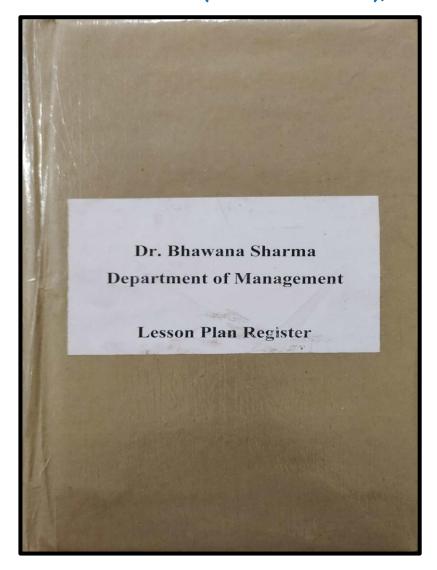


SOPHIA GIRLS' COLLEGE(AUTONOMOUS), AJMER





COURSE PLAN-2019-20 (U.G. Programs)

(Semester I, III &V) SOPHIA GIRLS' COLLEGE (AUTONOMOUS)

BBA I (SEMESTER I)

BUSINESS ETHICS AND SUSTAINABILITY (PAPER-106)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit: 04

SEM I Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage
SEM 1 JULY	UNIT I Nature Of Business Ethics- Introduction, religion & ethics, moral and ethics, relation between ethics and business management, ethics in	Business Ethics	PPT & Chart		Knowledge Based Q1. Define business ethics?	(%) Knowledge60
	Value system:-values, moral standard , source of ethics, objectives of ethics, categories of values, universal standards. Values for Indian Managers, ethics in management- factors, vision, corporate culture.	Values and Ethics	Quiz and Group Discussions		Q2. What is the relation between ethics and business? Understanding	Understanding-3 Higher Order-10
	Ethical principle in business- Role of Board of directors, code of ethics, code of conduct, credo, ethics committee, concept of whistle Blower, role of leadership, ethics audit	Code of ethics	Flow Chart and PPT		Based "Religion plays a significant role in business ethics" Comment. Explain the concept	
AUGUST	UNIT II Ethics with special reference to Commercial and operations management- marketing and Industrial Espionage,	Implementation of ethics in marketing	PPT and Case studies		of corporate sustanailibity.	



	Finance, HRM, Operations and Technology, IT and ethics, E- Commerce and BPO, Accountancy, Investments.	Implementation of ethics in HRM, Finance and IT	PPT and Cases	relationship between ethics and different fields of management Illustrate and analyse the concept of	Higher Order Thinking Skills Based What is TBL? Conclude the different aspects of TBL in	
	Social Responsibility and ethical values- Stakeholders expectations, CSR [Corporate Social Responsibility]- concept, implementation, advantages and examples.	Conceptual knowledge of CSR	Case studies, PPT and flow chart		detail? What is whistle blower? Explain the reasons to blow the	
	UNIT III Ethical Decision Making- Attitudes and beliefs, Business ethics and society,	Relation between ethics and society	PPT		whistle in detail?	
	Ethical values and Dilemmas. Corporate Sustainability- concept, sustainable development.	Concept of Corporate Sustainability	Case studies, PPT and flow chart	corporate sustainability, KYOSIE	A.S.	
	KYOSEI Technique, Triple Bottom Line (TBL)	Concept of KYOSIE and TBL	PPT and Case study	technique and TBL		

PRINCIPAL PRINCIPAL AGRES COLLEGE



Department of Management
Sophia Girls College
(Autom



FUNCTIONAL MANAGEMENT (PAPER 304)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit: 04

SEM III Month SEM I	UNIT/TOPIC UNIT I	Concepts/fac	ing	Learning Outcomes	Questions	Marks Weightage
JULY	Marketing management- Concept, importance, functions and scope, traditional and modern marketing concept. Product planning and development- Meaning, Importance, Product life cycle and new product development,	product	PPT and Case Study	 Interpret the concepts of product, price, place and promotion in marketing. 	Based 1. Extend 4 Ps of marketing? 2. Extend the components of	
	Conceptual knowledge of brand, trademark, packaging and after sale services. Price- Meaning, objectives, factors and methods. Place- Meaning, types of channels of distribution and factors.	Conceptual knowledge of product identification	Group activity & PPT		Understandi ng Based 1. Analyze any 3 significance of marketing management.	
	Promotion- concept, Advertising: Meaning, importance and media, Personal selling-Meaning and process, Sales promotion-Meaning and methods, Public relation-Meaning and tools.		Case Study & PPT		2.Distinguish between recruitment and selection?	

	AUGUST	Production and operations management- Meaning, production v/s operation, features objectives, components, functions, scope and types of production system Factory layout-Meaning, objectives and principles.	framework of production and operation management Fundamentals of factory layout and			Higher Order Thinking Skills Based 1. What is product life cycle? Elaborate each stage of PLC with suitable
	,	Factory Location- Meaning, objectives and factors affecting. Material handling- Meaning, objectives, importance and equipments. Capacity planning- Concept and importance.	factory location Basics of material handling			examples. 2.Discuss the factors affecting factory location in detail.
	SEPTEMBE R- OCTOBER	Human resource management: Meaning, features, objectives, functions and importance. Manpower planning – concept, objectives and process.	planning		3. Access various concepts of human resource management.	
Sophia (AL	RINCIPAL GIRLS' COLL JTONOMOUS) AJMER	Training- Concept, objectives, benefits and	recruitment and selection along with differences	Group Activity Case Study and RPT	Dep	Head artment of Management Sophia Girls' College (Autonomous), Ajmer



B.Com II (SEMESTER III) FUNDAMENTALS OF ENTREPRENEURSHIP (PAPER-304)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit:04

SEM III Month	UNIT/TOPIC	Concep s/facts	-	Lear	Questions	Marks Weightag
SEM I JULY	UNIT I Entrepreneurship - meaning and definition, features, types, importance and benefits of entrepreneurship. Entrepreneur - meaning and definition, characteristics, types, significance of entrepreneur. Specific traits/ qualities of entrepreneur - Leadership - leadership roles, leadership behavior.	The state of the s	PPT and Case Study	r & his social responsi bilities.	Based List any 2 significance of	(%) Knowledge50 Understanding-35 Higher Order-15

OGUST	Theories of entrepreneurship – (a) phychological theories with reference to: innovation theory, theory of need of achievement, theory of recover the withdrawal of status,	Conceptual framework of theories of entrepreneur ship	PPT	2. Analyse the theories of entrepren eurship	
	independence), recent trends for development of entrepreneurship in India.	Recent trends for development of entrepreneur ship			
	Innovation and entrepreneur – definition of creativity and innovation, difference between creativity and innovation, creative process, innovation process, skills required for innovation, need and role of innovation today, sources and opportunities for innovation.		Case Study, Group Activity and PPT		

OCTOBER	UNIT III Social responsibility of entrepreneurs – definition of social responsibility, scope of social responsibility of entrepreneurs.	Concepts of social responsibility and entrepreneur	case study	3, Access the significanc e of entrepreneu r in socio- economic		
	Role of entrepreneur in socio-economic growth: as an innovator, in generation of employment opportunities, bringing about social stability,	Role of entrepreneur in socio- economic growth	Group Activity	growth		
S. P	Balanced regional development of industries, export promotion and import substitution, forex earnings.	Role of entrepreneur in export and import	La company of the control of the con		Ry	
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B.B.A III (SEMESTER V) BUSINESS ENVIRONMENT (PAPER-503)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit: 04

SEM III Month SEM I	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage
JULY	Business Environment Nature Concept and Significance, Type of environment:		PPT and Case	Describe the concept of business environment and scanning.	Knowledge Based 1. What is the relation between business and environment?	(%)
	Economic and non economic environment and their interaction	Analysis of different factors affecting business environment	Group activity & PPT		2. Define Monetary Policy?	
	process, Interaction between	sldentification of methods of lenvironmental scanning	Case Study & PPT		Understan ding Based 1.Explain any 3 significance of	
AUGUST	UNIT II Critical evaluation of lates economic policies of India fiscal policy, monetary policy	monetary and fiscal policy	PPT & material of current affair	economic policies, applicable in business	1	

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Sr Pear	Role and function of SEBI,	and selection along with lifferences	Group Activity	M C		
	Planning: Current five year plan, FEMA		study	Evaluate significant statutory bodies, established to support Indian business.	external environment with suitable examples. 2. What are the reasons of industrial sickness? Discuss.	
	Export-Import policy Overview of FDI Policy Industrial sickness.	Conceptual knowledge of industrial policy and SSI Basics of Exim policy, FDI and Industrial Sickness	study	environment.	Higher Order Thinking Skills Based 1.Define business environment. Elaborate	



FUNDAMENTALS OF INSURANCE (PAPER-504)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit: 04

SEM III Month	CHITTOTIC	Concepts/facts	Teaching		Questions	Marks Weightage
SEM I JULY	UNIT I Introduction of Insurance purpose, need, significance and principles.	ce	Pedagogy PPT and Case Study	Outcomes Study the basic concepts of insurance		(%) Knowledge40 Understanding-40
	Insurance & Assurance, Insurance as a social security tool	Difference between insurance and assurance	Group activity & PPT	Ł	Define marine insurance?	Higher Order-20
	Insurance and economic development, Challenges in Insurance Sector.	Challenges in insurance sector	Case Study & PPT		Understanding Based	
AUGUST	Life Insurance: meaning, types, importance, principles, Types of insurance contracts.		discussion	Classify insurance into different categories	Distinguish any 3 differences between over-insurance and under-insurance.	
	importance, principles	Conceptual knowledge F of marine insurance and d ypes	PPT and case liscussion		Compare any 3 differences between life	

	Fire: meaning, types, importance, principles	Fire insurance and its types	PPT and case discussion		and fire insurance.
SEPTEMBER- OCTOBER	UNIT III IRDA: IRDA Act 1999, Mission, objective, functions		PPT and case study	Evaluate the structure & functions of	Higher Order Thinking Skills Bused Elaborate all the principles of insurance in
	and composition. LICI: organizational set up of the company, objectives, functions and distribution channels,	Basic knowledge of LICI	wledge of PPT	JRDA, LICI & GICI.	detail. Discuss the cases of life insurance.
Sr PRI	1 can	Conceptual knowledge of GICI	Case Study and PPT		Head
SOPHIA GII (AUTO	RLS' COLLEGE NOMOUS) MER		/	Dej	Sophia Girls' College (Autonomous) , Ajmer



B.Com III (SEMESTER V) PRINCIPLES OF MARKETING(PAPER-503)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit: 04

SEM III Month	CHATTOTIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage
-	UNIT I Introduction: Nature and scope of marketing, importance as a business function and in the economy.	a	PPT and group activity	Study the basic concepts of marketing	Knowledge Based What do you mean by traditional concept of	Knowledge40 Understanding-40 Higher Order-20
	traditional and modern, selling Vs marketing, marketing mix.	g traditional and modern P concept of marketing	Group activity & PPT		marketing? What is	
		Factors affecting marketing environment	Case Study & PPT		marketing mix? <u>Understanding</u>	
AUGUST	Product: Concept of product, consumer and industrial goods, product planning and development,	oduct,	activity	Classify product identification into different parts	Distinguish any 3 differences between marketing and	
		Conceptual knowledge of product identification			Compare any 3 differences	

SEPTEMBER- OCTOBER		Concept of product life cycle Basics of pricing	PPT and case discussion PPT and group activity	Evaluate the methods of	between brand and trademark
	in the marketing mix, pricing policies and strategies, Factors affecting price of a product/service, discounts and	Concept of factors	PPT	pricing and channels of distribution	Higher Order Thinking Skills Based Adopt a suitable pricing strategies for a company.
Sr	modes(types): wholesaling and retailing, factors affecting channel of distribution, problems	of channels of distribution	Group activity and PPT		Discuss the stages of product life cycle with suitable examples.
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BBA I (SEMESTER II)

SALES AND ADVERTISING MANAGEMENT (PAPER-

206)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit: 04

SEM II Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcome s	Questions	Marks Weight age (%)
SEM I Dec.	UNIT I Sales Management- An Introduction, Objectives, Nature and Characteristics, Functions, Importance, Sales Management Challenges in the 21 st century and new skills required, Process of Sales Management:		PPT & Chart	Identify the concepts of Sales management along with its	Knowledge Based Q1. Define Sales Management Q2. What are the qualities of	Knowledge 60 Understanding -30 Higher Order-10
	Salesmanship- Meaning, Nature and kinds Qualities of Sales Personnel- General qualities and specific selling qualities	Salesmanship	Quiz and Group Discussions	challenges.	Salesman? <u>Understandin</u> g <u>Based</u> Explain the concept of AIDAS theory.	

	characteristics, purposes, need importance, factors determining the structure of sales organization, Step in setting up the sales organization types of sales organization. Theories Of Selling- AIDAS theory, Right set of circumstances Theory, Buying Formula Theory, Behavioural equation theory.	s ,	Flow Chart, Case Studies and PPT		Explain the techniques to select a salesman. Higher Order Thinking Skills Based What are the Selling
Jan.	UNIT II Management of Sales Personnel- Recruitment	Management of Sales Personnel	PPT	Identify the	theories? Conclude the different theories of sales with suitable
		Recruitment and Selection of Sales Personnel	PPT and Cases	techniques to manage sales	example.?
	Motivation, Controlling	Motivation and Controlling techniques	Case studies, PPT and flow chart	personnel	What is sales forecasting? Explain the
Feb Mar.	UNIT III Sales Quotas- Meaning, Characteristics, Objectives, Importance, types, methods, Principles, Problem s and Limitations. Sales To Territories- Meaning, Definition, Aspects, Objectives, Need and Importance, Reasons for not establishing sales territories, Factors affecting the size, Factors to be considered while establishing sales territories, Procedure and Methods		PPT	Illustrate and analyse the concept of sales quota, policies, territories and forecasting.	different techniques to forecast the sales in an organisation?

SOF	PRINCIPAL PHIA GIRLS' COLLEGE (AUTONOMOUS) AJMER			Head Department of Mana Sophia Girls' Col	gement
	Sales Forecasting- Meaning, Definition, Features, Importance and Objects, Sales Forecasting Periods, Factors influencing the Sales Forecasting, Methods and Techniques of Sales Forecasting, Guiding Principles for Sales Forecasting, Limitations of Sales Forecasting	forecasting	РРТ		
	Classification.		Case studies, PPT and flow chart		



B.Com II (SEMESTER IV) FUNDAMENTALS OF ENTRÉPRENEURSHIP- II (PAPER-404)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit:04

SEM IV Month	UNIT/TOPIC	Concepts/facts	Teach ing	Learning Outcome	Questions	Marks Weightage
SEM IV Dec.	Promotion of a new venture stages/steps for promoting a new venture. SWOT analysis		PPT and Case Study	Environment al analysis in Entrepreneur ship	Knowledge Based List the steps to promote a new venture. "what is SWOT analysis" Explain? Understandin g Based	Knowledge50 Understanding-35 Higher Order-15
	External environment analysis - meaning, need and importance of environmental analysis	Relation between SWOT analysis and Entrepreneurship	Group activity & PPT		Organise the essentials to establish a new venture.	
	Brief description of : economic environment, socio-cultural environment, technological environment, competitive factors.		Case Study & PPT		"External environmental analysis plays a significant role in entrepreneurship" Explain.	

UNIT II Legal requirements for establishment of a new unit – legal forms of organization, SSI registration, objectives and benefits of registration, provisional and permanent registration, procedure of registration.	establishing a new unit in entrepreneurship		2. Analyse the formalities to establish a new enture	Higher Order Thinking Skills Based Explain the role of Entrepreneurial Development Programmes	
Financing the new enterprise: raising of funds – critical issues, short-term and long finance, sources of short-term and long term finance.	Requirement of Financing for the new enterprise	PPT			
	documentation	Case Study, Group Activity and PPT			

PRINCIPAL HA GIRLS' COLL (AUTONOMOUS) AJMER	government role in the form of	Development	and PPT		Head Department of Management Sophia Girls' College (Autonomous), Ajmer
Sr Pearl	F	in india Role of government in	Activity Case Study		Qn
rebMar.	UNIT III Entrepreneurial Development Programmes – meaning and definition of EDPs, nature or characteristics of EDPs, need or importance of EDPs,	Concepts of Entrepreneurial Development Programmes	study	3. Access the significance of Entrepreneurial Development Programmes	



BUSINESS RESEARCH (PAPER 402)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit: 04

SEM IV Month	UNIT/TOPIC	Concepts/facts	Teach ing	Learning Outcomes	Questions	Marks Weightage
DEC.	UNIT I Definition and concept of business research	Conceptual knowledge of business research	PPT and Case Study		Knowledge Based 1. Extend the	
	Types of Business research: descriptive and Exploratory	Conceptual knowledge of types of research	PPT	research.	concepts of business research. 2. Extend the types	Knowledge 50 Understanding -35 Higher Order-
	Scope of research methodology; research process	Conceptual knowledge research process	PPT		of research <i>Understandi</i>	15
JAN.	UNIT II Methods of Data collection-primary and secondary data	Concept of data	PPT	2. Analyse the concept of data	ng <u>Based</u> 1. Analyze any 3 methods of data collection.	
	Collection, survey Method & Questionnaire Design, sampling type & sample size determination.	sampling	PPT and survey	collection and sampling.	2.Distinguish between descriptive and exploratory research?	
	Hypothesis: Meaning, formulation, types	Basics of hypothesis	sPPT		Higher Order Thinking Skills Based 1. What is	

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	Report writing and presentation	Steps of report writing	PPT			
	Large Sample test, small sample test: t test, Use of computers in research,	tests	PPT		2.Discuss the tests applying in hypothesis	
FEBMAR.	Testing of Hypothesis,	Concepts of testing PPT of hypothesis		Access various tests in hypothesis	hypothesis? Elaborate each stage of research.	



B.B.A III (SEMESTER VI)

Indian Banking System (PAPER-6012)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext; 12 Int)

Credit: 04

SEM VI Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage
SEM 1 Dec.	Indian banking system Structure and organization of Banks; Reserve bank of India; Apex banking institution; commercial banks; regional rural banks; co-operative banks.	F-1	Group activity &	Describe the concept of Indian banking system.	Knowledge Based 1. What is the structure of Indian banking system? 2. Define Bank? Understanding	Knowledge-40
			ТРЧ		Based 1.Explain the working of any 3 significant	
Jan.	UNIT II Banking regulation Act 1949 history; social control;	Conceptual knowledge Banking regulation Act 1949	PPT	Analyse BRA applicable in banks in India.	banks? 2.Analyze Banking Regulation Act.	
	Banking Regulation Act as applicable to banking companies,	Implementation of Banking Regulation Act	PPT		Higher Order Thinking Skills	

	Public sector banks and co- operative banks	Banking Regulation Act on Public sector banks and co-operative banks			Define Development banks with their functions. 2. What are the measurement/to	
Feb Mar.	UNIT III Reserve Bank of India: Objectives; organization; function and working		PPT	Evaluate significant statutory bodies, established to support Indian	ols to analyse the monetary policy.	
		1	PPT & Group Activity	banking industry.		
PRINCIPAL PRINCIPAL HIA GIRLS' CO (AUTONOMOUS AJMER	Role of regional rural and co- operative banks in rural India; progress and performance	Role of RRB and co- operative banks.	Case Study and PPT		Head Department of Managemen Sophia Girls' College (Autonomous), Ajmer	



FUNDAMENTALS OF INSURANCE-II (PAPER-604)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

Credit: 04

SEM VI Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)		
SEM VI Dec.	UNIT I Insurance agent; definition, nature, duties, and rights,	Conceptual knowledge of insurance agent.	PPT and Case Study	steps to become an insurance agent.	an insurance What do you agent. What do you Know		Knowledge40 Understanding-40	
	Agent Remunerations, Procedure for becoming an agent, Pre- requisites for obtaining license,	Procedure for becoming an agent	Group activity & PPT		n.		Insurance agent? His Define nomination? Understanding	Higher Order-20
(Madistry/New York	Cancellation of License, Revocation or suspension/ Termination of agent's appointment, Code of Conduct.	Conditions to Cancel the License of insurance agent.	Case Study & PPT		Assignment			
Jan.	UNIT II Functions of the agent,	Functions of the agent	PPT & case discussion	Classify the functions of an insurance agent		Nomination and Assignment		
result to 12 or 8 plates in 1976.	Nomination and Assignment- Meaning & Importance,	Conceptual knowledge Nomination and Assignment	PPT and case discussion					

	Life insurance sellingUnderwriting the life &Underwriting the life insuranceinsurance policy and insurance documents.	PPT		<u>Higher Order</u> Thinking Skills	
E.1. W.	Thurs III	DDT		Based Elaborate all the insurance plans	
FebMar.	Types of Insurance Plans Types of Insurance Plans	study	Evaluate the types of insurance plans.	in detail. Discuss the Procedure	
	Issue of policy - Cover note, Conditions to issue a Receipt, Risk Coverage. Product policy pricing, Actuarial aspect: basis and types of premium,	PPT		regarding settlement of policy claims.	
	Rebate and premium plans. Conceptual knowleds Procedure regarding settlement of rebate and premium policy claims (Maturity claims & plans Death claims).	e Case Study and PPT			Head
Sr Pearl				Department of Managem Sophia Girls' College (Autonomous), Ajme	
PRINC SOPHIA GIRLS (AUTONOI AJME	COLLEGE MOUS)	(D)			



B.Com III (SEMESTER VI) PRINCIPLES OF MARKETING(PAPER-603)

Max. Marks: 100 (70Ext; 30 Int)

Min. Marks: 40(28 Ext;12 Int)

COURSE PLAN

Credit: 04

SEM VI Month SEM	UNIT/TOPIC UNIT 1	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage
VI Dec.		Conceptual knowledge of Consumer Behavior	PPT and group activity	Study the basic concepts of Consumer Behavior	Based What do you mean by consumer	(%)
		1-6	Group activity & PPT			Knowledge40 Understanding-40 Higher Order-20
	orr oranegy.	Factors affecting Market segmentation	Case Study & PPT		What is STP strategy?	
Jan.	Promotion: Meaning, Objectives, Need of promotion, Promotion mix-Meaning, components, factors affecting promotion mix		Classify promotion mix in different parts	Understanding nBased Distinguish any 3 differences advertising and sales promotion		
	Advertising media: Meaning types, their relative merits and demerits, points to be considered for selecting advertising media, characteristics of an effective advertisement,	of advertising	PPT and group activity		Explain the steps of personal selling.	

	Personal selling: Meaning, Process, Types, Importance,	Concept of personal selling	PPT and case discussion		<u>Higher Order</u> Thinking Skills	
FebMar	UNIT III International Marketing Definition, Nature, Need an Importance, Scope, Domesti marketing Vs International marketing, Identifying an selecting foreign markets,	c al	PPT and group activity	Evaluate the Recent developing in marketing	Based Design a suitable STP strategy for a company Discuss the Emerging trends of marketing	
	Marketing, Sustainab Marketing, Green Marketin Social Marketing, Relationsh Marketing	ip	PPT		with suitable examples.	
Sr /	Marketing with their relative the marketing, nature, advantages and disadvantages.	alEmerging trends of vemarketing	Group activity and PPT		Department of Manageme Sophia Girls' College	nt
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