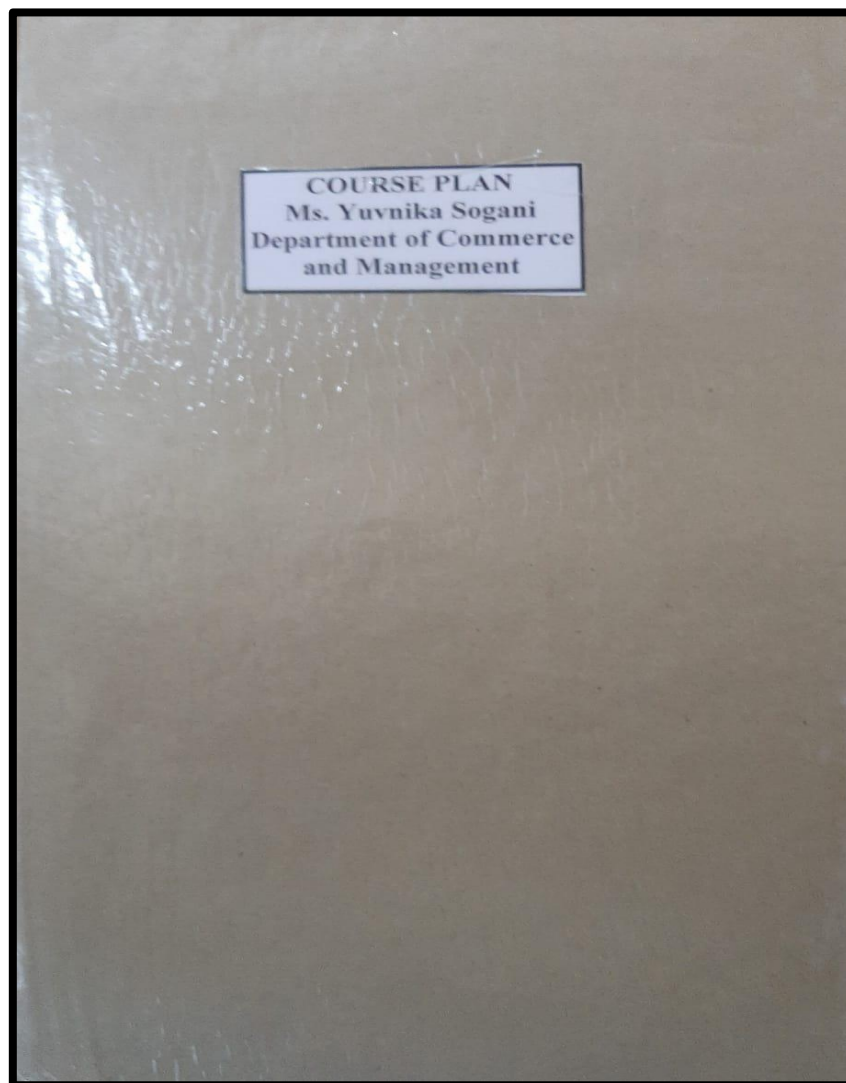




## **SOPHIA GIRLS' COLLEGE(AUTONOMOUS), AJMER**



**COURSE\_PLAN\_2018-19\_MS\_YUVNIKA\_SOGANI**



# 2018-19

## BBA I (SEMESTER I)

SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)

BASICS OF ACCOUNTING (BBA-105)





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

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

Credit: 04

### COURSE PLAN

| SEM I<br>Month | UNIT/TOPIC  | Concepts/facts             | Teaching<br>Pedagogy | Learning<br>Outcomes                                   | Questions  | Marks<br>Weightage<br>(%)                            |
|----------------|---|----------------------------|----------------------|--|--|--|
| SEM I<br>JULY  | UNIT I<br>Meaning and scope of Accounting; Need, development and definition of accounting, Book Keeping and accounting, Objectives of accounting. | Accounting, Book Keeping   | PPT, Chart           | understand and apply the basic concepts of accounting. | <u>Knowledge Based</u><br>-What is Accounting<br>-Prepare the format of Trial Balance<br><u>Understanding Based</u><br>-Compare the various final accounts.<br>-Classify the different accounts. | Knowledge--60<br>Understanding-30<br>Higher Order-10 |
|                | Accounting Transactions, Journal, ledger  | Recording Transactions     | Practical Questions  |  |  |  |
|                | Trial Balance   | Classifying                | Practical Questions  |  |  |  |
| AUGUST         | UNIT II<br>Accounting concepts & Convention   | Accounting Principles      | PPT, Examples        |  | <u>Higher Order Thinking Skills Based</u><br>-Rectify the given Trial Balance and also mention the kind of Error.  |  |
|                | Final accounts – Trading Account, Profit and loss account,  | Summarising Final accounts | Practical Questions  | summarize the process of accounting.                   | -Critically Evaluate the various accounting Principles   |  |
|                | Balance Sheet, adjustment entries.  | Final statement            | Practical Questions  |  |  |  |

|  |                       |  |                               |                             |   |  |   |  |
|--|-----------------------|--|-------------------------------|-----------------------------|---|--|---|--|
|  | SEPTEMBER-<br>OCTOBER | <b>UNIT III</b><br>Depreciation Accounting-<br>Meaning, objective, Causes.<br>Methods of Depreciation-<br>Straight line method, WDV<br>Method, Sinking Fund Method,<br>Annuity Method. | Accounting of<br>Depreciation | PPT, Practical<br>Questions | report and<br>rectify the<br>errors in and<br>after<br>preparation of<br>trial balance. |  |   |  |
|  |                       | Change in method of<br>Depreciation from Straight Line<br>to WDV and WDV to straight<br>Line with retrospective and<br>without retrospective.  | Depreciation                  | PPT, Practical<br>Questions |   |  |  | Head<br>Department of Management<br>Sophia Girls' College<br>(Autonomous), Ajmer |
|  |                       | Rectification of Errors- Types,<br>Rectification of error traced<br>before preparation of Trial<br>Balance and After preparation of<br>Trial Balance.                                  | Rectification of Errors       | PPT, Practical<br>Questions |   |  |   |  |





# **B.Com I (SEMESTER I)** **BUSINESS LAW (COMM-104)**

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

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

Credit: 04

## **COURSE PLAN**

| SEM I Month       | UNIT/TOPIC  | Concepts/facts               | Teaching Pedagogy                      | Learning Outcomes   | Questions  | Marks Weightage (%)                                  |
|-------------------|---|------------------------------|--|---|--|--|
| SEM I JULY        | UNIT I<br>The Indian Contract Act 1872: Introduction and General Principles of Contract | Basic Principles of Contract | PPT, Examples                          | interpret the legislative framework relating to Contracts as per Indian Contract Act, 1872. | <u>Knowledge Based</u><br>-What is a Quasi Contract<br>-Name the essentials of a valid Contract  | Knowledge--60<br>Understanding-30<br>Higher Order-10 |
|                   | Classification of Contracts, Contractual Capacity                                       | Types of Contract            | PPT, Examples                          |   | <u>Understanding Based</u><br>-Compare the various kinds of Contracts.<br>-In Case of Breach of Contract What remedies are available to Aggrieved party.   |  |
|                   | Free consent and Consideration.   | Principles of Contract       | PPT, Case Studies, Examples, Role-Play |   |  |  |
| AUGUST            | UNIT II<br>The Indian Contract Act 1872: Void Agreement, Contingent Contract            | Kinds of Contract            | PPT, Case Studies, Examples            | describe the essentials of a contract.  | <u>Higher Order Thinking Skills Based</u><br>-Can a minor enter into a contract.<br>Explain the statement in light of Mohri Bibie v/s Dharmodas Case.<br>-Mere Silence to a Contract does not result in fraud .<br>Comment |  |
|                   | Performance and Discharge of Contract   | Completion of Contract       | PPT, Examples, Role-Play               |   |  |  |
|                   | Remedies for Breach of Contract, Quasi Contract.  | Breach of Contract           | PPT, Case Studies, Examples            |   |  |  |
| SEPTEMBER-OCTOBER | UNIT III<br>The Indian Contract Act 1872: Contract of Indemnity and Guarantee           | Special kind of Contracts.   | PPT, Case Studies, Examples, Role-Play | categorize the different kinds of special contracts.  |  |  |
|                   | Contract of Pledge and Bailment Agency.   | Special kind of Contracts.   | PPT, Case Studies, Videos, Role-Play   |   |  |  |

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## BBA II (SEMESTER III) COMPANY LAW (BBA-301)


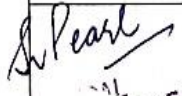


Max. Marks : 100 (70Ext; 30 Int)

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

Credit: 04

### COURSE PLAN

| SEM III<br>Month | UNIT/TOPIC  | Concepts/facts                            | Teaching<br>Pedagogy             | Learning<br>Outcomes  | Questions   | Marks Weightage<br>(%)                               |
|------------------|---|---|----------------------------------|---|---|--|
| SEM I<br>JULY    | UNIT I<br>Company: Meaning and Characteristics,   | Basic concept of Company form of Business | PPT, Case Studies, Videos        | Understand the provision of companies Act 2013 in respect of incorporation. | <u>Knowledge Based</u><br>-What is One person Company<br>-Name the various Clauses of MOA   | Knowledge--50<br>Understanding-35<br>Higher Order-15 |
|                  | Classification of companies. Private Company- Special Privileges, Conversion into Public Company, distinction between private and Public Company. One Person Company- definition, Salient Features, formation, Privileges, Benefits and Limitation. | Types of Companies                        | PPT, Practical Examples          |   | <u>Understanding Based</u><br>-Compare the Memorandum and Articles of Association<br>-Classify the various kinds of companies                                 |  |
|                  | Promotion and Incorporation of companies  | Incorporation of Company                  | PPT, Videos, Examples, Role-Play |   |   |  |
| AUGUST           | UNIT II<br>Memorandum of Association-Meaning, importance, Contents, alteration of Memorandum, Doctrine of Ultra Vires-Meaning, ultra Vires acts, exception to the doctrine.   | Preparation of Documents                  | PPT, Case Studies, Role-Play     | Develop the Skill to prepare MOA and AOA.                                   | <u>Higher Order Thinking Skills Based</u><br>-"Company has a separate legal Existence"<br>Explain the statement in light of Saloman v/s Saloman & Co. Limited |  |
|                  | Articles of Association- Definition, Characteristics, contents, Alteration of Articles, Difference between Memorandum and Articles,   | Preparation of Documents                  | PPT, Case Studies, Role-Play     |   |   |  |

|  |                    |  |                               |                    |   |   |
|--|--------------------|--|-------------------------------|--------------------|---|---|
|    |                    | Doctrine of Constructive Notice, Doctrine of Indoor Management   |                               |                    |   | -Memorandum is a charter document of a company.<br>Comment.   |
|  |                    | Prospectus- Meaning, Content, Registration, Provision regarding issue of Prospectus, Abridged Prospectus, Deemed Prospectus, Shelf prospectus, Red herring prospectus.   | Prospectus                    | PPT, Case Studies. |   |   |
|  | SEPTEMBER- OCTOBER | UNIT III<br>Share capital –Kinds, alteration, reduction and Re-organization.   | Share Capital                 | PPT, Examples      | Acquire the Knowledge of Share capital, Its types and Membership of company.          |   |
|  |                    | Transfer, Nomination and Transmission of Shares. Borrowing powers-Kinds of debentures, Issue of Debentures, Acceptance of Deposits, Charges and Mortgage- Meaning, kinds, Registration, Register of Charges, Satisfaction of Charges, Consequence of Non-registration. | Borrowing Powers of a company | PPT, Examples      |   |   |
| <br>SOPHIA GIRLS' COLLEGE<br>(AUTONOMOUS)<br>AJMER |                    | Shareholders and Members- Meaning, Eligibility of Membership, Distinction between member and Shareholder, Modes of acquiring Membership, Cessation, Rights of Members, liabilities of members. Issue of Shares   | Shareholders and Members      | PPT, Videos        |  | <br>Head<br>Department of Management<br>Sophia Girls' College<br>(Autonomous), Ajmer |





**B.Com II (SEMESTER III)  
COMPANY LAW (COMM-303)**

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

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

Credit: 04

**COURSE PLAN**

| SEM III<br>Month         | UNIT/TOPIC  | Concepts/facts                            | Teaching<br>Pedagogy             | Learning<br>Outcomes   | Questions   | Marks Weightage<br>(%)                               |
|--------------------------|---|---|----------------------------------|--|---|--|
| <b>SEM I<br/>JULY</b>    | <b>UNIT I</b><br>Definition and characteristics of a company  | Basic concept of Company form of Business | PPT, Case Studies, Videos        | interpret the legislative framework relating to company as per Companies Act 2013. | <u>Knowledge Based</u><br>-What is One person Company<br>-Name the various Clauses of MOA   | Knowledge--50<br>Understanding-35<br>Higher Order-15 |
|                          | Types of companies-Public, Private, One Person, Holding and Subsidiary, Promotion and incorporation of company e-filing with regard to incorporation of company.                    | Types of Companies                        | PPT, Practical Examples          |  |   |  |
|                          | Promotion and incorporation of company e-filing with regard to incorporation of company.  | Incorporation of Company                  | PPT, Videos, Examples, Role-Play |  | <u>Understanding Based</u><br>-Compare the Memorandum and Articles of Association<br>-Classify the various kinds of companies                                 |  |
| <b>AUGUST</b>            | <b>UNIT II</b><br>Memorandum of Association, Articles of Association, Doctrine of Ultra vires and indoor management.  | Preparation of Documents                  | PPT, Case Studies, Role-Play     | prepare the various documents relating to formation of company.                    | <u>Higher Order Thinking Skills Based</u><br>-"Company has a separate legal Existence"<br>Explain the statement in light of Saloman v/s Saloman & Co. Limited |  |
|                          | Prospectus: statutory provisions and consequences of misstatement in prospectus, Statement in lieu of prospectus, shelf prospectus, abridged prospectus and red-herring prospectus. | Prospectus                                | PPT, Case Studies.               |  |   |  |
| <b>SEPTEMBER-OCTOBER</b> | <b>UNIT III</b><br>Meaning and kinds of Shares & share capital, Advance mechanism of issue. Share   | Share Capital                             | PPT, Examples                    | summarize the issue of capital.  |   |  |



|  |                                      |                                      |               |  |   |  |
|--|--------------------------------------|--------------------------------------|---------------|--|---|--|
|  | certificate and share warrant        |                                      |               |  |   |  |
|  | Transfer and Transmission of shares. | Transfer and Transmission of shares. | PPT, Examples |  | -Memorandum is a charter document of a company.<br>Comment. |  |

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## BBA III (SEMESTER V)

### INDUSTRIAL LAW (BBA 505)

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

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

Credit: 04

#### COURSE PLAN

| SEM/ Month    | UNIT/TOPIC  | Concepts/facts                            | Teaching Pedagogy     | Learning Outcomes  | Questions  | Marks Weightage (%)                                  |
|---------------|---|---|-----------------------|--|--|--|
| SEM I<br>JULY | UNIT II<br>laws Relating to Industrial Dispute Act: Meaning of Industrial Dispute, Authorities under the Industrial Dispute Act and their duties.                     | Industrial Dispute                        | PPT                   | Interpret the Legislative framework relating to Industrial Disputes.                                   | <u>Knowledge Based</u><br>-What do you mean by pen down strike.<br>-What is Lockout.   | Knowledge--40<br>Understanding-40<br>Higher Order-20 |
|               | Strike: Meaning, types and their legality: Lockouts, layoffs and Retrenchment.  | Types of disputes                         | PPT, Examples, Videos |  | <u>Understanding Based</u><br>-Explain the various Authorities under Industrial Dispute Act.   |  |
| AUGUST        | UNIT III<br>Workman Compensation Act: objects, scope, employers liability for compensation, obligations and responsibility of an employer.                            | Law relating to Compensation of Employees | PPT, Examples, Videos | Interpret the Legislative framework relating to Employee Insurance, payment of Bonus, Payment of Wages | -Classify the employees who are eligible for Bonus   |  |
|               | Employee State Insurance Act: Constitution and functions of employee state Insurance Corporation, Employees State Insurance fund, provision relating to contribution. | Law relating to Insurance of Employees    | PPT, Examples, Videos |  | <u>Higher Order Thinking Skills Based</u><br>-Employee Insurance is essential.<br>Comment.<br>-Suppose you visit a factory for inspection of |  |



|                       |   |  |                                      |  |  |  |
|-----------------------|---|--|--------------------------------------|--|--|--|
| SEPTEMBER-<br>OCTOBER | Minimum Wages Act and Payment of Wages Act: Importance, Definitions and brief study of the provisions.  | Law relating to Payment of Wages               | PPT, Examples, Videos                | Interpret the Legislative framework relating to Wages, Bonus and Factories | Health and safety of Workers. On what Provisions will you judge the factory. |  |
|                       | Payment of Bonus Act: Object, Scope, Application, Eligibility for Bonus and its payment.  | Law relating to payment of Bonus to Employees. | PPT, Examples, Videos                |  |  |  |
|                       | The Factories Act: Object, Scope, Definitions, Provisions relating to Health, safety and welfare of the workers, working Hours of Adults and Provisions relating to Employment of women in a Factory. | Law relating to Maintaining of Factories       | PPT, Examples, Videos, Questionnaire |  |  |  |

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**B.Com I (SEMESTER II)****SOPHIA GIRL'S COLLEGE, AJMER (AUTONOMOUS)****BUSINESS LAW (COM – 204)**

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

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

Credit: 04

**COURSE PLAN**

| SEM II<br>Month | UNIT/TOPIC   | Concepts/facts                     | Teaching<br>Pedagogy         | Learning<br>Outcomes  | Questions   | Marks<br>Weightage<br>(%)                            |
|-----------------|--|------------------------------------|------------------------------|---|---|--|
| SEM II<br>DEC.  | UNIT I<br>Sale of Goods Act 1930:<br>Introduction of Act, Goods<br>and their classification                        | Sale of Goods Act. 1930            | PPT, Charts                  | interpret the<br>legislative<br>framework<br>relating to sale<br>of goods as per<br>Sale of Goods<br>Act. 1930. | <u>Knowledge Based</u><br>-What is Auction<br>sale?<br>-What are the rights<br>of a consumer?<br><br><u>Understanding<br/>Based</u><br>-Compare the various<br>redressal agencies.<br>-Classify the<br>different types of<br>goods. | Knowledge--60<br>Understanding-30<br>Higher Order-10 |
|                 | conditions and warranties,<br>Doctrine of Caveat Emptor,<br>Passing (transfer) of property<br>(ownership) in goods | Conditions &<br>Warranties         | PPT, Case<br>Study, videos   |   |   |  |
|                 | Performance of the contract<br>of sale   | Performing the contract<br>of Sale | PPT, Examples                |   |   |  |
| JAN.            | Rights of Unpaid Seller,<br>Auction sale.  | Auction Sale                       | PPT, Examples,<br>Case Study |   |   |  |
|                 | UNIT II<br>Consumer Protection Act<br>1986: Introduction of Act,<br>Consumer Rights and Duties,                    | Consumer Protection<br>Act 1986    | PPT, Case<br>Study, videos   | interpret the<br>legislative<br>framework<br>relating to<br>consumer<br>protection as                           | <u>Higher Order<br/>Thinking Skills Based</u><br>-Evaluate Doctrine of<br>Caveat Emptor.  |  |
|                 | Consumer Protection  | Redressal Agencies                 | PPT, Case<br>Study           |   | -Critically Evaluate  |  |

|               |   |                                  |                    |   |  |  |
|---------------|---|----------------------------------|--------------------|---|--|--|
|               | Councils, Redressal<br>Agencies, Nature and scope<br>of remedies available to<br>consumers.   |                                  |                    | per Consumer<br>Protection Act,<br>1986.  | the benefits of LLP<br>over a partnership<br>firm. |  |
| FEB-<br>MARCH | UNIT III<br>Partnership Act 1932:<br>Introduction, Types of<br>Partnership and types of<br>Partners, Rights and duties of<br>Partners,.                             | Partnership Act 1932             | PPT                | interpret the<br>legislative<br>framework<br>relating to<br>partnership as<br>per Partnership<br>Act, 1932 &<br>LLP Act,<br>2008. |  |  |
|               | Dissolution of partnership  | Dissolution                      | PPT, Case<br>Study |   |  |  |
|               | Limited Liability Partnership<br>Act 2008: Meaning, Need,<br>advantages and<br>disadvantages. Difference<br>between Limited liability<br>Partnership & Partnership. | Limited Liability<br>Partnership | PPT, Examples      |   |  |  |

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## BBA I (SEMESTER II)

### Personality Development and General Awareness (BBA 206)


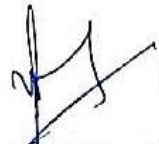

Max. Marks : 100 (70Ext; 30 Int)

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

Credit: 04

### COURSE PLAN

| SEM II<br>Month | UNIT/TOPIC   | Concepts/facts                     | Teaching<br>Pedagogy  | Learning<br>Outcomes   | Questions  | Marks<br>Weightage<br>(%)                            |
|-----------------|--|------------------------------------|-----------------------|--|--|--|
| SEM II<br>DEC   | UNIT I<br><b>Introduction</b> : Meaning and Determinants of Personality- biological, psychological and socio- cultural factors., Misconceptions and clarifications, Need for personality development   | Personality Development            | PPT, Tests            | examine once personality through self awareness and self motivation. | <u>Knowledge Based</u><br>-What do you mean by Self Awareness.<br>-What is SWOT Analysis.<br><br><u>Understanding Based</u><br>-Explain the various factors which affect Personality.<br>-Classify the techniques for Self Motivation.<br><br><u>Higher Order Thinking Skills Based</u><br>-Positive thinking nurtures creativity.<br>Comment. | Knowledge--40<br>Understanding-40<br>Higher Order-20 |
|                 | <b>Self-Awareness and Self Motivation:</b> Self analysis through SWOT. Elements of motivation: Seven rules of motivation, Techniques and strategies for self motivation, Motivation checklist and Goal setting based on principle of SMART, Self motivation and life, Importance of self-esteem. | Self Awareness and self Motivation | PPT, Examples, Videos |  |  |  |

|  |           |  |                         |                       |  |  |
|--|-----------|--|-------------------------|-----------------------|--|--|
| <br>JAN<br>Smt. Pearl<br>PRINCIPAL<br>SOPHIA GIRLS' COLLEGE<br>(AUTONOMOUS)<br>AJMER | JAN       | <b>UNIT II</b><br><b>Memory and study skills:</b><br>Definition and importance of memory, Causes of forgetting, How to forget (thought stopping), how to remember (techniques for improving memory), The technique of passing exams-management of examination fear.  | Memory and study skills | PPT, Examples, Videos | apply memory and study skills.   | -Suggest few memory techniques you would use for passing Exams   |
|  |           | <b>Power of positive thinking:</b><br>Nurturing creativity, decision-making and problem solving, Thinking power- seven steps for dealing with doubt, Traits of positive thinkers and high achievers, Goals and techniques for positive thinking, Enhancement of concentration through positive thinking, Practicing a positive life style. | Positive Thinking       | PPT, Examples, Videos |  |  |
|  | FEB-MARCH | <b>UNIT III</b><br><b>General Knowledge and Current Affairs:</b>   | Current Affairs         | PPT, Examples, Videos | develop as a positive thinkers.  | <br>Head<br>Department of Management<br>Sophia Girls' College<br>(Autonomous), Ajmer |



## BBA II (SEMESTER IV) FINANCIAL MANAGEMENT (BBA-I05)

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


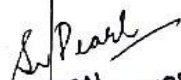

Min. Marks: 40(28 Ext;12 Int)

Credit: 04

### COURSE PLAN

| SEM IV<br>Month | UNIT/TOPIC   | Concepts/facts       | Teaching<br>Pedagogy | Learning<br>Outcomes  | Questions  | Marks<br>Weightage<br>(%)                            |
|-----------------|--|----------------------|----------------------|---|--|--|
| SEM IV<br>DEC   | UNIT I<br>Financial Management:<br>Meaning, Scope, objectives<br>of Financial Management –<br>Profit vs. Wealth<br>Maximization. Financial<br>Management and other Areas<br>of Management --- Liquidity<br>Vs Profitability, Methods of<br>Financial Management,<br>Organization of Finance<br>Function. | Financial Management | PPT, Examples        | Interpret the<br>concept of<br>financial<br>management<br>and time value<br>of money. | <u>Knowledge Based</u><br>-What is wealth<br>maximisation.<br>-Name the various<br>sources of finance.<br><br><u>Understanding<br/>Based</u><br>-Compare the various<br>sources of finance.<br>-Explain various<br>models of dividend<br>policy. | Knowledge--60<br>Understanding-30<br>Higher Order-10 |
|                 | Sources of Financing:<br>Classification of Sources of<br>Finance. Security Financing,<br>Loan Financing, Project<br>Financing.   | Sources of finance   | PPT, Examples        |   | <u>Higher Order<br/>Thinking Skills Based</u><br>-Comment on<br>relevance and<br>irrelevance concept<br>of dividend decision.<br>-Wealth<br>maximisation is more   |  |
|                 | Concept in Valuation: Time<br>Value of Money, Valuation  | Valuation            | PPT,<br>Numericals   |   |  |  |



|   |           |  |                   |                            |   |  |   |
|---|-----------|--|-------------------|----------------------------|---|--|---|
|   |           | Concepts, Valuation of Securities viz. Preference shares and Equity Shares.  |                   |                            |   | appropriate objective of Financial Management then profit maximisation - Comment |   |
|   | JAN       | UNIT II<br>Capital Structure: Meaning, Capital Structure and Financial Structure, Patterns of Capital Structure, Optimum Capital Structure, Capital Structure Theories, Factors Determining Capital Structure, Capital Structure Practices in India. | Capital Structure | PPT, Numerically           | analyze the sources of capital and capital structure. |  |   |
|   |           | Cost of Capital: Concept, Importance. Classification and Determination of Cost of Capital.   | Cost of capital   | PPT, Examples, Numerically |   |  |   |
|   |           | Leverages: Concept, Types of leverages and their significance.   | Leverages         | PPT, Numerically           |   |  |   |
|   | FEB-MARCH | UNIT III<br>Working Capital Management: Concept, Management of Cash, Management of Inventories, Management of Accounts Receivable and Accounts Payable, over and under Trading. Working capital financing.   | Working Capital   | PPT, Numerically           | assess the Working Capital.                           |  |   |
|   |           | Dividend, Bonus and Rights: and Irrelevance Concepts of Dividend, Methods of Dividend policy.  | Dividend Decision | PPT,                       |   |  |   |
| <br><b>PRINCIPAL</b><br><b>SOPHIA GIRLS' COLLEGE</b><br><b>(AUTONOMOUS)</b><br><b>AJMER</b> |           | Capital Budgeting: Concept, Importance And Appraisal Methods: Pay back period, DCF techniques, Accounting rate of return, Capital Rationing.   | Capital Budgeting | PPT, Numerically           |   |  | <br><b>Head</b><br><b>Department of Management</b><br><b>Sophia Girls' College</b><br><b>(Autonomous), Ajmer</b> |



## BBA II (SEMESTER IV) QUALITY MANAGEMNT

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

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

Credit: 04

### COURSE PLAN

| SEM IV<br>Month | UNIT/TOPIC   | Concepts/facts                 | Teaching<br>Pedagogy      | Learning<br>Outcomes   | Questions  | Marks Weightage<br>(%)                               |
|-----------------|--|--------------------------------|---------------------------|--|--|--|
| SEM IV<br>DEC   | UNIT I<br>Quality Management:<br>meaning, concept,<br>importance and evolution   | Quality Management             | PPTs                      | Understand the<br>Concept of<br>Quality and<br>Different<br>Approaches of<br>Quality<br>management . | <u>Knowledge<br/>Based</u><br>-What is<br>Quality<br>Management?<br>-Name the<br>various Gurus<br>of Quality<br>Management.                | Knowledge--50<br>Understanding-35<br>Higher Order-15 |
|                 | Gurus and Their<br>Approaches: Japanese<br>(Taguchi, Ishikawa), Early<br>American (Juran, Deming),<br>Modern (Crosby)                                | Gurus and Their<br>Approaches  | PPT                       |  | <u>Understanding<br/>Based</u><br>-Compare the<br>approaches of<br>various gurus.<br>-Classify the<br>various kinds of<br>cost of quality. |  |
|                 | Cost of Quality: Meaning,<br>Categories of Cost of<br>Quality  | Cost of Quality                | PPT, Videos,<br>Examples. |  | <u>Higher Order<br/>Thinking Skills<br/>Based</u><br>-"Company has   |  |
| JAN             | UNIT II<br>Tools and Techniques:,<br>Kaizen, , DEMAC, PDSA,<br>MUDA/MURI,<br>BPR(Business Process<br>Reengineering) : Definition,<br>Implementation, | Tools of Quality<br>Management | PPT, Case<br>Studies.     | Assess the<br>Different<br>methods of<br>Quality<br>Management .                                     |  |  |



|           |   |                             |                    |   |  |
|-----------|---|-----------------------------|--------------------|---|--|
|           | Approaches, Methodology.  |                             |                    |   | to bear a cost for maintaining the quality" Comment.<br><br>-Comment on the utility of Quality system standards. |
|           | JIT(Just in Time) : Introduction, Prerequisites, Components, Benefits, Kanban System.   | Just in time                | PPT, Examples      |   |  |
|           | Six Sigma : Introduction, DMAIC Process, Advantages, Zero Defect. Benchmarking: Rationale, Approach, Process, Prerequisites, Benefits and obstacles.  | Six Sigma                   | PPT, Case Studies. |   |  |
| FEB-MARCH | UNIT III<br>Statistical Process Control: Introduction, seven QC tools-Checks Sheet, Pareto chart, Cause and Effect Diagram, Control chart, Histogram, Scatter Dig., Run Chart.                            | Statistical Process Control | PPT, Charts        | Interpret the concept of Quality control and Environmental Management Standards procedure . |  |
|           | Quality system Standards-ISO 9001:2000: Scope, Normative Reference, Quality Management System, Management Responsibility, Resource Management, Product Realization, Measurement, Analysis and Improvement | Quality system Standards    | PPT, Examples      |   |  |

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## B.Com II (SEMESTER IV)

COMPANY LAW (COM – 403)

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

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

Credit: 04

### COURSE PLAN

| SEM IV<br>Month | UNIT/TOPIC  | Concepts/facts     | Teaching<br>Pedagogy             | Learning<br>Outcomes                                    | Questions   | Marks Weightage<br>(%)                               |
|-----------------|---|--------------------|----------------------------------|---|---|--|
| SEM IV<br>DEC.  | UNIT I<br>Debentures: Meaning and types of debentures.  | Debentures         | PPT                              | Categorize the various kinds of Debentures and Meetings | <u>Knowledge Based</u><br>-What do you mean by Winding up.<br>Company<br>-Name the various kinds of debentures.           | Knowledge--50<br>Understanding-35<br>Higher Order-15 |
|                 | Company Meetings: Statutory meeting, Annual General meeting, Extraordinary General meeting. Quorum, Notice, Agenda, Motion and Resolution, and Minutes of company meeting, Methods of voting. | Meetings           | PPT, Videos, Examples, Role-Play |   | <u>Understanding Based</u><br>-Compare dissolution and winding up of company.<br>-Classify the various methods of voting. |  |
| JAN             | UNIT II<br>Company membership: Methods of acquiring membership and termination.   | Company Membership | PPT, Case Studies, Role-Play     | Compose the Management of Company.                      | <u>Higher Order Thinking Skills</u>   |  |



|           |   |                              |                              |                                 |   |  |
|-----------|---|------------------------------|------------------------------|---------------------------------|---|--|
|           | Company Management: Director, Managing Director and Whole Time Director. Appointment & Retirement of Directors, Disqualifications for Appointment of Director, Rights, Duties and Liabilities of Directors. | Company Management           | PPT, Case Studies, Role-Play |                                 | Based<br>-Suppose you want to conduct AGM in your Company. What secretarial procedure you would follow to do so.<br><br>-Critically evaluate the role of a Company Secretary. |  |
| FEB-MARCH | UNIT III<br>Oppression and Mismanagement: Meaning and prevention.   | Oppression and Mismanagement | PPT, Examples                | Examine the modes of Winding Up |   |  |
|           | Company Secretary: Role & Need, Appointment, Qualification, Power, Duties & Liabilities.  | Company Secretary            | PPT, Examples                |                                 |   |  |
|           | Winding-up of company: Meaning, modes of winding up and functions of Company Liquidator.  | Winding-up                   | PPT, Videos                  |                                 |   |  |

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