

**DON BOSCO ARTS & SCIENCE COLLEGE**

**ANGADIKADAVU**

*(Affiliated to Kannur University Approved by Government of Kerala)*

**ANGADIKADAVU P.O., IRITTY, KANNUR – 670706**



## **COURSE PLAN**

**Department**

**BBA**

**(2021 – 24)**

**SEMESTER - III**

**ACADEMIC YEAR - (2022-23)**

### III Semester BBA (2021 - 24)

SL. No.	Name of Subjects with Code	Name of the Teacher	Duty Hours per week
1.	3B04BBA FINANCIAL ACCOUNTING	PREENA K V	6
2.	3B05BBA MARKETING MANAGEMENT	SUNITHA K S	5
3.	3A11BBA NUMERICAL SKILLS	REMYA RAJ	5
4.	3A12BBA PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS	ATHIRA P	4
5.	3C04BBA LEGAL ASPECTS OF BUSINESS	SAPNA JOHN	5
	<b>Name of Class Incharge</b>	<b>PREENA K V</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	3A12BBA PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS	3B05BBA MARKETING MANAGEMENT	3A11BBA NUMERICAL SKILLS	3B04BBA FINANCIAL ACCOUNTING	3C04BBA LEGAL ASPECTS OF BUSINESS
2	3B04BBA FINANCIAL ACCOUNTING	3A11BBA NUMERICAL SKILLS	3C04BBA LEGAL ASPECTS OF BUSINESS	3A12BBA PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS	3B05BBA MARKETING MANAGEMENT
3	3B05BBA MARKETING MANAGEMENT	3C04BBA LEGAL ASPECTS OF BUSINESS	3A11BBA NUMERICAL SKILLS	3A12BBA PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS	3B04BBA FINANCIAL ACCOUNTING
4	3B04BBA FINANCIAL ACCOUNTING	3A12BBA PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS	3A11BBA NUMERICAL SKILLS	3B05BBA MARKETING MANAGEMENT	3C04BBA LEGAL ASPECTS OF BUSINESS
5	3A11BBA NUMERICAL SKILLS	3B04BBA FINANCIAL ACCOUNTING	3B05BBA MARKETING MANAGEMENT	3C04BBA LEGAL ASPECTS OF BUSINESS	3B04BBA FINANCIAL ACCOUNTING

<b>Subject Code:</b>	<b>3304BBA</b>
<b>Subject Name:</b>	<b>FINANCIAL ACCOUNTING</b>
<b>No. of Credits:</b>	<b>4</b>
<b>No. of Contact Hours:</b>	<b>108</b>
<b>Hours per Week:</b>	<b>6</b>
<b>Name of the Teacher:</b>	<b>PREENA K V</b>

### **COURSE OUTCOMES**

CO1: Understands accounting concepts and principles

CO2: Apply knowledge regarding concepts in the preparation of final accounts of sole traders

CO3: Understands the basic concepts of company, shares and share capital

CO4: Demonstrates skills in preparation of final accounts of companies

**Module I: Introduction To Accounting:** Meaning and Definition of Accounting, Objectives of Accounting, Accounting Cycle or Process, Branches of Accounting, Functions of Accounting, Users of Accounting, Limitations of Accounting and Generally Accepted Accounting Principles-Accounting Concepts, Principles and Conventions only. **(30 hours)**

**Module II: Final accounts of sole trading concern:** Preparation of Manufacturing, Trading and Profit and Loss Accounts and Balance Sheets with Adjustments for Outstanding and Prepaid Expenses, Accrued and Unearned incomes, Depreciation, Bad and Doubtful Debts and Closing Stock. **(30 hours)**

**Module III: Company accounts:** Meaning and Definition of Companies, Characteristics of Companies, Types of Companies, Meaning of Shares and Share Capital, Types of Shares, Accounting Entries for Issue of Shares for Cash, Forfeiture of Shares, and Re-issue of Shares.

**(25 Hours)**

**Module IV: Final accounts of companies:** Preparation of Balance Sheet and Statement of Profit and Loss Accounts, Corporate Dividend Tax (CDT), Internal and External Reconstruction-Amalgamation, Merger and Acquisition (Theory Only). **(33 Hours)**

### **Reference**

Advanced accounting : SP Jain and KL Narang

Advanced Accounting :Shukla, Grewal

Advanced Accounting: SN Maheswary

Advanced Accounting: BS Raman

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-07-2022 To 08-07-2022	1	Meaning and Definition of Accounting
		2	Objectives of Accounting
		3	Cycle or Process
		4	Accounting, Branches of Accounting
		5	Functions of Accounting
		6	Golden Rule of Accounting
	11-07-2022 To 15-07-2022	7	<b>Unit Test</b>
		8	Limitations of Accounting
		9	Generally Accepted Accounting Principles
		10	Users of Accounting
		11	Accounting Concepts
		12	Principles and Conventions only.
3	18-07-2022 To 22-07-2022	13	Nominal Accounts
		14	Final accounts of sole trading concern
		15	Trading and Profit and Loss Accounts
		16	Balance Sheets
		17	Adjustments for Outstanding and Prepaid Expenses
		18	Accrued and Unearned incomes
4	25-07-2022 To 29-07-2022	19	Direct expenses and indirect expenses
		20	Depreciation
		21	Bad and Doubtful Debts
		22	Closing Stock
		28 July	Karkidaka Vav
		23	Problems
		24	Problems
5	01-08-2022 To 05-08-2022	25	Problems
		26	Problems
		27	Problems
		28	Problems
		29	Problems
		30	<b>Unit test</b>
6	08-08-2022 To	08 August	Muharam
		31	Company accounts
		32	Meaning and Definition of Companies,

No of Weeks	Dates	Session	Topic
	12-08-2022	33	Characteristics of Companies
		34	Types of Companies
		35	Problems
7	15-08-2022 To 19-08-2022	15 August	Independence Day
		36	Meaning of Shares and Share Capital
		37	Types of Shares
		18 August	Sree Krishna Jayanthi
		38	Accounting Entries for Issue of Shares for Cash
		39	Problems
8	22-08-2022 To 26-08-2022	40	I internal Examination
		41	I internal Examination
		42	I internal Examination
		43	I internal Examination
		44	I internal Examination
		45	Problems
9	29-08-2022 To 02-09-2022	46	Forfeiture of Shares
		47	Re-issue of Shares
		48	Problems
		49	Problems
		50	Problems
		51	Problems
10	05-09-2022 To 09-09-2022	05 September	ONAM VACATION
		06 September	ONAM VACATION
		07 September	ONAM VACATION
		08 September	ONAM VACATION
		09 September	ONAM VACATION
11	12-09-2022 To 16-09-2022	52	Problems
		53	Problems
		54	Problems
		55	Problems
		56	Problems
		57	Problems
12	19-09-2022  To	58	Problems
		59	Problems
		21 September	Sree Narayana Guru Samadhi
		60	Final accounts of companies
		61	Preparation of Balance Sheet

No of Weeks	Dates	Session	Topic
	23-09-2022	63	Problems
13	26-09-2022 To 30-09-2022	64	Statement of Profit and Loss Accounts
		65	Corporate Dividend Tax (CDT),
		66	Internal and External Reconstruction
		67	Amalgamation
		68	Merger and Acquisition
		69	Problems
14	03-10-2022 To 07-10-2022	70	Problems
		04 October	<b>Mahanavami</b>
		05 October	<b>Vijayadasami</b>
		71	Problems
		72	Problems
		73	Problems
15	10-10-2022 To 14-10-2022	74	Problems
		75	Problems
		76	<b>Unit test</b>
		77	Problems
		78	Problems
		79	Problems
16	17-10-2022 To 21-10-2022	80	Problems
		81	Problems
		82	Problems
		83	Problems
		84	<b>Unit Test</b>
17	24-10-2022 To 28-10-2022	24 October	<b>Deepavali</b>
		85	<b>II Internal Examination</b>
		86	<b>II Internal Examination</b>
		87	<b>II Internal Examination</b>
		88	<b>II Internal Examination</b>
		89	Problems
18	31-0-2022 To 04-11-2022	90	Problems
		91	<b>II Internal Examination</b>
		92	Problems
		93	<b>Unit test</b>
		94	Seminar
		95	Seminar
19		96	<b>Unit Test</b>
		97	Seminar

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<b>Subject Code:</b>	<b>3B05BBA</b>
<b>Subject Name:</b>	<b>MARKETING 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 the Teacher:</b>	<b>SUNITHA K S</b>

### **COURSE OUTCOME**

**CO1:** Develop knowledge on the concept modern marketing, marketing environment, marketing mix, market segmentation and target marketing.

**CO2:** Enhance knowledge on product decision, product mix, product life cycle, pricing strategies and price discrimination

**CO3:** Apply the concept of market promotion, market promotion mix and sales promotion techniques in real business situations.

**CO4:** Understand the new market realities, direct marketing, online marketing and customer relationship marketing.

**CO5:** Identify the key characteristics of customer relationship marketing and common draw back.

**CO6:** Develop idea on branding and strategies of branding.

**CO7:** Acquire skill in preparing advertisement copy very effectively.

### **Module I:**

**Introduction to Modern Marketing:** Definition-Nature and Importance of marketing, evolution of marketing, Marketing environment; Macro and Micro environment, important marketing concepts-selling and marketing-Marketing mix, consumer behaviour, market segmentation; bases for market segmentation; Target Market ;Branding - definition, importance , branding strategies and packaging.

### **Module II:**

**Product Decision:** Concept of product; Product Dimension; Concept of product mix, Product line and Product Items; Product mix Dimensions; New product concept and reasons of failure of the new product; Product Life cycle- Concept of pricing;



significance of price in marketing; Pricing objectives; Factors affecting price; discounts and rebates; pricing strategies; price discrimination.

### **Module III:**

**Market Promotion :** Concept of market promotion; Objectives of Market Promotion; Elements of Market Promotion mix: advertising, personal selling , sales promotion, publicity and public relations; Advertising : functions of advertising; advertisement copy, advertising media; types of advertising media; characteristics of effective media ; ethical aspects of advertising; Personal selling : Concept, Features and Significance; Difference between advertising and personal selling ; functions of a salesman; characteristics of a good salesman; Distribution decision: Physical distribution; channel of distribution; Types of channel distribution; Sales promotion: sales promotion schemes; sample; coupon; price off; premium plan; trade fairs and exhibitions.

### **Module IV:**

**New Marketing Realities:** Direct marketing and online marketing: Concept of Direct and online Marketing; Activities; Benefits and limitations; Green Marketing: Concepts; Need and Importance; Green Marketing efforts and managerial Implications; Customer Relationship Marketing (CRM): Concept and importance; Components of CRM Programme; Concept of e-CRM; Common draw backs of CRM Programme.

### **References:**

1. Philip Kotler, Marketing Management- Prentice Hall
2. Stanton, Etzel and Walker, Marketing Management-McGraw Hill
3. R. Saxena, Marketing Management- Tata McGraw Hill
4. Majumdar, Marketing Research
5. Marketing Management: RSN Pillai and Bagavathy
6. Marketing Management: SP Bansal

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-07-2022 To 08-07-2022	1	Introduction to Marketing
		2	Definition
		3	Nature, and importance
		4	Evolution
		5	Marketing Environment
2	11-07-2022 To 15-07-2022	6	Micro Environment
		7	Macro Environment
		8	Important marketing concept
		9	Selling and Marketing
		10	Marketing Mix
3	18-07-2022 To 22-07-2022	11	Marketing Mix
		12	Consumer Behavior
		13	Consumer Behavior
		14	Market segmentation
		15	Market segmentation
4	25-07-2022 To 29-07-2022	16	Basis of market segmentation
		17	Target Market
		18	Branding
		28 July	Karkidaka Vav
		19	Branding Strategies
5	01-08-2022 To 05-08-2022	20	Packaging
		21	Class Test
		22	Product decisions
		23	Concept of Product
		24	Product Dimension
6	08-08-2022 To 12-08-2022	08 August	Muharam
		25	Concept of Product Mix
		26	Product line and Product items
		27	Product mix dimensions
		28	New product concept and reason for failure of new product
7	15-08-2022	15 August	Independence Day
		29	Product Life cycle

No of Weeks	Dates	Session	Topic
	To 19-08-2022	30	Concept of pricing
		18 August	Sree Krishna Jayanthi
		31	Significance of pricing
8	22-08-2022 To 26-08-2022	32	I internal Examination
		33	I internal Examination
		34	I internal Examination
		35	I internal Examination
		36	I internal Examination
9	29-08-2022 To 02-09-2022	37	Factors affecting pricing
		38	Discounts and rebates
		39	Price discrimination
		40	Class test
		41	Market promotion
10	05-09-2022 To 09-09-2022	05 September	ONAM VACATION
		06 September	ONAM VACATION
		07 September	ONAM VACATION
		08 September	ONAM VACATION
		09 September	ONAM VACATION
11	12-09-2022 To 16-09-2022	42	Objectives
		43	Elements
		44	Advertising
		45	Advertising
		46	Advertising
12	19-09-2022 To 23-09-2022	47	Personal selling
		48	Personal selling
		21 September	Sree Narayana Guru Samadhi
		49	Functions of a good sales man
		50	Physical Distribution
13	26-09-2022 To 30-09-2022	51	Channels of distribution
		52	Types of channel distribution
		53	Sales promotion
		54	Sales promotion schemes
		55	Sample, coupon, price off, premium plan,
14	03-10-2022 To 07-10-2022	56	Trade fairs, exhibition
		04 October	Mahanavami
		05 October	Vijayadasami
		57	New Marketing Realities

No of Weeks	Dates	Session	Topic
		58	Direct marketing
15	10-10-2022 To 14-10-2022	59	Online marketing
		60	Activities
		61	Benefits
		62	Limitations
		63	Green Marketing
16	17-10-2022 To 21-10-2022	64	Green Marketing
		65	Green Marketing efforts and managerial implications
		66	Customer relationship marketing
		67	Customer relationship marketing
		68	Components of CRM program
17	24-10-2022 To 28-10-2022	24 October	Deepavali
		69	II Internal Examination
		70	II Internal Examination
		71	II Internal Examination
		72	II Internal Examination
18	31-0-2022 To 04-11-2022	73	Concept of e-CRM
		74	common drawbacks of e CRM program
		75	Class test
		76	Seminar
		77	Seminar
19	07-11-2022 To 11-11-2022	78	Seminar
		79	Seminar
		80	Question Paper Discussion
		81	Question paper discussion
		82	Question paper discussion
20	14-11-2022 To 18-11-2022	83	III Semester University Examination
		84	III Semester University Examination
		85	III Semester University Examination
		86	III Semester University Examination
		87	III Semester University Examination
		88	III Semester University Examination
21	21-11-2022 To 25-12-2022	89	III Semester University Examination
		90	III Semester University Examination
			Seminar
			Seminar
			Revision
			Revision

<b>Subject Code:</b>	<b>3A11BBA</b>
<b>Subject Name:</b>	<b>NUMERICAL SKILLS</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 the Teacher:</b>	<b>REMYA RAJ</b>

## SYLLABUS

### Module I:

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

### Module II:

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

### Module III:

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

### Module IV:

**Progression**: Arithmetic progressions finding the nth 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	04-07-2022 To 08-07-2022	1	Real And Imaginary Number- Rational And Irrational Number
		2	Set Theory-Definition Of A Set, Methods Of Describing A Set, Types Of Sets,
		3	Examples Of Set ,Subset, Supersets, Proper Subsets,
		4	Power Set, Universal Set, Disjoint Sets
		5	Set Operations-Union, Intersection,
2	11-07-2022 To 15-07-2022	6	Difference, Compliment Of A Set ,Important Laws Of Set Operation,
		7	Problems Based On Set Operations ,Venn Diagrams-
		8	Simple Application Of Venn Diagrams ,Elements Of Coordinate System,
		9	Problems
		10	Revision
3	18-07-2022 To 22-07-2022	11	Class Test
		12	Matrices, Basic Terms
		13	Fundamental Ideas About Matrices And Their Operational Rules
		14	Addition And Subtraction Of Matrices -Problems
		15	Problems
4	25-07-2022 To 29-07-2022	16	Matrix Multiplication Problems
		17	Problems Related To Matrix Operation
		18	Problems
		28 July	Karkidaka Vav
		19	Inverse Of A Matix-Problems
5	01-08-2022 To 05-08-2022	20	Problems, Class Test
		21	Problems
		22	Class Test
		23	Equations-Meaning, Types Of Equations - Simple Linear And Simultaneous Equations (Only Two Variables)Problems
		24	Simultaneous Equations (Only Two Variables)-Problems
6	08-08-2022 To	08 August	Muharam
		25	Problems
		26	Simple Linear Equations –Problems

No of Weeks	Dates	Session	Topic
	12-08-2022	27	Problems
		28	Quadratic Equation Factorization Method-Problems
7	15-08-2022 To 19-08-2022	15 August	Independence Day
		29	Problems
		30	Problems
		18 August	Sree Krishna Jayanthi
		31	Formula method-problems.
8	22-08-2022 To 26-08-2022	32	I internal Examination
		33	I internal Examination
		34	I internal Examination
		35	I internal Examination
		36	I internal Examination
9	29-08-2022 To 02-09-2022	37	Problems
		38	More Problems On Quadratic Equations
		39	Problems On Business Applications
		40	Problems,
		41	Average, Problems
10	05-09-2022 To 09-09-2022	05 September	ONAM VACATION
		06 September	ONAM VACATION
		07 September	ONAM VACATION
		08 September	ONAM VACATION
		09 September	ONAM VACATION
11	12-09-2022 To 16-09-2022	42	Problems,
		43	Mixtures, Problems
		44	Problems,
		45	Ratios , Definition, Problems
		46	Problems
12	19-09-2022 To 23-09-2022	47	Problems
		48	Proportion,Problems
		21 September	Sree Narayana Guru Samadhi
		49	Problems
		50	Class test
13	26-09-2022 To 30-09-2022	51	Effective Yield-Problems Present Value –Definition, Problems-
		52	Future Value-Problems
		53	Problems,
		54	Amortization – Definition, Problems
		55	Problems,

No of Weeks	Dates	Session	Topic
14	03-10-2022 To 07-10-2022	56	Depreciation, Definition, Problems
		04 October	Mahanavami
		05 October	Vijayadasami
		57	Problems
		58	Problems, Continuous Compounding, Problems
15	10-10-2022 To 14-10-2022	59	Problems,
		60	Sum To N Terms Of AP, Problems
		61	Problems
		62	, Problems
		63	Insertion Of Arithmetic Means In Given Terms Of AP And Representation Of AP, Problems
16	17-10-2022 To 21-10-2022	64	Insertion Of Gms In Given GP And Also Representation Of GP
		65	Problems
		66	Geometric Progression. Finding The Nth Term Of GP
		67	Problems
		68	Problems,
17	24-10-2022 To 28-10-2022	24 October	Deepavali
		69	II Internal Examination
		70	II Internal Examination
		71	II Internal Examination
		72	II Internal Examination
18	31-0-2022 To 04-11-2022	73	Sum Of N Terms Of A GP, Problems
		74	Problems
		75	Problems
		76	Problems
		77	Mathematics Of Finance Simple And Compound Interest
19	07-11-2022 To 11-11-2022	78	Problems
		79	Revision
		80	Revision
		81	University Question Paper Discussion
		82	University Question Paper Discussion
20	14-11-2022 To 18-11-2022	83	III Semester University Examination
		84	III Semester University Examination
		85	III Semester University Examination
		86	III Semester University Examination
		87	III Semester University Examination



No of Weeks	Dates	Session	Topic
		88	III Semester University Examination
21	21-11-2022 To 25-12-2022	89	III Semester University Examination
		90	III Semester University Examination
			III Semester University Examination
			III Semester University Examination
			III Semester University Examination
			III Semester University Examination

<b>Subject Code:</b>	<b>3A12BBA</b>
<b>Subject Name:</b>	<b>PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS</b>
<b>No. of Credits:</b>	<b>3</b>
<b>No. of Contact Hours:</b>	<b>4</b>
<b>Hours per Week:</b>	<b>72</b>
<b>Name of the Teacher:</b>	<b>ATHIRA P</b>

## **PERSONALITY DEVELOPMENT AND COMMUNICATION SKILLS**

### **COURSE OUTCOMES**

**CO1:** Understand the ‘self’ through analysis of one’s own strengths, weaknesses, opportunities and threats to face the challenging and competitive world.

**CO2:** Set new goals specific, measurable, achievable, realisable and time-bounded to reshape the personality and identify the shortcomings to be corrected.

**CO3:** Develop inter personal skills and problem-solving skills.

**CO4:** Understand the role of body language in effective communication.

**CO5:** Critically evaluate the need for stress management and experience the essence of different techniques in reducing stress.

**CO6:** Perform effectively the assigned work to the fullest satisfaction; with utmost concentration and self-motivation to achieve success in near future.

### **Module I:**

**Introduction to Personality Development:** Definition of Personality- Human Growth and Behaviour- Importance of Personality Development- Techniques in Personality development a) Self-confidence through SWOC b) Mnemonics c) SMART Goal setting d) Time Management and effective planning. **(15 Hrs)**

### **Module II:**

**Communication Skills:** a) Intra personal communication and types of Body Language b) Inter personal Communication and Relationships c) Leadership Skills d) Team Building and public speaking, Written communication- Basics of Letter writing, memorandum, notice, email, and report writing- Resume writing. **(20 Hrs)**

### **Module III:**

**Etiquettes and Manners:** Social etiquettes, phone etiquettes, Customer interaction etiquette, Dining- Business etiquettes- Professional etiquette tips- Boss Management. **(12 Hrs )**

### **Module IV:**

**Presentation skills:** How to face an Interview? - Preparations before, during and after interview, DO's and Don'ts for interviewee- Group Discussions- problem solving, Creativity and Leadership skills. **(10 Hrs)**

### **Module V:**

**Stress Management:** Concentration and Relaxation exercises: Yoga, Meditation- Need for Work Life Balance- Role of Emotional Intelligence and Spiritual Intelligence in Self-Acceptance and Self-Growth. **(15 Hrs)**

### **References**

1. Personality Development and Communication Skills by S.S. Narula; reprinted 2013.
2. Communicating at Work – Principles and Practices for Business and the Professions by Adler, The McGraw Hill Company, 9th Edition
3. Business Communication and Personality Development by Biswajit Das & Ipseeta Satpathy, The Excel Publications, 1st Edition
4. Developing Soft Skills by Robert M. Sherfield, Rhonda J., Patricia J. Moodi; Cornerstone Publications.
5. “The Art of Stress-Free Living” by Sri Sri Ravi Shankar. 5. Winning at Interviews by Edger Thorpe, Showik Thorpe; Pearson Publications, 1st Edition.
6. “How to stop worrying and start living” by Dale Carnegie.
7. Complete Guide to Relieving Stress and Living A Peaceful Life - 2015 Edition by Jen Steifer.

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-07-2022 To 08-07-2022	1	<b>I-Introduction to Personality Development:</b> Definition
		2	Human Growth and Behaviour
		3	Importance of Personality Development-
		4	Techniques in Personality development a) Self-confidence through SWOC
2	11-07-2022 To 15-07-2022	5	Mnemonics
		6	SMART Goal setting
		7	Time Management and effective planning
		8	<b>Unit Test 1</b>
3	18-07-2022 To 22-07-2022	9	<b>II- Communication Skills</b>
		10	Intra personal communication
		11	Types of Body Language
		12	Inter personal Communication and Relationships
4	25-07-2022 To 29-07-2022	13	Leadership Skills
		14	Team Building
		15	Public speaking
		28 July	Karkidaka Vav
		16	Written communication
5	01-08-2022 To 05-08-2022	17	Forms of Written Communication - Letter writing
		18	Memorandum
		19	Notice
		20	Email
6	08-08-2022 To 12-08-2022	08 August	Muharam
		21	Report writing
		22	Resume writing
		23	<b>Unit Test 2</b>
		24	<b>III- Etiquettes and Manners</b>
7	15-08-2022 To 19-08-2022	15 August	Independence Day
		25	Social etiquettes
		26	Phone etiquettes
		18 August	Sree Krishna Jayanthi
		27	Customer interaction etiquette

No of Weeks	Dates	Session	Topic
8	22-08-2022 To 26-08-2022	28	I internal Examination
		29	I internal Examination
		30	I internal Examination
		31	I internal Examination
		32	I internal Examination
9	29-08-2022 To 02-09-2022	33	Professional etiquette tips
		34	Boss Management
		35	Unit Test 3
		36	IV - Presentation skills
10	05-09-2022 To 09-09-2022	05 September	ONAM VACATION
		06 September	ONAM VACATION
		07 September	ONAM VACATION
		08 September	ONAM VACATION
		09 September	ONAM VACATION
11	12-09-2022 To 16-09-2022	37	Interview and its types
		38	How to face an Interview?
		39	Preparations before, during and after interview,
		40	Preparations before, during and after interview,
12	19-09-2022 To 23-09-2022	41	Preparations before, during and after interview,
		42	DO's and Dont's for interviewee
		21 September	Sree Narayana Guru Samadhi
		43	Group Discussions
		44	Problem solving
13	26-09-2022 To 30-09-2022	45	Creativity and Leadership skills.
		46	Unit Test 4
		47	V- Stress Management
		48	Types of stress
14	03-10-2022 To 07-10-2022	49	Causes of stress
		04 October	Mahanavami
		05 October	Vijayadasami
		50	Concentration and Relaxation exercises: Yoga
		51	Meditation
15	10-10-2022 To 14-10-2022	52	Work Life Balance
		53	Need for Work Life Balance
		54	Emotional Intelligence
		55	Role of Emotional Intelligence
16	17-10-2022	56	Spiritual Intelligence - Self-Acceptance Self Growth.
		57	Letter writing practical

No of Weeks	Dates	Session	Topic
	To 21-10-2022	58	Seminar by students
		59	Seminar by students
17	24-10-2022 To 28-10-2022	24 October	Deepavali
		60	II Internal Examination
		61	II Internal Examination
		62	II Internal Examination
		63	II Internal Examination
18	31-0-2022 To 04-11-2022	64	Resume writing practical
		65	Unit Test 5
		66	Old Question Paper Discussion
		67	Old Question Paper Discussion
19	07-11-2022 To 11-11-2022	68	Revision
		69	Revision
		70	Revision
		71	Revision
20	14-11-2022 To 18-11-2022	72	III Semester University Examination
			III Semester University Examination
			III Semester University Examination
			III Semester University Examination
			III Semester University Examination
			III Semester University Examination
21	21-11-2022 To 25-12-2022		III Semester University Examination
			III Semester University Examination

<b>Subject Code:</b>	<b>3CO4BBA</b>
<b>Subject Name:</b>	<b>Legal Aspects of Business</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 the Teacher:</b>	<b>Sapna John</b>

### **Syllabus**

**Module I:** Indian Contract Act ,1872: Law of contract, Definition of contract, Basic concepts of contract- Valid contract, Void, voidable and illegal contract, offer, acceptance, consideration, capacity of parties to contract, free consent- coercion, undue influence, misrepresentation, fraud - breach of contract – remedies of breach of contract. (20 Hours)

**Module II:** Companies Act: Definition of Company, essential features of company, Types of companies - Private Limited Company and Public limited company- Companies Act 2013 (Amendments), Important documents: Memorandum and Articles of Association, Prospectus- Promotion and Incorporation of company- Steps in the formation of company-Share capital of company- Shares, Debentures and its classification. (25 Hours)

**Module III:** The Sale of Goods Act: Sale of goods Act- Formation of sale of contract- sale and agreement to sell-Implied conditions and warranties-Sale by non-owners-transfer of property title of goods- Rights of unpaid seller-Remedies for breach of Contract of Sale of goods- Goods and service Tax- Basic concepts- Challenges and opportunities-Applicability of CGST and SGST. (25 Hours)

**Module IV:** Consumer Protection Act: Objectives of the Act-Rights of a Consumer- Consumer Protection Council- Central council and State Council -Dispute Redressal Agencies –District forum, State Commission and National Commission-Filing of complaints- Procedure of Filing Complaint. (20 Hours)

#### References

1. Kapoor. N.D, Business Law, Sulthan Chand Publication
2. Tulsian. P.C, Business Laws, Tata McGraw-Hill Publishing Co. Ltd
3. Kuchal. M.C, Business Law
4. Sharma. S.C, Business Laws, International Publishers, Bengaluru

## TEACHING SCHEDULE

No of Weeks	Dates	Session	Topic
1	04-07-2022 To 08-07-2022	1	Law: Meaning and definition
		2	Contract: Meaning and definition
		3	Nature of the contract
		4	Types of contracts
		5	Offer: Meaning and definition
2	11-07-2022 To 15-07-2022	6	Essentials
		7	Acceptance
		8	Essentials
		9	Consideration
		10	Definition and essentials
3	18-07-2022 To 22-07-2022	11	Stranger to contract
		12	Contracts without consideration
		13	Capacity of parties
		14	Position of minor
		15	Persons of unsound mind
4	25-07-2022 To 29-07-2022	16	Persons disqualified by law
		17	Free consent
		18	Coercion
		28 July	Karkidaka Vav
		19	Undue influence
5	01-08-2022 To 05-08-2022	20	Fraud
		21	Misrepresentation
		22	Mistake
		23	Breach of contract and remedies
		24	Rescission of contract
6	08-08-2022 To 12-08-2022	08 August	Muharam
		25	Suit for damages
		26	Suit upon quantum meruit
		27	Suit for specific performance
		28	Injunction
7	15-08-2022 To 19-08-2022	15 August	Independence Day
		29	Revision
		30	Revision
		18 August	Sree Krishna Jayanthi
		31	Class Test



No of Weeks	Dates	Session	Topic
8	22-08-2022 To 26-08-2022	32	I internal Examination
		33	I internal Examination
		34	I internal Examination
		35	I internal Examination
		36	I internal Examination
9	29-08-2022 To 02-09-2022	37	Definition of company
		38	Features
		39	Types of companies
		40	Public company and private company-Differences
		41	Privileges of a private company
10	05-09-2022 To 09-09-2022	05 September	ONAM VACATION
		06 September	ONAM VACATION
		07 September	ONAM VACATION
		08 September	ONAM VACATION
		09 September	ONAM VACATION
11	12-09-2022 To 16-09-2022	42	Formation of a company
		43	Promotion
		44	Incorporation
		45	Raising of capital
		46	Commencement of business
12	19-09-2022 To 23-09-2022	47	Important documents
		48	Memorandum of association
		21 September	Sree Narayana Guru Samadhi
		49	Contents
		50	Alteration of MA
13	26-09-2022 To 30-09-2022	51	Articles of association
		52	Contents
		53	Differences
		54	Doctrine of ultra-vires
		55	Alteration of Articles
14	03-10-2022 To 07-10-2022	56	Restriction on alteration
		04 October	Mahanavami
		05 October	Vijayadasami
		57	Constructive notice
		58	Indoor management
15	10-10-2022	59	Lifting corporate veil
		60	Class Test

No of Weeks	Dates	Session	Topic
	To 14-10-2022	61	Prospectus
		62	Types of prospectus
		63	Rules regarding prospectus
16	17-10-2022 To 21-10-2022	64	Misstatement in prospectus
		65	Shares, Types of shares
		66	Debentures , Types of Debentures
		67	Sale of goods Act
		68	Essentials
17	24-10-2022 To 28-10-2022	24 October	Deepavali
		69	II Internal Examination
		70	II Internal Examination
		71	II Internal Examination
		72	II Internal Examination
18	31-0-2022 To 04-11-2022	73	Sale and agreement to sell
		74	Conditions
		75	Warranties
		76	Sale by non- owners
		77	Rights of unpaid seller
19	07-11-2022 To 11-11-2022	78	GST
		79	Consumer Protection Act
		80	Consumer protection council
		81	Dispute redressal agencies
		82	Revision
20	14-11-2022 To 18-11-2022	83	III Semester University Examination
		84	III Semester University Examination
		85	III Semester University Examination
		86	III Semester University Examination
		87	III Semester University Examination
		88	III Semester University Examination
21	21-11-2022 To 25-12-2022	89	III Semester University Examination
		90	III Semester University Examination