



AUXILIUM COLLEGE (Autonomous)

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3rd cycle)
Gandhi Nagar, Vellore – 6.

**DEPARTMENT OF BUSINESS
ADMINISTRATION
LESSON PLAN
2021-2022**



Auxilium College (Autonomous)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006.

FACULTY RECORD

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Academic Year : 2021 - 2022
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Institutional Responsibility	Department Responsibility
1. Member in the Research Cell.	1. Head of the Department 2. An Smart Chief Exam Co-ordinator 3. Department document Incharge 4. Online Course Co-ordinator STP - IIT Bombay. 5. II BBA Tutor. 6. Member for the Board of Studies of Department of Business Administration

LESSON PLAN

Academic Year : 2021 - 22
 Class : II BBA
 Subject : Financial Accounting
 Hours / Week : 5
 Credits : 4

Semester : III
 Class Code :
 Subject Code : UCBAF20
 Total Hours : 90
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	<u>I</u>	Meaning of Accounting - Definition of Accounting - nature of Accounting - Financial Accounting - objectives - Functions	PPT Lecture	Books web sites	oral, class Test
2	5	<u>I</u>	Principles of Accounting - Concepts and Conventions - system of Book keeping - single entry - Double entry - Accounting Equations	PPT Lecture	Books web sites	oral class Test
3	5	<u>II</u>	Journal - work out related problems - Ledger work out related problems.	PPT - work out problems & found solutions	Books web sites	oral class Test
4	5	<u>II</u>	preparation of purchase book - sales book - purchase Return book - sales return Book	PPT work out problems & found solutions	Books web sites	oral class Test
5	5	<u>III</u>	preparation of cash book - work out related problems	PPT - work out problems & found solutions	Books web sites	oral class Test
6	5	<u>II</u>	Trial balance - work out related problems	PPT - work out problems & found solutions	Books web sites	oral class Test

7	5	III	Introduction of Final Accounts - Meaning - Objectives - importance - Dis Advantages	PPT	Books Web sites	oral class Test
8	5	III	Manufacturing Account - work out related problems	PPT - work out problems and found solutions	Books Web sites	oral class Test
9	5	III	Trading Account - work out related problems	PPT - work out problems and found solutions	Books Web sites	oral Class Test
10	5	III	Profit and loss A/c - Balance sheet - work out related problems	PPT - work out problems and found solutions	Books Web sites	oral, class Test
11	5	III	Final Accounts with adjustments problems	PPT - work out problems & found solutions	Books Web sites	oral, class Test
12	5	IV	Introduction of Depreciation Methods - of Depreciation - straight line Method work out related problems	PPT - work out problems found solutions	Books Web sites	oral - class - Test
13	5	IV	Written down Value Method - Annuity - Insurance policy Method - work out related problems	PPT - work out problems found solutions	Books Web sites	oral, class Test
14	5	V	Introduction of Non Trading organization capital and Revenue Accounts of Non trading organization	PPT - work out problems found solutions	Books Web sites	oral, class Test
			Income and Expenditure account - Receipts and payments A/c	PPT - work out problems	Books Web sites	oral class

LESSON PLAN

Academic Year : 2021-22
 Class : III BBA
 Subject : Financial Management
 Hours / Week : 5
 Credits : 4

Semester : V
 Class Code :
 Subject Code : UCBA17
 Total Hours : 90
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	I	Financial Mgt - scope - Objectives - profit Maximization - Wealth Maximization	PPT	Books Web sites	oral class Test
2	5	I	Financial Decision - Functions of financial Mgt - organization - Treasurer and Controller	PPT	Books Web sites	oral class Test
3	5	I	Time Value of Money - Concept - reasons for time preference of money - workout problems	PPT - workout problems and found solutions	Books Web sites	oral class Test
4	5	II	Capital budgeting - Meaning definition - Concepts - Need of the Capital Budgeting	PPT	Books Web sites	oral class Test
5	5	II	Pay back period - ARR Method	PPT - workout problems and found solutions	Books Web sites	oral class Test
6	5	II	NPV - IRR - workout related problems	PPT - workout problems and found solutions	Books Web sites	oral class Test

7	5	III	Cost of capital - Meaning - Definition - features - Importance - Classification of cost - Debt - work out related problems.	PPT workout problems found solutions	Books Web sites	oral class Test
8	5	III	Preference shares - Equity shares - Retained earnings work out related problems	PPT workout problems found solutions	Books Web sites	oral class Test
9	5	III	Leverages - Meaning - Types - Financial, operating and Combined leverage - work out related problems.	PPT-workout problems found solutions.	Books Web sites	oral class Test
10	5	IV	Capital structure - Meaning - designing - capital structure work out problems.	PPT - workout problems found solutions	Books Web sites	oral class Test
11	5	IV	Theories of capital structure - NI - NOI - Traditional - MM Approach - work out related problems	PPT - Workout problems found solutions	Books Web sites	Oral, class Test
12	5	IV	Dividend policy Meaning - Methods - Walter's Model - Gordon's Model	PPT - Workout problems and found solutions	Books Web sites	Oral, class Test
13	5	V	Working capital - Meaning - definition - Concepts - principles of working capital	PPT - Workout problems and found solutions	Books Web sites	oral, class Test
14	5	V	Estimation of W-cap - work out related problems	PPT - workout problems and found solutions	Books Web sites	oral class Test
15	5	V	Inventory Mgt - Meaning - Methods work out related problems	PPT - workout problems and found solutions	Books Web sites	oral class Test

LESSON PLAN

Academic Year : 2021-22
 Class : I MBA
 Subject : Accounting for Management
 Hours / Week : 6/15
 Credits : 5

Semester : I
 Class Code : PCB AE 20
 Subject Code : PCB AE 20
 Total Hours : 90
 Total Marks : 40 + 60 = 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	6	I	Financial Accounting - Introduction to financial Accounting - Cost Accounting - Mgt Accounting - Generally accepted Accounting Principles, Conventions and Concepts	PPT - Workout problems and found solutions	Books Web sites	oral class Test
II	6	I	Balance Sheet and related concepts - Profit and loss A/c and related concepts	PPT - workout problems and found solutions	Books Web sites	oral class Test
III	6	I	Workout problems related to Journal ledger, Trial balance and Final Accounts	PPT - Workout problems and found solutions	Books Web sites	oral class Test
IV	6	II	Analysis of Financial Statement - I Analysis of Financial Statements - II objectives - Comparative income Statement - balance sheet	PPT - workout related problems and found solutions	Books Web sites	oral class Test
V	6	II	Common size income statement - Balance Sheet - Trend Analysis - workout related problems.	PPT - Workout problems and found solutions	Books Web sites	oral class Test
VI	6	II	Financial ratio Analysis - profitability analysis - Solvency analysis - liquidity - Turnover ratios - workout related problems	PPT - workout problems and found solutions	Books Web sites	oral class Test

7	6	III	Analysis of Financial Statement - PPT - workout Cash Concepts Sources and Application of Cash Flow - cash from operation Kasper AS 3) and Concepts of cash found solutions	Books Web sites	Oral class Test
8	6	IV	Meaning of funds flow - Working capital concepts of funds - Schedule of changes in working capital - Work out related problems.	PPT - workout problems - found solutions	Books Web sites Oral class Test
9	6	III	Funds from operations - funds flow Statement analysis - Difference between cash & fund	PPT - workout problems found solutions	Books Web sites Oral class Test
10	6	IV	Cost Accounting - Need for Cost Accounting - classification of Costs - Cost sheet Work out related problems	PPT - Workout problems found solutions	Books Web sites Oral class Test
11	6	IV	Material - FIFO - LIFO - Labour - Taylor, Merrick - Gantt - Overheads Allocation and Apportionment	PPT - workout problems found solutions	Books Web sites Oral class Test
12	6	V	Process Costing - Meaning - definition - importance - workout related problems	PPT - Workout problems found solutions	Books Web sites Oral class Test
13	6	V	Management Accounting - Marginal Costing - BEP Analysis - BE point - CVP analysis Margin of Safety - PIV Ratio.	PPT - workout problems found solutions	Books Web sites Oral class Test
14	6	V	Budgetary Control - Meaning - definition - types of Budget - production Sales Budget	PPT - Workout problems found solutions	Books Web sites Oral class Test
15	6	V	Cash Budget - fixed and flexible Budget.	PPT - Workout problems found solutions	Books Web sites Oral class Test

LESSON PLAN

Academic Year : 2021-22
 Class : II BBA
 Subject : Cost and Mgt A/cing
 Hours / Week : 7/15
 Credits : 5

Semester : III
 Class Code : U08
 Subject Code : UCBAH20
 Total Hours : 90
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	7	I	Meaning - Definition - Scope - objectives - Functions - Merits and Demerits of Cost and Mgt A/cing.	PPT Work out problems.	Books Web sites	oral class Test
II	7	I	Distinction between Cost and Mgt A/cing.	PPT found solutions	Books web sites	oral class Test
III	7	I	Tools of Cost and Mgt A/cing. Techniques of Cost and Mgt A/cing.	PPT work out problems	Books web sites	oral class Test
IV	7	II	Cost Sheet - Meaning - definition - objectives - classification of Cost.	PPT	Books web sites	oral class Test
V	7	II	Preparation of Cost Sheet - work out problems	Work out problems	Books web sites	oral class Test
VI	7	II	Materials FIFO - LIFO Process Costing	PPT work out problems	Books Web sites	oral class Test

<u>VII</u>	<u>III</u>	Financial Statement analysis - preparation of Comparative Statement Analysis	PPT-Workout problems - found solutions	Books Web sites	Oral class Test
<u>VIII</u>	<u>III</u>	Common Size Statement - Trend analysis	PPT-Workout problems - found solutions	Books Web sites	Oral class Test
<u>IX</u>	<u>III</u>	Ratio analysis calculation of Various ratios - profitability ratios	PPT-Workout problems - found solutions	Books Web sites	Oral class Test
<u>X</u>	<u>III</u>	Liquidity ratios - solvency ratios - Turnover ratios and Capital structure ratios	PPT-Workout problems - found solutions	Books Web sites	Oral class Test
<u>XI</u>	<u>IV</u>	Fund flow analysis - Meaning - working capital - CA - CL Preparation of FFS	PPT-Workout problems - found solutions	Books Web sites	Oral class Test
<u>XII</u>	<u>IV</u>	Cash flow Statement - preparation of cash flow statement - Meaning - importance -	PPT-Workout problems - found solutions	Books Web sites	Oral class Test
<u>XIII</u>	<u>V</u>	Marginal Costing - definition - Meaning - P/V Ratios - BEP Analysis.	PPT-Workout problems - found solutions	Books Web sites	Oral class Test
<u>XIV</u>	<u>V</u>	Budget and Budgetary Control - Meaning - types of Budgets - Cash Budget - flexible Budget	PPT-Workout problems - found solutions	Books Web sites	Oral class Test
<u>XV</u>	<u>V</u>	Production Budget -	PPT-Workout problems -	Books Web sites	Oral class

LESSON PLAN

Academic Year : 2021-22
 Class : I MBA
 Subject : Financial Mgt
 Hours / Week : 6
 Credits : 5

Semester : II
 Class Code : PC
 Subject Code : PCB A J17
 Total Hours : 90
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	6	I	Financial Mgt - scope - objectives - profit Maximization - Wealth Maximization	PPT-Workout Problems - found solutions	Books web sites	oral class Test
II	6	II	Financial Decisions - functions of financial Mgt - organization of F.Mgt	PPT-Workout Problems - found solutions	Books web sites	oral class Test
III	6	III	Functions of Treasurer and controller - Time Value of Money -	PPT-Workout Problems - found solutions	Books web sites	oral class Test
IV	6	II	Concepts - Reasons of time - pref of Money - Valuation of Bonds and shares - concepts	PPT-Workout Problems - found solutions	Books web sites	oral class Test
V	6	II	Capital Budgeting - Concepts - Needs of Capital Budgeting Methods -	PPT-Workout Problems - found solutions	Books web sites	oral class Test
VI	6	II	pay back period Method - Post pay Method - Discounted cash flow Method - NPV, ROI, IRR, PI Method	PPT-Workout Problems - found solutions	Books web sites	oral class Test

VII	6	III	Cost of Capital - Features - importance - classification of Cost-Debt	PPT-Workout Problems found solutions	Books Web sites	class oral Test
VIII	6	III	Preference shares - Eq Shares - Retained earnings - CAPM - WACC.	PPT-Workout Problems found solutions	Books Web sites	class oral Test
IX	6	III	Leverages - Meaning - Types - Financial, operating, Combined leverages.	PPT-Workout Problems found solutions	Books Web sites	class oral Test
X	6	IV	Capital structure - Designing Capital structure - Theories of Capital structure.	PPT-Workout Problems found solutions	Books Web sites	class oral Test
XI	6	IV	Dividend policy - Forms of Dividends - Methods of Dividend.	PPT-Workout Problems found solutions	Books Web sites	class oral Test
XII	6	V	principles of working capital Mgt - Concepts - Needs - issues and estimation of W. Capital	PPT-Workout Problems found solutions	Books Web sites	class oral Test
XIII	6	V	Accounts receivables Mgt - Meaning - objectives - work out related problems	PPT-Workout Problems - found solutions	Books Web sites	class oral Test
XIV	6	V	Investment Mgt - workout related problems.	PPT-Workout Problems - found solutions	Books Web sites	class oral Test
XV	6		Cash Management - Meaning - work out related problems	PPT-Workout Problems - found solutions	Books Web sites	class oral Test

WORK DONE

Academic Year : 2021-22
Class : II BBA

Semester : III
Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9.8.21 to 13.8.21	II BBA	Meaning - Definition - Nature - objectives Functions of Accounting	Books websites	PPT Lecture
16.8.21 to 20.8.21	II BBA	Principles of Accounting - Concepts - Conventions - Double entry - Single entry Advantage of Book Keeping	Books websites	PPT Lecture
23.8.21 to 28.8.21	II BBA	Accounting Equations - Rules of Accounting Equations - journal work out related problems.	Books websites	Lecture working out problems.
31.8.21 to 4.9.21	II BBA	Ledger - Preparation of Subsidiary Books - purchase - sales - Purchase Return Book - Sales Return books	Books websites	Lecture working out problems & found solution
06.9.21 to 09.9.21	II BBA	Preparation of cash book - work out related problems	Books websites	Lecture working out problems.
13.9.21 to 18.9.21	II BBA	Trial Balance - Meaning - Definition - objectives - work out related problems.	Books websites	Lecture working out problems.
20.9.21 to 29.9.21	II BBA	CA Examination		
30.9.21 to 1.10.21	II BBA	Introduction of Final A/c - Importance - objectives	Books websites	Lecture working out problems
4.10.21 to 8.10.21	II BBA	Trading A/c - Meaning - Format work out related problems	Books websites	Lecture working out problems
11.10.21 to 16.10.21	II BBA	Profit and loss A/c - Meaning - Format - work out related problems	Books websites	Lecture working out problems
18.10.21 to 23.10.21	II BBA	Final Accounting - Without Adjustment - Final A/c's with adjustments	Books websites	Lecture working out problems
24.10.21 to 30.10.21	II BBA	Introduction of depreciation - Methods of depreciation - Straight line method - work out problems	Books websites	Lecture working out problems
				24/10/21 30/10/21
1.11.21 to 6.11.21	II BBA	Annuity - Methods - Insurance policy - work out problems	Books websites	working out problems
8.11.21 to 13.11.21	II BBA	Introduction of non trading organization Receipts and payments Account	Books websites	working out problems

WORK DONE

Academic Year : 2021-22
Class : III BBA

Semester : V
Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9.8.21 To 13.8.21	III BBA	Meaning - Definition - Scope - Objectives of Financial Mgt	Books Websites	PPT Lecture
16.8.21 To 20.8.21	III BBA	Financial Decisions - Functions - Organization - Treasure and Controller	Books Websites	PPT Lecture
23.8.21 To 28.8.21	III BBA	Time Value of Money - Concepts reasons for time preference of Money	Books websites	Working out problems & found solutions
31.8.21 To 04.9.21	III BBA	Capital Budgeting - Meaning - Definition - Concepts - Need of the Capital Budgeting	Books websites	Working out problems & found solutions
06.9.21 To 09.9.21	III BBA	Pay back period - ARR Method Workout related problems	Books websites	Working out problems & found solutions
13.9.21 To 18.9.21	III BBA	NPV - IRR - PI Methods workout related problems	Books websites	Working out problems & found solutions
20.9.21 To 21.9.21		Revision		
22.9.21 To 29.9.21		I CA Examination		
30.9.21 To 1.10.21	III BBA	Cost of capital - Meaning - Definition - Features - Importance & classification -	Books websites	Working out problems & found solutions
4.10.21 To 8.10.21	III BBA	Cost of debt work out related problems	Books websites	Working out problems & found solutions
11.10.21 To 16.10.21	III BBA	Cost of preference Shares - Equity Shares - Retained earnings -	Books Web sites	Working out problems & found solutions
18.10.21 To 23.10.21	III BBA	Leverages - Meaning - Types - operating - financial - combined leverage.	Books Websites	Working out problems & found solutions
25.10.21 To 30.10.21	III BBA	DL - F-L combined leverage work out related problems	Books websites	Working out problems & found solutions
				24 April 20/10/21
1.11.21 To 6.11.21	III BBA	Capital structure - Meaning - work out related problems	Books websites	Working out problems & found solutions

8.11.21 TO 13.11.21	I BBA	Theories of Capital structure - work out related problems	Books websites	working problems found
15.11.21 TO 20.11.21	II BBA	Dividend policy - Meaning - Methods work out problems	Books websites	working problems found
22.11.21 TO 27.11.21	III BBA	working capital Mgt - Meaning - Concepts - factors importance	Books websites	PPT Lecture
29.11.21 TO 8.12.21	II BBA	working capital Mgt - Work out related problems	Books websites	working problems found
6.12.21 TO 10.12.21	III BBA	I CA portions Revision		
23.12.21 TO 28.12.21	III BBA	II CA Examinations		
20.12.21 TO 22.12.21	II BBA	Inventory Mgt - Meaning - Techniques work out related problems	Books websites	Working problems found
23.12.21 TO 2.1.22		christmas holidays		

WORK DONE

Academic Year : 2021-22
Class : IMBA

Semester : I
Class Code : P07

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
31.8.21 TO 4.9.21	IMBA	Introduction of Financial Accounting - Cost, Mgt Accounting principles of Accounting Concepts & Conventions	Books Websites	PPT Lecture
06.9.20 TO 09.09.21	IMBA	Journal, Ledger, Trial balance Work out related problems	Books websites	PPT Lecture
13.9.21 TO 18.9.21	IMBA	Final Acc without Adjustments Final Acc with Adjustments - Work out related problems	Books Websites	PPT Lecture
20.9.21 TO 25.9.21	IMBA	Comparative Financial statement - Common size statement	Books websites	PPT Work out problems
27.9.21 TO 1.10.21	IMBA	Trend Analysis - Ratio Analysis - Meaning - classification	Books websites	PPT Work out problems
4.10.21 TO 8.10.21	IMBA	Ratio Analysis - work out related problems	Books websites	PPT Work out Problems
11.10.21 TO 16.10.21	IMBA	Fund Flow Analysis - Schedule of changes in w.cap	Books websites	PPT work out problems
18.10.21	IMBA	Revision I CA portions		
20.10.21 TO 26.10.21	IMBA	I CA Examination		
27.10.21 TO 30.10.21	IMBA	Funds from operations - Fund flow statement - work out related problems	Books Websites	PPT work out problems
				✓ Audit 201 w/c
1.11.21 TO 6.10.21	IMBA	Funds from operations and Fund flow statement - work out more problems	Books Websites	PPT work out problems
8.11.21 TO 13.11.21	IMBA	Cash flow statement - Concepts Meaning Sources and application of Cash -	Books websites	PPT
15.11.21 TO 20.11.21	IMBA	Cash flow statement - work out related problems	Books websites	PPT work out problems
22.11.21 TO 27.11.21	IMBA	Cost Accounting - Need for Cost Accounting - Classification of Cost - Cost sheet - work out related problems	Books websites	PPT work out problems

WORK DONE

Academic Year : 2021-22
Class : II BBA

Semester : IV
Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23.2.22 to 26.2.22	II BBA	Meaning - Definition - Scope - Objectives - Functions - Merits - Demerits of Cost & Mgt Accounting	Books Websites	PPT
28.2.22 to 05.3.22	II BBA	Distinction between Cost and Management Accounting	Books Websites	PPT
7.3.22 to 11.3.22	II BBA	Tools and Techniques of Cost and Mgt Accounting	Books Websites	PPT
14.3.22 to 19.3.22	II BBA	Cost Sheet - Meaning - Definition - Objectives - Classification - of Cost	Books Websites	PPT
21.3.22 to 26.3.22	II BBA	Preparation of Cost sheet Work out Problems	Books Websites	PPT work out related Problems
28.3.22 to 30.3.22	II BBA	Materials - LIFO - FIFO - Process Costing	Books Websites	PPT work out related Problems
31.3.22 to 7.4.22	II BBA	I CA Examinations		
8.4.22 to 13.4.22	II BBA	Financial Statement Analysis - preparation of Comparative Statement Analysis	Books Websites	PPT work out related Problems
18.4.22 to 23.4.22	II BBA	Common Size Statement - Trend Analysis	Books Websites	PPT work out Problems
25.4.22 to 30.4.22	II BBA	Ratio Analysis Calculation of Various ratios - profitability ratios	Books Websites	PPT work out Problems
2.5.22 to 7.5.22	II BBA	Liquidity ratios - Solvency ratios - Turnover ratios - Capital Structure ratios.	Books Websites	PPT work out Problems
9.5.22 to 13.5.22	II BBA	Fund flow analysis - Meaning - working capital - CA - CL - preparation of FFS	Books Websites	PPT work out Problems
16.5.22 to 21.5.22	II BBA	Cash flow analysis - Meaning - Difference between cash flow and FFA	Books Websites	PPT work out Problems
23.5.22 to 25.5.22	II BBA	Preparation of Cash flow statement related problems.	Books Websites	PPT work out Problems
26.5.22 to 02.6.22	II BBA	II CA Examination	Books Websites	PPT work out Problems

WORK DONE

Academic Year : 2021-22
Class : I MBA

Semester : II
Class Code : P07

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23.2.22 to 26.2.22	IMBA	Financial Mgt - Scope - Objectives - Profit Maximization - Wealth Maximization	Books web sites	PPT
28.2.22 to 05.3.22	IMBA	Financial Decisions - Functions of financial Mgt	Books websites	PPT
7.3.22 to 11.3.22	IMBA	organization of financial Mgt - functions of Treasurer and Controller.	Books websites	PPT
14.3.22 to 19.3.22	IMBA	Time Value of Money - Reasons of time - preference of Money	Books websites	PPT work out related prob
21.3.22 to 26.3.22	IMBA	Valuations of Securities - Bonds - pref shares - Equity shares.	Books websites	PPT work out related prob
28.3.22 to 30.3.22	IMBA	Capital Budgeting - Concepts Needs - problems.	Books websites	PPT work out related problem
31.3.22 to 7.4.22	IMBA	I CA Examination		
8.4.22 to 13.4.22	IMBA	Cost of Capital - Features importance - Classification of Cost - Cost of debt	Books websites	PPT work out related problem
18.4.22 to 23.4.22	IMBA	preference shares - Equity shares - Retained Earnings	Books websites	PPT work out related problem
25.4.22 to 30.4.22	IMBA	Equity shares - CAPM, WACC	Books websites	PPT work out related pro
2.5.22 to 7.5.22	IMBA	Leverages - Meaning - Types Financial - operating - Combined - work out related problems	Books websites	PPT work out related pro
9.5.22 to 13.5.22	IMBA	Capital Structure - Designing capital structure - Theories of capital structure.	Books web sites	PPT work out related problems
16.5.22 to 21.5.22	IMBA	Dividend policy - Forms of Dividends - Methods - work out related problems	Books web sites	PPT work out related problems
23.5.22 to 25.5.22	IMBA	Principles of working capital - requirements - Concepts - Needs Issues - work out related problems	Books websites	PPT work out related prob
26.5.22 to 02.6.22	IMBA	II CA Examination		



Auxilium College (Autonomous)

(Accredited by NAAC with A+ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006.

FACULTY RECORD

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Academic Year : 2021 - 22
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Institutional Responsibility	Department Responsibility
	<p>→ Extension Activity Incharge</p> <p>→ Incharge for updating the registers.</p>

LESSON PLAN

Academic Year : 2021-22
 Class : II MBA
 Subject : Strategic Management
 Hours / Week : 6
 Credits : 3

Semester : III
 Class Code : P07
 Subject Code : PCBAN20
 Total Hours : 36
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	6	1	Conceptual framework for strategic mgmt - concept - formation process Vision - mission - goals -	Lecture Method PPT	Strategic Mgmt - Azhar Kazmi	Assignment
2	6	1	Business definition - corporate governance - social responsibility Envot appraisal & Envot scanning	"	Strategic Mgmt - Azhar Kazmi	Oral Test
3	6	1	External Envot. Porters Five Forces Model - globalization & industry structure and National context	Lecture Method PPT	Strategic Mgmt - Azhar Kazmi	Written Test
4	6	2	Competitive advantage Resources - capabilities and competencies - Core Competencies - low cost & differentiation	Lecture Method PPT	Strategic Mgmt - Azhar Kazmi	Assignment
5	6	2	Generic building blocks of competitive advantage - distinctive competencies - resources & capabilities	Lecture Method PPT	Strategic Mgmt - Azhar Kazmi	Oral Test
6	6	2	Generic strategic alternative - stability expansion, retrenchment & combination Business level strategy	Lecture Method PPT	Strategic Mgmt - Azhar Kazmi	GD

7	6	3	strategy in the global envt. - Vertical integration - diversification - strategic alliances - building & restructuring	Lecture Method PPT	strategic Mgmt - Azhar Kazmi	GD
8	6	3	strategic choice - (ETOP) - original capability profile - strategic adv. profile corporate portfolio analysis - SWOT	Lecture Method PPT	strategic Mgmt - Azhar Kazmi	Assignment
9	6	3	GAP analysis - Mc Kinsey's framework GE 9 cell model - distinctive competitiveness Selection of matrix - Balance Score Card	Lecture Method PPT	strategic Mgmt - Azhar Kazmi	Oral Test
10	6	4	Nature - barriers - models - themes - regulatory mechanism - procedural implementation	"	strategic Mgmt - Azhar Kazmi	Written Test
11	6	4	Project and structural implementation resource allocation - types of structure structure for strategies	Lecture Method PPT	"	Oral Test
12	6	4	Behavioural implementation - stakeholders corporate governance - culture - politics power - values and ethics.	"	strategic Mgmt - Azhar Kazmi	Assignment
13	6	5	strategic choice - nature - importance participants - barriers - requirements - strategic control and evaluation	Lecture Method PPT	"	Written Test
14	6	5	Operational control - process of evaluation techniques - managing technology and innovation	"	strategic Mgmt - Azhar Kazmi	Oral Test
15	6	5	strategic issues for Non-profit orgn - business model and strategies for	Lecture Method	"	GD

LESSON PLAN

Academic Year : 2021-22
 Class : III BBA
 Subject : Industrial Relations.
 Hours / Week : 5
 Credits : 4

Semester : V
 Class Code : U08
 Subject Code : UCBAM20
 Total Hours : 05
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	1	Introduction to IR - meaning - importance - participation and empowerment -	Lecture Method	Legal Aspects of Business - Saravanavel	GD
2	5	1	Definition of IR - objectives - advantages - The Payment of Wages Act 1936 - rules	Lecture Method	LAB - Saravanavel & Sumathi	Oral Test
3	5	1	Deduction from wages - enforcement of the act - roles & func. of inspectors and power.	Lecture Method	LAB - Saravanavel & Sumathi	Written Test
4	5	2	The Factories Act 1948 - definition - factory - manufacturing process - worker approval - licensing - registration	Lecture Method PPT	LAB - Saravanavel & Sumathi	Assignment
5	5	2	Notice by occupier - the inspecting staff - health of workers - safety of workers Welfare of the workers	Lecture Method PPT	LAB - Saravanavel & Sumathi	Assignment
6	5	2	The working hours of adult - employment of adults - employment of young person - holiday - leave - overtime wages	Lecture Method PPT	LAB - Saravanavel & Sumathi	Written Test

7	5	3	The Trade Union Act 1926 - definition - appointment of registrar - registration of trade union - rules - registration - certification of registration - change of name - registered office - members of the trade union -	Lecture Method PPT	LAB - Saravanavel & Sumathi	Oral Test
8	5	3	Duties and liabilities of a registered trade union - general and political fund amalgamation of TU - dissolution - penalties	Lecture Method PPT	LAB - Saravanavel & Sumathi	Written Test
9	5	3	The Industrial Dispute Act, 1947 - scope and objectives - features - definition of industry	Lecture Method PPT	LAB - Saravanavel & Sumathi	GD
10	5	4	Industrial establishment of undertaking layoff - lockout - strike - retrenchment certain labour practices.	Lecture Method PPT	LAB - Saravanavel & Sumathi	Quiz
11	5	4	The Employees State Insurance Act, 1948 Def - principal employer - insurable employee ESI corporation - duties & power -	Lecture Method PPT	LAB - Saravanavel and Sumathi	Oral Test
12	5	5	The Standing Committee - Medical benefit council - ESI fund - inspectors - Contributions benefits - rules - Employees insurance court	Lecture Method PPT	LAB - Saravanavel and Sumathi	Written Test
13	5	5	Penalties - obligations & right of employees & employers. The Minimum Wages Act - Def - fixation & revision of wages - min. rate of wages	Lecture Method PPT	LAB - Saravanavel and Sumathi	Oral Test
14	5	5	Procedure for fixing & revision min. wages - advisory board - central advisory board - safe guard in payment of min. wages - powers of inspectors	Lecture Method PPT	LAB - Saravanavel and Sumathi	Quiz
15	5	5		Lecture Method PPT	LAB - Saravanavel and Sumathi	Oral Test

LESSON PLAN

Academic Year : 2021-22
 Class : Skill Based Elective
 Subject : Life style Management
 Hours / Week : 02
 Credits : 02

Semester : I
 Class Code : U08
 Subject Code : USBAA121
 Total Hours : 09
 Total Marks : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	02	1	Meaning of self management - self awareness - dimension of personality development	Life style Mgmt Boi	Life style Mgmt - Booklet	Group discussion
2	02	1	Interpersonal relations - types of complexes - Emotional Intelligence Emotional management	Lecture Method PPT	LSM - Booklet	Oral Test
3	02	1	Components of EI - SWOT analysis Health and Nutrition Management	Lecture Method PPT	LSM - Booklet	Written Test
4	02	2	Stress Management - meaning - definition - life style stressors	Lecture Method PPT	LSM - Booklet	Assignment
5	02	2	Major sources of stress - Work stress -	Lecture Method PPT	LSM - Booklet	Oral Test
6	02	3	symptoms - guidelines to reduce stress - workplace humour	Lecture Method PPT	LSM - Booklet	Written Test

7	02	03	Time management - definition - tips for time management	Lecture Method PPT	LSM - Booklet	Oral Test
8	02	3	Time management - advantages Common mistakes students in Time Management	Lecture Method PPT	LSM - Booklet	Oral Test
9	02	3	Goals of Time Management - Technology and media mgmt	Lecture Method PPT	LSM - Booklet	Written Test
10	02	4	Situation Managements - conflict management - styles of managing conflict	Lecture Method PPT	LSM - Booklet	GD
11	02	4	Anger management - Crisis management	Lecture Method PPT	LSM - Booklet	Oral Test
12	02	4	Event management - Components of a successful event	Lecture Method PPT	LSM - Booklet	Written Test
13	02	5	career management - Career planning - elements of career mgmt in business.	Lecture Method PPT	LSM - Booklet	Quiz.
14	02	5	Team building - change mgmt	Lecture Method PPT	LSM - Booklet	Oral Test
15	02	5	creativity Mgmt - Work life balance	Lecture Method PPT	LSM - Booklet	Written Test

LESSON PLAN

PPT

- Booklet

Written Test

Academic Year : 2021-22
 Class : III BBA
 Subject : Industrial Relations
 Hours / Week : 02
 Credits : 02

Semester : II
 Class Code : U08
 Subject Code : USBAA121
 Total Hours : 02
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	2	1	Meaning of self awareness - self management - dimensions of personality development	Lecture Method PPT	Life style Mgmt Booklet	Oral Test
2	2	1	Interpersonal relationships - types of complexes - Emotional Intelligence	Lecture Method PPT	LSM Booklet	GD
3	2	1	Components of EI - SWOT analysis - Health and Nutrition management	Lecture Method PPT	LSM Booklet	Written Test
4	2	2	stress management - meaning - definition - life style stressors	Lecture Method PPT	LSM Booklet	Oral Test
5	2	2	Major sources of stress - Work stress	Lecture Method PPT	LSM Booklet	Oral Test
6	2	2	symptoms - guidelines to reduce stress - workplace humour	Lecture Method PPT	LSM Booklet	Oral Test

7	2	3	Time mgmt - definition - tips for time management -	Lecture Method	LSM Booklet	GD
8	2	3	Advantages - common mistakes made by students in time management	Lecture Method	LSM Booklet	GD
9	2	3	Goals of Time management - Technology & media mgmt	lecture method	LSM Booklet	GD
10	2	4	situation management - conflict mgmt - styles of managing conflict	Lecture Method	LSM Booklet	oral Test
11	2	4	Anger management - Crisis management	Lecture Method	LSM Booklet	oral Test
12	2	4	Event management - Components of a successful event	Lecture Method	LSM Booklet	oral Test
13	2	5	Career mgmt - career planning Elements of career management	Lecture Method	LSM Booklet	oral Test
14	2	5	Team building - change mgmt	Lecture Method	LSM Booklet	GD
15	2	5	creativity mgmt - work life Balance	Lecture Method	LSM Booklet	GD

LESSON PLAN

Academic Year : 2021-22
 Class : II MBA
 Subject : Industrial Relations
 Hours / Week :
 Credits :

Semester : VI
 Class Code :
 Subject Code : PEHRC20
 Total Hours :
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	6	1	Industrial Relations - Evolution of IR - Concept - scope & aspects - Components factors - approaches to IR	Lecture Method (PPT)	Industrial Relations - C.S Venkata Ramana Dhal	GD
2	06	1	Labour force in India - structure composition & trends - critical challenges	Lecture Method (PPT)	IR C.S Venkata Ratnam & Dhal	GD
3	06	1	Future of IR - role of government of Industrial Relations.	Lecture Method (PPT)	IR Venkata Ratnam Dhal	GD
4	06	2	Trade Union - concept - features - functions - challenges	Lecture Method (PPT)	IR Venkata Ratnam Dhal	oral Test
5	06	2	Trade Union recognition - Trade union in India - ILO - AITUC - CTUO - CITU - INTUC	Lecture Method (PPT)	IR Venkata Ratnam Dhal	oral Test
6	06	2	Managerial Trade Unions - Women in Trade Union	Lecture Method (PPT)	IR Venkata Ratnam Dhal	oral Test

7	6	3	Industrial conflicts, - causes & consequences - classification - Industrial Disputes Act 1947	Lecture Method PPT	IR Venkata Ratnam and Dhal	GD
8	6	3	Notice of change - reference of disputes to Board - courts - powers & duties - unfair labour practices	Lecture Method PPT	IR Venkata Ratnam & Dhal	GD
9	6	3	General prohibition on strikes and lockouts - forms of strikes - Tripartite types and levels	Lecture method PPT	IR Venkata Ratnam & Dhal	GD
10	6	4	Grievances - nature - causes - procedure - misconduct - approaches to deal with undiscipline	Lecture method PPT	IR Venkata Ratnam and Dhal	oral Test
11	6	4	Punishment - procedure - types - under standing orders - collective bargaining and strike holders.	Lecture Method PPT	IR Venkata Ratnam and Dhal	oral test
12	6	4	Negotiating techniques & skills - Stages of negotiation - factors contributing to success/failure of CB	Lecture Method PPT	IR Venkata Ratnam and Dhal	oral Test
13	6	5	Technological change, mgmt strategy, mgmt strategy & approach, good IR ten golden rules for good IR, concilia	Lecture Method PPT	IR Venkata Ratnam and Dhal	GD
14	6	5	Conciliation, mediation, arbitration, concept, approaches, adv & disadv types, qualification, procedure	Lecture Method PPT	IR Venkata Ratnam & Dhal	oral Test
15	6	5	Adjudication, socio-economic imp, types, 3 tier system of adjudication, model	Lecture Method PPT	IR Venkata Ratnam & Dhal	GD

LESSON PLAN

Academic Year : 2021-22
Class : III BBA
Subject : Legal Aspects of Business
Hours / Week : 6
Credits : 4

Semester : VI
Class Code : UOB
Subject Code : UCBA517
Total Hours :
Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	6	1	Law of contract	Lecture Method PPT	Business Laws - N.D Kapoor	Written Test
2	6	1	offer and acceptance	Lecture Method PPT	Business Laws N.D Kapoor	GD
3	6	1	Consideration & Capacity	Lecture Method PPT	Business Laws - N.D. Kapoor	oral Test
4	6	2	Free Consent	Lecture Method PPT	Business Laws - N.D. Kapoor	Written Test
5	6	2	Discharge of Contract	Lecture Method PPT	Business Laws - N.D. Kapoor	oral Test
6	6	2	Breach of Contract	Lecture Method PPT	Business Laws - N.D. Kapoor	GD

7	6	3	Definition of sale - actual sale - agreement to sell - difference - condition & warranties.	Lecture Method PPT	Business Laws N.D. Kapoor	Written test
8	6	3	Doctrine of caveat emptor - delivery of goods - transfer of property	Lecture Method PPT	Business Laws N.D. Kapoor	GD
9	6	3	Transfer of title by non-owners - Resale - Auction sale	Lecture Method PPT	Business Laws N.D. Kapoor	Oral test
10	6	4	Company & its formation - def. - characteristics - kinds - MoA - AOA Prospectus - def. - content.	Lecture Method PPT	Business Laws N.D. Kapoor	GD
11	6	4	Statement in lieu of prospectus shares & debentures - def & kinds	Lecture Method PPT	Business Laws N.D. Kapoor	Written test
12	6	4	Meeting - classification of meetings - modes of winding up - dissolution of a company	Lecture Method PPT	Business Laws N.D. Kapoor	GD
13	6	5	Definition - Elements of partnership - classification	Lecture Method PPT	Business Laws N.D. Kapoor	Oral test
14	6	5	Partners and their liability - registration of firms and effects of non-registration	Lecture Method PPT	Business Laws N.D. Kapoor	Written test
15	6	5	Reconstitution of a firm	Lecture Method PPT	Business Laws N.D. Kapoor	GD

LESSON PLAN

WORK DONE

Academic Year : 2021-22

Semester : III

Class : II MBA (Strategic Mgmt)

Class Code : POT

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
09.08.21 to 13.08.21	II MBA	Conceptual framework for strategic mgmt - process.	Strategic Mgmt - Azhar Kazmi	Lecture PPT
16.08.21 to 19.08.21	II MBA	Vision - Mission - Business definition - model - goals.	Strategic Mgmt - Azhar Kazmi	Lecture PPT
23.08.21 to 27.08.21	II MBA	Corporate Governance - social responsibility - Ethical appraisal	SM - Azhar Kazmi	Lecture PPT
01.09.21 to 04.09.21	II MBA	Environmental scanning - Porter's five forces Model	SM - Azhar Kazmi	Lecture Method (PPT)
06.09.21 to 11.09.21	II MBA	Globalization - Industry structure National context	SM - Azhar Kazmi	Lecture Method (PPT)
13.09.21 to 18.09.21	II MBA	Competitive adv - resources & capabilities - core competencies	SM Azhar Kazmi	Lecture Method (PPT)
20.09.21 and 21.09.21	II MBA	Generic building blocks of competitive adv - distinctive competencies	SM - Azhar Kazmi	Lecture Method (PPT)
22.09.21 to 28.09.21	-	∩ CA Examinations.	-	Lecture Method (PPT)
29.09.21 to 01.10.21	II MBA	Generic business strategies alternative expansion, stability, retrenchment combination	SM - Azhar Kazmi	Lecture Method (PPT)
04.10.21 to 08.10.21	II MBA	Business level strategy - Vertical integration - diversification - SA	SM - Azhar Kazmi	Lecture Method (PPT)
11.10.21 to 13.10.21	II MBA	Strategic choice - ETOP - original capability profile.	SM - Azhar Kazmi	Lecture Method (PPT)
20.10.21 to 23.10.21	II MBA	GAP analysis - GE 9 cell matrix Balance score card	SM - Azhar Kazmi	Lecture Method (PPT)
25.10.21 to 30.10.21	II MBA	Corporate portfolio analysis - SWOT	SM - Azhar Kazmi	Lecture Method (PPT)
1.11.21 to 3.11.21	II MBA	GAP analysis - McKinsey framework GE 9 cell model - distinctive competitive advantage - Selection of matrix	SM - Azhar Kazmi	Lecture Method (PPT)
8.11.21 to 11.11.21	II MBA	Nature - learner - models - themes regulatory mechanism - procedural implementation	SM - Azhar Kazmi	Lecture Method

WORK DONE

Academic Year : 2021-22

Semester : V

Class : III BBA (Industrial Relations)

Class Code : 008

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
09.08.21 to 13.08.21	III BBA	Introduction to IR - definition meaning - importance	LAB - Saravanavel & Sumathi	Lecture Method (PPT)
16/08/21 to 19/08/21	III BBA	Advantages of IR - participation and empowerment	LAB - Saravanavel & Sumathi	Lecture Method (PPT)
23/08/21 to 27/08/21	III BBA	The Payment of Wages Act 1936 enforcement of the Act - rules	LAB Saravanavel Sumathi	Lecture Method (PPT)
01/09/21 to 04/09/21	III BBA	Roles and func - powers of inspectors - deductions from wages	LAB Saravanavel Sumathi	Lecture Method (PPT)
06/09/21 to 11/09/21	III BBA	The Factories Act 1948 - def - factory - manufacturing process -	LAB Saravanavel Sumathi	Lecture Method (PPT)
13/09/21 to 18/09/21	III BBA	workers approval - licensing - registration - notice by occupier inspecting the staff.	LAB Saravanavel Sumathi	Lecture Method
20/09/21 to 21/09/21	III BBA	health - safety - welfare of workers Working hours - employment	LAB Saravanavel Sumathi	Lecture Method
22/9/21 to 28/9/21	-	I CA Examinations .	-	-
29/9/21 to 01/10/21	II BBA	The Trade Union Act 1926 - def - appointment of registrar .	LAB Saravanavel Sumathi	Lecture Method
04/10/21 to 01/10/21	III BBA	Registration of trade union - rules - registration	LAB Saravanavel Sumathi	Lecture Method
11/10/21 to 13/10/21	III BBA	Certificate of registration - Change of name - registered office	LAB Saravanavel Sumathi	Lecture Method
20/10/21 to 23/10/21	III BBA	Members of the Trade Union - duties and liabilities	LAB Saravanavel Sumathi	Lecture Method
25/10/21 to 30/10/21	III BBA	general fund - amalgamation of TU - dissolution - penalties .	LAB Saravanavel Sumathi	Lecture Method
1.11.21 to 3.11.21	III BBA	The Industrial Disputes Act, 1947, scope and objectives - features	LAB Saravanavel Sumathi	20/10/21 26/10/21
8/11/21 to 11/11/21	III BBA	layoff - strike - lockout - retien - - chment - unfair labour practice	LAB saravanavel Sumathi	Lecture Method

15.11.21 to 20.11.21	II MBA	Project and structural implementation - resource allocation types of structure	SM Azhar Kazmi	Lecture Method
22.11.21 to 26.11.21	II MBA	Behavioural implementation - stakeholder - corporate governance culture - politics - power	SM Azhar Kazmi	Lecture Method
29.11.21 to 3/12/21	II MBA	strategic choice - nature - imp. participants - barriers.	SM Azhar Kazmi	Lecture Method
6.12.21 to 11.12.21	II MBA	operational control - process of evaluation - techniques.	SM Azhar Kazmi	Lecture Method
13.12.21 to 18.12.21	II MBA	II CA	-	Lecture Method
20.12.21 to 22.12.21	II MBA	strategic issues for non-profit orgn. - New business model.	SM Azhar Kazmi	Lecture Method

WORK DONE

Academic Year : 2021-22

Semester : V

Class

III BBA (Industrial Relations)

Class Code : 008

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
09.08.21 to 13.08.21	III BBA	Introduction to IR - definition meaning - importance	LAB - Saravanavel & Sumathi	Lecture Method (PPT)
16/08/21 to 19/08/21	III BBA	Advantages of IR - participation and empowerment	LAB - Saravanavel & Sumathi	Lecture Method (PPT)
23/08/21 to 27/08/21	III BBA	The Payment of Wages Act 1936 enforcement of the Act - rules	LAB Saravanavel Sumathi	Lecture Method (PPT)
01/09/21 to 04/09/21	III BBA	Roles and func - powers of inspectors - deductions from wages	LAB Saravanavel Sumathi	Lecture Method (PPT)
06/09/21 to 11/09/21	III BBA	The Factories Act 1948 - def - factory - manufacturing process -	LAB Saravanavel Sumathi	Lecture Method (PPT)
13/09/21 to 18/09/21	III BBA	workers approval - licensing - registration - notice by occupier inspecting the staff.	LAB Saravanavel Sumathi	Lecture Method
20/09/21 to 21/09/21	III BBA	health - safety - welfare of workers working hours - employment	LAB Saravanavel Sumathi	Lecture Method
22/9/21 to 28/9/21	-	I CA Examinations .	-	-
29/9/21 to 01/10/21	II BBA	The Trade Union Act 1926 - def - appointment of registrar .	LAB Saravanavel Sumathi	Lecture Method
04/10/21 to 01/10/21	III BBA	Registration of trade union - rules - registration	LAB Saravanavel Sumathi	Lecture Method
11/10/21 to 13/10/21	III BBA	Certificate of registration - change of name - registered office	LAB Saravanavel Sumathi	Lecture Method
20/10/21 to 23/10/21	III BBA	Members of the Trade Union - duties and liabilities	LAB Saravanavel Sumathi	Lecture Method
25/10/21 to 30/10/21	III BBA	general fund - amalgamation of TU - dissolution - penalties .	LAB Saravanavel Sumathi	Lecture Method
1.11.21 to 3.11.21	III BBA	The Industrial Disputes Act, 1947, scope and objectives - features	LAB Saravanavel Sumathi	Lecture Method <i>7 April 20/10/21</i>
8/11/21 to 11/11/21	III BBA	layoff - strike - lockout - retien - - chment - unfair labour practice	LAB Saravanavel Sumathi	Lecture Method

WORK DONE

Academic Year : 2021-22

Semester : I

Class : SBE (Life Style Mgmt)

Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
30.09.21 to 04.09.21	UG	Introduction	LSM Booklet	Lecture method
06.09.21 to 11.09.21	UG	Meaning of self management - Self awareness	Booklet	Lecture method
13.09.21 to 18.09.21	UG	Personality - dimensions - interpersonal - types	Booklet	Lecture Method
20.09.21 to 21.09.21	UG	Emotional intelligence - emotional mgmt - components	Booklet	Lecture method
22.09.21 to 28.09.21	UG	SWOT analysis - health and Nutrition management	Booklet	Lecture method
29.09.21 to 01.10.21	UG	stress management - meaning definition - life style stressors	Booklet	Lecture method
04.10.21 to 08.10.21	UG	Major sources of stress - Work stress	Booklet	Lecture method
11.10.21 to 13.10.21	UG	Symptoms - guidelines to reduce to stress.	Booklet	Lecture method
20.10.21 to 26.10.21	-	I CA Examinations	-	-
27/10.21 to 30.10.21	UG	Time management - definition tips for time management -	Booklet	Lecture method
1.11.21 to 3.11.21	UG	advantages - common mistakes Students in time management	Booklet	Lecture Method
8.11.21 to 11.11.21	UG	Goals of time management - technology & media mgmt -	Booklet	Lecture Method
15.11.21 to 20.11.21	UG	Situation mgmt - conflict - mgmt - styles of managing conflict	Booklet	Lecture Method
22.11.21 to 26.11.21	UG	Anger management - crisis management	Booklet	Lecture Method.
29.11.21 to 3.12.21	UG	Event management - components of a successful event	Booklet	Lecture Method

WORK DONE

Academic Year : 2021-22

Semester : VI

Class : III BBA (UCBAS17)

Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23/2/22 to 26/2/22	III BBA	Law of contract	Business Law - N.D. Kapoor	Lecture Method
28/2/22 to 3/3/22 to 6/3/22	III BBA	offer & acceptance	Bus. Law N.D. Kapoor	Lecture Method
7/3/22 to 11/3/22	III BBA	Consideration & capacity	BL N.D. Kapoor	Lecture Method
14/3/22 to 19/3/22	III BBA	Free consent	BL N.D. Kapoor	Lecture Method
21/3/22 to 26/3/22	III BBA	Discharge of contract	Bus. Law N.D. Kapoor	Lecture Method
28/3/22 to 30/3/22	III BBA	Breach of contract	Bus. Law N.D. Kapoor	Lecture Method
31/3/22 to 7/4/22	III BBA	I CA Examinations	-	-
18/4/22 to 28/4/22	III BBA	Definition of sale - actual sale agreement to sell - difference	Bus Law N.D. Kapoor	Lecture Method
25/4/22 to 30/4/22	III BBA	condition & warranties - Doctrine of caveat emptor - delivery of goods	Legal envt of Business Saravanan	Lecture Method
2/5/22 to 7/5/22	III BBA	Transfer of property - transfer of title by non-owners - Resale	LEB Sumathi Saravanan	Lecture Method
9/5/22 to 14/5/22	III BBA	Auction sale - Company & its formation - def - characteristics - M	LEB Sumathi Saravanan	Lecture Method
16/5/22 to 21/5/22	III BBA	AOA - prospectus - def - content - Statement in lieu of prospectus - shares & debenture - def - kinds	LEB Sumathi Saravanan	Lecture Method
28/5/22 to 26/5/22	III BBA	meeting - kinds - modes of winding up - dissolution of the company	LEB Sumathi Saravanan	Lecture Method
27/5/22 to 2/6/22	III BBA	II CA Examinations	-	-
3/6/22 to 4/6/22	III BBA	Definition - elements - classification partners & their liability	LEB Sumathi Saravanan	Lecture Method

WORK DONE

Academic Year : 2021-22

Semester : VI

Class

: II MBA (PEHRC20)

Class Code : P07

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23/2/22 to 26/2/22	II MBA	IR - evolution - concept - scope aspects - components - factors - approaches - labour force in India	IR CS Venkataraman	PPT
28/2/22 to 5/3/22	II MBA	structure - composition - trends - challenges - future of IR - role of govt of industrial relations	IR Venkataraman Dhal	PPT
7/3/22 to 11/3/22	II MBA	Trade Unions - concept - features - func - challenges - recognition - TU in India (ITUC - INTUC - CITU)	IR Venkataraman Dhal	PPT
14/3/22 to 18/3/22	II MBA	Managerial Trade Union - Women in TU - Industrial conflict - causes consequences - classification.	IR Venkataraman Dhal	PPT
21/3/22 to 26/3/22	II MBA	Industrial Dispute Act 1947 - notice & change - reference of disputes - courts - powers & duties	IR Venkataraman Dhal	PPT
28/3/22 to 1/4/22	II MBA	General prohibition on strikes - lockout - forms - Tripartite - types and levels.	IR Venkataraman Dhal	PPT
4/4/22 to 9/4/22	II MBA	Grievances - nature - causes - procedure misconduct - punishment - procedure types of standing order.	IR Venkataraman Dhal	PPT
11/4/22 & 12/4/22	II MBA	stages of negotiation - factors - technological changes - conciliation mediation - arbitration - concept	IR Venkataraman Dhal	PPT
18/4/22 to 22/4/22	II MBA	adjudication - socio-economic imp. - types - 3 tier system of adjudication.	IR Venkataraman Dhal	PPT

WORK DONE

Academic Year : 2021 - 22
Class : SBE

Semester : II (EVEN SEM)
Class Code : 008

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23.2.22 to 26.2.22		meaning of self mgmt - self awareness - dimensions of personality development	Life style mgmt Booklet	Lecture Method
28.2.22 1.3.22 to 6.3.22		Interpersonal relations - types of complexes - Emotional Intelligence	LSM Booklet	Lecture Method
7.3.22 to 11.3.22		Emotional mgmt - components - SWOT analysis - health & Nutrition mgmt	LSM Booklet	Lecture Method
14.3.22 to 19.3.22		Stress mgmt - meaning - definition - life style stressors	LSM Booklet	Lecture Method
21.3.22 to 26.3.22		major sources of stress - Work stress	LSM Booklet	Lecture Method
28.3.22 to 30/3/22		symptoms and guidelines to reduce stress - workplace human	LSM Booklet	Lecture Method
31/3/22 to 7/4/22		I CA Examinations	—	—
18.4.22 to 28.4.22		Time mgmt - def - tips for time management - advantages	LSM Booklet	Lecture Method
25.4.22 to 30.4.22		Common mistakes made by students in time mgmt	LSM Booklet	Lecture Method
2.5.22 to 7.5.22		Goals of time mgmt - technology and media mgmt	LSM Booklet	Lecture Method
9.5.22 to 14.5.22		Situation mgmt - conflict mgmt - styles of managing conflict	LSM Booklet	Lecture Method
16.5.22 to 21.5.22		Anger management - crisis management	LSM Booklet	Lecture Method
23.5.22 to 26.5.22		Event management - career planning - elements of career planning	LSM Booklet	Lecture Method
27.5.22 to 2.6.22		II CA Examinations	—	—
3.6.22 to 4.6.22		Team building - change mgmt Creativity - Work life Balance	LSM Booklet	Lecture Method



Auxilium College (Autonomous)

(Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006.

FACULTY RECORD

Name : M. BALAPRIYA
Department : BUSINESS ADMINISTRATION
Academic Year : 2021 - 2022
Institutional Mail ID : balapriya @ Auxilium College . edu . in
Mobile No. : 9787870578
ERP. ID : Aux MBA118

Institutional Responsibility	Department Responsibility
1. Exam Conduct Committee	1. Department Minutes of Meeting 2. Marketing Consortium Club. 3. I BBA Extension activity Incharge. 4. I BBA Tutor. 5. Department register Incharge.

LESSON PLAN

Academic Year : 2021-2022
Class : II BBA
Subject : MARKETING MANAGEMENT
Hours / Week : 6
Credits : 4

Semester : III
Class Code : V08
Subject Code : VCB AE20
Total Hours : 90 Hours
Total Marks : 100 (40+60)

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	6	I	Introduction - Meaning of Market, Marketing - Functions - Relationship With other functional areas	Lecture, PPT	Marketing Management Philip Kotler, Prentice Hall, London, 16 th Edition	Oral test, Written test
2	6	I	Factors affecting Marketing - Marketing Environment	Lecture, PPT	Marketing Management Philip Kotler, Prentice Hall, London, 16 th Edition	Oral & Written test
3	6	I	Need and Importance of Environment analysis - Marketing Mix	Lecture, PPT.	Marketing Management Philip Kotler, Prentice Hall, London, 16 th Edition	Oral & Written test
4	6	II	Consumer Behaviour - Factors influencing Consumer behaviour - Consumer decision Making Process	Interactive Session, PPT.	Marketing Management Philip Kotler, Prentice Hall, London 16 th Edition	Written test
5	6	II	Segmentation - Levels of Segmentation - Bases for Segmenting Consumer Markets - Criteria for Segmentation.	Interactive Session, PPT	Modern Marketing R.S.N. Pillai and Bagavathi,	Oral test
6	6	II	Market Targeting - Market positioning	Lecture, PPT.	Modern Marketing R.S.N Pillai and Bagavathi	Written test

7	6	III	Types of goods — Product — Features.	Interactive Session, PPT	Modern Marketing R.S.N Pillai and Bagavathi	Oral & Written test
8	6	III	Product Mix — New Product development — Product life cycle.	Lecture, PPT.	Marketing Management Philip Kotler, Prentice Hall, London, 16 th Edition	Oral & Written test
9	6	III	Pricing Strategies — Branding — Trademark — Packaging	Interactive Session, PPT.	Modern Marketing RSN Pillai and Bagavathi	Oral test
10	6	IV	Labeling — Promotion — Advertising — Types of Media	Lecture, PPT.	Modern Marketing RSN Pillai and Bagavathi	Oral & Written test
11	6	IV	Advertising Copy — Pros and Cons of Advertising — Ethics — Sales Promotion — types	Interactive Session, PPT.	Marketing Management Philip Kotler, Prentice Hall, London 16 th Edition	Oral & Written test
12	6	IV	Personal Selling — Salesmanship — Direct Selling — Marketing Channels.	Lecture Method PPT.	Modern Marketing RSN Pillai and Bagavathi	Oral & Written test
13	6	V	Online Marketing — Virtual Marketing	Interactive Session, PPT.	Marketing Management Philip Kotler, Prentice hall, London 16 th Edition	Oral & Written test
14	6	V	E-Commerce — E-Marketing — E-Retailing — Relationship Marketing	Lecture Method, PPT.	Modern Marketing RSN Pillai and Bagavathi	Oral & Written test
15	6	V	Mobile Marketing — <u>Green Marketing</u>	Interactive Session, PPT	Marketing Management Philip Kotler	Oral & Written test

LESSON PLAN

Academic Year : 2021-2022
 Class : I BBA
 Subject : BUSINESS COMMUNICATION
 Hours / Week : 5 HOURS
 Credits : 5

Semester : I
 Class Code : U080
 Subject Code : VA0MA20
 Total Hours : 75 HOURS
 Total Marks : 100 (40+60)

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	I	Communication - Definition - Nature - Need - Process	Lecture Method, PPT.	Business Communication Sundar, Kumara Raj, Vijay Nicole Pvt. Ltd	Oral & Written Test
2	5	I	Principles - Types of Communication - Barriers	Group discussion, Interactive Session	Business Communication Sundar, Kumara Raj, Vijay Nicole Pvt Ltd.	Oral & Written Test
3	5	I	Importance of effective business Communication - Business Etiquette	Lecture Method, Interactive Session	Business Communication Sundar, Kumara Raj, Vijay Nicole Pvt Ltd	Oral & Written Test
4	5	II	Business Correspondence - Importance - Characteristics - Business letter	Interactive Session, PPT	Business Communication Sundar, Kumara Raj, Vijay Nicole Pvt. Ltd	Oral & Written Test
5	5	II	Types - Enquiry - offer - Quotation - Tender	PPT, Lecture	Business Communication Sundar, Kumara Raj, Vijay Nicole Pvt Ltd	Oral & Written Test
6	5	II	Order - Complaints - Collection - Sales - Circular	Interactive Session, PPT.	Business Communication Sundar, Kumara Raj, Vijay Nicole Pvt Ltd	Oral Test

7	5	III	Bank Correspondance - Types - Characteristics Letter from Banker to Customer	Lecture, PPT	Business Communication Sundar, Kumara Raj Vijay Nicole Pvt Ltd	Oral + Written test
8	5	III	Letter from Customer to Bank - Letters between Banks	Lecture, PPT	Business Communication Sundar, Kumara Raj Vijay Nicole Pvt Ltd	Written test
9	5	III	Government Correspondence - Representative letter - official letter - Demi-official letter	Interactive PPT	Business Communication Sundar, Kumara Raj Vijay Nicole Pvt Ltd	Oral & Written test
10	5	IV	Reports - Meaning - Types - Structure - Characteristics	Lecture, PPT	Business Communication Sundar, Kumara Raj Vijay Nicole Pvt Ltd	Written test
11	5	IV	Classification of a report - Internal Communication - Memos - Circular - Notes	Interactive, PPT	Business Communication Sundar, Kumara Raj Vijay Nicole Pvt Ltd	Oral + Written test
12	5	IV	Meeting - Agenda - Minutes - Application - Resume	Interactive, PPT	Business Communication Sundar, Kumara Raj Vijay Nicole Pvt Ltd	Oral & Written test
13	5	V	Technology aided Business Communication - E-mail - Characteristics - Mechanism	Lecture, PPT	Business Communication Sundar, Kumara Raj Vijay Nicole Pvt Ltd	Oral & Written test
14	5	V	Layout of E-mail Message - E-mail Ethics - Modern communication devices	Lecture, PPT	Business Communication Sundar, Kumara Raj Vijay Nicole Pvt Ltd	Oral & Written test
15	5	V	Internet - Teleconferencing - Recent trends in communication technology	Lecture, PPT	Business Communication Sundar, Kumara Raj Vijay Nicole Pvt Ltd	Oral & Written test

LESSON PLAN

Academic Year : 2021-2022
Class : II MBA
Subject : RETAIL MARKETING
Hours / Week : 6 HOURS
Credits : 3

Semester : III SEMESTER
Class Code : P070
Subject Code : PEMKA20
Total Hours : 90 HOURS
Total Marks : 100 (40+60)

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	6	I	Meaning - Opportunities in retail Marketing - Importance - Functions Performed by retailers - Types of retail Stores	PPT, Case Studies, Role play	Retail Management, Levy & Weitz, Barton, A. Weitz, Ajay Pandit, Tata. Mc Graw Hill	Oral & Written test
2	6	I	Multi channel retailing - Product retailing Vs Service retailing. Retailing issues and Challenges in India - Role of Retailing	PPT, Role play, Simulation games	Retail Management, Levy & Weitz, Barton, Tata Mc Graw Hill	Oral test
3	6	I	Challenges in Indian rural Market - Rural retail players in India - Rural retail strategies - Types of retailers - Retailing Indian, Global.	PPT, Case Studies	Retail Management, Levy & Weitz, Barton, Tata. Mc Graw Hill	Group discussion & Oral test
4	6	II	Retail location & layout - Types of locations Location Strategies & legal Consideration - location opportunities.	PPT, Lecture	Retail Management, Levy & Weitz, Tata. Mc Graw Hill	Oral test & Mind Mapping
5	6	II	Evaluation - Factors affecting retail location decision, Trade area Analysis - Site location - Store layout - Store design - Store operation - Role of Store Managers - Interior - Exterior	Case Studies, PPT	Retail Management, Levy & Weitz, Ajay, Tata. Mc. Graw Hill	Oral test & GD
6	6	II	Retail Store - Management Planning and Administration - Visual display methods - Store retailing - Vendor relationship and Customer Service.	PPT, Case Studies	Retail Management, Levy & Weitz, Ajay, Tata. Mc. Graw Hill	Oral test & GD.

7	6	III	Retail logistics - Types - Need and Importance Logistical activities - Reverse logistics - Outsourcing logistics	PPT, Case Studies	Retail Management Levy & Weitz Tata Mc Graw Hill	Oral test & Written test
8	6	III	Supply chain Management - Need - Supply Chain Integrity - Push and Pull Strategy - Challenges in developing effective Supply Chain	PPT, Interactive	Retail Management Levy & Weitz Tata Mc Graw Hill	Oral & Written
9	6	III	Cross docking - Food and Grocery Supply Chain - Retail Planning Process, Retail models Est Models - Retail Merchandising Process	PPT, Interactive	Retail Management Levy & Weitz Tata Mc Graw Hill	Oral & Written test
10	6	IV	Introduction - Stages in Retail global Evolution - Reasons for going global - Benefits of going Global - Opportunities, Market Entry Methods	PPT, Case studies	Retail Management Levy & Weitz Tata Mc Graw Hill	Oral test
11	6	IV	Introduction, an overview, Role of Rural retailing, Challenges in Indian rural market Periodic Market.	PPT, Lecture Case Studies	Retail Management Levy & Weitz Tata Mc Graw Hill	GD & Oral test
12	6	IV	Rural retail players in India - Rural retail Strategies, Future of rural retailing	PPT, Lecture, Case Studies	Retail Management Levy & Weitz Tata Mc Graw Hill	Oral test
13	6	V	E-Tailing - Role of Technology in Satisfying Market demand - Technology in retail marketing decisions, Structure And development.	PPT, Lecture, Case Studies	Retail Management Levy & Weitz Tata Mc Graw Hill	Oral test & Written test
14	6	V	Factors Influencing of Growth E-Tailing, Advantages and disadvantages of E-Tailing	PPT, Lecture Case Studies	Retail Management Levy & Weitz Tata Mc Graw Hill	Oral test & Written test
15	6	V	Future of Electronic retailing - Benefits of Relationship marketing - CRM Principles - Strategies	Case Studies.	Retail Management Levy & Weitz Tata Mc Graw Hill	Oral test

LESSON PLAN

LESSON PLAN

Academic Year : 2021 - 2022
Class : I MBA
Subject : INNOVATION AND START-UP MANAGEMENT
Hours / Week : 4
Credits : 2

Semester : II
Class Code : PJBAC20
Subject Code : P070
Total Hours : 60 Hours
Total Marks : 60 + 40 = 100 Marks

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	3	1	Definition - Characteristics of Entrepreneurship - Types of Entrepreneur	PPT, Lecture	Entrepreneurial Development - Jayashree Suresh Margam publication	Oral test & Written test
2	3	1	Benefits and drawbacks of Entrepreneur Technopreneur.	PPT, Lecture, Interactive	Entrepreneurial Development - Jayashree Suresh - Margam Publication	Oral test & Written test
3	3	1	Characteristics of technopreneur - Women Entrepreneurship.	PPT, Lecture, Interactive	Entrepreneurial Development - Jayashree Suresh - Margam publication	Oral test & Written test
4	3	2	Need and importance of business Plan - Elements of a business plan	PPT, Lecture, Interactive	Essentials of Entrepreneurship - Thomas W. Zimmerer PHD - 2016	Oral test & Written test
5	3	2	Ascertain initial Viability of a business Proposal - Enlisting technical aspects of business plan	PPT, Lecture Practice	WWW. b plan. Com / (Business Plan)	Oral test & Written test
6	3	2	Financial aspects of business plan - Marketing and Commercial business profitable aspects of business plan	PPT, Lecture, Model.	WWW. b plan. Com / (Business Plan)	Oral test & Written test

7	3	3	Central Government Support System - National Board MSME - Small Scale Industries Board - NABARD	PPT, Lecture	Jayashree Suresh Entrepreneurial Development, Margan	Oral test & Written test
8	3	3	Small Industries development Organisation - Nsiic - Small Industries development bank of India.	PPT, Lecture Interactive	Jayashree Suresh, Entrepreneurial Development, Margan Publication	Oral test & Written test
9	3	3	Khadi and Village Industries Commission (KVIC) - State Government Support System - State Financial Corporation	PPT, Lecture Interactive	Jayashree Suresh, Entrepreneurial Development, Margan Publication	Oral test & Written test
10	3	3	State Small Industries development Corporation - Non - Government Support System - District Industrial Corporation	PPT, Lecture Interactive	Jayashree Suresh, Entrepreneurial Development, Margan Publication	Oral test, Written test
11	3	4	Prime Minister Employment Generation Programme - Start up India - Make in India - ATR Innovation Mission	PPT, Lecture, Interactive Session	msme.gov.in / all-schemes (Govt. Schemes)	Oral test, Written test
12	3	4	Support to Training and Employment Programme - Jan Dhan - Aadhaar Mobile (JAM) - BIRAC	PPT, Lecture, Interactive Session	msme.gov.in / all-schemes (Govt. Schemes)	Oral test, Written test
13	3	4	Stand Up India - TREAD - Pradhan Mantri Kaushal Vikas Yojana (PMKVY) - National Skill Development	PPT, Lecture Interactive Session	msme.gov.in / all-schemes (Govt. Schemes)	Oral test, Written test
14	3	5	Basic approach E-Commerce effort - Trade Mark and Patent registration Process.	Practical	Business report	Practical
15	3	5	Business Incubation Centre	Practical	Business report	Practical

LESSON PLAN

LESSON PLAN

Academic Year : 2021 - 2022
 Class : I BBA
 Subject : Business Environment and Ethics
 Hours / Week : 5
 Credits : 5

Semester : II
 Class Code : U08
 Subject Code : VABBA20
 Total Hours : 75 Hours
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	1	Business Environment - Definition - Significance - Political - Legal Environment	PPT, Lecture	Business Environment Dr. S. Sankaran - Margham Publications	Oral test, Written test
2	5	1	Economic and Social Environment - Cultural Environment - Cultural heritage.	PPT, Lecture Interactive	Business Environment Dr. S. Sankaran - Margham Publications	Oral test Written test
3	5	2	Political Environment - Rights according to Indian Constitution	PPT, Interactive	Business Environment Dr. S. Sankaran - Margham Publications	Oral test Written test
4	5	2	Economic roles of Government in business - Legal Environment - Classification of Companies.	PPT, Lecture Method	Business Environment Dr. S. Sankaran Margham Publications	Oral test Written test
5	5	2	Memorandum of Association - Articles of Association - Prospectus	Lecture Method Interactive	Business Environment Dr. S. Sankaran Margham Publications	Oral test Written test
6	5	2	Types of Shares - Debentures - Winding Up of Companies	Lecture Method PPT.	Business Environment Dr. S. Sankaran Margham Publications	Oral test Written test

7	5	3	Economic System and their impact of business - Business Cycle.	PPT, Lecture Method	Business Environment Dr. S. Sankaran Margham publications	Oral test Written test
8	5	3	Inflation and Deflation - Meaning - Causes - Effects - Control - Measures evil effects of business cycle.	PPT, Lecture Method	Business Environment Dr. S. Sankaran Margham publication	Oral test
9	5	3	Financial Environment - Commercial Banks.	PPT, Interactive	Business Environment Dr. S. Sankaran Margham publication	Oral test
10	5	4	Privatization - meaning - ways of Privatization - Privatization in India	PPT, Interactive session.	Business Environment Dr. S. Sankaran Margham publication	Oral test Written test
11	5	4	Liberalization - meaning - Globalization - meaning	Lecture Method - Interactive	Business Environment Dr. S. Sankaran Margham publication	Oral test Written test
12	5	4	Merits and demerits of globalization Consumer Protection Act.	PPT - Interactive - Lecture	Business Environment Dr. S. Sankaran Margham publication	Oral test
13	5	4	Business Ethics - Ethics in business And Community	PPT - Lecture - Interactive	Business Environment Dr. S. Sankaran Margham publication	Oral test
14	5	5	Social responsibility towards customers and Community	PPT - Lecture Method	Business Environment Dr. S. Sankaran Margham publication	Oral test Written test
15	5	5	Business giving - Social Audit.	Lecture Method Interactive	Business Environment Dr. S. Sankaran Margham publication	Oral test Written test

LESSON PLAN

Academic Year : 2021-2022
Class : III BBA
Subject : Entrepreneurial Development
Hours / Week : 5
Credits : 5

Semester : VI
Class Code : V08
Subject Code : VEBAD17
Total Hours : 75 Hours
Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	1	Introduction - Meaning - Characteristics of an Entrepreneur	PPT - Lecture	Entrepreneurship Development Jayashree Suresh Magam publication	Oral test & Written Exam
2	5	1	Classification of an Entrepreneur - Entrepreneurial Scenes in India	PPT, Lecture Interaction	Entrepreneurship Development Jayashree Suresh Magam publication	Oral test & Written Exam
3	5	1	Classification of an Entrepreneur - Factors influencing Entrepreneurship	Lecture Interaction	Entrepreneurship Development Jayashree Suresh	Oral test Written Exam
4	5	2	Entrepreneurial growth - role played by Government and Non-Government agencies	PPT, Interaction	Entrepreneurship Development, Jayashree Suresh, Magam	Oral test Written Exam
5	5	2	EDP - SIDBI - Rural Entrepreneurs	Lecture, Interaction	Entrepreneurship Development, Jayashree Suresh,	Oral test Written Exam
6	5	2	Small Scale Entrepreneur - Export Entrepreneur	Lecture - Interaction	Entrepreneurship Development, Jayashree Suresh, Magam publication	Oral test Written Exam

7	5	3	Starting An Enterprise - business generation techniques	PPT, Lecture Method	Entrepreneurship Development, Jayashree Suresh,	Oral test & Written Exam
8	5	3	Identification of business Opportunities - Marketing Feasibility	PPT, Lecture Method	Entrepreneurship Development, Jayashree Suresh, Margham Publications	Oral test & Written Exam
9	5	3	Financial - technical - Legal - Managerial and locational Feasibility	PPT, Lecture Method	Entrepreneurship Development, Jayashree Suresh, Margham Publications	Oral Exam & Written Exam
10	5	4	Project Appraisal - Methods - techniques - preparation of business plan	PPT, Lecture Method	Entrepreneurship Development, Jayashree Suresh, Margham Publications	Oral Exam & Written Exam
11	5	4	Content of business plan - preparation of business plan	Lecture Method & Interactive Session	Entrepreneurship Development, Jayashree Suresh	Oral Exam & Written Exam
12	5	4	Project Report.	Lecture Method & Interactive Session	Entrepreneurship Development, Jayashree Suresh, Margham Publications	Oral Exam & Written Exam
13	5	5	Entering the Market - Franchising	Lecture Method & Interactive Session	Entrepreneurship Development, Margham Publications	Oral Exam & Written Exam
14	5	5	Acquisition - Women Entrepreneur - Problem and Prospects	Lecture Method & Interactive Session	Entrepreneurship Development, Jayashree Suresh, Margham Publications	Oral Exam & Written Exam
15	5	5	Factors Contributing to Successful	Lecture Method	Entrepreneurship Development, Jayashree Suresh	Oral Exam

Academic Year : 2021-2022
 Class : II BBA
 Subject : Hospital Planning and Administration
 Hours / Week : 2
 Credits : 2

Semester : IV
 Class Code : U08
 Subject Code : USBAC420
 Total Hours : 30 Hours
 Total Marks : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	2	1	Hospital - Introduction - Classification of Hospitals.	PPT, Lecture	A.V. Srinivasan Managing Modern Hospital, Sage Publication	Oral test Written test
2	2	1	Important Considerations in Hospitals - Planning of Modern Hospital	PPT, Interactive	A.V. Srinivasan Managing Modern Hospital, Sage Publication	Oral, Written test
3	2	1	Basic requirement of a hospital - Computer aided Diagnosis - Expert System	PPT, Lecture Interactive	A.V. Srinivasan Managing Modern Hospital, Sage Publication	Oral, Written test
4	2	2	Organisation Structure - Unique features of a hospital - Structural dimension	PPT, Lecture	A.V. Srinivasan Managing Modern Hospital, Sage Publication	Oral test, Written test.
5	2	2	Organisational designs - Medical records - Responsibilities	PPT, Interactive	A.V. Srinivasan, Managing Modern Hospital, Sage Publication	Oral test, Written test
6	2	2	Computerization - Legal Aspects - Retention	PPT, Lecture	A.V. Srinivasan, Managing Modern Hospital, Sage Publication	Oral test, Written test

7	2	3	Hospital Waste Management - Waste group - Infectious Waste Management	PPT, Interactive	A.V. Srinivasan Managing Modern Hospital, Sage publication	Oral test, Written test
8	2	3	Waste Collection - Waste disposal	PPT, Lecture	A.V. Srinivasan, Managing Modern Hospital, Sage publication	Oral test, Written test
9	2	3	Waste treatment - Waste Minimization Options	Interactive, Lecture	A.V. Srinivasan Managing Modern Hospital, Sage publication	Oral test, Written test
10	2	4	Customer Experience Management - Types Customer based factors - Characteristics	PPT, Lecture	A.V. Srinivasan Managing Modern Hospital, Sage Publication	Oral test, Written test
11	2	4	Profitability of loyal customers - Environmental based factors	PPT, Interactive	A.V. Srinivasan Managing Modern Hospital, Sage Publication	Oral test, Written test
12	2	4	Customer Experience Management - Design of Customer Experience	Interactive Method	A.V. Srinivasan Managing Modern Hospital, Sage publication	Oral test, Written test
13	2	5	Chaplain and Counseling - Pharmacy - Laboratories - Blood bank - Radiology	Lecture Method	A.V. Srinivasan Managing Modern Hospital Sage publication	Oral test, Written Test
14	2	5	Patient relation in hospital - Process Patient relations to support system	Interactive, PPT.	A.V. Srinivasan Managing Modern Hospital, Sage publication	Oral test, Written test
15	2	5	TQM - ISO 9000 Series - Benefits of ISO Certification	Lecture, Interactive	A.V. Srinivasan Managing Modern Hospital, Sage publication	Oral test, Written test

WORK DONE

Academic Year : 2021 - 2022

Semester : III SEMESTER

Class : II BBA

Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9/8/2021 To 13/8/2021	II BBA	Introduction - Meaning of Market, Marketing Function, other functional areas	Market Mgmt Philip Kotler Practice Hall	PPT Lecture
16/8/2021 To 21/8/2021	II BBA	Factors affecting Marketing - Marketing Environment	Marketing Mgmt Philip Kotler Practice Hall	PPT Lecture
23/8/2021 To 28/8/2021	II BBA	Needs and Importance of Environmental Analysis - Marketing Mix.	Marketing Mgmt Philip Kotler Practice Hall	PPT Lecture
31/8/2021 To 4/9/2021	II BBA	Consumer Behaviour - Factors influencing Consumer behaviour - Process.	Marketing Mgmt Philip Kotler Practice Hall	Interactive Session, PPT
06/9/2021 To 09/09/2021	II BBA	Segmentation - Levels of Segmentation Bases of Segmentation - Criteria	Modern Marketing R.N Pillai & Bagarathi	Interactive Session, PPT
13/09/2021 To 18/09/2021	II BBA	Market Targeting - Market Positioning	Modern Marketing R.N Pillai & Bagarathi	Lecture, PPT
20/09/2021 To 21/09/2021	II BBA	Revision for I CA Examination	-	Oral test
22/09/2021 To 28/09/2021	II BBA	I CA EXAMINATION.	-	-
29/09/2021 To 01/10/2021	II BBA	Types of goods - Product - Features - Product Mix	Modern Marketing R.N Pillai & Bagarathi	PPT, Lecture
04/10/2021 To 08/10/2021	II BBA	New Product Development - Product life cycle.	Marketing Mgmt Philip Kotler Practice Hall	PPT, Lecture
11/10/2021 To 16/10/2021	II BBA	Pricing Strategies - Branding - Trademark	Modern Marketing R.N Pillai & Bagarathi	Interactive Session, PPT
18/10/2021 To 23/10/2021	II BBA	Labeling - Packaging - Promotion. Advertising - Types of Media	Modern Marketing R.N Pillai & Bagarathi	Interactive Session, PPT
24/10/2021 To 30/10/2021	II BBA	Advertising Copy - Pros and Cons of advertising - Ethics in advertising	Marketing Management Philip Kotler	Lecture PPT.
01/11/2021 To 06/11/2021	II BBA	Sales promotion - Types - Personal Selling - Salesmanship	Marketing Management Philip Kotler	PPT, Interactive Session
08/11/2021 To 13/11/2021	II BBA	Direct Selling - Marketing channels.	Marketing Management Philip Kotler	30/11/21

WORK DONE

Academic Year : 2021 - 2022

Semester : I SEMESTER

Class : I BBA

Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
31/8/2021 To 06/09/2021	I BBA	Communication - Definition - nature - Need - Process	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT, Lecture
06/09/2021 To 09/09/2021	I BBA	Principles - Types of Communication - Barriers	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT, Lecture
13/09/2021 To 16/09/2021	I BBA	Importance of effective business Communication - Business Etiquette	Business Commu Sundar, Kumara Vijay Nicole PPT	Interactive Session
20/9/2021 To 25/9/2021	I BBA	Business Correspondence - Importance - Characteristics - Business letter	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT, Lecture
27/9/2021 To 11/10/2021	I BBA	Types - Enquiry - offer - Quotation - Tender	Business Commu Sundar, Kumara Vijay Nicole PPT	Interactive Session
4/10/2021 To 8/10/2021	I BBA	Order - Complaints - Collection - Sales - Circular	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT, Lecture
11/10/2021 To 16/10/2021	I BBA	Bank Correspondance - Types - Characteristics - Letter from Banker to Customer	Business Commu Sundar, Kumara Vijay Nicole PPT	Interactive Session
16/10/2021 To 18/10/2021	I BBA	Letter from Customer to Bank - Letters between banks	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT, Lecture
20/10/2021 To 26/10/2021	I BBA	I CA EXAMINATION.	-	-
27/10/2021 To 30/10/2021	I BBA	Government Correspondence - Representative letter, official letter - Semi-official	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT, Practice letter
01/11/2021 To 06/11/2021	I BBA	Reports - Meaning - Types - Structure - Characteristics	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT, Practice Report types
08/11/2021 To 13/11/2021	I BBA	Classification of a report - Internal Communication - Memos - Circular - Notes	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT - Lecture
15/11/2021 To 20/11/2021	I BBA	Meeting - Agenda - Minutes - Application - Resume.	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT - Lecture
22/11/2021 To 27/11/2021	I BBA	Technology aided Business Communication - Email - Characteristics - Mechanism	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT - Lecture
29/11/2021 To 03/12/2021	I BBA	Layout of E-mail message - Email Ethics - Modern Communication devices.	Business Commu Sundar, Kumara Vijay Nicole PPT	PPT - Lecture

WORK DONE

Academic Year : 2021-2022
Class : II MBA

Semester : III SEMESTER
Class Code : P07

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9/8/2021 To 13/8/2021	II MBA	Meaning - opportunities in retail marketing - Importance - functions Performed by retailers - Types of retailers stores	Retail Mgmt Levy & Weitz Tata Mc Graw	PPT, Lecture
16/8/2021 To 21/8/2021	II MBA	Multi channel retailing - Product retailing Vs Service retailing - Role of retailing	Retail Mgmt, Levy, Weitz Tata Mc Graw	PPT, Lecture
23/8/2021 To 28/8/2021	II MBA	Challenges in Indian rural market - rural retail Players - Types of retailers	Retail Mgmt Levy Weitz Tata Mc Graw	Case Study PPT
31/8/2021 To 4/9/2021	II MBA	Retail location layout - Types of location- Location Strategies - Location opportunities	Retail Mgmt Levy Weitz Tata Mc Graw	PPT Lecture
6/9/2021 To 9/9/2021	II MBA	Factors affecting retail location - Trade area analysis - Site location - Store layout- design - Role of Store manager - Interior - Exterior	Retail Mgmt Levy Weitz Tata Mc Graw	Case Study PPT
13/9/2021 To 18/9/2021	II MBA	Retail Store - Management Planning and Administration - Visual display Methods - Vendor relationship and customer service.	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture Video
20/9/2021 To 21/9/2021	II MBA	Retail logistics - Types - Need - Importance Reverse logistics - Out Sourcing logistic.	Retail Mgmt Levy Weitz Tata Mc Graw	Case Study PPT, Lecture
22/9/2021 To 28/9/2021	II MBA	I CA EXAMINATION.	-	-
29/9/2021 To 01/10/2021	II MBA	Retail logistics - Types - Need - Importance Reverse logistics - Out Sourcing logistic.	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture
04/10/2021 To 9/10/2021	II MBA	Supply Chain Management - Need - Supply Chain Integrity - Push and Pull Strategy - Challenges in developing Supply Chain	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture
11/10/2021 To 16/10/2021	II MBA	Cross docking - Food And Grocery Supply Chain - Retail Planning Process, Retail Models - FST Models, Retail Merchandising	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture 20/10/2021
18/10/2021 To 23/10/2021	II MBA	Introduction - Stages in Retail global Evolution - Reason for going global - Benefits	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture
24/10/2021 To 30/10/2021	II MBA	Role of rural retailing - Challenges in Indian rural market - Periodic market.	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture
1/11/2021 To 6/11/2021	II MBA	Rural retail Players in India - Rural retail Strategies, Future of rural retailing	Retail Mgmt Levy Weitz Tata Mc Graw	Interactive Session, PPT.
8/11/2021 To 12/11/2021	II MBA	E-Tailing - Role of Technology in Satisfying Market demand - Technology in retail marketing decision, Structure and development	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture

WORK DONE

Academic Year : 2021-2022

Semester : III SEMESTER

Class : II MBA

Class Code : P07

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9/8/2021 To 13/8/2021	II MBA	Meaning - opportunities in retail marketing - Importance - functions Performed by retailers - Types of retailers Stores	Retail Mgmt Levy & Weitz Tata Mc Graw Hill	PPT, Lecture
16/8/2021 To 21/8/2021	II MBA	Multichannel retailing - Product retailing Vs Service retailing - Role of retailing	Retail Mgmt, Levy, Weitz Tata Mc Graw	PPT, Lecture
23/8/2021 To 28/8/2021	II MBA	Challenges in Indian rural market - rural retail Players - Types of retailers	Retail Mgmt Levy Weitz Tata Mc Graw	Case Study PPT
31/8/2021 To 4/9/2021	II MBA	Retail location layout - Types of location- Location strategies - Location opportunities	Retail Mgmt Levy Weitz Tata Mc Graw	PPT Lecture
6/9/2021 To 9/9/2021	II MBA	Factors affecting retail location - Trade area analysis - Site location - Store layout- design - Role of Store Manager - Interior - Exterior	Retail Mgmt Levy Weitz Tata Mc Graw	Case Study PPT
13/9/2021 To 18/9/2021	II MBA	Retail Store - Management Planning and Administration - Visual display Methods - Vendor relationship and Customer Service.	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture Video
20/9/2021 To 21/9/2021	II MBA	Retail logistics - Types - Need - Importance reverse logistics - Out Sourcing logistic.	Retail Mgmt Levy Weitz Tata Mc Graw	Case Study PPT, Lecture
22/9/2021 To 28/9/2021	II MBA	Su I CA EXAMINATION.	-	-
29/9/2021 To 01/10/2021	II MBA	Retail logistics - Types - Need - Importance reverse logistics - Out Sourcing logistic.	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture
04/10/2021 To 9/10/2021	II MBA	Supply chain Management - Need - Supply Chain Integrity - Push and Pull Strategy - Challenges in developing Supply Chain	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture
11/10/2021 To 16/10/2021	II MBA	Cross docking - Food and Grocery Supply Chain - Retail Planning Process, Retail Models - EST Models, Retail Merchandising	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture <i>20/10/21</i>
18/10/2021 To 23/10/2021	II MBA	Introduction - Stages in Retail global Evolution - Reason for going global - Benefits	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture
24/10/2021 To 30/10/2021	II MBA	Role of rural retailing - Challenges in Indian rural market - Periodic Market.	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture
1/11/2021 To 6/11/2021	II MBA	Rural retail players in India - Rural retail strategies, future of rural retailing	Retail Mgmt Levy Weitz Tata Mc Graw	Interactive Session, PPT.
8/11/2021 To 13/11/2021	II MBA	E-Tailing - Role of technology in satisfying market demand - Technology in retail marketing decision, structure and development	Retail Mgmt Levy Weitz Tata Mc Graw	PPT, Lecture

15/11/2021 To 20/11/2021	II MBA	Factors influencing the growth of E-Tailing - Advantages & Disadvantages	Retail Mgmt Levy & Weitz Tata Mc Graw	PPT, Lecture
22/11/2021 To 27/11/2021	I MBA	Future of electronic retailing	Retail Mgmt Levy & Weitz Tata Mc Graw	Lecture
29/11/2021 To 3/12/2021	II MBA	Benefits of relationship marketing - CRM Principles - Strategies	Retail Mgmt Levy & Weitz Tata Mc Graw	PPT, Lecture
6/12/2021 To 10/12/2021	II MBA	Revision.	-	-
13/12/2021 To 18/12/2021	II MBA	II CA EXAMINATION	-	-
20/12/2021 To 23/12/2021	II MBA	Revision.	-	-
23/12/2021 To 02/01/2022	II MBA	CHRISTMAS HOLIDAY	-	-

WORK DONE

Academic Year : 2021 - 2022

Semester : II SEMESTER

Class : I MBA

Class Code : PJBAC20

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23/2/22 26/2/22	I MBA	Definition- Characteristics of Entrepreneurship - Types of Entrepreneur	Entrepreneurship Development Jayashree Suresh	PPT, Lecture
28/2/22, 1/3/22 to 6/3/22	I MBA	Benefits and drawback of Entrepreneurship - Technopreneur	Entrepreneurship Development Jayashree Suresh	PPT, Lecture
7/3/22 to 11/3/22	I MBA	Characteristics of Technopreneur - Women Entrepreneurship	Entrepreneurship Development Jayashree Suresh	PPT, Lecture
14/3/22 to 19/3/22	I MBA	Need And importance of business plan - Elements of a business plan.	Entrepreneurship Development Jayashree Suresh	PPT, Lecture
21/3/22 to 26/3/22	I MBA	Ascertain initial viability of a business Proposal- technical aspect of business plan	Entrepreneurship Development Jayashree Suresh	PPT, Lecture
28/3/22 to 30/3/22	I MBA	Financial aspect of business plan- Marketing and Commercial business plan.	Entrepreneurship Development Jayashree Suresh	Interactive Lecture
31/3/22 to 7/4/22	I MBA	I CA EXAMINATIONS	-	-
8/4/22 to 9/4/22	I MBA	Central Government Support System - National Board MSME - Small Scale Industries board - NABARD	Entrepreneurship Development Jayashree Suresh	Lecture Interactive
11/4/22 to 12/4/22	I MBA	Small Scale Industries development - NSIC - Small Scale Industries development bank of India.	Entrepreneurship Development Jayashree Suresh	Lecture Interactive
18/4/22 to 23/4/22	I MBA	KVIC - State Government Support System - State Financial Corporation	Entrepreneurship Development Jayashree Suresh	Lecture Interactive
25/4/22 to 30/4/22	I MBA	State Small Industries development Corporation- Non-Government support System District Industrial Corporation	Entrepreneurship Development - Jayashree Suresh	Lecture Interactive
2/5/22 to 7/5/22	I MBA	Prime Minister Employment Generation Programme - Start-up India - Make in India	Entrepreneurship Development - Jayashree Suresh	Lecture Interactive
9/5/22 to 21/5/22	I MBA	Support to training and Employment Programme - JAM - BIRAC	Entrepreneurship Development Jayashree Suresh	Lecture
23/5/22 to 25/5/22	I MBA	Stand up India - TREAD - Pradhan Mantri Kaushal Vikas Yojana National Skill Development	Entrepreneurship Development Jayashree Suresh	PPT Lecture
26/5/22 to 02/6/22	I MBA	II CA EXAMINATION	-	-

WORK DONE

Academic Year : 2021-2022

Semester : IV SEMESTER

Class : III

Class Code : UEBAD17

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23/2/22 to 26/2/22	<u>III</u> BBA	Introduction - Meaning - Characteristics of Entrepreneur	Entrepreneurship development Jayashree Suresh	PPT, Lecture
28/2/22, 1/3/22 to 6/3/22	<u>III</u> BBA	Classification of Entrepreneur - Entrepreneurial Scenes in India	Entrepreneurship development Jayashree Suresh	PPT, Lecture
7/3/22 to 11/3/22	<u>III</u> BBA	Classification of Entrepreneur - Factors Influencing Entrepreneurship	Entrepreneurship development Jayashree Suresh	PPT, Lecture
14/3/22 to 19/3/22	<u>III</u> BBA	Entrepreneurial growth - role played by Government and Non-Govt agencies	Entrepreneurship development Jayashree Suresh	PPT, Lecture
21/3/22 to 26/3/22	<u>III</u> BBA	EDP - SIDBI - Rural Entrepreneurship	Jayashree Suresh, Entrepreneurship development	Lecture, Interactive
28/3/22 to 30/3/22	<u>III</u> BBA	Small Scale Entrepreneur - Export Entrepreneur	Entrepreneurship development Jayashree Suresh	Lecture, Interactive
31/3/22 to 7/4/22	<u>III</u> BBA	I CA EXAMINATION	Entrepreneurship development, Jayashree Suresh	Lecture, PPT
8/4/22 to 9/4/22	<u>III</u> BBA	Starting an Enterprise - business generation techniques	Entrepreneurship development, Jayashree Suresh	Lecture Interactive
11/4/22 to 12/4/22	<u>III</u> BBA	Identification of business opportunities - Marketing Feasibility	Entrepreneurship development, Jayashree Suresh	PPT, Lecture
18/4/22 to 23/4/22	<u>III</u> BBA	Financial - technical - legal - Managerial and locational feasibility	Entrepreneurship development, Jayashree Suresh	Lecture Interactive
25/4/22 to 30/4/22	<u>III</u> BBA	Project Appraisal - Methods - technique - preparation of business plan.	Entrepreneurship development Jayashree Suresh	PPT, Interactive
2/5/22 to 7/5/22	<u>III</u> BBA	Content of business plan - Preparation of business plan	Entrepreneurship development Jayashree Suresh	Lecture, Interactive
9/5/22 to 21/5/22	<u>III</u> BBA	Project report	Entrepreneurship development Jayashree Suresh	Lecture, Interactive
23/5/22 to 25/5/22	<u>III</u> BBA	Entering the Market - Franchising	Entrepreneurship development Jayashree Suresh	Lecture Interactive
26/5/22 to 02/06/22	<u>III</u> BBA	II CA EXAMINATION	Entrepreneurship development Jayashree Suresh	PPT, Interactive

WORK DONE

Academic Year : 2021 - 2022

Semester : II

Class : I

Class Code : UABEA20

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23/2/22 to 26/2/22	I BBA	Business Environment - Definition - Significance - Political - Legal - Environment	Business Environment Dr. S. Sankaran Margham publication	Oral, Written
28/2/22, 11/3/22 to 6/3/22	I BBA	Economic and Social Environment - Cultural Environment - Cultural heritage	Business Environment Dr. S. Sankaran Margham publication	Oral, Written
7/3/22 to 11/3/22	I BBA	Political Environment - Rights according to Indian Constitution	Business Environment Dr. S. Sankaran Margham publication	PPT, Lecture
14/3/22 to 19/3/22	I BBA	Economic roles of Government in business - Legal Environment - Classification of Co's	Business Environment Dr. S. Sankaran Margham publication	PPT, Lecture
21/3/22 to 26/3/22	I BBA	Memorandum of Association - Articles of Association - Prospectus	Business Environment Dr. S. Sankaran Margham publication	PPT, Lecture
28/3/22 to 30/3/22	I BBA	Types of Shares - Debentures - Winding up of Companies	Business Environment Dr. S. Sankaran Margham publication	PPT, Lecture
31/3/22 to 7/4/22	I BBA	Economic System And their impact of business - Business Cycle.	Business Environment Dr. S. Sankaran Margham publication	Interactive PPT.
8/4/22 to 9/4/22	I BBA	Inflation and Deflation - Meaning Causes - Effects - Control Measures - Evil effect on Business Cycle	Business Environment Dr. S. Sankaran Margham publication	Interactive PPT
11/4/22 to 12/4/22	I BBA	Financial Environment - Commercial Banks.	Business Environment Dr. S. Sankaran Margham publication	Interactive PPT
18/4/22 to 23/4/22	I BBA	Privatization - meaning - Ways of Privatization - Privatization in India	Business Environment Dr. S. Sankaran Margham publication	Interactive PPT
25/4/22 to 30/4/22	I BBA	Liberalization - meaning - Globalization - meaning of globalisation	Business Environment Dr. S. Sankaran Margham publication	Interactive PPT
2/5/22 to 7/5/22	I BBA	Liberalisation - Globalization - Importance and its impact	Business Environment Dr. S. Sankaran Margham publication	Interactive PPT
9/5/22 to 21/5/22	I BBA	Merits and demerits of liberalisation	Business Environment Dr. S. Sankaran Margham publication	Interactive PPT
23/5/22 to 25/5/22	I BBA	Business Ethics - Ethics in Business and Community	Business Environment Dr. S. Sankaran Margham publication	Interactive PPT
26/5/22 to 02/6/22	I BBA	II CA EXAMINATION	-	-

WORK DONE

Academic Year : 2021 - 2022
Class : II BBA

Semester : IY
Class Code :

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23/2/22 to 26/2/22	II BBA	Hospital - Introduction - Classification of Hospitals.	A.V. Srinivasan Managing Modern Hospital	Interactive PPT
28/2/22 to 11/3/22, 6/3/22	II BBA	Important Considerations in Hospitals - Planning of Modern Hospital.	A.V. Srinivasan Managing Modern Hospital	Interactive PPT
7/3/22 to 11/3/22	II BBA	Basic requirement of hospital - Computer aided diagnosis - Expert System	A.V. Srinivasan Managing Modern Hospital	PPT Lecture
14/3/22 to 19/3/22	II BBA	Organisation Structure - Unique features of hospital - Structural dimensions	A.V. Srinivasan Managing Modern Hospital	Lecture
21/3/22 to 26/3/22	II BBA	Organisational design - Medical records - Responsibilities	A.V. Srinivasan Managing Modern Hospital	Interactive PPT
28/3/22 to 30/3/22	II BBA	Computerisation - Legal Aspects - Retention	A.V. Srinivasan Managing Modern Hospital	Interactive PPT
31/3/22 to 7/4/22	II BBA	I CA EXAMINATION	—	—
8/4/22 to 9/4/22	II BBA	Hospital Waste Management - Waste group - Infectious Waste Management	A.V. Srinivasan Managing Modern Hospital	Interactive PPT.
11/4/22 to 12/4/22	II BBA	Waste Collection - Waste disposal.	A.V. Srinivasan Managing Modern Hospital	PPT, Lecture
18/4/22 to 23/4/22	II BBA	Waste treatment - Waste Minimisation Options	A.V. Srinivasan Managing Modern Hospital	PPT, Lecture
25/4/22 to 29/4/22	II BBA	Customer Experience Management - Types - Customer based factors - Characteristics	A.V. Srinivasan Managing Modern Hospital	Interactive PPT
2/5/22 to 7/5/22	II BBA	Profitability of loyal customer - Environmental based factors	A.V. Srinivasan Managing Modern Hospital	Lecture PPT
9/5/22 to 21/5/22	II BBA	Customer Experience Management - Design of Customer Experience	A.V. Srinivasan Managing Modern Hospital	Interactive PPT
23/5/22 to 25/5/22	II BBA	Chaplin and Counseling - Pharmacy - Laboratories - Blood Bank - Radiology	A.V. Srinivasan Managing Modern Hospital	PPT Interactive
26/5/22 to 02/6/22	II BBA	II CA EXAMINATION	—	—



Auxilium College (Autonomous)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006.

FACULTY RECORD

Name : S. UMAMAGESHWARI MBA, M.Phil; SET, Ph.D.
Department : BUSINESS ADMINISTRATION
Academic Year : 2021 - 2022
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ERP. ID : AUXMBA119

Institutional Responsibility	Department Responsibility
- CULTURAL COMMITTEE MEMBER	- LOG NOTE INCHARGE
- NSS PROGRAMME OFFICER	

LESSON PLAN

Academic Year : 2021 - 22
 Class : II BBA
 Subject : INTERNATIONAL BUSINESS
 Hours / Week : 5
 Credits : 5

Semester : III
 Class Code : U08
 Subject Code : UEBA20
 Total Hours : 75
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	I	International Business - Meaning - Definition - Globalization - Meaning	Lecture / PPT	International Business - Francis Cheruilan	Oral Test
2	5	I	Stages in Globalization - Drivers of Globalization	Lecture	International Business - Francis Cheruilan	Written Test
3	5	I	Difference between Domestic and International Trade	PPT	International Business - Francis Cheruilan	Quiz
4	5	I	Entry Strategies	Lecture	International Business - Francis Cheruilan	Home Test
5	5	II	International Business Environ - MNC - cultural aspects	PPT	International Business - Francis Cheruilan	Open Book Test
6	5	II	Social Structure - political, legal and economic factors	Lecture	International Business - Francis Cheruilan	Oral Test

7	5	II	General Agreement on Trade and Tariffs - world trade organization	PPT	International Business - Francis Chelvanathan	Written Test
8	5	III	Multinational corporation - Definition - Meaning - Trans Nationality Index	Lecture	International Business - Francis Chelvanathan	Quiz
9	5	III	MTCN spread Index - organizational models - Dominance of MNC	PPT	International Business - Francis Chelvanathan	Open Book Test
10	5	III	International Trade - Merits Demerits of MNCs - perspective code of conduct - MNC in India	Lecture	International Business - Francis Chelvanathan	Home Test
11	5	IV	Foreign Direct Investment - need for FDI - Factors influencing FDI	PPT	International Business - Francis Chelvanathan	Oral Test
12	5	IV	Problems in Patent Laws - in international scenario - IMF - World Bank and ADB	Lecture	International Business - Arivettiappa	Written Test
13	5	V	Foreign Exchange Market - functions - nature - Exchange Rate determination	PPT	International Business - Arivettiappa	Quiz
14	5	V	Factors and Balance of Payments Disequilibrium and correction	Lecture	International Business - Francis Chelvanathan	Open Book Test
15	5	VI	currency convertibility - general principles of CSR - Social Responsibility	PPT	International Business - Francis Chelvanathan	Oral Test

LESSON PLAN

Academic Year : 2021-22
 Class : III BBA
 Subject : TOTAL QUALITY MANAGEMENT
 Hours / Week : 5
 Credits : 5

Semester : V
 Class Code : U08
 Subject Code : UERAC17
 Total Hours : 60
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	I	Definition of quality - Dimensions of Quality - Quality Planning - Quality costs	Lecture / PPT	Text - Dr. Jaya Kumar & Dr. Raju	Oral Test
2	5	I	Analysis techniques for Quality costs - Basic concepts of TQM - Historical Review - Principles of TQM	Lecture	Text - Dr. Raju Dr. Jayakumar	Written Test
3	5	I	Quality council - Quality Standards - Deming philosophy - Barriers to implement TQM	PPT	Text - Dr. Raju Dr. Jayakumar	Quiz
4	5	II	Customer Satisfaction - Customer perception of quality - Customer complaints	Lecture	Text - Dr. Raju Dr. Jayakumar	Home Test
5	5	II	Service Quality - Customer Retention Employee involvement - continuous Process Improvement	PPT	Text - Dr. Raju Dr. Jayakumar	Open Book Test
6	5	II	Juran Trilogy - PDCA cycle - 5S, Kaizen	Lecture	Text - Dr. Raju Dr. Jayakumar	Oral Test

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7	5	III	Supplier Partnership - Partnering - sourcing - Supplier selection - Supplier Rating	PPT	Team - Dr. Raju Dr. Jayakumar	Written Test
8	5	III	Relationship Development - Performance Measure - Basic concepts - Strategy	Lecture	Team - Dr. Raju Dr. Jayakumar	Quiz
9	5	III	Performance Measure - Process capability - concept of Six sigma - New seven Management tools	PPT	Team - Dr. Raju Dr. Jayakumar	Open Book Test
10	5	IV	Design Thinking - Reasons to Design thinking - process - Quality Function Deployment (QFD)	Lecture	Team - Dr. Raju Dr. Jayakumar	Home Test
11	5	IV	House of Quality - QFD process Benefits - Taguchi Quality Loss function - Total Productive Maintenance (TPM)	PPT	Team - Dr. Raju Dr. Jayakumar	Oral Test
12	5	IV	concept - Improvement needs - FMEA - Stages of FMEA	Lecture	Team - Dr. Raju Dr. Jayakumar	Written Test
13	5	V	ISO - origin - Introduction - need for ISO 9000 and other quality systems	PPT	Team - Dr. Raju Dr. Jayakumar	Open Book Test
14	5	V	ISO 9000 ; 2000 Quality System - Elements, Implementation of quality system - Documentation	Lecture	Team - Dr. Raju Dr. Jayakumar	Home Test
15	5	VI	Quality Auditing - TS 16949, ISO 14000 - concept, requirements and benefits.	PPT	Team - Dr. Raju Dr. Jayakumar	Quiz

LESSON PLAN

Academic Year : 2021 - 22
 Class : II BBA
 Subject : SBE; HOSPITAL PLANNING & ADMINISTRATION
 Hours / Week : 2
 Credits : 2

Semester : III
 Class Code : U08
 Subject Code : USBACh20 / USBACh20
 Total Hours : 30
 Total Marks : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	2	I	Hospital - Introduction - Classification of Hospitals	Lecture / PPT	Managing Modern Hospital - Dr. A.V. Srinivasa	Oral Test
2	2	I	Some important considerations in Hospital - Planning of modern Hospital	Lecture	Managing Modern Hospital - A.V. Srinivasa	Written Test
3	2	I	Basic requirements of a Hospital - computer aided diagnosis - Expert Systems - Structure	PPT	Managing Modern Hospital - A.V. Srinivasa	Open Book Test
4	2	I	Organization Structure - Unique features of Hospital - Structure & context factors - organizational structure - structural dimensions of an org.	Lecture	Managing Modern Hospital - A.V. Srinivasa	Quiz
5	2	I	Organizational Design - medical Records - Responsibilities	PPT	Managing Modern Hospital - A.V. Srinivasa	Home Test
6	2	I	Computerization - legal Aspects - Retention	Lecture	Managing Modern Hospital - A.V. Srinivasa	Oral Test

7	2	III	Hospital waste management - Waste group - Infectious waste management - categories	PPT	Managing modern Hospital - A.V. Srinivasa	Written Test
8	2	III	Waste collection - Waste disposal	Lecture	Managing modern Hospital - A.V. Srinivasa	Open Book Test
9	2	III	Waste Treatment - Waste minimization options	PPT	Managing modern Hospital - A.V. Srinivasa	Quiz
10	2	IV	Customer Experience Management - Types - Customer Based factors - Meaning - Characteristics	Lecture	Managing modern Hospital - A.V. Srinivasa	Home Test
11	2	IV	Reliability of loyal customers - Environmental Based factors	PPT	Managing modern Hospital - A.V. Srinivasa	Oral Test
12	2	IV	Customer Experience Management Framework - Drivers of customer Experience	Lecture	Managing modern Hospital - A.V. Srinivasa	Written Test
13	2	V	Chaplaincy Pharmacy - Counseling - Laboratories - Blood Bank - Radiology - Diagnostic medicine - nuclear medicine	PPT	Managing modern Hospital - A.V. Srinivasa	Open Book Test
14	2	V	Patient Relations in Hospital - Process and Practice of Patient Relations - Patient relations applied to support services	Lecture	Managing modern Hospital - A.V. Srinivasa	Quiz
15	2	V	Paradigm Shifts to quality - TQM - ISO 9000 series - Benefits of ISO certification	PPT	Managing modern Hospital - A.V. Srinivasa	Home Test

LESSON PLAN

Academic Year : 2021 - 2022

Class : III BBA

Subject : JBE: HOSPITAL PLANNING AND ADMINISTRATION

Hours / Week : 2

Credits : 2

Semester : I

Class Code : U08

Subject Code : UG BAA517

Total Hours : 30

Total Marks : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	2	I	Planning of modern hospital - Basic requirements for hospital	Lecture / PPT	Managing modern Hospital - A.V. Srinivasa	Oral Test
2	2	I	Organization structure - medical Records - Responsibilities	PPT	Managing modern Hospital - A.V. Srinivasa	Written Test
3	2	I	Computerization - Legal Aspects - Retention	Lecture	Managing modern Hospital - A.V. Srinivasa	Open Book Test
4	2	II	Hospital waste Management - waste group classification	PPT	Managing modern Hospital - A.V. Srinivasa	Quiz
5	2	II	Infectious waste management - categories	Lecture	Managing modern Hospital - A.V. Srinivasa	Home Test
6	2	II	waste collection - waste Treatment	PPT	Managing modern Hospital - A.V. Srinivasa	Oral Test

7	2	III	Organisation Structure	Lecture	Managing modern Hospital - A.V. Srinivasa	Written Test
8	2	III	Medical Records - Responsibilities - Computerization	PPT	Managing modern Hospital - A.V. Srinivasa	Quiz
9	2	III	Legal Aspects - Retention	Lecture	Managing modern Hospital - A.V. Srinivasa	Open Book Test
10	2	IV	Customer Experience Management - Types	PPT	Managing modern Hospital - A.V. Srinivasa	Home Test
11	2	IV	Customer Based factors - Meaning - Characteristics	Lecture	Managing modern Hospital - A.V. Srinivasa	Oral Test
12	2	IV	Profitability of loyal customers - Environment based factors	PPT	Managing modern Hospital - A.V. Srinivasa	Written Test
13	2	V	Customer Experience Management framework - Data - needs of a Patient - models	Lecture	Managing modern Hospital - A.V. Srinivasa	Open Book Test
14	2	V	Patient Relations in Hospitals - Process & Practices of Patient Relations	PPT	Managing modern Hospital - A.V. Srinivasa	Written Test
15	2	V	Patient Relations applied to support services	Lecture	Managing modern Hospital - A.V. Srinivasa	Quiz

LESSON PLAN

Academic Year : 2021 - 2022
 Class : III year
 Subject : NME; HUMAN RESOURCE MANAGEMENT
 Hours / Week : 3
 Credits : 3

Semester : II
 Class Code : U08
 Subject Code : UGDAAS17
 Total Hours : 45
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	3	I	Introduction to Human Resource Management - Objectives of HRM - Qualities of HR/ Personnel Manager	Lecture/PPT	Course Material	Written Test
2	3	I	Human Resource Planning - Importance - Process - HR forecasting techniques	Lecture	Course Material	Oral Test
3	3	I	Requisites for successful Human Resource Planning - Barriers to HRP - HRIS	PPT	Course Material	Open Book Test
4	3	II	Recruitment - Factors governing Recruitment - Recruitment Process	Lecture	Course Material	Quiz
5	3	II	Selection - Meaning - Definition - Process - Orientation - Purpose - Requisites of an effective Program	PPT	Course Material	Home Test
6	3	II	Placement - Placement Problems	Lecture	Course Material	Oral Test

7	3	III	Performance Appraisal - Objectives - Process - Methods	PPT	Course Material	Written Test
8	3	III	Training and Development - Inputs - Process	Lecture	Course Material	Open Book Test
9	3	III	Methods and Techniques of Training - Career Planning and Development	PPT	Course Material	Quiz
10	3	IV	Participative Management - Pre-requisites for Successful Participation	Lecture	Course Material	Home Test
11	3	IV	Employee Welfare - Welfare Measures inside workplace - outside workplace	PPT	Course Material	Oral Test
12	3	IV	Approaches to Labour Welfare - Safe and Healthy Environment - Industrial Relations	Lecture	Course Material	Written Test
13	3	V	Talent Acquisition and Retention - Tips & Techniques to Talent Retention	PPT	Course Material	Open Book Test
14	3	V	Quality of Work Life - Job Enlargement - Job Enrichment	Lecture	Course Material	Quiz
15	3	V	HR Audit - Challenges in HR	PPT	Course Material	Written Test

LESSON PLAN

Academic Year : 2022-23
 Class : 10 BBA
 Subject : TOTAL QUALITY MANAGEMENT
 Hours / Week : 5
 Credits : 5

Semester : IV
 Class Code : U08
 Subject Code : UEBA20
 Total Hours : 30
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	I	Definition of Quality - Need for quality - Dimensions of Product and service quality	Total Quality Management - Jayakumar, Raju	Total Quality Management - V. Jayakumar	Written Test
2	5	I	Quality planning - Quality costs - Analysis techniques for quality costs - Barriers to TQM implementation	Total Quality Management - Dr. Jayakumar, Raju	Total Quality Management - V. Jayakumar	Oral Test
3	5	I	TQM - Introduction - Definition - Principles of TQM - Quality council - Quality statements - Deming philosophy	Total Quality Management - Dr. Jayakumar, Raju	Total Quality Management - V. Jayakumar	Open Book Test
4	5	II	Customer satisfaction - Customer perception of quality - Customer complaints - Service quality	Total Quality Management - Dr. Jayakumar, Raju	Total Quality Management - V. Jayakumar	Quiz
5	5	II	Customer Retention - Employee involvement - continuous process improvement	Total Quality Management - Dr. Jayakumar, Raju	Total Quality Management - V. Jayakumar	Home Test
6	5	II	Juran Trilogy, PDCA cycle, 5S, Kaizen.	Total Quality Management - Dr. Jayakumar, Raju	Total Quality Management - V. Jayakumar	Oral Test

Master / Test

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7	5	II	Supplier Partnership - Partnering, Sourcing - Supplier selection, Supplier Rating - Relationship Development	Lecture	Total Quality Management - V. Jayaraman	Written Test
8	5	III	Performance Measurement - Basic concepts - Strategy - Performance Measure	Lecture	Total Quality Management - V. Jayaraman	Openbook Test
9	5	III	Process capability - concept of Six - Sigma - control charts	Lecture	Total Quality Management - V. Jayaraman	Quiz
10	5	IV	Benchmarking - Reasons to Benchmark - Benchmarking Process - Quality function Deployment - House of Quality	Lecture	Total Quality Management - V. Jayaraman	Home Test
11	5	IV	QFD process - Benefits - Taguchi Quality loss function - Total Productive Maintenance - concept	Lecture	Total Quality Management - V. Jayaraman	Oral Test
12	5	IV	Improvement - needs - FMEA - Stages of FMEA - Types	Lecture	Total Quality Management - V. Jayaraman	Written Test
13	5	V	ISO - origin - Introduction - need for ISO 9000 and other quality systems	Lecture	Total Quality Management - V. Jayaraman	Quiz
14	5	V	ISO 9001: 2000 quality system - Elements -	Lecture	Total Quality Management - V. Jayaraman	Openbook Test
15	5	V	Implementation of quality system -	Lecture	Total Quality Management -	Oral Test

LESSON PLAN

Academic Year : 2022-23
 Class : III BBA
 Subject : PRODUCTION & MATERIALS MANAGEMENT
 Hours / Week : 6
 Credits :

Semester : I
 Class Code : U08
 Subject Code : UEBAT17
 Total Hours : 30
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1		I	Introduction to production - Definition - Functions and responsibility of production Manager	Lecture	Production and Materials Mgt - Saravanavel & Sureshthy	written Test
2		I	Plant location - objectives - factors influencing plant location - Plant layout - Definition	PPT	Production and Materials Mgt - Saravanavel & Sureshthy	oral Test
3		I	Objectives - Factors - Types of Plant layout - Advantages and Disadvantages	Lecture	Production and Materials Mgt - Saravanavel & Sureshthy	Home Test
4		II	Production Planning and control - objectives - Functions of ppc - Stages - comparison of pps Planning and production control	PPT	Production and Materials Mgt - Saravanavel & Sureshthy	Open Book Test
5		II	Maintenance Management - Areas - objectives - Functional elements of Maintenance Programme	Lecture	Production and Materials Mgt - Saravanavel & Sureshthy	Quiz
6		II	Types of Maintenance and their advantages and disadvantages.	PPT	Production and Materials Mgt - Saravanavel & Sureshthy	written Test

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7	III	Quality control - definition - objectives - Principles - Quality circles	Lecture	Production and Materials Mgt - Saravananand & Sunetty	Oral Test
8	III	Definition - characteristics - Term - work study - Definition - objectives - Procedure	PPT	Production and Materials Mgt - Saravananand & Sunetty	Home Test
9	III	Method study - Definition levels - objectives - Procedure - Analytical approach of method study.	Lecture	Production and Materials Mgt - Saravananand & Sunetty	Open book Test
10	IV	Materials Management - Definition objectives - codification and system of codification - Purchase Management	PPT	Production and Materials Mgt - Saravananand & Sunetty	Quiz
11	IV	Objective - functions - duties and responsibilities - methods of purchasing - Purchase parameters - Stock keeping	Lecture	Production and Materials Mgt - Saravananand & Sunetty	Written Test
12	IV	Types - functions - Responsibilities - Store Materials Accounting - Materials Handling - Principles of Materials Handling	PPT	Production and Materials Mgt - Saravananand & Sunetty	Oral Test
13	V	Concepts of ABC, EOQ, MRP - objectives JIT - Elements - Benefits - Selective Inventory control techniques	Lecture	Production and Materials Mgt - Saravananand & Sunetty	Open Book Test
14	V	Value Analysis - types - Phases/ stages - Advantages - ISO 9000 - Process of obtaining ISO Certification	PPT	Production and Materials Mgt - Saravananand & Sunetty	Home Test
	V	Advantages of ISO certification		Production and Materials Mgt - Saravananand & Sunetty	Quiz

LESSON PLAN

Academic Year : 2022-23
 Class :
 Subject : ENVIRONMENTAL SCIENCE
 Hours / Week :
 Credits :

Semester :
 Class Code :
 Subject Code :
 Total Hours :
 Total Marks :

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1		I	Definition of Environment — Scope and importance, components and segments of Environment	Lecture	Course Material	written Test
2		I	Multidisciplinary nature of Environmental Studies	PPT	Course Material	oral Test
3		I	Natural resources: water, land, wind, Energy, forest and mineral resources	Lecture	Course Material	google form
4		I	Ecosystem — Structure and function of ecosystems — Food chain and Foodweb — Ecological pyramids	PPT	Course Material	Home Test
5		I	Types of Ecosystems — Lake, pond, Forest, Grassland, Desert and ocean Ecosystem	Lecture	Course Material	Quiz
6		I	Energy flow in Ecosystem — Ecological Succession	PPT	Course Material	open Book Test

7	III	Biodiversity - General terms related to biodiversity - Types of diversity	Lecture	Course Material	Written Test
8	III	India as a mega diversity zone - Threats to Biodiversity	PPT	Course Material	Oral Test
9	III	Conservation of Biodiversity - Value of Biodiversity	Lecture	Course Material	Home Test
10	IV	Environmental pollution - Air, water, soil and noise pollution	PPT	Course Material	Quiz
11	IV	Causes, effects and control measures - Rainwater Harvesting	Lecture	Course Material	Open Book Test
12	IV	Waste Management - Solid waste management	PPT	Course Material	Google form
13	V	Human population and Environment; Environment Protection Act, Air, water, wildlife, Forest	Lecture	Course Material	Written Test
14	V	General environmental issues - global warming - climate change - ocean layer depletion - Acid Rain	PPT	Course Material	oral Test
15	V	Sustainable Development - Population	Lecture	Course	Quiz

LESSON PLAN

Academic Year :
 Class :
 Subject : NHE : HUMAN RESOURCE MANAGEMENT
 Hours / Week :
 Credits :

Semester :
 Class Code :
 Subject Code :
 Total Hours :
 Total Marks :

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1		I	Introduction to HRM - Scope of HRM - objectives of HRM - qualities of HR/ Personnel Manager	Lecture	Course material	written Test
2		I	Human Resource planning - importance HRP process - HR forecasting techniques	Lecture	Course material	Oral Test
3		I	Requisite for successful HRP - Barriers to HRP - HRIS	Lecture	Course material	Quiz
4		II	Recruitment - Factors governing recruitment - Recruitment Process - selection - Merit	Lecture	Course material	Open Book Test
5		II	Definition - Selection process - orientation - Purpose of orientation - orientation Program	Lecture	Course material	Home Test
6		II	Requisites of an effective program - placement - placement Problems	Lecture	Course material	written Test

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7	III	Performance Appraisal - objectives - Appraisal Process	Lecture	Course material	Oral Test
8	III	Methods of Appraisal - Training & Development - Inputs - Training Process	Lecture	Course material	Home Test
9	III	Methods and techniques of Training - career planning & Development	Lecture	Course material	Open Book Test
10	IV	Participative Management - Pre-requisites for successful participation - Employee welfare	Lecture	Course material	Quiz
11	IV	welfare measures inside work place - welfare measures outside workplace	Lecture	Course material	Written Test
12	IV	Approaches to labor welfare - safe and healthy environment Industrial Relations	Lecture	Course material	Oral Test
13	V	Talent Acquisition and Retention - tips & techniques to retain talents	Lecture	Course material	Home Test
14	V	QWL - Job enlargement - Job enrichment	Lecture	Course material	Open Book Test
15	VI	HR Audit - challenges in HR	Lecture	Course	Quiz

WORK DONE

Academic Year : 2021-22
 Class : II BBA

Semester : III
 Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9.8.21 - 13.8.21	II BBA	International Business - Globalization	International Business - Francischev	Google classroom / offline
16.8.21 - 19.8.21	II BBA	Steps in globalization - Drivers of globalization	International Business - Francischev	Google classroom
23.8.21 - 27.8.21	II BBA	Difference between Domestic & International Trade	International Business - Francischev	Google classroom
1.9.21 - 4.9.21	II BBA	Entry strategies - International Business Environment	International Business - Francischev	Google classroom
6.9.21 - 11.9.21	II BBA	Cultural, social, political, legal, economic factors	International Business - Francischev	Google classroom
13.9.21 - 18.9.21	II BBA	General Agreement on Trade and Tariffs	International Business - Francischev	Google classroom
20.9.21 - 21.9.21	II BBA	World Trade Organization	International Business - Francischev	Google classroom
22.9.21 - 28.9.21	II BBA	ICA Examination	International Business - Francischev	Google classroom
29.9.21 - 01.10.21	II BBA	Multinational Corporation	International Business - Francischev	Offline
4.10.21 - 8.10.21	II BBA	Transnationality Index - network spread Index	International Business - Francischev	Offline
11.10.21 - 13.10.21	II BBA	Dominance of MNC - Intel National Trade merits & Demerits	International Business - Francischev	Offline 13/10/21
18.10.21 - 23.10.21	II BBA	International Trade - Merits - Demerits of MNC	International Business - Francischev	Offline
25.10.21 - 30.10.21	II BBA	Perspective - code of conduct - MNC in India	International Business - Francischev	Offline
1.11.21 - 3.11.21	II BBA	Foreign Direct Investment	International Business - Francischev	Offline
8.11.21 - 11.11.21	II BBA	Need - Factors influencing FDI	International Business - Francischev	Offline

WORK DONE

Academic Year : 2021 - 22
 Class : III BBA

Semester : V
 Class Code : 108

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9.8.21 13.8.21	III BBA	Definition, Dimensions of Quality Quality Planning	TM - Dr. Jayakumar & Dr. Raju	Lecture/ PPT
16.8.21 19.8.21		Quality costs - Basic concepts of TQM	TM - Raju Dr. Jayakumar	Lecture
23.8.21 27.8.21		Historical Review - Principles of TQM - Quality Council	TM - Dr. Raju Jayakumar	PPT
1.9.21 4.9.21		Deming philosophy - Barriers to implement TQM	TM - Raju Jayakumar	Lecture
6.9.21 11.9.21		customer Satisfaction	TM - Raju Jayakumar	PPT
13.9.21 18.9.21		customer perception - customer complaints	TM - Raju Jayakumar	Lecture
20.9.21 21.9.21		customer Retention - Employee Involvement - Turnover	TM - Raju Jayakumar	PPT
22.9.21 28.9.21		ICA Examination	TM - Raju Jayakumar	Lecture
29.9.21 1.10.21		Supplier partnership - Sourcing - Supplier selection	TM - Raju Jayakumar	PPT
4.10.21 8.10.21		Supplier Rating - Relationship Development	TM - Raju Jayakumar	Lecture
11.10.21 13.10.21		Performance Measures - Process capability	TM - Raju Jayakumar	PPT 13/10/21
18.10.21 23.10.21		concept of Six sigma - new seven management tools	TM - Raju Jayakumar	Office
25.10.21 30.10.21		Bench Marking - Quality Process Deployment	TM - Raju Jayakumar	Office
1.11.21 3.11.21		House of Quality - QFD Process - Benefits	TM - Raju Jayakumar	Office
8.11.21 11.11.21		Tajuchi's quality loss function	TM - Raju Jayakumar	Office

WORK DONE

Academic Year : 2021-22
 Class : II BBA (SBE)

Semester : III
 Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9.8.21 13.8.21	II BBA	Hospital - Introduction - Clarification	Managing modern hospital A.V. Srivara	Lecture/ PPT
16.8.21 19.8.21		Important consideration in Hospital - Planning	Managing modern hospital A.V. Srivara	Lecture
23.8.21 27.8.21		Basic requirements - computer Aided Diagnostics	Managing modern hospital A.V. Srivara	PPT
1.9.21 4.9.21		Medical Records	Managing modern hospital A.V. Srivara	Lecture
6.9.21 11.9.21		Responsibilities	Managing modern hospital A.V. Srivara	PPT
13.9.21 18.9.21		computerisation	Managing modern hospital A.V. Srivara	Lecture
20.9.21 21.9.21		Legal Aspects - Retention	Managing modern hospital A.V. Srivara	PPT
22.9.21 28.9.21		QA Examination	Managing modern hospital A.V. Srivara	Lecture
29.9.21 1.10.21		Hospital waste Management	Managing modern hospital A.V. Srivara	PPT
4.10.21 8.10.21		waste segregation - waste collection	Managing modern hospital A.V. Srivara	Lecture
11.10.21 13.10.21		Waste Disposal - waste Treatment - Heat	Managing modern hospital A.V. Srivara	PPT 13/10/21
18.10.21 23.10.21		Waste utilisation options	Managing modern hospital A.V. Srivara	Offline
25.10.21 30.10.21		customer Experience Management	Managing modern hospital A.V. Srivara	Offline
1.11.21 3.11.21		Profitability of loyal customers	Managing modern hospital A.V. Srivara	Offline
8.11.21 11.11.21		Design of customer Experience	Managing modern hospital A.V. Srivara	Offline

WORK DONE

Academic Year : 2021-22
 Class : III BBA (SBE)

Semester : P
 Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9.8.21 13.8.21	III BBA	Planning of modern Hospital	Managing modern Hospital A.V. Srinivasan	Lecture/ PPT
16.8.21 19.8.21		Basic requirements for a Hospital	Managing modern Hospital A.V. Srinivasan	Lecture
23.8.21 27.8.21		Organisation Structure - Medical Records	Managing modern Hospital A.V. Srinivasan	PPT
1.9.21 4.9.21		Responsibilities - computerization	Managing modern Hospital A.V. Srinivasan	Lecture
6.9.21 11.9.21		Legal Aspects	Managing modern Hospital A.V. Srinivasan	PPT
13.9.21 18.9.21		Retention	Managing modern Hospital A.V. Srinivasan	Lecture
20.9.21 21.9.21		Revision for ICA	Managing modern Hospital A.V. Srinivasan	PPT
22.9.21 28.9.21		ICA - Examination	Managing modern Hospital A.V. Srinivasan	Lecture
29.9.21 1.10.21		Hospital waste Management	Managing modern Hospital A.V. Srinivasan	PPT
4.10.21 8.10.21		Infectious waste Management	Managing modern Hospital A.V. Srinivasan	Lecture
11.10.21 13.10.21		waste collection - waste Treat -ment	Managing modern Hospital A.V. Srinivasan	PPT 24/10/21 13/10/21
18.10.21 23.10.21		Organisation Structure	Managing modern Hospital A.V. Srinivasan	Offline
25.10.21 30.10.21		Medical Records	Managing modern Hospital A.V. Srinivasan	Offline
1.11.21 3.11.21		Legal Aspects - Retention	Managing modern Hospital A.V. Srinivasan	Offline
8.11.21 11.11.21		Customer Experience Management	Managing modern Hospital A.V. Srinivasan	Offline

WORK DONE

Academic Year : 2021 - 22
 Class : III year (NME)

Semester : I
 Class Code : 008

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9.8.21	III year	Introduction to HRM - objectives	Course Material	Lecture / PPT
13.8.21	III year	Qualifiers of HR Manager	Course Material	Lecture
16.8.21	III year	Human Resource planning	Course Material	PPT
19.8.21	III year	Requisites for successful HRP - Barriers	Course Material	PPT
23.8.21	III year	Recruitment	Course Material	Lecture
27.8.21	III year	Selection - orientation	Course Material	PPT
1.9.21	III year	Placement	Course Material	Lecture
4.9.21	III year	Placement - Problems	Course Material	PPT
6.9.21	III year	ICAI Examination	Course Material	Lecture
11.9.21	III year	Performance Appraisal	Course Material	PPT
13.9.21	III year	Objectives - process	Course Material	Lecture
18.9.21	III year	Methods of Appraisal	Course Material	PPT PPT 13/10/21
20.9.21	III year	Training and Development	Course Material	Offline
21.9.21	III year	Participative Management	Course Material	Offline
22.9.21	III year	Employee welfare	Course Material	Offline
28.9.21	III year	Safe and Healthy environment	Course Material	Offline

15.11.21 20.11.21	III Year	Industrial Relations	Course Material	Offline
22.11.21 26.11.21	III Year	Talent acquisition and Retention	Course Material	Offline
29.11.21 3.12.21	III Year	Quality of work life	Course Material	Offline
6.12.21 11.12.21	III Year	Job Enlargement - Job Enrichment	Course Material	Offline
20.12.21 22.12.21	III Year	HR Audit - challenges in HR	Course Material	Offline
24.1.2022				

WORK DONE

Academic Year : 2021-22

Semester : I

Class :

II BBA (PRODUCTION & MATERIALS MGT)

Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23.2.22 - 26.2.22	II BBA	Introduction to Production	pdn of Mgt Mgt - Saran and Sumetty	Offline
28.2.22 1.3.22 - 6.3.22	II BBA	Plant Location	pdn of material Mgt - Saran vel & Sumetty	Offline
7.3.22 - 11.3.22	II BBA	Plant Layout	Production & Materials Mgt	Offline
14.3.22 - 19.3.22	II BBA	Production planning and control	Saran and & Sumetty	Offline
21.3.22 - 26.3.22	II BBA	Maintenance Management	pdn of Material Mgt - Saran and	Offline
28.3.22 - 30.3.22	II BBA	Types of Maintenance	pdn of material Mgt - Saran and	Offline
18.4.22 - 23.4.22	III BBA	Quality control	pdn of material Mgt - Saran and	Offline
25.4.22 - 30.4.22	III BBA	Work Study	Production & Materials Mgt	Offline
2.5.22 - 7.5.22	III BBA	Method Study	Saran and & Sumetty	Offline
9.5.22 - 14.5.22	III BBA	Materials Management	Production & Materials Mgt	Offline
16.5.22 - 21.5.22	III BBA	Purchase Management	Saran and & Sumetty	Offline
28.5.22 - 24.5.22	III BBA	Stores Material Accounting and Material Handling	Production & Materials Mgt	Offline
27.5.22 - 2.6.22		II CA Examinations		
3.6.22 - 4.6.22	II BBA	Concept of ABC, EOQ, MRP, JIT, Value Analysis	Production & Materials Mgt	Offline
6.6.22 - 10.6.22	II BBA	Advantages of ISO certification	Production & Materials Mgt	Offline

WORK DONE

Academic Year : 2021-22
 Class : II BBA (TOTAL QUALITY MGT) Semester : II
 Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23.2.22 - 26.2.22	II BBA	Definition of Quality	TRM - Dr. Raju	Offline
28.2.22 1.3.22 6.3.22	II BBA	Quality Planning	TRM - Dr. Raju	Offline
7.3.22 - 11.3.22	II BBA	Total Quality Management	TRM - Dr. Raju	Offline
14.3.22 - 19.3.22	II BBA	Customer Satisfaction	TRM - Dr. Raju	Offline
21.3.22 - 26.3.22	II BBA	Customer Retention	TRM - Dr. Raju	Offline
28.3.22 - 30.3.22	II BBA	Juran Trilogy, PDCA, 5S	TRM - Dr. Raju	Offline
18.4.22 - 23.4.22	II BBA	Supplier Partnership	TRM - Dr. Raju	Offline
25.4.22 - 30.4.22	II BBA	Performance Measures	TRM - Dr. Raju	Offline
2.5.22 - 7.5.22	II BBA	Process capability	TRM - Dr. Raju	Offline
9.5.22 - 14.5.22	II BBA	Benchmarking	TRM - Dr. Raju	Offline
16.5.22 - 21.5.22	II BBA	RFD Process	TRM - Dr. Raju	Offline
23.5.22 - 26.5.22	II BBA	FMEA	TRM Dr. Raju	Offline
27.5.22 - 2.6.22	II BBA	II CA Examination	TRM Dr. Raju	Offline
3.6.22 - 4.6.22	II BBA	ISO	TRM Dr. Raju	Offline
6.6.22 - 10.6.22	II BBA	Implementation of Quality System	TRM Dr. Raju	Offline

WORK DONE

Academic Year : 2021-22
 Class : BBA (EVS)

Semester : II
 Class Code : U08

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23.2.22	II BBA	Definition of Environment	Course Material	Lecture
26.2.22	II BBA	Multidisciplinary nature of Environmental studies	Course Material	PPT
28.2.22 1.3.22	II BBA	Natural Resources	Course Material	Lecture
6.3.22	II BBA	Ecosystem	Course Material	PPT
7.3.22 11.3.22	II BBA	Types of Ecosystems	Course Material	Lecture
14.3.22 19.3.22	II BBA	Energy Flow in Ecosystem	Course Material	PPT
21.3.22 26.3.22	II BBA	Biodiversity	Course Material	Lecture
28.3.22 30.3.22	II BBA	India as a megadiversity zone	Course Material	Offline
18.4.22 23.4.22	II BBA	Conservation of Biodiversity	Course Material	Offline
25.4.22 30.4.22	II BBA	Environmental Pollution	Course Material	Offline
2.5.22 7.5.22	II BBA	Rainwater Harvesting	Course Material	Offline
9.5.22 14.5.22	II BBA	Water shed Management	Course Material	Offline
16.5.22 22.5.22	II BBA	II CA Examinations	Course Material	Offline
23.5.22 26.5.22	II BBA	Human population & Environment	Course Material	Offline
27.5.22 2.6.22	II BBA	General Environmental issues	Course Material	Offline
3.6.22 4.6.22	II BBA	Sustainable Development	Course Material	Offline
6.6.22 10.6.22	II BBA			

WORK DONE

Academic Year : 2021-22
 Class : III YEAR (NME)

Semester : I
 Class Code :

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23.2.22 - 27.2.22	III Year	Introduction to HRM	Course Material	Offline
28.2.22 1.3.22 6.3.22	III Year	Human Resource planning	Course Material	Offline
7.3.22 - 11.3.22	III Year	Requisites of successful step	Course Material	Offline
14.3.22 - 19.3.22	III Year	Recruitment	Course Material	Offline
21.3.22 - 26.3.22	III Year	Selection	Course Material	Offline
28.3.22 - 30.3.22	III Year	Placement & orientation	Course Material	Offline
18.4.22 - 23.4.22	III Year	Performance Appraisal	Course Material	Offline
25.4.22 - 30.4.22	III Year	Training and Development	Course Material	Offline
2.5.22 - 7.5.22	III Year	Participative Management	Course Material	Offline
9.5.22 - 14.5.22	III Year	Welfare Measures	Course Material	Offline
16.5.22 - 21.5.22	III Year	Safety and Healthy Environment	Course Material	Offline
23.5.22 - 26.5.22	III Year	Industrial Relations	Course Material	Offline
27.5.22 - 2.6.22	III Year	II CA Examinations	Course Material	Offline
3.6.22 - 4.6.22	III Year	Talent Acquisition & Retention, Work	Course Material	Offline
6.6.22 - 10.6.22	III Year	HR Audit - challenges in HR	Course Material	Offline



Auxilium College (Autonomous)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006.

FACULTY RECORD

Name : D. DHINYA BHARATHI
Department : Business Administration
Academic Year : 2021 - 2022
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Institutional Responsibility	Department Responsibility
-	<ol style="list-style-type: none">1. IQAC Coordinator2. Online Course Coordinator3. Incharge for registers4. ERP Coordinator.5. Tutorship.

LESSON PLAN

Academic Year : 2021-22
 Class : III BBA
 Subject : Banking Practice
 Hours / Week : 6
 Credits : 5

Semester : V
 Class Code : U08
 Subject Code : UEBA15
 Total Hours : 90 Hours
 Total Marks : 100 (40+60)

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	I	Definition of Banking - classification of Banks - RBI - objectives	PPT, chalkboard, case studies	Books, websites, journals	Oral test, written test
2	5	I	Functions of RBI - E-Banking - Meaning - services - Benefits	PPT, case studies, Role play.	Books, websites	Oral & written test.
3	5	I	Initiatives of E-Banking - Internet Banking - meaning - merits and demerits - services.	PPT, case studies, Role play.	Books, websites	Oral & written test
4	5	II	Commercial Banking - functions - opening of accounts - meaning - Types of accounts.	PPT, case studies, Role play	Books, websites	Written test
5	5	II	Steps in operating accounts - Bank Customer - meaning - Relationship	PPT, case studies, Simulation games	Books and websites	Oral test
6	5	II	Types of customers - Minor - Partnership - Joint stock - Trustees - Joint accounts.	PPT, case studies	Books and websites	Written test.

7	5	III	Negotiable Instrument - meaning - features - cheques - types.	PPT, case studies	Books & Websites	Oral & Written test
8	5	III	Promissory note - features - Bill of exchange - features - types.	PPT	Books & Websites	Oral & Written test
9	5	III	Endorsements - Components - types - effects - Crossing of cheques - objectives - Need - types and consequences.	PPT, case studies	Books & Websites	Oral & Written test
10	5	IV	Paying banker - meaning - Banker's duty - Refusal of cheque payment.	PPT, case studies	Books & Websites	Oral & Written test
11	5	IV	Collecting banker - meaning - Collecting banker's role - duty.	PPT, case studies	Books & Websites	Oral & Written test
12	5	IV	Debit cards - Credit cards - Smart cards - ATM - Concept - features - Biometrics.	PPT	Books & Websites	Oral & Written test
13	5	V	Bank Lending - meaning - significance - Bank lending principles.	PPT, case studies	Books & Websites	Oral & Written test
14	5	V	Forms of Lending - securities of lending - Personal securities.	PPT	Books & Websites	Oral & Written test
			collateral securities - Non -	PPT	Books & Websites	Oral & Written test

Academic Year : 2021 - 22

Semester : II

Academic Year : 2021 - 22
 Class : II MBA
 Subject : Merchant Banking and Financial Services
 Hours / Week : 6
 Credits : 3

Semester : II
 Class Code : 9070
 Subject Code : PEFNB20
 Total Hours : 90 Hours
 Total Marks : 100 (40+60)

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	6	I	Definition of Merchant banking - Functions - Responsibilities	Ppt, case studies Role play	Books, Websites	Oral & Written test
2	6	I	SEBI guidelines - Defaults of Merchant bankers and Penalty points	ppt, Role play Simulation games	Books & Websites	Oral & Written test
3	6	I	Code of Conduct for merchant bankers - Difference between Merchant banking and Commercial banking	ppt, case studies	Books & Websites	Oral & Written test, GD
4	6	II	Capital market Instruments - meaning - Types: Preferences and Equity shares.	PPT	Books & Websites	Oral & Written test
5	6	II	Non equity shares - Cumulative Convertible Preference shares - Company fixed deposits - Warrants	Case studies, PPT	Books & Websites	Oral test
6	6	II	Debentures and Bonds - Innovative debt Instruments - shares vs Debentures	PPT, case studies	Books & Websites	GD & Oral test

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7	6	III	Factoring - meaning - Mechanics - features Legal aspects - Types - Merits & demerits	ppt, case studies	Books	Written test
8	6	III	Players and functions of factoring - forfeiting - Definition - steps - Mechanics	ppt	Websites	Oral test
9	6	III	Advantages - Factoring vs forfeiting - IDR - Book building - Green shoe option.	ppt	Books & websites	Oral test
10	6	IV	Merger - Acquisition - Takeover - Types Venture capital - meaning - stages -	ppt, case studies	Books	GD
11	6	IV	Leasing - meaning - elements - Types - Players - Merits and demerits.	ppt & case studies	Books	Oral test
12	6	IV	Hire Purchase finance - meaning - Consumer finance - meaning - Types	ppt & case studies	Websites	Written test
13	6	V	Credit rating - Definition - features Advantages - Domestic credit rating agencies - origin	ppt & case studies	Books & websites	Oral & written test
14	6	V	CRISIL - objectives and services - ICRA - objectives and services	ppt	Books & websites	Oral test
			CARE - CIBIL - objectives and services	ppt	Books & websites	Written test

Academic Year : 2021-22
 Class : II BBA
 Subject : SBE: Hotel planning and Administration
 Hours / Week : 02
 Credits : 02

Semester : III
 Class Code : U08
 Subject Code : USBAD320
 Total Hours : 30
 Total Marks : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	2	I	Hotel - meaning - origin - Introduction	PPT, Roleplay	Books & Websites	Oral & Written test
2	2	I	Types of hotel and their Categorisation Hotel chain associations	PPT	Books & Websites	Oral test
3	2	I	Organisational structure of a hotel - Hotel management and operations.	PPT, Case Studies	Books & Websites	Written test
4	2	II	Front office - Definition - Qualities of front office and Salesman-ship	PPT, Case Studies	Books & Websites	Oral test
5	2	II	Duties and responsibilities of front office personnel	PPT, Roleplay	Books & Websites	GD & oral test
6	2	II	Organisation chart - guest Cycle stage	PPT	Books & Websites	Written test

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7	2	<u>III</u>	Housekeeping - Definition - Types of Rooms	ppt & case studies	Books & websites	Oral test
8	2	<u>III</u>	Competencies of Housekeeping Personnel.	ppt	Books, websites, journals	Written test
9	2	<u>III</u>	Duties and Responsibilities of Housekeeping Professional - Organisation chart	ppt	Books & websites	Oral test
10	2	<u>IV</u>	Control desk - Files and registers - Coordination and Control.	ppt & Case studies	Books & websites	Oral & written test
11	2	<u>IV</u>	Handling guest Priorities - cleaning of Rooms and Bathroom	ppt & Case studies	Books & websites	Oral test
12	2	<u>IV</u>	Bed making Process - Evening service - Inspection.	ppt & Case studies	Books, websites, Newspapers	Written test
13	2	<u>V</u>	Horticulture - Landscaping - facilities and equipment.	ppt & Case studies	Books & websites.	Oral test
14	2	<u>V</u>	Types of Gardens - Safety in housekeeping	ppt	Books	Written test

LESSON PLAN

Academic Year : 2021-22

Class : III BBA

Subject : SBE: Hotel planning and Administration

Hours / Week : 02

Credits : 02

Semester : V

Class Code : U08

Subject Code : USBA.D15

Total Hours : 30

Total Marks : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	2	I	Hotel - Meaning - origin	Ppt, Case studies	Books & websites	Oral & written test
2	2	I	Classification of Hotels - Private, Public, regional, national & international	Ppt, Roleplay	Books & websites	Oral & written test
3	2	I	Hotel associations and their operations.	Ppt, Roleplay	Books & websites	Oral & written test
4	2	II	Front office - Introduction - Qualities of front office staff.	Ppt, Case studies	Books & websites	Oral & written test
5	2	II	Front office and Salesmanship	Ppt, Roleplay	Books & websites	Oral & written test
6	2	II	Duties and responsibilities of front office personnel.	Ppt.	Books & websites	Oral & written test.

7	2	<u>III</u>	Housekeeping - Types of rooms	PPT, Roleplay	Books & Websites	Oral & Written test
8	2	<u>III</u>	Competencies of housekeeping personnel	PPT	Books & Websites	Oral & Written test
9	2	<u>III</u>	Safety and Security in housekeeping - Duties and responsibilities of housekeeping personnel.	PPT, Case studies	Books & Websites	Oral & Written test
10	2	<u>IV</u>	Control desk - files and registers	PPT	Books & Websites	Oral & Written test
11	2	<u>IV</u>	Coordination and Control - handling Guest Priorities and request.	PPT	Books & Websites	Oral & Written test
12	2	<u>IV</u>	Types of rooms - cleaning routines - Inspection.	PPT, Roleplay	Books & Websites	Oral & Written test
13	2	<u>V</u>	Host culture - Landscaping	PPT	Books & Websites	Oral & Written test
14	2	<u>V</u>	Facilities and equipment	PPT	Books & Websites	Oral & Written test
		<u>V</u>	Types of gardens - safety and	PPT	Books & Websites	Oral & Written test

Academic Year : 2021 - 22

Class : II BBA

Subject : Human Resource Management and Development

Hours / Week : 5

Credits : 4

Semester : IV

Class Code : U08

Subject Code : UCBAK20

Total Hours : 90

Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	I	Introduction to HRM - Meaning - Nature Functions of HRM - Objectives of HRM	ppt, Case studies	Books, websites, journals	Oral and written test
2	5	I	Difference between HRM and Personnel Management	ppt, offline teaching	Books, websites	Oral and written test.
3	5	I	Human Resource Planning - Meaning - Importance.	Offline mode, case studies	Books, websites	Oral and written test.
4	5	<u>II</u>	HRIS (Human Resource Information System)	Offline mode, case studies	Books	Oral and written test
5	5	<u>II</u>	Recruitment - meaning - factors - Process - Selection - Meaning - Process.	Offline mode, case studies	Books	Oral and written test
6	5	<u>II</u>	Induction and orientation - meaning Strategic choices - Problems - Performance Appraisal - Training	Offline mode, case studies	Books	Oral and written test.

7	5	III	Career Development - Role - Initiatives Talent management - lifecycle - Initiatives	Offline mode, Case studies	Books, cite HR.com	Oral test
8	5	III	QWL - factors - job analysis - meaning Process - methods - job design - meaning	Offline mode	Books, cite HR.com	Oral test
9	5	III	Approaches - Participative management - Separation - meaning - Types - Causes.	Offline mode	Books, websites	Oral test, Written test
10	5	IV	Employee welfare - meaning - Merits and demerits - Types - Approaches - Safety - meaning - Need.	Offline mode, Case studies	Books	Oral test
11	5	IV	Health - Physical Health - Health Services - Mental health - work stress - Coping strategies	Offline mode	Books	Oral test
12	5	IV	Trade unions - meaning - Reasons - Strategic choices - Disputes - Causes and Settlement.	Offline mode	Books,	Oral test
13	5	V	HR Audit - meaning - Need - approaches - HR Ethics - meaning - Sources - importance	Offline mode	Books, Journals	Oral test
14	5	V	HR ethical issues - managing ethics - challenges in HR	Offline mode	Books	Oral test
15	5	V	E - HR	Offline mode	Books	Oral test.

LESSON PLAN

Academic Year : 2021-22
 Class : I B.Sc Psychology
 Subject : Organisational Behaviour
 Hours / Week : 5
 Credits :

Semester : II
 Class Code :
 Subject Code :
 Total Hours : 90
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	5	I	Organisational Behaviour - meaning - Nature - importance - Role - historical development of OB	Offline mode	Books, websites	Written test
2	5	I	Organisation as a Social System - Socio-technical System - open system - factors affecting OB.	Offline mode	Books, Journals	Written test
3	5	I	Group decision making Process - Small group behaviour.	Offline mode, case studies	Books, websites	Written test
4	5	II	meaning of group and group dynamics - Reasons for the formation of groups - features - Theories - Types.	Offline mode	Books, Journals	Oral & written test
5	5	II	Group Cohesiveness - factors - group Constraints over organisation	Offline mode	Books	Oral & written test
6	5	II	Environmental factors - Managerial Performance.	Offline mode	Books	Oral test.

7	5	III	Leadership Concept - features - Theories - styles - Managerial grid	Offline mode	Books, websites	Written test
8	5	III	Leadership Continuum - effectiveness - Motivation - importance - motivators -	Offline mode, case studies	Books	Oral test
9	5	III	Financial and Non financial motivators Theories - morale - features - Determinants.	Offline mode, case studies	Books	Written test
10	5	IV	Organisational Culture - Determinants - features - types - functions - organisational climate - Determinants.	Offline mode, case studies.	Books	Oral test
11	5	IV	Distinction b/w culture and climate - Organisational effectiveness - factors - Approaches - Conflict - features.	Offline mode	Books	Written test
12	5	IV	Sources - stages of conflict - Measures to stimulate conflict.	Offline mode	Books, websites	Written test
13	5	V	Management of change - importance - resistance to change - Causes - Concept of social change.	Offline mode, case studies	Books & websites	Oral test
14	5	V	Factors contributing to organisational change.	Offline mode, case studies	Books & websites.	Oral test

Academic Year : 2021-22
 Class : II BBA (SBE)
 Subject : Hotel planning and Administration
 Hours / Week : 2
 Credits : 2

Semester : IV
 Class Code : V08
 Subject Code : USBAD420
 Total Hours : 30
 Total Marks : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	2	I	Origin - Introduction - Types of hotel and their categorisation	Offline mode	Books, websites	Oral test
2	2	I	Hotel chain associations	Offline mode	Books, websites	Written test
3	2	I	Organisational structure of a hotel - Hotel management and operations	Offline mode	Books, websites	Oral & written test
4	2	II	Front office - Definition - Qualities of front office personnel	Offline mode	Books, websites	Oral & written test
5	2	II	Duties and Responsibilities of front office personnel.	Offline mode, case studies	Books	Oral & written test
6	2	II	Organisation chart - Guest cycle stage.	Offline mode, case studies	Books	Oral test

7	2	III	Housekeeping - Definition - Types of Rooms - Competencies.	offline mode,	Books, Websites	Oral & Written test
8	2	III	Duties and Responsibilities of front office Personnel.	offline mode	Books, Websites	Oral test
9	2	III	Organisation chart.	offline mode	Books, Websites	Oral test.
10	2	IV	Control desk - files and registers - Coordination and Control	offline mode	Books, Websites	Oral test
11	2	IV	Handling guest Priorities & request-cleaning of Rooms and bathroom.	offline mode	Books	Oral test
12	2	IV	Bed Making Process - Turndown Services - Inspection.	offline mode, case studies	Books & Websites	Oral test
13	2	V	Horticulture - Landscaping - facilities and equipment	offline mode, case studies	Books	Oral test
14	2	V	Types of garden - Safety in housekeeping	offline mode	Books	Oral test.
15	2	V	Security in housekeeping	offline mode	Books	Oral test.

Academic Year : 2021-22
 Class : III BBA (SBE)
 Subject : Hotel Planning and Administration
 Hours / Week : 02
 Credits : 02

Semester : VI
 Class Code : U08
 Subject Code : USBAD 20
 Total Hours : 30
 Total Marks : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
1	2	I	Origin - classification of Hotel	Offline mode	Books & Websites	Oral test
2	2	I	Private, Public, Regional, National and International Hotels	Offline mode	Books, Websites	Oral & Written test
3	2	I	Hotel associations and their operations	Offline mode, case studies	Books, Magazines	Written test
4	2	II	Front office - Introduction - Qualities of front office staff.	Offline mode, Case studies	Books, Journals	Oral test
5	2	II	Front office and Salesmanship - Competencies	Offline mode, Case studies	Books, Magazines	Written test
6	2	II	Duties and Responsibilities of front office personnel.	Offline mode, Case studies	Books, Journals	Oral test

7	2	<u>III</u>	Housekeeping - Types of rooms - Competencies of housekeeping Personnel	offline mode	Books	Oral test
8	2	<u>III</u>	Safety and Security in housekeeping	offline mode, case studies	Books	Written test
9	2	<u>III</u>	Duties and responsibilities of housekeeping Personnel.	offline mode	Books, Magazines	Oral test
10	2	<u>N</u>	Control desk - files and registers - Coordination and Control.	offline mode	Books, Magazines	Written test
11	2	<u>N</u>	Handling guest Priorities and request - types of rooms	offline mode	Books, Magazines	Oral test
12	2	<u>N</u>	cleaning routines - Guest room Inspection.	offline mode	Books, Magazines	Written test
13	2	<u>V</u>	8 Horticulture - Landscaping.	offline mode	Books, Journals	Oral test
14	2	<u>V</u>	Facilities and equipment - Types of garden.	offline mode	Books, Journals	Written test

WORK DONE

Academic Year : 2021 - 22
 Class : II MBA

Semester : III
 Class Code : PEFNB20

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
18/21 to 31/8/21	II MBA	Definition of Merchant Banking- Functions	Books, Websites	PPT, Case studies
1/8/21 to 11/8/21	II MBA	Responsibilities of Merchant bankers	Books, Websites	PPT
8/8/21 to 17/8/21	II MBA	SEBI Guidelines - Defaults of Merchant bankers and Penalty Points	Books	PPT, Quizzes
10/8/21 to 19/9/21	II MBA	Code of Conduct for Merchant bankers - Difference between Merchant & Commercial banking	Books	PPT.
16/9/21 to 19/9/21	II MBA	Capital market Instruments - Meaning Types - Preference & equity shares	Books	PPT, Whiteboard
13/9/21 to 21/9/21	II MBA	Non-voting equity shares - CPs - Innovative debt Instruments.	Books	PPT, Edmodo.
22/9/21 to 29/9/21		I CA Examinations		
30/9/21 to 11/10/21	II MBA	Factoring - meaning - Mechanism - features	Books & websites	PPT
14/10/21 to 18/10/21	II MBA	Legal aspects of factoring - Types Advantages and disadvantages	Books & websites	PPT, Case studies
11/10/21 to 13/10/21	II MBA	Players - functions of factoring - forfeiting - Definition - steps - Mechanics	Books & websites	PPT, case studies, Quizzes
14/10/21 to 16/10/21	II MBA	Advantages - Factoring vs forfeiting IDR - Book Building - Green shoe option	Books	Lecture <i>And 13/10/21</i>
18/10/21 to 23/10/21	II MBA	Merger - Acquisition - Takeover - Types of Merger - Venture capital	Books	Lecture
25/10/21 to 30/10/21	II MBA	Stages of Venture capital finance - Leasing - meaning - Elements - Types	Books, Websites	Lecture
1/11/21 to 6/11/21	II MBA	Players - Merits and demerits - Hire purchase finance - meaning.	Books	Lecture
8/11/21 to 13/11/21.	II MBA	Consumer finance - meaning - Types Credit rating - Definition - features	Books	Lecture, Case studies

WORK DONE

Academic Year : 2021-22
Class : II BBA

Semester : V
Class Code : UCBA17

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
09/8/21 to 13/8/21	<u>III</u> BBA	Definition of Banking - Types - RBI - objectives - Functions	Books, websites	PPT, Case studies
16/8/21 to 19/8/21	<u>II</u> BBA	E-Banking - meaning - Services - benefits - Initiatives - Internet banking	Books, Newspaper.	PPT, Quizziz
28/8/21 to 27/8/21	<u>II</u> BBA	Merits - Demerits - Services of Internet banking	Books, Journals	PPT, Edmodo
30/8/21 to 4/9/21	<u>II</u> BBA	Commercial banking - functions - opening of Accounts - meaning - Types	Books, websites	PPT
6/9/21 to 9/9/21	<u>II</u> BBA	Steps in opening accounts - Bank Customer - Relationship - Types	Books.	PPT
13/9/21 to 21/9/21	<u>III</u> BBA	Minor - Partnership - Joint stock	Books	PPT, Case studies
22/9/21 to 9/9/21	<u>II</u> BBA	Trustees - Types - Methods.	Books, websites	PPT, Quizziz
30/9/21 to 1/10/21	<u>II</u> BBA	Joint accounts - Types	Books, Newspaper	PPT
4/10/21 to 8/10/21	<u>III</u> BBA	Negotiable Instruments - meaning features - cheques - types.	Books	PPT, Edmodo
11/10/21 to 13/10/21	<u>II</u> BBA	Promissory notes - features - Bill of exchange - features.	Books	PPT <i>13/10/21</i>
14/10/21 to 16/10/21	<u>III</u> BBA	Types of Bills of Exchange - Endorsements - meaning - Components	Books, websites	Lecture
18/10/21 to 23/10/21	<u>III</u> BBA	Types of Endorsements - Effects of Endorsement	Books	Lecture
25/10/21 to 30/10/21	<u>III</u> BBA	Crossing of cheques - meaning - objectives - Need - types	Books	Lecture
1/11/21 to 6/11/21	<u>II</u> BBA	Consequences - Paying Banker - meaning - Banker's duty.	Books	Lecture
8/11/21 to 13/11/21	<u>III</u> BBA	Refusal of cheque payment - Collecting banker - meaning	Books, Journals	Lecture.

WORK DONE

Academic Year : 2021-22
 Class : III BBA (8BE)

Semester : V
 Class Code : USBAD320

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9/8/21 to 13/8/21	III BBA	Origin - Introduction of Hotel	Books	PPT
16/8/21 to 19/8/21	III BBA	Types of hotel and their categorisation	Websites, Magazines	PPT, case studies
23/8/21 to 27/8/21	III BBA	Hotel chain associations	Books, websites	PPT
30/8/21 to 4/9/21	III BBA	Organisational structure of a Hotel- Hotel management and operations.	Books	PPT, Quizz
6/9/21 to 9/9/21	III BBA	Front office - Definition - Qualities	Books x Magazines	PPT
13/9/21 to 21/9/21	III BBA	Duties and responsibilities of front office Personnel.	Books	PPT x case studies
22/9/21 to 29/9/21	III BBA	Organisation chart of front office	Books x Websites.	PPT x case studies
30/9/21 to 1/10/21	III BBA	Guest Cycle stage.	Books	PPT
4/10/21 to 8/10/21	III BBA	Housekeeping - Definition - Types of rooms.	Books	PPT
11/10/21 to 13/10/21	III BBA	Competencies of Housekeeping Personnel.	Books x Websites	PPT x case studies
14/10/21 to 16/10/21	III BBA	Safety and Security in Housekeeping	Books	Lecture ^{14/10/21}
18/10/21 to 23/10/21	III BBA	Duties and Responsibilities of Housekeeping Personnel	Books	Lecture, case studies
25/10/21 to 30/10/21	III BBA	Control desk - files and registers - Coordination and Control.	Books, Websites	Lecture, Case studies
1/11/21 to 6/11/21	III BBA	Handling guest Priorities and request	Books, Journals	Lecture
8/11/21 to 13/11/21	III BBA	Types of rooms.	Books	Lecture

WORK DONE

Academic Year : 2021-22
Class : II BBA (SBE)

Semester : III
Class Code : USBAD517

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9/8/21 to 13/8/21	II BBA	Origin - Introduction of Hotel	Books	PPT & case studies
16/8/21 to 19/8/21	II BBA	Types of Hotel and their categorisation	Books & websites	PPT
23/8/21 to 27/8/21	II BBA	Hotel chain associations	Books	PPT & case studies
30/8/21 to 4/9/21	II BBA	Organisational structure of a Hotel Hotel management and operations	Books, Journals	PPT & Quizziz
6/9/21 to 9/9/21	II BBA	Front office - Definition - Qualities of front office Personnel.	Books	PPT
13/9/21 to 21/9/21	II BBA	Duties and Responsibilities of front office Personnel.	Books, Websites	PPT & case studies
22/9/21 to 29/9/21	II BBA	Organisation chart of front office	Books	PPT & Quizziz
30/9/21 to 1/10/21	II BBA	Guest Cycle stage.	Books & websites	PPT
4/10/21 to 8/10/21	II BBA	Housekeeping - Definition - Types of Rooms	Books & Magazines	PPT & case studies.
11/10/21 to 13/10/21	II BBA	Competencies of Housekeeping Personnel.	Books	PPT <i>13/10/21</i>
14/10/21 to 16/10/21	II BBA	Safety & Security in Housekeeping	Books, websites	Lecture
18/10/21 to 23/10/21	II BBA	Duties and Responsibilities of Housekeeping Personnel	Books	Lecture, Case studies
25/10/21 to 30/10/21	II BBA	Control desk - files and registers - Coordination and Control.	Books	Lecture
1/11/21 to 6/11/21	II BBA	Handling guest Priorities and request.	Books	Lecture
8/11/21 to 13/11/21	II BBA	Types of rooms	Books, Journals	Lecture

WORK DONE

Academic Year : 2021 - 22
 Class : II BBA

Semester : IV
 Class Code : UCBAK20

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
3/2/22 to 6/2/22	II BBA	Introduction to HRM - Meaning - Nature	Books, Websites	Lecture
8/2/22 to 13/3/22 to 6/3/22	II BBA	Functions - objectives of HRM	Books	Lecture
7/3/22 to 11/3/22	II BBA	Difference between HRM and PM - HRP - Importance - HRIS - steps.	Books, Websites	Lecture, Case studies
4/3/22 to 9/3/22	II BBA	Recruitment - factors - Process - Selection - Process.	Books	Lecture
2/3/22 to 26/3/22	II BBA	Induction and orientation - Performance appraisal - Objectives - Problems.	Books	Lecture
8/3/22 to 30/3/22	II BBA	Methods of Performance appraisal - Training - Process - Methods.	Books	Lecture, Case studies
5/3/22 to 5/7/4/22		I CA Examinations		
8/4/22 to 9/4/22	II BBA	Career Development - Roles - Initiatives	Books	Lecture
11/4/22 to 12/4/22	II BBA	Talent Management - Life cycle - Initiatives	Books	Lecture, Case studies
18/4/22 to 23/4/22	II BBA	QWL - factors - Job analysis - meaning - Process	Books, Websites	Lecture
25/4/22 to 30/4/22	II BBA	Methods of Job analysis - Job design - meaning - Approaches.	Books, Journals	Lecture
2/5/22 to 7/5/22	II BBA	Employee welfare - Meaning - Merits and Demerits - Types - Approaches.	Books, Journals	Lecture, Case studies
9/5/22 to 13/5/22	II BBA	Safety - Meaning - Need - Health - Physical health - Health services - Mental health.	Books, Websites	Lecture
16/5/22 to 19/5/22	II BBA	Work stress - Coping strategies - Trade unions - Reasons - Strategic changes	Books, Journals	Lecture
23/5/22 to 25/5/22	II BBA	Disputes - Causes and Settlement.	Books, Magazines	Lecture

WORK DONE

Academic Year : 2021-22
Class : I B.Sc (Psychology)

Semester : II
Class Code : UA0BA20

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23/2/22 to 26/2/22	I B.Sc Psychology	Organisational Behaviour - meaning - Nature - Importance - Role.	Books	Lectures, Case studies
28/2/22 to 11/3/22 to 6/3/22	I B.Sc Psycho	Historical development of OB - Org as a social system - Sociotechnical system	Books, websites	Lecture
7/3/22 to 11/3/22	I B.Sc Psycho	Open system - factors affecting OB - Environmental factors - Constraints	Books	Lecture
14/3/22 to 19/3/22	I B.Sc Psycho	Group - group dynamics - Reasons - features - Theories - Types - group cohesiveness	Books	Lecture
21/3/22 to 26/3/22	I B.Sc Psycho	Factors influencing group cohesiveness - group decision making process	Books, websites	Lecture
28/3/22 to 30/3/22	I B.Sc Psycho	Small group behaviour	Books	Lecture, Case studies
31/3/22 to 7/4/22		I CA Examinations		
8/4/22 to 9/4/22	I B.Sc Psycho	Leadership concept - characteristics - Leadership theories	Books, Magazines	Lecture
11/4/22 to 12/4/22	I B.Sc Psycho	Leadership styles - Managerial grid	Books, Journals	Lecture, Case studies
18/4/22 to 23/4/22	I B.Sc Psycho	Leadership Continuum - Leadership effectiveness.	Books	Lecture
25/4/22 to 30/4/22	I B.Sc Psycho	Motivation - Importance - Motivators - Financial and Non-financial.	Books, Magazines	Lecture, Case studies
2/5/22 to 7/5/22	I B.Sc Psycho	Organisational Culture - Determinants features - Types - functions.	Books, websites	Lecture
9/5/22 to 13/5/22	I B.Sc Psycho	Organisational climate - Determinants organisational effectiveness - factors	Books websites	Lecture
6/5/22 to 9/5/22	I B.Sc Psycho	Approaches - Conflict - features - Sources - stages - Measures.	Books, websites	Lecture
3/5/22 to 5/5/22	I B.Sc Psycho	Management of change - importance Resistance to change - Causes.	Books, websites	Lecture

WORK DONE

Academic Year : 2021 - 22
 Class : II BBA (SBE)

Semester : IV
 Class Code : USBADA20

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23/2/22 to 26/2/22	II BBA	Origin - Introduction - Types of hotel	Books, Magazines	Lecture
28/2/22, 1/3/22 to 6/3/22	II BBA	Hotel chain Associations - Organisation Structure of a hotel	Books, Journals	Lecture
7/3/22 to 11/3/22	II BBA	Hotel management and operations	Books	Lecture, Case studies
14/3/22 to 19/3/22	II BBA	Front office - Qualities - Duties and Responsibilities of front office	Books, websites	Lecture
21/3/22 to 26/3/22	II BBA	Organisation chart	Books, websites	Lecture, Case studies
28/3/22 to 30/3/22	II BBA	Guest Cycle stage	Books	Lecture.
31/3/22 to 7/4/22	II BBA	I CA Examinations		
8/4/22 to 9/4/22	II BBA	Housekeeping - Definition - Types of Room	Books	Lecture
11/4/22 to 12/4/22	II BBA	Competencies of Housekeeping Personnel	Books	Lecture
18/4/22 to 23/4/22	II BBA	Duties and Responsibilities of Housekeeping Personnel	Books, Magazines	Lecture, Case studies
25/4/22 to 30/4/22	II BBA	Organisation chart of housekeeping department	Books	Lecture.
2/5/22 to 7/5/22	II BBA	Concierge Desk - Files and Register - Coordination and Control.	Books, websites	Lecture
9/5/22 to 13/5/22	II BBA	Handling guest Priorities and request cleaning of Rooms and Bathroom.	Books, websites	Lecture
16/5/22 to 19/5/22	II BBA	Bed making Process - Evening Service - Inspection - Hoath culture	Books, websites	Lecture
23/5/22 to 25/5/22	II BBA	Landscaping - Facilities equipment	Books	Lecture

WORK DONE

Academic Year : 2021-22
 Class : III BBA (SBE)

Semester : VI
 Class Code : VSBAD620

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23/2/22 to 26/2/22	III BBA	Origin - classification of hotel	Books	Lecture
28/2/22, 11/3/22 to 6/3/22	III BBA	Private, Public, regional, national & international hotels	Books, Magazines	Lecture, Case studies
7/3/22 to 11/3/22	III BBA	Hotel associations and operators	Books, Journals	Lecture
14/3/22 to 19/3/22	III BBA	Front office - Qualities of staff.	Books, Websites	Lecture, Case studies
21/3/22 to 26/3/22	III BBA	Front office and salesmanship	Books	Lecture
28/3/22 to 30/3/22	III BBA	Duties and Responsibilities of front office personnel.	Books	Lecture, case studies
31/3/22 to 7/4/22		I CA Examinations		
8/4/22 to 9/4/22	III BBA	Housekeeping - Definition - Types of rooms	Books, Journals	Lecture
11/4/22 to 12/4/22	III BBA	Competencies of Housekeeping Personnel	Books	Lecture.
18/4/22 to 28/4/22	III BBA	Duties and Responsibilities of housekeeping Personnel	Books	Lecture
25/4/22 to 30/4/22	III BBA	Layout - organization chart of housekeeping Department	Books	Lecture.
02/5/22 to 07/5/22	III BBA	Control Desk - Files and Registers - Coordination and Control.	Books	Lecture
09/5/22 to 13/5/22	III BBA	Handling guest priorities and request - cleaning of rooms and bathroom.	Books, websites	Lecture
16/5/22 to 19/5/22	III BBA	Bed making Process - Evening Service - Inspection - Health Culture.	Books	Lecture
23/5/22 to 25/5/22	III BBA	Landscaping - Facilities & equipment	Books	Lecture

26/5/22 to 02/6/22		<u>II</u> CA Examinations		
3/6/22 to 4/6/22	<u>III</u> BBA	Types of Garden - Safety in housekeeping	Books	Lecture.
6/6/22 to 10/6/22.	<u>III</u> BBA	Security in housekeeping	Books	Lecture.



Auxilium College (Autonomous)

(Accredited by NAAC with A⁺ Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006.

FACULTY RECORD

Name : P. RAJESWARI
Department : BUSINESS ADMINISTRATION
Academic Year : 2021 - 2022
Institutional Mail ID : rajeswari bba @ auxilium College . edu . in
Mobile No. : 9600450035
ERP. ID : AUXMBA121

Institutional Responsibility	Department Responsibility
	<ul style="list-style-type: none">* Co-ordinator for Online course - IBBA* IBBA Class Tutor

LESSON PLAN

Academic Year : 2021-2022
Class : II BBA
Subject : ECONOMICS FOR BUSINESS.
Hours / Week : 5
Credits : 5

Semester : III
Class Code :
Subject Code : UAEBA20
Total Hours : 90
Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	6	I	Introduction to Managerial Economics Definition, Characteristics, Scope	Online Teaching PPT	Managerial Economics P. L. Mehta Sultan Chand & Sons	Oral test, Quiz Written test
II	6	I	Uses - Roles and Responsibilities of Managerial Economist -	Online Teaching PPT	Managerial Economics. P. L. Mehta Sultan Chand.	Quiz, Oral test Written test
III	6	I	Econometrics - Meaning - Models	Online Teaching PPT Lecture	Managerial Economics P. L. Mehta Sultan Chand.	Quiz, Oral test, Written test
IV	6	II	Demand Analysis - Meaning - Law of demand - Types of demand	Online Teaching PPT Lecture	Managerial Economics. S. Sankaran Margham Publications	Quiz Oral test Written test
V	6	II	Price and demand - Income and demand - Elasticity of demand. Types of elasticity of demand	Online Teaching PPT Lecture	Managerial Economics S. Sankaran Margham Publications	Oral test Quiz Written test
VI	6	II	Indifference curve analysis - Demand forecasting	Online Teaching PPT Lecture	Managerial Economics. S. Sankaran Margham Publications	Quiz Written test

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<u>VII</u>	6	<u>III</u>	Supply - Meaning - Supply Schedule - Law of supply - Supply Curve	On line Teaching PPT Lecture	Managerial Economics Sankaran Margham Publications	Oral test Written test
<u>VIII</u>	6	<u>III</u>	Determinants of supply - Contraction and Expansion of supply - Increase and decrease in supply.	Online Teaching PPT Lecture	Managerial Economics Sankaran Margham Publications	Oral test Written test
<u>IX</u>	6	<u>III</u>	Elasticity of supply - Break even analysis - Determination - Assumptions - Advantages - Limitations - Cost - types.	Online Teaching PPT Lecture	Managerial Economics Sankaran Margham Publications	Oral test Written test
<u>X</u>	6	<u>IV</u>	Law of Return - Law of Variables Return - Production function -	Online PPT Lecture	Managerial Economics Sankaran Margham Publications	Oral test Written test
<u>XI</u>	6	<u>IV</u>	Pricing methods and strategies - objectives - Factors - Methods of pricing	On line PPT Lecture	Managerial Economics Sankaran Margham Publications	Oral test Written test
<u>XII</u>	6	<u>IV</u>	Role of government - Dual pricing - price Discrimination	On line PPT Lecture	Managerial Economics Sankaran Margham Publications	Quiz Oral test
<u>XIII</u>	6	<u>V</u>	Market Competition - Perfect Competition - Definition - Features.	Online PPT Lecture	Managerial Economics Sankaran Margham Publications	Written test Oral test
<u>XIV</u>	6		Features - Conditions - Price Determination under perfect competition - Equilibrium price	On line PPT Lecture	Managerial Economics Sankaran Margham Publications	Quiz Oral test
<u>XV</u>	6		Monopoly - Definition - Types -	On line PPT	Managerial Economics	Written test

LESSON PLAN

Academic Year : 2021-2022.
Class : I MBA
Subject : ECONOMICS FOR MANAGEMENT
Hours / Week : 6
Credits : 3

Semester : I
Class Code :
Subject Code : PCBAC 20
Total Hours : 90
Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	6	I	Definition, scope, types, kinds of Economics, Themes, Macro & micro, Econometrics Problems.	Lecture PPT	Managerial Economics. P.L. Mehta Sultan Chand.	Oral test, Class discussion Quiz
II	6	I	Production possibility Frontier, efficiency, Market mechanism, Role of Government, Rise of welfare state.	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Written test, Oral test Quiz
III	6	I	Consumption function, Investment function, Accelerator. Marginal efficiency, multiplier	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Class discussion Oral test Written test
IV	6	II	Demand and supply Analysis, Law of supply and demand Elasticity of demand	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Oral test, Written test, Class discussion
V	6	II	Elasticity of supply, types Changes in market Equilibrium	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Quiz Oral test, Written test
VI	6	II	Demand forecasting, Techniques. Demand forecasting for new products.	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Class Discussion Oral test Quiz

<u>VII</u>	6	<u>III</u>	Law of Diminishing Utility, Indifference curve,	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Oral test, Quiz class discussion
<u>VIII</u>	6	<u>III</u>	Cost of production. Short and Long run Cost function	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Oral test, Written test, Quiz
<u>IX</u>	6	<u>III</u>	Economies of scale Dis Economies of scale.	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	class discussion Oral test Written test
<u>X</u>	6	<u>IV</u>	Pricing Equilibrium of firm	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Oral test, Quiz class discussion
<u>XI</u>	6	<u>IV</u>	Perfect Competition, Monopoly and Price discrimination, Revenue - Types & Relationship.	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Quiz, Oral test Written test
<u>XII</u>	6	<u>IV</u>	Monopolistic and Oligopoly Competition, Stabilisation Policies.	Lecture PPT	Managerial Economics P.L. Mehta Sultan Chand	Oral test, Written test, Quiz
<u>XIII</u>	6	<u>V</u>	Business cycle Challenges of Economic Development Unemployment	Lecture PPT	Managerial Economics H.L. Ahuja Chand Publications	Quiz, Class discussion Oral.
<u>XIV</u>	6	<u>V</u>	Macro economics, National Income & Expenditure.	Lecture PPT	Managerial Economics H.L. Ahuja Chand Publications	Quiz, Class discussion Oral test
<u>XV</u>	6	<u>V</u>	Macro Economic Aggregates	Lecture PPT	Managerial Economics H.L. Ahuja	Oral test

LESSON PLAN

Academic Year : 2021-2022
Class : I BBA
Subject : Principles of Management
Hours / Week : 5
Credits : 4

Semester : I
Class Code :
Subject Code : UCBAA 20
Total Hours : 90
Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	5	I	Introduction- Concept Nature, Scope of Management	Lecture PPT Online	Principles & Practices of Management L.M. Prasad Sultan Chand & Sons	Oral discussion Written test Quiz
II	5	I	Management functions Management Roles	Online PPT Lecture	Principles & Practices of Management L.M. Prasad Sultan Chand & Sons	Written test Oral test, Quiz
III	5	I	Levels of Management Contribution given by Henri Fayol, Taylor, Peter Drucker.	Online PPT Lecture	Principles & Practices of Management L.M. Prasad Sultan Chand	Oral test Quiz, Written test
IV	5	II	Planning - Concept- Features Nature - Process, Types	Online PPT Lecture	Principles & Practices of Management L.M. Prasad Sultan Chand	Class Discussion Oral test Quiz
V	5	II	SWOT Analysis To Formulate Strategy Decision making - Concept - Types.	Online PPT Lecture	Principles & Practices of Management L.M. Prasad Sultan Chand	Oral test, Class discussion Quiz
VI	5	II	Process - Barriers Steps to overcome the Barriers	Online PPT Lecture	Principles & Practices of Management L.M. Prasad Sultan Chand	Oral test, Written test, Quiz

<u>VII</u>	5	<u>III</u>	Organizing - Concept Types of structure - Difference between Formal & Informal structure.	Lecture PPT.	Principles & Practices of Management L.M. Prasad Sultan Chand	Oral test Written test Class discussion
<u>VIII</u>	5	<u>III</u>	Span of Control Authority - Sources - Types.	Lecture PPT	Principles & Practices of Management L.M. Prasad Sultan Chand	Oral test, Quiz, Class discussion
<u>IX</u>	5	<u>III</u>	Delegation - Concept - Principles - How to delegate effectively. Distinction between Centralisation Decentralisation	Lecture, PPT	Principles & Practices of Management L.M. Prasad Sultan Chand	Quiz, Oral test, Class discussions
<u>X</u>	5	<u>IV</u>	Staffing - Meaning - Nature. Purpose - Importance - Functions	Lecture, PPT	Principles & Practices of Management L.M. Prasad Sultan Chand	Oral test, Quiz class discussion
<u>XI</u>	5	<u>IV</u>	Directing - Concept - Meaning. Significance - Nature - Principles.	Lecture PPT	Principles & Practices of Management L.M. Prasad Sultan Chand	Quiz Oral test, class discussion
<u>XII</u>	5	<u>IV</u>	Techniques of Directing Direction & Supervision	Lecture PPT	Principles & Practices of Management L.M. Prasad Sultan Chand	Oral test Quiz Class discussion
<u>XIII</u>	5	<u>V</u>	Co-ordination & Control - Concept Need, Types.	Lecture PPT	Principles & practices of mgmt L.M. Prasad Sultan Chand	Quiz Oral test Class discuss
<u>XIV</u>	5	<u>V</u>	Principles of Coordination Techniques of Coordination	Lecture PPT	Principles of Management L.M. Prasad Sultan Chand	Oral discussions
<u>XV</u>	5	<u>V</u>	Control - Nature - Purpose Process - Problem	Lecture PPT	Principles of Management L.M. Prasad	Written test

LESSON PLAN

Academic Year : 2021-22
Class : I BBA
Subject : Organisational Behaviour.
Hours / Week : 5
Credits : 4

Semester : Even VI
Class Code :
Subject Code : UCBAC 20
Total Hours : 90
Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	5	I	Introduction to OB: Introduction - Concept of OB-Definition Challenges of OB - Role of OB	Lecture	Organisational Behaviour - L.M. Prasad Sultan Chand & Sons.	Oral Discussion
II	5	I	OB Models - Hawthorne Experiments	PPT	Organisational Behaviour - L.M. Prasad Sultan Chand & Sons.	Oral Discussion
III	5	III	Nature of human behaviour, Concept, Process, Models of Man	PPT	Organisational Behaviour - L.M. Prasad. Sultan Chand & Sons.	Quiz
IV	5	II	Individual level Concept: Perception - Concept - Process - Inter Personal Perception - Developing Perceptual skills.	Lecture	Organisational Behaviour - L.M. Prasad Sultan Chand & Sons.	Quiz
V	5	II	Learning Concept - Nature Components of learning - Factors affecting learning.	Lecture	Organisational Behaviour - L.M. Prasad Sultan Chand & Sons.	Quiz
VI	5	II	Personality - Concepts - Determinants Theories Measurements	Lecture	Organisational Behaviour - L.M. Prasad. Sultan Chand & Sons.	Class discussion

<u>VII</u>	5	<u>III</u>	Group Level Concept: Attitude - Concept - Features - Factors in attitude formation - Attitude relevant for OB	PPT	Organisational Behaviour LM Prasad Sultan Chand & Sons	Written test
<u>VIII</u>	5	<u>III</u>	Motivation - Types of needs - Theories: Maslow's - Herzberg - Motivation Theories Vroom's McClelland	PPT	Organisational Behaviour LM Prasad Sultan Chand & Sons	Written test
<u>IX</u>	5	<u>III</u>	Group Dynamics - Concept - Features Types - Difference between formal and informal groups.	Lecture	Organisational Behaviour LM Prasad Sultan Chand & Sons	Oral test
<u>X</u>	5	<u>IV</u>	Concepts related to leadership, stress & conflicts Leadership - concept - Importance Leadership theories.	Lecture	Organisational Behaviour LM Prasad Sultan Chand & Sons	Quizz
<u>XI</u>	5	<u>IV</u>	Organisational Conflict - Concept - Stages types, Conflict Resolution.	Lecture	Organisational Behaviour LM Prasad Sultan Chand & Sons	Quizz
<u>XII</u>	5	<u>IV</u>	Stress Meaning Causes Effects, Stress Coping Strategies	PPT	Organisational Behaviour LM Prasad Sultan Chand & Sons	Oral Discussion
<u>XIII</u>	5	<u>V</u>	Understanding the Organisation - Organisational Change - Factors planned Change - process.	PPT	Organisational Behaviour LM Prasad Sultan Chand & Sons	Oral Discussion
<u>XIV</u>	5	<u>V</u>	Resistance to Change MBO	Lecture	Organisational Behaviour LM Prasad Sultan Chand & Sons	Written test
<u>XV</u>	5	<u>V</u>	Organisational Climate Organisational Culture	Lecture	Organisational Behaviour LM Prasad	Quizz

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LESSON PLAN

Academic Year : 2021-22.
 Class : II BBA
 Subject : Research Methodology.
 Hours / Week : 3.
 Credits : 4

Semester : Even, VI
 Class Code :
 Subject Code : UCBAJ20
 Total Hours : 45
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	3	I	INTRODUCTION TO RESEARCH METHODOLOGY. Definition to Research - Meaning. Objectives.	Lecture	Research Methodology, C.R. Kothari, New Age. International.	Quizz
II	3	I	Types of research Research process.	PPT	Research Methodology C.R. Kothari, New age International	Quizz
III	3	I	Qualities of a researcher. Criteria of good research - Problems. encountered in research	Lecture	Research methodology C.R. Kothari new age International	Oral Test
IV	3	II	RESEARCH DESIGN & HYPOTHESIS TESTING: Definition of research problem, Research design - Features of good research design.	Lecture	Research Methodology, C.R. Kothari, New age International	Oral Test
V	3	II	Types of research design Factors affecting research design	PPT	Research Methodology, C.R. Kothari, New age International.	Written test
VI	3	II	Hypothesis - Meaning - definition - need for hypothesis - Formulation of hypothesis Test of Hypothesis - Test of Hypothesis Type I & II error.	PPT	Research Methodology, C.R. Kothari, New age. International	Written test

VII	3	III	SAMPLING TECHNIQUES Sampling techniques - Need for sampling techniques - types of sampling	PPT	Research Methodology, C.R. Kothari, New age international	Quizz
VIII	3	III	Merits and demerits of sampling Sampling and non sampling error Sampling distribution.	PPT	Research Methodology, C.R. Kothari, New age international	Quizz
IX	3	III	Essential Quality of good sampling Requisites in determining the sampling size.	Lecture	Research Methodology, C.R. Kothari, New age international	Written test
X	3	IV	METHODS OF DATA COLLECTION Collection of primary & secondary data Interview techniques - survey & interview Method - merits & demerits.	Lecture	Research Methodology, C.R. Kothari, New age international	Oral test
XI	3	IV	Questionnaire - Pre requisites of using questionnaires. Structured & unstructured questionnaires	Lecture	Research Methodology, C.R. Kothari, New age international	Oral test
XII	3	IV	Types of secondary data Measurement of scaling techniques.	PPT	Research Methodology, New age International.	Written test
XIII	3	V	REPORT WRITING. Meaning & techniques of Interpretation Data preparation process.	PPT	Research Methodology, P. Ravilochanan, Margham Publications	Written test
XIV	3	V	Types of analysis Significance of report writing	Lecture	Research Methodology, P. Ravilochanan, Margham Publications	Quizz
XV	3	V	Layout of research report Types of report - Statistical Packages	PPT	Research Methodology, Margham Publications	Quizz

LESSON PLAN

Academic Year : 2021-22.
 Class : III BBA
 Subject : SBE - HOSPITAL PLANNING & ADMINISTRATION
 Hours / Week : 2.
 Credits : 2.

Semester : VI
 Class Code :
 Subject Code : UG-BAA517
 Total Hours : 30
 Total Marks : 60

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
<u>I</u>	2	<u>I</u>	Planning of Modern hospital - Basic requirements for hospital.	Lecture	Managing a modern hospital A.V. Srinivasan Response, Sage	Oral Discussion
<u>II</u>	2	<u>I</u>	Organisation Structure - Medical Recorder - Responsibilities.	Lecture	Managing a modern hospital A.V. Srinivasan Response, Sage	Oral Discussion
<u>III</u>	2	<u>I</u>	Computerisation - legal Aspects Retention	Lecture	Managing a modern hospital A.V. Srinivasan Response, Sage	Class Discussion
<u>IV</u>	2	<u>II</u>	Hospital Waste Management - Waste group Classification.	PPT	Managing a modern hospital A.V. Srinivasan, Response, Sage	Quizz
<u>V</u>	2	<u>II</u>	Infectious Waste Management Categories.	PPT	Managing a modern hospital, A.V. Srinivasan. Response, Sage	Written test
<u>VI</u>	2	<u>II</u>	Waste collection - Waste treatment	Lecture	Managing a modern hospital, A.V. Srinivasan, Response, Sage	Written test

<u>VII</u>	2	<u>III</u>	organisation Structure	Lecture	Managing a modern hospital A.V. Srinivasan, Response Sage	Written test
<u>VIII</u>	2	<u>III</u>	Medical Recorder - Responsibilities - Computerisation	Lecture	Managing a modern hospital, A.V. Srinivasan, Response Sage	Quizz
<u>IX</u>	2	<u>III</u>	Legal Aspects - Retention	Lecture	Managing a modern hospital, A.V. Srinivasan, Response Sage	Quizz
<u>X</u>	2	<u>IV</u>	Customer Experience Management - Types - customer based factors - Meaning - characteristics	Lecture	Managing a modern hospital, A.V. Srinivasan, Response Sage	Class Discussion
<u>XI</u>	2	<u>IV</u>	Profitability of loyal customers. Environmental based factors. Customer Experience.	Lecture	Managing a modern hospital, A.V. Srinivasan, Response Sage	Class Discussion
<u>XII</u>	2	<u>IV</u>	Management frameworks - Design of customer experience - needs of a patients - Modern	Lecture	Managing a modern hospital, A.V. Srinivasan, Response Sage	Quizz
<u>XIII</u>	2	<u>V</u>	Patients Relations in hospitals	Lecture	Managing a modern hospital, A.V. Srinivasan, Response Sage	Written test
<u>XIV</u>	2	<u>V</u>	Process & Practice of patient relations	Lecture	Managing a modern hospital, A.V. Srinivasan, Response Sage	Written test
<u>XV</u>	2	<u>V</u>	Patient relations applied to	Lecture	Managing a modern hospital, A.V. Srinivasan, Response Sage	Written test

LESSON PLAN

Academic Year : 2021-22
 Class : II MBA
 Subject : Elective - Advertising and Sales Promotion
 Hours / Week : 6
 Credits : 4

Semester : IV
 Class Code :
 Subject Code : PEMKC20
 Total Hours : 90
 Total Marks : 100

Proposed Week	No. of Hrs	Unit	Topics to be Covered	Teaching Methodology	Learning Resources	Methods of Evaluation
I	6	I	INTRODUCTION: Introduction to advertising, Definition, Product life cycle and advertising, Advertising to persuade the buyer, Importance.	Lecture	Kazmi & Batra, Advertising & Sales Promotion, Excel books, 3rd Edition 2008	Oral Test
II	6	I	Advertising classification, functions & benefits; Economic, Social & Ethical Issues - Role of advertising in marketing Mix.	PPT	Kazmi, Batra Advertising and Sales promotion Excel books 3rd Ed 2008	Class Discussion
III	6	III	Advertising Emerging Area of growth, Shifting patterns of consumption, Factors that affect Marketing & advertising	PPT	Kazmi & Batra Advertising & Sales promotion Excel books 3rd Ed 2008	Class Discussion
IV	6	II	ADVERTISING AGENCY & MEDIA :- Introduction - overview of an advertising agency, Departments of an advertising agency, Creative & Media department.	Lecture	Kazmi & Batra Advertising & Sales promotion Excel books 3rd Ed 2008	Quizz
V	6	II	Client servicing department - Media Planning - types - Media Strategy. Media Evaluation - Support media - internet - Advertising Research	PPT	Kazmi & Batra Advertising & Sales promotion Excel books	Quizz
VI	6	II	Advertising response process - Attention and Recall - Advertising copy. Types of advertising copy. Creativity in advertising. Copy testing methods. Visual strategies. Ad department specialists - Developing a layout. Power & synergy	PPT	Kazmi & Batra Advertising & Sales promotion Excel books	Quizz

<u>VII</u>	6	<u>III</u>	ADVERTISING OBJECTIVES & ETHICS Introduction - Marketing objectives - Sales-oriented / Behavioural - Communication objectives	PPT	Kajmi & Batra Advertising & Sales Promotion Kajmi Batra	Discussion
<u>VIII</u>	6	<u>III</u>	DAGMAR kinds of Advertising objectives - Budget allocation - Approaches Ethics in advertising - Introduction - The Advertising std. Council of India	lecture	Kajmi Batra Advertising & Sales Promotion Excel books	Discussion
<u>IX</u>	6	<u>III</u>	Forms of Ethical Violation - Misleading advertising - Advertising to children Product endorsements - Stereotyping - Cultural, religious & racial sensitivity in advertising	lecture	Kajmi & Batra Advertising & Sales Promotion Excel books	Discussion
<u>X</u>	6	<u>IV</u>	SALES PROMOTION :- Objectives - Definition - promotion mix Factors influencing promotion - Advantages & disadvantages	lecture	Kajmi & Batra Advertising & Sales Promotion Excel books	Quiz
<u>XI</u>	6	<u>IV</u>	Types of sales promotion - pull & push Sales promotion & Consumer Behaviour	PPT	Kajmi Batra Advertising & Sales Promotion Excel books	Quiz
<u>XII</u>	6	<u>IV</u>	Impact of sales promotion in sales Difference between sales promotion & advertising	PPT	Kajmi Batra Advertising & Sales Promotion Excel books	Quiz
<u>XIII</u>	6	<u>V</u>	SALES PROMOTION PLANNING & BUDGET BUDGET - Sales promotion budget, Design promotion choice - evaluation planning guidelines	PPT	Kajmi Batra Advertising & Sales Promotion Excel books	Discussion
<u>XIV</u>	6	<u>V</u>	Sales promotion tools & techniques. Requirement identification - Designing involvement of salesmen & dealers.	lecture	Kajmi Batra Advertising & Sales Promotion	Discussion
<u>XV</u>	6	<u>V</u>	outsourcing sales promotion national & international - Coordinated within the various promotion techniques	lecture	Excel books	Quiz

LESSON PLAN

WORK DONE

Academic Year : 2020-2022

Semester : III

Class : II BBA

Class Code :

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
9.8.21 - 13.8.21		Definition of Economics, Managerial Economics Features, Nature, Characteristics, Scope, Objectives & Uses.	Managerial Economics S. Sankaran	Online PPT
16.8.21 20.8.21		Role of managerial Economist, Responsibility	Managerial Economics S. Sankaran	Online PPT
23.8.21 28.8.21		Econometrics, Aims, models, Methods	Managerial Economics S. Sankaran	Online PPT
31.8.21 4.9.21		Demand Determinants, Law of demand Demand curve slope, Exception to the law of demand.	Managerial Economics S. Sankaran	Lecture
6.9.21 7.9.21		Elasticity of demand, types Price elasticity of demand, types Income elasticity of demand.	Managerial Economics S. Sankaran	Lecture
14.9.21 18.9.21		Cross elasticity of demand, Indifference curve analysis, Demand forecasting types, Objectives, Approach.	Managerial Economics S. Sankaran	Lecture
22.9.21 28.9.21		Forecasting demand for new product. Features of forecasting Method. Supply, Supply schedule, supply curve CE EXAM	Managerial Economics S. Sankaran	Lecture
29.9.21 1.10.21		Determinants of supply, Contraction & Expansion of supply, increase & decrease in supply, Elasticity of supply.	Managerial Economics S. Sankaran	Lecture
4.10.21 8.10.21		Cost, types of cost, Cost reduction, Cost control	Managerial Economics S. Sankaran	Lecture
11.10.21 13.10.21		Break Even analysis, Determinants, Assumptions, Uses.	Managerial Economics S. Sankaran	Lecture
18.10.21 20.10.21 23.10.21		Work Assigned. Production, production functions, Assumptions.	Managerial Economics S. Sankaran	Online Lecture
25.10.21 30.10.21		Law of Production functions Law of Variable proportions, Definition Types	Managerial Economics S. Sankaran	Online Lecture
1.11.21 6.11.21		Pricing methods - Cost plus or Full cost pricing, Target pricing, Marginal cost, Advantages, Limitations, Going rate	Managerial Economics S. Sankaran	Lecture Online
8.11.21 12.11.21		Pricing, customary pricing, Differential pricing, legal constraints in pricing, Pricing in public utilities, Pricing Strategy.	Managerial Economics S. Sankaran	Online PPT
16.11.21 19.11.21		New products, pricing over product life cycle Price Regulation	Managerial Economics S. Sankaran	Online PPT

WORK DONE

Academic Year : 2021-2022

Semester : I

Class : T MBA

Class Code :

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
31.8.21 4.9.21	I MBA	Definition, importance of Economics, Scope of Economics, Themes of Economics Micro & Macro,	Managerial Economics P.L. Mehta	Lecture PPT
6.9.21 7.9.21		Econometrics, aims, models. Production Possibility Frontier, Market Mechanisms.	Managerial Economics P.L. Mehta	Lecture PPT
13.9.21 18.9.21		Role of Government in market Economy Rise of welfare state, Rights Consumption function	Managerial Economics P.L. Mehta	Lecture PPT
20.9.21 24.9.21		Investment function Marginal Efficiency Multiplier, Kahn's Concepts Keynes'	Managerial Economics P.L. Mehta	Lecture PPT
27.9.21 1/10.21		Methods of Keynes theory Limitations Importances, Assumptions, Criticisms Accelerator, Assumptions	Managerial Economics P.L. Mehta	Lecture PPT
7.10.21 8.10.21		Demand & Supply Determinants Law of demand, Elasticity of demand Types of elasticity of demand	Managerial Economics P.L. Mehta	Lecture Black Board
11.10.21 13.10.21 16.10.21		Elasticity of supply, Market Equilibrium, Demand forecasting, Techniques for new products.	Managerial Economics P.L. Mehta	Lecture Black board
18.10.21 20.10.21 23.10.21		Cost of Production. Revision I CA T CA		
27.10.21 30.10.21		Short run and long run cost function Economies and Diseconomies of Scale.	Managerial Economics P.L. Mehta	Lecture Black board
1.11.21 3.11.21 6.11.21		Classification of Market, Criteria, Equilibrium of firm, Kinds of Market Structure.	Managerial Economics P.L. Mehta	Quiz on line 20/10/21 Lecture
8.11.21 12.11.21		Price output determination in Perfect Competitive Industry, Short run long run case.	Managerial Economics P.L. Mehta	Online Lecture
16.11.21		Pure monopoly, Features, Equilibrium in short run & long run case. Discriminatory Monopoly Criteria	Managerial Economics P.L. Mehta	Lecture
22.11.21 26.11.21		Degrees of price discrimination, Objectives of differential pricing Pricing output determination under	Managerial Economics P.L. Mehta	Black board Lecture
29.11.21 5.12.21		Oligopoly, features, Classification, differentiated oligopoly under price output determination	Managerial Economics P.L. Mehta	Black board Lecture
6.12.21		Business cycle - Stages, Challenges of Economic Development Unemployment	Managerial Economics Ahuja	Lecture

WORK DONE

Academic Year : 2021-2022.
Class : T BBA

Semester : I
Class Code :

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
31 st Aug 20. 1 st 9.21 4.9.21		Management definition, concept, nature, Scope, Functions, roles. Level of management.	Principles of Management L.M. Prasad	Online PPT
6.9.21 7.9.21		Fayol's Administrative Management three parts; - Contributions of Peter Drucker Taylor's Scientific Management.	Principles of Management L.M. Prasad	Online PPT
12.9.21 18.9.21		Planning - features, process, types. SWOT Analysis. Decision making - concept	Principles of Management L.M. Prasad	Online PPT
20.9.21 24.9.21		Process, Barriers, Steps to overcome the barriers of decision making. Organising	Principles of Management L.M. Prasad	Online PPT
27.9.21 1 st 10.21.		Types of Structure Difference between formal & informal control.	Principles of Management L.M. Prasad	Online PPT
4.10.21 8.10.21		Span of Control Factors affects narrow and wide span.	Principles of Management L.M. Prasad	Off line PPT
11.10.21 13.10.21 16.10.21		Authority Delegation of Authority how to delegate effectively	Principles of Management L.M. Prasad.	Off line Lecture
18.10.21 20.10.21 23.10.21		Revision T CA.		
27.10.21 30.10.21		Span of Control, Meaning, Advantages Authority.	Principles of Management L.M. Prasad	Lecture
1.11.21 3.11.21 6.11.21		Authority, sources, types. Delegation - concept - Definition, principles.	Principles of Management C.B. Gupta	Online 31/10/21
8.11.21 12.11.21		How to delegate effectively. Centralisation and Decentralisation Meaning, Distinctions of two	Principles of Management L.M. Prasad	Online
16.11.21		Staffing - Meaning - Nature, Purpose - importance - Functions. Directing - Concept - Meaning -	Principles of Management C. B. Gupta	online
22.11.21 26.11.21		Significance of Directing, Value & its principles. Techniques of Directing.	Principles of Management L.M. Prasad	Lecture
29.11.21 3.12.21		Supervision, Meaning, Importance Co-ordination Meaning, Needs, Types, principles. Revision	Principles of Management L.M. Prasad	Lecture
6.12.21		Co-ordination techniques, Control Nature - process. Revision	Principles of Management L.M. Prasad	Lecture

WORK DONE

Academic Year : 2021-22
Class : 7 BBA.

Semester : Even
Class Code :

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23.2.22 26.2.22		Definition, Concept of organisational Behavioural, Challenges, Role of OB.	Organisational Behaviour L.M. Prasad	Lecture
28.2.22 5.3.22		OB models, Types of OB model, Hawthorne Experiment, Nature of OB.	Organisational Behaviour L.M. Prasad	Lecture
7.3.22 11.3.22		Process, Models of man, Criticism Perception, Definition, Process	Organisational Behaviour L.M. Prasad	Lecture
14.3.22 18.3.22		Interpersonal Perception, developing Perceptual skill, Learning, definition Concepts	Organisational Behaviour L.M. Prasad	Lecture
21.3.22 26.3.22		Components of Learning, factors affecting learning, personality, concept, Determinants, Theories	Organisational Behaviour L.M. Prasad	Lecture
28.3.22 1.4.22		Measurements of Personality TCA	Organisational Behaviour L.M. Prasad	Lecture
4.4.22 12.4.22		I CA, Attitude - Features - Factors, attitude	Organisational Behaviour	Lecture
18.4.22 22.4.22		Attitude relevant to OB, Motivation, Types of needs, Maslow's Theory, Herzberg Motivation, Vroom's McClelland's Theory	Organisational Behaviour L.M. Prasad	Lecture
25.4.22 30.4.22		Group Dynamics - Meaning - Features - Types - Difference between formal and informal groups - Characteristics of groups	Organisational Behaviour L.M. Prasad	Lecture
2.5.22 7.5.22		Leadership - Meaning - Importance. Trait theory, behavioural theory,	Organisational Behaviour L.M. Prasad	Lecture
9.5.22 13.5.22		Situational theory, Contingency theory, Transformational vs transactional theory, Conflicts - Meaning - Stages, Levels of	Organisational Behaviour L.M. Prasad	Lecture
16.5.22 19.5.22		Conflicts & its Causes, conflict resolution, Stress - causes, effects, Coping Strategies, Organisational change Meaning	Organisational Behaviour L.M. Prasad	Lecture
23.5.22 25.5.22		Factors in Organisational change, Planned Change, process of Planned change, Resistance to Change, Factors in Resistance to change,	Organisational Behaviour L.M. Prasad	Lecture
26.5.22 2.6.22		TCA		
3.6.22 4.6.22		MBO, Features, process, benefits. Organisational culture - Features, impact of organisational culture.	Organisational Behaviour L.M. Prasad	Lecture

WORK DONE

Academic Year : 2021-22

Semester : Even

Class : II BBA

Class Code :

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
23.2.22		Research Meaning, definition, objectives, types, process.	Research methodology Kothari	Lecture
26.2.22		Qualities of a researcher, Criteria for good research problems.	Research methodology Kotari	Lecture
28.2.22		Encouraging in research.	Research methodology Kotari	Lecture
5.3.22		Research Problem	Research methodology Kothari	Lecture
7.3.22			Research methodology Kothari	Lecture
11.3.22		Research Design- Features - types.	Research methodology Ravilochan	Lecture
14.3.22			Research methodology Ravilochan	Lecture
18.3.22		Hypothesis, Meaning, need, Formulation of Hypothesis, types.	Research methodology Ravilochan	Lecture
21.3.22		Test of Hypothesis, Type II error.	Research methodology Ravilochan	Lecture
26.3.22				
28.3.22				
6.4.22		I CA.		
8.4.22		Sampling Techniques - needs - Types.	Research methodology Kothari	Lecture
12.4.22			Research methodology Kothari	Lecture
18.4.22		Merits and demerits of Sampling	Research methodology Kothari	PPT
22.4.22		Sampling Error, Distribution	Research methodology Kothari	PPT
25.4.22		Essential Qualities, Requirements in determining Sampling Size	Research methodology Ravilochan	PPT
30.4.22			Research methodology Ravilochan	PPT
2.5.22		Data collection - Methods - Interview Method - Methods	Research methodology Ravilochan	Lecture
7.5.22		Merits & Demerits.	Research methodology Ravilochan	Lecture
9.5.22		Questionnaire pre requisites	Research methodology Ravilochan	Lecture
13.5.22		Structured & unstructured Questionnaire	Research methodology Ravilochan	Lecture
16.5.22		Data collection - Primary and Secondary methods - Interview - Methods.	Research methodology Kothari	Lecture
19.5.22			Research methodology Kothari	Lecture
23.5.22		Types of secondary data.	Research methodology Ravilochan	PPT
25.5.22		Measurement - Types. Scales - Types.	Research methodology Ravilochan	PPT
26.5.22			Research methodology Kothari	PPT
2.6.22		II CA	Research methodology Kothari	PPT
3.6.22		Report Writing - Interpretation - Data preparation process.	Research methodology Kothari	Lecture
4.6.22		Types of analysis - Significance	Research methodology Kothari	Lecture

WORK DONE

Academic Year : 2021-22.
Class : III BBA.

Semester : Even.
Class Code :

Date	Class	Topic Covered	Learning Resources	Teaching Methodology
25.2.22		Planning a modern Hospital, Definition, objectives, feasibility report, sources of funds, important considerations.	Managing a modern Hospital SRINIVASAN	Lecture
26.2.22		Basic minimum requirements, unique features of hospitals & Health Care Organisations, Structure & Context factors, Structural Dimensions of an organisation, Configuration.	Managing a modern Hospital SRINIVASAN	Lecture
28.2.22		Organisational Design, Responsibility for medical records, legal aspects of medical records.	Managing a modern Hospital SRINIVASAN	Lecture
5.3.22		Retention, Computerisation of medical records, Expert systems, Structure	Managing a modern Hospital SRINIVASAN	Lecture
7.3.22		Revised Unit I & II for CA	MANAGING A MODERN HOSPITAL SRINIVASAN	Revision
11.3.22		I CA		
14.3.22		Waste Groups, Infectious Waste, Waste management, Categories, Waste collection, Waste Treatment, Recycling and Reclamation.	Managing a modern Hospital SRINIVASAN	Lecture
18.3.22		Customer Experience Management. Customers in Hospital context.	MANAGING A MODERN HOSPITAL SRINIVASAN	Lecture
21.3.22		Customer-based factors, features, Profitability & loyal customers	Managing Modern Hospital SRINIVASAN	Lecture
24.3.22		Environment based factors	Managing Modern Hospital SRINIVASAN	Lecture
28.3.22		Customer Experience Management-I	Managing Modern Hospital SRINIVASAN	Lecture
6.4.22		Customer Experience Management- Model. - PEM Vision PEM Strategy.	Managing Modern Hospital SRINIVASAN	Lecture
8-4-22		Design of customer experience. Shared value and style.	Managing Modern Hospital SRINIVASAN	Lecture
12-4-22		skills and staffing.	Managing Modern Hospital SRINIVASAN	Lecture
18.4.22		PEM Process., PEM Information, PEM Technology PEM Metrics.	Managing Modern Hospital SRINIVASAN	Lecture
22.4.22				
25.4.22				
30.4.22				
2.5.22				
7.5.22				
9.5.22				
13.5.22				
16.5.22				
19.5.22				
23.5.22				
25.5.22				
26.5.22		II CA.		
2.6.22				
3.6.22		Patient Relation in Hospitals Interpersonal Communication process & practice of patients.	Managing a modern Hospital SRINIVASAN	Lecture
4.6.22		Relations		

