



MES COLLEGE ERUMELY

**COURSES RELATED TO
PROFESSIONAL ETHICS**



M.A. English

Semester 3 - Core Course 15:
[EN010305]-Ethics in/as Literature

Total Credits: 3

Total Hours: 25

Weightage:

Course Objectives:

The main objective of this course is to familiarise the student with certain ‘ethics’ that narrative fiction has adopted across centuries, continents and languages. It is expected that the student will be introduced to the various ethical, formal choices that schools, influences and narrative devices have upheld so as to shape narrative fiction into its present expressive plurality.

Course Description:

Module 1 includes reading from some of the major theoretical interpretations of the narrative and narrative mores: Roland Barthes’ ‘Authors and Writers’, Milan Kundera’s ‘The Depreciated Legacy of Cervantes’, Orhan Pamuk’s Preface to *Tristram Shandy* and Franco Moretti’s “History of the Novel, Theory of the Novel”.

Module 2 takes a walk down the fabulist lane that stretches beyond what we usually understand as fictional/narrative realism: Miguel de Cervantes’s *Don Quixote (Part 2)*, Lawrence Sterne’s *Tristram Shandy*, Donald Barthelme’s post-modern reworking of the *Snow White* – fairy tale, Jorge Luis Borges’ ‘The Garden of Forking Paths’ and Gabriel Garcia Marquez’ ‘The Handsomest Drowned Man in the World’

Module 3 is an attempt to sample how fiction has dealt with the issue of disabilities at different levels. Starting with the perennial classic, Victor Hugo’s *The Hunchback of Notre-Dame*, the module also includes Nikos Kazantzakis’ *God’s Pauper: St Francis of Assisi*, José Saramago’s *Blindness*, W. Somerset Maugham’s ‘The Man with the Scar’ and Raymond Carver’s ‘Cathedral’

Module 4 is all about the environment – the natural and the human and the intersectionality between them. The module starts off with the phenomenal Malayalam work by Subhash Chandran, *A Preface to Man*, followed by Orhan Pamuk’s *Snow*, Margaret Atwood’s *Oryx and Crake*, J. M. Coetzee’s ‘The Lives of Animals’ and Mahasweta Devi’s ‘Dopti/Draupadi’

Module 5 looks into issues of Otherness, as it has been tackled by narrative fiction. The selection includes Fyodor Dostoyevsky’s *The Possessed*, Ama Ata Aidoo’s parody of Joseph Conrad’s *Heart of Darkness - Our Sister Killjoy*, Arundhati Roy’s *The Ministry of Utmost Happiness*, John Henrik Clarke’s ‘The Boy Who Painted Christ Black’ and the Malayalam Dalit masterpiece, Paul Chirakkarode’s ‘Eli Eli Lama Sabachthani?’ [My God, My God, Why Hast Thou Forsaken Me?]

Note: As is evident from a perusal of the syllabus, all the seminar fields have been assigned ‘short stories’; this is a tacit nod to acknowledging the trajectories which this ‘other’ prose fictional genre has traversed in the last two hundred odd years.

M.Com

(Finance & Taxation, Management & IT)

Course Code	CM010102
Title of the Course	ORGANISATIONAL BEHAVIOUR
Semester	One
Type	Core
Credits	3
Hours	5 per week and Total 90

Objective of the Course

To understand human behaviour at Individual, Interpersonal, Group and Inter-Group levels and to recognise issues inherent in organisational change, growth, development and conflict

Course Outcome No	Expected Course Outcome	Cognitive Level	Programme Specific Outcome Linkage
1	Basic understanding about the concepts of organisation behaviour.	Understanding	PSO1
2	A very good understanding about individual behaviour, personality and motivation.	Understand and evaluate	PSO1
3	Imparting deep understanding about group behaviour and leadership related to organisational behaviour.	Understanding	PSO1
4	Add the knowledge base of the learner regarding change management and deal with stress.	Evaluate and Apply	PSO1
5	Impart knowledge about the role of organisational culture and conflict on organizational behavior.	Understand and Apply	PSO1

Unit wise arrangement of the course

Module No.	Unit No.	Contents	Remarks
Module 1- Introduction to Organisational Behaviour – 15 hours			
1	1.1	Meaning and definition of Organisation Behaviour – Scope – Basic concepts of OB – Foundations of OB- Challenges and Opportunities of OB.	Short questions
	1.2	Role of organisation behaviour – Determinants — Challenges and opportunities of OB – Contributing disciplines – Difference between organisational behaviour and organisation theory.	Short questions and short essays
	1.3	Models of OB – Autocratic model – Custodial model – Supportive model – Collegial model.	Short questions short essays and essay questions

Module 2- Individual Behaviour and Motivation – 25 hours			
2	2.1	Concept of Human Behaviour - Characteristics - Models of Man, Factors influencing Individual Behaviour.	Short questions and short essays
	2.2	Personality-Determinants - Personality Traits.	Short questions short essays and long essay questions
	2.3	Perception – Process of perception – Factors influencing Perception – Perceptual errors.	Short questions short essays and long essay questions
	2.4	Attitudes - values -- Learning – Process of Learning - Reinforcement - Behaviour modification.	Short questions short essays and long essay questions
	2.5	Motivation – Concept - Theories or models of motivation- Need hierarchy, Theory X and Theory Y - Two factor theory.	Short questions short essays and long essay questions
	2.6	Contemporary theories of motivation –ERG - Cognitive evaluation - goal setting- equity-expectancy model.	Short questions short essays and long essay questions
Module 3- Group Behaviour and Leadership – 25 hours			
3	3.1	Transactional Analysis - Johari Window – Ego states -Life positions.	Short questions short essays and long essay questions
	3.2	Group - Factors influencing group behaviour- Norms-Cohesiveness.	Short questions short essays and long essay questions
	3.3	Stages of Group Development- Group Structure- Group Decision making.	Short answer and Short essays
	3.4	Teams- Types of teams- Group Vs Teams.	Short answer and Short essays
	3.5	Difference between Authority and Power – Sources of Power- Tactics used to gain power - Status –Problems caused by status system	Short questions short essays and long essay questions
	3.6	Leadership- features – concepts – qualities of good leaders – Leadership styles.	Short questions short essays and long essay questions
	3.7	Theories of Leadership - Behavioural approach - Situational approach – Transactional and transformational Leadership.	Short questions short essays and long essay questions
Module 4- Organisational Change, Development and Stress Management – 15 hours			
4	4.1	Organisational Change – Forces for change - Resistance to change- overcoming resistance to change.	Short questions and short essays
	4.2	Types of change – Revolutionary and evolutionary change.	Short questions and short essays
	4.3	Greiner’s five stages of organisational growth- Organisational Development - concept - OD intervention techniques.	Short questions short essays and long essay questions

	4.4	Stress – Meaning –Types of stress- Causes of Stress- Consequences.	Short questions short essays and long essay questions
	4.5	Stress Management – Need- Techniques adopted for Stress Management in Organisations.	Short questions short essays and long essay questions
Module 5- Organisational Culture and Conflict – 10 hours			
5	5.1	Concept and determinants of organisational culture.	Short questions and short essays
	5.2	Conflict – concept – stages in organisational conflict - functional and dysfunctional aspects of conflict – levels of conflict - Stimulation and resolution of conflict.	Short questions short essays and long essay questions

Suggested Assignment:

1. Analysis of Case studies on individual and group behaviour in leading corporates
2. Evaluation of case studies on motivation and leadership in organisation
3. Case study on organisational change, resistance to change and organisational culture

Recommended Text Books

1. Robbins S.P., Organisational Behaviour (16th Ed.), Pearson.
2. Dwivedi R.S., Human relations and organizational behaviour, MacMillain Publishers
3. Organisational Behaviour, Aswathappa, Himalaya Publishing House
4. Gupta C.B., A Text Book of Organisational Behaviour, S Chand & Company
5. Jai B.P. Sinha, Culture and Organizational Behaviour, Sage India.
6. Kumar Paranit, Organisational Behaviour, Gen Next Publication.
7. King & Lawley, Organisational Behaviour, Oxford University Press.

References

1. Organisational Behaviour concepts and cases ,Ghanekar, Anjali ,Everest publisher
2. Human Relations and organisational behaviour : Global perspective, Dwivedi R.S. Macmillan
3. Organisational Behaviour: Foundations, Theories, and Analyses, John B. Miner. Oxford University Press.
4. Fred Luther, Organisational Behaviour, Pearson Education.
5. Sekaran Uma S, Organisational Behaviour, Tata McGraw Hill.

Course Code	CM010202
Title of the Course	HUMAN RESOURCE MANAGEMENT
Semester	Two
Type	Core
Credits	3
Hours	5 per week and Total 90

Objectives of the course

To give an overview as to how an organisation identifies requirements of human resources, how it acquires, rewards, develops, motivates and manages people effectively and also provide an insight into the developments taking place in the field of Human Resource Management.

Course Outcome No	Expected Course Outcome	Cognitive Level	Programme Specific Outcome Linkage
1	Acquaintance with basic concepts of HRM and performance appraisal.	Understanding	PSO1
2	Understanding about human resource development, stress management and work life management.	Understanding	PSO1
3	High level knowledge about various aspects of training.	Understanding	PSO1
4	Understanding about various aspects of industrial relations so as to evaluate the real cases of industrial relations.	Evaluate	PSO1
5	Understanding about HR outsourcing HR accounting and HR audit.	Understanding	PSO1

Unit wise arrangements of the course

Module No	Unit No	Contents	Remarks
Module 1- Human Resource Management – 20 hours			
1	1.1	Human Resource Management – Nature, Scope and Functions - Role and status of HR manager.	Short questions, Short Essay
	1.2	HR policies – Need and Importance – Types of policies- Formulation of Policies.	Short questions, Short Essay
	1.3	HR planning process – Objectives- Need and Importance- Levels of HR Planning - Problems of HRP.	Short questions, Short Essay, Long essay
	1.4	Job analysis- Objectives- Process and Techniques- Job description and specification- Job design – Methods.	Short questions, Short Essay, Long essay
	1.5	Recruitment – Sources and techniques-	Short questions,

		selection- Steps.	Short Essay, Long essay
	1.6	Placement – Concept- Induction- Objectives.	Short questions, Short Essay
Module 2- Human Resource Development- 18 hours			
2	2.1	Concept of HRD: -Objectives, Mechanisms and Assumptions of HRD- HRM vs HRD.	Short questions, Short Essay
	2.2	Qualities of an HRD manager-Principles of HRD.	Short questions, Short Essay
	2.3	Employee Counselling-Need , Concepts, Forms and Steps Human Capital, Emotional Quotient, Mentoring.	Short questions, Short Essay
	2.4	Impact of TQM, Quality Circles, Kaizen on HRM.	Short questions, Short Essay, Long essay
Module 3- Training and Development -17 hours			
3	3.1	Concept of Training-Need and Importance - Organisation and management of training function;	Short questions, Short Essay
	3.2	Training methods and techniques-Attitudinal Training.	Short questions, Short Essay, Long essay
	3.3	Technical training - Training for creativity and problem solving – training for management change – Training for Productivity.	Short questions, Short Essay, Long essay
	3.4	Role, responsibilities and challenges to training managers and employees.	Short questions, Short Essay
Module 4- Performance Appraisal and Industrial Relations – 20 hours			
4	4.1	Performance appraisal – significance - Methods or techniques of performance appraisal.	Short questions, Short Essay, Long essay
	4.2	Job Evaluation- Objectives and Process-Limitations.	Short questions, Short Essay, Long essay
	4.3	Promotion and demotions; transfer, separations: resignation; discharge; dismissal; suspension; retrenchment.	Short questions, Short Essay
	4.4.	Lay off; -Industrial relations – Compensation-Grievance-meaning and causes of grievance	Short questions, Short Essay
	4.5	Importance of Grievance handling - procedure of grievance handling - Hot stove rule-code of discipline.	Short questions, Short Essay, Long essay
	4.6	Employee participation in management-techniques - Sweat equity scheme.	Short questions, Short Essay
Module 5- HR Outsourcing , Records , Accounting and Audit – 15 hours			
5	5.1	HR outsourcing:-legal requirements-contractor’s liabilities- liabilities of the company towards contractor’s labourers.	Short questions, Short Essay

	5.2	H R records and reports- significance – types.	Short questions, Short Essay
	5.3	Human Resource Accounting – meaning – significance – Approaches to HR Accounting (Theory only).	Short questions, Short Essay, Long essay
	5.4	HR appraisal and audit - concept, scope, methods and importance.	Short questions, Short Essay

Suggested Assignments

1. Evaluation of real life case studies related to employee participation in management, employee grievance redressal.
2. Make a report on the history sweat equity issues made by companies in India.
3. Evaluation of case studies of companies adopted Kaizen technique, Quality circle and TQM.

Recommended Text Books:

1. Human Resource Management, Gupta, C.B.: Chand and Sons.
2. Aswathappa K., Human Resource and Personnel Management; Tata McGraw Hill, New Delhi, 1997.
3. Human resource Management, L M Prasad, Sultan Chand.
4. Human resource Management- Text and Cases, S S Khanka, S Chand.
5. Human Resource Management, Sashi K Gupta and Rosy Joshi, Kalyani Publishers.
6. Human Resource Management, D N Venkatesh, P Jyothi, Oxford University Press.
7. Human Resource Management, Uday Kumar Haldar, Juthica Sarkar, Oxford University Press.

References

1. International Human resource Management – P Subbarao, Himalaya Publishing House.
2. Human Resource Management -Text and Cases- V S P Rao , Excel Publishers.
3. Introduction to International Human Resource Management, Eileen Crawley, Stephen Swailes and David Walsh, Oxford University Press.
4. Strategy Human Resource Management, Agarwala Tanuja, Oxford University Press.

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Course Code	CM010302
Title of the Course	INCOME TAX - LAW AND PRACTICE
Semester	Three
Type	Core
Credits	5
Hours	7 per week and Total 126

Objectives of the Course:

To impart basic knowledge about income tax rules and equip the students to compute total income of an individual.

Course Outcome No	Expected Course Outcome	Cognitive Level	Programme Specific Outcome Linkage
1	Acquire knowledge regarding the basic concepts of Income Tax.	Remember	PSO4, 6
2	Able to compute the income from salary and house property.	Understand, Apply	PSO4, 6
3	Determine taxable profit of a business or profession.	Understand, Apply	PSO4, 6
4	Able to compute capital gain and income from other sources.	Understand, Apply	PSO4, 6
5	Able to calculate Gross Total Income of an individual.	Understand, Apply	PSO4, 6
6	Learner shall be able to determine eligible deductions and compute Taxable Income and tax liability of an individual.	Understand, Apply and Evaluate	PSO4, 6

Unit wise arrangement of the Course

Module	Sl. No. of Units	Contents of the Unit	Remarks
Module 1: Introduction- 12 hours			
1	1.1	Brief History of Income tax in India - Basic Concepts- Finance Act- Definitions -Rates of Income Tax.	Theory
	1.2	Accelerated Assessment. Agricultural Income-Partly Agricultural Income.	Theory
	1.3	Capital and Revenue.	Theory
	1.4.	Residential Status of different assesseees- Incidence of tax- Exempted Income.	Theory and Problems
Module 2: Salary & Income from House Property- 28 hours			
2	2.1.	Salary - Chargeability –Definition- Allowances.	Theory and Problems
	2.2	Perquisites – valuation of perquisites- Profit in lieu of salary.	Theory and Problems
	2.3	Deductions from salary- treatment of Provident funds.	Theory and Problems

	2.4	Computation of Taxable Salary.	Theory and Problems
	2.5	Income from House Property- Basis of Charge-Deemed ownership –Exemptions.	Theory
	2.6	Annual value determination in various cases- Deductions –Treatment of Unrealised rent, recovery of unrealized rent and arrears of rent.	Theory and Problems
	2.7	Computation of Income from House Property.	Theory and Problems
Module 3: Profit and Gains of Business or Profession- 26 hours			
3	3.1	Chargeability-Rules for assessment of business income – Deductions expressly allowed – Other deductions under section 36 and 37.	Theory and Problems
	3.2	Expenses expressly disallowed – Expenses not deductible in certain circumstances – Expenses allowable only on actual payment –Provisions regarding maintenance of accounts and audit.	Theory and Problems
	3.3	Depreciation – Block of assets – Computation of allowable depreciation and book value of the block of assets	Theory and Problems
	3.4	Computation of profits and gains from business or profession	Theory and Problems
Module 4: Capital gains & Income from other sources- 25 hours			
4	4.1	Basis of charge- Capital Assets - Short-term and Long- term capital gains.	Theory and Problems
	4.2	Transfer of capital assets- Cost of Acquisition – Indexation of cost of acquisition. Capital Gains exempt from tax.	Theory and Problems
	4.3	Capital Gains exempt from tax- Computation of taxable capital gain and tax liability on capital gain.	Theory and Problems
	4.4	Income from other sources General chargeability -Specific Chargeability, Kinds of securities & Grossing up of interest- Bond washing transaction - Deductions allowed - Deduction not permitted.	Theory and Problems
	4.5	Computation of income under the head Income from Other Sources.	Theory and Problems
Module 5: Computation of Gross Total Income – 15 hours			
5	5.1	Aggregation and Clubbing of income of other persons - Computation of deemed income.	Theory and Problems
	5.2	Set off and carry forward of losses- Intra-head and Inter-head set off-Order of set off - Rules regarding carry forward.	Theory and Problems
	5.3	Computation of Gross Total Income.	Theory and Problems
Module 6: Computation of Total Income and Tax Liability of Individuals – 20 hours			
6	6.1	Deductions Under Chapter VI A.	Theory and

			Problems
	6.2	Rebate – Relief – Treatment of Agricultural Income.	Theory and Problems
	6.3	Calculation of Total Income – Tax Liability of Individuals.	Theory and Problems

Suggested Assignments

1. Make a survey about the awareness about the basics of Income Tax among different segments of the population and make a report on that.
2. Calculation of taxable income of various categories of individual assessee like salaried employees, those having profits from business, rental income from House Property etc

Suggested Text Books

1. Direct Taxes Law and Practice- Dr H C Mehrotra and Dr S P Goyal- Sahitya Bhawan Publications.
2. Direct Taxes Law and Practice- Dr. Girish Ahuja ;Dr. Ravi Gupta, Bharat Law House Pvt. Ltd.
3. Direct Taxes Sri T N Manoharan- Snow White Publications.

Reference

1. Direct Taxes Law and Practice- Singhania V K, Taxmann Publications Ltd.
2. Direct Taxes – Law and Practice, Bhagwathi Prasad- WishwaPrakashana.
3. Study material for IPCC on Direct Taxation by ICAI.
4. Study material on Direct Taxes by ICAI.
5. Income Tax Act and Rules.

Break up of Theory and Problems for Examination

- Section A- 5 Theory 5 problems
 Section B – 3 Theory 5 Problems
 Section C- 4 Problems

Group 3- Management and Information Technology

Course Code	CM820301
Title of the Course	TOTAL QUALITY MANAGEMENT
Semester	Three
Type	Core- Elective
Credits	4
Hours	6 per week and Total 108 hours

Objective of the Course:

To understand the concept and relevance of TQM, its impact on organisations and gain knowledge about other quality initiatives in organisations.

Course Outcome No	Expected Course Outcome	Cognitive Level	Programme Specific Outcome Linkage
1	Develop the idea regarding quality and quality management	Understand	PSO1, 6
2	Understand the contribution to quality gurus	Understand	PSO1, 6
3	Procure knowledge about TQM principles	Understand	PSO1, 6
4	Develop an idea regarding the tools of quality	Understand	PSO1, 6
5	Get insight into the concepts and application of six sigma concept and TPM	Understand and Analyse	PSO1, 6
6	Develop idea regarding ISO, BIS and quality standards	Understand	PSO1, 6

Unit wise arrangement of the course

Module	Sl. No. of Units	Contents of the Unit	Remarks
Module 1. Introduction to TQM – 18 hours			
1	1.1	Concept and definition of Quality- Need for quality-dimensions of quality- - Idea of total quality (TQ),	Short answer, Short essay
	1.2	Concept of Quality Costs- Elements- Optimum cost of performance- Analysis techniques of quality costs- Trend Analysis, Pareto Analysis	Short answer, Short essay, Long essay
	1.3	TQM- Evolution of TQM- Characteristics- Scope of TQM- –Elements – Pillars of TQM-	Short answer, Short essay, Long essay
	1.4	Potential benefits of TQM- Barriers to implementation of TQM-	Short answer, Short essay
Module 2. Quality Gurus and Contributions- 18 hours			
2.	2.1.	Contributions of Walter Shewhart, Edward Deming, Philip B Crosby, JusephJuran,	Short answer, Short essay,

			long essay
	2.2	Genichi Taguchi ,Sheigeo Shingo to Quality Management , Quality Awards	Short answer, Short essay, long essay
Module 3. TQM Principles and Aspects- 24 hours			
3.	3.1	Quality Principles- Leadership- Strategic Quality Planning- Quality Councils - Employee involvement	Short answer, Short essay,
	3.2	Motivation, Empowerment, Team and Teamwork- Recognition and Reward- Performance Appraisal- Continuous process improvement	Short answer, Short essay
	3.3	Customer satisfaction models- Types of customer- Customer perception of quality- Customer feedback- Customer complaints- Customer Service- Elements of customer service- Retaining a customer-	Short answer, Short essay, long essay
	3.4	PDCA cycle, 5S, Kaizen – Features- Kaison Vs Kairyo- Role of people in implementing Kaizen-	Short answer, Short essay, long essay
	3.5	Supplier partnership - Partnering, Supplier selection, Supplier Sourcing Supplier Rating.	Short answer, Short essay
	3.6	Performance indicators-Criteria of performance measures- strategies for implementing performance measures- performance measures presentation	Short answer, Short essay,
	3.7	Quality Circles- Meaning- Functioning of Quality Circles- Advantages of Quality Circles- Barriers to Quality Circles	Short answer, Short essay, long essay
	3.8	Quality of Worklife- Dimensions- factors determining QWL	Short answer, Short essay, long essay
Module 4 - TQM tools, Techniques and Quality Initiatives – 15 hours			
4.	4.1	Q – 7 tools, Taguchi loss function, Functional linkage of quality with reliability and maintainability	Short answer, Short essay, long essay
	4.2	Failure analysis, Just – in – time system, JIT manufacturing system, JIT Pull system,	Short answer, Short essay, long essay
	4.3	Use of Kanban, JIT purchase. ,benchmarking - reasons of benchmarking- types- process-steps involved- pitfalls in benchmarking	Short answer, Short essay, long essay
Module 5 Six Sigma- Total Productive Maintenance- 18 hours			
5	5.1	Process Capability- Control Charts- Concept of Six Sigma and applications- Need for six sigma-	Short answer, Short essay, long essay
	5.2	New 7 management tools- Optimum maintenance decisions, TPM- Need for TPM- Objectives of TPM- Steps involved-	Short answer, Short essay, long essay

		Benefit- ,	
	5.3	Process design and the work process. Management support mechanisms, FMEA- Types of FMEA, Benefits- Methodology of FMEA-	Short answer, Short essay, long essay
	5.4	Quality Function Development- Objectives- QFD methodology- QFD process	Short answer, Short essay, long essay
Module 6 Quality System- 15 hours			
6	6.1	ISO, Need for ISO- BIS- ISO 9000 standards, elements of ISO 9000- ISO 9001- 2015 Quality Systems- Elements,	Short answer, Short essay, long essay
	6.2	Quality audits, ISO 14000- Requirements and benefits- ISO 14001-	Short answer, Short essay, long essay
	6.3	Implementation of TQM in manufacturing and service sector	Short answer, Short essay

Suggested Assignment

1. Develop Quality Plans for organisations and measure QWL
2. Documentation for ISO
3. Control chart preparation for Quality

Recommended Text Books

1. V Jayakumar and R Raju – Total Quality Management- Lakshmi Publications, Chennai.
2. Mohanty R P and R Lakhe - Handbook of Total Quality Management- Jaico Publishing House
3. Narayana V and Sreenivasan n S- Quality Management- Concepts and Tasks- New Age International
4. S M Sundaraju- Total Quality Management -A Primer- Mc Graw Hills

References

1. Feigenbaum A V _ Total Quality Management- Mc Graw Hills
2. J M Juran and Gryna F M- Quality Planning and Analysis- McGraw Hills
3. Sunil Sharma- Total Engineering Quality Management- Mc Millan India

Course Code	CM820402
Title of the Course	LEGAL FRAMEWORK FOR IT BASED BUSINESS AND INTELLECTUAL PROPERTY RIGHTS
Semester	Four
Type	Core- Elective
Credits	4
Hours	6 per week and Total 108 hours

Objective of the Course:

To provide awareness regarding legal framework for IT based business houses and cyber law as well as IPR

Course Outcome No	Expected Course Outcome	Cognitive Level	Programme Specific Outcome Linkage
1	Providing an awareness regarding concept of cyberspace and legislations involved	Understand	PSO1, 4
2	Developing idea regarding cybercrime and consequences	Understand	PSO1, 4
3	Understanding about IT Act and IT Security as well as standards	Understand	PSO1, 4
4	Getting knowledge about Intellectual property rights	Understand	PSO1, 4
5	Developing understanding about E contracts	Understand	PSO1, 4
6	Gain awareness regarding procedural formalities and impact with relation to IPR.	Understand and analyse	PSO1, 4

Unit wise arrangement of the course

Module	Sl. No. of Units	Contents of the Unit	Remarks
Module 1- Introduction to Cyberspace and Legislation- 15 hours			
1	1.1	Introduction- Cyberspace vs. Physical space; Scope of Cyber Laws. Components of Cyber Laws in India	Short answer, short essay
	1.2	Information Technology Act, 2000; Relevant provisions from Indian Penal Code, Indian Evidence Act, Bankers Book Evidence Act, Reserve Bank of India Act, etc	Short answer, short essay
Module 2 -Cybercrimes- Concept, Forms and Consequences- 18 hours			
2.	2.1.	Concept of Cyber Crimes – ‘Cyber Contraventions’ & Cyber Offences’ Cyber Crimes and legal issued involved	Short answer, short essay
	2.2	Unauthorised Access, Cyber Hacking, Denial of Access to Authorised Person, E	Short answer, short essay ,

		mail bombing, Web jacking, Web Defacement & Salami Attacks	long essay
	2.3	Cyber Defamation– meaning; applicability of provisions of IPC; penal liabilities, Phishing, Cyber Stalking, Cyber pornography, Cyber Terrorism.	Short answer, short essay and long essay
	2.4	Case Laws relating to above situations	Short answer, short essay, long essay
Module 3- Information Technology Act, Information Security and Standards- 21 hours			
3	3.1	Information Technology Act – a brief overview; Documents or transactions to which IT Act shall not be applicable;	Short answer, short essay and long essay
	3.2	meaning of Computer, Computer system and Computer network; E – governance; Concept of Electronic Signature; Concept of Cyber contraventions and Cyber Offences	Short answer, short essay
	3.3	Case laws relating to the above situations covered under IT Act	Short answer, short essay
	3.4	Introduction to Information Security, Network Security, Cyber Security, SQL injection, social site security.	Short answer, short essay and long essay
	3.5	Application and Business Security Developments, Policy Standards and Laws, BCP, DR Planning and Audit.	Short answer, short essay
Module 4 - Historical Perspectives, Key forms and Legislations for IPR- 18 hours			
4	4.1	Historical perspective- WIPO- international treaties- Paris and Berne conventions- WTO- multilateral agreements- TRIPS- India and TRIPS- Issues and Challenges-benefits-criticism	Short answer, short essay and long essay
	4.2	Key forms of IPR- patents- copyrights- trademarks- industrial designs- layout designs of ICs- geographical indications- trade secrets- plant varieties	Short answer, short essay and long essay
	4.3	IPR and Indian legislations- Indian Trademarks Act 1999- The Copy rights (Amendment) Act 1999- Geographical Indications of Goods (Registration and protection) Act 1999- Semiconductor Integrated Circuit Layout Design Act 2000- The Industrial Designs Act 2000- Protection of Plant Varieties and Farmer’s Rights Act 2001- Biological Diversity Act 2002- The Patents (Amendment)Act2005.	Short answer, short essay and long essay

Module 5 E Contracts – 21 hours			
5	5.1	E-Contract–legal provisions regulating the– contract with special reference to the provisions of IT Act, 2000.	Short answer, short essay, long essay
	5.2	Copyright issues in Cyber space–relevant provisions under Copy right Act, regulating copyright issues in Cyber space	Short answer, short essay, long essay
	5.3	Online Software Piracy–legal issues involved; Analysis of sufficiency of provisions of Copyright Act to deal with Online Software Piracy	Short answer, short essay and long essay
	5.4	Trademark issues in Cyberspace – DomainName; Cyber-squatting as a form of Domain Name dispute;	Short answer, short essay, long essay
	5.5	Case law relating to above situations	Short answer, short essay, long essay
Module 6 Procedural formalities and Impact of IPR – 15 hours			
6	6.1	Procedure for registering IPRs- role of government- Department of Industrial Policy and Promotion,	Short answer, short essay,
	6.2	Major agencies for administering IPRs- enforcement mechanism- Intellectual Property Appellate Board.	Short answer, short essay,
	6.3	Impact of IPRs on developing countries in general and India in particular- impact on agriculture- bio piracy- impact on pharmaceutical companies- public health programmes-SMEs.	Short answer, short essay, long essay

Suggested Assignment:

1. To present case laws relating to e business
2. To present case laws in the above mentioned fields and the impact of the judicial verdicts
3. To trace the amendments in legal framework for IT based business and its impact.

Recommended Text Books

1. Kant Mani, A Practical Approach to Cyber Law- Kamal Publishers
2. Sathish Chandra- Cyber Law in India- ABS Books
3. Vishnu Sharma, Vineeth Bali, Vikram Sharma- Fundamentals of Cyber Security and Law- StarEdu
4. M K Bhandari- Law relating to Intellectual Property Rights- Central Law Publications
5. V K Ahuja- Law relating to Intellectual Property Rights-LexisNexis

Reference

1. Bare Act- Indian Evidence Act
2. Indian Penal Code
3. Indian Contract Act
4. I T Act with Amendments
5. Copyrights and Trade Marks Act
6. Patents Act
7. RBI Act

M.S.W.

SW010106 - FIELD PRACTICUM 1

Total Credits: 6

Total Hours: 216

OBJECTIVES:

1. Understanding a community in terms of its geographical, social, economic and political systems, power structures and their inter-relationships based on the theoretical understanding obtained from the courses in the semester;
2. Understanding and practice the values and code of ethics of professional social work practice and familiarize with the principles of social work;
3. Develop understanding of the assumptions, principles, phases and models of community organization;
4. Knowledge of the structure and function of the decentralized governance system and various institutions in the community
5. Demonstrate professional rapport building skills with the people in the community;
6. Demonstrate skills in social analysis and need assessment, program planning, implementation and evaluation frame work in a community setting
7. Demonstrate oral, written and presentation skills of communication in a community context;

Field Practicum Requirements:

Each Student shall complete the following practicum requirements in the first semester

No	Activity	Minimum Requirement	Credits
1	Rural Camp	5 days – 72 hours	1.5
2	Observational visits to at least five Social Work related organizations	5 days – 18 hours	1.5
3	Community based field work at least for 18 days of 7 hours duration for the practice of stages of community organization	18 Days – 126 hours	3
	Total	216 Hours	6

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Evaluation by agency supervisor	1
2	Rural camp	2
3	Field work Presentation	1
4	Evaluation by faculty supervisor based on performance of the student in the field work: <ul style="list-style-type: none"> • Understanding of concepts and quality of field work reports • Application of theory in to practice Completion of requirements (observational visit (5), community programme (1), completion of 126 hours in the community based field work) and participation in individual conference	2 4

SW010206 - FIELD PRACTICUM 2

Total Credits: 6

Total Hours: 216

OBJECTIVES:

1. Understand the functioning of a structured setting/agency – Primary or Secondary (e.g., a school, a hospital, or an institution providing services for people with inability, social, 'physical or mental)
2. Understand in depth the application of Social Work methods in dealing with individuals (case work) and groups (group work)
3. Develop the ability to do interventions ensuring clients' participation.
4. Be familiar with the method of social work research through field level application
5. Develop skill in writing academic articles based on practice experience.
6. Develop the skill in recording

Field Practicum Requirements:

No	Activity	Minimum Requirement	Credits
1	Observational visits to at least five Social Work related organizations	5 days – 18 hours	1.5
2	Agency based field work at least for 25 days	25 Days – 198 hours	4.5
	Total	216 Hours	6

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Evaluation by agency supervisor	1
2	Case Work (4), Group Work (1)	2

3	Field work Presentation	2
4	<p>Evaluation by faculty supervisor based on performance of the student in the field work:</p> <ul style="list-style-type: none"> • Understanding of concepts and quality of field work reports • Application of theory in to practice <p>Completion of requirements: Observational visits(5), completion of 198 hours in the agency based field work)and participation in individual conference</p>	<p>1</p> <p>4</p>

SW010303 - FIELD PRACTICUM 3

Total Credits: 3

Total Hours: 216

OBJECTIVES:

- To gain an in-depth knowledge of the specialization area.

Elective (Specialization) –Community Development (CD)

Specific objectives:

- Understand the administrative structure and functioning of the agency
- Be familiar with the policies, laws and government programmes applicable to the client systems of the agency
- Be familiar with the approaches and intervention strategies in the development sector
- Develop the skill in using PRA techniques in the setting
- Develop skill in intervention at organizational / community level ensuring people's participation

Field Practicum Requirements:

No	Activity	Minimum Requirement	Credits
1	Organizational visits to at least five agencies in the area of specialization	5 days – 18 hours	1.5
2	Concurrent/block Field Practicum for 25 days	25 Days – 198 hours	4.5
	Total	216 Hours	6

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Evaluation by agency supervisor	1
2	Field work Presentation	2
3	Evaluation by faculty supervisor based on performance of the student in the field work: <ul style="list-style-type: none">Understanding of concepts and quality of field work	2

	reports <ul style="list-style-type: none"> • Application of theory in to practice Completion of requirements: (Organizational visits (5), (organizational Study (1), community intervention (1), Study the projects of the agency (2), project proposal (1), PRA (1), completion of 198 hours in the community/agency based field work) and participation in individual conference	5
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Elective (Specialization) – Family and Child Welfare (FCW)

Specific objectives:

1. Understand the administrative structure and functioning of the agency
2. Be familiar with the policies, laws and government programmes applicable to the client systems of the agency
3. Develop skill in intervention at individual and group levels
4. Develop skill in family assessment and intervention
5. Develop skill to work with children

Field Practicum Requirements:

No	Activity	Minimum Requirement	Credits
1	Organizational visits to at least five agencies in the area of specialization	5 days – 18 hours	1.5
2	Concurrent/block Field Practicum for 25 days	25 Days – 198 hours	4.5
	Total	216 Hours	6

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Evaluation by agency supervisor	1
4	Field work Presentation	2
5	Evaluation by faculty supervisor based on performance of the	

	student in the field work:	2
	<ul style="list-style-type: none"> Understanding of concepts and quality of field work reports Application of theory into practice Completion of requirements: (Organizational visits (5), Organizational Study (1), Intervention: (Individual (3), Group (1), Family (1), Completion of 198 hours in the community/agency based field work) and participation in individual conference	5

Elective (Specialization) – Medical and Psychiatric Social Work

Specific objectives:

1. Understand the administrative structure and functioning of the agency
2. Understand the functioning of multidisciplinary team in a psychiatric setting and the role of social worker in the team
3. Develop the skill in case history taking and mental status examination
4. Be familiar with the approaches and intervention strategies in the psychiatric setting
5. Develop skill in intervention at individual and group levels

Field Practicum Requirements:

No	Activity	Minimum Requirement	Credits
1	Organizational visits to at least five agencies in the area of specialization	5 days – 18 hours	1.5
2	Concurrent/block Field Practicum for 25 days	25 Days – 198 hours	4.5
	Total	216 Hours	6

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Evaluation by agency supervisor	1
4	Field work Presentation	2

5	<p>Evaluation by faculty supervisor based on performance of the student in the field work:</p> <ul style="list-style-type: none"> • Understanding of concepts and quality of field work reports • Application of theory in to practice <p>Completion of requirements: (Organizational visits (5), Organizational Study (1), Intervention: (Case history and mental status examination (5), individual (3),Group (1), Completion of 198 hours in the agency based field work) and participation in individual conference</p>	<p>2</p> <p>5</p>
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SW010403 - FIELD PRACTICUM 4

Total Credits: 6

Total Hours: 216

OBJECTIVES:

1. Gain an in-depth knowledge of the specialization area by working with an agency in the respective area
2. Practice adaptively all the methods of social work (both primary and secondary)

Elective (Specialization) – Community Development (CD)

Specific Objectives:

1. Be familiar with the policies, laws and government programmes applicable to the client systems of the agency.
2. Demonstrate the ability in assessing, intervening and working with elderly.
3. Develop skill in critical evaluation of financial management of the development sector
4. Develop skill in human resource management for development practice
5. Understand the significance of social policy in Community Development and gain the basic skills of influencing the same.

Field Practicum Requirements:

No	Activity	Minimum Requirement	Credits
1	Concurrent/block Field Practicum for 30	30 Days – 216 hours	6
	Total	216 Hours	6

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Evaluation by agency supervisor	1
3	Field work Presentation & Viva	2
4	Evaluation by faculty supervisor based on performance of the student in the field work: <ul style="list-style-type: none">• Understanding of concepts and quality of field work reports	2

	<ul style="list-style-type: none"> Application of theory in to practice <p>Completion of requirements: (Evaluation of a project (1), (Preparation of a project (1), community intervention with the participation of the people (1), completion of 216 hours in the community/agency based field work) and participation in individual conference</p>	5
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Elective (Specialization) – Family and Child Welfare (FCW)

Specific objectives:

1. Be familiar with the policies, laws and government programmes applicable to the client systems of the agency
2. Demonstrate the ability in assessing, intervening and working with elderly.
3. Be familiar with the approaches and intervention strategies employed by the agency
4. Explore the possibilities of children and youth involvement in development project.
5. Understand the gender dimensions of the agencies work

Field Practicum Requirements:

No	Activity	Minimum Requirement	Credits
1	Concurrent/block Field Practicum for 30 days	30 Days – 216 hours	6
	Total	216 Hours	6

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Evaluation by agency supervisor	1
3	Field work Presentation & Viva	2
4	Evaluation by faculty supervisor based on performance of the student in the field work:	

	<ul style="list-style-type: none"> • Understanding of concepts and quality of field work reports • Application of theory in to practice 	2
	Completion of requirements: (intervention: Individual (4), group (1), completion of 216 hours in the community/agency based field work) and participation in individual conference	5

Elective (Specialization) – Medical and Psychiatric Social Work

Specific objectives:

1. Be familiar with the policies, laws and government programmes applicable to the client systems of the agency
2. Demonstrate the ability in assessing, intervening and working with elderly.
3. Learn the role of professional social workers in school setting
4. Understand functioning of a multidisciplinary team
5. Gain knowledge in making social diagnosis and applying Social Work intervention techniques in medical and school settings

Field Practicum Requirements:

No	Activity	Minimum Requirement	Credits
1	Concurrent/block Field Practicum for 30 days	30 Days – 216 hours	6
	Total	216 Hours	6

Field Practicum Evaluation

The evaluation of the field work will be based on overall performance of the student in all the practicum requirements.

No	Parameters	Weightage
1	Evaluation by agency supervisor	1
2	Field work Presentation & Viva	2
4	Evaluation by faculty supervisor based on performance of the student in the field work:	

	<ul style="list-style-type: none"> • Understanding of concepts and quality of field work reports • Application of theory in to practice 	2
	<p>Completion of requirements: (intervention: Individual (4), group (1), completion of 216 hours in the agency based field work) and participation in individual conference</p>	5

B.B.A.

BA2CRT07 BUSINESS COMMUNICATION

Core Course
No. of credit : 4
No. of contact hour : 6

Aim of Course

To understand the nuances of business communication

This course should be taught by providing group discussion and seminars.

MODULE- I **Basis of communication**

Meaning, importance & process, Need & objectives of communication, 7c's of communication, Barriers of communication, How to overcome communication Barrier. (Practical exercises in communication)

MODULE- II

Means /Media of communication - verbal & Non-verbal communication channel of communication formal & informal communication.

Types of communication. Downward, upward, Horizontal or lateral, Diagonal or cross

MODULE- III **Listening as a communication Tool**

Importance types of listening, Barriers to effective Listening. How to make listening effective.

MODULE- IV **Groups**

Business Letter Writing: - Need, Functions and kinds, Letters, Request Letters, Sales Letters, Complaints and adjustments, Departmental Communication: Meaning, Need and Types, Interview Letters, Promotion Letters, Resignation Letters, News Letters, Circulars, Agenda, Notice, Office Memorandums, Office Orders.

MODULE-V. **New Trends in Business communication.**

E mail, Teleconferencing, video conferencing, SMS

References

SI No.	Title	Author	Publishing & Year
1	Business communication	R.C. Bhatia.	Ane Books Pvt. Ltd.
2	Business communication	R.K. Madhukar	Vikas Publishing House Pvt Ltd
3	Effective Technical communication	<u>Ashraf Rizvi</u>	McGraw Hill Education (India) Private Limited
4	Business communication essentials	Courtland Bovée And John Thill	Pearson, 2015
5	Fundamentals of business communication	P D Chaturvedi, MukeshChaturvedi	Pearson, 2012

THIRD SEMESTER

BA3CRT11 HUMAN RESOURCE MANAGEMENT

Core Course
No. of credit : 4
No. of contact hour: 5

MODULE- I

Definition, Nature, scope, role, objective of Personnel management, level of management, Organisation of Personnel Dept. its functions, Ergonomics, Challenger and relevance of HRM. Manpower planning.

MODULE- II

Recruitment - Sources of recruitment, Selection- Selection process, Training - Definition. Types of training Executive Development.

MODULE- III

Performance Appraisal, techniques Promotion, Career Planning.

MODULE- IV

Job analysis, Job Design, Job Evaluation Wage. Definition, Factors affecting wage policy, Wage Boards Fringe Benefits, Prerequisites, Incentives, Bonus, Profit sharing, VRS, Maintenance of service files pension.

MODULE- V

Drafting charge sheets, Model standing orders, code of conduct, Bond of service, wage & salary records, E.S.I, P.F. Gratuity, pension and bonus records.

Reference text:

Sl No.	Title	Author	Publishing & Year
1	Human Resource Management	Pravin Durai	Pearson
2	Personnel management	Edwin Philipo	
3	Personnel management	Mammoria&Mammoria	<i>Himalaya Publishing House, Mumbai</i>
4	A frame work for human resource management	Gary Desseler	
5	Human resource and personnel management	K. Aswathappa	
6	Personnel HRM	Subba Rao	<i>Himalaya Publishing House, Mumbai</i>

BA3CMT14 BUSINESS LAWS

Complementary Course

No. of credit : 4

No. of contact hour: 5

Aim of the course

To build a general awareness about the principles behind contract law and to introduce various types of special contracts

Objective of the course

On completion of the course, student should be able

- To identify the principles behind law of contract
- To equip students to identify the validity of contracts
- To create awareness about various special contracts

MODULE I: General principles of law of contract

Law of contracts; Definition-essentials of a valid contract-kinds of contracts-Offer and acceptance- revocation-communication-consideration. Doctrine of privity of contract-capacity to contract-contract- coercion-undue influence-misrepresentation-fraud-mistake-performance-discharge of contract-breach of contract-remedies for breach of contract.

MODULE II: Contracts of indemnity and guarantee

Definition of indemnity-essential elements-rights of parties-definition of guarantee -essential elements- rights of surety-nature of surety's liability-discharge of guarantee

MODULE III: Contract of bailment and pledge

Definition -essential elements- rights and duties of bailor and bailee-termination of bailment- finder of goods-Pledge-definition-rights and duties of pawnor and pawnee.

MODULE IV: Contract of agency

Definition- essentials-types of agency-mercantile agents-extent of agent's authority-delegation of authority- personal liability of agent- liability of agent to third parties- termination of agency.

MODULE V: Contract of sale of goods

Sale of goods Act; Contract of sale and agreement to sell-conditions and warranties- transfer of property- title of goods-rights and duties of seller and buyer- rights of an unpaid seller.

References

1. Aswathappa, K., Business Laws, *Himalaya Publishing House, Bengaluru.*
2. Kapoor, N.D., Business Laws, *Sultan Chand publications New Delhi.*
3. Sharma, S.C., Business Law, *International Publishers, Bengaluru*
4. Tulsian, Business Law, *McGraw-Hill Education Mumbai.*

BA4CMT20 CORPORATE LAWS

Complementary Course No. of credit : 4 No. of contact hour: 5

Aim of the course

To build a general awareness about the principles behind, companies and partnerships.

Objective of the course:

On completion of the course, the student should be able

- To identify the various steps in the formation of a company
- To specify the basic principles of corporate laws
- To clarify the basic principles of partnership law
- To understand the basic features of limited liability partnership

MODULE I: Formation and incorporation of a company (The Companies Act, 2013)

Formation and incorporation of a company; characteristics and types of companies;

Promoters; corporate veil; pre-incorporation and preliminary contracts.

Memorandum of association – articles of association- doctrine of ultra vires- doctrine of constructive notice- indoor management-prospectus and statement in lieu of prospectus-deemed prospectus-shelf prospectus-abridged prospectus- red-herring prospectus and information memorandum- liability for misstatement of prospectus.

MODULE II: Management of companies and Company meetings

Qualification and appointment of directors; powers, duties and liabilities of directors; kinds of company meetings; requisites of a valid meeting; Chairman-agenda-minutes-quorum; Motions and resolutions –proxy-ascertaining the sense of a meeting.

MODULE III: Winding up of companies:

Modes of winding up; compulsory winding up- grounds and procedure; voluntary winding up-types-procedure-effects of winding up-liquidator-powers and functions- contributories; defunct companies.

MODULE IV: The Law Relating to Partnership and limited liability partnership

Nature, test and types of partnership- partnership deed- rights and liabilities of partners- relations of partners to one another and to third parties- incoming and outgoing partners- Retirement- Registration and dissolution of partnership- limited liability partnerships.

MODULE V: Pollution control Act

Definitions- Air- water and sound pollution- pollution control measures.

References

1. Shukla, M.C., & Gulshan, Principles of Company Law, *S.Chand, New Delhi.*
2. Venkataramana, K., Corporate Administration, *Seven Hills Books Publications.*
3. Kapoor, N.D., Company Law and Secretarial Practice, Sultan Chand, *New Delhi.*
4. Elements of corporate Law, SN Maheswari and SK Maheswari, Himalaya Publications, Mumbai.
4. Bansa, I.C.L., Business and Corporate Law, *Vikas Publishers, New Delhi.*

FIFTH SEMESTER

BA5CRT21 ORGANISATIONAL BEHAVIOUR

<p>Core Course</p>
<p>No. of credit : 4</p>
<p>No. of contact hour: 6</p>

Course Objectives

- Understand the implications of individual and group behaviour in organisational context.
- Understand the concept of organisational behaviour, social organisation and the diverse environment alongside with the management of groups and teams
- Appreciate the culture of organisational culture

Learning Outcome

- Manage conflict amongst groups in business environment
- Comprehend and apply motivational theories in the workplace
- Identify changes within organisations and power and politics in organisations

MODULE- I:

Introduction to Organisational Behaviour- Various discipline contributing to OB- Hawthorne experiment- foundation of individual behaviour- need and importance of organisational behaviour-nature and scope- framework of organisational behaviour

MODULE- II:

Personality-types-factors affecting personality-perception-importance-factors influencing perception-learning-types of learning styles-the learning process

MODULE- III:

Motivation-theories-importance –types –values and attributes-characteristics-components-formation and measurement-group dynamics group behaviour-formation-types of groups-stages of group development-conflict management-nature of conflict-types of conflict

MODULE-IV:

Leadership-meaning-importance-leadership styles-leaders Vs. managers-power and politics-sources of power

MODULE-V:

Organisational structure and design-organisational climate- factors affecting organisational climate- organisational development-organisational culture-organisational change- current trend in OB

Core texts

Sl No.	Title	Author	Publishing & Year
1	Essentials of Organisational Behaviour	Stephen P Robbins, Timothy A. Judge & Seema Sanghi	Pearson, 10 th edition
2	Organizational behaviour	Bhattacharya	Oxford university Press
3	Organization behaviour	LM Prasad	Sultan Chand & Sons 2005

BA5OPT22 OPEN COURSE

Open Course

No. of credit : 3

No. of contact hour: 4

BA5CRT23 ENVIRONMENT SCIENCE AND HUMAN RIGHTS

<p>Core Course</p>

<p>No. of credit : 4</p>

<p>No. of contact hour: 5</p>

MODULE I**Multidisciplinary nature of environmental studies**

Definition, scope and importance Need for public awareness.

Natural Resources : Renewable and non-renewable resources : Natural resources and associated problems.

a) Forest resources : Use and over-exploitation, deforestation, case studies.

Timber extraction, mining, dams and their effects on forest and tribal people.

b) Water resources : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

c) Mineral resources : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) Food resources : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

e) Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, Case studies.

f) Land resources: Land as a resource, land degradation, man induced landslides, soil erosion and desertification

- Role of individual in conservation of natural resources.
- Equitable use of resources for sustainable life styles.

Ecosystems

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the given ecosystem:- Forest ecosystem

MODULE II**Biodiversity and its conservation**

Introduction, Biogeographical classification of India ,Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values. India as a mega-diversity nation, Hot-spots of biodiversity, Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, Endangered and endemic species of India

Environmental Pollution

Definition, Causes, effects and control measures of: -

- a. Air pollution
- b. Water pollution
- c. Soil pollution
- d. Marine pollution
- e. Noise pollution
- f. Thermal pollution
- g. Nuclear hazards

Solid waste Management: Causes, effects and control measures of urban and industrial wastes, Role of an individual in prevention of pollution, Pollution case studies, Disaster management: floods, earthquake, cyclone and landslides

Social Issues and the Environment- Urban problems related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people: its problems and concerns, Case studies, Environmental ethics: Issues and possible solutions, Climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust, Case studies, Consumerism and waste products, Environment Protection Act , Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation

MODULE III**Introduction to Environment and Business**

Introduction of ways in which business has and is responding to environmental and business issues; business and sustainable development; issues of corporate/business greening.

MODULE IV**Green entrepreneurship**

What is green entrepreneurship, definition, meaning, scope, nature and characteristics. Green entrepreneurship in India. Difference between conventional and green entrepreneurship.

MODULE V

Human Rights– An Introduction to Human Rights, Meaning, concept and development, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights).

Human Rights and United Nations – contributions, main human rights related organs - UNESCO, UNICEF, WHO, ILO, Declarations for women and children, Universal Declaration of Human Rights.

Human Rights in India – Fundamental rights and Indian Constitution, Rights for children and women, Scheduled Castes, Scheduled Tribes, Other Backward Castes and Minorities
 Environment and Human Rights - Right to Clean Environment and Public Safety:
 Issues of Industrial Pollution, Prevention, Rehabilitation and Safety Aspect of New
 Technologies such as Chemical and Nuclear Technologies, Issues of Waste Disposal,
 Protection of Environment

Conservation of natural resources and human rights: Reports, Case studies and policy formulation. Conservation issues of western ghats- mention Gadgil committee report, Kasthuriangan report. Over exploitation of ground water resources, marine fisheries, sand mining etc.

Internal: Field study

- Visit to a local area to document environmental grassland/ hill /mountain
- Visit a local polluted site – Urban/Rural/Industrial/Agricultural Study of common plants, insects, birds etc
- Study of simple ecosystem-pond, river, hill slopes, etc

(Field work Equal to 5 lecture hours)

REFERENCES

1. Bharucha Erach, Text Book of Environmental Studies for undergraduate Courses. University Press, IInd Edition 2013 (TB)
2. Clark.R.S., Marine Pollution, Clanderson Press Oxford (Ref)
3. Cunningham, W.P.Cooper, T.H.Gorhani, E & Hepworth, M.T.2001 Environmental Encyclopedia, Jaico Publ. House. Mumbai. 1196p (Ref)
4. De A.K.Environmental Chemistry, Wiley Eastern Ltd.(Ref)
5. Down to Earth, Centre for Science and Environment (Ref)
6. Heywood, V.H & Watson, R.T. 1995. Global Biodiversity Assessment, Cambridge University Press 1140pb (Ref)
7. Jadhav.H & Bhosale.V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284p (Ref)
8. Mekinney, M.L & Schock.R.M. 1996 Environmental Science Systems & Solutions. Web enhanced edition 639p (Ref)
9. Miller T.G. Jr., Environmental Science, Wadsworth Publishing Co. (TB)
10. Odum.E.P 1971. Fundamentals of Ecology. W.B. Saunders Co. USA 574p (Ref)
11. Rao.M.N & Datta.A.K. 1987 Waste Water treatment Oxford & IBII Publication Co.Pvt.Ltd.345p (Ref)
12. Rajagopalan. R, Environmental Studies from crisis and cure, Oxford University Press, Published: 2016 (TB)
13. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut (Ref)
14. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (Ref)

15. Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media (Ref)
16. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (Ref)
17. Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA 499p (Ref)
18. (M) Magazine (R) Reference (TB) Textbook

Human Rights

1. Amartya Sen, The Idea Justice, New Delhi: Penguin Books, 2009.
2. Chatrath, K. J.S., (ed.), Education for Human Rights and Democracy (Shimla: Indian Institute of Advanced Studies, 1998)
3. Law Relating to Human Rights, Asia Law House,2001.
4. Shireesh Pal Singh, Human Rights Education in 21st Century, Discovery Publishing House Pvt.Ltd, New Delhi,
5. S.K.Khanna, Children And The Human Rights, Common Wealth Publishers,1998. 2011.
6. Sudhir Kapoor, Human Rights in 21st Century,Mangal Deep Publications, Jaipur,2001.
7. United Nations Development Programme, Human Development Report 2004: Cultural Liberty in Today's Diverse World, New Delhi: Oxford University Press, 2004.

BA5CMT24 INTELLECTUAL PROPERTY RIGHTS AND INDUSTRIAL LAWS

Complementary Course No. of credit : 4 No. of contact hour: 5

Aim of the course

To build a general awareness about the principles behind, intellectual property legislations and three important industrial laws.

Objective of the course:

On completion of the course, student should be able

- ☐ To appreciate the concepts of patent and trademark protection.
- ☐ To specify the various legal provisions in the Factories Act and Industrial Disputes Act.
- ☐ To identify the benefits offered by ESI Act.

MODULE - I Introduction to Intellectual property Rights

Concept; patents; term and registration of patents; Rights of patent holder; infringement of patents; Trademark: Meaning; procedure for registration; infringement of registered trademark; Collective marks - certification trademarks-well known trade mark.

MODULE - II: Law relating to factories

Approval, licensing and registration of factories; provisions regarding health, safety and welfare of workers; working hours; employment of women and young persons. Annual leave with wages.

MODULE -III: Law relating to Industrial Disputes

Meaning of industry; machinery for the prevention and settlement of industrial disputes. Provisions relating to strikes, lay off, retrenchment, lock out, closure and transfer of undertakings.

MODULE - IV: Law relating to employees' state insurance

Applicability of the Act- administration of the scheme- ESI corporation-standing committee and medical benefit council- inspectors- contributions-benefits under the Act – adjudication of disputes.

MODULE -V: Consumer Protection Act

Definitions- Consumer Protection Councils- central and state consumer protection councils-objects-consumer disputes redressal agencies-composition of the District Forum- Jurisdiction of the District Forum-procedure for filing complaints- composition and jurisdiction of State Commission-composition ,jurisdiction and powers of the National Commission-procedure applicable to state and national commission-Appeal-Dismissal of frivolous or vexatious complaints-penalties.

BA5CRT25 OPERATION MANAGEMENT

Core Course
 No. of credit : 2
 No. of contact hour: 2

MODULE I

Production/ operation function- Production system-Objectives of production in management- the five P's of production- Types of production- production systems-Job shop- Batch continuous and cellular.

MODULE II

Production planning and control- Functions of production planning and control – characteristics- steps involved- objectives of production-objectives of production planning-Importance-prerequisites of production planning and control- production control- objective and control-objectives and advantages.

MODULE III

Materials management- Scope and important methods of purchasing-Inventory control- objectives, functions and importance.

MODULE IV

Work improvement- and work measurement- motion study- work place lay out-plan lay out- types of lay out- factors influencing plant lay out-fundamentals of time study.

MODULE V

Quality control – Importance and objectives.

Reference:

SI No.	Title	Author	Publishing & Year
1	Production and Operations Management	Alan Muhlemann, John Oakland et al.	Pearson, 6 th edition
2	Operations Management, Theory and practice	B Mahadevan	Pearson, 2 nd edition
3	Operations Management	KS Chandrasekar	<i>Himalaya Publishing House, Mumbai</i>

BA5CRT26 INDUSTRIAL RELATIONS

Core Course

No. of credit : 3

No. of contact hour: 3

Aim of the course:

To make an awareness about relations between labour and management in an industry.

Objectives of the course:

Is to enable the student

- To have a basic idea regarding industrial relations.
- To understand various prospect of workers and employers
- To understand more about the employees performance and their carrier planning.
- To know how theare made in industries between workers and management.
- To know how the workers are participating in daws making programmes.
- To understand various welfare facilities of education programmes provided by employers to their employees.

MODULE I: Introduction

Nature of Industrial relations- meaning and importance- Industrial labour in India,- an overview of industrial growth- Private and Public Sector Employment trends- Industrial Labour force.

MODULE II: Bargaining agents

Workers Organization: Role of Trade Union in Industries- Multiplicity of trade unions- inside and outside leadership. Employers Organization-Role of Employers Organization in maintaining industrial relations, Recognition of trade Unions.

MODULE III: Industrial Unrest

Concepts- Causes- Problems- handling techniques and procedures relating to –go-slow-work –stoppage-gherao-retrenchment-lay –off.

MODULE IV: Settlement of Industrial Disputes

State Policy- need and nature of state labour policy and intervention-ILO Statutory Measures: Holding Negotiations-bipartite-tripartite negotiations-mediation-conciliation-arbitration-adjudication.

MODULE V: Promotion of Industrial Peace

Collective bargaining-works participation in management-works education-workers welfare-Industrial truce

Reference text:

1. Industrial relations, trade unions and labour registration

-P.R.N. Sinha & InduBala Sinha &
SeemaPriyadarshini Shekhar

2. Industrial relations

-C.B. Mamoria

BA6CRT30 COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT

CORE COURSE

NO. OF CREDIT : 4

NO. OF CONTACT HOUR : 5

MODULE I: Speeches & Presentation

Speeches - Characteristics of a good speech, How to make speech effective

Presentation - Planning, preparation, organising, rehearsing & Delivery. How to make Presentation, The various presentation tools along with guidelines of effective presentation, Boredom factors of presentation and How to overcome them, Interactive Presentation and Presentation as a part of job Interview.

MODULE II: Brief business messages

Crafting messages for electronic media, choosing media for brief messages- email, instant messaging, text messaging, blogs, and wikis. creating effective email messages, instant messages, text messages, business blogs.

MODULE III: Employment messages and Job interviews

Resume Writing skills, Guide lines for good Resume, Writing application letters and other employment messages, application follow-ups, understanding the interviewing process, common types of interviews, preparing for a job interview, stages of every interview-warm-up, question answer session and close. Follow-up after an interview.

MODULE IV: Group Discussion

GD Leadership, GD protocol, Guidelines for GD participants, debate and extempore.

MODULE V

Audio video recording and Dialogue session on current topics- economy-education system- environment-politics.

References

Sl No.	Title	Author	Publishing & Year
1	Business communication essentials	Courtland Bovée And John Thill	Pearson,2015
2	Fundamentals of business communication	P D Chaturvedi, MukeshChaturvedi	Pearson, 2012
3	Basic Managerial Skills for All	<u>McGrath E.H. S.J.</u>	PHI; 9 edition (2011)
4	Essentials of Business Communication	<u>Rajendra Pal , J. S. Korlahalli</u>	Sultan Chand And Sons
5	Basic Managerial Skills for All	McGraw, S. J	8th edition, Prentice Hall of India.

B. Com

**(Computer Application, Finance & Taxation,
Marketing, Office Management)**

Core Course

CORPORATE REGULATIONS AND ADMINISTRATION

Instructional Hours: 72

Credit: 3

Objective: *To familiarise the students with the management and administration of joint stock companies in India as per Companies Act, 2013*

Module 1

Company - Definition – Characteristics – Classifications –History and framework of Company Law In India - Companies Act 2013 - one person company, small company, associate company, dormant company, producer company; association not for profit; illegal association **(Instructional Hours - 10)**

Module 2

Promotion and formation of a company- Body Corporate - promoter- legal position-duties-remuneration - Memorandum of Association – Articles of Association - Contents and alteration Incorporation of Company - On-line registration of a company – CIN - Companies With Charitable Objects - Doctrines of Indoor Management, Constructive Notice, Ultra-Vires - Lifting up of Corporate veil - Conversion Of Companies **(Instructional Hours - 12)**

Module 3

Share Capital – Types - Public Offer - Private Placement - Prospectus - Contents of Prospectus – Types of prospectus – Deemed prospectus - Shelf Prospectus - Red Herring Prospectus - Abridged prospectus- Liability for Misstatements in Prospectus – Issue and Allotment of Securities – Types - Voting Rights – DVR- Application of Premiums - Sweat Equity Shares - Issue and Redemption of Preference Shares- Transfer and Transmission of Securities- Punishment for impersonation of Shareholder - Further Issue of Share Capital- Bonus Shares- Debenture Issue - **(Instructional Hours - 15)**

Module 4

Membership in company and meetings- modes of acquiring membership-rights and liabilities of members- Control -cessation of membership- Register of Members - Company meetings – Annual General Meeting - Extraordinary General Meeting- Notice of Meeting - Quorum - Chairman - Proxies - Voting - Show Of Hands – E-Voting - Poll- Postal Ballot- Motions - Resolutions - Types - Minutes - Books of accounts - Annual Return- Directors - Types - legal position – Appointment - Duties - Disqualifications - DIN - Vacation of Office - Resignation - Removal - Meetings Of Board - Resolutions And Proceedings - Powers of Board - Key Managerial Personnel- CEO- CFO - Audit and Audit Committee - related party- transactions - Corporate Social Responsibility.

(Instructional Hours - 20)

Module 5

Winding up - Contributory – Modes of winding up - Winding Up by Tribunal - Petition for Winding Up - Powers of Tribunal- Liquidators - Appointments- Submission of Report - Powers and Duties - Effect of Winding Up Order- Voluntary Winding Up - Circumstances - Declaration of Solvency - Meeting of Creditors- Commencement of Voluntary Winding Up- Appointment of Company Liquidator- Final Meeting and Dissolution of Company Official Liquidators –Appointment -Powers - Functions - Winding up of unregistered companies. **(Instructional Hours - 15)**

Journals

1. The Indian Journal of Law and Technology, National Law School of India University, Bangalore.
2. E bulletin of Students Company Secretary

Core Course : BUSINESS MANAGEMENT

Instructional Hours: 54

Credit: 3

Objectives: To familiarise the students with concepts and principles of management.

Module 1

Introduction to Management - Meaning , Nature, Scope and Functional Areas of Management - Management as a Science, Art and Profession - Management & Administration - Principles of Management- Managerial roles: Mintzberg Model - Functions of Management - Contributions of F.W.Taylor and Henry Fayol. **(12 Hours)**

Module II

Planning - Planning - Meaning - Nature - Importance - Types of Plans - Planning Process- Barriers to Effective Planning - M.B.O - Features – Steps - Coordination - Meaning and Importance - Techniques for Effective Coordination **(10 Hours)**

Module III

Organizing - Meaning - Nature - Importance - Principles of Organisation - Types of Organisation - Organisation Chart - Organisation Manual - Centralization – Decentralization- Authority - Delegation of Authority -Responsibility and Accountability. **(10 Hours)**

Module IV Direction and Control – Principles of direction- Leadership: Concept and Styles; Trait and Situational Theory of Leadership, Managerial Grid by Blake and Mouton, Likert’s Four System Model - Motivation: Concept and Importance; Maslow’s Need Hierarchy Theory; Herzberg’s Two Factors Theory. Control: Concept and Process-Control Techniques. **(12 Hours)**

Module V

Management Techniques – (Brief Study) Quality circle-Total Quality Management - Business Process Reengineering (BPR)- Six sigma-Kaizen **(10 Hours)**

Suggested Readings

1. Koontz, O Donnell, Management, *McGraw-Hill*
2. Appaniah, Reddy, Essentials of Management, *Himalaya Publishing House.*
3. Prasad, L. M., Principles of management, *Sultan Chand and Sons.*
4. Srinivasan, Chunawalla, Management Principles and Practice, *Himalaya Publishing House.*
5. Tulsian, P.C., & Pandey, Vishal, Business Organization and Management, Pearson Education

Mutual Funds -Meaning- Objectives- Advantages - Classification of Mutual Funds–Exchange Traded Fund- Constitution and Management of Mutual Funds in India- AMFI- Concept of Net Asset Value – Advantages and limitations of Mutual Funds- (12 Hours)

Module V

Derivatives (Brief study only)- Features of Derivatives -Types of Derivatives– Forwards – Futures- Options-Swaps- Commodity Futures – Major Commodity Exchanges in India (12 Hours)

Suggested Readings

1. Khan, M.Y., Indian Financial System, *Tata McGraw Hill, New Delhi.*
2. Singh, Preethi, Dynamics of Indian Financial System, *Ane Books, New Delhi*
3. Guruswami, S., Capital Markets, *Tata McGraw Hill, New Delhi*
4. Avadhani, V. A., Investment and Securities Market in India, *Himalaya Publishing House.*

Journals

SEBI and Corporate Laws - Taxmann, New Delhi
SEBI Monthly Bulletin

Core Course : MARKETING MANAGEMENT

Instructional Hours:54

Credit: 3

Objective: *The objective of this course is to provide a sound understanding of the basic principles of marketing management and their applications in the business and industry.*

Module I

Marketing Management–Market and Marketing- Meaning- Definition of marketing- Marketing Concepts – Marketing environment- Functions of marketing-Marketing Management- Marketing Mix- 4Ps and 4Cs- Importance of marketing mix- Factors affecting marketing mix- Market Segmentation – Concept – Need – Basis-benefits- Market Targeting- Market Positioning- differentiated and undifferentiated marketing (12 Hours)

Module II

Product Mix- Product – Meaning- Classification of products- -Product Line and Product Mix-New Product development- Steps- Reasons for failure of new products- - Product Life Cycle- – Branding- Types of brand- Brand Equity- Brand Loyalty- Trade Mark- Packaging-Role of packaging- Essentials of good packaging- Product Labelling- Marketing of services- Pricing of Products- Factors Influencing Pricing- Pricing Policies and Strategies -Types of Pricing (12 Hours)

Module III

Price Mix – Pricing-Factors affecting pricing decision- Role of pricing in marketing strategy- Steps in formulating pricing- Pricing methods and strategies- Pricing of a new product- Resale Price Maintenance
(12 Hours)

Module IV

Physical Distribution Mix- - Logistic and Supply Chain Management – Elements- Channels of Distribution –Types- Factors Affecting the Choice of a Channel of Distribution-Functions of various Intermediaries – retailing- Types of retailing- Direct Marketing- Merits and demerits (12 Hours)

Module V

Recent Trends in Marketing (Overview Only)-Relationship Marketing - Social Marketing -Online Marketing- -Green Marketing-Tele Marketing -Viral Marketing- Relationship Marketing-De-marketing- Remarketing- Guerilla marketing – Ambush Marketing. (6 Hours)

Suggested Readings

1. Kotler, Philip & Keller, Kevin Lane, Koshy, Abraham, & Mithileshwar Jha, Marketing Management, A South Asian Perspective, *Pearson Education*.
2. Armstrong, Gary, and Kotler, Philip, The Essentials of Marketing, *Pearson Education, New Delhi*
3. Majaro, Simon, The Essence of Marketing, *Prentice Hall, New Delhi*.
4. Chhabra, T.N., Principles of Marketing, *Sun India Publication*.
5. Czinkota, Marketing Management, *Vikas Publishing House (P) Ltd*.
6. *Biplab S Bose, Marketing management, Himalaya Publishing House, Mumbai*
7. Rajan Nair and Varma M M – *Marketing Management- Sultan Chand and Sons*
8. Sontakki C N, *Marketing Management- Kalyani Publishers*
9. Ramaswamy V S and Namakumari *Marketing Management , McMillan India Ltd*

SEMESTER 4

Core Course : CORPORATE ACCOUNTS – II

Instructional Hours -90

Credit - 4

Objective: To equip the students with the preparation of financial statements of insurance companies and to understand the accounting procedure for reconstruction and liquidation of companies.

Module – I

Accounts of Insurance Companies – Insurance Companies – Special Terms – Final Accounts of Life Insurance – Revenue Account - Profit and Loss Account and Balance Sheet (As per IRDA Regulation Act, 2002) – Determination of Profit in Life Insurance Business – Valuation Balance Sheet – Accounts of General Insurance Companies (Fire and Marine only) – Revenue Account – Profit and Loss Account and Balance Sheet (as per IRDA Regulation Act) (18 Hours)

Module – II

Accounts of Banking Companies – Meaning – Important Provisions of Banking Companies Act, 1949 – Preparation of Final Accounts of Banking Companies – Profit and Loss Account, Balance Sheet –

Module II

Bi-Variate Data Analysis- II -Regression Analysis– Concept-Utility- Comparison of correlation and regression- Lines of Regression- - Regression Equations and regression co-efficient- Algebraic Methods of studying regression- Standard Error of estimate - (Problems- Un grouped Data only) **(16 Hours)**

Module – III

Index Numbers-Meaning-Importance- Characteristics and uses of Index Numbers- Types of index numbers- Problems in construction of index numbers- Methods of constructing price index, quantity index and value index- : Unweighted Index numbers- Simple aggregative method and Simple average of price relatives method- Weighted Index numbers- Weighted average of price relative method- Weighted aggregative method applying Laspeyer's, Paasche's and Fishers methods- Test of Consistency of index numbers- Cost of Living Index Numbers and its Uses- Construction of cost of living index numbers- Aggregate expenditure method and family budget method- Concepts of Fixed base index numbers, chain based index numbers, base shifting, deflating and splicing(*theory only*)- Limitations of index numbers **(16 Hours)**

Module - IV

Time Series Analysis-Meaning-Definition- Components of Time Series-Time series analysis- Utility of Time Series Analysis- Mathematical models- Determination of Trend- Free hand curve method- Method of semi averages- Method of Moving Average-Method of Least Squares (first degree only)- Shifting the origin of trend- converting annual trend into monthly trend- **(16 Hours)**

Module – V

Probability-Meaning-Definition - Basic Terms-Concepts-Approaches to Assigning Probability - Permutation and Combination-Theorems of Probability- Addition Theorem- Multiplication Theorem- Conditional Probability- Baye's Theorem of Inverse probability **(24 Hours)**

Suggested Readings

1. Richard, Levin & Rubin, David, S., Statistics for Management, *Prentice Hall of India, New Delhi.*
2. Spiegel, M.R., Theory and Problems of Statistics, *Schaum's Outlines Series, McGraw Hill Publishing Co.*
3. Kothari, C.R., Research Methodology, *New Age Publications, New Delhi.*
4. Sharma, J. K., Business Statistics, *Pearson Education.*
5. Gupta, S.C., Fundamentals of Statistics, *Himalaya Publishing House.*
6. Gupta, S.P. & Gupta, Archana, Elementary Statistics, *Sultan Chand and Sons, New Delhi.*
7. Elhance D N, Elhance, Veena and Aggarwal B M *Fundamentals of Statistics , Kitab Mahal*
8. Gupta, C B and Gupta, Vijay., *An Introduction to Statistical Methods, Vikas Publishing House*
9. Pillai , R S N and Bagavathi, V ., *Statistics , S Chand & Co*

Core Course

ENTREPRENEURSHIP DEVELOPMENT AND PROJECT MANAGEMENT

Instructional Hours: 90

Credit: 4

Objectives:

- *To develop entrepreneurial spirit among students*
- *To empower students with sufficient knowledge to start up their venture with confidence*
- *To mould young minds to take up challenges and become employer than seeking employment and to make them aware of the opportunities and support for entrepreneurship in India*

Module I

Introduction to Entrepreneurship- Definition and Meaning- Distinction between entrepreneur and manager- Characteristics and traits of an entrepreneur- , Skills - Motivation of Entrepreneur- -Functions of an Entrepreneur- Role and importance of Entrepreneurship in economic development- Factors affecting growth of entrepreneurship
(10 Hours)

Module II

Classification of entrepreneurs- Dimensions of Entrepreneurship-Intrapreneurship-Technopreneurship- Cultural Entrepreneurship- International Entrepreneurship-Ecopreneurship- Social Entrepreneurship and Women Entrepreneurship- Problems faced by Women Entrepreneurs-Entrepreneurship in Agriculture sector and service sectors- New avenues- Dealership, Networking and Franchising- Entrepreneurship in MSME- Micro Small Medium Enterprises-Definition- Role of MSME- Steps to establish an enterprise.
(25 Hours)

Module III

Project Identification-Project- Meaning- Types- Project Management- Project life Cycle- Project identification- Sources of Project idea- Constraints in a project- Sources of Business idea-Protecting the Idea-Legal Protection in India-Trademarks- Copyright- Patent- Geographical Indication- Designs-Plant and Farmer Rights-
(15 Hours)

Module IV

Project Formulation and Report- Formulation of a project- Stages in project formulation- - preparation of a project report- contents- project appraisal- various aspects of appraisal (Problems of appraisal techniques excluded)
(20 Hours)

Module V

Entrepreneurial Support in India- Entrepreneurial Education and training- Entrepreneurship Development Programmes- Objectives and Methodology- The Concept, Role and Functions of Business Incubators- Start-Ups- Govt. of India Funding and Support for Start-Ups- Cluster Development Schemes- Pradhan Mantri Mudra Yojana- Industrial Estates- Special Economic Zones- Other initiatives and assistance- Green Channel clearances- - Bridge Capital- Seed Capital Assistance- Special Institutions for Entrepreneurial Development and assistance in India-Functions of EDII, NIESBUD, NSIC, SIDBI and DIC
(20 Hours)

Suggested Readings

1. Anjan, R. *Managing New Ventures, Concepts and Cases in Entrepreneurship*, New Delhi, PHI Learning Private limited.
2. Bhide A, *The Origin and Evolution of New Businesses*, New York, Oxford University Press.
3. Brandt, S. C. (1997). *Entrepreneurship: The 10 Commandments for Building a Growth Company*. New Delhi: Mc Millan Business Books.

Suggested Readings

1. Jain, S.P., & Narang, K.L., Advanced Cost Accounting, *Kalyani Publishers, New Delhi.*
2. Iyengar, S. P., Cost Accounting, *Sultan Chand & Sons, New Delhi.*
3. Maheswari, S.N., Advanced Cost Accounting, *Sultan Chand & Sons, New Delhi.*
4. Arora, M. N., Cost Accounting, *Vikas Publishing House Pvt. Ltd, New Delhi.*
5. J Madegowda, Advanced cost accounting, *Himalaya Publishing House, Mumbai*
6. Shukla, M.C., and Grewal, T.S., Cost Accounting, *Sultan Chand & Sons, New Delhi.*
7. Lall Nigam B M and Jain I C, Cost Accounting Principles and Practice, Prentice Hall of India

Core Course : ENVIRONMENT MANAGEMENT AND HUMAN RIGHTS

Instructional Hours: 90

Credit: 4

Module I (18 Hours)

Unit 1 : Multidisciplinary nature of environmental studies

(2 Hours)

Definition, scope and importance -need for public awareness.

Unit 2 : Natural Resources :

Renewable and non-renewable resources : Natural resources and associated problems.

Forest resources : Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people. -**Water resources** : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. **Mineral resources** : Use and exploitation, environmental effects of extracting and using mineral resources, case studies. **Food resources** : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. **Energy resources**: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources, Case studies. **Land resources**: Land as a resource, land degradation, man induced landslides, soil erosion and desertification - Role of

individual in conservation of natural resources- Equitable use of resources for sustainable life styles. (10 Hours)

Unit 3: Ecosystems

Concept of an ecosystem -Structure and function of an ecosystem -Producers, consumers and decomposers- Energy flow in the ecosystem -Ecological succession-Food chains, food webs and ecological pyramids-Introduction, types, characteristic features, structure and function of the given ecosystem:- Forest ecosystem (6 Hours)

Module II (26 Hours)

Unit 1: Biodiversity and its conservation

Introduction –Bio geographical classification of India -Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values-India as a mega-diversity nation-Hotspots of biodiversity-Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts-Endangered and endemic species of India (8 Hours)

Unit 2: Environmental Pollution

Definition, Causes, effects and control measures of: - Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards, Solid waste Management: Causes, effects and control measures of urban and industrial wastes-Role of an individual in prevention of pollution, Pollution case studies, Disaster management: floods, earthquake, cyclone and landslides. (8 Hours)

Unit 3: Social Issues and the Environment

Urban problems related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people: its problems and concerns, Case studies, Environmental ethics: Issues and possible solutions,-Climate change, global warming, acid rain, ozone layer depletion , nuclear accidents and holocaust, Case studies- Consumerism and waste products- Environment Protection Act - Air (Prevention and Control of Pollution) Act, Water (Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation, Public awareness (10 Hours)

Module – III (15 Hours)

Recent developments- Green Accounting- Meaning- History- Scope and Importance- Importance- Advantages and limitations- Green Banking- Meaning- benefits- coverage- steps in green banking- environmental risks for banks- Green banking initiatives- International initiatives- Initiatives in India- Green Marketing- Meaning- Need and benefits- Challenges- Green marketing in India- Green washing and consequences- Eco tourism- significance- eco tourism activities in India- Opportunities and challenges – carbon credit and carbon exchanges (over view only) - Environmental audit- concept- need and scope **(15 Hours)**

Module – IV (13 Hours)

Right to Information Act 2005- Basic terms- Public authority- Competent authority- Appropriate Government- Third Part- Information – record- Right to information- Objectives of the Act- Features of the Act- Obligation of Public authority- Procedure for request of information- time limit- fee- ground of rejection- appeal- exemption from disclosure- Right to access information on specific issues- Banking transactions, insurance transactions, government dealing and related services **(13 Hours)**

Module – V (18 Hours)

Unit 1- Human Rights– An Introduction to Human Rights, Meaning, concept and development, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights).

Unit-2 Human Rights and United Nations – contributions, main human rights related organs UNESCO, UNICEF, WHO, ILO, Declarations for women and children, Universal Declaration of Human Rights.

Human Rights in India – Fundamental rights and Indian Constitution, Rights for children and women, Scheduled Castes, Scheduled Tribes, Other Backward Castes and Minorities

Unit-3 Environment and Human Rights - Right to Clean Environment and Public Safety: Issues of Industrial Pollution, Prevention, Rehabilitation and Safety Aspect of New Technologies such as Chemical and Nuclear Technologies, Issues of Waste Disposal, Protection of Environment **Conservation of natural resources and human rights:** Reports, Case studies and policy formulation. Conservation issues of Western Ghats- mention Gadgil committee report, Kasthurirangan report. Over exploitation of ground water resources, marine fisheries, sand mining etc. **(18 Hours)**

Assignment may include Field study involving

- Visit to a local area to document environmental grassland/ hill /mountain

- Visit a local polluted site – Urban/Rural/Industrial/Agricultural Study of common plants, insects, birds etc
- Study of simple ecosystem-pond, river, hill slopes, etc

Suggested Readings

1. Bharucha Erach, Text Book of Environmental Studies for undergraduate Courses. University Press, IInd Edition 2013 (TB)
2. Clark.R.S., Marine Pollution, Clanderson Press Oxford (Ref)
3. Cunningham, W.P.Cooper, T.H.Gorhani, E & Hepworth, M.T.2001 Environmental Encyclopedia, Jaico Publ. House. Mumbai. 1196p .(Ref)
4. Dc A.K.Environmental Chemistry, Wiley Eastern Ltd.(Ref)
5. Down to Earth, Centre for Science and Environment (Ref)
6. Heywood, V.H & Watson, R.T. 1995. Global Biodiversity Assessment, Cambridge University Press 1140pb (Ref)
7. Jadhav.H & Bhosale.V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284p (Ref)
8. Mekinney, M.L & Schock.R.M. 1996 Environmental Science Systems & Solutions. Web enhanced edition 639p (Ref)
9. Miller T.G. Jr., Environmental Science, Wadsworth Publishing Co. (TB)
10. Odum.E.P 1971. Fundamentals of Ecology. W.B. Saunders Co. USA 574p (Ref)
11. Rao.M.N & Datta.A.K. 1987 Waste Water treatment Oxford & IBII Publication Co.Pvt.Ltd.345p (Ref)
12. Rajagopalan. R, Environmental Studies from crisis and cure, Oxford University Press, Published: 2016 (TB)
13. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut (Ref)
14. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (Ref)
15. Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Standards, Vol I and II, Enviro Media (Ref)
16. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (Ref)
17. Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA 499p (Ref)
18. (M) Magazine (R) Reference (TB) Textbook
19. Amartya Sen, The Idea Justice, New Delhi: Penguin Books, 2009.
20. Chatrath, K. J.S., (ed.), Education for Human Rights and Democracy (Shimla: Indian Institute of Advanced Studies, 1998)
21. Law Relating to Human Rights, Asia Law House,2001.
22. Shireesh Pal Singh, Human Rights Education in 21st Century, Discovery Publishing House Pvt.Ltd, New Delhi,
23. S.K.Khanna, Children And The Human Rights, Common Wealth Publishers,1998. 2011.
24. Sudhir Kapoor, Human Rights in 21st Century, Mangal Deep Publications, Jaipur,2001.

25. United Nations Development Programme, Human Development Report 2004: Cultural Liberty in Today's Diverse World, New Delhi: Oxford University Press, 2004.
26. Monica Loss,,Green Marketing Strategies and Consumer Behaviour, Global Vision Publishing House
27. Robert Dahlstrom- Green Marketing: Theory, Practice and Strategies, Cengage Learning India Private Limited
28. A N Sarkar , Green Banking , Atlantic Publishers
29. Thomas Aronsson and Karl Gustaf Lofgren, Edgar Handbook of Environmental Accounting, Elgar Publishing
30. M Sarnagadharan and G Raju , Tourism and Sustainable Economic Developments: Indian and Global Perspectives – New Century Publishers
31. ICAI Study Material of Auditing
32. Right to Information Act, 2005

Complementary Course 3:

(Common for Finance and Taxation, Marketing, Travel and Tourism and Logistics Management streams)

E-COMMERCE

Instructional Hours-90

Credit-4

Objectives: This course intends to build competencies in students-

- *To understand the basic and emerging topics in E-Commerce*
- *To discuss E-Commerce from an enterprise point of view and think strategically about the role of IT for an organization's competitive position*

Module I

Overview of Electronic Commerce: Introduction to E-Commerce-Definition – Features -Advantages - Disadvantages and Challenges - Functions of E-Commerce – E-commerce transaction cycle – E-commerce opportunities - Types of E-Commerce- B2C-B2B-C2C- C2B- B2E- B2G- P2P - Models of E-Commerce - E-Commerce and E-Business – Transition to e-commerce in India

(20 Hours)

Module II

6. J Madegowda, Advanced cost accounting, *Himalaya Publishing House, Mumbai*
7. Lall Nigam B M and Jain I C- Cost Accounting Principles and Practice- Prentice Hall of India

Core Course: ADVERTISEMENT AND SALES MANAGEMENT

Instructional Hours: 72

Credit: 3

OBJECTIVE- *To make the students aware of the strategy, concept and methods of advertising and sales promotion.*

Module I

Introduction : Advertising-Meaning-Origin and development - Objectives-Importance- Functions of advertising-Role of advertisement in marketing mix- Classification and Types of advertisement- Merits and demerits- Advertisement process- Advertising planning- Key players in advertising industry- Advertisement agencies- Types and functions of advertising agencies- -Advertisement campaign - Social, economical and legal aspects of advertisement- Ethics in advertisement- meaning- perceived role of advertisement-Forms of ethical violation- misleading advertisements- advertising to children- product endorsements- stereotyping, cultural, religious and racial sensitivity in advertising- obscenity in advertising-misleading and deceptive advertising- false claims- Advertisement Standards Council of India – Regulation of advertising in India **(18 Hours)**

Module II

Advertisement appeal and media- Advertisement appeal- Meaning- essentials of an advertisement appeal- types of appeal- advertisement copy- requisites of an effective advertisement copy-types of copy- Elements of copy-Lay out- Functions of lay out- Elements of layout- Principles of design and layout-copy writing- qualities of a good copy writer- -Copy testing and advantages- Advertising media-Media planning and strategy-Types of media- Media selection-Importance of media planning and selection-problems in media planning- Internet as an advertisement medium- Objects of internet advertisement- Advantages and disadvantages of internet advertising – Permission marketing- Steps in permission marketing- **(18 Hours)**

Module III

Adverting research-Need for advertisement research- Measuring the effectiveness of advertising- Importance of measuring the effectiveness- Methods: Pre-testing, Concurrent testing and Post- testing- Constraints in measuring the effectiveness- DAGMAR model **(10 Hours)**

Module IV

Sales promotion-Promotion mix- Components- Sales promotion-Concept- Definition-Scope-Objectives-Importance of sales promotion- Methods and techniques of sales promotion -Sales promotion strategies-Differences between advertisement and sales promotion—Advantages and drawbacks of sales promotion-Sales promotion budget and its preparation-Sales promotion campaign-Evaluation of sales promotion strategies
(18 Hours)

Module V

Personal selling-Nature and importance-Essential elements of personal selling- Process-Principles of personal selling- Types of sales persons-Sales force management-Designing and managing the sales force- Evaluating sales force
(8 Hours)

Suggested Readings

1. Wells, Moriarty & Burnett, *Advertising, Principles & Practice*, Pearson Education
2. Kenneth Clow. Donald Baack, *Integrated Advertisements, Promotion and Marketing communication*, Prentice Hall of India, New Delhi,
3. S. H. H. Kazmi and Satish K Batra, *Advertising & Sales Promotion*, Excel Books, New Delhi,
4. Manendra Mohan - *Advertising Management – Concepts and Cases*, Tata McGraw Hill
5. Sherlekar, Victor & Nirmala Prasad - *Advertising Management - Himalaya Publishing House*
6. S.A. Chunawalla - *Promotion Management Himalaya Publishing House*
7. C.L. Tyagi, Arun Kumar- *Advertising Management- Atlantic Publishers and Distributors*

Complementary course 4:

(For Finance and Taxation Stream)

INCOME TAX – ASSESSMENT AND PLANNING

Instructional hours : 90

Credit : 4

Module 1. Assessment Of Firms & Association Of Persons : Conditions to Assess a Firm as a Partnership Firms - Unders Sections. 184 and 185 - Computation of Tax on Total Income of a Firm - Alternate Minimum Tax - Assessment of Association of persons/ Body of Individuals - Computation of Income of an AOP or BOI - Taxability on Share of Profit From AOP or BOI

(Instructional hours - 30)

Module 2. Assessment of co-operative societies : Rate of tax for co-operative societies - Deductions from gross total income under chapter VI A applicable to co-operative societies - Computation of Taxable Income and Tax Liability.

(Instructional hours- 15)

Module 3. Assessment of HUF : Hindu Coparcener - Karta of the Family, Schools of Hindu Law - Residential status of H.U.F- Computation of Income – tax payable.

(Instructional hours- 10)

Module-III

Emergence of Ecotourism-Concept and Definitions- Growth and Development- Eco-tourism Principles- Profiling the Eco Tourists- Eco Tourism Resources in India- National Parks- Wild- Life Sanctuaries-Tiger Reserves- Biosphere Reserves-Wetlands- Coral Reefs- Desert Eco-tourism.-Global Significance of Sustainable Tourism- Agenda 21 for Travel and Tourism Industry **(15 Hours)**

Module-IV

Alternative Tourism and Environmental Policy - Environmental Policy - Tourism Policy in India and its Linkage with Tourism- Common Property Resources in Tourism Management- Alternative Tourism- Definition- The Potentials and Constraints- Environment Guidelines and Environment Auditing - Environment Performance- Environment Reporting **(20 Hours)**

Module-V

Environmental Education and Legislation- Need and Strategies with Special Emphasis to Tourism- Planning for Sustainable Tourism- Government Measures- Local Self- government- Role of NGOs- Voluntary Associations- Review of Studies of Adversities of Tourism Industry- Recent trends. **(15 Hours)**

Suggested Readings

1. Baldwin, J.H., Environmental Planning and Management, *I.B.D. Dehradun*
2. Singh, Ratandeep, Handbook of Environmental Guidelines for Indian Tourism, *Kanishka Publishers.*
3. Dash, M.C., Fundamentals of Ecology, *Tata McGraw Hill Co. Ltd., Publishing Co. Ltd.*
4. Khoshov, T.N., The Planning and Management of Environmentally Sensitive Areas *A.Lengman U.S.*

Complementary Course III : COSUMER BEHAVIOUR (Common For Marketing stream and Logistics Management stream)

Instructional Hours-90

Credit-4

Objective- To provide the basic knowledge of environmental and ecological aspects of tourism industry

Module I

Introduction- Concept-Diversity of Consumer Behaviour-Characteristics of Indian Consumer Behaviour—Applications of Consumer Behaviour Knowledge in Marketing-Difficulties & Challenges in Predicting Consumer Behaviour-Emerging Issues **(16 Hours)**

Module II

Consumer Needs- Motives- Theories of Motivation and their Application-Personality and Self-concept-Theories of Personality-Perception-Thresholds of Perception- Consumer Attitude-Attitude Formation- Communication and Persuasion- Self-image- Life Style Analysis-Learning-Theories and its Application- Cognitive Learning Theories- Conditioning Theories. **(20 Hours)**

Module III

Influence on Consumers-Family-Social Class- Group Dynamics and Consumer Reference Groups- Cultural and Sub- cultural Aspects- Values- Beliefs- Tradition- Cross Cultural Consumer Behaviour.
(16 Hours)

Module IV

Consumer Decision Making-Process of Decision Making-Models- Economic-Learning- Psychological- Sociological-Howard Seth-Engel-Kollat Model-NICOSIA Model- Diffusion of Innovations- Post Purchase Behaviour and Consumer Loyalty- Consumer Satisfaction Concept- Expectancy-Disconfirmation-Equity Theory- Attribution Theory-Loyalty Programmes- Types- Dissonance Management
(20 Hours)

Module-V

Consumerism and Organizational Behaviour-Definition-Evolution of Consumerism- Consumer Protection Acts- Redressal Agencies-Organizational Behaviour- Meaning- Factors Influencing it- Organizational Buying Process- Future Trends
(18 Hours)

Suggested Readings

1. Nair, Suja, R., Consumer Behaviour in Indian Perspective, *Himalaya Publishing House, Mumbai*
2. Sontakki, C.N., Consumer Behaviour, *Himalaya Publishing House, Mumbai*
3. Desmond, Consuming Behaviour, *Palgrave MacMillan, Guragaon*
4. Jain, P.C., and Monika Bhatt, Consumer Behaviour In Indian Context, *S.Chand& Company, New Delhi.*
5. Schiffman, L.G., & Kanuk, L. L., Consumer Behaviour, *Pearson Education, New Delhi*

Core Course: MANAGEMENT ACCOUNTING

Instructional Hours: 90

Credit: 4

Objective: *To acquaint the students with management accounting techniques for the analysis and interpretation of financial statements and to study the basic framework of financial reporting.*

Module I

Introduction to Management Accounting – Meaning- evolution- Definition- Nature and characteristics- scope- Objectives- Functions- Distinction between financial accounting and management accounting- distinction between cost accounting and management accounting- Tools of management accounting- Limitations of Management accounting
(10 Hours)

Module II

Financial Statement Analysis - Financial Statements –Nature and limitations of financial statements- Analysis and Interpretation of Financial Statements- Objectives – Importance – Types of Financial Analysis – Internal- External – Horizontal – Vertical – Techniques of Analysis – Comparative Statements – Common Size Statements – Trend Analysis.
(15 Hours)

Module III

1. Jha, D.N., Ancient India – An introductory outline, *Rupa & Co. New Delhi*
2. Pandey, A.B., *The Medieval India (Mughal period), Vol. II*
3. Kosambi, D.D., Culture and Civilization of Ancient India in Historical Outline
4. Sharma, R.S., Aspects of Ancient Indian Political Ideas and Institutions- 1959, *Delhi*.
5. Sharma, R.S., Indian Society, Historical Probing,

Optional Courses- MARKETING

SEMESTER III

Optional Core I: CUSTOMER RELATIONSHIP MANAGEMENT

Instructional Hours – 90 Hours

Credit -3

Objectives: The purpose of this course is to familiarize the students with the concepts and strategies involved in Customer Relationship Management

Module I

Customer Relationship Management – Introduction – Definition-Need for CRM - Concepts - Customer Loyalty and Optimizing Customer Relationships - Strategic Framework for CRM - Origin and Role of CRM - Components of CRM-CRM Processes. **(20 Hours)**

Module II

Customer Satisfaction- Product Marketing- Direct Marketing- Customer Learning Relationship- Key Stages of CRM-Forces Driving CRM- Benefits of CRM-Growth of CRM Market in India- Key Principles of CRM. **(20 Hours)**

Module III

CRM Strategy- CRM Strategy Development Process-CRM Value Creation Process- Customer Profitability- Customer Acquisition and Retention - Customer Strategy **(15 Hours)**

Module IV

CRM Process Framework- Governance Process- Performance Evaluation Process- Monitoring System- Key Performance Indicators- CRM Budget and CRM Return on Investment **(15 Hours)**

Module V

Use of Technology in CRM- Call Centre Process- CRM Technology Tools -Implementation- Selection of CRM Package- Reasons for Failure of CRM **(20 Hours)**

Suggested Readings

1. Peelen, E.D., Customer Relationship Management, *Pearson Education, Mumbai*.
2. Francis, Buttle & Stan Maklan, Customer Relationship Management Concepts and Technologies, *Taylor and Francis, UK*.
3. Bhat, G.K., Customer Relationship Management, *Himalaya Publishing House, Mumbai*.
4. Peeru, H., Mohamed & Sagadevan, A., Customer Relationship Management, *Vikas Publishing House, Noida*.

B. Sc Electronics

EL5CRT15 ENVIRONMENTAL AWARENESS, E-WASTE MANAGEMENT AND HUMAN RIGHTS

(Common to BSc Electronics and BSc Electronics & Computer Maintenance)

SEMESTER V

Aims & Objectives of the course

- Environmental Education encourages students to research, investigate how and why things happen, and make their own decisions about complex environmental issues by developing and enhancing critical and creative thinking skills. It helps to foster a new generation of informed consumers, workers, as well as policy or decision makers.
- Environmental Education helps students to understand how their decisions and actions affect the environment, builds knowledge and skills necessary to address complex environmental issues, as well as ways we can take action to keep our environment healthy and sustainable for the future. It encourages character building, and develop positive attitudes and values.
- To develop the sense of awareness among the students about the environment and its various problems and to help the students in realizing the inter-relationship between man and environment and helps to protect the nature and natural resources.
- To help the students in acquiring the basic knowledge about environment and the social norms that provide unity with environmental characteristics and create positive attitude about the environment.
- To impart awareness on, Human rights and E-waste management

Hours/Week : 4

Contact hours : 72

Credits : 4

Course Outline

Module I

Unit 1 : Multidisciplinary nature of environmental studies (2 Hours)

Definition, scope and importance Need for public awareness.

Unit 2 : Natural Resources (10 Hours)

Renewable and non-renewable resources : Natural resources and associated problems.

a) **Forest resources**: Use and over-exploitation, deforestation, case studies.

Timber extraction, mining, dams and their effects on forest and tribal people.

b) **Water resources** : Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems.

c) **Mineral resources** : Use and exploitation, environmental effects of extracting and using mineral resources, case studies.

d) **Food resources** : World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies.

e) **Energy resources**: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources, Case studies.

f) **Land resources**: Land as a resource, land degradation, man induced and slides, soil erosion and desertification

- Role of individual in conservation of natural resources.
- Equitable use of resources for sustainable life styles.

Unit 3: Ecosystems

(6 Hours)

- Concept of an ecosystem
- Structure and function of an ecosystem
- Producers, consumers and decomposers
- Energy flow in the ecosystem
- Ecological succession
- Food chains, food webs and ecological pyramids.
- Introduction, types, characteristic features, structure and function of the given ecosystem:- Forest ecosystem

Module II

Unit 1: Biodiversity and its conservation

(8 Hours)

- Introduction
- Biogeographical classification of India
- Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values.
- India as a mega-diversity nation
- Hot-spots of biodiversity
- Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts
- Endangered and endemic species of India

Unit 2: Environmental Pollution

(8 Hours)

Definition

Causes, effects and control measures of: -

- a. Air pollution
- b. Water pollution
- c. Soil pollution
- d. Marine pollution
- e. Noise pollution
- f. Thermal pollution

- g. Nuclear hazards
- Solid waste Management: Causes, effects and control measures of urban and industrial wastes.
- Role of an individual in prevention of pollution
- Pollution case studies
- Disaster management: floods, earthquake, cyclone and landslides.

Unit 3: Social Issues and the Environment (10 Hours)

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

Module III (10 Hours)

E- Waste

Global E-waste growth- Global and local E-waste definition, Global e-waste/WEEE growth and migration, WEEE/e-waste growth in India, The Hazardous waste rules 2003, The Municipal Solid Wastes Rules 2000

Text Book: E-waste: Implications, Regulations and Management in India and Current Global Best Practices, Edited by Rakesh Johri, The Energy and Resources Institute, New Delhi (Chapter 1)

Module IV (10 Hours)

E-Waste Recycling

Optimal Planning for computer waste, Re-cycling of e-scrap in a global environment- opportunities and challenges, Technologies for recovery of resources from electronic waste.

Text Book: E-waste: Implications, Regulations and Management in India and Current Global Best Practices, Edited by Rakesh Johri, The Energy and Resources Institute, New Delhi (Chapter 10,12)

Module - V

(8 Hours)

Unit 1- Human Rights- An Introduction to Human Rights, Meaning, concept and development, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights).

Unit-2 Human Rights and United Nations – contributions, main human rights related organs - UNESCO, UNICEF, WHO, ILO, Declarations for women and children, Universal Declaration of Human Rights.

Human Rights in India – Fundamental rights and Indian Constitution, Rights for children and women, Scheduled Castes, Scheduled Tribes, Other Backward Castes and Minorities

Unit-3 Environment and Human Rights - Right to Clean Environment and Public Safety: Issues of Industrial Pollution, Prevention, Rehabilitation and Safety Aspect of New Technologies such as Chemical and Nuclear Technologies, Issues of Waste Disposal, Protection of Environment

Conservation of natural resources and human rights: Reports, Case studies and policy formulation. Conservation issues of western ghats- mention Gadgil committee report, Kasturi Rangan report. Over exploitation of ground water resources, marine fisheries, sand mining etc.

Internal: Field study

- Visit to a local area to document environmental grassland/ hill /mountain
- Visit a local polluted site – Urban/Rural/Industrial/Agricultural Study of common plants, insects, birds etc
- Study of simple ecosystem-pond, river, hill slopes, etc (Field work Equal to 5 lecture hours)

REFERENCES

1. Bharucha Erach, Text Book of Environmental Studies for undergraduate Courses. University Press, IInd Edition 2013 (TB)
2. Clark.R.S., Marine Pollution, Clarendon Press Oxford (Ref)
3. Cunningham, W.P.Cooper, T.H.Gorhani, E & Hepworth, M.T.2001 Environmental Encyclopedia, Jaico Publ. House. Mumbai. 1196p .(Ref)
4. Dc A.K.Environmental Chemistry, Wiley Eastern Ltd.(Ref)
5. Down to Earth, Centre for Science and Environment (Ref)

6. Heywood, V.H & Watson, R.T. 1995. Global Biodiversity Assessment, Cambridge University Press 1140pb (Ref)
7. Jadhav.H & Bhosale.V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284p (Ref)
8. Mekinney, M.L & Schock.R.M. 1996 Environmental Science Systems & Solutions. Web enhanced edition 639p (Ref)
9. Miller T.G. Jr., Environmental Science, Wadsworth Publishing Co. (TB)
10. Odum.E.P 1971. Fundamentals of Ecology. W.B. Saunders Co. USA 574p (Ref)
11. Rao.M.N & Datta.A.K. 1987 Waste Water treatment Oxford & IBII Publication Co.Pvt.Ltd.345p (Ref)
12. Rajagopalan. R, Environmental Studies from crisis and cure, Oxford University Press, Published: 2016 (TB)
13. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut (Ref)
14. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (Ref)
15. Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Stadards, Vol I and II, Enviro Media (Ref)
16. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (Ref)
17. Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA 499p (Ref)
18. (M) Magazine (R) Reference (TB) Textbook

Human Rights

1. Amartya Sen, The Idea Justice, New Delhi: Penguin Books, 2009.
2. Chatrath, K. J.S., (ed.), Education for Human Rights and Democracy (Shimla: Indian Institute of Advanced Studies, 1998)
3. Law Relating to Human Rights, Asia Law House,2001.
4. Shireesh Pal Singh, Human Rights Education in 21st Century, Discovery Publishing House Pvt.Ltd, New Delhi,
5. S.K.Khanna, Children And The Human Rights, Common Wealth Publishers,1998. 2011.
6. Sudhir Kapoor, Human Rights in 21st Century,Mangal Deep Publications, Jaipur,2001.
7. United Nations Development Programme, Human Development Report 2004: Cultural Liberty in Today's Diverse World, New Delhi: Oxford University Press, 2004.

B.C.A.

CS5CRT15 : IT & Environment (Core)

Unit 1 : (18 hrs.)

Multidisciplinary nature of environmental studies : Definition, scope and importance, Need for public awareness. (2 hrs)

Natural Resources: Renewable and non-renewable resources: Natural resources and associated problems. a) **Forest resources**: Use and over-exploitation, deforestation, case studies. Timber extraction, mining, dams and their effects on forest and tribal people. b) **Water resources**: Use and over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. c) **Mineral resources**: Use and exploitation, environmental effects of extracting and using mineral resources, case studies. d) **Food resources**: World food problems, changes caused by agriculture and overgrazing, effects of modern agriculture, fertilizer-pesticide problems, water logging, salinity, case studies. e) **Energy resources**: Growing energy needs, renewable and non renewable energy sources, use of alternate energy sources, Case studies. f) **Land resources**: Land as a resource, land degradation, man induced landslides, soil erosion and desertification. Role of individual in conservation of natural resources. Equitable use of resources for sustainable life styles. (10hrs)

Ecosystems : Concept of an ecosystem, Structure and function of an ecosystem, Producers, consumers and decomposers, Energy flow in the ecosystem, Ecological succession, Food chains, food webs and ecological pyramids., Introduction, types, characteristic features, structure and function of the given ecosystem:- Forest ecosystem

(6 hrs)

Unit 2: (26 hrs)

Biodiversity and its conservation: Introduction, Biogeographical classification of India, Value of biodiversity: consumptive use, productive use, social, ethical, aesthetic and option values., India as a mega-diversity nation, Hot-spots of biodiversity, Threats to biodiversity: habitat loss, poaching of wildlife, man-wildlife conflicts, Endangered and endemic species of India

(8 hrs)

Environmental Pollution :Definition, Causes, effects and control measures of: - Air pollution, Water pollution, Soil pollution, Marine pollution, Noise pollution, Thermal pollution, Nuclear hazards, Solid waste Management: Causes, effects and control measures of urban and industrial wastes., Role of an individual in prevention of pollution, Pollution case studies, Disaster management: floods, earthquake, cyclone and landslides. (8 hrs)

Social Issues and the Environment :Urban problems related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people: its problems and concerns, Case studies, Environmental ethics: Issues and possible solutions, Climate change, global warming, acid rain, ozone layer depletion , nuclear accidents and holocaust, Case studies, Consumerism and waste products, Environment Protection Act , Air (Prevention and Control of Pollution) Act, Water

(Prevention and control of Pollution) Act, Wildlife Protection Act, Forest Conservation Act, Issues involved in enforcement of environmental legislation, Public awareness. (10hrs)

Unit 3: (10 hrs.)

Internet as a knowledge repository, academic search techniques, creating cyber presence. Academic websites, open access initiatives, opens access publishing models, Introduction to use of IT in teaching and learning -Educational software, Academic services–INFLIBNET, NPTEL, NICNET, BRNET . (10hrs)

Unit 4: (10 hrs.)

IT & Society- issues and concerns- digital divide, IT & development, the free software movement , IT industry: new opportunities and new threats, software piracy, cyber ethics, cyber crime, cyber threats, cyber security, privacy issues, cyber laws, cyber addictions, information overload, health issues- guide lines for proper usage of computers, internet and mobile phones. e-wastes and green computing, impact of IT on language & culture-localization issues- Unicode- IT and regional languages, Green Computing Concept. (10hrs)

Unit 5: (8 hrs.)

Human Rights– An Introduction to Human Rights, Meaning, concept and development, Three Generations of Human Rights (Civil and Political Rights; Economic, Social and Cultural Rights).

Human Rights and United Nations – contributions, main human rights related organs - UNESCO, UNICEF, WHO, ILO, Declarations for women and children, Universal Declaration of Human Rights. **Human Rights in India** – Fundamental rights and Indian Constitution, Rights for children and women, Scheduled Castes, Scheduled Tribes, Other Backward Castes and Minorities

Environment and Human Rights - Right to Clean Environment and Public Safety: Issues of Industrial Pollution, Prevention, Rehabilitation and Safety Aspect of New Technologies such as Chemical and Nuclear Technologies, Issues of Waste Disposal, Protection of Environment **Conservation of natural resources and human rights:** Reports, Case studies and policy formulation. Conservation issues of western ghats- mention Gadgil committee report, Kasthuriengan report. Over exploitation of ground water resources, marine fisheries, sand mining etc. (8 Hrs)

Internal: Field study

- Visit to a local area to document environmental grassland/ hill /mountain
- Visit a local polluted site – Urban/Rural/Industrial/Agricultural Study of common plants, insects, birds etc
- Study of simple ecosystem-pond, river, hill slopes, etc

References:

- 1 .“Technology in Action” Alan Evans, Kendall Martin, Mary Anne Poatsy, Pearson
2. Bharucha Erach, Text Book of Environmental Studies for undergraduate Courses. University Press, IInd Edition 2013 (TB)
- 3 .Clark.R.S., Marine Pollution, Clanderson Press Oxford (Ref)
4. Cunningham, W.P.Cooper, T.H.Gorhani, E & Hepworth, M.T.2001 Environmental Encyclopedia, Jaico Publ. House. Mumbai. 1196p .(Ref)
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- 6 .Down to Earth, Centre for Science and Environment (Ref)
7. Heywood, V.H & Watson, R.T. 1995. Global Biodiversity Assessment, Cambridge University Press 1140pb (Ref)
8. Jadhav.H & Bhosale.V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi 284p (Ref)
9. Mekinney, M.L & Schock.R.M. 1996 Environmental Science Systems & Solutions. Web enhanced edition 639p (Ref)
- 10 .Miller T.G. Jr., Environmental Science, Wadsworth Publishing Co. (TB)
- 11 .Odum.E.P 1971. Fundamentals of Ecology. W.B. Saunders Co. USA 574p (Ref)
12. Rao.M.N & Datta.A.K. 1987 Waste Water treatment Oxford & IBII Publication Co.Pvt.Ltd.345p (Ref)
13. Rajagopalan. R, Environmental Studies from crisis and cure, Oxford University Press, Published: 2016 (TB)
14. Sharma B.K., 2001. Environmental Chemistry. Geol Publ. House, Meerut (Ref)
15. Townsend C., Harper J, and Michael Begon, Essentials of Ecology, Blackwell Science (Ref)
16. Trivedi R.K., Handbook of Environmental Laws, Rules Guidelines, Compliances and Stadards, Vol I and II, Enviro Media (Ref)
17. Trivedi R. K. and P.K. Goel, Introduction to air pollution, Techno-Science Publication (Ref)
18. Wanger K.D., 1998 Environmental Management. W.B. Saunders Co. Philadelphia, USA 499p (Ref)
- 19.M-Magazine, R-Reference TB- Text Book

Second program – questions from Part II **- 35 marks**

1. Logic – 20 marks

2. Successful compilation –10 marks

3. Result – 5 marks

Viva Voce **- 10 marks**

Lab Record **- 10 marks**

(Minimum of 25 Programs)

Total Marks - 80 marks

OPEN COURSES

CA5OPT01 -Informatics and Cyber Ethics

Theory:4 hrs. per week

Credits:4

Unit I (12 hrs.)

The Internet, TCP/IP, IP Addressing, Client Server Communication, Intranet, WWW, Web Browser and Web Server, Hyperlinks, URLs, Electronic mail.

Unit II (16 hrs.)

Internet as a knowledge repository, academic search techniques, creating cyber presence. Academic websites, open access initiatives, opens access publishing models, Introduction to use of IT in teaching and learning -Educational software, Academic services–INFLIBNET, NPTEL, NICNET, BRNET.

Unit III (16 hrs.)

Introduction to purchase of technology, License, Guarantee, Warranty, Basic concepts of IPR, copyrights and patents, plagiarism. IT & development, the free software movement

Unit IV (14 hrs.)

Cyber space, information overload, cyber ethics, cyber addictions, cybercrimes– categories –person, property, Government–types-stalking, harassment, threats, security & privacy issues.

Unit V(14 hrs.)

Cyber Addiction, Information Overload, Health Issues, e-Waste and Green computing impact of IT on language & culture-localization issues- Unicode- IT and regional languages e-Governance in India, IT for National Integration, Role of IT.

Book of Study:

1. Alan Evans, Kendall Martin, Mary Anne Poatsy - “Technology in Action”, Pearson

References:

1. Dinesh Maidasani “Learning Computer Fundamentals, MS Office and Internet & Web Technology”, Firewall Media, Lakshmi Publications.
2. V Rajaraman - “Introduction to Information Technology”, Prentice- Hall of India.
3. Barkhs and U. Rama Mohan - HTML Black Book 3. “Cyber Law Crimes”, Asia Law House, New Edition
4. Peter Nortons- Introduction to Computers, Sixth Edition, Published by Tata McGraw Hill

CA5OPT02 - Computer Fundamentals, Internet & MS Office (Open Course)

Theory:4 hrs. per week

Credits:4

Unit I (12 hrs.)

Computer Fundamentals: History, Generations, Classifications, Operating Systems, Types of Networks

Unit II (12 hrs.)

The Internet, TCP/IP, IP Addressing, Client Server Communication, Intranet, WWW, Web Browser and Web Server, Hyperlinks, URLs, Electronic Email