



Bharatiya Vidya  
**Bhavan**

**Bhavan's Vivekananda College**  
**Department of Management Studies**  
**Subject: Management Science (BBA III Year Paper: 3.5)**  
**Academic Organizer 2015-2016**

Month & classes	Topic	No of classes required
<b>June</b> (13)	<b>Unit: I</b> -Definition of Operations Management.	2
	Role of OM in total Management System.	2
	Interface between Operational Management & other functional areas	3
	Process Technologies-Types	2
	Characteristics of process technologies	4
<b>July</b> (7) (17)	<b>Unit: I</b> -Interrelationship between product and process life cycle	3
	PPC and functions of PPC	3
	Product sequencing(Job sequencing-problems on "n" jobs and 2 machine and 3 machine)	7
	Plant layout and types of lay out	2
	Plant location-factors influencing plant location	2
<b>August</b> (11)	<b>Unit:III</b> -Decision Theory-Decision making situations	2
	Decision making under uncertainty-criteria	
	Pessimism, realism, optimum, equi-probable, regret criteria (problems)	6
<b>September</b> (17)	Decision making under risk-criteria -EMV(problems)	3
	EOL& EVPI (problems)	7
	Operations Research-Introduction, Definition, objectives & limitations	5
<b>October</b> (7)	LPP-Formulation OF LPP(problems)	5
	Graphical solution to LPP(problems)	5
<b>November</b> (15)	Exceptional cases	2
	<b>Unit:IV</b> -Transportation Problems-IBFS	2
	NWCR, LCEM, Matrix minima, VAM methods(problems)	4
	Unbalance TP& Degeneracy in initial stages	2
	Assignment Problem-Solution by Hungarian Method -Problems	5
<b>December</b> (14)	Unbalanced and restricted AP(concept)	2
	<b>Unit:V</b> -Network fundamentals-network diagrams Fulkerson's rule	2
	CPM-Determination of ES,EF in forward pass, LS,LF in backward pass, calculation of total slack, determination of critical path(Problems)	5
	Time and cost trade off-crashing concept	1
	PERT-Beta distribution, probabilistic models, Calculation of expected time and variance.	4
	Difference between PERT & CPM	
<b>January</b> (6)	Revision of all units problems	6
<b>Total</b>		<b>100</b>

S. Lalitha  
30/7/2015



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Sainikpuri, Secunderabad - 94  
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**BBA III YEAR Business & Corporate law (2015-16)**

Month & No. of classes per month	Topic	Classes
August (3)	<b>Unit 1- Law of Contract &amp; special contracts</b> Definition of Contract and Agreement – Classification of Contracts .Essential elements of a valid Contract – Offer – Acceptance	1 1 1
September (17)	Consideration - Capacity to Contract - Free consent, void contracts– Legality of Object - Performance of Contract – Remedies for breach of Contract - Quasi Contracts. Salient features of Contract of Agency, Bailment and Pledge, Indemnity and Guarantee. <b>Unit 2</b> Partnership act	4 3 3 2 2 3
October (8)	Sale of Goods Act – Distinction between Sale and agreement to sell -Conditions and Warranties. Negotiable Instruments Act – Definition and Characteristics of a Negotiable Instrument – Definitions, Essential elements. Distinctions between Promissory Note, Bill of Exchange, and Cheques - Types of crossing.	3 4 1
November (18)	<b>Unit-3</b> Definition of company – Characteristics - Classification of Companies- Formation of Company - Memorandum and Articles of Association – Prospectus - Share holders meetings - Board meetings - Law relating to meetings and proceedings- Company - Management - Qualifications, Appointment, Powers, and legal position of Directors - Board - M.D and Chairman - Their powers. Companies Act 2013- CSR.	3 3 4 4 2 3
December (20)	<b>Unit-4</b> Introduction to consumer protection law in India - Consumer councils .Redressal machinery - Rights of consumers - Consumer awareness. IPR- Definition, types, Importance of IPR, Intellectual property protection and enforcement. Arbitration & conciliation	4 4 5 4
January (16)	<b>Unit-5</b> Pollution Control Law - Air, water, and environment pollution control, Role of public awareness. Right to information act-2005.Competetion law	7 5 4

**ORGANISER - MANAGEMENT ACCOUNTING 2015-16**

MONTH	TOPIC	NO. OF CLASS ES	TOTAL NO. OF CLASSES
JUNE (13)	<b><u>UNIT1: COST ACCOUNTING</u></b> Cost acct. definition Objectives, functions Significance, merits and demerits Classification and elements of cost Cost sheet (with problems)	1 2 3 2 5	13
JULY (17)	Cost estimation, ascertainment, allocation and apportionment Cost reduction, control, cost unit and centre  <b><u>UNIT2: MANAGEMENT ACCOUNTING</u></b> Definition, nature , scope, objectives and functions Need, importance, Tools and techniques Advantages and limitations Methods and systems of costing Comparison of management , financial and cost accounting	2 2  3 2 2 3 3	17
AUGUST (11)	<b><u>UNIT 3: RATIO ANALYSIS</u></b> Introduction, classification of ratios Advantages and limitations Liquidity ratios Leverage ratios	2 2 4 3	11
SEPTEMBER (17)	Leverage ratios Turnover ratios Profitability ratios Practical analysis of ratios Revision  <b><u>UNIT4: MARGINAL COSTING</u></b> Definition of marginal and absorption costing, differences Income determination under marginal and absorption costing(theory)	1 4 4 3 1  3  1	17
OCTOBER (7)	Income determination under marginal and absorption costing (problems)	3	7

*H. V. Sivasubramanian*

**ORGANISER - MANAGEMENT ACCOUNTING 2015-16**

	Marginal cost equation & CVP analysis, P/V ratio	4	
NOVEMBER R (15)	Break-even point (problems & charts)	3	15
	Merits, advantages and limitations of marginal costing	1	
	Special cases of marginal costing (practical applications)	6	
	<b><u>UNIT 5: BUDGETING AND VARIANCE ANALYSIS</u></b>		
	Budget, types, objectives and essentials Budget control system, budget centre.	3	
Forecasting v/s budgeting, merits and demerits	2		
DECEMBER R (14)	Standard costing and types	1	14
	Differences between standards and budget	1	
	Differences between standards and estimated costs	1	
	Steps involved in budgeting and advantages	2	
	Problems	4	
	Variance analysis – introduction ,scope, application	2	
	Problems on variance analysis	3	
JANUARY (6)	Problems on variance analysis	3	6
	Revision	3	
100	<b>Total no. of classes</b>	<b>100</b>	<b>100</b>

*T. V. Sivasubramanian*



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**Department of Management Studies**  
**BBA III year (2015-16) Business Environment**

<u>No. of classes</u>	<u>Subject Details</u>	<u>Stipulated classes</u>	<u>Remarks</u>
JUNE (13)	<b><u>Unit : 1 Business Environemnt and Analysis</u></b> Introduction of business environment – definition, features – 2 nature, scope and objectives – 2, Factors (Micro and Macro) – 4, Economic growth & Economic development – 4, National Income – Def, concepts, Measurements, Estiamtes - 1	13	
JULY(17)	Measurements, Estiamtes – 2 Recent Trends in the growth of natinal income and its components- 2 <b><u>Unit : 2 Structure of Indian Industrial Sector</u></b> Phases of industrialization – 2, Role of Publicsector in Indian economy – 3, Private sector - 3, Joint sector – 3 Model of PPP- 2,	17	
AUGUST(11)	MSME – 3, MNC in Indian economy – 3 <b><u>Unit : 3 Economic policies of India</u></b> Role of Public policies- 3, Economic policy- 3,	11	
SEPTEMBER(17)	Economic policy – 1, New Economic policy – 3, Monetary policy -4 , Industrial & Licensing policies- 6, policy on Foreign investment – 3,	17	
OCTOBER(7)	Policy on foreign trade -3 <b><u>Unit : 4 LPG in Indian Economy</u></b> Concept of LPG in India - 1 Globalisation and role of WTO – 2, Regional Trading Blocks- concept, types , Features and Agreeemets with india- 1	7	
NOVEMBER(15)	Regional Trading Blocks- concept, types , Features and Agreeemets with india- 4, India's Foreign trade and Agreements – 3 Disinvestment- concept, def, features, policy- 3, disinvestment of public sector-3 <b><u>Unit :5 Tax Environment, Economic Survey and Union Budget</u></b> Fiscal policy – 2	15	
DECEMBER(14)	Fiscal policy – 1 , Direct taxes –4, Indirect taxes -4 Value Added Tax -3 Current Years Economic Survey – 2	14	
JANUARY(6)	Economic Survey – 2, Union Budget – 4	6	

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16/6/2015

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**BBA III year (2015-16) (Elective – 1 ) Financial services**

<u>No. of classes</u>	<u>Subject Details</u>	<u>Stipulated classes</u>	<u>Remarks</u>
JUNE (13)	<b><u>Unit : 1 Introduction to financial services</u></b> Concept of Indian Financial system, components – 3, concept of Financial services-scope-3, innovative financial instruments -2, reasons for the growth -1, Importance of Financial services -3, challenges -1	13	
JULY(17)	challenges -1 <b><u>Unit : 2 : primary and secondary securities market</u></b> New Issue market -2, structure and process of New issue management -4, book building process -2, Merchant banking – concept, origin – 1, functions- 3, Scenario in India-1, Secondary market- Concept and functions-2, Trading procedures-1	17	
AUGUST(11)	Trading procedures-3, Speculation – concept and types-2, Stock indices-2, Role of SEBI in regulation secondary market-2 Unit :3 – <b><u>Leasing &amp; Hire purchase</u></b> Leasing – concept , features-2,	11	
SEPTEMBER(17)	Types -4 Advantages-1, Tax and accounting concepts of leasing -3, Financial evaluation of leasing -2.Hirepurchahse – concept, features-2,Hirepurchase Vs Leasing -2, Advantages-1 Advantages of hire purchase -1 <b><u>Unit :4 – Credit Rating and Factoring</u></b> Credit rating –concept –functions-1	17	
OCTOBER(7)	<b><u>Unit :4 – Credit Rating and Factoring</u></b> Credit rating –concept –functions-1, origin and credit rating in india-2,benefits -2 Benefits to rated companies-1, credit rating agencies in india-1	7	
NOVEMBER(15)	credit rating agencies in india-4 SEBI guidelines -1 Methodology-1, <b><u>Factoring-</u></b> concept –functions-2 types of factoring - 4 <b><u>Unit :5- Mutual Funds and Venture Capital</u></b> Mutual Funds- concept – features- origin-3,	15	
DECEMBER(14)	types-4, importance-2, Risks involved -1, organization of the Fund-1,Facilities to investors-1, Net assets Value-1,Mutual fund scenario in india-1 Venture capital- concept – features-3,	14	
JANUARY(6)	Funding process- 3, Entry and Exit strategies-3	6	

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**Department of Management Studies**

**BBA-Third Year (2015-2016)**

**Subject: Leadership EI**

**Lesson plan**

Month	Total no. of classes	Unit	Topic	No. of classes	Remarks
June	13	I	Nature and Importance of Leadership- Leadership Effectiveness-Leadership roles-leadership Motives-Leadership as a process	6	Joined on 22 <sup>nd</sup> June
July	17	I	Measures of success and failure of Leadership-Effective Leadership behaviors-Ohio State and Michigan Leadership studies	17	
		II	Leadership styles- Participative Leadership-Nature and consequences of participative Leadership-Guidelines for Participative Leadership-delegation and empowerment of participative Leadership. Charismatic Leadership.		
August	11	II	Transformational Leadership-Attribution and self concept theory of charismatic Leadership-transformational leadership V/S Charismatic Leadership. Case Studies.	13	
		III	Leadership in Teams and decision Groups.		
September	17	III	Nature of Teams-Determinants of Teams-Effective Team characteristics and Team building-Performance leadership in different types of Teams-Individual Vs Group Vs Teams- Nature of Group-Group size-Developmental sizes of Group-group Roles-Group Norms-Group Cohesion -Case Studies	19	
October	7	IV	Contingency theories of leadership-Normative Decision Model-Situational Leadership Model	9	
November	15	IV	Contingency Model - The Path-Goal Theory -Gender and Leadership-Leadership in different cultures-Managing Diversity	15	
		V	Leadership Skills - Basic Leadership skills - Communication-Listening-Assertiveness		
December	14	V	Providing Constructive Feedback-Guidelines for Effective Stress Management-Building Technical Competence-Building Effective Relationships with superiors and peers-Setting Goals-Punishment-Conducting Meetings-Managing Conflict-Negotiation	14	
January	6	V	Problems solving- Improving Creativity-Building high Performance Team	7	
			<b>Total Classes</b>	<b>100</b>	

*V. Ashwin*



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**Investment Management (BBA III Year) 2015-16 – Finance Elective II**

Month	Particulars	No of Classes	Remarks
June (13)	Overview of the subject	2	
	Definition of Investment Management	1	
	Classification of assets	1	
	Types of financial assets	2	
	Real assets	1	
	Financial assets Vs real assets	1	
	Investment alternatives	2	
	Sources of investment information	1	
	Investment Vs Gambling Vs Speculation	2	
July (17)	Measurement of Risk and Return	6	
	Beat and its measurement	3	
	Fundamental Analysis	1	
	Economy Analysis	2	
	Industry Analysis	2	
	Company Analysis	2	
	Test	1	
August (11)	Valuation of common stock	1	
	Constant growth model	3	
	Two stage growth model	3	
	Earnings approach	2	
	Valuation of debt	2	
September (17)	Yield to Maturity	4	
	Yield to Call	4	
	Introduction to Technical analysis	1	
	Types of Charts	3	
	Chart Patterns	2	
	Efficient Market Hypothesis	2	
	Technical vs Fundamental Analysis	1	
October (7)	Introduction to Portfolio Management	2	
	Traditional Approach	2	
	Modern Approach	2	
	Optimal Portfolio	1	
November (15)	Markowitz model	2	
	Calculation of risk and return of portfolio – two securities	10	
		3	

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	Portfolio evaluation		
December (14)	Sharpe's Model	4	
	Treynor's Model	4	
	Jensen's Model	4	
	Sharpe Vs Treynor Vs Jensen	2	
January (6)	Revision and discussion of old question papers	6	

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Bhavan's Vivekananda College of Science,  
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BBA 2nd year lesson plan-2015-2016  
Subject: Fundamentals of Marketing

Month(No. of classes)	Name of the topic	No. of classes required	Remarks
June(13)	<u>Unit 1:</u> Introduction	2	
	Definitions of marketing concepts	11	
July(17)	Demand situations & tasks of marketing	2	
	Marketing research	3	
	Marketing mix, Market demand, Target market selection, product levels	12	
Aug(11)	Product mix, Branding	6	
	<u>Unit 2:</u> Macro and Micro marketing environment	5	
Sept(17)	<u>Unit 3:</u> Levels and bases for segmentation,	8	
	Channels of distribution	9	
Oct(7)	Promotion mix	4	
	<u>Unit 4:</u> Measures of market demand	3	
Nov (15)	Forecasting methods for current demand	7	
	Forecasting methods for future demand	8	
Dec (14)	<u>Unit 5:</u> Contents of a marketing plan	8	
	Importance of a marketing plan	6	
Jan (6)	Marketing control	4	
	Marketing Audit	2	

Total no. of classes required

100

*Y. Medhavi*

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**Department of Management Studies**

**BBA- Second Year (2015-2016)**

**Subject: Human Resource Management**

**Lesson plan**

Month	Total no. of classes	Unit	Topic	No. of classes	Remarks
June	13	I	Concept - Definition - Scope - Importance - Role and Functions of HRM- Personnel Management Vs HRM	6	Joined on 22 <sup>nd</sup> June
July	17	I II	Current and Future Challenges in HRM, Jobs and Careers in HRM. HRD - Concept - Scope - HRD - objectives - Future of HRD.  Procurement of Human Resources: Human Resource Planning - Meaning and Definition of Human Resource Planning (HRP)- Steps in HRP - HRP Objectives - Benefits - Functions- Process - HRP Forecasting Techniques - Practices - Barriers to HRP.	17	
August	11	II	Job Analysis and Design - Job Description - Job Specification - Uses of Job Analysis - Recruitment - Sources of Recruitment- Selection Process - Test - Placement - Induction and Socialization- Workplace Adjustment - Promotion - Demotion - Transfer - Separation - Mentoring and Counseling	13	
September	17	III	Career Planning and Development - Concepts of Career Planning - Career Stages - Career Planning Process. Training and Development - Concepts and Importance - Assessing Training Needs- Methods - On the Job and Off the Job Training Evaluating Training Effectiveness. Performance Appraisal - Concept - Appraisal Methods - Traditional and Modern Methods - Problems in Appraisal.	19	
October	7	IV	Compensation and Benefits - Compensation Philosophy - Objectives - Function - Administration - Issues - Policy - Pay Determinants - Using Pay to Motivate Employees - Compensation Structure	8	
November	15	IV	Job Evaluation - Future trends. Fringe Benefits Incentives - Incentive Plans - Individual Incentives - Piece - Rate Incentives - Commissions - Bonuses - Skilled Based Pay - Merit Pay - Group Incentives - Profit Sharing - Gain - Sharing Plans. Executive Compensation	16	
December	14	V	Globalization and HRM Strategies for New Millennium - Impact of Globalization on Employment - Social Security Measures and Legislation in India - Employee Discipline - Employee Grievances- Health and Safety Policies Occupational Health and Safety	14	
January	6	V	Trade Unions - Collective Bargaining - Participative Management - Diversified Cultures - HRM Strategies for New Millennium	7	
<b>Total Classes</b>				<b>100</b>	

V. Ahwani

**ORGANISER – BUSINESS STATISTICS 2015-16**

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Month	Topic	Total classes
June (13)	<p><b>Unit – I Business Statistics:</b>                      Statistics – Definitions – Statistical methods (1)– Importance (1) and Scope (1) – Limitations (1)– Need for Data – Principals of Measurement – Principals of Secondary data (1). Tabulation and Presentation: Classification of Data (1) – Data Array – Frequency Distribution – Methods of data Classification (3) – Types of Frequency Distributions / tabulation of Data (2) – Objectives of Tabulation – Parts and Types of Tables &amp; problems (2)</p>	<b>13</b>
July (17)	<p>Graphical Presentation –Advantages and limitations of Graphs – Diagrams (3)- One, Two and Three Dimensional Diagrams – Pictograms, Cartograms, Stem and Leaf Displays (3)  <b>Unit – II Measures of Central Tendency:</b>                      Introduction to Averages(1) – Requisites for a Measure of Central Tendency, Mean (2) – Combined mean &amp; Weighted mean (1), Median – Partition values – Quartiles, Deciles and Percentiles(3), Relationship between Partition values – Mode – Relationship between Mean, Median and Mode(2). Geometric Mean (GM) – Combined GM, Weighted GM, Harmonic Mean (HM)(2).</p>	<b>17</b>
August (11)	<p>Relationship between AM,GM &amp; HM –and Advantages and Disadvantages of all the measures of CT (2).                      Measures of Dispersion: Introduction – Significance and Requisites of a Measure of dispersion (2). Range, QD, MD and SD – for Grouped and Ungrouped data (4 +1). Concept of Variation – Coefficient of Variation (2).</p>	<b>11</b>
September (17)	<p>Skewness and Kurtosis (SK): Introduction, Measures of SK (2).Relative measures of SK – Advantages and Disadvantages (2). Moments – concepts – Calculation – Kurtosis. (3). Revision (2).  <b>Unit – III Index Numbers:</b>                      Introduction – Types – Characteristics (1). Construction weighted and un weighted index numbers – Price and Quantity /Volume index numbers (4). Tests – time reversal – Factor Reversal and Circular tests (2). Chain and Fixed base – Changing of base. Revision (1).</p>	<b>17</b>
October (7)	<p>Combining of two of more overlapping indices consumer price Index – Problems in Construction (2)  <b>Unit – IV Sampling: Sampling:</b>                      Reasons of Sample survey – bias in Survey (1). Definitions of Population, Sample, Parameter, Statistic – Principles of Sampling (1). Statistical Regularity, Inertia of Large Numbers, Optimization (1). Persistence of small numbers – Validity. Probability and non probability sampling methods (2).</p>	<b>7</b>
November (15)	<p>Choice of sampling method, sampling distribution and Standard Error-SE (1). Probability: Concepts – Random Experiment, Sample space – Definitions (2).Simple Problems on Probability, Addition and</p>	

Classes started from 15-06-2015

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**ORGANISER – BUSINESS STATISTICS 2015-16**

	Multiplication theorems, conditional, Joint and Marginal Probability (5). <b>Unit – V Correlation Analysis:</b> Scatter diagram, Positive and negative correlation, limits for coefficient of correlation (1). Karl Pearson's coefficient of correlation, Spearman's Rank correlation (4). Revision (2).	<b>15</b>
December (14)	Regression Analysis: Concept, Least square fit of a linear regression, two lines of regression, properties of regression coefficients (Simple problems only) (4 +1). Time Series Analysis: Components, Models of Time Series – Additive, Multiplicative and Mixed models (3). Trend analysis – Free hand curve, Semi averages, moving averages, Least Square methods (Simple problems only) (5). Spare (1).	<b>14</b>
January (6)	Revision and tests (6).	<b>6</b>
	<b>Total classes</b>	<b>100</b>

Classes started from 15-6-15

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BBA 1<sup>st</sup> yr (2015-16)

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No. of Classes	Subject Details	Stipulated classes	Remarks
JUNE(13)	<b>UNIT :1 introduction to financial management(overview)-</b> 1, nature & scope – 2, financial decisions -2 & inter relation between them -1, approaches -2, objectives - 2, organisation of finance function -1, agency theory -1, managers goal vs shareholders goal, emerging role of finance managers in india-1	13	
July (17)	<b>UNIT :2 – TIME VALUE OF MONEY</b> Concept , objectives – 1, compound value of single amount, Multiple periods-1, future value of series of payment-3 , Annuity- Annuity due,Deferred annuity-3, present value of single amount-2, PV of Annuity ,Annuity due &v deferred annuity-4, perpetuity-1 <b>UNIT :3 SOURCES OF FINANCE</b> Introduction of sources of long term finance-2,	17	
August (11)	Debt equity mix-1, Equity shares (definition, features, merits &demerits)-2, preference share(def,adv,disadv,features, types)-2, Debentures – (def, features, Merits & demerits)-2, types of debentures- bonds-2, term loans- sources – features -2	11	
September (17)	, right & bonus issue -1, Venture capital-2, Mutual funds-2, money market instruments-2 <b>UNIT :4- WORKING CAPITAL MANAGEMENT –</b> Definition , sources of WC-2, WC cycle-2, Factors of WC-2, Estimation of WC (practical problems)- 4	17	
OCTOBER (7)	Estimation of WC (practical problems)- 3 Cash Management – definition -2, motives of holding cash -2	7	
NOVEMBER(15)	management of cash flows - 2, preparation of cash budget-3, inventory management – definition-1, objectives-2, techniques -3, EOQ- 2, Receivables management-2,	15	
December (14)	credit policy-1, factoring-2 <b>UNIT :5 VALUATION OF BONDS &amp; SHARES</b> Introduction of bonds – types- features-4, bond valuation & yields-4, valuation of preference stock -3,	14	
January (6)	valuation of equity stock-4, significance P/E ratio -2	6	
	Total	100	

*K. Achuli*  
29/7/15

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**Department of Management Studies**

**BBA- First year (2015-2016)**

**Subject: Financial accounting – semester-I**

**Lesson plan**

Month	Total no. of classes	Unit	Topic	No. of classes	remarks
July	18	I	Introduction-1 FA- origin and growth-1, objectives-1, functions-1, limitations,-1,Users-1, science or art book keeping, accounting-1, branches-1, basic terms, systems of accounting- 2 , accounting cycle, concepts & conventions-2, types of accounts and rules,-1 accounting equation-problems-5		
August	14	II	Journal, journalizing,-1 journal entries-6, Ledger-3, subsidiary books- cash book , two column and three column cash book-4 (problems)		
September	18	II III IV	Two column and three column cash book-4 (problems) Trial balance, suspense account-4, rectification of errors, one side, two side errors, errors before and after trial balance- 5 Capital and revenue expenditure-1 final accounts- preparation of trading account, profit and loss account and balancesheet.-4 (problems)		
October	15	IV	Final accounts problems-5 ( problems) Trading account Vs Profit & Loss account Vs Balancesheet-1, Depreciation- meaning , types-2, causes of depreciation, importance of depreciation-1 SLM, WDV methods of depreciation( problems)-5, Revision-1		
			Total classes	65	

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Department of Management Studies

BBA- First year (2015-2016)

Subject: Principles of Management – semester-I

### Lesson plan

Month	Total no. of classes	Unit	Topic	No. of classes	remarks
July	18	I  II	Management: Meaning, Definition, Nature, Purpose, and Importance- Management as Art, Science & Profession-Management Vs Administration Vs Organization; Levels of Management-Roles of Managers-Functions of Management-Styles of Manager - Environment factors influencing Management function.  Industrial revolution-Scientific Management-Administrative Management Contribution of Max Webber-Human Relations Movement	18	
August	14	II  III	Behavioral school of thought-Systems theory of Management-Contingency theory  Planning - Meaning - Need & Importance, types and levels - advantages & limitations. Planning Process, Management By Objectives (MBO) Planning premises - Environmental uncertainty and contingency planning Decision making- Process of decision making- Types of decision making (Risk, certainty and uncertainty)	13	
September	18	III  IV	-Models of decision making - characteristics of good decision making process.  Definition, meaning, nature, process of organizing - Authority, types of authority, responsibility, accountability, delegation of authority, process of delegation and barriers to delegation, centralization vs decentralization, span of control Organizational Structure: Definition, Types: Formal and Informal, Tall (Vertical) and Flat (Horizontal) - Functional structure advantages and disadvantages - Divisional organizational structure (Product, Market and Regional) Matrix structure advantages and disadvantages - Committees	19	
October	15	IV  V	Line and Staff structure advantages and disadvantages - Overcoming line and staff conflict,.  Co-ordination - Need of co-ordination - Types - Techniques - Distinction between co-ordination and co-operation - Requisites for excellent co-ordination - Control Definition, concept, need, importance, Types of control - Process, Tools and techniques of controlling - Effective control system. Case Studies	15	
			Total classes	65	



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**ORGANISER - BUSINESS ECONOMICS 2015-16**

MONTH	TOPIC	Total no. of classes
JULY (18)	<p><b>Unit I: Introduction</b>                      Basic concepts &amp; introduction (2) , Nature and objectives of business economics (1) , scope (1), significance of BE (1), &amp; Basic problems of an economy (2)                      Marginalism &amp; Equimarginalism (1), Opportunity cost principle &amp; Discounting principle (1) Risk and uncertainty &amp; Externality and trade-off (1) , Constrained and unconstrained optimization (1), Economics of Information (1), Presentation (1).</p> <p><b>Unit II: Theory of Utility</b>                      Theory of utility (1), cardinal and ordinal utility theory (1), law of diminishing marginal utility (2), law of Equimarginal utility (2).</p>	18
AUGUST (14)	<p>Indifference curves (2) , consumer equilibrium, consumer surplus (2) , Cases (2).</p> <p><b>Unit III: Concept of Demand and Supply</b>                      Different concepts of demand (1), demand curve &amp; Determinants of demand (1), Law of demand (2), Demand forecasting methods (2), Market equilibrium &amp; Concepts of elasticity (2).</p>	14
SEPTEMBER (18)	<p>Relationship between price elasticity and revenue (2). Concept of supply, supply curve, Conditions of supply, Elasticity of supply (3), Experience curve, Economies of scale and scope (2).</p> <p><b>Unit IV: Production and Cost Analysis</b>                      The production function, Short-run and Long-run production function (2) , law of diminishing returns and returns to scale (3) , Fixed, variable and other cost concepts (2) , Least cost-input combination (2), Relationship between production and cost (2).</p>	18
OCTOBER (15)	<p><b>Unit V: Pricing in different Market Structures</b>                      Market – Types – Structures – Features (2) - Price determination (long run and short run) in Perfect Competition (2) , Monopoly (3) , Monopolistic and Oligopoly markets(3) , Pricing strategies (2).                      Cases (3).</p>	15
65		<b>65</b>

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Sainikpuri, Secunderabad – 500094  
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Department of Management Studies

**BBA- First year (2015-2016)**

**Subject: Organizational Behaviour – semester-II**

**Lesson plan**

Month	Total no. of classes	Unit	Topic	No. of classes	remarks
December	19	I	<b>Unit I: Introduction &amp; Individual Behaviour</b> Concept of OB - Disciplines that contribute to OB - Opportunities for OB (Globalization, Workforce diversity, customer service, innovation and change, networked organizations, work-life balance, people skills, positive work environment, ethics) Individual Behaviour: (i) Attitude and Job satisfaction: Concept and components of attitude, behavior and Major job attitudes Job satisfaction: causation; impact of satisfied employees on workplace. (ii) Personality: Concept of personality; MBTI; Big Five model. Case Studies	20	
		II	<b>Motivation and Interpersonal Behaviour</b> (i) Motivation: Concept; Early and Contemporary theories (Hierarchy of needs, X and Y, Two factor, McClelland, Goal setting, Self-efficacy, Equity theory)		
January	16	II	Interpersonal Behaviour: (ii) Johari Window; Transactional Analysis – ego states, types of transactions, life positions, applications of T.A. Case Studies	18	
		III	<b>Unit III: Group Behaviour:</b> (i) Groups and Work Teams: Concept; Five stage model of group development; Group think and shift; Groups and teams; Types of teams; Creating team players from individuals; Teambuilding and team based work (TBW). (ii) Leadership: Concept; Trait theories; Behavioral theories (Ohio and Michigan studies); Contingency theories ( Fiedler, Hersey and Blanchard, Path-Goal);		
February	20	III	Authentic leadership; Mentoring, self-leadership, online leadership; Inspirational Approaches (transformational, charismatic) Case Studies.	20	
		IV	<b>Organizational Culture &amp; Change</b> Concept of culture, Impact (functions and liability, Creating and sustaining culture, Employees and culture - Creating positive and ethical cultures. Concept of Change, Forces of change, Planned change, Resistance, Approaches (Lewin's model, Organisational development) - Learning organization.		
March	15	V	<b>Conflict and Power &amp; Politics</b> Concept of conflict; Traditional view, Human relation and Interactionists view of conflict; Conflict process - Negotiation Definition, Strategies & Process - Power Definition, Bases of Power, Power tactics – Organizational Politics – Causes and consequences of political behaviour	12	
			<b>Total classes</b>	70	

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Department of Management Studies

BBA- First year (2015-2016)

Subject: Financial accounting II – semester-II

Lesson plan

Month	Total no. of classes	Unit	Topic	No. of classes	remarks
December	19	I	Unit-1 Company- 1, types-2 features- 2sources of capital- types of debt-preference, equity-2. Journal entries with reference to shares at par, premium or at discount, calls in advance, calls in arrears,surrender and reissue-12		
January	16	II III	Unit-2 Company final accounts with adjustments-12 Unit-3 Bank Reconciliation Statement- 4		
February	20	III IV	Bank Reconciliation Statement- 12 Inventory Valuation-8		
March	15	IV	Inventory Valuation-4 Accounting Standards-8 Revision-3		
			Total classes	70	

10/11/2015