# BACHELOR OF BUSINESS ADMINISTRATION
## PART-III
### SYLLABUS & SCHEME OF EXAMINATION
#### पाठ्यक्रम एवं परीक्षा योजना
(साल 2017-18)

<table>
<thead>
<tr>
<th>PAPERS</th>
<th>MAX. MARKS</th>
<th>MIN. PASSING MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. FOUNDATION COURSE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Hindi Language</td>
<td>75</td>
<td>26</td>
</tr>
<tr>
<td>2. English Language</td>
<td>75</td>
<td>26</td>
</tr>
<tr>
<td><strong>B. COMPULSORY GROUPS:</strong></td>
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<tr>
<td><strong>GROUP-I</strong></td>
<td></td>
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<tr>
<td>1. Financial Management</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>2. Entrepreneurship and Small Business Management</td>
<td>75</td>
<td>50</td>
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<tr>
<td><strong>GROUP-II</strong></td>
<td></td>
<td></td>
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<tr>
<td>1. Production Management</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>2. Introduction to PC Software</td>
<td>75</td>
<td>50</td>
</tr>
<tr>
<td><strong>GROUP-III</strong></td>
<td></td>
<td></td>
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<tr>
<td>1. Business Law</td>
<td>75</td>
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<tr>
<td>2. Management Information System</td>
<td>75</td>
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<tr>
<td><strong>C. ASSIGNMENT:</strong></td>
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<tr>
<td>(Related With All The Subjects)</td>
<td>50</td>
<td>20</td>
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<td><strong>TOTAL</strong></td>
<td><strong>650</strong></td>
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</tbody>
</table>
कहाँ—क
निम्नलिखित 5 लेखकों के एक—एक निबंध पाठ्यक्रम में समिलित होंगे —

1. महात्मा गांधी — सत्य और अहिंसा
2. विनोबा भावे — ग्राम—सेवा
3. आचार्य नरेन्द्र देव — युवको का समाज में स्थान
4. वासुदेवशरण अग्रवाल — मातृ भूमि
5. भगवतशरण उपाध्याय — हिमालय की वृत्ति
6. हरि ठाकुर — डॉ. खूबबंद पटेल

कहाँ—ख
हिन्दी भाषा और उसके विविध रूप
— कार्यालयीन भाषा
— मीडिया की भाषा
— वित्त एवं वाणिज्य की भाषा
— मर्शीनी भाषा

कहाँ—ग
अनुवाद व्यवहार : अंग्रेजी से हिन्दी में अनुवाद हिन्दी की व्याख्यातिक कोटियों —
रचनागत प्रयोगगत उदाहरण, संज्ञा, सर्वनाम, विशेषण, क्रिया विशेषण, समास, संधि
एवं संक्षिप्तियों रचना एवं प्रयोगगत विवेचन।
The question paper for B.A. /B.Sc. /B.Com. /BHSc. English Language and cultural Values shall comprise the following units:

Unit-I: Short answer question of about 400 words.

Unit-II: 
(a) Reading comprehension of unseen passage
(b) Vocabulary

Unit-III: Report-Writing (about 200 words)

Unit-IV: Expansion of an idea (about 200 words)

Unit-V: Grammar (Twenty items based on the patterns given in the prescribed text book to be asked and 15 to be attempted)

Note : Question on all the units shall asked from the prescribed text which will comprise specimens of popular creative/writing and the following it any.

(a) Matter & Technology
   (i) State of matter and its structure
   (ii) Technology (Electronics communication. Space Science)

(b) Our Scientists & Institutions
   (ii) Indian Scientific institutions (Ancient & Modern)
Unit- 1

Finance Decision: Cost classification, Cost-volume-profit Analysis, sensitivity Analysis, Advantage of cost-volume-profit Analysis, Do you know this?

Unit-2


Unit-3

Management of Earning: Cash Management, What is a Float?

Unit-4
Financial Analysis: Making Sense of Financial Statements, Ratio Analysis

Operating and Financial Leverage: Operating leverage, He much Financial Leverage is Enough?

Unit-5
GROUP-I
PAPER-II
ENTERPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

Unit-I
concept of Entrepreneurship; Emergence of Entrepreneurial class; Theories of Entrepreneurship nature, Attributes and functions of Entrepreneurship, Entrepreneurial Environment, Types and functions of Entrepreneurship and importance.

Unit-II
Promotion of a business, opportunities analysis, External environment analysis, Economic, Social and technological, Competitive factors, Legal requirements for establishment of a new unit and raising of funds, Venture capital sources and documentation required.

Unit-III
Project concept, Classification and identification project formulation and report, Project appraisal and resources assessment Social responsibility of Entrepreneurship.
Financial analysis: Proforma income statements, Proforma income statement, Proforma cash flow, Proforma Balance sheet, Proforma sources and application of funds, Break-even analysis.

Unit-IV
EDP-Need, objectives, steps, their role and relevance, achievement, the evaluation of training programme, Role of Govt. in organizing EDPs, Government polices assistance and incentives, Institutions for Entrepreneurial development.

Unit-V
Process of establishing SSI, nature, objectives and importance of small unit, The role and performance of SSI in Indian economy, Problem of SSI, Industrial sickness in small units causes, Precautions and remedies, Technological upgradation and small business, women entrepreneur.
Unit-1
**Basic Concepts**: Production Defined, Production as Heart of an Organisation, Production Management Function, Objectives of Production Management, Scope of Production Management, Decision making in production Management, production Organisation, Historical Evolution of Production/Operations Management.


Unit-2

**Product Planning and Development**: Product Development, Research and Development.

**Plant Location**: Facilities Location Defined, Significance of Plant Location, Objectives of Location strategy, Types of facilities, Site Selection- Where to locate? Site Evaluation Processes, Critical Factors in Location Analysis, Location Analysis Techniques, Locational Break-Even Analysis, Behavioural Impacts in Facility Location.

Unit-3


**Demand Forecasting**: Forecasts and Predictions, Types and time Horizon of Forecasts, Categories of Forecasting, levels of Forecasting, Qualitative Methods of Forecasting Demand, Selecting the Appropriate Methods of Forecasting.
Unit-4
**Production Planning:** Characteristics of Production Planning, Objectives of Production Planning, Importance of Production Planning, Planning and Manufacturing Systems, Factors Determining an Efficient production System, Steps of procedure for Production Planning, Prerequisites of Production Planning Department.
**Production Control and Scheduling:** Production Control, Scheduling Defined, Dispatching for Batch Production.
**Dispatching and Follow-up:** Despatching.
**Inspection:** Return to Suppliers, Goods Received Notes, Bin Cards.

Unit-5
**Maintenance Management:** Maintenance Defined, Maintenance Policy, Problems on Maintenance, Service Level defined.
**Work Study:** Work Study Defined
**Inventory Control:** Inventory Defined, Characteristics of Inventory, Inventory Control Fundamentals, Basic Concepts of Inventory Related Costs, Perpetual Inventory System, Economic Order Quantity, Selective Inventory Control.
GROUP-II
PAPER-II
INTRODUCTION TO PC SOFTWARE

Unit-I
Communication PC Architecture and Its Evolution: Definition of Computer, What Is PC, Common PC Architecture, Bits and Bytes, Number Systems For Date Representation, Generation of Computers, Evolution Of PC.
Types of PCs: Types of Computers, Types of PCs
Common Input/output Devices for PCs: Input Devices, Output Devices, Hardware And Software

Unit-II

Unit-III
Review of Application For Software For Pcs: Introduction Classification of Software, General Purpose Application Software, Special Purpose Software.

Unit-IV
Office Automation Backbone: Office Automation Backbone Group Ware, PC Groupware Standard: Lotus Notes, Starting Lotus Notes, Elements of Notes Work Space, Email On Lotus Notes, Notes Database, Notes Documents.
Engineering Work Station: Definition And Importance of CAD, AutoCAD, An Engineering Workstation, Starting AutoCAD, Creating A New Drawing, Saving The Drawing, Opening The Drawing, Important Commands.

Multimedia Application: Definition of Multimedia, Multimedia Software: Macromedia Director, Directors Opening Window: The Stage, the Toolbar, Directors File Menu, Score Window, Directors Paint Window, Adobe Photoshop: Another Multimedia Software.

Unit-V
Unit-1
**Companies Act, 1956**: Applicability of the Act, Main objectives, Special Features, Machinery for the Administration of the Companies Act, 1956, Jurisdiction of Courts.

**Partnership Act, 1932**: Definition of partnership, Formation of Partnership, partners, Firm, Firm Name, Test of Partnership, Partnership and Other Associations, Duration of Partnership, Registration of Firms.

Unit-2
**Negotiable Instrument Act**: Introduction, Meaning of Definition of the Negotiable Instruments, Promissory Notes and Bills of Exchange, Cheques, Holder and Holder in Due Course, Negotiation of a Negotiable Instrument, Dishonour, Liability of Various parties to the Instrument, Discharge of Negotiable Instruments, Crossing and Marking of Cheques, Dishonour of a cheque on Ground of Insufficiency of Funds, Hundis.

**Indian Contract Act**: Introduction, Meaning of a Valid Contract, Proposal (or Offer) and Acceptance (Ss. 3-9), Capacity to Contract (Ss. 10-12), Consent and Free Consent, Consideration (Ss.2(d), 23-25, 185), Unlawful Consideration and Object (Ss. 23-24), Agreements Declared Void (Ss. 26-30), Contingent Contracts (Ss. 31-36), Quasi Contracts (Ss. 68-72), (Certain Relations Resembling those Created by Contracts), Performance of Contracts (Ss. 37-67), Different Modes of Discharge of Contracts (Ss. 73-75), Remedies for Breach of Contracts.

Unit-3
**Special Contracts**: Contract of Indemnity, Contract of Guarantee, Bailment Pledge, Contract of Agency.


Unit-4
**Contracts of Indemnity and Guarantee**: Introduction, Purpose and Meaning of the contract of Guarantee, Kinds of Guarantees, Rights and Obligation of the creditor, Right, Liabilities and Discharge of Surety, Contract of Indemnity.

**Contract of Bailment and Pledge**: Introduction, Definition of Bailment and its Kinds, Duties and Rights of Bailor and Bailee, Termination of Bailment, Finder of lost Goods.

Unit-5
**Contract of Agency**: Introduction, Definition of Agent and Agency, Different kinds of Agencies, Classification of agents, Duties and Rights of Agent, principal's Duties to Agent and his Liability to Third Parties, Personal Liability of Agent, Termination of an Agency.

**Indian Administrative Law**: Meaning of Administrative Law, Four Principal Sources of Sources of Administrative law, Modern Approach of Court on Administrative Law, Rule of Law Vis-s'-vis Administrative Law.
GROUP-III
PAPER-II
MANAGEMENT INFORMATION SYSTEMS

Unit-1

Unit-2

File Management & Data Based Management: Introduction, Basic file terminology, Types of files, Methods of file organization, Database systems, Database Management Systems (DBMS).

Unit-3

MIS Planning and Development: Introduction, MIS Planning and Development phases, Development of MIS, System Life Cycle of MIS, Approaches of MIS Design.

Unit-4
Applications of Management Information Systems: Stock Maintenance and stores Accounting System, Purchase Management System, Project Management Information Systems, MIS Applications in Finance, MIS Applications in HRD, MIS Applications in Inventory Management, MIS Applications in Retailing.

Unit-5

Implementation of Information Systems Division: Recap of steps needed for creating Information Systems Division, Selection of an Implementation strategy, Evaluation of existing organizations, Sources of systems functions, Other considerations, Defining top management involvement, Appointing the Head Manager, Preparing the Organizational proposal, Summary of objectives, Summary of systems project Description of internal structure, Description of procedures and practices, Summary of major priorities, Staffing schedules, Physical facilities, Financial Schedules, Implementation plan, Obtaining approval for action.