

TEACHING PLAN
ACADEMIC YEAR 2015-2016

Class : BBA **Semester: I**
Subject : MANAGEMENT PRESPECTIVE-I **Paper no: II**
Periods per weeks: Th. 4 Pract. _____ **Test (Date): _____**
Weeks (Total): 15 **Tutorial (Date): _____**

Week	Topic to be covered
1	Unit I: Management Concept, Theo Haimanns, characteristics of management,
2	Unit I: Management as a science and arts, mangement science, arts & profession.
3	Unit I: Concept of Administration, difference in management & Administration.
4	Unit II: Fundamentals of management Role of agencies interested in promoting professionals
5	Unit II: Principles of Universality of management, the manager and his job
6	Unit III: Evolution of management thought: Management in antiquity, impact of industrial revolution on management, Different approaches to management,
7	Unit III: Classical theory, beginning of scientific management Nineteenth century contribution, F. W. Taylor contributions TUTORIAL & TEST-I
8	Unit III: Administrative theory contribution of (Fayol, Gillick, Urwick),14 principles of Henry Fayol, theory of Bureaucracy by Max Webber.
9	Unit III: Neo-classical theory: Hawthorne's experiment, the contingency theory
10	Unit IV: Objectives: Objectives, concept & nature, importance & types of objectives,
11	Unit IV: MBO: importance & balancing the objectives of MBO.
12	Unit V: Social responsibilites of business Meaning & concept, Goals of business, Areas of social obligations, classification of social responsibility, problem of change.
13	Unit V: Contribution of various management Thinkers: Follet, Mayo, Fayol
14	Unit V: Principles of schools of management theory, management movement in India, the problem of management development.
15	REVISION

Teacher's Signature

H. O. D Signature

TEACHING PLAN
ACADEMIC YEAR 2015-2016

Class : BBA **Semester: I**
Subject : BUSINESS ORGANISATION **Paper no: III**
Periods per weeks: Th. 4 Pract. _____ **Test (Date):** _____
Weeks (Total): 15 **Tutorial (Date):** _____

Week	Topic to be covered
1	Unit I: Concepts of Business, Industry
2	Unit I: Concepts of Commerce, Profession, Vocation
3	Unit II: Meaning , Characteristics , Formation , and merits and demerits of Sole Proprietorship, Partnership, Joint Stock Company
4	Unit II: Meaning , Characteristics , Formation , and merits and demerits of Co – Operative Society, Public Enterprise,
5	Unit II: Meaning , Characteristics , Formation , and merits and demerits of Non Profit Organisation., Conversion one form into another wherever feasible
6	Unit III: Ownership Organisation decision choice of form of organisation
7	Unit III: The initial choice , Problem of expansion TUTORIAL & TEST-I
8	Unit III: Business and its Environment, Social Responsibilities of business & public relations
9	Unit III: Objectives of business, Corporate image
10	Unit III: Rationalisation & Automation, Business, Industry & Technological change
11	Unit IV: Rationalization, Automation.
12	Unit IV: Benefits of Rationalisation, Objections to Rationalisation
13	Unit IV: Business Combination & Monopoly Meaning, Causes of Combinations, Types of Combination
14	Unit IV: Forms of Combination, Economics of Combination
15	REVISION

Teacher's Signature

H. O. D Signature

TEACHING PLAN
ACADEMIC YEAR 2015-2016

Class : BBA **Semester: I**
Subject : BUSINESS STATISTICS **Paper no: IV**
Periods per weeks: Th. 4 Pract. _____ **Test (Date):** _____
Weeks (Total): 15 **Tutorial (Date):** _____

Week	Topic to be covered
1	Unit I: Introduction of statistics, origin & growth of statistics, definitions of statistics
2	Unit I: Functions, scope, advantages and disadvantages of statistics
3	Unit II: Organising of statistical survey, planning the survey, scope of survey techniques.
4	Unit II: Data collection, primary data and secondary data, methods of collection of primary data, methods of collecting secondary data.
5	Unit III: Sampling: Meaning, objectives, sample design, types.
6	Unit III: Classification: meaning, methods of classification, Tabulation: meaning, characteristics and benefits
7	Unit III: Types of series: individual, discrete and continuous series. TUT & TEST-I
8	Unit III: Measures of Central Tendency Definition, objectives and characteristics, types of averages
9	Unit III: Numerical problems on mean, median and mode
10	Unit III: Numerical problems on mean, median and mode
11	Unit IV: Measures of Dispersion Meaning, definitions, properties of dispersion, Range, Quartile Deviations.
12	Unit IV: Calculation of Mean deviation & Standard Deviation, co-efficient of S.D
13	Unit IV: Correlation analysis: Meaning, definitions , use, types of correlation, numericals
14	Unit IV: Problems of Karl Pearson's coefficient of correlation.(TEST II)
15	(TEST II)-REVISION

Teacher's Signature

H. O. D Signature

TEACHING PLAN
ACADEMIC YEAR 2015-2016

Class : BBA **Semester: I**
Subject : HUMAN COMMUNICATION IN BUSINESS **Paper no: V**
Periods per weeks: Th. 4 Pract. _____ **Test (Date):** _____
Weeks (Total): 15 **Tutorial (Date):** _____

Week	Topic to be covered
1	Unit – I Nature , Function , Scope and limitations of Communication
2	Unit-I Process of Communication & its elements, Channels & Media of Communication,.
3	Unit-I: Types of Communication
4	Unit-II: Facilitators in communication: concept and role in organization and managerial communication
5	Unit – II Barriers in organisation and managerial Communication
6	Unit – III Communication Skills : Filter & Feed back
7	Unit – IV Listening Skills: Concept of listening, importance and principles of listening TUTORIAL & TEST-I
8	Unit-IV: Hearing and listening, essentials of good listening, listening an art, benefits of listening
9	Unit – V Written Communication: concept, importance, features, merits, demerits,
10	Unit-V: Techniques and media of Written communication
11	Unit – VI Business Correspondence – Letters of complaints , Claims ,
12	Unit-VI Letters of Settlement of claims, Banking & insurance correspondence.
13	Unit – VII E-communication : Use of Electronic Devices in Modern Communication. Modem, Fax, e-mail,
14	Unit VII: Chat, Tele-conferencing, Video conferencing, merits ,demerits
15	REVISION

Teacher's Signature

H. O. D Signature

Teaching Plan
Academic Year 2015-2016

Class : B.B.A
Subject: I.T Fundamentals
Periods per weeks: Th. 4 Pract. _____
Weeks(Total): 15

Semester: I
Paper No: VI
Test (Date): _____
Tutorial (Date): _____

WEEKS	TOPICS TO BE COVERED
1	Unit I:- Fundamental of Computer; Data, Information, Data processing, Input, Process, Output.
2	Unit I:- Electronic Data Processing, Computer based Processing, advantages, Role of Hardware and Software in Computing.
3	Unit I:- I.T Features & Impact of I.T on Business, Historical Development of Computer Field.
4	Unit I:- Types of Computer, Generation of Computer.
5	Unit II:- Different Input Output Devices, Storage Devices.
6	Unit III:- Computer Codes and Languages; Computer Codes, Different Number System.
7	Unit III:- Binary Number System, Octal Number System, Decimal Number System, Hexadecimal Number System Conversion. TUTORIAL & TEST-I
8	Unit III:- Coding, BCD, EBCDIC, ASCII.
9	Unit III: Define High Level Language, Low Level Language, Assembly Language.
10	Unit IV:- Define Operating System, Concept of Operating System, Role of Operating System.
11	Unit IV:- Function of Operating System, Component of Operating System, Single User Operating System, Multi-user O.S.
12	Unit IV:- Define Popular O.S, MSDOS, Windows, Utilities in Windows, Concept of GUI.
13	Unit IV:- Internal External DOS commands, My Computer, Notepad.
14	Unit IV:- Utilities in windows through Control Panel, Paint Brush etc.
15	Practical on DOS Command, Windows, etc

Teacher's Signature

H.O.D.'s Signature

TEACHING PLAN
ACADEMIC YEAR 2015-2016

Class : BBA **Semester: I**
Subject : ACCOUTANCY-I **Paper no: I**
Periods per weeks: Th. 4 Pract. **Test (Date): _____**
Weeks (Total): 15 **Tutorial (Date): _____**

Week	Topic to be covered
1	Unit I: Double Entry Accounting System Introduction and concept
2	Unit I: Advantages and disadvantages
3	Unit II: Accounting Cycle – concept and meaning, Types of Account
4	Unit II: Journalizing Rules, simple problems of journal
5	Unit III: Ledger, Trial Balance, Subsidiary Books,
6	Unit III: Trading ,Profit and Loss Account and Balance Sheet- meaning, concept
7	Unit III: Trading, Profit and Loss Account and Balance Sheet. Simple numerical problems(TEST I)
8	Unit III: Trading, Profit and Loss Account and Balance Sheet. (Numerical problems with adjustment)
9	Unit III: Partnership Account: Meaning and concept
10	Unit III: Preparation of Partnership Final Accounts (simple problems)
11	Unit IV: Preparation of Partnership Final Accounts.(numerical problems)
12	Unit IV: Depreciation Introduction, meaning and definition
13	Unit IV: Methods of Depreciation 1. Fixed Installment Method(Simple Problems)
14	Unit IV: 2. Reducing Balance Method (simple problems)
15	REVISION-(TEST II)

Teacher's Signature

H. O. D Signature