

Credit Based II SEMESTER B.B.A. Degree

Papers offered for study

Sl.No	Course Subjects	Course Code	No. Of hrs per week	Marks		Max Marks
				IA	Theory	
1	General Proficiency and Communicative English	BBAENL153	4	20	80	100
2	Hindi	BBAHDL154	4	20	80	100
	OR Kannada	BBAKAL153				
3	Managerial Economics	BBABMC155	4	20	80	100
4	Business Environment and Entrepreneurship	BBABMC156	4	20	80	100
5	Accounting- II	BBABMC157	4	20	80	100
6	Managerial Communication	BBABMC158	4	20	80	100
7	Human Rights, Gender Equity& Environmental Studies	BBAHGF152	4	20	80	100
7	Co & Extra Curricular Activities					50

Credit-based II Semester B.B.A.
(Common to all batches scheme)
General Proficiency and Communicative English
4 Hours per Week. Max. Marks: 100

Features:

The syllabus is designed for 40 hours (4 hours per week). The Maximum Marks allotted is 100 (80+20). The duration of the semester exam is 3 hours.

Objectives:

- Providing competence in constructing sentences properly.
- Instilling human values and a sense of social responsibility.
- Improving self-confidence of students to face all the challenges.

Course Content:

- 1) Prose
- 2) Poetry
- 3) Grammar

Prose:

1. The Owl who Was God
2. My struggle For An Education
3. Maori Villages
4. Hari
5. Michael Goes Climbing
6. My Lost Dollar
7. Operation Indian Ocean

Poetry:

1. The Well of St. Keyne
2. Upagupta
3. Names Honeyman
4. Night of the Scoption
5. If

Grammar:

1. Countable and Uncountable Nouns
2. Parts of Speech and Their Interchange ability
3. Uses of Preposition, Prepositional Phrases
4. Punctuation
5. Uses of No, Not, None, Not Any, few, A Few, The Few, Much and Many, Little and Less, often, only Seldom, Hardly, Scarcely
6. Preparatory IT and Introductory THERE
7. Correlative Conjunctions
8. Courtesy Words, Date and Time
9. Redundant Expression
10. Paragraph writing/
11. Dialogue writing/ Advertisement Text

Recommended Reference Books:

1. Text: English Language Textbook for B.A. –Semester I and II of Mangalore University by Trinity Publishers.
2. Contemporary English Grammar Structure and Composition by David Green (Published by Macmillan, New Delhi, 2009).

Course Outcome:

Prose:

- 1) Describe the hot springs of Newzealand. How did the Maori's use them to their advantage?
- 2) What were the problems that Brooker T. Washington had to face in order to find a place in the new school?
- 3) What did Micheal do to satisfy his longing to do things that had never been done before? Explain.
- 4) Who is MihirSen? What are the problems he over came to achieve his goal?

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- 5) Why did the animals in the forest ask the 'Owl' to be their leader?
- 6) Explain the golden opportunity that Hari received due to his association with Swaraj Bhavan. What efforts did Stephen Leacock take to remind Todd of the dollar? What was 'the crowing hour of an exacting venture' mentioned in 'Operation Indian Ocean'?

Vocabulary exercises: Synonyms, Antonyms, Use of appropriate words, appropriate forms of words and one-word substitutes.

Poetry:

1. Why was the well of ST. Keyne known to every wife in the west country? What is the mystery behind the well?
2. What advice does the father give his son in the poem 'if' in order to be a "man"?
3. In what context does James Honeyman say "I'll be famous before I die"? Explain.
4. "The time at last, has come to visit you", says the ascetic". Why was that the right time for him to visit the dancing girl? Explain.

Grammar:

1. Fill in the blanks with the appropriate countable/ uncountable nouns:
 - a) John Keats is well known for his _____ (Poetry, Poetries)
 - b) I went to the shop to buy _____ (Stationary, Stationaries)
2. Name the parts of speech of the underlined words given in the sentences below:
 - a) The plane flew above the clouds.
 - b) Give me some water.
3. Fill in the blanks with appropriate prepositions/prepositional phrase:
 - a) I went to Delhi _____ attend a Seminar. (in order to, instead of)
 - b) Have you got anything to cut it _____? (on, with)
- 4) Punctuate the following sentence using the necessary punctuation marks. Use capital letter wherever necessary.
What a lovely garden radha exclaimed
- 5) Combine the sentences using correlative conjunction:
 - a) He ate chocolates. He ate ice cream. (not only but also)
 - b) The tiger appeared. He shot it down. (no sooner than)
- 6) Rewrite the sentence using introductory "it".
 - a) To argue any more is useless.
- 7) Rewrite the sentence using introductory "there".
 - a) No one was nearby to help her.
- 8) Fill in the blanks with the appropriate word from the brackets:
 - a) _____ of the shops are open. (no, none)
 - b) There is so _____ work to be done. (many, much)
- 9) Fill in the blanks with the conversational equivalent of the time given:
 - a) The dance will commence at _____ (11.40)

OR

Fill in the blanks with please, thank you, sorry:

We can do with a little help _____

- 10) Rewrite the following sentences after deleting the redundant words in them:
 - a) Please return back my book tomorrow.
 - b) Thy presented the actual facts.
- 11) Draft an advertisement within a frame with USP and slogan:
(Indicate picture and logo)
Lakme is launching a new beauty soap.

Student Evaluation Components:

SL.NO	TYPE OF ASSESSMENT	WEIGHTAGE
1.	Internal assessment:2 tests & assignment	(20 marks)
2.	University Examination of 3 Hrs duration	(80 Marks)

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Credit Based Second Semester BBA Degree
Hindi Language (Group -I) (Paper-II)
(2015-16 Batch onwards)

[4hours per week. Max. Marks: 100]

Unit I गद्य

१. ममता- जयशंकर प्रसाद
२. मेरी जन्मभूमि - हजारी प्रसाद द्विवेदी
३. सरयू भैया - रामवृक्ष बेनीपुरी
४. स्वामी दयानंद - मोहन राकेश
५. पहाडी रिक्शा- कन्हैयालाल मिश्र प्रभाकर
६. शनि: सबसे सुन्दर ग्रह- गुणाकर मुले

Unit II नाटक

बकरी : सर्वेश्वर दयाल सक्सेना

Unit III व्याकरण

१. भेंटवार्ता
२. स्ववृत्त लेखन- नौकरी और विवाह सम्बन्ध में
३. गद्य लेख

Unit IV

१. प्रयोजनमूलक हिन्दी : प्रासंगिकता
२. मीडिया और समाज
३. संचार प्रौद्योगिकी और हिन्दी

Prescribed Text Books

१. गद्य गरिमा -सं. प्रो. शारदा .एम, वाणी प्रकाशन, नयी दिल्ली-२
२. बकरी- सर्वेश्वर दयाल सक्सेना

Reference Books

१. अभिनव व्यावहारिक हिन्दी - डा. परमानन्द गुप्त; विद्यामंदिर
२. मीडिया और हिन्दी - डा. पंडित बन्ने; अमन प्रकाशन, कानपुर
३. व्यावहारिक हिन्दी व्याकरण तथा रचना- हरदेव बाहरी; लोकभारती प्रकाशन, महात्मा गाँधी मार्ग, इलाहाबाद

Course Outcome-

- १.. ममता कहानी का सारांश लिखिए ।
२. बकरी कहानी का सार लिखिए।
३. संचार भाषा और हिन्दी मीडिया ।

Student Evaluation Components

Sl.No	Type of Assessment	Weightage
1.	Internal Assessment: Two Test & Assignment	20%(20 marks)
2.	University Examination of 3 Hours Duration Question Paper pattern 1. One word Answers(Unit I&II)-1 mark each for 5 questions 2. Annotations (Unit I)5 marks each, Answer any 3 out of 4 3. Answer any 2 questions of 10 marks each out of 4 (Unit I) 4. Answer any 1 questions of 10 marks each out of 2 (Unit II) 5. Short Notes 2 questions of 5 marks each out of 4(Unit I&II) 6. i)Interview & Biodata one question of 5 marks no choice ii) Gadyamsha Lekh one question of 5 marks 7. Short notes (Unit IV) 2 questions of 5 marks	80%(80 marks)

Code:BBABMC155

**Credit Based II Semester B.B.A. Degree
(Common to all Batches)
Course: Economics
Course Paper II: Managerial Economics
Number of Modules: 04
(4 Hours per week. Max. Marks: 100)**

Objectives of the Course:

- To understand role and responsibility of Managerial Economist
- To understand production function and laws related to production function
- To understand the cost and revenue concepts
- To study the Market forms and price output determination under various market forms.
- To understand profit maximisation and sales maximisation aspects.
- To know about the capital budgeting concept.
- To understand demand forecasting, its objectives, methods of demand forecasting.

MODULE I: 12 Hours

Nature and scope of Managerial Economics: Basic economic tools in Managerial Economics, role and responsibility of Managerial Economist, Production function, law of variable proportions, law of returns to scale- economies and diseconomies of scale, capital budgeting- meaning and importance.

Course Outcome:

1. Explain the nature and scope of Managerial Economics.
2. What is production function? Explain the law of variable proportions.
3. What are economies and diseconomies of scale?
4. Explain the need for capital budgeting.

MODULE II: 12 Hours

Cost: concept of cost- output relationship, concepts of revenue – total revenue, average revenue and marginal revenue. Equilibrium of the firm-MC and MR approach. Gross profit and net profit, Profit maximisation vs sales maximisation, Baumol's sales maximisation model.

Course Outcome:

1. What are the different cost concepts? Explain the cost-output relationship in the short run and in the long run.
2. What are the different Revenue concepts?
3. Distinguish between the gross profit and net profit.
4. Explain Baumols sales maximisation model.

MODULE III: 12 Hours

Price and output determination under different forms of market: perfect competition, monopoly, monopolistic competition, price discrimination, monopsony, bilateral monopoly- oligopoly- oligopsony.

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Course Outcome:

1. Explain the features of perfect competition. How price and output is determined under perfect competition?
2. What is Monopoly? How price and output is determined under Monopoly?
3. Explain the features of Monopolistic Competition.
4. What is price discrimination? Explain the different forms of price discrimination.
5. Distinguish between Monopoly, Monopsony and Bilateral Monopoly and Oligopoly.

MODULE IV**12 Hours**

Demand Forecasting: Factors involved –objectives of short run and long run demand forecasting – Forecasting demand for products - criteria of a good forecasting method – techniques of demand forecasting.

Course Outcome:

1. What is demand forecasting? What are the objectives of demand forecasting?
2. Explain the different methods of demand forecasting?
3. Explain the criteria of a good forecasting method.

Books for Reference:

1. R. L. Varshney & K. L. Maheshwari : Managerial Economics.
2. D. M. Dwivedi: Managerial Economics.
3. Kamalpal, Surendra Kumar : Managerial Economics
4. Alfred W. Stonier and Douglas. C. Hague: A Text Book of Economic Theory.
5. H.L. Ahuja: Business Economics
6. D.M. Mithani: A course in Business Economics
7. Paul Samuelson & William D. Nord Laws

Student Evaluation Components:

Sl. No.	Type of assessment	weightage
1.	Internal assessment: two tests and assignment	20% (20 marks)
2.	University examination of Three hours duration. Question paper pattern: there will be three parts. Part A- Answer any ten questions of 1 mark each out of 12 questions Part B- Answer any five questions of 5 marks each out of 7 questions. Part C- Answer any three questions (internal choice) of 15 marks each.	80% (80 marks)

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Credit Based II Semester BBA Degree

Course: BBA

Course Paper: Business Environment and Entrepreneurship

Number of Modules: 04

[4 hours per week. Max Marks: 100]

Objective of the Course:

To familiarize the students of management with changing economic ,legal, and social environment of the business.

Unit 1: Business and its Environment:

14 Hours

Meaning-Factors influencing business, internal and external factors;
Social responsibilities of business towards share holders –Employees – Consumers-Dealers and public; Business Ethics and Social value-Meaning-Principles of business ethics-Managerial and Professional ethics. Case studies on Social Responsibilities of Business, Business Ethics and Environment.

Course Outcome:

1. Define Business. Discuss its objectives.
2. Define Business Environment .Discuss the factors influencing it.
3. Explain the principles of Business ethics and Professional ethics.

Unit 2: Entrepreneurship :

10 Hours

Concept of entrepreneurship-characteristics of entrepreneurship- classification, types and role of entrepreneur.

Course Outcome:

1. Explain the characteristics of an entrepreneur.
2. Discuss the types of entrepreneur.
3. Discuss the role of entrepreneurship.

Unit 3: Public , Private and Cooperative sectors:

12 Hours

Objectives –features ,advantages and disadvantages-Study of MSME-Salient features of MSME And Emerging trends, MNCs-meaning-Merits-Demerits-MNC and Impact on Indian Economy/Business: Emerging Trends in Business.

P.T.O.

Course Outcome:

1. Discuss the merits and demerits of public sector.
2. Discuss the merits and demerits of private sector.
3. Discuss the merits and demerits of MNCs.
4. Discuss the Role of MSMEs and their problems.

Unit 4: Consumerism:**12 Hours**

Meaning-Needs-Objectives -Rights of consumer-Consumer Protection Act-Consumer redressal agencies-consumerism in India. Recent trends- Case studies. Liberalization -Privatisation-Globalisation-Features- benefits and Obstacles. WTO-Functions; Emerging Trends.

Course Outcome:

1. Discuss the merits and demerits of globalization.
2. Explain the machinery for Redressal of consumer grievances

Books for Reference:

1. International Business Environment - Francis Cherunilam
2. Business and Society - Dr.P.G.Aquinas
3. Elements of Business Environment - K.Ashwathappa
4. International Economy - D.M.Mithani
5. Small scale Industries & Entrepreneurship - Vasanth Desai
6. Entrepreneurial Development - S.S.Khanka

Student Evaluation Components:

SL.NO	TYPE OF ASSESSMENT	WEIGHTAGE
1.	Internal assessment:2 tests & assignment	(20 Marks)
2.	University Examination of 3 Hrs duration	(80 Marks)

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Code: BBABMC157

Credit Based II Semester BBA Degree

Course: BBA

Course Paper: Accounting – II

No. of Modules: 4

(Four hours per week. Max.Marks:100)

Objective of the course:

- To learn the preparation of final accounts of non trading concern.
- To study the consignment accounts.
- To understand the partnership accounts.
- To learn the piece meal distribution of cash.
- To learn the preparation of necessary accounts in case of dissolution of partnership firm.

Module I- Final accounts of non-trading concern: 12 Hours

Meaning, books of accounts, treatment of revenue and capital items, receipts & payments a/c, income & expenditure a/c, and balance sheet. Preparation of final accounts.

Course Outcome:

1. Treatment of capital item & revenue item.
2. What are the difference between receipts & payments a/c and income & expenditure a/c.
3. Preparation of final accounts of non trading concern.

Module II-Consignment accounts: 12 Hours

Meaning, important terms, valuation of consignment stock & abnormal loss, accounting treatment, journal entries & ledger accounts in the books of consignor & consignee.

Course Outcome:

1. Valuation of consignment stock.
2. Valuation of abnormal loss.
3. Preparation of consignment accounts.

Module III-Partnership accounts: 12 Hours

Meaning and definition of partnership, essential

Characteristics, partnership deed-meaning, admission of a partner- accounting treatment, retirement of a partner- accounting treatment.

P.T.O.

Course Outcome:

1. Calculation of Sacrifice ratio.
2. Calculation of New profit sharing ratio.
3. What are the reasons for admission of a new partner?
4. Preparation of final accounts at the time of admission of a new partner.
5. Calculation of gain ratio.
6. What are the reasons for retirement of a partner?
7. Preparation of final accounts at the time of retirement of a partner.

Module IV-Death of partner:**12 Hours**

Joint life policies and individual policy, accounting treatment. Dissolution of partnership firm including insolvency of a partnership, accounting treatment, gradual realisation of assets and piece meal distribution of cash under proportionate capital method.

Course Outcome:

1. Preparation of deceased partner's executor's a/c.
2. Preparation of necessary accounts in case of dissolution of partnership firm.
3. Piece-meal distribution of cash.

Books for reference:

1. Accounting I- B.S. Raman (United publishers)
2. Accounting I- K.S.N. Adiga (Shubadri books)
3. Introduction to accounting – Shukla M.C & T.S. Grewal (S. Chand)
4. Principles and practice of accountancy- R.L. Gupta (S. Chand)
5. Advanced accountancy- Maheshwari S.N (Vikas publishing house)

Student Evaluation Components:

SL.NO	Type Of Assessment	Weightage
1.	Internal assessment:2 tests & assignment	20% (20 Marks)
2.	University Examination of 3 Hrs duration	80% (80 Marks)

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Code: BBABMC158

Credit Based II Semester BBA Degree
Course Paper: Managerial Communication
No.Of Chapters : 04
(Four hours per week. Max.Marks:100)

Objectives of the Course:

The course is aimed at equipping the students with necessary techniques and skills of communication to inform others , inspire them and enlist their activity and willing cooperation in the performance of their jobs.

Chapter 1 : Business Communication: 12 Hours

Meaning-Importance-Types of Communication-Simple rules to effective communication-Barriers to communication.

Course Outcome:

- 1) Explain the different types of communication?
- 2) What do you mean by Communication? Explain its importance.
- 3) Write a note on barriers to communication.
- 4) Explain the rules to communication

Chapter 2: Managerial Communication: 12 Hours

Communication skills -Effective Presentation skills – Planning the presentation - Communication Network - emergence of modern technology.

Course Outcome:

- 1) Explain the different communication skills.
- 2) Which are the Guidelines for successful presentation?
- 3) Write a note on modern communication technology.

Chapter 3: Management Reports: 12 Hours

Meaning- Principles of writing reports- types of reports- Use of graphs –Specimen reports-Business Letters-Types Basic principles-Specimen of business letter.

Course Outcome:

- 1) What do you mean by report? Explain the principles of writing a report.
- 2) What are the different types of business report?
- 3) Explain the principles of business letter.
- 4) Draft a report on Failure of product in the market.
- 5) Draft an Appointment letter.

Chapter 4: Commercial letters : 12 Hours

Commercial letters – enquiries- Replies to enquiry- orders- complaints and their adjustment – Collection letters- Sales letters- Circular letters.

Course Outcome:

- 1) What are the techniques of writing collection letter?
- 2) Explain the skills of writing complaint letters.
- 3) What are the functions of circular letter?
- 4) Draft a letter on Orders and execution.

Books for reference:

- 1) R.Doctor & E. Doctor –Business and Managerial Communication.
- 2) Rajendra Pal & Koralahalli – Essentials of Business Communication.
- 3) Raj Kumar- Basic Busines Communication.
- 4) Y.K Bhushan – Report writing and correspondence.

Student Evaluation Components:

SL.NO	TYPE OF ASSESSMENT	WEIGHTAGE
1.	Internal assessment:2 tests & assignment	(20 Marks)
2.	University Examination of 3 Hrs duration	(80 marks)

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Credit Based II Semester B.B.A. Degree
Course: Human Rights, Gender Equity and Environment
Course Paper: Human Rights, Gender Equity and Environment
Number of Modules: 08
[4 Hours per week. Max. Marks: 100]

[4 Hours per week. Max. Marks: 100]

Objectives of the Course:

- To understand Basic rights of the people.
- To study the various Rights available to Indian People.
- To improve the personality of Individual.
- To provide knowledge for active participation in Competitive examinations.

Part I

MODULE I

6 Hours

Human Rights

1. Human Rights - Meaning
2. Universal declaration of Human Rights

MODULE II

10 Hours

Human Rights Advocacy

1. Global Advocacy of Human Rights, Amnesty International and Others organisation
2. People's Union for Civil Liberty (PUCL)
3. Human Rights Commission in India
4. Minority Commission in India
5. Remedies against violation of Human Rights

Course outcome:

1. Human rights are more comprehensive than _____rights.
a) Civil rights b) Economic rights c) Political rights d) Fundamental Rights
2. In ancient thought and philosophical concepts the human rights were known as_____.
a) Natural Rights b) Created rights c) Created laws d) None of the above
3. Identify the Greek philosopher from the following _____
a) Plato b) Machiavelli c) Einstein d) Robert Clive
4. Magna Carta was a landmark in the development of human rights in _____ period.
a) Medieval b) Modern c) Ancient d) None of the above
5. Article Third of the UDHR provides for_____
a) Political Rights b) Right to Education c) Right to life liberty and security of persons d) None
6. Human Rights day has been celebrating on_____.
a) 10th December b) 10th November c) 10th September d) None of the above
7. Which of the following is not an ancient source of Human Rights
a) Constitution b) Roman Law c) Rigveda d) Babylonian Law
8. International Labour organization established on_____.
a) 1919 b) 1918 c) 1920 d) 1917
9. The preamble of United Nations begins _____.
a) We the people of world. b) We the people of India.
c) We the people of United Nations member countries. d) We the people of United Nations.
10. _____ article of U.D.H.R. says "Human beings are born free and equal in dignity and rights".
a) art -1 b) art-2 c) art-3 d)art-4

P.T.O.

Part II
Gender Equity

MODULE III

2 Hours

Key Concepts

Sex and Gender- Masculinity and Femininity-Patriarchy and Matriarchy, Gender Roles and Attributes-gender Division of Labour- Gender Bias- Gender Stereotypes, Need for gender Sensitization.

MODULE IV

2 Hours

Women Status in India

Important Indicator- Sex Ratio, Education, Health, Nutrition, Maternal and Infant Mortality Rate, Work Participation Rate, Political Participation.

MODULE V

6 Hours

Contemporary Women's Issues

1. Discrimination against Girl Child
 1. Violence against women
 2. Problems of Health and Nutrition
 3. Women's education and Gender bias in Education
 4. Trafficking in women
 5. Globalization and its impact on women

MODULE VI

6 Hours

State Initiatives on gender issues

Constitutional rights of Women, Laws pertaining to women, The national and state commission for women.

Course outcome:

1. Sex refers to the _____ in between male and female.
 - a) Social divisions b) Biological divisions c) Economic divisions d) None of the above
1. On the basis of the biological factor of sex human society is divided into ___ groups or communities.
 - a) 3 b) 4 c) 5 d) 2
2. "Women's participation in marketing is negligible" This is an example for _____.
 - a) Gender Roles b) Gender stereotypes c) Gender sensitization d) Gender bias
3. "Women are More sentimental" This is an example for _____.
 - a) Gender stereotypes b) Gender bias c) Gender sensitization d) Gender roles
4. The word 'patriarchy' derived from _____ word.
 - a) Greek b) Latin c) French d) English
5. The present chair person of women's commission of India is _____.
 - a) Geetha Sharma b) Mamta Sharma c) Manjula d) None of the above
6. Stereotyped views are formed about women in a _____ sense
 - a) Positive b) Real c) Negative d) all the above
7. _____ Means "fixed mental impression about gender"
 - a) Gender Roles b) Gender bias c) Gender stereotypes d) All the above
8. According to stereotypes beliefs women's are _____.
 - a) Less intelligent b) More intelligent c) Less narrow minded d) All the above
9. According to 2011 census the birth rate of India is _____
10. a) 26 per 1000 c) 26.2 per 1000 b) 26.1 per 1000 d) 20.97 per 1000

P.T.O.

Part III
Environment

MODULE VII

12 Hours

Environment

1. Components of Environment
2. Concepts of Ecology
3. Ecological Factors: Soil, Air and Water
4. Eco System Pond and forest as Eco systems
5. Human Population Growth

MODULE VIII

8 Hours

Environmental Pollution

Types of Pollution-(a) Soil, Air, water (b) Noise and Radioactive pollution

1. Sources of Pollution and their effects
2. Control measures: Legal and Administrative

MODULE: IX

12 Hours

Conservation and Preservation of Environment

1. Natural resources and their conservation-water, soil and forest
2. Agencies involved in environmental protection in India
3. Environmental Movements in India
4. Legal and Administrative measures

Course Outcome:

1. When did Indian government passed the water prevention and control of pollution act _____
a) 1984 b) 1964 c) 1974 d) 1994
2. The human act of contamination the environment and disturbing the ecological balance can be called as ____
a) Environment Development b) Environmental Pollution c) Progress of Mankind
d) None of the above
3. When did Indian government passed the Air prevention and control of pollution act _____
a) 1984 b) 1964 c) 1974 d) 1994

Books for reference:

1. S. Devidson, Human Rights
2. Nirmala Chiranjeevi, Human Rights in India
3. Usha Sharma (ed) Gender Mainstreaming and Women's Rights
4. Mohini Chiranjeevi, Feminism and Gender Equity
5. N.K Chakravarthy, 1994, Environmental Protection and Law
6. K.A. Agarwal, Wild life in India Conservation and Management

Student Evaluation Components:

Sl. No.	Type of Assessment	Weightage
1.	Internal Assessment: Two tests & assignment	20% (20 marks)
2.	University Examination of 3 hours duration. Question paper pattern: All questions are compulsory, All questions are one word questions with four Alternative.	80% (80 marks)