

VIVEKANAND COLLEGE, KOLHAPUR (EMPOWERED AUTONOMOUS)

STATEMENT OF SYLLABUS COVERED

YEAR- 2024-2025

Name Of Teacher: Mr. T. P. Sawant

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM I	Principles and Practices of Management	Unit 1 Introduction to Management Definition-Scope of management- Functions of management-Managerial Skills-Levels of Management, Mintzberg's Management Roles of a manager, Functional areas of Management, Evolution of Management: Classical Approach-Scientific Management Approach-Contribution of F. W. Taylor, Henry Fayol, Peter Drucker, Max Weber Behavioural Approach-Human Relations Approach-Contingency, Operational Approach.	Unit 1 Introduction to Management Definition-Scope of management- Functions of management-Managerial Skills-Levels of Management, Mintzberg's Management Roles of a manager, Functional areas of Management, Evolution of Management: Classical Approach-Scientific Management Approach-Contribution of F. W. Taylor, Henry Fayol, Peter Drucker, Max Weber Behavioural Approach-Human Relations Approach-Contingency, Operational Approach.	-----
		Unit 2 Planning and Organizing Planning and Organizing: Planning-nature, types, steps in planning, process and limitation of planning, Management by Objectives (MBO) – Definition, Meaning and Significance, MBO process. Organizing-meaning, Process, Organization structure, Types of organizational structure, Centralization and Decentralization, Departmentalization, Span of management, Concept of Authority, Responsibility and Accountability, Delegation.	Unit 2 Planning and Organizing Planning and Organizing: Planning-nature, types, steps in planning, process and limitation of planning, Management by Objectives (MBO) – Definition, Meaning and Significance, MBO process. Organizing-meaning, Process, Organization structure, Types of organizational structure, Centralization and Decentralization, Departmentalization, Span of management, Concept of Authority, Responsibility and Accountability, Delegation.	-----
		Unit 3 Staffing, Directing and Controlling Staffing- concept, need, human resource planning, recruitment and selection. Directing concept, need and principles of directing, Leadership styles, Types of Leadership. Controlling - Steps in Control Process Need-Types of control Method-Techniques of Controlling Benefits	Unit 3 Staffing, Directing and Controlling Staffing- concept, need, human resource planning, recruitment and selection. Directing concept, need and principles of directing, Leadership styles, Types of Leadership. Controlling - Steps in Control Process Need-Types of control Method-Techniques of Controlling Benefits	-----
		Unit 4 Corporate Governance and Ethical Practices of Management Concept, importance and role of board of directors, auditors and stakeholders in corporate governance – Characteristics of good corporate governance, measures to improve corporate governance. Benefits of corporate governance. Business Ethics – Definition and its relevance to Business, Historical Perspective of Ethics, Trusteeship Management- Gandhian Philosophy of Wealth Management. Management in 21st Century-Challenges and Opportunities	Unit 4 Corporate Governance and Ethical Practices of Management Concept, importance and role of board of directors, auditors and stakeholders in corporate governance – Characteristics of good corporate governance, measures to improve corporate governance. Benefits of corporate governance. Business Ethics – Definition and its relevance to Business, Historical Perspective of Ethics, Trusteeship Management- Gandhian Philosophy of Wealth Management. Management in 21st Century-Challenges and Opportunities	-----



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MBA-I SEM 1	Organizational Behaviour	Unit 1 Introduction to Organizational Behaviour Definition, Concept and Importance of OB, models of OB - autocratic, custodial, supportive, collegial and SOBC, Nature and Importance, Approaches to OB Relationship between management and organisational behaviour	Unit 1 Introduction to Organizational Behaviour Definition, Concept and Importance of OB, models of OB - autocratic, custodial, supportive, collegial and SOBC, Nature and Importance, Approaches to OB Relationship between management and organisational behaviour	-----
		Unit 2 Individual Behavioural Variables Micro Perspectives of OB: Individual Behaviour: Personal factors- Biographical characteristics & Learned characteristics, Environmental factor & Organizational factors. Personality-concept, determinants of personality Personality Theories – Sigmund Freud, Erikson, Chris Argyris, Types of Personality – Type A & type B Learning & Perception meaning, nature & process. Learning- meaning, theories & principles; Attitude-concept, components of attitude, formation of attitude, Values-concept, types of values, sources of values	Unit 2 Individual Behavioural Variables Micro Perspectives of OB: Individual Behaviour: Personal factors- Biographical characteristics & Learned characteristics, Environmental factor & Organizational factors. Personality-concept, determinants of personality Personality Theories – Sigmund Freud, Erikson, Chris Argyris, Types of Personality – Type A & type B Learning & Perception meaning, nature & process. Learning- meaning, theories & principles; Attitude-concept, components of attitude, formation of attitude, Values-concept, types of values, sources of values.	-----
		Unit 3 Group Behavioural Variables Micro & Macro Dynamics of OB: Motivation-concept, types of motives, theories of motivation A. H. Maslow, Herzberg, Elderfer, McClelland, Vroom, Theory Z; Individual conflict & group interpersonal conflict, conflict resolution. Group - Definition, Importance, Types of groups. Stages of group formation. Group dynamics – factors affecting group dynamics. Behavioural Problems in group communication process., Leadership styles – Autocratic, Democratic, laissez-fair; theories of leadership- Behavioural-Managerial Grid, Situational- Harsey Blanchard, Fiedler's LPC contingency theory, Contemporary issues in leadership- Transactional	Unit 3 Group Behavioural Variables Micro & Macro Dynamics of OB: Motivation-concept, types of motives, theories of motivation A. H. Maslow, Herzberg, Elderfer, McClelland, Vroom, Theory Z; Individual conflict & group interpersonal conflict, conflict resolution. Group - Definition, Importance, Types of groups. Stages of group formation. Group dynamics – factors affecting group dynamics. Behavioural Problems in group communication process., Leadership styles – Autocratic, Democratic, laissez-fair; theories of leadership- Behavioural-Managerial Grid, Situational- Harsey Blanchard, Fiedler's LPC contingency theory, Contemporary issues in leadership- Transactional	-----

		and transformational, Roles & activities of leadership	and transformational, Roles & activities of leadership	
		Unit 4 Change management Organizational Culture- meaning, impact of organizational culture, Stress–Causes effect & coping strategy Organizational Change-process, resistance to change, how to overcome resistance to change. Organizational Development- OD techniques- sensitivity training, Survey feedback, process consultation, team building. Concept of stress, Sources of Stress, Effect of stress, Work life balance, Concept of Change, Forces Responsible for Change, Resistance to change, Change process, Lewin’s Change model.	Unit 4 Change management Organizational Culture- meaning, impact of organizational culture, Stress–Causes effect & coping strategy Organizational Change-process, resistance to change, how to overcome resistance to change. Organizational Development- OD techniques- sensitivity training, Survey feedback, process consultation, team building. Concept of stress, Sources of Stress, Effect of stress, Work life balance, Concept of Change, Forces Responsible for Change, Resistance to change, Change process, Lewin’s Change model.	-----



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STATEMENT OF SYLLABUS COVERED

YEAR- 2024-2025

Name Of Teacher: Mr. V. V. Jadhav

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM 1	Statistical Methods for Business Decisions	Unit 1 Descriptive Statistics Meaning and Definitions of Statistics, Need of statistics in Management and Research; Scope, Characteristics, Limitations and Misuse of statistics; Data Collection: Primary and Secondary Data, Sources of Data, Methods of Data Collection, Sampling; Data Organization & Classification, Data Presentation: Tabular, Diagrammatic & Graphic; Use of Excel for Data Organization & Presentation	Unit 1 Descriptive Statistics Meaning and Definitions of Statistics, Need of statistics in Management and Research; Scope, Characteristics, Limitations and Misuse of statistics; Data Collection: Primary and Secondary Data, Sources of Data, Methods of Data Collection, Sampling; Data Organization & Classification, Data Presentation: Tabular, Diagrammatic & Graphic; Use of Excel for Data Organization & Presentation	-----
		Unit 2 Measures of Central Tendency Introduction, Objectives of Statistical Average, Characteristics, Requisites of a Good Average, Arithmetic Mean: Properties, Weighted Arithmetic Mean, Merits and Demerits; Median: Properties, Merits and Demerits; Mode: Properties, Merits and Demerits; Appropriate Situations for the Use of Various Averages, Graphic Presentation of Statistical Averages; Use of Excel to Compute Statistical Averages	Unit 2 Measures of Central Tendency Introduction, Objectives of Statistical Average, Characteristics, Requisites of a Good Average, Arithmetic Mean: Properties, Weighted Arithmetic Mean, Merits and Demerits; Median: Properties, Merits and Demerits; Mode: Properties, Merits and Demerits; Appropriate Situations for the Use of Various Averages, Graphic Presentation of Statistical Averages; Use of Excel to Compute Statistical Averages	-----
		Unit 3 Measures of Dispersion Introduction, Requisites of a Good Measure of Dispersion, Range: Properties, Merits and Demerits; Quartile Deviation: Properties, Merits and Demerits; Mean Deviation: Properties, Merits and Demerits; Standard Deviation: Properties, Merits and Demerits; Coefficient of Variation; Use of Excel to Compute Measures of Dispersion	Unit 3 Measures of Dispersion Introduction, Requisites of a Good Measure of Dispersion, Range: Properties, Merits and Demerits; Quartile Deviation: Properties, Merits and Demerits; Mean Deviation: Properties, Merits and Demerits; Standard Deviation: Properties, Merits and Demerits; Coefficient of Variation; Use of Excel to Compute Measures of Dispersion	-----
		Unit 4 Measures of Association Simple Correlation: Definition, Importance, Types of Correlation, Scatter Diagram, Karl Pearson's coefficient of Correlation, Spearman's Rank Correlation, Partial Correlation, Multiple Correlation Regression: Regression Analysis, Simple Linear Regression,	Unit 4 Measures of Association Simple Correlation: Definition, Importance, Types of Correlation, Scatter Diagram, Karl Pearson's coefficient of Correlation, Spearman's Rank Correlation, Partial Correlation, Multiple Correlation Regression: Regression Analysis, Simple Linear Regression,	-----

		Regression Lines, Regression coefficient, Multiple Regression; Use of Excel to compute Measures of Association	Regression Lines, Regression coefficient, Multiple Regression; Use of Excel to compute Measures of Association	
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STATEMENT OF SYLLABUS COVERED

YEAR- 2024-2025

Name Of Teacher: Mrs. P. S. Kulkarni

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM 1	Legal Aspects of Business	Unit 1 The Indian Contract Act & The Negotiable Instrument Act The Indian Contract Act (1872): Significance of Business Laws, Indian Contract Act, 1872: Introduction and classification of contracts, Essentials elements of a valid contract, Performance of a contract, Discharge of a contract, Void agreements, Breach and Remedies of a contract. The Negotiable Instrument Act (1881): Definition and characteristics of NI, kinds of Negotiable Instruments, Holder and holder in due course, Crossing of Cheque, Discharge of Negotiable Instruments	Unit 1 The Indian Contract Act & The Negotiable Instrument Act The Indian Contract Act (1872): Significance of Business Laws, Indian Contract Act, 1872: Introduction and classification of contracts, Essentials elements of a valid contract, Performance of a contract, Discharge of a contract, Void agreements, Breach and Remedies of a contract. The Negotiable Instrument Act (1881): Definition and characteristics of NI, kinds of Negotiable Instruments, Holder and holder in due course, Crossing of Cheque, Discharge of Negotiable Instruments	-----
		Unit 2 The Sale of Goods Act & Consumer Protection Act The Sale of Goods Act (1930): Introduction and Essentials of contract of sale, Sale and Agreement to sell, Conditions and Warranties, Transfer of property, Performance of a contract of sale, Unpaid seller, Caveat Emptor – Exceptions Consumer Protection Act (2019): Meaning of Consumer, Service, Goods, Deficiency, Defect, Unfair Trade Practices, Rights of Consumers, Mechanism For redressal of Grievances, Remedies available to injured consumers.	Unit 2 The Sale of Goods Act & Consumer Protection Act The Sale of Goods Act (1930): Introduction and Essentials of contract of sale, Sale and Agreement to sell, Conditions and Warranties, Transfer of property, Performance of a contract of sale, Unpaid seller, Caveat Emptor – Exceptions Consumer Protection Act (2019): Meaning of Consumer, Service, Goods, Deficiency, Defect, Unfair Trade Practices, Rights of Consumers, Mechanism For redressal of Grievances, Remedies available to injured consumers.	-----
		Unit 3 Companies Act (2013) Nature and Registration, Kinds of Companies, Memorandum of Association, Article of Association, Kinds of Shares, Company meetings and resolutions, Powers and duties of Directors, Non-Executive and Independent Directors in a company, Winding up, Corporate Fraud and Criminal Behaviour, CSR Implications and Compliances	Unit 3 Companies Act (2013) Nature and Registration, Kinds of Companies, Memorandum of Association, Article of Association, Kinds of Shares, Company meetings and resolutions, Powers and duties of Directors, Non-Executive and Independent Directors in a company, Winding up, Corporate Fraud and Criminal Behaviour, CSR Implications and Compliances	-----
		Unit 4 Information Technology Act (2008) Information Technology Act (2008): Objectives of IT Act, Digital Signature, E Governance, Controller, Certifying authority, offences and penalties. Intellectual Property Rights (IPR) Act: WIPO, Copyright, Trade Marks, Patents, Designs, Geographical Indications, TRIPS Agreement	Unit 4 Information Technology Act (2008) Information Technology Act (2008): Objectives of IT Act, Digital Signature, E Governance, Controller, Certifying authority, offences and penalties. Intellectual Property Rights (IPR) Act: WIPO, Copyright, Trade Marks, Patents, Designs, Geographical Indications, TRIPS Agreement.	-----




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Name Of Teacher: Mrs. S. N. Kore

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM I	Managerial Economics	Unit 1 Demand and Supply Analysis Basic Economics Concepts, Nature and Scope of Managerial Economics, Demand: Types and Determinants of Demand, Law of Demand, Supply: Determinants of Supply, Law of Supply; Market equilibrium; Forces behind the demand and supply curve; Concept of Elasticity and its types, Using Elasticity in managerial decision making: Elasticity of demand and supply; Elasticity and Revenue; Demand Estimation and forecasting: Meaning, Purpose, Quantitative and Qualitative Techniques of Demand Forecasting	Unit 1 Demand and Supply Analysis Basic Economics Concepts, Nature and Scope of Managerial Economics, Demand: Types and Determinants of Demand, Law of Demand, Supply: Determinants of Supply, Law of Supply; Market equilibrium; Forces behind the demand and supply curve; Concept of Elasticity and its types, Using Elasticity in managerial decision making: Elasticity of demand and supply; Elasticity and Revenue; Demand Estimation and forecasting: Meaning, Purpose, Quantitative and Qualitative Techniques of Demand Forecasting	-----
		Unit 2 Production and Cost Analysis Production function; Short Run and Long Run, Laws of production, Cost Concepts, Cost Function, Cost-Output Relationship and Cost Curves	Unit 2 Production and Cost Analysis Production function; Short Run And Long Run, Laws of production, Cost Concepts, Cost Function, Cost-Output Relationship and Cost Curves	-----
		Unit 3 Market Structure Introduction to Market Competition and its Nature, Different Market Structures: Perfect Imperfect Market, Perfect Competition, Monopolistic Competition, Monopoly and Oligopoly, Pricing and Out-put Strategies in Different Market Structures	Unit 3 Market Structure Introduction to Market Competition and its Nature, Different Market Structures: Perfect Imperfect Market, Perfect Competition, Monopolistic Competition, Monopoly and Oligopoly, Pricing and Out-put Strategies in Different Market Structures	-----
		Unit 4 National Income and Macro-Economic Policies Introduction to National income, Basic Concepts, GDP, GNP, NNP; Estimation of NI, Difficulties in computing NI, Circular flow of economic activity, Measure of Economic Development In Comparison with other Indicators: Inflation, Unemployment, Economic Growth, Macroeconomic policies: Monetary and Fiscal Policies.	Unit 4 National Income and Macro-Economic Policies Introduction to National income, Basic Concepts, GDP, GNP, NNP; Estimation of NI, Difficulties in computing NI, Circular flow of economic activity, Measure of Economic Development In Comparison with other Indicators: Inflation, Unemployment, Economic Growth, Macroeconomic policies: Monetary and Fiscal Policies..	-----



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YEAR- 2024-2025

Name Of Teacher: Mr. U. L. Mujawar

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM I	Financial Accounting for Managers	Unit 1 Foundation of Accounting Overview of accounting as an Information System, Concepts, Conventions, and Principles of Accounting, Types of business organizations and legal-regulatory framework, Role of accountants in organizations, Branches of Accounting (Financial, Cost, and Management) and their inter-relationships, Introduction to Accounting Standards	Unit 1 Foundation of Accounting Overview of accounting as an Information System, Concepts, Conventions, and Principles of Accounting, Types of business organizations and legal-regulatory framework, Role of accountants in organizations, Branches of Accounting (Financial, Cost, and Management) and their inter-relationships, Introduction to Accounting Standards	-----
		Unit 2 Accounting Process and Records Preparation and interpretation of financial statements, Format of Schedule VI of Public Limited Companies, Introduction to International Financial Reporting Standards (IFRS). Introduction of Tally Software Package in Accounting – Hands-on experience with Tally software: Creating Companies, journal entries and ledger accounts.	Unit 2 Accounting Process and Records Preparation and interpretation of financial statements, Format of Schedule VI of Public Limited Companies, Introduction to International Financial Reporting Standards (IFRS). Introduction of Tally Software Package in Accounting – Hands-on experience with Tally software: Creating Companies, journal entries and ledger accounts	-----
		Unit 3 Financial Reporting and Analysis Preparation and analysis of Funds Flow Statements, Preparation and analysis of Cash Flow Statements (as per AS-3), Understanding cash and non-cash transactions, flow of cash, and differences between cash flow and fund flow	Unit 3 Financial Reporting and Analysis Preparation and analysis of Funds Flow Statements, Preparation and analysis of Cash Flow Statements (as per AS-3), Understanding cash and non-cash transactions, flow of cash, and differences between cash flow and fund flow	-----
		Unit 4 Introduction to Cost Accounting & Control Introduction to Cost Accounting, Elements of Cost and Cost Sheet, Use and Importance of Standard Costing, Including Variance Analysis – Materials and Labour Variances. Cost Control Techniques.	Unit 4 Introduction to Cost Accounting & Control Introduction to Cost Accounting, Elements of Cost and Cost Sheet, Use and Importance of Standard Costing, Including Variance Analysis – Materials and Labour Variances. Cost Control Techniques.	-----




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Name Of Teacher: Mrs. S. N. Kore

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MBA-I SEM I	IT for Managers	Unit 1 Fundamentals of IT Introduction to IT, Importance of IT in Business, Computer Hardware and Software, Introduction to ERP, Introduction to DBMS, Computer Network, Internet and Web Technologies, IT Security and Ethics, Emerging Technologies, Basic Computer Skills and Troubleshooting	Unit 1 Fundamentals of IT Introduction to IT, Importance of IT in Business, Computer Hardware and Software, Introduction to ERP, Introduction to DBMS, Computer Network, Internet and Web Technologies, IT Security and Ethics, Emerging Technologies, Basic Computer Skills and Troubleshooting	-----
		Unit 2 Digital Productivity Tools Overview of Microsoft Office Suite, Creating and formatting documents using Microsoft Word, Data Analysis and Visualization using Microsoft Excel, Designing and Delivering Presentations using Microsoft PowerPoint, Creating Google Forms, Online Meeting Platforms: Google Meet, Zoom, Microsoft Teams; Managerial Productivity improvement tools.	Unit 2 Digital Productivity Tools Overview of Microsoft Office Suite, Creating and formatting documents using Microsoft Word, Data Analysis and Visualization using Microsoft Excel, Designing and Delivering Presentations using Microsoft PowerPoint, Creating Google Forms, Online Meeting Platforms: Google Meet, Zoom, Microsoft Teams; Managerial Productivity improvement tools.	-----




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Name Of Teacher: Mr. V. V. Jadhav

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM I	Business Communication	Unit 1 Introduction to Business Communication Communication Meaning and definition, Nature of Business Communication, Objectives and Importance of Business Communication, Communication Process, Principles- 6 C's of Communication, Barriers to Effective Communications, Forms of Communication and Listening Skill, Verbal and Non-Verbal Communication, Listening: Meaning, Importance, Types of listening, Tips for effective listening, Influencing Techniques.	Unit 1 Introduction to Business Communication Communication Meaning and definition, Nature of Business Communication, Objectives and Importance of Business Communication, Communication Process, Principles- 6 C's of Communication, Barriers to Effective Communications, Forms of Communication and Listening Skill, Verbal and Non-Verbal Communication, listening: Meaning, Importance, Types of listening, Tips for effective listening, Influencing Techniques.	-----
		Unit 2 Application of Basics in Business Communication Presentation Skills: Profile of Good Speaker, Features of good presentation, Points to remember while delivering Presentation – Stages of Effective Presentation, The use of Visual aids to support Presentation. Written Communication: Format of Business Letters, Routine Letters - Enquiries, Customers' Complaints, Collection Letters – Sales Promotion Letters, Bad News and Persuading Letters, Job Application Letters	Unit 2 Application of Basics in Business Communication Presentation Skills: Profile of Good Speaker, Features of good presentation, Points to remember while delivering Presentation – Stages of Effective Presentation, The use of Visual aids to support Presentation. Written Communication: Format of Business Letters, Routine Letters - Enquiries, Customers' Complaints, Collection Letters – Sales Promotion Letters, Bad News and Persuading Letters, Job Application Letters	-----



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Name Of Teacher: Mr. V. V. Jadhav

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM II	Business Research Methods	Unit 1 Foundations of Research Methodology Meaning, Scope, and Significance of Research in Business and Management, Research Process, Characteristics of Good Research, Defining the Research Problem & Research Question, Ethical Considerations in Research, Qualities of good Researcher, Types of Research: Exploratory, Descriptive, Conceptual vs. Empirical,, Qualitative and Quantitative Research, Applied vs. Basic Research, Cross-sectional vs. Longitudinal Research.	Unit 1 Foundations of Research Methodology Meaning, Scope, and Significance of Research in Business and Management, Research Process, Characteristics of Good Research, Defining the Research Problem & Research Question, Ethical Considerations in Research, Qualities of good Researcher, Types of Research: Exploratory, Descriptive, Conceptual vs. Empirical,, Qualitative and Quantitative Research, Applied vs. Basic Research, Cross-sectional vs. Longitudinal Research.	-----
		Unit 2 Research Design and Sampling Techniques Research Design: Meaning, Need, Features of Good Research Design, Types of Research Designs: Exploratory, Descriptive, Experimental, Case Study Research Design. Sampling: Definition, Need, and Importance, Concepts of Statistical Population, Sample, Sampling Frame, Sampling Error, Sample Size. Characteristics of a good sample. Census and Sample Survey, Probability Sampling – Simple Random Sampling, Systematic Sampling, Cluster Sampling, Stratified Random Sampling & Multi-stage sampling. Non-Probability Sampling – Snowball Sampling, Quota Sampling, Judgmental (Purposive) Sampling, Convenience Sampling.	Unit 2 Research Design and Sampling Techniques Research Design: Meaning, Need, Features of Good Research Design, Types of Research Designs: Exploratory, Descriptive, Experimental, Case Study Research Design. Sampling: Definition, Need, and Importance, Concepts of Statistical Population, Sample, Sampling Frame, Sampling Error, Sample Size. Characteristics of a good sample. Census and Sample Survey, Probability Sampling – Simple Random Sampling, Systematic Sampling, Cluster Sampling, Stratified Random Sampling & Multi-stage sampling. Non-Probability Sampling – Snowball Sampling, Quota Sampling, Judgmental (Purposive) Sampling, Convenience Sampling.	-----
		Unit 3 Data Collection Methods & Questionnaire Design Sources of Data: Primary Data Collection Methods: Surveys, Interviews, Observations, Focus Groups, Secondary Data Sources: Government Reports, Journals, Online Databases, Industry Reports, designing a Questionnaire: Principles of Questionnaire Design, Types of Questions: Open-ended, Close-ended, Scaled, Ranking, Questionnaire Validation and Pilot Testing, Measurement Scales: Nominal, Ordinal, Interval, and Ratio	Unit 3 Data Collection Methods & Questionnaire Design Sources of Data: Primary Data Collection Methods: Surveys, Interviews, Observations, Focus Groups, Secondary Data Sources: Government Reports, Journals, Online Databases, Industry Reports, designing a Questionnaire: Principles of Questionnaire Design, Types of Questions: Open-ended, Close-ended, Scaled, Ranking, Questionnaire Validation and Pilot Testing, Measurement Scales: Nominal, Ordinal, Interval, and Ratio	-----

	<p>Unit 4 Data Processing and Report Writing</p> <p>Data Processing: Editing, Coding, and Classification of Data, Tabulation and Presentation of Data: Tables, Charts, And Graphs, Descriptive Data Analysis: Mean, Median, Mode, Standard Deviation, Hypothesis Testing: Constructs, Variables, Dependent Variable, Independent Variable, Null Hypothesis & Alternative Hypothesis. Research Report Writing: Layout of Research Report, Referencing, and Citations, Plagiarism and Ethical Issues in Report Writing, Use of ICT in Research Methodology.</p>	<p>Unit 4 Data Processing and Report Writing</p> <p>Data Processing: Editing, Coding, and Classification of Data, Tabulation and Presentation of Data: Tables, Charts, And Graphs, Descriptive Data Analysis: Mean, Median, Mode, Standard Deviation, Hypothesis Testing: Constructs, Variables, Dependent Variable, Independent Variable, Null Hypothesis & Alternative Hypothesis. Research Report Writing: Layout of Research Report, Referencing, and Citations, Plagiarism and Ethical Issues in Report Writing, Use of ICT in Research Methodology.</p>	-----
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Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM II	Marketing Management	Unit 1 Foundations of Marketing Management Introduction to marketing–Nature and scope of marketing, the core concepts of marketing, Company orientation towards market place, marketing environment: Micro and Macro marketing environment, Marketing Planning and Marketing Planning process, Differentiation between Sales and Marketing, Introduction to Services Marketing.	Unit 1 Foundations of Marketing Management Introduction to marketing–Nature and scope of marketing, the core concepts of marketing, Company orientation towards market place, marketing environment: Micro and Macro marketing environment, Marketing Planning and Marketing Planning process, Differentiation between Sales and Marketing, Introduction to Services Marketing.	-----
		Unit 2 STP and Consumer Buying Behaviour STP – Meaning and concept, benefits of segmentation, Bases for market segmentation – consumer goods market segmentation; industrial goods market segmentation, Market targeting - Selection of segments, Product positioning. Consumer Behaviour – Meaning and definition of consumer behaviour, importance, Different buying roles, consumer buying decision process, factors influencing consumer behaviour.	Unit 2 STP and Consumer Buying Behaviour STP – Meaning and concept, benefits of segmentation, Bases for market segmentation – consumer goods market segmentation; industrial goods market segmentation, Market targeting - Selection of segments, Product positioning. Consumer Behaviour – Meaning and definition of consumer behaviour, importance, Different buying roles, consumer buying decision process, factors influencing consumer behaviour.	-----
		Unit 3 Marketing Mix- Product and Pricing Product decision and strategies – Meaning of product, Types of products, product mix decisions, product line decisions, Product life cycle concept, new product development, Branding and packaging decisions – Concept of Branding and packaging, advantages and disadvantages of branding and packaging, features and functions of packaging. Pricing decisions – Pricing objectives, pricing methods, factors influencing pricing decision, setting the price, price determination policies.	Unit 3 Marketing Mix- Product and Pricing Product decision and strategies – Meaning of product, Types of products, product mix decisions, product line decisions, Product life cycle concept, new product development, Branding and packaging decisions – Concept of Branding and packaging, advantages and disadvantages of branding and packaging, features and functions of packaging. Pricing decisions – Pricing objectives, pricing methods, factors influencing pricing decision, setting the price, price determination policies.	-----
		Unit 4 Marketing Mix- Place and Promotion Place mix: meaning and concept of channel of distribution. Types of channel of distribution or intermediaries, factors influencing selection of channels, types of distribution strategies, intensive, selective and extensive, recent changes in terms of logistics and supply chain management. Promotion mix: meaning,	Unit 4 Marketing Mix- Place and Promotion Place mix: meaning and concept of channel of distribution. Types of channel of distribution or intermediaries, factors influencing selection of channels, types of distribution strategies, intensive, selective and extensive, recent changes in terms of logistics and supply chain management. Promotion mix: meaning,	-----

		elements of promotion mix, advertising: definition, importance, limitations, types of media, 5 M's of advertising. Advertising Vs Publicity.	elements of promotion mix, advertising: definition, importance, limitations, types of media, 5 M's of advertising. Advertising Vs Publicity.	
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Name Of Teacher: Mrs. S. N. Kore

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM II	Human Resource Management	Unit 1 Foundations of HRM Meaning, Objectives, Nature, Scope, Functions, Difference between Personnel Management and HRM, Job Design, Job Analysis, Job Description and Job Specification, Job Evaluation: Meaning, Methods, Concept of Human Resource Planning and its Process	Unit 1 Foundations of HRM Meaning, Objectives, Nature, Scope, Functions, Difference between Personnel Management and HRM, Job Design, Job Analysis, Job Description and Job Specification, Job Evaluation: Meaning, Methods, Concept of Human Resource Planning and its Process	-----
		Unit 2 Employee Procurement and Development Recruitment: Definition, Sources of Recruitment - Internal and External, Process of Recruitment, Employee selection: Essential and Process, Concept of Placement and Orientation, Training and Development: Concept, Difference between training and Development, Methods and Types of Training	Unit 2 Employee Procurement and Development Recruitment: Definition, Sources of Recruitment - Internal and External, Process of Recruitment, Employee selection: Essential and Process, Concept of Placement and Orientation, Training and Development: Concept, Difference between training and Development, Methods and Types of Training	-----
		Unit 3 Performance and Career Management. Performance Appraisal: Basic Concepts, Methods and process of Performance Appraisal, Career Planning: Meaning, Objectives and Process, Career Anchor, Career Path	Unit 3 Performance and Career Management. Performance Appraisal: Basic Concepts, Methods and process of Performance Appraisal, Career Planning: Meaning, Objectives and Process, Career Anchor, Career Path	-----
		Unit 4 Compensation Management and Recent Trends In HRM Compensation management: Concepts, factors to be consider for fixing compensation, Components of Compensation, Health, Safety and Welfare measures, Employee well-being and mental health. Recent trends in HRM: Gamification in HR, Virtual Organization, Flexi working, Remote working, Employee Branding, Managing Workforce Diversity, Dual Job	Unit 4 Compensation Management and Recent Trends In HRM Compensation management: Concepts, factors to be consider for fixing compensation, Components of Compensation, Health, Safety and Welfare measures, Employee well-being and mental health. Recent trends in HRM: Gamification in HR, Virtual Organization, Flexi working, Remote working, Employee Branding, Managing Workforce Diversity, Dual Job	-----



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STATEMENT OF SYLLABUS COVERED

YEAR- 2024-2025

Name Of Teacher: Mr. U. L. Mujawar

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM II	Finance Management	Unit 1 Foundations of Financial Management Finance - Nature & Scope; Function; Organisation of the Financial Functions; Role of Finance Manager; Financial Goal: Profit Maximisation Versus Wealth Maximization; Finance Decisions By The Firms; Interface Between Finance And Other Functions. Sources Of Finance: Long Term Sources: Equity Shares, Preference Shares, Debentures & Bonds, Retained Earnings, Short Term Sources: Trade Credit, Commercial Paper, Bank Loan, Cash Credit	Unit 1 Foundations of Financial Management Finance - Nature & Scope; Function; Organisation Of The Financial Functions; Role Of Finance Manager; Financial Goal: Profit Maximisation Versus Wealth Maximization; Finance Decisions By The Firms; Interface Between Finance And Other Functions. Sources Of Finance: Long Term Sources: Equity Shares, Preference Shares, Debentures & Bonds, Retained Earnings, Short Term Sources: Trade Credit, Commercial Paper, Bank Loan, Cash Credit	-----
		Unit 2 Comparative And Historical Analysis Time Value for Money; Future value and Present Value of money; Present value of Single cash flow, an uneven cash flow and Annuity, Analysing Financial Statements – Ratio Analysis; types of ratios, uses, Meaning and significance of Funds Flow and Cash Flow Statements, preparation of FFS and CFS	Unit 2 Comparative And Historical Analysis Time Value for Money; Future value and Present Value of money; Present value of Single cash flow, an uneven cash flow and Annuity, Analysing Financial Statements – Ratio Analysis; types of ratios, uses, Meaning and significance of Funds Flow and Cash Flow Statements, preparation of FFS and CFS	-----
		Unit 3 Investment Decisions Cost of Capital: Meaning, Importance, Cost of Capital - Determining components of cost of capital: Debt, Preference capital, Equity capital; the Weighted Average Cost of capital. Capital Budgeting Decisions - Nature and type of investment decision; Investment Decision Process, Investment Evaluation Criteria – NPV, Profitability Index, Payback period, ARR, Discounted Payback Period. Capital Rationing, Risks in Capital budgeting – Sensitivity Analysis, Scenario Analysis, Simulation Analysis.	Unit 3 Investment Decisions Cost of Capital: Meaning, Importance, Cost of Capital - Determining components of cost of capital: Debt, Preference capital, Equity capital; the Weighted Average Cost of capital. Capital Budgeting Decisions - Nature and type of investment decision; Investment Decision Process, Investment Evaluation Criteria – NPV, Profitability Index, Payback period, ARR, Discounted Payback Period. Capital Rationing, Risks in Capital budgeting – Sensitivity Analysis, Scenario Analysis, Simulation Analysis.	-----
		Unit 4 Working Capital Management Meaning, scope and need of Working capital, Basic concept of operating cycle; Estimation of Working Capital requirement, Receivables Management – meaning & importance; impact and components of credit policy, Cash Management – motives for holding cash, cash flow process and its relevance, collection and disbursements	Unit 4 Working Capital Management Meaning, scope and need of Working capital, Basic concept of operating cycle; Estimation of Working Capital requirement, Receivables Management – meaning & importance; impact and components of credit policy, Cash Management – motives for holding cash, cash flow process and its relevance, collection and disbursements	-----

		management; Cash Forecasting. Various Methods of Inventory Valuation	management; Cash Forecasting. Various Methods of Inventory Valuation	
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STATEMENT OF SYLLABUS COVERED

YEAR- 2024-2025

Name Of Teacher: Mr. V. V. Jadhav

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM II	Operations Management	Unit 1 Foundations of Operations Management Introduction, Evolution of Production & Operations Management, Concept of Production Management, Types of Production System, Concept of Operations, Operations Management, Distinction between Service & Manufacturing Operations, Objectives and Scope of Operations Management, Decisions in Operations Management, Operations Strategy, Recent Trends in Operations Management.	Unit 1 Foundations of Operations Management Introduction, Evolution of Production & Operations Management, Concept of Production Management, Types of Production System, Concept of Operations, Operations Management, Distinction between Service & Manufacturing Operations, Objectives and Scope of Operations Management, Decisions in Operations Management, Operations Strategy, Recent Trends in Operations Management.	-----
		Unit 2 Operations System Design Facility Location: Importance, Factors Affecting Location Decision, Procedure of Finalizing Location Decisions. Facility Layout: Objectives, Importance, Types, Factors Influencing Plant Layout. Material Handling: Objectives, Scope, Principles of Material Handling, Classification of MH Equipment, Selection of MH Equipment.	Unit 2 Operations System Design Facility Location: Importance, Factors Affecting Location Decision, Procedure of Finalizing Location Decisions. Facility Layout: Objectives, Importance, Types, Factors Influencing Plant Layout. Material Handling: Objectives, Scope, Principles of Material Handling, Classification of MH Equipment, Selection of MH Equipment.	-----
		Unit 3 Materials Management Purchasing: Objectives, Functions, Importance. Stores Management: Meaning, Functions, Types of Stores. Make or Buy Decision. Inventory Management: Meaning, Types, Cost of Inventory, Objectives of Inventory Management, Selective Inventory Control Techniques: EOQ, ABC, HML, FSN, VED, SOS, GOLF (Numerical Treatment on Basic EOQ Model, ABC)	Unit 3 Materials Management Purchasing: Objectives, Functions, Importance. Stores Management: Meaning, Functions, Types of Stores. Make or Buy Decision. Inventory Management: Meaning, Types, Cost of Inventory, Objectives of Inventory Management, Selective Inventory Control Techniques: EOQ, ABC, HML, FSN, VED, SOS, GOLF (Numerical Treatment on Basic EOQ Model, ABC)	-----
		Unit 4 Supply Chain Management Transportation: Importance, Modes of Transportation. Logistics: Importance, Logistics Activities, Service Logistics (3PL, 4PL). Warehousing: Importance, Functions, Types. Supply Chain Management: Importance, Evolution of SCM, Functions and Activities of SCM, Logistics Vs SC.	Unit 4 Supply Chain Management Transportation: Importance, Modes of Transportation. Logistics: Importance, Logistics Activities, Service Logistics (3PL, 4PL). Warehousing: Importance, Functions, Types. Supply Chain Management: Importance, Evolution of SCM, Functions and Activities of SCM, Logistics Vs SC.	-----




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STATEMENT OF SYLLABUS COVERED

YEAR- 2024-2025

Name Of Teacher: Mr. Aniket Alawekar

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM II	Business Analytics	Unit 1 Foundations of Business Analytics Definitions of Business Intelligence, Analytics, Business Analytics. Data, Information & Knowledge. Use of data in business, types of Data & Sources, Difference between Business Analysis & Business Analytics, Difference between Business Analytics & Data Analytics, Use of analytics for business, Skills required for business Analytics.	Unit 1 Foundations of Business Analytics Definitions of Business Intelligence, Analytics, Business Analytics. Data, Information & Knowledge. Use of data in business, types of Data & Sources, Difference between Business Analysis & Business Analytics, Difference between Business Analytics & Data Analytics, Use of analytics for business, Skills required for business Analytics.	-----
		Unit 2 Analytics Techniques and Processes Types of analytics: Descriptive, Diagnostic, Predictive, Prescriptive. Phases of analytics: Data collection, Data Cleaning & modification, Dash board making & visualization, data analysis, Presentation & insights. Data Collection methods, Data mining in analytics.	Unit 2 Analytics Techniques and Processes Types of analytics: Descriptive, Diagnostic, Predictive, Prescriptive. Phases of analytics: Data collection, Data Cleaning & modification, Dash board making & visualization, data analysis, Presentation & insights. Data Collection methods, Data mining in analytics.	-----
		Unit 3 Introduction to Tools for Business Analytics Data Analysis Tools: MS-Excel, R, Python Data Visualization Tools: SQL, Power BI, Tableau, Orange. Introduction to social media Analytics Tools, AI in analytics	Unit 3 Introduction to Tools for Business Analytics Data Analysis Tools: MS-Excel, R, Python Data Visualization Tools: SQL, Power BI, Tableau, Orange. Introduction to social media Analytics Tools, AI in analytics	-----
		Unit 4 Business Analytics Applications and Case Studies Application of Analytics in different Business functions. HR Analytics, Marketing Analytics, Financial Analytics, Operations Analytics - Definition, key components, Applications, Benefits. Business Analytics Case Studies. Performing Analytics Using MS-Excel, Dashboard making & insights generation of dummy data set with MS-Excel	Unit 4 Business Analytics Applications and Case Studies Application of Analytics in different Business functions. HR Analytics, Marketing Analytics, Financial Analytics, Operations Analytics - Definition, key components, Applications, Benefits. Business Analytics Case Studies. Performing Analytics Using MS-Excel, Dashboard making & insights generation of dummy data set with MS-Excel	-----

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STATEMENT OF SYLLABUS COVERED

YEAR- 2024-2025

Name Of Teacher: Mrs. S. N. Kore

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM II	Advanced Excel	Unit 1 Advanced Functions and Data Processing Data Management: Data Validation & Data Cleaning, Advanced Sorting and Filtering, Advance Find and Replace, Advance Formula and Functions: Logical Functions, Lookup Functions, Text Functions, Statistical Functions	Unit 1 Advanced Functions and Data Processing Data Management: Data Validation & Data Cleaning, Advanced Sorting and Filtering, Advance Find and Replace, Advance Formula and Functions: Logical Functions, Lookup Functions, Text Functions, Statistical Functions	-----
		Unit 2 Data Analysis and Visualization Pivot tables and Pivot Charts, Advanced Conditional Formatting, EXCEL dashboards, Slicers and Charts	Unit 2 Data Analysis and Visualization Pivot tables and Pivot Charts, Advanced Conditional Formatting, EXCEL dashboards, Slicers and Charts	-----




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STATEMENT OF SYLLABUS COVERED

YEAR- 2024-2025

Name Of Teacher: Mr. T. P. Sawant

Department: MBA

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to be Covered
MBA-I SEM II	Employability Skills	Unit 1 Communication & Professional Etiquette Importance of Employability Skills for MBA Graduates, Industry Expectations and Soft Skills vs. Hard Skills, Verbal and Non-Verbal Communication, Body Language, Gestures, and Eye Contact, Email and Business Writing Etiquette, Public Speaking & Presentation Skills, Structuring and Delivering Effective Presentations, Professional Etiquette & Business Networking, Corporate Grooming & Workplace Manners	Unit 1 Communication & Professional Etiquette Importance of Employability Skills for MBA Graduates, Industry Expectations and Soft Skills vs. Hard Skills, Verbal and Non-Verbal Communication, Body Language, Gestures, and Eye Contact, Email and Business Writing Etiquette, Public Speaking & Presentation Skills, Structuring and Delivering Effective Presentations, Professional Etiquette & Business Networking, Corporate Grooming & Workplace Manners	-----
		Unit 2 Interview & Job Readiness Skills Resume and Cover Letter Writing: Resume Building, Cover Letter, LinkedIn Profile Building. Group Discussions (GD): GD Strategies: Do's and Don'ts. Personal Interviews (HR & Technical): Common Interview Questions and Answering Techniques, Emotional Intelligence & Workplace Adaptability, Managing Workplace Stress & Conflict Resolution, Adaptability and Growth Mindset, Time Management & Productivity Hacks, Managing Work-Life Balance	Unit 2 Interview & Job Readiness Skills Resume and Cover Letter Writing: Resume Building, Cover Letter, LinkedIn Profile Building. Group Discussions (GD): GD Strategies: Do's and Don'ts. Personal Interviews (HR & Technical): Common Interview Questions and Answering Techniques, Emotional Intelligence & Workplace Adaptability, Managing Workplace Stress & Conflict Resolution, Adaptability and Growth Mindset, Time Management & Productivity Hacks, Managing Work-Life Balance	-----



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