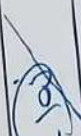


KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE - 29.

ACADEMIC PLANNING

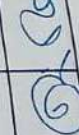
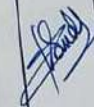
Department : BBA - CA Name of the Teacher : M. M. Sanjitha Year 2021 - 2022
 Title of the Paper : Common Aptitude Skills - I Subject Code : COUBA351 Semester : ODD / EVEN

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From : 9/8/2021 To : 13/10/2021	<u>UNIT I</u> :- verbal & communication skills - Alphabet test - Synonyms - Antonyms - Fills in the blanks. <u>UNIT II</u> :- Quantitative Aptitude - Number System - HCF - LCM - Simplifications. <u>UNIT III</u> :- logical Reasoning : Clock - Odd man out - Coding & Decoding	15 hrs	9/8/2021 to 13/10/2021	NIL		
II From : 28/10/2021 To : 22/12/2021	<u>Coding & Decoding</u> - <u>Unit IV</u> Data Interpretation: Data Interpretation based on text, table, charts (column, bar, pie), Venn diagrams. <u>UNIT V</u> : General Awareness : famous awards and prizes - Books & authors - countries & currencies - Indian Economy.	15 hrs	28/10/2021 to 22/12/2021	NIL		

ACADEMIC PLANNING

Year 2021 - 2022

Semester : ODD / ~~EVEN~~

Title of the Paper : <u>Management</u>		Subject Code : <u>22UBA30A</u>		Semester : <u>III</u>		Signature of	
Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Staff	HOD	
I From : <u>28/10/22</u> To :	<u>Unit IV :-</u> Inventory Control : Meaning and Definition - Functions of Inventory - Importance - Tools - ABC, VED, FSN, MRP, ERP Concepts. Store keeping objectives - Functions - Duties and Responsibilities of store keeper - Location of store - Store ledger - Bin Card.	37 hours	<u>28/10/22</u> to	NIL			
II From : To : <u>22/12/22</u>	<u>Unit V</u> Total Quality Management : Meaning and Definition - objectives - Tools and Techniques of Tqm - Bench Marking - Business Process re engineering - Six Sigma - Iso.		<u>22/12/22</u>	NIL			

ACADEMIC PLANNING

Name of the Teacher : Dr. K. Sudha

Year 2021 - 2022

Subject Code : 20VBA306

Semester : ODD / ~~EVEN~~

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From: 09/08/21 To:	<u>Unit - I:</u> Production Management: Meaning and Definition - Function - Scope - Plant location - Plant layout - Principles - Process layout - For Production Planning and Control - Principles - information flow - Routing - Scheduling [Grant chart only] - Dispatching <u>unit - II:</u> Material Handling: Meaning and Def - Importance - Principles - criteria for Selection of Material Handling equipment - Classification of material Handling equipment - Product Design - Factors - Time study & motion study - Meaning and definition - Principles.	First 2 1/2 units For ICIA 38 hours	9/8/21 60	NIL		
II From: To: 13/10/21	<u>unit - III</u> Materials Management: Meaning and Definition - organization of Material Management - Fundamental Principles - structure - Integrated materials Management - Purchasing - Procedure - Principles - Import substitution - Vendor Rating - Vendor Development.	37 hours	18/10/21	NIL		

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE - 29.

ACADEMIC PLANNING

Department: BBACA Name of the Teacher: Ms. J. Gayathri Manjubhaskar Year 2021 - 2022
 Title of the Paper: Core Paper I - Financial Management Subject Code: 20VBBA307 Semester: ODD / EVEN

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From: 28/10/22 To:	Unit-III Dividend Policy Decision - Meaning, Classification - source available for dividend. Determination of dividend policy. Unit-IV Liquidity Decision - Working Capital Management - Meaning & Definition - concepts - Importance - Determination of working capital. Cash Management. Motives for holding cash - Objectives & strategies of cash management. Receivables management: Objectives - cost of credit extension - Benefits - credit policies - credit terms - collection policies.	35 hours	28/10/22	NIL	GNB	
II From: To: 22/12/22	Unit-V Capital Budgeting: Meaning & Definition - Objectives - Methods of capital Budgeting - Non discounted cash flow method (Pay Back Period & Accounting rate of return). Discounted cash flow method (IRR, NPV & PI).		22/12/22	NIL	GNB	

Theory - 60% & Problems - 40%.

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE - 29.

ACADEMIC PLANNING

Department : BBA CA
Core Paper - I Financial
Management

Name of the Teacher : Mrs. Gayathri Manjubhaskar
 Subject Code : 20UBA307

Year 2021 - 2022

Semester : ODD / EVEN

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From: 9/8/21 To:	Unit - I. Financial Management. Meaning & definition - Scope of finance management - Objectives of Financial Management - Profit Maximisation & Wealth maximization Sources of finance: Short term - Bank sources - Long term - Shares, Debentures, Preferred stock & Debt. Unit - II - Financing Decision.	40 hours	9/8/21 to	NIL	<u>GMB</u>	<u>GMB</u>
II From: To: 13/10/21	Cost of Capital - cost of specific sources of Capital - Equity - Preferred stock - Reserve - Weighted Average cost of capital - Leverage - Types - Operating, financial & Composite leverage. Unit - III Investment Decision. Capital structure - factors influencing capital structure - Optimal Capital structure.		13/10/21	NIL	<u>GMB</u>	<u>GMB</u>

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE - 29.

ACADEMIC PLANNING

Department: BBA Name of the Teacher: Mrs. Gayathri Manjubhaskar Year 2021 - 2022
Principles of Management
 Title of the Paper: Organisational Behaviour Subject Code: 2021UBA101 Semester: ODD / EVEN

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From: <u>25/11/21</u> To:	<u>Unit-III Steps in Control Process.</u> <u>Co-Ordination- Meaning & Definition -</u> <u>Needs - Techniques of co-ordinating.</u> <u>Unit-IV Organisational Behaviour.</u> <u>Meaning & Definition - Nature - Disciplines</u> <u>Contributed to Organisational Behaviour.</u> <u>Importance of Hawthorne Experiments.</u>	<u>35</u> <u>hours</u>	<u>25/11/21</u> <u>15</u>	<u>NIL</u>	<u>Gayathri</u>	<u>G. Gayathri</u>
II From: To: <u>22/12/21</u>	<u>Perception - Factors affecting Perception.</u> <u>Personality - Nature & Types.</u> <u>Unit-V Organisational Climate & Development</u> <u>Need for Organisation development -</u> <u>Limitations - steps in OD - OD</u> <u>Interventions.</u>		<u>22/12/21</u>	<u>NIL</u>	<u>Gayathri</u>	<u>G. Gayathri</u>

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE - 29.

ACADEMIC PLANNING

Department : BBA CA Name of the Teacher : Mrs. Gayatri Manoharashini Year 2021 - 2022
 Title of the Paper : Principles of Management & Organisational Behaviour Subject Code : 21UBA101 Semester : ODD / EVEN

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From : <u>8/7/22</u> To :	<u>Unit - I Management - Meaning & Definition - Nature & Scope of Management - Management as a Art & Science - History & development of Management - Contributions of Henry Fayol, F.W. Taylor, Peter F. Drucker & Hawthorne Experiments - Roles & responsibilities of managers - Functions of Management</u> <u>Unit - II Planning - Meaning & Definition - Purpose of Planning - Steps in Planning Process - Types of planning - Organising - Meaning & Definition - Types of Organisation - Organisation design & Structure</u>	<u>40 hours</u>	<u>8/9/22</u> to	<u>NIL</u>	<u>Gayatri</u>	<u>Gayatri</u>
II From : To : <u>22/11/22</u>	<u>Unit - III Directing - Meaning & definition - Nature & Purpose of directing - Principles - Controlling - Meaning & Definition - Importance</u>		<u>22/11/22</u>	<u>NIL</u>	<u>Gayatri</u>	<u>Gayatri</u>

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE - 29.

ACADEMIC PLANNING

Department : BBA CA Name of the Teacher : Ms. Gayatri Manjunath Year 2021 - 2022
 Title of the Paper : Internet & Webpage Designing Subject Code : 20UBA410 Semester : ODD / EVEN

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From : <u>21/2/22</u> To :	<u>Unit-I</u> Internet Basics - Internet Address - Domain Names - Browsers - Search Engines - Connecting to the Internet - Installing & configuring a modem - Creating a connection profile - changing the default connection. <u>Unit-II</u> Working With Email - Running an email program - Sending heading	<u>30</u> <u>hours</u>	<u>21/2/22</u>	<u>NIL</u>	<u>Gayatri</u>	<u>Manjunath</u>
II From : To : <u>13/4/22</u>	<u>Unit-III</u> Replying, deleting and exiting mail - Sending files via email - attaching a signature - Managing an address book. <u>Unit-IV</u> Introduction to HTML - Information file creation - Web server - web client / browser - HTML - Commands - title - footer - paragraph break.		<u>13/4/22</u>	<u>NIL</u>	<u>Gayatri</u>	<u>Manjunath</u>

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE - 29.

ACADEMIC PLANNING

Department : BBA C A Name of the Teacher : Mrs. Gayatri Manohar Year 2021 - 20 22
 Title of the Paper : Internet & Web Page Designing Subject Code : 20UBA410 Semester : ODD / EVEN

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From: 21/4/22 To:	Unit - III Line break - heading style - text style - spacing - centering - font size & color Unit - IV List - types of list - adding graphics to HTML document - using width, height, alignment & alternative attributes - table - header rows - data rows - caption	30 hours.	21/4/22	NIL	<u>EnB</u>	<u>Raj</u>
II From: To: 18/6/22	tags - cells spacing - Bg color - rowspan - column span attributes - links - internal & external document references - Images as hyperlinks. Unit - V Introduction to DHTML - Cascading style sheets - Cascading style sheets in DHTML - color & background attributes - text attributes - border attributes - marginal related attributes, list, external style sheets. Java Script - Control structures - simple function Prog.		18/6/22	NIL	<u>EnB</u>	<u>Raj</u>

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE - 29.

ACADEMIC PLANNING

Department : BBA CA
core paper - 8 Human
 Title of the Paper : Resource Management

Name of the Teacher : Dr. S. Purnima Den
Ms. Gayathri Nanchubhaskar Year 2021 - 2022
 Subject Code : 20UBA408 Semester : ODD / EVEN

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From: 21/2/22 To:	Unit-I. Human Resource Management : Meaning & Definition - Functions - Difference between Personnel Management & HRM. Nature & scope - functions & role of Human Resource Manager - Human Resource Planning - Importance - Objectives of HRP - Process of HRP - Barriers to HRP. Unit-II - Job Analysis & Evaluation.		21/2/22	NIL	<u>GNP</u>	<u>GNP</u>
II From: To: 13/4/22	Job Analysis - Techniques Advantages. Job specification - Specimen - Job description - Specimen - Job Evaluation - Method Advantages. Unit-III - Staffing: Recruitment - Meaning & definition - Sources of Recruitment - E-HRM - E-Recruitment.	15 hours	13/4/22	NIL	<u>GNP</u>	<u>GNP</u>

KONGUNADU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), COIMBATORE - 29.

ACADEMIC PLANNING

Department : BBACA

Name of the Teacher : DR. S. PUNITHA DEVI Year 20 21 2022

Title of the Paper : Human Resource Management

Subject Code : 10UBAH08

Semester : ODD / EVEN

Test No. & Period	Topics allotted	No. of hours required for completion	Dates & hrs of handling	Topics not covered, if any	Signature of	
					Staff	HOD
I From : 21/4/22 To :	Unit - III Selection - Meaning & Definition - Importance & Selection - Selection Process - E-Selection. Unit - IV Wage & Salary Administration. Meaning & Definition - methods of wage Payment - Incentive Compensation - Meaning & definition - kinds of Incentive Compensation plan.	15 hours	21/4/22	NIL	<u>QUB</u>	<u>QUB</u>
II From : To : 18/6/22	Unit - V Career Planning & Development - Meaning & definition - features - Objectives - Importance - Methods - Stages in Career Planning.		18/6/22	NIL	<u>QUB</u>	<u>QUB</u>