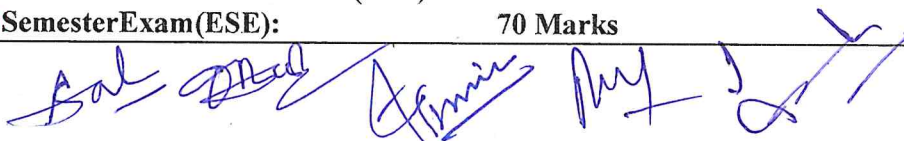


FOUR YEAR UNDERGRADUATE PROGRAM (2024–28)
Department of Commerce and Management

COURSE CURRICULUM

| PART-A: Introduction | | | |
|---|--|--|--|
| Program: Bachelor in Business Administration (Certificate / Diploma / Degree/Honors) | | Semester-I | Session: 2024-2025 |
| 1 | Course Code | BBSC-01 | |
| 2 | Course Title | Principles of Management | |
| | Course Type | Discipline Specific Course (DSC) | |
| 4 | Pre-requisite(if,any) | As per requirement | |
| 5 | Course Learning Outcomes(CLO) | <ul style="list-style-type: none">➤ The students will understand concepts, rules or procedures of Principles of Management.➤ Improve their cognitive thinking.➤ The students will learn proficient and effective use of knowledge and ability in performance.. | |
| 6 | Credit Value | 4 Credits | Credit=15 Hours-learning & Observation |
| 7 | Total Marks | Max.Marks: 100 | Min Passing Marks: 40 |
| PART-B: Content of the Course | | | |
| Total No. of Teaching-learning Periods(01 Hr.per period)– 60 Periods(60 Hours) | | | |
| Unit | Topics(Course contents) | | No. of Period |
| I | Introduction: Concept, Nature, Process and Significance of Management, Role, Function and Responsibility of Management, Management Thought; Classical and Neo-classical system; Concept Approaches. (Learning through experience in Chhattisgarh area.) | | 15 |
| II | Planning: Concept of Planning, Characteristics of Planning, Steps in Planning Process; Benefits and Limitations of Planning, Types of Planning, Objective, Strategies, Policies, Environment analysis and diagnosis; Strategy formulation search for advantages and business possibilities in Chhattisgarh. | | 15 |
| III | Organizing : Concept, nature, process and significance; authority and resident relationship; Centralization and Decentralization; Departmentalization, Organization structure – forms and contingency factors. Decision making: Features of Decision making, Role of Decision making in Management, Types of Managerial Decision, Steps in Decision making process, Decision techniques; Principles of Decision making. | | 15 |
| IV | Controlling and Budgeting: Nature of Control, Relationship between Planning and Control, Need for Control; Significance and Limitations of Control, Types of Control, Process of Control; Budgetary Control, Performance Budgeting; Zero Based Budgeting; Management Audit; Networks Techniques. | | 15 |
| Keywords | Management, Planning, Organising, Decision Making, Controlling and Budgeting. | | |
| PART-C: Learning Resources | | | |
| Text Books, Reference Books and Others | | | |
| Text Books Recommended – | | | |
| 1. Drucker Peter F: Management Challenges for the 21 st century; Butterworth Heinemann. | | | |
| 2. Weihrich and Koontz, Essentials of Management; Tata Mc Graw Hill, New Delhi. | | | |
| 3. P.C. Tripathi : Principles of Management Mc Graw Hill Education 6 th edition. | | | |
| 4. Terry and Franklin; Principles of Management; AITBS, New Delhi. | | | |
| 5. M.Gupta: Principles of Management; Motilal U.K. Books of India New Delhi | | | |
| Online Resources– | | | |
| https://www.kopykitab.com/ | | | |
| https://www.hitbullseye.com/grad- | | | |
| PART-D: Assessment and Evaluation | | | |
| Suggested Continuous Evaluation Methods: | | | |
| Maximum Marks: | | 100 Marks | |
| Continuous Internal Assessment(CIA): | | 30 Marks | |
| End Semester Exam(ESE): | | 70 Marks | |



| | | |
|---|---|--|
| Continuous Internal Assessment (CIA): (By Course Teacher) | Internal Test/Quiz-(2): 20 & 20 Assignment/Seminar- 10 Total Marks- 30 | Better marks out of the two Test/ Quiz + obtained marks in Assignments shall be considered against 30 Marks |
| End Semester Exam (ESE): | Two section- A & B Section A: Q1. Objective-10x1=10 Mark; Q2. Short answer type-5x4=20 Marks Section B: Descriptive answer type qts., 1 out of 2 from each unit-4x10=40 Marks | |

Name and Signature of Convenor & Members (CBoS):

Sal
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Dad
Amur
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FOUR YEAR UNDERGRADUATE PROGRAM(2024-28)
Department of Commerce and Management

COURSE CURRICULUM

| PART-A: Introduction | | | | |
|--|---|---|--|--------------------|
| Program: Bachelor in Business Administration (Certificate / Diploma / Degree/Honors) | | | Semester-I | Session: 2024-2025 |
| 1 | Course Code | BBSC-02 | | |
| 2 | Course Title | Business Mathematics | | |
| | Course Type | Discipline Specific Course (DSC) | | |
| 4 | Pre-requisite(if, any) | As per requirement | | |
| 5 | Course Learning Outcomes(CLO) | <ul style="list-style-type: none">➤ The aim of the course is to build knowledge and understanding of Business Mathematics among the student.➤ The course seeks to give detailed knowledge about the subject matter by instilling in the basic ideas about Business Mathematics.➤ To provide knowledge about Mathematics and its use in business. To enable the learner about Mathematical Calculations. | | |
| 6 | Credit Value | 4 Credits | Credit=15 Hours-learning & Observation | |
| 7 | Total Marks | Max.Marks: 100 | Min Passing Marks: 40 | |
| PART-B: Content of the Course | | | | |
| Total No. of Teaching-learning Periods(01 Hr.per period)– 60 Periods(60 Hours) | | | | |
| Unit | Topics(Course contents) | | | No. of Period |
| I | Matrices: Definition of a Matrix; Types of Matrices; Algebra of Matrices; Adjoint of a Matrix, Matrix Inverse elementary row & column operations. Determinants: Properties of determinants; Calculation of values of Determinants up to third order. | | | 15 |
| II | Types of Equations: Simple/ Linear Equations and Simultaneous Equations (only two variables), Elimination and Substitution Method only. Quadratic Equation - Factorization and Formula Method ($ax^2 + bx + c = 0$ form only). Simple problems. Indices and Logarithms: Meaning- Basic Laws of Indices and their application for simplification. Laws of Logarithms –Common Logarithm, Application of Log Table for Simplification | | | 15 |
| III | Average & Ratio: duplicate-triplicate and sub- duplicate of a ratio. Proportions: third, fourth and inverse. Proportion, problems. Speed, Distance and Time. Commission, Discount, Profit and Loss, Percentages. | | | 15 |
| IV | Simple Interest, Compound Interest including yearly and half yearly calculations, Annuities, Percentages, Bills Discounting, | | | 15 |
| Keywords: Matrices, Indices, Logarithms, Average, Ratio, Proportion, Simple Interest. | | | | |
| PART-C: Learning Resources | | | | |
| Text Books, Reference Books and Others | | | | |
| 1. Business Mathematics: Dr. S.M. Shukla, Sahitya Bhawan Publications. 2. "Practical Business Mathematics and Statistics" Suranjan Saha, Tata Mc. Graw – Hill Publishing Company Ltd. New Delhi. 3. "Business Mathematics" by Dr. B.N. Gupta & Dr. S.K. Agrawal, Sahitya Bhawan Agra. 4. M. Raghavachari : Mathematics for Management – An Introduction. Tata Mc Graw Hill Pub. Co., New Delhi. | | | | |
| Online Resources– https://www.kopykitab.com/ https://www.hitbullseye.com/grad- | | | | |
| PART-D: Assessment and Evaluation | | | | |

