

**As per NEP 2020**

**Bachelor of Business Administration (BBA)**

**(Effective from Academic Year 2024-2025 onwards)**



शेखावाटी विश्वविद्यालय  
Shekhawati University

**Pandit Deendayal Upadhyaya Shekhawati University Sikar**

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**Table 1: UG Curriculum Framework (Multidisciplinary): Scheme-A**

*Appendix-1*

UG Programme (Multidisciplinary): Scheme-A										
Semester	Subject-1 Core Courses	Subject-2 Core Courses	Subject-3 Core Courses	Minor/ Vocational	Multidisciplinary Courses	Ability Enhancement Courses *	Skill Enhancement Courses *	Value Added Courses *	Total Credits	Exit Option
I	CC-A1 4 credit	CC-B1 4 credit	CC-C1 4 credit	CC-M1 2 credit	MDC-1 3 credit	AEC-1 2 credit	SEC-1 3 credit	VAC-1 2 credit	24	Under Graduate Certificate in Discipline with 52 credits
II	CC-A2 4 credit	CC-B2 4 credit	CC-C2 4 credit	CC-M2 2 credit	MDC-2 3 credit	AEC-2 2 credit	SEC-2 3 credit	VAC-2 2 credit	24	
Internship of 4 credits of 4-6 weeks duration after 2 <sup>nd</sup> semester										
III	CC-A3 4 credit	CC-B3 4 credit	CC-C3 4 credit	CC-M3 4 credit	MDC-3 3 credit	AEC-3 2 credit	SEC-3 3 credit	--	24	Under Graduate Diploma in Discipline with 96 credits
IV	CC-A4 4 credit	CC-B4 4 credit	CC-C4 4 credit	CC-M4 (V) 4 credit	--	AEC-4 2 credit	--	VAC-3 2 credit	20	
Internship of 4 credits of 4-6 weeks duration after 4 <sup>th</sup> semester (if not done after 2 <sup>nd</sup> semester)										
V	CC-A5 4 credit	CC-B5 4 credit	CC-C5 4 credit	CC-M5 (V) 4 credit	--	--	Internship# 4 credit	--	20	Bachelor in Discipline with 132 credits
VI	CC-A6 4 credit	CC-B6 4 credit	CC-C6 4 credit	CC-M6 4 credit CC-M7 (V) 4 credit	--	--	--	--	20	
Credits	Major = 72			Minor = 24	MDC = 09	AEC = 08	SEC = 09	VAC = 06	Internship = 04	Total = 132
# Four credits of internship, earned by a student during summer internship after 2 <sup>nd</sup> semester or 4 <sup>th</sup> semester, will be taken into account in 5 <sup>th</sup> semester of a student who pursue 3 year UG Programme without taking exit option.										
*From University pool										

**Table 2: Credit Point Table for 3-Year UG Programme (Multidisciplinary): Scheme-A**

*Appendix-1*

Sr No	Broad Category of Course	Credits Earned After		
		1-Year	2-Year	3-Year
1	Major Subjects	24	48	72
2	Minor Subjects	4	12	24
3	Multidisciplinary Courses (MDC)	6	9	9
4	Ability Enhancement Courses (AEC)	4	8	8
5	Skill Enhancement Courses (SEC)	6	9	9
6	Value Added Courses (VAC)	4	6	6
7	Internship	4*	4*	4
	Total	52	96	132
		* Added in case of Exit from a Programme		

**Notes:**

- Credits (C), Core Courses (CC); Skill Enhancement Courses (SEC); Ability Enhancement Courses (AEC); Value Added Courses (VAC); Multidisciplinary Courses (MDC), Minor Course (CC-M), Minor Course (Vocational) (CC-M(V))
- A student of UG Programme (Multidisciplinary) will select three subjects A, B and C in the first year out of the pool of subjects in that discipline offered by the Department/College/Institute as Major Subjects. Minor subject can be offered from the same discipline and is different from three subjects opted as Major Subjects of that discipline. In case of Physical Sciences and Life Sciences disciplines, if the Minor Subject cannot be offered from the same discipline by the Department/College/Institute, then the Minor Subject can be offered from either of these two disciplines e.g. if a Department/College/Institute is unable to offer a Minor subject from the discipline of Life Sciences, other than three subjects Botany, Zoology and Chemistry which have been offered as three Major subjects, then Department/College/Institute can offer any subject from the discipline of Physical Sciences as a Minor Subject.
- A student will study Major and Minor courses from the discipline in which the admission was taken as per the scheme of the programme.
- A student will study AEC, VAC, SEC, MDC and Minor (Vocational) Courses from the respective pools of the courses offered by Department/College/Institute duly approved by the University.

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(CBCS) As per the NEP 2020 (Semester I to IV)

W.e.f.theAcademicSession2024-25

Discipline: B. B. A.

Faculty: Commerce and Management

Semester	Course title	Credits	Course Code	Credit distribution of the course			Eligibility criteria
				Lecture	Tutorial	Practical/ Practice	
I	Legal Aspects of Business	DSC (4)	24BBA5101T	4	0	0	10+2 from any recognized Board
I	Business Communication Skills	DSC (4)	24BBA5102T	4	0	0	
I	Fundamental of Accounting	DSC (4)	24BBA5103T	4	0	0	
II	Business and Management	DSC (4)	24BBA5201T	4	0	0	
II	Strategic Management	DSC (4)	24BBA5202T	4	0	0	
II	Business Economics	DSC (4)	24BBA5203T	4	0	0	
III	Entrepreneurship Development	DSC (4)	24BBA5301T	4	0	0	
III	Operational Research	DSC (4)	24BBA5302T	4	0	0	
III	Human Resource Management	DSC (4)	24BBA5303T	4	0	0	
IV	Marketing Management	DSC (4)	24BBA5401T	4	0	0	
IV	Corporate Accounting	DSC (4)	24BBA5402T	4	0	0	
IV	Organizational Behavior	DSC (4)	24BBA5403T	4	0	0	

  
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## Semester I

Course Title:	Legal Aspects of Business	Course Code: 24BBA5101T
<b>Total Lecture hour 52</b>		<b>Hours</b>
<b>Unit I</b>	Law of contract: Nature of contract, Classifications, Offer and Acceptance. Capacity to contract, Free Consent, Consideration, Legality of object, Agreement declared void, Performances of Contract, Discharge of Contract, Remedies for breach of contract.	13
<b>Unit II</b>	Special Contracts: Indemnity and Guarantee, Bailment and Pledge, Agency.	13
<b>Unit III</b>	Sale of Goods Act: Formation of Contract of sale, Goods and their classification, price conditions & warranties, Passing of property in goods, Performance of contract of sale. Unpaid seller, sale by auction.	13
<b>Unit IV</b>	The Limited Liability Partnership Act, 2008: Salient Features and Nature of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Incorporation Document Incorporation by Registration, Registered office of LLP and change therein, Change and Rectification of name of LLP, Partners and Designated Partners, Partners and their Relations, Extent and Limitation of Liability of LLP and Partners, Whistle blowing, Conversion into LLP.	13
<b>Reference Books:</b>		
1	Kuchal, M. C. and Kuchhal Vivek: Business Laws, Vikas Publishing House, Noida (UP)	
2	Singh Avtar: The Principles of Mercantile Law, Eastern Book Company, Lucknow.	
3	Desai, T. R.: Contract Act, sale of Goods Act and Partnership Accounts, S. C. Sarkar & Sons Pvt. Ltd. Kolkata.	
4	Kapoor, N. D.: Business Law, Sultan Chand & Sons. New Delhi.	
5	Tulsian P. C. Tulsian Tushar: Business Laws, S. Chand Publishing.	
6	Chandra, P. R.: Business Law Galgotia, New Delhi	
7	The Indian Contract Act, 1872 Bare Act.	

Course Title:	Business Communication Skills	Course Code: 24BBA5102T
<b>Total Lecture hour 52</b>		<b>Hours</b>
<b>Unit I</b>	Introduction: Concept, objectives and importance of Business Communication, Principles of effective Communication, Types of Communication, Media of Communication, E-mail media, Non verbal Communication kinesics Effects, Communication, of reality.	13
<b>Unit II</b>	Barriers to Communication: wrong choice of Media, Physical barriers, Semantic barriers, Different Communication of reality. Socio- Psychological barriers.	13

  
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<b>Unit III</b>	Business Letters: Layout, kinds of business letter- Interview, Appointment. Acknowledgement, Promotion, Inquiries, Replies, Orders Sales. Circular, Complaints.	<b>13</b>
<b>Unit IV</b>	Practical Aspects of Business Communication: Report Writing, Public Speaking, Seminar. Presentation, Interview, Group Discussion, Effective Listening.	<b>13</b>
<b>Reference Books:</b>		
<b>1</b>	Business Communication - K. K. Sina, Galgotia Publishers Cooperative. New Delhi.	
<b>2</b>	Media and Communication Management- C. S. Rayudu, Himalaya Publishing House, Bombay	
<b>3</b>	Essentials of Business Communication, Rajendra pal and J.S. Korlhali-Sultan Chand & Sons, New Delhi.	
<b>4</b>	Business Communication (Principles, Methods and Techniques) Nirmal Singh Deep & Deep Publishing Company Ltd. New Delhi.	
<b>5</b>	Business Correspondence and Report Writing - R.C. Sharma. Krishna Mohan-Tata Mc Graw-Hill Publishing Company Ltd., New Delhi.	
<b>6</b>	Business Communication- M. Balasubrahmanyam- Vani Education Books	
<b>7</b>	Business Communication- H. S. Pandey and NilimaPareek (RBD Jaipur.)	

<b>Course Title:</b>	<b>Fundamental of Accounting</b>	<b>Course Code:</b>
		<b>24BBA5103T</b>
<b>Total Lecture hour 52</b>		<b>Hours</b>
<b>Unit I</b>	Meaning and definition of Accounting and Book Keeping, Accounting Process, Objective. Users, Limitations and Basic Terminology of Accounting. Accounting Concepts, Conventions and Equation. Generally Accepted Accounting Principles.	<b>13</b>
<b>Unit II</b>	Accounting equations, Types of accounts. Rules of Debit and Credit Recording transactions in Journal and Subsidiary books: Purchase Books, Purchase Return Book, Sales Book, Sales Return Books and Cash Book. Preparation of Ledger Accounts. Preparation of Trial Balance.	<b>13</b>
<b>Unit III</b>	Depreciation Accounting: meaning, features, need and methods of Charging Depreciation. Provisions and Reserves, Difference between Provisions and Reserves. Bank Reconciliation Statement: Need and Preparation of Bank Reconciliation Statement. Errors and their Rectification.	<b>13</b>
<b>Unit IV</b>	Preparation of financial Statements: Preparing Trading Account, Profit and Loss Account and Balance Sheet with adjustments for a Sole Proprietor. Preparing Receipt and payment Account, Income and Expenditure Account and Balance Sheet.	<b>13</b>
<b>Reference Books:</b>		
<b>1</b>	Sharma, Shah, Mangal, Agrawal: Financial Accounting, RBD, Jaipur.	
<b>2</b>	Jain, Khandelwal, Pareek, Dave: Financial Accounting, Ajmera Book Company, Jaipur.	
<b>3</b>	Agrawal, Sharma, Purohit, Sharma: Financial Accounting, Shivam Book House, Jaipur.	
<b>4</b>	Tulsian: Financial Accounting: Sultan Chand & Sons, New Delhi.	
<b>5</b>	Maheshwari S. N.: Financial Accounting, Vikas Publishing House Pvt. Ltd,	

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	New Delhi.
6	6. Monga J. R. Financial Accounting, Mayur Paper Book. New Delhi.

## Semester II

Course Title:	Business and Management	Course Code: 24BBA5201T
<b>Total Lecture hour 52</b>		<b>Hours</b>
<b>Unit I</b>	Business & Management: Features and scope of Business. Elementary knowledge of Trade. Industry and Commerce, Type of Industries, Forms of ownership- Sole trading, Partnership, Company, Cooperatives, Joint sector, Public Enterprises.	<b>13</b>
<b>Unit II</b>	Concept of management, Nature and scope of management, Management Functions, An Overview of Functional Areas of Management, Development of Management Thoughts Classical, Neo-Classical and Contingency Approaches. Principles of Management. Planning: Nature and components of planning. Types of Plans, Process of planning, Effective planning.	<b>13</b>
<b>Unit III</b>	Decision-making: Process and Techniques of decision- making. Management by Objectives (MBO); Organisation: Definition, Principles of organization, Forms of structure, Formal and informal Organisation, Delegation of authority. Coordination: Principal and Techniques of coordination, Effective coordination.	<b>13</b>
<b>Unit IV</b>	Direction: -Meaning & Principles Leadership: Function and Theories of Leadership, Leadership Styles. Motivation: Human Needs, Techniques of motivation, Sound motivation system, Theories of motivation (Suggested by Maslow, Herzberg, McGregor, and Victor Vroom) Managerial Control: Nature and process of control. Techniques of control elementary knowledge only. Effective control system.	<b>13</b>
<b>Reference Books:</b>		
1	Vijay kumarKaul: Business Management, Vikas Publishing House, Noida (UP). Knnntz and Weinrich- Essentials of Management (Tata McGraw Hill Co.)	
2	Newman, Warren & McGill - The process of management (Prentice-Hill of India Pvt, Ltd.)	
3	Terry and Franklin- Principal of Management (All India Travelers Booksellers.) Joseph. L Massie- Essentials of management (Prentice Hall of India.)	
4	Stoner, Freeman and Gilbert- Management (Prentice Hall of India.)	
5	Robert, N. Lussier- M, Lussier- Management Fundamentals (South-Western college Publishing).	
6	Dr B. S. Mathur - Principles of Management (National Publishing House, Chaura Rasta, Jaipur).	
7	M. J. Mathew- Business Management (Sheelsons, Jaipur) G. S. Sudha-Business Management (RBSA, Jaipur).	

  
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Course Title:	Strategic Management	Course Code:
Total Lecture hour 52		24BBA5202T
Unit I	Introduction: Meaning of Strategic: Management, Role of Strategic Management, Process of S.M. Limitations of SM, Organizational Mission, Vision, Objectives and Goals.	Hours
		13
Unit II	Environmental Scanning: Appraisal of External Environment, Dynamic of Internal Environment, Organizational Capabilities and Appraisal, Core Competence.	
		13
Unit III	Strategy Formulation: Corporate Level Strategy, Business Level Strategy, Functional Level Strategy. Strategy Implementation: Aspects of Strategy Implementation, Procedural Implementation, Resource Allocation, Organizational Design and Change, Corporate Culture.	
		13
Unit IV	Strategic Evaluation and Control: Meaning of Strategic Evaluation and Control, Criteria and Techniques of Strategic valuation and Control.	
		13
<b>Reference Books:</b>		
1	David, F. R. (1971) Cases in Strategic Management, New Jersey: Prentice Hall.	
2	Prasad, L. M. (1995), Business Policy & Strategy, New Delhi: Sultan Chand & Sons.	
3	Jauch. L. R. &Glueck, W. F. Business Policy and Strategic Management, McGraw-Hill.	
4	Ramaswamy, V. S. Namkumari, S., Strategic Planning Formulaic of Corporate Strategy Delhi: Macmillan India.	
5	AzharKazmi: Strategic Management.	

Course Title:	Business Economics	Course Code:
Total Lecture hour 52		24BBA5203T
Unit I	Business Economics - Meaning, Nature and Scope, Role of Business Economist in Business. Central Problems of the economy. Micro Economies & amp: Macro Economics: Concept & amp: Scope. Role of Micro and Macro Economic Analysis in Formulation of Business Decisions. Difference and Interdependence of Micro and Macro Economic Analysis. Utility Analysis: Cardinal and Ordinal Approaches, Law of Diminishing Marginal Utility and Law of Equi- Marginal Utility. Consumer's Surplus.	Hours
		13
Unit II	Indifference Curve- Meaning. Characteristics, Consumer's Equilibrium, Income Effect, Price Effect and Substitution Effect. Demand Analysis, Law of Demand Elasticity of demand and its measurement and significance. Supply and Law of Supply, Elasticity of supply. Demand Forecasting. Revenue and Cost Analysis: Revenue Analysis, Relationship between Total Revenue, Marginal Revenue and Average Revenue. Various concepts of cost, short and long run cost curves.	
		13

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<b>Unit III</b>	Production Function- Types of Production functions, Laws of Returns, Law of Variable Proportions, Returns to scale, Asoquant curves, Expansion Path. General Theory of price Determination Role of Time Element in Price Determination. Market Analysis: Price and Output determination under perfect Competition. Monopoly. Discriminating Monopoly, imperfect. Competition and Oligopoly: Price Leadership and Kinked Demand Curve.	13
<b>Unit IV</b>	Business Cycles- Theories and Phases. Factor Pricing: Determination of Rent, Wages Interest and Profit. Marginal Productivity theory of Distribution. National Income and its Measurement, National Income and Its relationship with Economic welfare.	13
<b>Reference Books:</b>		
1	D. M. Mithani Fundamentals of business and Managerial economics, Himalaya Publishing House.	
2	Mode and paul and Gupta: Managerial Economics. Tata McGraw Hill. New Delhi.	
3	B. P. Gupta: VyavsayikArthashastra (Hindi), Malik and Company, Jaipur.	
4	Agarwal and Agarwal: Business Economics. (Hindi), Ramesh Book Depot, Jaipur.	
5	M. D. Agarwal and SomDeo: Business Economics, Ramesh Book Depot, Jaipur.	
6	Dwivedi D.N. Managerial Economics, Vikas Publications. Delhi.	
7	Ahuja. H. I. Managerial Economics. S. Chand & amp. Company Ltd. New Delhi.	

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## Semester III

Course Title:	Entrepreneurship Development	Course Code: 24BBA5301T
<b>Total Lecture hour 52</b>		<b>Hours</b>
<b>Unit I</b>	<b>Introduction to Entrepreneurship</b> : Entrepreneurship Meaning- Characteristics- Functions- Traits- Types- Entrepreneur- Women Entrepreneurship- Rural Entrepreneurship- Role of Entrepreneurship in Economic Development – Factors affecting entrepreneurial growth.	13
<b>Unit II</b>	<b>Institutional Support to Entrepreneurs:</b> Entrepreneurship Development Programme- Need- Objectives- Course Contents- Phases-Evaluation - DIC, NSIC, SIDO, KVIC, SIDC, Industrial Estates, NIESBUD, SIDBI, EDII- - Angel Investors- Incubators- STEP- Venture Capital.	13
<b>Unit III</b>	<b>Government Initiatives for Startups:</b> SAMRIDH Scheme, MSME Market Development Assistance (MDA), NIDHI Scheme (National Initiative for Development and Harnessing Innovations), Credit Linked Subsidy Scheme (CLCSS), Digital India GENESIS, MSME Sustainable (ZED) Certification, The Multiplier Grants Scheme (MGS), Startup Leadership Program (SLP), ASPIRE (A Scheme for Promotion of Innovation, Rural Industries and Entrepreneurship), Startup India Initiative, Startup India Seed Fund Scheme, Pradhan Mantri Mudhra Yojna, Atal Innovation Mission, Credit Guarantee Trust Fund, Venture Capital Assistance Scheme, The Standup India Scheme, Raw Material Assistance Scheme, Single Point Registration Scheme	13
<b>Unit IV</b>	<b>Business Plan and Legal Aspects:</b> Development of Business Plan and starting venture- Registration Formalities- IPR- Incentives and Subsidies- Need for Incentives and Subsidies- Tax benefits for SSI Units- Sickness in Small Industries- Causes and Remedies and Revival.	13
<b>Reference Books:</b>		
1	Khanka SS - Entrepreneurial Development - S.Chand & Co. Ltd 2010.	
2	Gupta CB and Srinivasan NP - Entrepreneurship Development in India - S.Chand & Co. Ltd.	
3	Robert D Hisrich et al - Entrepreneurship Development - Tata McGraw- Hill publishing company Ltd 2007.	
4	Prasanna Chandra - Projects- Planning, Analysis, Financing, Implementation & Review - Tata McGraw- Hill publishing company Ltd 2006.	

Course Title:	Operational Research	Course Code: 24BBA5302T
<b>Total Lecture hour 52</b>		<b>Hours</b>
<b>Unit I</b>	<b>Role and uses of Operations Research</b> -Definition scope & Limitations. <b>Linear Programming-</b> Linear programming, formulation of linear programming model, basics of graphical method, simplex method and Duality in	13

  
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	linear programming.	
Unit II	Transportation and Assignment Problems. <b>Simulation:</b> Advantages, Limitations, Monte Carlo Method	13
Unit III	<b>Game Theory</b> – characteristics & formulation of game models, Two person Zero sum games, pure game with saddle point, Mixed strategies, dominance in games, 2 x N and M x 2 games. <b>Decision Theory</b> – Decision under uncertainty, decision under Risk, Expected Value of perfect information, decision tree analysis.	13
Unit IV	<b>Network Analysis</b> - Programme Evaluation and Review Technique (PERT) and Critical Path Method (CPM), Cost Analysis and Crashing the Network. <b>Float Analysis</b>	13
<b>Reference Books:</b>		
1	Operations Research, Wagner, PHI Publications, New Delhi.	
2	Operation Research, J K Sharma, Macmilan, 5 <sup>th</sup> edition 2013	
3	Operations Research, A M Natarajan, P Balasubramani, Pearson Education,	
4	Introduction to Operations Research, Hillier and Lieberman, 8th Ed., McGraw Hill	

Course Title:	<b>Human Resource Management</b>	Course Code: 24BBA5303T
Total Lecture hour 52		Hours
Unit I	<b>Human Resource Management-</b> Meaning, Definition, Importance, Concept of HRM, Functions of HRM, Role and Competencies of HR Manager. HRM vs Personnel Management. Human Resource. <b>Planning:</b> Concept, Objectives, Need and Process of HRP.	13
Unit II	<b>Job Analysis:</b> Meaning and Definitions, objectives, Uses, Process and Techniques of Job Analysis. Job description and Job Specification: Meaning and definition of Job Description, Contents and Characteristics of a good Job Description, Meaning of Job Specification, Job Description vs Job Specification.	13
Unit III	Recruitment: Meaning and Definitions, Recruitment Process, Factors Affecting Recruitment, Sources of Recruitment. Selection: Meaning and Definitions, Selection Process. Placement: Concept, Principles of Placement.	13
Unit IV	<b>Training:</b> Definition and Meaning, Need and Importance of Training, Steps in Systematic Training Plan, Training Methods and Techniques. <b>Performance Appraisal:</b> Meaning and Definition, Objectives, Performance Appraisal Process, Methods of Performance Appraisal.	13
<b>Reference Books:</b>		
1	Dwivedi, R.S.: Managing Human Resources: Personnel	

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	Management in Indian Enterprises, Galgotia Publishing Company, New Delhi.
2	S.S.Khanka: Human Resource Management S.Chand Publishing.
3	D'Çenzo, DavidA.& Stephen P. Robbins: Human Resource Management, John Wileyand Sons, New Delhi.

### Semester IV

Course Title:	Marketing Management	Course Code: 24BBA5401T
<b>Total Lecture hour 52</b>		<b>Hours</b>
<b>Unit I</b>	Introduction to Marketing and Marketing Management, Marketing Concepts. Consumer and buying behavior. Market segmentation, targeting and positioning.	13
<b>Unit II</b>	Product Decisions - concept of a Product, Classification of products, Product mix decisions- Product line and product mix, Brand. New Product Development- Steps, Product Life Cycle- Stages and strategies.	13
<b>Unit III</b>	Marketing environment- macro and micro components and their impact on marketing decisions;Marketing mix –Price, Place, Promotion and Physical Distribution. Price Decisions - Pricing objectives, Factors affecting price determination, Pricing policies and constraints, Different pricing method - New product pricing, Product Mix pricing strategies and Price adjustment strategy.	13
<b>Unit IV</b>	Distribution Channels and Physical Distribution Decisions: Nature, functions, and types of distribution channels; Distribution channel intermediaries; Channel management decisions; Retailing and wholesaling. Promotion Decisions: Communication Process; Promotion mix – advertising, personal selling, sales promotion, publicity and public relations; Determining advertising budget; Copy designing and testing; Media selection; Advertising effectiveness; Sales promotion – tools and techniques.	13
<b>Reference Books:</b>		
1	K.S. Chandrasekar, MARKETING MANAGEMENT TEXTAND CASES, Tata McGraw-Hill Publication, New Delhi.	
2	Philip Kotler ,MARKETING MANAGEMENT- ANALYSIS PLANNING AND CONTROL, Prentice Hall of India, New Delhi	
3	Govindarajan, MARKETING MANAGEMENT CONCEPTS, CASES, CHALLENGES AND TRENDS ,Prentice Hall of India, New Delhi	
4	Stanton, Etzel, Walker, FUNDAMENTALS OF MARKETING ,Tata-Mc Graw Hill, New Delhi.	

Course Title:	Corporate Accounting	Course Code: 24BBA5402T
<b>Total Lecture hour 52</b>		<b>Hours</b>
<b>Unit I</b>	Issue of share, forfeiture and re-issue of share, Redemption of	13

  
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	preference share.	
<b>Unit II</b>	Issue and Redemption of debenture, Valuation of goodwill, value of share.	<b>13</b>
<b>Unit III</b>	Final Accounts of companies, Divisible Profit, issue of bonus share, managerial Remuneration	<b>13</b>
<b>Unit IV</b>	<b>Liquidation of companies:</b> List 'B' Contributions, Liquidation final statement of account, Statement of affairs and deficiency account. Amalgamation, absorption and External re-construction excluding Inter. company holdings.	<b>13</b>
<b>Reference Books:</b>		
<b>1</b>	Hanif & Mukherjee: Corporate Accounting: McGraw Hill Education	
<b>2</b>	Shukla & Gupta: Corporate Accounting: Sahitya Bhawan Publications	
<b>3</b>	Taxmann's: Corporate Accounting: Taxmann Publications Private Limited	

<b>Course Title:</b>	<b>Organizational Behaviour</b>	<b>Course Code:</b>
<b>Total Lecture hour 52</b>		<b>24BBA5403T</b>
		<b>Hours</b>
<b>Unit I</b>	<b>Introduction:</b> Concepts and Determinants; Relationship between Management and OB; Emergence of OB; Hawthorne Study; Contributing disciplines of OB; OB models. <b>Individual Behaviour:</b> Foundations of Individual Behaviour; Personality - Type A/B, Big five personality types, factors influencing personality; Attitude - concept, components, job related attitudes; Learning concept, theories and reinforcement; Perception and emotions- concept, perceptual process, factors influencing perception, perceptual errors and distortions; Beliefs and values - concept and types: terminal values and instrumental values.	<b>13</b>
<b>Unit II</b>	Communication and Motivation Communication: Understanding Communication; Persuasive communication; Communication styles; Transactional Analysis (TA), Johari Window. Motivation - Why people work; Need theories (Maslow's need hierarchy, ERG Theory, McClelland's Theory); Theory X and Theory Y, Two Factors Theory; Contemporary Theories of motivation (Self-Determination Theory, Goal-setting Theory, Reinforcement Theory, Self-efficacy Theory).	<b>13</b>
<b>Unit III</b>	Group Behaviour and Leadership Formation of Groups; Group Behaviour - concepts, types- group norms, group roles, and group cohesiveness; Groups Vs Teams; Group decision making - process and types; Organisational conflict - nature, sources, and resolution strategies Leadership - Concept and theories; Styles of leadership; Leadership continuum; Trait, Behavioural and Situational approach; Leadership grid; Contemporary leadership issue.	<b>13</b>
<b>Unit IV</b>	Organisational culture- concept and determinants; Organisational change- importance, types of change,	<b>13</b>

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	resistance to change, managing change; Stress- individual and organisational factors, prevention and management of stress.	
<b>Reference Books:</b>		
1	Scandura: Essentials of Organizational Behaviour- An Evidence based Approach: SAGE Publications.	
2	Christopher, Jeffery & Murray: Organizational Behaviour- A Skill Building Approach: SAGE Publications.	
3	Scandura: Essentials of Organizational Behaviour- An Evidence based Approach: SAGE Publications	

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