

BBA – 2ND YEAR
Corporate Governance
Course Code: 25IMSI403DS02

July

Introduction : Concept of corporate governance, needs of corporate governance.

August

Issues in corporate governance, corporate governance mechanism, corporate social responsibility, obligation to society, investors, employee, customers.

September

Board of Director - Composition and role of Board of Directors, legal aspects and liabilities, functions and duties of the board, committees of the board, role of independent directors.

October

Financial Disclosures Code of corporate governance, accounting standards and disclosures, financial disclosure norms and practices, role of audit committee, SEBI and Government.

November

Contemporary Issues- Corporate governance in banks, role of trustees, Cadbury Report, Greenbury Report, CII's recommendations.

Entrepreneurship and MSME

Course Code: 25M5XSMMD01

Course Title: Entrepreneurship and MSME

August – Entrepreneurship Fundamentals

- Concept, knowledge, and skills required
- Characteristics of successful entrepreneurs
- Role in economic development
- Entrepreneurship process
- Factors impacting emergence
- Managerial vs. entrepreneurial decision-making
- Attributes, behaviour, and motivation
- Women entrepreneurship

September – Creating Entrepreneurial Ventures

- Generating business ideas: sources and methods
- Opportunity recognition
- Feasibility study: marketing, finance, technology, legal
- Preparing business plan
- Project submission/presentation and appraisal

October – MSME Overview

- Meaning, role, and importance in India
- Policies governing MSMEs
- MSME Act 2006
- Institutional support systems

November – Setting Up MSMEs

- Requirements and planning
- Steps and formalities
- Registration, approvals, and clearances
- MSME Development Authority

Principles and Practices of Management

Course Code: 21MBA1D501

Course Title: Principles and Practices of Management

August – Introduction to Management

- Definition, nature, scope, importance
- Functions and levels of management
- Managerial roles and skills
- Evolution of management thought
- Contributions of Taylor, Fayol, Mayo, Barnard, Drucker

September – Planning and Decision Making

- Nature, importance, and types of planning
- Steps in planning
- Strategic planning process
- Decision-making: types, process, techniques
- Management by Objectives (MBO)

October – Organizing

- Nature and principles
- Organizational structure and types
- Departmentation
- Delegation and decentralization

- Span of control
- Line and staff authority

November – Staffing, Directing & Controlling

- Staffing: recruitment, selection, training, appraisal
- Directing: principles, motivation theories (Maslow, Herzberg, McGregor)
- Leadership styles and theories
- Controlling: process and techniques
- Emerging issues: globalization, diversity, ethics, sustainability

Lesson Plan

Subject: Company Law

Course: BBA Semester 3

August: Company – Basics and Formation

Meaning and Features of a Company

- Definition and essential characteristics
- Distinction between company and other forms of business (e.g., partnership)

Kinds of Companies

- Private company
- Public company
- One-person company (OPC)
- Section 8 company (non-profit)
- Government company
- Holding and subsidiary companies

Registration and Incorporation

- Steps in incorporation
- Legal effects of incorporation

Memorandum of Association (MoA)

- Definition and clauses:
 - o Name
 - o Registered Office

- o Object
- o Liability
- o Capital
- Doctrine of Ultra Vires

Articles of Association (AoA)

- Contents and importance
- Doctrine of Constructive Notice and Indoor Management

Prospectus

- Definition and kinds
 - o Red herring
 - o Shelf
 - o Deemed Prospectus
- Contents and legal consequences of misstatements

September: Share Capital & Debentures

Share Capital and Shares

- Types of shares
 - o Equity shares
 - o Preference shares
- Issue and allotment of shares
- Transfer and transmission of shares
- Alteration of share capital

- Buy-back of shares
- Surrender and forfeiture of shares
- Bonus shares

Debentures

- Meaning and kinds
 - o Secured / Unsecured
 - o Convertible / Non-convertible
- Debenture trust deed
- Duties of the debenture trustee

October: Company Administration & Meetings

Board of Directors

- Qualification and disqualification
- Appointment and removal
- Duties and responsibilities
- Remuneration of directors

Company Meetings

- Statutory Meeting
- Annual General Meeting (AGM)
- Extra-Ordinary General Meeting (EGM)
- Quorum, notice, resolutions (ordinary/special), minutes

November: Regulation & Closure

Prevention of Oppression and Mismanagement

- Meaning and examples
- Powers of Tribunal (NCLT)
- Role of shareholders and remedies available

Winding Up of a Company

- Types
 - o Compulsory (by Tribunal)
 - o Voluntary
- Appointment and powers of liquidator
- Process and conduct of winding up
- Order of payment/distribution

LESSON PLAN

PRESENTATION SKILLS & PERSONALITY DEVELOPMENT

BBA 3rd

July

Introduction to Presentations:
Meaning and Types of Presentations:
Audience-Involving Presentation
Emotionally Appealing Presentation
Idea-Selling Presentation
Humorous Presentation

August

Presentation Planning:
Planned vs Unplanned Presentation
Analysing the Audience
Understanding the Location
Setting Objectives
Researching the Topic
Structuring the Presentation:
Making Notes
Session Plan

September

Methods & Outcomes of Presentation

Presentation Methods:
Fish Bowl
Role Plays
Group Discussion
Conference
Seminar
Workshop
Clinics
Brainstorming
Simulations
Games
Questionnaires
Delivery Aspects:
Presenter Effectiveness
Handling Difficult Situations & Nervousness
Motivation and Attention
Presentation Outcomes:
Inspiring Audience
Building Trust

Offering Solutions
Value Addition
Facilitating Decision Making

October

Understanding Personality
Personality Concepts
Personality Consciousness
Patterns and Syndromes
Symbols of Self:
Clothing
Names/Nicknames
Speech
Age
Success
Reputation
Moulding Personality
Persistence vs Change
Determinants of Personality:
Physical
Intellectual
Emotional
Social
Aspirations and Achievements
Education and Family

November

Developing Personality
Key Development Areas
Developing Healthy Personalities
Self-Awareness
Managing Stress
Problem Solving (Analytical & Creative)
Grooming & Presentation:
Appearance
Dress Sense
Hygiene
Etiquettes
Body Language
Other Skills:
Time Management
Public Speaking