

# MANONMANIAM SUNDARANAR UNIVERISTY, TIRUNELVELI-12 SYLLABUS UG - COURSES – AFFILIATED COLLEGES



Course Structure for BBA (Choice Based Credit System)

(with effect from the academic year 2023-2024 onwards )

Semester-III							
Part	Subject Status	Subject Title	Subject Code	Credit			
Ι	LANGUAGE	TAMIL/MALAYALAM/HINDI	E1TL31/ E1MY31/ E1HD31	3			
II	ENGLISH	ENGLISH	E2EN31	3			
III	CORE V	MARKETING MANAGEMENT	EMBA31	5			
III	CORE VI	FINANCIAL MANAGEMENT	EMBA32	5			
III	ELECTIVE 3	BUSINESS STATISTICS	EEBA31	3			
IV	SEC 4	COMPUTER APPLICATIONS IN BUSINESS (PRACTICAL SUBJECT)	ESBA31	1			
IV	EVS	ENVIRONMENTAL STUDIES	EEVS31	2			
		NAAN MUTHALVAN *Substitute Paper: New Venture Management		2			



#### Total Marks: 100 Internal Exam: 25 marks + External Exam: 75 marks

#### A. Scheme for internal Assessment:

Maximum marks for written test: **20 marks 3 internal tests**, each of **I hour** duration shall be conducted every semester. To the average of the **best two** written examinations must be added the marks scored in. The **assignment** for 5 marks.

The break up for internal assessment shall be: Written test- 20 marks; Assignment -5 marks Total - 25 marks

#### **B.** Scheme of External Examination

**3 hrs.** examination at the end of the semester

- A Part : 1 mark question two from each unit
- B Part: 5 marks question one from each unit
- C Part: 8 marks question one from each unit

#### > Conversion of Marks into Grade Points and Letter Grades

S.No	Marks	Letter Grade	Grade point (GP)	Performance
1	90-100	0	10	Outstanding
2	80-89	A+	9	Excellent
3	70-79	А	8	Very Good
4	60-69	B+	7	Good
5	50-59	В	6	Above Average
6	40-49	С	5	Pass
7	0-39	RA	-	Reappear
8	0	AA	-	Absent

#### <u>Cumulative Grade Point Average (CGPA)</u>

$$\mathsf{CGPA} = \frac{\Sigma \left(\mathsf{GP} \times \mathsf{C}\right)}{\Sigma \mathsf{C}}$$

- **GP** = Grade point, **C** = Credit
- CGPA is calculated only for Part-III courses
- CGPA for a semester is awarded on cumulative basis

#### > Classification

a) First Class with Distinction	: CGPA $\geq 7.5^*$
b) First Class	: CGPA $\geq 6.0$
c) Second Class	: CGPA $\ge$ 5.0 and < 6.0

d) Third Class : CGPA< 5.0



# Part I TAMIL தமிழக வரலாறும் பண்பாடும்

### **அலகு** 1

தொழில் பழங்கால வரலாறும் சங்ககால வரலாறும்

- 1. தொழில் தமிழர்
- 2. பழைய கற்காலம்
- 3. புதிய கற்காலம்
- 4. உலோகக் காலம்
- 5. அகழ்வாராய்ச்சியில் தமிழும் தமிழரும் (கீழடி வரை)
- திணை வாழ்வியல் (களவு வாழ்க்கை, கற்பு வாழ்க்கை, உணவு, அணிகலன்கள், வாணிகம், விளையாட்டுகள்)
- 7. கல்வியும் கலைகளும்
- 8. தமிழ் வளர்த்த சங்கம்
- 9. சங்க கால ஆட்சி முறை
- 10. அயல்நாட்டுத் தொடர்புகள்

# அலகு 2

# ஆட்சியர் வரலாறு

- 1. மூவேந்தர் வரலாறு
- 2. பல்லவர் வரலாறு
- 3. நாயக்கர் ஆட்சி
- 4. முகம்மதியர் ஆட்சி
- 5. மராட்டியர் ஆட்சி

# அலகு 3

# ஐரோப்பியர் கால வரலாறு

- 1. போர்த்துகீசியர்
- 2. டச்சுக்காரர்கள்
- 3. டேனிஸ்கரர்கள்
- 4. பிரெஞ்சுக்காரர்கள்
- 5. ஆங்கிலேயர்கள்
- 6. பாளையக்காரர்கள்
- 7. இந்தியா விடுதலை போராட்டத்தில் தமிழ்நாடு

# அலகு 4

# விடுதலைக்கிபின் தமிழ்நாட்டு வரலாறு

1. மொழிபோராட்டம்



- 2. சமூக மறுமலர்ச்சி
- 3. தொழில்நுட்ப வளர்ச்சி

### அலகு 5

# மொழிப்பயிற்சி

- 1. நிறுத்தக் குறிகள்
- 2. கலைச்சொற்கள்
- 3. மொழிபெயர்ப்பு

## **Text Books**

- தமிழக வரலாறும் பண்பாடும் கே. கே. பிள்ளை, உலகத் தமிழாராய்ச்சி நிறுவனம், சென்னை
- தமிழர் நாகரீகம் பண்பாடும் அ. தட்சிணாமூர்த்தி, யாழ் வெளியீடு, சென்னை
- தமிழக வரலாறும் பண்பாடும்-வே.தி.செல்லம், மணிவாசகர்
  பதிப்பகம், சென்னை

**Reference Books** 

- தமிழக சமூதாயா பண்பாட்டு கலை வரலாறு கு சேதுராமன் , என்,சி,பி.எச், சென்னை
- 2. தமிழர் கலையும் பண்பாடும்-அ .கா.பெருமாள், என்,சி,பி.எச், சென்னை
- ஒரு பண்பாட்டின் பயணம்: சிந்து முதல் வைகை வரை ஆர். பாலகிருஷ்ணன், ரோஜா முத்தையா ஆராய்ச்சி நூலகம், சென்னை.



# **MALAYALAM - POETRY**

#### UNIT I

This unit focus on significance of Malayalam Poetry and trends.

To familiarize the early stages of Malayalam poetry- Folklore heritage-Pattu-Bhakthi movement-Cherussery-Ezhutachan- Kunjan Nambiar-

Detailed study:

Jaritha Vilapam (Mahabharatam kilippattu) Ezhutachan

#### UNIT II

Romanticism – Asan- Ulloor – Vallathol

Detailed study :

1. Veena Poovu (First 7 slokas only)- Asan

2. Aa poomala- Changampuzha

#### UNIT III

Modernity in Malayalam poetry- First phase

Post Independent India and Modernization of Nation in Malayalam poetry Detailed study

1. Yuga Parivarthanam- Vailoppilli Sreedhara Menon

2. Gandhiyum Godseyum- N.V.Krishna Warrier

#### UNIT IV

Modernity in Malayalam poetry- second phase Detailed Study

- 1. Gajendra moksham \_ Sugathakumari
- 2. Kozhi Kadammanitta
- 3. Megharoopan Aattoor Ravi Varma
- 4. Budhanum Attin kuttiyum A. Ayyappan

#### UNIT V

This unit introduces the nature of samakalika kavitha It also evaluates s a m a k a l i k a kavitha,- the contemporary poetry originated after modern poetry- women, Dalit, environment and cyber issues. Detailed study

1.Pattanbipuzhamanalil – P P Ramachandran

2.Malayalakavithakku oru Kathu- S. Joseph

3.Thoramazha – Rafeek Ahammad

4.Muttamadikkumbol – Anitha Thampi

5.Survey of India-B.M.Manoj

#### **Recommended Text**

Puthukavitha Ed by Dr.O.K.Santhosh.Madras University Publication (5 poems only)

(a) pattambipuzhamanalil,

- (b) Malayala kavithakku oru kathu,
- (c) Muttamadikkumbol,
- (d) Thoramazha,
- (e) Survey of India

#### **Reading List (Print and Online)**

- 1. Aadhunika Malayala Sahithya Charithram prasthanangaliloode Dr. K.M.George (Ed.)
- 2. Kairaliyute Kadha N.Krishnapillai
- 3. Kavitha Sahitya Charithram M.Leelavathi
- 4. Adrushyathayute Akhyanangal- Rajesh Chirapadu
- 5. Adhunikananthara Malayala Kavitha C.R. Prasad
- 6. Pen kavitha malayalathil-Sheeba Divakaran,kerala bhasha institute.Thiruvananthapuram
- 7. Samakalika Malayala kavitha-M.B.Manoj, Samayam Classics. Kannoor
- 8. Varnnaraji Dr.M.Leelavathi



# HINDI - Patra Lekhan aur Paribhashik Shabdavali

#### Unit I

Niji Patra Lekhan

- Niji Patra Arth aur Bhed
- Pitaji/Mataji ke naam patra
- Mitra, Bhai aadi ke naam patra
- Paribhashik Shabdawali 20 words

#### Unit II

Samajik Patra Lekhan

- Samajik Patra Arth aur Bhed
- Aavedan Patra Noukri, Chutti aadi
- Dak Adhikari ke naam patra
- Paribhashik shabdawali 20 words

#### Unit III

Vyavasayik Patra Lekhan

- Vyavasayik Patra Arth aur Bhed
- Prakashak ke naam patra
- Shikayathi
- Paribhashik shabdavali 20 words

#### Unit IV

- Samanya Parichay
- Sarkari Patra
- Ardh-Sarkari Patra
- Gyapan, Paripatra
- Anusmarak
- Paribhashik Shabdavali 20 words

#### Unit V

• Precis Writing And Applied Grammar (Ling, Vachan and Karak)

#### **Reference Books**

- 1. Viyavaharik Hindi, Hindi Prachar press, T.Nagar, Madras-600 017
- 2. Alekhan aur Tippan Prof. Viraj
- 3. Alekhan Kichlu

### Related Online Contents (MOOCs, SWAYAM, NPTEL, YouTube, Websites, etc.)

- 1. <u>https://youtu.be/-kUPGG0B4tU</u>
- 2. <u>https://www.youtube.com/watch?v=xk14MNb1r7k</u>



# **GENERAL ENGLISH**

#### Unit I ACTIVE LISTENING Short Story

1.1 In a Grove – Akutagawa Ryunosuke Translated from Japanese by Takashi Kojima 1.2 The Gift of the Magi – O' Henry

#### Prose

1.3 Listening – Robin Sharma

1.4 Nobel Prize Acceptance Speech - WangariMaathai

#### **Unit II INTERPERSONAL RELATIONSHIPS**

#### Prose

2.1 Telephone Conversation - Wole Soyinka

2.2 Of Friendship - Francis Bacon Song on (Motivational/ Narrative)

2.3 Ulysses – Alfred Lord Tennyson

2.4 And Still I Rise - Maya Angelou

#### **Unit III COPING WITH STRESS**

#### Poem

3.1 Leisure – W.H. Davies

3.2 Anxiety Monster – RhonaMcFerran

#### **Readers Theatre**

3.3 The Forty Fortunes: A Tale of Iran

3.4 Where there is a Will – Mahesh Dattani

#### **Unit IV Grammar**

4.1 Phrasal Verbs & Idioms

4.2 Modals and Auxiliaries

4.3 Verb Phrases – Gerund, Participle, Infinitive

#### **Unit V Composition/ Writing Skills**

5.1 Official Correspondence - Leave Letter, Letter of Application, Permission Letter

5.2 Drafting Invitations

5.3 Brochures for Programmes and Events

#### Text Books (Latest Editions)

- 1. Wangari Maathai Nobel Lecture. Nobel Prize Outreach AB 2023. Jul 2023.
- 2. Mahesh Dattani, Where there is a Will. Penguin, 2013.
- 3. Martin Hewings, Advanced English Grammar, Cambridge University Press, 2000
- 4. Essential English Grammar by Raymond Murphy

#### Web Resources

- 1. WangariMaathai Nobel Lecture. Nobel Prize Outreach AB 2023. Mon. 17 Jul 2023. https://www.nobelprize.org/prizes/peace/2004/maathai/lecture/
- 2. Telephone Conversation Wole Soyinka <u>https://www.k-state.edu/english/westmank/spring\_00/SOYINKA.html</u>
- 3. Anxiety Monster-RhonaMcFerran <u>www.poetrysoup.com</u>



# MARKETING MANAGEMENT

### Learning Objectives

- To understand the marketplace.
- To identify the market segmentation and the Product mix
- To select the different pricing methods
- To know the channels of distribution
- To understand the promotion mix

#### UNIT I

Fundamentals of Marketing –Market - Classification of Market - Role of Marketing -Importance – Modern Marketing – Marketing Functions - Concept of Marketing Mix – Marketing Approaches

### UNIT II

Market Segmentation and product – Need And Basis of Segmentation -Product – Characteristics – Benefits – Classifications – Product Mix-New Product Development Process - Product Life Cycle

### UNIT III

Pricing – Meaning - Objectives – Significance Basic Principles of pricing - Methods of pricing - pricing policies and strategies – pricing process - Factors affecting Pricing Decisions

#### UNIT IV

Physical Distribution: Meaning- Importance – Features - Type of channel of distribution - Function of channel members – Factors influencing the channel selection

### UNIT V

Promotion - Promotion mix - Sales Promotion tools - Objectives - Importance – Factors determining promotion mix – Digital Marketing - Application and benefits

#### **Reading List**

- 1. Philip Kotler & Gary Armstrong, Principles of Marketing: A South Asian Perspective, Pearson Education, 2018.
- 2. Rajan Saxena, Marketing Management, Tata Mc Graw Hill, 2017.
- 3. L.Natarajan, Marketing, Margham Publications, 2017.
- 4. J P Mahajan & Anupama Mahajan, Principles of Marketing, Vikas Publishing House, 2017.
- 5. K Karunakaran, Marketing Management, Himalaya Publishing House, 2017.



## **References Books**

- 1. C.B.Gupta & Rajan Nair Marketing Management, Sultan Chand & Son 2020
- 2. V.S. Ramaswamy & S. Namakumari, 2002, Principles of Marketing, first edition, S.G. Wasani / Macmillan India Ltd,
- 3. Cranfield, Marketing Management, Palgrave Macmillan.
- 4. Harsh V Verma & Ekta Duggal, Marketing, Oxford University Press, 2017.
- 5. Sontakki C.N, Marketing Management, Kalyani Publishers, Ludhiana.2016

## Web Resources

- 1. <u>http://eprints.stiperdharmawacana.ac.id/24/1/%5BPhillip\_Kotler%5D\_Marketing\_Management\_14th\_Edition%28BookFi%29.pdf</u>
- 2. https://mrcet.com/downloads/MBA/digitalnotes/Marketing%20Management.pdf
- 3. https://www.enotesmba.com/2013/01/marketing-management-notes.html
- 4. Industrial Marketing Management | Journal | ScienceDirect.com by Elsevier
- 5. Journal of Marketing Management | Taylor & Francis Online (tandfonline.com)

# FINANCIAL MANAGEMENT

## **Learning Objectives**

- Understand the basics of finance and roles of finance manager
- Evaluate Capital structure
- Evaluate Cost of capital
- Assess Capital budgeting
- Appraise Working Capital

# UNIT I

**Meaning, objectives and Importance of Finance** – Sources of finance – Functions of financial management – Role of financial manager in Financial Management.

# UNIT II

**Capital structures planning** - Factors affecting capital structures – Determining Debt and Equity proportion – Theories of capital structures – Leverage concept.

# UNIT III

**Cost of capital** – Cost of equity – Cost of preference share capital – Cost of debt – Cost of retained earnings – Weighted Average (or) Composite cost of capital (WACC)

# UNIT IV

**Capital Budgeting**: ARR, Pay back period, Net present value, IRR, Capital rationing, simple problems on capital budgeting methods.



# UNIT V

**Working capital** – Components of working capital – operating cycle – Factors influencing working capital – Determining (or) Forecasting of working capital requirements.

### **Reading List**

- 1. DrKulkarni and Dr. SathyaPrasad, Financial Management, 13th Edition 2011
- 2. Advanced Financial Management kohok, M A, Everest Publishing House
- 3. Financial Management Kishore R M, Taxman Allied Service
- 4. Strategic Financial Management Jakhotiya
- 5. Financial Management & Policy Srivastava, R M Himalaya

## **References Books**

- 1. Dr. K. Ganesan & S.Ushena Begam, Financial Management, Charulatha Publications, Chennai
- 2. Financial Management I.M.Pandey, 2009 Vikas Publishing
- 3. Financial Management PrasannaChandra , 2008, Tata McGraw Hill, New Delhi
- 4. Financial Management S.N.Maheswari
- 5. Financial Management Y. Khan and Jain 2009 Edition, Sultan Chand & Sons
- 6. Financial Management A. Murthy

### Web Resources

- 1. <u>https://mycbseguide.com/blog/financial-management-class-12-notes-businessstudies/</u>
- 2. https://images.topperlearning.com/topper/revisionnotes/8006\_Topper\_21\_101\_ 504\_553\_10201\_Financial\_Management\_up201904181129\_1555567170\_5654 .pdf
- 3. Journal of Financial Management (esciencepress.net)
- 4. Financial Management on JSTOR
- 5. Financial Management Wiley online library

# **BUSINESS STATISTICS**

### **Learning Objectives**

- Apply the Statistical Data
- Understanding the Measures of Central Tendency in business
- Analyze Measures of Variation
- Understand Simple Correlation
- Testing of hypothesis

### UNIT I

**Introduction – Meaning and Definition of Statistics** – Collection and Tabulation of Statistical Data – Presentation of Statistical Data – Graphs and Diagrams-



### UNIT II

**Measures of Central Tendency** – Arithmetic Mean, Median and Mode – Harmonic Mean and Geometric Mean.

## UNIT III

Measures of Variation – Standard Deviation – Mean deviation – Quartile deviation

### UNIT IV

**Simple Correlation** – Scatter Diagram – Karl Pearson's Correlation – Rank Correlation – Regression.

## UNIT V

**Testing of hypothesis** – Chi-Square test, T Test, F Test, ANOVA.

### **Reading List**

- 1. P.R. Vittal, Business Mathematics and Statistics, Margham Publications, Chennai, 2004.
- 2. S.P. Gupta, Statistical Methods, Sultan Chand & Sons, New Delhi, 2007.
- 3. S.P. Gupta, Elements of Business Statistics, Sultan Chand & Sons, NewDelhi,2007.
- 4. J.K. Sharma, Business Statistics, Pearson Education, New Delhi, 2007.
- 5. Business Statistics & OR Dr. S. P. Rajagopalan, Tata McGraw-Hill

### **References Books**

- 1. David M.Levine, David F.Stephan etal. Business Statistics : A first Course, 7<sup>th</sup> edition
- 2. Dina Nath Pandit, Statistics: A Modern Approach , Hindustan Publishing Corporation
- 3. Hazarika Padmalochan, A textbook of Business Statistics , S.Chand Publications
- 4. Vohra ND, Business Statistics: Text and Problems With Introduction to Business Analytics, Mc Graw Hill ,2021
- 5. Alexander Holmes, Barbara Illowsky and Susan Dean, Introductory Business Statistics , 12th Media Services, 2017

### Web Resources

- 1. https://theintactone.com/2019/09/01/ccsubba-204-business-statistics/
- 2. https://ug.its.edu.in/sites/default/files/Business%20Statistics.pdf
- 3. <u>http://www.statisticshowto.com</u>
- 4. <u>https://statisticsbyjim.com/basics/measures-central-tendency-mean-median-mode/</u>
- 5. <u>https://www.toppr.com/guides/business-mathematics-and-statistics/index-numbers/</u>



# **COMPUTER APPLICATION IN BUSINESS**

### Learning Objectives

- To build skills in Ms-Word
- To build skills in Ms-Excel,
- To build skills in Ms- Power Point
- To Design a simple database and manage the data in table
- To understand the Google form

#### UNIT I

Introduction, Menus, Shortcuts, Document types, working with Documents-Opening, Saving, Closing, Editing Document, Using Toolbars, Rulers, Help, Formatting Documents-Setting font, paragraph, Page Style-Setting foot notes, page break, Line break, creating sections and frames, Inserting clip arts, pictures, Setting document styles, Creating Tables- Settings, borders, alignments, Merging, splitting, sorting rows and columns, Drawing-Inserting, drawing, formatting, grouping, ordering, rotating pictures, Tools- Word completion, Spell check.

### UNIT II

Introduction, Spread sheet application, Tool bars and icons, Spreadsheet-Opening, saving, closing, setting margins, Converting file to different formats, spread sheet addressing, Entering And Editing Data- Copy, cut, paste, undo, redo, find, search, replace, filling continuous rows and columns, inserting data cells, columns, rows and sheet, Basic formulas, Functions Types- Mathematical, Group, string, date and time, Formatting Spread Sheet- Alignment, font, border, hiding, locking, cells, Highlighting values, background color, bordering and shading, Working With Sheet- Sorting, filtering, subtotals, Charts-Selecting, formatting, labeling, scaling, spell check

#### UNIT III

Introduction, opening new presentation, Presentation templates, presentation layout, Creating Presentation adding text, Formatting- Adding style, color, gradient fills, arranging objects, adding header and footer, slide background, slide layout, Slide Show, Inserting pictures, movies, Adding Effects-Setting animation and transition effects, audio and video.

#### UNIT IV

Database introduction - Creating Database - Creating Table - Modifying Data in Table

#### UNIT V

Use Google forms to develop & share questionnaire.



# Exercise

### Word:

- 1. Create table with five columns and six rows. Do the following options using that table: a) Sorting, b) The sum function c)m Merge cell d) Table headings Convert Text to a table, Splitting a Table and Table AutoFormat. Show with example.
- 2. Assuming yourself as the General Manager of a company draft an appointment letter to a candidate short-listed through an interview.
- 3. Create at least two pages of text with multicolumn layouts like magazines and newspapers. Add the following options:
  - a) Borders and shading for title
  - b) Use WordArt for heading
  - c) Use Text Box

# **EXERCISES:** Excel

- 1. Prepare a Mark Sheet of a School for 10 Students with 6 Subjects details and Calculate how many students pass and fail by including one column as result in the mark sheet.
- 2. Prepare an EMPLOYEE Database of an Organization with the following details: (Atleast 10 Details)

Name, Emp Id, Gender, Address, Phone No, E-Mail Id Qualification, Designation, Department, Salary, Year Of Joining And Working Station Draw chart to find out the % of Male & Female working (Pie chart)

30

29

28

1	<b>J</b> 1	υ		1	
Zone	Sales in Lakhs				
	1 <sup>st</sup> quarter	2 <sup>nd</sup> quarter	3 <sup>rd</sup> quarter	4 <sup>th</sup> quarter	
North	23	26	32	30	

25

26

26

3. Graphically present the following sales data from ABC Corporation Limited

### **EXERCISES:** Power Point

South East

West

21

24

21

1. Present the agenda of the Annual General Meeting of a company using PowerPoint.

a) Set a suitable timing between two slides.

b) Use appropriate templates, fonts and styles.

c) Store a copy of the presentation as a PowerPoint show (ie., with a pps extension)

- d) The timing between slides is 30 seconds.
- e) Use different animation effects for each slide.

30

27

29



Prepare at least seven slides.

- 2. Design presentation slides for a products of your choice the slides must include name, brand name, type of product, characteristics, special offers, price etc.
  - a) Changing background colour, font colour using wordart.
  - b) Use manual mode for the slide show.
  - c) Use Top-down, Bottom-up, Zoom in and Zoom out effects.

## **EXERCISES:** Access

i. Create a table, form and report for the database: —Patient details

ii. Fields are: patient, Patient name, Patient age, Patient Gender, Patient address, Patient phone, Patient mobile, Patient email, Doctor detail, Patients reports (At least 10 records should be included).

## **Google Form:**

- 1. Create a Quiz using Google form
- 2. Create a survey using Google form

# **Reading List**

- 1. International Journal of Computer Applications in Technology
- 2. International Journal of Computer Applications IJCA
- 3. P.Rizwan Ahmed; Computer Application in Business, Margham Publications, 2019.
- 4. Computer Application in Business (Tamil Nadu) by Dr. R.Paramaeswaran
- 5. Taxmann's Basics of Computer Applications in Business by Hem Chand Jain and H.N. Tiwari, Taxmann Publications Private Limited .

# **References Books**

- 1. P.Rizwan Ahmed; Computer Application in Business and Management, Margham Publications, 2019.
- 2. Google Form Made Simple The Perfect Guide to Creating and Modifiying Google Forms from Beginners to Expert by Mary Brockman
- 3. Bittu Kumar; Mastering Ms-Office, V&S Publishers, 2017.
- 4. Lisa A. Bucki, John Walkenbach, Faithe Wempen, & Michael Alexander; Microsoft Office 2013 BIBLE, Wiley, 2013.
- 5. S.S. Shrivatsava; Ms-Office, First Edition, Laxmi Publications, 2015.

# Web Resources

- 1. https://www.microsoft.com/en-us/microsoft-365/blog/
- 2. <u>https://www.ipjugaad.com/syllabus/ggsip-university-bba-1st-semester-</u> computerapplications-syllabus/18
- 3. https://byjus.com/govt-exams/microsoft-word/
- 4. <u>https://edu.gcfglobal.org/en/google-forms/</u>
- 5. <u>https://www.tutorialkart.com/tally/tally-tutorial/</u>



# **Entrepreneurial Skill – New Venture Management**

# **Learning Objectives**

- To learn to generate and evaluate new business ideas
- To learn about a business model that generates money
- To understand how to find, evaluate and buy a business
- To evaluate the feasibility of idea into a Venture
- To understand sources who lend for new ventures

## UNIT I

**Concept of Entrepreneurship** – Evolution - importance – Importance of entrepreneurship, developing creativity and understanding innovation, stimulating creativity

# Unit II

**Developing Successful Business Ideas**: Recognizing Opportunities and Generating Ideas – Entry strategies: New Product – Franchising - Buying an existing firm.

# Unit III

**Feasibility Analysis:** Marketing, Technical and Financial Feasibility analysis -Industry and Competitor Analysis-assessing a New Venture's Financial Strength and Viability

# Unit IV

**Moving from an Idea to a New Venture:** Preparing the Proper Ethical and Legal Foundation- Building a New-Venture Team – Leadership - Corporate Entrepreneurship, Social Entrepreneurship.

# Unit V

# Financing the New Venture:

Financing entrepreneurial ventures - Valuation of a new company - Arrangement of funds - Alternate Source of Funding - Start-ups, MSMEs, any new venture

# **Reading List**

- 1. Journal of Business Venturing Elsevier
- 2. Technology, Innovation, Entrepreneurship and Competitive Strategy, Emerald
- 3. Entrepreneurship: New Venture Creation (2016) David H. Holt, Pearson Education India,
- 4. Entrepreneurship and New Venture Creation; Arun Sahay, V. Sharma; Excel Book (2008)
- Entrepreneurship ,11th Edition , By Robert D. Hisrich, Michael P.Peters, Dean A. Shepherd , Sabyasachi Sinha , Mc Graw Hill



# **References Books**

- 1. New Venture Creation, Kathleen R. Allen, Cengage Publication (2013)
- 2. Essentials of Entrepreneurship and Small Business Management. Scarborough, N. M., Cornwall, J. R., & Zimmerer, T. (2016). Boston: Pearson.
- Project Appraisal and Management, Agrawal, Rashmi and Mehra, Yogieta S. (2017). New Delhi. Taxmann Publications.
- 4. The Manual for Indian Start -ups Tools to Start and Scale up Your New Venture by Vijaya Kumar Ivaturi and Meena Ganesh , Penguin Enterprise
- 5. Entrepreneurship Development , Indian Cases on Change Agents by K. Ramachandran, Mc Graw Hill Publication

#### Web Resources

- 1. <u>https://www.studocu.com/en-gb/document/university-of-aberdeen/new-venturedevelopment/new-venture-development-lecture-notes/15212217</u>
- 2. https://core.ac.uk/download/pdf/98660713.pdf
- 3. <u>https://ugcmoocs.inflibnet.ac.in/download/course/curriculum/nptel/noc18-</u> <u>mg36.pdf</u>
- 4. <u>https://www.tutorialspoint.com/entrepreneurship\_development/starting\_a\_busines</u> <u>s.htm</u>
- 5. <u>https://www.entrepreneur.com/starting-a-business/10-ventures-youngentrepreneurs-can-start-for-cheap-or-free/300786</u>

# **ENVIRONMENTAL STUDIES**

#### **Course Objectives:**

The main objectives of this course are:

• Enable the students to be aware of our natural resources, ecosystems and their linkages to society, livelihood, environment and conservation.

### Unit I

### Multidisciplinary Nature of Environmental Studies and Natural Resources:

Concept of Renewable and non-renewable resource, Natural resources and associated problems: Forest resources: Deforestation, Timber extraction, mining, dams and their effects. Water resources: Over-utilization of surface and ground water, floods, drought, conflicts over water, dams-benefits and problems. Energy resources: Growing energy needs, renewable and non-renewable energy sources, use of alternate energy sources. Land resources: Land degradation, man induced landslides, soil erosion and desertification.

### UNIT II

**Ecosystem:** Concept of an Ecosystem, Structure and Functions of Ecosystem, Energy flow in the Ecosystem; Ecological Succession, Food Chains, Food webs and Ecological Pyramids, Characteristic Features of the following Ecosystem: Forest Ecosystem, Grassland Ecosystem and Desert Ecosystem, Aquatic Ecosystem (Ponds,



Streams, Lakes, Rivers and Ocean Estuaries)

#### UNIT III

**Biodiversity and its Conservation**: Definition, levels and values of biodiversity; Threats to biodiversity- habitat loss, poaching of wildlife, man-wildlife conflicts, IUCN categories of threat; Terrestrial and marine hotspots of biodiversity in India; Conservation of Biodiversity - In-situ and Ex-situ conservation; Conservation schemes :Gir lion sanctuary project, Project tiger, Project elephant, Conservation of sea turtles in India. Ecotourism

### UNIT IV

**Environment Pollution**: Types, causes, effects, and control - Air, Water, Soil and Noise pollution. Nuclear hazards and human health risks. Solid waste management: Control measure of urban and industrial waste. Climate change global warming, ozone layer depletion, acid rain, and impacts on human communities and agriculture

#### UNIT V

**Social Issues and the Environment:** Sustainable Development, Water Conservation, Resettlement and rehabilitation of people. Disaster Management: Floods, earthquake, cyclone and landslides. Consumerism and waste products; Environment Protection Act; Air and water (Prevention and control of Pollution) Act; Wild life protection Act; Forest conservation Act; Environmental movements (Chipko, Silent valley, Bishnois of Rajasthan). Environmental ethics. Environmental communication and public awareness.

#### **Reading list**

- 1. Erach Bharucha, 2021, Textbook of Environmental Studies for Undergraduate Courses, Third Edition, Orient blackswan Pvt. Ltd., Hyderabad.
- 2. V.K. Ahluwalia, Environmental Studies (Second Edition), Ane books India, T-Nagar, Chennai.
- 3. Y.K. Singh, 2006, Environmental science, New Age International (P) Ltd., Publishers, New Delhi.
- 4. S. P. Misra, 2023, Essential Environmental Studies, 4th Edn, Ane Books Pvt. Ltd., New Delhi.
- 5. G.S. Vijayalakshmi, A.G.Murugesan and N.Sukumaran, 2006, Basics of Environmental Science, Manonmaniam Sundaranar University Publications, Tirunelveli.

#### **Recommended texts**

- 1. N.Arumugam and V. Kumaresan, 2014, Environmental studies, 4th edition, Saras Publication, Nagercoil, TamilNadu.
- 2. M.Basu, and S. Xavier, 2016, Fundamentals of Environmental Studies, Cambridge University Press.
- 3. A.K. Mitra and R. Chakraborty, 2016, Introduction to Environmental Studies, Book Syndicate.
- 4. J.S. Singh, S.P.Singh, and S.R. Gupta, 2014, Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi.

