

DEPARTMENT OF BUSINESS ADMINISTRATION

PREAMBLE

UG : Course Profile, list of courses offered to other department and the syllabi of courses offered in the first and second semesters along with evaluation components III & IV (with effect from 2018- 2021 batch onwards)

COURSE PROFILE BBA

PSO 1: Development of communication skills, interpersonal relationships and ability to work as a team.

PSO 2: Analysis of the business scenario, organizational context and capability to apply management principles

PSO 3: Ability to apply the inter-disciplinary approach to solve business problems.

PSO 4: Cultivation of rational approach to make decisions for optimal use of resources and maximize returns.

| Sem | Part | Category | Course Code | Course Title | Contact Hrs/ Week | Credit | |
|--------------|-----------|--------------------|---------------------------------|---|-------------------|-----------|-----------|
| | | | | | | Min | Max |
| I | I | LANGUAGE -I | UTAL105/ UTAL106 | Basic Tamil I/Advanced Tamil I/ French I /Hindi I | 4 | 2 | 3 |
| | II | ENGLISH-I | UENL107/ UENL108 | Basic English I/Advanced English | 5 | 3 | 4 |
| | III | CORE-I | UBAM105 | Management Thoughts And Thinkers | 2 | 1 | 1 |
| | | CORE-II | UBAM106 | Business Organization | 5 | 4 | 4 |
| | | CORE-III | UBAM108\ UCOM104\ UCCM102 | Financial Accounting | 6 | 5 | 5 |
| | | Allied - I | UCEA103 | Business Economics | 6 | 5 | 5 |
| | IV | Value Education | | | 2 | 1 | 1 |
| TOTAL | | | | | 30 | 21 | 23 |
| II | I | LANGUAGE -II | UTAL205/ UTAL206 | Basic Tamil I/Advanced Tamil I/ French I /Hindi I | 4 | 2 | 3 |
| | II | ENGLISH-II | UENL207/ UENL208 | Basic English I/Advanced English | 5 | 3 | 4 |
| | | CORE-IV | UBAM206 | Business Environment | 4 | 4 | 4 |
| | | CORE-V | UBAM207 | Principles of Management | 5 | 5 | 5 |
| | | CORE-VI | UBAR201 | Workshop on Decision Making | 1 | 1 | 1 |
| | | Allied - II | UCOA203 | Accounting Package Theory | 2 | 2 | 2 |
| | | Allied Practical I | UCOR 203 | Accounting Package Practical | 3 | 2 | 2 |
| | IV | Non Major Elective | | | 4 | 2 | 2 |
| | | Soft skill | | | 2 | 1 | 1 |
| V | Extension | | | - | 1 | 2 | |

| | | | | | | | |
|--------------|------------|--|---------------------------------|--|-----------|-----------|-----------|
| | | Programme / Physical Education | | | | | |
| TOTAL | | | | | 30 | 22 | 25 |
| III | III | CORE-VII | UBAM308/ UCOM306/ UCCM306 | Marketing Management | 5 | 4 | 4 |
| | | CORE-VIII | UBAM310/ UCOM305/ UCCM305 | Cost Accounting | 5 | 4 | 4 |
| | | CORE –IX | UBAM311 | Business Communication | 4 | 2 | 2 |
| | | CORE –X | UBAM312 | Creative and Innovative Management | 4 | 2 | 2 |
| | | CORE –XI | UBAM313 | Business Analytics for Managers | 5 | 5 | 5 |
| | | Allied-II | UMAA301 | Business Statistics | 5 | 5 | 5 |
| | IV | Value Education | | | 2 | 1 | 1 |
| TOTAL | | | | | 30 | 23 | 23 |
| IV | III | CORE-XII | UBAM405 | Production & Materials Management | 5 | 4 | 4 |
| | | CORE-XIII | UBAM406 | Organizational Behaviour | 6 | 5 | 5 |
| | | CORE-XIV | UBAM407 | Human Resource Management | 5 | 4 | 4 |
| | | Allied-III | UMAA410 | Quantitative Techniques In Business | 5 | 4 | 4 |
| | | Allied-IV | UCSA407 | Cyber security in Finance | 3 | 3 | 3 |
| | | Allied Practical II | UCSR413 | Cyber security Lab | 3 | 2 | 2 |
| | | CORE –XV | UBAR401 | Workshop On Creative Thinking Skill | 1 | 1 | 1 |
| | IV | Soft Skill | | | 2 | 1 | 1 |
| | V | Extension Programme/ Physical Education | | | - | - | 2 |
| TOTAL | | | | | 30 | 24 | 26 |
| V | III | CORE-XVI | UBAM507 | Research Methodology in Business | 2 | - | - |
| | | CORE-XVII | UBAM508 | Services Marketing | 6 | 6 | 6 |
| | | CORE-XVIII | UBAM509 | Mercantile Law | 6 | 6 | 6 |
| | | CORE-XIX | UBAM504/ UCOM507/ UCCM507 | Management Accounting | 6 | 5 | 5 |
| | | CORE-XX | UBAM510 | Business Informatics | 5 | 5 | 5 |
| | IV | Online Courses | | NPTEL/Spoken Tutorial | 3 | 1 | 2 |
| | IV | Value Education | | | 2 | 1 | 1 |
| TOTAL | | | | | 30 | 24 | 25 |
| III | CORE-XXI | UBAM608 | Strategic Management | 6 | 4 | 4 | |
| | CORE-XXII | UBAM611/ | Financial Management | 6 | 5 | 5 | |

| | | | | | | | |
|--------------------|---|-------------------------|---------------------|--|------------|------------|------------|
| VI | | | UCOM614/ UCCM614 | | | | |
| | | CORE-XXIII | UBAM612 | Start ups of Small and Medium Unit Establishment | 5 | 5 | 5 |
| | | CORE – XXVI | UBAR601 | Workshop On Leadership Skills | 1 | 1 | 1 |
| | | CORE-XXV | UBAP601 | Project | 6 | 5 | 5 |
| | | VIVA VOCE | UBAM611 | Comprehensive Viva | - | 1 | 1 |
| | | Major Elective | UBAO609 | Consumer Affairs | 6 | 4 | 4 |
| | | | UBAM309/UBA O610 | Financial Markets and Services | | | |
| | | | UBAO604 | Customer Relationship Management | | | |
| | | | UBAO605 | Retail Management | | | |
| | | | UBAO606 | Emerging Business Practices In India | | | |
| | | | UBAO607 UBAO608 | Industrial Relations Rural Marketing | | | |
| | | IV | Soft Skill | | | 2 | 1 |
| | V | Extension Programme/ | | | - | - | 2 |
| TOTAL | | | | | 30 | 26 | 28 |
| GRAND TOTAL | | | | | 180 | 140 | 150 |

COURSES OFFERED TO OTHER DEPARTMENTS

| Semester | Class | Category | Course Code | Course Title | Contact/ Week | Credit | |
|----------|-------|----------|-------------|---------------------------|------------------|--------|-----|
| | | | | | | Min | Max |
| II | I ISM | ALLIED | UBAA202 | Business Communication | 5 | 5 | 5 |

NON MAJOR ELECTIVES

| Semester | Part | Category | Course Code | Course Title | Contac t/ Week | Credit | |
|----------|------|-----------------------|----------------|-------------------|----------------------|--------|-----|
| | | | | | | Min | Max |
| II | IV | Non major Elective –I | UBAE202 | Leadership Skills | 4 | 2 | 2 |
| III | IV | Non major Elective-II | UBAE304 | Rural Management | 4 | 2 | 2 |

EXTRA CREDIT EARNING PROVISION

| Semester | Category | Course code | Course Title | Credit | |
|----------|------------|----------------|-------------------|--------|-----|
| | | | | Min | Max |
| II | Internship | UBAI201 | Summer Internship | - | 1 |
| IV | Internship | UBAI401 | Summer Internship | - | 1 |

SELF STUDY PAPER

| Semester | Category | Course code | Course Title | Contact / Week | Credit | |
|----------|-------------|-------------|---------------------------------|----------------|--------|-----|
| | | | | | Min | Max |
| III | CORE-XXVI | UBAS201 | Office Management | 2 | 1 | 1 |
| IV | CORE-XXVII | UBAS401 | Travel and Tourism Management | 2 | - | 1 |
| V | CORE-XXVIII | UBAS501 | Business Ethics | 2 | - | 1 |
| VI | CORE- XXIX | UBAS502 | Corporate Social Responsibility | 2 | - | 1 |

UBAM105 MANAGEMENT THOUGHTS AND THINKERS

Semester : I
Category : CORE I
Class & Major: I BBA

Credit : 1
Hours/week : 2
Total Hours : 26

Objectives:

To enable the students

- Understand the school of management thoughts.
- Identify the contributions of various management disciplines.
- Analyse the impact of contributions in present management scenario

UNIT - I EARLY MANAGEMENT THOUGHT

6 Hrs

Contribution of Robert Owen- Charles Babbage- Andrew Ure- Charles Dubin

UNIT - II PRODUCTION

3 Hrs

Contribution of F.W.Taylor-Carl Barth- H.L.Gantt- Frank Gilberth and Lillian Gilberth- Roosevelt

UNIT - III ORGANISING

8 Hrs

Contribution to management thinking by Henry Fayol, Weber theory of bureaucracy, James Mooney, Ralph C.Davis, Harrington Emerson, Mooris L.Hook, Administrative management theory

UNIT - IV HUMAN RELATIONS

5 Hrs

Hawthorne studies- Revisited Hawthorne studies- Democratisation of work place - Room study - Illumination study- The interviewing program

UNIT -V MARKETING

4 Hrs

Peter Drucker – Prahalad- Michel Porter- Elton Mayo- Mary P Follet

Text Book

- Daniel. A. Waren, Authur G. Bedeian, *The Evolution of management thoughts*, J.W.S Publications 2013.

Reference Books

- Terry Williams, *Management science in practice*, PB Publications, New delhi 2008.
- Augus C Kwok , *The Evolution of management thought*, Handcover Publications, Mumbai 2009

- Cristina M.Giannantonia, Amy E.Hurley-Hanson, *Journal of business and management* W.D.Institution, New Delhi 2009

Online References

- www.nou.edu.ng
- www.globalview.org

UBAM106 BUSINESS ORGANIZATION

| | | | |
|--------------------------|------------------|-------------------|-------------|
| Semester | : I | Credit | : 4 |
| Category | : Core II | Hours/week | : 5 |
| Class & Major | : I BBA | Total Hrs | : 65 |

Objectives:

To enable the students

- Understand the concepts of business and business organisation.
- Differentiate various types of business organizations
- Assess the impact of recent business organizations in India.

UNIT - I INTRODUCTION TO BUSINESS ORGANIZATION 12 Hrs

Meaning –Definition- Characteristics and objectives of Business Organization- Evolution of Business Organization.

UNIT - II FORMS OF BUSINESS ORGANIZATION 12 Hrs

Forms of business organization- sole trader, partnership- Joint Hindu family system- joint stock companies- cooperative societies- public utilities and public enterprises, Trade association and Chamber of Commerce- case studies.

UNIT - III ESTABLISHING A BUSINESS UNIT 16 Hrs

Establishing a new business unit- Meaning of Promotion- Features for business- Plant location- Plant Layout & size of business unit- Location of industry-Industrial estates & District industries centre- case studies.

UNIT - IV BUSINESS COMBINATIONS 12 Hrs

Meaning- Causes- Objectives-Types & Effects- Forms- Mergers -Takeovers – Acquisitions-case studies.

UNIT - V IMPACT OF LPG ON INDIAN BUSINESS ORGANIZATIONS 13 Hrs

Liberalization, Privatization& Globalization Concept-MNCs& Transnational Companies-Meaning, Strengths and Weaknesses- Effects on Indian Business Organizations- Outsourcing-case studies.

Text Book

- C.B.Gupta, *Business organization & Management*, Sultan Chand Publications, Delhi, 2010.

Reference Books

- Arunachala, *Business organization & Management*, Himalaya Pub House, Chennai, 2008.
- Tulsian, *Business organization*, Pearson Education, New Delhi, 2007.

- M.C. Shukla, *Business organization & Management*, Sultan Chand Publications, Delhi, 2008.

Online References

- www.b-u.ac.in/sde_book/b.com_bs.pdf.
- www.nios.ac.in/media/document/vocinservices/m1-3f.pdf/
- www.stkevinscollege.com/corrybusorg.html.

UBAM108\UCOM 104\ UCCM102 FINANCIAL ACCOUNTING

Semester : I
Category : Core IV
Class & major: I BBA/I B.Com/ I

Credit : 5
Hours/Week: 6
Total Hours : 78

Objectives

To enable the students

- Understand the need for record keeping in business
- Create awareness about the methods of book - keeping.
- Prepare financial statement.

UNIT I INTRODUCTION

16 Hrs

Meaning and scope of Accounting, Basic Accounting Concepts and Conventions- Objectives of Accounting- Accounting Transactions- Double Entry Book Keeping -Journals, ledger, Preparation of Trial Balance- final accounts with adjustments.

UNIT II SINGLE ENTRY SYSTEM

16 Hrs

Single Entry- Meaning, Features, Defects, Differences between single Entry and Double Entry System- Statement of Affairs Method- Conversion Method (Only simple Problems)

UNIT III BRANCH & DEPARTMENTAL ACCOUNTS

16 Hrs

Branch accounts M- Dependent branches- Debtors system- Stock & Debtors System- Independent branch (Excluding Foreign branch) Departmental accounting - Basis for allocation of expenses - Interdepartmental transfer at cost or selling price- Treatment of expenses which cannot be allocated.

UNIT IV HIRE PURCHASE SYSTEM

14 Hrs

Hire purchase system - Calculation of Interest - Default and repossession - Hire purchase Trading Accounts.

UNIT V PARTNERSHIP ACCOUNTS

16 Hrs

Partnership accounts - Admission - Retirement, Death, Dissolution & Insolvency of Partners (Garner Vs Murray)

Text book

- T.S. Reddy & A. Murthy, *Financial Accounting* - Margham Publications – Chennai 2016

Reference books

- R. L. Gupta & V. K. Gupta, Advanced Accounting - Sultan Chand & Sons - New Delhi.,2017
- Jain & Narang, Financial Accounting- Kalyani Publishers- New Delhi, 2016

UBAM206 BUSINESS ENVIRONMENT

| | | | |
|--------------------------|-----------------|--------------------|-------------|
| Semester | : II | Credit | : 4 |
| Category | : Core V | Hours/week | : 4 |
| Class & Major | : I BBA | Total Hours | : 52 |

Objectives:

To enable the students

- To identify the components of Business Environment.
- To compare the importance of a variety of environmental variables.
- To assess the impact of environmental variables on business.

UNIT - I INTRODUCTION TO BUSINESS ENVIRONMENT **10 Hrs**

Business - Scope - Characteristics - Business Goals - Criticisms - Business Environment - Objectives - Types Of Environment- Factors Affecting Business Environment- Physical Environment- Case Studies.

UNIT - II ECONOMIC ENVIRONMENT **12 Hrs**

Nature-Economic Factors- Basic Economic System Economic Planning- Privatization -Nature-Objectives- Privatization Routes - Case Studies.

UNIT - III POLITICAL AND LEGAL ENVIRONMENT **10 Hrs**

Political Institutions-Legislature ,Executives, Judiciary, Judiciary Activism-Government in Business-Regulatory, Intervention, Participatory Roles- Case Studies.

UNIT - IV SOCIAL AND CULTURAL ENVIRONMENT **10 Hrs**

Social and Cultural Environment-Nature-Impact of Culture on Business Culture and Goods, Services - People's Attitude to Business and Work - Social Responsibility of Business-Business and Society - Case Studies.

UNIT - V TECHNOLOGICAL AND GLOBAL ENVIRONMENT **10 Hrs**

Features-Impact of Technology- Technology and Society-Economic Effects- Management of Technology-Global Environment Nature-Manifestation-Benefits and Problems from MNC's - Challenges of International Business- Case Studies.

Text Book

- K. Aswthappa, *Essentials of Business Environment*, Himalaya Publishing House.,Chennai,2011

Reference Books

- Rosy Joshi ,*Business Environment*, Kalyani Publications,mumbai 2010.
- V. Neelamegam, *Business Environment*, vinda Publication,(P) Ltd, Maharashtra.2008.
- Francis Cherunilam, *Business Environment*, Tata Mc Graw hill Co, New Delhi, 2010
- Pippa Riley, *Business Environment*, Vika Publication, 2009.

Online References

- [www.icsi.in /study material foundation/ bee.pdf](http://www.icsi.in/study%20material/foundation/bee.pdf).
- www.ddegjust.ac.in/studymaterial/mcom/mc-103.pdf.
- www.icaiknowledgegateway.org/littledms/folder/chapter-1-business-environment.pdf.

UBAM 207 PRINCIPLES OF MANAGEMENT

| | | | |
|---------------------------|-------------------|--------------------|-------------|
| Semester | : II ` | Credit | : 5 |
| Category | : Core III | Hours/week | : 5 |
| Class & Major: | I BBA | Total Hours | : 65 |

Objectives:

To enable the students

- Identify the management concepts.
- Recall the Management Principles.
- Apply the management principles in Business.

UNIT - I LEVELS OF MANAGEMENT AND PLANNING 12 Hrs

Levels of management – Roles of manager, Management as a Science or Art – Approaches to management- Definition– Nature – Importance – Forms – Types – Steps in Planning – Objectives – Policies – Procedures and Methods – Nature and Types of Policies – MBO – Case Studies.

UNIT - II DECISION MAKING 10 Hrs

Decision Making – Process of Decision making – Types of Decisions – Problems involved in Decision making – Forecasting – Decision Tree – Case Studies.

UNIT - III ORGANIZING 14 Hrs

Organizing - Nature & Importance – Principles of Organizing Delegation & Decent realization – departmentation – Span of Management. Organizational structure – Line & staff and functional – Organizational charts and manual – making organizing effective– Staffing.

UNIT - IV DIRECTING 14 Hrs

Function of directing – Motivation – Major Theories of motivation (Need hierarchy theory – hygienic approach – Expectancy Theory – Mc clelland theory) – 4 Motivation techniques – Leadership – Definition –Theories and approach to leadership – Styles of leadership – Types – Case Studies.

UNIT - V CONTROLLING& CO-ORDINATION 15 Hrs

Nature – Problems – Effective coordination- Control – Nature – Basic control process – Importance – Control techniques – traditional and non-traditional Control devices – Use of Computers in managing information – Case Studies.

Text Book

- Tripathi P.C. & P.N. Reddy, *Principal of Management*, TMH, 4th Edition 2007.

Reference Books

- L.M. Prasad, *Principles and practices of Management*, Sultan Chand & Sons, Delhi, 2009.
- G.Swarnalatharaju, *Principles of Management*, Scitech Publications Pvt Ltd. Chennai 2007.
- George Terry, *Principles of Management*, A.I.T.B All India Travel Pvt Ltd, 2006.

Courses offered to other department UBAA201 BUSINESS COMMUNICATION

| | | | |
|---------------------------|-----------------|--------------------|-------------|
| Semester | : II | Credit | : 5 |
| Category | : Allied | Hours/week | : 5 |
| Class & Major: | I ISM | Total Hours | : 65 |

Objectives

To enable the Students

- Develop their communication skill.
- Inculcate the basics skills in writing and reading.
- Prepare agenda and minutes.

UNIT- I Introduction to Communication **16 Hrs**

Meaning and importance of business communication – Methods - Types – Communication process – Objectives – Principles of Effective Communication.

UNIT- II Business Letters **12Hrs**

Business letters – Structure of a letter – Qualities of a good business letter – Business enquiries Bank correspondence – Insurance correspondence-Email Etiquettes..

UNIT- III Promotional Letters **13Hrs**

Collection letters - Circular letters – Offer and Quotations – Orders – Execution of orders– Letters of complaints -Application for situations- Sales letters- Goodwill letters.

UNIT- IV Communication Media **12 Hrs**

Communication media – Telephone, Fax, Email, Internet, Intranet Extranet, Mobile phones- Video Conferencing-

UNIT- V Correspondence of a Company Secretary **12 Hrs**

Correspondence of a company secretary – Preparation of Agenda and Minutes- Report writing and types of reports.

Text book

- Rajendra Pal and Korlahalli – Essentials of Business Communication, S.Chand Publications,2009.

Reference books

- Ramesh M.S. PattanShetty “Effective Business English and correspondence”, S.Chand & Son,2006.

- Shurter, "Effective letters and Business law", TMH Publications, 2008.

UBAE202 LEADERSHIP SKILLS

(This course replaces UBAM504 found in Academic Booklet II)

| | | | |
|---------------------------|--------------------------|--------------------|------|
| Semester | : II | Credit | : 2 |
| Category | : Non major Elective – I | Hours/Week | : 4 |
| Class & Major: | I UG | Total Hours | : 52 |

Objectives

To enable the Students

- Understand the importance & effects of leadership.
- Make use of the leadership skills in student's life.
- Inspire them to become a leader.

UNIT - I Introduction of Leaders 10Hrs

Who are leaders – Examples of Successful leaders – Their Contribution- Mahatma Gandhi, Nelson Mandela, Mother Theresa – Leadership styles .

UNIT - II Business Leaders 10Hrs

Indra Nooyi-Kiran Mazumdar-Ratan Tata-Warren Buffet-Bill Gates-Narayana Moorthy- Dhirubai Ambani-Their contributions and Value Systems

UNIT III Leadership Theories 10 Hrs

Leadership Theories – essentials of future leaders - future of leadership - challenges faced Leadership theory.

UNIT IV Situational leadership 12 Hrs

Situational leadership – management effectiveness Vs leadership effectiveness – successful leadership Vs effective leadership – determinants of situational leadership.

UNIT V Leadership effectiveness 10 Hrs

Leadership effectiveness – meaning-Requirements-Prerequisites for leadership for 21st century organization-Ethical Leadership-Value Based Management.

Text book

- James A.F. Stoner, R.Edward Freeman, Daniel R.Gilbert, "*Management*", prentice. Hall of India, Delhi, 2007.

Reference books

- Dinkar Pagare, "*Principles of management*", Sultan Chand, Delhi, 2002.
- Koontz and O'donnel, "*Essentials of management*", Tata McGraw Hill, Delhi,2002.

- Terry Franklin, ” *Principles of Management*”, All India Publishers and Distributors, New delhi 2000.

Self Study Paper UBAS201 OFFICE MANAGEMENT

Semester: II
Category: Self Study I

Credit : 1
Class & Major : IIUG

Objectives:

To enable the Students

- Identify the importance of office & its functions.
- Determine the best environmental conditions for an office.
- Evaluate different types of equipments used in office.

UNIT - I INTRODUCTION TO OFFICE MANAGEMENT

Meaning and Scope – Function and qualifications of Office manager – Office layout- Flow of work – Organization charts and manual.

UNIT - II OFFICE ACCOMMODATION

Administrative arrangements and physical conditions – Centralization and Decentralization of Office services – Office Accommodation and Layout – Office Furniture.

UNIT - III OFFICE EQUIPMENTS

Reproduction equipments - Typewriter – Duplicators - Photocopier Franking machines –Communication equipments – Intercom – Telephone – Telex – Tele printers – PABX – PBX – STD - Storage Equipments Use of Computers in Office Management.

UNIT - IV OFFICE SYSTEMS AND PROCEDURES

Procedure – Routine – Methods – Paper work in office – Filing functions – Essentials of good filing- system – Central vs Departmental Filing.

UNIT - V OFFICE AUTOMATION

Mail service – Handling mail postal Services – Post bag and Post box numbers Registered and Insured posts - VPP - Office Supervisor – Meaning and characteristics of supervisor – Internet – Intranet – Extranet – Recent trends in office management.

Text Book

- Chopra P. K, *Office Management*, Sultan Chand & Sons, Delhi, 2010.

Reference Books

- Littlefield CL and Peterson RL and Chand.S, *Modern Office Management*, 2009.
- Dubey.N.B, *Office Management*, Global India PublicationPvt, 2009.
- Tandon.B.N, *Office Management*, Sultan Chand & Sons, Delhi, 2010.
- Sahoo.S.C & BalDev Kar., *Office Management*, Himalaya Publishing, 2008.

Online Reference

- www.b-u.ac.in/sde_book/bcom_bs.pdf

UBAR201 DECISION MAKING SKILLS

Semester : II
Category : Core VI
Class & Major : I BBA

Credit : 1
Hours/week : 1
Total Hours : 13

Activities related with following topics

- Identifying the challenges
- Prioritizing the problem
- Brainstorming
- Evaluating positive and negative consequences of each solutions
- Select the solution and take responsibility for action.

Evaluation Pattern for Executive Workshop

CIA

Daily Practical assessment: 60 marks

Test I

Viva I

Test II

Viva II

ESE

Record/PE/Viva : 40 marks

100marks

III & IV Evaluation Component OF CIA

| Sem | Category | Course Code | Course Title | Component III | Component IV |
|-----|-----------------------|----------------------------------|----------------------------------|---|--|
| I | CORE – I | UBAM105 | Management thoughts and thinkers | Presentation Of Recent Article from News Papers | Case Study |
| | CORE – II | UBAM106 | Business Organization | Chart Presentation | Album Making |
| | CORE-III | UBAM108\U COM 104\ UCCM102 | Financial Accounting | Problem Solving | Financial statement analysis |
| | Allied - I | UCEA103 | Business Economics | Assignment | Poster Presentation |
| II | CORE-IV | UBAM207 | Principles of Management | Assignment | Poster Presentation |
| | CORE-V | UBAM206 | Business Environment | Case Study | Experiential Learning |
| | ALLIED | UBAA202 | Business Communication | Assignment | Writing Business Letters for various situation |
| | Non major Elective –I | UBAE202 | Leadership Skills | Assignment | Log book of business Leaders |
| | CORE-XXVI | UBAS201 | Office Management | Assignment | Case study |

