Shri Sharda Bhavan Education Society's

Institute of Technology and Management, Nanded.

TEACHING PLAN

Class: MBA II year – IV Semester (2023-2024)

Subject: Employment Laws

Sr. No.	Topic Name	Probable Dates	No. of Lectures
1	**Industrial Relations**		
	Basic concept & Philosophy of Industrial Relations – Historical background – Evolution & growth of Industrial Relations in India – Structure & framework of Industrial Relations, Collective Bargaining, Trade unions and its types, Trade Unions Act, 1926: Objectives of the act, definitions, coverage, registration & recognition of Trade Unions,	01-07-2023 TO 21-07-2023	10
2	**Industrial Employment (Standing Orders) Act, 1946**		
	Various issues pertaining to employment standing orders. Industrial Disputes Act, 1947: Machinery available for settling for grievance handling, penalty, strike lockout, layoff, retrenchment etc.	22-07-2023 TO 11-08-2023	10
3	**Factories Act, 1948**		
	Definition, scop and provisions of the act, Safety, Health Welfare Provisions, Offences and Fines related to the Act, Payment of Wages Act, 1936: Definition, scope and provision of the act. Minimum Wages Act, 1948: Definition, scope and provision of the act, Maharashtra Shops and Establishments (Regulation of Employment and Condition of Service) Act 2017 Definitions, scope and provisions of the act.	12-08-2023 TO 01-09-2023	10
4	**Employees Provident Funds (and Misc. Provisions) Act, 1952**		
	Definition, scope and provisions of the act, Workman's Compensation Act, 1923: Objective of the Act Definition's Dependent Employer, Wages, Workmen, Workmen's Compensation (Employer's Liability for compensation, amount of compensation, Procedure for compensation),	02-09-2023 TO 25-10-2023	12
5	**Employee's State Insurance Act, 1948**		
	Contributions, administrative arrangements, Benefits (Sickness Benefit, Maternity Benefit, Disablement Benefit, Dependents Benefit, medical Benefit, Funeral Benefit, Prescribed Specification for Entitlement Administration of Disablement Benefit), Provision of Medical Treatment by State Government, Penalties. Maternity Benefit (Amendment) Act, 2017, Child Labor (Prohibition and Regulation) Act, 1986	26-10-2023 TO 10-11-2023	12

Note: <u>10% Variation in date is expected.</u>

<u>Reference books:</u>

1. Labour & Employment Law in India - Manishi Pathak & Puneet Arora
2. Human resource Management & Human relations – V.P. Michael.
3. Textbook on Labour & Industrial Law - Dr. H.K. Saharay

Mr. A. S. Gunjkar (Asst. Prof. Mgmt. Dept.)

Dr. M. S. Altamash. (HOD, Mgmt. Dept.)

H. O. D. Mgt. Dept. SSBES's Inst. of Tech. & Mgt

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TEACHING HANDOUT

Class: MBA II year – IV Semester (2023-2024)

Subject: Employment Laws

Sr. No.	Topic Name	Ref. books	Page no.
1	**Industrial Relations**		
	Basic concept & Philosophy of Industrial Relations – Historical background – Evolution & growth of Industrial Relations in India – Structure & framework of Industrial Relations, Collective Bargaining, Trade unions and its types, Trade Unions Act, 1926: Objectives of the act, definitions, coverage, registration & recognition of Trade Unions,	1	01-12
2	**Industrial Employment (Standing Orders) Act, 1946**		
	Various issues pertaining to employment standing orders. Industrial Disputes Act, 1947: Machinery available for settling for grievance handling, penalty, strike lockout, layoff, retrenchment etc.	1	117 - 138 139 - 170
3	**Factories Act, 1948**		
	Definition, scop and provisions of the act, Safety, Health Welfare Provisions, Offences and Fines related to the Act, Payment of Wages Act, 1936: Definition, scope and provision of the act. Minimum Wages Act, 1948: Definition, scope and provision of the act, Maharashtra Shops and Establishments (Regulation of Employment and Condition of Service) Act 2017 Definitions, scope and provisions of the act.	1	207 - 234 345 - 386
4	**Employees Provident Funds (and Misc. Provisions) Act, 1952**		
	Definition, scope and provisions of the act, Workman's Compensation Act, 1923: Objective of the Act Definition's Dependent Employer, Wages, Workmen, Workmen's Compensation (Employer's Liability for compensation, amount of compensation, Procedure for compensation),	1	171 - 206
5	**Employee's State Insurance Act, 1948**		
	Contributions, administrative arrangements, Benefits (Sickness Benefit, Maternity Benefit, Disablement Benefit, Dependents Benefit, medical Benefit, Funeral Benefit, Prescribed Specification for Entitlement Administration of Disablement Benefit), Provision of Medical Treatment by State Government, Penalties. Maternity Benefit (Amendment) Act, 2017, Child Labor (Prohibition and Regulation) Act, 1986	1	467 - 478 443 - 466 529 - 594

Note: 10% Variation in date is expected.

Reference books:

1. Labour & Employment Law in India - Manishi Pathak & Puneet Arora
2. Human resource Management & Human relations – V.P. Michael.
3. Textbook on Labour & Industrial Law - Dr. H.K. Saharay
4. Self Notes

Mr. A. S. Gunjkar (Asst. Prof. Mgmt. Dept.)

Dr. M. S. Altamash. (HOD, Mgmt. Dept.)

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TEACHING PLAN

Class: MBA II year – IV Semester (2023-2024)

Subject: Leadership Skills & Change Management

Sr. No.	Topic Name	Probable Dates	No. of Lectures
1	**Introduction**		
	Meaning of Leader & Leadership: Evolution of leadership theories, attributes of leadership, Leadership styles. Role of leadership, characteristics of leader	01-07-2023 TO 21-07-2023	10
2	**Leadership skills and tactics**		
	Persuasion skills, Motivational skills, Conflict resolution skills, and leadership tactics	22-07-2023 TO 11-08-2023	10
3	**Understanding Change**		
	Evolution of an organisation change, the creativity stage, the stage of Direction-setting. The stage of Decentralization; The stage of coordination; the stage of collaboration; Classification of change: Dramatic change, systematic change, organic change; mode of change: Revolution; Reform; Rejuvenation.	12-08-2023 TO 01-09-2023	10
4	**Implementation change**		
	Transforming an organisation: Establishing a sense of Urgency; Creating a Guiding Coalition; Developing a vision and strategy for change; communication the change vision.	02-09-2023 TO 25-10-2023	12
5	**Change agents**		
	CEOs as change agents: Middle level managers as change agent: HR personnel as change agents; Traditional role in new circumstances; consultants as Change agents	26-10-2023 TO 10-11-2023	12

Note: 10% Variation in date is expected.

Reference books:

1. John P. Kotter – Leading change making sense of change management – Esther Cameron, Mike Green.
2. Leadership Skill & Change management. – IFCAI University press Self Notes
3. Self Notes

Mr. A. S. Gunjkar (Asst. Prof. Mgmt. Dept.)

Dr. M. S. Altamash. (HOD, Mgmt. Dept.)

H. O. D.
Mgt. Dept.
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VIP Road, Nanded

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TEACHING HANDOUT

Class: MBA II year – IV Semester (2023-2024)

Subject: Leadership Skills & Change Management

Sr. No.	Topic Name	Ref. books	Page no.
1	**Introduction**		
	• Meaning of Leader & Leadership: Evolution of leadership theories, attributes of leadership, Leadership styles. Role of leadership, characteristics of leader	1	01-12
2	**Leadership skills and tactics**		
	• Persuasion skills, Motivational skills, Conflict resolution skills, and leadership tactics	1	117 - 138 139 - 170
3	**Understanding Change**		
	• Evolution of an organisation change, the creativity stage, the stage of Direction-setting. The stage of Decentralization; The stage of coordination; the stage of collaboration; Classification of change: Dramatic change, systematic change, organic change; mode of change: Revolution; Reform; Rejuvenation.	1	207 - 234 345 - 386
4	**Implementation change**		
	• Transforming an organisation: Establishing a sense of Urgency; Creating a Guiding Coalition; Developing a vision and strategy for change; communication the change vision.	1	171 - 206
5	**Change agents**		
	• CEOs as change agents: Middle level managers as change agent: HR personnel as change agents; Traditional role in new circumstances; consultants as Change agents	1	467 - 478 443 - 466 529 - 594

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Reference books:

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Mr. A. S. Gunjkar (Asst. Prof. Mgmt. Dept.)

Dr. M. S. Altamash. (HOD, Mgmt. Dept.)

H. O. D.
Mgt. Dept.
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TEACHING HANDOUT

Class: BBA III year – Semester V (2023-24)

Subject: Business Tax - I

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Basic concepts of Direct Tax :** • Direct Tax : Introduction, History, Direct & Indirect Tax, Basic principles of charging Income, Residential Status. • Assessment Year, Previous Year, Assessee, Person, Income, Agricultural Income, Gross Total Income, Total Income. • Heads of Income- Salary, House property, Capital Gain, Income from Business or Profession, Income from Other Source.	1	1-20 80-148
2	**Income Under the Head Salaries:** • Definition, Basic Elements of Salary, Gratuity, pension, Leave Salary Encashment, Allowances, Perquisite • Standard Deduction, Tax on employment or professional tax, Numerical problems.	1	80-170
3	**Income Under the Head House Property :** • Chargeability, Exempted properties, Let out property, Computation of Income Taxes levied by local authority (Municipal Tax) • Deductions u/s 24, Self-occupied property [Sec. 23(2)(a)], Partly self-occupied and partly, let-out [Sec.23(3)], Recovery of unrealized rent and Arrears Rent [Sec. 25A], • Numerical problems.	1	171-212
4	**Income Under the Head Profit and Gains of Business or Profession:** • Meaning of Business & Profession, Income chargeable under the head Profits & gains of business or profession [Sec. 28], • Incomes not taxable under the head Profits and gains of business or profession. • Expenditures allowed as deduction, Specific Deductions,. • Numerical problems.	1	213-269
5	**Income Under the Head Capital Gain & Other Sources:** • Income Under the Head Capital Gain, Basis of Charge, Capital Asset [Sec. 2(14)], Types of Capital Gain, Computation of Capital Gains [Sec. 48], Deduction from capital gain under Section 54, • Numerical Problems on Capital Gain. • Income Under Income from Other Source, Basis of Charge, Computation of Income from Other Source, Allowable Deductions • Numerical Problems on Income from Other Source.	1	295-377

Note: 10% Variation in date is expected.

Reference Books:

1. Income Tax Law and Accounts, Sahitya Bhavan Publications by Dr. H. C. Mehrotra and Dr. S. P. Goyal.

Dr. M. S. Altamash
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road. Nanded

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TEACHING PLAN

Class: BBA III year – Semester V (2023-2024)

Subject: Business Tax - I

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Basic concepts of Direct Tax :** • Direct Tax : Introduction, History, Direct & Indirect Tax, Basic principles of charging Income, Residential Status. • Assessment Year, Previous Year, Assessee, Person, Income, Agricultural Income, Gross Total Income, Total Income. • Heads of Income- Salary, House property, Capital Gain, Income from Business or Profession, Income from Other Source.	03-07-2023 TO 24-07-2023	11
2	**Income Under the Head Salaries:** • Definition, Basic Elements of Salary, Gratuity, pension, Leave Salary Encashment, Allowances, Perquisite • Standard Deduction, Tax on employment or professional tax, Numerical problems.	25-07-2023 TO 17-08-2023	11
3	**Income Under the Head House Property :** • Chargeability, Exempted properties, Let out property, Computation of Income Taxes levied by local authority (Municipal Tax) • Deductions u/s 24, Self occupied property [Sec. 23(2)(a)], Partly self occupied and partly, let-out [Sec.23(3)], Recovery of unrealized rent and Arrears Rent [Sec. 25A], • Numerical problems.	18-08-2023 TO 01-09-2023	11
4	**Income Under the Head Profit and Gains of Business or Profession:** • Meaning of Business & Profession, Income chargeable under the head Profits & gains of business or profession [Sec. 28], • Incomes not taxable under the head Profits and gains of business or profession. • Expenditures allowed as deduction, Specific Deductions,. • Numerical problems.	02-09-2023 TO 19-09-2023	11
5	**Income Under the Head Capital Gain & Other Sources:** • Income Under the Head Capital Gain, Basis of Charge, Capital Asset [Sec. 2(14)], Types of Capital Gain, Computation of Capital Gains [Sec. 48], Deduction from capital gain under Section 54, • Numerical Problems on Capital Gain. • Income Under Income from Other Source, Basis of Charge, Computation of Income from Other Source, Allowable Deductions • Numerical Problems on Income from Other Source.	20-09-2023 TO 03-10-2023	10

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Dr. M. S. Altamash
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's
Institute of Tech. & Mgt
VIP Road Nanded

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TEACHING HANDOUT

Class: MBA I year – Semester I (2023-24)

Subject: Management Accounting

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Basic Concepts of Management Accounting:** Meaning and Importance of Accounting in Business Organization, Basic concepts and terms used in accounting, Capital & Revenue Expenditure, Capital & Revenue Receipts, Users of Accounting Information. Accounting Concepts and Conventions, Fundamental Accounting Equation, Journal, Ledger and Trial Balance.	1 2	1-42 1-19
2	**Financial Statements:** Meaning of Financial Statements, Importance and Objectives of Financial Statements. Preparation of Final Accounts of sole proprietary firm.	1 2	525-558
3	**Cost Accounting:** Basic Concepts of Cost Accounting, Objectives, Importance and Advantages of Cost Accounting, Cost Centre, Cost Unit, Elements of Cost, Classification and Analysis of Costs, Relevant and Irrelevant Costs, Differential Costs, Sunk Cost, Opportunity Cost, Preparation of Cost Sheet.	1 2	229-282 4-19
4	**Short Term Business Decision Techniques Marginal Costing:** Meaning, Principles, Advantages and Limitations, Contribution, P/V Ratio, Break-Even Point (BEP), Cost Volume Profit (CVP) Analysis, Short Term Business Decisions–Product Mix Decisions, Make or Buy (Outsourcing) Decisions, Accept or Reject Special Order Decisions, Shutting Down Decisions.	1 2	437-524 570-664
5	**Exercising Control – Budgetary Control & Standard Costing:** **Budgetary Control:** Meaning of Budget and Budgeting, Importance, Advantages and Disadvantages, Functional Budgets–Raw Material Purchase & Procurement Budget, Cash Budget and Flexible Budget. Standard Costing: Meaning, Importance, Advantages and Disadvantages, Cost Variance Analysis. Material Variances, Labour Variances	1 2	283-436 665-698

Note: 10% Variation in date is expected.

Reference Books:

1. Accounting for Managers, Himalaya Publishing House by J. Madegowda.
2. Cost Accounting by S. Chand.

Dr. M. S. Altamash
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's,
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING PLAN

Class: MBA I year – Semester I (2023-2024)

Subject: Management Accounting

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Basic Concepts of Management Accounting:** Meaning and Importance of Accounting in Business Organization, Basic concepts and terms used in accounting, Capital & Revenue Expenditure, Capital & Revenue Receipts, Users of Accounting Information. Accounting Concepts and Conventions, Fundamental Accounting Equation, Journal, Ledger and Trial Balance.	23-08-2023 TO 14-09-2023	11
2	**Financial Statements:** Meaning of Financial Statements, Importance and Objectives of Financial Statements. Preparation of Final Accounts of sole proprietary firm.	15-09-2023 TO 30-09-2023	11
3	**Cost Accounting:** Basic Concepts of Cost Accounting, Objectives, Importance and Advantages of Cost Accounting, Cost Centre, Cost Unit, Elements of Cost, Classification and Analysis of Costs, Relevant and Irrelevant Costs, Differential Costs, Sunk Cost, Opportunity Cost, Preparation of Cost Sheet.	1-09-2023 TO 25-10-2023	11
4	**Short Term Business Decision Techniques Marginal Costing:** Meaning, Principles, Advantages and Limitations, Contribution, P/V Ratio, Break-Even Point (BEP), Cost Volume Profit (CVP) Analysis, Short Term Business Decisions–Product Mix Decisions, Make or Buy (Outsourcing) Decisions, Accept or Reject Special Order Decisions, Shutting Down Decisions.	26-10-2023 TO 19-11-2023	11
5	**Exercising Control – Budgetary Control & Standard Costing: Budgetary Control:** Meaning of Budget and Budgeting, Importance, Advantages and Disadvantages, Functional Budgets–Raw Material Purchase & Procurement Budget, Cash Budget and Flexible Budget. Standard Costing: Meaning, Importance, Advantages and Disadvantages, Cost Variance Analysis. Material Variances, Labour Variances	20-11-2023 TO 03-12-2023	10

Note: 10% Variation in date is expected.

Dr. M. S. Altamash
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road. Nanded

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TEACHING HANDOUT

Class: MBA II year – Semester III (2023-24)

Subject: Strategic Financial Management

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Introduction Strategic Financial Management:** Conceptual Framework – 9S Model for Strategic Financial Management- Right Issue- Initial Public Offer- Private Placement.	1	1-49
2	**Capital Structure Planning:** Estimating Financial Plans relating to Capital Structure – EBIT-EPS Analysis – Levered Beta – Unlevered Beta (Problems).	1	97-137
3	**Corporate Acquisitions:** Types of Acquisitions – Mergers – Reasons– Exchange Ratio – Takeovers (Problems).	1	355-373
4	**Corporate Valuation:** Concept – Financial Flows – Computation of the Value of the Firm DCF approach, two stage and three stage growth models.	1	445-467
5	**Corporate Restructuring and Reengineering:** Changing Ownership – Spin-off – Split-off – Leveraged Buyout – Financial Restructuring – Buy Back of Shares – Benchmarking Practices .	1	383-438

Note: 10% Variation in date is expected.

Reference Books:

1. Strategic Financial Management by Dr. Girish P. Jakhotiya

Dr. M. S. Altamash
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
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TEACHING PLAN

Class: MBA II year – Semester III (2023-2024)

Subject: Strategic Financial Management

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Introduction Strategic Financial Management:** Conceptual Framework – 9S Model for Strategic Financial Management- Right Issue- Initial Public Offer- Private Placement.	18-07-2023 TO 24-07-2023	11
2	**Capital Structure Planning:** Estimating Financial Plans relating to Capital Structure – EBIT-EPS Analysis – Levered Beta – Unlevered Beta (Problems).	25-07-2023 TO 17-08-2023	11
3	**Corporate Acquisitions:** Types of Acquisitions – Mergers – Reasons– Exchange Ratio – Takeovers (Problems).	18-08-2023 TO 01-09-2023	11
4	**Corporate Valuation:** Concept – Financial Flows – Computation of the Value of the Firm DCF approach, two stage and three stage growth models.	02-09-2023 TO 19-09-2023	11
5	**Corporate Restructuring and Reengineering:** Changing Ownership – Spin-off – Split-off – Leveraged Buyout – Financial Restructuring – Buy Back of Shares – Benchmarking Practices.	20-09-2023 TO 25-10-2023	10

Note: 10% Variation in date is expected.

Dr. M. S. Altamash
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING HANDOUT

Class: BBA III year – Semester V (2023-24)

Subject: Introduction of Financial Market

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Introduction to Financial Market:** • Financial Market: Meaning of Financial Market, Classification of Market (on the basis of maturity of securities, Seaserlity of claim & Organization structure basis), Functions of Financial Market	1 2	1-45 3-31
2	**Financial Instruments:** • Financial Instruments: Introduction of Financial Instruments, Types of Instrument issued in Money market and Capital market, (Shares, Debentures, Commercial papers, Certificate of deposits, Mutual fund units, Government security) and its features	1 2	23-67 18-31
3	**Financial Intermediaries:** • Financial Intermediaries: Meaning, Importance of Financial Intermediaries, Structure of Financial Intermediaries (RBI, SEBI, IRDA)	1 2	45-67 6-31
4	**Money Market:** • Money Market: Meaning, Definition, Role of Function of Money market, Instrument related to Money market	1 2	237-293 32-73
5	**Capital Market:** • Capital Market: Meaning, Definition, functions of Capital market, Instruments related in Capital market	2	3-31

Note: 10% Variation in date is expected.

Reference Books:

1. An Introduction to Financial Markets and Institutions by Maureen Burton.
2. Financial Markets and Services, Himalaya Publishing House by E. Gordon and K. Natrajan

Dr. M. S. Altamash
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
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TEACHING PLAN

Class: BBA III year – Semester V (2023-24)

Subject: Introduction of Financial Market

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Nature of Management: -** • Management: Meaning, Significance, objectives • Nature of Managements as science, as an Art and as a Profession. • Levels of Management: Top, Middle, Supervisor. • Contribution of Management thinkers - Taylor, Fayol and Elton Mayo.	03-07-2023 TO 24-07-2023	11
2	**Planning** • Planning: Meaning, Features, Importance, planning process, types of planning, limitations of planning.	25-07-2023 TO 17-08-2023	11
3	**Organizing**: • Organizing: Meaning, Importance, Process, Principles, Structure of Organization. • Formal and Informal Organization, Types of Organization: Line, Functional, Line and Staff and Committee. • Delegation: Meaning, Elements of Delegation	18-08-2023 TO 01-09-2023	11
4	**Staffing**: • Meaning, need, importance of staffing • Steps in Staffing Process. • Recruitment: Meaning & Sources. • Selection: Meaning & Procedure. • Training and Development: Meaning and Importance.	02-09-2023 TO 19-09-2023	11
5	**Direction & Controlling:** • Meaning, Nature, Importance of Direction. • Types of Directing. • Supervision: Meaning & Importance. • Meaning and importance of controlling, • Steps in controlling process. • Budget as a control technique, quality control and cost control	20-09-2023 TO 03-10-2023	10

Note: 10% Variation in date is expected.

Dr. M. S. Altamash
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
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Handout (2023 – 2024)

B.B.A I - Year (I- SEM)

Subject-Financial Accounting

Unit. No.	Particulars	Reference Book	Page No.
1	**Introduction** • Definition, basic terms,Need,Objectives & Scope of Accounting. • Branches Of Accounting, Accounting Concepts & Conventions • Classifications of accounts & rules of debit & credit • Revenue Expenditure & Income, Capital Expenditure & Capital Income	**Chaudhary Chopade**	1 to 49
2	**Accounting cycle** • (Journal, Ledger & Trial Balance): Introduction to Journal & Ledger. • Examples only on recording the transaction into journal, balancing & preparation of trial balance.	**Chaudhary Chopade**	112 to 145
3	**Subsidiary Books:** • Meaning, Need and importance of subsidiary books. Advantages of maintaining subsidiary books. • Subsidiary books - Purchase book, Sales book and Purchase Return and Sales • Return book, simple cash book.	**Chaudhary Chopade**	148 to250
4	**Rectification of Errors:** • Meaning, need, procedure of rectification of errors, types of rectification of errors. Errors before preparing trial balance, errors after preparing trial balance and after preparing final Accounts and their rectification.	**Chaudhary Chopade**	290 to 345
5	**Final Accounts of Sole Traders:** • Meaning & Significance of final Accounts, preparation of Trading A/c, Profit & Loss A/c & Balance Sheet with adjustments like- Closing Stock, Prepaid, Unpaid expenses, Income earned but not received. Income received in advance, R.D.D., Bad debts, depreciation etc.	**Chaudhary Chopade**	376 to 430

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Mr, S B Deshpande
Department of Management

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Handouts B.B.A II - Year (III- SEM)

Subject-Corporate Accounting

Unit no..	Particulars	Reference Book	Page No.
1	**Issue of Shares:** • Shares, Kinds of Shares, accounting entries of□Issue of shares at par, at premium, calls in arrear and calls in advance, forfeiture of shares and reissue of forfeited shares, Pro-rata Allotment. • (journal entries)	M Hanif A Mukharjee	37.1 To 37.82
2	**Redemption of Preference Shares:** • Kinds of Preference Shares, Methods of Redemption, Redemption of Preference Shares- Procedure, • Accounting entries and balance sheet after redemption of preference shares.	M Hanif A Mukharjee	39.1 To 39.42
3	**Issue and Redemption of Debentures:** • Meaning and types of debentures, meaning of redemption of Debentures • Accounting entries of issue of debenture and redemption of debentures (Sinking fund method only)	M Hanif A Mukharjee	40.1 To 40.90
4	**Introduction to Accounting Standard:** • Introduction, Nature, Scope, Purposes, IFRS, Accounting Standard Board, List of Current Accounting Standards.	M Hanif A Mukharjee	41.1 To 41.8
5	**Company Final Accounts:** • Preparation of company final accounts as per Schedule III of the Companies Act, 2013 (excluding calculation of managerial remuneration)	M Hanif A Mukharjee	18.1 To 18.10

HOD
Department of Managementt

Mr, S B Deshpande
Department of Managementt

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(2023– 2024)

Handouts

B.B.A III - Year (V- SEM)

Subject-Cost Accounting

Unit no,.	Particulars	Reference Book	Page No
1	Introduction of Cost Accounting • Cost Accounting: Meaning, Definition, Scope, Objectives. • Elements of Cost, Classification of Cost, Methods & Technics of Cost Accounting. • Cost Accounting Records, Cost Audit.	R.S,N Pillai & V Bhagvathi	1 To 19
2	Single Output Costing: • Cost- Meaning, Definition, Single Output Costing, Uses of Single Output Costing • Treatment of Stock of Raw Material, WIP, Finished Goods, Cost Sheet • Numerical problems on Cost Sheet	R.S,N Pillai & V Bhagvathi	389 To 426
3	Process Costing: • Process Costing: Meaning, Features, Joint Product by-products • Treatment of Normal loss. Abnormal loss and Abnormal Gains • Numerical problems on above	R.S,N Pillai & V Bhagvathi	482 To 543
4	Contract costing • Contract Costing- Meaning, Features, Contract Vs. Job Costing • Treatment of profit and Reserve Profit, value of work-in-progress. • Practical Problems on Preparation of contract Account and Balance sheet	R.S,N Pillai & V Bhagvathi	427 To 481
5	Reconciliation of Cost and Financial Account: • Methods of Reconciliation Procedure of Reconciliation. • Practical Problems on Preparation of Reconciliation Statement.	R.S,N Pillai & V Bhagvathi	334 To 377

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Mr, S B Deshpande
Department of Managementt

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TEACHING PLAN (2023 – 2024)

TEACHING PLAN B.B.A I - Year (I- SEM)

Subject-Financial Accounting

Unit. No.	Particulars	No. of Lectures	Probable Dates
1	**Introduction** • Definition, basic terms,Need,Objectives & Scope of Accounting. • Branches Of Accounting, Accounting Concepts & Conventions • Classifications of accounts & rules of debit & credit • Revenue Expenditure & Income, Capital Expenditure & Capital Income	12	2023 1 July to 31 July
2	**Accounting cycle** • (Journal, Ledger & Trial Balance): Introduction to Journal & Ledger. • Examples only on recording the transaction into journal, balancing & preparation of trial balance.	10	2 August to 28 August
3	**Subsidiary Books:** • Meaning, Need and importance of subsidiary books. Advantages of maintaining subsidiary books. • Subsidiary books - Purchase book, Sales book and Purchase Return and Sales • Return book, simple cash book.	10	1 September 14 September
4	**Rectification of Errors:** • Meaning, need, procedure of rectification of errors, types of rectification of errors. Errors before preparing trial balance, errors after preparing trial balance and after preparing final Accounts and their rectification.	10	18 September to 29 September
5	**Final Accounts of Sole Traders:** • Meaning & Significance of final Accounts, preparation of Trading A/c, Profit & Loss A/c & Balance Sheet with adjustments like- Closing Stock, Prepaid, Unpaid expenses, Income earned but not received. Income received in advance, R.D.D., Bad debts, depreciation etc.	10	3 October To 18 October

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VIP Road, Nanded

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TEACHING PLAN (2023 – 2024)

TEACHING PLAN B.B.A II - Year (III- SEM)

Subject-Corporate Accounting

Unit no,.	Particulars	No. of Lectures	Probable Dates
1	**Issue of Shares:** • Shares, Kinds of Shares, accounting entries of Issue of shares at par, at premium, calls in arrear and calls in advance, forfeiture of shares and reissue of forfeited shares, Pro-rata Allotment. • (journal entries)	16	2023 1 July To 30 July
2	**Redemption of Preference Shares:** • Kinds of Preference Shares, Methods of Redemption, Redemption of Preference Shares- Procedure, • Accounting entries and balance sheet after redemption of preference shares.	10	3 August to 22 August
3	**Issue and Redemption of Debentures:** • Meaning and types of debentures, meaning of redemption of Debentures • Accounting entries of issue of debenture and redemption of debentures (Sinking fund method only)	10	27 August to 18 September
4	**Introduction to Accounting Standard:** • Introduction, Nature, Scope, Purposes, IFRS, Accounting Standard Board, List of Current Accounting Standards.	05	21September To 26 September
5	**Company Final Accounts:** • Preparation of company final accounts as per Schedule III of the Companies Act, 2013 (excluding calculation of managerial remuneration)	12	1 October to 14 October

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VIP Road, Nanded

Mr.S B Deshpande
Department of Managementt

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TEACHING PLAN (2023 – 2024)

TEACHING PLAN B.B.A III - Year (V- SEM)

Subject-Cost Accounting

Unit no,.	Particulars	No. of Lectures	Probable Dates
1	Introduction of Cost Accounting • Cost Accounting: Meaning, Definition, Scope, Objectives. • Elements of Cost, Classification of Cost, Methods & Technics of Cost Accounting. • Cost Accounting Records, Cost Audit.	10	2023 1 July To 25 July
2	Single Output Costing: • Cost- Meaning, Definition, Single Output Costing, Uses of Single Output Costing • Treatment of Stock of Raw Material, WIP, Finished Goods, Cost Sheet • Numerical problems on Cost Sheet	10	2 August to 22 August
3	Process Costing: • Process Costing: Meaning, Features, Joint Product by-products • Treatment of Normal loss. Abnormal loss and Abnormal Gains • Numerical problems on above	10	25 August to 12 September
4	Contract costing • Contract Costing- Meaning, Features, Contract Vs. Job Costing • Treatment of profit and Reserve Profit, value of work-in-progress. • Practical Problems on Preparation of contract Account and Balance sheet	10	18 September To 30 September
5	Reconciliation of Cost and Financial Account: • Methods of Reconciliation Procedure of Reconciliation. • Practical Problems on Preparation of Reconciliation Statement.	10	1 October to 20 October

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Mr, S B Deshpande
Department of Managementt

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Mgt. Dept.
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TEACHING HANDOUT

Class: BBA I year – Semester I (2023-24)

Subject: Principles of Management

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Nature of Management: -** • Management: Meaning, Significance, objectives • Nature of Managements as science, as an Art and as a Profession. • Levels of Management: Top, Middle, Supervisor. • Contribution of Management thinkers - Taylor, Fayol and Elton Mayo.	1 2	1-25 21-42
2	**Planning** • Planning: Meaning, Features, Importance, planning process, types of planning, and limitations of planning.	1 2	71-107 64-85
3	**Organizing**: • Organizing: Meaning, Importance, Process, Principles, and Structure of Organization. • Formal and Informal Organization, Types of Organization: Line, Functional, Line and Staff and Committee. • Delegation: Meaning, Elements of Delegation	1 2	119-190 161-187
4	**Staffing**: • Meaning, need, importance of staffing • Steps in Staffing Process. • Recruitment: Meaning & Sources. • Selection: Meaning & Procedure. • Training and Development: Meaning and Importance.	1 2	200-267 256-276
5	**Direction & Controlling:** • Meaning, Nature, Importance of Direction. • Types of Directing. • Supervision: Meaning & Importance. • Meaning and importance of controlling, • Steps in controlling process. • Budget as a control technique, quality control and cost control	1 2	354-388 387-421

Note: 10% Variation in date is expected.

Reference Books:

1. Principles and Practice of Management S Chand
2. Principles of Management _____Rajesh Vishwanathan__ Himalaya Publication

Mr. N. B. Bembde
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road. Nanded

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TEACHING PLAN

Class: BBA I year – Semester I (2023-2024)

Subject: Principles of Management

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Nature of Management: -** • Management: Meaning, Significance, objectives • Nature of Managements as science, as an Art and as a Profession. • Levels of Management: Top, Middle, Supervisor. • Contribution of Management thinkers - Taylor, Fayol and Elton Mayo.	03-07-2023 TO 24-07-2023	11
2	**Planning** • Planning: Meaning, Features, Importance, planning process, types of planning, limitations of planning.	25-07-2023 TO 17-08-2023	11
3	**Organizing:** • Organizing: Meaning, Importance, Process, Principles, Structure of Organization. • Formal and Informal Organization, Types of Organization: Line, Functional, Line and Staff and Committee. • Delegation: Meaning, Elements of Delegation	18-08-2023 TO 01-09-2023	11
4	**Staffing:** • Meaning, need, importance of staffing • Steps in Staffing Process. • Recruitment: Meaning & Sources. • Selection: Meaning & Procedure. • Training and Development: Meaning and Importance.	02-09-2023 TO 19-09-2023	11
5	**Direction & Controlling:** • Meaning, Nature, Importance of Direction. • Types of Directing. • Supervision: Meaning & Importance. • Meaning and importance of controlling, • Steps in controlling process. • Budget as a control technique, quality control and cost control	20-09-2023 TO 03-10-2023	10

Note: 10% Variation in date is expected.

Mr. N. B. Bembde
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING HANDOUT

Class: BBA II year –III Semester (2023-2024)

Subject: Production Management

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Introduction To Production Management** • Meaning, Nature & Scope of Production management • Objectives of Production Management, Functions of Production Management, Responsibilities of Production Manager	1	01-20
2	**Types Of Production Systems** • Introduction, Factors influencing choice of Production System • Classification of Production System: Mass & Flow Production, batch production, job production, project production	1	28-38
3	**Physical Facilities** • Facilities Location - Meaning, Factors governing plant location, Recent trends in the location of the industries. • Facilities Layout- Meaning, Objectives, Principles of good layout, types of layouts. • Plant Building- Meaning, Factors considered in designing of Plant Building.	1	301-363
4	**Value Analysis** • Meaning of Value • Types of Value: use value, cost value and exchange value • Procedure of value analysis • Benefits from value analysis	1	----
5	**Maintenance Management:** • Introduction, objectives & Importance of maintenance management • types of maintenance, Total Productive Maintenance (TPM).	1	271-300

Note: 10% Variation in date is expected.

Reference book

1. Production Management -- K.Aswathappa, K.Shridhara Bhat

Mr. N. B. Bembde
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
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TEACHING PLAN

Class: BBA II year –III Semester (2023-2024)

Subject: Production Management

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Introduction To Production Management** • Meaning, Nature & Scope of Production management • Objectives of Production Management, Functions of Production Management, Responsibilities of Production Manager	04-07-2023 TO 22-07-2023	10
2	**Types Of Production Systems** • Introduction, Factors influencing choice of Production System • Classification of Production System: Mass & Flow Production, batch production, job production, project production	23-07-2023 TO 17-08-2023	10
3	**Physical Facilities** • Facilities Location - Meaning, Factors governing plant location, Recent trends in the location of the industries. • Facilities Layout- Meaning, Objectives, Principles of good layout, types of layouts. • Plant Building- Meaning, Factors considered in designing of Plant Building.	18-08-2023 TO 09-09-2023	11
4	**Value Analysis** • Meaning of Value • Types of Value: use value, cost value and exchange value • Procedure of value analysis • Benefits from value analysis	11-09-2023 TO 19-09-2023	08
5	**Maintenance Management:** • Introduction, objectives & Importance of maintenance management • types of maintenance, Total Productive Maintenance (TPM).	20-09-2023 TO 12-10-2023	06

Note: 10% Variation in date is expected.

Mr. N. B. Bembde
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING HANDOUT

Class: BBA III year – Semester V (2023-2024)

Subject: Rural Marketing

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Introduction of Rural Marketing** Rural market: Concept & scope of rural market, Rural development as a core area, Rural development in Five years plans. Rural markets 'Characteristics, Rural markets Environmental factors.	1	03-76
2	**Rural Consumer Behaviour** • Rural Consumer Behaviour: Rural Consumer Behaviour, Rural Consumer Vs Urban Consumers – a comparison, Relevance of Marketing mix for Rural market/Consumers. Problems in rural market.	1	111-142
3	**Market Strategies:** • Market Strategies: Segmentation, Targeting & Positioning for rural market, Market forces, components of different Product Strategies, Pricing Strategies, Promotional Strategies & Distribution Strategies for Rural consumers.	1	185-330
4	**Agricultural Market:** • Agricultural Market: Understanding Agricultural Markets, Nature & scope, Objectives of Agriculture Marketing, Challenges in Agriculture Marketing, Agriculture Marketing & its Economic importance, Agricultural Produces and their market	1	489-505
5	**Export Potential of Agri-Products** • Export Potential of Agri – Product: Export potential for agri-products, Measures of Government and Non-Govt. Agencies in the development of Rural and Agricultural Sector, Marketing Strategies for Seed; Fertilizers; Pesticides; Farm equipment.	1	508-524

Reference Books:

1. Rural Marketing — C.S.G. Krishnamacharyulu & Lalita Ramdkrishnan

Mr. Bembde N. B.
Assistant Professor

Dr. M. S. Altamash
HOD,Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
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TEACHING PLAN

Class: BBA III year – Semester V (2023-2024)

Subject: Rural Marketing

UNIT NO.	TOPIC	PBOBABLE DATES	NO. OF LECTURES
1	**Introduction of Rural Marketing** Rural market: Concept & scope of rural market, Rural development as a core area, Rural development in Five years plans. Rural markets 'Characteristics, Rural markets Environmental factors.	03-07-2023 TO 24-07-2023	10
2	**Rural Consumer Behaviour** • Rural Consumer Behaviour: Rural Consumer Behaviour, Rural Consumer Vs Urban Consumers – a comparison, Relevance of Marketing mix for Rural market/Consumers. Problems in rural market.	25-07-2023 TO 17-08-2023	10
3	**Market Strategies:** • Market Strategies: Segmentation, Targeting & Positioning for rural market, Market forces, components of different Product Strategies, Pricing Strategies, Promotional Strategies & Distribution Strategies for Rural consumers.	18-08-2023 TO 01-09-2023	11
4	**Agricultural Market:** • Agricultural Market: Understanding Agricultural Markets, Nature & scope, Objectives of Agriculture Marketing, Challenges in Agriculture Marketing, Agriculture Marketing & its Economic importance, Agricultural Produces and their market	02-09-2023 TO 19-09-2023	11
5	**Export Potential of Agri-Products** • Export Potential of Agri – Product: Export potential for agri-products, Measures of Government and Non-Govt. Agencies in the development of Rural and Agricultural Sector, Marketing Strategies for Seed; Fertilizers; Pesticides; Farm equipment.	20-09-2023 TO 10-10-2023	12

Note: 10% Variation in date is expected.

Mr. Bembde N. B.
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
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TEACHING PLAN

Class: BBA II year –III Semester (2023-2024)

Subject: Industrial Relations

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Overview of Industrial Relations** • Concept of Industrial Relations, Definition, Objectives of Industrial Relations, Approaches to Industrial Relations & Parties to Industrial Relations, Industrial Relations in Emerging Industrial Scenario	04-07-2023 TO 22-07-2023	10
2	**Trade Union** • Introduction, Definition, Forms of Trade Union, Functions, Evolution of Trade Union Practices in India.	23-07-2023 TO 17-08-2023	11
3	**Collective Bargaining** • Collective Bargaining: Introduction, Definition, Forms of Collective Bargaining, Process of Collective Bargaining.	18-08-2023 TO 09-09-2023	11
4	**Workers Participation in Management** • Introduction, Definition, Objectives, Importance & Forms of Workers Participation in Management	11-09-2023 TO 19-09-2023	11
5	**Industrial Disputes** • Concept, Definition, Forms of Industrial Disputes, Causes of Industrial Disputes, Industrial Dispute Settlement Machinery.	20-09-2023 TO 12-10-2023	11

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Mr. A.S. Gunjkar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
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TEACHING HANDOUT

Class: BBA II year –III Semester (2023-2024)

Subject: Industrial Relations

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Overview of Industrial Relations** • Concept of Industrial Relations, Definition, Objectives of Industrial Relations, Approaches to Industrial Relations & Parties to Industrial Relations, Industrial Relations in Emerging Industrial Scenario	1	01-20
2	**Trade Union** • Introduction, Definition, Forms of Trade Union, Functions, Evolution of Trade Union Practices in India.	1	28-38
3	**Collective Bargaining** • Collective Bargaining: Introduction, Definition, Forms of Collective Bargaining, Process of Collective Bargaining.	1	301-363
4	**Workers Participation in Management** • Introduction, Definition, Objectives, Importance & Forms of Workers Participation in Management	3	----
5	***Industrial Disputes*** • Concept, Definition, Forms of Industrial Disputes, Causes of Industrial Disputes, Industrial Dispute Settlement Machinery.	1	271-300

Note: 10% Variation in date is expected.

Reference book

1. Mamoria C.B. Mamorai, G. (2010), Dynamics of Industrial Relations, New Delhi, Himalaya Publishing House
2. Arun Monappa (2012), Industrial Relations, New Delhi, Tata McGraw Hill, Publishing Co. Ltd.
3. Self Notes

Mr. A. S. Gunjkar
Assistant Professor

Dr. M. S. Altamash
HOD,Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING PLAN

Class: BBA II year – Semester III (2023-2024)

Subject: Event Management

UNIT NO.	TOPIC	PBOBABLE DATES	NO. OF LECTURES
1	**Introduction to Events:** • Definition: Event, Event Management, Event Marketing. • 5 C's of Events, Event Designing, Importance of Events in Marketing. • Focusing the Target Market, Implementation of Marketing Plan, Relationship Building, Creating Opportunities for Better Deals with Different Media.	03-07-2023 TO 24-07-2023	10
2	**Facets of Event Management** • Event Infrastructure, Core Concept, Core People, Core Talent, Core Structure, • Set Objectives for the Event, Negotiating Contracts with Event Organizers • Locating Interaction Points, Banners, Displays etc. at the Event • Preparing the Company's Staff for the Event, Post-event Follow-up • Event Organisers - Targeting Clients, Selecting Event Categories to Serve. • Venue : In-house Venue, External Venue	25-07-2023 TO 17-08-2023	10
3	**Marketing of Event** • Market in Events, Revenue Generating & Non revenue Generating Customers • Event Hierarchy, Categories and Variations of Events, Categories of Events and their Characteristics. • Concept of Pricing in Events, Setting Pricing Objectives in Tune with Marketing. • Skills Required for Negotiating the Best Price, Validation against Pricing Objectives.	18-08-2023 TO 01-09-2023	11
4	***Activities in Event Management*** • Networking Components, Print Media, Radio, Television, The Internet, Cable Network, Outdoor Media, Direct Marketing, Sales Promotions, Audience Interaction, Public Relations, Merchandising, In-venue Publicity, • Activities in Event Management, Pre-event Activities, During-event Activities, Post-event Activities, Event Management Information System	02-09-2023 TO 19-09-2023	11
5	**Strategies of Event Management** • Strategic Approach, Maintenance Strategy, Developmental Strategy, Preemptive Strategy, Survival Strategy, Strategic Alternatives Arising from Competitive Analyses Sustenance Strategy, Rebuttal Strategy, Accomplishment Strategy, Venture Strategy	20-09-2023 TO 10-10-2023	12

Note: 10% Variation in date is expected.

Mr. A.S. Gunjkar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D
Mgt. Dept.
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TEACHING HANDOUT

Class: BBA II year – Semester III (2023-2024)

Subject: Event Management

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Introduction to Events:** • Definition: Event, Event Management, Event Marketing. • 5 C's of Events, Event Designing, Importance of Events in Marketing. • Focusing the Target Market, Implementation of Marketing Plan, Relationship Building, Creating Opportunities for Better Deals with Different Media.	1	03-76
2	**Facets of Event Management** • Event Infrastructure, Core Concept, Core People, Core Talent, Core Structure, • Set Objectives for the Event, Negotiating Contracts with Event Organizers • Locating Interaction Points, Banners, Displays etc. at the Event • Preparing the Company's Staff for the Event, Post-event Follow-up • Event Organisers - Targeting Clients, Selecting Event Categories to Serve. • Venue : In-house Venue, External Venue	1	111-142
3	**Marketing of Event** • Market in Events, Revenue Generating & Non revenue Generating Customers • Event Hierarchy, Categories and Variations of Events, Categories of Events and their Characteristics. • Concept of Pricing in Events, Setting Pricing Objectives in Tune with Marketing. Skills Required for Negotiating the Best Price, Validation against Pricing Objectives.	1	185-330
4	**Activities in Event Management** • Networking Components, Print Media, Radio, Television, The Internet, Cable Network, Outdoor Media, Direct Marketing, Sales Promotions, Audience Interaction, Public Relations, Merchandising, In-venue Publicity, Activities in Event Management, Pre-event Activities, During-event Activities, Post-event Activities, Event Management Information System	1	489-505
5	**Strategies of Event Management** • Strategic Approach, Maintenance Strategy, Developmental Strategy, Preemptive Strategy, Survival Strategy, Strategic Alternatives Arising from Competitive Analyses Sustenance Strategy, Rebuttal Strategy, Accomplishment Strategy, Venture Strategy	1	508-524

Reference Books:

1. Event Marketing And Management: Gaur, Sanjaya Singh, Vikas Publishing House Pvt Ltd.

Mr.A.S.Gunjkar
Assistant Professor

Dr. M. S. Altamash
HOD,Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road. Nanded

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TEACHING HANDOUT
Class: BBA II year – Semester III (2023-24)
Subject: International Business

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**International Business: An Overview** • Introduction, Evolution of International Business, • Stages of Internationalization, • Differences between Domestic Business and International Business. • Goals of International Business. • Advantages of International Business, Problems of International Business.	2	1-28
2	**International Business Environment**: • Introduction • Social and Cultural Environment, Technological Environment • Economic Environment, Political Environment	2 3	48-138 49-156
3	**Modes of Entering International Business** • Introduction. • Modes of Entry: Exporting, Licensing, Franchising, Contract Manufacturing, Turnkey Projects	2	538-656 582-598 674-683
4	**Foreign Direct Investment**: • Meaning, Factors influencing FDI, Reasons for FDI • Costs and Benefits of FDI	3	296-355
5	**Balance of Payments:** • Introduction • Balance of Trade and Balance of Payments • Components of Balance of Payments	3	847-875

Note: 10% Variation in date is expected.

Reference Books:

1. International Business Environments and Management by V. K. Bhalla and S. Shiva Ramu.
2. International Business Environments and Operations 12th edition by John D. Daniel, Lee H. Radebaugh, Daniel P. Sullivan and Prashant Salwan.
3. International Business Competing in the Global Marketplace 6th edition by Charles WL Hill and Arun K Jain.

Pallewi

Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING PLAN
Class: BBA II year – Semester III (2023-24)
Subject: International Business

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**International Business: An Overview** • Introduction, Evolution of International Business, • Stages of Internationalization, • Differences between Domestic Business and International Business. • Goals of International Business. • Advantages of International Business, Problems of International Business.	02-07-2023 TO 24-07-2023	11
2	**International Business Environment:** • Introduction • Social and Cultural Environment, Technological Environment • Economic Environment, Political Environment	25-07-2023 TO 17-08-2023	11
3	**Modes of Entering International Business:** • Introduction. • Modes of Entry: Exporting, Licensing, Franchising, Contract Manufacturing, Turnkey Projects	18-08-2023 TO 01-09-2023	11
4	**Foreign Direct Investment:** • Meaning, Factors influencing FDI, Reasons for FDI • Costs and Benefits of FDI	02-09-2023 TO 19-09-2023	11
5	**Balance of Payments:** • Introduction • Balance of Trade and Balance of Payments • Components of Balance of Payments	20-09-2023 TO 28-10-2023	10

Note: 10% Variation in date is expected.

Pallavi

Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
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TEACHING HANDOUT

Class: BBA III year – Semester V (2023-24)

Subject: Banking

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Introduction to Bank** • Bank: Meaning, Function, Features of Bank, Types of Bank, Structure of Indian Banking System	1 3	1-23 137-164
2	**Functions of Banking:** • Functions of Banking: Accepting Deposits, Granting Loans, Agency function, Payment & Collection of Cheque, Bills of Exchange, Promissory Notes, Acting as trustee, General Utility function, Acting as Dealer in Foreign Exchange	3 4	137-164 9-52
3	**Types of Bank:** • Definition, Objective & functions of Commercial Bank, EXIM Bank, Cooperative banks, RBI, NABARD, State Bank of India	1 2 3 4	37-54 11-42 88-226
4	**Banking sector Reforms in India:** • Narsimham Committee Report (1991) on Banking System in India, Management of NPA (Non-Performing Asset), Capital Adequacy Norms	2	379-382 91-99
5	**Reserve Bank of India & Monetary Management** • Introduction to RBI, Objective & Functions of RBI, Organization & Administration, Structure of RBI, Monetary Policy of RBI, Liquidity Adjustment Facility	2	160-198

Note: 10% Variation in date is expected.

Reference Books:

1. **Indian Banking S. Chand by R. Parameshwaran and S. Nathrajan**
2. **Money Banking and Finance N. K. Sinha**
3. **Banking Theory and Practice by Dr. P. K. Shrivastava.**
4. **Fundamentals of Banking Nirali Prakashan by Dr.Mukund Mahajan**

Pallewi

Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING PLAN

Class: BBA III year – Semester V (2023-24)

Subject: Banking

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Introduction to Bank** • Bank: Meaning, Function, Features of Bank, Types of Bank, Structure of Indian Banking System	03-07-2023 TO 24-07-2023	11
2	**Functions of Banking:** • Functions of Banking: Accepting Deposits, Granting Loans, Agency function, Payment & Collection of Cheque, Bills of Exchange, Promissory Notes, Acting as trustee, General Utility function, Acting as Dealer in Foreign Exchange	25-07-2023 TO 17-08-2023	11
3	**Types of Bank:** • Definition, Objective & functions of Commercial Bank, EXIM Bank, Co□o	18-08-2023 TO 01-09-2023	11
4	**Banking sector Reforms in India:** • Narsimham Committee Report (1991) on Banking System in India, Management of NPA (Non-Performing Asset), Capital Adequacy Norms	02-09-2023 TO 19-09-2023	11
5	**Reserve Bank of India & Monetary Management** • Introduction to RBI, Objective & Functions of RBI, Organization & Administration, Structure of RBI, Monetary Policy of RBI, Liquidity Adjustment Facility	20-09-2023 TO 14-10-2023	10

Note: 10% Variation in date is expected.

Pallavi

Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

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TEACHING HANDOUT

Class: BBA III year – Semester V (2023-24)

Subject: Environmental Studies

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Introduction & Natural Resources**: Environment Definition, Scope, Importance, Need for public awareness. Natural Resources: Renewable and Non Renewable resources, Natural resources and associated problems. Growing energy needs, renewable and non-renewable energy resources, Use of alternate energy sources.	1	1-25
2	**Ecosystems:** Concept. of an ecosystems, Structure and function of an ecosystem, Energy flow in an ecosystem, Ecological succession, Introduction, Types, Characteristic features & Structure of following ecosystems (01) Forest ecosystem, (02) Grassland ecosystem, (03) Desert ecosystem (04) Aquatic ecosystem (Ponds, Streams, Lakes, Rivers, Oceans, Estuaries).	1 2	26-44
3	**Biodiversity and its conservation:** Introduction, Definition, Biogeographically classification of India, Value of Biodiversity Productive use, Social, Ethical, Aesthetic, and option values, India as a mega diversity nation, Endangered a. endemic species of India, Conservation of biodiversity.	1 2	45-62
4	**Environmental pollution and its mitigation**: Definition of Pollution; Causes, effects and control measures of (A) Air pollution, (B) Water pollution, (C) Soil pollution, (D) Noise pollution Solid waste management causes, effects and control measures of urban and industrial wastes, natural hazards, Environmental hazards and their mitigation, Role of an individual in pollution and abatement.	1 2	63-108
5	**Field Work:** 01. Visit to local area to document environmental assets. River, Forest, Grass land, Hill, Mountain etc. 02. Visit to local polluted site: Urban, Industrial, Agricultural 03. Study of common plants, Insects, birds etc, 04. Study of simple ecosystems : Pond, River, Hill, Slopes etc.		

Note: 10% Variation in date is expected.

Reference Books:

1. **Environmental Science by Prof. R. Kumar, Indu Publications.**

Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING PLAN

Class: BBA III year – Semester V (2023-24)

Subject: Environmental Studies

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Introduction & Natural Resources**: Environment Definition, Scope, Importance, Need for public awareness. Natural Resources: Renewable and Non Renewable resources, Natural resources and associated problems. Growing energy needs, renewable and non-renewable energy resources, Use of alternate energy sources.	03-07-2023 TO 24-07-2023	11
2	**Ecosystems:** Concept. of an ecosystems, Structure and function of an ecosystem, Energy flow in an ecosystem, Ecological succession, Introduction, Types, Characteristic features & Structure of following ecosystems (01) Forest ecosystem, (02) Grassland ecosystem, (03) Desert ecosystem (04) Aquatic ecosystem (Ponds, Streams, Lakes, Rivers, Oceans, Estuaries).	25-07-2023 TO 17-08-2023	11
3	**Biodiversity and its conservation:** Introduction, Definition, Biogeographically classification of India, Value of Biodiversity Productive use, Social, Ethical, Aesthetic, and option values, India as a mega diversity nation, Endangered a. endemic species of India, Conservation of biodiversity.	18-08-2023 TO 01-09-2023	11
4	**Environmental pollution and its mitigation**: Definition of Pollution; Causes, effects and control measures of (A) Air pollution, (B) Water pollution, (C) Soil pollution, (D) Noise pollution Solid waste management causes, effects and control measures of urban and industrial wastes, natural hazards, Environmental hazards and their mitigation, Role of an individual in pollution and abatement.	02-09-2023 TO 19-09-2023	11
5	**Field Work:** 01. Visit to local area to document environmental assets. River, Forest, Grass la., Hill, Mountain etc. 02. Visit to local polluted site: Urban, Industrial, Agricultural 03. Study of common plants, Insects, birds etc, 04. Study of simple ecosystems : Pond, River, Hill, Slopes etc.	20-09-2023 TO 14-10-2023	10

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Pallavi

Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road. Nanded

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TEACHING HANDOUT

Class: BBA III year – Semester V (2023-24)

Subject: Financial Literacy Skills

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**Money Matters and Budgeting** • Money as medium of exchange and as medium of storage; Net-worth difference between money and wealth, Assets and Liabilities, assets and income; liabilities and expenses, importance of financial goals in personal financial planning, S.M.A.R.T. goals, • Sources of income, professional income and investment income - active income and passive income • What is Cash-flow Statement and budget?-the structure, items, purpose, the different heads, the essence of Opportunity Cost? Instant gratification and delayed gratification.	1	46-62 148-171
2	**Understanding insurance and risk management** • "pure risk" and "investment risks", Ways to manage risk: Avoid, Reduce, Retain, Share & Transfer, spreading the risks and sharing of losses, insurance premium an expense, insurance products and terminology, • Term plan -the pure insurance, Hybrids combination of insurance and investment, Critical illness, General insurance: Vehicle insurance, Medical insurance, Disability insurance and Property insurance, • Differences in the features of various products, Know about functions and powers of IRDA, the insurance regulator in India	1	41-45 172-89
3	**Understanding Investments:** • The importance of Investment, diversification as a risk mitigation tool, Liquidity: definition, need and concept of Impact Cost, growth of money / concept of "returns", • Inflation- short term and long term impact of inflation on personal finances, • real rate of returns, CPI, WPI, Time Value of Money, Interest- Simple Interest, Compound Interest, Annualized Interest and its calculations, Understanding the impact of different compounding frequencies, nominal interest and effective interest rate, the Rule of 72 and Rule of 144	1	150-169
4	**Introduction of Stock & Bonds** • Equity Stocks -face value, shares at a premium and at a discount, dividend, the market value of each share and how is it determined, Earnings per share (EPS), Price to Earnings Ratio (P/E ratio), • Bonds and debentures-types of bonds / debentures: Issuers, Term to maturity, Interest rate -fixed or floating, Secured / unsecured, Convertible/ nonconvertible, • Understand credit risk and credit rating.	1	190-218
5	**Security Market Regulators in India:** • SEBI- functions and powers of Securities and Exchange Board of India • Securities market regulator in India. • stock exchanges their main functions and stock exchanges in India.	1	63-87

Note: 10% Variation in date is expected.

Reference Books:

1. **Financial Management by G. Sudarsana Reddy.**

Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING PLAN

Class: BBA III year – Semester V (2023-24)

Subject: Financial Literacy Skills

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Money Matters and Budgeting** • Money as medium of exchange and as medium of storage; Net-worth difference between money and wealth, Assets and Liabilities, assets and income; liabilities and expenses, importance of financial goals in personal financial planning, S.M.A.R.T. goals, • Sources of income, professional income and investment income - active income and passive income • What is Cash-flow Statement and budget?-the structure, items, purpose, the different heads, the essence of Opportunity Cost? Instant gratification and delayed gratification.	03-07-2023 TO 24-07-2023	11
2	**Understanding insurance and risk management** • "pure risk" and "investment risks", Ways to manage risk: Avoid, Reduce, Retain, Share & Transfer, spreading the risks and sharing of losses, insurance premium an expense, insurance products and terminology, • Term plan -the pure insurance, Hybrids combination of insurance and investment, Critical illness, General insurance: Vehicle insurance, Medical insurance, Disability insurance and Property insurance, • Differences in the features of various products, Know about functions and powers of IRDA, the insurance regulator in India	25-07-2023 TO 17-08-2023	11
3	**Understanding Investments:** • The importance of Investment, diversification as a risk mitigation tool, Liquidity: definition, need and concept of Impact Cost, growth of money / concept of "returns", • Inflation- short term and long term impact of inflation on personal finances, • real rate of returns, CPI, WPI, Time Value of Money, Interest- Simple Interest, Compound Interest, Annualized Interest and its calculations, Understanding the impact of different compounding frequencies, nominal interest and effective interest rate, the Rule of 72 and Rule of 144	18-08-2023 TO 01-09-2023	11
4	**Introduction of Stock & Bonds** • Equity Stocks -face value, shares at a premium and at a discount, dividend, the market value of each share and how is it determined, Earnings per share (EPS), Price to Earnings Ratio (P/E ratio), • Bonds and debentures-types of bonds / debentures: Issuers, Term to maturity, Interest rate -fixed or floating, Secured / unsecured, Convertible/ nonconvertible, • Understand credit risk and credit rating.	02-09-2023 TO 19-09-2023	11
5	**Security Market Regulators in India:** • SEBI- functions and powers of Securities and Exchange Board of India • Securities market regulator in India. • stock exchanges their main functions and stock exchanges in India.	20-09-2023 TO 03-10-2023	10

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Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's
Institute of Tech. & Mgt
VIP Road. Nanded

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TEACHING HANDOUT

Class: MBA II year – Semester III (2023-24)

Subject: International Business Management

UNIT NO.	TOPIC	REF. BOOK NO.	PAGE NO.
1	**International Business - An Overview:** Evolution of international business, Globalization-meaning, Drivers of Globalization, influences of IB, Difference between Domestic business and international business, why companies engage in International Business, Stages of Internationalization, Approaches of International Business, Theories of International Trade -Adam Smith, David Ricardo, Heckscher-Ohlin theory and Factor mobility theory.	1 2	1-77 1-47
2	**International Business Environment:** Concept of IBE, Internal and External environment, Economic Environment, Technological Environment, Political Environment, Socio-Cultural Environment, Global environment, Physical Environment.	2	48-182
3	**Tools for Environmental Analysis:** PEST analysis, SWOT analysis, Porter's five forces model, Global Competitiveness Index, Country Evaluation and Selection, Trade Blocks and Business Centers.	1 2	361-400 402-578
4	**Background of India's Export** Export Import documentation and Procedures, Market Identification, Understanding the Market Opportunities, DGFT, Export Promotion, Role of RA, EPCs and RCMC;IEC, Foreign Trade Policy (recent). Foreign Trade Agreements, Non Tariff Barriers, Export Business Plan, Incorporating INCOTERMS 2010 in Trade Transactions, Duty Drawback and Claim Procedure, Implication of GST in Export Chain	2	582-598
5	**Management of international payments** to ensure full and on-time payments, Letter of Credit and implication of UCP-600 rules., Export Finance Bank Schemes, Understanding FEMA Guidelines and Master Directions of RBI relating to export Transactions, Currency Risk Managements, commercial & regulatory documents for export preparation and handling, risk management in exports – role of ECGC, Understanding Logistics Value Chain in Export operations, Importance of Packaging in Exports.	1 2	

Note: 10% Variation in date is expected.

Reference Books:

1. International Business Environments and Management by V.K. Bhalla and S. S. Ramu.
2. International Business Environments and Operations 12th edition by John D. Daniel, Lee H. Radebaugh, Daniel P. Sullivan and Prashant Salwan.

Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's
Institute of Tech. & Mgt

Shri Sharda Bhavan Education Society's

Institute of Technology and Management, Nanded.

TEACHING PLAN

Class: MBA II year – Semester III (2023-24)

Subject: International Business Management

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**International Business - An Overview:** Evolution of international business, Globalization-meaning, Drivers of Globalization, influences of IB, Difference between Domestic business and international business, why companies engage in International Business, Stages of Internationalization, Approaches of International Business, Theories of International Trade -Adam Smith, David Ricardo, Heckscher-Ohlin theory and Factor mobility theory.	18-07-2023 TO 24-07-2023	11
2	**International Business Environment:** Concept of IBE, Internal and External environment, Economic Environment, Technological Environment, Political Environment, Socio-Cultural Environment, Global environment, Physical Environment.	25-07-2023 TO 17-08-2023	11
3	**Tools for Environmental Analysis:** PEST analysis, SWOT analysis, Porter's five forces model, Global Competitiveness Index, Country Evaluation and Selection, Trade Blocks and Business Centers.	18-08-2023 TO 01-09-2023	11
4	**Background of India's Export** Export Import documentation and Procedures, Market Identification, Understanding the Market Opportunities, DGFT, Export Promotion, Role of RA, EPCs and RCMC;IEC, Foreign Trade Policy (recent). Foreign Trade Agreements, Non Tariff Barriers, Export Business Plan, Incorporating INCOTERMS 2010 in Trade Transactions, Duty Drawback and Claim Procedure, Implication of GST in Export Chain	02-09-2023 TO 19-09-2023	11
5	**Management of international payments** to ensure full and on-time payments, Letter of Credit and implication of UCP-600 rules., Export Finance Bank Schemes, Understanding FEMA Guidelines and Master Directions of RBI relating to export Transactions, Currency Risk Managements, commercial & regulatory documents for export preparation and handling, risk management in exports – role of ECGC, Understanding Logistics Value Chain in Export operations, Importance of Packaging in Exports.	20-09-2023 TO 11-11-2023	10

Note: 10% Variation in date is expected.

Dr. P. P. Kawale
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road. Nanded

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HANDOUTS (2023 –2024)

BBA-First Year I- SEM

Subject: BUSINESS ENVIRONMENT CBCS New (Total lectures: 54)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**Nature and Purpose of Business:**	Business Environment - Francis Cherunilam , Himalaya Publication	
1.1	Meaning and Characteristics of Business, concept of business cycle		05-15
1.2	Objectives of Business – economic and social objectives		20-35
1.3	Maintenance of business and environment - Classification, Departmental factors on business, Business risks.		30-41
UNIT- 2.	**Forms of Commercial Organizations**	Business Organisation – Ravindranath Badi, Himalaya Publication	
2.1	Meaning, features, merits and limitations of the following forms: • Sole Proprietorship		17-31
2.2	Partnership – Partnership Deed (Main Clauses), Types of Partners. • Joint Stock Company		33-45
2.3	Private and Public-Sector Company,		39-52
2.4	Co-operative Societies •		59-60
2.5	Multinational Corporations: Meaning and Features		60-80
UNIT- 3.	**Social and Cultural environment:**	Essentials Of Business Environment – K. Ashwathappa, Himalaya Publication.	
3.1	Nature of culture, Impact of culture in business;		50-61
3.2	Ethics in business - Nature and meaning,		65-77
3.3	Ethical business practices		77-88
UNIT -4.	**Economic and Political environment:**	Indian Economy – Datt&Sundharam – S. Chand Publication	
4.1	• Meaning and Definition elements of environment		235-265
4.2	Economics system		269-299
4.3	economic planning - objectives of economic planning		299-318
4.4	(Evaluation measurement and problems size of national Income on capital income)		350-365
UNIT - 5.	**Globalization:**	**Economic Environment of business Dr. H.L. Ahuja S. chand Higher academic**	
5.1	Meaning and nature of globalization, Reasons behind globalization		675-696
5.2	Strategies for internationalization, Globalization of Indian business.		696-715
5.3	Objectives and principles of GATT, Functions of WTO, Structure of WTO,		715-722
5.4	Arguments for joining WTO and arguments against joining WTO.		722-730

Note: In addition to above References Bookssimplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA.

DR. P.H. TAMGADGE
Assist Prof., Dept. of BBA

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TEACHING PLAN (2023 – 2024)

B.B.A First Year (I- SEM)

Subject: BUSINESS ENVIRONMENT (VI) CBCS New(Total lectures-54)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Nature and Purpose of Business:**	11	01/07/2023 22/07/2023
1.1	Meaning and Characteristics of Business, concept of business cycle		
1.2	Objectives of Business – economic and social objectives		
1.3	Maintenance of business and environment - Classification, Departmental factors on business, Business risks.		
UNIT- 2.	**Forms of Commercial Organizations**	11	22/07/2023 06/08/2023
2.1	Meaning, features, merits and limitations of the following forms: • Sole Proprietorship		
2.2	Partnership – Partnership Deed (Main Clauses), Types of Partners. • Joint Stock Company		
2.3	, Private and Public-Sector Company,		
2.4	,Co-operative Societies •		
2.5	Multinational Corporations: Meaning and Features		
UNIT- 3.	**Social and Cultural environment:**	11	06/08/2023 21/09/2023
3.1	Nature of culture, Impact of culture in business;		
3.2	Ethics in business - Nature and meaning,		
3.3	Ethical business practices		
UNIT -4.	**Economic and Political environment:**	10	28/09/2023 05/010/2023
4.1	• Meaning and Definition elements of environment		
4.2	Economics system		
4.3	economic planning - objectives of economic planning		
4.4	(Evaluation measurement and problems size of national Income on capital income)		
UNIT - 5.	**Globalization:**	11	08/10/2023 20/10/2023
5.1	Meaning and nature of globalization, Reasons behind globalization		
5.2	Strategies for internationalization, Globalization of Indian business.		
5.3	Objectives and principles of GATT, Functions of WTO, Structure of WTO,		
5.4	Arguments for joining WTO and arguments against joining WTO.		

DR. M.S. ALTAMASH
HOD, Dept. of BBA

DR. P.H. TAMGADGE
Associate Prof., Dept. of BBA.

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TEACHING PLAN (2023 – 2024)

BBA Second Year III- SEM

Subject: Strategic Management (XX) CBCS New **(Total lectures: 54)**

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Introduction to Business Policy :**	**11**	01/07/2023 22/07/2022
1.1	Meaning, Nature and importance of Business Policy,	04	
1.2	Objectives of Business Policy.	06	
UNIT- 2.	**Conceptual foundation**	**11**	22/07/202 06/08/2023
2.1	• Concept and Characteristics: Mission, Objectives, Goals,	04	
2.2	Business Strategy – Meaning and definition of Business strategy	03	
2.3	Levels at which strategy operates	03	
UNIT- 3.	**Overview of Strategic Management :**	**11**	06/08/2023 21/09/2023
3.1	Nature of strategic Decision-making – Conventional	03	
3.2	Strategic decision-making, • Issues in strategic decision-making, Models of strategic management,	04	
3.3	Strategists and their role in strategic management –	02	
	Entrepreneurs, • Board of Directors, Chief executives, Senior Management	02	
UNIT -4.	**Environmental and Organizational Appraisal:**	**11**	24/09/2023 10/10/2023
4.1	Meaning Environmental Scanning – Factors to be considered	03	
4.2	Factors affecting Environmental Appraisal,	04	
4.3	Organizational capability – Factors Affecting, Organizational Appraisal	04	
UNIT - 5.	**Strategic Alternatives**	**10**	12/10/2023 21/10/2023
5.1	Grand Strategies - Stability, Expansion, Retrenchment, Combination and • Globalization	04	
5.2	Modernization strategies, Diversification strategies	03	
5.3	Merger, Takeover and Joint Venture Strategies	02	
5.4	Turnaround, Disinvestment and Liquidation Strategies	02	

1.**Note:** In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA

DR. P.H. TAMGADGE
Associate Prof, Dept. of BBA.

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HANDOUTS (2023 – 2024)

BBA Third Year V- SEM

Subject: Product and Brand Management (XXXV) CBCS New (Total lectures: 54)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	Introduction to product & product related concepts	Kotler. P. P Foertsch w. Michi I.2006 B2b Brand Management .Springer.p357	01-10
1.1	Product: Meaning of product, overview of Product Management		21-31
1.2	Components and level of Products, Functions of Product manager.		33-40
1.3	Product and product Lines		41-50
UNIT- 2.	2 Strategic Product Management:-	.Donald R. Lehmann & Russell S. W. 2004Product Management 4th Edition, McGraw Hill	
2.1	Product Life cycle, positioning		50-59
2.2	Product Differentiation & its positioning		61-70
2.3	Product attributes, POP and POD's		71-80
UNIT- 3.	. Planning & implementing Brand Marketing Program	Varma H.V.2006 Brand Management: Text & Cases.2nd edition, Excel Books.P.473	81-90
3.1	Brand & Products, understanding brands, Importance of Branding.		91-99
3.2	Planning & implementing Brand Marketing Program: criteria for choosing Brand elements, Option & tactics for Brand elements,		105-12
3.3	Use of IMC for brand Building, Leveraging secondary Brand Associations to Brand Building		125-136
UNIT -4.	4. Measuring & Interpreting brand Performance:	Varma H.V.2006 Brand Management: Text & Cases.2nd edition, Excel Books.P.473	167-170
4.1	Measuring & Interpreting brand Performance: developing		
4.2	A Brand Equity Measurement & Management system,		207-260
4.3	Measuring Sources of Brand Equity & outcome of Brand Equity		267-279
UNIT - 5.	Growing & sustaining Brand Equity :	Donald R. Lehmann & Russell S. W. 2004Product Management 4th Edition, McGraw Hill	301-318
5.1	Growing & sustaining Brand Equity: Designing & implementing		
5.2	Branding Strategies Managing Brands Over Time		312-325
5.3	Strategic Brand Management Process: Introduction & Phases		350-360

1.**Note:** In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA

DR. P.H. TAMGADGE
Associate Prof. Dept. of BBA.

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TEACHING PLAN (2022 – 2023)

BBA Third Year V- SEM

Subject: Product and Brand Management (XXXV)CBCS New **(Total lectures: 54)**

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	Introduction to product & product related concepts	(11)	
1.1	Product: Meaning of product, overview of Product Management	04	02/07/2023
1.2	Components and level of Products,	03	18/07/2023
	Functions of Product manager.	02	
1.3	Product and product Lines	01	
UNIT- 2.	**2 Strategic Product Management:-**	**(11)**	
2.1	Product Life cycle, Product Differentiation & its positioning	03	20/07/2023
2.2	Product Life cycle, Product Differentiation & its positioning	04	09/08/2023
2.3	Product attributes, POP and POD's	04	
UNIT- 3.	**. Planning & implementing Brand Marketing Program**	**(11)**	
3.1	Brand & Products, understanding brands, Importance of Branding.	03	10/08/2023
3.2	Planning & implementing Brand Marketing Program: criteria for choosing Brand elements, Option & tactics for Brand elements,	04	23/09/2023
3.3	Use of IMC for brand Building, Leveraging secondary Brand Associations to Brand Building	04	
UNIT -4.	**4. Measuring & Interpreting brand Performance:**	**(11)**	
4.1	Measuring & Interpreting brand Performance: developing	04	26/09/2023 17/10/2023
4.2	A Brand Equity Measurement & Management system,	03	
4.3	Measuring Sources of Brand Equity & outcome of Brand Equity	04	
UNIT - 5.	**Growing & sustaining Brand Equity :**	**10**	
5.1	Growing & sustaining Brand Equity: Designing & implementing	03	20/10/2023 08/11/2023
5.2	Branding Strategies Managing Brands Over Time	04	
5.3	Strategic Brand Management Process: Introduction & Phases	03	

1.**Note:** In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA

DR. P.H. TAMGADGE
Associate Prof. Dept. of BBA.

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INSTITUTE OF TECHNOLOGY & MANAGEMENT, NANDED

Teaching Plan (2023 –2024)

MBA-First Year I- SEM

Subject: Organisational Behaviour CBCS New (Total lectures: 50)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Introduction to Organizational Behavior**	10	21/08/2023 04/09/2024
1.1	Definition, assumptions, Significance-Historical Evolution,		
1.2	Fundamental concepts of OB,		
1.3	OB- as an emerging challenge of managing diversity		
UNIT- 2.	**Individual Behavior and Managing diversity**	11	06/09/2023 18/09/2023
2.1	Factors affecting individual behavior,		
2.2	Personality :- meaning and determinants, theories of Personality development, managerial consideration for further developing of personality development of employee. managerial consideration for further developing of personality development of employee.		
2.3	Perception: Meaning and definition, Perceptual process, Managerial implications of perception in business situations, Perceptual errors		
2.4	Perception & Factors That Influence Perception		
UNIT- 3.	**Motivation:**	12	20/09/2023 02/10/2023
3.1	• Meaning, Importance of Motivation.		
3.2	• Motivation Theories: Maslow Theory, Herzberg Theory, McGregor Theory, Achievement Motivation Theory, Expectancy theory, Theory X & Y.		
3.3	McClelland Theory Alderfer's ERG theory		
UNIT -4.	**Group Behavior:**	10	04/11/2023 22/11/2023
4.1	Group formation: formal and informal group, stages of group development, Group decision making		
4.2	group effectiveness and self-managed teams, Team work and Team development		
4.3	Transactional analysis.		
UNIT - 5.	**Conflict and Stress Management:**	11	23/11/2023 08/12/2024
5.1	Meaning, process, functional and dysfunctional conflict, conflict handling.		
5.2	Nature, causes and consequences of Stress.		
5.3	Management of change: concept, Lewin's stages of change, forces of change, resistance to change and Managing planned change.		

Note: In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA.

DR P.H. TAMGADGE
Assist Prof., Dept. of BBA.

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INSTITUTE OF TECHNOLOGY & MANAGEMENT, NANDED

Hand-out (2023 –2024)

MBA-First Year I- SEM

Subject: Organisational Behaviour CBCS New (Total lectures: 50)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**Introduction to Organizational Behavior**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	01-10 185-198 198--203 25-31
1.1	Definition, assumptions, Significance-Historical Evolution,		
1.2	Fundamental concepts of OB,		
1.3	OB- as an emerging challenge of managing diversity		
UNIT- 2.	**Individual Behavior and Managing diversity**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	33-41 41-45 61-73 01-33 85-92
2.1	Factors affecting individual behavior,		
2.2	Personality Development: meaning and determinants, theories of Personality development,		
2.3	Perception: Meaning and definition, Perceptual process, Managerial implications of perception in business situations, Perceptual errors		
2.4	Perception & Factors That Influence Perception		
UNIT- 3.	**Motivation:**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	93-99 102-109 111-118
3.1	• Meaning, Importance of Motivation.		
3.2	• Motivation Theories: Maslow Theory, Herzberg Theory, McGregor Theory, Achievement Motivation Theory, Expectancy theory, Theory X & Y.		
3.3	McClelland Theory Alderfer's ERG theory		
UNIT -4.	**Group Behavior:**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	275-299 301-309 310-312
4.1	Group formation: formal and informal group, stages of group development, Group decision making		
4.2	group effectiveness and self-managed teams, Team work and Team development		
4.3	Transactional analysis.		
UNIT - 5.	**Conflict and Stress Management:**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	45-50 51-60 60-70
5.1	Meaning, process, functional and dysfunctional conflict, conflict handling.		
5.2	Nature, causes and consequences of Stress.		
5.3	Management of change: concept, Lewin's stages of change, forces of change, resistance to change and Managing planned change.		

Note: In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA.

DR P.H. TAMGADGE
Associate Prof., Dept. of BBA.

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TEACHING PLAN

Class: MBA II year – III Semester V (2023-24)

Subject: Training and development

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Introduction to Training:** Definition, Scope, Objectives, Difference between Training & Development, Analysis of Training Need-Organizational Analysis and Operational Analysis, Training Design	18-07-2023 TO 2-08-2023	11
2	**Training Process:** Methods of training-On-and Off-the-Job training, Techniques and Aids of training, Developing Groups and Climate, Training Approaches, Implementation of Training, Trainers Skills and Styles..	3-08-2023 TO 22-08-2023	11
3	**Learning:** Concept, Principles of learning, Learning Principles, condition of Learning, Hierarchy of Learning, Learning Cycle, Learning Curve, Adult learning, Human learning and Memory, Electronic Learning, Theories of Motivation	23-08-2023 TO 12-09-2023	11
4	**Training Evaluation:** Validation and Evaluation of training-Types of Evaluation Instruments, Types of Evaluation Techniques, Dimensions of training evaluation, Models of training evaluation, cost-benefit Analysis, Training Audit.	13-09-2023 TO 28-09-2023	11
5	**Recent trends in Training and Development:** New Area of Training and development- innovation in training, Computer based training, Grid training, SSL technology, Modular programme, walkabout, out Bound training Programme, self-efficacy Programme, Neuron linguistic programme.	29-09-2023 TO 18-10-2023	10

Note: 10% Variation in date is expected.

Ms.Saipriya S. Mamidwar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING HANDOUT

Class: MBA II year –III Semester (2023-2024)

Subject: Training and Development

UNIT NO.	TOPIC	REF.Book no.	Page no.
1	**Introduction to Training:** • Training: Concept, Definition, Objectives, scope Difference Between Training and Development, analysis of training; organisational analysis, operational Analysis, Training design.	1 2	3-5 15-21
2	**Training Process:** Methods of training-On-and Off-the-Job training, Techniques and Aids of training, Developing Groups and Climate, Training Approaches, Implementation of Training, Trainers Skills and Styles.	1 2	9-10 49-63
3	**Learning:** Concept, Principles of learning, Learning Principles, condition of Learning, Hierarchy of Learning, Learning Cycle, Learning Curve, Adult learning, Human learning and Memory, Electronic Learning, Theories of Motivation	1 2	90-93
4	**Training Evaluation:** Validation and Evaluation of training-Types of Evaluation Instruments, Types of Evaluation Techniques, Dimensions of training evaluation, Models of training evaluation, cost-benefit Analysis, Training Audit.	1 2	28-30 44-49
5	**Recent trends in Training and Development:** New Area of Training and development- innovation in training, Computer based training, Grid training, SSL technology, Modular programme, walkabout, out Bound training Programme, self-efficacy Programme, Neuron linguistic programme.	1 2	-

Note: 10% Variation in date is expected

Reference Book

8) S.K.BHATIA
9) R.K .SUHU

Ms .Saipriya S.Mamidwar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
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TEACHING PLAN

Class: BBA II year –III Semester (2023-2024)

Subject: Human Resource Management

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Human Resource Management** • Introduction to HRM; Concept & Scope of HRM • Functions of HRM; Importance of HRM • Role of HR Manager, Organizational Structure for HRM	03-07-2023 TO 22-07-2023	10
2	**Human Resource Planning** • Meaning of HRP; Need & Importance of HRP;HRP Process • Job Analysis:- Meaning, Need & Purpose; • Job Description & Job Specification	23-07-2023 TO 19-08-2023	11
3	**Recruitment** • Meaning, Various Sources of Recruitment • Selection:- Steps in Selection; Process • Interviews & Types of Interviews • Placement & Induction	21-08-2023 TO 14-09-2023	11
4	**Compensation Management:** • Meaning • Evolution of Compensation System; Importance • Types of Compensation (Direct & Indirect) • Incentives & Benefits	18-09-2023 TO 04-10-2023	11
5	**Employee Training & Development:** • Introduction; Objectives; Significance/Importance of T&D; • Types of Training • Identifying Training Needs • Methods of Training	11-09-2023 TO 30-10-2023	11

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Saipriya

Ms .Saipriya S.Mamidwar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road. Nanded

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TEACHING HANDOUT

Class: BBA II year –III Semester (2023-2024)

Subject: Human Resource Management

UNIT NO.	TOPIC	REF.Book no.	Page no.
1	**Human Resource Management** • Introduction to HRM; Concept & Scope of HRM • Functions of HRM; Importance of HRM • Role of HR Manager, Organizational Structure for HRM	1 2	1-30
2	**Human Resource Planning** • Meaning of HRP; Need & Importance of HRP;HRP Process • Job Analysis:- Meaning, Need & Purpose; • Job Description & Job Specification	1 2	62-77
3	**Recruitment** • Meaning, Various Sources of Recruitment • Selection:- Steps in Selection; Process • Interviews & Types of Interviews • Placement & Induction	1 2	78-85 170 191
4	**Compensation Management:** • Meaning • Evolution of Compensation System; Importance • Types of Compensation (Direct & Indirect) • Incentives & Benefits	1 2	81-82
5	**Employee Training & Development:** • Introduction; Objectives; Significance/Importance of T&D; • Types of Training • Identifying Training Needs • Methods of Training	1 2	152-165

Note: 10% Variation in date is expected.

Reference Book

5) K.Aswathapp
6) Ycmou
7) P.Subba Rao

Ms .Saipriya S.Mamidwar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
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TEACHING PLAN

Class: BBA I year – Semester I (2023-2024)

Subject: Computer Application in Business

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Introduction to Computer:** • History of computer, Generation of Computer, Block diagram of computer, • Characteristics of computer, Computer Applications, Types of Computer.	05-07-2023 TO 29-07-2023	11
2	**Input Output Devices:** • Input Devices: Keyboard, Card Readers, Scanning devices (Bar Code, OMR, OCR, and MICR) Voice input devices, Light Pen, Mouse, Touch Screen, and Digitizer. • Output Devices: Printers: Impact and Non-impact, Monitor, Plotter, Screen Image projector.	31-07-2023 TO 19-08-2023	11
3	**Memory & Storage Devices:** • Memory Devices: RAM, ROM, PROM, EPROM, EEPROM, Base memory, Extended memory, Expanded Memory, Cache Memory, and Virtual Memory. • Storage Devices: FDD, HDD, CDROM, Pen Drive	23-08-2023 TO 08-09-2023	11
4	**Operating System:** • Introduction, Functions of Operating System, DOS- Files, Directory, • Different Operating Systems, Study of Windows Accessories.	13-09-2023 TO 30-09-2023	11
5	**Data Communication & Computer Networks:** • What is computer networks, Data transmission mode, Data transmission media. • Network types, Network topologies.	04-10-2023 TO 20-10-2023	10

Note: 10% Variation in date is expected.

Ms .Satpriya S.Mamidwar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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HANDOUTS (2023 –2024)

BBA First Year I SEM

Subject: Computer Applications in Business - I (VII.1)

Name of Teacher: **Ms. Saipriya S. Mamidwar** (Total lectures: 50)

Sr. No.	Title	Ref. Book	Page Numbers
1.	**Introduction to Computer**	**1**	**1-18**
1.1	History of computer		
1.2	Generation of Computer		
1.3	Block diagram of computer		
1.4	Characteristics of computer		
1.5	Computer Applications		
1.6	Types of Computer		
2.	**Input Output Devices**	**1**	**148-167**
2.1	Input Devices: Keyboard, Card Readers, Scanning devices (Bar Code, OMR, OCR, MICR) Voice input devices, Light Pen, Mouse, Touch Screen, Digitizer		
2.2	Output Devices: Printers: Impact and Non-impact, Monitor, Plotter Screen Image projector		
3.	**Memory & Storage Devices**	**1**	**101-113, 134-143**
3.1	Memory Devices: RAM, ROM, PROM, EPROM, EEPROM, Base memory, Extended memory, Expanded Memory, Cache Memory, Virtual Memory		
3.2	Storage Devices: FDD, HDD, CDROM, Pen Drive		
4.	**Operating System**	**1**	**251-269**
4.1	Introduction		
4.2	Functions of Operating System		
4.3	DOS- Files, Directory		
4.4	Different Operating Systems		
4.5	Study of Windows Accessories		

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Sr. No.	Title	Ref. Book	Page Numbers
5.	**Data Communication & Computer Networks**	1	320-321, 338-342
5.1	What is computer networks		
5.2	Data transmission mode		
5.3	Data transmission media		
5.4	Network types		
5.5	Network topologies		

Reference Books:

1. Computer Fundamentals Concepts, Systems and Application – P. K. Sinha
2. Fundamentals of Computers – V. Rajaraman

Note: In addition to above References Books simplified Notes have also been provided.

(Dr. M. S. Altamash)
HOD, Dept. of BBA

H. O. D.
Mgt. Dept.
SSBES's
Institute of Tech. & Mgt
VIP Road, Nanded

(Ms. Saipriya S. Mamidwar)
Assist Prof., Dept. of BBA

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TEACHING PLAN

Class: MBA I year –I Semester I (2023-24)

Subject: Computer Application in Management

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**Block diagram & characteristics of Computer:** Overview of the developments of Computer through generations. Various Hardware, software and dedicated devices with their significance in business applications. Overview of Programming languages types, styles and generations of languages	24	12
2	**Concept of Operating Systems:** Single & Multiuser OS. Features of DOS, UNIX, LINUX. Networks, Network Devices and Network Operating Systems, Protocols and Topologies. Application Software, Concept of Visual Programming & Graphic User Interface.		12
3	**Concept of Data, Information & Knowledge:** Methods of Database Management such as file & folder. Access systems, DBMS, RDBMS.		08
4	**Concept of Software Packages,** MS Office features, Overview of applications using MS Office components such as Word, Excel, Access and PowerPoint.		11
5	**Modem trends in Information Technologies** Such as MIS, EIS, GIS, DSS, MRP1, MRP2, ERP and Their impact on Business practices. Business Management Issues and their impact on Business & Commerce.		12

Note: 10% Variation in date is expected.

Ms .Saipriya S.Mamidwar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING HANDOUT

Class: MBA I year –I Semester I (2023-24)

Subject: Computer Application in Management

UNIT NO.	TOPIC	REF.Book no.	Page no.
1	**Block diagram & characteristics of Computer:** Overview of the developments of Computer through generations. Various Hardware, software and dedicated devices with their significance in business applications. Overview of Programming languages types, styles and generations of languages	1	1-18
2	**Concept of Operating Systems:** Single & Multiuser OS. Features of DOS, UNIX, LINUX. Networks, Network Devices and Network Operating Systems, Protocols and Topologies. Application Software, Concept of Visual Programming & Graphic User Interface.	1	251-269
3	**Concept of Data, Information & Knowledge:** Methods of Database Management such as file & folder. Access systems, DBMS, RDBMS.	1	260 124
4	**Concept of Software Packages,** MS Office features, Overview of applications using MS Office components such as Word, Excel, Access and PowerPoint.	1	75 94 124 194
5	**Modem trends in Information Technologies** Such as MIS, EIS, GIS, DSS, MRP1, MRP2, ERP and Their impact on Business practices. Business Management Issues and their impact on Business & Commerce.	-	-

Note: 10% Variation in date is expected.

Reference Book

1) D.N kakkar
2) P.K Sinha
3) V. Rajaram

Ms .Saipriya S.Mamidwar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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TEACHING PLAN

Class: BBA III year – IV Semester (2023-2024).

Subject: Training and Development

UNIT NO.	TOPIC	PROBABLE DATES	NO. OF LECTURES
1	**lintroduction to Training** • Training: Concept, Definition, Objectives, Need Assessment of Training, Beneficiaries of Training.	03-07-2023 TO 22-07-2023	10
2	**Training Process & Methods:** • Training Process & Methods : Steps in Training process, Training Methods, On-the-Job, Off-the-Job, Trainers skills & styles, Computer based Training, Types of Computer based Training	23-07-2023 TO 19-08-2023	11
3	**Training Evaluation:** • Training Evaluation: Concept, Types of Evaluation Techniques, Training Evaluation Instruments, Training Audit	21-08-2023 TO 14-09-2023	11
4	**Learning:** • Learning: Meaning, Definition, Principles of Learning, learning Cycle, Learning Curve	18-09-2023 TO 04-10-2023	11
5	**Executive Development:** • Definition, Need, Importance, Approaches, Training for Executive Level Management	11-09-2023 TO 30-10-2023	11

Note: 10% Variation in date is expected

Ms .Saipriya S.Mamidwar
Assistant Professor

Dr. M. S. Altamash
HOD, Management Dept.

H. O. D.
Mgt. Dept.
SSBES's.
Institute of Tech. & Mgt
VIP Road, Nanded

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HANDOUTS (2023 – 2024)

BBA Second Year III- SEM

Subject: Strategic Management (XX) CBCS New (Total lectures: 54)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**Introduction to Business Policy :**	Business Policy and Strategic management The Macgraw Hill. By AzarKazami	07-68
1.1	Meaning, Nature and importance of Business Policy,		
1.2	Objectives of Business Policy.		40-50
UNIT- 2.	**Conceptual foundation**	Business Policy and Strategic management The Macgraw Hill. By AzarKazami	
2.1	• Concept and Characteristics: Mission, Objectives, Goals,		92-94
2.2	Business Strategy – Meaning and definition of Business strategy		
2.3	Levels at which strategy operates		95-97
UNIT- 3.	**Overview of Strategic Management :**	Business Policy and Strategic management The Macgraw Hill. By AzarKazami	
3.1	Nature of strategic Decision-making – Conventional		75-80
3.2	Strategic decision-making, • Issues in strategic decision-making, Models of strategic management,		80-90
3.3	Strategists and their role in strategic management – Entrepreneurs, • Board of Directors, Chief executives, Senior Management		91-96
UNIT -4.	**Environmental and Organizational Appraisal:**	Business Policy and Strategic management The Macgraw Hill. By AzarKazami	
4.1	Meaning Environmental Scanning – Factors to be considered		97-98
4.2	Factors affecting Environmental Appraisal,		
4.3	Organizational capability – Factors Affecting, Organizational Appraisal		98-100
UNIT - 5.	**Strategic Alternatives**	Business Policy and Strategic management The Macgraw Hill. By AzarKazami	124-125
5.1	Grand Strategies - Stability, Expansion, Retrenchment, Combination and • Globalization		
5.2	Modernization strategies, Diversification strategies		124-125
5.3	Merger, Takeover and Joint Venture Strategies		125-150
5.4	Turnaround, Disinvestment and Liquidation Strategies		156-157
			218-223

1.**Note:** In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA.

DR. P.H. TAMGADGE
Assist Prof., Dept. of BBA.

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TEACHING PLAN
Academic Year -2023-2024

Class: BBA-II Year (IV Sem.) **Subject: Business Laws**

Chapter No	Chapter name with Articles	Total no.of Periods required	Probable Dates
1	**Law of Contract (1872) Nature of contract:** • Classification Offer and acceptance, • Capacity of parties to contract, • Free consent, Consideration, Agreement declared void, • Discharge of contract, Remedies for breach of contract	12	08/01/2024 To 23/01/2024
2	**Sale of Goods Act 1930:** • Formation of contracts of sale, Goods and their classification, • Conditions and warranties, • Transfer of property in goods, • Unpaid seller and his rights, • Sale by action, Hire purchase agreement.	10	29/01/2024 To 10/02/2024
3	**Negotiable Instrument Act 1881:** • Definition & Features of negotiable instrument, • Promissory note, Bill of exchange and cheque, • Holder and holder in due course, • Crossing of a cheque, Types of crossing, • Dishonor and discharge of negotiable instrument.	12	12/02/2024 To 28/02/2024
4	**Consumer Protection Act 1986:** • Salient features, • Definition of consumer, • Grievance redressal machinery.	04	04/03/2024 To 20/03/2024
5	**Foreign Exchange Management Act (FEMA)2000:** • Objectives, • Definitions and • main provisions.	06	22/03/2024 To 30/03/2024

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Institute of Technology & Management, Nanded
TEACHING PLAN
Academic Year -2023-2024

Class: BBA-III Year (VI Sem.) **Subject: Industrial Laws**

Chapter No	Chapter name with Articles	Total no.of Periods required	Probable Dates
1	Introduction of Trade Union Law • Trade Union Movement: • History of Trade Union Movement. • Meaning of Trade Union Movement. • Aims and Objectives of Trade Union Movement. • Scope or Main features of Trade Union Movement.	06	05/1/2024 To 18/1/2024
2	Industrial law: • Introduction of Industrial Law. • Salient features of IndustrialDispute Act, • Definition of Industry, industrial dispute, • workman, employer,appropriate government, • Authorities for prevention of Industrial dispute. • Concept of Strike, lockout, layoff, retrenchment, closure.	08	19/01/2024 To 04/02/2024
3	Industrial Safety and Health Measures: • Factories Act 1948: Introduction, Definition and Objective of FactoriesAct, • Provisions of Safety, health and Welfare relating labors.	12	08/02/2024 To 29/02/2024
4	International Labor Organization: • Introduction of International Labor Organization(ILO), • Preamble to Constitution, • Organization Structure, • Measure Activities of International Labor Organization.	08	01/03/20224 To 16/03/2024
5	Collective Bargaining: • Concept of Collective bargaining, • Process ofBargaining, • Merits and Demerits of bargaining.	06	18/03/2024 To 30/032024

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TEACHING PLAN
Academic Year -2023-2024

Class: MBA-I Year (II Sem.) **Subject: Marketing Management**

Chapter No	Chapter name with Articles	Total no.of Periods required	Date
1	**Introduction** Concept, Nature, Scope and Importance of Marketing, Marketing Concept and its Evolution, Marketing mix: Issues and developments in marketing	06	12/01/2024 To 20/01/2024
2	**Market analysis** Marketing environment: impact of various components on marketing decisions: Segmentation, Targeting, Positioning; Consumer behavior, buying decision process; Marketing research: meaning, scope and process	06	25/01/2024 To 04/02/2024
3	**Product decisions and Pricing decisions** Concept of a product; Classification of products; Major product decisions: Branding, Packaging, labeling; Product Life Cycle – strategic implications; New product development; Consumer adoption process; Objectives of pricing; Factors affecting pricing decisions, pricing determination; Pricing policies, Pricing strategies;	14	08/02/2024 To 29/02/2024
4	**Distribution Channels and Physical Distribution Decisions** Nature, types and functions of distribution channels; Distribution channel intermediaries; Channel management decisions; Physical distribution; Market logistics	06	01/03/2024 To 15/03/2024
5	**Promotion decisions** Marketing communication process; Promotion Mix – advertising, personal selling, salespromotion, publicity, public relations; Direct marketing; Online marketing	08	16/03/2024 To 30/03/2024

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TEACHING PLAN
Academic Year -2023-2024

Class: MBA-II Year (IV Sem.) **Subject: Disaster Management**

Chap. No	Chapter name with Articles	No.of Periods required	Probable Dates
1	**Disaster Management:** Concept, Definition, Objectives, Scope, Dimensions, Challenges	06	15/01/2024 To 25/01/2024
2	**Types of disasters & effects/ damages due to disasters:** Natural disasters: Unpredictable disasters– Earthquake, Volcano, Landslides, Predictable disasters– Cyclone, Draughts: Partially predicable disasters– Floods, Landslides Man-made disasters: Industrial disasters, Economic disasters, Social disasters, Environmental disasters, Ecological disasters	12	29/01/2024 To 21/02/2024
3	**Disaster Management and socioeconomic system**: Factors affecting damages, Factors affecting mitigation measures	06	26/02/2024 To 28/04/2024
4	**Disaster Management Cycle:** Prevention, Mitigation, and Preparedness; Tools, Methods, and Technologies to Manage Disasters, Planning for Disaster Preparedness and Management:	08	02/03/2024 To 15/03/2024
5	**Disasters and Development:** Disasters and the Government-Disaster Management Act 2005	08	18/03/2024 To 30/03/2024

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TEACHING PLAN
Academic Year -2023-2024

Class: BBA-II Year (IV Sem.)

Subject: Business Laws

Chapter No	Chapter name with Articles	Total no.of Periods required	Date
1	**Law of Contract (1872) Nature of contract:** • Classification Offer and acceptance, • Capacity of parties to contract, • Free consent, Consideration, Agreement declared void, • Discharge of contract, Remedies for breach of contract	12	08/01/2024 To 23/01/2024
2	**Sale of Goods Act 1930:** • Formation of contracts of sale, Goods and their classification, • Conditions and warranties, • Transfer of property in goods, • Unpaid seller and his rights, • Sale by action, Hire purchase agreement.	10	29/01/2024 To 10/02/2024
3	**Negotiable Instrument Act 1881:** • Definition & Features of negotiable instrument, • Promissory note, Bill of exchange and cheque, • Holder and holder in due course, • Crossing of a cheque, Types of crossing, • Dishonor and discharge of negotiable instrument.	12	12/02/2024 To 28/02/2024
4	**Consumer Protection Act 1986:** • Salient features, • Definition of consumer, • Grievance redressal machinery.	04	04/03/2024 To 20/03/2024
5	**Foreign Exchange Management Act (FEMA)2000:** • Objectives, • Definitions and • main provisions.	06	22/03/2024 To 30/03/2024

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HANDOUTS (2023 –2024)

BBA-First Year I- SEM

Subject: BUSINESS ENVIRONMENT CBCS New (Total lectures: 54)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**Nature and Purpose of Business:**	Business Environment - Francis Cherunilam , Himalaya Publication	
1.1	Meaning and Characteristics of Business, concept of business cycle		05-15
1.2	Objectives of Business – economic and social objectives		20-35
1.3	Maintenance of business and environment - Classification, Departmental factors on business, Business risks.		30-41
UNIT- 2.	**Forms of Commercial Organizations**	Business Organisation – Ravindranath Badi, Himalaya Publication	
2.1	Meaning, features, merits and limitations of the following forms: • Sole Proprietorship		17-31
2.2	Partnership – Partnership Deed (Main Clauses), Types of Partners. • Joint Stock Company		33-45
2.3	Private and Public-Sector Company,		39-52
2.4	Co-operative Societies •		59-60
2.5	Multinational Corporations: Meaning and Features		60-80
UNIT- 3.	**Social and Cultural environment:**	Essentials Of Business Environment – K. Ashwathappa, Himalaya Publication.	
3.1	Nature of culture, Impact of culture in business;		50-61
3.2	Ethics in business - Nature and meaning,		65-77
3.3	Ethical business practices		77-88
UNIT -4.	**Economic and Political environment:**	Indian Economy – Datt&Sundharam – S. Chand Publication	
4.1	• Meaning and Definition elements of environment		235-265
4.2	Economics system		269-299
4.3	economic planning - objectives of economic planning		299-318
4.4	(Evaluation measurement and problems size of national Income on capital income)		350-365
UNIT - 5.	**Globalization:**	**Economic Environment of business Dr. H.L. Ahuja S. chand Higher academic**	
5.1	Meaning and nature of globalization, Reasons behind globalization		675-696
5.2	Strategies for internationalization, Globalization of Indian business.		696-715
5.3	Objectives and principles of GATT, Functions of WTO, Structure of WTO,		715-722
5.4	Arguments for joining WTO and arguments against joining WTO.		722-730

Note: In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA.

H. O. D.
Mgt. Dept.
SSBES s.
Institute of Tech. & Mgt
NP Road Nande

DR. P.H. TAMGADGE
Assist Prof., Dept. of BBA

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TEACHING PLAN (2023 – 2024)

B.B.A First Year (I- SEM)

Subject: BUSINESS ENVIRONMENT (VI) CBCS New (Total lectures-54)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Nature and Purpose of Business:**	11	01/07/2023 22/07/2023
1.1	Meaning and Characteristics of Business, concept of business cycle		
1.2	Objectives of Business – economic and social objectives		
1.3	Maintenance of business and environment - Classification, Departmental factors on business, Business risks.		
UNIT- 2.	**Forms of Commercial Organizations**	11	22/07/2023 06/08/2023
2.1	Meaning, features, merits and limitations of the following forms: • Sole Proprietorship		
2.2	Partnership – Partnership Deed (Main Clauses), Types of Partners. • Joint Stock Company		
2.3	, Private and Public-Sector Company,		
2.4	,Co-operative Societies •		
2.5	Multinational Corporations: Meaning and Features		
UNIT- 3.	**Social and Cultural environment:**	11	06/08/2023 21/09/2023
3.1	Nature of culture, Impact of culture in business;		
3.2	Ethics in business - Nature and meaning,		
3.3	Ethical business practices		
UNIT -4.	**Economic and Political environment:**	10	28/09/2023 05/010/2023
4.1	• Meaning and Definition elements of environment		
4.2	Economics system		
4.3	economic planning - objectives of economic planning		
4.4	(Evaluation measurement and problems size of national Income on capital income)		
UNIT - 5.	**Globalization:**	11	08/10/2023 20/10/2023
5.1	Meaning and nature of globalization, Reasons behind globalization		
5.2	Strategies for internationalization, Globalization of Indian business.		
5.3	Objectives and principles of GATT, Functions of WTO, Structure of WTO,		
5.4	Arguments for joining WTO and arguments against joining WTO.		

DR. M.S. ALTAMASH
HOD, Dept. of BBA

H. O. D.
Mgt. Dept.
SSBES s.
Tech. & Mgt

DR. P.H. TAMGADGE
Associate Prof., Dept. of BBA.

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HANDOUTS (2023 – 2024)

BBA Second Year III- SEM

Subject: Strategic Management (XX) CBCS New (Total lectures: 54)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**Introduction to Business Policy :**	Business Policy and Strategic management The Macgraw Hill. By AzarKazami	07-68
1.1	Meaning, Nature and importance of Business Policy,		40-50
1.2	Objectives of Business Policy.		
UNIT- 2.	**Conceptual foundation**	Business Policy and Strategic management The Macgraw Hill. By AzarKazami	92-94
2.1	• Concept and Characteristics: Mission, Objectives, Goals,		
2.2	Business Strategy – Meaning and definition of Business strategy		95-97
2.3	Levels at which strategy operates		
UNIT- 3.	**Overview of Strategic Management :**	Business Policy and Strategic management The Macgraw Hill. By AzarKazami	75-80
3.1	Nature of strategic Decision-making – Conventional		80-90
3.2	Strategic decision-making, • Issues in strategic decision-making, Models of strategic management,		91-96
3.3	Strategists and their role in strategic management – Entrepreneurs, • Board of Directors, Chief executives, Senior Management		
UNIT -4.	**Environmental and Organizational Appraisal:**	Business Policy and Strategic management The Macgraw Hill. By AzarKazami	97-98
4.1	Meaning Environmental Scanning – Factors to be considered		
4.2	Factors affecting Environmental Appraisal,		98-100
4.3	Organizational capability – Factors Affecting, Organizational Appraisal		124-125
UNIT - 5.	**Strategic Alternatives**	Business Policy and Strategic management The. Macgraw Hill. By AzarKazami	
5.1	Grand Strategies - Stability, Expansion, Retrenchment, Combination and • Globalization		124-125
5.2	Modernization strategies, Diversification strategies		125-150
5.3	Merger, Takeover and Joint Venture Strategies		156-157
5.4	Turnaround, Disinvestment and Liquidation Strategies		218-223

1.**Note:** In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA.

H. O. D.
Mgt. Dept.
SSBES s.
of Tech. & Mgt

DR. P.H. TAMGADGE
Assist Prof., Dept. of BBA.

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HANDOUTS (2023 – 2024)

BBA Third Year V- SEM

Subject: Product and Brand Management (XXXV) CBCS New (Total lectures: 54)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**Introduction to product & product related concepts**		01-10
1.1	Product: Meaning of product, overview of Product Management	Kotler. P. P Foertsch w. Michi I.2006 B2b Brand Management .Springer.p357	21-31
1.2	Components and level of Products, Functions of Product manager.		33-40
1.3	Product and product Lines		41-50
UNIT- 2.	**2 Strategic Product Management**:-	.Donald R. Lehmann & Russell S. W. 2004Product Management 4th Edition. McGraw Hill	
2.1	Product Life cycle, positioning		50-59
2.2	Product Differentiation & its positioning		61-70
2.3	Product attributes, POP and POD's		71-80
UNIT- 3.	**. Planning & implementing Brand Marketing Program**		81-90
3.1	Brand & Products, understanding brands, Importance of Branding.	Varma H.V.2006 Brand Management: Text & Cases.2nd edition. Excel Books.P.473	91-99
3.2	Planning & implementing Brand Marketing Program: criteria for choosing Brand elements, Option & tactics for Brand elements,		105-12
3.3	Use of IMC for brand Building, Leveraging secondary Brand Associations to Brand Building		125-136
UNIT -4.	**4. Measuring & Interpreting brand Performance:**		167-170
4.1	Measuring & Interpreting brand Performance: developing	Varma H.V.2006 Brand Management: Text & Cases.2nd edition. Excel Books.P.473	
4.2	A Brand Equity Measurement & Management system,		207-260
4.3	Measuring Sources of Brand Equity & outcome of Brand Equity		267-279
UNIT - 5.	**Growing & sustaining Brand Equity** :	.	301-318
5.1	Growing & sustaining Brand Equity: Designing & implementing	Donald R. Lehmann & Russell S. W. 2004Product Management 4th Edition. McGraw Hill	
5.2	Branding Strategies Managing Brands Over Time		312-325
5.3	Strategic Brand Management Process: Introduction & Phases		350-360

1.**Note:** In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA

H. O. D.
Mgt. Dept.
SSBES's
Institute of Tech & Mgt
AP Road Nanded

DR. P.H. TAMGADGE
Associate Prof. Dept. of BBA.

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TEACHING PLAN (2023 – 2024)

BBA Second Year III- SEM

Subject: Strategic Management (XX) CBCS New (Total lectures: 54)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Introduction to Business Policy** :	**11**	01/07/2023 22/07/2022
1.1	Meaning, Nature and importance of Business Policy,	04	
1.2	Objectives of Business Policy.	06	
UNIT- 2.	**Conceptual foundation**	**11**	22/07/202 06/08/2023
2.1	• Concept and Characteristics: Mission, Objectives, Goals,	04	
2.2	Business Strategy – Meaning and definition of Business strategy	03	
2.3	Levels at which strategy operates	03	
UNIT- 3.	**Overview of Strategic Management :**	**11**	06/08/2023 21/09/2023
3.1	Nature of strategic Decision-making – Conventional	03	
3.2	Strategic decision-making, • Issues in strategic decision-making, Models of strategic management,	04	
3.3	Strategists and their role in strategic management –	02	
	Entrepreneurs, • Board of Directors, Chief executives, Senior Management	02	
UNIT -4.	**Environmental and Organizational Appraisal:**	**11**	24/09/2023 10/10/2023
4.1	Meaning Environmental Scanning – Factors to be considered	03	
4.2	Factors affecting Environmental Appraisal,	04	
4.3	Organizational capability – Factors Affecting, Organizational Appraisal	04	
UNIT - 5.	**Strategic Alternatives**	**10**	12/10/2023 21/10/2023
5.1	Grand Strategies - Stability, Expansion, Retrenchment, Combination and • Globalization	04	
5.2	Modernization strategies, Diversification strategies	03	
5.3	Merger, Takeover and Joint Venture Strategies	02	
5.4	Turnaround, Disinvestment and Liquidation Strategies	02	

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DR. M.S. ALTAMASH
HOD, Dept. of BBA

H. O. D.
Mgt. Dept.
SSBES s.
Institute of Tech. & Mgt
Nande

DR. P.H. TAMGADGE
Associate Prof, Dept. of BBA.

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TEACHING PLAN (2022 – 2023)

BBA Third Year V- SEM

Subject: Product and Brand Management (XXXV) CBCS New (Total lectures: 54)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Introduction to product & product related concepts**	(11)	
1.1	Product: Meaning of product, overview of Product Management	04	02/07/2023
1.2	Components and level of Products,	03	18/07/2023
	Functions of Product manager.	02	
1.3	Product and product Lines	01	
UNIT- 2.	**2 Strategic Product Management**:-	(11)	
2.1	Product Life cycle, Product Differentiation & its positioning	03	20/07/2023
2.2	Product Life cycle, Product Differentiation & its positioning	04	09/08/2023
2.3	Product attributes, POP and POD's	04	
UNIT- 3.	**. Planning & implementing Brand Marketing Program**	(11)	
3.1	Brand & Products, understanding brands, Importance of Branding.	03	10/08/2023
3.2	Planning & implementing Brand Marketing Program: criteria for choosing Brand elements, Option & tactics for Brand elements,	04	23/09/2023
3.3	Use of IMC for brand Building, Leveraging secondary Brand Associations to Brand Building	04	
UNIT -4.	**4. Measuring & Interpreting brand Performance:**	(11)	
4.1	Measuring & Interpreting brand Performance: developing	04	26/09/2031 17/10/2023
4.2	A Brand Equity Measurement & Management system,	03	
4.3	Measuring Sources of Brand Equity & outcome of Brand Equity	04	
UNIT - 5.	**Growing & sustaining Brand Equity** :	10	
5.1	Growing & sustaining Brand Equity: Designing & implementing	03	20/10/2023 08/11/2023
5.2	Branding Strategies Managing Brands Over Time	04	
5.3	Strategic Brand Management Process: Introduction & Phases	03	

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DR. M.S. ALTAMASH
HOD, Dept. of BBA

H. O. D.
Mgt. Dept.
SSBES's
Institute of Tech. & Mgt
JIP Road Nanded

DR. P.H. TAMGADGE
Associate Prof. Dept. of BBA.

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HANDOUTS (2023 –2024)

BBA-First Year II- SEM

Subject: Organizational Behaviors CBCS New (Total lectures: 54)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**Introduction to Organizational Behavior**	Organisational Behaviour Concept and Cases Anjali Ghaneker	
1.1	• Definition, Assumptions, Significance of organisational behaviour, characteristics of OB.		01-10
1.2	• Individual Behavior and Group Behaviour, Factors affecting behavior,		185-198
1.3	formal and informal group, stages of group formation		198--203
UNIT- 2.	**II Attitudes, Emotions, Personality, Perception**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	25-31
2.1	• Main Components of Attitudes, Major Job Attitudes.		33-41
2.2	• Meaning of Emotions and Moods, Sources of Emotions and Moods.		41-45
2.3	• Personality & its importance.		61-73
2.4	• Definition of Perception & Factors That Influence Perception		01-33
UNIT- 3.	**Motivation:**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	85-92
3.1	• Meaning, Importance of Motivation.		93-99
3.2	• Motivation Theories: Maslow Theory, Herzberg Theory, McGregor		102-109
3.3	Theory and McClelland Theory		111-118
UNIT -4.	**Leadership:**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	
4.1	• Meaning, Importance, Qualities of Good Leader.		275-299
4.2	• Theories of Leadership, Leadership Styles.		301-309
4.3			310-312
UNIT - 5.	**Decision making:**	Principle and practice of management Principles of Management - Dr. S.C. Saxena – SahityaBhavan Publication	
5.1	• Decision Making: Concept, Importance, The Decision-Making Process.		45-51
5.2	• Types of Decisions, Decision-Making Models - Classical Decision		51-60
5.3	Model, Behavioral Decision Model, Systematic and Intuitive		60-70

Note: In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA.

DR. P.H. TAMGADGE
Associate Prof. Dept. of BBA.

H. O. D.
Mgt. Dept.
SSBES s
Institute of Tech. & Mgt
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Teaching Plan (2023 –2024)

BBA-First Year II- SEM

Subject: Organisational Behaviour CBCS New (Total lectures: 54)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Introduction to Organizational Behavior**	10	09/12/2023 24/01/2024
1.1	• Definition, Assumptions, Significance of organisational behaviour, characteristics of OB.		
1.2	• Individual Behavior and Group Behaviour, Factors affecting behavior,		
1.3	formal and informal group, stages of group formation		
UNIT- 2.	**II Attitudes, Emotions, Personality, Perception**	11	06/02/2024 18/02/2024
2.1	• Main Components of Attitudes, Major Job Attitudes.		
2.2	• Meaning of Emotions and Moods, Sources of Emotions and Moods.		
2.3	• Personality & its importance.		
2.4	• Definition of Perception & Factors That Influence Perception		
UNIT- 3.	**Motivation:**	12	20/02/2023 02/03/2023
3.1	• Meaning, Importance of Motivation.		
3.2	• Motivation Theories: Maslow Theory, Herzberg Theory, McGregor		
3.3	Theory and McClelland Theory		
UNIT -4.	**Leadership:**	10	04/03/2024 22/03/2024
4.1	• Meaning, Importance, Qualities of Good Leader.		
4.2	• Theories of Leadership, Leadership Styles.		
4.3			
UNIT - 5.	**Decision making:**	11	23/03/2024 08/04/2024
5.1	• Decision Making: Concept, Importance, The Decision-Making Process.		
5.2	• Types of Decisions, Decision-Making Models - Classical Decision		
5.3	Model, Behavioral Decision Model, Systematic and Intuitive		

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DR. M.S. ALTAMASH
HOD, Dept. of BBA.

H. O. D.
Mgt. Dept.
SSBES s.
Institute of Tech. & Mgt
Nande

DR P.H. TAMGADGE
Associate Prof, Dept. of BBA

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HANDOUTS (2022 –2023)

BBA -Second Year IV- SEM

Subject: Integrated Marketing Communication CBCS New (Total lectures: 54)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**An Introduction to Integrated Marketing Communication (IMC):**	Advertising Management, Jaishri Jethwaney &Shruti Jain, Oxford University Press	
1.1	Meaning and role of IMC in Marketing process,		01-10
1.2	• Introduction to IMC tools – Advertising, sales promotion, publicity, public relations, event sponsorship		185-198
1.3	• Advertising – Organizational structure of advertising agency and its function.		198--203
UNIT- 2.	**Understanding communication process:**	Advertising Management, Aakar, Batra and Myers, Prentice	25-31
2.1	• Source, Message and channel factors,		33-41
2.2	• Communication response hierarchy- AIDA model, Hierarchy of effect model,		41-45
2.3	Innovation adoption model, information processing model,		61-73
2.4	• Consumer involvement- The Elaboration Likelihood (ELM) model, The Foote, Cone		01-33
UNIT- 3.	**Planning for Marketing Communication (Marcom):**	Advertising & Promotions, S H Kazmi and Satish K Batra, Excel	85-92
3.1	• Establishing Marcom Objectives and Budgeting for Promotional Programmes-		93-99
3.2	Setting communication objectives,		102-109
3.3	• Sales as Marcom objective, DAGMAR approach for setting ad objectives.		111-118
	• Budgeting for Marcom-Factors influencing budget,		
UNIT -4.	**Developing the Integrated Marketing Communication Programme:**	Advertising & Promotions: An IMC perspective, Kruti Shah and Alan D'Souza, Tata McGraw Hill	275-299
4.1	• Planning and development of creative Marcom.		
4.2	• Creative strategies in advertising, sales promotion, publicity, event sponsorships.		301-309
4.3	• Creative strategy in implementation and evaluation of Marcom.		310-312
UNIT - 5.	**Media planning and selection decisions-**	Advertising & Promotions: An IMC perspective, Kruti Shah and Alan D'Souza, Tata McGraw Hill	45-51
5.1	• Steps involved and information needed for media planning.		
5.2	• Measuring the effectiveness of all Promotional tools and IMC		51-60

Note: In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA.

H. O. D.
Mgt. Dept.
SSBES s.
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DR. P.H. TAMGADGE
Associate Prof. Dept. of BBA

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Teaching Plan (2023 –2024)

BBA- Second Year IV- SEM

Subject: Integrated Marketing Communication CBCS New (Total lectures: 54)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**An Introduction to Integrated Marketing Communication (IMC):**	**10**	10/12/2023 14/01/2024
1.1	Meaning and role of IMC in Marketing process,		
1.2	• Introduction to IMC tools – Advertising, sales promotion, publicity, public relations, event sponsorship		
1.3	• Advertising – Organizational structure of advertising agency and its function.		
UNIT- 2.	**Understanding communication process:**	**11**	15/01/2024 08/02/2024
2.1	• Source, Message and channel factors,		
2.2	• Communication response hierarchy- AIDA model, Hierarchy of effect model,		
2.3	Innovation adoption model, information processing model.		
2.4	• Consumer involvement- The Elaboration Likelihood (ELM) model, The Foote, Cone		
UNIT- 3.	**Planning for Marketing Communication (Marcom):**	**12**	10/02/2024 02/03/2024
3.1	• Establishing Marcom Objectives and Budgeting for Promotional Programmes-		
3.2	Setting communication objectives,		
3.3	• Sales as Marcom objective, DAGMAR approach for setting ad objectives.		
3.4	• Budgeting for Marcom-Factors influencing budget,		
3.4	• Theoretical approach to budgeting viz. Marginal analysis and Sales response curve,		
UNIT -4.	**Developing the Integrated Marketing Communication Programme:**	**10**	05/03/2043 22/03/2024
4.1	• Planning and development of creative Marcom.		
4.2	• Creative strategies in advertising, sales promotion, publicity, event sponsorships.		
4.3	• Creative strategy in implementation and evaluation of Marcom.		
UNIT - 5.	**Media planning and selection decisions-**	**11**	22/03/2024 08/04/2024
5.1	• Steps involved and information needed for media planning.		
5.2	• Measuring the effectiveness of all Promotional tools and IMC.		

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DR. M.S. ALTAMASH
HOD, Dept. of BBA.

H. O. D.
Mgt. Dept.
SSBES s.
Institute of Tech. & Mgt
AP Road Nande

DR. P.H. TAMGADGE
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TEACHING PLAN (2023 – 2024)

BBA Third Year VI- SEM

Subject: Retail Management CBCS New (Total lectures: 54)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Introduction of Retail Management.**	**(11)**	
1.1	Functional activities of retailing;	04	10/12/2023
1.2	Features of retailing,	03	14/01/2024
1.3.	Development of retail in India.	02	
UNIT- 2.	**Retailers & Retail Location:**	**(11)**	
2.1	Retailers: Meaning, Classification of retailers- Classification based on legal form, Operational Structure,	03	15/01/2024
2.2	Range of merchandise, Degree of services, pricing policy, Location, size of outlet and, customer contact	04	08/02/2024
2.3	Retail Location: Meaning of location, trading area analysis, Location decisions, and factor affecting the choice of market area or store location	04	
UNIT- 3.	**Store Design and Layout:**	**(11)**	
3.1	Store Design and Layout: Meaning of design and layout, exterior and interior design decision,	03	10/02/2024
3.2	Importance of store layout	04	02/03/2024
3.3	Factors to be considered while designing the layout.	04	
UNIT -4.	**Product and Merchandise Management**	**(11)**	
4.1	Product and Merchandise Management: Meaning of product and merchandise management	04	
4.2	Merchandise planning and forecasting, inventory planning – Basic Stock Method, percentage variation Method,	03	05/03/2024 22/03/2024
4.3	Stock to Sales Method, Open to Buy Method and Weeks Method, The Merchandise Mix	04	
UNIT - 5.	**Retail Pricing, Communication & Promotion:**	**10**	
5.1	Retail Pricing: The concept of pricing, pricing strategy, Factors affecting retail pricing strategy	03	22/03/2024
5.2	Retail Communication & Promotion: Methods of communicating with the customers	04	01/04/2024
5.3	Advertising, Design of Shop windows, Sales Promotion methods.	03	

1.**Note:** In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA

H. O. D.
Mgt. Dept.
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Hand-out (2023 –2024)

MBA-First Year I- SEM

Subject: Organisational Behaviour CBCS New (Total lectures: 50)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**Introduction to Organizational Behavior**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	01-10 185-198 198--203 25-31
1.1	Definition, assumptions, Significance-Historical Evolution,		
1.2	Fundamental concepts of OB,		
1.3	OB- as an emerging challenge of managing diversity		
UNIT- 2.	**Individual Behavior and Managing diversity**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	33-41 41-45 61-73 01-33 85-92
2.1	Factors affecting individual behavior,		
2.2	Personality Development: meaning and determinants, theories of Personality development,		
2.3	Perception: Meaning and definition, Perceptual process, Managerial implications of perception in business situations, Perceptual errors		
2.4	Perception & Factors That Influence Perception		
UNIT- 3.	**Motivation:**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	93-99 102-109 111-118
3.1	• Meaning, Importance of Motivation.		
3.2	• Motivation Theories: Maslow Theory, Herzberg Theory, McGregor Theory, Achievement Motivation Theory, Expectancy theory, Theory X & Y.		
3.3	McClelland Theory Alderfer's ERG theory		
UNIT -4.	**Group Behavior:**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	275-299 301-309 310-312
4.1	Group formation: formal and informal group, stages of group development, Group decision making		
4.2	group effectiveness and self-managed teams, Team work and Team development		
4.3	Transactional analysis.		
UNIT - 5.	**Conflict and Stress Management:**	OrganisationalBehaviour Concept and Cases Anjali Ghaneker	45-50 51-60 60-70
5.1	Meaning, process, functional and dysfunctional conflict, conflict handling.		
5.2	Nature, causes and consequences of Stress.		
5.3	Management of change: concept, Lewin's stages of change, forces of change, resistance to change and Managing planned change.		

Note: In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of BBA

H. O. D.
Mgt. Dept.

DR P.H. TAMGADGE
Associate Prof., Dept. of BBA.

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INSTITUTE OF TECHNOLOGY & MANAGEMENT, NANDED

Teaching Plan (2023 –2024)

MBA-First Year I- SEM

Subject: Organizational Behaviors CBCS New (Total lectures: 50)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Introduction to Organizational Behaviours**	10	21/08/2023 04/09/2024
1.1	Definition, assumptions, Significance-Historical Evolution,		
1.2	Fundamental concepts of OB,		
1.3	OB- as an emerging challenge of managing diversity		
UNIT- 2.	**Individual Behavior and Managing diversity**	11	06/09/2023 18/09/2023
2.1	Factors affecting individual behavior,		
2.2	Personality: - meaning and determinants, theories of Personality development, managerial consideration for further developing of personality development of employee. Managerial consideration for further developing of personality development of employee.		
2.3	Perception: Meaning and definition, Perceptual process, Managerial implications of perception in business situations, Perceptual errors		
2.4	Perception & Factors That Influence Perception		
UNIT- 3.	**Motivation:**	12	20/09/2023 02/10/2023
3.1	• Meaning, Importance of Motivation.		
3.2	• Motivation Theories: Maslow Theory, Herzberg Theory, McGregor Theory, Achievement Motivation Theory, Expectancy theory, Theory X & Y.		
3.3	McClelland Theory Alderfer's ERG theory		
UNIT -4.	**Group Behavior:**	10	04/11/2023 22/11/2023
4.1	Group formation: formal and informal group, stages of group development, Group decision making		
4.2	group effectiveness and self-managed teams, Team work and Team development		
4.3	Transactional analysis.		
UNIT - 5.	**Conflict and Stress Management:**	11	23/11/2023 08/12/2023
5.1	Meaning, process, functional and dysfunctional conflict, conflict handling.		
5.2	Nature, causes and consequences of Stress.		
5.3	Management of change: concept, Lewin's stages of change, forces of change, resistance to change and Managing planned change.		

Note: In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of MBA.

H. O. D.
Mgt. Dept.

DR P.H. TAMGADGE
Assist Prof., Dept. of MBA.

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HANDOUTS (2023 –2024)

MBA-First Year I- SEM

Subject: BUSINESS ENVIRONMENT CBCS New (Total lectures: 54)

Sr. No.	Title	Ref. Book.	Page No.
UNIT -1.	**BASICS OF BUSINESS ENVIRONMENT**	Business Environment - Francis Cherunilam , Himalaya Publication	
1.1	Concept, Significance, Nature of Business Environment, Need of Environmental studies for Business,		05-15
1.2	Environment Scanning, SWOT Analysis,		20-35
1.3	Basic philosophies of Capitalism and Socialism, Concept of Mixed Economy		30-41
UNIT- 2.	**TYPES OF BUSINESS ENVIRONMENT:**	Business Organisation - RavindranathBadi, Himalaya Publication	
2.1	Types of Business Environment- Internal Environment, Micro Environment		17-31
2.2	Macro Environment-Economic Environment, Socio-Cultural Environment,		39-52
2.3	Socio-Cultural Environment, Political Environment		59-60
2.4	Technological Environment, Legal Environment		60-80
UNIT- 3.	**INDIAN BUSINESS ENVIRONMENT**	Essentials Of Business Environment – K. Ashwathappa, Himalaya Publication.	
3.1	Government Policies - Industrial Policy, EXIM Policy, Technology Policy		50-61
3.2	Government policy regarding Small Sector Enterprises, Fiscal Policy		65-77
3.3	Planning In India-Planning Commission, New trade policy-1991 onwards, Industrial Licensing in India.		77-88
UNIT -4.	**INDIAN BUSINESS ENVIRONMENT:**	Indian Economy – Datt&Sundharam – S. Chand Publication	
4.1	Liberalization, Privatization, Globalization, Special Economic Zone (SEZ), .		235-265
4.2	Multinational Corporations, Foreign Direct Investment (FDI), Disinvestments		269-299
4.3	An introduction to MRTP, Competition, FEMA, SEBI Act, Consumer Protection Act.		299-318
UNIT - 5.	**NATURAL ENVIRONMENT**	**Economic Environment of business Dr. H.L. Ahuja S. chand Higher academic**	
5.1	Natural Environment, Natural Resources, Renewable and Non renewable Resources,		675-696
5.2	Limitations of non-renewable resources – Need of Renewable resources,		696-715
5.3	Importance of Water & Land, Global Warming		715-722

ote: In addition to above References Books simplified Notes have also been provided.

DR. M.S. ALTAMASH
HOD, Dept. of MBA.

H. O. D.
Mgt. Dept.

DR. P.H. TAMGADGE
Assist Prof., Dept. of MBA

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INSTITUTE OF TECHNOLOGY & MANAGEMENT, NANDED

Teaching Plan (2023 –2024)

MBA-Second Year IV- SEM

Subject: Retail Marketing CBCS New

(Total lectures: 50)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Introduction to Retail Management**	08	10/01/2024 22//01/2024
1.1	Retailing, Meaning, Importance of Retailing, Functions of Retailers,		
1.2	Theories of Retail Development, Evolution of Retail in India, Retail Formats, Organized and Unorganized		
1.3	Retailing, Retailing Environment, Retailing in India, Recent Trends in Retailing, Problems and Challenges of Retailing, Non-Store Retailing, FDI in Retailing		
UNIT- 2.	**Retail Store Location, Store Layout and Design**	12	28//01/2024 12/02//2024
2.1	Types of Store locations, Factors for Choosing Store Location, Steps involved in choosing a Store Location,		
2.2	Steps involved in choosing a Store Location,		
2.3	Trade Area Analysis, Layout		
2.4	Selection, Principles of Store Design, Importance of Store Design, Interior Store Design & Exterior Store Design		
UNIT- 3.	**Retail Merchandise Management and Retail Pricing**	10	15/02//2024 28/02/2024
3.1	Classification of Consumer Goods, Merchandise Procurement,		
3.2	Process of Merchandise Procurement, Merchandise Assortment Plan,		
3.3	Category Management, Retail Pricing, Factors Affecting Retail Pricing, Different Approaches of Retail Pricing		
UNIT -4.	Retail Human Resource and Promotion Management	10	02/03/2024 18/03/2024
4.1	Overview of Human Resource in Retail Recruitment, Selection, Training,		
4.2	Motivation and Evaluation of Performance of Personnel, Need and Importance of Promotion Mix in Retailing,		
4.3	Retail Promotion Mix Strategies, Communication Mix, Visual Display		
UNIT - 5.	**Factors Affecting Retail management**	10	22/03/2024 08/04/2024
5.1	Factors affecting Customer Buying Behaviour, Customer Segmentation in Retailing		
5.2	Licenses needed for Retailing in India, Retail Research, Customer Relationship Management in Retailing		
5.3	Application of IT in retailing, Retailing through Internet		

Note: In addition to above References Books simplified Notes have also been provided.

PROF. M.S. ALTAMASH
HOD, Dept. of MBA.

H. O. D.
Mgt. Dept
SSBES's
Institute of Tech & Mgt
Nanded

MR P.H. TAMGADGE
Assist Prof., Dept. of MBA

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INSTITUTE OF TECHNOLOGY & MANAGEMENT, NANDED

Teaching Plan (2017 –2018)

MBA-Second Year IV- SEM

Subject: Retail Marketing CBCS New (Total lectures: 50)

Sr. No.	Title	Lectures Required	Probable Dates
UNIT -1.	**Introduction to Retail Management**	08	20/12/2017 12//01/2018
1.1	Retailing, Meaning, Importance of Retailing, Functions of Retailers,		
1.2	Theories of Retail Development, Evolution of Retail in India, Retail Formats, Organized and Unorganized		
1.3	Retailing, Retailing Environment, Retailing in India, Recent Trends in Retailing, Problems and Challenges of Retailing, Non-Store Retailing, FDI in Retailing		
UNIT- 2.	**Retail Store Location, Store Layout and Design**	12	12//01/2018 02/02//2018
2.1	Types of Store locations, Factors for Choosing Store Location, Steps involved in choosing a Store Location,		
2.2	Steps involved in choosing a Store Location,		
2.3	Trade Area Analysis, Layout		
2.4	Selection, Principles of Store Design, Importance of Store Design, Interior Store Design & Exterior Store Design		
UNIT- 3.	**Retail Merchandise Management and Retail Pricing**	10	02/02//2018 26/02/2018
3.1	Classification of Consumer Goods, Merchandise Procurement,		
3.2	Process of Merchandise Procurement, Merchandise Assortment Plan,		
3.3	Category Management, Retail Pricing, Factors Affecting Retail Pricing, Different Approaches of Retail Pricing		
UNIT -4.	Retail Human Resource and Promotion Management	10	28/02/2018 18/03/2018
4.1	Overview of Human Resource in Retail Recruitment, Selection, Training,		
4.2	Motivation and Evaluation of Performance of Personnel, Need and Importance of Promotion Mix in Retailing,		
4.3	Retail Promotion Mix Strategies, Communication Mix, Visual Display		
UNIT - 5.	**Factors Affecting Retail management**	10	22/03/2018 18/04/2018
5.1	Factors affecting Customer Buying Behaviour, Customer Segmentation in Retailing		
5.2	Licenses needed for Retailing in India, Retail Research, Customer Relationship Management in Retailing		
5.3	Application of IT in retailing, Retailing through Internet		

: In addition to above References Books simplified Notes have also been provided.

PROF. M.S. ALTAMASH
HOD, Dept. of MBA.

H. O. D.
Mgt. Dept.
SSBES s.
Institute of Tech & Mgt

MR P.H. TAMGADGE
Assist Prof., Dept. of MBA

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Academic Diary

Shri Sharda Bhavan Education Society's

INSTITUTE OF TECHNOLOGY & MANAGEMENT,

VIP Road, NANDED – 431602, MS.

Contact No.: 02462 – 254850, Email ID: ssbesitm@yahoo.com

Academic Year 2023 - 24

Teaching Plan

Mr. B. B. Shinde
Dept. of B. Sc. Hospitality Studies
Lecturer
S. S. B. E. Society's
Institute of Technology & Mgt.
VIP Road, NANDED.

H. O. D.
B.Sc. H.S.. Dept.
SSBES's
Institute of Tech & Mgt.
VIP Road, Nanded.

Shri Sharada Bhavan Education Society's

INSTITUTE OF TECHNOLOGY & MANAGEMENT, NANDED

Academic Year: 2023 - 2024

Semester I / III / V	
Name of the Faculty:	Mr. B. B. Shinde
Department:	B. Sc. Hospitality Studies
Academic Year:	2023 – 2024
Class & Division:	B. Sc. HS 1st Yr, 2nd Yr & 3rd Yr
Subject:	1. Basic Room Division (I Sem) 2. Accommodation Service (III Sem) 3. Hotel Law (III Sem) 4. Accommodation Management (V Sem) 5. Entrepreneurship Development (V Sem)

Semester II / IV / VI	
Name of the Faculty:	Mr. B. B. Shinde
Department:	B. Sc. Hospitality Studies
Academic Year:	2023 – 2024
Class & Division:	B. Sc. HS 1st Yr & 2nd Yr
Subject:	1. Room Division Service (II Sem) 2. Accommodation Operation (IV Sem) 3. Business Comm. & Personality Development(IV Sem) 4. Organizational Behaviour (BCA II Sem)

Teaching Plan

Class:	B. Sc. HS 1st Year I Sem.	Semester:	I
Subject:	Basic Room Division	Subject Code:	HS - 103
		Total No. of Classes:	50

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
1	**Introduction to Housekeeping**	10	03 – 07 -2023 To 19 – 07 – 2023	
1.1	Introduction, Meaning & Definition of Housekeeping			
1.2	Importance of Housekeeping			
1.3	Functions of Housekeeping			
1.4	Housekeeping Co-ordinations with other Department			
1.5	Housekeeping public areas – Front of the house & Back of the house.			
2	**Organization of the House Keeping Department**	10	20 – 07 – 2023 To 07 – 08 - 2023	
2.1	Hierarchy of Housekeeping Dept. (Large, Medium, Small Hotel)			
2.2	Job description and job specifications			
2.3	Attributes of Housekeeping Staff			
2.4	Layout of Housekeeping Dept. & Function of Section			
2.5	Duties& Responsibilities of Housekeeping Staff			
2.6	Types of Rooms			
2.7	Guest Supplies & Facilities for Standard Room & VIP Guest Room			
3	**Cleaning Equipment & Cleaning Agent**	08	08 – 08 – 2023 To 24 – 08 – 2023	
3.1	Classification of Cleaning Equipment's			
3.2	Use, Care, Storage, Selection & Purchase Criteria			

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
3.3	Classification of Cleaning Agent			
3.4	Use, Care, Storage of Cleaning Agent			
4	**Introduction to Hospitality Industry**	**12**	**28 – 08 – 2023 To 14 – 09 - 2023**	
4.1	Define Hotel Their Evaluation & Growth in India			
4.2	Famous Hotel World Wide			
4.3	Classification of Hotel - Based On Star Rankin, Based On Location, Based on size, Based on clientele, based on length of Stay, based on Facilities & ownership.			
4.4	Organization Chart of Hotel (Large, Medium & Small)			
5	**Front Office Department**	**08**	**18 – 09 – 2023 To 04 – 10 - 2023**	
5.1	Functions Areas – Section & Layout of Front Office Dept.			
5.2	Organization Chart of Front Office Dept. (Large, Medium &Small)			
5.3	Duties& Responsibilities of Front Office staff Attributers of Front Office Personnel			
5.4	Front Office Equipment used (manual & automated)			
5.5	Co- Ordination of the Front Office with other Departments.			
5.6	Role of Front Office Rules of the House (for guest & staff)			

Signature of the Faculty

Mr. B. B. Shinde
Lecturer
S. S. B. E. Society's
Institute of Technology & Mgt.
VIP Road, NANDED.

H. O. D.
B.Sc. H.S., Dept.
SSBES's
Institute of Tech & Mgt.
VIP Road, Nanded.

Teaching Plan

Class:	**B. Sc. HS 2nd Year III Sem.**	**Semester:**	**III**
Subject:	**Accommodation Service**	**Subject Code:**	**HS - 303**
		Total No. of Classes:	**50**

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
1	**Flower Arrangement**	**12**	**01 – 07 – 2023 To 21 – 07 – 2023**	
1.1	Principles of Flower Arrangement			
1.2	Different types of flower & foliage used			
1.3	Types of Flower Arrangement			
1.4	Equipment used in Flower Arrangement			
1.5	Points to be observed while making a good arrangement			
1.6	Arrangements to suit various sites and occasions in the hotel.			
2	**Linen Room**	**10**	**22 – 07 – 2023 To 09 – 08 - 2023**	
2.1	Linen Purchase Criteria			
2.2	Linen Storage Procedure			
2.3	Linen Control Procedure			
2.4	Par Stock			
2.5	Layout of Linen Room, & its Ideal Location			
2.6	Records Maintain by Linen Room			
3	**Uniform**	**08**	**10 – 08 – 2023 To**	
3.1	Selection & Designing of Uniforms			
3.2	Care & Maintenance of Uniforms			

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
3.3	Uniforms exchange Procedure		26 – 08 – 2023	
3.4	How Many Set As Per Department			
4	**Laundry**	10	31 – 08 – 2023 To 16 – 09 – 2023	
4.1	Layout Of Laundry			
4.2	Knowledge of Laundry Equipment			
4.3	Laundry Cleaning agent & Detergent			
4.4	Stain Removal			
4.5	Dry Cleaning Procedure			
4.6	Guest Laundry Procedure			
5	**Departure**	10	20 – 09 – 2023 To 11 – 10 – 2023	
5.1	Departure Notification			
5.2	Group Check – Out			
5.3	Express Check – Out			
5.4	Methods Of Payments 5.4.1 Cash Settlement – Indian & Foreign Currency 5.4.2 Cheque Settlement – Personal Cheque & Travelers Cheque 5.4.3 Credit Card Settlement – Credit Card & Bill to Company 5.4.4 Other Methods of Payment			
5.5	Post Departure			

Signature of the Faculty

H. O. D.
B.Sc. H.S., Dept.
SSBES's
Institute of Tech & Mgt.
VIP Road, Nanded.

Mr. B. B. Shinde
Lecturer
S. S. B. E. Society's
Institute of Technology & Mgt.
VIP Road, NANDED.

Teaching Plan

Class:	B. Sc. HS 2nd Year III Sem.	Semester:	III
Subject:	Hotel Law	Subject Code:	HS – 305
		Total No. of Classes:	50

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
1	**Licenses & Permits and Shop & Establishment Act**	12	03 – 07 -2023 To 19 – 07 – 2023	
1.1	Necessary Licenses & Permits to start and operate Business of Hotel Catering			
1.2	Introduction & Objectives of Shop & Establishment Act			
1.3	Opening & closing hours of eating houses/ Restaurants, Residential hotels			
1.4	Shops &commercial establishments, theatres or other places of public, Amusement or entertainment			
1.5	Penalty offences			
2	**PFA Act, 1954**	10	20 – 07 – 2023 To 07 – 08 - 2023	
2.1	Introduction & Objectives of Act			
2.2	Definition of Food			
2.3	Meaning of Adulterant			
2.4	Concept of Adulteration			
2.5	Sale of Certain admixture prohibited			
2.6	Duties & Responsibilities of Food Inspector			
2.7	Procedure for Sampling, Analysis and Punishment			

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
3	**The Consumer Protection Act, 1986**	10	08 – 08 – 2023 To 24 – 08 – 2023	
3.1	Who is Consumer ?			
3.2	Objectives of Consumer Protection Act ?			
3.3	Features of the Consumer Protection Act, 1986			
3.4	Remedies for deficiency in services			
3.5	The Eight (8) Basic Consumer Rights			
4	**Tourism Law and Regulation**	10	28 – 08 – 2023 To 14 – 09 - 2023	
4.1	Inbound, Outbound Travel Regulations			
4.2	Economic Regulations			
4.3	Health Regulation			
4.4	Law and Order Regulation			
4.5	Accommodation and Catering Regulation			
4.6	National Tourism Policies - The National Action Plan 1992			
5	**The Payment of Wages Act, 1936**	08	18 – 09 – 2023 To 04 – 10 - 2023	
5.1	Introduction & Objectives of Act			
5.2	Responsibilities of payment of wages			
5.3	Fixation of wage Period			
5.4	Deduction which may be made from wages			
5.5	Penalty for Offence			

Signature of the Faculty

H. O. D.
B.Sc. H.S., Dept.
SSBES's
Institute of Tech & Mgt.
VIP Road, Nanded.

Mr. B. B. Shinde

Lecturer
S. S. B. E. Society's
Institute of Technology & Mgt.
VIP Road, NANDED.

Teaching Plan

Class:	B. Sc. HS 3rd Year V Sem.	Semester:	V
Subject:	Accommodation Management	Subject Code:	503
		Total No. of Classes:	50

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
1	**Interior Design and Lighting**	12	01 – 07 – 2023 To 22 – 07 – 2023	
1.1	Principle of interior design			
1.2	Elements of art			
1.3	Colour and colour scheme			
1.4	Applications in hotel industry			
1.5	Types of wall			
1.6	Wall finishes & its effects			
1.7	Lighting fixture			
1.8	Types lighting			
1.9	Effects in room and public area in hotel			
2	**Window and window Treatment**	10	24 – 07 – 2023 To 12 – 08 – 2023	
2.1	Types of curtain			
2.2	Fabrics used			
2.3	Selection and use of fabric			
2.4	Care and maintenance of furnishing			
2.5	Types of Flooring – Hard Floor, Semi Hard Floor, Soft Floor			
3	**Front Office Billing and Departure Procedure**	10	14 – 08 – 2023 To 02 – 09 – 2023	
3.1	Preparation& Presentation of Guest Bill			
3.2	Setting of Account			
3.3	Credits in Hotels – Intro and Credit Policy.			
3.4	FERA			
3.5	FEMA			

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
4	**Calculating occupancy statistic with the help of given formulas**	08	04 – 09 – 2023 To 18 – 09 – 2023	
4.1	Room Rate, Daly room Occupancy, Bed Occupancy in Percentage, Double Occupancy in Percentage etc			
4.2	Average Room Rate, Revenue per Available Room, Cost per Available Room, Average Occupancy per Room			
4.3	Complimentary Occupancy in Percentage, Yield Management in Percentage, No Shoe in Percentage, Overstay in Percentage, Under stay in Percentage, Rooms Available for sale etc.			
4.4	Calculation of Average, Calculation Of Over Booking etc.			
5	**Room Tariff**	10	22 – 09 – 2023 To 10 – 10 – 2023	
5.1	Factors Affecting Room Rate			
5.2	Room Rate Designation			
5.3	Meal Plan			
5.4	Room Tariff Fixation			
5.5	Types of Rates – BAR, Incentive, CVGR, Seasonal, Ad-hoc, Membership rate			

Signature of the Faculty

H. O. D.
B.Sc. H.S., Dept.
SSBES's
Institute of Tech & Mgt.
VIP Road, Nanded.

Mr. B. B. Shinde
Lecturer
S. S. B. E. Society's
Institute of Technology & Mgt.
VIP Road, NANDED.

Teaching Plan

Class:	B. Sc. HS 3rd Year V Sem.	Semester:	V Sem
Subject:	Entrepreneurship Development	Subject Code:	506
		Total No. of Classes:	50

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
1	**Foundation Of Entrepreneurship Development**	10	03 – 07 -2023 To 19 – 07 – 2023	
1.1	Intro. to Entrepreneur and Entrepreneurship			
1.2	Concept of Entrepreneur			
1.3	Types of Entrepreneur			
1.4	The Role of Entrepreneur			
1.5	Function of Entrepreneur.			
1.6	Qualities for Entrepreneur			
2	**Entrepreneurship Development & Growth**	10	20 – 07 – 2023 To 07 – 08 - 2023	
2.1	Meaning of Entrepreneurship			
2.2	Attributes of Entrepreneurship			
2.3	Growth of Entrepreneurship in India			
2.4	Concept and Function of Women Entrepreneurship			
2.5	Importance of Women Entrepreneurship			
2.6	Problems faced by Women Entrepreneurs			

Chapter No.	Chapter name with Articles	Total No. of Periods Required	Date	Remarks
3	**Growth Strategies In Small Business**	10	08 – 08 – 2023 To 29 – 08 – 2023	
3.1	Objectives of Growth			
3.2	Stages of Growth			
3.3	Types of Growth Strategies I - Diversification – Meaning, Advantages, Disadvantages & Types II - Joint Venture – Meaning, Advantages & Disadvantages III - Merger & Acquisition– Meaning, Advantages & Disadvantages IV - Franchising – Definition, Advantages & Disadvantages			
4	**Assessing the Market and Resource Mobilization**	10	30 – 08 – 2023 To 21 – 09 – 2023	
4.1	Information Gathering Techniques			
4.2	Principle of Market Survey			
4.3	Analysis of Survey data			
4.4	Resource Mobilization – Introduction & Types			
5	**Entrepreneurship Program, SWOT Analysis & Budget**	10	25 – 09 – 2023 To 12 – 10 – 2023	
5.1	Meaning of Entrepreneurship Dev. Program			
5.2	Need of Entrepreneurship Dev. Program			
5.3	Objective of Entrepreneurship Dev. Program			
5.4	SWOT Analysis			
5.5	Meaning& Definition of Budget			
5.6	Types of Budget			

Signature of the Faculty

H. O. D.
B.Sc. H.S., Dept.
SSBES's
Institute of Tech & Mgt.
VIP Road, Nanded.

Mr. B. B. Shinde
Lecturer
S. S. B. E. Society's
Institute of Technology & Mgt.
VIP Road, NANDED.

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TEACHING PLAN (2023-24)

B.Sc H.S. First Year (IIS SEM)

Subject: Food Production Principals

Name of Teacher: Mr. P. U. Shegaonkar **(Total lectures: 50)**

Sr. No.	UNIT I : Introduction to Professional Cookery	Lectures Required	Probable Dates
1	**Unit 1:-** Organization Structure in Kitchen	2	01/01/2024 To 16/01/2024
	Duties and responsibilities of Executive chef & various chefs	4	
	Classical kitchen Brigade (English) for a five star & three star	2	
	Types of establishments Co-ordination with other allied department e.g. stores, purchases, Accounts, Services, housekeeping etc,	2	
2	**Unit 2:-** Cooking equipment's and Fuels used in the kitchen Classification- Knives kitchen tools, electric food, pre-preparation,	2	17/01/2024 To 02/02/2024
	Equipment's, refrigeration equipment, food holding equipment's, Hot plates & heated cupboards Properties Advantages & disadvantages of different materials used in Tools & Equipment's, Types of Fuels Heat transfer principles - Classification, types, advantages & disadvantages	8	
3	**Unit 3:-** Introduction to methods of cooking Cooking as applied to all commodities studied in , Classification & various silent features of cooking methods, TemperaturePrecautions, Equipment's used &their maintenance Moist methods of cooking - Streaming with pressure & without pressure, Braising,Poaching, Boiling, Dry methods of cooking - Baking, Roasting, Grilling, and Tandoor Frying, Types of frying medium- Sautéing, Shallow	10	03/02/2024 To 17/02/2024

	frying, Deep- Frying, Combining the methods, Pressure frying, Microwave cooking		
4	**Unit 4**:- Stocks, Sauce and Soups ,Stocks- Definition, Classification, Rules of stock making Recipes of 1 liter of various stocks (white, brown, fish, and vegetables) Glazes & Aspic and Storage care of stocks. Sauces- Definition, Classification, Composition and uses Thickening agents, Recipes of mother sauces finishing of sauces (reducing, straining, de glazing, enriching Seasoning, Precautions & rectification, handling & storage, Derivatives, Pan Gravis and Flavored butter Soups - Aim of Soup Making Classification of Soup – Cream, Puree, Veloute, Chowder, Consommé, National Soups	14	16/01/2024 To 05/03/2024
5	Unit 5:- Texture Accompaniment & Garnishes Importance and Characteristics, Factors affecting textures in food Desirable &Non Desirable texture with Examples, Difference between Accompaniments & Garnish	06	06/03/2024 To 20/03/2024

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INSTITUTE OF TECHNOLOGY & MANAGEMENT, NANDED

TEACHING PLAN (2023-24)

BSc H.S. First Year I SEM

Subject: Food & catering science

Name of Teacher: Mr. P. U. Shegaonkar **(Total lectures: 50)**

Sr. No.		Lectures Required	Probable Dates
1	**Unit 1:- Introduction to Terminologies and Nutrients** Terminologies- Food, Nutrition, Nutrient, Empty Calories,	2	01/01/2024 To 16/01/2024
	Health, Malnutrition, Edible Portion of food, balanced diet and Recommended Daily Allowance (RDA),	2	
	Nutrients-Definition, food source, functions, Recommended Daily Allowance in India (RDA) of Following Nutrients. Carbohydrate, Protein,	2	
	Fats & Oils, Vitamins and Minerals	2	
2	**Unit 2:- Basic Five Food Groups** Food included in each group, serving size of foods under each Group	4	17/01/2024 To 02/02/2024
	How to Preserve Nutrients While Cooking Food	8	
3	**Unit 3:- Food Microbiology** Classification & Morphology of Micro Organism, Factor affecting growth of micro – organism, Control of Micro – Organism In relation to food preservation, Harmful & Useful Micro – organism in the food industry, Role of Micro – organism in the production of fermented foods Dairy products, bakery products, alcoholic beverages & vinegar.	10	03/02/2024 To 17/02/2024
4	**Unit 4:- Food & Water Born Illnesses** Food Poisoning & food infection, common intestinal Parities (Definition, sources of contamination of food, Mode of transmission. Of food borne illness, control of food Borne illness), Non- Bacterial metal poisoning, Natural Toxins presents in food, Water balance, dietary sources & dehydration.	14	16/01/2024 To 05/03/2024
5	**Unit 5:- HACCP and Food Additives** Importance, definition and Usages of HACCP, HACCP usages in food preparation areas Definition, types of food additives, Importance of PFA Act. Limitations as per PFA act	6	06/03/2024 To 20/03/2024

Shri Sharda Bhavan Education Society's
Institute of Technical&mManagement

TEACHING PLAN (2023-24)

BSc H.S. Second Year (IV SEM)
Subject: Specialized Food Production

Name of Teacher: Mr. P. U. Shegaonkar **(Total lectures: 50)**

Sr. No.		Lectures Required	Probable Dates
1	**Unit 1.Charcutiere** 1.1 Sausages - Introduction,classification, composition.	2	01/01/2024 To 13/01/2024
	1.2 Forcemeat – Types, preparation & uses.	2	
	1.3 Ham/Bacon/ Gammon – Differentiate between &uses.	2	
	1.4 Galantine/Pates/Terrines – Types, Making, Uses	2	
2	**Unit 2. Larder** 2.1 Introduction and Equipment used in larder section.	2	15/01/2024 To 31/01/2024
	2.2 Layouts of larder section	8	
	2.3 Essential of larder control		
	2.4 liaison with other department, preparation of cold buffet		
3	**Unit 3.Hor D' Oeuvre** 3.1 Importance and meaning	10	01 /02/.2024 To 17/022024
	3.2 Classification of Hors D' Oeuvre		
	3.3 Classical Hors D'Oeuvre		
4	**Unit 4. Salad and Sandwich & Canapé** 4.1 Introduction, and classification of salad	10	20/02/2024 To 09/03/2024
	4.2 Salad Dressing, classical salads, parts of sandwich.		
	4.3 types of bread used.		
	4.4 Types of fillings, spreads and garnishes.		
	4.5 Types of sandwich		
5	**Unit 5. Pastries** 5.1 Role of Ingredients	10	11/02/2024 To 10 Aprl .2019
	5.2 classification, Preparation Methods		
	5.3 bakery,Culinary terms		