SARDAR PATEL UNIVERSITY
Vallabh Vidyanagar

B. B. A. Information Technology Management Program
Semester – VI

UM06CBBI03 <u>LEGAL ASPECTS OF INFORMATION TECHNOLOGY</u>

Total Credits: 3
Total Marks: 100

Unit 1	Business and Contract Law in India : Indian Contract Act, 1872 – Formation of Contract – Offer – Acceptance – Essential Elements of a Valid Contract – Types of Contract – Valid, Void and Voidable Contracts – Consideration – Capacity to Contract – Free Consent – Quasi Contracts – Communication – Agreements against Public Policy – Void agreements – Discharge of Contract – Breach of a Contract – Consequences & remedies.	**25%**
Unit 2	Business and Economic activity – Business transactions: Goods & Services – Sale of Goods: Sale of Goods Act, 1930. Conventional Commerce and E Commerce – Essentials of a Valid Sale – Conditions and Warranties – Property in Goods – Performance of the Contract of Sale – rights & duties of Seller – rights and duties of Buyer – issues for sale of Goods in E Commerce era.	**25%**
Unit 3	Intellectual Property rights : Important provisions of Trade Marks Act, 1999 – Copyright Act, 1957 – Patents Act, 1970.	**25%**
Unit 4	Important provisions of Information Technology Act, 2000 (as amended by Information Technology (Amendment) Act, 2008.) Objects and Scope of Cyber Law – Electronic Governance – Controller – Digital Signature Certificates – Offences (Cyber Crimes) – E Business : Goals of E Commerce – Domain names – Hacking – Software Copyright	**25%**

Evaluation: <u>Internal</u>: 40 Marks
<u>External</u>: 60 Marks (Two – Hours Examination)

Reference Books :

1) Mercantile Law : N D Kapoor.
2) Cyber Laws and Information Technology :JyotiRatan.
3) Intellectual Property Law : P. Narayanan.

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B. B. A. Information Technology Management Program
Semester – VI

UM06CBBI04 <u>BUSINESS TAXATION – II</u>

Total Credits: 3
Total Marks: 100

UNIT 1	<u>**PROFITS AND GAIN OF BUSINESS & PROFESSION OF INDIVIDUAL**</u>**(Examples only)**	**25%**

- Only simple examples for both business and professional income
(Examples on Depreciation will not be covered separately in this chapter)

UNIT 2	<u>**INCOME FROM CAPITAL GAINS**</u> **(Examples only)**	**25%**

- Computation of Short term & Long term Capital Gain based on exemptions available under section 54, 54F & 54EC only.

UNIT 3	<u>**INCOME FROM OTHER SOURCES & COMPUTATION OF TOTAL INCOME**</u>	**25%**

  A. Income from other sources: (Examples only)
- Examples of computation of Income from Other Sources

  B. Computation of Total Income:(Theory only)
- Deductions from Gross Total Income in respect of payment covering Section 80C, 80D and 80 G only

UNIT 4	<u>**TAXATION OF COMPANIES**</u> **(Theory only)**	**25%**

- Definitions: Company, Indian Company & Domestic Company
- Computation of Tax Liability of Company
- Minimum Alternate Tax (MAT): Computation of Book Profit
- Carry forward and set-off of tax credit

Evaluation: <u>Internal</u>:   40 Marks
<u>External</u>:   60 Marks (Two – Hours Examination)

<u>Reference Books:</u>
1. TAXMANN: Students' Guide to Income Tax- Dr. Vinod K. Singhania& Dr. Monica Singhania
2. TAXMANN: Direct taxes law & practice- Dr. Vinod K. Singhania& Dr. KapilSinghania
3. Ahuja Girish and Ravi Gupta, "Systematic Approach to Income Tax", Bharat Law House, Delhi

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B. B. A. Information Technology Management Program
Semester – VI

UM06CBBI05 <u>MANAGEMENT ACCOUNTING – II</u>

Total Credits: 3
Total Marks: 100

UNIT 1	**Cost Volume Profit Analysis (Theory & Examples)** Meaning, Assumptions, and Limitations of CVP Analysis Break Even chart and its utility Examples On: (a) Break Even Point, Margin of Safety, P/VRatio (b) SalesMix	**25 %**
UNIT 2	**Decision Making (Examples)** Examples On: Key Factor, Product Mix, Dropping & Replacement of Product,	**25 %**
UNIT 3	**Differential Cost Analysis (Theory & Examples)** Meaning & Significance of Differential Cost Analysis, Compare & Contrast between Differential Cost Analysis and Marginal Cost Analysis. Examples based On: Level of Activity Planning, Pricing Decision, Dumping Decision (Export Order), Acceptance of Special offer, Make or Buy, Lease or Buy	**25 %**
UNIT 4	**Value Added Accounting (Theory & Examples)** Introduction & Definition of Value Added Value Added Statement as Performance Measurement Difference Between Value Added Statement and Profit & Loss Account Examples On: Preparation of Value Added Statement	**25 %**

Evaluation: <u>Internal</u>: 40 Marks
<u>External</u>: 60 Marks (Two – Hours Examination)

Basic Text & Reference Books:-
- Advanced Cost Accounting - Jain S P And Narang KL
- Textbook of Cost & management Accounting- AroraM.N.
- Cost Accounting - Khan My And JainPk
- Cost Accounting And Financial Management - Kishore RaviM
- Problems And Solution In Adv Accounting - Maheshwari S N &Maheshwari SK
- Advanced Cost Accountancy - Nigam Lalla And SharmaG.L
- Cost Accounting - Saxena VK
- Advanced Management Accounting: Ravi M.Kishore
- Accounting for Management: Dr.Jawaharlal

B. B. A. Information Technology Management Program
Semester – VI

UM06CBBI06 SOCIAL ENTREPRENEURSHIP

Total Credits: 3
Total Marks: 100

Unit 1	**Fundamentals of social entrepreneurship:**	**25%**
	Concept of Social Entrepreneur & Entrepreneurship, Evolution, Need, Major Functions, Difference Between Social & Commercial Entrepreneurs, Areas of Social Entrepreneurship	
Unit 2	**Women entrepreneurship:**	**25%**
	Concept, Functions, Growth of Women Entrepreneurs, Problems, Development of Women Entrepreneurship In India & Role of Women Associations	
Unit 3	**Rural Entrepreneurship:**	**25%**
	Concept, Need, Problems, How to Develop Rural Entrepreneurship, NGO & Rural Entrepreneurship, & Development of Rural Entrepreneurship in India	
Unit 4	**Trends in social entrepreneurship:**	**25%**
	Major Challenges, Major Opportunities, Global Trends of Social Entrepreneurship, Role of Government for Growth of Social Entrepreneurship, Contribution of Successful Social Entrepreneurs of India and Abroad	

Evaluation: <u>Internal</u>: 40 Marks
<u>External</u>: 60 Marks (Two – Hours Examination)

Basic Text & Reference Books:-

- Social Entrepreneurship by David bournstein& Susan Devis, Oxford UniversityPress.
- Social Entrepreneurship - Meaning, Challenges & Strategies by Hamza El Fasiki, Lambart Academic Publication.
- Entrepreneurship Development by S.S.Khanka
- Entrepreneurship Development and Project Management by Neeta Baporikar
- Entrepreneurial Development by Gupta and Shrinivasan.

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B. B. A. Information Technology Management Program
Semester – VI

UM06CBBI07 <u>OPERATIONS MANAGEMENT</u>

Total Credits: 3
Total Marks : 100

Unit 1	**Fundamentals of Operations Management**	**25%**
	Operating System and operation management: Meaning of operating system; functions of manufacturing and operations (Transport, supply and service) – Meaning, scope and importance of operations management – Role and responsibility of operations managers in modern business environment.	
Unit 2	**Production Process and Plant Layout**	**25%**
	Meaning, concept and types of production process (Job, Lot, Batch and Mass Production) – Features and comparison – Meaning and objectives of Plant layout – Factor affecting plant layout – Types of plant layout (Process, Product and Fix layout)	
Unit 3	**Work Design**	**25%**
	Meaning and concept of work design – Techniques of work study – Method study: meaning, objective, basic procedure, Charts & Diagrams (Man-machine chart with examples, Flow process chart and String diagram) – Time study: Meaning, objectives and basic procedure – Tools of time study – Computation of standard time (Examples)	
Unit 4	**Operation/Production Planning and Control**	**25%**
	Production Planning: Meaning, objectives, planning procedure, Routing, scheduling, dispatching and follow up – Production control: Meaning, objectives and importance of production control – Examples on Critical Path Method (CPM)	

Evaluation: Internal 40 Marks
External 60 Marks (Two hours examination)
Note: The weightage of calculations in External exam will be 30% of 60 marks.

<u>References:</u>

1. Material Management by K. Shridhar Bhat, Himalaya publication
2. Production Management by L.C. Jhamb, Everest Publication
3. Production Management by Chunawalla and Patel
4. Production and Operation Management by S.N. Chary, Tata McGrew Hill
5. Modern Production Management by E.S.Buffa.

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B. B. A. Information Technology Management Program
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UM06CBBI08 DESKTOP APPLICATION DEVELOPMENT

Total Credits   : 3
Total Marks   : 100

PRACTICALS: 06 Labs/week
All units carry equal weightage.

UNIT-1   Introduction to .NET Framework and VB.NET   25%
.NET Architecture, .NET Languages, Microsoft Intermediate Language (MSIL), The Just-In-Time (JIT) Compiler; VB.NET - Introduction, Applications and Types of Project; Introduction to Visual Studio IDE; Creating simple Windows Application using VB.NET; Variables, Data Types, Constants, Operators.

UNIT-2   Windows Forms   25%
Working with SDI and MDI forms, Controls - Button, CheckBox, ComboBox, DateTimePicker, GroupBox, RadioButton, Label, ListBox, PictureBox, TextBox and Timer; Working with Advanced Controls – LinkLabel, RichTextBox, ColorDialog, FontDialog, TreeView.

UNIT-3   Windows Programming   25%
Use of Conditional Statement (if), Multi-Branching Statement (select); Looping Statement (for, while), Working with EXIT; Working with Procedures – Introduction, Types, Use of Parameters, Parameter Passing, Calling Procedures; Working with Windows Forms – Introduction, Basic Properties, Methods and Events.

UNIT-4   Database Programming   25%
ADO.NET – Introduction, Applications, Architecture (Connected and Disconnected); Database Connectivity using ADO.NET; Use of Data Sources and Coding, Server Explorer and working with DataSet; Populating Data in a Data Controls.

Evaluation:
<u>Internal</u> - 40 Marks – Average of (Theory 40 Marks + Practical 40 Marks)
<u>External</u> - 60 Marks - Average of (Theory 60 Marks + Practical 60 Marks)
Two Hours Examination

Main Reference Book:

1. Steven Holzner; VB.NET Black Book by Dreamtech publication

Additional Reference Books:

1. Francesco Balena : Programming Microsoft Visual Basic.NET, Microsoft Press
2. Bill Evjen, Billy Hollis, Bill Sheldon, Kent Sharkey and Tim McCarthy : Professional VB 2005 with .NET 3.0

Lectures per week: Theory: 0   Practical: 6

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B. B. A. Information Technology Management Program
Semester VI

UM06CBBI09 SERVER SIDE WEB PROGRAMMING

Total Credits   : 3
Total Marks   : 100

PRACTICALS: 06 Labs/week
All units carry equal weightage.

UNIT-1   Introduction   25%
ASP.NET – Introduction, Overview of ASP.NET Framework, Understanding ASP.NET Controls, Understanding ASP.NET Pages, Advantages of ASP.NET, Web Servers – Introduction and Role, Internet Information Server (IIS) – Introduction, ASP.NET Application – Introduction, Creating ASP.NET page.

UNIT-2   ASP.NET Standard Controls and Validation Controls   25%
Using Standard Controls: Label, TextBox, CheckBox, Button, RadioButton, Linkbutton, ImageButton, DropDownList; Client-side validation vs. Server-side validation, Overview of the Validation Controls (UsingRequiredFieldValidator, RangeValidator, CompareValidator, ValidationSummary).

UNIT-3   State Management and Advanced Concepts   25%
Introduction to State Management, State Management using ViewState, Session, Application, QueryString; The Global.asax Application file, Master Page, Site Navigation Controls.

UNIT-4   Database Programming   25%
ADO.NET Architecture - Connected and Disconnected; ADO.NET basics – Connection, command, DataReader, DataSet, DataAdapter, Data Binding; Introduction to Data controls (GridView, DetailsView, DataList).

Evaluation:
>   Internal - 40 Marks – Average of (Theory 40 Marks + Practical 40 Marks)
>   External - 60 Marks - Average of (Theory 60 Marks + Practical 60 Marks)
>   Two Hours Examination

Main Reference Books:

1. Matthew MacDonald : Beginning ASP.NET 2.0 in VB 2005 by Apress, First Indian Reprint 2006
2. Stephen Walther : ASP.NET 2.0 Unleashed by Sams Publication
3. Scott Mitchell : Teach Yourself ASP.NET 2.0 in 24 Hours by Sams Publication

Additional Reference Book:

1. Steven Holzner; VB.NET Black Book by Dreamtech publication

Lectures per week: Theory: 0   Practical: 6

SARDAR PATEL UNIVERSITY
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B. B. A. Information Technology Management Program Semester – VI

UM06EBBI09 <u>Advanced Financial Management – II</u>

TotalCredits:3
Total Marks:100

Unit 1	**Investment Decision [Theory 50% and Examples 50%]**	**25%**
	Nature of Risk - Statistical techniques for risk analysis:Probability, Expected NPV, Standard deviation, Coefficient of variation, Probability Distribution approach [i] Independent cash flows,[ii] Dependent cash flows Conventional techniques of risk analysis - Risk-adjusted discount rate approach, Certainty equivalent approach, Sensitivity analysis - Decision - Tree Analysis	

Unit 2 **Risk and Return- concepts and analysis:[Theory 50% and Examples 50%]**
Components ofreturn - Riskelements - Systematic and unsystematicrisks
Precise measures ofrisk - Risk andreturns - Capital assets pricingmodel –
Security marketline.

Unit 3 **Portfolio selection & management: (Theory 100%)**   **25%**
Efficient markettheory - Random walktheory - Portfoliorisk/return –
Traditional portfolioselection - Growthinvesting - Valueinvesting - Performanceindex –
Portfoliorevision.

Unit 4 **Fundamentals of International Financial Management:[Theory-100%]**   **25%**
Foreign ExchangeMarket - Foreign Exchange Rates - Spot rate, Forward rate, Cross
rate, Bid and Ask rate, Spread - Determinant and select theories of exchange rates
 Foreign exchange riskand hedging - Foreign exchange risk management techniques –
Internal &External

Evaluation: <u>Internal</u>:   40 Marks
                <u>External</u>:   60 Marks (Two – Hours Examination)

<u>Reference Books:</u>
Financial Management : I. M.Pandey
Financial Management : PrasannaChandra
Financial Management : Khan &Jain
Foreign Exchange and Risk Management by C Jeevanandam, Sultanchand andSons
Ranganatham M., and Madhumathi R., Investment Analysis and
Portfolio Management,PearsonEducation
Avadhani V A, Securities Analysis and Portfolio Management, Himalaya PublishingHouse

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B. B. A. Information Technology Management Program
Semester – VI

UM06EBBI10 ADVANCE MARKETING MANAGEMENT – II

Total Credits: 3
Total Marks: 100

UNIT 1	**Social Media Marketing**	25%
	Introduction, Social media platforms, Benefits of SMM to individuals and business	
UNIT 2	**Brand Management**	25%
	Understanding brand, types of brand, branding decisions, significance of branding, challenges, brand building	
UNIT 3	**Green Marketing**	25%
	Meaning, Evolution, Reasons for adoption of green marketing, green marketing mix, Green marketing and customer satisfaction, challenges ahead of green marketing, some case studies of successful green marketing	
UNIT 4	**Online Marketing& Service marketing**	25%
	Definition, Components of E-commerce, Advantages of Online marketing, Growth of online marketing.	
	Concept of service quality, impact of service quality, approaches to service quality and ten original dimensions of service quality**.**	

Evaluation: Internal: 40 Marks
External: 60 Marks (Two – Hours Examination)

Reference Books:

1. Strategic Brand Management by Kevin Kellar, Pearson Education.
2. Brand Management by YLR Murthy, Vikas Publication.
3. E -Book on Understanding social media by VarinderTaprial and PriyaKanwar, Book boon.com
4. Green Marketing: Theory , Practice and strategy by Robert Dahistorm, cengage Learning India Pvt Ltd.

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Semester – VI

UM06EBBI11 ADVANCE HUMAN RESOURCE MANAGEMENT – II

Total Credits : 3

Total Marks   : 100

Unit 1 **Work Stress:**   **25%**
Concept, Causes, Effects, Prevention of Stress, Individual and organisational stress coping strategies, Counselling: Need, Functions, types.

Unit 2 **Organisational Culture:**   **25%**
Concept, Characteristics, Impact of Organisational culture, creating and maintaining organisational culture, Socialization of employees : Process, methods, types/options, Spirituality and organisational culture: need, characteristics and criticism.

Unit 3 **Organisational Effectiveness:**   **25%**
Concept, Approaches to measure effectiveness: goal approach, behavioral approach, system resource approach, strategic constituencies approach, maximization or optimization of effectiveness managerial effectiveness, factors in organizing effectiveness.

Unit 4 **Organisational Development (OD):**   **25%**
Concept, features, benefits and problems of OD, Process.
OD Interventions: Sensitivity Training, Grid OD, survey feedback, Process consultations, Team building, Management by Objective.

Evaluation: Internal: 40 Marks
External: 60 Marks (Two – Hours Examination)

Basic Text & Reference Books:

1. Organisational Behaviour by L. M. Prasad, Published by Sultan Chand & Sons, New Delhi.
2. Human Resource Management by C. B. Gupta, Published by Sultan Chand & Sons, New Delhi.
3. Organisational Behaviour by Fred Luthans, Published by McGraw Hill, Singapore.

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UM06EBBI12 <u>ADVANCE EXPORTS MANAGEMENT – II</u>

Total Credits: 3
Total Marks: 100

Unit 1	**India's Exim (Foreign Trade) Policy**Objectives, Highlights Of Current Exim Policy DEPB, EPCG Schemes, Star Export Houses Deemed Exports, SEZ's, ISO 9000 Series	**25%**
Unit 2	**Export Costing** Concepts, Relevance Of Variable Cost INCO Terms Documentary Credit Under L/C Terms Of Payment DA/DP Terms	**25%**
Unit 3	**International Monetary Fund and UNCTAD** International Monetary Fund – Introduction, Achievements of IMF, Problem of International Liquidity, IMF and International Liquidity, IMF and the Developing World, Special Drawing Rights – Features and critical appraisal, United Nations Conference on Trade and Development (UNCTAD) – Introduction, organization, Functions	**25%**
Unit 4	**International Taxation & FEMA** Double Taxation Avoidance Agreements. Double Taxation Relief Provisions in India. Method of Giving Relief from Double Taxation. FEMA Regulations(Objectives, Current &Capital account transactions, Comparison between FERA & FEMA)	**25%**

Evaluation: <u>Internal</u>:   40 Marks
                 <u>External</u>:   60 Marks (Two – Hours Examination)

Basic Text & Reference Books:-
- Export Management: TAS BalaGopal, Himalaya Publishing House
- International Marketing Management: V. L. Varshney& B. Bhattacharya
- Export Marketing: B. S. Rathore& J. S. Rathore, Himalaya Publishing House
- Export Marketing: Acharya & Jain, Himalaya Publishing House
- Foreign Trade Review: Indian Institute of Foreign Trade
- International Business: Dr. R. Chandran, Jaico Publishing House
- Foreign Exchange and Risk Management by C Jeevanandam, Sultanchand and Sons
- Francis Cherunilam – International Business Environment, Prentice-Hall of India Private Limited, New Delhi.
- Ahswathappa K – Business Environment, Himalaya Publishing House Pvt. Ltd, New Delhi

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UM06EBBI13 **TRENDS IN IT**

Total Credits: 3
Total Marks: 100

THEORY: 3 Hrs per week
All units carry equal weightage.

Unit - 1   Data Analytics   25%
Data Warehouse, Data Mining, Business Intelligence and Data Analytics.

Unit – 2   Machine Learning   25%
Introduction to AI, AI and Related Fields, Expert Systems, Introduction to Fuzzy Logic, Applications of AI.

Unit - 3   Search Engine Optimization   25%
Internet Basics, Internet Marketing, Search Engines Basics, Search Engine Algorithm - Vector Space Model, Using Search Engine, Search Engine Optimization.

Unit - 4   Current Trends   25%
Internet of Things, Virtualization, Augmented Reality and Virtual Reality, Mobile Computing, Cloud Computing.

Evaluation: Internal: 40 Marks
                    External: 60 Marks (Two – Hours Examination)

Basic Text & Reference Books:
1. Data Mining – Concepts and Techniques - Jiawei Han & Micheline Kamber, Morgan Kaufmann Publishers, Elsevier,2nd Edition, 2006.
2. Introduction to Data Mining – Pang-Ning Tan, Michael Steinbach and Vipin Kumar, Pearson education.
3. Artificial Intelligence -By Elaine Rich And Kevin Knight (2nd Edition) Tata Mcgraw-Hill
4. Artificial Intelligence: A Modern Approach, Stuart Russel, Peter Norvig, PHI
5. The Art of SEO: Mastering Search Engine Optimization by Eric Enge, Stephan Spencer, Jessie Stricchiola, Rand Fishkin
6. Mark L Murphy, "Beginning Android", Wiley India Pvt Ltd (2009)
7. Internet Resources

B. B. A. Information Technology Management Program
Semester – VI

UM06EBBI14 IT BASED PROJECT MANAGEMENT

Total Credits: 3
Total Marks: 100

THEORY: 3 Hrs per week
All units carry equal weightage.

Unit - 1   Introduction   25%
Definition of the Project, Project Specification and Parameters, Principles of Project Management, Project Management Life Cycle.

Unit – 2   Software Project Planning   25%
Project Activities and Work Breakdown Structure (WBS), Criteria for completeness in the WBS, Activity Resource Requirements and Cost, Joint Project Planning Session, Project Management Plan.

Unit - 3   Project Economics and Risk Management   25%
Project Costing, Empirical Project Estimation Techniques, Decomposition Techniques, Algorithmic Methods, Automated Estimation Tools; Risk Concepts and Identification, Risk Assessment and Control, Risk Components and Drivers, Risk Tracking and Monitoring, Risk Mitigation and Management.

Unit - 4   Project Scheduling and Tracking Techniques   25%
Introduction to Project Scheduling and Tracking, Effort Estimation Techniques, Task Network and Scheduling Methods, Monitoring and Control Progress, Graphical Reporting Tools.

Evaluation: Internal: 40 Marks
                      External: 60 Marks (Two – Hours Examination)

Basic Text & Reference Books:
  1. Software Project Management - John J. Rakos, 1998, Prentice Hall.
  2. Software Project Management - Walker Royce, 2001, Pearson Education.
  3. Software Engineering - Roger S. Pressman, 2001, McGraw Hill.

Books For Additional Reading:
  1. Ian Sommerville, "Software Engineering", 2004, Addison Wesley.

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Semester – VI

UM06FBBI04 BUSINESS ETIQUETTES & PRESENTATION SKILLS – II

Total Credits: 3
Total Marks: 100

Unit	Description in detail	Weighting (%)
I	**Essentials of Presentation** **Using Visual Aids for Presentation** Oral Presentation (Transparencies, graphs, charts, etc.) **Using Audio /Visual Aids for Presentation** Electronic Presentation (Multimedia/PPT) Coping with Presentation fears Non-Verbal aspects of Presentation	25%
II	**Intercultural Business Communication** Need and importance of Intercultural Business Communication Developing intercultural awareness Patterns of cultural differences Factors of cross cultural relationship	25 %
III	**Business Etiquettes (Advanced)** Etiquettes in Written Communication Interview Etiquettes: Preparation for an Interview, Factors of success in interview, Types of interview questions, non-verbal aspects of interview	25 %
IV	**Negotiation Skills** Negotiation: Concept and Importance Stages in the Negotiation Process Strategies of negotiation: initial, during and reaching (closing)	25 %

Practical

Unit	Description in detail	Weighting (%)
	Presentations (Oral or PPT) (For Presentation a student may select anytopicfromsocial, academic, management and business related areas)	50%
	Viva Voce (Based on thePresentation)	50%

Basic Text & Reference Books:-

- HasbanyGhassan: How to make winning presentation: JaicoPublication
- Antony Jay & Ross Jay: Effective Presentation, Universities Press(UP).
- David Robinson: Business Etiquettes, Kogan Page India PrivateLimited.
- H. Frazier Moore & Frank Kalupa: Public Relation, ninth edition, principles, casesand problems, Surjeet Publications,Delhi.
- Dr Rhoda A. &Dr.Aspi H: Principles and practices of Buisness Communication, Sheth Publishers Pvt. Ltd.Mumbai.
- Herb Cohen: You can Negotiate anything, Jaico PublishingHouse
- Lesikar&Flately : Basic Business Communication, Tata McGraw HillEdition
- Ghanekar, Anjali, Dr.: Essentials of Business Communication Skills, Everest Publishing House.

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B. B. A. Information Technology Management Program
Semester – VI
UM06FBBI05 <u>LEADERSHIP SKILLS FOR MANAGEMENT – II</u>

Total Credits: 3
Total Marks: 100

Unit	Description in detail	Weighting (%)
	ManagerialTraitsandSkills **Nature of Traits & Skills** EmotionalStability. Defensiveness. Integrity. Interpersonal Skills. Technical &Cognitive Skills. **Managerial Traits and Effectiveness** High Energy level and Stress Tolerance. Self Confidence. Internal Locus of Control. Emotional Stability and Maturity. Power Motivation. Personal Integrity. Achievement Orientation. Need for Affiliation. **Managerial Skills and Effectiveness** Technical Skills. Conceptual Skills. Interpersonal Skills.	25%
	Relevant Competencies for Leadership Skills **Other Relevant Competencies** Emotional Intelligence. Social Intelligence. Systems Thinking. Ability to learn. **Situational Relevance ofSkills** Skills Needed at Different levels. Transferability of Skills Across Organizations. Requisite Skills and the External Environment. **Applications for Managers** Maintain Self-Awareness. Develop relevant skills. Remember that strength can become a weakness. Compensate for weaknesses.	25 %

	Leadership Developmental Activities **Learning from Experience** Amount of challenge. Variety of Tasks or Assignments.	25 %

	Relevant Feedback **Developmental Activities** Multisource Feedback. Developmental Assessment Centers. Developmental Assignments Job Rotation Programs. ActionLearning. Mentoring. ExecutiveCoaching. Outdoor Challenge Programs. Personal Growth Programs.	
IV	**Contemporary Issues in Leadership** **Inspirational Approach on Leadership** Charismatic Leadership Transformational Leadership **Authentic Leadership** Self-awareness Self-regulation & development Relational Transparency **Contemporary Leadership Roles** Mentoring Self-Leadership E-Leadership **Leadership Development** Ingredients of Leadership Development Leadership Development Process	25 %

Basic Text & Reference Books:-

- ➢ Gary Yukl: Leadership in organisations, Pearson Education, NewDelhi.
- ➢ L M Prasad: Organisational Behaviour, Sultan Chand & Sons, NewDelhi.
- ➢ P.Guggenheimer&M.DianaSzulc:UnderstandingLeadershipCompetencies,Vivabooks,New Delhi

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Semester – VI

UM06FBBI06 <u>COMPREHENSIVE PROJECT</u>

Course Objective & Pedagogy

The Purpose of this Course is to Enable the Students for In-Depth analysis of a topic relating to his/her area of Specialization, and develop and develop a comprehensive understanding on the same.

ForThistheStudentswillChoosehis/herfacultyguideinhis/herareaofspecializationandworkon thetopicjointlywiththefaculty.TheStudentswillWorkontheirprojectsindividuallyandnotinpairsor teams.TheInstitutemayhelpthestudentinselectingafacultyguideincaseastudentisnotabletodoso, orifafacultymemberischosenbytoomanystudents.

The Learning Can be Carried out Through:

1 StudyofSecondarydatafromBooks,JournalandmagazineArticles,NewspaperArticles, Websites,Electronic&PhysicalDatabases,Etc.

OR

2 Primary Data Collection Through Interviews, Discussions & Other Research Instruments. StudentsareencouragedtoPursuetheresearchintheorganizationwheretheyhadundergone theirsummerInternship.

The Project Report can be on Any of the Following

1 ComprehensiveCaseStudyofIndustry,SegmentofIndustryoracompany (Small/Medium/Large)(ProfitorNonprofitMaking)
2 OrganizationalStudyaimedatInter-OrganizationalComparison/ValidationofTheory/Survey ofManagementPracticeswithReferencetoParticularIndustry.
3 Field Study (Empirical Study) With Respect to any Research Issue.
4 Feasibility Study as Comprehensive Project.

The Format of the Report Would Comprise Following Points:

1 Title Page
2 Preface
3 Acknowledgement
4 Certificate
5 Table Of Content
6 Introduction & Identification of Problem with Reasons
7 Literature Review
8 Research Methodology
9 Data Collection
10 Data Analysis & Interpretation
11 Recommendations & Conclusion
12 Bibliography

The Report must be prepared taking in to following Guideline:		
Sr.No	**Particular**	**Details**
1	Paper Size	A4
2	Margins	Left Side - 1.5 CM Right Side - 1 CM Top&Bottom-1CM
3	Line Spacing	1.5 CM
4	Font Type	Times New Roman
5	Font Size	12
6	Alignment	Page Justify
7	No of Copies	3 Copies 1 each for University, College & Student

Internal Evaluation

ThePerformanceofStudentsintheCoursewillbeevaluatedonacontinuousbasisthroughthefacultyguide onthebasisoftheregularityandqualityofworkbythestudentunderhis/herguidance.TheInternalInternal evaluationwillbefor40MarksoftheCourse.

External Evaluation

TheUniversityExaminationwillbebasedonoralpresentation,Reviewofreportsandaviva–Vocewhich   will carry 60 Marks for the Course Evaluation with a purpose to evaluate that how far students have been capable enough in fulfilling the objective of this Course. **One Copy f Report (Computerized)** should be submittedtotheuniversitybythestudent,beforethecommencementofhis/herExternalExamination.

Paper Code: UM06CBBI20	Total Credit: 3
Title of Paper: Business Taxation – II (Revised)	

Sr. No.	Description in detail	Weightage (%)
UNIT 1	**Profits & Gains from Business & Profession of Individual (Examples only)** Examples on Business and Professional Income including Depreciation as per Section 32. (Including General Deduction under section – 80C, 80D, 80G)	25%
UNIT 2	**Income from Capital Gains (Examples only)** Computation of Short term & Long term Capital Gain Exemptions available under section 54, 54F & 54EC only (Including Theory)	25%
UNIT 3	**Income from Other Sources & Assessment Procedure, Filling of Return, Advance Tax & TDS** Computation of Income from Other Sources (Examples Only) **Assessment Procedure, Filling of Return, Advance Tax & TDS (Theory Only)** • Assessment Procedure • Meaning of Assessment • Procedure of Assessment • Filling of Return • Return of Income • Time for filling return • Types of Income Tax Return • Tax Deducted at Source (TDS) • Advance Tax	25%
UNIT 4	**Introduction to Goods and Services Tax Act: (Theory Only)** • Overview of GST • Need for GST in India • Advantages of GST • GST Council • Provisions and Procedure of Registration under GST • Law related to GST: CGST, SGST, IGST, UGST, Cess • Input Tax & Input Tax Credit • **Definitions:** Goods, Services, Supply, Taxable Person, Business, Place of Business, Reverse Charge, Composition Scheme and Exemption	25%

Basic Text & Reference Books
- ➤ TAXMANN: Students' Guide to Income Tax- Dr. Vinod K. Singhania& Dr. Monica Singhania
- ➤ TAXMANN: Direct Taxes Law & Practice – Dr. Vinod K. Singhania & Dr. Kapil Singhania
- ➤ "Systematic Approach to Income Tax", Ahuja Girish and Ravi Gupta, Bharat Law House, Delhi.

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