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Format for Syllabus of Theory Paper

Program: Certificate		Part A: Introduction	
		Class: BBA 1 Year	Year: 2021   Session: 2021-2022
1	Course Code	Subject: BUSINESS MANAGEMENT	
2	Course Title	M1-BBA1T (Group-1)	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/...)	BBA (Core Course)	
4	Prerequisite (if any)	Not Required (Open for All)	
5	Course Learning outcomes (CLO)	1. Student will be able to assess the global context for planning, coordinating, and monitoring managerial behaviour. 2-Through various planning and decision-making techniques, students can learn about how businesses ensure to remain in a competitive market. 3. Students will understand various forms of organizational structures and their importance. 4. Students can learn about various strategies used by businesses to maintain and improve employee efficiency. 5. Students will be able to understand how organizations use different leadership styles to stay competitive.	
6	Credit Value	(Credit) 6	
7	Total Marks	Max. Marks: 25/75	Min. Passing Marks: 33
Part B- Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
L-T-P: 90			
Unit	Topics	No. of Lectures	
1	Management in Indian Culture and Tradition, Definition and Meaning of Management, Functions and Responsibilities of Management, Role of manager, Principles of Management. School & Thoughts of Management.	18	
2	Planning: Process, Types and Significance, Planning vs. Forecasting Objective, Strategies and Policies, MBO, Decision Making: Process & Significance, Planning for Start-ups.	18	
3	Organization: Nature and Purpose of organization. Importance and process of Organization. Departmentalization, Organizational structures, types and relevance. Line and Staff Relationship.	18	
4	Authority- Delegation, Decentralization - Difference between Authority and power- Responsibility, Recruitment- Sources, Selection, Training, Direction -Nature and Purpose.	18	
5	Leadership: Meaning, Importance, Types of Leadership, Leadership Styles, Motivation: Types & significance, Maslow's Need Hierarchy, Theory X & Y of Motivation, An overview of Strategic Management, SWOT Analysis, Strategic Analysis, Alternative-Choice & Evaluation. Future Management- Challenges and Skills	18	

Keywords/Tags:

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06/10/21

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Part C: Learning Resources

Text Books, Reference Books, Other resources		
<b>Suggested Readings:</b>		
<ul style="list-style-type: none"> <li>Management - James A.F. Stoner, R. Edward Freeman-Pearson Prentice Hall-6th Edition</li> <li>Principles of Management - PC Tripathi &amp; PN Reddy - TMH - 5th Edition - 2012</li> <li>R.D. Agrawal: Organization &amp; Management International Student Edition, Tokyo 1980.</li> <li>Newman and Warran: The Process of Management: Concepts, Behaviour and Practices, PHI</li> <li>S. M. Sturkie: Principles of Management, Sahitya Bhawan, Agra (UP) (Latest Edition), (Hindi and English Medium)</li> <li>Dr. Rajeev Kumar Jhalani &amp; Dr. Yogita Chandel, Principles of Management, Devi Ahilya Prakashan, Indore (Hindi Medium)</li> <li>Dr. C. M. Mehra, Business Organization, Ram Prasad and Sons, Bhopal. (Hindi Medium)</li> </ul>		
<b>Suggested web links:</b>		
<a href="https://www.dpiu.org/uploads/attachments/books/books_5784_0.pdf">https://www.dpiu.org/uploads/attachments/books/books_5784_0.pdf</a> <a href="https://education.stateuniversity.com/pages/cv1ev9e9jh/An-Introduction-to-the-Principles-of-Management.html">https://education.stateuniversity.com/pages/cv1ev9e9jh/An-Introduction-to-the-Principles-of-Management.html</a>		
<b>Suggested equivalent online courses:</b>		
<b>Part D- Assessment and Evaluation</b>		
<b>Suggested Continuous Evaluation Methods:</b>		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (CCE): 25 marks University Exam (UE) 75 marks		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation	10
External Assessment:	University Exam Section: 75	Time: 02.00 Hours
	Section (A): Three Very Short Questions (50 Words Each)	03 x 03 = 09
	Section (B): Four Short Questions (200 Words Each)	04 x 09 = 36
	Section (C): Two Long Questions (500 Words Each)	02 x 15 = 30 Total 75

Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case-Studies preferably with Indian Context, Presentations and Industry Based Assignments.

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### Format for Syllabus of Theory Paper

Program: Certificate		Part A Introduction	
		Class: BBA I Year	Year: 2021 Session: 2021-2022
		Subject: COMMUNICATION SKILLS	
1	Course Code	M1-BBA2T (Group-1)	
2	Course Title	BBA	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/...)	(Core Course)	
4	Pre-requisite (if any)	Not Required (Open for All)	
5	Course Learning outcomes (CLO)	1. Imagination, Ethical Theory and Skills to Interact, Students can learn how to do this ethically and effectively. 2. Students can learn and practice group communication skills. They will learn how to respond in discussions, interviews, conferences. 3. Students can learn nonverbal communication, listening and organizational culture. 4. Students can be equipped with knowledge of professional communication through the basic principles of writing professional papers and other documents.	
6	Credit Value	(Credit) 6	
7	Total Marks	Max. Marks: 25+75	(Min. Passing Marks: 33)
PART B- Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
L-T-P: 2-2-9			
Unit: 1 Topics			
			No. of Lectures
1	Historical background of Communication, Definition and Process of Communication, Essentials of Effective Communication, Barriers to Effectiveness, Role of Communication in Organizational Communication.		18
2	Public Speech - Composition Principles, Speech Delivering Skills, Group Discussion, Do's and Don'ts of Group Discussion, Communication in Committees, Seminars and Conference.		18
3	Non-Verbal Communication: Meaning, Types and Importance, Listening: Difference between Listening and Hearing.		18
4	Business Correspondence, Essentials of Effective Business Correspondence, Structure of Business Letter, Types of Business Letter: Enquiry, Reply, Orders, Complaints and Circular Letter.		18
5	Drafting of Notices, Agendas, Minutes, Job Application Letters, Preparation of Curriculum Vitae.		18
Keywords/Tags:			
PART C-Learning Resources			
Text Books, Reference Books, Other resources			
Suggested Readings:			
<ul style="list-style-type: none"> <li>• Ace of Soft Skills Attitude Communication and Etiquette for Success by Gopalaswamy Ramesh, Pearson India</li> <li>• Rao Nand Das R. P., Communication Skills, Himalaya Publishing House, Mumbai.</li> <li>• Mehta D. &amp; Mehta N. K. A Handbook of Communication Skills Practices, Radha Pub.</li> </ul>			

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<ul style="list-style-type: none"> <li>• New Delhi,</li> <li>• Shilpa K.K., Business Communication, Galgotia Publishing House, New Delhi.</li> <li>• Murphy A. &amp; Peck Charles E., Effective Business Communication, Tata McGraw Hill, New Delhi.</li> <li>• Dr. Praveen Kumar Agrawal &amp; Dr. Avineesh Kumar Mishra, Communication Skills, Sahitya Bhawan, Agra (Hindi Medium)</li> </ul>	
Suggested web links:	
<a href="https://books.google.co.in/books/about/Effective_Business_Communication.html?id=Dzo1joiVolC">https://books.google.co.in/books/about/Effective_Business_Communication.html?id=Dzo1joiVolC</a>	
Suggested equivalent online courses:	
PART D-Assessment and Evaluation	
Suggested Continuous Evaluation Methods:	
Maximum Marks: 100	
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks	
Internal Assessment:	Class Test 15
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation 10
External Assessment:	Section (A): Three Very Short Questions (50 Words Each) 03 x 03 = 09
University Exam Section: 75	Section (B): Four Short Questions (200 Words Each) 04 x 09 = 36
Time: 02.00 Hours	Section (C): Two Long Questions (200 Words Each) 02 x 15 = 30 Total 75
Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case-Studies preferably with Indian Context, Presentations and Industry Based Assignments.	

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Format for Syllabus of Theory Paper

Part A Introduction			
Program: Certificate	Class: BBA 1 Year	Year: 2021	Session: 2021-2022
Subject: COMMUNICATION SKILLS			
1 Course Code	MA-BBA111 (Group-I)		
2 Course Title	BBA		
3 Course Type (Core Course/Elective/Generic Elective/Vocational/...)	(Core Course)		
4 Prerequisite (if any)	Not Required (Open for All)		
5 Course Learning outcomes (CLO)	1. Imagination, Ethical Theory and Skills to Interact, Students can learn how to do this ethically and effectively. 2. Students can learn and practice group communication skills. They will learn how to respond in discussions, interviews, conferences. 3. Students can learn nonverbal communication, listening and organizational culture. 4. Students can be equipped with knowledge of professional communication through the basic principles of writing professional papers and other documents.		
6 Credit Value	(Credit) 6		
7 Total Marks	Max. Marks: 75/75	Min. Passing Marks: 33	
Part B- Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
L-T-P: 90			
Unit	Topics	No. of Lectures	
1	Historical background of Communication, Definition and Process of Communication, Essentials of Effective Communication, Barriers to Communication, Role of Communication in Organizational Effectiveness.	18	
2	Public Speech - Composition Principles, Speech Delivering Skills, Group Discussion: Dos and Don'ts of Group Discussion, Communication in Committees, Seminars and Conference.	18	
3	Non-Verbal Communication: Meaning, types and Importance, Listening, Difference between Listening and Hearing.	18	
4	Business Correspondence, Essentials of Effective Business Communication, Structure of Business Letter, Types of Business Letter: Enquiry, Reply, Orders, Complaints and Circular Letter.	18	
5	Drafting of Notices, Agendas, Minutes, Job Application Letters, Preparation of Curriculum Vitae.	18	
Keywords/Tags:			
Part C-Learning Resources			
Text Books, Reference Books, Other resources			
Suggested Readings:			
<ul style="list-style-type: none"> <li>• Ace of Soft Skills Attitude Communication and Etiquette for Success by Gopalaswamy Ramesh, Pearson India</li> <li>• Rao Nand Das R. P., Communication Skills, Himalaya Publishing House, Mumbai.</li> <li>• Mehta D. &amp; Mehta N. K., A Handbook of Communication Skills Practices, Radha Pub.,</li> </ul>			

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New Delhi:		
<ul style="list-style-type: none"> <li>• Sinha K.K., Business Communication, Galgotia Publishing House, New Delhi.</li> <li>• Murphy A. &amp; Peck Charles E., Effective Business Communication, Tata McGraw Hill, New Delhi.</li> <li>• Dr. Praveen Kumar Agrawal &amp; Dr. Avineesh Kumar Mishra, Communication Skills, Sahitya Bhawan, Agra (Hindi Medium)</li> </ul>		
Suggested web links:		
<a href="https://books.google.co.in/books/about/Effective_Business_Communication.html?id=Dzo1JajlVw0C">https://books.google.co.in/books/about/Effective_Business_Communication.html?id=Dzo1JajlVw0C</a>		
Suggested equivalent online courses:		
Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks		
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation	10
External Assessment:	Section(A): Three Very Short Questions (50 Words Each)	03 x 03 = 09
University Exam Section: 75	Section (B): Four Short Questions (200 Words Each)	04 x 09 = 36
Time: 02.00 Hours	Section (C): Two Long Questions (500 Words Each)	02 x 15 = 30 Total 75
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### Format for Syllabus of Theory Paper

Program: Certificate		Part A Introduction	
		Class: BBA 1 Year	Year: 2021   Session: 2021-2022
1	Course Code	Subject: MICRO ECONOMICS	
2	Course Title	MI-BBART (Group-I)	
3	Course Type (Core Course/Elective/Generic Elective/Vocational)	BBA (Core Course)	
4	Pre-requisite (if any)	Not Required (Open for All)	
5	Course Learning outcomes (CLO)	1. Students will understand the importance of basic principles of micro economics. 2. Students will be able to understand the basics of demand-supply rules and elasticity. They will also learn how to implement it. 3. Utility, apathy analysis and market surplus, students will be able to understand. 4. Students will be able to understand production principles, classify costs and incomes. 5. Students will be able to understand the comparison of different market systems. 6. Students will be able to understand how national income is calculated.	
6	Credit Value	(Credit) 5	
7	Total Marks	Max. Marks: 25-75	Min. Passing Marks: 33
Part B: Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
L-T-P: 20			
Unit	Topics	No. of Lectures	
1	Introduction to economics, Definitions of economics, Nature and Scope of Economics, Significance and Evolution of Micro Economics, Functions of Managerial Economics.	10	
2	Concept of Law of Demand, Law of Supply, Concept of Market Equilibrium, Elasticity of Demand, Demand Determinants.	15	
3	Utility Analysis, Marginal Concept of Utility, Indifference Curve Analysis: Assumptions, Properties of Indifference curve, Theory of Consumer Surplus.	20	
4	Elements of Cost, Factors of Production, Theory of Rent, Theory of Interest, Theories of Profit.	20	
5	National Income: Estimates and Analysis (GNP, NNP, GDP, HDI), Methods of Measurement of National Income, Types of Market Structure, Perfect vs Imperfect Market, Trade Cycles.	25	
Keywords/Tags:			
Part C-Learning Resources			
Text Books, Reference Books, Other resources			
Suggested Readings:			
<ul style="list-style-type: none"> <li>Maddala &amp; Miller, Microeconomics Theory and Applications, 13th Reprint 2017</li> <li>Sinha V. C., Principles of Economics, Sahitya Bhawan Publication, Agra</li> </ul>			

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<ul style="list-style-type: none"> <li>Adhikary, M., Business Economics, Excel Books, New Delhi,</li> <li>Chopra, O P, Managerial Economics, New Delhi, TMH, 1983.</li> <li>Koutsoyannis, A., Modern Micro Economics, Mac Millan, New York</li> <li>Dr. J. C Pant &amp; Dr. J. P. Mishra, Micro Economics, Sahitya Bhawan, Agra (Hindi Medium)</li> <li>Dr. C. M. Mehta, Micro Economics, Ran Prasad &amp; Sons, Bhopal (Hindi Medium)</li> </ul>	
Suggested web links:	
Suggested equivalent online courses:	
Part D-Assessment and Evaluation	
Maximum Marks: 100	
Continuous Evaluation Methods:	
Internal Assessment:	Class Test
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation
External Assessment:	University Exam Section: 75
Time: 02.00 Hours	Section (A): Three Very Short Questions (50 Words Each) Section (B): Four Short Questions (200 Words Each) Section (C): Two Long Questions (500 Words Each)
	03 x 03 = 09 04 x 09 = 36 02 x 15 = 30 Total 75
Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case-Studies preferably with Indian Context, Presentations and Industry Based Assignments.	

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सैद्धांतिक प्रश्नपत्र के पाठ्यक्रम हेतु प्रारूप

क्र.सं.	प्रश्नपत्र का विवरण	आयु	वर्ष
1	पाठ्यक्रम का शीर्षक	2021	2021-2022
2	पाठ्यक्रम का शीर्षक	M1-BBAB2T(समूह-II)	
3	पाठ्यक्रम का प्रकार	सैद्धांतिक	
4	पाठ्यक्रम का विवरण (संबंधित विषय/विषयसूची)	(कोर कोर्स)	
5	पाठ्यक्रम का विवरण (संबंधित विषय/विषयसूची)	आवश्यक नहीं (सभी के लिए धारित)	
6	पाठ्यक्रम का विवरण (संबंधित विषय/विषयसूची)	1. छात्र कार्यस्थल में व्यापक रूप से उपयोग किए जाने वाले सांख्यिकी अनुसंधान उपकरणों को समझने की क्षमता हासिल करेंगे। 2. छात्र मानक व्यवसाय की रिपोर्ट के आधार पर निष्पक्ष विश्लेषण और निर्णय लेने की क्षमता हासिल करेंगे। 3. छात्र चीजों को मापना और संबंधपरक विश्लेषण करना सीखेंगे।	
7	कुल अंक	अधिकतम अंक: 25+75	6 (सैद्धांतिक)

आयु - पाठ्यक्रम के विवरण  
आयु - पाठ्यक्रम के विवरण (सभी कागज पर 03 अंक) L-T-P: प्रति सप्ताह 3 घंटे  
कुल व्यापक अंक: 80

क्र.सं.	विषय	आयु
1	सांख्यिकी का अर्थ एवं परिभाषा, सांख्यिकीय अनुसंधान, सांख्यिकी के नियम, सांख्यिकी का क्षेत्र, सांख्यिकी की सीमाएं।	15
2	समंकी का संग्रह, समंकी का प्रस्तुतिकरण, चार/बार/बार वितरण, प्राथमिक एवं द्वितीय समंकी	17
3	केन्द्रीय प्रवृत्ति के माप: माध्य, माध्यिका और बहुलक, गुणोत्तर माध्य, हरात्मक माध्य	18
4	विचलन माप: प्रमाण विचलन, माध्य विचलन एवं विचलन, काल - श्रेणी का विश्लेषण	20
5	सहसंबंध विश्लेषण, कार्ण निपटन का सहसंबंध गुणांक, स्पीयरमैन का क्रमबद्धता सहसंबंध, प्रतीगमन, प्रतीगमन की रेखाएं, सूचकांक	20

आयु - अग्रणी विषय/विषयसूची  
आयु - अग्रणी विषय/विषयसूची (सभी कागज पर 03 अंक) L-T-P: प्रति सप्ताह 3 घंटे  
कुल व्यापक अंक: 80

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- सांख्यिकी के फंडामेंटल, एस.सी. गुप्ता, हिमालय पब्लिशिंग हाउस मुंबई
- बुनियादी व्यापार सांख्यिकी: अवधारणाएं और अनुप्रयोग, बेनेसन और लेविन, पिपरसन शिक्षा।
- व्यावसायिक सांख्यिकी, एन. डी. चोहरा, टाटा मैकग्रा हिल, नई दिल्ली।
- डी.एन. एलहॉस: फंडामेंटल ऑफ स्टैटिस्टिक्स, किताब महल, इनाहाबाद
- गुप्ता, एस.पी.: बिजनेस स्टैटिस्टिक्स, सुरवाण चंद पीड संस, नई दिल्ली।
- सांख्यिकीय विश्लेषण, डॉ. पी.सी. लुलसिधन, एस.चंद प्रकाशन, दिल्ली
- व्यावसायिक सांख्यिकी, डॉ. एस.एन. शुक्ला और सहाय, साहित्य भवन प्रकाशन, आगरा (हिंदी और अंग्रेजी, दोनो माध्यम)
- व्यावसायिक सांख्यिकी, आर.एस. भारद्वाज, एक्सेल बुक्स, नई दिल्ली

अनुसंधान विभिन्न स्रोतों में से लिंक  
<http://cs.ice.edu/TKS/Intro.pdf>  
अनुसंधान विभिन्न स्रोतों में से लिंक

क्र.सं.	विषय	आयु
1	सांख्यिकी के फंडामेंटल, एस.सी. गुप्ता, हिमालय पब्लिशिंग हाउस मुंबई	15
2	बुनियादी व्यापार सांख्यिकी: अवधारणाएं और अनुप्रयोग, बेनेसन और लेविन, पिपरसन शिक्षा।	10
3	व्यावसायिक सांख्यिकी, एन. डी. चोहरा, टाटा मैकग्रा हिल, नई दिल्ली।	25
4	डी.एन. एलहॉस: फंडामेंटल ऑफ स्टैटिस्टिक्स, किताब महल, इनाहाबाद	03 x 03 = 09
5	गुप्ता, एस.पी.: बिजनेस स्टैटिस्टिक्स, सुरवाण चंद पीड संस, नई दिल्ली।	04 x 03 = 12
6	सांख्यिकीय विश्लेषण, डॉ. पी.सी. लुलसिधन, एस.चंद प्रकाशन, दिल्ली	02 x 15 = 30
7	व्यावसायिक सांख्यिकी, डॉ. एस.एन. शुक्ला और सहाय, साहित्य भवन प्रकाशन, आगरा (हिंदी और अंग्रेजी, दोनो माध्यम)	कुल अंक 75

कोई विषय/विषयसूची/सांख्यिकीय विषय - विषय, केस स्टडी विशेषतः भारतीय संदर्भ में, प्रस्तुतिकरण एवं उपयोग आधारित असाइनमेंट का समावेश होना।

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Format for Syllabus of Theory Paper

Part A-Introduction			
Program: Certificate	Class: BBA 1 Year	Year: 2021	Session: 2021-2022
Subject: BUSINESS STATISTICS			
1 Course Code	M1-BBA/21 (Group-II)		
2 Course Title	BBA		
3 Course Type (Core Course/Elective/Generic Elective/Vocational,....)	(Core Course)		
4 Prerequisite (If any)	Not Required (Open for All)		
5 Course Learning outcomes (CLO)	1. Statistical Research Tools will increase student's ability to understand how to perform social researches. 2. Students will be equipped with knowledge about analysing professional reports and will be able to make decisions based on the reports analyzed. 3. Students will learn about Quantization, analysis of performance relationship.		
6 Credit Value	(Credit) 6		
7 Total Marks	Max. Marks: 25+75	Min. Passing Marks: 23	
Part B- Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
L-T-P-90			
Unit	Topics	No. of Lectures	
1	Meaning and Definition of Statistics, Statistical Investigations, Laws of Statistics, Scope of Statistics, Limitations of Statistics.	15	
2	Collection of Data, Presentation of Data, Frequency Distribution, Primary and Secondary Data.	17	
3	Measures of Central Tendencies: Mean, Median, Mode, Geometric Mean, Harmonic Mean.	18	
4	Measure of Variation: Standard Deviation, Mean Deviation and Skewness, Time Series Analysis.	20	
5	Correlation Analysis, Karl Pearson's Coefficient of Correlation, Spearman's Rank Correlation, Regression, Lines of Regression, Index Number.	20	
Keywords/Tags:			
Part C-Learning Resources			
Text Books, Reference Books, Other resources			
Suggested Readings:			
<ul style="list-style-type: none"> <li>Fundamentals of Statistics, S.C. Gupta, Himalaya Publishing House</li> <li>Basic Business Statistics: Concepts and Applications, Berson and Levine, Pearson Education.</li> <li>Business Statistics, N. D. Vohra, TATA McGraw Hill.</li> <li>D.N. Eilhanee: Fundamental of Statistics, Kitab Mahal, Allahabad</li> <li>Gupta, S.P.: Business Statistics, Sultan Chand and Sons, New Delhi.</li> <li>Statistical Analysis, Dr P.C Tulsian, S.Chand Publications, Delhi</li> <li>Business Statistics, Dr S.M Stukin and Sahai, Sahitya Bhawan Publications, Agra (Hindi and English, both Medium)</li> <li>Business Statistics, R.S. Bhardwaj, Excel Books</li> </ul>			
Suggested web links:			

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[http://cs.icee/TKStat/level\\_intro.pdf](http://cs.icee/TKStat/level_intro.pdf)

Suggested equivalent online courses:

Part D-Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Continuous Comprehensive Evaluation (CCE): 25marks	University Exam (UE) 75 marks	
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation	10
External Assessment:	University Exam Section: 75	
Time: 02.00 Hours	Section(A): Three Very Short Questions (30 Words Each)	03 x 03 = 09
	Section (B): Four Short Questions (200 Words Each)	04 x 09 = 36
	Section (C): Two Long Questions (500 Words Each)	02 x 15 = 30 Total 75

Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case-Studies preferably with Indian Context, Presentations and Industry Based Assignments.

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Format for Syllabus of Theory Paper

Part A Introduction	
Program: Certificate	Class: BBA I Year
	Year: 2021
	Session: 2021-2022
Subject: BUSINESS STATISTICS	
1 Course Code	M1-BB2T (Group-I)
2 Course Title	BBA
3 Course Type (Core Course/Elective/Generic Elective/Vocational/...)	(Core Course)
4 Prerequisite (if any)	Not Required (Open for All)
5 Course Learning outcomes (CLO)	1. Statistical Research Tools will increase student's ability to understand how to perform social researches. 2. Students will be equipped with knowledge about analysing professional reports and will be able to make decisions based on the reports analyzed. 3. Students will learn about Quantization, analysis of performance relationship.
6 Credit Value	(Cred) 6
7 Total Marks	Max. Marks: 25+75   Min. Passing Marks: 33

Part B- Content of the Course

Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours	
L:T:P: 90	
Unit / Topics	No. of Lectures
1 Meaning and Definition of Statistics, Statistical Investigations, Laws of Statistics, Scope of Statistics, Limitations of Statistics.	15
2 Collection of Data, Presentation of Data, Frequency Distribution, Primary and Secondary Data.	17
3 Measures of Central Tendencies: Mean, Median, Mode, Geometric Mean, Harmonic Mean.	18
4 Measure of Variation: Standard Deviation, Mean Deviation and Skewness, Time Series Analysis.	20
5 Correlation Analysis, Karl Pearson's Coefficient of Correlation, Spearman's Rank Correlation, Regression, Lines of Regression, Index Number.	20

Keywords/Tags:

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Fundamentals of Statistics, S.C. Gupta, Himalaya Publishing House
- Basic Business Statistics: Concepts and Applications, Berenson and Levine, Pearson Education
- Business Statistics, N. D. Vohra, TATA McGraw Hill.
- D.N. Ehlance: Fundamental of Statistics, Kitab Mahal, Allahabad
- Gupta, S.P.: Business Statistics, Sultan Chand and Sons, New Delhi.
- Statistical Analysis, Dr.P.C Tulsian, S.Chand Publications, Delhi
- Business Statistics, Dr.S.M Shukla and Sahai, Sahitya Bhawan Publications, Agra (Hindi and English, both Medium)
- Business Statistics, R.S. Bhardwaj, Excel Books

Suggested web links:

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[https://ce.oej1kStat/files/1\\_intro.pdf](https://ce.oej1kStat/files/1_intro.pdf)

Suggested equivalent online courses:

Part D-Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE): 25marks		University Exam (UE) 75 marks
Internal Assessment:	Class Test	15
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation	10
External Assessment:	Section(A): Three Very Short Questions (50 Words Each)	03 x 03 = 09
University Exam Section: 75	Section (B): Four Short Questions (200 Words Each)	04 x 09 = 36
Time: 02.00 Hours	Section (C): Two Long Questions (500 Words Each)	02 x 15 = 30 Total 75

Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case-Studies preferably with Indian Context, Presentations and Industry Based Assignments.

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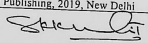


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**Format for Syllabus of Theory Paper**

Program: Certificate		Part A Introduction	
		Class: BBA I Year	Year: 2021 Session: 2021-2022
Subject: FINANCIAL ACCOUNTING			
1	Course Code	MI-BBACIT (Group-III)	
2	Course Title	BBA	
3	Course Type (Core Course/Elective/Generic Elective/Vocational...)	(Core Course)	
4	Pre-requisite (if any)	Not Required (Open for All)	
5	Course Learning outcomes (CLO)	1. Students will be able to understand the basics of bookkeeping and accounting. 2. Students will be able to know about accounting software. 3. Students will be able to do the accounting work of the business unit. 4. They will be in a position to understand and technically use bank reconciliation, branch accounts and departmental accounts. 5. Students will understand the concept of Royalty accounting and Hire-purchase accounting and learn what accounting remedies relate to them and where it can be used.	
6	Credit Value	(Credit) 6	
7	Total Marks	Max. Marks: 25/75	Min. Passing Marks: 33
Part B- Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
L-T-P: 90			
Unit	Topics	No. of Lectures	
1	Accounting and its place in business and relationship with other financial areas, Double Entry System, Book Keeping- Meaning, Advantages, Concepts and Conventions, Difference between Financial Accounting, Cost Accounting and Management Accounting.	10	
2	Type of books of accounts and their preparation, Journal, Ledger, Trial balance and Depreciation, Computerized Accounting software (Cloud books, Wave and Tally).	20	
3	Preparation of Final Account: Trading Account, Profit & Loss Account, Balance Sheet, Preparation of EMI Chart.	20	
4	Bank Reconciliation Statement, Branch Accounts and Department Accounts.	20	
5	Royalty Accounts, Hire Purchase Accounts- Accounting record in the book of purchaser and vendor.	20	
Keywords/Tags:			
Part C- Learning Resources			
Text Books, Reference Books, Other resources			
Suggested Readings:			
<ul style="list-style-type: none"> <li>Mukherjee Hanif, Financial Accounting, Tata McGraw Hills, New Delhi</li> <li>Shukla &amp; Grewal, Financial Accounting, S Chand Publishing, 2019, New Delhi</li> </ul>			

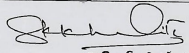
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<ul style="list-style-type: none"> <li>J.R. Battiboi, Double-entry book keeping: A complete treatise on the fundamentals of Accounting, written specifically for Indian students and businessmen, Standard Accountancy publications, 1987, 29<sup>th</sup> edition, Mumbai</li> <li>Gupta, R. L. Advanced Accounting, Sultan Chand &amp; Sons, New Delhi</li> <li>Anthony R. N and Reece, J. S., Accounting Principles, 6<sup>th</sup> ed., Homewood, Illinois, Richard D Irwin, 2005</li> <li>S.M. Shukla, Financial Accounting, Sahitya Bhavan Publication, Agra latest publication (Hindi and English Medium).</li> <li>Accounting Principles, Anthony R. N, and Reece, J. S., 6th ed, Homewood Richard D Irwin Publication, Illinois, US</li> </ul>			
Suggested web links:			
<a href="https://books.google.co.in/books/about/Financial_Accounting.html?id=7W07ELBjv8C&amp;redir_esc=y">https://books.google.co.in/books/about/Financial_Accounting.html?id=7W07ELBjv8C&amp;redir_esc=y</a> <a href="https://corporatefinanceinstitute.com/resources/knowledge/accounting/trial-balance/">https://corporatefinanceinstitute.com/resources/knowledge/accounting/trial-balance/</a> <a href="https://www.accountingtools.com/articles/the-four-basic-financial-statements.html">https://www.accountingtools.com/articles/the-four-basic-financial-statements.html</a>			
Suggested equivalent online courses:			
Suggested Continuous Evaluation Methods:			
Maximum Marks: 100			
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks			
Internal Assessment:	Class Test	15	
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation	10	
External Assessment:	Section (A): Three Very Short Questions (30 Words Each)	03 x 03 = 09	
University Exam Section: 75	Section (B): Four Short Questions (200 Words Each)	04 x 09 = 36	
Time: 02.00 Hours	Section (C): Two Long Questions (500 Words Each)	02 x 15 = 30 Total 75	
Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case-Studies preferably with Indian Context, Presentations and Industry Based Assignments.			

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Format for Syllabus of Theory Paper

Program: Certificate		Part A Introduction	
		Class: BBA I Year	Year: 2021
		Session: 2021-2022	
1	Course Code	Subject: BUSINESS MATHEMATICS	
2	Course Title	MI-BBAC2T (Group-III)	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/...)	BBA (Core Course)	
4	Pre-requisite (if any)	Not Required (Open for All)	
5	Course Learning outcomes (CLO)	Students will learn to prepare and calculate Invoice, Ratio, Simultaneous equation in two or three variables, Matrices, Logarithm, formulate word problems in order to solve the problems using various methods, Commission, Discount, and Brokerage, Profit and Loss, and then interpret and clearly convey the results in real-world scenarios.	
6	Credit Value	(Credit) 6	
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
L-T-P: 90			
Part B- Content of the Course			
Unit	Topics	No. of Lectures	
1	Ratio — Gaining and Sacrificing Ratio, Proportion, Percentage, Averages — Simple and Weighted Averages.	15	
2	Simultaneous Equations — Meaning, Characteristics, Types and Calculations, Preparation of Invoice.	18	
3	Determinants and Matrices, Matrix- Definition, Types, Basic Operations on Matrices, Transpose of Matrix, Determinants- Minors and Co factor, Adjoint and Inverse of Matrix.	20	
4	Practical approach and application of Vedic Maths, Logarithms and Antilogarithms — Principles and Calculations, Simple and Compound Interest.	20	
5	Commission, Discount, Brokerage and Profit and Loss	17	
Keywords/Tags:			
Part C-Learning Resources			
Text Books, Reference Books, Other resources			
Suggested Readings:			
<ul style="list-style-type: none"> <li>• Spooner H.A. and D.A.L. Wilson, The essence of Mathematics for Business, Prentice Hall of India Private Limited, New Delhi latest edition</li> <li>• S.M. Shukla: Business Mathematics, Sahitya Bhawan, Agra latest edition (Hindi and English Medium)</li> <li>• V. Sundaresan and S.B. Jeysoelan: An Introduction to Business Mathematics, S.Chand&amp;Co.Pvt. Ltd, New Delhi Latest edition</li> <li>• M. Raghavanchari: Mathematics for Management, An Introduction Tata McGraw Hill Publishing company Ltd, New Delhi latest edition</li> <li>• Dr. J.P. Mishra, Business Mathematics, Sahitya Bhawan, Agra (Hindi Medium).</li> </ul>			

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• Dr. Alok Kumar, Vedic Mathematics, Upkar Prakashan, Agra, U.P. (Hindi Medium).	
Suggested web links:	
Suggested equivalent online courses:	
Part D- Assessment and Evaluation	
Suggested Continuous Evaluation Methods:	
Maximum Marks: 100	
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks	
Internal Assessment:	Class Test
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation
	10
External Assessment:	
University Exam Section: 75	Section(A): Three Very Short Questions (50 Words Each)
Time: 02.00 Hours	Section (B): Four Short Questions (200 Words Each)
	Section (C): Two Long Questions (500 Words Each)
	03 x 03 = 09
	04 x 09 = 36
	02 x 15 = 30 Total 75
Any remarks/ suggestions: Theoretical exposition should be accompanied by Discussions, Case-Studies preferably with Indian Context, Presentations and Industry Based Assignments.	

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**Format for Syllabus of Theory Paper**

Program: Certificate		Part A Introduction	
Subject: BUSINESS MATHEMATICS		Class: BBA I Year	Year: 2021
		Session: 2021-2022	
1	Course Code	MI-BBACT1 (Group-III)	
2	Course Title	BBA	
3	Course Type (Core Course/Elective/Generic Elective/Vocational/....)	(Core Course)	
4	Prerequisite (if any)	Not Required (Open for All)	
5	Course Learning outcomes (CLO)	Students will learn to prepare and calculate Invoice, Ratio, Simultaneous equation in two or three variables, Matrices, Logarithm, formulate word problems in order to solve the problems using various methods, Commission, Discount and Brokerage, Profit and Loss, and then interpret and clearly convey the results in real-world scenarios.	
6	Credit Value	(Credit) 6	
7	Total Marks	Max. Marks: 25+75	Min. Passing Marks: 33
Part B: Content of the Course			
Total No. of Lectures-Tutorials-Practical (in hours per week): 3 Hours			
I-T-P: 90			
Unit: 1 Topics			
1	Ratio — Gaining and Sacrificing Ratio, Proportion, Percentage, Averages — Simple and Weighted Averages.	No. of Lectures 15	
2	Simultaneous Equations — Meaning, Characteristics, Types and Calculations, Preparation of Invoices.	18	
3	Determinants and Matrices, Matrix- Definition, Types, Basic Operations on Matrices, Transpose of Matrix, Determinants- Minors and Co factor, Adjoint and Inverse of Matrix.	20	
4	Practical approach and application of Vedic Maths: Logarithms and Antilogarithms — Principles and Calculations. Simple and Compound Interest.	20	
5	Commission, Discount, Brokerage and Profit and Loss	17	
Keywords/Tags:			
Part C: Learning Resources			
Text Books, Reference Books, Other resources			
Suggested Readings:			
<ul style="list-style-type: none"> <li>Spooner H.A. and D.A.L Wilson, The essence of Mathematics for Business, Prentice Hall of India Private Limited, New Delhi latest edition</li> <li>S.M. Shukla: Business Mathematics, Sahitya Bhawan, Agra latest edition (Hindi and English Medium)</li> <li>V. Sundaresan and S.B. Jaysolalan: An Introduction to Business Mathematics, S.Chand&amp;Co.Pvt. Ltd, New Delhi Latest edition</li> <li>M. Raghavanchari: Mathematics for Management, An Introduction Tata McGraw Hill Publishing company Ltd, New Delhi latest edition</li> <li>Dr. J.P. Mishra, Business Mathematics, Sahitya Bhawan, Agra (Hindi Medium).</li> </ul>			

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Part D: Assessment and Evaluation	
Assessment Continuous Evaluation Methods:	
Maximum Marks: 100	
Continuous Comprehensive Evaluation (CCE): 25marks University Exam (UE) 75 marks	
Internal Assessment:	Class Test
Continuous Comprehensive Evaluation (CCE): 25	Assignment/Presentation
	15
	10
External Assessment:	Section (A): Three Very Short Questions (50 Words Each)
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