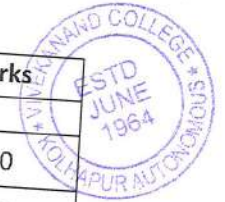




B.B.A.Part-III, Semester-V & VI ,CBCS Syllabus

with effect from July, 2022

CBCS Structure-BBA-III(w.e.f.2022-23)							
Sr.No.	CourseName	CourseCode	Credits	CA	CIE	Marks	
Semester-V							
1	CGPA	PracticeinModernManagement	CC1375E	4	60	40	100
2		RecentTrendsInMarketing-I	GEC1376E	4	60	40	100
3		FinancialManagement-I	CC1377E	4	60	40	100
4		FundamentalsOfBusinessLaws-I	GEC1378E	4	60	40	100
5		FoundationOfHumanSkills-I	GEC1379E	4	60	40	100
6		InternationalBusiness-I	GEC1380E	4	60	40	100
Semester-VI							
1	CGPA	RecentTrendsInMarketing-II	GEC1376F	4	60	40	100
2		FinancialManagement-II	CC1377F	4	60	40	100
3		FundamentalsOfBusinessLaws-II	GEC1378F	4	60	40	100
4		FoundationOfHumanSkills-II	GEC1379F	4	60	40	100
5		InternationalBusiness-II	GEC1380F	4	60	40	100
6		Projectwork	GEC1381F	4	25	25	50
		E-methods of Data Collections	SEC-BBAF				
Total							700





Semester	V	Total credit	4
Course code	CC-1375E	Credit pattern	L-60Hrs.
Course title	Practices in Modern Management		

Course Objective: To understand the concept of modern management and its different approach of modern management

Course Outcome	
	At the end of this course learners will be able to.....
CO 1	Know various modern management thoughts.
CO2	Understand Social Responsibility and business ethics.
CO3	Interpret concept of internal and external organizational environment, Time and event management.
CO4	Understand the disaster management and skills of Future manager and its challenge

Marks-60

Lectures-60

Credit-4

Module	Content	Teaching hours
MODULE I	Development of Management Thought: Different Approaches to Management- Classical, Functional, Behavioral, Human relation, Contingency and System Approach. Management by Objectives	15
MODULE II	Contribution of Michel Porter: Competitive Advantage-Cost leadership, differentiation – and Focus. Contribution of C.K. Prahalad: Core competency Social Responsibilities and Business Ethics: Concept of Social Responsibility – Areas of Social Responsibility. Concept of Ethics, Ethical issues in business	15
MODULE III	Organizational Environment: Internal and External Environment, Environment Analysis- SWOT Analysis, Applicability of SWOT to individual and organization. Corporate Governance-concept and Importance Time and Event Management- meaning, importance and techniques of time management in concept of importance of event management, types of events.	15
MODULE IV	Disaster Management - meaning, types of disaster and managing disaster. Management in future: management: Challenges and tasks, skills needed by manager in future, changes in managerial functions and evolving new managerial systems.	15

Learning Resources		
1	Reference Books	1) Management: Concept and Strategies by J.S. Chandan, Vikas Publishing 2) Business Environment and Policy – A book on Strategic Management/Corporate Planning by Francis Cherunilam Himalaya Publishing House 2001 Edition 3) Principles & practice of management - Dr. L.M. Parasad, Sultan Chand & Sons - New Delhi

		4) Business Environment and Policy – A book on Strategic Management/Corporate Planning by Francis Cherunilam Himalaya Publishing House 2001 Edition 5) Principles & practice of management - Dr. L.M. Parasad, Sultan Chand & Sons - New Delhi
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		6) Principles and Practices of Management by Shejwalkar 7) Dr. C. B. Gupta Sultan Chand and Sons Publication New Delhi
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Semester	V	Total credit	4
Course code	GEC-1376E	Credit pattern	L-60Hrs.
Course title	Recent Trends in Marketing-I		

Course Objective: The objective of the course is to develop an understanding of recent marketing trends with emphasis on various aspects of marketing.

Course Outcome	
	At the end of this course learners will be able to
CO 1	Understand importance of marketing information.
CO 2	Describe marketing communication and future medium of communications.
CO 3	Find out reasons of customer dissatisfaction and delight.
CO 4	Distinguish between Rural marketing and Agromarketing.

Marks-60

Lectures-60

Credit-4

Module	Content	Teaching hours
MODULE I	Marketing Information System - Meaning and Characteristics, Elements or Components of MIS, Need for MIS, Benefits of MIS.	15
MODULE II	Marketing Communication and Direct Marketing - Meaning and Concept of Marketing Communication, Process of Integrated Marketing Communication, Factors determining - Marketing Communication Mix, Direct Marketing - Meaning, Forms of Direct Marketing	15
MODULE III	Customer Relationship Management (CRM) - Meaning, Changing, Nature of Customer relationship, Customer relation, Customer dissatisfaction and delight, e-CRM, Customer strategy for building customer relationship.	15
MODULE IV	Rural Marketing - Meaning, Definition, Concept, Characteristics of Rural Market, Reasons for growth of Rural Market, Segmenting & Targeting Rural Markets, Problems in Rural Marketing. Agro Marketing - Objectives, challenges and remedies of agricultural marketing.	15

Learning Recourses

1	Reference Books	1. Principles of Marketing - Philip Kotler Gavy Armstrong - Pearson - Prentice Hall Ltd., Delhi. 2. Marketing Management (Text & cases in Indian context) - Dr. Karunakaran - Himalaya Publishing House, Mumbai 3. Rural Marketing - Pradeep Kashap - Pearson - Prentice Hall Ltd., Delhi. 4. Rural Marketing - CSG. Krishna - Marharyulud, Lalita Rama - Krishanan - Pearson.
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Semester	VI	Total credit	4
Course code	GEC-1376F	Credit pattern	L-60Hrs.
Course title	Recent Trends in Marketing-II		



Course Objective: The objective of the course is to develop an understanding of recent marketing trends with emphasis on various aspects of marketing.

Course Outcome	
At the end of this course learners will be able to	
CO 1	Understand the concepts of online and digital marketing.
CO 2	Elaborate about retailing.
CO 3	Understand need of study of global marketing.
CO 4	Understand emerging payment modes and new trends in marketing.

Module	Content	Teaching hours
MODULE I	Digital Marketing - Meaning and Concepts, Merits of digital marketing, Demerits of digital marketing, types of digital marketing, Mobile marketing- meaning, advantages and disadvantages.	15
MODULE II	Retail Marketing - Meaning and Functions of retailing, Characteristics of retailing, types of retailing, Retail marketing strategy, Retail Management Activities, Retail Organization Structure, Retailing Scene in India.	15
MODULE III	Global Marketing / International Marketing - Meaning, Definition, Objectives / reasons for global marketing, difference between domestic and global marketing, global marketing environment, Marketing -mix strategy for global marketing (i.e. Product, Price, Promotion, Distribution, Strategies.)	15
MODULE IV	Emerging payment modes - QR, UPI, and other- advantages and disadvantages New trends in Marketing - Holistic Marketing, Emotional Marketing, Non-profit marketing, Event marketing, social marketing, Tourism marketing.	15

Learning Recourses		
1	Reference Books	1. Principles of Marketing - Philip Kotler Gavy Armstrong - Pearson-Prentice Hall Ltd., Delhi. 2. Marketing Management (Text & cases in Indian context)-Dr. Karunakaran-Himalaya Publishing House, Mumbai 3. Rural Marketing - Pradeep Kashap - Pearson-Prentice Hall Ltd., Delhi. 4. Rural Marketing-C S G. Krishna-Marharyulud, Lalita Rama-Krishanan-Pearson.



Semester	V	Total credit	4
Course code	CC-1377E	Credit pattern	L-60Hrs.
Course title	Financial Management-I		

Course Objective: The objective of the course is to help student learn and understand nature and Scope of Financial Management'

Course Outcome	
At the end of this course learners will able to	
CO 1	Understand the concepts in Financial Management
CO 2	Prepare statement of Working Capital
CO 3	Demonstrate calculations of Leverage.
CO 4	Understand the concepts Capitalization.

Module	Content	Teaching hours
MODULE I	Nature of Financial Management: Meaning and Significance, Nature: Finance and related disciplines, Scope: Traditional and Modern approaches, Objectives: Profit maximization versus wealth maximization, Functions of Financial Management: Recurring and non - recurring. Financial Planning: Meaning, Objectives, Characteristics, Steps, And Types of financial plans, Capitalization: Concept, Theories of capitalization, Over - capitalization and under - capitalization.	15
MODULE II	Management of Working Capital: Meaning and Concept, Importance of adequate working capital, Types of working capital, Determinants of working capital, Computation of working capital (Practical Problems).	15
MODULE III	Operating, Financial Leverage and combine Leverage: Meaning, Concept, EBIT & EPS, Measurement of leverages.	15
MODULE IV	Mutual Funds: Concept, importance, Types of Mutual Funds open ended and close ended-Money Market Funds, Income Funds, Bond Funds, Balanced Funds, Equity Funds, International Funds, Specialty Funds, Index Funds, Exchange-Traded Funds Present position of Mutual Funds in India.	15

Learning Recourses

1	Reference Books	1. Financial Management: Prasanna Chandra 2. Financial Management: Text and Problems: M. Y. Khan and P. K. Jain 3. Financial Management: I. M. Pandey 4. Taxman's Financial Management: Ravi M. Kishore
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Semester	VI	Total credit	4
Course code	CC-1377F	Credit pattern	L-60Hrs.
Course title	Financial Management-II		

Course Objective: The objective of the course is to help student learn and understand nature and scope of Financial Management'

Course Outcome	
At the end of this course learners will able to	
CO 1	Understand the concepts in Cost of Capital.
CO 2	Understand the Techniques of evaluation of capital budgeting proposals.
CO 3	Demonstrate calculations of Cost of Capital.
CO 4	Understand the concepts Corporate Restructuring.

Module	Content	Teaching hours
MODULE I	Capital Structure: Meaning, Factors to be considered while framing capital structure, capital structure theories: Net income approach, net operating income approach, Traditional theory, Modigliani and Miller approach.	15
MODULE II	Cost of Capital: Meaning, Importance, Measurement of cost of capital (i) specific cost: Cost of debt, Cost of equity shares, Cost of preference shares; (ii) Overall cost: Weighted averages cost of capital. (Practical Problems)	15
MODULE III	Capital Budgeting Decision: Meaning, Importance, Techniques of evaluation of capital budgeting proposals - Payback period, accounting rate of return, Net present value, Internal rate of return, Profitability index (practical problems)	15
MODULE IV	Corporate Restructuring Merger & acquisition- motives & benefits, merger negotiations, significance of P/E Ratio & EPS Analysis	15

Learning Recourses		
1	Reference Books	1. Financial Management: Prasanna Chandra 2. Financial Management: Text and Problems: M. Y. Khan and P. K. Jain 3. Financial Management: I. M. Pandey 4. Taxman's Financial Management: Ravi M. Kishore



Nature of Question Paper for Sem-V & VI

Duration: 2 Hours-

Total Marks-40

Instructions: - 1) All Questions are compulsory

2) Figures to the right indicate full marks.

Question	Nature of Question	Marks
Question No1	Problem OR problem	10
Question No2	Problem OR problem	10
Question No3	Essay type Question OR Essay type Question	10
Question No4	Short Notes (Any 2 out of 3)	10
Total		40



Semester	V	Total credit	4
Course code	GEC1378E	Credit pattern	L-60Hrs.
Course title	Fundamentals of Business Laws-I		

Course Objective: understands some basic concepts of Fundamentals of Business & Tax Laws.

Course Outcome	
	At the end of this course learners will be able to
CO 1	Understand the Philosophy of Business Law through sources.
CO 2	Understand Basics of Contract Act till remedies of Breach of Contract
CO 3	Understand the Sale of Goods Act
CO 4	To describe Tax Laws with Classifications.

Module	Content	Teaching hours
MODULE I	Introduction to Business Law – Meaning and Philosophy of Law - Objectives of Law – Sources of Law - Classification of Law - Justice Delivery System in India - Classification of Courts in India - Meaning and Sources - Business Law.	15
MODULE II	The Indian Contract Act-1989/Current Amendment Year - Definition of Contract- Essentials of Valid Contract - Consideration - Free Consent - Void Contracts - Performance of Contract - Termination and Discharge of Contract – Breach of contract and remedies for Breach of contract	15
MODULE III	Sale of Goods Act 1930 - Definition of Contract of Sale of goods - Agreement to sell - Essentials of Contract of Sale - Condition and Warranty - Transfer of Property - Transfer of Title - Performance of Contract of Sale - Unpaid Seller and his rights. Introduction of GST	15
MODULE IV	Tax Laws - Sources of Government revenue - Meaning of Tax - Objectives of Taxes - Classification of Taxes - Tax Laws applicable to Business.	15

Learning Resources		
1	Reference Books	1. Elements of Mercantile Law - By N. D. Kapoor – Sultan Chand & Sons 2. Indian Contract Act - By Avtar Singh - Eastern Book Company 3. Business Law for Managers - Prof. (cmde) P. K. Goel, Biztantra 4. Business Law - By M. C. Kuchal - Vikas Publication



Semester	VI	Total credit	4
Course code	GEC1378F	Credit pattern	L-60Hrs.
Course title	Fundamentals of Business Laws and Tax Laws-II		

Course Objective: The objective of the course is to help students learn and understand Fundamentals of Business Laws

Course Outcome	
	At the end of this course learners will be able to
CO 1	Understand The Indian Companies Act 2013
CO 2	Understand Negotiable Instrument Act.
CO 3	Describe Intellectual Property Rights.
CO 4	Study Consumer Protection Act.

Marks-50

Lectures-60

Credit-4

Module	Content	Teaching hours
	(Need To revise all Act with Current Years)	
MODULE I	Indian Companies Act 2013 - Definition and Characteristics of Company - Classification of Company - LLP - Procedure of Incorporation - Memorandum of Association - Articles of Association - Prospectus - Share Capital - Management of Companies - Qualifications - Appointments - Removal of directors - Company Meetings - Winding up of a Company.	15
MODULE II	Negotiable Instrument Act 1881 - Definition - Features of Negotiable Instruments - Types of Negotiable Instruments - Holder and Holder in due Course - Negotiation - Assignment - Endorsement of Negotiable Instrument - Crossing of Cheque - its Kind - Dishonor and Discharge of Negotiable Instruments.	15
MODULE III	The Consumer Protection Act 1986 - Definitions - Consumer - Service - Complaint - Complainant - Fair and Unfair Trade - Purchases - Consumer dispute - Consumer's dispute redressal agencies. Unfair Trade Practices-2019	15
MODULE IV	Intellectual Property Rights and Right to Information Act - Intellectual Property Rights - Trade Marks - Patents - Copy Rights - Industrial Design (Only Concepts) Right to Information Act - Nature and Scope - Right to Information Act.	15

Learning Recourses

1	Reference Books	1. Elements of Mercantile Law - By N. D. Kapoor – Sultan chand & Sons 2. Indian Contract Act - By Avtar Singh - Eastern Book Company 3. Business Law for Managers - Prof. (cmde) P. K. Goel, Biztantra 4. Business Law - By M. C. Kuchal Vikas Publication
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Semester	V	Total credit	4
Course code	GEC-1379E	Credit pattern	L-60Hrs.
Course title	Foundation of Human Skills-I		



Course Objective: To understand concepts of Basic human skills

Course Outcome	
	At the end of this course learners will be able to
CO 1	To develop different human skills among
CO 2	To enhance equality behavior.
CO 3	To increase Emotional Quotient by learning values.
CO 4	To understand communication skills and personal ability.

Marks-50

Lectures-60

Credit-4

Module	Content	Teaching hours
MODULE -I	Basics of Human Skills Introduction to Human skills, Types of human skills – Reading, Writing, Listening, Speaking. Basic abilities – Muscular, sensor, mental, social and conceptual. Use of Human Skills in organizational life.	15
MODULE -II	Understanding Self and Others Understanding self and others through Johari Window. Journey of self-discovery. Analysis of strength and weakness. Goal settings to overcome weakness. Learning – Concepts, Principles of learning, learning through reinforcement, learning through feedback's, learning by observations, learning through experience. Emotions and moods -Meaning, Types of emotions, source of emotions and moods, theories of emotions	15
MODULE -III	A) Transactional Analysis – Meaning of transactional analysis, types of transactional analysis, life positions, Elaboration of transactional styles, script analysis, stroking,	15
MODULE -IV	Communication Meaning- Four functions of communication-control, Motivation, Emotional expression, Information, Characteristics of communication. Written communication-preparation of Resume. Oral communication-Facing an Interview.	15

Learning Resources		
1	Reference Books	Basic Managerial Skills for All- E.H. McGrath (Prentice Hall of India Ltd.) Human Values for Managers- Chakraborty Organizational Behavior Through - M.N. Mishra (Himalaya Publishing House) Indian Philosophy- S.D. Bagade (Himalaya Publishing House) Total Quality Management - Luthans Fred Organizational Behavior- Tilak Raj Bhardwaj (A Mittal Publication) Education to Human Values - Edwin Flipp

Semester	VI	Total credit	4
Course code	GEC-1379F	Credit pattern	L-60Hrs.
Course title	Foundation of Human Skills-II		



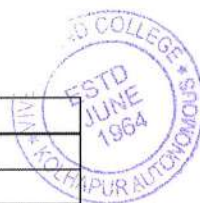
Course Objective: To understand concepts of Basic human skills

	Course Outcome
	At the end of this course learners will be able to
CO 1	Describe new skills in management.
CO 2	Elaborate the concept of personality and different Theory of personality.
CO 3	Understand skill development method and interpersonal skill.
CO 4	Understand the concept of career management.

Module	Content	Teaching hours
MODULE I	New Skills in Management Creative style – Emotional Intelligence (E.Q.) – Leadership skills, work style-sales competencies, sports mental skills, conflict management, stress management, Team role skills critical thinking skills, computing skills.	15
MODULE II	Personality Meaning- Aspects of personality, Development of personality: Erickson's eight lifestages, Jung's Personality Theory, Traits influencing organizational behavior. Locus of control. Problem solving styles.	15
MODULE III	Skills Development Decision making skills, Methods used to develop decision making skills- In the basket, Business games and case studies. Interpersonal skills- Meaning, Methods Used to develop interpersonal skills-role playing, Behavior modeling, sensitivity Training, Transactions Analysis – structural insight.	15
MODULE IV	Utilization of skills Career Management – Career stages model, basic career – Anchors – Security, Autonomy, creativity, Functional competence, Managerial Competence, factors affecting career choices, career opportunities in management.	15

Learning Resources

1	Reference Books	Basic Managerial Skills for All- E.H. McGrath (Prentice Hall of India Ltd.) Human Values for Managers- Chakraborty Organizational Behavior Through- M.N. Mishra (Himalaya Publishing House) Indian Philosophy- S.D. Bagade (Himalaya Publishing House) Total Quality Management - Luthans Fred Organizational Behavior- Tilak Raj Bhardwaj (A Mittal Publication) Education to Human Values- Edwin Flipp
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Semester	V	Total credit	4
Course code	GEC-1380E	Credit pattern	L-60Hrs.
Course title	International Business-I		

Course Objective: To understand some basic and important concepts of International Business.

Course Outcome	
	At the end of this course learners will be able to
CO 1	Identify types of International Business and its approaches.
CO 2	Elaborate different theories of International Business.
CO 3	Explain role of International Institutions.
CO 4	Describe India's Export and Import Policy.

Marks-50

Lectures-60

Credit-4

Module	Content	Teaching hours
MODULE I	International Business 1.1 Meaning and Nature 1.2 Importance of International Business 1.3 Types of International Business 1.4 International Business Approaches	15
MODULE II	International Business Environment 2.1 Globalization-Meaning, Diverse and Stages in Globalization 2.2 Ricardian Comparative Costs Theory. 2.3 Product life cycle theory 2.3 Role of International Business in Economic Development	15
MODULE III	International Business Decision 3.1 Modes of Entry, 3.2 Factors Affecting Decision for International Business, 3.3 Tariff and non-tariff barriers - Trade Blocks. 3.4 Role of International Institutions (WTO, IMF, IBRD, BRICS) in International Business.	15
MODULE IV	Trends in International Trade and Documentation: 4.1 Multi-national Corporations-Types, Merits and Demerits.	15
	4.2 Import -Export procedure 4.3 EXIM Documents India's Export and Import Policy	



Learning Recourses		
1	Reference Books	<ol style="list-style-type: none">1. International Business-Governance Structure: Ramu S Shiva2. International Finance: P.G. Apte3. International Marketing Management: Varshney and Bhattacharya4. International Business: Francis Cherulinam Himalaya Publishing House, Mumbai5. International Business: Rao and Rangachari6. Economic Environment of Business: Mishra, Puri. Himalaya Publishing House, Mumbai7. International Business: P. Subba Rao, Himalaya Publishing House, Mumbai8. International Economics: M. L. Jhingran, Vrinda Publications, Delhi



Semester	VI	Total credit	4
Course code	GEC-1380F	Credit pattern	L-60Hrs.
Course title	International Business-II		

Course Objective: To understand some basic concepts of International Business.

Course Outcome	
	At the end of this course learners will be able to
CO 1	Describe role of FEMA and ECGC.
CO 2	Explain importance of Trade Blocks.
CO 3	Understand the competitive advantages in different industries.
CO 4	Describe Strategies in product lifecycle.

Marks-50

Lectures-60

Credit-4

Module	Content	Teaching hours
MODULE I	Finance Aspects of International Business: 1.1 International Capital Movement 1.1 Risk in International Operations, 1.2 Introduction to FEMA, Role of ECGC. 1.4 Objectives of Export Promotion Council	15
MODULE II	Trade Blocks and Business Centers 2.1 Regional Economic Groupings 2.2 European Union 2.3 SAARC & ASEAN 2.4 Implication of trade blocks for business	15
MODULE III	International Business in India 3.1 Volume, Direction and Composition 3.2 India's competitive advantage in industries like IT, Textiles, Gem & Jewellery. 3.3 Balance of Trade and Balance of Payment 3.4 Disequilibrium in Balance of Payment	15
MODULE IV	International Marketing 4.1 Marketing Mix 4.2 Strategies in product lifecycle 4.3 Market Intelligence 4.4 International marketing Information system	15

Learning Recourses



1	Reference Books	<ol style="list-style-type: none">1. International Business-Governance Structure: Ramu S Shiva2. International Finance: P.G. Apte3. International Marketing Management: Varshney and Bhattacharya4. International Business: Francis Cherulinam Himalaya Publishing House, Mumbai5. International Business: Rao and Rangachari6. Economic Environment of Business: Mishra, Puri. Himalaya Publishing House, Mumbai7. International Business: P. Subba Rao, Himalaya Publishing House, Mumbai8. International Economics: M.L. Jhingan, Vrinda Publications, Delhi
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Semester	VI	Total credit	4
Course code	GEC-1381F	Credit pattern	
Course title	Project Work		

Objective: To expose the BBA students to practical application of theoretical concepts, which they have learnt during the BBA course.

Student should decide the topic for the project under the guidance of a teacher in the first month of the academic year of B.B.A.-III. The student will have the following options for selecting the project:

- (a) Field Work,
- (b) Library Work,
- (c) Placement with an Organization.

Student can carry out the project work after college hours, holidays/Diwali vacation. The student should take regular guidance from the teacher while carrying out project work. The project should be ready in the month of January.

The guidelines for the project report are as follows:

- Declaration from the student that this research work is not copied from any other existing reports.
- Certificate of the guide: The guide should certify that the research work is original and completed satisfactorily under his guidance.
- The Chapter Scheme for the Project Report will be as follows:

Chapter-1: Introduction to the Study

Introduction Purpose of the study
Objectives of the study
Hypothesis of the study
Research Methodology Scope of the study
Significance of the study
Limitations
Chapter scheme.

Chapter-2: Introduction to the Organization

Introduction to the Industry
Brief History of the Organization
Subsidiaries, Associates of the Company
Organization Structure
Departments/Manufacturing Process Important
Statistical Information
Future Prospects



If the student is completing a project in an organization, the above Chapter scheme can be used in case of other students. The detailed information relating to the topic may be included under this Chapter. **This Chapter should not be more than 5 pages.**

Chapter-3:TheoreticalBackground

BasicConcepts

Necessarytheoreticalinputs may be added to support the research work.

Chapter-4:DataAnalysisandInterpretation

Chapter-5: Findings and Observations

Chapter-6: Conclusions and Suggestions

Bibliography

Appendix

The above guidelines are not a prescription for writing the project report but can be used as a milestone, while writing the project report. The guide has every discretion to change the Chapter as per requirements.

Notes:

- (1) There should be a proper linkage between objectives, data and interpretation, findings and suggestions.
- (2) Header and Footer on project report pages shall consist of university name and Institute/College name, respectively. No other information should be included in the Header and Footer.
- (3) Colour ink should not be used for text.
- (4) Page numbers are compulsory.

Project Report will be assessed by the internal teacher out of 25 marks and there will be a viva-voce examination carrying 25 marks. College will appoint a viva-voce committee, consisting of 3 members, 2 members being external and 1 member being internal. External members will be from out of the district of the College, one external member will be the chairman of the committee. The viva-voce will be conducted before the annual examination. The Chairman has to submit viva-voce marks to the College immediately after the viva-voce.



Semester	V	Total credit	2
Course code	SEC-III	Credit pattern	L-30Hrs.
Course title	E-methods of Data Collections		

Marks-50	Lectures-30	Credit-2
Module	Content	Teaching hours
MODULE I	E-Sources for Secondary Data Shodhganga & Shodhganga tri Government reports and websites Referencing styles of e-resources Citations and Bibliography styles	15
MODULE II	E-Sources for Primary Data Introduction and Importance of e-questionnaire Preparation of questionnaire through Google Form Preparation of questionnaire through Microsoft Form Spreadsheet and Analysis	15



Semester	VI	Total credit	2
Course code	SEC-VI	Credit pattern	L-30HRS
Course title	Interview & Presentation Skills		

Module	Content	Teaching hours
MODULE I	Interview Skills Introduction to interviewing Important interview skills Write an effective resume Practical-Resume Creation	15
MODULE II	Presentation Skills Structure of presentations Types of presentations Use of aids like PPT Body language during presentation	15

INTERNAL MARKS DISTRIBUTION

FOR ALL SUBJECTS

Home assignments	05 marks
Seminars	05 marks
Total	10 marks

Revati
Co-ordinator B B.A
Vivekanand College
Kolhapur (Autonomous)