

UNIVERSITY OF PUNE
COURSE STRUCTURE FOR
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
(From 2013-14)

1. Title:

The degree shall be titled as Bachelor of Business Administration (B.B.A.) under the Faculty of Commerce Part I w.e.f. the academic year 2013-2014 B.B.A. Part II w.e.f. 2014-2015 and B.B.A. Part III w.e.f. 2015-2016.

2. Objectives:

- (i) To provide adequate basic understanding about Management Education among the students.
- (ii) To prepare students to exploit opportunities being newly created in the Management Profession.
- (iii) To train the students in communication skills effectively.
- (iv) To develop appropriate skills in the students so as to make them competent and provide themselves self-employment.
- (v) To inculcate Entrepreneurial skills.

3. Duration:

The Course shall be a full time course and the duration of the course shall be of three years.

4. Eligibility:

- (i) A candidate for being eligible for admission to the Degree course in Bachelor of Business Administration shall have passed 12th Std. Examination (H.S.C. 10+2) from any stream with English as passing subject and has secured 40% marks at 12th Std.
- (ii) Two years Diploma in Pharmacy after H.S.C., Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- (iii) Three Year Diploma Course (after S.S.C., i.e. 10th Standard) of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- (iv) MCVC

(v) Every eligible candidate has to pass a Common Entrance Test to be conducted by the respective Institute/College.

5. Medium of Instruction:

Medium of instruction shall be in English only.

6. Scheme of Examination:

The B.B.A. Examination will be 3600 marks divided into 3 parts as per details given below:

(i) B.B.A. Part I (Sem I, II) Aggregate marks	1200
(ii) B.B.A. Part II (Sem III, IV) Aggregate marks	1200
(iii) B.B.A. Part III (Sem V, VI) Aggregate marks	1200

There will be written Examination of 80 marks and 3 hrs duration for every course at the end of each Semester. The class work will carry 20 marks in each course. For Courses in Business Exposure (Sem IV) there will be viva voce examination of 50 marks and for Written Report on Industrial visits 50 marks. For course on Project work (Sem VI) there will be oral presentation test consisting of 20 marks and Written Report of 30 marks.

7. Backlog:

- a) A student shall be allowed to keep term for the Second Year, if he/she has a backlog of not more than three theory & one practical or four theory heads of total number of subjects of the First Year examination, which consist of First & Second Semester.
- b) A student shall be allowed to keep for the Third Year, if he/she has no backlog of First Year & if he/she has a backlog of not more than three theory & one practical or four theory heads of total number of subjects of the Second Year examination, which consist of Third & Fourth Semester.

8. Verification and Revaluation

The candidate may apply for verification and revaluation or result through Principal of the College which will be done by the University as per ordinance framed in that behalf.

9. Equivalence and Transitory Provision

The University will conduct examination of old course for next three academic years from the date of implementation of new course.

The candidate of old course will be given three chances to clear his subjects as per the old course and thereafter he will have to appear for the subjects under new course as per the equivalence given to old course.

10. Standard of Passing and Award of Class:

In order to pass examination a candidate has to obtain 40% marks out of 100 (Sem-end exam 80 + class work marks 20 taken together) in each course.

The award of class:

The class shall be awarded to the student on the basis of aggregate marks obtained by him in all three years (Part I, II and III). The award of Class is as follows:

(i) Aggregate 70% and above	First Class with Distinction.
(ii) Aggregate 60% and above but less than 70%	First Class.
(iii) Aggregate 55% and above but less than 60%	Higher Second Class
(iv) Aggregate 50% and above but less than 55%.	Second Class.
(v) Aggregate 40% and above but less than 50%	Pass Class.
(vi) Below 40%	Fail.

11. Setting of Question Papers

1. A candidate shall have to answer the questions in all the subjects in English only.
2. The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
3. The question paper shall be balanced in respect of various topics outlined in the syllabus.
4. The question papers shall have a combination of long and short answer type questions.
5. There shall be no overall option in the question paper; instead, there shall be internal options.

12. The subject wise Revised Syllabus for F.Y. BBA Course shall be as given in the following pages.

Subject wise Course Structure

B.B.A. First Year (F.Y.) (2013-14)

Sr. No.	Sub. Code	Sem I	Sr. No.	Sub Code	Sem II
1	101	Business Organization and System	1	201	Principles of Management
2	102	Business Communication Skills	2	202	Principles of Marketing
3	103	Business Accounting	3	203	Principles of Finance
4	104	Business Economics (Micro)	4	204	Basics of Cost Accounting
5	105	Business Mathematics	5	205	Business Statistics
6	106	Business Demography and Environmental Studies	6	206	Business Informatics

B.B.A. Second Year (S.Y.) (2014-15)

Sr. No.	Sub. Code	Sem III	Sr. No.	Sub Code	Sem IV
1	301	Personality Development	1	401	Production and Operations Management
2	302	Business Ethics	2	402	Industrial Relations & Labour Laws
3	303	Human Resource Management and Organization Behaviour	3	403	Business Taxation
4	304	Management Accounting	4	404	International Business
5	305	Business Economics (Macro)	5	405	Management Information System
6	306	I.T. in Management	6	406	Business Exposure (Field Visits)

B.B.A. Third Year (T.Y.) (2015-16)

Sr. No.	Sub. Code	Sem V	Sr. No.	Sub Code	Sem VI
1	501	Supply Chain and Logistics Management	1	601	Business Planning and Project Management
2	502	Entrepreneurship Development	2	602	Event Management
3	503	Business Law	3	603	Management Control System
4	504	Research Methodology (Tools and Analysis)	4	604	E-Commerce
5	505	Specialization- I	5	605	Specialization- III
6	506	Specialization- II	6	606	Specialization- IV

Available Specializations

- 1) Finance 2) Marketing 3) Human Resource Management
4) Service Sector Management 5) Agri Business Management

Semester I

University of Pune

Revised Structure & Syllabi for Three Year Degree Programme of Bachelor of Computer Applications (B.C.A.)

1. The title of the programme will be Bachelor of Computer Application (B.C.A.) under Commerce Faculty.

The revised program will be introduced for -

- a) F.Y.B.C.A. from the academic year 2013-14
- b) S.Y.B.C.A. from the academic year 2014-15
- c) T.Y.B.C.A. from the academic year 2015-16

2. Objectives : The objectives of the Programme shall be to provide sound academic base from which an advanced career in Computer Application can be developed. Conceptual grounding in computer usage as well as its practical business application will be provided.

3. Eligibility for admission : In order to be eligible for admission to Bachelor of Computer Applications a candidate must have passed.

- a. HSC (10+2) from any stream with English as passing Subject with minimum 40% marks in aggregate.
- b. Two years Diploma in Pharmacy Course of Board of Technical Education, conducted by Government of Maharashtra or its equivalent.
- c. Three Year Diploma Course (after S.S.C. i.e. 10th Standard), of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- d. MCVC
- e. Every eligible candidate has to pass Common Entrance Test to be conducted by the respective Institute/College.

4. Duration : The duration of the B.C.A. Degree Program shall be three years divided into six semesters.

5. The scheme of Examinations :

The BCA Examination will be of 3600 marks as given Below

I)

- a) F.Y.B.C.A. (Sem I + Sem II) : 1200 marks
- b) S.Y.B.C.A. (Sem III + Sem IV) : 1200 marks
- c) T.Y.B.C.A. (Sem V + Sem VI) : 1200 marks

II) For Theory Paper There Will Be 80:20 Pattern 80 Marks : University Exam
20 Marks : Internal Exam

For Practical And Project Examination Sem I to VI : 100 marks

Sem I, II, III, IV, V, VI : External Assessment

6. The Standard of Passing and Award of Class

In order to pass in the examination the candidate has to obtain 40 marks out of 100. (Min 32 marks must be obtained in University Examination .

The class will be awarded on the basis of aggregate marks obtained by the candidate for all three years examinations .

The award of class will be as follows :

Aggregate Percentage of Marks	Class
(i) Aggregate 70% and above First Class with Distinction.
(ii) Aggregate 60% and above but less than 70% First Class
(iii) Aggregate 55% and more but less than 60% Higher Second Class
(iv) Aggregate 50% and more but less than 55%. Second Class.
(v) Aggregate 40% and more but less than 50% Pass Class.
(vi) Below 40% Fail.

7. RULES OF A.T.K.T.

a) A student shall be allowed to keep term for the Second Year, if he/she has a backlog of not more than three theory & one practical or four theory heads of total number of subjects of the First year examination, which consist of First & Second Semester.

b) A student shall be allowed to keep term for the Third year, if he/she has no backlog of first Year & if he/she has a backlog of not more than three theory & one practical or four theory heads of total number of subject of the Second Year examination which consist of Third & Fourth Semester.

8. The Medium of Instruction and Examination (Written and Viva) shall be English.

9. The Semester wise Structure of the programme shall be as follows :

Syllabus structure for the course of Bachelor of Computer Application [BCA]

[Under the Faculty of Commerce]

Course Structure

Semester – I (w.e.f A.Y. 2013-14)

Paper No.	Name of the subject	Marks			No. of sessions per week	
		Int.	Uni.	Total	Th.	Pract.
101	Modern Operating Environment & MS Office	20	80	100	4	-
102	Financial Accounting	20	80	100	4	
103	Programming Principal & Algorithms	20	80	100	4	
104	Business Communication	20	80	100	4	
105	Principles of Management	20	80	100	4	
106	Laboratory Course – I [Based on Paper No. 101 & 102]	-	100	100	-	4
Total		100	500	600	20	4

Semester – II (w.e.f A.Y. 2013-14)

Paper No.	Name of the subject	Marks			No. of sessions per week	
		Int.	Uni.	Total	Th.	Pract.
201	Procedure Oriented Programming using C	20	80	100	4	-
202	Data Base Management System	20	80	100	4	
203	Organizational Behavior	20	80	100	4	
204	Computer Applications in Statistics	20	80	100	4	
205	E-Commerce Concepts	20	80	100	4	
206	Laboratory Course – II [Based on Paper No. 201 & 202]	-	100	100	-	4
Total		100	500	600	20	4

Semester – III (w.e.f A.Y. 2014-15)

Paper No.	Name of the subject	Marks			No. of sessions per week	
		Int.	Uni.	Total	Th.	Pract.
301	Relational Database Management Systems	20	80	100	4	-
302	Data Structures using C	20	80	100	4	
303	Operating System Concepts	20	80	100	4	
304	Business Mathematics	20	80	100	4	
305	Software Engineering	20	80	100	4	
306	Laboratory Course – III [Based on Paper No. 301 and 302]	-	100	100	-	4
Total		100	500	600	20	4

Semester – IV (w.e.f A.Y. 2014-15)

Paper No.	Name of the subject	Marks			No. of sessions per week	
		Int.	Uni.	Total	Th.	Pract.
401	OOP's using C++	20	80	100	4	-
402	Programming in Visual Basic	20	80	100	4	-
403	Computer Networking	20	80	100	4	-
404	Enterprise Resource Planning	20	80	100	4	-
405	Human Resource Management	20	80	100	4	-
406	Laboratory Course – IV [Based on Paper No. 401 & 402]	-	100	100	-	4
Total		100	500	600	20	4

Semester - V(w.e.f A.Y. 2015-16)

Paper No.	Name of the subject	Marks			No. of sessions per week	
		Int.	Uni.	Total	Th.	Pract.
501	Java Programming	20	80	100	4	-
502	Web Technologies	20	80	100	4	
503	Dot Net Programming	20	80	100	4	
504	Object Oriented Software Engg.	20	80	100	4	
505	Software Project – I [Based on C++ / VB Technology]	-	100	100	-	4
506	Laboratory Course – V [Based on Paper No. 501 & 502]	-	100	100	-	4
Total		80	520	600	16	8

Semester – VI (w.e.f A.Y. 2015-16)

Paper No.	Name of the subject	Marks			No. of sessions per week	
		Int.	Uni.	Total	Th.	Pract.
601	Advanced Web Technologies	20	80	100	4	-
602	Advanced Java	20	80	100	4	
603	Recent Trends in IT	20	80	100	4	
604	Software Testing	20	80	100	4	
605	Software Project – II [Java / Dot net Technology]	-	100	100	-	4
606	Laboratory Course – VI [Based on Paper No. 601 & 602]	-	100	100	-	4
Total		80	520	600	16	8

Equivalence Scheme

Sr.No	Old Course		New Course	
	Sub Code	Title of Subject	Sub Code	Title of Subject
01	101	Business Communication	104	Business Communication
02	102	Principles of Management	105	Principles of Management
03	103	Programming Principles and Algorithms	103	Programming Principles & Algorithms
04	104	Computer Fundamental and Office Automation	101	Modern Operating Environment & MS Office
05	105	Business Accounting	102	Financial Accounting
06	106	Computer Laboratory and Practical Work (OA+PPA)	106	Laboratory Course – I [Based on Paper No.101 & 102]
07	201	Organizational Behavior	203	Organizational Behavior
08	202	Elements of Statistics	204	Computer Application in Statistics
09	203	'C' Programming	201	Procedure Oriented Programming Using C
10	204	File Structure and Database Concepts	202	Database Management System
11	205	Cost Accounting	205	E-Commerce Concepts
12	206	Computer Laboratory and Practical Work (c programming + DBMS)	206	Laboratory Course - II [Based on Paper No.201 & 202]
13	301	Numerical Methods	304	Business Mathematics
14	302	Data Structure using C	302	Data Structure using C
15	303	Software Engineering	305	Software Engineering
16	304	Management Accounting	303	Operating System Concepts
17	305	RDBMS	301	Relational Database Management System
18	306	Computer Laboratory and RDBMS)	306	Laboratory Course – III [Based on Paper No.301 and 302]
19	401	Networking	403	Computer Networking
20	402	Visual Basic	402	Programming in Visual Basic
21	403	Inventory Management (SAD)	404	Enterprise Resource Planning
22	404	Human Resource Management	405	Human Resource Management
23	405	Object Oriented Programming using C++	401	Object Oriented Programming using C++
24	406	Computer Laboratory and Practical Work (VB + C++)	406	Laboratory Course – IV [Based on Paper No. 401 & 402]
25	501	.NET Frameworks	503	Dot Net Programming
26	502	Internet Programming and Cyber Law	502	Web Technologies
27	503	Principals of Marketing	504	Object Oriented Software

				Engineering
28	504	Core Java	501	Java Programming
29	505	Project work (VB)	505	Software Project- [Based on C++/VB Technology]
30	506	Computer Laboratory and Practical Work (.NET + Core Java)	506	Laboratory Course – V [Based on Paper No. 501 & 502]
31	601	E-Commerce	604	Software Testing
32	602	Multimedia Systems	603	Recent Trends in IT
33	603	Introduction to SysPro And Operating Systems	601	Advanced Web Technology
34	604	Advance Java	602	Advance Java
35	605	Project Work (Banking & Finance , Cost Analysis , Financial Analysis ,Payroll , EDP ,ERP etc.)	605	Software Project – II [Java/ Dot net Technology]
36	606	Computer Laboratory and Practical Work (Multimedia + Advanced Java)	606	Laboratory Course – VI [Based on Paper No. 601 & 602]

A Text Book of

Environmental Awareness



**Compulsory Course
at Second Year
B. A., B. Com.,
and B. Sc. Level**



Prin. Dr. Kishore R. Pawar



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PRAKASHAN
ADVANCEMENT OF KNOWLEDGE

Syllabus ...

Unit No.	Topic	Number of Lectures
1.	Multidisciplinary Nature of Environmental Studies Definition, Scope and Importance, Need for public awareness.	02
2.	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 an individual in conservation of natural resources. • Equitable use of resources for sustainable lifestyles.	08
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 following ecosystem: (a) Forest ecosystem (b) Grassland ecosystem (c) Desert ecosystem (d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)	06

4. **Biodiversity and its Conservation**

08

- Introduction – Definition: Genetic, Species and Ecosystem Diversity.
- Biogeographical Classification of India.
- Value of Biodiversity: Consumptive Use, Productive Use, Social, Ethical, Aesthetic and Option Values.
- Biodiversity at Global, National and Local Levels.
- 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
- Conservation of biodiversity: In-situ and Ex-situ conservation of biodiversity.

5. **Environmental Pollution**

08

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.

6. **Social Issues and the Environment**

07

- From Unsustainable to Sustainable development.
- 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.
- Wasteland reclamation.
- 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.

7. Human Population and Environment

06

- Population growth, Variation among nations.
- Population explosion - Family Welfare Programme.
- Environment and human health.
- Human Rights.
- Value Education.
- HIV/AIDS.
- Women and Child Welfare.
- Role of Information Technology in Environment and human health.
- Case Studies.

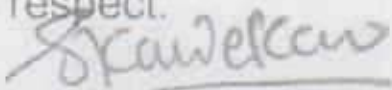
8. Field Work

05

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

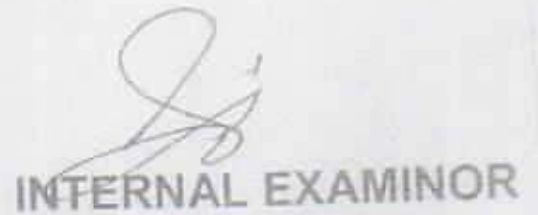
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EXTERNAL EXAMINOR


INTERNAL EXAMINOR

DATE


15/03/2019




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S. Desai
Jankhade
15/3/19

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INTERNAL EXAMINOR

DATE : 15-03-2019



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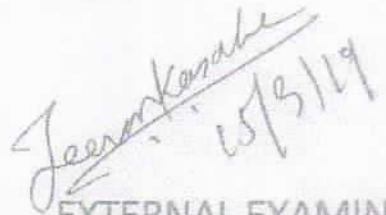
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INTERNAL EXAMINOR



EXTERNAL EXAMINOR

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fulfilment of the degree **SAVITRIBAI PHULE PUNE**
UNIVERSITY.

she was working under the guidance & direction of
Prof. Sujit S. Desai and his work found to be satisfied
& completed with all respect.



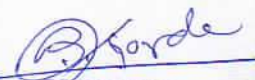
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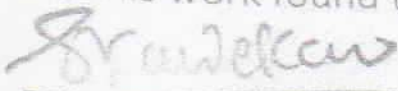
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He was working under the guidance & direction of Prof. Sujit S. Desai and his work found to be satisfied & completed with all respect.


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EXTERNAL EXAMINOR


15/5/19

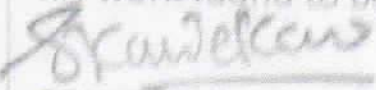
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INTERNAL EXAMINOR

DATE - 15/03/2019




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NARHE-AMBEGAON, PUNE-411 041

DECLARATION

I HERE DECLARE THAT
INDUSTRIAL EXPLOSURE
SUBMITTED TOWARDS THE
PARTIAL FULFILLMENT OF SYBBA DEGREE OF
UNIVERSITY OF PUNE IS BASED ON THE INDUSTRIAL
VISITED BY ME DURING
THE ACADEMIC YEAR 2018-19
IN 4 SEMISTER OF SYBBA

DATE: 15/3/19

ANAGHA .D. BATHE

PLACE: Pune

SEAT NO:- 15424

[Signature]
Principal

[Signature]

[Signature]
Internal
[Signature]
External



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He was working under the guidance & direction of **Prof. Sujit S. Desai** and his work found to be satisfied & completed with all respect.


PRINCIPAL


EXTERNAL EXAMINOR

INTERNAL EXAMINOR

DATE - 15/03/19




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This Is to Certify That Academic Goal Titled **Industrial Exposure** Is Confide Work, Carried Out By **KSHITIJ CHANDRASHEKHAR MANE** of S.Y.B.B.A for the partial fulfilment of the degree savitribai phule pune university Pune.

He was working under the guidance & direction of **Prof. Sujit S. Desai** and his work found to be satisfied & completed with all respect.

PRINCIPAL

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EXTERNAL EXAMINOR

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15/5/19

INTERNAL EXAMINOR

[Handwritten Signature]

DATE - 15 /03/ 2019



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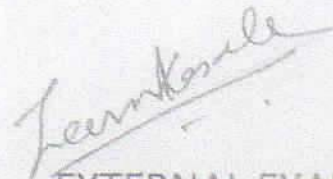
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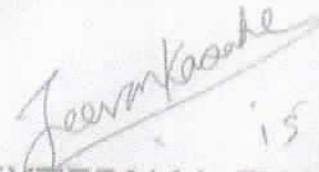
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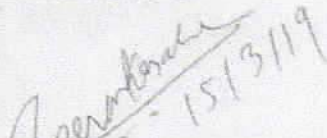
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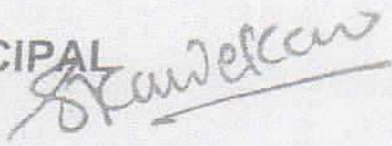



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He was working under the guidance & direction of **Prof. Sujit S. Desai** and his work found to be satisfied & completed with all respect.

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DATE 15/03/2019



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He was working under the guidance & direction of **Prof. Sujit S. Desai** and his work found to be satisfied & completed with all respect.

S. Desai

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NARHE-AMBEDKAR, PUNE-411 041

UNIVERSITY OF PUNE
COURSE STRUCTURE FOR
BACHELOR OF BUSINESS ADMINISTRATION (B.B.A.)
(From 2013-14)

1. Title:

The degree shall be titled as Bachelor of Business Administration (B.B.A.) under the Faculty of Commerce Part I w.e.f. the academic year 2013-2014 B.B.A. Part II w.e.f. 2014-2015 and B.B.A. Part III w.e.f. 2015-2016.

2. Objectives:

- (i) To provide adequate basic understanding about Management Education among the students.
- (ii) To prepare students to exploit opportunities being newly created in the Management Profession.
- (iii) To train the students in communication skills effectively.
- (iv) To develop appropriate skills in the students so as to make them competent and provide themselves self-employment.
- (v) To inculcate Entrepreneurial skills.

3. Duration:

The Course shall be a full time course and the duration of the course shall be of three years.

4. Eligibility:

- (i) A candidate for being eligible for admission to the Degree course in Bachelor of Business Administration shall have passed 12th Std. Examination (H.S.C. 10+2) from any stream with English as passing subject and has secured 40% marks at 12th Std.
- (ii) Two years Diploma in Pharmacy after H.S.C., Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- (iii) Three Year Diploma Course (after S.S.C., i.e. 10th Standard) of Board of Technical Education conducted by Government of Maharashtra or its equivalent.
- (iv) MCVC



(v) Every eligible candidate has to pass a Common Entrance Test to be conducted by the respective Institute/College.

5. Medium of Instruction:

Medium of instruction shall be in English only.

6. Scheme of Examination:

The B.B.A. Examination will be 3600 marks divided into 3 parts as per details given below:

(i) B.B.A. Part I (Sem I, II) Aggregate marks	1200
(ii) B.B.A. Part II (Sem III, IV) Aggregate marks	1200
(iii) B.B.A. Part III (Sem V, VI) Aggregate marks	1200

There will be written Examination of 80 marks and 3 hrs duration for every course at the end of each Semester. The class work will carry 20 marks in each course. For Courses in Business Exposure (Sem IV) there will be viva voce examination of 50 marks and for Written Report on Industrial visits 50 marks. For course on Project work (Sem VI) there will be oral presentation test consisting of 20 marks and Written Report of 30 marks.

7. Backlog:

a) A student shall be allowed to keep term for the Second Year, if he/she has a backlog of not more than three theory & one practical or four theory heads of total number of subjects of the First Year examination, which consist of First & Second Semester.

b) A student shall be allowed to keep for the Third Year, if he/she has no backlog of First Year & if he/she has a backlog of not more than three theory & one practical or four theory heads of total number of subjects of the Second Year examination, which consist of Third & Fourth Semester.

8. Verification and Revaluation

The candidate may apply for verification and revaluation or result through Principal of the College which will be done by the University as per ordinance framed in that behalf.

9. Equivalence and Transitory Provision

The University will conduct examination of old course for next three academic years from the date of implementation of new course.



The candidate of old course will be given three chances to clear his subjects as per the old course and thereafter he will have to appear for the subjects under new course as per the equivalence given to old course.

10. Standard of Passing and Award of Class:

In order to pass examination a candidate has to obtain 40% marks out of 100 (Sem-end exam 80 + class work marks 20 taken together) in each course.

The award of class:

The class shall be awarded to the student on the basis of aggregate marks obtained by him in all three years (Part I, II and III). The award of Class is as follows:

(i) Aggregate 70% and above	First Class with Distinction.
(ii) Aggregate 60% and above but less than 70%	First Class.
(iii) Aggregate 55% and above but less than 60%	Higher Second Class
(iv) Aggregate 50% and above but less than 55%.	Second Class.
(v) Aggregate 40% and above but less than 50%	Pass Class.
(vi) Below 40%	Fail.

11. Setting of Question Papers

1. A candidate shall have to answer the questions in all the subjects in English only.
2. The question papers shall be framed so as to ensure that no part of the syllabus is left out of study by a student.
3. The question paper shall be balanced in respect of various topics outlined in the syllabus.
4. The question papers shall have a combination of long and short answer type questions.
5. There shall be no overall option in the question paper; instead, there shall be internal options.

12. The subject wise Revised Syllabus for F.Y. BBA Course shall be as given in the following pages.



Subject wise Course Structure

B.B.A. First Year (F.Y.) (2013-14)

Sr. No.	Sub. Code	Sem I	Sr. No.	Sub Code	Sem II
1	101	Business Organization and System	1	201	Principles of Management
2	102	Business Communication Skills	2	202	Principles of Marketing
3	103	Business Accounting	3	203	Principles of Finance
4	104	Business Economics (Micro)	4	204	Basics of Cost Accounting
5	105	Business Mathematics	5	205	Business Statistics
6	106	Business Demography and Environmental Studies	6	206	Business Informatics

B.B.A. Second Year (S.Y.) (2014-15)

Sr. No.	Sub. Code	Sem III	Sr. No.	Sub Code	Sem IV
1	301	Personality Development	1	401	Production and Operations Management
2	302	Business Ethics	2	402	Industrial Relations & Labour Laws
3	303	Human Resource Management and Organization Behaviour	3	403	Business Taxation
4	304	Management Accounting	4	404	International Business
5	305	Business Economics (Macro)	5	405	Management Information System
6	306	I.T. in Management	6	406	Business Exposure (Field Visits)

B.B.A. Third Year (T.Y.) (2015-16)

Sr. No.	Sub. Code	Sem V	Sr. No.	Sub Code	Sem VI
1	501	Supply Chain and Logistics Management	1	601	Business Planning and Project Management
2	502	Entrepreneurship Development	2	602	Event Management
3	503	Business Law	3	603	Management Control System
4	504	Research Methodology (Tools and Analysis)	4	604	E-Commerce
5	505	Specialization- I	5	605	Specialization- III
6	506	Specialization- II	6	606	Specialization- IV

Available Specializations

- 1) Finance 2) Marketing 3) Human Resource Management
4) Service Sector Management 5) Agri Business Management

Semester I



University of Pune
(Pattern – 2013) w.e.f. 2014-2015
B.B.A. SEM – IV

Subject: Production & Operations Management
(Course Code - 401)

Objectives:

1. To provide goods and services at the right time, at the right place at the right manufacturing cost of the right quality.
2. To understand manufacturing technology and its role in developing business strategy.
3. To identify the role of operation function.
4. To understand the external and internal effects of five operation performance objectives

Sr. No	Topics	Number of Lectures
UNIT 1	Introduction: <ul style="list-style-type: none"> • Meaning, Nature and Scope of Production Management, Historical Development of Production Management, Objectives of Production Management, Functions of Production Management, Qualities of Production Manager, Responsibilities of Production Manager • Plant Location: Importance and Factors responsible for Plant Location Decision • Classification or Types of Production System: Job Shop Production, Batch Intermittent Production, Continuous Production and Cellular Production • Plant Layout: Definition, Objectives and Types, Factors influencing Plant Layout 	10
UNIT 2	Product Design and Product Development: <ul style="list-style-type: none"> • Definition of Product Design, Factors affecting Product Design, Product Policy of an Organisation. • Product Development: Meaning of Product Development, Relationship between research, development and design, Stages of Product Development, Techniques or Tools of Product Development, Factors responsible for Product Development. 	8
UNIT 3	Production Planning and Control: <ul style="list-style-type: none"> • Meaning, Nature, Objectives, Functions, Importance and 	6



	<p>Problems of Production Planning and Control.</p> <ul style="list-style-type: none"> • Production Procedure, Factors determining Production Planning and Control, Techniques or Tools of Production Planning and Control. 	
UNIT 4	<p>Productivity and Ergonomics:</p> <ul style="list-style-type: none"> • Productivity: Concept and Definition of Productivity, Importance of Productivity, Measurement of Productivity and Productivity Measurement Models, Techniques of Productivity Improvement, Factors influencing Productivity. • Ergonomics: Introduction and Definition of Ergonomics, Objectives of Ergonomics, Components of Ergonomics. 	8
Unit 5	<p>Quality Management:</p> <ul style="list-style-type: none"> • Six Sigma: Introduction & Meaning, Benefits, Steps in implementing Six Sigma. • Kaizen: Introduction & Meaning, Principles, Procedure for Implementation, Benefits and Reasons for failure. • Just-In-Time (JIT): Introduction & Meaning, Objectives, Benefits, Methodology in implementation of JIT, Basic Elements of JIT, Enabling JIT to Occur. • Quality Circle (QC): Introduction & Meaning, Objectives, Benefits, Limitations, Organisation for Quality Circles, Causes of Quality Circle Failure. • Total Quality Management (TQM): Introduction & Definition, Major Ingredients in TQM, Principles of TQM, Need & Importance of TQM, Limitations of TQM, Dimensions or Characteristics of TQM, TQM Models, Key Issues for achieving TQM Objectives. • ISO 9000: Introduction & Meaning, ISO Standards for Quality System, Factors for selecting an ISO Model, Clauses in ISO, Essential Steps in implementing an ISO. 	16
	Total	48

Recommended Books:

1. Production and operations management -K.Aswathappa K. ShridharaBhat
2. Production and operations management -L.C.Jhamb
3. Plant Layout and Material Handling - James Apple & John Wileysons
4. Production & Operations Management - R S Goel
5. A Key to Production Management - KalyaniPublicaion, Ludhiyana
6. Production & Operation Management - S N Chavy, TMH Delhi
7. Modern Production and Operation Management - Elwood S Butta
8. Production and operations management - Ajay Garg



University of Pune
(Pattern – 2013)w.e.f. 2014-2015

B.B.A.SEM-IV
Subject :Industrial Relations and Labour Law
(Course Code - 402)

Objectives:

1. To impart the students with the knowledge about complexities between labour and management relationships.
2. To make the students aware about mechanisms of Industrial Dispute and friendly interventions to deal with employee-employer problems.
3. To impart the students with the knowledge of laws & how law affects the industry & labour.

Sr. No	Topics	No of Lectures
Unit 1	Introduction to Industrial Relations: <ul style="list-style-type: none">• Meaning, definition, importance, scope of Industrial Relations and factors in Industrial Relations• Approaches towards the study of Industrial Relations (Psychological Approach , Sociological Approach, Socio Ethical Approach, Gandhian Approach, Industrial Relations Approach and HR Approach)• Evolution of Industrial Relations• Trade Unions: concept, functions, TU Movement in India	04
Unit 2	Industrial Disputes, Collective Bargaining & Workers Participation in Management: <ul style="list-style-type: none">• Meaning, definition & Causes of Industrial Disputes• Model Grievance Procedure• Types of Conflict Resolution: Negotiation, Investigation, Mediation, Conciliation, arbitration & Adjudication.	12



	<p>Works Committee, Conciliation Officer, Board of Conciliation, Court of Enquiry, Labour Court, Industrial Tribunal & National Tribunal.</p> <ul style="list-style-type: none"> • Collective Bargaining – Meaning, Characteristics, Importance, Process, Pre-requisites and Types. • Employee Engagement: Concept, Importance & Employee Engagement in India. • Workers Participation in Management(WPM): Meaning, Pre-Requisites, Advantages & Disadvantages, Levels and Types Labor Laws. 	
Unit 3	<p>The Industrial Disputes Act, 1946 & The Factories ACT 1948:</p> <p>The Industrial Disputes Act, 1946 -</p> <ul style="list-style-type: none"> • Definitions, Authorities under the Act, Power & Duties of Authorities, Strike & lockout, Lay-off, retrenchment, closure and dismissal, Grievance Redressal Machinery, Penalties <p>The Factories Act, 1948 -</p> <ul style="list-style-type: none"> • Definitions, Authorities, Provisions regarding Safety, Provisions regarding Health, Provisions regarding Welfare, Provisions regarding Leave with Wages, Provisions regarding Working hours of adults, Penalties. 	12
Unit 4	<p>The Payment of Wages Act, 1936 & The Minimum Wages Act, 1948:</p> <p>The Payment of Wages Act, 1936 -</p> <ul style="list-style-type: none"> • Definitions, Provisions, Penalties. <p>The Minimum Wages Act, 1948 -</p> <ul style="list-style-type: none"> • Definitions, Provisions, Penalties. 	10
Unit 5	<p>Trade Union Laws:</p> <ul style="list-style-type: none"> • The Trade Union Act 1926: Definitions, authorities and all provisions. • Maharashtra Recognition of Trade Union and Prevention of 	10



	Unfair Labour practices Act, 1971: Definition, authorities and all provisions under the Act.	
	Total Lectures	48

Recommended Books :

1. Dynamics of IR – Mamoria, Mamoria and Gankar
2. Industrial Relations -Arun Monappa
3. Personnel and HRM- P Subbarao
4. Industrial & Labour Laws -S.P. Jain
5. Industrial Law - P.L. Malik
6. Bare Acts.



University of Pune

(Pattern – 2013)w.e.f. 2014-2015

BBA SEM-IV

Subject: Business Taxation
(Course Code - 403)

Objectives:

1. To understand the basic concepts and definitions under the Income Tax Act, 1961.
2. To update the students with latest development in the subject of taxation.
3. To Acquire knowledge about Computation of Income under different heads of Income of Income Tax Act, 1961.
4. To acquire knowledge about the submission of Income Tax Return, Advance Tax, Tax deducted at Source, Tax Collection Authorities.
5. To prepare students Competent enough to take up to employment in Tax planner.
6. To develop ability to calculate taxable income of firms, co-operative societies and charitable trust.

Sr.No	Topics	Number of Lectures
Unit 1	Income Tax Act -1961(Meaning,Concepts and Definitions) <ul style="list-style-type: none">• History of Income Tax in India,• Fundamental concepts and definitions under Income Tax Act 1961,• canons of Taxation,• objective of Income Tax,• Taxation structure in India,• Concept and definitions- Income Person,Assessee, Assessment year, Previous year, Residential Status of an Assessee.	12
Unit 2	Computation of Taxable Income under the different heads of Income: a) Income From Salary : Salient features, meaning of salary, allowances and tax Liability- Perquisites and their Valuation- Deduction from salary. (Theory and Problems)	12



	<p>b) Income from House Property : Basis of Chargeability-Annual Value- Self occupied and let out property- Deductions allowed. (Theory and Problems).</p> <p>c) Profits and Gains of Business and Profession : Definitions, Deductions expressly allowed and disallowed (Theory and Problems). Chargeability- Meaning and concept of Short term and long term capital gains-permissible deductions (Theory and problems).</p> <p>d) Income from Other Sources Chargeability- Meaning and concept –Inclusion and deduction.(Theory only).</p>	
Unit 3	<p>Computation of Total Taxable Income of an Individual:</p> <ul style="list-style-type: none"> • Meaning and concept, Gross Total Income - deduction u/s-80 and Tax Liability for respective Assessment year. 	12
Unit 4	<p>Miscellaneous:</p> <ul style="list-style-type: none"> • Tax deducted at source, Return of Income, Advance payment of Tax, methods of payment of Tax, forms of Returns, Refund of Tax. (Theory only) 	06
Unit 5	<p>Assessment of various Entities: (TheoryOnly)</p> <ul style="list-style-type: none"> • Assessment of firms and their partners. • Assessment of co-operative societies. • Assessment of charitable trust. 	06
	Total	48

Notes:

1. Amendments made prior to commencement of Academic Year in the above act should be considered.
2. Theory questions will carry 50% marks.
3. Problems will carry 50 % marks.

Recommended books:

1. Indian Income Tax Act--H.C.Malhotra
2. Practical Approach to Income Tax-- Dr.GirishAhujaandDr. Ravi Gupta.
3. Income Tax Act –R. N. Lakhotia
4. Students guide to Income Tax.--Dr.VinodSinghnia./ Dr. Monica Singhnia.
5. Income Tax.--Dr.GirishAhuja and Dr.RaviGupta , -Bharat Prakashan.
6. Indian Income Tax Act.--Dr.VinodSinghnia.
7. Hand Book of Income Tax Law.-- T. N. Manoharam.
8. Direct Tax—B.B. Lal and N. Vashisht.



University of Pune
(Pattern-2013) w.e.f 2014-2015

B. B. A. SEM – IV

Subject: International Business
(Course Code - 404)

Objectives:

1. To acquaint the students with emerging issues in international business.
2. To study the impact of international business environment on foreign market operations.
3. To understand the importance of foreign trade for Indian economy.

Sr. No.	Topics	Number of lectures
Unit 1	Introduction: <ul style="list-style-type: none"> • Nature. • Theories of International Trade • Ricardo's Theory • Heckscher- Ohlin Theory. 	10
Unit 2	Multinational Enterprises: <ul style="list-style-type: none"> • Meaning of International Corporations. • Role and importance of Multi-national Corporations in international business. 	6
Unit 3	International Finance: <ul style="list-style-type: none"> • Meaning of Exchange Rate. • Determination of Exchange rate – Fixed, Flexible and Managed. • Concept of Spot rate, Forward rate and Futures • Balance of Trade and Balance of Payments • International Monetary Fund (IMF) – Objectives and Functions. • World Bank - Objectives and Functions 	14
Unit 4	Regional Economic Grouping: <ul style="list-style-type: none"> • Evolution, structure and functions of WTO • European Union (EU) • North American Free Trade Agreement (NAFTA) • Association of South East Asian Nations (ASEAN) • South Asian Association for Regional Cooperation (SAARC) 	8



Unit 5	India's Foreign Trade: <ul style="list-style-type: none"> • Composition and Direction of India's Foreign Trade since 2000 • Case studies in International Business with reference to Indian Economy on - <ul style="list-style-type: none"> a. International Marketing b. International Finance c. International Human Resource Management 	10
	Total	48

Recommended Books:

1. International Economics – Miltiades Chacholiades, Mc-Graw Hill Publishing Co, New York. 1990.
2. International Economics – W. Charles Sawyer and Richard L. Sprinkle, Prentice Hall of India Pvt. Ltd. Delhi. 2003
3. International Economics – M. L. Jhingan, Vrinda Publications, Delhi.2006.
4. International Business – Competing in the Global Market Place – Charles Hill, ArunKumarJain, Tata McGraw Hill, New Delhi. 2008.
5. International Economics -Francis Cherunilam.
6. International Business - K Aswathappa, TataMcGraw Hill



University of Pune
(Pattern – 2013)w.e.f. 2014-2015

BBA SEM – IV

Subject: Management Information System
(Course Code - 405)

Objectives:

1. To understand the concepts of Information System
2. To study the concepts of system analysis and design
3. To understand the issues in MIS

Sr. No	Topics	No. of Lectures
Unit 1	Management Information Systems: • Need, Purpose and Objectives, Contemporary Approaches to Management Information Systems (MIS), Information as a strategic Resource, Use of information for competitive Advantage, Management Information Systems as an instrument for the organizational change .	10
Unit 2	Information, Management and Decision Making: • Models of Decision Making, Classical, Administrative and Herbert Simon's Models Attributes of information and its relevance to Decision Making, Types of information.	10
Unit 3	Systems Analysis and Design: • Systems Development Life Cycle, Alternative System Building Approaches, Prototyping model Spiral model, Rapid Development Tools, CASE Tools.	10
Unit 4	Decision Support Systems: • Group Decision Support Systems, Executive Information Systems, Executive Support Systems, Expert Systems and Knowledge Based Expert Systems, Artificial Intelligence.	09
Unit 5	Management Issues in MIS: • Information Security and Control, Quality Assurance, Ethical and Social Dimensions, Intellectual Property Rights as related to IT Services /IT Products Managing Global Information Systems.	09
Total		48



Reference Books:-

1. Management Information Systems, Laudon and Laudon, 7th Edition, Pearson Education Asia.
2. Management Information Systems, Jawadekar, Tata McGraw Hill.
3. Management Information Systems, Davis and Olson, Tata McGraw Hill.
4. Analysis and Design of Information Systems, Rajaraman, Prentice Hall.
5. Decision Support Systems and Intelligent Systems, Turban and Aronson, Pearson Education Asia.
6. Management Information Systems, Schulthesis, Tata McGraw Hill.
7. Management Information Systems - Sadagopan, Prentice Hall.
8. Management Information Systems - JayantOke.



University of Pune

(Pattern – 2013)w.e.f. 2014-2015

BBA SEM - IV

**Subject: Business Exposure
(Course Code - 406)**

Objectives:

1. To develop the understanding of the student with a realistic and practical perception of the industry its layout, procedures, processes, organization structure
2. The objective of the Industrial Visit is to help students gain firsthand information regarding the functioning of the Industry which presents the students with opportunities to plan, organize and engage in active learning experiences both inside and outside the classroom

Guidelines for subject teachers for preparing students for the visit:

The preparation should be such so as to guide students towards recognizing the important elements in an industrial visit and provide support materials necessary to increase the effectiveness of this experience

1. Draw up a questionnaire so that a student may ask during the actual visit:

Questionnaire for the process:

- Devising the questionnaire:
- Class brainstorming
- Dividing the class into groups
- Assign a section of the process to each group
- Each group draws up a set of questions
- Compile final questionnaire
- Issue final questionnaire

Content of the questionnaire:

- Considerations of the location of the industry
- Explore the processes running in organization
- Investigate policies and Procedures
- Explore the compliance of policies and Procedures
- Analyze the economics of the process
- Investigate the health and safety considerations
- Investigate the skills and expertise of the workforce


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