaipur.in/users/login> is meticulously developed to offer students a truly global learning experience. With a user-friendly interface, the LMS simplifies the learning process and ensures it meets the highest global standards. Utilizing audio-visual teaching methods, self-learning materials and evaluation patterns, the platform stands out as unique and aligns seamlessly with both industry requirements and the UGC Guidelines.

Students can engage in uninterrupted learning 24x7 via web and mobile devices, allowing them to progress at their preferred pace. The LMS boasts a simple and intuitive user interface, facilitating easy navigation through the e-learning modules. Designed in accordance with standard norms, all learning tools are easily accessible, ensuring a perfect learning experience for all users.

### 2.2.3 Course Design

The curriculum is designed by a committee comprising experts from the parent department of the University and Industry experts, keeping in view the needs of the diverse groups of learners.

### 2.2.4 Academic Calendar for Academic Session beginning July 2024

Sr. No.	Event	Session	Month (Tentative)
1.	Commencement of semester	January	January
		July	July
2.	Enrol learner to Learning	January	Within 21 working days from fee deposit and Eligibility confirmation
	Management system	July	
3.	Interactive Live Lectures for query resolution	January	February to May
		July	August to November

4.	Assignment Submission	January	By April
		July	By October
5	Project Report Submission (Wherever applicable during Final semester)	January	Last week of April
		July	Last week of November
6	Term End Examination	January	May onwards
		July	December onwards
7	Result Declaration of End Term Examination	January	By June
		July	By January

### 3. Instructional Design

#### 3.1 Curriculum Design

The curriculum is meticulously designed by experts in the field of management, incorporating contemporary topics and fostering environmental awareness. It has received approval from the Board of Studies of the Faculty of Management, the Centre for Internal Quality Assurance (CIQA), and the University Academic Council.

#### 3.2 Program Structure and detailed Syllabus

##### 3.2.1 Program Structure

Semester I									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
DBCMCO101T24	Financial Accounting	CORE	5	4	1	0	30	70	100
DBCMCO102T24	Micro Economics	CORE	5	4	1	0	30	70	100
DBCMCO103T24	Principles and Practices of	CORE	5	4	1	0	30	70	100

	Management								
DBCMCO101P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select one course from table no. 1	DSE	4	3	1	0	30	70	100
DBCMAE101T24	English	AECC/SEC	2	2	0	0	30	70	100
	Select one elective from table no. 2	*GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>24</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal.

\*\* Credits can be obtained from University or from MOOC.

TABLE NUMBER 1			
Semester	Course Type	Course Code	Subject
First Semester	DSE	DBCMDS101T24	*Banking and Finance
		DBCMDS102T24	**Business Communication

Table number-2

Code No	SEM	Name of Elective
DBCMGE101T24	I	Fundamental of Food and Health
DBCMGE101T24	I	Chemistry in daily life
DBCMGE101T24	I	First Aid

Semester II									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
DBCMCO201T24	Regulatory Framework of Business	CORE	5	4	1	0	30	70	100
DBCMCO202T24	Business Organization	CORE	5	4	1	0	30	70	100
DBCMCO203T24	Cost Accounting	CORE	5	4	1	0	30	70	100
DBCMCO201P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select one course from table no. 3	*DSE	4	3	1	0	30	70	100

DBCMAE201T24	Environmental Impact Analysis	AECC/SEC/VBC	2	2	0	0	30	70	100
	Select one elective from table no. 4	*GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>24</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal.

TABLE NUMBER 4		
Code No	SEM	Name of Elective
DBCME201T24	II	Preventive Measures in Healthcare
DBCME201T24	II	Molecules of Life
DBCME201T24	II	Health Assessment

TABLE NUMBER 3			
Semester	Course Type	Course Code	Subject
Second Semester	DSE	DBCMD201T24	Mathematics and Logical Reasoning
		DBCMD202T24	International Business

Semester III									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
DBCMC0301T24	Corporate Accounting	CORE	5	4	1	0	30	70	100
DBCMC0302T24	Business Statistics	CORE	5	4	1	0	30	70	100
DBCMC0303T24	Company Law	CORE	5	4	1	0	30	70	100
DBCMC0301P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select one course from table no. 5	DSE	4	3	1	0	30	70	100
DBCME301T24	Computer Application	AECC/SEC	2	2	0	0	30	70	100
	Select one elective from table no. 6	*GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>24</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal.

TABLE NUMBER 5			
Semester	Course Type	Course Code	Subject
Third Semester	DSE	DBCMD5301T24	Macro Economics
		DBCMD5302T24	International Financial System

TABLE NUMBER 6		
Code No	SEM	Name of Elective
DBCME301T24	III	Community Nutrition Assessment
DBCME302T24	III	Atmospheric Science
DBCME303T24	III	Basic Cardiopulmonary Life Support

Semester IV									
Course Code	Course	Course	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Int	Ext	
DBCMMCO401T24	Management Accounting	CORE	5	4	1	0	30	70	100
DBCMMCO402T24	Financial Management	CORE	5	4	1	0	30	70	100
DBCMMCO403T24	Tax Management	CORE	5	4	1	0	30	70	100
DBCMMCO401P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select one course from table no. 7	DSE	4	3	1	0	30	70	100
DBCMAE401T24 DBCMAE402T24	Hindi French	AECC/SEC	2	2	0	0	30	70	100
	Select one elective from table no. 8	*GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>24</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal in place of open elective courses

TABLE NUMBER 7			
Semester	Course Type	Course Code	Subject
Fourth Semester	DSE	DBCMD5401T24	Marketing Management
		DBCMD5402T24	Human Resource Management

TABLE NUMBER 8			
Code No	SEM	Name of Elective	

DBCMGE401T24	IV	Food Hygiene and Sanitation
DBCMGE401T24	IV	Nanotechnology
DBCMGE401T24	IV	Fundamentals Of Prescribing

Semester V									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
DBCMCO501T24	Business Ethics	CORE	5	4	1	0	30	70	100
DBCMCO502T24	Auditing – Theory & Practice	CORE	5	4	1	0	30	70	100
DBCMCO501P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select two courses from table no. 9	DSE	4	3	1	0	30	70	100
		DSE	4	3	1	0	30	70	100
DBCMSE501T24	Customer Relationship Management	AECC/SEC	2	2	0	0	30	70	100
	Select one elective from table no. 10	GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>23</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal in place of open elective courses.

TABLE NUMBER 9			
Semester	Course Type	Course Code	Subject
Fifth Semester	DSE	DBCMDS501T24	Integrated marketing communication
		DBCMDS502T24	Quantitative Techniques
		DBCMDS503T24	Project Management
		DBCMDS504T24	Supply chain management

TABLE NUMBER 10		
Code No	SEM	Name of Elective
DBCMGE501T24	V	Diet in Lifestyle Disorders
DBCMGE502T24	V	Business Mathematics-I

DBCME503T24	V	Essential New born Care (ENBC) & Facility based new-born care (FBNC)
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Semester VI									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
DBCMMCO601T24	Business Budgeting	CORE	5	4	1	0	30	70	100
DBCMMCO602T24	Entrepreneurship & Skill development	CORE	5	4	1	0	30	70	100
DBCMMCO601P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select two courses from table no. 11	DSE	4	3	1	0	30	70	100
		DSE	4	3	1	0	30	70	100
DBCMMVA601T24	Managing Science and Spirituality	AECC/SEC	2	2	0	0	30	70	100
	Select one elective from table no. 12	GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>23</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal in place of open elective courses.

TABLE NUMBER 11			
Semester	Course Type	Course Code	Subject
Sixth Semester	DSE	DBCMMDS601T24	Management Rural Development
		DBCMMDS602T24	Security Analysis and Portfolio Management
		DBCMMDS603T24	Public Finance
		DBCMMDS604T24	Industrial Relations

TABLE NUMBER 12			
Code No	SEM	Name of Elective	
DBCME601T24	VI	Techniques in Basic Life Support	
DBCME602T24	VI	Plants and Human Welfare	
DBCME603T24	VI	Integrated Management of Neonatal and Childhood Illness (IMNCI)&Pediatric Life Support (PLS)	

### 3.2.2 Detailed Syllabus of B.Com

Detailed syllabus of B.Com is attached in Annexure-I.

### 3.3 Duration of the Program

Program	Level	Duration	Maximum duration for completion	Credits
B.Com	Bachelor's Degree	3 years (6 Semesters)	6 Years	142

### 3.4 Faculty and Support staff requirements (Refer Regulation Document for all Staff Details)

Academic Staff	Number available to meet the norms
Program Coordinator	1 Member
Course Coordinator	40
Course Mentor	1 Member per batch of 250 students

### 3.5 Instructional delivery mechanisms

JNU boasts a fully dedicated team of faculty members and staff proficient in delivering lectures through CDOE – JNU. At the commencement of each session, students will receive the academic calendar via the Learning Management System (LMS). The distribution of self-learning material, audio, and video content to students will be facilitated through the LMS via the following delivery channels:

- Self-Learning Material (Hard Copy will be provided to student )
- EBooks
- Study Guide
- Question Bank in Learning Management system - For Practice Test through LMS
- Audio / Video Component in Learning Management System
- Assignments (Submitted through Assignment Response Sheet)
- Personal Contact Program would be conducted at University Campus.

### 3.6 Identification of media-print, audio, or video, online, computer aided

The Learning Management System (LMS) serves as a comprehensive digital platform, offering a multitude of features including recorded faculty video lectures, live sessions, e-content comprising study material, open source materials, and graded assessments.

For each module within a course, there will be one live session conducted by the respective faculty member, focusing on a specific topic. CDOE-JNU has curated study material that is clear and easily comprehensible, complete with concise summaries, self-assessment questions, and case studies.

Access to these course materials is facilitated through:



- Login credentials provided in the welcome email sent by the university
- Students can log on the University website at <https://lms.onlinejnujaipur.in/users/login>

### **Courseware**

Through the Learning Management System (LMS), students will have access to a comprehensive array of course materials mentioned above.

The Dashboard feature of the LMS serves to track and monitor students' learning progress. It includes functionalities such as:

- Monitoring progress in learning
- Comparing progress with peers
- Receiving regular notifications about upcoming Live Sessions, assignments, and examinations

### **3.7 Student Support Services**

Students will have access to support services provided by CDOE-JNU through the Student Relationship Management (SRM) system for queries related to administration and general technical issues. A ticketing system integrated into the LMS will enable learners to connect with the CDOE-JNU technical team for support services, with resolutions handled by the appropriate authority. Notifications will also be sent to the Deputy Registrar to ensure queries are addressed within 24 hours or sooner.

For academic course-related queries, students can raise queries directly with the Course Coordinator, Program Coordinator, and Deputy Director. Queries should be resolved within 48 hours of being raised, with the Program Coordinator responsible for managing and resolving any unresolved matters. The Deputy Director will ensure the timely resolution of academic queries.

In addition to academic excellence, CDOE-JNU prioritizes the holistic development of its students. The department supports various initiatives to broaden students' opportunities and shape them into future leaders.

## **4. Assessment and Evaluation**

### **4.1 Overview**

The evaluation of students' learning will encompass internal assignments, quizzes, learner response sheets, and end-of-term examinations. CDOE-JNU follows a rigorous process in the development of question papers, creation of question and quiz banks, preparation and moderation of assignments, administration of examinations, analysis of answer scripts by qualified academics, and declaration of results. Question papers are meticulously framed to ensure comprehensive coverage of the syllabus.

The evaluation process will include two types of assessments:

Examination Name	Marks Division
Continuous internal assessment	30%
Summative assessment in the form of end-term examination. End-term examination will be held with proctored examination tool technology (follow <b>Annexure VI</b> for guidelines and pre-requisites for Proctored Examination)	70%

The examinations are designed to evaluate the knowledge acquired during the study period.

For theory courses, internal evaluation will be conducted through Continuous Internal Assessment (CIA), which includes assignments and quizzes in form of MCQ type of questions. The internal assessment will contribute a maximum of 30 marks for each course.

At the end of each semester, an end-of-semester examination will be held for each course, lasting two hours.

**Guidelines issued by the Regulatory Bodies from time-to-time about conduct of examinations shall be considered and new guidelines if any will be implemented.**

#### **4.2 Question Paper Pattern**

**Exam Time: 2 Hours**

**Max. Marks: 70**

Exam will be comprising of 70 Multiple-Choice Questions (1 Mark Each) – 70 Marks

#### **4.3 Distribution of Marks in Continuous Internal Assessments**

The following procedure shall be followed for internal marks for theory courses. Weightage for Assignment is provided below:

Particular	A1 (MCQ Type)	A2 (MCQ Type)
Marks	15	15

Note: Refer to **Annexure VI** and **VII** for reference to the question paper pattern and formats of documents accepted.

Students may re-appear for CIA up to next two semesters and has to follow the same procedure. For the last semester the academic rules shall apply.

#### 4.4 Statistical Method for the Award of Relative Grades

Letter Grade	Grade point	Range of Marks(%)
O (Outstanding)	10	90-100
A+ (Excellent)	9	80-89
A (Very good)	8	70-79
B+ (Good)	7	60-69
B (Above average)	6	50-59
C (Average)	5	40-49
P (Pass)	4	35-39
F (Fail)	0	0-34
Ab (Absent)	0	Absent

#### Abbreviations:

CO	Core Course	MM	Maximum Marks
DSC	Discipline Specific Course	MO	Marks Obtained
GE	Generic Elective Course	SE	Skill Enhancement
AE	Ability Enhancement	DSE	Discipline Specific Elective

#### 4.4.1 Cumulative Grade Point Average (CGPA) and Semester Grade Point Average

##### Semester Grade Point Average (SGPA):

It is the summation of product of Credit Points and Grade Points divided by the summation of Credits of all Courses taught in a semester.

$$SGPA = \frac{\sum C.G.}{\sum C}$$

Where, G is grade and C. is credit for a Course.

##### Cumulative Grade Point Average (CGPA): $CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$

Where, S<sub>i</sub> is the SGPA of the semester and C<sub>i</sub> is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Note:

- In case of any mistake being detected in the preparation of the Grade Statement at any stage or when it is brought to the notice of the concerned authority the University shall have the right to make necessary corrections.

#### **4.4.2 Cumulative Grade Point Average (CGPA)**

CGPA will be used to describe the overall performance of a student in all courses in which letter grades are awarded since his entry into the University or transferred from other University upto the latest semester as per the procedure provided in JNU Academic Regulations. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University or transferred from other University. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade card, a copy of which will be issued to him. The grade card will be withheld if a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The faculty members also responsible for maintaining the complete records of each student's attendance, performance in different components of evaluation. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the faculty member of the course.

#### **4.4.3 Conversion Factor**

Formula for Conversion of CGPA to Percentage:

$$\text{Percentage of marks} = \text{CGPA} \times 10$$

#### **4.5 Grade card**

All grades and reports and other pertinent information for a semester are given in a grade card which is a complete record of the outcome of what was intended in the original registration. The various grades and reports would be appropriately used to tally the grade card with the original registration.

Chronologically organized information from the grade cards of a student with the necessary explanation constitutes is transcript which is issued at the time the student leaves the University or at an intermediate point on request.

#### **4.5.1 Grade cards and Certification – Student Communication**

- The student can get soft copy of grade cards through the University website, the hard copy grade card would be provided only after successfully completion of full program along with degree certificate.
- Once the student completes all the mandated assignments, examinations and projects (if applicable) the final mark sheet/grade card and certificate would be dispatched by the University to the student registered address.
- All pending payments/dues need to be cleared by the student, before the final certification.
- If required, the University may request the mandatory documents from student as submitted during admission time, the students may have to re-submit the same if required during final degree certification.
- Students need to apply for degree by filling the degree application form and submit all the required documents and the applicable degree processing application fees as mentioned in this document.

#### **4.5.2 Results, grade card and Degree Logistics–Internal Process**

- After verification of all data by the Controller of Examination, the results would be published on the CDOE-JNU website.
- Students need to download and save the copy of semester / year wise results.

CDOE-JNU would provide hard copy grade cards and degree certificate at the end of the program to students who have successfully completed the program. Students who successfully completed the program will receive hard copy mark sheet/grade cards and a degree certificate from the University at the end of the program. A provision for On Demand Mark Sheets can be provided wherein student would have to fill the requisition and pay postal charges enabling university to dispatch the hard copy marksheets as requested by the student; prior to completion of the overall program.

## **5. Requirement of the Laboratory Support and Library Resources**

### **5.1 Laboratory Support**

Jaipur National University offers access to state-of-the-art laboratories equipped with the latest tools and resources necessary for research and analytical work. The laboratory support at JNU aims to foster a robust research environment, encouraging students to develop essential skills required for their academic and professional growth.

### **5.2 Library Resources**

The Central Library at CDOE-JNU offers a comprehensive range of sections, including reference, circulation, audio-visual, periodical, book-bank, digital library, and reprographic sections. With a collection exceeding 1,00,000 books, the library also provides access to e-journals, online databases such as Scopus and Web of Science, and institutional repositories

featuring rare book collections. University has 449 subscriptions of online and offline Journals. Equipped with modern facilities like reading rooms, computer labs, and quiet study areas, the library fosters a conducive environment for learning and intellectual growth. Additionally, the library frequently organizes workshops, seminars, and exhibitions to enhance academic engagement and promote a culture of continuous learning.

All electronic resources can be accessed seamlessly through the Local Area Network (LAN) on campus, as well as remotely via login credentials. This ensures convenient access to resources for students, faculty, and researchers both on-site and off-site.

## 6. Cost Estimate of the Program and the Provisions

The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

Sl. No.	Expenditure Heads	Approx. Amount
1	Program Development (Single Time Investment)	35,00,000 INR
2	Program Delivery (Per Year)	6,00,000 INR
3	Program Maintenance (Per Year)	22,00,000 INR

## 7. Quality Assurance Mechanism

The quality of a program hinges upon the course curriculum, syllabus, and academic delivery, all of which are meticulously designed to bridge the gap between industry standards and academia. To uphold this standard, the Centre for Internal Quality Assurance (CIQA) and the Academic Council play crucial roles.

The Academic Council is entrusted with ratifying the curriculum and any proposed changes recommended by CIQA to ensure the continual enhancement and maintenance of quality in education at CDOE-JNU.

The Centre for Internal Quality Assurance (CIQA) is tasked with several responsibilities:

- (i) Conducting periodic assessments of learning course materials and audio-video tutorials to maintain the quality of learning.
- (ii) Soliciting stakeholder feedback and implementing recommended changes to meet the evolving needs of course delivery and industry requirements.
- (iii) Evaluating the quality of assignments, quizzes, and end-term assessments and providing suggestions for enhancements to sustain the learning program's standards.
- (iv) Ensuring that the learning experience is truly global, aligning with program outcomes and reflecting the vision and mission of JNU.

The Chief Operating Officer (CoE) of the University oversees examinations and the evaluation system to ensure fairness and integrity in the assessment process.

CDOE-JNU is committed to continual improvement, striving to enhance processes, assessments, teaching methodologies, and e-learning materials in line with the implementation of the New Education Policy (NEP). The University is dedicated to delivering exceptional education across all learning modes while adhering to NEP, UGC, and other regulatory guidelines, fostering a truly global educational environment.

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**SEMESTER I**

<b>Course Nomenclature</b>	<b>Financial Accounting</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Identify the nature and purpose of financial statements in relationship to decision making.		
<b>CO2:</b> Summarize the ability to use a basic accounting system to create (record, classify, and summarize) the data needed to solve a variety of business problem		
<b>CO3:</b> Determine the knowledge about accounting procedures, methods and techniques.		
<b>CO4:</b> Categorize the fundamental of company accounts –issue of shares and debentures its entries and balance sheet.		
<b>CO5:</b> Evaluate the financial performance of the firm and company.		
<b>CO6:</b> Design financial reports of the firm to use in decision making.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Meaning and scope of accounting. Need & objectives of accounting, Accounting Terminology, Generally Accepted Accounting Principles, Concepts and conventions, accounting equation. Journal: Rules of debit and credit, compound journal entry and subsidiary books. Ledger: Rules regarding posting. Trial Balance		
<b>Unit II</b>	<b>Final Accounts</b>	<b>12 Hours</b>
Preparation of Final Accounts: Trading account, Profit & Loss account, Balance sheet, Statement of change in equity and manufacturing accounts		
<b>Unit III</b>	<b>Bank reconciliation statement</b>	<b>14 Hours</b>
<b>Bank reconciliation statement:</b> Introduction, Meaning-Cash Book and Pass Book- Causes for difference between Cash book and Pass book-Purpose of bank re-conciliation.		
<b>Unit IV</b>	<b>Company Accounts</b>	<b>12 Hours</b>
Issue of Shares – Meaning of Shares, Types of Shares, Methods of issue of shares, forfeited of shares and reissue of forfeited shares. Debentures – Meaning and methods of issuing debentures, treatment of interest on debentures. Redemption of Preference Shares – Meaning, Legal provision and methods of redemption of shares. Redemption of Debentures-Meaning, Legal provision and methods of redemption of debentures, preparation of balance sheet after redemption.		
<b>Unit V</b>	<b>Valuation of Goodwill</b>	<b>12 Hours</b>
Valuation of Goodwill – Meaning, types of Goodwill, Method of valuation of Goodwill and object of valuation of goodwill.		
Skill Development	1. Strategic decision-making 2. ability to use accounting concepts 3. prepares the financial statement	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	1. Maheswari S.N. & S.K. Maheswari, “An Introduction to Accountancy”. Vikas Publishing House.2022 2. Gupta, R.L. and V.K. Gupta; “Financial Accounting: Fundamental”, Sultan Chand Publishers 3. Jain, Khandelwal & Pareek, “Fundamentals of Accounting Vol. I”.RBD, 4. Agarwal, Shah, Goyal & Sharma, “Fundamentals of Accounting Vol. I”. NBH, 2022-23	
Online resources	American Institute of CPAs, Accounting Today ( <a href="http://accountingtoday.com">accountingtoday.com</a> ) Accounting Coach ( <a href="http://accountingcoach.com">accountingcoach.com</a> ) <a href="https://www.coursera.org/lecture/uva-darden-financial-accounting/journal-entries-a-tutorial-fDPPn">https://www.coursera.org/lecture/uva-darden-financial-accounting/journal-entries-a-tutorial-fDPPn</a> , <a href="https://www.accountingtools.com/articles/2017/5/17/accounting-journal-entries">https://www.accountingtools.com/articles/2017/5/17/accounting-journal-entries</a>	



<b>Course Nomenclature</b>	<b>Micro Economics</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Identify the basics of Business economics, its concepts and principles used to relate with business.		
<b>CO2:</b> Recognize the internal and external decisions to be made by managers		
<b>CO3:</b> Determine the demand and supply conditions and assess the position of a company		
<b>CO4:</b> Classify competition strategies, including costing, pricing, product differentiation, and market environment according to the natures of products and the structures of the markets		
<b>CO5:</b> Appraise real-world business problems with a systematic managerial economics theoretical framework		
<b>CO6:</b> Develop the knowledge for Economic theories and methods in business and management.		
<b>Unit I</b>	<b>Introduction</b>	<b>14 Hours</b>
Managerial Economics – meaning, nature & scope; Difference between Economics and Managerial economics. Role of Micro & Macro analysis in formulation of business policy; Inductive & deductive methods, Positive and Normative Economics.		
<b>Unit II</b>	<b>Consumer Behavior</b>	<b>12 Hours</b>
Utility Analysis, Law of Diminishing Marginal Utility, Equi-marginal utility, Cardinal and Ordinal approach of Utility, Consumer's surplus, Indifference curve analysis, consumer equilibrium – price, income & substitution effect. Utility Analysis, Law of Diminishing Marginal Utility, Equi-marginal utility, Cardinal and Ordinal approach of Utility, Consumer's surplus, Indifference curve analysis, consumer equilibrium – price, income & substitution effect.		
<b>Unit III</b>	<b>Demand and Supply analysis</b>	<b>14 Hours</b>
Demand analysis, Determinants and Changes in Demand. Law of Demand, Elasticity of Demand & its Measurement. Demand Forecasting. Supply analysis, Determinants and Changes in Supply. Law of Supply, Elasticity of Supply.		
<b>Unit IV</b>	<b>Cost and Production Analysis</b>	<b>10 Hours</b>
Production Function in Short Run and Long Run, Law of Variable proportions, Returns to scale, production and Equal product curves, least cost combination. Cost concepts and Revenue Analysis.		
<b>Unit V</b>	<b>Markets</b>	<b>10 Hours</b>
Equilibrium of a Firm, Classifications of Market, Price & Output determination: Perfect Competition, Monopoly, Monopolistic competition and Oligopoly (Price Leadership & Kinked Demand Curve)		
<b>Skill Development</b>	1. prepare graphs related to consumer satisfaction 2. able to calculate the elasticity of demand and supply 3. able to calculate cost and revenue of the product	
<b>Learner support Material</b>	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	1. Samuelson and Nordhaus: “Economics”, Tata Mc Graw Hill, 2022 2. Sloman & Mark Sutcliffe “Economics for Business”, Pearson Education, 2022 3. Keat Paul G. & K. Y. Young: “Managerial Economics”, Pearson Education, 2022 4. Ahuja H.L., “Modern Micro Economics”, S. Chand & Company Limited, 2023 5. Mishra S.K & V. K. Puri: “Advanced Microeconomic Theory”, Himalaya Publishing House, 2020 6. <i>Jhingan M. L.</i> , "Microeconomic Theory", Vrinda Publications (P) Ltd., 2023	
<b>Online resources</b>	Inter economics, International Economics, International Journal of Economic Research	

<b>Course Nomenclature</b>	<b>PRINCIPLES AND PRACTICES OF MANAGEMENT</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b> After studying this course, a student will able to – <b>CO1:</b> Describe basic nature, functions and scope of management. <b>CO2:</b> Demonstrate the roles, skills and functions of management. <b>CO3:</b> Determine the significance of various techniques of management. <b>CO4:</b> Classify effective decision-making skills, employing analytical and critical thinking ability. <b>CO5:</b> Appraise effective application of POM knowledge to diagnose and solve organizational problems and develop optimal managerial decisions. <b>CO6:</b> Design the problems of organizations and make solution on priority basis.		
<b>Unit I</b>	<b>Management - Introduction</b>	<b>14 Hours</b>
Concept, Nature, Objective, Principles, Importance and Process, Functions of Management, Evolution of Management Thought – Classical Approach – Taylor, Fayol; Hawthorne Experiment, System Approach & Contingency Approach.		
<b>Unit II</b>	<b>Planning</b>	<b>12 Hours</b>
Meaning, Nature, Type & Importance, Techniques, MBO, Decision Making: Concept, Importance, Process and Group Decision Making.		
<b>Unit III</b>	<b>Organization</b>	<b>14 Hours</b>
Goals, Structure, Importance, Process and Principles of Organization. Formal and Informal Organization. Authority and Responsibility Delegation of Authority, Centralization and Decentralization.		
<b>Unit IV</b>	<b>Coordination</b>	<b>10 Hours</b>
Coordination and Cooperation, Coordination as Essence of Management, Principles and Techniques, Obstacles in Coordination, Essential of Effective Coordination. Leadership –Functions & Qualities		
<b>Unit V</b>	<b>Direction, Motivation &amp; Control</b>	<b>10 Hours</b>
Concept, Nature, Importance and Principles of Direction. Motivation: Importance, Type Process and Techniques. Control Nature, Process, Techniques and Essentials of Effective Control. Change Management: Concept, Forces of Change, Resistance to Change		
<b>Skill Development</b>	1. Able to handle complex situation in work place. 2. Able to understand the group behavior and leadership qualities.	
<b>Learner support Material</b>	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	1. Stephen P. Robbins, David A. Decenzo, Sanghmitra Bhattacharya, “Fundamentals of Management”, Pearson 15 <sup>th</sup> Education, 2022. 2. Kreitner, “Management Theory and Applications”, Cengage Learning, India, 2022 4 PC Tripathi, PN Reddy, Principles of management, Tata Mc Graw Hill 2022 5 Harold Koontz, O'Donnell and Heinz Weihrich, “Essentials of Management.” Tata 3. Essentials of Management, Mc Graw Hill, 13 <sup>th</sup> edition, 2022 4. Stoner, “Management”, PHI Learning, 2020	
<b>Online resources</b>	Sage Journal of management, Prabhandan-Journal of management	

<b>Course Nomenclature</b>	<b>BANKING AND FINANCE</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> State about the financial environment- both money and capital market along with the various financial services available.		
<b>CO2:</b> Express knowledge about the negotiable instruments and laws governing them.		
<b>CO3:</b> Show the important role of Mutual funds, IDBI, LIC, investment companies etc.		
<b>CO4:</b> Select the role importance and functioning of regulatory institutions in finance and banking.		
<b>CO5:</b> Evaluate and use the latest technology in banking and critically examine the cautions to be exercised.		
<b>CO6:</b> Build the money and capital market and use the advance technology.		
<b>Unit I</b>	<b>Introduction</b>	<b>18 Hours</b>
Bank: Definition and Functions of bank, Financial System: Institutions, Markets – primary, secondary, money and Capital markets, Instruments of Money Market, Spotlight on women in Indian banks, Financial Services: An Introduction. Introduction to NBFC, SEBI, IPO, KYC		
<b>Unit II</b>	<b>Negotiable Instruments</b>	<b>12 Hours</b>
Relationship between Banker & Customer, Cheques, Bills of Exchange & Promissory Notes. Endorsement & Crossing. Presentation, collection & payment of Negotiable Instruments, Dishonor of cheques & its legal provisions, Salient Features of the Banking Regulation Act		
<b>Unit III</b>	<b>Financial Institutions</b>	<b>10 Hours</b>
Commercial Banks – its functions. IDBI, SFCS, SIDCS, LIC, Mutual Funds, EXIM Bank – objectives, functions and achievements.		
<b>Unit IV</b>	<b>Regulatory Institutions</b>	<b>8 Hours</b>
RBI – Organization, Objectives, Role, Functions and Credit control, NABARD. The Securities and Exchange Board of India- Organization and Objectives.		
<b>Unit V</b>	<b>Banking Innovations</b>	<b>8 Hours</b>
New technology in Banking – E-services – Debit and Credit cards. Internet Banking, ATM, Electronic fund transfer, MICR. Types of Modern Banking, Technology Up gradation, CRM In Banking		
<b>Skill Development</b>	<ol style="list-style-type: none"> <li>1. Select any of the Indian financial system and critically analysis.</li> <li>2. Role of RBI in settlement of foreign exchange problems in India</li> <li>3. Seminars, group discussion and case studies on various aspects of the Syllabus</li> </ol>	
<b>Learner support Material</b>	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	<ol style="list-style-type: none"> <li>1. Basics of Banking and Finance ISBN Number: 978-93-5273-586-0- 2021 Himalaya Publishing House, 2023.</li> <li>2. Management of Banking and Financial Services   Fourth Edition   By Pearson Paperback - 2022</li> <li>3. Principles &amp; Practices of BANKING For JAIB and Diploma in Book by Abinash Kumar Mandilwar 2022</li> <li>4. M. Y. Khan FINANCIAL INFORMATION Tata McGraw-Hill Education, 2020</li> <li>5. Bhole L M, “Financial Institutions and Markets: Structure, Growth &amp; Innovations”, 3rd Edition, Tata McGraw Hill, 2020</li> <li>6. Khan M Y, “Indian Financial System”, 3rd Ed., Tata McGraw Hill, 2020</li> </ol>	
<b>Online resources</b>	<ol style="list-style-type: none"> <li>1. Journal of Banking and Finance</li> <li>2. National Stock Exchange of India &amp; Bombay Stock Exchange</li> <li>3. www.rbi.org.in</li> </ol>	

<b>Course Nomenclature</b>	<b>BUSINESS COMMUNICATION</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define the basic principles & aspects of Business Communication.		
<b>CO2:</b> Explain various communication models and barriers to effective communication.		
<b>CO3:</b> Test the knowledge of proceeding with all types of written business correspondence		
<b>CO4:</b> Categorize different types of Business letters and would also learn basic skills to face interviews		
<b>CO5:</b> Appraise and become smart and self-esteemed personality		
<b>CO6:</b> Develop the effective communication of students by all the modes of communication		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Concept and objectives of Communication, Importance of communication in Business, Effective Communication. Communication Process, Types of Communication Upward and Downward Horizontal & Grapevine.		
<b>Unit II</b>	<b>Communication Media</b>	<b>12 Hours</b>
Written, oral, face to face, visual, audiovisual, modern media telex, fax teleconferencing, mail, and media of nonverbal communication		
<b>Unit III</b>	<b>Communication Barriers</b>	<b>14 Hours</b>
Wrong choice of medium, Physical barriers, Semantic barriers, Socio Psychological barriers, remedies to overcome barriers. Report writing.		
<b>Unit IV</b>	<b>Aids to Correct Writing</b>	<b>10 Hours</b>
Tenses, Modals, Conditional Infinitives, gerunds and participles. Active and Passive voice, Subject verb agreement Common errors. Pronouns, Conjunctions, Prepositions, Articles		
<b>Unit V</b>	<b>Practical aspects of Business Communication</b>	<b>10 Hours</b>
Public speaking, Seminar Presentation, Interview, group discussion, Effective Listening. Writing Skills: types of business letters and letter writing. Minutes of Meetings, Agenda, Notices.		
Skill Development	1. Strategic decision-making 2. Communication Skills 3. Professional skills	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	1. Murphy, Effective Business Communication, 7th edition, Tata McGraw-Hill 2022 2. Bentley, T. J., Report Writing in Business, The Chartered Institute of Management Accountants, Viva books Pvt. Ltd 2022 3. Kaul, Asha, Effective Business communication, Prentice Hall of India 2023 4. Chaturvedi, P. D. and Mukesh Chaturvedi, Business Communication: Concepts, Cases and Applications, Pearson Education 2022 5. Ludlow, Ron & F. Panton, The Essence of Effective Communication, Prentice Hall of India 2023 6. Thill, John & C. V. Bovee, Excellence in Business Communication, McGraw Hill 2022	
Online resources	Journal of Business Communication, International Journal of Marketing & Business Communication	

<b>Course Nomenclature</b>	<b>English</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b> After studying this course, a student will able to: <b>CO1:</b> Describe the importance of the English language. <b>CO2:</b> Express the various types of letters, notices etc. <b>CO3:</b> Model and hands on English language. <b>CO4:</b> Analyse the report and letter writing.		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Theory of Communication, Types and modes of Communication		
<b>Unit II</b>	<b>Language of Communication</b>	<b>6 Hours</b>
Verbal & Non-Verbal (Spoken & Written); Personal, Social and Business; Barriers and Strategies; Intrapersonal, Interpersonal and Group Communication		
<b>Unit III</b>	<b>Speaking Skills</b>	<b>7 Hours</b>
Monologue; Dialogue; Group Discussion; Effective Communication/Mis-Communication; Interview; PublicSpeech		
<b>Unit IV</b>	<b>Reading and Understanding</b>	<b>5 Hours</b>
Close reading; Comprehension; Summary Paraphrasing; Analysis and Interpretation; Translation (from Indian Language to English and vice-versa); Literary/Knowledge texts		
<b>Unit V</b>	<b>Writing Skills</b>	<b>5 Hours</b>
Documenting; Report Writing; Making notes; Letter writing		
<b>Skill Development</b>	1. Express and communicate in English language 2. Understand and review articles, blogs etc. 3. develop content in English	
<b>Learner support Material</b>	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	1. Jones Sally & Jones Amanda (2022) Improve Your English As A Foreign Language (Part 1): The Ultimate Guide To Complete Fluency In English Writing, Guinea Pig Education; 1st edition 2. Manoj Kumar Garg (2022), English Fluency (Part I), Scholar Tech Press. 3. Business English, Pearson, 2020 4. Language, Literature and Creativity, Orient Blackswan, 2020	
<b>Online resources</b>	Research Journal of English Language and Literature	

**SEMESTER II**

<b>Course Nomenclature</b>	<b>Regulatory Framework of Business</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to–		
<b>CO1:</b> State an understanding of the Regulatory framework of Business.		
<b>CO2:</b> Discuss the legality and Statute of Frauds in contracts & mercantile laws.		
<b>CO3:</b> Apply the various provisions of Sales of Goods Act, Consumer Protection Act and Partnership Act.		
<b>CO4:</b> Select analytical skills in case study analysis.		
<b>CO5:</b> Appraise effectively using standard business and legal terminology		
<b>CO6:</b> Assemble the authorities about the regulatory framework of business.		
<b>Unit I</b>	<b>The Law of Contract</b>	<b>15 Hours</b>
Nature of Contract, Classification. Offer and Acceptance, Capacity to Contract, Free Consent, Consideration, Legality of object, Agreement declared void, Performance of Contract, Discharge of Contract, Remedies for breach of contract.		
<b>Unit II</b>	<b>Special Contracts</b>	<b>10 Hours</b>
Pledge: Meaning, Essentials, Rights and duties of Pawnor and Pawnee. Agency: Formation & termination methods of Agency. Rights & duties of agent. Bailment: Meaning, Essentials, Rights & duties of Bailor & Bailee.		
<b>Unit III</b>	<b>The Sale of Goods Act</b>	<b>14 Hours</b>
Formation of Contract of sale, Goods and their classification, Price, conditions & warranties, Passing of property in goods, performance of contract of sale, unpaid seller, sale by auction.		
<b>Unit IV</b>	<b>The Indian Partnership Act</b>	<b>9 Hours</b>
Introduction to partnership, Types of partnership and partners, Registration of partnership firm, Rights and duties of Partners, Dissolution of firm.		
<b>Unit V</b>	<b>The Consumer Protection Act</b>	<b>12 Hours</b>
Introduction, Rights of Consumers, Consumer protection councils, Dispute Redressal agencies, the District Forum, the State and National commission.		
<b>Skill Development</b>	<ul style="list-style-type: none"> <li>• Able to apply the various provisions of Sales of Goods Act, Consumer Protection Act and Partnership Act.</li> <li>• Will be able to communicate effectively using standard business and legal</li> <li>• Terminology.</li> <li>• Will be able to understand of legality and Statute of Frauds in contracts &amp; mercantile laws.</li> </ul>	
<b>Learner support Material</b>	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	7. Gulshan S.S. and Kapoor G.K., “Business Law including Company Law”, New Age International Private Limited Publishers, 2022. 8. Aggarwal S.K., “Business Law”, Galgotia Publishing Company, 2022. 9. Singh Avtar, “Mercantile Law”, Eastern Book Company, 2022. 10. Chandra Bose, “Business Laws”, PHI, 2021 11. Kumar, “Legal Aspect of Business”, Cengage Learning, 2021.	
<b>Online resources</b>	RGNUL Financial & Mercantile Law Review, Indian Journal on Law & Technology	

<b>Course Nomenclature</b>	<b>BUSINESS ORGANISATION</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define about the process of setting up a business enterprise and consideration required for starting a new business.		
<b>CO2:</b> Explain about the source of finance raised by the enterprise for starting a new business.		
<b>CO3:</b> Apply the basic fundamentals of the business environment, organizational theory and marketing, including capacity to recognise and use relevant terminology.		
<b>CO4:</b> Select the processes underlying diversity within an organization.		
<b>CO5:</b> Assess effective application and solve organizational problems		
<b>CO6:</b> Design the structure of organizations on the basis of size of the organization		
<b>Unit I</b>	<b>Business Organization</b>	<b>10 Hours</b>
Significance and Establishment of Business Organization (Consideration and Steps Only). Types of Business Organization, Business Environment. Business Ethics. Need and Importance Of Finance. Sources of Finance. A Brief Study of Rajasthan Finance Corporation.		
<b>Unit II</b>	<b>Entrepreneurship</b>	<b>12 Hours</b>
Origin and Development of Entrepreneurship In India: Problems And Suggestions. Role of RIICO And District Industrial Centers. Technological Innovation & Skill Development, Make in India Movement, Business Incubators.		
<b>Unit III</b>	<b>Stock Exchange</b>	<b>14 Hours</b>
Origin, Development and Activities of Stock Exchanges in India. A Brief Study of SEBI, OTSE And NSE. Online Trading. Concept, Objectives, Forms and Kinds of Business Combination in India.		
<b>Unit IV</b>	<b>Advertisement &amp; Publicity</b>	<b>10 Hours</b>
Overview of Marketing and its Role. Modern Methods of Advertisement and Publicity, Significance and Evils of Advertisement.		
<b>Unit V</b>	<b>Welfare &amp; Industrial Policy</b>	<b>14 Hours</b>
Concept of Welfare State, Industrial Relations, Industrial Policy, Recent trend in Business Organization – Emerging opportunities in Business Franchises, Outsourcing, E- Commerce. Chambers of Commerce and industries in India – FICCI, CII Association		
Skill Development	1. Able to learn the Entrepreneurship skills 2. Able to understand the use recent technologies in marketing and publicity.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	5. Gupta, C.B.; “Modern Business Organization”, S. Chand, 2023. 6. Chabra T.N. :“Business Organisation”, Dhanpat Rai & Sons, 2022 7. Robert; “Modern Business Administration”, McMillan, . 8. Basu, C. R.; “Business Organization and Management”, Tata McGraw Hill, 2022 9. Agarwal, R.D. “Organization and Management”, Tata McGraw Hill 2021. 10. Sherlekar, S.A. and Sherlekar, V.S, “Modern Business Organization & Management Systems Approach”, Himalaya Publishing House, 2020	
Online resources	<i>Research Journal of Business Management, SMART- Journal of Business management</i>	

<b>Course Nomenclature</b>	<b>Cost Accounting</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> State conceptual knowledge of cost accounting.		
<b>CO2:</b> Differentiate methods of schedule costs per unit of production.		
<b>CO3:</b> Compute the costs according to their impact on business.		
<b>CO4:</b> Classify & interpret the specifics of different costing methods.		
<b>CO5:</b> Assess mastery of costing systems, cost management systems, budgeting systems and performance measurement systems		
<b>CO6:</b> Develop the skill for utilization of process of marginal and standard costing		
<b>Unit I</b>	<b>Introduction – Direct and Labour Cost</b>	<b>10 Hours</b>
Meaning and Definition of Cost Accountancy, Cost Accounting and Costing. Distinction between Financial and Cost Accounting. Elements of Cost. Material: Purchasing, Storing and Pricing of Stores Issued Inventory Technique— ABC, VED, HML and EOQ. Labour: Recording of Time and Wages, Methods of Remuneration, Incentive Plans, Allocation of Wages, Labor Turn-Over and Treatment of Idle-Time, Over-time		
<b>Unit II</b>	<b>Overheads</b>	<b>16 Hours</b>
. Overhead: Meaning, Collection, Classifications, Apportionment Allocation and absorption of Overheads. Calculation of Machine Hour Rate.		
<b>Unit III</b>	<b>Costing Methods</b>	<b>10 Hours</b>
Single Output or Unit costing. Operating Costing		
<b>Unit IV</b>	<b>Job and Contract Costing and Process Costing</b>	<b>12 Hours</b>
Job and Contract Costing. Determination of profit or loss on contracts, when contract has been completed, uncompleted and nearer to completion. Accounting of process costing. Material losses & its treatment. Inter process profit.		
<b>Unit V</b>	<b>Marginal Costing &amp; Variance Analysis</b>	<b>12 Hours</b>
Meaning, Advantages, Limitations of CVP Analysis & Marginal Costing with Key Factor and Make Or Buy Decision Making. Variance Analysis -Meaning, Advantages, Limitations and types of variances. Analysis of Material and Labour Variance.		
<b>Skill Development</b>	<ol style="list-style-type: none"> <li>able to select the costs according to their impact on business.</li> <li>able to apply cost management systems.</li> <li>able to apply budgeting systems and performance measurement systems.</li> </ol>	
<b>Learner support Material</b>	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	<ol style="list-style-type: none"> <li>Maheshwari, S. N. and S. N. Mittal; “Cost Accounting – Theory and Problems”, 27th Revised Edition, Shri Mahavir Book Depot, 2023.</li> <li>Jain and Narang; “Cost Accounting”, Kalyani Publishers, 2022.</li> <li>Arora, M.N. “Cost Accounting”, Vikas Publishing House Pvt. Ltd, 2022</li> <li>Oswal, Maheshwari, Modi, “Cost accounting”, Ramesh Book Depot, 2022</li> <li>Agrawal, Jain, Sharma, Shah, Mangal, “Cost Accounting”, Ramesh Book Depot, 2023</li> </ol>	
<b>Online resources</b>	The Journal of Cost Accounting Research, Journal of Accounting, Auditing & Finance	



<b>Course Nomenclature</b>	<b>Business Mathematics and logical Reasoning Skills</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Recall the basic of mathematics, its concepts & Compound Interest Progressions: Arithmetic, Geometric, Harmonic Mean		
<b>CO2: Explain</b> business mathematics concepts that are encountered in the real world, understand and be able to communicate the underlying business concepts and mathematics involved to help another person gain insight into the situation.		
<b>CO3:</b> Operate correct mathematical terminology and symbolic processes in order to be prepared for future work in business.		
<b>CO4:</b> Select various mathematical models to solve business problems.		
<b>CO5:</b> Assess real world scenarios to recognize when simple and compound interest, annuities, payroll preparation		
<b>CO6:</b> Formulate various mathematical techniques and methods to solve the business problems.		
<b>Unit I</b>	<b>Simple Arithmetic</b>	<b>13 Hours</b>
General Number system, HCF and LCM, simple interest, compound interest including half yearly and quarterly calculation. Percentage and average. Basics of Logarithms – product, quotient, power, base change rules; Antilogarithms		
<b>Unit II</b>	<b>Theory of Equations</b>	<b>10 Hours</b>
Meaning, types of equations –simple linear and simultaneous equations (only two variables) eliminations and substitution method only. Quadratic equation factorization and Formula method ( $ax^2 + bx + c = 0$ form only) problems on commercial application.		
<b>Unit III</b>	<b>Matrices and Determinants</b>	<b>14 Hours</b>
Meaning and types of matrices – operations of addition, subtraction, multiplication of two matrices; problems on transpose and determinant of a square matrix; minor of an element, cofactor of an element of determinants. Problems & application of determinants on business problems, adjacent of a square matrix, singular and non-singular matrices, Inverse of square matrix. Solutions of system of linear equations in two or three variables using Cramer’s rule.		
<b>Unit IV</b>	<b>Probability Theory</b>	<b>9 Hours</b>
Permutation, combination, probability, probability theorems (applications only).		
<b>Unit V</b>	<b>Logical Reasoning</b>	<b>10 Hours</b>
Number series, Coding and Decoding, odd man out, Time and work, Analytical Reasoning, Relationships, Syllogism		
Skill Development	1. Able to solve analytical question 2. Able to calculate interest rate	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. Bhardwaj, R.S.; “Mathematics for Economics and Business”, Excel Books, 2023</li> <li>2. Raghavachari, M.; “Mathematics for Management”, Tata McGraw Hill, 2019.</li> <li>3. Sharma J.K., “Mathematics for Management and Computer Applications”, Galgotia Publication, 2022</li> <li>4. Ghosh R.K. and S. Saha, “Business Mathematics and Statistics”, New Central Book Agency, 2023</li> <li>5. Saha S., “Business Mathematics and Quantitative Techniques”, Central Book Agency, 2022</li> <li>6. Agarwal, R.S., “A Modern Approach to Logical Reasoning”, S.Chand, 2022</li> </ol>	
Online resources	Asian Journal of Mathematics, Math on Web	

<b>Course Nomenclature</b>	<b>International Business</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Recall how international factors affect domestic concerns		
<b>CO2:</b> Explain regional economic integration and economic and political integration		
<b>CO3:</b> Model the main institutions that shape the global marketplace		
<b>CO4:</b> Relate the key legal issues related to businesses operating in other countries		
<b>CO5:</b> Assess their cognitive knowledge of global issues; interpersonal skills with individuals from various cultures, and social responsibility awareness on global issue		
<b>CO6:</b> Create greater opportunities for international business.		
<b>Unit I</b>	<b>International Business</b>	<b>10 Hours</b>
Introduction Meaning of International Business. Domestic V/S International Business, Scope of International Business, Role of International Business. Driving forces of International Business. Forces restricting International Business, why to study International Business.		
<b>Unit II</b>	<b>Cultural and Political Environment</b>	<b>12 Hours</b>
Definition of culture components of Culture, Imperatives of Culture for International Business. Work place and Market place. Importance of Political Environment for International Business. The Political Systems. Major Political objective. National Security. Protection of Cultural Identity.		
<b>Unit III</b>	<b>The Global Economic Environment</b>	<b>14 Hours</b>
The Global Economy, Natural Environment, Technological Resources. Economic System Market Allocation, Command Allocation, Mixed Allocation. Indicators of Economic. Wealth National Product, Balance of Payment, Exchange Rate, Foreign Investment.		
<b>Unit IV</b>	<b>Legal Environments</b>	<b>10 Hours</b>
Legal Systems Code v/s Common law. Socialist Law. Agreements and Conventions. Bilateral Multilateral, Global. Laws relating to International Business. Market Entry Laws, Product (Intellectual Property Laws). Warranties & Product Liabilities.		
<b>Unit V</b>	<b>International Trade and financial Environment</b>	<b>10 Hours</b>
World Trading Patterns, Reasons Countries trade, Trade Theories, Absolute Advantage, Comparative Advantage, Barriers to World Trade, Quantitative, Qualitative, Administrative. WTO, Regional Integration. Foreign Direct Investment: Types of FDI - Greenfield investment, Brownfield investments, Mergers & Acquisition, Strategic alliances; Benefits and drawbacks of FDI Volume and directions, Foreign Exchange Transactions and Terminology.		
Skill Development	<ol style="list-style-type: none"> <li>1. Prepare a chart showing currencies of different countries.</li> <li>2. List any three MNC"s operating in India along with their products or services offered</li> <li>3. Collect and Paste any 2 documents used in Import and Export trade.</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. <a href="#">Charles W. L. Hill</a> , G. Tomas M. Hult., "International Business", 12<sup>TH</sup> Edition Tata McGraw-Hill Publishing Co. Ltd., 2021.</li> <li>2. Cherunilam, Francis, "International Business Text and Cases", Prentice-Hall of India, 2020</li> <li>3. Rao P. Subba, "International Business" Text and Cases, Himalaya Publishing House, 2020</li> <li>4. Paul, Justin, "International Business", Prentice-Hall of India Pvt. Ltd., 2018</li> </ol>	
Online resources	<ol style="list-style-type: none"> <li>1. Journal of international business studies</li> <li>2. International journal of business and research.</li> </ol>	

<b>Course Nomenclature</b>	<b>Environmental Impact Analysis</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
CO1: Recall the introduction to the basic of Environmental Management, its concepts and principles		
CO2: Review the Energy sector and its management in current scenario.		
CO3: Determine the environmental issues, ethics and management system.		
CO4: Classify the environment needs, problems and develop sustainable development		
CO5: Assess the environmental protection laws and review the UN Convention on Biodiversity.		
CO6: Develop a desired course of action for optimal utilization of scarce environmental resources within legal framework.		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Environmental Management: Concept and need; Sustainable Development, Natural resources, Environmental Education, Economic growth and Environment, Brief Introduction to Disaster Management		
<b>Unit II</b>	<b>Energy Sector in India</b>	<b>6 Hours</b>
Energy Production and Trade, Energy Management: Need and Objectives, Energy Resources: Renewable & Non-Renewable Energy, Recent Trends in Renewable Energy Production. Natural – Importance and classification of resources, factors responsible for over exploitation of natural resource – soil, water and forest		
<b>Unit III</b>	<b>Eco System &amp; EMS</b>	<b>6 Hours</b>
Eco System: Basic Concepts, Kinds of Eco System, Industrial Ecology; Environmental Management System, EMS Standards: ISO 14000, WTO & Environmental Issues. Environmental Management and Valuation, EIA, IPR's, Environmental Accounting: Objectives & Importance, Environmental Audit, Environmental Ethics.		
<b>Unit IV</b>	<b>Global and National Environmental Issues</b>	<b>6 Hours</b>
Climate Change Ozone Depletion, Green House Effect, Acid Rain, Sea Level Rise, Deforestation, Biodiversity Loss, Desertification, Disasters		
<b>Unit V</b>	<b>Environmental Laws</b>	<b>5 Hours</b>
Environmental Pollution & Environmental protection Laws: Air, Noise, Water and Land Pollution, Wastes Management, Biodiversity: Concept & importance, Review of UN Convention on Biological Diversity.		
Skill Development	1. develop sensitization towards conserving environment 2. implement sustainable techniques 3. awareness about environmental laws.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	1. John Pallister (2022), Environmental Management SB, Oxford University Press 2. Krishnamoorthy Bala, "Environmental Management: Text and Cases", PHI, 2022 3. Dr. Bal Anand S: "An Introduction to Environmental Management", Himalaya Publishing House, 2021 4. Dr. Khan M.S & Prof. H.P. Behera: "Environmental Management", Himalaya Publishing House, 2021 5. Ministry of Environment and Forests: Reports of the Working Group	
Online resources	Indian Journal of Environment health, Indian Journal of environment protection, international journal of environment science & technology	

**SEMESTER III**

<b>Course Nomenclature</b>	<b>Corporate Accounting</b>	
<b>Semester</b>	<b>III</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Describe foundation in accounting and reporting requirements of the Companies Act and relevant Indian Accounting Standards.		
<b>CO2:</b> Discuss and understanding of the advanced issues in accounting for assets, liabilities and owner’s equity.		
<b>CO3:</b> Compute and solve Account for mergers and amalgamations, Value goodwill and shares under various methods.		
<b>CO4:</b> Relate treatment regarding issue of bonus shares and treatment of prior period profits		
<b>CO5:</b> Apprise the accounting of various companies		
<b>CO6:</b> Prepare accounting reports relevant to Indian corporate accounting standards		
<b>Unit I</b>	<b>Acquisition of Business &amp; Underwriting</b>	<b>14 Hours</b>
Accounting for Acquisition of Business. Computation of Pre & Post Acquisition Profits. Meaning and Classification of Underwriting. Determination of Liabilities of Underwriters. Accounting for Underwriting.		
<b>Unit II</b>	<b>Company Final Accounts</b>	<b>12 Hours</b>
Preparation of Profit and Loss Account, Profit and Loss Appropriation Account and Balance sheet of a Company According to Schedule VI of Indian Companies Act 2013. Treatment of Special Items Relating to Company Final Accounts – Depreciation, Interest on Debentures, Tax, Dividends- Interim, Proposed & Unclaimed. Valuation of Goodwill – Meaning , Types of goodwill, calculation of Goodwill by Different Methods. Valuation of Shares – Meaning and Methods		
<b>Unit III</b>	<b>Internal Reconstruction</b>	<b>10 Hours</b>
Meaning, Objective and Procedure of Internal Reconstruction. Method of Internal Reconstruction. Accounting Arrangements, Passing of Journal Entries and Preparation of Balance Sheet after Reconstruction.		
<b>Unit IV</b>	<b>Amalgamation of Companies</b>	<b>12 Hours</b>
Meaning of Amalgamation. Types of Amalgamation. Calculation of Purchase consideration. Passing of Journal Entries and prepare Ledger Accounts in the books of Vendor and Purchasing Company. Finding out Goodwill or Capital Reserve. Treatment of Inter-Company Debts, Stock and Investment. Preparation of Balance Sheet		
<b>Unit V</b>	<b>Liquidation</b>	<b>12 Hours</b>
Meaning and Types of Liquidation. Preparation of Statement of Affairs and Liquidators Final statement of account. Calculation of Liquidator’s Commission. Calculation of Liability of Contributories.		
<b>Skill Development</b>	1. able to solve Account for mergers and amalgamations 2. able to appraise the accounting of various companies	
<b>Learner support Material</b>	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	1. TulsianP.C., “Financial Accounting”, Pearson, 2023 2. MaheshwariS.N., Advanced Accountancy, Vikas Publishing House, 10th Edition, 2022 3. Agarwal, Jain, Sharma, Shah, Mangal, “Corporate Accounting” RBD, 2022 4. Jain, Khandelwal, Pareek , “Corporate Accounting”,RBD,2023	
<b>Online resources</b>	Indian Journal of Accounting , Jaournal of Accounting , auditing &Finance SAGE	

<b>Course Nomenclature</b>	<b>Business Statistics</b>	
<b>Semester</b>	<b>III</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
Co1: Identify the key terminology, tools and techniques used in business statistical analysis and able to recall statistical concepts.		
Co2: Demonstrate the underlying usage of Central Tendency of data dispersion of data.		
Co3: Determine the uses and limitations of Correlation and Regression		
Co4: Relate critically summarize and illustrate Index Numbers		
Co5: Appraise the problems using the techniques covered and conduct basic Statistical Analysis of Time Series and Association of Attributes.		
Co6: Formulate the decision-making power related to estimates about cost, demand, prices, sales etc.		
<b>Unit I</b>	<b>Introduction to Statistics</b>	<b>14 Hours</b>
Growth of Statistics, Definition, Scope, uses and limitations of Statistics, Collection of Primary and Secondary Data. Classification and Tabulation of Data: Meaning and Characteristics, Frequency Distribution, Simple and Manifold Tabulation.		
<b>Unit II</b>	<b>Measures of Central Tendency Measures of Dispersion</b>	<b>12 Hours</b>
Arithmetic Mean (Simple & Weighted) Median (including Quartiles, Deciles and Percentiles), Mode, Geometric Mean and Harmonic Mean. Uses and limitations of Measures for Central Tendency Absolute and Relative Measures of Dispersion; Range, Quartile Deviation, Mean Deviation, Standard Deviation and their Co-efficient; Uses and Interpretation of Measures of Dispersion. Measure of Skewness and Kurtosis.		
<b>Unit III</b>	<b>Index Numbers</b>	<b>12 Hours</b>
Meaning and uses of Index Numbers, Simple and Weighted Price Index Numbers, Methods of Construction of Index Numbers, Average of Relatives and Aggregative Methods, Fisher's Ideal Index Number, Base Shifting, Splicing and Deflating.		
<b>Unit IV</b>	<b>Correlation &amp; Linear Regression</b>	<b>12 Hours</b>
Correlation-Meaning and Significance Scatter Diagram, Correlation Graph, Karl Pearson's Coefficient of Linear Correlation between Two Variables in Grouped and Ungrouped Data by Direct and Short Cut Methods, Coefficient of Correlation by Spearman's Rank Differences Method and Concurrent Deviation Method. Linear Regression.		
<b>Unit V</b>	<b>Analysis of Time Series</b>	<b>10 Hours</b>
Analysis of Time Series- Meaning and Significance and Simple Numerical and Association of Attributes Meaning and Significance and Simple Numerical.		
Skill Development	1. able to Conduct Basic Statistical Analysis of Time Series and Association of Attributes 2. able to solve a range of problems using the techniques covered	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	1. Anderson, "Statistics for Business & Economics", 21th edition, Cengage Learning, 2023 2. Gupta S.P., "Statistical Methods", Sultan Chand and Sons, 2022 3. Gupta S.C., "Business Statistics", Himalaya Publication House, 2022 4. Srivastava T.N., "Statistics for Management", TataMc.GrawHill, 2021 5. Sancheti and Kapoor, "Statistics: Theory and Practice" S. Chand & Sons, 2020.	
Online resources	Sankhya – Journal for Statistics , The Indian Journal of Statistics	

<b>Course Nomenclature</b>	<b>COMPANY LAW</b>	
<b>/ Semester</b>	<b>III</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Describe the knowledge of provisions of the Companies Act of 2013.		
<b>CO2:</b> Demonstrate and impart the provisions and procedures under company law for different types of companies.		
<b>CO3:</b> Apply and acquaint the students with the duties and responsibilities of Key Managerial Personnel, directors and company secretary		
<b>CO4:</b> Classify the new concepts involving in company law regime		
<b>CO5:</b> Support course of action for formation, meetings, winding up of companies.		
<b>CO6:</b> Develop and create new act to solve the different issues		
<b>Unit I</b>	<b>The Law of Contract</b>	<b>13 Hours</b>
Nature of Contract, Classification. Offer and Acceptance, Capacity to Contract, Free Consent, Consideration legality of object, Agreement declared void, Performance of Contract, Discharge of Contract, Remedies for breach of contract.		
<b>Unit II</b>	<b>Special Contracts</b>	<b>10 Hours</b>
Pledge: Meaning, Essentials, Rights and duties of Pawnor and Pawnee. Agency: Formation & termination methods of Agency. Rights & duties of agent. Bailment: Meaning, Essentials, Rights & duties of Bailer & Bailee.		
<b>Unit III</b>	<b>The Sale of Goods Act</b>	<b>14 Hours</b>
Formation of Contract of sale, Goods and their classification, Price, conditions & warranties, Passing of property in goods, performance of contract of sale, unpaid seller, sale by auction.		
<b>Unit IV</b>	<b>The Indian Partnership Act</b>	<b>13 Hours</b>
Introduction to partnership, Types of partnership and partners, Registration of partnership firm, Rights and duties of Partners, Dissolution of firm.		
<b>Unit V</b>	<b>The Consumer Protection Act</b>	<b>10 Hours</b>
Introduction, Rights of Consumers, Consumer protection councils, Dispute Redressal agencies, the District Forum, the State and National commission.		
<b>Skill Development</b>		
<b>Learner support Material</b>	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	<ol style="list-style-type: none"> <li>1. Gulshan S.S. and Kapoor G.K., “Business Law including Company Law”, New Age International Private Limited Publishers, 2023.</li> <li>2. Aggarwal S.K., “Business Law”, Galgotia Publishing Company, 2023.</li> <li>3. Singh Avtar, “Mercantile Law”, Eastern Book Company, 2022</li> <li>4. Chandra Bose, “Business Laws”, PHI, 2021</li> <li>5. Kumar, “Legal Aspect of Business”, Cengage Learning, 2021.</li> </ol>	
<b>Online resources</b>	RGNUL Financial & Mercantile Law Review, Indian Journal on Law & Technology	

<b>Course Nomenclature</b>	<b>MACRO ECONOMICS</b>	
<b>/ Semester</b>	<b>III</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Write the behaviour of Indian and World economy.		
<b>CO2:</b> Explain economic thinking and analysis in context of National economies, monetary and fiscal policy and variables and indicators of macro-economic health		
<b>CO3:</b> Calculate various key macro-economic indicators of GDP, unemployment, and inflation, then how to apply these concepts to analyse economic policy and behaviour		
<b>CO4:</b> Classify economic variables including choice and scarcity; supply and demand; elasticity; applications of supply and demand; elasticity; GDP and economic growth; unemployment and inflation; the aggregate demand-aggregate supply model; Keynesian economics and neoclassical economics; the income expenditure model; fiscal policy; money and banking; monetary policy; policy applications; exchange rates and international finance.		
<b>CO5:</b> Assess execute various macro-economic theories in studies as well in real world together better information of finance to generate better employment opportunities for an individual.		
<b>CO6:</b> Design and create synergy in various macro-economic environment within integrated economies		
<b>Unit I</b>	<b>National Income</b>	<b>14 Hours</b>
Micro v/s Macro-economics, National Income: Definition, Concepts & Methods, the Circular flow of income, Social Accounting, National Income and Economic welfare.		
<b>Unit II</b>	<b>Theory of Income and Employment</b>	<b>14 Hours</b>
Classical Theory of Employment, Say's Law, The principle of effective demand: Aggregate demand & Aggregate supply functions, Consumption and Investment functions, Theory of Multiplier.		
<b>Unit III</b>	<b>Theory of Money and Interest</b>	<b>14 Hours</b>
Money: meaning, types & functions. The supply of Money and RBI policies, Money Demand, Quantity theory of money: classical and Friedman's approaches, Theory of Interest Rate determination: Classical and Keynes theory.		
<b>Unit IV</b>	<b>Inflation and Stabilization Policies</b>	<b>8 Hours</b>
Inflation: meaning and Types and its measurement, Demand-pull & Cost-push inflation, The Phillips curve: Inflation and Unemployment, Fiscal and monetary policies		
<b>Unit V</b>	<b>International Trade</b>	<b>6 Hours</b>
Balance of Payment- Type, Effects, short Run Open Economy Model, Public Private Partnership, Asset Market Approach, Exchange rate Determination, International financial Market		
Skill Development	<ol style="list-style-type: none"> <li>1. Discussion on the impact of inflation on profitability on companies</li> <li>2. Analyses the relative importance of National Income of India and compare it with developed countries</li> <li>3. Prepare a report on the impact of recent budget on various businesses</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1) H. L. Ahuja "Macroeconomics Theory and policy", S. Chand &amp; Company Ltd., 2023</li> <li>2) <b>Macroeconomics   16th Edition Paperback – 27 August 2022</b></li> <li>3) By <a href="#">Rudiger Dornbusch</a> (Author), <a href="#">Stanley Fischer</a> (Author), <a href="#">Richard Startz</a> (Author), McGraw Hill Education.</li> <li>4) DR. T.V. Rammana, Kiran Kumar, "Managerial Economics and Financial Analysis", HPH, first Edition 2020.</li> <li>5) D.N. Dwivedi, "Managerial Economics", Vikas Publication House Pvt. Ltd, 2nd Edition, 2018.</li> </ol>	
Online resources	<ol style="list-style-type: none"> <li>1) The journal of political economics</li> <li>2) International economics,</li> <li>3) International Journal of Economics Research.</li> </ol>	

<b>Course Nomenclature</b>	<b>International Financial Systems</b>	
<b>/ Semester</b>	<b>III</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, the student will be able to:		
<b>CO1:</b> Define the basics of International financial system and global markets.		
<b>CO2:</b> Summarize to gain a specific knowledge about currencies and international monetary relations		
<b>CO3:</b> Determine international movement of capital through different types of investment and import-export.		
<b>CO4:</b> Classify to identify and analyze the concepts of international prices, multiplicity of prices, types and price discounts available in foreign trade.		
<b>CO5:</b> Assess the role and significance of the different international financial institutions		
<b>CO6:</b> Develop awareness about the international movement of capital.		
<b>Unit I</b>	<b>International Financial System:</b>	<b>10 Hours</b>
Evolution of International Financial System: Pre-Bretton Woods (Bimetallism, Mint Parity, Gold Bullion Standard, Gold Exchange Standard), Bretton Woods, Snake in the Tunnel, Jamaica Accord, Plaza Accord, Louvre Accord, and European Monetary System. world financial centers; major international markets (money, foreign exchange, financial and stock market).		
<b>Unit II</b>	<b>International Financial Markets:</b>	<b>12 Hours</b>
International Financial Markets: World financial centers; Major financial markets (money, foreign exchange, derivatives, bond and equity market); Euromarkets.		
<b>Unit III</b>	<b>International Currency Markets:</b>	<b>14 Hours</b>
Economic essence and currency classifications: the concept of currency and its basic classification; characteristics of currencies, international currency markets (concept, working, major currency pairs, safe haven currencies); Types of Exchange rate systems.		
<b>Unit IV</b>	<b>International Movement of Capital:</b>	<b>10 Hours</b>
International Movement of Capital: Foreign direct investment (concept, components, forms of foreign direct investment), cross-border mergers and acquisitions, foreign portfolio investment (concept, classification).		
<b>Unit V</b>	<b>International Financial Institutions:</b>	<b>10 Hours</b>
Objectives, purpose, role of various International financial institutions (World Bank group; IMF; IBRD; MIGA); regional multilateral development banks (ADB, EBRD, ISDB); informal economic organizations (Davos Economic forum, Paris club, Basel club).		
Skill Development	1. Familiarity with the functioning of the Foreign Exchange markets 2. Able to understand the International financial institutions and payment systems to develop investment strategies.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	1. Arora Richa (2023), International Financial System and Institutions, Shroff Publishers & Distributors Pvt. Ltd. 2. Alan C. Shapiro, Peter Moles, Jayanta Kumar Seal (2022), International Financial Management, Wiley Publishers. 3. Sharan V (2021), International Financial Management, Prentice Hall India Learning Private Limited	
Online resources	Journal of Direct, Data and Digital Marketing Practice, Journal Of Interactive Marketing, International Journal of Mobile Communications	



<b>Course Nomenclature</b>	<b>COMPUTER APPLICATIONS</b>	
<b>Semester</b>	<b>III</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Describe the basics of computers & windows and Microsoft Office		
<b>CO2:</b> Summarize categories of programs, system software and applications. Organize and work with files and folders		
<b>CO3:</b> Compute the Internet Web resources and evaluate on-line e-business system		
<b>CO4:</b> Analyse common business problems using appropriate Information Technology applications and systems		
<b>CO5:</b> Assess technical knowledge and perform specific technical skills		
<b>CO6:</b> Invent new information technology for industry centric.		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Introduction to Windows – Basics, Windows Accessories, Using File and Program Manager.		
<b>Unit II</b>	<b>MS-Word</b>	<b>6 Hours</b>
Introduction to Ms -Word – Editing a Document – Move and Copy text – Formatting Text and paragraph – Finding and Replacing Text and Spelling Checking – Using tabs, Tables, and other features, enhancing document – using mail merge and other features.		
<b>Unit III</b>	<b>Worksheet</b>	<b>7 Hours</b>
Introduction to Worksheet – Getting started with excel – Editing Cells and using commands and functions – Moving and Coping, Inserting and Deleting Rows and Columns – Getting help and formatting a worksheet – Printing the worksheet – Creating Charts – using formulae and functions in excel.		
<b>Unit IV</b>	<b>Power Point Presentation</b>	<b>5 Hours</b>
Introduction to Power Point Presentation.		
<b>Unit V</b>	<b>Internet</b>	<b>5 Hours</b>
Introduction to internet, web searching, search engines, email, concept of email using outlook.		
Skill Development	<ol style="list-style-type: none"> <li>1. Able to learn the latest system software and application</li> <li>2. Able to understand the use of information technology to resolve the E-business problems.</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. Craig Stinson “Running Microsoft Windows-98” – Microsoft press.</li> <li>2. Joshua C. Nossiter “Using Excel – 5 for Windows”</li> <li>3. Vishnu Priya Singh &amp; Meenakshi Singh “Computerized Financial Accounting”, 2020</li> <li>4. “Working with Word” – Aptech Computer Education, 2020</li> <li>5. Malhotra: Computer Applications in Business. 2021</li> </ol>	
Online resources	IEEE Communications Surveys and Tutorials.	

**Semester IV**

<b>Course Nomenclature</b>	<b>Management Accounting</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
CO1: Recall the basics of management accounting, its concepts and principles used to analyze financial statements.		
CO2: Recognize an insight on financial statement analysis from a practical point of view.		
CO3: Use the concept of marginal costing with practical problems.		
CO4: Classify different types of management accounting tools through the preparation of statements.		
CO5: Assess management accounting techniques and its objectives in facilitating decision making. CO6: Construct a relationship between financial and management aspects of accounting.		
<b>Unit I</b>	<b>Introduction</b>	<b>14 Hours</b>
Meaning of management accounting, functions, responsibilities and qualities of a management accountant. Management accounting vs. traditional accounting and limitations of management accounting. Tools and Techniques of Management Accounting, Human resource Accounting & Social Accounting.		
<b>Unit II</b>	<b>Analysis of Financial Statements</b>	<b>11 Hours</b>
Introduction of financial statement, Comparative and Common size Income statements and Balance Sheets. Trend Analysis.		
<b>Unit III</b>	<b>Ratio Analysis</b>	<b>12 Hours</b>
Elementary Ratio Analysis – meaning, classification of ratios, calculation & interpretation of ratio. Preparing Balance Sheet with Ratio and Du Pont Analysis		
<b>Unit IV</b>	<b>Fund flow and Cash flow Analysis</b>	<b>14 Hours</b>
Meaning and concept. Preparation of fund flow and cash flow statements. Comparison between fund flow and cash flow statement.		
<b>Unit V</b>	<b>Cost of Capital &amp; Capital Budgeting</b>	<b>19 Hours</b>
Cost of Capital. Capital expenditure decisions, Payback period, return on investment, discounted cash flow.		
Skill Development	<ul style="list-style-type: none"> <li>• Will be able to evaluate and manage financial risks.</li> <li>• Will be able to conduct cost and margin analysis.</li> <li>• Will be able to advise business leaders on mergers &amp; acquisitions.</li> </ul>	
Learner support Material	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. Shah Paresh, “Management Accounting” II Edition, Oxford University Press, 2023.</li> <li>2. Wild John, “Financial Accounting Information for Decisions”, Tata-Mac Graw-Hill, 2023</li> <li>3. Maheshwari S.N. and S. K. Maheshwari, “A Text Book of Accounting for Management”, Vikas Publishing House, 2022</li> <li>4. Khan &amp; Jain; “Management Accounting”, Tata McGraw Hill Publishing House, 2021.</li> <li>5. Bhattacharyya S.K., “Accounting for Managers”, Reprint, Vikas Publishing House Pvt. Ltd, 2021</li> <li>6. Agarwal M.R., “Managerial Accounting”, Garima Publications, 2021.</li> </ol>	
Online resources	Journal of Accounting, Indian Journal of Finance and Accounting, Indian Journal of Management Accounting.	

<b>Course Nomenclature</b>	<b>Financial Management</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> Describe the basic of financial management, its concepts and principles used to produce financial decisions.		
<b>CO2:</b> Demonstrate about capital structure and theories of capital structure & the cost of capital in wide aspects.		
<b>CO3:</b> Apply various theories of financial management		
<b>CO4:</b> Relate and facilitate the idea and meaning of material control, break even and capital budgeting		
<b>CO5:</b> Rank between long-term financing decisions and working capital financing decisions		
<b>CO6:</b> Design new framework for financial decisions and working capital decisions		
<b>Unit I</b>	<b>Financial Management</b>	<b>14 Hours</b>
Meaning, Importance and Objectives, Financial Planning – Objectives and Principles of Sound Financial Planning. Time Value of Money -Introduction, Rationale, Present value and Future value. Difference between Financial Management and Financial Accounting and Management Accounting.		
<b>Unit II</b>	<b>Financing decisions</b>	<b>10 Hours</b>
Capital Structure – Factors influencing Capital Structure – EBIT – EPS Analysis. Theories of Capital Structure, Types of Leverages.		
<b>Unit III</b>	<b>Working Capital Management</b>	<b>12 Hours</b>
Working Capital Management – Meaning, Importance of Working Capital, Excess or Inadequate Working Capital, Determinants of Working Capital Requirements.		
<b>Unit IV</b>	<b>Management of Cash &amp; Inventory</b>	<b>10 Hours</b>
Cash Management, Inventory Management: Models, Economic Order Quantity, Reorder Level, Optimum Inventory Levels.		
<b>Unit V</b>	<b>Break Even Analysis &amp; Dividend Policy</b>	<b>14 Hours</b>
Meaning, Importance, Objectives and Practical Approaches of Break-Even Analysis, Dividend Policy – Introduction, Importance, Objectives and Determinants of Dividend Policy, Types of Dividend & Dividend Policy.		
Skill Development	<ol style="list-style-type: none"> <li>1. Imaginary figures prepare an estimate of working capital requirements</li> <li>2. Make a budget related to financial decisions.</li> <li>3. Format of a business plan.</li> <li>4. Learn Team work to achieved financial goal.</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	R.P. Rustagi “Financial Management” Sixth Revised Edition 2022, TAXMANN Richard Musgrave & Peggy Musgrave, "Financial management Theory and Practice   10th Edition" McGraw Hill Education, 2022  M.Y Khan and Jain, “Financial Management”, Tata McGraw-Hill, 10th Edition, 2020.  Bose Chandra “Fundamentals of Financial Management”, PHI, 2022  Brigham, “Fundamentals of Financial Management”, 11th, edition, Cengage 2021	
Online resources	<ol style="list-style-type: none"> <li>1. Journal of Accounting</li> <li>2. Indian Journal of Finance and Accounting.</li> <li>3. International journal of financial management</li> </ol>	

<b>Course Nomenclature</b>	<b>Tax Management</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
CO1: Identify the introduction to the basics of India Tax procedure, its concepts and principles used to produce tax adjustment. CO2: Demonstrate the different know-how and heads of income with its components.		
CO3: Compute various categories of income of an individual.		
CO4: Differentiate tax of an individual under different heads and deduction. CO5: Appraise the tax returns and assessments.		
CO6: Formulate the residential status of an individual and scope of total income.		
<b>Unit I</b>	<b>Indian Tax Procedure</b>	<b>14 Hours</b>
Introduction of Indian Tax Procedure: Direct Tax: Income Tax, Wealth Tax etc. and Indirect Tax: Custom Duty, Excise Duty, Service Tax and VAT. Important Definitions under the Income Tax Act. Residential status and incident of Tax. Clubbing of income. GST-Conceptual Framework		
<b>Unit II</b>	<b>Income from Salary and House Property</b>	<b>12 Hours</b>
Computation of Income from Salary. Computation of Annual Value and taxable income of House Property.		
<b>Unit III</b>	<b>Income from Business or Profession and Capital Gain</b>	<b>14 Hours</b>
Computation of taxable income from Business or Profession: Provisions relating to Depreciation, Allowable and Disallowable Expenses. Presumptive Income and Expenses. Meaning of Capital Assets & Transfer of Capital Assets, Short Term and Long-Term Capital Gain. Exemption under Capital Gain.		
<b>Unit IV</b>	<b>Income from Other Sources, Adjustments of Losses and Deductions u/s 80</b>	<b>10 Hours</b>
Income from Other Sources. Set off and Carry Forward of Losses. Deductions from gross total Income u/s 80. Deduction Available for Individual and HUF.		
<b>Unit V</b>	<b>Assessment of Individual and Hindu Undivided Family</b>	<b>10 Hours</b>
Computation of Taxable Income of Individual and HUF, Adjustment of Agricultural Income, Tax Rates, Marginal Relief & Tax Liability		
Skill Development	<ol style="list-style-type: none"> <li>1. Tax planning</li> <li>2. Tax calculation</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	Agarwal, Shah, Jain, Managal, Sharma, "Income Tax", RBD, Jaipur latest edition 2024-25 Gupta, Khatri, Goyal, "Income Tax", Kailash Book Depot 2024-25 Patel, Choudhary, "Income Tax", Choudhary Prakashan 2024-25 Singhania, Vinod K. and Monica Singhania, "Students' Guide to Income Tax", Taxmann Publications Pvt. Ltd., New Delhi, latest ed 2024-25 Ahuja Girish and Ravi Gupta, "Systematic Approach to Income Tax", Bharat Law House, Delhi 204-25	
Online resources	Indian Journal of tax Law, Vision- Indian Journal of Taxation	

<b>Course Nomenclature</b>	<b>Marketing Management</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define the basic concept of marketing /concepts & philosophies.		
<b>CO2:</b> Express the relevance of marketing in modern competitive world		
<b>CO3:</b> Show students about product and its classifications/new product development		
<b>CO4:</b> Analyse marketing philosophy and generating ideas for marketing research for consumer satisfaction		
<b>CO5:</b> Assess an analytical ability to plan for various marketing strategy		
<b>CO6:</b> Prepare the students about new marketing tools		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Nature and Scope of Marketing, Importance of Marketing, Marketing Mix- 4P's & 7 P's, 4 A's & 4C's, Marketing Concept-Selling Vs Marketing Concept: Growing Relevance of Marketing in India.		
<b>Unit II</b>	<b>Marketing Environment</b>	<b>10 Hours</b>
Demographic, Economic, Natural, Technological, Political, and Legal and, Socio- Cultural Environment, The Indian Marketing Environment, Methods of Environmental Analysis- SWOT, PEST.		
<b>Unit III</b>	<b>Understanding Consumer Behaviour and S.T.P&amp;Product</b>	<b>14 Hours</b>
The Buying Decision Making Process, Market Segmentation, Targeting, Positioning. Products & its Classification, Product Life Cycles, Stages in Lifecycle and Factors Affecting Each Stage, Managing Product Life Cycles. New Product Development		
<b>Unit IV</b>	<b>Pricing &amp;Promotion Tools</b>	<b>12 Hours</b>
Pricing- Meaning, Methods, factors affecting pricing, Advertising-Meaning, Objectives & Types of Advertising Decisions, Trends in Advertising in Indian: Public Relations-Importance and Methods, Direct Marketing Concept: Sales Promotion Techniques.		
<b>Unit V</b>	<b>Marketing Challenges</b>	<b>10 Hours</b>
Marketing in 21st century, Impact of globalization, Technological Advances. Challenge for Rural Marketing in India, Need of Marketing in the Service Sector in India.		
Skill Development	<ol style="list-style-type: none"> <li>1. Analyze the marketing environment of your locality and identify need, wants &amp; purchasing power of customers.</li> <li>2. Collect consumer behavior towards home appliances in your locality.</li> <li>3. Visit any organization and collect the information towards pricing of the products.</li> <li>4. Visit any wholesalers/Retailers; collect the role of them in marketing.</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	Dhruv Grewal, Michael Levy, "Marketing   7th Edition", McGraw Hill Education (India) Private Limited,2022 Philip Kotler (Author), Keven Lane Keller, "Marketing Management   marketing cases in the Indiancontext   Fifteenth Edition", Pearson Education,2022 V. S. Ramaswamy (Author), S. Namakumari, "Marketing Management: Indian Context Global Perspective, 11 <sup>th</sup> edition"2022	
Online resources	<ul style="list-style-type: none"> <li>• Journal of Marketing Management (JMM)</li> <li>• The Journal of Marketing (JM)</li> <li>• International Journal of Business Marketing and Management</li> </ul>	

<b>Course Nomenclature</b>	<b>Human Resource Management</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credits (4)</b>		
<b>Course Outcomes</b>		
<p>After studying this course, a student will able to –</p> <p><b>CO1:</b> Describe a basic understanding of different tools used in forecasting and planning human resource needs.</p> <p><b>CO2:</b> Explain the role of recruitment and selection in relation to the organization’s business and HRM objectives</p> <p><b>CO3:</b> Show the appropriate use of job descriptions, application forms and related staffing tools such as internet recruiting</p> <p><b>CO4:</b> Analyse and apply advanced training strategies and specifications for the delivery of training programs</p> <p><b>CO5:</b> Assess the responsibilities of management, HRM specialists, managers, and employees in managing the employment relationship in a unionized or a non- unionized environment</p> <p><b>CO6:</b> Build HRM policies, strategies and training programs as per the norms of the organization.</p>		
<b>Unit I</b>	<b>Introduction &amp; Human Resource Management</b>	<b>10 Hours</b>
Human Resource Management: Concept, Functions, Importance and Role of HRM, Status and Competencies of HR Manager. Emerging Challenges of HRM-Workforce Diversity, Empowerment, Downsizing, VRS, Work Life Balance, HRM Model.		
<b>Unit II</b>	<b>Human Resource Planning</b>	<b>12 Hours</b>
Human Resource Planning – Need, Nature, Importance, Process, Factors Affecting HRP, Requisites of HRP and Barriers to HRP. Job design, Job Analysis, Job Description, Job Specification, Job Enlargement, Job Enrichment and Job Rotation.		
<b>Unit III</b>	<b>Recruitment, Selection and Induction</b>	<b>14 Hours</b>
Recruitment- Nature, Purpose, Sources, Importance, Process, Types and Factors Affecting Recruitment. Selection – Nature, Purpose, Importance, Process, Types and Factors affecting Selection. Induction.		
<b>Unit IV</b>	<b>Training and Performance Appraisal</b>	<b>10 Hours</b>
Need and Benefits of Training and Different Training Methods. Evaluation and Effectiveness of Training Programs		
<b>Unit V</b>	<b>Emerging Horizons of HRM-</b>	<b>10 Hours</b>
E- HRM, Human Resource Information System, Impact of HRM Practices on Organizational Performance, Human Resource Audit, Green HRM, E Job Portals.		
Skill Development	<ol style="list-style-type: none"> <li>1. Preparation of Job Descriptions and Job specifications for a Job profile</li> <li>2. Choose any MNC and present your observations on training program</li> <li>3. Develop a format for performance appraisal of an employee.</li> <li>4. Discussion of any two Employee Engagement models</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	Gary Dessler & Biju Varrkey, “Human Resource Management Second edition”, S. Chand, Publishing, 2023 Ashok Khurana, Parvee Khurana & Hira Lal Sharma, “Human Resource Management”, Vikas Global Publications Pvt Ltd, 2023 S. S. Khanka, “Human Resource Management Second edition”, S. Chand Publishing, 2022	
Online resources	Journal of Human Resource management, International Journal of Human Resource Management	

<b>Course Nomenclature</b>	<b>HINDI</b>	
<b>Year / Semester</b>	<b>I/II</b>	
<b>Course Credit</b>	<b>2</b>	
<b>Course Outcomes</b>	1. After the completion of the Unit I, विद्यार्थीभाषाव्याकरणकेबारेमेंसीखेंगे 2. After the completion of the Unit II, विद्यार्थीलिंगवचन, कारक,संधि, समास, मुहावरे, लोकोक्ति, अपठितगद्यांशकेबारेमेंसीखेंगे 3. After the completion of the Unit III, विद्यार्थिसंप्रेषणकेविभिन्नमॉडलकोजानेंगे 4. After the completion of the Unit IV, विद्यार्थिसंप्रेषणकीबाधाएंकोसमझेंगे 5. After the completion of Unit V, विद्यार्थीअनुवादकरनासीखेंगे	
Unit I	<b>भाषाऔरशब्द</b> भाषाव्याकरणकीपरिभाषा, भाषाकामहत्व, भाषाऔरव्याकरणकाअन्तस्मबन्ध, ध्वनि, वर्ण, मात्राएँ, शब्दकेभेद, शब्दऔरपदमेंअंतर	
Unit II	<b>व्याकरण</b> लिंग, वचन, कारक, संधि, समास, मुहावरे, लोकोक्ति, अपठितगद्यांश,	
Unit III	<b>सम्प्रेषण</b> सम्प्रेषणकामहत्व, सम्प्रेषणकाप्रक्रिया, संप्रेषणकेविभिन्नमॉडल, सम्प्रेषणकीचुनौतियां, सम्प्रेषणकेप्रकार, लिखितऔरमौखिक, व्यक्तिगतऔरसामाजिकसम्प्रेषण, व्यवसायिकसम्प्रेषण, भ्रामकसम्प्रेषण	
Unit IV	<b>सम्प्रेषण-2</b> सम्प्रेषणकीबाधाएं, सम्प्रेषणकीरणनीति, सम्प्रेषणकेमाध्यम, एकलवर्ता, संवाद	
Unit V	<b>अनुवादऔरभाषाविज्ञान</b> सामूहिकचर्चा, प्रभावीसम्प्रेषण, पढ़नातथासमझना, गहनअध्ययन, मध्याहार, सारऔरअन्वय, विश्लेषण, व्याख्या, अनुवाद	
	➤ Learner support Material	NEPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.
	➤ Text books	1. हिन्दीव्याकरणभाष्य-डा० इन्दिराअशोकहिन्दीव्याकरण-डा० राघवप्रकाश 2. नवीनहिन्दीव्याकरणएवरचना- मा०शिक्षाबोर्ड, राजस्थान. अजमेर 3. हिन्दीभाषाऔरसंप्रेषण :- डॉ०बलवीरकुन्द्रा 3. भाषाऔरसंप्रेषणरामप्रकाशप्रजापति, आर. पी. पब्लिशिंगहाउसजनसंचारमाध्यमऔरपत्रकारिता, वर्धमानमहावीरखुलाविश्वविद्यालय, कोटा 4. अनुवादऔरभाषाविज्ञान. इंदिरागांधीराष्ट्रीयमुक्तविश्वविद्यालय
	➤ Online resources	

<b>Course Nomenclature</b>	<b>FRENCH</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> recall the French as a language in introductory phase		
<b>CO2:</b> Review the speaking skills of French language.		
<b>CO3:</b> Show the French writing skills		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Alphabet, Culture et civilization franchises, Épelez les prénom, Trouvez le pays, Completez le carted'identité( The alphabet, French culture and civilization, Spell the first name, Find the country, Complete it ID card .)		
<b>Unit II</b>	<b>Vocabulary</b>	<b>6 Hours</b>
Nombré 1-100 Les legumes et des fruits (Number 1-100 Vegetables and fruits), couleur, saisons, mois, jours nom (colour, seasons, months, days name)		
<b>Unit III</b>	<b>Speaking skills, I</b>	<b>7 Hours</b>
Presentezvous et presentezvotreami(e), Pratiquer avec chaqueélève.( Introduce yourself and your friend, Practice with each student.)		
<b>Unit IV</b>	<b>Speaking Skills II</b>	<b>5 Hours</b>
Se presenter a des publics different et saluer (Introduce yourself to different audiences and greet), Salueretprendre conge Greet and take leave) La presentation, s 'appeler et etre et pronomssujets, C' est / ilest / elle est. (The presentation, to be called and to be and subject pronouns, It is / he is / she is.)		
<b>Unit V</b>	<b>Writing Skills</b>	<b>5 Hours</b>
Profession (Masculine et feminine), formation de phrases Sujet +verb+les phrases avec profession (Profession (Male and female), sentence formation Subject + verb + sentences with profession)		
<b>Skill Development</b>	<ol style="list-style-type: none"> <li>1. Learn the language of international relations and diplomacy</li> <li>2. Access to rich culture and literature</li> <li>3.The language of creativity, enlightenment, and reasoning</li> </ol>	
<b>Learner support Material</b>	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc	
<b>Text books</b>	Krishnan, C &Alber Adeline, Le Tramway Volant-I, Saraswathi House Pvt Ltd, India 2019	
<b>Online resources</b>	<a href="https://blogs.transparent.com/french/beginners-guide-to-french-free-ebook/">https://blogs.transparent.com/french/beginners-guide-to-french-free-ebook/</a>	



**Semester V**

<b>Course Nomenclature</b>	<b>Business Ethics</b>	
<b>Semester</b>	V	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define the principles of moral decision-making in global business & identify the trade-offs that face an ethical manager.		
<b>CO2:</b> Explain the thinking toward show competitive advantage maps on to corporate social responsibility.		
<b>CO3:</b> Apply and discuss competing positions on a range of ethical issues facing business and society.		
<b>CO4:</b> Analyse environment of ethical management and ethical leadership that drives the organization.		
<b>CO5:</b> Justify and become an ethical manager		
<b>CO6:</b> Formulate the Skills to maintain a higher degree of stakeholder satisfaction		
<b>Unit I</b>	<b>Introduction</b>	<b>14 Hours</b>
Introduction to Business Ethics, Values, Morals, & Norms. Business Ethics: Myths, Sources, Dilemma and Levels. Ethical Value System: Universalism, Utilitarianism, Distributive Justice, Social Contracts, Individual Freedom of Choice and Professional Codes		
<b>Unit II</b>	<b>Employee Stakeholders and the Corporation</b>	<b>12 Hours</b>
Changing workforce, Employee's Employer rights and responsibilities, Discrimination, Equal Employment opportunity, Organizational politics.		
<b>Unit III</b>	<b>Ethical Management</b>	<b>14 Hours</b>
Ethical leadership with examples, Ethical Decision Making, Introducing Ethics Programs in Organizations. Introduction to Corporate Governance; Parties Involved and Principles of Sound Corporate Governance.		
<b>Unit IV</b>	<b>Business and Society</b>	<b>10 Hours</b>
Social Responsibility of Business and ecological / environmental issues in the Indian context. Different Approaches to Corporate Social Responsibility, Differentiating CSR from philanthropy & volunteerism.		
<b>Unit V</b>	<b>Unethical Practices in Businesses</b>	<b>10 Hours</b>
Unethical Issues in Businesses like Insider Trading, Corruption, Coercion, Window Dressing, Cyber Crimes, Child Labour, Forgery and Theft.		
Skill Development		
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. Fernando A.C, K P Muralidheeran, et al. (2023) Business Ethics: An Indian Perspective, Pearson</li> <li>2. Weiss (2022), Business Ethics Concept &amp; Cases, Cengage Learning 1st edition</li> <li>3. Velasquez (2022), Business Ethics, Concepts &amp; Cases, 6th edition, PHI,.</li> <li>4. Murthy (2021), Business Ethics, Himalaya Publishing House</li> <li>5. Al Gini (2020), Case Studies in Business Ethics, Pearson Education, 6th edition.</li> </ol>	
Online resources	Journal of Business Ethics, Journal of Law & Ethics	

<b>Course Nomenclature</b>	<b>AUDITING- THEORY AND PRACTICE</b>	
<b>Semester</b>	<b>V</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
CO1: Define about the audit environment - types of audits, functions qualifications of auditors etc		
CO2: Explain the various audit techniques audit working papers, such as checklists to evaluate internal controls		
CO3: Compute the different auditing practices to be applied to audit of different business areas like purchases, revenues, assets liabilities		
CO4: Analyse the importance of audit report requirements and duties and rights of auditors etc		
CO5: Assess the audit requirements of various business entities like sole proprietorship partnership concerns educational / healthcare institutions clubs etc		
CO6: Design clean and a qualified audit report and audit certificate.		
<b>Unit I</b>	<b>Auditing</b>	<b>14 Hours</b>
Meaning, Objects, Fraud, Errors: Book-Keeping, Accounting and Auditing; Classification of Audits; Forensic auditing, Online audits, tax audit, management audit, cost audit etc.		
<b>Unit II</b>	<b>Planning and Procedure of Audit</b>	<b>12 Hours</b>
Planning and Procedure of Audit; Audit Programmes; Auditor's Working Papers, Test Checking; Routine Checking. Bank reconciliation, accounts reconciliation, advantages / disadvantages of audit programmes, verifications and valuations		
<b>Unit III</b>	<b>Internal control &amp; Verification and Valuation</b>	<b>12 Hours</b>
Meaning, Objective and Evaluation of Internal Control; Internal Check and Internal Audit; Internal Control Regarding Sales, Purchases, Assets, Liabilities and Salaries and Wages; Vouching. Verification and Valuation of Assets and Liabilities		
<b>Unit IV</b>	<b>Company Audits and Auditor</b>	<b>12 Hours</b>
Companies Act 2013 regulations for company audits, Appointment of company auditor- qualifications of financial auditor, internal auditor, Rights, duties & liabilities, removal and remuneration, rotation of company auditors. Audit Reports Role of ICAI, Auditing standards Companies Act 2013 has made many changes impacting audits.		
<b>Unit V</b>	<b>Special audits and investigations</b>	<b>10 Hours</b>
Audits of Sole Proprietorships, Audit of Partnership firms, Special considerations in the Audit of Educational Institutions, cinema halls, schools, hospitals, clubs, Audit Certificates. difference between audit report and audit certificates. Investigation: Meaning, Objectives, Procedures;		
Skill Development	1. Strategic decision-making for auditing 2. Analytical Ability	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. Tandon B.N., S. Sudharsanam and S. Sundharababu, "A Handbook of Practical Auditing", S. Chand &amp; Co., Ltd 2023</li> <li>2. Sharma S.D., Taxmann's "Auditing Principles and Practice", Taxman Allied Services (P) Ltd 2022.</li> <li>3. Ravindar Kumar &amp; Virender Sharma, "Fundamentals of Practical Auditing", Prentice Hall of India (P) Ltd.2022</li> </ol>	
Onlineresources	Indian Journal of Accounting, Journal of Accounting, auditing & Finance SAGE	

<b>Course Nomenclature</b>	<b>Integrated Marketing Communications</b>	
<b>Semester</b>	V	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> Define about the various media tools to reach the target audience and deliver the brand promise through an I.M.C. campaign.		
<b>CO2:</b> Discuss marketing research and its various aspects.		
<b>CO3:</b> Compute these findings to develop competitive strategies and select the target audience(s) for the I.M.C. campaign plan		
<b>CO4:</b> Analyse an integrated marketing communications campaign plan based on the application of marketing concepts, principles and practices within an organisation		
<b>CO5:</b> Assess and critically evaluate the communications effects and results of an I.M.C. campaign to determine its success.		
<b>CO6:</b> Develop an integrated cross-media and creative message strategy and concept.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Overview of marketing communication, Role of I.M.C. in marketing process, Factors affecting the marketing communication mix, Integrated Marketing Communication tools, Models of consumer responses.		
<b>Unit II</b>	<b>Advertising</b>	<b>12 Hours</b>
Objectives of Advertising, Role of Advertising in the Marketing Process, Types of Advertising, Advertising Planning, Source, Message and selection of advertising channel, factors, Communication response hierarchy- A.I.D.A. model, Hierarchy of effect model, Innovation adoption model, Information Processing Model.		
<b>Unit III</b>	<b>Media planning &amp; Scheduling</b>	<b>14 Hours</b>
Overview of Media Planning, Establishing Media objectives, Evaluation of Media mix -print, Broadcast (T.V. & Radio), Cinema, Outdoor, Direct Mail and social media, Developing and Implementing Media strategies, Media Scheduling.		
<b>Unit IV</b>	<b>Sales-Promotion, Direct Marketing, Personal Selling</b>	<b>10 Hours</b>
Sales-promotion objectives, Consumer-oriented sales promotion tools, Trade-oriented sales promotion tools, Designing the sales promotion program. Direct Marketing objectives, benefits and elements. Personal Selling objectives, strategy and process.		
<b>Unit V</b>	<b>Monitoring, Evaluation and control</b>	<b>10 Hours</b>
Measuring the effectiveness of the Promotional Program, Evaluating the social, ethical and economic aspects of advertising and promotion.		
Skill Development	1. Acquainted with essential concepts and techniques for developing and designing an effective Integrated Marketing Communication programme 2. Knowledge of the fit of communication process with consumer behavior and consumer decision making 3. Generate creative ideas for the development of effective marketing communication programme.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. Belch, G. E., &amp; Belch, M. A. (2023). An integrated marketing communications perspective. Advertising and Promotion, 13th Edition, Tata McGraw Hill.</li> <li>2. Juska, J. M. (2023). Integrated marketing communication: advertising and promotion in a digital world. Routledge, 2nd edition.</li> <li>3. Kumar, S. R. &amp; Krishnamurthy (2022). Advertising, Brands and Consumer Behaviour: The Indian Context, Sage Publications Pvt. Ltd.</li> <li>4. Clow, K. E. (2022). Integrated advertising, promotion, and marketing communications. Pearson Education India.</li> <li>5. Shah, K., &amp; D'Souza, A. (2019). Advertising &amp; Promotions an I.M.C. Perspective. Tata McGraw Hill.</li> <li>6. Jain, S. &amp; Jethwa Ney, J (2019). Advertising Management, Oxford University Press India; 2nd edition.</li> </ol>	
Online resources	Journal of Advertising Research, The Advertising Research Foundation, Journal of Advertising, Taylor & Francis, Journal of Marketing Communications, Taylor & Francis, Journal of Advertising, American Academy of Advertising	

<b>Course Nomenclature</b>	<b>Quantitative Techniques</b>	
<b>Semester</b>	V	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> Describe the basic of quantitative techniques, its concepts and principles		
<b>CO2:</b> Demonstrate the mathematical models to solve business problems		
<b>CO3:</b> Show the value of mathematical reasoning in day-to-day basis <b>CO4:</b> Analyse the linear equation models to minimize the cost		
<b>CO5:</b> apprise the importance of the costing techniques to find solution of the complex problem		
<b>CO6:</b> Develop the skill to apply quantitative methods to solve a variety of business problems.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
An Introduction, Statistical and Operations Research techniques, Scope and application of Quantitative Techniques, Scientific Approach in Decision Making, Limitation of these Techniques.		
<b>Unit II</b>	<b>Forecasting Techniques</b>	<b>12 Hours</b>
Correlation & Regression Analysis, Time Series Analysis- Trend Analysis, Cyclical Analysis, Seasonal Analysis, Irregular Variation. Business Forecasting- Forecasting Methods		
<b>Unit III</b>	<b>Linear Programming</b>	<b>14 Hours</b>
Introduction to LPP. Problem formulation and Graphical methods of solution. Simplex method.		
<b>Unit IV</b>	<b>Transportation and Assignment</b>	<b>10 Hours</b>
Introduction of Transportation Problems, Various Procedures of finding optimal solution; Assignment Problem & its solution.		
<b>Unit V</b>	<b>Theory of Games and Queuing Theory</b>	<b>10 Hours</b>
Two persons Zero sum games, pure and mixed strategy. Queuing model Single channel queuing theory Application of queuing theory in business decision making.		
Skill Development	1. familiarity with linear equation models to minimize the cost 2. able to find solution of the complex problem 3. able to apply mathematical models to solve business problems	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	1. Kothari CR -- Quantitative Techniques (Vikas publishing New Delhi) 2. Kapoor V.K -- Operations Research (Sultan chand& Sons New Delhi) 3. Khandelwal& M.C. Gupta -- Quantitative Techniques (Tata Mc Grow-hill Publishing Co. Ltd. New Delhi) 4. Agarwal N. P. -- Quantitative Techniques (RBD, Jaipur) 5. D. M. Mithani -- Quantitative Techniques (Himalaya Publishing House)	
Online resources	Indian Journal for Quantitative Methods, International Journal for Quantitative Research in Education	

<b>Course Nomenclature</b>	<b>Project Management</b>	
<b>Semester</b>	V	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
Co1: List the basics of Project Management, its concepts, and types.		
Co2: Demonstrate them to develop project formulation and preparation of project report.		
Co3: Solve knowledge by the students for project appraisal and corrective measures.		
Co4: Classify more about project finance and its source and techniques numerically.		
Co5: Convince a cognitive thinking on the project decisions and qualities of project manager. Co:6		
Compose the Events with conclusive and exact professional knowledge in efficient manner.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Meaning& Concept of Project Management, Features, Scope and Importance, Classification of Project, Project Life Cycle, Different types of Projects under Modernization, Replacement, Expansion and Diversification.		
<b>Unit II</b>	<b>Project Identification &amp; Planning</b>	<b>12 Hours</b>
Generating and Screening Ideas – Steps, Monitoring the Environment, Scouting for Project Ideas, Preliminarily Screening, Project Rating Index. Feasibility Studies –Technical, Financial, Economic, Social, Legal and Managerial, Model of Project Planning, Work Breakdown Structure (WBS)		
<b>Unit III</b>	<b>Project Financing</b>	<b>14 Hours</b>
Sources of Finance, Capital Budgeting: Payback period, NPV, IRR & Profitability Index. Overview of Social Cost and Benefit Analysis, Various Financial Institutions to Finance Project, Role of Tax Planning in Project Financing. Progress Payments		
<b>Unit IV</b>	<b>Project Scheduling &amp; Network Planning</b>	<b>10 Hours</b>
Project Scheduling and Network Planning, Use of PERT and CPM, Gantt Chart, Line of Balance		
<b>Unit V</b>	<b>Project Appraisal &amp; Evaluation</b>	<b>10 Hours</b>
Project Appraisal Techniques: Objectives, Types and Methods. Project Evaluation – Meaning, Evaluation v/s Appraisal, Objectives of Project Evaluation, Types of Evaluation, Essential of Sound Evaluation, Techniques.		
Skill Development	1. identify viable projects 2. implement cost and time trade off 3. appraise and evaluate projects	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	1. Choudhary S. (2023), Project Management, Tata McGraw Hill. 2. Erik W. Larson, Clifford F. Gray, Rohit Joshi (2023), Project Management: The Managerial Process, Tata McGraw Hill. 3. Desai, Vasant; “Project Management”, Himalaya Publishing House, 2023. 4. Chandra, Prasanna; “Projects: Planning, Analysis, Financing, Implementation and Review”, Tata McGraw Hill Publishing Company Limited, 2022. 5. Nagarajan, K.; “Project Management”, New Age International (P) limited, Publishers, 2022. 6. Maheshwari, S.N.; “Management Accounting & Financial Control”, Sultan Chand & Sons, 2023	
Online resources	The Journal of Modern Project Management, International Journal of Project Management and Organization	

<b>Course Nomenclature</b>	<b>Supply Chain Management</b>	
<b>Semester</b>	<b>V</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to–		
CO1: Define the concept of integrated supply chain management, it's evolution and foundation.CO2:		
Review the key processes of Supply Chain Management		
CO3: Determine the SCM Enablers with global perspective using ICT as an integrating tool.		
CO4: Infer the SCM Administrators using cost analysis, risk management and performance measurement.CO5:		
Assess the contemporary issues in SCM.		
CO6: Develop a holistic view of an integrated supply chain management.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
The Foundation of Supply Chain Management-Overview and Evolution of Supply Chain Management; Supply Chain Concepts and Models; Strategic Fit Concept of SCM; SCM- An Organization Spanning Activity; SCM as a Tool to Gain Competitive Advantage.		
<b>Unit II</b>	<b>Key Processes of Supply Chain Management</b>	<b>12 Hours</b>
Supply Chain Planning; Purchasing in Supply Chain; Supply Chain Network Design & Manufacturing; Inventory and Warehousing in SCM; Supply Chain Transportation Decisions.		
<b>Unit III</b>	<b>SCM Enablers</b>	<b>14 Hours</b>
Tools and Techniques of Information & Communication Technology (ICT) in Supply Chain; Supply Chain Forecasting; Buyer-Supplier Partnership; Customer Relationship Issues in SCM		
<b>Unit IV</b>	<b>SCM Administration</b>	<b>10 Hours</b>
Supply Chain Cost Analysis & Pricing; Supply Chain Risk Management; HR Issues in SCM; Supply Chain Performance Measurement		
<b>Unit V</b>	<b>Contemporary Issues in SCM</b>	<b>10 Hours</b>
The content of the unit depends upon the recent developments in the field of SCM such as Lean Approach; Green SCM; Reverse Logistics		
Skill Development	<ol style="list-style-type: none"> <li>1. Aware about SCM Administrators</li> <li>2. Develop a global perspective on SCM</li> <li>3. Formulate SCM related strategies</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. Chopra Sunil, Meindell P., et al. (2023), Supply Chain Management, Pearson Pub., New Delhi</li> <li>2. John J. Coyle, Jr. C. John Langley, Robert A. Novack, et al. (2023) Supply Chain Management: A Logistics Perspective, Cengage Learning India Pvt. Ltd.</li> <li>3. Shah J. (2022), Supply Chain Management, Pearson Pub., New Delhi</li> <li>4. Mentzer John T. (2020), Supply Chain Management, Sage Publication, New Delhi.</li> </ol>	
Online resources	Journal of Supply Chain Management, Journal of Purchasing & Supply Management, International Journal of Supply and Operations Management	

<b>Course Nomenclature</b>	<b>Customer Relationship Management</b>	
<b>Semester</b>	<b>V</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, the student will be able to:		
<b>CO1:</b> Recall the concept and goals of CRM.		
<b>CO2:</b> Explain a customer relationship management process		
<b>CO3:</b> Apply the role of CRM- in business strategy		
<b>CO4:</b> Differentiate the importance of service quality in CRM		
<b>CO5:</b> Justify how it has been successfully implemented in various organizations and what does it take to ensure a successful implementation.		
<b>CO6:</b> Design Customer Relationship among various sectors.		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Definition and concepts of CRM, Components of CRM, Understanding the goal of CRM and Customer Touch Points.		
<b>Unit II</b>	<b>CRM Process</b>	<b>6 Hours</b>
Introduction and Objectives of a CRM Process, An Insight into CRM and e-CRTA/online CRM, The CRM cycle.		
<b>Unit III</b>	<b>Developing CRM Strategy</b>	<b>7 Hours</b>
CRM Process for Marketing Organization, CRM Affiliation in Retailing Sector, Role of CRM in business strategy.		
<b>Unit IV</b>	<b>Understanding Service Quality</b>	<b>5 Hours</b>
Technical, Functional, and dimensions of service quality, Managing Customer communications.		
<b>Unit V</b>	<b>CRM Implementation</b>	<b>5 Hours</b>
Choosing the right CRM Solution, Framework for Implementing CRM: a Step-by-Step Process		
Skill Development	1. Able to develop keen understanding of the CRM process. 2. Develop CRM strategies.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	5. Fatouretchi Max (2023), The Art of CRM: Proven strategies for modern customer relationship management, Packt Publishing. 6. Jagdish N Sheth, ParvatiyarAtul, G Shainesh (2022), Customer Relationship Management: Emerging Concepts, Tools and Applications, McGraw Hill Education Publishers. 7. H.Peeru Mohamed , A Sagadevan (2022), Customer Relationship Management, A Step by Step Approach, Vikas Publishing House	
Online resources	The International Journal of Customer Relationship Marketing and Management, International Journal of Electronic Customer Relationship Management	

**SEMESTER VI**

<b>Course Nomenclature</b>	<b>Business Budgeting</b>	
<b>/ Semester</b>	<b>VI</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
CO1: Identify the basics of business budgets and Budgeting; its importance, concepts principles as used in management accounting.		
CO2: Differentiate and prepare different types of Budgets including Cash Budgeting and Business forecasting		
CO3: Apply various budgets from given information like sales budgets, expense budgets etc.		
CO4: Analyse the importance of various tools in a company’s budgetary reporting system.		
CO5: Recommend desired course of action for optimal utilization of resources which can lead to improved efficiency.		
CO6: Design budgets for the company and develop key budgeting skills to take to the workplace.		
<b>Unit I</b>	<b>Business Budgets and Budgeting</b>	<b>14 Hours</b>
Meaning, Nature, Objectives, Advantages and Limitations of Budgeting, Budget Terminology, Preparation of Budgets, Budget Co-Ordination, Essential of An Effective Budgeting. Concept of Surplus, Deficit and Balance Budgets.		
<b>Unit II</b>	<b>Types of Budgets</b>	<b>12 Hours</b>
Fixed and Flexible Budget, Functional Budget: Sales Budget, Production Budget, Cost of Production Budget- Direct Material Budget, Direct Labor Budget and Overhead Budget. Introduction of Performance Budgeting and Zero-Base Budgeting and Master Budget.		
<b>Unit III</b>	<b>Cash Budgeting and Business forecasting</b>	<b>14 Hours</b>
Cash Budget: Meaning, Importance and Forms of Cash Budget, Preparation of Cash Budget, Methods of Preparing Cash Budget. Business Forecasting: Meaning, Theories, Techniques of Business Forecasting, Essentials of Business Forecasting.		
<b>Unit IV</b>	<b>Management control techniques</b>	<b>10 Hours</b>
Meaning, Characteristics, Objects and Benefits of Budgetary Control; Budgetary Control V/S Standard Costing, Variance Analysis: Materials, Labor; Sales and Overhead Variance.		
<b>Unit V</b>	<b>Production Decision and Project Planning</b>	<b>10 Hours</b>
Project Planning and Feasibility Study – Type of Projects, Profitability estimation of project, Technical-economical-financial feasibility study Product and Production Decision		
Skill Development	<ol style="list-style-type: none"> <li>1. Prepare a report on the impact of recent budget on various businesses.</li> <li>2. To Forecast business requirement</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. M.R. Agarwal “Business budgeting” (2022-2023 Edition) – R.B.D. Publication.</li> <li>2. Terry dickey “Basics of business budgeting” by paper back in 2022</li> <li>3. Maheshwari, S. N. and S. N. Mittal; “Cost Accounting – Theory and Problems”, 22nd Revised Edition, Shri Mahavir Book Depot, 2022</li> <li>4. Jain and Narang; “Cost Accounting”, Kalyani Publishers, 2020.</li> </ol>	
Online resources	<ol style="list-style-type: none"> <li>1. <a href="http://www.rbi.org.in">www.rbi.org.in</a></li> <li>2. Indian Journal of Commerce</li> <li>3. Indian Journal of Accounting</li> <li>4. <a href="https://gurukpo.com/Content/BBA/Business_budgeting.pdf">https://gurukpo.com/Content/BBA/Business_budgeting.pdf</a></li> </ol>	



<b>Course Nomenclature</b>	<b>ENTREPRENEURSHIP &amp; SKILL DEVELOPMENT</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
CO1: Define the process of setting up a business enterprise and consideration required for starting a new business.CO2: Explain about the source of finance raised by the enterprise for starting new business.		
CO3: Apply the basic fundamentals of the business environment, organizational theory and marketing, including capacity to recognize and use relevant terminology.		
CO4: Analyse the processes underlying diversity within an organization.		
CO5: Assess effective application of knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.		
CO6: Develop about the functioning of Stock Exchanges & Mutual funds		
<b>Unit I</b>	<b>Introduction</b>	<b>14 Hours</b>
Entrepreneurship – Meaning, Types & Qualities. Role of Entrepreneur in Economic Development. Changing Economic Scenario for Small Scale Entrepreneurs. Concept of Women Entrepreneur and Challenges faced by the Women Entrepreneur in India.		
<b>Unit II</b>	<b>Institutional Assistance &amp; Entrepreneurship Development</b>	<b>12 Hours</b>
Small Industrial Development Bank of India: An overview. National Small Industries Corporation, Small Industries Development Organization. Role of RFC and RIICO in Entrepreneurship Development. District Industries Center, protection of intellectual property, and marketing the new venture, new venture capital, Angel investor.		
<b>Unit III</b>	<b>Project Formulation</b>	<b>14 Hours</b>
Business Idea Generation Techniques – Identification of Business Opportunities – Feasibility study. Identification and Selection of Projects; Project Report: Contents and Formulation, Concept of Project Evaluation, Start up India Campaign.		
<b>Unit IV</b>	<b>Skill Development</b>	<b>10 Hours</b>
Meaning, Need, and Role in Entrepreneurship. Pradhan Mantri Kaushal Vikas Yojna, National Policy on Skill Development 2015, NSDC. Career Development Schemes under Skill India		
<b>Unit V</b>	<b>Challenges of Entrepreneurship Development in India</b>	<b>10 Hours</b>
Challenges of Entrepreneurship in India- Infrastructure, Marketing, Pricing. Sickness of Small Scale Industry. Technology based business		
Skill Development	1. Idea generation, identification and validation, business models 2. Well known about the documents required to set up a new industry. 3. Will I earn about the qualities of entrepreneur	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	1. Charanmath, “Entrepreneurship development small business enterprises”, Pearson education, 2. Kuratko&Hodgetts, “Entrepreneurship in The New Millennium”, 2nd Indian Reprint, Cengage learning,2023 3. Vasant Desai: “Small scale Industries and Entrepreneurship”, Himalaya Publishing House,2022. 4. KanishkaBedi, “Management and Entrepreneurship”, Oxford University Press. Desai Vasant, “Dynamics of Entrepreneurship Development and Management”, Himalaya PublishingHouse, 2022	
Online resources	Journal of entrepreneurship , Mgmt& Innovation, Indian Journal on entrepreneurship and small business	

<b>Course Nomenclature</b>	<b>Management of Rural Development</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Recall the basic of Rural Development, its concepts and principles.		
<b>CO2:</b> Demonstrate Land Holdings, Land Reforms in India		
<b>CO3:</b> Apply the fundamentals of Rural Indebtedness.		
<b>CO4:</b> Analyse the Economy of Rajasthan.		
<b>CO5:</b> Assess the Concept, Need & Importance of Rural Marketing.		
<b>CO6:</b> Design Demographic profile of Economy of Rajasthan		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Rural Development : Nature & Scope, Rural Development during planning period, Rural Economy, Rural Migration, Rural Unemployment.		
<b>Unit II</b>	<b>Agriculture Sector</b>	<b>12 Hours</b>
Land Holdings, Land Reforms in India, Rural agricultural pattern, Green Revolution, Problems of Agricultural Labour, Agro Based Industries, Agricultural Business Management, Rural Development schemes, DWCRA, MNAREGA and RKVYA.		
<b>Unit III</b>	<b>Rural Banking</b>	<b>14 Hours</b>
Rural Indebtedness : Rural Credit system, NABARD, Régional Rural Banks, Co-operative Credit, Commercial Banks, Microfinance.		
<b>Unit IV</b>	<b>Rural marketing</b>	<b>10 Hours</b>
Concept, Need & Importance, Corporative, Agricultural Marketing and E-marketing, Distribution system in India, E-chopal		
<b>Unit V</b>	<b>Economy of Rajasthan</b>	<b>10 Hours</b>
Demographic profile, Agriculture, Industry, Mineral, Animal Husbandry		
<b>Skill Development</b>	<ol style="list-style-type: none"> <li>1. Identify the recent developments in the field of rural marketing.</li> <li>2. Visit banks, post offices, and insurance companies to collect information and required documents related to the services offered by these institutions and to know the procedure of availing of these services.</li> <li>3. Collect last five years fiscal policy of Indian Government and analyse the impact of the same on rural poor.</li> <li>4. Collect last five-year data on inflation, unemployment rate and labour market conditions and critically prepare the report.</li> <li>5. Identify the recent financial sector reforms in India.</li> </ol>	
<b>Learner support Material</b>	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	<ol style="list-style-type: none"> <li>1. Martin Pélucha &amp; Edward Kasabov, "Rural Development in the Digital Age: Exploring Neo-Productivist EU Rural Policy (Regions and Cities)", Routledge, 2023</li> <li>2. Tahir Hussain, Mary Tahir &amp; Riya Tahir, "Fundamentals of Rural Development", Dreamtech Press, 2022</li> <li>3. P. C. Sikligar, "Panchayati Raj &amp; Rural Development: Policy, Practice &amp; Implication", Blue Rose Publishers, 2022</li> <li>4. Debarun Chakrabaorty, SoumyaKantiDhara &amp; Adrinil Santra, "Rural Marketing in India: Texts and Cases" Atlantic Publishers and Distributors Pvt Ltd, 2021</li> </ol>	
<b>Online resources</b>	<ol style="list-style-type: none"> <li>1. International Journal of Rural Management</li> <li>2. International Journal of Engineering and Management Research</li> <li>3. Indian Journal of Management</li> </ol>	

<b>Course Nomenclature</b>	<b>SECURITY ANALYSIS &amp; PORTFOLIO MANAGEMENT</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
<p>After studying this course, a student will able to –</p> <p><b>CO1:</b> Define various alternatives available for investment</p> <p><b>CO2:</b> Explain risk and return. Find the relationship between risk and return.</p> <p><b>CO3:</b> Calculate the various strategies followed by investment practitioners.</p> <p><b>CO4:</b> Analyse portfolio theory and study various methods of modelling the risk associated with stock investment such as the capital asset pricing model and arbitrage pricing theory.</p> <p><b>CO5:</b> Assess the various strategies of investment based upon Fundamental analysis, technical analysis and efficient market analysis.</p> <p><b>CO6:</b> Develop the skills which help in understanding the behaviour of security prices in the market for investment decision making.</p>		
<b>Unit I</b>	<b>Introduction to Security Analysis</b>	<b>10 Hours</b>
Concept of Securities - Objectives of Security Analysis - Types of securities. Listing of Securities. Mechanism of Security Market. Markets and Brokers, Investment Companies, Market Indices and Return, Real Estate Investment, Investment Instruments of the Money Market.		
<b>Unit II</b>	<b>Risk and Return</b>	<b>12 Hours</b>
Concepts of Risk & Return - Diversification of Risk – Efficient Market Theory. Stock Market Analysis: Fundamental Technical Analysis, Types, Functions, Listing, Different Stock exchange in India, Market Index, Recent Developments in the Indian Stock Market.		
<b>Unit III</b>	<b>Introduction to Portfolio Management</b>	<b>14 Hours</b>
Concept Of Portfolio, Composition of Portfolio Management, Objectives of Portfolio Management, Portfolio Theory: Optimum Portfolio Selection Problem, Markowitz Portfolio Theory, Portfolio Selection.		
<b>Unit IV</b>	<b>Portfolio Models</b>	<b>10 Hours</b>
Sharp Single Index Model – (CAPM Model - Factor Model) - Arbitrage Pricing Theory, Efficient Market Theory.		
<b>Unit V</b>	<b>Investment &amp; Portfolio Strategies &amp; Behavioural Finance</b>	<b>10 Hours</b>
Portfolio Investment Process, Corporate Investment & Portfolio. Practical Problems in Security Analysis and Portfolio Management. Portfolio Management in India. Introduction to Behavioural Finance – Definition , Meaning , Psychological Influences , Behavioural Biases.		
Skill Development	<ol style="list-style-type: none"> <li>1. Strategic decision-making</li> <li>2. More efficient use of resources</li> <li>3. Analytical Ability</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>8. Avadhani, V.A., Investment and security Markets in India, Himalaya Publishing House</li> <li>9. Kevin, S., Security Analysis and portfolio Management, PHI Learning</li> <li>10. Fischer and Jordon, Security analysis and Portfolio Management, Pearson Latest Edition</li> <li>11. Gordon Alexander, William Sharpe and Jeffery Bailey Fundamental of Investments Pearson Latest Edition</li> <li>12. P. Pandian Security analysis and Portfolio Management, Vikas Publishing, House Latest Edition</li> <li>13. ZviBodie, Alex Kane, Alan Marcus and PitabasMohanty, InvestmentsTata McGraw Hill Latest Edition</li> </ol>	
Online resources	<a href="http://gurukpo.com/security-analysis-and-portfolio-management/">http://gurukpo.com/security-analysis-and-portfolio-management/</a> <a href="http://www.pondiuni.edu.in/storage/dde/downloads/finiv_sapm.pdf">http://www.pondiuni.edu.in/storage/dde/downloads/finiv_sapm.pdf</a>	

<b>Course Nomenclature</b>	<b>Public Finance</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define the basic nature, scope and role of Public Finance.		
<b>CO2:</b> Explain the theories of public expenditure.		
<b>CO3:</b> Apply the theories of public revenue.		
<b>CO4:</b> Analyse the theories of public debt.		
<b>CO5:</b> Assess the public finance in India		
<b>CO6:</b> Develop the skills for employment in government Sector, serving the nation by fulfilling the basic needs of nation.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Nature and Scope of public finance. Role of public finance in augmenting allocative efficiency, distributive justice and economic stability in the economy, The expanding public budgets. Women participation in investment avenues.		
<b>Unit II</b>	<b>Theory of public expenditure</b>	<b>12 Hours</b>
The theory of functional and fiscal policy of developing economies. Resource mobilization, The theory of public expenditure. Functional and economic classification of public expenditure. Effects of public expenditure on production and distribution. Major trends in public expenditure in India.		
<b>Unit III</b>	<b>Public Revenue</b>	<b>14 Hours</b>
Public revenue, functional and economic classification of public revenue. Principles canons of taxation, the incidence of taxation under monopoly and perfect competition. Effects of taxation. Measurement of degree of progression of taxes. Overall progressiveness of whole tax system. Salient features of Indian Tax System.		
<b>Unit IV</b>	<b>Public Debt</b>	<b>10 Hours</b>
Theory of public debt. Loans vs Taxes, loans and savings as a source of development finance, internal and external public debt of India. Deficit Financing, non- tax revenue, profits from public enterprises.		
<b>Unit V</b>	<b>Public Finance in India</b>	<b>10 Hours</b>
Theory of federal finance, financial relation between central and state Government in India. Major criteria for transfer of funds. Adequacy of revenues in relation to functions of State Government. 14th Finance Commission, Major taxes at Central, State and local levels, Main trends in the revenue and expenditure under major economic heads.		
Skill Development	<ol style="list-style-type: none"> <li>1. Collect last ten-year GDP rate and examine the same.</li> <li>2. Collect last two years monetary policy rates of RBI and analyses the impact of the same.</li> <li>3. Collect last five years fiscal policy of Indian Government and analyses the impact of the same on rural poor.</li> <li>4. Collect last five-year data on inflation, unemployment rate and labor market Conditions and critically prepare the report.</li> <li>5. Identify the recent financial sector reforms in India.</li> <li>6. Any other activities, which are relevant to the course.</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. Richard Musgrave &amp; Peggy Musgrave, "Public Finance in Theory and Practice   5th Edition" Mc Graw Hill Education, 2023</li> <li>2. S.N. Chand, "Public Finance: Vol. 2", Atlantic, 2022</li> <li>3. Ambar Ghosh &amp; Chandana Ghosh, "Public Finance", PHI Learning, 2021</li> <li>4. Subra Ramamurthy, "Public Finance: How to fix weak governance and obsolete systems", Notion Press, 2022</li> </ol>	
Online resources	<ol style="list-style-type: none"> <li>1. International Journal of Public Finance</li> <li>2. Public Finance Review</li> <li>3. Economic Times</li> <li>4. National Budget</li> <li>5. <a href="http://www.rbi.org.in">www.rbi.org.in</a></li> </ol>	

<b>Course Nomenclature</b>	<b>INDUSTRIAL RELATIONS</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define the industrial relations institutions such as employer associations, trade unions and industrial tribunals		
<b>CO2:</b> Demonstrate the essential concepts of industrial relations and their interrelationship at the personal, organizational and national levels.		
<b>CO3:</b> Compute principles of employment law; practical skills in negotiation, advocacy and workplace bargaining		
<b>CO4:</b> Categorize Investigate solutions to industrial relations problems based on research and assessment of current practices		
<b>CO5:</b> Assess and communicate your knowledge of industrial relations in both written and verbal formats reactive to both audience and purpose		
<b>CO6:</b> Develop concepts, principles and issues connected with trade unions		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Industrial Relation-Definition, Importance & Scope, Role in Global Context; Role of Personnel & Industrial Relations Manager in Promoting & Establishing Peaceful Industrial Relations; Environment Force Affecting Union Management Relations.		
<b>Unit II</b>	<b>Industrial Disputes</b>	<b>12 Hours</b>
Emerging Trends and Cross-Cultural Aspects of Management; Industrial Disputes: Causes of Strikes and Lockout; Settlement and Handling, Procedure Code of Discipline, Prevention of Industrial Disputes, Work Committees, Standing Orders		
<b>Unit III</b>	<b>Collective Bargaining</b>	<b>14 Hours</b>
Collective Bargaining – Meaning, Characteristics, Need, Importance, Process, Pre-Requisites; Conciliation Officer- Boards: Compulsory Arbitration and Adjudication.		
<b>Unit IV</b>	<b>Workers Participation</b>	<b>10 Hours</b>
Workers Participation in Management - Concept & Pre-Requisites; Forms & Levels of Participation; Benefit of Workers Participation in Management; Role of Workers Participation in Labour Welfare & Industrial Hygiene		
<b>Unit V</b>	<b>Industrial Dispute</b>	<b>10 Hours</b>
The Industrial Disputes Act, 1947 Definitions, Authorities under the Act, Power & Duties of Authorities; Lay-Off and Retrenchment; Grievance Redressal Machinery; Trade Unions Overview of Factories Act 1948, Maternity Benefit Act 2017.		
Skill Development	1. Able to learn the industrial laws and compliances. 2. Able to learn the handling of complex situation and disputes.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>1. Industrial Relations and Labour Laws, Ghosh Piyali, 2023</li> <li>2. Personnel Management and Industrial Relation. In India Kapoor T.N., 2020</li> <li>3. Industrial Relations and Labour Laws ,7<sup>th</sup> edition, 2021</li> <li>4. Industrial &amp; labour laws -S.P. Jain, 2020</li> <li>5. Industrial Relations, Venkata Ratnam, 2020</li> </ol>	

<b>Course Nomenclature</b>	<b>Managing Science &amp; Spirituality</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> List our different holistic scriptures and its importance.		
<b>CO2:</b> Summarise the Benefit by relaxing mind and body.		
<b>CO3:</b> Calculate the massive level of internal positive energy and a cleansed aura that comes from changing will be reflected externally with a sunny glow on your face and body		
<b>CO4:</b> Analyse knowledge about Positive attitude, Power of silence,		
<b>CO5:</b> Assess Different Geeta Adhyay with its importance.		
<b>CO6:</b> Develop the Spirituality in Management which is divided into four sections, covering the evolution of workplace spirituality, its causes, characteristics and outcomes and culminating in a critical analysis.		
<b>Unit I</b>	<b>Introduction</b>	<b>4 Hours</b>
Science and Spirituality. Impact of Spirituality, Mindfulness, Future time perspective.		
<b>Unit II</b>	<b>“OM” Mantra</b>	<b>4 Hours</b>
Importance of "OM" mantra and its continuous chanting. , "OM" mantra in different mantras effects on body, how to develop positive way of thinking.		
<b>Unit III</b>	<b>Yoga</b>	<b>8 Hours</b>
Details of Yoga, Dhayn, Pranayam, Acupressure, Mudra vigyan technique.; Human body and Universal realities.		
<b>Unit IV</b>	<b>Positive Attitude</b>	<b>6 Hours</b>
Different holistic Scriptures. Positive Attitudes, Aura and its effects. Silence is strength, financial wellbeing.		
<b>Unit V</b>	<b>Holistic Dharam granths</b>	<b>6 Hours</b>
Geeta with Kuran, Bible & other holistic Dharam granths; Different Geeta Adhyay- with its importance		
<b>Skill Development</b>	1) Manage stress effectively 2) Lead a balanced life	
<b>Learner support Material</b>	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	1. Singh T. D., (2020). Reality of God's existence, Vedanta and Science Series, Bhaktivedanta Institute, Kolkata. 2. Singh T. D., (2018). Consciousness - Scientific and Vedantic Perspectives, Vedanta and Science Series, Bhaktivedanta Institute, Kolkata. 3. Bhaktivedanta Swami A. C. (1986). Bhagavad Gita as it is, Bhaktivedanta Book Trust, Mumbai.	

## Annexure II- Mandatory Documents for Admission

To be uploaded on the Admission Portal by the Prospective students

Admission Documents	Format (Jpeg/PNG/PDF)	Documents Size
Duly filled application form with student signature	Digital signature/Student signature JPEG/PNG	20 KB
Colour scan copy of all year/semester mark sheet/grade cards (for PG programs only) or consolidated mark sheet/grade cards also accepted.	PDF/JPEG	500 KB
Colour scan copy of 10th std. Mark sheet/grade card	PDF/JPEG	
Colour scan copy of 12th std./ Three-Year Polytechnic Diploma Mark sheet/grade card	PDF/JPEG	
Colour scan copy of passport size photograph	JPEG or PNG Format	50 KB
Colour scan copy of Govt. Photo id proof, Aadhar card is mandatory. (Other options: Voter's id, Driving License, Passport etc.)	PDF/JPEG	100 KB
In case of name change, Gazette notification documents for name changes  For married women – marriage certificate would be accepted – provided previous maiden name is clearly mentioned in the same.  In case of deferred Father name or mother name in such cases without a Gazette notification document.	PDF	500 KB
Fees submission transaction details or receipt as per University policy for respective Distance programs	PDF/JPEG	500 KB
Digitally Signed undertaking as per the process; where applicable	PDF	500 KB

Students can also visit the University website for the said information.

### Annexure III- Academic Bank of Credit Id Creation Process

All enrolled students, particularly those of Indian nationality, are required to register with ABC (Academic Bank of Credits), a central scheme established by the Ministry of Education, Government of India, for depositing credit. ABC ID creation is mandatory for all students, ensuring their participation in this scheme.

Process	<ul style="list-style-type: none"><li>• Students can register by logging in at <a href="http://www.abc.digilocker.gov.in">www.abc.digilocker.gov.in</a></li><li>• Click on My Account → Login as Student</li><li>• Click on “Sign up with DigiLocker” → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on “Continue” button → Enter Security PIN set created during Sign Up and click “Submit” Button</li><li>• You will be prompted with ABC student account creation window</li></ul>
Documents and proofs required	<ul style="list-style-type: none"><li>• Aadhaar Card is mandatory for ABC Id creation</li><li>• Learners Name</li><li>• Date of Birth</li><li>• Gender</li><li>• Enrolment Number</li><li>• Requirements by Academic Institution:</li><li>• Mobile Number</li></ul>

The ABC Id can be created by students themselves using Digi-locker, UMANG application, ABC portal or Academic Institution Portal. The process for which is provided below.

The University will extend support to the students to create ABC ID. The documents required will remain the same as stated above.



## Annexure IV – Continuous Internal Assessment Pattern

Particular	A1 (Objective Type)	A2 (Objective Type)
Marks	15	15

### Question Pattern for the CIA Components

#### **A-1**

1. There will be 15 Objective type Multiple Choice Questions (MCQs), each carrying mark 1 mark
2. The time for the A-1 assignment will be 30 mins
3. All questions are compulsory
4. There will be NO NEGATIVE MARKING for the wrong answers.

#### **A-2**

1. There will be 15 Objective type Multiple Choice Questions (MCQs), each carrying mark 1 mark
2. The time for the A-2 assignment will be 30 mins
3. All questions are compulsory
4. There will be NO NEGATIVE MARKING for the wrong answers.

## Annexure V– End-term Examination Pattern

JNU

Centre for Distance and Online Education

End Term Examination

[PROGRAM NAME]

[COURSE NAME][COURSE CODE]

Time : 2 Hours	Max. Marks : 70
Note for students: The paper will comprises of 70 compulsory objective questions of 1 mark each.	
Answer all the questions. Each question carries one mark.	
Q. No. 1 to Q. No. 70 - Objective questions with four multiple choices.	



**JAI PUR NATIONAL**  
**UNIVERSITY**  
A venture of The Seedling Group of Educational Institutions

## **Bachelor of Commerce (B.Com)**

**B.Com – Online Mode**

**Program Project Report – B.Com – Online Mode**

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### 1. Program Overview

#### 1.1 Program's Mission and Objectives

The program aims to completely prepare students for high-level competence by imparting the latest concepts and technology, aligning them with industry demands. The objectives of the program are as follows:

- vii. Offer a pathway to obtaining a B.Com degree for individuals who face challenges pursuing a regular course due to job commitments or other circumstances.
- viii. Enable learners to study at their own pace and from their preferred location.
- ix. Provide students with a fundamental understanding of business and commerce.
- x. Foster skills in commerce and management.
- xi. Create opportunities for self-employment and benefit various institutions by supplying qualified individuals.
- xii. Equip students with Information Technology skills crucial in contemporary business, arts, and commerce.

#### 1.2 Relevance of the Program with JNU's Vision and Mission

Jaipur National University (JNU) was established in 2007. JNU provides a world-class learning experience, with a highly accomplished faculty, numerous extracurricular activities, and a wide range of academic pursuits. The university fosters holistic development of students.

JNU with its vision to transform the Education Landscape of India and contribute to the maximum to improve the GER of India has plans to launch affordable and flexible education programs. Online programs are an excellent way to launch affordable and flexible education programs in sync with the vision and mission of the university stated below:

##### **University Vision:**

To be a leader in creating unique and exclusive learning opportunities in all disciplines of study that ultimately lead to the advancement of learning and creation of a sustainable society and environment.

##### **University Mission:**

- Provide global opportunities of learning through broad and balanced academic programmes.
- Explore and hone the potential of stakeholders, develop their human and intellectual capacities to the fullest.
- Create and maintain excellence with high standard driven activities, universal significance and acknowledgement.
- Inculcate and keep track of the current trends and finest practices in education for constant growing and evolving.

### **1.3 Nature of Prospective Target Group of Students**

The curriculum of B.Com is designed in such a way that it helps the students to become not only more employable but also encourage them to become entrepreneurs. Primarily the target group of learners will be:

- Population living in remote areas where higher education institutes are not easily accessible.
- Learners who could not get admission in the regular mode due to limited intake capacity.
- Learners who are working and who desire to pursue higher education as a means for movement up the ladder.
- Learners who are unable to pursue Higher education due to social, financial and economic compulsions as well as demographic reasons.

### **1.4 Appropriateness of programs to be conducted in online mode to acquire specific skills and competence**

The degree holds significant value for students seeking employment as professionals in industries, businesses, finance, or the civil service. Additionally, employers highly regard it for various other roles where proficiency in logical and quantitative reasoning is essential, such as accountancy, banking, or general managerial positions.

## **2. Procedure for Admission and Curriculum Transaction**

The academic programs catered to candidates enrolled in the online mode of learning are facilitated by CDOE-JNU, with the backing of various faculties within the University. Eligibility criteria, course structure, detailed curriculum, program

duration, and evaluation criteria are subject to approval by the Board of Studies and Academic Council, adhering to UGC guidelines for programs falling under the purview of online mode for degree conferment.

Below are the details of the admission procedure, eligibility criteria, fee structure, curriculum, program delivery, information about the Learning Management System (LMS), and assessments and evaluations.

## 2.1 Procedure for Admission

Students who are seeking admission in programs offered by CDOE-JNU need to apply through <https://online.jnujaipur.ac.in/> in the courses offered.

### 2.1.1 Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission to the Online B.Com program require candidates to 10+2 (12<sup>th</sup> Standard) from a recognized Board, in accordance with UGC and AICTE norms. Additionally, candidates must have secured at least 40% marks in the qualifying examination.

Candidates must also fulfill all documentation requirements as specified on the program's website for admission purposes. Failure to submit proof of eligibility within the stipulated timeframe specified by CDOE-JNU will result in the cancellation of admission. Prospective candidates are encouraged to carefully review all instructions provided on the website before proceeding with the application process.

### 2.1.2 Online Admission Process and Instructions: Learner Communication

The online admission process for the students is provided below:

Step	Process	Particulars
Step 1	Counselling	Prospective students will receive guidance and counseling for their chosen program from designated and authorized counselors.
Step 2	Registration on admission portal to get access to My Account.	To initiate the registration process, prospective students are required to complete the application form by providing all necessary details and uploading mandatory documents.
Step 3	Details of Document upload	Student Uploads document as follows-  <u>Personal Documents</u> Passport-size Photograph Student's Signature Aadhar Card (Back & Front) Passport (For International Student)  <u>Academic Documents</u> <i>UG Student -</i> 10th Marksheet



		12th Marksheet (detailed list of documents is provided in <b>Annexure II</b> )
<b>Step 4</b>	<b>Verification of documents by the Deputy Registrar</b>	The Deputy Registrar is responsible for verifying all documents uploaded by prospective students on the admission portal. Within a timeframe of 48 hours, the Deputy Registrar will review and either approve or disapprove the eligibility of the prospective student for the chosen program.
<b>Step 5</b>	<b>Undertaking</b>	Student will sign Undertaking after Approval in Application.
<b>Step 6</b>	<b>Payment of fees</b>	All eligible students, duly approved by the Deputy Registrar, will get fees payment link activated in their My Account for payment.  The Fee is payable through any of the following means: (a) UPI (b) Credit/Debit Card (c) Net-banking  Note: Cash, bank demand draft and Cheques are not accepted
<b>Step 7</b>	<b>Enrolment</b>	After the payment of program fee, the eligible student will get the Enrolment number and access to the LMS within 21 days.
<b>Step 8</b>	<b>Access to Learning Management System (LMS)</b>	

**General Instructions:**

1. Prior to applying for online programs, all students are advised to thoroughly read and comprehend the eligibility conditions provided in the student handbook document and outlined on the university website.
2. It is the responsibility of prospective learners to ensure that their educational or qualifying degree has been issued by a recognized university or board only. For learners from Indian higher education institutions, recognition by the regulatory authority of the Government of India is necessary. To verify degrees from recognized boards of education, refer to [www.cobse.org.in/](http://www.cobse.org.in/). For Polytechnic Diploma, check the respective State Board of Technical Education. Verification of degrees from recognized universities can be done at [www.ugc.ac.in/](http://www.ugc.ac.in/). Foreign prospective learners should verify their institutions at [www.aiu.ac.in/](http://www.aiu.ac.in/).
3. Prospective learners must verify their eligibility on the date of admission and ensure that they have passed the qualifying exams before the commencement of the admission batch.

Upon enrollment, students must register with the Academic Bank of Credits (ABC), a central scheme for depositing credit formulated by the Ministry of Education, Government of India. Creation of an Academic Bank of Credits (ABC) ID is mandatory for all students. (Refer to Annexure IV for details).

### **2.1.3 Program Fee for the Academic Session beginning July 2024**

Program fees for students pursuing B.Com offered by CDOE-JNU is mentioned below:

<b>Program</b>	<b>Academic Total Fees (INR)</b>	<b>Exam Fees</b>
<b>BCom</b>	<b>60,000</b>	<b>1500 per Semester</b>

### **2.1.4 Financial Assistance Policy**

Students will make fee payments through the online mode available on the university website. Additionally, the University has collaborated with a third-party Non-Banking Financial Company (NBFC) to offer financial assistance to individuals who require it.

## 2.2 Curriculum Transactions

### 2.2.1 Program Delivery

The curriculum is delivered through Self Learning Materials (SLMs) in the form of e-Contents, supplemented by a variety of learning resources including audio-video aids via the Learning Management System (LMS), following the four-quadrant approach. Furthermore, the program includes online contact hours featuring discussion forums and synchronous live interactive sessions conducted through the LMS, adhering to the current UGC norms for course delivery.

### 2.2.2 Learning Management System to support online mode of Course delivery

The Learning Management System (LMS) is available on URL <https://lms.onlinejujaipur.in/users/login> is meticulously developed to offer students a truly global learning experience. With a user-friendly interface, the LMS simplifies the learning process and ensures it meets the highest global standards. Utilizing audio-visual teaching methods, self-learning materials, discussion forums, and evaluation patterns, the platform stands out as unique and aligns seamlessly with both industry requirements and the UGC Guidelines' four-quadrant approach.

Students can engage in uninterrupted learning 24x7 via web and mobile devices, allowing them to progress at their preferred pace. The LMS boasts a simple and intuitive user interface, facilitating easy navigation through the e-learning modules. Designed in accordance with standard norms, all learning tools are easily accessible, ensuring a perfect learning experience for all users.

### 2.2.3 Course Design

The Course content is designed as per the 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience

**Quadrant-I** i.e., e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs

**Quadrant-II** i.e., e-Content that contains – Portable Document Format or e-Books or Illustration, video demonstrations, documents as required.

**Quadrant-III** i.e., Discussion forums to raise and clarify doubts on real time basis by the Course Coordinator and his team.

**Quadrant-IV** i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Assignments with solutions and Discussion forum topics.

### 2.2.4 Academic Calendar for Academic Session beginning July 2024

Sr. No.	Event	Session	Month (Tentative)
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1.	Commencement of semester	January	January
		July	July
2.	Enrol learner to Learning Management system	January	Within 21 working days from fee deposit and Eligibility confirmation
		July	
3.	Interactive Live Lectures for query resolution	January	February to May
		July	August to November
4.	Assignment Submission	January	By April
		July	By October
5	Project Report Submission (Wherever applicable during Final semester)	January	Last week of April
		July	Last week of November
6	Term End Examination	January	May onwards
		July	December onwards
7	Result Declaration of End Term Examination	January	By June
		July	By January

### 3. Instructional Design

#### 3.1 Curriculum Design

The curriculum is meticulously designed by experts in the field of management, incorporating contemporary topics and fostering environmental awareness. It has received approval from the Board of Studies of the Faculty of Management, the Centre for Internal Quality Assurance (CIQA), and the University Academic Council.

### 3.2 Program Structure and detailed Syllabus

#### 3.2.1 Program Structure

Semester I									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
OBCMCO101T24	Financial Accounting	CORE	5	4	1	0	30	70	100
OBCMCO102T24	Micro Economics	CORE	5	4	1	0	30	70	100
OBCMCO103T24	Principles and Practices of Management	CORE	5	4	1	0	30	70	100
OBCMCO101P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select one course from table no. 1	DSE	4	3	1	0	30	70	100
OBCMAE101T24	English	AECC/SEC	2	2	0	0	30	70	100
	Select one elective from table no. 2	*GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>24</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal.

\*\* Credits can be obtained from University or from MOOC.

**TABLE NUMBER 1**

Semester	Course Type	Course Code	Subject
First Semester	DSE	OBCMDS101T24	*Banking and Finance
		OBCMDS102T24	**Business Communication

**Table number-2**

Code No	SEM	Name of Elective
OBCMGE101T24	I	Fundamental of Food and Health
OBCMGE102T24	I	Chemistry in daily life
OBCMGE103T24	I	FirstAid

Semester II									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
OBCMCO201T24	Regulatory Framework of Business	CORE	5	4	1	0	30	70	100
OBCMCO202T24	Business Organization	CORE	5	4	1	0	30	70	100
OBCMCO203T24	Cost Accounting	CORE	5	4	1	0	30	70	100
OBCMCO201P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select one course from table no. 3	DSE	4	3	1	0	30	70	100
OBCMAE201T24	Environmental Impact Analysis	AECC/SEC/VBC	2	2	0	0	30	70	100
	Select one elective from table no. 4	*GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>24</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal.

TABLE NUMBER 4		
Code No	SEM	Name of Elective
OBCMGE201T24	II	Preventive Measures in Healthcare
OBCMGE202T24	II	Molecules of Life
OBCMGE203T24	II	Health Assessment

TABLE NUMBER 3			
Semester	Course Type	Course Code	Subject
Second Semester	DSE	OBCMDS201T24	Mathematics and Logical Reasoning
		OBCMDS202T24	International Business

Semester III									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
OBCMCO301T24	Corporate Accounting	CORE	5	4	1	0	30	70	100
OBCMCO302T24	Business Statistics	CORE	5	4	1	0	30	70	100
OBCMCO303T24	Company Law	CORE	5	4	1	0	30	70	100
OBCMCO301P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select one course from table no. 5	DSE	4	3	1	0	30	70	100
OBCMSE301T24	Computer Application	AECC/SEC	2	2	0	0	30	70	100
	Select one elective from table no. 6	*GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>24</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal in place of open elective courses.

TABLE NUMBER 5			
Semester	Course Type	Course Code	Subject
Third Semester	DSE	OBCMDS301T24	Macro Economics
		OBCMDS302T24	International Financial System

TABLE NUMBER 6		
Code No	SEM	Name of Elective
OBCMGE301T24	III	Community Nutrition Assessment
OBCMGE302T24	III	Atmospheric Science
OBCMGE303T24	III	Basic Cardiopulmonary Life Support

Semester IV									
Course Code	Course	Course	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Int	Ext	
OBCMCO401T24	Management Accounting	CORE	5	4	1	0	30	70	100
OBCMCO402T24	Financial Management	CORE	5	4	1	0	30	70	100
OBCMCO403T24	Tax Management	CORE	5	4	1	0	30	70	100
OBCMCO401P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select one course from table no. 7	DSE	4	3	1	0	30	70	100
OBCMAE401T24 OBCMAE402T24	Hindi French	AECC/SE C	2	2	0	0	30	70	100
	Select one elective from table no. 8	*GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>24</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal in place of open elective courses

TABLE NUMBER 7			
Semester	Course Type	Course Code	Subject
Fourth Semester	DSE	OBCMDS401T24	Marketing Management
		OBCMDS402T24	Human Resource Management

TABLE NUMBER 8			
Code No	SEM	Name of Elective	
OBCMGE401T24	IV	Food Hygiene and Sanitation	
OBCMGE402T24	IV	Nanotechnology	
OBCMGE403T24	IV	Fundamentals Of Prescribing	



Semester V									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
OBCMCO501T24	Business Ethics	CORE	5	4	1	0	30	70	100
OBCMCO502T24	Auditing – Theory & Practice	CORE	5	4	1	0	30	70	100
OBCMCO501P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select two courses from table no. 9	DSE	4	3	1	0	30	70	100
		DSE	4	3	1	0	30	70	100
OBCMSE501T24	Customer Relationship Management	AECC/SEC	2	2	0	0	30	70	100
	Select one elective from table no. 10	GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>23</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal in place of open elective courses.

TABLE NUMBER 9			
Semester	Course Type	Course Code	Subject
Fifth Semester	DSE	OBCMDS501T24	Integrated marketing communication
		OBCMDS502T24	Quantitative Techniques
		OBCMDS503T24	Project Management
		OBCMDS504T24	Supply chain management

TABLE NUMBER 10		
Code No	SEM	Name of Elective
OBCMGE501T24	V	Diet in Lifestyle Disorders
OBCMGE502T24	V	Business Mathematics-I
OBCMGE503T24	V	Essential New born Care (ENBC) & Facility based new-born care (FBNC)

Semester VI									
Course Code	Course	Course Category	Credits	Contact hour per week			Evaluation		Total
				L	T	P	Internal	External	
OBCMCO601T24	Business Budgeting	CORE	5	4	1	0	30	70	100
OBCMCO602T24	Entrepreneurship & Skill development	CORE	5	4	1	0	30	70	100
OBCMCO601P24	Commerce Lab	CORE	1	*	*	2	30	70	100
	Select two courses from table no. 11	DSE	4	3	1	0	30	70	100
		DSE	4	3	1	0	30	70	100
OBCMVA601T24	Managing Science and Spirituality	AECC/SEC	2	2	0	0	30	70	100
	Select one elective from table no. 12	GE/OE	2	2	0	0	30	70	100
<b>Credits</b>			<b>23</b>						

\*Students can opt for online courses offered on MOOCs/SWAYAM/NPTEL portal in place of open elective courses.

TABLE NUMBER 11			
Semester	Course Type	Course Code	Subject
Sixth Semester	DSE	OBCMDS601T24	Management Rural Development
		OBCMDS602T24	Security Analysis and Portfolio Management
		OBCMDS603T24	Public Finance
		OBCMDS604T24	Industrial Relations

TABLE NUMBER 12			
Code No	SEM	Name of Elective	
OBCMGE601T24	VI	Techniques in Basic Life Support	
OBCMGE602T24	VI	Plants and Human Welfare	
OBCMGE603T24	VI	Integrated Management of Neonatal and Childhood Illness (IMNCI)&Pediatric Life Support (PLS)	

### 3.4.2 Detailed Syllabus of BCom

Detailed syllabus of BCom is attached in Annexure-I.

### 3.5 Duration of the Program

Program	Level	Duration	Maximum duration for completion	Credits
BCom	Bachelor's Degree	3 years (6 Semesters)	6 Years	142

### 3.6 Faculty and Support staff requirements (Refer Regulation Document for all Staff Details)

#### 3.4.1 Director

The selected candidate will assume the role of a permanent, full-time Professor, bringing expertise in overseeing and coordinating online and distance learning initiatives throughout their career. They will spearhead the CDOE-JNU department, ensuring seamless coordination among faculty, the technology department, and staff. This individual will hold responsibilities encompassing both academic and administrative realms.

#### KRA

1. Oversee the operations of CDOE-JNU and the Learning Management System (LMS), in addition to supervising relevant staff members.
2. Foster collaboration among various faculties and supervisors to ensure the implementation of suitable pedagogical approaches and delivery of high-quality educational content.
3. Continuously assess the strengths and weaknesses of the program, offering appropriate solutions and enhancements as needed.

#### 3.4.2 Deputy Director

The candidate is required to hold the position of Associate Professor in accordance with UGC Regulations 2018. Proficiency in Learning Management Systems (LMS) is essential, along with technical proficiency to facilitate and contribute to module development.

#### KRA:-

1. Collaborate with the Technical Manager to provide information manuals and documents to CDOE team members.
2. Develop the academic calendar for the academic sessions.
3. Review the timetable for live classes and interactive sessions, offering recommendations to the Program Coordinator as needed.

4. Approve the Content Matrix for each program, ensuring compliance with UGC guidelines.
5. Participate in syllabus design and updates in consultation with the Board of Studies and Academic Council of JNU to meet industry requirements.
6. Ensure academic planning, conduct academic audits, and implement academic policies.
7. Incorporate and implement changes in academic delivery as per UGC amendments.
8. Approve e-content and e-tutorials, forwarding them to the Technical Manager for upload on the LMS.
9. Monitor faculty members' live classes and interactive sessions, coordinating with the Program Coordinator to record attendance.
10. Maintain records of learner dropouts, actively minimizing dropout rates through student follow-up and support.
11. Issue academic notifications for lectures, events, content uploads, and examinations regularly.
12. Ensure adherence to the four-quadrant approach in academic practices.
13. Propose schedules for continuous internal assessments and end-term examinations, approving them for circulation.
14. Supply approved schedules to the Technical Manager for upload on the LMS.
15. Review reports on student performance and attendance in assessments periodically.
16. Ensure timely submission of internal assessment marks to the Controller of Examinations (CoE) and upload them as per schedule.
17. Monitor submission of examination forms and payment of examination fees by students within deadlines, communicating with the CoE as necessary.
18. Coordinate with the CoE for all examination-related matters at CDOE-JNU.
19. Arrange provision for industrial interface and provide assistance to students, coordinating with the Program Coordinator.
20. Organize orientation, Faculty Development Programs (FDP), and training programs for CDOE-JNU team members periodically.
21. Fulfill any other assigned functions as part of relevant committees or teams to ensure smooth functioning of CDOE-JNU.

### **3.4.3 Assistant Director**

The candidate must hold the position of Associate Professor as per UGC Regulations 2018 and possess prior experience in overseeing online education programs.

#### **KRA:-**

1. Coordinate with different departments that offer online programs.
2. Aid the Deputy Director in fulfilling daily responsibilities associated with the Online Program.
3. Ensure that courses are conducted according to schedule and without any errors.
4. Ensure timely completion of assigned tasks as directed by the Deputy Director.

#### **3.4.4 Program Coordinator**

Each program will require the appointment of a Program Coordinator. Eligible candidates for this role must meet the qualifications outlined in the UGC Regulations 2018 for either Associate Professor or Assistant Professor.

#### **KRA**

1. Prepare the timetable for live classes and interactive sessions, ensuring accessibility for both students and faculty, with approval from the Deputy Director.
2. Schedule or reschedule classes as needed.
3. Ensure course content aligns with the Content Matrix, coordinating with faculties and academic partners.
4. Develop a subject allocation plan in consultation with faculty members, seeking approval from the Deputy Director.
5. Maintain faculty attendance records and ensure regular participation in live classes and interactive sessions, reporting to the Deputy Director.
6. Ensure instructional delivery adheres to the Content Matrix and UGC regulations.
7. Review the quality and plagiarism of e-content and e-tutorials, coordinating with the Course Coordinator and submitting for approval to the Deputy Director.
8. Ensure timely availability of e-content, e-tutorials, and events on the LMS.
9. Assist the Deputy Director in uploading e-content and e-tutorials on the LMS in coordination with technical departments.
10. Provide technical support to faculty and students throughout the course duration.
11. Schedule and deliver live lectures punctually and without technical issues.
12. Monitor student attendance in live classes and interactive sessions, maintaining accurate records.
13. Ensure scheduled lectures are completed on time and utilize the allocated credit hours.
14. Schedule sessions with Visiting Faculty, subject to approval from the Director.
15. Coordinate with the Deputy Director for soft skill and value-added certificate programs to enhance students' career prospects.
16. Coordinate academic activities such as Discussion Forums with Course Coordinators.

17. Pace and plan continuous internal assessments, ensuring technical feasibility and effective communication.
18. Ensure assessment contents align with Quadrant-IV and are uploaded on the LMS by faculty.
19. Allocate faculty for student project work, establish completion timelines, communicate dissertation preparation guidelines, ensure plagiarism checks, and monitor topic diversity.
20. Ensure timely thesis submission and schedule viva-voce examinations for students.
21. Submit online program question papers within deadlines and communicate with the Controller of Examinations.
22. Monitor faculty evaluation and uploading of marks on the LMS.
23. Ensure timely completion of evaluations for publishing results within planned timelines, consulting with the Controller of Examinations.

### **3.4.5 Course Coordinator**

Each course will require the appointment of a Course Coordinator possessing subject expertise and industry knowledge necessary for academic delivery. Eligible candidates for this role must meet the qualifications and experience outlined in the UGC Regulations 2018 for Professor, Associate Professor, or Assistant Professor.

#### **KRA**

1. Familiarize oneself with the LMS operations before the session begins.
2. Prepare thoroughly for daily sessions, engaging students for the entire allocated time and fostering effective communication.
3. Organize Discussion Forums for clearing doubts and promptly respond to student queries via chat, email, phone, video, or other synchronous tools, adhering to university policies and SRM directives.
4. Provide regular feedback to students on discussion board activities, assignments, tests, etc.
5. Conduct plagiarism checks on all e-tutorials and e-content according to UGC's four-quadrant framework, reporting findings to the Program Coordinator.
6. Schedule regular assessments of course modules using the LMS platform.
7. Ensure assessments are conducted with integrity, reporting any instances of academic misconduct to the Program Coordinator.

### 3.4.6 Course Mentor

For each batch of 250 students, the appointment of one Course Mentor is required. Eligible candidates for this role must meet the qualifications and experience outlined in the UGC Regulations 2018 for Assistant Professor.

#### KRA

1. Assist the Program Coordinator and Course Coordinator in sharing academic knowledge and resolving procedural queries as requested by students.
2. Supervise teacher-student interaction groups.
3. Aid the Course Coordinator in organizing and actively participating in discussion forums.
4. Develop mechanisms to improve learners' learning experiences through open dialogues, counseling, etc.
5. Ensure resolution of non-academic queries.

### 3.4.7 Examinations

#### *Deputy Controller of Examination (Dy. CoE)*

The Deputy Controller of Examinations (Dy. CoE) is responsible for overseeing and executing all functions related to the entire examination process.

#### **KRA**

1. Verify that students at CDOE-JNU meet examination eligibility criteria, in coordination with the Dy. Director.
2. Ensure students submit examination forms and pay fees within deadlines, in coordination with the Dy. Registrar and student cell.
3. Issue admit cards to compliant students at least 3 days before end-term examinations, coordinating with the academic team.
4. Prepare and release the Examination Time-Table.
5. Appoint qualified faculty examiners for online student assessments, whether internal or external.
6. Ensure timely receipt of question papers for online programs, adhering to guidelines, in coordination with the Dy. Director.
7. Ensure faculty examiners receive appropriate payment for paper checking fees, as per CDOE-JNU norms.
8. Ensure timely declaration of results and issuance of grade cards to students, in coordination with the given time-frame.

9. Disseminate notifications, guidelines, and regulations to promote awareness of examination policies and procedures among students and faculty members at CDOE-JNU.
10. Coordinate with CDOE-JNU for all matters concerning result declaration and grade-card issuance.

### **3.4.8 Technical Support Team**

1. *Technical Manager (Operations)*– One Technical Manager is to be appointed.

#### **KRA**

- a) Upload academic content for delivery after approval from the Dy. Director.
  - b) Develop e-tutorials and e-contents in alignment with the four-quadrants approach, UGC plagiarism guidelines, and branding guidelines of CDOE-JNU.
  - c) Collaborate with other Technical Managers, ERP, and LMS providers for ongoing maintenance and issue resolution.
2. *Technical Associate (Audio-Video recording and editing)*– One Technical Associate is to be appointed.

#### **KRA**

- a) a) Record, edit, and execute tasks related to creating audio-video content for CDOE-JNU.
- b) b) Implement changes and develop audio-video content as directed by the Technical Manager and Director.

### **3.4.9 Administrative Staff Strength**

The strength of the administrative staff shall constitute of:

1. *Deputy Registrar* – One individual is to be appointed with minimum Master’s degree qualification and five years of experience as an Assistant Registrar or an equivalent position. The individual should have expertise in adequate technology.

#### **KRA**

- i. Coordinate with the Admissions teams to ensure smooth functioning of the admission process at CDOE-JNU.
- ii. Ensure that Academic Bank of Credit (ABC) IDs are generated for all students after enrollment numbers are issued.
- iii. Approve and ensure regular notifications related to administration are sent to faculty and staff.



- iv. Conduct official correspondence with regulatory bodies, the Registrar's Office, and other stakeholders on behalf of CDOE-JNU.
- v. Approve and ensure regular administration-related notifications are sent to students.
- vi. Maintain records of student enrollment, including all necessary documents such as bonafide letters and NOCs.
- vii. Collect fees from students when applicable.
- viii. Conduct official correspondence with regulatory bodies, the Registrar's Office, and stakeholders as needed.
- ix. Ensure scholarship facilities are provided to students based on criteria set by JNU and other funding agencies.
- x. Ensure compliance with statutory regulations as per UGC, AICTE, and other regulatory bodies.
- xi. Organize induction and training programs for new recruits and staff members at CDOE-JNU.
- xii. Determine the need for recruiting staff members at various positions within the CDOE-JNU department.
- xiii. Determine employee salaries based on university criteria and communicate this information to the JNU accounts department.
- xiv. Ensure all required documents are submitted by employees for performance appraisals and communicate this to the Registrar's office.
- xv. Organize events for effective employee engagement as deemed necessary.
- xvi. Efficiently address employee grievances at CDOE-JNU.
- xvii. Oversee the grievance redressal process for students.
- xviii. Manage and oversee other duties related to the examinations, admissions, and technical departments.

## *2. Student Relationship Manager (SRM)*

CDOE-JNU will appoint two Student Relationship Managers (SRM), each with a minimum qualification of an undergraduate degree and at least two years of relevant experience in managing student relationships within an academic institution. Candidates should possess excellent communication skills and demonstrate the ability to collaborate effectively in teams.

### KRA

1. Establish and maintain relationships with prospective learners and their parents/guardians.
2. Assist learners in understanding the various courses offered and highlight their selling points.
3. Identify opportunities and weaknesses in the SRM systems and implement necessary changes.

4. Gather feedback and efficiently resolve complaints throughout the program duration.

5. Fulfill any other duties as required.

### 3.5 Instructional delivery mechanisms

JNU boasts a fully dedicated team of faculty members and staff proficient in delivering online lectures through CDOE – JNU. At the commencement of each session, students will receive the academic calendar via the Learning Management System (LMS). The distribution of self-learning material, audio, and video content to students will be facilitated through the LMS via the following delivery channels:

#### 3.5.1 Four Quadrants and Academic Delivery

No. of Credits	Duration	Live Sessions	Quadrant – I e-Tutorial		Quadrant – II e-Content	Quadrant – III Discussion Forum	Quadrant – IV Assessment
			(Recorded Lecture)	Open Source Videos	e-Content( E-book/ PDF & PPT)	Live Session ( 2hrs/week)	CIA
2	6 weeks	6 (1/week)	6 hrs	4 hrs	<ul style="list-style-type: none"> <li>•PPT and E-book/PDF</li> <li>•Reading time should be mentioned for each file</li> </ul>	Forum Topics – For raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team	Multiple Choice Questions, Fill in the blanks, Practical Questions.
<b>Total Hours= 60</b>		<b>6 hrs</b>	<b>10 Hrs</b>		<b>10 Hrs</b>	<b>12 hrs</b>	<b>22 Hrs</b>
3	9 weeks	9 (1 session/week)	9	6	<ul style="list-style-type: none"> <li>• PPT and E-book/PDF</li> <li>Reading time should be mentioned for each file</li> </ul>	-same-	-same-
<b>Total Hours = 90</b>		<b>9 Hrs</b>	<b>15 Hrs</b>		<b>15 Hours</b>	<b>18 hrs</b>	<b>33 Hrs</b>
4	12 weeks	12 (1 session/week)	12	8	<ul style="list-style-type: none"> <li>•PPT and E-book/PDF</li> <li>Reading time should be mentioned for each file</li> </ul>	-same-	-same-
<b>Total Hours = 120</b>		<b>12 Hrs</b>	<b>20 Hrs</b>		<b>20 Hours</b>	<b>24 hrs</b>	<b>44 Hrs</b>

\*Proportionate Credit wise allocation would be done.

### 3.6 Identification of media-print, audio, or video, online, computer aided

The Learning Management System (LMS) serves as a comprehensive digital platform, offering a multitude of features including recorded faculty video lectures, real-time discussion forums, live sessions, e-content comprising study material, open source materials, and graded assessments.

For each module within a course, there will be one live session conducted by the respective faculty member, focusing on a specific topic. CDOE-JNU has curated study material that is clear and easily comprehensible, complete with concise summaries, self-assessment questions, and case studies.

Access to these course materials is facilitated through:

- Login credentials provided in the welcome email sent by the university
- Students can also log in via the University website at <https://lms.onlinejnujaipur.in/users/login>

#### Online Courseware

Through the Learning Management System (LMS), students will have access to a comprehensive array of course materials, including:

- e-Books (Self Learning Materials)
- Study Guides (PowerPoint presentations)
- Tutorial Videos
- Live Interactive Online Sessions
- Frequently Asked Questions (FAQs) and Misconceptions
- Web Resources for Research Purposes
- Practice Assignments
- Online Discussion Forums
- Enriching Content such as gamified elements and Value Added Content
- The LMS is organized with semester/year-wise buckets for subjects and specializations of the respective programs as enrolled.

The Dashboard feature of the LMS serves to track and monitor students' learning progress. It includes functionalities such as:

- Monitoring progress in learning
- Comparing progress with peers
- Receiving regular notifications about upcoming webinars, virtual classes, assignments, discussion forum participations, and examinations
- Providing a platform for raising queries, which can be addressed by course coordinators, mentors, and faculty members. may be answered and conveyed by the course coordinators mentors and faculty.

### 3.7 Student Support Services

Students will have access to support services provided by CDOE-JNU through the Student Relationship Management (SRM) system for queries related to administration and general technical issues. A ticketing system integrated into the LMS will enable learners to connect with the CDOE-JNU technical team for support services, with resolutions handled by the appropriate authority. Notifications will also be sent to the Deputy Registrar to ensure queries are addressed within 24 hours or sooner.

For academic course-related queries, students can raise queries directly through an open discussion forum, which will notify the Course Coordinator, Program Coordinator, and Deputy Director. Queries should be resolved within 48 hours of being raised, with the Program Coordinator responsible for managing and resolving any unresolved matters. The Deputy Director will ensure the timely resolution of academic queries.

In addition to academic excellence, CDOE-JNU prioritizes the holistic development of its students. The department supports various initiatives to broaden students' opportunities and shape them into future leaders.

## 4. Assessment and Evaluation

### 4.1 Overview

The evaluation of students' learning will encompass internal assignments, quizzes, learner response sheets, and end-of-term examinations. CDOE-JNU follows a rigorous process in the development of question papers, creation of question and quiz banks, preparation and moderation of assignments, administration of examinations, analysis of answer scripts by qualified academics, and declaration of results. Question papers are meticulously framed to ensure comprehensive coverage of the syllabus.

The evaluation process will include two types of assessments:

Examination Name	Marks Division
Continuous internal assessment	30%
Summative assessment in the form of end-term examination. End-term examination will be held with proctored examination tool technology (follow <b>Annexure V</b> for guidelines and pre-requisites for Proctored Examination)	70%

The examinations are designed to evaluate the knowledge acquired during the study period.

For theory courses, internal evaluation will be conducted through Continuous Internal Assessment (CIA), which includes assignments and quizzes in form of MCQ type of questions. The internal assessment will contribute a maximum of 30 marks for each course.

At the end of each semester, an end-of-semester online examination will be held for each course, lasting two hours.

**Guidelines issued by the Regulatory Bodies from time-to-time about conduct of examinations shall be considered and new guidelines if any will be implemented.**

#### **4.2 Question Paper Pattern**

**Online Exam Time: 2 Hours**

**Max. Marks: 70**

Exam will be comprising of 70 Multiple-Choice Questions (1 Mark Each) – 70 Marks

#### **4.3 Distribution of Marks in Continuous Internal Assessments**

The following procedure shall be followed for internal marks for theory courses. Weightage for Assignment is provided below:

<b>Particular</b>	<b>A1 (MCQ Type)</b>	<b>A2 (MCQ Type)</b>
<b>Marks</b>	15	15

Note: Refer to **Annexure VI** and **VII** for reference to the question paper pattern and formats of documents accepted.

Students may re-appear for CIA up to next two semesters and has to follow the same procedure. For the last semester the academic rules shall apply.

#### **4.4 Statistical Method for the Award of Relative Grades**

<b>Letter Grade</b>	<b>Grade point</b>	<b>Range of Marks(%)</b>
O (Outstanding)	10	90-100
A+ (Excellent)	9	80-89
A (Very good)	8	70-79
B+ (Good)	7	60-69
B (Above average)	6	50-59
C (Average)	5	40-49

P (Pass)	4	35-39
F (Fail)	0	0-34
Ab (Absent)	0	Absent

Abbreviations:

CO	Core Course	MM	Maximum Marks
DSC	Discipline Specific Course	MO	Marks Obtained
GE	Generic Elective Course	SE	Skill Enhancement
AE	Ability Enhancement	DSE	Discipline Specific Elective

#### 4.4.1 Cumulative Grade Point Average (CGPA) and Semester Grade Point Average

##### Semester Grade Point Average (SGPA):

It is the summation of product of Credit Points and Grade Points divided by the summation of Credits of all Courses taught in a semester.

$$SGPA = \frac{\sum C.G.}{\sum C}$$

Where, G is grade and C. is credit for a Course.

##### Cumulative Grade Point Average (CGPA): $CGPA = \frac{\sum(C_i \times S_i)}{\sum C}$

Where, S<sub>i</sub> is the SGPA of the semester and C<sub>i</sub> is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Note:

- In case of any mistake being detected in the preparation of the Grade Statement at any stage or when it is brought to the notice of the concerned authority the University shall have the right to make necessary corrections.

#### 4.4.2 Cumulative Grade Point Average (CGPA)

CGPA will be used to describe the overall performance of a student in all courses in which letter grades are awarded since his entry into the University or transferred from other University upto the latest semester as per the procedure provided in JNU Academic Regulations. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University or transferred from other University. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade card, a copy of which will be issued to him. The grade card will be withheld if a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The faculty members also responsible for maintaining the complete records of each student's attendance, performance in different components of evaluation. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the faculty member of the course.

#### **4.4.3 Conversion Factor**

Formula for Conversion of CGPA to Percentage:

$$\text{Percentage of marks} = \text{CGPA} \times 10$$

#### **4.5 Grade card**

All grades and reports and other pertinent information for a semester are given in a grade card which is a complete record of the outcome of what was intended in the original registration. The various grades and reports would be appropriately used to tally the grade card with the original registration.

Chronologically organized information from the grade cards of a student with the necessary explanation constitutes is transcript which is issued at the time the student leaves the University or at an intermediate point on request.

##### **4.5.1 Grade cards and Certification – Student Communication**

- The student can get soft copy of grade cards through the University website, the hard copy grade card would be provided only after successfully completion of full program along with degree certificate.
- Once the student completes all the mandated assignments, examinations and projects (if applicable) the final mark sheet/grade card and certificate would be dispatched by the University to the student registered address.
- All pending payments/dues need to be cleared by the student, before the final certification.
- If required, the University may request the mandatory documents from student as submitted during admission time, the students may have to re-submit the same if required during final degree certification.

Students need to apply for degree by filling the degree application form and submit all the required documents and the applicable degree processing application fees as mentioned in this document.

##### **4.5.2 Online Results, grade card and Degree Logistics–Internal Process**

- After verification of all data by the Controller of Examination, the results would be published on the CDOE-JNU website.
- Students need to download and save the copy of semester / year wise results.

CDOE-JNU would provide hard copy grade cards and degree certificate at the end of the program to students who have successfully completed the program. Students who successfully completed the program will receive hard copy mark sheet/grade cards and a degree certificate from the University at the end of the program. A provision for On Demand

Mark Sheets can be provided wherein student would have to fill the requisition and pay postal charges enabling university to dispatch the hard copy marksheets as requested by the student; prior to completion of the overall program.

## 5. Requirement of the Laboratory Support and Library Resources

### 5.1 Laboratory Support

Jaipur National University offers access to state-of-the-art laboratories equipped with the latest tools and resources necessary for research and analytical work. The laboratory support at JNU aims to foster a robust research environment, encouraging students to develop essential skills required for their academic and professional growth.

### 5.2 Library Resources

The Central Library at CDOE-JNU offers a comprehensive range of sections, including reference, circulation, audio-visual, periodical, book-bank, digital library, and reprographic sections. With a collection exceeding 1,00,000 books, the library also provides access to e-journals, online databases such as Scopus and Web of Science, and institutional repositories featuring rare book collections. University has 449 subscriptions of online and offline Journals. Equipped with modern facilities like reading rooms, computer labs, and quiet study areas, the library fosters a conducive environment for learning and intellectual growth. Additionally, the library frequently organizes workshops, seminars, and exhibitions to enhance academic engagement and promote a culture of continuous learning.

All electronic resources can be accessed seamlessly through the Local Area Network (LAN) on campus, as well as remotely via login credentials. This ensures convenient access to resources for students, faculty, and researchers both on-site and off-site.

## 6. Cost Estimate of the Program and the Provisions

The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

Sl. No.	Expenditure Heads	Approx. Amount
1	Program Development (Single Time Investment)	45,00,000 INR
2	Program Delivery (Per Year)	9,00,000 INR
3	Program Maintenance (Per Year)	30,00,000 INR

## 7. Quality Assurance Mechanism



The quality of a program hinges upon the course curriculum, syllabus, and academic delivery, all of which are meticulously designed to bridge the gap between industry standards and academia. To uphold this standard, the Centre for Internal Quality Assurance (CIQA) and the Academic Council play crucial roles.

The Academic Council is entrusted with ratifying the curriculum and any proposed changes recommended by CIQA to ensure the continual enhancement and maintenance of quality in online education at CDOE-JNU.

The Centre for Internal Quality Assurance (CIQA) is tasked with several responsibilities:

(i) Conducting periodic assessments of online learning course materials and audio-video tutorials to maintain the quality of learning.

(ii) Soliciting stakeholder feedback and implementing recommended changes to meet the evolving needs of course delivery and industry requirements.

(iii) Evaluating the quality of assignments, quizzes, and end-term assessments and providing suggestions for enhancements to sustain the learning program's standards.

(iv) Ensuring that the learning experience is truly global, aligning with program outcomes and reflecting the vision and mission of JNU.

The Chief Operating Officer (CoE) of the University oversees examinations and the evaluation system to ensure fairness and integrity in the assessment process.

CDOE-JNU is committed to continual improvement, striving to enhance processes, assessments, teaching methodologies, and e-learning materials in line with the four-quadrant approach and the implementation of the New Education Policy (NEP). The University is dedicated to delivering exceptional education across all learning modes while adhering to NEP, UGC, and other regulatory guidelines, fostering a truly global educational environment.



**SEMESTER I**

<b>Course Nomenclature</b>	<b>Financial Accounting</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Identify the nature and purpose of financial statements in relationship to decision making.		
<b>CO2:</b> Summarize the ability to use a basic accounting system to create (record, classify, and summarize) the data needed to solve a variety of business problem		
<b>CO3:</b> Determine the knowledge about accounting procedures, methods and techniques.		
<b>CO4:</b> Categorize the fundamental of company accounts –issue of shares and debentures its entries and balance sheet.		
<b>CO5:</b> Evaluate the financial performance of the firm and company.		
<b>CO6:</b> Design financial reports of the firm to use in decision making.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Meaning and scope of accounting. Need & objectives of accounting, Accounting Terminology, Generally Accepted Accounting Principles, Concepts and conventions, accounting equation. Journal: Rules of debit and credit, compound journalentry and subsidiary books. Ledger: Rules regarding posting. Trial Balance		
<b>Unit II</b>	<b>Final Accounts</b>	<b>12 Hours</b>
Preparation of Final Accounts: Trading account, Profit & Loss account, Balance sheet, Statement of change in equity and manufacturing accounts		
<b>Unit III</b>	<b>Bank reconciliation statement</b>	<b>14 Hours</b>
<b>Bank reconciliation statement:</b> Introduction, Meaning-Cash Book and Pass Book- Causes for difference between Cash book and Pass book-Purpose of bank re-conciliation.		
<b>Unit IV</b>	<b>Company Accounts</b>	<b>12 Hours</b>
Issue of Shares – Meaning of Shares, Types of Shares, Methods of issue of shares, forfeited of shares and reissue of forfeited shares. Debentures – Meaning and methods of issuing debentures, treatment of interest on debentures. Redemption of Preference Shares – Meaning, Legal provision and methods of redemption of shares. Redemption of Debentures- Meaning, Legal provision and methods of redemption of debentures, preparation of balance sheet after redemption.		
<b>Unit V</b>	<b>Valuation of Goodwill</b>	<b>12 Hours</b>
Valuation of Goodwill – Meaning, types of Goodwill, Method of valuation of Goodwill and object of valuation of goodwill.		
Skill Development	4. Strategic decision-making 5. ability to use accounting concepts 6. prepares the financial statement	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	5. Maheswari S.N. & S.K. Maheswari, “An Introduction to Accountancy”. Vikas Publishing House.2022 6. Gupta, R.L. and V.K. Gupta; “Financial Accounting: Fundamental”, Sultan Chand Publishers 7. Jain, Khandelwal & Pareek, “Fundamentals of Accounting Vol. I”.RBD, 8. Agarwal, Shah, Goyal& Sharma, “Fundamentals of Accounting Vol. I”. NBH, 2022-23	
Online resources	American Institute of CPAs, Accounting Today (accountingtoday.com) Accounting Coach (accountingcoach.com) <a href="https://www.coursera.org/lecture/uva-darden-financial-accounting/journal-entries-a-tutorial-fDPpn">https://www.coursera.org/lecture/uva-darden-financial-accounting/journal-entries-a-tutorial-fDPpn</a> , <a href="https://www.accountingtools.com/articles/2017/5/17/accounting-journal-entries">https://www.accountingtools.com/articles/2017/5/17/accounting-journal-entries</a>	

<b>Course Nomenclature</b>	<b>Micro Economics</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Identify the basics of Business economics, its concepts and principles used to relate with business.		
<b>CO2:</b> Recognize the internal and external decisions to be made by managers		
<b>CO3:</b> Determine the demand and supply conditions and assess the position of a company		
<b>CO4:</b> Classify competition strategies, including costing, pricing, product differentiation, and market environment according to the natures of products and the structures of the markets		
<b>CO5:</b> Appraise real-world business problems with a systematic managerial economics theoretical framework		
<b>CO6:</b> Develop the knowledge for Economic theories and methods in business and management.		
<b>Unit I</b>	<b>Introduction</b>	<b>14 Hours</b>
Managerial Economics – meaning, nature & scope; Difference between Economics and Managerial economics. Role of Micro & Macro analysis in formulation of business policy; Inductive & deductive methods, Positive and Normative Economics.		
<b>Unit II</b>	<b>Consumer Behavior</b>	<b>12 Hours</b>
Utility Analysis, Law of Diminishing Marginal Utility, Equi-marginal utility, Cardinal and Ordinal approach of Utility, Consumer's surplus, Indifference curve analysis, consumer equilibrium – price, income & substitution effect. Utility Analysis, Law of Diminishing Marginal Utility, Equi-marginal utility, Cardinal and Ordinal approach of Utility, Consumer's surplus, Indifference curve analysis, consumer equilibrium – price, income & substitution effect.		
<b>Unit III</b>	<b>Demand and Supply analysis</b>	<b>14 Hours</b>
Demand analysis, Determinants and Changes in Demand. Law of Demand, Elasticity of Demand & its Measurement. Demand Forecasting. Supply analysis, Determinants and Changes in Supply. Law of Supply, Elasticity of Supply.		
<b>Unit IV</b>	<b>Cost and Production Analysis</b>	<b>10 Hours</b>
Production Function in Short Run and Long Run, Law of Variable proportions, Returns to scale, production and Equal product curves, least cost combination. Cost concepts and Revenue Analysis.		
<b>Unit V</b>	<b>Markets</b>	<b>10 Hours</b>
Equilibrium of a Firm, Classifications of Market, Price & Output determination: Perfect Competition, Monopoly, Monopolistic competition and Oligopoly (Price Leadership & Kinked Demand Curve)		
Skill Development	4. prepare graphs related to consumer satisfaction 5. able to calculate the elasticity of demand and supply 6. able to calculate cost and revenue of the product	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	7. Samuelson and Nordhaus: “Economics”, Tata Mc Graw Hill, 2022 8. Sloman & Mark Sutcliffe “Economics for Business”, Pearson Education, 2022 9. Keat Paul G. & K. Y. Young: “Managerial Economics”, Pearson Education, 2022 10. Ahuja H.L., “Modern Micro Economics”, S. Chand & Company Limited, 2023 11. Mishra S.K & V. K. Puri: “Advanced Microeconomic Theory”, Himalaya Publishing House, 2020 12. <i>Jhingan M. L.</i> , “Microeconomic Theory”, Vrinda Publications (P) Ltd., 2023	
Online resources	Inter economics, International Economics, International Journal of Economic Research	

<b>Course Nomenclature</b>	<b>PRINCIPLES AND PRACTICES OF MANAGEMENT</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Describe basic nature, functions and scope of management. <b>CO2:</b> Demonstrate the roles, skills and functions of management. <b>CO3:</b> Determine the significance of various techniques of management.		
<b>CO4:</b> Classify effective decision-making skills, employing analytical and critical thinking ability.		
<b>CO5:</b> Appraise effective application of POM knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.		
<b>CO6:</b> Design the problems of organizations and make solution on priority basis.		
<b>Unit I</b>	<b>Management - Introduction</b>	<b>14 Hours</b>
Concept, Nature, Objective, Principles, Importance and Process, Functions of Management, Evolution of Management Thought – Classical Approach – Taylor, Fayol; Hawthorne Experiment, System Approach & Contingency Approach.		
<b>Unit II</b>	<b>Planning</b>	<b>12 Hours</b>
Meaning, Nature, Type & Importance, Techniques, MBO, Decision Making: Concept, Importance, Process and Group Decision Making.		
<b>Unit III</b>	<b>Organization</b>	<b>14 Hours</b>
Goals, Structure, Importance, Process and Principles of Organization. Formal and Informal Organization. Authority and Responsibility Delegation of Authority, Centralization and Decentralization.		
<b>Unit IV</b>	<b>Coordination</b>	<b>10 Hours</b>
Coordination and Cooperation, Coordination as Essence of Management, Principles and Techniques, Obstacles in Coordination, Essential of Effective Coordination. Leadership –Functions & Qualities		
<b>Unit V</b>	<b>Direction, Motivation &amp; Control</b>	<b>10 Hours</b>
Concept, Nature, Importance and Principles of Direction. Motivation: Importance, Type Process and Techniques. Control Nature, Process, Techniques and Essentials of Effective Control. Change Management: Concept, Forces of Change, Resistance to Change		
Skill Development	3. Able to handle complex situation in work place. 4. Able to understand the group behavior and leadership qualities.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	3. Stephen P. Robbins, David A. Decenzo, Sanghmitra Bhattacharya, “Fundamentals of Management”, Pearson 15 <sup>th</sup> Education, 2022. 4. Kreitner, “Management Theory and Applications”, Cengage Learning, India, 2022 6 PC Tripathi, PN Reddy, Principles of management, Tata Mc Graw Hill 2022 7 Harold Koontz, O'Donnell and Heinz Weihrich, “Essentials of Management.” Tata 5. Essentials of Management, Mc Graw Hill, 13 <sup>th</sup> edition,2022 6. Stoner, “Management”, PHI Learning, 2020	
Online resources	Sage Journal of management, Prabhandan-Journal of management	

<b>Course Nomenclature</b>	<b>BANKING AND FINANCE</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> State about the financial environment- both money and capital market along with the various financial services available.		
<b>CO2:</b> Express knowledge about the negotiable instruments and laws governing them.		
<b>CO3:</b> Show the important role of Mutual funds, IDBI, LIC, investment companies etc.		
<b>CO4:</b> Select the role importance and functioning of regulatory institutions in finance and banking.		
<b>CO5:</b> Evaluate and use the latest technology in banking and critically examine the cautions to be exercised.		
<b>CO6:</b> Build the money and capital market and use the advance technology.		
<b>Unit I</b>	<b>Introduction</b>	<b>18 Hours</b>
Bank: Definition and Functions of bank, Financial System: Institutions, Markets – primary, secondary, money and Capital markets, Instruments of Money Market, Spotlight on women in Indian banks, Financial Services: An Introduction. Introduction to NBFC, SEBI, IPO, KYC		
<b>Unit II</b>	<b>Negotiable Instruments</b>	<b>12 Hours</b>
Relationship between Banker & Customer, Cheques, Bills of Exchange & Promissory Notes. Endorsement & Crossing. Presentation, collection & payment of Negotiable Instruments, Dishonor of cheques & its legal provisions, Salient Features of the Banking Regulation Act		
<b>Unit III</b>	<b>Financial Institutions</b>	<b>10 Hours</b>
Commercial Banks – its functions. IDBI, SFCS, SIDCS, LIC, Mutual Funds, EXIM Bank – objectives, functions and achievements.		
<b>Unit IV</b>	<b>Regulatory Institutions</b>	<b>8 Hours</b>
RBI – Organization, Objectives, Role, Functions and Credit control, NABARD. The Securities and Exchange Board of India- Organization and Objectives.		
<b>Unit V</b>	<b>Banking Innovations</b>	<b>8 Hours</b>
New technology in Banking – E-services – Debit and Credit cards. Internet Banking, ATM, Electronic fund transfer, MICR. Types of Modern Banking, Technology Up gradation, CRM In Banking		
<b>Skill Development</b>	4. Select any of the Indian financial system and critically analysis. 5. Role of RBI in settlement of foreign exchange problems in India 6. Seminars, group discussion and case studies on various aspects of the Syllabus	
<b>Learner support Material</b>	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	7. Basics of Banking and Finance ISBN Number: 978-93-5273-586-0- 2021 Himalaya Publishing House, 2023. 8. Management of Banking and Financial Services   Fourth Edition   By Pearson Paperback - 2022 9. Principles & Practices of BANKING For JAIB and Diploma in Book by Abinash Kumar Mandilwar 2022 10. M. Y. Khan FINANCIAL INFORMATION Tata McGraw-Hill Education, 2020 11. Bhole L M, “Financial Institutions and Markets: Structure, Growth & Innovations”, 3rd Edition, Tata McGraw Hill, 2020 12. Khan M Y, “Indian Financial System”, 3rd Ed., Tata McGraw Hill, 2020	
<b>Online resources</b>	4. Journal of Banking and Finance 5. National Stock Exchange of India & Bombay Stock Exchange 6. www.rbi.org.in	

<b>Course Nomenclature</b>	<b>BUSINESS COMMUNICATION</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define the basic principles & aspects of Business Communication.		
<b>CO2:</b> Explain various communication models and barriers to effective communication.		
<b>CO3:</b> Test the knowledge of proceeding with all types of written business correspondence		
<b>CO4:</b> Categorize different types of Business letters and would also learn basic skills to face interviews		
<b>CO5:</b> Appraise and become smart and self-esteemed personality		
<b>CO6:</b> Develop the effective communication of students by all the modes of communication		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Concept and objectives of Communication, Importance of communication in Business, Effective Communication. Communication Process, Types of Communication Upward and Downward Horizontal & Grapevine.		
<b>Unit II</b>	<b>Communication Media</b>	<b>12 Hours</b>
Written, oral, face to face, visual, audiovisual, modern media telex, fax teleconferencing, mail, and media of nonverbal communication		
<b>Unit III</b>	<b>Communication Barriers</b>	<b>14 Hours</b>
Wrong choice of medium, Physical barriers, Semantic barriers, Socio Psychological barriers, remedies to overcome barriers. Report writing.		
<b>Unit IV</b>	<b>Aids to Correct Writing</b>	<b>10 Hours</b>
Tenses, Modals, Conditional Infinitives, gerunds and participles. Active and Passive voice, Subject verb agreement Common errors. Pronouns, Conjunctions, Prepositions, Articles		
<b>Unit V</b>	<b>Practical aspects of Business Communication</b>	<b>10 Hours</b>
Public speaking, Seminar Presentation, Interview, group discussion, Effective Listening. Writing Skills: types of business letters and letter writing. Minutes of Meetings, Agenda, Notices.		
Skill Development	4. Strategic decision-making 5. Communication Skills 6. Professional skills	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	8. Murphy, Effective Business Communication, 7th edition, Tata McGraw-Hill 2022 9. Bentley, T. J., Report Writing in Business, The Chartered Institute of Management Accountants, 10. Viva books Pvt. Ltd 2022 11. Kaul, Asha, Effective Business communication, Prentice Hall of India 2023 12. Chaturvedi, P. D. and Mukesh Chaturvedi, Business Communication: Concepts, Cases and Applications, Pearson Education 2022 13. Ludlow, Ron & F. Panton, The Essence of Effective Communication, Prentice Hall of India 2023 14. Thill, John & C. V. Bovee, Excellence in Business Communication, McGraw Hill 2022	
Online resources	Journal of Business Communication, International Journal of Marketing & Business Communication	

<b>Course Nomenclature</b>	<b>English</b>	
<b>Semester</b>	<b>I</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b> After studying this course, a student will able to: <b>CO1:</b> Describe the importance of the English language. <b>CO2:</b> Express the various types of letters, notices etc. <b>CO3:</b> Model and hands on English language. <b>CO4:</b> Analyse the report and letter writing.		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Theory of Communication, Types and modes of Communication		
<b>Unit II</b>	<b>Language of Communication</b>	<b>6 Hours</b>
Verbal & Non-Verbal (Spoken & Written); Personal, Social and Business; Barriers and Strategies; Intrapersonal, Interpersonal and Group Communication		
<b>Unit III</b>	<b>Speaking Skills</b>	<b>7 Hours</b>
Monologue; Dialogue; Group Discussion; Effective Communication/Mis-Communication; Interview; PublicSpeech		
<b>Unit IV</b>	<b>Reading and Understanding</b>	<b>5 Hours</b>
Close reading; Comprehension; Summary Paraphrasing; Analysis and Interpretation; Translation (from Indian Language to English and vice-versa); Literary/Knowledge texts		
<b>Unit V</b>	<b>Writing Skills</b>	<b>5 Hours</b>
Documenting; Report Writing; Making notes; Letter writing		
<b>Skill Development</b>	4. Express and communicate in English language 5. Understand and review articles, blogs etc. 6. develop content in English	
<b>Learner support Material</b>	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	5. Jones Sally & Jones Amanda (2022) Improve Your English As A Foreign Language (Part 1): The Ultimate Guide To Complete Fluency In English Writing, Guinea Pig Education; 1st edition 6. Manoj Kumar Garg (2022), English Fluency (Part I), Scholar Tech Press. 7. Business English, Pearson, 2020 8. Language, Literature and Creativity, Orient Blackswan, 2020	
<b>Online resources</b>	Research Journal of English Language and Literature	

**SEMESTER II**

<b>Course Nomenclature</b>	<b>Regulatory Framework of Business</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to–		
<b>CO1:</b> State an understanding of the Regulatory framework of Business.		
<b>CO2:</b> Discuss the legality and Statute of Frauds in contracts & mercantile laws.		
<b>CO3:</b> Apply the various provisions of Sales of Goods Act, Consumer Protection Act and Partnership Act.		
<b>CO4:</b> Select analytical skills in case study analysis.		
<b>CO5:</b> Appraise effectively using standard business and legal terminology		
<b>CO6:</b> Assemble the authorities about the regulatory framework of business.		
<b>Unit I</b>	<b>The Law of Contract</b>	<b>15 Hours</b>
Nature of Contract, Classification. Offer and Acceptance, Capacity to Contract, Free Consent, Consideration, Legality of object, Agreement declared void, Performance of Contract, Discharge of Contract, Remedies for breach of contract.		
<b>Unit II</b>	<b>Special Contracts</b>	<b>10 Hours</b>
Pledge: Meaning, Essentials, Rights and duties of Pawnor and Pawnee. Agency: Formation & termination methods of Agency. Rights & duties of agent. Bailment: Meaning, Essentials, Rights & duties of Bailor & Bailee.		
<b>Unit III</b>	<b>The Sale of Goods Act</b>	<b>14 Hours</b>
Formation of Contract of sale, Goods and their classification, Price, conditions & warranties, Passing of property in goods, performance of contract of sale, unpaid seller, sale by auction.		
<b>Unit IV</b>	<b>The Indian Partnership Act</b>	<b>9 Hours</b>
Introduction to partnership, Types of partnership and partners, Registration of partnership firm, Rights and duties of Partners, Dissolution of firm.		
<b>Unit V</b>	<b>The Consumer Protection Act</b>	<b>12 Hours</b>
Introduction, Rights of Consumers, Consumer protection councils, Dispute Redressal agencies, the District Forum, the State and National commission.		
<b>Skill Development</b>	<ul style="list-style-type: none"> <li>• Able to apply the various provisions of Sales of Goods Act, Consumer Protection Act and Partnership Act.</li> <li>• Will be able to communicate effectively using standard business and legal</li> <li>• Terminology.</li> <li>• Will be able to understand of legality and Statute of Frauds in contracts &amp; mercantile laws.</li> </ul>	
<b>Learner support Material</b>	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
<b>Text books</b>	12. Gulshan S.S. and Kapoor G.K., “Business Law including Company Law”, New Age International Private Limited Publishers, 2022. 13. Aggarwal S.K., “Business Law”, Galgotia Publishing Company, 2022. 14. Singh Avtar, “Mercantile Law”, Eastern Book Company, 2022. 15. Chandra Bose, “Business Laws”, PHI, 2021 16. Kumar, “Legal Aspect of Business”, Cengage Learning, 2021.	
<b>Online resources</b>	RGNUL Financial & Mercantile Law Review, Indian Journal on Law & Technology	



<b>Course Nomenclature</b>	<b>BUSINESS ORGANISATION</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define about the process of setting up a business enterprise and consideration required for starting a new business.		
<b>CO2:</b> Explain about the source of finance raised by the enterprise for starting a new business.		
<b>CO3:</b> Apply the basic fundamentals of the business environment, organizational theory and marketing, including capacity to recognise and use relevant terminology.		
<b>CO4:</b> Select the processes underlying diversity within an organization.		
<b>CO5:</b> Assess effective application and solve organizational problems		
<b>CO6:</b> Design the structure of organizations on the basis of size of the organization		
<b>Unit I</b>	<b>Business Organization</b>	<b>10 Hours</b>
Significance and Establishment of Business Organization (Consideration and Steps Only). Types of Business Organization, Business Environment. Business Ethics. Need and Importance Of Finance. Sources of Finance. A Brief Study of Rajasthan Finance Corporation.		
<b>Unit II</b>	<b>Entrepreneurship</b>	<b>12 Hours</b>
Origin and Development of Entrepreneurship In India: Problems And Suggestions. Role of RIICO And District Industrial Centers. Technological Innovation & Skill Development, Make in India Movement, Business Incubators.		
<b>Unit III</b>	<b>Stock Exchange</b>	<b>14 Hours</b>
Origin, Development and Activities of Stock Exchanges in India. A Brief Study of SEBI, OTSE And NSE. Online Trading. Concept, Objectives, Forms and Kinds of Business Combination in India.		
<b>Unit IV</b>	<b>Advertisement &amp; Publicity</b>	<b>10 Hours</b>
Overview of Marketing and its Role. Modern Methods of Advertisement and Publicity, Significance and Evils of Advertisement.		
<b>Unit V</b>	<b>Welfare &amp; Industrial Policy</b>	<b>14 Hours</b>
Concept of Welfare State, Industrial Relations, Industrial Policy, Recent trend in Business Organization – Emerging opportunities in Business Franchises, Outsourcing, E- Commerce. Chambers of Commerce and industries in India – FICCI, CII Association		
Skill Development	3. Able to learn the Entrepreneurship skills 4. Able to understand the use recent technologies in marketing and publicity.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	11. Gupta, C.B.; “Modern Business Organization”, S. Chand, 2023. 12. Chabra T.N. :“Business Organisation”, Dhanpat Rai & Sons, 2022 13. Robert; “Modern Business Administration”, McMillan, . 14. Basu, C. R.; “Business Organization and Management”, Tata McGraw Hill, 2022 15. Agarwal, R.D. “Organization and Management”, Tata McGraw Hill 2021. 16. Sherlekar, S.A. and Sherlekar, V.S, “Modern Business Organization & Management Systems Approach”, Himalaya Publishing House, 2020	
Online resources	<i>Research Journal of Business Management, SMART- Journal of Business management</i>	

<b>Course Nomenclature</b>	<b>Cost Accounting</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> State conceptual knowledge of cost accounting.		
<b>CO2:</b> Differentiate methods of schedule costs per unit of production.		
<b>CO3:</b> Compute the costs according to their impact on business.		
<b>CO4:</b> Classify & interpret the specifics of different costing methods.		
<b>CO5:</b> Assess mastery of costing systems, cost management systems, budgeting systems and performance measurement systems		
<b>CO6:</b> Develop the skill for utilization of process of marginal and standard costing		
<b>Unit I</b>	<b>Introduction – Direct and Labour Cost</b>	<b>10 Hours</b>
Meaning and Definition of Cost Accountancy, Cost Accounting and Costing. Distinction between Financial and Cost Accounting. Elements of Cost. Material: Purchasing, Storing and Pricing of Stores Issued Inventory Technique— ABC, VED, HML and EOQ. Labour: Recording of Time and Wages, Methods of Remuneration, Incentive Plans, Allocation of Wages, Labor Turn-Over and Treatment of Idle-Time, Over-time		
<b>Unit II</b>	<b>Overheads</b>	<b>16 Hours</b>
. Overhead: Meaning, Collection, Classifications, Apportionment Allocation and absorption of Overheads. Calculation of Machine Hour Rate.		
<b>Unit III</b>	<b>Costing Methods</b>	<b>10 Hours</b>
Single Output or Unit costing. Operating Costing		
<b>Unit IV</b>	<b>Job and Contract Costing and Process Costing</b>	<b>12 Hours</b>
Job and Contract Costing. Determination of profit or loss on contracts, when contract has been completed, uncompleted and nearer to completion. Accounting of process costing. Material losses & its treatment. Inter process profit.		
<b>Unit V</b>	<b>Marginal Costing &amp; Variance Analysis</b>	<b>12 Hours</b>
Meaning, Advantages, Limitations of CVP Analysis & Marginal Costing with Key Factor and Make Or Buy Decision Making. Variance Analysis -Meaning, Advantages, Limitations and types of variances. Analysis of Material and Labour Variance.		
Skill Development	4. able to select the costs according to their impact on business. 5. able to apply cost management systems. 6. able to apply budgeting systems and performance measurement systems.	
Learner support Material	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	6. Maheshwari, S. N. and S. N. Mittal; “Cost Accounting – Theory and Problems”, 27th Revised Edition, Shri Mahavir Book Depot, 2023. 7. Jain and Narang; “Cost Accounting”, Kalyani Publishers, 2022. 8. Arora, M.N. “Cost Accounting”, Vikas Publishing House Pvt. Ltd, 2022 9. Oswal, Maheshwari, Modi, “Cost accounting”, Ramesh Book Depot, 2022 10. Agrawal, Jain, Sharma, Shah, Mangal, “Cost Accounting”, Ramesh Book Depot, 2023	
Online resources	The Journal of Cost Accounting Research, Journal of Accounting, Auditing & Finance	

<b>Course Nomenclature</b>	<b>Business Mathematics and logical Reasoning Skills</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Recall the basic of mathematics, its concepts & Compound Interest Progressions: Arithmetic, Geometric, Harmonic Mean		
<b>CO2: Explain</b> business mathematics concepts that are encountered in the real world, understand and be able to communicate the underlying business concepts and mathematics involved to help another person gain insight into the situation.		
<b>CO3:</b> Operate correct mathematical terminology and symbolic processes in order to be prepared for future work in business.		
<b>CO4:</b> Select various mathematical models to solve business problems.		
<b>CO5:</b> Assess real world scenarios to recognize when simple and compound interest, annuities, payroll preparation		
<b>CO6:</b> Formulate various mathematical techniques and methods to solve the business problems.		
<b>Unit I</b>	<b>Simple Arithmetic</b>	<b>13 Hours</b>
General Number system, HCF and LCM, simple interest, compound interest including half yearly and quarterly calculation. Percentage and average. Basics of Logarithms – product, quotient, power, base change rules; Antilogarithms		
<b>Unit II</b>	<b>Theory of Equations</b>	<b>10 Hours</b>
Meaning, types of equations –simple linear and simultaneous equations (only two variables) eliminations and substitution method only. Quadratic equation factorization and Formula method ( $ax^2 + bx + c = 0$ form only) problems on commercial application.		
<b>Unit III</b>	<b>Matrices and Determinants</b>	<b>14 Hours</b>
Meaning and types of matrices – operations of addition, subtraction, multiplication of two matrices; problems on transpose and determinant of a square matrix; minor of an element, cofactor of an element of determinants. Problems & application of determinants on business problems, adjacent of a square matrix, singular and non-singular matrices, Inverse of square matrix. Solutions of system of linear equations in two or three variables using Cramer’s rule.		
<b>Unit IV</b>	<b>Probability Theory</b>	<b>9 Hours</b>
Permutation, combination, probability, probability theorems (applications only).		
<b>Unit V</b>	<b>Logical Reasoning</b>	<b>10 Hours</b>
Number series, Coding and Decoding, odd man out, Time and work, Analytical Reasoning, Relationships, Syllogism		
Skill Development	3. Able to solve analytical question 4. Able to calculate interest rate	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	7. Bhardwaj, R.S.; “Mathematics for Economics and Business”, Excel Books, 2023 8. Raghavachari, M.; “Mathematics for Management”, Tata McGraw Hill, 2019. 9. Sharma J.K., “Mathematics for Management and Computer Applications”, Galgotia Publication, 2022 10. Ghosh R.K. and S. Saha, “Business Mathematics and Statistics”, New Central Book Agency, 2023 11. Saha S., “Business Mathematics and Quantitative Techniques”, Central Book Agency, 2022 12. Agarwal, R.S., “A Modern Approach to Logical Reasoning”, S.Chand, 2022	
Online resources	Asian Journal of Mathematics, Math on Web	

<b>Course Nomenclature</b>	<b>International Business</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Recall how international factors affect domestic concerns		
<b>CO2:</b> Explain regional economic integration and economic and political integration		
<b>CO3:</b> Model the main institutions that shape the global marketplace		
<b>CO4:</b> Relate the key legal issues related to businesses operating in other countries		
<b>CO5:</b> Assess their cognitive knowledge of global issues; interpersonal skills with individuals from various cultures, and social responsibility awareness on global issue		
<b>CO6:</b> Create greater opportunities for international business.		
<b>Unit I</b>	<b>International Business</b>	<b>10 Hours</b>
Introduction Meaning of International Business. Domestic V/S International Business, Scope of International Business, Role of International Business. Driving forces of International Business. Forces restricting International Business, why to study International Business.		
<b>Unit II</b>	<b>Cultural and Political Environment</b>	<b>12 Hours</b>
Definition of culture components of Culture, Imperatives of Culture for International Business. Work place and Market place. Importance of Political Environment for International Business. The Political Systems. Major Political objective. National Security. Protection of Cultural Identity.		
<b>Unit III</b>	<b>The Global Economic Environment</b>	<b>14 Hours</b>
The Global Economy, Natural Environment, Technological Resources. Economic System Market Allocation, Command Allocation, Mixed Allocation. Indicators of Economic. Wealth National Product, Balance of Payment, Exchange Rate, Foreign Investment.		
<b>Unit IV</b>	<b>Legal Environments</b>	<b>10 Hours</b>
Legal Systems Code v/s Common law. Socialist Law. Agreements and Conventions. Bilateral Multilateral, Global. Laws relating to International Business. Market Entry Laws, Product (Intellectual Property Laws). Warranties & Product Liabilities.		
<b>Unit V</b>	<b>International Trade and financial Environment</b>	<b>10 Hours</b>
World Trading Patterns, Reasons Countries trade, Trade Theories, Absolute Advantage, Comparative Advantage, Barriers to World Trade, Quantitative, Qualitative, Administrative. WTO, Regional Integration. Foreign Direct Investment: Types of FDI - Greenfield investment, Brownfield investments, Mergers & Acquisition, Strategic alliances; Benefits and drawbacks of FDI Volume and directions, Foreign Exchange Transactions and Terminology.		
Skill Development	<ol style="list-style-type: none"> <li>4. Prepare a chart showing currencies of different countries.</li> <li>5. List any three MNC"s operating in India along with their products or services offered</li> <li>6. Collect and Paste any 2 documents used in Import and Export trade.</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>5. <a href="#">Charles W. L. Hill</a> , G. Tomas M. Hult., "International Business", 12<sup>TH</sup> Edition Tata McGraw-Hill Publishing Co. Ltd., 2021.</li> <li>6. Cherunilam, Francis, "International Business Text and Cases", Prentice-Hall of India, 2020</li> <li>7. Rao P. Subba, "International Business" Text and Cases, Himalaya Publishing House, 2020</li> <li>8. Paul, Justin, "International Business", Prentice-Hall of India Pvt. Ltd., 2018</li> </ol>	
Online resources	<ol style="list-style-type: none"> <li>3. Journal of international business studies</li> <li>4. International journal of business and research.</li> </ol>	

<b>Course Nomenclature</b>	<b>Environmental Impact Analysis</b>	
<b>Semester</b>	<b>II</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
CO1: Recall the introduction to the basic of Environmental Management, its concepts and principles		
CO2: Review the Energy sector and its management in current scenario.		
CO3: Determine the environmental issues, ethics and management system.		
CO4: Classify the environment needs, problems and develop sustainable development		
CO5: Assess the environmental protection laws and review the UN Convention on Biodiversity.		
CO6: Develop a desired course of action for optimal utilization of scarce environmental resources within legal framework.		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Environmental Management: Concept and need; Sustainable Development, Natural resources, Environmental Education, Economic growth and Environment, Brief Introduction to Disaster Management		
<b>Unit II</b>	<b>Energy Sector in India</b>	<b>6 Hours</b>
Energy Production and Trade, Energy Management: Need and Objectives, Energy Resources: Renewable & Non-Renewable Energy, Recent Trends in Renewable Energy Production. Natural – Importance and classification of resources, factors responsible for over exploitation of natural resource – soil, water and forest		
<b>Unit III</b>	<b>Eco System &amp; EMS</b>	<b>6 Hours</b>
Eco System: Basic Concepts, Kinds of Eco System, Industrial Ecology; Environmental Management System, EMS Standards: ISO 14000, WTO & Environmental Issues. Environmental Management and Valuation, EIA, IPR's, Environmental Accounting: Objectives & Importance, Environmental Audit, Environmental Ethics.		
<b>Unit IV</b>	<b>Global and National Environmental Issues</b>	<b>6 Hours</b>
Climate Change Ozone Depletion, Green House Effect, Acid Rain, Sea Level Rise, Deforestation, Biodiversity Loss, Desertification, Disasters		
<b>Unit V</b>	<b>Environmental Laws</b>	<b>5 Hours</b>
Environmental Pollution & Environmental protection Laws: Air, Noise, Water and Land Pollution, Wastes Management, Biodiversity: Concept & importance, Review of UN Convention on Biological Diversity.		
Skill Development	4. develop sensitization towards conserving environment 5. implement sustainable techniques 6. awareness about environmental laws.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	6. John Pallister (2022), Environmental Management SB, Oxford University Press 7. Krishnamoorthy Bala, "Environmental Management: Text and Cases", PHI, 2022 8. Dr. Bal Anand S: "An Introduction to Environmental Management", Himalaya Publishing House, 2021 9. Dr. Khan M.S & Prof. H.P. Behera: "Environmental Management", Himalaya Publishing House, 2021 10. Ministry of Environment and Forests: Reports of the Working Group	
Online resources	Indian Journal of Environment health, Indian Journal of environment protection, international journal of environment science & technology	

**SEMESTER III**

<b>Course Nomenclature</b>	<b>Corporate Accounting</b>	
<b>Semester</b>	<b>III</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Describe foundation in accounting and reporting requirements of the Companies Act and relevant Indian Accounting Standards.		
<b>CO2:</b> Discuss and understanding of the advanced issues in accounting for assets, liabilities and owner’s equity.		
<b>CO3:</b> Compute and solve Account for mergers and amalgamations, Value goodwill and shares under various methods.		
<b>CO4:</b> Relate treatment regarding issue of bonus shares and treatment of prior period profits		
<b>CO5:</b> Apprise the accounting of various companies		
<b>CO6:</b> Prepare accounting reports relevant to Indian corporate accounting standards		
<b>Unit I</b>	<b>Acquisition of Business &amp; Underwriting</b>	<b>14 Hours</b>
Accounting for Acquisition of Business. Computation of Pre & Post Acquisition Profits. Meaning and Classification of Underwriting. Determination of Liabilities of Underwriters. Accounting for Underwriting.		
<b>Unit II</b>	<b>Company Final Accounts</b>	<b>12 Hours</b>
Preparation of Profit and Loss Account, Profit and Loss Appropriation Account and Balance sheet of a Company According to Schedule VI of Indian Companies Act 2013. Treatment of Special Items Relating to Company Final Accounts – Depreciation, Interest on Debentures, Tax, Dividends- Interim, Proposed & Unclaimed. Valuation of Goodwill – Meaning , Types of goodwill, calculation of Goodwill by Different Methods. Valuation of Shares – Meaning and Methods		
<b>Unit III</b>	<b>Internal Reconstruction</b>	<b>10 Hours</b>
Meaning, Objective and Procedure of Internal Reconstruction. Method of Internal Reconstruction. Accounting Arrangements, Passing of Journal Entries and Preparation of Balance Sheet after Reconstruction.		
<b>Unit IV</b>	<b>Amalgamation of Companies</b>	<b>12 Hours</b>
Meaning of Amalgamation. Types of Amalgamation. Calculation of Purchase consideration. Passing of Journal Entries and prepare Ledger Accounts in the books of Vendor and Purchasing Company. Finding out Goodwill or Capital Reserve. Treatment of Inter-Company Debts, Stock and Investment. Preparation of Balance Sheet		
<b>Unit V</b>	<b>Liquidation</b>	<b>12 Hours</b>
Meaning and Types of Liquidation. Preparation of Statement of Affairs and Liquidators Final statement of account. Calculation of Liquidator’s Commission. Calculation of Liability of Contributories.		
Skill Development	3. able to solve Account for mergers and amalgamations 4. able to appraise the accounting of various companies	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	5. TulsianP.C., “Financial Accounting”, Pearson, 2023 6. MaheshwariS.N., Advanced Accountancy, Vikas Publishing House, 10th Edition, 2022 7. Agarwal, Jain, Sharma, Shah, Mangal, “Corporate Accounting” RBD, 2022 8. Jain, Khandelwal, Pareek , “Corporate Accounting”,RBD,2023	
Online resources	Indian Journal of Accounting , Jaournal of Accounting , auditing &Finance SAGE	

<b>Course Nomenclature</b>	<b>Business Statistics</b>	
<b>Semester</b>	<b>III</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
Co1: Identify the key terminology, tools and techniques used in business statistical analysis and able to recall statistical concepts.		
Co2: Demonstrate the underlying usage of Central Tendency of data dispersion of data.		
Co3: Determine the uses and limitations of Correlation and Regression		
Co4: Relate critically summarize and illustrate Index Numbers		
Co5: Appraise the problems using the techniques covered and conduct basic Statistical Analysis of Time Series and Association of Attributes.		
Co6: Formulate the decision-making power related to estimates about cost, demand, prices, sales etc.		
<b>Unit I</b>	<b>Introduction to Statistics</b>	<b>14 Hours</b>
Growth of Statistics, Definition, Scope, uses and limitations of Statistics, Collection of Primary and Secondary Data. Classification and Tabulation of Data: Meaning and Characteristics, Frequency Distribution, Simple and Manifold Tabulation.		
<b>Unit II</b>	<b>Measures of Central Tendency Measures of Dispersion</b>	<b>12 Hours</b>
Arithmetic Mean (Simple & Weighted) Median (including Quartiles, Deciles and Percentiles), Mode, Geometric Mean and Harmonic Mean. Uses and limitations of Measures for Central Tendency Absolute and Relative Measures of Dispersion; Range, Quartile Deviation, Mean Deviation, Standard Deviation and their Co-efficient; Uses and Interpretation of Measures of Dispersion. Measure of Skewness and Kurtosis.		
<b>Unit III</b>	<b>Index Numbers</b>	<b>12 Hours</b>
Meaning and uses of Index Numbers, Simple and Weighted Price Index Numbers, Methods of Construction of Index Numbers, Average of Relatives and Aggregative Methods, Fisher's Ideal Index Number, Base Shifting, Splicing and Deflating.		
<b>Unit IV</b>	<b>Correlation &amp; Linear Regression</b>	<b>12 Hours</b>
Correlation-Meaning and Significance Scatter Diagram, Correlation Graph, Karl Pearson's Coefficient of Linear Correlation between Two Variables in Grouped and Ungrouped Data by Direct and Short Cut Methods, Coefficient of Correlation by Spearman's Rank Differences Method and Concurrent Deviation Method. Linear Regression.		
<b>Unit V</b>	<b>Analysis of Time Series</b>	<b>10 Hours</b>
Analysis of Time Series- Meaning and Significance and Simple Numerical and Association of Attributes Meaning and Significance and Simple Numerical.		
Skill Development	3. able to Conduct Basic Statistical Analysis of Time Series and Association of Attributes 4. able to solve a range of problems using the techniques covered	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	5. Anderson, "Statistics for Business & Economics", 21th edition, Cengage Learning, 2023 6. Gupta S.P., "Statistical Methods", Sultan Chand and Sons, 2022 7. Gupta S.C., "Business Statistics", Himalaya Publication House, 2022 8. Srivastava T.N, "Statistics for Management", TataMc.GrawHill, 2021 5.Sancheti and Kapoor, "Statistics: Theory and Practice" S. Chand & Sons, 2020.	
Online resources	Sankhya – Journal for Statistics , The Indian Journal of Statistics	

<b>Course Nomenclature</b>	<b>COMPANY LAW</b>	
<b>/ Semester</b>	<b>III</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Describe the knowledge of provisions of the Companies Act of 2013.		
<b>CO2:</b> Demonstrate and impart the provisions and procedures under company law for different types of companies.		
<b>CO3:</b> Apply and acquaint the students with the duties and responsibilities of Key Managerial Personnel, directors and company secretary		
<b>CO4:</b> Classify the new concepts involving in company law regime		
<b>CO5:</b> Support course of action for formation, meetings, winding up of companies.		
<b>CO6:</b> Develop and create new act to solve the different issues		
<b>Unit I</b>	<b>The Law of Contract</b>	<b>13 Hours</b>
Nature of Contract, Classification. Offer and Acceptance, Capacity to Contract, Free Consent, Consideration legality of object, Agreement declared void, Performance of Contract, Discharge of Contract, Remedies for breach of contract.		
<b>Unit II</b>	<b>Special Contracts</b>	<b>10 Hours</b>
Pledge: Meaning, Essentials, Rights and duties of Pawnor and Pawnee. Agency: Formation & termination methods of Agency. Rights & duties of agent. Bailment: Meaning, Essentials, Rights & duties of Bailor & Bailee.		
<b>Unit III</b>	<b>The Sale of Goods Act</b>	<b>14 Hours</b>
Formation of Contract of sale, Goods and their classification, Price, conditions & warranties, Passing of property in goods, performance of contract of sale, unpaid seller, sale by auction.		
<b>Unit IV</b>	<b>The Indian Partnership Act</b>	<b>13 Hours</b>
Introduction to partnership, Types of partnership and partners, Registration of partnership firm, Rights and duties of Partners, Dissolution of firm.		
<b>Unit V</b>	<b>The Consumer Protection Act</b>	<b>10 Hours</b>
Introduction, Rights of Consumers, Consumer protection councils, Dispute Redressal agencies, the District Forum, the State and National commission.		
Skill Development		
Learner support Material	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	6. Gulshan S.S. and Kapoor G.K., “Business Law including Company Law”, New Age International Private Limited Publishers, 2023. 7. Aggarwal S.K., “Business Law”, Galgotia Publishing Company, 2023. 8. Singh Avtar, “Mercantile Law”, Eastern Book Company, 2022 9. Chandra Bose, “Business Laws”, PHI, 2021 10. Kumar, “Legal Aspect of Business”, Cengage Learning, 2021.	
Online resources	RGNUL Financial & Mercantile Law Review, Indian Journal on Law & Technology	



<b>Course Nomenclature</b>	<b>MACRO ECONOMICS</b>	
<b>/ Semester</b>	<b>III</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Write the behaviour of Indian and World economy.		
<b>CO2:</b> Explain economic thinking and analysis in context of National economies, monetary and fiscal policy and variables and indicators of macro-economic health		
<b>CO3:</b> Calculate various key macro-economic indicators of GDP, unemployment, and inflation, then how to apply these concepts to analyse economic policy and behaviour		
<b>CO4:</b> Classify economic variables including choice and scarcity; supply and demand; elasticity; applications of supply and demand; elasticity; GDP and economic growth; unemployment and inflation; the aggregate demand-aggregate supply model; Keynesian economics and neoclassical economics; the income expenditure model; fiscal policy; money and banking; monetary policy; policy applications; exchange rates and international finance.		
<b>CO5:</b> Assess execute various macro-economic theories in studies as well in real world together better information of finance to generate better employment opportunities for an individual.		
<b>CO6:</b> Design and create synergy in various macro-economic environment within integrated economies		
<b>Unit I</b>	<b>National Income</b>	<b>14 Hours</b>
Micro v/s Macro-economics, National Income: Definition, Concepts & Methods, the Circular flow of income, Social Accounting, National Income and Economic welfare.		
<b>Unit II</b>	<b>Theory of Income and Employment</b>	<b>14 Hours</b>
Classical Theory of Employment, Say's Law, The principle of effective demand: Aggregate demand & Aggregate supply functions, Consumption and Investment functions, Theory of Multiplier.		
<b>Unit III</b>	<b>Theory of Money and Interest</b>	<b>14 Hours</b>
Money: meaning, types & functions. The supply of Money and RBI policies, Money Demand, Quantity theory of money: classical and Friedman's approaches, Theory of Interest Rate determination: Classical and Keynes theory.		
<b>Unit IV</b>	<b>Inflation and Stabilization Policies</b>	<b>8 Hours</b>
Inflation: meaning and Types and its measurement, Demand-pull & Cost-push inflation, The Phillips curve: Inflation and Unemployment, Fiscal and monetary policies		
<b>Unit V</b>	<b>International Trade</b>	<b>6 Hours</b>
Balance of Payment- Type, Effects, short Run Open Economy Model, Public Private Partnership, Asset Market Approach, Exchange rate Determination, International financial Market		
Skill Development	4. Discussion on the impact of inflation on profitability on companies 5. Analyses the relative importance of National Income of India and compare it with developed countries 6. Prepare a report on the impact of recent budget on various businesses	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	6) H. L. Ahuja “ <i>Macroeconomics Theory and policy</i> ”, S. Chand & Company Ltd., 2023 7) <b>Macroeconomics   16th Edition Paperback – 27 August 2022</b> 8) By <a href="#">Rudiger Dornbusch</a> (Author), <a href="#">Stanley Fischer</a> (Author), <a href="#">Richard Startz</a> (Author), McGraw Hill Education. 9) DR. T.V. Rammana, Kiran Kumar, “ <i>Managerial Economics and Financial Analysis</i> ”, HPH, first Edition 2020. 10) D.N. Dwivedi, “ <i>Managerial Economics</i> ”, Vikas Publication House Pvt. Ltd, 2nd Edition, 2018.	
Online resources	4) The journal of political economics 5) International economics, 6) International Journal of Economics Research.	

<b>Course Nomenclature</b>	<b>International Financial Systems</b>	
<b>/ Semester</b>	<b>III</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, the student will be able to:		
<b>CO1:</b> Define the basics of International financial system and global markets.		
<b>CO2:</b> Summarize to gain a specific knowledge about currencies and international monetary relations		
<b>CO3:</b> Determine international movement of capital through different types of investment and import-export.		
<b>CO4:</b> Classify to identify and analyze the concepts of international prices, multiplicity of prices, types and price discounts available in foreign trade.		
<b>CO5:</b> Assess the role and significance of the different international financial institutions		
<b>CO6:</b> Develop awareness about the international movement of capital.		
<b>Unit I</b>	<b>International Financial System:</b>	<b>10 Hours</b>
Evolution of International Financial System: Pre-Bretton Woods (Bimetallism, Mint Parity, Gold Bullion Standard, Gold Exchange Standard), Bretton Woods, Snake in the Tunnel, Jamaica Accord, Plaza Accord, Louvre Accord, and European Monetary System. world financial centers; major international markets (money, foreign exchange, financial and stock market).		
<b>Unit II</b>	<b>International Financial Markets:</b>	<b>12 Hours</b>
International Financial Markets: World financial centers; Major financial markets (money, foreign exchange, derivatives, bond and equity market); Euromarkets.		
<b>Unit III</b>	<b>International Currency Markets:</b>	<b>14 Hours</b>
Economic essence and currency classifications: the concept of currency and its basic classification; characteristics of currencies, international currency markets (concept, working, major currency pairs, safe haven currencies); Types of Exchange rate systems.		
<b>Unit IV</b>	<b>International Movement of Capital:</b>	<b>10 Hours</b>
International Movement of Capital: Foreign direct investment (concept, components, forms of foreign direct investment), cross-border mergers and acquisitions, foreign portfolio investment (concept, classification).		
<b>Unit V</b>	<b>International Financial Institutions:</b>	<b>10 Hours</b>
Objectives, purpose, role of various International financial institutions (World Bank group; IMF; IBRD; MIGA); regional multilateral development banks (ADB, EBRD, ISDB); informal economic organizations (Davos Economic forum, Paris club, Basel club).		
Skill Development	3. Familiarity with the functioning of the Foreign Exchange markets 4. Able to understand the International financial institutions and payment systems to develop investment strategies.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	4. Arora Richa (2023), International Financial System and Institutions, Shroff Publishers & Distributors Pvt. Ltd. 5. Alan C. Shapiro, Peter Moles, Jayanta Kumar Seal (2022), International Financial Management, Wiley Publishers. 6. Sharan V (2021), International Financial Management, Prentice Hall India Learning Private Limited	
Online resources	Journal of Direct, Data and Digital Marketing Practice, Journal Of Interactive Marketing, International Journal of Mobile Communications	

<b>Course Nomenclature</b>	<b>COMPUTER APPLICATIONS</b>	
<b>Semester</b>	<b>III</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Describe the basics of computers & windows and Microsoft Office		
<b>CO2:</b> Summarize categories of programs, system software and applications. Organize and work with files and folders		
<b>CO3:</b> Compute the Internet Web resources and evaluate on-line e-business system		
<b>CO4:</b> Analyse common business problems using appropriate Information Technology applications and systems		
<b>CO5:</b> Assess technical knowledge and perform specific technical skills		
<b>CO6:</b> Invent new information technology for industry centric.		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Introduction to Windows – Basics, Windows Accessories, Using File and Program Manager.		
<b>Unit II</b>	<b>MS-Word</b>	<b>6 Hours</b>
Introduction to Ms -Word – Editing a Document – Move and Copy text – Formatting Text and paragraph – Finding and Replacing Text and Spelling Checking – Using tabs, Tables, and other features, enhancing document – using mail merge and other features.		
<b>Unit III</b>	<b>Worksheet</b>	<b>7 Hours</b>
Introduction to Worksheet – Getting started with excel – Editing Cells and using commands and functions – Moving and Coping, Inserting and Deleting Rows and Columns – Getting help and formatting a worksheet – Printing the worksheet – Creating Charts – using formulae and functions in excel.		
<b>Unit IV</b>	<b>Power Point Presentation</b>	<b>5 Hours</b>
Introduction to Power Point Presentation.		
<b>Unit V</b>	<b>Internet</b>	<b>5 Hours</b>
Introduction to internet, web searching, search engines, email, concept of email using outlook.		
Skill Development	3. Able to learn the latest system software and application 4. Able to understand the use of information technology to resolve the E-business problems.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	6. Craig Stinson “Running Microsoft Windows-98” – Microsoft press. 7. Joshua C. Nossiter “Using Excel – 5 for Windows” 8. Vishnu Priya Singh & Meenakshi Singh “Computerized Financial Accounting”, 2020 9. “Working with Word” – Aptech Computer Education, 2020 10. Malhotra: Computer Applications in Business. 2021	
Online resources	IEEE Communications Surveys and Tutorials.	

**Semester IV**

<b>Course Nomenclature</b>	<b>Management Accounting</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
CO1: Recall the basics of management accounting, its concepts and principles used to analyze financial statements.		
CO2: Recognize an insight on financial statement analysis from a practical point of view.		
CO3: Use the concept of marginal costing with practical problems.		
CO4: Classify different types of management accounting tools through the preparation of statements.		
CO5: Assess management accounting techniques and its objectives in facilitating decision making. CO6: Construct a relationship between financial and management aspects of accounting.		
<b>Unit I</b>	<b>Introduction</b>	<b>14 Hours</b>
Meaning of management accounting, functions, responsibilities and qualities of a management accountant. Management accounting vs. traditional accounting and limitations of management accounting. Tools and Techniques of Management Accounting, Human resource Accounting & Social Accounting.		
<b>Unit II</b>	<b>Analysis of Financial Statements</b>	<b>11 Hours</b>
Introduction of financial statement, Comparative and Common size Income statements and Balance Sheets. Trend Analysis.		
<b>Unit III</b>	<b>Ratio Analysis</b>	<b>12 Hours</b>
Elementary Ratio Analysis – meaning, classification of ratios, calculation & interpretation of ratio. Preparing Balance Sheet with Ratio and Du Pont Analysis		
<b>Unit IV</b>	<b>Fund flow and Cash flow Analysis</b>	<b>14 Hours</b>
Meaning and concept. Preparation of fund flow and cash flow statements. Comparison between fund flow and cash flow statement.		
<b>Unit V</b>	<b>Cost of Capital &amp; Capital Budgeting</b>	<b>19 Hours</b>
Cost of Capital. Capital expenditure decisions, Payback period, return on investment, discounted cash flow.		
Skill Development	<ul style="list-style-type: none"> <li>• Will be able to evaluate and manage financial risks.</li> <li>• Will be able to conduct cost and margin analysis.</li> <li>• Will be able to advise business leaders on mergers &amp; acquisitions.</li> </ul>	
Learner support Material	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	7. Shah Paresh, “Management Accounting” II Edition, Oxford University Press, 2023. 8. Wild John, “Financial Accounting Information for Decisions”, Tata-Mac Graw-Hill, 2023 9. Maheshwari S.N. and S. K. Maheshwari, “A Text Book of Accounting for Management”, Vikas Publishing House, 2022 10. Khan & Jain; “Management Accounting”, Tata McGraw Hill Publishing House, 2021. 11. Bhattacharyya S.K., “Accounting for Managers”, Reprint, Vikas Publishing House Pvt. Ltd, 2021 12. Agarwal M.R., “Managerial Accounting”, Garima Publications, 2021.	
Online resources	Journal of Accounting, Indian Journal of Finance and Accounting, Indian Journal of Management Accounting.	

<b>Course Nomenclature</b>	<b>Financial Management</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Describe the basic of financial management, its concepts and principles used to produce financial decisions.		
<b>CO2:</b> Demonstrate about capital structure and theories of capital structure & the cost of capital in wide aspects.		
<b>CO3:</b> Apply various theories of financial management		
<b>CO4:</b> Relate and facilitate the idea and meaning of material control, break even and capital budgeting		
<b>CO5:</b> Rank between long-term financing decisions and working capital financing decisions		
<b>CO6:</b> Design new framework for financial decisions and working capital decisions		
<b>Unit I</b>	<b>Financial Management</b>	<b>14 Hours</b>
Meaning, Importance and Objectives, Financial Planning – Objectives and Principles of Sound Financial Planning. Time Value of Money -Introduction, Rationale, Present value and Future value. Difference between Financial Management and Financial Accounting and Management Accounting.		
<b>Unit II</b>	<b>Financing decisions</b>	<b>10 Hours</b>
Capital Structure – Factors influencing Capital Structure – EBIT – EPS Analysis. Theories of Capital Structure, Types of Leverages.		
<b>Unit III</b>	<b>Working Capital Management</b>	<b>12 Hours</b>
Working Capital Management – Meaning, Importance of Working Capital, Excess or Inadequate Working Capital, Determinantsof Working Capital Requirements.		
<b>Unit IV</b>	<b>Management of Cash &amp; Inventory</b>	<b>10 Hours</b>
Cash Management, Inventory Management: Models, Economic Order Quantity, Reorder Level, Optimum Inventory Levels.		
<b>Unit V</b>	<b>Break Even Analysis &amp; Dividend Policy</b>	<b>14 Hours</b>
Meaning, Importance, Objectives and Practical Approaches of Break-Even Analysis, Dividend Policy – Introduction, Importance, Objectives and Determinants of Dividend Policy, Types of Dividend & Dividend Policy.		
Skill Development	<ol style="list-style-type: none"> <li>5. Imaginary figures prepare an estimate of working capital requirements</li> <li>6. Make a budget related to financial decisions.</li> <li>7. Format of a business plan.</li> <li>8. Learn Team work to achieved financial goal.</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	R.P. Rustagi “Financial Management” Sixth Revised Edition 2022, TAXMANN Richard Musgrave & Peggy Musgrave, "Financial management Theory and Practice   10th Edition"McGraw Hill Education,2022  M.Y Khan and Jain, “Financial Management”, Tata McGraw-Hill, 10th Edition, 2020.  Bose Chandra “Fundamentals of Financial Management”, PHI, 2022  Brigham, “Fundamentals of Financial Management”, 11th, edition, Cengage 2021	
Online resources	<ol style="list-style-type: none"> <li>4. Journal of Accounting</li> <li>5. Indian Journal of Finance and Accounting.</li> <li>6. International journal of financial management</li> </ol>	

<b>Course Nomenclature</b>	<b>Tax Management</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
CO1: Identify the introduction to the basics of India Tax procedure, its concepts and principles used to produce tax adjustment. CO2: Demonstrate the different know-how and heads of income with its components.		
CO3: Compute various categories of income of an individual.		
CO4: Differentiate tax of an individual under different heads and deduction. CO5: Appraise the tax returns and assessments.		
CO6: Formulate the residential status of an individual and scope of total income.		
<b>Unit I</b>	<b>Indian Tax Procedure</b>	<b>14 Hours</b>
Introduction of Indian Tax Procedure: Direct Tax: Income Tax, Wealth Tax etc. and Indirect Tax: Custom Duty, Excise Duty, Service Tax and VAT. Important Definitions under the Income Tax Act. Residential status and incident of Tax. Clubbing of income. GST-Conceptual Framework		
<b>Unit II</b>	<b>Income from Salary and House Property</b>	<b>12 Hours</b>
Computation of Income from Salary. Computation of Annual Value and taxable income of House Property.		
<b>Unit III</b>	<b>Income from Business or Profession and Capital Gain</b>	<b>14 Hours</b>
Computation of taxable income from Business or Profession: Provisions relating to Depreciation, Allowable and Disallowable Expenses. Presumptive Income and Expenses. Meaning of Capital Assets & Transfer of Capital Assets, Short Term and Long-Term Capital Gain. Exemption under Capital Gain.		
<b>Unit IV</b>	<b>Income from Other Sources, Adjustments of Losses and Deductions u/s 80</b>	<b>10 Hours</b>
Income from Other Sources. Set off and Carry Forward of Losses. Deductions from gross total Income u/s 80. Deduction Available for Individual and HUF.		
<b>Unit V</b>	<b>Assessment of Individual and Hindu Undivided Family</b>	<b>10 Hours</b>
Computation of Taxable Income of Individual and HUF, Adjustment of Agricultural Income, Tax Rates, Marginal Relief & Tax Liability		
Skill Development	3. Tax planning 4. Tax calculation	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	Agarwal, Shah, Jain, Managal, Sharma, "Income Tax", RBD, Jaipur latest edition 2024-25 Gupta, Khatri, Goyal, "Income Tax", Kailash Book Depot 2024-25 Patel, Choudhary, "Income Tax", Choudhary Prakashan 2024-25 Singhania, Vinod K. and Monica Singhania, "Students' Guide to Income Tax", Taxmann Publications Pvt. Ltd., New Delhi, latest ed 2024-25 Ahuja Girish and Ravi Gupta, "Systematic Approach to Income Tax", Bharat Law House, Delhi 204-25	
Online resources	Indian Journal of tax Law, Vision- Indian Journal of Taxation	

<b>Course Nomenclature</b>	<b>Marketing Management</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define the basic concept of marketing /concepts & philosophies.		
<b>CO2:</b> Express the relevance of marketing in modern competitive world		
<b>CO3:</b> Show students about product and its classifications/new product development		
<b>CO4:</b> Analyse marketing philosophy and generating ideas for marketing research for consumer satisfaction		
<b>CO5:</b> Assess an analytical ability to plan for various marketing strategy		
<b>CO6:</b> Prepare the students about new marketing tools		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Nature and Scope of Marketing, Importance of Marketing, Marketing Mix- 4P's & 7 P's, 4 A's & 4C's, Marketing Concept-Selling Vs Marketing Concept: Growing Relevance of Marketing in India.		
<b>Unit II</b>	<b>Marketing Environment</b>	<b>10 Hours</b>
Demographic, Economic, Natural, Technological, Political, and Legal and, Socio- Cultural Environment, The Indian Marketing Environment, Methods of Environmental Analysis- SWOT, PEST.		
<b>Unit III</b>	<b>Understanding Consumer Behaviour and S.T.P&amp;Product</b>	<b>14 Hours</b>
The Buying Decision Making Process, Market Segmentation, Targeting, Positioning. Products & its Classification, Product Life Cycles, Stages in Lifecycle and Factors Affecting Each Stage, Managing Product Life Cycles. New Product Development		
<b>Unit IV</b>	<b>Pricing &amp;Promotion Tools</b>	<b>12 Hours</b>
Pricing- Meaning, Methods, factors affecting pricing, Advertising-Meaning, Objectives & Types of Advertising Decisions, Trends in Advertising in Indian: Public Relations-Importance and Methods, Direct Marketing Concept: Sales Promotion Techniques.		
<b>Unit V</b>	<b>Marketing Challenges</b>	<b>10 Hours</b>
Marketing in 21st century, Impact of globalization, Technological Advances. Challenge for Rural Marketing in India, Need of Marketing in the Service Sector in India.		
Skill Development	3. Analyze the marketing environment of your locality and identify need, wants & purchasing power of customers. 4. Collect consumer behavior towards home appliances in your locality. 3. Visit any organization and collect the information towards pricing of the products. 4. Visit any wholesalers/Retailers; collect the role of them in marketing.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	Dhruv Grewal, Michael Levy, "Marketing   7th Edition", McGraw Hill Education (India) Private Limited,2022 Philip Kotler (Author), Keven Lane Keller, "Marketing Management   marketing cases in the Indiancontext   Fifteenth Edition", Pearson Education,2022 V. S. Ramaswamy (Author), S. Namakumari, "Marketing Management: Indian Context Global Perspective, 11 <sup>th</sup> edition"2022	
Online resources	<ul style="list-style-type: none"> <li>• Journal of Marketing Management (JMM)</li> <li>• The Journal of Marketing (JM)</li> <li>• International Journal of Business Marketing and Management</li> </ul>	

<b>Course Nomenclature</b>	<b>Human Resource Management</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credits (4)</b>		
<b>Course Outcomes</b>		
<p>After studying this course, a student will able to –</p> <p><b>CO1:</b> Describe a basic understanding of different tools used in forecasting and planning human resource needs.</p> <p><b>CO2:</b> Explain the role of recruitment and selection in relation to the organization’s business and HRM objectives</p> <p><b>CO3:</b> Show the appropriate use of job descriptions, application forms and related staffing tools such as internet recruiting</p> <p><b>CO4:</b> Analyse and apply advanced training strategies and specifications for the delivery of training programs</p> <p><b>CO5:</b> Assess the responsibilities of management, HRM specialists, managers, and employees in managing the employment relationship in a unionized or a non- unionized environment</p> <p><b>CO6:</b> Build HRM policies, strategies and training programs as per the norms of the organization.</p>		
<b>Unit I</b>	<b>Introduction &amp; Human Resource Management</b>	<b>10 Hours</b>
Human Resource Management: Concept, Functions, Importance and Role of HRM, Status and Competencies of HR Manager. Emerging Challenges of HRM-Workforce Diversity, Empowerment, Downsizing, VRS, Work Life Balance, HRM Model.		
<b>Unit II</b>	<b>Human Resource Planning</b>	<b>12 Hours</b>
Human Resource Planning – Need, Nature, Importance, Process, Factors Affecting HRP, Requisites of HRP and Barriers to HRP. Job design, Job Analysis, Job Description, Job Specification, Job Enlargement, Job Enrichment and Job Rotation.		
<b>Unit III</b>	<b>Recruitment, Selection and Induction</b>	<b>14 Hours</b>
Recruitment- Nature, Purpose, Sources, Importance, Process, Types and Factors Affecting Recruitment. Selection – Nature, Purpose, Importance, Process, Types and Factors affecting Selection. Induction.		
<b>Unit IV</b>	<b>Training and Performance Appraisal</b>	<b>10 Hours</b>
Need and Benefits of Training and Different Training Methods. Evaluation and Effectiveness of Training Programs		
<b>Unit V</b>	<b>Emerging Horizons of HRM-</b>	<b>10 Hours</b>
E- HRM, Human Resource Information System, Impact of HRM Practices on Organizational Performance, Human Resource Audit, Green HRM, E Job Portals.		
Skill Development	<p>5. Preparation of Job Descriptions and Job specifications for a Job profile</p> <p>6. Choose any MNC and present your observations on training program</p> <p>7. Develop a format for performance appraisal of an employee.</p> <p>8. Discussion of any two Employee Engagement models</p>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<p>Gary Dessler &amp; Biju Varrkey, “Human Resource Management Second edition”, S. Chand, Publishing, 2023</p> <p>Ashok Khurana, Parvee Khurana &amp; Hira Lal Sharma, “Human Resource Management”, Vikas Global Publications Pvt Ltd, 2023</p> <p>S. S. Khanka, “Human Resource Management Second edition”, S. Chand Publishing, 2022</p>	
Online resources	Journal of Human Resource management, International Journal of Human Resource Management	



<b>Course Nomenclature</b>	<b>HINDI</b>	
<b>Year / Semester</b>	<b>I/II</b>	
<b>Course Credit</b>	<b>2</b>	
<b>Course Outcomes</b>	1. After the completion of the Unit I, विद्यार्थीभाषाव्याकरणकेबारेमेंसीखेंगे 2. After the completion of the Unit II, विद्यार्थीलिंगवचन, कारक,संधि, समास, मुहावरे,लोकोक्ति,अपठितगद्यांशकेबारेमेंसीखेंगे 3. After the completion of the Unit III, विद्यार्थिसंप्रेषणकेविभिन्नमॉडलकोजानेंगे 4. After the completion of the Unit IV, विद्यार्थिसंप्रेषणकीबाधाएंकोसमझेंगे 5. After the completion of Unit V, विद्यार्थीअनुवादकरनासीखेंगे	
Unit I	<b>भाषाऔरशब्द</b> भाषाव्याकरणकीपरिभाषा, भाषाकामहत्व, भाषाऔरव्याकरणकाअन्तस्मबन्ध, ध्वनि, वर्ण, मात्राएँ, शब्दकेभेद, शब्दऔरपदमेंअंतर	
Unit II	<b>व्याकरण</b> लिंग, वचन, कारक, संधि, समास, मुहावरे, लोकोक्ति, अपठितगद्यांश,	
Unit III	<b>संप्रेषण</b> संप्रेषणकामहत्व, संप्रेषणकाप्रक्रिया, संप्रेषणकेविभिन्नमॉडल, संप्रेषणकीचुनौतियां, संप्रेषणकेप्रकार, लिखितऔरमौखिक, व्यक्तिगतऔरसामाजिकसंप्रेषण, व्यवसायिकसंप्रेषण, भ्रामकसंप्रेषण	
Unit IV	<b>संप्रेषण-2</b> संप्रेषणकीबाधाएं, संप्रेषणकीरणनीति, संप्रेषणकेमाध्यम, एकलवर्ता, संवाद	
Unit V	<b>अनुवादऔरभाषाविज्ञान</b> सामूहिकचर्चा, प्रभावीसंप्रेषण, पढ़नातथासमझना, गहनअध्ययन, मध्याहार, सारऔरअन्वय, विश्लेषण, व्याख्या, अनुवाद	
	➤ Learner support Material	NEPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.
	➤ Text books	1. हिन्दीव्याकरणभाष्य-डा० इन्दिराअशोकहिन्दीव्याकरण-डा० राघवप्रकाश 2. नवीनहिन्दीव्याकरणएवरचना- मा०शिक्षाबोर्ड, राजस्थान. अजमेर 3. हिन्दीभाषाऔरसंप्रेषण :- डॉ०बलवीरकुन्द्रा 3. भाषाऔरसंप्रेषणरामप्रकाशप्रजापति, आर. पी. पब्लिशिंगहाउसजनसंचारमाध्यमऔरपत्रकारिता, वर्धमानमहावीरखुलाविश्वविद्यालय, कोटा 4. अनुवादऔरभाषाविज्ञान. इंदिरागांधीराष्ट्रीयमुक्तविश्वविद्यालय
	➤ Online resources	

<b>Course Nomenclature</b>	<b>FRENCH</b>	
<b>Semester</b>	<b>IV</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> recall the French as a language in introductory phase		
<b>CO2:</b> Review the speaking skills of French language.		
<b>CO3:</b> Show the French writing skills		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Alphabet, Culture et civilisation françaises, Épelez les prénoms, Trouvez le pays, Complétez la carte d'identité( The alphabet, French culture and civilization, Spell the first name, Find the country, Complete the ID card .)		
<b>Unit II</b>	<b>Vocabulary</b>	<b>6 Hours</b>
Nombré 1-100 Les légumes et des fruits (Number 1-100 Vegetables and fruits), couleur, saisons, mois, jours nom (colour, seasons, months, days name)		
<b>Unit III</b>	<b>Speaking skills, I</b>	<b>7 Hours</b>
Présentez-vous et présentez votre ami(e), Pratiquer avec chaque élève.( Introduce yourself and your friend, Practice with each student.)		
<b>Unit IV</b>	<b>Speaking Skills II</b>	<b>5 Hours</b>
Se présenter à des publics différents et saluer (Introduce yourself to different audiences and greet), Saluer et prendre congé (Greet and take leave) La présentation, s'appeler et être et pronoms sujets, C'est / il est / elle est. (The presentation, to be called and to be and subject pronouns, It is / he is / she is.)		
<b>Unit V</b>	<b>Writing Skills</b>	<b>5 Hours</b>
Profession (Masculine et féminine), formation de phrases Sujet + verbe + les phrases avec profession (Profession (Male and female), sentence formation Subject + verb + sentences with profession)		
<b>Skill Development</b>	4. Learn the language of international relations and diplomacy 5. Access to rich culture and literature 6. The language of creativity, enlightenment, and reasoning	
<b>Learner support Material</b>	Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc	
<b>Text books</b>	Krishnan, C & Alber Adeline, Le Tramway Volant-I, Saraswathi House Pvt Ltd, India 2019	
<b>Online resources</b>	<a href="https://blogs.transparent.com/french/beginners-guide-to-french-free-ebook/">https://blogs.transparent.com/french/beginners-guide-to-french-free-ebook/</a>	

**Semester V**

<b>Course Nomenclature</b>	<b>Business Ethics</b>	
<b>Semester</b>	V	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> Define the principles of moral decision-making in global business & identify the trade-offs that face an ethical manager.		
<b>CO2:</b> Explain the thinking toward how competitive advantage maps on to corporate social responsibility.		
<b>CO3:</b> Apply and discuss competing positions on a range of ethical issues facing business and society.		
<b>CO4:</b> Analyse environment of ethical management and ethical leadership that drives the organization.		
<b>CO5:</b> Justify and become an ethical manager		
<b>CO6:</b> Formulate the Skills to maintain a higher degree of stakeholder satisfaction		
<b>Unit I</b>	<b>Introduction</b>	<b>14 Hours</b>
Introduction to Business Ethics, Values, Morals, & Norms. Business Ethics: Myths, Sources, Dilemma and Levels. Ethical Value System: Universalism, Utilitarianism, Distributive Justice, Social Contracts, Individual Freedom of Choice and Professional Codes		
<b>Unit II</b>	<b>Employee Stakeholders and the Corporation</b>	<b>12 Hours</b>
Changing workforce, Employee's Employer rights and responsibilities, Discrimination, Equal Employment opportunity, Organizational politics.		
<b>Unit III</b>	<b>Ethical Management</b>	<b>14 Hours</b>
Ethical leadership with examples, Ethical Decision Making, Introducing Ethics Programs in Organizations. Introduction to Corporate Governance; Parties Involved and Principles of Sound Corporate Governance.		
<b>Unit IV</b>	<b>Business and Society</b>	<b>10 Hours</b>
Social Responsibility of Business and ecological / environmental issues in the Indian context. Different Approaches to Corporate Social Responsibility, Differentiating CSR from philanthropy & volunteerism.		
<b>Unit V</b>	<b>Unethical Practices in Businesses</b>	<b>10 Hours</b>
Unethical Issues in Businesses like Insider Trading, Corruption, Coercion, Window Dressing, Cyber Crimes, Child Labour, Forgery and Theft.		
Skill Development		
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	6. Fernando A.C, K P Muralidheeran, et al. (2023) Business Ethics: An Indian Perspective, Pearson 7. Weiss (2022), Business Ethics Concept & Cases, Cengage Learning 1st edition 8. Velasquez (2022), Business Ethics, Concepts & Cases, 6th edition, PHI, 9. Murthy (2021), Business Ethics, Himalaya Publishing House 10. Al Gini (2020), Case Studies in Business Ethics, Pearson Education, 6th edition.	
Online resources	Journal of Business Ethics, Journal of Law & Ethics	

<b>Course Nomenclature</b>	<b>AUDITING- THEORY AND PRACTICE</b>	
<b>Semester</b>	<b>V</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
CO1: Define about the audit environment - types of audits, functions qualifications of auditors etc		
CO2: Explain the various audit techniques audit working papers, such as checklists to evaluate internal controls		
CO3: Compute the different auditing practices to be applied to audit of different business areas like purchases, revenues, assets liabilities		
CO4: Analyse the importance of audit report requirements and duties and rights of auditors etc		
CO5: Assess the audit requirements of various business entities like sole proprietorship partnership concerns educational / healthcare institutions clubs etc		
CO6: Design clean and a qualified audit report and audit certificate.		
<b>Unit I</b>	<b>Auditing</b>	<b>14 Hours</b>
Meaning, Objects, Fraud, Errors: Book-Keeping, Accounting and Auditing; Classification of Audits; Forensic auditing, Online audits, tax audit, management audit, cost audit etc.		
<b>Unit II</b>	<b>Planning and Procedure of Audit</b>	<b>12 Hours</b>
Planning and Procedure of Audit; Audit Programmes; Auditor's Working Papers, Test Checking; Routine Checking. Bank reconciliation, accounts reconciliation, advantages / disadvantages of audit programmes, verifications and valuations		
<b>Unit III</b>	<b>Internal control &amp; Verification and Valuation</b>	<b>12 Hours</b>
Meaning, Objective and Evaluation of Internal Control; Internal Check and Internal Audit; Internal Control Regarding Sales, Purchases, Assets, Liabilities and Salaries and Wages; Vouching. Verification and Valuation of Assets and Liabilities		
<b>Unit IV</b>	<b>Company Audits and Auditor</b>	<b>12 Hours</b>
Companies Act 2013 regulations for company audits, Appointment of company auditor- qualifications of financial auditor, internal auditor, Rights, duties & liabilities, removal and remuneration, rotation of company auditors. Audit Reports Role of ICAI, Auditing standards Companies Act 2013 has made many changes impacting audits.		
<b>Unit V</b>	<b>Special audits and investigations</b>	<b>10 Hours</b>
Audits of Sole Proprietorships, Audit of Partnership firms, Special considerations in the Audit of Educational Institutions, cinema halls, schools, hospitals, clubs, Audit Certificates. difference between audit report and audit certificates. Investigation: Meaning, Objectives, Procedures;		
Skill Development	3. Strategic decision-making for auditing 4. Analytical Ability	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	4. Tandon B.N., S. Sudharsanam and S. Sundharababu, "A Handbook of Practical Auditing", S. Chand & Co., Ltd 2023 5. Sharma S.D., Taxmann's "Auditing Principles and Practice", Taxman Allied Services (P) Ltd 2022. 6. Ravindar Kumar & Virender Sharma, "Fundamentals of Practical Auditing", Prentice Hall of India (P) Ltd.2022	
Onlineresources	Indian Journal of Accounting, Journal of Accounting, auditing & Finance SAGE	

<b>Course Nomenclature</b>	<b>Integrated Marketing Communications</b>	
<b>Semester</b>	V	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> Define about the various media tools to reach the target audience and deliver the brand promise through an I.M.C. campaign.		
<b>CO2:</b> Discuss marketing research and its various aspects.		
<b>CO3:</b> Compute these findings to develop competitive strategies and select the target audience(s) for the I.M.C. campaign plan		
<b>CO4:</b> Analyse an integrated marketing communications campaign plan based on the application of marketing concepts, principles and practices within an organisation		
<b>CO5:</b> Assess and critically evaluate the communications effects and results of an I.M.C. campaign to determine its success.		
<b>CO6:</b> Develop an integrated cross-media and creative message strategy and concept.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Overview of marketing communication, Role of I.M.C. in marketing process, Factors affecting the marketing communication mix, Integrated Marketing Communication tools, Models of consumer responses.		
<b>Unit II</b>	<b>Advertising</b>	<b>12 Hours</b>
Objectives of Advertising, Role of Advertising in the Marketing Process, Types of Advertising, Advertising Planning, Source, Message and selection of advertising channel, factors, Communication response hierarchy- A.I.D.A. model, Hierarchy of effect model, Innovation adoption model, Information Processing Model.		
<b>Unit III</b>	<b>Media planning &amp; Scheduling</b>	<b>14 Hours</b>
Overview of Media Planning, Establishing Media objectives, Evaluation of Media mix -print, Broadcast (T.V. & Radio), Cinema, Outdoor, Direct Mail and social media, Developing and Implementing Media strategies, Media Scheduling.		
<b>Unit IV</b>	<b>Sales-Promotion, Direct Marketing, Personal Selling</b>	<b>10 Hours</b>
Sales-promotion objectives, Consumer-oriented sales promotion tools, Trade-oriented sales promotion tools, Designing the sales promotion program. Direct Marketing objectives, benefits and elements. Personal Selling objectives, strategy and process.		
<b>Unit V</b>	<b>Monitoring, Evaluation and control</b>	<b>10 Hours</b>
Measuring the effectiveness of the Promotional Program, Evaluating the social, ethical and economic aspects of advertising and promotion.		
Skill Development	1. Acquainted with essential concepts and techniques for developing and designing an effective Integrated Marketing Communication programme 4. Knowledge of the fit of communication process with consumer behavior and consumer decision making 5. Generate creative ideas for the development of effective marketing communication programme.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	6. Belch, G. E., & Belch, M. A. (2023). An integrated marketing communications perspective. Advertising and Promotion, 13th Edition, Tata McGraw Hill. 7. Juska, J. M. (2023). Integrated marketing communication: advertising and promotion in a digital world. Routledge, 2nd edition. 8. Kumar, S. R. & Krishnamurthy (2022). Advertising, Brands and Consumer Behaviour: The Indian Context, Sage Publications Pvt. Ltd. 9. Clow, K. E. (2022). Integrated advertising, promotion, and marketing communications. Pearson Education India. 10. Shah, K., & D'Souza, A. (2019). Advertising & Promotions an I.M.C. Perspective. Tata McGraw Hill. 6. Jain, S. & Jethwa Ney, J (2019). Advertising Management, Oxford University Press India; 2nd edition.	
Online resources	Journal of Advertising Research, The Advertising Research Foundation, Journal of Advertising, Taylor & Francis, Journal of Marketing Communications, Taylor & Francis, Journal of Advertising, American Academy of Advertising	

<b>Course Nomenclature</b>	<b>Quantitative Techniques</b>	
<b>Semester</b>	V	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will be able to –		
<b>CO1:</b> Describe the basic of quantitative techniques, its concepts and principles		
<b>CO2:</b> Demonstrate the mathematical models to solve business problems		
<b>CO3:</b> Show the value of mathematical reasoning in day-to-day basis <b>CO4:</b> Analyse the linear equation models to minimize the cost		
<b>CO5:</b> apprise the importance of the costing techniques to find solution of the complex problem		
<b>CO6:</b> Develop the skill to apply quantitative methods to solve a variety of business problems.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
An Introduction, Statistical and Operations Research techniques, Scope and application of Quantitative Techniques, Scientific Approach in Decision Making, Limitation of these Techniques.		
<b>Unit II</b>	<b>Forecasting Techniques</b>	<b>12 Hours</b>
Correlation & Regression Analysis, Time Series Analysis- Trend Analysis, Cyclical Analysis, Seasonal Analysis, Irregular Variation. Business Forecasting- Forecasting Methods		
<b>Unit III</b>	<b>Linear Programming</b>	<b>14 Hours</b>
Introduction to LPP. Problem formulation and Graphical methods of solution. Simplex method.		
<b>Unit IV</b>	<b>Transportation and Assignment</b>	<b>10 Hours</b>
Introduction of Transportation Problems, Various Procedures of finding optimal solution; Assignment Problem & its solution.		
<b>Unit V</b>	<b>Theory of Games and Queuing Theory</b>	<b>10 Hours</b>
Two persons Zero sum games, pure and mixed strategy. Queuing model Single channel queuing theory Application of queuing theory in business decision making.		
Skill Development	4. familiarity with linear equation models to minimize the cost 5. able to find solution of the complex problem 6. able to apply mathematical models to solve business problems	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	6. Kothari CR -- Quantitative Techniques (Vikas publishing New Delhi) 7. Kapoor V.K -- Operations Research (Sultan chand& Sons New Delhi) 8. Khandelwal& M.C. Gupta -- Quantitative Techniques (Tata Mc Grow-hill Publishing Co. Ltd. New Delhi) 9. Agarwal N. P. -- Quantitative Techniques (RBD, Jaipur) 10. D. M. Mithani -- Quantitative Techniques (Himalaya Publishing House)	
Online resources	Indian Journal for Quantitative Methods, International Journal for Quantitative Research in Education	

<b>Course Nomenclature</b>	<b>Project Management</b>	
<b>Semester</b>	V	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
Co1: List the basics of Project Management, its concepts, and types.		
Co2: Demonstrate them to develop project formulation and preparation of project report.		
Co3: Solve knowledge by the students for project appraisal and corrective measures.		
Co4: Classify more about project finance and its source and techniques numerically.		
Co5: Convince a cognitive thinking on the project decisions and qualities of project manager. Co:6		
Compose the Events with conclusive and exact professional knowledge in efficient manner.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Meaning& Concept of Project Management, Features, Scope and Importance, Classification of Project, Project Life Cycle, Different types of Projects under Modernization, Replacement, Expansion and Diversification.		
<b>Unit II</b>	<b>Project Identification &amp; Planning</b>	<b>12 Hours</b>
Generating and Screening Ideas – Steps, Monitoring the Environment, Scouting for Project Ideas, Preliminarily Screening, Project Rating Index. Feasibility Studies –Technical, Financial, Economic, Social, Legal and Managerial, Model of Project Planning, Work Breakdown Structure (WBS)		
<b>Unit III</b>	<b>Project Financing</b>	<b>14 Hours</b>
Sources of Finance, Capital Budgeting: Payback period, NPV, IRR & Profitability Index. Overview of Social Cost and Benefit Analysis, Various Financial Institutions to Finance Project, Role of Tax Planning in Project Financing. Progress Payments		
<b>Unit IV</b>	<b>Project Scheduling &amp; Network Planning</b>	<b>10 Hours</b>
Project Scheduling and Network Planning, Use of PERT and CPM, Gantt Chart, Line of Balance		
<b>Unit V</b>	<b>Project Appraisal &amp; Evaluation</b>	<b>10 Hours</b>
Project Appraisal Techniques: Objectives, Types and Methods. Project Evaluation – Meaning, Evaluation v/s Appraisal, Objectives of Project Evaluation, Types of Evaluation, Essential of Sound Evaluation, Techniques.		
Skill Development	4. identify viable projects 5. implement cost and time trade off 6. appraise and evaluate projects	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	7. Choudhary S. (2023), Project Management, Tata McGraw Hill. 8. Erik W. Larson, Clifford F. Gray, Rohit Joshi (2023), Project Management: The Managerial Process, Tata McGraw Hill. 9. Desai, Vasant; “Project Management”, Himalaya Publishing House, 2023. 10. Chandra, Prasanna; “Projects: Planning, Analysis, Financing, Implementation and Review”, Tata McGraw Hill Publishing Company Limited, 2022. 11. Nagarajan, K.; “Project Management”, New Age International (P) limited, Publishers, 2022. 12. Maheshwari, S.N.; “Management Accounting & Financial Control”, Sultan Chand & Sons, 2023	
Online resources	The Journal of Modern Project Management, International Journal of Project Management and Organization	

<b>Course Nomenclature</b>	<b>Supply Chain Management</b>	
<b>Semester</b>	<b>V</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to–		
CO1: Define the concept of integrated supply chain management, it's evolution and foundation.CO2:		
Review the key processes of Supply Chain Management		
CO3: Determine the SCM Enablers with global perspective using ICT as an integrating tool.		
CO4: Infer the SCM Administrators using cost analysis, risk management and performance measurement.CO5:		
Assess the contemporary issues in SCM.		
CO6: Develop a holistic view of an integrated supply chain management.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
The Foundation of Supply Chain Management-Overview and Evolution of Supply Chain Management; Supply Chain Concepts and Models; Strategic Fit Concept of SCM; SCM- An Organization Spanning Activity; SCM as a Tool to Gain Competitive Advantage.		
<b>Unit II</b>	<b>Key Processes of Supply Chain Management</b>	<b>12 Hours</b>
Supply Chain Planning; Purchasing in Supply Chain; Supply Chain Network Design & Manufacturing; Inventory and Warehousing in SCM; Supply Chain Transportation Decisions.		
<b>Unit III</b>	<b>SCM Enablers</b>	<b>14 Hours</b>
Tools and Techniques of Information & Communication Technology (ICT) in Supply Chain; Supply Chain Forecasting; Buyer-Supplier Partnership; Customer Relationship Issues in SCM		
<b>Unit IV</b>	<b>SCM Administration</b>	<b>10 Hours</b>
Supply Chain Cost Analysis & Pricing; Supply Chain Risk Management; HR Issues in SCM; Supply Chain Performance Measurement		
<b>Unit V</b>	<b>Contemporary Issues in SCM</b>	<b>10 Hours</b>
The content of the unit depends upon the recent developments in the field of SCM such as Lean Approach; Green SCM; Reverse Logistics		
Skill Development	4. Aware about SCM Administrators 5. Develop a global perspective on SCM 6. Formulate SCM related strategies	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	5. Chopra Sunil, Meindell P., et al. (2023), Supply Chain Management, Pearson Pub., New Delhi 6. John J. Coyle, Jr. C. John Langley, Robert A. Novack, et al. (2023) Supply Chain Management: A Logistics Perspective, Cengage Learning India Pvt. Ltd. 7. Shah J. (2022), Supply Chain Management, Pearson Pub., New Delhi 8. Mentzer John T. (2020), Supply Chain Management, Sage Publication, New Delhi.	
Online resources	Journal of Supply Chain Management, Journal of Purchasing & Supply Management, International Journal of Supply and Operations Management	



<b>Course Nomenclature</b>	<b>Customer Relationship Management</b>	
<b>Semester</b>	<b>V</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, the student will be able to:		
<b>CO1:</b> Recall the concept and goals of CRM.		
<b>CO2:</b> Explain a customer relationship management process		
<b>CO3:</b> Apply the role of CRM- in business strategy		
<b>CO4:</b> Differentiate the importance of service quality in CRM		
<b>CO5:</b> Justify how it has been successfully implemented in various organizations and what does it take to ensure a successful implementation.		
<b>CO6:</b> Design Customer Relationship among various sectors.		
<b>Unit I</b>	<b>Introduction</b>	<b>5 Hours</b>
Definition and concepts of CRM, Components of CRM, Understanding the goal of CRM and Customer Touch Points.		
<b>Unit II</b>	<b>CRM Process</b>	<b>6 Hours</b>
Introduction and Objectives of a CRM Process, An Insight into CRM and e-CRTA/online CRM, The CRM cycle.		
<b>Unit III</b>	<b>Developing CRM Strategy</b>	<b>7 Hours</b>
CRM Process for Marketing Organization, CRM Affiliation in Retailing Sector, Role of CRM in business strategy.		
<b>Unit IV</b>	<b>Understanding Service Quality</b>	<b>5 Hours</b>
Technical, Functional, and dimensions of service quality, Managing Customer communications.		
<b>Unit V</b>	<b>CRM Implementation</b>	<b>5 Hours</b>
Choosing the right CRM Solution, Framework for Implementing CRM: a Step-by-Step Process		
Skill Development	3. Able to develop keen understanding of the CRM process. 4. Develop CRM strategies.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	8. Fatouretchi Max (2023), The Art of CRM: Proven strategies for modern customer relationship management, Packt Publishing. 9. Jagdish N Sheth, ParvatiyarAtul, G Shainesh (2022), Customer Relationship Management: Emerging Concepts, Tools and Applications, McGraw Hill Education Publishers. 10. H.Peeru Mohamed , A Sagadevan (2022), Customer Relationship Management, A Step by Step Approach, Vikas Publishing House	
Online resources	The International Journal of Customer Relationship Marketing and Management, International Journal of Electronic Customer Relationship Management	

**SEMESTER VI**

<b>Course Nomenclature</b>	<b>Business Budgeting</b>	
<b>/ Semester</b>	<b>VI</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
CO1: Identify the basics of business budgets and Budgeting; its importance, concepts principles as used in management accounting.		
CO2: Differentiate and prepare different types of Budgets including Cash Budgeting and Business forecasting		
CO3: Apply various budgets from given information like sales budgets, expense budgets etc.		
CO4: Analyse the importance of various tools in a company’s budgetary reporting system.		
CO5: Recommend desired course of action for optimal utilization of resources which can lead to improved efficiency.		
CO6: Design budgets for the company and develop key budgeting skills to take to the workplace.		
<b>Unit I</b>	<b>Business Budgets and Budgeting</b>	<b>14 Hours</b>
Meaning, Nature, Objectives, Advantages and Limitations of Budgeting, Budget Terminology, Preparation of Budgets, Budget Co-Ordination, Essential of An Effective Budgeting. Concept of Surplus, Deficit and Balance Budgets.		
<b>Unit II</b>	<b>Types of Budgets</b>	<b>12 Hours</b>
Fixed and Flexible Budget, Functional Budget: Sales Budget, Production Budget, Cost of Production Budget- Direct Material Budget, Direct Labor Budget and Overhead Budget. Introduction of Performance Budgeting and Zero-Base Budgeting and Master Budget.		
<b>Unit III</b>	<b>Cash Budgeting and Business forecasting</b>	<b>14 Hours</b>
Cash Budget: Meaning, Importance and Forms of Cash Budget, Preparation of Cash Budget, Methods of Preparing Cash Budget. Business Forecasting: Meaning, Theories, Techniques of Business Forecasting, Essentials of Business Forecasting.		
<b>Unit IV</b>	<b>Management control techniques</b>	<b>10 Hours</b>
Meaning, Characteristics, Objects and Benefits of Budgetary Control; Budgetary Control V/S Standard Costing, Variance Analysis: Materials, Labor; Sales and Overhead Variance.		
<b>Unit V</b>	<b>Production Decision and Project Planning</b>	<b>10 Hours</b>
Project Planning and Feasibility Study – Type of Projects, Profitability estimation of project, Technical-economical-financial feasibility study Product and Production Decision		
Skill Development	<ol style="list-style-type: none"> <li>3. Prepare a report on the impact of recent budget on various businesses.</li> <li>4. To Forecast business requirement</li> </ol>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<ol style="list-style-type: none"> <li>5. M.R. Agarwal “Business budgeting” (2022-2023 Edition) – R.B.D. Publication.</li> <li>6. Terry dickey “Basics of business budgeting” by paper back in 2022</li> <li>7. Maheshwari, S. N. and S. N. Mittal; “Cost Accounting – Theory and Problems”, 22nd Revised Edition, Shri Mahavir Book Depot, 2022</li> <li>8. Jain and Narang; “Cost Accounting”, Kalyani Publishers, 2020.</li> </ol>	
Online resources	<ol style="list-style-type: none"> <li>5. <a href="http://www.rbi.org.in">www.rbi.org.in</a></li> <li>6. Indian Journal of Commerce</li> <li>7. Indian Journal of Accounting</li> <li>8. <a href="https://gurukpo.com/Content/BBA/Business_budgeting.pdf">https://gurukpo.com/Content/BBA/Business_budgeting.pdf</a></li> </ol>	

<b>Course Nomenclature</b>	<b>ENTREPRENEURSHIP &amp; SKILL DEVELOPMENT</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (5)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
CO1: Define the process of setting up a business enterprise and consideration required for starting a new business.CO2: Explain about the source of finance raised by the enterprise for starting new business.		
CO3: Apply the basic fundamentals of the business environment, organizational theory and marketing, including capacity to recognize and use relevant terminology.		
CO4: Analyse the processes underlying diversity within an organization.		
CO5: Assess effective application of knowledge to diagnose and solve organizational problems and develop optimal managerial decisions.		
CO6: Develop about the functioning of Stock Exchanges & Mutual funds		
<b>Unit I</b>	<b>Introduction</b>	<b>14 Hours</b>
Entrepreneurship – Meaning, Types & Qualities. Role of Entrepreneur in Economic Development. Changing Economic Scenario for Small Scale Entrepreneurs. Concept of Women Entrepreneur and Challenges faced by the Women Entrepreneur in India.		
<b>Unit II</b>	<b>Institutional Assistance &amp; Entrepreneurship Development</b>	<b>12 Hours</b>
Small Industrial Development Bank of India: An overview. National Small Industries Corporation, Small Industries Development Organization. Role of RFC and RIICO in Entrepreneurship Development. District Industries Center, protection of intellectual property, and marketing the new venture, new venture capital, Angel investor.		
<b>Unit III</b>	<b>Project Formulation</b>	<b>14 Hours</b>
Business Idea Generation Techniques – Identification of Business Opportunities – Feasibility study. Identification and Selection of Projects; Project Report: Contents and Formulation, Concept of Project Evaluation, Start up India Campaign.		
<b>Unit IV</b>	<b>Skill Development</b>	<b>10 Hours</b>
Meaning, Need, and Role in Entrepreneurship. Pradhan Mantri Kaushal Vikas Yojna, National Policy on Skill Development 2015, NSDC. Career Development Schemes under Skill India		
<b>Unit V</b>	<b>Challenges of Entrepreneurship Development in India</b>	<b>10 Hours</b>
Challenges of Entrepreneurship in India- Infrastructure, Marketing, Pricing. Sickness of Small Scale Industry. Technology based business		
Skill Development	3. Idea generation, identification and validation, business models 4. Well known about the documents required to set up a new industry. 3. Will I earn about the qualities of entrepreneur	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	5. Charanthimath, “Entrepreneurship development small business enterprises”, Pearson education, 6. Kuratko&Hodgetts, “Entrepreneurship in The New Millennium”, 2nd Indian Reprint, Cengage learning,2023 7. Vasant Desai: “Small scale Industries and Entrepreneurship”, Himalaya Publishing House,2022. 8. KanishkaBedi, “Management and Entrepreneurship”, Oxford University Press. Desai Vasant, “Dynamics of Entrepreneurship Development and Management”, Himalaya PublishingHouse, 2022	
Online resources	Journal of entrepreneurship , Mgmt& Innovation, Indian Journal on entrepreneurship and small business	

<b>Course Nomenclature</b>	<b>Management of Rural Development</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Recall the basic of Rural Development, its concepts and principles.		
<b>CO2:</b> Demonstrate Land Holdings, Land Reforms in India		
<b>CO3:</b> Apply the fundamentals of Rural Indebtedness.		
<b>CO4:</b> Analyse the Economy of Rajasthan.		
<b>CO5:</b> Assess the Concept, Need & Importance of Rural Marketing.		
<b>CO6:</b> Design Demographic profile of Economy of Rajasthan		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Rural Development : Nature & Scope, Rural Development during planning period, Rural Economy, Rural Migration, Rural Unemployment.		
<b>Unit II</b>	<b>Agriculture Sector</b>	<b>12 Hours</b>
Land Holdings, Land Reforms in India, Rural agricultural pattern, Green Revolution, Problems of Agricultural Labour, Agro Based Industries, Agricultural Business Management, Rural Development schemes, DWCRA, MNAREGA and RKVYA.		
<b>Unit III</b>	<b>Rural Banking</b>	<b>14 Hours</b>
Rural Indebtedness : Rural Credit system, NABARD, Régional Rural Banks, Co-operative Credit, Commercial Banks, Microfinance.		
<b>Unit IV</b>	<b>Rural marketing</b>	<b>10 Hours</b>
Concept, Need & Importance, Corporative, Agricultural Marketing and E-marketing, Distribution system in India, E-chopal		
<b>Unit V</b>	<b>Economy of Rajasthan</b>	<b>10 Hours</b>
Demographic profile, Agriculture, Industry, Mineral, Animal Husbandry		
Skill Development	6. Identify the recent developments in the field of rural marketing. 7. Visit banks, post offices, and insurance companies to collect information and required documents related to the services offered by these institutions and to know the procedure of availing of these services. 8. Collect last five years fiscal policy of Indian Government and analyse the impact of the same on rural poor. 9. Collect last five-year data on inflation, unemployment rate and labour market conditions and critically prepare the report. 10. Identify the recent financial sector reforms in India.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	5. Martin Pélucha & Edward Kasabov, "Rural Development in the Digital Age: Exploring Neo-Productivist EU Rural Policy (Regions and Cities)", Routledge, 2023 6. Tahir Hussain, Mary Tahir & Riya Tahir, "Fundamentals of Rural Development", Dreamtech Press, 2022 7. P. C. Sikligar, "Panchayati Raj & Rural Development: Policy, Practice & Implication", Blue Rose Publishers, 2022 8. Debarun Chakrabaorty, SoumyaKantiDhara & Adrinil Santra, "Rural Marketing in India: Texts and Cases" Atlantic Publishers and Distributors Pvt Ltd, 2021	
Online resources	4. International Journal of Rural Management 5. International Journal of Engineering and Management Research 6. Indian Journal of Management	

<b>Course Nomenclature</b>	<b>SECURITY ANALYSIS &amp; PORTFOLIO MANAGEMENT</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
<p>After studying this course, a student will able to –</p> <p><b>CO1:</b> Define various alternatives available for investment</p> <p><b>CO2:</b> Explain risk and return. Find the relationship between risk and return.</p> <p><b>CO3:</b> Calculate the various strategies followed by investment practitioners.</p> <p><b>CO4:</b> Analyse portfolio theory and study various methods of modelling the risk associated with stock investment such as the capital asset pricing model and arbitrage pricing theory.</p> <p><b>CO5:</b> Assess the various strategies of investment based upon Fundamental analysis, technical analysis and efficient market analysis.</p> <p><b>CO6:</b> Develop the skills which help in understanding the behaviour of security prices in the market for investment decision making.</p>		
<b>Unit I</b>	<b>Introduction to Security Analysis</b>	<b>10 Hours</b>
Concept of Securities - Objectives of Security Analysis - Types of securities. Listing of Securities. Mechanism of Security Market. Markets and Brokers, Investment Companies, Market Indices and Return, Real Estate Investment, Investment Instruments of the Money Market.		
<b>Unit II</b>	<b>Risk and Return</b>	<b>12 Hours</b>
Concepts of Risk & Return - Diversification of Risk – Efficient Market Theory. Stock Market Analysis: Fundamental Technical Analysis, Types, Functions, Listing, Different Stock exchange in India, Market Index, Recent Developments in the Indian Stock Market.		
<b>Unit III</b>	<b>Introduction to Portfolio Management</b>	<b>14 Hours</b>
Concept Of Portfolio, Composition of Portfolio Management, Objectives of Portfolio Management, Portfolio Theory: Optimum Portfolio Selection Problem, Markowitz Portfolio Theory, Portfolio Selection.		
<b>Unit IV</b>	<b>Portfolio Models</b>	<b>10 Hours</b>
Sharp Single Index Model – (CAPM Model - Factor Model) - Arbitrage Pricing Theory, Efficient Market Theory.		
<b>Unit V</b>	<b>Investment &amp; Portfolio Strategies &amp; Behavioural Finance</b>	<b>10 Hours</b>
Portfolio Investment Process, Corporate Investment & Portfolio. Practical Problems in Security Analysis and Portfolio Management. Portfolio Management in India. Introduction to Behavioural Finance – Definition , Meaning , Psychological Influences , Behavioural Biases.		
Skill Development	<p>4. Strategic decision-making</p> <p>5. More efficient use of resources</p> <p>6. Analytical Ability</p>	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	<p>14. Avadhani, V.A., Investment and security Markets in India, Himalaya Publishing House</p> <p>15. Kevin, S., Security Analysis and portfolio Management, PHI Learning</p> <p>16. Fischer and Jordon, Security analysis and Portfolio Management, Pearson Latest Edition</p> <p>17. Gordon Alexander, William Sharpe and Jeffery Bailey Fundamental of Investments Pearson Latest Edition</p> <p>18. P. Pandian Security analysis and Portfolio Management, Vikas Publishing, House Latest Edition</p> <p>19. ZviBodie, Alex Kane, Alan Marcus and PitabasMohanty, InvestmentsTata McGraw Hill Latest Edition</p>	
Online resources	<p><a href="http://gurukpo.com/security-analysis-and-portfolio-management/">http://gurukpo.com/security-analysis-and-portfolio-management/</a></p> <p><a href="http://www.pondiuni.edu.in/storage/dde/downloads/finiv_sapm.pdf">http://www.pondiuni.edu.in/storage/dde/downloads/finiv_sapm.pdf</a></p>	

<b>Course Nomenclature</b>	<b>Public Finance</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define the basic nature, scope and role of Public Finance.		
<b>CO2:</b> Explain the theories of public expenditure.		
<b>CO3:</b> Apply the theories of public revenue.		
<b>CO4:</b> Analyse the theories of public debt.		
<b>CO5:</b> Assess the public finance in India		
<b>CO6:</b> Develop the skills for employment in government Sector, serving the nation by fulfilling the basic needs of nation.		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Nature and Scope of public finance. Role of public finance in augmenting allocative efficiency, distributive justice and economic stability in the economy, The expanding public budgets. Women participation in investment avenues.		
<b>Unit II</b>	<b>Theory of public expenditure</b>	<b>12 Hours</b>
The theory of functional and fiscal policy of developing economies. Resource mobilization, The theory of public expenditure. Functional and economic classification of public expenditure. Effects of public expenditure on production and distribution. Major trends in public expenditure in India.		
<b>Unit III</b>	<b>Public Revenue</b>	<b>14 Hours</b>
Public revenue, functional and economic classification of public revenue. Principles canons of taxation, the incidence of taxation under monopoly and perfect competition. Effects of taxation. Measurement of degree of progression of taxes. Overall progressiveness of whole tax system. Salient features of Indian Tax System.		
<b>Unit IV</b>	<b>Public Debt</b>	<b>10 Hours</b>
Theory of public debt. Loans vs Taxes, loans and savings as a source of development finance, internal and external public debt of India. Deficit Financing, non- tax revenue, profits from public enterprises.		
<b>Unit V</b>	<b>Public Finance in India</b>	<b>10 Hours</b>
Theory of federal finance, financial relation between central and state Government in India. Major criteria for transfer of funds. Adequacy of revenues in relation to functions of State Government. 14th Finance Commission, Major taxes at Central, State and local levels, Main trends in the revenue and expenditure under major economic heads.		
Skill Development	7. Collect last ten-year GDP rate and examine the same. 8. Collect last two years monetary policy rates of RBI and analyses the impact of the same. 9. Collect last five years fiscal policy of Indian Government and analyses the impact of the same on rural poor. 10. Collect last five-year data on inflation, unemployment rate and labor market conditions and critically prepare the report. 11. Identify the recent financial sector reforms in India. 12. Any other activities, which are relevant to the course.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	5. Richard Musgrave & Peggy Musgrave, "Public Finance in Theory and Practice   5th Edition" Mc Graw Hill Education, 2023 6. S.N. Chand, "Public Finance: Vol. 2", Atlantic, 2022 7. Ambar Ghosh & Chandana Ghosh, "Public Finance", PHI Learning, 2021 8. Subra Ramamurthy, "Public Finance: How to fix weak governance and obsolete systems", Notion Press, 2022	
Online resources	6. International Journal of Public Finance 7. Public Finance Review 8. Economic Times 9. National Budget 10. <a href="http://www.rbi.org.in">www.rbi.org.in</a>	

<b>Course Nomenclature</b>	<b>INDUSTRIAL RELATIONS</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (4)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> Define the industrial relations institutions such as employer associations, trade unions and industrial tribunals		
<b>CO2:</b> Demonstrate the essential concepts of industrial relations and their interrelationship at the personal, organizational and national levels.		
<b>CO3:</b> Compute principles of employment law; practical skills in negotiation, advocacy and workplace bargaining		
<b>CO4:</b> Categorize Investigate solutions to industrial relations problems based on research and assessment of current practices <b>CO5:</b> Assess and communicate your knowledge of industrial relations in both written and verbal formats reactive to both audience and purpose		
<b>CO6:</b> Develop concepts, principles and issues connected with trade unions		
<b>Unit I</b>	<b>Introduction</b>	<b>10 Hours</b>
Industrial Relation-Definition, Importance & Scope, Role in Global Context; Role of Personnel & Industrial Relations Manager in Promoting & Establishing Peaceful Industrial Relations; Environment Force Affecting Union Management Relations.		
<b>Unit II</b>	<b>Industrial Disputes</b>	<b>12 Hours</b>
Emerging Trends and Cross-Cultural Aspects of Management; Industrial Disputes: Causes of Strikes and Lockout; Settlement and Handling, Procedure Code of Discipline, Prevention of Industrial Disputes, Work Committees, Standing Orders		
<b>Unit III</b>	<b>Collective Bargaining</b>	<b>14 Hours</b>
Collective Bargaining – Meaning, Characteristics, Need, Importance, Process, Pre-Requisites; Conciliation Officer- Boards: Compulsory Arbitration and Adjudication.		
<b>Unit IV</b>	<b>Workers Participation</b>	<b>10 Hours</b>
Workers Participation in Management - Concept & Pre-Requisites; Forms & Levels of Participation; Benefit of Workers Participation in Management; Role of Workers Participation in Labour Welfare & Industrial Hygiene		
<b>Unit V</b>	<b>Industrial Dispute</b>	<b>10 Hours</b>
The Industrial Disputes Act, 1947 Definitions, Authorities under the Act, Power & Duties of Authorities; Lay-Off and Retrenchment; Grievance Redressal Machinery; Trade Unions Overview of Factories Act 1948, Maternity Benefit Act 2017.		
Skill Development	3. Able to learn the industrial laws and compliances. 4. Able to learn the handling of complex situation and disputes.	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	6. Industrial Relations and Labour Laws, Ghosh Piyali, 2023 7. Personnel Management and Industrial Relation. In India Kapoor T.N., 2020 8. Industrial Relations and Labour Laws ,7 <sup>th</sup> edition, 2021 9. Industrial & labour laws -S.P. Jain, 2020 10. Industrial Relations, Venkata Ratnam, 2020	

<b>Course Nomenclature</b>	<b>Managing Science &amp; Spirituality</b>	
<b>Semester</b>	<b>VI</b>	
<b>Course Credit (2)</b>		
<b>Course Outcomes</b>		
After studying this course, a student will able to –		
<b>CO1:</b> List our different holistic scriptures and its importance.		
<b>CO2:</b> Summarise the Benefit by relaxing mind and body.		
<b>CO3:</b> Calculate the massive level of internal positive energy and a cleansed aura that comes from changing will be reflected externally with a sunny glow on your face and body		
<b>CO4:</b> Analyse knowledge about Positive attitude, Power of silence,		
<b>CO5:</b> Assess Different Geeta Adhyay with its importance.		
<b>CO6:</b> DEvelop the Spirituality in Management which is divided into four sections, covering the evolution of workplacespirituality, its causes, characteristics and outcomes and culminating in a critical analysis.		
<b>Unit I</b>	<b>Introduction</b>	<b>4 Hours</b>
Science and Spirituality. Impact of Spirituality, Mindfulness, Future time perspective.		
<b>Unit II</b>	<b>“OM” Mantra</b>	<b>4 Hours</b>
Importance of "OM" mantra and its continuous chanting. , "OM" mantra in different mantras effects on body, how to develop positive way of thinking.		
<b>Unit III</b>	<b>Yoga</b>	<b>8 Hours</b>
Details of Yoga, Dhayn, Pranayam, Acupressure, Mudra vigyan technique.; Human body and Universal realities.		
<b>Unit IV</b>	<b>Positive Attitude</b>	<b>6 Hours</b>
Different holistic Scriptures. Positive Attitudes, Aura and its effects. Silence is strength, financial wellbeing.		
<b>Unit V</b>	<b>Holistic Dharam granths</b>	<b>6 Hours</b>
Geeta with Kuran, Bible & other holistic Dharam granths; Different Geeta Adhyay- with its importance		
Skill Development	3) Manage stress effectively 4) Lead a balanced life	
Learner support Material	NPTEL, Swayam ( <a href="https://swayam.gov.in">https://swayam.gov.in</a> ), E-library, E-books, online PDF material etc.	
Text books	4. Singh T. D., (2020). Reality of God’s existence, Vedanta and Science Series, Bhaktivedanta Institute, Kolkata. 5. Singh T. D., (2018). Consciousness - Scientific and Vedantic Perspectives, Vedanta and Science Series, Bhaktivedanta Institute, Kolkata. 6. Bhaktivedanta Swami A. C. (1986). Bhagavad Gita as it is, Bhaktivedanta Book Trust, Mumbai.	

## Annexure II- Mandatory Documents for Admission

To be uploaded on the Online Admission Portal by the Prospective students

Admission Documents	Format (Jpeg/PNG/PDF)	Documents Size
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Duly filled online application form with student signature	Digital signature/Student signature JPEG/PNG	20 KB
Colour scan copy of all year/semester mark sheet/grade cards (for PG programs only) or consolidated mark sheet/grade cards also accepted.	PDF/JPEG	500 KB
Colour scan copy of 10th std. Mark sheet/grade card	PDF/JPEG	
Colour scan copy of 12th std./ Three-Year Polytechnic Diploma Mark sheet/grade card	PDF/JPEG	
Colour scan copy of passport size photograph	JPEG or PNG Format	50 KB
Colour scan copy of Govt. Photo id proof, Aadhar card is mandatory. (Other options: Voter's id, Driving License, Passport etc.)	PDF/JPEG	100 KB
In case of name change, Gazette notification documents for name changes  For married women – marriage certificate would be accepted – provided previous maiden name is clearly mentioned in the same.  In case of deferred Father name or mother name in such cases without a Gazette notification document.	PDF	500 KB
If foreign student: colour scan copy of passport	PDF/JPEG	500 KB
Fees submission transaction details or receipt as per University policy for respective online programs	PDF/JPEG	500 KB
Digitally Signed undertaking as per the process; where applicable	PDF	500 KB

Students can also visit the University website for the said information.

## **Annexure III- Content uploading protocol: Internal Process**

The step-by-step breakdown of the process is as follows:

### **1) Organizing Academic Content:**

- Create a separate sub-folder for each module of a subject within the Course Folder named after the Course Code.
- Each module sub-folder should contain PDFs (e-books, practical assignments, plagiarism reports, etc.), 1 PowerPoint presentation (ppt), and 1 recorded lecture video.
- Compile all module study material PDFs into one combined PDF for each subject for plagiarism check.

### **2) Google Drive Link Creation and Sharing:**

- Create a Google Drive link for content sharing.
- Upload the folders onto the drive.
- Share the drive link with the Deputy Director (dydirector.cdoe@jnujaipur.ac.in) and Program Coordinator (pcmgmt.cdoe@jnujaipur.ac.in) for review.

3) **Review Process:**Program Coordinator will provide suggestions and reviews.

4) **Revised Content Sharing:**After revisions, follow Step 1 and Step 2 again, but rename the files to indicate corrections (e.g., MBM101\_corrected).

- 5) **Final Approval:** Deputy Director communicates final approval to upload the contents on LMS to the Technical Manager.
- 6) **Content Upload on LMS:** Once approved, Program Coordinator ensures the contents are uploaded under the correct subject name and program on the LMS.
- 7) **Student Notification:** Notify students of the availability of approved content on the LMS.

This process ensures organized content creation, thorough review, and proper dissemination to students via the Learning Management System.

## Annexure IV- Academic Bank of Credit Id Creation Process

All enrolled students, particularly those of Indian nationality, are required to register with ABC (Academic Bank of Credits), a central scheme established by the Ministry of Education, Government of India, for depositing credit. ABC ID creation is mandatory for all students, ensuring their participation in this scheme.

Process	<ul style="list-style-type: none"><li>• Students can register by logging in at <a href="http://www.abc.digilocker.gov.in">www.abc.digilocker.gov.in</a></li><li>• Click on My Account → Login as Student</li><li>• Click on “Sign up with DigiLocker” → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on “Continue” button → Enter Security PIN set created during Sign Up and click “Submit” Button</li><li>• You will be prompted with ABC student account creation window</li></ul>
Documents and proofs required	<ul style="list-style-type: none"><li>• Aadhaar Card is mandatory for ABC Id creation</li><li>• Learners Name</li><li>• Date of Birth</li><li>• Gender</li><li>• Enrolment Number</li><li>• Requirements by Academic Institution:</li><li>• Mobile Number</li></ul>

The ABC Id can be created by students themselves using Digi-locker, UMANG application, ABC portal or Academic Institution Portal. The process for which is provided below.

The University will extend support to the students to create ABC ID. The documents required will remain the same as stated above.

### Annexure V - Guidelines and Pre-requisites for Proctored Examination

the minimum hardware, software, and connectivity requirements for taking exams through the Online Proctored Examination Platform are mentioned below:

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wifi Connection	Wired Connection
PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15
CPU	more than 2 core CPU less than 85% CPU Usage	more than 4 core CPU less than 50% CPU Usage
Webcam	640x480 resolution	1280x720 resolution
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage

Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Chromebook Users (Only for Automated Proctoring. Is not Supported for Live Proctoring)	Chrome device is running the latest version of Chrome OS.	Chrome device is running the latest version of Chrome OS.

### 1) Additional Requirements:

- A functioning microphone (some web cameras have them built-in); the microphone should not be part of headphones.
- Headphones are generally not permitted; check with your testing organization to determine if headphones are allowed.
- A compatible browser: Google Chrome (preferred) or Mozilla Firefox.
- Webcam and microphone (built-in or external) – test your webcam at <https://webcamtests.com/>.
- Connection to a network with sufficient internet speed: at least 1 Mbps download speed and 1 Mbps upload – test internet speed at [www.speedtest.net](http://www.speedtest.net).

### 2) Not Supported:

- Microsoft Edge browser.
- Google Chromebooks (for Live Proctoring only).
- Tablets (Nexus, iPad, Tab, Note, etc.).
- Smartphones.
- Linux operating systems.
- Windows 10 in S mode or Surface RT.
- Connecting from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam.
- Apple Boot Camp.
- Remote Access Software.
- Inactive Version of Windows and Test Builds/Test Mode.

### 3) Pop-up Blocker:

Pop-up blockers must be either off or disabled. Disable your pop-up blocker as follows:

- Open Chrome on your computer.
- Click on the icon with three vertical dots.
- Click More, then Settings on the top right.
- Go to Privacy and security and click Site settings.
- Click Pop-ups and redirects.
- Turn the setting to Allowed at the top.

Important: The Institute regularly takes actions to optimize its examination system, and hence please note that the above-mentioned hardware, software, equipment, and connectivity requirements might change at the Institute's discretion. All students will need to 100% comply with any such changed specifications announced by the Institute.

### **General Instructions**

For Proctored Online Examinations, the timing will strictly adhere to the communicated timetable schedule in Indian Standard Time (IST), including for candidates taking the exam outside India.

Candidates can take exams on devices such as laptops or desktops. Ensure that the device is fully charged well in advance to last for at least 2 hours. It should also have continuous internet connectivity. Avoid sharing the phone's hotspot with any other device during the examination.

To ensure a smooth examination attempt, students are advised to:

- a) Sit in a closed room with adequate lighting for the camera to detect them. Face the light during the examination and avoid sitting near or against a window.
- b) Ensure a noise-free environment during the examination to avoid detection and capture as deviation.
- c) Position the device so that the front camera captures the student's face properly, and they can sit comfortably for one hour without moving the device.
- d) If using a Wi-Fi router, sit near the router/modem to prevent any signal-related issues.

Students must log in to the portal 30 minutes before the start of the examination compulsorily. This ensures sufficient time for any technical checks or troubleshooting before the exam begins.

- During the online examination, the following activities are strictly prohibited:
  - a) Having any other person present in the room where the student is taking the examination.
  - b) Moving from one place to another during the examination.
- You are not allowed to refer to any textbooks or any other material during the notified examination time.
- You are permitted to use rough paper and pen/pencil for solving analytical questions only and can use permitted scientific calculators. Before using rough papers and calculators, kindly show them in your PC/Mobile camera and then proceed.

- Once logged into the system with your Username and Password, please allow camera, location access, and audio device access when prompted. Failure to grant access to any of these may prevent you from appearing for the examination, or the remote proctor may disable your examination.
- In case of network disconnection or power failure during the examination, wait for internet connectivity to restore (do so as quickly as possible) and resume the test within 2 minutes by clicking on the "Resume" button. If unable to reconnect after 2 minutes, contact the administration for appropriate solutions to continue the test.
- It is advised to use the same laptop/desktop for both the mock examination and the final online examination.
- A helpdesk number will be provided to troubleshoot technical issues during the examination process. Students can contact this number for assistance in such cases.

## 2. Examination Rules

- Every student will need to log in through a secure ID and password on the online examination platform on the day of the examination. The time schedule, URL, User ID, and password will be provided in the LMS portal and will also be sent to the registered email ID or via SMS to the registered mobile phone.
  - At the beginning of each session, the student undergoes identity verification at 2 levels:
    - Level 1: Capture of facial photo. During the examination, the student is required to click and upload their photograph in the system. The system constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly, and a notification to the student/live proctor will be instantly displayed.
    - Level 2: Student must display College ID/Government-authorized ID proof at the beginning of the examination.
- Only 2 attempts will be allowed for every student for every session of the day for a test. After two attempts, the student will not be able to take the test again for the respective session of the day.
- The student should ensure that they click on the "Submit" button available on the right top position of the screen before logging out of the exam.
- The Online Examination system will issue regular warnings for any deviations from the specified norms on the screen of your device. The maximum number of warnings will be 10, after which the test will be terminated.
- If a student violates any rules during the examination or tries to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student, immediately alerting the online live proctor:



- Focus changed to a different window: student tabs out of the examination-taking window.
- Browser not supported: Student is using an older browser version or a non-compatible browser.
- Webcam is disabled: Student's webcam is disabled.
- Face is not visible in the camera: Student is not looking into the camera.
- Several faces in front of the camera: There are other people along with the examination taker.
- Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.
- Microphone muted or its volume is low: Student has muted the microphone.
- Conversation or noise in the background: System has captured background noise.
- Screen activities are not shared: student has stopped screen share activity. Sharing of the screen is not necessary for the users of smartphones.
- Second display is used: Additional display like an extended monitor has been connected.
- Full-screen mode is disabled: student has disabled full-screen mode.

### 3. Examination code of conduct and Malpractices

- Students are not permitted to leave their seat during the examination.
- Consultation with others for information during the examination is strictly prohibited.
- The system utilizes Artificial Intelligence to monitor and record facial expressions, eye movements, and other activities.
- Engagement in suspicious or objectionable activities detected by the system will result in disciplinary action as per University regulations.
- Regular warnings will be issued on the device screen, recorded in the examination system, affecting the overall credibility score, potentially leading to examination cancellation.
- Taking photos, recording videos, or engaging in suspicious activities during the examination will be recorded and treated as malpractice.
- Use of headphones, noise cancellation devices, or Bluetooth devices during the examination is prohibited.
- Manual proctors (invigilators) will monitor students throughout the examination duration.
- Referring to textbooks or consulting others for information during the examination is not allowed.
- Taking photos, screenshots, audio recording, or video recording of the examination and sharing it with others is considered malpractice.
- Use of headphones, noise cancellation devices, or Bluetooth devices during the examination is prohibited.
- Attempting to navigate away from the main screen will automatically terminate the examination.
- While using a laptop or desktop, refrain from using the keyboard except for communicating with the proctor; only use the mouse to answer questions.
- Starting the examination from multiple devices simultaneously is not allowed; however, changing devices due to technical faults is permitted.

- Students must remain in their place for the duration of the examination.
- Ensure no light source is behind your face.
- Avoid covering your face with hair, clothing (mask), hands, or any other object.
  - Do not use headphones, earbuds, or any listening equipment.
- Eliminate background noise, voices, music, or television.
- Do not wear sunglasses during the examination.
- Do not allow any other individuals into the room.
- Avoid communication with any person during the examination.
- Do not have any programs or applications running that utilize the webcam, microphone, or screen-share features.
- Refrain from taking photos, screenshots, audio recording, or video recording of the examination and sharing it with others, as it will be considered malpractice.

## Annexure VI – Continuous Internal Assessment Pattern

Particular	A1 (Objective Type)	A2 (Objective Type)
Marks	15	15

Question Pattern for the CIA Components
<p><b>A-1</b></p> <ol style="list-style-type: none"> <li>1. There will be 15 Objective type Multiple Choice Questions (MCQs), each carrying mark 1 mark</li> <li>2. The time for the A-1 assignment will be 30 mins</li> <li>3. All questions are compulsory</li> <li>4. There will be NO NEGATIVE MARKING for the wrong answers.</li> </ol> <p><b>A-2</b></p> <ol style="list-style-type: none"> <li>1. There will be 15 Objective type Multiple Choice Questions (MCQs), each carrying mark 1 mark</li> <li>2. The time for the A-1 assignment will be 30 mins</li> <li>3. All questions are compulsory</li> <li>4. There will be NO NEGATIVE MARKING for the wrong answers.</li> </ol>

**Annexure VII – End-term Examination Pattern**

**JNU**

**Centre for Distance and Online Education**

**End Term Examination**

**[PROGRAM NAME]**

**[COURSE NAME][COURSE CODE]**

Time : 2 Hours	Max. Marks : 70
Note for students: The paper will comprises of 70 compulsory objective questions of 1 mark each.	
Answer all the questions. Each question carries one mark.	
Q. No. 1 to Q. No. 70 - Objective questions with four multiple choices.	