

संत गाडगे बाबा अमरावती विद्यापीठ

SANT GADGE BABA AMRAVATI UNIVERSITY

वाणिज्य विद्याशाखा
(FACULTY OF COMMERCE)

अभ्यासक्रमिका
व्यवसाय प्रशासन स्नातक परीक्षा
भाग-१,भाग-२ व अंत्य
(त्रिवर्षीय अभ्यासक्रम)

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OF
The B.B.A. Examination
Part-I, Part-II and Final
(Three Year Degree Course)



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Registrar

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SPECIAL NOTE FOR INFORMATION OF THE STUDENTS

- (1) Notwithstanding anything to the contrary, it is notified for general information and guidance of all concerned that a person, who has passed the qualifying examination and is eligible for admission only to the corresponding next higher examination as an ex-student or an external candidate, shall be examined in accordance with the syllabus of such next higher examination in force at the time of such examination in such subjects papers or combination of papers in which students from University Departments or Colleges are to be examined by the University.
- (2) Be it known to all the students desirous to take examination/s for which this prospectus has been prescribed should, if found necessary for any other information regarding examinations etc., refer the University Ordinances Booklet the various conditions/provisions pertaining to examination as prescribed in the following Ordinances.

Ordinance No. 1	: Enrolment of Students.
Ordinance No. 2	: Admission of Students
Ordinance No. 4	: National cadet corps
Ordinance No. 6	: Examinations in General (relevent extracts)
Ordinance No. 18/2001	: An Ordinance to provide grace marks for passing in a Head of passing and Improvement of Division (Higher Class) and getting Distinction in the subject and condonation of defficiency of marks in a subject in all the faculties prescribed by the Statute NO.18, Ordinance 2001.
Ordinance No. 9	: Conduct of Examinations (relevent extracts)
Ordinance No. 10	: Providing for Exemptions and Compartments
Ordinance No. 19	: Admission of Candidates to Degrees.
Ordinance No. 109	: Recording of a change of name of a University student in the records of the University.
Ordinance No. 6/2008	: For improvement of Division/Grade.

Ordinance No.19/2001 : An Ordinance for Central Assessment Programme, Scheme of Evaluation and Moderation of answerbooks and preparation of results of the examinations, conducted by the University, Ordinance 2001.

J.S.Deshpande

Registrar

Sant Gadge Baba Amravati University

PATTERN OF QUESTION PAPER ON THE UNIT SYSTEM

The pattern of question paper as per unit system will be broadly based on the following pattern.

- (1) Syllabus has been divided into units equal to the number of question to be answered in the paper. On each unit there will be a question either a long answer type or a short answer type.
- (2) Number of question will be in accordance with the unit prescribed in the syllabi for each paper i.e. there will be one question on each unit.
- (3) For every question long answer type or short answer type there will be an alternative choice from the same unit. However, there will be no internal choice in a question.
- (4) Division of marks between long answer and short answer type question will be in the ratio of 40 and 60.
- (5) Each short answer type question shall contain 4 to 8 short sub question with no internal choice.

**SYLLABUS FOR
B.B.A. FIRST YEAR**

101-PRINCIPLES OF ECONOMICS

- Unit-I** **Nature & Scope of Economics** : Definitions, Marshall & Robins-Comparison, Nature of Economics Laws, Micro & Macro Economics Law of Demand, Utility approach and Indifference curve Approach, Elasticity of Demand : Kinds, Measurement, Factors Influencing it, Importance.
- Unit-II** **Market** : Meaning, classification, perfect and Imperfect Markets Market forms and structures. Price output determination : Perfect competition, Monopoly, Monopolistic competition, Oligopoly.
Production : Factors of production - Land Labour, capital entrepreneur, Law of variable proportions.
- Unit-III** **Rent** : Meaning, commercial rent and economic rent, Ricardian and Modern Theory of Rent, Wages : Meaning Nominal and real wages, marginal productivity, theory of wages, modern theory of of wages.
Interest : Meaning and nature, liquidity preference theory.
Profit : Meaning, risk bearing theory, uncertainty bearing theory, innovations theory of profit.
- Unit-IV** Definition and functions, fishers, quantity theory of money functions of commercial bank, function of central bank, Reserve Bank of India.
Inflation and Deflation, type sof unemployment, concept of full employment, Theory of Effective demand, Marginal efficiency of Capital.
- Unit-V** International trade, basic features of import-export.
Direct & Indirect taxes, cannons of taxation, effects of taxation on production and distribution.

REFERENCE BOOKS:

- M.L.Jhingan Micro Economic Theory, Konark Publishers Delhi.
K.P.M.Sundharam Micro Economics - S.Chand and Sons
E.N.Sundharam
R Dutt & Indian Economy - S.Chand and Sons
K.P.M.Sundharam
Samuelson & Economics, McGrow Hill, Inc.
William D.Bardhans

- Stonier and Hangué A Text Book of Economic Theory, Lonqman Group, U.K.Ltd.
Misra Puri Economics of Growth and Development- Himalaya, Bombay.
M.I.Sette Kensyen Economics
G.M.Halm Monetory Theory
K.N.Garg Money Banking

102 COMMERCIAL LAW

- Unit-I** Indian Contract Law - 1872
Unit-II Contract of indemaity, guarantee, Baitment & pledge, contract of Agency
Unit-III Indian Partnership Act - 1932
Unit-IV The sales of goods Act -1930
Unit-V Negotiable Instruments Act 1881

REFERENCE BOOKS:

- R.S.Davar P.M. & I.R.Vikas Publisher, Delhi.
Dr.P.C.Tripathi P.M.,S.Chand & Sons.
N.D.Kapoor Industrial Law, S.Chand, Delhi
P.L.Malik Industrial Law, Eastern Group Company

103 - BUSINESS COMMUNICATION

- Unit-I** Meaning, Significance of good communication means of communication - oral & written, essentials of good business letter.
Unit-II Business corospondance in organisation, Letters Related to purchases, Letters Related to Sales, Letters Related to Insurance Co., Post & telegraph authorities Bank, public authorities.
Unit-III Personal letters - Interview letters, Appointment letters, calling for written test, order of appointment show-cause notice, charge sheet Letter of Dismissal, Discharge and other function, Secretarial correspondance with shareholder & Debentures.
Unit-IV Inter Departmental communication - Internal Memo, office circulars, office orders, office notes communication with Regional and branch offices Report writing.

Unit-V Essay writing - essays on matters of current interest to trades, commerce, Industries & Profession.

REFERENCE BOOKS:

Raman S. & Swami R.	Business Communication, Professional Publishers, Madras
R.C. Sharma & Krishan Mohan	Business Correspondence & Report Writing, Tata McGraw Hill.
Pink & Thomas	English Grammer & composition & Correspondence Berks
Tickoo, Champa & Sasikumar, Jay	Writing with a Purpose, Oxford Uni.Press, Delhi
Murphy & Peck	Effective Business Communications, McGraw Hill, Delhi

104 - FUNDAMENTALS OF ACCOUNTING

Unit-I	Accounting Meaning Nature functions & usefulness concepts and principles of accounting double entry system - A book keeping Preparation of trial balance and rectification of erros. Preparation of final Accounts of sole trders & partnership firm.
Unit-II	Joint venture Bill of exchange and Accommodation Bill.
Unit-III	Depreciation Accounting Strength line method, Reducing Balance method, Depreciation fund method Annuity method Self Balancing ledgers, single entry system.
Unit-IV	Accounts of non-trading concerns higher purchase and instalment system.
Unit-V	Accounts of Insolvents Individual Branch & Departmental Accounting.

REFERENCE BOOKS:

J.R.Botliboi	Advanced Accountancy
R.R.Gupta	Advanced Accountancy
Shukla & Grewal	Advanced Accountancy
A.N.Agrawal	Higher Science of Accounting
R.L.Gupta, V.K.Gupta	Advanced Accounting

105 - BUSINESS STATISTICS

Unit-I	Nature & Scope of statistics, Collection, classification and tabulation of data graphical representation of data, Measures of central tendency.
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Unit-II Measures of Dispersion, Elements of theoretical Distribution - Binomial, poison and normnormal

Unit-III Probability and test of hypothesis

Unit-IV Co-relation and Regression

Unit-V Index No. and time series

REFERENCE BOOKS:

D.N.Elhance	Fundamental of Statistics
B.M.Asthana	Applied Statistics in India
S.S.Shrivastav	Introduction to Statistics
S.P.Gupta	Statistical Methods

106 - PRINCIPLES OF BUSINESS MANAGEMENT

Unit-I	Management - Define, Meaning and nature, Denine schech of Management process.
Unit-II	Planning - Policies & Procedures, Methods-Delision Mabin
Unit-III	Organising - Structure principles & theories of Organisation centraliation and Decentralization Delegation of Authority, Live & staff org, functional organisation.
Unit-IV	Staffing - Meaning nature & functions of personnel Management, selection, training, Performance Appraisal.
Unit-V	Direction, Co-ordination & controlling communication motivation Morale & Leadership concept of controlling essentials of good control system, Basic control Process.

REFERENCE BOOKS:

M.C.Shukla	Business Organisation & Management
Davar	Business Organisation and Industrial Management
Satyanarayan	Business and other organisation & Management
I.M.Prasad	Principle and Practice of Management, S.Chand & Co.
B.P.Singh, T.N.Chabra	Essentials of Management

107-COMPUTER FUNDAMENTALS AND PROBLEMS SOLVING

Unit-I	An introduction to computers: Early development, modern machines, computers generations, evaluation of programming languages. Basic components of a computer system : Func-
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tional units and their inter relation. Types of computer system : Computer categories and classification criteria Binary number system and its arithmetic : Octal and hexadecimal number system.

- Unit-II** Coding data in storage : BCD, ASCII and EBCDIC others. Data storage device and media : Primary storage concepts and types of memory, secondary storage devices like magnetic tapes, magnetic disks etc. Input/Output devices: Paper tape/punched card, printer, keyboard, VDU, OCR, MICR, COM, etc. Input validation, transfer of information between I/O devices and CPU.
- Unit-III** BASIC language to be taught for problem solving including sequential and random files.
Introduction to microcomputers : Factors for the growth of microcomputers; microcomputer family; factors affecting microprocessor speeds; popular microprocessors like 8088, 8086, 80286, 80386.
- Unit-IV** Microcomputers software categories : System software like OS, interpreters, compilers and DBMS. Operating System commands using MS-DOS. Board concept of single user and multisuser OS (e.g. UNIX/Xenix)
Application software : Prewritten and customized packages. Word Processing and Spreadsheets; business graphics packages.
- Unit-V** Basic of Accounting.
Business organisations.
Accounting on Computers.
Tally Fundamentals.
Processing Transactions in Tally Report generation.

REFERENCE BOOKS:

Sarders	Computers Today
Kishore & Naik	What Every manager Sould Know about Computers.
Baroce	Introduction to Computer Science.
Alan Simpson	Understanding dBase III+
Carl Town Send	Mastering dBase III+
E. Balaguruswamy	Fundamental of computer
Alan Sympson	Base
BPB Publications	Lotus
BPB Publications	Wordstar

A.K. Nadhani, Implementing Tally 7.2
K.K. Nadhani,
BPB Publications, B-14, Connaught Place, New Delhi-1.

108 - BUSINESS MATHEMATICS

- Unit-I** Trigonometry - Definition & Basic formulae, Co-ordinate Geometry - Introduction to equation of curves. Equation of line in detail, linear Programming Practical Applications, Graph of a function in detail.
- Unit-II** Arithmetic ratio Proportion Percentage Commission and discount arithmetic Progression and Geometric, Progression including Series.
- Unit-III** Binomial theorem Permutation & combination, Algebra of matrices, Transformation matrix Invesion, solution linear equation.
a) Matrix inversion Method b) Reduction Method
- Unit-IV** Function - Limit & continuity of function, eliminatory idea, Differentiation - Rules of Differentiation chain Rule, Derivation of Inverse and Parametric function, Higher order derivatives Partial Differentiation Maximum. Minimum, Approximation, error.
- Unit-V** Integration - Definite & Indefinite Integral - Rules of integration substitutional, Integration by parts, Partial Fraction, Complete square, Properties of definite integral.

REFERENCE BOOKS:

Kapoor	- Business Mathematics
P.L.Arora	- Business Mathematics
Ghosh and Basu	- Commercial Mathematics

B.B.A. SECOND YEAR

201 - MANAGEMENT ACCOUNTING

- Unit-I** Meaning Nature, Importance & techniques of Financial Management. Difference between Management Account and Financial Accounting, Management Accounting & cost Accounting, Scope and Role of Management Accounting.
- Unit-II** Interpretation & analysis of Financial Statements, Ratio Analysis, Limitations of Financial Statements.
- Unit-III** Fund Flow Statement.
- Unit-IV** Cash Flow Statement
- Unit-V** Flexible Budget & Cash Budget

REFERENCE BOOKS:

Khen & Jain	Management Accounting, Tata McGraw Hill, New Delhi.
Hingorani	Cost Accounting S.Chand, Delhi
Ramanathan & Grewal, I.M.Pandey	Management Accounting

202-MARKETING MANAGEMENT

Unit-I	Marketing and its Applications : Introduction to marketing, Marketing in developing economy, Marketing of services.
Unit-II	Marketing planning and Organisation : Marketing mix, Market segmentation, Marketing organisation, Marketing Research and its application.
Unit-III	Understanding Consumers : Determinants of consumer behaviour, Models of consumer behaviour, Indian consumer environment.
Unit-IV	Product Management : Product decisions and strategies, Product life cycle and New product development, Branding and Packaging Decisions.
Unit-V	Pricing and Promotion strategy : Pricing policies and Practices, Marketing communications, Advertising and Publicity, Personal selling and sales promotion.

REFERENCE BOOKS:

Philips Kotler	Marketing Management
McCarthy	Basic Marketing : A Managerial Management
Davar	Modern Marketing Management
Buskirk	Principles of Marketing
James McNeal	Dimensions of Consumers Behaviour
Cundiff and Still	Basic Marketing
Britt & Boyd	Marketing management & administrative Action

203- PERSONNEL MANAGEMENT

Unit-I	Introduction, concept, functions, scope and significance of personnel management, organisation of personnel management, qualities of personnel manager and his role in industry; professionalisation of personnel management in India.
Unit-II	Manpower planning - meaning, objectives and significance; steps in manpower planning quantitative and qualitative aspects of manpower planning recruitment, interview, selection, induction and placement.

Unit-III	Manpower training and development - concept purpose and methods of training; executive development programmes and their evaluation; performance appraisal; counselling and employees communication system, promotion, demotion and transfer, employee morale, motivation and productivity; executive stress.
Unit-IV	Employee remuneration - wage plans and policies, profit sharing and incentive plans; compensation package and terminal benefits.
Unit-V	Industrial Relations - concept, scope, significance and determinants; industrial unrest; industrial disputes and their prevention, industrial discipline; trade unions; collective bargaining; workers participation in management, employee welfare, personnel policies.

REFERENCE BOOKS:

Dale, Yoder	Personnel Management & Industrial Relations
Northcott	Personnel Management - Principles & Practices
Filippo	Personnel Management
Sen-Gupta & Others	Personnel Management in India
Charls Myer	Industrial Relations in India
Rudra Basavraj	Personnel Administration - Practices in India
T.N.Kapoor	Personnel Management & Industrial Relations
R.S.Davar	Personnel Management & Industrial Relations

204 - COST ACCOUNTING

Unit-I	Meaning and uses of cost accounting; various cost concepts Elements of Cost :- i) Material cost : Meaning of inventory; objects of material and inventory control, method of inventory control, purchasing and storing procedures; methods of inventory valuation. ii) Labour cost : Classification iii) Direct expenses : Meaning, importance and control iv) Overheads : Meaning and classification, allocation, absorption and control of overheads.
Unit-II	Single and output costing, and process costing.

- Unit-III** Standard costing and variance analysis : Meaning and advantages, m types of standards; determination of standards, variance analysis, meaning and types.
- Unit-IV** Variable costing : Conceptual framework, income determination under variable and absorption costing, application of variable costing, contribution concept and decision making, limitation.
- Unit-V** Cost-volume - profit relationship, break-even analysis, profit planning and pricing : Meaning construction of break-even charts, profits graph, limitations, profit planning and pricing decisions.

REFERENCE BOOKS :

N.K.Prasad	Principles and Practice of Cost Accounting
Nigam, Narang & Sehgal	Principles and practice of Cost Accounting
Matz.Curry & Frank	Cost Accounting
A.P.R.Chowdhury &	Cost and Management Accountancy
A.Bhattacharya	Methods and Techniques

205 - DIRECT TAX LAWS

- Unit-I** The income-tax Act 1961 (43 of 1961) : Definition, concept of income, residence and tax liability distinction between capital and revenue receipts; incomes exempt from tax., computation of income under various heads - salaries.
- Unit-II** Income from house property, capital gains, profits and gains, income from other sources.
- Unit-III** Various deductions permissible under different heads and deductions from gross total income, set off and carry forward of losses; relief and rebate in respect of income tax.
- Unit-IV** Assessment of Individuals, Firm & Company.
- Unit-V** Wealth Tax Act. & simple problems on it.

REFERENCE BOOKS :

E.A.Srinivas	Corporate Tax Planning
H.P.Ranina	Corporate Taxation
A.C.Sampath	Law of Income Tax
Iyengar	
Taxmann Direct	Taxes Digest

206 - AUDITING

- Unit-I** Meaning, Objectives & advantages of Audit.
Types & conduct of Audit - Various types of Audit, Audit Programme.
- Unit-II** Internal Check system - Meaning Definition, Objects, duties of auditor in regard internal check Internal control, internal Audit, Difference between internal check, internal control & internal audit. Internal check in regard cash transactions. Vouching of cash transactions - Meaning & importance of vouching, Voucher, vouching of opening balance, Cash receipts, cash payment Capital expenditure & Trading transaction.
- Unit-III** Verification & Valuation of Assets & Leabilitus Audit of Final Accounts.
- Unit-IV** Audit of a Limited Company - Qualification of company Auditor, Appointment of Auditor, A Qualification, duties & Audit Report.
- Unit-V** Audit of Banking, Insurance Company & co-operative society.

207 - ENTREPRENEURSHIP

- Unit-I** Meaning, Nature and importance of entrepreneurship. Qualities of entrepreneur - functions of entrepreneur. Women Entrepreneur. Role of entrepreneur in economic & Industrial development. Agricultural entrepreneur, joint sector entrepreneur. Difference between professional manager & entrepreneur.
- Unit-II** Entrepreneurial Tradition in India : Ancient Times, pre-British period, British period, post independence period. Comparative Study of the qualities of entrepreneurs in the Indian Communities known for their success in Trade, Commerce and Business.
- Unit-III** Entrepreneurship and Business environment, Collective Entrepreneurship Viz. Cooperative Society and Company Social environment, Political environment, Legal and financial Environment. Entrepreneurship in under developed and developing Countries. Entrepreneurial changes. Importance and Relevance of entrepreneurial career.
- Unit-IV** Innovative entrepreneurship development, Concept of projects. Project identification, project Formulation. Project Report, project identification, project Formulation. Project Report, project Design and Network analysis. Financial Analysis, Profitability, Social Cost benefit analysis.

Unit-V Entrepreneurial Consultance Services :

Technical and Nontechnical Govt.Schemes to promote entrepreneurship among educated unemployed Entrepreneurial dialogue Through Conferences; Exhibitions.

REFERENCE BOOKS :

B.C.Tondon Environment and Entrepreneurship
Agrawal Vinod K. Initiative enterprises and economic Choices in India.

208 - COMPUTER APPLICATIONS**Unit-I Word ->**

Word Basics, Formatting Your Text and Documents, Working with Headers, footers, and footnotes, Tabs, Tables, Sorting, Working with Graphics, Templates, Wizards, and Sample Documents, Writer's Tools, Macros, Custom Toolbars, Keyboard Shortcuts and Menus. Introduction to Mail Merge.

Unit-II Excel->

Excel basics, Rearranging Worksheets, Excel Formatting Tips and techniques, Organising Large Projects, An Introduction to function, Excel Charts, features working with graphics in Excel, Macros, using worksheets as Databases.

Unit-III Powerpoint-

Powerpoints Basics, Creating Presentations, working with text in powerpoint, working with graphics and Multimedia in power point, showtime!

Access

Creating Database, Tables, Forms, database queries, Macros, Modules.

Unit-IV What is E-Commerce

Emergence of e-commerce, How e-commerce works, How to set up shop for e-commerce, How to get customers & retain them issues under consideration future vision of e-commerce.

Unit-V Internet :

The Internet getting in your face, sending & receiving e-mail, making the most of e-mail, browsing the web, finding stuff on the net, the multimedia explosion, push and the desktop web, getting on mailing list, usenet news, chatting, conferencing & collaborating, ftp & telnet.

REFERENCE BOOKS :

MS-Office-2000	Moseley/Boodey	BPB
MS-Office-2000	Courter	BPB
Business on the net by Damlesh Agrawal, Amit Lal, Deeksha Agrawal		
The ABC's of the internet by		BPB
Christian crumlish		

Total Marks : 100

PART-A

SHORT ANSWER PATTERN 25 Marks

1. The Multidisciplinary nature of environmental studies

- . Definition, scope and importance.
- . Need for public awareness.

(2 lecture hours)

2. Social Issues and the Environment

- . From Unsustainable to Sustainable development
- . Urban problems related to energy
- . Water conservation, rain water harvesting, watershed management
- . Resettlement and rehabilitation of people; its problems and concerns. Case studies.
- . Environmental ethics : Issues and possible solutions.
- . Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust. Case studies.
- . Wasteland reclamation.
- . Consumerism and waste products.
- . Environment Protection Act.
- . Air (Prevention and Control of Pollution) Act.
- . Water (Prevention and Control of Pollution) Act.
- . Wildlife Protection Act.
- . Forest Conservation Act.
- . Issues involved in enforcement of environmental legislation.
- . Public awareness. (7 lecture hours)

3. Human Population and the Environment

- . Population growth, variation among nations.
- . Population explosion - Family Welfare Programme.
- . Environment and human health.
- . Human Rights.
- . Value Education.
- . HIV / AIDS.
- . Women and Child Welfare.
- . Role of Information Technology in Environment and human health.
- . Case Studies. (6 lecture hours)

4. Natural resources :

. Renewable and non-renewable resources :

- . Natural resources and associated problems.
 - Forest resources : Use and over exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forests and tribal people.
 - Water resources : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.
 - Mineral resources : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.
 - Food resources : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer - pesticide problems, water logging, salinity, case studies.
 - Energy resources : Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources, Case studies.
 - Land resources : Land as a resource, land degradation, man induced landslides, soil erosion and desertification.
- . Role of an individual in conservation of natural resources.
- . Equitable use of resources for sustainable lifestyles. (8 lecture hours)

5. Ecosystems

- . Concept of an ecosystem.
- . Structure and function of an ecosystem.
- . Producers, consumers and decomposers.
- . Energy flow in the ecosystem.
- . Ecological succession.
- . Food chains, food webs and ecological pyramids.
- . Introduction, types, characteristic features, structure and function of the following ecosystem :-
 - Forest ecosystem
 - Grassland ecosystem
 - Desert ecosystem
 - Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries) (6 lecture hours)

6. Biodiversity and its conservation

- . Introduction - Definition : genetic, species and ecosystem diversity.
- . Biogeographical classification of India.
- . Value of biodiversity : consumptive use, productive use, social, ethical, aesthetic and option values.
- . Biodiversity at global, National and local levels.
- . India as a mega-diversity nation.
- . Hot-spots of biodiversity.

- . Threats to biodiversity : habitat loss, poaching of wildlife, man-wildlife conflicts.
- . Endangered and endemic species of India.
- . Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity.

(8 lecture hours)

7. Environmental Pollution

- . Definition
 - . Causes, effects and control measures of :-
 - Air pollution
 - Water pollution
 - Soil pollution
 - Marine pollution
 - Noise pollution
 - Thermal pollution
 - Nuclear hazards
- . Solid Waste Management : Causes, effects and control measures of
 - . Role of an individual in prevention of pollution.
 - . Pollution case studies.
 - . Disaster management : floods, earthquake, cyclone and landslides.

(8 lecture hours)

PART-C
ESSAY ON FIELD WORK **25 Marks**

8. Field work

- . Visit to a local area to document environmental assets - river / forest / grass land / hill / mountain
- . Visit to a local polluted site - Urban / Rural / Industrial / Agricultural
- . Study of common plants, insects, birds.
- . Study of simple ecosystems - pond, river, hill slopes, etc.

(5 lecture hours)

- (Notes :**
- i) Contents of the syllabys mentioned under paras 1 to 8 shall be for teaching for the examination based on Annual Pattern.
 - ii) Contents of the syllabys mentioned under paras 1 to 4 shall be for teaching to the Semester commencing first, and
 - iii) Contents of the syllabys mentioned under paras 5 to 8 shall be for teaching to the Semester commencing later.

LIST OF REFERENCES :-

- 1) Agarwal, K.C., 2001, Environmental Biology, Nidi Publ. Ltd., Bikaner.
- 2) Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad - 380 013, India, Email : mapin@icenet.net **(R)**
- 3) Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p.
- 4) Clark R.S., Marine Pollution, Clanderson Press Oxford **(TB)**

- 5) Cunningham, W.P.Cooper, T.H.Gorhani, E & Hepworth, M.T., 2001, Environmental Encyclopedia, Jaico Publ. House, Mumbai, 1196p.
- 6) De A.K., Environmental Chemistry, Wiley Eastern Ltd.
- 7) Down to Earth, Centre for Science and Environment **(R)**
- 8) Gleick, H.P. 1993, Water in Crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute, Oxford Univ. Press. 473p.
- 9) Hawkins R.E., Encyclopedia of Indian Natural History, Bombay Natural History Society, Mumbai **(R)**
- 10) Heywood, V.H. & Watson, R.T. 1995, Global Biodiversity Assessment, Cambridge Univ. Press 1140p
- 11) Jadhav, H & Bhosale, V.M. 1995, Environmental Protection and Laws, Himalaya Pub. House, Delhi. 284 p.
- 12) Mckinney, M.L. & Schoch, R.M. 1996, Environmental Science Systems & Solutions, Web Enhanced Edition. 639 p.
- 13) Mhaskar A.K., Matter Hazardous, Techno-Science Publications **(TB)**
- 14) Miller T.G. Jr., Environmental Science, Wadsworth Publishing Co. **(TB)**
- 15) Odum, E.P., 1971, Fundamentals of Ecology, W.B.Saunders Co., U.S.A., 574p.
- 16) Rao M.N. & Datta A.K., 1987, Waste Water Treatment, Oxford & IBH Publ. Co. Pvt. Ltd. 345 p.
- 17) Sharma B.K., 2001, Environmental Chemistry, Goel Publ. House, Meerut.
- 18) Survey of the Environment, The Hindu **(M)**
- 19) Townsend C., Harper J., and Michael Begon, Essentials of Ecology, Blackwell Science **(TB)**
- 20) Trivedi R.K., Handbook of Environmental Laws, Rules, Guidelines, Compliances and Standards, Vol. I and II, Enviro Media **(R)**
- 21) Trivedi R.K. and P.K. Goel, Introduction to Air Pollution, Techno-Science Publications **(TB)**
- 22) Wagner K.D., 1998, Environmental Management, W.B.Saunders Co., Philadelphia, USA 499p.
- 23) Dr. Deshpande A.P., Dr. Chudiwale A.D., Dr. Joshi P.P., & Dr. Lad A.B. : Environmental Studies, Pimpalpure & Co. Publishers, Nagpur.
- 24) पर्यावरणशास्त्र : डॉ. विठ्ठल घारपुरे - पिंपळापुणे अँड कंपनी पब्लिशर्स, नागपूर.
- 25) R.Rajagopalan : Environmental Studies, Oxford University Press, New Delhi-2005.

(M) Magazine**(R) Reference****(TB) Textbook**

B.B.A.FINAL YEAR**301 - INDIAN ECONOMICS**

- Unit-I** Indian Economy in the pre-British Period - Decline of Indian Handicraft and Progressive Ruralisation of the Indian Economy - Process of Industrial transition in India - Colonialism and Modernization - National income in India- Trends in National income - Growth and structure-Limitations of National Income Estimation in India-Meaning of an Underdeveloped Economy- Basic Characteristics of the Indian Economy as an Underdeveloped Economy - Major issues of Development.
- Unit-II** Occupational Structure and Economic Development - Work Force Participation Rates in India-Occupational Pattern in India - an Analysis of trend During 1901-1991- Urbanization and Economic Growth in India - Population Policy Population Projections for India upto 2001-Natural Resources in the Process of Economic Development- Land Resources - Forest resources Water resources - Fisheries-Mineral Resources - Infrastructure in the Indian Economy - Energy-Power Transport system Railway- Road transport - Water Transport-Civil aviation communication system in India - Urban Infrastructure-Private Investment in Infrastructure.
- Unit-III** Economic planning in India-objectives of Economic planning in India-Mixed Economy and Economic Planning- Development Strategic in India - industrial policy 1948-1980-1990 & 1991-A Criticism on industrial policy (1991). The Evolution of the public sector in India. Role of the public sector in India. Causes for the Expansion of Public Enterprises. Price policy, performance, short workings and new directions of policy in public sector. Private sector in India - Role-Limitation- Problems & Prospects. Origin and evolution of Joint sector enterprises. Joint sector, Meaning, kind and scope, Management of Joint Sector, Government position on the joint sector. Privatization and new economic reforms - meaning and scope of privatisation, attempts, at privatization in India. Public versus private sector debate-a non-issue New economic reforms, assessment of new economic reforms.
- Unit-IV** Agriculture, Productivity Trends and Crop Pattern, Place of agriculture in the economy, causes for low productivity, irrigation, fertilisers, improved seeds, soil conservation and reclamation, Mechanisation of agriculture. Land reforms, Organisation of rural credit in India, Special features of

agricultural finance, co-operative credit societies, land development bank, commercial bank, regional rural banks, NABARD and rural credit, agricultural marketing and ware housing, New agricultural strategy and green revolution, agriculture in the eighth plan.

- Unit-V** Reserve Bank of India - functions- monetary policy. Reserve bank of India and the bill market scheme. Financial relations between the centre and state-recommendations of the 10th Finance Commission Centre - State conflict on Finance - Indian public finance- revenues and expenditures of Central Governments - Budget and revenue expenditure of state government, India's public debt, deficit financing in India. Government subsidies in India, Ninth five year plan (1997-2002)

302 - COMPANY ACCOUNTS

- Unit-I** Accounting for share capital transactions, issue of shares, forfeiture and re-issue of shares, redemption of preference shares, issue of debentures.
- Unit-II** Final Accounts of insurance companies, Electricity Companies and Hotels.
- Unit-III** Preparation and presentation of final accounts, Insurance Claims.
- Unit-IV** Accounting treatment for amalgamation, absorption and reconstruction of companies, Valuation of goodwill and shares.
- Unit-V** Holding and subsidiary companies - accounting treatment and disclosure, Final accounts of banking companies.

REFERENCE BOOKS:

- | | |
|-----------------------------|--------------------------------------|
| M.C.Shukla, | Advanced Accounts Vol.II |
| T.S.Grewal &
S.C.Gupta | |
| R.L.Gupta &
M.Radhaswamy | Advanced Accountancy Vol.II |
| S.N.Maheshwari | Advanced Accountancy Vol.II |
| B.D.Agrawal | Financial Accounting Advanced Vol.II |

303 - INDUSTRIAL LAWS

- Unit-I** The Industrial Disputes Act, 1947 (14 of 1947) : Objects, industrial disputes, authorities for settlement of industrial disputes, reference of industrial disputes, procedure, powers

and duties of authorities, settlements and awards, strikes, lock-outs, lay off retrenchment, transfer and closure, unfair labour practices, miscellaneous provisions - offences by companies, conditions of service to remain unchanged under certain circumstances.

- Unit-II** The Trade Unions Act, 1926 (16 of 1926): Objects, registration of trade unions, rights and liabilities of registered trade unions - procedure, penalties.
- Unit-III** The Contract Labour (Regulation and Abolition) Act, 1970 (37 of 1970) : Objects-Advisory Boards, registration of establishment; prohibition of employment of contract labour, licensing of contractors, welfare and health of contract labour, penalties and procedure, effect of laws and agreements inconsistent with the Act.
- Unit-IV** The Factories Act, 1948 (63 of 1948) : Objects, provisions relating to hazardous process health, safety, welfare, working hours, leave etc. of workers, approval licensing and registration of factories, manager and occupier - their obligations under the Act, power of the authorities under the Act, penalty provisions.
- Unit-V** The workmen's Compensation Act, 1923 (6 of 1923) : Objects, employer's liability for compensation, amount of compensation, method of calculating wages, review, distribution of compensation, notice and claims, statements regarding fatal accidents, medical examination remedies of employer against stranger, liability in the event of the company in winding-up proceeding, returns as to compensation, commissioners for workman's compensation.

REFERENCE BOOKS:

- R.S.Davar Personnel Management & Industrial Relations
 C.B.Memoria Personnel Management
 Dr.P.C.Tripathi Personnel Management
 N.D.Kapoor Hand book of Industrial Law

304 - COMPANY MANAGEMENT AND SECRETARIAL PRACTICE

- Unit-I** Meaning of Company, its formation and related documents. Promoter : Memorandum of Association, Articles of Association. Prospectus, misrepresentation in prospectus.
- Unit-II** Share Capital : Structure of Share Capital, Kinds of Shares, minimum subscription limit alternation of share capital.

Secretarial Procedure relating to application, allotment and forfeiture of shares, transfer and transmission of share, share certificate, share warrants and stock.

- Unit-III** Kinds of Company Meeting and secretarial duties relating meetings; Rules of Debate, motion and Resolutions, Types of Resolutions and their Drafting Methods of Voting, Proxy and poll, chairman of meeting. His duties; powers and liabilities.
- Unit-IV** Membership of company : Rights, Duties, Responsibilities and termination of membership. Directors, Appointment, powers, duties, responsibilities, Remuneration and retirement.
- Unit-V** Company secretary : Legal position, Appointment, Duties, Liabilities and rights.
 Company Reports : Statutory, Annual and directors reports, Agenda and Minutes of Meetings.

REFERENCE BOOKS:

- Bahl, Acharya Secretarial Practice in Indias
 Govekar, Date Secretarial Practice
 Layman's Guide The Indian Company Law
 P.J.Deshmukh Company law and secretarial Practice

305 - INVESTMENT MANAGEMENT

- Unit-I** Meaning Nature of investment, modes of investments, Tax provision, Objects of investor characteristics of investment, Risk return relationship, Tax benefits, Marketability and liquidity, safety Vs riskiness, various types of investments, Saving & investments, Securities & security markets, Definition, Characteristics of securities, Legal Framework of security markets, Company fix deposits, Acceptance repayment, Care to be taken by investor.
- Unit-II** Taxation on Dividend and interest tax treatment on investment-income-tax capital gain taxation wealth tax, gift tax-taxation of NRI's Growth process, saving and investment meaning of growth process-role of saving-other factors in development-Role of Private corporate sector public sector. Financial system in India- R B I and the Financial system - Money Market - Characteristics -Discount and Finance House - operation of DFHI - Stock Market - Financial Institutions - Primary and Secondary Markets - Unorganised Financial system - Bullion Market.

- Unit-III** Capital Market - structure, institutions : What Capital Market? structure of market - Palyers in the market - Stock Market Intermediaries - Instruments of Issue/Trading - New Instruments - SEBI Guidelines - Indian Capital Market - Recent Trends in Capital Markets - National Market system. New issues market & Problems Definitions - functions - methods of floatation - offer through Prospectus - offer of sale - private placement - right issue - debt versus equity - rights of conversion of debt into equity - problems of the new issue market. Money market - Developed and Underdeveloped Markets - Integration and Specialisation - Advantages of Mature Money Market - Sub Markets - Bill Market in India - Institutional Structure - Characteristics - Discount and Finance House of India (DFHI) - New Money Market Instruments - Classification of Money Market Instruments - Money Market Rates - Commercial Paper (C.P.) - Certificate of Deposits (C.D.) - Participation Certificates - Management in Money Market.
- Unit-IV** The Securities & Exchange Board of India (SEBI). Introduction - Objectives SEBI and Fee Pricing of Equity Shares, Institutional Structure in capital market - Development and Investment Institutions - UTI & its objectives schemes of IDBI assistance - ICICI - IFCI - Functions - IRBI - Functions - LIC and GIC-Management information system - CRISL (Credit Rating and Information Services of India Ltd.) - Rating and Investor Protection - ICRA-CARE. State of capital market Introduction - New capital issues - factors - Affecting Market - Secondary Market - Mesures Influencing stock Market - Measures of Promote Capital Market - Special Features of the Indian Capital Market. Securities Trading Regulations : Objectives - coverage - organised stock exchanges - options in contracts - regulation of trading - restrictions on transferability.
- Unit-V** History of stock exchanges - Definition - Biology - Regulation of stock exchanges - recognition by government - Licensed dealers present recognised - organisation - Veering body - Functions of stock exchanges - Bombay stock exchanges. Over the counter and NSE-OCTC Definition OTC and New issue Market - OTC and stock Exchange - Advantages of OTC - role of OTC - over the counter exchange of India. Government guidelines on OTCEI - Issue of shares through OTC - SEB Guidelines - National Stock Exchange - National Market System - Characteristics - NSE Operations Central Depository System - Listing of Securities. Stock market Operations and Functions - Trading in the stock Market.

306 - SALES & ADVERTISING MANAGEMENT

- Unit-I** Concept of Sales Management, Shape & Need of Sales & Distribution Management, Sales Policies Personal Selling - Objectives.
- Unit-II** Selling Skills - Interpersonal Skills, Negotiation Skills Communication Skills.
- Unit-III** Sales Promotion - Importance, Tools & techniques types, objectives, Sales promotion through merchandising, Sales Promotion, Campaign, Fashion Shows, Show Rooms Potentials & Limitation of Sales promotion.
- Unit-IV** Advertising - Meaning, importance, objectives & functions classification of Advertising.
- Unit-V** Advertising Media -classification, Choice of advertising media. Media Plan & Strategy. Organisation & function of Advertising Agencies.

REFERENCE BOOKS:

- Stiff Cundiff Sales Management
- Wright G.B. New Techniques for effective Sales Management
- Stanton W.J. Fundamentals of Marketing
- Kotler Philip Marketing Management
- Michel U.P. Sales Management

307 - ECONOMIC AND OTHER LEGISLATIONS

- Unit-I** The monopolies and Restrictive Trade Practices Act 1969 (54 of 1969) : Objects and definition, regulation over concentration of economic power, study of the provisions relating to restrictive, unfair and monopolistic trade practices, nature and scope of the powers of the monopolies and restrictive trade practices commission.
- Unit-II** The Industries (Development and Regulation) Act, 1951 (65 of 1951) Objects and definitions, regulatory mechanism under the Act registration and licensing of industrial undertakings, exemptions from licensing provisions, Central Government's power in regard to takeover of management of industrials undertakings.
- Unit-III** The Foreign Exchange Regulation Act, 1973 (46 of 1973) : Objects and definitions, nature of restrictions under the Act relevant to companies - issue of shares and other securities to non-residents, establishment of place of business in India

by non-residents, payment of dividend to non-residents, provisions relating to foreign collaboration in India, acquisition of shares by non-residents in Indian companies.

Unit-IV The consumer Protection Act, 1986 (68 to 1986) : Genesis of the law, objects and definitions, rights of consumers under the act, nature and scope of remedies.

Unit-V The standards of weights and Measures Act, 1976 (60 to 1976) : Basics scheme and objects of the Act study of the provisions relating to packaged commodities under the Act. The Essential commodities Act, 1955 (10 of 1955) : Objects, powers of the Central Government, seizure and confiscation of essential commodities.

REFERENCE BOOKS :

S.M.Dugar	MRTTP Law and practice
S.M.Dugar	Unfair Trade Practices under MRTTP ICSI Publication Monograph on Trade Practices
R.Swaminathan	FERA on corporate sector
S.K.Gupta	Foreign Exchange Law and Practice
Justice S.R.Roy	Fera Act, 1973-1991

308 - BUSINESS DATA PROCESSING

Unit-I Introduction to Business System : Payroll, Inventory control, Sales order processing, Financial Accounting

Unit-II Steps involved in computerizing a business system : Preliminary survey & Feasibility study, systems analysis, design implementation.

Data processing concepts : Fields, records, files and database brief overview of DP systems (on-line batch & real time systems)

Unit-III File organisation : Sequential, indexed - sequential and relative storage, access & updation of files; comparative study files : choice of file organisation: criteria of choice.

Data Base Management System Need & overview of database : specific problem relating to data independence; elementary concepts of database models : hierarichical, network relational; details of relational mode, keys & normalization.

Unit-IV Types of database languages; Database development procedure; Interface between application programme and data management system. Management consideration - security policies, privacy, integrity.

- dBase III + / IV to illustrate the concept of database processing via real life problems.

Unit-V Computer Network : Purpose of data communication systems & unit work. Basic concept of data communication, Computer network Use of Computer Network, Network structure, Local Area Network (LAN), Wide Area Network (WAN).

ORDINANCE NO.6 OF 1999*Examinations leading to the Degree of****Bachelor of Business Administration (व्यवसाय प्रशासन स्नातक)**

1. There shall be the following examinations leading to the Degree of Bachelor of Business Administration (व्यवसाय प्रशासन स्नातक)
 - (i) B.B.A.Part-I Examination (व्यवसाय प्रशासन स्नातक भाग-१)
 - (ii) B.B.A.Part-II Examination (व्यवसाय प्रशासन स्नातक भाग-२)
 - (iii) B.B.A.Final Examination (व्यवसाय प्रशासन स्नातक अंत्य)
2. The Ordinance may be called Examinations leading to the Degree of Bachelor of Business Administration (व्यवसाय प्रशासन स्नातक) 1999.
3. The Ordinance shall come into force w.e.f. the date of its approval by the Management Council.
4. The Examinations leading to the Degree of Bachelor of Business Administration Course shall be held twice a year at such places and on such dates as may be appointed by the Board of Examinations.
5. Subjects to compliance with the provisions of this Ordinance and of any other Ordinance in force from time to time an applicant for admission to :-
 - (A) the B.B.A. Part-I Examination of the course shall have passed the 12th Standard Examination of the Maharashtra State Board of Secondary and Higher Secondary Education, with English at Higher or Lower level and Modern Indian Languages at Higher or Lower level with any combination of optional subjects.

OR

- # The students shall have passed the 12th Standard Examination with vocational Bifocal Qualification .

OR

- The students shall have passed the 12th Standard Examination with Information Technology (Science) subject instead of Second Language (Modern Indian Language) .

OR

- any other examination recognised as equivalent thereto; in such subjects and with such standards of attainments as may be prescribed.

* As amended vide Ordinance No.15 of 2002 and 4 of 2006.

Effective from the Academic Session 2003-04.

- (B) the B.B.A. Part-II Examination shall have passed the B.B.A. Part-I Examination of this University.
- (C) the B.B.A. Final Examination shall have passed the B.B.A. Part-II Examination of this University.
6. Without prejudice to the other provisions of Ordinance No.6 relating to the examinations in general, the Provisions of Paragraphs 5,8,10,27 and 32 of the said Ordinance shall apply to every collegiate candidate.
7. The fees of the examinations shall be as prescribed by the University from time to time.
8. An applicant for the examination prosecuting a regular course of study in the Degree of Bachelor of Business Administration shall not seek admission to any other academic course in this or any other University.
9. The examination for B.B.A. Part-I course comprise of the following subjects.
 - 1) Principles of Economics
 - 2) Commercial Law
 - 3) Business Communication
 - 4) Fundamentals of Accounting
 - 5) Business Statistics
 - 6) Principles of Business Management
 - 7) Computer Fundamentals & Problems Solving.
 - 8) Business Mathematics
10. The examination for B.B.A. Part-II course comprise of the following subjects.
 - 1) Management Accounting
 - 2) Marketing Management
 - 3) Personnel Management
 - 4) Cost Accounting
 - 5) Direct tax Laws
 - 6) Auditing
 - 7) Entrepreneurship
 - 8) Computer Applications.
11. The examination for B.B.A. Final Course comprise of the following subjects.
 - 1) Indian Economics
 - 2) Company Accounts
 - 3) Industrial Laws

- 4) Company Management & Secretarial Practice
 - 5) Investment Management
 - 6) Sales & Advertising Management
 - 7) Economic And other Legislations
 - 8) Business Data Processing
12. The scope of the subjects shall be as indicated in the Syllabus.
 13. Provisions of Ordinance No.18 of 2001 relating to an Ordinance to provide grace marks for passing in a head of passing and Improvement of Division (Higher Class) and getting distinction in the subject and condonation of deficiency of marks in a subject in all the faculties prescribed by the Statute No. 18, Ordinance, 2001 and of Ordinance No. 10 relating to Providing for Exemptions and compartments shall apply to the examination under this Ordinance.
 14. As soon as possible after the examinations, the Board of Examinations will publish a list of successful examinees as per provision of section 72 of Maharashtra Universities Act, 1994. There shall be no classification of examinees successful at B.B.A. Part-I and Part-II examination.
 15. Division at the B.B.A. Final examination shall be declared on the basis of the aggregate marks at the B.B.A. Part-I, Part-II & Final examination taken together.
 16. Examinees obtaining 60% or more marks in the aggregate shall be placed in the First Division, those obtaining less than 60% but not less than 45% in the Second Division and all other Successful examinees, in the Third Division.
 17. The maximum marks allotted to each subject, sessional and the minimum marks which an examinee must obtain in order to pass the B.B.A. Part-I, II & Final examinations shall be as indicated in Appendices A,B & C respectively.
 18. Notwithstanding anything to the contrary in this Ordinance, no person shall be admitted to an examination under this Ordinance, if he/she has already passed the same examination or an equivalent examination of this or any other University.
 19. Examinees successful at the B.B.A. final Examination shall on payment of the prescribed fee, shall be entitled to receive a Degree in the prescribed form signed by the Vice-Chancellor, and for B.B.A. Part-I & Part-II, be entitled to receive the certificate in the prescribed form signed by the Registrar.

APPENDIX-A
B.B.A.Part-I Examination

Subject	Theory/ Sessional	Maximum Marks	Minimum Pass Marks	
1) Principles of Economics	Theory Sessional	80 20	32 10	} 45
2) Commercial Law	Theory Sessional	80 20	32 10	} 45
3) Business Communication	Theory Sessional	80 20	32 10	} 45
4) Fundamentals of Accounting	Theory Sessional	80 20	32 10	} 45
5) Business Statistics	Theory Sessional	80 20	32 10	} 45
6) Principles of Business Management	Theory Sessional	80 20	32 10	} 45
7) Computer Fundamentals & Problems Solving	Internal Assessment			"O" Grade "C" Grade
8) Business Mathematics	Internal Assessment			"O" Grade "C" Grade

- Notes :
1. Papers at Sr.No.7 & 8 shall be assessed internally by the college on the basis of 10 assignments, at least 4 of which should be class room assignments. Scheme for Grdation for Internal Assessment Paper is shown in Appendix-D. The students getting "D" grade shall fail in the paper.
 2. Sessional Marks shall be awarded by the Head of the department in consultation with the other teachers of the Department. The Distribution of the sessional marks shall be as follows :-

(i) Terminal Examination	5 Marks
(ii) Field Visit	5 Marks
(iii) Assignments	10 Marks

Total : 20 Marks

APPENDIX-B
B.B.A.Part-II Examination

Subject	Theory/ Sessional	Maximum Marks	Minimum Pass Marks	
1) Management Accounting	Theory Sessional	80 20	32 10	} 45
2) Marketing Management	Theory Sessional	80 20	32 10	} 45
3) Personnel Management	Theory Sessional	80 20	32 10	} 45
4) Cost Accounting	Theory Sessional	80 20	32 10	} 45
5) Direct tax Laws	Theory Sessional	80 20	32 10	} 45
6) Auditing	Theory Sessional	80 20	32 10	} 45
7) Entrepreneurship	Internal Assessment		"O" Grade "C" Grade	
8) Computer Applications	Internal Assessment		"O" Grade "C" Grade	

Notes : As mentioned under Appendix-A

APPENDIX-C
B.B.A. Final Examination

Subject	Theory/ Sessional	Maximum Marks	Minimum Pass Marks	
1) Indian Economics	Theory Sessional	80 20	32 10	} 45
2) Company Account	Theory Sessional	80 20	32 10	} 45
3) Industrial Laws	Theory Sessional	80 20	32 10	} 45
4) Company Management & Secretarial Practice	Theory Sessional	80 20	32 10	} 45
5) Investment Management	Theory Sessional	80 20	32 10	} 45
6) Sales & Advertising Management	Theory Sessional	80 20	32 10	} 45
7) Economic and Other Legislations	Internal Assessment		"O" Grade "C" Grade	
8) Business Data Processing	Internal Assessment		"O" Grade "C" Grade	

Notes : As mentioned under Appendix-A

APPENDIX-D
Scheme of Gradation

Grading for internally assessed paper shall be done as follows :

80% & above	O Grade
70% & above but below 80%	A Grade
60% & above but below 70%	B Grade
50% & above but below 60%	C Grade
40% & above but below 50%	D Grade

SANT GADGE BABA AMRAVATI UNIVERSITY, AMRAVATI
*** ORDINANCE NO. 42 OF 2005**

Examination in Environmental Studies leading to Bachelor Degree, Ordinance, 2005

Whereas it is expedient to frame an Ordinance relating to Examination in Environmental Studies leading to Bachelor Degree level, hereinafter appearing, the Management Council is hereby pleased to make the following Ordinance.

1. This Ordinance may be called "Examination in Environmental Studies leading to Bachelor Degree, Ordinance, 2005."
2. This Ordinance shall come into force from the Academic session 2005-06.
3. In this Ordinance and in other ordinances relating to the examination, unless there is anything repugnant in the subject or context :-
 - (i) "Academic session" means a session commencing on such date and ending with such date of the year following as may be appointed by the Management Council.
 - (ii) "Admission to an examination" means the issuance of an admission card to a candidate in token of his having complied with all the conditions laid down in the relevant ordinance, by a competent officer of the University.
 - (iii) "Applicant" means a person who has submitted an application to the University in the form prescribed for admission to an examination.
 - (iv) "Candidate" means a person who has been admitted to an examination by the University.
 - (v) "Regular Candidate" means an applicant who has applied for admission to a University examination through an affiliated college, Department or Institute in which he/she has prosecuting a regular course of study.
 - (vi) "Examinee" means a person who present himself/herself for an examination to which he/she has been admitted.
 - (vii) "Examination" means an examination prescribed by the University under the relevant Ordinance.
 - (viii) "External Candidate" means a candidate who is allowed to take a University examination in accordance with the provision of Original Ordinance No. 151.

* As amended vide Ord. Nos. 7 of 2006 and 10 of 2007.

- (ix) " Non-Collegiate Candidate" means a candidate who is not a collegiate candidate.
 - (x) An "Ex-student" is a person who having once been admitted to an examination of this University, is again required to take the same examination by reason of his failure or absence thereat and shall include a student who may have joined a college, Department or Institute again in the same class.
 - (xi) "Bachelor Degree Examination" means an examination leading to Bachelor Degree of the University.
 - (xii) "Previous Year" means a year following by final year of Bachelor Degree.
4. Save as otherwise specifically provided, the conditions prescribed for admission to the examination under this Ordinance shall apply to all persons who wish to take the examination to the Degrees of the University mentioned in para 5 below.
 5. The conditions prescribed for admission to examination under this Ordinance shall apply to following degrees of the University :-
 - 1) Bachelor of Arts
 - 2) Bachelor of Performing Arts
 - 3) Bachelor of Fine Arts
 - 4) Bachelor of Mass Communication
 - 5) Bachelor of Social Work
 - 6) Bachelor of Commerce
 - 7) Bachelor of Business Administration
 - 8) Bachelor of Science
 - 9) Bachelor of Computer Science
 - 10) Bachelor of Computer Applications
 - 11) Bachelor of Pharmacy
 - 12) Bachelor of Science (Home Science)
 - 13) Bachelor of Technology (Cosmetics)
 - 14) Bachelor of Engineering
 - 15) Bachelor of Engineering (Part Time) (Civil)
 - 16) Bachelor of Textile
 - 17) Bachelor of Technology (Chemical Technology)
 - 18) Bachelor of Technology (Chemical Engg.)
 - 19) Bachelor of Architecture, and
 - 20) Bachelor of Laws (Five Year Course)
 6. i) Environmental Studies shall be a compulsory subject for a previous year examination of the following Bachelor Degrees of the University,

- 1) Bachelor of Arts
 - 2) Bachelor of Performing Arts
 - 3) Bachelor of Fine Arts
 - 4) Bachelor of Mass Communication
 - 5) Bachelor of Social Work
 - 6) Bachelor of Commerce
 - 7) Bachelor of Business Administration
 - 8) Bachelor of Science
 - 9) Bachelor of Computer Science
 - 10) Bachelor of Computer Applications
 - 11) Bachelor of Pharmacy
 - 12) Bachelor of Science (Home Science)
 - 13) Bachelor of Technology (Cosmetics)
 - 14) Bachelor of Engineering (Part Time) (Civil)
- ii) Environmental Studies shall be a compulsory subject for IIIrd & IVth Semester of the following Bachelor Degrees of the University,
- 1) Bachelor of Engineering
 - 2) Bachelor of Textile
 - 3) Bachelor of Technology (Chemical Technology)
 - 4) Bachelor of Technology (Chemical Engineering)
 - 5) Bachelor of Architecture, and
- iii) Environmental Studies shall be a compulsory subject for Vth & VIth Semester of the Degree of Bachelor of Laws (Five Year Course)
- iv) Students admitted to Second Year/Third Year/IVth Semester/ VIth Semester of various degree examination courses in different Faculties in the academic session 2005-06 thereafter shall have to appear for examination in the subject Environmental Studies.
7. The main examination leading to Environmental Studies shall be held in Summer and supplementary examination in Winter every year, at such places and on such dates as may be appointed by Board of Examinations.
Explanation:- Examination shall be conducted on the basis of one common question paper for all Bachelor Degree Examination courses irrespective of annual or semester pattern.
8. Scope of the subject for annual pattern examination and or semester pattern examination shall be as provided under the syllabus.
9. Common question paper for all courses covered under this Ordinance alongwith answer books shall be supplied by the University to the Colleges, Departments and Institutes for conducting the examination of the subject.

10. Valuation of the answer books relating to this subject shall be done at College/Department/Institution level only. Remuneration for valuation of answer books shall not be paid by the University.
Provided that prescribed evaluation fee for evaluation of each answer book/s of an external examinees appeared from the examination centre shall be paid to each examination centre.

11. It shall be obligatory on the part of the College/Department/Institute to submit candidate wise following information to the University on or before the date as may be prescribed by the University :-

Sr. No.	Grade/Category	Marks secured
1.	“A”	- 60 and above
2.	“B”	- 45 to 59
3.	“C”	- 35 to 44
4.	“D”	- 25 to 34
5.	“Fail”	- 24 and below
6.	“Absent”	

12. For the purposes of teaching, learning and examination, the Committee consisting of three teachers shall be appointed by the Principal/ Head of the Department/Head of the Institution under his/her Chairmanship/ Chairpersonship. While appointing three teachers on the said committee, the Principal shall take care that the teachers to be appointed on the committee, if necessary, shall be from different faculty.
13. i) Duration of theory examination of this subject shall be three hour.
ii) For all Bachelor Degree examinations, common question paper of 100 marks shall be provided by the University.
iii) Distribution of these 100 marks shall be as follows :-
- | | | |
|-------------------------------------------|---|----------|
| a) Part-A, Short Answer Pattern | - | 25 Marks |
| b) Part-B, Essay type with inbuilt choice | - | 50 Marks |
| c) Part-C, Essay on Field Work | - | 25 Marks |
14. Medium of instruction shall be English or Marathi or Hindi. Question paper shall be supplied in English and Marathi and Hindi. A candidate shall have option to write answers in English or Marathi or Hindi.
15. Examination for the subject Environmental Studies shall be compulsory for external candidates appearing as a fresh candidate at Winter and/or summer examination.

16. For teaching of the subject, there shall be atleast two hour per week.
For teaching the subject to the regular candidates, a full time approved teacher of the University and or a person having Postgraduate Degree in any faculty with second class shall be considered elligible.
17. For teaching of the subject, additional fee to be charged to regular candidate shall be as prescribed by the University.
18. Every College/ University Teaching Department shall charge additional fee of Rs. 100/- to every Student of the subject Environmental studies. Out of this Rs. 100/-, the College/University Teaching Department shall have to pay Rs. 25/- to the University as an examination fee of each candidate for the subject environmental studies.
19. The Grade secured by an examinee in the examination of this subject shall not be considered for providing the facility of A.T.K.T. in next higher class.
20. The provisions of Ordinance No. 18/2001 shall not be applicable for securing a grade or higher grade in the examination of this subject.
21. Result of the Final Year of the respective Degree shall not be declared of an examinee unless he/she secures any one of the grade in the examination of subject.
- Provided an examinee admitted to Five Year LL.B. course desiring not to continue his/her education beyond Sixth Semester of the said course shall have to secure any one of the grade in the examination of the subject otherwise his/her result of Sixth Semester for awarding B.A. degree shall not be declared.
22. Certificate shall be issued, to the successful examinees in the siubject Environmental Studies, after the examination.

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21.	207	Enterpreneurship	23-24
22.	208	Computer Applications	24-25
23.		Environmental Studies	26-29
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24.	301	Indian Economics	30-31
25.	302	Company Accounts	31
26.	303	Industrial Laws	31-32
27.	304	Company Management & Secretarial Practice	32-33
28.	305	Investment Management	33-34
29.	306	Sales & Advertising Management	35
30.	307	Economics and other Legislations	35-36
31.	308	Business Data Processing	36-37