Seth Balkrishan Memorial

Bhilai Institute of Technology, Durg

(An Autonomous Institute affiliated to CSVTU, Bhilai)

SYLLABUS

B.Tech. (Common to All Branches) Third Semester

Health, Hygiene and Yoga					
Course Code	**100395HM**	**L = 0**	**T = 0**	**P = 2**	**Credits = 1**
Examination Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	-	**-**	**25**	**25**	**-**

Course Objectives	Course Outcomes
The subject aims to enable students to understand the significance of health in connection with hygiene and yoga for physical and mental well-being, which leads them to a holistic way of life in harmony with the ecosystem; overcoming the social unrest and ecological devastations occurring due to globalization and modernization.	**On successful completion of the course, the student will be able to:** **CO1:** Demonstrate a better understanding about mental and physical health and its correlation with hygiene and yoga. **CO2:** Demonstrate understand about the health hazards resulting due to improper lifestyle **CO3:** Display understanding about eminent yogis and primary texts on yoga **CO4:** Apply various techniques of yoga to counter various lifestyle issues **CO5:** Use yoga for over all well-being.

Unit 1 – Introduction: **CO1**

Health: Meaning and definition of health according to WHO and Ayurveda Charaksamhita. Concept of Physical and Mental Health.Primary Health Care. Food & Nutrition

Hygiene: Meaning and definition of Hygiene,Types of Hygiene, Common rules of Hygiene.

Yoga: Meaning and definition of yoga, Importance of Yoga in human life

Ayurveda: Ayurveda,Vata, Pitta and Cough**.** **[6Hrs.]**

Unit 2 – Occupational Health: **CO2**

Diseases and their occupational relevance

Risk factors for diseases

Drugs, Tobacco and Alcohol: Chemical Agents, Effects, Side effects & means to control

Food Intoxication and deficiency diseases**.** **[4Hrs.]**

Unit 3 – Yogis and yogic texts: **CO3**

Ashtang yoga from Patanjali yoga Sutra, somatic and psychosomatic from Yog Vashishth, Bhagwat Geeta, basic knowledge of Shat Darshan**.** **[4Hrs.]**

		August 2021	1.00	Applicable for AY 2021-22 Onwards
Chairman (AC)	Chairman (BoS)	Date of Release	Version	

Unit 4 – Yoga for various purposes: **CO4**

Mechanism of Stress, anxiety depression
Yoga for stress, anxiety emotional imbalance
Yoga for memory
Yoga for personality development
Yoga for women
Yoga for sports
Yoga for eyes and back pain
Yoga for digital exposure. **[6Hrs.]**

Unit 5 – Yogasanas: **CO5**

Surya Namaskar, Standing Asanas, Vajrasan group of Asanas, Prone Posture, Supine Posture, Meditation, Jal Neti, different types of Pranayama and introduction to Kumbhak, . . **[4Hrs.]**

Text Books:

S. No.	Title	Author(s)	Publisher
1.	Yoga and yogi	Dr. Anuja Rawats	Satyam Publishing House
2.	Health ,hygiene and yoga	Dr. Manju Shukla	Pratibha Prakashan

Reference Books:

S. No.	Title	Author(s)	Publisher
1.	Jnana Yoga	Swami Vivekananda	Adwaita Ashrama, India
2.	Yoga for sports	BKS Iyengar	Westland publication
3.	Yoga for Women	Seema Trehan	Knowledge Book Distributors

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SYLLABUS

B.Tech. (Common to All Branches) Third Semester

CYBER LAWS AND ETHICS					
Course Code	**100396IT**	**L = 0**	**T = 0**	**P = 0**	**Credits = 0**
Examination Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	0	**0**	**25**	**25**	**-**

Course Objectives	Course Outcomes
The course is designed in a way that a student can identify, analyze and remediate computer security breaches. This course introduces the student to the basics of Intellectual Property Rights, Copy Right Laws Trade Marks and Issues related to Patents. To analyze the values, ethics and ideologies in computing and their applications to current issues in IT industry.	**On successful completion of the course, the student will be able to:** **CO1:** Analyze and resolve security issues in networks and computer systems to secure an IT infrastructure. **CO2:** Demonstrate the rights and responsibilities as an employee, team member and a global citizen. **CO3:** Illustrate various aspects of Cyber security, Cybercrimes and its related laws in Indian and Global Act. **CO4:** Identify different types of Intellectual Properties (IPs), the right of ownership, scope of protection as well as the ways to create and to extract value from IP. **CO5:** Demonstrate the importance of professional practice, Law and Ethics in their personal lives and professional careers.

UNIT I: Introduction to Computer Security **CO1**

Definition, Threats to security, Government requirements, Information Protection and Access Controls, Computer security efforts, Standards, Computer Security mandates and legislation, Privacy considerations, International security activity.

UNIT II: Information security **CO2**

Fundamentals, Employee responsibilities, information classification, Information handling, Tools of information security, Information processing, secure program administration.

UNIT III: Cyber crime Law in India **CO3**

Evolution of the IT Act, Genesis and Necessity, Salient features of the IT Act, 2000, various authorities under IT Act and their powers.; Penalties & Offences, amendments, Digital / Electronic Signature in Indian Laws, E – Commerce; Issues and provisions in Indian Law.

UNIT IV: Intellectual Property Rights **CO4**

Introduction to Intellectual Property Rights Concept and Theories Kinds of Intellectual Property Rights Economic analysis of Intellectual Property Rights Need for Private Rights versus Public Interests Advantages and Disadvantages of IPR.

UNIT V: Cyber Ethics **CO5**

The Importance of Cyber Law, Significance of cyber Ethics, Need for Cyber regulations and Ethics, Ethics in Information society, Ethical Decisions in Software Development, The Impact of Information Technology on Society, Ethics of IT Organizations.

Text Books:

S.No.	Title	Author(s)	Publisher
1.	Cyber Security Essentials	James Graham et al.	CRC Press
2.	Cyber Laws: Intellectual property & E Commerce Security	Kumar K.	Dominant Publisher
3.	Cyber Laws & IT Protection	Harish Chander	PHI Publication

Reference Books:

S.No.	Title	Author(s)	Publisher
1.	Computer Security Basics	Debby Russell and Sr. G. T Gangemi	O Reilly Media
2.	Information Security policies and procedures: A Practitioners Reference	Thomas R. Peltier	Prentice Hall
3.	Information Security Fundamentals,	Thomas R Peltier, Justin Peltier and John blackley	Prentice Hall

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Bhilai Institute of Technology, Durg

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SYLLABUS

B.Tech. (Common to All Branches) Fourth Semester

BIOLOGY FOR ENGINEERS					
Course Code	**100495AC**	**L = 0**	**T = 0**	**P = 0**	**Credits = 0**
Examination Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	-	**-**	**25**	**25**	**-**

Course Objectives	Course Outcomes
The objective of this course is to impart an understanding of fundamentals of biological systems and its applications towards industries to solve the problems in the real life.	**On successful completion of the course, the student will be able to:** **CO1:** Describe how biological observations of 18th Century that lead to major discoveries. **CO2:** Convey that classification *per se* is not what biology is all about but highlight the underlying criteria, such as morphological, biochemical and ecological. Highlight the concepts of recessiveness and dominance during the passage of genetic material from parent to offspring. **CO3:** Convey that all forms of life have the same building blocks and yet the manifestations are as diverse as one can imagine. Classify enzymes and distinguish between different mechanisms of enzyme action. **CO4:** Identify DNA as a genetic material in the molecular basis of information transfer. Analyze biological processes at the reductionistic level. **CO5:** Apply thermodynamic principles to biological systems. Identify and classify microorganisms.

Unit -I : **Introduction** **CO1**

Purpose: To convey that Biology is as important a scientific discipline as Mathematics, Physics and Chemistry

Bring out the fundamental differences between science and engineering by drawing a comparison between eye and camera, Bird flying and aircraft. Mention the most exciting aspect of biology as an independent scientific discipline. Why we need to study biology? Discuss how biological observations of 18th Century that lead to major discoveries. Examples from Brownian motion and the origin of thermodynamics by referring to the original observation of Robert Brown and Julius Mayor. These examples will highlight the fundamental importance of observations in any scientific inquiry.

Unit-II : Classification and Genetics **CO2**

Purpose: To convey that classification *per se* is not what biology is all about. The underlying criterion, such as morphological, biochemical or ecological be highlighted. To convey that “Genetics is to biology what Newton’s laws are to Physical Sciences”

Hierarchy of life forms at phenomenological level. Discuss classification based on (a) cellularity- Unicellular or multicellular (b) ultrastructure- prokaryotes or eucaryotes. (c) energy and Carbon utilization -Autotrophs,heterotrophs, lithotropes (d) Ammonia excretion – aminotelic, uricoteliec, ureotelic (e) Habitataacquaticor terrestrial (e) Molecular taxonomy- three major kingdoms of life.

Mendel's laws, Concept of segregation and independent assortment. Concept of allele. Gene mapping, Gene interaction, Epistasis. Concept of how genetic material passes from parent to offspring. Concepts of recessiveness and dominance. Concept of mapping of phenotype to genes. Discuss about the single gene disorders in humans.

Unit-III : Biomolecules and Enzymes **CO3**

Purpose: To convey that all forms of life has the same building blocks and yet the manifestations are as diverse as one can imagine. To convey that without catalysis life would not have existed on earth.

Molecules of life. Discuss briefly about sugars, starch and cellulose. Amino acids and proteins. Nucleotides and DNA/RNA.
Enzymology: How to monitor enzyme catalyzed reactions. How does an enzyme catalyze reactions? Brief Enzyme classification. Mechanism of enzyme action. Discuss at least two examples.

Unit-IV : Information Transfer and Macromolecular analysis **CO4**

Purpose: The molecular basis of coding and decoding genetic information is universal. How to analyses biological processes at the reductionistic level.

Molecular basis of information transfer. DNA as a genetic material. Hierarchy of DNA structure from single stranded to double helix to nucleosomes. Concept of genetic code. Universality and degeneracy of genetic code. Define gene in terms of complementation and recombination.

Proteins- Hierarch in protein structure and function briefly. Primary secondary, tertiary and quaternary structure. Proteins as enzymes, transporters, receptors and structural elements.

Unit-V : Metabolism and Microbiology **CO5**

Purpose: The fundamental principles of energy transactions are the same in physical and biological world.

Thermodynamics as applied to biological systems. Exothermic and endothermic versus endergonic And exergoinc reactions. Concept of Keq and its relation to standard free energy. Spontaneity. ATP as an energy currency. This should include the breakdown of glucose to CO_2 + H_2O (Glycolysis and Krebs cycle) and synthesis of glucose from CO_2 and H_2O (Photosynthesis). Energy yielding and energy consuming reactions. Concept of Energy charge.

Concept of single celled organisms. Concept of species and strains. Identification and classification of microorganisms.

Reference Books:

S. No.	Title	Author(s)	Publisher
1.	Biology: A global approach	Campbell N. A, Reece J. B., Urry, Lisa, Cain M, L., Wasserman S. A., Miniorsky P. V., Jackson, R. B.	Pearson Education Ltd
2.	Outlines of Biochemistry	Conn E.E, Stumpf P.K., Bruening G., Doi R.H.	John Wiley and Sons
3.	Principles of Biochemistry	Nelson D. L. & Cox M.M.W.H.	Freeman and Company
4.	Molecular Genetics	Stent, G. S. & Calender R.W.H.	Freeman and Company, Distributed by Satish Kumar Jain for CBS Publisher
5.	Microbiology	Prescott L.M, J.P. Harley & C.A. Klein	W.M.C. Brown Publishers

CONSTITUTION OF INDIA					
Course Code	**100596HM**	**L = 0**	**T = 0**	**P = 0**	**Credits = -**
Examination Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	-	**-**	**25**	**25**	**-**

Course Objectives	Course Outcomes
The objective of this course is to introduce students to the Constitution of India.	**On successful completion of the course, the student will be able to:** **CO1:** Display understanding about the history and philosophy of Indian Constitution. **CO2:** Demonstrate clarity about the premises informing the twin themes of liberty and freedom from civil rights perspective. **CO3:** Display understanding about powers and functions of Indian government. **CO4:** Exhibit understanding about emergency rule. **CO5:** Demonstrate understanding about structure and functions of local administration.

UNIT – I **CO1)**
Introduction: Historical Perspective of Constitution of India; Philosophy of Indian Constitution; Meaning of the constitution law and constitutionalism; Salient features and Preamble.

UNIT – II **(CO2)**
Contours of Constitutional Rights and Duties: Fundamental rights; Scheme of the Fundamental Duties and its legal status.

UNIT – III **(CO3)**
Organs of Governance: Parliamentary Form of Government in India; The constitutional powers and status of the President of India; Judiciary- Powers and Functions; Local Self Government – Constitutional Scheme in India.

UNIT – IV **(CO4)**
Emergency Provisions: National Emergency; President Rule; Financial Emergency.

UNIT – V **(CO5)**
Local Administration: Federal structure and distribution of legislative and financial powers between the Union and the States; The Directive Principles of State Policy – Its importance and implementation.

Text Books:

S. No.	Title	Author(s)	Publisher
1.	Introduction to the Constitution of India	Basu D D	Lexis Nexis
2.	Principles of Public Administration	Dr S N Myneni	Allahabad Law Agency

Reference Books:

S. No.	Title	Author(s)	Publisher
1.	Dr. B. R. Ambedkar Framing of Indian Constitution	Busi S N	Ava Publishers
2.	Theory and Practices of Modern Government	M G Gupta	Central Book Depot

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SYLLABUS

B.Tech. (Common to All Branches) Sixth Semester

ESSENCE OF INDIAN KNOWLEDGE TRADITION					
Course Code	**100695HM**	**L = 0**	**T = 0**	**P = 0**	**Credits = -**
Examination Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	-	**-**	**25**	**25**	**-**

Course Objectives	Course Outcomes
The course aims to impart the ability to understand, connect up and explain basics of Indian traditional knowledge in modern scientific perspective.	**On successful completion of the course, the student will be able to:** **CO1:** Demonstrate awareness about philosophy of Indian culture and scriptures **CO2:** Exhibit understanding about Indian perspective of modern scientific world-view and basic principles of Yoga and holistic health care. **CO3:** Display understanding about the religion and major philosophical traditions in India. **CO4:** Exhibit acquisition of fine arts and technology in India. **CO5:** Demonstrate understanding about traditional educational systems in India.

UNIT – I **(CO1)**

Introduction to Indian Ethos: Indian Culture; Civilization; Heritage; General characteristics and major literature; Vedic visions and Upanishads

UNIT – II **(CO2)**

Modern Science and Indian Knowledge System: Development of Science and Technology in ancient, medieval and modern India; Eminent Scientists; Yoga and Holistic health care

UNIT – III **(CO3)**

Religion and Philosophy: Religions practiced in India and understanding their philosophy; Philosophical tradition in India.

UNIT – IV **(CO4)**

Art & Technology: Fine arts & Linguistics; Economics & Mathematics; Architecture & Agriculture; Astronomy & Astrology; Ayurveda, Metallurgy & Chemistry

UNIT – V **(CO5)**

Education System in India: Goals of traditional knowledge system; Gurukuls & Student-Teacher relation; Renowned universities, Traditional knowledge & Intellectual Property

Text Books:

S.No.	Title	Author(s)	Publisher
1.	Text and Interpretation: The India Tradition	Kapil Kapoor	D K Printworld
2.	Modern Physics and Vedant	Swami Jitatmanand	Bharatiya Vidya Bhavan
3.	Essentials of Indian Philosophy	M Hiriyanna	Motilal Banarsidass

Reference Books:

S.No.	Title	Author(s)	Publisher
1.	Science of Consciousness Psychotherapy and Yoga Practices	RN Jha	Vidyanidhi Prakasham
2.	Yoga-darshanam with Vyasa Bhashya	GN Jha	Vidyanidhi Prakasham
3.	Founders of Sciences in Ancient India	Satya Prakash	Vijay Kumar Publisher

Chhattisgarh Swami Vivekanand Technical University, Bhilai

Name of the Program: **BTech** Semester: **V**
Subject: **Environmental Studies** Code: C000506(020)
Period per week (L-T-P): **(2-0-0) / Week** Non-Credit
Total Contact Hours: **40** No. of assignments to be submitted: **05**

PREREQUISITE: Knowledge of basic Chemistry, Physics and Mathematics.

COURSE OBJECTIVES:
1. Basic knowledge of environment, ecology, ecosystems, biodiversity and conservation.
2. Fundamentals of natural resources, control, uses and its impact on environment.
3. Human population, growth, growing needs and its impact on society and environment.
4. Types of environmental pollution, legislations, enactment and management.

COURSE DETAILS:

UNIT I: Introduction to environmental studies, ecology and ecosystems (06 hours)

Introduction to environment; Concept and structure of ecology and ecosystem, energy flow; Community ecology; Food chains and webs; Ecological succession; Characteristic features of forest, grassland, desert and aquatic ecosystem; Multidisciplinary nature of environmental studies, scope and importance; Concept of sustainability and sustainable development.

UNIT II: Biodiversity and conservation (06 hours)

Introduction to biological diversity and levels of genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots; Threats to biodiversity, habitat loss, conflicts and biological invasions; In-situ and Ex-situ conservation of biodiversity: Ecosystem and biodiversity services.

UNIT III: Natural resources and environment (08 hours)

Concept of Renewable and non-renewable resources; Land resources, land use change, land degradation, soil erosion; Desertification; Deforestation: causes, consequences and remedial measures; Water: Use and over-exploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state); Energy resources: environmental impacts of energy generation, use of alternative and nonconventional energy sources, growing energy needs.

UNIT IV: Human communities, social issues and environment (08 hours)

Basic concept of human population, growth and communities; Impacts on environment, human health, welfare and human rights; Resettlement and rehabilitation; Environmental natural disaster: floods, earthquake, cyclones, tsunami and landslides; Manmade disaster; Environmental movements; Environmental ethics: role of gender and cultures in environmental conservation; Environmental education and public awareness; Human health risks and preventive measurements.

UNIT V: Environmental pollution, policies, legislations, assessment and practices (12 hours)

Environmental pollution: Causes, effects and controls of air, water, soil, noise and marine pollution; Concept of hazardous and non-hazardous wastes, biomedical and e-wastes; Solid waste management and control measures; Climate change, global warming, ozone layer depletion, acid rain and their societal impacts; Environment laws: Wildlife Protection Act, Forest Conservation Act, Water (Prevention and control of Pollution) Act, Air (Prevention & Control of Pollution) Act, Environment Protection Act, Biodiversity Act, International agreements negotiations, protocols and practices; EIA, EMP.

On completion of each unit, students have to submit one assignment from each unit.

COURSE OUTCOMES (CO):

On completion of the course, students will able to:

1. Interpret and demonstrate the concept of ecology and ecosystem for environmental sustainability.
2. Define and establish the diversified knowledge of biodiversity and its conservation.
3. Explain the uses of natural resources efficiently and its impact on environment.
4. Illustrate and solve the simple and complex social issues relating to human communities.
5. Exemplify and make useful solution to combat the environmental degradation with the aid of national and international legislations and protocols there under.
6. Demonstrate and elucidate the complicated issues and anthropological problems for societal development.

TEXT BOOKS:

1. De, A.K., (2006).*Environmental Chemistry*, 6th Edition, New Age International, New Delhi.
2. Bharucha, E. (2013). *Textbook of Environmental Studies for Undergraduate Courses*. Universities Press.
3. Asthana, D. K. (2006).*Text Book of Environmental Studies*. S. Chand Publishing.

REFERENCE BOOKS:

1. Odum, E. P., Odum, H. T., & Andrews, J. (1971).*Fundamentals of ecology*. Philadelphia: Saunders.
2. Basu, M., Xavier, S. (2016). Fundamentals of Environmental Studies, Cambridge University Press, India.
3. Sharma, P. D., & Sharma, P. D. (2005).*Ecology and Environment*. Rastogi Publications.

OPEN SOURSE LEARNING:

http://nptel.ac.in/

Chhattisgarh Swami Vivekanand Technical University, Bhilai

Program / Semester: **B.Tech (VI)**	Branch: **Humanities**
Subject: **Technical Communication & Soft Skills**	Course Code: **C000601(046)**
Total Marks (Internal Assessment): 10	L: 0 T:0 P: 2 Credit(s): 0
Internal Assessments to be conducted: 02	Duration (End Semester Exam): **NA**

UNIT-1 Communication Skills-Basics: Understanding the communicative environment, Verbal Communication; Non Verbal Communication & Cross Cultural Communication, Body Language & Listening Skills; Employment Communication&writing CVs, Cover Letters for correspondence.Common errors during communication, Humour in Communication.

UNIT-2 Interpersonal communication: Presentation, Interaction and Feedbacks, Stage Manners, Group Discussions (GDs) and facing Personal Interviews, Building Relationships, Understanding Group Dynamics- I, Emotional and Social Skills, Groups, Conflicts and their Resolution, Social Network, Media and Extending Our Identities.

UNIT- 3 Vocational skills: Managing time: Planning and Goalsetting, managing stress: Types of Stress; Making best out of Stress, Resilience, Work-life balance, Applying soft-skills to workplace.

UNIT-4 Mindsets and Handling People: Definitions and types of Mindset, Learning Mindset, Developing Growth Mindset, Types of People, How to Lead a Meeting, How to Speak Effectively in Meetings, Behavior & Roles in Meetings, Role Play: Meeting.On Saying “Please”, How to say “NO”.

UNIT-5Positive Pschycology: Motivating oneself, Persuasion, Survival Strategies, Negotiation, Leadership and motivating others**,** controlling anger**,** Gaining Power from Positive Thinking.

Text Books:

1. Petes S. J., Francis. Soft Skills and Professional Communication. New Delhi: Tata McGraw-Hill Education, 2011.
2. Stein, Steven J. & Howard E. Book. The EQ Edge: Emotional Intelligence and Your Success. Canada: Wiley & Sons, 2006.
3. Dorch, Patricia. What Are Soft Skills? New York: Execu Dress Publisher, 2013.

Reference Books:

- Kamin, Maxine. Soft Skills Revolution: A Guide for Connecting with Compassion for Trainers, Teams, and Leaders. Washington, DC: Pfeiffer & Company, 2013.
- Peale Norman Vincent. The Power of Positive Thinking: 10 Traits for Maximum Result. Paperback Publication. 2011.
- Klaus, Peggy, Jane Rohman& Molly Hamaker. The Hard Truth about Soft Skills. London: Harper Collins E-books, 2007.

Course Outcomes

1. Learn to listen actively to analyse audience and tailor the delivery accordingly.
2. Increase their awareness of communication behaviour by using propriety-profiling tool.
3. Master three “As” of stressful situation: Avoid, Alter, Accept; to cope with stressors and create a plan to reduce or eliminate them.
4. Develop growth mind-set and able to handle difficult person and situations successfully.
5. Develop technique of turning negativity into positivity and generate self-motivation skills.

ON-JOB-TRAINING (OJT)					
Course Code	**471393MG/471394MG/471395MG**	**L = 0**	**T = 0**	**P = 30**	**Credits = 15**
Evaluation Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	200	**-**	**-**	**200**	**-**

Course Objectives	Course Outcomes
The students will be required to undergo On-Job training with any organization / firm / company etc. where they learn the practical aspects of management.	**On successful completion of the course, the student will be able to:** After the training the student is required to submit the report of training to the institution / department within three weeks after the start of the Second semester and the report will be evaluated by one external and internal examiner followed by viva voce / presentation for ESE examination. The training report should show what student has learnt during the training period. The TA marks will be awarded on the basis of presentation.The training will be conducted in the capacity as Financial Inclusion Officer /Manager- Loan Approval / Loan processing Officer.

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SYLLABUS

MASTER OF BUSINESS ADMINISTRATION

1st SEMESTER

ENVIORNMENT AND SUSTAINABILITY MANAGEMENT					
Course Code	**251108MG**	**L = 2**	**T = 1**	**P = 0**	**Credits = 3**
Evaluation Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	80	**10**	**10**	**100**	**3 Hours**
	Minimum number of class tests to be conducted = 2			**Minimum assignments = 2**	

Course Objectives	Course Outcomes
This course intends to inform the fundamental concepts of environment, ecosystem, biodiversity, CSR and Sustainable development.	**On successful completion of the course, the student will be able to:** **CO1:-** Discuss the importance of environmental studies and related terms. **CO2:-** Describe the Ecosystem and the importance of biodiversity. **CO3:-** Infer the knowledge on Environmental pollution and social issues. **CO4:-**. Explain thr basic concept of sustainable development. **CO5:-** Interpret the relevance and importance of CSR.

Course Contents:

UNIT – I Environment as the basis of life:

Meaning, components, structure, functioning, Renewable and Non-renewable sources of energy, Environmental movements in India. **[7 HRS]**

UNIT – II Ecosystem and Biodiversity:

Ecosystem: Concept, structure and function.

Biodiversity: Introduction, Classification, Biodiversity at global, national and local levels, Threats, Endangered and Endemic species of India, Conservation of biodiversity. **[7 HRS]**

UNIT – III Environmental pollution and social issues:

Environmental pollution: Cause, effects and control measures of Air, water, soil, noise and thermal pollution.

Social Issues: Water conservation, Rainwater harvesting, Watershed Management, Environment Protection Act. **[7 HRS]**

UNIT – IV Sustainable Development:

Definitions, History and Emergence, Greenhouse gases, Desertification, Social Insecurity, Industrialization, Globalization, Role of developed countries in sustainable development of developing countries, Waste Management. **[7 HRS]**

UNIT – V Corporate Social Responsibility:

Concept, Scope, Importance, Evolution, Corporate Philanthropy, Caroll's model, CSR and Consumer Protection, Environmental Audit. **[8 HRS]**

Text Books:

S.No.	Title	Authors	Publisher
1)	Environment and Sustainability	Sundar. I	APH publishing coporation
2)	Corporate Social Responsibility	C.V. Baxi and Ajit Prasad	Excel Books.

Reference Books:

S.No.	Title	Authors	Publisher
1)	Environmental Management	Ajith Sankar	Oxford University Press
2)	Environmental Management: Text and Cases	Bala Krishnamoorthy	PHI Learning
3)	Business Ethics and Corporate Governance	B. N. Ghosh	Tata Macgraw Hill

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SYLLABUS

MASTER OF BUSINESS ADMINISTRATION

1st SEMESTER

BASIC MANAGEMENT (LAB)					
Course Code	**251191MG**	**L = 0**	**T = 0**	**P = 2**	**Credits = 1**
Evaluation Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	60	**-**	**20**	**80**	**-**
	Minimum number of class tests to be conducted = 2			**Minimum assignments = 2**	

Course Objectives	Course Outcomes
This course intends to equip the prospective Managers with basic software tools used in managerial decision making.	**On successful completion of the course, the student will be able to:** **CO1:-** Appraise the basics of M.S Word concepts. **CO2:-** Assess the Advance features of MS Word. **CO3:-** Apply basics of office management tools like M.S Power point. **CO4:-** Explore advance media and animation features of MS Power Point. **CO5:-** Adapt internet domain knowledge and understand Search Engine and Social Media Browsing concept.

Course Contents

UNIT- I M.S Word Basics:

Creating, editing, saving and printing text documents, Font and paragraph formatting, Simple character formatting page layout, background and borders, headers and footers. **[5 HRS]**

UNIT – II Advance Features in M.S Word:

Inserting tables, smart art, page breaks, lists and styles, working with images, Insert and edit tables, Insert clip art and pictures to Documents, Spelling and Grammar check, Mail Merge. **[5 HRS]**

UNIT – III M.S. Power Point Basics:

Opening, viewing, creating, and printing slides, auto layouts, Slide transitions, Copying and moving objects. Formatting including the format Painter. Fonts and effects. Inserting new slides. Slide layout. Selecting multiple Objects. Grouping objects. **[5 HRS]**

UNIT – IV Advance Features in M.S Power Point:

Adding custom animation, graphically representing data: Charts & Graphs. **[5 HRS]**

UNIT – V Internet Browsing

Concept of Internet, Browser and Search Engine, inserting hyperlinks, tables, list. Social Media Browsing, Application of Internet in Business: E-Commerce (for example e-ticketing, e-billing, e- payments etc.). **[4 HRS]**

Text Book:

S.No.	Title	Authors	Publisher
1)	Foundations of Business Systems	David, Van Over	Forth Worth, Dryden

Reference Books:

S. No.	Title	Authors	Publisher
1)	On-Line Business Computer Applications	Eliason, A. L	Chicago, Science Research Association.
2)	Automating Mangers: the implications of Information Technology for Managers	John, Moss Jones	London Printer
3)	M. Computers Concepts and Uses	Summer	PHI Publication
4)	Connecting to the Internet	Estrada, Susan	CA O'Reilly

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SYLLABUS

MASTER OF BUSINESS ADMINISTRATION

1st SEMESTER

ADVANCED EXCEL (LAB)					
Course Code	**251192MG**	**L = 0**	**T = 0**	**P = 2**	**Credits = 1**
Evaluation Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	60	**-**	**20**	**80**	**-**
	Minimum number of class tests to be conducted = 2			**Minimum assignments = 2**	

Course Objectives	Course Outcomes
This course intends to conceptualize the basic spreadsheet software programming skills among prospective managers.	**On successful completion of the course, the student will be able to:** **CO1:-** Appraise the Microsoft Excel Environment. **CO2:-** Apply the concept of Cell Reference in spreadsheet and worksheet operation. **CO3:-** Explore Excel spreadsheet advance functions and formulas concept. **CO4:-**. Assess Pivot Table, and advance formatting function in Microsoft Excel. **CO5:-** Apply solver and what if analysis to solve managerial problems.

Course Contents

UNIT - I

Examine spreadsheet concepts and explore the Microsoft Office Excel Environment. Create, open and view a workbook, Save and print workbooks enter and edit data. **[5 HRS]**

UNIT – II

Work with cell references, learn to use functions and formulas, Create and edit charts and graphics, Using Ranges, Columns & Rows, Worksheet Tools and Layout. **[5 HRS]**

UNIT – III

3D Formulas, Named Ranges, Conditional Formatting, Paste Special. Sharing Workbooks, Auditing Worksheets**.** **[5 HRS]**

UNIT – IV

Pivot tables, Sorting Data, Filtering Data, The H lookup and Lookup Functions. **[4 HRS]**

UNIT – V

Security Features, Making Macros, What If Analysis, Solver. **[5 HRS]**

Text Book:

S.No.	Title	Authors	Publisher
1)	Microsoft Excell 2019 Bible	Mikel Alexendar	Wiley

Reference Books:

S.No.	Title	Authors	Publisher
1)	On-Line Business Computer Applications	Eliason, A. L.	Chicago, Science Research Association.
2)	Automating Mangers: the implications of Information Technology for Managers	John, Moss Jones	London Printer
3)	M. Computers Concepts and Uses	Summer	PHI publication
4)	Connecting to the Internet	Estrada, Susan	CA O'Reilly

PROFESSIONAL SKILLS DEVELOPMENT – I (LAB)					
Course Code	**251193MG**	**L = 0**	**T = 0**	**P = 2**	**Credits = 1**
Evaluation Scheme	**ESE**	**CT**	**TA**	**Total**	**ESE Duration**
	-	**-**	**40**	**40**	**-**
	Minimum number of class tests to be conducted = 2			**Minimum assignments = 2**	

Course Objectives	Course Outcomes
This course intends to comprehend why professional development matters and how to advance it.	**On successful completion of the course, the student will be able to:** **CO1:-** Create and maintain an impression of credibility, power and efficiency during business meetings. **CO2:-** Exhibit behaviour related to professional workplace attire. **CO3:-** Demonstrate guidelines of proper written communication decorum.

Course Contents:

Professional Business Introductions:

- Proper business introductions and making a great first impression.
- The proper handshake.
- Social and business introductions.
- Business cards and introductions. **[8 HRS]**

Professional Attire:

- The importance of proper business attire.
- Proper business attire for women.
- Proper business attire for men. **[8 HRS]**

Business Correspondence Development:

- Written communication guidelines – Reports, Proposals
- Civility on the Internet
- Email draft
- Social Media communication **[8 HRS]**