

# **UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR**

## **Lecture-wise Plan**

**Subject Name: Business Communication**  
**Year: 1<sup>st</sup> Year**

**Subject Code-BBH202**  
**Semester: 2nd**

<b>Module Number</b>	<b>Topics</b>	<b>Number of Lectures</b>
1	<b>Introduction:</b>	<b>22L</b>
	<b>Principles of Communication</b> – Definition, Purpose, Process, Types	4
	<b>Verbal Communication</b> – Target group profile, Barriers of Communication, Listening, Feedback Presentation Skills, Use of Aids, Public Speaking, Practice Presentation, Non Verbal Communication	6
	<b>Written Communication</b> – Stages of Writing, Composing Business Messages, Preparing Notes, Style, Punctuation, Using simple words, Proof Reading	6
	<b>Report Writing</b> – Report Planning, Types of Reports, Developing an outline, Nature of Headings, Ordering of Points, Logical Sequencing, Graphs, Charts, Executive Summary, List of Illustration	6
2	<b>Business Communication:</b>	<b>16L</b>
	<b>Internal Communication</b> – Circulars, Notices, Memos, Agenda and Minutes	5
	<b>External Communication</b> – Resume/CV, Using Facsimiles (Fax), Electronic Mail, Handling Mail	5
	<b>Writing Business Letters</b> – Formats, Styles Types – Request, Enquiry, Placing Order, Instruction, Action, Complaint, Adjustment, Sales, Reference, Good News & Bad News, Acknowledgement	6

**Total Number Of Hours = 38**

Faculty In-Charge

HOD, Humanities Dept.

# **UNIVERSITY OF ENGINEERING AND MANAGEMENT, JAIPUR**

## **Lecture-wise Plan**

Subject Name: **Basics Of Trade, Industry & Commerce**  
Year: **1st Year**

Subject Code: **BBA-201**  
Semester: **2<sup>nd</sup>**

<b>Module Number</b>	<b>Topics</b>	<b>Number of Lectures</b>
1	<b>Chapter 1: Origin and Evolution of Business</b>	<b>10L</b>
	1. Distinct phases of evolution of Business; Evolution of Business in India; Role of Business in economic and social development; Economic development and location of Business enterprises.	4L
	2. Meaning and characteristics of Business; Objectives of Business; classification of Business; subdivision of Industry; sub-division of Commerce; sub-division of Trade; Interconnection between industry, commerce and Trade Business motivation, requisites of a successful Business.	6L
2	<b>Chapter 2: Forms of Business Organization</b>	<b>4L</b>
	1. Sole Proprietorship: Meaning, Characteristics, Merits and Demerits Partnership: Meaning, Characteristics, Types of partner and partnership, Merits and Demerit.	4L
3	<b>Chapter 3: Corporate Firm</b>	<b>7L</b>
	1. Definition, Characteristics, Merits and Demerits, Classification of company, Launching an enterprise, Nature and problems of company Management.	4L
	2. Organs of company Management, Functions of board of directors. Organized and unorganized sectors; corporate sectors in India.	3L
4	<b>Chapter 4: State and Business</b>	<b>4L</b>
	1. Relationship between state and Business – commercial policy, Fiscal policy, Industrial policy. Regulation of Business by state.	4L
5	<b>Chapter 5: Corporate Governance</b>	<b>9L</b>
	1. Nature of Corporate Governance; The Context; Factors influencing Corporate Governance- Ownership Structure, Structure of Company Boards, Financial Structure, institutional Environment.	4L
	2. Mechanisms of Corporate Governance- Companies Act, Securities Law, Nominees on Company Boards, Statutory Audit, Code of Conduct.	5L
<b>Total Number Of Hours = 34L</b>		

**Assignment:**

**Module-1.**

1. Answer the following questions:

- (a) What do understand by business?
- (b) State the requisites of successful business.

**Module-2.**

- 1. (i) What is sole proprietorship?
- (ii) Write about types of partner and partnership.

**Module-3.**

1. (a) What is corporate firm?

(b) Write the classification of company.

(c) Describe the differences between recruitment & selection.

2. (a) What are functions of board of directors?

(b) Write the difference between organized and unorganized sector.

**Module-4.**

1. (a) Write about fiscal policy.

(b) Write about industrial policy.

**Module-5.**

1. (a) State the nature of corporate governance.

(b) What is code of conduct?

# **UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR**

## **Lecture-wise Plan**

**Subject Name: Organizational Behavior**  
**Year: 1<sup>st</sup> Year**

**Subject Code-BBA203**  
**Semester: Second**

<b>Module Number</b>	<b>Topics</b>	<b>Number of Lectures</b>
1	<b>Introduction:</b>	<b>23L</b>
	1. Organizational Behaviour: Definition, Importance, Historical Background, Fundamental Concepts of OB, Challenges and Opportunities for OB.	2
	2. Personality and Attitudes: Meaning of personality, Personality Determinants and Traits, Development of Personality, Types of Attitudes, Job Satisfaction.	3
	3. Perception: Definition, Nature and Importance, Factors influencing Perception, Perceptual Selectivity, Link between Perception and Decision Making.	3
	4. Motivation: Definition, Theories of Motivation - Maslow's Hierarchy of Needs Theory, McGregor's Theory X & Y, Herzberg's Motivation-Hygiene Theory, Alderfer's ERG Theory, McClelland's Theory of Needs, Vroom's Expectancy Theory.	5
2	5. Group Behaviour: Characteristics of Group, Types of Groups, Stages of Group Development, Group Decision Making.	3
	6. Communication: Communication Process, Direction of Communication, Barriers to Effective Communication.	3
	7. Leadership: Definition, Importance, Theories of Leadership Styles.	4
<b>Organizational Politics</b>		
3.		<b>10L</b>
	8. Organizational Politics: Definition, Factors contributing to Political Behaviour.	2
	9. Conflict Management: Traditional vis-a-vis Modern View of Conflict, Functional and Dysfunctional Conflict, Conflict Process, Negotiation – Bargaining Strategies, Negotiation Process.	4
4	10. Organizational Design: Various Organizational Structures and their Effects on Human Behaviour, Concepts of Organizational Climate and Organizational Culture.	4
<b>TOTAL</b>		<b>33L</b>

Faculty In-Charge

HOD, Humanities Dept.

# **UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR**

## **Lecture-wise Plan**

Subject Name: **Business Environment**  
Year: **1st Year**

Subject Code: **BBA 205**  
Semester: **2<sup>ND</sup>**

<b>Module Number</b>	<b>Topics</b>	<b>Number of Lectures</b>
1	<p>Introduction to Business Environment: Concepts, Significance of study, process of environmental analysis, limitations of environmental analysis, Organization for analysis.</p> <p>Political environment: meaning, constitution of India, role of legislature, judiciary, executive.</p> <p>Economic environment – meaning, economic System, economic planning, industry-agriculture- labor-national and per capita income and other macro-economic factors.</p>	8L
2	<p>Industrial policy and licensing: The meaning of Industrial policy, Industrial policy. Industrial policy resolution 1956, Industrial policy statement 1977 &amp; 1980; New Industrial policy 1991; small-scale sector Industrial policy;</p>	7L
3	<p>Monopolies and Restrictive Trade Practices Act (MRTP ACT) 1969 objectives, amendment, MRTP commission monopolistic, Restrictive and Unfair Trade Practices.</p> <p>Technological environment: meaning, technological factors, influencing Business Technological policy of the Government. Social and cultural environment: culture, meaning, impact of culture on Business Natural environment: meaning and influence on Business</p>	10L
4	<p>Global environment: Nature of globalization, Manifestation &amp; globalization, definition of MNC, origin of MNC; Benefits of MNCs; Harmful effects of MNCs; MNCs in India; challenges of international Business. Foreign Capital: the need for foreign capital, forms of foreign capital, advantages of foreign direct investments, Indian Government policy towards foreign capital, inflows of foreign investment to India in recent years..</p>	6
5	<p>Functions of WTO, Difference between GATT &amp; WTO, Final act, Implications for India- Arguments for joining WTO, Arguments against joining WTO. Industrial sickness: Magnitude of industrial sickness, Definition of sickness, kinds of sickness and there causes, remedial measures, the sick industrial</p>	10L

	<p>companies (special provisions) Bill 1997, Exit policy.</p> <p>Privatisation of public enterprises: Introduction, what is privatization, arguments against and in favour of privatization.</p>	
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# **UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR**

## **Lecture-wise Plan**

Subject Name: **Environment & Ecology**  
Year: **2<sup>nd</sup> Year**

Subject Code: **HU401**  
Semester: **Fourth**

<b>Module Number</b>	<b>Topics</b>	<b>Number of Lectures</b>
1	<b>Chapter 1: General</b>	<b>6L</b>
	1. Basic ideas of environment, basic concepts, man, society & environment, their interrelationship.	1L
	2. Mathematics of population growth and associated problems, Importance of population study in environmental engineering, definition of resource, types of resource, renewable, non-renewable, potentially renewable, effect of excessive use vis-à-vis	2L
	3. Materials balance: Steady state conservation system, steady state system with non conservative pollutants, step function.	1L
	4. Environmental degradation: Natural environmental Hazards like Flood, earthquake, Landslide-causes, effects and control/management; Anthropogenic degradation like Acid rain-cause, effects and control. Nature and scope of Environmental Science and Engineering.	2L
	<b>Chapter 2: Ecology</b>	<b>6L</b>
	1. Elements of ecology: System, open system, closed system, definition of ecology, species, population, community, definition of ecosystem-components types and function.	1L
	2. Structure and function of the following ecosystem: Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems, Mangrove ecosystem (special reference to Sundar ban); Food chain [definition and one example of each food chain], Food web.	2L
	3. Biogeochemical Cycle- definition, significance, flow chart of different cycles with only elementary reaction [Oxygen, carbon, Nitrogen, Phosphate, Sulphur].	1L
	4. Biodiversity- types, importance, Endemic species, Biodiversity Hot-spot, Threats to biodiversity, Conservation of biodiversity.	2L
	<b>Chapter 3: Air pollution and control</b>	<b>7L</b>
	1. Atmospheric Composition: Troposphere, Stratosphere, Mesosphere, Thermosphere, Tropopause and Mesopause	1L
	2. Energy balance: Conductive and Convective heat transfer, radiation heat transfer, simple global temperature model [Earth as a black body, earth as albedo], Problems.	1L
	3. Green house effects: Definition, impact of greenhouse gases on the global climate and consequently on sea water level, agriculture and marine food. Global warming and its consequence, Control of Global warming. Earth's heat budget.	1L
	4. Lapse rate: Ambient lapse rate Adiabatic lapse rate, atmospheric stability, temperature inversion (radiation inversion). Atmospheric dispersion: Maximum mixing depth, ventilation coefficient, effective stack height, smokestack plumes and Gaussian plume model.	1L

	5. Definition of pollutants and contaminants, Primary and secondary	1L
	pollutants: emission standard, criteria pollutant. Sources and effect of different air pollutants- Suspended particulate matter, oxides of carbon, oxides of nitrogen, oxides of sulphur, particulate, PAN.	
	6. Smog, Photochemical smog and London smog. Depletion Ozone layer: CFC, destruction of ozone layer by CFC, impact of other green house gases, effect of ozone modification.	1L
	7. Standards and control measures: Industrial, commercial and residential air quality standard, control measure (ESP. Cyclone separator, bag house, catalytic converter, scrubber (ventury), Statement with brief reference).	1L
	<b>Chapter 4: Water Pollution and Control</b>	<b>8L</b>
2	1. Hydrosphere, Hydrological cycle and Natural water.	1L
	2. Pollutants of water, their origin and effects: Oxygen demanding wastes, pathogens, nutrients, Salts, thermal application, heavy metals, pesticides, volatile organic compounds.	2L
	3. River/Lake/ground water pollution: River: DO, 5 day BOD test, Seeded BOD test, BOD reaction rate constants, Effect of oxygen demanding wastes on river[deoxygenation, reaeration], COD, Oil, Greases, pH.	1L
	4. Lake: Eutrophication [Definition, source and effect]. Ground water: Aquifers, hydraulic gradient, ground water flow (Definition only)	1L
	5. Standard and control: Waste water standard [BOD, COD, Oil, Grease], Water Treatment system [coagulation and flocculation, sedimentation and filtration, disinfection, hardness and alkalinity,softening] Waste water treatment system, primary and secondary treatments [Trickling filters, rotating biological contractor, Activated sludge, sludge treatment, oxidation ponds] tertiary treatment definition.	2L
	6. Water pollution due to the toxic elements and their biochemical effects: Lead, Mercury, Cadmium, and Arsenic	1L
	<b>Chapter 5: Land Pollution</b>	<b>3L</b>
3	1. Lithosphere; Internal structure of earth, rock and soil	1L
	2. Solid Waste: Municipal, industrial, commercial, agricultural, domestic, pathological and hazardous solid wastes; Recovery and disposal method- Open dumping, Land filling, incineration, composting, recycling. Solid waste management and control (hazardous and biomedical waste).	2L
	<b>Chapter 5: Noise Pollution</b>	<b>2L</b>
	1. Definition of noise, effect of noise pollution, noise classification [Transport noise, occupational noise, neighbourhood noise]	1L
	2. Definition of noise frequency, noise pressure, noise intensity, noise threshold limit value, equivalent noise level, $L_{10}$ (18 hr Index) , $n L_d$ , Noise pollution control.	1L
	<b>Chapter 6: Environmental Management</b>	<b>2L</b>
	1. Environmental impact assessment, Environmental Audit, Environmental laws and protection act of India, Different international environmental treaty/ agreement/ protocol.	2L
<b>Total Number Of Hours = 34L</b>		

# **UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR**

## **Lecture-wise Plan**

Subject Name: **Environment & Ecology**  
Year: **2<sup>nd</sup> Year**

Subject Code: **HU401**  
Semester: **Fourth**

Faculty In-Charge

HOD, ME Dept.

### **Assignment:**

#### **Module-1.**

1. Write short notes for the following:

(a) Flood (b) Landslides (b) Earthquake (c) Acid Rain

2. Suppose an anemometer at a height of 40 m above ground measure wind velocity =5.5 m/s. Estimate the wind speed at an elevation of 500 m in rough terrain if atmosphere is unstable (i.e.,  $k = 0.2$ ).

#### **Module-2.**

1. A BOD test is run using 50 ml of wastewater mixed with 100 ml of pure water. The initial DO of the mixture is 6 mg/l and after 5 days it becomes 2 mg/l. After a long time, the DO remains fixed at 1 mg/l.

(i)What is the 5 days BOD ( $BOD_5$ )?

(ii)What is the ultimate BOD ( $BOD_u$ )?

(iii)What is the remaining BOD after 5 days?

(iv)What is the reaction rate constant measured at 20°C?

(v)What would be the reaction rate if measured at 35°C?

2. Draw the flow diagram for the following (a) Surface water treatment (b) Waste water Treatment.

3. Draw the Oxygen sag curve.

#### **Module-3.**

1. a) If two machines produces sounds of 80 dB and 120 dB simultaneously, what will be the total sound level.

b) Calculate the intensity of 100 dB sounds.

2. Write a report on the environmental problems related to an abandoned airport. Mention various measures by which it can be used again for other purposes.

# **UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR**

## **Course Description**

**Title of Course: Software Lab**

**Course Code: BBC295**

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

**Course Credit: 4**

### **Objectives:**

The main objectives of Software Lab course are to familiarize with basic operations of:

- i) Operating systems such as Windows and Linux.
- ii) Word Processor such as Open Office and MSWord.
- iii) Workbook, worksheet, graphics and Spreadsheets.
- iv) PowerPoint including animation and sounds.
- v) Address book, Spam and Filtering in E-mail.
- vi) Browsing, Search, Discussion forum and Wiki's.

**Learning Outcomes:** The students will have a detailed knowledge of the concepts of MS-Office, Word, Excel, Access, PowerPoint. The students will also get the basic knowledge of Programming in C.

### **Course Contents:**

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

Exercise No. 1: Write all the shortcut key of Microsoft office.

Exercise No. 2: Create your own resume with the help of Microsoft office 2007.

Exercise No.3: Use given excel table and perform following operations %, count, sum, average, if-else condition.

Exercise No. 4: Write down all the steps to create slide in power point presentation.

Exercise No. 5: Prepare a slide that advertises aerial tours over the city.

Exercise No. 6: Prepare slide "Learn to Ride".

Exercise No. 7: Perform following task in system with Microsoft office:- Using the AutoContent Wizard, Save and open a presentation. Check spellings, Delete, Move, and Insert slides, Size and move placeholders, Run a slide show, Change Fonts and Formatting, Inserting clips and clip art. Create and Enhance a Table, create folder, change desktop wallpaper, change screen size, change time and date

Exercise No. 8: WAP in C to print "hello world"

Exercise No. 9: WAP in C to perform all the operations of a calculator

Exercise No. 10: WAP in C to check whether a number is even or odd

Exercise No. 11: WAP in C to check whether a number is greater than the other and store the greater number in a variable 'max'.

Exercise No. 12: WAP in C to check the largest among three numbers.

### **Text Book:**

1. Ramesh Bangia, PC Software Made Easy (Sixteen-in-one), KHANNA BOOK PUBLISHING.

# **UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR**

## **Course Description**

**Title of Course: Public Speaking on Assigned Topic**

**Course Code: BBH292**

**L-T –P Scheme: 0-0-3**

**Course Credits: 2**

### **Course Description & Objectives:**

1. **Understand** the history of medical research and bioethics related to the HeLa cells. Understand the diverse social and economic, racial and gender contexts within which Henrietta Lacks lived and died. Understand the themes of this seminar. Appreciate the legacy and implications of these medical, ethical and social understandings on today's society.
2. **Identify**, understand and discuss current, real-world issues.
3. **Distinguish** and **integrate** differing forms of knowledge and academic disciplinary approaches (e.g., humanities and sciences) with that of the student's own academic discipline (e.g., in agriculture, architecture, art, business, economics, education, engineering, natural resources, etc.). And apply a **multidisciplinary strategy** to address current, real-world **issues**.
4. Improve oral and written **communication** skills.
5. Explore an appreciation of the **self** in relation to its larger diverse social and academic contexts.
6. Apply principles of **ethics** and **respect** in interaction with others.

### **Course Outcomes:**

After the completion of this course, the student should be able to:

1. **Learn and integrate.** *Through independent learning and collaborative study, attain, use, and develop knowledge in the arts, humanities, sciences, and social sciences, with disciplinary specialization and the ability to integrate information across disciplines.*
2. *Use multiple thinking strategies to examine real-world issues, explore creative avenues of expression, solve problems, and make consequential decisions*
3. **Learn and integrate.** Communicate. *Acquire, articulate, create and convey intended meaning using verbal and non-verbal method of communication that demonstrates respect and understanding in a complex society.*
4. *Use multiple thinking strategies to examine real-world issues, explore creative avenues of expression, solve problems, and make consequential decisions.*

# **UNIVERSITY OF ENGINEERING & MANAGEMENT, JAIPUR**

## **Course Description**

5. **Clarify purpose and perspective.** *Explore one's life purpose and meaning through transformational experiences that foster an understanding of self, relationships, and diverse global perspectives.*
6. **Practice citizenship.** *Apply principles of ethical leadership, collaborative engagement, socially responsible behavior, respect for diversity in an interdependent world, and a service-oriented commitment to advance and sustain local and global communities.*