



M. C. E. Society's
Abeda Inamdar Senior College
 Of Arts, Science and Commerce (Autonomous), Pune-1
 Affiliated to Savitribai Phule Pune University
 NAAC accredited 'A' Grade

Bachelor of Business Administration
SYLLABUS FRAMED ACCORDING TO THE
NATIONAL EDUCATION POLICY
(NEP 2020)

S.Y.BBA Semester III (CBCS – Autonomy 2023 Pattern)

Course Title	Business Organisation Systems		
Course Code: 23CBBA31MM			No. of Credits: 04
Course Type: Major Mandatory			Total Teaching Hours: 60

Course Objectives	
1.	To understand role and functions of modern business
2.	To develop right understanding regarding business environment
3.	To study how a business institution functions in a given economic set up

Course Outcome	
1.	Students will understand the meaning of various concepts and trends in business and their relevance.
2.	Students will develop an understanding about the types of business organizations and their significance.
3.	Students will learn about the factors involved in setting up a business enterprise.

Syllabus		
I	Nature and evolution of business	15 hours

	<ol style="list-style-type: none"> 1. Concept of business and its characteristics, Objectives of business and prerequisites of a successful business 2. Development and evolution of Trade, Commerce and Industry 3. Recent Trends in Modern Business <ol style="list-style-type: none"> i. Start-ups ii. Business Process Outsourcing and Knowledge Process Outsourcing iii. Entrepreneur & Entrepreneurship iv. Online trading v. Digital marketing vi. Payment methods 	<p>5</p> <p>3</p> <p>7</p>
II	Forms of Business Organisation	15 hours
	<ol style="list-style-type: none"> 1. Forms of Business Organization and its selection 2. Meaning, characteristics, advantages and Limitations of <ol style="list-style-type: none"> i. Sole proprietorship ii. Partnership Firm iii Limited Liability Partnership Firms and private company iv. Joint Stock Company v. Virtual Business Organizations vi. Boundary less Organizations vii. OPC (One Person company) 3. Meaning and types of Business Combinations 	<p>3</p> <p>8</p> <p>4</p>
III	Setting up of a business enterprise	15 hours
	<ol style="list-style-type: none"> 1. Identification of ideas and opportunities, Influencing factors while setting up of business enterprise 2. Feasibility report of a business enterprise 3. Size and location of a business enterprise 4. Licensing and basic legal formalities to start a new business enterprise 5. Recent Government policies in India – Special Economic Zone, Maharashtra Industrial Development Corporation, Maharashtra Small Industries Development Corporation, Khadi and Village Industries Commission. 6. Introduction to Start-up India, Stand-up India 	<p>3</p> <p>2</p> <p>2</p> <p>2</p> <p>5</p> <p>1</p>
IV	Domestic and Foreign Trade	15 hours
	<ol style="list-style-type: none"> 1. Levels of Distribution Channels and their role 2. Domestic Trade: <ol style="list-style-type: none"> i. Concept of Domestic Trade ii. Whole selling and Retailing 3. Foreign Trade: <ol style="list-style-type: none"> i. Concept of Export and Import 	<p>3</p> <p>6</p> <p>6</p>

	ii. Export and Import Procedure	
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Suggested Readings	
1	Kaul, V. K. (2012). Business Organisation and management: Text and cases. Delhi: Pearson/Dorling Kindersley
2	Jain, K. S, Sherlekar, S.A & Jain, A.V. (2018). Business Organisation. Himalaya Publishing House
3	Sherlekar, S. A., & Sherlekar, V. S. (2018). Modern Business Organisation and Management - System approach. Himalaya Publishing House.

Course Title	Global Competency and Personality Development	
Course Code: 23CBBA32MM		No. of Credits: 02
Course Type: MM- Major Mandatory		Total Teaching Hours: 30

Course Objectives	
1.	To build self-confidence, enhance self-esteem, and improve overall personality of the students.
2.	To enhance global and cultural competencies of the students.
3.	To groom the students for appropriate behaviour in social and professional circles.

Course Outcome	
1.	Student will learn various theories of personality development.
2.	Student will understand the concept of Global Competence and how to use SWOC (strength, weakness, opportunity and challenges) analysis for personal goal setting.
3.	Student will learn more about workplace ethics and will develop effective habits.

Syllabus		
Unit I	Introduction to Personality and its Development	10 hours
	1. Definition and Nature of Personality.	1
	2. Characteristics of Good Personality.	1
	3. Determinants of Personality Development.	2
	4. Theories of Personality Development	6

	<ul style="list-style-type: none"> • Psycho analytical Theory by Sigmund Freud • Trait Theory by Allport and Big Five Model • Social Cognition Theory by Albert Bandura Theories of Personality 	
Unit II	Global Competence and Self- Development	10 hours
	1. Meaning and need of Global Competence.	2
	2. Characteristics of globally competent individual (life-long learning, understanding cultural differences, adaptability, comfortable with change, problem-solving ability, critical and comparative thinking).	4
	3. Building self-esteem and self-confidence.	2
	4. SWOC (strength, weakness, opportunity and challenges) Analysis and Personal Goal Setting	2
Unit III	Development of Social and Interpersonal Skills	10 hours
	1. Effective Communication skills, Preparation for self-introduction.	1
	2. Working on Attitude. Aggressive, Assertive and Submissive	1
	3. Development of leadership skills and introduction to Leadership styles.	1
	4. Team Building; develop ability to work under pressure, flexibility at workplace.	1
	5. Social empathy, building blocks of social empathy and development of social empathy.	1
	6. Social Responsibilities.	1
	7. Workplace ethics	1
	8. Developing effective Habits for development of social skills	1
	9. Upscaling: Concept & Need	1
	10. Grooming for success	1

Suggested Readings	
1.	Swami Vivekananda, 2009 Personality development, Adhyaksha Advaita Ashram
2.	C Rajya Lakshmi Kalyani, D S Vittal, Anitha Raju, 2018 Personality Development and Communication skills, Himalaya Publishing House

3.	Swami Amartyananda, 2010, Effective Life Management, Advaita Ashrama
4.	Barun Mitra, 2016, Personality Development and Soft Skills, Oxford University Press 5.HallCS, Lindsey G and Campbell J B, Theories of Personality, 4th Edition Wiley 1998

Course Title	Business Demography		
Course Code: 23CBBA33MM		No. of Credits: 02	
Course Type: Major Mandatory		Total Teaching Hours: 30	

Course Objectives	
1.	To give proper understanding of demographic concepts in modern economic setup
2.	To know the structural changes of population and their impact on business and quality of life
3.	To analyze the process of urbanization and its social economic implications.

Course Outcome	
1.	Students will understand the meaning of various demographic concepts and their relevance.
2.	Students will be able to analyze the components of population growth and their interdependence
3.	Students will be able to describe the population dynamics that leads to the economic development

Syllabus		
I	Introduction to Demography	10 hours
	1. Meaning, importance, scope and relevance of demography.	2
	2. Study of demography as an essential discipline of social economic change	2
	3. Components of Demography	2
	4. Factors affecting mortality and fertility rate	2
	5. Methods to calculate fertility and mortality rate.	2
II	Distribution of population and population growth	10 hours
	1. Meaning of population distribution and population density	2
	2. Physical and cultural factors affecting the distribution of population	2
	3. Concept of over, optimum and under population	2
	4. Meaning and definition of population growth and methods of	4

	assessment of population growth	
III	Population as a Human resource	10 hours
	1. Meaning of resource, types of resources	1
	2. Importance of human resource in the development of a nation	2 1
	3. India's Demographic Dividend	2
	4. Concept of literacy and its importance in modern society, Schemes for Skill Development in India	1
	5. Concept of sex ratio, age and sex pyramid	1
	6. Ageing and socio-economic consequences	1
	7. Concept of working and dependent population	1

Suggested Readings	
1	Bhende, A. A., & Kanitkar, T. (2019). Principles of population studies (19th ed.). Mumbai: Himalaya Publishing House
2	Chandna, R. C. (2009). Geography of population: Concepts Determinants & Patterns. Ludhiana (India): Kalyani
3	Kintner, H. J., & Merrick, T. (1997). Demographics: A casebook for business and government. Santa Monica, CA: Rand Corporation.

Course Title	Organisational Behaviour	
Course Code: 23CBBA31MNC		No. of Credits: 02
Course Type: Minor		Total Teaching Hours: 30

Course Objectives	
1.	To describe the major theories, concepts, models and frameworks in the field of Organisational Behaviour.
2.	To explain determinants of Organisational Behaviour at individual level.
3.	To give knowledge about organizational culture and organizational change and their impact on organizational behaviour

Course Outcomes	
1.	Students will understand the meaning of various concepts and models in organizational behavior and their relevance.
2.	Students will develop an understanding about the types of determinants of organizational behavior at individual level and its significance.
3.	Students will learn about how organizational behavior contributes to organizational effectiveness.

Syllabus		
I	Introduction to Organisational Behaviour (OB)	08
	<ol style="list-style-type: none"> 1. Meaning, Definition, Nature, Scope, Importance of Organizational Behaviour 2. Key Elements of Organizational Behaviour 3. Disciplines that contribute to Organizational Behaviour 4. Models of Organizational Behaviour 5. Challenges for Organizational Behaviour 	
II	Individual Determinants of Organisational Behaviour	14
	<ol style="list-style-type: none"> 1. Individual Behaviour- Influencing factors- Personal, Psychological, Organisational System and Resources and Environmental Factors. 2. Personality- Meaning, Definition, Key Determinants of 	

	Personality, Types of Personality, Theories of Personality 3. Value & Attitude- Meaning, Definition and Types 4. Motivation- Meaning, Definition, Importance, Types 5. Theories- Maslow's Need Hierarchy Theory, McGregor's Theory X & Theory Y, Herzberg's Two-Factor Theory	
III	Organizational Culture and Change	08
	1. Organizational Culture- Meaning, Definition, Levels, Formation & Sustaining Organizational Culture 2. Organizational Change- Meaning, Definition, Types, Forces for Change in Organization, Resistance to Change, Management of Change	

Suggested Readings	
1.	Aswathappa, K. (2017) Organisational Behaviour: Text, Cases, Games, Himalaya Publishing House
2.	Robbins, S.P., Judge, T.A, Vohra, N (2022) Organisational Behaviour, Pearson Education, Inc
3.	Singh, K., (2015) Organizational Behaviour Text and Cases, Vikas Publishing House
4.	Chandan, J.S., (2009) Organisational Behaviour, Vikas Publishing House Pvt. Ltd.

Course Title	Legal Aspects in Human Resources	
Course Code: 23CBBA32MNC		No. of Credits: 02
Course Type: Minor		Total Teaching Hours: 30

Course Objectives	
1.	To explain rights of employees at work place.
2.	To help students understand the applications of different laws in Human Resource.

Course Outcomes	
1.	Students will get knowledge about the various legal concepts used in Human Resources.

2.	Students will gain an understanding about the types of employee rights at the workplace.
3.	Students will learn about certain Acts applicable to workplaces in India.

Syllabus		
I	Introduction	7
	<ol style="list-style-type: none"> 1. Meaning of Employer and Employee, Rights of an employee at work place. 2. Human Resource Policy- Meaning and its importance. 3. Legal issues related to HR in the Organization 	
II	Wage & Salary Administration and The Workmen's Compensation Act, 1923	13
	<ol style="list-style-type: none"> 1. Wage & Salary Administration- Meaning and Definition of Wage and Salary, Objectives of Wage and Salary Administration, Wage Differentials, Factors affecting Wage and Salary Levels 2. The Workmen's Compensation Act,1923- Introduction, Main Features of the Act, Definitions, Provisions under the Act. 	
III	The Payment of Gratuity Act,1972 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013	10

	<p>1. The Payment of Gratuity Act,1972 - Introduction, Scope and Application, Definitions and Provisions under this Act.</p> <p>2. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 -Introduction, Main Features of the Act, Provisions, Vishaka Guidelines</p>	
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Suggested Readings	
1.	Mishra, S.N., (2019) Labour & Industrial Laws, Central law publication
2.	Kumar, H.L., (2023) Labour Laws, Law and Justice Publishing Co.
3.	Padhi, P.K. (2019) Labour & Industrial Laws, PHI learning Private Ltd
4.	Jain, S.P., Agarwal, S., (2018) Industrial Laws and Labour Laws, Dhanpat Rai & Co. (P) LTD.

Course Title	Leadership and Organizational Dynamics	
Course Code: 23CBBA33VS		No. of Credits: 02
Course Type: Vocational Skill Course		Total Teaching Hours: 30

Course Objectives	
1.	To explain the determinants of Organisational Behaviour at group level
2.	To acquaint students with the various leadership styles and role of power in organizations
3.	To impart conflict handling and stress management skills to students.

Course Outcome	
1.	Students will understand the meaning of group dynamics and the importance of groups and teams in an organization
2.	Students will gain an insight into the concepts of leadership and power and their influence of organizational behavior
3.	Students will learn about how to effectively manage conflicts and stress at the workplace

Syllabus		
I	Group Behaviour	12

	<ol style="list-style-type: none"> 1. Group Dynamics- Meaning, Definition and Types of groups, Reasons for forming Groups, Theories of Group Formation, Stages in Group Development, Group Behaviour, Group Cohesiveness, Group decision-making 2. Teams – Meaning, Creating effective teams, Team roles 3. Caselets on Group Dynamics 	
II	Leadership and Power	10
	<ol style="list-style-type: none"> 1. Leadership- Meaning and Definition, Leader V/S Manager, Styles of Leadership, How to be an effective Leader 2. Power – Meaning and Definition, Sources of Power, Power Tactics 3. Caselets on Leadership and Conflict Management 	

III	Conflict and Stress Management	08
	<p>1. Conflict – Meaning and Definition, Traditional & Modern View of Conflict, Organisational Performance & Conflict, Frustration Model, Conflict Management- Competing, Collaborating, Compromising, Avoiding, Accommodating.</p> <p>2. Stress – Meaning, Causes and Consequences of Work Stress, Managing Stress</p> <p>3. Caselets on Conflict Management</p>	

Suggested Readings	
1	Aswathappa, K. (2017) Organisational Behaviour: Text, Cases, Games, Himalaya Publishing House
2	Robbins, S.P., Judge, T.A, Vohra, N (2022) Organisational Behaviour, Pearson Education, Inc
3	Singh, K., (2015) Organizational Behaviour Text and Cases, Vikas Publishing House
4	Chandan, J.S., (2009) Organisational Behaviour, Vikas Publishing House Pvt. Ltd.

Course Title	Human Resource Management - I	
Course Code: 23CBBA33FP		No. of Credits: 02
Course Type: Field Project		Total Hours: 60

Course Objectives	
1.	To introduce the students to the general Human Resource practices in the organization.
2.	To enhance the awareness of the students towards different Acts and its application.

Course Outcomes	
1.	Students will learn about the various legal issues faced by HR and application of HR practices.
2.	Students will get first-hand experience and information of how organizations comply with certain Acts.

Project Guidelines:

- The project work will have 2 credits.
- Subject teacher has the right to make the allotment of practical topics.
- Students are required to visit and collect data from Human Resource department of any small/medium or large-scale organization individually or in groups.
- A project report has to be prepared on the collected data and a Viva will be conducted on the same.
- Suggested topics:
 - a) Human Resource policies
 - b) Legal issues faced by HR
 - c) Rights of employees at workplace
 - d) Application of various acts.

Evaluation and Assessment - The hard copy of the report carries 30 marks and an external Viva will take place which will be of 20 marks. Thus, a total of 50 marks are assigned for the Report and Viva.