

**PROPOSED SYLLABUS FOR 3 YEARS 6 SEMESTERS**

**BBA (HONS) IN REAL ESTATE MANAGEMENT**

**COURSE STRUTURE**

<b>Year</b>	<b>Semester</b>	<b>Paper Code</b>	<b>Paper</b>	<b>Marks/Credits</b>	
1st	1 <sup>st</sup>	BBA- 101	English-I	100	4
		102	Mathematics-I	100	4
		103	Statistics-I	100	4
		104	Economics-I	100	4
		105	Computer Applications-I	100	4
		106	Real Estate Fundamentals	100	4
					Total
	2 <sup>nd</sup>	BBA- 201	English-II	100	4
		202	Mathematics-II	100	4
		203	Statistics-II	100	4
		204	Economics-II	100	4
		205	Computer Applications-II	100	4
		206	Direct & Indirect Taxes Applicable on Real Estate	100	4
					Total

Year	Semester	Paper Code	Paper	Marks/Credits	
2nd	3rd	BBA-301	Principles of Management	100	4
		302	Business Environment	100	4
		303	Business Regulatory Framework	100	4
		304	Financial Accounting	100	4
		305	Real Estate Valuation	100	4
		306	Real Estate Development Model	100	4
			Total	600	24
	4th	BBA-401	Real Estate Approval & Sanction	100	4
		402	Quantitative Methods	100	4
		403	Building Materials & Design	100	4
		404	Materials Management	100	4
		405	Construction Management & ERP	100	4
		406	Financial Management	100	4
			Total	600	24

Year	Semester	Paper Code	Paper	Marks/Credits	
3rd	5 <sup>th</sup>	BBA - 501	Marketing Management	100	4
		502	Human Recourse Management	100	4
		503	Real Estate Investment Management	100	4
		504	Green Practices in Real Estate	100	4
		505	Maintenance Management	100	4
		506	Legal Framework for Real Estate	100	4
			Total	600	24
	6th	BBA - 601	Real Estate Marketing and Brand Building Through CSR	100	4
		602	Entrepreneurship in Real Estate	100	4
		603	Low cost Affordable Housing & Space Saving	100	4

			Interiors		
		604	Summer Training	100	4
		605	Major Project & Viva Voce (50+50)	100	4
			Total	500	20

## BBA – 104 : ECONOMICS – I

### Course Contents

**1. Introduction :** Basic problems of an economy; Working of price mechanism and Resource allocation. [2 L]

**2. Elasticity of Demand :** Concept and measurement of elasticity of demand; Price, income and cross elasticities; Average revenue, marginal revenue, and elasticity of demand; Determinants of elasticity of demand. [4L]

**3. Production Function :** Law of variable proportions; Iso-quants; Economic regions and optimum factor combination; Expansion path; Returns of scale; International and external economies and diseconomies; Ridge lines. [6L]

**4. Theory of Costs:** Short-run and long-run cost curves – traditional and modern approaches. [4L]

**5. Market Structures :** Market structures and business decision; Objectives of a business firm.

(a) Perfect Competition : Profit maximization and equilibrium of firm and industry; Short-run and long run supply curves; Price and output determination. Practical applications. [4L]

(b) Monopoly : Determination of Price under monopoly; Equilibrium of a firm; Comparison between perfect competition and monopoly; Multi-plant monopoly; Price discrimination. Practical applications. [4L]

(c) Monopolistic Competition : Meaning and characteristics; Price and output determination under monopolistic competition; Product differentiations; Selling costs; Comparison with perfect competition; Excess capacity under monopolistic competition. [4L]

(d) Oligopoly : Characteristics, indeterminate pricing and output; Classical models of oligopoly; Price leadership; Collusive oligopoly; Kinked demand curve. [4L]

**6. Factor Pricing – I :** Marginal Productivity theory and demand for factors; Nature of supply of factor inputs; Determination of wage rates under perfect competition and monopoly; Exploitation of labor; Rent – concept; Ricardian and modern theories of rent; Quasi-rent. [4L]

**7. Factor Pricing – II :** Interests – concept and theories of interest; Profit – nature, concepts, and theories of profit. [4L]

### Suggested Readings

1. A. Koutsoyianni : Modern Micro-Economics, Macmillan
2. R. Dutta and K.P.M. Sundaran : Indian Economy, S. Chand
3. A.N. Agarwal : Indian Economy, Vikash
4. R.G. Lipsey : An Introduction to Positive Economics, ELBS, Oxford
5. JP Gould Jr. and E.P. Lazer : Micro-Economic Theory
6. S.Mukherjee, M. Mukherjee & A. Ghose : Microeconomics, Prentice-Hall

## 1<sup>st</sup> Semester

### BBA-101 : ENGLISH – I

#### Course Contents

- 1. Grammatical Focus :** Grammatical & Structural aspects covering Partys of Speech, Tense, Voice, Clause, Preposition, Degrees of Comparison, Synonyms & Antonyms, etc; Identifying & Analysing Grammatical Errors including errors in Spelling & Punctuation. [ 6 L, 8 P ]
- 2. Reading :** Vocabulary Building; Comprehension; Interpretation; Summarising [1 L, 5 P]
- 3. Writing :** Letter Writing – Formal, Informal; Accepting & Declining Invitations; Paragraph Writing, Precise Writing, Essay Writing [ 2 L, 5 P]
- 4. Speaking :** Interactive Communication like Introducing Self, Greetings, Conversations, etc; Pronunciation : appropriate stress, intonation, clarity [2 L, 6 P]
- 5. Listening :** Understanding – Spoken English, Formal English; Exercises [ 5 P ]  
[ L = Lecture Session, P = Practice Session ]

#### Suggested Reading

1. Leo Jones, Richard Alexander : New International Business English (Communication Skills in English for Business Purposes), Cambridge University Press.
2. NCERT, Knowing about English – A Book of Grammar & Phonology
3. NCERT, Working with English – A Workbook,
4. A.E. Augustine & K.V. Joseph : Macmillan Grammar – A Handbook, Macmillan
5. Krishna Mohan & N.P. Singh : Speaking English Effectively, Macmillan

## BBA- 103 : STATISTICS – I

### Course Contents

**1. Introduction:** Statistics as a subject; Functions, Importance and Limitations of Statistics; Planning and Execution of a statistical investigation; Census and sample investigation; Descriptive and Inferential statistics. [2L]

**2. Collection, Editing and Presentation of Data:** Primary data and secondary data; Methods of collection; Scrutiny of data. Presentation of data: textual and tabular presentations; Construction of a table and the different components of a table. Diagrammatic representation of data: Line diagrams, Bar diagrams, Pie charts and divided-bar diagrams. [3L]

**3. Frequency Distributions:** Attribute and variable; Frequency distribution of an attribute; Discrete and continuous variables; Frequency distributions of discrete and continuous variables; Bivariate and Multivariate Frequency Distributions. Diagrammatic representation of a frequency distribution: case of an attribute; case of a discrete variable: column diagram, frequency polygon and step diagram; case of a continuous variable: histogram and ogive. [4L]

**4. Measures of Central Tendency:** Definition and utility; Characteristics of a good average; Different measures of average; Arithmetic Mean; Median; Other positional measures – quartiles, deciles, percentiles; Mode; Relation between Mean, Median and Mode; Geometric and Harmonic Mean. Choice of a suitable measure of central tendency. [6L]

**5. Measures of dispersion:** Meaning and objective of dispersion; Characteristics of a good measure of dispersion; Different measures of dispersion – Range, Quartile deviation, Mean deviation, Mean Absolute deviation, Standard deviation; Comparison of the different measures of dispersion. Measures of relative dispersion – Coefficient of Variation. Combined mean and standard deviation. Chebyshev's Theorem. Graphical measure of dispersion – Lorenz curve; Gini coefficient. [7L]

**6. Moments, Skewness and Kurtosis:** Moments; Coefficients based on moments; Sheppard's correction; Skewness; Measures of skewness; Kurtosis and its measures. [3L]

**7. Correlation and Regression:** Analysis of Bivariate data. Correlation Analysis – Meaning of correlation; Scatter Diagram; Karl Pearson's coefficient of linear correlation; Calculation of the correlation coefficient from grouped data; Properties of the correlation coefficient; Advantages and limitations of the coefficient of correlation; Idea of rank correlation; Spearman's rank correlation coefficient. Regression Analysis – Two lines of regression; Some important results relating to regression lines; Correlation Coefficient and the two Regression Coefficients; Coefficient of determination; Concept of multiple regression. [7L]

**8. Index Numbers:** Definition, characteristic and uses of index numbers; Methods of constructing price and quantity indices (simple and aggregate); Value index; Comparison of Laspeyres' and Paasche's Index Numbers; Tests of adequacy; Chain-base index numbers; Base shifting, splicing and deflating; Consumer Price Index Numbers; Problems in the construction of index numbers. [4L]

**9. Analysis of Time Series:** Objective of time series analysis; Causes of variations in time series data; Components of a time series; Decomposition – Additive and Multiplicative Models; Determination of trend – Moving averages method and method of least squares; Measurement of secular trend; Seasonal

variations; Measurement of cyclical variations; Measurement of random variations.  
[4L]

**Suggested Readings**

1. R.I. Levin & D.S. Rubin: Statistics for Management: Pearson Education
2. Amir D. Aczel & Jayavel Sounderpandian – Complete Business Statistics: Tata McGraw- Hill
3. R.S Bhardwaj, Business Statistics, Excel Books
4. S P Gupta & M.P. Gupta: Business Statistics: Sultan Chand & Sons
5. G. C. Beri – Statistics for Management: Tata McGraw- Hill
6. A.M Goon, M.K Gupta & B, Dasgupta : Basic Statistics : World Press.
7. Hoel & Jessen: Basic Statistics for Business and Economics; John Wiley & Sons, New York.
8. Anderson, Sweeney and Williams – Statistics for Business and Economics, West Publishers

**BBA- 105: COMPUTER APPLICATIONS – I**

**Course Contents**

**1. Basic Computer Concepts** – Different generations of computer hardware; Modern taxonomy of computers; Hardware and software; Programming languages; Problem solving and algorithms; Basic

computer applications; General idea of information and communication technologies; Information system development process.

**2. Computer Hardware** – Input and Output devices; Memory (or storage) devices; Central Processing Unit.

Input / Output devices: keyboard, mouse, light pen, barcode readers, scanners, MICR, OCR, voice recognition and handwriting recognition systems; visual display terminals, printers, plotters etc.

Storage devices: Primary storage – RAM, ROM, EEROM, PROM, EPROM; Secondary storage – direct access devices, serial access devices: hard disks, floppy disks, magnetic tape, CD-ROM, DVD; Cache memory and Virtual memory.

Central Processing Unit – Control Unit; Arithmetic and Logic Unit; Decoders;

Registers; Machine Instructions; Stored program concept; Program execution:

Fetch-Decode-Execute cycle; Arithmetic, logical and shift operations. [10L]

**3. Computer Software** – Meaning of software; broad classification of software; system software and application software; utilities.

Systems software – Operating systems: Basic idea of an OS; OS as a resource manager – memory management, input/output management, secondary storage management, processor management, program management, network management; Brief introduction to different types of operating systems like DOS, Windows, Unix, Linux etc.

Application software – System development tools, Utilities, Application packages, Userwritten programs. [10L]

**4. Programming languages and Algorithms** – The concept of programming; pseudocode and flowcharts; structure of programs; program development guidelines; programming languages – machine language, assembly languages, high-level languages (procedural and object-oriented languages), fourth generation languages; object code and executable codes; compilers, translators, assemblers; editing tools such as vi.

Algorithms – Basic concept; Some typical algorithms – Finding the sum of a series, solving a quadratic equation, generating Fibonacci sequence, checking whether a number is prime or not, creating an array of numbers and displaying the largest element in the list, sorting a given set of numbers, multiplying together two matrices etc. (The algorithms may be implemented using either pseudocode or a high level programming language). [7L]

**5. Computer networks and Internet** – Basic concepts of computer networks; local area networks and wide area networks; switches, hubs, routers, idea of distributed systems; the Internet and the World Wide Web. [6L]

**6. Computer Applications:** Essential features of computer systems and structures required for office automation, communications, control systems, data acquisition, interactive multimedia, networking, parallel processing and neural networks. [4L]

#### **Suggested Readings**

1. Mano – Computer System Architecture; Pearson Education
2. Tanenbaum – Structured Computer Organization, Pearson Education
3. Martin & Powell – Information Systems: A Management Perspective; McGraw-Hill
4. Laudon & Laudon – Management Information Systems: Pearson Education
5. Comer: Computer Networks and the Internet: Pearson Education
6. Graham Curtis – Business Information Systems: Addison Wesley.

## **BBA- 102 : MATHEMATICS – I**

### **Course Contents**

#### **Algebra**

**1. The Number System** – Positive and Negative Integers, Fractions, Rational and Irrational Numbers, Real Numbers, Problems involving the concept of real numbers. [2L]

**2. Basic Algebra** – Algebraic Identities, Simple factorizations; Equations: Linear and Quadratic (in single variable and simultaneous equations).

Surds and Indices

Logarithms and their properties (including change of base); Problems based on logarithms.

The Remainder and Factor Theorems. [3L]

**3. Set Theory** – Introduction; Representation of sets; Subsets and supersets; Universal and Null sets; Basic operations on sets; Laws of set algebra; Cardinal number of a set; Venn Diagrams; Application of set theory to the solution of problems. [2L]

**4. Ratio, Proportion and Variation** [3L]

**5. Functions and Graphs** – Elementary idea of functions; Domain and Range of a function; Discrete and Continuous functions; Composition and Inverse of functions; Classification of functions: polynomial, rational, exponential and logarithmic functions.

General idea of curve sketching – graphs of straight lines, modular functions, exponential and logarithmic functions. [2L]

**6. Quadratic Functions and Theory of Quadratic Equations** – Solution of the quadratic equation  $ax^2 + bx + c = 0$ ,  $a \neq 0$ ; Nature of the roots of a quadratic equation; Sum and Product of roots; Relation between roots; Condition for the existence of a common root; forming quadratic equation with given roots.

Graph of the function  $f(x) = ax^2 + bx + c$ ,  $a \neq 0$ ; Sign of the expression  $f(x) = ax^2 + bx + c$ ; Maximum/Minimum values of a quadratic function; Solution of quadratic inequalities.

[3L]

**7. Permutations and Combinations** – Fundamental principle of counting; Factorial notation.

Permutation: Permutation of  $n$  different things; of things not all different; restricted permutations; circular permutations.

Combination: different formulas on combination; complementary combination; restricted combination; Division into groups.

Mixed problems on permutation and combination. [5L]

**8. Mathematical Induction and the Binomial Theorem**- Principle of mathematical induction; Examples. Binomial Theorem for a positive integral index; General term; Middle term; Properties of Binomial Coefficients; the greatest term in the Binomial expansion. Binomial theorem for any index. [3L]

**9. Sequences and Series** – General idea and different types of sequences; Arithmetic and Geometric Progressions; Arithmetic and Geometric Means; Arithmetic and Geometric series – summation formulae; Sum to infinity of a GP (for  $|r| < 1$ ); Recurring decimals as GP; Harmonic Progression; Harmonic mean of two numbers; Special sums i.e.  $\sum n$ ,  $\sum n^2$ ,  $\sum n^3$  etc. Arithmetic-Geometric series; Method of differences. [5L]

**10. Compound Interest & Annuities** – Concept of present value and amount of a sum; Types of annuities; Present value and amount of an annuity; Continuous compounding; Valuation of simple loans and debentures. [2L]

## Coordinate Geometry

**1. Fundamentals** – Rectangular Cartesian coordinates; Polar coordinates; Distance formula; Section formula (internal and external sections); expressions for the centroid and incentre of a triangle; Area of a triangle in terms of the three vertices. [2L]

**2. Locus** – Definition; Equation to the locus; Method of obtaining the equation to the locus. [1L]

**3. Straight Lines** – Definition; Gradient of a straight line; Different forms of the equation of a straight line; Distance of a point from a line; Condition of concurrence of three given straight lines. Angle between two given straight lines: Condition of parallelism and perpendicularity of two straight lines. Equations of straight lines parallel or perpendicular to a given straight line. Identical straight lines. Position of a point with respect to a given straight line. [3L]

**4. Circles** – Equation of a circle in standard form; General form of the equation of a circle; Equations of circles in some special cases; Equation of the common chord of two given circles; Position of a point with respect to a given circle. Condition for tangency: equations of tangents to a circle at a point on the circumference from an external point; Length of a tangent to a circle from an external point; finding the equation of a circle given the center and the tangent line. Equation of a normal. Equations of circles through the intersection of a given circle and a given line, through the intersection of two circles; condition for circles to cut orthogonally. [4L]



**Suggested Readings**

1. H. S. Hall & S. R. Knight – Higher Algebra ; Radha Publishing House
2. Sancheti & Kapoor – Business Mathematics; Sultan Chand & Company
3. Dowling – Introduction to Mathematical Economics ; Schaum’s Outline Series
4. R. S. Soni – Business Mathematics – Pitambar Publishing House
5. Holden – Mathematics for Business & Economics; Macmillan India, New Delhi.
6. R.G.D Allen – Basic Mathematics; Macmillan, New Delhi

**BBA – 106: Real Estate Fundamentals****Objectives**

To make the students familiar with various types of real estate Products & Laws, byelaws and forms of business modules that govern them.

Units	Course Content
-------	----------------

1.	<p><b>Terminology of assets and investment</b></p> <p>Current assets, fixed assets, using fixed assets as a mode of investment, Various sorts of investment in terms of long term/short term/stock in trade, fixed assets held as immovable property</p>
2.	<p><b>Types of Real Estate &amp; Trade Terminology used in Real Estate Business</b></p> <p>The real estate sector and its future in India, Frequent Transactions in Real Estate. Main players in real estate market, Landlords, Builders, Developers, Real Estate Agents, Tenants, Buyers. Different types of Real Estate; e.g. Residential Commercial, Townships, Godowns, Hotels, Hospitals, Resorts, IT Park, Industrial Park, Etc.</p>
3.	<p><b>Modes for conducting Real Estate Business:</b></p> <p>Proprietorship, Partnership, Private Limited Companies, Public Limited Companies, Hindu Undivided Family, Trusts, Cooperative Society, difference between Company and Partnership, merits and demerits of such establishment.</p>
4.	<p><b>Modes of Public Private Partnership and its documentation</b></p> <p>Meaning of Public Private Partnership, its benefits, checklist for Public Private Partnership, Selection criteria for Public Private Partnership, Principles of Public Private Partnership, Foreign Direct Investment, Swiss Challenge approach, Risk and Revenue sharing, REITS, REMF, Private Equity Funds, Angel Investors.</p>
5.	<p><b>Principles for drafting agreements relating to real estate</b></p> <p>Principles of good drafting. Clear documentation, Logical arrangement, Compliance with legal requirements, brief and concise documents, expression of the document, precautions while drafting various parts of the deed.</p>
6.	<p><b>Different kind of Agreements used in Real Estate Business</b></p> <ol style="list-style-type: none"> <li>1. Agreement for Sale</li> <li>2. Agreement for Exchange</li> <li>3. Agreement for Development</li> <li>4. Agreement for Construction</li> <li>5. Agreement to Rent</li> <li>6. Lease Agreement</li> <li>7. Wills &amp; Probate</li> <li>8. Sample Agreements &amp; its Analysis</li> <li>9. Applicability of these agreements in view of recent Court Judgments.</li> </ol>
7.	<p><b>Power of Attorney</b></p> <p>Power of Attorney and its significance, Important points on Power of Attorney</p>
8.	<p><b>Important aspects of lease of Immovable Property</b></p> <p>Lessor, Lessee, Premiums, rents, How leases are made. Essential elements, Rights and liabilities of lessor and lessee. How does a lease end? Difference between lease and license</p>
✓	
<b>Suggested Readings:</b>	

- |  |
|--|
| <ol style="list-style-type: none"><li>1) N. C. Bhandari—Law of Contract</li><li>2) Rajkumar Adukia—Encyclopedia of Real Estate</li></ol> |
|--|

## 2<sup>nd</sup> Semester

[BBA – 201] : English – II

### Course Contents

1. **Grammar** – Expressing in Style : Words often Confused; One-word substitution; Phrases; Idioms.  
[ 4 L, 6 P]
2. **Advanced Reading** : Understanding business-related correspondences; Comprehension of factual

material; Interpreting Visual Information : Tables, Graphs, Charts; Speed Reading [2L, 5 P]

**3. Effective Writing :** Business Correspondences (Letter, Fax, e-mail) for : Making Enquiries, Placing Orders, Asking & Giving Information, Registering Complaints, Handling Complaints; Drafting notices; Drafting Advertisements; Job Applications [2L, 10P]

**4. Speaking :** Business Etiquettes; Impromptu Speech; Debate; Role Play; Presentations [1L, 6P]

**5. Listening :** Business-related Conversations; Exercises [4 P]

**Suggested Readings :**

1. A. Ashley : A Handbook of Commercial Correspondence, OUP
2. M. Monipatty: The Craft of Business Letter Writing, Tata McGraw Hill
3. N. Gupta (Ed.) : English for All, Macmillan
4. K. Mohan & M. Banerjee : Developing Communication Skills, Macmillan
5. M. Osborn & S. Osborn : Public Speaking, AITBS Publishers
6. M.A. Rizvi : Effective Technical Communication, Tata McGraw-Hill

**[BBA – 204] : Economics - II**

**Course Contents**

**1. Monetary Economics :** Evolution of money, Functions of money, Bank and its functions, Indian money market, Commercial banks – need and functions, Reserve Bank of India – need and functions, Price indices – uses and limitations, Inflation – cost push, demand pull, causes, effects and control, Devaluation, Quantity theory of money [ 8 L ]

**2. National Income :** Concepts and definitions, Gross National Product (GNP), Gross Domestic Product (GDP), Net National Product and Net Domestic Product, Personal Income, Disposable Income and Per Capita Income, Measurement of National Income, Factors that determine size of National Income

[8 L ]

**3. Public Finance :** Public Revenue, Public Expenditure, Public Debt, Fiscal Policy, Deficit Financing, Indian Public Finance – sources of central and state government revenues, importance of public expenditure in India, heads of public expenditure, budget : need and types, VAT, MODVAT

[ 8 L ]

**4. International Trade and Finance :** Need for international trade, International Monetary Fund (IMF), International Bank for Reconstruction and Development (IBRD), Asian Development Bank, World Bank, Balance of Payments, Exchange Rate Mechanism, Gains from international trade, India and World Trade Organisation. [ 8 L ]

**5. Economic Development and Welfare :** Characteristics of underdeveloped economics and developed economics, Development Planning in India, Pre and Post Liberalization Planning, The Indian Capital Market, Welfare [ 8 L ]

**Suggested Readings :**

1. R. Dornbusch & S. Fisher : Macroeconomics, McGraw-Hill
2. Dipankar Dasgupta : The Macroeconomy, OUP
3. A.N. Agarwal : Indian Economy, Vishaw Prakashan
4. R. Dutta and K.P.M. Sundaram : Indian Economy, S. Chand
5. N.G. Mankiw : Macroeconomics, Macmillan

**[BBA- 205]: Computer Applications – II**

**Course Contents**

**1. Word processing software: Microsoft Word** – The different functionalities in the Microsoft Word software; Creation of a new document; Editing an existing document; Saving and printing a file; Use of the different tools; Handling tables in MS Word. [6L]

**2. Spreadsheet software: Microsoft Excel** – Creating a new spreadsheet document and editing an existing document; Using the different tools available in MS Excel. Performing mathematical calculations using MS Excel including various types of statistical measures. Reference Operators, Functions, Typing a Function. Creating a column chart; Changing the size and position of a chart Saving a file in Microsoft Excel; Closing a Microsoft Excel worksheet. [10L]

**3. Database Management System:** Data Modeling; The Relational Model; Database design and Query Languages; File organization, indexing and hashing; Transaction Processing and Concurrency Control; Database backup and recovery. DBMS Software: Microsoft Access - Creating New and Opening Existing Databases, Creating a database using a wizard and without using a wizard; Tables – Introduction and advanced features.

Relationships - How to link multiple tables together; Forms and Reports;

Creating Mail Merge Labels using a Wizard. [10L]

**4. Presentation Software:** Microsoft PowerPoint – The different functionalities of Microsoft PowerPoint.

Creating a PowerPoint presentation; Creating and inserting a new slide; Creating a title slide; Applying a design template; Creating a hierarchy, Using a two-column text; Slide Sorter view; Running the slide show; Printing the slides.

[6L]

**5. Project Management Software:** MS Project – Getting started with a project; Developing a timeline ; Displaying and Printing the schedule; Assigning resources and costs to the tasks and resolving resource allocation problems; Finalizing and Publishing the Project Plan; Managing and Tracking the Project; Working with multiple projects, using MS Project in workgroups. [8L]

### Suggested Readings

1. Introduction to Computers with MS-Office, Leon, TMH
2. A First Course in Computers 2003, Saxena, VIKAS
3. Windows '98 in easy steps, Harshad Kotecha, Wiley Dreamtech
4. Office 2000 in easy steps, Stephen Copestake, Wiley Dreamtech
5. Windows and MS Office 2000, Krishnan, SCITECH
6. Microsoft Project 2000 in 24 hours, Tim Pyron, Techmedia
7. An Introduction to Database Systems - C.J. Date, Pearson Education

## [BBA- 202]: Mathematics - II

### Course Contents

#### ALGEBRA

**Determinants:** Determinants of order 2 and 3; minors and cofactors; expansion of determinants; properties of determinants; Cramer's rule for solving simultaneous equations in two or three variables.

**Matrices:** Different types of matrices; Matrix Algebra – addition, subtraction and multiplication of matrices; Singular and non-singular matrices; adjoint and inverse of a matrix; elementary row / column operations; Solution of a system of linear equations using matrix algebra.

**Vectors:** Row and column vectors and their significance.

[6L]

## COORDINATE GEOMETRY

Idea of conics as sections of a cone; Brief ideas of Foci, Directrix, Eccentricity and Latus Rectum; Equations of parabola, ellipse, hyperbola and rectangular hyperbola in standard form. [4L]

## CALCULUS

**Limits:** Notation and meaning of limits; Fundamental theorems on limits; Evaluation of limits of algebraic, exponential and logarithmic functions.

**Continuity:** Continuity of a function at a point  $x = a$  and in an interval.

**Differentiation:** Meaning and geometrical interpretation of differentiation; Differentiation from first principles; Standard derivatives; Rules for calculating derivatives; Logarithmic differentiation; Derivatives of composite functions, implicit functions and functions defined parametrically.

**Successive differentiation:** Second and higher order derivatives; forming equations with such derivatives.

**Applications of differentiation:** Optimization of functions; Curve sketching; Equations of tangent and normal; Derivative as a rate measurer; Sign of a derivative - increasing and decreasing functions;

**Partial derivatives:** Homogenous functions; Euler's Theorem;

**Optimization of functions of more than one variable:** unconstrained and constrained optimization; cases of two variables involving not more than one constraint.

**Indefinite Integrals:** Integration as the inverse of differentiation; Standard integrals; Integration by substitution, by parts and by the method of partial fractions.

**Definite Integrals:** Definite integral as the limit of a sum; Properties of definite integrals; Application of definite integrals in calculating the areas under curves. [30L]

## Suggested Readings

1. Dowling – Introduction to Mathematical Economics: Schaum's Outline Series
2. N.I. Piskunov – Differential and Integral Calculus, Vol I and II
3. G.B. Thomas and R.L. Finney – Calculus and Analytic Geometry, Addison Wesley
4. Sancheti & Kapoor – Business Mathematics; Sultan Chand & Company
5. Mark Anthony and Norman Biggs – Mathematics for Economics and Finance; Cambridge University Press
6. M Raghavachari – Mathematics for Management: An Introduction - Tata McGraw Hill

## [BBA- 203]: Statistics – II

### Course Contents

**1. Theory of Probability:** Probability as a concept; Basic probability rules; Tree diagrams; Conditional probability; Mutually exclusive events and independent events; Bayes' Theorem or Inverse probability rule. [6L]

**2. Probability distribution of a Random Variable:** Discrete and Continuous random variables; Expectation value; Mean and Variance of a Random Variable; Theorems on expectation; Marginal and joint probability distributions. [4L]

**3. Theoretical Probability Distributions:** Probability mass function and density function; Discrete distributions – The Binomial distribution and its properties; Idea of geometrical and hypergeometric distributions. The Poisson distribution and its properties; Fitting a Binomial or Poisson distribution to an observed distribution.  
Continuous distributions – Uniform, Exponential and Normal distributions; Normal approximation to

Binomial and Poisson distributions; Fitting a normal curve to an observed distribution. [4L]

**4. Sampling and Sampling Distributions:** Sampling versus complete enumeration; Random and nonrandom sampling; Different types of random sampling; Sample Statistic and Population Parameter; Practical methods of drawing a random sample. Sampling distributions – Standard error; sampling distribution of the sample mean and the sample proportion.

Sampling from normal and non-normal populations; The Central Limit Theorem. Four Basic Distributions: Standard normal distribution; Chi-square distribution; tdistribution; F-distribution [6L]

**5. Estimation:** point and interval estimation; Criteria of a good estimator; Methods of Point Estimation – The Method of Maximum Likelihood and The Method of Moments;

Interval Estimates – Interval estimates and confidence intervals; confidence level and confidence interval; Calculating interval estimates of the mean and proportion from large samples; Finite correction factor. Interval estimates using the t distribution

Determining the sample size in Estimation [6L]

**6. Hypotheses Testing:** Concepts basic to the hypothesis testing procedure; Steps in Hypothesis testing; Type I and Type II errors; Two-tailed and one-tailed tests of hypotheses.

Hypothesis testing of means when the population standard deviation is known / not known; Power of a Hypothesis Test; Hypothesis testing of proportions; Use of the tdistribution. Hypothesis testing for differences between means and proportions; two-tailed and onetailed tests. [10L]

**7. Chi-Square and Analysis of Variance:** Chi-Square as a test of independence and as a test of goodness of fit.

Analysis of Variance: Calculating the variance among the samples and within the samples. The F distribution and the F hypothesis test. [4L]

### **Suggested Readings**

9. R.I. Levin & D.S. Rubin: Statistics for Management: Prentice Hall of India
10. Amir D. Aczel & Jayavel Sounderpandian – Complete Business Statistics: Tata McGraw- Hill
11. Freund – Mathematical Statistics
12. G. C. Beri – Business Statistics, Second Edition: Tata McGraw- Hill
13. A.M Goon, M.K Gupta & B, Dasgupta : Basic Statistics : World Press.
14. Hoel & Jessen: Basic Statistics for Business and Economics; John Wiley & Sons, New York.
15. Anderson, Sweeney and Williams – Statistics for Business and Economics, West Publishers

## **BBA 206: Direct & Indirect Taxes Applicable on Real Estate**

### **a) Basic Concepts and Definitions under IT Act**

Assessee, Previous year, Assessment year, Person, Income, Sources of income, Heads of income, Gross total income, Total income, Maximum marginal rate of tax, Tax Evasion, Tax avoidance, Tax planning

### **b) Residential Status and Incidence of Tax**

Residential status of all persons except company

### **c) Incomes which do not form part of Total Income**

Except section 10AA.

### **d) Agricultural Income**



Definition, determination of agricultural and non-agricultural Income, assessment of tax liability when there are both agricultural and non-agricultural income.

### **Heads of Income and Provisions governing Heads of Income**

- a) Salaries
- b) Income from House property and exemption granted there on
- c) Exemption of Income Tax on affordable Housing

### **Heads of Income and Provisions governing Heads of Income**

#### *a) Profits and Gains of Business and Profession*

Special emphasis on sec. 32, 32AC, 32AD, 35, 35D, 36(i)(ib), (ii), (iii), (iv), (vii), 37, 37(2B), 40A(2), 40A(3), 43B, (Excluding presumptive taxation)

#### *b) Capital Gains*

Meaning and types of capital assets, basic concept of transfer, cost of acquisition, cost of improvement and indexation, computation of STCG and LTCG, exemptions u/s 54, 54B, 54EC and 54F, capital gain on transfer of bonus shares, right entitlement and right shares, taxability of STCG and LTCG.

#### *c) Income from Other Sources*

Basis of charge excluding deemed dividend

#### **a) Income of other Persons included in Assessee's Total Income**

Remuneration of spouse, income from assets transferred to spouse and Son's wife, income of minor.

#### **b) Set off and Carry Forward of Losses**

Mode of set off and carry forward, inter source and inter head set off, carry forward and set off of losses u/s 71B, 72, 73, 74, 74A.

#### **c) Deductions from Gross Total Income**

Basic concepts, deductions u/s 80C, 80CCC, 80CCD, 80CCE, 80D, 80DD, 80DDDB, 80E, 80G, 80GG, 80GGC, 80TTA, 80U

#### **d) Rebate u/s 87A**

### **Indirect Taxes**

#### **Goods & Service Tax**

Basic concepts, conditions and taxable event for levy of GST, Rebate on GST in case of affordable Housing.

#### **Customs**

Basic concepts, Taxable event, Territorial water, Indian customs water, Goods, Types of Customs duties – Basic, Additional, Protective, Safeguard, Countervailing duty on subsidised goods, Anti Dumping, Valuation of Custom Duty.

### **Relevant Section of Income Tax Applicable on sale & transfer of property.**

**Relevant Provision of Cost Applicable on Sale/Purchase Transfer of immovable property works Construct.**

### **Suggested Readings**

- Singhnia V.K., and Singhanian K, Direct Tax Law and Practice, Taxmann
- Lal and Vashist, Direct Taxes, Pearson
- Ahuja and Gupta, Direct Taxes Law And Practice, Bharat
- Manoharan & Hari, Direct Tax Laws, Snow White
- Roy, S. K., Principles and Practice of Direct & Indirect Taxes, ABS
- Sengupta, C.H., Direct & Indirect Taxes, Dey Book Concern
- Datey V.S., Indirect Taxes Law And Practice, Taxmann

### **[BBA – 303]: Business Regulatory Framework**

#### **Course Contents**

1. Law of Contract : Nature of contract; Classification; Offer and acceptance; Capacity of parties to contract; Free consent; Consideration; Legality of object; Agreement declared void; Performance of contract; Discharge of contract; Remedies for breach of contract.
2. Special Contracts: Indemnity; Guarantee; Bailment and pledge; Agency.
3. Sale of Goods Act : Formation of contracts of sale; Goods and their classification, price; conditions and warranties; Transfer of property in goods; Performance of the contract of sales; Unpaid seller and his rights,sale by auction. Agreement for sale of innoval property transfer of property Act.
4. Negotiable Instrument Act : Definition of negotiable instruments; Features; Promissory note; Bill of exchange & cheque; Holder and holder in the due course; Crossing of a cheque,. Types of crossing; Negotiation; Dishonour and discharge of negotiable instrument.
5. The Consumer Protection Act : Salient features; Definition of consumer; Grievance redressal

machinery. Important decisions of Consumer Courts in Real Estate Matters.

6. Foreign Exchange Management Act : Definitions and main provisions. FDI Policy for Real Estate and Infrastructure Investment.

7. Real Estate Regulation Act. RERA and its application on Real Estate Business.

### **Suggested Readings**

1. Desai TR : Indian Contract Act, Sale of Goods Act and Partnership Act; SC Sarkar & Sons
2. S.S. Gulshan : Markentile Law,Excel Books
3. Pathak: Legal Aspect of Business,TMH
4. Khergamwala JS : The Negotiable Instruments Act; NM Tripathi
5. Singh Avtar : The Principles of Merchantile Law; Eastern Book Company
6. Kuchal MC : Business Law; Vikas Publishing
7. Maheshwari & Maheshwari: Business Regulatory Framework, Himalaya Publishing
8. Kapoor ND : Business Law : Sultan Chand & Sons
9. Chandha PR : Business Laws; Galgotia

## **3rd SEMESTER**

### **[BBA – 301]: Principles of Management**

#### **Course Contents**

1. Introduction : Concept, process and significance of management; Managerial roles; An overview of functional areas of management; Development of management thought; Classical and neo-classical systems; Contingency approaches
2. Planning : Concept, process and types. Decision making – concept and process; Management by objectives; Corporate planning; Environment analysis; Strategy formulation.
3. Organizing : Concept, nature, process and significance; Authority and responsibility relationships; Centralization and decentralization; Departmentation; Organization structure – forms and contingency factors.
4. Directing : Motivation – Concept & Theories – (Maslow, Alderfer, Herzberg, McClelland, Porter & Lawler, Vroom); Financial and non-financial incentives of Motivation, Leadership – Leadership Theories, Leadership styles.

Communication – Type, process and barriers.

5. Controlling : Concept and process; Effective control system; Techniques of control.

6. Management of Change : Concept, nature and process of planned change; Resistance to change; Management in a changing environment.

### **Suggested Readings**

1. Weihrich and Koontz, et al : Essentials of Management; Tata McGraw Hill

2. Stoner J and Freeman RE : Management; Prentice-Hall

3. Daft, RL : Management, Thomson

4. V.S.P Rao & Hari Krishna : Management-Text & Cases,Excel Books

5. ramaswami T; Principles of Mgmt., Himalaya Publishing

5. Chandan, JS : Management – Concepts and Strategies, Vikas Publishing

6. Robbins, SP : Management, Prentice Hall

## **[BBA – 302]: Business Environment**

### **Course Contents**

1. Indian Business Environment : Concept, components and importance.

2. Economic Trends : Income; Savings and investment; Industry; Trade and Balance of Payments, Money ; Finance ; Prices.

3. Problems of Growth : Unemployment; Poverty; Regional imbalances; Social injustice; Inflation, Parallel economy; Industrial sickness.

4. Role of Government : Monetary and fiscal policy; Industrial licensing, Privatization; Devaluation; Export-import policy; Regulation of foreign investment; Collaborations in the light of recent changes.

5. Industrial Policy : Industrial Policies since Independence, New Industrial Policy and its Effect.

6. Natural Housing Policy; Housing Bank; HUDCO

7. The Current Five Year Plan : Major policies; Resource allocation.
8. International Environment : International trading environment; Trends in world trade and the problems of developing countries; Foreign trade and economic growth; International economic groupings; International economic institutions – GATT, WTO, UNCTAD, World Bank, IMF; GSP; GSTP.
9. Major Industry Associations: FICCI, CII, ASSOCHAM, PHDCCI, Role of Industry Associations.
10. Real Estate Association; CREDAI and its role.
11. Town & Country Planning Authorities and their role such as CMDA.
12. Master Plans and its relevance. Land use & development Control Plans.
13. Smart Cities and GOI's initiatives for building smart cities.

### **Suggested Readings**

1. Sundaram & Black: The International Business Environment; Prentice Hall
2. P. Chidambaram: Business Environment; Vikas Publishing
3. Dutt R and Sundharam KPM: Indian Economy; S. Chand
4. Misra SK and Puri VK: Indian Economy; Himalaya Publishing
5. Upadhyay, S: Business Environment, Asia Books
6. Chopra, BK: Business Environment in India, Everest Publishing
7. Suresh Bedi: Business Environment, Excel Books

### **[BBA – 304] : Financial Accounting**

- 1) Accounting – Meaning – Concepts and scope – What is an account – Classification of account – Basis of Accounting – Accounting rules – Journal – Journal Entry – Opening entry – Ledger.
- 2) Sub-division of Journal – Need – Subsidiary Books – Cash Book – Day Book – Practical problems.
- 3) Basic concepts and conventions: Utility, Money, Measurement, Going concerns, Cost, realization, Accruals, Periodicity, Consistency, Prudence, Materiality, Matching and Full disclosures.
- 4) Trial Balance – Meaning of Trial Balance – Objectives of Trial Balance – Limitation of Trial Balance – Preparation of Trial Balance – Errors not disclosed by Trial Balance. Preparation of Final Accounts of Trading Concerns.

## Cost Accounting

Cost Accounting – An overview:

- 1) Definition of Cost – Elements of cost – Classification of Cost – Need for costing – Methods of costing – Cost Sheet – Practical Problems.
- 2) Material costing – Stock Levels – Stock valuation – FIFO-LIFO – Simple Average – Weighted average EOQ – Practical problem.
- 3) Labour cost: Direct and Indirect labour – Idle Times – Causes and controlling of Idle Time – Cause of labour turnover – Methods of wage payment system – Practical problems.
- 4) Overhead cost: classification of OH – Allocation and apportionment of Overhead cost – Primary and Secondary Distribution summary – Absorption of OH – computation of Machine Hour Rate – Practical problems.
- 5) Job Costing and Contract Costing

### Suggested Readings :

- 1) Accounting for Manager – William H. Webster.
- 2) Cost Management Accounts for Managers – B.K. Chatterjee.
- 3) Finance for Non-Financial Managers – Lawrence W. Teller.
- 4) Cost Accounting – Dr. B. Banerjee, World Press, Kolkata.
- 5) Financial & Cost Accounting – Dr. R. N. Basu, Vrinda Publications Pvt Ltd, Delhi.
- 6) Financial Accounting Prof. Amitava Basu, TeeDee Publications, Kolkata.
- 7) Gupta, RL and Radhaswamy, M : Financial Accounting ; Sultan Chand and Sons.
- 8) Ashoke Banerjee, Financial Accounting, Excel Books.
- 9) Maheshwari: Introduction to Accounting, Vikas Publishing.
- 10) Monga JR, Ahuja Girish and Sehgal Ashok : Financial Accounting; Mayur Paper Back.
- 11) Shukla, MC, Grewal TS, and Gupta, SC : Advanced Accounts; S. Chand & Co.
- 12) Compendium of Statement and Standards of Accounting : The Institute of Chartered.
- 13) Agarwala, AN, Agarwala KN: Higher Sciences of Accountancy : Kitab Mahal, Delhi.
- 14) Anthony, RN and Reece, JS : Accounting Principles; Richard Inwin Inc.

## **BBA – 305: Real Estate Valuation**

### **Objectives:**

The aim of this course is to equip the students with various valuation methods used for land and buildings including mortgage, taxation, etc.

### **Course Contents:**

1. The Valuer- his functions and responsibilities; the principle factors affecting the supply and demand for land and building; Principle types of landed property; the interest therein and the outgoings thereon.

2. Valuation Methods; Depreciation & Obsolescence Principles governing the rates of interest for different types of property; Calculation of Rental Values - Net Income, Virtual Rent; Valuation for Sale and Purchase of Freehold & Leasehold properties; Rental method of valuation.
3. Valuation on land & building basis, valuation for mortgage, Reverse Mortgage; Valuation for Acquisition, Valuation for Taxation of Properties.
4. Contemporary trends of valuation of property, Compensation & betterment levy, dilapidation & depreciation; Easement rights and natural rights. The Arbitration & Conciliation Act 1996.

### **Suggested Readings:**

1. Kahr J. and Thomsett, M.C. (2005), R.E. Mkt Valuation and Analysis, Wiley Publishers .
2. Gelbtuch, H.C. Mackmin, D. and Milgrim, M.R., Real Estate Valuation in Global Markets, Amazon Books.
3. Valuation Practice of Immovable Properties, C.H Gopinatha Rao
4. Professional Valuation Practice, Dr. Ashok Nain.
5. Practical Valuation (Volume I to VIII
6. Guidelines for Banks, B.Kanaga Sabapathy.
7. C.P.W.D 's Schedule of Rates (Latest Edition).
8. C.P.W.D's Plinth area rates for 1.1.1992 & 1.10.2007.
9. Delhi Master Plan 2021.
10. Property Tax Guide on Unit Area System of MCD.
11. Bare Acts of Income Tax, Land Acquisition, Wealth Tax, Capital Gains etc.

### **BBA 306: Real Estate Development Model**

<b>1</b>	<b>Seven Stages of Real Estate Development</b>
<b>1a</b>	Stage 1: Land Banking Stage
<b>1b</b>	Stage 2: Land Packaging Stage
<b>1c</b>	Stage 3: Land Development Stage
<b>1d</b>	Stage 4: Building Development Stage
<b>1e</b>	Stage 5: Operating Stage
<b>1f</b>	Stage 6: Renovation Stage
<b>1g</b>	Stage 7: Redevelopment Stage
<b>2</b>	<b>Eight Categories of Tasks in Each Stage of Development</b>
<b>2a</b>	Flow Chart of Real Estate Development Process
<b>2b</b>	Market Studies and Strategies
<b>2c</b>	Transportation/Accessibility
<b>2d</b>	Environmental Tasks



<b>2e</b>	Approvals and Permits
<b>2f</b>	Acquisition
<b>2g</b>	Financing
<b>2h</b>	Improvements
<b>2i</b>	Development
<b>2j</b>	Sales and Disposition
<b>3</b>	<b>Direct Purchase Vs Joint Venture Models of Development</b>
<b>3a</b>	Advantages & disadvantages of the two models
<b>3b</b>	The legal Implications of the two models
<b>3c</b>	Direct & Indirect Tax implication of the two models
<b>3d</b>	Case Studies on the two Models
<b>3e</b>	Judgments of the High Court & Supreme Courts on such development models
<b>3f</b>	Return on Investments ( ROI) of the two models
<b>3g</b>	Financial Implication & Cash flow in case of the two models
<b>3h</b>	Different sets of Agreements for the two models and their registration procedures & legal implications
<b>3i</b>	How such agreement may change from one Indian state to another
<b>3j</b>	Availability of Institutional Finance for each of such Development Models

**Suggested Readings:**

1. The Appraisal of Real Estate. Thirteenth Edition, Appraisal Institute, Chicago, Illinois, 2008.
2. William B. Brueggeman, Ph.D. and Jeffrey D. Fisher, Real Estate Finance and Investments, Tenth Edition.
3. David M. Geltner, Norman G. Miller, Jim Clayton, and Piet Eichholtz. Commercial Real Estate Analysis and Investments, Second Edition, Tengage Learning. United States. 2007.
4. Stephen P. Jarchow editor, "The Fundamentals of Real Estate Development," Graaskamp on Real Estate. Washington, DC: ULI The Urban Land Institute, 1991.
5. Peter Linneman, Ph.D. "Real Estate Finance and Investments: Risks and Opportunities. 3rd Edition. 2011 by Peter Linneman.

## **4<sup>th</sup> SEMESTER**

### **BBA 401: Real Estate Approval and Sanction**

Procedure to be followed by the applicant to obtain sanction of Building plan

- Document to be submitted along with application for plan sanction
- Obtaining a building license/attachment – document required to obtain building license
- Apartment -- sanction-- High Rise Building – NOC for Airport Authorities, fire force Telecom Deptt. – tie-up! arrangement with financial Institutions – document required to purchase plan.`
- Evaluation of mother land deed & chain deed – drafting of deed of conveyance—comprehensive search report—BLRO/ DLRO – Mutation – municipality mutation—municipal assessment book – legal formalities for registration of deed of conveyance gift deed – lease deed – Will & Probate—Mortgage deed – Amalgamation of deeds.

### **Approvals & Sanctions**

- 1) Site Layout Approval.
- 2) Building Layout Approval.
- 3) Intimation of Disapproval (IOD) ( Whether Applicable) .
- 4) NOC (if near Sea/Coastal areas).
- 5) Road access.
- 6) Ancient Monument approval.
- 7) Environment Clearance.
- 8) Borewell Registration Certificate.
- 9) Fire Fighting scheme approval.
- 10) AAI Height NOC.
- 11) Defence Clearance .
- 12) Electric Substation NOC (For all substation/ transformers in the building.
- 13) Damp proof certificate ( on site).
- 14) Pollution Clearance.
- 15) Building Completion Certificate .
- 16) Service Plan Clearance and service Connections (water, sewer, power, gas, telecom).
- 17) Occupancy Certificate.

**Approving Authority:-**

1. Development Authority/Municipality.
  2. Coastal Zone Management Authority.
  3. NHAI/ PWD.
  4. Archaeological Survey India (ASI).
  5. Ministry of Environment.
  6. Central Ground Water Authority.
  7. Fire Department.
  8. Civil Aviation Dept.
  9. Ministry of Defence.
  10. Electricity Distribution Authority.
  11. Development Authority.
  12. State Pollution Control Board.
  13. Service Department.
- Site Inspection – Scrutiny -- Sanction – Correction Compliance– Completion of Compliance.
  - Supervision Certificate – Structural Stability Certificate Rainwater Harvesting Certificate— National Building Organization (NBO) up to date Property tax receipts – Affidavits & Undertaking NOC from Soil Department – NOC from Defence .

**Suggested Readings:**

- 1) Transfer of Property Act.
- 2) Stamp Duty & Registration Act.
- 3) Municipal Rules & Laws.
- 4) Guide to Commercial Land Documentation --- Michael Honeycutt.

## **BBA 402: Quantitative Methods**

**Objectives:** To expose students to Quantitative Techniques in management decision-making.

### **Course Contents:**

- 1. Probability:** Concepts, theorems, Bayes' Rule. Probability distributions: Discrete and Continuous Distribution.
- 2. Decision theory:** Decision under Certainty, Uncertainty and Risk, Decision Tree Analysis; Game Theory: Pure and Mixed Strategies, Dominance and Algebraic methods.
- 3. Optimisation Techniques:** Linear programming- Formulation, Graphical solution, Simplex method, Duality; Assignment problems; Transportation problems- Initial Basic Feasible Solution,

Test for optimality.

1. **Network analysis-** PERT and CPM, Resource Optimisation.

### **Suggested Readings:**

1. Ken Black (2009) Business Statistics: For Contemporary Decision Making, 5th edition, Wiley-India.
2. Barry Render, RM Stair, ME Hanna and TN Badri. (2009) Quantitative Analysis for Management, 10th edition, Pearson Prentice Hall.
3. Richard Levin and DS Rubin (2009). Statistics for Management, 7th edition, Pearson Education.
4. Gupta, S.P. & Gupta M.P. (2009). Business Statistics, 15th edition, Sultan Chand and Sons.
5. Sharma, J.K. (2009). Business Statistics, 2nd edition, Pearson Education.
6. Taha, Hamdy (2008). Operations Research: An Introduction, 8th edition, Pearson Education.
7. Sharma, J.K. (2009). Operations Research: Theory and Applications, 4th edition, Macmillan.

### **BBA 403: Building Materials and Design**

- Cementation material types, qualities, properties desired, places of availability merits demerits, uses, prevention & Care of Stone, bricks, cements, lime, sand, mortar, concrete and plaster.
- Wood, Metal & other Materials: Wood (natural & artificial) : Metals(Aluminium based, Copper based, Lead based, Nickel based, Iron based, Steel based), Plastics, Rubber, Glass, Tiles, Asbestos.
- Paints & Varnish.
- Fire resistance properties of materials.
- Prefabricated & Eco-Friendly Building Materials.
- Miscellaneous Materials : Core Clinker, Furnace Slag, Core Breeze.
- Study of Design with the perception of purpose, function & aesthetics.
- Current Trend in Interior & Exterior Design

- Design of Office
- Design of Restaurants, Cafeteria & Fast Food Centre
- Designing of Educational Facilities
- Designing of Retail Outlets (Books, Shops, Boutique, Gift Shops, Jewellery Store , Departmental store)

### **Suggested Readings:**

1. Arora S.P & Bindra S.P Building Construction. Dhanpat Rai & Sons, New Delhi.
2. Despande RS, Build your own House, Poonu Book Corporation, Pune.
3. Mehra.P Interior Decoration, Hind Pocket Books Ltd, Delhi.
4. National Building Code of India, Bureau of Indian Standard.
5. Text Book of Building Construction, Punania BC.
6. Alexander, M.J. Mercoust Brace, Designing Interior Environment, Havenovich Inc.
7. Shops, Malls & Boutiques, Retovision SA.
8. Commercial Space , Office design & layout, Retovision SA.

## **BBA 404: Materials Management**

### **Course Contents**

1. Integrated Materials Management : Need, scope, advantage, concept; materials requirement planning and budgeting; make or buy decision; ABC and VED analysis.
2. Purchasing Management : Purchase system, policy and procedure; source selection, vendor development and evaluation; legal aspects of buying.
3. Stores Management : Stores system and procedures; stores accounting and stock verification; disposal of surplus and scrap.
4. Inventory Control : Economic Ordering Quantity; inventory systems.

5. Evaluation of Materials Management : MIS for materials management; criteria for evaluation; inventory turnover ratio.

### **Suggested Readings**

1. Gopalakrishnan, P. and Sunderashan, M : Handbook of Materials Management, Prentice Hall of India.
2. R. Mishra: Materials Management,Excel Books
3. Nair: Purchase and Materials Management, Vikas
4. Dutta, A.K. : Integrated Materials Management, Prentice Hall of India
5. Bhattacharya, S.C. : Modern Concepts on Materials Management
6. Dobler, D.W. & Others : Purchasing and Materials Management, McGraw Hill.

### **BBA 405: Construction Management & ERP**

- Soft skill in Construction.
- Business leadership in Construction Project.
- Construction Project Management.
- HRM in Construction.
- Managing Construction Projects with MSP4 P6.
- Estimation and Quantity Surveying in Construction.
- Contracts and Claims Management.
- Construction Technology Management.
- Computer Application in quantity Estimation and Project Planning.
- Computer Application in Contract Management.

- Construction Productivity Improvement.
- Construction Quality Management
- Construction Safety Management

### ERP

#### ERP

- |                          |                     |                   |                         |
|--------------------------|---------------------|-------------------|-------------------------|
| 1) Financial             | 2) Materials        | 3) Sales          | 4) Business Development |
| 5) Engineering           | 6) CRM & Marketing  | 7) Human Resource | 8) Payroll              |
| 9) Business Intelligence | 10) Administration. |                   |                         |

#### Suggested Readings:

- 1) Hand Book Of Construction Management -- P.K. Jay – Macmillan.
- 2) Construction Planning Equipment & methods -- Peurifoy.
- 3) Construction Project Management – K. K. Chitkera—2/E.
- 4) Construction Management Fundamentals – Knutson, Schexnyder, Fiori, Maya.
- 5) Enterprise Resource Planning
  - a. Vinod Kumar Garg, N. K. Venkitakrishnan
- 6) Maximizing Your ERP System: A Practical Guide for Managers
  - a. Scott Hamilton
- 7) Kenneth, Laudon and Jane Laudon (2005) MIS Managing the Digital Firm. Pearson Education.
- 8) James, A.O' Brien (2005). Introduction to Information Systems. Tata McGraw Hill.
- 9) Turban, E., McLean, E. and Wetherbe, J. (2001). Information Technology for management:

### **BBA – 406 : Financial Management**

#### Course Contents

1. Financial Management : Financial goals; Profit vs wealth maximization; Financial functions – investment, financing, and dividend decisions; Financial planning.
2. Capital Budgeting : Nature of investment decisions, investment evaluation criteria, payback period, accounting rate of return, net present value, internal rate of return, profitability index; NPV and IRR comparison.
3. Cost of Capital : Significance of cost of capital; Calculating cost of debt; Preference shares, equity capital, and retained earnings; Combined (weighted) cost of capital.



4. Operating and Financial Leverage : Measure; Effects on profit, analyzing alternate financial plans, combined financial and operating leverage.
5. Capital Structure : Theories and determinants.
6. Dividend Policies : Issues in dividend policies; Walter's model; M.M. Hypothesis, forms of dividends and stability in dividends, determinants.
7. Management of Working Capital : Nature of working capital, significance of working capital, operating cycle and factors determining of working capital requirements; Management of working capital – cash, receivables, and inventories.

### **Suggested Readings**

1. S.Bhatt: Financial Management,Excel Books
2. Van Horne, J.C. : Fundamentals of Financial Management; Prentice Hall of India.
3. Khan M.Y. and Jain P.K. : Financial Management - Text and Problems; Tata McGraw Hill.
4. Prasanna Chandra : Financial Management - Theory and Practice; Tata McGraw Hill.
5. Pandey I.M. : Financial Management : Vikas Publishing House.
6. Saha, Tapas Ranjan : Basic Financial Management, World Press
7. Bhabatosh Banerjee, Fundamentals of Financial Management , Prentice Hall of India Ltd., New Delhi, 1st Ed., 2008

## **5<sup>TH</sup> SEMESTER**

### **BBA 501: Marketing Management**

- Introduction : Nature and scope of marketing; Importance of marketing as a business function and in the economy.
- Marketing Concepts – traditional and modern; Selling vs. marketing; Marketing mix; Marketing environment.
- Consumer Behavior and Market Segmentation: Nature, scope and significance of consumer behavior.
- Market segmentation – concepts and importance; Bases for Market Segmentation.
- Product: Concept of product, consumer, and industrial goods; Product planning and development.

- Packaging – role and functions; Brand name and trade mark; After sales service; Product life cycle concept.
- Price: Importance of price in the marketing mix; Factors affecting price of a product/service, discounts and rebates.
- Distributions Channels and Physical Distribution: Distribution channels – concept and role; Types of distribution channels; Factors affecting choice of a distribution channel; Retailer and wholesaler.
- Physical distribution of goods; Transportation; Warehousing; Inventory control; Order processing.
- Online Marketing.

Promotion : Methods of promotion; Optimum promotion mix; Advertising media – their relative merits and limitations; Characteristics of an effective advertisement; Personal selling; Selling as a career. Classification of a successful sales person; Functions of salesman. Online Promotion, Real Estate Project Launches, creation of Model Flats, Site Sales Office. Appointment of Marketing Agents, Brokers, what works and what doesn't work in Real Estate Advertising, Trade Fairs, (India & Abroad).

### **Suggested Readings:**

1. Kotlar Philip and Armstrong Gary, Principles of Marketing; Pearson Education.
2. Arun Kumar: Marketing Management, Vikas.
3. Saxena, Rajan : Marketing Management, Tata McGraw Hill.
4. Gandhi, J.C. : Marketing, Tata McGraw Hill.
5. Tapan Panda: Marketing Management, Excel Books.
6. Ramaswamy, V.S. and S. Namakumari : Marketing Management, Macmillian.
7. B. Ghosh : Fundamentals of Marketing Management, Books & Allied.

## **BBA 502: Human Resource Management**

### **UNIT I –**

- Introduction to HRM – Basic Concepts. HR functions, Roll of HR Manager.
- Challenges and Opportunities of HRM. Evaluation of HRM in India. The Journey from Personnel Management to HRM.

### **UNIT II -**

- Recruitment – Purpose, Importance, Sources.

- Selection – Process, Barriers, Selection in India.
- Job Evaluation – Techniques, Process, Importance.
- Wages and Salary Administration – Importance, Components of Remuneration.

#### UNIT III –

- Training & Development – Concept, Objectives, Importance, Process.
- Performance Appraisal – Process & Methods.
- Employee Counselling and Exist Interview.
- HR Audit.

#### UNIT IV-

- Industrial Relation – Concept.
- Overview of Collective Bargaining.
- Industrial Dispute – Causes and Consequences, Settlement Machinery.

#### **Suggested Readings :**

- HRM, VSP Rao, Excel Books.
- Managing HR, EA Ramaswamy OUP.
- HRM – Dessler, Pearson Education.

### **BBA 503: Real Estate Investment Management**

#### **Objective**

- To make the students familiar with various types of real estate investments and forms of business module that governs them

#### **Course Content**

Units	Mortgages
	<ul style="list-style-type: none"> <li>▪ Various types of mortgages</li> <li>▪ Simple mortgages</li> <li>▪ Conditional mortgage</li> <li>▪ Usufructuary mortgage</li> <li>▪ English mortgage</li> <li>▪ Mortgage by deposit of title deed</li> <li>▪ Anomalous mortgage</li> <li>▪ Transfer of mortgage</li> <li>▪ Important clauses in the agreement of mortgage</li> </ul>
	<p data-bbox="358 590 516 625"><b>Agreements</b></p>
	<ul style="list-style-type: none"> <li>▪ Drafting of agreements salient points</li> <li>▪ Agreement for sale</li> <li>▪ Agreement for sale of house when money is paid in installments</li> <li>▪ Agreement of sale for lease hold property</li> <li>▪ Flat Ownership agreement</li> <li>▪ Leave and license agreement</li> <li>▪ Relinquishment deed</li> <li>▪ Deed of transfer in cooperative society” Lease deed</li> <li>▪ Mortgage deed</li> <li>▪ General power of attorney</li> <li>▪ Special power of attorney</li> </ul>
	<p data-bbox="358 1058 834 1094"><b>Construction contractors agreement</b></p> <ul style="list-style-type: none"> <li>▪ Agreement for construction of building between owner and the contractor.</li> <li>▪ Agreement between owner and the contractor on fee plus cost of labor and material.</li> <li>▪ Agreement between owner and contractor for labour supply</li> <li>▪ Agreement between owner and the contractor-on turnkey basis</li> </ul>
	<p data-bbox="358 1293 423 1329"><b>Land</b></p> <ul style="list-style-type: none"> <li>▪ Various types of land and its definition</li> <li>▪ Agricultural land</li> <li>▪ Industrial land</li> <li>▪ Wet land</li> <li>▪ Commercial land</li> <li>▪ Land with Restricted use</li> <li>▪ Residential land</li> <li>▪ Land Reforms Act and Conversion of land use-process, etc</li> <li>▪ Land use and development Control Plan</li> <li>▪ Factors determining approval for change of land use</li> <li>▪ Procedure for permission of change of land use</li> </ul>
	<p data-bbox="358 1759 537 1795"><b>Home Buying</b></p> <p data-bbox="358 1801 1263 1837">Steps involved in buying your own home or a property for investment</p> <ul style="list-style-type: none"> <li>▪ Budget</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Own funds</li> <li>▪ Funds from employer</li> <li>▪ Provident fund loan (process of application)</li> <li>▪ Loan from Banks</li> <li>▪ Various ways for scouting of properties</li> <li>▪ Estimate for Purchase (Purchase price, Stamp duty, Registration charges, Utility deposit, Other incidental expenses)</li> <li>▪ Agreement with banks</li> <li>▪ Salient points before short listing property</li> <li>▪ Formalities of deal closing</li> <li>▪ Documents to be checked before buying a property</li> <li>▪ Documents to be checked before buying a flat on resale.</li> <li>▪ Documents to be checked before buying a flat from unregistered society</li> <li>▪ Steps to investigate the genuineness of the title deeds of the property</li> <li>▪ Steps to investigate the authenticity of purchasing a rental property</li> <li>▪ Investment Strategies in Real Estate.</li> </ul>
--	---

**Suggested Readings:**

- 1) Griswold. S. Robert, Real Estate Investment UBS Ltd, New Delhi
- 2) Hicks, G. Tyler, How to make millions in Real Estate in three years starting with no Cash – Portfolio London.
- 3) Investing in REITS: Real Estate Investment Trust – Ralph L. Block.
- 4) ICEP: Investment Planning.
- 5) How to manage your investment risks and returns – David L. Scott.

**BBA 504: Green Practice in Real Estate**

**Objectives**

To enable the students to:

- To understand the potential and limitations of different energy sources and the environmental impacts of their uses
- To understand the need and the ways of green buildings

<ul style="list-style-type: none"> <li>To understand innovations in eco-friendly structures</li> </ul>	
<b>Units</b>	<b>Course Content</b>
<b>1</b>	Sources of Energy Classification (nonrenewable and renewable, alternative, conventional & non-conventional)
<b>2</b>	<b>Solar Energy</b> <ol style="list-style-type: none"> <li>1. Principle of Sun Ray collectors</li> <li>2. Concentrating collectors and air heaters</li> <li>3. Energy Storage devices</li> </ol>
<b>3</b>	<b>Solar Energy</b> Application of solar energy in water heating, refrigeration, cooking, desalination, power generations, photovoltaic conversions
<b>4</b>	<b>Energy Conservation</b> <ol style="list-style-type: none"> <li>1. Utilization of Biogas energy</li> <li>2. Energy Efficient electro mechanical devices used in buildings.</li> <li>3. Maintenance of domestic heaters, cooking</li> </ol>
<b>5</b>	<b>Green Buildings</b> <ol style="list-style-type: none"> <li>1. Difference between the conventional and the Green Buildings/ Structures.</li> <li>2. Benefits of Green Buildings</li> <li>3. Principles of Green Buildings</li> <li>4. Various Types of Green Buildings</li> <li>5. Rating of Green Building</li> <li>6. Rating Agencies for Green Building</li> <li>7. Rating Process of Green Building</li> </ol>
<b>6</b>	<b>Eco Friendly Construction Materials</b> Use of eco-friendly construction materials in flooring, walls, ceiling & roof
<b>7</b>	<b>Energy Efficiency</b> <ol style="list-style-type: none"> <li>1. Air conditioning</li> <li>2. Lighting System: efficient light sources, dimmer controls, use of natural light and solar light</li> <li>3. Wind tower and power generation</li> </ol>
<b>8</b>	<b>Water Efficiency</b> <ol style="list-style-type: none"> <li>1. Water Conservation in Building</li> <li>2. Water efficient bathroom fillings and Plumbing.</li> <li>3. Recycling of waste water.</li> <li>4. Rainwater Harvesting.</li> <li>5. Vertical yardents.</li> </ol>
<b>9</b>	Roof Garden for Reducing of Carbon Foot Prints in building structure.
<b>10</b>	Carbon Credits and its valuation & trading.

**Suggested Readings:-**

1. Anink, D, Handbook of Sustainable Buildings, James & James, 1997
2. Baggs, Sand J, The Healthy House, Thames & Hudson, London, 1996

3. Woolly & Kimmins, Green Building Handbook, E & FN Spon, 1997

### **BBA 505: Maintenance Management**

**Maintenance objectives and Functions-**Maintenance objectives, Downtime control/management, The Two- Pronged Attack.

**Maintenance Systems-**Breakdown Maintenance, Routine Maintenance, Planned Maintenance, Preventive Maintenance, Predictive Maintenance, Corrective Maintenance, Design out Maintenance.

**Design Of Maintenance Systems**-Criticality Determination, Maintenance System Design Optimization.

**Total Planned Maintenance System & Documentation**-Planning, System Components, Equipment Record Card, Scheduling Process, Work Specification, Maintenance Records & Documentation, History Record Card, Defect Analysis Record, Maintenance Work order, Information Analysis, Maintenance Control System.

**Maintenance Training, Incentives and Safety Management**-Need for Maintenance Training, Planning for Training Maintenance Incentives, Design Principles, Safety Principles and Guidelines, Safety Management.

**Computers in Maintenance and Maintenance Budget**-Computer Systems, Areas of Computer Application, Maintenance Budget.

**Energy Saving Through Planned Maintenance**-Energy Saving, Cleaning & Cycling Replacement, Economizing on Light.

**Facility Investment Decision (FID) and Life Cycle Costing**-Factors influencing Facility Investment Decisions, Alternatives to Facility Investment Decisions, Facility Investment Decisions, Concept of Economic Life, The Mathematical Model, Time Value of Money, Capital Recovery Factor, Depreciation

**Evaluation of Maintenance Management**-Need for Evaluation, Challenges in Maintenance Management Function, Parameters in Expectations, Background of Maintenance Function, Equipment Discard Policy, SWOT Analysis, Evaluation Process of Plant Engineering, Evaluation by Reports, Subjective Methods of Evaluation, Objective Criteria of Evaluation, Maintenance Management- Futuristic Scenario.

#### **Suggested Readings:**

1. Balachand, B.S. : Design and Management to Life Cycle Costing.
2. Bullock, J.H. : Maintenance Planning and Control, National Association of Accountants, New York
3. Get, K.H., and Bakh, I.C.: Models of Preventive Maintenance, North Holland, Amsterdam.
4. Heintzeiman, J.E. : Complete Handbook of Maintenance, Prentice Hall Englewood Cliffs
5. Hibi, S. : How to Measure Maintenance Performance, Asian Productivity Organization, Tokyo.
6. Husband, T.M. : Maintenance Management and Terotechnology, Westmead- Saxon House, London.
7. Cooling, W.C. : Maintenance Management, American Management Association, New York.
8. Terry W. : Computerized Maintenance Management Systems, Industrial Press New York
9. Corder, A. A. : Maintenance Management Techniques. McGraw Hill



10. Harriss, Ellya, M.J. : Management of Industrial Maintenance, Butterworths, London.
11. Higgins, L.R. and Morrrow, L.C.: Maintenance Engineering Handbook, McGraw Hill New York.
12. Mann, L., Jr. : Maintenance Management, Health and Company, Lexington D.C., UK.

### **BBA 506: Legal Frame Work for Real Estate**

This would cover only the relevant sections of these Acts applicable on Real Estate

- The Indian contract Act 1872.
- Transfer of Property Act 1882.
- Indian Registration Act 1908.
- Specific Relief Act 1963.

- Urban land Ceiling Act 1976.
- Land Acquisition Act 1894.
- Indian Evidence Act 1872.
- Indian Stamps Act 1899.
- Rent Control Act.
- Easement Act.
- Apartment Ownership Act.
- Arbitration & Conciliation Act, 1996.
- Land Reforms Act
- Town & country Planning Act, Kolkata.
- Municipal Act.
- Building Bye laws and their relevance.

**Reference:**

- 1) Mercantile Law – R.K. Gupta and S.C. Sarkar – New Books Info – New Delhi.
- 2) Indian contract Act – L.M. Tulsian – S. Chand & Co. New Delhi.
- 3) Transfer of Property Act – Rishi Pal Singh – New Books Info – New Delhi.
- 4) Laws of Evidence – R.K. Gupta and S.C. Sarkar – New Book Info – New Delhi.
- 5) W.B. Land Ceiling Rule – 2005 – Kamal Law Home – Kolkata.

**6<sup>th</sup> SEMESTER**

**BBA 601: Real Estate Marketing and Brand Building through CSR**

1	Real Estate Marketing Principles
2	Real Estate Marketing Mix

3	Real Estate Marketing Strategy
4	Real Estate Marketing Segmentation
5	Real Estate Marketing Research
6	The Three Stages of the Real Estate Markets Real Estate Systems
6a	Self-Provision
6b	Market
6c	Capitalism
7	The Urban Real Estate Market
8	Characteristics of the Real Estate Market
9	The Metropolitan Real Estate Market
10	Real Estate Market Dynamics in Institutional and Territorial Contexts
11	Effects of Property Price & Pricing Strategy
12	Major Factor of Green Home Consumer Behavior
13	Green Real Estate Marketing Strategy in Low Carbon Economy
14	Pricing Strategy – the implementation of green pricing
15	Channel Strategy – green distribution channels
16	Promotion Strategy – green advertising promotions
17	The New CSR Regulation Under Indian Companies Act
18	Framing & Implements of the CSR Policies
19	What is CSR & what is not & why every company needs a CSR strategy and how to build it
20	CSR as part of business environment management
21	CSR Case Studies
22	How CSR activities can be used for Brand Building
23	Social activities other than CSR to enhance the brand
24	Creating delight for customers through social activities
25	Customer Education
26	Preparing organization to create customer delight
27	Creating a culture of learning and compassionate organization
28	Involving customer for continuous improvement in quality of buildings and related services
29	Creating a culture of trust marketing
30	Organizing for CSR strategy development
31	Different motivation and measures
32	Differing roles and responsibilities
33	Auditing the activities by theatres of CSR
34	Developing a CSR strategy

### Suggested Readings:

1. Kotlar Philip and Armstrong Gary, Principles of Marketing; Pearson Education.
2. Arun Kumar: Marketing Management, Vikas.
3. Saxena, Rajan : Marketing Management, Tata McGraw Hill.

4. Gandhi, J.C. : Marketing, Tata McGraw Hill.
5. Tapan Panda: Marketing Management,Excel Books.
6. Ramaswamy, V.S. and S. Namakumari : Marketing Management, Macmillian.
7. B. Ghosh : Fundamentals of Marketing Management, Books & Allied.
8. David Vogel, *The Market for Virtue* (The Brookings Institution, Washington, D.C., 2005), 20.
9. Xueming Luo & C.B. Bhattachary, “Corporate Social Responsibility, Customer Satisfaction, and Market Value”
10. Sankar Sen and C.B. Bhattacharya, “Does Doing Good Always Lead to Doing Better? Consumer Reactions to Corporate Social Responsibility”
11. Walmart, “Global Sustainability Report: 2010 Progress Update” (Bentonville: January 31, 2010), 39.
12. Matthew J. Hirschland, *Corporate Social Responsibility and the Shaping of Global Public Policy* (New York, NY:Palgrave Macmillan, 2006), 28-29.

### **BBA – 602: Entrepreneurship in Real Estate**

#### **Objectives**

- To develop entrepreneurship skills in students.
- To motivate students towards seeking an entrepreneurial career.

- To help the students understand the process & procedure of setting up small enterprises
- To develop analytical skills of students regarding the environment related to small-scale industries & businesses.

Units	Course Content
1	<p><b>The Entrepreneur</b></p> <ul style="list-style-type: none"> <li>• Definition behavior, characteristics, entrepreneurial competency concepts &amp; development.</li> <li>• Self-awareness, interpersonal skills, creativity, assertiveness.</li> </ul> <p>Factors influencing entrepreneur's role.</p>
2	<p><b>Types of Real Estate Business</b></p> <ul style="list-style-type: none"> <li>• Need, scope, process &amp; role in economy of these in Real Estate Sector.</li> <li>• Role of such enterprises in Real Estate Sector</li> </ul> <p>Institutional support, government policies &amp; schemes for enterprise development, application of RERA.</p>
3	<p><b>Legislation</b></p> <p>Licensing, registration, principal laws, business ethics, income tax, labour law application, consumer complaint redressal.</p>
4	<p><b>Setting &amp; Managing an Enterprise</b></p> <ul style="list-style-type: none"> <li>• Need scope &amp; approaches for project formation, market assessment, S.W.O.T analysis &amp; techno-economic feasibility of project.</li> <li>• Resource mobilization-finance, technology, raw materials, site &amp; manpower.</li> <li>• Costing, marketing management &amp; quality control.</li> <li>• Book of accounts, financial statements, funds flow analysis &amp; financial incentives. Feedback, monitoring &amp; evaluation</li> </ul>
5	<p><b>Critical Path Method, Project Evaluation, Review Techniques for Establishing Small-Scale Industries a Real Estate Business</b></p>
6	<p><b>How to establish and run a startup in Real Estate Business.</b></p>
7	<p><b>How to make a Small Business become Big Enterprise.</b></p>

**Suggested Readings:**

- 1) *A handbook of learning Systems*, Entrepreneurship Development, Institute of India, New Delhi. 1982
- 2) Deshpande M V, *Entrepreneurship of Small Scale Industries*. Concept, Growth & Management, Deep& Deep Publications, New Delhi, 1984
- 3) Hirsch R D. & Peter M P, *Entrepreneurship, Starting Developing & Managing a/e/v*

**Enterprise.** Richard. D Irvin, Inc, U.S.A. 1995

- 4) Parekh V & Rao TV, **Personal Efficiency in Developing Entrepreneurship Learning System.** New Delhi, 1978

**BBA 603: Low Cost Affordable Housing & Space Saving Interiors**

1	Space & material saving House building designs
2	Cost & Time Saving Construction Strategies & Procedures
3	Cost Saving Construction Techniques & Technology
4	Prefab and modular Construction

5	Construction out of waste and discarded materials
6	Model layouts and designs of affordable houses
7	Taxes & Laws applicable on affordable house
8	Space Saving Interior Planning & Furnitures
9	Cost Saving Sourcing of materials & furniture
10	Smart gadgets, smart & green devices and practices
11	Low cost best practices for homes & townships

### **Suggested Readings**

- Baqutaya S, Ariffin AS, Raji F. Affordable housing policy: Issues and challenges among middle-income groups. *International Journal of Social Science and Humanity*. 2016; 6: 433.
- Noppen AV. The ABC's of affordable housing in Kenya. Acumen Fund. 2012.
- Low cost house construction manual, Kigali city. 2007.

**BBA 605: Major Project (Practical & Viva)**

Objectives



- To give opportunity to students to work independent! Thought under supervision.
- To enable a student to widen his/her knowledge regarding any relevant and interesting topic on current issues that complements the curriculum or syllabi
- To become aware of current issues in the field to Real Estate
- To develop an ability in preparing a report.

### **Course Content**

#### **For Project**

- During the semester the students are to work on a Real Estate project designed and developed by them.
- During the semester a similar project on any one commercial establishment has to be designed and developed by the student giving all the required drawings.
- The students would be working under the supervision of a faculty member and would get approval prior to starting the project.
- Presentations on both the projects (Residential & Commercial) has to be given at the end of the semester. The student would be evaluated at the end of the project submission and would have to defend her work on the date assigned for it.

#### **For Term Paper**

Each student shall be required to carry out under supervision of teacher or teachers, an original investigation work or review work on any relevant topic or a technological problem related to his/her studies. Students would have to submit three copied of typed written and bound dissertation embodying the experiments and results of their investigation.

The paper would be evaluated under the following heads:

- **Selection of Topic**
- **Collection of Review**
- **Assimilation of Literature, References Used.**
- **Viva-voce** (Self understanding), etc

#### **Reference**

1. Journal/Magazine
2. Relevant books
3. Dissertation
4. Pamphlets, Brochure Newsletters
5. Websites

Every student will be assigned a project at the end of the Fourth Semester and it will be pursued by him/her under the supervision of an internal supervisor. The Project Reports (in duplicate) along with one soft copy will be submitted by the students prior to the date of the

commencement of the End-Term Examinations for the Sixth Semester. The format of the report is given below:

- Executive summary
- Introduction
- Objective of the Research Undertaken
- Literature Review
- Research Methodology
- Data Analysis
- Findings and Conclusions
- Bibliography
- Appendices – to include questionnaire, if any

The student shall be required to submit progress reports as per the schedule to be announced by the College School for assessment by the project guide.

The internal assessment shall be done on the basis of a presentation by the student as per the assessment schedule to be decided and announced by the College. The external assessment shall be done on the basis of Viva Voce and the project report.