University of Mumbai



**Bachelor of Management Studies (BMS) Programme**

**Three Year Integrated Programme-**

**Six Semesters**

***Course Structure***

**Under Choice Based Credit, Grading and Semester *System***

**To be implemented from Academic Year- 2016-2017 Progressively**

***Board of Studies-in-Business Management, University of Mumbai***

**Bachelor of Management Studies (BMS) Programme**

***Under Choice Based Credit, Grading and Semester System***

***Course Structure***

**FYBMS**

***(To be implemented from Academic Year- 2016-2017)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No. of Courses** | **Semester I** | **Credits** | **No. of Courses** | **Semester II** | **Credits** |
| ***1*** | ***Elective Courses (EC)*** | | ***1*** | ***Elective Courses (EC)*** | |
| 1 | Introduction to Financial Accounts | **03** | 1 | Principles of Marketing | **03** |
| 2 | Business Law | **03** | 2 | Industrial Law | **03** |
| 3 | Business Statistics | **03** | 3 | Business Mathematics | **03** |
| ***2*** | ***Ability Enhancement Courses (AEC)*** | | ***2*** | ***Ability Enhancement Courses (AEC)*** | |
| ***2A*** | ***Ability Enhancement Compulsory Course (AECC)*** | | ***2A*** | ***Ability Enhancement Compulsory Course (AECC)*** | |
| 4 | Business Communication - I | **03** | 4 | Business Communication -II | **03** |
| **2B** | ***\*Skill Enhancement Courses (SEC)*** | | **2B** | ***\*\*Skill Enhancement Courses (SEC)*** | |
| 5 | Any one course from the following list of courses | **02** | 5 | Any one course from the following list of the courses | **02** |
| ***3*** | ***Core Courses (CC)*** | | ***3*** | ***Core Courses (CC)*** | |
| 6 | Foundation of Human Skills | **03** | 6 | Business Environment | **03** |
| 7 | Business Economics-I | **03** | 7 | Principles of Management | **03** |
| **Total Credits** | | **20** | **Total Credits** | | **20** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***\*List of Skill Enhancement Courses (SEC)***  ***for Semester I (Any One)*** | | ***\*\*List of Skill Enhancement Courses (SEC)***  ***for Semester II (Any One)*** | |
| 1 | Foundation Course - I | 1 | Foundation Course - Value Education and Soft Skill - II |
| 2 | Foundation Course in NSS - I | 2 | Foundation Course in NSS - II |
| 3 | Foundation Course in NCC - I | 3 | Foundation Course in NCC - II |
| 4 | Foundation Course in Physical Education - I | 4 | Foundation Course in Physical Education - II |
| ***Note: Course selected in Semester I will continue in Semester II*** | | | |

**SYBMS**

***(To be implemented from Academic Year- 2017-2018)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No. of Courses** | **Semester III** | **Credits** | **No. of Courses** | **Semester IV** | **Credits** |
| ***1*** | ***Elective Courses (EC)*** | | ***1*** | ***Elective Courses (EC)*** | |
| 1 & 2 | \*Any one group of courses from the following list of the courses | **06** | 1 & 2 | \*\* Any one group of courses from the following list of the courses | **06** |
| ***2*** | ***Ability Enhancement Courses (AEC)*** | | ***2*** | ***Ability Enhancement Courses (AEC)*** | |
| 3 | Information Technology in Business Management - I | **02** | 3 | Information Technology in Business Management-II | **02** |
| ***3*** | ***Core Courses (CC)*** | | ***3*** | ***Core Courses (CC)*** | |
| 4 | Environmental Management | **03** | 4 | Business Economics-II | **03** |
| 5 | Business Planning & Entrepreneurial Management | **03** | 5 | Business Research Methods | **03** |
| 6 | Accounting for Managerial Decisions | **03** | 6 | Ethics & Governance | **03** |
| 7 | Strategic Management | **03** | 7 | Production & Total Quality Management | **03** |
| **Total Credits** | | **20** | **Total Credits** | | **20** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***\*List of group of ElectiveCourses(EC)***  ***for Semester III (Any two)*** | | ***\*\* List of group of Elective Courses(EC)***  ***for Semester IV (Any two)*** | |
| ***Group A: Finance Electives (Any Two Courses)*** | | | |
| 1 | Basics of Financial Services | 1 | Financial Institutions & Markets |
| 2 | Introduction to Cost Accounting | 2 | Auditing |
| 3 | Equity & Debt Market | 3 | Strategic Cost Management |
| 4 | Corporate Finance | 4 | Behavioural Finance |
| ***Group B:Marketing Electives (Any Two Courses)*** | | | |
| 1 | Consumer Behaviour | 1 | Integrated Marketing Communication |
| 2 | Product Innovations Management | 2 | Rural Marketing |
| 3 | Advertising | 3 | Event Marketing |
| 4 | Social Marketing | 4 | Tourism Marketing |
| ***Group C: Human Resource Electives(Any Two Courses)*** | | | |
| 1 | Recruitment & Selection | 1 | Human Resource Planning & Information System |
| 2 | Motivation and Leadership | 2 | Training & Development in HRM |
| 3 | Employees Relations & Welfare | 3 | Change Management |
| 4 | Organisation Behaviour & HRM | 4 | Conflict & Negotiation |
| ***Note: Group selected in Semester III will continue in Semester IV*** | | | |

**TYBMS**

***(To be implemented from Academic Year- 2018-2019)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No. of Courses** | **Semester V** | **Credits** | **No. of Courses** | **Semester VI** | **Credits** |
| ***1*** | ***Elective Courses (EC)*** | | ***1*** | ***Elective Courses (EC)*** | |
| 1,2,3 & 4 | \*Any four courses from the following list of the courses | **12** | 1,2,3 & 4 | \*\*Any four courses from the following list of the courses | **12** |
| ***2*** | ***Core Courses (CC)*** | | ***2*** | ***Core Courses (CC)*** | |
| 5 | Logistics & Supply Chain Management | **04** | 5 | Operation Research | **04** |
| ***3*** | * ***Project Work*** | | ***3*** | * ***Project Work*** | |
| 6 | Project Work I | **04** | 6 | Project Work II | **04** |
| **Total Credits** | | **20** | **Total Credits** | | **20** |

* ***Note:*** *Project work is considered as a special course involving application of knowledge in solving/analyzing/exploring a real life situation/ difficult problem. Project work would be of 04 credits. A project work may be undertaken in any area of Elective Courses/ study area selected*

|  |  |  |  |
| --- | --- | --- | --- |
| ***\*List of group of Elective Courses(EC)***  ***for Semester V (Any four)*** | | ***\*\* List of group of Elective Courses(EC)***  ***for Semester VI (Any four)*** | |
| ***Group A: Finance Electives (Any four Courses)*** | | | |
| 1 | Investment Analysis & Portfolio Management | 1 | International Finance |
| 2 | Commodity & Derivatives Market | 2 | Innovative Financial Services |
| 3 | Wealth Management | 3 | Project Management |
| 4 | Strategic Financial Management | 4 | Risk Management in Banking Sector |
| 5 | Risk Management | 5 | Direct Taxes |
| 6 | Financing Rural Development | 6 | Indirect Taxes |
| ***Group B:Marketing Electives (Any four Courses)*** | | | |
| 1 | Services Marketing | 1 | Brand Management |
| 2 | E-Commerce & Digital Marketing | 2 | Retail Management |
| 3 | Sales & Distribution Management | 3 | International Marketing |
| 4 | Customer Relationship Management | 4 | Media Planning & Management |
| 5 | Industrial Marketing | 5 | Corporate Communication & Public Relations |
| 6 | Strategic Marketing Management | 6 | Marketing of Non Profit Organisation |
| ***Group C: Human Resource Electives (Any four Courses)*** | | | |
| 1 | Finance for HR Professionals & Compensation Management | 1 | HRM in Global Perspective |
| 2 | Strategic Human Resource Management & HR Policies | 2 | Organisational Development |
| 3 | Performance Management & Career Planning | 3 | HRM in Service Sector Management |
| 4 | Industrial Relations | 4 | Workforce Diversity |
| 5 | Talent & Competency Management | 5 | Human Resource Accounting & Audit |
| 6 | Stress Management | 6 | Indian Ethos in Management |
| ***Note: Group selected in Semester III will continue in Semester V &Semester VI*** | | | |

University of Mumbai



**Revised Syllabus**

**and**

**Question Paper Pattern**

**of Courses**

**of**

**Bachelor of Management Studies(BMS) Programme**

**First Year**

***Semester I and II***

**Under Choice Based Credit, Grading and Semester System**

***(To be implemented from Academic Year- 2016-2017)***

***Board of Studies-in-Business Management, University of Mumbai***

**Bachelor of Management Studies (BMS) Programme**

***Under Choice Based Credit, Grading and Semester System***

***Course Structure***

**FYBMS**

***(To be implemented from Academic Year- 2016-2017)***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No. of Courses** | **Semester I** | **Credits** | **No. of Courses** | **Semester II** | **Credits** |
| ***1*** | ***Elective Courses (EC)*** | | ***1*** | ***Elective Courses (EC)*** | |
| 1 | Introduction to Financial Accounts | **03** | 1 | Principles of Marketing | **03** |
| 2 | Business Law | **03** | 2 | Industrial Law | **03** |
| 3 | Business Statistics | **03** | 3 | Business Mathematics | **03** |
| ***2*** | ***Ability Enhancement Courses (AEC)*** | | ***2*** | ***Ability Enhancement Courses (AEC)*** | |
| ***2A*** | ***Ability Enhancement Compulsory Course (AECC)*** | | ***2A*** | ***Ability Enhancement Compulsory Course (AECC)*** | |
| 4 | Business Communication - I | **03** | 4 | Business Communication -II | **03** |
| **2B** | ***\*Skill Enhancement Courses (SEC)*** | | **2B** | ***\*\*Skill Enhancement Courses (SEC)*** | |
| 5 | Any one course from the following list of courses | **02** | 5 | Any one course from the following list of the courses | **02** |
| ***3*** | ***Core Courses (CC)*** | | ***3*** | ***Core Courses (CC)*** | |
| 6 | Foundation of Human Skills | **03** | 6 | Business Environment | **03** |
| 7 | Business Economics-I | **03** | 7 | Principles of Management | **03** |
| **Total Credits** | | **20** | **Total Credits** | | **20** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***\*List of Skill Enhancement Courses (SEC)***  ***for Semester I (Any One)*** | | ***\*\*List of Skill Enhancement Courses (SEC)***  ***for Semester II (Any One)*** | |
| 1 | Foundation Course - I | 1 | Foundation Course- II |
| 2 | Foundation Coursein NSS - I | 2 | Foundation Coursein NSS - II |
| 3 | Foundation Course in NCC - I | 3 | Foundation Course in NCC - II |
| 4 | Foundation Course inPhysical Education - I | 4 | Foundation Course inPhysical Education - II |
| ***Note: Course selected in Semester I will continue in Semester II*** | | | |

**Bachelor of Management Studies (BMS) Programme**

***Under Choice Based Credit, Grading and Semester System***

***Course Structure***

***(To be implemented from Academic Year- 2016-2017)***

**Semester I**

|  |  |  |
| --- | --- | --- |
| **No. of Courses** | **Semester I** | **Credits** |
| ***1*** | ***Elective Courses (EC)*** | |
| 1 | Introduction to Financial Accounts | **03** |
| 2 | Business Law | **03** |
| 3 | Business Statistics | **03** |
| ***2*** | ***Ability Enhancement Courses (AEC)*** | |
| ***2A*** | ***Ability Enhancement Compulsory Course (AECC)*** | |
| 4 | Business Communication - I | **03** |
| **2B** | ***\*Skill Enhancement Courses (SEC)*** | |
| 5 | Any one course from the following list of the courses | **02** |
| ***3*** | ***Core Courses (CC)*** | |
| 6 | Foundation of Human Skills | **03** |
| 7 | Business Economics-I | **03** |
| **Total Credits** | | **20** |

|  |  |
| --- | --- |
| ***\*List of Skill Enhancement Courses (SEC)***  ***for Semester I (Any One)*** | |
| 1 | Foundation Course - I |
| 2 | Foundation Course in NSS - I |
| 3 | Foundation Course in NCC - I |
| 4 | Foundation Course in Physical Education - I |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS) Programme at Semester I***

***with Effect from the Academic Year 2016-2017***

***Elective Courses (EC)***

1. **Introduction to Financial Accounts**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Introduction | 15 |
| 2 | Accounting Transactions | 15 |
| 3 | Depreciation Accounting & Trial Balance | 15 |
| 4 | Final Accounts | 15 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Introduction** |
|  | * **Meaning and Scope of Accounting:** Need and development, definition: Book-Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting * **Accounting principles**: Introductions to Concepts and conventions. * **Introduction to Accounting Standards:** Meaning and Scope) * **AS 1 :** Disclosure to Accounting Policies * **AS 6:** Depreciation Accounting. * **AS 9:** Revenue Recognition. * **AS 10:** Accounting For Fixed Assets. * **International Financial Reporting Standards (IFRS):** Introduction to IFRS * **IAS-1:**Presenttion of Financial Statements (Introductory Knowledge) * **IAS-2:**Inventories (Introductory Knowledge) * **Accounting in Computerized Environment:** Introduction, Features and application in various areas of Accounting |
| **2** | **Accounting Transactions** |
|  | * **Accounting transactions**: Accounting cycle, Journal, Journal proper, Opening and closing entries, Relationship between journal & ledger: Rules regarding posting: Trial balance: Subsidiary books (Purchase, Purchase Returns, Sales, Sales Returns & cash book –Triple Column), Bank Reconciliation Statement. * **Expenditure**:Classification of Expenditure- Capital, revenue and Deferred Revenue expenditureUnusual expenses: Effects of error: Criteria test. * **Receipts:** Capital receipt, Revenue receipt, distinction between capital receipts and revenue receipts. * **Profit or Loss:** Revenue profit or loss, capital profit or loss |
| **3** | **Depreciation Accounting & Trial Balance** |
|  | * **Depreciation accounting:** Practical problem based on depreciation using SLM and RBM methods. (Where Provision for depreciation Account not maintained). * **Preparation of Trial Balance:**Introduction and Preparation of Trial Balance |
| **4** | **Final Accounts** |
|  | * Introduction to Final Accounts of a Sole proprietor. * Rectification of errors. * Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet. * Preparation and presentation of Final Accounts in horizontal format * Introduction to Schedule 6 of Companies Act ,1956 |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS) Programme at Semester I***

***with Effect from the Academic Year 2016-2017***

***Elective Courses (EC)***

1. **Business Law**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Contract Act, 1872 & Sale of Goods Act, 1930 | 15 |
| 2 | Negotiable Instrument Act, 1981 & Consumer Protection Act, 1986 | 15 |
| 3 | Company Law | 15 |
| 4 | Intellectual Property Rights(IPR) | 15 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Contract Act, 1872 & Sale of Goods Act, 1930** |
|  | * **Contract Act,1872:** Essential elements of Contract; Agreement and Contract – Capacity to Contract, free consent, consideration, lawful objects/ consideration, Breach of contract. Remedies for breach of Contract. * **Sale of Goods Act,1930:** Scope of Act, Sale and Agreement to sell, essential of a valid Sale Contract – Conditions and warranties – Implied Condition and warranties, Rights of an unpaid seller. |
| **2** | **Negotiable Instrument Act, 1981 & Consumer Protection Act, 1986** |
|  | * **Negotiable Instrument Act,1981:** Introduction of Negotiable Instruments – Characteristics of negotiable instruments, Promissory note, Bills of exchange, Cheque, Dishonour of Cheque. * **Consumer Protection Act, 1986:** Objects of Consumer Protection- Introduction of Consumers, who is consumer? Meaning of the words “Goods and services” – Meaning of thewords “Defects and Deficiencies of goods and services” Consumer disputes and Complaints. |
| **3** | **Company Law** |
|  | * **Company Law:** What is company? – Incorporation of company – MOA, AOA, Prospectus, Meetings, Meaning of transfer and transmission of shares. |
| **4** | **Intellectual Property Rights(IPR)** |
|  | * **Intellectual Property Rights (IPR)** * IPR definition/ objectives * Patent definition. What is patentable? What is not patentable? Invention And its Attributes, Inventors and Applications * Trademarks, definition, types of trademarks, infringement and passing off. * Copy right definition and subject in which copy right exists, Originality, Meaning and Content, Authors and Owners, Rights and Restrictions. * Geographical indications (only short notes) |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS) Programme at Semester I***

***with Effect from the Academic Year 2016-2017***

***Elective Courses (EC)***

1. **Business Statistics**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Introduction to Statistics | 15 |
| 2 | Measures of Dispersion, Co-Relation and Linear Regression | 15 |
| 3 | Time Series and Index Number | 15 |
| 4 | Probability andDecision Theory | 15 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Introduction to Statistics** |
|  | * **Introduction:** Functions/Scope, Importance, Limitations * **Data:** Relevance of Data(Current Scenario), Type of data(Primary & Secondary), Primary(Census vs Samples, Method of Collection (In Brief), Secondary(Merits, Limitations, Sources) (In Brief) * **Presentation Of Data:**Classification – Frequency Distribution – Discrete & Continuous, Tabulation, Graph(Frequency, Bar Diagram, Pie Chart, Histogram, Ogives) * **Measures Of Central Tendency:**Mean(A.M, Weighted, Combined), Median(Calculation and graphical using Ogives), Mode(Calculation and Graphical using Histogram), Comparative analysis of all measures of Central Tendency |
| **2** | **Measures of Dispersion, Co-Relation and Linear Regression** |
|  | * **Measures Of Dispersion:** Range with C.R(Co-Efficient Of Range), Quartiles & Quartile deviation with CQ (Co-Efficient Of Quartile), Mean Deviation from mean with CMD (Co-Efficient Of Mean Deviation), Standard deviation with CV(Co-Efficient Of Variance), Skewness& Kurtosis (Only concept) * **Co-Relation:** Karl Pearson, Rank Co-Relation * **Linear Regression:** Least Square Method |
| **3** | **Time Series and Index Number** |
|  | * **Time Series:** Least Square Method, Moving Average Method, Determination of Season * **Index Number:** Simple(unweighted) Aggregate Method, Weighted Aggregate Method, Simple Average of Price Relatives, Weighted Average of Price Relatives, Chain Base Index Numbers, Base Shifting, Splicing and Deflating, Cost of Living Index Number |
| **4** | **Probability and Decision Theory** |
|  | * **Probability:** Concept of Sample space, Concept of Event, Definition of Probability, Addition & Multiplication laws of Probability, Conditional Probability, Bayes’ Theorem(Concept only), Expectation & Variance, Concept of Probability Distribution(Only Concept) * **Decision Theory:** Acts, State of Nature Events, Pay offs, Opportunity loss, Decision Making under Certainty, Decision Making under Uncertainty, * Non-Probability: Maximax, Maximin, Minimax, Regret, Laplace &Hurwicz) * **Probabilitistics (Decision Making under risk):**EMV, EOL, EVPI * Decision Tree |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS)Programme at Semester I***

***with Effect from the Academic Year 2016-2017***

***Ability Enhancement Courses (AEC)***

**4. Business Communication- I**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Theory of Communication | 15 |
| 2 | Obstacles to Communication in Business World | 15 |
| 3 | Business Correspondence | 15 |
| 4 | Language and Writing Skills | 15 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Theory of Communication** |
|  | **Concept of Communication**: Meaning, Definition, Process, Need, FeedbackEmergence of Communication as a key concept in the Corporate and Global worldImpact of technological advancements on Communication  **Channels and Objectives of Communication**: **Channels-**  Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine  **Objectives of Communication**: Information, Advice, Order and Instruction, Persuasion, Motivation, Education,Warning, and Boosting the Morale of Employees(A brief introduction to these objectives to be given)  **Methods and Modes of Communication:**  Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette  Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax]  Computers and E- communication Video and Satellite Conferencing |
| **2** | **Obstacles to Communication in Business World** |
|  | **Problems in Communication /Barriers to Communication**:  Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers  **Listening:** Importance of Listening Skills, Cultivating good Listening Skills – 4  **Introduction to Business Ethics:**  Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility  Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:  Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste,  Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace  Piracy, Insurance, Child Labour |
| **3** | **Business Correspondence** |
|  | **Theory of Business Letter Writing:**  Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,  **Personnel Correspondence:**  Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation  [Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)] |
| **Sr. No.** | **Modules / Units** |
| **4** | **Language and Writing Skills** |
|  | **Commercial Terms used in Business Communication**  **Paragraph Writing:**  Developing an idea, using appropriate linking devices, etc  Cohesion and Coherence, self-editing, etc [Interpretation of technical data, Composition on a given situation, a short informal report etc.]  **Activities**   * Listening Comprehension * Remedial Teaching * Speaking Skills: Presenting a News Item, Dialogue and Speeches * Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. * Reading Comprehension: Analysis of texts from the fields of Commerce and Management |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS)Programme at Semester I***

***with Effect from the Academic Year 2016-2017***

***Skill Enhancement Courses (SEC)***

**5. Foundation Course -I**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Overview of Indian Society | 05 |
| 2 | Concept of Disparity‐ 1 | 10 |
| 3 | Concept of Disparity‐2 | 10 |
| 4 | The Indian Constitution | 10 |
| 5 | Significant Aspects of Political Processes | 10 |
| **Total** | | **45** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Overview of Indian Society** |
|  | Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference |
| **2** | **Concept of Disparity‐ 1** |
|  | Understand the concept of disparity as arising out of stratification and inequality;  Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media;Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities |
| **3** | **Concept of Disparity‐2** |
|  | Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences |
| **4** | **The Indian Constitution** |
|  | Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen; tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution |
| **5** | **Significant Aspects of Political Processes** |
|  | The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS)Programme at Semester I***

***with Effect from the Academic Year 2016-2017***

***Skill Enhancement Courses (SEC)***

**5.Foundation Course in NSS - I**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Introduction to NSS | 10 |
| 2 | Concept of Society and Social Issues in India | 15 |
| 3 | Indian Constitution and Social Justice | 10 |
| 4 | Human Personality and National Integration | 10 |
| **Total** | | **45** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Introduction to NSS** |
|  | **Introduction to National Service Scheme(NSS)**  Orientation and structure of National Service Scheme(NSS)  National Service Scheme(NSS)- its objectives  The historical perspective of National Service Scheme(NSS)  National Service Scheme(NSS)- Symbol and its meaning  National Service Scheme(NSS)- its hierarchy from national to college level  **National Service Scheme(NSS) Regular activities**  Distribution of working hours- Association between issues and programs- community project- urban rural activities, Association- modes of activity evaluation |
| **2** | **Concept of Society and Social Issues in India** |
|  | **History and philosophy of social sciences in India**  Concept of society- Development of Indian society - Features of Indian Society-  Division of labour and cast system in India  **Basic social issues in India**  Degeneration of value system, Family system, Gender issues, Regional imbalance |
| **3** | **Indian Constitution and Social Justice** |
|  | **Indian Constitution**  Features of Indian Constitution - Provisions related to social integrity and development  **Social Justice**  Social Justice- the concept and its features  Inclusive growth- the concept and its features |
| **4** | **Human Personality and National Integration** |
|  | **Dimensions of human personality**  Social Dimension of Human personality- Understanding of the socity  Physical Dimension of Human personality- Physical Exercise, Yoga, etc.  **National integration & Communal Harmony**  National Integration- its meaning, importance and practice  Communal Harmony- its meaning, importance and practice |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS)Programme at Semester I***

***with Effect from the Academic Year 2016-2017***

***Skill Enhancement Courses (SEC)***

**5.Foundation Course in NCC - I**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Introduction to NCC, National Integration & Awareness | 10 |
| 2 | Drill: Foot Drill | 10 |
| 3 | Adventure Training, Environment Awareness and Conservation | 10 |
| 4 | Personality Development and Leadership | 10 |
| 5 | Specialized Subject: Army/ Navy/ Air | 05 |
| **Total** | | **45** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Introduction to NCC, National Integration & Awareness** |
|  | **Desired outcome**: The students will display sense of patriotism, secular values and shall be transformed into motivated youth who will contribute towards nation building through national unity and social cohesion.   * Genesis, Aims, Objectives of NCC & NCC Song * Organisation& Training * Incentives & Benefits * Religions, Culture, Traditions and Customs of India * National Integration: Importance and Necessity * Freedom Struggle |
| **2** | **Drill: Foot Drill** |
|  | **Desired outcome**: The students will demonstrate the sense of discipline, improve bearing, smartness, turnout, develop the quality of immediate and implicit obedience of orders, with good reflexes.   * General and Words of Command * Attention, Stand at Ease and Stand Easy, Turning and Inclining at the Halt * Sizing, Forming Up in Three Ranks and Numbering, Open and Close Order March and Dressing * Saluting at the Halt, Getting On Parade, Dismissing and Falling Out * Marching, Length of Pace and Time of Marching in Quick Time and Halt, Slow March and Halt * Turning on the March and Wheeling. * Saluting on the March. * Formation of squad and Squad Drill. |
| **3** | **Adventure Training, Environment Awareness and Conservation** |
|  | **Adventure Training**  **Desired outcome**: The students will overcome fear & inculcate within them the sense of adventure, sportsmanship,espirit-d-corp and develop confidence , courage , determination, diligence and quest for excellence.   * Any Two such as – Obstacle course, Slithering, Trekking, Cycling, Rock Climbing, Para Sailing, Sailing,Scuba Diving etc   **Environment Awareness and Conservation**  Desired outcome: The student will be aware of the conservation of natural resources and protection of environment.   * Natural Resources – Conservation and Management * Water Conservation and Rainwater Harvesting |

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| **Sr. No.** | **Modules / Units** |
| **4** | **Personality Development and Leadership** |
|  | **Desired outcome**: The student will develop an all-round personality with adequate leadership traits to deal / contribute effectively in life.   * Introduction to Personality Development * Factors Influencing /Shaping Personality: Physical, Social, Physiological, Philosophical and Psychological * Self Awareness Know yourself/ Insight * Change Your Mind Set * Communication Skills: Group Discussion / Lecturettes (Public Speaking) * Leadership Traits * Types of Leadership |
| **5** | **Specialized Subject: Army Or Navy Or Air** |
|  | **Army**  **Desired outcome:** The training shall instill patriotism, commitment and passion to serve the nation motivating the youth to join the defence forces.  It will also acquaint, expose & provide basic knowledge about armed, naval and air-force subjects   1. **Armed Force**  * Basic organisation of Armed Forces * Organisation of Army * Badges and Ranks  1. **Introduction to Infantry and weapons and equipments**  * Characteristics of 7.62mm SLR Rifle, Ammunition, Fire power, Stripping, Assembling and Cleaning  1. **Military history**  * Biographies of renowned Generals (Carriapa / Sam Manekshaw) * Indian Army War Heroes- PVCs  1. **Communication**  * Types of Communications * Characteristics of Wireless Technologies (Mobile, Wi-Fi etc.)   ***OR***  **Navy**   1. **Naval orientation and service subjects**  * History of the Indian Navy-Pre and Post Independence, Gallantry award winners * Organization of Navy- NHQ, Commands, Fleets, Ships and shore establishments * Types of Warships and their role * Organization of Army and Air Force- Operational and Training commands * Ranks of Officers and Sailors, Equivalent Ranks in the Three Services  1. **Ship and Boat Modelling**  * Principles of Ship Modelling * Maintenance and Care of tools |

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| **Sr. No.** | **Modules / Units** |
|  | 1. **Search and Rescue**  * SAR Organization in the Indian ocean  1. **Swimming**   Floating for three minutes and Free style swimming for 50 meters  ***OR***  **AIR**   1. **General Service Knowledge**  * Development of Aviation * History of IAF  1. **Principles of Flight**  * Introduction * Laws of Motion * Glossary of Terms.  1. **Airmanship**  * Introduction * Airfield Layout * Rules of the Air * Circuit Procedure * ATC/RT Procedures * Aviation Medicine  1. **Aero- Engines**  * Introduction to Aero-engines |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS)Programme at Semester I***

***with Effect from the Academic Year 2016-2017***

***Skill Enhancement Courses (SEC)***

**5.Foundation Course in Physical Education - I**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Introduction to Basic Relevant concepts in Physical Education | 10 |
| 2 | Components of Physical Fitness | 15 |
| 3 | Testing Physical Fitness | 10 |
| 4 | Effect of Exercise on various Body System | 10 |
| **Total** | | **45** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Introduction to Basic Relevant concepts in Physical Education** |
|  | * Dimensions and determinants of Health, Fitness & Wellness * Concept of Physical Education and its importance * Concept of Physical Fitness and its types * Concept of Physical Activity, exercise and its types & benefits |
| **2** | **Components of Physical Fitness** |
|  | * Concept of components of Physical Fitness * Concept and components of HRPF * Concept and components of SRPF * Importance of Physical Education in developing physical fitness components. |
| **3** | **Testing Physical Fitness** |
|  | * Tests for measuring Cardiovascular Endurance * Tests for measuring Muscular Strength& Endurance * Tests for measuring Flexibility * Tests for measuring Body Composition |
| **4** | **Effect of Exercise on various Body System** |
|  | * Effect of exercises on Musculoskeletal system * Effect of exercises on Circulatory System * Effect of exercises on Respiratory System * Effect of exercises on Glandular System |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS) Programme at Semester I***

***WithEffect from the Academic Year 2016-2017***

***Core Courses (CC)***

**6.Foundation of Human Skills**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Understanding of Human Nature | 15 |
| 2 | Introduction to Group Behaviour | 15 |
| 3 | Organizational Culture and Motivation at workplace | 15 |
| 4 | Organisational Change, Creativity and Development and Work Stress | 15 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Understanding of Human Nature** |
|  | * **IndividualBehaviour:**Concept of a man, individual differences, factors affecting individual differences, Influence of environment * **Personality and attitude:** Determinants of personality, Personality traits theory, Big five model, Personality traits important for organizational behaviour like authoritarianism, locus of control, Machiavellianism, introversion-extroversion achievement orientation , self – esteem, risk taking, self-monitoring and type A and B personalities, Concept of understanding self through JOHARI WINDOWS, Nature and components of attitude, Functions of attitude, Ways of changing attitude, Reading emotions * **Thinking, learning and perceptions:** Thinking skills, thinking styles and thinking hat, Managerial skills and development, Learning characteristics, theories of learning (classical conditioning, operant conditioning and social learning approaches), Intelligence, type ( IQ, EQ, SQ, at work place), Perception features and factor influencing individual perception, Effects of perceptual error in managerial decision making at work place. (Errors such as Halo effect, stereotyping, prejudice attributional). |
| **2** | **Introduction to Group Behaviour** |
|  | * **Introduction to Group Behaviour** * **Group Dynamics:** Nature, types, group behaviour model (roles, norms, status, process, structures) * **Team effectiveness:** nature, types of teams, ways of forming an effective team. * Setting goals. * **Organizational processes and system.** * **Power and politics:** nature, bases of power, politics nature, types, causes of organizational politics, political games. * **Organizational conflicts and resolution**: Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes. |
| **3** | **Organizational Culture and Motivation at workplace** |
|  | * **Organizational Culture:** * Characteristics of organizational culture. * Types, functions and barriers of organizational culture * Ways of creating and maintaining effective organization culture * **Motivation at workplace**: Concept of motivation   Theories of motivation in an organisational set up.   * A.Maslow Need Heirachy * F.Hertzberg Dual Factor * Mc.Gregor theory X and theory Y.   Waysofmotivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace. |
| **4** | **Organisational Change, Creativity and Development and Work Stress** |
|  | * **Organisational change and creativity:** Concepts of organisational change, Factors leading/influencing organisational change, Kurt Lewins model of organisational change and development, Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making, Creative problem solving. * **Organisational Development and work stress:** Need for organisational development, OD Techniques, Stress, types of stress, Causes and consequences of job stress, Ways for coping up with job stress |

***Revised Syllabus of Courses ofBachelorof Management Studies (BMS) Programme at Semester I***

***with Effect from the Academic Year 2016-2017***

***Core Courses (CC)***

**7. Business Economics - I**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Introduction | 10 |
| 2 | Demand Analysis | 10 |
| 3 | Supply and Production Decisions and Cost of Production | 15 |
| 4 | Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition | 15 |
| 5 | Pricing Practices | 10 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Introduction** |
|  | **Scope and Importance of Business Economics** - basic tools- Opportunity Cost principle- Incremental and Marginal Concepts. Basic economic relations - functional relations: equations- Total, Average and Marginal relations- use of Marginal analysis in decision making,  The basics of market demand, market supply and equilibrium price- shifts in the demand and supply curves and equilibrium |
| **2** | **Demand Analysis** |
|  | **Demand Function** - nature of demand curve under different markets  Meaning, significance, types and measurement of elasticity of demand (Price, income cross and promotional)- relationship between elasticity of demand and revenue concepts  **Demand estimation and forecasting:** Meaning and significance - methods of demand estimation : survey and statistical methods  *(numerical illustrations on trend analysis and simple linear regression)* |
| **3** | **Supply and Production Decisions and Cost of Production** |
|  | **Production function:** short run analysis with Law of Variable Proportions- Production function with two variable inputs- isoquants, ridge lines and least cost combination of inputs- Long run production function and Laws of Returns to Scale - expansion path - Economies and diseconomies of Scale.  **Cost concepts:** Accounting cost and economic cost, implicit and explicit cost, fixed and variable cost - total, average and marginal cost - Cost Output Relationship in the Short Run and Long Run *(hypothetical numerical problems to be discussed)*,  LAC and Learning curve - Break even analysis *(with business applications)* |
| **4** | **Market structure: Perfect competition and Monopoly and Pricing and Output Decisions under Imperfect Competition** |
|  | Short run and long run equilibrium of a competitive firm and of industry - monopoly - short run and long- run equilibrium of a firm under Monopoly  **Monopolistic competition:**Equilibrium of a firm under monopolistic competition, debate over role of advertising  *(topics to be taught using case studies from real life examples)*  **Oligopolistic markets:** key attributes of oligopoly - Collusive and non collusive oligopoly market - Price rigidity - Cartels and price leadership models  *(with practical examples)* |
| **5** | **Pricing Practices** |
|  | Cost oriented pricing methods: cost – plus (full cost) pricing, marginal cost pricing, Mark up pricing, discriminating pricing, multiple – product pricing - transfer pricing  *(case studies on how pricing methods are used in business world)* |

**Bachelor of Management Studies (BMS) Programme**

***Under Choice Based Credit, Grading and Semester System***

***Course Structure***

***(To be implemented from Academic Year- 2016-2017)***

**Semester II**

|  |  |  |
| --- | --- | --- |
| **No. of Courses** | **Semester II** | **Credits** |
| ***1*** | ***Elective Courses (EC)*** | |
| 1 | Principles of Marketing | **03** |
| 2 | Industrial Law | **03** |
| 3 | Business Mathematics | **03** |
| ***2*** | ***Ability Enhancement Courses (AEC)*** | |
| ***2A*** | ***Ability Enhancement Compulsory Course (AECC)*** | |
| 4 | Business Communication - II | **03** |
| **2B** | ***\*\*Skill Enhancement Courses (SEC)*** | |
| 5 | Any one course from the following list of the courses | **02** |
| ***3*** | ***Core Courses (CC)*** | |
| 6 | Business Environment | **03** |
| 7 | Principles of Management | **03** |
| **Total Credits** | | **20** |

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| ***\*\*List of Skill Enhancement Courses (SEC)***  ***for Semester II (Any One)*** | |
| 1 | Foundation Course - II |
| 2 | Foundation Course in NSS - II |
| 3 | Foundation Course in NCC - II |
| 4 | Foundation Course in Physical Education - II |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Elective Courses(EC)***

1. **Principles of Marketing**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Introduction to Marketing | 15 |
| 2 | Marketing Environment, Research and Consumer Behaviour | 15 |
| 3 | Marketing Mix | 15 |
| 4 | Segmentation, Targeting and Positioning and Trends In Marketing | 15 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Introduction to Marketing** |
|  | * **Introduction to Marketing:**Definition, features, advantages and scope of marketing. The 4P’s and 4C’s of marketing. Marketing v/s Selling. Marketing as an activity and function * **Concepts of Marketing:** Needs, wants and demands, transactions, transfer and exchanges. * **Orientations of a firm:** Production concept; Product concept; selling concept and marketing concept, social relationship, Holistic marketing. |
| **2** | **Marketing Environment, Research and Consumer Behaviour** |
|  | * **The micro environment of business:** Management structure; Marketing Channels; Markets in which a firm operates; competitors and stakeholders. * **Macro environment:** Political Factors; Economic Factors; Socio Cultural Factors , Technological Factors (PEST Analysis) * **Marketing research:** Meaning, features, Importance of marketing research. Types of marketing research: Product research; Sales research; consumer/customer research; production research * **MIS:**Meaning, features and Importance * **Consumer Behaviour:** Meaning, feature, importance, factors affecting Consumer Behaviour |
| **3** | **Marketing Mix** |
|  | * **Marketing mix:** Meaning –elements of Marketing Mix. * Product-product mix-product line lifecycle-product planning – New product development- failure of new product-levels of product. * Branding –Packing and packaging – role and importance * Pricing – objectives- factors influencing pricing policy and Pricing strategy. * Physical distribution – meaning – factor affecting channel selection-types of marketing channels * Promotion – meaning and significance of promotion. Promotion * tools (brief) |
| **4** | **Segmentation, Targeting and Positioning and Trends In Marketing** |
|  | * Segmentation – meaning , importance , basis * Targeting – meaning , types * Positioning – meaning – strategies * New trends in marketing – E-marketing , Internet marketing and marketing using Social network * Social marketing/ Relationship marketing |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Elective Courses (EC)***

**2.Industrial Law**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Laws Related to Industrial Relations and Industrial Disputes | 15 |
| 2 | Laws Related to Health, Safety and Welfare | 15 |
| 3 | Social Legislation | 15 |
| 4 | Laws Related to Compensation Management | 15 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Laws Related to Industrial Relations and Industrial Disputes** |
|  | * Industrial Disputes Act, 1947: Definition, Authorities, Awards, Settlements, Strikes Lockouts, Lay Offs, Retrenchment and Closure * The Trade Union Act, 1926 |
| **2** | **Laws Related to Health, Safety and Welfare** |
|  | * The Factory Act 1948: (Provisions related to Health, Safety and Welfare) * The Workmen’s Compensation Act, 1923 Provisions: * Introduction: The doctrine of assumed risk, The doctrine of Common Employment, The doctrine of Contributory Negligence * Definitions * Employers liability for compensation (S-3 to 13) * Rules as to Compensation (Sec 4 to Sec 9) (14 A & 17) |
| **3** | **Social Legislation** |
|  | * Employee State Insurance Act 1948: Definition and Employees Provident Fund * Miscellaneous Provision Act 1948: Schemes, Administration and determination of dues |
| **4** | **Laws Related To Compensation Management** |
|  | * The payment of Wages Act 1948: Objectives, Definition, Authorised Deductions * Payment of Bonus Act, 1965 * The Payment Of Gratuity Act, 1972 |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Elective Courses (EC)***

**3.Business Mathematics**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Elementary Financial Mathematics | 15 |
| 2 | Matrices and Determinants | 15 |
| 3 | Derivatives and Applications of Derivatives | 15 |
| 4 | Numerical Analysis [Interpolation] | 15 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Elementary Financial Mathematics** |
|  | * **Simple and Compound Interest**: Interest compounded once a year, more than once a year, continuous, nominal and effective rate of interest * Annuity-Present and future value-sinking funds * **Depreciation of Assets:** Equated Monthly Installments (EMI)- using flat interest rate and reducing balance method. * **Functions:**Algebraic functions and the functions used in business and economics, Break Even and Equilibrium point. * **Permutation and Combination:** (Simple problems to be solved with the calculator only) |
| **2** | **Matrices and Determinants** |
|  | * **Matrices:** Some important definitions and some important results. Matrix operation (Addition, scalar multiplication , matrix multiplication, transpose of a matrix) * **Determinants of a matrix of order two or three**: properties and results of Determinants * Solving a system of linear equations using Cramer’s rule * Inverse of a Matrix (up to order three) using ad-joint of a matrix and matrix inversion method * **Case study:** Input Output Analysis |
| **3** | **Derivatives and Applications of Derivatives** |
|  | * **Introduction and Concept:** Derivatives of constant function, logarithmic functions, polynomial and exponential function * **Rules of derivatives:** addition, multiplication, quotient * Second order derivatives * **Application of Derivatives:** Maxima, Minima, Average Cost and Marginal Cost. Total revenue, Marginal revenue, Average revenue. Average and Marginal profit. Price elasticity of demand |
| **4** | **Numerical Analysis [Interpolation]** |
|  | * **Introduction and concept**: Finite differences – forward difference operator – Newton’s forward difference formula with simple examples * Backward Difference Operator. Newton’s backward interpolation formula with simple examples |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Ability Enhancement Courses (AEC)***

**4. Business Communication - II**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Presentation Skills | 15 |
| 2 | Group Communication | 15 |
| 3 | Business Correspondence | 15 |
| 4 | Language and Writing Skills | 15 |
| **Total** | | **60** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Presentation Skills** |
|  | **Presentations:**  (to be tested in tutorials only) 4 Principles of Effective Presentation  Effective use of OHP  Effective use of Transparencies  How to make a Power-Point Presentation |
| **2** | **Group Communication** |
|  | **Interviews:**Group Discussion Preparing for an Interview, Types of Interviews – Selection, Appraisal, Grievance, Exit  **Meetings:**Need and Importance of Meetings, Conduct of Meeting and Group Dynamics Role of the Chairperson, Role of the Participants, Drafting of Notice, Agenda and Resolutions  **Conference:**Meaning and Importance of Conference Organizing a Conference Modern Methods: Video and Tele – Conferencing  **Public Relations:** Meaning, Functions of PR Department, External and Internal Measures of PR |
| **3** | **Business Correspondence** |
|  | **Trade Letters:** Order, Credit and Status Enquiry, Collection (just a brief introduction to be given)  **Only following to be taught in detail:-**  Letters of Inquiry, Letters of Complaints, Claims, Adjustments Sales Letters, promotional leaflets and fliers Consumer Grievance Letters, Letters under Right to Information (RTI) Act  [Teachers must provide the students with theoretical constructs wherever necessary in order to create awareness. However students should not be tested on the theory.] |
| **4** | **Language and Writing Skills** |
|  | **Reports:** Parts, Types, Feasibility Reports, Investigative Reports  **Summarisation:** Identification of main and supporting/sub points Presenting these in a cohesive manner |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Skill Enhancement Courses (SEC)***

**5. Foundation Course – II**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Globalisation and Indian Society | 07 |
| 2 | Human Rights | 10 |
| 3 | Ecology | 10 |
| 4 | Understanding Stress and Conflict | 10 |
| 5 | Managing Stress and Conflict in Contemporary Society | 08 |
| **Total** | | **45** |

|  |  |
| --- | --- |
| **Sr. No** | **Modules /Units** |
| **1** | **Globalisation and Indian Society** |
|  | Understanding the concepts of liberalization, privatization and globalization;Growth of information technology and communication and its impact manifested in everyday life; Impact of globalization on industry: changes in employment and increasing migration; Changes in agrarian sector due to globalization; rise in corporate farming and increase in farmers’ suicides. |
| **2** | **Human Rights** |
|  | Concept of Human Rights; origin and evolution of the concept; The Universal Declaration of Human Rights;Human Rights constituents with special reference to Fundamental Rights stated in the Constitution |
| **3** | **Ecology** |
|  | Importance of Environment Studies in the current developmental context; Understanding concepts of Environment, Ecology and their interconnectedness; Environment as natural capital and connection to quality of human life; Environmental Degradation‐ causes and impact on human life;Sustainable development‐ concept and components; poverty and environment |
| **4** | **Understanding Stress and Conflict** |
|  | Causes of stress and conflict in individuals and society; Agents of socialization and the role played by them in developing the individual; Significance of values, ethics and prejudices in developing the individual; Stereotyping and prejudice as significant factors in causing conflicts in society. Aggression and violence as the public expression of conflict |
| **5** | **Managing Stress and Conflict in Contemporary Society** |
|  | Types of conflicts and use of coping mechanisms for managing individual stress; Maslow’s theory of self‐actualisation;Different methods of responding to conflicts in society; Conflict‐resolution and efforts towards building peace and harmony in society |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Skill Enhancement Courses (SEC)***

**5. Foundation Course in NSS - II**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Socio-economic Survey and Special Camp | 10 |
| 2 | Orientation of the College Unit and Communication Skills | 15 |
| 3 | Rapport with Community and Programme Planning | 10 |
| 4 | Government Organisations /Non-Government Organisations | 10 |
| **Total** | | **45** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Socio-economic Survey and Special Camp** |
|  | **Socio economic survey**  Socio-economic survey- its meaning and need,  Process of Socio-economic survey- design of questionnaire; data collection, data analysis and report writing  **Special camping activity**  Concept of camp- Identification of community problems- Importance of group living- Team building- Adoption of village- Planning for camp- pre camping, during the course of camp and post camping activities |
| **2** | **Orientation of the College Unit and Communication Skills** |
|  | **Training and orientation of the program unit in the college**  Leadership training – formation of need based programmmes- Concept of campus to community(C to C) activities  **Communication skills and Documentation**  Communication skills- the concept, Verbal, Non-Verbal communication  The documentation- Activity Report Writing – basics of NSS accounting – Annual Report – Press note and preparation |
| **3** | **Rapport with Community and Programme Planning** |
|  | **Working with individual group and community**  Ice breaking- interaction games – conflict resolution  **Program planning**  Programme planning- the concept and its features, requirements for successful implementation of program- program flow charting- feedback |
| **4** | **Government Organisations /Non-Government Organisations** |
|  | **Structure of Government Organisations and Non-Government Organisations**  Government organisations (GO)- its meaning -Legal set up, functioning, Sources of funding  Non-Government organisations (NGO)- its meaning -Legal set up, functioning, Sources of funding  National Service Scheme(NSS)- Government organisations (GO) and Non-Government organisations (NGO)  **Government schemes for community development**  Schemes of Government welfare departments for community development- provisions & examples |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Skill Enhancement Courses (SEC)***

**5.Foundation Course in NCC - II**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Disaster Management, Social Awareness and Community Development | 10 |
| 2 | Health and Hygiene | 10 |
| 3 | Drill with Arms | 10 |
| 4 | Weapon Training | 10 |
| 5 | Specialized Subject: Army Or Navy Or Air | 05 |
| **Total** | | **45** |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Disaster Management, Social Awareness and Community Development** |
|  | **Disaster Management:**  **Desired outcome:** The student shall gain basic information about civil defence organisation / NDMA & shall provide assistance to civil administration in various types of emergencies during natural / manmade disasters   * Civil Defence Organisation and Its Duties/ NDMA * Types of Emergencies/ Natural Disaster * Assistance during Natural / Other Calamities: Flood / Cyclone/ Earth Quake/ Accident etc. * ‘Avan’ model of NCC   **Social Awareness and Community Development:**  **Desired outcome:** The student shall have an understanding about social service and its need, about NGOs and shall participate in community action programmes for betterment of the community.   * Basics of Social Service, Weaker Sections of Our Society and Their Needs * Social/ Rural Development Project: MNREGA, SGSY, NSAP etc. * Contribution of Youth towards Social Welfare * Civic Responsibilities * Causes & Prevention of HIV/AIDS; Role of Youth |
| **2** | **Health and Hygiene** |
|  | **Desired outcome:** The student shall be fully aware about personal health and hygiene lead a healthy life style and foster habits of restraint and self awareness.   * Structure and Functioning of the Human Body * Hygiene and Sanitation (Personal and Food Hygiene) * Infectious & Contagious Diseases & Their Prevention |
| **3** | **Drill with Arms** |
|  | **Desired outcome**: The students will demonstrate the sense of discipline, improve bearing, smartness, turnout, develop the quality of immediate and implicit obedience of orders, with good reflexes.   * Attention, Stand at Ease and Stand Easy * Getting on Parade with Rifle and Dressing at the Order * Dismissing and Falling Out * Ground / Take Up Arms * Present From the Order and Vice-versa * General Salute, Salami Shastra |
| **4** | **Weapon Training** |
|  | **Desired outcome:** The student shall have basic knowledge of weapons and their use and handling.   * Characteristics of a Rifle / Rifle Ammunition and its Fire Power * Stripping, Assembling, Care and Cleaning and Sight Setting of .22 rifle * Stripping, Assembling, Care and Cleaning of 7.62mm SLR * Loading, Cocking and Unloading * The lying position, Holding and Aiming- I * Trigger control and firing a shot * Range procedure and safety precautions * Short range firing, Aiming- II -Alteration of sight |

|  |  |
| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **5** | **Specialized Subject: Army Or Navy Or Air** |
|  | **Army**  **Desired outcome:** The training shall instill patriotism, commitment and passion to serve the nation motivating the youth to join the defence forces.  It will also acquaint, expose & provide basic knowledge about armed, naval and air-force subjects   1. **Map reading**  * Introduction to types of Maps and Conventional signs * Scales and Grid system * Topographical forms and technical terms * Relief, contours and Gradients * Cardinal points and Types of North * Types of bearings and use of Service Protractor * Prismatic compass and its use and GPS  1. **Field Craft and Battle Craft**  * Introduction * Judging distance * Description of ground * Recognition, Description and Indication of landmarks and targets   ***OR***  **Navy**   1. **`Naval Communication**  * Introduction to Naval Modern Communication, Purpose and Principles * Introduction of Naval communication * Duties of various communication sub-departments * Semaphore * Introduction of position of letters and prosigns * Reading of messages * Transmission of messages  1. **Seamanship**  * **Anchor work** * Parts of Anchor and Cable, their identification * **Rigging** * Types of ropes and breaking strength- stowing, maintenance and securing of ropes * Practical Bends and Hitches: Reef Knot, Half hitch, Clove Hitch, Rolling Hitch, Timber Hitch, Bow Line, Round Turn and Two half hitch and Bow line on the Bight and its basic elements and uses. * Introduction to Shackles, Hooks, Blocks and Derricks, Coiling Down and Splicing of rope  1. **Boat work**  * Parts of Boat and Parts of an Oar * Instruction on boat Pulling- Pulling orders * Steering of boat under oars, Practical instruction on Boat Pulling, Precautions while pulling |
| **Sr. No.** | **Modules / Units** |
|  | ***OR***  **Air**   1. **Air frames**  * Aircraft Controls * Landing Gear  1. **Instruments**  * Basic Flight Instruments  1. **Aircraft Particulars**  * Aircraft Particulars (Type specific)  1. **Aero modelling**  * History of Aero modelling * Materials used in Aero modelling * Type of Aero models * Flying/ Building of Aero models |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Skill Enhancement Courses (SEC)***

**5.Foundation Course in Physical Education - II**

***Modules at a Glance***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Development of Fitness | 10 |
| 2 | Health, Fitness and Diseases | 15 |
| 3 | Yoga Education | 10 |
| 4 | Daily Schedule of Achieving Quality of Life and Wellness | 10 |
| **Total** | | **45** |

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| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Development of Fitness** |
|  | * Benefits of physical fitness and exercise and principles of physical fitness * Calculation of fitness index level 1-4 * Waist-hip ratio Target Heart Rate, BMI and types and principles of exercise (FITT) * Methods of training – continues, Interval, circuit, Fartlek and Plyometric |
| **2** | **Health, Fitness and Diseases** |
|  | * Definition of obesity and its management * Communicable diseases, their preventive and therapeutic aspects * Factors responsible for communicable diseases * Preventive and therapeutic aspect of Communicable and non- communicable diseases |
| **3** | **Yoga Education** |
|  | * Meaning and history of yoga * Ashtang yoga and types of yoga * Types of Suryanamaskar and Technique of Pranayam * Benefits of Yoga |
| **4** | **Daily Schedule of Achieving Quality of Life and Wellness** |
|  | * Daily schedule based upon one’s attitude, gender, age &occupation. * Basic – module: - Time split for rest, sleep, diet, activity & recreation. * Principles to achieve quality of life:- positive attitude, daily regular exercise, control over food habits & healthy hygienic practices. |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Core Courses (CC)***

**6.Business Environment**

***Modules at a Glance***

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| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Introduction to Business Environment | 15 |
| 2 | Political and Legal environment | 15 |
| 3 | Social and Cultural Environment, Technological environment and Competitive Environment | 15 |
| 4 | International Environment | 15 |
| **Total** | | **60** |

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| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Introduction to Business Environment** |
|  | * **Business:** Meaning, Definition, Nature & Scope, Types of Business Organizations * **Business Environment**: Meaning, Characteristics, Scope and Significance, Components of Business Environment * **Micro and Macro Environment:** Definition, Differentiation, Analysis of Business Environment, SWOT Analysis. * **Introduction to Micro-Environment**: * **Internal Environment:** Value system, Mission, Objectives, Organizational Structure, Organizational Resources, Company Image, Brand Equity * **External Environment:** Firm, customers, suppliers, distributors, Competitors, Society * **Introduction to Macro Components**: Demographic, Natural, Political, Social, Cultural, Economic, Technological, International and Legal) |
| **2** | **Political and Legal environment** |
|  | * **Political Institutions:** Legislature, Executive, Judiciary, Role of government in Business, Legal framework in India. * **Economic environment:** economic system and economic policies. Concept of Capitalism, Socialism and Mixed Economy * Impact of business on Private sector, Public sector and Joint sector * Sun-rise sectors of India Economy. Challenges of Indian economy. |
| **3** | **Social and Cultural Environment, Technological environment and Competitive Environment** |
|  | * **Social and Cultural Environment:** Nature, Impact of foreign culture on Business, Traditional Values and its Impact, Social Audit - Meaning and Importance of Corporate Governance and Social Responsibility of Business * **Technological environment:** Features, impact of technology on Business * **Competitive Environment:** Meaning, Michael Porter’s Five Forces Analysis, Competitive Strategies |
| **4** | **International Environment** |
|  | * **International Environment –** * **GATT/ WTO:** Objective and Evolution of GATT, Uruguay round, GATT v/s WTO, Functions of WTO, Pros and Cons of WTO. * **Globalization:** Meaning, Nature and stages of Globalization, features of Globalization, Foreign Market entry strategies, LPG model. * **MNCs:** Definition, meaning, merits, demerits, MNCs in India * **FDI:** Meaning, FDI concepts and functions, Need for FDI in developing countries, Factors influencing FDI, FDI operations in India, * **Challenges faced by International Business and Investment Opportunities for Indian Industry.** |

***Revised Syllabus of Courses ofBachelor of Management Studies (BMS) Programme at Semester II***

***with Effect from the Academic Year 2016-2017***

***Core Courses (CC)***

**7. Principles of Management**

***Modules at a Glance***

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| **Sr. No.** | **Modules** | **No. of Lectures** |
| 1 | Nature of Management | 15 |
| 2 | Planning and Decision Making | 15 |
| 3 | Organising | 15 |
| 4 | Directing, Leadership, Co-ordination and Controlling | 15 |
| **Total** | | **60** |

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| --- | --- |
| **Sr. No.** | **Modules / Units** |
| **1** | **Nature of Management** |
|  | * **Management:** Concept, Significance, Role & Skills, Levels of Management, Concepts of PODSCORB, Managerial Grid. * Evolution of Management thoughts, Contribution of F.W Taylor, Henri Fayol and Contingency Approach. |
| **2** | **Planning and Decision Making** |
|  | * **Planning:** Meaning, Importance, Elements, Process, Limitations and MBO. * **Decision Making**: Meaning, Importance, Process, Techniques of Decision Making. |
| **3** | **Organizing** |
|  | * **Organizing:** Concepts, Structure (Formal & Informal, Line & Staff and Matrix), Meaning, Advantages and Limitations * **Departmentation:** Meaning, Basis and Significance * **Span of Control:** Meaning, Graicunas Theory, Factors affecting span of ControlCentralization vs Decentralization * **Delegation:** Authority & Responsibility relationship |
| **4** | **Directing, Leadership, Co-ordination and Controlling** |
|  | * **Directing:** Meaning and Process * **Leadership:** Meaning, Styles and Qualities of Good Leader * **Co-ordination** as an Essence of Management * **Controlling:** Meaning, Process and Techniques * **Recent Trends:** Green Management & CSR |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester I***

***with effect from the Academic Year 2016-2017***

***Reference Books***

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| **Reference Books** |
| **Introduction to Financial Accounts** |
| * *Financial Accounts (a managerial emphasis): By Ashok Banerjee – Excel books* * *Fundamental of Accounting and Financial Analysis : By Anil Choudhary (Pearson education)* * *Indian Accounting Standards and IFRS for non-financial executives : By T.P. Ghosh– Taxman* * *Financial Accounting for Business Managers: By Ashish K. Bhattacharya.* * *Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi* * *Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi* * *Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi* * *Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai* * *Financial Accounting by LesileChandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi* * *Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai* * *Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi* * *Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc* * *Financial Accounting by Monga, J.R. Ahuja, GirishAhuja and Ashok Shehgal, Mayur Paper Back, Noida* * *Compendium of Statement and Standard of Accounting, ICAI* * *Indian Accounting Standards, Ashish Bhattacharya, Tata Mc. Grow Hill and Co. Ltd., Mumbai* * *Financial Accounting by Williams, Tata Mc. Grow Hill and Co. Ltd., Mumbai* * *Company Accounting Standards by ShrinivasanAnand, Taxman, New Delhi* * *Financial Accounting by V. Rajasekaran, Pearson Publications, New Delhi* * *Introduction to Financial Accounting by Horngren, Pearson Publications, New Delhi* * *Financial Accounting by M. Mukherjee and M. Hanif, Tata McGraw Hill Education Pvt. Ltd., New Delhi* * *Financial Accounting a Managerial Perspective, Varadraj B. Bapat, MehulRaithatha, Tata McGraw Hill Education Pvt. Ltd., New Delhi* |
| **Business Law** |
| * *Elements of mercantile Law – N.D.Kapoor* * *Business Law – P.C. Tulsian* * *Business Law – SS Gulshan* * *Company Law – Dr.Avtar Singh* * *Indian contract Act – Dr.Avtar Singh* * *Law of Intellectual Property-V.K-Taraporevala* |
| **Business Statistics** |
| * *Statistics of Management , Richard Levin &David S. Rubin,Printice Hall of India , New Delhi.* * *Statistics for Business & Economics, David R Anderson, Dennis J Sweney, Thopmson Publication.* * *Fundamental of Statistics, S C Gupta, Himalya Publication House.* * *Business Statistics , Bharadwaj , Excel Books, Delhi* * *Business Mathematics, S.K Singh & J.K Singh, Brijwasi Book Distributor & Publisher.* |

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| **Reference Books** |
| **Business Communication - Paper I** |
| * *Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.* * *Alien, R.K.(1970) Organisational Management through Communication.* * *Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.* * *Aswalthapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.* * *Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.* * *Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.* * *Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.* * *Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.* * *Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector’s Issue: Ethics and the Manager* * *Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.* * *Basu,C.R.(1998) Business Organisation and Management, T.M.H.New Delhi.* * *Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.* * *Bhargava and Bhargava91971) Company Notices, Meetings and Regulations* * *Black, Sam (1972) Practical Public Relations, E.L.B.S. London.* * *BoveeCourtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.* * *Burton, G and Thakur, (1995) Management Today- Principles and Practices. T.M.H.,New Delhi.* * *Darrow, Richard, Forrstal, Dan and Coolman, Aubrey (1967) Public Relations Handbook, TheDartwell Co., Chicago.* * *Dayal, Ishwar(9810) Managing Large Organizations: A Comparative Study.* * *Drucher,P.F.((1970) Technology, Management and Society, Pan Books London.* * *Drucher,P.F.((1974)Management Responsibilities Practices, Heinemann, London. 22.Eyre, E.C. (1985) Effective Communication Made Simple, Rupa and Co.Calcutta.* * *Ecouse Barry, (1999), Competitive Communication: A Rhetoric for Modern Business, OUP.* * *Fisher Dalmar, (1999), Communication in Organisation, Jaico Pub House, Mumbai, Delhi.* * *Frailley, L.E. (1982) Handbook of Business Letters, Revised Edn. Prentice Hall Inc.* * *French, Astrid (1993) Interpersonal Skills. Sterling Publishers, New delhi.* * *27 Fritzsche, David J (2005) Business Ethics: A Global and Managerial Perspective McGraw Hill* * *Garlside, L.E. (1980) Modern Business Correspondence, McDonald and Evans Ltd. Plymouth.* * *Ghanekar,A(1996) Communication Skills for Effective Management. Everest Publishing House, Pune.* * *Graves, Harold F. (1965) Report Writing, Prentice Hall, New Jersey.* * *Gupta, Anand Das (2010) Ethics, Business and Society: Managing Responsibly Response Books 32.Gupta, Dipankar (2006) Ethics Incorporated: Top Priority and Bottom Line Response Books* * *Krevolin, Nathan (1983) Communication Systems and Procedures for Modern Office, Prentice Hall, New Jersey.* * *Lesikar, Raymond V and Petit, John D.(1994) Business Communication: Theory and Application , Richard D. Irwin Inc. Ilinois.* * *Ludlow,Ron.(1995) The Essence of Effective Communication, Prentice , New Delhi.* * *36.M. Ashraf, Rizvi (2006) Effective Technical Communication Tata McGraw Hill* * *Martson, John E. 1963) The Nature of Public Relations, McGraw Hill, New Delhi.* * *Majumdar,P.K.(1992) Commentary on the Consumer protection Act, Prentice, New Delhi.* * *McQuail, Denis (1975), Communication, Longman.* * *Merrihue, William (1960) Managing by Communication, McGraw Hill, New York. 41.Mishra Rajiv K (2006) Code of Conduct for Managers Rupa Company* * *Monippalli, M.M. (1997),The Craft of Business Letter Writing, T.M.H. New Delhi.* |

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| **Reference Books** |
| * *Montagu,A and Matson , Floyd(1979) The Human Connection, McGraw Hill,New York.* * *Murphy, Herta and Hilde Brandt, Herbert W (1984) Effective Business Communication, McGraw Hill, New York.* * *Parry, John (1968) The Psychology of Human Communication.* * *Parson, C.J. and Hughes (1970) Written Communication for Business Students, Great Britain.* * *Peterson, Robert A and Ferrell, O.C (2005) Business Ethics: New Challenges for Business Schools and Corporate Leaders Prentice Hall of India Pvt., Ltd* * *Phillip, Louis V. (1975) Organisational Communication- The Effective Management, Columbus Grid Inc. 49.. Ross, Robert D. (1977) The Management of Public Relations, John Wiley and Sons, U.S.A.* * *Sadri Sorab, Sinha Arun and Bonnerjee peter (1998) Business Ethics: Concepts and Cases Tata McGraw Hill Public Company Limited* * *Shekhar, R.C (1997) Ethical Choices in Business Response Books* * *Stephenson, James (1988) Principles and Practice of Commercial Correspondence, Pilman and Sons Ltd. London.* * *53.. Shurter, Robert L. (1971) Written Communication in Business, McGraw Hill, Tokyo* |
| **Foundation Course - I** |
| * *Social and Economic Problems in India, Naseem Azad, R Gupta Pub ( 2011)* * *Indian Society and Culture, Vinita Padey, Rawat Pub (2016)* * *Social Problems in India, Ram Ahuja, Rawat Pub (2014)* * *Faces of Feminine in Ancient , medivial and Modern India, Mandakranta Bose Oxford University Press* * *National Humana rights commission- disability Manual* * *Rural, Urban Migration : Trends, challenges & Strategies, S Rajagopalan, ICFAI- 2012* * *Regional Inequilities in India Bhat L S SSRD- New Delhi* * *Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub ( 2014)* * *The Constitution of India, P M Bakshi 2011* * *The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub* * *Politics in India: structure, Process and Policy SubrataMitra, Rouutlege Pub* * *Politics in India, Rajani Kothari, Orient Blackswan* * *Problems of Communilism in india, Ravindra Kumar Mittal Pub*   *Combating communalism in India: Key to National Integration, KawalKishor Bhardwaj, Mittal Pub* |
| **Foundation Course in NSS** |
| * *National Service Scheme Manual (Revised) 2006, Government of India, Ministry of Youth Affairs and Sports, New Delhi.* * *University of Mumbai National Service Scheme Manual 2009.* * *Avhan Chancellor's Brigade - NSS Wing, Training camp on Disaster Preparedness Guidelines, March 2012* * *RashtriyaSevaYojanaSankalpana - Prof.Dr.SankayChakane, Dr.Pramod\Pabrekar, Diamond Publication, Pune* * *National Service Scheme Manual for NSS District Coordinators, National Service Scheme Cell, Dept. of Higher and Technical Education, Mantralaya,* * *Annual report of National Service Scheme (NSS) published by Dept. of Higher and Technical Education, Mantralaya,* * *NSS Cell, Dept. of Higher and Technical Education, Mantralaya, UTKARSHA- Socio and cultural guidelines* * *Case material as a Training Aid for Field Workers, Gurmeet Hans.* * *Social service opportunities in hospitals, Kapil K. Krishnan, TISS* * *New Trends in NSS, Research papers published by University of Pune* * *ANOOGUNJ Research Journal, published by NSS Unit C. K. Thakur college* |

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| **Reference Books** |
| * *Training Manual for Field Work published by RGNIYD, Chreeperumbudur* * *Prof.Ghatole R.N. Rural Social Science and Community Development.* * *PurushottamSheth, Dr.Shailaja Mane, National Service Scheme* * *Joint programme of National Service Scheme, University of Mumbai & DISHA - DEEPSHIKHA Projects, Nair Hospital, 2011-12* * *National Service Scheme in India: A Case study of Karnataka, M. B. Dishad, Trust Publications, 2001* * *http://www.thebetterindia.com/140/national-service-scheme-nss/* * *http://en.wikipedia.org/wiki/national-service-scheme 19=http://nss.nic.in/adminstruct* * *http://nss.nic.in/propexpan* * *http://nss.nic. in* * *http://socialworknss.org/about.html* |
| **Foundation Course in NCC** |
| * *Cadet’s Hand book – Common subject..all wings, BY DG NCC, New Delhi.* * *Cadet’s Hand book – Specialised Subjects, Army, Navy, Air-force, BY DG NCC, New Delhi.* * *NCC OTA Precise, BY DG NCC, New Delhi.* * *“AVAN” Model of Disaster Mang.,VinayakDalvie, Proceedings of Int. Conf. on Urban Plan. andEnvStrat& Challenges, Elphinstone College, Jan 2007.* * *Humanistic Tradition of India,N.L.Gupta, Mohit Publication, New Delhi* * *Social psychology, Baron & Byrne, Pearson Publication, 12th Edition self awareness know yourself / insight (110) Group & Individuals (374) Group discussion* * *Chanakya’s 7 Secrets of Leadership, RadhakrishananPillai and D.Shivnandhan, Jaico* * *Social Psychology: Understanding Human Interaction, Baron, Robert A., (302/BAR/BYR),7th Edition* * *Seven Habits of Highly Effective People., Covey , Stephen* * *The Habit of Winning., Iyer , Prakash, Penguin , India ; 2011* * *The Goal, Goldratt , Eliyahu, The Northriver press ; 1994* * *Freedom Struggle, Chandra Bipin, National Book Trust 1972* * *Freedom of Religion and The Indian Judiciary, Bachal V.M. , ShubhadaSaraswat, (362P)* * *India 1996- A Reference Annual Govt. of India* * *SahaSoneri Pane, Vinayak D. Savarkar* * *Environmental Biology and Toxicology, P.D. Sharma., Rastogi Publication* * *Environmental Science, S.C. Santra, New Central Book Agency* * *National Cadet Corps (India), Lambert M. Surhone, Mariam T. Tennoe, Susan F. Henssonow, Betascript Publishing, 2011* * *National Cadet Corps, Youth in Action (Google eBook), National Cadet Corps (India), Lancer Publishers, 2003* * *Youth in Step: History of the National Cadet Corps, V. Longer, Lancer international, 1983Original from the University of Michigan* * *National Cadet Corps of India, Man Mohan Sharma, Vision Books, 1980Original from the University of Michigan* * *The National Cadet Corps Act, 1948, as Modify Up to the 1st July 1963, India, Government of India Press, 1963(Military Law)* * *Cadet Corps in India: Its Evolution and Impact, Satis Chandra Maikap, DarbariUdyog, 1979Original from the University of California* * *National Cadet Corps: 100 Years of Distinction, National Cadet Corps (Singapore), NCC* * *The NCC, Singapore, National Cadet Corps Council, National Cadet Corps Council* * *Grooming Tomorrow’s Leaders: National Cadet Corps, 1917-2006, R.S. Chhettri, Lancer Publishers, 2006* * *National Civil Defence Cadet Corps, Lambert M. Surhone, Mariam T. Tennoe, Susan F. Henssonow, Betascript Publishing, 2011* |

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| **Reference Books** |
| * *Discovery of India, Jawaharlal Nehru* * *Health and Hygiene, Manoj. J.S., Agra University Publication* * *Yoga for Healing, Venkateswaran P.S., Bombay:- Jaico Publishing House 1989* * *Yoga Illustrated, New Delhi, Ministry of Information and Broadcasting, 1995* * *Yoga Practice, 1972, Shivnande Swami, Mumbai:- D.B. Taraporewala 1972* * *Yoga of Patanjali-1979, Yardi M.R., Bhandarkar Oriental Research Institute- 1974* * *Sustainable Development (An Alternative Paradigm), Satpathy , N., Karnavati Publications , Ahmedabad* * *Global Partners for Sustainable Development, Pachauri R.K &Srivastava L., Tata Energy Research Institute, New Delhi ; 1994, 1998* * *Ecology and the Politics of survival : Conflict over Natural Resources in India, Shiva , Vandana, Sage Publications , California , 1991* |
| **Foundation Course in Physical Education** |
| * *LippianCott Williams and Wilkins 2006.* * *American College of Sports Medicine, ACSM’s, Guidelines for Exercise Testing and Priscription. (2013) Ninth Edition, LippianCott Williams and Wilkins.* * *American College of Sports Medicine, ACSM’s Resource Manual for Guidelines for Exercise Testing and Priscription. (2006) 5th Ed., LippianCott Williams and Wilkins, 2006.* * *Beashel, P.,& Taylor, J. (1996). Advance Studies in Physical Education and Sports. U.K.: Thomas Nelson and Sons Ltd.* * *Bucher, C.A. (1995). Foundation of Physical Education (12th Ed.) USA : St. Louis,C.V. Mosloy.* * *Colfter, G.R., Hamilton, K.E., Magill R.A.,& Hamilton B.J. (1986). Contemporary Physical Education. USA :Wim C. Brown Publisher.* * *Daryl S. (1994). Introduction to physical education, fitness and sports (2nd ed.). London: Mayfield publishing company.* * *Dheer, S.D.(1991). Introduction to Health Education. New Delhi : Friends Publication.* * *Dr.A.K.Uppal&Dr. G. P. Gautam (2004). Physical education and Health. Delhi: Friends publisher.* * *Dr.Gharote M. L; Teaching Methods for Yogic Practices. – 2nd Ed., KaivalyadhamSamiti, Lonavala- 2001.* * *Dr.Gharote M. L; Guideline for Yogic Practices – 2nd Ed., The Lonavala Yoga Institute (India), Lonavala- 2007* * *Greenberg, Dintiman, Oakes. (2004). Physical Fitness & wellness.(3rd ed.) IL:Human kinetics.* * *Halfield, F.C. (2001). Fitness : The Complete Guide. USA : International Sports Science Association.* * *Jackson, A.L., Morrow, J.R. (2004). Physical activity for health & fitness. IL:Human kinetics.* * *Kamlesh, M.L. (2002). Foundation of Physical Education. New Delhi : Metropolitan Book & Co. Ptd. Ltd.* * *Kansal, D.K. (2012). A Text book of Applied Measurement Evaluation and Sports Selection (3rd Ed.). New Delhi : DVS Publication.* * *Lock Hurt and others – Anatomy of the human body, Feber&Feber Oxford University, 1975* * *Muller, J. P.(2000). Health, Exercise and Fitness. Delhi : Sports.* * *Murgesh N. – Anatomy, Physiology and Health Education, Sathya, Chinnalapatti, 1990.* * *NASPE. (2005). Physical Education for lifelong fitness. The physical Best teacher’s guide. IL:Human Kinetics* * *Nieman, D.C.(1986). Fitness and Sports Medicine : Health Related Approach London: Mayfield Publishing Co.* * *Nimbalkar. Sadashiv, Yoga for Health and Peace.- 6th Ed., Yoga VidyaNiketan, Mumbai., 2004.* * *Pate R.R. &Hohn R.C. (1994). Health Fitness Through Physical Education. USA : Human Kinetics.* * *Pandey ,&Gangopadhyay.(1995). Health Education for school children. New Delhi : Friends Publication.* * *Safrit, M. (1990). Introduction to Measurement in Physical Education and Exercise Science. St. Louis,Toronto,Bastan : Times Mirror/Mosby College Publishing.* * *Sharma, O.P. (1998). History of Physical Education. Delhi: KhelSahityaKendra.Werner. W.K., Hoeger. (2007). Fitness and Wellness. (8th ed.). Wadsworth, Cengage Learning.* |

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| **Reference Books** |
| **Foundation of Human Skills** |
| * *Organisational behaviour, S.Robbins, Prentice Hall* * *Organisational behaviour, John W.Newstrom and Keith Davis, Tata McGrawhill* * *Organisational behaviour, Fred Luthans, McGrawhill,Newyork* * *Organisational behaviour, K.Aswathappa, Himalaya Publishing House* * *Essentials of management, Koontz,Harold, Tata McGrawhill* |
| **Business Economics - Paper I** |
| * *Mehta, P.L.: Managerial Economics – Analysis, Problem and Cases (S. Chand & Sons, N. Delhi, 2000)* * *Hirchey .M., Managerial Economics, Thomson South western (2003)* * *Salvatore, D.: Managerial Economics in a global economy (Thomson South Western Singapore, 2001)* * *Frank Robert.H, Bernanke. Ben S., Principles of Economics (Tata McGraw Hill (ed.3)* * *Gregory Mankiw., Principles of Economics, Thomson South western (2002 reprint)* * *Samuelson &Nordhas.: Economics (Tata McGraw Hills, New Delhi, 2002)* * *Pal Sumitra, Managerial Economics cases and concepts (Macmillan, New Delhi,2004)* |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester II***

***with effect from the Academic Year 2016-2017***

***Reference Books***

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| **Reference Books** |
| **Principles of Marketing** |
| * *Kotlar, Philip, Marketing Management, Prentice Hall, New Delhi.* * *Stanton, Etzel, Walker, Fundamentals of Marketing, Tata-McGraw Hill, New Delhi.* * *Saxena, Rajan, Marketing Management, Tata-McGraw Hill, New Delhi.* * *McCarthy, E.J., Basic Marketing: A managerial approach, Irwin, New York.* * *Pillai R S, Bagavathi, Modern Marketing* |
| **Industrial Law** |
| * *Industrial and Labour Laws, Dr. Sanjeev Kumar, Bharat Law HP Ltd* * *Labour and Industrial Laws, S.N Misra, Central Law Publication* * *Labour and Industrial Laws, P.K.Padhi, Eastern Economy Edition* * *Commercial and Industrial Law, S.K. Dasgupta, Sterling Publishers Pvt. Ltd* * *Industrial Law, Mr. N.D. Kapoor, Sultan Chand* * *Employee’s Provident Fund, Chopra D.S, Labour Law Agency* * *Industrial Law, Mr. P.L. Mallick, Sultan Chand* * *Essence of Personnel Management and Industrial Relations, Cowling, Prentice – Hall* |
| **Business Mathematics** |
| * Mat*hematics for Economics and Finance, Martin Anthony, Norman Biggs, Cambridge lowprice editions, 2000.* * *Business Mathematics, D.C. Sancheti, V.K. Kapoor, Sultan Chand & Sons Publications, 2006.* * *Business Mathematics, J.K. Singh, 2009,Himalaya Publishing House.* * *Mathematics for Business and Economics, J.D. Gupta, P.K. Gupta, Man Mohan, Tata McGrawHill Publishing Company Ltd.* * *Mathematics of Finance 2nd Edition Schaum’s Outline Series Peter Zima, Robert Brows Tata McGrawHill Publishing Company Ltd* * *Business Mathematics by Dr.AmarnathDikshit&Dr.Jinendra Kumar Jain.* * *Business Mathematics by Bari - New Literature publishing company, Mumbai* * *Mathematics for Economics and Business, RS Bhardwaj, 2010,Excel Books* * *Business Mathematics, Zameerudin, Qazi, V.K. Khanna& S.K. Bhambri, Vikas Publishing House Pvt. Ltd, New Delhi* |
| **Business Communication - Paper II** |
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| **Foundation Course in NSS** |
| * *National Service Scheme Manual (Revised) 2006, Government of India, Ministry of Youth Affairs and Sports, New Delhi.* * *University of Mumbai National Service Scheme Manual 2009.* * *Avhan Chancellor's Brigade - NSS Wing, Training camp on Disaster Preparedness Guidelines, March 2012* * *RashtriyaSevaYojanaSankalpana - Prof.Dr.SankayChakane, Dr.Pramod\Pabrekar, Diamond Publication, Pune* * *National Service Scheme Manual for NSS District Coordinators, National Service Scheme Cell, Dept. of Higher and Technical Education, Mantralaya,* * *Annual report of National Service Scheme (NSS) published by Dept. of Higher and Technical Education, Mantralaya,* * *NSS Cell, Dept. of Higher and Technical Education, Mantralaya, UTKARSHA- Socio and cultural guidelines* * *Case material as a Training Aid for Field Workers, Gurmeet Hans.* * *Social service opportunities in hospitals, Kapil K. Krishnan, TISS* * *New Trends in NSS, Research papers published by University of Pune* * *ANOOGUNJ Research Journal, published by NSS Unit C. K. Thakur college* * *Training Manual for Field Work published by RGNIYD, Chreeperumbudur* * *Prof.Ghatole R.N. Rural Social Science and Community Development.* * *PurushottamSheth, Dr.Shailaja Mane, National Service Scheme* * *Joint programme of National Service Scheme, University of Mumbai & DISHA - DEEPSHIKHA Projects, Nair Hospital, 2011-12* * *National Service Scheme in India: A Case study of Karnataka, M. B. Dishad, Trust Publications, 2001* * *http://www.thebetterindia.com/140/national-service-scheme-nss/* * *http://en.wikipedia.org/wiki/national-service-scheme 19=http://nss.nic.in/adminstruct* * *http://nss.nic.in/propexpan* * *http://nss.nic. in* * *http://socialworknss.org/about.html* |

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| **Reference Books** |
| **Foundation Course in NCC** |
| * *Cadet’s Hand book – Common subject..all wings, BY DG NCC, New Delhi.* * *Cadet’s Hand book – Specialised Subjects, Army, Navy, Air-force, BY DG NCC, New Delhi.* * *NCC OTA Precise, BY DG NCC, New Delhi.* * *“AVAN” Model of Disaster Mang.,VinayakDalvie, Proceedings of Int. Conf. on Urban Plan. andEnvStrat& Challenges, Elphinstone College, Jan 2007.* * *Humanistic Tradition of India,N.L.Gupta, Mohit Publication, New Delhi* * *Social psychology, Baron & Byrne, Pearson Publication, 12th Edition self awareness know yourself / insight (110) Group & Individuals (374) Group discussion* * *Chanakya’s 7 Secrets of Leadership, Radhakrishanan Pillai and D.Shivnandhan, Jaico* * *Social Psychology: Understanding Human Interaction, Baron, Robert A., (302/BAR/BYR),7th Edition* * *Seven Habits of Highly Effective People., Covey , Stephen* * *The Habit of Winning., Iyer , Prakash, Penguin , India ; 2011* * *The Goal, Goldratt , Eliyahu, The Northriver press ; 1994* * *Freedom Struggle, Chandra Bipin, National Book Trust 1972* * *Freedom of Religion and The Indian Judiciary, Bachal V.M. , ShubhadaSaraswat, (362P)* * *India 1996- A Reference Annual Govt. of India* * *SahaSoneri Pane, Vinayak D. Savarkar* * *Environmental Biology and Toxicology, P.D. Sharma., Rastogi Publication* * *Environmental Science, S.C. Santra, New Central Book Agency* * *National Cadet Corps (India), Lambert M. Surhone, Mariam T. Tennoe, Susan F. Henssonow, Betascript Publishing, 2011* * *National Cadet Corps, Youth in Action (Google eBook), National Cadet Corps (India), Lancer Publishers, 2003* * *Youth in Step: History of the National Cadet Corps, V. Longer, Lancer international, 1983 Original from the University of Michigan* * *National Cadet Corps of India, Man Mohan Sharma, Vision Books, 1980 Original from the University of Michigan* * *The National Cadet Corps Act, 1948, as Modify Up to the 1st July 1963, India, Government of India Press, 1963 (Military Law)* * *Cadet Corps in India: Its Evolution and Impact, Satis Chandra Maikap, DarbariUdyog, 1979 Original from the University of California* * *National Cadet Corps: 100 Years of Distinction, National Cadet Corps (Singapore), NCC* * *The NCC, Singapore, National Cadet Corps Council, National Cadet Corps Council* * *Grooming Tomorrow’s Leaders: National Cadet Corps, 1917-2006, R.S. Chhettri, Lancer Publishers, 2006* * *National Civil Defence Cadet Corps, Lambert M. Surhone, Mariam T. Tennoe, Susan F. Henssonow, Betascript Publishing, 2011* * *Discovery of India, Jawaharlal Nehru* * *Health and Hygiene, Manoj. J.S., Agra University Publication* * *Yoga for Healing, Venkateswaran P.S., Bombay:- Jaico Publishing House 1989* * *Yoga Illustrated, New Delhi, Ministry of Information and Broadcasting, 1995* * *Yoga Practice, 1972, Shivnande Swami, Mumbai:- D.B. Taraporewala 1972* * *Yoga of Patanjali-1979, Yardi M.R., Bhandarkar Oriental Research Institute- 1974* * *Sustainable Development (An Alternative Paradigm), Satpathy , N., Karnavati Publications , Ahmedabad* * *Global Partners for Sustainable Development, Pachauri R.K & Srivastava L., Tata Energy Research Institute, New Delhi ; 1994, 1998* * *Ecology and the Politics of survival : Conflict over Natural Resources in India, Shiva , Vandana, Sage Publications , California , 1991* |

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| **Foundation Course in Physical Education** |
| * *LippianCott Williams and Wilkins 2006.* * *American College of Sports Medicine, ACSM’s, Guidelines for Exercise Testing and Priscription. (2013) Ninth Edition, LippianCott Williams and Wilkins.* * *American College of Sports Medicine, ACSM’s Resource Manual for Guidelines for Exercise Testing and Priscription. (2006) 5th Ed., LippianCott Williams and Wilkins, 2006.* * *Beashel, P.,& Taylor, J. (1996). Advance Studies in Physical Education and Sports. U.K.: Thomas Nelson and Sons Ltd.* * *Bucher, C.A. (1995). Foundation of Physical Education (12th Ed.) USA : St. Louis,* * *C.V. Mosloy.* * *Colfter, G.R., Hamilton, K.E., Magill R.A.,& Hamilton B.J. (1986). Contemporary Physical Education. USA :Wim C. Brown Publisher.* * *Daryl S. (1994). Introduction to physical education, fitness and sports (2nd ed.). London: Mayfield publishing company.* * *Dheer, S.D.(1991). Introduction to Health Education. New Delhi : Friends Publication.* * *Dr.A.K.Uppal&Dr. G. P. Gautam (2004). Physical education and Health. Delhi: Friends publisher.* * *Dr.Gharote M. L; Teaching Methods for Yogic Practices. – 2nd Ed., KaivalyadhamSamiti, Lonavala- 2001.* * *Dr.Gharote M. L; Guideline for Yogic Practices – 2nd Ed., The Lonavala Yoga Institute (India), Lonavala- 2007* * *Greenberg, Dintiman, Oakes. (2004). Physical Fitness & wellness.(3rd ed.) IL:Human kinetics.* * *Halfield, F.C. (2001). Fitness : The Complete Guide. USA : International Sports Science Association.* * *Jackson, A.L., Morrow, J.R. (2004). Physical activity for health & fitness. IL:Human kinetics.* * *Kamlesh, M.L. (2002). Foundation of Physical Education. New Delhi : Metropolitan Book & Co. Ptd. Ltd.* * *Kansal, D.K. (2012). A Text book of Applied Measurement Evaluation and Sports Selection (3rd Ed.). New Delhi : DVS Publication.* * *Lock Hurt and others – Anatomy of the human body, Feber&Feber Oxford University, 1975* * *Muller, J. P.(2000). Health, Exercise and Fitness. Delhi : Sports.* * *Murgesh N. – Anatomy, Physiology and Health Education, Sathya, Chinnalapatti, 1990.* * *NASPE. (2005). Physical Education for lifelong fitness. The physical Best teacher’s guide. IL:Human Kinetics* * *Nieman, D.C.(1986). Fitness and Sports Medicine : Health Related Approach London: Mayfield Publishing Co.* * *Nimbalkar. Sadashiv, Yoga for Health and Peace.- 6th Ed., Yoga VidyaNiketan, Mumbai., 2004.* * *Pate R.R. &Hohn R.C. (1994). Health Fitness Through Physical Education. USA : Human Kinetics.* * *Pandey ,&Gangopadhyay.(1995). Health Education for school children. New Delhi : Friends Publication.* * *Safrit, M. (1990). Introduction to Measurement in Physical Education and Exercise Science. St. Louis,Toronto,Bastan : Times Mirror/Mosby College Publishing.* * *Sharma, O.P. (1998). History of Physical Education. Delhi: Khel SahityaKendra.Werner. W.K., Hoeger. (2007). Fitness and Wellness. (8th ed.). Wadsworth, Cengage Learning.* |
| **Business Environment** |
| * *Morrison J, The International Business Environment, Palgrave* * *Francis Cherunilam, Business Environment-Himalaya Publishing House, New Delhi* * *K. Aswathappa, Essentials of Business Environment, Himalaya Publishing House, New Delhi* * *MISHRA AND PURI, Indian Economy, Himalaya Publishing House, New Delhi* * *Business Environment Raj Aggarwal Excel Books, Delhi* * *Strategic Planning for Corporate Ramaswamy V McMillan, New Delhi* * *Business and society - Lokanathan and Lakshmi Rajan, Emerald Publishers.* * *Economic Environment of Business* - M. Adhikary, Sultan Chand & Sons. |
| **Reference Books** |
| **Principles of Management** |
| * *Principles of Management , Ramasamy , Himalya Publication , Mumbai* * *Principles of Management , Tripathi Reddy , Tata Mc Grew Hill* * *Management Text & Cases , VSP Rao , Excel Books, Delhi* * *Management Concepts and OB , P S Rao & N V Shah , AjabPustakalaya* * *Essentials of Management , Koontz II & W , Mc. Grew Hill , New York* * *Principles of Management-Text and Cases –Dr..M.SakthivelMurugan, New Age Publications* |

***Revised Syllabus of Courses of Bachelor of Management Studies (BMS) Programme at Semester I and II***

***with effect from the Academic Year 2016-2017***

**Scheme of Evaluation**

The performance of the learners will be evaluated in two Components. One component will be the Internal Assessment component carrying 25% marks and the second component will be the Semester-wise End Examination component carrying 75% marks. The allocation of marks for the Internal Assessment and Semester End Examinations will be as shown below:-

1. **Internal Assessment**: **25 %**

***Question Paper Pattern***

***(Internal Assessment- Courses without Practical Courses)***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Particular** | **Marks** |
| 1 | **One class test (20 Marks)** | |
| Match the Column/ Fill in the Blanks/ Multiple Choice Questions  ***(½ Mark each)*** | 05 Marks |
| Answer in One or Two Lines (Concept based Questions)  ***(01 Mark each)*** | 05 Marks |
| Answer in Brief (Attempt Any Two of the Three)  ***(05 Marks each)*** | 10 Marks |
| 2 | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities | 05 Marks |

***Question Paper Pattern***

***(Internal Assessment- Courses with Practical Courses)***

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Particular** | **Marks** |
| 1 | **Semester End Practical Examination (20 Marks)** | |
| Journal | 05 Marks |
| Viva | 05 Marks |
| Laboratory Work | 10 Marks |
| 2 | Active participation in routine class instructional deliveries and overall conduct as a responsible learner, mannerism and articulation and exhibit of leadership qualities in organizing related academic activities articulation and exhibit of leadership qualities in organizing related academic activities | 05 Marks |

1. **Semester End Examination: 75 %**
2. Duration: The examination shall be of 2 ½ Hours duration
3. Theory question paper pattern

* There shall be five questions each of 15 marks.
* All questions shall be compulsory with internal choice within the questions.
* Question may be subdivided into sub-questions a, b, c… and the allocation of marks depends on the weightage of the topic.

**(Detail question paper pattern has been given separately)**

**Passing Standard**

The learners to pass a course shall have to obtain a minimum of 40% marks in aggregate for each course where the course consists of Internal Assessment and Semester End Examination. The learners shall obtain minimum of 40% marks (i.e. 10 out of 25) in the Internal Assessment and 40% marks in Semester End Examination (i.e. 30 Out of 75) separately, to pass the course and minimum of Grade E to pass a particular semester A learner will be said to have passed the course if the learner passes the Internal Assessment and Semester End Examination together.

***Question Paper Pattern***

***(Practical Courses)***

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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| **Question No** | **Particular** | **Marks** |
| Q-1 | Objective Questions   1. Sub Questions to be asked 10 and to be answered any 08 2. Sub Questions to be asked 10 and to be answered any 07   (\*Multiple choice / True or False / Match the columns/Fill in the blanks) | 15 Marks |
| Q-2  Q-2 | Full Length Practical Question  ***OR***  Full Length Practical Question | 15 Marks  15 Marks |
| Q-3  Q-3 | Full Length Practical Question  ***OR***  Full Length Practical Question | 15 Marks  15 Marks |
| Q-4  Q-4 | Full Length Practical Question  ***OR***  Full Length Practical Question | 15 Marks  15 Marks |
| Q-5  Q-5 | 1. Theory questions 2. Theory questions   ***OR***  Short Notes  To be asked 05  To be answered 03 | 08 Marks  07 Marks  15 Marks |

***Note:***

***Practical question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks. If the topic demands, instead of practical questions, appropriate theory question may be asked.***

***Question Paper Pattern***

***(Theoretical Courses)***

Maximum Marks: 75

Questions to be set: 05

Duration: 2 ½ Hrs.

All Questions are Compulsory Carrying 15 Marks each.

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| **Question No** | **Particular** | **Marks** |
| Q-1 | Objective Questions   1. Sub Questions to be asked 10 and to be answered any 08 2. Sub Questions to be asked 10 and to be answered any 07   (\*Multiple choice / True or False / Match the columns/Fill in the blanks) | 15 Marks |
| Q-2  Q-2 | Full Length Question  ***OR***  Full Length Question | 15 Marks  15 Marks |
| Q-3  Q-3 | Full Length Question  ***OR***  Full Length Question | 15 Marks  15 Marks |
| Q-4  Q-4 | Full Length Question  ***OR***  Full Length Question | 15 Marks  15 Marks |
| Q-5  Q-5 | 1. Theory questions 2. Theory questions   ***OR***  Short Notes  To be asked 05  To be answered 03 | 08 Marks  07 Marks  15 Marks |

***Note:***

***Theory question of 15 marks may be divided into two sub questions of 7/8 and 10/5 Marks.***