SOLAPUR UNIVERSITY, SOLAPUR

Diploma in Business Management (DBM)

Choice Based Credit System (CBCS)

Semester Pattern Syllabus

New structure for the Diploma in Business Management

(w. e. f. June 2016)

Name of the course: - Diploma in Business Management (DBM)

Objective: - The objective of the Diploma course will be, to provide opportunity for

Promotion and efficient work to graduates, employees, diploma holders in both private And public sector organisations..

Eligibility for Admission: -

Every candidate seeking admission to the Diploma Course in Business

Management, shall have taken the Bachelors degree in any Faculty of the Solapur University or any other university course equivalent there to or any diploma holder

(3 years duration) awarded and recognized by the Maharastra Board of Technical

Education or any state Board Technical Education as equivalent there to .or who has

Passed D.Pharm. Under 10+2+2 pattern or equivalent there to.

The students pursing Master Degree course of this university are also eligible for Admission.

Admission process: The institutes have to decide the admission process. The

Admission should be strictly on merit basis.

Intake of the course: 60 students

Structure of the course: -

The course will have Two Semesters, each semester consisting six papers each Following are the Theory papers.

Semester I

| Sr. NO | Name of the Subject | L. | Credits | Uni. Exa m Mark | Int. Exa m Mark | Total Mark |
|-----------|-------------------------------|----|---------|--------------------------|--------------------------|---------------|
| 1 | Principles of Management | 04 | 4 | 70 | 30 | 100 |
| 2 | Business Environment | 04 | 4 | 70 | 30 | 100 |
| 3 | Financial and Cost Accounting | 04 | 4 | 70 | 30 | 100 |
| 4 | Business Communication | 04 | 4 | 70 | 30 | 100 |
| 5 | Business Research | 04 | 4 | 70 | 30 | 100 |
| 6 | International Business | 04 | 4 | 70 | 30 | 100 |
| | | 24 | 24 | 420 | 180 | 600 |

Semester II

| SR. NO | Name of the Subject | L. | Credits | Uni. Exa m Mark | Int. Exa m Mark | Total Mark |
|-----------|---------------------------|----|---------|--------------------------|--------------------------|---------------|
| 1 | Marketing Management | 04 | 4 | 70 | 30 | 100 |
| 2 | Human Resource Management | 04 | 4 | 70 | 30 | 100 |
| 3 | Production Management | 04 | 4 | 70 | 30 | 100 |
| 4 | Financial Management | 04 | 4 | 70 | 30 | 100 |
| 5 | Organisational Behaviour | 04 | 4 | 70 | 30 | 100 |
| 6 | Project Report and Viva | 04 | 4 | 50 | 50 | 100 |
| | | 24 | 24 | 400 | 200 | 600 |

Division of 20 marks is as follows

Attendance & Active participation 5 marks

Class Assignment 2 10 marks

Mid Test 5 marks

Seminar 10 marks

30 marks

Internal Exam for each external paper is of 20 marks

The Internal Guide will evaluate the project work out of 50 marks & VIVA VOCE examination will be of 50 Marks. The VIVA VOCE will be conducted by Committee appointed by The University. The Committee will consist of 2 members.

There will be university examination at the end of every semester of the year.

Nature of Exam & Standard of passing: Medium of instruction shall be English. Question paper and answer papers should be only in English language.

- 2. University examination shall be of 70 marks for each subject. The written examination will be 2 and half hours duration for each paper. A candidate must get minimum 40 Marks in all papers, subject to the following Condition.
- (a) The minimum standard of passing in each paper shall be 40 marks provided that Candidate gets at least 40% i.e. 28 out of 70 marks in University examination and 40% i.e. 12 marks out of 20 marks in the Internal Assessment. For passing in the case of Project Report and Viva Voce examination, a candidate shall have to be obtain minimum 20 out of 50 marks in the Viva-voce examination subject

| Percentage of mark | Division of Class |
|-----------------------|------------------------------|
| 40% but less than 50% | Pass Class |
| 50% but less than 60% | Second Class |
| 60% but less than 70% | First Class |
| 70% & above | First Class with Distinction |

Backlog: -

| The student will be allowed Semester only. | ed to carry backlo | g of all subjects from | 1 st Semester to 2 nd |
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Solapur University, Solapur. Semester Pattern Syllabus Class – D.B.M. Sem-I Semester System

Name of the paper - Principles of Management Paper No. : 1

Total Marks – 100
University Exam.70
Internal Assessment – 30
Objective – To develop the basic understanding of concepts and functions of management.

| Unit No. | Name of the topic | Details | No.of Periods |
|-------------|-------------------------------|---|------------------|
| 1 | Introduction to Management | Meaning, Functions, different schools of thoughts-scientific, Administrative, Human Relation, Quantitative. Levels of Management. | 5 |
| 2 | Planning | Concept, Need and Importance of Business Planning, Planning needs in changing business situations, Planning of Business Risk, Types of plans. Planning Process – Statement of Problem, determination of alternatives, collection of data, analysis, Decision on Action and execution. | 10 |
| 3 | Organising | Nature of internal organisinsation of business enterprise, formal and informal organisation. Principles of organisation. S Grouping & activities. Typical pattern of groupin g by products, services, location, customers, processes functions and time. S Concept of authority and responsibility, delegation of authority, Line and Staff authority, line and staff relation. | 12 |
| 4 | Motivation | Financial and Non Financial Incentives, Theories of motivation – Maslow's Hierarchy of Needs Theory, Herzberg's Two factor Theory, McGregor's Theory X and Theory Y, Theory Z by Ouchi | 10 |
| 5 | Leadership | Nature, style, (Autocratic, Free rein and Participative), traits and attributes of a leader, leadership in a chaining environment, Cutting edge approach to Leadership-Transformational-Transactional Leadership, Charismatic – Visionary Leadership and Team Leadership | 13 |
| 6 | Control | S Concept of managerial control, Steps in controlling, .Organisational Performance, tools for monitoring and measuring organisational performance | 10 |

Recommended Books

- 1 Peter F. Drucker Practice of Management -Pen Books Ltd.
- 2 Sherlekar & Sherlekar Principles of Business Management, Himalaya Publishing House.
- 3 Jams Stoner, Freeman, Gilbert Management, Pearson Education.
- 4 Srinivasan & Chunawadlla Management of principles & practice Himalaya Publishing House.
- 5 Burton, Thakur Management Today, Principles & Practice Tata McGrawHill Publication
- 6 K Ashwatgappa Principles of Management

Solapur University, Solapur.
Semester Pattern Syllabus
Class – D.B.M. Sem-I
Semester System
Name of the paper - Business Environment
Paper No.: 2

Total Marks – 100 University Exam. 70 Internal Assessment – 30

Objective – To create the awareness about emerging issues in the business environment.

| | onment. | B + " | NI C |
|------|---------------------|---|---------|
| Unit | Name of the topic | Details | No.of |
| No. | | | Periods |
| 1 | Business | Meaning, Definition, Importance- Micro and | 10 |
| | Environment | Macro factors of environment- Internal and | |
| | | External environment of business- Merits | |
| | | and Demerits of study of business | |
| | | environment | |
| 2 | Economic | Meaning, Nature, Economic Factors- New | 10 |
| | Environment | economic policy and Industrial Policies and | |
| | | their impact of business environment. Impact | |
| | | of | |
| | | Liberalisation, Privatisation and | |
| | | Globalisation.on Industry | |
| 3 | Technological | Features of technology- Impact of technology- | 10 |
| | Environment | Technology and Society- Technology and | |
| | | Economy – Status of Technology in India. | |
| 4 | Social, Cultural, | Its impact on business environment. Social | 10 |
| | Nature- | responsibility of Business. Approaches of | |
| | components | Social responsibility, Responsibility | |
| | | towards customer, share holders, employees, | |
| | | government etc | |
| 5 | Political and legal | Political institution – legislature, Executive, | 10 |
| | environment | Judiciary. Constitution of India – the | |
| | | Preamble, fundamental right, Directive | |
| | | principles, Nature and extent of State | |
| | | Regulation – Reasons of State Intervention, | |
| | | Extent of Intervention, Problems of control | |
| 6 | Global | Nature of Globalisation, Why do companies go | 10 |

| Environment | global, How do companies go international, Benefits from MNCs and problems of brought | |
|-------------|--|--|
| | by MNCs | |

Books Recommeded

- 1 Business Environment K.Aswathappa
- 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

Solapur University, Solapur. Semester Pattern Syllabus Class – D.B.M. Sem-I Semester System the paper. Financial and Cost A

Name of the paper - Financial and Cost Accounting Paper No. : 3

Total Marks – 100 University Exam. 70 Internal Assessment – 30

Objective – a) To impart basic accounting and costing knowledge.

| Unit No. | Name of the topic | Details | No.of Periods |
|-------------|---|---|------------------|
| 1 | Financial Accounting | Introduction to accounting, Need and importance to the business. Books of Accounts – Accounting Mechanism – Books of Prime Entry including Subsidiary books – ledger – trial balance, | 10 |
| 2 | Depreciation Policies | SLM WDV | 5 |
| 3 | Profit and Loss Account / Income statement and Balance Sheet | concept and purpose of preparation. Preparation and importance of Financial Statements for the business organisations. Simple adjustments | 15 |
| 4 | Cost Accounting | Meaning, Scope, Objectives and Importance of ncepts, Importance of costs to the Management center, Profit Center. | 5 |
| 5 | CVP Analysis | Cost – Volume – Profit Analysis, a tool for short term decision making in the organisation. Break even Point | 10 |
| 6 | Budget | Budget , Budegetory control, Budget Manual Cash Budget (Practical) | 15 |

Books Recommended

- 1 Khan & JainManagement and cost Accounting Tata McGrawHill Publishing
- 2 P.V. RathnamAccountancy and Financial Management Himalaya Publishing
- 3 Maheshwari S.NFinancial Accounting Costing and ManagementA Accounting Sultan Chand &Sons
- 4 Jain S,P & NarangK.LCost Accounting (Latest addition)Kalyani Publisher, New Delhi
- 5. Introduction to ManagementAccountingHoregreen & Sundlem
- 6. Principles of ManagementAccountingManmohan & Goyal

Solapur University, Solapur. Semester Pattern Syllabus Class – D.B.M. Sem-I Semester System Name of the paper - Business Communication

Total Marks – 100 University Exam. 70 Internal Assessment – 30

Objective – To develop effective business communication skills among the students.

Paper No.: 4

| Unit No. | Name of the topic | Details | No.of Periods |
|-------------|--------------------------------|--|------------------|
| 1 | Communication | Meaning, Process of Communication, Barriers of Communication Techniques of Effective Communication Principles of Effective Communication | 5 |
| 2 | Written Communication | A) Business Letters – Layout , Enquiries, Circular, Quotas, order. Acknowledgment Execution Complaints, Claims & adjustment letters. Collection Letters ,Banking Correspondence, Agency Correspondence B) Organising Meeting - Preparation of Agenda, Minutes of Meetings, Resolution Types of Reports, Components of Reports. C) Applicants Letters, Resource Interview Letters, Of Reference Letter of Appointment Conformation , promotion , Retrenchment, Reassigned | 15 |
| 3 | Oral Communication | A) Listening & Speaking. Extempore Speech Group discussion & Interview Techniques. B) Presentation - Presentation Techniques, Presentation of Speech. Presentation by using modern equipments. C) Non Verbal Expression - Body Languages Gestures Postures, Facial Expressions Dress Code. | 15 |
| 4 | International Communication | Importance of International Communication, Principal of International Communication, Principles For effective oral presentation | 5 |

| 5 | Use of Modern | 1) Telecommunication, FAX, E. mail, Video | 20 |
|---|---------------|--|----|
| | Electronic | conferencing | |
| | Equipment | Note – 1. Every student has to deliver one | |
| | | extempore and one prepared | |
| | | speeches, | |
| | | 2. Students have to Organise minimum one | |
| | | meetings by following the | |
| | | Process. | |

Reference Books:

- 1 Basic Business Communication: Robert MaArcher.
- 2 Effective Business Communication : Murhy.
- 3 Excellence in Business Communication : Thill .
- 4 Handbook of Business Correspondance by: Frailey.
- 5 Business English & communication: Cleark.
- 6 Business communication: Pradhan & Thakur.
- 7 Business communication: Balsubramanium M.
- 8 Handbook of case writing: Culliton & James W.

Solapur University, Solapur.
Semester Pattern Syllabus
Class – D.B.M. Sem-I
Semester System
Name of the paper - Business Research
Paper No.: 5

Total Marks – 100 University Exam. 70 Internal Assessment – 30 Objective – To teach basic techniques in business research

| Unit | Name of the topic | Details | No.of |
|------|--------------------|--|---------|
| No. | | | Periods |
| 1 | Meaning Objectives | Types of Research – Research | 10 |
| | and Motivation in | Approaches – Research Process – Validity and | |
| | research | Reliability of research | |
| 2 | Research Design | features of Good Design – Types of Research | 10 |
| | | Design – Basic Principles of Experimental | |
| | | Design. | |
| 3 | Sampling Design | Steps in Sample Design – Characteristics of | 10 |
| | | good Sample design, Methods of Sampling. | |
| 4 | Methods of Data | Primary Data – Questionnaire and Interviews | 10 |
| | collection | Collection of Secondary Data – Cases and | |
| | | Schedules | |
| 5 | Testing of Samples | Sampling distribution, Sampling Theory – | 10 |
| | | Determining size of sample, codification level | |
| 6 | Research Report | Interpretation of data and report writing, | 10 |
| | · | Layout of research paper | |

Books Recommended

1Research MethodologyC.R. Kothari

- 2.Research MethodologyDr. V.P. Michel
- 3. Research MethodologySaranwala.
- 4.Marketing research –Beri

Solapur University, Solapur. Semester Pattern Syllabus Class – D.B.M. Sem-I Semester System

Name of the paper - International Business Paper No. : 6

Total Marks – 100 University Exam. 70 Internal Assessment – 30

Objective – To expose students to the environmental dynamics of international business and their impact on international business operations.

| Unit No. | Name of the topic | Details | No.of Periods |
|-------------|--|---|------------------|
| 1 | International Business | Definition evaluation, nature, International Business Approaches, Problems of International Business | 5 |
| 2 | International Economic Environment | Business, Social, Cultural, Technological, Economic and Political Environment. International trade policies and relations – Tariffs, Subsidies, Import Quota, voluntary export restraints, administrative policies | 15 |
| 3 | Modes of Entering International Business | Modes of entry - exporting, licensing, Franchising, contracts, contracts of manufacturing, Management contracts, Turnkey projects, Mergers, Acquisitions. Joint ventures. | 10 |
| 4 | World Trade Organization (WTO) and Trade Blocks | A) Economic Integrations – Free Trade Area, Custom Unions, Common Markets, Economic unions, GATT, GATS, EEC, ASEAN,SAARC, SAFTA., B) WTO - Introduction, Functions, Basic Principles, Introduction to URUGUAY ROUND discussions, Introduction to TRIPs & TRIMs. | 15 |
| 5 | Foreign Direct Investment (FDI) | Reason of FDI, foreign investment, instruments, G.D.R. A.D.R. strategies of Foreign Direct Investment, International liquidity and S.D.R., I.M.F., World Bank. | 10 |
| 6 | International Operations Management | Introduction, Generic strategies of the International business, Acquisition of resources, Location decisions, . | 5 |

Reference Books

- 1. Frame Works International Business II Edition
- By Roger Bennett Financial Times management Pitman Publishing, London.
- 2. International Business Text and cases.
- By P. Subba Rao, Himalaya Publishing House.
- 3. International Trade and Export Management.
- By Francis Cherunilam, Himalaya Publishing House (Sixth Edition 94)

Solapur University, Solapur. Semester Pattern Syllabus Class – D.B.M. Sem-II Semester System Name of the paper - Marketing Management Paper No.: 7

Total Marks – 100 University Exam. 70 Internal Assessment – 30

Objective – To facilitate understanding of the conceptual framework of marketing management and its application in decision making.

| Unit No. | Name of the topic | Details | No.of Periods |
|-------------|---|--|------------------|
| 1 | Marketing Concepts | Approaches to marketing – Study approaches and functional Approaches – Marketing Process – Functions of Marketing – Core concepts of Marketing. | 6 |
| 2 | Consumer Behaviour | Factors affecting buying behaviour – Buyer decision process – consumer Psychology – Industrial Buyer Vs – Domestic Buyer behaviour | 12 |
| 3 | Market Segmentation | Bases for Market segmentation of consumer goods, industrial goods and services – Targeting and positioning Strategies | 12 |
| 4 | Seven Ps of Marketing | Product, Promotion, Price, Place, People, Process and Packaging Product – concept, levels, product mix decision, Branding Promotion - Advertising, Publicity, Sales Promotion and Personal Selling Pricing – Factors Affecting Pricing decisions, Pricing Methods. Physical Distribution – Importance and role of distribution in Marketing introduction to various channels of distribution | 20 |
| 5 | Services Marketing | Characteristics, Nature and Problems of service marketing | 5 |
| 6 | Objectives of International Marketing | Challenges and opportunities in International Marketing | 5 |

Books Recommended:

1Kotler PhilipMarketing Management : Analysis planning& Control Prentice Hall, New Delhi

2BeriMarketing ResearchTata McGrawHill Publishing House

3Sherlekar, NirmalPrasadPrinciples of MarketingHimalaya Publishing House

4ChanawallaAdvertising Management

5Basolla & SharmaEffective Advertising Marketing and Sales Management Mangal Deep Publication

Solapur University, Solapur. Semester Pattern Syllabus Class – D.B.M. Sem-II Semester System

Name of the paper - Human Resource Management Paper No. : 8

Total Marks – 100 University Exam. 70 Internal Assessment – 30

Objective - To familiarize the students with the basics of Human Reourse

Management.

| Unit No. | Name of the topic | Details | No.of Periods |
|-------------|------------------------------|--|------------------|
| 1 | Human resource Management | Introduction and Evolution – Difference between Personnel Management and HRM .Role of HR Manager and structure of HR Department. Duties and responsibilities of HR Manager | 10 |
| 2 | HRD system | Evolution and Goals – HR Strategies and Organisational Strategies. Manpower Planning – Objectives – Estimating, Manpower requirements – Recruitment and selection process | 10 |
| 3 | Performance Appraisal | Job description – job Evaluation – Job Enrichment – Job Rotation | 10 |
| 4 | Training and Development | Training Process & Methodology – Need and objectives – Training Procedure Methods of Training – Tools and Aids – Evolution of training Programs. | 10 |
| 5 | Employee Policies | Current Labour Policies and Implication of VRS , Role of Changing technologies in HR. | 10 |
| 6 | Retirement / Separation | Kinds of Retirement – Resignation, Discharge, Dismissal, Suspension, Layoff/ Separation Scheme. | 10 |

Books Recommended

1M.N. Rudra Basavraj Dynamics of HRM

- 2. Human Resource Management Gerry Dessler
- 3. Personnel Management C.B. Mamoria
- 4. Human Resource Management Dr. P.C. Pardeshi.

5Human Resource ManagementK. Ashwathappa

6Human Resource Management

Mirza Saiyadin. & Arun Monappa

Solapur University, Solapur. Semester Pattern Syllabus Class – D.B.M. Sem-II Semester System Name of the paper - Production Management Paper No.: 9

Total Marks – 100 University Exam. 70 Internal Assessment – 30

Objective – To expose the students with the concepts and principles of Production

Management.

| gorrionti | | Management. | | | | |
|-------------------|---|--|--|--|--|--|
| Name of the topic | Details | No.of | | | | |
| • | | Periods | | | | |
| THE PRODUCTION | Nature & scope, activities, interface with other | 10 | | | | |
| FUNCTION | functional areas like Marketing, Purchasing, | | | | | |
| | Finance, Personnel, Maintenance, R & D, | | | | | |
| | concept of productivity | | | | | |
| TYPES OF | Intermittent and continuous, job batch, mass | 10 | | | | |
| PRODUCTION | and flow production systems, assembly lines | | | | | |
| SYSTEMS | balancing | | | | | |
| PLANT LAYOUTS | Product, process, fixed position and | 12 | | | | |
| | combination layouts. Flow lines cellular layout | | | | | |
| PRODUCTION | Objectives, various functions of PP & C, | 13 | | | | |
| PLANNING & | loading, scheduling, dispatching Elements of | | | | | |
| CONTROL | scheduling, facility loading, Production control | | | | | |
| | activities, | | | | | |
| MAINTENANCE | Objectives, types of maintenance, breakdown | 5 | | | | |
| | and preventive maintenance | | | | | |
| INVENTORY | Type of inventory management systems, | 10 | | | | |
| MANAGEMENT | Fixed Order quantity and periodic review | | | | | |
| | system, selective control of inventory – ABC | | | | | |
| | Analysis, VED Analysis. | | | | | |
| | Name of the topic THE PRODUCTION FUNCTION TYPES OF PRODUCTION SYSTEMS PLANT LAYOUTS PRODUCTION PLANNING & CONTROL MAINTENANCE INVENTORY | Name of the topic THE PRODUCTION FUNCTION FUNCTION Nature & scope, activities, interface with other functional areas like Marketing, Purchasing, Finance, Personnel, Maintenance, R & D, concept of productivity TYPES OF PRODUCTION SYSTEMS PLANT LAYOUTS PRODUCTION PRODUCTION PRODUCTION PRODUCTION PRODUCTION PRODUCTION PRODUCTION Objectives, various functions of PP & C, loading, scheduling, dispatching Elements of scheduling, facility loading, Production control activities, MAINTENANCE INVENTORY MANAGEMENT Nature & scope, activities, interface with other functionsing, prochasing, interface with other functional areas like Marketing, Purchasing, Fixed position and continuous, job batch, mass and flow production systems, fixed position and gradient production systems of production and combination layouts. Flow lines cellular layout productions of PP & C, loading, scheduling, dispatching Elements of scheduling, facility loading, Production control activities, MAINTENANCE Type of inventory management systems, Fixed Order quantity and periodic review system, selective control of inventory – ABC | | | | |

Books Recommende

- 1. Production and Operation ManagementPanneerselvam .
- 2. Essential of production Management'Himalaya Publication HouseK. Ashwathappa
- 3. 'Production operations management'Himalaya Publication HouseChunawala / Patel
- 4. Production and Operation Management Chery.
- 5. . Production and Operation Management Nair.

Solapur University, Solapur. Semester Pattern Syllabus Class – D.B.M. Sem-II Semester System

Name of the paper - Financial Management Paper No. : 10

Total Marks – 100 University Exam. 70 Internal Assessment – 30

Objective – To help students to understand the conceptual framework of financial

management and its application.

| | gernerit and its applic | | |
|------|-------------------------|---|---------|
| Unit | Name of the topic | Details | No.of |
| No. | | | Periods |
| 1 | Financial | Meaning, Importance and Objectives of | 5 |
| | Management | Financial Management, Finance Functions, | |
| | | Structure of finance department | |
| 2 | Ratio Analysis | Analysis and interpretation of Financial | 15 |
| | | Statements using the techniques of ratio | |
| | | analysis | |
| 3 | Working capital | Nature and need of working capital, | 15 |
| | management | determinants of working capital, cash | |
| | _ | management, receivables management and | |
| | | inventory management, estimation of working | |
| | | capital management, financing working capital | |
| 4 | Long-term | sources of long term finance, Steps in | 5 |
| | financing | raising long-term-finance. | |
| 5 | Capital budgeting | Nature and significance, techniques of | 15 |
| | | capital budgeting – Pay Back Method, | |
| | | Accounting rate of return, Net Present Value | |
| | | and profitability index – simple problems. | |
| 6 | Dividend Policy | Determinants of dividend policy, bonus shares | 5 |
| | | and stock splits. Share buyback. | |

Reference Books.

- 1. Financial Management by Khan and Jain.
- 2. Financial Management by Prasanna Chandra (5th edition)
- 3. Financial Management by I M Pandey.
- 4. Management Accounting by Khan and Jain.
- 5. Financial Management by Bhalla.

Solapur University, Solapur. Semester Pattern Syllabus Class – D.B.M. Sem-II Semester System

Name of the paper - Organisation Behavior

Paper No.: 11

Total Marks – 100 University Exam. 70 Internal Assessment – 30

Objectives –1. To create the understanding about Individual and group behaviour.

2. To expose students to Organisational design and climate.

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Books Recommended:

- 1. Stephen Robbins Organisatioal Bahabiour. Stephen Robbins , Mary Coulter Management
- 2. Fred LuthansOrganisatioal Bahabiour
- 3. K ashwathappa ,himalaya pub.

Solapur University, Solapur.
Semester Pattern Syllabus
Class – D.B.M. Sem-II
Semester System
Name of the paper - PROJECT REPORT AND VIVA
Paper No.: 12

Total Marks – 100 University Exam. 50 Internal Assessment – 50

Objective – To give the opportunity to test their theoretical knowledge in the practicals.

DBM being professional course it is essential for each student to practically apply or understand theoretical concepts what he/she learns during the course. During the DBM course student is expected to collect vital information for the project report. Student has to prepare the project report under the guidance of internal teacher. Director/Principal of the institution/college will decide the last date of submission of final copy. Student should submit two typed copies to the Institute. One copy for the institute and another copy for his personal record. Students may prepare additional copies for the organization, guide etc.

The student can prepare a project report on the basis of library work, field work etc. without going to any organisation for practical training. The student has to take the

permission of the internal guide before starting the work.

A viva-voce examination will be conducted after the final examination.

Guidelines for the project report.

Declaration from the student that the research work is not copied from any other existing

reports. Certificate of the guide.- Guide should certify that the research work is original

and completed satisfactorily under his guidance.

The Chapter scheme for the project report will be as follows-.

CHAPTER NO-I – Introduction to the study.

- 1.1 Introduction
- 1.2 Objectives and importance of the study
- 1.3 Scope and limitations of study
- 1.4 Research Methodology

CHAPTER NO.2 – Introduction to the organisation (Optional)

- 2.1 Introduction to the industry
- 2.2 Brief History of organisation
- 2.3 Subsidiaries, Associates of the company
- 2.4 Departments / Manufacturing process
- 2.5 Important statistical information
- 2.6 Future prospsect
- 2.7 Organisation Structure

CHAPTER - III - THEORECTICAL BACKGROUND

Basic concepts

Necessary theoretical inputs may be added to support the research work.

CHAPTER –IV – DATA ANALYSIS AND INTERPRETATION Data should be analysed with help of various tools studied in the Subject "Application of Research Methods in Management".

CHAPTER-V FINDINGS / OBSERVATIONS

CHAPTER VI- SUGGESTIONS / CONCLUSION

Appendix

Bibliography

The above guidelines are not the prescription on writing the project report but can be used as a milestones while writing the Project Report. The guide has the every discretion to change the chapter scheme as per the requirement

Note: 1) There should be proper linkage between objectives, data analysis and interpretation, findings and suggestions.

- 2) Student should not use logos and name of company on the project report pages. Header and Footer shall consist of university name and institute name respectively. No other information should be included in the Header and Footer.
- 3) Use of colours in text matter should be avoided.

1. Structure of the courses :-

- A) Each paper of every subject for Arts, Social Sciences & Commerce Faculty shall be of 50 marks as resolved by the respective faculties and Academic Council.
- B) For Science Faculty subjects each paper shall be of 50 marks and practical for every subject shall be of 50 Marks as resolved in the faculty and Academic Council.
- C) For B. Pharmacy also the paper shall be of 50 marks for University examination. Internal marks will be given in the form of grades.
- D) For courses which were in semester pattern will have their original distribution already of marks for each paper.
- B) For the faculties of Education, Law, Engineering the course structure shall be as per the resolutions of the respective faculties and Academic Council.

2. Nature of question paper:

- A) Nature of questions.
 - "20% Marks objectives question" (One mark each and multiple choice questions)
 - "40% Marks Short notes / Short answer type questions / Short Mathematical type questions/ Problems. (2 to 5 Marks each)
 - "40% Marks Descriptive type questions / Long Mathematical type questions / Problems. **(6 to 10 Marks each)**
- B) Objective type question will be of multiple choice (MCQ) with four alternatives. This answer book will be collected in first 15 minutes for 10 marks and in first 30 minutes for 20 marks. Each objective question will carry one mark **each**.
- C) Questions on any topic may be set in any type of question. All questions should be set in such a way that there should be permutation and combination of questions on all topics from the syllabus. As far as possible it should cover entire syllabus.
- D) There will be only five questions in the question paper. All questions will be compulsory. There will be internal option (40%) and not overall option. for questions 2 to 5.
- 3. Practical Examination for B. Sc. I. will be conducted at the end of second semester.
- Examination fees for semester Examination will be decided in the Board of Examinations.

The structures of all courses in all Faculties were approved and placed before the Academic Council. After considered deliberations and discussion it was decided not to convene a meeting of the Academic Council for the same matter as there is no deviation from any decision taken by Faculties and Academic Council. Nature of Question Paper approved by Hon. Vice Chancellor on behalf of the Academic Council.