

**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WB**  
**Syllabus of BBA –Draft Syllabus**  
**(Effective for 2020-2021 Admission Session)**  
**Choice Based Credit System**  
**140 Credit (3-Year UG) MAKAUT Framework**  
**w.e.f 2020-21**

**Semester-II**

Operations Management  
 Paper Code: BBA - 201  
 Total Credit: 6  
 Total hours of lectures: 60 hours

Sl.	Topic/Module	Hour
1.	<b>Module 1: Introduction to Operations Management:</b> Difference between Manufacturing and Service Operations; Product Process Matrix capacity planning- Responsibilities of Production Manager; Production as a Coordination Function; Production Cycle, Production Planning & Control Concept.	6
2.	<b>Module 2 : Characteristics of Manufacturing Systems:</b> Classification of Manufacturing Systems	6
3.	<b>Module 3: Plant Location:</b> Need for a Good Plant Location; Factors influencing Plant Location - Tangible and Intangible Factors; Economic Survey of Site Selection	6
4.	<b>Module 4 : Plant Layout:</b> Need for a Good Plant Layout; Characteristics of a Good Layout, Costs associated with Plant Layout; Process Layout vs. Product Layout;	6
5.	<b>Module 5: Assembly Line Balancing:</b> Concept and Problems; Cellular Manufacturing Concept	6
6.	<b>Module 6: Maintenance Management:</b> Types of Maintenance - Breakdown and Preventive Maintenance; Total Productive Maintenance (TPM)	6
7.	<b>Module 7: Purchase Management:</b> Purchasing Procedure; Value Analysis; Vendor Selection; Negotiation; Make or Buy decision	6
8	<b>Module 8: Inventory Management:</b> Classification of inventory items - ABC, FSN, VED, classification; Introduction to EOQ and EBQ; MRP - Concept, inputs and outputs, benefits, examples; Master Production Schedule; Concepts of MRP II, JIT and ERP	10
9	<b>Module 9: Inspection &amp; Quality Control:</b> Types of Inspection; Statistical Quality Control - Acceptance Sampling and Control Charts	8

**Suggested Readings:**

1. Chary, S.N. – Production and Operations Management; TMH
2. Panneerselvam, R. – Production and Operations Management, PHI
3. Bedi, K. – Production and Operations Management; Oxford University Press
4. Collier, Evans and Ganguly – Operations Management; Cengage Learning, Pearson
5. Buffa, E. S. and Sarin, R.K. – Modern Production / Operations Management; John Wiley.
6. Jay Heizer, Barry Render, et al., Operations Management, Pearson.

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Organizational Behaviour  
 Paper Code: BBA - 202  
 Total Credit: 6  
 Total hours of lectures: 60 hours

Sl.	Topic/Module	Hour
1.	<b>Module 1: Introduction:</b> Concept of organizational Behaviors – Learning Objectives, Nature, Role, importance, Emerging Challenges, Evolution.	8
2.	<b>Module 2: Personality:</b> Learning Objectives, Nature, Theories, Shaping of Personalities.	8
3.	<b>Module 3: Perception and Attribution:</b> Meaning, Definitions, influencing factors, Perceptual process	6
4.	<b>Module 4: Learning:</b> Definition, Process, Cognitive theory of learning.	6
5.	<b>Module 5: Attitudes:</b> Definition, Objective, Nature, Components-ABC model, Formation, Function, challenging attitudes.	6
6.	<b>Module 6: Group Dynamics and Group Decision Making:</b> definition, objective, Types, Introduction to Group Development and structuring.	6
7.	<b>Module 7: Power and Political behaviour:</b> Definition, Power Dynamics, Sources, Power tactics, Essence of politics, Types of political activities.	6
8.	<b>Module 8: Conflicts:</b> Definition, Objective, Nature, Nature of conflicts, Process, levels.	6
9.	<b>Module 9: Communication:</b> Definition, Objective, Types of Interpersonal Communication, Influencing factors, Barriers,	6
10.	<b>Module 10: International Organizational Behaviour:</b>	2

**Suggested Readings:**

1. K. Aswathappa: Organizational behaviour, Text, Cases and Games, Himalaya Publishing House.
2. Stephen P. Robbins: Organizational Behaviour, Eighteen Edition, Pearson.
3. Stephen P. Robbins: Essentials of Organizational Behavior, Fourteenth Edition, Pearson.
4. Fred Luthans: Organizational behavior: A modern behavioral approach to management, McGraw-Hill.
5. Afsaneh Nahavandi: Organizational Behavior, First Edition, SAGE Publications.
6. Khanka S.S , Organizational Behaviour, S Chand & Company.

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Paper Code: BBA - 204  
Environmental Science & Sustainable Development  
Total Credit: 2  
Total hours of lectures: 20 hours

Sl.	Topic/Module	Hour
1.	<b>Module 1:</b> Introduction , Multidisciplinary nature , Scope and importance; the need for environmental education. Concept of sustainability and sustainable development.	2
2.	<b>Module 2:</b> Ecosystems: Definition, Structure: food chains, food webs and function of ecosystem: Energy flow, nutrient cycle and ecological succession. Ecological Interactions, Biodiversity and Conservation – Levels, India as a mega-biodiversity nation, Threats to biodiversity, Ecosystem and biodiversity services	2
3.	<b>Module 3:</b> Environmental Pollution - Types:- Air pollution, Water pollution, Land pollution, Noise pollution; pollutants, Effects of pollution, Control and Remedial measures.	6
4.	<b>Module 4 :</b> Environmental Protection- Report of the Club of Rome: Sustainable Development, Different Renewable Energy Sources- Wind Power, Water Power, Bio Fuel/Solid Bio Mass, Geothermal Energy, Nuclear Power, Environmental Movements- Chipko movement; Narmada Bachao movement; Tehri Dam conflict.	5
5.	<b>Module 5:</b> Environmental policies and Legislations: Environmental Regulations Different Acts, Environmental Ethics Environmental Impact Assessment (EIA), EIA – Methods and Tools, Appraisal and Clearance for Industry, Evaluation System.	5

**Suggested Readings:**

1. G.N. Pandey: Environmental Management, Vikas Publishing House Pvt. Ltd.
2. Cunningham: Environmental Science, TMH.
3. R. Rajagopalan: Environmental Studies, Oxford.
4. R. Joshi & Munish Kapila: Environment Management, Kalyani Publishers.
5. C.S. Rao: Environmental Pollution Control Engineering, New Age International Publication.
6. Navi Radjou and Jaideep Prabhu: Do Better with Less: Frugal Innovation for Sustainable Growth, Penguin Portfolio.