

cjdrnYyk fo' ofo | ky;] Hkksi ky Barkatullah University, Bhopal

Syllabus For B.A. MANAGEMENT FIRST & SECOND SEMESTER 2014&15

Under
Approved by Board of study Applied Economics
& Business Management
Faculty of Commerce

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I = 2014&15



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BARKATULLAH UNIVERSITY, BHOPAL

2014&15

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SESSION 2014-15

B.A. (MANAGEMENT)

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Barkatullah University, Bhopal

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For
B.A. MANAGEMENT
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FIRST SEMESTER

- | | |
|--|---|
| 1. Course Code : | 6. Internship Marks : N |
| 2. Course Name : B.A.(Management) | 7. Internship Passing Marks : N |
| 3. Total Paper : 5 | 8. Maximum marks : 550 |
| 4. Compulsory Subject : 5 | 9. Minimum Passing percentage : 33 |
| 5. Optional Subject : N | 10. Practical : N |

Sub. code	Subject Name	Theory							Practical		Total	
		Paper			CCE		Total Marks					
		1	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min
Compulsory												
69	Gr. (A) Foundation Course ufnd eV; vlg Hkk"kk&i m ferk fodkl &1	85	85	28	15	05	100	33	0	0	150	50
	Gr. (B) Essentials Element of Management	85	85	28	15	05	100	33	0	0	100	33
	Gr. (C) Principle of Economics	85	85	28	15	05	100	33	0	0	100	33
	Gr. (D) Commercial Accountancy	85	85	28	15	05	100	33	0	0	100	33
	Gr. (E) Orginsational Behaviour	85	85	28	15	05	100	33	0	0	100	33

I = 2014&15 I s ykxw gksus okys vk/kkj i kB~; dæ dh I seLVjokj 0; oLFkk

SEMESTER	PAPER-I (100 MARKS)		
	TITLE	INTERNAL	THEORY
FIRST	ufrd ewY; vkSj Hkk"kk&I (Moral Values & Language-I)	15 Part-A : Moral Values + Hindi = 05+05=10 Marks Part-B : English = 5 Marks	85 Part-A : Moral Values + Hindi = 15+35=50 Marks Part-B : English = 35 Marks
	PAPER-I (100 MARKS)		
	TITLE	INTERNAL	THEORY
	m ferk fodkl & II (Development of Entrepreneurship -II)	15 Marks	35 Marks

v½ iR;d LeLVj ds iFke iz'ui= esa fuEu rhu i kB~; fo"k; fuEukuql kj I ekfgr gkxsa %

1½ufrd ewY; & bdkbZ & 1

2½fgUnh Hkk"kk & bdkbZ & 2 , oa 3

3½vXth & bdkbZ & 4 , oa 5

Ck½ iR;d LeLVj dk f}rh; iz'ui= LokLq kj dY 50 v-dka dk jg-xkA ewY; kadu , oa ijh{kk 0; oLFkk

vkrfjd ewY; kadu

iFke iz'ui= ds vkrfjd ewY; kadu esa fuEukuql kj 0; oLFkk jg-xh%

1½ bdkbZ 1 ¼ufrd ewY; ½ & 05 vad

2½ bdkbZ 2 , oa 3 ¼fgUnh Hkk"kk ½ & 05 vad

3½ bdkbZ 4 , oa 5 ¼vXth ½ & 05 vad

f}rh; iz'ui= ds vkrfjd ewY; kadu esa fuEukuql kj 0; oLFkk jg-xh%

bdkbZ 1 I s 5 rd & 15 vad

I S) kfrd eW; kadu

$\frac{1}{4}\frac{1}{2}$ i Fke iz'ui = dk I S) kfrd eW; kadu rhu ?k Vka esa fd; k tko xka bl
izui = es anks [k.M v rFkk c gk xs bl grq ijh{kkFkhZ dks nks mRrj
iqLrdk, a i Fkd& i Fkd nh tko xka [k.M&v grq izFke mRrj iq fLrdk ea
i Fke rhu bdkbZ ; ka ufrd eW; , oa fgUnh Hkk"kk $\frac{1}{2}$ dks I fEefyr djrs gq
mRrj nus ckr LFkku fu/kkZ fjR jgsxka bl h iz dkj [k.M&c gs rq f}rh;
mRrj iq fLrdk ea bdkbZ 4 , oa 5 vaxsth Hkk"kk $\frac{1}{2}$ dks I fEefyr djrs gq
LFkku jgsxka vadkdk fooj.k fuEukuq I kj gS&

$\frac{1}{4}\frac{1}{2}$ [k.M&v izFke mRrj iq fLrdk uksfrd eW; , oa fgUnh Hkk"kk $\frac{1}{2}$ &50 vad
oLrfu"B iz'u dny 05] vad 05 $\frac{1}{5} \times 1\frac{1}{4}$ dsoy bdkbZ 2 , oa 3 I s
dny 05 cgqfodYih; iz'u iWns tkosxA
y?kq mRrjh; iz'u dny 03] vad 15 $\frac{1}{3} \times 5\frac{1}{4}$ bdkbZ 1] 2 , oa 3 I s
, d&, d iz'u vkarfjd fodYi ds I kFk iz'u iWns tkosxA
nh?kZ mRrjh; iz'u dny 03] vad 30 $\frac{1}{3} \times 10\frac{1}{4}$ bdkbZ 1] 2 , oa 3 I s
, d&, d iz'u vkarfjd fodYi ds I kFk iz'u iWns tkosxA

$\frac{1}{2}\frac{1}{2}$ [k.M&c f}rh; mRrj iq fLrdk vaxsth Hkk"kk $\frac{1}{2}$ &35 vad
oLrfu"B iz'u dny 05] vad 05 $\frac{1}{5} \times 1\frac{1}{4}$ bdkbZ 4 , oa 5 I s dny 05
cgqfodYih; iz'u iWns tkosxA
y?kq mRrjh; iz'u dny 02] vad 10 $\frac{1}{2} \times 5\frac{1}{4}$ bdkbZ 4 , oa 5 I s
, d&, d iz'u vkarfjd fodYi ds I kFk iz'u iWns tkosxA
nh?kZ mRrjh; iz'u dny 02] vad 20 $\frac{1}{2} \times 10\frac{1}{4}$ bdkbZ 4 , oa 5 I s
, d& , d iz'u vkarfjd fodYi ds I kFk iz'u iWns tkosxA

$\frac{1}{6}\frac{1}{2}$ f}rh; iz'ui = dk I S) kfrd eW; kadu i nokuq kj jgsxka

Department of Higher Education, Govt. of M.P.
Under Graduate Semester wise Syllabus
As recommended by Central Board of Studies and approved by the Governor of M.P.

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 Lukrd d{k{kvs a ds fy; s l ætVj vuql kj i kB~; dæ
 dnh; v/; ; u e.My }kjk vuq 'kkl r rFkk e - iz ds jkT; iky }kjk vuq eksnr

Session 2014-2015

Class : B.A./B.Sc./B.Com./B.Sc.(Home Science)/
 BCA/B.A. (Mgt.) 1 Year
Semester : I
Subject : Foundation Course (vk/kkj i kB~; Øe)
Paper : I
Title of Paper : ufrd ewY; vksj Hkk"kk (Moral Values & Language)
Compulsory/Optional : Compulsory
Max. Marks : 85 (Moral Education-15, Hindi-35, English-35)

Particulars / fooj .k

Group-A

Part - A

Unit – 1	नैतिक मूल्य 1. नैतिक मूल्य परिचय एवं वर्गीकरण- डॉ. शशि राय 2. आचरण की सभ्यता – सरदार पूर्ण सिंह	15
Unit – 2	हिन्दी भाषा 1. स्वतंत्रता पुकारती (कविता) – जयशंकर प्रसाद 2. जाग तुझको दूर जाना (कविता) – महादेवी वर्मा 3. उत्साह (निबंध) – रामचन्द्र शुक्ल 4. शिरीष के फूल (ललित निबंध) – हजारी प्रसाद द्विवेदी 5. वाक्य संरचना और अशुद्धियाँ (संकलित)	17
Unit- 3	हिन्दी भाषा 1. नमक का दारोगा (कहानी) – प्रेमचन्द्र 2. हार की जीत (कहानी) – सुदर्शन 3. भगवान बुद्ध (निबंध) – स्वामी विवेकानंद 4. लोकतंत्र एक धर्म है (निबंध) – सर्वपल्ली राधाकृष्णन 5. पर्यायवाची- विलोम शब्द, एकांर्थी-अनेकार्थी शब्द, शब्दयुग्म (संकलित)	18
Part - B		
Unit- 4	English Language 1. John Keats : Ode to a Nightingale 2. Rabindra Nath Tagore : Where the Mind is Without Fear 3. Rajgopalachari : Preface to the Mahabharata 4. J.L. Nehru : Tryst with Destiny	17
Unit- 5	English Language Comprehension/ Unseen Passage Composition and Paragraph writing (Based on the expansion of an idea) Basic language skills : vocabulary, synonyms, antonyms, word formation, prefixes, suffixes, confusing words, misused words, similar words with different meanings, proverbs Basic language skills : Grammer and Usage, Tenses, Prepositions, determiners, countable/ uncountable nouns, verbs, articles and adverbs.	18

* सैद्धान्तिक परीक्षा हेतु उपरोक्तानुसार 85 (15+35+35) अंक और आन्तरिक मूल्यांकन (सीसीई) हेतु पृथक से 15 (5+5+5) अंक निर्धारित है।

Department of Higher Education, Govt. of M.P.
Under Graduate Semester wise Syllabus
As recommended by Central Board of Studies and approved by the Governor of M.P.
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 Lukrd d{kkvks ads fy; s l æLVj vuql kj i kB~; dæ
 dnh; v/; ; u e.My }kjk vuq 'kfl r rFkk e - iz ds jkT; iky }kjk vuq ekfnr
Session 2014-2015

Class : B.A./B.Sc./B.Com./B.Sc. (Home Science) /
 BCA/B.A. (Mgt.) 1 Year
Semester : I
Subject : Foundation Course (vk/kkj i kB~; Øe)
Paper : II
Title of Paper : m|ferk fodkl
Compulsory/Optional : Compulsory
Max. Marks : 50 (Theory 35+ CCE 15)

Particulars

इकाई – 1	उद्यमिता-परिभाषा, विशेषताएं एवं महत्व, एक उद्यमी के प्रकार एवं कार्य, उद्यमिता अभिप्रेरणा घटक।	
इकाई – 2	अ) लक्ष्य प्राप्ति की प्रेरणा एवं विचारों की स्थापना। लक्ष्य निर्धारण एवं चुनौती का सामना। समस्या समाधान एवं सृजनात्मकता। क्रमबद्ध योजना एवं क्षमता की दिशाबद्धता। आत्मविश्वास का विकास। ब) सम्प्रेषण कला। शब्दिक व अशाब्दिक सम्प्रेषण प्रभावित करने की क्षमता। सम्प्रेषण की आधुनिक तकनीक	
इकाई – 3	अ) परियोजना प्रतिवेदन चुनी हुई प्रक्रिया का मूल्यांकन विस्तृत परियोजना प्रतिवेदन- आवश्यकता एवं प्रासंगिकता परियोजना प्रपत्र के प्रमुख भाग, परियोजना प्रतिवेदन तैयार करना। ब) संगठन के प्रकार का चयन-एकाकी व्यवसाय, साझेदारी एवं सहकारी समिति का अर्थ एवं विशेषताएं संगठन के चयन को प्रभावित करने वाले घटक। स) आर्थिक प्रबंधन वित्तीय संस्थान एवं बैंको की भूमिका, बैंकिंग, वित्तीय योजना, कार्यशील पूँजी-मूल्यांकन तथा प्रबंधन, लागत व मूल्य निर्धारण तथा लाभ कामूल्यांकन, आर्थिक लेखा-जोखा रखना।	

इकाई – 4	<p>अ) उत्पादन का प्रबंधन, कच्चा माल क्रय करने की प्रक्रिया</p> <p>चल सम्पत्ति/माल का प्रबंधन गुणवत्ता प्रबंधन कर्मचारी प्रबंधन पैकिंग</p> <p>ब) विपणन प्रबंधन</p> <p>बिक्री एवं बेचने की कला बाजार की समझ एवं विपणन नीति उपभोक्ता प्रबंधन समय प्रबंधन</p>	
इकाई – 5	<ol style="list-style-type: none"> नियामक संस्थाओं की भूमिका—जिला उद्योग केन्द्र, प्रदूषण निवारण मंडल, खाद्य एवं औषधि प्रशासन, विद्युत विभाग तथा नगर निगम का विशेषअध्ययन। विकासात्मक संस्थाओं की भूमिका, खादी एवं ग्रामीण आयोग/बोर्ड, मध्यप्रदेश वित्त निगम, अनुसूचित बैंक, मध्य प्रदेश का महिला आर्थिक विकास निगम। स्वरोजगार मूलक योजनाएँ – प्रधानमंत्री रोजगार योजना, स्वर्ण जयंती शहरी रोजगार योजना, रानी दुर्गावती स्वरोजगार योजना, दीनदयाल स्वरोजगार योजना। विभिन्न अनुदान योजनाएँ— लागत पूँजी अनुदान, ब्याज अनुदान, प्रवेश कर से छूट, परियोजना प्रतिवेदन, प्रतिपूर्ति अनुदान आदि। महिला उद्यमियों हेतु विशेष प्रेरणाएँ, संभावनाएँ एवं समस्याएँ। मध्य प्रदेश आदिवासी वित्त विकास निगम की योजनाएँ, म.प्र. अन्त्यायसायी निगम की योजना, म.प्र. पिछड़ा वर्ग एवं अल्पसंख्यक वित्त विकास निगम की योजनाएँ। 	

* सैद्धान्तिक परीक्षा हेतु उपरोक्तानुसार 35 अंक और आन्तरिक मूल्यांकन (सीसीई) हेतु 15 अंक निर्धारित है।

Department of Higher Education, Govt. of M.P.
Under Graduate Semester wise syllabus
As recommended by Central Board/Studies and approved by the Governor
of M.P. Session 2014 -15

Class	-	B.A./B.Sc./B.Com./B.H.Sc./ B.A. (Mgt.) /B.C.A.
Subject	-	Foundation Course
Paper Title	-	Paper II : Development of Entrepreneurship
Semester	-	I
Compulsory/	-	Compulsory
Optional		
Maximum Marks	-	50 (Theory 35 + CCE 15)

Unit I : **Entrepreneurship**- Definition, Characteristics and importance, Types and functions of an entrepreneur, motivational factors of entrepreneurship.

Unit II : (a) Motivation to achieve targets and establishment of ideas. Setting targets and facing challenges. Resolving problems and creativity. Sequenced planning and guiding capacity, Development of self confidence.

 (b) Communication skills, Verbal & Non Verbal Communication, Capacity to influence, Modern Techniques of Communication.

Unit III : (a) Project Report- Evaluation of selected process. Detailed project report – Preparation of main part of project report pointing out necessary and viability.

 (b) Selecting the form of Organisation – Meaning and characteristics of sole Proprietorship, Partnership and cooperative committees, elements affecting selection of a form of an organisation.

 (c) Economic management – Role of banks and financial institutions banking, financial plans, workingcapital-evaluation and management, keeping of accounts.

Unit IV: (a) Production management . Methods of purchase of Raw Materials. Management of movable assets/goods. Quality management. Employee management. Packing.

 (b) Marketing Management. Sales and the art of selling. Understanding the market and market policy. Consumer management. Time management.

- Unit V:**
- (a) Role of Regulatory institutions – District Industry Centre, Pollution Control Board, Food and Drug Administration, special study of Electricity Development and Municipal Corporation.
 - (b) Role of development organizations, Khadi & village Commission/ Board, MP Finance Corporation, scheduled banks, MP Women's Economics Development Corporation.
 - (c) Self-employment-oriented schemes, Prime Minister's Employment schemes, Golden Jubilee Urban environment scheme, Rani Durgavati Self- Employment scheme, Pt. Deendayal Self-employment scheme.
 - (d) Various grant schemes - Cost of Capital grant, interest grant, exemption from entry tax, project report, reimbursement grant, etc.
 - (e) Special incentives for Women Entrepreneurs, prospects & possibilities.
 - (f) Schemes of M.P. Tribal Finance Development Corporation, schemes of M.P. Antyavasai Corporation, schemes of M.P. Backward Class and Minorities Finance Development Corporation.

BARKATULLAH UNIVERSITY, BHOPAL

Class	-	B.A. (Management)
Semester	-	First
Subject	-	Management
Title of Paper	-	Essential Element of Management
Compulsory/ Optional	-	Compulsory
Maximum Marks	-	85

Group -B

Essential Element of Management

Unit -I A. Evolution of M odern Organisation and Management
thought Industrial Revolution Contribution of :
Forderick Winslow Taylor, Henri Fayol, Elton Mayo,
Douglas McGergor.

B. The nature and scope of Management Process

- Managerial
- Effective Dimension of Management

C. An overview of functional areas of Management

Unit -II A. Indian Business Environment

- Concept components and importance
- Environmental Factors
- Effect s of technological, social, political and economical factors
- Scanning Business Environment, analyzing opportunities and threats Planning on the basis of environment.

B. Planning

- Definition, nature and purpose
- Nature and process of forecasting

- Objectives; Long & Short Term
- Types of Plans
- Decision making : Meaning & basis for selecting amount alternatives
- Strategic Policies & Procedure
- Qualities of Planning Process
- Corporate Planning

Unit -III A. Organizing

- Nature, importance, components of organizing
- Departmentation – Methods
- Span of control – Wide & Narrow spans
- Authority – Line & Staff, Decentralization, Delegation, types of Staff Authority, Factors determining the degree of decentralization.
- Management by objectives.

B. Staffing

Nature & Importance of Staffing.

- Factors determining the selection of managerial personnel
- Management Appraisals
- Development & training of Managers

Unit -IV Directing Nature & Importance of Communication

- Methods of building a communication net work
- Personal Communication & use of orders
- Nature , Process & Importance of Communication
- Changing patterns of supervisory responsibility
- Factors of effective supervision
- Selection and Training of Supervisors
- T W I Programmes
- Nature & Importance of Discipline

- Cause s of Indiscipline

Unit -V Basic steps in Managerial Control

- Concepts, Process & Importance
- Requirements for an effective control systems
- Techniques of control
- Traditional and modern

Books Recommended :

Koontz & Weihrich	:	Principles of Management
Chatterjee, SS.	:	An Introduction to management
Kast, Fremont E.	:	Organisation & Management
Asthana, GP	:	The Ground work of Management
Massie, J.L.	:	Essential of Management
Tripathi and Re ddy	:	Principles of Management

BARKATULLAH UNIVERSITY, BHOPAL

Class	-	B.A. (Management)
Semester	-	First
Subject	-	Management
Title of Paper	-	Principles of Economics
Compulsory/ Optional	-	Compulsory
Maximum Marks	-	85

Group -C

Principles of Economics

- Unit -I**
- A. Definition, Scope & Subject matter of Economics, methods of economic analysis.
 - B. **Consumption :** Wants and their characteristics, utility analysis of demand, law of demand factor s effecting demand,
 - C. Indifference curve technique & consumers equilibrium.
 - D. Consumer surplus
- Unit -II**
- A. Production, Factors of production, their characteristics and relative importance, factors, determining efficiency of labour division of labour.
 - B. Law of returns, scale of production, advantages & disadvantages of small & large scale productions.
- Unit -III**
- A. Characteristics of Indian Economy.
 - B. Natural Resources, their availability and utilization.
 - C. Land tenurial system and ceiling on land.
 - D. Size of farms and efficiency.
 - E. Land Reforms; importance and progress.
 - F. Infrastructure : Progress and problems.

- Unit-IV**
- A. **Agriculture** :- Features of Indian agriculture, causes for backwardness, irrigation facilities and green revolution, effects on production and productivity.
 - B. **Agriculture Marketing** : Problems of agriculture marketing & improvements in agriculture marketing, Role of Co-operative marketing, Progress of cooperative marketing.
 - C. Agriculture Finance and Rural Indebtednes.

- Unit -V**
- A. Industrial Policy and licensing
 - B. Problems of Large and Small Scale Industries.
 - C. Public and Private Sector.

Books Recommended :

M.L. Seth	:	Principles of Economics
K.K. Dewett	:	Modern Economic Theory
Ruddar Dutt & Sundaram	:	Indian Economy
A.N. Agrawal	:	Indian Economy

BARKATULLAH UNIVERSITY, BHOPAL

Class	-	B.A. (Management)
Semester	-	First
Subject	-	Management
Title of Paper	-	Commercial Accountancy -I
Compulsory/ Optional	-	Compulsory
Maximum Marks	-	85

Group -D

Commercial Accountancy -I

Unit -I Double entry system of Book -keeping, Accounting Concepts and Conventions.

- Definition of Book -keeping
- Kinds of Book – keeping
- Journalising the compound entries
- Simple and compound entries
- Posting of entries into ledger
- Balancing of ledger accounts
- Practical difficulties in maintaining ledger
- Business equity concept
- Dual aspect concept
- Going concern concept
- Accounting period concept
- Money measurement concept
- Convention of consistency
- Convention of conservatism

Subsidiary Books

- Purchase Books
- Posting of purchase books entries into the ledger

- Sales Books
- Posting of sales books entries into the ledger
- Simple Cash Book
- Posting of Simple Cash Book entries into the ledger
- Double Column Cash Book
- Posting of Double Column Cash Book entries into the ledger
- Triple column cash book
- Posting of Triple Column Cash Book entries into ledger

Unit -II Trial Balance, Rectification of Errors

- Preparation of trial balance by total method
- Preparation of trial balance by balance method
- Rectification entries
- Passing of journal entries in case of double side error
- Significance of suspense account

Unit -III Depreciation and Royalty Accounts

- Meaning & importance of depreciation
- Causes of depreciation
- International accounting standards concerning depreciation accounting
- Straight line method of depreciation
- Diminishing value method of depreciation
- Annuity method of depreciation
- Sinking Fund method of depreciation
- Royalty accounting

Unit -IV Final Accounts with adjustments

- Determination of Capital and revenue expenditure
- Items of deferred revenue expenditure
- Preparation of trading account
- Preparation of Profit and loss account
- Preparation of Balance Sheet

Unit -V Bank Reconciliation Statement & Bills of Exchange

- Need for preparing bank reconciliation statement .
- Causes of difference
- Preparation of bank reconciliation statement with overdraft balance
- Parties to the bills of Exchange
- Drawing & Acceptance of a bill
- Endorsement of a bill
- Discounting of a bill
- Dishonour of bill

Books Recommended :

Accountancy	: Jain & Narang
An Introduction to Accountancy	: T.S. Grewal
Accountancy	: R.L. Gupta & V.K. Gupta
Accountancy	: R.R. Gupta
Accountancy	: Batliboi
Accountancy	: W. Picklea
Advance Accounting	: S.M. Shuka
Advance Accounting	: Shuka and Grewal

BARKATULLAH UNIVERSITY, BHOPAL

Class	-	B.A. (Management)
Semester	-	First
Subject	-	Management
Title of Paper	-	Organizational Behaviour
Compulsory/ Optional	-	Compulsory
Maximum Marks	-	85

Group -E

Organizational Behaviour

- | | |
|------------------|---|
| UNIT -I | Organization Behavior : Meaning, A Modern Perspective, Scientific management, Human relations movement, Hawthorne studies, A specific model for organization behavior. |
| UNIT -II | Individual Behavior : Meaning of personality, Development of personality , major determinants of personality, theories of personality. The Meaning of stress, causes and effects of job stress. |
| UNIT -III | Motivation : Job design, performance appraisal goal setting. Therories of motivation. Maslow’s hierarchy of needs. Herzeberg’s two factors theory. Meleland’s Achievement theory, Financial and Non -financial incentives. |
| UNIT -IV | Leadership : The background and classic studies on leadership, theories of Leadership. New theoretical Framework for leadership, Leadership style. |
| UNIT -V | Managerial Effectiveness : Management of change -concept process, an overview of the 3D theory of W illiam J. Reddin 3 -D management theory, Managerful styles, style flex, the 3 -D situational elements, situational dynamics. |

Books Recommended :

- | | | | |
|----|-------------------------------------|---|--------------------------|
| 1. | Keith Davis & Newstrom | : | Human Behaviour at Work |
| 2. | W.J. Reddin | : | Managerial Effectiveness |
| 3. | Hersey & Blanchanrd | : | Organisation Behaviour |
| 4. | Fred Luthans | : | Organisation Behaviour |
| 5. | Rao & Naryana | : | Organisation Behaviour |
| 6. | Shashee K. Gupta & Other | : | Organisation Behaviour |

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Barkatullah University, Bhopal

Syllabus

For

B.A. MANAGEMENT
SECOND SEMESTER

2014&15

Under

Approved by Board of study Applied Economics
& Business Management
Faculty of Commerce

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BARKATULLAH UNIVERSITY, BHOPAL

BARKATULLAH UNIVERSITY, BHOPAL
SECOND SEMESTER

- | | |
|--|---|
| 1. Course Code : | 6. Internship Marks : N |
| 2. Course Name : B.A.(Management) | 7. Internship Passing Marks : N |
| 3. Total Paper : 5 | 8. Maximum marks : 550 |
| 4. Compulsory Subject : 5 | 9. Minimum Passing percentage : 33 |
| 5. Optional Subject : N | 10. Practical : Y |

Sub. code	Subject Name	Theory							Practical		Total	
		Paper			CCE		Total Marks					
		1	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min
Compulsory												
69	Gr. (A) Foundation Course											
	(i) Moral Values & Language -II	85	85	28	15	05	100	33	0	0	150	50
	(ii) Development of Entrepreneurship -II	35	35	12	15	05	50	17	0	0		
	Gr. (B) Business Mathematics	85	85	28	15	05	100	33	0	0	100	33
	Gr. (C) Banking Law and Practice	85	85	28	15	05	100	33	0	0	100	33
	Gr. (D) Commercial Accountancy	85	85	28	15	05	100	33	0	0	100	33
	Gr. (E) Management Practical	0	0	0	0	0	0	0	50	17	50	17
	Viva-voce											
	(A) Management Practical										50	17
	(B) Project report											
	Viva-Voce											

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SEMESTER	PAPER-I (100 MARKS)		
	TITLE	INTERNAL	THEORY
SECOND	ufrd ewY; vksj Hkk"kk & II (Moral Values & Language-II)	15 Part -A : Moral Values + Hindi = 05+05=10 Marks Part -B : English = 5 Marks	85 Part -A : Moral Values + Hindi = 15+35=50 Marks Part -B : English = 35 Marks
	PAPER-I (100 MARKS)		
	TITLE	INTERNAL	THEORY
	m ferk fodkl & II (Development of Entrepreneurship-II)	15 Marks	35 Marks

v½ i R; d LeLVj ds i Fke iz'ui = esa fuEu rhu i kB~; fo"k; fuEukuql kj I ekfgr gkxsa %

1½ ufrd ewY; & bdkbZ & 1

2½ fgUnh Hkk"kk & bdkbZ & 2 , oa 3

3½ vaxth & bdkbZ & 4 , oa 5

Ck½ i R; d LeLVj dk f}rh; iz'ui = LokLq kj dgy 50 vadka dk jg.xkA ewY; kadu , oa ijh{kk 0; oLFkk

vkrfjd ewY; kadu

i Fke iz'ui = ds vkrfjd ewY; kadu esa fuEukuql kj 0; oLFkk jg.xh%

1½ bdkbZ 1 ufrd ewY; ½ & 05 vad

2½ bdkbZ 2 , oa 3 fgUnh Hkk"kk ½ & 05 vad

3½ bdkbZ 4 , oa 5 vaxth ½ & 05 vad

f}rh; iz'ui = ds vkrfjd ewY; kadu esa fuEukuql kj 0; oLFkk jg.xh%

bdkbZ 1 I s 5 rd & 15 vad

1) kfrd ewY; kadu

$\frac{1}{4}\frac{1}{2}$ iFke iz'ui= dk IS)kfrd ewY; kadu rhu ?k Vka esa fd; k tko xka bl
izui= es anks [k.M v rFkk c gk xs bl grq ijh{kkFkhZ dks nks mRrj
iqLrdk, a iFkd& iFkd nh tko xka [k.M&v grq izFke mRrj iq fLrdk ea
iFke rhu bdkbZ ; ka $\frac{1}{4}$ ufrd ewY; , oa fgUnh Hkk"kk $\frac{1}{2}$ dks I fEefyr djrs gq
mRrj aus ckr LFkku fu/kkZ fjR jg xka bl h iz dkj [k.M&c gs rq f}rh;
mRrj iq fLrdk ea bdkbZ 4 , oa 5 $\frac{1}{4}$ axsth Hkk"kk $\frac{1}{2}$ dks I fEefyr djrs gq
LFkku jgs xka vadkadk fooj.k fuEukuq I kj gS&

$\frac{1}{4}\frac{1}{2}$ [k.M&v izFke mRrj iq fLrdk $\frac{1}{4}$ ufrd ewY; , oa fgUnh Hkk"kk $\frac{1}{2}$ &50 vad
oLrfu"B iz'u dny 05] vad 05 $\frac{1}{5} \times 1\frac{1}{4}$ dsoy bdkbZ 2 , oa 3 I s
dny 05 cgqfodYih; iz'u iwNs tkoxsA

y?kq mRrjh; iz'u dny 03] vad 15 $\frac{1}{3} \times 5\frac{1}{4}$ bdkbZ 1] 2 , oa 3 I s
, d&, d iz'u vkarfjd fodYi ds I kFk iz'u iwNs tkoxsA

nh?kZ mRrjh; iz'u dny 03] vad 30 $\frac{1}{3} \times 10\frac{1}{4}$ bdkbZ 1] 2 , oa 3 I s
, d&, d iz'u vkarfjd fodYi ds I kFk iz'u iwNs tkoxsA

$\frac{1}{2}\frac{1}{2}$ [k.M&c f}rh; mRrj iq fLrdk $\frac{1}{4}$ axsth Hkk"kk $\frac{1}{2}$ &35 vad
oLrfu"B iz'u dny 05] vad 05 $\frac{1}{5} \times 1\frac{1}{4}$ bdkbZ 4 , oa 5 I s dny 05
cgqfodYih; iz'u iwNs tkoxsA

y?kq mRrjh; iz'u dny 02] vad 10 $\frac{1}{2} \times 5\frac{1}{4}$ bdkbZ 4 , oa 5 I s
, d&, d iz'u vkarfjd fodYi ds I kFk iz'u iwNs tkoxsA

nh?kZ mRrjh; iz'u dny 02] vad 20 $\frac{1}{2} \times 10\frac{1}{4}$ bdkbZ 4 , oa 5 I s
, d& , d iz'u vkarfjd fodYi ds I kFk iz'u iwNs tkoxsA

$\frac{1}{c}\frac{1}{2}$ f}rh; iz'ui= dk IS)kfrd ewY; kadu iwokZud kj jgs xka

Department of Higher Education, Govt. of M.P.
Under Graduate Semester wise Syllabus
As recommended by Central Board of Studies and approved by the Governor of M.P.

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Session 2014-2015

Class : B.A./B.Sc./B.Com . /B.Sc. (Hom e Sciece)/BCA/
 B.A. (Mgt)1 Year
Semester : II
Subject : Foundation Course (vk/kkj i kB-; Øe)
Paper : I
Title of Paper : ufrd eW; vksj Hkk"kk (Moral Values & Language)
Compulsory/Optional : Compulsory
Max. Marks : 85 (Moral Education -15, Hindi -35, English -35)

Part - A

Unit – 1	नैतिक मूल्य 1. अंतर्ज्ञान और नैतिक जीवन – सर्वपल्ली राधाकृष्णन 2. अप्प दीपो भव. – स्वामी श्रद्धानंद 3. बुद्ध की करुणा – डॉ. सन्धा तिरुस	15
Unit – 2	हिन्दी भाषा 1. भारत वन्दना (कविता) – सूर्यकांत त्रिपाठी 'निराला' 2. पुष्प की अमिलाषा (कविता) – माखनलाल चतुर्वेदी 3. अकाल और उसके बाद (कविता) – नागार्जुन 4. निर्माल्य (ललित निबंध) – विद्यानिवास मिश्र 5. मानक हिन्दी का स्वरूप (संकलित)	17
Unit- 3	हिन्दी भाषा 1. अफसर (व्यंग्य) – शरद जोशी 2. भोलासम का जीव (व्यंग्य) – हरिशंकर परसाई 3. भारत का सामासिक व्यक्तित्व (चिंतनपरक) – जवाहरलाल नेहरू 4. भारत देश और उसके निवासी (विश्लेषणपरक) – रामधारी सिंह दिनकर 5. पल्लवन और संक्षेपण (संकलित)	18

Part - B

Unit- 4	English Language 1. William Wordsworth : The Solitary Reaper 2. A Song of Kabir- Translated by Tagore 3. Khushwant Singh : The Portrait of a Lady 4. Mahatma Gandhi : Satyagraha	17
Unit- 5	English Language Comprehension, Unseen Passages, Report- writing, Composition, Short Essay, Paragraph Writing (Based on the expansion of an idea) Basic language skills : vocabulary, synonyms, antonyms, word formation, prefixes, suffixes, confusing words, similar words with different meanings, proverbs, situational conversations like conversation at the post office, bank, market place, railway station, college etc. Basic language skills : Grammer and Usage, Tenses, Prepositions, determiners, countable/ uncountable nouns, verbs, articles and adverbs	18

* सैद्धान्तिक परीक्षा हेतु उपरोक्तानुसार 85 (15+35+35) अंक और आन्तरिक मूल्यांकन (सीसीई) हेतु पृथक से 15 (5+5+5) अंक निर्धारित हैं।

Department of Higher Education, Govt. of M.P.
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Session 2014-2015

Class : B.A./B.Sc./B.Com./B.Sc. (Home Science) /
 BCA/B.A. (Mgt.) 1 Year
Semester : II
Subject : Foundation Course (vk/kkj i kB~; Øe)
Paper : II
Title of Paper : m|ferk fodkl
Compulsory/Optional : Compulsory
Max. Marks : 50 (Theory 35+ CCE 15)

Group-A

Particulars

Unit – 1	उद्यमिता का आशय, मत, उद्यमिता के गुण, सफल उद्यमी के गुण	
Unit – 2	उद्यमिता के प्रकार, महत्व और विभिन्न विद्वानों के मत लक्ष्य निर्माण, लक्ष्य कैसे प्राप्त करें। लक्ष्य प्राप्ति में समस्याएं, उनका समाधान स्वप्रेरणा, स्वप्रेरणा के तत्व और विकास विभिन्न विद्वानों के मत, आकलन, निष्कर्ष नेतृत्व समता, उसका विकास और प्रतिफलन	
Unit- 3	परियोजनाएं तथा विभिन्न संगठन (शासकीय-अशासकीय) शासकीय परियोजनाएं अशासकीय परियोजनाएं बैंकों का योगदान, उनकी सीमाएं, क्षेत्र	
Unit- 4	अच्छे उद्यमी के कौन-कौन से कार्य, गुण, प्रबंधन इत्यादि अच्छे उद्यमी के गुण आधुनिक और पूर्ववर्ती उद्यमी की प्रबंधन कला उद्यमी के प्रेरक तत्व	
Unit- 5	उद्यमी की समस्याएं, क्षेत्र पूंजी की समस्या शक्तिकरण की समस्या पूंजीवन की समस्या प्रशासनिक समस्याएं	
	स्वामित्व की समस्याएं इत्यादि	

* सैद्धान्तिक परीक्षा हेतु उपरोक्तानुसार 35 अंक और आन्तरिक मूल्यांकन (सीसीई) हेतु 15 अंक निर्धारित हैं।

Under Graduate Semester wise Syllabus
As recommended by Central Board of Studies and approved by the Governor of M.P.

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Session 2014-2015

Class : B.A./B.Sc./B.Com./B.Sc. (Home Science) /
 BCA/B.A. (Mgt.) 1 Year
Semester : II
Subject : Foundation Course (v/k/kj i kB~; Øe)
Paper : II
Title of Paper : Development of Entrepreneurship
Compulsory/Optional : Compulsory
Max. Marks : 50 (Theory 35+ CCE 15)

- Unit I :** **Entrepreneurship**-Meaning, Concept, Characteristics of entrepreneur, Qualities of Successful Entrepreneurs
- Unit II:** Types of entrepreneurship, importance and views of various thinkers (Scholars).
 - Formation of goals, How to achieve goals.
 - Problems in achieving targets and solution.
 - Self motivation, elements of self motivation and development.
 - Views of various scholars, evaluation, solutions.
 Leadership capacity: Its development and results.
- Unit III :** Projects and various organisations (Govt., non-Govt.), Govt. Projects, Non- Govt. projects. Contribution of Banks, their limitations, scope.
- Unit IV :** Functions, qualities, management of a good entrepreneur. Qualities of the entrepreneur (Modern and traditional). Management skills of the entrepreneur. Motive factors of the entrepreneur.
- Unit V:** Problems and Scope of the Entrepreneur :
 -Problem of Capital
 -Problem of Power
 -Problem of Registration
 -Administrative problems
 -Problems of Ownership.

BARKATULLAH UNIVERSITY, BHOPAL

Class	:	B.A. (Mgt.)
Semester	:	Second
Subject	:	Management
Title of Paper	:	Business Mathematics
Compulsory/Optional	:	Compulsory
Max. Marks	:	85

Group -B

Business Mathematics

UNIT – I

Ratio

Profit ratio, sacrifice ratio and gain ratio, percentage application of percentage in calculating cost and invoice price] manager's commission, discount commission and brokerage, average, profit and loss

UNIT -II A.

Capital Inputs

1. Simple Interest + Numericals
2. Compound Interest (Derivation + Numericals)
3. Annuities + Numericals

UNIT -II B.

Equations

1. Equations – Linear Equations
2. Equations Leading to Linear Equations
3. Quadratic equations
4. Derivation of the Quadratic Formula

UNIT -III

Applications of Equations & Inequalities

1. Applications of Equations
2. Linear Inequalities
3. Quadratic Inequalities

4. Applications of Inequalities
5. Absolute Value

UNIT -IV

Straight Lines & System of Equations

1. Derivation of the point slope form
2. Derivation of the slope – Intercept form
3. Derivation of the formula for the distance between two points
4. Derivation of the Break –Even Point volume formula
5. System of Linear Equations
6. Applications of systems of equations

UNIT -V

A. Functions & Graphs

1. Functions
2. Combinations of Functions
3. Graphs in rectangular Coordinates

B. Exponential & Logarithmic Functions

1. Exponential & Logarithmic Functions
2. Properties of Logarithms (Derivations + Numerical)

Book Recommended :

1. Business Mathematics by Anil Rajput & Other Pub. Co. Bhopal
2. Introductory Mathematical Analysis by Heausller & Paul
3. Business Mathematics by Sancheti & Kapoor
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BARKATULLAH UNIVERSITY, BHOPAL

Class	:	B.A. (Mgt.)
Sem ester	:	Second
Subject	:	Managem ent
Title of Paper	:	Banking Laws and Practice
Com pulsory/Optional	:	Com pulsory
Max. Marks	:	85

Group -C

Banking Laws and Practice

- UNIT – I** Bank – Concept, Functions, Importance, Types, Definition, characteristics, Negotiable Instruments Cheques, Bill of Exchange, Promissory notes and Hundies, Endorsement & Crossing,
- UNIT – II** Presentation, Collection and payment of negotiable Instruments, Protection to collecting and paying, Dishonour, Noting and certification of Negotiable Instruments
- UNIT – III** Main provision of the Banking Regulation Act 1949 and the Reserve Bank of India Act 19 35, Organization of Bank management and Account , Bank Clearing House.
- UNIT – IV** Banker and Customer – General and Special relation, Opening of current, Saving and fixed deposit A/cs. Operation of Customer's various A/c, closing of Accounts.

UNIT – V Bank credit, various documents of credit, credit Non circulars : Revocable and Irrevocable credit, Acceptance Credit, Revolving Credit, Advances against Market Securities. Real Assets, Debentures, Shares, Goods and Life Insurance Policies, Current issues and problems of bank lending in India.

Book Recommended :

1. **Tondon** : Practice and Law of Banking
2. **Davar** : Practice and Law of Banking
3. **Spalding** : Banker's Credit
4. **Rau** : Banking companies Act,
Rural Banking Enquiry Committee Report
5. **Maheshwari S.N.** : Banking
6. **Srivastava P.K.** : Banking

BARKATULLAH UNIVERSITY, BHOPAL

Class	:	B.A. (Mgt.)
Semester	:	Second
Subject	:	Management
Title of Paper	:	Commercial Accountancy
Compulsory/Optional	:	Compulsory
Max. Marks	:	85

Group -D

Commercial Accountancy

UNIT -I Partnership Accounts : Essential characteristics of partnership, Partnership Deed, Final Accounts, Adjustments after closing the accounts, Fixed and Fluctuating Capital accounts Goodwill, Joint Life Policy, Change in Profit Sharing Ratio, Reconstitution of a partnership firm – Admission of a partner , Retirement of a partner, Death of partner.

UNIT -II Amalgamation of partnership firms : Dissolution of a partnership Firm , Modes of dissolution of a firm, Accounting entries, Insolvency of partners, Sale of firm to a company, Gradual realization of assets and piecemeal distribution, Accounting standards (Only Outlines) India and International .

UNIT -III Branch and Departmental Accounts : Recording of transaction relating to the goods sent by head office to its branch.

- Cost price
- Invoice price

- Inter – branch transaction
- Departmental accounts

UNIT -IV Hire purchase & Installment purchase system

- Meaning & Legal position of hire purchase transactions & installment system.
- Recording of transaction in the books of hire vendor.
- Default and re -possession
- Recording of transaction in the books of the buyer and seller under installment purchase system.

UNIT -V Consignment, Joint venture, Single Entry system of Book keeping -

- Books of Consignor
- Books of Consignee
- Entries in the books of joint venture
- Defects of single entry and its comparison into Double Entry system.

Books Recommended :

1. **Anthony, R.N. and Reece J.S.** : Accounting Principles, Rechard Irwin Inc.
2. **Gupta, R.I. and radhswamy, M** : Financial Accounting, Sultan Chand and Sons New Delhi
3. **Mangal Dr. Ramesh** : Financial Accounting
4. **Monga I.R. ahuja Girsish and Sehal Ashok** : Financial Accounting, Mayur Paper Back, Noida
5. **Shuka M.C. Grewal T.S. and Gupta, S.C.** : Advanced Accounting, S. Chand & Co., New Delhi

6. **Sukla S.M.** : Financial Accounting
7. **Compendium of Statement and Standards of Accounting** : The Institute of Chartered Accountants of India, New Delhi
8. **Agarwala A.N. Agrawala K.N.** : Higher Sciences of Accountancy
Kitab Mahal Allahabad.
9. **Elxy MKW jes k** : forrh; ys[kkadju
10. **P.C. Tulsyan** : Principles of Accounting
11. **Mukherjee Vahnif** : Modern Accounting
12. **S.P. Jain, Narang** : Advanced Accounting
13. **l h-, y- prph** : mPprj ys[kkadu
14. **Dr. J.K. Jain** : Advanced Accounting

BARKATULLAH UNIVERSITY, BHOPAL

Class : B.A. (Mgt.)
Semester : Second
Subject : Management
Title of Paper : Management Practical Viva-Voce
Compulsory/Optional : Compulsory

Group-E

Management Practical Viva-Voce

(A) MANAGEMENT PRACTICAL	50		
(B) PROJECT REPORT VIVA VOCE	50	=	100