



St. Paul Institute of Professional Studies, Indore

An Autonomous Institute Affiliated to Devi Ahilya Vishwavidhyalaya, Indore

Accredited by NAAC with 'A' Grade

Phone No. 0731-2499911, 49661355, 4961356

E-mail: info@spipsindore.ac.in, Website: www.spipsindore.com



Part A Introduction

Program: Certificate Class: BBA Year: First Session: 2025-2026

Subject: Principles and Practices of Management

1	Course Code	BB-S101
2	Course Title	BBA
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Major - I
4	Pre-requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	<p>1- Student will be able to assess the global context for planning, coordinating, and monitoring managerial behaviour.</p> <p>2- Through various planning and decision-making techniques, students can learn about how businesses ensure to remain in a competitive market.</p> <p>3- Students will understand various forms of organizational structures and their importance.</p> <p>4- Students can learn about various strategies used by businesses to maintain and improve employee efficiency.</p> <p>5- Students will be able to understand how organizations use different</p>
6	Credit	06
7	Total Marks	Max. Marks: 30+70 Min. Passing Marks: 35

Part B- Content of the Course

Total No. of Lectures - 90 Hours

Unit	Topics	No. of Hours
1	<p>Management in Indian Knowledge Tradition - Management in Indian ethos, Indian models, spiritual values and management. Modern concept of management — meaning, definitions, importance, and functions.</p> <p>Activity1: Students will be divided in groups. They will interview a manager of an organization to collect information on his/her role as a manager and make a report on it.</p> <p>Activity2: Students will be divided in groups. Each group will visit a business enterprise and find out the Indian traditional values (like Dharma, Karma Yoga and Trust) they have integrated into their management practices. The group will then submit a brief write-up in their findings.</p> <p>Key words: Management, Indian Ethos</p>	18

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2	<p>Planning — meaning, definitions, importance, types, and process. Difference between planning and forecasting. Management by Objectives (MBO) — meaning, definitions, and process. Strategies and policies.</p> <p>Activity1: A classroom activity in which students will be divided in groups to prepare a plan on a given task like plan a college event/prepare for exam etc. The activity is followed by debriefing by the faculty on clarity of goals, missing steps, order of steps, contingency plan etc.</p> <p>Activity2: Students will be divided in groups. Each group will be given a task. The group members will divide the main task in sub-tasks with its respective purpose. All sub tasks and their objectives must align with the main task.</p> <p>Key words: Planning, Forecasting, Management by Objective (MBO).</p>	18
3	<p>Organization — Meaning, Definitions, Importance. Organizational structures — Types and Departmentalization. Organizational behaviour — Indian and Western perspectives. Authority and Responsibility — Concepts and Definitions.</p> <p>Activity1: Students will be divided in groups. Each group will visit a business enterprise and find out the organizational structure and departments. The groups will prepare a flowchart for the same.</p> <p>Activity2: Students will be divided into groups. Each group has to create a poster depicting an ideal organization depicting the structure of the organization, behaviour with the employees, team work, communication and leadership etc.</p> <p>Key words: Organization, Staffing, Departmentalization, Organizational Behaviour</p>	18
4	<p>Recruitment of Employees— Meaning, Sources, Selection Process, Interviews, Evaluation and Placement. Training — Meaning and Types.</p> <p>Activity1: Students will be divided in groups. Each group will visit a business enterprise to know the recruitment & selection process followed in their organization. The group will prepare a brief writeup on their findings.</p> <p>Activity2: Students will be divided in groups. They will make a poster/collage based on the training methods.</p> <p>Keywords: Recruitment, Training</p>	18
5	<p>Directing — Meaning, Definitions, Objectives, and Nature. Controlling — Meaning, Definitions, Types, and Process.</p> <p>Activity1: Students will be paired in groups of 2 students each. One student will be blind-folded, the other student will give directions to complete the tasks. At the completion of activity, the faculty will debrief on clarity of instruction, communication, mutual trust & teamwork.</p> <p>Activity2: Students will be divided in groups. They will visit the previously visited organization to collect information on the control process followed by the organization.</p> <p>Key words: Direction, Controlling</p>	18

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Part A Introduction		
Program: Certificate	Class: BBA	Year: First Session:2025-2026
Subject: Business Communication		
1	Course Code	BB-S102
2	Course Title	BBA
3	Course Type (Core Course/Elective/Generic Elective/Vocational/)	Major - II
4	Pre-requisite (if any)	Not Required (Open for All)
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none"> 1. Students will be able to understand the fundamental principles of business communication and apply them in professional contexts. 2. Students can learn to draft, structure, and present business messages, reports, and proposals effectively for internal and external stakeholders. 3. Students will be able to analyze and use various channels of communication, including verbal, non-verbal, and digital, in business environments. 4. Students will develop skills in active listening, interpersonal communication, and cross-cultural communication for effective workplace collaboration. 5. Students will be able to assess and apply communication strategies for conflict resolution, negotiation, and team management.
6	Credit	06
7	Total Marks	Max. Marks: 30+70 Min Passing Marks:35
Part B- Content of the Course		
Total No. of Lectures- 90 Hours		
Unit	Topics	No. of Lectures
1	<p>Indian Traditions and Communication Meaning and fundamental principles of communication in Indian traditions, Oral, written, and symbolic communication, Communication in the Guru-Shishya tradition, Communication in the Vedic tradition, Levels of communication and symbolic communication, Forms and features of Indian business letter writing.</p> <p>Activity 1: Students will be divided into groups of 5 students each to present an act on "Communication in the Guru-Shishya tradition" for example an act on gurukul system.</p> <p>Activity 2: A classroom activity in which a student will convey a message through pictures, colours or symbols that other students will interpret.</p>	18

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	Key words: Indian Traditional Communication	
2	<p>Modern communication — Meaning, Definitions, Nature, Importance, And Types, Barriers to communication — Meaning and Types: Linguistic, Psychological, Cultural, Physical, and Organizational Barriers.</p> <p>Activity 1: Groups of students will identify a workplace communication barrier and present solutions to resolve it effectively.</p> <p>Activity 2: Students in groups will prepare a chart/model to present a theory of communication.</p> <p>Key words: Modern Communication, Communication Barriers</p>	18
3	<p>Written and Oral Communication: Business correspondence — Meaning, Features, and Format. Types of Business Letters, Inquiry, Complaint, Credit, Order, Reply Letters, and Circulars. Oral Communication — Meaning and Types, Non-Verbal Communication — Body Language, Sign Language, and Paralanguage.</p> <p>Activity 1: Groups will draft handwritten letters, including an inquiry, order, complaint and circular letter, to understand formal communication.</p> <p>Activity 2: Groups will pass/send a message using only gestures and body language, then compare the final interpretation with the original message.</p> <p>Key words: Written and Oral Communication</p>	18
4	<p>Various Concepts of Communication- The Process of Report writing, Communication of Notice, Preparation of Agenda and Minutes.</p> <p>Management Information System: Meaning, Objectives, Process, Types and Functions of MIS.</p> <p>Activity 1: Students in group will draft notices, agendas, and minutes based on the situations given by the instructor in appropriate format.</p> <p>Activity 2: Students will be divided in groups. Each group has to develop a simple Management Information System on topic/situation given by the faculty, like- employee attendance system, security check at entrance gate, etc.</p> <p>Keywords: Notice, Agenda, Minutes</p>	18

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5	<p>Modern Forms of Communication- Email, Video Conferencing, Social Media, Communication Systems in Global Business, Types of Information Technology and their utility in Business Communication.</p> <p>Activity 1: Groups will convey the same message using different modes (in-person, video, text) to understand their effectiveness in communication.</p> <p>Activity 2: Students working in a group will draft clear and professional emails for assigned workplace scenarios.</p> <p>Keywords: Information Technology, Email, Video Conferencing</p>	18
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Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1. Agrawal, Praveen Kumar (Dr.), & Mishra, Avineesh Kumar (Dr.) — Communication Skills, Sahitya Bhawan, Agra.
2. Gopaldaswamy, Ramesh — Ace of Soft Skills: Attitude, Communication and Etiquette for Success, Pearson India.
3. Jain, S.C. (Dr.) — Vyaavasaayik Gathan Avam Sampreshan, Madhya Pradesh Hindi Granth Academy.
4. Mehta, D., & Mehta, N.K. --- A Handbook of Communication Skills & Practices, Radha Publications.
5. Murphy, A., & Peck, Charles E. — Effective Business Communication, Tata McGraw Hill.
6. Rao, N., & Das, R.P. — Communication Skills, Himalaya Publishing House.
7. Sinha, K.K. — Business Communication, Galgotia Publishing House.
8. Verma, Rajesh (Dr.) et al. — Vyaavasaayik Sampreshan, Madhya Pradesh Hindi Granth Academy.

Suggested Web Links:

- 1) http://ndl.iitkgp.ac.in/he document/dishtvo/dishtavo/D_D_I_S_F_H_I_T_A_V_O_B_O_A_B_C_C_1819646805?e=4|business%20communication
- 2) http://ndl.iitkgp.ac.in/he document/libretxts/libretxts/IN_L_I_B_13_M_731_B_C_S_I_M_10643_10644?e=13|business%20communication
- 3) http://ndl.iitkgp.ac.in/he document/intlibnet epgp/intlibnet epgp/IN_I_e_P_P_I_M_30733_P_O_B_C_31227_31228?e=6|business%20communication
- 4) http://ndl.iitkgp.ac.in/he document/e adhyayan/e adhyayan/IN_e_A_I_M_107_B_C_125_126?e=1|business%20communication
- 5) Suggested equivalent online courses: Through NPTEL, SWAYAM Portal

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Part D Assessment and Evaluation		
Suggested Continuous Evaluation Methods:		
Maximum Marks: 100		
Internal Assessment: Continuous Comprehensive Evaluation (CCE)	Class Test /Assignment Presentation/ Quiz / Peer Teaching	30
External Assessment: Autonomous Exam Section Time: 03:00 Hours	Section (A): Multiple Choice Questions Section (B): Short Questions Section (C): Long Questions	70
<i>Note – Individual passing marks are required in External, Internal, and Practical.</i>		

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Part A Introduction				
Program: Certificate		Class: BBA	Year: First	Session:2025-2026
Subject: Business Economics				
1	Course Code	BB-SI03		
2	Course Title	BBA		
3	Course Type (Core Course/Elective/Generic Elective/Vocational/.....)	Major - III		
4	Pre-requisite (if any)	Not Required (Open for All)		
5	Course Learning outcomes (CLO)	<ol style="list-style-type: none">1. Understand the foundational concepts of economics and appreciate Kautilya's contribution to Indian economic thought in addressing local and national socio-economic challenges.2. Explain the nature and scope of managerial economics and assess its role in effective business decision-making for sustainable growth in the national and global economy.3. Differentiate between inductive and deductive methods of economic study and evaluate their merits, limitations, and practical relevance in solving regional, national, and international economic issues.4. Analyze the law of demand, its influencing factors, types, and exceptions, and apply the concept in demand forecasting to cater to local markets, national industries, and international trade.5. Identify different market structures and evaluate how pricing and firm equilibrium vary under perfect, imperfect, and monopoly conditions in the context of local businesses.		
6	Credit	06		
7	Total Marks	Max. Marks: 30+70	Min. Passing Marks: 35	

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Part B- Content of the Course		
Total No. of Lectures: 90 Hours		
Unit	Topics	No. of Lectures
1	<p>Meaning, Definitions, Nature, and Scope of Economics. Contribution of Kautilya to Indian Economic Thought.</p> <p>Activity1: Students, in groups, will create a poster or collage highlighting the main economic principles and managerial ideas of Kautilya. This activity will help students visually connect with economic and managerial concepts.</p> <p>Activity2: Students will prepare and submit a write-up on various definitions of economics.</p> <p>Key words: Economics, Kautilya, Economic Thought</p>	14
2	<p>Managerial Economics - Meaning, Definitions, Characteristics, Functions, and Importance, Role of Business Economics in Business Decision Making, Functions and Responsibilities of a Business Economist.</p> <p>Activity1: Students, in small groups, will receive a word-search puzzle containing 8-10 key managerial economics terms. They will solve the puzzle and then each group will define the terms and explain how they apply to business decision-making.</p> <p>Activity2: Students, in small groups, will pick a familiar local business (local food stall, cafe, mobile shop etc.) and discuss what it sells, why people buy from it, how prices are set, and its likely costs. Students will present their ideas in class.</p> <p>Key words: Decision Making, Managerial Economics, Business</p>	18
3	<p>Methods of Economic Study- Approaches to Economic Study: Inductive and Deductive Methods. Inductive Method: Meaning, Nature, History, Merits, and Demerits. Deductive Method: Meaning, History, Nature, Merits, and Demerits, Difference and Utility of both methods.</p> <p>Activity1: Students will work in small groups to create a collage or mind map that compares the Inductive and Deductive methods, focusing on their key features, differences, and applications in economics. Each group will present their work in class, followed by a short discussion on the real-world applications of each method.</p>	20

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	<p>Activity2: Students in groups will discuss real-life examples of the inductive and deductive methods based on observation. For the inductive method, they might explore how a shopkeeper notices higher ice cream sales on hot days. For the deductive method, they could consider how a company increases prices based on the theory that higher prices can lead to higher profit. Each group will share their findings and understand how these methods work in real-life situations.</p> <p>Key words: Inductive Method, Deductive Method, Methodological Comparison</p>	
4	<p>Law of demand — Meaning and factors affecting demand, Types of demand, law of demand and exceptions, Measurement of demand, Demand forecasting.</p> <p>Activity1: In small groups, students will choose a local product (such as cold drinks, t-shirts, or mobile phones) and discuss the factors that increase or decrease its demand (such as price, income, or weather). They will also identify the type of demand it represents such as complementary or substitute. Each group will present their conclusions briefly in class.</p> <p>Activity2: In small groups, students will choose an advertisement (from TV, social media, or print) and analyze how it affects demand (based on factors like price, income, brand, or weather). They will also identify the type of demand it represents such as necessary, complementary, or substitute. Each group will present their conclusions briefly in class.</p> <p>Key words: Demand, Measurement, Forecasting</p>	19
5	<p>Concept of Market — Meaning, Definitions, Classification, Perfect Competition, Imperfect Competition, and Monopoly Concepts, Pricing and Firm Equilibrium.</p> <p>Activity1: The faculty will present a list of various products and services (such as railway services, vegetable markets, mobile networks, school books). Students will match them with the appropriate market structures perfect competition, imperfect competition or monopoly and briefly explain the basis for their selection. The objective of this activity is to teach students to identify different market structures through real-life examples.</p> <p>Activity2: Students, in groups, will observe a local market (such as a vegetable market, mobile store or online platform) and record the type of competition present - perfect, imperfect, or monopoly. They will analyze aspects like pricing, the number of buyers and sellers, and the nature of the product, and share their observations in class.</p> <p>Key words: Market, Competition, Pricing</p>	19

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Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

1. Adhikary, M. — Business Economics, Excel Books, New Delhi (2019).
2. Chopra, O.P. — Managerial Economics, TMH, New Delhi (1985).
3. Dewett, K.K. & Chand, Adarsh — Modern Economic Theory, Shyamlal Charitable Trust, New Delhi (2017).
4. Ghosh, Geetika & Roy Choudhury, P. — Managerial Economics, Tata McGraw Hill, New Delhi (2022).
5. Kothari, Milind (Dr.) — Prabandhakiya Arthashastra, Madhya Pradesh Hindi Granth Academy, Bhopal (2021).
6. Koutsoyiannis, A. — Modern Micro Economics, Macmillan, New York (1979).
7. Mehta, C.M. (Dr.) — Micro Economics, Ram Prasad & Sons, Bhopal (2021).
8. Pant, J.C. (Dr.) & Mishra, J.P. (Dr.) — Micro Economics, Sahitya Bhawan, Agra (2020).
9. Shrivastava, V.P. (Dr.) — Macro Economics (Pratham Varsh), Madhya Pradesh Hindi Granth Academy, Bhopal (2021).
10. Sinha, V.C. — Principles of Economics, Sahitya Bhawan, Agra (2022).
11. Tiwari, Ritu (Dr.) — Bhartiya Arthvayavastha (Pratham Varsh), Madhya Pradesh Hindi Granth Academy, Bhopal (2020).
12. Tiwari, Ritu (Dr.) — Vyashti Arthashastra (Pratham Varsh), Madhya Pradesh Hindi Granth Academy, Bhopal (2020).

Suggestive Digital Platforms Weblinks:

1. http://ndl.iitkgp.ac.in/he_document/inflibnet_epgp/inflibnet_epgp/IN_1_e_P_P_1_B_E_4723_4724?e=0|business%20economics
2. https://dishtavo.dhe.goa.gov.in/qdata/Economics/ECC103/Mod%202/02_Notes.pdf
3. https://epgp.inflibnet.ac.in/epgpdata/uploads/epgp_content/S000023MA/P001405/022214/ET/1504609898Module-18.pdf
4. http://ndl.iitkgp.ac.in/he_document/ekumbh/ekumbh/426?e=0/managerial%20economics
5. Suggested equivalent online courses: Through NPTEL and SWAYAM portal.

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Part D Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100

Internal Assessment: Continuous Comprehensive Evaluation (CCE)	Class Test /Assignment Presentation/ Quiz / Peer Teaching	30
External Assessment: Autonomous Exam Section Time: 03:00 Hours	Section (A): Multiple Choice Questions Section (B): Short Questions Section (C): Long Questions	70

Note – Individual passing marks are required in External, Internal, and Practical.

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Part B - Content of the Course		
Total No. of Lectures -60 hours		
Unit	Topics	No. of Hours
Unit 1	Introduction to Statistics - Evolution of Statistics in India, Role of Statistical Methods in Indian Agriculture, Contribution of Ancient Indian Mathematicians in Statistics. Meaning, Definition and Scope of Statistics, Statistical Investigations and Laws of Statistics.	10
	Activity1: Student will be divided into groups. They will find out examples related to limitations of statistics and make a poster/collage on it.	
	Activity2: Student will be divided into groups. He will prepare a flow chart of the Steps of Statistical Investigation with an appropriate example.	
Key words: Statistics, Law of Statistics		
Unit 2	Collection & Presentation of Data Collection of Data, Methods of Data Collection, Primary and Secondary Data, Presentation of Data, Frequency Distribution.	12
	Activity1: Students will be divided into groups. Each group will be given a topic on which they will prepare a Questionnaire.	
	Activity2: Students will be divided into groups. They will be given a topic based on which they will be carrying out a survey among their classmates/college students. Students will then prepare an appropriate table and graph to represent the data collected by them.	
Key words: Data Collection, Survey, Sampling, Graphs		
Unit 3	Measures of Central Tendencies - Methods of calculation of Mean, Median and Mode and its utility, Methods of calculation of Geometric Mean and Harmonic Mean and its utility.	12
	Activity1: Students will be divided into groups. Student will record data related to any sports activity of their choice. Using the recorded data, they will calculate the mean, median, mode and geometric mean.	
	Activity2: Students will be divided into groups. They will visit the nearest grocery market. Find out the price per kilogram if they purchase only 1 kilogram & price per kilogram if they purchase 10 kilograms of any vegetable/fruit from different shopkeepers. They will then calculate the mean, median and mode of the prices.	
Key words: Mean, Median, Mode		

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Unit 4	Measures of Dispersion - Standard Deviation and Mean Deviation Meaning and Scope. Skewness - Concept and Methods.	13
	<p>Activity 1: Students will be divided into groups. Students will record data related to any sports activity of their choice. Using the recorded data, they will calculate the Standard Deviation & Mean Deviation.</p> <p>Activity 2: Students will be divided into groups. Students will create a themed collage using cut-outs to visually represent symmetric, positively skewed, and negatively skewed data distributions</p>	
Keywords: Standard Deviation, Skewness		
Unit 5	Correlation Analysis Karl Pearson's Coefficient of Correlation, Spearman's Rank Correlation Methods. Regression - Lines of Regression. Methods.	13
	<p>Activity 1: Students will be divided into groups. Students will measure their height (in cm.) and record their shoe size (in cm.). Using the collected data, they will calculate the correlation coefficient between height and shoe size.</p> <p>Activity 2: Students will be divided into groups. Students will find out average temperature of a city and electricity bill of any household in the city for few months. Using regression analysis, they will calculate a regression coefficient between temperature and electricity bill.</p>	
Key words: Correlation, Regression		
<i>Note – Individual passing marks are required in External, Internal, and Practical.</i>		

Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Berenson, Mark L. and Levine, David M. — Basic Business Statistics: Concepts and Applications, Pearson Education (2022).
- Bhardwaj, R.S. — Business Statistics, Excel Books (2019).
- Elhance, D.N. — Fundamentals of Statistics, Kitab Mahal (2018).
- Gupta, S.C. — Fundamentals of Statistics, Himalaya Publishing House (2023).
- Gupta, S.P. — Business Statistics, Sultan Chand & Sons (2023).
- Kothari, S.L. (Dr.) & Kothari, Milind (Dr.) — Sankhyaki Ke Siddhant, MP Hindi Granth Academy (2021).
- Mehta, C.M. (Dr.) et al. — Sankhyaki, MP Hindi Granth Academy (2020).
- Mehta, C.M. (Dr.) et al. — Vyavsayik Sankhyaki, MP Hindi Granth Academy (2022).

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Part A - Introduction			
Program: Certificate	Class: BBA	Year: First	Session: 2025- 26
Subject: Financial Accounting			
1	Course Code	BB-S105	
2	Course Title	BBA	
3	Course Type	Minor - II	
4	Pre- requisite (if any)	Not required	
5	Course Learning Outcomes (CLO)	Upon successful completion of this course, students will be able to: <ul style="list-style-type: none">• The inclusion of accounting software training (like Tally, Clous Books, Wave) ensures students are well-versed in digital accounting systems widely adopted in global business operations and remote finance roles.• Coverage of advanced topics such as bank reconciliation statements, royalty accounting, and depreciation prepares learners for complex financial scenarios encountered in multinational firms and global commerce.• Group activities encourage learners to interface with local shops and businesses, strengthening practical applications and insights that are immediately useful in the regional economy.• Proficiency in bookkeeping, journal and ledger management, trial balance, and final accounts preparation directly matches the essential requirements for entry-level roles in accounting, auditing, banking, and financial services.• The syllabus ensures that theoretical knowledge is always coupled with practical case studies, discussions, and industry-based assignments, reinforcing contemporary workplace expectations.	
6	Credit Value	04	
7	Total Marks	Max Marks:30+70	Min. Passing Marks:35

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An Autonomous Institute Affiliated to Devi Ahilya Vishwavidhyalaya, Indore

Accredited by NAAC with 'A' Grade

Phone No. 0731-2499911, 49661355, 4961356

E-mail: info@spipsindore.ac.in. Website: www.spipsindore.com



Part B - Content of the Course		
Total No. of Lectures - 60 hours		
Unit	Topics	No. of Hours
Unit 1	<p>Introduction to Accounting- Accounting and its place in business and its relationship with other financial areas, Double entry system, Book keeping — meaning, advantages, concepts, and conventions, Difference between financial accounting, cost accounting, and management accounting, Accounting Practices — Traditional Indian Accounting Practices- Ancient Accounting System- Mahajani Method (Ancient form of Double Entry System).</p>	8
	<p>Activity1: Students will be working in a group. They will be provided with a list of financial transactions. Student will be required to prepare a report showing that after each transaction the Accounting Equation (Assets = Liabilities + Capital) holds good. (Assignment)</p> <p>Activity2: Students will be working in a group. Student will visit any local shop/business of their choice and observe its working. They will then make a list of Accounts (categorized under the heads Assets, Liabilities, Incomes & Expenses) that they think the shop/business must be having in its books of accounts.</p>	
Key words: Double Entry System, Book Keeping, Cost Accounting, Management Accounting		
Unit 2	<p>Types of Books of Accounts & their preparation: Journal, Ledger, Trial balance, Computerized Accounting software – Cloud Books, Wave, Tally</p>	13
	<p>Activity1: Students will be working in a group. They will be provided with a list of financial transactions. Student will be required to pass journal entries, post transactions in Ledgers, balance the Ledgers and finally prepare Trial balance.</p> <p>Activity2: Students will be working in a group. They will be required to make a flow chart depicting the steps involved in recording a transaction in Tally, including a sample transaction (e.g. Sales or Purchase entry)</p>	
Key words: Journal, Ledger, Trial Balance, Accounting Software		
	Preparation of Final Accounts, Trading account, Profit and loss account, Balance Sheet.	

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Part C-Learning Resources

Text Books, Reference Books, Other resources

Suggested Readings:

- Anthony, R.N. & Reece, J.S. — Accounting Principles, Richard D Irwin (2020).
- Batliboi, J.R. — Double-Entry Book Keeping, Standard Accountancy Publications (2021).
- Dhand, Rakesh (Dr.) et al. — Lekhankan Ke Adharbhoot Siddhant, MP Hindi Granth Academy (2023).
- Gupta, R.L. — Advanced Accounting, Sultan Chand & Sons (2023).
- Jain, P.K. (Dr.) et al. — Vitiya Lekhankan, MP Hindi Granth Academy (2022).
- Mangal, Ramesh (Dr.) & Verma, Rajesh (Dr.) — Vitiya Lekhankan, MP Hindi Granth Academy (2021).
- Mukherjee & Hanif — Financial Accounting, Tata McGraw Hill (2023).
- Shukla, M.C. & Grewal, T.S. — Financial Accounting, S Chand Publishing (2019).
- Shukla, S.M. (Dr.) — Financial Accounting (Hindi and English Medium), Sahitya Bhawan Publications (2023).

Suggestive digital platforms weblinks:

- http://ndl.iitkgp.ac.in/he_document/openstax/IN_O_I_P_o_A_V_I_F_A_272_2_73
- http://ndl.iitkgp.ac.in/he_document/swayam_uge_moocs/IN_S_U_M_I_U_C_I_7_F_a_1956_1957
- http://ndl.iitkgp.ac.in/he_document/dishtvo/dishtavo/D_D_I_S_F_H_T_A_V_O_B_O_C_A_I_C_I_R_A_890125439?e=0_royalty%20account
- http://ndl.iitkgp.ac.in/he_document/nptel/nptel/110101131_1kwsls14muzrifjbdntplb9hcy15jc87?c=9|financial%20accounting|

Suggested equivalent online courses: Through NPTEL, and SWAYAM portal

Part D – Assessment and Evaluation

Suggested Continuous Evaluation Methods:

Maximum Marks: 100

Continuous Comprehensive Evaluation (CCE) :30 marks

Autonomous Exam (AE): 70 Marks

Internal Assessment: Continuous Comprehensive Evaluation (CCE)	Class Test /Assignment Presentation/ Quiz / Peer Teaching	30
External Assessment: Autonomous Exam Section Time: 03:00 Hours	Section (A): Multiple Choice Questions Section (B): Short Questions Section (C): Long Questions	70

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