



Date: 03/03/2023

BOARD OF STUDIES- AMITY BUSINESS SCHOOL
MINUTES OF THE MEETING
(06 Pages Only)

1. An online meeting of board of studies of Amity Business School, Amity University Madhya Pradesh was held on 3rd March 2023 at 1100, under the Chairmanship of Prof. (Dr.) Anil Vashisht, Director ABS. The following members attended the meeting:-

(a) **Chairman:** Prof. (Dr.) Anil Vashisht, Deputy Pro VC, AUMP & Director ABS

(b) **Members**

- i) Prof. (Dr.) Vikas Madhukar, Pro VC, AUH & Dean and Director ABS, AUH
- ii) Mr. Sunil Srivastava, HR Head, Britannia Industries Ltd.
- iii) Mr. Rajiv Dwivedi, Assistant Professor, ABS
- iv) Dr. Astha Joshi, Assistant Professor, ABS
- v) Dr. Hephzibah Beula John, Associate Professor, ABS

2. The agenda of the meeting included the following:

(a) Approval of the revised syllabus of the subjects of Under Graduate program as per Ordinance 38 A and provisions applicable according to Ministry of Education, University Grants Commission guidelines and the regulations approved by New National Education Policy 2020.

(b) Ordinance No.24 for Bachelor of Business Administration (BBA),

- a. BBA Degree Programme [3 years]
- b. BBA (Hons) Programme [4 years]
- c. BBA (Hons with Research) Programme [4 years]

(c) Ordinance No.26 for Bachelor of Commerce B.Com,

- a. B. Com. Degree Programme [3 years]
- b. B. Com. (Hons) Programme [4 years]
- c. B. Com. (Hons with Research) Programme [4 years]

(d) Ordinance No.30 for Bachelor of Arts B.A (Economics).

- a. B.A (Economics) Degree Programme [3 years]
- b. B.A (Economics) Hons. Programme [4 years]
- c. B.A (Economics) Hons. with Research Programme [4 years]

3. Discussions/ Comments

- a. (i) Discussion: Accreditation and Ranking
(ii) Comments: Amity Business School should apply for various ranking and accreditations.
- b. (i) Discussion: Research and Project screening
(ii) Comments: Organizing of joint workshop for evaluation and understanding of projects in social sciences.
- c. (i) Discussion: Dissertation and summer internships project
(ii) Comments: ABS students may be motivated to take into consideration the social and economic challenges of the local region, while preparing their dissertation, term projects and summer internships

4. Suggestion

- (i) Promoting admissions in full time PhD course in ABS, AUMP.
- (ii) Joint workshops/ FDPs/ conferences/ PhD supervision, can be done, so as to explore the expertise of the faculties available with ABS, AUMP and ABS, AUH.



b. BBA (Hons) Programme [4 years]

BBA (Hons.) (ABS, AUIMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Inter-/ Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semester	Cumulative Credits per Year	Qualification Title and Total Credit	
	Major 1	Major 2	Major 3	Minor / Vocational	Tutorial (T)	Major 1	Major 2	Major 3	Minor (L)	Vocational (L)										Tutorial (T)
First	4	-	4	4	-	4	-	4	4	4	2	2	2	2	-	-	24	48	UG Certificate (After 1 Year)	
Second	4	-	4	4	-	4	-	4	4	4	2	2	2	2	-	-	24	49	UG Diploma (After 2 year)	
Third	4	-	4	4	-	4	-	4	4	4	2	2	2	2	-	-	25	40	UG Degree (3 years)	
Fourth	4	-	4	4	-	4	-	4	4	4	2	2	2	2	-	-	20	40	UG Honours (4 years)	
Fifth	4	-	4	4	-	4	-	4	4	4	2	2	2	2	-	-	20	40	UG Honours (4 years)	
Sixth	4	-	4	4	-	4	-	4	4	4	2	2	2	2	-	-	20	40	UG Honours (4 years)	
Seventh	4	-	4	4	-	4	-	4	4	4	2	2	2	2	-	-	20	40	UG Honours (4 years)	
Eighth	4	-	4	4	-	4	-	4	4	4	2	2	2	2	-	-	20	40	UG Honours (4 years)	
Total	96										40	12	9	8	8	4	0	177	177	

Joshi
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Dr. Anil Vashisht
 Director Amity Business School
 Amity University Madhya Pradesh
 Maharajpura, Gwalior-474005

5. Summary of changes in syllabus is given below:
- a. BBA Degree Programme [3 years]

BBA Degree Programme (ABS, AUMIP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Summer Internship	Dissertation	Total Credits per Semester	Cumulative Credits per Year	Qualification Title and Total Credits
	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Minor lectures (L) per week	Vocational lectures (L)	Tutorial (T) Hours Per Week	Minor / Vocational									
First	4	-	4	-	4	-	4	-	4	-	2	2	2	2	-	24	48	UG Certificate (After 1 Year)	
Second	4	-	4	-	4	-	4	-	4	-	2	2	2	2	-	24	49	UG Diploma (After 2 year)	
Third	4	-	4	-	4	-	4	-	4	-	2	2	2	-	24	49	UG Diploma (After 2 year)		
Forth	4	-	4	-	4	-	4	-	4	-	2	3	2	2	-	25	49	UG Diploma (After 2 year)	
Fifth	4	-	4	-	4	-	4	-	4	-	2	-	-	2	-	20	40	3-year (UG Degree)	
Sixth	4	-	4	-	4	-	4	-	4	-	2	-	-	2	-	20	40	3-year (UG Degree)	
Total	72										12	9	8	8	4	0	137	137	

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c. BBA (Hons with Research) Programme [4 year]

BBA (Hons. with Research) (ABS, AUMMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2007" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Inter / Multidisciplinary Course	Skill Enhancement Certificate (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semester	Cumulative Credits Per Year	Qualification Title and Total Credit	
	Major 1	Major 2	Major 3	Minor / Vocational	Vocational lectures (L) per week)	Tutorial (T) Hours Per Week	Minor lectures (L) per week)	Major 1 Lecture (L) Hours Per Week	Major 1 Tutorial (T) Hours Per Week	Major 2 Lecture (L) Hours Per Week										
First	4	-	4	-	4	-	4	-	2	2	2	2	2	-	-	24	43	UG Certificate (After 1 Year)		
Second	4	-	4	-	4	-	4	-	2	2	2	2	2	-	-	24	43	UG Certificate (After 1 Year)		
Third	4	-	4	-	4	-	4	-	2	2	2	2	2	-	-	24	49	UG Diploma (After 2 year)		
Fourth	4	-	4	-	4	-	4	-	2	2	2	2	2	-	-	25	49	UG Diploma (After 2 year)		
Fifth	4	-	4	-	4	-	4	-	2	2	-	2	2	-	-	20	40	UG Degree (3 years)		
Sixth	4	-	4	-	4	-	4	-	2	2	-	2	2	-	-	20	40	UG Degree (3 years)		
Seventh	4	1	4	1	-	-	4	-	-	-	-	-	-	-	6	20	40	UG Honours with Research (4 years)		
Eighth	4	1	4	1	-	-	4	-	-	-	-	-	-	-	6	20	40	UG Honours with Research (4 years)		
Total	92										32	12	9	8	8	4	12	177	177	

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d. B. Com. Degree Programme [3 years]

B. Com. Degree Programme (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes issued by UGC, New Delhi under National Education Policy 2019" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Inter / Multidisciplina ry Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Summer Internship	Dissertati on	Total Credits per Semest er	Cumula tive Credits per year	Qualification Title and Total Credits	
	Lectur e (L) Hours Per Week	Tutorial (T) Hours Per Week	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Minor lectur es (L) per	Minor/ Vocati onal lectur es (L)	Tutorial (T) Hours Per Week	Minor lectur es (L) per										
First	4	-	4	-	4	-	4	-	4	-	2	2	2	-	-	24	24	UG Certificate (After 1 year)		
Second	4	-	4	-	4	-	4	-	4	-	2	2	2	-	-	24	48	UG Certificate (After 1 year)		
Third	4	-	4	-	4	-	4	-	4	-	2	2	2	-	-	24	49	UG Diploma (After 2 year)		
Forth	4	-	4	-	4	-	4	-	4	-	2	2	2	-	-	25		UG Diploma (After 2 year)		
Fifth	4	-	4	-	4	-	4	-	4	-	2	-	-	2	-	20	40	3-year (UG Degree)		
Sixth	4	-	4	-	4	-	4	-	4	-	2	-	-	2	-	20		3-year (UG Degree)		
Total	72										24	12	9	8	8	4	0	137	137	

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e. B. Com. (Hons) Programme [4 years]

B. Com. (Hons.) (ABS, AUMPP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty						Minor / Vocational		Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Disserta tion	Total Credits per Semeste r	Cumliat ive Credits per Year	Qualification Title and Total Credit		
	Major 1 Lecture (L) Hours Per Week	Major 1 Tutorial (T) Hours Per Week	Major 2 Lecture (L) Hours Per Week	Major 2 Tutorial (T) Hours Per Week	Major 3 Lecture (L) Hours Per Week	Major 3 Tutorial (T) Hours Per Week	Minor (Lecture s (L) per week)	Vocatio nal (Lecture s (L) per week)										Tutorial (T) Hours Per Week	
First	4	-	4	-	4	-	4	-	2	2	2	2	-	-	24	24	UG Certificate (After 1 Year)		
Second	4	-	4	-	4	-	4	-	2	2	2	2	-	-	24	48	UG Diploma (After 2 year)		
Third	4	-	4	-	4	-	4	-	2	2	2	2	-	-	24	49	UG Degree (3 years)		
Fourth	4	-	4	-	4	-	4	-	2	3	2	2	-	-	25	49	UG Degree (3 years)		
Fifth	4	-	4	-	4	-	4	-	2	-	-	-	2	-	20	40	UG Honours (4 years)		
Sixth	4	-	4	-	4	-	4	-	2	-	-	-	2	-	20	40	UG Honours (4 years)		
Seventh	4	-	4	-	4	-	4	-	-	-	-	-	-	-	20	40	UG Honours (4 years)		
Eighth	4	-	4	-	4	-	4	-	-	-	-	-	-	-	20	40	UG Honours (4 years)		
Total	96																40	177	177

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f. B. Com. (Hons with Research) Programme [4 years]

B. Com. (Hons. with Research) (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

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Semester	Main Faculty										Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credit							
	Major 1	Major 2	Major 3	Minor / Vocational	Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation										
First	Lecture (L) Hours Per Week: 4	Tutorial (T) Hours Per Week: -	Lecture (L) Hours Per Week: 4	Tutorial (T) Hours Per Week: -	Minor (L) per week: 4	Vocational (L) per week: -	Tutorial (T) Hours Per Week: -	2	2	2	2	2	2	2	24	24	UG Certificate (After 1 Year)			
Second	4	-	4	-	4	-	-	2	2	2	2	2	2	2	24	48				
Third	4	-	4	-	4	-	-	2	2	2	2	2	2	2	24	49	UG Diploma (After 2 year)			
Fourth	4	-	4	-	4	-	-	2	2	2	2	2	2	2	25	25				
Fifth	4	-	4	-	4	-	-	2	2	2	2	2	2	2	20	20	UG Degree (3 years)			
Sixth	4	-	4	-	4	-	-	2	2	2	2	2	2	2	20	40				
Seventh	4	1	4	1	-	-	-	-	-	-	-	-	-	6	20	40	UG Honours with Research (4 years)			
Eighth	4	1	4	1	-	-	-	-	-	-	-	-	-	6	20	40				
Total	92										32	12	9	8	8	4	12	177	177	

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B. BA (Economics) Degree Programme [3 years]

B.A. Economics Degree Programme (ABS, AUMP)

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(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes issued by UGC, New Delhi under National Education Policy, 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Minor / Vocational	Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Summer Internship	Dissertati on	Total Credits per Semest er	Cumila tive Credits per year	Qualification Title and Total Credits
	Major-1 Lecture (L) Hours Per Week	Major-1 Tutorial (T) Hours Per Week	Major-2 Lecture (L) Hours Per Week	Major-2 Tutorial (T) Hours Per Week	Major-3 Lecture (L) Hours Per Week	Major-3 Tutorial (T) Hours Per Week	Minor lectur es (L) per	Vocati onal lectur es (L)	Tutorial (T) Hours Per Week											
First	4	-	4	-	4	-	4	-	4	-	2	2	2	2	2	-	-	24	48	UG Certificate (After 1 Year)
Second	4	-	4	-	4	-	4	-	4	-	2	2	2	2	2	-	-	24	49	UG Diploma (After 2 year)
Third	4	-	4	-	4	-	4	-	4	-	2	2	2	2	-	-	-	24	25	
Forth	4	-	4	-	4	-	4	-	4	-	2	3	2	2	2	-	-	20	40	3-year (UG Degree)
Fifth	4	-	4	-	4	-	4	-	4	-	2	-	-	-	2	-	-	20		
Sixth	4	-	4	-	4	-	4	-	4	-	2	-	-	-	2	-	-	20		
Total	72										24	12	9	8	8	4	0	137	137	

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h. B.A (Economics) Hons. Programme [4 years]

B.A. Economics (Hons.) (ABS, AUJMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ internship	Dissertatio n	Total Credits per Semeste r	Cumulat ive Credits per year	Qualification Title and Total Credit
	Major 1	Major 2	Major 3	Minor / Vocational	Mirror (L) Lecture Hours Per Week	Mirror (L) Tutorial (T) Hours Per Week	Mirror (L) Lecture Hours Per Week	Mirror (L) Tutorial (T) Hours Per Week	Mirror (L) Lecture Hours Per Week	Mirror (L) Tutorial (T) Hours Per Week									
First	4	-	4	-	4	-	4	-	4	-	2	2	2	2	-	-	24	48	UG Certificate (After 1 Year)
Second	4	-	4	-	4	-	4	-	4	-	2	2	2	2	-	-	24	49	UG Diploma (After 2 year)
Third	4	-	4	-	4	-	4	-	4	-	2	2	2	2	-	-	24	40	UG Degree (3 years)
Fourth	4	-	4	-	4	-	4	-	4	-	2	2	2	2	-	-	20	40	UG Honours (4 years)
Fifth	4	-	4	-	4	-	4	-	4	-	2	2	2	2	-	-	20	40	UG Honours (4 years)
Sixth	4	-	4	-	4	-	4	-	4	-	2	2	2	2	-	-	20	40	UG Honours (4 years)
Seventh	4	-	4	-	4	-	4	-	4	-	-	-	-	-	-	-	20	40	UG Honours (4 years)
Eighth	4	-	4	-	4	-	4	-	4	-	-	-	-	-	-	-	20	40	UG Honours (4 years)
Total											12	9	8	8	4	0	177	177	

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i. B.A (Economics) Hons. with Research Programme [4 years]

B.A. Economics (Hons. with Research) (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Inter/ Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semest er	Cumula tive Credits per year	Qualification Title and Total Credit	
	Major-1	Major-2	Major-3	Minor / Vocational	Vocational (lectures (l) per week)	Minor (lectures (l) per week)	Tutorial (T) Hours Per Week	Lecture (L) Hours Per Week	Tutorial (T) Hours Per Week	Lecture (L) Hours Per Week										
First	4	-	4	-	4	4	-	2	2	2	2	2	2	-	-	-	24	24	UG Certificate (After 1 Year)	
Second	4	-	4	-	4	4	-	2	2	2	2	2	2	-	-	-	24	48	UG Certificate (After 1 Year)	
Third	4	-	4	-	4	4	-	2	2	2	2	2	2	-	-	-	24	49	UG Diploma (After 2 year)	
Forth	4	-	4	-	4	4	-	2	2	2	2	2	2	-	-	-	25	25	UG Diploma (After 2 year)	
Fifth	4	-	4	-	4	4	-	2	2	2	2	2	2	-	-	-	20	20	UG Degree (3 years)	
Sixth	4	-	4	-	4	4	-	2	2	2	2	2	2	-	-	-	20	40	UG Degree (3 years)	
Seventh	4	1	4	1	4	4	-	-	-	-	-	-	-	-	-	6	20	40	UG Honours with Research (4 years)	
Eighth	4	1	4	1	4	4	-	-	-	-	-	-	-	-	-	6	20	40	UG Honours with Research (4 years)	
Total	92										32	12	9	8	8	4	12	177	177	

Dr. Anil Vashisht
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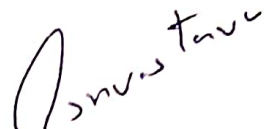
Signature of Members

Dr. Anil Vashisht
Director Amity Business School
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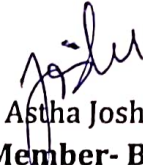
Prof. (Dr.) Anil Vashisht,
Chairman- BoS
Deputy Pro VC AUMP &
Director ABS

ABSENT

Prof. (Dr.) Vikas Madhukar
Pro VC, AUH & Dean and Director
ABS, AUH
External Member- BoS


Mr. Sunil Srivastava, HR Head
Britannia Industries Ltd.
Gwalior
External Member- BoS


Dr. Hephzibah Beula John
Member- BoS


Dr. Astha Joshi
Member- BoS


Dr. Rajiv K Dwivedi
Member- BoS

APPROVED BY

Pro Vice Chancellor
AUMP, Gwalior


06/03/23


Hon'ble Vice Chancellor
AUMP, Gwalior

06/3/23



Date: 12/04/2023

BOARD OF STUDIES- AMITY BUSINESS SCHOOL

MINUTES OF THE MEETING

(06 Pages Only)

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iii) Dr. Rajiv Dwivedi, Assistant Professor, ABS

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2. The agenda of the meeting included the following:

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(ii) Comments: Amity Business School should apply for various ranking and accreditations.

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(ii) Comments: Organizing of joint workshop for evaluation and understanding of projects in social sciences.

c. (i) Discussion: Dissertation and summer internships project

(ii) Comments: ABS students may be motivated to take into consideration the social and economic challenges of the local region, while preparing their dissertation, term projects and summer internships

4. Suggestion

(i) Promoting admissions in full time PhD course in ABS, AUMP.

(ii) Joint workshops/ FDPs/ conferences/ PhD supervision, can be done, so as to explore the expertise of the faculties available with ABS, AUMP and ABS, AUH.

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(ii) Comments: ABS students may be motivated to take into consideration the social and economic challenges of the local region, while preparing their dissertation, term projects and summer internships

4. Suggestion

(i) Promoting admissions in full time PhD course in ABS, AUMP.

(ii) Joint workshops/ FDPs/ conferences/ PhD supervision, can be done, so as to explore the expertise of the faculties available with ABS, AUMP and ABS, AUH.



Dr. Anil Vashisht
Director Amity Business School
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Maharajpura, Gwalior-474005

5. Summary of changes in syllabus is given below:

a. BBA Degree Programme [3 years]

BBA Degree Programme (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty						Minor / Vocational			Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Summer Internship	Dissertation	Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credits
							Minor (lectures (L) per week)	Vocational (lectures (L) per week)	Tutorial (T) Hours Per Week									
First	4	1	4	1	-	-	4	-	-	2	2	2	2	-	-	22	44	UG Certificate (After 1 Year)
Second	4	1	4	1	-	-	4	-	-	2	2	2	2	-	-	22		
Third	4	1	4	1	-	-	4	-	-	2	2	2	2	-	-	22	45	UG Diploma (After 2 year)
Fourth	4	1	4	1	-	-	4	-	-	2	3	2	2	-	-	23		
Fifth	4	-	4	-	4	-	4	-	-	2	-	-	-	2	-	20	40	3-year (UG Degree)
Sixth	4	-	4	-	4	-	4	-	-	2	-	-	-	2	-	20		
Total	64						24			12	9	8	8	4	0	129	129	

b. BBA (Hons) Programme [4 years]

BBA (Hons.) (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty						Minor / Vocational			Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credit
							Minor (lectures (L) per week)	Vocational (lectures (L) per week)	Tutorial (T) Hours Per Week									
First	4	1	4	1	-	-	4	-	-	2	2	2	2	-	-	22	44	UG Certificate (After 1 Year)
Second	4	1	4	1	-	-	4	-	-	2	2	2	2	-	-	22		
Third	4	1	4	1	-	-	4	-	-	2	2	2	2	-	-	22	45	UG Diploma (After 2 year)
Fourth	4	1	4	1	-	-	4	-	-	2	3	2	2	-	-	23		
Fifth	4	-	4	-	4	-	4	-	-	2	-	-	-	2	-	20	40	UG Degree (3 years)
Sixth	4	-	4	-	4	-	4	-	-	2	-	-	-	2	-	20		
Seventh	4	-	4	-	4	-	4	4	-	-	-	-	-	-	-	20	40	UG Honours (4 years)
Eighth	4	-	4	-	4	-	4	4	-	-	-	-	-	-	-	20		
Total	88						40			12	9	8	8	4	0	169	169	

c. BBA (Hons with Research) Programme [4 year]

BBA (Hons. with Research) (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty						Minor / Vocational			Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credit
							Minor (lectures (L) per week)	Vocational (lectures (L) per week)	Tutorial (T) Hours Per Week									
First	4	1	4	1	-	-	4	-	-	2	2	2	2	-	-	22	44	UG Certificate (After 1 Year)
Second	4	1	4	1	-	-	4	-	-	2	2	2	2	-	-	22		
Third	4	1	4	1	-	-	4	-	-	2	2	2	2	-	-	22	45	UG Diploma (After 2 year)
Fourth	4	1	4	1	-	-	4	-	-	2	3	2	2	-	-	23		
Fifth	4	-	4	-	4	-	4	-	-	2	-	-	-	2	-	20	40	UG Degree (3 years)
Sixth	4	-	4	-	4	-	4	-	-	2	-	-	-	2	-	20		
Seventh	4	1	4	1	-	-	4	-	-	-	-	-	-	6	20	40	UG Honours with Research (4 years)	
Eighth	4	1	4	1	-	-	4	-	-	-	-	-	-	6	20			
Total	84						32			12	9	8	8	4	12	169	169	

[3 years]

B Com Degree Programme (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Minor / Vocational			Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Summer Internship	Dissertation	Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credits
	MAY 20					MAY 21					Minor (lectures (L) per week)	Vocational (lectures (L) per week)	Tutorial (T) Hours Per Week									
	1	2	3	4	5	1	2	3	4	5												
First	4	1	4	1	-	-	4	-	-	-	2	2	2	2	-	-	22	44	UG Certificate (After 1 Year)			
Second	4	1	4	1	-	-	4	-	-	-	2	2	2	2	-	-	22					
Third	4	1	4	1	-	-	4	-	-	-	2	2	2	2	-	-	22	45	UG Diploma (After 2 year)			
Forth	4	1	4	1	-	-	4	-	-	-	2	3	2	2	-	-	23					
Fifth	4	-	4	-	4	-	4	-	-	-	2	-	-	-	2	-	20	40	3-year (UG Degree)			
Sixth	4	-	4	-	4	-	4	-	-	-	2	-	-	-	2	-	20					
Total	64										24			12	9	8	8	4	0	129	129	

e. B. Com. (Hons) Programme [4 years]

B Com (Hons.) (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Minor / Vocational			Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credit
	MAY 20					MAY 21					Minor (lectures (L) per week)	Vocational (lectures (L) per week)	Tutorial (T) Hours Per Week									
	1	2	3	4	5	1	2	3	4	5												
First	4	1	4	1	-	-	4	-	-	-	2	2	2	2	-	-	22	44	UG Certificate (After 1 Year)			
Second	4	1	4	1	-	-	4	-	-	-	2	2	2	2	-	-	22					
Third	4	1	4	1	-	-	4	-	-	-	2	2	2	2	-	-	22	45	UG Diploma (After 2 year)			
Forth	4	1	4	1	-	-	4	-	-	-	2	3	2	2	-	-	23					
Fifth	4	-	4	-	4	-	4	-	-	-	2	-	-	-	2	-	20	40	UG Degree (3 years)			
Sixth	4	-	4	-	4	-	4	-	-	-	2	-	-	-	2	-	20					
Seventh	4	-	4	-	4	-	4	4	-	-	-	-	-	-	-	-	20	40	UG Honours (4 years)			
Eighth	4	-	4	-	4	-	4	4	-	-	-	-	-	-	-	-	20					
Total	88										40			12	9	8	8	4	0	169	169	

f. B. Com. (Hons with Research) Programme [4 years]

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty										Minor / Vocational			Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credit
	MAY 20					MAY 21					Minor (lectures (L) per week)	Vocational (lectures (L) per week)	Tutorial (T) Hours Per Week									
	1	2	3	4	5	1	2	3	4	5												
First	4	1	4	1	-	-	4	-	-	-	2	2	2	2	-	-	22	44	UG Certificate (After 1 Year)			
Second	4	1	4	1	-	-	4	-	-	-	2	2	2	2	-	-	22					
Third	4	1	4	1	-	-	4	-	-	-	2	2	2	2	-	-	22	45	UG Diploma (After 2 year)			
Forth	4	1	4	1	-	-	4	-	-	-	2	3	2	2	-	-	23					
Fifth	4	-	4	-	4	-	4	-	-	-	2	-	-	-	2	-	20	40	UG Degree (3 years)			
Sixth	4	-	4	-	4	-	4	-	-	-	2	-	-	-	2	-	20					
Seventh	4	1	4	1	-	-	4	-	-	-	-	-	-	-	-	6	20	40	UG Honours with Research (4 years)			
Eighth	4	1	4	1	-	-	4	-	-	-	-	-	-	-	-	6	20					
Total	84										32			12	9	8	8	4	12	169	169	



g. B.A (Economics) Degree Programme [3 years]

BA Economics Degree Programme (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty					Minor / Vocational			Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credits
						Minor Lectures (L) per week	Vocational Lectures (L) per week	Tutorial (T) Hours Per Week									
First	4	1	4	1		4			2	2	2	2			22	44	UG Certificate (After 1 Year)
Second	4	1	4	1		4			2	2	2	2			22	66	UG Diploma (After 2 years)
Third	4	1	4	1		4			2	2	2	2			22	88	UG Degree (After 3 years)
Fourth	4	1	4	1		4			2	2	2	2			22	110	UG Diploma (After 4 years)
Fifth	4		4		4				2				2		20	130	UG Degree (After 5 years)
Sixth	4		4		4				2				2		20	150	UG Honours (After 6 years)
Total			64		64		24		12	9	6	6	6	6	129	129	

h. B.A (Economics) Hons. Programme [4 years]

BA Economics (Hons.) (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty					Minor / Vocational			Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credits
						Minor Lectures (L) per week	Vocational Lectures (L) per week	Tutorial (T) Hours Per Week									
First	4	1	4	1		4			2	2	2	2			22	44	UG Certificate (After 1 Year)
Second	4	1	4	1		4			2	2	2	2			22	66	UG Diploma (After 2 years)
Third	4	1	4	1		4			2	2	2	2			22	88	UG Degree (After 3 years)
Fourth	4	1	4	1		4			2	3	2	2			23	111	UG Degree (After 4 years)
Fifth	4		4		4				2				2		20	131	UG Degree (After 5 years)
Sixth	4		4		4				2				2		20	151	UG Honours (After 6 years)
Seventh	4		4		4	4									20	171	UG Honours (After 7 years)
Eighth	4		4		4	4									20	191	UG Honours (After 8 years)
Total			88		88		40		12	8	6	6	4	0	169	169	

i. B.A (Economics) Hons. with Research Programme [4 years]

BA Economics (Hons. with Research) (ABS, AUMP)

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes Issued by UGC, New Delhi under National Education Policy 2020" & "Curriculum and Credit Framework for Under Graduate Programmes Dec 2022")

Semester	Main Faculty					Minor / Vocational			Inter / Multidisciplinary Course	Skill Enhancement Course (SEC)	Ability Enhancement Courses (AEC)	Common Value Added Courses	Field projects/ Internship	Dissertation	Total Credits per Semester	Cumulative Credits per year	Qualification Title and Total Credits
						Minor Lectures (L) per week	Vocational Lectures (L) per week	Tutorial (T) Hours Per Week									
First	4	1	4	1		4			2	2	2	2			22	44	UG Certificate (After 1 Year)
Second	4	1	4	1		4			2	2	2	2			22	66	UG Diploma (After 2 years)
Third	4	1	4	1		4			2	2	2	2			22	88	UG Diploma (After 3 years)
Fourth	4	1	4	1		4			2	3	2	2			23	111	UG Diploma (After 4 years)
Fifth	4		4		4				2				2		20	131	UG Degree (After 5 years)
Sixth	4		4		4				2				2		20	151	UG Degree (After 6 years)
Seventh	4	1	4	1		4									20	171	UG Honours with Research (After 7 years)
Eighth	4	1	4	1		4									20	191	UG Honours with Research (After 8 years)
Total			88		88		40		12	9	6	6	4	12	169	169	



Signature of Members



Dr. Anil Vashisht
Director Amity Business School
Amity University Madhya Pradesh
Maharajpura, Gwalior-474005

Prof. (Dr.) Anil Vashisht,
Chairman- BoS
Deputy Pro VC AUMP &
Director ABS

ABSENT

Prof. (Dr.) Vikas Madhukar
Pro VC, AUH & Dean and Director
ABS, AUH
External Member- BoS

Srivastava

Mr. Sunil Srivastava, HR Head
Britannia Industries Ltd.
Gwalior
External Member- BoS

Hob
Dr. Hemzibah Beula John
Member- BoS

Joshi
Dr. Astha Joshi
Member- BoS

Rajiv K Dwivedi
Dr. Rajiv K Dwivedi
Member- BoS

Recommended

mpnaunil
16/11/23
Pro Vice Chancellor
AUMP, Gwalior

Unes
20/11/23
Hon'ble Vice Chancellor
AUMP, Gwalior



AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

NEW COURSES INTRODUCED

Syllabus

OFFICE PRODUCTIVITY FUNDAMENTALS

Course Code: BCH701

Credit: 04

Course Objective:

The course "Office Productivity Fundamentals" aims to equip students with essential skills in using key office productivity tools

Course outcomes: After completion of course, the student will be able to:

CO-1	To infuse the basic knowledge of computer including MS Word.
CO-2	To enable the students to use the MS Excel for official purpose.
CO-3	To expose with the use of basic formulae / commands used in the MS Excel.
CO-4	To expose the students with the data handling and formatting.

Module I:

MS Word: Some basic terms- toolbar, format bar and status bar, smart arts, adding graphics, pages options, insert citations, insert roman and numeral page numbers in single document, use of auto text, spelling and grammar tool, creating a cover letter, mail merge, creating table of content, insert endnote, footnote, split view, compare documents, Creating and sharing Google docs, and Google forms.

Module II:

Introduction to MS Excel: Understanding Basic working with Excel, Quick review on MS Excel Options, Protecting and Unprotecting cells, rows, columns and Understanding Data Consolidation, Consolidating With Identical Layouts, Consolidating With Different Layouts

Module III

Working with formulas/functions:

Lookup and Reference Functions: VLOOKUP, HLOOKUP, etc.

Logical Functions: IF/ELSE, AND, etc.

Database functions: DGET, DMAX, etc.

Date and time functions: DATE, DATEVALUE, etc.

Information functions: CELL, ERROR.TYPE, etc.



Math and trigonometry Functions: RAND, ROUND, etc.

Statistical Functions: AVEDEV, AVERAGE, AVERAGEA, and Using Data analysis.

Module IV:

Conditional Formatting: Using Conditional formatting, Using Conditional formatting with multiple cell rules, etc.

Data Sorting and Filtering: Sorting data A-Z and Z-A, Using Filters to sort data, Advance filtering options and making Dynamic Pivot Tables

Pivot Charts: Changing and updating Data Range, Types of pivot charts and their usage.

Suggested reading:

Frandsen, T. L. (2010). Microsoft office excel. Retrieved from www.bookboon.com

Leon, M., & Leon, A. (2009). Introduction to Computers (1st ed.). Vikas publishing.





AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Corporate Social Responsibility and Sustainability

Course Code: BCH702

Credit:04

Course Objective:

The biggest challenge facing corporate today is the lack of vision in corporate governance. From legal, economic and social to environmental degradation can be attributed to poor governance and the fall-outs are reversible but environmental degradation has brought planet earth to the brink of the sixth mass extinction event. The course begins by analyzing the corporate citizenship of an organisation in its business environment and the domain knowledge of business ethics and social responsibility and responsiveness. Further, the course will develop the concept of global exposure and cross-cultural understanding to make globally responsive managers.

Course outcomes: After completion of course, the student will be able to:

CO-1	Understand the importance of ethics and CSR in the day-to-day working of organizations.
CO-2	Know how companies can be ascribed to moral responsibility and secure legitimacy, and different principles of corporate social responsibility, sustainability, and ethical management.
CO-3	To understand regulatory and voluntary action in corporate social responsibility, accountability, and reporting.
CO-4	Know the content of central normative ethical theories and understand their role in ethical reasoning.

Module I: Introduction to CSR

Objectives, definitions, evolution and need for CSR. Ethics and morals. Theoretical perspectives- Corporate citizenship. Andrew Carnegie on CSR. Archie Carroll's Corporate social performance. Four stages of CSP. Milton Friedman on CSR. John D Rockefeller on CSR. Business practices. Strategies for CSR. Challenges and implementation.

Module II: Evolution of Corporate Governance

Governance practices and regulation. Structure and development of boards. Role of capital market and government. Governance ratings. Future of governance. Innovative practices. Case studies with lessons learnt.

Module III: Sustainability

Meaning and scope. CSR and Corporate sustainability. Appreciation of the movie – An inconvenient truth. Sustainability terminologies and meanings. Climate change. Kyoto Protocol.



Carbon credits. Annexure – I and Annexure – II nations. Climate summit. The Copenhagen round. Why sustainability an imperative. Sustainability case studies. 'From Green to Gold'. Triple Bottom Line – Economic, Social and Environmental triad.

Module IV: International Standards Corporate sustainability reporting frameworks. Global reporting initiative guidelines. National voluntary guidelines on social, environmental and economic responsibilities of business. Sustainability indices. Principles of responsibility investment. Challenges in mainstreaming sustainability reporting. Sustainability reporting case studies. Appreciation of the movie 'Racing Extinction'.

Text & References:

- S S Khanka, (2014), Business Ethics and Corporate Social Responsibility. S Chand.
- Sanjay K agarwal, (2008), Corporate Social Responsibility in India. Sage Knowledge.
- Peter Rogers, Kazi F Jalal, John a Boyd, (2007), An Introduction to Sustainable Development. Routledge.
- James h Weaver, Kenneth Kusterer, Micheal T Rock, (2003), Achieving Broad based Sustainable Development: Governance, Environment, and Growth with Equity. Kumarian Press.





AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Indian Ethos and Business Ethics

Course Code: BCH 705

Credit: 02

Course Objective:

The objective of this course is to help the students appreciate the essential complementary between 'VALUES' and 'ETHICS' to ensure sustained happiness and prosperity, which are the core aspirations of all human beings.

Course outcomes: After completion of course, the student will be able to:

CO-1	Come to know about Ethical Principles in Business.
CO-2	Appreciate the importance of different perspectives of managing Ethical Dilemma in different Business Areas.
CO-3	Come to know about Value system for Managing stress at Work.
CO-4	Know the rules of Indian Companies, Role of Indian Ethos in Managerial Practices, Management Lessons from Vedas, Mahabharata, Bible, Quran, Kautilya's Arthashastra, Indian Heritage in Business, Management-Production and Consumption.
CO-5	Come to know about Law of Ethics and Contemporary Approaches to Leadership.

Module I: Theories and Approaches of Ethics

Understanding the need for ethics, History & Relevance, Ethical values, myths and ambiguity, Ethics v/s Ethos, Ethical Codes, Ethical Principles in Business; Theories of Ethics, Absolutism verses Relativism, Teleological approach, the Deontological approach.

Module II: Managing Ethical Dilemma in different Business Areas

Characteristics, ethical decision making, the dilemma resolution process; ethical dilemmas in different business areas of finance, marketing HRM and international business,

Ethical Culture in Organization, developing codes of ethics and conduct, Ethical and value-based leadership.

Module III: Value system for Managing stress at Workplace, Trans-Cultural Human Values, Secular v/s Spiritual Values.

Module IV: Indian Ethos in Managerial Practices by Indian Companies, Management Lessons from Indian Scriptures, Indian v/s Western Management, Work Ethos and relevance of Value Based Management in Global Change and its Impact on Stakeholders.



Module V: Legal framework for Ethics in Contemporary era. Gurukul System of Learning, Advantages- Disadvantages of Karma, importance of Karma to Manager and its classification, Law of Responsibility- Law of Connection-Corporate Karma Leadership.

Text & References:

- R.R Gaur, R Sangal, G P Bagaria, A foundation course in Human Values and professional Ethics, Excel books, New Delhi, 2010, ISBN 978-8-174-46781-2
- B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.
- A.N. Tripathy, 2003, *Human Values*, New Age International Publishers.
- E G Seebauer & Robert L. Berry, 2000, *Fundamentals of Ethics for Scientists & Engineers*, Oxford University Press
- B P Banerjee, 2005, *Foundations of Ethics and Management*, Excel Books. 13.
- B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.





Project Management

Course Code: BCH 802

Credit:03

Course Objective:

Project Management is a broad multi-level activity. The objectives of this course are to provide a thorough understanding of its various essentials to the student. At the completion of the course, the student should be able to apply criteria of selection for identification of a project and carry out a rational appraisal. He/ She should be able to do project planning and be familiar with project control systems. To develop the thorough understanding of the subject, tools and techniques used for managing projects.

Course outcomes: After completion of course, the student will be able to:

CO-1	To understand the context of project management
CO-2	To analyses and elaborate on the Project Selection and Appraisal.
CO-3	To gain knowledge of project planning and organization.
CO-4	To identify the role of risk management plan and cost estimation.
CO-5	To understand how subcontract administration and control are practiced in the industry.

Module I: Context of Project Management

Concept of Projects, Project Management, importance; Project Goals, Functions; Categories of Projects, Phases of Projects, 7S' of Projects; Life Cycles

Module II: Project Selection and Appraisal

Criteria for selection: Checklist Model, Scoring Model, Analytic Hierarchy Process, Profile Model; identification of the project; Request for Proposal; Project appraisal: Technical, Commercial, Economic, Financial and Management appraisal; Feasibility Study: Payback Period, NPV, IRR, Options Model; Detailed Project Report

Module III: Project Planning and Organization

Project Planning: Planning steps, Master plan; Defining Project Scope, Developing Work Breakdown Structure, Project Activity, Project Coordination, Scheduling Charts; Schedule, Gantt Charts, CPM and PERT Project Team, Role of the leader; Project Organization: Pure, Matrix, Mixed; Project Portfolio Management

Module IV: Cost Estimation, Budgeting, Measurement of Risk

Cost Estimating Process, Budgets and Estimates; Cost-Time Overrun; Risk analysis, Project Management Information System

Module V: Project Review and Control



Control Process, Cybernetic controls, Go-No-go Controls, Post controls; Project Quality Control; Critical Chain Project Management; Project Closeout; Project Termination and Abandonment Analysis; Project Audit

Text & Reference:

- Gray & Larson (2008), Project Management, Tata McGraw-Hill
- Harvard Business School Press (2007), The Essentials of Project Management (for HR Professionals)
- Kerzner (2008), Project Management, John Wiley
- Kloppenborg (2009), Contemporary Project Management, Cengage.
- Maylor (2008), Project Management, Pearson India
- Meredith, Mantel, (2008), Project Management, Wiley India
- Nagarajan (2008), Project Management, New Age Publishers
- Nicholas and Steyn (2008), Project Management for Business, Engineering, & Technology,





AMITY UNIVERSITY

MADHYA PRADESH

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AI for Business

Course Code: BCH805

Credit: 04

Course Objective:

This course provides fundamental knowledge on artificial intelligence (AI) concepts. It includes study of AI foundations, sub-areas and applications. It followed the study of problem-solving methods in AI using search techniques.

Course outcomes: After completion of course, the student will be able to:

CO-1	Learn the fundamentals of AI and gain Insights into formulations, design, assess, and implement AI-enabled business strategies in finance, HR, marketing, international business, corporate & business laws, accounting and taxation etc.
CO-2	Understand AI principle from basics and advanced methods that will help students to work in any AI driven industry.
CO-3	Critically assess and evaluate ethical aspects and impacts associated with Artificial Intelligence solutions in business contexts.
CO-4	Understand the need of machine learning and NLP in the ecosystem of AI which will help the students in analytical decision making.

Module I: Introduction – Introduction to artificial intelligence, background and applications. ‘Winters’ and ‘summers’ of AI, Machine learning, Deep learning, Supervised vs unsupervised learning, Business challenges and opportunities to deployment of AI, Deployment of AI solutions within your organization.

Module II: Common Algorithms: Linear regression, Decision tree, K- Means Clustering, Predictive Analytics in business: Customer segmentation, Sales forecasting and Churn Prediction.

Module III: Introduction to natural language processing (NLP), From text to data, Chatbots and virtual assistance. AI in Marketing: Personalized marketing and Recommendation Systems, Customer Journey Analytics.

Module IV: AI in Finance: Fraud Detection, Algorithmic Trading, Risk Management. AI in Operations and Supply Chain Management: Demand Forecasting, Inventory Management, Logistics Optimization. AI and Ethics: Ethical Considerations in AI Implementation, Bias and Fairness, Privacy Concerns.





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MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

OFFICE PRODUCTIVITY FUNDAMENTALS

Course Code: BBA701

Credit: 04

Course Objective:

The course "Office Productivity Fundamentals" aims to equip students with essential skills in using key office productivity tools

Course outcomes: After completion of course, the student will be able to:

CO-1	To infuse the basic knowledge of computer including MS Word.
CO-2	To enable the students to use the MS Excel for official purpose.
CO-3	To expose with the use of basic formulae / commands used in the MS Excel.
CO-4	To expose the students with the data handling and formatting.

Module I:

MS Word: Some basic terms- toolbar, format bar and status bar, smart arts, adding graphics, pages options, insert citations, insert roman and numeral page numbers in single document, use of auto text, spelling and grammar tool, creating a cover letter, mail merge, creating table of content, insert endnote, footnote, split view, compare documents, Creating and sharing Google docs, and Google forms.

Module II:

Introduction to MS Excel: Understanding Basic working with Excel, Quick review on MS Excel Options, Protecting and Unprotecting cells, rows, columns and Understanding Data Consolidation, Consolidating With Identical Layouts, Consolidating With Different Layouts

Module III

Working with formulas/functions:

Lookup and Reference Functions: VLOOKUP, HLOOKUP, etc.

Logical Functions: IF/ELSE, AND, etc.

Database functions: DGET, DMAX, etc.

Date and time functions: DATE, DATEVALUE, etc.

Information functions: CELL, ERROR.TYPE, etc.

Math and trigonometry Functions: RAND, ROUND, etc.



Statistical Functions: AVEDEV, AVERAGE, AVERAGEA, and Using Data analysis.

Module IV:

Conditional Formatting: Using Conditional formatting, Using Conditional formatting with multiple cell rules, etc.

Data Sorting and Filtering: Sorting data A-Z and Z-A, Using Filters to sort data, Advance filtering options and making Dynamic Pivot Tables

Pivot Charts: Changing and updating Data Range, Types of pivot charts and their usage.

Suggested reading:

Frandsen, T. L. (2010). Microsoft office excel. Retrieved from www.bookboon.com

Leon, M., & Leon, A. (2009). Introduction to Computers (1st ed.). Vikas publishing.





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Corporate Social Responsibility and Sustainability

Course Code: BBA702

Credit:04

Course Objective:

The biggest challenge facing corporate today is the lack of vision in corporate governance. From legal, economic and social to environmental degradation can be attributed to poor governance and the fall-outs are reversible but environmental degradation has brought planet earth to the brink of the sixth mass extinction event. The course begins by analyzing the corporate citizenship of an organisation in its business environment and the domain knowledge of business ethics and social responsibility and responsiveness. Further, the course will develop the concept of global exposure and cross-cultural understanding to make globally responsive managers.

Course outcomes: After completion of course, the student will be able to:

CO-1	Understand the importance of ethics and CSR in the day-to-day working of organizations.
CO-2	Know how companies can be ascribed to moral responsibility and secure legitimacy, and different principles of corporate social responsibility, sustainability, and ethical management.
CO-3	To understand regulatory and voluntary action in corporate social responsibility, accountability, and reporting.
CO-4	Know the content of central normative ethical theories and understand their role in ethical reasoning.

Module I: Introduction to CSR

Objectives, definitions, evolution and need for CSR. Ethics and morals. Theoretical perspectives- Corporate citizenship. Andrew Carnegie on CSR. Archie Carroll's Corporate social performance. Four stages of CSP. Milton Friedman on CSR. John D Rockefeller on CSR. Business practices. Strategies for CSR. Challenges and implementation.

Module II: Evolution of Corporate Governance

Governance practices and regulation. Structure and development of boards. Role of capital market and government. Governance ratings. Future of governance. Innovative practices. Case studies with lessons learnt.

Module III: Sustainability

Meaning and scope. CSR and Corporate sustainability. Appreciation of the movie – An inconvenient truth. Sustainability terminologies and meanings. Climate change. Kyoto Protocol.



Carbon credits. Annexure – I and Annexure – II nations. Climate summit. The Copenhagen round. Why sustainability an imperative. Sustainability case studies. 'From Green to Gold'. Triple Bottom Line – Economic, Social and Environmental triad.

Module IV: International Standards Corporate sustainability reporting frameworks. Global reporting initiative guidelines. National voluntary guidelines on social, environmental and economic responsibilities of business. Sustainability indices. Principles of responsibility investment. Challenges in mainstreaming sustainability reporting. Sustainability reporting case studies. Appreciation of the movie 'Racing Extinction'.

Text & References:

- S S Khanka, (2014), Business Ethics and Corporate Social Responsibility. S Chand.
- Sanjay K agarwal, (2008), Corporate Social Responsibility in India. Sage Knowledge.
- Peter Rogers, Kazi F Jalal, John a Boyd, (2007), An Introduction to Sustainable Development. Routledge.
- James h Weaver, Kenneth Kusterer, Micheal T Rock, (2003), Achieving Broad based Sustainable Development: Governance, Environment, and Growth with Equity. Kumarian Press.





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Indian Ethos and Business Ethics

Course Code: BBA705

Credit: 02

Course Objective:

The objective of this course is to help the students appreciate the essential complementary between 'VALUES' and 'ETHICS' to ensure sustained happiness and prosperity, which are the core aspirations of all human beings.

Course outcomes: After completion of course, the student will be able to:

CO-1	Come to know about Ethical Principles in Business.
CO-2	Appreciate the importance of different perspectives of managing Ethical Dilemma in different Business Areas.
CO-3	Come to know about Value system for Managing stress at Work.
CO-4	Know the rules of Indian Companies, Role of Indian Ethos in Managerial Practices, Management Lessons from Vedas, Mahabharata, Bible, Quran, Kautilya's Arthashastra, Indian Heritage in Business, Management-Production and Consumption.
CO-5	Come to know about Law of Ethics and Contemporary Approaches to Leadership.

Module I: Theories and Approaches of Ethics

Understanding the need for ethics, History & Relevance, Ethical values, myths and ambiguity, Ethics v/s Ethos, Ethical Codes, Ethical Principles in Business; Theories of Ethics, Absolutism verses Relativism, Teleological approach, the Deontological approach.

Module II: Managing Ethical Dilemma in different Business Areas

Characteristics, ethical decision making, the dilemma resolution process; ethical dilemmas in different business areas of finance, marketing HRM and international business,

Ethical Culture in Organization, developing codes of ethics and conduct, Ethical and value-based leadership.

Module III: Value system for Managing stress at Workplace, Trans-Cultural Human Values, Secular v/s Spiritual Values.

Module IV: Indian Ethos in Managerial Practices by Indian Companies, Management Lessons from Indian Scriptures, Indian v/s Western Management, Work Ethos and relevance of Value Based Management in Global Change and its Impact on Stakeholders.



Module V: Legal framework for Ethics in Contemporary era. Gurukul System of Learning, Advantages- Disadvantages of Karma, importance of Karma to Manager and its classification, Law of Responsibility- Law of Connection-Corporate Karma Leadership.

Text & References:

- R.R Gaur, R Sangal, G P Bagaria, A foundation course in Human Values and professional Ethics, Excel books, New Delhi, 2010, ISBN 978-8-174-46781-2
- B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.
- A.N. Tripathy, 2003, *Human Values*, New Age International Publishers.
- E G Seebauer & Robert L. Berry, 2000, *Fundamentals of Ethics for Scientists & Engineers*, Oxford University Press
- B P Banerjee, 2005, *Foundations of Ethics and Management*, Excel Books. 13.
- B L Bajpai, 2004, *Indian Ethos and Modern Management*, New Royal Book Co., Lucknow. Reprinted 2008.





Project Management

Course Code: BBA 802

Credit:03

Course Objective:

Project Management is a broad multi-level activity. The objectives of this course are to provide a thorough understanding of its various essentials to the student. At the completion of the course, the student should be able to apply criteria of selection for identification of a project and carry out a rational appraisal. He/ She should be able to do project planning and be familiar with project control systems. To develop the thorough understanding of the subject, tools and techniques used for managing projects.

Course outcomes: After completion of course, the student will be able to:

CO-1	To understand the context of project management
CO-2	To analyses and elaborate on the Project Selection and Appraisal.
CO-3	To gain knowledge of project planning and organization.
CO-4	To identify the role of risk management plan and cost estimation.
CO-5	To understand how subcontract administration and control are practiced in the industry.

Module I: Context of Project Management

Concept of Projects, Project Management, importance; Project Goals, Functions; Categories of Projects, Phases of Projects, 7S' of Projects; Life Cycles

Module II: Project Selection and Appraisal

Criteria for selection: Checklist Model, Scoring Model, Analytic Hierarchy Process, Profile Model; identification of the project; Request for Proposal; Project appraisal: Technical, Commercial, Economic, Financial and Management appraisal; Feasibility Study: Payback Period, NPV, IRR, Options Model; Detailed Project Report

Module III: Project Planning and Organization

Project Planning: Planning steps, Master plan; Defining Project Scope, Developing Work Breakdown Structure, Project Activity, Project Coordination, Scheduling Charts; Schedule, Gantt Charts, CPM and PERT Project Team, Role of the leader; Project Organization: Pure, Matrix, Mixed; Project Portfolio Management

Module IV: Cost Estimation, Budgeting, Measurement of Risk

Cost Estimating Process, Budgets and Estimates; Cost-Time Overrun; Risk analysis, Project Management Information System

Module V: Project Review and Control



Control Process, Cybernetic controls, Go-No-go Controls, Post controls; Project Quality Control; Critical Chain Project Management; Project Closeout; Project Termination and Abandonment Analysis; Project Audit

Text & Reference:

- Gray & Larson (2008), Project Management, Tata McGraw-Hill
- Harvard Business School Press (2007), The Essentials of Project Management (for HR Professionals)
- Kerzner (2008), Project Management, John Wiley
- Kloppenborg (2009), Contemporary Project Management, Cengage.
- Maylor (2008), Project Management, Pearson India
- Meredith, Mantel, (2008), Project Management, Wiley India
- Nagarajan (2008), Project Management, New Age Publishers
- Nicholas and Steyn (2008), Project Management for Business, Engineering, & Technology,





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MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

AI for Business

Course Code: BBA805

Credit: 04

Course Objective:

This course provides fundamental knowledge on artificial intelligence (AI) concepts. It includes study of AI foundations, sub-areas and applications. It followed the study of problem-solving methods in AI using search techniques.

Course outcomes: After completion of course, the student will be able to:

CO-1	Learn the fundamentals of AI and gain Insights into formulations, design, assess, and implement AI-enabled business strategies in finance, HR, marketing, international business, corporate & business laws, accounting and taxation etc.
CO-2	Understand AI principle from basics and advanced methods that will help students to work in any AI driven industry.
CO-3	Critically assess and evaluate ethical aspects and impacts associated with Artificial Intelligence solutions in business contexts.
CO-4	Understand the need of machine learning and NLP in the ecosystem of AI which will help the students in analytical decision making.

Module I: Introduction – Introduction to artificial intelligence, background and applications. ‘Winters’ and ‘summers’ of AI, Machine learning, Deep learning, Supervised vs unsupervised learning, Business challenges and opportunities to deployment of AI, Deployment of AI solutions within your organization.

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