

FATIMA COLLEGE (AUTONOMOUS)



**Re-Accredited with “A” Grade by NAAC (3rd Cycle)
74th Rank in India Ranking 2020 (NIRF) by MHRD
Maryland, Madurai- 625 018, Tamil Nadu, India.**

NAME OF THE DEPARTMENT: BBA

**NAME OF THE PROGRAMME : Bachelor in Business
Administration**

PROGRAMME CODE : USBA

ACADEMIC YEAR : 2021-22

VISION OF BBA DEPARTMENT

To provide value based business management education with a global outlook and social conscience

MISSION OF BBA DEPARTMENT

To enhance the students with excellence in leadership and service in a global society through academic and co-curricular programs.

PROGRAMME EDUCATIONAL OBJECTIVES (PEO)

A graduate of B.B.A programme after five years will be

PEO 1	Our graduates will be academic, digital and information literates, creative, inquisitive, innovative and desirous for the “more” in all aspects
PEO 2	They will be efficient individual and team performers, exhibiting progress, flexibility, transparency and accountability in their professional work
PEO 3	The graduates will be effective managers of all sorts of real – life and professional circumstances, making ethical decisions, pursuing excellence within the time framework and demonstrating apt leadership skills
PEO 4	They will engage locally and globally evincing social and environmental stewardship demonstrating civic responsibilities and employing right skills at the right moment.
PEO5	Our graduates will be entrepreneurs who provide qualitative goods and services at competitive prices to the society
PEO6	Our graduates as entrepreneurs will create employment opportunities and promote economic development of backward areas.

PEO7	Our graduates will promote Indian Entrepreneurship, promotion of productivity and employment generation
PEO8	Our graduates will link Indian economy to the global market so that we acquire the ability to pay for imports and to make us less dependent on aid

GRADUATE ATTRIBUTES (GA)

Fatima College empowers her women graduates holistically. A Fatimite achieves all-round empowerment by acquiring Social, Professional and Ethical competencies. A graduate would sustain and nurture the following attributes:

I. SOCIAL COMPETENCE	
GA 1	Deep disciplinary expertise with a wide range of academic and digital literacy
GA 2	Hone creativity, passion for innovation and aspire excellence
GA 3	Enthusiasm towards emancipation and empowerment of humanity
GA 4	Potentials of being independent
GA 5	Intellectual competence and inquisitiveness with problem solving abilities befitting the field of research
GA 6	Effectiveness in different forms of communications to be employed in personal and professional environments through varied platforms
GA 7	Communicative competence with civic, professional and cyber dignity and decorum

GA 8	Integrity respecting the diversity and pluralism in societies, cultures and religions
GA 9	All – inclusive skill sets to interpret, analyse and solve social and environmental issues in diverse environments
GA 10	Self awareness that would enable them to recognise their uniqueness through continuous self-assessment in order to face and make changes building on their strengths and improving their weaknesses
GA 11	Finesse to co-operate exhibiting team-spirit while working in groups to achieve goals
GA 12	Dexterity in self-management to control their selves in attaining the kind of life that they dream for
GA 13	Resilience to rise up instantly from their intimidating setbacks
GA 14	Virtuosity to use their personal and intellectual autonomy in being life-long learners
GA 15	Digital learning and research attributes
GA 16	Cyber security competence reflecting compassion, care and concern towards the marginalised
GA 17	Rectitude to use digital technology reflecting civic and social responsibilities in local, national and global scenario
II. PROFESSIONAL COMPETENCE	
GA 18	Optimism, flexibility and diligence that would make them professionally competent
GA 19	Prowess to be successful entrepreneurs and become employees of trans-national societies
GA 20	Excellence in Local and Global Job Markets
GA 21	Effectiveness in Time Management

GA 22	Efficiency in taking up Initiatives
GA 23	Eagerness to deliver excellent service
GA 24	Managerial Skills to Identify, Commend and tap Potentials
III. ETHICAL COMPETENCE	
GA 25	Integrity and be disciplined in bringing stability leading a systematic life promoting good human behaviour to build better society
GA 26	Honesty in words and deeds
GA 27	Transparency revealing one's own character as well as self-esteem to lead a genuine and authentic life
GA 28	Social and Environmental Stewardship
GA 29	Readiness to make ethical decisions consistently from the galore of conflicting choices paying heed to their conscience
GA 30	Right life skills at the right moment

PROGRAMME OUTCOMES (PO)

On completion (after three years) of B.B.A programme, the graduates would be able to

PO 1	Acquire knowledge of fundamental concepts and subject specific academic competency.
PO 2	Enhance the communicative skills and gain confidence to disseminate knowledge through oral and written communication effectively
PO 3	Think critically, evaluate analytically and apply the expertise of their discipline in real life.

PO4	Appreciate literary, economic, cultural, socio-psychological and environmental diversity.
PO5	Pursue and attain meaningful goals, develop a positive attitude to gain self-awareness, self-esteem, self-discipline and self-motivation.
PO6	Acquire employability and entrepreneurial skills
PO7	Evolve as responsible citizens and leaders.

PROGRAMME SPECIFIC OUTCOMES (PSO)

On completion (after three years) of B.B.A programme, the graduates would be able to

PSO 1	Identify and describe current domestic and international business trends.
PSO 2	Promotes problem solving and decision making skills (Managerial Skills)
PSO 3	Define the basic rules related to human resources management tax laws and organisational behaviour
PSO 4	Ensures effective communication, presentation and leadership skills which in turn pave the way to entrepreneurial skills
PSO 5	Evaluate and classify micro and macro environment of business with regard to functional areas.
PSO6	Gain knowledge on the preparation of final accounts, cost and management accounting, business statistics tools, operations research and mathematics for business excellence.

PSO7	Apply the theoretical knowledge in the projects/internship to gain career related experience.
PSO8	Develop critical thinking abilities that allow them to work ethically and professionally with people of diverse cultural and gender backgrounds.

FATIMA COLLEGE (AUTONOMOUS), MADURAI-18
DEPARTMENT OF BUSINESS ADMINISTRATION
For those who joined in June 2019 onwards
PROGRAMME CODE: USBA

PART – I – TAMIL / FRENCH / HINDI– 6 CREDITS

PART – I – TAMIL

Offered by the Research Centre of Tamil

S. NO	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DIT	CIA Mks	ESE Mks	TOT. MKs
1.		21TL1S1	Language - Modern Literature(com) பொதுத்தமிழ் - இக்கால இலக்கியம்	5	3	40	60	100
2.	II	21TL2S2	Language - Ancient & Medieval Literature(Com) பொதுத்தமிழ் - சங்கம் மற்றும் இடைக்கால இலக்கியம்	5	3	40	60	100
			Total	10	6			

PART – I – FRENCH

Offered by The Department of French

S. NO	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DIT	CIA Mks	ESE Mks	TOT. MKs
1.	I	21RL1C1	PART 1 LE NIVEAU INTRODUCTIF	5	3	40	60	100
2.	II	21RL2C2	PART 1 LE NIVEAU DECOUVERTE	5	3	40	60	100
			Total	10	6			

PART – I – HINDI

Offered by The Department of Hindi

S. NO	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DIT	CIA Mks	ESE Mks	TOT. MKs
1.	I	1919DL1 9DL1C1 1RL1C11 9	PART 1 LANGUAGE HINDI	5	3	40	60	100
2.	II	19DL2C 21R	PART 1 LANGUAGE HINDI	5	3	40	60	100
			Total	10	6			

PART – II -ENGLISH – 12 CREDITS

Offered by The Research Centre of English

S. NO	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DIT	CIA Mks	ESE Mks	TOT . MK s
1.	I	21EL1WB	Basic Communicative English	5	3	40	60	100
2.		21EL1WI	Intermediate Communicative English	5	3	40	60	100
3.		21EL1WA	Advanced Communicative English	5	3	40	60	100
4.	II	21EL2WB	English Communication Skills (Basic)	5	3	40	60	100
5.		21EL2WI	English For Empowerment (Intermediate)	5	3	40	60	100
6.		21EL2WA	English For Creative Writing (Advanced)	5	3	40	60	100
7.	III	19EL3WN	English For the Digital Era	5	3	40	60	100

8.	IV	19EL4WN	English For Integrated Development	5	3	40	60	100
			Total	20	12			

PART – III -MAJOR, ALLIED & ELECTIVES – 101 CREDITS

CORE COURSES : 66 CREDITS

S. NO	SEM.	COURSE CODE	COURSE TITLE	HRS	CRE DIT	CIA Mks	ESE Mks	TOT. MKs
1.	I	21U1CC1	Business Organisation and Correspondence	6	4	40	60	100
2.		19U1CC2	Fundamentals of Management	6	4	40	60	100
3.	II	19U2CC3	Introduction to Financial Accounting	6	4	40	60	100
4.		21U2CC4	Managerial Economics	6	4	40	60	100
5.	III	19U3CC5	Organisational Behaviour	6	4	40	60	100
6.		19U3CC6	Marketing Management	5	3	40	60	100
7.		19U3CC7	Cost Accounting	6	4	40	60	100
8.	IV	19U4CC8	Human Resource Management	5	4	40	60	100
9.		19U4CC9	Operations Management	6	3	40	60	100
10.		19U4CC10	Management Accounting Theory and Practise	6	4	40	60	100
11.	V	19U5CC11	Financial Management and Practice	5	4	40	60	100
12.		19U5CC12	Tax Laws	6	4	40	60	100
13.		19U5CC13	Case Analysis	5	4	40	60	100

14.		19U5CC14	Business Law	5	4	40	60	100
15.	VI	19U6CC15	Optimisation Techniques in Management	6	4	40	60	100
16.		19U6CC16	Entrepreneurial Development	5	4	40	60	100
17.		19U6CC17	Environment of Business	5	4	40	60	100
			TOTAL		66			

ALLIED-20 CREDITS

S. NO	SEM.	COURSE CODE	COURSE TITLE	H RS	CRE DIT	CIA Mks	ESE Mk s	TOT. MKs
1.	I	21 ST1ACU1	Fundamentals of Statistics	5	5	40	60	100
2.	II	21M2ACU2	Mathematics for Management	5	5	40	60	100
3.	III	21U3ACK3	Business Organisation and Correspondence (offered to B.ComCA dept)	5	5	40	60	100
4.	IV	19K4ACU4	Principles of Marketing (offered to B.ComCA dept)	5	5	40	60	100
			TOTAL		20			

ELECTIVES-15 CREDITS

S. No	SEM.	COURSE CODE	COURSE TITLE	H RS	CRE DIT	CIA Mks	ESE Mks	TOT. Mks
1.	V	19U5ME1	International Business Management	5	5	40	60	100
2.		19U5ME2	Financial Services			40	60	100
3.	VI	19U6ME3	Retail Management	5	5	40	60	100
4.		19U6ME4	Services Marketing			40	60	100
5.		19U6ME5	Industrial Relations	5	5	40	60	100
6.		19U6ME6	Training and Development			40	60	100
			TOTAL		15			

PART – IV – 20 CREDITS

- **VALUE EDUCATION**
- **ENVIRONMENTAL AWARENESS**
- **NON MAJOR ELECTIVE**
- **SKILL BASED COURSES**

S. No	SEM.	COURSE CODE	COURSE TITLE	H RS	CRE DIT	CIA Mks	ESE Mks	TOT. Mks
1.	I	21G1VE	Personal Values	1	1	40	60	100
2.		21U1NME	Management Principles - NME (Offered to other major Students)	2	2	40	60	100
3.	II	21G2VE	Values for Life	1	1	40	60	100
4.		21U2NME	Management Principles - NME (Offered to other major Students)	2	2	40	60	100
5.	III	19G3EE1	Environmental Education	1	1	40	60	100
6.		19U3SB1	Campus to Corporate (Skill Based)	2	2	40	60	100
7.	IV	19G4EE2	Environmental Education	1	1	40	60	100

8.		19U4SB 2	Interpersonal skills and team building (Skill Based)	2	2	40	60	100
9.	V	19U5SB 3	Leadership Skills (Skill Based)	2	2	40	60	100
10.		19U5SB 4	Employability Skills (Skill Based)	2	2	40	60	100
11.	VI	19U6SB 5	Competitive Examination Skills (Skill based)	2	2	40	60	100
12.		19U6SB 6	Personality Development (Skill based)	2	2	40	60	100

SHIFT II

S.No .	SEM .	COURSE CODE	COURSE TITLE	HRS	CREDIT	TOT.MK S.
1.	I -IV		Physical Education	30 per Semester	1	100
2			Youth Red Cross			
3			NSS			
4			Rotaract			
5			Women Empowerment Cell			
6			AICUF			

OFF-CLASS PROGRAMME

ADD-ON COURSES

COURSE CODE	Courses	Hrs.	Credits	Semester in which the course is offered	CIA Mks	ES E Mks	Total Marks
21UADFCA	ONLINE SELF LEARNING COURSE- Basic Multidisciplinary Course – Arts	40	2	I	40	60	100
21UAD2CA	COMPUTER APPLICATIONS (TALLY 9)	40	2	II	40	60	100
	ONLINE SELF LEARNING COURSE- Foundation Course for Science	40	2	II	40	60	100
21UAD3ES, 21UAD4ES, 21UAD5ES, 21UAD6ES	Professional Ethics, Personality Development, Family Life Education, Life Skills	15 hours per semester	1 per semester	III-VI	40 each Semester	60 each semester-	100 per semester
21UAD5HR	HUMAN RIGHTS	15	2	V	100	-	100
21UAD6RS	OUTREACH PROGRAMME- Reach Out to Society through Action ROSA	100	3	V & VI	100	-	100
21UAD6PR	PROJECT	30	4	VI	40	60	100

21UAD6R C	READING CULTURE	10/Se mester	1	II-VI	-	-	-
	TOTAL		20				

OFF CLASS PROGRAMMES

19UGVAU1 – Micro Small Medium Enterprises- Value Added Crash Course

19UGVA CBA1 - Certificate Course – Online Course Event Management for entire college students (It will be included in the Degree Certificate itself)

IV SEMESTER
OPERATIONS MANAGEMENT – 19U4CC9
(For 2k19 batch for the year 2020)

6 Hours / Week

Credits: 4

COURSE OBJECTIVE:

The aim of this paper is to provide, to the students, an understanding of various concepts of production and materials management and its application in practice.

COURSE OUTCOMES:

- To demonstrate about production management function and to identify best plant layout.
- To predict prospective way of routing, sequencing and scheduling.
- To prepare the flow chart and to explain work study and method study.
- To use the materials in optimal way to carry proper production management.
- To access the essence of quality circle and inventory control.

Unit 1. Introduction

[20 Hours]

Production Management – meaning, definition, functions and scope – Plant location – importance – factors affecting plant location- Urban vs. Rural Plant site - Plant layout – Principles - types of layout – Product, Process and combination layout – Techniques of Plant layout – materials handling – principles – equipments.

Unit 2 Production Planning and Control

[20Hours]

Production Planning and control – Objectives – Factors - Types of production system – Production planning – meaning - levels of Production Planning, objectives and functions – Production Control – objectives, Difference between production planning and production control, levels of Production Control – routing, sequencing, scheduling – CPM and PERT (**Theory only**) – Dispatching, Expediting and Follow-up- Problems in Sequencing and Assignment.

Maintenance – objectives – Functions of maintenance management – Advantages of maintenance - Breakdown maintenance – Causes of equipment break down – preventive maintenance – objectives –elements of preventive maintenance-advantages of preventive maintenance

Unit 3. Work Study

[15 Hour]

Method Study – Definition – objectives – procedure of method study – Charts and diagrams used in method study – Flow process chart – Two handed process chart – Man Machine chart – SIMO Chart – Flow diagram and string diagram – Advantages of method study

Time study – Definition – Objectives – Direct time study methods – Stop watch method – Work sampling and Analytical Estimation – Problems of calculating standard time – Advantages of time study , Principles of Motion Economy

Unit 4. Materials Management

3%

[15 Hours]

Materials Management – definition – functions of Materials Management – Organization of Materials Department - Purchasing – principles– procedure of purchasing - **Government purchasing practices and procedures – Import procedure –** Store Keeping – function – Stores system and procedure – Duties and responsibilities of a store keeper – classification and codification

Unit 5. Quality Control and Inventory control

[20 Hours]

Quality control – Objectives –steps in quality control programmes- SQC – Acceptance Sampling- Meaning – Terms used in acceptance sampling – Sampling Schemes – Uses - Control Charts for Attributes & Variables. Problems in Control Charts

Inventory Control – Types of inventory - Costs associated with inventory models – Selective approaches to inventory control – problems in inventory control- Calculation of EOQ ,R.O.L, Minimum, Maximum and Average stock level.(**EOQ with price breaks, Production runs, planned shortages are excluded**)

UNIT 6: Dynamics

- 1.Observe a production unit and submit a detailed report on the functions done by them.
- 2.Analyse the quality control procedure done on each product.

Self Study:

Unit I-Material Handling, Principles, Equipments

Unit II- Difference between production planning and production control

Unit III- Principles of Motion Economy

Unit IV -Classification and codification

Unit V - – Selective Approaches to Inventory Control

Text Book

Production and Operations Management -B.S. Goel, Pragati Prakasan Publishers,2017

References:

1. Production and Operations Management -S.N. Chary Tata Mcgrawhill Publisher, New Delhi,2016
2. Industrial Engineering and management -O.P. Khanna Mac Millan Publishers, Delhi,2015

3. Integrated Materials Management - Gopalakrishnan, PHI Learning Pvt.Ltd.,2014E-

Resources: tn.upi.edu/pdf/Production_and_Operations_Management.pdf

www.academia.edu/4679944/LESSON_8_PRODUCTION_PLANNING...

www.newagepublishers.com/samplechapter/001386.pdf

NEW -3 %

**II B.B.A
SEMESTER –IV**

For those who joined in 2019 onwards

PROGRAMM E CODE	COURSE CODE	COURSE TITLE	CATEG ORY	HRS/WEE K	CREDIT S
USBA	19U4CC9	OPERATIONS MANAGEMENT	Chalk & Talk	5	3

COURSE DESCRIPTION

This course is designed to impart basic knowledge in production and materials management.

COURSE OBJECTIVE

The aim of this course is to provide an understanding of various concepts of production and materials management and its applications.

Unit 1. Introduction

[15 Hours]

Production Management – meaning, definition, functions and scope – Plant location – importance – factors affecting plant location- Urban vs. Rural Plant site - Plant layout – Principles - types of layout – Product, Process and combination layout – Techniques of Plant layout – materials handling – principles – equipments.

Unit 2 Production Planning and Control

[15 Hours]

Production Planning and control – Objectives – Factors - Types of production system – Production planning – meaning - levels of Production Planning, objectives and functions – Production Control – objectives, Difference between production planning and production control, levels of Production Control – routing, sequencing, scheduling – CPM and PERT (**Theory only**) – Dispatching, Expediting and Follow-up- Problems in Sequencing and Assignment.

Maintenance – objectives – Functions of maintenance management – Advantages of maintenance - Breakdown maintenance – Causes of equipment break down – preventive maintenance – objectives –elements of preventive maintenance- advantages of preventive maintenance

Unit 3. Work Study

[15 Hour]

Method Study – Definition – objectives – procedure of method study – Charts and diagrams used in method study – Flow process chart – Two handed process chart – Man Machine chart – SIMO Chart – Flow diagram and string diagram – Advantages of method study

Time study – Definition – Objectives – Direct time study methods – Stop watch method – Work sampling and Analytical Estimation – Problems of calculating standard time – Advantages of time study, Principles of Motion Economy

Unit 4. Materials Management

3%

[15 Hours]

Materials Management – definition – functions of Materials Management – Organization of Materials Department - Purchasing – principles– procedure of purchasing – Store Keeping – function – Stores system and procedure – Duties and responsibilities of a store keeper – classification and codification

Unit 5. Quality Control and Inventory control

[15 Hours]

Quality control – Objectives –steps in quality control programmes- SQC – Acceptance Sampling- Meaning – Terms used in acceptance sampling – Sampling Schemes – Uses - Control Charts for Attributes & Variables. Problems in Control Charts

Inventory Control – Types of inventory - Costs associated with inventory models – Selective approaches to inventory control – problems in inventory control- Calculation of EOQ,R.O.L, Minimum, Maximum and Average stock level.(**EOQ with price breaks, Production runs, planned shortages are excluded**)

UNIT 6: Dynamics (Evaluation Pattern-CIA only)

1. Observe a production unit and submit a detailed report on the functions done by them.
2. Analyse the quality control procedure carried out for the product produced in the observed production unit.

Self Study:

Unit I-Material Handling, Principles, Equipments

Unit II- Difference between production planning and production control

Unit III- Principles of Motion Economy

Unit IV -Classification and codification

Unit V - – Selective Approaches to Inventory Control

Text Book:

Production and Operations Management -B.S. Goel, Pragati Prakasan Publishers,2017

References:

1. Production and Operations Management -S.N. Chary Tata Mcgrawhill
Publishers, New Delhi,2016
2. Industrial Engineering and management -O.P. Khanna Mac Millan
Publishers, Delhi,2015
3. Integrated Materials Management - Gopalakrishnan,PHI Learning

DIGITAL OPEN EDUCATIONAL RESOURCES:

tn.upi.edu/pdf/Production_and_Operations_Management.pdf
www.academia.edu/4679944/LESSON_8_PRODUCTION_PLANNING...
www.newagepublishers.com/samplechapter/001386.pdf
https://www.youtube.com/watch?v=WxsNSNSF_wY

COURSE CONTENTS & LECTURE SCHEDULE:

Module No.	Topic	No. of Lectures	Teaching Pedagogy	Teaching Aids
UNIT -1 INTRODUCTION				
1.1	Production Management – meaning, definition,	1	Lecture	Black Board
1.2	Functions and scope – Plant location –	1	Lecture	Black Board
1.3	Importance – factors affecting plant location-	1	Lecture	Black Board
1.4	Urban vs. Rural Plant site - Plant layout – Principles –	3	Lecture	Black Board
1.5	Types of layout – Product, Process and combination layout –	4	Lecture	Black Board
1.6	Techniques of Plant layout – materials handling – principles – equipments.	5	Lecture	Black Board

UNIT -2 PRODUCTION PLANNING AND CONTROL				
2.1	Production Planning and control –	2	Lecture	Black Board
2.2	Objectives – Factors - Types of production system –	2	Lecture	Black Board
2.3	Production planning – meaning - levels of Production Planning, objectives and functions – Production Control – objectives	2	Lecture	Black Board
2.4	Difference between production planning and production control	1	Lecture	Black Board
2.5	levels of Production Control – routing, sequencing, scheduling	1	Lecture	Black Board
2.6	CPM and PERT (Theory only)	1	Lecture	Black Board
2.7	Dispatching, Expediting and Follow-up- Problems in Sequencing and Assignment.	2	Lecture	Black Board
2.8	Maintenance – objectives – Functions of maintenance management	1	Lecture	Black Board
2.9	Advantages of maintenance - Breakdown maintenance	1	Lecture	Black Board
2.10	Causes of equipment break down – preventive maintenance	1	Lecture	Black Board
2.11	objectives –elements of preventive maintenance	1	Lecture	Black Board
UNIT -3 WORK STUDY				
3.1	Method Study – Definition – objectives	1	Lecture	Black Board
3.2	procedure of method study – Charts and diagrams used in method study	2	Lecture	Black Board

3.3	Flow process chart – Two handed process chart	2	Lecture	Black Board
3.4	Man Machine chart – SIMO Chart – Flow diagram and string diagram	2	Lecture	Black Board
3.5	Advantages of method study	2	Lecture	Black Board
3.6	Time study – Definition – Objectives – Direct time study methods	2	Lecture	Black Board
3.7	Stop watch method – Work sampling and Analytical Estimation	1	Lecture	Black Board
3.8	Problems of calculating standard time – Advantages of time study	2	Lecture	Black Board
3.9	Principles of Motion Economy	1	Lecture	Black Board
UNIT -4 MATERIALS MANAGEMENT				
4.1	Materials Management – definition – functions of Materials Management	2	Lecture	Black Board
4.2	Organization of Materials Department	2	Lecture	Black Board
4.3	Purchasing – principles– procedure of purchasing	2	Lecture	Black Board
4.4	Government purchasing practices and procedures	4	Lecture	Black Board
4.5	Import procedure – Store Keeping – function	2	Lecture	Black Board
4.6	Stores system and procedure – Duties and responsibilities of a store keeper	2	Lecture	Black Board
4.7	classification and codification	1	Lecture	Black Board
UNIT -5 QUALITY CONTROL AND INVENTORY CONTROL				

5.1	Quality control – Objectives –steps in quality control programmes	2	Lecture	Black Board
5.2	SQC – Acceptance Sampling-Meaning	2	Lecture	Black Board
5.3	Terms used in acceptance sampling – Sampling Schemes	2	Lecture	Black Board
5.4	Uses - Control Charts for Attributes & Variables.	2	Lecture	Black Board
5.5	Problems in Control Charts	1	Lecture	Black Board
5.6	Inventory Control – Types of inventory	2	Lecture	Black Board
5.7	Costs associated with inventory models	1	Lecture	Black Board
5.8	Selective approaches to inventory control	1	Lecture	Black Board
5.9	problems in inventory control-Calculation of EOQ ,R.O.L, Minimum, Maximum and Average stock level.(EOQ with price breaks, Production runs, planned shortages are excluded)	2	Lecture	Black Board

Levels	C1	C2	C3	C4	Total Scholastic Marks	Non Scholastic Marks C5	CIA Total	% of Assessment
	Session-wise Average 5 Mks.	Better of W1, W2 5 Mks	M1+M2 5+5=10 Mks.	MID-SEM TEST 15 Mks	 35 Mks.	 5 Mks.	 40Mks.	
K1	5	-	-	2 ½	7.5	-	7.5	18.75 %
K2	-	5	4	2 ½	11.5	-	11.5	28.75 %
K3	-	-	3	5	8	-	8	20 %
K4	-	-	3	5	8	-	8	20 %
Non Scholastic	-	-	-	-		5	5	12.5 %
Total	5	5	10	15	35	5	40	100 %

CIA

Scholastic **35**

Non Scholastic **5**

40

✓ **All the course outcomes are to be assessed in the various CIA components.**

✓ **The levels of CIA Assessment based on Revised Bloom's Taxonomy for I UG are :**

K1- Remember, **K2-**Understand, **K3-**Apply, **K4-**Analyse

- ✓ The I UG course teachers are requested to start conducting S1, W1, M1, in due intervals of time.

EVALUATION PATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

C1 – Average of Two Session Wise Tests

C2 – Average of Two Monthly Tests

C3 - Mid Sem Test

C4 – Best of Two Weekly Tests

C5 – Non - Scholastic

COURSE OUTCOMES

On the successful completion of the course, students will be able to:

NO.	COURSE OUTCOMES	KNOWLEDGE LEVEL (ACCORDING TO REVISED BLOOM'S TAXONOMY)	PSOs ADDRESSED
CO 1	Learn the concepts of production ,plant location and techniques of layout and hence solve the problems related to plant location and layout	K1 & K3	PSO2& PSO7

CO 2	Understand the elements of production planning and control and solve the sequencing and assignment problems. Also learn and analyse the different types of plant maintenance	K1 K2 & K4	PSO2& PSO7
CO 3	Learn the elements and techniques of work study and hence able to solve the problem in work study	K1 & K3	PSO2& PSO7
CO 4	Gain knowledge about the Materials Management and understand the procedure and practices of purchasing and storing	K1 & K2	PSO2& PSO7
CO 5	Learn the concepts and techniques of inventory control and quality control and hence able to analyse and solve the problems	K1 & K4	PSO2& PSO7

Mapping COs Consistency with PSOs

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	PSO7
CO1	1	3	1	2	1	1	3
CO2	1	3	1	2	1	1	3
CO3	1	3	1	2	1	1	3
CO4	1	3	1	2	1	1	3
CO5	1	3	1	2	1	1	3

Mapping COs Consistency with POs

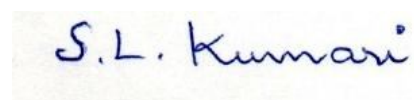
CO/PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7
CO1	3	1	3	1	2	3	1
CO2	3	1	3	1	2	3	1
CO3	3	1	3	1	2	3	1
CO4	3	1	3	1	2	3	1
CO5	3	1	3	1	2	3	1

COURSE DESIGNER:

1. Staff Name Dr. M.MEENACHI
2. Staff Name: K.A.Vanessa

Forwarded By

Signature of HOD

A handwritten signature in blue ink that reads "S.L. Kumari". The signature is written in a cursive style with a small dot above the 'i' in Kumari.

VI SEMESTER**Soft Skills Development –Competitive Examination Skills – U6SB5**
(For 2k18 batch for the year 2020)**2 Hours/Week****Credits:2****LEARNING OBJECTIVES:**

To impart the knowledge and skills for enhancing the career opportunities.

COURSE OUTCOMES

1. Critically evaluate various real life situations by resorting to analysis of key issues and factors
2. Demonstrate various principles involved in solving mathematical problems and thereby reducing the time taken for performing job functions.

Unit 1: General Knowledge**[6 Hours]**

Important days in a year ---Abbreviations ---Countries , Capital & Currency

Unit2:Test of Reasoning –III**[6 Hours]**

Blood relations---Distance & Direction--- Number Test & Time Sequence

Unit 3: Quantitative Aptitude III**[6 Hours]**

Profit & loss ---Ratio & partnership

Unit 4: Quantitative Aptitude IV**[6 Hours]**

Data Interpretation

Unit 5: Interview Skills**[6 Hours]**

Resume writing – Meaning – Features of a good resume, Model (Exercise) . Key Skills to attend the Interview, Answering interview Questions, Handling Tricks situations.Mock Interview and Group Discussion

Text books:

1. E-Source: <http://www.gktoday.in/>
2. Upkar's Mental Ability Test ---Dr.Lal & Jain ,Upkar Prakasan Publications Pvt Ltd –Agra.(2017)
3. Quicker Reasoning Test---Dr.Lal & A.K.Singh- Upkar Prakasan Publications Pvt Ltd –Agra.(2017)
4. Objective Arithmetic--- V.P.Mishra-New light Publishers,New delhi.
5. Soft Skills by Dr.K.Alex

E-resources: www.bankersadda.com, www.gktoday.com www.jagranjosh.com/bank-exams/bank_recruitment-study_material , www.affairsccloud.com/study-material-pdf-download/

NEW - 20%

**III B.B.A
SEMESTER –VI**

For those who joined in 2019 onwards

PROGRAMME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WEEK	CREDITS
USBA	19U6SB5	Competitive Examination Skills	Chalk & Talk	2	2

COURSE DESCRIPTION

This course is designed to enhance the knowledge and skills required for facing the competitive examinations like TANCET, CAT and MAT .

COURSE OBJECTIVES

To impart the knowledge and skills for enhancing the career opportunities.

UNITS

Unit 1: General Knowledge [6 Hours]

Important days in a year ---Abbreviations ---Countries, Capital & Currency

Unit2:Test of Reasoning –III 6 Hours]

Blood relations---Distance & Direction--- Number Test & Time
Sequence

Unit 3: Quantitative Aptitude III [6 Hours]

Profit & loss ---Ratio & partnership

Unit 4: Quantitative Aptitude IV [6 Hours]

Data Interpretation

Unit 5: Quantitative Aptitude V (20%) (6 hours)

LCM and HCF of Numbers, Problems based on ages, time and work

Unit 6: DYNAMISM(Evaluation Pattern-CIA only)

Solve the test of reasoning and quantitative aptitude problems of recent competitive examinations(RRB, TNPSC,SSC,LIC,Bank)

TEXT BOOK:

1. Upkar's Mental Ability Test ---Dr.Lal&Jain ,UpkarPrakasan Publications Pvt Ltd –Agra.(2017)
2. Quantitative Aptitude by Dr.R.S.AggarwalS.Chand and Company Private Limited, New Delhi (2016)

Reference Books:

1. Quicker Reasoning Test---Dr.Lal&A.K.Singh-UpkarPrakasan Publications Pvt Ltd –Agra.(2017)
2. Objective Arithmetic--- V.P.Mishra-New light Publishers,Newdelhi.
3. Soft Skills by Dr.K.Alex

DIGITAL OPEN EDUCATIONAL RESOURCES:

www.bankersadda.com, www.gktoday.comwww.jagranjosh.com/bank-exams/bank_recruitment-study_material ,

www.affairscloud.com/study-material-pdf-download/

Levels	C1	C2	C3	C4	Total Scholastic Marks	Non Scholastic Marks C5	CIA Total	% of Assessment
	Session - wise Average	Better of W1, W2	M1+M2	MID-SEM TEST				
	5 Mks.	5 Mks	5+5=10 Mks.	15 Mks	35 Mks.	5 Mks.	40Mks.	
K1	5	-	-	2 ½	7.5	-	7.5	18.75 %
K2	-	5	4	2 ½	11.5	-	11.5	28.75 %
K3	-	-	3	5	8	-	8	20 %
K4	-	-	3	5	8	-	8	20 %

Non Scholastic	-	-	-	-		5	5	12.5 %
Total	5	5	10	15	35	5	40	100 %

CIA	
Scholastic	35
Non Scholastic	5
	40

EVALUATION PATTERN

SCHOLASTIC					NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	C6	CIA	ESE	Total
10	10	5	5	5	5	40	60	100

UG CIA Components

				Nos				
C1	-	Test (CIA 1)	1	-	10	Mks		
C2	-	Test (CIA 2)	1	-	10	Mks		
C3	-	Assignment	1	-	5	Mks		
C4	-	Open Book Test/PPT	2 *	-	5	Mks		
C5	-	Quiz	2 *	-	5	Mks		
C6	-	Attendance		-	5	Mks		

COURSE OUTCOMES

On the successful completion of the course, students will be able to

NO.	COURSE OUTCOMES	KNOWLEDGE LEVEL (ACCORDING TO REVISED BLOOM'S TAXONOMY)	PSOs ADDRESSED
CO 1	Update & recall current affairs general knowledge (Important days in a year -Abbreviations -Countries, Capital & Currency)	K1,K2 & K3	PSO 2& PSO 6
CO 2	Learn and develop the logical reasoning skill and apply it to solve problems.	K1,K2 & K3	PSO 2& PSO 6
CO3	Gain Knowledge on Profit , Loss, Ratio and Partnership and hence solve the problems	K1,K2 & K3	PSO 2& PSO 6
CO4	Understand and solve problems on data interpretation	K1,K2 & K3	PSO 2& PSO 6
CO5	Learn & enhance the numerical ability skills	K1,K2 & K3	PSO 2& PSO 6

Mapping COs Consistency with PSOs

CO/ PSO	PS O1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6	PSO 7	PSO 8
CO1	2	3	1	2	3	1	2	2
CO2	2	3	1	2	3	1	2	2
CO3	2	3	1	2	3	1	2	2
CO4	2	3	1	2	3	1	2	2
CO5	2	3	1	2	3	1	2	2

Mapping COs Consistency with POs

CO/ PO	PO1	PO2	PO3	PO4	PSO5	PSO6	PSO7
CO/ PO	PO1	PO2	PO3	PO4	PSO5	PSO6	PSO7
CO1	3	2	2	2	2	2	2
CO2	3	2	2	2	2	2	2
CO3	3	2	2	2	2	2	2
CO4	3	2	2	2	2	2	2
CO5	3	2	2	2	2	2	2

COURSE DESIGNER:

1.Mrs.Rosary Infanta .

Forwarded By

Signature of HOD

