

DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala)
ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

B B A

(2018 – 21)

SEMESTER - III

ACADEMIC YEAR - (2019-20)

III Semester BBA (2018 - 21)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	3A11 COM IT in Business	Meenu Maria Tom - 3 & Simmy P V - 2	5
2.	3A12 COM Numerical Skills	Remya Raj	4
3.	3C04 BBA Legal Aspects of Business	Sapna john - 4 Anju K Paulose - 1	5
4.	3B04 BBA Financial Accounting	Vidya K P	5
5.	3B05 BBA Operations Management	Sunitha.K.S	4
6.	3B06 BBA Managerial Skill Development Course	Meenu Maria Tom	2
7.			
	Class Incharge	Vidya K P	

TIME TABLE

Day	09.50 Am - 10.45 Am	10.45 Am - 11.40 Am	11.55 Am -12.50 Pm	01.40 Pm - 02.35 Pm	02.35 Pm - 03.30 Pm
1	3C04 BBA Legal Aspects of Business	3A12 COM Numerical Skills	3A11 COM IT in Business	3B06 BBA Managerial Skill Development Course	3B04 BBA Financial Accounting
2	3B04 BBA Financial Accounting	3B05 BBA Operations Management	3C04 BBA Legal Aspects of Business	3A11 COM IT in Business	3A12 COM Numerical Skills
3	3B06 BBA Managerial Skill Development Course	3A11 COM IT in Business	3C04 BBA Legal Aspects of Business	3B04 BBA Financial Accounting	3B05 BBA Operations Management
4	3A11 COM IT in Business	3B05 BBA Operations Management	3B04 BBA Financial Accounting	3C04 BBA Legal Aspects of Business	3A12 COM Numerical Skills
5	3A12 COM Numerical Skills	3B04 BBA Financial Accounting	3A11 COM IT in Business	3B05 BBA Operations Management	3C04 BBA Legal Aspects of Business

Subject Code:	3A11 COM
Subject Name:	IT in Business
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of Faculty:	Meenu Maria Tom & Simmy P.V.

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

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 e commerce – 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, creating 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 Power Point.
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.: KennethC 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	06-06-2019 To 07-06-2019	1	Introduction of syllabus
		2	Basic Computer Terms
		3	Computer system
2	10-06-2019 To 14-06-2019	4	Computer processing
		5	Storage
		6	Input and output technology
		7	Input and output technology
		8	Classifying computers
3	17-06-2019 To 21-06-2019	9	Classifying computers
		10	Computer networks
		11	Types of software
		12	Client server computing
		13	Types of data bases
		14	Data warehouses and data mining
4	24-06-2019 To 28-06-2019	15	Management requirements for database systems
		16	Discussion
		17	Class Test
		18	Business perspective on information system
		19	Approaches to information systems
		20	Information systems in organizations
		21	Six major types of systems
5	01-07-2019 To 05-07-2019	22	Systems from functional perspective
		23	Organizations and information systems
		24	Organizations and information systems
		25	Features of organizations
		26	Role of managers in organizations
		27	Role of managers in organizations
6	08-07-2019 To 12-07-2019	28	Managers and decision-making.
		29	Seminar
		30	Discussion
		31	Class Test
		32	Revision
		33	Revision

No of Weeks	Dates	Session	Topic
		34	Internet technology and the digital firm
		35	Traditional commerce and e commerce
7	15-07-2019 To 19-07-2019	36	Traditional commerce and e commerce
		37	Internet business models
		38	Introduction to e commerce categories
		39	Business to Consumer
		40	Business to Business
		41	Consumer to Consumer
		42	Revision
8	22-07-2019 To 26-07-2019	23 July	First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
9	29-07-2019 To 02-08-2019	43	E-Commerce payment system
		44	Practical
		45	Intranet support for ecommerce
		31 July	Karkadaka Vavu
		46	Security threat to e commerce
		47	Practical
		48	Designing for security
10	05-08-2019 To 09-08-2019	49	Virus
		50	Security Protection and Recovery
		51	Encryption
		52	Authentication and Trust
		53	Key management
		54	Internet Security Protocols and Standards
		55	Practical
11	12-08-2019 To 16-08-2019	56	Practical
		57	Seminar
		15 Aug	Independence day
		58	Discussion
		59	Class Test
12	19-08-2019 To 23-08-2019	60	Knowledge skills for higher education
		61	Knowledge skills for higher education
		62	Internet as a knowledge repository
		63	Academic search techniques

No of Weeks	Dates	Session	Topic
		23 Aug	Sreekrishna Jayanthi
13	26-08-2019 To 30-08-2019	64	Creating cyber presence
		65	Creating cyber presence
		66	Case study of academic websites
		28 Aug	Ayyankali Jayanthi
		67	case study of academic websites
		68	introduction to use of IT in teaching and learning
14	02-09-2019 To 06-09-2019	69	Practical
		70	introduction to use of IT in teaching and learning
		71	Social Informatics
		72	Practical
		73	Practical
		74	Practical
		75	Practical
			Onam Celebration
15	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthi
16	16-09-2019 To 20-09-2019	76	Social Informatics
		77	Seminar
		78	Interactive Session
		79	Class Test
		80	Practical
		81	Practical
17	23-09-2019 To 27-09-2019	82	Practical
		83	e-Governance
		84	e-Governance applications at national and state level
		85	e-Governance applications at national and state level
		86	Practical
		87	Practical
18	30-09-2019 To 04-10-2019	88	Practical
		89	Revision
		90	Revision
		2 Oct	Gandhi Jayanthi
		03 Oct	Second Internal
			Second Internal

No of Weeks	Dates	Session	Topic
			Second Internal
19	07-10-2019 To 11-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami
			Second Internal
			Second Internal
			Study Leave
			Study Leave
20	14-10-2019 To 18-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	21-10-2019 To 25-10-2019	21 Oct	University Exam Begin

Subject Code:	3A12 BBA
Subject Name:	Numerical Skills
No. of Credits:	4
No. of Contact Hours:	72
Hours per Week:	4
Name of Faculty:	Remya Raj

Objective: -

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 situations
3. To expose the students to the study of numerical skills as a powerful tool in scientific computing

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	06-06-2019 To 07-06-2019	1	Arithmetic –introduction,average-problems
		2	problems
		3	Mixture-problems
2	10-06-2019 To 14-06-2019	4	problems
		5	Ratios and proportions,-definition and problems
		6	problems
		7	Simple interest -problems
3	17-06-2019 To 21-06-2019	8	problems
		9	compound interest-problems
		10	problems
		11	effective yield- future value-problems
4	24-06-2019 To 28-06-2019	12	problems
		13	present value -Amortization, -problems
		14	problems
		15	Depreciation-problems
5	01-07-2019 To 05-07-2019	16	problems
		17	Continuous compounding-problems
		18	problems
		19	revision
6	08-07-2019 To 12-07-2019	20	Class test
		21	Real and imaginary number, Rational and Irrational Number- Set Theory-types of set
		22	Operations on sets-problems
		23	problems
		24	simpleapplication of Venn Diagram
		25	problems
7	15-07-2019 To 19-07-2019	26	Elements of Co-ordinate system
		27	Class test
		28	Fundamental ideas about Matrices
		29	Types of matrices and basic ideas about matrices
		30	Operational rules for matrices and problems
		31	Inverse of a matrix –problems,revision
8	22-07-2019	23 July	First Internal Exam
			First Internal Exam

No of Weeks	Dates	Session	Topic
	To 26-07-2019		First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
9	29-07-2019 To 02-08-2019	32	meaning, types of equations - simple linear equations and problems
		33	simultaneous equations (only two variables) elimination and substitution method only-problems
		34	problems
		31 July	KarkadakaVavu
		35	Quadratic equation factorization and formula method ($ax^2+bx+c=0$ form only) -problems
		36	Problems,) Problems on business application.
		37	revision
10	05-08-2019 To 09-08-2019	38	Class test
		39	Arithmetic progressions finding the 'n'th term of an AP- problems
		40	problems
		41	sum to n terms of AP. -problems
		42	problems
		43	problems
11	12-08-2019 To 16-08-2019	44	Insertion of Arithmetic means in given terms of AP and representation of AP. -problems
		45	problems
		15 Aug	Independence day
		46	Geometric progression. Finding the nth term of GP. - problems
		47	problems
12	19-08-2019 To 23-08-2019	48	Insertion of GMs in given GP and also representation of GP
		49	problems
		50	problems
		51	revision
		23 Aug	SreekrishnaJayanthi
13	26-08-2019 To 30-08-2019	52	Class test
		53	Mathematics of finance simple and compound interest.(Simple problems only).
		28 Aug	AyyankaliJayanthi
		54	problems
		55	problems

No of Weeks	Dates	Session	Topic
14	02-09-2019 To 06-09-2019	56	problems
		57	revision
		58	Class test
		59	Revision of modele 1
		60	revision
			Onam Celebration
15	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthi
16	16-09-2019 To 20-09-2019	61	Revision of module 2
		62	revision
		63	revision
		64	Class test
		65	Revision for module 3
17	23-09-2019 To 27-09-2019	66	revision
		67	Class test
		68	Revision for module 4
		69	revision
		70	revision
18	30-09-2019 To 04-10-2019	71	revision
		72	Class test
		2 Oct	Gandhi Jayanthi
		03 Oct	Second Internal
			Second Internal
			Second Internal
19	07-10-2019 To 11-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami
			Second Internal
			Second Internal
			Study Leave
			Study Leave
20	14-10-2019 To 18-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave

No of Weeks	Dates	Session	Topic
			Study Leave
21	21-10-2019 To 25-10-2019	21 Oct	University Exam Begin

Subject Code:	3C04 BBA
Subject Name:	Legal Aspects of Business
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of Faculty:	Sapna John & Anju K. Paulose

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	06-06-2019 To 07-06-2019	1	Introduction
		2	The Indian Contract Act
		3	Essentials of a valid contract
2	10-06-2019 To 14-06-2019	4	Void agreements
		5	Performance of contracts
		6	Breach of contract and its remedies
		7	Examples
		8	Quasi-Contracts
3	17-06-2019 To 21-06-2019	9	Features
		10	Importance
		11	The Sale of Goods Act
		12	Contract of sale of goods
		13	Conditions and warranties
		14	Transfer of property
		15	Features
		16	Rights of an unpaid seller
4	24-06-2019 To 28-06-2019	17	Importance
		18	The negotiable instruments Act
		19	Class test
		20	Nature
		21	Types
		22	Seminar
5	01-07-2019 To 05-07-2019	23	Seminar
		24	Seminar
		25	Seminar
		26	Seminar
		27	Holder-in-due course
		28	Features and importance
6	08-07-2019 To 12-07-2019	29	Dishonour
		30	Definition & meaning
		31	Discharge
		32	Seminar

No of Weeks	Dates	Session	Topic
		33	Arbitration
		34	Seminar
		35	Seminar
7	15-07-2019 To 19-07-2019	36	Class test
		37	Class test
		38	Revision
		39	Revision
		40	Revision
		41	Revision
8	22-07-2019 To 26-07-2019	23 July	First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
9	29-07-2019 To 02-08-2019	43	Companies Act
		44	Features
		45	Importance
		31 July	KarkadakaVavu
		46	Subject matter of contract of sale
		47	Conditions
		48	Warranties
10	05-08-2019 To 09-08-2019	49	Amendments
		50	Amendments
		51	Types of companies
		52	Types of companies
		53	Formation
		54	Memorandum
		55	Articles of association
11	12-08-2019 To 16-08-2019	56	Prospectus
		57	Shares
		15 Aug	Independence day
		58	Share capital
		59	Allotment of shares

No of Weeks	Dates	Session	Topic
12	19-08-2019 To 23-08-2019	60	Kinds of share capital
		61	Merits and demerits of preference share capital
		62	Equity and preference-difference
		63	Allotment procedure
		23 Aug	SreekrishnaJayanthi
13	26-08-2019 To 30-08-2019	64	
		65	Allotment of securities
		66	Class test
		28 Aug	AyyankaliJayanthi
		67	seminar
	68	Seminar	
14	02-09-2019 To 06-09-2019	69	Members of accompany
		70	Management of companies
		71	Qualification of directors
		72	Appointment of directors
		73	Company meetings
		74	Features
		75	Meeting of directors
		Onam Celebration	
15	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthi
16	16-09-2019 To 20-09-2019	76	Membership
		77	Borrowing powers
		78	Features
		79	Management
		80	Importance
		81	Accounts
17	23-09-2019 To 27-09-2019	82	Types
		83	Audit
		84	Compromise arrangements
		85	Features
		86	Prevention of oppression
		87	Mismanagement
18	30-09-2019	88	Winding up
		89	Consumer protection Act

No of Weeks	Dates	Session	Topic
	To 04-10-2019	90	Cyber law
		2 Oct	Gandhi Jayanthi
		03 Oct	Second Internal
			Second Internal
			Second Internal
19	07-10-2019 To 11-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami
			Second Internal
			Second Internal
			Study Leave
			Study Leave
20	14-10-2019 To 18-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	21-10-2019 To 25-10-2019	21 Oct	University Exam Begin

Subject Code:	3B04 BBA
Subject Name:	Financial Accounting
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of Faculty:	Vidya K P

Objectives:

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

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	06-06-2019 To 07-06-2019	1	Introduction to accounting
		2	A financial information system
		3	Inputs and outputs of accounting system
2	10-06-2019 To 14-06-2019	4	Generally accepted accounting principles
		5	Accounting concepts and conventions
		6	Accounting cycle
		7	Journal
		8	Problems
		9	Problems
3	17-06-2019 To 21-06-2019	10	Ledger
		11	Problems
		12	Problems
		13	Trial balance
		14	Problems
		15	Problems
		16	Class test
4	24-06-2019 To 28-06-2019	17	Introduction to final Accounts of sole Trading concern
		18	Trading account
		19	Problems
		20	Memorandum of trading account
		21	Problems
		22	Profit and loss Account
5	01-07-2019 To 05-07-2019	23	Problems
		24	Problems
		25	Construction of Manufacturing account
		26	Problems
		27	Problems
		28	Manufacturing trading and profit and loss account
6	08-07-2019 To 12-07-2019	29	Problems
		30	Balance sheet
		31	Grouping and marshalling of assets and liabilities
		32	Balance sheet with adjustments – Closing stock
		33	Prepaid expenses
		34	Problems

No of Weeks	Dates	Session	Topic
		35	Problems
7	15-07-2019 To 19-07-2019	36	Outstanding expenses
		37	Problems
		38	Unearned and accrued incomes
		39	Problems
		40	Provision for bad and doubtful debts
		41	Provision for discount on debtors and creditors.
		42	Problems
8	22-07-2019 To 26-07-2019	23 July	First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
9	29-07-2019 To 02-08-2019	43	Problems
		44	Problems
		45	Problems
		31 July	Karkadaka Vavu
		46	Problems
		47	Problems
		48	Limitations of financial statement
10	05-08-2019 To 09-08-2019	49	Class test
		50	Introduction to partnership accounts
		51	Profit and loss appropriation account
		52	Problems
		53	Problems
		54	Admission of a partner - Calculation of new profit sharing ratio
		55	Problems
11	12-08-2019 To 16-08-2019	56	Problems
		57	Goodwill
		15 Aug	Independence day
		58	Methods of valuation of goodwill
		59	Problems
12	19-08-2019 To 23-08-2019	60	Problems
		61	Treatment of goodwill on admission
		62	Problems
		63	Problems

No of Weeks	Dates	Session	Topic
		23 Aug	Sreekrishna Jayanthi
13	26-08-2019 To 30-08-2019	64	Revaluation of assets and liabilities
		65	Problems
		66	Problems
		28 Aug	Ayyankali Jayanthi
		67	Adjustments of partners capital
		68	Problems
14	02-09-2019 To 06-09-2019	69	Problems
		70	Retirement and death of a partner.
		71	Problems
		72	Problems
		73	Class test
		74	Company Accounts: Share capital of a company
		75	Types of shares
			Onam Celebration
15	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthi
16	16-09-2019 To 20-09-2019	76	Accounting entries on issue of shares for cash
		77	Problems
		78	Problems
		79	Problems
		80	Forfeiture of shares
		81	Problems
17	23-09-2019 To 27-09-2019	82	Re-issue of forfeited shares
		83	Problems
		84	Problems
		85	Issue of preferences shares and Debentures
		86	Problems
		87	Problems
18	30-09-2019 To 04-10-2019	88	Class test
		89	Seminar
		90	Question paper discussion
		2 Oct	Revision
		03 Oct	Second Internal
			Second Internal

No of Weeks	Dates	Session	Topic
			Second Internal
19	07-10-2019 To 11-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami
			Second Internal
			Second Internal
			Study Leave
			Study Leave
20	14-10-2019 To 18-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	21-10-2019 To 25-10-2019	21 Oct	University Exam Begin

Subject Code:	3B05 BBA
Subject Name:	Operations Management
No. of Credits:	3
No. of Contact Hours:	72
Hours per Week:	4
Name of Faculty:	Sunitha K S

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	06-06-2019 To 07-06-2019	1	Introduction to operations management
		2	Nature of Production and operations Management
		3	Scope of Production and operations Management
2	10-06-2019 To 14-06-2019	4	Production and operations Management relationship with other Systems in the organization
		5	Factors Affecting System and Concept of Production and Operation management
		6	Facility Location
		7	Factors of Facility Location
3	17-06-2019 To 21-06-2019	8	Process of Facility Location
		9	Types of manufacturing Systems
		10	layouts,
		11	Layout Planning and Analysis
4	24-06-2019 To 28-06-2019	12	Class test
		13	Seminar
		14	Seminar
		15	Functions of Production and material management
5	01-07-2019 To 05-07-2019	16	Functions of Production and material management
		17	Types of production Systems,
		18	Intermittent production Systems
		19	Continuous production Systems
6	08-07-2019 To 12-07-2019	20	Productivity Variables
		21	Productivity Measurement
		22	Production Planning and Control
		23	Production Planning
		24	Production controlling
		25	PPC Objectives, principles
7	15-07-2019 To 19-07-2019	26	PPC In Mass Production in Batch production
		27	PPC in Job order manufacturing
		28	Production Selection
		29	Product Design, and Development
		30	Process Selection
		31	Facility Location
8	22-07-2019	23 July	First Internal Exam

No of Weeks	Dates	Session	Topic
	To 26-07-2019		First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
9	29-07-2019 To 02-08-2019	32	Facility Layout
		33	Capacity Design
		34	Capacity Design
		31 July	Karkadaka Vavu
		35	Determination of Material required
		36	Materials Management Concepts
		37	Objectives of Materials Management
10	05-08-2019 To 09-08-2019	38	Functions of Materials Management
		39	Purchasing Management ,Objectives, Functions
		40	Methods Purchasing Management
		41	Procedure Management
		42	Types of Stores, Functions
		43	Coding Methods
11	12-08-2019 To 16-08-2019	44	Value Analysis
		45	Concepts Inventory Management
		15 Aug	Independence day
		46	Objectives, Factors of Inventory Management
		47	Process of Inventory Management
12	19-08-2019 To 23-08-2019	48	Inventory control techniques
		49	ABC, VED, EOQ, SED, FSN analysis.
		50	Maintenance Management
		51	Concepts, Objectives, Functions
		23 Aug	Sreekrishna Jayanthi
13	26-08-2019 To 30-08-2019	52	Types of Maintenance
		53	Types of Maintenance
		28 Aug	Ayyankali Jayanthi
		54	Class test
		55	Seminar
14	02-09-2019 To 06-09-2019	56	Seminar
		57	Quality management, Introduction and Meaning
		58	Quality characteristics of goods and services
		59	Tools and techniques for quality improvement

No of Weeks	Dates	Session	Topic
		60	check sheet, histogram, scatter diagram
			Onam Celebration
15	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthi
16	16-09-2019 To 20-09-2019	61	cause and effect diagram, Pareto chart, process diagram, statistical process control chart, Quality assurance
		62	Total quality management (TQM) model
		63	Service quality
		64	Concept of Six Sigma and its application.
		65	Advanced Manufacturing Technologies: JIT, TOC
17	23-09-2019 To 27-09-2019	66	Lean/ Green Manufacturing ,WCM etc.
		67	Safety concepts
		68	Class test
		69	Seminar
		70	Seminar
18	30-09-2019 To 04-10-2019	71	Revision
		72	Revision
		2 Oct	Gandhi Jayanthi
		03 Oct	Second Internal
			Second Internal
			Second Internal
19	07-10-2019 To 11-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami
			Second Internal
			Second Internal
			Study Leave
			Study Leave
20	14-10-2019 To 18-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	21-10-2019	21 Oct	University Exam Begin

No of Weeks	Dates	Session	Topic
	To 25-10-2019		

Subject Code:	3B06 BBA
Subject Name:	Managerial Skill Development Course
No. of Credits:	1
No. of Contact Hours:	36
Hours per Week:	2
Name of Faculty:	Meenu Maria Tom

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

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	06-06-2019 To 07-06-2019	1	Various sectors of business – Major companies operating in each sector – top level management of popular companies
		2	news related to the performance of major companies – Various products and services offered by major companies
2	10-06-2019 To 14-06-2019	3	Major brands in each product/ service category
		4	New products/brands being launched
3	17-06-2019 To 21-06-2019	5	Introduction to stock Market – BSE Sensex – NSE nifty
		6	Monitoring of changes in indices – other current business news
4	24-06-2019 To 28-06-2019	7	Major highlights of the Economic survey
		8	State of the economy
5	01-07-2019 To 05-07-2019	9	Demographic aspects
		10	Public finance
6	08-07-2019 To 12-07-2019	11	Price situation
		12	Balance of payment – International trade
7	15-07-2019 To 19-07-2019	13	Sector wise performance
		14	The Economy and the challenges
8	22-07-2019 To 26-07-2019	23 July	First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
			First Internal Exam
9	29-07-2019 To 02-08-2019	15	The plan and budgetary allocation
		31 July	Karkadaka Vavu
		16	Investment, Infrastructure and Industry

No of Weeks	Dates	Session	Topic
10	05-08-2019 To 09-08-2019	17	Financial sector
		18	Other proposals Tax Proposals – Direct Taxes & Indirect taxes
11	12-08-2019 To 16-08-2019	19	Budget at a glance (Central & State)
		15 Aug	Independence day
		20	Receipts & Expenditure
12	19-08-2019 To 23-08-2019	21	Central plan outlay –
		22	Review of the budget proposals
		23	Impact of tax proposals
		23 Aug	SreekrishnaJayanthi
13	26-08-2019 To 30-08-2019	24	
		28 Aug	AyyankaliJayanthi
		25	Business Quiz
		26	Debate
14	02-09-2019 To 06-09-2019	27	Group Discussion
		28	Individual Presentation
		29	Individual Presentation
			Onam Celebration
15	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthi
16	16-09-2019 To 20-09-2019	30	Individual Presentation
		31	Individual Presentation
		32	Individual Presentation
17	23-09-2019 To 27-09-2019	33	Individual Presentation
		34	Individual Presentation
		35	Individual Presentation
18	30-09-2019 To 04-10-2019	36	Individual Presentation
		2 Oct	Gandhi Jayanthi
		03 Oct	Second Internal
			Second Internal
19	07-10-2019	07 Oct	Mahanavami
		08 Oct	Vijayadashami

No of Weeks	Dates	Session	Topic
	To 11-10-2019		Second Internal
			Second Internal
			Study Leave
			Study Leave
20	14-10-2019 To 18-10-2019		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
21	21-10-2019 To 25-10-2019	21 Oct	University Exam Begin