

Teaching Plan for the year 2022 – 2023



Name of the Faculty: RINI. GATTINA

Class: BBA 5th semester (ODD)

Subject: Business Law

Unit no.	Title of the chapter & description	Period / month	No. of hours allotted	No. of hours taken / conducted	Teaching pedagogy/ methodology used
MODULE-1: LAW OF CONTRACT 1872	Nature of contract, classification, offer and acceptance, capacity of parties to contract, free consent consideration, legality of object, a agreement declared void, performance of contract, discharge of contract, Remedies for break of contract.	October [17/10 /2022]	12	13	Chalk and board
MODULE-2: SPECIAL CONTRACTS	Indemnity, guarantee, bailment and pledge, agency	Nov - 2022	12	13	Chalk and board
MODULE-3: SALE OF GOODS ACT: 1930	Formation of contract of sale, goods and their classification, price, conditions and warranties, transfer of property in goods unpaid seller and his rights.	Dec – 2022	12	14	Chalk and board
MODULE-4: NEGOTIABLE INSTRUMENTS ACT	Definition of Negotiable Instruments features, promissory note, bill of exchange and cheque, crossing of cheque, types of crossing, negotiation, dishonour and discharge of negotiable instruments	Jan - 2023	14	16	Chalk and board
MODULE-5: THE PARTNERSHIP ACT, 1932	Nature and Characteristics of Partnership, Registration of a Partnership Firms, Types of Partners, Rights and Interests of Partners, Implied Authority of a Partner, Incoming & Outgoing Partners, Mode of Dissolution of Partnership.	Feb [04/0 2/202 3]	14	15	Chalk and board

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Teaching Plan for the year 2022 – 2023

Name of the Faculty: RINI. GATTINA

Class: BBA 6th semester (even)

Subject: 6.2 E-Business

Unit no.	Title of the chapter & description	Period/ month	No. of hours Allotted	Hours Taken/ conducted	Teaching Pedagogy/ Methodology used
MODULE –I INTRODUCTION	Introduction to E-Commerce, Meaning and Definition Conceptual Framework of E-Business, Nature and scope of E-Business, Functions, Advantages and Disadvantages of E-Commerce, E-Commerce Application	May [02 /05/20 23]	12	13	Chalk and Board
MODULE –II E-PAYMENT SYSTEM	Models and Methods of E-Payments (Debit Cards, Credit Cards, Smart Cards) Digital Signatures (Procedure, Working and Legal Position), Payment gateways, online banking – meaning concepts, importance, Electronic Fund Transfer, Automated Clearing House, Automated Ledger Posting, risk involved in e-payment.	June – 2023	14	16	Chalk and Board
MODULE – III ONLINE BUSINESS TRANSACTIONS	Meaning, purpose, advantages and disadvantages of Transactions online, online marketing – Features, Benefits and problems	July- 2023	14	15	Chalk and board
MODULE –IV ONLINE SHOPPING	Four C's (Convergence, Collaborative, Computing Content Management and Call Centre), online Service Travel and Career, online shopping (Amazon, Snapdeal, Flipkart, Myntra)	July – 2023	12	12	Chalk and board
MODULE –V Security and Legal Aspect of E-Commerce	Threats in E-Commerce of Clients and Service Provider Cyber Laws- Relevant provisions of information Technology Act 2000, offences secure electronic records, digital signature penalties and adjudication	Aug – 2023	12	13	Chalk and Board

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Teaching Plan for the year 2022-23

Name of the Faculty: K E UMESH

Class: BBA IV semester (EVEN) NEP

Subject: Corporate Environment



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	FORMATION OF COMPANY Promotion of Company – Promotion – Incorporation – Capital Subscription and Certificate of Commencement of Business. Memorandum of Association – Definition – Clauses. Articles of Association – Alteration of Memorandum of Association and Articles of Association. Prospectus – Meaning – Contents – Statement in Lieu of Prospectus.	May 2023	15	15	Board and Chalk
02	CAPITAL OF COMPANY Share Capital – Meaning of Shares – Kinds of Shares – Merits and Demerits of Shares. Debentures – Meaning – Features – Types - Merits and Demerits, Listing of Shares.	June 2023	13	13	Board and Chalk
03	COMPANY MEETINGS Meaning and Definition – Types of Meeting – Statutory Meeting – Annual General Meeting – Extraordinary General Meeting – Board Meeting and Resolutions	July 2023	12	12	Board and Chalk
04	COMPANY SECRETARY Meaning and Definition – Position – Appointment – Rights – Duties – Liabilities – Qualification and Removal of Company Secretary	Aug 2023	15	15	Board and Chalk
05	WINDING UP OF COMPANIES Modes of winding up – commencement of winding up – consequences – official liquidator – powers and duties of liquidator.	2023	10	10	Board and Chalk

K. E. Umesh

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Teaching Plan for the year 2022-23




Name of the Faculty: K E UMESH

Class: BBA VI semester (EVEN)

Subject: Global Marketing.

Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	INTERNATIONAL TRADE International Trade -Meaning, Significance, Why to go to International Business, Modes of Entering into International Trade.	May 2023	12	12	Board and Chalk
02	Balance of Payment Meaning, Factors influencing Balance of Payment, causes for Disequilibrium, Measures taken to improve the Disequilibrium Balance of Payment.	June 2023	12	12	Board and Chalk
03	Foreign Exchange Meaning, Types, Factors determining Exchange Rate, Spot Rate, Forward Rate, Swap, Indian FOREX Market, Convertibility of Indian Rupees, FOREX Dealers in India.	July 2023	14	14	Board and Chalk
04	FINANCIAL INSTITUTIONS Import and Export Banks, Commercial Banks, ECGC, Export Promotion Council. Recent EXIM Policy and India, Export Promotion measures, incentives to accelerate Exports.	Aug 2023	14	14	Board and Chalk
05	WTO WTO AND INDIA, TRADE BLOCKS AND TRADE CENTRES.	2023	12	12	Board and Chalk

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Teaching Plan for the year 2022-23



Name of the Faculty: K E UMESH

Class: BBA II semester (EVEN) NEP

Subject: Human Resource Management

Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Introduction to Human Resource Management Meaning and Definition of HRM – Features Objectives, Differences between Human Resource Management and Personnel Management, Importance, Functions and Process of HRM, Role of HR Manager, Trends influencing HR practices	May 2023	10	10	Board and Chalk
02	Human Resource Planning, Recruitment & Selection Human Resource Planning: Meaning and Importance of Human Resource Planning, Process of HRP HR Demand Forecasting : Meaning and Techniques (Meanings Only) and HR supply forecasting. Succession Planning – Meaning and Features Job Analysis: Meaning and Uses of Job Analysis, Process of Job Analysis – Job Description, Job Specification, Job Enlargement, Job Rotation, Job Enrichment (Meanings Only) Recruitment – Meaning, Methods of Recruitment, Factors affecting Recruitment, Sources of Recruitment Selection – Meaning, Steps in Selection Process, Psychometric tests for Selection, Barriers to effective Selection, Making Selection effective; Placement, Gamification – Meaning and Features	June 2023	14	14	Board and Chalk

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03	Induction, Training and Compensation Induction: Meaning, Objectives and Purpose of Induction, Problems faced during Induction, Induction Program Planning. Training: Need for training, Benefits of training, Assessment of Training Needs and Methods of Training and Development; Kirkpatrick Model; Career Development. Compensation: Direct and Indirect forms of Compensation (Meaning Only), Compensation Structure.	July 2023	10	10	Board and Chalk
04	Performance Appraisal, Promotion & Transfers Performance appraisal: Meaning and Definition, Objectives and Methods of Performance Appraisal – Uses and Limitations of Performance Appraisal, Process of Performance Appraisal Promotion: Meaning and Definition of Promotion, Purpose of Promotion, Basis of promotion Transfer: Meaning of Transfer, Reasons for Transfer, Types of Transfer, Right Sizing of Work Force, Need for Right Sizing	Aug 2023	14	14	Board and Chalk
05	Employee Engagement and Psychological Contract Employee Engagement (EE): Meaning and Types of EE, Drivers of Engagement - Measurement of EE, Benefits of EE. Psychological contract: Meaning and features	Sept 2023	8	8	Board and Chalk

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Teaching Plan for the year 2022-23

Name of the Faculty: K E UMESH

Class: BBA I semester (ODD) NEP

Subject: 1.3 Marketing Management



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	INTRODUCTION TO MARKETING Meaning and Definition, Concepts of Marketing, Approaches to Marketing, Functions of Marketing. Recent trends in Marketing-E-business, Tele-marketing, M-Business, Green Marketing, Relationship Marketing, Concept Marketing, Digital Marketing, social media marketing and E-tailing (Meaning only).	Sep 2022	10	10	Board and Chalk
02	MARKETING ENVIRONMENT Micro Environment – The company, suppliers, marketing intermediaries competitors, public and customers; Macro Environment- Demographic, Economic, Natural, Technological, Political, Legal, Socio-Cultural Environment.	Oct 2022	10	10	Board and Chalk
03	MARKET SEGMENTATION AND CONSUMER BEHAVIOUR Meaning and Definition, Bases of Market Segmentation, Requisites of Sound Market Segmentation; Consumer Behavior-Factors influencing Consumer Behavior; Buying Decision Process	Nov 2022	10	10	Board and Chalk
04	MARKETING MIX Meaning, Elements of Marketing Mix (Four P's) – Product, Price, Place, Promotion. Product-Product Mix,	Dec 2022	20	20	Board and Chalk

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	Product Line, Product Lifecycle, New Product Development, Reasons for Failure of New Product, Branding, Packing and Packaging, Labeling, Pricing – Objectives, Factors influencing Pricing Policy, Methods of Pricing; Physical Distribution– Meaning, Factors affecting Channel Selection, Types of Marketing Channels. Promotion – Meaning and Significance of Promotion, Personal Selling and Advertising (Meaning Only)				
05	SERVICES MARKETING Meaning and definition of services, difference between goods and services, features of services, seven P's of services marketing (concepts only).	Jan 2023	6	6	Board and Chalk

Teaching Plan for the year 2022-23



Name of the Faculty: K E UMESH

Class: BBA V semester (ODD)

Subject: Financial Markets and Services

Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Introduction Overview of Financial Systems in India, Structure, Regulation, Role and Functions of Financial Systems- Financial Instruments, Primary and Secondary Market	Sep 2022	10	10	Board and Chalk
02	Money Market Meaning, Definition of Money Market, Features of Money Market, Money Market Instrument – Call Money Market, Treasury Bills, Commercial Paper, Certificate of Deposit, REPO, Inter- Bank Participation Certificates, Advantages and Disadvantages of Money Market	Oct 2022	12	12	Board and Chalk
03	Capital Market Meaning, Definition of Capital Market, Features of Capital Market, Capital Market Instrument- Guilt Edged Market, Industrial Security Market, Shares, Debentures, Bonds.	Nov 2022	14	14	Board and Chalk
04	Mutual Funds Meaning, definition of Mutual Funds, Types of Mutual Funds, Advantages and Disadvantages of Various schemes of Mutual Funds. Problems of Mutual Funds in India, SEBI Guidelines on Mutual Funds	Dec 2022	14	14	Board and Chalk
05	Stock Exchange Meaning of Stock Exchange, Characteristics, Benefits of Stock Exchange, BSE, NSE, OTCEI, Trading in Stock Exchange, Electronic Trading,	Jan 2023	12	12	Board and Chalk

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Teaching Plan for the year 2022-23

Name of the Faculty: K E UMESH

Class: BBA III semester (ODD)

Subject: 3.4 Organizational Behaviour



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Organisational Behaviour- Nature & Scope, Models of OB, Evolution, Significance, Process, significance of special, psychological and social factors.	Sep 2022	12	12	Board and Chalk
02	Foundations of Individual Behaviour: Personality: concept, Determinants, Types, Theories; Perception: process, Factors, Application.	Oct 2022	12	12	Board and Chalk
03	Theories of OB, Values, Attitudes and Job Satisfaction, Definitions of values Attitudes and Job Satisfaction Types of values, Loyalty and ethical behavior. Meaning: Job Satisfaction, retirements.	Nov 2022	14	14	Board and Chalk
04	Group Development: Five stages and Equilibrium model. External conditions. Organizational culture, definition, Types, Functions, creating and sustaining and changing culture.	Dec 2022	14	14	Board and Chalk
05	Leadership: Definition, theories, trait, Behaviour, contingency, contemporary issues in leadership.	Jan 2023	12	12	Board and Chalk

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Teaching Plan for the year 2022-23

Name of the Faculty: ASHWINI.P

Class: BBA I semester (ODD) NEP


Subject: Fundamentals of Business Accounting



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Introduction to financial accounting-Introduction- Meaning and Definition- Objectives of Accounting- Functions of Accounting-Users of Accounting Information- Limitations of Accounting- Accounting Cycle-Accounting Principles-Accounting Concepts and Accounting Conventions. Accounting Standards - objectives-significance of accounting standards. List of Indian Accounting Standards	1/09/2022 Sep	08	09	Black Board & Chalk
02	Accounting process-Meaning of Double entry system-Process of Accounting-Kinds of Accounts-Rules-Transaction Analysis-Journal-Ledger-Balancing of Accounts-Trial Balance-Problems on Journal, Ledger Posting and Preparation of Trial Balance	Oct	12	14	Black Board & Chalk
03	Subsidiary books-Meaning - Significance - Types of Subsidiary Books -Preparation of Purchases Book, Sales Book, Purchase Returns Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Types	Oct-Nov	14	15	Black Board & Chalk



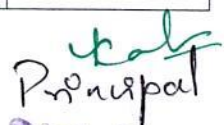
	of CashBook Simple CashBook, Double Column CashBook, Three Column Cash Book and Petty Cash Book (Problems only on Three Column Cash Book and Petty Cash Book), Bank Reconciliation Statement – Preparation of Bank Reconciliation Statement(Problems on BRS)				
04	Subsidiary books-Meaning – Significance – Types of Subsidiary Books –Preparation of Purchases Book, Sales Book, Purchase Returns Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Types of CashBook Simple CashBook, Double Column CashBook, Three Column Cash Book and Petty Cash Book (Problems only on Three Column Cash Book and Petty Cash Book), Bank Reconciliation Statement – Preparation of Bank Reconciliation Statement(Problems on BRS)	Nov-Dec	10	11	Black Board & chalk
05	Final accounts of proprietary concern-Preparation of Statement of Profit and Loss and Balance Sheet of a proprietary	Jan-Feb	12	13	Black Board & chalk

<p>concern with special adjustments like depreciation, outstanding and prepaid expenses, outstanding and received in advance of incomes ,provision for doubtful debts, drawings and interest on capital.</p>			
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Name of the Faculty: ASHWINI.P

Class: BBA III semester (ODD)

Subject: Cost Accounting

Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Introduction to Cost Accounting- Introduction: Meaning, Objectives, Importance and Uses of Cost Accounting, Functions of Cost Accounting Department in an Organization, Difference between Cost Accounting and Financial Accounting; Various elements of Cost and Classification of Cost; Cost Object, Cost Unit, Cost Driver, Responsibility Centers; Cost Reduction and Cost Control; Methods and Techniques of Costing(Meanings only); Use of IT in Cost Accounting; Limitations of Cost Accounting; Cost Sheet: Meaning and Cost Heads in a Cost Sheet, Presentation of Cost information in Cost Sheet/Statement-Problems on Cost Sheet, Tenders and Quotations.	17/10/202 2 Oct	12	13	Black Board & chalk
02	Materials cost- Materials: Meaning, Importance and Types of Materials - Direct and Indirect Material. Materials Procurement: Procedure for procurement of materials and documentation involved in the procurement of materials- (Bill of materials, Material requisition note, Purchase requisition note, Purchase order, Goods received	Nov	12	13	Black Board & chalk



	<p>note);</p> <p>Materials Storage and Records: Duties of Storekeeper, Store records- (Bin cards, Stores Ledger, Stock Control Cards);</p> <p>Materials Issues and Valuation: Procedure for material issues, Documents used in material issues- (Material Requisition Note, Material Transfer Note, Materials Return Note); Valuation of material issues- preparation of Stores Ledger/ Account - FIFO, LIFO, Simple Average Price and Weighted Average Price Methods- problems.</p> <p>Inventory Control: Inventory control techniques and determination of various stock levels- Problems on Level Setting and Computation of EOQ; ABC Analysis, FSN Inventory, VED Inventory, HML Inventory, Physical Control-Two-Bin system, KANBAN, JIT Inventory Management technique, Perpetual Inventory system (Concepts only).</p>				
03	<p>Employee Cost: Meaning, Components, Classification and Importance of Employee (Labour) Cost in Organizations; Attendance Procedure- Timekeeping and Time Booking Idle Time- Causes and treatment of Normal and Abnormal Idle Time, Overtime- Causes and treatment (Theory only); Methods of Remuneration (Payment of Wages and Incentives) Problems on calculation of earnings under Time Rate (Straight time rate, Halsey and Rowan Methods) and Piece rate systems</p>	Nov-Dec	10	11	Black Board & Chalk

	(Straight piece rate and Taylor's differential piece rate); Employee Turnover -Meaning, Reasons and Effects of LTO/ETO.				
04	Overheads: Meaning and Classification of Overheads; Accounting and control of Manufacturing Overheads: Estimation and Collection, Costallocation, Apportionment, Re-apportionment and Absorption of Manufacturing Overheads; Problems on Primary and Secondary distribution and Secondary distribution using Reciprocal Service Methods only (Repeated Distribution Method and Simultaneous Equation Method); Accounting and Control of Administrative, Selling and Distribution overheads; Absorption of overheads: Meaning and Methods of Absorption of overheads; Problems on Machine hour rate	Dec-Jan	12	14	Black Board & chalk
05	Reconciliation of Cost and Financial Accounts Reasons for differences in Profits under Financial and Cost Accounts; Procedure for Reconciliation –Ascertainment of Profits as per Financial Accounts and Cost Accounts and Reconciliation of Profits of both sets of Accounts – Preparation of Reconciliation Statement – Problems.	04/02/2022 Jan-Feb	10	12	Black Board & chalk



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Teaching Plan for the year 2022-23



Name of the Faculty: ASHWINI.P

Class: BBA V semester (ODD)

Subject: Strategic Business Management

Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Introduction and on overview of Strategic Management; Nature and scope, elements in strategic management: Phases of strategic management, Benefits of strategic management steps in strategic Decision – making process.	17/10/2022 Oct	12	13	Black Board & chalk
02	Introduction and on overview of Strategic Management; Nature and scope, elements in strategic management: Phases of strategic management, Benefits of strategic management steps in strategic Decision – making process.	Nov	12	13	Black Board & chalk
03	Strategy formation – for corporate strategy –Growth strategy, stability strategy, Refreshmentstrategy.Portfolio Analysis, BCG. Growth – share matrix, Horizontal vertical strategy.Functional strategy Marketing, Financial, R&D, operations, purchasing production, Strategic choice, Development of policies.	Nov-Dec	20	21	Black Board & chalk
04	Strategic Implementation and control. Developing Budgets, Programmes and procedure; Reengineering, Evaluation and control in strategic management masers and types of control, guidelines for control of strategy.	Dec-Jan	10	11	Black Board & chalk

05	Popular strategic, Strategic Alliances, Merger and Acquisition, Technical Know-how.	04/02/2022 Jan-Feb	10	11	Black Board & chalk
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Teaching Plan for the year 2022-23


Name of the Faculty: ASHWINI.P

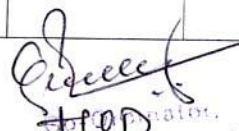
Class: BBA II semester (EVEN) NEP

Subject: Financial Accounting and Reporting

Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Final accounts of Partnership firm- Meaning of Partnership Firm, Partnership deed-clauses in partnership deed, Preparation of Final accounts of partnership firm-Trading and Profit and Loss Account, Profit and loss Appropriation Account, Partners capital account and Balance sheet. Goodwill-Nature, Factors influencing goodwill and methods of valuation of goodwill (Average and super profit methods)	02/05/2023 May	10	12	Black Board & chalk
02	Issue of shares- Meaning of shares-types of shares-preference shares and equity shares-issue of shares at par, premium and at discount, pro-rata allotment, Journal Entries relating to issue of shares; Preparation of respective ledger accounts; Preparation of Balance Sheet in the Vertical form (Practical Problems).	June	08	09	Black Board & chalk
03	Final accounts of joint stock companies- Statutory Provisions regarding preparation of Company Final Accounts - Treatment of Special items, managerial Remuneration, Tax deducted	June-July	12	14	Black Board & chalk

	at source, Advance payment of tax, Depreciation, Interest on debentures, Dividends, Rules regarding payment of dividends, Transfer to Reserves ,Preparation of Profit and Loss Account and Balance Sheet(VERTICAL Form Schedule-III)(Practical Problems).				
04	Financial statement analysis- Comparative Statements - Comparative Income Statement, Comparative Balance Sheet; Common size Statements- Common Size Income Statement, Common Size Balance Sheet-Trend Percentages.(Analysis and Interpretation)	July-aug	12	13	Black Board & chalk
05	Corporate financial reporting practices- Corporate Financial Reporting - meaning, types, characteristics of Corporate financial report ,users of corporate financial report; Components corporate financial report-general corporate information, financial highlights, letter to the shareholders from the ceo, management's discussion and analysis; Financial statements- Balance sheet, income statement, cashflow statement and notes to the financial statement; Auditor's report; significant accounting policies; corporate governance reporting, Corporate social responsibility report (Discuss only role and significance of above components of corporate financial report)	19/08/2023 Aug	10	10	Black Board & chalk

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Teaching Plan for the year 2022-23

Name of the Faculty: ASHWINI.P

Class: BBA IV Semester (EVEN)

Subject: Management Accounting

Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Introduction to Management Accounting-Introduction- Meaning and Definition – Objectives – Nature and Scope- Functions- Role of Management Accountant, Relationship between Financial Accounting and Management Accounting, Relationship between Cost Accounting and Management Accounting, advantages and limitations of Management.	02/05/2023 May	08	09	Black Board & Chalk
02	Ratio analysis-Introduction- Meaning and Definition of ratio, Meaning of Accounting ratio, and Ratio Analysis – Uses and Limitations –Classification of ratios- Liquidity ratios. Profitability ratios and Solvency ratios. Problems on conversion of financial statements into ratios and ratios into financial statements.	June	14	16	Black Board & Chalk
03	Cash flow analysis-Meaning and Definition of Cash Flow Statement – Concept of Cash and Cash Equivalents - Uses of Cash Flow Statement – Limitations of Cash Flow Statement– Differences between Cash Flow Statement and Fund Flow Statement – Provisions of Ind. AS-7. Procedure for preparation of Cash Flow	June-July	12	13	Black Board & Chalk



	Statement – Cash Flow from Operating Activities – Cash Flow from Investing Activities and Cash Flow from Financing Activities – Preparation of Cash Flow Statement according to Ind. AS- 7.				
04	Marginal costing-Introduction-Meaning and definition of marginal cost, marginal costing, features of marginal costing- terms used in marginal costing – P/V ratio, BEP, Margin of Safety, Angle of Incidence and Break-Even Chart. Break Even Analysis-assumption and uses-problems.	July-aug	10	11	Black Board & chalk
05	Budgetary control-Meaning and Definition of Budget and Budgetary Control, objectives of budgetary control, advantages and limitations of budgetary control, essentials of effective budgeting, Types of budget-Functional budgets, Master Budget, Fixed and Flexible Budget, Problems on Flexible budget and Cash Budget.	19/08/2023 Aug	12	13	Black Board & chalk

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Teaching Plan for the year 2022-23



Name of the Faculty: ASHWINI.P

Class: BBA VI Semester (EVEN)

Subject: Investment Management

Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Introduction-Nature and scope of investment analysis, elements of investment, return, risk and time elements, objectives of investment, security return and risk analysis, measurement of return and risk, (Problems), Approaches to Investment analysis.	02/05/2023 May	12	13	Black Board & chalk
02	Types of Investments-Financial investments, Securities and derivatives, Deposits, Tax sheltered Investments, non-financial investment, real estate, gold and other types and their characteristics, Sources of financial information.	June	12	12	Black Board & chalk
03	Fundamental analysis-Economic analysis, Industry analysis, Investment analysis and Company analysis.	June-July	14	14	Black Board & chalk
04	Technical analysis-Variou prices and volume indices and making averages, interpretation of various trends and indices	July-aug	12	13	Black Board & chalk
05	Market hypothesis-Weak, Semi-strong and strong market, testing of different forms of market efficiency and their significance.	19/08/2023 Aug	14	15	Black Board & chalk

Faculty
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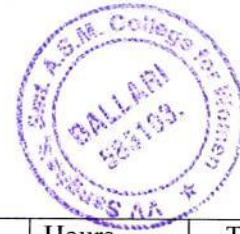
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Teaching Plan for the year 2022-23

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA I semester (ODD) NEP

Subject: 1.1 Management Principles And Practice



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	INTRODUCTION TO MANAGEMENT Introduction –Meaning, Evolution of management thought, Pre-Scientific Management Era, Classical Management Era, Neo-Classical Management Era, Modern Management Era; Nature and Characteristics of Management- Scope and Functional areas of Management; Management as a Science, Art or Profession; Management and Administration; Principles of Management.	Sept/Oct -2022	10	10	Black Board & Chalk
02	PLANNING AND DECISION MAKING Nature, Importance and Purpose of Planning- Planning Process; Objectives; Types of plans (Meaning only); Decision making- Importance and steps; MBO and MBE (Meaning only)	Oct/Nov- 2022	08	08	Black Board & Chalk
03	ORGANIZING AND STAFFING Nature and purpose of Organization; Principles of Organizing; Delegation of Authority; Types of Organization - Departmentation, Committees; Centralization vs Decentralization of Authority and Responsibility, Span of Control; Nature and importance of Staffing	Nov/Dec -2022	12	14	Black Board & Chalk
04	DIRECTING AND COMMUNICATING Meaning and Nature of Direction, Principles of Direction; Communication- Meaning and Importance, Communication Process, Barriers to Communication, Steps to overcome Communication Barriers, Types of Communication; Motivation theories – Maslow's Need Hierarchy Theory, Herzberg's Two Factor Theory, Mc.Gregor's X and Y theory. Leadership – Meaning, Formal and Informal Leadership, Characteristics of Leadership; Leadership Styles Autocratic Style, Democratic Style, Participative Style, Laissez Faire Leadership Styles, Transition Leadership, Charismatic Leadership Style.	Dec- 2022/Jan -2023	12	15	Black Board & Chalk

05	COORDINATING AND CONTROLLING Coordination— Meaning, Importance and Principles. Controlling— Meaning and steps in controlling, Essentials of Effective Control system, Techniques of Control (in brief).	Jan/Feb- 2023	10	10	Black Board & Chalk
06	BUSINESS SOCIAL RESPONSIBILITY AND MANAGERIAL ETHICS Business Social Responsibility— Meaning, Arguments for and against Business Social Responsibility; Green management— Meaning, Green Management Actions; Managerial Ethics— Meaning— Importance of Ethics in Business, Factors that determine Ethical or Unethical behavior.	Feb- 2023	04	04	Black Board & Chalk

Name of the faculty
Aishwarya Lakshmi K
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Teaching Plan for the year 2022-23

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA III semester (ODD) NEP

Subject: 3.3 Statistics For Business Decisions



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken / Conducted	Teaching Pedagogy/ Methodology used
01	Introduction to Statistics: Introduction- Meaning, Functions and Uses of Statistics; Collection of Data- Techniques of Data Collection- Census Technique and Sampling Technique (Concepts). Classification: Meaning, and Methods of Classification of Data, Tabulation: Meaning, Parts of a Table - Simple problems on Tabulation; Diagrammatic Presentation: Bar Diagrams- Simple Bars, Multiple Bars, Percentage Sub-divided Bar Diagram; Two Dimensional Diagrams- Pie Diagram.	Sept/Oct-2022	12	12	Black Board & Chalk
02	Measures of Central Tendency and Dispersion: Measures of Central Tendency: Calculation of Arithmetic Mean, Median and Mode for Individual, Discrete and Continuous Series- Problems; Empirical relation between Mean, Median and Mode. Measures of Dispersion: Absolute and Relative measures of dispersion- Standard Deviation in Individual, Discrete and Continuous Series- Problems Measures of Skewness: Calculation of Karl Pearson's Coefficient of Skewness (Uni-modal) - Problems.	Oct/Nov-2022	14	18	Black Board & Chalk
03	Correlation and Regression Analysis: Correlation Analysis- Meaning, Types of Correlation, Calculation of Karl Pearson's Coefficient of Correlation, Computation of Probable Error, Regression Analysis- Concept of Regression, Regression equations- Problems.	Nov/Dec-2022	10	12	Black Board & Chalk
04	Time Series Analysis: Meaning, Components, fitting a straight-line trend using Least Square Method (Problems where $\sum X = 0$ only), calculation and estimation of trend values	Dec-2022/Jan-2023	12	14	Black Board & Chalk
05	Index Numbers: Index number, Construction of Index number, Methods of Index number- simple aggregate method, Weighted method - Fishers Ideal Index Number- Problems. Tests of Adequacy (Unit test, TRT, FRT, Circular test). Consumer Price Index Number- Problems.	Jan/Feb-2023	12	12	Black Board & Chalk

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Teaching Plan for the year 2022-23

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA V semester (ODD)

Subject: 5.B E-1. Working Capital Management



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	WorkingCapitalDecision. An overview of the concept of Working Capital, Operating cycle - determinants of workingcapital - determination of optimum investment in current assets - Investment and financingpolicies.	Sept/Oct-2022	14	14	Black Board & Chalk
02	Managementofcash andmarketablesecurities- motivesofholdingcash:cashmanagement: objectivesof cashmanagement,determinantsof cashneeds,preparationof cashbudgetoptimumcashbalance. (Problems)	Oct/Nov-2022	14	16	Black Board & Chalk
03	Management of Receivables - Objectives ; costs ; benefits ; credit policies ; credit terms ;collectionpolicies;optimumcreditpolicy-problems.	Nov/Dec-2022	12	14	Black Board & Chalk
04	InventoryManagement Objectives:TechniquesofInventoryManagement-EOQStateLevel;Selectiveinventorycontrol-problems.	Dec-2022/Jan-2023	10	10	Black Board & Chalk
05	Working Capital Finance:Forms of credit, working capital control and banking policy.Dehejia Studygroup; Working capital control and banking policy -Tandon and ChoreCommitteerecommendations onworkingcapitalfinancing.	Jan/Feb-2023	14	14	Black Board & Chalk

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Teaching Plan for the year 2022-23

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA II semester (ODD) NEP

Subject: 2.3 Business Environment



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conduct ed	Teaching Pedagogy/ Methodology used
01	INTRODUCTIONBUSINESSENVIRONME NT Meaningofbusiness,scopeandobjectivesBusiness,b usinessenvironment,MicroandMacro-environmentofbusiness(social,cultural,economic, political,legaltechnologicaland natural)Impactofthesefactorsondecisionmakinginbu siness,Environmentalanalysis,andCompetitivestruc tureanalysisofBusiness.	May- 2023	12	12	Black Board & Chalk
02	GOVERNMENTAND LEGAL ENVIRONMENT Government Functions of the State, Economic role of government, State intervention inbusiness-reasonsforandtypesofstateinterventioninbusiness.I mpactofMonetarypolicy,Fiscalspolicy,Eximpolicy andindustrialpolicyonbusiness. Legalenvironment- VariouslawsaffectingIndianbusinesses.		16	18	Black Board & Chalk
03	ECONOMICENVIRONMENTANDG LOBALENVIRONMENT Anoverviewofeconomicenvironment,natureofthee conomy,structureofeconomy,factors affecting economicenvironment. Globalisationofbusiness; meaninganddimension s,stages,essentialconditionsofglobalisation,foreig nmarketentrystrategies,meritsanddemeritsofglob alisationofbusiness,ImpactofGlobalisationonIndi anbusinesses,Formsofglobalisationofbusinesses -MNCs,TNCsetc..		13	15	Black Board & Chalk
04	TECHNOLOGICALENVIRONMENT Meaningandfeatures;typesofinnovation,ImpactofT echnologicalchangesonbusiness, TechnologyandSociety,TechnologicalAcquisition modes,ITrevolutionandbusiness,ManagementofT echnology.		10	10	Black Board & Chalk
05	NATURAL ENVIRONMENT Meaningandnatureofphysicalenvironment.Impactof Naturalenvironmentonbusiness.		05	05	Black Board & Chalk

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Teaching Plan for the year 2022-23

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA IV Semester (ODD) NEP

Subject: 4.3 Financial Management



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Introduction to Financial Management: Introduction- Meaning of Finance, Business Finance, Finance Functions, Organization structure of Finance Department; Financial Management- Goals of Financial Management, Financial Decisions -Types of Financial Decisions, Role of a Financial Manager; Financial Planning- Principles of Sound Financial Planning, Steps in Financial Planning, Factors influencing a Sound Financial Plan.	May-2023	12	12	Black Board & Chalk
02	TIME VALUE OF MONEY: Meaning, Need, Future Value (Single Flow, Uneven Flow & Annuity); Present Value (Single Flow- Uneven Flow & Annuity); Doubling Period; Concept of Valuation-- Valuation of Bonds, Debentures and Shares (Simple Problems)	May/June-2023	12	14	Black Board & Chalk
03	FINANCING & DIVIDEND DECISIONS: Financing Decision: Sources of Long-Term Finance-- Meaning of Capital Structure, Factors influencing Capital Structure, Optimum Capital Structure- EBIT, EPS Analysis, Leverages- Problems. Dividend Decision: Meaning & Determinants of Dividend Policy, Types of Dividends, Bonus Shares (Meaning only)	June/July-2023	12	14	Black Board & Chalk
04	INVESTMENT DECISION: Meaning and Scope of Capital Budgeting, Features & Significance, Techniques-- Payback Period, Accounting Rate of Return, Net Present Value, Internal Rate of Return and Profitability Index (Problems)	July/Aug-2023	12	12	Black Board & Chalk
05	WORKING CAPITAL MANAGEMENT: Working Capital-- Concept of Working Capital, Significance of Adequate Working Capital, Types of Working Capital, Problems of Excess or Inadequate Working Capital, Determinants of Working Capital, Sources of Working Capital, Estimation of Working Capital (Simple Problems)	Aug-2023	12	12	Black Board & Chalk

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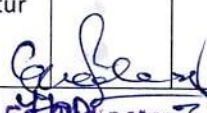
Class: BBA VI Semester (ODD)


Subject: 6.B E-4: Financial Management



Unit No.	Title of the Chapter & Description	Period/ Month	No. of Hours Allotted	Hours Taken/ Conducted	Teaching Pedagogy/ Methodology used
01	Finance :Functions and Goals.Meaning and scope of Finance - Functions and Goals ofFinance- ProfitMaximisation,WealthMaximisation,Financial Decisions.	May-2023	12	12	Black Board & Chalk
02	Cost of Capital : Meaning Computation of Cost of Equity,Preference andDebentures.Determination of The Proportions - Weighted Average Cost of Capital and Marginal Cost ofCapital- Problems.	May/June-2023	12	14	Black Board & Chalk
03	CapitalStructure : Meaning of Capital structure - optimumCapital Structure ; Factorsdeterminingcapitalstructure - Leverages - Operating leverage,Financial Leverage and Combined Leverage -EPS analysis- problems.	June/July-2023	12	13	Black Board & Chalk
04	CapitalBudgeting : Meaning andsignificanceof Capital Budgeting. Investment evaluation criteria- Pay-backperiod,NetPresentValue,AccountingRateofReturn.InternalRateofReturn-Problems	July/Aug-2023	12	13	Black Board & Chalk
05	CapitalBudgeting : Meaning andsignificanceof Capital Budgeting. Investment evaluation criteria- Pay-backperiod,NetPresentValue,AccountingRateofReturn.InternalRateofReturn-Problems	Aug-2023	12	12	Black Board & Chalk

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Teaching Plan for the year 2021-22

Name of the Faculty: K E Umesh

Class: B.B.AV semester (EVEN)

Subject: Global Marketing



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May 2022	Module No 1: INTERNATIONAL TRADE International Trade – Meaning, Significance, Why to go to International Business, Modes of Entering into International Trade.	12
June 2022	Module No 2: Balance of Payment Meaning, Factors influencing Balance of Payment, causes for Disequilibrium, Measures taken to improve the Disequilibrium Balance of Payment.	12
July 2022	Module No 3: Foreign Exchange Meaning, Types, Factors determining Exchange Rate, Spot Rate, Forward Rate, Swap, Indian FOREX Market, Convertibility of Indian Rupees, FOREX Dealers in India.	14
Aug 2022	Module No 4: FINANCIAL INSTITUTIONS Import and Export Banks, Commercial Banks, ECGC, Export Promotion Council. Recent EXIM Policy and India, Export Promotion measures, incentives to accelerate Exports.	14
Aug 2022	Module No 5: WTO WTO AND INDIA, TRADE BLOCKS AND TRADE CENTRES.	12

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Teaching Plan for the year 2021-22

Name of the Faculty: K E Umesh

Class: B.B.AIVsemester (EVEN)

Subject: Corporate Environment



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May 2022	Module No 1:FORMATION OFCOMPANY Promotion of Company – Promotion – Incorporation–Capital Subscription and CertificateofCommencementofBusiness.MemorandumofAssociatio nDefinition-ClausesArticlesof Association – Alteration of Memorandum of Association and Articles of Association.Prospectus– Meaning–Contents –Statement inLieu of Prospectus.	15
June 2022	Module No 2:CAPITAL OFCOMPANY Share Capital – Meaning of Shares – Kinds of Shares – Merits and Demerits of Shares.Debentures–Meaning–Features –Types- MeritsandDemerits,ListingofShares.	13
July 2022	Module No 3:COMPANYMEETINGS MeaningandDefinition–TypesofMeeting–StatutoryMeeting– AnnualGeneralMeeting –ExtraordinaryGeneralMeeting–BoardMeetingandResolutions.	12
Aug 2022	Module No 4:COMPANYSECRETARY MeaningandDefinition–Position–Appointment–Rights–Duties– Liabilities–Qualificationand Removal of CompanySecretary.	15
Aug 2022	Module No 5:WINDINGUPOFCOMPANIES Modes of winding up – commencement of winding up – consequences – official liquidator –powersand duties of liquidator.	10

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Teaching Plan for the year 2021-22

Name of the Faculty: K E Umesh

Class: B.B.A I semester (ODD)

Subject: Marketing Management



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
Oct 2021	Module No 1: INTRODUCTION TO MARKETING Meaning and Definition, Concepts of Marketing, Approaches to Marketing, Functions of Marketing. Recent trends in Marketing - E- business, Tele-marketing, M-Business, Green Marketing, Relationship Marketing, Concept Marketing, Digital Marketing, social media marketing and E-tailing (Meaning only).	10
Nov 2021	Module No 2: MARKETING ENVIRONMENT Micro Environment - The company, suppliers, marketing intermediaries, competitors, public and customers; Macro Environment - Demographic, Economic, Natural, Technological, Political, Legal, Socio-Cultural Environment.	10
Dec 2021	Module No 3: MARKET SEGMENTATION AND CONSUMER BEHAVIOUR Meaning and Definition, Bases of Market Segmentation, Requisites of Sound Market Segmentation; Consumer Behavior- Factors influencing Consumer Behavior; Buying Decision Process.	10
Jan 2021	Module No 4: MARKETING MIX Meaning, Elements of Marketing Mix (Four P's) - Product, Price, Place, Promotion. Product-Product Mix, Product Line, Product Lifecycle, New Product Development, Reasons for Failure of New Product, Branding, Packing and Packaging, Labeling Pricing-Objectives, Factors influencing Pricing Policy, Methods of Pricing; Physical Distribution- Meaning, Factors affecting Channel Selection, Types of Marketing Channels. Promotion- Meaning and Significance of Promotion, Personal Selling and Advertising (Meaning Only)	20
Feb 2021	Module No 5: SERVICES MARKETING Meaning and definition of services, difference between goods and services, features of services, seven P's of services marketing (concept only).	06

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Teaching Plan for the year 2021-22

Name of the Faculty: K E Umesh

Class: B.B.AII semester (EVEN)

Subject: Human Resource Management.



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May 2022	Module No 1: Introduction to Human Resource Management Meaning and Definition of HRM – Features Objectives, Differences between Human Resource Management and Personnel Management, Importance, Functions and Process of HRM, Role of HR Manager, Trends influencing HR practices	10
June 2022	Module No 2: Human Resource Planning, Recruitment and Selection. Human Resource Planning: Meaning and Importance of Human Resource Planning, Process of HRP HR Demand Forecasting- Meaning and Techniques (Meanings Only) and HR supply forecasting. Succession Planning – Meaning and Features Job Analysis: Meaning and Uses of Job Analysis, Process of Job Analysis – Job Description, Job Specification, Job Enlargement, Job Rotation, Job Enrichment (Meanings Only) Recruitment – Meaning, Methods of Recruitment, Factors affecting Recruitment, Sources of Recruitment Selection – Meaning, Steps in Selection Process, Psychometric tests for Selection, Barriers to effective Selection, Making Selection effective; Placement, Gamification – Meaning and Features	14
July 2022	Module No 3: Induction, Training and Compensation Induction: Meaning, Objectives and Purpose of Induction, Problems faced during Induction, Induction Program Planning. Training: Need for training, Benefits of training, Assessment of Training Needs and Methods of Training and Development; Kirkpatrick Model; Career Development. Compensation: Direct and Indirect forms of Compensation (Meaning Only), Compensation Structure.	10
Aug 2022	Module No 4: Performance Appraisal, Promotion & Transfers. Performance appraisal: Meaning and Definition, Objectives and Methods of Performance Appraisal – Uses and Limitations of Performance Appraisal, Process of Performance Appraisal Promotion: Meaning and Definition of Promotion, Purpose of Promotion, Basis of Promotion. Transfer: Meaning of Transfer, Reasons for Transfer, Types of Transfer, Right Sizing of Work Force, Need for Right Sizing	14
Aug 2022	Module No 5: Employee Engagement and Psychological Contract Employee Engagement (EE): Meaning and Types of EE, Drivers of Engagement – Measurement of EE, Benefits of EE. Psychological contract: Meaning and features	08

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Teaching Plan for the year 2021-22

Name of the Faculty: K E Umesh

Class: B.B.AV semester (ODD)

Subject: Strategic Business Management



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
Oct 2021	Module No 1: Introduction and overview of Strategic Management; Nature and scope, elements in strategic management: Phases of strategic management, Benefits of strategic management steps in strategic Decision-making process.	12
Nov 2021	Module No 2: Environmental scanning, external scanning identifying External Environmental variable, strategic types. Role of forecasting in strategic management Internal scanning – value chain analysis. Strategic Audits scanning functional resources.	12
Dec 2021	Module No 3: Strategy formation – for corporate strategy – Growth strategy, stability strategy, Refreshment strategy. Portfolio Analysis, BCG. Growth–share matrix, Horizontal vertical strategy. Functional strategy Marketing, Financial, R&D, operations, purchasing production, Strategic choice, Development of policies.	20
Jan 2021	Module No 4: Strategic Implementation and control. Developing Budgets, Programmes and procedure; Reengineering, Evaluation and control in strategic management masers and types of control, guidelines for control of strategy.	10
Feb 2021	Module No 5: Popular strategic, Strategic Alliances, Merger and Acquisition, Technical Know-how.	10

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Teaching Plan for the year 2021-22

Name of the Faculty: K E Umesh

Class: B.B.IIIsemester (ODD)

Subject: Organizational Behaviour



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
Oct 2021	Module No 1 - Organisational Behaviour Nature & Scope, Models of OB, Evolution, Significance, Process, significance of special, psychological and social factors.	12
Nov 2021	Module No 2 - Foundations of Individual Behaviour: Personality: concept, Determinants, Types, Theories; Perception: process, Factors, Application.	12
Dec 2021	Module No 3 - Theories of OB, Values, Attitudes and Job Satisfaction, Definitions of values Attitudes and Job Satisfaction Types of values, Loyalty and ethical behavior. Meaning: Job Satisfaction, retirements.	14
Jan 2021	Module No 4 - Group Development: Five stages and Equilibrium model. External conditions. Organizational culture, definition, Types, Functions, creating and sustaining and changing culture.	14
Feb 2021	Module No 5 - Leadership: Definition, theories, trait, Behaviour, contingency, contemporary issues in leadership.	12

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Teaching Plan for the year 2021-22

Name of the Faculty: AISHWARYA LAKSHMI K


Class: BBA I semester (ODD) NEP


Subject: 1.1 Management Principles And Practice



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
Oct – 2021	Module No.1: INTRODUCTION TO MANAGEMENT Introduction – Meaning, Evolution of management thought, Pre-Scientific Management Era, Classical Management Era, Neo-Classical Management Era, Modern Management Era; Nature and Characteristics of Management- Scope and Functional areas of Management; Management as a Science, Art or Profession; Management and Administration; Principles of Management.	10
Nov – 2021	Module No.2: PLANNING AND DECISION MAKING Nature, Importance and Purpose of Planning- Planning Process; Objectives; Types of plans (Meaning only); Decision making- Importance and steps; MBO and MBE (Meaning only)	08
Nov/Dec- 2021	Module No.3: ORGANIZING AND STAFFING Nature and purpose of Organization; Principles of Organizing; Delegation of Authority; Types of Organization - Departmentation, Committees; Centralization vs Decentralization of Authority and Responsibility, Span of Control; Nature and importance of Staffing	12
Dec/ Jan -2021- 2022	Module No.4: DIRECTING AND COMMUNICATING Meaning and Nature of Direction, Principles of Direction; Communication- Meaning and Importance, Communication Process, Barriers to Communication, Steps to overcome Communication Barriers, Types of Communication; Motivation theories – Maslow's Need Hierarchy Theory, Herzberg's Two Factor Theory, Mc.Gregor's X and Y theory. Leadership – Meaning, Formal and Informal Leadership, Characteristics of Leadership; Leadership Styles – Autocratic Style, Democratic Style, Participative Style, Laissez Faire Leadership Styles, Transition Leadership, Charismatic Leadership Style.	12
Jan/Feb – 2022	Module No.5: COORDINATING AND CONTROLLING Coordination – Meaning, Importance and Principles. Controlling- Meaning and steps in controlling, Essentials of Effective Control system, Techniques of Control (in brief).	10

Name of the Faculty
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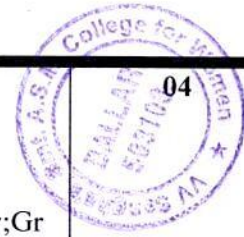

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Feb -
2022

**Module No. 6: BUSINESS SOCIAL
RESPONSIBILITY AND
MANAGERIAL ETHICS**

Business Social Responsibility -
Meaning, Arguments for and against Business Social Responsibility; Green management -
Meaning, Green Management Actions; Managerial Ethics - Meaning -
Importance of Ethics in Business, Factors that determine Ethical or Unethical behavior.



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Teaching Plan for the year 2021-22

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA IIIsemester (ODD)

Subject: 3.5 Modern Banking



MON TH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTT ED
Oct 2021	Module-1: Banking in India Meaning of Bank, Concept, Functions and Types of Banking.	10
Nov 2021	Module-2: Banker and customer relationship Meaning of customer, relationship between Banker and Customer, - General and Special Relationships - changing profile of Banker - Customer relationship in recent times.	12
Dec 2021	Module-3: Crossing and Endorsement of Cheques Meaning and types of cheques - Open and Crossed cheques, Methods of crossing: General Crossing, Special Crossing, Holder and Holder in Due Course, Marking of cheques, material alteration, Magnetic Ink Character recognition (MICR) of cheques and drafts. Endorsement meaning, kinds of endorsement.	14
Jan 2022	Module-4: Employment of Bank Funds Principles of sound lending, factors limiting levels of advances, Modes of advancing: Charges, Lien, Pledge, Hypothecation, Mortgages.	14
Feb 2022	Module-5: Electronic Banking Concept of Electronic Banking, Forms of Electronic Banking, significance of Electronic Banking, types of Electronic payment system: smart cards and Electronic payments system, Credit card based Electronic payments system, Risk and Electronic payment systems.	15

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Teaching Plan for the year 2021-22

Name of the Faculty: AISHWARYA LAKSHMI K

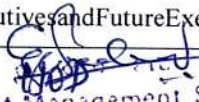
Class: BBA V semester (ODD)

Subject: 5.CE-2.Training And Development



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
Oct - 2021	MODULE-1: Training An Overview–Role of training in organisations–Structure of Training Organisations –Training Process Model– Forces influencing the workplace and training– Learning Theories & Training– The Trainer: Roles and competencies of Trainers. Current Training & Development Practices– Business	12
Nov – 2021	MODULE-2: Training Needs Analysis Why, When and Where to look for Performance Discrepancies?– Framework for conducting TNA, Outcomes of TNA, Approaches to TNA, Needs Assessment Techniques. Training Design: Organisational/Environmental constraints– Training Objectives– Facilitation of Learning– Facilitation of Transfer- Training Design Process– Key Factors in Designing– Training Design Theories.	12
Dec – 2021	MODULE-3: Training Evaluation Rationale for Evaluation– Training outcomes– Training Evaluation Design Issues– Types of Evaluation Techniques & Instruments– Costing Training Programmes– Measuring ROI of training programmes.	10
Jan – 2022	MODULE-4: Training Methods Matching training methods with outcomes– Lectures & Demonstrations, Computer-based Training, Games & Simulations, On-the-Job Training– Audiovisual Enhancements to Training– Training facilities– Key Areas of Organisational Training: Orientation Training, Diversity Training, Sexual Harassment Training, Team Training, and other training programmes & Issues– Impact of Technology on Training– Choosing a training method– Training of special groups like sales and retail staff.	14
Feb – 2022	MODULE-5: Management Development Training vs. Development– Importance of Management Development – Management Development Implications– Approaches for Management Development– Strategies for Development of Technical Managers, Executives and Future Executives.	14

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Teaching Plan for the year 2021-22

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA II Semester (EVEN) NEP

Subject: 2.3 Business Environment



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May/June-2022	Module No.1: INTRODUCTION BUSINESS ENVIRONMENT Meaning of business, scope and objectives Business, business environment, Micro and Macro-environment of business (social, cultural, economic, political, legal technological and natural) Impact of these factors on decision making in business, Environmental analysis, and Competitive structure analysis of Business.	1 2 12
June/July-2022	Module No.2: GOVERNMENT AND LEGAL ENVIRONMENT Government Functions of the State, Economic role of government, State intervention in business- reasons for and types of state intervention in business. Impact of Monetary policy, Fiscal policy, Exim policy and industrial policy on business. Legal environment - Various laws affecting Indian businesses.	1 6 16
July/Aug-2022	Module No.3: ECONOMIC ENVIRONMENT AND GLOBAL ENVIRONMENT An overview of economic environment, nature of the economy, structure of economy, factors affecting economic environment. Globalisation of business ; meaning and dimensions, stages, essential conditions of globalisation, foreign market entry strategies, merits and demerits of globalisation of business, Impact of Globalisation on Indian businesses, Forms of globalisation of businesses -MNCs, TNCs etc..	1 3 13
Aug/Sep-2022	Module No.4: TECHNOLOGICAL ENVIRONMENT Meaning and features; types of innovation, Impact of Technological change on business, Technology and Society, Technological Acquisition modes, IT revolution and business, Management of Technology.	1 0 10
Sep-2022	Module No.5: NATURAL ENVIRONMENT Meaning and nature of physical environment. Impact of Natural environment on business.	0 5 5

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Teaching Plan for the year 2021-22

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA IV Semester (EVEN)

Subject: 4.1 Elements Of Costing



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May – 2022	MODULE1: Introduction Nature and scope of Cost Accounting, Distinction between cost and financial accounting, Elements of cost, Classification of cost- cost sheet, (Problems on output costing, tenders & estimate).	12
June – 2022	MODULE2: Material classification Level setting (problems), Valuation of brought out materials, Storage of materials, Functions of store department.	12
July – 2022	MODULE3: Overheads Collection & classification of overheads, Allocation and apportionment of service department cost to production department, (problems on simultaneous use equation method only), Absorption of overhead methods- percentage of direct material cost, Direct labour cost, Prime cost, Labour hour rate, Machine hour rate, (Problems on M/s hour rate only)	15
July/August-2022	MODULE4: Methods of costing Job costing, Contract costing, Process costing, Normal & Abnormal loss & gain (Problems), Operating costing (Problems) on goods & passenger transports	14
July/August-2022	MODULE5: Marginal Costing Meaning, Contribution, P.V. Ratio, Margin of safety, BEP, Application of marginal costing for decision making, (Problems on profit making make or buy)	12

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Teaching Plan for the year 2021-22

Name of the Faculty: AISHWARYA LAKSHMI K


Class: BBA IV Semester (EVEN)


Subject: 4.6 Principles And Practice Of Insurance



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May – 2022	MODULE:1 Introduction Definition and Concept of Insurance – Origin of Insurance – Role and Importance of Insurance – Insurance contracts – Fundamental of Insurance.	12
June – 2022	MODULE:2 Life Insurance Contracts Types of life insurance policies, Surrender value of policy – converting of policies – Lapse of policies, Revival, Maturity, Nomination and assignment – loan provision to policyholders.	15
July – 2022	MODULE:3 Fire Insurance Nature and use of Fire Insurance – Fire Insurance Contracts – Types of Fire Policies, – Re-insurance and double insurance.	13
July/August-2022	MODULE:4 Marine Insurance Nature and use of marine insurance, marine insurance contracts – Types of marine Policies.	13
July/August-2022	MODULE:5 Miscellaneous Insurance Motor Insurance, Burglary Insurance, Personal Accident Insurance and crop Insurance.	12

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Teaching Plan for the year 2021-22

Name of the Faculty: RINI. GATTINA

Class: BBA 5th semester (ODD)

Subject: Business Law



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
Oct 2021 (18/10/2021)	MODULE-1: LAW OF CONTRACT 1872 Nature of contract, classification, offer and acceptance, capacity of parties to contract, pre consent consideration, legality of object, agreement declared void, performance of contract, discharge of contract, Remedies for break of contract.	12
Nov-2021	MODULE-2: SPECIAL CONTRACTS Indemnity, guarantee, bailment and pledge, agency	12
Dec-2021	MODULE-3: SALE OF GOODS ACT: 1930 Formation of contract of sale, goods and their classification, price, conditions and warranties, transfer of property in goods unpaid seller and his rights.	12
Jan-2022	MODULE-4: NEGOTIABLE INSTRUMENTS ACT Definition of Negotiable Instruments features, promissory note, bill of exchange and cheque, crossing of cheque, types of crossing, negotiation, dishonours and discharge of negotiable instruments.	14
Feb-2022 (12/02/2022)	MODULE-5: THE PARTNERSHIP ACT, 1932 Nature and Characteristics of Partnership, Registration of a Partnership Firms, Types of Partners, Rights and Interests of Partners, Implied Authority of a Partner, Incoming & Outgoing Partners, Mode of Dissolution of Partnership.	14

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Teaching Plan for the year 2021-22

Name of the Faculty: RINI. GATTINA

Class: BBA 6th semester (EVEN)

Subject: Labour Law



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May/June-2022 (30/05/2022)	MODULE-1: hours Standing Order Act 1948: main provisions and features. Factories Act 1948: main provisions and features	12
June/July-2022	MODULE-2: hours Employees Provident Fund Act 1952: main provisions and features. Employees State Insurance Act; 1976: main provisions and features.	12
July/Aug-2022	MODULE-3: 2 hours Payment of Bonus Act, 1951: main provisions and features. Payment of Gratuity Act; 1972: main provisions and features.	1
Aug/Sep-2022	MODULE-4: 4 hours Industrial Dispute Act, 1947: main provisions and features. Shops and Commercial Establishment Act, 1961: main provisions and features	1
Sep-2022 (17/09/2022)	MODULE-5: 4 hours Child Labour (Prohibition and Regulation) Act, 1986 : main provisions and features. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013: main provisions and features.	1

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Teaching Plan for the year 2020-21

Name of the Faculty: **Ashwini.P**

Class: **BBA 1 semester (ODD)**

Subject: **Financial Accounting-I**

DATE	TOPICS TO BE COVERED	ALLOTTED HOURS
Nov-Dec 2020	INTRODUCTION Accounting system & Principles: Accounting Concept- Accounting conventions, Accounting Standards : meaning objectives and Accounting Standard Board,- Procedure for issue of accounting Standard. List of Accounting Standard issued by ICAI.	08 Hours
Dec 2020	FINAL ACCOUNTS OF SOLE TRADER Journal, Subsidiary books, Ledger, Trial Balance and Final Accounts of Sole Trading concern including Manufacturing Accounts.	20 Hours
Dec 2020 - Jan 2021	DEPARTMENTAL ACCOUNTS Meaning, Objectives and Importance- Basis of allocation of expenses- Inter departmental transfers- Preparation of departmental trading and profit and loss account.	12 Hours
Jan 2020	CONSIGNMENT ACCOUNTS Meaning, Consignment Vs Sales – Proforma Invoice- Account Sales- Consignment Losses-Types of commission- Valuation of closing stock- Cost price & Invoice price Method	12 Hours
Feb 2020	COMPUTERISED ACCOUNTING Meaning, Features, Advantages and disadvantages of Computerized accounting, Difference between manual and computerized accounting, Introduction to Tally ERP 9, Meaning, Advantages and limitations of Tally, Creation and Alteration of Company, Groups and Ledger Accounts, Generation of Trial Balance and Financial Statements. Practical problems.	12 Hours

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Teaching Plan for the year 2020-21

Name of the Faculty: **Ashwini.P**

Class: **BBA III semester (ODD)**

Subject: **ORGANIZATIONAL BEHAVIOR**

DATE	TOPICS TO BE COVERED	ALLOTTED HOURS
Nov-Dec 2020	Organisational Behaviour- Nature & Scope, Models of OB, Evolution, Significance, Process, significance of special, psychological and social factors.	12 Hours
Dec-Jan 2020-21	Foundations of Individual Behaviour: Personality: concept, Determinants, Types, Theories; Perception: process, Factors, Application.	12 Hours
Jan 2020	Theories of OB, Values, Attitudes and Job Satisfaction, Definitions of values Attitudes and Job Satisfaction Types of values, Loyalty and ethical behavior. Meaning: Job Satisfaction, retirements.	14 Hours
Jan-Feb 2020	Group Development: Five stages and Equilibrium model. External conditions. Organizational culture, definition, Types, Functions, creating and sustaining and changing culture.	14 Hours
Feb 2020	Leadership: Definition, theories, trait, Behaviour, contingency, contemporary issues in leadership.	12 Hours

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Teaching Plan for the year 2020-21

Name of the Faculty: **Ashwini.P**

Class: **BBA III semester (ODD)**

Subject: **CORPORATE ACCOUNTING-I**

DATE	TOPICS TO BE COVERED	ALLOTTED HOURS
Nov- Dec 2020	Introduction to Corporate Accounting. Company - Shares – Stock – Kinds of Shares- Features – Issues of Shares – SEBI Guidelines- New shares issue procedures – shares Payable by Installment at Par, at Premium, at Discount– Calls in Areams, Calls in Advances, Forfeiture and Re-issue of Forfeiture Shares.	15 Hours
Dec 2020	Bonus and Rights shares Bonus Shares – Meaning – Objects – Merits and Demerits of the issue of Bonus Shares – SEBI Guidelines for the issue of Bonus Shares. Rights Issue: Meaning – Difference Right Issue and Public Issue. Stock Split – Comparison of Bonus Shares and Stock and Split (Simple Numerical Problems only)	12 Hours
Dec-Jan 2020-21	Issue and redemption of debentures Meaning – Features of a Debentures, Factors to be considered for the Issue of Debentures – SEBI Guidelines for Issue of Debt Instruments, Issue and Redemption of Debentures at Par, Premium and Discount. (simple problems only)	13 Hours
Jan 2020	Final accounts of Joint stock Companies Preparation of Final Accounts of Joint Stock Company as per Companies Act of 2013, forms of Final Accounts – Vertical and Horizontal forms, Divisible Profits, Managerial Remuneration. Treatment of tax provision, preparation of financial statement. Implication of Accounting Standard 1,4,5,17,18 and 22.	15 Hours
Feb 2020	Human Resource Accounting Nature – Definition – objectives – Human Resource Cost – Development Cost – Replacement Cost – Opportunity Cost – Adjusted Present Value (Theory only)	10 Hours

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Teaching Plan for the year 2020-21



Name of the Faculty: **Ashwini.P**

Class: **BBA II semester (EVEN)**

Subject: **BUSINESS COMMUNICATION**

DATE	TOPICS TO BE COVERED	ALLOTTED HOURS
May 2021	Elements of communication- Meaning, Importance, Objectives & Principles of Communication, Process, impediments of effective communication, Strategies for effective communication. Types and forms of communication: Verbal and Nonverbal Communication. The Cross Cultural Dimensions of Business Communication, Listening & Speaking, Techniques of Eliciting Response, Probing Questions, Observation, Business and social etiquette.	14 Hours
June 2021	Public Speaking-Importance of Public Speaking and Speech Composition - Principles of Effective Speaking& Presentations. Speech for introduction of a speaker - Speech for vote of thanks -Occasional speech - Theme speech. Moderating programs-Use of Technology	10 Hours
June/July 2021	Interview Techniques- Importance of Interviews, Art of conducting and giving interviews, Placement interviews- discipline interviews - Appraisal interviews - Exit interviews.	10 Hours
July 2021	Meetings Importance of Meetings -Opening and Closing Meetings - Participating and Conducting Group discussions. Brain Storming, e- Meetings, preparing agenda and minutes of the meeting. Report Writing: Types, Structure, Visual-Aid, Charts, Tables And Diagrams, Projectors, Qualities of well written report.	15 Hours
Aug 2021	Business Letters: Inquiries, Circulars, Quotations, Orders, Acknowledgments Executions, Complaints, Claims & Adjustments, Collection letter, Banking correspondence, Agency correspondence, Bad news and	

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persuading letters, Sales letters, Job application letters -
Bio-data, Covering Letter, Interview Letters, Letter of
Reference. Memos, Minutes, Circulars and Notices.
Messages Media: Telephone, Telex, FAX, Internet, etc.

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Teaching Plan for the year 2020-21



Name of the Faculty: **Ashwini.P**

Class: **BBA II semester (EVEN)**

Subject: **FINANCIAL ACCOUNTING-II**

DATE	TOPICS COVERED	ALLOTTED HOURS
May 2021	Partnership Accounts-Capital Accounts, Fixed and Fluctuating System. Final Account of partnership firm, Trading and Profit & Loss Account, Profit & Loss Appropriation Account, Balance Sheet. Accounting treatment in case of Admission, Retirement and Death of a Partner.	15 Hours
June 2021	Amalgamation of firms and sale to a company-Meaning and objectives- journal and ledger accounts in the books of old and new firms and the preparation of amalgamated balance sheet in the books of new firm.Sale of partnership to a limited company: Purchase consideration, Methods of calculation of purchase consideration, Preparation of journal and ledgers in the books of the firms.Limited Liability Partnership: Introduction of LLP Act 2008, Meaning, Features- Difference between General Partnership, and LLP - Incorporation, Partners and their relation,- Obligation, Extent of Liability, Assignment and transfer of partner rights, Winding up and dissolution of LPP	20 Hours
June July 2021	Dissolution of Firms-Meaning, Causes for Dissolution. Insolvency of a partner- Applicability of Garner Vs Murray Rule. Insolvency of all partners.	10 Hours
July 2021	Branch Accounts-Meaning, Types Branches dealing with cash sales, credit sales, goods received at invoice price-Preparation of branch accounts in the books of head office and preparation of necessary ledger accounts under stock and debtors system, Independent branch: incorporation of branch transactions in head office.	10 Hours
Aug 2021	Hire purchase and installment system-Calculation of Interest and Cash price – Journal & Ledger.	9 Hours

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Teaching Plan for the year 2020-21



Name of the Faculty: **Ashwini.P**

Class: **BBA IV semester (EVEN)**

Subject: **MANAGEMENT ACCOUNTING**

DATE	TOPICS COVERED	ALLOTTED HOURS
May 2021	Introduction: Meaning, objectives, nature and significance of Management Accounting. Relationship between Cost, Financial and Management Accounting	10 Hours
June 2021	Financial Statement Analysis: Analysis and interpretation of financial statements, techniques of financial analysis – Problems on comparative statements – Common size statements – Trend analysis.	12 Hours
June & July 2021	Ratio Analysis: Meaning, utility of ratios, limitations, types of ratios <u>Liquidity Ratios</u> : Current Ratio, Quick Ratio, Inventory Turnover Ratio, Debtors - Turnover Ratio, Creditors - Turnover Ratio only. <u>Solvency Ratio</u> : Debt equity ratio, Proprietary Ratio, Interest Coverage Ratios only <u>Profitability Ratios</u> : Gross Profit Ratio, Operating Ratio, Net Profit Ratio, Expenses Ratios only (including problems on all these categories of ratios)	15 Hours
July 2021	Funds Flow and Cash Flow Statements – Meaning, objectives and limitations. Preparation of Funds Flow and Cash Flow statements (with problems).	18 Hours
Aug 2021	Budgetary control : Meaning, Definition of Budget & Budgetary control, significance, limitations, Types of Budgets - Production Budget, Purchase Budget, Sales Budget, Flexible Budget and Master Budget (with problems).	10 Hours

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Teaching Plan for the year 2021-22



Name of the Faculty: **Ashwini.P**

Class: **BBA 1st semester (ODD)**

Subject: **Fundamentals of Business Accounting**

MONTH	TOPICS TO BE COVERED	HOURS ALLOTTED
Oct – 2021 (21/10/2021)	Introduction to financial accounting-Introduction–Meaning and Definition–Objectives of Accounting–Functions of Accounting–Users of Accounting Information–Limitations of Accounting–Accounting Cycle-Accounting Principles–Accounting Concepts and Accounting Conventions. Accounting Standards – objectives- significance of accounting standards. List of Indian Accounting Standards.	08 Hours
Nov – 2021	Accounting process-Meaning of Double entry system–Process of Accounting–Kinds of Accounts–Rules-Transaction Analysis–Journal–Ledger–Balancing of Accounts–Trial Balance–Problems on Journal, Ledger Posting and Preparation of Trial Balance	12 Hours
Nov/Dec- 2021	Subsidiary books-Meaning – Significance – Types of Subsidiary Books –Preparation of Purchases Book, Sales Book, Purchase Returns Book, Sales Return Book, Bills Receivable Book, Bills Payable Book. Types of CashBook Simple CashBook,Double Column CashBook, Three Column Cash Book and Petty Cash Book (Problems only on Three Column Cash Book and Petty Cash Book), Bank Reconciliation Statement – Preparation of Bank Reconciliation Statement(Problems on BRS)	14 Hours
Dec/ Jan - 2021- 2022	Final accounts of proprietary concern-Preparation of Statement of Profit and Loss and Balance Sheet of a proprietary concern with special adjustments like depreciation, outstanding and prepaid expenses, outstanding and received in advance of incomes ,provision for doubtful debts,drawings and interest on capital.	10 Hours
Jan/Feb – 2022	Accounting software-Introduction-meaning of accounting software, types accounting software-accounting software Tally-Meaning of Tally software Features–Advantages, Creating a New Company, Basic Currency information, other information, Company features and Inventory features. Configuring Tally - General Configuration,	12 Hours



	<p>Numerical symbols, accounts/inventory info – master configuration, -voucher entry configuration. Working in Tally: Groups, Ledgers, writing voucher, different types of voucher, voucher entry Problem on Voucher entry- Generating Basic Reports in Tally-Trail Balance, Accounts books, Cash Book, Bank Books, Ledger Accounts, Group Summary, Sales Register and Purchase Register, Journal Register, Statement of Accounts, and Balance Sheet</p>	
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Teaching Plan for the year 2021-22

Name of the Faculty: **Ashwini.P**
Class: **BBA III semester (ODD)**
Subject: **Organizational Behavior**

MONTH	TOPICS TO BE COVERED ¹	HOURS ALLOTTED
Oct-2021 (18/10/2021)	Module -Nature & Scope, Models of OB, Evolution, Significance, Process ,significance of special ,psychological and social factors.	12 hours
Nov-2021	Foundations of Individual Behaviour: Personality: concept, Determinants, Types, Theories; Perception: process, Factors, Application.	12 hours
Dec- 2021	Theories of OB, Values, Attitudes and Job Satisfaction, Definitions of values Attitudes and Job Satisfaction Types of values ,Loyalty and ethical behavior .Meaning :Job Satisfaction ,retirements	14 hours
Jan- 2022	Group Development: Five stages and Equilibrium model External conditions .Organizational culture, definition, Types, Functions, creating and sustaining and changing culture.	12 hours
Feb-2022 (12/02/2022)	Leadership: Definition, theories ,trait, Behaviour ,contingency ,contemporary issues in leadership.	12 hours

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Teaching Plan for the year 2021-22

Name of the Faculty: **Ashwini.P**

Class: **BBA VI semester (ODD)**

Subject: **HUMAN RESOURCE DEVELOPMENT**

MONTH	TOPICS TO BE COVERED	HOURS ALLOTTED
Oct2021 (18/10/2021)	Meaning definition ,need and Importance of HRD. Characteristics of HRD	10 Hours
Nov-2021	Difference between HRD and Personnel Management ,HRD Processes. HRD and Its Mechanism. Outcomes of HRD.	12 Hours
Dec-2021	Planning HRD System, organizing HRD Systems, Attributes of an HRD manager. HRD as in Indian Industries (revolution and development)	12 Hours
Jan-2022	Personality and Individuality, meaning and development of personality perceptions, attitudes, types of personality, development factors influencing personality.	14 Hours
Feb-2022 (12/02/2022)	Meaning of the Role Conflict stress, goal conflict frustration, Group ,meaning of group dynamics, Distinction between group and team, Stages of Group development, Cohesiveness ,inter group, intra group, informal group, formal group, formal vs informal group. Diagnosis of group behaviour.	16 Hours

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Teaching Plan for the year 2021-22



Name of the Faculty: **Ashwini.P**

Class: **BBA II semester (EVEN)**

Subject: **FINANCIAL ACCOUNTING AND REPORTING**

MONTH	TOPICS TO BE COVERED	HOURS ALLOTTED
May – 2022 (02/05/2022)	Financial accounts of Partnership Firm: Meaning of Partnership Firm, Partnership deed-clauses in partnership deed, Preparation of Final accounts of partnership firm-Trading and Profit and Loss Account, Profit and Loss Appropriation Account, Partners capital account and Balance sheet. Goodwill- Nature ,Factors influencing goodwill and methods of (Average and super profit methods)	10 Hours
June – 2022	Issue of shares- Meaning of Share, Types of Shares–Preference shares and Equity shares –Issue of Shares at par, at Premium, at Discount: Pro-Rata Allotment ;Journal Entries relating to issue of shares; Preparation of respective ledger accounts; Preparation of Balance Sheet in the Vertical form (Practical Problems).	08 Hours
July – 2022	Final accounts of Joint stock companies- Statutory provisions regarding preparation of Company Final accounts-Treatment of special items, Managerial remuneration, Tax deduction at source, Advance payment of tax, Provision for tax, Depreciation, Interest on debentures, dividends, Rules regarding payment of dividends, Transfer to Reserves, Preperation of Profit and loss account and balance sheet (Vertical form Schedule-III) (Practical Problems)	12 Hours
July/August-2022	Financial statement analysis-Comparative Statements - Comparative Income Statement, Comparative Balance Sheet; Common size Statements–Common Size Income Statement, Common Size Balance Sheet–Trend Percentages.(Analysis and Interpretation)	12 Hours
July/August-2022 (19/08/2022)	Corporate Financial Reporting practices-meaning, types, characteristics of corporate financial report, users of corporate financial report, Component corporate financial report-general corporate information, Financial highlights, letter to the	10 Hours



022)	shareholders from the CEO, management's discussion and analysis, Financial statements-Balance sheet, income statement, cash flow statement and notes to the financial statements, Auditor's report, significant accounting policies, corporate governance report, Corporate social responsibility report (Discuss only role and significance of above components of corporate financial report)	
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Teaching Plan for the year 2021-22

Name of the Faculty: **Ashwini.P**

Class: **BBA IV semester (EVEN)**

Subject: **MANAGEMENT ACCOUNTING**

MONTH	TOPICS TO BE COVERED	HOURS ALLOTTED
Oct -2021 (18/10/2021)	MODULE1: Introduction: Meaning, objectives, nature and significance of Management Accounting. Relationship between Cost, Financial and Management Accounting	10 Hours
Nov – 2021	Financial Statement Analysis: Analysis and interpretation of financial statements, techniques of financial analysis–Problems on comparative statements–Common size statements –Trend analysis.	12 Hours
Dec – 2021	Ratio Analysis: Meaning, utility of ratios, limitations, types of ratios– <u>Liquidity Ratios:</u> Current Ratio, QuickRatio, Inventory Turnover Ratio, Debtors-Turnover Ratio, Creditors Turnover Ratio only. <u>Solvency Ratio:</u> Debt equity ratio, Proprietary Ratio, Interest Coverage Ratios only <u>Profitability Ratios:</u> Gross Profit Ratio, Operating Ratio, Net Profit Ratio, Expenses ratios only(including problems on all these categories) Ratiosonly (including problemson all these categories ofratios)	15 Hours
Jan – 2022	Funds Flow and Cash Flow Statements – Meaning, objectives and limitations. Preparation of Funds Flow and Cash Flow statements(with problems).	18 Hours
Feb – 2022 (12/02/2022)	Budgetary control : Meaning, Definition of Budget & Budgetary control, significance, limitations, Types of Budgets - Production Budget, Purchase Budget, Sales Budget, Flexible Budget and Master Budget (with problems).	10 Hours

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Teaching Plan for the year 2021-22



Name of the Faculty: **Ashwini.P**

Class: **BBA VI semester (EVEN)**

Subject: **Industrial Relations**

MONTH	TOPICS TO BE COVERED	HOURS ALLOTTED
Oct -2021 (18/10/2021)	Growth of industrial labour force ,types ,employment in public, private and cooperative sector. Organized labor ,unorganized labour.	12 Hours
Nov - 2021	Characteristics of Indian labour. Labour movement in India. (post independence) center trade union organizations. Problems of trade unions; functions of trade unions;	14 Hours
Dec - 2021	Industrial relations; concept, Evaluation of industrial relation in India industries. Transitional state in industrial relations. Trade Unions: Meaning, Objectives, Functions, Types.	14 Hours
Jan - 2022	Organizational Development: Meaning, Objectives, Characteristics, Goals, Benefits. Change: Types of Change, Process of change, Managing Resistance.	12 Hours
Feb - 2022 (12/02/2022)	Collective bargaining ;concept negotiation skills, Indian labour conference and its functions ILO : recommendations and conventions.	12 Hours

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Teaching Plan for the year 2020 – 2021

Name of the Faculty: RINI. GATTINA

Class: BBA 5th semester (ODD)

Subject: Business Law

MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
November [01/09/2020]	MODULE-1: LAW OF CONTRACT 1872 Nature of contract, classification, offer and acceptance, capacity of parties to contract, free consent, consideration, legality of object, agreement declared void, performance of contract, discharge of contract, Remedies for break of contract.	12
December 2020	MODULE-2: SPECIAL CONTRACTS Indemnity, guarantee, bailment and pledge, agency	12
January 2021	MODULE-3: SALE OF GOODS ACT: 1930 Formation of contract of sale, goods and their classification, price, conditions and warranties, transfer of property in goods unpaid seller and his rights.	12
February 2021	MODULE-4: NEGOTIABLE INSTRUMENTS ACT Definition of Negotiable Instruments features, promissory note, bill of exchange and cheque, crossing of cheque, types of crossing, negotiation, dishonours and discharge of negotiable instruments.	14
March 2021	MODULE-5: THE PARTNERSHIP ACT, 1932 Nature and Characteristics of Partnership, Registration of a Partnership Firms, Types of Partners, Rights and Interests of Partners, Implied Authority of a Partner, Incoming & Outgoing Partners, Mode of Dissolution of Partnership.	14

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Teaching Plan for the year 2020 – 2021

Name of the Faculty: RINI. GATTINA

Class: BBA 6th semester (even)

Subject: Labour Law

MONTH	TOPIC/ SYLLABUS TO BE COVERD	HOURS ALLOT ED
May 01/05/20 21	MODULE-1: StandingOrder Act1948:mainprovisionsandfeatures.FactoriesAct1948:mainprovisionsandfeatures	12
June 2021	MODULE-2: Employees Provident Fund Act 1952: main provisions and features.EmployeesStateInsuranceAct;1976:mainprovisionsa ndfeatures.	12
July 2021	MODULE-3: Payment of Bonus Act, 1951: main provisions and features.PaymentofGratuityAct;1972:mainprovi sionsandfeatures.	12
August 2021	MODULE-4: IndustrialDisputeAct,1947:mainprovisions andfeatures. ShopsandCommercialEstablishmentAct,1961:mainprovisionsandfeatures	14
Septemb er 07/08/20 21	MODULE-5: Child Labour (Prohibition andRegulation) Act, 1986 : main provisions andfeatures.TheSexualHarassmentofWomenatWorkplace(Prevention ,ProhibitionandRedressal)Act, 2013:mainprovisionsandfeatures.	14

Name of the Faculty

RINI. GATTINA

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Teaching Plan for the year 2020-21

Name of the Faculty: K E Umesh

Class: B.B.AV semester (ODD)

Subject: Strategic Business Management



MONT H	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTT ED
NOV 2020	Module No 1: Introduction and overview of Strategic Management; Nature and scope, elements in strategic management: Phases of strategic management, Benefits of strategic management steps in strategic Decision-making process.	12
Dec 2020	Module No 2: Environmental scanning, external scanning identifying External Environmental variable, strategic types. Role of forecasting in strategic management Internal scanning – value chain analysis. Strategic Audits scanning functional resources.	12
Jan 2020	Module No 3: Strategy formation – for corporate strategy – Growth strategy, stability strategy, Refreshment strategy. Portfolio Analysis, BCG. Growth-share matrix, Horizontal vertical strategy. Functional strategy Marketing, Financial, R&D, operations, purchasing production, Strategic choice, Development of policies.	20
Feb 2020	Module No 4: Strategic Implementation and control. Developing Budgets, Programmes and procedure; Reengineering, Evaluation and control in strategic management masers and types of control, guidelines for control of strategy.	10
2020	Module No 5: Popular strategic, Strategic Alliances, Merger and Acquisition, Technical Know-how.	10

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Teaching Plan for the year 2020-21

Name of the Faculty: K E Umesh

Class: B.B.Allsemester (EVEN)

Subject: Marketing Management



MON TH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTT ED
2021	Module No 1: INTRODUCTION TO MARKETING Meaning and Definition, Concepts of Marketing, Approaches to Marketing, Functions of Marketing. Recent trends in Marketing- E-business, Tele-marketing, M-Business, Green Marketing, Relationship Marketing, Concept Marketing, Digital Marketing, social media marketing and E-tailing (Meaning only).	10
2021	Module No 2: MARKETING ENVIRONMENT Micro Environment- The company, suppliers, marketing intermediaries, competitors, public and customers; Macro Environment- Demographic, Economic, Natural, Technological, Political, Legal, Socio-Cultural Environment.	10
2021	Module No 3: MARKET SEGMENTATION AND CONSUMER BEHAVIOUR Meaning and Definition, Bases of Market Segmentation, Requisites of Sound Market Segmentation; Consumer Behavior- Factors influencing Consumer Behavior; Buying Decision Process.	10
2021	Module No 4: MARKETING MIX Meaning, Elements of Marketing Mix (Four P's) - Product, Price, Place, Promotion. Product- Product Mix, Product Line, Product Lifecycle, New Product Development, Reasons for Failure of New Product, Branding, Packing and Packaging, Labeling, Pricing- Objectives, Factors influencing Pricing Policy, Methods of Pricing; Physical Distribution- Meaning, Factors affecting Channel Selection, Types of Marketing Channels. Promotion- Meaning and Significance of Promotion, Personal Selling and Advertising (Meaning Only)	20
Apr 2021	Module No 5: SERVICES MARKETING Meaning and definition of services, difference between goods and services, features of services, seven P's of services marketing (concept only).	06

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Teaching Plan for the year 2020-21

Name of the Faculty: K E Umesh

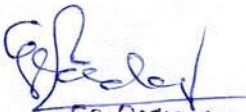
Class: B.B.AIII semester (ODD)


Subject: Human Resource Management.



MO NT H	TOPIC/SYLLABUS TO BE COVERED	HOU RS ALLO TTED
NOV 2020	<p>Module No 1: Introduction to Human Resource Management Meaning and Definition of HRM – Features Objectives, Differences between Human Resource Management and Personnel Management, Importance, Functions and Process of HRM, Role of HR Manager, Trends influencing HR practices</p>	10
DEC 2020	<p>Module No 2: Human Resource Planning, Recruitment and Selection. Human Resource Planning: Meaning and Importance of Human Resource Planning, Process of HRP HR Demand Forecasting- Meaning and Techniques (Meanings Only) and HR supply forecasting. Succession Planning – Meaning and Features Job Analysis: Meaning and Uses of Job Analysis, Process of Job Analysis – Job Description, Job Specification, Job Enlargement, Job Rotation, Job Enrichment (Meanings Only) Recruitment- Meaning, Methods of Recruitment, Factors affecting Recruitment, Sources of Recruitment Selection- Meaning, Steps in Selection Process, Psychometric tests for Selection, Barriers to effective Selection, Making Selection effective; Placement, Gamification – Meaning and Features</p>	14
JAN 2020	<p>Module No 3: Induction, Training and Compensation Induction: Meaning, Objectives and Purpose of Induction, Problems faced during Induction, Induction Program Planning. Training: Need for training, Benefits of training, Assessment of Training Needs and Method of Training and Development; Kirkpatrick Model; Career Development. Compensation: Direct and Indirect forms of Compensation (Meaning Only), Compensation Structure.</p>	10
FEB 2020	<p>Module No 4: Performance Appraisal, Promotion & Transfers. Performance appraisal: Meaning and Definition, Objectives and Methods of Performance Appraisal – Uses and Limitations of Performance Appraisal, Process of Performance Appraisal Promotion: Meaning and Definition of Promotion, Purpose of Promotion, Basis of Promotion. Transfer: Meaning of Transfer, Reasons for Transfer, Types of Transfer, Right Sizing of Work Force, Need for Right Sizing</p>	14
2020	<p>Module No 5: Employee Engagement and Psychological Contract Employee Engagement (EE): Meaning and Types of EE, Drivers of Engagement – Measurement of EE, Benefits of EE. Psychological contract: Meaning and features</p>	08

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Teaching Plan for the year 2020-21



Name of the Faculty: K E Umesh

Class: B.B.AVI semester (EVEN)

Subject: Global Marketing

MO NTH	TOPIC/SYLLABUS TO BE COVERED	HOUR S ALLO TTED
May 2021	Module No 1: INTERNATIONAL TRADE International Trade— Meaning, Significance, Why to go to International Business, Modes of Entering into International Trade.	12
June 2021	Module No 2: Balance of Payment Meaning, Factors influencing Balance of Payment, causes for Disequilibrium, Measure taken to improve the Disequilibrium Balance of Payment.	12
July 2021	Module No 3: Foreign Exchange Meaning, Types, Factors determining Exchange Rate, Spot Rate, Forward Rate, Swap, Indian FOREX Market, Convertibility of Indian Rupees, FOREX Dealers in India.	14
Aug 2021	Module No 4: FINANCIAL INSTITUTIONS Import and Export Banks, Commercial Banks, ECGC, Export Promotion Council. Recent EXIM Policy and India, Export Promotion measures, incentives to accelerate Exports.	14
2021	Module No 5: WTO WTO AND INDIA, TRADE BLOCKS AND TRADE CENTRES.	12

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Teaching Plan for the year 2020-21

Name of the Faculty: K E Umesh

Class: B.B.AIVsemester (EVEN)

Subject: Corporate Environment



MONT H	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTT ED
May 2021	Module No 1:FORMATION OFCOMPANY Promotion of Company – Promotion – Incorporation–Capital Subscription and CertificateofCommencementofBusiness.MemorandumofAssoci ationDefinition-ClausesArticlesof Association – Alteration of Memorandum of Association and Articles of Association.Prospectus– Meaning–Contents –Statement inLieu of Prospectus.	15
June 2021	Module No 2:CAPITAL OFCOMPANY Share Capital – Meaning of Shares – Kinds of Shares – Merits and Demerits of Shares.Debentures–Meaning–Features –Types- MeritsandDemerits,ListingofShares.	13
July 2021	Module No 3:COMPANYMEETINGS MeaningandDefinition–TypesofMeeting–StatutoryMeeting– AnnualGeneralMeeting –ExtraordinaryGeneralMeeting–BoardMeetingandResolutions.	12
Aug 2021	Module No 4:COMPANYSECRETARY MeaningandDefinition–Position–Appointment–Rights–Duties– Liabilities–Qualificationand Removal of CompanySecretary.	15
2021	Module No 5:WINDINGUPOFCOMPANIES Modes of winding up – commencement of winding up – consequences – official liquidator –powersand duties of liquidator.	10

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Teaching Plan for the year 2020-21



Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA IIIsemester (ODD)

Subject: 3.5 Modern Banking

MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
Dec-2020	Module-1: Banking in India Meaning of Bank, Concept, Functions and Types of Banking.	10
Dec-2020/Jan-2021	Module-2: Banker and customer relationship Meaning of customer, relationship between Banker and Customer, - General and Special Relationships - changing profile of Banker - Customer relationship in recent times.	12
Jan-2021	Module-3: Crossing and Endorsement of Cheques Meaning and types of cheques - Open and Crossed cheques, Methods of crossing: General Crossing, Special Crossing, Holder and Holder in Due Course, Marking of cheques, material alteration, Magnetic Ink Character recognition (MICR) of cheques and drafts. Endorsement meaning, kinds of endorsement.	14
Feb-2021	Module-4: Employment of Bank Funds Principles of sound lending, factors limiting levels of advances, Modes of advancing: Charges, Lien, Pledge, Hypothecation, Mortgages.	14
Feb-2021	Module-5: Electronic Banking Concept of Electronic Banking, Forms of Electronic Banking, significance of Electronic Banking, types of Electronic payment system: smart cards and Electronic payment system, Credit card based Electronic payment system, Risk and Electronic payment systems.	15

Name of the Faculty
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Teaching Plan for the year 2020-21



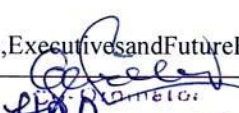
Name of the Faculty: AISHWARYA LAKSHMI K

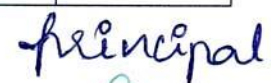
Class: BBA V semester (ODD)

Subject: 5.CE-2.Training And Development

MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
Dec-2020	<p>MODULE-1: Training</p> <p>An Overview–Roleof trainingin organisations–Structureof Training Organisations –TrainingProcessModel– Forcesinfluencingtheworkplaceandtraining–LearningTheories&Training– TheTrainer:RolesandcompetenciesofTrainers.CurrentTraining&Development Practices–Business</p>	12
Dec-2020/Jan-2021	<p>MODULE-2: TrainingNeedsAnalysis</p> <p>Why,WhenandWheretolookforPerformanceDiscrepancies?– FrameworkforconductingTNA,OutcomesofTNA,ApproachestoTNA,NeedsAssessmentTechniques.TrainingDesign:Organisational/Environmentalconstraints–TrainingObjectives–Facilitation of Learning–Facilitation of Transfer– Training Design Process–Key Factors in Designing–TrainingDesignTheories.</p>	12
Jan-2021	<p>MODULE-3: TrainingEvaluation</p> <p>RationaleforEvaluation–Trainingoutcomes– TrainingEvaluationDesignIssues–Typesof EvaluationTechniques&Instruments–Costing Training Programmes– MeasuringROIoftrainingprogrammes.</p>	10
Jan/Feb-2021	<p>MODULE-4: TrainingMethods</p> <p>Matchingtrainingmethodswithoutcomes– Lectures&Demonstrations,Computer- based Training, Games & Simulations, On-the-Job Training–Audiovisual Enhancements toTraining– Training facilities–Key Areas of Organisational Training: Orientation Training, DiversityTraining, Sexual Harassment Training, Team Training, and other training programmes &Issues–Impact of Technology on Training–Choosing a training method–Training of special groups like salesandretailstaff.</p>	14
Feb-2021	<p>MODULE-5: Management Development</p> <p>Training vs. Development–Importance of Management Development – Management Development Implications– Approaches for Management Development–Strategies for DevelopmentofTechnicalManagers,ExecutivesandFutureExecutives.</p>	14

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Teaching Plan for the year 2020-21

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA II Semester (EVEN)

Subject: 2.3 Quantitative Techniques - II

MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May-2021	MODULE-1 Probability —Concept of probability, Classical frequency & Subjective approaches, Concept of mutually exclusive events, Independent, conditional probability.	12
June-2021	MODULE- 2 Probability distributions - Concept of probability distribution, expectation & variance. Binomial distribution, Poisson distribution, Geometric distribution. Exponential distribution, Normal distribution & its standardization (definitions, properties & applications)	12
June/July-2021	MODULE- 3 Sampling & sampling distribution : Determination of sample size. Testing of hypothesis: Different types of decision table, Type I & Type II errors, Level of significance, Estimation, Power of test standard error, testing of means.	12
July-2021	MODULE- 4 Large sample Test : test for single mean for equality of means, test for single proportion & test for equality of proportions.	14
July/Aug-2021	MODULE- 5 Small sample test : Chi-square & T-test & their applications.	14

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Teaching Plan for the year 2020-21

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA IV Semester (EVEN)

Subject: 4.1 Elements Of Costing



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May-2021	MODULE1: Introduction Nature and scope of Cost Accounting, Distinction between cost and financial accounting, Elements of cost, Classification of cost- cost sheet, (Problems on output costing, tenders & estimate).	12
June-2021	MODULE2: Material classification Level setting (problems), Valuation of brought out materials, Storage of materials, Functions of store department.	12
June/July-2021	MODULE3: Overheads Collection & classification of overheads, Allocation and apportionment of service department cost to production department, (problems on simultaneous equation method only), Absorption of overhead methods- percentage of direct material cost, Direct labour cost, Prime cost, Labour hour rate, Machine hour rate, (Problems on M/s hour rate only)	15
July-2021	MODULE4: Methods of costing Job costing, Contract costing, Process costing, Normal & Abnormal loss & gain (Problems), Operating costing (Problems) on goods & passenger transports.	14
July/Aug-2021	MODULE5: Marginal Costing Meaning, Contribution, P.V. Ratio, Margin of safety, BEP, Application of marginal costing for decision making, (Problems on profit making make or buy)	12

Name of the Faculty

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Teaching Plan for the year 2020-21

Teaching plan For The Year 2020-21

Name of the Faculty: AISHWARYA LAKSHMI K

Class: BBA IV Semester (EVEN)

Subject: 6.B- E.3 INVESTMENT DECISIONS AND PROJECT MANAGEMENT



MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
May-2021	MODULE-1 INTRODUCTION- Nature and scope of investment analysis, elements of investment, return, risk and time elements, objectives of investment, security return and risk analysis, measurement of return and risk, (Problems), Approaches to Investment analysis.	12
June-2021	MODULE-2 TYPES OF INVESTMENT- Financial investments, Securities and derivatives, Deposits, Tax sheltered Investments, non-financial investment, real estate, gold and other types and their characteristics, Sources of financial information.	12
June/July-2021	MODULE-3 FUNDAMENTAL ANALYSIS Economic analysis, Industry analysis, Investment analysis and Company analysis.	14
July-2021	MODULE-4 TECHNICAL ANALYSIS - Various prices and volume indices and making averages, interpretation of various trends and indices.	12
July/Aug-2021	MODULE-5 MARKET HYPOTHESIS - Weak, Semi-strong and strong market, testing of different forms of market efficiency and their significance.	14

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Teaching Plan for the year 2019 – 2020

Name of the Faculty: RINI. GATTINA

Class: BBA 5th semester (ODD)

Subject: Business Law

MONTH	TOPIC/SYLLABUS TO BE COVERED	HOURS ALLOTTED
June/July 2019	MODULE-1: LAW OF CONTRACT 1872 Nature of contract, classification, offer and acceptance, capacity of parties to contract, free consent, consideration, legality of object, agreement declared void, performance of contract, discharge of contract, Remedies for break of contract.	12
July/Aug 2019	MODULE-2: SPECIAL CONTRACTS Indemnity, guarantee, bailment and pledge, agency	12
Aug/Sep 2019	MODULE-3: SALE OF GOODS ACT: 1930 Formation of contract of sale, goods and their classification, price, conditions and warranties, transfer of property in goods unpaid seller and his rights.	12
Sep/Oct 2019	MODULE-4: NEGOTIABLE INSTRUMENTS ACT Definition of Negotiable Instruments features, promissory note, bill of exchange and cheque, crossing of cheque, types of crossing, negotiation, dishonours and discharge of negotiable instruments.	14
October 2019	MODULE-5: THE PARTNERSHIP ACT, 1932 Nature and Characteristics of Partnership, Registration of a Partnership Firms, Types of Partners, Rights and Interests of Partners, Implied Authority of a Partner, Incoming & Outgoing Partners, Mode of Dissolution of Partnership.	14

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Teaching Plan for the year 2019 – 2020

Name of the Faculty: RINI. GATTINA

Class: BBA 6th semester (even)

Subject: Labour Law

MONT H	TOPIC / SYLLABUS TO BE COVERED	HOURS ALLOT ED
December 2019	MODULE-1: Standing Order Act 1948: main provisions and features. Factories Act 1948: main provisions and features	12
January 2020	MODULE-2: Employees Provident Fund Act 1952: main provisions and features. Employees State Insurance Act; 1976: main provisions and features.	12
February 2020	MODULE-3: Payment of Bonus Act, 1951: main provisions and features. Payment of Gratuity Act; 1972: main provisions and features.	12
March 2020	MODULE-4: Industrial Dispute Act, 1947: main provisions and features. Shops and Commercial Establishment Act, 1961: main provisions and features	14
April 2020	MODULE-5: Child Labour (Prohibition and Regulation) Act, 1986 : main provisions and features. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013: main provisions and features.	14

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