

B.B.A. 1st Year- II semester Course Structure–Faculty of Management
Compulsory courses for all B.B.A. 1st Year- II semester students (Level 5)

Sl. No	Paper Code	Paper Title	Credits	L: Lectures			e: Tutorials			P: Practical			Marks Distribution (Theory)						Marks Distribution (Practical)		Total Marks (CE+UE)		Subject/ Course type/ Total Credits
				L	T	P	CCE- Max	CCE- Min	UE- Max	UE- Min	CCE- Max	CCE- Min	UE- Max	UE- Min	CCE- Max	CCE- Min	UE- Max	UE- Min	MAX	MIN			
																					CCE- Max	CCE- Min	
1.	UMICRM G106	Micro Economics	6	6	0	0	40	14	60	21	NA	NA	NA	NA	NA	100	35	Major					
2.	UFINAMG 107	Financial Accounting	4	4	0	0	40	14	60	21	NA	NA	NA	NA	100	35	Minor						
3.	UFINAM G108	Financial Accounting (Practical)	2	0	4	NA	NA	NA	NA	NA	NA	NA	NA	NA	100	35	Generic Elective						
4.	UPUBLPA 109	Public Administration- Principles	4	4	0	0	40	14	60	21	NA	NA	NA	NA	100	35	*AECC						
5.	UHINDHI 110	Hindi	4	4	0	0	40	14	60	21	NA	NA	NA	NA	100	35							
		Total	20												500								

L- Lectures
T- Tutorials
P- Practical
CCE- Continuous Comprehensive Evaluation (Test)
UE- University Exams
*AECC- Ability Enhancement Compulsory Course

Viva Voce:- The viva voce will test the following knowledge of the students:-

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1. Basic understandings of the Tally Software and its scope of application.
2. Various Operational details and module of Tally.
3. A case study

MICRO ECONOMICS

UMICRMG106

Total Marks-100

Passing Marks-35

Sub. Type- Major (Credit-6)

Lectures:- 90 Hrs

Prerequisites of Microeconomics- The students with a basic understanding of economic theory that can be used in managerial decision making problems within various organizational settings such as a firm or a government agency. Students should have some knowledge of mathematics. Generally economist use geometry, algebra and calculus.

Part A- Introduction

Course learning outcomes (CLO)

1. Students will understand the important of basic of micro economics.
2. Students will be able to understand the basics of demand-supply rules and elasticity. They will also learn how to implement it.
3. Utility, apathy analysis and market surplus, students will be able to understand.
4. Students will be able to understand production principles, classify costs and incomes.
5. Students will be able to understand production the comparison of different market systems.
6. Students will be able to understand how national income is calculated.

Part B - Content of the course

Session

1. Units- Introduction of economics

Introduction of economics, Definition of economics, Nature and Scope of Economics, Significance and Evolution of Micro Economics, Function of Managerial Economics.

2. Units- Demand Analysis

Concept of Law of Demand, Law of Supply, Concept of Market Equilibrium, Elasticity of Demand, Demand Determinant.

3. Units-Utility Analysis

Utility Analysis, Marginal Concept of Utility, Indifference Curve Analysis: Assumption, Properties of Indifference curve, Theory of Consumer Surplus.

4. Units- Cost

Elements of Cost, Factors of Production, Theory of Rent, Theory of Interest, Theories of Profit.

5. Units- National Income

National Income: Estimate and Analysis (GNP, NNP, GDP, HDI), Methods of Measurement of National Income, Types of market Structure, Perfect v/s Imperfect Market, Trade Cycles.

Part C - Learning Resources

Suggested Readings:

- Maddala & Miller, Microeconomics Theory and applications, 13th Reprint 2017
- Sinha V. C., Principle of Economics, SahityaBhawan, Agra
- Adhikary, M., Business Economics, Excel Books, New Delhi,
- Chopra, O P, Managerial Economics, New Delhi, TMH, 1985.
- Koutsoyiannis, A., Modern Micro Economics, Mac Millan, New York
- Dr. J C Pant & Dr. J P Mishra Micro Economics, SahityaBhawan, Agra (Hindi Medium)
- Dr. C. M. Mehta, Micro Economics, Ram Prasad & Sons, Bhopal (Hindi Medium)

FINANCIAL ACCOUNTING (Theory)

UFINAMG107

Total Marks-100

Passing Marks-35

Sub. Type- Minor (Credit-4)

Lectures: - 90 Hrs

Prerequisites of Subject – Financial Accounting will teach you the fundamental of financial accounting from the ground up for this student should have basic knowledge of algebra to solve accounting, business and economics problems.

Part A- Introduction

Course learning outcomes (CLO)

1. Students will be able to understand the basics of bookkeeping and accounting.
2. Students will be able to know about accounting software.
3. Students will be able to do the accounting work of the business unit.
4. They will be in a position to understand and technically use bank reconciliation, branch account and departmental accounts.
5. Students will understand the concept of Royalty accounting and Hire-purchase accounting and learn what accounting remedies relate to them and where it can be used.

Part B - Content of the course

Session-6

1. Units- Basics of Accounting

Accounting and its place in business and relationship with other financial areas, Double Entry System, Book Keeping- Meaning, Advantage, Concept and Conventions, Difference between Financial Accounting, Cost Accounting and Management Accounting.

2. Units- Books of Accounts

Type of books of accounts and their preparation, Journal, Ledger, Trial Balance and Depreciation, Computerized accounting software (Cloud books, Wave and Tally).

3. Units- Final Accounts

Preparation of Final account: Trading Account, Profit and Loss Account, Balance Sheet,
Preparation of EMI Chart.

4. Units- Financial Statements

Bank Reconciliation Statement, Branch Accounts and Department Accounts.

5. Units- Accounts and Their Recording

Royalty Account, Hire Purchase Accounts- Accounting record in the book of purchaser
and vendor.

Part C - Learning Resources

Suggested Readings:

- Mukherjee Hanif, Financial Accounting, Tata McGraw Hills, New Delhi
- Shukla&Grewal, Financial Accounting, S Chand Publishing, 2019, New Delhi
- J. R. Batliboi, Double-entry book keeping: A complete treatise on the fundamentals of Accounting written specifically for Indian students and businessmen, standard Accountancy publications, 1987, 29th edition, Mumbai
- Gupta, R L. Advanced Accounting, Sultan Chand& Sons, New Delhi
- Anthony R N and Reece, J S, Accounting Principles, 6th ed., Homewood, Illinois, Richard D Irwin, 2005
- S.M. Shukla, Financial Accounting, SahityaBhavan Publication, Agra Latest publication (Hindi and English Medium).
- Accounting Principles, Anthony R N, and Reece, J S, 6thed, Homewood Richard D Irwin Publication, Illinois, US

आधारपाठ्यक्रम: प्रथमप्रश्नपत्र- हिन्दीभाषा

UHINDHI110

Total Marks-100

Passing Marks-35

Sub. Type- AECC (Credit-4)

व्याख्यान:- ९० घंटा

आधार:-आधार पाठ्यक्रम कोर्स अपेक्षित कक्षा १२वीं उत्तीर्ण किसी भी समुह से।

(भाग-ए) परिचय

कोर्सअधिगमउपलब्धि (लर्निंगआउटकम) (CLO)

- 1.उत्कृष्टसाहित्यिकपाठोंकेअध्ययनसेरूचिकाविकासकरना ।
- 2.सांस्कृतिकचेतनाऔरराष्ट्रीयभावनाकाविकासकरना ।
- 3.भाषा-ज्ञान
- 4.सामान्यशब्दावलीऔरविशेषशब्दावलीकेअध्ययनद्वाराभाषाएवंसंस्कृतिबोधकाविकासकरना ।
- 5.विशिष्टशब्दावली (बीजशब्द / कीवर्ड) सेपरिचितकरवातेहुएबोधकेस्तरकोविकसितकरना ।

(भाग-बी) कोर्ससामग्री

सेशन-6

इकाई – एक

1.मैथिलीशरणगुप्तपरिचय

पाठ: मातृभूमि (कविता)

2. प्रेमचन्द्र: परिचय

पाठ: शतरंजकेखिलाड़ी (कहानी)

3. व्यंग्य: शरदजोशी-जीपपरसवारइल्लियाँ

इकाई - दो

1. वैचारिक-भारतीयभाषाओंमेंराम

2. आचार्यरामचन्द्रशुक्ल: परिचय

पाठ: उत्साह (भावमूलकनिबंध)

3. रामधारीसिंहदिनकर: परिचय

पाठ: भारतएकहै (संस्कृति)

4. आदिशंकराचार्य-जीवन व दर्शन

इकाई - तीन

1. पर्यायवाचीशब्द; विलोमशब्द; अनेकशब्दकेलिएएकशब्द (हिन्दीव्याकरण)

2. संधिऔरउसकेप्रकार (हिन्दीव्याकरण)

3. बीजशब्द- धर्म, अद्वैत, भाषा, अवधारणा, उदारीकरण।

इकाई- चार

1. भगवान बुद्ध (निबंध) - स्वामीविवेकानंद

2. लोकतंत्रएकधर्म(निबंध) डॉ. सर्वपल्लीराधाकृष्णन

3. नहींरूकतीहैनदी - हीरालालबाछेतिया

4. पलवन

सारबिन्दु

मैथिलीशरणगुप्त: मैथिलीशरणगुप्तकिकवितामातृभूमि

प्रेमचंद्र: प्रेमचंद्रशतरंजकेखिलाड़ी

रामधारीसिंहदिनकर: भारतएकहैरामधारीसिंहदिनकर

आचार्यरामचन्द्रशुक्ल: उत्साहनिबंधरामचन्द्रशुक्ल

स्वामीविवेकानंद: धर्मक्याहै (शिकागोव्याख्यान)

अद्वैत

भाषाविकास

भाषापरिभाषा

उदारीकरणकीविशेषता

पर्यायवाचीशब्द

विलोमशब्द

अनेकशब्दकेलिएएकशब्द

संधि

भाग- सी, सन्दर्भपुस्तकें

पाठ्यपुस्तकें, सन्दर्भपुस्तकें, अन्यसंसाधन

1. प्रेमचंद्र – मानसरोवर, खंड: 3

2. आचार्यरामचन्द्रशुक्ल- चिन्तामणि, भाग 1

3. डॉ. वासुदेवनन्दनप्रसाद: आधुनिकहिन्दीव्याकरणऔररचना, भारतीभवन, ठाकुरबाड़ीरोड, पटना, बिहार

4. डॉ. राजेश्वरचतुर्वेदी, हिन्दीव्याकरण- उपकरणप्रकाशन, आगरा, उ.प्र.

5. हिन्दीज्ञानकोश

6. इंटरनेटसामग्री- टैगमेंउल्लेखित