

DON BOSCO ARTS & SCIENCE COLLEGE
(Affiliated to Kannur University)
ANGADIKADAVU, IRITTY, KANNUR



COURSE PLAN

BBA

SEMESTER - 3

ACADEMIC YEAR 2016 - 17

SL No.	Name of Subjects	Name of the Teacher	Duty Hours per week	
	III Sem BBA (2015 - 18)			
1.	3A11 BBA - IT in Business	Jijisha V. C	5	
2.	3A12 BBA - Numerical Skills	Priyada Jose	4	
3.	3B04 BBA - Financial Accounting	Nishamol N. V	5	
4.	3B05 BBA - Operations Management	Ashams Philip	4	
5.	3B06 BBA - Managerial Skill Development Course (MSDC)	Sunitha K S	2	
6.	3C04 BBA - Legal Aspects of Business	Sapna John	5	

TIME TABLE

Day	9.50am - 10.45am	10.45am - 11.40am	11.55am - 12.50am	1.40am - 2.35am	2.35am - 3.30am
1	3B04 BBA - Financial Accounting	3A11 BBA - IT in Business	3A12 BBA - Numerical Skills	3C04 BBA - Legal Aspects of Business	3B05 BBA - Operations Management
2	3A11 BBA - IT in Business	3C04 BBA - Legal Aspects of Business	3B06 BBA - Managerial Skill Development Course	3B04 BBA - Financial Accounting	3A12 BBA - Numerical Skills
3	3B05 BBA - Operations Management	3A11 BBA - IT in Business	3A12 BBA - Numerical Skills	3C04 BBA - Legal Aspects of Business	3B04 BBA - Financial Accounting
4	3B04 BBA - Financial Accounting	3B05 BBA - Operations Management	3C04 BBA - Legal Aspects of Business	3B06 BBA - Managerial Skill Development Course	3A11 BBA - IT in Business
5	3A12 BBA - Numerical Skills	3B04 BBA - Financial Accounting	3B05 BBA - Operations Management	3A11 BBA - IT in Business	3C04 BBA - Legal Aspects of Business

3A11 BBA – IT IN BUSINESS

Objectives

1. To acquaint with the Information technology infrastructure
2. To understand the concept and application of management information system
3. To understand the scope and key issues involved in managing electronic commerce initiatives
4. To enable the optimum utilization of internet

Pedagogy Lectures, Assignments, Practical exercises, Seminars, etc.

Module I:

Information Technology Infrastructure - Computer system – computer processing – storage – Input and output technology – classifying computers – Computer networks – Client server computing – types of software – database management systems – types of data bases – data warehouses and data mining – management requirements for database systems

Module II:

Management Information System – business perspective on information system – approaches to information systems – Information systems in organizations – six major types of systems – systems from a functional perspective – Organizations and information systems – features of organizations – role of managers in organizations – managers and decision making.

Module III:

Electronic Business - Internet technology and the digital firm – traditional commerce and e commerce – Internet business models – e commerce categories Business to Consumer – Business to Business – Consumer to Consumer - E commerce payment system – intranet support for ecommerce – security threat to e commerce - Designing for security - Virus - Security Protection and Recovery - Encryption - Authentication and Trust - Key management - Internet Security Protocols and Standards

Module IV:

Social Informatics - Knowledge skills for higher education - Internet as a knowledge repository, academic search techniques, create cyber presence, case study of academic websites, introduction to use of IT in teaching and learning, Social Informatics - e-Governance applications at national and state level.

Practical

1. Acquire competence in using office packages such as MS word, MS Excel and MS PowerPoint.
2. Familiarize with popular e-commerce sites
3. Practically use internet for academic purposes

References:

1. Management Information Systems – Managing the digital firm, Pearson Education.: Kenneth C Laudon and Jane P Laudon:
2. E Commerce 4th Annual Edition, Thomson Course Technology: Gary P Schneider
3. Technology in Action: Pearson Education

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	01	Information Technology Infrastructure
		02	Computer system
		03	Computer processing
2	06-06-2016 To 10-06-2016	04	Storage, Input and output technology
		05	Computer networks
		06	Client server computing
		07	Practical lab
3	13-06-2016 To 17-06-2016	08	Practical lab
		09	Types of software
		10	Database management systems , types of data bases
		11	Database management systems , types of data bases
4	20-06-2016 To 24-06-2016	12	Practical lab
		13	Practical lab
		14	Data warehouses and data mining , management requirements for database systems
		15	Management Information System
5	27-06-2016 To 01-07-2016	16	Business perspective on information system
		17	Practical lab
		18	Practical lab
		19	Approaches to information systems
6	04-07-2016 To 08-07-2016	20	Information systems in organizations, six major types of systems
		21	Systems from a functional perspective , Organizations and information systems
		22	Practical lab
		23	Practical lab
7	11-07-2016 To 15-07-2016	24	Features of organizations, role of managers in organizations, managers and decision making
		25	Practical lab
		06-Jul	Ramsan - Holiday
		26	Practical lab
8	18-07-2016 To 22-07-2016	27	Role of managers in organizations, managers and decision making.
		28	Electronic Business
		29	Internet technology and the digital firm
		30	Internet technology and the digital firm
9	25-07-2016	31	Practical lab
		32	Practical lab
		33	traditional commerce and e commerce
		34	Internet business models
8	18-07-2016 To 22-07-2016	35	Internet business models
		36	Practical lab
9	25-07-2016	37	Practical lab
		38	Ecommerce categories Business to Consumer

No of Weeks	Dates	Session	Topic
		39	Ecommerce categories Business to Consumer
		40	Business to Business
		41	Consumer to Consumer
		42	Practical lab
10	01-08-2016 To 05-08-2016	43	Practical lab
		02-Aug	Karkidaka Vavu - Holiday
		44	Consumer to Consumer
		45	Ecommerce payment system
		46	Ecommerce payment system
		47	Internal exam
		48	Intranet support for ecommerce, security threat to e commerce
		49	Intranet support for ecommerce, security threat to e commerce
11	08-08-2016 To 12-08-2016	50	Practical lab
		51	Practical lab
		15-Aug	Independence Day - Holiday
		16-Aug	First Internal for UG/PG
12	15-08-2016 To 19-08-2016		First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		52	Practical lab
		53	Practical lab
		54	Designing for security
		55	Designing for security
		56	Virus
14	29-08-2016 To 02-09-2016	57	Practical lab
		58	Practical lab
		59	Virus
		60	Security Protection and Recovery
15	05-09-2016 To 09-09-2016	61	Security Protection and Recovery
		62	Practical lab
		09-Sep	Onam Celebration
			Onam Holiday
16	12-09-2016 To 16-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
17	19-09-2016 To 23-09-2016	63	Encryption
		64	Encryption
		65	Authentication and Trust
		66	Practical lab
		67	Practical lab

No of Weeks	Dates	Session	Topic
18	26-09-2016 To 30-09-2016	68	Key management , Internet Security Protocols and Standards
		69	Seminar
		70	Seminar
		71	Practical lab
		72	Practical lab
19	26-09-2016 To 30-09-2016	73	Social Informatics
		74	Social Informatics
		75	Knowledge skills for higher education
		76	Practical lab
		77	Practical lab
20	03-10-2016 To 07-10-2016	78	Internet as a knowledge repository
		79	Academic search techniques
		80	Practical lab
		81	Practical lab
		07-Oct	SLATE FEST
21	10-10-2016 To 14-10-2016	10-Oct	Mahanavami - Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		80	Class Test
		14-Oct	Second Internal for UG/PG
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	82	Creating cyber presence, case study of academic websites
		83	Introduction to use of IT in teaching and learning
		84	Social Informatics, e-Governance applications at national and state level
		85	Question paper discussion
		86	Question paper discussion
24	31-10-2016 To 04-11-2016	88	Question paper discussion
		89	Revision
		90	Revision
		91	Revision
		92	Seminar
25	07-11-2016 To 11-11-2016	93	Seminar
		94	Class Test
			Study Leave
			Study Leave
			Study Leave
26	14-11-2016 To		Study Leave
			Study Leave

No of Weeks	Dates	Session	Topic
	18-11-2016	16-Nov	III Semester UG Examination Begins

3A12 BBA: NUMERICAL SKILLS

No of Credits: 4 credits

No of contact hours: 72 hours

Objectives: -

1. To provide a sound working base in numerical methods
2. To increase the student's ability to apply proper mathematical tools to specific business situation
3. To expose the students to the study of numerical skills as a powerful tool in scientific computing

SYLLABUS

Module - I Arithmetic : Average, mixtures- Ratios and proportions- Computation of interest, Simple Interest, compound interest, effective yield- future value, present value Amortization, Depreciation, Continuous compounding

Module – II Algebra: Real and imaginary number- Rational and Irrational Number Set Theory and simple application of Venn Diagram- Elements of Co-ordinate system. Matrices, Fundamental ideas about Matrices and their operational rules Inverse of a Matrix.

Module – III Theory of equations: meaning, types of equations - simple linear and simultaneous equations (only two variables) eliminations and substitution method only. Quadratic equation factorization and formula method ($ax^2+bx+c=0$ form only) Problems on business application.

Module IV: Progression: Arithmetic progressions finding the 'n'th term of an AP and also sum to n terms of AP. Insertion of Arithmetic means in given terms of AP and representation of AP. Geometric progression. Finding the nth term of GP. Insertion of GMs in given GP and also representation of GP - Mathematics of finance simple and compound interest. (Simple problems only).

References: -

1. Applied Numerical Analysis P.K Kandasamy, K.Thilakavathi, Gunavathi
2. Numerical Methods: Gerald.
3. Essentials of college mathematics for Business, Economics, life Science and Social Sciences: Raymond Barnett, Michael Ziegler.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	01	Arithmetic Mean
		02	Average
		03	Average
2	06-06-2016 To 10-06-2016	04	Simple interest
		05	Compound interest
		06	Compound interest
		07	Effective yield
3	13-06-2016 To 17-06-2016	08	Depreciation
		09	Future value
		10	Present value
		11	Continuous compounding
4	20-06-2016 To 24-06-2016	12	Continuous compounding for annuities
		13	Amortization
		14	Revision
		15	Text Paper
5	27-06-2016 To 01-07-2016	16	Number system
		17	Real numbers
		18	Ratio
		19	Ratio
6	04-07-2016 To 08-07-2016	20	Proportion
		21	Proportion
		06-Jul	Ramsan– Holiday
		22	Different types of sets
		23	Set operations
7	11-07-2016 To 15-07-2016	24	Problems based on set operations
		25	Test paper
		26	Application of Venn diagrams
		27	Elements of co-ordinate system
8	18-07-2016 To 22-07-2016	28	Elements of co-ordinate system
		29	Matrices
		30	Fundamental ideas about Matrices
		31	Matrix addition
9	25-07-2016 To 29-07-2016	32	Scalar multiplication
		33	Matrix multiplication
		34	Matrix multiplication
		35	Inverse of matrix
10	01-08-2016 To 05-08-2016	36	Inverse of matrix
		02-Aug	Karkidaka Vavu– Holiday
		37	Inverse of matrix
		38	Test paper
		39	Revision

No of Weeks	Dates	Session	Topic
11	08-08-2016 To 12-08-2016	40	Equations
		41	Types of equations
		42	Problems
		43	Simple linear equations
12	15-08-2016 To 19-08-2016	15-Aug	Independence Day – Holiday
		16-Aug	First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		44	Simultaneous equations
14	29-08-2016 To 02-09-2016	45	Problems
		46	Simultaneous equations in substitution method
		47	Quadratic equations
		48	Problems in quadratic equations
15	05-09-2016 To 09-09-2016	49	Evaluation
		50	Arithmetic progression
		51	Arithmetic progression
		52	Finding n terms of an AP
16	12-09-2016 To 16-09-2016	53	Problems
		09-Sep	Onam Celebration
			Onam Holiday
			Onam Holiday
17	19-09-2016 To 23-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
18	26-09-2016 To 30-09-2016	54	Sum of n terms in AP
		55	Sum of n terms in AP
		56	Problems of AP
		57	Problems
19	26-09-2016 To 30-09-2016	58	Problems of AP
		59	Problems of AP
		60	Arithmetic Mean
		61	Problems
20	03-10-2016 To 07-10-2016	62	Geometric Progression
		63	Problems
		64	Finding n terms of GP
		65	Problems
20	03-10-2016 To 07-10-2016	66	Insertion of GP in given GP
		67	Insertion of GP in given GP
		68	Problems

No of Weeks	Dates	Session	Topic
		69	Revision
		07-Oct	SLATE FEST
21	10-10-2016 To 14-10-2016	10-Oct	Mahanavami – Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam – Holiday
		70	Problems
		14-Oct	Second Internal for UG/PG
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	71	Mixtures
		72	Problems of Mixtures
		73	Problems of Mixtures
		74	Previous year question paper
24	31-10-2016 To 04-11-2016	75	Problems of Mixtures
		76	Problems
		77	Problems
		78	Seminar
25	07-11-2016 To 11-11-2016	79	Seminar
		80	Previous year question paper discussion
			Study Leave
			Study Leave
26	14-11-2016 To 18-11-2016		Study Leave
			Study Leave
		16-Nov	III Semester UG Examination Begins

3B04 BBA (CORE IV): FINANCIAL ACCOUNTING

Objectives

The objective of this course is to provide knowledge about Accounting Principles and their application in different business situations.

Pedagogy Lectures, Assignments, Practical Exercises, Case Discussion, Seminars etc.

Core Course IV 4 Credits 5 Teaching hrs. Per week

Module I:

Introduction: Accounting: a financial information system – inputs and outputs of accounting system– generally accepted accounting principles, concepts and conventions.

Module II:

Final Accounts of sole Trading concern: construction of Manufacturing, Trading and profit and loss Account and Balance sheet with adjustments for prepaid and outstanding expenses, unearned and accrued incomes, provision for bad and doubtful debts and provision for discount on debtors and creditors.

Module III:

Partnership Accounts: Accounting problems related to admission, retirement and death of a partner.

Module IV:

Company Accounts: Share capital of a company – Types of shares – Accounting entries on issue of shares for cash – forfeiture of shares – Re-issue of forfeited shares. – Issue of preference shares and debentures.

References:

1. Financial Accounting for Managers: Shukla & Grewal
2. Advanced Accounting: Jain & Narang
3. Advanced Accounting: R.L Gupta
4. Advanced Accounting: S.N Maheshwary

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	1	Basic terms in accounting
		2	Basic terms in accounting
		3	Accounting –meaning and definition
2	06-06-2016 To 10-06-2016	4	Features of Accounting
		5	Objectives of Accounting
		6	Merits and demerits of Accounting
		7	Book-keeping and Accounting
3	13-06-2016 To 17-06-2016	8	Accounting: a financial information system
		9	GAAP
		10	Accounting assumptions
		11	Accounting principles
4	20-06-2016 To 24-06-2016	12	Modifying principles
		13	Accounting rules
		14	Journal
		15	Problem solving
5	27-06-2016 To 01-07-2016	16	Ledger
		17	Problem solving
		18	Trail balance
		19	Problems
6	04-07-2016 To 08-07-2016	20	Class Test
		21	Construction of Manufacturing
		22	Trading and profile and loss Account
		23	Problems
7	11-07-2016 To 15-07-2016	24	Problems
		25	Balance sheet
		06-Jul	Ramsan - Holiday
		26	Adjustments for prepaid expenses
8	18-07-2016 To 22-07-2016	27	Problems
		28	Outstanding expenses
		29	Problems
		30	Unearned and accrued incomes
9	25-07-2016 To 29-07-2016	31	Problems
		32	Provision for bad and doubtful debts
		33	Problems
		34	Provision for discount on debtors
9	25-07-2016 To 29-07-2016	35	Problems
		36	Depreciation
		37	Problems
9	25-07-2016 To 29-07-2016	38	Provision for discount on creditors.
		39	Problems
		40	Advantages of balance sheet

No of Weeks	Dates	Session	Topic
		41	Demerits of balance sheet
		42	Balance sheet vs TB
10	01-08-2016 To 05-08-2016	43	Balance sheet and profit and loss account
		02-Aug	Karkidaka Vavu - Holiday
		44	CLASS TEST
		45	Partnership Accounts
		46	Partnership deed
11	08-08-2016 To 12-08-2016	47	Current account
		48	Capital account
		49	Problems
		50	Problems
		51	Problems
12	15-08-2016 To 19-08-2016	16-Aug	Independence Day - Holiday
			First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016	22-Aug	First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		52	Accounting problems related to admission,
		53	Journal entries
14	29-08-2016 To 02-09-2016	54	Calculation of old profit sharing ratio
		55	Accounting problems related to retirement
		56	Journal entries
		57	Problems
		58	Accounting problems related to a death of a partner.
15	05-09-2016 To 09-09-2016	59	Journal entries
		60	Problems
		61	Preparation of necessary accounts
		62	Problems
		09-Sep	Onam Celebration
16	12-09-2016 To 16-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
17	19-09-2016 To 23-09-2016	63	CLASS TEST
		64	Company Accounts
		65	Meaning and definition
		66	Types of companies
		67	Difference between partnership and company
18	26-09-2016	68	Share capital of a company

No of Weeks	Dates	Session	Topic
	To 30-09-2016	69	Classification of share capital
		70	Problems
		71	Types of shares
		72	Equity shares
19	26-09-2016 To 30-09-2016	73	Merits of equity shares
		74	Demerits of equity shares
		75	Preference shares
		76	Meaning and definition
		77	Types of preference shares
20	03-10-2016 To 07-10-2016	78	Differences between equity and preference shares
		79	Accounting entries on issue of shares for cash
		80	Problems
		81	Problems
21	10-10-2016 To 14-10-2016	07-Oct	SLATE FEST
		10-Oct	Mahanavami - Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		82	CLASS TEST
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	83	Forfeiture of shares
		84	Problems
		85	Journal entries
		86	Re-issue of forfeited shares.
		87	Journal entries
24	31-10-2016 To 04-11-2016	88	Problems
		89	Issue of preferences shares
		90	Journal entries
		91	Problems
25	07-11-2016 To 11-11-2016	92	Debentures
		93	Problems
		94	Previous year question paper discussion
			Study Leave
26	14-11-2016 To 18-11-2016		Study Leave
			Study Leave
		16-Nov	III Semester UG Examination Begins

3B05 BBA (CORE V): OPERATIONS MANAGEMENT

No. of Credits: 4

No. of Contact hours: 5 Hrs per week / 72 Hrs

Objectives

The objective is to get the students acquainted with the design aspects of operations and materials management and to develop relevant skill in managing the same.

Module I:

Nature and Scope of Production and operations Management: its relationship with other Systems in the organization, factors Affecting System and Concept of Production and Operation management. Facility Location, Types of manufacturing Systems and layouts, Layout Planning and Analysis.

Module II:

Functions of Production and material management: Types of production Systems, Productivity Variables, and Productivity Measurement, Production Planning and Control, In Mass Production in Batch production, Job order manufacturing, Production Selection, Product Design, and Development, Process Selection, facility Location, facility Layout, Capacity Design, Determination of Material required.

Module III:

Materials Management: Concepts, Objectives, Functions Purchasing Management -Objectives;

Functions; Methods; Procedure Management -Types of Stores; Functions; Coding Methods. Value

Analysis Concepts Inventory Management Objectives, Factors, Process, Inventory control

technique-ABC, VED, EOQ, SED, FSN analysis. Maintenance Management -Concepts; Objectives;

Functions; Types of Maintenance

Module IV:

Quality management: Introduction; Meaning; Quality characteristics of goods and services; Tools and techniques for quality improvement: check sheet, histogram, scatter diagram, cause and effect diagram, Pareto chart, process diagram, statistical process control chart; Quality assurance; Total quality management (TQM) model; Service quality, concept of six sigma and its application. Advanced Manufacturing Technologies: JIT, TOC, Lean/ Green Manufacturing, WCM etc. and safety concepts

References:

1. Production Management: Aswathappa
2. Production Management: Panneerselvem
3. Essentials of Operations Management: Slack, Pearson

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	01	Module I :Introduction to operation management and a brief history
		02	Meaning and definition
		03	Nature of production
2	06-06-2016 To 10-06-2016	04	Production system concepts
		05	Decision making in production
		06	Recent trends in production and operation
		07	Production process
3	13-06-2016 To 17-06-2016	08	Scope of operation management
		09	Scope of operation management
		10	Objectives of operation management
		11	Facility location
4	20-06-2016 To 24-06-2016	12	Manufacturing system and layout
		13	Facility layout planning
		14	Module II :Design of production system
		15	Product design &Process design
5	27-06-2016 To 01-07-2016	16	Process design
		17	Production design
		18	Production design
		19	Production planning and control(PPC)
6	04-07-2016 To 08-07-2016	20	Function of PPC
		21	Mass production
		06-Jul	Ramsan - Holiday
		22	PPC In different production systems
7	11-07-2016 To 15-07-2016	23	Features of PPC
		24	Mass production
		25	Batch production
		26	Facility layout
8	18-07-2016 To 22-07-2016	27	Types of layout,
		28	Capacity planning
		29	Capacity meaning, factors
		30	Types of capacity

No of Weeks	Dates	Session	Topic
9	25-07-2016 To 29-07-2016	31	Capacity design
		32	Long term future capacity demand
		33	Association inauguration
		34	Module III: Material management
10	01-08-2016 To 05-08-2016	35	Objectives Material management
		02-Aug	Karkidaka Vavu - Holiday
		36	Material control
		37	Procedure management
11	08-08-2016 To 12-08-2016	38	Guidelines for calculating capacity
		39	Procedure management
		40	Types of stores
		41	Concept of inventory management
12	15-08-2016 To 19-08-2016	15-Aug	Independence Day - Holiday
		16-Aug	First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		42	Inventory control technique
14	29-08-2016 To 02-09-2016	43	Maintenance management
		44	Area of maintenance
		45	Types of maintenance
		46	Planning and scheduling of maintenance
15	05-09-2016 To 09-09-2016	47	Control of maintenance
		48	Objectives of maintenance
		49	Types of maintenance
		50	Seminar
16	12-09-2016 To 16-09-2016	09-Sep	Onam Celebration
			Onam Holiday
			Onam Holiday
			Onam Holiday
17	19-09-2016 To 23-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
18	26-09-2016 To 30-09-2016	51	Module IV: Quality management
		52	Nature of inspection
		53	Quality control
		54	SQC
18	26-09-2016 To 30-09-2016	55	SQC
		56	Types of control charts
		57	Types of control charts
		58	TQM ; total quality management

No of Weeks	Dates	Session	Topic
19	26-09-2016 To 30-09-2016	59	Service quality
		60	Six sigma concept
		61	Advanced manufacturing technologies
		62	Just in time
20	03-10-2016 To 07-10-2016	63	Lean production
		64	Health and safety
		65	Quality movement in India
		07-Oct	SLATE FEST
21	10-10-2016 To 14-10-2016	10-Oct	Mahanavami - Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		66	Quality movement in India
		14-Oct	Second Internal for UG/PG
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	67	Seminar
		68	Quality circle
		69	Question paper discussion
		70	Quality circle
24	31-10-2016 To 04-11-2016	71	Seminar
		72	Seminar
		73	Class Test
		74	Previous year question paper discussion
25	07-11-2016 To 11-11-2016	75	Previous year question paper discussion
			Study Leave
			Study Leave
			Study Leave
26	14-11-2016 To 18-11-2016		Study Leave
			Study Leave
		16-Nov	III Semester UG Examination Begins

3B06 BBA - MANAGERIAL SKILL DEVELOPMENT COURSE (MSDC)

Objectives

1. To enable the students to understand various budget proposals and its impact on the business sector
2. To understand the economic scenario of the nation

Pedagogy Lectures, Assignments, Group Discussions, Seminars, Presentations etc.

Core Course VI 1 Credit 2 Teaching hrs per week Internal Evaluation Marks 50

Current Business Scenario

Various sectors of business – Major companies operating in each sector – top level management of popular companies – news related to the performance of major companies – Various products and services offered by major companies – major brands in each product/ service category – new products/brands being launched – Introduction to stock Market – BSE sensex – NSE nifty – monitoring of changes in indices – other current business news.

Economic Survey

Major highlights of the Economic survey – State of the economy – Demographic aspects – Public finance – Price situation – Balance of payment – International trade – Sector wise performance

Union Budget

The Economy and the challenges – The plan and budgetary allocation – Investment, Infrastructure and Industry – Financial sector – Other proposals Tax Proposals – Direct Taxes – Indirect taxes – Budget at a glance (Central & State) – Receipts – Expenditure – Central plan outlay – Review of the budget proposals – Impact of tax proposals

Soft Skills/ Employability skills

The above knowledge areas shall be handled in such way that it will enhance the soft skills/Employability skills of the students. The pedagogy shall be designed by keeping this objective in mind. It shall be ensured that the employability skills such as Communication, Team work, Self learning, Initiative, Planning, Self management, Ability to use technology etc.

References:

1. Business and Economic News Papers
2. Journals, Magazines and Reports in current affairs.

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	01	Introduction to MSDC
		02	Various sectors of business
2	06-06-2016 To 10-06-2016	03	Major companies operating in each sector
		04	Top level management of popular companies
3	13-06-2016 To 17-06-2016	05	Various products and services offered by major companies
		06	Major brands in each product/ service category
4	20-06-2016 To 24-06-2016	07	BSE sensex – NSE nifty – monitoring of changes in indices
		08	Business Quiz
5	27-06-2016 To 01-07-2016	09	Seminar
		10	Introduction to stock Market
6	04-07-2016 To 08-07-2016	11	News Paper report making
		06-Jul	Ramsan - Holiday
		12	Group discussion
7	11-07-2016 To 15-07-2016	13	Seminar
		14	Major highlights of the Economic survey
8	18-07-2016 To 22-07-2016	15	State of the economy
		16	Demographic aspects – Public finance
9	25-07-2016 To 29-07-2016	17	Advertisement making
		18	Business plan game
10	01-08-2016 To 05-08-2016	19	Company presentation
		20	Karkidaka Vavu - Holiday
		21	Business Quiz
11	08-08-2016 To 12-08-2016	22	Price situation
		23	Company Presentations
12	15-08-2016 To 19-08-2016	15-Aug	Independence Day - Holiday
		16-Aug	First Internal for UG/PG
			First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi - Holiday
		24	Balance of payment

No of Weeks	Dates	Session	Topic
		25	International trade
14	29-08-2016 To 02-09-2016	26	Company presentations
		27	The Economy and the challenges
15	05-09-2016 To 09-09-2016	28	Plan and budgetary allocation
		29	Investment, Infrastructure and Industry
		09-Sep	Onam Celebration
16	12-09-2016 To 16-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
17	19-09-2016 To 23-09-2016	30	Tax Proposals
		31	Direct Taxes
		32	Indirect taxes Expenditure
18	26-09-2016 To 30-09-2016	33	Budget at a glance (Central & State)
		34	Central plan outlay
19	26-09-2016 To 30-09-2016	35	Impact of tax proposals
		36	Review of the budget proposals
20	03-10-2016 To 07-10-2016	37	Company presentations
		38	Company presentations
		07-Oct	SLATE FEST
21	10-10-2016 To 14-10-2016	10-Oct	Mahanavami - Holiday
		11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		39	Company presentations
		14-Oct	Second Internal for UG/PG
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	40	Company presentations
		41	Company presentations
24	31-10-2016 To 04-11-2016	42	Seminar
		43	Seminar
25	07-11-2016 To 11-11-2016	44	Seminar
		45	Class Test
			Study Leave

No of Weeks	Dates	Session	Topic
			Study Leave
			Study Leave
26	14-11-2016 To 18-11-2016		Study Leave
			Study Leave
		16-Nov	III Semester UG Examination Begins

3C04 BBA: LEGAL ASPECTS OF BUSINESS

Objectives

The purpose of this course is to acquaint students with various laws, forces and regulatory measures governing business operations in India

Module I:

The Indian Contract Act: Essentials of a valid contract, void agreements, performance of contracts, breach of contract and its remedies, Quasi-Contracts

Module II:

The Sale of Goods Act: Contract of sale of goods, conditions and warranties, transfer of property, rights of an unpaid seller; the negotiable instruments act: nature and types; negotiation and Assignment; holder-in-due course, dishonour and discharge of a negotiable instrument, arbitration

Module III:

Companies Act: The Companies Act, 1956, Companies Act, 2013(Amendments) Nature and types of companies; formation; memorandum and articles of association; prospectus, shares and share capital, allotment of shares

Module IV:

Membership; borrowing powers; management and meetings; accounts and audit; compromise arrangements and reconstruction; prevention of oppression and mismanagement; winding up; Consumer Protection Act and Cyber Law

References:

1. Business Legislation Management.: Kuchhal, M.C. and Deepa Parkash.
2. Business Law :Kuchhal , M.C.
3. Mercantile Law including Industrial Law: Kapoor, N. D.
4. Business Law : Gulshan, S. S,

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2016 To 03-06-2016	1	Introduction
		2	Essentials of a valid contract
		3	Essentials of a valid contract
2	06-06-2016 To 10-06-2016	4	Void agreements
		5	Types of contracts
		6	Classifications of contracts
		7	Performance of contracts
3	13-06-2016 To 17-06-2016	8	Performance of contracts
		9	Breach of contracts
		10	Breach of contracts
		11	Remedies for breach of contract
4	20-06-2016 To 24-06-2016	12	Remedies for breach of contract
		13	Remedies for breach of contract
		14	Quasi contract
		15	Types of quasi contract
5	27-06-2016 To 01-07-2016	16	Contract of sale of goods
		17	Essentials
		18	Difference between sale and agreement to sell
		19	Conditions and warranties
6	04-07-2016 To 08-07-2016	20	Distinctions
		21	Implied conditions and warranties
		22	Doctrine of Caveat Emptor
		23	Exceptions
7	11-07-2016 To 15-07-2016	24	Transfer of property
		25	Rules relating to transfer of property
		06-Jul	Ramsan - Holiday
		26	Exceptions
8	18-07-2016 To 22-07-2016	27	Rights of an unpaid seller
		28	The negotiable instruments act
		29	Nature of negotiable instruments
		30	Types of negotiable instruments
7	11-07-2016 To 15-07-2016	31	Negotiation
		32	Assignment
		33	Holder in due course
8	18-07-2016 To 22-07-2016	34	Dishonors of negotiable instruments
		35	Discharge of negotiable instruments

No of Weeks	Dates	Session	Topic
		36	Arbitration
		37	Companies act 2013-Introduction
9	25-07-2016 To 29-07-2016	38	Nature of companies
		39	Formation-Promotion
		40	Raising of capital
		41	Incorporation
		42	Commencement of business
10	01-08-2016 To 05-08-2016	43	Memorandum of association
		02-Aug	Karkidaka Vavu – Holiday
		44	Memorandum –Contents
		45	Alteration
11	08-08-2016 To 12-08-2016	46	Doctrine of ultra vires
		47	Seminar
		48	Seminar
		49	Seminar
12	15-08-2016 To 19-08-2016	50	Previous year question paper discussion
		51	Previous year question paper discussion
		15-Aug	Independence Day – Holiday
		16-Aug	First Internal for UG/PG
			First Internal for UG/PG
13	22-08-2016 To 26-08-2016		First Internal for UG/PG
		23-Aug	First Internal for UG/PG
		24-Aug	Sree Krishna Jayanthi – Holiday
		52	Articles of association
		53	Contents
14	29-08-2016 To 02-09-2016	54	Prospectus
		55	Contents
		56	Civil and criminal liability
		57	Remedies for misstatement
		58	Shares and share capital
15	05-09-2016 To 09-09-2016	59	Types of shares
		60	Allotment of shares
		61	General principles of allotment
		62	Seminar on shares and share capital
		09-Sep	Onam Celebration
16	12-09-2016 To 16-09-2016		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
17	19-09-2016	63	Seminar

No of Weeks	Dates	Session	Topic
	To 23-09-2016	64	Membership
		65	Acquisition of membership
		66	Borrowing powers
		67	Management and meetings
18	26-09-2016 To 30-09-2016	68	Directors and their appointments
		69	Qualification and disqualifications of directors
		70	Kinds of company meeting
		71	Kinds of company meeting
	26-09-2016 To 30-09-2016	72	Essentials of valid meeting
		73	Accounts and audit
		74	Compromise arrangements and reconstructions
		75	Prevention of oppression and mismanagement
19	26-09-2016 To 30-09-2016	76	Winding up
		77	Voluntary winding up
		78	Compulsory winding up
		79	Seminar
20	03-10-2016 To 07-10-2016	80	Seminar
		81	Previous year question paper discussion
		07 Oct	SLATE FEST
		10-Oct	Mahanavami - Holiday
21	10-10-2016 To 14-10-2016	11-Oct	Vijayadhasami - Holiday
		12-Oct	Muharam - Holiday
		82	Previous year question paper discussion
		14-Oct	Second Internal for UG/PG
22	17-10-2016 To 21-10-2016		Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
			Second Internal for UG/PG
23	24-10-2016 To 28-10-2016	83	Consumer protection act
		84	Definitions
		85	Rights and remedies for consumers
		86	Consumer protection councils
24	31-10-2016 To 04-11-2016	87	Consumer disputes redressal agencies
		88	Cyber law
		89	Information technology act 2000
		90	Electronic governance
25	07-11-2016 To 11-11-2016	91	Digital signature certificates
		92	Penalties and adjudications
		93	The cyber regulations appellate tribunal
		94	Previous year question paper discussion
			Study Leave
			Study Leave

No of Weeks	Dates	Session	Topic
			Study Leave
26	14-11-2016		Study Leave
	To		Study Leave
	18-11-2016	16-Nov	III Semester UG Examination Begins