

UNIVERSITY OF ENGINEERING AND MANAGEMENT, JAIPUR

Course Description

Title of Course: Principles of Management

Course Code: BBA 101

L-T Scheme: 3-1

Course Credits: 4

Introduction:

This course introduces the basic principles behind the management and how management activities are affecting those management processes. The Topics to be covered (tentatively) include:

- Introduction to management
- Different schools of management
- Planning process
- Organizing process
- Staffing process
- Training & development
- Directing process
- Social responsibility of management
- Code of ethics
- Difficulties in decision making

Objectives:

In this course we will study about the pattern of management and its effect on our decisions. We will be familiarizing with the consequences of managerial activities and measures to mitigate their harmful effects. We will learn about the different management related problems and the methods to solve those problems.

Learning Outcomes:

Knowledge:

1. To introduce the management process and problems related to the topic.
2. To know the planning, organizing, staffing and directing processes.
3. To enable the students to know the mechanism behind the social responsibility of management.
4. To familiarize with the code of ethics related to organization.

Application:

1. To understand the problems associated with the management of organization.
2. To familiarize with the different processes of management.
3. To understand the principles behind various leadership styles.
4. To understand and comply with the various government policies.

Course Contents:

Unit 1: Introduction to management

Unit 2: Processes of planning, organizing, staffing and directing.

Unit 3: Various leadership styles and various communication processes

Unit 4: Professional Management as compared to traditional system of owner Management

Unit 5: Corporate Culture and Ethical Climate

UNIVERSITY OF ENGINEERING AND MANAGEMENT, JAIPUR

Course Description

Text Books

1. Essentials Of Management, Koontz, TMH
2. Management : Principles & Guidelines, Thomas N. Duening, Wiley Dreamtech
3. Basic Of Management & Communication Skill, A. Ghanekar. EPH.
4. Principle And Practice Of Management , Amrita Singh, EPH.

References

1. Management: Text & Cases, Rao & Harikrishna, EXCEL BOOKS
2. Management : A Global Perspective, Weihrich, TMH

UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR

Course Description

Title of Course: English Language & Communication

Course Code: BBH102

L-T Scheme: 3-1

Course Credits: 4

Introduction:

This course can enhance the drafting and understanding skills of engineering students.

Objectives:

1. This Course has been designed to impart advanced skills of Technical Communication in English through Language Lab. Practice Sessions to 1ST Semester UG students of Engineering & Technology.
2. To enable them to communicate confidently and competently in English Language in all spheres.

Learning Outcomes:

Knowledge:

1. This course will help the students to learn English very easily. Even the Hindi medium students can translate easily.
2. The technical communication will help the students to improve their speaking skills and drafting skill for engineering students.

Course Contents:

Unit 1: ENGLISH LANGUAGE GRAMMAR-Correction of Errors in Sentences Building Vocabulary Word formation Single Word for a group of Words Fill in the blanks using correct Words Sentence Structures and Transformation Active & Passive Voice Direct & Indirect Narration (MCQ Practice during classes).

Unit 2: READING COMPREHENSION-Strategies for Reading Comprehension Practicing Technical & Non Technical Texts for Global/Local/Inferential/Referential comprehension; Précis Writing

Unit 3: TECHNICAL COMMUNICATION-the Theory of Communication-Definition & Scope Barriers of Communication Different Communication Models Effective Communication (Verbal/Nonverbal) Presentation / Public Speaking Skills (MCQ Practice during classes)

Unit 4: MASTERING TECHNICAL COMMUNICATION- Technical Report (formal drafting) Business Letter (formal drafting) Job Application (formal drafting) Organizational

Unit 5: GROUP DISCUSSION-Principle & Practice

Text Books

1. Board of Editors: Contemporary Communicative English for Technical Communication Pearson Longman, 2010
2. Technical Communication Principle sand Practice by Meenakshi Raman, Sangeeta Sharma (Oxford Higher Education)
3. Effective Technical Communication by Barun K. Mitra (Oxford Higher Education).
4. P C WREN & H.MARTIN (English language & grammar)

References

1. D.Thakur: Syntax Bharati Bhawan, 1998
2. Longman Dictionary of Contemporary English (New Edition) for Advanced Learners
3. Internet

UNIVERSITY OF ENGINEERING AND MANAGEMENT, JAIPUR

Course Description

Title of Course: Business Accounting

Course Code: BBA 103

L-T Scheme: 3-1

Course Credits: 4

Introduction:

The course Introduction to Accounting prepares entrepreneurs to manage the financial aspects of their businesses. In order for any entrepreneurship business to be successful there should be proper financial recording and management of the business finances. During this course you will be exposed to financial terms and concepts to proper financial control of your business. The Introduction to Business Accounting course will provide future entrepreneurs with basic skills and knowledge required to establish and maintain business accounts, read and interprets financial reports and returns.

Objectives:

The objective of the course is to understand the basic concepts of Accounting and relate them to real life documents and business events. The course also aims to equip the students with a strong foundation of the essential rudiments of financial accounting and help them develop a managerial perspective towards the same.

Learning Outcome:

At the end of the course the students are able to:

1. Process business transactions based on documents commonly used by businesses
2. Identify the documents related to business transactions

Course Content:

Unit I :Financial Accounting: An Overview Accounting Postulates, concepts and principles Accounting

Unit II : Mechanics – Journals Accounting Mechanics – Ledger Posting and Trial Balance

Unit III: Preparation of Financial Statements: Profit & Loss A/C.

Unit IV : Preparation of Financial Statements: Balance Sheet Basic cost concepts, Cost Determination Process Costing for materials, labour and overheads.

Text Books:

1. Modern Accountancy, Vol I , Mukherjee, TMH

UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR

Course Description

Title of Course: Business Mathematics

Course Code:BBM104

L-T Scheme: 3-1

Course Credits: 4

Introduction:

The goal of this course is to provide a very common simple intuition enables one to make right decisions and especially show how mathematics is applied to solve basic fundamental problems. The Topics to be covered (tentatively) include:

Matrix
Real Numbers
Elementary Properties of Inequalities
Ratios and proportions Variations Law of indices, Surds
Logarithm
Complex number
Arithmetic progression, Geometric Progression
Elementary Ideas of Convergence and divergence
Equations-Simple and Quadratic Equations
Permutations & Combinations
The Binomial Theorem
The straight line
Compound Interest and Annuities

Course Contents:

Matrix
Real Numbers
Elementary Properties of Inequalities
Ratios and proportions Variations Law of indices, Surds
Logarithm
Complex number
Arithmetic progression, Geometric Progression
Elementary Ideas of Convergence and divergence
Equations-Simple and Quadratic Equations
Permutations & Combinations
The Binomial Theorem
The straight line
Compound Interest and Annuities

Books:

1. Business Mathematics & Statistics, A.P. Verma, Asian Books,
2. Engineering Mathematics, Arumugam, Scitech,
3. Higher Engineering Mathematics-Vol2, Rathore, EPH.

UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR

Course Description

Title of Course: Introduction to Computing

Course Code: BBC105

L-T Scheme: 3-1

Course Credits: 4

Introduction:

Computers are so widely used in our day-to-day lives that imagining a life without them has become almost impossible. Learning computer fundamentals is a stepping stone to having an insight into how these machines work. Once the student is aware of the basic terminology that is commonly used in computer science, he/she can then go on to develop useful computer programs that may help solve a user's problem. Since computers cannot understand human languages, special programming languages are designed for this purpose. C is one such programming language. Being the most popular programming language, it is used in several different software platforms such as system software and application software. A few other programming languages such as C++ and JAVA are also based on C. Hence, mastering the C is prerequisite to become a successful computer engineer.

Objectives:

1. Learn how to solve common types of computing problems.
2. Learn data types and control structures of C
3. Learn to map problems to programming features of C.
4. Learn to write good portable C programs

Learning Outcomes:

Upon successful completion of the course, a student will be able to:

1. Appreciate and understand the working of a digital computer
2. Analyze a given problem and develop an algorithm to solve the problem
3. Improve upon a solution to a problem
4. Use the 'C' language constructs in the right way
5. Design, develop and test programs written in 'C'

Course Contents:

Unit 1: Introduction to Computers – Generations, Classifications, Applications, Basic Organization. Input and output devices. Basic concept of Computer memory, Computer software and networks.

Unit 2: Number system – Decimal, Binary, Octal, Hexa-decimal. Conversion of numbers, Addition and subtraction of two numbers. Two's complement, Multiplication and division of binary numbers. Working with fractions, signed number representation in binary form, Logic gates.

Unit 3: Introduction to C – compiling and executing C programs, using comments, keywords, identifiers, Data type, variables, constants, input/output statements in C, operators in C, type conversion and type casting.

Unit 4: Decision Control and looping statements – conditional branching statement, iterative statements, nested loops, break and continue statements, goto statement.

Unit 5: Arrays – Declaration, accessing elements of array, storing values, calculating the length of array, two dimensional arrays. Strings – reading and writing strings, suppressing input, string taxonomy, string operations – using and without using library function, array of strings.

UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR

Course Description

Unit 6: Functions – Declaration, prototype, definition, function call, return statement, passing parameters to the function, scope of variable, storage classes, recursive functions.

Unit 7: Pointers – introduction, declaration, Pointer expression and arithmetic, null pointer, generic pointer, passing arguments to functions using pointer, pointers and arrays, passing an array to function, difference between array name and pointer, pointers and strings, array of pointers, function pointers, pointers to pointers, dynamic memory allocation, drawbacks of pointers.

Unit 8: Structure, nested structure, array of structure, union, array of union variable, unions inside structure. Files – Reading –writing etc. Preprocessor directives.

Text Books

1. Brian Kernighan and Dennis Ritchie, The C Programming Language, 2nd Edition, Prentice Hall PTR, 1988.
2. Reema Thareja, Computer fundamentals and Programming in C, oxford university press, 2012.

UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR

Course Description

Title of Course: Language Lab

Course Code: BBH192

L-T-P scheme: 0-0-6

Course Credit: 4

Objectives:

1. This Course has been designed To impart advanced skills of Technical Communication in English through Language Lab. Practice Sessions to 1ST Semester UG students of Engineering & Technology.
2. To enable them to communicate confidently and competently in English Language in all spheres.

Learning Outcomes:

1. This course will help the students to learn English very easily. Even the Hindi medium students can translate easily.
2. The technical communication will help the students to improve their speaking skills and drafting skill for engineering students.

Course Contents:

Exercises that must be done in this course are listed below:

Exercise No.1: Phonetic symbols and transcription.

Exercise No. 2: Honing 'Listening Skill' and its sub skills through Language Lab Audio device;

Exercise No. 3: Honing 'Speaking Skill' and its sub skills;

Exercise No. 4: master Linguistic/Paralinguistic features (Pronunciation/Phonetics/Voice modulation/ Stress/ Intonation/ Pitch & Accent) of connected speech;

Exercise No. 5: Honing 'Conversation Skill' using Language Lab Audio –Visual input; Conversational Practice Sessions (Face to Face/ via Telephone, Mobile phone & Role Play Mode);

Exercise No. 6: Introducing 'Group Discussion' through audio –Visual input and acquainting them with key strategies for success;

Exercise No. 7: G D Practice Sessions for helping them internalize basic Principles (turn-taking, creative intervention, by using correct body language, courtesies& other soft skills) of GD;

Exercise No. 8: Honing 'Reading Skills' and its sub skills using Visual/ Graphics/Diagrams /Chart Display/Technical/Non Technical Passages; Learning Global/ Contextual/ Inferential Comprehension;

Exercise No. 9: Honing 'Writing Skill' and its sub skills by using Language Lab Audio –Visual input; Practice Sessions

Exercise No. 10: Group discussion

Text Book:

1. Phonetic Symbol Guide Book by Geoffrey K. Pullum.
2. Dr.D.Sudharani: Manual for English Language Laboratory Pearson Education (WB edition),2010
3. Board of Editors: Contemporary Communicative English for Technical Communication Pearson Longman, 2010

UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR

Course Description

Title of Course: Computing Lab

Course Code: BBC195

L-T-P scheme: 0-0-6

Course Credit: 4

Introduction:

This course is designed to familiarize students with the basic components of a computer, so as to be able to operate it and be able to interact with it, and carry out simple tasks. In addition, it will initiate the students into the discipline of Programming. It aims to start off the development of problem solving ability using computer programming. This course teaches not only the mechanics of programming, but also how to create programs that are easy to read, maintain, and debug. Students are introduced to the design principles for writing good programs regardless of the hardware and the software platforms.

Objective:

Students will develop their ability to design, develop, test and document structured programs in C language.

Learning Outcomes: Students should be able to

1. Understand the basic terminology used in computer programming
2. Write, compile and debug programs in C language.
3. Use different data types in a computer program.
4. Design programs involving decision structures, loops and functions.
5. Explain the difference between call by value and call by reference
6. Understand the dynamics of memory by the use of pointers.
7. Enhance programming skills through problem solving and code development of small-size software applications.
8. Improve self-learning, teamwork and communication skills through project development practices.
9. Engage in continuing professional development under minimal guidance.

Course Contents:

Exercises that must be done in this course are listed below:

- 1 Introduction to C programming
- 2 Structured Program Development in C
- 3 Flow chart and Algorithm
- 4 C Program Control
- 5 C Functions
- 6 C Arrays
- 7 C Pointers
- 8 C Characters and Strings
- 9 C Structures, Unions, Bit Manipulations and Enumerations

References

1. Yale N. Patt and Sanjay J. Patel, Introduction to Computing Systems, from bits & gates to C & beyond, 2nd Edition, 2004.
2. Deitel and Deitel, C How to Program, 7th Edition, 2013.
3. Venugopal Prasad, Mastering C, Tata McGraw Hill.
4. Complete Reference with C, Tata McGraw Hill.
5. Drmey, How to solve it by Computer, PHI.
6. Kerninghan and Ritchie, The C Programming Language.