

**TEACHING PLAN**  
**ACADEMIC YEAR 2015-2016**

**Class** : BBA **Semester: III**  
**Subject** : MANAGEMENT PERSPECTIVE-III **Paper no: XIV**  
**Periods per weeks: Th. 4 Pract.** \_\_\_\_\_ **Test (Date):** \_\_\_\_\_  
**Weeks (Total): 15** **Tutorial (Date):** \_\_\_\_\_

<b>Week</b>	<b>Topic to be covered</b>
1	<b>Unit-I: Materials Management</b> Need, importance & Scope of Material Management, Material handling, Classes of material,
2	<b>Unit-I:</b> Types of purchases, principles of scientific purchasing. Significance of purchasing policy,
3	<b>Unit-I:</b> Centralization of purchasing, types of purchasing policy
4	<b>Unit-II: Production Management:</b> Meaning, Scope importance, Major Decisions in Production Management, Production System
5	<b>Unit-II:</b> Benefits of goods production management, production planning & control step in production planning & control,
6	<b>Unit-II:</b> Production layout , Types, Principles of sound layout.
7	<b>Unit-III: Marketing Management:</b> Concepts of Market & Marketing, types of market, kinds of goods
8	<b>Unit-III:</b> Marketing process, Evolution & Importance of Marketing,
9	<b>Unit-III:</b> Types of Marketing, Functions of Marketing.
10	<b>Unit-IV: Marketing Concept &amp; Management:</b> Marketing plan, market segmentation
11	<b>Unit-IV:</b> market segmentation, marketing mix concept
12	<b>Unit-IV:</b> marketing mix, Product, Price, Promotion, Place;
13	<b>Unit-IV:</b> Buyer's behaviour.
14	<b>GROUP DISCUSSION</b>
15	REVISION

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**TEACHING PLAN**  
**ACADEMIC YEAR 2015-2016**

**Class : BBA** **Semester: III**  
**Subject : HUMAN FACTOR IN BUSINESS** **Paper no: XV**  
**Periods per weeks: Th. 4 Pract. \_\_\_\_\_** **Test (Date): \_\_\_\_\_**  
**Weeks (Total): 15** **Tutorial (Date): \_\_\_\_\_**

<b>Week</b>	<b>Topic to be covered</b>
1	<b>Unit-I:</b> Nature of Organisational Behaviour: Concept, Nature, Foundation of O.B,
2	<b>Unit-I:</b> Human Behaviour, Approach, O.B. Models.
3	<b>Unit-II:</b> Nature of Human Behaviour Caused or Autonomous Behaviour, Process of Behaviour
4	<b>Unit-II:</b> Personality, Personality Theories, Personality Development
5	<b>Unit-II:</b> Perception and its process, Interpersonal perception,
6	<b>Unit-II:</b> Concept of learning, and learning theories
7	<b>Unit-II:</b> Motivation: Concept, importance, theories and Behaviour.
8	<b>Unit-III:</b> Dynamics of Organisational Behaviour Interpersonal Behaviour, Group Dynamics and Behaviour
9	<b>Unit-III:</b> Concept of Authority its sources & Limits, Leadership
10	<b>Unit-III:</b> Communication control, Organisational Conflicts and Organisational Climate.
11	<b>Unit-IV:</b> Structural Dimensions of Organisational Behaviour Organisation Theory, Contingent factors in organisation structure
12	<b>Unit-IV:</b> Design & forms of organisation structure.
13	<b>Unit-IV:</b> Forms of organisation structure, Bureaucratic Organisations.
14	<b>Revision</b>
15	Revision

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## TEACHING PLAN ACADEMIC YEAR 2015-2016

**Class** : BBA  
**Subject** : BUSINESS LAWS-I  
**Periods per weeks: Th. 4 Pract.** \_\_\_\_\_  
**Weeks (Total): 15**

**Semester: III**  
**Paper no: XVI**  
**Test (Date):** \_\_\_\_\_  
**Tutorial (Date):** \_\_\_\_\_

<b>Week</b>	<b>Topic to be covered</b>
1	<b>Unit I:</b> Indian contract Act, meaning of contract, difference between agreement and contract, essential elements of valid contract.
2	<b>Unit I:</b> Classification of contract, Consideration, essential of a valid consideration, exception to consideration, capacity to contract,
3	<b>Unit I:</b> Minor, lunatics, person of unsound mind, Wagering Agreement, exception to wagering agreement, void agreement,
4	<b>Unit I:</b> Concept of Quasi contract, Discharge of contract, various types of discharging of contract, Breach of Contract.
5	<b>Unit II:</b> Sale of Goods Act, 1930- introduction, meaning of sale, Essential elements of a valid sale, difference between sale and agreement to sell, Subject matter
6	<b>Unit II:</b> Conditions & Warranties, Caveat Emptor, Transfer of Ownership & Delivery of Goods, Rules regarding delivery of goods Sec. 33-39
7	<b>Unit II:</b> Concept of an unpaid seller, Rights of an unpaid seller against goods and against buyer, Concept of Auction Sales. <b>TUTORIAL &amp; TEST-I</b>
8	<b>Unit III:</b> Indian partnership Act, 1932, meaning of partnership, essential elements of partnership, types of Partners, Partnership distinguished from other forms of organisation.
9	<b>Unit III:</b> Relations of Partners, mutual rights & Duties of Partners, Relation of Partners to third parties (Sec.18 to 30)
10	<b>Unit III:</b> Registration and Dissolution of a firm, mode of effecting Registration, Consequences of Non-Registration, mode of giving Public Notice(Sec.72)
11	<b>Unit IV:</b> Companies Act –1956, introduction, meaning of company, provisions of the act with regards to classification
12	<b>Unit IV:</b> Meaning of memorandum of association, formation of memorandum of

	association, meaning of article of association.
13	<b>Unit IV:</b> Distinguish between memorandum of association and article of association, capital of company
14	<b>Unit IV:</b> Paid –up capital, issued capital, forfeiture of shares, capital issue
15	Revision

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**TEACHING PLAN**  
**ACADEMIC YEAR 2015-2016**

**Class : BBA** **Semester: III**  
**Subject : ENVIRONMENTAL AWARENESS-II** **Paper no: XVII**  
**Periods per weeks: Th. 4 Pract.** \_\_\_\_\_ **Test (Date):** \_\_\_\_\_  
**Weeks (Total): 15** **Tutorial (Date):** \_\_\_\_\_

Week	Topic to be covered
1	Unit-I: Concept of Population, Industrialization, growth of vehicles in small cities & Metro Politan cities, Steps Taken to effect Control
2	Unit-I: Utilization of urban refuse industrial, domestic & others,
3	Unit-I: Role of Government & non Government organisations.
4	Unit – II: Date base Management for Env. appraisal, monitoring and warning system
5	Unit – II: Environmental Pollution in India and their remedies, Chipko Movement. Narmada Bachao movements, Tehari dam, Enron Project, ISO 14000.
6	Unit – III: Environment: Law & ethics. The Environment (Protection) Act. 1986. Chapter – I, II
7	Unit-III: The Environment (Protection) Act, 1986: Chapters III, IV, Industry effluent Standard parameters
8	Unit-IV: Environmental Education: Introduction, Objectives of UNESCO, environmental education programmes
9	Unit-IV: Formal education: School, College, University, Non-formal Education: Adult Education, Rural Youth, Non-Student, Tribal, Education,
10	Unit – IV: Activities for children, Eco-development Campus, NGOS, Public Representative, R & D Programs, Development of Trained Man Power, Educational Material Teaching aids Environmental day celebration.
11	Unit – V : Environment: A Professional Approach Environmental Management – its aspects, environmental planning
12	Unit-V: Environmental status evaluation, Environmental impact assessment. Environmental Legislation and Administration
13	Unit-VI: Management & Information System: Introduction, concept, relevance, Monitoring
14	Unit – VI: Research, Environmental Technology, Environmental Audit.
15	Revision

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**TEACHING PLAN**  
**ACADEMIC YEAR 2015-2016**

**Class : BBA**

**Semester: III**

**Subject : ENTREPRENEURSHIP**

**Paper no: XVIII**

**Periods per weeks: Th. 4 Pract. \_\_\_\_\_**

**Test (Date): \_\_\_\_\_**

**Weeks (Total): 15**

**Tutorial (Date): \_\_\_\_\_**

Week	Topic to be covered
1	<b>Unit I:</b> Concept, philosophy, History of entrepreneurship.
2	<b>Unit I:</b> Functions & features, needs of entrepreneurship
3	<b>Unit II:</b> Role of Entrepreneurship, Qualities of an entrepreneur, development of entrepreneurship.
4	<b>Unit II:</b> Business environment, effects of Business environment on entrepreneurship, various factors in business environment.
5	<b>Unit III:</b> Concept of Rural Entrepreneurship & its development,
6	<b>Unit III:</b> Role of rural entrepreneurship in economy, concept of agricultural entrepreneurship.
7	<b>Unit IV:</b> Concept of Third Option, entrepreneurial spirit, recognition of the need for entrepreneurship <b>TUTORIAL &amp; TEST-I</b>
8	<b>Unit V:</b> Business Opportunities, meaning of ideas, sources of ideas,
9	<b>Unit V:</b> Identifying ideas & evaluating into business opportunities.
10	<b>Unit VI:</b> Meaning & Concept of Quick Start and its methods
11	<b>Unit VI:</b> Concept of Franchises, Creating your own Franchise.
12	<b>Unit VI:</b> Concept of Turnkey or Packaged Business, features of turnkey.
13	<b>Unit VI:</b> Concept of Multi-level marketing scheme & buying an existing business.
14	<b>Unit VII:</b> Meaning of Project Report & preparation of Project Report
15	<b>REVISION</b>

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**TEACHING PLAN**  
**ACADEMIC YEAR 2015-2016**

**Class : BBA**  
**Subject : COST ACCOUNTANCY-I**  
**Periods per weeks: Th. 4 Pract. \_\_\_\_\_**  
**Weeks (Total): 15**

**Semester: III**  
**Paper no: XIII**  
**Test (Date): \_\_\_\_\_**  
**Tutorial (Date): \_\_\_\_\_**

<b>Week</b>	<b>Topic to be covered</b>
1	<b>Unit I:</b> Concept of cost, Classification of cost financial Accounting
2	<b>Unit I:</b> Its Limitations – Definition, scope, advantages & Disadvantages of cost accounting
3	<b>Unit II:</b> Material Purchasing - Purchase Procedure
4	<b>Unit II:</b> Storage & Handling of Material Methods of Material Issues
5	<b>Unit III:</b> – FIFO, LIFO- Weighted Average.(Simple Numerical Problems)
6	<b>Unit III:</b> Labour: Control of Labour Cost; Time keeping & time booking
7	<b>Unit III:</b> Payroll , Methods of wage Payment – Time rate – Piece rate , Taylor’s Differential piece rate system, <b>TUTORIAL &amp; TEST-I</b>
8	<b>Unit III:</b> Gantt’s task Bonus, Merricks System,
9	<b>Unit III:</b> Halsey Plan, Rowan Plan.
10	<b>Unit III:</b> Methods of wage Payment – Time rate – Piece rate(Numerical Problems)
11	<b>Unit IV:</b> Overheads – Classification of Overheads
12	<b>Unit IV:</b> Machine Hour rate,(simple Numerical Problems)
13	<b>Unit IV:</b> Labour hour rate (Simple Numerical Problems)
14	<b>Unit IV:</b> Unit Costing - Preparation of Cost Sheet (Simple Numerical Problems)
15	<b>REVISION</b>

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