



## Vijayanagara Sri Krishnadevaraya University

Jnana Sagara, Ballari – 583 105

### COURSE CODE – DSC1: MANAGEMENT PRINCIPLES & PRACTICE

<b>NAME OF THE PROGRAM: BACHELOR OF BUSINESS ADMINISTRATION (BBA) COURSE CODE: DSC1 NAME OF THE COURSE: MANAGEMENT PRINCIPLES &amp; PRACTICE</b>		
<b>COURSE CREDITS</b>	<b>NO. OF HOURS PER WEEK</b>	<b>TOTAL NO. OF TEACHING HOURS</b>
<b>4 Credits</b>	<b>4 Hrs</b>	<b>56 Hrs</b>
<b>PEDAGOGY:</b> Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,		
<b>COURSE OUTCOMES: On successful completion of the course, the Students will demonstrate</b>		
a) The ability to understand concepts of business management, principles and function of management. b) The ability to explain the process of planning and decision making. c) The ability to create organization structures based on authority, task and responsibilities. d) The ability to explain the principles of direction, importance of communication, barrier of communication, motivation theories and leadership styles. e) The ability to understand the requirement of good control system and control techniques		
<b>SYLLABUS</b>		<b>Hours</b>
<b>MODULE-1: INTRODUCTION TO MANAGEMENT</b>		<b>10</b>
Introduction –Meaning, Evolution of management thought, Pre-Scientific Management Era, Classical Management Era, Neo-Classical Management Era, Modern Management Era; Nature and Characteristics of Management - Scope and Functional areas of Management; Management as a Science, Art or Profession; Management and Administration; Principles of Management.		

<b>MODULE-2: PLANNING AND ORGANIZING</b>	<b>12</b>
Nature, Importance and Purpose of Planning - Planning Process; Objectives; Types of plans (Meaning only); Decision making- Importance and steps; MBO and MBE (Meaning only); Nature and purpose of Organization; Principles of Organizing; Delegation of Authority; Types of Organization - Departmentation, Committees; Centralization vs Decentralization of Authority and Responsibility, Span of Control;	
<b>MODULE-3: STAFFING, DIRECTING and COMMUNICATING</b>	<b>10</b>
Meaning & Nature and importance of Staffing; Meaning and Nature of Direction, Principles of Direction; Communication - Meaning and Importance, Communication Process, Barriers to Communication, Steps to overcome Communication Barriers, Types of Communication;	
<b>MODULE-4: MOTIVATION AND LEADERSHIP</b>	<b>12</b>
Motivation theories –Maslow'sNeedHierarchyTheory, Herzberg'sTwoFactorTheory, Mc.Gregor'sX and Y theory. Leadership – Meaning, Formal and Informal Leadership, Characteristics of Leadership; Leadership Styles –Autocratic Style, Democratic Style, Participative Style, Laissez Faire Leadership Styles, Transition Leadership, Charismatic Leadership Style	
<b>MODULE-5: COORDINATING, CONTROLLING AND BUSINESS ETHICS</b>	<b>12</b>
Coordination–Meaning, Importance and Principles. Controlling-Meaning and steps in controlling, Essentials of Effective Control system, Techniques of Control (in brief). Business Social Responsibility - Meaning, Arguments for and against Business Social Responsibility; Green management - Meaning, Green Management Actions; Managerial Ethics –Meaning - Importance of Ethics in Business, Factors that determine Ethical or Unethical behavior.	
Skill Developments Activities: 1. Two cases on the above syllabus should be analyzed by the teacher in the classroom and the same needs to be recorded by the student in the Skill Development Book. 2. Draft different types of Organization structure. 3. Draft Control charts.	

Text Books:

1. Stephen P. Robbins, Management, Pearson
2. Koontz and O'Donnell, Management, McGraw Hill.
3. L M Prasad, Principles of management, Sultan Chand and Sons

Reference Books

1. V.S.P Rao/Bajaj, Management process and organization, Excel Books. GH25
2. Appanniah and Reddy, Management, HPH.
3. T. Ramaswamy : Principles of Management, HPH.

**Note: Latest edition of text books may be used.**

## COURSE CODE: DSC2: FUNDAMENTALS OF BUSINESS ACCOUNTING

<b>NAME OF THE PROGRAM: BACHELOR OF BUSINESS ADMINISTRATION (BBA) COURSE CODE: DSC2 NAME OF THE COURSE: FUNDAMENTALS OF BUSINESS ACCOUNTING</b>		
<b>COURSE CREDITS</b>	<b>NO. OF HOURS PER WEEK</b>	<b>TOTAL NO. OF TEACHING HOURS</b>
<b>4 Credits</b>	<b>4 Hrs</b>	<b>56 Hrs</b>
<b>PEDAGOGY:</b> Classrooms lecture, Case studies, Group discussion, Seminar & field work etc.,		
<b>COURSE OUTCOMES: On successful completion of the course, the Students will demonstrate</b>		
a) Understand the framework of accounting as well accounting standards. b) The Ability to pass journal entries and prepare ledger accounts c) The Ability to prepare subsidiaries books d) The Ability to prepare trial balance and final accounts of proprietary concern. e) Construct final accounts through application of tally.		
<b>SYLLABUS</b>		<b>Hour s</b>
<b>MODULE-1: INTRODUCTION TO FINANCIAL ACCOUNTING</b>		<b>10</b>
Introduction –Meaning and Definition –Objectives of Accounting –Functions of Accounting – Users of Accounting Information – Limitations of Accounting – Accounting Cycle - Accounting Principles – Accounting Concepts and Accounting Conventions. Accounting Standards – objectives- significance of accounting standards. List of Indian Accounting Standards.		
<b>MODULE-2: ACCOUNTING PROCESS</b>		<b>10</b>
Meaning of Double entry system –Process of Accounting –Kinds of Accounts –Rules - Transaction Analysis –Journal –Ledger –Balancing of Accounts –Trial Balance –Problems on Journal, Ledger  Posting and Preparation of Trial Balance.		
<b>MODULE-3: SUBSIDIARY BOOKS</b>		<b>10</b>
Meaning – Significance – Types of Subsidiary Books –Preparation of Purchases Book, Sales Book, Purchase Returns Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Types of Cash Book- Simple Cash Book , Double Column Cash Book , Three Column Cash Book and Petty Cash  Book(Problems only on Three Column Cash Book and Petty Cash Book), Bank Reconciliation Statement –Preparation of Bank Reconciliation Statement (Problems on BRS)		

<b>MODULE-4: FINAL ACCOUNTS OF PROPRIETARY CONCERN</b>	<b>12</b>
Preparation of Statement of Profit and Loss and Balance Sheet of a proprietary concern with special adjustments like depreciation, outstanding and prepaid expenses, outstanding and received in advance of incomes, provision for doubtful debts, drawings and interest on capital.	
<b>MODULE-5: ACCOUNTING SOFTWARE</b>	<b>14</b>
Introduction-meaning of accounting software, types accounting software-accounting software Tally- Meaning of Tally software – Features – Advantages, Creating a New Company, Basic Currency information, other information, Company features and Inventory features. 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.	
<b>SKILL DEVELOPMENTS ACTIVITIES:</b>	
<ol style="list-style-type: none"> <li>1. List out the accounting concepts and conventions.</li> <li>2. Prepare a Bank Reconciliation Statement with imaginary figures</li> <li>3. Collect the financial statement of a proprietary concern and record it.</li> <li>4. Prepare a financial statement of an imaginary company using tally software.</li> </ol>	
<b>TEXT BOOKS:</b>	
<ol style="list-style-type: none"> <li>1. Hanif and Mukherjee, Financial Accounting, Mc Graw Hill Publishers</li> <li>2. Arulanandam &amp; Raman; Advanced Accountancy, Himalaya Publishing House</li> <li>3. S.Anil Kumar, V.Rajesh Kumar and B. Mariyappa–Fundamentals of Accounting, Himalaya Publishing House.</li> <li>4. Himalaya Publishing House.</li> </ol>	
<b>Reference Books</b>	
<ol style="list-style-type: none"> <li>1. Dr. S.N. Maheswari, Financial Accounting, Vikas Publication</li> <li>2. S P Jain and K. L. Narang, Financial Accounting, Kalyani Publication</li> <li>3. Radhaswamy and R.L. Gupta, Advanced Accounting , Sultan Chand</li> <li>4. M.C. Shukla and Goyel, Advanced Accounting , S Chand.</li> </ol>	
<b>NOTE:</b> Latest edition of text books may be used.	

## COURSE CODE: DSC3: BUSINESS ENVIRONMENT

<b>NAME OF THE PROGRAM: BACHELOR OF BUSINESS ADMINISTRATION (BBA) COURSE CODE: DSC3 NAME OF THE COURSE: BUSINESS ENVIRONMENT</b>		
<b>COURSE CREDITS</b>	<b>NO. OF HOURS PER WEEK</b>	<b>TOTAL NO. OF TEACHING HOURS</b>
<b>4 Credits</b>	<b>4 Hrs</b>	<b>56 Hrs</b>
<b>PEDAGOGY:</b> Classrooms lecture, tutorials, Group discussion, Seminar, Case studies.		
<b>COURSE OUTCOMES: On successful completion Student will demonstrate</b> a) An Understanding of components of business environment. b) Ability to analyse the environmental factors influencing business organisation. c) Ability to demonstrate Competitive structure analysis for select industry. d) Ability to explain the impact of fiscal policy and monetary policy on business. e) Ability to analyse the impact of economic environmental factors on business.		
<b>SYLLABUS</b>		<b>Hour s</b>
<b>MODULE-1: INTRODUCTION BUSINESS ENVIRONMENT</b>		<b>10</b>
Meaning of business, scope and objectives Business, business environment, Micro and Macro-environment of business (social, cultural, economic, political, legal technological and natural) Impact of these factors on decision making in business, Environmental analysis, and Competitive structure analysis of Business.		
<b>MODULE-2: GOVERNMENT ENVIRONMENT</b>		<b>12</b>
Government functions of the State, Economic role of government, State intervention in business- reasons for and types of state intervention in business. Impact of Monetary policy, Fiscal policy, Exim policy and industrial policy on business.		
<b>MODULE-3: ECONOMIC ENVIRONMENT &amp; GLOBAL ENVIRONMENT</b>		<b>12</b>
An overview of economic environment, nature of the economy, structure of economy, factors affecting economic environment. Globalisation of business; meaning and dimensions, stages, essential conditions of globalisation, foreign market entry strategies, merits and demerits of globalisation of business, Impact of Globalisation on Indian businesses, Forms of globalisation of businesses - MNCs, TNCs etc..		
<b>MODULE-4: LEGAL AND TECHNOLOGICAL ENVIRONMENT</b>		<b>12</b>

<b>LEGAL ENVIRONMENT</b> - Various laws affecting Indian businesses; Meaning and features; types of innovation, Impact of Technological changes on business, Technology and Society, Technological Acquisition modes, IT revolution and business, Management of Technology.	
<b>MODULE-5: NATURAL ENVIRONMENT</b>	<b>10</b>
Meaning and nature of physical environment. Impact of Natural environment on business.	
<b>SKILL DEVELOPMENTS ACTIVITIES:</b>	
<ul style="list-style-type: none"> <li>a) List out key features of recent Monetary policy published by RBI impacting businesses.</li> <li>b) Give your observation as to how technology has helped society.</li> <li>c) Draft Five Forces Model for Imaginary business.</li> <li>d) Identify the benefits of Digital transformation in India.</li> </ul>	
<b>TEXT BOOKS:</b>	
<ul style="list-style-type: none"> <li>1. Dr. K Ashwatappa: Essentials Of Business Environment</li> <li>2. Sundaram &amp; Black: The International Business Environment; Prentice Hall</li> <li>3. Chidambaram: Business Environment; Vikas Publishing</li> </ul>	
<b>Reference Books</b>	
<ul style="list-style-type: none"> <li>1. Upadhyay, S: Business Environment, Asia Books</li> <li>2. Chopra, BK: Business Environment in India, Everest Publishing</li> <li>3. Suresh Bedi: Business Environment, Excel Books 7. Economic Environment of Business by M. Ashikary.</li> </ul>	

**COURSE CODE: OEC 1: FOUNDATION COURSE IN OFFICE  
MANAGEMENT (OEC)**

<b>NAME OF THE PROGRAM: BACHELOR OF BUSINESS ADMINISTRATION (BBA) COURSE CODE: 21BBA101 NAME OF THE COURSE: FOUNDATION COURSE IN OFFICE MANAGEMENT (OEC)</b>		
<b>COURSE CREDITS</b>	<b>NO. OF HOURS PER WEEK</b>	<b>TOTAL NO. OF TEACHING HOURS</b>
<b>3 Credits</b>	<b>3 Hrs</b>	<b>45 Hrs</b>
<b>PEDAGOGY:</b> Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,		
<b>COURSE OUTCOMES: On successful completion of the course, the Students will demonstrate</b>		
a) An understanding of basic knowledge of office organisation and management b) Demonstrate skills in effective office organisation c) Ability to maintain office records d) Ability to maintain digital record. e) Understanding of different types of organisation structures and responsibilities as future office managers.		
<b>SYLLABUS</b>		<b>Hour s</b>
<b>MODULE-1: FUNDAMENTALS OF OFFICE MANAGEMENT</b>		<b>09</b>
<b>INTRODUCTION:</b> Meaning, importance and functions of modern office <b>MODERN OFFICE ORGANISATION:</b> Meaning; Steps in office organisation; Principles of Office organisation, Organisation structure types, <b>NATURE OF OFFICE SERVICES:</b> Types of services in a modern office, decentralisation and centralisation of office services, Departmentation of Office <b>OFFICE MANAGEMENT:</b> Meaning, Elements and major processes of Office management <b>OFFICE MANAGER:</b> Functions and qualifications of Office manager.		
<b>MODULE-2: ADMINISTRATIVE ARRANGEMENT AND FACILITIES</b>		<b>09</b>
<b>OFFICE ACCOMMODATION AND ITS IMPORTANCE:</b> Location of Office, Choice of Location: Urban vs Suburban, Factors to be Considered in Selecting the Site, Securing Office Space, <b>OFFICE LAY-OUT:</b> Objectives of Office Lay-out, Principles of Office Lay-out, Steps in Lay-out Planning, Advantages of a Good Lay-out. <b>TYPES OF OFFICES:</b> Open Office and Private Office- advantages and disadvantages.		



<b>MODULE-3: OFFICE ENVIRONMENT:</b>	<b>09</b>
<p>Meaning and Components of Office Environment</p> <p><b>INTERIOR DECORATION:</b> Colour Conditioning, Floor Coverings, Furnishings,</p> <p><b>FURNITURE AND FIXTURES:</b> Types of Furniture, Choice between Wooden and Steel Furniture, Principles Governing Selection of Furniture Lighting and Ventilation,</p> <p><b>NOISE:</b> Internal Noise, External Noise Cleanliness, Sanitation and Health Safety and Security</p>	
<b>MODULE-4: RECORDS MANAGEMENT</b>	<b>09</b>
<p><b>INTRODUCTION TO RECORDS:</b> Importance of Records, types of office records,</p> <p><b>RECORDS MANAGEMENT:</b> Meaning, Principles of Record Keeping, Functions of 'Records Management</p> <p><b>FILING:</b> Elements of Filing and Filing Functions, Objectives and Importance of Filing, Advantages of Filing, Essentials of a Good Filing System, Classification of Files, Filing Procedure or Routine. Filing Methods: Horizontal Filing -meaning, types and advantages, Vertical Filing- meaning, equipment used, advantage and disadvantages.</p> <p><b>CENTRALISATION AND DECENTRALISATION OF FILING-</b> Centralised filing and Decentralised Filing</p> <p><b>OFFICE MANUAL:</b> contents, Importance, types of office manuals.</p> <p><b>INDEXING:</b> Meaning, importance, advantages and essentials of good indexing, type of index</p> <p><b>RETENTION AND DISPOSAL OF FILES:</b> Meaning and benefits of record retention, need for disposal of files, life-cycle stages of files.</p>	
<b>MODULE-5: OFFICE MECHANISATION AND DATA PROCESSING</b>	<b>09</b>
<p>Meaning, Importance and Objectives of <b>OFFICE MECHANISATION</b>, Advantages and disadvantages of Office Mechanisation, Factors Determining Office Mechanisation</p> <p><b>KINDS OF OFFICE MACHINES:</b> Duplicating Machines and Photocopying Machines, Accounting, tabulating and computing machines, communication machines</p> <p><b>INTRODUCTION TO DATA AND INFORMATION:</b> Distinction between Data and Information, Importance of Data and Information, Classification of Data, Classification of Information, Data Lifecycle (chart), <b>DATA COLLECTION METHODS-</b> Primary and secondary data collection methods Data presentation Methods of Presentation of Data</p> <p><b>DATA PROCESSING USING COMPUTERS:</b> Components of Computers, Input and Output Devices, Software used in Computers (names and uses only), Computer Applications in Office' Management,</p> <p>Advantages and Limitations of Computerisation</p> <p><b>SKILL DEVELOPMENTS ACTIVITIES:</b></p> <p>1. Visit an office and enlist the different types of machines used in the office</p>	

2. Identify the different types of stationery used in offices today
3. Draw a data life cycle chart
4. Draw charts indicating different types of office layouts.

**TEXT BOOKS:**

1. S.P Arora, Office Organisation and Management, Vikas Publishing House Pvt Ltd
2. M.E Thakuram Rao, Office organisation and Management, Atlantic

**Reference Books**

1. Judith Read, Mary Lea Ginn, Record Management, 10th Edition, Cengage Learning.

**Note: Latest edition of text books may be used.**

3. Puri.k.ChandraS.S(2005)"HealthandPhysicalEducation"NewDelhi:SurjeetPublication
4. Thomas D Fahey and others. Fit and well : 6th Edition New York : McGraw Hill Publishers, 2005
5. Dixit Suresh (2006) SwasthyaShiksha sports Publications Delhi.

**Reference Books**

1. Uppal A K & Gautam G P (2008) Health and Physical Education. Friends Publication New Delhi
2. PintoJohnandRoshanKumar(2021)"IntroductiontoPhysicalEducation",LouisPublication. Mangalore
3. ShantiKY(1987)"TheScienceofYogicBreathier"(Pranayama)DBBombay
4. ZieglerEF(2007)"AnIntroductiontoSportsandPhysicalEducation"PhilosophyDelhi
5. Pinto John and Ramachandra K (2021) KannadaVersion"DahikaSikshanadaParichaya"Louis publications. Mangalore