



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

BBA -- Semester: III

Teaching Plan 2021-2022

Name of Faculty:

prof,vishwanath jha

Subject: Principles of Human Resource Management

(SUBJECT CODE-301)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Introduction to HRM Introduction to HRM- Meaning, Definition, Features, Scope, Objectives, Importance, Principles of HRM,
		3	Evolution of HRM, Functions of HRM, Challenges of HRM, Role of HR Manager
		4	Difference between HRM& Personnel Management, Challenges before HRM
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Job Analysis & Planning for Human Resources Job Analysis- Meaning, Definition, Objectives, Benefits, Methods, Job Analysis Components- Job Description, Job Specification, Job Evaluation
		3	Human Resource Planning(HRP)- Meaning, Definition, Objectives, Process, Factors Influencing the Estimation of Human Resource in Organisation,
		4	Advantages & Limitations/Barriers of HRP. Caselets on Job Analysis & Human Resource Planning
3	DEC	1	Chapter 3: Career Planning , Employee Morale & Job Satisfaction Career Planning- Meaning, Definition, Objectives, Process, Benefits and Stages.
		2	Employee Morale & Job Satisfaction Employee Morale- Meaning, Definition, causes of low Morale
		3	Job Satisfaction- Meaning, Definition, Factors contributing to Job Satisfaction, Measures to increase Job Satisfaction, Advantages of Job Satisfaction
		4	Caselets on Career Planning, Employee Morale & Job Satisfaction.
4	Jan-22	1	Chapter 4: HRM in Changing Environment & Trends in HRM Work force Diversity, Technological Changes & HRM, International HRM,
		2	E- Human Resource Management, Human Resource Information System (HRIS),
		3	HRM in Virtual Organisations, Work from Home, Out-Sourcing, Changing Role of HRM.



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BBA -- Semester: III

Teaching Plan 2021-2022

Name of Faculty:
Subject: Supply Chain Management

prof.aadil rashid
(SUBJECT CODE-302)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Introduction to Supply Chain Management (SCM) Concept, Objectives and Functions of Supply Chain Management, Supply Chain Strategy
		3	Global Supply Chain Management, Value Chain and Value Delivery Systems for SCM, Bull-Whip Effect,
		4	Concept, Importance and Objectives of Green Supply Chain Management.
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Manufacturing and Warehousing Manufacturing Scheduling, Manufacturing Flow System, Work- Flow Automation,
		3	Material Handling System Design and Decision
		4	Warehousing and Store Keeping, Strategies of Warehousing and Storekeeping, Space Management.
3	DEC	1	Chapter 3: Logistics Management and IT in Supply Chain Management Logistics Management, Integrated Logistics Management, Logistics Planning and Strategy
		2	Inventory Management and its Role in Customer Service. Information and Communication Technology in SCM
		3	Role of IT in SCM, Current IT Trends in SCM, RFID, Barcoding. Retail SCM, Problems and Prospects.
		4	Chapter 4: Key Operation Aspects in Supply Chain Supply Chain Network Design, Distribution Network in Supply Chains, Channel Design,
4	Jan-22	1	Factors Influencing Design, Role and Importance of Distributors in SCM,
		2	Role of Human Resources in SCM. Issues in Workforce Management and Relationship Management with Suppliers
		3	Customers and Employees, Linkage between HRM and SCM.



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BBA -- Semester: III

Teaching Plan 2021-2022

Name of Faculty:
Subject: Global Competencies and Personality Development

dr.asha yadwadkar
(SUBJECT CODE-303)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Introduction to Personality and its Development ☐ Definition and nature of personality ☐ Characteristics of good personality ☐ Determinants of personality development
		3	☐ Theories of personality development i. Psychoanalytical Theory by Sigmund Freud
		4	ii. Trait Theory by Allport and Big Five model iii. Social Cognition Theory by Albert Bandura
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Global Competence and Self Development ☐ Meaning and need of global competence.
		3	Characteristics of globally competent individual (life-long learning, understanding cultural differences, adaptability, comfortable with change, problem-solving ability, critical and comparative thinking).
		4	Building self-esteem and self confidence SWOT Analysis and Personal Goal Setting
3	DEC	1	Chapter 3: Development of Social and Interpersonal Skills Effective communication skills, Preparation for self-introduction. Working on attitude i.e. Aggressive, assertive and submissive
		2	Development of leadership skills and introduction to Leadership styles. Team Building; develop ability to work under pressure, flexibility at workplace.
		3	Social empathy, building blocks of social empathy and development of social empathy.
		4	Social Responsibilities Workplace ethics
4	Jan-22	1	Chapter 4 : Projecting a Positive Social Image Definition and importance of social image Grooming basics and use of body language
		2	Time management ☐ Public-speaking
		3	Proper e-mail and telephone etiquettes ☐ International and social etiquettes



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BBA -- Semester: I

Teaching Plan 2021-2022

Name of Faculty:
Subject: Fundamentals of Rural Development

prof.vaishali marguje
(SUBJECT CODE-304)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Introduction to Rural Development 1.1 Concept of Rural Development- Meaning and Definition.
		3	1.2 Scope and Importance of Rural Development.
		4	1.3 Approaches of Rural Development. 1.4 Need of Rural Development.
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Rural Development Planning & Management 2.1 Rural Development Planning –District Rural Development Agency (DRDA)- Organisation Structure
		3	2.2 Functions of DRDA
		4	2.3 NGO's and Rural Development
3	DEC	1	2.4 Self Help Groups (SHG's) formation
		2	Chapter 3 : Agriculture Enterprise & Agro-based industries. 3.1 Agricultural Entrepreneur- Meaning, Definition and Importance.
		3	3.2 Agri-business Enterprises-Issues and prospectus Micro-financing 3.3
		4	3.4 Food and Agricultural Marketing and Management of agro products. 3.5 Agro-based industries
4	Jan-22	1	Chapter 4: Information Technology and Rural Development 4.1 Rural Development and Internet
		2	4.2 Information & Communication Technology (ICT) for Rural Development
		3	4.3 IT –Enable Services for an e-village 4.4 Challenges of Rural Development



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BBA -- Semester: III

Teaching Plan 2021-2022

Name of Faculty:
Subject: Consumer Behaviour & Sales Management

prof.vishwanath jha
(SUBJECT CODE-305 A)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Introduction and Determinants of Consumer Behaviour Basics: Meaning of Customers & Consumers, Consumer Roles, Consumerism & De-marketing. Culture & Sub- Culture: Meaning, Characteristics & Relevance to Marketing Decisions.
		3	Social Class: Meaning, Measurement, Effect on Lifestyles. Social Groups: Meaning & Group Properties & Reference Groups. Family: Family Life Cycle & Purchasing Decisions.
		4	Marketing Mix: Influence of marketing mix variables. Personality & Self Concept: Meaning of Personality, Influence on Purchase Decisions. Motivation & Involvement: Types of Buying Motives, Motive Hierarchy, Dimensions of Involvement.
2	NOV	1	DIWALI VACATION
		2	Learning & Memory: Meaning & Principal Elements of Learning, Characteristics of Memory Systems, Recall. Attitudes: Meaning & Characteristics, Strategies for Changing Attitudes, Intentions Behaviours.
		3	Chapter 2: Consumer Decision Making Process Problem Recognition: Types of consumer decisions, types of Problem Recognition, Utilizing problem recognition information
		4	Search & Evaluation: Types of information, Sources of Information Search, Search, Experience and Credence Aspects - Marketing Implications Situational Influences on Purchase Decisions
3	DEC	1	Purchasing Process: Why do people shop? Store & Non-store Purchasing Processes, Purchasing Patterns. Post-purchase Evaluation & Behaviour: Consumer Satisfaction, Dissatisfaction, Customer Delight, Consumer Complaint Behaviour, Post- Purchase Dissonance.
		2	Chapter 3 : Basics to Sales Management & its Organization Sales Management: Definition and meaning, Objectives, Sales ,Research, Sales Forecasting methods,
		3	Sales Planning and control: Goal setting, Performance measurement, diagnosis and corrective actions.
		4	Sales Organization: Need for Sales Organizations, their structure, Sales Managers Functions and responsibilities, Planning for major customers and sales Budget, Specific Characteristics of a successful salesman.
4	Jan-22	1	Chapter 4: Training, Managing & Motivating the Sales Force A. Recruiting, Selection and Training of Sales force: Procedures and criteria extensively used as selection tools for recruiting and testing sales ability. Sales Force Job Analysis and Description
		2	B. Areas of sales Training: Company Specific Knowledge, product knowledge Industry and Market Trend Knowledge, customers and technology – Relationship Selling Process and Customer education. Value added Selling
		3	C. Motivating the Sales Team: Motivation Programs – Sales Meetings, Sales Contests, Sales Compensating, (Monetary compensation, incentive programs as motivators, Non Monetary compensation – fine tuning of compensation package. Supervising, Evaluating Sales Force Performance and Controlling Sales activities: Sales Records and Reporting Systems, Improving Sales Productivity, Ethical and Legal Issues in Sales Management. D.



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BBA -- Semester: III

Teaching Plan 2021-2022

Name of Faculty:
Subject: Management Accounting

dr.asha yadwadkar
(SUBJECT CODE-305 B)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Introduction Management Accounting- Definition, Objectives, Scope, Functions, Advantages, Limitations.
		3	Distinction between Financial Accounting and Management Accounting.
		4	Distinction between Cost Accounting and Management Accounting
2	NOV	1	DIWALI VACATION
		2	Chapter 2 : Analysis and interpretation of Financial statement Introduction of Schedule III as per Company Act 2013, (Statement of Profit & Loss, Statement of Balance sheet format)
		3	Methods of Analysis- Comparative statements, Common size statements, Trend percentage or trend ratios (Horizontal Analysis), Fund flow Statement.
		4	Introduction of ratio Analysis- meaning, necessity & advantages of ratio analysis. Types of Ratio- Liquidity Ratios, Leverage Ratios, Activity Ratios, profitability Ratios
3	DEC	1	(Introduction and Problems on following ratios only) Current ratio, Quick ratio, Gross profit ratio, Net profit ratio, Operating expenses ratio, Debt equity ratio, Debtors turnover ratio Stock turnover ratio
		2	Chapter 3: Marginal Costing Marginal Costing- Meaning, definition of marginal cost and marginal costing, Advantages and limitations of marginal costing.
		3	Contribution, Profit volume ratio (P/V Ratio), Breakeven Point (BEP), Margin of Safety,
		4	problems on contribution, P/Ratio, BEP and MOS
4	Jan-22	1	Chapter 4: Budget & Budgetary control Budget and budgetary Control-Meaning, Definition, Nature of budget and budgetary control
		2	Types of budget- as per time, functions and variability, Objectives of budget and budgetary control
		3	Steps in budgetary control, advantages and disadvantages of budgetary control, Problems on cash budget.



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BBA -- Semester: III

Teaching Plan 2021-2022

Name of Faculty:
Subject: Organisational Behaviour

prof.fazilat jagot
(SUBJECT CODE-305 C)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Introduction to Organisational Behaviour (OB) Meaning, Definition, Nature, Scope, Importance, Key Elements of OB
		3	Disciplines that contribute to the OB field, Models of OB, Challenges for OB
		4	Chapter 2 : Individual Determinants of Organisational Behaviour Individual Behaviour- Influencing factors- Personal, Psychological, Organisational System & Resources & Environmental Factors.
2	NOV	1	DIWALI VACATION
		2	Personality- Meaning, Definition, Key Determinants of Personality, Types of Personality, Theories of Personality Value & Attitude- Meaning, Definition and Types.
		3	Motivation- Meaning, Definition, Importance, Types, Theories Maslow's Need Hierarchy Theory, McGregor's Theory X & Theory Y, Herzberg's Two- Factor Theory Caselets on Personality, Motivation, Value & Attitude
		4	Chapter 3: Group Interaction & Organisational Behaviour Group Dynamics- Meaning, Definition, Types, Reasons for forming Groups, Theories of Group Formation, Stages in Group Development, Group Behaviour, Group Cohesiveness
3	DEC	1	Conflict - Meaning, Definition, Traditional & Modern View of Conflict, Organisational Performance & Conflict, Frustration Model, Conflict Management- Competing, Collaborating, Compromising, Avoiding, Accommodating.
		2	Leadership- Meaning, Definition, Leader V/S Manager, Styles of Leadership Caselets on Group Dynamics, Conflict Management & Leadership
		3	Chapter 4 ; Dynamics of Organisation Organisational Culture- Meaning, Definition, Levels, Formation & Sustaining Organisational Culture
		4	Organisational Change- Meaning, Definition, Types, Forces for Change in Organisation, Resistance to Change, Management of Change
4	Jan-22	1	Caselets on Organisational Culture & Change Management
		2	Project/ Tutorial Students can prepare project on any topic which they have learnt under this subject.
		3	Project/ Tutorial Students can prepare project on any topic which they have learnt under this subject.





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BBA -- Semester: III

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Name of Faculty:
Subject: Banking & Finance

prof,fazilat jagot
(SUBJECT CODE-306 B)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Introduction Introduction- Origin, meaning and definition of bank,
		3	evolution of banking in India
		4	structure of banking system in India
2	NOV	1	DIWALI VACATION
		2	Chapter 2: Functions of Banks Functions of Banks- 1. Primary functions- Accepting deposits and granting loans
		3	2. Secondary functions- Public utility services and agency services
		4	Chapter 3: Regulatory Authorities in India Reserve Bank of India (RBI) – Role and functions of RBI
3	DEC	1	Credit control measures, Qualitative and quantitative credit control
		2	Insurance Development Authority (IRDA)-
		3	Objectives, Powers and functions of IRDA
		4	SEBI- Objectives, power and functions of SEBI
4	Jan-22	1	Chapter 4: Technology in banking Need and importance of technology in banking
		2	ATM, Debit card, Credit card, Tele banking, Net banking, mobile banking
		3	RTGS, NEFT, Swift (Society for worldwide interbank financial telecommunication) cyber security in E- banking



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BBA -- Semester: III

Teaching Plan 2021-2022

Name of Faculty:
Subject: Legal Aspects in Human Resources

prof.vishwanath jha
(SUBJECT CODE-306 C)

Sr.No.	Month	Week	Topic
1	OCT	2	Chapter 1: Introduction Employer, employee, Rights of an employee at work place.
		3	HR Policy- Meaning and its importance.
		4	Legal issues related to HR in the Organisation
2	NOV	1	DIWALI VACATION
		2	Chapter 2: Wage & Salary Administration and The Workmen's Compensation Act, 1923 Wage & Salary Administration- Meaning & Definition of Wage & Salary
		3	Objectives of Wage & Salary Administration, Wage Differentials, Factors affecting Wage & Salary Levels
		4	The Workmen's Compensation Act,1923- Introduction,Main Features of the Act, Definitions, Provisions under the Act.
3	DEC	1	Chapter 3: The Payment of Gratuity Act,1972 and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 The Payment of Gratuity Act,1972
		2	Introduction, Scope and Application,
		3	Definitions and Provisions under this Act.
		4	Sexual Harassment of Women at Workplace (Prevention , Prohibition And Redressal) Act 2013
4	Jan-22	1	Introduction to the topic
		2	Main Features of the Act, Provisions, Vishaka Guidelines
		3	Chapter 4: Practical Experience