



KOLHAN UNIVERSITY

Chaibasa, Jharkhand, India

Proposed Syllabus for
Four Year Undergraduate Programme (FYUGP)
of

***Bachelor of Business Administration
(BBA)***

Semester - 3

With Effect From
Academic Year 2022 - 2023

As Per Revised Curriculum and Credit Framework for the
FYUGP under the provisions of NEP - 2020

Programme Outcomes (PO) and Programme Educational Objectives (PEO) Of Bachelor of Business Administration

Programme Outcomes

PO1	Upon completion of the BBA program, the individual must demonstrate maturity, professionalism and team working skills.
PO2	Critical Thinking Skills: will be able to apply technological knowhow for business advancements on critical business issues by applying analysis, investigation and solution providing attitude and skills.
PO3	Communication Skills: Students are able to conceptualize a complex issue into a coherent written statement and oral presentation.
PO4	Business Knowledge: the students will have general idea of operations in business and the specialized skills to deal with selected domain.
PO5	Social Responsibility: Creating socially sensitive and ethical practicing sustainable business practices and demonstrate sensitivity to social, ethical and sustainability issues.
PO6	Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

Programme Educational Objectives

PEO 1	To develop students professionally to handle business issues.
PEO 2	Acquiring Conceptual Clarity of Various Functional Areas and Ability to analyze various functional issues affecting the organization.
PEO 3	To develop students to be a better team member.
PEO 4	To bridge the gap between theoretical and practical knowledge of the students by adopting innovative teaching pedagogy.
PEO 5	To develop socially, ethically responsible business leaders.
PEO 6	To sharpen soft and hard skills among the students.
PEO 7	To promote entrepreneurial acumen among students.
PEO 8	Demonstrate understanding of sustainability related concerns in varied areas.
PEO 9	Analyze Global Environment and its Impact on Business.
PEO 10	To encourage, counsel and guide students throughout the course towards higher education, and research.

Code – MJ-4	Course – ACCOUNTING AND FINANCIAL MANAGEMENT			
Sem – III	L – 60	T – 0	P – 0	C – 4
Marks Scheme – F.M. 100 (75 End Sem Exams + 25 Sem Internal Theory exams)				

Course Objective: Efficient management of a business enterprise is closely linked with the efficient management of its finances. Accordingly, the objective of the course is to acquaint the students with the overall framework of financial decision - making in a business unit.

Course contents:

PART – A	
Unit 1	<p>(Accounting) (10 Classes) Accounting process and principles, Financial, Cost and Management accounting. Elements of book keeping, Subsidiary Books, Journal entry, cash book, Ledger, trial balance, profit and loss accounts, final accounts of proprietary and partnership concern and balance sheet. Concept of Hire purchase system (basic problems)</p>
PART – B	
Unit 2	<p>Financial Management (10 Classes) Meaning, scope, objective of financial management --- profit vs. Wealth maximization. Financial management and other areas of management --- finance function. Sources of financing: classification of sources of finance, security financing, loan financing, project financing.</p>
Unit 3	<p>Concept in valuation (6 Classes) Valuation concepts, valuation of securities viz., debentures, preference shares and equity shares</p>
Unit 4	<p>Capital Structure: (12 Classes) Meaning, capital structure and financial structure, pattern of capital structure, optimum capital structure, capital structure theories, factors determining capital structure, capital structure practices in India. Cost of capital: concept, important, classification and determination of cost of capital. Leverages: concept, types of leverages and their significance</p>
Unit 5	<p>Capital Budgeting (8 Classes) Nature of investment decisions, investment evaluation criteria, net present value, internal rate of return, comparison between NPV and IRR.</p>
Unit 6	<p>Working Capital Management (8 Classes) Concept, management of cash, management of inventories, management of accounts receivable and accounts payable, over and under trading..</p>
Unit 7	<p>Inventory Management (6 Classes) Objectives of inventory management. Dividend, bonus and rights: Dividend policy, relevance and irrelevance concepts of dividend, corporate dividend practices in India.</p>

[**Note:** Distribution of Questions between Problems and Theory of this paper must be 25:75 i.e., Problem Questions: 25 % & Theory Questions: 75 %]

Text books: -

1. Maheshwari S.N., "Financial management ", principles and practice, sultan chand & sons, 9th edition 2004.
2. Khan M.Y, jain P.K., " financial management ", tata McGraw hill, 2001,3rd edition.
3. Pandey I. M., "financial management ", vikas publishing house, revised ed., 2003
4. Hampton, joh. J, financial decision making, Prentice hall of india, 4th edition, 1998.

Code – MJ-5	Course – BUSINESS ETHICS			
Sem – III	L – 60	T – 0	P – 0	C – 4
Marks Scheme – F.M. 100 (75 End Sem Exams + 25 Sem Internal Theory exams)				

Course Objectives: The course aims to acquaint participants with the basic concepts and standards of Business Ethics and Corporate Social Responsibility (CSR), and to develop their skills in identification, analyses and permission of ethical dilemmas on workplace.

Course Contents:

Unit 1	Introduction (8 Classes) Ethics in business - meaning & concept; nature of business ethics, source of ethics, myths about ethics, important of ethics in business, ethical dilemma, current issue in corporate ethics
Unit 2	Principles & Model of Ethical Issues (10 Classes) Moral standards & ethical decision making; consequentialist & Non - consequentialist principles; egoism, utilitarianism, right & justice principles; trusteeship theory of Mahatma Gandhi.
Unit 3	Value & Ethics (10 Classes) Ethical & unethical behaviour, benefits of managing Ethics in organization, essential features, types & relevance of value in ethical business; importance of values in formulation of an ethical organization.
Unit 4	Code of ethics (10 Classes) Meaning and concept; conditions for making codes effective, code of conduct, establishing priority between norms & beliefs, the ethical responsibilities of senior management.
Unit 5	Applied Ethics (12 Classes) Organizational moral standards, Managing ethics in organization, Anti-corruption behavior (Corruption: term definition. Index of Perception of Corruption. Corruption consequences. Risk factors and typical signs of corruption, how to identify the corruptions zones. Prevention measures, anti-corruption programs and strategy.
Unit 6	Corporate social responsibility of business (5 Classes) Historical background, meaning & concept, why business should assure social responsibility, changing vies of management's responsibility, the social responsibility of business involves ethics.
Unit 7	Corporate governance (5 Classes) Meaning & concept, basic ingredients for good governance, reasons for recent interest in corporate governance, role of codes (CII, SEBI etc.), and promoting value based governance in organization.

Text book:

1. Kaur, tripat; Values & ethics in management, galgotia publishers.
2. Chakraborty, S.K.; Human values for managers
3. Chakraborty, S.K.; Ethics in management: A vedantic perspective, oxford university press.
4. Business ethics & managerial values - S. K. bhatia

MINOR COURSE UNDER

“BACHELOR OF BUSINESS ADMINISTRATION” (BBA) PROGRAMME

Code – MN – 1B	Course – ORGANISATIONAL BEHAVIOUR			
Sem – III	L – 60	T – 0	P – 0	C – 4
Marks Scheme – F.M. 100 (75 End Sem Exams + 25 Sem Internal Theory exams)				

Course Objectives:

The course aims to provide an understanding of basic concepts, theories and techniques in the field of human behaviour at the individual, group and organizational levels in the changing global scenario.

Course Contents:

Unit-1	Introduction: (9 Classes) Concept, Nature and Significance of Organizational behaviour; Contributing disciplines to the field of O.B.; O.B. Models; Need to understand human behaviour; Challenges and Opportunities.
Unit-2	Individual & Interpersonal Behaviour: (12 Classes) Biographical Characteristics; Ability, Values; Attitudes-Formation, Theories, Organization related attitude, Relationship between attitude and behaviour; Personality–determinants and traits; Emotions; Motivation and Leadership, Learning-Theories and reinforcement schedules, Perception–Process and errors.
Unit-3	Group Behaviour & Team Development: (14 Classes) Concept of Group and Group Dynamics; Types of Groups; Formal and Informal Groups; Stages of Group Development Theories of group Formation; Group Norms, Group Cohesiveness; Group Think and Group Shift. Group Decision Making; Inter Group Behaviour; Concept of Team Vs. Group; Types of teams; Building and managing effective teams.
Unit-4	Organization Culture and conflict management (12 Classes) Organizational Culture- Concept, Functions, Socialization; Creating and sustaining culture; Managing Conflict – Sources, types, process and resolution of conflict; Managing Change; Managing across Cultures; Empowerment and Participation, Organizational Development.
Unit-5	Leading High performance: (13 Classes) Job design and Goal setting for High performance- Quality of Work Life, Socio technical Design and High-performance work practices - Behavioral performance management: reinforcement and punishment as principles of Learning – Process of Behavioral modification - Leadership theories - Styles, Activities and skills of Great leaders

Text Books:

1. Prasad, L.M; Organisational Behaviour, Sultan Chand & Sons,2003.
2. Stephen P., Robbins; Organisational Behaviour; “Prentice Hall of India Pvt. Ltd.”, New Delhi, 2003.
3. Luthans, Fred, Organisational Behaviour, Tata McGraw Hill, New Delhi, 2003.
4. Chhabra, T.N. & Singh, B.P., Organisational Behaviour, Sultan Chand & Sons.
5. Khanka, S.S.; Organisational Behaviour, Sultan Chand and Sons, New Delhi.
6. Joseph, Weiss; Organisational Behaviour and Change, Vikas Publishing house, 2004