



ST. VINCENT PALLOTTI COLLEGE OF ENGINEERING & TECHNOLOGY, NAGPUR

(An autonomous institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

Scheme of Examination & Syllabus 2026-27

BACHELOR OF BUSINESS ADMINISTRATION

II SEMESTER

Course Code	Course Name	Th	Tu	Pr	Credits	Evaluation		
						CA	ESE	Total
26BBA201T	Organizational Behaviour	3	-	-	3	40	60	100
Course Objectives		Course Outcomes						
This course is intended <ul style="list-style-type: none"> To understand the fundamentals of Organizational Behaviour This course aims to provide students with a foundational and applied understanding of human behaviour in Organisational settings. By exploring concepts taught in this course students will learn to analyse and evaluate individual and group behaviour to enhance Organisational effectiveness. To apply behavioural concepts in real business situations 		Students will be able to <ol style="list-style-type: none"> Explain and describe the fundamental concepts of Organisational behaviour. Apply motivational theories to workplace scenarios, analyse the role of motives in driving behaviour, and evaluate motivation strategies for enhancing employee performance. Apply leadership theories and team-building principles, analyse group formation and dynamics, and evaluate effective group functioning in formal and informal settings. Apply power and political tactics in Organisational contexts, analyse causes and types of conflict, and evaluate strategies for managing Organisational conflict productively. Apply key concepts to assess Organisational culture and climate, analyse factors driving change and resistance, and evaluate strategies for implementing and sustaining effective Organisational change. 						

Unit I

[7 Hrs]

Introduction to Organization Behaviour: Definition, Importance, Scope, Fundamental Concepts of OB, And Evolution of OB.

Unit II

[9 Hrs]

Motivation: Definition, Importance, Motives- Characteristics, Classification of motives - Primary & Secondary motives, Theories of Motivation

Unit III

[11 Hrs]

Group Dynamics & Leadership: Concept of Leadership, Theories of Leadership, Concept of Group & Team, Theories of Group Formation, Formal and Informal Groups, Importance of Teambuilding,

Unit IV

[9 Hrs]

Power Dynamics & Conflict Management: Concept of Power Dynamics, Bases of power, Power Tactics, Social-network analysis, how politics affects people, causes & consequences of political behaviour, Conflict Management: Definition, Traditional vis- à- vis Modern view of conflict-Types of conflict- Intrapersonal, Interpersonal, Intra-group and Inter-group, Constructive and Destructive conflict.

Unit V

[9 Hrs]

Organisation Culture and Organisational Change: Organisation Climate, Factors Affecting Organisation Climate, Determinants & Measurement of Job Satisfaction, Characteristics & Objectives, Nature, levels of change, Pressures for change, The Domino effect, Responses to change, Force field analysis, Change process, Resistance to change, Dynamics of change.

Text Books

Sr. No.	Title	Authors	Edition	Publisher
1	Organisation Behaviour	Robbins	Latest Edition	Pearson
2	Organisation Behaviour	Cases & Games	Latest Edition	Himalaya Publishing House

Reference Books

Sr. No.	Title	Authors	Edition	Publisher
1	Organisation Behaviour	Luthans	Latest Edition	Tata McGraw
2	Organisation Behaviour	V Newstrom & Davis	Latest Edition	Tata McGraw
3	Organisation Behaviour	R. Fincham	Latest Edition	Oxford

		July 2026	1.0	Applicable for 2026-27
Chairman - BoS	Dean – Academics	Date of Release	Version	



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Course Code	Course Name	Th	Tu	Pr	Credits	Evaluation			
						CA	ESE	Total	
26BBA202T	Statistics for Management	3		-	-	3	40	60	100

Course Objectives	Course Outcomes
<p>This course is intended</p> <ul style="list-style-type: none"> This course aims to develop a foundational and applied understanding of statistical methods. Including measures of central tendency and dispersion, correlation, regression, and probability distributions. It prepares students to analyse data effectively and apply statistical tools for informed decision-making in business and real-world scenarios. 	<p>Students will be able to</p> <ol style="list-style-type: none"> Explain and differentiate between various measures of central tendency such as mean, median, mode, quartiles, deciles, and percentiles. Compute, interpret, and compare different measures of dispersion including range, quartile deviation, mean deviation, standard deviation, and skewness. Apply correlation analysis techniques to interpret the strength and direction of relationships between variables in real-world contexts. Perform regression analysis and evaluate its usefulness in predicting outcomes and making informed decisions. Analyze various probability distributions and demonstrate their application in business decision-making scenarios.

Unit I

Measures of Central Tendency: Introduction, Mean-Mode-median-Quartiles- Decile- percentile for raw data, frequency table and frequency table with range [9 Hrs]

Unit II

Measures of Dispersion and Skewness: Introduction, range, coefficient of range, inter-quartile range, quartile deviation, mean deviation, standard Deviation, variance. [11 Hrs]

Unit III

Correlation Analysis: Simple Correlation, Two-way Frequency distribution and Rank Correlation. [7 Hrs]

Unit IV

Regression Analysis: Introduction & meaning, Basic linear regression, numerical on regression equation of X on Y and regression equation of X on Y. Method of Least Squares [11 Hrs]

Unit V

Probability Distributions: Binomial, Poisson and Normal Distributions **Text Books** [7 Hrs]

Sr. No.	Title	Authors	Edition	Publisher
1	Business Statistics	Dr. S.K. Khandelwal	Latest Edition	International Book House
2	Statistical Methods	S. P. Gupta	Latest Edition	S Chand

Reference Books

Sr. No.	Title	Authors	Edition	Publisher
1	Statistics, Theory, Methods & Applications	Sancheti & Kapoor	Latest Edition	McGraw Hill
2	Statistical Methods	Digambarpatri	Latest Edition	Worth Publishers
3	Business Mathematics & Statistics	NG Das & JK Das	Latest Edition	McGraw Hill

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II SEMESTER

Course Code	Course Name	Th	Tu	Pr	Credits	Evaluation		
						CA	ESE	Total
26BBA203T	Business Environment	3	-	-	3	40	60	100
Course Objectives				Course Outcomes				
This course is intended <ul style="list-style-type: none"> To understand internal and external business environment To analyze economic, political, legal, and social factors To develop awareness of global and Indian business context 				Students will be able to <ol style="list-style-type: none"> Describe the components of the business environment in India and globally Analyze the impact of economic, political, legal, and technological factors on business Evaluate government policies, reforms, and regulatory frameworks affecting enterprises. Assess risks and opportunities emerging from environmental changes Examine the role of sustainable and ethical business practices. 				

Unit I: Business and Its Environment

Concept and significance of business environment, Micro and macro environment, Environmental scanning [7 Hrs]

Unit II: Economic Environment

Indian economic system, Liberalization, Privatization, Globalization (LPG), Role of public and private sector [11 Hrs]

Unit III: III: Political and Legal Environment

Constitution and business, Industrial policies, Business laws and regulatory framework [9 Hrs]

Unit IV: Social, Cultural, and Technological Environment

Social responsibility of business, Cultural influences, Technological changes and digital transformation [9 Hrs]

Unit V: Global Business Environment

Globalization and international business, WTO, IMF, World Bank, MNCs and foreign trade policies [9 Hrs]

Text Books:

Sr.No.	Title	Authors	Edition	Publisher
1	Business Environment	K. Aswathappa	Latest Edition	Himalaya Publishing
2	Business Environment	Francis Cherunilam	Latest Edition	Himalaya Publishing

Reference Books:

Sr.No.	Title	Authors	Edition	Publisher
1	Business Environment	P.K. Ghosh	Latest Edition	S Chand
2	Business Environment	Shaikh & Saleem	Latest Edition	Pearson

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II SEMESTER

Course Code	Course Name	Th	Tu	Pr	Credits	Evaluation		
						CA	ESE	Total
26BBA204T	Financial Accounting	3	-	-	3	40	60	100
Course Objectives				Course Outcomes				
This course is intended <ul style="list-style-type: none"> To familiarize students with accounting concepts and standards To enable preparation and interpretation of financial statements To build a foundation for financial decision-making 				Students will be able to <ol style="list-style-type: none"> Understand and apply accounting concepts, conventions, and accounting standards Prepare journal entries, ledger accounts, trial balance, and rectification of errors Construct financial statements of sole proprietorship and companies. Analyze financial statements using ratio analysis and comparative statements. Interpret accounting information for managerial decision-making. 				

Unit I: Introduction to Accounting

Meaning, objectives, and functions of accounting, Users of accounting information, Accounting concepts, conventions, and principles, Accounting standards (overview) [7 Hrs]

Unit II: Journal, Ledger, and Trial Balance

Double entry system, Journal entries, Ledger posting, Trial balance and errors [9 Hrs]

Unit III: Final Accounts of Sole Proprietor

Trading Account, Profit and Loss Account, Balance Sheet, Adjustments [11 Hrs]

Unit IV: Depreciation and Inventory Valuation

Depreciation: meaning, causes, methods, Inventory valuation methods, Treatment in final accounts [7 Hrs]

Unit V: Introduction to Financial Statements Analysis

Meaning and objectives, Basic ratio analysis, Limitations of accounting information [9 Hrs]

Text Books:

Sr. No.	Title	Authors	Edition	Publisher
1	Introduction to Accounting	T.S. Grewal	Latest Edition	S. Chand Publications
2	Financial Accounting	R.L. Gupta & V.K. Gupta	Latest Edition	S. Chand Publications

Reference Books:

Sr.No.	Title	Authors	Edition	Publisher
1	Financial Accounting	Jain & Narang	Latest Edition	Kalyani Publishers
2	Advanced Accounting	Shukla & Grewal	Latest Edition	S. Chand Publications

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II SEMESTER

Course Code	Course Name	Th	Tu	Pr	Credits	Evaluation		
						CA	ESE	Total
26BBA205P	Business Communication	1	-	2	2	50	50	100

Course Objectives	Course Outcomes
<p>This course is intended</p> <ul style="list-style-type: none"> To develop effective verbal and non-verbal communication skills To improve public speaking and presentation skills To enhance competency of communication among learners and prepare them for effective workplace communication. 	<p>Students will be able to</p> <ol style="list-style-type: none"> Demonstrate effective corporate communication skills in professional settings. Draft corporate documents including reports, proposals, press releases, and official correspondence. Apply communication strategies in meetings, negotiations, and presentations Utilize digital communication tools for corporate interactions. Exhibit interpersonal and cross-cultural communication competence

Unit I: Communication Basics

Process and types of communication, Barriers to communication [7 Hrs]

Unit II: Business Writing

Letters, emails, reports, Notices and circulars [11 Hrs]

Unit III: Oral Communication

Presentations, Meetings and negotiations [9 Hrs]

Unit IV: Corporate Etiquette

Professional behavior, Cross-cultural communication [7 Hrs]

Unit V: Digital Communication

Corporate social media, Online communication tools [11 Hrs]

Text Books

Sr. No.	Title	Authors	Edition	Publisher
1	<i>Basic Business Communication</i>	Lesikar & Flatley	Latest Edition	McGraw Hill
2	<i>Business Communication</i>	Meenakshi Raman	Latest Edition	Oxford University Press

Reference Books

Sr. No.	Title	Authors	Edition	Publisher
1	<i>Business Communication</i>	Bovee & Thill	Latest Edition	Pearson
2	<i>On Writing Well</i>	William Zinsser	Latest Edition	Harper Resource Book

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II SEMESTER

Course Code	Course Name	Th	Tu	Pr	Credits	Evaluation		
						CA	ESE	Total
26BBA206T	Computer Application in Management	3	-	-	3	50	50	100

Course Objectives	Course Outcomes
<p>This course is intended</p> <ul style="list-style-type: none"> This course provides students with foundational knowledge of Information Systems (IS), including their types, functions, and organizational roles. It covers key systems such as TPS and DSS, and introduces database concepts and the phases of the System Development Life Cycle (SDLC). Students will also learn to apply SEO techniques and use Google Analytics for website optimization. Additionally, the course develops skills in creating professional documents using MS Word and designing multimedia-rich presentations in MS PowerPoint 	<p>Students will be able to</p> <ol style="list-style-type: none"> Differentiate IS based on their functions and organizational levels. Understand role of Transaction Processing Systems (TPS), Decision Support Systems, Describe the role of databases, Understand the phases of the System Development Life Cycle (SDLC). Apply the principles of SEO and Google Analytics to optimize website performance and analyze user behavior. Ability to design and format official documents, understanding of mail merge for bulk communication, Ability to design visually appealing and informative presentations, Proficiency in integrating multimedia and visual storytelling.

Module 1: Information Systems – Concepts and Applications

Introduction to Information Systems (IS): Concepts and Definitions, Classification and Types of Information Systems, Purpose and Role of IS in Organizations, Key Systems: Transaction Processing System (TPS), Decision Support System (DSS), Diagrammatic Representation with Real-World Examples **[5 Hrs]**

Module 2: Fundamentals of Databases and DBMS

Concepts and Functions of Database Management Systems (DBMS), Components of DBMS: Data Models, Schemas, Architecture, Types of DBMS and Database Users **[5 Hrs]**

Module 3: Relational Databases and E-R Modeling

Relational Database Management System (RDBMS) – Concepts and Features, Entity-Relationship (E-R) Diagram: Symbols, Notations, and Rules, Mapping E-R Diagrams to Tables, Case Study: Sample E-R Diagram and Corresponding Table Design **[8 Hrs]**

Module 4: System Development Life Cycle (SDLC)

Phases of SDLC: Requirement Analysis, System Design, Development, Testing, Implementation, Maintenance, Use of Data Flow Diagrams (DFD) and Modular Design **[5 Hrs]**

Module 5: Real-Time Example of an SDLC Project

[5 Hrs]

Module 6: Search Engine Optimization (SEO) and Google Analytics

Introduction to SEO: Definition and Importance, On-Page and Off-Page Optimization Techniques, Keyword Research, Meta Tags, URL Structuring, Content Optimization, Google Analytics: Setup, Tracking, and Interpreting Data, Hands-On Implementation of SEO for a Sample Website **[8 Hrs]**

Module 7: Document Creation and Formatting in MS Word

Understand the MS Word interface and basic tools, Create, format, and edit documents, Apply features such as tables, styles, headers/footers, and mail merge. **[4 Hrs]**

Module 8: Creating Effective Presentations with Microsoft PowerPoint

Learn slide creation, formatting, and design principles, Incorporate multimedia elements (images, audio, video), Use animations, transitions, and slide master. **[5 Hrs]**

Text Books

Sr.No.	Title	Authors	Edition	Publisher
1	Information Technology for Management	Efraim Turban	Latest Edition	Wiley India
2	Management Information System	Nilanjan Chattopadhyay	Latest Edition	Cengage Learning

Reference Books

Sr.No.	Title	Authors	Edition	Publisher
1	Management Information System	W. S. Javadekar	Latest Edition	McGraw Hill
2	Management Information System	CSV Murthy	Latest Edition	Himalaya Publication

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Course Code	Course Name	Th	Tu	Pr	Credits	Evaluation		
26BBA107T	Foundations of Managerial Effectiveness	2	-	-	2	CA 40	ESE 60	Total 100

Course Objectives	Course Outcomes
<p>This course is intended</p> <ul style="list-style-type: none"> To understand the concept and importance of managerial effectiveness To develop self-awareness and personal effectiveness skills To enhance decision-making and problem-solving abilities required for managerial roles. To build leadership and interpersonal competencies, including communication, motivation, and team management. To understand ethical values and professional responsibility in managerial practices. To apply managerial concepts in real-life business situations 	<p>Students will be able to</p> <ol style="list-style-type: none"> Demonstrate self-awareness and emotional intelligence in professional settings Demonstrate proficiency in business writing and formal correspondence. Apply goal-setting, time management, and productivity techniques. Exhibit effective teamwork and interpersonal communication skills Apply problem-solving and critical thinking tools. Develop a personal development plan for continuous learning and career growth.

Unit I: Self-Awareness and Self-Management

[9 Hrs]

Personal values and goals, Emotional intelligence, Time and stress management

Unit II: Interpersonal Effectiveness

[9 Hrs]

Communication skills, Conflict management, Negotiation skills

Unit III: Team and Leadership Skills

[10 Hrs]

Team dynamics, Leadership styles, Motivation and influence

Unit IV: Decision Making and Problem Solving

[9 Hrs]

Analytical and creative thinking, Ethical decision making, Problem-solving techniques

Unit V: Professional Effectiveness

[8 Hrs]

Workplace etiquette, Adaptability and resilience, Continuous learning and career readiness

Text Books

Sr.No.	Title	Authors	Edition	Publisher
1	Managerial Effectiveness	Bidhi Chand	Latest Edition	Rawat Publishers
2	Foundation of Managerial Effectiveness	Dr. Shiney Chib & Ms. Laila N. Bharaiya	Latest Edition	Thakur Publishers

Reference Books

Sr.No.	Title	Authors	Edition	Publisher
1	The Leadership Challenge	James Kouzes & Barry Z. Posner	Latest Edition	Wiley
2	Communicating for Managerial Effectiveness	SAGE India	Latest Edition	Sage Publishers

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