



Arihant Education Foundation's
Arihant College of Arts, Commerce and Science, Bavdhan, Pune-21

Department of Commerce

F.Y. BBA(IB) SYLLABUS STRUCTURE AS PER NEP 2020

SEMESTER - I

| Sr.No. | Course Type | Course | Paper Title | Credits | No. of Lectures | | Marking Evaluation | | Total |
|--------|---|-------------------------------------|---|-----------|-----------------|----------------|--------------------|----------|------------|
| | | | | | Per Week | Total Lectures | Internal | External | |
| 1 | Major Mandatory (06) | Major Mandatory 1 | Essentials of Management | 4 | 5 | 60 | 30 | 70 | 100 |
| | | Major Mandatory 2 | Fundamentals of Supply chain and Logistics Management | 2 | 3 | 30 | 15 | 35 | 50 |
| 2 | Open Elective (OE) | Open Elective 1 | Business Economics – Micro | 2 | 3 | 30 | 15 | 35 | 50 |
| | | Open Elective 2 | Business Mathematics | 2 | 3 | 30 | 15 | 35 | 50 |
| 3 | Vocational Skill Development Course (VSC) | Vocational Skill Development Course | Hospitality & Tourism Management | 2 | 3 | 30 | 15 | 35 | 50 |
| 4 | Skill Enhancement Course (SEC) | Skill Enhancement Course (SEC) | Information Technology for Business | 2 | 3 | 30 | 15 | 35 | 50 |
| 5 | Ability Enhancement Course (AEC) | Ability Enhancement Course (AEC) | English for Business Correspondence - I | 2 | 3 | 30 | 15 | 35 | 50 |
| 6 | Value Education Course (VEC) | Value Education Course (VEC) | Environmental Awareness | 2 | 3 | 30 | 50 | 0 | 50 |
| 7 | Indian Knowledge System (IKS) | Indian Knowledge System (IKS) | Generic IKS | 2 | 3 | 30 | 50 | 0 | 50 |
| 8 | Co-Curricular Courses (CC) | Co-Curricular Courses (CC) | Physical Education – I | 2 | | | 50 | 0 | 50 |
| | | | Total | 22 | | | | | 550 |



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Department of Commerce

F.Y. BBA(IB) SYLLABUS STRUCTURE AS PER NEP 2020

SEMESTER - II

| Sr. No. | Course Type | Course | Paper Title | Credits | No. of Lectures | | Marking Evaluation | | Total |
|---------|---|---|---|-----------|-----------------|----------------|--------------------|----------|------------|
| | | | | | Per Week | Total Lectures | Internal | External | |
| 1 | Major Mandatory (06) | Major Mandatory 3 | Fundamentals of Financial & Cost Accounting | 4 | 5 | 60 | 30 | 70 | 100 |
| | | Major Mandatory 4 | Basics of Financial Management | 2 | 3 | 30 | 15 | 35 | 50 |
| 2 | Minor | Minor 1 | Fundamentals of Marketing Management | 2 | 3 | 30 | 15 | 35 | 50 |
| 3 | Open Elective (OE) | Open Elective 3 | Fundamentals of Indian Economy | 2 | 3 | 30 | 15 | 35 | 50 |
| | | Open Elective 4 | Business Statistics | 2 | 3 | 30 | 15 | 35 | 50 |
| 4 | Vocational Skill Development Course (VSC) | Vocational Skill Development Course (VSC) | Entrepreneurship & Start-up Management | 2 | 3 | 30 | 50 | 0 | 50 |
| 5 | Skill Enhancement Course (SEC) | Skill Enhancement | Basic Managerial Skills | 2 | 3 | 30 | 15 | 35 | 50 |
| 6 | Ability Enhancement Course (AEC) | Ability Enhancement Course (AEC) | English for Business Correspondence - II | 2 | 3 | 30 | 15 | 35 | 50 |
| 7 | Value Education Course (VEC) | Value Education Course (VEC) | Democracy Awareness & Gender Sensitization | 2 | 3 | 30 | 50 | 0 | 50 |
| 8 | Co-Curricular Courses (CC) | Co-Curricular Courses (CC) | Physical Education – II | 2 | | | 50 | 0 | 50 |
| | | | Total | 22 | | | | | 550 |

Savitribai Phule Pune University, Pune

Faculty of Commerce and Management

Bachelor of Business Administration in International Business

(BBA - IB)

Revised Curriculum (2024 Pattern as per NEP-2020)

w.e.f. Academic Year: 2024-2025

Preamble:

The Bachelor of Business Administration in International Business (BBA-IB) program is meticulously designed to equip students with the essential knowledge, skills, and competencies required to excel in the dynamic and interconnected global business environment. This curriculum is structured to provide a comprehensive understanding of fundamental business principles, specialized international business practices, and the strategic decision-making processes essential for effective management in a global context.

Following aspects highlight the importance of commercial education:

- 1. Academic Rigor and Excellence:** Commercial education provides a rigorous academic curriculum that equips students with a comprehensive understanding of business theories, principles, and practices. Through innovative teaching methods and experiential learning opportunities students excel in dynamic and competitive global business environments.
- 2. Ethical Leadership and Social Responsibility:** Students are instilled in the importance of ethical decision-making, integrity, and corporate social responsibility. Our program emphasizes the significance of ethical leadership and the impact of business practices on society and the environment.
- 3. Critical Thinking and Problem-Solving Skills:** We foster the development of critical thinking, analytical reasoning, and problem-solving skills essential for effective decision-making in complex business situations. Students learn to evaluate information, analyze data, and formulate strategic solutions to real-world challenges.
- 4. Global Perspective and Cultural Awareness:** Recognizing the interconnectedness of the global economy, we emphasize the development of a global mindset and cultural competence among the students. Our curriculum integrates international business concepts and opportunities for cross-cultural learning experiences.
- 5. Professional Development and Career Readiness:** Through internships, professional development workshops, and networking opportunities, students are facilitated the acquisition of practical skills and industry-specific knowledge necessary for professional growth and advancement.
- 6. Innovation and Entrepreneurship:** Encouraging creativity and innovation, we inspire entrepreneurial thinking and the ability to identify and seize opportunities in the marketplace. Our program supports aspiring entrepreneurs in developing business plans and launching ventures that contribute to economic growth and innovation.
- 7. Continuous Learning and Adaptation:** Committed to continuous improvement and adaptation to meet the evolving demands of the business world. Our faculty engage in scholarly research and professional development to ensure that our curriculum remains relevant and responsive to industry trends and technological advancements.

8. Constant Learning: Commerce is a field that requires continuous learning and adaptation to stay competitive. Business education instills a mindset of lifelong learning, encouraging individuals to stay updated about industry trends, new technologies, and evolving business practices.

Objectives of the Programme:

1. To equip students with a robust understanding of core business concepts including management, finance, marketing, economics, and operations, essential for any business environment.
2. To foster an in-depth understanding of international business operations, including global supply chain management, international marketing, and foreign exchange management, to prepare students for global business challenges.
3. To develop critical thinking and analytical abilities through coursework in research methodology, enabling students to conduct rigorous business research and data analysis.
4. To improve students' proficiency in business communication, both written and oral, as well as interpersonal skills, essential for effective collaboration and leadership in diverse business settings.
5. To instill a strong sense of ethics and social responsibility, ensuring that students understand the importance of sustainable and ethical business practices.
6. To encourage entrepreneurial spirit and innovation through courses on entrepreneurship, start-up management, and vocational skill development, preparing students to create and manage new business ventures.
7. To offer practical experience through internships, field projects, and community engagement, enabling students to apply theoretical knowledge in real-world business situations.
8. To enhance cultural sensitivity and global awareness by exposing students to international business environments and diverse cultural perspectives.
9. To prepare students for leadership roles by developing essential management skills, including strategic decision-making, organizational behavior, and human resource management.
10. To ensure students are proficient in the use of business technologies and information systems, crucial for efficient business operations and competitive advantage.
11. To promote a commitment to lifelong learning and continuous professional development, ensuring that graduates remain adaptable and competitive in a rapidly changing business landscape.
12. To prepare students for successful careers in international business through career counseling, professional development activities, and networking opportunities with industry professionals.

Program Outcomes:

1. Graduates will demonstrate a comprehensive understanding of fundamental business principles and practices, including management, finance, marketing, and economics.
2. Graduates will possess a deep understanding of international business operations and the ability to analyze global market trends and economic conditions.
3. Graduates will be able to apply critical thinking and analytical skills to solve complex business problems using quantitative and qualitative data.
4. Graduates will be proficient in business communication, capable of presenting ideas clearly and persuasively in both written and oral formats.
5. Graduates will demonstrate a strong sense of ethics and social responsibility, understanding the impact of business decisions on society and the environment.
6. Graduates will be effective leaders and team members, capable of motivating and managing diverse teams to achieve organizational goals.

7. Graduates will be adept at using current business technologies and information systems to enhance business operations and decision-making processes.
8. Graduates will have the knowledge and skills to identify business opportunities, develop business plans, and launch and manage new ventures.
9. Graduates will exhibit cultural sensitivity and the ability to operate effectively in diverse cultural and international business environments.
10. Graduates will be able to apply theoretical knowledge to real-world business situations through internships, projects, and practical experiences.
11. Graduates will demonstrate a commitment to lifelong learning and professional development, staying current with industry trends and advancements.
12. Graduates will be well-prepared for successful careers in international business, with the skills and knowledge to excel in various roles and industries.

Introduction

The BBA - IB Degree Program (2024 Pattern) will be introduced in the following order:

| Sr. No. | BBA – IB Degree Program | Academic Year |
|---------|-------------------------|---------------|
| A | First Year BBA - IB | 2024-2025 |
| B | Second Year BBA - IB | 2025-2026 |
| C | Third Year BBA - IB | 2026-2027 |
| D | Fourth Year BBA - IB | 2027-2028 |

Eligibility

- a) No Candidates shall be admitted to the First Year of the BBA - IB Degree Program (2024 Pattern) unless he / she has passed the Higher Secondary School Certificate Examination of the Maharashtra State Board or equivalent or University with English as a passing Course.
- b) No candidate shall be admitted to the Third Semester Examination of the Second Year unless he / she has cleared First Two Semesters satisfactorily for the course at the college affiliated to this University.
- c) No student shall be admitted to the Third Year BBA – IB (Fifth Semester) Degree Program (2024 Pattern) unless he / she has cleared all the papers of First and Second Semester Examination of FYBBA - IB
- d) No candidate shall be admitted to the Fifth Semester Examination of the Third Year unless he / she has cleared the first Two Semesters satisfactorily of Second Year for the Program at the college affiliated to this University.
- e) No candidate shall be admitted to the Fourth Year BBA - IB (Seventh Semester) Degree Program (2024 pattern) unless he / she has cleared all the papers of Third and Fourth Semester Examination of SYBBA - IB

Teaching Methodology

The Teacher can use the following Methods as Teaching Methodology:

- Class Room Lectures
- Demonstration for programming course
- Guest Lectures of Professionals, Industry Experts etc.
- Teaching with the help of ICT tools
- Visits to various Professionals Units, Companies and Business / Industry Units

- Group Discussion / Debates
- Assignments, Tutorials, Presentations, Role Play etc.
- YouTube Lectures developed by MHRD, UGC, Government of Maharashtra, University etc.
- Analysis of Case Studies

Examination

- 1) A student cannot appear for the Semester End Examination unless he / she has maintained at least 75% attendance during the teaching period of that course. If a student fails to maintain attendance up to 75%, at the time of filling of Examination Forms, an undertaking from the student should be taken stating that he / she will be allowed to appear for Examination subject to fulfillment of required attendance criteria during the remaining period of teaching of the course.
- 2) Each credit will be evaluated for 25 Marks.
- 3) Each course will have a distribution of 30:70 for CIE and SEE.
- 4) To pass a course, the student must obtain at least 40% Percent marks in the CIE and SEE separately.
- 5) If a student misses CIE examination, he / she will have a Second Chance with the permission of the teacher concerned only. Such a Second Chance shall not be the right of the student; it will be the discretion of the teacher concerned only rather than the Head of the Department or Principal to give or not to give Second Chance to a student to appear for Internal Assessment.
- 6) A student cannot register for the Third, Fifth and Seventh Semester, if he / she fails to complete 50% credits of the total credits expected to be ordinarily completed within Two Semesters.
- 7) No student shall be admitted to the Fifth Semester Examination of the Third Year unless he / she has cleared First Two Semesters.
- 8) No student shall be admitted to the Fourth Year BBA - IB (Seventh Semester) Degree Program (2024 Pattern) unless he / she has cleared all the papers of Third and Fourth Semester Examination of SYBBA - IB and has satisfactorily kept terms for the Third Year (Fifth and Sixth Semester).
- 9) There shall be revaluation of the Answer Scripts of Semester-End Examination but not of Answer Scripts of Internal Assessment Papers as per Ordinance No. 134 A and B.

A.T.K.T. Rules

The present relevant ordinances issued by the SPPU pertaining to ATKT are applicable.

University Terms:

The dates for the commencement and conclusion of the First and the Second Terms shall be as determined by the University Authorities. Only duly admitted students can keep to the terms. The present relevant ordinances pertaining to the grant of terms will be applicable.

Verification and Revaluation

The candidate may apply for verification and revaluation or result through Principal of the College which will be done by the University as per ordinance framed in that behalf.

Restructuring of Courses

This revised course structure shall be made applicable to the colleges implementing 'Restructured Programme' at the Undergraduate Level from June 2024. The Colleges under the Restructured Programme which have revised their structure in the light of the "2024 Pattern" shall be introduced with effect from Academic Year 2024-25.

Standard of Passing

- A candidate is required to obtain 40% Marks in Internal Assessment, Practical Examination and Semester End University Examination.
- It means that passing separately at Internal Assessment, Practical Examination and Semester End University Examination is compulsory.

Methods of Evaluation, Passing, and Evaluation Criteria

The evaluation of students will be done on Three Times during each Semester:

- Internal Assessment (Internal)
- Practical Examination (If applicable)
- Semester End University Examination (External)

For Semester End University Examination, question papers will be set for Seventy Percent of the Total Marks allotted for the course.

Evaluation will be done on a continuous basis Three Times during each Semester. Internal Assessment will be of Thirty Percent of the Total Marks allotted for the subject. The colleges need to adopt any Two Methods out of the following Methods for Internal Assessment:

- Offline Written Examination
- Power Point Presentations
- Assignments / Tutorials
- Oral Examination
- Open Book Test
- Offline MCQ Test
- Group Discussion
- Analysis of Case Studies

Programme Structure

| FYBBA-IB Semester I | | | | | | | |
|---|---|---|--------------|---------|----------|----------|-------|
| Course Type | Course | Paper Title | Hours / Week | Credits | Internal | External | Total |
| Major Mandatory (06) | Major Mandatory 1 | Essentials of Management | 5 | 4 | 30 | 70 | 100 |
| | Major Mandatory 2 | Fundamentals of Supply chain and Logistics Management | 3 | 2 | 15 | 35 | 50 |
| Open Elective (OE) | Open Elective 1 | Business Economics – Micro | 3 | 2 | 15 | 35 | 50 |
| | Open Elective 2 | Business Mathematics | 3 | 2 | 15 | 35 | 50 |
| Vocational Skill Development Course (VSC) | Vocational Skill Development Course | Hospitality & Tourism Management | 3 | 2 | 15 | 35 | 50 |
| Skill Enhancement Course (SEC) | Skill Enhancement Course (SEC) | Information Technology for Business | 3 | 2 | 15 | 35 | 50 |
| Ability Enhancement Course (AEC) | Ability Enhancement Course (AEC) | English for Business Correspondence - I | 3 | 2 | 15 | 35 | 50 |
| Value Education Course (VEC) | Value Education Course (VEC) | Environmental Awareness | 3 | 2 | 50 | 0 | 50 |
| Indian Knowledge System (IKS) | Indian Knowledge System (IKS) | Generic IKS | 3 | 2 | 50 | 0 | 50 |
| Co-Curricular Courses (CC) | Co-Curricular Courses (CC) | Physical Education – I | @ Department | 2 | 50 | 0 | 50 |
| Total | | | - | 22 | 270 | 280 | 550 |
| FYBBA-IB Semester II | | | | | | | |
| Course Type | Course | Paper Title | Hours / Week | Credits | Internal | External | Total |
| Major Mandatory (06) | Major Mandatory 3 | Fundamentals of Financial & Cost Accounting | 5 | 4 | 30 | 70 | 100 |
| | Major Mandatory 4 | Basics of Financial Management | 3 | 2 | 15 | 35 | 50 |
| Minor | Minor 1 | Fundamentals of Marketing Management | 3 | 2 | 15 | 35 | 50 |
| Open Elective (OE) | Open Elective 3 | Fundamentals of Indian Economy | 3 | 2 | 15 | 35 | 50 |
| | Open Elective 4 | Business Statistics | 3 | 2 | 15 | 35 | 50 |
| Vocational Skill Development Course (VSC) | Vocational Skill Development Course (VSC) | Entrepreneurship & Start-up Management | 3 | 2 | 50 | 0 | 50 |
| Skill Enhancement Course (SEC) | Skill Enhancement Course (SEC) | Basic Managerial Skills | 3 | 2 | 15 | 35 | 50 |
| Ability Enhancement Course (AEC) | Ability Enhancement Course (AEC) | English for Business Correspondence - II | 3 | 2 | 15 | 35 | 50 |

| | | | | | | | |
|------------------------------|------------------------------|--|--------------|----|-----|-----|-----|
| Value Education Course (VEC) | Value Education Course (VEC) | Democracy Awareness & Gender Sensitization | 3 | 2 | 50 | 0 | 50 |
| Co-Curricular Courses (CC) | Co-Curricular Courses (CC) | Physical Education – II | @ Department | 2 | 50 | 0 | 50 |
| | | Total | - | 22 | 270 | 280 | 550 |

SYBBA-IB Semester III

| Course Type | Course | Paper Title | Hours / Week | Credits |
|---|---|--|--------------|---------|
| Major Mandatory (08) | Major Mandatory 7 | Strategic Supply Chain Management/ Marketing Research/ International Banking & Insurance | 5 | 4 |
| | Major Mandatory 8 | Supply Chain and Risk Management/ International Brand Management/Auditing & Taxation | 5 | 4 |
| Minor | Minor 2 | Research Methodology | 5 | 4 |
| Open Elective (OE) | Open Elective 5 | Managerial Economics/ Mercantile Law | 3 | 2 |
| Vocational Skill Development Course (VSC) | Vocational Skill Development Course (VSC) (Practical) | Digital Marketing | 5 | 2 |
| Ability Enhancement Course (AEC) | Ability Enhancement Course (AEC) | Modern Indian Languages 1 | 3 | 2 |
| Field Projects (FP) | Project | Business Exposure related to Major Course | 5 | 2 |
| Co-Curricular Courses (CC) | Co-Curricular Courses (CC) | NSS/NCC/Yoga Education/Health and Wellness/Fine Arts-I | @ Department | 2 |
| | | Total | - | 22 |

SYBBA-IB Semester IV

| Course Type | Course | Paper Title | Hours / Week | Credits |
|--------------------------------|--------------------------------|---|--------------|---------|
| Major Mandatory (08) | Major Mandatory 9 | Inventory & Warehouse Management/ International Service Marketing/Corporate Accounting | 5 | 4 |
| | Major Mandatory 10 | Procurement & Quality Management/ Customer Relationship Management/ Financial Risk Management | 5 | 4 |
| Minor | Minor 3 | Import Export Procedure | 5 | 4 |
| Open Elective (OE) | Open Elective 6 | International Economics/ Intellectual Property Rights | 3 | 2 |
| Skill Enhancement Course (SEC) | Skill Enhancement Course (SEC) | Event Management | 3 | 2 |

| | | | | |
|--|----------------------------------|---|--------------|----|
| Ability Enhancement Course (AEC) | Ability Enhancement Course (AEC) | Modern Indian Languages 2 | 3 | 2 |
| Field Projects (FP)/ Community Engagement and Service corresponding to the Major (CEP) | Project | Community Engagement through Social Awareness | 5 | 2 |
| Co-Curricular Courses (CC) | Co-Curricular Courses (CC) | NSS/NCC/Yoga Education/Health and Wellness/Fine Arts-II | @ Department | 2 |
| | | Total | - | 22 |

TYBBA-IB Semester V

| Course Type | Course | Paper Title | Hours / Week | Credits |
|--|---|--|--------------|---------|
| Major Mandatory (10) | Major Mandatory 11 | Management of Agribusiness and Agri Exports | 5 | 4 |
| | Major Mandatory 12 | International Relations | 5 | 4 |
| | Major Mandatory 13 | Organisation Behaviour | 3 | 2 |
| Major Elective | Major Elective 1 | Production & Operations Management/ Industrial Marketing /Management of Financial Services | 5 | 4 |
| Minor | Minor 4 | International Business Law | 5 | 4 |
| Vocational Skill Development Course (VSC) | Vocational Skill Development Course (VSC) | Retail Management | 3 | 2 |
| Field Projects (FP)/ Community Engagement and Service corresponding to the Major (CEP) | Project | Community Engagement through CSR | 5 | 2 |
| | | Total | - | 22 |

TYBBA-IB Semester VI

| Course Type | Course | Paper Title | Hours / Week | Credits |
|----------------------|--------------------|---|--------------|---------|
| Major Mandatory (10) | Major Mandatory 14 | Foreign Exchange Management | 5 | 4 |
| | Major Mandatory 15 | Elements of Human Resource Management | 5 | 4 |
| | Major Mandatory 16 | Corporate Law | 3 | 2 |
| Major Elective | Major Elective 2 | Sustainable Supply Chain Management/ Marketing of Financial Services / Investment Planning & Portfolio Management | 5 | 4 |

| | | | | |
|-----------------------|-----------------|------------------------------------|--------------------------------|----|
| Minor | Minor 5 | International Business Environment | 5 | 4 |
| On Job Training (OJT) | On Jot Training | Internship | After the final exams of Sem V | 4 |
| | | Total | - | 22 |

Detail Syllabus

| Semester I | | | | | |
|--------------|-------------|-----------------|--------------------------|---------|--------------------|
| Semester No. | Course Code | Type of Course | Course Title | Credits | Lecture Hours/Week |
| I | BBA1101 | Major Mandatory | Essentials of Management | 4 | 5 |

Course Objectives

| | |
|----|--|
| 1. | To understand basic concept regarding administration |
| 2. | To develop managerial skills among the students |
| 3. | To examining how various management principles |

| Course Outcome | | Blooms Taxonomy |
|----------------|---|---|
| CO1 | To develop managerial effectiveness through managerial thinking Knowledge of effective | Evaluate the Managerial Concept |
| CO2 | Learning about the management philosophy over the period of time | Understand the managerial skills |
| CO3 | How to plan and organize an activity and motivate the group | Analysis of Organizational Activity |
| CO4 | To develop understanding regarding new systems of management. | To make Management system understanding |

| Unit | Title and Contents | No. of Lecture Hours |
|------|--------------------|----------------------|
|------|--------------------|----------------------|

| | | |
|----------|--|-----------|
| 1 | Nature of management 1.1 Introduction: Meaning, Definition, Nature of Management, Importance of management. | 15 |
| | 1.2 Concept of Administration, Difference between Administration and Management, Responsibilities of Managers 1.3 Management as a Science, Management as an Art, Management as a Profession | |
| 2 | Evolution of management thoughts 2.1 Concept of Managerial Thoughts 2.2 Contribution of Frederick Taylor, Elton Mayo, Henry Fayol and Peter Drucker | 15 |
| 3 | Functions of Management 3.1 Forecasting: Meaning, Advantages, Disadvantages, Planning: Meaning, Types, Advantages, Disadvantages 3.2 Organizing: Meaning, Importance, Staffing: Meaning and Importance, Decision Making: Meaning, Process, 3.3 Direction: Meaning Nature and Principles, Motivation: Meaning, Importance, Types, Maslow's Hierarchy of Needs, Theory X & Y 3.4 Controlling: Meaning, Needs, Process, Techniques. | 15 |
| 4 | Recent trends in Management 4.1 Management of change, Management of crisis, 4.2 Stress Management, Time Management | 15 |

Reference Material

Text Books

1. Principles of Management -T. Ramaswamy, Himalaya Publishing House, New Delhi
2. Management Concepts and Strategies - J.S. Chandan Vikas, Publishing House Pvt. Ltd. New Delhi
3. Principles of Management- Harold Koontz, Heinz Weihrich, A. Ramachandra Arysri, McGrawhill companies, New Delhi

Reference Books

1. Introduction to Management- John R. Schermerhorn, Wiley India Pvt. Ltd., New Delhi
2. Principles of Management- P.C. Tripathi, P.N. reddy, McGraw hill companies, New Delhi
3. Management 2008 Edition- Robert Kreitner, Mamata Mohapatra, Biztantra – Management for Flat World, New Delhi

Other Learning Material

1. Essentials of Management by Harold Koontz, Heinz Weihrich, books mountain
2. <https://www.coursera.org/learn/management-essentials-strategic-planning>

| Semester No. | Course Code | Type of Course | Course Title | Credits | Lecture Hours/Week |
|--------------|-------------|-----------------|---|---------|--------------------|
| I | BBA-IB 1102 | Major Mandatory | Fundamentals of Supply chain and Logistics Management | 2 | 3 |

Course Objectives

| | |
|----|--|
| 1. | To understand the basics of supply chain analysis, logistics management, procurement, and transportation. |
| 2. | To provide the students an opportunity to learn the fundamentals of supply chain and logistics to relate the |

| Course Outcome | | Blooms Taxonomy |
|----------------|--|-----------------|
| CO 1 | DEFINE basic terms and concepts related to Production, Operations, Services, Supply Chain and Quality Management. | REMEMBERING |
| CO 2 | EXPLAIN the process characteristics and their linkages with process-product matrix in a real-world context. | UNDERSTANDING |
| CO 3 | DESCRIBE Implement a transportation plan considering cost, time, and environmental factors | APPLYING |
| CO 4 | CALCULATE the financial implications of different logistics and inventory decisions. | ANALYSING |
| CO 5 | OUTLINE the effectiveness of a logistics outsourcing strategy based on real-world case studies. | EVALUATING |
| CO 6 | ELABORATE upon a set of key performance indicators (KPIs) to measure the success of logistics outsourcing initiatives. | CREATING |

| Unit | Title and Contents | No. of Lecture Hours |
|------|--|----------------------|
| 1 | Introduction to Supply Chain Management- 1.1 Concept, objectives, significance 1.2 Process view of a supply chain-cycle and push pull view 1.3 Drivers/components of supply chain – Facilities, Inventory, Transportation, Information, Material Handling 1.4 Achieving tradeoff between customer service and cost. | 7 |

| | | |
|----------|--|----------|
| 2 | Physical distribution- 2.1 Definition, Importance, participants in physical distribution process. 2.2 Marketing Channels – Definition and Importance 2.3 Different forms of channels - Unconventional channels | 8 |
| | - Channels for Consumer goods, Industrial Goods & Services – Integrated Marketing Channels – Horizontal, Vertical, Multi channel 2.4 Functions of Marketing Channels 2.5 Channel Management – Channel Selection Process & criteria 2.6 Performance appraisal of Channel Members - Channel Conflicts & Techniques to resolve channel conflicts. | |
| 3 | Logistics Management- 3.1 Logistics definition, scope and function of logistics, 3.2 Logistics a system approach, logistics for business excellence, objectives of logistics, logistics solution, and value added logistical services, 3.3 Role of logistics in supply chain. | 8 |
| 4 | Logistics Outsourcing- 4.1 Catalysts for outsourcing trends, benefits of Logistics Outsourcing, 4.2 Third party logistics, Fourth party logistics, selection of service provider, value added services, 4.3 Logistics service contract, critical issues, outsourcing value proposition. | 7 |

Reference Material

Text Books

1. Supply Chain Logistics Management, Donald Bowersox, David Closs and M. Bixby Cooper, McGraw-Hill Education, India
2. Supply Chain Management - Strategy, Planning & Operation, Sunil Chopra, Peter Meindl, D. V. Kalra, Pearson Education
3. Logistics Management: The Supply Chain Imperative, Vindo Sople, Pearson Education

Reference Books

1. Supply Chain Management Sunil Chopra, Peter Meindl & D.V. Kalra Pearson Education, UK
2. Supply Chain Management For Global Competitiveness ,B.S.Sahay. ,Macmillan India Limited, India
3. Logistical Management Donald J. Bowersox & David J. Closs Tata McGraw Hill, New Delhi

Other Learning Material

1. <https://www.youtube.com/watch?v=M11QBxVjZAw&list=PLCD3E338A3E58E906&index=1>
2. <https://www.youtube.com/watch?v=ZpHiMTwOdM&list=PLCD3E338A3E58E906&index=4>

| Semester No. | Course Code | Type of Course | CourseTitle | Credits | Lecture Hours/Week |
|--------------|---------------|----------------|----------------------------|---------|--------------------|
| I | BBA-IB 1103 A | Open Elective | Business Economics - Micro | 2 | 3 |

Course Objectives

| | |
|----|---|
| 1. | To understand the role of economics in Government, community and business. |
| 2. | To study how different business and government decisions are taken in relation to pricing, and influence demand and supply. |
| 3. | To Development understanding regarding different market forms and related concepts such as costs and revenues. |
| 4. | To understand and appreciate the practical application of the concepts learnt in decision making by economic agents. |

| Course Outcome | | Blooms Taxonomy |
|----------------|---|----------------------|
| CO 1 | DEFINE basic concepts such as Resource constraints, Economic Problems Demand, Supply, Different types of Elasticity, market forms, different types of costs and revenues, Market Equilibrium, Social Optimality | REMEMBERING |
| CO 2 | EXPLAIN the scope of business economics, Basic economic problems, problems of scarcity, laws of demand and supply, important features of different markets | UNDERSTANDING |
| CO 3 | DESCRIBE how firms determine price and output determination, how market economies function (market equilibrium), why market economies may not lead to social optimality. | APPLYING |
| CO 4 | CALCULATE the elasticity of demand and supply, cost and revenue calculation | ANALYSING |
| CO 5 | OUTLINE why markets fail and the ways in which Governments may intervene to reach social optimality. Outline how firms might use elasticity concept to price goods | EVALUATING |
| CO 6 | ELABORATE Survival and growth strategies which businesses might use in different market structures. Elaborate on how Governments will utilize price elasticity concept to tax demerit goods. | CREATING |
| Unit | Title and Contents | No. of Lecture Hours |

| | | |
|----------|--|-----------|
| 1 | Introduction to Business Economics- 1.1 Meaning and scope of Business Economics 1.2 Basic Problems of an Economy and how the market helps solve these problems | 5 |
| 2 | Theory of Demand and Supply - 2.1 Meaning and Determinants of Demand, Law of Demand and Elasticity of Demand – Price, Income and Cross Elasticity 2.2 Determinants of Supply, Law of Supply and Elasticity of Supply 2.3 Market Equilibrium and Introduction to Social Efficiency | 10 |
| 3 | Theory of Production and Cost - 3.1 Factors of Production 3.2 Concepts of Costs – Short- run and long-run costs, Average and Marginal Costs, Total, Fixed and Variable Costs, Revenues - Total, Marginal and Average Revenue. | 7 |
| 4 | Price Determination in Different Markets – 4.1 Market Structures: Perfect Competition, Monopoly and Monopolistic Competition, Oligopoly 4.2 Price-Output Determination under different Market Forms. | 8 |

Reference Material

Text Books

1. Economics, Paul A. Samuelson and William D. Nordhaus, McGraw Hill
2. Microeconomics – Pindyck, Rubinfeld and Mehta, Prentice Hall

Reference Books

1. Business Economics, Andrew Gillespie, Oxford Press, New Delhi
2. Business Economics – Theory and Applications, Dr. D.D. Chaturvedi , Dr. S. L. Gupta, International Book House Pvt. Ltd., New Delhi
3. Economics for management – Text and Cases, S. K. Sarangi, Himalaya Publishing House, Mumbai
4. Economics Principles and Applications, Cengage Learning India Pvt. Ltd., New Delhi

Other Learning Material

https://www.youtube.com/watch?v=RpYuGP9Z5Hs&list=PLUStaOtXfx02et-le_ifushqXTSSgftqB

<https://ocw.mit.edu/courses/14-01sc-principles-of-microeconomics-fall-2011/pages/unit-1-supply-and-demand/>

<https://ocw.mit.edu/courses/14-01sc-principles-of-microeconomics-fall-2011/pages/unit-2-consumer-theory/>

<https://ocw.mit.edu/courses/14-01sc-principles-of-microeconomics-fall-2011/pages/unit-3-producer-theory/>

<https://www.youtube.com/watch?v=94NAdF5IYR8&list=PLUStaOtXfx02et->

| Semester No. | Course Code | Type of Course | Course Title | Credits | Lecture Hours/Week |
|--------------|---------------|----------------|----------------------|---------|--------------------|
| I | BBA-IB 1103 B | Open Elective | Business Mathematics | 2 | 3 |

Course Objectives

| | |
|----|--|
| 1. | To understand the role of mathematics in Business. |
| 2. | To study the application of mathematical tools |
| 3. | To develop a logical and analytical mindset |

| Course Outcome | | Blooms Taxonomy |
|----------------|---|-----------------|
| CO 1 | DEFINE Interests, commissions, combinations, EMIs | REMEMBERING |
| CO 2 | UNDERSTAND concepts such as difference in interest calculations, permutations and combinations etc | UNDERSTANDING |
| CO 3 | APPLY the concept of interests, percentages, permutations and combinations | APPLYING |
| CO 4 | CALCULATE discounts, profits and losses, brokerages, EMIs etc | ANALYSING |
| CO 5 | EVALUATE the imposition of simple and/or compound interest on businesses and individuals. Evaluate the impact of permutation and combination in business and society. | EVALUATING |
| CO 6 | Create simple models using mathematical concepts and tools learnt to use in different business operations. | CREATING |

| Unit | Title and Contents | No. of Lecture Hours |
|------|---|----------------------|
| 1 | Ratio and Proportion 1.1 Ratio and Proportion 1.2 Percentages 1.3 Data Interpretation | 5 |
| 2 | Profit & Loss 2.1 Profit and Loss 2.2 Commission & Brokerage 2.3 Discounts 2.4 Calendar | 8 |
| 3 | Interest 3.1 Simple Interest 3.2 Compound Interest 3.3 EMI Calculation | 9 |

| | | |
|----------|--|----------|
| 4 | Permutation and Combination 4.1 Permutations | 8 |
| | 4.2 Combinations | |

Reference Material

Text Books

1. Business Mathematics, Padmalochan Hazarika, Sultan Chand & Sons, New Delhi
2. Business Mathematics, J. K. Sharma, I.K. International Publishing House Pvt. Ltd.

Reference Books

1. Arithmetic for Business Students, Harvey, J.H., Cassell, London
2. Business Mathematics, Amarnath Dikshit and Jinendra Kumar Jain, Himalaya Publishing House

| Semester I | | | | | |
|--------------|----------------|---|------------------------------------|---------|--------------------|
| Semester No. | Course Code | Type of Course | Course Title | Credits | Lecture Hours/Week |
| I | BBA-IB 1104 | Vocational Skill Development Course (VSC) | Hospitality and Tourism Management | 2 | 3 |

Course Objectives

- Introduce students to Tourism Industry.
- Introduce students to Hospitality Industry.
- Identify and apply business concepts and skills relevant to Hospitality & Tourism Industry.
- To give students hands-on experience of Tourism and Hospitality Industries' practices.

| Course Outcome | | Blooms Taxonomy |
|----------------|---|-----------------|
| CO 1 | To demonstrate professional behaviour and competencies in customer service in Hospital & Tourism Industry | Knowledge |
| CO 2 | To interpret the fundamental principles of essential hospitality & tourism Industry. | Understand |
| CO 3 | Identify and apply business concepts and skills relevant to Hospitality & Tourism Industry. | Apply |
| CO 4 | Analyze information and make decisions using critical thinking and problem solving skills related to Hospitality & Tourism Industry. | Analyze |
| CO 5 | Evaluate diversity and ethical considerations relevant to the Hospitality & Tourism Industry. | Evaluate |
| CO 6 | To develop a range of leadership skills and abilities such as motivating others, leading changes and resolving conflicts in Hospital & Tourism Industry | Create |

| Unit | Title and Contents | No. of Lecture Hours |
|------|---|----------------------|
| 1 | <u>Introduction to Hospitality & Tourism Management</u> : Overview of structure and performances of hospitality & tourism industry, food & lodging, resorts, tourism enterprises. Major focus on orientation to customer service , cultural & economic trends and career opportunities | 15 |
| 2 | <u>Hospitality Information Systems</u> : Application of various information systems to the management of facilities programs, services , finances and accounting , products, marketing & sales, human resources & other major functions of hospitality , recreation and tourism organizations / agencies | 15 |

Reference Material

Text Books

| Sr No | Title of Book | Author (s) | Publication |
|-------|---|---|-------------------------------|
| 1 | Hospitality and Tourism Management | Rajat Gupta, Nishant Singh, Ishita kirar, Mahesh Bairwa | Vikas. |
| 2 | A Text Book of Tourism & Hospitality Management | Rakesh Kadam, Shaifalee, Chainickaa | Bookman. |
| 3 | Tourism and Hospitality Industry | Pandey M | Naman Publisher & Distributor |
| 4 | A Text Book on Hospitality and Tourism Management | Rajiv Mishra, M.P. Sharma, Vikas Singh, Rohit Jaswal | Paperback |

Reference Books

| Sr. No | Title of Book | Author(s) | Publication |
|---------------|---|---|----------------------|
| 1 | Management Science in Hospitality and Tourism –Theory, Practice and Applications | Ercan Sirakaya-Turk, Muzaffer Uysal, Zvi Schwartz | Apple Academic Press |
| 2 | The Indian Hospitality Industry – Dynamics and Future Trends | Sandeep Munjal, Sudhanshu Bhushan | Apple Academic Press |
| 3 | Entrepreneurship Education in Tourism and Hospitality Management | K. C. Junaid, R. K. Dhodi, Satish Chandra Bagri | IGI Global |
| 4 | The Food and Beverage Hospitality Industry in India – An Emergent Segment | Sandeep Munjal, Sanjay Sharma | Apple Academic Press |
| 5 | Global Trends, Practices, and Challenges in Contemporary Tourism and Hospitality Management | Debasish Batabyal, Dilip Kumar Das | IGI Global |

Other Learning Material :

1. Journal of Hospitality & Tourism Education .**Routledge ISSN 1096-3578.**
2. Journal of Hospitality and Tourism Management .**Cauthe ISSN 1447-6770.**
3. Tourism and Hospitality Research. **University of Brighton. ISSN 1467-3584.**

| Semester No. | Course Code | Type of Course | Course Title | Credits | Lecture Hours/Week |
|--------------|-------------|--------------------------------|-------------------------------------|---------|--------------------|
| I | | Skill Enhancement Course (SEC) | Information Technology for Business | 2 | 3 |

Course Objectives

To understand the Role of Information Technology in Business:
To apply acquired IT skills to solve real-world business problems.

| Course Outcome | Blooms Taxonomy |
|----------------|-----------------|
| | |

| Unit | Title and Contents | No. of Lecture Hours |
|------|--|----------------------|
| 1 | <p>Introduction to Information Technology in Business</p> <p>Introduction to Information Technology in Business Overview of information technology and its role in business Evolution of technology and its impact on business</p> | 10 |
| 2 | <p>E-Business and E- Commerce</p> <p>Introduction to e-business and e-commerce Online business models Payment systems and security Digital marketing and social media</p> | 10 |
| 3 | <p>Business Communication Tools</p> <p>Email etiquette and effective communication Video conferencing tools (Zoom, Microsoft Teams) Collaborative tools for document sharing and editing</p> | 10 |

Reference Material

1. Enterprise Systems for Management by Luvai Motiwalla, Guido Tabellini, Jeffrey Thompson, Pearson Education
2. e-Business 2.0 Roadmap for Success by Dr. Ravi Kalakota, Marcia Robinson, Pearson Education
3. Management of Information Technology by Carroll W. Frenzel and John C. Frenzel, fourth Edition, Thomson Press
4. E-commerce – A Managerial Perspective by P. T. Joseph, Prentice Hall India Publications

| Semester No. | Course Code | Type of Course | Course Title | Credits | Lecture Hours/Week |
|--------------|-------------|-----------------|---------------------------------------|---------|--------------------|
| I | BBA1106 | Major Mandatory | English for Business Correspondence I | 2 | 3 |

Course Objectives

| | |
|----|--|
| 1. | This course is designed to help participants develop effective written communication skills for professional and personal correspondence. It covers various types of written communication, including emails, letters, memos, and reports. The course focuses on grammar, vocabulary, style, and etiquette for successful written communication. |
|----|--|

| Course Outcome | | Blooms Taxonomy |
|----------------|---|-----------------|
| CO 1 | DESCRIBE an appropriate understanding role and utility of written communication in life | REMEMBERING |
| CO 2 | SUMMARIZE the main points of a business letter or email & Interpret the tone and style of different types of business correspondence. | UNDERSTANDING |
| CO 3 | CONSTRUCT Business letters, Memos for business correspondence | APPLYING |
| CO 4 | Evaluate the effectiveness of a business email in achieving its purpose. | ANALYSING |
| CO 5 | Critically assess the effectiveness of different report structures and proposal formats. | EVALUATING |
| CO 6 | Develop and compose a comprehensive report or proposal. | Creating |

| Unit | Title and Contents | No. of Lecture Hours |
|------|---|----------------------|
| 1 | Introduction to Written Communication 1.1 Introduction to Written Communication 1.2 Introduction to different types of written communication 1.3 Understanding the purpose and audience 1.4 Formatting and structuring written documents. | 8 |
| 2 | Email Correspondence 2.1 Email Correspondence - Writing effective emails 2.2 Appropriate email subject lines 2.3 Email etiquette and conventions 2.4 Practice writing and receiving emails | 7 |
| 3 | Business Letters 3.1 Business Letters and Memos Structure and components of a business letter 3.2 Writing business memos Formal and informal language in business correspondence 3.3 Drafting business letters and memos. | 8 |
| 4 | Reports and Proposals writing | 7 |

| | | |
|--|---|--|
| | 4.1 Understanding the components of a report 4.2 Writing analytical reports 4.3 Proposal writing and persuasive communication 4.4 Review and practice of report writing | |
|--|---|--|

Reference Material

Text Books

1. Business Communication Today, Bovee C L et. al., Pearson Education
2. Business Communication, P.D. Chaturvedi, Pearson Education
3. Business Communication, T N Chhabra, Bhanu Ranjan, Sun India

Reference Books

1. Communication Skills for Effective Management, Hargie et. al., Palgrave
2. Communication for Business, Tayler Shinley, Pearson Education
3. The Oxford Guide to Writing and Speaking, John Seely, Oxford University Press, New Delhi