### **DON BOSCO ARTS & SCIENCE COLLEGE** ANGADIKADAVU

(Affiliated to Kannur University Approved by Government of Kerala) ANGADIKADAVU P.O., IRITTY, KANNUR – 670706



# **COURSE PLAN**

## **BBA** (2019 – 22)

# **SEMESTER - I**

**ACADEMIC YEAR - (2019-20)** 

|            | I Semester BBA (2019 - 22)                       |                     |                        |  |  |  |  |  |
|------------|--|---------------------|------------------------|--|--|--|--|--|
| SL.<br>No. | Name of Subjects with Code                       | Name of the Teacher | Duty Hours<br>per week |  |  |  |  |  |
| 1.         | 1A 01 ENG Communicative English –                | Jinse Joseph        | 5                      |  |  |  |  |  |
| 2.         | 1A 02 ENG Readings on Kerala                     | Jisha E             | 4                      |  |  |  |  |  |
| 3.         | 1A 07 2MAL Sahithya Roopangal                    | Rajisha C.K.        | 5                      |  |  |  |  |  |
| 4.         | 1A 07 HIN KavithaAur Kahani                      | Priyanka P Devasia  | 5                      |  |  |  |  |  |
| 5.         | 1B 01 BBA Principles and Practices of Management | Athira P            | 3                      |  |  |  |  |  |
| 6.         | 1C 01 BBA Statistics for business decisions      | Sunitha K.S.        | 4                      |  |  |  |  |  |
| 7.         | 1C 02 BBA Managerial Economics                   | Meenu Maria Tom     | 4                      |  |  |  |  |  |
| 8.         |  |                     |                        |  |  |  |  |  |
|            | Class Incharge                                   | Meenu Maria Tom     |                        |  |  |  |  |  |

### TIME TABLE

| Day | 09.50 Am -<br>10.45 Am   | 10.45 Am -11.40<br>Am                             | 11.55 Am -12.50<br>Pm                             | 01.40 Pm -<br>02.35 Pm  | 02.35 Pm -<br>03.30 Pm                                    |
|-----|--|---|---|---|---|
| 1   | 1A 02 ENG<br>Readings on Kerala                                    | 1C 02 BBA<br>Managerial<br>Economics              | 1C 01 BBA<br>Statistics for<br>business decisions | 1A 07 2MAL<br>Sahithya Ganangal /<br>1A 07 HIN<br>KavithaAur Kahani | 1A 01 ENG<br>Communicative<br>English                     |
| 2   | 1A 07 2MAL<br>Sahithya Ganangal/<br>1A 07 HIN<br>KavithaAur Kahani | 1A 01 ENG<br>Communicative<br>English             | 1C 02 BBA<br>Managerial<br>Economics              | 1B 01 BBA<br>Principles and<br>Practices of<br>Management           | 1C 01 BBA<br>Statistics for<br>business decisions         |
| 3   | 1A 02 ENG<br>Readings on Kerala                                    | 1C 01 BBA<br>Statistics for<br>business decisions | 1A 01 ENG<br>Communicative<br>English             | 1A 07 2MAL<br>Sahithya Ganangal/<br>1A 07 HIN<br>KavithaAur Kahani  | 1C 02 BBA<br>Managerial<br>Economics                      |
| 4   | 1A 07 2MAL<br>Sahithya Ganangal/<br>1A 07 HIN<br>KavithaAur Kahani | 1A 01 ENG<br>Communicative<br>English             | 1C 01 BBA<br>Statistics for<br>business decisions | 1A 02 ENG Readings<br>on Kerala                                     | 1B 01 BBA<br>Principles and<br>Practices of<br>Management |
| 5   | 1B 01 BBA<br>Principles and<br>Practices of<br>Management          | 1C 02 BBA<br>Managerial<br>Economics              | 1A 01 ENG<br>Communicative<br>English             | 1A 07 2MAL<br>Sahithya Ganangal/<br>1A 07 HIN<br>KavithaAur Kahani  | 1A 02 ENG<br>Readings on Kerala                           |

| Subject Code:         | 1A01 ENG              |  |  |  |
|-----------------------|-----------------------|--|--|--|
| Subject Name:         | Communicative English |  |  |  |
| No. of Credits:       | 4                     |  |  |  |
| No. of Contact Hours: | 90                    |  |  |  |
| Hours per Week:       | 5                     |  |  |  |
| Name of Faculty:      | Jince Joseph          |  |  |  |

- 1. Understand and apply the rubrics of English grammar
- 2. Recognize and apply the basic patterns in English vocabulary
- 3. Read and elicit data, information, inferences and interpretations based on a given material in English
- 4. Develop the ability to speak in English in real life situations
- 5. Elicit necessary information after listening to an audio material in English
- 6. Compose academic and non-academic writings including letters, paragraphs and essays on a given topic and CV's for specific purposes

#### Module –I: Grammar and Usage

#### Grammar

Articles, Modals, Tenses, Voices, Subject- Verb Agreement, Direct & Reported speech

#### Usage

Question Tags, Types of Words, Phrasal Verbs and Idiomatic Expressions.

#### Module – II: Listening and Speaking

#### Listening

What is Communication?, Phonemes in English, Syllables and Word Stress, Listening to NewsBulletins, Listening to Instructions and Directions, Listening to Lectures, Listening to Speeches

#### Speaking

Greetings and Introductions, Small Conversations, Talking on Telephone, Making Requests, Making Enquiries, Making Suggestions, Expressing Gratitude, Complaining.

#### Module – III: Reading and Writing

#### Reading

Reading Official Letters and Profiles, Reading Advertisements, Reading News Reports, ReadingCharts, Reading Online Content.

#### Writing

Writing Paragraphs, Taking and Making Notes, Essay and Academic Writing, Writing Letters, Writing Resumes.

**Prescribed Textbook:** *Equip: English for Undergraduates* by Cambridge University Pre

| No of<br>Weeks | Dates                          | Session        | Торіс   |
|----------------|--------------------------------|----------------|---|
|                |                                | 1              | Introduction to Communication                                       |
|                |                                | 2              | Terms of Communication  |
|                | 01-07-2019<br>To               | 3 July         | St. Thomas Day  |
| 1              |                                | 3              | Article (a, an, and the)  |
|                | 05-07-2019                     | 4              | Definite Article (the) and Indefinite Article (a and an)            |
|                |                                | 5              | Discussion on Article   |
|                |                                | 6              | Class Test  |
|                |                                | 7              | Modals – Modal Auxiliary and non-Modal Auxiliary                    |
|                |                                | 8              | Modals  |
|                | 08-07-2019                     | 9              | Introduction to Tenses  |
| 2              | То                             | 10             | Present Tense   |
|                | 12-07-2019                     | 11             | Past Tense  |
|                |                                | 12             | Future Tense  |
|                |                                | 13             | Discussion on Modals and Tenses                                     |
|                | 15-07-2019<br>To<br>19-07-2019 | 14             | Examination   |
|                |                                | 15             | Voices- Passive and Active  |
| 3              |                                | 16             | Passive Voice   |
| 3              |                                | 17             | Passive Voice   |
|                |                                | 18             | Examination   |
|                |                                | 19             | SEMINAR PRESENTATION  |
|                |                                | 20             | SEMINAR PRESENTATION  |
|                | 22-07-2019                     | 21             | SEMINAR PRESENTATION  |
| 4              | To                             | 22             | Subject – Verb Agreement  |
| - T            | 26-07-2019                     | 23             | Subject – Verb Agreement  |
|                | 20-07-2019                     | 24             | Speech - Direct and Reported  |
|                |                                | 25             | Direct and Indirect Speech  |
|                |                                | 26             | Direct and Indirect Speech  |
|                |                                | 27             | Examination   |
|                | 29-07-2019                     | 28             | Question Tag  |
| 5              | 2)-0/-201)<br>То               | <b>31 July</b> | Karkadaka Vavu  |
| 3              | 02-08-2019                     | 29             | Question Tag  |
|                | 02-00-2019                     | 30             | Phrasal Verbs (Separable, Inseparable, Transitive and Intransitive) |
|                |                                | 31             | Phrasal Verbs   |

| No of<br>Weeks | Dates                          | Session | Торіс  |
|----------------|--------------------------------|---------|--|
|                |                                | 32      | CLASS PRESENTATION ON IDIOMS   |
|                |                                | 33      | DISCUSSION   |
|                |                                | 34      | Examination  |
| 6              | 05-08-2019<br>To               | 35      | Types of Words (Synonyms, Antonyms, Homonyms,<br>Homophones, Acronyms and Eponyms) |
|                | 09-08-2019                     | 36      | Synonyms, Antonyms and Eponyms   |
|                |                                | 37      | Homonyms, Homophone and Acronyms   |
|                |                                | 38      | Examination  |
|                |                                | 39      | What is Communication?   |
|                |                                | 40      | Phonemes in English  |
|                |                                | 41      | Phonemes in English  |
|                | 12-08-2019                     | 15 Aug  | Independence day   |
| 7              | То                             | 42      | Syllables and Word Stress  |
|                | 16-08-2019                     | 43      | Syllables and Word Stress  |
|                |                                | 44      | Listening to News Bulletins  |
|                |                                | 45      | Listening to Lectures  |
|                | 19-08-2019<br>To<br>23-08-2019 | 46      | Examination  |
|                |                                | 47      | Listening to Speeches  |
|                |                                | 48      | Listening to Instructions and Directions   |
| 8              |                                | 49      | DISCUSSION   |
| Ŭ              |                                | 50      | Small Conversation   |
|                | 23-08-2019                     | 51      | Greetings and Introductions  |
|                |                                | 52      | REVISION   |
|                |                                | 23 Aug  | Sreekrishna Jayanthi   |
|                |                                | 26 Aug  | First Internal Exam  |
|                | 26-08-2019                     |         | First Internal Exam  |
| 9              | To                             | 28 Aug  | Ayyankali Jayanthi   |
|                | 30-08-2019                     |         | First Internal Exam  |
|                | 30-00-2019                     |         | First Internal Exam  |
|                |                                |         | First Internal Exam  |
|                |                                |         | First Internal Exam  |
|                |                                | 53      | Talking to Telephone   |
|                | 02-09-2019                     | 54      | Making Requests  |
| 10             | To                             | 55      | Making Enquiries   |
|                | 06-09-2019                     | 56      | Making Suggestions   |
|                | 00-09-2019                     | 57      | SEMINAR PRESENTATION   |
|                |                                | 58      | SEMINAR PRESENTATION   |
|                |                                | 59      | SEMINAR PRESENTATION   |

| No of<br>Weeks | Dates            | Session | Торіс                                    |
|----------------|------------------|---------|--|
|                |                  |         | Onam Celebration                         |
|                |                  |         | Muharram                                 |
|                | 09-09-2019       |         | First Onam                               |
| 11             | То               |         | Thiruvonam                               |
|                | 13-09-2019       |         | Third Onam                               |
|                |                  |         | Fourth Onam - SreeNarayana Guru Jayanthi |
|                |                  | 60      | Expressing Gratitude                     |
|                |                  | 61      | Complaining                              |
|                |                  | 62      | SEMINAR PRESENTATION                     |
|                | 16-09-2019       | 63      | SEMINAR PRESENTATION                     |
| 12             | То               | 64      | READING                                  |
|                | 20-09-2019       | 65      | Reading Official Letters and Profiles    |
|                |                  | 66      | Reading Advertisements                   |
|                |                  | 67      | Reading News Reports                     |
|                |                  | 68      | Reading News Reports                     |
|                |                  | 69      | Reading Charts                           |
|                |                  | 70      | Reading Online Content                   |
|                | 23-09-2019<br>To | 71      | Examination                              |
|                |                  | 72      | Writing Paragraphs                       |
| 13             |                  | 73      | Writing Paragraphs                       |
|                | 27-09-2019       | 74      | DISCUSSION                               |
|                |                  | 75      | DISCUSSION                               |
|                |                  | 76      | Essay and Academic Writing               |
|                |                  | 77      | Essay and Academic Writing               |
|                |                  | 78      | Writing Letters                          |
|                |                  | 79      | Writing Letters                          |
|                | 30-09-2019       | 2 Oct   | Gandhi Jayanthi                          |
| 14             | То               | 80      | SEMINAR PRESENTATION                     |
|                | 04-10-2019       | 81      | SEMINAR PRESENTATION                     |
|                |                  | 82      | SEMINAR PRESENTATION                     |
|                |                  | 83      | Writing Resumes                          |
|                |                  | 84      | Writing Resumes                          |
|                |                  | 07 Oct  | Mahanavami                               |
|                | 07-10-2019       | 08 Oct  | Vijayadashami                            |
| 15             | То               | 85      | Taking and Making Notes                  |
|                | 11-10-2019       | 86      | Taking and Making Notes                  |
|                |                  | 87      | Examination                              |
|                |                  | 88      | REVISION                                 |

| No of<br>Weeks | Dates                          | Session       | Торіс                 |
|----------------|--------------------------------|---------------|-----------------------|
|                |                                | 89            | REVISION              |
|                |                                | 90            | REVISION              |
|                |                                | 14 Oct        | Second Internal       |
|                | 14-10-2019                     |               | Second Internal       |
| 16             | То                             |               | Second Internal       |
|                | 18-10-2019                     |               | Second Internal       |
|                |                                |               | Second Internal       |
|                |                                |               | Second Internal       |
|                |                                |               | Study Leave           |
|                | 21-10-2019<br>To<br>25-10-2019 |               | Study Leave           |
| 17             |                                |               | Study Leave           |
|                |                                |               | Study Leave           |
|                |                                |               | Study Leave           |
|                | 28-10-2019                     |               | Study Leave           |
| 18             | 20-10-2019<br>To               |               | Study Leave           |
| 10             | 10<br>01-11-2019               | <b>30 Oct</b> | University Exam Begin |

| Subject Code:         | 1A 02 ENG          |  |  |
|-----------------------|--------------------|--|--|
| Subject Name:         | Readings on Kerala |  |  |
| No. of Credits:       | 3                  |  |  |
| No. of Contact Hours: | 72                 |  |  |
| Hours per Week:       | 4                  |  |  |
| Name of Faculty:      | Jisha E            |  |  |

1. Understand the basic facts and patterns regarding the cultural evolution of Kerala through articles, poems, stories, life writings and historical narratives.

2. Acquaint with the life and works of the illustrious leaders of Kerala Renaissance and the major events.

3. Assimilate the notion of Kerala as an emerging society and critically examine the salient features of its evolution.

4. Understand the evolution and contemporary state of the concept of "gender" with reference to Kerala

5. Understand the form and content of Kerala's struggle against "casteism" and for "secularism".

6. Develop an awareness about the ecological problems and issues in Kerala

#### Module - I

- 1. "Conversation" :SreeNarayana Guru
- 2. "Curing Caste" :SahodaranAyyappan
- 3. Excerpts from "Eri" :PradeepanPambirikkunnu
- 4. Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan
- 5. Excerpts from "Parting from the Path of Life" :CherukadGovindaPisharodi

#### Module – II

1. "Not an Alphabet in Sight" :PoykayilAppachan – is the name in Syllabus) In text book the name of poem is ' About my Race a Song"

- 2. "KuttippuramPalam" :Idasseri
- 3. "Courageous Act" : AnasuyaMenon
- 4. "Vaikom Satyagraha" : K. N.Panikkar
- 5. "The Voice" : Suresh Menon

**Prescribed Textbook:** *Multiple Modernities: Readings on Kerala* published by Hornbill Publications

| No of<br>Weeks | Dates            | Session        | Торіс  |
|----------------|------------------|----------------|--|
|                |                  | 1              | . "Conversation" :Sree Narayana Guru               |
|                |                  | 2              | . "Conversation" :Sree Narayana Guru               |
|                | 01-07-2019       | 3 July         | St. Thomas Day                                     |
| 1              | То               | 3              | . "Conversation" :Sree Narayana Guru               |
|                | 05-07-2019       | 4              | . "Conversation" :Sree Narayana Guru               |
|                |                  | 5              | Class Test   |
|                |                  | 6              | Discussion   |
|                |                  | 7              | Curing Caste" :Sahodaran Ayyappan                  |
|                | 08-07-2019       | 8              | Curing Caste" :Sahodaran Ayyappan                  |
| 2              | To               | 9              | Curing Caste" :Sahodaran Ayyappan                  |
| ~              | 12-07-2019       | 10             | Curing Caste" :Sahodaran Ayyappan                  |
|                | 12-07-2019       | 11             | Discussion   |
|                |                  | 12             | CLASS TEST   |
|                |                  | 13             | Excerpts from "Eri" : PradeepanPambirikkunnu       |
|                | 15-07-2019       | 14             | Excerpts from "Eri" : PradeepanPambirikkunnu       |
| 3              | To<br>19-07-2019 | 15             | Excerpts from "Eri" : PradeepanPambirikkunnu       |
| Ŭ              |                  | 16             | Excerpts from "Eri" : PradeepanPambirikkunnu       |
|                |                  | 17             | Excerpts from "Eri" : PradeepanPambirikkunnu       |
|                |                  | 18             | Discussion   |
|                |                  | 19             | CLASS TEST   |
|                | 22-07-2019<br>To | 20             | Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan |
| 4              |                  | 21             | Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan |
|                | 26-07-2019       | 22             | Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan |
|                | 20-07-2019       | 23             | Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan |
|                |                  | 24             | Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan |
|                |                  | 25             | Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan |
|                |                  | 26             | Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan |
|                | 29-07-2019       | 27             | Excerpts from Kelu: N. Sasidharan, E.P.Rajagopalan |
| 5              | То               | <b>31 July</b> | KarkadakaVavu                                      |
|                | 02-08-2019       | 28             | DISCUSSION   |
|                |                  | 29             | DISCUSSION   |
|                |                  | 30             | DISCUSSION   |
| 6              | 05-08-2019       | 31             | DISCUSSION   |
|                |                  | 32             | CLASS TEST   |

| No of<br>Weeks | Dates                            | Session | Торіс   |
|----------------|----------------------------------|---------|---|
|                | То                               | 33      | Excerpts from "Parting from the Path of Life"   |
|                | 09-08-2019                       |         | :CherukadGovindaPisharodi<br>Excerpts from "Parting from the Path of Life"  |
|                |                                  | 34      | :CherukadGovindaPisharodi   |
|                |                                  | 35      | Excerpts from "Parting from the Path of Life" :CherukadGovindaPisharodi   |
|                |                                  | 36      | Excerpts from "Parting from the Path of Life" :CherukadGovindaPisharodi   |
|                |                                  | 37      | Excerpts from "Parting from the Path of Life"<br>:CherukadGovindaPisharodi  |
|                |                                  | 38      | Excerpts from "Parting from the Path of Life"<br>:CherukadGovindaPisharodi  |
|                |                                  | 39      | CLASS TEST  |
| _              | 12-08-2019                       | 15 Aug  | Independence day  |
| 7              | То                               | 40      | REVISION  |
|                | 16-08-2019                       | 41      | Excerpts from "Parting from the Path of Life" :CherukadGovindaPisharodi   |
|                |                                  | 42      | Excerpts from "Parting from the Path of Life"<br>:CherukadGovindaPisharodi  |
|                |                                  | 43      | . "Not an Alphabet in Sight" :PoykayilAppachan – is the name in Syllabus)<br>In text book the name of poem is ' About my Race a Song"       |
|                | 8 19-08-2019<br>To<br>23-08-2019 | 44      | . "Not an Alphabet in Sight" :PoykayilAppachan – is the<br>name in Syllabus)<br>In text book the name of poem is ' About my Race a<br>Song" |
| 8              |                                  | 45      | "Not an Alphabet in Sight" :PoykayilAppachan – is the<br>name in Syllabus)<br>In text book the name of poem is ' About my Race a<br>Song"   |
|                |                                  | 46      | "Not an Alphabet in Sight" :PoykayilAppachan – is the<br>name in Syllabus)<br>In text book the name of poem is ' About my Race a<br>Song"   |
|                |                                  | 47      | "Not an Alphabet in Sight" :PoykayilAppachan – is the<br>name in Syllabus)<br>In text book the name of poem is ' About my Race a<br>Song"   |
|                |                                  | 23 Aug  | SreekrishnaJayanthi   |
|                | 26-08-2019                       | 26 Aug  | First Internal Exam   |
| 9              | То                               |         | First Internal Exam   |
|                | 30-08-2019                       | 28 Aug  | AyyankaliJayanthi   |
|                |                                  |         | First Internal Exam   |

| No of<br>Weeks | Dates            | Session       | Торіс                                    |
|----------------|------------------|---------------|--|
|                |                  |               | First Internal Exam                      |
|                |                  |               | First Internal Exam                      |
|                |                  |               | First Internal Exam                      |
|                | 02-09-2019       | 48            | DISCUSSION                               |
| 10             | То               | 49            | DISCUSSION                               |
|                | 06-09-2019       | 50            | DISCUSSION                               |
|                |                  |               | Onam Celebration                         |
|                |                  |               | Muharram                                 |
|                | 09-09-2019       |               | First Onam                               |
| 11             | То               |               | Thiruvonam                               |
|                | 13-09-2019       |               | Third Onam                               |
|                |                  |               | Fourth Onam - SreeNarayana Guru Jayanthi |
|                |                  | 51            | "KuttippuramPalam" :Idasseri             |
|                | 16-09-2019       | 52            | "KuttippuramPalam" :Idasseri             |
| 12             | То               | 53            | "KuttippuramPalam" :Idasseri             |
| 12             |                  | 54            | "KuttippuramPalam" :Idasseri             |
|                | 20-09-2019       | 55            | "KuttippuramPalam" :Idasseri             |
|                |                  | 56            | "KuttippuramPalam" :Idasseri             |
|                |                  | 57            | Courageous Act" : AnasuyaMenon           |
|                | 23-09-2019       | 58            | Courageous Act" : AnasuyaMenon           |
| 13             | 23-09-2019<br>To | 59            | Courageous Act" : AnasuyaMenon           |
| 13             | 27-09-2019       | 60            | Courageous Act" : AnasuyaMenon           |
|                | 27-09-2019       | 61            | Courageous Act" : AnasuyaMenon           |
|                |                  | 62            | CLASS TEST                               |
|                |                  | 63            | "Vaikom Satyagraha" : K. N.Panikkar      |
|                |                  | 64            | "Vaikom Satyagraha" : K. N.Panikkar      |
|                | 30-09-2019       | 2 Oct         | Gandhi Jayanthi                          |
| 14             | То               | 65            | "Vaikom Satyagraha" : K. N.Panikkar      |
|                | 04-10-2019       | 66            | "Vaikom Satyagraha" : K. N.Panikkar      |
|                |                  | 67            | "Vaikom Satyagraha" : K. N.Panikkar      |
|                |                  | 68            | "Vaikom Satyagraha" : K. N.Panikkar      |
|                |                  | 07 Oct        | Mahanavami                               |
|                | 07-10-2019       | <b>08 Oct</b> | Vijayadashami                            |
| 15             | To               | 69            | The Voice": Suresh Menon                 |
| 15             |                  | 70            | The Voice": Suresh Menon                 |
|                | 11-10-2019       | 71            | The Voice": Suresh Menon                 |
|                |                  | 72            | The Voice": Suresh Menon                 |

| No of<br>Weeks | Dates                          | Session | Торіс                 |
|----------------|--------------------------------|---------|-----------------------|
|                |                                | 14 Oct  | Second Internal       |
|                | 14-10-2019                     |         | Second Internal       |
| 16             | То                             |         | Second Internal       |
|                | 18-10-2019                     |         | Second Internal       |
|                | 10-10-2017                     |         | Second Internal       |
|                |                                |         | Second Internal       |
|                |                                |         | Study Leave           |
|                | 21-10-2019<br>To<br>25-10-2019 |         | Study Leave           |
| 17             |                                |         | Study Leave           |
|                |                                |         | Study Leave           |
|                |                                |         | Study Leave           |
|                | 28-10-2019<br>To<br>01-11-2019 |         | Study Leave           |
| 18             |                                |         | Study Leave           |
|                |                                | 30 Oct  | University Exam Begin |

| Subject Code:         | 1B 01 BBA                              |
|-----------------------|--|
| Subject Name:         | Principles and Practices of Management |
| No. of Credits:       | 3                                      |
| No. of Contact Hours: | 54                                     |
| Hours per Week:       | 3                                      |
| Name of Faculty:      | Athira P                               |

- 1: Acquaint with the basics of management.
- 2: Understand the process and functions of management.
- 3: Familiarize the students with the current management practices.
- 4: Develops administrative skills

#### Module I:

**Management:** Definition, Nature, Purpose, Scope, Features, levels and functions-Evolution of Management Thoughts- classical, neo classical and modern, Contributions made by Taylor, Fayol, and Maslow.

#### Module II:

**Planning and organising**: Planning-Meaning, Nature, characteristics, types, stepsin Planning - Decision making Process – types of Decisions. Organising - Meaning, Principles, Delegation of Authority- centralisation and decentralisation-meaning and differences

#### Module III:

**Staffing and directing:** Staffing- meaning, process. Directing – Meaning,Nature, Principles, Importance, Elements .Controlling- meaning, process-,control techniques-Need for co-ordination.

#### **Module IV:**

**Trends in Management -**Work life balance-meaning, components (self management, time management,stress management).BPO – KPO – meaning, importance and differences

#### **Books for Reference:**

1. Principles of Management LM Prasad, Himalaya

2. Harold Koontz & Heinz Weihrich, Essentials of Management, Tata McGraw Hill, New Delhi

3. P.C.TripathyAndP.N.Reddy, Principles of Management, Tata McGrawıHill, New Delhi

4. Richerd L Daft, Principles of Management, Cengage Learning, India Edition, New Delhi.

5. T.Ramasami, Principles of Management, Himalaya Publications, Mumbai.

6. S.P.Robbins, David A Decenzo and Mary Coulter, Fundamentals of Management, PearsonEducation, New Delhi.

| No of<br>Weeks | Dates      | Session        | Торіс  |
|----------------|------------|----------------|--|
|                |            | 1              | Introduction to management                         |
|                | 01-07-2019 | 2              | Definition and features of management              |
| 1              | To         | 3 July         | St. Thomas Day                                     |
|                |            | 3              | Nature of management                               |
|                | 05-07-2019 | 4              | Purpose and scope of management                    |
|                |            | 5              | Levels of management                               |
|                |            | 6              | Functions of management                            |
|                | 08-07-2019 | 7              | Difference between management and administration   |
| 2              | То         | 8              | Evolution of management thoughts                   |
|                | 12-07-2019 | 9              | Classical and neo classical schools                |
|                |            | 10             | Henry fayols 14 principle                          |
|                |            | 11             | Contributions made by taylor(scientific management |
|                | 15-07-2019 | 12             | Contribution by Maslow                             |
| 3              | То         | 13             | Unit test 1  |
|                | 19-07-2019 | 14             | Planning –meaning and nature                       |
|                |            | 15             | Characteristics and types of planning              |
|                |            | 16             | Steps in planning                                  |
|                | 22-07-2019 | 17             | Decision making process                            |
| 4              | To         | 18             | Types of decisions                                 |
| - T - 1        | 26-07-2019 | 19             | Organizing –definition and meaning                 |
|                | 20-07-2017 | 20             | Principles of organization                         |
|                |            | 21             | Delegation of authority                            |
|                |            | 22             | Centralization and decentralization                |
|                | 29-07-2019 | 23             | Unit test 2  |
| 5              | <b>To</b>  | 24             | Staffing- meaning and definition                   |
| 3              | 02-08-2019 | <b>31 July</b> | KarkadakaVavu                                      |
|                | 02-00-2019 | 25             | Process of staffing                                |
|                |            | 26             | Directing -meaning and definition                  |
|                | 05-08-2019 | 27             | Nature of directing                                |
| 6              | То         | 28             | Principles of directing                            |
| U              |            | 29             | Importance of directing                            |
|                | 09-08-2019 | 30             | Controlling –definition meaning and concept        |
| 7              | 12-08-2019 | 31             | Process of controlling                             |
| - <b>1</b>     | 12-08-2019 | 15 Aug         | Independence day                                   |

| No of<br>Weeks | Dates      | Session  | Торіс   |
|----------------|------------|----------|---|
|                | То         | 32       | Control techniques  |
|                | 16-08-2019 | 33       | Coordination –definition –meaning   |
|                | 19-08-2019 | 34       | Principles of coordination  |
| 8              | To         | 35       | Advantages of coordinating  |
| 0              | 23-08-2019 | 36       | Unit test 3   |
|                | 23-06-2019 | 23 Aug   | SreekrishnaJayanthi   |
|                |            | 26 Aug   | First Internal Exam   |
|                | 26-08-2019 |          | First Internal Exam   |
| 9              | То         | 28 Aug   | AyyankaliJayanthi   |
| Ŭ              | 30-08-2019 |          | First Internal Exam   |
|                | 50-00-2017 |          | First Internal Exam   |
|                |            |          | First Internal Exam   |
|                | 02-09-2019 |          | First Internal Exam   |
| 10             | То         | 37       | Trends in management -  |
|                | 06-09-2019 | 38       | Trends in management  |
|                |            |          | Onam Celebration  |
|                | 00.00.0010 |          | Muharram  |
|                | 09-09-2019 |          | First Onam  |
| 11             | То         |          | Thiruvonam  |
|                | 13-09-2019 |          | Third Onam  |
|                |            | 20       | Fourth Onam - SreeNarayana Guru Jayanthi                                    |
|                | 16-09-2019 | 39       | Work life balance –definition –meaning                                      |
| 12             | То         | 40       | Self management   |
|                | 20-09-2019 | 41<br>42 | Time management   |
|                |            | 42       | Stress management   |
|                | 23-09-2019 | 43<br>44 | BPO –definition concept –importance<br>KPO –definition ,concept –importance |
| 13             | То         | 44       | Importance and difference between KPO and BPO                               |
|                | 27-09-2019 | 46       | Unit test 4   |
|                |            | 40       | Revision unit 1   |
|                |            | 48       | Revision unit 1   |
|                | 30-09-2019 | 2 Oct    | Gandhi Jayanthi   |
| 14             | То         | 49       | Revision unit 3   |
|                | 04-10-2019 | 50       | Revision unit 4   |
|                |            | 51       | Old question paper discussion   |
|                |            | 07 Oct   | Mahanavami  |
| 15             | 07-10-2019 | 08 Oct   |   |
| 15             | 07-10-2019 |          | Mahanavami<br>Vijayadashami   |

| Dates      | Session  | Торіс  |
|------------|--|--|
| То         | 52   | Old question paper discussion  |
| 11-10-2019 | 53   | Old question paper discussion  |
|            | 54   | Old question paper discussion  |
|            | 14 Oct   | Second Internal  |
| 14-10-2019 |  | Second Internal  |
| То         |  | Second Internal  |
| -          |  | Second Internal  |
| 10 10 2017 |  | Second Internal  |
|            |  | Second Internal  |
|            |  | Study Leave  |
| 21-10-2019 |  | Study Leave  |
| То         |  | Study Leave  |
| 25-10-2019 |  | Study Leave  |
|            |  | Study Leave  |
| 28-10-2019 |  | Study Leave  |
|            |  | Study Leave  |
| 01-11-2019 | 30 Oct   | University Exam Begin  |
|            | 11-10-2019   14-10-2019   To   18-10-2019   21-10-2019   To   25-10-2019   28-10-2019   To   28-10-2019   To | 11-10-2019 53   54 14 Oct   14-10-2019 -   To -   18-10-2019 -   21-10-2019 -   To -   25-10-2019 -   28-10-2019 -   To -   30 Oct - |

| Subject Code:         | 1C 01 BBA                         |
|-----------------------|-----------------------------------|
| Subject Name:         | Statistics for business decisions |
| No. of Credits:       | 4                                 |
| No. of Contact Hours: | 72                                |
| Hours per Week:       | 4                                 |
| Name of Faculty:      | Sunitha K.S                       |

1: Understand the importance and relevance of statistics, primary data, secondary data and the statistical technique as applicable to business

**2**: Classify, tabulate and represent the statistical data in appropriate manner using statistical methods

**3**: Analysis trend and seasonality in a time series data

**4**: Construct index numbers and enable to compare the price movements of commodities over different time periods.

5: Identify the correlation between variables

**6:** Problem solving and fit the regression line which enable to draw conclusion about data distribution.

#### Module I

Introduction -Meaning and Definition of Statistics-Functions-scope-uses-advantages and limitations-Collection of data-types of data - Primary data, Secondary data, Classification and tabulation of statistical Data- Diagrammatic and graphical representation of data

#### **Module II**

Time series- Components- Methods of studying secular trend- Free hand curves-Semi Average Method- Moving Average Method-Method Least Squares

#### **Module III**

Index Numbers- meaning and definition-uses-Problems in the construction of Indexnumbers- Types of Index numbers- Methods of construction of Index numbers-Tests- Fixedbase and chain base methods-Consumer price index: uses and methods of construction

#### **Module IV**

Correlation and Regression Analysis-meaning- definition-Methods of correlation-Karlpearson's coefficient of correlation –Spearman's Rank correlation- concurrent Deviationmethod-probable error-Simple Regression Analysis-regression lineregression equationsalgebraicmethods and their applications in business.

#### References

Statistical Methods- S.P.Gupta Business Statistics- J.K Sharma Business Statistics- P.R.Vital Fundamentals of Mathematics and Statistics by V.K.Kapoor and S.C Gupta

| No of<br>Weeks | Dates            | Session        | Торіс   |
|----------------|------------------|----------------|---|
|                |                  | 1              | Syllabus introduction                             |
|                |                  | 2              | Introduction to statistics                        |
|                | 01-07-2019       | 3 July         | St. Thomas Day                                    |
| 1              | То               | 3              | Meaning and Definition of Statistics              |
|                | 05-07-2019       | 4              | Functions of Statistics                           |
|                |                  | 5              | Scope of Statistics                               |
|                |                  | 6              | Uses, Advantages and limitations                  |
|                |                  | 7              | Collection of data                                |
|                | 08-07-2019       | 8              | Types of data                                     |
| 2              | To               | 9              | Primary data                                      |
|                | 12-07-2019       | 10             | Source of collecting Primary data                 |
|                | 12-07-2019       | 11             | Secondary data                                    |
|                |                  | 12             | Source of collecting Secondary data               |
|                |                  | 13             | Classification                                    |
|                | 15-07-2019       | 14             | Tabulation of statistical Data                    |
| 3              | To<br>19-07-2019 | 15             | Diagrammatic and graphical representation of data |
| 3              |                  | 16             | Diagrammatic and graphical representation of data |
|                |                  | 17             | Diagrammatic and graphical representation of data |
|                |                  | 18             | Seminar   |
|                |                  | 19             | Seminar   |
|                | 22-07-2019       | 20             | Class test  |
| 4              | To               | 21             | Time series                                       |
| - T            | 26-07-2019       | 22             | Components  |
|                | 20-07-2017       | 23             | Methods of studying secular trend                 |
|                |                  | 24             | Problems  |
|                |                  | 25             | Problems  |
|                |                  | 26             | Problems  |
|                | 29-07-2019       | 27             | Problems  |
| 5              | То               | <b>31 July</b> | KarkadakaVavu                                     |
|                | 02-08-2019       | 28             | Free hand curves                                  |
|                |                  | 29             | Problems  |
|                |                  | 30             | Semi<br>Average Method                            |
| 6              | 05-08-2019       | 31             | Moving Average Method                             |
| v              | 05-06-2019       | 32             | Problems  |

| No of<br>Weeks | Dates              | Session | Торіс   |
|----------------|--------------------|---------|---|
|                | То                 | 33      | Method Least Squares                          |
|                | 09-08-2019         | 34      | Problems                                      |
|                |                    | 35      | Class Test                                    |
|                |                    | 36      | Index Numbers                                 |
|                |                    | 37      | Meaning and definition                        |
|                |                    | 38      | Uses  |
|                | 12-08-2019         | 39      | Problems in the construction of Index numbers |
| 7              | To                 | 15 Aug  | Independence day                              |
| · '            | 16-08-2019         | 40      | Types of Index numbers                        |
|                | 10-00-2019         | 41      | Methods of construction of Index numbers      |
|                |                    | 42      | Seminar                                       |
|                |                    | 43      | Problems                                      |
|                | 19-08-2019         | 44      | Tests, Fixed base method                      |
| 8              | То                 | 45      | Problems                                      |
| 0              |                    | 46      | Problems                                      |
|                | 23-08-2019         | 47      | Problems                                      |
|                |                    | 23 Aug  | SreekrishnaJayanthi                           |
|                |                    | 26 Aug  | First Internal Exam                           |
|                | 26-08-2019<br>9 To |         | First Internal Exam                           |
| 9              |                    | 28 Aug  | AyyankaliJayanthi                             |
| 9              | -                  |         | First Internal Exam                           |
|                | 30-08-2019         |         | First Internal Exam                           |
|                |                    |         | First Internal Exam                           |
|                |                    |         | First Internal Exam                           |
|                | 02-09-2019         | 48      | Chain base method                             |
| 10             | То                 | 49      | Problems                                      |
|                | 06-09-2019         | 50      | Problems                                      |
|                |                    |         | Onam Celebration                              |
|                |                    |         | Muharram                                      |
|                | 09-09-2019         |         | First Onam                                    |
| 11             | То                 |         | Thiruvonam                                    |
|                | 13-09-2019         |         | Third Onam                                    |
|                |                    |         | Fourth Onam - SreeNarayana Guru Jayanthi      |
|                | 16-09-2019         | 51      | Consumer price index                          |
| 12             | To                 | 52      | uses and methods of construction              |
| 12             |                    | 53      | Correlation                                   |
|                | 20-09-2019         | 54      | Definition, Methods of correlation            |

| No of<br>Weeks | Dates                          | Session       | Торіс                                    |
|----------------|--------------------------------|---------------|--|
|                |                                |               |  |
|                |                                | 55            | Karlpearson's coefficient of correlation |
|                |                                | 56            | Problems                                 |
|                |                                | 57            | Problems                                 |
|                | 23-09-2019                     | 58            | Spearman's Rank correlation              |
| 13             | То                             | 59            | Problems                                 |
|                | 27-09-2019                     | 60            | Problems                                 |
|                | 27-09-2019                     | 61            | Concurrent Deviationmethod               |
|                |                                | 62            | probable error                           |
|                |                                | 63            | Problems                                 |
|                |                                | 64            | Problems                                 |
|                | 30-09-2019                     | 2 Oct         | Gandhi Jayanthi                          |
| 14             | То                             | 65            | Regression Analysis                      |
|                | 04-10-2019                     | 66            | Simple Regression Analysis               |
|                |                                | 67            | regression line-regression equations     |
|                |                                | 68            | Algebraic methods                        |
|                | 07-10-2019<br>To<br>11-10-2019 | 07 Oct        | Mahanavami                               |
|                |                                | <b>08 Oct</b> | Vijayadashami                            |
| 15             |                                | 69            | applications in business                 |
| 13             |                                | 70            | Problems                                 |
|                |                                | 71            | Problems                                 |
|                |                                | 72            | Revision                                 |
|                |                                | 14 Oct        | Second Internal                          |
|                | 14-10-2019                     |               | Second Internal                          |
| 16             | То                             |               | Second Internal                          |
|                | 18-10-2019                     |               | Second Internal                          |
|                |                                |               | Second Internal                          |
|                |                                |               | Second Internal                          |
|                |                                |               | Study Leave                              |
|                | 21-10-2019                     |               | Study Leave                              |
| 17             | То                             |               | Study Leave                              |
|                | 25-10-2019                     |               | Study Leave                              |
|                |                                |               | Study Leave                              |
|                | 28-10-2019                     |               | Study Leave                              |
| 10             |                                |               | Study Leave                              |
| 18             | То<br>01-11-2019               | <b>30 Oct</b> | University Exam Begin                    |
|                |                                |               |  |

| Subject Code:         | 1C 02 BBA            |
|-----------------------|----------------------|
| Subject Name:         | Managerial Economics |
| No. of Credits:       | 4                    |
| No. of Contact Hours: | 72                   |
| Hours per Week:       | 4                    |
| Name of Faculty:      | Meenu Maria Tom      |

**1.**Understand basic managerial economic concepts

2.Understands economics and related disciplines and relationships

3. Apply economic analysis in the formulation of business policies

4.Use economic reasoning to problems of business

#### Module I

**Introduction to Managerial Economics:** Concept, meaning, scope. Managerial economics and other disciplines. Basic economic concepts in decision making.

#### **Module II**

**Demand Analysis:-** Law of demand, Determinants of demand, Price elasticity of demand, Income elasticity of demand, cross elasticity of demand, uses of elasticity for analyzing demand.

#### **Module III**

**Cost Analysis:** Cost concepts and determinants of cost, cost output relationship in short and longperiod. Supply: Introduction to supply and supply curves.

#### **Module IV**

**Pricing Analysis:** Price determination under perfect, imperfect competition and monopoly.Types of pricing methods

#### **References:**

1. Managerial Economics: Analysis, Problems and Cases, P.L. Mehta.

- 2. Managerial Economics: Varshney and Maheshwari.
- 3. Managerial Economics: D. Salvatore.
- 4. Managerial Economics: Pearson and Lewis
- 5. Managerial Economics: G.S. Gupta

| No of<br>Weeks | Dates            | Session        | Торіс   |
|----------------|------------------|----------------|---|
|                |                  | 1              | Syllabus introduction                           |
|                |                  | 2              | Introduction to Economics                       |
|                | 01-07-2019       | 3 July         | St. Thomas Day                                  |
| 1              | То               | 3              | Concept of Economics,                           |
|                | 05-07-2019       | 4              | Meaning and Definition                          |
|                |                  | 5              | Introduction to Managerial Economics            |
|                |                  | 6              | Features of Economics                           |
|                |                  | 7              | Features of Economics                           |
|                | 08-07-2019       | 8              | Scope of Economics                              |
| 2              | To               | 9              | Branches of Economics                           |
|                | 12-07-2019       | 10             | Branches Of Economics                           |
|                | 12-07-2019       | 11             | Role of Micro Economics in Managerial Economics |
|                |                  | 12             | Role of Macro Economics in Managerial Economics |
|                |                  | 13             | Basic Economic Concept in decision making       |
|                | 15-07-2019       | 14             | Basic Economic Concept in decision making       |
| 3              | То               | 15             | Seminar   |
| Ŭ              | 19-07-2019       | 16             | Seminar   |
|                | 17-07-2017       | 17             | Discussion                                      |
|                |                  | 18             | Class Test                                      |
|                |                  | 19             | Demand Analysis:-                               |
|                | 22.07.2010       | 20             | Law of demand                                   |
| 4              | 22-07-2019<br>To | 21             | Law Of Demand                                   |
|                | 26-07-2019       | 22             | Determinants of demand                          |
|                |                  | 23             | Price elasticity of demand                      |
|                |                  | 24             | Price elasticity of demand                      |
|                |                  | 25             | Income elasticity of demand                     |
|                |                  | 26             | Income elasticity of demand                     |
|                | 29-07-2019       | 27             | cross elasticity of demand                      |
| 5              | То               | <b>31 July</b> | Karkadaka Vavu                                  |
|                | 02-08-2019       | 28             | Types of cross Elasticity                       |
|                |                  | 29             | Practical importance of Elasticity of Demand    |
|                |                  | 30             | Uses of elasticity for analyzing demand         |
| 6              | 05-08-2019       | 31             | Uses of elasticity for analyzing demand         |

| No of<br>Weeks | Dates              | Session       | Торіс  |
|----------------|--------------------|---------------|--|
|                | То                 | 32            | Discussion                                       |
|                | 09-08-2019         | 33            | Class Test                                       |
|                |                    | 34            | Cost concepts – Meaning and Definition           |
|                |                    | 35            | Types of cost                                    |
|                |                    | 36            | Types of cost                                    |
|                |                    | 37            | Determinants of cost                             |
|                |                    | 38            | Difference between short run and long run cost   |
|                | 12-08-2019         | 39            | Relationship between short run and long run cost |
| 7              | To                 | 15 Aug        | Independence day                                 |
| · · · ·        | 16-08-2019         | 40            | Cost output relationship in short period         |
|                | 10-00-2017         | 41            | Cost output relationship in long period          |
|                |                    | 42            | Seminar  |
|                |                    | 43            | Seminar  |
|                | 19-08-2019         | 44            | Discussion                                       |
| 8              | To                 | 45            | Class test                                       |
| Ŭ              | 23-08-2019         | 46            | Revision   |
|                | 23-00-2019         | 47            | Revision   |
|                |                    | <b>23 Aug</b> | Sreekrishna Jayanthi                             |
|                |                    | 26 Aug        | First Internal Exam                              |
|                | 26-08-2019         |               | First Internal Exam                              |
| 9              | 9 To<br>30-08-2019 | 28 Aug        | Ayyankali Jayanthi                               |
|                |                    |               | First Internal Exam                              |
|                | 02-09-2019         | 48            | Introduction to supply                           |
| 10             | То                 | 49            | Meaning and Definition of Supply                 |
|                | 06-09-2019         | 50            | Determinants of supply                           |
|                |                    |               | Onam Celebration                                 |
|                |                    |               | Muharram   |
|                | 09-09-2019         |               | First Onam                                       |
| 11             | То                 |               | Thiruvonam                                       |
|                | 13-09-2019         |               | Third Onam                                       |
|                |                    |               | Fourth Onam - SreeNarayana Guru Jayanthi         |
|                | 16-09-2019         | 51            | Law of supply                                    |
| 12             | То                 | 52            | Factors affecting supply                         |
| 12             | 20-09-2019         | 53            | Supply curves                                    |
|                | 20-09-2019         | 54            | Supply curves                                    |

| No of<br>Weeks | Dates            | Session       | Торіс   |
|----------------|------------------|---------------|---|
|                |                  | 55            | Seminar   |
|                |                  | 56            | Discussion  |
|                |                  | 57            | Class Test  |
|                |                  | 58            | Introduction to competition   |
| 13             | 23-09-2019<br>To | 59            | Meaning of Perfect competition, Monopoly, and<br>Imperfect competition  |
| 10             | 27-09-2019       | 60            | Meaning of Perfect competition , Monopoly, and<br>Imperfect competition |
|                |                  | 61            | Price Determination under Perfect competition                           |
|                |                  | 62            | Price Determination under Perfect competition                           |
|                |                  | 63            | Price Determination under monopoly                                      |
|                |                  | 64            | Price Determination under monopoly                                      |
|                | 30-09-2019       | 2 Oct         | Gandhi Jayanthi   |
| 14             | То               | 65            | Price determination under imperfect competition                         |
|                | 04-10-2019       | 66            | Price determination under imperfect competition                         |
|                |                  | 67            | Introduction to pricing   |
|                |                  | 68            | Types of pricing methods  |
|                |                  | 07 Oct        | Mahanavami  |
|                | 07-10-2019<br>To | <b>08 Oct</b> | Vijayadashami   |
| 15             |                  | 69            | Discussion.   |
| 15             | 11-10-2019       | 70            | Class Test  |
|                | 11-10-2019       | 71            | Revision  |
|                |                  | 72            | Revision  |
|                |                  | 14 Oct        | Second Internal   |
|                | 14-10-2019       |               | Second Internal   |
| 16             | То               |               | Second Internal   |
|                | 18-10-2019       |               | Second Internal   |
|                |                  |               | Second Internal   |
|                |                  |               | Second Internal   |
|                | 01 10 0010       |               | Study Leave   |
| 17             | 21-10-2019       |               | Study Leave   |
|                | То               |               | Study Leave   |
|                | 25-10-2019       |               | Study Leave   |
|                |                  |               | Study Leave   |
|                | 28-10-2019       |               | Study Leave   |
| 18             | То               |               | Study Leave   |
| 10             | 01-11-2019       | <b>30 Oct</b> | University Exam Begin   |
|                |                  |               |   |