

DEPARTMENT OF BBA/1st SEMESTER [External-70; Internal-30]

ACADEMIC PROGRAMME FOR AY 2024-25 (ODD SEMESTERS)

Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
Economics-1 (BBAMN101)	Unit I & II	Basic Economic problems; Law of demand, Elasticity, revenue concepts	Tushar Kanti Ghosh	August, 2024	NA	12	1
	Group B: Unit III	Production and Cost, Expansion Path; Cost Function, Iso-quant, Iso-cost	Tushar Kanti Ghosh	Sept-Oct, 2024	NA	10
	Group B: Unit IV	Different Market Structures, Equilibrium-price and output.	Tushar Kanti Ghosh	Nov-Dec, 2024	NA	15	1

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Principles of Management (BBAMJ101)	Unit I & II	Concept of Management-Role, Importance, classification. Scientific Management	Darpan Bhattacharyya	August, 2024	NA	10	1
	Unit III	Planning and Organizing, Delegation of Authority, Span of Management	Darpan Bhattacharyya	Sept-Oct, 2024	NA	11	-----
	Unit IV	Staffing and Directions, Formal and Informal Leadership	Darpan Bhattacharyya	Nov-Dec, 2024	NA	14	1

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E-Commerce (MDC-1)	Unit I & II	E-Commerce-meaning, nature, E-CRM, SCM, E-Governance,business models.	Darpan Bhattacharyya	August, 2024	NA	6	1
	Unit III	E-Payment methods, gateways, online banking, clearing house.	Darpan Bhattacharyya	Sept-Oct, 2024	NA	8	-----
	Unit IV	ERP-phases, characteristics, benefits, limitations,modules.	Darpan Bhattacharyya	Nov-Dec, 2024	NA	9	1

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Business Statistics (BBASE101)	Unit I & II	Definition of Statistics-Importance and scope, Methods of Data presentation, AM, GM, HM, Mean, median and Mode.	Atanu Chattopadhyay	August, 2024	NA	5	1
	Unit-III	Dispersion, Range, Quartile Deviation, Absolute and standard deviation,	Atanu Chattopadhyay	Sept-Oct, 2024	NA	8	----- -
	Unit IV	Concepts and measures of Skewness and Kurtosis	Atanu Chattopadhyay	Nov-Dec, 2024	NA	8	1

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Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
ENGLISH/MIL Communication (AEC-1)	Unit I & II	Types and modes of communication, Grammatical applications, Group communication, effective communication	Tushar Kanti Ghosh	August, 2024	NA	5	1
	Unit-III	Dialogue writing, Group Discussion, Grammar	Tushar Kanti Ghosh	Sept-Oct, 2024	NA	8	-----
	Unit IV	Interview, public speech, Unseen and vocabulary.	Tushar Kanti Ghosh	Nov-Dec, 2024	NA	8	1

DEPARTMENT OF BBA/3RD SEMESTER [External-70; Internal-30]**ACADEMIC PROGRAMME FOR AY 2024-25 (ODD SEMESTERS)**

Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
Human Resource Management (BBAMJ301)	Unit I	Concept: Nature; Scope; Objectives, Qualities of Human Resource Manager	Darpan Bhattacharyya	September, 2024	NA	8	-----
	Unit II & III	Human Resource Planning, Selection Process, Training and Development	Darpan Bhattacharyya	Oct-Nov, 2024	NA	12	1
	Unit IV	Performance Appraisal – Concept, Features, Objective. Career Planning and Development	Darpan Bhattacharyya	Dec-2024	NA	15	1

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ACADEMIC PROGRAMME FOR AY 2024-25 (ODD SEMESTERS)

Name of the Paper	Unit Numbers	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
Financial Management (BBAMJ302)	Unit-I	Value of Money: Concept; compounding and Discounting Concepts	Darpan Bhattacharyya	September, 2024	NA	8	-----
	Unit II & III	Ratio Analysis: Meaning, Utility, Limitations, process of Analysis, Funds Flow Statement	Darpan Bhattacharyya	Oct-Nov-2024	NA	11	1
	Unit IV	Working Capital Cycle, Cash Flow Statement.	Darpan Bhattacharyya	Dec, 2024	NA	12	1

DEPARTMENT OF BBA/3rd SEMESTER [External-70; Internal-30]

PROGRAMME FOR AY 2024-25 (ODD SEMESTERS)

Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
Business Communication (BBAMN 301)	Unit I	Nature, Models of Communication, Barriers to Effective Communication	Tushar Kanti Ghosh	September, 2024	NA	6	-----
	Unit II & III	Verbal and Non-verbal Communication. Parts of Speech, Tense	Tushar Kanti Ghosh	Oct-Nov, 2024	NA	10	1
	Group B: Unit II	Speaking and presentation, preparing successful speech	Tushar Kanti Ghosh	December, 2024	NA	12	1

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Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
Computer Fundamentals (BBAMD-3)	Unit I	Computer Fundamentals & classification, Memory module	Tushar Kanti Ghosh	September, 2024	NA	5	-----
	Unit II & III	measuring unit of memory, Various Number system	Tushar Kanti Ghosh	Oct- Nov 2024	NA	9	1
	Unit IV	Classification of Software; Booting process, spreadsheet	Tushar Kanti Ghosh	December, 2024	NA	11	1

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Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
English Communication (BBA AECC-2)	Unit I	Letter writing, Planning, and Business Letters	Tushar Kanti Ghosh	August, 2024	NA	4	1
	Unit II	Writing of Business Reports, importance - formal reports	Tushar Kanti Ghosh	Sept-Oct, 2024	NA	6	1
	Unit III	Writing project reports, Quotations, and orders.	Tushar Kanti Ghosh	Nov-Dec, 2024	NA	8	1

DEPARTMENT OF BBA/5TH SEMESTER [External-70; Internal-30]

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Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
International Business (BBA C-11)	Unit:I	Introduction Scope, Theories of International Trade	Darpan Bhattacharyya	August, 2024	NA	10	-----
	Unit II & III	Terms of Trade, Balance of Payment (BOP), Balance of Trade (BOT) Free Trade Vs Protection, Breton Woods IMF, World Bank	Darpan Bhattacharyya	Sept-Oct, 2024	NA	12	1
	Unit IV	Licensing, Franchising, Joint Venture	Darpan Bhattacharyya	Nov-Dec, 2024	NA	12	1

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Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
BUSINESS LAW (BBA C-12)	Unit-I	Indian Contract Act 1872- offer, Acceptance, Consideration.	Tushar Kanti Ghosh	August, 2024	NA	10	-----
	Unit II & III	Sale of goods Act, 1930, condition and Warranty	Tushar Kanti Ghosh	Sept-Oct, 2024	NA	10	1
	Group B: Unit IV	Partnership Act 1932, registration, Right and Duties of Partners, Dissolution.	Tushar Kanti Ghosh	Nov-Dec, 2024	NA	13	1

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Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
SALES AND DISTRIBUTION MANAGEMENT (BBA DSE)	Unit I & II	Nature, role and importance, horizontal, vertical, centralized, decentralized	Darpan Bhattacharyya	August, 2024	NA	9	-----
	Unit III	Forecasting market demand, Job description, training program	Darpan Bhattacharyya	Sept-Oct, 2024	NA	12	1
	Unit IV	Compensations plan; Evaluation of Sales Force	Darpan Bhattacharyya	Nov-Dec, 2024	NA	12	1

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INDUSTRIAL RELATIONS (BBA DSE)	Unit I & II	Meaning, Characteristics, Objectives and Factors, Prerequisites, industrial dispute	Tushar Kanti Ghosh	August, 2024	NA	8	-----
	Unit III	Trade Unionism: Concept, approaches, Registration of TU.	Tushar Kanti Ghosh	Sept-Oct, 2024	NA	7	1
	Unit IV	Workers' Participation in Management- WPM Bill 1990.	Tushar Kanti Ghosh	Nov-Dec, 2024	NA	11	1

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TAXATION (BBA DSE)	Group A: Unit I	Casual Income, Heads of Income, Capital receipts & Revenue receipts,	Tushar Kanti Ghosh	August, 2024	NA	8	-----
	Group B: Unit II & III	Residential Status and Incidence of tax, tax incidence, Income under the head salary and house property.	Tushar Kanti Ghosh	Sept-Oct, 2024	NA	13	1
	Group B: Unit IV	Computation of Income under the head profits and gains of business or profession.	Tushar Kanti Ghosh	Nov-Dec, 2024	NA	15	1

Name of the Paper	Unit Number	Topic	Name of Teacher	To be completed during the month and year	No of Practical Classes	No of Theoretical Classes	Continuous Assessment
Economics-1 (BBAMN101)	Group A: Unit I	Microeconomic Theory: Introduction to Economic Theory	Tushar Kanti Ghosh	August, 2024	NA	2	1
	Group B: Unit I	Macroeconomic Theory: Basic Macroeconomic Issues and Accounts	Tushar Kanti Ghosh	Sept-Oct, 2024	NA	5	1
	Group B: Unit II	Macroeconomic Theory: The Classical System	Tushar Kanti Ghosh	Nov-Dec, 2024	NA	15	1

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