



NAGINDAS KHANDWALA COLLEGE
Autonomous

TERMWISE TEACHING PLAN

17-18- /D – TTP- / /

Academic Year: **2017-18**

Term: **Sem I**

Department: **Self Finance**

Class: **FYBMS**

Subject: **Principles of management**

Name of the Faculty: **Gargi Dubey**

Topics to be covered					
Week	June	July	August	September	October
1		Management : concept, significance, role and skills	Structure, departmentation	Coordination: Essence of management	
2		Levels of management , managerial Grid, Planning-meaning, importance	Span of control: Graicunas theory, factors	Controlling- meaning, process and techniques	
3		Process of planning, limitations and MBO	Centralization Vs Decentralization, authority and responsibility	Presentation Green management and CSR	
4		Decision making: meaning, importance, process	Presentation Directing-meaning and process	Revision	
5		Techniques of decision making Organizing: concepts, structure	Presentation Leadership-meaning, styles and qualities		

Remarks by H.O.D.: _____

Sign. : _____

Date: _____



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Academic Year: **2017-18**

Term: **Sem I**

Department: Self Finance

Class: FYFM

Subject: Business Environment

Name of the Faculty: Gargi Dubey

Week	Topics to be covered				
	June	July	August	September	October
1		Introduction to Business Environment: concept, meaning, definition and types Business : concept, scope, types and objectives	Social Audit: concept, commercial audit	Ecology : Issues related to environment	
2		Business environment : concept and components Environment analysis	International environment: strategies MNC: concept and framework	Kyoto protocol, Role of technology	
3		Business society Competitive environment: BCG, GE, portar model	WTO, GATT	Sustainable development: techniques and agriculture	
4		Corporate social responsibility- concept,	WTO, GATT	Revision	
5		Corporate governance	-FDI and sunrises sectors		

Remarks by H.O.D.: _____

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Date: _____

Issued by MR: Dr. Moushumi Datta



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Academic Year: 2017-18

Term: Sem. I

SFC

Class: FYBMS A

Subject: Business Statistics

Name of the Faculty: Mr. G. Hanumantharao

Week	Topics to be covered			
	July	August	September	October
1	Introduction , Functions/Scope, Importance, Limitations of Statistics	Co-Relation: Karl Pearson, Rank Co-Relation Linear Regression: Least Square Method	Probability: Definition of Probability, Addition & Multiplication laws of Probability,	-----
2	Classification – Frequency Distribution – Discrete & Continuous, Tabulation, Graph(Frequency, Bar Diagram, Pie Chart, Histogram, Ogives)	Time Series: Least Square Method, Moving Average Method, Determination of Season	Conditional Probability, Bayes' Theorem, Expectation & Variance, Concept of Probability Distribution	-----
3	Mean(A.M, Weighted, Combined), Median(Calculation and graphical using Ogives), Mode(Calculation and Graphical using Histogram)	Index Number: Simple(unweighted) Aggregate Method, Weighted Aggregate Method, Simple Average of Price Relatives,	Decision Theory: Acts, State of Nature Events, Pay offs, Opportunity loss, Decision Making under Certainty, Decision Making under Uncertainty	-----
4	Measures Of Dispersion: Range , Quartiles & Quartile deviation, Mean Deviation from mean with CMD	Weighted Average of Price Relatives, Chain Base Index Numbers, Base Shifting, Splicing and Deflating, Cost of Living Index Number	Non-Probability: Maximax, Maximin, Minimax, Regret, Laplace & Hurwicz)	-----
5	Standard deviation with CV, Skewness & Kurtosis (Only concept)	-----	Probabilistics,(Decision Making under risk):EMV, EOL, EVPI, Decision Tree	-----

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17-18- / D – TTP- / /

Academic Year: **2017-18**
SFC Class: FYBMS B

Term: Sem. I
Subject: Business Statistics

Name of the Faculty: Mr. G. Hanumantharao

Week	Topics to be covered			
	July	August	September	October
1	Introduction , Functions/Scope, Importance, Limitations of Statistics	Co-Relation: Karl Pearson, Rank Co-Relation Linear Regression: Least Square Method	Probability: Definition of Probability, Addition & Multiplication laws of Probability,	-----
2	Classification – Frequency Distribution – Discrete & Continuous, Tabulation, Graph(Frequency, Bar Diagram, Pie Chart, Histogram, Ogives)	Time Series: Least Square Method, Moving Average Method, Determination of Season	Conditional Probability, Bayes' Theorem, Expectation & Variance, Concept of Probability Distribution	-----
3	Mean(A.M, Weighted, Combined), Median(Calculation and graphical using Ogives), Mode(Calculation and Graphical using Histogram)	Index Number: Simple(unweighted) Aggregate Method, Weighted Aggregate Method, Simple Average of Price Relatives,	Decision Theory: Acts, State of Nature Events, Pay offs, Opportunity loss, Decision Making under Certainty, Decision Making under Uncertainty	-----
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5	Standard deviation with CV, Skewness & Kurtosis (Only concept)	-----	Probabilistics,(Decision Making under risk):EMV, EOL, EVPI, Decision Tree	-----

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Academic Year: **2017-18**

Term: Sem. **I**

Department: Self-Finance

Class: FYBMS

Subject: Business Communication-I

Name of the Faculty: Prof. Ninoshka D'Silva

Week	July	August	September	October
1	Unit 1 Concept of Communication- Meaning, Definition, Process, Need, Feedback Emergence of Communication as a key concept in the Corporate & Global world, Impact of technological advancements on Communication	Unit 2 Barriers to Communication- Physical, Semantic/Language, Socio-Cultural, Psychological, Ways to Overcome these Barriers	Unit 4 Statement of Purpose, Job Application Letter and Resume, Letter of Acceptance of Job Offer, Letter of Resignation	Revision
2	Unit 1 Channels of Communication- Formal and Informal, Vertical, Horizontal, Diagonal, Grapevine	Unit 2 Importance of Listening Skills, Cultivating good listening skills	Unit 4 Letter of Appointment, Promotion and Termination, Letter of Recommendation	
3	Unit 1 Objectives of Communication- Information, Advice, Order and Instruction, Persuasion, Motivation, Education, Warning, and Boosting the Morale of Employees	Unit 2 Concept and Interpretation, Importance of Business Ethics, Personal Integrity at the workplace, Business Ethics and Media, Corporate Social Responsibility	Unit 4 Commercial Terms used in Business Communication, Paragraph Writing- Developing an idea, using appropriate linking devices, etc	
4	Unit 1 Methods- Verbal and Non-verbal, Characteristics of Verbal & Non-Verbal Communication, Business Etiquette. Modes: Telephone, SMS, FAX, Computers, E-Communication and Satellite Conferencing	Unit 3 (Surrogate Advertising, Patents and Intellectual Property Rights, Dumping of Medical/E-waste, Human Rights Violations and Discrimination on the basis of gender, race, caste, religion, appearance and sexual orientation at the workplace, Piracy, Insurance & Child Labour)	Unit 4 Cohesion and Coherence, self-editing, etc (Interpretation of technical data, Composition on a given situation, a short informal report etc.)	
5		Unit 3 Parts, Structure, Layouts- Full Block, Modified Block, Semi – Block Principles of Effective Letter Writing, Principles of Effective Email Writing		

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Academic Year: 2017-18

Term: Sem. I

Department: SFC

Class: FYBMS

Subject: Business Law

Name of the Faculty: Sheetal Desai.

Week	Topics to be covered			
	July	August	September	October
1	Module-I Indian Contract Act 1872 a. Essential, agreement & contract	Module-II Negotiable Instrument Act, 1881 a. Introduction, characteristics of NI.	Module- III Company Law a. What is company? b. Incorporation of company.	b. Patent, Trademarks & copyrights.
2	b. Capacity to contract, free consent. c. Consideration.	b. Features of BOE, PN & Cheque. c. Dishonour of cheque.	c. MOA & AOA. d. Prospectus.	
3	d. Breach of contract.	Consumer Protection Act, 1986. a. Object of CPA, Definitions.	e. Meetings.	
4	Sale of Goods Act 1930. e. Sale & Agreement to sell, essentials.	b. Goods & Services. c. Consumer Disputes & Complaints.	f. Transfer of shares. g. Transmission of shares.	
5	f. Conditions & warranties, rights of unpaid seller.		Module-IV Intellectual Property Rights. a. Definition.	

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Academic Year: **2017-18**

Term: Sem. **I**

Department: Self-Finance

Class: FYBMS

Subject: Foundation Course-I

Name of the Faculty: Prof. Ninoshka D'Silva

Week	July	August	September	October
1	Unit 1 Multi-cultural Diversity of Indian Society	Unit 2- Stratification and Inequality, Gender Disparities; Violence Against Women, Female Foeticide- Declining Sex Ratio, Portrayal of Women in Media	Unit 3 Preamble to the Constitution, Structure of the Constitution, Fundamental Duties	Revision
2	Unit 1 Demographic Composition/Population Distribution	Unit 2 Disparities and Disability- Physically & Mentally Handicapped	Unit 3 Tolerance, Peace and Communal Harmony, Basic Features of the Constitution	
3	Unit 1 Linguistic Diversity, Regional Variations- Urban, Rural & Tribal Characteristics	Unit 2 Status of Women in India, Problems and Solutions of Socio-Economic of Women in India	Unit 4 Political Party System in India, Local Self-Government in Urban Areas- the Constitution (74 th Amendment) Act, 1992.	
4	Unit 1 Diversity as Difference	Unit 2 Socially Handicapped, Services available to Handicapped Persons	Unit 4 Political Party System in India, Local Self-Government in Rural Areas- the Constitution (73 rd Amendment) Act, 1992, Role and Significance of Women in Politics	
5		Unit 2 Inequalities and the Caste System, Inter-group Conflicts; Caste, Community, Regionalism and Linguistic Conflicts		

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