

Courses offered by the Department of Management in the for BA Liberal Arts

BA Liberal Arts				
Core Courses (Major) offered by the Department of Management for BA Liberal Arts				
Paper code	Core course	Semester	Subject	Credits
24UN-BBA-101	CCA1	I	Principles of Management	4
24UN-BBA-201	CCA2	II	Entrepreneurship Development	4
Core Courses (Minor) offered by the Department of Management for BA Liberal Arts				
Paper code	Core Course Minor/IV	Semester	Subject	
24UN-BBA-104	CCM1	I	Business Mathematics	2

Scheme of the Subjects offered for B.A. Liberal Arts by the Department of Management

Paper Code	Type of Course	Nomenclature of Paper	Contact Hours			C r e d i t s			External Marks	Internal Assessment	Practical Marks	Total Marks	Exam Hours *
			Theory	Practical	Total	Theory	Practical	Total					
24UN- BBA-101	CCA 1	<u>Principles of Management</u>	4	0	4	4	0	4	70	30	-	100	3
24UN-BBA-104	CCM 1	Business Mathematics (From the pool of the minor courses for Semester I)	2	0	2	2	0	2	5	15	-	50	
24UN-BBA-201	CCA 2	Entrepreneurship Dev.	4	0	4	4	0	4	0	30	-	100	3

Session 2024-2025			
Part-A Introduction			
Subject	Business Administration		
Semester	I		
Name of the Course	PRINCIPLES OF MANAGEMENT		
Course Code	24UN-BBA-101		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC-A1		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	Course Outcome: At the end of the course students will be able to: CO1: Understand basic concepts of Management embedded in various management problems. CO2: Apply managerial concepts like organizing and leading elements of organizing. CO3: Understand the concept of corporate orientation towards social responsibility and managerial ethics. CO4: Understand basic concepts of motivation and leadership along with their practical implications. CO5: Understanding nature, purpose and process of controlling and apply controlling techniques.		
Credits Internal Assessment Marks End Term Exam Marks Exam Time	Theory	Tutorial	Total
	4	0	4
	30	-	30
	70	-	70
	3 Hrs.	-	3 Hrs.
Part-B Contents of the Course			

Instructions for Paper Setters

1. The examiner will set 9 questions in all covering the course learning outcomes (CLOs). Question No. 1 will be compulsory and comprise of seven parts of 2 marks each. Question Nos. 2 to 9 will carry 14 marks each, having two questions from each unit.
2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question.

Unit	Topics	Contact Hours
I	Introduction – nature and process of management, basic managerial roles and skills, nature of managerial work; approaches to management – classical, human relations and behavioural, systems and contingency approaches; contemporary issues and challenges.	14
II	Planning and decision making – concept, purpose and process of planning, kinds of plans, strategic planning, operational planning, goal setting, decision making – nature and process, behavioural aspects of decision making, forms of group decision making in organizations.	14
III	Organizing and leading elements of organizing – division of work, departmentalization, distribution of authority, coordination; organization structure and design; leadership – nature and significance, leadership styles, behavioural and situational approaches to leadership.	16
IV	Management control – nature, purpose and process of controlling, kinds of control system, prerequisites of effective control system, resistance to control, controlling techniques, social audit.	16
Suggested Evaluation Methods		

Internal Assessment: ☐ Theory Class Participation Seminar/Presentation/Assignment/Quiz/Class Test etc. Mid Term Exam	End Term Exam
Part-C Learning Resources	
Recommended Books/E-Resources/LMS: SUGGESTED READINGS: (Latest Edition) 1. Daft, Management, Thompson Learning, New Delhi. 2. Griffin, Ricky W, Management, Biztantra, New Delhi. 3. Rao, VSP, Management, Excel Books, New Delhi. 4. Robbins, S.P., Management, Pearson Education. 5. Stoner, Freeman and Gilbert, Jr. Management, Pearson Education, New Delhi. 6. Wehrich, Heinz and Harold Koontz, Management: A Global Perspective, TMH.	

Instructions for Paper Setters

1. The examiner will set 9 questions in all covering the course learning outcomes (CLOs). Question No. 1 will be compulsory and comprise of seven parts of equal marks. Question Nos. 2 to 9 will carry equal marks, having two questions from each unit. About 40% questions should be numerical type as per the requirement of the subject.
2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question.

Unit	Topics	Contact Hours
I	Concept of present value and amount of a sum; Types of annuities; Present value and amount of an annuity; Continuous compounding; Valuation of simple loans and debentures; Simple interest and compound interest	8
II	Matrices – Types, Properties, Addition, Multiplication, Transpose and Inverse of Matrix; Properties of Determinants, Solution of Simultaneous Linear Equations; Business Applications of Matrices.	8
III	Indices & Logarithms; Arithmetic and Geometric Progressions and Their Business Applications; Sum of First N Natural Numbers, Sum of Squares and Cubes of First N Natural Numbers.	7
IV	Permutations, Combinations and Binomial Theorem (Positive Index), Quadratic Equations; Differentiation and Integration of Standard Algebraic Functions; Differentiation and Integration	7
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
☐ Theory Class Participation Seminar/Presentation/Assignment/Quiz/Class Test etc. Mid Term Exam		
Part-C Learning Resources		

Session 2024-2025			
Part-A Introduction			
Subject	Business Administration		
Semester	I		
Name of the Course	BUSINESS MATHEMATICS		
Course Code	24UN-BBA-104		
Course Type: (CC/MCC/MDC/CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CC-M1		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	Course Outcome: At the end of the course students will be able to: CO1: Apply the knowledge of Mathematics (Algebra, Matrices, Calculus, Optimization) in solving business problems. CO2: Demonstrate mathematical skills required in mathematically intensive areas in Commerce such as Finance and Economics. CO3: Understand the important role Mathematics plays in all facets of the business world. CO4: Understand the use of equations, formulae, and mathematical expressions and relationships in a variety of contexts. CO5: Demonstrate critical thinking, modelling, and problem-solving skills in a variety of contexts.		
Credits	Theory	Tutorial	Total
	2	0	2
Internal Assessment Marks	15	-	15
End Term Exam Marks	35	-	35
Exam Time	3 Hrs.	-	3 Hrs.
Part-B Contents of the Course			

Session 2024-2025			
Part-A Introduction			
Subject	Business Administration		
Semester	II		
Name of the Course	ENTREPRENEURSHIP DEVELOPMENT		
Course Code	24UN-BBA-201		
Course Type: (CC/MCC/MDC/ CCM/ DSEC/VOC/DSE/PC/AEC/ VAC	CCA2		
Pre-requisite for the course (if any)	NIL		
Course Learning Outcomes (CLO)	Course Outcome: At the end of the course students will be able to: CO1: Demonstrate an understanding of basic concepts of entrepreneurship. CO2: Exhibit practical knowledge required for being an entrepreneur. CO3: Link entrepreneurship to Economy. CO4: Understand and apply the process of entrepreneurship. CO5: Distinguish the pros and cons of various government schemes with reference to a particular business venture. CO6: Prepare a business plan that can be submitted to investor/lender. CO7: Appraise a business project. CO8: Start a small business venture in India.		
Credits	Theory	Tutorial	Total
	4	0	4
Internal Assessment Marks	30	-	30
End Term Exam Marks	70	-	70
Exam Time	3 Hrs.	-	3 Hrs.
Part-B Contents of the Course			

Recommended Books/E-Resources/LMS:

SUGGESTED READINGS: (Latest Edition)

1. Reddy, R.JayaPrakash, Y. Mallikarjuna Reddy, A Text Book of Business Mathematics, AshishPublishing House, New Delhi.
2. Sancheti, D.C., A.M. Malhotra & V.K. Kapoor, Business Mathematics, Sultan Chand & Sons, New Delhi.
3. Zameerudin, Qazi, V.K. Khanna & S.K. Bhambri, Business Mathematics, Vikas PublishingHouse Pvt. Ltd, New Delhi.

Instructions for Paper Setters

1. The examiner will see 9 questions in all covering the course learning outcomes (CLOs). Question No. 1 will be compulsory and comprise of seven parts of 2 marks each. Question Nos. 2 to 9 will carry 14 marks each, having two questions from each unit. About 40% questions should be numerical type if it is requirement of the subject.
2. Students are required to attempt 5 questions in all, selecting one question from each unit and the compulsory question.

Unit	Topics	Contact Hours
I	Basics of Entrepreneurship: Introduction, functions, need and importance, Who is an Entrepreneur, Competencies and characteristics, Role of Creativity and Innovation in Entrepreneurship.	14
II	Preparing a Business Plan: Meaning and Objectives of a Business Plan, Advantages and cost of preparing a Business Plan, Elements, and Critical Assessment	14
III	Financing the New Venture: Importance of new venture financing, types of ownership securities, venture capital, types of debt securities, determining ideal debt-equity mix, and financial institutions and banks.	16
IV	Entrepreneurial Challenges: Barriers to Entrepreneurship, Challenges faced by entrepreneurs. Cases and Interaction with Entrepreneurs: Case Study of Successful Entrepreneurs in India Interaction with Entrepreneurs (Firsthand Experience)	16
Suggested Evaluation Methods		
Internal Assessment:		End Term Exam
☐ Theory Class Participation Seminar/Presentation/Assignment/Quiz/Class Test etc. Mid Term Exam		
Part-C Learning Resources		

Recommended Books/E-Resources/LMS:

SUGGESTED READINGS: (Latest Edition)

1. Brace R., and R., Duane Ireland, Entrepreneurship, Pearson Prentice Hall.
2. Charantimath, Poornima, Entrepreneurship Development and Small Business Enterprises, Pearson Education, New Delhi.
3. Desai Vasant, Management of Small Scale Industries, Himalaya Publishing House
4. Gupta C.B. &Srinivas, Entrepreneurial Development, Sultan D, Chand & Sons, New Delhi
5. Lall, Madhurima, and Shikha Sahai, Entrepreneurship, Excel Book, New Delhi