

B.M.S Department

FYBMS Semester I

Subject- Foundation Of Human Skills

Unit	Topics	learning objective/ outcomes	Time	teaching methodologies	References
1	Individual Behaviour: Influence of environment	to understand individual differences, factors affecting individual differences, Influence of environment	7.6.19	Discussion and lecture method	ORGANISATIONAL BEHAVIOUR BY ROBERT BARON
	Personality and attitude: Concept of understanding self through JOHARI WINDOWS,	to understand Determinants of personality and Concept of understanding self through JOHARI WINDOWS, Nature and components of attitude, Functions of attitude, Ways of changing attitude, Reading emotions	July LAST WEEK	ROLE PLAY	ORGANISATIONAL BEH BY SUJA NAIR
2	Group Dynamics: Nature, types, group behaviour model (roles, norms, status, process, structures)	to understand Nature, types, group behaviour model	28th July	Chalk and paper method	
	Team effectiveness: nature, types of teams, ways of forming an effective team. Setting goals.	to understand nature, types of teams, ways of forming an effective team.	4th Aug	GAMES	OB BY ROBBINS

	Power and politics:Nature, bases of power, politics nature, types, causes of organizational politics, political games.	to understand power and how to handle power	11th Aug & 18th Aug	DISCUSSIONS	OB BY IAN BROOKS
	Organizational conflicts and resolution : Conflict features, types, causes leading to organizational conflicts, levels of conflicts, ways to resolve conflicts through five conflicts resolution strategies with outcomes.	to help understand the nature of conflicts and ways to resolve conflicts through five conflicts resolution strategies with outcomes.	SEP	PROJECT BASED LEARNING	
3	Motivation at workplace :Concept of motivation Theories of motivation in an organisational set up. A.Maslow Need Heirachy F.Hertzberg Dual Factor Mc.Gregor theory X and theory Y. Ways of motivating through carrot (positive reinforcement) and stick (negative reinforcement) at workplace.	to make students understand the Concept of motivation	OCT	Discussion and presentations.	OB BY FRED LUTHANS
	Organisational Development and work stress: Need for organisational development, OD Techniques, Stress, types of stress, Causes and consequences of		29th Sept & 6th Oct		OB BY MULLINS

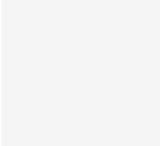
	job stress, Ways for coping up with job stress				
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Subject: Business Statistics

Unit No.	Topics	Plan	Teaching Methodology	Time Frame	Learning Outcome
1.	Introduction	<p>Learning Objectives To understand the basic concepts and Applications in different areas</p> <p>Highlights- Definition, Characteristics , Applications and limitations</p> <p>Reading and Reference material- Business Statistics – 1 M.N. Welling and seraph 2 A V Deshpande 3 D C sancheti, V K Kapoor 4 P K gupta</p>	<p>Contact Sessions Tentative date-July No of Lectures-02</p> <p>Interactive modes Explanation of concepts and real life applications of Statistics</p>	06/07/19	Students will be able to understand the basic features and real life situation solutions
	Presentation of Data	<p>Learning Objectives To understand the basic concepts of graphs and feasible region of graph Application of Graphs in different areas</p> <p>Highlights- Definition, formulation , Graphs, Tabulation, feasible region</p> <p>Reading and Reference material- Business Statistics – 1 M.N. Welling and seraph 2 A V Deshpande 3 D C sancheti, V K Kapoor 4 P K gupta</p>	<p>Contact Sessions Tentative date-July No of Lectures-04</p> <p>Interactive modes Explanation of concepts and real life applications of Graphical method ,</p>	13/07/19	Students will be able to understand the basic features of graphical methods

2.	<p>Measures of Central tendency</p>	<p>Learning Objectives To understand the basic concepts of Mean Median and Mode and Application in different areas</p> <p>Highlights- Definition, Characteristics , different types of variables, methods,case studies</p> <p>Reading and Reference material- Business Statistics – 1 M.N. Welling and seraph 2 A V Deshpande 3 D C sancheti, V K Kapoor 4 P K gupta</p>	<p>problem solving and case study</p> <p>Contact Sessions- July No of Lectures-08</p> <p>Interactive Modes- Explanation of different concepts,Case study, Google classroom , Problem solving</p>	<p>27/07/19</p>	<p>Students will be able to understand the basic features of Mean Median and Mode</p>
	<p>Measures of Dispersion</p>	<p>Learning Objectives To understand the basic concepts of Quartile and Standard deviation and Applications for different areas</p> <p>Highlights- Definition, Concepts of Quartile and Standard deviation</p> <p>Reading and Reference material Business Statistics – 1 M.N. Welling and seraph 2 A V Deshpande 3 D C sancheti, V K Kapoor 4 P K gupta</p>	<p>Contact Sessions Tentative date – August- No of Lectures-08</p> <p>Interactive modes Explanation of concepts and real life applications, problem solving</p>	<p>10/08/19</p>	<p>Students will be able to understand the basic features and real life situation solutions of standard deviation</p>
	<p>Correlation</p>	<p>Learning Objectives To understand the basic comparison between two factors and their applications</p> <p>Highlights- Definition, various methods of correlation</p> <p>Reading and Reference material- Business Statistics – 1 M.N. Welling and seraph</p>	<p>Contact Sessions Tentative date – August- No of Lectures-08</p> <p>Interactive modes Explanation of concepts and real life applications, problem solving</p>	<p>17/08/19</p>	<p>Students will be able to understand</p>

4.	<p>Index numbers</p> <p>Decision theory</p>	<p>Definition, components and various methods</p> <p>Reading and Reference material- Business Statistics – 1 M.N. Welling and seraph 2 A V Deshpande 3 D C sancheti, V K Kapoor 4 P K gupta</p> <p>Learning Objectives To understand the procedure of taking decision under uncertainty and under risk</p> <p>Highlights- Definition, Decision making under uncertainty and under risk , solution using maximin,maximax,laplace,hurwicz and minimax criteria, EMV,EVPI, EPPI and EOL criteria</p> <p>Reading and Reference material- Business Statistics – 1 M.N. Welling and seraph 2 A V Deshpande 3 D C sancheti, V K Kapoor 4 P K gupta</p> <p>Learning Objectives To understand various chances of any arrangements via permutation and combinations</p> <p>Highlights- Definition, concepts of probability permutation and combinations</p> <p>Reading and Reference material- Business Statistics – 1 M.N. Welling and seraph 2 A V Deshpande 3 D C sancheti, V K Kapoor</p>	<p>analysis and problem solving, Assignments</p> <p>Contact Sessions Tentative date-September- No of Lectures-05</p> <p>Interactive modes Explanation of concepts of all methods</p> <p>Contact Sessions Tentative date-September- No of Lectures-04</p> <p>Interactive modes Explanation of concepts of all methods</p>	<p>21/09/19</p> <p>05/10/19</p>	<p>Students will be able to understand the basic features and real life situation solutions on <i>index numbers</i></p> <p>Students will be able to understand different decision criteria's under different situations and application of it to different areas</p>
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	<p>Probability</p>	<p>4 P K gupta</p>	<p>Contact Sessions Tentative date-October- No of Lectures-04</p> <p>Interactive modes Explanation of concepts of all kinds of decision making criteria, problem solving, case study and assignments</p> <p>Contact Sessions Tentative date-October- No of Lectures-08</p>	<p>19/10/19</p>	 <p>Students will be able to understand different arrangements and various choices.</p>
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			Interactive modes Explanation of concepts of all kinds of probabilities		
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Subject: Introduction to Financial Accounts

Unit No.	Topics	Plan	Teaching Methodology	Time Frame	Learning Outcome
1.	Introduction to accounting	To make aware about meaning and scope of accounting, accounting principles, accounting standards and IFRS	Chalk & duster , Concepts Discussion	13 th Aug 2019	Is to learn about basics of Financial accounting and computerised accounting
2.	Accounting Transaction	To explain Accounting transaction ,Journal, ledger, subsidiary books, Trial balance	Chalk & duster , Concepts Discussion Practical problem discussion and solution on board ,Doubt solving session	30 th Sept 2019	Is to learn journalisation, posting and making of trial balance.
3.	Final accounts	To Explain Manufacturing concerns Final account	Chalk & duster , Concepts Discussion Practical problem discussion and solution on board ,Doubt solving session	9 th Oct 2019	To learn and know how to prepare Manufacturing account, Trading account, profit and loss account and balance sheet of Manufacturing concern with adjustments.

Note: For smooth completion of syllabus there is need of 15 more lectures per subject.

Class: F.Y.BMS - B
Subject: Introduction to Financial Accounts

Unit No.	Topics	Plan	Teaching Methodology	Time Frame	Learning Outcome
1.	Introduction to accounting	To make aware about meaning and scope of accounting, accounting principles, accounting standards and IFRS	Chalk & duster , Concepts Discussion	13 th Aug 2019	Is to learn about basics of Financial accounting and computerised accounting
2.	Accounting Transaction	To explain Accounting transaction ,Journal, ledger, subsidiary books, Trial balance	Chalk & duster , Concepts Discussion Practical problem discussion and solution on board ,Doubt solving session	30 th Sept 2019	Is to learn journalisation, posting and making of trial balance.
3.	Final accounts	To Explain Manufacturing concerns Final account	Chalk & duster , Concepts Discussion Practical problem discussion and solution on board ,Doubt solving session	9 th Oct 2019	To learn and know how to prepare Manufacturing account, Trading account, profit and loss account and balance sheet of Manufacturing concern with adjustments.

Note: For smooth completion of syllabus there is need of 15 more lectures per subject.

Class: F.Y.BMS - C
Subject: Introduction to Financial Accounts

Unit No.	Topics	Plan	Teaching Methodology	Time Frame	Learning Outcome
1.	Introduction to accounting	To make aware about meaning and	Chalk & duster , Concepts Discussion	13 th Aug 2019	Is to learn about basics of Financial accounting and

		scope of accounting, accounting principles, accounting standards and IFRS			computerised accounting
2.	Accounting Transaction	To explain Accounting transaction ,Journal, ledger, subsidiary books, Trial balance	Chalk & duster , Concepts Discussion Practical problem discussion and solution on board ,Doubt solving session	30 th Sept 2019	Is to learn journalisation, posting and making of trial balance.
3.	Final accounts	To Explain Manufacturing concerns Final account	Chalk & duster , Concepts Discussion Practical problem discussion and solution on board ,Doubt solving session	9 th Oct 2019	To learn and know how to prepare Manufacturing account, Trading account, profit and loss account and balance sheet of Manufacturing concern with adjustments.

Note: For smooth completion of syllabus there is need of 15 more lectures per subject.

Subject: FOUNDATION COURSE

Unit No.	Topics	Plan	Teaching Methodology	Time Frame	Learning Outcome
1.	Introduction to INDIAN SOCIETY	<p>Learning Objective Understand basic concepts OF INDIAN SOCIETY</p> <p>Highlights</p> <ul style="list-style-type: none"> • INDIAN SOCIETY • Components • Problems • Difference between rural urban • Divergence . <p>Reading and Reference Material</p> <ul style="list-style-type: none"> • Suggested to students for reference sheth and rishabh publication. • Material available on net 	<p>Contact Sessions Time frame and no. of lectures- 6</p> <p>Interactive modes</p> <ul style="list-style-type: none"> • P o w 	30 th july 2019	An understanding of the basic concepts and differences in society .

		<ul style="list-style-type: none"> Notes given by the teacher 	e r p o i n t p r e s e n t a t i o n s		
2.	Concept of disparity	<p>Learning Objective Understanding concepts of disparity exploring disparity</p> <p>Highlights</p> <ul style="list-style-type: none"> disparity violence in equality <p>Reading and Reference Material</p> <ul style="list-style-type: none"> Suggested to students for reference sheth and rishabh publication. Material available on net Notes given by the teacher 	<p>Contact Sessions Time frame and no. of lectures-6</p> <p>Interactive modes</p> <ul style="list-style-type: none"> P o w e r p o i n t p r e s e n t a t i o 	15-8-19	Improvement in effective understanding of disparity and problems .

			n s		
3.	Concept of disparity 2	<p>Learning Objective Understanding inequality strategy to tackle</p> <p>Highlights</p> <ul style="list-style-type: none"> • Understanding inter group conflicts • Communalism • Language differences <p>Reading and Reference Material</p> <ul style="list-style-type: none"> • Suggested to students for reference sheth and rishabh publication. • Material available on net • Notes given by the teacher 	<p>Contact Sessions Time frame and no. of lectures- 6</p> <p>Interactive modes</p> <ul style="list-style-type: none"> • P o w e r p o i n t p r e s e n t a t i o n s 	20-8-19	An understanding of various concepts in disparities arising out of language religion involved.
4.	Indian constitution	<p>Learning Objective Understand constitution</p> <p>Highlights</p> <ul style="list-style-type: none"> • tolerance • Basic features of const • Social fabric <p>Reading and Reference Material</p> <ul style="list-style-type: none"> • Suggested to students for reference sheth and rishabh publication. • Material available on net • Notes given by the teacher 	<p>Contact Sessions Time frame and no. of lectures- 6</p> <p>Interactive modes</p> <ul style="list-style-type: none"> • P o 	10-9-19	An understanding of indian constitution tolerance and basic features of constitution

			w e r p o i n t p r e s e n t a t i o n s		
5	Significant aspects of political process	Learning Objective Understanding political process Highlights <ul style="list-style-type: none"> • local self government • role of women in • Social fabric 	Contact Sessions Time frame and no. of lectures-6 Interactive modes <ul style="list-style-type: none"> • P ower point presentations	15.9.19	Knowledge of local self govt and role of women in politics

Subject: Business Law

Unit No.	Topic	Plan	Teaching Methodology with Time Frame	Time Frame	Learning Outcome
1.	Contract Act 1872 & Sales of Goods act 1930	Learning Objective- To gain insight in to legality of contract and sales of good act.	Contact Sessions Chalk and duster method, discussion on general contract and specialised contract.	01 st July 2019 To 16 th Aug 2019	Contract is in every act so to understand contract from legal perspective and make

		<p>Highlights- Features of Contract and its provisions, Rights of Unpaid seller and conditions and warranties</p> <p>Reading and Reference Material-</p> <p>Bare Acts and PPTs made by Teacher</p> <p>Suggested to Students Reference Books- Bare act and Internet</p>	<p>Features of contracts.</p> <p>Number of lectures required - 15</p> <p>Interactive modes PPTs</p>		<p>students aware about any contract which they knowingly or unknowingly entered</p>
2.	<p>Negotiable Instrument Act, 1981 and Consumer Protection Act 1986</p>	<p>Learning Objective- Understand what provisions are required to know and given under any financial instruments and benefits to consumers.</p> <p>Highlights- Types of instruments, features of instruments and applicability of instruments.</p> <p>Suggested to Students Reference Books- Bare Act & Internet to get more information</p>	<p>Contact Sessions</p> <p>No of Lectures required-15</p> <p>Interactive modes Chalk and Duster, General Condition discussion.</p>	<p>16th Aug 2019 To 10th Sept 2019</p>	<p>To understand what are the normal practices and what is expected after knowing its requirement. To understand how and why facilities are provided related to instruments and under consumer protection act</p>

3	Company Law	<p>Learning Objective- To understand formation of companies, types of companies and working of companies in legal sense.</p> <p>Highlights- . Types of companies, MOA and Meetings and its provisions</p> <p>Suggested to Students Reference Books- Bare Act & Internet to get more information</p>	<p>Contact Sessions Completion by 28th February 2017</p> <p>No of lectures required- 15</p> <p>Interactive modes- PPTs, Chalk and Duster method and interactive session. Flip Class model</p>	10 th Sept 2019 to 25 th Sept 2019	In difficult situations and during happy moments every employee and their dependents need financial help, such help is provided under these acts.
4	Intellectual Property Rights	<p>Learning Objective- To understand rules and regulations governing the business of insurance in India and to understand the role of Actuary in Insurance business. To analyse the claim settlement procedure of different types of insurance policies.</p> <p>Highlights- Gratuity act for loyalty benefits, Bonus is against of productivity and wages re basic out of routine job.</p> <p>Suggested to Students Reference: Bare Act & Internet to get more information</p>	<p>Contact Sessions No of lectures required- 15</p> <p>Interactive modes- PPTs, Chalk and Duster method and interactive session. Flip Class model</p>	25 th Sept 2019 to 10 th Oct 2019	The given acts are for daily compensation in lieu of daily work, and bonus out of productivity whereas gratuity payable for long loyalty towards employer.

Subject: FHS

Unit No.	Topics	Plan	Teaching Methodology	Time Frame	Learning Outcome
1.	Understanding of human nature	<p>Learning Objective Understand basic concepts and strategies to have effective communication and management</p> <p>Highlights</p> <ul style="list-style-type: none"> • Individual behaviour • Personality and attitude • Thinking learning and perception <p>Reading and Reference Material</p> <ul style="list-style-type: none"> • Suggested to students for reference techmax and rishabh publication 	<p>Contact Sessions Time frame and no. of lectures- 6</p> <p>Interactive modes</p> <ul style="list-style-type: none"> • Lecture method • Viva 	30 th July 2019	An understanding of the basic concepts and strategies to have effective communication and management
2.	Organizational culture	<p>Learning Objective Understand basic org culture and learn to adapt to it.</p> <p>Highlights</p> <ul style="list-style-type: none"> • Organizational culture <p>Reading and Reference Material</p> <ul style="list-style-type: none"> • Suggested to students for reference techmax and rishabh publication 	<p>Contact Sessions Time frame and no. of lectures- 6</p> <p>Interactive modes</p> <ul style="list-style-type: none"> • Lecture method • Viva 	15-8-19	Improvement in adaptability to various cultures..
3.	Org change creativity and development and stress	<p>Learning Objective Understand basic concepts and strategies to enhance creativity</p>	<p>Contact Sessions Time frame and no. of lectures- 6</p>	5-8-19	An understanding of various basic

		and bring developments in org and cope with stress Highlights <ul style="list-style-type: none"> • Org change creativity and development • stress Reading and Reference Material <ul style="list-style-type: none"> • Suggested to students for reference techmax and rishabh publication 	Interactive modes <ul style="list-style-type: none"> • Lecture method • Viva 		concepts and strategies to enhance creativity and bring developments in org and cope with stress
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Subject: BUSINESS ECONOMICS I

Unit No.	Topic	Plan	Teaching Methodology	Time Frame	Learning Outcome
1&2	<ul style="list-style-type: none"> • Introduction • Demand Analysis 	Learning objective <ul style="list-style-type: none"> • Apply economic reasoning to the analysis of selected contemporary economic problem • Understand how household and business interact in various market structures to determine price and quantity of goods produced • Understand link between household behaviour and economic models of demand Highlights <ul style="list-style-type: none"> • Demand function & determinants • Elasticity of demand • Consumer surplus • Demand forecasting Reading and Reference Material <ul style="list-style-type: none"> • Text books available 	Interactive modes <ul style="list-style-type: none"> • Computation of demand on the basis of given values of determinants in a demand equation (linear), Interpretation of demand function • Numerical problems • Discussion on illustrations (street shopping) 	July	Applicability of economics in practical world with the help of theoretical knowledge make students to do analysis in best way.

			<p>, fashion street).</p> <ul style="list-style-type: none"> • Application of moving averages & OLS methods, collect actual sales data of a firm from its annual report/balance sheet & apply forecasting methods 		
3.	supply and production decisions and cost of production	<p>Learning objective</p> <ul style="list-style-type: none"> • To understand the link between production cost and the economic models of supply • To understand efficiency and equity implication of market interference, including government policy <p>Highlights</p> <ul style="list-style-type: none"> • Law of variable factor proportions • Isoquants and Producer's equilibrium/least cost factor combination • Law of returns to scale. • Concepts of cost • Cost behaviour • Revenue concepts <p>Reading and Reference Material</p> <ul style="list-style-type: none"> • Textbook available 	<p>Interactive modes</p> <ul style="list-style-type: none"> • Narrate illustration e.g. Xerox shop-limited machines & rise in number of workers. <p>Production matrix, plotting IQs.</p> <ul style="list-style-type: none"> • With the help of numerical examples and diagrams • Link with economies & diseconomies, 	August	Students will understand economics from point of view of the producer and will be able to apply the knowledge practically.

			<p>diagrammatic representation.</p> <ul style="list-style-type: none"> • Case study enlisting & classifying fixed & variable costs. • Diagrammatic representation and numerical problem (Complete the cost tables). • Numerical examples/ interview a vendor/ mock market in class. 		
4	Market structures	<p>Learning objective To understand the major characteristic of different market structure and the implication for the behaviour of the firm.</p> <p>Highlights</p> <ul style="list-style-type: none"> • Objectives of a firm • Breakeven analysis • Short-run and long-run equilibrium of a firm & Industry under perfect competition • Monopoly – Short-run and long-run equilibrium of a firm under monopoly <p>Features:</p> <ul style="list-style-type: none"> • Monopolistic Competition and Oligopoly 	<p>Interactive modes</p> <ul style="list-style-type: none"> • Descriptive case studies and their analyses on sales maximization, growth & innovations from banking, tourism, IT (Web designing etc) or 	September	Students will learn the different market structure and which one is more suitable to which type of economy .

		<p>Reading and Reference Material</p> <ul style="list-style-type: none"> Text book available 	<p>any other service sector.</p> <ul style="list-style-type: none"> Graphical representation, BEQ & Breakeven sales methods with the help of numerical examples. With the help of diagrammatic representation followed by Discussion on practical examples (Bhartiya Rail, <i>Hindustan Aeronautics Limited</i> Soap, Restaurants, Indian Airlines etc.. 		
5	Pricing practices	<p>Learning objective Student should learn how to decide pricing when various methods are available</p> <p>Highlights Pricing methods</p> <p>Reading and Reference Material</p> <ul style="list-style-type: none"> Textbook available 	<p>Interactive modes</p> <ul style="list-style-type: none"> With the help of descriptive case studies, diagrammatic representation & numerical 	September	Students will learn the applicability of pricing methods as per the structure and type of economy.

			examples		
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Subject: FINACIAL ACCOUNTING

Unit No.	Topics	Plan	Teaching Methodology	Time Frame	Learning Outcome
1.	Depreciation		Chalk and duster	1st week of August	
	rectification of error		Class test	2nd week of September	
	bank reconciliation statement			4th week of September	