**M.COM**

**PROGRAMME OUTCOMES OF M.COM**

* Comprehend the basic concept of business and responsibilities of a business organization
* Analyze financial ,marketing, legal and ethical issues in a business organization and find reasons for profit or loss and give solutions for economic viability of a business.
* Apply current techniques and skills necessary for business practice and serve as a human resource needed for industry, consultancy, education, research and public administration.

 **PROGRAMME SPECIFIC OUTCOMES**

|  |  |
| --- | --- |
| **PSOs** | Upon completion students of M.com program the graduates will be able to : |
| **PSO-1** | Study and prepare financial statement of a business organization using accounting principles and determine the operating result and the financial position . |
| **PSO-2** | To know the various provision relating to business law , indirect taxes and income tax and calculate tax on income. |
| **PSO-3** | Study the socially relevant business data by Applying statistical tools. |
| **PSO-4** |  In depth study of international business environment and MSMEs (micro small and medium enterprises.) |
| **PSO-5** | Gain knowledge on modern marketing , modern banking, organizational behaviour and entrepreneurship development programme. |
| **PSO-6** | Gain knowledge on Indian financial system and apply various electronic payment technique  |
| **PSO-7** | Understand the theoretical and Practical application of accounting principles in computer.  |
| **PSO-8** | Recognize the need of human resource development  |

**TEACHING PLAN FOR ACADEMIC YEAR 2017-2018**

**Semester -1**

Name of the course : Modern marketing management

Sub code: PKCM15

|  |  |  |  |
| --- | --- | --- | --- |
| No of hours per week | Credit | Total number of hours | Marks |
| 6 | 4 | 90 | 100 |

Objectives:

1. To understand the conceptual frame work of marketing and its applications.
2. To incalculate the marketing skills and techniques.

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| --- | --- | --- | --- |
| Code No | Upon completion of the course the students will be able to : | PSO | CL |
| Co.1 | Understand the conceptual frame work of modern marketing and its application and also different types of marketing  |  PSO-5 |  |
| Co-2 | Learn the importance of product classification , product line, product mix, product lifecycle and new product development  |  PSO-5 |  |
| Co-3 | Gain knowledge on marketing information system, pricing decision, pricing policies and strategies |  PSO-5 |  |
| Co-4 | Explain the types of distribution channel its intermediaries and channel management |  PSO-5 |  |
| Co-5` | Get an insight into advertising into and personel selling , preparing advertising budget media selection and sales promotion tools and techniques |  PSO-5 |  |

 **I INTRODUCTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Concept, nature scope, importance concept of modern marketing. | 3 | To gain more knowledge about modern marketing  | Lecture and discussion | Small test |
| 2 | Marketing mix strategic marketing planning, issue and developments in marketing  | 3 | To study marketing mix and strategic planning | Lecture and group discussion | Multiple choice question |
| 3 | Social ethical and legal aspects of marketing , marketing of goods and services | 4 | To discuss the l social and legal aspects of marketing  | Lecture and interaction  | Open book test |
| 4 | International marketing , green marketing | 4 | To know more knowledge about international marketing and green marketing | Lecture and debate  | Small test |
| 5 | cyber marketing MLM relationship social marketing  | 4 | To create awareness about cyber marketing &social marketing   | Discussion method  | Internal assessment **1** |

 **II Product decision**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Concept, classification problems,product line and product mix | 6 | To gain more knowledge about product decision |  |  |
| 2 | Branding, packaging and labelling product life cycle  | 6 |  To study branding packaging and labeling  |  |  |
| 3. | New product development and consumer adoption process  | 6 | To discuss new product development  |  | Internal assessment 1 |

**III Marketing Reserch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Marketing environment marketing information system difference between marketing research MIS | 6 | Get through knowledge about marketing in formation system  |  |  |
| 2. | Pricing decision factors affecting pricing decision  | 6 | To study factors affecting pricing decision  |  |  |
| 3. | Pricing policies and strategies discounts rebates | 6 | To compare discounts and rebates |  | Internal assessment -II |

**Distribution channels and physical distribution channel**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Nature , function and type of distribution channels  | 6 | To gain knowledge about nature function and distribution channel |  |  |
| 2 | Distribution channel intermediaries | 6 | To study distribution channels and in termediries |  |  |
| 3 | Channel management retailing and wholesaling  | 6 | To evaluate channel management retailing and wholesaling |  | Internal assessment II |

 V Promotion Decision

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Communication process , advertising personel selling  | 6 | To discuss promotion decision  |  |  |
| 2 | Sales promotion publicity public relation determining advertising budget  | 6 | To gain knowledge in sales promotion  |  |  |
| 3 | Media selection advertising effectectiveness sales .promotion tools and techniques | 6 | To understand effective media selection |  | Internal assessment III |

Name of course : Quantitative Techiques for decision making

Subject code :PKCM22

|  |  |  |
| --- | --- | --- |
| Co-NO | Upon completion of this course the students will be able to | Q.T |
| CO-1 | To understand the basic idea in taking decisions. | Pso-3 |
| Co-2 | To konow operation research holdels in decision making. | Pso-3 |
| Co-3 | To help the students to understand the techniques of opplication of quantitative techniques in decision making. | Pso-3 |
| Co-4 | To develp skill of students in the application of quantitative models. | Pos-3 |
| Co-5 | To teach the students on various techniques of quantitative techniques. | Pos-3 |

Teaching Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit | Modules | Topics | Lecture hours | Learning outcome | Pedagogy | Assessment/Evaluation |
| I.Introduction and linear programming |
|  | 1. | Quantitative approach to decision making | 3 | To understand different approaches to decision making. | Discussion method | Asking questions |
|  | 2. | Decision making models and areas of operation research. | 3 | The study the application of linear programming models | Lecture with group discussion and interaction | Evaluation through test |
|  | 3. | Linear programming models | 3 | To study the application of linear programming models | Lecture with discussion and interaction | Evaluation through test |
|  | 4 | Graphical method under linear programming problem | 2 | To study maximization of profit and minimization of cost in lp model | Lecture and discussion | Graphical presentation |
|  | 5 | Simplex method | 4 | Preparation of tables to maximize profit or to minimize cost | Lecturs with discussion and interaction | Test and assignment |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit | Modules | Topics | Lecture hours | Learning outcome | Pedagogu | Assessment/ evaluation |
| II transporation |
|  | 1 | Nature, meaning and concepts of tranportation | 3 | To understand nature and concepts of transportation | Discussion method | Asking question |
|  | 2 | Formulation of transportation problem | 3 | To have an idea on balance and unbalanced transportation problem | Discussion method | Asking question |
|  | 3 | Finding initial basic feasible solution | 3 | Applications of method to calculate IBFS | Lecture with discussion &interaction | Evaluation through test |
|  | 4 | Optimality test | 3 | To calculate op[timum result on transportation problem | Lecture and interaction | Short test |
|  | 5 | Modified distribution method | 3 | The Application of modified distribution method in taking decision | Lecture& interaction | test |

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| --- | --- | --- | --- | --- | --- | --- |
| UNIT | MODULES | TOPICS | LECTURE HOURS | LEARNINH OUTCOME | PEDAGOGY | ASSESSMENT EVALUATION |
| III |  Assignment Problems |  |
|  |  1 | Concepts of assignment problem |  4 | To study nature of concepts of Assignment | Discussion method | Asking Questions |
|  |  2 | Mathematical formulation of Assignment problems |  4 | To do problems on the allocation of Rows and Columns | Lecture with Group Discussion | Short test |
|  |  3 | Assignment Algorithm |  4 | To do problems under balanced and unbalanced Assignment models | Lecture with Group discussion interaction | Evaluation through test |
|  |  4 | Maximization and minimization problems |  4 | To get acquaint with the cost and profit calculations | Lecture with Group discussion dinteraction | Short test |
|  |  5 | Travelling salesman problems |  4 | To determine Assignment based on Travelling salesman Model | Lecture Discussion interaction | Test and Assignment |

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| UNIT | MODULES | TOPICS | LECTURE HOURS | LEARNING OUTCOME | PEDAGOGY | ASSIGNMENT |
|  IV |  Project Management and Queing Models |  |
|  |  1  | Project management (meaning, deginition Nature, concepts)  |  4 | To understand about the project management | Discussion | Asking questions |
|  |  2 | Network Analysis-Critical path method and project Evaluation Review Technique (PERT) |  4 | To draw Network under CPM and PERT Method | Lecture Discussion | Short test |
|  |  3 | Probability and time estimate for the completion |  4 | To determine Time estimate and chances to complete a project | Lecture and Discussion | Assignment |
|  |  4 | Determination of floats |  4 | Calculation of Total free and the independent Floats on project management | Lecture and interaction  | Evaluation through test |
|  |  5 | Queing Model |  4 | To understand Operating characteristics of Queing system in decision making | Lecture Discussion | Test |

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| --- | --- | --- | --- | --- | --- | --- |
| UNIT | MODULES |  TOPICS | LECTURE HOURS | LEARNING OUTCOME | PEDAGOGY | ASSIGNMENT EVALUATION |
|  V |  Replacement Analysis and Simulation |  |
|  |  1 | Replacement of capital Asset |  4 | To study the replacement of capital asset in business and the students family decision | Discussion | Asking Questions |
|  |  2 | Replacement of capital Asset when time value of money is not considered |  4 | To understand the replacement of capital asset when the time value of money is not considered in taking decision | Discussion with interaction | Short test |
|  |  3 | Replacement of capital assets when time value of money is considered |  4 | To estimate capital when time value of money is considered in taking decisions. | Discussion and interaction  | Assignment |
|  |  4 | Replacement of items that fail Suddenly |  4 | To have an idea on replacement of items which fail suddenly | Lecture with group discussion | Short test |
|  |  5 | Monte- Carlo Method of simulation |  4 | To understand simulation models in replacement decisions | Lecture with interaction | Evaluation through test |

**Teaching plan for the Academic year 2019-2020**

**Semester – II**

**Name of the Course : Legal Frame Work of Business**

**Subject Code : PKCM23**

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of Hrs per week** | **Credit** | **Total No. of Hours** | **Marks** |
| 5 | 4 | 75 | 100 |

**Objectives:**

1. To create the Knowledge of Legal Perspective and its practices to improve the business.
2. To understand the legal environment of business.
3. To impart knowledge about consumer protection Act.

|  |  |  |
| --- | --- | --- |
| Co. No. | Upon completion of this courses the Students will be able to : | PSO |
| Co-1 | Discuss the various Acts relating to business Law | PSO-2 |
| Co-2 | Discuss the Provisions of Companies Act and the types of meetings | PSO-2 |
| Co-3 | Explain the Foreign Exchange Management Regulation Act 1999 | PSO-2 |
| Co-4 | Understand the Environmental Legislation and functions of Environment Tribunal | PSO-2 |
| Co-5 | Gain Knowledge about Consumer Protection Act, and Redressal Forums  | PSO-2 |

**Teaching Plan**

**Total contact hours: 75 (including lectures, Seminars,**

 **Assignments and test)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit** | **Module** | **Topics** | **Lecture Hours** | **Learning outcome** | **Pedagogy** | **Assessment/****Evaluation** |

 **Unit** **I . Payment of wages, Bonus, Sale of Goods Act 1930**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | Payment of Wages Act |  | To understand the wages Act | Lecture Method | Evaluation through slip test. |
| **2** | Payment of Bonus Act |  | To Explain the Bonus Act | Lecture Method | Evaluation through Multiple choice questions |
| **3** | Industrial Dispute Act |  | To Explain the Dispute of Industrial Act | Lecture Method | Asking questions |
| **4** | Sale of Goods Act 1930 |  | To have knowledge about sale of goods Act 1930 | Discussion Method | Formative Assessment-I |

 **Unit II. Provisions of Companies Act 2013.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | Provision relating to Company Administration |  | To Explain the Company Administration | Lecture Method | Evaluation throughMultiple choice |
| **2** | Board of Directors Managers and Managing Director |  | To Understand the duties & rights of Directors | Lecture Method | Asking questions |
| **3** | Provision relating to various types of meeting |  | To know the various types of meeting held | Lecture Method with PPT | Short test |
| **4** | Powers, duties & liabilities of Directors |  | To describe the powers of Directors | Seminar | On the spot test |
| **5** | Corporate Governance |  | To enumerate the Corporate Governance | Group Discussion | Evaluate through asking question formative assessment-II |

 **Unit III. FEMA ACT 1999**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | FEMA Act 1999 Definition |  | To explain the dealing in forging exchange | Lecture Method | Evaluation through multiple choice |
| 2 | Holding of foreign exchange+ |  | To understand the foreign exchange Holding | Discussion Method | Open book test |
| 3 | Capital account transactions |  | To get an idea with regard to capital account | Lecture Method | Assignment |
| 4 | Current account transaction |  | To know about Restrictions on current account transaction | Lecture Method | Multiple choice |
| 5 | Exemption authorized person |  | To gain knowledge about exempted persons | Lecture Method | Asking questions |
| 6 | Directorate of enforcement |  | To explain about enforcement Directorates | Discussion Method | Short questions |
| 7 | Appellate Tribunal |  | Explain about Appellate Tribunal |  | Formative assessment-II |

 **Unit IV Environmental Legislation Legal and Regulatory Framework**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | Legislation for Environmental Protection in India |  | To have a knowledge about environmental protection | Lecture Method | Multiple choice |
| **2** | Environmental Regulation & Legal Framework |  | To explain about the environmental and Legal Framework | Discussion Method | Short test |
| **3** | Role and function of Environmental Authority |  | To gain knowledge about role of Environmental Authority | Lecture Method | Quiz |
| **4** | Appearance before Environment Authority & Environmental Audit |  | To get through knowledge regarding the Environmental Audit | Lecture with PPT | Formative assessment |

**Unit V . Consumer Protection Act**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1** | Rights of Consumer Protection Act |  | To know about Consumer Protection | Lecture Discussion | Short test |
| **2** | Procedure for Consumer grievances redressal |  | Get through knowledge about Consumer grievances redressal | Discussion & Lecture | Online Assignment |
| **3** | Types of Consumer redressal forum |  | To study the present position of Consumer redressal forum | Lecture with PPT | Asking questions |
| **4** | Cyber Crimes, IT Act 2002, Cyber Laws. |  | To get knowledge about cyber crimes & Cyber Laws  | Group Discussion  | Open book test |
| **5** | Copy rights, Trade Marks, Patent Act |  | To understand about trade marks & Patent Act | Lecture Method | Formative Assessment-III |

**Name of the Course Instructor: Name of the HOD:**

S. SUMITHRA BAI THANKACHI Dr. MEENA

Name of the Course: Advanced business Statistics

Subject Code : PKCM12

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| --- | --- | --- | --- |
| No.of Hours per Week  | Credit | Total no. of Hours | Marks |
| 6 | 4 | 90 | 100 |

Objectives:1 To equip Students with the tools and techniques of Business Statistics

 2 To provide skills in improving business practices

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| --- | --- | --- |
| **Co. No.** | **Upon Completion of this course the Students will be able to** |  |
| Co-1 | Educating the Students to Understand the Statistical Techniques used for Analysis | PSO3 |
| Co-2 | Marking the Students to Understand the inferential Statistical Technique used as a Common tool for Analysis | PSO3 |
| Co-3 | Educating the Students as how to take Decision in all respects | PSO3 |
| Co-4 | Teaching as how to determine Quality with respect to Statistical techniques | PSO5 |
| Co-5 | Teaching different types of Statistical methods used in Business | PSO3 |

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| --- | --- | --- | --- | --- | --- | --- |
| **Unit** | **Modules** | **Topics** | **Lecture hours** | **Learning Outcome** | **Pedagogy** | **Assessment/Evaluation** |
| **I** | **Probability distribution** |
|  | 1 | Theoretical distribution | 5 | To Understand Principles, assumption by Logical and Mathematical reasoning | Lecture with Discussion | Oral Test |
|  | 2 | Binominal distribution | 5 | To Understand the Probability of Trial with two Outcomes | Lecture Discussion Interaction | Evaluation Through Test |
|  | 3 | Poisson and Normal Distribution with their application to business | 5 | To gain Knowledge on probability or given number of events happening in a Fixed interval of Time | Discussion with Interaction | Formative Assessment |
| **Unit** | **Modules** | **Topics** | **Lecture hours** | **Learning Outcome** | **Pedagogy** | **Assessment/Evaluation** |
| **II** | **Statistical Inference** |
|  | 1 | Test of hypothesis | 4 | To know the Procedure for Testing hypothesis, One tailed and two Tailed Test of hypothesis | Lecture Discussion with Interaction | Formative Assessment |
|  | 2 | Parametric and non-parametric Test | 4 | To Understand the differences between Parametric Test and non-parametric Test | Lecture with Discussion | Simple Test |
|  | 3 | Z-Test | 4 | To analyze the observed data which are of small in size | Lecture Discussion | Oral & Small Test |
|  | 4 | T-Test | 4 | To analyze Significant difference between the means of two groups related with certain features | Lecture Discussion | Assignment |
|  | 5 | Analyze and Variance | 4 | To Understand the variation in set of variables measured under conditions defined by Discrete factors [Variance between and within Groups] | Lecture Discussion with Interaction | Seminar |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit**  | **Modules**  | **Topics** | **Lecture hours** | **Learning Outcome** | **Pedagogy** | **Assessment****/Evaluation** |
| **III** | **Non-Parametric Test** |
|  | 1 | Chi-Square Test | 5 | To Test Goodness of fit to decide difference between observed and expected frequency | Lecture Discussion with Interaction | Formative Test |
|  | 2 | Sign Test | 5 | To Study one sample and paired sample and its numerical scale used to rank observations | Lecture Discussion with Interaction | Evaluation through Test |
|  | 3 | Kruskal-wallis H test | 5 | To determine Statistical differences between two or more groups of independent variables. | Lecture and Discussion | Formative Assessment |
|  | 4 | Mann Whitney U Test | 5 | To Study the differences or to compare between two independent groups when dependent variable is not normally distributed | Lecture Discussion withInteraction | Assessment |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit | Modules | Topics | Lecture hours | Learning Outcome | Pedagogy | Assessment/Evaluation |
| IV | Statistical Decision Theory |
|  | 1 | Decision Making Environments | 5 | To Understand the different types of environment under which the Decision is to be taken | Discussion and Interaction | Simple Test |
|  | 2 | Decisions under conditions of certainty | 5 | To know the conditions under which the factors associated with each alternative and Outcome of each alternative in family decisions | Lecture Discussion | Formative Assessment |
|  | 3 | Decision under conditions Risk and Uncertainty | 5 | To take decisions when there is o possibility of knowing the outcome of a decision and impossible to credit wit5h complete confident for future decision | Lecture Discussion | Seminar |
|  | 4 | Expected Value Application | 5 | To calculate the Expected value for an Investment in future | Lecture Discussion with Interaction | Assignment |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit** | **Modules** | **Topics** | **Lecture hours** | **Learning Outcome**  | **Pedagogy** | **Assessment/****Evaluation** |
| **V** | **Statistical Quality Control** |
|  | 1 | Control Charts for Variable | 5 | To draw chart on Processed data in a time orded sequence | Lecture Discussion | Oral Test & Simple Test |
|  | 2 | Control Chart for attribute | 5 | Qualitative aspects used for distribution | Lecture Discussion Interaction | Formative Assessment |
|  | 3 | Acceptance Sampling | 5 | To determine whether to accept or to reject the Production lot of material used in Factory or Industry | Lecture and Discussion | Seminar |

**Name of the Course : Human Resource Management**

**Subject Code : PKCM34**

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of Hrs per week** | **Credit** | **Total No. of Hours** | **Marks** |
| 5 | 4 | 75 | 100 |

Objectives: 1) To Understand the conceptual frame work of Human Resource Management.

 2) To enable the students to deal with Human Resource Management .

|  |  |  |  |
| --- | --- | --- | --- |
| Co. No | Completion of the course the Students will be able to | PSO | CL |
| Co .l | Understand the nature and objectives of Human Resource Management ,Describe the functions of Human Resource Management & also understand the Role of Human Resource Management. | PSO.8 |  |
| Co .2 | Understand the Trends in Human Resource Management. | PSO. 8 |  |
| Co. 3 | Learn to Develop H.R. Planning. | PSO.8 |  |
| Co.4 | To gain the knowledge about Strategic Planning about Human Resource Management. | PSO.8 |  |
| Co. 5 | To gain knowledge about JobDecision and JobAnalysis |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Unit** | **Modules**  | **Topics**  | **Lecture hours** | **Learning Outcome**  | **Pedagogy** | **Assessment/****Evaluation** |
| **I** | **Introduction To HRM;** |
|  | 1 | Definition, Objectives of HRM | 5 | To Understand the Definition of objectives of HRM | Lecture with PPT | Asking Question |
|  | 2 | Planning, Function | 5 | To have knowledge about Planning & Function of HRM | Lecture & Group Discussion | Multiple choice Question |
|  | 3 | Strategic HRM | 5 | To understand the Strategic Planning about HRM | Lecture Method | Quiz |
| **II** | **Job Design and Job Analysis:** |
|  | 1 | Job Design, Job analysis, Job specification | 5 | To have a knowledge Job Design, Job analysis, Job specification | Lecture Method | Short test |
|  | 2 | Selection procedure Assessment of Recruitment Programme | 5 | To analysis the Function of | Lecture Method & PPT | Evaluation through asking Question |
|  | 3 | Interview, Types, Interview Processing | 5 | To have knowledge about Interview and Interview processing | Lecture Group Discussion | Quiz |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit** | **Modules**  | **Topics** | **Lecture Hours** | **Learning Out come** | **Pedagogy** | **Assignment** **Evaluation** |
| **III** | **Training:** |
|  | 1 | Meaning ,Importance & benefits of Training | 5 | To Understand meaning and benefits of training programme | Lecture and PPT | Asking Questions |
|  | 2 | Management Developments objective , essential ingredients Management Development program me | 5 | To analysis the techniques of Management Development programme | Lecture and debate | Evaluation through asking Question |
|  | 3 | Meaning , Needs and purpose of programme performance Appraisal | 5 | To have knowledge about performance Appraisal | Lecture and PPT | Asking Questions |
| IV | Job Evaluations |
|  | 1 | Meaning , objectives and Principles of Job Evaluations | 5 | To have knowledge about the Principles of Job Evaluations | Lecture and debate | Multiple choice question |
|  | 2 | Rewards , Types and Financial words and non Financial Rewards | 5 | To analysis the types of Financial and Non Financial Rewards | Lecture Method | Short Test |
|  | 3 | Fringe benefits and needs for extending fringe | 5 | To understand the Development of Fringe benefits | Lecture and PPT | Asking question |

|  |  |
| --- | --- |
| **V** | **Industrial Relations** |
|  | 1 | Meaning and Characteristics objectives of Industrial Relations | 5 | To Understand the Characteristics and objectives of Industrial Relations | Lecture and debate | Quiz |
|  | 2 | HRM Vs IR approaches | 5 | To have knowledge about HRM and IR approaches | Lecture and debate | Quiz |
|  | 3 | Trade Union , Characteristics , functions and Methods of Trade Union | 5 | To analysis the functions of HRM and IR approaches | Lecture and debate | Quiz |

**OFFICE AUTOMATION**

**I . SEMESTOR**

**Name of the Course:** **Office Automation.**

**Sub Code : PKCM 14**

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of Hours per week** | **Credit** | **Total No. of Hours** | **Marks** |
| **6** | **4** | **90** | **100** |

**Objectives: 1) To provide an in-depth knowledge in office Automation.**

 **2) To required at each level in Computer Operations in all office activities.**

|  |  |  |  |
| --- | --- | --- | --- |
| Co.1 | Upon Completion of the course to Students will be able to | PSO | CL |
| Co.2 | Discuss the procedures for preparing excel work Sheet | PSO.7 |  |
| Co.3 | Understand the procedure to prepare the power point presentation | PSO.7 |  |
| Co.4 | To Learn the Importance of Data basis analysis | PSO.7 |  |
| Co.5 | Explain business Engineering process | PSO.7 |  |

 Semester-1

Name of the course : Management concepts and organizational Behaviour

 Sub code : PKCM13

|  |  |  |  |
| --- | --- | --- | --- |
| No .of Hours per week | Credit |  Total No. of Hours | Marks |
|   6 |  4 |  90 |  100 |

Objectives:

1. To understand the conceptual frame work of human .
2. To understand the skills required at each level of management.

|  |  |  |
| --- | --- | --- |
| Co. No | Upon Completion of the course the Students will be able to : | PSO |
| Co.1 | Understand the Nature of Management, Describe the functions of management & also understand the Social Responsibility of Business. | PSO. 5 |
| Co. 2 | Understand the human interactions in an organization.Gain knowledge about Attitudes, perception, learning, personality and Transactional Analysis. | PSO. 5 |
|  Co.3 | Learn to develop good leaders and group formation. | PSO.5 |
| Co.4 | Get on insight into organizational development and interventionism. | PSO.5 |
| Co.5 | Get an insight into organizational development and interventionism. | POS.5 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit  | Modules | Topics | Lecture Hours | Learning Out Come | Pedagogy | Assessment Evaluation |
| I. MANAGEMENT INTRODUCTION |
|  |  1. | Definition, Function of Management. | 15 | To understand the Definition, functions of management. | Lecture with PPT |  Asking questions . |
|  |  2. | Planning, organizing, Authority, Responsibility, Power of delegation, Decentralization. | 15 | To have knowledge about planning, organizing power of delegation, Decentralization. | Lecture and Group discussion. | Short Test |
|  |  3. | Staffing, Directing, Co-ordinating, control. | 15 | To Analyze the functions of staffing, Directing, co-ordinating, controlling. | Lecture method |  Formative Assessment-I |

II. ORGANISATIONAL BEHAVIOUR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  1. | Evaluation, Development, Relationship Between Organizational Behaviour and Management | 15 | To understand the Development of organizational Behaviour and Management. | Lecture and question answer | Multiple choice question. |
|  2. | Attitudes, Perception, Learning, Personality, Transaction Analysis. | 15 | To have knowledge about Attitudes, Perception, Learning, Personality, Transaction Analysis. | Lecture and debate | Quiz, |
|  3. | Motivation-Meaning concepts, Theories, Motivation and Morale. | 15 | To gain Knowledge about Motivation, Theories of Motivation. | Lecture method and Illustration  | Formative Assessment-II |
| III GRROUP DYNAMICS |
| 1.
 | Definition, Importance, Types of Groups, Group formation and Development  | 15 | To explain the importance of Group formation and Development. | Lecture method and PPT | Quiz |
|   2. | Composition, Performance, Leadership-styles, Theories. | 15 | To analyze the composition, performance and theories of Leadership. | Lecture method and Debates | Short Test |

IV. ORGANISATIONAL CHANGE AND DEVELOPMENT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  1. | Planned change, Resistance to change and Managing change. | 15 | To gain Knowledge about the organizational changes and Development. | Lecture method and Group discussion | Multiple choice Question |
|  2. | Organizational Development-Meaning, objectives, Model and interventionism | 15 | To gain knowledge about organizational and models. | Lecture method and Discussion | Assignment |

V.QUALITY OF WORKING LIFE (QWL)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  1. | Evaluation and Development of QWL in Indian context, International Organizational Behaviour.  | 15 | To Understand the Evaluation and Development of QWL in Indian context, International Organizational Behaviour. | Lecture with PPT and Group Discussion.  | Quize |
|  2. | Cultural Differences and Similarities, Individual Behaviour in international Organization.  | 15 | To assess the Cultural Differences and Similarities, Individuals Behaviour in international Organization.  | Group Discussion. | Assignment |
|  3. | Group Behaviour, Organizational Characteristics, Organization Change and Managerial Career.  | 15 | To explain the Group Behavior, Organizational Characteristics, Organization Change and Managerial Career. | Lecture with PPT | Formative Assessment III. |
|  |  |  |  |  |  |

 Semester – 1

Name of the course : OFFICE AUTOMATION

Subject code : PKCM14

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Hours per week  | Credit  | Total No. of Hours | Marks |
|  6 |  4  |  90  |  100 |

Objectives:

1. To provide an in-depth knowledge in Office Automation.
2. To trained the students to develop the skill required at each level in computer operation is all office activities.

|  |  |  |
| --- | --- | --- |
| Co. No | Upon completion of the course the students will be able to | PSO |
| Co. 1 | To gain knowledge on office automation system. | PSO. 7 |
| Co. 2 | Discuss the procedure for preparing excel work sheet | PSO. 7 |
| Co. 3 | Understand the procedure to prepare the power point presentation. | PSO. 7 |
| Co. 4 | To learn the importance of basis analysis. | PSO. 7 |
| Co. 5 | Explain business engineering process. | PSO. 7 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit | Modules | Topic | Lecture hours | Learning outcome | Pedagogy | Assessment |
| I MS- WORD 10 |
|  | 1 | Page formatting, constructing high quality tables. | 15 | To study page formatting, constructing high quality tables.  | Lecture method & PPT | Asking question |
|  |  2 | Mail merge | 15 | To understand mail merge | Lecture discussion | Multiple choice question |
|  |  3 | Publishing online forms | 15 | To have knowledge about publishing online forms | Lecture method | quiz |

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| II MS- EXCEL |
|  |  1 | Creating excels work sheet and editing cell entries. | 15 | To have knowledge about creating excel work sheet. | Lecture discussion | Asking question. |
|  |  2 | Work sheet layout | 15 | To study work sheet layout. | Lecture method | Multiple choice questions. |
|  |  3 | Naming ranges, creating chats, using custom & special effects. | 15 | To understand naming ranges, creating chats. | Lecture method & PPT | Quiz. |

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| III MS- ACCESS |
|  |  1 | Objectives & data base | 15 | To have knowledge about objectives & data base. |  |  |
|  |  2 | Micro access, creating a new data base. | 15 | To study micro access, creating a new data base. | Lecture & group discussion. | Short test |
|  |  3 | Design table, window, query, form and reports. | 15 | To understand design table, window query. | Lecture & debate. | Asking question. |

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| IV MS- POWER POINT |
|  |  1 | Creating power point presentation. | 15 | To have knowledge about creating power point presentation. |  Lecture and debate. | Evaluation through asking question. |
|  |  2 | Modifying visual elements, formatting and checking text. |  15 | To study modifying visual elements. |  Lecture method and PPT. | Asking question. |
|  |  3  | Animation, effects and preparing handout. | 15 | To understand animation, effects and preparing handout.  |  Lecture method. | Quiz. |

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| V BUSINESS ENGINEERING & ERP  |
|  |  1 | Significance and principles of business engineering. | 15 | To have knowledge about significance and principles of business engineering. |  Lecture method. | Evaluation through asking question. |
|  |  2  | ERP evaluation and integrated system approach. | 15 | To study ERP evaluation and integrated system approach. | Lecture method and PPT. |  Short test. |
|  |  3 | Benefits and process of ERP. | 15 | To have understand benefits and process of ERP.  |  Lecture discussion. | Asking question. |

Dr. R.R. Preethi Dr. K. Meena

**M.COM**

**PROGRAMME OUTCOMES OF M.COM**

* Comprehend the basic concept of business and responsibilities of a business organization
* Analyze financial ,marketing, legal and ethical issues in a business organization and find reasons for profit or loss and give solutions for economic viability of a business.
* Apply current techniques and skills necessary for business practice and serve as a human resource needed for industry, consultancy, education, research and public administration.

 **PROGRAMME SPECIFIC OUTCOMES**

|  |  |
| --- | --- |
| **PSOs** | Upon completion students of M.com program the graduates will be able to : |
| **PSO-1** | Study and prepare financial statement of a business organization using accounting principles and determine the operating result and the financial position . |
| **PSO-2** | To know the various provision relating to business law , indirect taxes and income tax and calculate tax on income. |
| **PSO-3** | Study the socially relevant business data by Applying statistical tools. |
| **PSO-4** |  In depth study of international business environment and MSMEs (micro small and medium enterprises.) |
| **PSO-5** | Gain knowledge on modern marketing , modern banking, organizational behaviour and entrepreneurship development programme. |
| **PSO-6** | Gain knowledge on Indian financial system and apply various electronic payment technique  |
| **PSO-7** | Understand the theoretical and Practical application of accounting principles in computer.  |
| **PSO-8** | Recognize the need of human resource development  |

**TEACHING PLAN FOR ACADEMIC YEAR 2017-2018**

**Semester -1**

Name of the course : Modern marketing management

Sub code: PKCM15

|  |  |  |  |
| --- | --- | --- | --- |
| No of hours per week | Credit | Total number of hours | Marks |
| 6 | 4 | 90 | 100 |

Objectives:

1. To understand the conceptual frame work of marketing and its applications.
2. To incalculate the marketing skills and techniques.

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| --- | --- | --- | --- |
| Code No | Upon completion of the course the students will be able to : | PSO | CL |
| Co.1 | Understand the conceptual frame work of modern marketing and its application and also different types of marketing  |  PSO-5 |  |
| Co-2 | Learn the importance of product classification , product line, product mix, product lifecycle and new product development  |  PSO-5 |  |
| Co-3 | Gain knowledge on marketing information system, pricing decision, pricing policies and strategies |  PSO-5 |  |
| Co-4 | Explain the types of distribution channel its intermediaries and channel management |  PSO-5 |  |
| Co-5` | Get an insight into advertising into and personel selling , preparing advertising budget media selection and sales promotion tools and techniques |  PSO-5 |  |

 **I INTRODUCTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Concept, nature scope, importance concept of modern marketing. | 3 | To gain more knowledge about modern marketing  | Lecture and discussion | Small test |
| 2 | Marketing mix strategic marketing planning, issue and developments in marketing  | 3 | To study marketing mix and strategic planning | Lecture and group discussion | Multiple choice question |
| 3 | Social ethical and legal aspects of marketing , marketing of goods and services | 4 | To discuss the l social and legal aspects of marketing  | Lecture and interaction  | Open book test |
| 4 | International marketing , green marketing | 4 | To know more knowledge about international marketing and green marketing | Lecture and debate  | Small test |
| 5 | cyber marketing MLM relationship social marketing  | 4 | To create awareness about cyber marketing &social marketing   | Discussion method  | Internal assessment **1** |

 **II Product decision**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Concept, classification problems,product line and product mix | 6 | To gain more knowledge about product decision |  |  |
| 2 | Branding, packaging and labelling product life cycle  | 6 |  To study branding packaging and labeling  |  |  |
| 3. | New product development and consumer adoption process  | 6 | To discuss new product development  |  | Internal assessment 1 |

**III Marketing Reserch**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Marketing environment marketing information system difference between marketing research MIS | 6 | Get through knowledge about marketing in formation system  |  |  |
| 2. | Pricing decision factors affecting pricing decision  | 6 | To study factors affecting pricing decision  |  |  |
| 3. | Pricing policies and strategies discounts rebates | 6 | To compare discounts and rebates |  | Internal assessment -II |

**Distribution channels and physical distribution channel**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Nature , function and type of distribution channels  | 6 | To gain knowledge about nature function and distribution channel |  |  |
| 2 | Distribution channel intermediaries | 6 | To study distribution channels and in termediries |  |  |
| 3 | Channel management retailing and wholesaling  | 6 | To evaluate channel management retailing and wholesaling |  | Internal assessment II |

 V Promotion Decision

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Communication process , advertising personel selling  | 6 | To discuss promotion decision  |  |  |
| 2 | Sales promotion publicity public relation determining advertising budget  | 6 | To gain knowledge in sales promotion  |  |  |
| 3 | Media selection advertising effectectiveness sales .promotion tools and techniques | 6 | To understand effective media selection |  | Internal assessment III |

Name of course : Quantitative Techiques for decision making

Subject code :PKCM22

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| --- | --- | --- |
| Co-NO | Upon completion of this course the students will be able to | Q.T |
| CO-1 | To understand the basic idea in taking decisions. | Pso-3 |
| Co-2 | To konow operation research holdels in decision making. | Pso-3 |
| Co-3 | To help the students to understand the techniques of opplication of quantitative techniques in decision making. | Pso-3 |
| Co-4 | To develp skill of students in the application of quantitative models. | Pos-3 |
| Co-5 | To teach the students on various techniques of quantitative techniques. | Pos-3 |

Teaching Plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit | Modules | Topics | Lecture hours | Learning outcome | Pedagogy | Assessment/Evaluation |
| I.Introduction and linear programming |
|  | 1. | Quantitative approach to decision making | 3 | To understand different approaches to decision making. | Discussion method | Asking questions |
|  | 2. | Decision making models and areas of operation research. | 3 | The study the application of linear programming models | Lecture with group discussion and interaction | Evaluation through test |
|  | 3. | Linear programming models | 3 | To study the application of linear programming models | Lecture with discussion and interaction | Evaluation through test |
|  | 4 | Graphical method under linear programming problem | 2 | To study maximization of profit and minimization of cost in lp model | Lecture and discussion | Graphical presentation |
|  | 5 | Simplex method | 4 | Preparation of tables to maximize profit or to minimize cost | Lecturs with discussion and interaction | Test and assignment |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit | Modules | Topics | Lecture hours | Learning outcome | Pedagogu | Assessment/ evaluation |
| II transporation |
|  | 1 | Nature, meaning and concepts of tranportation | 3 | To understand nature and concepts of transportation | Discussion method | Asking question |
|  | 2 | Formulation of transportation problem | 3 | To have an idea on balance and unbalanced transportation problem | Discussion method | Asking question |
|  | 3 | Finding initial basic feasible solution | 3 | Applications of method to calculate IBFS | Lecture with discussion &interaction | Evaluation through test |
|  | 4 | Optimality test | 3 | To calculate op[timum result on transportation problem | Lecture and interaction | Short test |
|  | 5 | Modified distribution method | 3 | The Application of modified distribution method in taking decision | Lecture& interaction | test |

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| --- | --- | --- | --- | --- | --- | --- |
| UNIT | MODULES | TOPICS | LECTURE HOURS | LEARNINH OUTCOME | PEDAGOGY | ASSESSMENT EVALUATION |
| III |  Assignment Problems |  |
|  |  1 | Concepts of assignment problem |  4 | To study nature of concepts of Assignment | Discussion method | Asking Questions |
|  |  2 | Mathematical formulation of Assignment problems |  4 | To do problems on the allocation of Rows and Columns | Lecture with Group Discussion | Short test |
|  |  3 | Assignment Algorithm |  4 | To do problems under balanced and unbalanced Assignment models | Lecture with Group discussion interaction | Evaluation through test |
|  |  4 | Maximization and minimization problems |  4 | To get acquaint with the cost and profit calculations | Lecture with Group discussion dinteraction | Short test |
|  |  5 | Travelling salesman problems |  4 | To determine Assignment based on Travelling salesman Model | Lecture Discussion interaction | Test and Assignment |

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| --- | --- | --- | --- | --- | --- | --- |
| UNIT | MODULES | TOPICS | LECTURE HOURS | LEARNING OUTCOME | PEDAGOGY | ASSIGNMENT |
|  IV |  Project Management and Queing Models |  |
|  |  1  | Project management (meaning, deginition Nature, concepts)  |  4 | To understand about the project management | Discussion | Asking questions |
|  |  2 | Network Analysis-Critical path method and project Evaluation Review Technique (PERT) |  4 | To draw Network under CPM and PERT Method | Lecture Discussion | Short test |
|  |  3 | Probability and time estimate for the completion |  4 | To determine Time estimate and chances to complete a project | Lecture and Discussion | Assignment |
|  |  4 | Determination of floats |  4 | Calculation of Total free and the independent Floats on project management | Lecture and interaction  | Evaluation through test |
|  |  5 | Queing Model |  4 | To understand Operating characteristics of Queing system in decision making | Lecture Discussion | Test |

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| --- | --- | --- | --- | --- | --- | --- |
| UNIT | MODULES |  TOPICS | LECTURE HOURS | LEARNING OUTCOME | PEDAGOGY | ASSIGNMENT EVALUATION |
|  V |  Replacement Analysis and Simulation |  |
|  |  1 | Replacement of capital Asset |  4 | To study the replacement of capital asset in business and the students family decision | Discussion | Asking Questions |
|  |  2 | Replacement of capital Asset when time value of money is not considered |  4 | To understand the replacement of capital asset when the time value of money is not considered in taking decision | Discussion with interaction | Short test |
|  |  3 | Replacement of capital assets when time value of money is considered |  4 | To estimate capital when time value of money is considered in taking decisions. | Discussion and interaction  | Assignment |
|  |  4 | Replacement of items that fail Suddenly |  4 | To have an idea on replacement of items which fail suddenly | Lecture with group discussion | Short test |
|  |  5 | Monte- Carlo Method of simulation |  4 | To understand simulation models in replacement decisions | Lecture with interaction | Evaluation through test |

Semester –II

Name of the course : Entrepreneurship Development

Sub : code: PKCE21

|  |  |  |  |
| --- | --- | --- | --- |
| No of Hours Per Week | Credit | Total No of Hours | Marks |
| 4 | 3 | 60 | 100 |

Objectives :

1. To identify and explain the different management functions of entrepreneurs.
2. To understand the life and work of an entrepreneurs form the list of famous entrepreneurs.

|  |  |  |
| --- | --- | --- |
| Co. No | Upon completion of the course the students will be able to. | POS |
| CO1 | Understand the concept of Entrepreneurs and its characteristics and also different types of Entrepreneurs. | POS.5 |
| CO2 | Gain the knowledge on Entrepreneurial Motivation, Achievement of Motivation Training, and Entrepreneurship Development Programmers . | POS.5 |
| CO3 | Explain the characters, importance, Advantages and the problems of Micro, Small and Medium Enterprises. | POS.5 |
| CO4 | Learn the need of Finance and accounts, Sources of Finance and various types of Financial institution. | PSO.5 |
| CO5 | To Identify the specific problems faced by women Entrepreneurs in establishing and running their small-scale enterprises. | PSO.5 |
|   |

Total contact hours : 60(including lectures, Assignment, seminar and test)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  UNIT:I | MODULES | TOPIC | LECTURE HOURS | LEARNING OUTCOME | PEDAGOGY | ASSESSMENT EVALVATION |
|  1 | Entrepreneur |
|  | 1. | Entrepreneur, Meaning and Types of Entrepreneurs. | 5 | To Explain the meaning and the types of Entrepreneurs. | Lecture Discussion | Asking Questions |
|  | 2. | Characteristics and factors affecting Entrepreneurial growth | 3 | To understand the importance and factors affecting Entrepreneurial growth. | Lecture method | Evaluation through Test |
|  | 3. | Knowledge and skills of Entrepreneurs and Function of Entrepreneurs. | 4 | To gain knowledge about Entrepreneurs. | Lecture Discussion | Asking Questions |

|  |
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|  UNIT: II |
| Entrepreneurial Motivation |
| 1. | Need and objectives of Entrepreneurial motivation. | 3 | To understand the need and objectives of Entrepreneurial motivation. | Lecture and Interaction | Asking Questions |
| 2. | Achievement of Motivation training. | 3 | To know the Achievement of Motivation training. | Lecture Method | Short test |
| 3. | Self Rating and stress Management. | 3 | To study about the stress Management. | Lecture Discussion Method | Asking Questions |
|  4. | Entrepreneurship development programe.  |  3 | To Understand the Entrepreneurship Development Programe. | Lecture and Interaction | Formative Assessment |
|   UNIT:III MSME |
| 1. | Definition Characteristics, and objectives of MSME | 4 | To understand objectives and characteristics of MSME | Lecture | Class test |
| 2. | Advantages and disadvantages and Importance | 3 | To know the advantages and disadvantages of MSME | Discussion | Asking Questions |
| 3. | Problems of Micro, Small and Medium Enterprises | 5 | To know the problems of MSME | Lecture | Formative assessment |
| 4. | Steps involved in starting up a business. | 4 | To Explain the steps involved in starting up a business. | Group Discussion |  Assignment |

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| --- |
| UNIT:IV Finance And Accounting |
| 1. | Need of Finance and Accounting | 4 | To get an idea with source of Finance and Accounting | Lecture | Asking Questions |
| 2. | Source of Finance, Term Loans and Capital structure | 4 | To get an idea with source of Finance and Term Loans | Lecture group discussion | Assignment |
| 3. | Financial Institutions | 4 | To discuss the various types of Financial Institutions | Lecture discussion with Institutions | Multiple choice questions |
| 4. | Taxation | 4 | To understand the concept of Taxation | Lecture | Formative Assessment |

|  |  |
| --- | --- |
| UNIT:V Women Entrepreneur |  |
| 1. | Concepts ,Reasons for the slow growth in India | 3 | To know the Reasons for the slow growth in India | LectureDiscussion | Asking Question |
| 2. | Problems of women Entrepreneurs. | 2 | To understand the problems of women Entrepreneurs. | Lecture and Interaction | Evaluation through test |
| 3. | Measure for the development of women Entrepreneurs in India | 3 | To know the measure for the development of women Entrepreneurs in India | Lecture |  Assignment |
| 4. | Sickness of small business | 2 | Get through knowledge regarding the sickness of small business | Lecture and Group Discussion |  FormativeAssessment |
|  5. | Concept ,consequence ,connective measures |  2 | To understand the concept, consequence and connective measures | Lecture |  Seminar |

**Semester –IV**

**Name of the course: Advanced Cost Accounting**

**Subject code: PCKM41**

|  |  |  |  |
| --- | --- | --- | --- |
| No. of hours per week | Credit | Total no. of hours | Mark |
| 6 | 4 | 90 | 100 |

**Objectives:**

1. To enable the students to gain in-depth knowledge about cost accounting.
2. To enhance the students to gain skills that must be transferable to the workplace.

|  |  |  |
| --- | --- | --- |
| **Co. No.** | **Up on Completion of this Course the students will be able to**  | **Costing** |
| Co-1 | Understand the nature, concept, elements of cost accounts. | Pso-1 |
| Co-2 | To know the set of rules, procedures, plans, programs of preparation of cost accounts. | Pso-2 |
| Co-3 | To measure the efficiency, inefficiency of operation, processes and profitability. | Pso-3 |
| Co-4 | To determine the requirement of cost, classification of cost and estimation of costs. | Pso-3 |
| Co-5 | To analyse the effectiveness and comparative effect over cost and financial accounts. | Pso-7 |

**Teaching Plan**

**Total contact hours:90 (Including lectures, seminars, assignments and test)**

**Unit-I Introduction to Costing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Modules** | **Topics** | **Lectures hours** | **Learning outcome** | **Pedagogy** | **Assessment| evaluation** |
| 1 | Concepts of Costing  | 3 | To understand nature and concepts of cost accounts | Discussion method | Asking Question |
| 2 | Difference between cost and financial accounts | 3 | To know the difference in the preparing of cost and financial accounts  | Lecture and interaction | Evaluation through test |
| 3 | Installation of cost system | 3 | Inorder to know set of procedures, rules of cost records for achieving specified objectives of minimum cost  | Lecture Group Discussion  | Multiple Choice Question |
| 4 | Preparing of cost sheet | 3 | To prepare the cost statements at periodical intervals of time with all elements of costs | Lecture disc- ussion with interaction | Short test and oral test |
| 5 | Tenders and Quotation  | 3 | To ascertain the price on the basis of previous year cost sheet | Lecture discussion with interaction | Assignment  |

**Unit-II Elements of Costing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Modules** | **Topics** | **Lecture hours** | **Learning outcome** | **Pedagogy** | **Assessment \Evaluation** |
| 1. | Elements of costing  | 3 | To understand the elements of costing | Discussion methods  | Asking questions |
| 2. | Cost determination and control over elements of costing | 3 | To exercise proper control of cost for sound decision making  | Lecture method and interaction  | Multiple choice question  |
| 3. | Accounting for Material | 3 | To understand the nature of material, competitive price, to continue the supply of material and to maintain equilibrium in stock of material | Lecture and group discussion  | Evaluating through test |
| 4. | Accounting for Labour | 3 | To determine the salaries and wages paid to employees payroll taxes and benefits | Lecture discussion with interaction  | Short test  |
| 5. | Accounting for Overhead | 3 | To have the accounting knowledge for all costs except direct material, labour and expenses | Lecture discussion with interaction  | Oral test |

**Unit-III Methods of Costing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Modules** | **Topics** | **Lecture hours** | **Learning outcomes** | **Pedagogy** | **Assessment \Evaluation** |
| 1. | Job costing | 4 | To understand the components of job | Discussion method  | Asking questions  |
| 2. | Process losses | 4 | To study the types of losses likely to arise in business | Lecture and interaction  | Short test and oral test  |
| 3. | Inter-process profit | 4 | To measure the efficiency or inefficiency of individual process | Lecture and group discussion  | Assignment  |
| 4. | Equivalent production  | 4 | To estimate the conversion of incomplete units into equivalent completed units  | Lecture, discussion with interaction  | Through test |
| 5. | Joint and by-product costing  | 4 | To calculate product profit and stock valuation using physical measures | Lecture and discussion  | Short test |

**Unit-IV Contract Costing**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Modules** | **Topics** | **Lecture hours** | **Learning Outcome** | **Pedagogy** | **Assessment \Evaluation** |
| 1. | Contract Costing | 4 | To track the costs associated with specific contract  | Discussion method | Asking questions |
| 2. | Operating Costing  | 4 | To understand expenses which are related to the operations of a business | Lecture and interaction  | Evaluation though test |
| 3. | Transport Costing  | 4 | To know the expenses and the cost allocation on transportation | Discussion with interaction  | Multiple choice questions  |
| 4. | Classification of Costs | 4 | To study the classification of costs for works based on characteristics | Group discussion | Quiz |
| 5. | Ascertainment of Cost | 4 | To estimate the requirement of future cost | Discussion method | assignment |

**Unit-V Cost Control Accounts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Modules** | **Topics** | **Lecture hours** | **Learning Outcome** | **Pedagogy** | **Assessment \Evaluation** |
| 1. | Cost Control Accounts  | 4 | To identify and to reduce business expenses to increase profits | Discussion  | Asking Questions |
| 2. | Integrated Costing  | 4 | To understand the cost and financial accounts are kept in the same set of goods | Lecture and interaction  | Short test and oral test |
| 3. | Reconciliation of cost and financial accounts  | 4 | To find out the reasons for disagreement in profit which is calculated as per cost and financial accounts | Lecture and discussion  | Assignment  |
| 4. | Cost Audit | 4 | To ascertain the accuracy of cost accounting in conformity with principles, plans, objectives and procedures | Discussion with interaction  | Oral test |
|  |  |  |  |  |  |
| 5. | Programmes and procedures in cost control accounts  | 4 | To ascertain efficiencies, make better financial decisions and budgets accurately | Lecture and interaction  | Multiple choice Questions |

 Semester-1

Name of the course : Management concepts and organizational Behaviour

 Sub code : PKCM13

|  |  |  |  |
| --- | --- | --- | --- |
| No .of Hours per week | Credit |  Total No. of Hours | Marks |
|   6 |  4 |  90 |  100 |

Objectives:

1. To understand the conceptual frame work of human .
2. To understand the skills required at each level of management.

|  |  |  |
| --- | --- | --- |
| Co. No | Upon Completion of the course the Students will be able to : | PSO |
| Co.1 | Understand the Nature of Management, Describe the functions of management & also understand the Social Responsibility of Business. | PSO. 5 |
| Co. 2 | Understand the human interactions in an organization.Gain knowledge about Attitudes, perception, learning, personality and Transactional Analysis. | PSO. 5 |
|  Co.3 | Learn to develop good leaders and group formation. | PSO.5 |
| Co.4 | Get on insight into organizational development and interventionism. | PSO.5 |
| Co.5 | Get an insight into organizational development and interventionism. | POS.5 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit  | Modules | Topics | Lecture Hours | Learning Out Come | Pedagogy | Assessment Evaluation |
| I. MANAGEMENT INTRODUCTION |
|  |  1. | Definition, Function of Management. | 15 | To understand the Definition, functions of management. | Lecture with PPT |  Asking questions . |
|  |  2. | Planning, organizing, Authority, Responsibility, Power of delegation, Decentralization. | 15 | To have knowledge about planning, organizing power of delegation, Decentralization. | Lecture and Group discussion. | Short Test |
|  |  3. | Staffing, Directing, Co-ordinating, control. | 15 | To Analyze the functions of staffing, Directing, co-ordinating, controlling. | Lecture method |  Formative Assessment-I |

II. ORGANISATIONAL BEHAVIOUR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  1. | Evaluation, Development, Relationship Between Organizational Behaviour and Management | 15 | To understand the Development of organizational Behaviour and Management. | Lecture and question answer | Multiple choice question. |
|  2. | Attitudes, Perception, Learning, Personality, Transaction Analysis. | 15 | To have knowledge about Attitudes, Perception, Learning, Personality, Transaction Analysis. | Lecture and debate | Quiz, |
|  3. | Motivation-Meaning concepts, Theories, Motivation and Morale. | 15 | To gain Knowledge about Motivation, Theories of Motivation. | Lecture method and Illustration  | Formative Assessment-II |
| III GRROUP DYNAMICS |
| 1.
 | Definition, Importance, Types of Groups, Group formation and Development  | 15 | To explain the importance of Group formation and Development. | Lecture method and PPT | Quiz |
|   2. | Composition, Performance, Leadership-styles, Theories. | 15 | To analyze the composition, performance and theories of Leadership. | Lecture method and Debates | Short Test |

IV. ORGANISATIONAL CHANGE AND DEVELOPMENT

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  1. | Planned change, Resistance to change and Managing change. | 15 | To gain Knowledge about the organizational changes and Development. | Lecture method and Group discussion | Multiple choice Question |
|  2. | Organizational Development-Meaning, objectives, Model and interventionism | 15 | To gain knowledge about organizational and models. | Lecture method and Discussion | Assignment |

V.QUALITY OF WORKING LIFE (QWL)

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|  1. | Evaluation and Development of QWL in Indian context, International Organizational Behaviour.  | 15 | To Understand the Evaluation and Development of QWL in Indian context, International Organizational Behaviour. | Lecture with PPT and Group Discussion.  | Quize |
|  2. | Cultural Differences and Similarities, Individual Behaviour in international Organization.  | 15 | To assess the Cultural Differences and Similarities, Individuals Behaviour in international Organization.  | Group Discussion. | Assignment |
|  3. | Group Behaviour, Organizational Characteristics, Organization Change and Managerial Career.  | 15 | To explain the Group Behavior, Organizational Characteristics, Organization Change and Managerial Career. | Lecture with PPT | Formative Assessment III. |
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