

**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**

**(2017 – 20)**

**SEMESTER -V**

**ACADEMIC YEAR –(2019–20)**

## V Semester BBA (2017 - 20)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	5B11 BBA Cost Accounting	Sruthi Theres Abraham	5
2.	5B12 BBA Human Resource Management	Sunitha K S	5
3.	5B13 BBA Banking Theory, Law & Practice	Vidya K.P.	4
4.	5B14 BBA Organisational Behaviour	Athira P.	5
5.	5B15 BBA Retail Management	Meenu Maria Tom	4
6.	5D01 BBA Basic Accounting	Sruthi Theres Abraham	2
7.			
	Class Incharge	<b>Sunitha K.S.</b>	

### 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	5B14 BBA Organisational Behaviour	5B11 BBA Cost Accounting	5B15 BBA Retail Management	5B13 BBA Banking Theory, Law & Practice	5B12 BBA Human Resource Management
2	5B11 BBA Cost Accounting	5B13 BBA Banking Theory, Law & Practice	5B14 BBA Organisational Behaviour	5B12 BBA Human Resource Management	5B15 BBA Retail Management
3	5B12 BBA Human Resource Management	5B15 BBA Retail Management	5D01 BBA Basic Accounting	5B14 BBA Organisational Behaviour	5B11 BBA Cost Accounting
4	5B13 BBA Banking Theory, Law & Practice	5B14 BBA Organisational Behaviour	5D01 BBA Basic Accounting	5B12 BBA Human Resource Management	5B11 BBA Cost Accounting
5	5B11 BBA Cost Accounting	5B14 BBA Organisational Behaviour	5B12 BBA Human Resource Management	5B15 BBA Retail Management	5B13 BBA Banking Theory, Law & Practice

<b>Subject Code:</b>	<b>5B 11 BBA</b>
<b>Subject Name:</b>	<b>Cost Accounting</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of Faculty</b>	<b>Sruthi Theres Abraham</b>

### **Objective**

To acquaint students with methods and techniques of cost and management accounting at an advanced field for managerial decision making

### **Module I:**

**Introduction to cost accounting:** concepts ,objectives and uses –financial accounting and cost accounting –Elements of cost and cost classification –cost centre and cost unit, preparation of cost sheet

### **Module II:**

**Elements of cost:** Material-concept, control of purchase and purchase procedure- Storage and issue of materials –method of material issue pricing (FIFO,LIFO,Simple and Weighted averages), Stock levels-E.O.Q -ABC Analysis- VED Analysis. Labour-concept –Time keeping –Wage system –time rate, piece rate, Taylor’s differential piece rate system-Incentive system of wage payment –Halsey and Rowan plan – Treatment of idle time –over time –Labour turn over - Over heads-concepts, classification, Allocation and apportionment –Absorption of overheads – Under and over absorption of overheads.

### **Module III:**

**Costing methods:** Units/Output –job costing –batch costing –Contract costing – treatment of profit in incomplete contracts.

### **Module IV:**

**Process costing:** Characteristics of process costing and job order costing –process losses-Normal and abnormal losses

### **References :**

1. Cost Accounting : S.P Jain & K.L Narang
2. Cost accounting : Dr.A.D. Agarwal
3. Management accounting : R.K Sharma & S.K Gupta

## **TEACHING SCHEDULE**

No of Weeks	Dates	Session	Topic
1	06-06-2019 To 07-06-2019	1	Introduction to cost accounting
		2	Concepts of cost accounting
		3	Objectives ,Uses
2	10-06-2019 To 14-06-2019	4	Advantages, Scope
		5	Limitations
		6	Financial accounting and cost accounting
		7	Elements of cost
		8	Cost classification
		9	Cost centre and cost unit
		10	Preparation of cost sheet
3	17-06-2019 To 21-06-2019	11	Preparation of cost sheet
		12	Class test
		13	<b>Materials :-</b> Concepts
		14	Centralized buying: Meaning and types
		15	Purchase procedure & Store records
		16	Bin card and stores ledger
		17	Methods of material issue pricing: FIFO
4	24-06-2019 To 28-06-2019	18	Problems
		19	LIFO
		20	Simple average method
		21	Weighted averages method
		22	Different stock levels
		23	E.O.Q
		24	ABC Analysis
5	01-07-2019 To 05-07-2019	25	VED Analysis
		26	Essentials steps for material control
		27	Class test
		28	<b>Labour: - Concepts</b>
		29	Time keeping: Meaning and methods
		30	Time booking- Meaning and methods
6	08-07-2019 To	31	Wage system: Meaning and features
		32	Time rate system
		33	Piece rate, Taylor's differential piece rate system
		34	Problems

No of Weeks	Dates	Session	Topic
	<b>12-07-2019</b>	35	Incentive system of wage payment : Meaning and features
		36	Halsey
		37	Problems
		38	Rowan Plan
<b>7</b>	<b>15-07-2019 To 19-07-2019</b>	39	Problems
		40	Treatment of idle time - overtime
		42	Labour turnover meaning and causes
		43	<b>Over heads: - Concepts</b>
		44	Classification of overheads
		45	Allocation of expenses
		46	Apportionment of expenses
<b>8</b>	<b>22-07-2019 To 26-07-2019</b>	<b>23 July</b>	<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
<b>9</b>	<b>29-07-2019 To 02-08-2019</b>	47	Direct method of Apportionment of expenses
		48	Problems
		49	Simultaneous equation
		<b>31 July</b>	<b>KarkadakaVavu</b>
		50	Problems
		51	Step ladder
		52	Problems
		53	Problems
<b>10</b>	<b>05-08-2019 To 09-08-2019</b>	54	Repeated distribution method
		55	Problems
		56	Absorption of overheads : Meaning and features
		57	Labour hour rate method
		58	Machine hour rate method – calculation of machine hour
		59	Problems
		60	Under and over absorption of overheads –meaning and treatment
<b>11</b>	<b>12-08-2019 To 16-08-2019</b>	61	Seminar
		62	Class test
		<b>15 Aug</b>	<b>Independence day</b>
		63	Costing methods- introduction
		64	Job costing - concepts

No of Weeks	Dates	Session	Topic
		65	Batch costing
12	19-08-2019 To 23-08-2019	66	Unit costing
		67	Unit costing :Meaning
		68	Operating costing :Meaning
		69	Contract costing concepts
		70	Contract costing problems
		71	Treatment of profit of incomplete contracts
		23 Aug	SreekrishnaJayanthi
13	26-08-2019 To 30-08-2019	72	Problems
		73	Class Test
		28 Aug	AyyankaliJayanthi
		74	Process costing - introduction
		75	Process costing characteristics
		76	Seminar
		77	Problem
14	02-09-2019 To 06-09-2019	78	Problem
		79	Process losses
		80	Assignment
		81	Normal loss
		82	Seminar
		83	Abnormal loss
			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	84	Viva
		85	Class test
		86	Revision
		87	Revision
		88	Revision
		89	Revision
		90	Revision
17	23-09-2019 To 27-09-2019	23 Oct	Second Internal
			Second Internal
			Second Internal
			Second Internal

No of Weeks	Dates	Session	Topic
			<b>Second Internal</b>
<b>18</b>	<b>30-09-2019 To 04-10-2019</b>		<b>Study Leave</b>
			<b>Study Leave</b>
		<b>2 Oct</b>	<b>Gandhi Jayanthi</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>19</b>	<b>07-10-2019 To 11-10-2019</b>	<b>07 Oct</b>	<b>Mahanavami</b>
		<b>08 Oct</b>	<b>Vijayadashami</b>
		<b>09 Oct</b>	<b>University Exam Begin</b>

<b>Subject Code:</b>	<b>5B 12 BBA</b>
<b>Subject Name:</b>	<b>Human Resource Management</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of Faculty</b>	<b>Sunitha K S</b>

### **Objective**

To give a conceptual understanding of human resource practices in organizations.

### **Module I:**

**Introduction to Human Resource Management:** Importance - scope and objectives of HRM. Evolution of the concept of HRM - Approaches to HRM - Personnel management Vs Human Resource Management – HRM and competitive advantage - Traditional Vs Strategic human Resource management.

### **Module II:**

**Human Resource Planning:** Recruitment and selection – Recruitment source of recruitment methods. Job analysis - process of job analysis- job description- job specification-- methods of job analysis – job evaluation.

### **Module III:**

**Placement:** Induction and Internal mobility of human resource. Training of employees - need for training - objectives - approaches – methods - training environment - areas of training – Training evaluation. Performance appraisal - need, importance methods and problems of performance appraisal.

### **Module IV:**

**Compensation management and Grievance Redressal:** Compensation planning- objectives- Wage systems- factors influencing wage system. Grievance redressal procedure- discipline- Approaches - punishment- essentials of a good discipline system

### **References:**

1. Human Resource Management - Text and Cases : VSP Rao:
2. Human Resource Management : Snell, Bohlander :
3. Personnel Management and Human Resources : Venkata Ratnam & Srivastava
4. A Hand Book of Personnel Management Practice: Dale Yolder:



## **TEACHING SCHEDULE**

No of Weeks	Dates	Session	Topic
<b>1</b>	<b>06-06-2019 To 07-06-2019</b>	1	Introduction to Human Resource Management
		2	Importance of HRM
		3	Scope and objectives of HRM.
<b>2</b>	<b>10-06-2019 To 14-06-2019</b>	4	Evolution of the concept of HRM
		5	Approaches to HRM ,system approach
		6	Approaches to HRM
		7	Personnel management Vs Human Resource Management
		8	HRM and competitive advantage
		9	Traditional Vs Strategic human Resource management
		10	Traditional Vs Strategic human Resource management
<b>3</b>	<b>17-06-2019 To 21-06-2019</b>	11	Class test
		12	Discussion
		13	Human Resource Planning
		14	Recruitment
		15	Source of recruitment
		16	Methods Recruitment
		17	Selection
<b>4</b>	<b>24-06-2019 To 28-06-2019</b>	18	Process of selection
		19	Recruitment v/s selection
		20	Selection test
		21	Selection test
		22	Job analysis
		23	Process of job analysis
		24	Job description
<b>5</b>	<b>01-07-2019 To 05-07-2019</b>	25	Job specification
		26	Methods of job analysis
		27	Job Design
		28	Methods of Job Design
		29	Job evaluation
		30	Process of job evaluation
<b>6</b>	<b>08-07-2019 To</b>	31	Objectives of job evaluation
		32	Methods of job evaluation
		33	Discussion
		34	Seminar

No of Weeks	Dates	Session	Topic
	<b>12-07-2019</b>	35	Seminar
		36	Class test
		37	Placement
		38	Induction and Internal mobility of human resource
<b>7</b>	<b>15-07-2019 To 19-07-2019</b>	39	Training of employees
		40	Need for training
		42	Objectives for training
		43	Approaches for training
		44	Methods for training
		45	Training environment
		46	Areas of training
<b>8</b>	<b>22-07-2019 To 26-07-2019</b>	<b>23 July</b>	<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
<b>9</b>	<b>29-07-2019 To 02-08-2019</b>	47	Training evaluation.
		48	Performance appraisal
		49	Need of Performance appraisal
		<b>31 July</b>	<b>KarkadakaVavu</b>
		50	Importance methods Performance appraisal
		51	Importance methods Performance appraisal
		52	Problems of performance appraisal
		53	Discussion
<b>10</b>	<b>05-08-2019 To 09-08-2019</b>	54	Group Discussion
		55	Seminar
		56	Class test
		57	<b>Compensation management</b>
		58	Compensation planning
		59	Objectives Compensation planning
		60	Wage systems
<b>11</b>	<b>12-08-2019 To 16-08-2019</b>	61	Wage systems
		62	Wage systems
		<b>15 Aug</b>	<b>Independence day</b>
		63	Discussion
		64	Seminar
		65	<b>and Grievance Redressal</b>

No of Weeks	Dates	Session	Topic
12	19-08-2019 To 23-08-2019	66	Grievance Redressal
		67	Factors influencing wage system
		68	Grievance redressal procedure
		69	Grievance redressal procedure
		70	Discipline
		71	Approaches
		23 Aug	SreekrishnaJayanthi
13	26-08-2019 To 30-08-2019	72	Approaches
		73	Approaches
		28 Aug	AyyankaliJayanthi
		74	Punishment
		75	Essentials of a good discipline system
		76	Essentials of a good discipline system
		77	REVISION
14	02-09-2019 To 06-09-2019	78	REVISION
		79	REVISION
		80	REVISION
		81	REVISION
		82	Previous question paper discussion
		83	Previous question paper discussion
			Onam Celebration
15	09-09-2019 To 13-09-2019		Muharram
			First Onam
			Thiruvonam
			Third Onam
			Fourth Onam - SreeNarayana Guru Jayanthy
16	16-09-2019 To 20-09-2019	84	Previous question paper discussion
		85	Class test
		86	Module wise series test
		87	Module wise series test
		88	Module wise series test
		89	Module wise series test
		90	Seminar
17	23-09-2019 To 27-09-2019	23 Oct	Second Internal
			Second Internal
			Second Internal
			Second Internal

No of Weeks	Dates	Session	Topic
			<b>Second Internal</b>
<b>18</b>	<b>30-09-2019 To 04-10-2019</b>		<b>Study Leave</b>
			<b>Study Leave</b>
		<b>2 Oct</b>	<b>Gandhi Jayanthi</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>19</b>	<b>07-10-2019 To 11-10-2019</b>	<b>07 Oct</b>	<b>Mahanavami</b>
		<b>08 Oct</b>	<b>Vijayadashami</b>
		<b>09 Oct</b>	<b>University Exam Begin</b>

<b>Subject Code:</b>	<b>5B 13 BBA</b>
<b>Subject Name:</b>	<b>Banking Theory, Law &amp; Practice</b>
<b>No. of Credits:</b>	<b>3</b>
<b>No. of Contact Hours:</b>	<b>72</b>
<b>Hours per Week:</b>	<b>4</b>
<b>Name of Faculty:</b>	<b>Vidya K P</b>

### **Objectives**

To give the students an exposure to the dynamics of banking business environment and enable them to analyse business priorities in the changing banking industry

### **Module I:**

**Introduction to banking system:** Functions of Banks, Role of RBI and its Functions, played by them- Salient features of status governed by them- Monetary Policy, Fiscal Policy, Banking Regulation Act, 1949

### **Module II:**

**Commercial Banks:** Functions – Accepting Deposits – Lending of Funds – Emerging trends in banking – e banking, mobile banking, ATM cards, debit cards, On line banking, Electronic Fund Transfer, Electronic Clearing System.

### **Module III:**

**Opening of an Account:** Types of Deposit Accounts – Types of Customers – Principles of Lending, Types of Borrowings, Customer Grievances and Redressal – Ombudsman.

### **Module IV:**

**Negotiable Instruments:** Promissory Notes, Bills of Exchange, Cheque, Draft- Definition, Features, - Crossing – Endorsement – Material Alteration – Paying Banker – rights and duties – statutory Protection – Dishonour of cheques – Role of Collecting banker.

### **References:**

1. Banking Law Theory and Practice :Sundaram and Varshney
2. Banking Law Theory and Practice :S N Maheswari
3. Banking Law Theory and Practice :Sherlaker and Sherlaker.

## **TEACHING SCHEDULE**

No of Weeks	Dates	Session	Topic
<b>1</b>	<b>06-06-2019 To 07-06-2019</b>	1	Introduction to banking system
		2	Functions of Banks
		3	Structure of Banking in India
<b>2</b>	<b>10-06-2019 To 14-06-2019</b>	4	Structure of Banking in India
		5	RBI and its department
		6	Role of RBI
		7	Functions of RBI
		8	Credit control weapons of RBI
<b>3</b>	<b>17-06-2019 To 21-06-2019</b>	9	Credit control weapons of RBI
		10	Salient features of status governed by RBI
		11	Monetary Policy
		12	Fiscal Policy
		13	Banking Regulation Act, 1949
<b>4</b>	<b>24-06-2019 To 28-06-2019</b>	14	Banking Regulation Act, 1949
		15	Class test
		16	Commercial Banks
		17	Functions – Accepting Deposits – Lending of Funds
		18	Functions – Accepting Deposits – Lending of Funds
<b>5</b>	<b>01-07-2019 To 05-07-2019</b>	19	Innovative functions of commercial banks
		20	Emerging trends in banking
		21	E banking
		22	Mobile banking
		23	ATM cards
<b>6</b>	<b>08-07-2019 To 12-07-2019</b>	24	Debit cards
		25	On line banking
		26	Electronic Fund Transfer
		27	Electronic Clearing System
		28	Credit cards
		29	Class test
		30	Group discussion
<b>7</b>	<b>15-07-2019 To 19-07-2019</b>	31	Revision
		32	Introduction to opening of an Account
		33	Types of Deposit Accounts
		34	Savings account
		35	Opening and operation of savings account

No of Weeks	Dates	Session	Topic
		36	Fixed deposit account
<b>8</b>	<b>22-07-2019 To 26-07-2019</b>	<b>23 July</b>	<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
<b>9</b>	<b>29-07-2019 To 02-08-2019</b>	37	Opening and operation of fixed deposit account
		38	Rupee accounts and its types
		39	Procedure for closing an account
		<b>31 July</b>	<b>Karkadaka Vavu</b>
		40	Types of Customers - Minors
		41	Married women, Agents
		42	Joint accounts
<b>10</b>	<b>05-08-2019 To 09-08-2019</b>	43	Partnership Firms
		44	Joint stock companies
		45	Trustee, Clubs and charitable societies
		46	Lunatics, Drunkards and Pardanashin women
		47	Executors and administrators, local authorities and Illiterate persons
		48	Principles of Lending
<b>11</b>	<b>12-08-2019 To 16-08-2019</b>	49	Types of Borrowings
		50	Customer Grievances and Redressal.
		<b>15 Aug</b>	<b>Independence day</b>
		51	Ombudsman
		52	Class test
<b>12</b>	<b>19-08-2019 To 23-08-2019</b>	53	Negotiable Instruments
		54	Bills of Exchange
		55	Cheque, Draft- Definition, Features,
		56	Crossing of cheque
		57	Crossing of cheque
		<b>23 Aug</b>	<b>Sreekrishna Jayanthi</b>
<b>13</b>	<b>26-08-2019 To 30-08-2019</b>	58	Endorsement
		59	Endorsement
		<b>28 Aug</b>	<b>Ayyankali Jayanthi</b>
		60	Promissory Notes
		61	Material Alteration
<b>14</b>	<b>02-09-2019</b>	62	Paying Banker

No of Weeks	Dates	Session	Topic
	<b>To</b> <b>06-09-2019</b>	63	Class test
		64	Seminar
		65	Seminar
		66	Question paper discussion
			Onam Celebration
<b>15</b>	<b>09-09-2019</b> <b>To</b> <b>13-09-2019</b>		<b>Muharram</b>
			<b>First Onam</b>
			<b>Thiruvonam</b>
			<b>Third Onam</b>
			<b>Fourth Onam - SreeNarayana Guru Jayanthi</b>
<b>16</b>	<b>16-09-2019</b> <b>To</b> <b>20-09-2019</b>	67	Rights and duties of paying banker
		68	Statutory Protection
		69	Dishonour of cheques
		70	Role of Collecting banker.
		71	Revision
		72	Revision
<b>17</b>	<b>23-09-2019</b> <b>To</b> <b>27-09-2019</b>	<b>23 Oct</b>	<b>Second Internal</b>
			<b>Second Internal</b>
			<b>Second Internal</b>
			<b>Second Internal</b>
			<b>Second Internal</b>
<b>18</b>	<b>30-09-2019</b> <b>To</b> <b>04-10-2019</b>		<b>Study Leave</b>
			<b>Study Leave</b>
		<b>2 Oct</b>	<b>Gandhi Jayanthi</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>19</b>	<b>07-10-2019</b> <b>To</b> <b>11-10-2019</b>	<b>07 Oct</b>	<b>Mahanavami</b>
		<b>08 Oct</b>	<b>Vijayadashami</b>
		<b>09 Oct</b>	<b>University Exam Begin</b>



<b>Subject Code:</b>	<b>5B 14 BBA</b>
<b>Subject Name:</b>	<b>Organisational Behaviour</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	<b>90</b>
<b>Hours per Week:</b>	<b>5</b>
<b>Name of Faculty</b>	<b>Athira P.</b>

### **Objective**

To familiarize the students with the basic concepts of the organizational behaviour and to enhance their understanding of the interaction between the individuals and the organizations.

### **Module I:**

**Organizational Behaviour:** concepts, meaning, nature, scope features of OB.- OB and other disciplines. Individual behaviour—basic psychological process—personality, determinants of personality- personality traits

### **Module II:**

**Perception:** factors affecting perception-learning, theories of learning—social learning. Motivation—theories of motivation (Maslow's, Herzberg, McGregor, X and Y theory) financial and nonfinancial motivation.

### **Module III:**

**Group :** - concept of group dynamics—features of group—types of group behaviour—formal and informal group behaviour—stages of group development—group moral—group norms—group Cohesiveness..Leaderships- types—theories of leadership (Trait theory, Michigan studies and Fiedler's contingency model) leadership styles.

### **Module IV:**

**Stress Management:** meaning, types of stress—consequences of work stress—causes of stress. Conflict, types of conflicts, conflict resolution—Organisational development-meaning, need, benefits and limitations of OD—steps in OD. Organizational changes.

### **References:**

1. Organisational Behavior : Fred Luthans
2. Managing individual and group behaviour in organization : Danial C. Fieldman and Hugh Arnold
3. The structure of organization : Henry Mintzberg
4. Organization theory and design : Edwin Gerlof

## **TEACHING SCHEDULE**

No of Weeks	Dates	Session	Topic
1	06-06-2019 To 07-06-2019	1	<b>Organizational Behaviour:</b> Concepts, Meaning
		2	Nature, Scope, Features of OB
		3	OB and other Disciplines.
2	10-06-2019 To 14-06-2019	4	Models of of Organizational Behaviour
		5	Determinants of OB
		6	Individual Behaviour
		7	Basic Psychological Process
		8	Personality Definition ,Concept
		9	Determinants of Personality, Personality Traits
		10	Theories of Personality
3	17-06-2019 To 21-06-2019	11	Measurement of Personality
		12	<b>Unit test 1</b>
		13	Concept of Perception ,Process of Perception
		14	Factors Influencing Perception
		15	Perceptual Errors and Distortion
		16	Learning ,Concept and Nature
		17	Process of Learning ,Factors affecting Learning
4	24-06-2019 To 28-06-2019	18	Theories of Learning
		19	Reinforcement
		20	Motivation ,Concept ,Nature ,Process
		21	Motivation and Performance
		22	Theories of Motivation
		23	Maslow's Need Priority
		24	Mc Gregors Theory X and Theory Y
5	01-07-2019 To 05-07-2019	25	Herzberg's Two Factor Theory of Motivation
		26	Mc Clellands Achievement Motivation Model
		27	Aldefers ERG Theory
		28	Victor Vroom's Expectancy Theory
		29	<b>Unit test 2</b>
		30	Concept of Group Dynamics
6	08-07-2019	31	Features of Group
		32	Types of Group Behaviour
		33	Formal and Informal Group Behaviour

No of Weeks	Dates	Session	Topic
	<b>To</b> <b>12-07-2019</b>	34	Stages of Group Development, Group Moral
		35	Group Norms
		36	Group Cohesiveness
		37	Leaderships, Concepts and Nature
		38	Difference between Leadership and Management
<b>7</b>	<b>15-07-2019</b> <b>To</b> <b>19-07-2019</b>	39	Formal and Informal Leaders, Importance of Leadership
		40	Styles of Leadership
		42	Trait Theories of Leadership
		43	Behavioural Theories of Leadership
		44	Situational Theories of Leadership
		45	Transactional Leadership, Transformational Leadership
		46	<b>Unit test 3</b>
<b>8</b>	<b>22-07-2019</b> <b>To</b> <b>26-07-2019</b>	<b>23 July</b>	<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
<b>9</b>	<b>29-07-2019</b> <b>To</b> <b>02-08-2019</b>	47	Stress , : Meaning, Types of Stress
		48	Consequences of Work Stress
		49	Causes of Stress
		<b>31 July</b>	<b>KarkadakaVavu</b>
		50	Conflict, Nature and Types of Conflicts
		51	Levels of Conflict –Intra Individual ,Inter Individual
		52	Intra Group and Inter Group Conflict
		53	Intra Organizational Inter Organizational Conflict
<b>10</b>	<b>05-08-2019</b> <b>To</b> <b>09-08-2019</b>	54	Management of Organizational Conflict
		55	Stages in Conflict
		56	Functional and Dysfunctional Conflict
		57	Conflict Resolution
		58	Unit test
		59	Concept and Nature of Organizational Change
		60	Factors or Forces in Organizational Change
		<b>11</b>	<b>12-08-2019</b> <b>To</b> <b>16-08-2019</b>
62	Causes of Resistance to Change		
<b>15 Aug</b>	<b>Independence day</b>		
63	Overcoming Resistance to Change		
64	Change Agents		

No of Weeks	Dates	Session	Topic
		65	Group Dynamics for Change
12	19-08-2019 To 23-08-2019	66	Force Field Analysis
		67	Organizational Growth and Change
		68	Old questions discussions
		69	Unit test
		70	Concept of Organization Development
		71	Characteristics of Organizational Development
		23 Aug	SreekrishnaJayanthi
13	26-08-2019 To 30-08-2019	72	Difference between OD and MD
		73	Objectives of Organization Development
		28 Aug	AyyankaliJayanthi
		74	Benefits or Role of Organization Development
		75	Limitations of Organization
		76	Process of Organization Development
		77	OD Interventions and Techniques
14	02-09-2019 To 06-09-2019	78	Sensitivity Training
		79	Grid Training
		80	Survey Feed Back
		81	Process Consultation
		82	Management By Objectives
		83	The concept of Organizational Effectives
			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	84	Effectiveness and Efficiency
		85	Measurement of Effectiveness
		86	Factors Influencing Organizational Effectiveness
		87	Revision
		88	Revision
		89	Revision
		90	Unit test
17	23-09-2019 To 27-09-2019	23 Oct	Second Internal
			Second Internal
			Second Internal
			Second Internal

No of Weeks	Dates	Session	Topic
			<b>Second Internal</b>
<b>18</b>	<b>30-09-2019 To 04-10-2019</b>		<b>Study Leave</b>
			<b>Study Leave</b>
		<b>2 Oct</b>	<b>Gandhi Jayanthi</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>19</b>	<b>07-10-2019 To 11-10-2019</b>	<b>07 Oct</b>	<b>Mahanavami</b>
		<b>08 Oct</b>	<b>Vijayadashami</b>
		<b>09 Oct</b>	<b>University Exam Begin</b>

<b>Subject Code:</b>	<b>5B 15 BBA</b>
<b>Subject Name:</b>	<b>Retail Management</b>
<b>No. of Credits:</b>	<b>3</b>
<b>No. of Contact Hours:</b>	<b>72</b>
<b>Hours per Week:</b>	<b>4</b>
<b>Name of Faculty:</b>	<b>Meenu Maria Tom</b>

### **Objective**

1. Understand effective methods and strategies required for retailmanagement. 2. Understand how to utilize resources and techniquesused in retail management.

### **Module I:**

**Retailing:** Meaning –nature-scope-objectives and functions-Retailer-definitions and functions ofretailer-retailing scenario in India-Global retail Market-issues and challenges-Wheel of retailing-retailing life cycle –types of retailing –ownership based, store based and non store based retailing-retail environment and customers

### **Module II:**

**Retail Operation Management:** Budgeting and resource allocation-store format and size decision–store layout and space allocation –store security aspect –credit management –working capital forretailing –cash collection and recovery.

### **Module III:**

**Merchandise Management:** Meaning factors affecting buying function-merchandize planningmerchandisesourcing –retail pricing –evaluatingmerchandize performance.

### **Module IV:**

**Retail promotion:** Building retail store image-role of atmosphere-layout planning – retail promotionmix-sales promotion scheme-public relation in retailing –CRM in retailing-retail control systemfinancialcontrol,Merchandise control, human resource control,operation control.

### **References:**

1. Retail management : Cox Roger
2. Retail management : Levy,Michael
3. MarketingManagement : Philip Kotler

## **TEACHING SCHEDULE**

No of Weeks	Dates	Session	Topic
<b>1</b>	<b>06-06-2019 To 07-06-2019</b>	1	Introduction of Syllabus
		2	Meaning & Definition of Retailer
		3	Nature of Retailer
<b>2</b>	<b>10-06-2019 To 14-06-2019</b>	4	Scope & Objectives of Retailer
		5	Functions of Retailer
		6	Meaning & Definition of Retailing
		7	Functions of retailer
<b>3</b>	<b>17-06-2019 To 21-06-2019</b>	8	Retailing scenario in India
		9	Global retail Market
		10	Issues and challenges
		11	Wheel of retailing
		12	Retailing life cycle
<b>4</b>	<b>24-06-2019 To 28-06-2019</b>	13	Types of retailing - ownership based
		14	Ownership based – Store Based Retailing
		15	Ownership based – Store Based Retailing
		16	Ownership based – Non Store Based Retailing
		17	Ownership based – Non Store Based Retailing
<b>5</b>	<b>01-07-2019 To 05-07-2019</b>	18	Retail environment and customers
		19	Seminar
		20	Discussion
		21	Class Test
		22	Introduction to Budgeting
<b>6</b>	<b>08-07-2019 To 12-07-2019</b>	23	Benefits and advantages of budgeting
		24	Types of Budget
		25	Resource allocation
		26	Store Format
		27	Store format by location, merchandise category
		28	Store format by Size, Price
<b>7</b>	<b>15-07-2019 To 19-07-2019</b>	29	Store layout
		30	Types Of Store layout
		31	Space allocation
		32	Store security aspect
		33	Credit management
		34	Working capital for retailing

No of Weeks	Dates	Session	Topic
		35	Cash collection and recovery
		36	Discussion
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	37	Merchandise – Meaning and Definition
		38	Factors affecting buying function
		39	Factors affecting buying function
		31 July	KarkadakaVavu
		40	Merchandize planning
		41	Merchandize planning
		42	Merchandise sourcing
10	05-08-2019 To 09-08-2019	43	Retail pricing
		44	Evaluating merchandize performance
		45	Evaluating merchandize performance
		46	Discussion
		47	Seminar
		48	Class Test
11	12-08-2019 To 16-08-2019	49	Retail promotion - Meaning
		50	Building retail store image
		15 Aug	Independence day
		51	Building retail store image
		52	Role of atmosphere
12	19-08-2019 To 23-08-2019	53	Layout planning
		54	Retail promotion mix
		55	Retail promotion mix
		56	Sales promotion scheme
		57	Public relation in retailing
		23 Aug	SreekrishnaJayanthi
13	26-08-2019 To 30-08-2019	58	Public relation in retailing
		59	Public relation in retailing
		28 Aug	AyyankaliJayanthi
		60	CRM in retailing
		61	Retail control system – financial control
14	02-09-2019	62	Retail control system – Merchandise Control



No of Weeks	Dates	Session	Topic
	<b>To</b> <b>06-09-2019</b>	63	Retail control system – Merchandise Control
		64	Retail control system – Operation Control
		65	Seminar
		66	Seminar
			Onam Celebration
<b>15</b>	<b>09-09-2019</b> <b>To</b> <b>13-09-2019</b>		<b>Muharram</b>
			<b>First Onam</b>
			<b>Thiruvonam</b>
			<b>Third Onam</b>
			<b>Fourth Onam - SreeNarayana Guru Jayanthi</b>
<b>16</b>	<b>16-09-2019</b> <b>To</b> <b>20-09-2019</b>	67	Discussion
		68	Class Test
		69	Revision
		70	Revision
		71	Question Paper Discussion
		72	Question Paper Discussion
<b>17</b>	<b>23-09-2019</b> <b>To</b> <b>27-09-2019</b>	<b>23 Oct</b>	<b>Second Internal</b>
			<b>Second Internal</b>
			<b>Second Internal</b>
			<b>Second Internal</b>
			<b>Second Internal</b>
<b>18</b>	<b>30-09-2019</b> <b>To</b> <b>04-10-2019</b>		<b>Study Leave</b>
			<b>Study Leave</b>
		<b>2 Oct</b>	<b>Gandhi Jayanthi</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>19</b>	<b>07-10-2019</b> <b>To</b> <b>11-10-2019</b>	<b>07 Oct</b>	<b>Mahanavami</b>
		<b>08 Oct</b>	<b>Vijayadashami</b>
		<b>09 Oct</b>	<b>University Exam Begin</b>

<b>Subject Code:</b>	<b>5D01 BBA</b>
<b>Subject Name:</b>	<b>Basic Accounting</b>
<b>No. of Credits:</b>	<b>2</b>
<b>No. of Contact Hours:</b>	<b>36</b>
<b>Hours per Week:</b>	<b>2</b>
<b>Name of Faculty</b>	<b>Sruthi Theres Abraham</b>

**Objectives:**

To enable the students to acquire knowledge of accounting principles and Practice

**Module I:**

**Basic Accounting concepts:** Kinds of Accounts – Financial Accounting vs. Cost Accounting -Financial Accounting vs. Management Accounting -Double Entry Book Keeping – Rules of Debit and Credit – Preparation of Journal and Ledger Accounts problems

**Module II:**

**Subsidiary books :** cash book – types of cash book - problems - purchase book - sales book – sales return - purchase return books – Journal proper

**Module III:**

**Trial balance:** Errors – types of errors - Rectification of errors – problems –

**Module IV:**

**Financial Statements:** Manufacturing, Trading and Profit & Loss Account - Balance sheet – Problems with simple adjustments.

**References:**

1. Double Entry Book Keeping :Grewal, T.S:
2. Advanced Accounting :R.LGupta
3. Advanced Accounting : Jain & Narang
4. Advanced Accounting :S.NMaheshwary

## **TEACHING SCHEDULE**

No of Weeks	Dates	Session	Topic
<b>1</b>	<b>06-06-2019 To 07-06-2019</b>	1	Kinds of Accounts
		2	Financial Accounting vs. Cost Accounting
<b>2</b>	<b>10-06-2019 To 14-06-2019</b>	3	-Financial Accounting vs. Management Accounting -
		4	Double Entry Book Keeping
		5	Rules of Debit and Credit
		6	Preparation of Journal
<b>3</b>	<b>17-06-2019 To 21-06-2019</b>	7	Preparation of Journal
		8	Preparation of Journal
		9	Preparation of Journal
		10	Ledger Accounts problems
<b>4</b>	<b>24-06-2019 To 28-06-2019</b>	11	Ledger Accounts problems
		12	Ledger Accounts problems
		13	Ledger Accounts problems
		14	Ledger Accounts problems
<b>5</b>	<b>01-07-2019 To 05-07-2019</b>	15	Ledger Accounts problems
		16	cash book
		17	types of cash book - problems
<b>6</b>	<b>08-07-2019 To 12-07-2019</b>	18	types of cash book
		19	types of cash book
		20	types of cash book
<b>7</b>	<b>15-07-2019 To 19-07-2019</b>	21	- purchase book
		22	- sales book
		23	- sales return
<b>8</b>	<b>22-07-2019</b>	<b>23 July</b>	<b>First Internal Exam</b>

No of Weeks	Dates	Session	Topic
	<b>To</b> <b>26-07-2019</b>		<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
			<b>First Internal Exam</b>
<b>9</b>	<b>29-07-2019</b> <b>To</b> <b>02-08-2019</b>	24	purchase return books , Journal proper
		<b>31 July</b>	<b>KarkadakaVavu</b>
		25	Errors – types of errors
<b>10</b>	<b>05-08-2019</b> <b>To</b> <b>09-08-2019</b>	26	Rectification of errors
		27	problems
<b>11</b>	<b>12-08-2019</b> <b>To</b> <b>16-08-2019</b>	28	Manufacturing, Trading account
		<b>15 Aug</b>	<b>Independence day</b>
		29	Profit & Loss Account -
<b>12</b>	<b>19-08-2019</b> <b>To</b> <b>23-08-2019</b>	30	Balance sheet –Problemswith simple adjustments.
		31	Balance sheet –Problemswith simple adjustments
		<b>23 Aug</b>	<b>SreekrishnaJayanthi</b>
<b>13</b>	<b>26-08-2019</b> <b>To</b> <b>30-08-2019</b>		Balance sheet –Problemswith simple adjustments
		<b>28 Aug</b>	<b>AyyankaliJayanthi</b>
		32	Balance sheet –Problemswith simple adjustments
<b>14</b>	<b>02-09-2019</b> <b>To</b> <b>06-09-2019</b>	33	Balance sheet –Problemswith simple adjustments
		34	Balance sheet –Problemswith simple adjustments
			Onam Celebration
<b>15</b>	<b>09-09-2019</b> <b>To</b> <b>13-09-2019</b>		<b>Muharram</b>
			<b>First Onam</b>
			<b>Thiruvonam</b>
			<b>Third Onam</b>
			<b>Fourth Onam - SreeNarayana Guru Jayanthi</b>
<b>16</b>	<b>16-09-2019</b> <b>To</b> <b>20-09-2019</b>	35	Balance sheet –Problemswith simple adjustments
		36	Balance sheet –Problemswith simple adjustments
<b>17</b>	<b>23-09-2019</b> <b>To</b> <b>27-09-2019</b>	<b>23 Oct</b>	<b>Second Internal</b>
			<b>Second Internal</b>
			<b>Second Internal</b>
			<b>Second Internal</b>

No of Weeks	Dates	Session	Topic
			<b>Second Internal</b>
<b>18</b>	<b>30-09-2019 To 04-10-2019</b>		<b>Study Leave</b>
			<b>Study Leave</b>
		<b>2 Oct</b>	<b>Gandhi Jayanthi</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
			<b>Study Leave</b>
<b>19</b>	<b>07-10-2019 To 11-10-2019</b>	<b>07 Oct</b>	<b>Mahanavami</b>
		<b>08 Oct</b>	<b>Vijayadashami</b>
		<b>09 Oct</b>	<b>University Exam Begin</b>