

DON BOSCO ARTS & SCIENCE COLLEGE **ANGADIKADAVU**

(Affiliated to Kannur University Approved by Government of Kerala)

ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



COURSE PLAN

BBA

(2018 – 21)

SEMESTER - V

ACADEMIC YEAR - (2020-21)

V Semester BBA (2018 - 21)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	Cost Accounting - 5B11BBA	Vidya K P	5
2.	Human Resource Management - 5B12BBA	Sunitha K S	5
3.	Banking Theory, Law and practice - 5B13BBA	Fr. Shino	4
4.	Organisational Behaviour - 5B14BBA	Athira P	5
5.	Retail Management - 5B15BBA	Meenu Maria Tom	4
6.	Open Course – Basic Accounting - 5D01BBA	Meenu Maria Tom	2
	Name of 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	Cost Accounting	Banking Theory, Law and Practice	Organisational Behaviour	Human Resource Management	Retail Management
2	Banking Theory, Law and Practice	Human Resource Management	Open Course	Retail Management	Cost Accounting
3	Organisational Behaviour	Banking Theory, Law and Practice	Open Course	Cost Accounting	Human Resource Management
4	Human Resource Management	Banking Theory, Law and Practice	Retail Management	Cost Accounting	Organisational Behaviour
5	Retail Management	Organisational Behaviour	Cost Accounting	Human Resource Management	Organisational Behaviour

Subject Code:	5B11BBA
Subject Name:	COST ACCOUNTING
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	VIDYA K P

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 over heads.

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	01-06-2020 To 05-06-2020	1	Introduction to cost accounting: concepts
		2	Objectives of cost accounting and uses of cost accounting
		3	Financial accounting and cost accounting
		4	Elements of cost
		5	Cost classification
2	08-06-2020 To 12-06-2020	6	Cost centre and cost unit
		7	Preparation of cost sheet
		8	Problems
		9	Problems
		10	Problems
3	15-06-2020 To 19-06-2020	11	Class test
		12	Elements of cost: Material – concept
		13	Control of purchase and purchase procedure
		14	Storage of and issue of materials
		15	Method of material issue pricing – FIFO
4	22-06-2020 To 26-06-2020	16	Problems
		17	Problems
		18	Problems
		19	LIFO
		20	Problems
5	29-06-2020 To 03-07-2020	21	Problems
		22	Problems
		23	Simple and weighted averages
		24	Problems
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	25	Problems
		26	Problems
		27	Problems
		28	Stock levels-E.O.Q
		29	Problems
7	13-07-2020 To	30	Problems
		31	ABC Analysis
		32	VED Analysis

No of Weeks	Dates	Session	Topic
	17-07-2020	33	Labour-concept
		34	Time keeping
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		35	Wage system – Time rate
		36	Problems
		37	Piece rate
		38	Problems
9	27-07-2020 To 31-07-2020	39	Taylor's differential piece rate system
		40	Problems
		41	Problems
		42	Problems
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	43	Incentive system of wage payment
		44	Halsey plan
		45	Problem
		46	Problem
		47	Rowan plan
11	10-08-2020 To 14-08-2020	48	Problem
		49	Problem
		50	Treatment of idle time
		51	Over time
		52	Labour turn over
12	17-08-2020 To 21-08-2020	53	Over heads-concepts, classification
		54	Allocation and apportionment
		55	Problems
		56	Problems
		57	Problems
13	24-08-2020 To 28-08-2020	58	Absorption of overheads
		59	Problems
		60	Under and over absorption of over heads
		61	Class test
		28 August	Ayyankali Jayanthi
14	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday

No of Weeks	Dates	Session	Topic
			Onam Holiday
15	07-09-2020 To 11-09-2020	62	Costing methods: Units/Output
		63	Job costing and batch costing
		64	Contract costing
		10 September	Sreekrishna Jayanthi
		65	Treatment of profit in incomplete contracts.
16	14-09-2020 To 18-09-2020	66	Problems
		67	Problems
		68	Problems
		69	Problems
		70	Class test
17	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
		71	Process costing: Characteristics of process costing
		72	Job order costing
		73	Process losses - Normal and abnormal losses
		74	Problems
18	28-09-2020 To 02-10-2020	75	Problems
		29 September	IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
19	05-10-2020 To 09-10-2020		IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
20	12-10-2020 To 16-10-2020	76	Problems
		77	Problems
		78	Problems
		79	Class test
		80	Question paper discussion
21	19-10-2020 To 23-10-2020	81	Question paper discussion
		82	Revision
		83	Revision
		84	Revision
		85	Revision
22	26-10-2020	26 October	Vijayadasami

No of Weeks	Dates	Session	Topic
	To 30-10-2020	86	Revision
		87	Revision
		29 October	Miladi-I-Sherif
		88	Revision
23	02-11-2020 To 06-11-2020	89	Revision
		90	Revision
			V Semester UG Internal Exams
			V Semester UG Internal Exams
24	09-11-2020 To 13-11-2020		V Semester UG Internal Exams
			V Semester UG Internal Exams
			Study Leave
			Study Leave
25	16-11-2020 To 20-11-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
26	23-11-2020		University Exam V Semester UG Begin

Subject Code:	5B12BBA
Subject Name:	HUMAN RESOURCES MANAGEMENT
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	SUNITHA K S

Module I:

Introduction to Human Resource Management: Importance - scope and objectives of HRM. Evolution of the concept of HRM - Approaches to HRM - Personnel management v/s Human Resource Management - HRM and competitive advantage - Traditional v/s 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. Personal Management and Human Resources : Venkata Ratnam & Srivasthava
4. A Hand Book of Personnel Management Practice: Dale Yolder

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2020 To 05-06-2020	1	Introduction to HRM
		2	Evolution
		3	Uses
		4	Importance
		5	Objectives
2	08-06-2020 To 12-06-2020	6	Scope of HRM
		7	Approaches
		8	Approaches
		9	Personnel management
		10	Functions
3	15-06-2020 To 19-06-2020	11	Personnel management v/s HRM
		12	HRM and competitive advantage
		13	Traditional HRM
		14	Traditional HRM
		15	Strategic HRM
4	22-06-2020 To 26-06-2020	16	Strategic HRM
		17	Strategic HRM
		18	Seminar
		19	Seminar
		20	Seminar
5	29-06-2020 To 03-07-2020	21	Class test
		22	HRP
		23	HRP
		24	Recruitment
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	25	Recruitment
		26	Selection
		27	Selection
		28	Selection
		29	Job analysis
7	13-07-2020 To 17-07-2020	30	Job analysis
		31	Job description
		32	Job specification
		33	Job design
		34	Job enlargement

No of Weeks	Dates	Session	Topic
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		35	Job enrichment
		36	Job simplification and job rotation
		37	Job evaluation
		38	Job evaluation
9	27-07-2020 To 31-07-2020	39	Seminar
		40	Seminar
		41	Class test
		42	Seminar
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	43	Induction and internal mobility of resources
		44	Training
		45	Training
		46	Training
		47	Training
11	10-08-2020 To 14-08-2020	48	Training
		49	Performance Appraisal
		50	Performance appraisal
		51	Performance appraisal methods
		52	Performance appraisal methods
12	17-08-2020 To 21-08-2020	53	Problems
		54	Class test
		55	Compensation Management
		56	Compensation Planning
		57	Wage system
13	24-08-2020 To 28-08-2020	58	Factors influencing wage systems
		59	Grievance
		60	Grievance
		61	Grievance redressal procedure
		28 August	Ayyankali Jayanthi
14	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
15	07-09-2020 To	62	Grievance redressal procedure
		63	Essential of a good discipline system
		64	Essential of a good discipline system

No of Weeks	Dates	Session	Topic
	11-09-2020	10 September	Sreekrishna Jayanthi
		65	Discipline
16	14-09-2020 To 18-09-2020	66	Punishment
		67	Punishment
		68	Approaches of discipline
		69	Approaches of discipline
		70	Class test
17	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
		71	Question paper discussion
		72	Question paper discussion
		73	Revision
18	28-09-2020 To 02-10-2020	74	Revision
		75	Revision
		29 September	IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
19	05-10-2020 To 09-10-2020		IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
20	12-10-2020 To 16-10-2020	76	Revision
		77	Revision
		78	Revision
		79	Revision
		80	Revision
21	19-10-2020 To 23-10-2020	81	Revision
		82	Revision
		83	Revision
		84	Revision
		85	Revision
22	26-10-2020	26 October	Vijayadasami
		86	Class test

No of Weeks	Dates	Session	Topic
	To 30-10-2020	87	Class test
		29 October	Miladi-I-Sherif
		88	Class test
23	02-11-2020 To 06-11-2020	89	Class test
		90	Evaluation of test
			V Semester UG Internal Exams
			V Semester UG Internal Exams
			V Semester UG Internal Exams
24	09-11-2020 To 13-11-2020		V Semester UG Internal Exams
			V Semester UG Internal Exams
			Study Leave
			Study Leave
			Study Leave
25	16-11-2020 To 20-11-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
26	23-11-2020		University Exam V Semester UG Begin

Subject Code:	5B13BBA
Subject Name:	BANKING THEORY, LAW AND PRACTICE
No. of Credits:	3
No. of Contact Hours:	72
Hours per Week:	4
Name of the Teacher:	FR. SHINO

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
1	01-06-2020 To 05-06-2020	1	Introduction to banking system: Functions of Banks
		2	Role of RBI and its Functions played by them
		3	Role of RBI and its Functions played by them
		4	Salient features of status governed by bank
2	08-06-2020 To 12-06-2020	5	Salient features of status governed by bank
		6	Monetary Policy
		7	Monetary Policy
		8	Fiscal Policy
3	15-06-2020 To 19-06-2020	9	Fiscal Policy
		10	Banking Regulation Act, 1949
		11	Class test
		12	Commercial Banks: Functions - Accepting Deposits
4	22-06-2020 To 26-06-2020	13	Commercial Banks: Functions - Lending of Funds
		14	Emerging trends in banking - e banking
		15	Mobile banking
		16	ATM cards
5	29-06-2020 To 03-07-2020	17	Debit cards
		18	On line banking
		19	EFT and Electronic Clearing System
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	20	Class test
		21	Opening of an Account
		22	Opening of an Account
		23	Closing of an Account
7	13-07-2020 To 17-07-2020	24	Types of Deposit Accounts
		25	Types of Deposit Accounts
		26	Types of Customers
		27	Types of Customers
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		28	Principles of Lending
		29	Principles of Lending

No of Weeks	Dates	Session	Topic
		30	Types of Borrowings
9	27-07-2020 To 31-07-2020	31	Customer Grievances and Redressal
		32	Customer Grievances and Redressal
		33	Ombudsman
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	34	Class test
		35	Seminar
		36	Negotiable Instruments
		37	Promissory Notes
11	10-08-2020 To 14-08-2020	38	Promissory Notes
		39	Bills of Exchange
		40	Bills of Exchange
		41	Cheque
12	17-08-2020 To 21-08-2020	42	Draft - Definition, Features
		43	Crossing of cheque
		44	Crossing of cheque
		45	Endorsement
13	24-08-2020 To 28-08-2020	46	Types of Endorsement
		47	Material Alteration
		48	Paying Banker
		28 August	Ayyankali Jayanthi
14	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
15	07-09-2020 To 11-09-2020	49	Rights of Paying Banker
		50	Duties of Paying Banker
		51	Statutory Protection
		10 September	Sreekrishna Jayanthi
16	14-09-2020 To 18-09-2020	52	Seminar
		53	Dishonour of cheques
		54	Dishonour of cheques
		55	Role of Collecting banker
17	21-09-2020 To	21 September	Sreenarayana Guru Samadhi
		56	Multiple credit creation

No of Weeks	Dates	Session	Topic
	25-09-2020	57	Multiple credit creation
		58	Relationship between banker and customer
18	28-09-2020 To 02-10-2020	59	Relationship between banker and customer
		29 September	IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
19	05-10-2020 To 09-10-2020		IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
20	12-10-2020 To 16-10-2020	60	Seminar
		61	Seminar
		62	Seminar
		63	Class test
21	19-10-2020 To 23-10-2020	64	Question paper discussion
		65	Question paper discussion
		66	Revision
		67	Revision
22	26-10-2020 To 30-10-2020	26 October	Vijayadasami
		68	Revision
		69	Revision
		29 October	Miladi-I-Sherif
		70	Revision
23	02-11-2020 To 06-11-2020	71	Revision
		72	Revision
			V Semester UG Internal Exams
			V Semester UG Internal Exams
			V Semester UG Internal Exams
24	09-11-2020 To 13-11-2020		V Semester UG Internal Exams
			V Semester UG Internal Exams
			Study Leave
			Study Leave
			Study Leave
25	16-11-2020 To		Study Leave
			Study Leave
			Study Leave

No of Weeks	Dates	Session	Topic
	20-11-2020		Study Leave
			Study Leave
26	23-11-2020		University Exam V Semester UG Begin

Subject Code:	5B14BBA
Subject Name:	ORGANISATIONAL BEHAVIOUR
No. of Credits:	4
No. of Contact Hours:	90
Hours per Week:	5
Name of the Teacher:	ATHIRA P

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, Hertzberg, McGregor X and Y theory) financial and non-financial 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	01-06-2020 To 05-06-2020	1	Organizational Behaviour: concepts, meaning, nature,
		2	Organizational Behaviour: concepts, meaning, nature
		3	Scope of OB
		4	Features of OB
		5	OB and other disciplines
2	08-06-2020 To 12-06-2020	6	OB and other disciplines
		7	Individual behaviour
		8	Basic psychological process
		9	Basic psychological process
		10	Personality
3	15-06-2020 To 19-06-2020	11	Determinants of personality
		12	Determinants of personality
		13	Personality traits
		14	Personality traits
		15	Class test
4	22-06-2020 To 26-06-2020	16	Perception
		17	Factors affecting perception
		18	Learning
		19	Theories of learning - social learning
		20	Theories of learning - social learning
5	29-06-2020 To 03-07-2020	21	Theories of learning - social learning
		22	Motivation
		23	Theories of motivation - Maslow's
		24	Theories of motivation - Maslow's
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	25	Theories of motivation – Hertzberg
		26	Theories of motivation – Hertzberg
		27	Theories of motivation - McGregor X and Y theory
		28	Theories of motivation - McGregor X and Y theory
		29	Financial and non-financial motivation
7	13-07-2020 To 17-07-2020	30	Financial and non-financial motivation
		31	Seminar
		32	Seminar
		33	Seminar

No of Weeks	Dates	Session	Topic
		34	Class test
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		35	Group: concept of group dynamics
		36	Features of group
		37	Types of group behaviour - formal group behaviour
		38	Types of group behaviour - informal group behaviour
9	27-07-2020 To 31-07-2020	39	Stages of group development
		40	Stages of group development
		41	Stages of group development
		42	Group moral
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	43	Group norms
		44	Group Cohesiveness
		45	Group Cohesiveness
		46	Leaderships
		47	Types of leaderships
11	10-08-2020 To 14-08-2020	48	Theories of leadership - Trait theory
		49	Theories of leadership - Trait theory
		50	Theories of leadership - Trait theory
		51	Theories of leadership - Michigan studies
		52	Theories of leadership -Michigan studies
12	17-08-2020 To 21-08-2020	53	Theories of leadership - Michigan studies
		54	Theories of leadership - Fiedler's contingency model
		55	Theories of leadership - Fiedler's contingency model
		56	Theories of leadership - Fiedler's contingency model
		57	Seminar
13	24-08-2020 To 28-08-2020	58	Seminar
		59	Leadership styles
		60	Leadership styles
		61	Class test
		28 August	Ayyankali Jayanthi
14	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
15	07-09-2020	62	Stress Management: meaning

No of Weeks	Dates	Session	Topic
	To 11-09-2020	63	Types of stress
		64	Types of stress
		10 September	Sreekrishna Jayanthi
		65	Consequences of work stress
16	14-09-2020 To 18-09-2020	66	Causes of stress
		67	Conflict
		68	Types of conflicts
		69	Conflict resolution
		70	Conflict resolution
17	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
		71	Organisational development - meaning, need
		72	Benefits and limitations of OD
		73	Steps in OD
		74	Organizational changes
18	28-09-2020 To 02-10-2020	75	Organizational changes
		29 September	IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
19	05-10-2020 To 09-10-2020		IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
20	12-10-2020 To 16-10-2020	76	Seminar
		77	Seminar
		78	Seminar
		79	Class test
		80	Revision
21	19-10-2020 To 23-10-2020	81	Question paper discussion
		82	Question paper discussion
		83	Revision
		84	Revision
		85	Revision
22	26-10-2020 To	26 October	Vijayadasami
		86	Revision
		87	Revision

No of Weeks	Dates	Session	Topic
	30-10-2020	29 October	Miladi-I-Sherif
		88	Revision
23	02-11-2020 To 06-11-2020	89	Revision
		90	Revision
			V Semester UG Internal Exams
			V Semester UG Internal Exams
			V Semester UG Internal Exams
24	09-11-2020 To 13-11-2020		V Semester UG Internal Exams
			V Semester UG Internal Exams
			Study Leave
			Study Leave
			Study Leave
25	16-11-2020 To 20-11-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
			Study Leave
26	23-11-2020		University Exam V Semester UG Begin

Subject Code:	5B15BBA
Subject Name:	RETAIL MANAGEMENT
No. of Credits:	3
No. of Contact Hours:	72
Hours per Week:	4
Name of the Teacher:	MEENU MARIA TOM

Module I:

Retailing: Meaning - nature-scope - objectives and functions – Retailer - definitions and functions of retailer - 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 for retailing - cash collection and recovery.

Module III:

Merchandise Management: Meaning factors affecting buying function - merchandize planning - merchandise sourcing - retail pricing - evaluating merchandize performance.

Module IV:

Retail promotion: Building retail store image-role of atmosphere - layout planning - retail promotion mix - sales promotion scheme - public relation in retailing - CRM in retailing - retail control system - financial control, Merchandise control, human resource control, operation control.

References:

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

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2020 To 05-06-2020	1	Meaning and Definition of Retailing
		2	Nature, Scope and Objectives Of Retailing
		3	Retailer - Function of retailer
		4	Wheel of retailing
2	08-06-2020 To 12-06-2020	5	Retailing life cycle
		6	Types of Retailer - Store Based Retailers
		7	Types of Retailer - Store Based Retailers
		8	Types of Retailer - Store Based Retailers
3	15-06-2020 To 19-06-2020	9	Types of Retailer - Non Store Based Retailers
		10	Types of Retailer - Non Store Based Retailers
		11	Global Retail Market
		12	Challenges Of Global Retail Market
4	22-06-2020 To 26-06-2020	13	Retail Internationalization
		14	Retail Environment - Meaning and Objectives
		15	Retail Environment - Internal Environment
		16	Retail Environment - External Environment
5	29-06-2020 To 03-07-2020	17	Class Test
		18	Meaning and Definition of Budgeting
		19	Meaning and Definition of Retail Budgeting
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	20	Resource Allocation
		21	Resource Allocation
		22	Store Format - Meaning and Objectives
		23	Store Size Decision
7	13-07-2020 To 17-07-2020	24	Store Layout
		25	Store Layout
		26	Space Allocation
		27	Store Security Aspect
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		28	Store Security Aspect
		29	Credit management
		30	Working capital for retailing
9	27-07-2020 To	31	Working capital - Components and Importance
		32	Cash collection and recovery
		33	Class Test

No of Weeks	Dates	Session	Topic
	31-07-2020	31 July	Bakrid
10	03-08-2020 To 07-08-2020	34	Meaning and Definition of Merchandise Management
		35	Factors Affecting Buying Function
		36	Merchandise Planning Meaning - Process of Merchandise Planning
		37	Components of Merchandise Planning
11	10-08-2020 To 14-08-2020	38	Merchandise Sourcing Meaning - Process of Merchandise Sourcing
		39	Retail Pricing
		40	Factors Affecting Retail Pricing - Internal Factors
		41	Factors Affecting Retail Pricing - External Factors
12	17-08-2020 To 21-08-2020	42	Presentation
		43	Presentation
		44	Class Test
		45	Retail Promotion - Meaning and Definition
13	24-08-2020 To 28-08-2020	46	Role of retail promotion Programme
		47	Functions of Retail Promotion Programs
		48	Promotion Objectives
		28 August	Ayyankali Jayanthi
14	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
15	07-09-2020 To 11-09-2020	49	Retail Promotion Mix
		50	Retail Promotion Mix
		51	Sales Promotion Techniques/ Schemes
		10 September	Sreekrishna Jayanthi
16	14-09-2020 To 18-09-2020	52	Public Relation
		53	Types of Public Relation
		54	Importance of Public Relation
		55	Advantages and Disadvantages of Public Relation
17	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
		56	Publicity
		57	Importance and Need of Publicity
		58	Advantages and Disadvantages Of Publicity

No of Weeks	Dates	Session	Topic
18	28-09-2020 To 02-10-2020	59	Retail Store Image
		29 September	IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
19	05-10-2020 To 09-10-2020		IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
20	12-10-2020 To 16-10-2020	60	Steps followed in Retail Interior Design
		61	Components of Retail Store Image
		62	Retail Atmosphere - Elements of Retail Store Atmosphere
		63	Role of Atmospheric in Retail Business
21	19-10-2020 To 23-10-2020	64	Exterior and Interior Atmosphere - Advantages and Disadvantages
		65	Customer Relationship Management - Steps in CRM
		66	Retail Control System - Financial and Operational Control
		67	Retail Control System - Human Resource and Retail Control
22	26-10-2020 To 30-10-2020	26 October	Vijayadasami
		68	Class Test
		69	Revision
		29 October	Miladi-I-Sherif
		70	Revision
23	02-11-2020 To 06-11-2020	71	Revision
		72	Question Paper Discussion
			V Semester UG Internal Exams
			V Semester UG Internal Exams
			V Semester UG Internal Exams
24	09-11-2020 To 13-11-2020		V Semester UG Internal Exams
			V Semester UG Internal Exams
			Study Leave
			Study Leave
			Study Leave
25	16-11-2020		Study Leave
			Study Leave

No of Weeks	Dates	Session	Topic
	To 20-11-2020		Study Leave
			Study Leave
			Study Leave
26	23-11-2020		University Exam V Semester UG Begin

Subject Code:	5D01BBA
Subject Name:	OPEN COURSE – BASIC ACCOUNTING
No. of Credits:	2
No. of Contact Hours:	36
Hours per Week:	2
Name of the Teacher:	MEENU MARIA TOM

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.L Gupta
3. Advanced Accounting: Jain & Narang
4. Advanced Accounting: S.N Maheshwary

TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	01-06-2020 To 05-06-2020	1	Basic Accounting concepts
		2	Kinds of Accounts
2	08-06-2020 To 12-06-2020	3	Financial Accounting vs. Cost Accounting
		4	Financial Accounting vs. Management Accounting
3	15-06-2020 To 19-06-2020	5	Double Entry Book Keeping
		6	Rules of Debit and Credit
4	22-06-2020 To 26-06-2020	7	Preparation of Journal and Ledger Accounts problems
		8	Problem
5	29-06-2020 To 03-07-2020	9	Problem
		03 July	St. Thomas Day
6	06-07-2020 To 10-07-2020	10	Problem
		11	Problem
7	13-07-2020 To 17-07-2020	12	Problem
		13	Problem
8	20-07-2020 To 24-07-2020	20 July	Karkkidaka Vavu
		14	Problem
9	27-07-2020 To 31-07-2020	15	Subsidiary books: cash book
		31 July	Bakrid
10	03-08-2020 To 07-08-2020	16	Types of cash book
		17	Problems

No of Weeks	Dates	Session	Topic
11	10-08-2020 To 14-08-2020	18	Problems
		19	Purchase book
12	17-08-2020 To 21-08-2020	20	Problems
		21	Sales book
13	24-08-2020 To 28-08-2020	22	Problems
		28 August	Ayyankali Jayanthi
14	31-08-2020 To 04-09-2020		Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
			Onam Holiday
15	07-09-2020 To 11-09-2020	23	Sales return
		10 September	Sreekrishna Jayanthi
16	14-09-2020 To 18-09-2020	24	Problems
		25	Purchase return books
17	21-09-2020 To 25-09-2020	21 September	Sreenarayana Guru Samadhi
		26	Problems
		27	Journal proper
18	28-09-2020 To 02-10-2020	28	Errors - types of errors
		29 September	IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
19	05-10-2020 To 09-10-2020		IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam
			IV Semester UG University Exam

No of Weeks	Dates	Session	Topic
20	12-10-2020 To 16-10-2020	29	Rectification of errors - problems
		30	Problems
21	19-10-2020 To 23-10-2020	31	Problems
		32	Problems
22	26-10-2020 To 30-10-2020	26 October	Vijayadasami
		33	Manufacturing, Trading and Profit & Loss Account and Balance sheet
		29 October	Miladi-I-Sherif
		34	Problems with simple adjustment
23	02-11-2020 To 06-11-2020	35	Problems with simple adjustment
		36	Problems with simple adjustment
			V Semester UG Internal Exams
			V Semester UG Internal Exams
24	09-11-2020 To 13-11-2020		V Semester UG Internal Exams
			V Semester UG Internal Exams
			Study Leave
			Study Leave
25	16-11-2020 To 20-11-2020		Study Leave
			Study Leave
			Study Leave
			Study Leave
26	23-11-2020		University Exam V Semester UG Begin