



श्री **Davara University**

Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

**SHRI DAVARA UNIVERSITY NAYA
RAIPUR (C.G.)**



Duxara University

Faculty of Commerce and Management
(FOCM)

Department of Management

NEP CURRICULUM

For

**Bachelor of Business Administration (BBA) PROGRAM CODE:
FOCMBBA4**

**SHRI DAVARA UNIVERSITY NAYA
RAIPUR (C.G.)**



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Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

**Department of Management
BBA
SEMESTER II**

20 CREDITS

S.N	Course Type	Course	Course Title	LTP Ratio			Credits	Assessment Marks		
		Code		L	T	P		Internal	External	Total
1	DSC	BBA2001	E-commerce	4	0	0	4	30	70	100
2	DSC	BBA2002	Basics of Indian Economy	4	0	0	4	30	70	100
3	DSC	BBA2003	Management Information System	4	0	0	4	30	70	100
4	AECC	BBAAE-2004	Communicative English	2		0 0	2	15	35	50
5	GE	BBAGE200 5	Constitutional Government in India	4	0	0	4	30	70	100
6	SEC	BBASE200 6	Social Media Marketing	2	0	0	2	15	35	50



<p>Course Code: BBA2001</p>	<p style="text-align: center;">DSC - 4 BBA- Semester II E-commerce</p>	<p style="text-align: center;">L-4 T-0 P-0 Cr-4</p>
<p>Course Outcomes:</p>	<p>On completion of the course, the students will be able to : (1) Fundamental principles of e Business and e Commerce and the role of Management, (2) Underlying used technologies with emphasis on Internet Technologies, (3) Application of tools and services to the development of small scale e Commerce</p>	
<p>Unit-1:</p>	<p>E-commerce and its Technological Aspects Overview of developments in Information Technology and Defining E-Commerce: The scope of E-commerce, Electronic Market, Electronic Data Interchange, Internet Commerce, Benefits and limitations of E-Commerce, Produce a generic framework for E-Commerce, Architectural framework of Electronic Commerce, Web based E Commerce Architecture.</p>	<p style="text-align: center;">15 Hours</p>
<p>Unit-2:</p>	<p>Electronic Data Interchange: Benefits of EDI, EDI technology, EDI standards, EDI communications, EDI Implementation, EDI Agreements, EDI Security. Electronic Payment Systems, Need of Electronic Payment System: Study and examine the use of Electronic Payment system and the protocols used, Study and secure electronic transaction protocol for credit</p>	<p style="text-align: center;">15 Hours</p>
<p>Unit-3:</p>	<p>Threats in Computer Systems: Virus, Cyber Crime Network Security: Encryption, Protecting Web server with a Firewall, Firewall and the Security Policy, Network Firewalls and Application Firewalls, Proxy Server.</p>	<p style="text-align: center;">15 Hours</p>
<p>Unit-4:</p>	<p>Issues in E Commerce Understanding Ethical, Social and Political issues in E Commerce: A model for Organizing the issues, Basic Ethical Concepts, Analyzing Ethical Dilemmas, Candidate Ethical principles Privacy and Information Rights: Information collected at E-Commerce Websites, The Concept of Privacy, Legal protections Intellectual Property Rights: Types of Intellectual Property protection, Governance.</p>	<p style="text-align: center;">15 Hours</p>

<p>Text Books:</p>	<ul style="list-style-type: none"> • Elias. M. Awad, " Electronic Commerce", Prentice-Hall of India Pvt Ltd. 	
<p>Reference Books</p>	<ul style="list-style-type: none"> • RaviKalakota, Andrew B. Whinston, "Electronic Commerce-A Manager's guide", Addison-Wesley • Efraim Turban, Jae Lee, David King, H.Michael Chung, "Electronic Commerce-A ManagerialPerspective", Addison-Wesley. • Elias M Award, "Electronic Commerce from Vision to Fulfilment", 3rd Edition, PHI, Judy Strauss, Adel El Ansary, Raymond Frost, "E-Marketing", 3RDEdition, Pearson Education. 	



Course Code: BBA2002	DSC BBA- Semester-II Basics of Indian Economy	L-4 T-0 P-0 Cr- 4
Unit wise Course Outcomes:	On completion of the course, the students will be :	
CO1.	The student learn about the state of Indian Economy pre and post independence.	
CO2.	The students gets and understanding about the planning process and achievement in Indian Economy.	
CO3.	The student will come to know about social problem like over population, un education, poor health, malnutrition, poverty and unemployment.	
CO4.	It covers the topics like industrial development, foreign trade in India, role of different factors and their significance.	
CO5.	The students learn about the economy of Chhattisgarh GSDP calculation per capita income and also the state of agricultural economy of Chhattisgarh. The students learn about various industries and infrastructure development of Chhattisgarh.	
Units		
Unit-1:	An introduction to indian economy 1. Indian economy at the time of independence 2. Post independence indian economy 3. Development through five Year plans 4. Nitiyaayog 5. New economic reforms	15 Hours

Unit-2:	Demography <ol style="list-style-type: none"> 1. 1.Demographic trends of india Issues of education, health, malnutrition and migration. 2. Poverty an dinequality 3. Unemployment & occupational, distribution 	15 Hours
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Unit-3:	Agriculture <ol style="list-style-type: none"> 1. Nature & impotence of agriculture 2. Agriculture production & productivity 3. Major problems in indian agriculture 4. Land use pattern & land reforms 5. New agriculture strategies & green revolution 	15 Hours
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Unit-4:	Industry & foreign trade <ol style="list-style-type: none"> 1. Industrial growth & productivity 2. Industrial policy & economic reforms 3. Micro, small & medium industries (msme) 4. Problems of small scale industries 5. Public enterprizes in india 6. Role of foreign trade in india's development 	15 Hours
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Text Books:		
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Reference Books:	<ol style="list-style-type: none"> 1. Uma Kapila- India Economy: Performance & Policies 2. Datt, Ruddar& K.P.M. Sund Haram- Indian Economy 3. Mishra & Puri- Indian Economy 4. Govt, Of India- Economic Survey (Various Issues) 5. Brahmanand, P.R. & V.R. Panchmukhi (Eds)- The Development Process Of The Indian Economy 	
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Course Code: BBA2003	DSC- 6 BBA- Semester-II Management Information System	L-4 T-0 P-0 Cr- 4
Unit wise Course Outcomes:	On completion of the course, the students will be :	
CO1.	Understanding the basic concepts and terminologies used in the field of Management information systems.	
CO2.	The processes of developing and implementing information systems.	
CO3.	Understanding the various systems, types of MIS and decision making process and its tools.	
CO4.	Analyzing how information technology impacts a firm.	
CO5.	Understand the various types of MIS	
CO6.	Applying DBMS to accomplish the information objectives of an organization.	
Course Content:		
Unit-1:	Introduction to Management Information System (MIS): Concept & definition, Role of MIS, Process of MIS Management, MIS- A tool for management process	15 Hours
Unit-2:	Planning and Decision making: Tools of Planning, MIS Business Planning; Decision making concept, Simon Model	15 Hours
Unit-3:	Information and System: Information concepts, MIS & system concepts	15 Hours

Unit-4:	Types of MIS: Success and failure of MIS, different types of MIS & their applications. MIS & the role of DSS, Transaction Processing System (TPS), Enterprise Management System (EMS), Enterprise Resource Planning (ERP) System, Benefits of ERP, EMS & ERP	15 Hours
<u>Text Books:</u>	1. Laudon <i>K.C.</i> & Laudon <i>J.P.</i> , Management Information Systems, Galgotia Publishers	



Reference Books	<ol style="list-style-type: none">1. Jawedkar W.S., Management Information System, McGraw Hill.2. Mudrick R.G., An Information System for Modern Management, Pearson.3. Jaiswal Mahadeo, Management Information System, Oxford University Press.4. O'Brien J., Management Information System, McGraw-Hill.5. Oz E., Management Information System, Vikas publications. <p>* Latest editions of all the suggested books are recommended.</p>	
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Course Code: BBAAE2004	Ability-Enhancement Compulsory Course - 1 BBA - Semester - II Communicative English	L-4 T-0 P-0 Cr-2
Unit wise Course Outcomes:	Indian On completion of the course, the students will be :	
CO1.	Identifying their strengths and weakness, reasons of fear and failure that would enable them to improve their communications skills.	
CO2.	Understanding the importance of English Language in business world.	
CO3.	Understand and apply the use of Articles and Tenses in day-to-day life.	
CO4.	Appreciate and value the use of idioms and phrase as enriching elements of language expression.	
Unit-1	Phrase: 1. Darshana Dholakia: Bas-my mother-A person, A women 2. Anita Desai: A Devoted Son 3. Rabindranath Tagor: the Home coming	
Unit-2	Poetry: 1. William words worth: The Solitary Reaper 2. Robert lee Frost: Stopping by the woods on a snowy evening	

<p>Unit-3</p>	<p>Letter Writing: 1. Formal Letter 2. Informal letter</p> <p>Composition: 1. Describing a Place or a person 2. Writing a Biographical Sketch 3. Narrating an Event or Experience</p>	
<p>Unit-4</p>	<p>Writing skills: Word formation, idioms and phrase Coordination and subordination, one word substitute</p> <p>Grammar: 1. Articles 2. Tenses</p>	

<p>Text Book and References</p>	<p>Text Books Recommended: i. University Grammar by Geoffrey Leech ii. Oxford Advanced Learner's Dictionary iii. Wren and Martin iv. Online sources</p>	
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Course Code: BBAGE2005	GE - 2 BBA - Semester - II Constitutional Government in India	L-4 T-0 P-0 Cr-4
Unit wise Course Outcomes:	Indian On completion of the course, the students will be :	
CO1.	>Construct the political ideals mentioned in the preamble of the constitution.	
CO2.	>Assess the provisions of citizenship, fundamental rights and duties and their correlation.	
CO3.	^Examine the role of president and the functioning of union executive.	
CO4.	interpret the provisions and functioning of the union legislature and constitutional bodies of functional democracy	
Unit-1	Constitution Citizenship and Rights Making of Indian Constitution: Cabinet mission plan and Constituent assembly. Preamble, features, Sources. Schedules, citizenship. Fundamental Rights and Duties, Directive Principles of State Policy. Constitution Amendment Process.	
Unit-2	Union President, Vice President, Council of Ministers and Prime Minister. Federal Parliament Lok Sabha and Rajya Sabha. Supreme court - Organization Functions, Powers, Judicial Review.	
Unit 3	Union and Federal Administration controller and auditor general Centre State Relations: Legislative, Financial, Administrative. Union and state public service commission, Election Commission, Finance Commission.	

Unit-4	State and Local self Government Legislature, Executive: Governor, Council of Ministers and Chief Minister. State High Court-Organization. Functions, Rights.	
Text Books	<ol style="list-style-type: none"> 1. Ambadatt Pant Harimohan Jain Madan Gopal (1985) Fundamentals of Political Science, Central Publishing House Allahabad. U.P. 2. Sandhu Man Singh (1956) Political Theory Hindi Medium Implementation Directorate, Delhi University, New Delhi 3. Johari JC 1916) Basic principles of political science, Sahitya Bhavan, Agra. 	
References	<ol style="list-style-type: none"> 1 Kumar, Sanjeev (Ed. Understanding of Political Theory, Delhi: Orient Book Swan, 19 2 Hussain Shakeel (2018) Conceptual Introduction to Political Theory. Chhattisgarh State Hindi Forest Academy, Rampur. 3 K.K. Mishra (2010) Political Theory, 5. Chand Publishing Delhi 4 OP Gouba (2014) An Introduction to Political Theory, MacMillan Publishers, Delhi 	



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Course Code: BBASE2006	Skill-Enhancement Course (SEC 2) BBA - Semester - II Social Media Marketing	L-4 T-0 P-0 Cr-2
Unit wise Course Outcomes:	On completion of the course, the students will be able to :	
CO1.	1. Evaluate the role of social media in marketing, advertising and public relations...	
CO2.	2. Assess the optimal use of various social media platforms for social media marketing	
CO3.	3. Analyse the importance of social media for developing an effective marketing plan, and assess ways to measure its performance	
CO4.	4. Describe practical skills required for creating and sharing content through online communities and social networks..	
Unit-1	Social Media Marketing- Concept and Importance. Social Media Platforms- Online communities and Forums; Fundamentals of Social Media Marketing & its significance Necessity of Social media Marketing Building a Successful strategy: Goal Setting, Implementation	
Unit 2	Facebook Marketing: Facebook for Business, Facebook Insight, Different types of Ad formats, Setting up Facebook Advertising Account, Facebook audience & types, Designing Facebook Advertising campaigns, Facebook Avatar, Apps, Live, Hashtags	
Unit 3	LinkedIn Marketing: Importance of LinkedIn presence, LinkedIn Strategy, Content Strategy, LinkedIn analysis, Targeting, Ad Campaign	

<p>Unit 4</p>	<p>Twitter Marketing: Basics, Building a content strategy, Twitter usage, Twitter Ads, Twitter ad campaigns, Twitter Analytics, Twitter Tools and tips for managers. Instagram & Snapchat basic..</p>	
<p>Text Books and References</p>	<p>Name of the Text Books: Ahuja V(2015).Digital Marketing.Oxford University Press. • Blanchard, O. (2011). Social Media ROI: Managing and Measuring Social Media Efforts in Your Organization. United Kingdom: Pearson Education. • Charlesworth, A. (2014). An Introduction to Social Media Marketing. United Kingdom: Taylor & Francis . • Gupta, S. (2020). Digital Marketing. India: McGraw Hill Education (India) Private Limited.</p>	



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SHRI DAVARA UNIVERSITY,



**COURSE CURRICULUM
FOR
BACHELOR IN BUSINESS
ADMINISTRATION**



SEMESTER-I

(EFFECTIVE FROM THE SESSION 2025-2026)

SEMESTER I											
S.NO	COURSE CODE	COURSE TITLE	TEACHING HOURS PER WEEK				EXAMINATION SCHEME				
DISCIPLINE SPECIFIC COURSE (DSC)			L	T	P	C	THEORY		PRACTICAL		TOTAL MARKS
							EX	IN	EX	IN	
1.	BBA1001	Principles of Management	3	1	0	4	70	30	-	-	100
2.	BBA1002	Business Mathematics	3	1	0	4	70	30	-	-	100
3.	BBA1003	Financial Accounting	3	1	0	4	70	30	-	-	100
4.	BBAGE1004	INTRODUCTION TO THE STUDY OF ENGLISH LITERATURE	3	1	0	4	70	30	-	-	100
5.	BBAVA1005	SPORTS AND HELTHY LIFE	2	0	0	2	35	15	-	-	50
6.	BBASE1006	ENVIRONMENTAL STUDIES	2	0	0	2	35	15	-	-	50



SEMESTER-III

PROGRAMME OUTCOME

1. The program enables students to acquire knowledge and skills required by the industry and business sector.
2. The program provides the right nurturing ground for students to pursue their entrepreneurial
3. The curriculum is industry driven and facilitated by experienced faculty and follows a contemporary take and emphasizes on offering an overview to launch and manage a business effectively
4. The BBA Curriculums is extremely varied in nature. From writing skills, negotiation and dispute resolution, human resource management, business laws, marketing management, production management, social media and digital marketing – all are imbibed in the students with theoretical study and practical application
5. This ensures that our students acquire knowledge of quantitative, qualitative techniques as well as a thorough understanding of the field.

Programme Specific Outcome (PSO)

PSO1: Graduates of this degree will be able to demonstrate their skills in Business Communication, Business Statistics, Marketing Management, Finance, Organizational Behaviour, Human Resource Management, Business Analytics etc.

PSO2: The Curricular and Extra-curricular activities are designed in a way to ensure that the students receive a holistic understanding of managing business through the curriculum.

PSO3: Graduates of this degree will be able to take critical decisions in the organization they are associated or in their own venture.



FOUR YEAR UNDERGRADUATE PROGRAM (2025-29)

DEPARTMENT OF MANAGEMENT

COURSE CURRICULUM

PART-A: Introduction

**Program: Bachelor in Business Administration
(Certificate/Diploma/Degree Honors)**

Semester-1

Session: 2025-2026

Course Code

BBASC-01T

Course Title

Principles of Management

Course Type

Discipline Specific course (DSC)

Pre-requisite(if any)

As per program

**Course Learning
Outcomes (CLO)**

At the end of this course, the students will be able to

- The students will understand concepts, rules or procedures of principles of management.
- Improve their cognitive thinking.
- The students will learn proficient and effective use of knowledge and ability in performance.

Credit Value

4 Credits

Credit =15 Hours-learning & Observation

Total Marks

Max. Marks:=100

Min Passing Marks: 40

PART -B: Content of the Course

Total No. of Teaching-learning Periods (01 Hr. per period) -45 Periods (45 Hours)

UNIT

Topics (Course contents)

I

Introduction : Concept, Nature, Process and Significance of Management, Role, Function and Responsibility of Management, Management Thought; Classical and Neo-classical system; Concept Approaches.

**15
(15hrs)**



II	Planning: Concept of Planning, Characteristics of Planning, Steps in Planning Process; Benefits and Limitations of Planning, Types of Planning, Objective, Strategies, Policies, Environment analysis and diagnosis; Strategy formulation search for advantages and business possibilities in Chhattisgarh.	15 (15hrs)
III	Organizing: Concept, nature, process and significance; authority and resident relationship; Centralization and Decentralization; Departmentalization, Organization structure - forms and contingency factors. Decision making: Features of Decision making, Role of Decision making in Management, Types of Managerial Decision, Steps in Decision making process, Decision techniques; Principles of Decision making.	15 (15hrs)
IV	Controlling and Budgeting: Nature of Control, Relationship between Planning and Control, Need for Control; Significance and Limitations of Control, Types of Control, Process of Control; Budgetary Control, Performance Budgeting; Zero Based Budgeting; Management Audit; Networks Techniques.	15 (15hrs)
Keywords	Management, Planning, Organising, Decision Making, Controlling, Budgeting	

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended

1. Drucker Peter F: Management Challenges for the 21 st century; Butterworth Heinemann.
2. Wehrich and Koontz, Essentials of Management; Tata Mc Graw Hill, New Delhi.
3. P.C. Tripathi: Principles of Management Mc Graw Hill Education 6 thed tion.
4. Terry and Frankin; Principles of Management; AITBS, New Delhi.
5. M.Gupta: Principles of Management; Motilal U.K. Books of India New Delhi Online Resources



Online Resources-

- <https://www.kopykitab.com/>
- <https://www.hitbullseye.com/grad>

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100 Marks

Continuous Internal Assessment (CIA): 30 Marks

End Semester Exam (ESE): 70 Marks

Continuous Internal Assessment (CIA):
30 (By Course Teacher)

Internal
Test/Quiz:20+20
Assignment/ Seminar-
10 Total Marks-30

Better marks out of the two
Tot Quiz + obtained marks
in
Assignment shall be
considered against 30
Marks

End Semester
Exam (ESE):70

Two section A&B
Section A :Q1 Objective $10 \times 1 = 10$ Marks Q2 Short answer type- $5 \times 4 = 20$
Section B : Descriptive answer type qts 1 out of 2 from each unit- $4 \times 10 = 40$
Marks

Name Signature of Convener & Members (CBoS)



FOUR YEAR UNDERGRADUATE PROGRAM (2025-29)

DEPARTMENT OF MANAGEMENT

COURSE CURRICULUM

PART-A: Introduction		
Program: Bachelor in Business Administration (Certificate/Diploma/Degree Honors)	Semester-1	Session: 2025-2026
Course Code	BBA1002	
Course Title	Business Mathematics	
Course Type	Discipline Specific course (DSC)	
Pre-requisite(if any)	As per requirement	
Course Learning Outcomes (CLO)	<ul style="list-style-type: none">➤ The aim of the course is to build knowledge and understanding of Business Mathematics among the student.➤ The course seeks to give detailed knowledge about the subject matter by instilling in the basic ideas about Business Mathematics.➤ To provide knowledge about Mathematics and its use in business. To enable the learner about Mathematical Calculations.	
Credit Value	4 Credits	Credit =15 Hours-learning & Observation
Total Marks	Max. Marks:=100	Min Passing Marks: 40
PART -B: Content of the Course		
Total No. of Teaching-learning Periods (01 Hr. per period) - 60 Periods (60 Hours)		
UNIT	Topics (Course contents)	
I	Matrices: Definition of a Matrix; Types of Matrices; Algebra of Matrices; Adjoint of a Matrix, Matrix Inverse elementary row & column operations. Determinants: Properties of determinants; Calculation of values of Determinants up to third order.	15 (15hrs)



II	Types of Equations: Simple/ Linear Equations and Simultaneous Equations (only two variables), Elimination and Substitution Method only. Quadratic Equation - Factorization and Formula Method ($ax^2 + bx + c = 0$ form only). Simple problems. Indices and Logarithms: Meaning- Basic Laws of Indices and their application for simplification. Laws of Logarithms -Common Logarithm, Application of Log Table for Simplification.	15 (15hrs)
III	Average & Ratio: duplicate-triplicate and sub- duplicate of a ratio. Proportions: third, fourth and inverse. Proportion, problems. Speed, Distance and Time. Commission, Discount, Profit and Loss, Percentages.	15 (15hrs)
IV	Simple Interest, Compound Interest including yearly and half yearly calculations, Annuities, Percentages, Bills Discounting.	15 (15hrs)
Keywords	Matrices, Indices, Logarithms, Average, Ratio, Proportion, Simple Interest.	

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended

1. Business Mathematics: Dr. S.M. Shukla, Sahitya Bhawan Publications.

2. "Practical Business Mathematics and Statistics" Suranjan Saha, Tata Mc. Graw-Hill Publishing Company Ltd. New Delhi.

3. "Business Mathematics" by Dr. B.N. Gupta & Dr. S.K. Agrawal, Sahitya Bhawan Agra. 4. M. Rsgshvachari: Mathematics for Management - An Introduction. Tata Mc Graw Hill Pub. Co., New Delhi.



Online Resources-

- <https://www.kopykitab.com/>
- <https://www.hitbullseye.com/grad>

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100 Marks

Continuous Internal Assessment (CIA): 30 Marks

End Semester Exam (ESE): 70 Marks

Continuous Internal Assessment (CIA): 30 (By Course Teacher)	Internal Test/Quiz:20+20 Assignment/ Seminar- 10 Total Marks-30	Better marks out of the two test/ Quiz + obtained marks in Assignment shall be considered against 15 Marks
End Semester Exam (ESE):70	Two section A&B Section A :Q1 Objective $10 \times 1 = 10$ Marks Q2 Short answer type- $5 \times 4 = 20$ Section B : Descriptive answer type qts 1 out of 2 from each- $4 \times 10 = 40$ Marks	
<i>Signature of Convener & Members (CBoS)</i>		



FOUR YEAR UNDERGRADUATE PROGRAM (2025-29)

DEPARTMENT OF MANAGEMENT

COURSE CURRICULUM

PART-A: Introduction		
Program: Bachelor in Business Administration (Certificate/Diploma/Degree Honors)	Semester-1	Session: 2025-2026
Course Code	BBA1003	
Course Title	Financial Accounting	
Course Type	Discipline Specific course (DSC)	
Pre-requisite(if any)	As per requirement	
Course Learning Outcomes (CLO)	<ul style="list-style-type: none"> ➤ Learn the commonly used accounting terminology, Identify the users of accounting information and their respective requirements ➤ Explain the process of recording and classifying the business transactions and events, Make financial the financial statements, viz., Profit and Loss Account, Balance Sheet, and cash flow statement. ➤ Explain accounting software and to acquaint with how to work in Tally Software. 	
Credit Value	4 Credits	Credit =15 Hours-learning & Observation
Total Marks	Max. Marks:=100	Min Passing Marks: 40
PART -B: Content of the Course		
Total No. of Teaching-learning Periods (01 Hr. per period) - 60 Periods (60 Hours)		
UNIT	Topics (Course contents)	
I	<p>Accounting-Definition, Meaning, Advantages, Limitations and Accounting System; Relationship of Accounting with other functional Areas, Scope of Accounting, Uses of Accounting, Double Entry of Book Keeping, Difference between Book Keeping and Accountancy.</p> <p>Capital and Revenue - Classification of Capital & Revenue; Golden Rules of Accounting, Journal, Ledger, Subsidiary books – Cash Book, Meaning and type of Cash Book - Single Column.</p>	15 (15hrs)



II	Rectification of Errors: Classification of Error, Location of Error, Suspense Account, Effects on profit; Bank Reconciliation Statement: Meaning, Need and Importance of Bank Reconciliation Statement, Reasons of difference between Cash Book and Pass Book Balance.	15 (15hrs)
III	Final Account: Preparation of Manufacturing Account, Trading Account, Profit and Loss Account, Balance Sheet (Simple Adjustment only). Depreciation - Meaning, Definition, Importance, Defects of Depreciation - Method of calculating Depreciation - Straight line method - Written down value method.	15 (15hrs)
IV	Accounting Software - Introduction - Meaning of Accounting Software, Types of Accounting Software; Tally Meaning of Tally Software - Features - Advantages, Configuring Tally- General Configuration, Numerical symbols, Accounts /Inventory info - Master Configuration - Voucher Entry Configuration. Working in Tally: Groups, Ledgers, writing voucher, Different types of Voucher, Voucher Entry Problem on Voucher entry- Generating Basic Reports in Tally- Trail Balance, Accounts books, Cash Book, Bank Books, Ledger Accounts, Group Summary, Sales Register and Purchase Register, Journal Register, Statement of Accounts, and Balance Sheet.	15 (15hrs)
Keywords	Accounting, Capital, Revenue, Rectification of Errors, BRS, Final Accounting.	

PART-C: Learning Resources
Text Books, Reference Books and Others
Text Books Recommended



1. S.M. Shukla, Accounting Principles, Sahitya Bhawan Publication, Agra
2. Hanif Mukherji, Modern Accounting- Vol-I, T.M.H.
3. S.P. Jain and K.L. Narang - Financial Accounts, Kalyani Publishers.
4. S.N. Maheshwari, Advanced Accountancy, Vol I, Vikas Publishing House.
5. T.S. Grewal, Advanced Accounts, S. Chand& Sons, New Delhi.

6. R.L. Gupta, Advanced Accounts, S.Chand& Sons, New Del
7. T.P. Ghosh, Financial Account for Manager Taxmann Allied Services Pvt. Ltd.

Online Resources-

- <https://www.kopykitab.com/>
- <https://www.hitbullseye.com/grad>

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:
Maximum Marks: 100 Marks
Continuous Internal Assessment (CIA): 30 Marks
End Semester Exam (ESE): 70 Marks

Continuous Internal Assessment
(CIA): 30
(By Course Teacher)

Internal
Test/Quiz:20+20
Assignment/ Semenar-
10 Total Marks-30

Better marks out of the two
test/ Quiz + obtained marks
in Assignment shall be
considered against 15 Marks



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End Semester Exam (ESE):70	Two section A&B Section A :Q1 Objective $10*1=10$ $5*4=20$ Section B : Descriptive answer type qts 1 out of 2frm each- $4*10=40$ Marks
<i>Signature of Convener & Members (CBoS)</i>	



FOUR YEAR UNDERGRADUATE PROGRAM (2025-29)

DEPARTMENT OF MANAGEMENT

COURSE CURRICULUM

PART-A: Introduction		
Program: Bachelor in Business Administration (Certificate/Diploma/Degree Honors)	Semester-1	Session: 2025-2026
Course Code	BBAGE1004	
Course Title	Introduction to the Study of English Literature	
Course Type	General Elective (GE)	
Pre-requisite(if any)	As per requirement	
Course Learning Outcomes (CLO)	<p>At the end of this course, the students will be able to:</p> <ul style="list-style-type: none"> i. Have a deep insight into various genres of English Literature and write clearly, coherently and effectively about them. ii. Recognize the culture and context of the work of literature. iii. Develop sensitivity to nature and fellow human beings. iv. Understand the growth of Indian Literature in English. v. Apply the knowledge of literary genres in interdisciplinary fields. vi. Read and analyze the representative texts as categorized under the various genres. 	
Credit Value	4 Credits	Credit =15 Hours-learning & Observation
Total Marks	Max. Marks:=100	Min Passing Marks: 40
PART -B: Content of the Course		
Total No. of Teaching-learning Periods (01 Hr. per period) - 60 Periods (60 Hours)		
UNIT	Topics (Course contents)	



I	Section A: Types of Poetry: The Sonnet, The Elegy, The Ode, The Epic, The Ballad, The Lyric, The Dramatic Monologue, Allegory. Section B (Any Two): i. William Shakespeare: Shall I Compare Thee to a Summer's Day? ii. William Wordsworth: The Solitary Reaper iii. Rabindranath Tagore: Waiting iv. Sarojini Naidu: The Autumn Song v. Toru Dutt: Our Casuarina Tree	15 (15hrs)
II	Section A: Types of Prose: Autobiography, Biography, Memoir, Travelogue; Periodical Essay; Formal Essay; Personal Essay. Section B: (Any Two): i. Francis Bacon- Of Studies ii. Charles Lamb- Dream Children iii. Joseph Addison- Sir Roger at the Church iv. A.P.J. Kalam- Patriotism Beyond Politics & Religion (from Our Ignited Mind) v. Amartya Sen- Tagore & His India (from The Argumentative Indian)	15 (15hrs)
III	Section A: Types of Drama: Tragedy, Comedy, Tragicomedy, Farce, Melodrama, The Problem Play; Theatre of Absurd. Elements of Drama: Plot, Character, Diction, Thought, Music, Spectacle. Section B: Drama (Any Two): i. William Shakespeare: The Merchant of Venice ii. Oliver Goldsmith: She Stoops to Conquer iii. Kalidas: Abhigyan Shakuntalam iv. Mohan Rakesh: Adhe Adhure (Halfway House) v. Vijay Tendulkar: Kanyadan	15 (15hrs)



IV	Section A: Types of Novels: Bildungsroman, Picaresque, Epistolary, Stream-of-Consciousness, Novel of Social Reality, Psychological Novel, Historical Novel, Science Fiction, Gothic Novel and Graphic Novel. Section B: Novels (AnyTwo): i. Jane Austen: Pride and Prejudice ii. Robert Louis Stevenson: Dr.Jekyll and Mr. Hyde iii. Arun Joshi: The Foreigner iv. R.K. Narayan: The Guide v. Bheeshm Sahani: Amritsar Aa Gaya	15 (15hrs)
	reports, query wizard.	

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended-

- Austen, Jane, and Patricia Meyer. *Pride and Prejudice: An Annotated Edition*. Belknap Press of Harvard University Press, 2010.
- Daiches, David. *A Critical History of English Literature*. Allied Publishers, 1979.
- Joshi, Arun. *The Foreigner*. Orient Paperbacks, 2010.
- Meyer Howard Abrams, and Geoffrey Galt Harpham. *A Glossary of Literary Terms*. 11th ed., Wadsworth Cengage Learning, Cop, 2015.
- N Jayapalan. *History of English Literature*. Atlantic Publishers and Distributors, 2001.
- Noel-Tod, Jeremy. *The Penguin Book of the Prose Poem*. Penguin UK, 2018.
- Shakespeare, William. *Complete Works of William Shakespeare*. Rock Point Gift & Station, 2019.
- Vermma, Manish. "The Wholeness of BEING: [Amazon.in](https://www.amazon.in/Wholeness-BEING-Dr-Manish-Vermma/dp/B0BTHN6NV9): Books." [Amazon.in](https://www.amazon.in/Wholeness-BEING-Dr-Manish-Vermma/dp/B0BTHN6NV9), 2025, www.amazon.in/Wholeness BEING-Dr-Manish-Vermma/dp/B0BTHN6NV9
- Wolfreys, Julian. *The English Literature Companion*. Bloomsbury Publishing, 2017.

PART -D: Assessment and Evaluation



Suggested Continuous Evaluation Methods:

Maximum Marks: 100 Marks

Continuous Internal Assessment (CIA): 30 Marks

End Semester Exam (ESE): 70 Marks

Continuous Internal Assessment
(CIA): 30
(By Course Teacher)

Internal
Test/Quiz:20+20
Assignment/ Seminar-
10 Total Marks-30

Better marks out of the two
test/ Quiz + obtained marks
in Assignment shall be
considered against 15 Marks

End Semester
Exam (ESE):70

Two section A&B
Section A :Q1 Objective $10 \times 1 = 10$ Marks Q2 Short answer type-
 $5 \times 4 = 20$ Section B : Descriptive answer type qts 1 out of 2frm each-
 $4 \times 10 = 40$ Marks

Signature of Convener & Members (CBoS)



FOUR YEAR UNDERGRADUATE PROGRAM (2025-29)

DEPARTMENT OF MANAGEMENT

COURSE CURRICULUM

PART-A: Introduction		
Program: Bachelor in Business Administration (Certificate/Diploma/Degree Honors)	Semester-1	Session: 2025-2026
Course Code	BBAAC1005	
Course Title	Sports and Healthy Life	
Course Type	VAC	
Pre-requisite(if any)	As per program	
Course Learning Outcomes (CLO)	At the end of this course, the students will be able to- <ul style="list-style-type: none">· Students of the UG course will have an understanding about origin, history and development of Sports.· To be able to instruct the Physical Activities, Sports and Healthy life. ➤ To learn and apply the knowledge of management to better healthy life..	
Credit Value	2 Credits	01 Credit =15 Hours-learning & Observation
Total Marks	Max. Marks:=50	Min Passing Marks: 20
PART -B: Content of the Course		
Total No. of Teaching-learning Periods (01 Hr. per period) - 30 Periods (30 Hours)		
UNIT	Topics (Course contents)	
I	Theory of Sports and Games : General Introduction of specialized games and sports– Athletics, Badminton, Basketball, Cricket, Football, Gymnastic, Hockey, Handball, Kabaddi, Kho-Kho, Tennis, Volleyball and Yoga. Each game or sports to be dealt under the following heads History and development of the Game and Sports, Ground preparation, dimensions and marking, Standard equipment and their specifications, Ethics of sports and sportsmanship.	08 (08hrs)



II	Sports Injuries and Emergency care : Concept of Sports injuries, Causes of Sports injuries, Types of Sports injuries -Acute & Chronic Injuries, Symptoms of Sports injuries, Most Common Sports Injuries, Amputation and its Management, Sports Injury Management & Prevision-CPR, Heimlich Maneuver Technique, Prone Breathing Method, Concept of Pain & Types of Pain, Use the R.I.C.E. method to relieve pain & Inflammation and to speed healing, Guideline for the Protection of Good Samaritan.	07 (07Hr)
III	Therapeutic Exercise: · Definition and Scope – Principles of Therapeutic Exercise Classification, Effects and uses of Therapeutic exercise – passive Movements (Relaxed, Forced and passive - stretching) active movements (concentric, Eccentric and static) application of the therapeutic exercise: Free Mobility Exercise – Shoulder, Elbow – Wrist and Finger Joints –Hips, Knee, ankle and Foot joints – Trunk. Head and Neck exercises.	08 (08Hr)
IV	Fitness, Wellness and Lifestyle : · Fitness – Types of Fitness and Components of Fitness, Understanding of Wellness, Modern Lifestyle and Hypo kinetic Diseases – Prevention and Management, Physical Activity and Health Benefits.	07 (07Hr)
Keywords	Accounting, Capital, Revenue, Rectification of Errors, BRS, Final Accounting.	

PART-C: Learning Resources

Text Books, Reference Books and Others

Text Books Recommended



Reference Books :-

1. Physical Education for B.P.Ed. & M.P.Ed. - Ajmer Singh, Jagtar Singh Gill Jagdish Bains and Rashpal Singh Brar
2. The art of officiating sports - Bunn, J.W.
3. Sports Medicine - Jeyaprakash, C.S.
4. Exercise physiology & sports medicine - Khanna, G.L

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 50 Marks

Continuous Internal Assessment (CIA): 15 Marks

End Semester Exam (ESE): 35 Marks

Continuous Internal Assessment
(CIA): (By Course Teacher)

Internal
Test/Quiz:10+10
Assignment/ Seminar-
05 Total Marks-15

Better marks out of the two
test/ Quiz + obtained marks
in Assignment shall be
considered against 15 Marks

End
Semester
Exam
(ESE):70

Two section A&B
Section A :Q1 Objective $5*1=5$ Q2 Short Answer Type $5*2=10$
Section B : Descriptive answer type qts 1 out of 2 from each- $4*5=20$
Marks

Signature of Convener & Members (CBoS)



FOUR YEAR UNDERGRADUATE PROGRAM (2025-29)

DEPARTMENT OF MANAGEMENT

COURSE CURRICULUM

PART-A: Introduction		
Program: Bachelor in Business Administration (Certificate/Diploma/Degree Honors)	Semester-1	Session: 2024-2025
Course Code	BBAEC1006	
Course Title	Environmental Studies	
Course Type	Ability Enhancement course (AEC)	
Pre-requisite(if any)	As per requirement	
Course Learning Outcomes (CLO)	<ul style="list-style-type: none">➤ CO 01: relate the basic concept of the environment➤ CO 02: explain environmental alterations➤ CO 03: develop skills in environmental measurement➤ CO 04: examine correction measures of the environment	
Credit Value	2 Credits	Credit =15 Hours-learning & Observation
Total Marks	Max. Marks:=50	Min Passing Marks: 20
PART -B: Content of the Course		
Total No. of Teaching-learning Periods (01 Hr. per period) - 60 Periods (60 Hours)		
UNIT	Topics (Course contents)	
I	Basic Composition: <ol style="list-style-type: none">1. Abiotic and Biotic components of the environment2. Biodiversity Concept, types, and measures about its protection3. Basic concept of Bio-Geo Chemical Cycle4. Energy Flow in an ecosystem	07 (7 hrs)



II	Alterations in Environment 1. Concept and components of the pond ecosystem	07 (07 hrs)
	2. Air pollution and measures for its control 3. Water pollution and measures for its control 4. Global warming, Climate change, and possible measures	
III	Measurements of Environmental Components 1. Soil composition and methods of its analysis 2. Water analysis methods for DO, BOD, COD 3. Water analysis methods for pH, TDS, Turbidity, Salinity, and Alkalinity 4. Information about environmental factors-PM-10, PM-2.5, NO ₂ , O ₃	08 (08 hrs)
IV	Application Measures 1. Useful microbes to control water pollution 2. Useful microbes to control soil pollution 3. Concept of Biodegradation 4. Concept of Phytoremediation	08 (08 hrs)
Keywords	Ecosystem, Pollution, Climate Change, Biodegradation	

PART-C: Learning Resources

Text Books, Reference Books and Others



Text Books Recommended

1. Ecology and Environment, 8th Edition, P.D.Sharma, Rastogi Publication, Meerut. 2. Environmental Biology, 2nd Edition, P,D.Sharma, Rastogi Publication, Meerut. 3. Environmental Biology and Toxicology, 2nd Edition, P.D.Sharma, Rastogi Publication, Meerut. 4. Environmental Studies, 1st Edition, S.V.S.Rana, Rastogi Publication, Meerut. 5. Environmental Biotechnology, 1" Edition, S. V. S. Rana, Rastogi Publication, Meerut.

Online Resources-

- e-Resources / e-books and e-learning portals
- Online Resources-
- e-Resources/ e-books and e-learning portals

PART -D: Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 50 Marks

Continuous Internal Assessment (CIA): 15 Marks

End Semester Exam (ESE): 35 Marks

Continuous Internal Assessment (CIA): (By Course Teacher)	Internal Test/Quiz:10+10 Assignment/ Sememar-05 Total Marks-15	Better marks out of the two test/ Quiz + obtained marks in Assignment shall be considered against 15 Marks
End Semester Exam (ESE):70	Two section A&B Section A :Q1 Objective $5*1=5$ Q2 Short Answer Type $5*2=10$ Section B : Descriptive answer type qts 1 out of 2 from each- $4*5=20$ Marks	
<i>Signature of Convener & Members (CBoS)</i>		