

Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

Affiliated to GGSIP University; Recognized u/s 2(f) of UGC

Recognized by Bar Council of India; ISO 9001:2015 Certified Institution

Sector- 22, Rohini, Delhi- 110086, India



CRITERION 2



2.6 STUDENT PERFORMANCE AND LEARNING OUTCOMES

Metric 2.6.1



Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)

Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, INDIA; www.maims.ac.in

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Criteria 2 Teaching Learning and Evaluation

Key Indicator- 2.6 Student Performance and Learning Outcome

2.6.1. Weblinks for Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution

Department	Weblinks
B.B.A.	Click here
B.Com. (Hons.)	Click here
B.A. Economics (Hons.)	Click here
B.A. (JMC)	Click here
B.A. LLB (Hons.)	Click here
B.B.A. LLB (Hons.)	Click here
LLM (Hons.)	Click here

2.6.1. Additional Information

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2022

STUDENT'S HANDBOOK (CODE OF CONDUCT)

Studies

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Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, India

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Dr. Nand Kishore Garg
Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen University, Baddi, HP



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Sr. Vice Chairman			
Sh. Sunder Lal Goel			
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Maharaja Agrasen Institute of Management Studies	Maharaja Agrasen Institute of Technology	Maharaja Agrasen University	Maharaja Agrasen Global School
			
Prof. (Dr.) S. K. Garg- Director General	Prof. (Dr.) Neelam Sharma- Director	Prof. (Dr.) R. K. Gupta- Vice Chancellor	Sh. B. L. Mahajan- Director
Prof. (Dr.) Rajni Malhotra Dhingra Director	Prof. (Dr.) S. S. Deswal- Dean (Academics)	Sh. Suresh Gupta- Project Director	Sh. J.R. Mani Tripathi - CAO (Accounts)

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4. Skill Enhancement Training

For student's career development, various career counselling and skill enhancement training programs are regularly organized on campus. Students must utilize these opportunities for a brighter future ahead. Some of the training programs organized by the Institute relate to latest Softwares, Digital Marketing, Data Analytics, GDPI Training, Mock GDs & PIs, CAT/GMAT Assistance. Students must actively use these facilities for their career planning and progression.

5. Interpersonal Skills and Activities

Various opportunities like Project Report Competitions, Debates, Business Plan Development Competition, Creative Writing, etc are regularly organized for the students to develop their personality holistically. To participate and coordinate in these events, the interested students should reach out to students or faculty coordinators / convenors of the events. This will help them to take advantage of these experiential learning prospects available on campus.

Program Outcomes (POs)

After the program the students will be able to:

- PO1. Apply knowledge of various functional areas of business.
- PO2. Develop communication and professional presentation skills.
- PO3. Demonstrate critical thinking and Analytical skills for business decision making.
- PO4. Illustrate leadership abilities to make effective and productive teams.
- PO5. Explore the implications and understanding the process of starting a new venture.
- PO6. Imbibe responsible citizenship towards sustainable society and ecological environment.
- PO7. Appreciate inclusivity towards diverse culture and imbibe universal values
- PO8. Foster Creative thinking to find innovative solutions for diverse business situations.

Program Specific Outcomes (PSOs)

After the program the students will be able to:

- PSO1. Apply reflective thinking and research skills using latest technological tools
- PSO2. Assimilate technical functional knowledge of operations in business organization.
- PSO3. Demonstrate strategic and proactive thinking towards business decision making
- PSO4. Illustrate negotiation skills and networking abilities

SCHEME OF EXAMINATIONS

Criteria for Internal Assessment

All theory courses have internal assessment of 25 marks and 75 marks for external examination. For the courses related to labs, summer training and projects, internal assessment is 40 marks

and external examination is 60 marks.

The internal assessment of the students (out of 25 marks) shall be as per the criteria given below:

1. Class Test - 15 marks
Written Test Compulsory (to be conducted as per Academic Calendar of the University)
2. Individual Assignments /Presentation/ Viva-Voce/ Group Discussion/
Class Participation - 10 marks

Maximum & Minimum Credits of the Program

The total number of the credits of the BBA Programme is **142**. Each student shall be required to appear for examination in all courses. However, for the award of the degree a student should secure at least **134** credits.

B.B.A. (Three-Years)

FIRST YEAR

First Semester

Code No.	Paper	Type	L	T/P	Credits
BBA 101	Management Process and Organizational Behaviour	Core	4	-	4
BBA 103	Business Mathematics	Core	4	-	4
BBA 105	Financial Accounting and Analysis	Core	4	-	4
BBA 107	Business Economics	Core	4	-	4
BBA 109	IT applications in Business	Skill Enhancement	3	-	3
BBA 111	IT applications in Business-Lab	Skill Enhancement	-	2	1
BBA 113	Entrepreneurial Mindset (NUES)	Ability Enhancement	2	-	2
		Total	21	2	22

Second Semester

Code No.	Paper	Type	L	T/P	Credits
BBA 102	Cost Accounting	Core	4	-	4

BBA 104	Decision Techniques for Business	Core	4	-	4
BBA 106	Business Environment	Core	4	-	4
BBA 108	E-Commerce	Skill Enhancement	3	-	3
BBA 110	Business Communication	Ability Enhancement	3		3
BBA 112	E-Commerce Lab	Skill Enhancement	-	2	1
BBA 114	Minor Project-I	Skill Enhancement	-		3
BBA 116	MOOC*	Ability Enhancement	-		3
		Total	18	2	25

SECOND YEAR

Third Semester

Code No.	Paper	Type	L	T/P	Credits
BBA 201	Business Laws	Core	4	-	4
BBA 203	Marketing Management	Core	4	-	4
BBA 205	Human Resource Management	Core	4	-	4
BBA 207	Management Accounting	Core/Skill Enhancement	4	-	4
BBA 209	Production and Operations Management	Core/Interdisciplinary	3	-	3
BBA 211	Business Research Methodology	Skill Enhancement	3	-	3
BBA 213	Business Research Methodology Lab	Skill Enhancement	-	4	2
BBA 215	NSS/NCC/NSO/others as notified by the university (NUES*)	Ability Enhancement	2		2
BBA 217	Environmental Studies	Interdisciplinary	4	-	4
		Total	28	4	30

Fourth Semester

Code No.	Paper	Type	L	T/P	Credits
BBA 202	Business Analytics	Ability Enhancement	4	-	4
BBA 204	Financial Management	Core/Skill Enhancement	4	-	4
BBA 206	Corporate Governance, Ethics & Social Responsibility of Business	Core/ Interdisciplinary	4	-	4
BBA 208	Income Tax Law and Practice	Skill Enhancement /Interdisciplinary Course	4	-	4
BBA 210	MOOC*	Ability Enhancement	-	-	3
	Elective I (one paper to be selected from the list of electives)	Discipline Specific Electives	4	-	4
BBA 218	Minor Project -II	Skill Enhancement	-	-	3
		Total	20		26

List of Elective-I:

BBA-212 Training and Development
 BBA-214 Sales Management
 BBA-216 Financial Markets and Institutions

THIRD YEAR

Fifth Semester

Code No.	Paper	Type	L	T/P	Credits
BBA 301	Goods and Services Tax	Skill Enhancement	3	-	3
BBA 303	Business Policy and Strategy	Core	3	-	3
BBA 305	Information Systems Management	Skill Enhancement	3	-	3

BBA 307	Information Systems Management Lab	Skill Enhancement	-	4	2
	Elective II (one elective to be selected from the list of electives)	Discipline Specific Elective	4	-	4
BBA 315	Summer Training Report	Skill Enhancement	-	-	4
		Total	13	4	19

List of Elective-II

BBA-309 Marketing Analytics
 BBA-311 Performance Management
 BBA-313 Financial Modeling

Sixth Semester

Code No.	Paper	Type	L	T/P	Credits
BBA 302	Project Management	Core	3	-	3
BBA 304	Digital Marketing	Skill Enhancement	4	-	4
	Elective III* (one elective to be selected from the list of electives)	Discipline Specific Elective	4	-	4
BBA 312	Entrepreneurship Development	Interdisciplinary	3		3
BBA 314	Major Project	Skill Enhancement	-	-	6
		Total	14	-	20

List of Electives-III

BBA-306 HR Analytics
 BBA-308 Advertising and Sales Promotion
 BBA-310 Investment Analysis and Portfolio Management

The **course outcomes** of various courses of BBA are:

Paper/ Subject	Course Outcome
First Semester	
BBA 101 Management process and Organizational Behaviour	CO1: Explore the evolution of the concepts of management CO2: Examine the relevance of the theories of Motivation CO3: Analyze the significance of Organization and Individual Behavior CO4: Analyze and relate individual, team and group behavior CO5: Exhibit leadership qualities by building effective teams CO6: Comprehend dynamics of human behavior
BBA-103 Business Mathematics	CO1: Ability to solve the problems of counting CO2: Proficiency in solving the problems of Matrix Algebra CO3: Ability to solve the problems of Differential calculus CO4: Capability to solve the problems of Integral calculus CO5: Analyzing business research problems
BBA 105 Financial Accounting & Analysis	CO1: Comprehension about concepts of accounting and relevance of GAAP and accounting standards CO2: Preparation of company final accounts with adjustments CO3: Appreciate contemporary issues and challenges in accounting CO4: Examine the concept and the methods of depreciation CO5: Comprehension about accounting for shares and debentures CO6: Explore the role of Stock exchanges and SEBI as a regulator CO7: Conduct comprehensive financial analysis of companies
BBA 107 Business Economics	CO1: Understand the fundamental concepts of Business Economics CO2: Analyze the relationship between consumer behavior and demand CO3: Explore the theory of production and through the use of ISO-QUANTS

	<p>CO4: Understand the concept and relevance of short term and long-term cost</p> <p>CO5: Examine pricing decisions under various market conditions</p> <p>CO6: Analyze economic challenges posed to businesses</p>
BBA 109 IT Applications in Business	<p>CO1: Explain the concepts of IT (Hardware, Software, Networking, Security, Web and applications).</p> <p>CO2: Analyze the usage of IT product and services.</p> <p>CO3: Use internet web services and resources for learning and discovery.</p> <p>CO4: Explore the usage of tools of MS Word and Advanced Excel to solve business problems.</p> <p>CO5: Comprehend the role of databases in IT applications.</p>
BBA 111 IT Applications in Business (Lab)	<p>CO1: Explore the utility of applications provided by MS Office</p> <p>CO2: Proficiency in MS Advanced Excel and PowerPoint</p> <p>CO3: Effective and professional presentation and communication skills</p> <p>CO4: Use Tables and Charts from Excel to create interactive and animated presentations</p>
BBA 113 Entrepreneurial Mindset (NUES)	<p>CO1: Exhibit entrepreneurial skills and abilities</p> <p>CO2: Imbibe Creativity and innovativeness to explore new ideas and prospects</p> <p>CO3: Explore the laws and government assistance available for new entrepreneurs.</p> <p>CO4: Explore ways to achieve entrepreneurial success</p>
Second Semester	
BBA 102 Cost Accounting	<p>CO1: Comprehensive understanding on objectives and scope of cost accounting in business</p> <p>CO2: Explore cost control through various material controlling techniques</p>

	<p>CO3: Evaluate the remuneration systems and incentive schemes to deal with labour cost</p> <p>CO4: Examine overhead cost through overhead functional analysis</p> <p>CO5: Prepare Cost sheet with computation of normal and abnormal profits/Loss</p> <p>CO6: Prepare contract accounts using escalation clause</p>
<p>BBA 104 Decision making Techniques in Business</p>	<p>CO1: Understand the basic concepts of Statistics</p> <p>CO2: Apply Correlation and Regression concepts in business and research problems</p> <p>CO3: Explore the use of linear programming in business problem solving</p> <p>CO4: Analyze transportation and assignment problems</p> <p>CO5: Evaluate alternatives before taking business decisions</p>
<p>BBA 106 Business Environment</p>	<p>CO1: Explore the Business Environment and its relevance</p> <p>CO2: Comprehend the structure of Indian Economy</p> <p>CO3: Analyse the planning system and economic development in India</p> <p>CO4: Examine the concept of Macro Economics and determination of National Income</p> <p>CO5: Explore the Macro Economic framework</p>
<p>BBA 108 E-Commerce</p>	<p>CO1: Examine strengths and weaknesses of digital profiles of business organizations</p> <p>CO2: Explore ways to enhance online visibility of business</p> <p>CO3: Analyze challenges of security, privacy and legal jurisdictions in e commerce</p> <p>CO4: Examine the barriers to successful online positioning of businesses</p>
<p>BBA 110 Business Communication</p>	<p>CO1: Proficiency in formal written communication</p> <p>CO2: Appreciate diversity and adapt to multicultural communication</p>

	<p>CO3: Analyze the forms and methods of formal and informal mode of communication</p> <p>CO4: Ability to make effective and well-articulated presentations</p> <p>CO5: Explore the significance of effective listening</p>
BBA 112 E-Commerce Lab	<p>CO1: Design, develop and maintain a basic website.</p> <p>CO2: Create static HTML web pages</p> <p>CO3: Formulate controls for developing web sites</p> <p>CO4: Demonstrate basic animation using HTML.</p>
BBA 114 Minor Project - I	<p>CO1: Identify a business problem or a field of study</p> <p>CO2: Explore the environment to identify potential research areas</p> <p>CO3: Crystallize a business concern into a concrete business research problem</p> <p>CO4: Explore alternative ways to resolve a business problem</p>
Third Semester	
BBA 201 Business Laws	<p>CO1: Examine various aspects of contract and implications of various types of contracts</p> <p>CO2: Interpret the regulation concerning the Contract of Sale of Goods Act, 1930</p> <p>CO3: Understand and analyse Companies Act 2013 with latest amendments</p> <p>CO4: Examine the concepts of Negotiable Instrument Act, 1881</p> <p>CO5: Comprehend the concepts of valid contract regarding business transactions</p>
BBA 203 Marketing Management	<p>CO1: Explore the concepts of Marketing Management</p> <p>CO2: Appraise in New Product Development, product Line and width etc. and also product pricing</p> <p>CO3: Understand the role and relevance of Place and Intermediaries</p> <p>CO4: Acquire skills to understand the factors which influence the promotional mix</p>

	<p>CO5: Understand the concept and importance of Direct marketing, Public Relations and Digital Marketing</p> <p>CO6: Acquire skills to handle marketing related business and research issues.</p>
BBA 205 Human Resource Management	<p>CO1: Examine the concepts and relevance of HRM vs Strategic HRM</p> <p>CO2: Explore the various dimensions of Human resource Planning</p> <p>CO3: Analyze the needs, methods and designing of training and development programmes</p> <p>CO4: Exhibit the career planning and career development</p> <p>CO5: Acquire skills for employee's performance appraisal and to understand the relevance of employee maintenance and Industrial Relations</p>
BBA 207 Management Accounting	<p>CO1: Understand the nature and scope of Management Accounting</p> <p>CO2: Analyse and interpret the accounting financial statements of a company and its limitations</p> <p>CO3: Executing skills to prepare various Budgets</p> <p>CO4: Examining the impact of different ratios on the financial performance of a company</p> <p>CO5: Compute cash flow analysis and its likely impact on the company</p>
BBA 209 Production and Operation Management	<p>CO1: Interpret the basic concept and functions of production and operation management</p> <p>CO2: Acquire skills to design and development of production</p> <p>CO3: Explore the various factors in deciding location and plant layout</p> <p>CO4: Articulate inventory management and JIT with quality management systems and TQM</p> <p>CO5: Demonstrate factors for plant maintenance and application of the emerging concepts and issues in manufacturing systems</p>
BBA 211 Business Research Methodology	<p>CO1: Outline the significance of research and research methodology</p>

	<p>CO2: Understand the basic concepts and scope of Business research</p> <p>CO3: Formulate research process for solving the business-related problems</p> <p>CO4: Examine the concept of measurement, sampling and hypothesis testing</p> <p>CO5: Prepare a research report on the basis of collected data</p>
BBA 213 Business Research Methodology Lab	<p>CO1: Acquire skills to use software (Advance Excel/ SPSS)</p> <p>CO2: Examine research tools for solving business</p> <p>CO3: Implement statistical tests for resolving an issue</p> <p>CO4: Demonstrate skills for decision making</p>
BBA 215 NSS/NCC/NSO/Other skills notified by the university (NUES)	
BBA 217 Environmental Science	<p>CO1: Explore ecosystem, sustainability and international efforts for environmental protection and also understands how ecosystems work</p> <p>CO2: Examine water pollution and air pollution and acquire skills to resolve the issue</p> <p>CO3: Demonstrate skills to manage solid waste concern</p> <p>CO4: Acquire skills to assess the impact of environment and environmental management system</p> <p>CO5: Contribution towards environment protection and ecological balance</p>
Fourth Semester	
BBA 202 Business Analytics	<p>CO1: Demonstrate skills for computation and aggregation of data using different software.</p> <p>CO2: Present data with the help of charts like pivot table etc.</p> <p>CO3: Acquire Knowledge about data concepts like big data, data warehousing etc.</p> <p>CO4: Analyse data using R studio package and interpret the results.</p>
BBA 204 Financial Management	<p>CO1: Explain the nature and scope of Financial Management</p>

	<p>CO2: Analyse capital Budgeting process and apply capital budgeting techniques for business decisions</p> <p>CO3: Examine various capital structure theories and analyse factors affecting capital structure decisions.</p> <p>CO4: Critically examine the theories of dividend and analyse factors affecting dividend policy and suggest sound dividend policy</p> <p>CO5: Acquire skills to manage profitability and take sound financial decision for a business</p>
BBA 206 Corporate Governance, Ethics and Responsibility of Business	<p>CO1: Examine the concept of values, ethics and their relevance in Business</p> <p>CO2: Assess the concept of Knowledge management and Wisdom management, acquire skills to manage stress. Understand the concept of Karma and Dharma</p> <p>CO3: Analyze the concept of Progress and Success to manage transformation</p> <p>CO4: Exhibit the relevance of Corporate Social Responsibility and Corporate Governance in present times</p> <p>CO5: Explain the linkage between ethics, corporate governance and corporate social responsibility and analyze specific cases of corporate governance failure</p>
BBA 208 Income Tax Law and Practice	<p>CO1: Comprehend the concepts of taxation, including Assessment year, previous year, assessee, person, total income, agricultural income and determine the residential status of persons.</p> <p>CO2: Compute income under different heads, applying the charging provisions, exemptions and deductions.</p> <p>CO3: Examining the provisions of clubbing of income and set off and carry forward of losses.</p> <p>CO4: Determine the total Income and Tax Liability</p> <p>CO5: Comprehend the provisions relating to filing of return of income.</p>
BBA 210 MOOC	
Elective 1: 212 Training and Development	CO1: Examine the concepts of training and development.

	<p>CO2: Analyse the trends in employees and organization development programmes.</p> <p>CO3: Identify training needs of an individual by conducting training need analysis.</p> <p>CO4: Evaluate and assess the cost and benefits of a training and development programme. To show insights into evaluating a training programme.</p>
Elective 1: 214 Sales Management	<p>CO1: Explore the nature and importance of sales management, types and skills of sales manager.</p> <p>CO2: Demonstrate the personal selling process.</p> <p>CO3: Analyze the ethical and legal issues in sales management.</p> <p>CO4: Examining the concept of Sales Personnel.</p>
Elective 1: 216 Financial Markets and Institutions	<p>CO1: Analyze the functioning of financial markets and Institutions in India.</p> <p>CO2: Examine the functioning of money market and capital market.</p> <p>CO3: Assess the impact of recent initiatives like MUDRA Scheme on financial inclusion.</p> <p>CO4: Explain the concept of Non-Banking Financial Companies (NBFCs)</p>
BBA 218 Minor Project Report II	<p>CO1: Identify a field of study or a business problem</p> <p>CO2: Examine the environment to identify the potential research areas</p> <p>CO3: Crystallize a business concern into a concrete business research problem.</p> <p>CO4: Explore alternative ways to resolve a business problem</p>
Fifth Semester	
BBA 301 Goods and Services Tax	<p>CO1: Defining the concept of GST in India</p> <p>CO2: Assessment of GST Tax</p> <p>CO3: Determining the steps to file returns and their due dates</p> <p>CO4: Describing offences and penalties under GST</p>

	<p>CO5: Comprehends the role of GST Practitioner</p> <p>CO6: Explore activities would neither be treated as supply of goods nor as supply</p>
BBA 303 Business Policy and Strategy	<p>CO1: Defining the concept of Business Policy, its evolution and strategic management</p> <p>CO2: Assessing the environmental analysis</p> <p>CO3: Analysis of Internal resources</p> <p>CO4 Explore skills to formulate various strategies in different Business portfolio models</p> <p>CO5: Reviewing major issues in the implementation of strategy</p>
BBA 305 Information Systems Management	<p>CO1: Describe the role of information technology and decision support systems in business and record the current issues with those of the firm to solve business models.</p> <p>CO2: Provide the theoretical models used in database management systems to answer business questions.</p> <p>CO3: Relate the basic concepts and technologies used in field of management information systems.</p> <p>CO4: Translate the role of information system in organisation, the strategic management processes, with the implications for the management.</p>
BBA 307 Information Systems Management Lab	<p>CO1: Describe the role of information technology and decision support systems in business and record the current issues with those of the firm to solve business models.</p> <p>CO2: Provide the theoretical models used in database management systems to answer business questions.</p> <p>CO3: Relate the basic concepts and technologies used in field of management information systems.</p> <p>CO4: Translate the role of information system in organisation, the strategic management processes, with the implications for the management.</p>

<p>Elective: 309 Marketing Analytics</p>	<p>CO1: The students will be able to assess market opportunities by analyzing customers, competitors, collaborators, context, and the strengths and weaknesses of a company.</p> <p>CO2: Evaluating consumers' requirements and their behaviors, develop effective marketing strategies to achieve organizational objectives</p> <p>CO3 : Measure the effectiveness of marketing efforts.</p> <p>CO4: Demonstrate knowledge and critical understanding of the role and value of information, performance measurement and customer/competitor insights in marketing.</p>
<p>Elective: 311 Performance Management</p>	<p>CO1: Identify the essential characteristics of accurate performance management</p> <p>CO2: Analyze some of the common problems with the performance appraisal process</p> <p>CO3: Compare and contrast different organizational performance and identify the best practices and define attributes of effective performance management system.</p> <p>CO 4: Identification and discussion on factors influencing different stakeholders in the performance appraisal process.</p>
<p>Elective: 313 Financial Modeling</p>	<p>CO1: Develop spreadsheet-based models and use a variety of spreadsheet tools and techniques.</p> <p>CO2: Create linked spreadsheets for decision making models.</p> <p>CO3: Take financial decisions using financial models created.</p> <p>CO4: Application of financial management and market concepts in MS Excel by way of creating various kinds of financial models</p>
<p>BBA 315 Summer Training Report</p>	<p>CO1: Work & gain practical experience of working in a real business setting and environment</p> <p>CO2: Explore the various functional areas and correlate a few theoretical concepts taught in classrooms to real life work and life scenarios</p> <p>CO3: Identify and Analyze best practices, system, processes, procedures and policies of a company/industry in different functional areas and also identify areas with scope of improvements and recommend changes that may be incorporated.</p>

	CO4: Develop skills in report writing through observation, data collection, data analysis and present it as a report for analysis to the company.
Sixth Semester	
BBA 302 Project Management	CO1: Explain the concept of Project Management and Techniques to manage the projects CO2: Analyzing the project life cycle and assess skills to generate and screen the project ideas CO3: Acquire skills to do technical analysis and Market Analysis and apply network techniques. CO4 : Explore various sources of projects financing CO5: Understand the skills required to evaluate and control the projects CO6:Analyse the emerging concepts and issues in project management..
BBA 304 Digital Marketing	CO1: Interpreting the concept of Digital Marketing CO2: Assess the online buyer behavior and models CO3: Reconnoiter Digital promotional techniques I and II CO4: Acquire skills to take various decisions related to online marketing. CO5: Attain skills to exploit the opportunities of this medium to support the organization's marketing activities.
Elective: 306 HR Analytics	CO1: Explain the concept of HR analytics and strategic role of HR manager CO2: Examine the different HR metrics and HR valuation being followed. CO3 : Assess the work force planning and its use in analyzing HR CO4: Understand, analyse and communicate the theories of HR analytics.
Elective: 308 Advertising and Sales Promotion	CO1: Apprehend the importance and role of advertising in Marketing Mix.

	<p>CO2: Evaluate the advertising effectiveness and legal,ethical aspects of advertising in India.</p> <p>CO3: Analyse the different sales promotion strategies and evaluating them</p> <p>CO4: Examine various means of testing effectiveness of advertising and sales promotion.</p>
Elective: 310 Investment Analysis and Portfolio Management	<p>CO1: Assess the risk profile of investors and prepare an appropriate investment portfolio</p> <p>CO2: Analyze investment alternatives and construct a portfolio to minimize risk and maximize returns</p> <p>CO3: Calculate risk and return for a portfolio and create a minimum risk portfolio</p> <p>CO4: Evaluate and compare the Intrinsic and Market Value of a share</p> <p>CO5: Examine the portfolio management techniques of Mutual Funds</p> <p>CO6: Analyze contemporary trends in Investment options available</p>
BBA 312 Entrepreneurship Development	<p>CO1: Describe the concept of Entrepreneur and its emergence</p> <p>CO2: Identify how to go about the promotion of a venture</p> <p>CO3: Recognize entrepreneurial behaviour</p> <p>CO4: Explain Development programmer for entrepreneur</p> <p>O5: Interpret the role of Entrepreneur in economic growth</p> <p>CO6: Acquire skills regarding starting up their own business unit</p>
BBA 314 Major Project	<p>CO1: Apply all theoretical concepts learned in research methodology</p> <p>CO2: Articulate a clear research objective with accurate scope and limitations of the study</p> <p>CO3: Identify an appropriate sample size for a study</p> <p>CO4: Choose the appropriate data collection tools for accurate, authentic and complete data collection</p>

2. Exhibit in-depth knowledge of financial operations and decision making in an organisation.
3. Enhance problem solving abilities for decision making in financial services and operations.
4. Augment critical thinking skills and analytical abilities to analyze business data using various techniques and technological tools.
5. Communicate effectively, articulate accurately and present professionally.
6. Create an inclusive culture with congenial interpersonal relationships and
7. Lead productive and proactive teams
8. Demonstrate awareness of ethical issues and sensitivity towards social and environmental challenges.

Program Specific Outcomes for B.Com (H)

On Completion of the Program of Bachelors in Commerce (Honours), Graduates will be able to:

1. Demonstrate an understanding of technological interventions in Finance.
2. Augment skills for investments and trading in capital markets.
3. Develop understanding on banking and financial services in India.
4. Apply quantitative techniques and tools in Commerce.
5. Imbibe human values and sense of responsibility towards self, society and environment
6. Undergo holistic personally development with skills for effective learning.

The scheme proposes the distribution of Core(C), Skill Enhancement (SE), Ability Enhancement (AE), Generic Elective (GE), Discipline Specific Electives (DSE), NUES, Projects and MOOC Courses.

B.Com (Honours)

Scheme of the Program

FIRST YEAR

First Semester

Code No.	Paper	Type	L	T/P	Credits
B.Com 101	Financial Accounting	Core	4	-	4
B.Com 103	Micro Economics	Core	4	-	4
B.Com 105	Quantitative Techniques for Commerce	Core	4	-	4
B.Com 107	Management Process & Organizational Behaviour	Core	4	-	4

B.Com 109	Business Communication	Core	4	-	4
B.Com 111	Information Technology for Commerce	Skill Enhancement	2	-	2
B.Com 113	Information Technology for Commerce Lab	Skill Enhancement	-	4	2
Total			22	4	24

Second Semester

Code No.	Paper	Type	L	T/P	Credits
B.Com 102	Corporate Accounting	Core	4	-	4
B.Com 104	Business Laws	Core	4	-	4
B.Com 106	Macro Economics	Core	4	-	4
B.Com 108	Business Statistics	Core	4	-	4
B.Com 110	Environmental Science and Sustainability	Core	4	-	4
B.Com 112	Minor Project I	Skill Enhancement	-	0	3
B.Com 114	MOOC I	Ability Enhancement	-		3
Total			20	-	26

**The student is required to choose one MOOC course of 3 credits as per his or her preference choice from Swayam portal or any other online educational platform approved by the UGC / regulatory body from time to time at UG level and after completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC Coordinator of the respective institutions.*

An Under-Graduate Diploma will be awarded, if a student wishes to exit at the end of first year/two semesters upon successful completion.

A Student having qualified in Under-Graduate Diploma from GGSIP University can join the B.Com programme in 3rd Semester any time during the period. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalisation) of Academic Bank of credits (ABC) scheme in higher education) Regulations 2021. The admission would be subject to availability of seats in the programme. Number of years spent for studies of this programme cannot be more than N+2 years.

SECOND YEAR

Third Semester

Code No.	Paper	Type	L	T/P	Credits
B.Com 201	Cost Accounting	Core	4	-	4
B.Com 203	Corporate Laws	Core	4	-	4
B.Com 205	Business Research	Core	3	-	3
	Generic Elective –I (one elective to be chosen)	Generic Elective	4	-	4
B.Com 211	Basic Accounting Software (Lab Based)	Skill Enhancement	-	4	2
B.Com 213	Research Methods for Commerce (Lab Based)	Skill Enhancement	-	4	2
B.Com 215	Group Discussion and Interview Skills (NUES)	Ability Enhancement	-	2	2
B.Com 217	Entrepreneurial Mindset	Ability Enhancement	2	-	2
B.Com 219	NSS/NCC/Others notified by University (NUES)	Ability Enhancement	2	-	2
Total			19	10	25

*NUES: Non University Examination System

General Elective I (one to be chosen)

B.Com 207 – Financial Markets and Institutions

B.Com 209 – Human Resource Management

Fourth Semester Examination

Code No.	Paper	Type	L	T/P	Credits
B.Com 202	Management Accounting	Core	4	-	4
B.Com 204	Corporate Finance	Core	4	-	4
B.Com 206	Business Ethics and CSR	Core	4	-	4
	Generic Elective – II (one to be chosen)	Generic Elective	4	-	4

B.Com 212	Data Analysis with Spreadsheets (Lab Based)	Skill Enhancement	-	4	2
B.Com 214	Income Tax Law	Core	4	-	4
B.Com 216	Minor Project II	Skill Enhancement	-	-	4
	MOOC II	Ability Enhancement			3
Total			20	4	29

**The student is required to choose one MOOC course of 3 credits as per his or her preference/ choice from Swayam portal or any other online educational platform approved by the UGC / regulatory body from time to time at UG level. After completing the course, the student has to produce successful course completion certificate for claiming the credit. The course chosen by the student should be intimated to the MOOC Coordinator of the respective institutions.*

At the end of the Fourth Semester all the students shall have to undergo Summer Training for six to eight weeks.

General Elective II (one to be chosen)

B.Com 208 Investment and Portfolio Management

B.Com 210 Marketing Management

An Under-Graduate Diploma will be awarded, if a student wishes to exit at the end of second year/four semesters upon successful completion.

A Student having qualified in Under-Graduate Diploma in Commerce from GGSIP University can join the B,Com(H) Programme in 5th Semester any time during the period. The procedure for depositing credits earned, its shelf life, redemption of credits, would be as per UGC (Establishment and Operationalization) of Academic Bank of credits (ABC) scheme in higher education) Regulations 2021. The admission would be subject to availability of seats in the Programme. Number of years spent for studies of this Programme cannot be more than N+2 years.

THIRD YEAR

Fifth Semester Examination

Code No.	Paper	Type	L	T/P	Credits
B.Com 301	Corporate Taxation	Core	4	-	4
	Discipline Specific Elective I (one to be chosen)	Discipline Specific Elective	4	-	4

	Discipline Specific Elective II (one to be chosen)	Discipline Specific Elective	4	-	4
	Generic Elective III (one to be chosen)	Generic Elective	4	-	4
B.Com 315	Internship Project Report	Skill Enhancement	-	-	4
Total			16		20

Discipline Specific Elective I

B.Com 303: Investment Management
B.Com 305: Valuation of Fixed Income Securities

Discipline Specific Elective II

B.Com 307: Banking Operations
B.Com 309: Capital Market Operations

Generic Elective III

B.Com 311: Basics of Actuarial Science
B.Com 313: Basics of Econometrics

B.Com (H) Course offers specialization in Two Areas:

Specialization I – Financial Services and Operations

Specialization II – Investment and Trading

In order to specialize in one specific area the students must choose all the papers from the area as per list given below:

Area I – Financial Services and Operations

1. Banking Operations
2. Investment Banking
3. Financial Technology
4. New Venture Financing

Area I – Financial Services and Operations

1. Capital Market Operations
2. Equity Research and Analysis
3. Introduction to Derivatives

4. Valuation of Fixed Income Securities

Sixth Semester Examination

Code No.	Paper	Type	L	T/P	Credits
B.Com 302	GST and E Filing (NUES)	Skill Enhancement	2	1	2
	Discipline Specific Elective III	Discipline Specific Elective	4	-	4
	Discipline Specific Elective IV	Discipline Specific Elective	4	-	4
B.Com 312	Financial Modelling Using Spreadsheets (Lab Based)	Skill Enhancement	-	4	2
B.Com 314	Major Project Report	Skill Enhancement	-	-	6
Total			14	5	18

Discipline Specific Elective III

B.Com 304: Financial Technology

B.Com 306: Introduction to Derivatives

Discipline Specific Elective IV

B.Com 308: New Venture Financial

B.Com 310: Equity Research and Analysis

8. CODE OF CONDUCT

Department of Journalism and Mass Communication

The Department of Journalism & Mass Communication was established in the year 2010 by our revered Founder Chairman, Dr. Nand Kishore Garg with the vision of serving society through objective Journalism and ethical, unbiased and humanitarian reporting. Motivated by his vision, our department has become the most sought-after choice of students in Delhi – NCR and other parts of the country. The department runs the Bachelor of Arts (Journalism & Mass Communication) – B.A. (JMC) program under the affiliation of GGSIP University, Delhi. The Department is committed to achieve excellence in media education through its well qualified, experienced and highly motivated faculty. We prepare our students in wider fields of Mass Communication like Media Research, Journalism, Content & Creative Writing, Public Relations, Anchoring, Graphic Designing, Advertising, and Film and TV Production. We have state-of-the-art infrastructure with the latest equipment for Audio-Video Production and Graphic Designing. Since its inception, the department has achieved many laurels both in academics and professional pursuits. Ms. Richa Kanodia, of 2015 batch and Ms. Jahanavi Bhagat of batch 2018 were Gold Medallists in GGSIP University apart from many university

sustainable development.

PO7 Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes.

Program Specific Outcomes

After the program the students will be able to:

PSO1: Understand the nature, basic concepts and aspects of Journalism and Mass Communication.

PSO2: Analyse the Indian Media Scenario in global perspective in Socio - Economic - Political environmental context.

PSO3: Apply editing, designing and production techniques and use of softwares relevant to dynamics of media world.

PSO4: Understand the application of communication theories, research in pursuit of truth, accuracy and fairness across all media platforms.

SCHEME OF EXAMINATIONS

Criteria for Internal Assessment

All theory courses have internal assessment of 25 marks and 75 marks for external examination. For the courses related to labs internal assessment is 40 marks and external examination is 60 marks. For the courses related to summer training and projects, internal assessment is 50 marks and external examination is 50 marks.

The internal assessment of the students for theory courses (out of 25 marks) shall be as per the criteria given below:

- | | | |
|----|---|----------|
| 1. | Class Test-
Written Test Compulsory (to be conducted as per Academic Calendar of the University) | 10 marks |
| 2. | Individual Assignments/Quiz Tests - | 10 marks |
| 3. | Seminars/Presentations & Class Room Performance - | 5 marks |

The internal assessment of the students for practical courses (out of 40 marks) shall be as per the criteria given below:

- | | | |
|----|--|----------|
| 1. | Class Test/ Viva Voce -
Viva Voce Compulsory (to be conducted as per Academic Calendar of the University) | 15 marks |
| 2. | Assignments & Exercises/File work- | 15 marks |
| 3. | Lab Performance - | 10 marks |

MAXIMUM & MINIMUM CREDITS OF THE PROGRAM

The total number of the credits of the B.A. (JMC) Programme is **154**. Each student shall be required to appear for examination in all courses. However, for the award of the degree a student should secure at least **150** credits.

DISTRIBUTION OF CREDITS

Semester I	Semester II	Semester III	Semester IV	Semester V	Semester VI	Total
26	24	26	24	28	26	154

B.A. (JMC) Programme (Three years)

FIRST YEAR

First Semester

Course Code	Course Title	L	T/P	Credits
CORE COURSES		THEORY		
BA (JMC) 101	Communication: Concepts & Processes	4	-	4
BA (JMC) 103	Contemporary India: An Overview	4	-	4
BA (JMC) 105	Basics of Design and Graphics	4	-	4
BA(JMC) 113	Human Values and Ethics (NUES)*	2	-	2
PRACTICAL/SEMINARS/VIVA VOCE				
BA (JMC) 151	Communication Skills Lab	-	2	2
BA (JMC) 153	Contemporary India: Issues and Debates(Seminars/ Presentations)	-	2	2
BA (JMC) 155	Design & Graphics Lab – I	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 107	Personality Development	4	-	4
BA (JMC) 109	Writing Skills	4	-	4
BA (JMC) 111	Indian Culture (For Foreign Students Only)**	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 157	Personality Development Lab	-	2	2
BA (JMC) 159	Writing Skills Lab	-	2	2
TOTAL		16	8x2=16***	26****

*Non-University Examination System. It will be evaluated internally by the respective institute.

**Foreign students will study Course Code BA (JMC) 111, Course Title- Indian Culture as Elective Course along with Course Code BA (JMC) 157, Course Title- Personality Development Lab as Practical Course.

***In practical courses, one credit equals two hours of teaching/ training/ learning.

****Total number of credits include credits of compulsory three Core Courses along with credits of their respective labs and credits of one Elective Course along with

credits of corresponding lab/ seminars/ presentations/ workshops.

Second Semester

Course Code	Course Title	L	T/P	Credits
CORE COURSES		THEORY		
BA (JMC) 102	Print Journalism	4	-	4
BA (JMC) 104	Media Laws and Ethics	4	-	4
BA (JMC) 106	Still Photography	4	-	4
PRACTICAL/VIVA VOCE				
BA (JMC) 152	Print Journalism Lab	-	2	2
BA (JMC) 154	Still Photography Lab	-	2	2
BA (JMC) 156	Design and Graphics Lab – II	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 108	Health Communication	4	-	4
BA (JMC) 110	Sports Journalism	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 158	Health Communication Lab	-	2	2
BA (JMC) 160	Sports Journalism Lab	-	2	2
TOTAL		16	8*2=16	24

Soon after the End-Term Examination of the Second Semester, the student shall undergo training/internship in Print Media for a period of four weeks. She/he shall submit in duplicate hard copy and a soft copy of Summer Training Report (STR) along with the DVD of multi-media presentation incorporating the work done during the training/ internship, at least four weeks before the commencement of End Term Examination of the Third Semester. The Summer Training Report shall be supervised by the internal faculty appointed by the Director/ Principal of the institute/college.

SECOND YEAR

Third Semester

Course Code	Course Title	L	T/P	Credits
CORE COURSES		THEORY		
BA (JMC) 201	Development Communication	4	-	4
BA (JMC) 203	Basics of Radio Programming and Production	4	-	4
BA (JMC) 205	Basics of Video Camera, Lights and	4	-	4

	Sound			
PRACTICAL/VIVA VOCE				
BA (JMC) 251	Radio Production Lab	-	2	2
BA (JMC) 253	Video Production Lab	-	2	2
BA (JMC) 255	Summer Training Report****	-	-	4
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 207	Radio Jockeying and News Reading	4	-	4
BA (JMC) 209	Video Editing	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 257	Radio Jockeying and News Reading Lab	-	2	2
BA (JMC) 259	Video Editing Lab	-	2	2
TOTAL		16	6*2=12	26

**** The Summer Training Report carries 100 marks and shall be evaluated by the Board of Examiners comprising of an Internal Examiner and one External Examiner separately out of 50 marks each. The External Examiner shall be appointed by the Competent Authority.

Fourth Semester

Course Code	Course Title	L	T/P	Credits
CORE COURSES THEORY				
BA (JMC) 202	Basics of Advertising	4	-	4
BA (JMC) 204	Basics of Public Relations	4	-	4
BA (JMC) 206	Television Programming and Production	4	-	4
PRACTICAL/VIVA VOCE				
BA (JMC) 252	Advertising Lab	-	2	2
BA (JMC) 254	Public Relations Lab	-	2	2
BA (JMC) 256	TV Production Lab	-	2	2
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 208	Television News: Reporting and Anchoring	4	-	4
BA (JMC) 210	Corporate Communication	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				

BA (JMC) 258	Television News: Reporting and Anchoring Lab	-	2	2
BA (JMC) 260	Corporate Communication Lab	-	2	2
TOTAL		16	8*2=16	24

Soon after the End Term Examination of the Fourth Semester, each student shall undergo a Functional Exposure Training/ Internship for four weeks in Radio/ TV/Advertising /Public Relations/NGO. She/ he shall submit in duplicate hard copy and a soft copy of Functional Exposure Report [FER] along with the DVD of multi-media presentation containing the actual experiential learning, at least 4 weeks before the commencement of End Term Examination of the Fifth Semester. The Functional Exposure Report shall be supervised by the internal faculty appointed by the Director/ Principal of the Institute/ College.

THIRD YEAR

Fifth Semester

Course Code	Course Title	L	T/P	Credits
CORE COURSES THEORY				
BA (JMC) 301	Basics of New Media	4	-	4
BA (JMC) 303	Media Research	4	-	4
BA (JMC) 305	Event Management	4	-	4
PRACTICAL/VIVA VOCE				
BA (JMC) 351	New Media Lab	-	2	2
BA (JMC) 353	Media Research Lab	-	2	2
BA (JMC) 355	Event Management Lab	-	2	2
BA (JMC) 357	Functional Exposure Report*****	-	-	4
ELECTIVE COURSES (Select any one from the following)				
BA (JMC) 307	Digital Media Marketing	4	-	4
BA (JMC) 309	Film Appreciation	4	-	4
PRACTICAL/VIVA VOCE (Select Corresponding Lab based on Elective Course)				
BA (JMC) 359	Digital Media Marketing Lab	-	2	2
BA (JMC) 361	Film Appreciation Lab	-	2	2
TOTAL		16	8*2=16	28

*****The Functional Exposure Report [FER] carries 100 marks. The report shall be evaluated out of 50 marks each by a Board of Examiners comprising of Director/ Principal or her/his nominee and one External Examiner separately out of 50 marks

each. The External Examiner shall be appointed by the Competent Authority.

Each student shall be assigned the Final Project at the end of the Fifth Semester. The Final Project shall be pursued by her/him under the supervision of internal faculty in the Sixth Semester. The student shall make her/his Final Project on the theme/topic approved by the Director of the Institute/Principal in the Fifth Semester. She/ he shall submit the hard & soft copy of the Final Project in duplicate and also make the multi-media presentation on the same at least four weeks before the date of commencement of the End-Term Examination of the Sixth Semester. The project would be continuously monitored through tutorials and assignments and the record of the same would be submitted at the time of external examination duly certified by the internal faculty.

The Comprehensive Viva shall be based on all the courses of the programme and future projections of Media & Entertainment industry.

Sixth Semester

Course Code	Course Title	L	T/P	Credits
CORE COURSES THEORY				
BA (JMC) 302	Media Management and Entrepreneurship	4	-	4
BA (JMC) 304	Global Media: An Overview	4	-	4
BA (JMC) 306	Environmental Studies	4	-	4
BA (JMC) 308	Entrepreneurial Mindset	2	-	2
PRACTICAL/VIVA VOCE				
BA (JMC) 352	Final Project and Comprehensive Viva*	-	-	10
BA(JMC) 354	NCC/NSS/Community Engagement/ Socio- Cultural Outreach (NUES)**		-	2
TOTAL		12	-	26

*The Final Project and Comprehensive Viva carries 100 Marks. It shall be evaluated by the Board of Examiners comprising of the Internal Examiner and External Examiner.

The Board of Examiners shall comprise of the Director/ Principal or her/his nominee and two External Experts out of which one would preferably be from the corporate world i.e. media organisation operating in the country. The quorum shall be deemed to have met if two out of three members are present. The External Examiners shall be appointed by the Competent Authority.

**Non-University Examination System (NUES). NCC/NSS can be completed during

PSO 4: Construct theoretical and policy research using economic models and communication skills in an articulated manner.

The Examination Scheme for B.A. Economics (II) Programme (Three Years)

1. The student shall be evaluated for each paper on continuous basis through internal and external evaluations respectively.
2. The internal evaluation for each paper shall be for 25 marks as detailed below:

Minor Exam = 20 marks
(As per the academic calendar of the University)

Internal Assessment = 05 marks
(Through classroom presentation or assignments in each paper)

TOTAL : 25 marks

3. The external evaluation for each paper shall be based on end-term theory examinations (as outlined in the detailed course scheme) carrying 75 marks.
4. Minimum credits required for the award of degree shall be 126.

The Department of Economics at MAIMS aims to give aspiring economists of the future a comprehensive educational experience. Students are expected to perform in a way that exemplifies the values of "man-making, character-building, and nation-building." The following code of conduct should be followed by economics students.

(i) Participation and Conduct

It is intended of students to be on time for class; students who arrive late will be marked absent. If they are running late for any urgent reason, they should nonetheless enter quietly. Students are instructed to refrain from using cell phones in the classroom. Students are encouraged to be an active member of the department's committees and department-sponsored events to ensure general personality development.

(ii) Classroom Activities

Assignments, projects, and any other classroom tasks assigned by the faculty for evaluation must be finished by the due date. The faculty should be informed in advance of the due date if a student will not be able to finish the assignment within the allotted time. All late submissions would invite punitive actions.

(iii) Dress Code

The students are expected to dress up formally on all working days. Casual dresses will not be allowed for any activity including Guest Lectures, Workshops, Training Programs, Interviews, and Presentations etc.

(iv) Student- Teacher Interaction

The Institute encourages appointment of mentors for students guidance both on professional and personal grounds. The Department of Economics associate a faculty member as a mentor/ class coordinator for each student. Through recurrent

meetings between mentors and mentees, MAIMS encourages positive student-teacher interactions. A mentor mentee meeting is schedule every week which is used for productive communication. Also students are requested to bring any concerns they may have regarding any class scenario or the course to the attention of the faculty or class coordinators in a timely manner and in a non-confrontational environment.

(v) Selection of students for various roles

- **Class Representative:** Two students from each section will be selected as Class Representatives.
- **Student Members:** Department of Economics organizes various skill enhancement certificate courses and other events like workshops/ conferences etc. throughout the year. Organizing teams consisting of student members are constituted for such events. Applications are invited from the students in the beginning of every such event and final selection is done by the faculty coordinators upon screening of application forms.
- **Arthniti- Quarterly Newsletter of Department of Economics:** Arthniti covers news of the events, competitions and guest lectures organized by Department of Economics. It contains scholarly articles submitted by students on contemporary issues. It highlights Students and Faculty achievements. Applications are invited for Student Coordinators for facilitating the designing and editorial work of newsletter.

Subjects and Credits Semester Wise (w.e.f. 2017 – 2018)

First Year

First Semester

Paper Code	Paper ID	Subjects	L &T	Credits
BAECO 101	216101	Principles of Microeconomics	4+1	5
BAECO 103	216103	Statistical Methods - I	4+1	5
BAECO 105	216105	Mathematics for Economics – I	4+1	5
BAECO 107	216107	Business English - I	3+1	4

Second Semester

Paper Code	Paper ID	Subjects	L &T	Credit
BAECO 102	216102	Principles of	4+1	5

		Macroeconomics		
BAECO 104	216104	Statistical Methods - II	4+1	5
BAECO 106	216106	Mathematics for Economics – II	4+1	5
BAECO 108	216108	Business English - II	3+1	4

SECOND YEAR

Third Semester

Paper Code	Paper ID	Subjects	L &T	Credit
BAECO 201	216201	Intermediate Microeconomics - I	4+1	5
BAECO 203	216203	Intermediate Macroeconomics - I	4+1	5
BAECO 205	216205	History of Economic Thought	4+1	5
BAECO 207	216207	Introduction to Econometrics	4+1	5
BAECO 209	216209	Functional Hindi - I	3+1	4

Fourth Semester

Paper Code	Paper ID	Subjects	L &T	Credit
BAECO 202	216202	Intermediate Microeconomics - II	4+1	5
BAECO 204	216204	Intermediate Macroeconomics - II	4+1	5
BAECO 206	216206	Introduction to Development Economics	4+1	5
BAECO 208	216208	Monetary Economics	4+1	5
BAECO 210	216210	Functional Hindi - II	3+1	4

THIRD YEAR

Fifth Semester

Paper Code	Paper ID	Subjects	L &T	Credit
BAECO 301	216301	International Trade and Balance of Payment	4+1	5
BAECO 303	216303	Public Economics - I	4+1	5
BAECO 305	216305	Political and Economic Development of India - I	4+1	5
Elective Papers				
BAECO 307	216307	Topics in Microeconomics	4+1	5
BAECO 309	216309	Applied Econometrics	4+1	5
BAECO 311	216311	Economics of Micro Finance	4+1	5
BAECO 313	216313	Agriculture Economics	4+1	5

Sixth Semester

Paper Code	Paper ID	Subjects	L &T	Credit
BAECO 302	216302	Introduction to Environmental Economics	4+1	5
BAECO 304	216304	Public Economics – II	4+1	5
BAECO 306	216306	Political and Economic Development of India - II	4+1	5
Elective Papers				
BAECO 308	216308	Topics in Macroeconomics	4+1	5
BAECO 310	216310	International Trade and Multilateral Trade Organizations	4+1	5
BAECO 312	216312	Introduction to Financial Economics	4+1	5
BAECO 314	216314	Demography	4+1	5

*Note: (i) L (Lectures per week) & T (Tutorials per week)

Distribution of Credits

Semester -I	Semester-II	Semester -III	Semester -IV	Semester -V	Semester -VI	Total
19	19	24	24	20	20	126

Note: For the award of B.A (H) degree Economics the student shall have to earn all the 126 credits.

10. CODE OF CONDUCT

Department of Law

(BALLB, BALLB, LLM)

The Department of Law was established in 2017 with the introduction of five year integrated BA LL.B degree course. Established as a unit of the Maharaja Agrasen Institute of Management Studies, the Department aims to provide quality education with a professional approach to the budding legal professionals.

Entry to the five year course is through the rankings of the CLAT (Common Law Aptitude Test). There is a total intake of 120 students in BA LL.B and 120 students in BBA LL.B and 30 students in LLM per year.

The Department is equipped with requisite facilities like Moot Court, Legal Services Clinic etc. as stipulated by the Bar Council of India. It has a mix of senior seasoned faculty as well as young and dynamic faculty. The teacher-student ratio has been kept at the optimum level to meet the requirements of the students and the stipulated norms.

At present, the Department is placed in the sprawling campus of MAIMS which has an excellent infrastructure. However the construction of an independent new building of the Law school is under progress.

VISION

To be Centre of Excellence in providing legal education, training, research and consultancy.

MISSION

- To offer quality legal education, training, research and consultancy and to embody the aspirations of the people and the community, by creating, preserving, integrating, transmitting and utilizing legal knowledge for the development of the society.
- To provide stimulating environment to our students conducive for their holistic development and enabling them to develop scientific temperament, legal acumen and compassion imbued with moral and ethical values.

The students of Department of Law, are required to follow the dress code as prescribed *twice in a week* i.e. Mondays and Wednesdays.

Dress Code: *White shirt with black trousers.*

academic year.

SUBJECTS AND CREDITS SEMESTER-WISE
BALLB (H) Programme

(w.e.f. batch for 2021 – 2026)

Programme Outcome (PO's) For BALLB

The relationship between law and social science is very old. Law is considered to be social science, with its primary focus on professional learning in the past. There has been a shift from this focus on only learning to enter into the legal profession. The integrated programme of BA LLB (H) helps the students to

- (i) grow personally and professionally,
- (ii) think critically and innovatively, and
- (iii) apply theoretical knowledge of law and art into practice and in diverse areas requiring legal acumen. Social science brings the social reality and social experiences in the law classrooms, sensitizing students to the terms like equality, discrimination, marginalization, resistance, etc.

It familiarizes students with India's legal institutions and socio-political systems of the past and India's colonial experience and freedom struggle to the social protests in the present times. Students' horizon are broadened into the areas of history, literature, political science, international relations, sociology, economics, gender issues, etc. Social Science subjects, integrated with law, play an important role in imparting ethical values and in shaping the conscience of the students.

The integrated BALLB (H) intends to integrate, regional, national and international trends and orientations in the learning process so that our students are competent law professionals in any environment – be global professionals. On successful completion of the programme, the students can find niche in addition to judicial, consultancy, legal, administrative and para legal professions.

The interdisciplinary programme instils in the students in-depth and expertise knowledge on multiple social science disciplines in consonance with diverse traditional and modern laws - Intellectual Property Rights, Emerging Technologies, Constitutional Law, different Criminal and civil Procedural Laws, Contract Laws, Labour Laws, Property Laws, Jurisprudence, Interpretation of Statues, Banking and Insurance Laws, Competition Laws, ADR techniques, client management and counselling, etc. Social Science disciplines lays down the basic foundations of the law courses of national and international relevance. This interdisciplinary approach, with internationally relevant courses on IPR, information technology, cyber laws, international trade, commercial laws, competition laws, tax laws, etc. offers global job opportunities and makes the students competent and confident to think globally and respond innovatively to contemporary and fast-changing trends in legal profession and industry.

Inclusive training on human rights, justice, rule of law, fundamental duties etc. will sensitise them towards social issues and make them explore socially relevant solutions by applying and interpreting laws to enhance community welfare and also to prepare themselves to avail avenues opened by globalisation.

The programme will thus provide an excellent training to evaluate, assess, synthesise and choose between competing alternatives in life and profession; develop research, writing and oratory skills; infuse professional responsibility, perseverance and commitments in their real life and competitive profession and a spirit of pro bono service.

First Year

First Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 101	Legal Method	4	1	4
LLB 103	Law of Contract-I	4	1	4
LLB 105	English I: Language, Law and Literature(Western)	4	1	4
BA LLB 107	History-I: Ancient and Medieval India	4	1	4
BA LLB 109	Sociology-I: Introduction of Sociology	4	1	4
BA LLB 111	Political Science-I: Introduction to Political Science	4	1	4
BA LLB 113	Economics-I: Micro Economics Analysis	4	1	4

Second Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 102	Law of Contract –II	4	1	4
LLB 104	Law of Torts and Consumer Protection	4	1	4
LLB 106	Constitutional Law-I	4	1	4
LLB 108	Legal History	4	1	4
BA LLB 110	Sociology II: Indian Society	4	1	4
LLB 112	English II: Language, Law and Literature(Indian)	4	1	4
LLB 114	Legal Research and Moot Court	3	3	4

SECOND YEAR

Third Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 201	Family Law-I	4	1	4
LLB 203	Law of Crimes-I	4	1	4
LLB 205	Constitutional Law-II	4	1	4
BA LLB 207	History – II: Rise and Growth of Indian National Movement	4	1	4
BA LLB 209	Economic-II: Macro Economic Analysis	4	1	4
BA LLB 211	Political Science –II: Political Systems and Political Thought	4	1	4

Fourth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 202	Family Law-II	5	1	5
LLB 204	Law of Crimes-II	5	1	5
LLB 206	Administrative Law	5	1	5
BA LLB 208	History-III: History of Modern Europe, 1740 -1947	5	1	5
BA LLB 210	Economics-III: Economic Development and Policy	5	1	5
BA LLB 212	Political Science III: International Relations	5	1	5

THIRD YEAR

Fifth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 301	Environmental Studies and Environmental Laws	4	1	4
LLB 303	Code of Civil Procedure – I	4	1	4
LLB 305	Code of Criminal Procedure – I	4	1	4
LLB 307	Human Rights	4	1	4
LLB 309	ADR: Arbitration, Mediation and Conciliation	3	3	4

LLB 311	Sociology -III: Sociology of Law and Deviance	4	1	4
LLB 351*	Summer Internship**	-	-	2

Sixth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 302	Jurisprudence	4	1	4
LLB 304	Law of Evidence	4	1	4
LLB 306	Code of Criminal Procedure – II	4	1	4
LLB 308	Property Law	4	1	4
LLB 310	Civil Procedure Code – II	4	1	4
LLB 312	Public International Law	4	1	4

FOURTH YEAR

Seventh Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 401	Labour Law-I	4	1	4
LLB 403	Competitive Law	4	1	4
LLB 405	Company Law	4	1	4
LLB 407	Law and Emerging Technology	4	1	4
LLB 409	Intellectual Property Rights – I	4	1	4
LLB 411	Cluster – 1	4	1	4
LLB 451*	Summer Internship	-	-	2

Eight Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 402	Intellectual Property Rights – II	4	1	4
LLB 404	International Trade Law	4	1	4
LLB 406	Labour Law-II	4	1	4
LLB 408	International Trade Law	4	1	4
LLB 410	Income Tax Law	4	1	4
LLB 412	Cluster – 2	4	1	4

FIFTH YEAR

Ninth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 501	Legal Ethics and Court Crafts	3	3	4
LLB 503	Drafting, Pleading and Conveyancing	3	3	4
LLB 505	Land and Real Estate Laws	4	1	4
	Choose any 3 electives from Cluster – 3			
LLB 513*	Developing Entrepreneurial Mindset*		2	2
LLB 551*	Summer Internship	-	-	4

Tenth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 502	Dissertation	-	-	8
LLB 504	Internship (Lawyers / Law firms)	-	-	20

Cluster 03: List of Electives (Choose any 03): Lecture 4, PSDA 1, Credit 4

Paper Code	Subjects
LLB 507(a)	Banking, Insolvency and Insurance Laws
LLB 507(b)	Indirect Tax Laws
LLB 507(c)	Law of International Organizations
LLB 507(d)	Legal Research and Methodology
LLB 507(e)	Socio Legal Dimensions of Gender Justice
LLB 507(f)	Sports and Media Laws
LLB 507(g)	Health Care Laws
LLB 507(h)	Right to Information, Vigilance and Whistle Blowers Protection
LLB 507(i)	Public Employment and Service Laws
LLB 507 (j)	Tele Communication Laws
LLB 507 (k)	International Humanitarian and Refugee Laws
LLB 507 (l)	Law and Empowerment of the Marginalized People

Elective Papers from Seventh to Ninth Semester

These shall be the elective courses to be taught with the purpose of developing specializations. These papers are to cover upcoming and specialized subjects of law which will offer a choice to the students to develop expertise in the areas of their interest/ choice. The following papers will be offered as elective papers as may be decided by the APC for each batch.

Cluster – 1 7 th Semester	Cluster – 2 8 th Semester	Cluster – 3 9 th Semester
a. Election Laws b. Socio-Economic Offences c. Private International Laws d. Law, Property and Development	a. Criminology, Victimology and Penology b. Socio-Political System in India c. Women and Law d. International Commercial Laws e. Comparative Constitutional Law	a. Banking, Insolvency and Insurance Laws b. Indirect Tax Laws c. Law of International Organizations d. Legal Research and Methodology e. Socio Legal Dimensions of Gender Justice f. Sports and Media Laws g. Health Care Laws h. Right to Information, Vigilance and Whistle Blowers Protection i. Public Employment and Service Laws j. Tele Communication Laws k. International Humanitarian and Refugee Laws l. Law and Empowerment of the Marginalized People

PSDA - Professional Skill Development Activities

* - NUES – Non University Evaluative Subject

** - After 4th, 6th and 8th Semester, students have to undergo a Compulsory Summer Internship for one month and on that a report has to be submitted by each student separately. The same shall be evaluated by a board of examiners constituted by the Academic Program Committee of the USLLS. In case of Affiliated Colleges, the board of examiners shall be constituted by a committee comprising of all faculty members of respective institutions involved in teaching LL. B Students. The same board shall conduct the comprehensive viva of this semester.

Mode of Evaluation and Distribution of Marks:

Each course shall carry total of 100 marks. There shall be semester end written examination for all the courses conducted by Examination Division of the University for 75 Marks. In each course in each semester there shall be Internal-examinations of 10 marks and 15 marks through written and PSDA evaluation respectively as continuous assessment by the subject teacher concerned.

Note:

1. The total number of Credits of the BA LLB (H) Programme is 260 Credits. However, a relaxation of 3 credits may be given in case a student opts for open Mooc Elective Papers as per the list of MOOC/Swayam Courses approved by the USLLS from time to time.

2. Each student shall be required to appear for examination in all the papers of the course for the award of a degree.

Evaluation of Tenth Semester Dissertation (Internal)

The tenth semester dissertation shall carry 100 (75+25 Viva) marks. They shall be evaluated by the Board of Examiners consisting of Dean, an External Examiner, one faculty member nominated by APC and the supervisor concerned.

Evaluation of Tenth Semester Internship (Internal)

After the completion of internship by the students, the work done by the candidate as recorded in his/her daily diary along with a consolidated internship report would be evaluated by a Board of examiners consisting of Dean, an External Examiner, one faculty member nominated by APC.

BBALLB (H) Programme (w.e.f. batch for 2021 – 2026)

PROGRAMME OUTCOME (PO'S) FOR BBALLB (H)

The integrated programme of BBA LLB (H) helps the students to choose their domain of expertise in either of the realms and to enhance potential career and business options in both the disciplines - Management and Law. Since in one life one cannot have knowledge in such diverse fields, that is why, law as a profession is always a collective or group profession. So, legal education has to be coupled with knowledge in human resource management, organization strategies and psychology.

Students can also find avenues of growth in managerial, administrative and executive positions. The successful completion of the programme, enables the students to fetch career opportunities either as a lawyer, prosecutor, judge, legal advisor, or in administration, planning, management, banking, insurance, health care management labour and industrial sectors.

The study of Management helps to

- (i) Improve critical self-reflection and interpersonal skills,
- (ii) Sharpen managerial, entrepreneurial and leadership competency,
- (iii) Learn the art of managing themselves and the clients, which are equally important to become a successful legal professional,
- (iv) Management and Law Programme is important in an extremely competitive area and challenging area of Corporate Law which requires strong communication skills and sharp interpersonal skills, and
- (v) Provide insights into organizational behavior, working in a team and building a team. The study of law helps them to acquire legal acumen and jurisprudential understanding in myriad branches of law both civil and criminal including Constitution, property & investment laws, banking laws, commercial and trade

laws, IPR, ADR, technology laws, Corporate Laws, Competition Law, Telecommunication and Health Laws etc. which complement the managerial and entrepreneurial capabilities.

The interdisciplinary programme, thus truly aims to inculcate ethics, moral values and social responsibility amongst the students by developing analytical outlook, critical and lateral thinking, logical reasoning, public speaking, 6 intellectual autonomy, proficient writing and drafting, decisive problem solving and creative decision-making adroitness.

First Year

First Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 101	Legal Method	4	1	4
LLB 103	Law of Contract-I	4	1	4
LLB 105	English I: Language, Law and Literature(Western)	4	1	4
BBA LLB115	Principles of Management	4	1	4
BBA LLB117	Managerial Economics	4	1	4
BBA LLB119	Financial Accounting	4	1	4
BBA LLB121	Quantitative Techniques	4	1	4

Second Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 102	Law of Contract –II	4	1	4
LLB 104	Law of Torts and Consumer Protection	4	1	4
LLB 106	Constitutional Law-I	4	1	4
LLB 107	Indian Legal History	4	1	4
BBA LLB 116	Financial Management	4	1	4
LLB 112	English II: Language, Law and Literature(Indian)	4	1	4
LLB 114	Legal Research and Moot Court	3	3	4

SECOND YEAR

Third Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 201	Family Law-I	4	1	4
LLB 203	Law of Crimes-I	4	1	4
LLB 205	Constitutional Law-II	4	1	4

BBA LLB 213	Business Environment	4	1	4
BBA LLB 215	Organization Behaviour	4	1	4
BBA LLB 217	Marketing Management	4	1	4

Fourth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 202	Family Law-II	4	1	4
LLB 204	Law of Crimes-II	4	1	4
LLB 206	Administrative Law	4	1	4
BBA LLB 214	Human Resource Management	4	1	4
BBA LLB 216	Business Ethics and CSR	4	1	4
BBA LLB 218	Entrepreneurship in the Global Era	4	1	4

THIRD YEAR

Fifth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 301	Environmental Studies and Environmental Laws	4	1	4
LLB 303	Code of Civil Procedure – I	4	1	4
LLB 305	Code of Criminal Procedure – I	4	1	4
LLB 307	Human Rights	4	1	4
LLB 309	Alternative Dispute Resolution (ADR)	3	3	4
BBA LLB 313	Strategic Management	4	1	4
LLB 351*	Summer Internship	-	-	2

Sixth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 302	Jurisprudence	4	1	4
LLB 304	Law of Evidence	4	1	4
LLB 306	Code of Criminal Procedure – II	4	1	4
LLB 308	Property Law	4	1	4
LLB 310	Civil Procedure Code – II	4	1	4
LLB 312	Public International Law	4	1	4

FOURTH YEAR

Seventh Semester

Paper Code	Subjects	L	PSDA	Credit
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LLB 401	Labour Law-I	4	1	4
LLB 403	Competitive Law	4	1	4
LLB 405	Company Law	4	1	4
LLB 407	Law and Emerging Technology	4	1	4
LLB 409	Intellectual Property Rights – 1	4	1	4
LLB 411	Cluster – 1	4	1	4
LLB 451*	Summer Internship	-	-	2

Eight Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 402	Intellectual Property Rights - II	4	1	4
LLB 404	Interpretation of Statutes	4	1	4
LLB 406	Labour Law - II	4	1	4
LLB 408	International Trade Law	4	1	4
LLB 410	Income Tax Law	4	1	4
LLB 412	Cluster – 2	4	1	4

FIFTH YEAR

Ninth Semester

Paper Code	Subjects	L	PSDA	Credit
LLB 501	Legal Ethics and Court Crafts	3	3	4
LLB 503	Drafting, Pleading and Conveyancing	3	3	4
LLB 505	Land and Real Estate Laws	4	1	4
	Choose any 3 elective from Cluster – 3			
LLB 513	Developing Entrepreneurial Mindset*		2	2
LLB 551*	Summer Internship**	-	-	2

Tenth Semester

Paper Code	Subjects	L	Credit
LLB 502	Dissertation	-	8
LLB 504	Internship (Lawyers / Law firms)	-	20

Cluster 03: List of Electives (Choose any 03): Lecture 4, PSDA 1, Credit 4

Paper Code	Subjects
LLB 507(a)	Banking, Insolvency and Insurance Laws
LLB 507(b)	Indirect Tax Laws

LLB 507(c)	Law of International Organizations
LLB 507(d)	Legal Research and Methodology
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LLB 507(i)	Public Employment and Service Laws
LLB 507 (j)	Tele Communication Laws
LLB 507 (k)	International Humanitarian and Refugee Laws
LLB 507 (l)	Law and Empowerment of the Marginalized People

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a. Election Laws b. Socio-Economic Offences c. Private International Laws d. Law, Property and Development	a. Criminology, Victimology and Penology b. Socio-Political System in India c. Women and Law d. International Commercial Laws e. Comparative Constitutional Law	a. Banking, Insolvency and Insurance Laws b. Indirect Tax Laws c. Law of International Organizations d. Legal Research and Methodology e. Socio Legal Dimensions of Gender Justice f. Sports and Media Laws g. Health Care Laws h. Right to Information, Vigilance and Whistle Blowers Protection i. Public Employment and Service Laws j. Tele Communication Laws k. International Humanitarian and Refugee Laws l. Law and Empowerment of the Marginalized People

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** - After 4th, 6th and 8th Semester, students have to undergo a Compulsory Summer Internship for one month and on that a report has to be submitted by each student separately. The same shall be evaluated by a board of examiners constituted by the Academic Program

Committee of the USLLS. In case of Affiliated Colleges, the board of examiners shall be constituted by a committee comprising of all faculty members of respective institutions involved in teaching LL. B Students. The same board shall conduct the comprehensive viva of this semester.

Mode of Evaluation and Distribution of Marks:

Each course shall carry total of 100 marks. There shall be semester end written examination for all the courses conducted by Examination Division of the University for 75 Marks. In each course in each semester there shall be Internal-examinations of 10 marks and 15 marks through written and PSDA evaluation respectively as continuous assessment by the subject teacher concerned.

Note:

1. The total number of Credits of the BA LLB (H) Programme is 260 Credits. However, a relaxation of 3 credits may be given in case a student opts for open Mooc Elective Papers as per the list of MOOC/Swayam Courses approved by the USLLS from time to time.
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Evaluation of Tenth Semester Internship (Internal)

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LLM (One Year) Programme: IPR

PROGRAM OUTCOMES (POS) OF LLM

PO-1: inculcate critical thinking to carry out research objectively without being biased with preconceived notions & equip the student with skills to analyze problems.

PO-2: formulate a hypothesis, evaluate and validate results, and draw reasonable conclusions thereof prepare students for pursuing legal research in varied fields.

PO-3: imbibe effective scientific and/or technical communication in both oral and writing.

PO-4: continue to acquire relevant knowledge and skills appropriate with the help of professional activities and demonstrate highest standards of ethical issues in legal research.



(Please write your Roll No.)

Roll No.

INTERNAL EXAMINATION
FIRST SEMESTER [BBA LL.B]

Paper Code: BBA LLB 115

Subject: Principles of Management

Maximum Marks: 40

Time: 2:00 Hours

Note: Attempt four questions including Q. No. 1 of Part A which is compulsory and two questions from Part B.

PART A

- Q1. Write short notes on any four of the following:(CO:BBA LLB 215.1,215.2,215.3) (4 x 5=20)
- Decentralization and Delegation of Authority
 - Managerial Roles
 - Management Functions
 - Decision Making
 - Recruitment vs. Selection

PART B

Q2. "Management is a process of getting things done by others". Explain it with the help of role and functions of management. (CO: COBALLB115.1) (10)

OR

Q3. How do you differentiate between "Management and Administration?" Does administration have anything to do with modern managerial roles? (CO: COBALLB115.1.) (10)

Q4. "Planning is the primary requisite of every management function whether it is organizing, staffing, directing or controlling". Discuss and define planning. Also give the benefits of efficient planning. (10)

OR

Q5. Is there any relationship between planning and controlling? What are the steps involved in controlling process? Also briefly discuss various techniques of controlling. (COBALLB115.2.) (10)

Q6. Define Staffing and explain the elements of staffing process. Explain its importance and features. (COBALLB115.3.) (10)

OR

Q7. Define Organizing and explain its process. What is Departmentalization and describe what the types of Departmentalization are? (COBALLB115.3.) (10)



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Affiliated to GGS IP University, Recognized u/s 2(f) of UGC
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Sector 22, Rohini, Delhi -110086, India; www.maims.ac.in

Department of Business Administration

Academic Year: 2020-21

Semester: Ist

Assignment No - 3

(Unit No-3)

Course/ Subject Code: BBA 109 Course/ Subject Title: Computer Application Issue Date: 15/02/2021 Last Date of Submission:20/02/2021

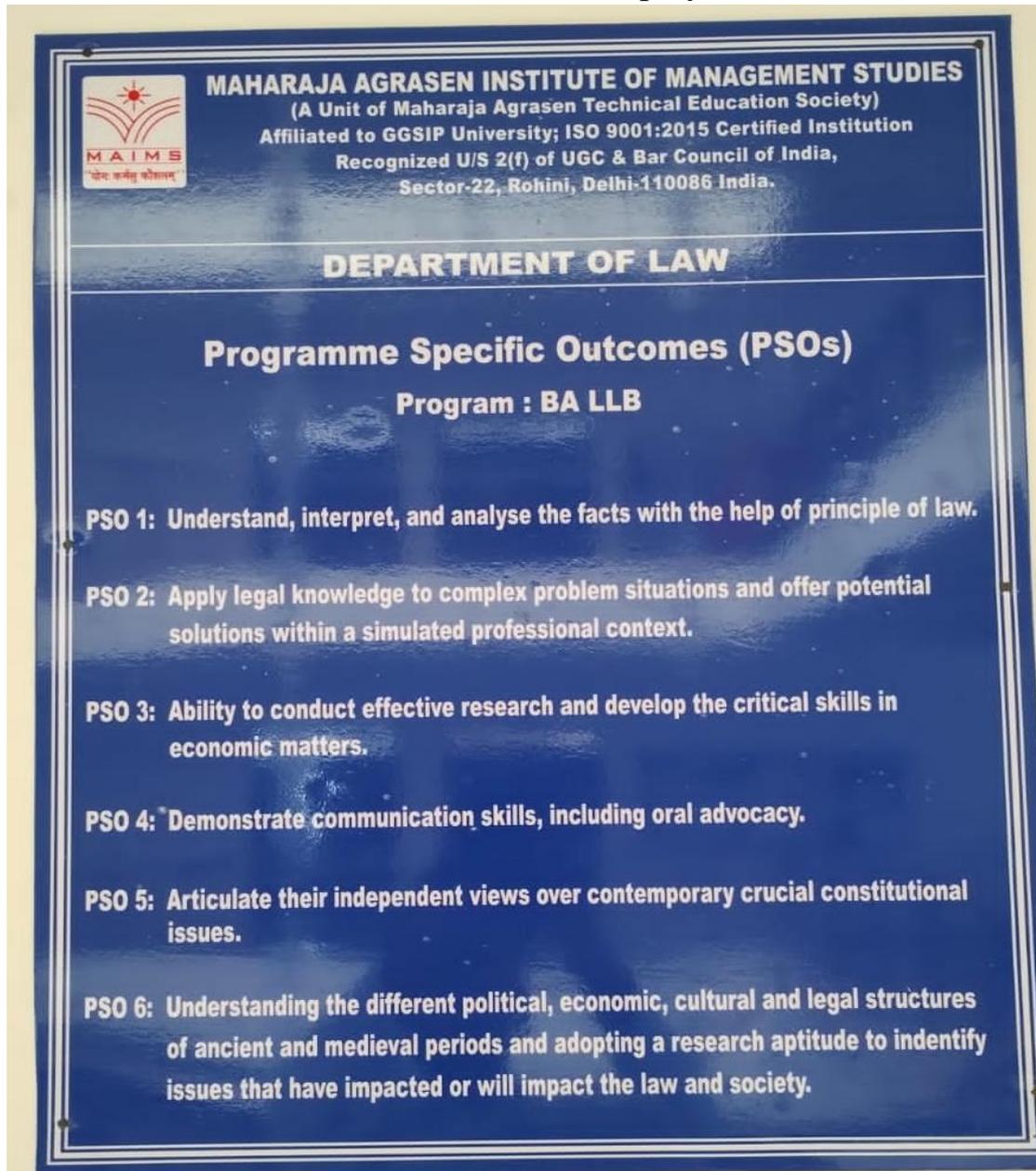
Note:

1. The student should attach proper cover page for each assignment clearly mentioning Student's complete Name, University Enrolment No., Program, Semester, Class, Section, Assignment Number, and Subject Title. Format of Cover page is attached herewith.
2. Each assignment should be prepared by the student individually in his/her own handwriting
3. A4 size ruled sheets should be used for writing the assignment.
4. Black or Blue pens should be used for writing the assignment.
5. Assignment pages should be serially numbered at the bottom of page.
6. The student should use examples and illustrations in support of the answers. 7. Do not use plastic folder for submission of assignment. Just staple properly all pages of an assignment. **During online education mode, upload scanned copy of the complete assignment including cover page latest by due date at the link/ mode specified by the Subject-Teacher.**

Questions All questions are compulsory.	CO No.
Q1 Write short notes on: a) Statistical Functions b) Date Functions c) VLOOKUP and HLOOKUP d) Sort and Filter OR Q2. What is Mail-Merge? Explain Various steps of Mail-Merge?	CO4
Q3. How would you provide dynamic range in "Data Source" of pivot table in MS-Excel? Is it possible to make a pivot table using multiple sources of data? Which event do you choose to check whether data in pivot table is modified or not? OR Q4. What is sort and filter in Excel? How filter is used to filter numbers, text values and	CO4

Date values?	
Q5. What are different charts available in MS-Excel. Explain any one chart with specific reference to data analysis in industries.	CO4

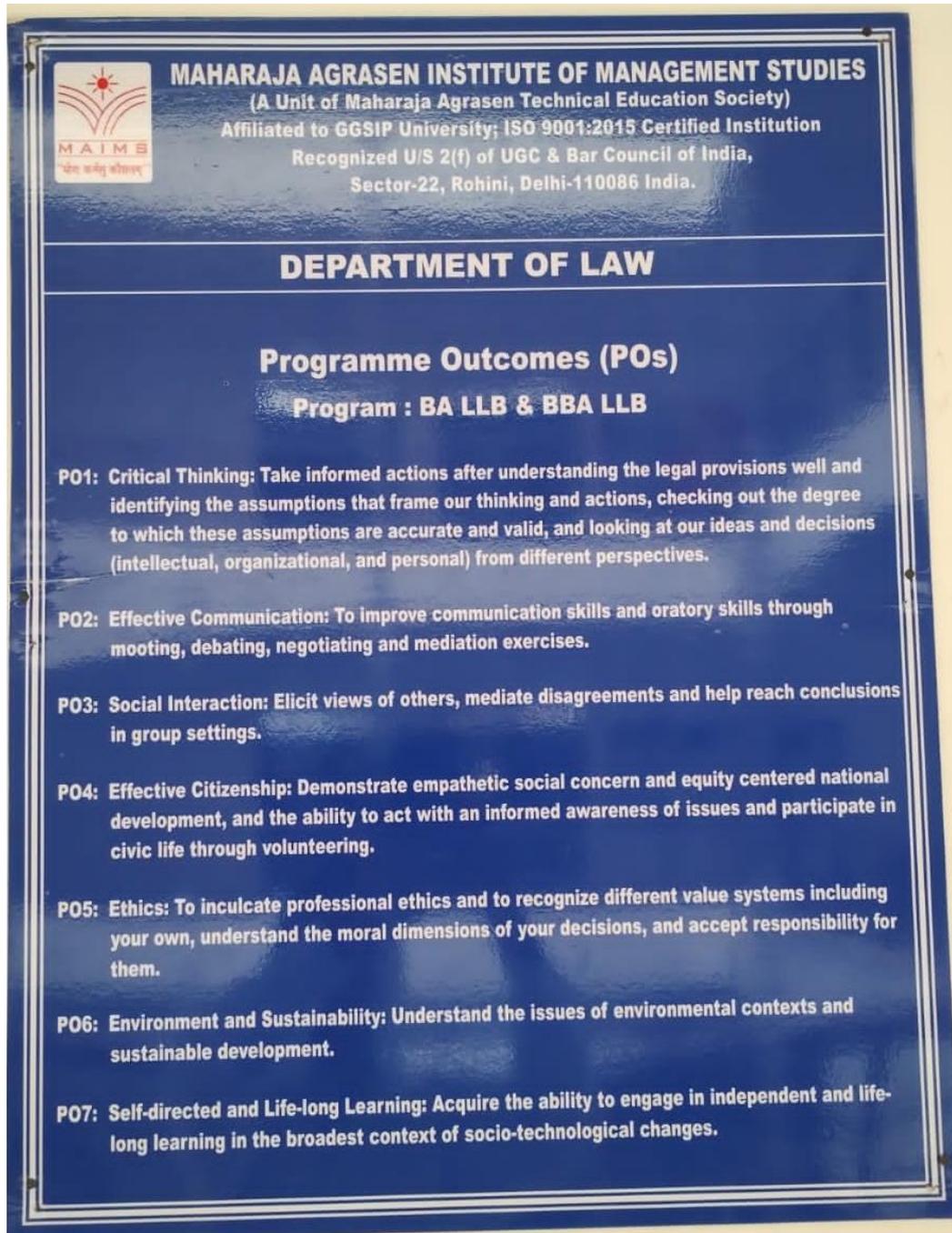
Pictures of Department office, Laboratories and Department library where Pos/PSOs/COs are displayed



Display of PSOs in Department of Law



Display of COs in Department of Commerce



MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES
(A Unit of Maharaja Agrasen Technical Education Society)
Affiliated to GGSIP University; ISO 9001:2015 Certified Institution
Recognized U/S 2(f) of UGC & Bar Council of India,
Sector-22, Rohini, Delhi-110086 India.

DEPARTMENT OF LAW

Programme Outcomes (POs)
Program : BA LLB & BBA LLB

PO1: Critical Thinking: Take informed actions after understanding the legal provisions well and identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.

PO2: Effective Communication: To improve communication skills and oratory skills through mootings, debating, negotiating and mediation exercises.

PO3: Social Interaction: Elicit views of others, mediate disagreements and help reach conclusions in group settings.

PO4: Effective Citizenship: Demonstrate empathetic social concern and equity centered national development, and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

PO5: Ethics: To inculcate professional ethics and to recognize different value systems including your own, understand the moral dimensions of your decisions, and accept responsibility for them.

PO6: Environment and Sustainability: Understand the issues of environmental contexts and sustainable development.

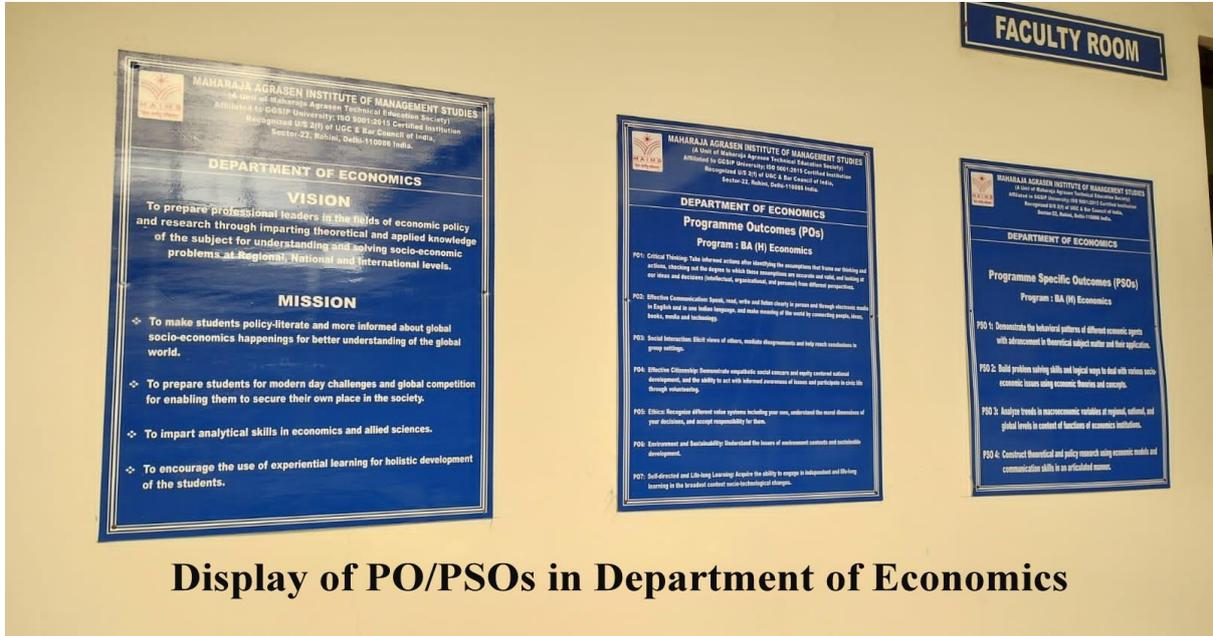
PO7: Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning in the broadest context of socio-technological changes.

Display of POs in Department of Law

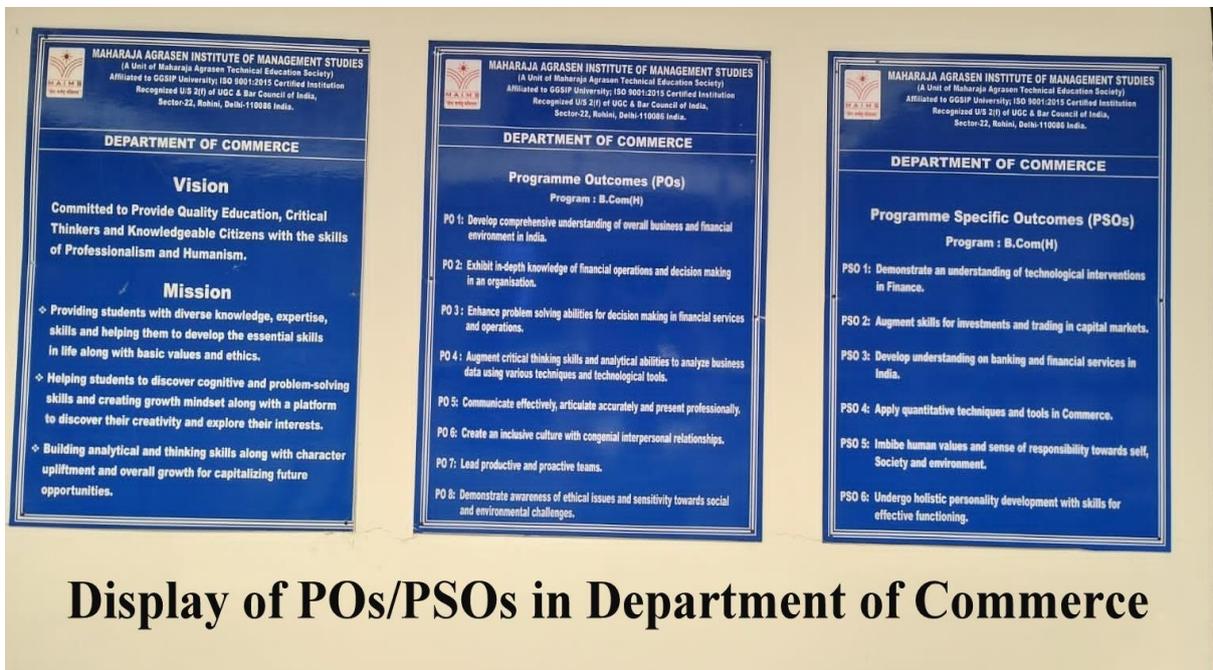
Display of PO/PSO in Department of Journalism and Mass Communication



Display of CO in Department of Business Administration



Display of PO/PSOs in Department of Economics



Display of POs/PSOs in Department of Commerce



Display of POs/PSOs in Department of Law