

Teaching Plan

Academic Year 2024-25

Class: - F.Y.BBA
Semester Ist

Subject Name -: Principles of Management

Division: - A

Prof. L.S.Salunke

Sr.No.	Unit No	Topic Taught	No of Lecture
1		Nature of management Meaning, importance, functions, types of Management as an art, science and social system Universality of concept of management and organization Evolution of management thoughts Concept of managerial thoughts Contribution of Taylor, Mayo and Fayol and Drucker and Indian Management Etho	15
2		Major managerial Functions Planning, need types, methods, advantages, merits Forecasting. need types, methods, advantages, merits Decision making types of process and techniques Directions nature and principles and Motivation –nature, principles and theories Organizing –concept delegation of authorities’	15
		Total	30

Teaching Plan

Academic Year 2024-25

Class: - F.Y.BBA
Semester Ist

Subject Name -: Principles of Finance

Division: - A

Prof. S.P.Borhade

Sr.No.	Unit No	Topic Taught	No of Lecture
1	Introduction to finance	1.1 Definition - Nature and scope of finance function, 1.2 Financial Management - Meaning – Approaches: - Traditional, Modern, Role of finance manager. 1.3 External: - Shares, Debentures, Public Deposits, borrowing from banks: - meaning, types, advantages and limitations of these sources, 1.4 Internal: - Reserves and surplus, Bonus shares Retained earnings	15
2	Recent Trends in business finance	2.1 Venture Capital – Meaning, Objectives, Merits and Demerits, Uses Leasing – 2.2 Meaning, Objectives, Merits and Demerits, Uses 2.3 Microfinance – Meaning, Objectives, Merits and Demerits, Uses 2.4 Mutual Funds– Meaning Objectives, Merits and Demerits, Uses	15
		Total	30

Teaching Plan

Academic Year 2024-25

Class: - F.Y.BBA
Semester Ist

Subject Name -: Principles of Marketing

Division: - A

Prof. Y.R.Shemlani

Sr.No.	Unit No	Topic Taught	No of Lecture
1	Concepts and functions of marketing	1.1 Marketing concepts, its objectives, importance and functions of marketing. 1.2 Core Concepts of Marketing- Need, want, Demand, Customer Value, Exchange, Customer Satisfaction, Customer Delight, Customer Loyalties. 1.3 Concept of Marketers and Prospects, Key Customer Markets, Marketplaces, Market spaces, Meta Markets. 1.4 Linkage of Marketing functions with all functions in the organization. Company orientation towards market place Production, Product, Marketing, Selling, Holistic Marketing Orientation 1.5 Various Approaches of marketing 1.6 Challenges and opportunity of marketing manager in international market	15
2	Marketing Environment	2.1 Concept of Environment –Macro and Micro environment – Components and Characteristics, Needs. 2.1 Trends and Major Forces Impacting on Micro and Macro Environment 2.3 Need for analyzing Marketing Environment 2.4 Analyzing the Demographic, Economic, Socio-cultural, Natural, Technological and Political-Legal Environment	15
		Total	30

Teaching Plan
Academic Year 2024-25

Class: - F.Y.BBA
Management
Semester Ist
Division: - A

Subject Name -: Principles of Human Resource

Prof.P.S.Nawale

Sr.No.	Unit No	Topic Taught	No of Lecture
1	Introduction to HRM	1.1 Introduction to HRM- Meaning, Definition, Features, Scope, Objectives, Importance, 1.2 Principles of HRM, Evolution of HRM, Functions of HRM, 1.3 Challenges of HRM, Role of HR Manager, Difference between HRM & Personnel Management.	15
2	Job Analysis	2.1 Meaning, Definition, Objectives, Benefits, Methods, 2.2 Job Analysis Components- Job Description, Job Specification, Job Evaluation 2.3 Human Resource Planning (HRP)- Meaning, Definition, Objectives, Process, 2.4 Factors Influencing the Estimation of Human Resource in Organization, Advantages & Limitations/Barriers of HRP. Caselets on Job Analysis & Human Resource Planning	15
		Total	30

Teaching Plan
Academic Year 2024-25

Class: - F.Y.BBA
Semester Ist
Division: - A

Subject Name -: Business Mathematics – I

Dr.P.P. Oswal

Sr.No.	Unit No	Topic Taught	No of Lecture
1	Ratio, Proportion, Percentage	1.1 Introduction to Ratios and Proportions, Applications of Ratios and Proportions, Percent- ages and its applications. 1.2 Concept of Commission and Brokerage, Types of Commission, Partnership, Practical applications.	15
2	Interest and Dividend	2.1 Simple interest and compound Interest. 2.2 Equated Monthly Instalments (EMI), EMI on reducing balance, EMI on at and floating rate of interest. 2.3 Concept of shares and dividends, Types of Shares, Problems on dividend and return on investment on shares.	15
		Total	30

Teaching Plan

Academic Year 2024-25

Class: - F.Y.BBA

Subject Name -: Business Statistics – I

Division: - A

Prof.A.D.Adak

Sr.No.	Unit No	Topic Taught	No of Lecture
1	Frequency Distribution	1.1 Raw data, variable, discrete variable, continuous variable, constant, attribute with illustration. 1.2 Classification- Concept and definition of classification, objectives of classification, types of classification. 1.3 Frequency Distribution- Discrete and Continuous frequency distribution, Cumulative frequency and Cumulative frequency distribution. 1.4 Graphs & Diagram- Histogram, Ogive curve, Pie-Diagram, Bar Diagram, Multiple bar Diagram, Sub-divided bar diagram	10
2	Measure of Central Tendency	2.1 Concept and meaning of Measure of Central Tendency, Objectives of Measure of Central Tendency, Requirements of good Measure of Central Tendency. 2.2 Types of Measure of Central Tendency, Arithmetic Mean (A.M), Median, Mode for discrete and Continuous frequency distribution, Merits & Demerits of A.M., Median, Mode, Numerical Problem. 2.3 Determination of Mode and Median graphically 2.4 Empirical relation between mean, median and mode. 2.5. Combined Mean 2.6. Numerical Problems	10
		Total	20

Teaching Plan
Academic Year 2024-25

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

Subject Name -: Information Technology for

Division: - A

Prof.Y.R.Shemlani

Sr.No.	Unit No	Topic Taught	No of Lecture
1	Introduction to Information Technology in Business	Introduction to Information Technology in Business Overview of information technology and its role in business Evolution of technology and its impact on business	10
2	E-Business and E-Commerce	Introduction to e-business and e-commerce Online business models Payment systems and security Digital marketing and social media	10
3	Information Technology Tools	Meeting/Video conferencing tools (Zoom, Microsoft Teams) Collaborative tools for document sharing and editing Document Management Tools	10
		Total	30

Teaching Plan

Academic Year 2024-25

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

Subject Name -: Business Communication

Division: - A

Prof.P.S. Nawale

Sr.No.	Unit No	Topic Taught	No of Lecture
1	Introduction	1.1 Meaning, Definition of Communication 1.2 Need for effective communication 1.3 Process of Communication 1.3 C's of effective communication, 1.4 Types of Communication 1.4.1 Verbal communication- Formal and Grapevine, 1.4.2 Nonverbal communication: -Gestures, Postures, Facial Expression, Eye Contacts, Body Language (Kinesics), Silence, Tips for Improving Non-Verbal Communication 1.5 Barriers to communication 1.6 over coming barriers to communication 1.7 Listening Skills- Types of Listeners, Tips to be good listener. 1.8 Different Media of Communication- E-mails, social media, Fax communication, Video Conferencing, Blogs	15
2	Writing Skills	2.1 Written Communication-Merits and Merits 2.2. Report Writing- Meaning Definition of Report Importance of good report, Qualities of a good report, Tips for writing good report 2.3 Email Correspondence - Writing effective emails. 2.4 Appropriate email subject lines 2.5 Email etiquette and conventions 2.6 Practice writing and receiving emails. 2.7 Business Letters – Structure and Components of Business letters, Drafting Business letters.	15
		Total	30

Teaching Plan

Academic Year 2024-25

Class: - F.Y.BBA

Subject Name -: Environmental Awareness

Division: - A

Prof.U.R.Jadhav

Sr.No.	Unit No	Topic Taught	No of Lecture
1	Introduction	- Environmental studies Definition, scope importance and need for public awareness. (Multidisciplinary nature of environmental studies) 2 Environmental Pollution - Definition, Causes, effects on human, water, soil, air (Mother Earth) Air pollution, Water pollution, Soil pollution Marine pollution, Noise pollution, Thermal pollution, nuclear hazards	15
2	Various Government initiatives for conservation of Environment. Controlling measures), Solid waste Management:	Causes, effects, and control measures of urban and industrial wastes. Role of an individual in prevention of pollution. Pollution case studies. Disaster management: floods, earthquake, cyclone, and landslides.	15
		Total	30