

INTRA COLLEGE MODEL UNITED NATIONS CONFERENCE 2018

COMMITTEES & THEIR AGENDA

Committee	Agenda
United Nations Commission on the Status of Women - UNCSW	Discussion on approach of achieving sustainable development goal of gender equality
International Atomic Energy Agency - IAEA	Nuclear waste management with special emphasis on strengthening the protection at nuclear facilities
International Press - IP	Journalism and Photography

SCHEDULE

Day I – September 10, 2018	
8:30 – 9:15	Registration
9:15 – 9:45	Inaugural Session
9:45 – 11:00	Session I
11:00 - 11:20	Tea Break
11:20 – 1:30	Session II
1:30 – 2:15	Lunch Break
2:15 – 4:30	Session III
Day II - September 11, 2018	
8:30 – 11:00	Session IV
11:00 – 11:20	Tea Break
11:20 – 1:20	Session V
1:20 – 2:00	Lunch Break
2:00 – 3:45	Session VI
3:45 - 4:00	Judgment and feedback
4:00 – 4:45	Valedictory Session - Award Ceremony
4:45 onwards	High Tea

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SCHEME OF B.Com COURSE (General and Hons.)

Semester – I

Course Code	Course Title	Maximum Marks	Number of Lectures (L) Per Week	Tutorials (T) Per Week***
BCM 101 A BCM 101 B	PUNJABI OR HISTORY AND CULTURE OF PUNJAB	50	3	
BCM 102	ENGLISH AND BUSINESS COMMUNICATION	100	5	1
BCM 103	INTERDISCIPLINARY PSYCHOLOGY FOR MANAGERS	100	5	1
BCM 104	BUSINESS ECONOMICS-I	100	5	1
BCM 105	PRINCIPLES OF FINANCIAL ACCOUNTING**	100	5	1
BCM 106	COMMERCIAL LAWS	100	5	1
BCM 107	PRINCIPLES AND PRACTICES OF MANAGEMENT	100	5	1

Semester – II

Course Code	Course Title	Maximum Marks	Number of Lectures (L) Per Week	Tutorials (T) Per Week***
BCM 201 A BCM 201 B	PUNJABI OR HISTORY AND CULTURE OF PUNJAB	50	3	
BCM 202	ENGLISH AND BUSINESS COMMUNICATION	100	5	1
BCM 203	INTERDISCIPLINARY E-COMMERCE	100	5	1
BCM 204	BUSINESS ECONOMICS-II	100	5	1
BCM 205	CORPORATE ACCOUNTING**	100	5	1
BCM 206	BUSINESS LAWS	100	5	1
BCM 207	HUMAN RESOURCE MANAGEMENT	100	5	1
	ENVIRONMENT, ROAD SAFETY EDUCATION, VIOLENCE AGAINST WOMEN/ CHILDREN AND DRUG ABUSE*	100+50		

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Semester – III

Course Code	Course Title	Maximum Marks	Number of Lectures (L) Per Week	Tutorials (T) Per Week***
BCM 301	INTERDISCIPLINARY ISSUES IN INDIAN COMMERCE	100	5	1
BCM 302	COST ACCOUNTING**	100	5	1
BCM 303	COMPANY LAW	100	5	
BCM 304	BUSINESS MATHEMATICS AND STATISTICS **	100	5	1
BCM 305	BANKING AND INSURANCE	100	5	1
BCM 306	GOODS AND SERVICES TAX (GST)**	100	5	1

Semester-IV

Course Code	Course Title	Maximum Marks	Number of Lectures (L) Per Week	Tutorials (T) Per Week***
BCM 401	INTERDISCIPLINARY SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT	100	5	1
BCM 402	ADVANCED ACCOUNTING**	100	5	1
BCM 403	AUDITING AND SECRETARIAL PRACTICE	100	5	1
BCM 404	COST MANAGEMENT**	100	5	1
BCM 405	MARKETING MANAGEMENT	100	5	1
BCM 406	QUANTITATIVE TECHNIQUES AND METHODS**	100	5	1


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Semester-V

Course Code	Course Title	Maximum Marks	Number of Lectures (L) Per Week	Tutorials (T) Per Week***
BCM 501	INCOME TAX LAW**	100	5	1
BCM 502	MANAGEMENT ACCOUNTING**	100	5	1
BCM 503	INDIAN ECONOMY	100	5	1
BCM 504	PRODUCTION AND OPERATION MANAGEMENT	100	5	1
BCM 505	ENTREPRENEURSHIP AND SMALL BUSINESS	100	5	1
BCM 506	FINANCIAL MARKETS AND SERVICES	100	5	1

Semester-VI

Course Code	Course Title	Maximum Marks	Number of Lectures (L) Per Week	Tutorials (T) Per Week***
BCM 601	DIRECT TAX LAWS**	100	5	1
BCM 602	FINANCIAL MANAGEMENT	100	5	1
BCM 603	ISSUES IN FINANCIAL REPORTING	100	5	1
BCM 604	SOCIAL AND BUSINESS ETHICS	100	5	1
BCM 605	OPERATIONAL RESEARCH**	100	5	1
BCM 606	SECTORAL ASPECTS OF INDIAN ECONOMY	100	5	1

* This is a compulsory qualifying paper, which the students have to study in the B.A./B.Sc./B.Com./BBA 1st year (2nd Semester). If the student/s failed to qualify the paper during the 2nd Semester, he/she/ they be allowed to appear/qualify the same in the 4th or 6th Semester/s.

** the strength of B.Com. unit shall be 70. There will be tutorials only in the papers which have been highlighted with asterisk**.

***Each unit of B.com. will be divided into 3-groups for the purpose of Tutorials.



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BCM103: **PSYCHOLOGY FOR MANAGERS**

Objective: The objective of the paper is to provide broad understanding about basic concepts and techniques of human behaviour to the students.

UNIT- I

Introduction: Concepts, Definitions; Need and Importance of Organisational Behaviour for Managers, Contributing Disciplines of OB. Nature and Scope, Organisational Behaviour Models. Individual Behaviour: Introduction and Meaning, Factors Affecting Individual Behaviour. Models of Individual Behaviour

Personality: Meaning, Characteristics, Determinants and Theories of Personality

Perception: Nature & Importance, Perception Process, Perceptual Selectivity, Perceptual Organization, Perpetual Errors and Distortions.

Attitudes and **Values:** Components, Sources and Measurement of Attitudes. Concept, Sources and Types of Values.

UNIT II:

Motivation: Meaning and Importance of Motivation, Theories of Motivation, Morale.

Inter Personal Behaviour and Transactional Analysis (TA).

Leadership: Definition, Importance, Leadership Styles, Models and Theories of Leadership .

Stress Management: Concept, Sources of Stress, Work Stressors, Consequences, Prevention and Management of Stress.

Conflict Management: Traditional vis-a-vis Modern View of Conflict, Types and Causes of Conflict, Conflict Resolution.

Reference books:

1. Robbins, Stephens P., Organisational Behaviour
2. French, W and C. Bell, Organisational Development
3. Davis, Keith, Human Behaviour at Work: Organisational Behaviour
4. Luthans, Fred, Organisational Behaviour
5. Harold Wehrich, Koontz, Essentials of Management
6. Robbins, Stephens P., Organisational Behaviour Concepts, controversies and Applications.


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BCM 206: BUSINESS LAWS

Objective: The main objective of the paper is to acquaint the students about Business Laws.

UNIT- I

Sale of Goods Act, 1930: Contract of Sale of Goods, Conditions & Warranties; Transfer of Ownership; Performance of the Contract; Remedial Measures; Auctionable Claims.

Negotiable Instruments Act, 1881: Definition, Acceptance and Negotiation, Rights and Liabilities of Parties, Dishonor of Negotiable Instrument, Hundis, Bankers and Customers.

UNIT- II

Factories Act, 1948: Objectives; Definitions; Approval; Licensing & Registration of Factories; The Inspecting Staff Health; Safety Welfare; Working Hours of Adults; Employment of Women; Child Labour – Issues and Challenges; Leave with Wages; Penalties & Procedure Supplemental.

The Industrial Disputes Act, 1947: Scope & Object; Definitions; Authorities; Notice of Change; Reference of Disputes; Procedure; Powers & Duties of Authorities; Award & Settlement; Strikes & Lockouts; Lay-off & Retrenchment etc.

Reference books:

1. Malik, K.L., Industrial Laws and Labour Laws, Eastern Book Company, Lucknow.
2. Kumar, H.L., Digest of Labour Cases, Universal Law Publishing Co P Ltd, New Delhi
3. Srivastava, S.C., Industrial Relations & Labour Laws, Vikas Publishing House (P) Ltd.
4. Sharma, J.P., Simplified Approach to Labour Laws, Bharat Law House (P) Ltd., New Delhi.
5. Sharma, J.P., Industrial Laws, Taxmann, New Delhi.



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BCM 207: HUMAN RESOURCE MANAGEMENT

Objective: The objective of the paper is to familiarize the students with the different aspects of managing human resource in the organization.

UNIT – I

Human Resource Management: Introduction, Meaning and Definitions, Brief History, Nature, Functions, Importance and Limitations of HRM. Contemporary Challenges in HRM.

Human Resource Planning: Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, Factors affecting HR Planning, Types, Benefits, Problems in HR Planning and Way for Effective HR Planning.

Job Analysis and Job Design: Introduction, Objectives, Benefits, Process, Techniques and Problems in Job Analysis. Job Design- Meaning, Objectives and Techniques of Job Design.

Recruitment and Selection: Meaning and Definitions, Importance and Purpose, Process, Factors Affecting Recruitment, Sources of Recruitment, Methods, Constraints and Challenges of Recruitment. Recent Trends in Recruitment. Selection: Meaning and Definition, Selection Process and Methods.

Placement and Induction: Meaning and Problems in Placement. Induction: Meaning, Objectives, Contents, Elements, Procedure and Problems in Induction.

UNIT – II

Training and Development: Concepts, Importance, Identification of Training Needs. Types of Training: On the Job and Off the Job Methods of Training. Designing and Evaluation of Training Programmes. Meaning of Development. Difference between Training and Development.


Performance Appraisal: Concept, Objectives, Methods of Performance Appraisal; How to Make it Effective.

Internal Mobility and Transfers: Promotions, Demotions and Other Forms of Separations, Definitions, Purpose, and Basis of Promotions. Transfer: Definitions, Purpose, Types and Transfer Policy.

Compensation Management: Concept, Methods of Wage payments and Incentive Plans, Fringe Benefits.

Reference books:

1. Dessler, Personnel Human Resource Management, Prentice Hall of India.
2. D A DeCenzo and S P Robbins, Personnel/ Human Resource Management, Prentice Hall of India.
3. Ian Beardwell and Len Holden, Human Resource Management. Macmillan.
4. Wendell French, The Personnel Management Process, Houghton Mifflin Co., Boston...
5. M S Saiyadain, Human Resource Management, Tata McGraw


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UNIT I (Environment)

Note: The syllabus has 15 topics to be covered in 25 hour lectures in total, with 2 lectures in each topic from 2 to 11 and one each for the topics 1 and 12 to 15.

1. Environment Concept:

Introduction, concept of biosphere – lithosphere, hydrosphere, atmosphere; Natural resources – their need and types; Principles and scope of Ecology; concepts of ecosystem, population, community, biotic interactions, biomes, ecological succession.

2. Atmosphere:

Parts of atmosphere, components of air; pollution, pollutants, their sources, permissible limits, risks and possible control measures.

3. Hydrosphere:

Types of aquatic systems; Major sources (including ground water) and uses of water, problems of the hydrosphere, fresh water shortage; pollution and pollutants of water, permissible limits, risks and possible control measures.

4. Lithosphere:

Earth crust, soil – a life support system, its texture, types, components, pollution and pollutants, reasons of soil erosion and possible control measures.

5. Forests:

Concept of forests and plantations, types of vegetation and forests, factors governing vegetation, role of trees and forests in environment, various forestry programmes of the Govt. of India, Urban Forests, Chipko Andolan.

6. Conservation of Environment:


The concepts of conservation and sustainable development, why to conserve, aims and objectives of conservation, policies of conservation; conservation of life support systems – soil, water, air, wildlife, forests.

7. Management of Solid Waste:

Merits and demerits of different ways of solid waste management– open dumping, landfill, incineration, resource reduction, recycling and reuse, vermicomposting and vermiculture, organic farming.

8. Indoor Environment:

Pollutants and contaminants of the in-house environment; problems of the environment linked to urban and rural lifestyles; possible adulterants of the food;


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uses and harms of plastics and polythene; hazardous chemicals, solvents and cosmetics.

9. Global Environmental Issues:

Global concern, creation of UNEP; Conventions on climate change, Convention on biodiversity; Stratospheric ozone depletion, dangers associated and possible solutions.

10. Indian Laws on Environment:

Indian laws pertaining to Environmental protection: Environment (Protection) Act, 1986; General information about laws relating to control of air, water and noise pollution. What to do to seek redressal.

11. Biodiversity:

What is biodiversity, levels and types of biodiversity, importance of biodiversity, causes of its loss, how to check its loss; Hotspot zones of the world and India, Biodiversity Act, 2002.

12. Noise and Microbial Pollution:

Pollution due to noise and microbes and their effects.

13. Human Population and Environment:

Population growth and family welfare programme, Human Health, HIV-AIDS, Human Rights.

14. Social Issues:

Environmental Ethics: Issues and possible solutions, problems related to lifestyle, sustainable development; Consumerisms and waste generation.

15. Local Environmental Issues:

Environmental problems in rural and urban areas. Problem of Congress Grass & other weeds, problems arising from the use of pesticides and weedicides, smoking etc.

Practical

Depending on the available facility in the college, a visit to vermicomposting units or any other such non-polluting eco-friendly site or planting/caring of vegetation/trees could be taken.

Examination Pattern:

A qualifying paper of 50 marks comprising of fifty multiple choice questions (with one correct and three incorrect alternatives and no deduction for wrong answer or un-attempted question), and of 1 hour duration.

The students have to obtain 33% marks to qualify the paper. The marks are not added / included in the final mark sheet.


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UNIT II (ROAD SAFETY)

1. Concept and Significance of Road Safety.
2. Role of Traffic Police in Road Safety.
3. Traffic Engineering – Concept & Significance.
4. Traffic Rules & Traffic Signs.
5. How to obtain Driving License.
6. Traffic Offences, Penalties and Procedures.
7. Common Driving mistakes.
8. Significance of First-aid in Road Safety.
9. Role of Civil Society in Road Safety.
10. Traffic Police-Public Relationship.

Note : Examination Pattern :


- The Environment and Road Safety paper is 70 marks.
- Seventy multiple choice questions (with one correct and three incorrect alternatives and no deduction for wrong or un-attempted questions).
- The paper shall have two units: **Unit I (Environment) and Unit II (Road Safety)**.
- Unit II shall comprise of 20 questions with minimum of 1 question from each topics 1 to 10.
- The entire syllabus of Unit II is to be covered in 10 hours.
- All the questions are to be attempted.
- Qualifying Marks 33 per cent i.e. 23 marks out of 70.
- Duration of examination: 90 minutes.
- The paper setter is requested to set the questions strictly according to the syllabus.

Suggested Readings

1. The Motor Vehicle Act, 1988 (2010), Universal Law Publishing Co. Pvt. Ltd., New Delhi.
2. Road Safety Signage and Signs (2011), Ministry of Road Transport and Highways, Government of India.

Websites:

- (a) www.chandigarhpolice.nic.in
- (b) www.punjabpolice.gov.in
- (c) www.haryanapolice.gov.in
- (d) www.hppolice.nic.in


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SYLLABUS ON "VIOLENCE AGAINST WOMEN/CHILDREN" AT UNDER-GRADUATE LEVEL

UNIT III OF COMPULSORY PAPER ON ENVIRONMENT & ROAD SAFETY EDUCATION

AS PART OF SEMESTER - II
Unit - III

VIOLENCE AGAINST WOMEN & CHILDREN

1. **Concept and Types of Violence:** Meaning and Definition of violence; Types of Violence against women – domestic violence, sexual violence (including rape), sexual harassment, emotional/psychological violence; Types of Violence against children – physical violence, sexual violence, verbal and emotional abuse, neglect & abandonment.

2. **Protective Provisions of IPC on Domestic Violence & Sexual Violence against Women:**

Dowry Death – Section 304B;

Rape – Sections 375, 376(1), 376A, 376B, 376C, 376D and 376E;

Cruelty – Section 498A;

Insult to Modesty – The Indian Penal Code does not define the word eve-teasing; there are three sections which deal with crime of eve-teasing. These are Sections, 294, 354 and 509 of Indian Penal Code. Section 509 of the Indian penal code defines (Word, gesture or act intended to insult the modesty of a woman), Section 294 – (Obscene acts and songs) and Section 354 (Assault or criminal force to woman with intent to outrage her modesty);

Hurt & Grievous Hurt Provisions – Sections 319 to 326;

Acid Attacks – Sections 326A and 326B;

Female Infanticide – Section 312, Section 313 of Indian Penal Code (Causing miscarriage without women's consent) and section 314;

Sexual Harassment – For providing protection to working women against sexual harassment, a new section 354 A is added; 354 B (Assault or use of criminal force to women with intent to disrobe); 354 C Voyeurism; 354 D (Stalking). All these provisions are added in IPC to protect women against acts of violence through Criminal Law (Amendment) Act, 2013; Human Trafficking and Forced Prostitution- Sections 370 and 370A

3. **Protective Laws for Women:**

3.1 **Provisions of Protection of Women Against Domestic Violence Act 2005** – Definition, Powers of the Magistrate and Protection Officers, Protection order, Residence order, Monetary relief, Custody order and Compensatory order.

3.2 **The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** – Definition, Internal Complaint Committee, Local Complaint Committee, Procedure adopted by Committee for punishing accused.

4. **Protective Provisions of IPC regarding Sexual Violence against Children:**

Section 293(sale etc. of obscene objects to young persons); 294 (obscene acts & songs); 305 (abetment of suicide of child); 315 to 317 (act causing death after birth of a child etc.); 361



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(kidnapping from lawful guardianship); 362 (abduction); 363 (punishment for kidnapping); 363A (kidnapping or maiming a minor for purposing of begging); 364A (kidnapping for ransom etc.); 366 (kidnapping etc. to compel woman for marriage etc.); 366A (procuration of minor girl for illicit forced intercourse); 366B (importation of girl from foreign country); 367 (kidnapping/abduction in order to subject person to grievous hurt, slavery etc.); 369 (kidnapping adductive child under 10 year with intent to steal from its person); 372 & 373 (selling & buying minor for purposes of prostitution etc.).

4.1 The Protection of Children from Sexual Offences Act, 2012: An overview of the POCSO, relevant legal provisions and guidelines for the protection of children against sexual offences along with punishments; role of doctors, psychologists & mental experts as per rules of POCSO.

Note: Instructions for Examination:


- Unit III of the paper dealing with Violence against Women and Children is of 30 Marks.
- It shall have 30 multiple-choice questions (with one correct and three incorrect choice options and no deduction of marks for wrong or un-attempted questions).
- Minimum two questions from each topic must be covered.
- All the questions are to be attempted
- Qualifying Marks 33 percent
- Duration of Examination 30 Minutes
- The Paper Setter is requested to set the questions strictly according to the syllabus.

Pedagogy:

- The entire syllabus of Unit III is to be covered in ten hours in total, with each lecture of one-hour duration.
- The purpose behind imparting teaching-learning instructions is to create basic understanding of the contents of the Unit III among the students.

RELEVANT READING MATERIAL

Ahuja, Ram (1998), *Violence against Women*, New Delhi: Rawat Publication
NRHM, *Child Abuse*, A Guidebook for the Media on Sexual Violence against Children
The Indian Penal Code (Universal Law Publishing Co. Pvt. New Delhi).
The Protection of Children from Sexual Offences Act, 2012
The Protection of Women from Domestic Violence Act 2005
The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
UNO, *United Nations Secretary-General's Study on Violence against Children*, adapted for Children and Young People
www.slideshare.net/HRLNIndia/a-life-free-from-violence
http://hrln.org/admin/issue/subpdf/Sexual_Harrassment_at_Workplace.pdf


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Unit IV (Drug Abuse)

Drug Abuse: Problem, Prevention and Management

Note : This is a compulsory qualifying paper, which the students have to study and qualify during three year of degree course.

Main Objective

This module introduces to the students the problem of drug abuse and its adverse consequences for the society. The students would get an understanding of why drug abuse is such a serious problem to our society. The course also appries them of how to prevent and manage this menace.

Learning objectives of the course

1. Understand the meaning of the term drug.
2. Understand the difference between use, misuse and abuse of drugs.
3. Differentiate between commonly abused legal and illegal drugs.
4. Become aware of common signs and symptoms of drug abuse.
5. Understand the causes and consequences of drug abuse
6. Identify and access safety measures for support to stay away/give up drug abuse
7. Become aware of the interventions for the prevention and management of drug abuse.

Pedagogy of the course work

1. 70 % Lectures (Including expert lectures)
 2. 30% assignments, discussion, seminars and class tests.
- A visit to drug de-addiction centre could also be undertaken

Course content

UNIT I: Problem of Drug Abuse

a) **Concept and overview :** what are drugs? Meaning of use, misuse and abuse of drugs. Misuse of prescription drugs with special emphasis on antibiotics and steroids. Historical perspective of drug abuse. How drug abuse is different from drug dependence and drug addiction? Physical and psychological dependence: concepts of drug tolerance and withdrawal symptoms.

b) Types of drugs often abused and their effects

Stimulants: tobacco Amphetamines: dl-amphetamine (Benzedrine ®), dextroamphetamine (Dexedrine®). Cocaine.

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Depressants : Alcohol. Barbiturates: phenobarbitone (Nembutal®), secobarbital (Seconal®), Benzodiazepenes: diazepam (valium ®), alprazolam (Xanax®), flunitrazepam (Rohypnol®)

Narcotics: Morphine, heroin ('Chitta' / 'Brown Sugar'), pethidine, oxycodone.

Hallucinogens: cannabis ['Bhang', marijuana ('Ganja'), hashish ('Charas'), hash oil], MDMA (3, 4- methylenedioxy methamphetamine) / 'Ecstasy' / 'Molly', LSD (lysergic acid diethylamide).

Miscellaneous: cough/cold medicines: diphendryamine (Benadryl®), chlorpheniramine maleate+ codeine+alcohol (Corex®). Iodex®, Vicks®, Amrutanjan® and correction fluid (Whitener).

UNIT II: Causes and consequences of drug abuse

a) **Theories of drug abuse:** Physiological theory. Psychological theory. Sociological theory.

b) **Consequences of drug abuse:** For individuals, families, society and economy.

Unit III: Extent and nature of the problem

Magnitude of the menace of drug abuse. Vulnerable age groups. Characteristic and features of proneness. Signs and symptoms of drug abuse.

Physical indicators. Academic indicators. Behavioural and psychological indicators.

UNIT IV: Prevention and management of drug abuse

Legislations, Public Policies and Programs for the prevention and cure of drug abuse. Prevention of drug abuse. Management of drug abuse. Medical management. Working of drug De-addiction Centres. Role of Family, School and media.

Suggested readings:

1. Clayton, J.M and Scott, M.A (2014). Drugs and Drugs Policy: the control of consciousness alteration. New Delhi: Sage Publications India Pvt. Ltd.
2. Kapoor, T. (1985). Drug epidemic among Indian Youth. New Delhi: Mittal Pub
3. Modi, I and Modi S.(1997). Drugs: Addiction and prevention. Jaipur: Rawat Publication.
4. Ahuja, R (2003). Social problems in India, Rawat Publication, Jaipur
5. 2003 National Household survey of Alcohol and Drug Abuse. New Delhi, Clinical Epidemiological Unit, AIIMS, 2004
6. World Drug Report, (updated every year), United Nations office of Drug and Crime.
7. Extent, pattern and Trend of Drug use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
8. The Narcotic Drugs and Psychotropic substances Act, 1985. (New Delhi: Universal, 2012).



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BCM604: SOCIAL AND BUSINESS ETHICS

Objectives: The course aims to educate that how the adoption of Business Ethics by organizations not only discourages corporate wrong-doing, but also contributes substantially in the achievement of corporate excellence.

Unit-I

Business Ethics, Definition, Nature, Purpose, Ethical Issues in Management, Causes of Unethical Behaviour, Ethical Abuse-Values, Morals and Business Ethics-Levels of Business Ethics, Myths of Business Ethics, Relationship between Value, **Morals and Ethics**, Conflict of Interest.

Ethics at Workplace: Individual in Organisation, **Gender Issues, Harassment, Discrimination**.

Ethics in Accounting & Finance, Marketing and Consumer Protection- Importance, Problems and Issues.

Unit-II

Whistle Blower Policies-Meaning, Importance and Issues.

Corporate Social Responsibility under Company Act 2013.

Ethical Issues in Corporate Governance.

Environmental Issues-Protection of Natural Environment, Prevention of Pollution, Depletion and Conservation of Natural resources.

Suggested Readings:

1. Chakraborty, S.K. : .Foundations of management Work - Contributions from Indian Thought: Himalaya Publishing House Delhi
2. Griffiths, B. : Themarriage of East and West , colling London
3. Gandhi, M.K. : The Study of My Experience with Truth, Navjivan Publishing House , Ahmedabad
4. Velasquez, M.G. : Business Ethics 5. Sekhar, R.C. : Ethical Choices in Business .



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SYLLABI FOR B.B.A. FOR THE EXAMINATION OF 2018-2019 ONWARDS

Note:

1. Examination in each subject for B.B.A. will be of 3 hours duration.
2. There will be no objective type questions.
3. Students are required to have the knowledge of the developments in the subject up to 6 months before the examination.
4. Use of non-programmable calculators by the students in the Examination Hall is allowed. The calculators will not be provided by the University/College to the examinees.
5. Tutorial classes will be held for the subjects marked with an asterisk (*). Apart from 5- Regular periods per week, 1-additional tutorial period shall be required to give practical exposure to the students.
6. The following categories of the students shall be entitled to take the option of History and culture of Punjab in lieu of Punjabi as compulsory subject:
 - (a) Students who have not studied Punjabi up to Class-Xth.
 - (b) Wards of defence personnel and Central government employee/employees, who are transferable on all India basis.
 - (c) Foreigners.
7. 20% marks in each paper will be internal assessment based on the following parameters:

a. Mid-Semester Test	:	50%
b. Academic Activity (Seminar, Project & Assignment)	:	30%
c. Attendance	:	20%

INSTRUCTIONS FOR THE PAPER SETTERS

Note : The question paper of each subject covering the entire course shall be divided into three sections :

Section A (20 marks)

This section will have 6 short-answer questions from the entire syllabus. Students are required to attempt 4 questions from this section. Each question will carry 5 marks; the total weightage being 20 marks.

Section B (30 marks)

This section will consist of essay type/numerical questions from Unit-I of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

Section C (30 marks)

This section will consist of essay type/numerical questions from Unit-II of the syllabus. The candidate will be required to attempt two questions out of four questions. Each question will carry 15 marks; the total weightage being 30 marks.

Important Note : In all numerical papers the paper setter is required to set numerical questions as follows:

Section A	:	Four numerical questions out of six questions.
Section B and C	:	At least two numerical questions out of four questions.

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SCHEME OF EXAMINATION FOR B.B.A (2018-2019)

Subject Code	Paper Title	M.Marks	No. of lectures Per week	Tutorials Per Week***
FIRST SEMESTER				
BBA 101A/ BBA 101B	PUNJABI / HISTORY AND CULTURE OF PUNJAB	50	3	
BBA 102	BUSINESS STATISTICS*	100	5	1
BBA 103	FUNDAMENTALS OF INFORMATION TECHNOLOGY	100	6	
BBA 104	MANAGEMENT CONCEPTS AND PRACTICES	100	6	
BBA 105	FINANCIAL ACCOUNTING*	100	5	1
BBA 106	ESSENTIALS OF BUSINESS ECONOMICS – I	100	6	
	TOTAL	550		
SECOND SEMESTER				
BBA 121A/ BBA 121B	PUNJABI / HISTORY AND CULTURE OF PUNJAB	50	3	
BBA 122	MANAGERIAL & SOFT SKILLS MANAGEMENT	100	6	
BBA 123	ESSENTIALS OF BUSINESS ECONOMICS – II	100	6	
BBA 124	BUSINESS LAWS	100	6	
BBA 125	PSYCOLOGY FOR MANAGERS	100	6	
BBA 126	FINANCIAL MANAGEMENT*	100	5	1
	TOTAL	550		
	ENVIRONMENT, ROAD SAFETY EDUCATION, VIOLENCE AGAINST WOMEN/ CHILDREN AND DRUG ABUSE**	100+50		
THIRD SEMESTER				
BBA 201	ENGLISH & BUSINESS COMMUNICATION SKILLS	50	3	
BBA 202	OPERATION RESEARCH*	100	5	1
BBA 203	MARKETING MANAGEMENT	100	6	
BBA 204	ECONOMICS OF MONEY AND BANKING	100	6	


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BBA 205	REGULATORY FRAMEWORK FOR COMPANIES	100	6	
BBA 206	DIRECT TAX LAWS*	100	5	1
		<u>550</u>		

FORTH SEMESTER

BBA 221	ENGLISH & BUSINESS COMMUNICATION SKILLS	50	3	
BBA 222	PROJECT MANAGEMENT	100	6	
BBA 223	RESEARCH METHODOLOGY	100	6	
BBA 224	HUMAN RESOURCE MANAGEMENT	100	6	
BBA 225	GOODS AND SERVICES TAX (GST)*	100	5	1
BBA 226	DATABASE MANAGEMENT SYSTEM	100	6	
	TOTAL	<u>550</u>		

FIFTH SEMESTER

- BBA 301 INSURANCE AND RISK MANAGEMENT
- BBA 302 INTERNATIONAL BUSINESS
- BBA 303 BUSINESS ENVIRONMENT
- BBA 304 ENTREPRENEURSHIP AND SMALL BUSINESS MANAGEMENT

FOR NEXT TWO PAPERS, STUDENT CAN OPT ONE AREA OUT OF THE THREE AREAS:

MARKETING MANAGEMENT

- BBA 305 CONSUMER BEHAVIOR
- BBA 306 SALES AND DISTRIBUTION MANAGEMENT

FINANCIAL MANAGEMENT

- BBA 307 FINANCIAL MARKETS AND SERVICES
- BBA 308 INVESTMENT MANAGEMENT

HUMAN RESOURCE MANAGEMENT

- BBA 309 **SOCIAL SECURITY AND LABOUR WELFARE**
- BBA 310 **INDUSTRIAL RELATIONS AND LABOUR LEGISLATION**

SIXTH SEMESTER

- BBA 321 BUSINESS POLICY AND STRATEGY
- BBA 322 PRODUCTION AND OPERATIONS MANAGEMENT
- BBA 323 **SOCIAL AND ETHICAL ISSUES IN BUSINESS**
- BBA 324 PROJECT REPORT & VIVA- VOCE


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STUDENT TO CONTINUE WITH THE SAME OPTION AS IN FIFTH SEMESTER

MARKETING MANAGEMENT

BBA 325 ADVERTISING AND BRAND MANAGEMENT
BBA 326 MARKETING OF SERVICES

FINANCIAL MANAGEMENT

BBA 327 COST ANALYSIS AND CONTROL
BBA 328 ACCOUNTING FOR MANAGEMENT

HUMAN RESOURCE MANAGEMENT

BBA 329 **HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT**
BBA 330 COMPENSATION MANAGEMENT

* Tutorial classes will be held for the subjects.

** This is a compulsory qualifying paper, which the students have to study in the B.A./B.Sc./B.Com./BBA 1st year (2nd Semester). If the student/s failed to qualify the paper during the 2nd Semester, he/she/ they be allowed to appear/qualify the same in the 4th or 6th Semester/s.

*** Each unit of BBA will be divided into 2 Groups for the purpose of Tutorials.


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Investment: Meaning, Types, Factors Affecting Investment, Importance of Investment.
Multiplier: Meaning, Keynesian Income or Investment Multiplier, Leakages, Uses, Limitations of Multiplier.

Government Policies: Monetary Policy and Fiscal Policy.

Inflation: Meaning, Types, Causes, Effects, Measures to control it.

Suggested Readings:

- | | |
|---|---|
| 1. Shapiro, E | Macroeconomic analysis Galotia publications, New Delhi. |
| 2. Eugene Diulio | Macro economics, 4 th Edition, Tata McGraw Hills, Publishing Col. Ltd, New Delhi. |
| 3. Dornbusch R, Fisher, S and Startz, R | Macro Economics, 8 th Edition, Tata McGraw Hills Publishing Co. Ltd., New Delhi. |
| 4. Ackley, G. | Macroeconomics: Theory and Policy, Macmillan, New York |
| 5. Baye, Jansen | Money Banking and Financial Markets: An Economic Approach, AITBS Publishers and Distributors New Delhi. |
| 6. Dennis, Geoffrey EJ | Monetary Economics, Longman Ltd, London and New York. |
| 7. Khan, MY | Indian Financial Systems, Tata McGraw Hill, New Delhi. |

BBAS124: BUSINESS LAWS

Objective: The objective of the paper is to impart basic knowledge of the important business laws.

UNIT- I

The Indian Contract Act, 1972: Contract- Meaning, Characteristics and Kinds, Essentials of a Valid Contract- Offer and Acceptance, Consideration, Contractual Capacity, Free Consent, Legality of Objectives. Void Agreements, Discharge of Contract- Modes of Discharge including Breach and its Remedies.

Special Contracts: Contingent Contracts, Quasi- Contracts, Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency.

UNIT- II


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The Indian Sale of Goods Act, 1932: Contract of Sale, Meaning and difference between Sale and Agreement to Sell, Conditions and Warranties, Transfer of Ownership in Goods including Sale by Non- Owners, Performance of Contract of Sale, Unpaid Seller- Meaning and Rights of An Unpaid Seller against the Goods and the Buyer

Factories Act 1948: Objectives, Definitions, Approval, Licensing and Registration of Factories, the Inspecting Staff, **Health, Safety, Welfare,** Working Hours of Adults, **Employment of Women,** **Child Labour – Issues and Problems,** Leave with Wages, Penalties and Procedure.

Suggested Readings:

1. Kucchal, M.C., "*Business Law*", Vikas Publishing, House (P) Ltd., New Delhi.
2. Singh, Avtar, "*The Principles of Mercantile Law*", Eastern Book Company, Lucknow.
3. Maheshwari & Maheshwari, "*Business Law*", National Publishing House, New Delhi.
4. Kapoor, N. D., "*Business Law*", Sultan Chand & Sons, New Delhi.
5. "*Information Technology Rules 2000 & Cyber Regulations Appellate Tribunal Rules 2000 with Information Technology Act 2000*" Taxmann Publications Pvt. Ltd., New Delhi.
6. Paintal, D., "*Law of Information Technology*" Taxmann Publications Pvt. Ltd., New Delhi.
- 7.

BBAS125: **PSYCHOLOGY FOR MANAGERS**

Objective: The objective of the paper is to provide broad understanding of basic concepts and techniques related to the study of human behaviours in work-environment and to manage behavioural aspects of organisation.

Unit-I

Introduction: The Concept of Behaviour in Organizations, Significance of Organisational Behaviour; Models; Emerging Trends: Globalisation, The Changing Workforce, Employment Relationship; Informational Technology and Organisational Behaviour.

Individual Behaviour and Interpersonal Behaviour: The Factors Affecting Individual Behaviour, Models of Individual Behaviour, Transactional Analysis in Interpersonal Behaviour.

Perception: Perceptual Process; Error in Perception; Improving Perception.

Personality in Organisation: Determinants of Personality; Theories of Personality-Myers-Briggs-Types- Indicator (MBTI).

Workforce Emotions, Attitude and Organisational Commitment: Types of Emotions; Managing Emotions; The Five Dimensions of Emotional Intelligence; Components of Attitude; Cognitive Dissonance Theory of Attitude; Building Organisational Commitment.



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Unit II

Motivation: Foundations of Employees Motivation; Content Theories of Motivation –Maslow, Herzberg, Mc Gregor and Mc Clenland.

Work Team and Conflict: Stages of Team Development; Team Norms, Team Cohesiveness; Social Loafing, Conflict: Types; Sources of Conflict; Resolving conflict.

Leadership: Concept of Transformational, Transactional and Charismatic Leadership; Behavioural Theory of Leadership; Managerial Grid Style; Gender Issues in Leadership.

Organisational Culture and Stress: Components of Culture; Strategies to Merge Different Culture; Strengthening Organisational Culture. Stress- Causes of Stress; Consequences; Stress Management Strategies.

Organisational Change: Forces for Change; Resistance to Change; Overcoming Resistance to Change.

Suggested readings

1. Robbins, Stephens P., Organisational Behavior
2. Davis, Keith, Human Behaviour at Work: Organisational Behaviour
3. Luthans, Fred, Organisational Behaviour
4. Robbins, Stephens P., Organisational Behavior Concepts, controversies and Applications
5. Mc Shane and Von Glinow., Organisational Behavior.

BBAS126: FINANCIAL MANAGEMENT

Objective: The objective of the paper is to familiarize the students with principles and practices of financial management.

UNIT- I


Financial Management: Meaning, Scope and Objectives of Financial Management, Time Value of Money- Compounding Techniques and Discounting Techniques, Risk and Return.

Capital Budgeting: Meaning, Types, Process, Techniques of Capital Budgeting - Payback Period Method, Accounting Rate of Return, Net Present Value (NPV) Net Terminal Value Method, Internal rate of Return (IRR), Profitability Index.

Cost of Capital: Determination of Cost of Capital, Components of Cost of Capital, Computation of Cost of Debt, Equity Capital, Preference Share Capital and Retained Earnings, Weighted Average Cost of Capital (WACC) and Marginal Cost of Capital.

UNIT- II

Sources of Finance.


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Capital Structure, Meaning, Types of Leverage, Determinants of Capital Structure. Theories of Capital Structure.

Working Capital Management: Meaning, Types, Factors Affecting Working Capitals, Working Capital Planning and Management. Working Capital Forecasting, Methods of Estimating Working Capital.

Dividend Policy- Relevance and Irrelevance Theories.

Suggested Readings:

1. J C Van Horne, "Financial Management and Policy", New Delhi, Prentice Hall of India
2. J C Van Horne, J W Wachowicz, Jr. "Fundamentals of Financial Management", Prentice Hall of India
3. Prasanna Chandra, "Financial Management" Tata McGraw Hill.
4. Khan and Jain, "Financial Management- Text and Problems", Tata McGraw Hill
5. R A Brealey and S C Myers, "Principles of Corporate Finance", Tata McGraw Hill.
6. I M Pandey, "Financial Management", Vikas Publishing House.

ENVIRONMENT, ROAD SAFETY EDUCATION, VIOLENCE AGAINST WOMEN/ CHILDREN AND DRUG ABUSE

UNIT I (Environment)

Note: The syllabus has 15 topics to be covered in 25 hour lectures in total, with 2 lectures in each topic from 2 to 11 and one each for the topics 1 and 12 to 15.

1. Environment Concept:

Introduction, concept of biosphere – lithosphere, hydrosphere, atmosphere; Natural resources – their need and types; Principles and scope of Ecology; concepts of ecosystem, population, community, biotic interactions, biomes, ecological succession.


2. Atmosphere:

Parts of atmosphere, components of air; pollution, pollutants, their sources, permissible limits, risks and possible control measures.

3. Hydrosphere:

Types of aquatic systems; Major sources (including ground water) and uses of water, problems of the hydrosphere, fresh water shortage; pollution and pollutants of water, permissible limits, risks and possible control measures.

4. Lithosphere:


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Earth crust, soil – a life support system, its texture, types, components, pollution and pollutants, reasons of soil erosion and possible control measures.

5. Forests:

Concept of forests and plantations, types of vegetation and forests, factors governing vegetation, role of trees and forests in environment, various forestry programmes of the Govt. of India, Urban Forests, Chipko Andolan.

6. Conservation of Environment:

The concepts of conservation and sustainable development, why to conserve, aims and objectives of conservation, policies of conservation: conservation of life support systems – soil, water, air, wildlife, forests.

7. Management of Solid Waste:

Merits and demerits of different ways of solid waste management– open dumping, landfill, incineration, resource reduction, recycling and reuse, vermicomposting and vermiculture, organic farming.

8. Indoor Environment:

Pollutants and contaminants of the in-house environment; problems of the environment linked to urban and rural lifestyles; possible adulterants of the food; uses and harms of plastics and polythene; hazardous chemicals, solvents and cosmetics.

9. Global Environmental Issues:

Global concern, creation of UNEP; Conventions on climate change, Convention on biodiversity; Stratospheric ozone depletion, dangers associated and possible solutions.

10. Indian Laws on Environment:

Indian laws pertaining to Environmental protection: Environment (Protection) Act, 1986; General information about laws relating to control of air, water and noise pollution. What to do to seek redressal.

11. Biodiversity:

What is biodiversity, levels and types of biodiversity, importance of biodiversity, causes of its loss, how to check its loss; Hotspot zones of the world and India, Biodiversity Act, 2002.

12. Noise and Microbial Pollution:

Pollution due to noise and microbes and their effects.

13. Human Population and Environment:

Population growth and family welfare programme, Human Health, HIV-AIDS, Human Rights.

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14. Social Issues:

Environmental Ethics: Issues and possible solutions, problems related to lifestyle, sustainable development; Consumerisms and waste generation.

15. Local Environmental Issues:

Environmental problems in rural and urban areas. Problem of Congress Grass & other weeds, problems arising from the use of pesticides and weedicides, smoking etc.

Practical

Depending on the available facility in the college, a visit to vermicomposting units or any other such non-polluting eco-friendly site or planting/caring of vegetation/trees could be taken.

Examination Pattern:

A qualifying paper of 50 marks comprising of fifty multiple choice questions (with one correct and three incorrect alternatives and no deduction for wrong answer or un-attempted question), and of 1 hour duration.

The students have to obtain 33% marks to qualify the paper. The marks are not added / included in the final mark sheet.

UNIT II (ROAD SAFETY)

1. Concept and Significance of Road Safety.
2. Role of Traffic Police in Road Safety.
3. Traffic Engineering – Concept & Significance.
4. Traffic Rules & Traffic Signs.
5. How to obtain Driving License.
6. Traffic Offences, Penalties and Procedures.
7. Common Driving mistakes.
8. Significance of First-aid in Road Safety.
9. Role of Civil Society in Road Safety.
10. Traffic Police-Public Relationship.

Note : Examination Pattern :

- The Environment and Road Safety paper is 70 marks.
- Seventy multiple choice questions (with one correct and three incorrect alternatives and no deduction for wrong or un-attempted questions).
- The paper shall have two units: **Unit I (Environment) and Unit II (Road Safety)**.
- Unit II shall comprise of 20 questions with minimum of 1 question from each topics 1 to 10.


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- The entire syllabus of Unit II is to be covered in 10 hours.
- All the questions are to be attempted.
- Qualifying Marks 33 per cent i.e. 23 marks out of 70.
- Duration of examination: 90 minutes.
- The paper setter is requested to set the questions strictly according to the syllabus.

Suggested Readings

1. The Motor Vehicle Act, 1988 (2010), Universal Law Publishing Co. Pvt. Ltd., New Delhi.
2. Road Safety Signage and Signs (2011), Ministry of Road Transport and Highways, Government of India.

Websites:

- (a) www.chandigarhpolice.nic.in
- (b) www.punjabpolice.gov.in
- (c) www.harvanapolice.gov.in
- (d) www.hppolice.nic.in

"VIOLENCE AGAINST WOMEN /CHILDREN"

SEMESTER - II Unit – III

VIOLENCE AGAINST WOMEN & CHILDREN

1. Concept and Types of Violence: Meaning and Definition of violence; Types of Violence against women – domestic violence, sexual violence (including rape), sexual harassment, emotional/psychological violence; Types of Violence against children – physical violence, sexual violence, verbal and emotional abuse, neglect & abandonment.

2. Protective Provisions of IPC on Domestic Violence & Sexual Violence against Women:
Dowry Death – Section 304B;

Rape – Sections 375, 376(1), 376A, 376B, 376C, 376D and 376E;


Cruelty – Section 498A;

Insult to Modesty – The Indian Penal Code does not define the word eve-teasing; there are three sections which deal with crime of eve-teasing. These are Sections, 294, 354 and 509 of Indian Penal Code. Section 509 of the Indian penal code defines (Word, gesture or act intended to insult the modesty of a woman), Section 294 – (Obscene acts and songs) and Section 354 (Assault or criminal force to woman with intent to outrage her modesty);

Hurt & Grievous Hurt Provisions – Sections 319 to 326;

Acid Attacks – Sections 326A and 326B;

Female Infanticide – Section 312, Section 313 of Indian Penal Code (Causing miscarriage without women's consent) and section 314;


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Sexual Harassment – For providing protection to working women against sexual harassment, a new section 354 A is added; 354 B (Assault or use of criminal force to women with intent to disrobe); 354 C Voyeurism; 354 D (Stalking). All these provisions are added in IPC to protect women against acts of violence through Criminal Law (Amendment) Act, 2013; Human Trafficking and Forced Prostitution- Sections 370 and 370A

3. Protective Laws for Women:

3.1 Provisions of Protection of Women Against Domestic Violence Act 2005 – Definition, Powers of the Magistrate and Protection Officers, Protection order, Residence order, Monetary relief, Custody order and Compensatory order.

3.2 The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 – Definition, Internal Complaint Committee, Local Complaint Committee, Procedure adopted by Committee for punishing accused.

4. Protective Provisions of IPC regarding Sexual Violence against Children:

Section 293(sale etc. of obscene objects to young persons); 294 (obscene acts & songs); 305 (abetment of suicide of child); 315 to 317 (act causing death after birth of a child etc.); 361 (kidnapping from lawful guardianship); 362 (abduction); 363 (punishment for kidnapping); 363A (kidnapping or maiming a minor for purposing of begging); 364A (kidnapping for ransom etc.); 366 (kidnapping etc. to compel woman for marriage etc.); 366A (procurement of minor girl for illicit forced intercourse); 366B (importation of girl from foreign country); 367 (kidnapping/abduction in order to subject person to grievous hurt, slavery etc.); 369 (kidnapping adductive child under 10 year with intent to steal from its person); 372 & 373 (selling & buying minor for purposes of prostitution etc.).


4.1 The Protection of Children from Sexual Offences Act, 2012: An overview of the POCSO, relevant legal provisions and guidelines for the protection of children against sexual offences along with punishments; role of doctors, psychologists & mental experts as per rules of POCSO.

Note: Instructions for Examination:

- Unit III of the paper dealing with Violence against Women and Children is of 30 Marks.
- It shall have 30 multiple-choice questions (with one correct and three incorrect choice options and no deduction of marks for wrong or un-attempted questions).
- Minimum two questions from each topic must be covered.
- All the questions are to be attempted
- Qualifying Marks 33 percent
- Duration of Examination 30 Minutes
- The Paper Setter is requested to set the questions strictly according to the syllabus.

Pedagogy:

- The entire syllabus of Unit III is to be covered in ten hours in total, with each lecture of one-hour duration.


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- The purpose behind imparting teaching-learning instructions is to create basic understanding of the contents of the Unit III among the students.

RELEVANT READING MATERIAL

Ahuja, Ram (1998). *Violence against Women*, New Delhi: Rawat Publication
 NRHM, *Child Abuse. A Guidebook for the Media on Sexual Violence against Children*
 The Indian Penal Code (Universal Law Publishing Co. Pvt. New Delhi).
 The Protection of Children from Sexual Offences Act, 2012
 The Protection of Women from Domestic Violence Act 2005
 The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
 UNO, *United Nations Secretary-General's Study on Violence against Children*, adapted for Children and Young People
www.slideshare.net/HRLNIndia/a-life-free-from-violence
http://hrln.org/admin/issue/subpdf/Sexual_Harrassment_at_Workplace.pdf

Unit IV (Drug Abuse)

Drug Abuse: Problem, Prevention and Management

Note : This is a compulsory qualifying paper, which the students have to study and qualify during three year of degree course.

Main Objective


This module introduces to the students the problem of drug abuse and its adverse consequences for the society. The students would get an understanding of why drug abuse is such a serious problem to our society. The course also apprises them of how to prevent and manage this menace.

Learning objectives of the course

1. Understand the meaning of the term drug.
2. Understand the difference between use, misuse and abuse of drugs.
3. Differentiate between commonly abused legal and illegal drugs.
4. Become aware of common signs and symptoms of drug abuse.
5. Understand the causes and consequences of drug abuse
6. Identify and access safety measures for support to stay away/give up drug abuse
7. Become aware of the interventions for the prevention and management of drug abuse.

Pedagogy of the course work

1. 70 % Lectures (Including expert lectures)


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2. 30% assignments, discussion, seminars and class tests.

- A visit to drug de-addiction centre could also be undertaken

Course content

UNIT I: Problem of Drug Abuse

a) **Concept and overview** : what are drugs? Meaning of use, misuse and abuse of drugs. Misuse of prescription drugs with special emphasis on antibiotics and steroids. Historical perspective of drug abuse. How drug abuse is different from drug dependence and drug addiction? Physical and psychological dependence: concepts of drug tolerance and withdrawal symptoms.

b) Types of drugs often abused and their effects

Stimulants: tobacco Amphetamines: dl-amphetamine (Benzedrine ®), dextroamphetamine (Dexedrine®). Cocaine.

Depressants : Alcohol. Barbiturates: phenobarbitone (Nembutal®), secobarbital (Seconal®). Benzodiazepenes: diazepam (valium ®), alprazolam (Xanax®), flunitrazepam (Rohypnol®)

Narcotics: Morphine, heroin ('Chitta' / 'Brown Sugar'), pethidine, oxycodone.

Hallucinogens: cannabis ['Bhang', marijuana ('Ganja'), hashish ('Charas'), hash oil], MDMA (3, 4- methylenedioxy methamphetamine) / 'Ecstasy' / 'Molly', LSD (lysergic acid diethylamide).

Miscellaneous: cough/cold medicines: diphendrylamine (Benadryl®), chlorpheniramine maleate+ codeine+alcohol (Corex®). Iodex®, Vicks®, Amrutanjan® and correction fluid (Whitener).

UNIT II: Causes and consequences of drug abuse

a) **Theories of drug abuse**: Physiological theory. Psychological theory. Sociological theory.

b) **Consequences of drug abuse**: For individuals, families, society and economy.



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Unit III: Extent and nature of the problem

Magnitude of the menace of drug abuse. Vulnerable age groups. Characteristic and features of proneness. Signs and symptoms of drug abuse.


Physical indicators. Academic indicators. Behavioural and psychological indicators.

UNIT IV: Prevention and management of drug abuse

Legislations, Public Policies and Programs for the prevention and cure of drug abuse. Prevention of drug abuse. Management of drug abuse. Medical management. Working of drug De-addiction Centres. Role of Family, School and media.

Suggested readings:

1. Clayton, J.M and Scott, M.A (2014). Drugs and Drugs Policy: the control of consciousness alteration. New Delhi: Sage Publications India Pvt. Ltd.
2. Kapoor, T. (1985). Drug epidemic among Indian Youth, New Delhi: Mittal Pub
3. Modi, I and Modi S.(1997). Drugs: Addiction and prevention, Jaipur: Rawat Publication.
4. Ahuja, R (2003). Social problems in India, Rawat Publication, Jaipur
5. 2003 National Household survey of Alcohol and Drug Abuse. New Delhi, Clinical Epidemiological Unit, AIIMS, 2004
6. World Drug Report. (updated every year), United Nations office of Drug and Crime.
7. Extent, pattern and Trend of Drug use in India, Ministry of Social Justice and Empowerment, Government of India, 2004.
8. The Narcotic Drugs and Psychotropic substances Act, 1985. (New Delhi: Universal, 2012).
9. Government of India (2015).Scheme of assistance for prevention and alcoholism and substance (Drugs) abuse and for social defence services-Guidelines. Ministry of social Justice and Empowerment. New Delhi.
10. NCERT(2010). Training Resource Materials (Adolescence Education Programme)


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BBA 224 : HUMAN RESOURCE MANAGEMENT

Objective: The objective of the paper is to familiarize the students with the different aspects of managing human resource in the organization.

UNIT - I

Human Resource Management: Introduction, Meaning and Definitions, Brief History, Nature, Functions, Importance and Limitations of HRM. Challenges faced by Modern HR Managers.

Human Resource Planning: Introduction, Definitions, Features, Need for HR Planning, Objectives, Process, Factors affecting HR Planning, Types, Benefits, Problems in HR planning and Suggestions for Making HR Planning Effective, Succession Planning.

Recruitment, Selection, Training and Development.

Placement and Induction, Transfers and Promotions.

UNIT - II

HR Department and Policies – Organisational Design of HR Department, Composition, Functions, HRM Environment.

HR Information System – Meaning, Need, Objectives, Process, Designing of HRIS, Computerized HRIS, Personnel Inventory.

HR Records– Meaning, Purpose, Essentials of Good Record Keeping, Significance, Description.

HR Research – Objectives, Kinds and Techniques.

HR & Audit – Objectives, Need, Process, Types and Approaches.

Practical Work: Case Studies on the Relevant Topics.

Suggested readings:

1. Dessler, Personnel Human Resource Management, Prentice Hall of India.
2. D A DeCenzo and S P Robbins, Personnel/ Human Resource Management, Prentice Hall of India.
3. M S Saiyadain, Human Resource Management, Tata McGraw.
4. VSP Rao, Human Resource Management, Excel Books.

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Suggested Readings:

1. Investment Management by V.K.Bhalla – S. Chand Publishing
2. Investment Management by Preeti Singh – Himalaya Publishing.
3. Security Analysis and Portfolio Management by Dr.PunithavathyPandian – Vikas Publishing House.
4. Security Analysis and Portfolio Management by Fischer and Jordan – Pearson Publications
5. Investment Analysis and Portfolio Management by Prasanna Chandra – Tata McGraw Hill.

Note: Latest edition of text book must be used.

BBA 309: SOCIAL SECURITY & LABOUR WELFARE

Objectives: The objective of this course is to acquaint the students with the two important aspects of Industrial Relations namely Social Security and Labour Welfare.

UNIT I

Introduction to Social Security - Concept of Social Security, Need, Comparison of Pre Independence & Post-Independence Era, Indian Constitution & Social Security.

Introduction to Labour Welfare- Concept of Labour, Welfare, Need, Importance, Welfare Provision in India, Status of Labour Welfare in India.

Employee's State Insurance Act, 1948- Object & Scope; Definitions - Factory, Principle, Employer, Employee, Dependent, Insured Person and Employment Injury; Benefits under the Act- Sickness Benefit, Maternity Benefit, Disablement Benefit, Dependents Benefit, Funeral Benefit; Employees State Insurance Fund; Employee State Insurance Corporation - Constitution, Dispute & Claim under the Act.

Employees Provident Fund & Miscellaneous Provisions Act, 1952 - Object & Scope, Definitions, Provident Fund Schemes, Authorities under the Act.

UNIT II

The Employees Compensation Act, 1923 - History of the Act, Definition - Compensation, Wage, Workman, Dependent, Employer, Partial Disablement, Total Disablement, 'Arising Out Of' and 'In the course of Employment', Notional Extension, Liability of Employer.

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Compensation Calculation, Compensation Commissioner.

The Industrial Employment (Standing Order) Act, 1946 - Scope and coverage of the Act, Concept of Standing Order - Certification Process - Modification, Interpretation & Enforcement of Standing Order.

Payment of Gratuity Act, 1972 - Evolution & Scope of Act, Definition of Employee, Employer, Continuous Service etc. Conditions for Payment & Forfeiture of Gratuity, Computation of Gratuity and Authorities under the Act - Their Powers & Functions.

Payment Of Bonus Act, 1963: Evolution & Scope of the Act, Definition - Wage, Allocable Surplus, Eligibility and Disqualification for Bonus, Minimum & Maximum Bonus, Minimum and Maximum Bonus, Special Provisions regarding Certain Establishments.

SUGGESTED READINGS:

1. Dr. C.B. Mamoria and Dr. Satish Mamoria, Dynamics of Industrial Relations, Himalaya Publications
2. Anil Kumar, Social Security and Labour Welfare, Deep and Deep Publications
3. T.N. Chhabra and R.K. Suri, Industrial Relations - Concepts & Issues, Dhanpat Rai & Company
4. Arun Monappa, Industrial Relations, Tata McGraw Hill
5. S C Srivastava, Industrial Relations and Labor Laws, Vikas Publishing House
6. P.R.N. Sinha, Indu Bala Sinha & Seema Priyadarshini Shekhar, Industrial Relations, Trade Unions, and Labor Legislation, Pearson Publishing House
7. B.D. Singh, Industrial Relations and Labor Laws, Excel Books

Note: Latest edition of text book must be used.

BBA 310: INDUSTRIAL RELATIONS AND LABOUR LEGISLATIONS

Objectives: The objective of this course is to acquaint the students with the different aspects of Industrial Relations and the relating labour laws

UNIT-I

Industrial Relations: Concepts, Objectives, Scope, Importance, Participants, Essentials of effective Industrial Relations, Factors affecting Industrial Relations, Constraints of IR

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Approaches of IR: Systems Approach, Oxford Approach, Industrial Sociology Approach, Action Theory Approach, Marxist Approach, Pluralist Approach, Human Relations Approach, Gandhian Approach, Psychological Approach, Sociological Approach, Socio-ethical Approach

Industrial Conflicts: Nature, Form, Causes, Effects

Collective bargaining: Nature and functions; Types of bargaining; Collective bargaining in the Indian context; Negotiating a collective bargaining agreement.

Grievance administration: Concept, Procedure, Guidelines, Discipline

UNIT-II

Industrial Disputes Act, 1947: Introduction, Scope, Objectives, Definitions, Modes of settlement of Industrial Disputes (Conciliation, Adjudication, Arbitration), Provisions regarding Strikes, Lock-outs, Layoff and Retrenchment.

Trade Unions Act, 1926: Introduction, Objectives, Provisions regarding Registration of Trade Union, Cancellation of Trade Union, Duties, Liabilities, Rights & Privileges of a Registered Trade Union.


Payment of Wages Act, 1936: Introduction, Scope, Objectives, Definitions, Rules of payment of wages and deductions from wage.

Minimum Wages Act, 1948: Meaning of 'wage' under the Act, Procedure for fixing Minimum Wage, Obligation of employer to pay Minimum Wage, Authorities and Remedies under the Act.

SUGGESTED READINGS:

1. Dr. C.B. Mamoria and Dr. Satish Mamoria, Dynamics of Industrial Relations, Himalaya Publications
2. P. Venkataramana, Industrial Relations, APH Pub. Corp.
3. T.N. Chhabra and R.K. Suri, Industrial Relations – Concepts & Issues, Dhanpat Rai & Company
4. Arun Monappa, Industrial Relations, Tata McGraw Hill
5. S C Srivastava, Industrial Relations and Labor Laws, Vikas Publishing House
6. P.R.N. Sinha, Indu Bala Sinha & Seema Priyadarshini Shekhar, Industrial Relations, Trade Unions, and Labor Legislation, Pearson Publishing House
7. B.D. Singh, Industrial Relations and Labor Laws, Excel Books

Note: Latest edition of text book must be used.


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3. Krajewski&Ritzman, Operations Management Pearson
4. Buffa&Sarin, Modern Production/Operations Management, John Wiley
5. Muhleman, Production and Operations Management, Pearson Education.
6. B.Mahadevan, Operations Management, Theory and Practical, Pearson Education.
7. Kachru, Upender, Production and Operation Management, Excel Books.
8. Chary, S.N and Paneerselvam R., Production and Operations Management, McGraw Hill Ed
9. Stevenson, W. J, Operations Management, McGraw Hill Education.
10. Gaither, Norman and Frazier, G., Operations Management, Cengage Learning.

Note: Latest edition of text book must be used.

BBA 323: **SOCIAL AND ETHICAL ISSUES IN BUSINESS**

Objective: The objective of this paper is to familiarize the students with the importance of ethics in business and understanding of issues related to corporate social responsibility and corporate governance.

Unit 1

Business Ethics: Meaning and Concept, Principles of Business Ethics, Characteristics of Ethical Organisations, Theories of Business Ethics, Globalization and Business Ethics, Stakeholder's Protection, Corporate Governance and Business Ethics, Ethical Issues in Indian Business.

Corporate Social Responsibility: Social Responsibility of business with respect to different stakeholders, Arguments for and against social responsibility of business, Social Audit, Corporate Social Responsibility and Corporate Governance.

Unit 2

Corporate Governance: Conceptual framework of Corporate Governance, Need for Corporate Governance, Benefits, Historical background, Theories of Corporate Governance, OECD principles, Cadbury Committee Report, Corporate Governance Vs Corporate Excellence, Corporate Governance Reforms and Initiatives in India.



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Suggested Readings:

1. J.P. Sharma, *Corporate Governance, Business Ethics & CSR*, Ane Books Pvt. Ltd., New Delhi.
2. Bob Tricker, *Corporate Governance – Principles, Policies and Practice* (Indian Edition), Oxford University Press, New Delhi.
3. Andrew Crane, Dirk Matten, *Business Ethics*, Oxford University Press, New Delhi.
4. Daniel Albuquerque, *Business Ethics, Principles and Practices* (Indian Edition), Oxford University Press, New Delhi
5. D Getta Rani and R K Mishra, *Corporate Governance – Theory and Practice*, Excel Books, New Delhi.
6. Christine A Mallin, *Corporate Governance* (Indian Edition), Oxford University Press, New Delhi.
7. Fr. Floriano C. Roa, *Business Ethics and Social Responsibility*, Rexestore.
8. O. C. Ferrell, John Fraedrich, Linda Ferrell, *Business Ethics: Ethical Decision Making & Cases*, Cengage Learning
9. Michael Blowfield, Alan Murray, *Corporate Responsibility – A Critical Introduction*, Oxford University Press, New Delhi.

Note: Latest edition of text book must be used.

BBA 324: PROJECT REPORT AND VIVA VOCE

The projects have to be submitted during 6th Semester. Projects have to be submitted in duplicate. For conducting research, a structured and scientific approach should be followed by students. Apart from introduction chapter, research project should have chapters related to review of literature (in brief), research methodology, data analysis and interpretation and summary and conclusion.

Viva Voce is to be conducted by an external examiner.


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3. Horngren, Charles T., Introduction to Management Accounting, Prentice Hall of India Private Ltd., New Delhi.
4. Anthony Robert, and David Hawkins; Accounting: Text and Cases, McGraw-Hill.
5. Bhattacharya, S.K. and JonnDearden, Accounting for Management, Vikas Publishing House, New Delhi.
6. JawaharLal, Seema Srivastava: Cost Accounting, Tata McGraw Hill
7. S.N.Maheshwari: Cost and Management Accounting, Sultan Chand and Sons.
8. N.K.Agarwal: Cost Accounting, SuchitaPrakashanPvt. Ltd.

Note: Latest edition of text book must be used.

BBA 329: HUMAN RESOURCE PLANNING AND PERFORMANCE MANAGEMENT

Objectives: The objective of this course is to help the students gain conceptual understanding of Human resource planning and performance management within an organization.

Unit- I

Human Resource Planning: Meaning, Features, Factors affecting HRP, Objectives, importance, types.

Human resource planning process: HRP Process, techniques of demand and supply forecasting, Problems in HRP and suggestions to effective HRP.

Career Planning and Development: Meaning, objectives, individual career planning, elements of career management programme, career stages, benefits and limitations.

Succession Planning: importance, challenges, components and suggestions.

Unit- II

Performance Management: Meaning, pre-requisites, principles, objectives, process, challenges, Performance appraisal and performance management.

Performance Planning: Features, objectives, goal setting, expectancy theory, competency mapping.

Performance Appraisal: Objectives, methods, limitations, potential appraisal.

Ethics in Performance Management: Ethical issues and dilemmas.


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Suggested Readings:

1. Human Resource Planning: The Indian Dynamic by SujataMangaraj and PratimaJaiswal, Mahamaya Publishing House
2. Human Resource Planning by Dipak Kumar Bhattacharya, Excel Books
3. The hand Book of Human Resource Planning by Gordon McBeath, Blackwell Publishers
4. Performance Management by A. S. Kohli and T. Deb, Oxford University Press
5. Performance Management: Key strategies and practical guidelines by Michael Armstrong, Kogan Page
6. Human Resource Management by Gary Dessler and BijuVarkkey, Pearson
7. Strategic Human Resource Management by TanujaAgarwala, Oxford University Press
8. Human Resource Management: An experiential approach by H John Bernardin, McGraw Hill
9. Human Resource Management: Text and cases by V.S.P. Rao, Excel Books

Note: Latest edition of text book must be used.

BBA 330: COMPENSATION MANAGEMENT

Objectives: The objective of this course is to help the students understand basics of managing compensation systems of an organization and understand its application.

Unit I

Compensation management: concept, objectives, principles, importance of good compensation system, factors influencing compensation levels.

Theoretical dimensions of Compensation: economic theories, behavioral theories: content theories, process theories.

Job Evaluation: meaning, features, importance and methods, job evaluation and performance appraisal.

Unit II

Components of pay: basic pay, dearness allowance, Incentive plans: features, individual, group incentive plans, profit sharing schemes, Employee Stock Ownership.

Fringe benefits: need, objectives, types of fringe benefits, retirement benefits: provident fund, gratuity and pension.

Executive Compensation: meaning, components, and strategies: skill based pay, competency based pay, broad banding and variable pay system, new trends in compensation management.


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