



**Pragnya education trust's
Pragnya college of management & computer studies,
Handewadi, Pune-411060**

BBA -- Semester: I

Teaching Plan 2021-2022

Name of Faculty:

prof.fazilat jagot

Subject: Principles of Management

(SUBJECT CODE-101)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Nature of management 1.1 Meaning & Importance of management Functions of management Role of managers 1.2
		3	1.3 Management as an Art, Management as a Science, Management as a Profession and a Social System
		4	1.4 Concept of Management, Administration, Organization & Universality of Management
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Evolution of management thoughts 2.1 Concept of Managerial Thoughts
		3	2.2 Contribution of Frederick Taylor, Elton Mayo, Henry Fayol and Peter Drucker
		4	2.3 Indian Management ethos (Indian)anddifferent Styles for example (J.R.D Tata, DhirubhaiAmbani, N. R. Narayana Murthy, Verghese Kurien)...
3	DEC	1	Chapter 3: Major managerial Functions 3.1 Forecasting: Meaning, Need Types, Methods, Advantages, merits ,Disadvantages
		2	3.2 Planning: Meaning, Need Types ,methods, Advantages, merits, Disadvantages
		3	3.3 Organizing: Meaning, Concept, Delegation of Authority: Meaning, Importance Decentralization: Concepts, Meaning And, Importance
		4	3.4 Decision Making: Types, Process, and Techniques Directions nature and principles
4	Jan-22	1	3.5 Motivation: Meaning, Importance, Nature, Principles, and Theories 3.6 Controlling :Meaning, Needs, Process, Techniques
		2	Chapter 4: Recent trends in Management 4.1 Management of change , management of crises, Total Quality Management (TQM): Meaning, Merits, Demerits ,stress management .(Principles ,concepts merits)
		3	4.2 Knowledge Management: Meaning, Merits, Demerits 4.3 Outsourcing: Meaning, Merits, Demerits



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Name of Faculty:
Subject: Business Communication Skills

prof.amina qadri
(SUBJECT CODE-102)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Concept of Communication and Introduction to Communication Role of Communication in social and economic system
		3	Need for effective communication, meaning and definition,
		4	Principles of effective communication, Barriers to communication and over comings
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Methods and types of Communication Methods of Communications]: Linguistics, Non- Linguistics and Para- Linguistics, Art of Listening
		3	Written communication, Forms of written communication. Qualities, difficulties in written communication,
		4	Constraints in developing effective written communication
3	DEC	1	Types or Channels of Communication: Internal- Vertical, Horizontal, Consensus, Grapevine
		2	External- Inward, Outward ,Merits and Limitations of methods & types of communication
		3	Chapter 3: Business Correspondence Concept ,need and functions of Business .Correspondence , Types of Business letters ,Layout Drafting of business
		4	Business Correspondence : Sales , Orders sales circulars and business promotion and resignation letterleave , application letters
4	Jan-22	1	Complaint , Credit verification, Correspondence with bank, Job application , and Reference check
		2	Chapter 4: Analysis of different Media of Communication Fax communication ,voice mail ,emails
		3	Tele conferencing , communication through social media



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Name of Faculty:
Subject: Business Accounting

dr.asha yadwadkar
(SUBJECT CODE-103)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Financial Accounting Theoretical concepts of financial accounting Definition and Scope
		3	Objectives related to financial accounting Accounting concepts
		4	Principles and conventions. Classification of accounts
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Accounting Transactions and Final Accounts Problems on Voucher system
		3	Accounting Process, Journals, Ledger,
		4	Cash Book , subsidiary books ,
3	DEC	1	Trial Balance preparation of Final Accounts of Sole Proprietorship
		2	(Trading and Profit & Loss Account and Balance Sheet)
		3	Chapter 3: Bank Reconciliation Statements Theoretical concepts related to the chapter Meaning of Bank Reconciliation
		4	Importance and important terms related to Bank Reconciliation
4	Jan-22	1	Preparation of Bank Reconciliation Statement
		2	Chapter 4: Computerized Accounting Role of computers and Financial application
		3	Accounting Software packages



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Name of Faculty:
Subject: Business Economics - Micro

prof.geethu t
(SUBJECT CODE-104)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Concept of Business Economics Importance of economics in life, scope, forms of economy, economic activities, economic problems, circular flow of economy.
		3	Meaning and definition of business economics, Scope of business economics, Importance of business economics in life,
		4	Central problems of economics, market forces in solving economic problems, 5 sector flow of income and expenditure.
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Demand and Supply analysis Concept of demand analysis Concept of demand, determinants of demand, individual demand, market demand
		3	elasticity of demand, types of elasticity of demand,
		4	Practical implementation of elasticity of demand. Methods of measuring elasticity of demand.
3	DEC	1	Concept of supply analysis determinants of supply, elasticity of supply.
		2	Chapter 3 : Revenue and Cost analysis Concept and types of revenue, methods of calculation of revenue,
		3	Interrelationship between marginal , total, and average revenue
		4	Concept of cost definition and importance of cost ,typology of cost analysis of cost
4	Jan-22	1	Chapter 4: Pricing under various market conditions Concept of market and competition Meaning of market, types of markets - perfect competition, Monopoly, monopolistic competition, duopoly, and oligopoly
		2	Price and output determination in different market conditions. Concept of Total Revenue,
		3	Average Revenue and Marginal Revenue, Methods of measuring TR, AR and MR, interrelationship between TR, AR and MR



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Name of Faculty:
Subject: Business Mathematics

prof.aadil rashid
(SUBJECT CODE-105)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Numerical Methods for Business Managers Commission, Brokerage and Premium Pre-requisites (Natural numbers, HCF, LCM, ratio, proportion, variation) Ration Proportion and Percentage
		3	Banking and taxation and Calendar Time and Work Simple and compound interest
		4	Profit and loss Percentages , Ratio and proportion , Averages
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Numerical Methods for Business Managers Stocks and Shares Interest and Annuity
		3	Determinants Introduction, Determinant of order three, Properties
		4	Matrices Types of Matrices, transpose, singular and non-singular, minors and co-factors, adjoint of a square matrix, Inverse of matrix, system of linear equations.
3	DEC	1	Permutation And Combination
		2	Chapter 3 : Numerical Methods for Business Managers Sequence and series Geometric Progression, Harmonic and Arithmetic Progression, Summation of series
		3	Logarithm Introduction, Definition and Solved examples
		4	Problems related to Log, Antilog , Base
4	Jan-22	1	Chapter 4: Numerical Methods for Business Managers Data Interpretation Problems related to Data Analysis
		2	Linear Programming Problem Meaning of LPP formulation of LPP graphical method Mathematical Solution of LPP by
		3	Surface Area and Volume of Solids Surface area, volume, cube, parallelepiped, cylinder, right circular cylinder, cone, right circular cone, sphere



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Name of Faculty:
Subject: Business Demography

prof.vaishali marguje
(SUBJECT CODE-106)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Concept of Demography Meaning, importance and need of demography Studies.
		3	Studies Study of demography. As an essential discipline of social economic change, Scope and components of Demography
		4	Factors affecting mortality, fertility rate, Methods to calculate fertility and mortality rate.
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Distribution of population and population growth Density and population distribution
		3	Concept of over and under population
		4	Method of assessment of population growth
3	DEC	1	Chapter 3 : Population as resources Importance of human resource as development of the nation
		2	Concept of literacy and its importance in modern society
		3	Concept of sex ratio age and sex pyramid
		4	Concept of working and dependent population
4	Jan-22	1	Chapter 4: Urbanization and its implications Concept of urbanization factors affecting urbanization, and rural population
		2	Features and importance Urbanization.
		3	Behavioural and demographic Structure and various factors responsible for urbanization