

Structure and classification of MIS : Physical components- decision support system ♦ executive information system ♦ transaction processing system ♦ office automation system- business expert system ♦ financial marketing and human resource information system.

#### UNIT- III

Information and system concepts- Types of information- kinds of system- Boundary- Interface and black box ♦ Elements of system

#### UNIT ♦IV

Data base - Objectives of database ♦ advantage and disadvantages of database ♦ database management system

#### UNIT ♦V

Computer networks ♦ LAN- WAN ♦ MAN- video conferencing ♦ advantages of networking ♦ use of internet in MIS

#### References:

1. Management information system ♦ Gordan Davis
2. Management information system ♦ James A.O. Brien
3. Management with information - Jerome Kantre
4. Management information systems ♦ managerial perspectives ♦ D.P. Goyal

### BTS PROGRAMME

#### COMMON CORE 3 - **INDIAN CONSTITUTION AND CIVIC CONSCIOUSNESS**

#### Objective:

- 1. Enable the students to understand the various provision of Indian constitution
- 2. To impart civic consciousness among students.

#### UNIT- I

Indian Administration - Legislature, Executives, Judiciary  
 Union Legislature ♦ Functions of Parliament.  
 Indian President - Procedure For The President Election

#### UNIT-II

Indian Constitution ♦ Philosophy of Indian Constitution  
 Preamble of the Constitution. Sources and Out Standing Features of the Constitution

#### UNIT ♦III

Indian Citizenship Act

#### UNIT ♦IV

Fundamental Rights And Duties  
 Right To Information Act 2005

#### Unit V

Constitutional Amendment And it's Procedure  
 Important Amendments. 42, 73, 74, Etc♦..

#### Reference:

1. D.D. Basic: An Introduction to the constitution of India, New Delhi, Prentice, Isacc:2008
2. M.V. Pylee ♦ Constitutional govt in India, New Delhi Vikas, 1998
3. Jojo Mathew & Manish K. gulam : Indian Polity & constitution, career classics, Delhi:2009
4. K.R. Acharya: Indian Govt & Politics