B.C.C.A.

Syllabus

SEMESTER I

English Language Skills (BCCAL 1.E)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*

Objectives:

- Introducing great Entrepreneurs
- Developing Communication Skills
- Developing Grammar and Vocabulary Components

Unit	Contents
I	**Great Entrepreneurs** Akio Morita, Dhirubhai Ambani, Louis Braille, Rahul Bajaj, Ratan Tata, Steve Jobs
II	**Communication:** • Definition, importance, nature , scope • Elements of the Communication Process- Sender, Channel, Message, Receiver and Feedback • Methods of Communication- Verbal & Non-Verbal • Types of Communication- Formal and Informal, Dyadic & Group, Electronic & Print • Directions of Communication- Vertical, Horizontal, Diagonal • Barriers to effective communication • Communication Networks
III	**Grammar** • Parts of Speech • Types of Sentences • Tenses • Transformation of Sentences- Interrogative-Assertive; Affirmative-Negative; Exclamatory-Assertive Question tag; Inter-change of Degree etc.
IV	**Vocabulary** • Formation of words: Primary words, compound words, primary derivatives, secondary derivatives (Pre-fixes/suffixes) • Formation of nouns from verbs/adjectives; adjectives from nouns/verbs
Books Recommended:	
1. Unit I – A Text-Book on Great Entrepreneurs - 1) 'Modern Trailblazers' Eds- A.Dhote & H.Dhote, Published by- Orient Black Swan.	

2. Unit II - Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan)
3. Unit III -High School English Grammar & Composition– Wren & Martin Revised & Edited by N.D.V. Prasada Rao (S.Chand)
4. Unit IV -English Vocabulary in Use- Michael McCarthy & Felicity O'Dell
5. Unit IV- Macmillan Foundation English, R. K. Dwivedi, Macmillan Publisher.

SEMESTER I

Financial Accounting - I (BCCAC 1.1)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objective: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.			

Unit	Contents
I	Meaning and scope of Accounting, Need, Development & Definition of accounting, Branches of accounting and Principles, Concepts and Conventions of accounting, Journal Entries of Transactions, Ledgers and Trial Balance
II	Rectification of Errors & Bank Reconciliation
III	Joint Venture (Centralize and Decentralize Method)
IV	Depreciation including five methods i) Straight line method ii) Reducing balance method iii) Annuity method iv) Depreciation fund method v) Depreciation fund insurance policy method
Books Recommended:	
1. **Financial Accounting**, Paul, S. K, New Central Book Agency 2. **Financial Accounting For Managers**- Ghosh, T. P. Taxman Allied Service 3. **Financial Accounting** - Dr.V.K.Goyal, Excel Books 4. **Financial Accounting** - Jain S.P., Narang K.L., Kalyani Publishers, Delhi. 5. **Financial Accounting**- Grewal, Shukla, S. Chand Publications, Delhi	

Business Economics (BCCAC 1.2)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objective: The objective of this paper is to help students to acquire conceptual knowledge of the Micro Economics.			

Unit	Contents
I	**Introduction:** Problem of scarcity and choice: scarcity, choice and opportunity cost; Economic systems. Nature and scope of micro & macro economics; Utility analysis and indifference curve
II	**Demand and Supply Analysis:** Determinants of demand and law of demand; Law of equi-marginal utility; Elasticity of Demand; demand forecasting; law of supply, elasticity of supply.
III	**Production and Cost Analysis:** Short run and long run production functions, laws of returns to scale; Law of variable proportion; Classification of costs; short run and long run cost curves and their interrelationship; Concepts and types of revenue.
IV	**Market Structure:** Equilibrium of the firm and industry under perfect competition, monopoly, monopolistic competition, discriminating monopoly, aspects of non-price competition; oligopolistic behavior.
Books Recommended:	
1. **Principles of Microeconomics 2/e,** D. Salvatore, Oxford University Press. 2. **Managerial Economics,** Mark Hirschey, Thomson. 3. **Microeconomics for Management Students,** R. H Dholkia and A.N. Oza, Sultan Chand, New Delhi	

Programming in C (BCCAC 1.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: It is basic programming language to improve the background for certain classes of p Programming problems.			

Unit	Contents
I	**Data Types, Operators and some statements:** Identifiers and keywords, Constants, C Operators, Type Conversion. **Writing a Program in C:** Variable declaration, Statements, Simple C Programs, Simple Input Statements, Simple Output Statements, and Features of stdio.h. **Control Statements:** Conditional Expressions, Loop Statements, Breaking control statements.
II	**Function and Program Structures:** Introduction, Defining a Function, Return Statement, Types of Functions, Actual & Formal Arguments, Local & Global Variables, Multifunction Program, and The Scope of Variables, Recursive Function, and ANSI Function Slandered. **Arrays:** Array Notation, Array Declaration, Array Initialization, Processing with Arrays, Arrays and Functions, Multidimensional Array, Character Array.
III	**Pointers:** Pointer Declaration, Pointer Arithmetic, Pointers and Functions, Pointers and Arrays, Pointer and Strings, Array of Pointers, Pointers to Pointers. **More on Functions:** Pre-processors, Macros, Header Files, standard Functions.
IV	**Structures, unions and Bit Fields:** Declaration of Structure, Initializing a Structure, Functions and Structures, Array of Structure, Arrays within Structure, Structure within structure, Pointer and ?Structure, Union, Bit Fields, Typedef Enumerations. **Data File Operations:** Review of input/output Functions, Opening and Closing of files, Simple File Operation, Structures and File Operation, Block Read/Write, More on File operations, Low level File operations, Random Access File processing.
Books Recommended:	
1. **C in Depth**, S. K. Shrivastava & Dipali Srivastava, BPB Publication, New Delhi	
2. **Programming in ANSI C**, E. Balaguruswami, Tata McGraw-Hill, New Delhi.	
3. **Programming in C,** R Subburaj, Vikash Publishing House Pvt. Ltd.n New Delhi	
4. **Let Us C (**9th Edition**)**- Yashwant Kanetkar BPB Publication, New Delhi.	
5. **Mastering C**- Veugopal Prasad, Tata McGraw-Hill, New Delhi.	
6. **The Complete Reference C**- Schildt, Tata McGraw-Hill, New Delhi	

SEMESTER I

Information System and Information Technology (BCCAC 1.4)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: Information System and Software Package is a Combination of Basic				

puter So software and Hardware with Internet basics. It improves office productivity, ıment man agement with Software Packages.

Unit	Contents
I	**Computers:-**Basic Organization of Computer, Generation of Computer, Classification of Computer, Number System, **Processor & Memory:-** Types of Processor, Memory Structure, Basic Processor & Memory architecture of Computer System, Primary & Secondary Input, Output Devices.
II	**Computer Software and Hardware:-** Introduction, Types of Software & Hardware, Relationship between hardware, System Software & user, **Computer languages:-** Introduction, types, Translator, Linker, Loader, Assembler, Compiler, Interpreter. **Internet:-** Introduction, Evaluation & basic services of Internet, Uses of Internet, Search Engine, Introduction to Virus and its types.
III	**Microsoft Word and Excel 2016:-** Introduction to Ms-Office 2016, Installation of Ms-Office 2016, **Ms-Word :-**Introduction to Ms-Word, Working with toolbars & ribbons, Parts of Ms-Word Window, Inserting Tables, Mail-merge, Macros, Templates. **Ms-Excel:- Introduction to Ms-Excel:-** Introduction to Ms-Excel, Elements of Ms-Excel workbook, Navigation, Entering & Editing, Formatting cells, Formula and Functions, Vlookup, Hlookup, Data Sorting, Conditional Formatting, Filtering, Goal Seek, Tables, Views, Charts, Linking, Data Consolidation, Pivot Table.
IV	**Microsoft PowerPoint and Access 2016:-** Introduction to Ms-PowerPoint, Insertion, deletion, Copying Slides, Slide numbering, Header &Footer, Different Layouts, Master Slide, Inserting Tables, Sounds, Charts, Different Objects, Animation, Slide Transition. **Ms-Access:-** Introduction to Database, Parts of an Access Window, Creating new Database, Relationships, Query, Forms, Reports, Macros, Modules.
Books Recommended:	
1. **Computer Fundamentals**, P. K. Sinha, BPB Publication, New Delhi	
2. **A First Course In Computers**, Sanjay Saxena, Vikash Publishing House Pvt. Ltd. New Delhi	
3. **I.T. Today**, Encyclopedia, S. Jaiswal, Galgotia Publications, New Delhi	

Mathematics (BCCASFC 1.0)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core Skill Foundation*
Objective: The objective of this course is to familiarize students with the applications of mathematics and statistical techniques in business decision-making.			

Unit	Contents
I	Number Systems and its various conversion methods
II	Simple & Compound Interest, Measures of Central Tendency, Measures of Dispersion
III	Percentages, Profit, Loss and Discount, Ratio, Proportion and Variations, Partnership, Probability
IV	Time and Work, Time, Speed and Distance, Circular motion, Permutation and Combination, Height and Distance, Data Interpretation
Books Recommended:	
1. **Business Management and Statistics,** N G Das J K Das, Tata McGraw Hill, New Delhi 2. **Business Mathematics**, Mrintunjay Kumar, Vikas Publishing House Pvt. Ltd, New Delhi. 3. **Mathematics & Statistics,** Ajay Goel, Alka Goel, Taxmann, New Delhi. 4. **Principals of Mathematical Analysis**, Walter Rudin, Tata McGraw-Hill, New Delhi. 5. **Business Mathematics and Statistics**, Dr. S. R. Arora, Dr. Kavita Gupta, Taxmann, New Delhi 6. **Quantitative Aptitude**, Arun Sharma, Tata McGraw-Hill, New Delhi.	

SEMESTER II

English Language Skills (BCCAL 2.E)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives:			
• Introducing Great Economic Thinkers • Developing knowledge of business communication • Preparing Students for Competitive Examinations			

Unit	Contents

I	**Great Economic Thinkers** Adam Smith, David Ricardo, Karl Marx, John Stuart Mill, John Keynes, Amartya Sen (only selected portion of the merked text of each thinkers from the book the 'Great Economic Thinkers' by Jonathan Conlin)
II	**Business Correspondence:** • Application for Job • Preparing Bio-data • Letter of enquiry/Reply to enquiry • Order letter/Reply to Order letter • Complaint (Claims) Letter • Internal Communication (Memorandum, Office Order, Office Circular, Office Note, Correspondence with Branch Offices)
III	**Grammar** • Active/Passive voice • Direct/Indirect Narration • Simple/compound/complex sentences • Analysis of Sentences (Simple, Compound, Complex)
IV	**Vocabulary** • Synonyms, Antonyms, homonyms (Homographs/homophones), look-alikes, one word substitution etc. • Idioms and phrases • Business terminology: A select business terms

Books Recommended:

1. Unit I - Reference book- 'The Worldly Philosophers - The Lives, Times and Ideas of Great Economic Thinkers' Published by Paperback
2. Unit II -Business Communication – Urmila Rai, S.M. Rai - (Himalaya Publishing House) & V.K.Jain & Omprakash Biyani (S. Chand)
3. Unit II - Business Correspondence and Report Writing – R.C. Sharma & Krishna Mohan (Tata McGraw-Hill)
4. Unit II - Developing Communication Skills – Krishna Mohan & Meera Banerji (Macmillan)
5. Unit III- High School English Grammar & Composition– Wren & Martin Revised & Edited by N.D.V. Prasada Rao (S.Chand)
6. Unit IV - English Vocabulary in Use- Michael McCarthy & Felicity O'Dell

Financial Accounting II (BCCAC 2.1)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objective: The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.			

Unit	**Contents**
I	**Final Account of sole Trading Concern**
II	**Single Entry system including conversion method**
III	**Final Accounts of Non- Profit Organization** Accounts of Non-profit organization and Accounts of Professionals: Meaning of Non-profit organization, Preparation of Receipts & Payment Account, Income & Expenditure Accounts & Balance Sheet.
IV	**Consignment Account including valuation of closing stock and removal of loadings**
Books Recommended:	

1. **Financial Accounting**, Paul, S. K, New Central Book Agency
2. **Financial Accounting For Managers**- Ghosh, T. P. Taxman Allied Service
3. **Financial Accounting** - Dr.V.K.Goyal, Excel Books
4. **Financial Accounting** - Jain S.P., Narang K.L., Kalyani Publishers, Delhi.
5. **Financial Accounting**- Grewal, Shukla, S. Chand Publications, Delhi

SEMESTER II

Monetary Economics (BCCAC 2.2)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objective: The objective of this course is to apply the basic theories of economics in critical thinking and problem solving.			

Unit	**Contents**
I	**Money Evolution,** Meaning, Definition, Nature and Functions of Money. Paper Currency & Methods of Note Issue- Fixed Fiduciary Method, Proportionate Reserve Method, Minimum Reserve Method.
II	**Inflation & Deflation:** Inflation- Meaning, Nature, Causes, Effects, Impact of Inflation. Deflation - Meaning, Nature, Causes, Effects, Impact of Deflation. Types of Inflation & Deflation.

III	**Money Market & Credit control:** Concept of Money Market, Objectives, Importance of Money Market, Monetary Policy and Fiscal Policy Concept-Meaning, Objectives, Need, Importance, Impact, Recent Changes/Trends. Credit Control- Meaning, Objectives, Methods: Quantitative- Bank Rate, Open Market Operations, Cash Reserve Ratio (CRR), Statutory Liquidity Ratio (SLR), Repo Rate. Qualitative – Varying margin requirement, Regulation of consumer's credit, Issuing directives, Publicity measure, Moral suasion, Credit rationing.
IV	**Public Finance:** Concept, Meaning, Importance of Public Finance, Principles of Public Finance, Theory of Maximum Social Advantages & Criticisms. Taxation – Definition, Characteristics& Cannons. Types of Taxation- Proportional, Progressive and Regressive Taxation System .Direct and Indirect Taxes- Merits & Demerits.

Books Recommended:
1. **Monetary Economics,** RR Paul, Kalyani Publishers, New Delhi.
2. **Money,Banking,Trade & Public Finance,** M.V.Vaish, New Age International Pvt.Ltd, New delhi.
3. **Money, Banking and International Trade**, K.P.M. Sundaram , Sultan Chand, New Delhi.
4. **Public Finance**, Tyagi & Jai Prakash, Nath Publishers, Kolkata
5. **Money and Financial System**, P.K. Deshmukh, PhadkePrakashan, Kolhapur
6. **Principles of Economics,** H.L Ahuja,S Chand Publication, New Delhi

SEMESTER II

Operating System and Computer Hardware & Networking (BCCAC 2.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: Operating System is interface between the hardware's resources which include the processors, memory, data storage and I/O devices. It understands basic concept & structure of computer hardware & networking.			

Unit	Contents
I	**DOS & Windows**
	DOS – Introduction booting procedure, types simple batch, multiprogramming, time sharing, parallel system, distributed system, real time system, multiprocessing, DOS Commands : Internal & External Commands.
	Windows 10: - Introduction, Functions, Customize setting, use of

	control panel.
II	**Linux**
	Introduction to Linux, uses. **File Handling Commands** - ls, pwd, vim, cp,mv, rm, find; history; pattern; text processing – cut, echo, wget, grep, wc, sort, linux, file permission, system administration – chnode, chown, su, password, who; **process Management commands –** ps, kill, A**rchival commands -** tar zip, unzip
III	**Computer Hardware**
	Introduction about Computer: Basics of computer, Organization of computer, Software and hardware. **Input/output devices**: Motherboard, Types of Motherboard, SMPS, troubleshooting. **Inside the PC:** Opening the PC and identification, Study of different blocks, Assembling and dissembling.
IV	**Networking: Network basic and configuration:** Setting IP addresses, Sharing files and folders. Network troubleshooting, PING test, ipconfig etc, **Types of servers:** Introduction to server, Files servers, Email Servers, Proxy servers etc. Network Security, Network topologies, **Network Types:** LAN, WAN, MAN & PAN **Networking Model:** The OSI model, TCP/ IP Model**. Introduction to various networking devices:** Routers, Switches, Modems, Hubs etc. Wired and Wireless technology, Basics of Internet and Intranet

Books Recommended:

1. **Operating System Concept**, Silberschatz, Galvin & Gagne, John Willey & Sons Inc, Haboken, NJ
2. **The UNIX Programming Environment**, Kernighan & Pike, PHI, London
3. **Linux: The Complete Reference (Sixth Edition)**, Richard Petersen, McGraw Hill, New Delhi
4. **The Complete Reference,** PC Hardware- Craig Zacker John Rourke, Mcgraw Hill, New Delhi
5. **Cisco Networks**, Christopher Carthern , William Wilson, Noel Rivera, Richard Bedwell
6. **Computer Networks**, Fourth Edition, Andrew S., Tanebaum

SEMESTER II

Programming in C ++ (BCCAC 2.4)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: C++ improves C with object-oriented features. It is a general-purpose Programming language which is regarded as a middle-level language, as it comprises			

a combination of b both high-level and low-level language features.

Unit	Contents
I	**Introduction to Object Oriented Programming:-** What is OOP, Structured, Procedural Programming, Basic concepts of OOPS, Advantages of OOPs, Disadvantages of OOPs, Applications of OOPS, Comparison of PPL & OOP, Steps in developing OOPs Programs, **Token :-** Keywords, Identifier and Constants, Data type, Symbolic Constant, Variables, Dynamic initialization of variables, Operators in C++, Scope resolution Operator, Memory Dereferencing Operator, Memory Management Operator, Manipulator, **Functions in C++**:- Main(), Function Prototyping, Call by Reference, Return by reference, Inline Function, Default Argument, Constant Arguments, Function Overloading, Friend and Virtual Function.
II	**Classes and Object :-** Structure and Class, Declaration of class, Member Function, Access Specifier, Arrays within class, Pointer and Classes, Nested Class, **Special Member Functions:-** Constructor, Destructor, Inline Function, Static Class Member, Friend Function, Dynamic Memory Allocation, This Pointer, Mutable,
III	**Inheritance:-** Introduction, Types, Define Derived Class, Types of Derivation, Types of Base Class, Ambiguity and resolution in single and multiple inheritance, Array of class object in single inheritance, Container Classes, Virtual Base Class, Abstract Class, Constructor in derived class, Member Classes(Nesting of Classes), **Overloading function and Operator:-** Function Overloading, Operator Overloading, Rules of Overloading Operators, Overloading unary operator, Overloading Binary Operator, Manipulation of string using operator, Overloading Binary operator using Friend Function.
IV	**Polymorphism and Virtual Functions :-** Introduction to polymorphism, Early Binding, Late Binding, Polymorphism with Pointers, Virtual Function, Pure Virtual Function, **Abstract Class,** Constructor under Inheritance, Destructor under Inheritance, Virtual Destructor, Virtual Base Class, **Templates and Exception Handling:-** Function Template, Class Template, Exception Handling Mechanism Throw, Try, Catch, Multiple Catch Statement, **File Operations:-** Opening & Closing files, stream state, member function, reading, writing a character from a file, Classes and File operations, Structure and file operation, Array of classes object and file operation, Random Access Files.
Books Recommended:	

1. **Object Oriented Programming**, E. Balagurusamy, Tata McGraw Hill, New Delhi	
2. **Let Us C++**, - Yashwant Kanitkar, BPB Publications, New Delhi	

SEMESTER II

Business Ethics and Corporate Culture (BCCASFC 2.0)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core Skill Foundation*
Objective: The objective of this paper is to make the students more clear about the importance of ethics in business and practices of good corporate governance.			

Unit	Contents
I	**Ethics:** Nature, scope, ethical principles, values, morals, Kohlberg's stages of moral development, Ethical theories – deontology, utilitarianism, rights, and virtues
II	**Business Ethics:** Ethics in Business – Myth & Reality, The Indian Business scene – ethical concerns, LPG & Global trends in business ethics, Corporate code of ethics – Formulating, Advantages, implementation, Business ethics rating in India
III	**Business & Society:** Business & its stakeholders, Social Responsibility – Concept of CSR, Environmental Ethics – concerns and issues, ethical concerns in business (overview) – marketing, human resource management, financial management, research, gender sensitivity in organizations
IV	**Corporate Governance:** Objectives, issues, features, Corporate Governance codes – Cadbury report, CII recommendations, Corporate Governance for public sector, Corporate Governance & Investment – ethical investing, insider trading, whistle-blowing
Books Recommended:	
1. **Business Ethics**, CSV Murthy, Himalaya Publishing House, Mumbai	
2. **Business Ethics**, An Indian Perspective; A.C. Fernando, Pearson, Chennai	

SEMESTER III

Cost Accounting   (BCCAC 3.1)

Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*

Objective: this course exposes the students to the basic concepts and the tools used in cost accounting.

Unit	Contents
I	Meaning, Nature, Scope, Advantages & Disadvantages of Cost Accounting, Elements of Cost, Concept of Overheads, Direct & Indirect Overheads, Segregation of Indirect Overheads, Preparation of Cost sheet and Tender
II	Process Costing including Simple Process by-product Costing, Abnormal Loss and Gains, Equivalent Units Production and Inter Process profit.
III	Contract Costing including completed contract, incomplete contract and Contract account for more than 2 years
IV	Operating Costing including transportation, electricity hotel and hospitals

Books Recommended:

1. **Cost Accounting,** Dr. V.S. P. Rao, Vrinda Publication Pvt. Ltd., Delhi, 2000.
2. **Cost Accounting,** Dr. M.P. Gupta, Mansarovar Publication, Kanpur, 2016.
3. **Cost Accounting,** Dr. R. N. Khandelwal, SBPD Publication, Agra, 2015
4. **Cost Accounting,** Prof. S.N. Patil, Vishwa Publication, Nagpur, 2001.

SEMESTER III

Company Law & Secretarial Practice   (BCCAC 3.2)

Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*

Objective: To impart among the students company law and basic practices of a Secretary.

Unit	Contents
I	**Corporate Personality:** Meaning of a company, characteristics of a company, Kinds of company, lifting the corporate veil. **Formation & Incorporation of company:** Stages in formation of a company, Certificate of Incorporation, certificate to commence business, Pre- incorporation contracts, provisional contracts

II	**Memorandum of Association and Articles of Association:** Meaning of Memorandum of Association, Contents of Memorandum of Association, Alteration in Memorandum of Association, Importance of Memorandum of Association
	Meaning and Definition of Articles of Association, Contents of Articles of Association: Doctrine of Indoor management, Doctrine of constructive notice, Doctrine of ultra vires, Procedure for Alteration of Articles of Association, Model Sets of Article of Association. (Table 'F' as per Companies Act,2013)
	Prospectus: Definition of Prospectus, Statutory requirement of prospectus, Contents of prospectus, Types of Prospectus- Abridged prospectus, Shelf prospectus, Deemed Prospectus, Statement in Lieu of Prospectus, Misrepresentation in Prospectus, Consequences of Misrepresentations.
III	**Share Capital:** Classification of share Capital, Meaning of Shares, Kinds of Shares, Issue of Shares.
	Shareholders and Members: Meaning of shareholder/ Member, Procedure to become a member, kinds of members.
	Directors: Meaning of Directors, D.I.N, Appointment of Directors, Duties of Directors
	Managing Directors: Meaning of Managing Directors, Qualifications of Managing Directors, Appointment of Managing Directors, Remuneration of Managing Directors
IV	**Secretary: Meaning,** Definition of secretary, qualifications of company secretary, duties of secretary, Liability of Company Secretary
	Role of Secretary: As trustee, As an employee, As an administrative officer,
	Correspondence: Official correspondence with Directors, members, MCA Compliances: Annual Returns, KYC etc.
	Report Writing and Compliances: Essentials of God report, Statutory Report, Contents of Statutory Report, Annual Report, Content of Annual Report.
Books Recommended:	
1. Company Law & Secretarial Practice, Kapoor, N.D, Sultan Chand & Sons, New Delhi.	
2. Indian Company Law, Singh Avtar, Eastern Book Company, Lucknow.	

3. **Company Law and Secretarial Practice,** Dr. R.K. Nelakha, Ramesh Book Depot, Jaipur

4. **Corporate & Allied Laws,** Munish Bhandari, Best Word Publication

5. **Analysis of Companies Act,**2013 CCH

SEMESTER III

Web Designing & HTML (BCCAC 3.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: *W*ebsite Design works on getting a website that provides solutions for business requirements. It is used for "Selling on the internet" or "Online ~~shopping~~".			

Unit	Contents
I	**Creating Static Web Pages with HTML:** Introduction, Designing web site, Advantages and Disadvantages of HTML, Flow of Web Information, Role of Web Browser and Web Server, Process of Web Publishing, **Creating a Simple Static Web Page :** About HTML, Basic elements : <html>, <head>, <title>, <p>, , <h1> to <h6>, , , , <dl>, <pre>, <marquee>, <hr>, Physical and Logical tags **Path :** Relative and Absolute path, Comments, Special Characters, Text Formatting tags, <center>
II	**Adding Links, Images, Background and Table :** Hyperlinks <a href …>, Creating links to web pages and URLs, Creating links within the same page, various types of URLs that can be used in links, Image tag and their related attributes, Inline images, Links to (external) images, Using Inline images, Using images as hyperlinks, Popular images formats for internet and HTML. **Tables :** Basic table tags and their related attributes.
III	**Frames and Embedding Multimedia: Frames, Image Map and Web Font Creator :** Frames and their creation, Image Maps <map> and <area> tags, Client – Side and Server – Side image maps. Form designs, Form Controls, **Embedding Multimedia:** Introduction, Embedding Multimedia, Inserting sound/audio formats, video file formats.
IV	**Cascading Style Sheets (CSS) : CSS** : Defining style sheets, features, adding style to document, Linking to a single sheet, Embedding style sheet, Using inline style, Style sheet properties, Font properties, Color and Background properties, Text properties, Box properties.

	JavaScript: Introduction, Client-Side Java Script, Advantages and Limitations, Incorporating Java Script in HTML Document.

Books Recommended:

1. **World Wide Web with HTML**, C Xavier, McGraw Hill, New Delhi

2. **Complete HTML**, BPB Publications, New Delhi

3. **XML**, Xavier (TMH)

4. **JavaScript in Easy Steps**, Mike McGrath, Tata McGraw-Hill, New Delhi.

SEMESTER III

Programming in C # (BCCAC 3.4)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*

Objectives: The C # Programming language is intended for use in developing software components suitable for deployment in distributed environments. It is suitable for writing applications for both hosted and embedded systems

Unit	Contents
I	Introduction to c#, An Overview of C#, Data Types, Literals, and Variables, Operators, Program control statements, Introducing classes and objects, Arrays and strings, A closer look at methods and classes. Operator Overloading, Indexes and properties, Inheritance, Interfaces structure and Enumeration, Exception Handling, Using I/O
II	Delegates and Events, Applying Events : A case study, Namespaces preprocessor and assemblies, runtime type ID, Reflection and attributes, Generics, Unsafe code , Pointers, Nullable types, Miscellaneous keywords
III	Exploring the C# library, system Namespace, string and formatting, Multithreaded programming, Windows programming, Basic Windows programming, Advanced Windows forms features, Deploying Windows Application
IV	Introduction and Understanding .NET with C# Environment – The .NET Strategy, The Origin of .NET Technology, The .NET Framework, The Common Langue Runtime, Framework Base Class, User and Program Interface, Visual Studio .NET, .NET Languages, Benefits of the .NET Approach, C# and .NET.
Books Recommended:	
	1) **The complete reference C# 2.0**, Schildt Herbert, Publisher McGraw-Hill Professional Publishing, New Delhi 2) **Beginning Visual C# 1010,** Waston, Karli Nagel, Christian Pedersen, Jacob

Hammer raid, Jon D, John Wiley & Sons Incorporation
3) **Beginning C#3.0**, Purbum, Jack, John Wiley & Sons Incorporation
4) **C# Black book,** Telles, Matthew A, Coriolis Group books
5) E. Balagurusamy, Programming in C#, McGraw-Hill

SEMESTER III

MIS and System Analysis (BCCAC 3.5)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*

Objectives: MIS and System Analysis is the process of studying a procedure or business in order to identify its goals and purposes and create systems and procedures that will achieve them in an efficient way.

Unit	Contents
I	System concepts and the information systems environment, System Development Life Cycle, Role of System Analyst
II	System Planning and the initial investigation, information gathering, The tools of structured analysis
III	Feasibility Study, Input/Output and forms design, System Testing and Quality Assurance
IV	Implementation, Post Implementation and Software maintenance, Security, Disaster recovery and ethics in system development

Books Recommended:
1. **System Analysis and Design Methods,** Jeffrey L Whitten, Lonnie D Bentley, McGraw-Hill, New Delhi.
2. **System Analysis and Design**, Edward, McGrew-Hill, New Delhi.
3. **Management Information Systems**, A. K. Gupta, S. Chand, New Delhi.
4. **Management Information Systems,** Mahesh Halale, Himalaya Publishing house
5. **System Analysis and Design**, Elias M. Awadh, Galgotia Publications, New Delhi
6. **Management Information System**, D. P. Goyal, Vikas Publishing House, New Delhi

SEMESTER III

Computer Applications in Business (BCCASFC 3.0)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core Skill Foundation*

Objectives: This course is designed to impart knowledge regarding concepts of Financial Accounting Tally is an accounting package which is used for learning to

Unit	Contents
I	**Introduction to Tally.ERP 9-** Features of Tally, Enhancement in Tally, Installation Procedure , Opening Tally, Components, Creating a Company. **Groups, Ledgers & Vouchers-** Introducing Groups, Introducing Ledgers, Introducing Vouchers.
II	**Stock and Godown in Tally-** Stock Groups, Stock Categories, Stock Items, Units of Measure, Godowns, Introducing Purchase Orders, Introducing a Sales Order, Introducing Invoices. **Reports in Tally.ERP 9-** Working with Balance Sheet, Working with Profit & Loss A/c Report, Working with Stock Summary Report, Understanding Ratio Analysis, Bank Reconciliation, Tally Audit, Check Printing
III	**Exploring Payroll in Tally.ERP 9-** Working with Payroll Vouchers, Defining Payroll Reports, Working with Statements of Payroll Report, Describing Salary Disbursement, Cost Category & Cost Center. **Taxation-** Indian Tax Structure, Tax Deducted at Source (TDS), Tax Collected at Source (TCS), Introduction to GST, Advantages, Disadvantages, Slabs of GST, Features of GST, GST Reports, E-way bill.
IV	**Important Features of Tally.ERP 9-** Taking Backup in Tally.ERP 9, Restoring Data in Tally. ERP 9, Using E-mail in Tally.ERP 9, Migrating Data from Tally 7.2 to Tally.ERP 9, **Tally.NET in Tally.ERP 9-** Configuring the Tally.NET Feature, Assigning Security Levels, Creating Security Controls, Connecting a Company to the Tally.NET Server, Logging as a Remote User.

Books Recommended:

1. **Computerized Accounting using Tally ERP 9,** Sahaj Enterprise, Tally Education Private Ltd (TEPL).

2. **Business Accounting with MS Excel and Tally.ERP 9 Course Kit,** Vikas Gupta, Dreamtech Press, New Delhi.

3. **Accounting with Tally,** K. K. Nadhani, BPB Publication, New Delhi.

4. **Tally Tutorial**, K. K. Nadhani and A.K. Nadhani, BPB Publications, New Delhi.

5. **Tally.ERP 9 in Simple Steps,** Dreamtech Press, New Delhi.

SEMESTER IV

Management Accounting (BCCAC 4.1)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objective: To create management accounting consciousness among the student			

Unit	Contents
I	**INTRODUCTION:** Management Accounting – Meaning and Definition, Characteristics, Objectives, scope and functions of Management Accounting- Difference between Financial Accounting, Cost Accounting and Management Accounting.
	Budgetary Control: Preparation of flexible budget, master budget, sales budget and production budget.
II	**FINANCIAL STATEMENT ANALYSIS:** Introduction-objectives of analysis of financial statement; tools of financial statement analysis.
	RATIO ANALYSIS: Ratio Analysis-Meaning and rationale, advantages and limitations. Types of Ratios Liquidity Ratios, Solvency Ratios, Profitability Ratios, Efficiency Ratios, Integrated Ratios, Multi –step income statement, Horizontal analysis, Common sized statement, Trend analysis, Analytical Balance Sheet.
III	**FUND FLOW AND CASH FLOW STATEMENT**
	A. Meaning of Fund flow statement -Uses of fund flow statement, Funds Flow Statement and Income Statement. Preparation of Funds Flow Statement.
	B. Meaning of Cash flow statement- Preparation of Cash Flow Statement as per AS - 3. Difference between Cash Flow Analysis and Funds Flow Analysis. Utility of Cash Flow Analysis. Limitations of Cash Flow Analysis.
IV	**Break Even Point Analysis, Variance Analysis:** Material Price Variance, Labour Price Variance, Fixed Overhead Variance and Variable Overhead Variance

Books Recommended:

1. **Management Accounting,** Surendra Singh, PHP Larning Pvt. Ltd., Delhi, 2016.
2. **Management Accounting,** M. Y. Khan. K. P. Jain, Tata Macgraw Hill Education Pvt. Ltd., Delhi, 2011.
3. **Management Accounting,** Dr. B. K. Mehata, SBPD Publication, Agra, 2015.
4. **Management Accounting,** RSN Pillai, S. Chand & Co., Ltd., New Delhi, 2012.
5. **Management Accounting,** M. Muniraju, Himalaya Pub. House, 2011.
6. **Management Accounting,** Dr. Jawaharlal, S. Chand & Co., Ltd., New Delhi, 2006.
7. **Principles of Management Accounting**, S. N. Maheshwari, S. Chand & Co., Ltd., New Delhi, 2007.
8. **Financial Management,** Ravi M. Kishore, Taxmann, New Delhi.
9. **Accounting for Management Planning and Control,** Richard M. Lynch and Robert Williamson,

10. **Advanced Management Accounting,** Ravi Kishor, Taxmann, New Delhi.

Business Laws (BCCAC 4.2)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objective: To provide a brief idea of the laws available for the common man			

Unit	Contents
I	**INDIAN CONTRACT ACT, 1872** Definition, Essential elements of a valid contract, Agreements, Offer and Acceptance, Essentials of a valid offer and acceptance, Consideration, no consideration no contract, Capacity of parties to contract, Free consent, Legality of object, Agreement declared void. Performance of a contract, Types of performance, Discharge of contract, Breach of contract, Remedies for breach of contract; Quasi contract, Contingent Contract
II	**SALE OF GOODS ACT, 1930** Meaning of contract of sale, Difference between sale & agreement to sell, Goods, Classification of goods, Price- modes of fixing price, Conditions and Warranty, Implied Conditions and Warranty, Difference between conditions and warranty, Transfer of ownership/property in goods, Doctrine of 'Caveat Emptor', 'Nemo dat quod non habet', Unpaid seller, Rights of an unpaid seller, Sale by auction
III	**CONSUMER PROTECTION ACT, 1986** Definitions- Complaint, Complainant, Consumer, Person, Service, Defect, Deficiency, Unfair trade practices. Rights of consumers; Procedure to file complaint; procedure on receipt of complaint; Remedies available to consumers Consumer protection Councils; Consumer Disputes Redressal agencies- District Forum, State Commission, National Commission, their jurisdiction.
IV	**INTELLECTUAL PROPERTY LAW** Copyright- meaning of copyright, infringement of copyright;

| | Trademark Act1999- Definition of trade mark; Doctrine of deceptive similarity; infringement of trademark; Remedies in case of infringement |
| | Patents Act- Definition, patentable inventions; Procedure for obtaining patent; opposition to grant of patents; infringement of patents; Offences under the Patent Act; penalties |

Books Recommended:
1. **Business Laws,** Kapoor N.D., Sultan Chand & Sons, NewDelhi
2. **Intellectual property Rights &Law,** G.B. Reddy –Gogia Law agencyHyderabad.
3. **Law and Practice of intellectual Property,** Vikas Vashisht, Bharat Law House Delhi, 1999.
4. **I.T. Rules with Information Technology Act, 2000,** Taxmann Publication Pvt. Ltd. New Delhi
5. **Law of Information Technology,** Paintall D; Taxmann Publication Pvt. Ltd., New Delhi

SEMESTER IV

VB. NET (BCCAC 4.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: **Visual Basic .NET** (**VB.NET**) is a multi-paradigm, object- oriented programming language, implemented on the .NET Framework.			

Unit	Contents
I	**Welcome to Visual Basic.NET –** Windows versus DOS Programming, Installing Visual Basic.NET, The Visual Basic.NET IDE, Creating a Simple Application, Using the Help System. **The Microsoft.NET Framework** – Microsoft's Reliance on Windows, Writing Software for Windows, Common Language Runtime, The Common Type System and Common Language Specification. **Writing Software** – Information and Data, **Variables**, Comments and Whitespaces, Data Types, Sorting Variables, Methods. **Controlling the Flow** – Making Decisions, The if Statement, Select Case, Loops.
II	**Working with Data Structure** – Understanding Array, Understanding Enumerations, Understanding Constants, Structures, Working with Collection and Lists, Building Lookup Tables with Hashtable, Advanced Array Manipulation. **Building Windows Application** – Responding to Events, Building a Simple Application, Creating

	Complex Applications, Using Multiple Forms. **Displaying Dialog Boxes** – The Message Box Dialog box, The Open Dialog Control, The Save Dialog Control, The Font Dialog Control, The Color Dialog Control, The Print Dialog Control.
III	**Creating Menu –** Understanding Menu Features, Creating Menu, Context Menu. **Debugging and Error Handling –** Major Error Types, Debugging, Error Handling. **Building Objects** – Understanding Objects, Reusability, Our First Object, Constructor, Inheritance, and the Framework Classes.
IV	**Accessing Database –** What is Database, SQL Select Statement, Queries in Access, Data Access Components, Data Binding. **Database Programming with SQL Server and ADO.NET** –ADO.NET, The ADO.NET Classes in Action, Data Binding. **Deploying Your Application** – What is Deployment?, Creating a Visual Studio .NET Setup Application, Assemblies as Installers, The Core of Deployment, Deploying Different Solution, Advance Deployment Option.

Books Recommended:

1. **Beginning VB.Net 2003**, Thearon Willis, Jonathan Crossland, Richard Blair, Dreamtech Press, New Delhi

2. **The Complete Reference**, Jeffry R. Shapiro, Visual Basic.NET, McGraw- Hill, New Delhi.

3. **Programming Microsoft Visual Basic.Net**, Francesco Balena, Microsoft Press.

4. **Visual basic.Net – A Beginner's Guide**, Jeffrey Kent, McGraw- Hill, New Delhi.

5. **Beginning VB.NET 2003,** Jonathan, Richard Blair, Wiley India Pvt. Ltd.

SEMESTER IV

Dynamic Web Designing (PHP and MySql) (BCCAC 4.4)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: PHP and MySQL make creating dynamic web sites easier and faster. Its purpose is to provide a way to publish and retrieve HTML pages. PHP makes web development easy.			

Unit	Contents
I	**Getting Started With PHP-** Basic HTML Syntax, Basic PHP Syntax, Using FTP, Testing Your Scripts, Sending Text To The Browser, Using The PHP Manual, Sending HTML To The Browser, Adding Comment To The Script, Basic Debugging Steps.
	HTML Forms And PHP- Introduction, Installation, PHP Syntax,

	Comments, Creating A Simple Forms, Choosing A Form Data In PHP, PHP File, Manually Sending Data To A Page.
	Variables and Constants- Variables, Types Of Variables, Quotation Marks, PHP Constants.
	Using Numbers- Creating Forms, Performing Arithmetic, Formatting Numbers, Understanding Precedence, Incrementing and Decrementing a Number, Creating Random Numbers.
II	**Data Types-** String, Integer, Float, Boolean, Array, Object, NULL, Resource.
	Using Strings- Creating the HTML Forms, Concatenating Strings, Handling Newlines, HTML And PHP, Encoding And Decoding Strings, Finding Substrings, Replacing Parts Of A String. **Control Structures-** Creating The HTML Forms, Form URL/E-Mail, The if Conditional, Form Validation Functions, Using IF....Else, PHP Operators, Using elseif, The Switch Conditional, PHP Loops.
	Using Arrays- What Is An Array, Creating An Array, Types of Array, Adding Items To An Array, Accessing An Array From A Form, sort function for Array.
III	**Creating Web Applications-** Creating Templates, Using External Files, Using Constants, Working With The Date And Time function, Handling HTML Forms With PHP, Making Forms Sticky, Sending Email, Output Buffering, Manipulating HTTP Headers.
	Cookies And Sessions- What Are Cookies?, Creating Cookies, Reading From Cookies, Adding Parameters To Cookies, Deleting A Cookie, What Are Sessions?, Creating Session, Accessing Session Variables, Deleting Session, Filters, Captcha.
	Creating Functions- Creating And Using Simple Functions, Creating And Calling Functions That Take Arguments, Setting Default Arguments Values, Creating And Using Functions That Return A Value, Understanding Variable Scope, PHP Global Variables – Superglobals. **Object-Oriented PHP, Error and Exception Handling**
IV	**Files And Directories-** File Permissions, Writing To Files, Locking To Files, Reading From Files, Handling File Uploads, Form Handling, Navigating Directories, Creating Directories, Reading Files Incrementally, Exception Handling.
	Intro To Database- Introduction To SQL, Connecting To MYSQL, MYSQL Error Handling, Creating And Selecting A Database, Creating A MYSQL Database, Create MYSQL Table, Inserting Data Into A Database, Securing Query Data, Retrieving Data From A Database, Deleting Data In A Database, Updating Data In A Database.

	Putting It All Together- Getting Started, Connecting To The Database, Writing The User- Defined Function, Creating The Template, Logging In, Logging Out, Adding Quotes, Listing Quotes, Editing Quotes, Deleting Quotes, Creating The Home Page.

Books Recommended:
1. **The Complete Reference,** Holznr, PHP, McGraw-Hill, New Delhi.
2. **PHP & MySQL in Easy Steps**, Mike Mcgrath,McGraw-Hill, New Delhi.
3. **PHP and MySQL**, Steve Suehring, Tim Converse & Joyce Park, Wiley India Pvt. Ltd.
4. **PHP and MySQL,** Joel Murach & Ray Harris, Murach's, Shroff Publishers, Delhi.
5. **Beginning PHP and MySQL,** Jason Gilmore, APress
6. **PHP for Web**, Larry Ullman, Pearson, Chennai.

SEMESTER IV

Database Management System and Oracle (BCCAC 4.5)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: Database management system is the means of controlling databases either the hard disk in a desktop system or on a network. The **goal** of a relational database design is to generate a set of relation schema.			

Unit	Contents
I	Database environment, Data processing, Traditional and DBMS environment, Database system, Types of databases - Centralize, distributed, Database management system, Components of DBMS, DBMS elements, Database Approach - Objectives, benefits, characteristics, Advantages of DBMS, The three tire architecture, Three level architecture, Database administration – Roles, Functions and responsibilities of DBA.
II	**The E-R Model –** Data models, Entities, attributes and relationship, Logical and Physical database design, Mapping Cardinalities, Database development process, Database development life cycle. Integrity constrains. Transforming ERR diagrams into relations, tree structure and hierarchical. Normalization, Codd's 12 rules, hierarchical database structure, Network database structure, Relational database structure RDBMS.
III	Introduction to ORACLE as RDBMS, History& standardization of SQL, Elements of SQL: Database objects, reserved words, Keywords, Variables, Data Types, Operators. Types of SQL : DDL, DML, DCL, Create table, Alter table, Crate view, Drop table, grant, revoke, commit, delete, insert, lock table, rollback, save point, Update, Select statement,

	Where clause. Functions: Arithmetic & Characters comparison, Logical set, Like function, Group function, Date Functions.
IV	Introduction to PL/SQL, Variables, Initialization of variables, Dynamic data types, Control loop statements, PL/SQL Cursor: Declare cursor, Fetch, Open cursor, Close cursor. Triggers :Concepts, Trigger definition, Trigger type, Enabling, Disabling & Dropping triggers, synonyms, collections and Record, Varray, Nested table, Records

Books Recommended:
1. **Database System Concept**, Korth and Sudarshan, McGraw Hill, New Delhi
2. **An Introduction to Database System**, Bipin C. Desai, Galgotia Publications Ltd, New Delhi
3. **Database Management System**, R. Panneerselvam, PHI, New Delhi
4. **Oracle : I.T. Today (Encyclopedia) 5. Oracle**, Oracle Press
6. Oracle Pl/SQL : PL/SQL in 21 days (Techmedia) SAMS

SEMESTER IV

Environmental Studies (BCCASFC 4.0)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core Skill Foundation*

Objectives:

At the end of the course it is expected that the students will be
- Proficient and knowledgeable about the understanding of natural system.
- Familiar with the issues and problems in environment, causes of such problems, effect of such issues and pollution on human life and remedies for these problems and pollution.

Unit	Contents
I	**Multidisciplinary Nature of Environmental Studies-** Environment, Environment Studies, Need for public Awareness, Environmental Degradation, Shelter Security, Economic Security, Social Security, Effects of Housing on Environment , Effects of Industry on Environment**. Natural Resources-** Introduction, Types of Natural Resource, Forest Resources, Water Resources, mineral Resources, Food Security Resources, Energy resources, Land Resources, Conservation of Natural Resources, Sustainable Lifestyles, Sustainable Water Management(SWM), Biogeochemical Cycle.
II	**Ecosystem-** Introduction to Ecology and Ecological Succession, Ecosystem, Food Chain, Ecological Pyramids, Types of Ecosystems,

	Forest Ecosystems, Aquatic Ecosystems, Grassland Ecosystem, Desert Ecosystem. **Biodiversity and its Conservation-** Biodiversity, Values or Benefits of Biodiversity, Biogeographic Zones of India, Hot Spots of Biodiversity, Endangered and Endemic Species, Rare and Threatened Species, Threats to Biodiversity, Human –Wildlife Conflicts, Conservation of Biodiversity.
III	**Environmental Pollution and Its Effects-** Introduction ,Requirements of a Non polluted Environment, Public Health Aspects, Air Pollution, Land Pollution, Land Pollution or Soil Pollution, Marine Pollution, Noise Pollution, Thermal Pollution, Hazardous Wastes, Nuclear Hazards (Radiation Pollution),Solid Waste and Its Management, Role of Individuals in Pollution Prevention, Disaster Management.
IV	**Social Issues and the Environment-** Introduction, Sustainable Development, Urbanization, Water Conservation, Resettlement and Rehabilitation of People ; Its Problems and Concerns, Social Issues and The Environment, Wasteland Reclamation, ACTs for Environmental Protection, Carbon Credits, Industrial Symbiosis, Initiatives and Roles of Nongovernmental Organization (NGOs) in Environmental Protection, Issues Involved in Enforcement of Environmental Legislation ,Animal Husbandry. **Human population and the Environment-** Population Growth, Family Welfare Programs, Environment and Human Health, Fundamental Rights, Human Rights, Value Education, HIV/AIDS, Environmental Education, Women's Education, Role of Information Technology in Environment and Human Health.

Books Recommended:

1. **Environmental Studies**, Dr. D. K. Asthana, Dr. Meera Asthana, S. Chand, New Delhi.
2. **Environmental Studies,** Dr. K. Mukkanti, S. Chand, New Delhi.
3. **Fundamental Concepts in Environmental Studies,** Dr. D. D. Mishra, S.Chand, New Delhi.
4. **Environmental Studies**, Benny Joseph, McGraw Hill Education, New Delhi.
5. **Environmental Studies**, Shashi Chawla, McGraw-Hill, New Delhi.

SEMESTER V

Auditing & Corporate Governance (BCCAC 5.1)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objective: To provide knowledge of auditing principles, procedures and techniques in			

accordance with current legal requirements and professional standards and to give an overview of the principles of Corporate Governance and Corporate Social Responsibility.

Unit	Contents
I	**Introduction:** Introduction to Auditing: Introduction, Meaning, Objectives, Basic Principles and Techniques; Classification of Audit, Audit Planning, Internal Control – Internal Check and Internal Audit; Audit Procedure – Vouching and verification of Assets & Liabilities.
II	**Audit of Companies:** Audit of Companies Audit of Limited Companies: Company Auditor-Qualifications and disqualifications, Appointment, Rotation, Removal, Remuneration, Rights and Duties Auditor's Report- Contents and Types. Liabilities of Statutory Auditors under the Companies Act 2013
III	**Features and Auditing environment :** Special Areas of Audit Special Areas of Audit: Special features of Cost audit, Tax audit, and Management audit; Recent Trends in Auditing: Basic considerations of audit in EDP Environment; Computer aided audit techniques and tools; Auditing Standards; Relevant Case Studies/Problems;
IV	**Audit and Corporate Governance:** Corporate Governance Conceptual framework of Corporate Governance: Theories & Models, Broad Committees; Corporate Governance Reforms. Major Corporate Scandals in India and Abroad: Common Governance Problems Noticed in various Corporate Failures. Codes & Standards on Corporate Governance
Books Recommended:	
1. **Auditing Principles and Practice**, Ravinder Kumar and Virender Sharma,PHI, New Delhi	
2. **Auditing**, ArunaJha, Taxmann Publication, New Delhi.	
3. **Auditing Theory and Practice**, A. K. Singh, and Gupta Lovleen, Galgotia Publishing Company, New Delhi.	
4. **Corporate Governance: Theory and Practice**, Anil Kumar, Indian Book House, New Delhi	
5. **Modern Indian Company Law**, M.C. Kuchhal, Shri Mahaveer Book Depot. (Publishers). (Relevant Chapters)	

Indian Financial System (BCCAC 5.2)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objective: To enable and equip the students with the understanding of Indian Financial System.			

Unit	Contents
I	**Components of formal financial system-** Structure & Functions of Financial system, Nature and role of financial institutions and financial markets, financial system and economic growth.
	Money Markets - Overview of money markets, functions & operations, instruments, Treasury Bills and types, Commercial papers, Commercial bills, Call money market, Money market intermediaries, Money markets and monitory policies in India.
	MONEY MARKET AND CAPITAL MARKET
	Money Market: Structure of Indian Money Market, Recent Development in Indian Money Market, Capital Market: Structure of the Indian Capital Market – Recent Developments in the Indian Capital Market - Interlink between Money Market and Capital Market - Overview of Debt Market in India
II	**Global Capital Markets –**Impact of globalization on capital markets – Global (International Bond Market) – Global Equity Markets: ADR, GDR, Obstacles to international investments
III	**Financial Instruments:**
	Traditional Instruments: Equities, Debentures and Bonds
	Hybrid Instruments: Different types of bonds such as Floating Rate Bonds, Zero Coupon Bonds, Deep Discount Bonds, Inverse Float Bonds
IV	**The Derivative Market in India:**
	Meaning of Derivatives; Participants in the Derivatives Markets – Hedgers, Arbitragers and Speculators; Significant of Derivative Market; Types of Financial Derivatives – Forwards, Futures, Options and Swaps; Pricing of Derivatives – Pricing of Futures and Pricing of Options; Derivatives Trading in India
Books Recommended:	
1) **Pathak Bharati (2008): The Indian Financial System –Markets, Institutions, and Services, (2nd Edition)**, Pearson Education, New Delhi.	
2) **Financial Institutions and Markets, Growth and Innovation,** Bhole L. M., Tata	

McGraw-Hill, New Delhi, 2008.

3) **Financial Economics**, Bodie, Z. et. el, Pearson Education, New Delhi, 2009.

4) **Introduction to Futures and Options Market**, Hull John, Prentice Hall of India, Delhi, 2002.

5) **Financial Services**, Khan M.Y., Tata McGraw Hill, New Delhi, 2007.

6) **Management of Banking and Financial Services**, Paul, J. and P. Suresh, Pearson Education, Delhi, 2008.

7) **Reserve Bank of India (various issues) Report on Currency and Finance,** RBI, Mumbai.

8) **Reserve Bank of India,** Occasional Papers, Vol. 18, Nos. 2 & 3, RBI, Mumbai 1997.

9) **Derivatives: An Introduction,** Strong, R. A., Thomson Asia Pvt. Ltd, Bangalore, 2002.

10) **Futures and Options**, Sridhar, A. N., Equities and Commodities; Shroff Publishers, Mumbai 2006.

SEMESTER V

Core java (BCCAC 5.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: It is intended to let application developers write once, run anywhere (WORA), meaning that compiled Java code can run on all platforms that support Java without the need for recompilation.			

Unit	Contents
I	History and evaluation of Java, Overview of Java, Data types Variables and Arrays, Operators, Control Statements, Introducing Classes, Methods and Classes.
II	Inheritance, Constructors, Method Overriding, Package and Interfaces, Exception Handling, Multithreaded Programming, Enumerations, autoboxing and Annotations(Metadata).
III	I/O, Applets, Generics, String Handling, Exploring Java.Lang, Java.util: Collection Framework, Input/Output: Exploring Java.io, The Stream Class, Character Stream, Consoal Class, Serialization,
IV	Applet Class, Event handling, Introducing AWT: Working with windows, graphics, text, Using AWT controls, Layout Managers and Menus, Images.
Books Recommended:	
1. **Programming with Java**, E. Balagurusamy, McGraw-Hill, New Delhi.	

2. **Java The Complete Reference**, Seventh Edition, Herbert Schildt, Mc Grew Hill
3. **Java The Complete Reference,** Ninth Edition by Herbert Schildt Publication, Oracle Press

SEMESTER V

Python (BCCAC 5.4)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: Python supports multiple programming paradigms, including object-oriented, imperative, functional programming, and procedural styles. It has a large and comprehensive standard library allows programmers to express concepts in fewer lines of code.			

Unit	Contents
I	**Introduction to Python:** Introducing python, Installing python on windows, Launching Python on your machine, Identifiers and Variables, Writing your first program, Obtaining user input, Correcting Errors. **Performing operations -** Doing arithmetic, Assigning values, Comparing Values, Assessing logic. , Examining Conditions, Setting precedence, Type Casting, **Making statements -** Writing lists, Manipulating lists, Restricting lists, associating list elements, Branching with if, Looping while true, Looping over items, Breaking out of loops.
II	**Defining Functions-**Understanding scopes, Supplying arguments, Returning Values, Using callbacks, Adding placeholders, producing generators, Handling exceptions, Debugging assertions. **Importing Modules -** Storing functions, Owning function names, Interrogating the system, Performing mathematics, Calculating decimals, Telling the time, Running a timer, Matching patterns.
III	**Managing strings -**Manipulating strings, Formatting strings, Modifying strings, Accessing files, Reading and writing files, Updating file strings, Pickling data **Programming objects**, Encapsulating data, Creating instance objects, Addressing class attributes, Examining built-in attributes, Collecting garbage, Inheriting features, Overriding base methods, Harnessing polymorphism. **Processing requests-** Sending responses, Handling values, Submitting forms, Providing text areas, Checking boxes, Choosing radio buttons, Selecting options, Uploading files
IV	**Building interfaces-**Launching a window, Responding to buttons, Displaying messages, Gathering entries, Listing options, Polling radio buttons, Checking boxes, Adding images **Developing applications-**

| | Generating random numbers, Planning the problem, Designing the interface, Assigning static properties, Initializing dynamic properties, Adding runtime functionality, **Python and Databases** – ODBC and Python, Installing and Logging into MySQL, Working with MySQL, Accessing MySQL Data from Python, Testing the program, Freezing the program, Deploying the application. |

Books Recommended:

1. **Python Training Guide**, John V. Guttag, Publication : BPB Publication
2. **Python Projects**, Laura Cassell & Alan Gauld
3. **Think Python**, Allen B. Downey, Shroff Publishers, New Delhi
4. **Practical Programming – An Introduction to Computer Science using Python**, Paul Greis, Jennifer Campbell, Jason Montojo, Shroff Publishers, New Delhi
5. **Python in Easy Steps**, Mike McGrath, McGraw-Hill, New Delhi.

SEMESTER V

Indian Banking & Insurance Systems (BCCADE 5.1)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Discipline Specific Elective*
Objective: To familiarize the students with the principles and practices of Banking and Insurance.			

Unit	Contents
I	**Introduction to Banking:** Basic Concepts: Origin, Need, Types, Scope and Functions of Banking , Brief history, Forms of banking – unit banking, branch banking, Group banking, Chain banking, Satellite and affiliate banking, Correspondent banking, Managerial functions in banks.
II	**Principles of Bank Lending & Internet Banking:** Types of advances - Loans, Cash Credit, Overdraft, Bills Purchased, Bills Discounted, Letters of Credit - Types of Securities – .Sound principles of Bank Lending, **Internet Banking –** Meaning, Benefits, Virtual banking, E-payments, ATM Card/ Biometric card, Debit/Credit card, Smart card, NEFT, RTGS, ECS (credit/debit), E-money, Electronic purse, Digital cash.
III	**Introduction to Insurance :** Need and Scope of insurance - - Basic concept of risk, Life cycle needs including solutions, Kinds of business risks, Principles of insurance - Types of insurance and policies : Life and Non-life, Re-insurance - Risk

	and Return relationship
IV	**Insurance Business Environment in India-**
	Evolution of Insurance -Growth of Insurance Business - Actuarial Role - Claim and Settlement Procedures - Power, functions and Role of IRDA.

Books Recommended:

1. **Principles of Bank Management,** Vasant Desai, Himalaya Publishing House, New Delhi
2. **Basics of Banking & Finance**, Dr.K.M.Bhattacharya, Himalaya Publishing, New Delhi
3. **Banking Theory, Law & Practice**, Gorden & Natrajan, Himalaya Publishing House, New Delhi
4. **Banking Theory & Practice**, Dr.P.K.Shrivastava, Himalaya Publishing House, New Delhi
5. **Insurance & Risk Management**, Dr.P.K.Gupta, Himalaya Publishing House, New Delhi

SEMESTER V

International Trade & Business Administration (BCCADE 5.2)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Discipline Specific Elective*

Objective: The objective of the course is to familiarize the students with the concepts, importance and dynamics of international business and India's involvement with global business.

Unit	Contents
I	**Introduction to International Business:**
	Importance, nature and scope of International Business. Globalization and its importance in world economy; Impact of globalization; International business vs. domestic business: Complexities of international business; Modes of entry into international business.
II	**Theories of International Trade:**
	An overview (Classical Theories, Product Life Cycle theory, Theory of National Competitive Advantage factor endowment theory comparative cost theory); Commercial Policy Instruments - tariff and non-tariff measures – difference in Impact on trade, types of tariff and non tariff barriers (Subsidy, Quota and Embargo in detail) ; Balance of

	payment account and its components Balance Of Trade.
III	**Regional Economic Co-operation:**
	Forms of regional groupings; Integration efforts among countries in Europe, North America and Asia Structure and functioning of NAFTA, EU , ASEAN and SAARC . International financial system and institutions (IMF and World Bank – Objectives and Functions); Foreign investments - types and flows; Foreign investment in Indian perspective. Measures for promoting foreign investments into and from India.
IV	**Foreign Exchange Rate and Managemen**t:
	Foreign Exchange Rate: Meaning and importance of foreign exchange rate. Fixed and flexible exchange rate ; Merits and demerits . Foreign exchange market-meaning functions, effects of changes in exchange rate. Foreign Exchange Control: Meaning. Objectives of exchange control.
Books Recommended:	

1. **International Business**, Charles W.L. Hill and Arun Kumar Jain,. New Delhi: McGraw Hill Education.

2. **International Business**, Daniels John, D. Lee H. Radenbaugh and David P. Sullivan. Pearson Education.

3. **International Business - Themes & Issues in the Modern Global Economy,** Johnson, Derbe., and Colin Turner. London: Roultedge.

4. **International Business**, Sumati Varma, Pearson Education.

5. **International Business: Text and Cases**, Cherunilam, Francis. PHI Learning

6. **International Business**, Michael R. Czinkota. et al.. Fortforth: The Dryden Press.

7. **International Business**, Bennett, Roger. Pearson Education.

8. **International Business Environment** , Francis Cherunilam – Himalaya Publishing House.

9. **The International Business Environment** , Anant K. Sundaram/J.Stewart Black- Prentice Hall.

10. **International Business**, K. Aswathappa, Mcgraw hill education.

SEMESTER V

Human Resource Management (BCCADE 5.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Discipline Specific Elective*
Objective: To help the students to develop an understanding of the concept &			

techniques of essential functions of human resource management. The course will use and focus on Indian experiences, approaches and cases

Unit	Contents
I	**Introduction:** Concept, Nature, Scope, Objective, Scope and Importance of HRM, role of personnel Manager, evaluation of the concept of HRM in India.
II	**Human Resource Planning:** Introduction, process of HRP; recruitment - definition, sources & process; orientation; Selection- selection process, new tools & methods of selection, interview, test & assessment of effectiveness of selecting tools; induction and placement. **Training & Development –** Meaning, definition, importance, needs, types of training , evaluation & effectiveness of training, task analysis, man analysis, organizational analysis, responsibility of training areas identified by trainers.
III	**Employment Remuneration Compensation:** Introduction, nature & purpose of wage determinations process, incentive plans & profit sharing, exit policy – VRS, resignation, termination. **Job Evaluation and Design:** concept, objectives, limitations, importance; methods and procedures. Competency approach to Job evaluation, Job design, job specification & role analysis, factors affecting Job design, Techniques of Job Design. Cases & exercise in understanding Job analysis. **Personal Records, Audit and Research:** introduction, purpose and fundamental principles of record keeping.
IV	**Performance Appraisal and Merit Rating:** Nature, objective, limitation- various methods- modern & traditional, multiple person evaluation methods, performance test & field review techniques, appraisal, praise, recognition, rewards and incentives, promotion. HR record , MIS, HR report, HR formats, personal files, attendance, leave, medical records, absenteeism, Merit rating- concepts, methods, difference between job evaluation and merit rating.

Books Recommended:

1. **A Text book of Human Resource Management**, C. B. Mamoria& S. V. Gankar., Himalaya Publishing House

2. **Personnel and human Resource management**, Text & cases, P SubbaRao, Himalaya Publishing House

3. **Human resource Management**, P. Jyothi, Oxford University Press.

4. **Human Resource Management,** Ninth Edition, R.Wayne Mondy, Robert M, Noe,

Pearson Education

5. **Human Resource and Personnel Management – Text and cases,** K. Aswathappa, McGraw- Hill Publishing co. ltd.

SEMESTER V

Entrepreneurship Development (BCCADE 5.4)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Discipline Specific Elective*
Objective: The purpose of the paper is to orient the learner toward entrepreneurship as a career option and creative thinking and behavior.			

Unit	Contents
I	**Introduction:** Concept of entrepreneurship; role of entrepreneurship in economic development; factors impacting emergence of entrepreneurship; types of entrepreneurs; characteristics of successful entrepreneurs; entrepreneurship process; women entrepreneurs; social entrepreneurship; entrepreneurial challenges
II	**Development of Entrepreneurial Skills:** Characteristics of entrepreneurial leadership, Components of Entrepreneurial Leadership; Entrepreneurship and creativity; Techniques for generating ideas, Impediments to creativity.
III	**New Venture Planning and Financing:** Types of startups; Franchising-how a franchise works, evaluating of franchising opportunities; Developing a Business Plan- need, perspectives in business plan preparation, elements of a business plan; Business plan failures; Financing Venture: Financing Stages; Sources of Finance; Venture Capital; Criteria and process for evaluating new-venture proposals; Sources of financing for Indian entrepreneurs
IV	**Special Issues for Entrepreneurs:** International entrepreneurship-opportunities and challenges; Disruptive innovation and business models; assistance provided by the government to startups – overview
Books Recommended:	
1. **Entrepreneurship: Creating and Leading an Entrepreneurial Organization**, Kumar, Arya, Pearson, India 2. **Entrepreneurship: Starting, Developing and Managing a New Enterprise**,	

Hishrich, Peters, Irwin
3. **Launching New Ventures: An Entrepreneurial Approach Cengage Learning,** Allen, K.R.,
4. **Entrepreneurship Development**, Ramachandran K., Tata McGraw Hill, New Delhi, India.
5. **Entrepreneurship**, Roy, Rajeev, Oxford University Press.
6. **Entrepreneurship**, Hisrich, Robert D., Michael Peters and Dean Shephered, Tata McGraw Hill, New Delhi

SEMESTER V

Quantitative Aptitude and Logical Reasoning (BCCAGE 5.1)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Generic Elective*

Objectives:

1. To develop an understanding of the basic mathematical and statistical tools and their application in business and finance.

2. To develop logical reasoning skills and apply the same in simple problem solving.

3. The students should be able to evaluate various real life situations by resorting to analysis of key issues and factors

Unit	Contents
I	**Ratio & Proportion and Indices** Ratio - Meaning, properties, the concept & application of inverse ratio. Proportion – Meaning, properties of proportion, laws on proportion (Invertendo, Alternendo, Componendo, Dividendo) Indices – Meaning of indices & laws of indices (Easy applications)
II	**Simple & Compound Interest& Annuity** Concept of interest, reasons why interest is charged, definition of Interest, Principal, Rate of interest & Accumulated amount. Simple interest & Compound interest, difference between SI & CI, effective rate of interest, basic concept of Annuity & Future value, future value of an annuity regular, basic concept of present value.
III	**Statistical Description of Data, Measures of Central Tendency & An introduction to Dispersion** Introduction of statistics, collection & presentation of data, frequency distribution of data. Definition of central tendency, arithmetic mean, properties of arithmetic mean, median & its properties, mode.

	Definition of dispersion, range & coefficient of range.
IV	**Logical Reasoning**
	Number series, Alphabet series, letter coding, number coding and blood relations. (Basic & Moderate level)
Books Recommended:	

1. **Quantitative Aptitude for competitive exams,** Dr. R. S. Agrawal, S. Chand.
2. **A Modern Approach to Logical Reasoning,** Dr. R. S. Agrawal, S. Chand
3. **Quantitative Aptitude for all competitive exams,** Abhijit Guha, Tata Mac Graw Hill.
4. **Quantitative Aptitude for CAT,** Deepak Agrawal & D. P. Gupta.
5. **Quantitative Aptitude,** Shripad Deo, Allied Publishers Pvt. Ltd.
6. **ICAI study module of CA Foundation course,** Paper 3 Business Mathematics & Logical Reasoning & Statistics.

SEMESTER V

Econometrics (BCCAGE 5.2)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Generic Elective*
Objectives: The course is designed to equip students with basic econometric skills required for applied research in Economics.			

Unit	Contents
I	**Introduction**
	Concept, Meaning and Definition; Methodology of Econometrics-Statement of Theory or Hypothesis, Specification of the Econometric Model of Consumption, Forecasting or Prediction, . Use of the Model for Control or Policy Purposes. Types of Econometrics.
II	**Classical Linear Regression Model**
	Types of Data: Cross-Section, Time Series, Panel Data; Steps in Empirical Econometric Analysis; Concept of Population Regression Function and Sample Regression Function
III	**Estimation and Results**
	Estimation of the SRF using OLS; Analysis of Variance; Coefficient of Determination R^2 ; Assumptions underlying Classical Linear Regression Model; Gauss Markov Theorem
IV	**Multiple Linear Regression Model -I**
	Interpretation of Partial Regression Coefficients; Interval Estimation

	and Hypothesis Testing:

Books Recommended:

1. **Basic Econometrics,** Gujarati, Damodar N.; Porter, Dawn C. & Gunasekar, Sangeetha: (5th ed.) New Delhi. Tata McGraw Hill Education Private Limited, 2012.

2. **Introduction to econometrics,** Dougherty, Christopher: (4th ed.) New Delhi. Oxford University Press, 2011.

3. **Econometric models, techniques and applications,** Intriligator, Michael D.: New Delhi. Prentice-Hall Of India Private Limited, 1980.

4. **Elements of econometrics,** Kmenta, Jan: (2nd ed.) New York. Macmillan Publishing Company, 1986.

SEMESTER V

E-Governance (BCCAGE 5.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Generic Elective*

Objectives: To aware students about the application of information and communication technology (ITC) for delivering government services, exchange of information, communication transaction, etc.

Unit	Contents
I	Introduction to E-Governance, Concepts and Model of E-Governance
II	ICT Acts and Initiatives, Methods of E-Governance
III	Application in Local Administration and Economic Development, e-Governance in Public Office, e-Governance Initiatives at National Level
IV	Citizen Services, Citizen Services Knowledge Society, e-Governance: Challenges and Trends

Books Recommended:

1) **E-Governance and Social Inclusion – Concepts and Cases,** Scott Baum and Arun Mahizhnan, IGI Publications.
2) **E-Governance,** Pankaj Sharma, APH Publishing
3) **E-Governance in India – Initiatives and Cases,** R. P. Sinha

SEMESTER V

Introduction to Travel and Tourism (BCCAGE 5.4)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Generic Elective*

Objectives:

1**.** To make students understand the scope in travel and tourism and various aspects

related to it.

2. To give brief description about the Indian tourism vis-à-vis world tourism.

3. To aware about basic concepts and types of travel and tourism.

Unit	Contents
I	**Tourism Concepts & Significance** Definitions, Tourist, Tourism, Leisure, Recreation, Terminology, An overview of Tourism, Historical Development of Tourism, A historical perspective. of travel, Famous travelers, The Industrial revolution and travel, History of transport and its impact on tourism development
II	**Tourism Systems, Scope, & Impacts** System approach to Tourism; Tourism Industry; Structure and Components: Attractions, Accommodation, Activities, Transportation, F&B, Shopping, Entertainment, Infrastructure and Hospitality, Ideals of Responsible Tourism, Alternate Tourism, Tourism Impacts, Tourism Area Life Cycle (TALC), Demonstration Effect, Push and Pull Theory
III	**Travel Motivations & Types** Major motivations and deterrents to travel; Typology of Tourism, Emerging areas of tourism - Rural, Eco, Medical, MICE, Literary, Indigenous, Wellness, Film, Golf, etc., Classification of Tourists; Tourism Destinations of India: Ecotourism, Rural Tourism, Golf Tourism, Wine Tourism, Camping Tourism, Medical Tourism, MICE Tourism, Pilgrimage Tourism
IV	**Tourism Communication System** Process of Communication, Formal and Informal Communication, Verbal and non-Verbal Communication, Barriers to Communication, Role of Language in Tourism Communication, Communication Process, Tourism Communication System, Methods of achieving Effective Communication, Measurement of Impact of Communication, Mass Media, Media Relations
Books Recommended:	
1. **International Tourism Management,** Bhatia, A.K. (2001), Sterling Publishers,	

New Delhi.

2. **Tourism Operations and Management,** SunetraRoday, et al (2009), Oxford University Press.

3. **Tourism - Past, Present and Future,** Burkart A.J., Medlik S. (1974), Heinemann, London.

4. **The Travel Industry,** Chuck Y. Gee, James C. Makens & Dexter J. L. Choy (1989), Van Nostrand Reinhold, NewYork.

5. **Effective Business Communication,** Kaul, Asha (2005), PHI, NewDelhi.

SEMESTER VI

Corporate Tax Planning (BCCAC 6.1)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*

Objective: To provide basic knowledge about corporate tax planning and practices and its impact on decision making.

Unit	Contents
I	Tax planning, tax management, tax evasion, tax avoidance. Types of companies Residential status of companies and tax incidence, clubbing Tax liability and minimum alternate tax, Carry forward and set off of losses in case of certain companies, deductions available to corporate assesses.
II	Tax planning with reference to setting up of a new business: Location of Business, nature of business, form of organisation. Tax planning with reference to financial management decision - Capital structure, dividend and bonus shares
III	Tax planning with reference to specific management decisions - Make or buy; own or lease; repair or replace Tax planning with reference to employees' remuneration Tax planning with reference to receipt of insurance Compensation Tax planning with reference to distribution of assets at the time of liquidation
IV	Tax planning with reference to business restructuring - Amalgamation - Demerger - Slump sale - Conversion of sole proprietary concern/partnership firm into Company - Conversion of company into LLP - Transfer of assets between holding and subsidiary companies
Books Recommended:	
1. **Corporate Tax Planning**, Singhania, Vinod K. and Monica Singhania. Taxmann Publications Pvt. Ltd., New Delhi.	
2. **Corporate Tax Planning and Management**, Ahuja, Girish. and Ravi Gupta. Bharat	

Law House, Delhi

3. **Tax Planning under Direct Taxes**, Acharya, Shuklendra and M.G. Gurha. Modern Law Publication, Allahabad.

4. **Law of Transfer Pricing,** D.P. Mittal, Taxmann Publications Pvt. Ltd., New Delhi.

5. **IFRSs, IAS – 12 and AS – 22. 6**, T.P. Ghosh, Taxmann Publications Pvt. Ltd. New Delhi.

SEMESTER VI

Advance Java and Android & Kotlin (BCCAC 6.2)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: Advance Java is intended for developing Enterprise applications. Students will design Client end and Server end of application by understanding life-cycles of Servlet & JSP Projects.			

Unit	Contents
I	Introduction to web application, benefits of web application, Technologies used in web application, architecture models, MVC architecture, Introduction to JDBC, working with JDBC APIs, Implementing JDBC statements and CRUD Operation, Describing Advanced JDBC concepts.
II	Understanding JAVA servlet, understanding request processing and http, handling sessions in servlet, implementing filters, listeners and wrapper, Applet- servlet communication, Interservlet communication,
III	Introduction to JSP, Working with JSP basic tags and implicit objects, working with Java beans and action tags in JSP, Enhancing the JSP tag support, Implementing security in web application, Bootstrap.
IV	Introduction to Android, developing android applications, building android projects, creating user interface, coding application, Turning application into app widget, publishing your app in Google play store.
	Introduction of Kotlin, Advantages, Disadvantages, Usage and applications, Kotlin over Java
Books Recommended:	
1. **Java the complete reference Eighth Edition,** Herbert Schildt, ORACLE Press 2. **Head First Servlets and JSP**, Bryan Basham, Kathy Sierra and Bert Bates, Oreilly 3. **Black book second edition**, Santosh Kumar K. Publication Dreamtech Press 4. **Android App development for DUMMIES**, Michel Burton, Willey	

ASP. NET (BCCAC 6.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Core*
Objectives: ASP.NET is an open-source server-side web application framework designed for web development to produce dynamic web pages.			

Unit	Contents
I	ASP.NET Fundamentals- ASP.NET Web form Structure, Controls – ASP.NET server controls and client-side script, ASP.NET Web server controls, Validation server controls, User and server controls, Data Access – Data Binding, Model Binding, Querying with LINQ, Entity Framework, ASP.NET Dynamic data, Working with services.
II	Providers- Introduction to Provider Model, Extending the Provider Model, ASP.NET Features – Working with Master Pages, Site Navigation, Personalization, Membership and role Management, Security, Application State, Caching
III	Client-Side Development- ASP.NET AJAX, AJAX control toolkit, jQuery, Real – time communication, Developing web site with mobile in mind
IV	Application Configuration and Deployment- Configuration, Debugging and Error Handling, Modules and Handler, Asynchronous Communication, Building Global Application, Packaging and Deployment ASP.NET Application.
Books Recommended:	
1. **ASP.NET 4.0 Black Book,** KOGENT Learning solutions INC, Dreamtech press 2. **The Complete Reference ASP .NET**- Matthew MacDonald, McGrew Hill Education 3. **ASP.NET 4.5 in C# and VB**- Jason N. Gaylord Christan Wenz, Pranav Rastogi, Todd Miranda, Scott Hanselman, WROX A Willey Brand	

SEMESTER VI

Security Analysis and Portfolio Management (BCCADE 6.1)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Discipline Specific Electives*
Objective: The aim of this course is to provide a conceptual framework for analysis from an investor's perspective of maximizing return on investment – a sound theoretical base with examples and references related to the Indian financial system.			

Unit	Contents
I	Basics of risk and return: concept of returns, application of standard deviation, coefficient of variation, beta, alpha. Systematic and Unsystematic Risk, Fundamental analysis: EIC framework.
II	Share valuation: Dividend discount models- no growth, constant growth, two stage growth model, multiple stages; Relative valuation models using P/E ratio, book value to market value. Technical analysis: meaning, assumptions, difference between technical and fundamental analysis; Efficient market hypothesis; Concept of efficiency: Random walk, Three forms of EMH and implications for investment decisions.
III	Portfolio analysis: portfolio risk and return, Markowitz portfolio model: risk and return for 2 and 3 asset portfolios, concept of efficient frontier & optimum portfolio. Market Model: concept of beta systematic and unsystematic risk. Investor risk and return preferences: Indifference curves and the efficient frontier
IV	Capital asset pricing model (CAPM): Efficient frontier with a combination of risky and risk free assets. Assumptions of single period classical CAPM model. Characteristic line, Capital Market Line, Security market Line.

Books Recommended:

1. **Security Analysis & Portfolio Management**, Fischer, D.E. & Jordan, R.J., Pearson Education.

2**. Investments**, Sharpe, W.F., Alexander, G.J. & Bailey, J Prentice Hall of India.

3. **Security Analysis & Portfolio Management**, Singh R,. Excel Books.

4. **Investment Analysis and Portfolio Management**, Frank K Reilly & Keith C Brown: Cenage India Pvt. Ltd.

SEMESTER VI

Regulatory Aspect of Banking and Finance (BCCADE 6.2)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Discipline Specific Electives*
Objective: To know the basic regulatory aspects of Banking and Finance			

Unit	Contents
I	**Indian Financial System :** Indian Financial System – An Overview Role of RBI, Commercial Banks, NBFCs, PDs, FIs, Cooperative Banks, CRR, SLR; Equity & Debt Market; IRDA Banking Regulation

	Constitution, Objectives, Functions of RBI; Tools of Monetary Control;
II	**Regulatory Framework:** Regulatory Restrictions on Lending Retail Banking, Wholesale and International Banking Retail Banking-Products, Opportunities; Wholesale Banking, Products; International Banking, Requirements of Importers & Exporters, Remittance Services;
III	**Universal Banking:** ADRs; GDRs; Participatory Notes Role of Money Markets, Debt Markets &Forex Market Types of Money & Debt Market Instruments incl. G-Secs; ADs, FEMA, LIBOR, MIBOR, etc.
IV	**Capital Market:** Role and Functions of Capital Markets, SEBI Overview of Capital Market; Stock Exchange; Commonly used Terms; Types of Capital Issues; Financial Products / Instruments including ASBA, QIP; SEBI; Registration of Stock Brokers, Sub-brokers, Share Transfer Agents, etc

Books Recommended:

1. **Principles and Practices of Banking,** Indian Institute of Banking and Finance, Macmillan Education.

2. **Elements of Banking and Insurance**, JyotsnaSethi and Nishwan Bhatia, PHI Publication

SEMESTER VI

Industrial & Labour Laws (BCCADE 6.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Discipline Specific Electives*

Objective: To develop conceptual knowledge about industrial law

Unit	Contents
I	**INDIAN FACTORIES ACT 1948** Meaning, Objectives; Provisions regarding Health, Safety and welfare; Employment of young persons, women, adult; Hours of work for adult and young person; Rules of leave. **INDUSTRIAL DISPUTES ACT, 1947** Objective of the Act; Definition of Industry; Meaning of industrial dispute; Strike, Lock out; Difference between strike and lockout; Closure, Lay off, Retrenchment; Difference between Lay off and Retrenchment; Dispute settlement machinery.

II	**PAYMENT OF GRATUITY ACT, 1972**
	Meaning, Time when gratuity becomes payable, Nomination
	PAYMENT OF BONUS ACT, 1965
	Scope and application of the Act; Act not to apply to certain classes of employees; Provisions relating to set on & set off of allocable surplus; Disqualification of bonus
III	**WORKMEN'S COMPENSATION ACT, 1923**
	Definitions; Employers liability for compensation; Total disablement; Partial disablement; Occupational diseases
	EMPLOYEE'S STATE INSURANCE ACT, 1948
	Scope and application of the Act, Dependent, Employee, Employees State Insurance Corporation – Constitution, Term of Office, Members of the Corporation, Powers of the Corporation.
IV	**CHILD LABOUR (PROHIBITION REGULATION) ACT, 1986:**
	Object, Scope, application, Provisions regarding hours and period of work, Provisions regarding health and safety of working children
	TRADE UNIONS ACT 1926
	Objectives of the Act, Definitions of the Trade Unions; Trade Disputes, Registration of Trade Unions, Advantages of Registered Trade Unions, Rights and Liabilities of Office Bearers; Functions of Trade Union in India.
Books Recommended:	
1. **Labour Legislation**, Dr. M. M.Verma &R. K. Agrawal, King Books, New Delhi	
2. **General & Commercial Laws**, Taxmann Publication	
3. **Industrial Relation &Labour Law**, P.C. Tripathi, C.B Gupta & N. D. Kapoor, S. Chand & Sons.	

SEMESTER VI

E-Commerce (BCCADE 6.4)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Discipline Specific Electives*
Objective: To provide knowledge about the electronic transaction in the business and brief about various modes used in the process.			

Unit	Contents

I	**E-Commerce:** Introduction, Definition, Benefits of E-Commerce, Impact of E-Commerce on business models, Traditional Commerce Vs E-Commerce, Advantages and Disadvantages of E-Commerce, Electronic Commerce and the Trade Cycle.
II	**The Elements of e-Commerce :** Elements, e-Visibility, The e-Shop, Online Payments, Delivering the Goods, After Sales Service, Internet e-Commerce Security, A Web Site Evaluation Model.
III	**E-Business: Introduction**, Internet Bookshops, Grocery Supplies, Software Supplies and Support. Electronic Newspapers, Internet Banking, Virtual Auctions, Online Share Dealing, Gambling on the Net, e-Diversity **Electronic Market:** Usage, Advantages and Disadvantages and its future.
IV	**Electronic Data Interchange (EDI):** Introduction, Benefits, Trade Cycle and Example. **Internet Commerce:** Introduction, Internet Trade Cycle and example, **Internet Security:** Issues, Security threats like damage to data, loss of data and unauthorized use of data, **Security Procedure:** Firewall, Encryption, Password, Access Control List, Digital Certificate.

Books Recommended:
1. **E-Commerce -** David Whiteley, Tata McGraw Hill, New Delhi
2. **E-Business**- Bajaj & Nag, TMH, New Delhi

SEMESTER VI

Gandhian Economics (BCCAOE 6.1)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Open Elective*

Objectives:

1. To familiarize the students with the application of Gandhiji's principles and value in economics.

2. To imbibe the teaching and thoughts of Gandhiji that are applicable to present day economic and financial aspect in overall economy.

Unit	Contents
I	Introduction & basic concepts underlying Gandhian Thought, Truth, Non-violence and purity of ends and means. Fundamental Principles of Gandhian Economic thought. Labour capital relations, Theory of trusteeship, use of local energy sources. Gandhi's views on distribution of wealth. Concept of Economic Equality. Economic problems of India, Welfare Economics.

II	Gandhian Concept of Rural Economic development, Role of Co-operative Sector in Rural Development, Micro planning and Village Swaraj, Community Development, Concept of Self-sufficient Villages through local industries development, Economics of Khadi and Small-Scale Industries Development, Agricultural Sector Reforms, Economic Reconstruction of Villages.
III	Swadeshi Economic Pattern And Sarvodaya Economics; Decentralisation and its present relevance; Economics ideas of Gandhi; Gandhian theory and Business Ethics; Social Responsibility of Corporates; Economics and Ethics; Relevance of Gandhian Economic Thought in Indian and Global Content.
IV	Ethical Man vs Economic Man; Simplicity of Life and Limitation of wants; Use of Appropriate Technology; and Alternative Development; Sustainable Development. Importance and Co-operation in Economic Development; Economic Value Based Approach.
Books Recommended:	
1. **"Foundations and Gandhian Thought",** Mahajan P. M. and Bhakti K. S. – Dattson, Nagpur 2. **"Gandhian Economics: A Human Approach",** Sharma R: Deep & Deep Publishers, New Delhi 3. **"A Critical Study of Gandhian Economic Thought",** Jha S. N.: Agra Publication. 4. **Gandhi M.K.: "The Story of my Experiments with Truth",** Navjeevan Publishing House, Ahmedabad.	

SEMESTER VI

Introduction to Public Administration (BCCAOE 6.2)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Open Elective*
Objectives:			
1. To introduce to the students three types of administration in India Democratic Republic.			
2. To acquaint students of principles of administration.			
3. To acquaint the students the scalar chain applicable in Indian Government.			

Unit	Contents
I	Meaning, Nature, Scope and Significance of Public Administration; Public and Private Administration; Indianization of public services, Central, State and Local Government
II	Constitutional framework of government: Salient features and value

	premises; Constitutionalism;
	Political culture; Bureaucracy and democracy; Fundamental rights and duties; Directive principles of
	State policy.
III	Public administration and governance: government and governance; Good Governance-concept, evolution and applications; Democratic Governance-concept and contextualization; E-Governance and M-Governance.
IV	Union Government and Administration: Executive, Parliament, Judiciary- structure, functions, work processes; The Prime Minister's Office; Central Secretariat; Ministries and Departments.

Books Recommended:

1. **Indian Public Administration: Institutions and Issues,**Ramesh K Arora and Rajani Goyal: Vishwa Prakashan, New Delhi, 1996.

2. **From Government to Governance,** Kuldeep Mathur: National Book Trust, New Delhi, 2010.

3. **Indian Administration,** Hoshiar Singh: Kitab Mahal, New Delhi, 2004.

4. **Indian Administration,** S.R. Maheshwari: Orient Longman, Delhi, 2005.

5. **Public Administration in India,** S.R. Maheshwari: Oxford University Press New Delhi, 2005.

6. **Public Administration in India,** Padma Ramchandran: Natonal Book Trust, New Delhi, 2006.

7. **Indian Administration,** Ashok Chanda: George Allen & Unwin, Lndon, 1958.

8. **State Governments in India,** S.R. Maheshwari: Orient Longman, Delhi, 2005.

9. **Agenda for Improving Governance,** Bibek Debroy (ed.): New Delhi, Academic Foundation, New Delhi, 2004.

10. **Public Institutions in India,** Devesh Kapur and Pratap Bhanu Mehta (eds.): OUP, New Delhi, 2005.

11. **District Administration in India,** M.I. Khan: Anmol Publication, New Delhi, 1997.

12. **Indian Administration-Politics, Policies and Prospects** Kamala Prasad:, Pearson Education, New Delhi, 2000.

13. **BharatiyaPrashashan,** K. R. Bang: Vidya Books, Aurangabad, 2004. (Marathi)

14. **BharatiyaPrashashan,** Satish Dandge: Chinmay Prakashan, Aurangabad, 2007. (Marathi)

15. **PrashashanachePailu, Vol. I and II,** Mahav Godbole: ShreevidyaPrakashan, Pune, 1999 and 2000. (Marathi)

16. **Bhartiya Prashasanachi Roopresha,**Shyamsunder Waghmare and others:

RajmudraPrakashan, Latur, 2008. (Marathi)

Intellectual Property Rights (BCCAOE 6.3)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Open Elective*

Objectives:

1. To introduce fundamental aspects of intellectual property rights to students who are going to play major role in developing and management of innovative project in industries.

2. To aware students about the procedure of registration and protection of intellectual property rights such as trademarks, copyrights, patents and designs etc.

3. To aware students about the practice aspects of registration of intellectual property in order to protect their research work and get it registred under regulations of IPR.

Unit	Contents
I	**Overview of Intellectual Property** Introduction of IPR, Need for intellectual property right (IPR), IPR in India – Genesis and Development IPR in abroad, Case Study
II	**Patents** Need for patent, Macro-economic impact of the patent system, Classification of patents in India, Classification of patents by WIPO, Categories of Patent, Special Patents, Patenting Biological products, Patent document, Granting of patent, Rights of a patent, Patent Searching, Patent Drafting, filing of a patent, different layers of the international patent system, Utility models, Case Study
III	**Copyrights** Overview of Copyright, Importance of Copyrights, Process for copyright, Related rights, case study.
IV	**Trademark and Trade Secrets** Overview of Trademarks & Trade Secret, Importance of Trademarks & Tradesecret, Rights of Trademark & Trade Secret, Types of Trademarks, Registration process for Trademark & Trade Secret, Duration of Trademark and trade secret, Case Study
Books Recommended:	
1)	**Indian Patents Law – Legal & Business Implications,** AjitParulekar and Sarita D' Souza, Macmillan India Ltd., 2006 2) **Law Relating to Patents, Trade Marks, Copyright, Designs & Geographical**

Indications, B. L. Wadehra; Universal law Publishing Pvt. Ltd., India 2000

3) **Law of Copyright and Industrial Designs,** P. Narayanan; Eastern law House, Delhi, 2010.

4) **Handbook of Indian Patent Law and Practice,** Subbaram N. R., S. Viswanathan, Printers and Publishers Pvt. Ltd.,1998.

SEMESTER VI

Constitution of India and Human Rights (BCCAOE 6.4)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 80*	*Group: Open Elective*
Objectives: 1. To understand the significance of constitution of India. 2. To understand the concept of Human rights. 3. To understand the role of constitution of India in protection and promotion of human rights			

Unit	Contents
I	Meaning and Significance of Constitution, Classification of Constitution, Union and State Legislatures - Composition, Powers, Functions and Privileges, President and Union Council of Ministers, Governor and State Council of Ministers - Powers of President and Governor
II	Citizenship under Indian Constitution -Person vis-s-vis Citizen; Rights of citizens Fundamental Rights- Meaning, Nature and Significance, Relationship of Human Rights and Fundamental Rights Right to Equality: Concept and Significance; Equality before Law and Equal Protection of Law; Freedoms and Restrictions under Art.19; Article 21- Right to Life and Personal Liberty;
III	Meaning and definition of Human Rights, Theories of Human Rights Classification of rights; Right to development, Right to Self determination, Right to Healthy Environment Steps taken to protect human rights in India Adoption of Human Rights by the UN Charter, U.N. Commission on Human Rights

IV	Human Rights Protection in India - Human Rights Commissions, Salient features of National Human Rights Commission of India (NHRC); State Human Rights Commissions, Human Right Courts in Districts, International Commission of Human Rights

Books Recommended:

1. **Indian Constitutional Law,** M.P. Jain, Wadhwa & Co, Nagpur

2. **Constitution of lndia,** V.N. Shukla, Eastern Book Company, Lucknow

3. **Indian Constitutional Law,** G.C. V. Subba Rao, S.Gogia & Co., Hyderabad

4. **Constitutional Law of India,** N.Pandey, Central Law Agency, Allahabad

5. **Human Rights and International Law: Legal and Policy Issues,** Meron Theodor

6. **Human rights Under International Law and Indian Law,** S.K. Kapoor

7. **Human Rights in India,** C. J. Nirmal, Oxford

8. **International Human Rights Documents,** P.R. Gandhi, Universal, Delhi

SEMESTER VI

Project Work based on IT (BCCAPR 6.0)			
Teaching Hours: 4	*Total Credit: 4*	*Total Marks: 100*	*Group: Core*

PATTERN OF QUESTION PAPER (THEORY/NUMERICAL)

Time: 3.00 Hours   **Marks: 80**

- *Note: All questions are compulsory.*

		THEORY SUBJECTS	NUMERICAL SUBJECTS		
Q. No.	Sub-Question	Nature		Unit	Marks
1.		**LAQ**	**LAQ**		
	A	Theory	Problem	Unit No. I	10
	OR		OR		
	B	Theory	Problem	Unit No. I	10
2.		**LAQ**	**LAQ**		
	A	Theory	Problem	Unit No. II	10
	OR		OR		
	B	Theory	Problem	Unit No. II	10

3.		**LAQ**	**LAQ**		
	A	Theory	Problem	Unit No. III	10
	OR		OR		
	B	Theory	Problem	Unit No. III	10
4.		**LAQ**	**LAQ**		
	A	Theory	Problem	Unit No. IV	10
	OR		OR		
	B	Theory	Problem	Unit No. IV	10
5.		**SAQ (Any Two)**	**SAQ (Any Two)**	**-**	
	A	Theory	Theory	Unit No. I	4
	B	Theory	Theory	Unit No. I	4
	C	Theory	Theory	Unit No. I	4
6.		**SAQ (Any Two)**	**SAQ (Any Two)**		
	A	Theory	Theory	Unit No. II	4
	B	Theory	Theory	Unit No. II	4
	C	Theory	Theory	Unit No. II	4
7.		**SAQ (Any Two)**	**SAQ (Any Two)**		
	A	Theory	Theory	Unit No. III	4
	B	Theory	Theory	Unit No. III	4
	C	Theory	Theory	Unit No. III	4
8.		**SAQ (Any Two)**	**SAQ (Any Two)**		
	A	Theory	Theory	Unit No. IV	4
	B	Theory	Theory	Unit No. IV	4
	C	Theory	Theory	Unit No. IV	4
9.		**VSAQ/OBJECTIVE (All)**	**VSAQ/OBJECTIVE (All)**		
	A & B	Theory	Theory	Unit No. I	2
	C & D	Theory	Theory	Unit No. II	2
	E & F	Theory	Theory	Unit No. II	2
	G & H	Theory	Theory	Unit No. IV	2
	TOTAL				80

PATTERN OF QUESTION PAPER (Practical's)

Time: 2.00 Hours   **Marks: 40**

- *Note: All questions are compulsory.*

Q. No.	Sub-Question	Nature	Unit	Marks	INTERNAL Marks:10	PRACTICAL Particulars	Marks	VIVA-VOCE INT	EXT
		THEORY Time: 2.00 Hours		Marks: 40	10	Time: 3.00 Hours/ Marks: 30		Marks: 20	
		LAQ's							
1	A	Theory	Unit No. I	07		Writing a Program or Problem (Algorithm & Flowchart)	15	10	10
	OR								
	B	Theory	Unit No. I	07					
2	A	Theory	Unit No. II	07		Execution on computer & taking printout	15		
	OR								
	B	Theory	Unit No. II	07					
3	A	Theory	Unit No. III	07					
	OR								
	B	Theory	Unit No. III	07					
4	A	Theory	Unit No. IV	07					
	OR							30	10	10
	B	Theory	Unit No. IV	07					
5.		**SAQ**	-						
	A	Theory	Unit No. I	03					
	B	Theory	Unit No. II	03					
	C	Theory	Unit No. III	03					
	D	Theory	Unit No. IV	03					
			Total	40	10		30	10	10
				TOTAL MARKS: 100					

N.B. Question Pattern is subject to change as per the exigencies of the syllabus/Units. Changes, if any, will be notified at the beginning of the session or well in advance before the examination.

B.C.C.A. (Semester I)

(Time: 3 Hours)   **English Language Skills**   **(Total Marks: 80)**

Unit	Unit Marks	Q. No.	Sub.Q. No.		Marks
I	48	**1**		**Answer the following questions in about 150-200 words each:**	
			A	Lesson 1	8
				OR	
				Lesson 2	
			B	Lesson 3	8
				OR	
				Lesson 4	

		2		Answer the following questions in about 75-100 words each (Any Four).	16
			a.	Lesson 5	
			b.	Lesson 5	
			c.	Lesson 6	
			d	Lesson 6	
			e.	Lesson 1	
			f.	Lesson 2	
		3	A	Answer the following questions in about 3-4 sentences each:	
			a.	Lesson 3	8
			b.	Lesson 4	
			c.	Lesson 5	
			d.	Lesson 6	
			B	Use the following idioms and phrases into sentences of your own (Any FOUR)	8
				Six options; idioms/phrases from the text-book.	
II	16	4	A	Answer the following question in about 150-200 words:	
				Topic 1 (LAQ)	
				OR	8
				Topic 2(LAQ)	
			B	Give short notes on the following in about 75-100 words (Any Two):	8
			a.		
			b.		
			c.		
			d.		
III	8	5		Do as directed:	
			A	Grammar	8
			a.		
			b.		
			c.		
			d.		

			e.		
			f.		
			g.		
			h.		
IV	8		B	**Vocabulary: e.g. Noun from verbs (Any Four):**	4
			C	**Vocabulary: e.g. Adjectives from nouns (Any Four):**	4
	TOTAL				80