VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS) STATEMENT OF SYLLABUS COVERED

Year- 2024-25

Term- I, III, V

Name of teacher- Mr. U. L. Mujawar

Department- BBA

| Name of teachers Mr. U. E. Mujawar | | Department BBA | | |
|------------------------------------|-----------------|---|---|------------------------------|
| Class | Subject | Syllabus assigned | Syllabus Covered | Syllabu not to Covered |
| BBA - I | Business | Module I - Introduction to | Module I - Introduction to | |
| | Accounting | Accounting | Accounting | E 7.04 |
| | | *Definition & Scope of | *Definition & Scope of | |
| | | Financial Accounting | Financial Accounting | 100 |
| | | Meaning, | Meaning, | |
| 1-1-1 | | *Objectives of Financial | *Objectives of Financial | - |
| | | Accounting | Accounting | |
| | | *Users of Financial Statements *Limitations of Financial | *Users of Financial Statements *Limitations of Financial | |
| | | *Limitations of Financial Accounting | Accounting | |
| | | *Generally Accepted Accounting | *Generally Accepted | 1 |
| 001 | | Priciples (GAAP): Accounting | Accounting Priciples (GAAP): | |
| | | concepts, Accounting | Accounting concepts, | |
| | | Conventions | Accounting Conventions | |
| | | * Accounting Standards- | * Accounting Standards- | |
| | | Meaning-objectives-Indian | Meaning-objectives-Indian | |
| | | Accounting Standards (List only) | Accounting Standards (List | |
| | | IFRS (Meaning only) | only) IFRS (Meaning only) | |
| | | Module II- Journal & | Module II- Journal & | |
| | | Subsidiary Books | Subsidiary Books | |
| - | | *Double Entry Book Keeping | *Double Entry Book Keeping | |
| | | System, Types of Accounts, | System, Types of Accounts, | |
| | | Rules of Accounts | Rules of Accounts | |
| | | * Preparation of Journal ,Simple and combined journal entries | *Preparation of Journal ,Simple and combined journal | |
| | | *, Subsidiary books, Purchase | entries | ****** |
| | | Book, Sales Book, Purchase | *, Subsidiary books, Purchase | |
| | | Return Book, Sales Return Book, | Book, Sales Book, Purchase | |
| | | Cash Book. | Return Book, Sales Return | |
| | | a descript and | Book, Cash Book. | - 1 |
| | | Module III- Ledger Posting | Module III- Ledger Posting | |
| | | And Trial Balance | And Trial Balance | |
| 100 | | *Meaning & Utility of Ledger, | *Meaning & Utility of Ledger | |
| 17.7 | to the state of | Format of Ledger Account | , Format of Ledger Account | |
| | | * Procedure of posting Journal | * Procedure of posting Journal | |
| | | entries to Ledger Accounts, *Balancing of Ledger Accounts, | entries to Ledger Accounts, *Balancing of Ledger | |
| | | Preparation of Trial Balance | Accounts, Preparation of Trial | |
| 150 | | reparation of that Balance | Balance | |
| | | | | |
| | | Module IV- Depreciation | Module IV- Depreciation | |
| | | *Meaning of Depreciation *Causes of Depreciation | *Meaning of Depreciation *Causes of Depreciation | |
| | | Methods of Charging Depreciation | Methods of Charging Depreciation | 100 000 000 |
| | | Written Down Value & Straight Line | Written Down Value & Straight Lin | ne WO CO |
| 146 | | Method | Method | SH. |
| | | *Accounting treatment of Depreciation | *Accounting treatment of | ES JU |
| | | | Depreciation | I = 111 |

| | | Module V-Preparation of Final Accounts *Meaning and Users of Final Accounts *Preparation of Trading and Profit & Loss Account and Balance Sheet of Sole proprietor. | Module V-Preparation of Final Accounts *Meaning and Users of Final Accounts *Preparation of Trading and Profit & Loss Account and Balance Sheet of Sole proprietor. | |
|-------|--------------------------------|--|--|------------|
| BBA - | Management Accounting - 1 | Module -I - Management Accounting: - Meaning and Definitions, Functions of Management Accounting, Tools and techniques of management accounting Differences between Financial Accounting and Management Accounting, Differences between Cost Accounting and Management Accounting. | Module -I - Management Accounting: - Meaning and Definitions, Functions of Management Accounting, Tools and techniques of management accounting Differences between Financial Accounting and Management Accounting, Differences between Cost Accounting and Management Accounting. | |
| | | Module -II - Budgets and Budgetary Control: - Concept of Budgets and Budgetary control, Types of budgets, Introduction of other budgets, Objectives and Advantages, Steps in budget Preparation of Cash Budget, flexible budget | Module -II Budgets and Budgetary Control: - Concept of Budgets and Budgetary control, Types of budgets, Introduction of other budgets, Objectives and Advantages, Steps in budget Preparation of Cash Budget, flexible budget | |
| | Creation and | Module -III Marginal Costing and Break-Even Analysis: Concept of marginal cost, concept of marginal costing, CVP Analysis, Break-Even Analysis. Practical Problems of Break- even analysis, Decision making under Break- Even Analysis | Module -III Marginal Costing and Break-Even Analysis: Concept of marginal cost, concept of marginal costing, CVP Analysis, Break-Even Analysis. Practical Problems of Break- even analysis, Decision making under Break- Even Analysis | |
| | | Module -IV Standard Costing: Concept of standard cost and standard costing, setting of standards, Advantages and Disadvantages of standard costing, Limitations of standard costing. Practical Problems on material and Labor variance | Module -IV Standard Costing: Concept of standard cost and standard costing, setting of standards, Advantages and Disadvantages of standard costing, Limitations of standard costing. Practical Problems on material and Labor variance | |
| BBA - | Financial Management – I | Module -I - Nature of Financial Management: Meaning and Significance, Nature: Finance and related disciplines, Scope: Traditional and Modern approaches, Objectives: Profit maximization versus wealth maximization, Functions of Financial Management: Recurring and non - recurring. | Module -I - Nature of Financial Management: Meaning and Significance, Nature: Finance and related disciplines, Scope: Traditional and Modern approaches, Objectives: Profit maximization versus wealth maximization, Functions of Financial Management: Recurring and non - recurring. | |
| | | Financial Planning: Meaning, Objectives, Characteristics, Steps, And Types of financial plans, Capitalization: Concept, Theories of capitalization, Over - capitalization and under - capitalization. | Financial Planning: Meaning, Objectives, Characteristics, Steps, And Types of financial plans, Capitalization: Concept, Theories of capitalization, Over - capitalization and under - capitalization. | |
| | | Module – II Management of Working Capital: Meaning and Concept, Importance of adequate working capital, Types of working capital, Determinants of working | Module - Management of Working Capital: Meaning and Concept, Importance of adequate working capital, Types of working capital, Determinants of working capital, | Chinand Co |

| | Hart | capital, Computation of working capital (Practical Problems). | Computation of working capital (Practical Problems). | |
|----|------|---|---|--|
| 84 | | Module - III Operating, Financial Leverage and combine Leverage: Meaning, Concept, EBIT & EPS, Measurement of leverages. | Module - Operation, Financial Leverage and combine Leverage: Meaning, Concept, EBIT &EPS, Measurement of leverages. | |
| | | Module -IV Mutual Funds: Concept, importance, Types of Mutual Funds open ended and close ended-Money Market Funds, Income Funds, Bond Funds, Balanced Funds,Equity Funds,International Funds,Specialty Funds, Index Funds, Exchange-Traded Funds Present position of Mutual Funds in India. | Module -IV Mutual Funds: Concept, importance, Types of Mutual Funds open ended and close ended-Money Market Funds, Income Funds, Bond Funds, Balanced Funds, Equity Funds, International Funds, Specialty Funds, Index Funds, Exchange-Traded Funds Present position of Mutual Funds in India. | |

Mr. Viraj Jadhav (Signature of the Head of Department) Mr. U. L Mujawar (Signature of the Teacher)



VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS) STATEMENT OF SYLLABUS COVERED

Year- 2024-25

Term- II, IV, VI

Name of teacher- Mr. U. L. Mujawar

Department- BBA

| Class Subject | | Syllabus assigned | Syllabus Covered | Syllabus not to Covered | |
|---------------|---|---|--|----------------------------|--|
| BBA - II | Manage ment Accounti ng - II | Module -I Analysis and Interpretation of Financial statements Ratio analysis nature of Ratio Analysisclassification of Ratios, significance of Ratio analysis, Practical problems- Basic level. | Module -I Analysis and Interpretation of Financial statements Ratio analysis nature of Ratio Analysis classification of Ratios, significance of Ratio analysis, Practical problems- Basic level. | | |
| | i di | Module II - Funds Flow Analysis Concept of Funds, Concept of Flow of Funds, Components of sources and application, Importance of funds flow analysis, Practical Problems | Module II - Funds Flow Analysis Concept of Funds, Concept of Flow of Funds, Components of sources and application, Importance of funds flow analysis, Practical Problems | | |
| | | Module -III Cash Flow Analysis- Concept, Components of Inflow and Outflow, Importance of Cash flow analysis, difference between funds flow analysisand cash flow analysis. Practical Problems | Module -III Cash Flow Analysis- Concept, Components of Inflow and Outflow, Importance of Cash flow analysis, difference between funds flow analysisand cash flow analysis. Practical Problems | | |
| | | Module -IV Human Resource Accounting: Meaning and Basic concept, significance of Human Resource Accounting, Advantages of HRA, B) Reporting to Management: Objectives, Types of Reports, Use of Reports by Management | Module -IV Human Resource Accounting: Meaning and Basic concept, significance of Human Resource Accounting, Advantages of HRA, B)Reporting to Management: Objectives, Types of Reports, Use of Reports by Management | | |
| BA III | Financial Manage ment – II | Module -I - Capital Structure: Meaning, Factors to be considered while framing capital structure, capital structure theories: Net income approach, net operating income | Module -I - Capital Structure: Meaning, Factors to be considered while framing capital structure, capital structure theories: Net income approach, net operating income approach, Traditional theory, Modigliani and Miller approach. | | |
| Belle | Module – II Cost Of Capital: Meaning, Importance, Measurement of cost of capital (i) specific cost: Cost of debt, Cost of equity shares, Cost of | | Module – II Cost Of Capital: Meaning, Importance, Measurement of cost of capital (i) specific cost: Cost of debt, Cost of equity shares, Cost of preference shares; (ii) Overall cost: Weighted averages cost of capital. (Practical Problems) | SHA. | |

| | Module - III Capital Rudgeting Decision: Meaning, Importance, Techniques of evaluation of capital budgeting proposals - Payback period, Accounting rate of return, Net percent value, Internal rate of return, Profitability index (practical problems) | Module - III Capital Budgeting Decision: Meaning, Importance, Techniques of evaluation of capital budgeting proposals - Payback period, Accounting rate of return, Net percent value, Internal rate of return, Profitability index (practical problems) | |
|--|---|---|-----|
| | Module -IV Corporate Restructuring Merger & acquisition- motives& benefits ,merger negotiations ,significance of P/E Ratio & EPS Analysis | Module -IV Corporate Restructuring Merger & acquisition- motives& benefits ,merger negotiations ,significance of P/E Ratio & EPS Analysis | umi |

Mr. Virai Jadhav

(Signature of the Head of Department)

Mr. U. L. Mujawar

(Signature of the Teacher)



VIVEKANAND COLLEGE, KOLHAPUR(AUTONOMOUS) STATEMENT OF SYLLABUS COVERED

Year- 2024-25

Term- IInd

Name of teacher- Miss. Vaishali Durgaram Patil

Department-BBA

| Class | Subject | Syllabus assigned | Syllabus Covered | Syllabus not to Covered | Remark |
|---------------------|---|---|---|-------------------------------|---|
| B.B.A I Sem-I | Principles and practices of Management | Module 1: Introduction to Management Definition, nature, and significance of management, principles of management, management and administration, levels of management, role of managers and managerial skills; Evolution of management thought: Classical, Behavioral, Quantitative, Systems, Contingency and Modern approaches; Management as a science and an art; Functions of management: Planning, organizing, leading, and controlling | | | |
| | | Module 2: Planning, Organizing and Staffing- Nature, Importance and Purpose of planning in management; Types of plans: Strategic, tactical, operational; Planning process and techniques; Decision making-Importance and steps, decision making models and tools; Organizational structure and design; types of organizational structures: Functional, divisional, matrix; Authority, responsibility, and delegation, Centralization Vs Decentralization of authority and responsibility – Span of Control; Coordination and integration, MBO and MBE; Nature and Importance of staffing – Process of selection and recruitment | Module 2: Planning, Organizing and Staffing- Nature, Importance and Purpose of planning in management; Types of plans: Strategic, tactical, operational; Planning process and techniques; Decision making-Importance and steps, decision making models and tools; Organizational structure and design; types of organizational structures: Functional, divisional, matrix; Authority, responsibility, and delegation, Centralization Vs Decentralization of authority and responsibility – Span of Control; Coordination and integration, MBO and MBE; Nature and Importance of staffing – Process of selection and recruitment | | TO JUST THE PARTY OF THE PARTY |
| | 4-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1 | Module 3: Leading, Directing and Controlling Meaning and nature of directing | Module 3: Leading, Directing and Controlling Meaning and nature of | | *Francowered |

| | t t t t t t t t t t t t t t t t t t t | ransformational, level-5 leader), Motivation heories and practices (Maslow, Herzberg two factor, McGregor's theory x & theory y), Hawthorne effect, Communication (meaning and importance) in management, Team building and group dynamics; Controllingmeaning and steps in controlling, control process and systems, essentials of sound control system, methods of establishing control, types of control; Performance measurement and management | directing, Leadership theories (trait, behavioral, contingency, participative, charismatic, transformational, level-5 leader), Motivation theories and practices (Maslow, Herzberg two factor, McGregor's theory x & theory y), Hawthorne effect, Communication (meaning and importance) in management, Team building and group dynamics; Controlling-meaning and steps in controlling, control process and systems, essentials of sound control system, methods of establishing control, types of control; Performance measurement and management | |
|-----------|---|---|--|--------------------|
| B.B.A | | Module 4: Strategic Management, Ethics and Social Responsibility Overview of strategic management, SWOT analysis and strategic formulation, Implementing and evaluating strategies. Ethical issues in management, Corporate social responsibility (CSR), Sustainable management practices. | Module 4: Strategic Management, Ethics and Social Responsibility Overview of strategic management, SWOT analysis and strategic formulation, Implementing and evaluating strategies. Ethical issues in management, Corporate social responsibility (CSR), Sustainable management practices. | |
| II Sem-IV | Production & Operation Management | Module-1 Introduction to Production Management: Meaning and nature, scope importance of production management ,functions of production & operation in relationship of other department with manufacturing department , types of production system- continues, intermittent, job batch | Module—1 Introduction to Production Management: Meaning and nature, scope importance of production management ,functions of production & operation in relationship of other department with manufacturing department types of | |
| | | Module – II Factory Location and Plant Layout: Plant location & plant layout concept, Factors affecting plant location Plant layout- concept, factors affecting plant layout, types of layout-proun, product, fixed position layout- features and comparison of | Module – II Factory Location and Plant Layout: Plant location & plant layout concept, Factors affecting plant location Plant layout- concept, factors affecting plant layout, types of layout-proun, product, fixed position layout- features and | ESTD JUNE 1964 |

| | each | comparison of each | 2.8 | |
|--|---|---|-------|--|
| | Module – III Production Planning & Control: capacity planning, aggregate planning, forecasting demand, PPC- concept, elements of PPC- rout up, scheduling load dispatching following JIT, concept of inspection, quality control and quality assurance & TQM | Module – III Production Planning & Control: capacity planning, aggregate planning, forecasting demand, PPC-concept, elements of PPC-rout up, scheduling load dispatching following JIT, concept of inspection, quality control and quality assurance & TQM | ***** | |
| | Module – IV Material Management: concept, functions of materials management, concept and functions of inventory control, levels of stock, functions of store department, purchasing function, ABC analysis- steps and problems, introduction to VED, HML analysis | Module – IV Material Management: concept, functions of materials management, concept and functions of inventory control, levels of stock, functions of store department, purchasing function, ABC analysis- steps and problems, introduction to VED, HML analysis | | |

| Recent Trends in Marketing | Module – I Digital Marketing – Meaning and Concepts, Merits of digital marketing, Demerits of digital marketing, types of digital marketing, Mobile marketing- meaning, advantages and disadvantages. | Module – I Digital Marketing – Meaning and Concepts, Merits of digital marketing, Demerits of digital marketing, types of digital marketing, Mobile marketing- meaning, advantages and disadvantages | |
|----------------------------------|--|--|--------------------|
| | Module –II Retail Marketing – Meaning and Functions of retailing, Characteristics of retailing, types of retailing, Retail marketing strategy, Retail Management Activities, Retail Organization Structure, Retailing Scene in India | Module –II Retail Marketing – Meaning and Functions of retailing, Characteristics of retailing, types of retailing, Retail marketing strategy, Retail Management Activities, Retail Organization Structure, Retailing Scene in India | ESTD JUNE 1964 |

| | Module –III Global Marketing / International Marketing - Meaning, Definition, Objectives / reasons for global marketing, difference between domestic and global marketing, global marketing environment, Marketing -mix strategy for global marketing (i.e. Product, Price, Promotion, Distribution, Strategies.) | Module –III Global Marketing / International Marketing - Meaning, Definition, Objectives / reasons for global marketing, difference between domestic and global marketing, global marketing environment, Marketing -mix strategy for global marketing (i.e. Product, Price, Promotion, Distribution, Strategies.) | |
|--|---|---|--|
| | Module –IV Emerging payment modes- QR, UPI, and other- advantages and disadvantages New trends in Marketing - Holistic Marketing, Emotional Marketing, Non-profit marketing, Event marketing, social marketing, Tourism marketing | Module –IV Emerging payment modes- QR, UPI, and other- advantages and disadvantages New trends in Marketing - Holistic Marketing, Emotional Marketing, Non- profit marketing, Event marketing, social marketing, Tourism marketing | |

(Signature of Head of Department)

(Signature of Teacher)



Department of BBA Academic Year: 2024 - 2025

Annual Teaching Plan

Name of the teacher: - Mr. U.L.Mujawar

Programme - BBA Semester- I

Subject: - Business Accounting

Course Title: - Business Accounting

| onu | November, | 2024 | Module/Unit: 1 | Sub-units planned |
|-----------|------------|-------|---|--|
| Lectures | Practical | Total | Module I - Introduction to Accounting | *Definition & Scope of Financial Accounting |
| 08 | | 08 | 0° 36 | Meaning, *Objectives of Financial Accounting |
| | , Ja | _ | jā. | Statements *Limitations of |
| Ę. | | | ** | Financial Accounting *Generally Accepted Accounting Principles |
| | | | Voc. | (GAAP): Accounting concepts, Accounting Conventions |
| | | a a | · · · · · · · · · · · · · · · · · · · | * Accounting Standards- Meaning objectives-Indian Accountin Standards (List only) IFR (Meaning only) |
| Month - D | ecember, 2 | .024 | Module/Unit: 2 & 3 | Sub-units planned |
| Lectures | Practical | Total | Module II- Journal & Subsidiary Books | *Double Entry Book Keeping System, Types of Accounts, Rules of |
| 16 | | 16 | ± | Accounts * Preparation of Journal ,Simple and combined |
| | | | 9.91 | journal entries *, Subsidiary books, |
| | | | E | Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, |
| | | | e | Cash Book. |
| | 2 | | Module III- Ledger Posting And Trial Balance | Meaning & Utility of Ledger, Format of Ledger Account Procedure of posting |
| | Vi | 39 | | Journal entries to Ledger Accounts, |
| | * | | ⊕ it: | *Balancing of Ledger Accounts, |
| | | | Module/Unit: 4 & 5 | Preparation of Trial Balance Sub-units planned Sub-units planned |

| 16 | | 16 | Module IV- Depreciation Module V-Preparation of Final Accounts | *Meaning of Depreciation *Causes of Depreciation Methods of Charging Depreciation Written Down Value & Straight Line Method *Accounting treatment of Depreciation *Meaning and Users of Final |
|-----------|--------------|-----|---|---|
| | | | Module V-1 reparation of 2 min 1 | Accounts *Preparation of Trading and Profit & Loss Account and Balance Sheet of Sole proprietor. |
| Month - I | February, 20 | 25 | Module/Unit: 5 | Sub-units planned |
| 06 | | 06 | Module V-Preparation of Final Accounts | *Preparation of Trading and Profit & Loss Account and Balance Sheet of Sole proprietor. |
| | | , a | E | 8 |

Practical - solving variety of problems on 2,3,4 & 5 modules.

Name and Signature of Teacher

Mr. U.L.Mujawar

Name and Signature of HoD

Mr. Wiraj Jadhav

Note: In the above format, for each month for each teacher.



Department of BBA Academic Year: 2024 - 2025

Annual Teaching Plan

Name of the teacher: - Mr. U.L.Mujawar

Programme - BBA Semester- III

Subject: - Management Accounting - I

Course Title: - Management Accounting -I

| Month - | June | | Module/Unit: 1 | Sub-units planned |
|-----------|-----------|----------|--|---|
| Lectures | Practical | Total | -Management Accounting: - | Meaning and Definitions, |
| 16 | | 16 | | Functions of Management |
| 16 | | 16 | _ | Accounting, Tools and |
| | | | 9 | techniques of management |
| | | | h. | accounting Differences |
| | | | | between Financial |
| | | | 88. | Accounting and |
| | | | 1.6 | Management Accounting, |
| | 442 | | | Differences between Cost |
| | | | | Accounting and |
| | | | | Management Accounting. |
| Month - J | July | • | Module/Unit: 2 | Sub-units planned |
| Lectures | Practical | Total | Budgets and Budgetary Control: - | Concept of Budgets and |
| Lectures | Fractical | Total | | Budgetary control, Types o |
| 16 | 11 | 16 | * | budgets, Introduction of |
| | (4) | | | other budgets, Objectives |
| | | 231 | je i i i i i i i i i i i i i i i i i i i | and Advantages, Steps in |
| (4) | | D00 | | budget Preparation of Casl |
| | | 25 25 | | Budget, flexible budget |
| | | in . | 8 | |
| | | | 2 | |
| Month - A | ugust | | Module/Unit: 3 | Sub-units planned |
| 16 | | 16 | Marginal Costing and Break-Even | Concept of marginal cost, |
| | | 140 | Analysis: | concept of marginal |
| 22 | | | | costing, CVP Analysis, |
| | | | | Break-Even Analysis. |
| | | | (Ta) (\$41 | Practical Problems of |
| 1,6 | | | | Break-even analysis, |
| | | | | Decision making under |
| 8 | | | | Break- Even Analysis |
| | | l | 1 1 / N 1 - 1 to A | Sub-units planned |
| | September | A Marian | Module/Unit: 4 | Concept of standard cost |
| 16 | | 16 | Standard Costing: | and standard costing, |
| | | | | setting of standards, |
| | | | | |
| | | | * | Disadvantages of standard |
| | | | | Disadvantages |
| | | | 1 | Disadvantages of standard costing, Limitations of standard costing. Practical |
| | | | | standaru cost |

| | | Problems on material and Labour variance |
|---|----|---|
| = | 81 | |
| | | |

Practical - solving variety of problems on 2,3,4 modules.

Practical -

Name and Signature of Teacher

Mr. U.L.Mujawar

Name and Signature of HoD

Mr. Wirai Jadhav

Note: In the above format, for each month for each teacher.



Department of BBA Academic Year: 2024 - 2025

Annual Teaching Plan

Name of the teacher: - Mr. U.L.Mujawar

Programme - BBA Semester- V

Subject: - Financial Management - I

Course Title: - Financial Management - I

| 1onth - Ju | ine | | | Sub-units planned |
|------------|-----------|----------|--|--|
| | Practical | Total 16 | A) Nature of Financial Management: B) Financial Planning: | A) Meaning and Significance, Nature: Finance and related disciplines, Scope: Traditional and Modern approaches, Objectives: Profit maximization versus wealth maximization, Functions of Financial Management: |
| 5 1 | Я | | | Recurring and non- recurring. B) Meaning, Objectives, Characteristics, Steps, And Types of financial plans, Capitalization: Concept, Theories |
| 3 | Ð | | | of capitalization, Over capitalization and under capitalization. |
| Month - | Iuly | | Module/Unit: 2 | Sub-units planned Meaning and Concept, |
| Month - | 785.0 | Total | Management of Working Capital: | Importance of adequate |

| 16 | ž. | 16 | 10 085 11 | working capital, Types of working capital, Determinants of working capital, Computation of working capital (Practical Problems). |
|-----------|-----------|-----|--|---|
| Month - A | August | | Module/Unit: 3 | Sub-units planned |
| 16 | | 16 | Operating, Financial Leverage and combine Leverage | Meaning, Concept, EBIT &EPS, Measurement of leverages. |
| | | 8 , | | Sub-units planned |
| | September | | Module/Unit: 4 | |
| 16 | e | 16 | Mutual Funds | Concept, importance, Types of Mutual Funds open ended and close ended-Money Market Funds, Income Funds, Bond Funds, Balanced Funds, Equity Funds, International Funds, Specialty Funds, Index Funds, Exchange-Traded Funds Present position of Mutual |
| | V | | 3 /8 | Funds in India. |

Practical - solving variety of problems on 2,3 modules.

Name and Signature of Teacher

Mr. U.L.Mujawar

Note: In the above format, for each month for each teacher.

Name and Signature of HoD

Mr. Viraj Jadhav



Department of BBA Academic Year; 2024 - 2025

Annual Teaching Plan

Name of the teacher: - Miss V.D.Patil

Programme - BBA Semester- I

Subject: - Principles and practices of Management

Course Title: - Principles and practices of Management

| Manale | November ' | 2024 | Module/Unit: 1 | Sub-units planned |
|----------|------------|-------|----------------------------|---------------------------|
| Month - | November, | 2024 | Module I - Introduction to | * Definition, nature, |
| Lectures | Practical | Total | Management | and significance of |
| 16 | | 16 | | management |
| | 90 | | | *principles of |
| | | | | management, |
| | .8 | | | *management and |
| | | | | administration, levels of |
| | | | | management, |
| | | | | *role of managers and |
| | | | | managerial skills; |
| | | | | *Evolution of |
| | | | | management thought: |
| | | | 1 | Classical, Behavioral, |
| | | | | Quantitative, Systems, |
| | | | A. | Contingency and |
| | | | | Modern approaches; |
| | | | | *Management as a |
| | 240 | 1 | J. | science and an art; |
| | | | | *Functions of |
| | | | | management: Planning, |
| | | | | organizing, leading, and |
| | | | | controlling |
| Month - | December, | 2024 | Module/Unit: 2 | |
| Lasturas | Practical | Total | Module II: Planning, | * Nature, Importance |
| Lectures | Fractical | | Organizing and | and Purpose of planning |
| 16 | | 16 | Staffing- | in management; |
| | | | | *Types of plans: |
| | | | | Strategic, tactical, |
| | | k | | operational; |
| | | | | * Planning process and |
| | | | | techniques; Decision |
| | | | | making- Importance |
| (4) | | | | and steps, |
| | | | 1 | * decision making |
| | | | | 13 |

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| of staffing – I *selection an recruitment | and |
|---|---|
| Month – January, 2025 Module/Unit: 3 | |
| *theories (trabehavioral, contingency, participative charismatic, transformati level-5 leade * Motivatio and practice *Herzberg t McGregor's theory y), *Hawthorn Communica (meaning a importance management *Team bui group dyna *Controlling | g, Leadership trait, cy, ve, c, ational, ion theories ces (Maslow, g two factor, r's theory x & rne effect, ication g and ce) in nent, uilding and |

| | | | | models and tools; *Organizational structure and design; *types of organizational structures: Functional, divisional, matrix; *Authority, responsibility, and delegation, Centralization Vs Decentralization of authority and responsibility – Span of Control; * Coordination and integration, MBO and MBE; *Nature and Importance of staffing – Process of *selection and recruitment |
|---------|--------------|----|---|--|
| Month - | January, 202 | 5 | Module/Unit: 3 | |
| 16 | | 16 | Module III: Leading, Directing and Controlling State of the State of | * Meaning and nature of directing, Leadership *theories (trait, behavioral, contingency, participative, charismatic, transformational, level-5 leader), * Motivation theories and practices (Maslow, *Herzberg two factor, McGregor's theory x & theory y), *Hawthorne effect, Communication (meaning and importance) in management, *Team building and group dynamics; *Controlling-meaning and steps in controlling, |

| Month — F | ebruary, 202 | | Module/Unit: 3& 4 | *control process and systems, essentials of sound control system, *methods of establishing control, *types of control; *Performance measurement and management Sub-units planned |
|-----------|--------------|----|---------------------|---|
| 16 | | 16 | Module 4: Strategic | * Ethics and Social |
| | | | Management | Responsibility *Overview of strategic management, SWOT analysis and strategic formulation, *Implementing and evaluating strategies. *Ethical issues in management, Corporate social responsibility (CSR), *Sustainable management practices |

Name and Signature of Teacher

Miss V.D. Patil

Name and Signature of HoD

Mr. Viraj Jadhav



Department of BBA Academic Year: 2024 - 2025

Annual Teaching Plan

Name of the teacher: - Miss V. D. Patil

Programme - BBA Semester- ■ ∨

Subject: - Production & Operation Management

Course Title: - Production & Operation Management

| Month - J | unc | | Module/Unit: 1 | Sub-units planned |
|------------|-----------|-------|--|---|
| Vionth - J | Practical | Total | Module-1 Introduction to Production Management | * Meaning and nature, scope *importance of production management, *functions of production & operation in relationship of other department with |
| Month - | Table | | Module/Unit: 2 | manufacturing department, *types of production system- continues, intermittent, job batch Sub-units planned |
| Lectures | Practical | Total | Module – II Factory Location and Plant Layout | *Plant location & plant layout concept, |
| 16 | | 16 | Julo Currier to | * Factors affecting plant location *Plant layout- concept, factors affecting plant layout, *types of layout-proun, product, fixed position layout- f *eatures and |

| | | | comparison of each |
|-----------------------|----|---|--|
| | | Madula/Unit: 3 | Sub-units planned |
| Month - August | 16 | Module – III Production Planning & Control | * capacity planning, aggregate planning, *forecasting demand, *PPC- concept, elements of PPC- rout up, *scheduling load dispatching following JIT, *concept of inspection, quality control and *quality assurance & |
| Month – September 16 | 16 | Module/Unit: 4 Module – IV Material Management | Sub-units planned Module – IV Material Management: concept, functions of materials management, concept and functions of inventory control, levels of stock, functions of store department, purchasing function, ABC analysis- steps and problems, introduction to VED, HML analysis |

Name and Signature of Teacher

Miss V.D.Patil

Name and Signature of HoD

Mr. Vraj Jadhav

Department of BBA Academic Year: 2024 - 2025

Annual Teaching Plan

Name of the teacher: - Miss V. D. Patil

Programme - BBA Semester- III

Subject: - Recent Trends in Marketing

Course Title: - Recent Trends in Marketing

| Month - J | une | | Module/Unit: 1 | Sub-units planned |
|-----------|-----------|-------|--|--|
| Lectures | Practical | Total | Module – I Digital | *Meaning and |
| 16 | | 16 | Marketing | Concepts, Merits of digital marketing, *Demerits of digital marketing, * types of digital marketing, Mobile marketing- * meaning, advantages and disadvantages |
| Month - | July | | Module/Unit: 2 | Sub-units planned |
| Lectures | Practical | Total | Module –II Retail Marketing | *Meaning and Functions of retailing, *Characteristics of |
| 16 | | 16 | | retailing, *types of retailing, Retail marketing strategy, *Retail Management Activities, * Retail Organization Structure, *Retailing Scene in India |
| Month - | - August | | Module/Unit: 3 | * Meaning, Definition, |
| 16 | | 16 | Module -III Global Marketing / International Marketing | *Objectives / reasons for global marketing, *difference between domestic and global |
| | | | ESTD ESTD | marketing, |

CTA Autonor

| Month – September | | Module/Unit: 4 | *global marketing environment, *Marketing -mix strategy for global marketing * (i.e. Product, Price, Promotion, Distribution, Strategies Sub-units planned |
|-------------------|----|-----------------------------------|---|
| 16 | 16 | Module –IV Emerging payment modes | *QR, UPI, and *other- advantages and *disadvantages *New trends in Marketing – *Holistic Marketing, *Emotional Marketing, *Non-profit marketing, *Event marketing, *social marketing, *Social marketing, *Tourism marketing |

Name and Signature of Teacher

Miss V.D.Patil

Name and Signature of HoD

Mr. Virai Jadhav