- ABOUT PROGRAME

A :- Bachelor in Computer Application

B :- Bachelor in Business Administration

- ELIGIBILITY AND ADMISSION PROCEDURE

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- Admission Procedure
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  for B.C.A. Programme
- Curriculum For B.C.A. Degree

ABOUT PROGRAMME :

A. Bachelor in Computer Application (BCA) :

The basic objective of the programme is to open a channel of admission for computer courses for students who have done the 10+2 with Mathematics as one of the subjects and are interested in taking computer as a career. After acquiring the Bachelor's Degree in Computer (BCA) is a further educational opportunity to go for an MCA or Master programme of University. The duration of BCA course shall be three academic years consisting of six semesters. Each semester will be of about ninety working days duration and is followed by an examination of the University with a small break of summer vacations. The admission will be governed by the rules prescribed by the State Government/University from time to time.

B. Bachelor in Business Administration (BBA) :

The main objective of the BBA programme is to open a channel of admission to Basic management course for students who have passed the 10+2 level and are interested in making of management as career. After acquiring this degree, there is an opportunity to join MBA or other Partial Masters Programme of the University. Students may also get the employment in trade and industry. The duration of B.B.A. shall be three academic years consisting of six semesters. Each semester will be of about ninety working days duration followed by an examination of the University with a small break of summer vacations. The admission will be governed by the rules prescribed by the State Government/University from time to time.

Eligibility and Admission Procedure :

(A) Eligibility for BCA :

Admission to BCA course is open to a candidate who has passed Intermediate Examination of U.P. Board or C.B.S.E. and I.C.S.E. Boards or an examination recognised as equivalent to 10+2 with a minimum of 45% marks (40% marks in case of SC/ST categories) and Mathematics as one of the subjects in 10+2 (Intermediate) Examination.

(B) Eligibility for BBA

Candidate seeking admission in BBA course must have secured 45% marks (40% marks in case of SC/ST categories) in aggregate at 10+2 level or any other equivalent examination in any discipline from a recognised body.

Admission Procedure :

Admission to both BCA and BBA programmes shall be made by Bareilly College strictly through merit Index of 10+2 exam or equivalent. Reservation as per Govt. of U.P. Notification will be applicable.

Course Structure of B.C.A.

First Year

Ist Semester :

B.C.A. - 101 : Mathematics-1
B.C.A. - 102 : Technical Writing
B.C.A. - 103 : Computer Fundamental & Programming Concepts
B.C.A. - 104 : Principles of Management
B.C.A. - 105 : Practical Software Lab Based on B.C.A. - 103

IInd Semester :

B.C.A. - 201 : Mathematics-II
B.C.A. - 202 : Programming in C
B.C.A. - 203 : Discrete Maths
B.C.A. - 204 : Digital Electronics
B.C.A. - 205 : Practical Software Lab Based on B.C.A.-202 & B.C.A.-203

Second Year

IIIrd Semester

B.C.A. - 301 : Computer Oriented Numerical Analysis
B.C.A. - 302 : Data Structure
B.C.A. - 303 : Computer Organisation
B.C.A. - 304 : Production & Operations Management
B.C.A. - 305 : Practical Software Lab Based on B.C.A.-302

IVth Semester

B.C.A. - 401 : Computer Oriented Numerical Analysis
B.C.A. - 402 : Operating Systems
B.C.A. - 403 : DBMS
B.C.A. - 404 : Object Oriented Design & Programming in C^{++}
B.C.A. - 405 : Practical Software Lab Based on
B.C.A. - 401, B.C.A. - 402, B.C.A. - 403, B.C.A. - 404

Third Year

Vth Semester

B.C.A. - 501 : Software Engineering

B.C.A. - 502 : Computer Network
B.C.A. - 503 : MIS
B.C.A. - 504 : Computer Graphics
B.C.A. - 505 : Practical Software Lab Based on B.C.A. - 502, B.C.A. - 503

VI Semester

B.C.A. - 601 : DBMS Software Package
B.C.A. - 602 : Multimedia & Application
B.C.A. - 603 : Project Work
B.C.A. - 604 : Practical Software Lab Based on
B.C.A. - 601, B.C.A. - 602

ORDINANCE AND SYLLABI
of
Bachelor of Business Administration (BBA)

B.B.A. is a three years full time programme. The course structure and programme ordinance are as follows :

Course Structure :

The programme shall be of three years duration i.e. 1st, 2nd & 3rd year. Each year consists of two semesters. The list of papers offered during these 1st, 2nd & 3rd years of the programme shall be as follows :

FIRST YEAR

1st Semester

Paper Code	Title of Paper	Max. Marks	
		Internal	External
B.B.A. - N101	Business Organisation	30	70
B.B.A. - N102	Business Mathematics	30	70
B.B.A. - N103	Principles of Economics	30	70
B.B.A. - N104	Book-Keeping & Basic Accounting	30	70
B.B.A. - N105	Business Laws	30	70
B.B.A. - N106	Fundamentals of Business Management	30	70
B.B.A. - N107	Viva Voce	---	100
	Total Marks	**180**	**520**

2nd Semester

Paper Code	Title of Paper	Max. Marks	
		Internal	External
B.B.A. - N201	Business Environment	30	70
B.B.A. - N202	Business Communication	30	70
B.B.A. - N203	Indian Economy	30	70
B.B.A. - N204	Principles of Accounting	30	70
B.B.A. - N205	Organisational Behaviour	30	70
B.B.A. - N206	Business Statistics	30	70
B.B.A. - N207	Presentation & Viva Voce	30	70
	Total Marks	**210**	**490**

SECOND YEAR

3rd Semester

Paper Code	Title of Paper	Max. Marks	
		Internal	External
B.B.A. - N301	Advertising Management	30	70
B.B.A. - N302	Indian Banking System	30	70
B.B.A. - N303	Human Resource Management	30	70
B.B.A. - N304	Marketing Management	30	70
B.B.A. - N305	Company Accounts	30	70
B.B.A. - N306	Company Law	30	70
B.B.A. - N307	Viva Voce	---	100
	Total Marks	**180**	**520**

4th Semester

Paper Code	Title of Paper	Max. Marks	
		Internal	External
B.B.A. - N401	Consumer Behaviour	30	70
B.B.A. - N402	Financial Management	30	70
B.B.A. - N403	Production Management	30	70
B.B.A. - N404	Sales Management	30	70
B.B.A. - N405	Research Methodology	30	70
B.B.A. - N406	Operation Research	30	70
B.B.A. - N407	Market Survey Report & Viva-Voce	30	70
	Total Marks	**210**	**490**

THIRD YEAR

5th Semester

Paper Code	Title of Paper	Max. Marks	
		Internal	External
B.B.A. - N501	Managerial Economics	30	70
B.B.A. - N502	Enterpreneurship & Small Business Management	30	70
B.B.A. - N503	Income Tax Laws and Accounting	30	70
B.B.A. - N504	Cost & Management Accounting	30	70
B.B.A. - N505	Industrial Law	30	70
B.B.A. - N506	Fundamentals of Computers	30	70
B.B.A. - N507	Viva Voce	---	100
	Total Marks	**180**	**520**

6th Semester

Paper Code	Title of Paper	Max. Marks	
		Internal	External
B.B.A. - N601	International Trade	30	70
B.B.A. - N602	Strategic Management & Business Policy	30	70
B.B.A. - N603	Central Sales Tax & Trade Tax in UP	30	70
B.B.A. - N604	Management Information System	30	70
B.B.A. - N605	Auditing	30	70
B.B.A. - N606	Fundamentals of E-Commerce	30	70
B.B.A. - N607	Project Report & Evaluation	30	70
B.B.A. - N608	Comprehensive Viva-voce	---	100
	Total Marks	**210**	**590**

1. Admission :

Admission to BBA - I year (Semester II)

Admission to BBA - Ist year (semester II) shall be given to those students who have successfully cleared atleast three papers out of six papers and not declared as failed.

Admission to BBA II year

Admission to BBA II year (Semester III) shall be opened to those students who have cleared successfully atleast three papers out of six papers offered for BBA-I year (semester I) as well as at least three papers out of theory papers offered in BBA I year (Semester II) exams and not declared as failed in any semester.

Admission to BBA II year (Semester IV) shall be given to those students who have cleared at least 3 papers out of the six papers offered in BBA III semester exams and not declared as failed.

Admission to BBA III year

Admission to BBA III year (Semester V) will be opened to those students who have successfully cleared at least three papers out of the six papers offered for BBA-II year (Semester III) as well as at least three papers out of the six theory papers offered in BBA-II year (Semester IV) exams and not declared as failed in any of the exams.

Admission to BBA-III year (Semester VI) shall be given to those students who have cleared successfully at least three papers out of the six papers offered for BBA III year (Semester V) exam and not declared as fail in any of the exams.

2. English shall be the medium of instruction in lectures, University examinations, Admission tests (Including Presentations and Viva Voce)

3. All students will have to make a **presentation** internally before two faculty members. The evaluation of the presentation shall be done jointly by two internal faculty members for 30 marks. Later on at the end of the second semester, viva voce would be conducted jointly by two examiners, one internal and one external who will be the university teacher/senior business executives. For this maximum marks shall be 70.

4. The Market Survey (BBA-N407) works shall be carried out by the students during the IV semester under the guidance of a faculty member. All students will have to give presentation of the market survey and the evaluation of the same will be done jointly by two internal faculty members for 30 marks. Later on at the end of IV semester, viva voce will be conducted jointly by two examiners, one internal and one external who shall be the university teachers/senior business executives. The maximum marks for this viva voce will be 70.

5. Project work shall be carried out by the students during the VI semester under the guidance of a faculty member. All students will have to give presentation of the Project Report (BBA-N607) and the evaluation of the same will be done jointly by two internal faculty members for 30 marks. Later on the at the end of VI semester viva voce would be conducted jointly by two examiners, one internal and one external who shall be the university teachers/senior business executives. The maximum marks for this viva voce will be 70.

6. The Comprehensive Viva Voce (BBA-N608) in III year, sixth semester will be compulsory and shall carry 100 marks. Viva voce will be conducted jointly by one external examiner and one internal examiner.

7. End Semester Examination All papers will be of 03 hours duration. The maximum marks allotted for each paper will be 70.

8. Mid Semester Examination There shall be one mid semester written examination of two hours duration for each paper, which shall carry 20 marks. This exam will be compulsory

for the student. In case, if any student fails to appear in one or more papers on medical ground then he/she may be provided one more chance during the same semester with due permission of the Principal/Director of the Institution on the payment of re-examiantion fee of Rs. 1000/- for one or more papers.

9. Guidelines for Internal Evaluation

(a) It shall be based on verifiable means.

(b) The distribution of marks of internal evaluation will be as follows :

(i) Written test 20 marks

(ii) One term paper/assignments/presentations/regularity in attendance 10 marks

Whenever the score in internal evaluation is 80% or more (except in papers of quantitative nature) the written test answer books could be re-evaluated by two teachers of the department.

(c) All assignments will be submitted in his/her hand writing only.

10. The maximum marks allotted for each paper will be as follows :

(i) End Semester Examination 70 marks

(ii) Internal Evaluation 30 marks

The minimum passing marks in each individual paper will be 40% and in aggregate 50%. These percentage will apply on aggregate marks of internal evaluation and end semester examination. Any candidate who fails to secure minimum of 40% marks but secures 20% or more marks in not more than three papers in first semester of the academic year will be promoted to the next semester of BBA Part I or BBA Part II or BBA Part III as the case may be. However in BBA Part II (III Semester), only those candidates will be admitted who have cleared at least three papers in each of the I and II semester of BBA Part I exams.

In case of BBA V semester, only those candidates will be admitted who have cleared at least three papers in each of III and IV semester of BBA part II exams. The exams of the back papers will held along with regular exams of subsequent year. The candidate has to clear all his/her back papers within the period of six years from the year of his admission.

If the candidate clears his, I, II, III, IV, V semesters but obtain back(s) only in VI semester then treating it as a special case, the exam/s of the back paper/s of VI semester could be held along with I and III & V semester exams.

11. In the first five semesters the candidate will be declared only as "Pass" or "Fail". Division will be awarded only on the basis of combined result of all the six semesters of BBA I, II, and III yesrs.

12. If a candidate fails to appear in any viva voce, viva voce of project work or comprehensive viva voce then he may be provided a second chance with due permission of the registrar on the payment of prescribed fee for each viva voce.

13. No regular admission will be given to failed students. Any candidate who fails in the exams or is entitled to carry over papers as "back papers" may re-appear in the next subsequent

exams. However the marks obtained previously by the candidate in the internal evaluation of the paper concerned, shall be retained and added with the marks obtained in the subsequent end semester exams.

14. There will be no re-evaluation or supplementary exams.

15. The syllabi will be prescribed by the Board of Studies.

16. A candidate to be admitted to the examination in any semester who has secured minimum marks to pass in each paper but has not secured minimum marks to pass in aggregate may reappear in any of the paper(s) of the semester concerned (subject to maximum of three), according to his choice in order to secure the minimum marks, prescribed to pass in the aggregate.

17. The award of the division to the successful candidate will be on the basis of the combined results of BBA Part I, II and III (of Six Semester) as follows :

(i) Candidates securing 60% and above I Division
(ii) All others II Division

18. The student will have to fulfil the minimum requirement of attendance as per the rule of university.

19. No person shall be admitted as a candidate for the examinations of any of the part after the lapse of six years after the admission to the first year of BBA course. However under special circumstances this period may be extended by one additional year (i.e. total seven years) with the special permission of Dean.

20. Grace marks in individual semester may be granted in one paper with one mark only. This mark will not be conunted in Grand-Total. This rule will also apply in case of **Back in Aggregate.**

21. Viva-Voce Examination of Semester I, III and V shall carry maximum of 100 marks.

Market Survey and Project Report

B.B.A. students are required to carry out market survey relating to any particular product for four week after completion of first year i.e. second semester and also to undergo for project in the approved business organizations/industrial houses/service institutions after second year i.e. fourth semester. The objective is to provide the students the opportunities to observe the actual working conditions and practical experience for their overall development. The process to develop linkage with major public and private sector industries situated in Bareilly region would be done through MOUs.

Teaching Method

The following methods of instruction will be adopted keeping in view the nature of the course and requirement of practical orientation :

a) Class lectures for theoretical input.
b) Tutorials for individual attention and removal of difficulties in small groups.
c) Seminars by students for making presentation to build up self confidence.
d) Quiz for general awareness.
e) Group discussion for interaction and development of communication skill.
f) Case studies for applications to industrial and business situations.
g) Assignment for testing and developing student's understanding related to a general awareness of terminology used in business world.
h) Guest Lectures by prominent professors and expert for sharing advanced knowledge and their experties.
i) The academic tours for enhancing the practical knowledge of the students.

Number of Seats and Fee Structure :

For B.B.A. & B.C.A. : Seats for each course or as decided by the university from time to time.

Fee Structure :

1. **B.B.A. - Rs. 8000 + 500 (C. Money) + Rs. 600 (University Devlopement Fee) + Semester Exam Fee**
2. **B.C.A. - Rs. 14000 + 500 (C. Money) + Rs. 600 (University Devlopement Fee) + Semester Exam Fee**

Important Instructions :

a) The student will be required to have 75% attendance in each paper as per rules of the university.
b) The college reserves the right to cancel admission of any student in the case of a gross indiscipline.
c) A student who remains **absent for 10 days continuously or more** without the knowledge of the Co-ordinator, his/her name will be struck off from the college rolls. Re-admission may be allowed on payment of **Rs. 500/-** as fee. In case he defaults again and remains absent for 10 days continuously second time, no re-admission will be allowed.
d) Each student will have to bear the prescribed uniform regularly.
e) Each student will have to submit 4 self addressed envelops at the time of admission.
f) Parents are requestd to meet the co-ordinator once is a month positively to know the activities & performance of ward.
g) Each student will have to appear in the monthly tests.
h) Each student will have to submit at least two assignments in each month in his/her own hand writing. The marks of the tests will also be added to the internal marks.

Hostel : Seperate hostel facilities are available for boys & girls in our college.

Advisory Board :

For B.B.A.

1.	Dr. R.P. Singh	Chairman
2.	Dr. Raj Kumar	Co-chairman
3.	Dr. A.K. Saxena	Co-ordinator
4.	Dr. I.C. Kashyap	Member
5.	Dr. P.C. Gupta	Member
6.	Dr. A.K. Mishra	Member
7.	Dr. S.K. Baijal	Member

For B.C.A.

1.	Dr. R.P. Singh	Chairman
2.	Dr. Raj Kumar	Co-chairman
3.	Dr. R.K. Shrivastava	Co-ordinator
4.	Dr. I.C. Kashyap	Member
5.	Sri. J.A. Wazid	Member
6.	Dr. A.V. Baliyan	Member
7.	Dr. Sanjeev Saxena	Member

CURRICULUM FOR B.B.A. DEGREE

BBA-I Semester

Course Code B.B.A. N101 : Business Organisation

Unit-I

Meaning and definition of business essentials & scope of business, Classification of Business Activities. Meaning, Definition, Characteristics and Objectives of Business Organisation, Evoluation of Business Organisation Modern Business, Business & Profession.

Unit-II

Business Unit, Establishing a new business unit, Meaning or Promotion, Features for business success, Plant location, Plant Layout & size of business unit.

Unit-III

Forms of Business Organisation : Sole Proprietorship, Partnership, Joint Stock Companies & Co-operatives.

Unit-IV

Business Combination : Meaning, Causes, Objectives, Types and Forms.

Margers, Takeovers, and Acquisitions.

Unit-V

Business Finance : Financial Need of Business, Methods & Sources of Finance.

Security Market, Money Market, Study of Stock Exchange & SEBI.

Course Code B.B.A. N102 : Business Mathematics

Unit-I

Matrix : Introduction, Square Matrix, Row Matrix, Column Matrix, Diagonal Matrix, Identity Matrix, Addition, Substraction & Multiplication of Matrix, Use of Matrix in Business, Mathematical Induction.

PROPOSED ACADEMIC CALENDER FOR B.B.A.1st & 3rd Semester
SESSION 2008-09

Distribution of Admission Forms	10th July 2008
Starting of Submission of Forms	10th July 2008
Last date of Submission of Forms	25th July 2008
Declaration of Merit List	26th July 2008
Starting of Admission	28th July 2008
LAST DATE OF ADMISSION	31st July 2008
Starting of Classes	1st August 2008
1st Monthly Test in all Semesters	30th August 2008
2nd Monthly Test in all Semesters	27th September 2008
3rd Monthly Test in all Semesters	25th October 2008
MID-TERM EXAMINATION	3rd, 4th, 5th, November 2008
Internal Viva-Voce Examination	6th and 7th November 2008
Surprise Test/Extempore/Assignment	Any Day
Presentation/Quiz/Seminar/Group Discusson	1th Saturday of Each Month
Guest Lecture by Eminent Professors & others	Last Saturday of Each Month
Academic Tour	Once in a Semester
UNIVERSITY EXAMINATIONS	As per University Schedule

Proposed Mid-Term Schedule 08

Date & Day	Time	Paper Code BBA 1st	Paper Code BBA IIIrd
3rd Nov. 08 / Monday	9 am. to 11 am 12 noon - 2 pm	N101 N102	N301 N302
4th Nov. 08 / Tuesday	9 am. to 11 am 12 noon - 2 pm	N103 N104	N303 N304
5th Nov. 08 / Wednesday	9 am. to 11 am 12 noon - 2 pm	N105 N106	N305 N306
6th Nov. 08	9 : 30 am onward	1st Sem. (N107) both section	
7th Nov. 08	9 : 30 am onward	IIIrd Sem. (N307) both section	

Note : ***If there is any holiday in between the proposed academic calendar schedule, it will shift accordingly.***

Unit-II

Inverse of Matrix, Rank of Matrix, Solution to a system of equation by the Adjoint Matrix Method & Guassian Elimination Method.

Unit-III

Percentage, Ratio and Proportion, Average, Mathematical Series– Arithmetic. Geometric & Hermonic, Simple Interest & Compound Interest.

Unit-IV

Set theory-Notation of Sets, Singleton Set, Finite Sel, Infinite Set, Equal Set, Null Set, Subset, Proper Subset, Universal Set, Union of Sets, Inter-section of Sets. Use of set theory in business, Permutation & Combination.

Unit-V

Concept of Differentiation and Integration. Maxima and Minima in Differentiation, Application of Differentiation & Integration in Business (No proof of Theorems, etc.)

Course Code B.B.A. N103 : Principles of Economics

Unit-I

Definition, Nature, Scope & Limitation of Economics as an art or Science. Relevance of Economics in Business Management, Utility analysis, Marginal Theory of utilities, and Equi-marginal theory of utility.

Unit-II

Meaning of demand. Demand theory and objectives, Demand analysis. Demand schedule. Demand Curve and Nature of Curves, Laws of Demand, Elasticity of Demand. Types & Measurement, Indifference curves analysis, Consumer Equilibrium & Consumer surplus, Price, Income and Substitution effect.

Unit-III

Production-Meaning and Analysis. Production function, Laws of production, Laws of increasing returns & Laws of constant returns, Equal product curves and Producer equillibrium.

Unit-IV

Market analysis-Nature of market. Types of markets and their characteristics Pricing under different market structures– Perfect. Monopoly. oligopoly and Monopolistic competition. Price discrimination under monopoly competition.

Unit-V

Theories of factor pricing, factor pricing V/s product pricing, theories of rent, theories of interest, theories of wages, theories of profit, Concept of profit maximization.

Course Code B.B.A. N104 : Book Keeping and Basic Accounting

Unit-I

Meaning of book keeping, process of book keeping and accounting, Basic terminology of accounting, Subsidiary books of accounts, Difference between accounting & book keeping, Importance & Limitations of Accounting, Various uses of Accounting Information, Accounting Principles, conventions & Concepts.

Unit-II

Accounting Equation, Dual Aspect of accounting, Types of accounting, Rules of debit & credit. Preparation of Journal and Cash Book including banking transaction, Ledger and Trial Balance.

Unit-III

Rectification of errors, Preparation of Bank reconciliation Statement, Bills of Exchange and promissory notes.

Unit-IV

Valuation of stocks, Accounting treatment of depreciation. Reserve and provision. Preparation of final accounts along with adjustment entries.

Unit-V

Issue of shares and debentures, issue of bonus shares and right issue, Redemption of preterence share and debentures.

Course Code B.B.A. N105 : Business Laws

Unit-I

Indian Contract Act : Definition and essentials, Contracts agreements, Offer & Acceptance, Consideration. Capacity of parties, Free consent, Performance of Contracts, Terminal of contract, Consequences and Remedies of contract terminal.

Unit-II

Contingent contract, Implied, Quasi contract, Indemnity Contract, Guarantee contract, Bailment, Lien, Pledge contract, Agency contract.

Unit-III

Sales of Goods Act : Sale contract – Definition, Features, Formation of contract, Contents of sale contract– Goods, Price, Condition and Warranty, Ownership of goods and transfer, Performance of sale contract, Delivery, Rights of unpaid sellers, Auction sale.

Unit-IV

Indian Partnership Act : Definition and Nature of Partnership, Partnership deed, Mutual and Third parties relation of partners, Registration of partnership, Dissolution of partnership.

Unit-V

Definition Features, Types, Recognition And Endorsement of Negotiable Instruments.

Course Code B.B.A. N106 : Fundamentals of Business Management

Unit-I

Introduction, Concepts, Nature, Scope ahd Significance of Management, Evolution of Management thought– Contribution Taylor, Weber and Fayol to Management.

Unit-II

Planning : Concept, Objectives, Nature, Limitation, Process of Planning, Importance, Forms. Techniques and Process of decision making.

Unit-III

Organising : Concept, Objectives, Nature of Organising, Types of Organisation. Delegation of authority. Authority and responsibilities, Centralisation and Decentralisation, Span of control.

Unit-IV

Directing : Concept. Principal & Techniques of directing and Coordination, Concept of leadership-Meaning, Importance, Styles, Supervision, Motivation, Communication.

Unit-V

Controlling Concept, Principles, Process and Techniques of controlling, Relationship between planning and controlling.

BBA-II Semester

Course Code B.B.A. N201 : Business Environment

Unit-I

Concept, Significance. Components of Business environment, Factor affecting Business Environment, Social responsibilities of Business.

Unit-II

Economic System : Capitalism, Socialism. Communism, Mixed Economy-Public Sector & Private Sector.

Unit-III

Industrial Policy-Its historical perspective (In brief); Socio-economic implications of Liberalisation, Privatisation, Globalisation.

Unit-IV

Role of Government in Regulation and Development of Business : Monetary and Fiscal Policy; EXIM Policy, FEMA.

Unit-V

Overview of International Business Environment. Trends in World Trade; WTO-objectives and role in international trade.

Course Code B.B.A. N202 : Business Communication

Unit-I

Meaning and objective of Business communication. Forms of Communication, Communication model and process, Principles of Effective commnication.

Unit-II

Corporate Communication : Formal and informal Communication, Networks, Grapevine, Barriers in Communication, Groups discussion, Mock Interviews, Seminars, Individual and Group Presentations.

Unit-III

Essential of effective Business letters. Writing Important Business letters including correspondence with Bank and Insurance companies.

Unit-IV

Oral & non-verbal communication : Principles of Oral Presentation, Factors affecting presentation, effective presentation skills, conducting Surveys.

Body Language, Para Language, Effective listening, Interviewing skill, Writing resume and Letter of application.

Unit-V

Modern forms of communication. International communication, Cultural sensitiveness and cultural context, Writing and presenting in international situations.

Course Code B.B.A. N203 : Indian Economy

Unit-I

Meaning of Economy, Economic growth & development, characteristics of Indian Economy, Concepts of human development, Factors affecting economic development.

Unit-II

An overview of Economic resources of India, Human Resources of India : Concept of Population Explosion, Interrelation of Population and economic development, Population Policy of India, Problem of Unemployment in India.

Unit-III

Economic planning in India; Planning commission, Critical evaluation of current Five Year Plan.

Unit-IV

Problems and prospects of Indian Agriculture, agriculture development during plan period. Position, Problems and Prospects of Large Scale Industries. (Iron, Steel, Sugar, Cotton, Textile).

Unit-V

Service and Entrepreneurial Sector, role of Commercial Bank and Financial Institutions, Role of Small Scale Industries in Indian Economy.

Course Code B.B.A. N204 : Principles of Accounting

Unit-I

Accounting standards in India. Concept of GAAP (Generally Accepted Accounting Principles) International Accounting Standards, Accounting for Price level changes.

Unit-II

Accounting of Non-trading Institutions, Joint Venture and Consignment.

Unit-III

Accounts of Banking companies and General Insurance companies; Departmental and Branch accounts.

Unit-IV

Accounts related to Hire Purchase and Instalment payment transactions, Royalty Accounts.

Unit-V

Partnership Accounts : Final Account, Reconstitution of Partnership firms-admission, retirement and death of a partner, Dissolution of partnership (Excluding Insolvency of Partner)

Course Code B.B.A. N205 : Organisational Behaviour

Unit-I

Introduction nature and scope of OB, Challenges and opportunities for OB, Organisation Goals, Models of OB, Impact of Global and cultural diversity on OB.

Unit-II

Individual Behaviour-Individual behaviour, Personality, Perception and its role in individual decision making, Learning, Motivation, Hierarchy of needs theory, Theory X and Y, Motivation - Hygiene theory, V rooms Expectancy theory.

Unit-III

Behaviour Dynamics : Interpersonal behaviour, Communication, Transaction Analysis, The Johari Window, Leadership, Its Theories, and prevailing Leadership styles in Indian Organisations.

Unit-IV

Group Behaviour : Definition and classification of Groups. Types of Group structure. Group decision making, Teams Vs Groups, Contemporary issues in managing teams, Inter group problems in organisational group dynamics, Management of conflict.

Unit-V

Management of Change : Change of Organisational development, Resistance to change, Approaches to managing organisation change. Organisational effectiveness. Organisational culture, Power and Politics in Organisational Quality of work life, Recent advances in OB.

Course Code B.B.A. N206 : Business Statistics

Unit-I

Statistics : Concept, significance & Limitations, Type of Data, Classification & Tabulation, Frequency Distribution & graphical representation.

Unit-II

Measures of Central Tendency (Mean, Median, Mode) Measures of Variation : Significance & Properties of a good measure of variation :

Range, Quartile Deviation, Mean Deviation and Standard Deviation, Measures of Skewness & Kurtosis.

Unit-III

Correlation : Significance Of Correlation, Types of correlation, Simple correlation, Scatter Diagram method, Kari Pearson coefficient of Correlation.

Regression : Introduction, Regression lines, and Regression Equation & Regression coefficient.

Unit-IV

Probability : Concept, Events, Addition Law, Conditional Probability, Multiplication Law & Baye's theorem [Simple numerical], Probability Distribution : Binomial, Poisson and Normal.

Unit-V

Sampling : Method of sampling, Sampling and Non-sampling errors. Test of Hypothesis, Type-I and Type-II Errors, Large sample tests.

BBA-III Semester

Course Code B.B.A. N301 : Advertising Management

Unit-I

Advertising : Introduction, scope, importance in business : Role of advertising in social and economic development of India, Ethics and truths in Indian Advertising.

Unit-II

Integrated Communication Mix (IMC)-meaning importance : Communication-meaning, importance, process. communication mix-components, role in marketing, Branding-meaning, importance in advertising.

Unit-III

Promotional objectives- importance determination of promotional objectives, setting objectives DAGMAR ; Advertising Budget - importance, establishing the budget - approaches, allocation of budget.

Unit-IV

Advertising Copy-meaning, components, type of advertising copy, importance of creativity in advertising : Media planning-Importance, strategies, media mix.

Unit-V

Advertising research-importance, testing advertising effectiveness, market testing for ads; International Advertising-importance, international Vs local advertising.

Course Code B.B.A. N302 : Indian Banking System

Unit-I

Indian Banking System : Structure and organisation of banks : Reserve Bank of India; Apex banking institutions : Commercial banks : Regional rural banks : Co-operative banks; Development banks.

Unit-II

State Bank of India : Brief History : Objectives; Functions; Structure and organization; Working and progress.

Unit-III

Banking Regulation Act. 1949 : History, Social control; Banking Regulation Act as applicable to banking companies and public sector banks; Banking Regulation Act as applicable to Co-operative banks.

Unit-IV

Regional Rural and Co-operative banks in India : Functions ; Role of regional rural and co-operative banks in rural India : Progress and performance.

Unit-V

Reserve Bank of India : Objectives : Organization : functions and working : Monetary policy ; credit control measures and their effectiveness.

Course Code B.B.A. N303 : Human Resource Management

Unit-I : Introduction to HRM & HRD

Concept of HRM, Objectives, Process. HRM Vs. Personnel Management, HRM Vs HRD, Objectives of HRD, focus of HRD System, Structure of HRD System, role of HRD manpower.

Unit-II : Human Resource Policies & Strategies

Introduction, role of HR in strategic management. HR policies & procedures. HR programme, developing HR policies and strategies. Strategic control. Types of Strategic control, Operational Control Systems, Functional and grand strategies, Strategy factors.

Unit-III : Human Resource Procurement & Mobility

- Productivity & Improvement, job analysis & job design, work measurement, ergonomics.
- Human Resource planning-objectives, activities, manpower requirement, process.
- Recruitment & Selection
- Career planning & development, training methods basic concept of performance appraisal.
- Promotion & Transfer

Unit-IV : Employee Compensation

Wage policy, Wage determination. Wage board, factors affecting wages & salary. System of Payments, job evaluation, Components of wage salary-D.A. incentives, bonus, fringe benefits etc., Minimum Wages Act. 1948. Workmen (Compensation Act. 1923, Payment of Bonus Act. 1965.

Unit-V : Employee relations

Discipline & grievance handling, types of trade unions, problems of trade unions, Collective Bargaining.

Course Code B.B.A. N304 : Marketing Management

Unit-I

Marketing : Definition. nature, scope & importance, Marketing Management, Core concepts of marketing, selling concept, production concept, modern marketing concept, Societal marketing.

Unit-II

Segmentation : Concept, basis of segmentation. Importance in marketing : Targeting : Concept, Types, Importance : Positioning : Concept, Importance. Brand positioning, Repositioning.

Unit-III

Marketing Mix :

Product : Product Mix, New Product development, levels of product, types of product, Product life cycle, Branding and packaging.

Distribution : Concept, importance, different types of distribution channels etc.

Unit-IV

Price : Meaning, objective, factors influencing princing, methods of pricing.

Promotion : Promotional mix, tools, objectives, media selection & management.

Unit-V

Marketing Research : Importance, process & scope.

Marketing Information System : Meaning Importance and Scope.

Consumer Behaviour : Concept, importance and factors influencing consumer behaviour.

Course Code B.B.A. N305 : Company Accounts

Unit-I

Joint Stock Companies - Its type and share capital, Issue, Forfeiture and Re-issue of shares, Redemption of Preference shares, Issue and Redemption of Debentures.

Unit-II

Final Accounts : Including Computation of managerial Remuneration and disposal of Profit.

Unit-III

Accounts for Amalgamation of Companies as per Accounting Standard 14, Accounting for Internal reconstruction.

Unit-IV

Consolidated Balance Sheet of Holding Companies with one Subsidiary Only.

Unit-V

Liquidation of Company, Statement of Affairs and Deficiency Surplus, Liquidator's final statement of A/c, Receivers Receipt and Payment A/c.

Course Code B.B.A. N306 : Company Law

Unit-I

Corporate Personality ; kinds of Company, Promotion and Incorporation of Companies.

Unit-II

Memorandum of Association, Articles of Association, Prospectus.

Unit-III

Shares : Share capital : Members, Share capital - Transfer and Transmission, Directors - Managing Director, Whole Time Director.

Unit-IV

Capital management - Borrowing powers, mortgages and charges, debentures, Company Meetings-kinds Quorum, voting, resolutions, minutes.

Unit-V

Majority Powers and Minority Rights, Prevention of oppression and mismanagement, Winding up-Kinds and Conduct.

BBA-IV Semester

Course Code B.B.A. N401 : Consumer Behaviour

Unit-I

Introduction to consumer Behaviour (CB) - Importance, Scope, need for studying CB, Consumer research process.

Unit-II

Consumer Models : Economic model, Psychoanalytic model, Sociological model, Howard & Seth model, Nicosia model, Engel-Kollat-Blackwell model.

Unit-III

Individual determinates :

Perceptual process, consumer learning process, consumer attitude formation, attitude measurement, meaning and nature of personality, self concept.

Unit-IV

Influences & Consumer Decision making :

Family, reference group, personal, social and cultural influence on CB, Consumer Decision making process, Consumer Communication process, consumer satisfaction

Unit-V

Industrial Buying Behaviour :

Participants, characteristics of industrial markets, factors influencing industrial markets, stages of industrial buying process, Customer and marketing of services.

Course Code B.B.A. N402 : Financial Management

Unit-I

Introductory : Concept of Financial management, Finance functions, objectives of financial management- Profitability vs. shareholder wealth maximization. Time value of Money Compounding & Discounting.

Unit-II

Capital Structure Planning : capitalization Concept, basis of capitalization, consequences and remedies of over and under capitalization.

Determinants of Capital structure, Capital structure theories.

Unit-III

Management of Fixed Capital : Cost of Capital, Nature & Scope of Capital budgeting-payback, NPV, IRR and ARR methods and their practical applications. Analysis of risk & uncertainty.

Unit-IV

Management of Working Capital : Concepts of working capital, Approaches to the financing of current Assets determining capital (with numerical problems) Management of different components of working capital.

Unit-V

Management of Earnings : Concept & relevance of Dividend decision. Dividend Models-Walter, Gordons, MM Hypothesis.

Dividend Policy–determinants of dividend policy.

Course Code B.B.A. N403 : Production Management

Unit-I

Nature & Scope of Production Management, Functions of Production Management, Production Systems, responsibilities of Production manager. Production Planning & Control (PPC), Objectives of PPC.

Unit-II

Types of manufacturing Systems : Intermitted & Continuous Systems etc., Product design & development.

Unit-III

Plant Location & Plant layout.

Unit-IV

Materials Management & Inventory Control : Purchasing Economic lot quantity/Economic order quantity (EOR), Lead time, Reorder level. Brief of ABC analysis, Stock keeping.

Unit-V

Quality Control : Quality, Quality assurance, Quality circles, TQM, JIT, Statistical Quality Control.

Course Code B.B.A. N404 : Sales Management

Unit-I : Sales Management

– evolution of sales function
– objectives of sales management positions
– Functions of Sales executives
– Relation with other executives

Unit-II : Sales Organisation and relationship

– Purpose of sales organization
– Types of sales organization structures
– Sales Department internal relations
– Sales department external relations
– Distributive network relations

Unit-III : Salesmanship

– Theories of personal selling
– Types of Sales executives
– Qualities of sales executives
– Prospecting, pre-approach and post-approach
– Organising display, showroom & exhibition

Unit-IV : Distribution network Management

– Types of Marketing Channels

– Factors affecting the choice of channel
– Types of middleman and their characteristics
– Concept of physical distribution system

Unit-V : Sales Force Management

– Recruitment and Selection
– Sales Training
– Sales Compensation

Course Code B.B.A. N405 : Research Methodology

Unit-I

Introduction–Meaning of Research ; Objectives of Research ; Types of Research ; Research Process ; Research Problem formulation.

Unit-II

The Design of Research – Research Design ; Features of a good design ; Different Research Designs ; Measurement in Research ; Data types ; Sources of Error.

Unit-III

Sampling Design – Census & Sample Surveys ; Steps in Sampling Design; Types of Sample designs - Probability & Non-Probability sampling.

Methods of Data collection – Primary versus secondary data ; Collection of Primary Data ; Guidelines for constructing questionnaire ; Collection of Secondary Data.

Unit-IV

Processing & Analysis of Data – Processing operations; problems in processing; types of analysis.

Hypothesis Testing – Chi-square test, Z test, t-test, f-test.

Unit-V

Presentation – Diagram; graphs; charts. Report writing; Layout of Research report; Types of Reports; Mechanism of writing a Research report; Precaution for writing report.

Course Code B.B.A. N406 : Operations Research

Unit-I

Nature, Definition & characteristics of operations research, Methodology of DR, Models in OR; OR & managerial Decision making, OR techniques.

Unit-II

Linear Programming : Introduction, Advantages of Linear programming, Application areas of Linear programming.

LPP – problem formulation, Graphic Method, Simplex Method (including Big M method)

Unit-III

Transpotation–North West Corner Rule, matrix Minima & VAM Methods, Degenerating, MODI Method

Assignment Problems.

Unit-IV

Decision making under Uncertainty–Criteria of Maximax, maximin, maximax Regret, laplace & Hurwinz.

Decision making under Risk–Criteria of EMV & EOL, Decision Tree approach & its applications.

Unit-V

PERT & CPM–Introduction, Network Analysis, Time Estimates in Network Analysis, Critical Path Method; Programme Evaluation & Review Technique.

Course Code B.B.A. N407 : Market Survey Report and Viva Voce

BBA-V Semester

Course Code B.B.A. N501 : Managerial Economics

Unit-I : Nature and Scope

Nature and Scope of Managerial Economics, its relationship with other subjects. Fundamental Economic Tools-Opportunity cost concept, Incremental concept, Principle of time perspective, Discounting principle and Equimarginal principle.

Unit-II : Demand Analysis

Concept and importance fo Demand & its determinants, Income & Substitution effects, Various elasticities of demand, using elasticities in managerial decisions, revenue concepts, relevance of demand forecasting and methods of demand forecasting.

Unit-III : Cost Concept

Various cost concepts and Classification, Cost output relationship in short run & long run (cost curves), Economics and diseconomics of scale. Cost control and Cost reduction, Indifferent curves.

Unit-IV : Pricing

Pricing methods, Price and output decisions under different market structures–Perfect competition, Monopoly and Monopolistic Competition, Oligopoly.

Unit-V : Profit Mgt & INflation :

Profit, Functions of profit, Profit maximisation, Break Even analysis. Elementry idea of Inflation.

Course Code B.B.A. N502 : Entrepreneurship & Small Business Management

Unit-I : Nature and Scope

Role & Importance in Indian Economy, Theories of Enterpreneurship, traits of enterpreneur, enterpreneurs Vs professional managers, problems faced by enterpreneurs.

Unit-II : Enterpreneural Development

Enterpreneural Development, Significance and role of environment, infrastructural network, environmental analysis, E.D. programmes (EDP), problems of EDP.

Unit-III : Project & Reports

Search for business idea, transformation of idea into reality : projects and classification, identification of projects, project design and network analysis, project appraisal, plant layout.

Unit-IV : Finance & Marketing

Resources of finance, project financial institutions, market and marketing concepts, channels of marketing, other intermediaries related to marketing.

Unit-V : Small industry setup

Types of organisation–sole proprietership, partnership, joint stock company, co-operative organisation, their merits, limitations, suitability. Organisational locations, steps in staring a small industry, incentives and subsidies available, export possibilities.

Course Code B.B.A. N503 : Income Tax Law and Accounting

Unit-I : Basic Concept

Income, Agricultural Income, Casual Income, Assessment Year, Previous Year, Gross Total Income, Total Income, Person, Tax Evasion, Avoidance and Tax Planning.

Unit-II : Basis of Charge

Scope of Total Income, Residence and Tax Liability, Income which does not form part of Total Income.

Unit-III : Heads of Income

Income from Salaries, Income from House properties.

Unit-IV : Heads of Income

Profit and Gains of Business or Profession, Including provisions relating to specific business, Capital Gains, Income from other sources.

Unit-V : Aggregation of Income

Sct off and Carry forward of losses, deduction from gross total Income.

Course Code B.B.A. N504 : Cost and Management Accounting

Unit-I : Introduction

Nature and Scope of Cost Accounting, Cost, concepts and Classifications, Methods and Techniques, Installation of Costing System.

Unit-II :

Accounting for Material, Labour and Overheads.

Unit-III : Element of Cost

Assessment of Cost-Preparation of Cost Sheet and Statement of Cost.

Unit-IV : Management Accounting

Meaning, Nature, Scope, Functions, Relationship of Management Accounting, Financial Accounting and Cost Accounting.

Costing for Decision Making– Cost Volume Profit Analysis.

Unit-V :

Marginal Costing and Absorption Costing.

Course Code B.B.A. N505 : Industrial Law

Unit-I :

Factory Act 1948.

Unit-II :

Workmen Compensation Act 1923.

Unit-III :

Industrial Dispute Act 1947, Minimum Wages Act 1948.

Unit-IV :

Employee State Insurance Act 1948.

Unit-V :

Employee Provident Fund Act 1952

Payment of Gratuity Act 1972.

Course Code B.B.A. N506 : Fundamentals of Computers

Unit-I : History of Computing :

Characteristics of computers, Limitations of computers, Basic computer organization, Generations of computers.

Unit-II : Input-Output Devices :

Keyboard, Mouse, Light pen, touch screens, VDU, Scanners, MICR, OCR, OMR, Printers and its type, Plotters, Microfilm, Microfiche, Voice Recognition and Response Devices.

Unit-III : Storage Devices :

Primary and Secondary storage devices-RAM, ROM, Cached Memory, Registers, Storage Concept, Hard disk, floppy disk, CD-ROM, magnetic tapes and cartridges, comparison of sequential and direct-Access devices.

Unit-IV : Computer Software :

Relationship between hardware and software, Types of Software, Computer languages– Machine language, Assembly language, High–Level languages, Compilers & interpreters, Characteristics of good language.

Unit-V : Operating System & Internet :

Definition and functions of O.S., Batch Processing, Multiprocessing, Multiprogramming, time sharing, On-line process, Real time process. Introduction to Window-98, Internet & its uses, terminology of internet, browser, Search engines, E-Mail, Video conferencing.

BBA-VI Semester

Course Code B.B.A. N601 : International Trade

Unit-I : Basics of International trade

Basics of International trade, international trade theories, drivers of international trade, restraining forces, recent trends in world trade.

Unit-II : Foreign trade & economic growth

Foreign trade & economic growth, balance of trade, balance of payments, free trade, forms and restrictions.

Unit-III : International economic institutions

International economic institutions, IMF, World Bank, WTO (in brief), Regional economic groupings– NAFTA, EU, ASEAN, SAARC

Unit-IV : Recent trends in India's Foreign trade

Recent trands in India's foreign trade, institutional infrastructure for export promotion in India, projects & consultancy exports.

Unit-V : India's Trade Policy

India's Trade policy, export assistance, marketing plan for exports.

Course Code B.B.A. N602 : Strategic Management & Business Policy

Unit-I : Nature and Importance of Business Policy

Development & Classification of Business Policy; Mechanism or Policy Making.

Unit-II : Responsibilities & tasks of Top Management

Objectives of Business, Characteristics, Classification, Types of objectives and their overall Hierarchy. Setting of objectives, Key areas involved.

Unit-III : Corporate Planning

Concept of long term planning, Strategic Planning, Nature, Process & Importance.

Unit-IV :

Corporate Stragey : Concept, Components, Importance.
Stragegy Formulation : Concept, Process & Affecting Factors.
Strategy Evaluation : Process, Criteria, Environmental Analysis, Resources Analysis.

Unit-V : Concept of Synergy

Types, Evaluation of Synergy. Capability Profiles, Synergy as a Component of Strategy & its relevance.

Course Code B.B.A. N603 : Central Sales Tax & Trade Tax in UP

Unit-I

Characteristics of trade tax. Main provision of UP trade tax, important terms and terminology of trade tax, exempted goods, sales that are not included in sales for trade tax purpose, use of form 31, 32, 33.

Unit-II

Registration of form under trade tax, consequences of non registration, assessment procedure of trade tax, single point and multiple point tax, trade tax computation of turn over and trade tax payables, check post and barriers.

Unit-III

UP trade tax administration and authorities, appointments, rights and duties of trade tax officials, appeals and revisions, offences and penalties.

Unit-IV

Characteristics of central sales tax, important terms and terminology, registration of terms and procedures and consequences, transaction not constituting sales, single point and multiple point.

Unit-V

Provision of assessment and collect of tax under central sales tax act, computation of taxable sales and tax payable, offence and penalties, appeals, central sales tax administration, duties of authorities.

Course Code B.B.A. N604 : Management Information System

Unit-I : Management Information System (MIS) :

Concept & definition, Role of MIS, Process of Management, MIS-A tool for management process, Impact of MIS, MIS & computers, MIS & the user, MIS-a support to the management.

Unit-II : Planning & Decision Making

The concept of corporate planning, Strategic planning, Type of strategies, Tools of Planning, MIS-Business Planning; Decision making concepts, Methods, tools and procedures, Organizational Decision making, MIS & Decision making concept.

Unit-III : Information & System

Information concepts, Information : A quality product, classification of the information, Methods of data & information collection, value of information, MIS & system concept, MIS & System analysis, Computer System design.

Unit-IV : Development of MIS

Development of long rage plans of the MIS. Ascertaining the class of information, Determining the information requirement, Development and implementation of the MIS, Management of quality in the MIS, organization for development of the MIS, MIS : the factors of success and failure.

Unit-V : Decision Support System (DSS)

Concept and Philosophy, DSS : Deterministic Systems, Artificial intelligence (AI) System, Knowledge based expert Systems (KBES), MIS & the role of DSS, Transaction Processing System (TPS), Enterprise Management System (EMS), Enterprise Resource Planning (ERP) System, Benefits of ERP, EMS & ERP.

Course Code B.B.A. N605 : Auditing

Unit-I : Introduction

Meaning and Objectives of Auditing, Types of Audit, Internal Audit, Audit Programme, Audit Notebook, Routine Checking and Test Checking.

Unit-II : Internal Check System

Internal Control, Audit Procedure : Vouching, Verification of Assets and Liabilities.

Unit-III : Audit of Limited Companies

Company Auditor-Appointment, Powers, Duties and Liabilities. Auditor's Report and Audit Certificate.

Unit-IV

Special Audit, Audit of Banking companies, Audit of Insurance companies, Audit of Educational Institutions, Audit of Cooperative Societies, Efficiency Audit, Social Audit etc.

Unit-V : Recent trends in Auditing

Nature and Significance of Cost Audit, Tax Audit, Management Audit.

Course Code B.B.A. N606 : Fundamental of E-commerce

Unit-I : E-Commerce

Introduction, meaning and concept; Needs and advantages of e-commerce; Traditional commerce; Types of E-commerce, Basic requirements of E-commerce.

Unit-II : Internet

Concept & evaluation, characteristics of Internet : email, WWW, ftp, telnet, Intranet & Extranet, Limitation of internet, Hardware & software requirement of Internet, Search Engines.

Unit-III : Electronic Payment Systems

E-Cash, e-cheque, credit cards, debit cards, smart cards; E-Banking, Manufacturing information systems.

Unit-IV :

EDI Introduction, Networking infrastructure of EDI, Functions & components of EDI, File types of EDI.

Unit-V : Security issues of e-commerce

Firewall, E-locking, Encryption; Cyber laws–aims and salient provisions; PKI (Public Keys Infrastructure).

Course Code B.B.A. N607 : Project Report : A Project Report by each regular student will be prepared on the latest topics allotted by the department. The project will be prepared by the students under the guidance of the faculty member. The project work must be original. It should not be copied from any previous project work.

Course Structure and Scheme of Examination
For
B.C.A. Programme (3 Year Degree Course)

Ist Semester **Maximum Marks**

	Hours Per Week			End Semester	Sessional	Total
	L	T	P	Exam.		
BCA-101 : Mathematics-I	5	1	-	70	30	100
BCA-102 : Technical Writting	5	1	-	70	30	100
BCA-103 : Computer Fundamentals & Programming Concepts	5	1	-	70	30	100
BCA-104 : Principles of Management	5	1	-	70	30	100
BCA-105 : Computer Fundamental Lab Based on BCA - 103	-	-	6	100		100

Ist Semester **Maximum Marks**

	Hours Per Week			End Semester	Sessional	Total
	L	T	P	Exam.		
BCA-201 : Mathematics-II	5	1	-	70	30	100
BCA-202 : Programming in C	5	1	-	70	30	100
BCA-203 : Discrete Maths	5	1	-	70	30	100
BCA-204 : Digital Electronics	5	1	-	70	30	100
BCA-205 : C Programming Lab Based on BCA - 202	-	-	6	100	-	100

IIIrd Semester **Maximum Marks**

	Hours Per Week			End Semester	Sessional	Total
	L	T	P	Exam.		
BCA-301 : Computer Oriented Numerical Methods	5	1	-	70	30	100
BCA-302 : Data Structure	5	1	-	70	30	100
BCA-303 : Computer Organisation	5	1	-	70	30	100
BCA-304 : Production & Operations Managements	5	1	-	70	30	100
BCA-305 : Data Structure Lab based Based on BCA - 302	-	-	6	100	-	100

IVth Semester **Maximum Marks**

	Hours Per Week			End Semester	Sessional	Total
	L	T	P	Exam.		
BCA-401 : Computer Oriented Financial Management	5	1	-	70	30	100
BCA-402 : Operating Systems	5	1	-	70	30	100
BCA-403 : DBMS	5	1	-	70	30	100
BCA-404 : Object Oriented Design and Programming in C^{++}	5	1	-	70	30	100
BCA-405 : Object Oriented Programming & Data Based Lab based on BCA - 403 & 404	-	-	6	100		100

Vth Semester **Maximum Marks**

	Hours Per Week			End Semester	Sessional	Total
	L	T	P	Exam.		
BCA-501 : Software Engineering	5	1	-	70	30	100
BCA-502 : Computer Network	5	1	-	70	30	100
BCA-503 : Management Information System	5	1	-	70	30	100
BCA-504 : Computer Graphics	5	1	-	70	30	100
BCA-505 : Computer Graphics Lab Based on BCA - 504	-	-	6	100	-	100

VIth Semester **Maximum Marks**

	Hours Per Week			End Semester	Sessional	Total
	L	T	P	Exam.		
BCA-601 : DBMS Softwares Package	5	1	-	70	30	100
BCA-602 : Multimedia and Applications	5	1	-	70	30	100
BCA-603 : Project Work	5	1	-	70	30	100
BCA-604 : Multimedia Lab based on BCA-601 & BCA-602	-	-	6	100	-	100

CURRICULUM FOR B.C.A. DEGREE

BCA - 101 : MATHEMATICS - 1

Differential and Partial differentiation of vector functions, Derivative of sum, dot product and cross product of two vactors, divergence and curl.

Straight lines, Circles and the system of circles; standard equations and properties of Parabola. Ellipse and Hyperbols, General equation of second degree in two variables, tracing of simple coinic section.

Successive differentiation, Leibnitz theorem, Partial differentiation, Euler's Theorem, change of variables, Jacobian.

Integration of rational & irrational functions; Reduction formulae ; Rectification ; Quadrature, volumes and surfaces of Revolution, Some simple problems of double and tripple integrals. Differential equations of 1st order, Differential equations of 2nd order with constant co-efficients.

Suggested Readings :

1. E. Kreyzig, "Engineering Mathematics".
2. B.S. Grewal, "Higher Engineering Mathematics"
3. Shanti Narayan, "Differential Calculus"

BCA-102 : Technical Writing

Technical Documentation Presentation :

Accuracy and Conciseness in Technical English, Structure Format etc. for Technical Reports & Thesis, Comparing and Contractive other aspects of short reports and long dissertations.

Communication Skills :

Communication Process : Concept & importance, System of communication : Formal & internal. Barrier to effective communication.

Principles of Business Communication :

Planning and conduction conversations, interviews and Discussion. The preparation of oral statements, effective listening, telephonic communication.

Written Communication :

Guides to effective writting for business correspondence including letter and job application Memorandum, Office orders, Reports.

Non-Varbal Communication

Importance and Type-Cluster and congruency. Kinetics Voal CUes.

Modern Forms of Communication :

Telex, Fax, Telegram & Teleconferencing & E-mail.

Practical in Business Communication

Report writing, Public Speaking, Seminars, Presentation, Interview, Group Discussion, Effective Listening.

BCA - 103 : Computer Fundamentals and Programming Concepts

Computer Fundamentals :

Number system decimal, octal, binary and hexadecimal. Representation of integrers, fixed and floating points, character representation : ASCII, EBSDIC. Fundamental units of computer I/O devices, primary and secondary memories.

Programming Fundamentals

Algorithm development. Techniques of problem solving. Flowcharting, Stepwise refinement,. Algorithims for Sorting (exchange and insertion)

Programming

Represenation of integers, characters, reals, Data types : constants and variables; Arithmetic Expressions, Assignment statement, Logical expression, Sequencing, Alteration and iteration; Arrays, String processing, Sub-programmes, Recursion, Files and Pointers Structured programming concepts, Top Down Design, Development of efficient programs; Program Correctness; Debugging and testing of Programms.

BCA-104 : Principles of Management

Conceptual Framework of Management.

Evoluation and Foundation of Management Theories

Study of Management Process.

Planning. Organising, Directing, Staffing, Communicating, Controlling, Coordinating.

Types of Organisational Structures & Designs.

Relevance of Computer Applications in Different Functional Areas of Management viz. : Financial Management, Production Management, Human Resources Management and Marketing Management.

Suggested Readings :

1. Parag Diwan & L.N. Agarwal, "Management Principles & Practices".
2. Fred Luthans, "Organisational Behaviour"
3. LM. Prasad, "Principles & Practices of Management"

BCA-105 : Computer Fundamental Lab.

Experiments based on the subject BCA-103.

BCA-201 : Mathematics-II

The real number system as a complete ordered filed neighbourhood open and closed sets limit points of sets.

Limits, continuity, sequential Continuity, algebra of continuous functions, Continuity of composite functions, Continuity on (a.b.) implying boundedness.

Sequences, convergent sequence, Cauchy Sequence, monotonic sequence, Subsequence, Limit superior and limit inferior of sequences.

Infinite series, convergence of series, series of positive terms, comparision tests, Cauchy's nth root test, D'Almberts ratio test, Raabe's test.

Alternating series and Maclaurin's series for sin x, cos x, log (1+x), (1_x) m Applications of mean value theorem to monotonic functions and inequalities. Maxima and minima; Indeterminant forms. (applications of Maxima and Minima to simple Problems).

Suggested Readings

1. E. Kreyzing — Engineering Mathematics
2. B.S. Grewal — Higher Engineering Mathematics
3. Shanti Narayan — Differential Calculus

BCA-202 : Programming in C

History of C language, operation, Data Types, Declaration, Function, Pointers, Arrays, I./O Header files, I/O Random Files, String Function, Structures and Unions, Constant, Operation, IF-ELSE, While, DO-While, FOR loop, Switch, Break, Continue and GOTO Statement.

BCA-203 : Discrete Mathematics

Mathematical Logic :

Proposition & Propositional Form conditional and Bioconditional Statements, Negation operation, Logic connectives and compound statements, conjunction, disjunction, truth tables, Duality conditional and in-conditional statements.

Boolean Algebra

Development of Boolean Algebra, Truth functions, The AND, OR, NOT operators, Laws of Boolean Algebras, Reducing Boolean Expressions, Boolean expressions and logic diagrams Universal Building blocks, Negative Logic Minterms, Truth tables and K-maps, Reduction of K maps Disjunctive normal form.

Graph theory

Definition of a graph, finite and infinite graphs, Incidence and degree, null graph, Sub. graphs walks, Paths and circuits in a graph, connected graphs, Trees, Properties of Trees, Planner graphs. Incidence Matrix.

Function and Relation :

Injective and surjective functions, composition of function, Inverse function, Use of function in coding theory, Relation composition of relation, Equivalence relation.

Suggested Readings

1. C.L. Liu, "Elements of Discrete Mathematics" Mc Graw Hill Book Co., 1985
2. N. Deop, "Graph Theory with applications to Engineering and Computer Science", PHI 1993.
3. B. Colman and Robert C. Busby, "Discrete Mathematical structure for Computer Science," PHI.
4. Olympia Nicodemi, "Discrete Mathematics" CBS Publication, Delhi.
5. M.N.S. Swamy and K. Thulasiraman, "Graphs, Networks and Algorthims," Wiley Inter Science, NY, 1989.

BCA-204 : Digital Electronics

Logic gates and Circuits :

Gates (OR, AND, NOR, NAND, XOR & XNOR); Demorgan's laws, Boolean laws, Circuit designing techniques (SOP, POS, K-Map).

Combinational Building Blocks :

Multiplexers; Decoders, Encoders; Adder and Substracter, Circuit Designing using PLA.

Sequential Building Blocks :

Flip-flops (RS, D, JK, Master-slave & T flip-flops); Shift registers; Counters; Synchronous and Asynchronous (Designing method).

Memories : ROMs, PROMs, EPROMs, RAMs Hard Disk, Floopy Disk and CD-ROM.

Suggested Readings

1. M.M. Mano, "Digital Logic and Computer Design" PHI 1998.
2. M.M. Mano, "Computer Architecture", PHI 1998.
3. Malvino and Leach, "Digital Electronics", TMH, 1998.
4. William Stallings, "Computer Organization and Architecture," PHI 1998.

BCA-205 : C Programmings Lab

Experiments based on the subject BCA-202.

BCA-301 : Computer Oriented Numerical Analysis Methods

Roots of Equations :

Bisection Method, False Position Method, Newton Raphson Method.

Solution of Linear Equations :

Gauss elementation method and Gauss-Siedel method.

Interpolation and Extrapolation :

Finite Differences, Newton's Forward and Backward Differences Formulae, Bessel, Stirling, Evertt Formulae, Lagrange Interpolation, Erros in Various Formulae.

Numerical Differentiation Numerical Integration :

Trapezodial and Simpsons Rules.

Suggested Readings

1. Scarbourogh, "Numerical Analysis".
2. Gupta & Bose S.C. "Introduction to Numerical Analysis, "Academic press, Kolkata, 1989.
3. S.S. Shastri, "Numerical Analysis", PHI

BCA-302 : Data Structures

Introduction to Algorithm Design and Data Structure

Design and analysis of algorithm, Topdown and Bottom-up approaches to algorithm design, Analysis of algorithm.

Arrays, Stacks and Queues

Representation of array (single & multi dimensional arrays), Address calculation using column & row major ordering, Representation of stacks & Queues using arrays and their operations, circular queues, Applications of arrays, stacks & queues; Conversion from infix to Postfix and evolution of prefix expressions using stack.

Linked List :

Single linked list (operations on list), Linked stacks and queue, polynominal representation and manipulation using linked list, Application : Reading and Writing polynominals, polynomial addition, circular linked list and doubly lined list, Generalized list, Sparse matrix represenation using generalized structure.

Trees :

Logical level of binary search tree, BFS transversal methods (Preorder, Postorder and inorder), Recursive and non-recursive algorithms for traverse methods, Insertion into and deletion.

Searching and Sortings :

Sequential & binary searches, Indexed search, Sorting methods, Insertion, Bubble, Quick, Merge and Heap sorts).

Suggested Readings

Keringhan and Ritchie, "The C programming Language", PHI, 1990.

Kruse, Leung and Tondo, "Data Structures and Program Design in 'C', PHI, 1998.

Deitel & Deitel, "C How to Program," Prentice Hall), 1996.

N. Writh-Algorithm + Data Structures = Progress (Prentice-Hall) 1976.

BCA - 303 : Computer Organisation

(A) Representation of Information

Number system, binary, Octal Hexadecimal system, integers and real numbers, Conversion from one number to another, Data representation in a register, Signed and Unsigned numbers 2's Complement and IS Complement representation and Operations of numbers.

(B) Switching Circuit Theory & Boolean Algebra

General Switching problems, algebra of relay contacts, AND, NAND, OR and NOR gates, Truth tables, converting from Boolean Expression to logic gates. Venn diagrams theorems in Boolean Algebra.

(C) Boolean Functions and Circuit Elements

Operation on Boolean function, Complementation, Karnaugh maps, Relation of NAND-NOR logic to AND-OR Logic, Mixed Logic.

(D) Logic Gates and Flip-Flops

Register-transistor logic, Diode-Transistor logic, Direct-Coupled Transistor logic, Emitter-Coupled Transistor logic, Transistor-Transistor logic (TTL), Comparison of various logic families, Realization of the logic gates in silicon integrated circuits.

The family of Flip-flap circuits, T-, D-, J-K, S-R, flip-flop, Asynchronous & Synchronous flip-flops, Propagation delay time.

Half-adder and Full-adder circuit with truth tables, Binary to-decimal and decimal to binary decoders.

(E) Organization of Digital Computer

Historical Evolution of Computers. Evolution of Microprocessor, Units of a Digital Computer Arithmatic Logic Unit; Control Unit. Memory & I/O Unit, Concept of Address & Data busses, Organisation of Typical 8-bit Microprocessor 6800, Z-80, 8085 & 6502.

Suggested Readings

1. Hamacher V.C., Viraesic Z.G. and Zaky S.G., "Computer Organisation" Mc Graw Hill.
2. Hayes J.P. "Computer Architecture and Organisation, "Mc Graw Hill.

BCA-304 : Production and Operation Management

1. Introduction to operations system.
2. Historical Evolution of Operations Management.
3. New Product Development.
4. Product Design & Service Design.

5. Technology Development Process and Technology Selection.
6. Capacity Planning.
7. Process Selection Production Process Strategy.
8. Facilities Location.
9. Layout Design.
10. Production Planning and Control.
11. Aggregate Planning.
12. Introduction to Materials Management, Materials Requirement Planning Systems.
13. Application of JIT.
14. Statistical Quality (SQC), Quality Assurance, Acceptance Sampling & Total Quality Management (TQM).
15. Case Studies on various topics.

Suggested Readings

1. Buffa & Sarin, "Modern Production/Operations Management".
2. Adam & Ebert, "Production & Operations Management".
3. Chase & Aquilano, "Production & Operations Management.
4. Reader & Heizer, "Principles of Operations Management".

BCA-305 : Data Structure Lab

Experiments based on the subject BCA-302.

BCA-401 : Computer Oriented Financial Management

1. Introduction to Accounting

Meaning to Accounting, Advantage of Accounting, Users of Financial Statements, Double Entry System of Financial Accounting, Generally accepted accounting Principles, Concepts underlying Profit & Loss Accounts, Balance Sheet.

2. Accounting Mechanics

Cash Book, Special Journals, Rules or Debit and Credit, General Ledger, Bank Reconciliation Statement, General Ledger, Bank Reconciliation Statement.

3. Preparation of Financial Statement

Preparation of Trial Balance, Reconciliation of Trial Balance, Preparation of Financial Statement (Including Adjustments).

4. Familiarity with and use of Standard Accounting Package (Ex-Tally)

5. Capital Budgeting

Basic Principles and Techniques.

6. Working Capital Management

An over all view.

7. Capital Structure

Planning & Analysis, Ratio Analysis, Fund Flow Statement, Cash flow Statement.

Suggested Readings

1. Book Keeping by T.S. Grewal
2. Financial Management by Prasanna Chandra
3. Ex-Tally Accounting package.

BCA-402 : Operating System

Operating System as Resource Manager :

Operating system classification simple monitor, multiprogramming, sharing, real time System, Multiprocessor system, Operating system services.

File System :

File supports, access methods, allocation methods-contiguous, linked and index allocation, Directory system single level, tree-structured, a cyclic graph and general graph directory file protection.

CPU Scheduling

Basic scheduling concepts, Process overview, process states, multiprogramming Schedulers and scheduling algorithems, multiple-processor scheduling.

Memory Management

Bare machine approach, Resident monitor, Partitions, paging and segmentation, virtual memory, demand paging.

Deadlocks

Deadlock characterization, Deadlock preventation, avoidance detection and recovery.

Resource Protection

Mechanisms policies and domain of protection.

Introdu ction and concept of UNIX

Suggested Readings

1. Peterson & Silberschatz : Operating System Concepts (Addision-Wesley Publication Company) 3rd Edn. 1998.
2. Madnick & Donovan : Operating System (Mc-Graw Hill Book Co.) 1996.
3. Tenenbaum, A.S. : Modern Operating System (PHI) 1998.
4. Growley, Clarles : Operating System - A design Approach (TMH) 1997.

BCA-403 : Data Base Management Systems

1. Overview of Database Management System

Elements of Database system, DBMS and its architecture, Advantages of DBMS (including Data independence), Types of database administrator.

2. Data Models :

Brief overview of Hierarchial and Network moldel, Detailed Study of Relational model (Relations, (Operties of relational model, key and Integrity rules), Comparison of Hierarchial, Network and Relational.

3. Normalisation

Normalisation concepts and update anomalies, Functional dependencies, Normal forms : (1NF, 2NF, 3NF, BCNF).

4. SQL

SQL contructions, SQL Join : Multiple table queries, Built-in functions, Overview of ORACLE; (Data, definition and manipulation).

5. Database Security, Integrity and Control

Security and Integrity threats, Defence mechanism, Integrity, Auditing and control, Recent Trends in DBMS-Distributed and Deductive databases.

Suggested Readings

1. C.J. Date, "An introduction to Database system : Vol. 1, Addision Weseley.
2. Bipin Desai, "An introduction to Database system", Galgotia Publications, New Delhi.

BCA-404 : Object Oriented programming and C++

1. Object-Oriented Analysis and Data Modeling

Object Oriented Concepts, Object oriented Analysis Modeling, Data Modeling.

2. Object-Oriented Design

Origins of object-oriented Design, Object Oriented Design concepts, class and object definition, Refining Operations, Program Components and interfaces, Annotation for object-oriented design, Implementation of Detail Design, An alternative object-oriented Design Strategy, Intergrating ODD with SA/SD.

3. Introduction to OOP and C++

Advantages of OOP, Need of object-oriented programming, characteristics of object oriented languages, C++ and C.

4. C++ Programming Pasics

Basic program construction : input/output using cin/cout; Preprocessor Directives; Comments, integer, character float data types manipulators Arithmetic operators; Library functions.

5. Loops and Decisions

Relational operators, Loops, Decisions, Logical Operators, Precedence, Control statements.

6. Structures and Functions

Structures, Fnumerated Data Types, simple functions, Passing arguments to and returning values from functions, Reference Arguments, Overloaded functions, Inline functions, Default Arguments, Variables and storage classes, Returning by reference.

7. Objects and classes

Specifying and using class and object, Constructors, objects and function arguments.

8. Arrays and Operator Overloading :

Array Fundamentals, Arrays as class member data, Arrays of objects, strings, overloading Unary & Binary operators, Data conversion, Pitfalls of overloading and conversion.

Suggested Readings

1. Lafore, Rober S : The Waite's Group Object Oriented Programming using C++ (Galgotia Publications) 1994.
2. Pressman, Rogers S. : Software Engineering A practitioner's Approach (Mc Graw Hill Book Co.) International Edition 1992.
3. Barkakati, Nabajoti : Object Oriented Programming in C++ (Prentice Hall of India) 1996.
4. Meyer, B. ; Object Oriented Software Construction (Prentice Hall Englewood cliffs) 1990.

BCA-405 : Object Oriented Programming & Data Base Lab

Experiments based on the subjects BCA-401, BCA-402, BCA-403 and BCA-404.

BCA-501 : Software Engineering

1. Software Engineering definition and paradigms, A generic view of software Engineering.

2. Requirements Analysis

Statement of system scope, isolation of top level processes and entitles and their allocation to physical elements, refinement and review.

Analyzing a problem, creating a software specification document, review for correctness, consistency and completeness.

3. Designing Software Solutions

Refining the software specification, Application of fundamental design concept for data, architectural and procedural designs using software blue print methodology and Review of conformance to software requirements and quality.

4. Software Implementation

Relationship between design and implementation : Implementation issues and programming support environment; Coding the procedural design, Good coding style and review of correctness and readability.

5. Software Maintenance

Maintenance as part of software evaluation, reasons for maintenance, types of maintenance (Perfective, adoptive, corrective), designing for maintenability. Comprehensive examples using available software platforms/case tools.

Suggested Readings

1. Roger S. Pressman, "Software Engineering" MC Graw Hill, Fourth Edition.
2. Martin L. Shooman, "Software Engineering", Mc Graw Hill

BCA-502 Computer Networks

Introduction :

Uses of networks (goals and applications) OSI, reference model, Example Network-Novell Netware, ARPNET, NSFNET, The Internet.

The Physical Layer

Transmission media, Twisted pair, Baseband and Broadband coaxial cable, Fiber optics, ISDN services, Virtual Circuit verses circuit Switching.

The Data Link Layer

Framing, Error control, Flow control; Error detection and Correction;

Protocols : Simplex Stop and wait protocols, One bit sliding window, Using Go-Back n, Example ; the Data Link Layer in the Internet.

The Medium Access Sub Layer

Framing, Static and Dynamic Channel Allocation in LANS and MANs, IEEE standard 802.3, and Ethernet IEEE standarad 802.4 and token ring, Bridges : Bridges from 802.x to 802.y, transparent bridges, Source Routing Bridges.

The Network Layer

Network layer design issues, shortest path routing, Flooding, Flow-based routing, Broadcast routing. Congestion control and prevention policies; Internet working connectionless Interworking.

Tunneling Internet work Routing, Fragmentation, Firwalls, IP protocols, IP address, Internet control perotocols.

Suggested Readings

1. Tanenbaum, A.S. "Computer Networks," PHI, 1990.

2. Stallings, W : Data and Computer Communication, Prentice Hall of India, 1995.

BCA-503 : Management Information System :

Overview of System Analysis and Design

Systems Development Life Cycle, concept and Models : requirements determination, logical design, physical design, test planning, implementation, planning and performance evaluation, communication, interviewing, presentation skills; group dynamics, risk and feasibility analysis; groupbased approaches, JAD, structures walkthroughs, and design and code reviews; prototyping; database designing, software quality metrics, application categories software package evaluation and acquisition.

Information Requirement Analysis

Process Modeling with physical logical data flow diagrams, data moderling with logical entity relationship diagrams.

Developing a Proposal

Feasibility study and cost estimation

System Design

Design of input and control, design of output and control, file design/database designing, process design, user interface design, prototyping; software constructors; documentation.

Application Development Methodologies and CASE tools

Information engineering, structured system analysis and design, and object oriented

methodologies for application development data modeling, process modeling, user interface design, and prototyping; use of Computer Aided Software Engineering (CASE) tools in the analysis, design and implementation of information systems.

Design and Implementation on OO Platform

Object Oriented Analysis and Design through object modeling technique, object modeling technique, object modeling, dynamic modeling and functional, object oriented design and object oriented programming systems for implementation, object oriented data bases.

Managerial Issues in Software Projects

Introduction to software markets; Planning of software projects, size and cost estimates; project scheduling; measurement of software quality and productivity, ISO and capacity maturity models for organizational growth.

Suggested Readings :

1. I.T. Haryszkiewycz, "Introduction of System Analysis and Design", PHI, 1998.
2. V. Rajaraman, "Analysis and Design of Information Systems", PHI, 1991.
3. J.A. Senn, "Analysis and Design of Information Systems", TMH, 1986.
4. J.K. Whiten, L.D. Bentley, V.M. Beslow, "System Analysis and Design Methods," Galgotia Publications, 1994.

BCA-504 : Computer Graphics

Development of Computer graphics/basic graphics system and standards. Raster scan and Random scan graphics/continual refresh and storages displays, display processors and character generators. Colour display techniques/frame buffer and Bitbit Operations concepts in raster graphics. Points/Lines and curves/scan conversion/line drawing algorithms/circle and ellipse generation/Ploygan filling/conic-section generation, anitialiasing.

Two– dimensional viewing/basic transformations/coordinate systems/windowing and clipping segments/interactive picture construction techniques/interactive input/output devices.

Three– dimensional concepts/3-0 representations and transformations/3-0 viewing/ algorithms for 3-D volumes spline curves and surfaces.

Suggested Readings :

1. Newman W.M. & Spraull R.F. "Principles of Interactive Computer Graphics", Mc Graw Hill, 1981.
2. Harington, "Introduction to Computer Graphics," Mc Graw Hill.
3. Hannen & Backer, Computer Graphics, PHI.

BCA-505 : Computer Graphics Lab

Experiments based on the subjects BCA-504.

BCA-601 : DBMS Softwares Package

Visual Basic overview/and environment. Overview of main screen/titlebar/menubar/tool bar/tool box. Using menus/customising a form/building the user interface/creating controls/ comma buttons tesh boxes/levels/image controls.

Program Elements : Statement is visual basic/writing codes/dialog box, variables/types variables/strings/numbers. Writing procedures. Visual Basic program structure, Project Forms/ modules and frames. Projects with multiple. Forms, Displaying information on Forms/picture boxes/Test boxes/Printer objects controlling program flow/built-in-functions/user defined function and procedures. Array, grids and records/sorting and searching of records. Objects/object oriented. Simple programmes in Visual Basic.

Suggested Readings

1. Gray Cornell. "Visual Basic for Window 95," Tata Mc Graw Hill.

BCA-602 : Multimedia & Applications

Introduction and Hardware :

Definition of Multimedia, CD-ROMs and Multimedia applications, Multimedia requirements Hardware, Software, Creativity and organization, Multimedia skills and training. Macintosh verses PC, The Macintosh platform, PC platform, Connections, Memory and storage devices, Input devices, Output hardware, Communication devices.

Multimedia Software : Basic tools, painting and drawing tools, OCR software, Sound ending programs, Animation devices and digital movies and other accessores, Linking multimedia objects office suites, word processor, spreadsheets presentation tools, types of authoring tools card and page-based, Icon based and time based authoring tools, Object oriented tools.

Multimedia Building Blocks : Text-using text in Multimedia, Computers and Text, Found editing and Design tools, Hyper media and Hyper text, Sounds-multimedia system sounds, MIDI verses Digital Audio, Audio file formats, Working with sound in Windows, Notation interchange file format (NIFF), Adding sound.

Production Tips : Image-creation, making still images, images colors, image, File Format, Animation-principals of animation, making workable animations, Video, using video, Broadcast video, standard, Integrating Computer and TVs, shooting and editing Video, using Recording formats, Video tips.

Suggested Readings

1. Tay Vaughan, "Multimedia Making It Work," TMH, 1997.
2. Peter Jerram & M. Gosney, "Multimedia Power Tools," 2nd Edition, Random House Electronics Publishing.

BCA-603 : Project Work

BCA-604 : Multimedia Lab

Experiments based on the subjects BCA-601 and BCA-602.

B.B.A./B.C.A.

KHUSRO MEMORIAL DEGREE COLLEGE, BLY.

Session : 200.....200.....

I Card No. : _____ Roll No. : _____

Name of Degree Course_____

Name : _____

Father's Name : _____

Permanent Address : _____

_____ Tel. : _____

Local Address : _____

_____ Tel. : _____

Signature of Student

विद्यार्थी द्वारा प्रस्तुत अनुबंध-पत्र

मैं.....पुत्र/पुत्री.....वचन देता/देती हूँ कि महाविद्यालय में प्रवेश के समय से महाविद्यालय में रहने की पूरी अवधि में मैं अपने आचरण और व्यवहार को अच्छा बनाये रखूंगा/रखूंगी। मैं वचन देता/देती हूँ कि मैं किसी आन्दोलन, तोड़फोड़ की कार्यवाही अथवा ऐसे किसी कार्य में भाग नहीं लूंगा/लूंगी जिससे महाविद्यालय का अनुशासन, कानून एवं व्यवस्था भंग हो। मैं सम्बन्धित कक्षाओं में नियमित उपस्थित रहूँगा/रहूँगी।

आश्वासन पत्र में दिये गये वचन भंग करने की दशा में महाविद्यालय से मेरे निष्कासित होने के लिए अथवा मेरे विरुद्ध जो भी कार्यवाही की जायेगी मुझे मान्य होगी।

दिनांक..... **विद्यार्थी के हस्ताक्षर**

KHUSRO MEMORIAL DEGREE COLLEGE

College Roll No._____

Session : 200.....200.....

APPLICATION FORM

Photograph

Form No.

Name of Degree Course_____

Name of Applicant (In Capital Letters)_____

Father's Name_____Mothers Name_____

Permanent Address_____

_____Tel. :_____

Date of Birth_____Nationality_____

Cotegory (SC/ST/OBC/GEN)_____

Educational Qualification :

Level	Year	Subject	Board/University	Marks %
High School				
Intermediate				
Ggraduation				
Any Other				

Scholarship/Distinction/Honour/Award Obtained_____

Extra-Curricular Activities_____

In-Job Candidate (a) Name of the Organisation_____

(b) Post held_____

DECLARATION BY THE APPLICANT

I hereby declare that the entries in the application form are true to the best of my knowledge and belief. If any of the entries is found incorrect, I will not have any objection if action is taken against me according to rules. I have carefully read all the instructions given in the prospectus and hereby undertake to abide by them. I further declare that no criminal proceedings are under process against me in any court of law of the country.

Signature of Parents / Guardian **Signature of Applicant**

PROVISIONAL ADMISSION

Admit Provisionally Sh./Km.....in BBA/BCA.....Semester

Proctor **Programme Co-ordinator**

FOR OFFICE USE ONLY

Form No. Name of Applicant_____

Received Application Form for admission to BBA/BCA.....Semester.....

of Khusro Memorial Degree College, C.B. Ganj, Bareilly.