

**BBA Semester–II**  
**Major Course**  
**Principles of Management - II (MAM203-1C)**

**Course Objective:**

- Management as a subject holds core and utmost importance as an integral part of a professional course like BBA.
- It makes the students apply and integrate their knowledge to the real world
- The course thus aims to help the students/learners to become successful entrepreneurs, corporate practitioners or academicians

**Course Outcome:**

After successful completion of the course the learner shall be able to:

- Understand fundamentals of structured and professional dynamics of corporate world
- Comprehend the knowledge with real world for better implementation
- Analyze forward integration of other subjects

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MAM203-1C	Principles of Management-II	MAJOR	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	<p><b>Organizing</b>  Meaning, Process and Principles of Organizing. Concept of Authority, Responsibility and Accountability. Delegation of Authority. Centralization and Decentralization. Organizational Chart. Meaning and Determinants of Span of Control.</p> <p><b>Organizational Structure and Staffing</b>  Meaning of Organizational Structure. Types of Organizational Structure: Line Organization, Functional Organizational, Line and Staff Organization.  Departmentalization – Meaning and Basis/ Methods. Matrix Structure- Meaning, Advantages and Disadvantages. Meaning of Staffing and Need for Staffing.</p>	15	25%
	<b>Directing</b>	15	25%

2	<p>Meaning, Features and Principles of Directing. Supervision: Meaning, Role and Importance.</p> <p>Motivation: Meaning, Features and Importance.</p> <p>Leadership: Meaning, Features, Styles of Leadership (Autocratic, Consultative and Free-Rein) And Qualities of A Good Leader.</p> <p>Communication: Meaning. Types/ Forms of Organizational Communication: Formal and Informal.</p>		
3	<p><b>Controlling</b>  Meaning, Characteristics of Control, Types of Control, Process/Steps of Control, Essentials of An Effective Control System and Techniques of Controlling: Budgetary and Non-Budgetary Control Methods.</p> <p><b>Corporate Social Responsibility</b>  Definition of SR and CSR, Carroll's Global Corporate Social Responsibility Pyramid, Beneficiaries of CSR, Importance of Social Responsibilities in Business, CSR Provisions as per the Companies Act, 2013</p>	15	25%
4	<p><b>Business Ethics:</b>  Definition of Ethics, Four levels of Ethical Questions in Business, Tools of Ethics, Factors affecting Business Ethics.</p> <p><b>Management lessons from Industries</b>  Religious Institutions, Non-governmental organization, Educational Institutions, Entertainment Industries, Sports and Games events</p>	15	25%
<b>Total</b>		<b>60</b>	<b>100%</b>

**References:**

1. Principles of Management - Reddy and Tripathi, Tata McGrawhill Publications
2. Management, James A F Stoner and Others, Pearson Education
3. Management Text and Cases, R. Satya Raju & A. Parthasarathy, Eastern Economy Edition
4. Management, Robert Kreitner & Mamata Mohapatra, Himal Impressions
5. Principles of Management (GTU), Sachin Kulkarni, Tech-max Publication.
6. Wikipedia.org
7. Youtube.com

**BBA Semester–II**  
**Major Course**  
**Principles of Economics-II (MAM204-1C)**

**Course Objective:**

The course aims at equipping the students with the following:

- The knowledge of basic concepts and rules of macroeconomics which are of high importance for the students of management
- The different areas of application of macroeconomic concepts
- The basic knowledge about an economy and its functioning

**Course Outcome:**

After successful completion of the course the learner shall be able to:

- To understand and apply various macroeconomic concepts and principles.
- Acquire skills to analyse the macroeconomic system of an economy.

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MAM204-1C	Principles of Economics-II	MAJOR	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	<b>Macro Economics</b> <b>Introduction</b> -Meaning, Uses, Limitations, Distinguishing Macroeconomics from Microeconomics <b>Circular Flow of Income</b> Circular Flow of Income in a two-sector economy Circular Flow of Income in a three-sector economy Circular Flow of Income in a four-sector economy	15	25%
2	<b>National Income</b> Meaning – Concepts of GDP, GNP, NDP and NNP – Approaches to Measure National Income (Income Method, Expenditure Method and Value Added Method) – Concepts of Private Income, Personal Income, Personal Disposable Income, Per Capita Income – Related Concepts (Intermediate product & Final Product, Transfer Payments, Current Price vs. Constant Price – Problems in	15	25%

	Measuring National Income: Conceptual and Practical Problems		
3	<p><b>Consumption Function and Saving Function</b>  Meaning of Consumption Function/Propensity to Consume – Characteristics – Determinants - Marginal Propensity to Consume (MPC) – Average Propensity to Consume (APC); Saving Function/Propensity to Save – Marginal Propensity to Save (MPS) – Average Propensity to Save (APS) - MPC and MPS Relationship</p> <p><b>Business Cycle</b>  Meaning – Features – Phases – Causes – Measures to Control</p>	15	25%
4	<p><b>Money</b>  Evolution of Money – Functions of Money – Value of Money – Concepts of Inflation, Deflation and Stagflation – Causes of Inflation (Demand Pull and Cost Push) – Supply of Money and its Components – Quantity Theory of Money (Cash Transaction Approach)</p> <p><b>Banking</b>  Commercial Banks- Functions and Credit Creation  Central Bank- Functions and Credit control</p>	15	25%
	<b>Total</b>	<b>60</b>	<b>100%</b>

**References:**

1. Principles of Economics, B M Mule and Ramakanta Prusty, Mahajan Publications
2. Principles of Economics, D N Diwedi,
3. Elementary Economic Theory, K K Diwett and J D Varma, S. Chand Publications
4. Principles of Economics, V. Loknathan, S. Chand & Company

**BBA Semester–II**  
**Minor Course**  
**Financial Accounting-II (MAE203-1C)**

**Course Objective:**

- Financial accounting's main goal is to prepare financial statements for future business decisions.
- Accountants and auditors help to ensure that the Nations firms are run more efficiently, their public records kept more accurately, and their taxes paid properly and on time.
- The basics of accounting and the functions of an accountant must be well understood by them in order to control, manage and run the firm efficiently. Hence, a subject on Accountancy at the preliminary level is quite important.

**Course Outcome:**

After successful completion of the course the learner shall be able to:

- Understand Concepts, objectives, importance and list of Accounting Standards.
- Prepare final Accounts of Non-Trading concern based on clubs and educational institutions.
- Prepare Final Account of Company.
- Use different Financial Ratios.
- Understand the concept of Human Resource Accounting and Corporate Social Responsibility Accounting.

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MAE203-1C	Financial Accounting-II	Minor	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	<b>Company's Final Account</b> Introduction, meaning and Objective of Accounting Standard, List of Accounting Standards. Company final Account- Preparation of Balance Sheet and Profit & Loss A/c (As per Schedule VI)	15	25%

	(Practical problems will be based on Horizontal Form only)		
2	<b>Ratio Analysis</b> Meaning of Ratio, Ratio Analysis and its Merits and Demerits. Application based on introductory level examples on following ratios: Liquidity Ratio, Solvency Ratio, Profitability Ratio, Efficiency Ratio.	15	25%
3	<b>Non-Trading Concern</b> Difference between Trading and Non- Trading Concern, Features of Income and Expenditure account and Receipts and payments account, Difference between Income and Expenditure account and Receipt and Payment Account. preparation of Income and Expenditure account and Balance Sheet from Receipt and payment account (Examples should be based on Clubs and educational institutions)	15	25%
4	<b>Emerging Trends in Accounting</b> Human Resource Accounting- Definition, Merits and Demerits, Methods of valuation of Human Resources. Corporate Social Responsibility Accounting- Concept, Scope and Obstacles.	15	25%
	<b>Total</b>	<b>60</b>	<b>100%</b>

**References:**

1. Tulsian P. C. "Financial Accounting", Pearson Education, New Delhi.
2. Gupta R.L. and V. K. Gupta. "Financial Accounting", Sultan Chand & Sons, New Delhi.
3. Dr. NisikantJha, "Introduction to Financial Accounting"
4. Prin. T. J. Rana, "Accountancy- II", B. S. Shah Prakashan.

**BBA semester-II**  
**Minor Course**  
**Basic Psychological Processes (MAE204-1C)**

**Course objectives:**

- To understand the emotions of self and other
- To do the self-analysis and motivation
- To enhance the interpersonal skills
- To manage the stress

**Course Outcome**

After successful completion of the course, the learners shall be able to:

- Have the conceptual clarity to understand the psychological processes of self and other
- Apply their psychological theories and principles for work coordination

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MAE204-1C	Basic Psychological Processes	MINOR	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	<b>Psychology as a Science</b> Introduction, Definition, meaning and nature of Psychology, Aims and Goals of Psychology, History of Psychology, Areas of Psychology (Theoretical and Applied), Humanistic and Cognitive Approaches	15	25%
2	<b>Motivation:</b> Definition, Meaning and Nature of Motivation ( Motivational Cycle), Measures of Motivation, Primary Motives (Hunger and Thirst, Sex and Maternal; and Drive), Secondary or Social Motives (Affection and Affiliation, Achievement Motivation	15	25%
3	<b>Emotion</b> Definition and Meaning of Emotion, Physiological Changes during Emotion, Lie-Detector and Brain Mapping, Emotional Intelligence	15	25%
4	<b>Attention and Perception</b>	15	25%

	Definition and meaning of attention, Determinants of Attention (Subjective and Objective) Definition and meaning of perception, Object Perception Figure and Background, Principles of grouping in Perception, Depth perception		
	<b>Total</b>	<b>60</b>	<b>100%</b>

**Reference**

- Psychology and Effective Behaviour - Coleman, J. C.
- Psychology of effective behaviour – Prof. K N Shah University Granth Nirman Board Gujarat Rajya Ahmedabad



**BBA Semester–II**  
**Multi-Disciplinary Course**  
**Mercantile Law (MDC223-1C)**

**Course Objective:**

- Mercantile law is very important for the management students because, it allows management professional to understand Basics of Contract, mandatory provisions to be taken care at the time of business agreements, how to fulfil contractual obligation and remedies for breach of contractual obligations and it also allows them to make sure that they are acting lawfully, when they do business with others.
- It makes students to learn and understand provisions of consumer protection act, rights and remedies available to consumer and functions of redressal machinery under act.

**Course Outcome:**

After successful completion of the course the learner shall be able to:

- Understand basic concepts of laws applied in business.
- Application of Mercantile Law in Management education.
- Precaution to be taken before starting any business with other or making a contracts or agreement.
- For making the students sure that they are acting lawfully at all times.

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CC E	SEE	TOTAL MARKS
MDC223-1C	Mercantile Law	MDC	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	<p><b>Indian Contract Act, 1872 (Part-I)</b></p> <p><b>Nature of Contract</b> Introduction, Definition of Contract, Essential elements and Classification of Contracts</p> <p><b>Offer and Acceptance</b> Offer: Definition, Legal Rules and Types. Acceptance Definition and Legal Rules, Communication of Offer, Acceptance and Revocation</p> <p><b>Consideration</b> Definition and Legal Rules, Stranger to Contract and Contract Without Consideration is void – Exceptions</p> <p><b>Capacity to Contract</b></p>	15	25%

	<p>Minors: Meaning, Minor's agreements and Minor's liability for necessities, Contract of Persons of Unsound Mind: Lunatics, Idiots and Drunken or intoxicated persons, Other Persons: Alien enemies, Foreign Sovereigns, Corporations Insolvents and Convicts</p> <p><b>Free Consent</b>  Meaning of Consent and Free Consent, Coercion, Undue Influence, Misrepresentation, Mistake and Fraud: Meaning and its legal effect</p> <p><b>Legality of Object</b>  When Consideration or object is unlawful? Unlawful and Illegal Agreements, Agreements Opposed to Public policy</p>		
2	<p><b>Indian Contract Act, 1872 (Part-II)</b></p> <p><b>Void Agreements</b>  Void Agreements, Wagering agreement or wager, Void Contracts and concept of Restitution</p> <p><b>Contingent Contracts</b>  Meaning of Contingent Contracts, Rules regarding Contingent Contracts</p> <p><b>Performance of Contract</b>  Offer to Perform, Contracts which need not be performed, by whom must contracts be performed, who can demand performance? Time and Place of Performance, Time as the Essence of the Contract, Appropriation of Payment, Assignment of Contracts</p> <p><b>Discharge of Contract</b>  Meaning of Discharge of Contract, Discharge by Performance, Agreement or Consent, Impossibility of Performance, Lapse of time and Discharge by Operation of Law</p> <p><b>Remedies for Breach of Contract</b>  Rescission of the Contract, Provision of Remedies for Breach of Contract Suit for Damages, Quantum Meruit, Specific Performance of the Contract, Injunction and Rectification or Cancellation</p> <p><b>Quasi Contract</b>  Meaning and kinds</p>	15	25%
3	<p><b>Contract of Bailment</b>  Meaning, Requisites, Classification and Termination, Rights and Duties of Bailor and Bailee, Law relating to Lien, Right of Bailor and Bailee against wrong doer, Finder of Goods: Rights and Obligations</p> <p><b>Contract of Pledge</b>  Meaning of Pledge, Rights and Duties of Pawnor and Pawnee, Pledge by Non-owners</p>	15	25%
4	<b>Consumer Protection Act, 1986</b>	15	25%

	Object and Scope of the Act, Definition of Consumer, Definition of Certain Terms and Concepts like: Complaint, Complainant Consumer, Consumer Dispute, Defect, Deficiency in Goods and Services, Restrictive Trade Practice and Unfair Trade Practice , Rights of Consumers, Nature and Scope of Remedies available to Consumers, District Forum, State Commission and National Commission: Powers, Reliefs available to Consumers and provision of Appeal.		
	<b>Total</b>	<b>60</b>	<b>100%</b>

**Reference:**

1. Mercantile Law - N. D. Kapoor, S. Chand & Sons.
2. Mercantile Law – S.S. Gulshan, Excel Books
3. Mercantile Law - Chawla, Garg, and Sareen : 7th Ed. Kalyani
4. Mercantile Law (Commercial Law) – P.P.S. Gogna, S. Chand & Sons
5. General and Commercial Law – Taxmann’s, Taxmann Allied Services Pvt. Ltd.
6. Buiness Law – D. Chandra Bose, PHI Learning Pvt. Ltd.
7. Buiness Law – P.C. Tulsian, Tata McGraw Hill
8. Buiness Law for Management – K.R. Bulchandani, Himalaya Publishing House
9. Company Law and Practices - Taxmann’s, Taxmann Allied Services Pvt. Ltd.

**BBA semester-II**  
**Multi-Disciplinary Course**  
**Indian Society: Structure (MDC224-1C)**

**Course objectives:**

- To introduce students to the fundamental social processes of society, social institutions and theories of stratification and mobility
- To look at how individuals are shaped by society and, in turn, shape it

**Course Outcome:**

After successful completion of the course, the learners will –

- Understand the social interaction
- Understand how individuals are shaped by society and, in turn, shape it

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
MDC224-1C	Indian Society: Structure	MDC	4	4	0	4	50	50	100

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	<b>Perspectives on the Study of Indian Society:</b> (a) Indology (G.S. Ghure) (b) Structural functionalism (M. N. Srinivas) (c) Marxist sociology (A. R. Desai) <b>Impact of colonial rule on Indian society:</b> (a) Social background of Indian nationalism (b) Modernization of Indian tradition (c) Protests and movements during the colonial period (d) Social reforms	15	25%
2	<b>Rural and Agrarian Social Structure:</b> (a) The idea of Indian village and village studies. (b) Agrarian social structure— evolution of land tenure system, land reforms <b>Caste System:</b> (a) Perspectives on the study of caste systems: G. S. Ghurye, M. N. Srinivas, Louis Dumont, Andre Beteille (b) Features of caste system (c) Untouchability-forms and perspectives	15	25%
3	<b>Tribal Communities in India:</b> (a) Definitional problems (b) Geographical spread (c) Colonial policies and tribes (d) Issues of integration and autonomy	15	25%

	<b>Social Classes in India:</b> (a) Agrarian class structure (b) Industrial class structure (c) Middle classes in India		
4	<b>Systems of Kinship in India:</b> (a) Lineage and descent in India (b) Types of kinship systems (c) Family and marriage in India (d) Household dimensions of the family (e) Patriarchy, entitlements, and sexual division of labour <b>Religion and Society:</b> (a) Religious communities in India (b) Problems of religious minorities	15	25%
	<b>Total</b>	<b>60</b>	<b>100%</b>

### **Sociology Book in English**

- Sociology - Prof. M.L. Gupta and Dr. D. D. Sharma
- Elementary Concept of Sociology - Dr.G. K. Agarwal
- Indian Society - - Dr.G.K.Agarwal
- Introduction to Sociology - Dr.G.K.Agarwal
- Social Structure and Change in India - HirendraPratap Singh and Naveen Kumar
- Rural and Urban Sociology - Dr.G.K.Agarwal
- An Introduction to Sociology - Mustafa Hussain
- Sociology - CN Shankar Rao
- Sociology - Parimal.B.Kar
- Sociology - JP Singh
- Sociology - Gopi Raman Singh

**BBA semester-II**  
**Ability Enhancement Course**  
**Communication Skills (AEC204-1C)**

**Course Scheme**

<b>Lectures</b>	<b>Credits</b>
<b>02</b>	<b>02</b>

**Learning Outcomes**

1. Basic concepts of the communication process.
2. Elements enhancing effective communication.
3. Various skills involved during communication.
4. Oral and written communication in practice.

**Course Content**

<b>Unit</b>	<b>Content</b>	<b>Total Hours</b>	<b>Suggested Reference book</b>
<b>1</b>	<b>Fundamentals of Communication</b>		
<b>1.1</b>	Meaning of communication	<b>1</b>	Effective Technical Communication By: M Ashraf Rizvi, MC Graw Hall Publication
<b>1.2</b>	Process of communication	<b>1</b>	-as above-
<b>1.3</b>	Seven C's of communication	<b>1</b>	Communicative English by Prakash khuman, Bhupesh Gupta, Books India Publications.
<b>1.4</b>	Barriers to effective communication: interpersonal, intrapersonal and organizational barriers	<b>2</b>	Technical communication: principles and practice By; Meenakshi Raman and Sangeeta Sharma.
<b>1.5</b>	Listening: difference between hearing and listening, importance of listening in communication, reasons for poor listening, active VS passive listening, types and barriers to listening	<b>2</b>	Technical communication: principles and practice By; Meenakshi Raman and Sangeeta Sharma.
<b>2</b>	<b>Types of Communication</b>		
<b>2.1</b>	Verbal communication: oral and written communication, its advantages and disadvantages	<b>1</b>	Communicative English by Prakash Khuman, Bhupesh

			Gupta .Books India Publications
<b>2.2</b>	Forms of non-verbal communication: kinesics, proxemics, chronemics and paralanguage	<b>3</b>	Communication Skills By: Sanjay Kumar and Pushpa Lata, Oxford University Press Publication
<b>2.3</b>	Speaking skills: telephonic skills, do's and don'ts of telephonic skills, etiquettes.	<b>1</b>	Technical communication: principles and practice By; Meenakshi Raman and Sangeeta Sharma
<b>2.4</b>	Conversations: purposes of general conversation, features of a good conversation, tips for improvement, 3 samples and points to observe	<b>3</b>	Communication Skills By: Sanjay Kumar and Pushpa Lata, Oxford University Press Publication
<b>2.5</b>	Reading comprehension: Purpose, reasons for poor comprehension, ways to improve them, techniques for good comprehension	<b>3</b>	Technical communication: principles and practice By; Meenakshi Raman and Sangeeta Sharma
<b>3</b>	<b>Professional Communication in Practice</b>		
<b>3.1</b>	Presentation skills: Defining Purpose, analysing audience and locale, organizing content, preparing outline, visual aids, mode of delivery, body language	<b>3</b>	Technical communication: principles and practice By; Meenakshi Raman and Sangeeta Sharma
<b>3.2</b>	Group discussion: organizational (three techniques) as a part of selection process (Characteristics, evaluation components, tips)	<b>3</b>	As above
<b>3.3</b>	Email writing: reasons for popularity, common pitfalls, guiding principles, common etiquettes	<b>3</b>	Communication Skills By: Sanjay Kumar and Pushpa Lata, Oxford University Press Publication
<b>3.4</b>	Meetings: purpose, preparation, notices, agenda and minutes	<b>3</b>	Technical communication: principles and practice by Meenakshi Raman and Sangeeta Sharma

### Reference Books

- Business Communication, Meenakshi Raman & Sangeeta Sharma, Oxford University Press Publication

- Effective Technical Communication By: M Ashraf Rizvi, MC Graw Hall Publication
- Communicative English by Prakash Khuman, Bhupesh Gupta (Books India Publications)
- Communication Skills By: Sanjay Kumar and Pushpa Lata, Oxford University Press Publication



**BBA Semester–II**  
**Skills Enhancement Course**  
**Banking Operations (SEC222-1C)**

**Course Objective:**

- Knowledge of banking is inevitable for students of management because for all financial transactions of business bank serves as the intermediary.
- It makes the students learn, understand and execute its banking knowledge in their day to day life.
- The course thus aims to equip the students with the fundamental banking operations ranging from opening accounts, depositing amount and methods of remittances and to the advanced technology of banks which are quite useful to the corporate sector.

**Course Outcome:**

After successful completion of the course the learner shall be able to:

- Understand primary banking operations needed to perform by each and every individual in real life.
- Procedure of opening and operating bank accounts
- Methods of remittances and overview of Fintech

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
SEC222-1C	Banking Operations	SEC	2	2	-	2	25	25	50

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	<b>Evolution of Banking</b> Meaning and Definition of Banking – Evolution of Banking in India – Types of Banks (Commercial Banks, Cooperative Banks, Regional Rural Banks) <b>Deposits and Credit Accounts</b> Types of Deposit and Credit Accounts Procedure for Opening and Closure of Deposit Account Reasons for closure of accounts	15	50%
2	<b>Method of Remittances</b> Meaning of Remittances Types of Remittances:	15	50%

	<ul style="list-style-type: none"> <li>• Credit Card and Debit Card</li> <li>• Cheque – Essentials and Crossing of a Cheque</li> <li>• Electronic Fund Transfer</li> </ul> <p>Meaning – Process – Benefits, Types (Meaning and uses of NEFT, IMPS, RTGS, SWIFT)</p> <p><b>Introduction to FINTECH</b></p> <p>Meaning, Evolution, Scope, Types, Uses, Advantages and Disadvantages</p>		
	<b>Total</b>	<b>30</b>	<b>100%</b>

**References:**

1. Know Your Banking-1, Basics of Banking, Taxmann Publication (P.) Ltd.
2. Santhanam, B., Banking and Financial System, Margham Publications, Chennai.
3. Swami, H. R, Gupta, Indian Banking and Financial System, Indus Valley Publication, 2009.

**BBA Semester-II**  
**Value Addition Course**  
**Environmental Studies (VAC221-1C)**

**Course Objective:**

- To make students realize the importance and their role in the protection and maintenance of a healthy environment for sustainable development.
- To enable students to grasp the significance and issues related to ecosystems, biodiversity and natural resources, and ways of managing/ protecting them.
- To enable students to have a nuanced understanding of environmental pollution, solid waste management and climate change and to act with concern on environmental issues.
- To make students aware of the environmental policies and movements, and the role of individuals and communities in environmental protection for educating and inspiring the young minds.

**Learning Outcome:**

At After successful completion of the course the learner shall be able to:

- Understand basic knowledge about the environment and its allied problems.
- Learn them methods of environment protection and environment improvement.
- Help the concerned individuals in identifying and solving environmental problems.

COURSE CODE	TITLE OF COURSE	CATEGORY OF COURSES	CREDITS	TEACHING HOURS PER WEEK			EVALUATION		
				Theory (Hrs.)	Practical (Hrs.)	Total (Hrs.)	CCE	SEE	TOTAL MARKS
VAC221-1C	Environmental Studies	VAC	2	2	0	2	25	25	50

Unit No.	Title of Unit and Details	Instructional Hours	Weightage in % (Approx.)
1	<b>Global Environmental Issues</b> Definition of Ecology and Environment, Energy and its classification, Climate Change, Global Warming, Ozone layer, Depletion of Ozone layer and its effects, Acid	15	50%

	rain, Kyoto Protocol, Montreal Protocol, Paris Accord <b>Pollution</b> Causes and control measures of: Air pollution, Water pollution, Soil pollution, Marine pollution and Noise pollution, Deforestation and its causes, Sustainable development- Its Goals and types.		
2	<b>Ecosystem</b> Introduction and definition of Ecosystem, Components of Ecosystem, Tropic levels, Food chains and Food web, Ecological pyramids, Ecosystem functions <b>Bio – Diversity and its Conservation</b> Introduction and definition of bio-diversity, Classification of bio-diversity, Benefits of Bio- diversity, Biodiversity Conservation Methods	15	50%
	<b>Total</b>	<b>30</b>	<b>100%</b>

**References:**

1. Environmental Studies, By ErachBharucha for University Grant Commission.
2. Environmental Studies, By N. K. Uberoi, Second Edition, Excel Books Publication.
3. Environmental Management, By N. K. Uberoi, Second Edition, Excel Books Publication.
4. Science and Technology, By Ashok Kumar Singh, Macgrew Hill Publication.