

SYBBA – Semester – IV (HR Specialisation)

Course Code:
23BB4-E031

Subject: Business Exposure in HR (Practical)

Marks: 100
Credits: 4

Course Objectives:

- CO1: To provide practical knowledge on Talent Acquisition and Recruitment processes
- CO2 :To practically understand the process of Human Resource Planning
- CO3: To provide practical knowledge on Career Planning & Development process
- CO4: To understand the practical aspects of Training & Development
- CO5: To understand the practical aspects of International Recruitment & Selectio

Course Outcome:

After completing the course, the student shall be able to

- CO1:** Gain practical exposure on Recruitment and its related process
- CO2:** Get practical knowledge about the process of Human Resource Planning
- CO3:** Get practical knowledge on Career Planning & Development process
- CO4:** Get practical knowledge on Training & Development
- CO5:** Get knowledge on practical aspects of International Recruitment & Selection

Unit	Unit Title	Contents	No. of Lectures
1	Talent Acquisition	<p>Practical name – Recruitment 1.Prepare Resumes and Interview Questions specific to jobs 2.Prepare Job description specific to jobs 3.Conducting interviews and assessing candidates'suitability 4.Develop strategies to attract candidates, streamline screening processes, and enhance the candidate experience. Practical:- Any other relevant practical with the consent of subject teacher</p>	
2	Human Resource Planning	<p>Practical Name – HR Planning Provide Students with a fictional organization with specific HR requirement planning challenges. Ask each group to create a comprehensive HR requirement plan, considering factors such as workforce demographics, skills needed and recruitment methods. Students have to present their plans and receive feedback from their Teacher Practical Name – Job Analysis Select Recruitment Advertisement from the newspaper with job descriptions of different positions within various organizations. Conduct a job analysis by identifying the key tasks, responsibilities, qualifications, and competencies required for each position. Students have to present their findings and discuss how the information gathered can be used for HR requirement planning and present the findings to their Teacher. Practical:- Any other relevant practical with the consent of subject teacher</p>	
3	Career Planning & Development	<p>Practical 1:- Develop & Design a process of Planning a Career for a Prospective Employee for working in any Organisation like for example:- Manufacturing, IT, Chemical, etc & prepare a Report on it. Practical 2:- Identify the Recent Trends in Career Planning used or to be used by Organisations and prepare a Report on it.. Practical 3:- Develop and design/prepare a Succession Planning Mechanism/System/Process for any Organisation. Practical 4:- Any other relevant practical with the consent of subject teacher</p>	

4	Training and Development of Employees	<p>Practical 1:- Prepare a Report on Training needs assessment for any Organisation</p> <p>Practical 2:- Design and Develop training program for employees</p> <p>Practical 3:- Any other relevant practical with the consent of subject teacher</p>	
5	Recruitment and Selection of International Managers	<p>Practical 1:- Evaluate and compare recruitment technologies and tools designed for international hiring, such as applicant tracking systems (ATS), video interviewing platforms, etc.</p> <p>Practical 2:- Develop strategies to build and nurture a global talent pipeline for future recruitment needs and prepare a report on it.</p> <p>Practical 3:- Any other relevant Practical with the consent of subject teacher</p>	
			--- Hours

Teaching Methodology

Unit No	Suggestive teaching methodology	Skill Enhancement Course (Practical)	Outcome expected
			Conceptual understanding Knowledge/Skills/Attributes etc.
1	Lecture, Interactive teaching,	100	<ul style="list-style-type: none"> ➤ Reasoning Skills ➤ Analytical Skills ➤ Decision Making Skills
2	Lectures, Guest Lectures, Interactive Teaching, Role Plays , Case Studies		<ul style="list-style-type: none"> ➤ Conceptual Skills ➤ Decision Making Skills

			➤ Execution skills
3	Lecture, Interactive Teaching, Role Plays, Mock Interviews, etc		➤ Conceptual Skills ➤ Reasoning Skills ➤ Decision Making Skills ➤ Execution Skills
4	Interactive Lectures, Role Plays, Case Studies, Group Discussions, Guest Lecture, etc		➤ Reasoning Skills ➤ Analytical Skills ➤ Decision Making Skills ➤ Execution Skills
5	Lectures, Group discussions on International Recruitment & Selection, Case Studies, Role plays, etc		➤ Reasoning Skills ➤ Analytical Skills ➤ Decision Making Skills

Evaluation Method:

<p>Skill Enhancement Course (Project) Evaluation</p> <p>(100 marks)</p>
<p>Visits & Project Report –</p> <p>Internal and External viva</p> <p>100 marks</p>

Suggested Books:

Sr. No.	Title of the Book	Author/s	Publication
1	Human Resources Management.	-L.M. Prasad	Sultan and Chand Publishing Company
2	Human Resources Management.	K. Ashwathappa –	Tata McGraw Hill
3	Personnel Management.	C. B. Mamoria	Tata McGraw Hill
4	Fundamentals of Human Resource Management	Gary Dessler & Biju Varkkey	Pearson
5	International Human Resource Management	Tony Edwards & Chris Rees	Pearson
6	Industrial and Labour Laws	S. P. Jain, Simmi Agarwal	Dhanpat Rai & Co. (P) LTD.

Suggested Web/E-Learning Resources

Sr. No.	Lectures (Available on Youtube/Swayam/MOO CS etc.)	Link	Journals/Articles/Case studies
1	Swayam Course - Talent Acquisition and Management	https://onlinecourses.nptel.ac.in/noc21_mg34/p_review	https://www.researchgate.net/publication/284471818_Talent_Acquisition_a_Key_Factor_to_Overcome_New_Age_Challenges_and_Opportunities_for_Human_Resource_Management

2	Swayam Course – Management of Human Resources	https://onlinecourses.swayam2.ac.in/nou21_hs19/preview	https://www.researchgate.net/publication/313269693_Human_Resource_Planning_Practice_in_Managing_Human_Resource_A_Literature_Review
3	Swayam Course - Human Resource Management	https://onlinecourses.swayam2.ac.in/cec21_mg06/preview	https://www.sciencedirect.com/topics/social-sciences/personnel-selection -
4	Swayam Course - Human Resource Management	https://onlinecourses.swayam2.ac.in/cec21_mg06/preview	https://www.researchgate.net/publication/325247443_Training_and_Development
5	Swayam Course - Talent Acquisition and Management	https://onlinecourses.nptel.ac.in/noc21_mg34/preview	https://www.researchgate.net/publication/314160222_International_Recruitment_and_Selection_Policies_and_Practices
6	Swayam Course - Talent Acquisition and Management	https://onlinecourses.nptel.ac.in/noc21_mg34/preview	https://www.researchgate.net/publication/375962274_A_Study_of_Talent_Acquisition_Practices_in_IT_Industry_Innovations_in_HR_Strategies
7	Swayam NPTEL Course – Human Resource Development	https://onlinecourses.nptel.ac.in/noc22_hs113/preview	

SYBBASemester-IV (NEP)		
Course Code: 23BB4-A031	Subject:Legalaspects in HR (HR Specialisation) (Part I & part II)	Marks :Credits: 6 100+50=150 Marks
<p>CourseObjectives :</p> <p>CO1: To understand the legal aspects of Human Resource.</p> <p>CO2: To understand the administration of Salary & Wages from HR point of view.</p> <p>CO3: To understand basics of Minimum Wages Act,1948</p> <p>CO4: To Learn basic aspects of Payment of Wages Act, 1936</p> <p>CO5: To Understand basic aspects of Workmen’s Compensation Act, 1923 & POSH Act 2013.</p> <p>CO6: ToIdentify characteristics, functions, and factors influencing industrial relations.</p> <p>CO7: To analyze industrial disputes and conflicts and exploring causes and implications of industrial conflicts</p>		
<p>CourseOutcome :</p> <p>After completing the course, the student shall be able to -</p> <p>CO1: Demonstrate a comprehensive understanding of human resource management principles and practices.</p> <p>CO2 Evaluate and apply wage and salary administration concepts in organizational settings.</p> <p>CO3Interpret and apply the provisions of labor laws, such as the Minimum Wages Act, The Payment of Wages Act, The Workmen’s Compensation Act, and The Payment of Gratuity Act.</p> <p>CO4 Demonstrate awareness and compliance with the (POSH Act, 2013) Sexual Harassment of Women at Workplace.</p> <p>CO5 Analyze industrial relations issues, trade union dynamics, and collective bargaining processes.</p> <p>CO6 Develop and implement effective grievance and disciplinary procedures in organizational contexts.</p> <p>CO7 Understand the causes and consequences of industrial conflicts and propose measures for resolution and prevention.</p>		
Unit No.	Unit Title	Contents

1	Introduction	1.1 Employer, employee, 1.2 Rights of an employee at workplace. 1.3 HR Policy-Meaning and its importance. 1.4 Legal issues related to HR in the Organisation
2	Wage & Salary Administration	2.1 Meaning & Definition of Wage & Salary 2.2 Objectives of Wage & Salary Administration 2.3 Wage Differentials, 2.4 Factors affecting Wage & Salary Levels
3	Minimum Wages Act, 1948	3.1 Scope and Application 3.2 Definitions 3.3 Main Features of the Act 3.4 Provisions under this Act.
	The Payment of Wages Act, 1936	3.5. Scope and Application 3.6 Definitions 3.7 Main Features of the Act 3.8 Provisions under this Act
4	The Workmen's Compensation Act, 1923	4.1 Scope and Application 4.2 Definitions 4.3 Main Features of the Act 4.4 Provisions under the Act
	The Payment of Gratuity Act, 1972	4.5 Definitions , Scope and Application 4.6 Main Features of the Act 4.7 Provisions under this Act.
5	(POSH Act, 2013) Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal)	5.1 Scope and Application 5.2 Definitions 5.3 Main Features of the Act, 5.4 Provisions under the Act 5.5 Vishaka Guidelines
Course Code: 23BB4-A031	Industrial Relations - (PART II) Marks 50 : Credits: 2	
6	Industrial Relations	6.1 Meaning of Industrial relations 6.2. Characteristics , Functions & Factors of Industrial Relations 6.3 Trade Unions (Act 2001- Amendments) 6.4 Reasons to Decline in Trade Unions after Globalization & measures to strengthen it. 6.5 Collective Bargaining –Definition , Process and role of NCL

7.	Grievance , Discipline and Industrial Conflicts	7.1 Grievance Procedure – Definition , Need , Pre requisites of a Grievance Procedure 7.2 Disciplinary Procedure – Meaning, Aspects and Causes of Indiscipline. 7.3 Definitions of a Dispute / Conflicts 7.4 Causes of Industrial conflicts – Lockouts , Strikes ,
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Teaching Methodology:

Unit No	Suggestive teaching methodology	Outcome expected	Weightage of Marks (%)
		Conceptual understanding Knowledge/Skills/Attributes etc.	
1	Lecture, Interactive teaching, Case Studies	<ul style="list-style-type: none"> ➤ Conceptual Skills ➤ Decision Making Skills 	
2	Lectures, Guest Lectures, Interactive Discussions, Case Studies, Job Analysis, etc	<ul style="list-style-type: none"> ➤ Conceptual Skills ➤ Decision making skills 	
3	Lecture, Discussions, Case Studies, Practical Examples, Guest Lecture	<ul style="list-style-type: none"> ➤ Reasoning skills ➤ Analytical skills 	
4	Interactive Lectures, Case Studies, Guest Lecture, Role Plays, etc	<ul style="list-style-type: none"> ➤ Analytical Skills ➤ Reasoning skills 	
5	Interactive Lectures, Case Studies, Industry Insights etc.	<ul style="list-style-type: none"> ➤ Conceptual Skills ➤ Decision making skills 	
6	Lectures, Case Studies, Industry Examples, Guest Lecture, etc.	<ul style="list-style-type: none"> ➤ Conceptual skills ➤ Reasoning skills 	
7	Explaining Legal framework, Guest Lectures, Role Plays, Case Studies, etc	<ul style="list-style-type: none"> ➤ Conceptual skills, ➤ Analytical skills, ➤ Decision making skills 	

Evaluation Method:

Unit	Evaluation Method	Marks (150)		Project/Practical	
		Formative Assessment	Summative Assignment		
				NA	
1 to 5	4 Credits	CCE 1	CCE 2	Semester	100 Marks
6&7	2 Credits	CCE 1	CCE 2	Semester	50 Marks

SuggestedReferences:

Sr. No.	Title of the Book	Author/s	Publication	Place
1	Labour & Industrial Laws	S.N.Mishra	Central law publication	Allahabad
2	Industrial and Labour Laws	S. P. Jain, Simmi Agarwal	DhanpatRai & Co. (P) LTD.	New Delhi
3	Sexual Harassment of Women at Workplace (Prevention, Prohibition And Redressal) Act 2013	-	Professional book publishers	Delhi
4	Labour and Industrial laws	H L Kumar	Universal Publication	Delhi
5	Labour and Industrial laws	P.K. Padhi	PHI learning Private Ltd	Delhi

Suggested Web/Elearning Resources:

SR NO	Lectures (available on Youtube/Swayam/MOOCs etc)-	Journals/Articles/Casestudies
1	Sage Publication legalonlinecases in HR	https://us.sagepub.com/en-us/nam/cases-in-human-resource-management/book249456

2	https://onlinecourses.swayam2.ac.in/cec24_mg09/preview - HRM for Non-HR Managers	https://ncib.in/pdf/ncib_pdf/Labour%20Act.pdf – Labour Laws in India
3	https://onlinecourses.nptel.ac.in/noc22_lw05/preview - New Labour Codes of India	https://ncib.in/pdf/ncib_pdf/Labour%20Act.pdf – Labour Laws in India
4	https://onlinecourses.nptel.ac.in/noc22_lw05/preview - New Labour Codes of India	https://ncib.in/pdf/ncib_pdf/Labour%20Act.pdf – Labour Laws in India
5	https://archive.nptel.ac.in/courses/129/105/129105006/ - Labour Codes of India	https://www.policybazaar.com/corporate-insurance/articles/workmens-compensation-act-1923/ - Workmen Compensation Act,1923
6	https://archive.nptel.ac.in/courses/129/105/129105006/ - Labour Codes of India	https://clc.gov.in/clc/sites/default/files/PaymentofGratuityAct.pdf - Payment of Gratuity Act, 1972
7	https://archive.nptel.ac.in/courses/129/105/129105006/ - Labour Codes of India	journals.sagepub.com/doi/10.1177/0049085720957753 – Sexual Harassment at Workplace Act-

SYBBA Semester-IV

Course Code: 23BB4-A011	Subject : Legal Aspects in Marketing	Marks : 100 Credits : 4+2	
Course Objectives : <ol style="list-style-type: none"> 1. To study the laws related to Doorstep Selling/Home Delivery. 2. To know and understand the laws relating to Advertising and Pricing. 3. To study the legal aspects of Online Marketing and Customer Relationship Management. 4. To get the exposure to projects based on Legal Aspects of Marketing Management. 			
Course Outcome : After completing the course, the student shall be able to- CO1: Understand the laws related to Doorstep Selling/Home Delivery. CO2: Know the laws relating to Advertising and Pricing. CO3: Know the legal aspects of Online Marketing and CRM CO4: Apply various laws to critically evaluate the marketing activities.			
Unit	Unit Title	Contents	No of Lectures
I	Introduction and Doorstep Selling/Home Delivery	1.1 Introduction to Legal Aspects of Marketing 1.2 Importance, Scope and Features 1.3 Door Step Selling/Home Delivery – Rules, Order Fixation and Cancellation, Applicability of Rules, Terms and Conditions, and Documents needed for	10

		<p>Doorstep Selling/ Home Delivery.</p> <p>1.4 Tele Marketing- Concept, Important, Limitations, Rules and Regulations.</p> <p>1.5 Direct Mail Sales Concepts.</p>	
II	Advertising and Pricing	<p>2.1 Meaning and Definition, Importance, Types of Advertising (TV, Radio, Print form Advertising)</p> <p>2.2 Laws for Broadcasting the Advertisement</p> <p>2.3 Claims for Misleading Advertisement</p> <p>2.4 Harms and Offence – Children, Medicine and Health, National and Societal Interest</p> <p>2.5 Meaning and Importance of Pricing related laws</p> <p>2.6 Laws related to price/payment consumer rights purchase payment regulations</p>	12
III	Online Marketing and CRM	<p>3.1 Meaning and Definition of Online Marketing, Laws relating to Online Marketing.</p> <p>3.2 Legal Consideration for Data Protection (data collected from potential customers, its usage, security)</p> <p>3.3 Cookies –Monitoring and governing of cookies, security</p>	13

		and confidentiality of client data while online marketing 3.4 Concept of CRM, Terms and Conditions related to CRM	
IV	Project Report	Project preparation on any topic from the marketing syllabus having legal aspects to the chosen topic.	13
Total No of Teaching Lectures			48
Total No of Lectures for Evaluation			9
Total			57

Unit	Unit Title	Teaching methodology	Project (If any) 2 Credit Project	Outcome expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge/Skills/Attributes etc	
I	Introduction and Doorstep Selling/Home Delivery	Lectures/ Presentation/Discussion/videos	<p>1. Students are required to visit and collect data from market/field/ Consumer forums/ organizations/supermarkets/departmental stores/malls individually or in groups and study laws practiced, policies, legal issues, rules of Terms and Conditions.</p> <p>2. Students are required to prepare a Project on collected data.</p> <p>Note – Colleges can change the topics for projects as per the requirements of the course</p>		<ul style="list-style-type: none"> Disciplinary knowledge Critical thinking 	20%
II	Advertising and Pricing	Lectures/Case studies/Discussion/videos/Model Making			<ul style="list-style-type: none"> Reflective Thinking Application Skills Employability 	30%
III	Online Marketing and CRM	Lectures/ Case Studies/Discussion/Role Plays			<ul style="list-style-type: none"> Critical thinking Application Skills 	30%
IV	Project Report				<ul style="list-style-type: none"> Critical thinking Employability Decision Making Skills 	20%

Unit	Evaluation Method	Marks (100)			Project/Practical (If any) 2 Credit
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (60)	
I	NA	MCQ		MCQ/	

				Written Examination	The students can make the project based on any topic relating to the marketing.
II	NA	NA	NA	MCQ/ Written Examination	
III	NA	NA	NA	MCQ/ Written Examination	
IV	NA	NA	NA	MCQ/ Written Examination	

Suggested Readings:

Sr. No	Title of Book	Author/s	Publication
1	Marketing and the laws	M. A. Sujan and HaishSujan	New Age Publication, New Delhi
2	Mercantile Law	N.D. Kapoor	S. Chand, New Delhi
3	Mercantile Law	Arun Kumar	Atlantic Publishers & Distributors Pvt Ltd, New Delhi
4	Best Practices in Law Firm Business Development and Marketing	Deborah Brightman Farone	Practising Law Institute, US
5	Mercantile & Commercial Laws	Rohini Agrawal	Taxmann, New Delhi

Suggested Web/E learning Resources:

SR NO	Topic	Lectures (Available on Youtube/Swayam/MOOCs etc)	Films	Journals/Articles/Case studies
1	Introduction and Doorstep Selling/Home Delivery	-	-	-
2	Advertising and Pricing	-	-	-

3	Online Marketing and CRM	-	-	-
4	Project Report	-	-	-

SYBBA Semester-IV

SYBBA Semester-IV			
Course Code: 23BB4- E011	Subject : Business Exposure Marketing	Marks : 100 Credits : 4	
Course Objectives : <ol style="list-style-type: none">1. To familiarize students with the fundamental concepts and theories of marketing which can be applied to the industry scenario and give them the industry exposure2. To provide practical exposure to various marketing strategies and techniques employed by businesses through Industry Visit			
Course Outcome : After completing the course, the student shall be able to- CO1: Apply the fundamental concepts and theories of marketing to the industry issues CO2: Gain the exposure to various industries.			
Unit	Unit Title	Contents	No of Lectures
I	Fundamentals of Industry and Business Exposure	1.1 Understanding the marketing environment and trends 1.2 Factors influencing consumer behavior 1.3 Decision-making process of consumers 1.4 Formulating marketing strategies 1.5 Implementation and control of marketing plans	10

		1.6 Analysis of marketing cases from various industries 1.7 Guest lectures from marketing professionals	
II	Field visits to observe marketing practices in businesses	Filed visit to the manufacturing, ad, service, printing etc industries or any one of them along with viva (external examiner) with report submission.	14
Total No of Teaching Lectures			24
Total No of Lectures for Evaluation			
Total			

Unit	Unit Title	Teaching methodology	Project (If any) 2 Credit Project	Outcome expected		Weightage of Marks (%)
				Conceptual understanding	Knowledge/Skills/Attributes etc	
I	Fundamentals of Industry and Business Exposure	Lectures/ Presentation/Discussion/videos, Guest lecture etc.	1. Students are taken to the actual visit and they the students will have to submit the report, based on the visit and report the viva will be taken by the subject teacher in the presence of an external examiner. Note – Colleges can change the nature of industry for projects as per the requirements of the course		<ul style="list-style-type: none"> • Disciplinary knowledge • Critical thinking 	50%
II	Industry Visit	Visit			<ul style="list-style-type: none"> • Reflective Thinking • Application Skills • Employability 	50%

Unit	Evaluation Method	Marks (100)			Project/Practical (If any) 2 Credit
		Formative Assessment		Summative Assessment	
		CCE I (20)	CCE II (20)	SEMESTER (60)	
I	NA	MCQ		MCQ/ Written Examination	Industry visit report and viva.
II	NA	NA	NA	MCQ/ Written Examination	

Suggested Readings:

Sr. No	Title of Book	Author/s	Publication
1	Marketing Management	Kotler, P., Keller, K. L., Brady, M., Goodman, M., & Hansen, T. (2016)	Pearson

2	Marketing: An Introduction	Armstrong, G., & Kotler, P. (2017)	Pearson
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Suggested Web/E learning Resources:

SR NO	Topic	Lectures (Available on Youtube/Swayam/MOOCs etc)	Films	Journals/Articles/ Case studies
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SYBBA Semester-4 NEP SCM

Course Code: 23BB4- G061	Subject: Supply Chain Management	Marks: 50 Credits: 2
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Course Objectives:

- To interpret the basic concepts of Supply Chain Management.
- To analyze the business scenarios through the concepts of elements of a Supply Chain and logistics management.

Course Outcome:

After completing the course, the student shall be able to

CO1: Interpret the basic concepts of Supply Chain Management.

CO2: Analyze the business scenarios through the concepts of various elements of a Supply Chain and logistics management.

Unit	Unit Title	Contents
I	Introduction to Supply Chain Management (SCM)	1.1 Concept, Objectives and Functions of Supply Chain Management, 1.2 Elements of a Supply Chain 1.3 Global SupplyChain Management, 1.4 Value Chain and Value Delivery Concepts 1.5 Bull-Whip Effect.

		<p>1.6 Concept, Importance and Objectives of Green Supply Chain Management.</p> <p>1.7. Factors affecting a supply chain network design</p>
II	Logistics Management and IT in Supply Chain Management	<p>2.1. Concepts & objectives of Logistics Management,</p> <p>2.2 Integrated Logistics Management</p> <p>2.3 Inventory Management and its Role in Customer Service.</p> <p>2.4 Information and Communication Technology in SCM, Role of IT in SCM,</p> <p>2.5 Current IT Trends in SCM, RFID, Bar Coding. Retail SCM, Problems and Prospects.(System Integration Concept)</p>

No of Lectures	26
No of Lectures for Evaluation	4
Total No of Lectures	30

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge/Skills/Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	

1	Introduction to Supply Chain Management (SCM)	PPT, Discussion, Case study	-	Interpret the basic concepts of Supply Chain Management.	➤ Conceptual understanding, reflective skills	50%
2	Logistics Management and IT in Supply Chain Management	PPT, Discussion, Video clips		Analyze the business scenarios through the concepts of Logistics Management	➤ Conceptual skills, functions of each element, reflective learning	50%

Unit	Evaluation Method	Marks (50)			Practical(If any)
		Formative Assessment		Summative Assessment	
		CCE I (10)	CCE II (10)	SEMESTER END (30 M)	
I	Quiz				-
II	Case Study	-			-
III	Home Assignments	10 M			-
IV	Descriptive Paper	-	10 M	30 M	-

Suggested Readings:

Sr No	Name of the Book	Author	Publication	Edition	Place
1	Supply Chain Management	Shridhar Bhat	Himalaya		Mumbai
2	Supply Chain Management	Chopra, Meindl and Kalra	Pearson		UK
3	Supply Chain Management	V. Sople	Pearson		UK
4	Logistics Management	Shridhar Bhat	Himalaya		Mumbai

5	Designing and Managing the Supply Chain	David Simchi, Levi	Tata McGraw Hill		Mumbai
6	Supply Chain Management for Global Competitiveness	B.S. Sahay	McMillan India		New Delhi

Suggested Web/E-learning Resources:

SR NO	Topic	Lectures (Available on Youtube/Swayam/MOOCs etc)	Films	Journals/Articles/Case studies
1	Introduction to Supply Chain Management	https://www.youtube.com/watch?v=MilQBxVjZAw	-	https://www.pm.lth.se/fileadmin/_migrated/content_uploads/ch_3.1_01.pdf
2	Elements of a Supply Chain	https://www.youtube.com/watch?v=Nrl0CtS1m8Y	-	
3	Logistics Management and IT in Supply Chain Management	http://www.nitttrc.edu.in/nptel/courses/video/110105095/L44.html	-	
4	Key Operation Aspects in Supply Chain	https://www.digimat.in/nptel/courses/video/110106045/L01.html	-	

SYBBA Semester-IV		
Course Code: 23BB4 -A041	Subject: Sustainable Development	Marks: 50 Credits: 2
Course Objectives:		
<ol style="list-style-type: none"> 1. To understand the concept, importance, role Sustainable Development. 2. To understand the role of Eco systems and Sustainability. 3. To understand Sustainable Goals and its Relevance. 4. To Understand Sustainable Development Indicators and its importance. 		
Course Outcome:		
After completing the course, the student shall be able to		
CO1: Understand the concept and role of Sustainable Development in today’s world.		
CO2: Understand the Sustainability Issues in Environmental, Societal and Economic Systems.		
CO3: Comprehend Sustainable policies and its dimensions.		
CO4: Understand the Sustainable Development Challenges for communities and Industries.		
Unit	Unit Title	Contents
I	Introduction to Sustainable Development: Glimpse into History and Current practices -	1.1 Broad introduction to SD - its importance, need, impact and implications. 1.2 Definition coined, evolution of SD perspectives. 1.3 MDGs AND SDG over the years. 1.4 Recent debates; 1987 Brundtland Commission and outcome 1.5 , UN’s outlook of sustainable development and efforts, UN SDGs - structure, Stockholm to Rio Plus 20 summit and Principles, Polluter Pays Principle and outcome.

II	Ecosystem & Sustainability	<p>2.1 Fundamentals of ecology - types of ecosystems & interrelationships.</p> <p>2.2 Factors influencing sustainability of ecosystems, ecosystem restoration - developmental needs.</p> <p>2.3 Introduction to sustainability & its factors.</p> <p>2.4 Requirements for sustainability: food security and agriculture.</p> <p>2.5 Renewable resources - water and energy, non-renewable resources, factors and trade-offs.</p> <p>2.6 Sustainability conflicts, a conceptual framework for linking sustainability and sustainable development.</p>
III	Dimensions to Sustainable Development.	<p>3.1 Sustainable livelihood, Quality of Life, Rural and Urban Poverty</p> <p>3.2 Hunger, Pollution and Population, Combating Poverty.</p> <p>3.3 Sustainable Livelihood Framework, Health, Education and Empowerment of Women, Children, Youth, Indigenous people.</p> <p>3.4 Preservation and Public Participation, Sustainable development initiatives and policies.</p> <p>3.5 Village resources (broad perspectives); current challenges and thematic areas, needs of present and future generation, conflicts - sustainability and rural culture & tradition.</p>

IV	Gauging Sustainable Development	<p>4.1 Sustainability and development indicators and SDGs</p> <p>4.2 Governance and partnerships; communities / society</p> <p>4.3 Ensuring resilience, Urbanization and Sustainable Cities. 4.4 Sustainable Habitats, Green Buildings, Sustainable Transportation, Sustainable Production and Consumption.</p> <p>4.5 Sustainable Energy, Climate Change- Mitigation and Adaptation.</p>
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No of Lectures	48 (48 min)
No of Lectures for Evaluation	09
Total No of Lectures	57

Unit	Unit Title	Teaching methodology	Project (If any)	Outcome expected- Conceptual understanding Knowledge/Skills/Attributes etc.		Weightage of Marks (%)
				Course Outcome (CO)	Learning Outcome (LO)	
1	Introduction to Sustainable Development: Glimpse into History and Current practices.	Group Discussion & Quiz	Importance and essentials of Sustainable Development in modern world.	Understand the Importance and essentials of Sustainable Development in modern world.	➤ Importance and essentials of Sustainable Development and History	20%

2	Ecosystem & Sustainability.	Discussion, Group Presentations. Videos, Posters.	Presentations and Talks on Eco-Systems.	Understand Ecosystems and Sustainable issues.	➤ Awareness towards Ecosystems and Sustainability.	25%
3	Dimensions to Sustainable Development.	Informative lectures, case studies and presentations .	Presentations and Talks on Sustainable Goals.	Understand the role and importance of Sustainable Development.	➤ Awareness towards Sustainable Programs.	30%
4	Gauging Sustainable Development.	Discussion based on Managing Sustainable Goals.	Presentations and talks on Gauging Sustainable Development.	Understand the Applications of Sustainable Policies.	➤ Awareness towards Sustainable Development.	25%

Unit	Evaluation Method	Marks (50)			Project/Practical (If any)
		Formative Assessment		Summative Assessment	
		CCE I	CCE II	SEMESTER	
I	Quiz and Discussions on Elements of Sustainable Development.	MCQ	Assignment	Written Examination	NA
II	Presentations	MCQ	Assignment	Written Examination	NA
III	MCQs/ Presentations.	MCQ	Assignment	Written Examination	NA
IV	Group Discussion.	MCQ	Assignment	Written Examination	NA

Suggested Readings:

Sr No	Name of the Book	Author	Publication	Edition	Place
1	"Community capacity-building for sustainable development: Effectively striving towards achieving local community sustainability targets",	Franco, I.B. and Tracey, J.	International Journal of Sustainability in Higher Education,	2019	New Delhi
2	Our Common Journey: A Transition Toward Sustainability.	Soubbotina, T. P.	National Academy Press, Washington D.C	2004	New Delhi
3	An Introduction to Sustainable Development	Elliott, Jennifer	Routledge Publishing.	2012	New Delhi
4	An Introduction to Sustainable Development.	Rogers, Peter P, Kazi F Jalal.	Columbia University Press	2012	New Delhi
5	The age of sustainable development.	Sachs J D	McGraw Hill Education	2015	New Delhi

M.E.S. Garware College of Commerce (Autonomous)

National Service Scheme

S.Y.B.Com/BBA/BBA-

IB/BBA-CA/ BBA -DI

Semester III

Total Credits- 2

Course Objectives:

1. To help learners know about NSS in the context of youth, community and voluntary service.
2. To propagate yoga as a way of healthy living.

Course Outcomes:

1. Learners will have the knowledge about NSS and its role in the fields of health, hygiene and sanitation so as to build a strong country.
2. They will be able to use Yoga for healthy living.

Unit	Topics	Lectures
1	Life Competencies & Youth Leadership Definition and importance of life competencies; communication and soft skills; Youth leadership	6
2	Youth Health Healthy lifestyles; drugs and substance abuse	8
3	Youth and Yoga History and philosophy of yoga; Yoga for healthy living	16
	Total	30

S.Y.B.Com Semester IV

Total Credits- 2

Course Objectives:

1. To help learners know about environmental issues and disaster management.
2. To learn documentation and reporting.

Course Outcomes:

1. Learners will learn to appreciate the concerns regarding the environment.
2. They will also be able to prepare a socio-economic development plan.

Unit	Topics	Lectures
1	Disaster Management Introduction; Classification of disasters; Role of NSS in disaster management with more emphasis on disasters specific to NE India; Civil Defense	16
2	Documentation and Reporting Collection and analysis of data; Documenting, reporting and their dissemination	14
	Total	30

Suggested Readings:

1. NSS Manual
2. National Youth Policy Document
3. National Service Scheme - A Youth Volunteers Programme For Under Graduate Students As Per UGC Guidelines by J D S Panwar, A K Jain & B K Rathi (Astral)
4. Communication Skills by N Rao & R P Das (HPH)
5. Light on Yoga by B K Iyenger (Thorsons)
6. Guide to Report Writing by Michael Netzley and Craig Snow (Pearson)



Maharashtra Education Society's
Garware College of Commerce (Autonomous)
Programme – B.Com/ BBA/ BBA-CA/ BBA-D&I/ BBA-IB
Board of Studies: - Co-Curricular

SY (Semester IV)			
Course Code:	Course: National Cadet Corps	Marks: 50 Credits: 02	
Course Objectives:			
<ol style="list-style-type: none"> 1. Understand the fundamental concepts of social service and the needs of weaker sections in society. 2. Comprehend the potential roles and responsibilities of youth in addressing societal issues. 3. Apply foundational knowledge to initiate Personality Development. 4. Explore the fundamental traits associated with effective leadership. 			
Course Outcome:			
After completing the course, the student shall be able to			
<ol style="list-style-type: none"> 1. demonstrate a solid understanding of the basics of social service and the needs of weaker sections. 2. improved critical thinking skills in applying knowledge to engage in and promote youth-led initiatives for social welfare. 3. apply foundational knowledge to initiate Personality Development. 4. explore and assess different types of leadership styles. 			
Unit	Unit Title	Contents	No of lectures
I	Social Awareness & Community Development	-Basics of Social Service, weaker sections of our society and their needs. -Social / Rural Development Projects: MNREGA, SGSY, NSAP etc -NGOs : Role & Contribution -Contribution of youth towards social welfare -Family Planning -Drug Abuse & Trafficking -Civic Responsibilities -Causes & Prevention of HIV/ AIDS; Role of youth -Counter Terrorism -Corruption -Social Evils viz	15

		-Dowry/Female Foeticide/ Child abuse & trafficking etc -RTI & RTE -Traffic Control Org and Anti-drunken driving -Provisions of Protection of Children from Sexual Harassment Act 2012	
II	Personality Development & Leadership	Personality Development: -Introduction to Personality Development. -Factors Influencing / shaping Personality: Physical, Social, Psychological and Philosophical. -Self-Awareness - Know yourself/ Insight. -Change your mind set. -Interpersonal relationship and communication. -Communication Skills: Group Discussions/ Lecturettes. Leadership: -Leadership Traits. -Types of Leadership. -Attitude - Assertiveness and Negotiation. -Time Management. -Effects of Leadership with historical examples.	15
Total No of Lectures			30

Unit	Unit Title	Teaching methodology	Project /Hands-on exposure/Prac tice-based	Outcome expected		Weight age of Marks (%)
				Conceptual understanding of Knowledge /Skills /Attributes etc.		
I	Social Awareness & Community Development	PowerPoint Presentation, Group Discussion, Library Visit, Class Discussion.	Project report shall be prepared on Community Development	Create awareness of Community Development	To develop the knowledge about Social Awareness	50
II	Personality Development & Leadership	Quiz Competition, Case Studies, Class Discussion, Internet Resources.	Project report shall be prepared on Leadership	To provide basics of Personality Development	To know about the Personality Development & Leadership	50

References

Sr. No.	Title of the Book	Author/s	Publication
1	NCC: Handbook	R.K. Gupta	Ramesh Publishing House
2	NCC Army Wing	RPH Editorial Board	Ramesh Publishing House
3	MISSION NCC MCQ Book	Nitin Nikode	Ujwala Prakashan
4	NCC Army, Air Force & Navy Wings Guide	Arihant Experts	Arihant Publications

Web References

Sr. No.	Website Address	Institution
1	https://indiancc.nic.in/	National Cadet Corps

SY B.Com/BBA/IB/CA/ D&I-Semester-IV

Course Code:	Subject :Youth Red Cross (C0-Curricular)	Credits : 2
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Course Objectives:

1. To explore the role & responsibilities of youth towards society.
2. To Spread community health education

Course Outcome :

After completing the course, the student shall be able to:

CO1: Understand the role & responsibilities of youth towards society.

CO2: Apply & promote health & hygiene practices in the community.

Unit	Unit Title	Contents	No of Lectures
I	Youth Responsibility towards Society	1.1 Meaning & importance of Youth Volunteers 1.2 Role & responsibilities of youth towards society 1.3 Basic awareness on community resources mobilization & utilization, water & waste management 1.4 Activities of the Red Cross Youth 1.5 Gender Equality	13
II	Community Health Education	2.1 Promoting health and hygiene practices 2.2 Disease prevention and control 2.3 Nutrition and healthy lifestyle education 2.4 Advocacy for immunization and healthcare access	13

		2.5 Addressing common health issues in the community (e.g., sanitation, clean water)	
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No of Lectures (Hours)	26
No of Lectures for Evaluation (Hours)	04
Total No of Lectures (Hours)	30

Evaluation Method:

Unit	Internal Evaluation (20 Marks)	External Evaluation (30 Marks)
1		
2		
3		
4		

Suggested Readings:

Sr. No.	Title of Book	Author/s	Publication
1	Financial Accounting	Dr. S. N. Maheshwari and Sharad K. Maheshwari	Vikas Publishing House
2	Financial Accounting	Dr. V. K. Goyal	Prentice Hall India Learning Private Limited
3	Cost Accounting: Principles and Practice	Dr. M. N. Arora	Vikas Publishing House
4	Cost Accounting: A Managerial Emphasis	Dr. S. P. Jain and K. L. Narang	Kalyani Publishers

Course Code:	Subject/Course: YOGA PRACTICES	Marks: 50 Credits :2	
B. Com/ BBA/ BBA (IB)/ BBA (CA) / BBA (D&I) (Semester I)			
<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To ensure the healthy life of students 2. To improve Physical and mental health of the students 3. To possess emotional and Spiritual stability of the students 4. To inculcate moral values. 5. To attain a higher level of consciousness. 			
<p>Course Outcome:</p> <p>After completing the course, the student shall be able to:</p> <p>C01: Relate Yoga, Ashtanga Yoga, Pranayama and Meditation</p> <p>C02: Understand different Sitting and Standing Asnas</p> <p>C03: Illustrate Supine and Prone Asnas</p> <p>C04: Apply the Knowledge of Yoga to improve overall health of the students</p>			
Unit	Unit Title	Contents	No. of Lectures
I	Introduction of Yoga	1. Meaning and importance of Yoga 2. Introduction to Astanga Yoga 3. Active Lifestyle and stress management through Yoga	3
II	Sitting Position Asanas	Dandasana Gomukhasana (Cow Face Pose) Parvatasana (Mountain Pose) Padmasana Yog Mudra Vajrasana Yog Mudra	5
III	Standing Position Asanas	Itthita Parshvakonasana Tadasana Vrikshasana (Tree Pose) Virasana (Warrior Pose) Trikonasana (Triangle Pose)	5
IV	Supine Position Asanas	Naukasana (Boat Pose) Dwipad Uttanasana(Raised Leg Pose) Dwipad Uttanasana Kriya Pawanmuktasana (Wind Relieving Pose) Setubandhasana(Bridge Pose)	5

V	Prone Position Asanas	Sarpasana (Snake Pose) Bhujangasana(Cobra Pose) Ardha Salabhasana (Half Locust Pose/ Grasshopper Pose) Salabhasana (Locust Pose/ Grasshopper Pose) Dhanurasana (Bow Pose)	5
VI	Pranayama	Nadisuddhi ; Suryabedana ; Ujjai ; Sitali ; Sitacari ; ; Bhastrika ; Bramari ;	7

Evaluation Method / Unit	Marks (50)	
	Continuous Comprehensive Evaluations (CCE) (Internals) (Marks)	Assessment
I, II, III, IV, V, VI	Various Internal Examination CCE (20Marks)	Semester End Examination (30 Marks)
	Departmentally organized assignment	College Organized Examination

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication	Place
1.	Light on Yoga	Iyengar, B.K.	Orient Longman Pvt. Ltd.	Mumbai
2.	Light on Astanga Yoga	Iyengar, B.K.	Alchemy Publishers.	New Delhi
3.	Guidelines for Yogic Practices	Gharote, M. L.	The Lonavla Yoga Institute	Pune

Course Code:	Subject/Course: YOGA PRACTICES	Marks: 50 Credits :2	
B. Com/ BBA/ BBA (IB)/ BBA (CA) / BBA (D&I) (Semester II)			
<p>Course Objectives:</p> <ol style="list-style-type: none"> 1. To ensure the healthy life of students 2. To improve Physical and mental health of the students 3. To possess emotional and Spiritual stability of the students 4. To inculcate moral values. 5. To attain a higher level of consciousness. 			
<p>Course Outcome:</p> <p>After completing the course, the student shall be able to:</p> <p>CO1: Relate Yoga, Ashtanga Yoga, Pranayama and Meditation</p> <p>CO2: Understand different Sitting and Standing Asnas</p> <p>CO3: Illustrate Supine and Prone Asnas</p> <p>CO4: Apply the Knowledge of Yoga to improve overall health of the students</p>			
Unit	Unit Title	Contents	No. of Lectures
I	Suryanamskar	Yogic Suryanamaskara with Mantras	5
II	Sitting Position Asanas	Naukasana (Boat Pose) Paschimottanasana (Forward Bend) Akarna Dhanurasana (Bow Pose) Vakrasana Ardha Matsyendrasana	5
III	Standing Position Asanas	Ugrasana Garudasana Nataraj Asana Ardha Chakrasana Kati Chakrasana	5
IV	Supine Position Asanas	Markatasana(Monkey Pose / Spinal Twist Pose) Markatasana Variation (Monkey Pose / Spinal Twist Pose) Sarvangasana (Shoulder Stand) Chakrasana (Wheel Pose) Halasana	5
V	Prone Position Asanas	Dhanurasana (Bow Pose) Bhujangasana (Cobra Pose) Adho Mukha Svanasana(Downward Dog Pose) Plank Pose Naukasana (Boat Pose) Makarasana	5

VI	Yoga for Health Problems and Remedies	Shashankasana (Rabbit Pose/ Child Pose) Ushtrasana (Camel Pose) Cat & Camel Pose Baddha Konasana(Cobbler's Pose) Supta Baddha Konasana(Goddess Pose) Supine : Setubandhasan(Bridge Pose) Matsyasana (Fish Pose) Prone : Adhomukhashwanasana (Downward Dog Position) Dhanurasana (Bow Pose) Sitting : Janu Sirasana (Head To Knee Pose) Paschimottanasana (Seated Forward Bend) Upavistha Konasana(Seated Straddle) Butterfly Baddha Konasana(Cobbler's Pose) Malasana (Garland Pose)	5
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Evaluation Method / Unit	Marks (50)	
	Continuous Comprehensive Evaluations (CCE) (Internals) (Marks)	Assessment
I, II, III, IV, V, VI	Various Internal Examination CCE (20Marks)	Semester End Examination (30 Marks)
	Departmentally organized assignment	College Organized Examination

Suggested Readings:

Sr.	Title of the Book	Author/s	Publication	Place
1.	Light on Yoga	Iyengar, B.K.	Orient Longman Pvt. Ltd.	Mumbai
2.	Light on Astanga Yoga	Iyengar, B.K.	Alchemy Publishers.	New Delhi
3.	Guidelines for Yogic Practices	Gharote, M. L.	The Lonavla Yoga Institute	Pune

SYBBA-Semester-III

Course Code: 23BB3- K091	Subject: Participation in Cultural Activities	Credits :2
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Course Objectives:

1. Acquire practical skills in at least one cultural activity through hands-on experience.
2. Critically evaluate the impact of cultural competitions on personal growth and community engagement.

Course Outcome:

After completing the course, the student shall be able to

CO1: Actively engage in cultural activities at various levels with confidence and enthusiasm.

CO2: Reflect on personal cultural experiences and articulate how participation has contributed to personal growth and identity.

Unit	Unit Title	Contents	No of Lectures
I	Cultural Participation	Participation in Cultural activities at National/International and State Level. Participation in Cultural activities at University/District Level. (Cultural Activates includes participation in competitions of Dance, Music, Drama, Paintings, Drawings, or any other art form.)	15 hrs

Credit Allocation

Sr. No	Details
1	Participation in Participation in Cultural activities at National/International and State Level: Participation: 01 Credit Rank Holder (1 st , 2 nd , and 3 rd): 02 Credits
2	Participation in Cultural activities at University/District Level: Rank Holder (1 st , 2 nd , and 3 rd): 01 Credit



**Maharashtra Education Society's
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Board of Studies: - Co-Curricular**

SY (Semester IV)			
Course Code:	Course: Performing Arts (Cultural and Dramatics Association)		Marks: 50 Credits: 02
Course Objectives:			
<ol style="list-style-type: none"> 1. To provide students with a comprehensive understanding of the history of music, with a focus on the development of Indian musical traditions. 2. To familiarize students with vocal and instrumental techniques specific to Indian music, enabling them to appreciate and engage with traditional performances. 			
Course Outcome:			
After completing the course, the student shall be able to			
<ol style="list-style-type: none"> 1. Apply fundamental principles of music theory to analyze and appreciate various aspects of Indian music, including melody, harmony, rhythm, and form. 2. Gain insight into the origin of Indian music, recognizing its diverse roots and historical evolution over time. 			
Unit	Unit Title	Contents	No of lectures
I	Introduction to Music	1.1 History of Music 1.2 Fundamentals of Music Theory 1.3 Vocal and Instrumental Techniques 1.4 Music Genres and Styles	15
II	Indian Music	2.1 Origin of Indian Music 2.2 Cultural Significance of Indian Music 2.3 Concept of Raga, Tala, and Sargam	15
Total No of Lectures			30

Unit	Unit Title		Outcome expected	

		Teaching methodology	Project /Hands-on exposure/Practice-based	Conceptual understanding of Knowledge /Skills /Attributes etc.		Weight age of Marks (%)
I	Introduction to Music	PowerPoint Presentation, Group Discussion.	Practical based on Music Theories	Understand the basics of Music	To grasp the skills required for Music	50
II	Indian Music	PowerPoint Presentation, Drama Practice	Practical based on Indian Music	To provide basics of Indian Music	To have the knowledge of Indian Music	50

References

Sr. No.	Title of the Book	Author/s	Publication
1	Theater: The Lively Art	Edwin Wilson	McGraw Hill
2	The Oxford Handbook of Dance and Theater	Nadine George-Graves	Oxford Handbook
3	The Complete Idiot's Guide to Music Composition	Michael Miller	