

Scheme & Syllabus of Diploma in Business Administration

(DBA)

First Semester

First Semester

Contact Hours: 28 Hrs.

Course Code	Course Title	Load Allocation (per week)			Marks Distribution		Total Marks	Credits
		L	T	P	Internal	External		
DBA-101	Principles and Practices of Management	4	1	0	40	60	100	5
DBA-102	Principles of Managerial Economics - I	4	1	0	40	60	100	5
DBA-103	Basic Accounting	4	1	0	40	60	100	5
DBA-104	English(Comm.Skills)	4	-	0	40	60	100	4
DBA-105	Human Values, De-addiction and Traffic rules	3	0	0	40	60	100	3
DBA-106	Lab1- English(Comm. Skills)	-	-	2	30	20	50	1
DBA-107	Lab2 & Seminar Human Values, De-addiction & Traffic rules	-	-	2	25		25	1
DBA-108	Mentoring and Professional Development			2	25	-	25	1
TOTAL		19	3	6	280	320	600	25

Second Semester

Second Semester

Contact Hours: 28 Hrs.

Course Code	Course Title	Load Allocation (per			Marks Distribution		Total Marks	Credits
		L	T	P	Internal	External		
DBA-201	Human Resource Management	4	1	0	40	60	100	5
DBA-202	Business Environment	4	1	0	40	60	100	5
DBA-203	Managerial Economics-II	4	1	0	40	60	100	5
DBA-204	Environmental Studies	4	0	0	40	60	100	4
DBA-205	Mentoring & Professional Development	0	0	2	25	--	25	1
		16	3	2	195	240	425	20

DBA 101 Principles and Practices of Management

Course objective: the course aims at providing fundamental knowledge and exposure to the concepts, theories and practices in the field of management. And to facilitate the students in appreciating need/significance and applications of various managerial functions.

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1: Describe fundamental concepts, nature and principles of Management.

CO2: Explain the role and responsibilities of managers and adapt to the various styles of management across organizations.

CO3: Develop analytical abilities to face the business situations.

CO4: Apply various tools that would facilitate the decision making process in the business.

CO5: Develop peer based learning and working in groups and teams

Unit – I

Management: Meaning, definitions, nature and scope, functions of management. Managerial roles and skills. Forms of different organizations: sole proprietorship, partnership and Joint Stock Company.

Evolution of management thoughts: classical and new classical systems, contingency approaches, Scientific management.

Unit – II

Planning: nature, purpose and functions, types of plan, Management by Objective (MBO), steps in planning.

Decision Making: Meaning, Steps in Decision Making, Techniques of Decision Making.

Strategic planning – concepts, process, importance and limitations; Growth strategies Internal and external.

Unit – III

Organizing: Concept, formal and informal organizations, task force, bases of departmentation, different forms of organizational structures, avoiding organizational inflexibility. Teamwork – meaning, types and stages of team building.

Concept of staffing- Recruitment and Selection.

Motivation – concept, importance and theories.

Unit –IV

Authority: definition, types, responsibility and accountability, delegation, decentralization v/s centralization, determinants of effective decentralization. Line and staff authority.

Control: function, process and types of control, nature, process, significance and span of control. Direct control v/s preventive control.

Trends and challenges of management in global scenario, emerging issues in management: Introduction to Total Quality Management (TQM), Just in Time (JIT).

Suggested Textbooks:

1. Essentials of Management: Koontz H. & Weihrich H. (Tata Mc Graw Hill Publishers)
2. Principles and practices of management: L. M. PRASAD (S. Chand publishers)

Suggested Reference books:

1. Management: Stephen Robbins (Pearson publishers)
2. VSP Rao & V H Krishna, Management, Excel books

DBA–102 Principles of Managerial Economics -I

Course Objective: The primary objective of this course is to equip students with the necessary economic concepts, principles, theory and techniques and enhance their managerial decision making to address business problems in a globalized economic environment

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1: Understand the basic concepts of managerial economics and apply the economic way of thinking to individual decisions and business decisions.

CO2: Measure price elasticity of demand, understand the determinants of elasticity and apply the concepts of price, cross and income elasticity of demand.

CO3: Understand and estimate production function and Law of Diminishing Marginal Utility.

CO4: Understand and explain four basic market models of perfect competition, monopoly, monopolistic competition, and oligopoly, and how price and quantity are determined in each model.

CO5: Understand the different costs of production and how they affect short and long run decisions.

Unit-I

Introduction to Managerial Economics: Managerial Economics: Meaning, Nature, Scope & Relationship with other disciplines, Role of managerial economics in decision Making, Opportunity Cost Principle, Production Possibility Curve, Incremental Concept, Scarcity Concept.

Demand and the Firm: Demand and its Determination: Demand function; Determinants of demand; Demand elasticity – Price, Income and cross elasticity. Use of elasticity for analyzing demand, Demand estimation, Demand forecasting, Demand forecasting of new product. **Indifference Curve Analysis:** Meaning, Assumptions, Properties, Consumer Equilibrium, Importance of Indifference Analysis, Limitations of Indifference Theory.

Unit-II

Production Function : Production function Meaning, Concept of productivity and technology, Short Run and long run production function Isoquants; Least cost combination of inputs, Producer's equilibrium; Return to scale; Estimation of production function.

Theory of Cost: Cost Concepts and Determinants of cost, short run and long run cost theory, Modern Theory of Cost, Relationship between cost and production function.

Unit-III

Revenue Curve: Concept of Revenue, Different Types of Revenues, concept and shapes of Total Revenue, Average revenue and marginal revenue, Relationship between Total Revenue, Average revenue and marginal revenue, Elasticity of Demand and Revenue relation.

Market Structure: Market Structure: Meaning, Assumptions and Equilibrium of Perfect Competition, Monopoly, Monopolistic Competition, Oligopoly: Price and output determination under collusive oligopoly, Price and output determination under non-collusive oligopoly, Price leadership model.

Unit-IV

Pricing: Pricing practices; Commodity Pricing: Economics of advertisement costs; Types of pricing practices

Factor Pricing: Demand and supply of factor of production; Collective bargaining, Concept of rent, profit, interest- Rate of return and interest rates; Real vs. Nominal interest rates. Basic capital theory—Interest rate and return on capital. Measurement of profit.

Note: Relevant Case Studies will be discussed in class.

Suggested Readings/ Books:

- K.K .Dewett, Modern Economic Theory, S. Chand Publication
- D.M.Mithani, Managerial Economics Theory and Applications, Himalaya Publication
- Peterson and Lewis, Managerial Economic, Prentice Hall of India
- Gupta, Managerial Economics, TataMcGraw Hills
- Geetika, Managerial Economics, Tata McGraw Hills

DBA 103 Basic Accounting

Course Objective: This course aims to acquaint students with foundation of financial accountancy and its application in business. It also aims to familiarize students with regulatory framework of accounting in India.

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1: To understand the basic underlying concepts, principles and conventions of accounting.

CO2: To identify the rules of debit and credit in accounting.

CO3: To get an overview of the regulatory framework of accounting in India.

CO4: To prepare trading, profit & loss and balance sheet of a firm.

CO5: To comprehend the concept of depreciation and different methods to treat depreciation in accounting.

Unit I

Introduction to Accounting- Meaning, objectives and Scope of **Financial Accounting**, Concept of Book Keeping, Basic Accounting terms, users of accounting information, limitations of Financial Accounting. **Accounting Concepts and Conventions.**

Accounting Standards- Concept, objectives, benefits, brief review of Accounting Standards in India.

Unit II

The Accounting Equation: Types and Nature of Accounts, Rules of Debit and Credit;

Accounting process : Recording Transactions in Journal; Preparation of Ledger Accounts, Subsidiary Books; Preparation of Trial Balance.

Unit III

Bank Reconciliation Statement, Depreciation: Meaning, need & importance of depreciation, methods of charging depreciation (WDV & SLM). **Preparation of Final Accounts:** Preparation of Trading and Profit & Loss Account and Balance Sheet of sole proprietary business

Unit IV

Introduction to Company Final Accounts: Important provisions of Companies Act, 1956 in respect of preparation of final accounts of a company. Understanding the Annual Report of a Company.

Computerised Accounting: Computers and its application in accounting. Accounting software packages

Suggested Readings:

1. Maheshwari, S.N. and Maheshwari, S.K, "Financial Accounting", 2009, Vikas Publishing House, New Delhi.
2. 2. Mukherjee, A. and Hanif, M., "Financial Accounting", 1st Edition, 2003, Tata McGraw Hill.
3. 3. Ramchandran, N. and Kakani, R.K., "Financial Accounting for Management", 2nd Edition, 2007, Tata McGraw Hill.
4. Tulsian, P.C., Financial Accounting,
5. Horngren, Charles T., Sundem, Gart I, Elliot, John A. Philbrick, Donna R.,
6. "Introduction to Financial Accounting", Prentice Hall, New Delhi.
7. Gupta, Ambrish, "Financial Accounting for Management: An Analytical Perspective", Pearson Education, New Delhi.
8. Khatri, Dhanesh, "Financial Accounting" Tata McGraw-Hill, New Delhi.

DBA 104: English (Communication Skills)

Objective and Expected outcome:

The objective of this course is to make students understand that both oral & written communications are equally important. The students should be comfortable with both verbal & written communication.

Course Outcomes: At the end of the course, the student will be able to:

CO1 -To understand the basics of communication and its process, and the various barriers in the communication.

CO2 – To Understand the various models & types of Communication.

CO3– To comprehend Non – Verbal communication skills and its application for effective Communication

CO4– To learn the listening skills and understand the value of business etiquettes

CO5- To develop the skills to Comprehend the English language better.

UNIT-I

Introduction to Communication: Meaning of Communication, Process of Communication, Importance and Benefits of Communication in Business Organizations. The 7 C's of Effective communication

Barriers to Communication :- Language barriers, Psychological Barriers, Physiological Barriers ,Physical Barriers Attitudinal Barriers and the ways to overcome them.

UNIT-II

Communication Models:- Linear Model, Transactional Model and Interactive Model

Types of Communication:- Formal & Informal, Personal, Inter-personal, Group and Mass, Vertical & Horizontal, One-way & Two-way Models of Communication

Verbal and Non-Verbal Communication- Characteristics and Classification of Non-Verbal Communication, Advantages of learning Non-Verbal Communication Skills.

UNIT -III

Developing Listening Skills: Meaning & importance of Listening, process of listening, Purpose of listening, The art of Attentive listening, Factors that affect the attentive listening.

Types of Listening :- Passive listening Selective listening & active listening.

Barriers to listening:-Physical Barriers & People related Barriers. Activities to improve listening Skills.

UNIT-IV

English Language :- Parts of Speech: Nouns, Pronouns, Verbs, Adjectives, Adverbs, Prepositions, Conjunctions, Interjections, Determiners, Degrees of Comparison, Forms of Verb. Tenses, Precis Writing, What is a Précis? Guidelines for writing an effective précis, Paragraph Writing & Non-textual Comprehension.

Suggested Readings/ Books:

1. **Effective Business Communication, M.V. RODRIGUEZ**
2. **Business Communication, Meenakshi Raman, Parkash Singh, Paperback Edition, Oxford University Press.**

DBA 105 Human Values, De-addiction and Traffic rules

Objectives and Expected Outcome:

This introductory course input is intended

- a. To help the students appreciate the essential complementarity between 'VALUES' and 'SKILLS' to ensure sustained happiness and prosperity which are the core aspirations of all human beings.
- b. To facilitate the development of a Holistic perspective among students towards life, profession and happiness, based on a correct understanding of the Human reality and the rest of Existence. Such a holistic perspective forms the basis of Value based living in a natural way.

Unit-I

Course Introduction - Need, Basic Guidelines, Content and Process for Value

- Education :-**
1. Understanding the need, basic guidelines, content and process for Value Education
 2. Self Exploration—what is it? - its content and process; 'Natural Acceptance' and Experiential Validation- as the mechanism for self exploration
 3. Continuous Happiness and Prosperity- A look at basic Human Aspirations
 4. Right understanding, Relationship and Physical Facilities- the basic requirements for fulfillment of aspirations of every human being with their correct priority
 5. Understanding Happiness and Prosperity correctly- A critical appraisal of the current scenario
 6. Method to fulfill the above human aspirations: understanding and living in harmony at various levels

Unit-II

Understanding Harmony in the Human Being - Harmony in Myself! :-

7. Understanding human being as a co-existence of the sentient 'I' and the material 'Body'
 8. *Understanding the needs of Self ('I') and 'Body' - Sukh and Suvidha*
 9. Understanding the Body as an instrument of 'I' (I being the doer, seer and enjoyer)
 10. Understanding the characteristics and activities of 'I' and harmony in 'I'
 11. Understanding the harmony of I with the Body: Sanyam and Swasthya; correct appraisal of Physical needs, meaning of Prosperity in detail
 12. Programs to ensure Sanyam and Swasthya
- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Unit-III

Understanding Harmony in the Family and Society- Harmony in Human- Human Relationship

13. Understanding harmony in the Family- the basic unit of human interaction
 14. *Understanding values in human-human relationship; meaning of Nyaya and program for its fulfillment to ensure Ubhay-tripti;*
- Trust (*Vishwas*) and Respect (*Samman*) as the foundational values of relationship
15. Understanding the meaning of Vishwas; Difference between intention and competence
 16. Understanding the meaning of Samman, Difference between respect and differentiation; the other salient values in relationship
 17. *Understanding the harmony in the society (society being an extension of family):*
Samadhan, Samridhi, Abhay, Sah-astitva as comprehensive Human Goals

18. Visualizing a universal harmonious order in society- Undivided Society (Akhand Samaj), Universal Order (Sarvabhaum Vyawastha)- from family to world family! - Practice Exercises and Case Studies will be taken up in Practice Sessions.

Unit-IV

Understanding Harmony in the Nature and Existence - Whole existence as Co-existence

19. *Understanding the harmony in the Nature*

20. Interconnectedness and mutual fulfillment among the four orders of nature- recyclability and self-regulation in nature

21. Understanding Existence as Co-existence (Sah-astitva) of mutually interacting units in all-pervasive space

22. Holistic perception of harmony at all levels of existence

- Practice Exercises and Case Studies will be taken up in Practice Sessions.

Suggested/Reading Book

R R Gaur, R Sangal, G P Bagaria, 2009, *A Foundation Course in Value Education*.

DBA-106 Lab-1 English(Comm. Skills)

Course Outcomes:

The objective of this course is to introduce students to the theory, fundamentals and tools of communication. To help the students become the independent users of English language.

To develop in them vital communication skills which are integral to personal, social and professional interactions.

The syllabus shall address the issues relating to the Language of communication. Students will become proficient in professional communication such as interviews, group discussions and business office environments, important reading skills as well as writing skills such as report writing, note taking etc.

Interactive practice sessions in Language Lab on Oral Communication

Listening Comprehension

Self Introduction, Group Discussion and Role Play Common Everyday Situations: Conversations and Dialogues

Communication at Workplace

Interviews

Formal Presentations

Monologue

Effective Communication/ Miscommunication

Public Speaking

DBA-107 Lab 2 & Seminar Human Values, De-addiction & Traffic Rules

- a) Seminars will be Organized on De-addiction & Traffic Rules once throughout the semester.
- b) It will be binding for all the students to attend that seminar.

DBA- 108 Mentoring & Professional Development

The objective of mentoring will be development of:

- a) Overall Personality
- b) Communication Skills
- c) Presentation Skills

Activities:-

1. Expert and video lectures
2. Group Discussion
3. Quiz (General/Technical)
4. Presentations by the students
5. Team building Exercises

Note:- Mentors/Faculty incharges shall maintain proper record student wise of each activity Conducted.

DBA 201 Human Resource Management

Course Objective: To provide an in-depth overview of the field of HRM, what are the roles and responsibilities of HR professionals how the primary functions affect the broader business strategy.

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1- To explain the basics of Human Resource Management and analyse the evolution of HRM.

CO2: To appraise various functions of HRM that facilitate employee hiring viz. human resource planning, job analysis recruitment and selection.

CO3: To understand the role of training, development, career planning and performance appraisal functions in human resource development.

CO4: To analyse the functions of compensation management namely, wages and salary administration, incentives and fringe benefits.

CO5: To comprehend the meaning and concept of Industrial relations.

Unit I

Nature, scope, role and importance of HRM. New trends in HRM due to globalization deregulation and technological advancements, HRM practices in India, issues and challenges. Human Resource Planning: Meaning, factors affecting HRP, Human Resource Planning process.

Unit II

Job analysis: steps in analysing job and introduction to methods of collecting job analysis information, Job description, job specification. Job design: job simplification, job rotation, job enrichment and job enlargement. Recruitment: sources of recruitment, policies and procedure of recruitment. Selection process, testing and interviews, Placement and induction.

Unit III

Training and Development: Identification of training needs, process of training and methods of training and development. Career planning and development: career life cycle, process of career planning and development.

Unit IV

Performance appraisal: Meaning, process of performance appraisal, methods and problems of performance appraisal. Compensation Management- Wage & Salary Administration: Meaning & Concept of Wage & Salary Administration, Elements & Methods of Wage & Salary, Incentive Plans & Fringe Benefits. Industrial Relations: Meaning & Concept of Industrial Relations.

Suggested Readings:

1. Monnappa and Saiyadan, Personnel Management, Tata Mcgraw Hill.
2. Dessler, Garg, Human Resource Management, Pearson education.
3. C.B. Memoria Personal Management Himalaya
4. K. Aswathappa Human Resource Management Tata McGrawHill

DBA-202 Business Environment

Course Objective: The objective of this paper is to acquaint students with the issues of business environment in which corporate sector has to operate. It will also familiarize them with the techniques available for scanning and monitoring the environment. It also aims at providing some basic knowledge about international environment pertaining to business.

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1: To Identify and evaluate the complexities of business environment and their impact on the business.

CO2: To analyze about the relationships between Government and business and understand the political, economic, legal and social policies of the country .

CO3: To understand the current economic conditions in developing emerging markets, and evaluate present and future opportunities.

CO4: To be acquainted with prerequisite knowledge required to understand the Probability and applications of probability theory.

CO5: To understand the concept of the Industrial functioning and strategies to overcome challenges in competitive markets.

Unit I

Introduction to Business Environment: Nature and Significance Business Environment. Components of Business Environment, Techniques of Environment Scanning. **Economic Environment of Business:** Economic Systems. Economic Planning in India, Brief idea of Industrial Policy, Fiscal policy, Monetary policy and EXIM policy.

Unit II

Political and Legal Environment of Business: Three political institutions: Legislature, Executive and Judiciary. Foreign Exchange Management Act (FEMA), Consumer Protection Act. Introduction to Liberalization, Privatization and Globalization: Factors facilitating and impeding globalization in India.

Unit III

Socio- Cultural Environment: Critical elements of socio-cultural Environment. Social responsibility of business. Business Ethics and Corporate Social Responsibility. **Public Sector**-Changing Role of Public Sector - Relevance of public sector – Public Sector reforms. Regulatory framework with reference to Banking and Security Market. Technological Environment.

Unit IV

International Business Environment: Multinational Corporations-Benefits and Problems. Mergers and acquisitions - reasons - trends - Advantages and Disadvantages.WTO ,Consequences of WTO for India. IMF. Regional Groupings.

SUGGESTED READINGS:

1. Aswathappa, K : Essentials of Business Environment-Text, Cases and Exercises - Himalya Publishing House (13th Revised Edition-2016)
2. Cherunilam, Fransis– Business Environment- Text and Cases ,Himalya Publishing House Pvt. Ltd.(20th Edition-2011)

DBA-203 Managerial Economics-II

Course Objective: This course aims to acquaint students with economy as a whole including measurement of national income, inflation and unemployment, which an objective to inculcate understanding of macroeconomic environment of an economy for better decision making.

Course Outcomes (COs): After completion of the course, the students shall be able to:

CO1: Explain the concept of national income and its measurement using different approaches.

CO2: Describe the underlying theories of demand and supply of money in an economy.

CO3: Make use of employment and national income statistics students will be able to describe and analyze the economy in quantitative terms.

CO4: Interpret macroeconomic issues like money, inflation and unemployment.

CO5: Identify the phases of the business cycle and the problems caused by cyclical fluctuations in the market economy.

Unit I

National Income: Measuring National Income. Problems in the measurement of National Income. Theories of Money: Nature and functions of money – Types of money: Near money, inside money and outside money. Theories of demand for money – defining demand for money – Classical theories of demand for money – Friedman's re-statement of Quantity Theory of Money; Liquidity preference theory and Keynesian Liquidity Trap. Theories of Supply of money; Defining supply of money; Measuring supply of money.

Unit II

Theories of Inflation and Unemployment: Meaning, Types and Theories of Inflation. - Cost of inflation and sacrifice ratio. - Measurement of Inflation in India - Policies to control inflation Meaning and types of unemployment. - Cost of unemployment and Oakun's Law Measurement of unemployment in India. - Concept of Stagflation - Concept of Philips Curve.

Unit III

Business cycle: Meaning, types and phases. Monetary, Fiscal and Income policy – Meaning and instruments. Multiplier: Concept, Features and Leakages. Foreign trade multiplier.

Unit IV

**Macro-economic Framework in Indian Economy–Public Finance–Tax system in India–
Financial Administration: Finance Commission.**

SUGGESTED READINGS:

1. Ahuja, H.L. (2015) *Macroeconomics-Theory and Policy*. New Delhi: Sultan Chand.
2. Jhingan, M.L. (2016) *Macro Economic Theory*. Delhi: Vrinda Publications Pvt. Ltd
3. Dwivedi, D.N. (2017) *Macroeconomics: Theory and Practice: Theory & Practice*. New Delhi: McGraw Hill.
4. Jain, T.R., Khanna, O.P. (2014) *Managerial Economics*: V.K. Publications
5. Dewett, K.K., Navalur, M.H., (2006) *Modern Economic Theory*: New Delhi: Sultan Chand.

DBA-204 Environmental Studies

Course Outcomes:

1. Students will be able to understand environmental problems at local and national level through literature and general awareness.
2. The students will gain practical knowledge by visiting wildlife areas, environmental institutes and various personalities who have done practical work on various environmental issues.
3. The students will apply interdisciplinary approach to understand key environmental issues and critically analyze them to explore the possibilities to mitigate these problems.
4. Reflect critically about their roles and identities as citizens, consumers and environmental actors in a complex, interconnected world

UNIT-1:

Introduction to Environmental Studies

Multidisciplinary nature of Environmental Studies: Scope & Importance
Need for Public Awareness

UNIT-2:

Ecosystems

Concept of an Ecosystem: Structure & functions of an ecosystem (Producers, Consumers & Decomposers)
Energy Flow in an ecosystem: Food Chain, Food web and Ecological Pyramids
Characteristic features, structure & functions of following Ecosystems:
Forest Ecosystem
Aquatic Ecosystem (Ponds, Lakes, River & Ocean)

UNIT-3: Natural Resources

Renewable & Non-renewable resources

Forest Resources: Their uses, functions & values (Biodiversity conservation, role in climate change, medicines) & threats (Overexploitation, Deforestation, Timber extraction, Agriculture Pressure), Forest Conservation Act

Water Resources: Their uses (Agriculture, Domestic & Industrial), functions & values, Overexploitation and Pollution of Ground & Surface water resources (Case study of Punjab), Water Conservation, Rainwater Harvesting,

Land Resources: Land as a resource; Land degradation, soil erosion and desertification

Energy Resources: Renewable & non-renewable energy resources, use of alternate energy resources (Solar, Wind, Biomass, Thermal), Urban problems related to Energy

UNIT-4: Biodiversity & its conservation

Types of Biodiversity: Species, Genetic & Ecosystem

India as a mega biodiversity nation, Biodiversity hot spots and biogeographic regions of India

Environmental Pollution & Social Issues

Types, Causes, Effects & Control of Air, Water, Soil & Noise Pollution

Nuclear hazards and accidents & Health risks

Global Climate Change: Global warming, Ozone depletion, Acid rain, Melting of Glaciers & Ice caps, Rising sea levels

Environmental disasters: Earthquakes, Floods, Cyclones, Landslides

Suggested Readings:

1. Bharucha, E. Text Book for Environmental Studies. University Grants Commission, New Delhi.
2. Agarwal, K.C. 2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
3. Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd., Ahmedabad – 380 013, India, Email:mapin@icenet.net (R)
4. Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. 480p
5. Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
6. Cunningham, W.P. Cooper, T.H.

DBA- 205 Mentoring & Professional Development

The objective of mentoring will be development of:

- a) Overall Personality
- b) Communication Skills
- c) Presentation Skills
- d) Aptitude (Technical and General)
- e) General Awareness (Current Affairs and GK)

Activities:-

1. Expert and video lectures
2. Aptitude Test
3. Group Discussion
4. Quiz (General/Technical)
5. Presentations by the students
6. Team building Exercises

Note:- Mentors/Faculty incharges shall maintain proper record student wise of each activity Conducted.

