

# Syllabus Completion Report

## Academic Year 2023-24

**Class: - F.Y.BBA**

**Subject Name -: Principles of Management.**

Semester 1<sup>st</sup>

Division: - A

Prof.T.B.Vehale

| Unit No      | Topic Taught  | No of Lecture Taken |
|--------------|---|---------------------|
| <b>1.</b>    | <b>Nature of management</b><br>1.1 Meaning & Importance ,Functions<br>1.2 Role of Managers<br>1.3 Management as an Art, Science, Profession and a Social System<br>1.4 Concept of Management, Administration, Organization &Universality of Management  | <b>10</b>           |
| <b>2.</b>    | <b>Evolution of management thoughts</b><br>2.1 Concept of Managerial Thoughts<br>2.2 Contribution of Frederick Taylor, Elton Mayo, Henry Fayol and Peter Drucker<br>2.3 Indian Management ethos (Indian )anddifferent Styles for example (J.R.D Tata, DhirubhaiAmbani, N. R. Narayana Murthy, VergheseKurien)...  | <b>12</b>           |
| <b>3.</b>    | <b>Major managerial Functions</b><br>3.1 Forecasting: Meaning, Need Types, Methods, Advantages, merits ,Disadvantages<br>3.2 Planning: Meaning, Need Types ,methods, Advantages, merits, Disadvantages<br>3.3 Organizing: Meaning, Concept, Delegation of Authority: Meaning, Importance<br>Decentralization: Concepts, Meaning And, Importance<br>3.4 Decision Making: Types, Process, and Techniques<br>Directions nature and principles and<br>3.5 Motivation: Meaning, Importance, Nature, Principles, and Theories<br>3.6 Controlling :Meaning, Needs, Process, Techniques | <b>14</b>           |
| <b>4.</b>    | <b>Recent trends in Management</b><br>4.1 Management of change , management of crises, Total Quality Management (TQM): Meaning, Merits, Demerits ,stress management .(Principles ,concepts merits )<br>4.2 Knowledge Management: Meaning, Merits, Demerits<br>4.3 Outsourcing: Meaning, Merits, Demerits  | <b>12</b>           |
| <b>Total</b> |   | <b>48</b>           |

# Syllabus Completion Report

## Academic Year 2023-24

**Class: - F.Y.BBA**

**Subject Name -: Principles of Management.**

Semester 1<sup>st</sup>

Division: - A

Prof.T.B.Vehale

| Unit No      | Topic Taught  | No of Lecture Taken |
|--------------|---|---------------------|
| <b>1.</b>    | <b>Nature of management</b><br>1.1 Meaning & Importance ,Functions<br>1.2 Role of Managers<br>1.3 Management as an Art, Science, Profession and a Social System<br>1.4 Concept of Management, Administration, Organization & Universality of Management   | <b>10</b>           |
| <b>2.</b>    | <b>Evolution of management thoughts</b><br>2.1 Concept of Managerial Thoughts<br>2.2 Contribution of Frederick Taylor, Elton Mayo, Henry Fayol and Peter Drucker<br>2.3 Indian Management ethos (Indian )and different Styles for example (J.R.D Tata, Dhirubhai Ambani, N. R. Narayana Murthy, Verghese Kurien)...   | <b>12</b>           |
| <b>3.</b>    | <b>Major managerial Functions</b><br>3.1 Forecasting: Meaning, Need Types, Methods, Advantages, merits ,Disadvantages<br>3.2 Planning: Meaning, Need Types ,methods, Advantages, merits, Disadvantages<br>3.3 Organizing: Meaning, Concept, Delegation of Authority: Meaning, Importance<br>Decentralization: Concepts, Meaning And, Importance<br>3.4 Decision Making: Types, Process, and Techniques<br>Directions nature and principles and<br>3.5 Motivation: Meaning, Importance, Nature, Principles, and Theories<br>3.6 Controlling :Meaning, Needs, Process, Techniques | <b>14</b>           |
| <b>4.</b>    | <b>Recent trends in Management</b><br>4.1 Management of change , management of crises, Total Quality Management (TQM): Meaning, Merits, Demerits ,stress management .(Principles ,concepts merits )<br>4.2 Knowledge Management: Meaning, Merits, Demerits<br>4.3 Outsourcing: Meaning, Merits, Demerits  | <b>12</b>           |
| <b>Total</b> |   | <b>48</b>           |

# Syllabus Completion Report

## Academic Year 2023-24

**Class: - F.Y.BBA**

**Subject Name -: Business Communication Skills.**

Semester 1<sup>st</sup>

Division: - A

Prof.H.S.Chaudhari

| Unit No      | Topic Taught   | No of Lecture Taken |
|--------------|--|---------------------|
| <b>1.</b>    | <p><b>Concept of Communication and Introduction to Communication</b><br/>                     Role of Communication in social and economic system<br/>                     Need for effective communication, meaning and definition, Principles of effective communication,<br/>                     Barriers to communication and over comings</p>  | <b>10</b>           |
| <b>2.</b>    | <p><b>Methods and types of Communication</b><br/> <b>Methods of Communications</b><br/>                     : Linguistics, Non- Linguistics and Para- Linguistics,<br/>                     Art of Listening Written communication, Forms of written communication. Qualities, difficulties in written communication, Constraints in developing effective written communication Types or Channels of Communication: Internal- Vertical, Horizontal, Consensus, Grapevine External- Inward, Outward ,Merits and Limitations of methods &amp; types of communication</p> | <b>12</b>           |
| <b>3.</b>    | <p><b>Business Correspondence Concept ,need and functions of Business .</b><br/>                     Correspondence , Types of Business letters ,Layout Drafting of business , Business Correspondence : Sales , Orders sales circulars and business promotion and resignation letter , leave , application letters ,Complaint , Credit verification, Correspondence with bank, Job application , and Reference check</p>  | <b>14</b>           |
| <b>4.</b>    | <p><b>Analysis of different Media of Communication</b><br/>                     Fax communication ,voice mail ,emails ,tele conferencing , communication through social media</p>  | <b>13</b>           |
| <b>Total</b> |  | <b>49</b>           |

**Syllabus Completion Report**  
**Academic Year 2023-24**

**Class: - F.Y.BBA**

**Subject Name -: Business Accounting.**

Semester 1<sup>st</sup>

Division: - A

Dr.P.P.Oswal

| <b>Unit No</b> | <b>Topic Taught</b>  | <b>No of Lecture Taken</b> |
|----------------|--|----------------------------|
| <b>1.</b>      | <b>Financial Accounting</b><br>Definition and Scope, objectives, Accounting concepts, principles and conventions. Classification   | <b>10</b>                  |
| <b>2.</b>      | <b>Accounting Transactions and Final Accounts Problems on Voucher system;</b><br>Accounting Process, Journals, Ledger, Cash Book , subsidiary books , Trial Balance preparation of Final Accounts of Sole Proprietorship(Trading and Profit & Loss Account and Balance Sheet ) | <b>18</b>                  |
| <b>3.</b>      | <b>Bank Reconciliation Statements</b><br>Meaning, importance and preparation of Bank Reconciliation Statement  | <b>14</b>                  |
| <b>4.</b>      | <b>Computerized Accounting</b><br>Role of computers and Financial application, Accounting Software packages  | <b>13</b>                  |
| <b>Total</b>   |  | <b>55</b>                  |

# Syllabus Completion Report

## Academic Year 2023-24

**Class: - F.Y.BBA**

**Subject Name -: Business Economics – Micro.**

Semester 1<sup>st</sup>

Division: - A

Dr.R.S.Shirsi

| Unit No      | Topic Taught   | No of Lecture Taken |
|--------------|--|---------------------|
| 1.           | <p><b>Concept of Business economics.</b></p> <p>Importance of economics in life, scope, forms of economy economic activities, economic problems , circular flow of economy Meaning and definition of business economics, scope of Business Economics</p> <p>Importance of economics in life, forms of economy, central problems of economics, market forces in solving economic problems, 5 sector flow of income and expenditur</p> | 10                  |
| 2.           | <p><b>Demand and supply analysis</b></p> <p>Concept of demand supply Concept of demand, determinants of demand, individual demand, market demand, Law of demand, elasticity of demand, types of elasticity of demand. Practical implementation of elasticity of demand. Methods of measuring elasticity of demand. Concept of supply, determinants of supply, elasticity of supply.</p>  | 10                  |
| 3.           | <p><b>Revenue and cost analysis</b></p> <p>Concept and types of revenue Importance of revenue , methods of calculation of revenue Interrelationship between marginal , total, and average revenue Concept of cost definition and importance of cost ,typology of cost analysis of cost</p>   | 14                  |
| 4.           | <p><b>Pricing under various market conditions</b></p> <p>Concept of market and competition Meaning of market, types of markets - perfect competition, Monopoly, monopolistic competition, duopoly, and oligopoly. Price and output determination in different market conditions. Concept of Total Revenue, Average Revenue and Marginal Revenue, Methods of measuring TR, AR and MR, interrelationship between TR, AR and MR</p>     | 14                  |
| <b>Total</b> |  | <b>48</b>           |

**Syllabus Completion Report**  
**Academic Year 2023-24**

**Class: - F.Y.BBA**

**Subject Name -: Business Mathematics.**

Semester 1<sup>st</sup>

Division: - A

Prof.S.D.Adak

| <b>Unit No</b> | <b>Topic Taught</b>  | <b>No of Lecture Taken</b> |
|----------------|--|----------------------------|
| <b>1.</b>      | <b>Numerical Methods for Business Managers</b><br>Commission ,brokerage and premium , • Banking and taxation and Calendar , • Simple and compound interest | <b>10</b>                  |
| <b>2.</b>      | <b>Numerical Methods</b><br>for Business Managers • Profit and loss • Percentages ,<br>• Ratio and proportion , • Averages                                 | <b>10</b>                  |
| <b>3.</b>      | <b>Numerical Methods for Business Managers</b><br>• Matrix and Determinant • Permutation And Combination   | <b>14</b>                  |
| <b>4.</b>      | <b>Numerical Methods for Business Managers</b><br>Data interpretation , • Linear Programming Problem   | <b>14</b>                  |
| <b>Total</b>   |  | <b>48</b>                  |

# Syllabus Completion Report

## Academic Year 2023-24

**Class: - F.Y.BBA**

**Subject Name -: Business Demography**

Semester 1<sup>st</sup>

Division: - A

Prof.N.Shehlani

| <b>Unit No</b> | <b>Topic Taught</b>   | <b>No of Lecture Taken</b> |
|----------------|---|----------------------------|
| <b>1.</b>      | <b>Concept of demography</b><br>Meaning, importance and need of demography. Studies<br>Study of demography. As an essential discipline of<br>social economic change ,Scope and components of<br>Demography Factors affecting mortality, fertility rate,<br>Methods to calculate fertility and mortality rate. | <b>10</b>                  |
| <b>2.</b>      | <b>Distribution of population and<br/>population growth</b><br>Density and population distribution Concept of over<br>and under population Method of assessment of<br>population growth   | <b>10</b>                  |
| <b>3.</b>      | <b>Population as resources</b><br>Importance of human resource as development of the<br>nation Concept of literacy and its importance in modern<br>society Concept of sex ratio age and sex pyramid<br>Concept of working and dependent population  | <b>14</b>                  |
| <b>4.</b>      | <b>Urbanization and its implications</b><br>Concept of urbanization factors affecting urbanization.<br>and rural population , Features and importance<br>Urbanization. Behavioural and demographic Structure<br>and various factors responsible for urbanization  | <b>14</b>                  |
| <b>Total</b>   |   | <b>48</b>                  |