

**SOLAPUR UNIVERSITY, SOLAPUR**  
**BACHELOR OF BUSINESS ADMINISTRATION**  
**(B.B.A. I Sem-I and II)**  
**Choice Based Credit System Syllabus**  
**w.e.f. June 2016**

**1. Subjects for BBA**

Each semester will have five theory papers and practical.

**B.B.A First Year – Semester I**

<b>Subject code</b>	<b>Subject Code Subjects</b>	<b>Internal marks</b>	<b>Uni. Exam.</b>	<b>Total Marks</b>	<b>Weekly workload (Hrs)</b>
<b>101</b>	Principles of Management	30	70	100	4
<b>102</b>	Business Communication Paper I	30	70	100	4
<b>103</b>	Financial Accounting	30	70	100	4
<b>104</b>	Business Economics (Micro)	30	70	100	4
<b>105</b>	Business Organisation & Systems	30	70	100	4
<b>106</b>	Practicals on Management- I	50	50	100	4
	<b>Total</b>	<b>200</b>	<b>400</b>	<b>600</b>	<b>24</b>

**B.B.A. First Year – Semester II**

<b>Subject code</b>	<b>Subject Code Subjects</b>	<b>Internal marks</b>	<b>Uni. Exam.</b>	<b>Total Marks</b>	<b>Weekly workload (Hrs)</b>
<b>201</b>	Business Environment	30	70	100	4
<b>202</b>	Business Communication Paper II	30	70	100	4
<b>203</b>	Cost Accounting	30	70	100	4
<b>204</b>	Management of Business Services	30	70	100	4
<b>205</b>	Business Informatics	30	70	100	4
<b>206</b>	Practicals on Management- II	50	50	100	4
	<b>Total</b>	<b>200</b>	<b>400</b>	<b>600</b>	<b>24</b>

**Solapur University, Solapur.**  
**Class - B.B.A.I Sem-I**  
**PRINCIPLES OF MANAGEMENT**  
**Paper No. : 101**

Total Marks: 100

University Exam: 70

Internal Assessment: 30

Objective : To develop understanding regarding basic concepts and functions of Management.

Sr. No.	Name of the topic	Details	No. of periods
1	<b>Management and Introduction</b>	Introduction, Definition, Importance of management, Scientific and Administrative Management, <i>Functions</i> , Planning, Organising, Staffing, Directing and Controlling. Levels of Management and its functions.	15
2	<b>Planning</b>	Meaning and Definition, Importance of planning, Types of Plans, Steps in Planning.	5
3	<b>Organising</b>	Introduction, Organizational Structure & its types, Span of management, Departmentation & its types, Mechanistic and Organic systems, Difference between Power and Authority Delegation of Authority and its advantages, Responsibility.	10
4	<b>Staffing</b>	Meaning, Definition, <i>Staffing process</i> , Manpower planning, Recruitment (Sources), Selection (Process), Training (Need & types) and Performance Appraisal (Need & advantages)	10
5	<b>Motivation</b>	Meaning, Definition, Importance, Motivational techniques: Financial and Non- financial incentives. <i>Theories of motivation</i> : Maslow's Hierarchy needs theory, McGregor's theory X and Y. Theory Z by William Ouchi, Herzberg's Two Factor Theory.	10
6	<b>Leadership</b>	Meaning, Definition, Ingredients of leadership, Trait Theory of Leadership, <i>Leadership Styles</i> , Autocratic, Democratic and Free rein. Management Grid	5
7	<b>Controlling</b>	Meaning, Definition, Need for control, Steps in Control Process, and controlling Types of Control, Feed forward control, Concurrent control & feedback control	5

**Recommended Books :**

- 1) *Principles of Management*, P.C. Tripathi and P.N. Reddy, 4<sup>th</sup> Edition, Mcgraw Hill
- 2) *Management*, Stephen P. Robins and Marry Coulter, Pearsons pub.
- 3) *Management*, Stoner, Freeman, Gilbert, Pearsons Pub.
- 4) *Essentials of Management*, Weihrich and Koontz, Tata Mcgraw Hill
- 5) *Principles & Practice of Management*, L.M.Prasad, S. Chand and Sons

**Solapur University, Solapur.**  
**Class – B.B.A.-I Sem-I**  
**Paper No. : 102**  
**Business Communication**

Total Marks: 100

University Exam: 70

Internal Assessment: 30

**Objective :** To acquaint students with importance of communication in business .

<b>Unit No.</b>	<b>Name of the topic</b>	<b>Details</b>	<b>No. of periods</b>
1	<b>Introduction to Communication</b>	Communication- Meaning , Objectives , Importance and Process, Essentials of good communication, Barriers to communication and Overcoming communication barriers	10
2	<b>Types of Communication</b>	Written, Oral , Face-to-face , Silence – Merits and demerits of each type	10
3	<b>Non- Verbal communication</b>	Meaning, Nature, Importance, Medias/ Forms of Non-verbal communication, Kinesics and its elements, Concept of paralanguage.	10
4	<b>Business Letter</b>	Need and functions of business letters , Planning & layout of business letter , Kinds of business letters , Essentials of effective correspondence	10
5	<b>Drafting of business letters</b>	Application for employment and resume, Placing and fulfilling orders, Enquiries and replies, Sales letters, Circular letters, Complaints and follow-up	10
6	<b>Reporting to Management</b>	Principles of writing reports for management, Types of reports Structures of report, Preparation of information highlights, Use of graphs, presentation of reports, Meetings – Circulars, notice, agenda minutes, drafting resolutions.	10

**Recommended Books:**

- 1) Communication- C. S Rayudu- Himalaya Publishing House
- 2) Business Communication- Rai and Rai- Himalaya Publishing House
- 3) Business Communication- P.D. Chaturvedi and Mukesh Chaturvedi
- 4) Essentials of Business Communication- Rajendra Pal and J. S. Korlahalli- S. Chand and Sons.

**Solapur University, Solapur**  
**B.B.A.-I Semester-I**  
**FINANCIAL ACCOUNTING**  
**Paper No. : 103**

Total Marks – 100

University Exam. 70

Internal Assessment – 30

Objectives – a) To develop awareness about accounting as a language of business.  
b) To impart basic accounting knowledge as applicable to business.

Unit No.	Name of the topic	Details	No. of periods
1	Accounting	Introduction, Meaning of Accounting, Procedural Aspects of Accounting – Objectives of Accounting – Functions of Accounting – Sub Field of Accounting – Accounting Concepts – Accounting Principles – Accounting Conventions, Fundamental Accounting Assumptions	10
2	Accounting Process and System	Nature of Accounting Transactions, Journal Entries, Posting of ledgers, Subsidiary books, Cashbook.	15
3	Depreciation	Depreciation Concept, Objectives of depreciation, Causes of Depreciation, Depreciation Methods- Straight line, Written down.	15
4	Trial Balance	Trial Balance Introduction, Objectives of Preparing trial balance, Methods of Preparation, adjusted trial balance, rules of preparing trial balance. Preparation of trial balance	10
5	Final accounts	Preparation final accounts for Proprietor	10

Problems need to cover on following topics- Journal Entry, ledger, Cashbooks, depreciation, Trail Balance and Final Account.

**Recommended books:**

- 1 *Advance Accountancy – M.C.Shukla and Grewal*
- 2 *Advance Accountancy – S.C.Jain and K.L.Narang*
- 3 *Advance Accountancy – S.M.Shukla*
- 4 *Advance Accountancy – R.L.Gupta and M.Radhaswami.*
- 5 *Financial Accounting- Dr. Kaustubh Arvind Sontakke*

**Solapur University, Solapur.**  
**Class : B.B.A.-I Semester –I**  
**Subject: BUSINESS ECONOMICS –I (MICRO)**  
**Paper No. : 104**

Total Marks – 100

University Exam. 70

Internal Assessment – 30

**Objectives:**

- a) To provide basic knowledge of the micro economic theory.
- b) To enable students to apply this knowledge in business decision making.

Unit No.	Name of Topic	Details	No. of periods
1	INTRODUCTION TO MICRO ECONOMICS	1.1 Meaning , Nature , Scope 1.2 Significance and limitations 1.3 Business economics - features & Objectives 1.4 Business decisions - internal and External	10
2.	CONSUMER BEHAVIOR AND DEMAND	2.1 Utility and law of diminishing marginal utility 2.2 Demand function and law of demand 2.3 Elasticity of demand- methods of Measurement - determinates & significance. 2.4 Concepts of revenue	14
3.	PRODUCER BEHAVIOR AND SUPPLY	3.1 Production function 3.2 Law of supply 3.3 Concepts of costs - short run and long run	10
4.	PRODUCT MARKET AND PRICE DETERMINATION	4.1 forms of market 4.2 Equilibrium price - effect of shift in demand & supply 4.3 Price and output determination in a) Monopolistic Competition b) Oligopoly	12
5.	FACTOR MARKET AND PRICE DETERMINATION	5.1 Marginal productivity theory of distribution 5.2 Land Market Rent - modern money of rent 5.3 Labour market wages - trade union and wages 5.4 Capital market interest - liquidity preference theory 5.5 Profit and entrepreneur a) Risk and uncertainly theory b) Innovation theory	14

**REFERENCE BOOKS:**

1. Stonier and Hague : *A Textbook of Economic Theory*, Orient Longmans Ltd. (Latest edition).
2. Andrew Mas-Colell, Michael D. Whinston and Jerry R. Green, *Micro Economic Theory* , oxford University Press, New York, 1985.
3. J. M. Henderson and Richard E. Quandt., *Micro Economic Theory*, McGraw Hill Company, New York, 1971.
4. M. L. Seth, *Micro Economics*, Laxmi – Narayan Agarwal, Agra, 1979.

5. *M. L. Jhingan, Micro Economic Theory, Vikas Publication, New Delhi, 1982.*
6. *Amartya Sen, Choice, Welfare and Measurement, Oxford University Press, New Delhi, 1983.*
7. *Amartya Sen, on Economic Inequality, Oxford University Press, New Delhi, 1974.*
8. *Gupta, G. S., Managerial Economics, TaTa McGraw Hill Publishing Comp. Ltd., New Delhi, 1990.*
9. *Dean J., Managerial Economics, Prentice Hall, New Delhi, 1976.*
10. *Mithani, D.M. , Managerial Economics, Theory and Applications, Himalaya Publishing House, New Delhi.*
11. *Ahuja, H. L., Advanced Economic Theory.*
12. *Mithani, D.M., Business Economics, Himalaya Publishing House, New Delhi*

**Solapur University, Solapur.**  
**Class -B.B.A.-I Sem-I**  
**BUSINESS ORGANISATION & SYSTEMS**  
**Paper No. : 105**

Total Marks – 100

University Exam. 70

Internal Assessment – 30

Objectives

- a) To acquaint the students with various forms of business organization
- b) To make the students aware about developments in the business world.

<b>Unit</b>	<b>Name of the Topic</b>	<b>Details</b>	<b>No. of Periods</b>
<b>1</b>	<b>Introduction of Business</b>	Meaning, Scope and Evolution of Commerce & Industry, Industrial Revolution- its effects.	<b>10</b>
<b>2</b>	<b>Business Sectors &amp; Forms of Business Organizations</b>	Business sectors -Private sector, Co-operative sectors, Public sector, Joint sector, Service sector, Various forms of business organizations – Sole Proprietorship, Partnership firms, Joint Stock Companies, Co–operative Society, Features, Merits, Demerits & Suitability	<b>15</b>
<b>3</b>	<b>Merges &amp; Acquisitions</b>	Meaning, Types, Advantages, Legal procedural aspects in Merger & Acquisitions, Mergers in India.	<b>5</b>
<b>4</b>	<b>Domestic Trade</b>	Organization of Wholesale & Retail Trade - Recent Trends in Wholesale & Retailing. Malls and Super Markets –their effect on economy, FDI in Retail	<b>15</b>
<b>5</b>	<b>Aids to Trade &amp; Foreign Trade</b>	Banking, Insurance, Transportation, Warehousing – Concept, Functions & Types Foreign Trade-Types, Advantages & Disadvantages	<b>15</b>

**Books Recommended:**

1. Modern Business Organization & Management by S. A. Sherlekar, Himalaya Publication
2. Business Environment Text and Cases By F. Cherunilam, Himalaya Publication
3. Business Organisations & Systems by Appannaiah, Ramnath, Gujarathi, Himalaya Publication
4. Modern Business Organization & Management by M. C.Shukla, S.Chand Publication

**Solapur University, Solapur.**  
**B.B.A.-I Sem-I**  
**Practicals on Management-I**  
**Paper No. : 106**

**Total Marks - 100**

**University Exam – 50**

**Internal Assessment - 50**

---

**Objectives**

- a) To expose the student with current developments in business.
- b) To improve communication skill of the students.

**Practicals**

Student should maintain the Practical Book (Journal) for this subject. The practicals include following - .

- a) **Communication Skills** - 5 speeches in one semester to be presented. Topics should be selected other than regular subjects. **(10 marks)**
- b) **Business News Analysis** - 5 News items of minimum of 100 words should be analyzed and presented in one Semester **(10 Marks)**
- c) **Book Review-** Student should read one book related to Personality Development, Business Development, Industrious's biographies / autographies. **(10 Marks)**
- d) **Industrial visit Report** - Minimum two business units **(20 Marks)**

At the end of semester, examination will taken by the university (One internal and One external examiner )

Examiners should ask the questions on the basis of Practical Book (Journal) maintained by the Students

**(50 Marks)**



**Solapur University, Solapur.**  
**B.B.A.- I Sem II**  
**BUSINESS ENVIRONMENT**  
**Paper No. : 201**

Total Marks - 100

University Exam - 70

Internal Assessment – 30

Objectives: i) To provide basic knowledge of business environment

ii) To enable them for Formulating Appropriate Business Strategies.

<b>Unit No.</b>	<b>Name of the topic</b>	<b>Details</b>	<b>No. of periods</b>
1	Business and Business Environment	1.1 Business & its objectives 1.2 Business environment & its Features 1.3 Internal Environment 1.4 External Environment a) Micro    b) Macro 1.5 Environmental Analysis – SWOT – merits & Demerits	10
2	Economic Environment	2.1 Meaning, Nature & Economic Factors 2.2 New Economic Policy a) Liberalization b) Privatization c) Globalization	10
3	Social & Cultural Environment	3.1 Meaning, Nature of Social & Cultural Environment 3.2 Social Responsibility – Need & Areas 3.3 Social Audit – Need type & Uses	10
4	Technological Environment	4.1 Technology & its Features 4.2 Technological Dynamics 4.3 Transfer of technology & Regulations	10
5	Political and legal Environment	5.1 Political Systems & Institutions 5.2 Responsibilities of the State and its interventions 5.3 Corporate governance - need & importance	10
6	Natural & Demographic Environment	6.1 Natural Resources & Business 6.2 Human Resources & Business 6.3 Impact on business	10

**Recommended Books:**

- 1 Business Environment – K.Aswhathappa
- 2 Business Environment - Freancis Cherunilam, Himalaya
- 3 Management Policy and Strategic Management, R.M.Srivastava
- 4 Industrial Health and Safety Management- A.M.Sarma
- 5 Business Policy : Azar Kazmi.
- 6 Corporate Planning – L.M.Prasad
- 7 Business Environment- Justin Paul.

**Solapur University, Solapur.**  
**B.B.A.- I Sem II**  
**BUSINESS COMMUNICATION: II**  
**Paper No. : 202**

Total Marks - 100

University Exam - 70

Internal Assessment - 30

Objective - To improve oral communication of students.

<b>Unit No.</b>	<b>Name of the topic</b>	<b>Details</b>	<b>No. of periods</b>
1	<b>Introduction</b>	Meaning, nature and scope , Principles of effective oral communication , Techniques of effective speech , Media of oral communication (Face to face conversation , Teleconferences , Press Conference, Demonstration, etc. )	15
2	<b>Oral Communication in organization</b>	<i>Formal Channels:</i> Downward, upward communication channels in organization. <i>Horizontal Informal Channels :</i> Grapevine , Rumor etc. at organization	10
3	<b>Oral Communication</b>	<i>Interviews :</i> Meaning, Types, Conducting interviews , preparation for giving Interviews Public speaking, Speech preparation, concept of extempore speech.	10
4	<b>Seminar , Conferences And GD</b>	Concepts of Seminars conferences symposium , work-shops, orientation, refresher programs etc. <i>Group Discussions:</i> Concept, Preparing for GDs, parameters of evaluation	15
5	<b>Use of Technology in Communication</b>	Telephone , Fax , Internet, Intranet, Video Conferencing , Answering Machines , voice- mail, Audio , Visual aids used in organization etc.	10

**Recommended Books :**

1. Communication- C. S Rayudu- Himalaya Publishing House
2. Business Communication- Rai and Rai- Himalaya Publishing House
3. Business Communication- P.D. Chaturvedi and Mukesh Chaturvedi
4. Business Communication - M. - Vani Educational Balasubrahmanyam Books.

**Solapur University, Solapur.**  
**B.B.A.-I Semester-II**  
**Cost Accounting**  
**Paper No. : 203**

Total Marks – 100

University Exam. 70

Internal Assessment – 30

Objective - To impart basic cost accounting knowledge as applicable to business.

<b>Unit No.</b>	<b>Name of the topic</b>	<b>Details</b>	<b>No. of periods</b>
1	Introduction to Cost Accounting	<ul style="list-style-type: none"> <li>• Meaning , Nature, Scope Advantages and , objectives of cost Accounting</li> <li>• Distinction between Financial &amp; Cost Accounting,</li> </ul>	6
2	Elements of Cost	<ul style="list-style-type: none"> <li>• Cost Classification and cost elements,</li> <li>• Cost center, cost unit,</li> <li>• Cost control and cost reduction</li> <li>• Preparation of cost – Sheet</li> </ul>	8
3	Material Costing	<ul style="list-style-type: none"> <li>• Stock Levels (Problems)</li> <li>• Store Ledger (Problems on LIFO,FIFO, Simple Average and Weighted average methods)</li> <li>• ABC Analysis</li> </ul>	8
4	Labour Costing	<ul style="list-style-type: none"> <li>• Remuneration and Incentive (Problems)</li> <li>• Labour turnover (Problems)</li> </ul>	8
5	Overheads	<ul style="list-style-type: none"> <li>• Introduction of Overheads,</li> <li>• Allocation of overheads,(Problems)</li> <li>• Classification and Accounting of Overheads,</li> <li>• Absorption of overheads</li> </ul>	8
6	Budget and Budgetary Control	<ul style="list-style-type: none"> <li>• Concept of Budgets and Budgetary Control,</li> <li>• Types of Budget (Problems on flexible budget)</li> </ul>	10
7	Marginal Costing and Break-even Analysis	<ul style="list-style-type: none"> <li>• Concept of Marginal Cost&amp; Marginal Costing,</li> <li>• Break-Even analysis</li> <li>• Practical application of Break-even analysis (Problems)</li> </ul>	12

Reference Books:

1. Principles of Management Accounting-Manmohan,Goyal S.N.
2. Management Accounting - I.M. Pandey.
3. Management (Problems) Accounting - Khan & Jain.
4. Management Accounting - Nagrainam
5. Cost Accounting - Jawahar Lal - Tata McGraw hill.

**Solapur University, Solapur.**  
**B.B.A.,I Sem,II**  
**Management of Business Services**  
**Paper No. : 204**

Total Marks - 100

University Exam-70

Internal Assessment - 30

Objectives : a) To create awareness about various services .

b) To develop understanding about management of services.

Unit No.	Name of the topic	Details	No. of periods
1	Introduction to Services	Concept , Goods and Services , features of Services , Importance, New Economic Policy and its impact on Service Sector , Growth of service industry in India. <i>Classification of Services</i> : Infrastructure of Services , Business Oriented Services , Trade Services , Social and Personal Services and Public Services.	7
2	Service Marketing Mix	Meaning , 7 Ps in Service Marketing , Service Product , Pricing the Service , Service Location and Channels of Services , Promotion and Communication of Services , People in services , Process in Services , Physical Evidence in Service	5
3	Management of Banking Service	Concept , Importance, Product and Pricing Policies, Physical Evidence at Banks, New trends in Banking, RBI- Its role and functions.	8
4	Management of Insurance Service	Concept, Importance, Types of Insurance Service , Pricing and Promotion, IRDA - Its role and functions.	10
5	Management of Hotel Services	Concept, Types of Hotels, Services provided at hotels, Locational Decisions, Pricing Policies, Promotion Policies, Physical Evidence at hotels.	15
6	Management of Telecommunication Services	Concept, Importance, Product Mix, Pricing and Promotion, TRAI :it's role and functions	15

**REFERENCE BOOK**

1. Vasanti Venugopal Raghu V.N. "Service Marketing".
2. Sasser, W.E., Olson, R., P., Wyokoff, D.D., "Management of Service Operations, Allyon & Bacon Inc.
3. Shiv Shankar "Service Marketing".
4. Reidenback E.R. & Pits, R.E., "Bank Marketing".
5. Seth Prem Nath, " Successful Tourism Management".
6. Colin J Coulson. Thomas Collier, "Service Management : Operating Decisions". Jha S.M. "Service Marketing", Himalaya Publishing House, Mumbai.
7. Kotler Philip (1996) "Marketing Management Analysis, Planning, Implementation and Control", Prentice Hall of India Pvt. Ltd., New Delhi , 110 00

**Solapur University, Solapur**  
**B.B.A.-I Sem-II**  
**Information Technology for Business**  
**Paper No. : 205**

Total Marks – 100

University Exam- 70

Internal Assessment – 30

Objective - To familiarize the students with the innovations in information technology.

Unit	Name of Topic	Details	No. of Periods
1	<b>Introduction to Computer</b>	History of computer, Generation of Computers, Block diagram of computer <i>Definition of Computer, Characteristics and Types. Basic Computer Hardware:-</i> <b>Input Devices:</b> Keyboard, Card Readers, Scanning devices (Bar Code, OMR, OCR, MICR), Light Pen, Mouse, Touch Screen, Digitizer, and Scanner. <b>Output Devices:</b> Printers: Impact and Non-impact, CRT, LCD, CD-Writer, DVD, Introduction to Web Camera, Modem.	8
2	<b>Computer Memory</b>	Concept, Internal and External Memory, Internal Memory- Types- RAM, SRAM, DRAM, ROM, PROM, EPROM, EEPROM. External Memory- Floppy Disk, Hard Disk, CD, DVD, ZIP drive.	8
3	<b>Operating System</b>	Different Operating Systems, Functions of Operating System, DOS- Files, Directory, Introduction to Windows O.S., Window Explorer, Print Manager, Control Panel, Desktop, My Computer, Settings, Find, Run, Study of Windows Accessories	6
4	<b>Software</b>	Concept of Software, System and Application Software, Computer Languages- Lower level language and Higher level language, Compiler and Interpreter.	6
5	<b>Number Systems</b>	Introduction to Binary, Octal, Hexadecimal system	4
6	<b>Introduction to Internet</b>	Concepts and definition, Internet service providers, Internet Browser, URL, Email, Voice mail, FAX, Messengers, Cookies, Search engines, uploading and downloading. Intranet and Extranet, WWW, <i>Internet Application in business Scenario.</i>	4
7	<b>Introduction to MS Word</b>	Starting and Closing Word for Windows, Creating & Saving Documents, Printing Documents, Working with Tools, Setting up multiple columns and sorting blocks	6
8	<b>Introduction to Power Point</b>	Power point basics, Creating presentation, working with graphics in power point, Show effect and Animation effects.	6
9	<b>Introduction to MS Excel</b>	Introduction to Excel, Data entry and Worksheet, Moving around in a Worksheet, Types of data, Formulas, Editing data in worksheet, Data Display, Formatting your data, Formatting and Calculations ,Using functions in formulas Functions, Printing your Workbook, Working with Charts	6
10	<b>E-Commerce</b>	Concept, Types and Applications of E-Commerce M-Commerce	6

**REFERENCE BOOK**

1. Computer Fundamentals- P.K.Sinha and Priti Sinha-BPB Publication
2. E-Commerce-David Whitley TMGH Publication
3. E-Commerce David K. C. Laudon &C.G. Traver

**Solapur University, Solapur.**  
**B.B.A.-I Sem-II**  
**Practicals on Management-II**  
**Paper No. : 206**

**Total Marks - 100**

**University Exam - 50**

**Internal Assessment - 50**

---

**Objectives**

- c) To expose the student with current developments in business.
- d) To improve communication skill of the students.

**Practicals**

Student should maintain the Practical Book (Journal) for this subject. The practicals include following - .

- a) **Communication Skills** - 5 speeches in one semester to be presented. Topics should be selected other than regular subjects. **( 10 marks)**
- b) **Business News Analysis** - 5 News items of minimum of 100 words should be analyzed and presented in one Semester **(10 Marks)**
- c) **Interview** - Student should take interview of any one local entrepreneur and summary of the same to be written in Practical Book. **(10 Marks)**
- d) **Industrial visit Report** - Minimum two business units **(20 Marks)**

At the end of semester, examination will taken by the university (One internal and One external examiner)

Examiners should ask the questions on the basis of Practical Book (Journal) maintained by the Students

**(50 Marks)**