

Teaching Plan Academic Year 2015-2016

Class : B.B.A
Subject: ACCOUNTANCY-II
Periods per weeks: Th. 4 Pract. _____
Weeks (Total) : 15

Semester: II
Paper No: VII
Test (Date): _____
Tutorial (Date): _____

WEEKS	TOPICS TO BE COVERED
1	UNIT-I: Goodwill, introduction, necessity, methods of goodwill
2	UNIT-I: Average Profit Method-introduction, advantages and limitation, Numerical problems ,
3	UNIT-I: Super Profit Method- introduction, advantages and limitations, Numerical Problems
4	Unit II: Accounts of Non Trading Concern, introduction , necessity, introduction of Receipts and Payment A/c, Income and Expenditure a/c, Preparation of Receipts and Payment A/c
5	Unit II: Preparation of Income & Expenditure A/c from Receipts & Payment A/c Simple Numerical problems.
6	Unit II: Preparation of Receipts & Payment A/c from income & Expenditure A/c, Numerical problems with various adjustments
7	Practice of Numerical Problems TUT & TEST-I
8	Unit III: Introduction of Final Accounts, trading & profit & loss A/c, Balance Sheet
9	Unit III: Simple Numerical problems
10	Unit III: Numerical problems with adjustments
11	Unit IV: Introduction of Single entry system, meaning & its concept
12	Unit IV: Two methods of single entry system, Simple problems on Net Worth Method
13	Unit IV : Practice on numerical
14	Unit IV : Practice on numerical
15	REVISION

Teacher's Signature

H.O.D.'s Signature

Teaching Plan Academic Year 2015-2016

Class : B.B.A
Subject: MANAGEMENT PERSPECTIVE II
Periods per weeks: Th. 4 Pract. ____
Weeks (Total) : 15

Semester: II
Paper No: VIII
Test (Date): _____
Tutorial (Date): _____

WEEKS	TOPICS TO BE COVERED
1	UNIT-I: Planning Meaning and nature of planning Planning premises Planning process with objective of planning
2	UNIT-I: Classification of plans on the basis of scope Time, function including budgetary planning Forecasting- meaning & importance
3	UNIT-I: Types of planning Principles of planning Advantages Limitations of Planning Decision making process
4	Unit II: Organizing Definition of organizing Steps in organizing, Principles of organizing
5	Unit II: Delegation & decentralization Organizational charts Types of organization -Line – Line & Staff – committee Organizational climate – formal & informal.
6	Unit III: Staffing: Recruitment, Selection training & Development of managers at various levels
7	Unit IV: Directing: Meaning & Principles of directing Motivation: Meaning, importance, Tools of motivation TUTORIAL & TEST-I
8	Unit IV: Motivation Models Maslow's Need Hierarchy
9	Unit IV: Herzberg, Dual factor McGregor's theory X and Y

10	Unit IV: Leadership: Meaning Importance Leadership styles, traits
11	Unit V: Co-ordination Meaning Features Principles of Co-ordination
12	Unit V: Difference between Co-ordination & Co-operation Coordination as essence of Management
13	Unit VI : Control: Meaning Importance of Controlling
14	Unit VI: Process of control Techniques of control Requisites of effective control system
15	REVISION

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Teaching Plan Academic Year 2015-2016

Class: B.B.A

Semester: II

Subject: BUSINESS ECONOMICS

Paper No: IX

Periods per weeks: Th. 4 Pract. ____

Test (Date): _____

Weeks (Total): 15

Tutorial (Date): _____

WEEKS	TOPICS TO BE COVERED
1	UNIT-I: Introduction to economics, meaning, definitions and various concepts
2	UNIT-I: Scope and nature of economics
3	UNIT I: Micro economics and macro economics
4	UNIT II: Law of Demand & Supply
5	UNIT II: Law of Demand & Supply
6	UNIT II: Market equilibrium
7	UNIT II: Elasticity of Demand: Concept, types TUTORIAL & TEST-I
8	UNIT III: Utility Analysis
9	UNIT III: Indifference curve Analysis, Consumer Behavior
10	UNIT IV: Factors of production and its Rewards, Rent, Interest and profit
11	UNIT V: National Income: Meaning, concept and definition
12	UNIT V: Concepts of GNP and NNP
13	UNIT V: NI at Factor Cost
14	UNIT V: NI, PI, DI, Measuring National Income
15	REVISION

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Teaching Plan Academic Year 2015-2016

Class: B.B.A

Semester: II

Subject: ENVIRONMENTAL AWARENESS-I

Paper No: X

Periods per weeks: Th. 4 Pract. _____

Test (Date): _____

Weeks (Total): 15

Tutorial (Date): _____

WEEKS	TOPICS TO BE COVERED
1	Unit-I: Environmental Awareness Introduction , Need, Ecological factors, Atmosphere : Structure & components, air as an ecological factor.
2	Unit-I: Hydrosphere : Structure & components, water as an ecological factor. Lithosphere : Structure & components, soil as an ecological factor.
3	Unit-I: Biotic factors : Structure and components, effect on environment. Interaction between plants and local animal and man.
4	Unit-I: Interaction between plants growing in a community. Interaction between plants and min & microbes.
5	Unit – II: Ecosystem: Concept, definition, Structure biotic & abiotic, biotic-producer-consumer decomposers,
6	Unit-II: Food chain, food web, energy flow in ecosystem.
7	Unit-III: Population ecology : Characteristics of Population : - Population density, natively, mortality, Population growth
8	Unit - III Age distribution of population, population fluctuation,
9	Unit-III: Population Structure :- Population dispersion amigration immigration, migration,
10	Unit-III: Types of interaction neutralism, communalism, mutalism,
11	Unit-III: Proto – cooperation, amensilism, parasitism, camibalism, predation competition.
12	Unit-IV: Environmental Pollution: - Concept, Definition. Water Pollution – Pollutants – Sewage, organic chemicals.
13	Unit-IV: Inorganic heavy metals [HB-Pb-Cu-Cd] , Oil spill.. Eutrophication
14	Unit – IV: Air Pollution:- Pollutants – aerosols [So2, Co2 , Co N-oxides, Hydrocarbons, global warning, greenhouse effect, acid rains.]
15	Revision

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Teaching Plan Academic Year 2015-2016

Class : B.B.A
Subject: : ADMINISTRATIVE PRACTICES
Periods per weeks: Th. 4 Pract. ____
Weeks (Total) : 15

Semester: II
Paper No: XI
Test (Date): _____
Tutorial (Date): _____

WEEKS	TOPICS TO BE COVERED
1	Unit-I: Role of company executives, Company Secretary
2	Unit-I: Board of Directors
3	Unit II: Law & procedure of meetings
4	Unit II: General principles of law & practice relating to meetings.
5	Unit III: Distinction between public and private meetings
6	Unit III: Rights and restrictions regarding the holding of meetings,
7	Unit III: Preservation of order at meeting TUTORIAL & TEST-I
8	Unit IV: The power & duties of chairman, requisites of valid meeting
9	Unit IV: Notice, Constitution, Quorum
10	Unit IV: Agenda, Papers, Minutes, Motion
11	Unit V: Voting & Proxies, Adjournment Rules of debate including formal (or procedural) motions.
12	Unit V: The committee system and its operation
13	Unit – VI Principles of security of documents and filing information.
14	Unit – VI Principles of security of documents and filing information.
15	REVISION

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TEACHING PLAN
ACADEMIC YEAR 2015-2016

CLASS : B.B.A
SUBJECT : I.T.A.B-I
Periods per week: Th.4 Pr. _____
Weeks(Total) : 15

Semester: II
Paper No.: XII
Test (Date): _____
Tutorial (Date): _____

WEEKS	TOPICS TO BE COVERED
1	UNIT-I: Text Processing:- meaning and role of Word Processing, document in MS-Word, features of MS-WORD, creation and saving of word document, searching, closing, saving, opening and printing a document.
2	UNIT-I: Copying, moving and cutting a text, cut, paste, moving text between document, changing case, fonts, applying bold, underline and italic, insertion of pictures, symbols and special character.
3	UNIT-I: Page setting, margin style and setting, table creation in word document, columns and rows insertion, deletion, formatting a document, formatting toolbar, table and border toolbar.
4	Unit I: Border shading dialogue, bullet and numbering, mail merge procedure in word, using forms, labels and envelops, use of help in word document.
5	Unit II: Electronic spread sheet:- Structure of work sheet and its usage in commercial application, creating worksheet and its usage in commercial applications, creating work sheet in MS-EXCEL.
6	Unit II: Formatting and layout of worksheet, Excel template, working with range, rows, columns, total, sorting, formatting toolbar, moving cell content, alignment of worksheet text, border, color handling workbook.
7	Unit II: Working with formulas and functions-SUM, PRODUCT, AVERAGE, COUNT, MAX, MIN, SQRT etc., chart in excel, types, graphs, lable,titles. TUTORIAL & TEST-I
8	Unit II: Analysis of data in excel, exploring built in function of excel, sharing data with other desktop applications.
9	Unit III: Presentation in business with power point; creation of slides. Adding object, movies, sound, Animation.
10	Unit III: Style of presentation and linking procedures, Slides Color Scheme, background, Custom Animation, slide transaction, Slide Show.

11	PRACTICALS:- Familiarizing with WORD. Creating a word document.
12	PRACTICALS:- Familiarizing with EXCEL. Creating a WORK SHEET.
13	PRACTICALS:- Familiarizing with POWER POINT. PPT Presentations
14	PRACTICALS:- MS-WORD, MS-EXCEL, MS-POWER POINT
15	REVISION

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