

## Teaching Plan Academic Year 2015-2016

**Class : B.B.A**

**Semester: IV**

**Subject: ORGANISATIONAL EFFECTIVENESS & CHANGE**

**Paper No: XXI**

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

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

**Weeks (Total) : 15**

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

<b>WEEKS</b>	<b>TOPICS TO BE COVERED</b>
<b>1</b>	<b>UNIT-I:</b> Organisational Effectiveness Concept, Approaches, Goal Approach,
<b>2</b>	<b>UNIT-I:</b> Behavior approach, System Resource Approach, Strategic Constituencies Approach
<b>3</b>	<b>UNIT-I:</b> Optimisation of Effectiveness, Managerial effectiveness
<b>4</b>	<b>UNIT-I</b> Factors in Organisational Effectiveness, Effectiveness through adopting, Coping Cycle
<b>5</b>	<b>Unit II:</b> Organisational Change Nature & Factors of Organisational Change, Planned Change
<b>6</b>	<b>Unit II:</b> Responses to Change, Change Agents
<b>7</b>	<b>Unit II:</b> Organisational Growth & Change                      TUTORIAL & TEST-I
<b>8</b>	<b>Unit – III</b> Concept of Organisational Development
<b>9</b>	<b>Unit – III</b> Process of Organisational Development
<b>10</b>	<b>Unit – III</b> Organisational Development Interventions
<b>11</b>	<b>Unit – III</b> Sensitivity Training
<b>12</b>	<b>Unit – I</b> Survey Feedback
<b>13</b>	<b>Unit – III</b> Team Building, Management by Objectives.
<b>14</b>	<b>SEMINAR</b>
<b>15</b>	<b>REVISION</b>

**Teacher's Signature**

**H.O.D.'s Signature**

## TEACHING PLAN ACADEMIC YEAR 2015-2016

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

**Semester:** IV  
**Paper no:** XXII  
**Test (Date):** \_\_\_\_\_  
**Tutorial (Date):** \_\_\_\_\_

Week	Topic to be covered
1	<b>Unit I:</b> Indian Factories Act 1948: what is factory? Definitions: Adult, adolescent, child, competent person, hazardous process, calender year, young person, day, week, Prime mover, occupier, transmission machinery.
2	<b>Unit I:</b> Approval, Licensing and Registration of Factories: Application for permission, Presumptions, Notice by occupier, general duties of occupier, manufacturers as regards articles and substance for use in factories.
3	<b>Unit I:</b> Inspecting Staff: Appointment of inspector, powers of inspector, Health, Safety and Welfare: provisions under Chapter III (Secs. 11-20), Chapter V (secs. 42-50).
4	<b>Unit I:</b> Provisions relating to Hazardous Process: Chapter IV-A, Sec41-A-41-H, Working Hours of Adults, Holidays, employment of young persons, employment of Women's
5	<b>Unit I &amp; II:</b> Annual Leave with wages, Penalties and Procedure. Industrial Disputes Act, 1947: Objects and extent, definition of industry, What is industrial dispute? Various important terms related to industrial dispute.
6	<b>Unit II:</b> Procedure for settlement of industrial disputes and Aauthorities under the act, Strikes and Lockout, Schedule-I for industries, Schedule-V for unfair Labour Practices.

7	<b>Unit II:</b> Procedure, powers and duties of authorities, Layoff and Retrenchment, special provisions relating to Lay off, retrenchment and closure, penalties and procedures. <b>TUTORIAL &amp; TEST-I</b>
8	<b>Unit III:</b> Payment of Wages Act, 1936: Extent and application of the act, definitions, Rules for payment of wages, deductions from wages: for fines, for absence from duty, for damage or loss, for services, for recovery of advance & loans.
9	<b>Unit III:</b> Maintenance of Registers and Records, Enforcement of the Act: Inspectors, Appeal, Penalty for Offence under the Act.
10	<b>Unit IV:</b> Minimum Wages Act, 1948: Object of the Act, Definitions, Schedule Sec.2(g)and 27 Part-I, Fixation and Revision of Wages (sec.3-5), Advisory board and Central Advisory Board.
11	<b>Unit IV:</b> Safeguards in payment of minimum wages, enforcement of the act, Claims, Offence and penalties: General provision for punishment, offences by companies.
12	<b>Unit V:</b> Bombay Shops and Establishments Act,1948: Definitions, various terms related bare act,
13	<b>Unit V:</b> Application of Act to other establishments and persons, Registration of establishment, shops and commercial establishments
14	<b>Unit IV:</b> Health and safety, enforcement and inspections, offence and penalties.
15	<b>REVISION</b>

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

**Class : BBA**  
**Subject : OPERATIONS RESEARCH**  
**Periods per weeks: Th. 4 Pract. \_\_\_\_\_**  
**Weeks (Total): 15**

**Semester: IV**  
**Paper no: XXIII**  
**Test (Date): \_\_\_\_\_**  
**Tutorial (Date): \_\_\_\_\_**

<b>Week</b>	<b>Topic to be covered</b>
1	<b>Unit-I:</b> Basic of Operation Research- Development, definition, Characteristics
2	<b>Unit-I:</b> Scientific method, necessity, Scope, O.R. & Decision making
3	<b>Unit-I:</b> Phases of O.R.
4	<b>Unit-II:</b> Linear Programming Simplex Method, Basic Terms, Practical Problems on Linear Programming using Simplex Method.
5	<b>Unit-II:</b> Practical Problems on Linear Programming using Simplex Method.
6	<b>Unit-II:</b> Practical Problems on Linear Programming using Simplex Method.
7	<b>Unit-III:</b> Transportation Model: Introduction, Definition, Formulation and solution of transportation Model
8	<b>Unit-III:</b> Practical problems on North West Corner Rule
9	<b>Unit-III:</b> Practical problems on Stepping Stone Vogel's approximation Method.
10	<b>Unit-III:</b> Practical problems on Stepping Stone Vogel's approximation Method.
11	<b>Unit-IV:</b> PERT & CPM Concept, importance, historical Back Ground
12	<b>Unit-IV:</b> Basic steps in PERT & CPM
13	<b>Unit-IV:</b> Phases of project Scheduling- network construction – Numbering Events.
14	Revision
15	Revision

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

**CLASS: B.B.A**  
**SUBJECT: I.T APPLICATION IN BUSINESS-II**  
**Periods per week: Th.4 Pract.\_\_\_\_\_**  
**WEEKS (Total): 15**

**Semester: IV**  
**Paper No.: XXIV**  
**Test (Date):\_\_\_\_\_**  
**Tutorial (Date): \_\_\_\_\_**

WEEKS	TOPICS TO BE COVERED
1	UNIT-I: Database Management System; Concept, Component of DBMS, Features of DBMS.
2	UNIT-I: Data Models and Languages, Database Design and steps.
3	UNIT I: Normalization, Forms of Normalization.
4	Unit I: Concept of RDBMS, Features of RDBMS, Component of RDBMS.
5	Unit II: Handling record in a database using Access.
6	Unit II: Sorting, Searching, Indexing, Designing queries and Reports.
7	Unit II: Linking of Data Files, Tables, Queries, Forms. <span style="float: right;">TUTORIAL &amp; TEST-I</span>
8	Unit II: Generate Report, Import/Export Data.
9	Unit III: Accounting through computers: Advantages, Tally: features, gateway, main screen.
10	Unit III: Company selection, creation, primary choices, accounting features, inventory features, Operations in master, voucher entry, accounting reports, P & L account, Stock summary
11	Unit III: Trial balance, statement of account, inventory, cash flows, fund flows

12	PRACTICALS:- Database creation
13	PRACTICALS:- Database creation Working in Tally
14	PRACTICALS:- Operations in Tally
15	REVISION

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

**Class** : BBA **Semester: IV**  
**Subject** : COST ACCOUNTANCY-II **Paper no: XIX**  
**Periods per weeks: Th. 4 Pract.** \_\_\_\_\_ **Test (Date):** \_\_\_\_\_  
**Weeks (Total): 15** **Tutorial (Date):** \_\_\_\_\_

Week	Topic to be covered
1	<b>Unit I:</b> Job Costing- meaning, concept & significance
2	<b>Unit I:</b> Job Costing ( Simple Numerical Problem)
3	<b>Unit I:</b> Contract Costing – meaning, concept & Significance
4	<b>Unit I:</b> Contract Costing (Simple Numerical Problem)
5	<b>Unit II:</b> Process Costing- introduction
6	<b>Unit II:</b> Process Costing- meaning, significance, advantages and disadvantages
7	<b>Unit II:</b> Process Costing (Simple Numerical Problem) <b>TUTORIAL &amp; TEST-I</b>
8	<b>Unit III:</b> Marginal Costing – Concept, meaning & Significance
9	<b>Unit III:</b> Calculation of BEP – P/V Ratio – Sales Profit.
10	<b>Unit IV:</b> Standard Costing- meaning, concept & significance
11	<b>Unit IV:</b> Variance Analysis- meaning, concept & Significance
12	<b>Unit IV:</b> Variance Analysis (simple numerical problems)
13	<b>Unit IV:</b> Material, Labour & Overheads. (Simple Numerical Problems)
14	<b>Unit V:</b> Budgetary Control- meaning, concept and Significance
15	<b>REVISION</b>

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## Teaching Plan Academic Year 2015-2016

**Class : B.B.A**  
**Subject: MANAGEMENT PERSPECTIVE IV**  
**Periods per weeks: Th. 4 Pract. \_\_\_\_\_**  
**Weeks (Total) : 15**

**Semester: IV**  
**Paper No: XX**  
**Test (Date): \_\_\_\_\_**  
**Tutorial (Date): \_\_\_\_\_**

WEEKS	TOPICS TO BE COVERED
1	<b>UNIT-I: Financial Management</b> Meaning & Scope of Financial Management
2	<b>UNIT-I:</b> Nature of Finance Functions
3	<b>UNIT-II: Financial Planning</b> Kinds of financial requirements
4	<b>Unit II:</b> Estimating current assets, Fixed assets and intangible assets requirements
5	<b>Unit III:</b> Sources of Short-term, medium term & Long term finance – Trade Credit,
6	<b>Unit III:</b> Commercial paper, Term loans, equipment Financing, Finding right source
7	<b>Unit IV: Capitalization</b> Capital Structure, Over Capitalization & under capitalization
8	<b>Unit IV:</b> Capitalization – remedies of over capitalization & under Capitalization.
9	<b>Unit V: Personnel Management</b> Definition of Personnel Management, role & Functions of Personnel Manager.
10	<b>Unit VI:</b> Personnel Management Functions & Industrial Relations
11	<b>Unit – VI</b> Planning – Personnel Plan, Objectives, Policies & Procedures.
12	<b>Unit – VI: Man power Planning,</b> Determination of Man Power Requirements, Recruitment, Selection
13	<b>Unit – VI</b> Training & Development, Performance Appraisal
14	<b>Unit – VI</b> Concept of Industrializations, labour Management Relations, Present trends In Industrial Relations in India.
15	<b>REVISION</b>

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