

**Maulana Abul Kalam Azad University of Technology, West Bengal**  
**(Formerly known as West Bengal University of Technology)**  
**Syllabus of Bachelor of Business Administration**  
**Effective from academic session 2023-2024**

**Bachelor of Business Administration (Hons. with Research Project)**

**Proposed Curriculum Structure - Overview**

<b><u>Yr</u></b>	<b><u>Sem</u></b>	<b><u>Major</u></b>	<b><u>Minor</u></b>	<b><u>Inter-disciplinary</u></b>	<b><u>Ability Enhancement</u></b>	<b><u>Skill Enhancement</u></b>	<b><u>Common Value added Courses</u></b>	<b><u>Credit</u></b>
<b>1st</b>	<b>I</b>	2 X 5	1 X 3	1 X 3	1 X 2	1 X 2	1 X 2	<b>22</b>
	<b>II</b>	2 X 5	1 X 3	1 X 3	1 X 2	1 X 2	1 X 2	<b>22</b>
<b>2nd</b>	<b>III</b>	2 X 5	1 X 4	1 X 3	1 X 2	1 X 2		<b>21</b>
	<b>IV</b>	2 X 4 1 X 5	2 X 4		1 X 2			<b>23</b>
<b>3rd</b>	<b>V</b>	1 X 4 2 X 5	2 X 4					<b>22</b>
	<b>VI</b>	1 X 4 2 X 5	2 X 4					<b>22</b>
<b>4th</b>	<b>VII</b>	2 X 5	2 X 4			Project Presentation: 4 Credits		<b>22</b>
	<b>VIII</b>	2 X 5				Research Project: 12 Credits		<b>22</b>

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**Proposed Structure - Detailed**

<b>SEM</b>	<b>Major (Offline)</b>	<b>Minor (Blended Mode)</b>	<b>Inter Disciplinary (Offline)</b>	<b>Ability Enhancement (Offline)</b>	<b>Skill Enhancement (Online / Sessional )</b>	<b>Common Value added Course (Sessional)</b>	<b>Total Credits</b>
I	Principles of Management (5 Credits)	Computer Fundamental (3 Credits)	Any one from GE baskets A or D (3 Credits)	English & Professional Communication (2 credits)	Life Skills & Personality Development (2 credits)	Yoga/ Health & Wellness/ Sports (2 Credits)	<b>22</b>
	Business Economics - Micro (5 Credits)						
II	Environment & Sustainable Development (5 Credits)	Management Information System (3 Credits)	Any one from GE baskets B or E (3 Credits)	Modern Indian Languages and Literature (2 Credits)	IT Tools for Business (2 credits)	NSS/ Critical Thinking/ Mental Health (2 Credits)	<b>22</b>
	Business Economics - Macro (5 Credits)						
III	Operations Management (5 Credits)	Word, PowerPoint & Spreadsheet Application with Excel(4 Credits)	Any one from GE baskets C or F (3 Credits)	The Constitution, Human Rights and Law (2 credits)	Understanding basics of Cyber Security (2 credits)		<b>21</b>
	Financial Management and Risk Analysis (5 Credits)						
IV	Marketing Management (4 Credits)	Database Management with SQL (4 Credits)		Society Culture and Human Behavior (2 credits)			<b>23</b>
	Human Resource Management (4 Credits)	Graphic Design with PhotoShop					

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		& Illustrator (4 Credits) 2L+2P					
	Organizational Behaviour (5 Credits)						
V	Entrepreneurship (4 Credits)	Cloud Computing (4 Credits) 2L+2P					22
	Sales & Distribution Management & Logistics or Financial Markets, Institutions and Financial Services or Industrial Relations (5 Credits)	E-commerce and Application (4 Credits)					
	Consumer Behaviour Or Elements of Taxation or Management of Organisational Change (5 Credits)						
VI	Project Management (4 Credits)	Web Development with HTML and CSS (4 Credits) 2L+2P					22
	Business Research Methods (5 Credits)	Internet and Networking (4 Credits)					

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	Data Analytics Skills for Managers (5 Credits)						
VII	Management Accounting (5 Credits)	Software Project Management (4 Credits)			Summer Internship Project Presentation (4 Credits)		<b>22</b>
	Business Intelligence (5 Credits)	Digital Marketing (4 Credits)					
VIII	Customer Relationship Management or Company Accounts or Audit or Human Resource Development (5 Credits)				RESEARCH PROJECT (12 CREDITS)		<b>22</b>
	Marketing Analytics or Financial Analytics or Human Resource Analytics (5 Credits)						
	<b>91 Credits</b>	<b>42 Credits</b>	<b>9 Credits</b>	<b>8 Credits</b>	<b>22 Credits</b>	<b>4 Credits</b>	<b>176</b>

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**Semester-I**

**SUBJECT NAME: Principles of Management**  
**SUBJECT CODE: BBACO101**

**Total Credit: 5L**

**Aim of the Course:** The aim is to achieve knowledge of the fundamentals of principles of management and how these are applied in business.

**Course Objectives:** This course provides an overview of management and its evolution. It examines management functions of planning, organizing, leading, and controlling and its impact on the business organization. It discusses necessary skills and functions required for efficient manager in contemporary business environment. Overall, it enables students to analyze and understand changing business environment, and the role of ethics, social responsibility and environmental issues in contemporary business environment.

<b>COURSE OUTCOMES</b>	
CO1	To integrate management principles into management practices
CO2	To assess managerial practices and choices relative to ethical principles and standards
CO3	To specify how the managerial tasks of planning, organizing, and controlling can be executed in a variety of circumstances
CO4	To determine the most effective action to take in specific situations

**DETAILED SYLLABUS:**

<b>MODULE NO.</b>	<b>NAME OF THE TOPIC</b>	<b>HOURS</b>	<b>MARKS</b>
M1	<b>Management</b> -Meaning, Nature & Significance-Combination of Art & Science, Management as a Profession, Management Vs Administration, Levels of Management-Elements of managerial Processes-Styles & Roles of Managers in Organizations. Contributions of Taylor and Fayol, Human Relations & Behavioral Schools-Hawthorne Studies.	10	15
M2	<b>Planning</b> -Nature, Process of Planning, Planning and Environmental Uncertainties, Types of Planning, Advantages and Limitations of Planning-Decision Making-Stages in Decision Making.	8	10
M3	<b>Nature &amp; Significance of Organization, Authority &amp; Responsibility Relationships</b> -Span of Control, Process of Delegations-Barriers to Delegation, Centralization & Decentralization. Concept of Line & Staff-Overcoming Line-staff conflict, Committees, Coordination, Organization Structures, Types, Advantages & Disadvantages.	8	10
M4	<b>Staffing, Motivation &amp; Leadership.</b> Scope of Staffing Functions, Theories of Motivation. Theory X, Theory Y, Theory Z. Maslow's need hierarchy. Leadership Styles.	10	15

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M5	<b>Controlling &amp; Change- Control</b> – meaning & importance of control, steps of controlling process, designing control systems, financial control ; Organizational change – meaning, drivers of change, process of change, resistance to change, overcoming resistance to change	8	12
M6	<b>Communication:</b> Communications of Control, Process of Communication. Verbal & Non Verbal, Barriers to communication, Types, Process, Tools of control, Characteristics of Effective Control System Human Reaction to control system.	6	8
	<b>SUBTOTAL</b>	50	70
	<b>INTERNAL EXAMINATION</b>	4	30
	<b>TOTAL</b>	50	100

**Suggested Readings:**

1. Wehrich and Koontz, et al: Essentials of Management; Tata McGraw Hill
2. Premvir Kapoor, Principles of Management, Khanna Publishing House
3. V.S.P Rao & Hari Krishna: Management-Text & Cases, Excel Books
4. Ramaswami T: Principles of Mgmt., Himalaya Publishing
5. Chandan, J. S: Management – Concepts and Strategies, Vikas Publishing
6. Dipak Kumar Bhattacharyya: Principles of Management - Text and Cases, Pearson.
7. Robbins, S. P: Management, Prentice Hall.

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**SUBJECT NAME: Business Economics (Micro)**  
**SUBJECT CODE: BBACO102**

**Total Credit: 5L**

**Aim of the Course:** The aim is to achieve knowledge of the fundamentals of microeconomic theory and how these are applied in business.

**Course Objectives:** This course provides students with the foundation theories of basic microeconomics including an introduction into the study of economics and analyses of economic agents' behaviors, particularly that of the individual and the firm. The course begins with a description of the subject area, and continues to introduce the basic concepts and theories that are used as the foundation of microeconomic theory and analysis. This includes discussions and applications of the theory of the consumer; theory of producer; market operations; and market structures. Aims to provide non-specialists economics student with a good introduction to the fundamental principles of microeconomics. It will familiarize students to use the concepts to which they are introduced to facilitate analysis of the functioning of the micro economy.

<b>COURSE OUTCOMES</b>	
CO1	To classify the basic problems of an economy
CO2	To understand the concepts of demand, supply, production and cost
CO3	To develop an understanding about the market structure including pricing, labour, capital etc.
CO4	To familiarize the importance of economic approaches in managerial decision making
CO5	To understand the applications of economic theories in business decisions

**DETAILED SYLLABUS:**

<b>MODULE NO.</b>	<b>NAME OF THE TOPIC</b>	<b>HOURS</b>	<b>MARKS</b>
M1	<b>Introduction:</b> Basic Problems of an Economy, Working of Price Mechanism and Resource Allocation, Production Possibility Curve; Opportunity Cost	4	5
M2	<b>Basic Elements of Demand and Supply:</b> Demand- Meaning, Demand Schedule, Individual and Market Demand Curve, Determinants of Demand, Law of Demand, Changes in Demand; Supply- Meaning, Supply Schedule, Individual and Market Supply Curve, Determinants of Supply, Law of Supply, Changes in Supply; Equilibrium of Demand and Supply, Determination of Equilibrium Price and Quantity, Effect of a shift in Demand or Supply; <b>Elasticity of Demand and Supply:</b> Elasticity of Demand: Concept and Measurement of Elasticity of Demand, Price, Income and Cross Elasticities; Average Revenue: Marginal Revenue, and Elasticity of Demand, Determinants of Elasticity of Demand.	10	15
M3	<b>Theory of Consumer Behaviour:</b> Cardinal Utility Approach-Law of Diminishing Marginal Utility, Law of Equi-Marginal Utility; Indifference Curve Approach- Indifference Curves, Properties of Indifference Curves, Budget Line, Consumer's	8	10

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	Equilibrium		
M4	<b>Production Function:</b> Law of Variable Proportions, Ridge Lines. Isoquants, Economic Regions and Optimum Factor Combination. Expansion Path, Returns of Scale, International and External Economies and Diseconomies of Scale. <b>Theory of Costs:</b> Short-Run and Long Run Cost Curves – Traditional Approaches Only.	10	15
M5	<b>Market Structures</b> <b>Perfect Competition:</b> Characteristics, Profit Maximization and Equilibrium of Firm and Industry, Short- Run and Long Run Supply Curves, Price and Output Determination, Practical Applications. <b>Monopoly:</b> Characteristics, Determination of Price under monopoly, Equilibrium of a Firm, Comparison Between Perfect Competition and Monopoly, Price Discrimination, Social Cost of Monopoly <b>Monopolistic Competition:</b> Meaning and Characteristics, Price and Output Determination Under Monopolistic Competition, Product Differentiation, Selling Costs, Comparison with Perfect Competition, Excess Capacity Under Monopolistic Competition. <b>Oligopoly:</b> Characteristics, Indeterminate Pricing and Output, Cournot Model of Oligopoly, Price Leadership (Only Meaning and Characteristics) Collusive Oligopoly (Meaning and Characteristics Only), Only Kinked Demand Curve Model of Oligopoly.	12	20
M6	<b>Factor Pricing:</b> Marginal Productivity Theory and Demand for Factors (Statement and assumption only). <b>Concept of Rent:</b> Ricardian and Modern Theories of Rent; Quasi-Rent <b>Concept of Labour:</b> Wage Rate, Nominal Wage, Real Wage. <b>Concept of Capital:</b> Gross Interest, Net Interest, Zero Interest Rate. <b>Concept of Profit:</b> Pure Profit, Normal Profit, Abnormal Profit.	6	5
	<b>SUBTOTAL</b>	50	70
	<b>INTERNAL EXAMINATION</b>	4	30
	<b>TOTAL</b>	50	100

**Suggested Readings:**

1. Panchanan Das, Anindita Sengupta-Economics I: Oxford.
2. S.Mukherjee, M. Mukherjee & A. Ghose : Microeconomics, Prentice-Hall.
3. Koutsoyianni : Modern Micro-Economics, Macmillan
4. Vinita Agarwal: Managerial Economics, Pearson
5. Debes Mukherjee: Essentials of Micro and Macro Economics, Central
6. R. G. Hubbard & O'Brien: Microeconomics, Pearson



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**Detailed Syllabus**

<b>Course: English &amp; Professional Communication</b>		
<b>Course Code: AECC101</b>		<b>Semester: I</b>
<b>Maximum Marks: 100</b>		
<b>Teaching Scheme</b>		<b>Examination Scheme</b>
Lecture: 2		End semester Exam: 70
Tutorial: 0		Attendance: 5
Practical: 0		Continuous Assessment: 25
Credit: 2		Practical/Seasonal internal continuous evaluation: 0
		Practical/Seasonal external examination: 0
<b>Sl. No.</b>	<b>Course Objective</b>	
<b>1</b>	To lay emphasis on the development of linguistic competence and honing skills in the domain of communication and its allied affairs.	
	<b>Course Outcomes</b>	<b>Mapped module/Unit</b>
<b>CO 1</b>	To improve communicative competence of the students.	U1
<b>CO 2</b>	To enable the students converse in the real-life situations.	U1, U2
<b>CO 3</b>	To make the effective use of English for practical purposes.	U1, U2, U3
<b>CO 4</b>	To enable the students, acquire phonetic skills.	U1, U3, U4

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**Learning Outcome/Skills:**

The candidate will be able to have a deep insight into the areas of grammar, communication, reading aspects and practical skills and preparation to face the corporate world and the general life with confidence. There should be a close linkage between the various elements of language and communication for a flawless reflection.

<b>Unit</b>	<b>Total Hours</b>	<b>% of Questions</b>	<b>Bloom's Taxonomy</b>	<b>Remarks, if any</b>
<b>THEORY</b>				
<b>U1</b>	<b>6</b>	<b>30</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U2</b>	<b>8</b>	<b>20</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U3</b>	<b>7</b>	<b>20</b>	<b>1, 2</b>	<b>NA</b>
<b>U4</b>	<b>9</b>	<b>30</b>	<b>1, 2, 3</b>	<b>NA</b>
	<b>30</b>	<b>100%</b>		

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<b>Course Code:</b>	<b>AECC101</b>	
<b>Course:</b>	<b>English &amp; Professional Communication</b>	Credits:2.0
<b>Contents</b>		
<b>Chapter</b>	<b>Name of the topic</b>	<b>Hours</b>
<b>Unit-I</b>	Grammar: Tense, Voice, Phrases and Clauses, Narration, Transformation of Sentences, Vocabulary.	<b>6</b>
<b>Unit-II</b>	Communication: Definition, importance, purpose, elements, barriers, body language and strategies.	<b>8</b>
<b>Unit-III</b>	Reading Skills: Purpose, Articulation, Syllables, Accent and Voice Modulation.	<b>7</b>
<b>Unit-IV</b>	Presentation Skills, its structure, speech preparation, public speaking on special occasion. Interview, types, Group Discussion, Mock Sessions for practice.	<b>9</b>
	<b>Total</b>	<b>30</b>

**List of Books**

<b>Name of Author</b>	<b>Title of the Book</b>	<b>Name of the Publisher</b>
K C Verma	The Art of Communication	Kalpaz Publication.
B K Mitra	Personality Development and Soft Skills	Oxford Publication
Wren and Martin	High School Grammar and Composition, Wren and Martin	S Chand Publication

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**Semester I**

**Detailed Syllabus**

<b>Course: Computer Fundamental</b>	
<b>Course Code: MIC101</b>	<b>Semester: I</b>
<b>Maximum Marks: 100</b>	
<b>Teaching Scheme</b>	<b>Examination Scheme</b>
Lecture: 3	End semester Exam: 70
Tutorial: 0	Attendance: 5
Practical: 0	Continuous Assessment: 25
Credit: 3	Practical/Seasonal internal continuous evaluation: 0
	Practical/Seasonal external examination: 0
<b>Sl. No.</b>	<b>Course Objective</b>
1	To develop understanding of computer hardware and software components.
2	To develop understanding of different operating systems and their functionalities.
3	To develop understanding of computer networking and its importance in modern computing.

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4	To develop understanding of algorithm/pseudocode concepts and develop problem-solving skills.	
	<b>Course Outcomes</b>	<b>Mapped module/Unit</b>
<b>CO 1</b>	Student should have a solid understanding of computer hardware and software components.	U1, U2
<b>CO 2</b>	Student should have a good knowledge of various operating systems and their functionalities effectively.	U3
<b>CO 3</b>	Student should have a good knowledge of networking principles and configurations.	U2, U5
<b>CO 4</b>	Student should have a good knowledge of implementing the basic algorithm concepts to solve computational problems.	U4

**Learning Outcome/Skills:**

The candidate will be able to gain a thorough knowledge on the fundamental concepts of computer and its allied factors like hardware, software and programming languages for the random application in practical life.

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<b>Unit</b>	<b>Total Hours</b>	<b>% of Questions</b>	<b>Bloom's Taxonomy</b>	<b>Remarks, if any</b>
<b>THEORY</b>				
<b>U1</b>	<b>8</b>	<b>15</b>	<b>1</b>	<b>NA</b>
<b>U2</b>	<b>10</b>	<b>20</b>	<b>1, 2</b>	<b>NA</b>
<b>U3</b>	<b>8</b>	<b>25</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U4</b>	<b>12</b>	<b>25</b>	<b>1, 2</b>	<b>NA</b>
<b>U5</b>	<b>7</b>	<b>15</b>	<b>1, 2</b>	<b>NA</b>
	<b>45</b>	<b>100%</b>		

<b>Course Code:</b>	<b>MIC101</b>	
<b>Course:</b>	<b>Computer Fundamental</b>	<b>Credits:3.0</b>
<b>Contents</b>		
<b>Chapter</b>	<b>Name of the topic</b>	<b>Hours</b>
<b>Unit-I</b>	Basic Computer Concepts – Different generations of computer hardware, Modern taxonomy of computers; Hardware and software; Programming languages, Overview of computer systems and their components, Evolution of computers and their impact on society, Classification of computers (mainframes, personal computers, mobile devices), General idea of information and communication technologies, Information	<b>8</b>

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	system development process.	
<b>Unit-II</b>	Computer Hardware – Input and Output devices; Memory (or storage) devices; Central Processing Unit. Input / Output devices: keyboard, mouse, light pen, barcode readers, scanners, MICR, OCR, voice recognition and handwriting recognition systems; visual display terminals, printers, plotters etc. Storage devices: Primary storage – RAM, ROM, EEROM, PROM, EPROM; Secondary storage – direct access devices, serial access devices: hard disks, floppy disks, magnetic tape, CD-ROM, DVD; Cache memory and Virtual memory. Central Processing Unit – Control Unit; Arithmetic and Logic Unit; Decoders; Registers; Machine Instructions; Stored program concept; Program execution: Fetch-Decode-Execute cycle; Arithmetic, logical and shift operations.	<b>10</b>
<b>Unit-III</b>	Meaning of software; broad classification of software; system software and application software; utilities. Systems software – Operating systems: Basic idea of an OS; OS as a resource manager – memory management, input/output management, secondary storage management, processor management, program management, network management; Brief introduction to different types of operating systems like DOS, Windows, Unix, Linux etc. Application software – System development tools, Utilities, Application packages, User- written programs.	<b>8</b>
<b>Unit-IV</b>	Programming languages and Algorithms – The concept of programming; pseudocode and flowcharts; structure of programs; program development guidelines; programming languages – machine language, assembly languages, high-level languages (procedural and object-oriented languages), fourth generation languages; object code and executable codes; compilers, translators, assemblers; Algorithms – Basic concept; Some typical algorithms – Finding the sum of a series, checking whether a number is prime or not, creating an array of numbers and displaying the largest element in the list, sorting a given set of numbers. (The algorithms may be	<b>12</b>

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	implemented using either pseudocode or a high-level programming language).	
<b>Unit-V</b>	Computer Applications: Essential features of computer systems and structures required for office automation, communications, control systems, data acquisition, interactive multimedia, LAN, WAN, MAN networking.	<b>7</b>
	<b>Total</b>	<b>45</b>

**List of Books**

<b>Name of Author</b>	<b>Title of the Book</b>	<b>Name of the Publisher</b>
N.S. Gill	Handbook of Computer Fundamentals	Khanna Publishing House
P.K.Sinha	Computer Fundamentals	BPB Publication.
V.Rajaraman	Fundamentals of Computers	PHI, Sixth Edition



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<b>Course: Life Skills and Personality Development</b>		
<b>Course Code: SEC181</b>		<b>Semester: I</b>
<b>Maximum Marks: 100</b>		
<b>Teaching Scheme</b>		<b>Examination Scheme</b>
Lecture: 2		End semester Exam:
Tutorial: 0		Attendance:
Practical: 0		Continuous Assessment:
Credit: 2		Seasonal external examination: 100
<b>Sl. No.</b>	<b>Course Objective</b>	
<b>1</b>	To understand the importance of the fundamental skill practices of life.	
<b>2</b>	To analyze the necessity of growth and expansion of personality to cater a complete look to life.	
<b>3</b>	To showcase the extreme necessity of the use and application of soft skills in organization.	
<b>4</b>	To comprehend the hand in glove relation between the life skill practices and the subtle nuances of personality.	
	<b>Course Outcomes</b>	<b>Mapped module/Unit</b>
<b>CO 1</b>	To enable the students, understand the essence of career growth and improvement of professional skills.	U1
<b>CO 2</b>	To enable the students, realize the importance of attitude and its relation to the motivational acumen to manage the daily stress issues for a sum total development.	U1, U2
<b>CO 3</b>	To acquire deemed knowledge on the various tentacles of communicative skills and their subsequent application for a complete reflection.	U1, U2, U3
<b>CO 4</b>	To make the students realize the use and necessity of soft skills in the corporate domain and job searching scenario.	U1, U3, U4

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**Learning Outcome/Skills:**

The candidate is able to have a detailed understanding of the importance of career and the skills which are high required to pave the path for a distinct destination. There is a perfect blend of the various categories required for the growth and expansion of life and career.

<b>Unit</b>	<b>Total Hours</b>	<b>% of Questions</b>	<b>Bloom's Taxonomy</b>	<b>Remarks, if any</b>
<b>THEORY</b>				
<b>U1</b>	<b>7</b>	<b>25</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U2</b>	<b>8</b>	<b>20</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U3</b>	<b>9</b>	<b>25</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U4</b>	<b>6</b>	<b>30</b>	<b>1, 2, 3</b>	<b>NA</b>
	<b>30</b>	<b>100%</b>		

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<b>Course Code:</b>	<b>SEC181</b>	
<b>Course:</b>	<b>Life Skills and Personality Development</b>	Credits:2.0
<b>Contents</b>		
<b>Chapter</b>	<b>Name of the topic</b>	<b>Hours</b>
<b>Unit-I</b>	Career and Professional Skills: Listening skills, Reading skills, Writing skills, Resume preparation, exploring career opportunities, cognitive skills, presentation skills, social and cultural etiquettes, digital literacy, ethics and security.	<b>7</b>
<b>Unit-II</b>	Attitude and Motivation: Attitude: Concept, meaning, types, applicable factors in daily life. Motivation: Concept, meaning, types, causes of de motivation, remedial measures. Stress Management and Development of Capabilities: Stress: meaning, causes, solutions. Development of Capacities: Leadership qualities, time management, decision making, team work, work ethics, good manners and etiquettes.	<b>8</b>
<b>Unit-III</b>	Introduction to Soft Skills: Personal Skills, knowing oneself, confidence building, defining strengths and weaknesses, developing positive attitude, thinking positively, perceptions, values in daily life. Inter and Intra personal skills, Group Dynamics, the importance of a good networking system, troubleshooting method and problem solving tools and techniques.	<b>9</b>
<b>Unit-IV</b>	The various branches of Communication Skills: Reading texts, Speaking fluently, Writing effectively. E mail writing and etiquettes followed. Corporate and Job hunting Skills: The Behavioral etiquettes, mannerisms, Stress Management, Time Management, importance of proper body language, writing a good CV (with job application), career planning, importance of goal settings in different spheres and conducting of mock GD.	<b>6</b>
<b>Total</b>		<b>30</b>

**List of Books**

<b>Name of Author</b>	<b>Title of the Book</b>	<b>Name of the Publisher</b>
Meena and V. Ayothi (2013)	A Book on Development of Soft Skills	PR Publisher and Distributor
Patra Avinash	The Spiritual Life and Culture of India	London, OUP.
Shiv Khera	You can win	MacMillan Books, New York, 2003.
B K Mitra	Personality Development and Soft Skills	Oxford Publication.
Alex K	Soft Skills - Know Yourself and Know your World	S Chand and Company Ltd.

**Maulana Abul Kalam Azad University of Technology, WB**  
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<b>Course: Health &amp; Wellness</b>		
<b>Course Code: VAC181B</b>		<b>Semester: I</b>
<b>Maximum Marks: 100</b>		
<b>Teaching Scheme</b>		<b>Examination Scheme</b>
Lecture: 0		End semester Exam: 0
Tutorial: 0		Attendance: 0
Practical: 2		Continuous Assessment: 0
Credit: 2		Practical/Seasonal internal continuous evaluation: 0
		Practical/Seasonal external examination: 100
<b>Sl. No.</b>	<b>Course Objective</b>	
<b>1</b>	To help understand the importance of a healthy lifestyle	
<b>2</b>	To familiarize students about physical and mental health	
<b>3</b>	To create awareness of various lifestyle related diseases	
<b>4</b>	To provide understanding of stress management	
	<b>Course Outcomes</b>	<b>Mapped module/Unit</b>
<b>CO 1</b>	Explain the meaning of health & wellness and its importance.	U1
<b>CO 2</b>	Role of essential components in balanced diet for good health	U1
<b>CO 3</b>	Role of healthy food for prevention of various disease	U2
<b>CO 4</b>	Effect of exercise on hypokinetic disease	U2
<b>CO 5</b>	Stress management through Yoga	U3
<b>CO 6</b>	Importance of sleep on mental and physical health	U3

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**Learning Outcome/Skills:**

The candidate will be able to understand the importance of wellbeing and the path which would help to manage a healthy lifestyle, keeping the negative factors at bay. There is a huge possibility of the practical approach of health style and fitness.

<b>Unit</b>	<b>Total Hours</b>	<b>Bloom's Taxonomy</b>	<b>Remarks, if any</b>
<b>U1</b>	<b>15</b>	<b>1</b>	<b>NA</b>
<b>U2</b>	<b>10</b>	<b>1, 2</b>	<b>NA</b>
<b>U3</b>	<b>5</b>	<b>1, 2</b>	<b>NA</b>
	<b>30</b>		

<b>Formative Assessment</b>	
<b>Assessment Occasion/ type</b>	<b>Weightage in Marks</b>
Practical	25 Marks
Assignments	25 Marks
Theory Exam	25 Marks
PowerPoint Presentation	25 Marks

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<b>Course Code:</b>	<b>VAC181B</b>	
<b>Course:</b>	<b>Health &amp; Wellness</b>	<b>Credits:2.0</b>
<b>Contents</b>		
<b>Chapter</b>	<b>Name of the topic</b>	<b>Hours</b>
<b>Unit-I</b>	<b>Introduction to Health and Wellness</b> <ul style="list-style-type: none"> <li>• Define and differentiate health and wellness.</li> <li>• Importance of health and wellness Education.</li> <li>• Local, demographic, societal issues and factors affecting health and wellness.</li> <li>• Diet and nutrition for health &amp; wellness.</li> <li>• Essential components of balanced diet for healthy living with specific reference to the role of carbohydrates, proteins, fats, vitamins &amp; minerals.</li> <li>• Malnutrition, under nutrition and over nutrition.</li> <li>• Processed foods and unhealthy eating habits.</li> <li>• Body systems and common diseases.</li> <li>• Sedentary lifestyle and its risk of disease.</li> </ul>	<b>15</b>
<b>Unit-II</b>	<b>Management of Health &amp; Wellness</b> <ul style="list-style-type: none"> <li>• Healthy foods for prevention and progression of Cancer, Hypertension, Cardiovascular, and metabolic diseases (Obesity, Diabetes, Polycystic Ovarian Syndrome).</li> <li>• Types of Physical Fitness and its Health benefits.</li> <li>• Modern lifestyle and hypo-kinetic diseases; prevention and management through exercise.</li> <li>• Postural deformities and corrective measures.</li> </ul>	<b>10</b>
<b>Unit-III</b>	<b>Anxiety, Stress and Aging</b> <ul style="list-style-type: none"> <li>• Meaning of Anxiety, Stress and Aging</li> <li>• Types and Causes of Stress</li> <li>• Stress relief through Exercise and Yoga</li> <li>• Role of sleep-in maintenance of physical and mental health.</li> </ul>	<b>5</b>
	<b>Total</b>	<b>30</b>

**List of Books**

<b>Name of Author</b>	<b>Title of the Book</b>
Steven N. Blair, William L. Haskell	Physical Activity and Health
Emily Attached & Marzia Fernandez	Mental Health Workbook
Nashay Lorick	Mental Health Workbook for Women: Exercises to Transform Negative Thoughts and Improve Well-Being
C. Nyambichu & Jeff Lumiri	Lifestyle Diseases: Lifestyle Disease Management
Angela Clow & Sarah Edmunds	Physical Activity and Mental Health

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**Semester-II**

**BBACO201 Environment & Sustainable Development**

**Total Credit: 5**

**Total hours of lectures: 50 hours**

Sl.	Topic/Module	Hours
1	<b>Module 1:</b> Introduction, Multidisciplinary nature, Scope and importance; the need for environmental education. Concept of sustainability and sustainable development.	6
2	<b>Module 2:</b> Ecosystems: Definition, Types of ecosystem: forest, grassland, lentic, lotic, estuarine, marine, desert, wetlands. Structure: food chains, food webs and function of ecosystem: Energy flow, nutrient cycle and ecological succession. Ecosystem management: Concepts; sustainable development; sustainability indicators. Ecological adaptations: Morphological and physiological responses of organisms to temperature and water. Ecological Interactions, Biodiversity and Conservation – Levels, India as a mega-biodiversity nation, Threats to biodiversity, Ecosystem and biodiversity services	10
3	<b>Module 3:</b> Environmental Pollution and its mitigation - Types:- Air pollution, Water pollution, Land pollution, Noise pollution; pollutants, Effects of pollution, Control and Remedial measures.	6
4	<b>Module 4:</b> Global Environmental change issues. Stratospheric ozone layer: Evolution of ozone layer; Causes of depletion and consequences; Global efforts for mitigation ozone layer depletion. Climate change: Greenhouse effects; Drivers of climate change; Greenhouse gases and their sources; Implications on climate, oceans, agriculture, natural vegetation, wildlife and humans; Effects of increased CO <sub>2</sub> on plants; International efforts on climate change issues.	10
5	<b>Module 5:</b> Environmental Protection- Different Renewable Energy Sources- Wind Power, Water Power, Ocean energy, Bio Fuel/Solid Bio Mass, Geothermal Energy, Nuclear Power, Environmental Movements- Chipko movement; Narmada Bachao movement; Tehri Dam conflict.	8
6	<b>Module 6:</b> Global and national environmental organizations and agencies – UNEP, MAB, IUCN, UNFCCC (COP). Environmental policies: Environmental Regulations Different Acts. International agreements – Montreal protocol 1987; Kyoto protocol 1997; Copenhagen summit 2009; Paris Climate Accords 2015. Carbon credit and carbon trading. Environmental Ethics Environmental Impact Assessment (EIA), EIA – Methods and Tools.	10

**Suggested readings:**

1. Santra, S.C. 2017. Environmental science, New central book agency (P) Ltd.
2. Patra, M. N. & Singha, R. K. 2022. Basic environmental engineering & Elementary biology, Aryan Publishing House.
3. Radjou, N. & Prabhu, J. 2019. Do better with less: Frugal innovation for sustainable growth, Penguin.
4. Khosla, R. & Siddiqui, Z. H. 2017. Basics of environmental science, Narosa Publishing House.
5. Satpathy, B., Dash, A. P. & Dash, A. 2016. +3 Environmental Science, Kalyani Publishers.

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**Paper Code: BBACO 202**

**Business Economics - Macro**

**Total Credit: 5**

**Total hours of lectures: 50 hours**

<b>Module / Hours</b>	<b>Content</b>
<b>Mod 1 10 hours</b>	<ul style="list-style-type: none"> <li>• <b>Introduction to Macroeconomics: Concept of Aggregate Demand and Aggregate Supply, Marginal Propensity to Consume(MPC), APC, MPS, MPI, Paradox of thrift</b></li> <li>• <b>Introduction to Sustainable economics: The 4 pillars of sustainability- human, environmental, social and economic,</b></li> <li>• <b>Environmental externalities, Economics of natural resource use (non-renewable resources such as oil, gas and metals as well as renewable resources)</b></li> <li>• <b>Blue economics - economics of sea</b></li> </ul>
<b>Mod 2 10 hours</b>	<ul style="list-style-type: none"> <li>• <b>National Income: Concepts and Definitions, Gross National Product (GNP), Gross Domestic Product (GDP), Net National Product and Net Domestic Product, Personal Income, Disposable Income and Per Capita Income,</b></li> <li>• <b>Measurement of National Income, Factors That Determine Size of National Income, Double Counting and The Concept of Value Added, Real and Nominal GNP, Deflator</b></li> <li>• <b>Concept of Business Cycle: Only Different Phases and their basic characteristic</b></li> </ul>
<b>Mod 3 10 hours</b>	<ul style="list-style-type: none"> <li>• <b>Monetary Economics: Evolution of Money, Functions of Money, Bank and its Functions, Indian Money Market, Different Concepts of Money Like M1, M2, M3, M4.</b></li> <li>• <b>Banks: Commercial Banks – Need and Functions, Credit Creation of Commercial Banks. Co-Operative Banks: Need and Role in an Economy. Reserve Bank of India – Need and Functions, Credit Control Policy.</b></li> <li>• <b>International Financial Institutions: International Monetary Fund (IMF), International Bank for Reconstruction and Development (IBRD), Asian Development Bank, New Development Bank,</b></li> </ul>
<b>Mod 4 10 hours</b>	<ul style="list-style-type: none"> <li>• <b>Public Finance: Public Revenue- Concept of Taxes, Sources of Revenue of Central and State Government, GST, CGST, SGST (only definition).</b></li> <li>• <b>Finance Commission of India – role and importance</b></li> </ul>



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	<ul style="list-style-type: none"> <li>• <b>Public Expenditure: Types of Public Expenditure, Its Need Role and Importance. Public Debt: Types of Public Debt, Need for Public Debt, Redemption of Public Debt. Deficit Financing: Role and Importance.</b></li> <li>• <b>Budget: Need and Types, Concept of Different Types of Deficit (Revenue Deficit. Budgetary Deficit, Fiscal deficit and Primary Deficit</b></li> <li>• <b>Concept of Inflation: Definition of Inflation, Types of Inflation, Effects of Inflation, Anti-Inflationary Measures</b></li> </ul>
<p><b>Mod 5</b>  <b>10 hours</b></p>	<ul style="list-style-type: none"> <li>• <b>International Trade and Finance: Need for international trade, Absolute and Comparative Cost Advantage Theory, (only concepts) Gains from international trade,</b></li> <li>• <b>Balance of Payments: Items of BOP, Causes of Disequilibrium in BOP,</b></li> <li>• <b>Strategies to Correct Adverse BOP Situation, Purchasing Power Parity (Only basic concept),</b></li> <li>• <b>Economics of international environmental problems – environmental taxes, environmental standards, climate funds</b></li> </ul>

**Suggested books:**

- **Macroeconomics: Principles, Problems, & Policies (Irwin Economics)**
- **Principles of Macroeconomics (Mankiw's Principles of Economics)**
- **Economics (SIE) | 20th Edition, Paul A. Samuelson, William D. Nordhaus,**
- **Additional readings: The Economic and Political weekly, the Economic Times, IMF, WTO, World Bank, Ministry of Finance, RBI websites.**

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**Semester II Detailed Syllabus**

<b>Course: Modern Indian Languages and Literature</b>	
<b>Course Code: AECC201</b>	<b>Semester: II</b>
<b>Maximum Marks: 100</b>	
<b>Teaching Scheme</b>	<b>Examination Scheme</b>
Lecture: 2	End semester Exam: 70
Tutorial: 0	Attendance: 5
Practical: 0	Continuous Assessment: 25
Credit: 2	Practical/Seasonal internal continuous evaluation: 0
	Practical/Seasonal external examination: 0
<b>Sl. No.</b>	<b>Course Objective</b>
<b>1</b>	To understand the basics of the functional grammar, its usage and relevant application.
<b>2</b>	To understand technique, style, pattern and the logical development of thoughts in writing various different kinds of prose.
<b>3</b>	To understand the text and the key features associated with the literary aspects of MIL.
<b>4</b>	To understand the need and development of the structure of the contemporary communication skills and its relevant application.
	<b>Course Outcomes</b>
	<b>Mapped module/Unit</b>
<b>CO 1</b>	Enable the students comprehend and grip the fundamentals of English Grammar and its allied features applicable in the world.
<b>CO 2</b>	Enable the students develop the skills for writing prose and essays of variety to widen their mental horizon.
<b>CO 3</b>	Enable the students take interest in the selected literary pieces and their relevance as well as purpose in the modern world.
<b>CO 4</b>	Enable the students develop the expertise in the matter of communication and its practical application to add an extra dimension to their learning process.

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**Learning Outcome/Skills:**

The candidate will not only have an exposure to the fundamentals of English grammar and writing features but also develop a keen interest in the literary domain linked with the rich communications skills. The use of modern technology in the world of communication will also widen their mental horizon.

<b>Unit</b>	<b>Total Hours</b>	<b>% of Questions</b>	<b>Bloom's Taxonomy</b>	<b>Remarks, if any</b>
<b>THEORY</b>				
<b>U1</b>	<b>6</b>	<b>25</b>	<b>1, 2</b>	<b>NA</b>
<b>U2</b>	<b>7</b>	<b>25</b>	<b>1, 2</b>	<b>NA</b>
<b>U3</b>	<b>9</b>	<b>25</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U4</b>	<b>8</b>	<b>25</b>	<b>1, 2, 3</b>	<b>NA</b>
	<b>30</b>	<b>100%</b>		

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<b>Course Code:</b>	<b>AECC201</b>	
<b>Course:</b>	<b>Modern Indian Languages and Literature</b>	<b>Credits:2.0</b>
<b>Contents</b>		
<b>Chapter</b>	<b>Name of the topic</b>	<b>Hours</b>
<b>Unit-I</b>	Functional Grammar and its usage: Formation of tenses, gerund, infinitive, verbal noun, synthesis of sentences, idioms and proverbs.	<b>6</b>
<b>Unit-II</b>	Develop the Writings in a New Pattern and Style: Expository, Descriptive, Reflective, Narrative, Biographical and Autobiographical. Letters (Formal type) and Report Scripting (News Paper style) and Features.	<b>7</b>
<b>Unit-III</b>	Selected Literary Pieces: Poetry: JACK (E V Lucas), SNAKE (D H LAWRENCE). Prose: KITE (Somerset Maugham), THE HUNGRY STONE (RABINDRANATH TAGORE) Drama: TARA (MAHESH DATTANI)	<b>9</b>
<b>Unit-IV</b>	Communication: Debate, Discussion, Public interaction, Safety measures of Communication, Power of Convincing others and Audio-Visual technology used for the contemporary communication system.	<b>8</b>
	<b>Total</b>	<b>30</b>

**List of Books**

<b>Name of Author</b>	<b>Title of the Book</b>	<b>Name of the Publisher</b>
Wren and Martin	High School Grammar and Composition	S Chand Publication
Palgrave	Golden Treasury	Oxford Publication
B K Mitra	Personality Development and Soft Skills	Oxford Publication

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<b>Course: IT Skills</b>		
<b>Course Code: SEC201</b>		<b>Semester: II</b>
<b>Maximum Marks: 100</b>		
<b>Teaching Scheme</b>		<b>Examination Scheme</b>
Lecture: 2		End semester Exam: 70
Tutorial: 0		Attendance: 5
Practical: 0		Continuous Assessment: 25
Credit: 2		Practical/Seasonal internal continuous evaluation: 0
		Practical/Seasonal external examination: 0
<b>Sl. No.</b>	<b>Course Objective</b>	
1	To understand the usage of various IT tools and software applications commonly used in business environments.	
2	Understand the role and importance of IT tools in enhancing productivity, efficiency, and communication in business operations.	
3	To understand the utilization of IT tools for data management, analysis, and reporting to support decision-making processes.	
4	To understand CRM and technologies such as SEO and use it for business advancement.	
5	To understand the importance of cyber security and IT governance.	
	<b>Course Outcomes</b>	<b>Mapped module/Unit</b>
<b>CO 1</b>	Students should have a good knowledge on range of IT tools and software applications to support and enhance business operations.	U1
<b>CO 2</b>	Students should have a good knowledge to streamline processes, improve productivity, and optimize resource utilization in business settings.	U1, U2
<b>CO 3</b>	Students should have a good knowledge to utilize data management and analysis skills acquired through IT tools to make informed decisions and drive business performance.	U1, U2, U3
<b>CO 4</b>	Students should have a good knowledge of CRM and technologies such as SEO.	U1, U3, U4
<b>CO 5</b>	Students should have a good knowledge of basic of cyber security and IT governance in India.	U5

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**Learning Outcome/Skills:**

The candidate will be able to have an overview of the use of various IT tools and their corresponding business important apart from gaining knowledge on the other relevant areas of marketing, HR, cyber security and IT governance. This put further prepare the candidate for a more rational and practical approach.

<b>Unit</b>	<b>Total Hours</b>	<b>% of Questions</b>	<b>Bloom's Taxonomy</b>	<b>Remarks, if any</b>
<b>THEORY</b>				
<b>U1</b>	<b>7</b>	<b>20</b>	<b>1</b>	<b>NA</b>
<b>U2</b>	<b>5</b>	<b>15</b>	<b>1, 2</b>	<b>NA</b>
<b>U3</b>	<b>6</b>	<b>15</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U4</b>	<b>6</b>	<b>20</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U5</b>	<b>6</b>	<b>20</b>	<b>1, 2</b>	
	<b>30</b>	<b>100%</b>		

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<b>Course Code:</b>	<b>SEC201</b>	
<b>Course:</b>	<b>IT Skills</b>	<b>Credits:2.0</b>
<b>Contents</b>		
<b>Chapter</b>	<b>Name of the topic</b>	<b>Hours</b>
<b>Unit-I</b>	Introduction to IT Tools in Business: Overview of IT tools and their importance in business, Role of IT tools in enhancing productivity and efficiency, Operating systems and software applications used in business, Introduction to internet and its impact on business, Overview of business information systems and databases, Introduction to ERP and its usages, ERP systems (e.g., SAP, Oracle, Microsoft Dynamics).	<b>7</b>
<b>Unit-II</b>	Communication and Collaboration Tools: Email communication and management, Instant messaging and online chat tools, Video conferencing and web conferencing tools, Document sharing and version control tools, Virtual team communication and coordination.	<b>5</b>
<b>Unit-III</b>	Data Management and Analysis Tools: Introduction to spreadsheets and data analysis, Advanced features of spreadsheet software (e.g., formulas, functions, pivot tables), Database management systems and their role in business, Business intelligence and data analytics tools.	<b>6</b>
<b>Unit-IV</b>	Marketing, HR Tools: Customer relationship management (CRM) systems, Marketing automation tools, Email marketing tools, HRIS (Human Resource Information System) concept and tools, Web analytics and search engine optimization (SEO) tools.	<b>6</b>
<b>Unit-V</b>	Cybersecurity and IT Governance: Importance of cybersecurity in business, Types of cyber threats and attack vectors, Network security and firewalls, Data encryption and secure communication, Risk assessment and management, IT governance frameworks and compliance standards.	<b>6</b>
	<b>Total</b>	<b>30</b>

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**List of Books**

<b>Name of Author</b>	<b>Title of the Book</b>	<b>Name of the Publisher</b>
Mayank Bhusan Rajkumar Singh Rathore Aatif Jamshed	Fundamentals of Cyber Security (Principle, Theory and Practices)	BPB Publications
Nippani K.S	Digital India Governance Transformation	Nippani K.S
Nigam Manisha	Data Analysis with Excel	BPB
Jagdish N Sheth , Parvatiyar Atul , G Shainesh	Customer Relationship Management: Emerging Concepts, Tools and Applications	McGraw Hill Education
Upendra Rana	Step By Step Guide to SEO	Prabhat Prakashan
Taprial Varinder	Search Engine Optimisation	Pustak Mahal



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**Semester II**

**Detailed Syllabus**

<b>Course: Management Information System</b>	
<b>Course Code: MIC201</b>	<b>Semester: II</b>
<b>Maximum Marks: 100</b>	
<b>Teaching Scheme</b>	<b>Examination Scheme</b>
Lecture: 3	End semester Exam: 70
Tutorial: 0	Attendance: 5
Practical: 0	Continuous Assessment: 25
Credit: 3	Practical/Seasonal internal continuous evaluation: 0
	Practical/Seasonal external examination: 0
<b>Sl. No.</b>	<b>Course Objective</b>
<b>1</b>	To gain an understanding of the role and importance of management information systems in organizations.
<b>2</b>	To understand fundamental concepts and theories related to information systems and their applications in management.
<b>3</b>	To understand the skills to analyse, design, and implement effective information systems to support decision-making and organizational processes.
<b>4</b>	To understand emerging trends and technologies in management information systems and their

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	potential impact on organizational efficiency and competitiveness.	
	<b>Course Outcomes</b>	<b>Mapped module/Unit</b>
<b>CO 1</b>	Students should have a good understanding of the role and importance of management information systems in organizational decision-making and strategic planning.	U1
<b>CO 2</b>	Students should have a good understanding on different types of information system and ERP.	U1, U2
<b>CO 3</b>	Students should have a good understanding on technology to enhance operational efficiency and improve decision-making processes.	U1, U3, U4
<b>CO 4</b>	Student should stay updated with emerging trends and advancements in management information systems, enabling adaptation to changing business environments.	U4
<b>CO 5</b>	Students should have a good understanding on networking, security threads and understand risk management.	U5

**Learning Outcome/Skills:**

The candidate will be able to gain a detailed knowledge on the importance and the effectiveness of management information system including the concepts of software development, data communication and other relevant spheres and applications.

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Unit	Total Hours	% of Questions	Bloom's Taxonomy	Remarks, if any
<b>THEORY</b>				
<b>U1</b>	<b>6</b>	<b>20</b>	<b>1</b>	<b>NA</b>
<b>U2</b>	<b>8</b>	<b>15</b>	<b>1, 2</b>	<b>NA</b>
<b>U3</b>	<b>8</b>	<b>25</b>	<b>1, 2</b>	<b>NA</b>
<b>U4</b>	<b>11</b>	<b>15</b>	<b>1, 2, 3</b>	<b>NA</b>
<b>U5</b>	<b>12</b>	<b>25</b>	<b>1, 2, 3</b>	<b>NA</b>
	<b>45</b>	<b>100%</b>		

<b>Course Code:</b>	<b>MIC201</b>		
<b>Course:</b>	<b>Management Information System</b>		<b>Credits:3.0</b>
<b>Chapter</b>	<b>Name of the Topic</b>		<b>Hours</b>
<b>UNIT I</b>	<p>Introduction, Data, Information, and Knowledge, Information Technology - Concept, Features and Components, Information Systems - Concept and types of Information Systems, Role of IT in business and society.</p> <p>MIS Concept, evolution and meaning of MIS; Information system for competitive advantage, MIS function in an organization. Limitations of MIS.</p>		<b>6</b>

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<b>UNIT II</b>	Information and Managerial Effectiveness: Information as a corporate resource, types of information – operational, tactical and strategic; Levels of management and information needs of management; Quality of information; Information systems for finance, marketing, manufacturing, human resource areas.	<b>8</b>
<b>UNIT III</b>	Understanding information system; concepts; sub-systems and super-systems; Types of information systems, Transaction processing systems, MIS decision support systems, Executive support system; Enterprise Resource Planning (ERP)(Features, merits, issues and challenges in implementation).	<b>8</b>
<b>UNIT IV</b>	System Development Life Cycle: Sequential Process of software development; Waterfall model.  Development and Management of Data Bases: Relation databases, DDL, DCL, DML, Data Base Management Systems (DBMS) and their components, Concept of entity and relationships, ER Diagram, Data Model, Data dictionary, Introduction to SQL Queries.	<b>11</b>
<b>UNIT V</b>	Data Communication and Networking: Uses of computer networks, types of networks, network topologies; Network Devices, Intranets, Internet and Extranet.  Security Issues Relating to Information Systems: Threats to information systems; Vulnerability, risk and control measures, Firewall, Antivirus, Risk Management,	<b>12</b>
	<b>Total:</b>	<b>45</b>

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**List of Books**

<b>Sr. No.</b>	<b>Name of Author</b>	<b>Title of the BOOK</b>	<b>Publication</b>
1	C. S. V. Murti	Management Information System	Himalaya Publishing House.
2	A.K. Gupta	Management Information System	S Chand.
3	Oka Miland M & Murty	Management Information System	Oxford University Press
4	Laudon, Laudon, Dass,	Management Information Systems	Pearson