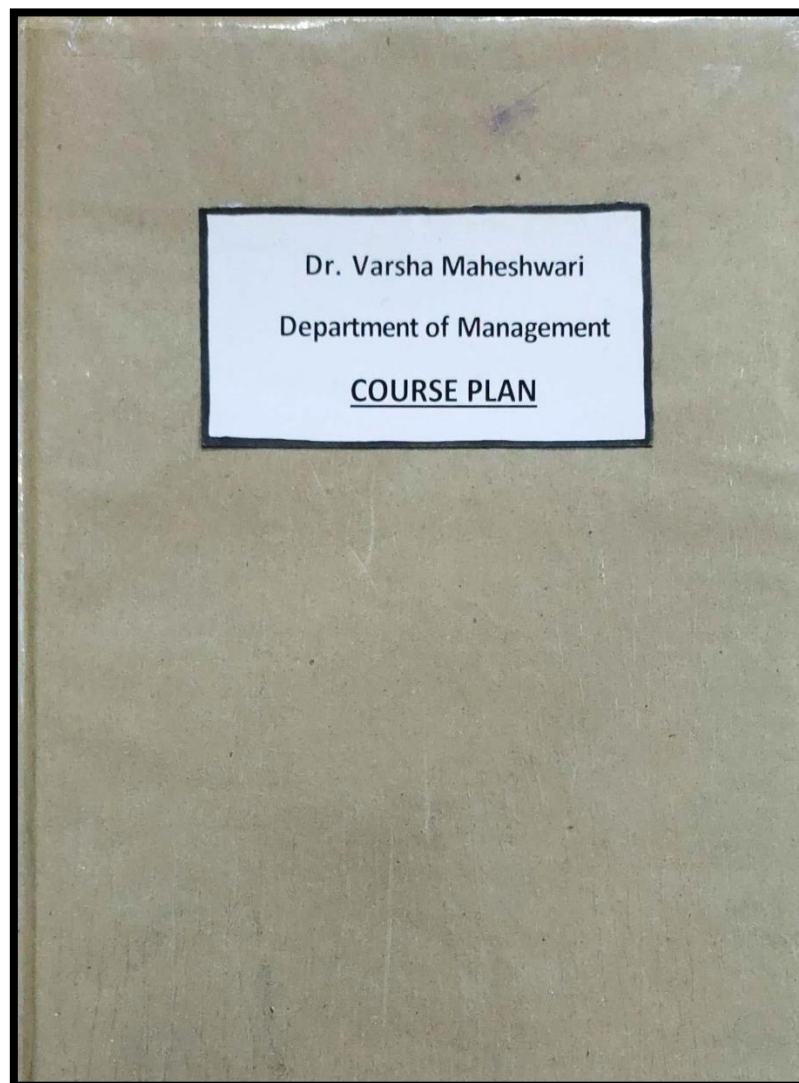




SOPHIA GIRLS' COLLEGE(AUTONOMOUS), AJMER



COURSE_PLAN_2020-21_DR_VARSHA_MAHESHWARI



Session
2020-21
(Odd Semester – I, III, V)



SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)

B.B.A. I (SEMESTER I)

Business Statistics (BBA – 102)

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

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

Credit: 04

COURSE PLAN

SEM/ Month	UNIT/OPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks/Weightage(%)
AUG - SEPT.	UNIT I Introduction to Statistics ; definition, functions, scope , importance , limitations& distrust of statistics	Statistics as a science as well as art	PPT , Demonstration of samples	Develop the skill to collect, present & classify the data	<u>Knowledge Based</u> 1. Define statistics? Discuss its functions & limitations?	Knowledge-60 Understanding-30 Higher Order-10
	Types of statistical methods, data collection & analysis	Primary & secondary data, questionnaire & schedules	Framing of questionnaire Online Quiz		2. Point out the methods of collection of primary & secondary data?	
	Types of data, primary & secondary, methods of data collection & classification of data	Qualitative & quantitative data classification, frequency distribution	Explanation through formation of frequency table with tally bars		<u>Understanding Based</u>	
OCT- NOV.	UNIT II Measures of central tendency, meaning & definition, types of averages, arithmetic mean, mode, median	Direct, indirect, step deviation method of calculating mean, partition values, grouping table	Solving practical questions	Compute arithmetic mean, mode , median in individual , discrete ,	1. Differentiate between mean deviation &	



	Measures of dispersion – range, Quartile Deviation, Mean deviation, Standard	Arithmetic mean, median, partition values	Solving practical questions	continuous series	standard deviation?	
DEC - JAN - FEB.	UNIT III Measures of correlation : meaning, definition, uses, types, methods of correlation	Degrees of correlation, simple correlation, linear & non linear correlation	Solving practical questions	Analyse the degree of correlation & construct the regression lines	2. Justify with example why standard deviation is considered as best measure of dispersion?	
	Karl pearson method, rank correlation, concurrent deviation method, probable error, coefficient of determination & non determination	Variance, deviation from assumed mean, actual mean	Solving practical questions, Case study solution	Develop the understanding of statistical technique as applicable in different fields of research	<u>Higher Order Thinking Skills Based</u> Typical illustrations of reference books	
	Meaning of Regression, difference between correlation & regression, linear regression, methods of constructing regression lines, standard error of estimate	Basic regression equations X ON Y, Y ON X	Blended learning, Solving practical questions, Business examples			

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B.COM I (SEMESTER I)

BANKING AND FINANCIAL MANAGEMENT (PAPER I) (COM-105)

Economic Environment in India

Credit: 04

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

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

COURSE PLAN

SEM I Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
AUG- SEPT.	UNIT – I ECONOMIC ENVIRONMENT- meaning, factors affecting economic environment. Indian economy and its features.	Introduction to economic environment of India	PPT, relating the concepts with the current scenarios	Assess the achievements of planning in India	<u>Knowledge Based</u> -What is economic environment? -Define economic planning.	Knowledge--60 Understanding-30 Higher Order-10
	New economic policy and its effects. Economic planning- meaning, importance and objectives, achievements of planning in India.	Basics of economic planning, 1-12 five year plans, their achievements and failures	PPT Online Test		<u>Understanding Based</u> - Analyse the achievements of new	
	NITI AAYOG.	Its meaning, structure, pillars, objectives, recent initiatives	Learning based on data available			



NOV.	UNIT II POPULATION- characteristics, causes of growth, New Population policy in India. Problems relating to population, unemployment, poverty.		Group discussions and expression of different views	Analyse the effects of population explosion, unemployment and poverty on economic development	economic policy. -Discuss the role of human resources in economic development.	
	REGIONAL IMBALANCE- factors responsible & measures. Human resources and Economic development.	Cause and effect relation between human resources and environment	Students' Presentations		<u>Higher Order Thinking Skills</u> <u>Based</u> -Justify the reasons for the government taking up different steps for sick industries.	
DEC- FEB	UNIT III Industrial development & industrial policy, industrial sickness:- causes, consequences & measures. Small scale and cottage Industries-features, problems, initiatives by the Government, Youth Skill Development.	Analysis of Indian industries and their problems. Measures for industrial development	PPTs and discussions	Evaluate the role of small scale and cottage industries in economic development		
		Introduction to government measures for youth	Online Assignment			

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B.Com II (SEMESTER III)

BANKING AND FINANCIAL MANAGEMENT (PAPER I) (COM-305)

(Financial Management)

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

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

Credit: 04

COURSE PLAN

SEM III Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
JULY - AUG	UNIT – I Meaning, scope, importance & limitations of financial management, task & responsibilities of a modern finance manager. Finance functions: investment, financing & dividend decision	Introduction to the subject and its role. Practical knowledge of the ratios	Theory through PPTs	Develop the understanding of financial analysis techniques in order to determine profitability and liquidity	<u>Knowledge Based</u> -What is financial management? -Define wealth maximisation	Knowledge-50 Understanding-35 Higher Order-15
	Profit v/s wealth maximisation. Techniques of financial analysis.	Objectives of Financial Management	Practical knowledge through examples		<u>Understanding Based</u> -Compare investment, financing & dividend decisions	
	Ratio analysis: liquidity, activity, profitability & investment ratio.	Evaluation of different types of financial ratios	Question solving			



SEPT - OCT	UNIT II Management of working capital- Meaning, concept, policies, types and methods.	Conceptual study of working capital	Group discussion on different working capital financing policies	Review the conceptual framework of management of working capital and inventory	-identify the methods of calculating working capital. <u>Higher Order Thinking Skills</u> <u>Based -</u>	
	Management of Inventories- Meaning, concept and methods. Management of Receivables.	Deep knowledge about management of these current assets	Practical knowledge		Evaluate the different sources of finance.	
NOV - JAN	UNIT III Sources of finance - long term & short-term sources.	Understanding the different sources from where finance can be arranged	PPT Online Assignment	Calculate the cost of capital raised from different sources	Integrate different theories of working capital financing.	
	Cost of capital - Meaning, significance & its computation.	Concept of cost of capital from different sources	Practical question solving			

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B.B.A. III (SEMESTER V)

Management Information System (BBA – 502)

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

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

Credit: 04

COURSE PLAN

SEMV Month	UNIT/OPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	MarksWeightage(%)
JULY- AUG.	UNIT I MIS Information Concepts: Information Definition, Information Vs Data, Information, Knowledge and Business Intelligence, Information/Data Collection Techniques, Classification of Information, Quality of Information, Implications of Information in Business	Stimulate knowledge relating to information concepts and data collection	PPT, Business Cases	Develop the understanding of information concepts. .	<u>Knowledge Based</u> 1. Define information? Discuss various methods of data collection. 2. Discuss the scope of MIS.	Knowledge-40 Understanding-40 Higher Order-20
	Information system, Types of information system, CBIS, Basic components of CBIS	Information System	PPT, Real life examples		<u>Understanding Based</u> 1. Integrate the importance of information in business decision making.	
	MIS-Concept and Definition of MIS, Objectives of MIS, Characteristics of MIS, MIS and Its Functional Subsystems, Role of Computers in MIS, Organizational Need for MIS, Scope of MIS	MIS – Conceptual framework	PPT Audio Tutorial	Understanding of MIS and its application in different business fields		



	UNIT II - Decision making concepts, Methods, tools and procedures, Organizational Decision making, MIS & Decision-making concepts	MIS Business Planning	PPTs		2. Discuss the development of long range plan of the MIS.	
	Information concepts, Information: A quality product classification of the information, Methods of data & information collection, Value of information, MIS & System concept, MIS & System analysis, Computer System design	Information & System	PPTs	Integrate business information requirement with system analysis and development	<u>Higher Order Thinking Skills Based</u> Business case study solution based on applicability of information system in business decision making	
NOV - JAN	UNIT - III Development of long range plans of the MIS, Ascertaining the class of information, determining the information requirement, Development and implementation of the MIS, Management of quality in the MIS, organization for development of the MIS, MIS: the factors of success and failure.	Development of MIS	Students' conceived Projects - Online Assignment			
	Decision Support System (DSS): Concept and Philosophy, DSS: Deterministic Systems, Artificial intelligence(AI) System, Knowledge based expert system(KBES), MIS & the role of DSS, Transaction Processing System(TPS), Enterprise Management System(EMS), Enterprise Resource Planning (ERP) System, Benefits of ERP, EMS & ERP	Different types of information system	Group Activity- Online Students' Presentations			

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B.COM III ((SEMESTER V))
BANKING & FINANCIAL MANAGEMENT (PAPER I) (COM 505)

(Project planning)

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

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

Credit: 04

COURSE PLAN

SEM V Month	UNIT/TOPIC	Concepts/facts	Teaching pedagogy	Learnin g outcome s	Questions	MarksWeightag e(%)
JULY- AUG	Unit I Project Planning:- Meaning, Definition, Characteristics	Project planning	PPT , context based learning	Apply techniques of business forecasting	<u>Knowledge Based</u> 1. Define project planning? 2. What do you understand by feasibility analysis? Discuss different types of analysis required in project?	Knowledge--40 Understanding-40 Higher Order-20
	Project Feasibility Analysis:- Market, Technical Financial.	Demand forecasting , profitability projections , project scheduling	PPT , , context based learning			
	Business Forecasting:- Meaning, Importance, Limitations, tools & techniques. Essentials of Business Forecasting.	Least square method, Regression method	Computational thinking , solving questions			
SEPT- OCT	Unit II Project Budgeting methods:- Payback, ARR, NPV, IRR	Statement of cash inflows , trial & error method , PV of cash inflows	Solving questions , computational thinking	Compute payback period , NPV, ARR , IRR	<u>Understan dingBased</u> 1. Compare NPV & IRR method? 2. Differentiate between traditional &	
	Zero Base Budgeting. Project Location & Layout; Site Selection; Project Layout Methods.	Decision packages & decision units	Context based learning			



NOV- JAN	UNIT III Project organization Structure; Setting up of organization structure	Line & staff organization, divisional & matrix organization structure	PPTs Business Cases	Assess breakeven point & margin of safety	zero base budgeting? <u>Higher Order Thinking Skills Based</u>	
	Marginal costing technique for Project Decision	Cost volume profit analysis, breakeven point, margin of safety	Solving questions, computational thinking Blended Learning		Tata Ltd. plans to earn a net income of Rs 30000 after tax & tax rate is 50% of net income before tax. Fixed costs are 6 lakh contribution is 20% sales revenue compute sales revenue required to earn a profit of Rs 30000 after tax?	
	Role of Development Financial Institutions, Development of financial institutions.	ICICI, SIDBI, IFCI etc and their working	Group Activity – Students' Presentations			

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Session

2020-21

Even Semester – II, IV, VI



B.Com II (SEMESTER IV)
BANKING AND FINANCIAL MANAGEMENT (PAPER I) (COM-405)

(Financial Analysis)

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


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

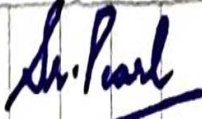
Credit: 04

COURSE PLAN

SEMIV Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	MarksWeightage(%)
MAR - APR	UNIT - I Funds flow analysis- preparation of changes in working capital and sources and uses of funds.	Meaning of funds and understanding the causes of flow of funds	Practical knowledge through examples	Develop the understanding of techniques of preparing the fund flow and cash flow statement.	<u>Knowledge Based</u> -What is working capital? -Define cash flow from investing activities.	Knowledge-50 Understanding-35 Higher Order-15
	Cash flow analysis, difference between fund flow and cash flow analysis.	Understanding the difference between fund flow and cash flow			<u>Understa nding Based</u> -Compare the different theories of capital structure.	
MAY- JUNE	UNIT II Capital structure - theories and determinants, essentials of optimum capital structure. Cost volume profit analysis.	Understanding of contribution, P/V Ratio and the theories of capital structure	PPT Business Cases	Calculate the break even point and the profits on given sales	<u>Higher Order Thinking Skills Based</u>	
JUNE - JULY	UNIT III Dividend policies- essentials of study of dividend policy, Walter and Gordon's model.	Develop the understanding about types of dividend policies	PPTs Online Assignment	To compare the different methods of calculation of dividend	-Compute the three types of leverages.	



	Leverage - operating & financial leverage, trading on equity.	Introduction to the concept of leverage	Practical knowledge	Tell the different types of leverages	Critically examine different approaches of dividend decisions.	 Head
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B.COM III (SEMESTER VI)
BANKING & FINANCIAL MANAGEMENT (COM-605)
(BUDGETORY CONTROL)

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

Min. Marks: 40 (28 Ext; 12 Int)
 Credit: 04

COURSE PLAN

SEM VI Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
MAR- APRIL	UNIT – I Budgetary Control- meaning, characteristics, objects and benefits.	Cash budget , fixed & flexible budget	Explanation through practical questions		<i>Knowledge based</i> What are the different sources of project ideas?	Knowledge--40 Understanding--40 Higher Order--20
	Project Identification ; Project Life Cycle ; Causes of project failures;	Project life cycle	PPTs Group discussion		What are the applications of PERT & CPM	
MAY- JUNE	UNIT II - Standard Costing- Material Variances & Labour variances ;	Different types of variance calculations	Explanation through practical questions		<i>Understanding based</i> “budgeting is an exercise in coordination” elucidate	
	Project Manager :- Qualifications, selection and training, role & responsibility of a project manager.	Understanding of working profile of project managers	PPT Videos		Compare budget & budgeting	

JUNE- JULY	UNIT III - Project financing-meaning, sources, merits & demerits; Line of balance (LOB)	Different sources of project financing	Online Assignment		<i>Higher order thinking skills</i> Discuss briefly the causes of labour cost variances	
	Use of networking techniques in project planning- PERT/CPM	Network Construction and Project time estimation	PPT , Videos , Understanding through practical questions		Practical question s from book Discuss briefly is a favourable variance always an indicator of efficiency in operation	

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B.B.A. III (SEMESTER VI)

BANKING & INSURANCE (BBA – 6032)

(Banks & Institutional Management)

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

Min. Marks: 40(28 Ext; 12 Int)
Credit: 04

COURSE PLAN

SEMV Month	UNIT/TOPIC	Concepts/facts	Teaching Pedagogy	Learning Outcomes	Questions	Marks Weightage (%)
MAR- APR.	UNIT – I Commercial banks: Introduction, Role of Banks, The Nationalization of Banks, reforms in the Banking Sector, Functions of Commercial banks	Introductory framework of commercial banks	PPTs E-content	Understanding of banking terminology and its role in economic development	<i>Knowledge based</i> What are the different functions of commercial banks?	Knowledge--40 Understanding--40 Higher Order-20
	Credit Management: Introduction, Objectives, Importance, Credit Analysis and Appraisal, credit Problems	Credit Analysis Credit Management 5 C's of credit appraisal	PPTs Model based study	Inculcate the knowledge of credit analysis and management	Elaborate the conceptual framework of credit management in banking institutions.	
	Banking Innovations: Introduction, Concept, Innovative financial services- PIN Generation, Credit cards, Debit Cards, ATMs, Mobile	Banking Innovations & payments gateways	Lecture cum demonstration		<i>Understanding based</i> Discuss the different	



JUNE

	Banking, online fund transfer, ECS, pay utility Bills				measures of non-performing assets management in banking sector.
	UNIT II - Investment Management: nature and significance of Investment Management in commercial Banks Fundamentals principle of security Investment by commercial banks- Management of security Investment Reviewing Investment portfolio- organization if Investment functions	Investment management of banking institutions	PPTs E content	Appraise investment management and asset liability management	Explain the fundamental principles of security investment.
	Asset liability Management: Concept, Objectives, Functions, Process, measurement and management of Risk	Asset liability management	PPTs		Higher order thinking skills Critically evaluate the recent reforms in Indian banking system.
JUNE-JULY	UNIT III -NPA –Causes and Remedial Measures – Management of NPA's – Debt Recovery Tribunals – Asset Reconstruction Fund	Management of non-performing assets in banking sector	PPTs Group discussion	Assess non-performing assets and non-banking financial corporation in banking	Evaluate asset liability management strategies of different banking institutions in India
	Non-Banking Finance Companies: Introduction, Types of NBFC, Role of NBFC, Regulation of NBFC, NBFC and RBI	Non-banking finance companies & its functioning	PPTs		
	Merchant Banks: Introduction, role of	Merchant banks in India	PPTs	Integrate various concepts of banks &	

Merchant Banks, Merchant Banking Services, Merchant Banking in India		Recent examples	institutional management	
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