



BBA I Semester Syllabus

Course Code	Course Title	Type	Total Credit	EOSE Marks	Internal Assessment Marks	Total Marks
BBA-51T-101	Legal aspects of Business	Major	6	120	30	150
BBA-51T-102	Business Communications Skills	Major	6	120	30	150
BBA-51T-103	Fundamental of Accounting	Major	6	120	30	150
	General Hindi	AEC	2	40	10	50
	Foundation of English language	AEC	2	40	10	50
	Computer Fundamental	SEC	2	40	10	50
	Anandam	VAC	2			50
		Total Credit	26			

Legal aspects of Business

Course Code : UG0201—BBA-51T-101
Name of Course : Legal Aspects of Business
Semester : I

Level	Course Credits	No. Of Hours per Week	Total No. of Teaching Hours
5	6 Credits	6 Hours	90 Hours

OBJECTIVES:

1. To gain knowledge of the branches of law which relate to business transactions, certain corporate bodies and related matters.
2. To understand the applications of these laws to practical commercial situations.

LEARNING OUTCOME OF THE COURSE

1. Know rights and duties under various legal Acts.
2. Understand consequences of applicability of various laws on business situations.
3. Develop critical thinking through the use of law cases.

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Unit I

Law of contract: Nature of contract, Classifications, Offer and Acceptance, Capacity to contract, Free Consent, Consideration, Legality of object, Agreement declared void, Performance of Contract, Discharge of Contract, Remedies for breach of contract.

Unit-II

Special Contracts: Indemnity and Guarantee, Bailment and Pledge, Agency.

Unit-III

Sale of Goods Act: Formation of Contract of sale, Goods and their classification, price conditions & warranties, Passing of property in goods, Performance of contract of sale, Unpaid seller, sale by auction.

Unit-IV

The Limited Liability Partnership Act, 2008: Salient Features and Nature of LLP, Difference between LLP and Partnership, LLP and Company, LLP Agreement, Incorporation Document, Incorporation by Registration, Registered office of LLP and change therein, Change and Rectification of name of LLP, Partners and Designated Partners, Partners and their Relations, Extent and limitation of liability of LLP and Partners, Whistle blowing, Conversion into LLP.

Books Recommended:

- Kuchal, M.C. and Kuchhal Vivek : Business Laws, Vikas Publishing House, Noida (UP).
- Singh, Avtar : The Principles of Mercantile Law, Eastern Book Company, Lucknow
- Desai, T.R. : Contract Act, Sale of Goods Act and Partnership Accounts, S.C. Sarkar & Sons Pvt. Ltd., Kolkata
- Kapoor, N.D. : Business Law, Sultan Chand & Sons, New Delhi
- Tulsian P.C., Tulsian Bharat, Tulsian Tushar: Business Laws, S.Chand Publishing.
- Chandra, P.R. : Business Law, Galgotia, New Delhi
- The Indian Contract Act, 1872- Bare Act.
- The Sale of Goods Act, 1930- Bare Act.

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Business Communications Skills

Course Code : UG0201—BBA-51T-102
Name of Course : Business Communication Skills
Semester : I

Level	Course Credits	No. Of Hours per Week	Total No. of Teaching Hours
5	6 Credits	6 Hours	90 Hours

OBJECTIVES:

1. To give students a comprehensive view of communication, its scope and importance in business, and the role of communication in establishing a favourable outside the firm environment, as well as an effective internal communications program.
2. To understand the various types of business communication media are covered.
- 3-This course also develops an awareness of the importance of succinct written expression to modern business communication. Objectives for Business Communication:

LEARNING OUTCOME OF THE COURSE

1. Understand and demonstrate the use of basic and advanced proper writing techniques that today's technology demands, including anticipating audience reaction,
2. Write effective and concise letters and memos,
3. Prepare informal and formal reports, Proofread and edit copies of business correspondence.
4. Plan successfully for and participate in meetings and conduct proper techniques in telephone usage, Use e-mail effectively and efficiently,
5. Develop interpersonal skills that contribute to effective and satisfying personal, social and professional relationships, and utilize electronic presentation software.

SYLLABUS

Unit I

Introduction: Concept, objectives and importance of Business Communication, Principles of effective Communication, Types of Communication. Media of Communication: Written, oral, face to face, Visual, audio-visual, modern media-telex, fax, Tele Conferencing. E-mail media, Non-verbal communication, Kinesics Effects, Comprehension of reality.

Unit II

Barriers to Communication: Wrong choice of Media, Physical barriers, Semantic barriers, Different Comprehension of reality. Socio-Psychological barriers.

Unit III

Business Letters: Layout, kinds of business letter - Interview, Appointment. Acknowledgement, Promotion, Inquiries, Replies, Orders. Sales. Circular, Complaints.

Unit IV

Practical Aspects of Business Communication: Report Writing, Public Speaking, Seminar, Presentation, Interview, Group Discussion, Effective Listening.

Recommended Books:

1. Business Communication- K.K. Sina, Galgotia Publishers Cooperative. New Delhi.
2. Media and Communication Management - C.S. Rayudu, Himalaya Publishing House, Bombay.
3. **Essentials of Business Communication**, Rajendra Pal and J.S. Korhali-Sultan Chand & Sons, New Delhi.
4. **Business Communication (Principles, Methods and Techniques)** Nirmal Singh- Deep & Deep Publication Pvt.Ltd., New Delhi.
5. Business Correspondence and Report Writing - R.C. Sharma, Krishna Mohan- Tata Mc Graw-Hill Publishing Company Ltd., New Delhi.
6. Business Communication-M. Balasubrahmanyam- Vani Education Books.
7. Business Communication- H.S.Pandey and Nilima Pareek (RBD Jaipur.)

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Fundamental of Accounting

Course Code : UG0201—BBA-51T-103
Name of Course : Fundamental of Accounting
Semester : I

Level	Course Credits	No. Of Hours per Week	Total No. of Teaching Hours
5	6 Credits	6 Hours	90 Hours

Objectives of the Course:

1. To impart Conceptual Knowledge of Accounting.
2. To provide knowledge and understanding of financial statements of a business.
3. To prepare profit and loss account and balance sheet.

SYLLABUS

UNIT I

Meaning and definition of Accounting and Book Keeping, Accounting Process, Objective, Users, Limitations and Basic Terminology of Accounting. Accounting Concepts, Conventions and Equation. Generally Accepted Accounting Principles. Indian Accounting standards and IFRS.

UNIT II

Accounting equations, Types of accounts, Rules of Debit and Credit. Recording transactions in Journal and Subsidiary books: Purchase Book, Purchase Return Book, Sales Book, Sales Return Book and Cash Book. Preparation of Ledger Accounts. Preparation of Trial Balance.

UNIT III

Depreciation Accounting: meaning, features, need and methods of Charging Depreciation, Provisions and Reserves, Difference between Provisions and Reserves. Bank Reconciliation Statement: Need and Preparation of Bank Reconciliation Statement. Errors and their Rectification.

UNIT IV

Preparation of Financial Statements: Preparing Trading Account, Profit and Loss Account and Balance Sheet with adjustments for a Sole Proprietor. Preparation of Accounts of Non-Profit Organization: Preparing Receipt and Payment Account, Income and Expenditure Account and Balance Sheet.

Course Learning Outcomes:

1. Understanding of the Basic Concepts and Process of Accounting.
2. Ability to Prepare Journal, Subsidiary Books, Ledger and Trial Balance of a Business.
3. Ability to Prepare Trading, Profit and Loss Account and Balance Sheet.

Suggested Books and References:

1. Sharma, Shah, Mangal, Agarwal: Financial Accounting, RBD, Jaipur.
2. Jain, Khandelwal, Pareek, Dave: Financial Accounting, Ajmera Book Company, Jaipur.
3. Agrawal, Sharma, Purohit, Sharma: Financial Accounting, Shivam Book House, Jaipur.
4. Tulsian: Financial Accounting: Sultan Chand & Sons, New Delhi.
5. Maheshwari S.N.: Financial Accounting, Vikas Publishing House Pvt. Ltd, New Delhi.
6. Monga J.R.: Financial Accounting, Mayur Paper Book, New Delhi.

AEC (General Hindi)

Total 50 Marks(40+10)

40 marks (EOSE)

Part A- 8 Questions of 2 Marks each (16 Marks)

Part B – 2 Questions of 4 Marks each (8 Marks)

Part C – 2 Questions of 4 Marks & 1 question of 8 Marks (16 Marks)

10 Marks (Internal Assessment)

बी.ए./बी.एससी./बी. कॉम – प्रथम सेमेस्टर

सामान्य हिन्दी (व्याकरण)

2 क्रेडिट– 50 अंक

प्रश्न पत्र– 40 अंक

आंतरिक मूल्यांकन– 10 अंक

उद्देश्य (Objectives)	<ol style="list-style-type: none">1. विद्यार्थियों में अभिव्यक्ति कौशल विकसित करना।2. हिन्दी भाषा को अधिक सशक्त और व्यापक बनाना तथा विद्यार्थियों में भाषा प्रयोग की क्षमता को विकसित करना।3. शोध के लिए नवीन शैक्षिक दृष्टि की पृष्ठभूमि तैयार करना।4. सृजनात्मक लेखन तथा आलोचनात्मक दृष्टि का विकास करना।
अधिगम प्रतिफल (Learning Outcomes)	<ol style="list-style-type: none">1. भाषायी ज्ञान से अभिव्यक्ति और सम्प्रेषण कौशल का परिमार्जन हो सकेगा।2. हिन्दी व्याकरण का ज्ञान सृजनात्मकता में उपयोगी सिद्ध हो सकेगा।3. भाषायी क्षमता से वैश्विक परिदृश्य में हिन्दी का उन्नयन कर सकेंगे।4. हिन्दी भाषा का व्यावहारिक ज्ञान प्राप्त कर सकेंगे।

प्रश्नपत्र का अंक विभाजन

यह प्रश्नपत्र तीन खण्डों (अ, ब, स) में विभक्त है।

खण्ड- अ के अंतर्गत प्रश्न संख्या 1 में इकाई 1 के भाग (क) एवं (ख) तथा इकाई 2 के भाग (क) एवं (ख) प्रत्येक से दो-दो प्रश्न कुल आठ प्रश्न पूछे जाएंगे। प्रत्येक प्रश्न 02 अंक का होगा।

खण्ड- ब के अंतर्गत प्रश्न संख्या 2, 3 में इकाई 3 के भाग (क) एवं भाग (ख) से एक-एक प्रश्न पूछा जाएगा। प्रत्येक प्रश्न 04 अंक का होगा।

खण्ड- स के अंतर्गत प्रश्न संख्या 4, 5, 6 दीर्घ उत्तरीय प्रश्न हैं जिसमें इकाई 4 के भाग (क) से दो प्रश्न (प्रत्येक 04 अंक) तथा भाग (ख) से एक प्रश्न (आंतरिक विकल्प सहित) 8 अंक का होगा।

इकाई-1

(क) शब्द निर्माण- उपसर्ग एवं प्रत्यय, संधि एवं समास।

(ख) शब्द के प्रकार- संज्ञा, सर्वनाम, विशेषण, क्रिया, क्रिया-विशेषण।

इकाई-2

(क) शब्द एवं वाक्यगत अशुद्धि संशोधन।

(ख) मुहावरे एवं लोकोक्तियाँ अर्थ एवं वाक्य प्रयोग।

इकाई-3

(क) संक्षेपण।

(ख) पल्लवन।

इकाई-4

(क) पत्र लेखन शासकीय एवं अर्द्धशासकीय पत्र, कार्यालय आदेश, अधिसूचना, ज्ञापन, अनुस्मारक निविदा का प्रारूप।

(ख) निबंध लेखन (शब्द सीमा-400)

आंतरिक मूल्यांकन

राजस्थान के किसी ऐतिहासिक अथवा सांस्कृतिक स्थल की यात्रा पर विवरणात्मक लेख।

अनुशंसित ग्रंथ-

1. हिन्दी व्याकरण- कामताप्रसाद गुरु
2. हिन्दी की वर्तनी और शब्द विश्लेषण- किशोरी दास वाजपेयी
3. हिन्दी भाषा की संरचना- भोलानाथ तिवारी
4. अच्छी हिन्दी- रामचन्द्र वर्मा
5. आधुनिक हिन्दी व्याकरण और रचना- डॉ. वासुदेवनन्दन प्रसाद, भारती भवन पब्लिशर्स एण्ड डिस्ट्रीब्यूटर्स
6. हिन्दी का मानक स्वरूप - देवर्षि कलानाथ शास्त्री, साहित्यागार, जयपुर
7. अनुप्रायोगिक हिन्दी- डॉ. कृष्ण कुमार गोरखामी, अरुणोदय प्रकाशन, नई दिल्ली

AEC (General English)

Total 50 Marks(40+10)

EOSE- 40 Marks

Unit I- 5 Marks

Unit II- 5 Marks

Unit III- 10 Marks

Unit IV – 20 Marks

Internal Assessment 10 Marks

Foundations of English Language: A Comprehensive Introduction

2023-24

Semester I

General English

Credit: 2

Duration: 3 hrs

Max. Marks: 50

(40+10)

The syllabus aims at achieving the following objectives:

1. Enhancing vocabulary with different types of words
2. Translation from Hindi to English and vice versa
3. Reinforcing selected components of grammar and usage
4. Strengthening comprehension of poetry, prose and short-stories
5. Strengthening compositional skills in English for paragraph writing, CVs and job applications.

The Pattern of the Question Paper will be as follows:

Unit I: Vocabulary and Translation

1. Homophones and Homonyms
2. Translation of 05 Words from Hindi to English
from English to Hindi

(20 marks) (5)

(06)

(07)

(07)

Unit II: Grammar and Usage

3. Elements of a Sentence
4. Tense
5. Punctuation of a Short Passage with 10 Punctuation Marks
(As discussed in Quirk and Greenbaum)

(15 marks) (5)

(05)

(05)

(05)

Unit III: Comprehension

Following Essays and Stories in *Essential Language Skills* revised edition compiled by Macmillan for University of Rajasthan General English B. A. /B. Com./B. Sc.

Candidates will be required to answer 5 questions out of ten questions from the prescribed texts. Each question will be of two (5) marks. (25)

(45 marks) (10)

6. Bernard Shaw
7. Ruskin Bond
8. M.K. Gandhi

Spoken English and Broken English
Night Train at Deoli
The Birth of Khadi

9. The candidates will be required to answer 5 questions from an unseen passage.

(15)

10. One vocabulary question of 5 words from the given passage.

(5)

Unit IV: Compositional Skills

11. Formal Letter and Writing Emails

(20 marks)

(10)

12. Paragraph Writing

(10)

20

Recommended Reading:

Sasikumar, V., Dutta and Rajeevan, A Course in Listening and Speaking-I Foundation Books. 2005.

Sawhney, Panja and Verma eds. English At the Workplace, Macmillan 2003.

Singh, R.P. Professional Communication. OUP. 2004

Judith Leigh. CVs and Job Applications. OUP. 2004

Arthur Waldhorn and Arthur Zeiger, English Made Simple. Upa and Co.

Gunashekar ed. A Foundation English Course for Undergraduates. Book I, CIEFL, Hyderabad.

Quirk and Greenbaum: A University Grammar of English Longman, 1973

VAC (Anandam) 50 Marks

Examination Scheme:

Programme Evaluation Methods:

S.No.	Parameters	Max. Marks
1	Entries in Daily Diary	05
2	Synopsis of Project	10
3	Participation in Anandam Day (Last working day of every month)	10
4	Report of Group Project	25
	Total	50

SEC (Computer Fundamental)

EOSE- 40 Marks

40 Multiple choice questions of 1 marks each

Duration -1 Hour

Internal assessment – 10 Marks

SEC-001 – Computer Fundamentals

Semester	Code of the Course	Title of the Course/Paper		NHEQF Level	Credits
I/II	SEC-001	Computer Fundamentals		5	2
Level of Course	Type of the Course	Credit Distribution		Offered to NC Student	Delivery Type of the Course
		Theory	Practical		
Introductory	Skill Enhancement	2	-	Yes	30 Hours Theory

Examination Scheme-

Regular Students –

Type	Paper code and Nomenclature	Duration of Examination	Maximum Marks (Midterm + EoSE)	Minimum Marks (Midterm + EoSE)
Theory	SEC-001 –Computer Fundamentals	1 Hrs-MT	10 Marks-MT	4 Marks-MT
		1 Hrs-EoSE	40 Marks-EoSE	16 Marks-EoSE

Question paper for Computer Fundamentals will be so set that it has 40 multiple choice questions (Bilingual) of one mark each. The Question paper will be of duration of 1 hours. The examinees will have to give their answers on OMR sheet only to be provided by the University whose evaluation will be done based on OMR Scanning Technology.

SEC-001- Computer Fundamentals

Unit – I

Introduction to Information Technology: Evolution and generation of computers, Type of computers, Micro, mini, mainframe and Super computer. Architecture of a computer system: CPU, ALU, Memory (RAM, ROM families, Cache Memory, Input/Output Devices, Pointing Devices, Hardware and Software

Operating System and Programming Languages: Concept of Operating System, Need, Types of Operating Systems, Batch, Single User, Multi-Processing, Distributed and Timeshared operating systems, Introduction to UNIX, Linux, Windows, Window NT, Virtual Machine, Programming Languages, Low Level and High Level, Generation of Languages, 3 GL and 4 GL languages, Procedural Programming Languages, Object Oriented Programming languages, Functional Programming Languages, Scripting Languages, Logic Programming Languages, Command Line Interface and Graphical User Interface

(8 Lectures)

Unit -II

The Internet: History and Functions of the Internet, Working with Internet, Web Browsers, World Wide Web, Uniform Resource Locator and Domain Names, Uses of Internet, Search for Information, Email, Chatting, Instant Messenger Services, News Group, Teleconferencing, Video Conferencing, E-Commerce and M-Commerce, E-services -Online Banking, Online Payment Modes, Mobile Wallets, Social Networking Sites, E-Learning/ Online Educations, Cloud-Based Storage, Digital Signature

Manage an E-Mail Account, E-Mail Address, Configure E-Mail Account, Login to an Email, Receive Email, Sending Email, Sending Files as Attachments, Adress Book, Downloading files

(8 Lectures)

Unit -III

Social, Legal, Ethical Matters and Network Security: Types of Cyber Threats, how to identify Safe Websites/ Portals, Secure Seals (Verisign/Trust pay etc.), Secure Browsing Habits and Mailing Etiquettes, Social, Legal and ethical aspect of IT, Effects on the way we work Socialise, Operational Areas, Cyber Crime, Prevention of Cyber Crime, Cyber Law, Indian IT Act, Intellectual Property Right, Software Piracy, Copy right and Patent, Software Licencing, Proprietary Software, Free and Open-Source Software, GPL Licence,

(7 Lectures)

Unit-IV

Cyber Security Threats: Security Threats and Attacks (Passive, Active). Types and Effects. Computer Virus, Malware, Adware, Ransomware, Spyware, Emotet, Identity Theft, Denial of Service, Man in Middle, Phishing, MySQL/SQL Injection, Password Attacks

Network Security: Risk Assessment and Security Measures, Assets and Type (Data, Applications System and Network). Security issues and Security Measure (Firewall, Encryption/Decryption), Prevention

Raj Jay

(7 Lectures)