

Nadindas Khandwala College



**Revised Syllabus
And
Question Paper Pattern
Of Course
Of
Bachelor of Management Studies (BMS) Programme
(Department Of Management Studies) First Year
*Semester I***

Under Autonomy

***(To be implemented from Academic Year- 2017-
2018)***

Bachelor of Management Studies (BMS) Programme
Under Choice Based Credit, Grading and Semester System
Course Structure

FYBMS

(To be implemented from Academic Year- 2017-2018)

FYBMS – SEMESTER I							
Course Code	Course	Hrs. of Instruction/Week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1611UMSBC	Part 1 Business Communication – 1	3	2 1/2 Hours	25	75	100	3
1613UMSFC	Foundation Course – 1	2	2 1/2 Hours	25	75	100	2
1613UMSHS	Core 1: Foundation of Human Skills	3	2 1/2 Hours	25	75	100	3
1614UMSPM	Core 2: Principles of Management	3	2 1/2 Hours	25	75	100	3
1615UMSFA	DSE- Core 1: Introduction to Financial Accounts	3	2 1/2 Hours	25	75	100	3
1616UMSBL	DSE-Core 2: Business Law	3	2 1/2 Hours	25	75	100	3
1617UMSBS	DSE-Allied 1: Business Statistics	3	2 1/2 Hours	25	75	100	3
	TOTAL	20					20

Course Code :	Course	Hrs. of Instruc tion/ week	Exam Duratio n (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1611UMSBC	Part 1: Business Communication – I	3	2 ½ hrs	25	75	100	3

Sr. No.	Modules / Units
1	Theory of Communication
	<p>Concept of Communication: Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate and Global world Impact of technological advancements on Communication</p> <p>Channels and Objectives of Communication: Channels- Formal and Informal- Vertical, Horizontal, Diagonal, Grapevine</p> <p>Objectives of Communication: Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees (A brief introduction to these objectives to be given)</p> <p>Methods and Modes of Communication: Methods: Verbal and Nonverbal, Characteristics of Verbal Communication Characteristics of Non-verbal Communication, Business Etiquette Modes: Telephone and SMS Communication 3 (General introduction to Telegram to be given) Facsimile Communication [Fax] Computers and E- communication Video and Satellite Conferencing</p>
2	Obstacles to Communication in Business World
	<p>Problems in Communication / Barriers to Communication: Physical/ Semantic/Language / Socio-Cultural / Psychological / Barriers, Ways to Overcome these Barriers</p> <p>Listening: Importance of Listening Skills, Cultivating good Listening Skills – 4</p> <p>Introduction to Business Ethics:</p>

	<p>Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and media, Computer Ethics, Corporate Social Responsibility</p> <p>Teachers can adopt a case study approach and address issues such as the following so as to orient and sensitize the student community to actual business practices:</p> <p>Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste,</p> <p>Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace</p> <p>Piracy, Insurance, Child Labour</p>
3	Business Correspondence
	<p>Theory of Business Letter Writing:</p> <p>Parts, Structure, Layouts—Full Block, Modified Block, Semi - Block Principles of Effective Letter Writing, Principles of effective Email Writing,</p> <p>Personnel Correspondence:</p> <p>Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation</p> <p>[Letter of Appointment, Promotion and Termination, Letter of Recommendation (to be taught but not to be tested in the examination)]</p>
4	Language and Writing Skills
	<p>Commercial Terms used in Business Communication</p> <p>Paragraph Writing:</p> <p>Developing an idea, using appropriate linking devices, etc. Cohesion and Coherence, self-editing, etc. [Interpretation of technical data, Composition on a given situation, a short informal report etc.]</p> <p>Activities</p> <p>Listening Comprehension Remedial Teaching Speaking Skills: Presenting a News Item, Dialogue and Speeches Paragraph Writing: Preparation of the first draft, Revision and Self – Editing, Rules of spelling. Reading Comprehension: Analysis of texts from the fields of Commerce and Management</p>

Reference Books

Business Communication - Paper I

- **Agarwal, AnjuD(1989) A Practical Handbook for Consumers, IBH.**
- **Alien, R.K.(1970) Organisational Management through Communication.**
- **Ashley,A(1992) A Handbook Of Commercial Correspondence, Oxford University Press.**
- **Aswalthapa, K (1991)Organisational Behaviour, Himalayan Publication, Mumbai.**
- **Atreya N and Guha (1994) Effective Credit Management, MMC School of Management, Mumbai.**
- **Bahl,J.C. and Nagamia,S.M. (1974) Modern Business Correspondence and Minute Writing.**
- **Balan,K.R. and Rayudu C.S. (1996) Effective Communication, Beacon New Delhi.**
- **Bangh, LSue, Fryar,Maridell and Thomas David A. (1998) How to Write First Class Business Correspondence, N.T.C. Publishing Group USA.**
- **Banerjee, Bani P (2005) Foundation of Ethics in Mangement Excel Books 10.Businessworld Special Collector's Issue: Ethics and the Manager**
- **Barkar, Alan(1993) Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.**
- **Basu,C.R.(1998) Business Organisation and Management, T.M.H.New Delhi.**
- **Benjamin, James (1993) Business and Professional Communication Concepts and Practices, Harper Collins College Publishers, New York.**
- **Bhargava and Bhargava91971) Company Notices, Meetings and Regulations**
- **Black, Sam (1972) Practical Public Relations, E.L.B.S. London.**
- **BoveeCourtland,L and Thrill, John V(1989) Business Communication, Today McGraw Hill, New York, Taxman Publication.**

Course Code:	Course	Hrs. of Instruction/ week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1613UMSFC	Skill Enhancement Course (SEC): Foundation Course - I	3	2 ½ hrs	25	75	100	2

Sr. No.	Modules / Units
1	Overview of Indian Society
	Understand the multi-cultural diversity of Indian society through its demographic composition: population distribution according to religion, caste, and gender; Appreciate the concept of linguistic diversity in relation to the Indian situation; Understand regional variations according to rural, urban and tribal characteristics; Understanding the concept of diversity as difference
2	Concept of Disparity- 1
	Understand the concept of disparity as arising out of stratification and inequality; Explore the disparities arising out of gender with special reference to violence against women, female foeticide (declining sex ratio), and portrayal of women in media; Appreciate the inequalities faced by people with disabilities and understand the issues of people with physical and mental disabilities Concept of Disparity-2 Examine inequalities manifested due to the caste system and inter-group conflicts arising thereof; Understand inter-group conflicts arising out of communalism; Examine the causes and effects of conflicts arising out of regionalism and linguistic differences
3	The Indian Constitution
	Philosophy of the Constitution as set out in the Preamble; The structure of the Constitution-the Preamble, Main Body and Schedules; Fundamental Duties of the Indian Citizen;

	Tolerance, peace and communal harmony as crucial values in strengthening the social fabric of Indian society; Basic features of the Constitution
4	Significant Aspects of Political Processes
	The party system in Indian politics; Local self-government in urban and rural areas; the 73rd and 74th Amendments and their implications for inclusive politics; Role and significance of women in politics

Reference Books	
Foundation Course - I	
<ul style="list-style-type: none"> • <i>Social and Economic Problems in India, Naseem Azad, R Gupta Pub (2011)</i> • <i>Indian Society and Culture, Vinita Padey, Rawat Pub (2016)</i> • <i>Social Problems in India, Ram Ahuja, Rawat Pub (2014)</i> • <i>Faces of Feminine in Ancient , medieval and Modern India, Mandakranta Bose Oxford University Press</i> • <i>National Humana rights commission- disability Manual</i> • <i>Rural, Urban Migration : Trends, challenges & Strategies, S Rajagopalan, ICFAI- 2012</i> • <i>Regional Inequilities in India Bhat L SSSRD- New Delhi</i> • <i>Urbanisation in India: Challenges, Opportunities & the way forward, I J Ahluwalia, Ravi Kanbur, P K Mohanty, SAGE Pub (2014)</i> • <i>The Constitution of India, P M Bakshi 2011</i> • <i>The Problems of Linguistic States in India, Krishna Kodesia Sterling Pub</i> • <i>Politics in India: structure, Process and Policy SubrataMitra, Rouutlege Pub</i> • <i>Politics in India, Rajani Kothari, Orient Blackswan</i> 	

Course Code	Course	Hrs. of Instruction/Week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1613UMSHS	Core 1: Foundation of Human Skills	3	2 1/2 Hours	25	75	100	3

Sr.No.	Modules / Units
1	Understanding of Human Nature
	<ul style="list-style-type: none"> • Individual Behavior: Concepts of a man, individual differences, influence of environment • Personality and attitude: Determinants of personality, personality traits theory, Big five model, personality traits important for organizational behavior like authoritarianism, locus of control, Machiavellianism, introversion – extroversion achievement orientation, self – esteem, risk taking, self-monitoring and type A and B personalities, Concept of understanding self through JOHARI WINDOWS, Nature and components of attitude, Functions of attitude, Ways of changing attitude, Reading emotions.
2	Introduction to Group Behavior
	<ul style="list-style-type: none"> • Thinking, learning and perception: Thinking skills, thinking styles and thinking hat, Managerial skills and development, Learning characteristics, theories of learning, Intelligence type, Perception features and factor influencing individual perception, Effects of perceptual error in managerial decision making at work place. • Introduction to Group Behavior: <ul style="list-style-type: none"> ▪ Group dynamics: Nature, types, group behavior models (roles, norms, status, process, structures) ▪ Team effectiveness: nature, types of tea, ways of forming an effective team ▪ Setting Goals
3	Organizational Culture
	<ul style="list-style-type: none"> • Organizational process and system. <ul style="list-style-type: none"> ▪ Power and politics: nature, bases of power, politics nature, types, causes of organizational politics, political games. ▪ Organizational conflicts and resolution: Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through

	<p>five conflicts resolution strategies with outcomes</p> <ul style="list-style-type: none"> • Organizational Culture <ul style="list-style-type: none"> ▪ Characteristics of organizational culture ▪ Types, functions and barriers of organizational culture. ▪ Ways of creating and maintaining effective organizational culture.
4	Organizational Creativity and development and work stress
	<ul style="list-style-type: none"> • Motivation at workplace: concept of motivation, theories of motivation in an organizational set up. <ul style="list-style-type: none"> ▪ A. Maslow need hierarchy ▪ F.Hertzberg Dual Factor ▪ Mc.Gregor theory X and theory Y • Organizational Creativity: Creativity and qualities of a creative person, Ways of enhancing creativity for effective decision making, Creative problem solving. <p>Organizational Development and work stress: Need for organizational development, OD Techniques, Stress, Types of stress, Causes and consequences of job stress, Ways for coping up with job stress.</p>

Reference Books
Foundation Of Human Skills
<ul style="list-style-type: none"> • <i>Organizational behaviour, S.Robins, Prentice Hall</i> • <i>Organizational behaviour, Fred Luthans, McGrawhill, New York</i> • <i>Organizational behaviour, K.Aswathappa, Himalaya Publishing House</i> • <i>Essentials of management, Koontz, Harold, Tata McGraw Hill</i>

Course Code	Course	Hrs. of Instruction/Week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1614UMSPM	Core 2: Principles of Management	3	2 1/2 Hours	25	75	100	3

Sr.No.	Modules / Units
1	Management and its evolution
	<ul style="list-style-type: none"> • Concept of management – concept, significance, managerial grid ▪ Management in new millennium <ul style="list-style-type: none"> • Four management functions • Managerial roles • Management as a set of skills • Evolution of Management - Contribution of F.W Taylor, Bureaucratic Management and Hawthorne Studies
2	Planning Decision Making and Controlling.
	<ul style="list-style-type: none"> • Planning: Meaning, Importance, Process, MBO, Planning premises, Pitfalls of planning, Formal planning and opportunity planning • Decision Making: Meaning, Importance, Process, Techniques, Difference between planning and decision making, Cognitive Biases and decision making. • Controlling: Meaning, process, Techniques, Close relationship of planning and controlling
3	Organizational Management
	<ul style="list-style-type: none"> • Organizing: Meaning, Importance, Features • Managing the structure (vertical dimensions of organizational structure) <ul style="list-style-type: none"> ○ Unity of command ○ Authority, Responsibility & Accountability ○ Span of control ○ Centralization and Decentralization • Managing the structure (horizontal dimensions of organizational structure) <ul style="list-style-type: none"> ○ Line structure

	<ul style="list-style-type: none"> ○ Funnel structure ○ Divisional structure ○ Matrix Structure
4	Leadership and Change
	<ul style="list-style-type: none"> • Directing: Meaning and Process • Leadership: Meaning, Style, Quality of good leader <ul style="list-style-type: none"> ○ Power: The key to leadership ○ Models of leadership: Trait model, Behaviour model, Contingency model ○ Transformational leadership: Meaning, Transformational and Transactional leadership • Managing organizational change: <ul style="list-style-type: none"> ○ Types of change ○ Forces for change ○ Resistance for change ○ Models of organizational change ○ Implementation of change & tactics for introducing change

Reference Books
Principles of Management <ul style="list-style-type: none"> • <i>Management: People, Performance, Change, 2nd Edition, Luis R. Gomez-Mejia, David B. Balkin, Robert L. Cardy</i> • <i>Contemporary Management, 3rd Edition, Gereth Jones and Jennifer George</i> • <i>Essentials of Management: International and Leadership Perspective 9th Edition, Harold Koontz and Heinz Wehrich</i> • <i>Principles of Management, Ramasamy, Himalya Publication, Mumbai</i> • <i>Principles of Management, Tripathi Reddy, Tata Mc Graw Hill</i> • <i>Management Text & Cases, VSP Rao, Excel Books, Delhi</i> • <i>Management Concepts and OB, P S Rao & N V Shah, AjabPustakalaya</i> • <i>Essentials of Management, Koontz II & W, Mc. Graw Hill, New York</i> • <i>Principles of Management-Text and Cases –Dr..M.SakthivelMurugan, New Age Publications</i>

Course Code:	Course	Hrs. of Instruction/ week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1615UMSFA	DSE 1: Introduction to Financial Accounts	3	2 ½ hrs	25	75	100	3

Sr. No.	Modules / Units
1	Introduction
	<ul style="list-style-type: none"> • Meaning and Scope of Accounting: Need and development, definition: Book-Keeping and accounting, Persons interested in accounting, Branches of accounting, Objectives of accounting • Accounting principles: Introductions to Concepts and conventions. • Introduction to Accounting Standards: Meaning and Scope) <ul style="list-style-type: none"> ▪ AS 1 : Disclosure to Accounting Policies ▪ AS 6: Depreciation Accounting. ▪ AS 9: Revenue Recognition. ▪ AS 10: Accounting For Fixed Assets. • International Financial Reporting Standards (IFRS)(Indian): Introduction to IFRS <ul style="list-style-type: none"> ▪ IAS-1: Presentation of Financial Statements (Introductory Knowledge) ▪ IAS-2: Inventories (Introductory Knowledge) • Accounting in Computerized Environment: Introduction, Features and application in various areas of Accounting
2	Accounting Transactions
	<ul style="list-style-type: none"> • Accounting transactions: Accounting cycle, Journal, Journal proper, Opening and closing entries, Relationship between journal & ledger: Rules regarding posting: Trial balance: Subsidiary books (Purchase, Purchase Returns, Sales, Sales Returns & cash book –Triple Column), Bank Reconciliation Statement. • Expenditure: Classification of Expenditure- Capital, revenue and Deferred Revenue expenditure Unusual expenses: Effects of error: Criteria test. • Receipts: Capital receipt, Revenue receipt, distinction between capital receipts and revenue receipts. • Profit or Loss: Revenue profit or loss, capital profit or loss

3	Depreciation Accounting & Trial Balance
	<ul style="list-style-type: none"> • Depreciation accounting: Practical problem based on depreciation using SLM and RBM methods. (Where Provision for depreciation Account not maintained). • Preparation of Trial Balance: Introduction and Preparation of Trial Balance
4	Final Accounts
	<ul style="list-style-type: none"> • Introduction to Final Accounts of a Sole proprietor. • Rectification of errors. • Manufacturing Account, Trading Account, Profit and Loss Account and Balance Sheet. • Preparation and presentation of Final Accounts in horizontal format • Introduction to Schedule 6 of Companies Act , 2013

Reference Books
<p>Introduction to Financial Accounts</p> <ul style="list-style-type: none"> • <i>Financial Accounts (a managerial emphasis): By Ashok Banerjee – Excel books</i> • <i>Fundamental of Accounting and Financial Analysis : By Anil Choudhary (Pearson education)</i> • <i>Indian Accounting Standards and IFRS for non-financial executives : By T.P. Ghosh– Taxman</i> • <i>Financial Accounting for Business Managers: By Ashish K. Bhattacharya.</i> • <i>Introduction to Accountancy by T.S. Grewal, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Advance Accounts by Shukla and Grewal, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Advanced Accountancy by R.L Gupta and M. Radhaswamy, S. Chand and Company (P) Ltd., New Delhi</i> • <i>Modern Accountancy by Mukherjee and Hanif, Tata Mc. Grow Hill and Co. Ltd., Mumbai</i> • <i>Financial Accounting by LesileChandwichk, Pentice Hall of India AdinBakley (P) Ltd., New Delhi</i> • <i>Financial Accounting for Management by Dr. Dinesh Harsalekar, Multi-Tech. Publishing Co. Ltd., Mumbai</i> • <i>Financial Accounting by P.C. Tulsian, Pearson Publications, New Delhi</i> • <i>Accounting Principles by R.N. Anthony and J.S. Reece, Richard Irwin, Inc</i> • <i>Financial Accounting by Monga, J.R. Ahuja, GirishAhuja and Ashok Shehgal, Mayur Paper Back, Noida</i>

Course Code	Course	Hrs. of Instruction/Week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1616UMSBL	DSE-Core 2: Business Law	3	2 1/2 Hours	25	75	100	3

Sr.No.	Modules / Units
1	Contract Act, 1872 & Sale of Goods Act, 1930
	<ul style="list-style-type: none"> • Contract Act, 1872: Essential elements of Contract; Agreement and Contract – Capacity to Contract, free consent, consideration, lawful objects/ consideration, Breach of contract. Remedies for breach of Contract. • Sale of Goods Act, 1930: Scope of Act, Sale and Agreement to sell, essential of a valid Sale Contract – Conditions and warranties – Implied Condition and warranties, Rights of an unpaid seller.
2	Negotiable Instrument Act, 1981 & Consumer Protection Act, 1986
	<ul style="list-style-type: none"> • Negotiable Instrument Act, 1981: Introduction of Negotiable Instruments – Characteristics of negotiable instruments, Promissory note, Bills of exchange, Cheque, Dishonour of Cheque. • Consumer Protection Act, 1986: Objects of Consumer Protection- Introduction of Consumers, who is consumer? Meaning of the words “Goods and services” – Meaning of the words “Defects and Deficiencies of goods and services” Consumer disputes and Complaints.
3	Company Law
	Company Law: What is company? – Incorporation of company – MOA, AOA, Prospectus, Meetings, Meaning of transfer and transmission of shares.
4	Intellectual Property Rights (IPR)
	<ul style="list-style-type: none"> • Intellectual Property Rights (IPR) <ul style="list-style-type: none"> ▪ IPR definition/ objectives ▪ Patent definition. What is patentable? What is not patentable? Invention And its Attributes, Inventors and Applications ▪ Trademarks, definition, types of trademarks, infringement and passing off.

	<ul style="list-style-type: none">▪ Copy right definition and subject in which copy right exists, Originality, Meaning and Content, Authors and Owners, Rights and Restrictions.▪ Geographical indications (only short notes)
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Reference Books
Business Law
<ul style="list-style-type: none">• <i>Elemants of mercantile Law- N.D. Kapoor</i>• <i>Business Law- P.C. Tulison</i>• <i>Business Law – SS Gulshan</i>• <i>Company Law – Dr. Avtar Singh</i>• <i>Law of Intellectual Property – V.K Taraporevala</i>• <i>Elements of mercantile Law – N.D.Kapoor</i>• <i>Business Law – P.C. Tulsian</i>• <i>Business Law – SS Gulshan</i>• <i>Company Law – Dr.Avtar Singh</i>• <i>Indian contract Act – Dr.Avtar Singh</i>

Course Code	Course	Hrs. of Instruction/Week	Exam Duration (Hours)	Maximum Marks			Credits
				CIE	SEE	Total	
1617UMSBS	DSE-Allied 1: Business Statistics	3	2 1/2 Hours	25	75	100	3

Sr.No.	Modules / Units
1	Introduction to Statistics
	<p>Origin and Growth of Statistics: Statistics Science of Arts, Functions of Statistics, Importance of Statistics, Application of Statistics and Limitations of Statistics.</p> <p>Collection of Data: Relevance of Data (Current Scenario), Type of Data (Primary & Secondary), Primary (Census vs Samples), Method of Collection Primary Data, Drafting a Questionnaire, Sources of Secondary Data. Sampling and Methods of Sampling.</p> <p>Presentation of Data: Classification – Frequency Distribution –Discrete & Continuous, Tabulation, Graph (Frequency, Bar Diagram, Pie Chart, Histogram, Ogives)</p> <p>Measures Of Central Tendency: Mean(A.M, Weighted, Combined), Median(Calculation and graphical using Ogives), Mode(Calculation and Graphical using Histogram), Comparative analysis of all measures of Central Tendency</p>
2	Measures of Dispersion, Co-Relation and Linear Regression
	<p>Measures of Dispersion: Range with C.R (Co-Efficient of Range), Quartiles deviation with CQ (Co-Efficient of Quartiles), Mean Deviation from mean with CMD (Co-Efficient of Mean Deviation), Standard Deviation with CV (Co-Efficient of Variance), Skewness and Kurtosis, Problems based on Skewness and Kurtosis.</p> <p>Co-Relation: Concept, Application of Correlation, Scatter Diagram, Karl Pearson's Product Moment Coefficient, and Spearman's Rank Co-Relation Coefficient.</p> <p>Linear Regression: Concept. Application, Least Square Method, Usage in Forecasting</p>
3	Time Series and Index Number
	<p>Time Series: Least Square Method, Moving Average Method, Determination of Season</p> <p>Index Number: Simple (unweighted) Average Method, Weighted Aggregate Method, Simple Average of Price Relatives, Weighted Average of Price Relatives, Chain Base Index Number, Base Shifting, Splicing and Deflating, Cost of Living Index Number</p>

4	Probability and Decision Theory
	<p>Probability and Probability Distribution: Concept of Sample Space, Concept of Event, Definition of Probability, Addition & Multiplication of Laws of Probability, Conditional Probability, Bayes' Theorem, Expectation & Variance Concept of Probability Distribution, Mathematical Expectation and Variance, Binomial Distribution, Poisson Distribution and Normal Distribution.</p> <p>Decision Theory: Acts, State of Nature Events, Pay Offs, and Opportunity loss, Decision Making under Certainty, Decision Making under Uncertainty.</p> <p>Non-Probability: Maximax, Maximin, Minimax, Regret Laplace & Hurwicz</p> <p>Probabilistics (Decision Making Under Risk): EMV, EOL, EVPI Decision Tree</p>

Reference Books

Business Statistics

- *Business Statistics --- C Beri (McGraw Hill)*
- *Statistics for Management - Richard Levin, Davis Rubin*
- *Statistical Methods – S.P.Gupta*
- *Quantitative Analysis for Management – Barry Render, Ralph Stair*
- *Operation Research and Quantitative Techniques – D.P. Apte*
- *Statistics of Management, Richard Levin & David S.*
- *Rubin, Printice Hall of India, New Delhi.*
- *Statistics for Business & Economics, David R Anderson, Dennis J Sweney, Thopmson Publication.*
- *Fundamental of Statistics, S C Gupta, Himalaya Publication House.*
- *Business Statistics, Bharadwaj, Excel Books, Delhi*
- *Business Mathematics, S.K Singh & J.K Singh, Brijwasi Book Distributor & Publisher.*

Distribution of Marks for Continuous Internal Examination (CIE)

Evaluation Process	Marks
Class test (20 marks converted to 10 marks)	10
Project, Presentation, Assignment (10 marks)	10
Active Class Participation and Attendance	05
Total	25

Internal Question Paper Pattern For Non-Accounting/Mathematical Papers

Q.No.1	State True or False/ Fill in the Blanks / Match the Column	5 Marks
Q.No.2	Answer in one sentence	5 Marks
Q.No.3	Answer any two out of given three a) b) c)	5*2 = 10m

Internal Question Paper Pattern For Accounting/Mathematical Papers

Q.No.1	State True or False/ Fill in the Blanks / Match the Column	5 Marks
Q.No.2	Answer in one sentence	5 Marks
Q.No.3	Answer any one out of given two a) b)	10marks

Semester End Examination (SEE) Question Paper Pattern for all subjects except Foundation Course

Question No.	Particulars	Marks
Q1 a. b. c.	Any two out of three: (From Unit I)	(7.5 * 2)
Q2 a. b. c.	Any two out of three: (From Unit II)	(7.5 * 2)
Q3 a. b. c.	Any two out of three: (From Unit III)	(7.5 * 2)
Q3 a. b. c.	Any two out of three: (From Unit IV)	(7.5 * 2)
Q5	Case Study (From any Unit)	(7.5*2) or (5*3)

Note:

1. Theory Question of 7.5 Marks may be divided into 2-sub question of 3/4 as per the need of the examiner.
2. Case study may include 2 question of 7/8 marks or 3 questions of 5 marks each

Paper Patten for Foundation Course

Question No.	Particulars	Marks
Q1	Full Length Question OR	15 Marks
Q1	Full Length Question	15 Marks
Q2	Full Length Question OR	15 Marks
Q2	Full Length Question	15 Marks
Q3	Full Length Question OR	15 Marks
Q3	Full Length Question	15 Marks
Q4	Full Length Question OR	15 Marks
Q4	Full Length Question	15 Marks
Q5	Case Study	15 Marks

Note:

- 1. The question can be asked from any part of the syllabus however the teacher is expected to cover the whole syllabus.*
- 2. Theory Question of 15 Marks may be divided into 2-sub question of 7/8 or 10/5 marks. Case study may include 2 question of 7/8 marks or 3 questions of 5 marks each*