



Bharatiya Vidya
Bhavan

Bhavan's Vivekananda College

of Science, Humanities & Commerce

Sainikpuri, Secunderabad – 500094

(Autonomous College - Accredited with 'A' grade by NAAC)

Department of Management Studies

BBA- First year (2017-18)

Subject: Principles of Management – semester-I

Lesson plan

Month	Total no. of classes	Unit	Topic	No. of classes	remarks
June	2	I	Management: Meaning, Definition, Nature, Purpose, and Importance	2	
July	15	I II	Management as Art, Science & Profession- Management Vs Administration Vs Organization; Levels of Management- Skills & Roles of Managers-Functions of Management-Styles of Manager. Industrial revolution-Scientific Management- Administrative Management Contribution of Max Webber-Human Relations Movement Mc Gregor Theory X,Y,Z Systems theory of Management- Contingency theory	13	
August	14	III IV	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) characteristics of good decision making process. IV Definition, meaning, nature, process of organizing - Authority, types of authority, responsibility, accountability, delegation of authority,	15	
September	12	IV V	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 , Divisional and Matrix Line and Staff structure advantages and disadvantages – Overcoming line and staff conflict., Co-ordination – Need of co-ordination – Types – Techniques –,	14	

S. Lakshmi

October	7	V	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(in brief) - Effective control system.	6	
			Total classes	50	

DEPARTMENT OF MANAGEMENT STUDIES
 SRI SIVAJI UNIVERSITY
 TIRUPUR
 TAMIL NADU
 620 022
 10/10/2023
 10/10/2023
 10/10/2023

Bhavan's Vivekananda College of Science, Humanities and Commerce

(Accredited with 'A' grade by NACC)

Department of Management Studies

BBA- First year (2017-2018)

Subject: Financial accounting – semester-I

Lesson plan

Month	Total no. of classes	Unit	Topic	No. of classes	remarks
June	2	I	Introduction- FA- origin and growth-1, objectives-1.		
July	15	II	Functions, limitations,-1Users, science or art book keeping, accounting-1, branches, Basic terms, systems of accounting- 1 , accounting cycle, concepts & conventions-2, types of accounts and rules,-1 accounting equation- problems-3 Journal, journalizing,-1 journal entries-5		
August	14	II III IV	Ledger- 2, Trial balance, suspense account-1 subsidiary books- cash book , two column -2and three column cash book- (problems) Two column and three column cash book-6 (problems), other subsidiary books- 1. Capital and revenue expenditure-1, final accounts-1		
September	12	IV V	final accounts- preparation of trading account, profit and loss account and balancesheet.-8 (problems) Trading account Vs Profit & Loss account Vs Balancesheet-1, Depreciation- meaning , types-1, causes of depreciation, importance of depreciation-1 , SLM-1, method of depreciation		
October	7		SLM, WDV methods of depreciation(problems)-4, Revision-3		
			Total classes	50	

10/2/17
29/1/2017

[Handwritten Signature]
 DEPARTMENT OF MANAGEMENT STUDIES
 BHAVAN'S VIVEKANANDA COLLEGE OF SCIENCE, HUMANITIES AND COMMERCE
 CHENNAI

Bhavan's Vivekananda College of Science, Humanities and Commerce
(Accredited with 'A' grade by NAAC)

Department of Management Studies

BBA- First year (2017-2018)

Subject: Organizational Behaviour – semester-II

Lesson plan

Month	Total no. of classes	Unit	Topic	No. of classes	remarks
November	12	I	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)	10	
		II	Individual Behaviour: (i) Attitude, Concept and components of attitude, Major job attitudes.		
December	12	II	ii) Personality: Concept of personality; Big Five model. Motivation: Concept; Early and Contemporary theories (Hierarchy of needs, Two factor, McClelland, Goal setting, Equity theory) Interpersonal Behaviour: (ii) Johari Window; Transactional Analysis – ego states, types of transactions, life positions, applications of T.A.	14	
		III	(i) Groups and Work Teams: Concept; Five stage model of group development;		
January	12	III	Group Cohesion , Groups and teams; Types of teams; Creating team players from individuals;	14	
		IV	(ii) Leadership: Concept; Trait theories; Behavioral theories (Ohio and Michigan studies); Contingency theories (Fiedler) Concept of culture, Impact (functions and liability, Creating and sustaining culture, Employees and culture - Creating positive and ethical cultures.		
February	14	IV	Concept of Change, Forces of change, Planned change, Resistance, Approaches (Lewin's model, Organisational development)	12	
		V	Conflict and Power & Politics Concept of conflict; Conflict process - Negotiation Definition, Strategies & Process - Power Definition, Bases of Power, Power tactics		
			Total classes	50	

M. S. Chavhan

Bhavan's Vivekananda College of Science, Humanities and Commerce
Department of Management Studies

BBA- First year (2017-2018)

Subject: Financial accounting II – semester-II

Lesson plan

Month	Total no. of classes	Unit	Topic	No. of classes	remarks
November	12	I	Unit-1 Introduction- 1 Company- 1, types of companies-2 features- 2, sources of capital-1, types of debt- preference,-2, equity-2, debt Vs Pref Vs equity-1	12	
December	12	II	Unit-2 Company final accounts Performa- 1, Statement of profit & loss a/c- 2 , balance sheet- 1 , Problems-10	12	
January	12	III	Unit-3 Bank Reconciliation Statement- meaning , reasons- 1, favorable balance as per cash book- 4, favorable balance as per pass book- 4, unfavorable balance as per cash and pass book- 3	12	
February	14	IV V	Inventory Valuation meaning, types , need- 1, FIFO, LIFO, simple and weighted average- 6 Accounting Standards-overview, GAAP, IFRS-5 Revision-2	14	
			Total classes	50	

(Handwritten signature)

(Faint official stamp)

Bhavan's Vivekananda College of Science, Humanities and Commerce

(Accredited with 'A' grade by NACC)

Department of Management Studies

BBA- Second Year 4th Sem (2017-2018)

Subject: Human Resource Management - 2

Lesson plan

Month	Total no. of classes	Unit	Topic	No. of classes	Remarks
November	12	I	HRD – Need, Scope and objectives- Future of HRD - Training and Development - Concept of training and objectives - Difference between training and development - Process of Training: Training Need Assessment - Training methods - Evaluation - Benefits of training - Management Development Programme.	12	
		II	Career Planning and Development - Career – Career planning – Career anchors - Career stages.		
December	12	II	Career planning process -Career development – Individual career development and organizational career development - Mentoring and Counseling Performance Appraisal: Performance Appraisal –Concept - Process of Performance Appraisal – Methods of Appraisal - Errors in Performance Appraisal	12	
		III	Compensation and Benefits — Objectives - Function - Compensation Structure – Concept of Wage (minimum, fair and living wage) and Concept of salary - Factors affecting wage and salary administration -		
January	12	III	Job Evaluation meaning and Methods - Wage differentials - Incentive Plans – Individual Incentives – Individual Incentives (Taylor's and Merrick's differential piece rate system) —Group Incentives (Scanlon and Rucker incentive plan) – Organization wide incentive plan (Profit Sharing – ESOPS - Gain Sharing Plans) Fringe benefits, Executive compensation	14	
		IV	Social Security Measures and Legislation in India -IR – Meaning and Importance of IR (Dunlop IR Model)- Factors affecting IR -		
February	14	IV	Trade unions - Types of Trade Unions - Employee Discipline -Objectives - Indiscipline -Disciplinary Procedure – Employee Grievance - Grievance redressal mechanism - Collective bargaining –Participative Management.	12	
		V	HRIS - HR Audit - HR Research – HR Accounting (Lev and Schwartz, Flamholtz and Hermanson's Models)- Diversity Management		
Total Classes				50	

(Handwritten Signature)

Bhavan's Vivekananda College

Sainikpuri , Secunderabad

Academic Organiser

2017-2018

BBA II SEMESTER (BBA284) -CBCS

Introduction to Information Technology(IIT)

UNIT	SUB TOPIC	TOPIC	NO. OF HOURS	TOTAL HOURS
I	1	Introduction of Information Technology : Computer systems- I/O devices, Memory devices, processors-software, Hardware - Definitions-Classification of software-systems software, Application software.	5	12
	2	Operating systems- Definition-Types of OS-real time, time sharing, multiprogramming, Multiprocessing etc-understanding of GUI.	4	
	3	Trends in Software & Hardware-Networks-Definitions – Types of Network – LAN, WAN, MAN, CAN.	3	
II	1	Introduction of Information Systems : Definition of Data, Information & Knowledge-Definition of IS-IT vs IS -Types of IS from functional perspective – Human resource IS, Financial IS, Marketing IS .	5	12
	2	IS from managerial perspective – Operation, Tactical, Strategic IS.	3	
	3	MIS and other Systems – MIS, DSS.	4	
III	1	Multimedia Concepts : Definition of Multimedia – Multimedia –devices-Multimedia Formats-Audio formats.	4	12
	2	Video formats-compression /decompression issues- multimedia storage.	4	
	3	Business Applications of multimedia-Education-Entertainment-Training-Business.	4	

M. Chakraborty

HEAD OF DEPARTMENT
DEPARTMENT OF
BBA
SAINIKPURI
SECUNDERABAD

Bhavan's Vivekananda College

Sainikpuri , Secunderabad

Academic Organiser

2017-2018

BBA II SEMSESTER (BBA284) -CBCS

Introduction to Information Technology(IIT)

UNIT	SUB TOPIC	TOPIC	NO. OF HOURS	TOTAL HOURS
IV	1	Internet & Security Issues : Internet – History – Internet Addressing and architecture-WWW-Architecture-browsers-Servers-Search engines.	4	12
	2	Internet services- Email- FTP- Remote Login-Chatting- Messaging- Groups- Social Networking-Internet in Business- e-commerce definition- types of online business.	4	
	3	Security issues in internet- Security Threats- Measures of control them-passwords-smart cards-encryption/decryption-firewall-different types of firewall.	4	
V	1	Office Management Applications: Intranets, Extranets, VPN- Internet Telephony	4	12
	2	use of spreadsheets for office – spreadsheet applications-use of Databases of the office.	4	
	3	Database applications- Group ware-audio and video Conferencing	4	
		TOTAL CLASSES		60

Ch. S. Srinivas



Bhavan's Vivekananda College
of Science, Humanities & Commerce
Sainikpuri, Secunderabad – 500094

Autonomous College - Affiliated to Osmania University
Subject: Financial Statement Analysis Lesson plan 2017-18
BBA III Semester IInd Year

Month	Total no. of classes	Unit	Topic	No,	
June	9	I	Unit - I: Introduction to Financial statement Analysis – Meaning- objectives-1, types-2, financial statement analysis- meaning-1, merits and demerits - 1 objectives -2, tools and techniques-2	9	
July	15	II	Unit II: Comparative and Common statement Analysis Comparative statement – meaning -1, income statement calculation and balance sheet -3, common size statement analysis – income and balance sheet calculation -3, trend analysis -1, Unit III: Ratio Analysis : Definition of ratio analysis-2, classification-2, liquidity ratios-3,	15	
August	13	II	turnover ratios-2, profitability ratios-2, leverage ratios-2 Unit IV: funds flow Analysis Concept -1, statement of changes of working capital-2, funds from operations-1 funds from operations-2 statement of Application and sources of funds -1	13	
September	11	I	statement of Application and sources of funds -1, merits and demerits of funds flow analysis-2 Unit V: cash flow analysis: Cash flow statement AS-3 -2, preparation of cash flow statement problems with adjustments -4, merits and demerits -1, funds flow analysis vs cash flow analysis -1	11	
October	2		funds flow analysis vs cash flow analysis -2	2	
Total	50				

M. S. Srinivasulu Reddy

HEAD OF DEPARTMENT
DEPARTMENT OF MANAGEMENT STUDIES
BHAVAN'S VIVEKANANDA COLLEGE
SAINIKPURI, SECUNDERABAD

P. Chuli



Bharatiya Vidya
Bhavan

Bhavan's Vivekananda College

of Science, Humanities & Commerce

Sainikpuri, Secunderabad – 500094

(Autonomous College - Accredited with 'A' grade by NAAC)

Department of Management Studies

BBA- Second Year 3rd SEM (2017-2018)

Subject: Human Resource Management - 1

Lesson plan

Month	Total no. of classes	Unit	Topic	No. of classes	Remarks
June	9	I	Concept – Definition –Scope – Importance – Role and Functions of HRM-Personnel Management Vs HRM – Current and Future Challenges in HRM , Jobs and Careers in HRM- Strategic HRM Models	9	
July	15	I	Levels & Strategic management Process	16	
		II	Human Resource Planning – Meaning and Definition ,Objectives Human Resource Planning (HRP)- Process of HRP - HRP Forecasting and supply Techniques –Benefits and Barriers to HRP, Effective HRP		
		III	Job Analysis concept , meaning -Job analysis process,		
August	13	III	Job Description – Job Specification Job Design Concept, approaches and Techniques, Job Rotation , Job enlargement and Job Enrichment.	12	
		IV	Recruitment – Meaning and Objectives , Process and Sources of Recruitment-		
September	11	IV	Selection – Concept Process Types of Tests, Types of Interviews , Recruitment V/S Selection.	10	
		V	Placement Meaning and Process ,Induction – Defenition-Meaning-Types and Process, Socialization stages		
October	2		Employee Mobility Promotion – Demotion – Retirement - Transfer – Separation	3	
Total Classes				50	

[Handwritten Signature]



Bharatiya Vidya
Bhavan

**BHAVAN'S VIVEKANANDA COLLEGE
OF SCIENCE, HUMANITIES AND COMMERCE**

Sainikpuri, Secunderabad - 94
(Accredited with A grade by NAAC)

Affiliated to Osmania University (Autonomous)

Organizer for Business Statistics BBA III Semester (2017-18)

Month & No. of classes per month	Topic	Classes
June (9)	Unit I: Unit I: Statistics – Definitions – Statistical methods – Importance and Scope – Limitations Measure of Central Tendency, Mean, Median	2 2 5
July (15)	Mode, Relationship between Mean, Median and Mode. Geometric Mean (GM) – Combined GM, Weighted GM, Harmonic Mean (HM). Relationship between Arithmetic Mean, Geometric Mean and Harmonic Mean Measure of dispersion, Concept of Variation, Range, QD, MD, SD Unit II: Correlation - Correlation Analysis - Scatter diagram, Positive and negative Correlation, limits for coefficient of correlation, Karl Pearson's coefficient of correlation, Spearman's Rank correlation	2 2 4 3 4
August (13)	Unit III: Regression Regression Analysis - Concept, Least square fit, two lines of regression, properties of regression coefficients (Simple problems only) and interpretation of regression line. Unit IV: Index Numbers Index Numbers Introduction – Types – Problems in Construction- Characteristics – Construction of weighted and un- weighted index numbers	4 2 4 3
September (11)	Price and Quantity /Volume index numbers – Tests – time reversal –Factor Reversal and Circular tests – Chain and Fixed base – Changing of base – splicing - consumer price Index Time Series Analysis Time Series Analysis Components, Models of Time Series – Additive, Multiplicative and Mixed models; Trend analysis – Free hand curve, Semi averages	4 2 2 3
October (2)	Moving averages, Least Square methods (Simple problems only)	2

S. Kalita *M. Chakraborty*

HEAD OF DEPARTMENT
DEPARTMENT OF BUSINESS STUDIES
BHAVAN'S VIVEKANANDA COLLEGE
SAINIKPURI, SECUNDERABAD - 500017



**BHAVAN'S VIVEKANANDA COLLEGE
OF SCIENCE, HUMANITIES AND COMMERCE**
Sainikpuri, Secunderabad - 94
Affiliated to Osmania University (CBCS)

BBA IV Semester Quantities Techniques (2017-18)

Month & No. of classes per month	Topic	Classes
November (12)	Unit – I: Introduction to probability-concepts definition-classical, relative, subjective theories, axiomatic, addition and multiplication theories. Statistical independence-marginal, conditional and joint. Unit-II: Probability distribution-Continuous, discrete	6 2 3 2
December (12)	Binomial, Poisson distribution-properties, Application-problems. Normal distribution-Application and properties. Unit – II: Sampling theory-methods of sampling, standard error and central limit theorem	6 4 2
January (12)	Hypothesis testing-Point and Interval Estimation, good estimator properties. Class interval. Unit –IV: Parametric tests-Large sample tests-one and two proportions. Large sample tests-one and two proportions, means and SDs	4 4 5 4
February (14)	Sample samples tests-T- Distribution, one and two means, and paired t-tests. Unit-V: Non-Parametric tests: Chi-square tests-test for independence of fit& Independence, ANOVA-one way and two way anova	6 4 4

M. Chakravarthy



Bhavan's Vivekananda College
of Science, Humanities & Commerce
Sainikpuri, Secunderabad – 500094
(Autonomous College - Accredited with 'A' grade by NAAC)
Department of Management Studies
BBA- Third Year Vth SEM (2017-2018)
Subject: Business Environment

Lesson plan

Month	Total no. of classes	Unit	Topic	No. of classes	Remarks
June	11	I	Unit I: Business Environment Analysis (12 periods) Meaning and definition of business environment ,Types of environment, Nature, composition and scope of business environment. Business environment and its impact on different kinds of business decisions. Economic growth & economic development: Meaning, factors and impact on small, large scale business. Growth vs Development.	12	
July	18	II	Unit II: Structure of Indian Industry (12 periods) Phases of industrialization in India. Growth and Role of public and private sector. Concept and model of Public Private Partnership(PPP), Role and impact of micro, small and medium enterprises (MSME) Industrial Sickness. Disinvestments Policy and Disinvestment of Public Sector. Unit III: Industrial & Licensing Policies (12 periods) Industrial policies – 1948, 1956	16	

S Lalitha

M. S. Chakravarthy
HEAD OF DEPARTMENT
DEPARTMENT OF MANAGEMENT STUDIES
BHAVAN'S VIVEKANANDA COLLEGE
SAINIKPURI, SECUNDERABAD

August	16	III	, 1969, 1973, 1991 - The role of public policies in governing business. Industrial Licensing. The new economic policy 1991. Unit IV : Policies in India	17	
		IV	Fiscal Policy - Methods, advantages and disadvantages - current fiscal Discipline - suggestions for Reforms in the fiscal policy, Monetary Policy-		
September	13	IV	EXIM Policy, Frame work Highlights 1992-97 Unit V: National Income and Measurement, Fiscal & Monetary Policy (12 periods)	13	
		V	National income - Definition, Elements of national income -Recent trends in the growth of National income and its important components: consumption, savings, expenditure, investment, Primary, Secondary and Tertiary sector. Measurement of national income.		
October	2		Highlights of current year budget and Economic Survey	2	
Total Classes				60	

Abhishek



Bhavan's Vivekananda College
of Science, Humanities & Commerce

Sainikpuri, Secunderabad – 500094
Autonomous College - Affiliated to Osmania University
(Accredited with 'A' grade by NAAC)
BBA III year (2017-18)

Subject: Management Accounting

Month	Particulars	No of classes	Remarks
June (11)	Unit 1 : Marginal costing and CVP Analysis Definition of marginal costing and absorption costing -1, Marginal Vs Absorption costing-1 income determination under marginal cost-2, income determination under of absorption cost-1, marginal cost equation-1, CVP analysis-2, P/V ratio-2,	11	
July (18)	BEP and Margin of safety -2, BE charts-2 , Unit 2: Managerial applications : Pricing decisions -1, profit planning-1, make or buy decisions-2, sales mix-2, product mix-2, key factor decisions-2, performance evaluation -1 , effects of changes in sales price -2, merits and demerits of marginalcosting-1	18	
August (16)	Unit 3: Budget, Budgeting and Budgetary control : Concept of budget, budgeting, budgetary control-2, cash budget -1, sales budget -1 material budget-2, production and master Budget-1, flexible budget -2 Unit 4: Standard costing Actual and historical cost -1, standard cost and standard costing -1, merits and demerits of standard costing -1, Difference between standard cost and estimated cost -2, difference between budgetary control and standard costing-2	13	
September (13)	Unit 5: Analysis of variance : Variance concept -1, classification of variances -3, direct material variance calculation -3, labor variances -3, overhead variance -3	13	
October (2)	sales variance -2	2	
Total		60	

[Handwritten Signature]

HEAD OF DEPARTMENT
DEPARTMENT OF MANAGEMENT STUDIES
BHAVAN'S VIVEKANANDA COLLEGE
SAINIKPURI, SECUNDERABAD

[Handwritten Signature]



Bharatiya Vidya
Bhavan

**BHAVAN'S VIVEKANANDA COLLEGE
OF SCIENCE, HUMANITIES AND COMMERCE**

Sainikpuri, Secunderabad - 94
(Accredited with A grade by NAAC)

Affiliated to Osmania University (Autonomous)

Organizer for Operations Research BBA V Semester (2017-18)

Month & No. of classes per month	Topic	Classes
June (11)	Unit I: Introduction to OR - LPP: Introduction to OR, Objectives, definitions, and limitations; Formulation of LPP, Solutions by Graph, exceptional cases. Unit II: LPP – Simplex method	4 2 4 1
July (18)	Simplex method – All slack type with simple numerical AV method and Big M	7 11
August (16)	Unit III: Transportation Problem Transportation problem - IBFS using northwest corner rule, Lowest cost entry method/matrix minima method, Vogel's approximation method, Unbalanced TP, degeneracy in the initial stages. MODI method; Transshipment problem-concept. Assignment Problem - Assignment problem - solution by Hungarian method, concept of Unbalanced AP, concept of Restricted AP; travelling salesman problem. Unit IV: Network Analysis Network analysis: Network fundamentals, Network diagrams, Fulkerson's rule, introduction to CPM	4 2 4 4 2
September (13)	determination of ES and EF in the forward pass, LS and LF in backward pass, calculation of total slack, determination of critical path, concept of time-cost trade off; concept of crashing (theory only) PERT - Beta distribution, probabilistic models, calculation of expected time and variance, Differences between CPM and PERT. Unit V: Game Theory Game Theory – Introduction – Types of Game – Two person zero sum game	3 3 4 2
October (2)	Dominance rule – prisoner's dilemma- payoff matrix – Minimax and Maximin principle.	2

S. Kalita

Ch. Chakravarthy
DEPARTMENT OF OPERATIONS RESEARCH
BHAVAN'S VIVEKANANDA COLLEGE
SAINIKPURI, SECUNDERABAD



Bharatiya Vidya
Bhavan

Bhavan's Vivekananda College
of Science, Humanities & Commerce
Sainikpuri, Secunderabad – 500094

Autonomous College - Affiliated to Osmania University

BBA: Research Methodology and Business Analytics

Lesson plan-2017-2018

Month(No. of classes)	Name of the topic	No. of classes required	Remarks
June (11)	Unit 1: Introduction to research, types of research Research process Formation of Hypothesis Research designs	5 1 5	
July (18)	Unit 2: Methods of data collection Contact methods Research instruments Sampling:methods, size	4 4 3 7	
Aug (16)	Unit 3: Data preparation, analysis, and interpretation Measurement scales Hypothesis formulation and testing Chi-square test & ANOVA	4 5 2 5	
Sept(13)	Unit 4: Writing a research report: Precautions, steps, structure, plagiarism Unit 5: Basics of Data warehouse Data mining, process, techniques, software, tools	7 6	
Oct (2)	Revision	2	

Total no. of classes

60

Y. Madhavi

M. S. Chaitanya

OSMANIA UNIVERSITY
SAINIKPURI CAMPUS, SECUNDERABAD-500094
BBA: RESEARCH METHODOLOGY AND BUSINESS ANALYTICS
2017-2018



**Bhavan's Vivekananda College
of Science, Humanities & Commerce
Sainikpuri, Secunderabad – 500094**

Autonomous College - Affiliated to Osmania University

Subject: Business Law 6th sem


Lesson plan 2017

Month	Total no. of classes	Unit	Topic	No. of classes	Remarks
November	15		Unit - I: Law of Contracts: Definition of Contract and Agreement – Classification of Contracts, Essential elements of a valid Contract – Offer - Acceptance - Consideration - Capacity to Contract - Free consent, void contracts– Legality of Object - Performance of Contract – Remedies for breach of Contract - Quasi Contracts.	18	
December	15	II III	Unit - II: Sale of Goods Act – Distinction between Sale and agreement to sell - Conditions and Warranties. Transfer of Property of Goods, Un paid seller Unit - III Negotiable Instruments Act – Definition and Characteristics of a Negotiable Instrument.	12	
January	15	III IV	Definitions, Essential elements and distinctions between Promissory Note, Bill of Exchange, and Cheques - Types of crossing , Holder in due course, presentment, Dishonour and discharge Unit - IV: Companies Act: Definition of company – Characteristics - Classification of Companies- Formation of Company - Memorandum and Articles of Association – Share Capital – Debentures Companies Act 2013. Corporate Governance meetings - Law relating to meetings and proceedings- Company - Management - Qualifications, Appointment of Directors - Board - M.D and Chairman - Their powers.	18	
February	15	I	Unit - V: Consumer Protection Law: Introduction to consumer protection law in India - Consumer councils - Redressal machinery - Rights of consumers - Consumer awareness, Intellectual Property Rights, Information Act 2005	12	
			Total classes	60	

Chellabandaru

Bhavan's Vivekananda College of Science, Humanities and Commerce
Dept. of Management Studies
Semester – VI 2017-18
Organizer for Banking and Insurance

No. of classes in a month	Topic	No. of Classes required	Remarks
Nov (15)	Unit – I Introduction,-1, bank, customer, bank-customer relationship – 2 Evolution of banking, origin-3, Role of banks in economic development- 2 classification of banks- 2, Financial Inclusion-2 Unit – II Loan meaning- 1,Types of loans-2	12 3	
Dec (15)	interest rate- meaning – types-3, interest rate determination-2, types of accouts-1, KYC-1, steps followed in the assessment of credit worthiness of a prospective borrower-2, CIBIL, CRR, SLR, International banking-1 NPA-2 Unit- III Trends in banking- retail banking	12 3	
Jan(15)	Banking innovations- 1, ATM branch less banking, business participant, e- banking-1 consortium loans, inter bank transactions,-1,debit and credit card, convenient banking,RTGS, NEFT, payment banks,-1changing role of banks as financial intermediaries- 2 Unit – IV Insurance meaning- 1, types- 2, principles-2, advantages of insurance polices- 2, life and non- life types- 2,	6 9	
Feb(15)	functions of insures- 3, IRDA-1 Unit – V Life insurance- types-2 insurance contracts,tax treatment, products-2, classification of life insurance-, actuarial science-1, and provisions- 1, provisions and special life insurance forms 2, health insurance-1, general insurance – 1, third party administrations-1	10 5	
	• Total no. of classes	60	


 HEAD OF DEPARTMENT
 DEPARTMENT OF MANAGEMENT STUDIES
 BHAVAN'S VIVEKANANDA COLLEGE OF SCIENCE, HUMANITIES AND COMMERCE
 SAINIKPUR, SECUNDERABAD



Bhavan's Vivekananda College
of Science, Humanities & Commerce
Sainikpuri, Secunderabad – 500094

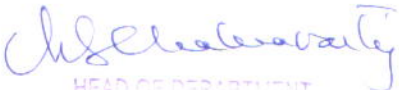
Autonomous College - Affiliated to Osmania University

Subject: Business Tax Lesson plan 2017-18

BBA -

V sem

Month	Total no. of classes	Unit	Topic	Remarks
November	15	I	Unit - I: introduction about Indian Tax system- 2, objectives-1, cannon of tax-1, types-2, tax holidays and concessions-2, tax planning – avoidance and evasion-2 Unit II: Direct taxes- IT act 1961- definitions-1 Definition of an Assesse-2, person-1, previous year and Assessment year-1.	
December	15	II III	Gross total income and total income-3, Return of income-2, TDS-2, Advance tax-2, Rates of tax, Assessment procedure-4. Unit –III Excise and Custom Duty Introduction and definitions of Excise and custom duty-2	
January	15	III IV	Charging sections under excise duty-3 and custom duty-3, advalorem – 2 , and Entry tax-2 Unit - IV: GST & CST CST – definition according to sec 3,4,5and 6and the charging sections of CST-4 GST- Definitions - 1	
February	15	I	Charging sections of GST -2 Unit - V: Service Tax and VAT Concept of Service tax, General principles-2, Charging of service tax-2, serviceable tax-2, , negative list of goods-1, payment of service tax and filing of returns-2, VAT, VAT Vs Service tax-3	
	60			


HEAD OF DEPARTMENT
DEPARTMENT OF MANAGEMENT STUDIES
BHAVAN'S VIVEKANANDA COLLEGE
SAINIKPURI, SECUNDERABAD.



**Bhavan's Vivekananda College
of Science, Humanities and Commerce
Department of Management Studies
BBA**

**Academic Organizer – Derivatives (Semester VI)
Finance Elective
Academic Year 2017-18**

No. of classes in a month	Topic	No. of Classes required	Remarks
November (15)	Derivatives introduction	2	
	Classification	2	
	Myths	1	
	Participants	2	
	History and evolution	3	
	Exchanges	2	
	Introduction to forwards	3	
December (15)	Payoff of forward contracts	2	
	Advantages and disadvantages	1	
	Calculation of forward rates	2	
	Cash and carry model and reverse cash and carry model	4	
	Futures introduction	3	
	Mark to Market	3	
January (15)	Backwardation and Contango	2	
	Forwards Vs Futures	2	
	Market Mechanism	2	
	Options	2	
	Option Types	2	
	BOPM (Binomial Option Pricing Model)	5	
February (15)	BOPM (Binomial Option Pricing Model)	3	
	BSOPM (Black Scholes Option Pricing Model)	10	
	Revision	2	
(60)		50	

Handwritten signature in blue ink.

Handwritten signature in blue ink.
HEAD OF DEPARTMENT
DEPARTMENT OF MANAGEMENT STUDIES
BHAVAN'S VIVEKANANDA COLLEGE
SANKIPURI, SECUNDERABAD



**Bhavan's Vivekananda College
of Science, Humanities and Commerce
Department of Management Studies
BBA**

**Academic Organizer – Investment Management (Semester V)
Finance Elective
Academic Year 2017-18**

No. of classes in a month	Topic	No. of Classes required	Remarks
June (11)	Investment	1	
	Financial Vs Real	2	
	Investment Process	2	
	Investment Avenues	1	
	Risk and Return Calculation	4	
	Investment Vs Gambling Vs Speculation	1	
July (18)	Beta	1	
	Fundamental Analysis	2	
	Technical analysis and types of charts	4	
	Sensex and Nifty	1	
	RSI and Moving Averages	2	
	EMH	1	
	Products	2	
Valuation of Equity	5		
August (16)	Valuation of Equity	1	
	Valuation of debt, YTM and YTC	6	
	Portfolio risk and return	3	
	Markowitz Model	3	
	CAPM	3	
September (13)	CML and SML	3	
	Time weighted returns and dollar returns	1	
	Sharpe's Model	3	
	Tryenor's Model	3	
	Jensens' Model	3	
October (2)	Revision and old question paper review	2	
(60)		50	

Handwritten signature

Handwritten signature

HEAD OF DEPARTMENT
DEPARTMENT OF MANAGEMENT STUDIES
BHAVAN'S VIVEKANANDA COLLEGE
SAINI PURI, SECUNDERABAD