

**Shri Rawatpura Sarkar University,
Raipur**



Examination Scheme & Syllabus

For

BBA – MBA INTEGRATED

Semester-I

(Effective from the session: 2022-23)



Faculty of Management

Shri Rawatpura Sarkar University, Raipur

BBA-MBA INTEGRATED Semester I ST

(Effective from the Session: 2022-23)

S. N.	Course Code	Th/Pr	Subject	Type of Course	Teaching hours per week			T C	Examination Scheme				Total Marks
					L	T	P		Theory		Practical		
									EX	IN	EX	IN	
1	MIM101	Th	Management Concepts and Practices	Core	3	1	-	4	70	30	-	-	100
2	MIM102	Th	Environment Management	Core	3	1	-	4	70	30	-	-	100
3	MIM103	Th	Fundamentals of Business Statistics	Core	3	1	-	4	70	30	-	-	100
4	MIM104	Th	Computer Application in Business	Core	3	1	-	4	70	30	-	-	100
5	MIM105	Th	Fundamentals of Accounting	AE	3	1	-	4	70	30	-	-	100
6	MIM106	Th	Fundamental of Business Analysis Techniques	SE	3	1	-	4	70	30	-	-	100
7	MIM107	Th	English (Qualifying)		-	-	-	-	70	30	-	-	100
Total Contact hr per week: 28			Total Credit: 28					Total Marks:				700	



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Course Title	MANAGEMENT CONCEPT AND PRACTICES				
Course Code	MIM 101				
Course Credits	L	T	P	TC	
	3	1	-	4	
Prerequisites	Basic knowledge over management and functions of management.				
Course Objectives	It aims to provide the fundamental knowledge of management and expose the students to various concepts, theories and practices in the field of management. Also, to impart knowledge about basic roles, skills and functions of management.				
Course Contents	<p>UNIT – I</p> <p>Nature of Management</p> <p>Meaning, Definition, Nature, Purpose, Importance & Functions, Management as an art, science & profession, Management as a social system, Concepts of management, administration and organization.</p> <p>UNIT – II</p> <p>Evolution of Management Thought</p> <p>Contribution of F.W.Taylor, Henry Fayol, Elton Mayo, and Chester Barnard & Peter Drucker to the management thought. Various approaches to management (i.e. Schools of management thought), Indian management thought.</p> <p>UNIT – III</p> <p>Functions of Management</p> <p>Planning: Meaning, need and importance, Types, Levels, Advantages and limitations, Forecasting: need and techniques, Decision making: types, process of rational decision making, and techniques of decision making.</p> <p>Organizing: Elements of organizing and processes, Types of organisations,</p>				

	<p>Delegation of authority: need, and difficulties in delegation.</p> <p>Staffing: Definition of staffing, An overview of staffing function, The system approach to human resource management, Recruitment, Selection, Placement, Promotion, Separation, Performance appraisal, The Peter's principle.</p> <p>UNIT – IV</p> <p>Leading and Controlling:</p> <p>(a) Motivation: importance and theories</p> <p>(b) Leadership: meaning, styles, qualities and functions of leaders,</p> <p>(c) Controlling: need, nature, importance, and process and techniques of controlling.</p> <p>UNIT – V</p> <p>Recent Trends in Management</p> <p>Social responsibility of management, Environment friendly management, Management of change, Management of crisis, Total quality management, Stress management, International management.</p>
Course Outcomes	<ul style="list-style-type: none"> • The course outcome of with the knowledge of functions of management and recent trends.
Text Books	<ol style="list-style-type: none"> 1. Koontz and Wehrich ; Essentials of Management; Tata McGraw Hill
Reference Books	<ol style="list-style-type: none"> 1. Robbins, S.P. and Coulter, M.; Management; Pearson Education 2. Massie, Joseph L.; Essentials of Management; Prentice Hall of India



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Course Title	ENVIRONMENT MANAGEMENT				
Course Code	MIM 102				
Course Credits	L	T	P	TC	
	3	1	-	4	
Prerequisites	Knowledge of environmental management and environmental issues.				
Course Objectives	The course shall provide the students with an exposure of environmental problems and issues in a scientific framework, developing methodologies to solving problems and ultimately to master the manner of systematic implementation of existing environmental policies in achieving sustainable development. The main approach is to focus on the environmental management and to illustrate some of the ways in which we can protect our environment in a managed way.				
Course Contents	<p>UNIT – I Basics of Environment Management Implications of human population growth, Limits to growth, Natural resources- Renewable and Non Renewable sources; associated problems, Role of an individual in conservation of natural resources, Sustainable development.</p> <p>UNIT – II Environmental Management System EMS standards: ISO 14000, Environmental Auditing, Clearance/Permissions for establishing industry, Environmental Management & Valuation, Environmental Economics, Environmental Taxes Shifts, Green Funding, Environmental Ethics, Environmental Law Implementation.</p> <p>UNIT – III Major Environmental Issues Construction of dams: problems and concerns of rehabilitation of affected people;</p>				

	<p>resources consumption patterns and need for equitable utilization; Equity disparity in western and eastern countries; Urban and rural equity issues; Concept of Bio-Ethics. Air, Water, Land & Waste Management: Introduction, Impact on health, environmental and industry.</p> <p>UNIT – IV</p> <p>Environmental Laws</p> <p>Environmental (protection) Act, The water (prevention and control of Pollution); Issues involved in enforcement of environmental legislations; Environmental Impact Assessment; Environmental Auditing; Central Pollution Control Boards, State Pollution Control Boards, Local Bodies.</p> <p>UNIT – V</p> <p>Environmental Liabilities</p> <p>Criminal wrongs and the environment, Law of Torts (civil wrong) and the environment, Strict and absolute liabilities.</p>
Course Outcomes	<ul style="list-style-type: none"> • The course outcome of with the knowledge of Environmental Management and Environmental Issues, Law and Liabilities.
Text Books	<ol style="list-style-type: none"> 1. BalaKrishnamoorthy, - Environmental Management Prentice Hall India
Reference Books	<ol style="list-style-type: none"> 1. NK Uberoi Environment Management, Excel Books, New Delhi. 2. Pandey, G.N. – Environment Management, Vikas Publishing House, New Delhi, 1997. 3. Mohanty, S.K. Environmental and Pollution Law Manual, Universal Law Pub., New Delhi 1996.



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Course Title	FUNDAMENTALS OF BUSINESS STATISTICS				
Course Code	MIM 103				
Course Credits	L	T	P	TC	
	3	1	-	4	
Prerequisites	Basic information about Data and its types and way of Data.				
Course Objectives	<ul style="list-style-type: none"> The course aims at developing understanding of basic concepts of statistics and skills to apply. 				
Course Contents	<p>UNIT – I Introduction: Definition of statistics, Characteristics, functions, importance, limitations and types of statistics, uses of statistics in functional areas of management, Introduction to sampling.</p> <p>UNIT – II Classification and Presentation of Data: Frequency distribution: discrete and continuous frequency distribution, Diagrammatic and graphic representation: line, bar, rectangle and Pie diagram, Graphs: histograms, frequency polygon, cumulative frequency curves, Advantages and limitations of diagrams and graph, Tabulation: types of tables.</p> <p>UNIT – III Measures of Central Tendency and Dispersion: Concept of central tendency, Measures of central tendency, Definitions, properties and applications of mathematical averages including arithmetic mean, Geometric mean and harmonic mean, Positional averages: mode, median and other partition values including quartiles, deciles, and percentiles.</p> <p>UNIT – IV Correlation and Regression: Correlation: Scatter diagram, Karl Pearson's coefficient of correlation, and Spearman's coefficient of rank correlation,</p>				

	<p>Regression: method of least squares, regression coefficient, and standard error of estimate.</p> <p>UNIT – V</p> <p>Time Series and Forecasting: Time Series: introduction, Objectives of time series, Identification of Trend, Variation in time series: secular variation, cyclical variation, seasonal variation, and irregular variation, Methods of estimating trend, Choosing appropriate forecasting model.</p>
Course Outcomes	<ul style="list-style-type: none"> • The course outcome of with the knowledge of uses and analysis of Data. Measurements of data in Central Tendency, Dispersion and its correlation.
Text Books	<ol style="list-style-type: none"> 1. Berenson and Levine; Basic Business Statistics: Concepts and Applications; Prentice Hall of India
Reference Books	<ol style="list-style-type: none"> 1. Beri, G.C.; Business Statistics; Tata McGraw Hill. 2. Black, Ken; Business Statistics: For contemporary Decision Making; Wiley. 3. Siegel, Andrew F.; Practical Business Statistics; Tata McGraw Hill. 4. Levin, Richard and David S. Rubin; Statistics for Management; Prentice Hall of India. 5. Spiegel M.D.; Theory and Problems of Statistics ; Tata McGraw Hill.



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Course Title	COMPUTER APPLICATION IN BUSINESS				
Course Code	MIM 104				
Course Credits	L	T	P	TC	
	3	1	-	4	
Prerequisites	Basic knowledge above the computers and its uses in business.				
Course Objectives	The objective of this course is to make the students aware of the evolution of computers and the basic software and hardware that enables business processes. Some of the current concepts shall also be introduced such as RDF database, that is the basis of text analytics and social media analytics				
Course Contents	<p>UNIT – I Introduction to Computer, Characteristics of Computer, Function of Computer, Application of Computer, Generation of Computer, Classification of Computer.</p> <p>UNIT – II Basic Computer Organization, Types of Memory, Central Processing Unit and its Component, ROM, RAM and their importance. How configuration of RAM, chip speed and other components affect the performance of a computer.</p> <p>UNIT – III Number System: Positional and Non-Positional Number System. Binary Number System, Decimal Number System, Octal and Hexadecimal Number System, Conversion of One Number System to Other Number System.</p> <p>UNIT – IV Hardware and Software, Types of Software, Relation between Hardware and Software, Computer Virus and Antivirus Tools, GIGO.</p> <p>UNIT – V Introduction to Databases; SQL, RDBMS, RDF, NoSQL; Brief introduction about</p>				

	Mongo DB, SparQL.
Course Outcomes	<ul style="list-style-type: none">• The course outcome of with the knowledge of computers hardware and software programs.
Text Books	<ol style="list-style-type: none">1. Rajaraman, V; Introduction to Information Technology, PHI.
Reference Books	<ol style="list-style-type: none">1. Sinha, P.K. and SinhaPriti, Computer Fundamentals; BPB Publication.2. Saxena, S; Computer Application in Management, Vikas Publishing.



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Course Title	FUNDAMENTALS OF ACCOUNTING				
Course Code	MIM 105				
Course Credits	L	T	P	TC	
	3	1	-	4	
Prerequisites	Basic knowledge on Accounting and uses of Account and book-keeping.				
Course Objectives	<ul style="list-style-type: none"> The course aims to provide an understanding of basic principles of accounting and their applications in business. 				
Course Contents	<p>UNIT – I Meaning and Scope of Accounting: Nature of financial accounting principles, Basis of accounting, Accounting assumptions and limitations, Accounting vs. Book Keeping, Brief review of accounting standards in India, Accounting policies, Valuation principles, Accounting estimates.</p> <p>UNIT – II Accounting Process: Recording of business transactions, Preparation of trial balance (Voucher systems, Accounting process, Journals, Ledger, Cash Book, Trial Balance).</p> <p>UNIT – III Depreciation Accounting: Introduction, Methods for providing depreciation.</p> <p>UNIT – IV Final Accounts: Preparation of final accounts (non-corporate entities) along with major adjustments (P&L A/c, Balance sheet).</p> <p>UNIT – V Financial Statement Analysis: The tools of analysis, Horizontal analysis, Vertical analysis, Trend analysis, Ratio analysis, Funds flow and Cash flow analysis, AS-3 (Revised).</p>				

Course Outcomes	<ul style="list-style-type: none"> • The course outcome of with the knowledge of preparing final accounts of business and passing of journal entries.
Text Books	<ol style="list-style-type: none"> 1. Tulsian, P.C.; Financial Accounting; Pearson Education. 2. Maheshwari, S N and SK Maheshwari; Financial Accounting; Sultan Chand and Sons.
Reference Books	<ol style="list-style-type: none"> 1. Anthony, Robert N and Bretiner K. Leslie; Essentials of Accounting; Pearson Education 2. Gupta R.L.; Advanced Accounting; S. Chand and Sons 3. Bhattacharyya, Ashish; Essentials of Financial Accounting; Prentice Hall of India



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Course Title	FUNDAMENTAL OF BUSINESS ANALYSIS TECHNIQUES				
Course Code	MIM 106				
Course Credits	L	T	P	TC	
	3	1	-	4	
Prerequisites	Basic knowledge of SWOT analysis.				
Course Objectives	<ul style="list-style-type: none"> The intent of this module shall be to develop critical thinking and analytical ability in students to enable them takes better decisions. Students shall be able to use several techniques adopted by Management professionals and Business Analysts to evaluate business performance. 				
Course Contents	<p>UNIT – I Introduction to critical thinking; why critical thinking is important for correct decisions; how to think in a critical manner; art of asking right questions;</p> <p>UNIT – II Introduction to problem solving; different methods deployed by business analysts to solve business problems; basics of problem solving; Creative problem solving, individual and group problem solving techniques.</p> <p>UNIT – III Basics of performing analysis such as SWOT, cause effect analysis, PESTEL, break even, key ratio, what if scenario mapping.</p> <p>UNIT – IV Restructuring techniques used to simplify complex business problems; Brainstorming technique and its application to idea analysis; Decision trees.</p> <p>UNIT – V Performing company analysis in conjunction with industry analysis, structure of</p>				

	<p>industry research reports, economic analysis, analysis of trade and taxation policies on economic viability and their methods.</p> <p>Lab Exercises: Each unit should contain lab work using case studies and their mapping through software, business mapper, people mapper etc. Simulated problems shall be mapped in various templates for business analysis.</p>
Course Outcomes	<ul style="list-style-type: none"> • The course outcome of with the develop critical thinking and analytical ability in studentsto enable them take better decisions.
Text Books	<ol style="list-style-type: none"> 1. Podeswa, Howard; Business Analyst’s handbook; Cengage Learning.
Reference Books	<ol style="list-style-type: none"> 1. Vangundy Arthur B; Creative Problem Solving: A guide for trainers and management; Greenwood Publishers. 2. Rickards Tudor; Problem Solving; Coles Business Books



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Course Title	ENGLISH				
Course Code	MIM 107				
Course Credits	L	T	P	TC	
	3	1	-	4	
Prerequisites	Basic knowledge of English Literature.				
Course Objectives	<ul style="list-style-type: none">The course has been designed to improve the oral and written English communication skills of the students.				
Course Contents	<p>UNIT – I Types of Sentences - Part of speeches, Active and passive voice, Direct and indirect (or Report) speech, Articles, Concord.</p> <p>UNIT – II Tenses and Forms - Question tags and short responses, Prepositions, Conjunctions, Verbs, Adjectives, Adverbs.</p> <p>UNIT – III Word Substitution - Homonyms, Antonyms, Synonyms, One word substitution, Common errors, Logical rearrangement of words, Punctuation and capitalization.</p> <p>UNIT – IV Vocabulary - Splitting the fine senses of words, Literal and figurative use of words, Word parallels and alternatives, Lexical sets, Language games, Word stress and sentence stress, Intonation.</p> <p>UNIT – V Comprehension - Affirmative: negative & vice versa, Assertive: exclamatory & vice versa, Assertive: interrogative & vice- versa.</p>				

Course Outcomes	<ul style="list-style-type: none"> • The course outcome of with the knowledge of English Grammar.
Text Books	<ol style="list-style-type: none"> 1. Wren & Martin; English Grammar and Composition; S. Chand & Co.
Reference Books	<ol style="list-style-type: none"> 1. Lewis Norman; Word Power made easy; W.R; Goyal Publication & Distributors. 2. Better Your English- A Workbook for 1st year Students; Macmillan. 3. Rosen Blum M; How to Build Better Vocabulary; Bloomsbury Publication.