

# Anjuman Islam Janjira Degree College of Science

Lokmanya Tilak Road, Murud-Janjira dist. Raigad. Maharashtra 402401

## Academic Calendar

### Teaching Plan for Semester-III Year: 2024-2025

Course	F.Y B.Com (Management Studies ) (N.E.P 2020)		Vertical	5	AEC Paper -I
Course Code					
Title	AEC- Business Communication Skills I				
Credits	2 Credit (30 Lecture)				
Name of the Faculty	Mrs. Madiha Shahzad Rajjab				
Month	Date	Topic	Lectures	Lecture per Month	
	<b>Module I</b>				
<b>Jul-24</b>	04/07/2024	Introduction Unit I Introducing the Theory of Business Communication		<b>8</b>	
	08/07/2024	Concept of Communication - Definition and meaning of communication			
	11/07/2024	process of communication			
	15/07/2024	Need of communication			
	18/07/2024	Communication at the Workplace			
	22/07/2024	Channels of communication:			
	25/07/2024	: Downward, Upward, Horizontal, Grapevine			
	29/07/2024	Methods of communication: Verbal and non-verbal			
<b>Aug-24</b>	01/08/2024	Impact of Digital Technology on Communication		<b>08</b>	
	05/08/2024	- Internet-enabled communication; Email			
	08/08/2024	Social media: Face Book			
	12/08/2024	,Twitter,			
	19/08/2024	Instagram,			
	22/08/2024	WhatsApp			
	26/08/2024	Revision of Module I			
	<b>Module II</b>				
29/08/2024	Introduction of Module II Business Correspondence				
<b>Sep-24</b>	02/09/2024	Parts of a business letter		<b>7</b>	
	05/09/2024	- Layouts of a business letter			
	09/09/2024	Job application with bio-data			
	19/09/2024	letter of appointment			
	23/09/2024	letter of appreciation			
	26/09/2024	letter of resignation			
	30/09/2024	Emails			
<b>Oct-24</b>	03/10/2024	Job application		<b>7</b>	
	07/10/2024	Job application via email			
	14/10/2024	writing			
	17/10/2024	writing and responding			
	21/10/2024	Job application via email - writing and responding to official emails			
	24/10/2024	Practice writing different from of the letter			
	28/10/2024	Revision of Module 2			
		Total		<b>30</b>	

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<b>Academic Calendar</b>				
<b>Teaching Plan for Semester-I Year: 2024-2025</b>				
<b>Course</b>	<b>F.Y.B.M.S</b>			
<b>Course Code</b>				
<b>Title</b>	<b>PRICIPALS OF MANAGEMENT -I</b>			
<b>Credits</b>	<b>4 Credits ( 60 lectures)</b>			
<b>Name of the Faculty</b>	<b>Sajgeen Akhlaque Bade</b>			
<b>Month</b>	<b>Date</b>	<b>Topic</b>	<b>Lectures</b>	<b>Lecture per Month</b>
	<b>Unit 1: Introduction to management &amp; Managerial Thoughts</b>			<b>15</b>
<b>July-24</b>	04/07/2024	Concept of Management		
	06/07/2024	Features of Management		
	08/07/2024	6M's of Management		
	09/07/2024	Features 6M's of Management		
	11/07/2024	Importance 6M's of Management		
	13/07/2024	Need for management		
	15/07/2024	business & non-business organizations		
	16/07/2024	Functions of Management		
	18/07/2024	Levels of Management		
	20/07/2024	Different Levels of Management		
	22/07/2024	Features of Management		
	23/07/2024	Management Competencies & Skills		
	25/07/2024	Elements of Management Competencies & Skills		
	27/07/2024	Importance of management in business organizations		
29/07/2024	Importance of management in non-business organizations			
<b>Aug 24</b>		<b>Unit II Management Thoughts</b>		<b>15</b>
	01/08/2024	Peter Drucker's Analysis Thoughts		
	03/08/2024	Contribution of Peter Drucker's		
	05/08/2024	Contingency Approach		
	06/08/2024	Scientific Management Theory by F.W Taylor		
	08/08/2024	Contribution of F.W Taylor		
	10/08/2024	Principal of Scientific Management		
	12/08/2024	Administrative Management Theory by Henri Fayol		
	13/08/2024	Basic Functions of Management		
	17/08/2024	Principal of Administrative Management		
	20/08/2024	Human Relations Theory by Elton		
	22/08/2024	Mayo & Hawthorne Experiments		
	24/08/2024	Henry Mintzberg Managerial Roles		
	27/08/2024	Indian Management Thoughts		
	29/08/2024	Contribution of Kautilya		
31/08/2024	Mahatma Gandhis Principle of Trusteeship			
		<b>Unit III Functions of Management-I</b>		

<b>Sep-23</b>	02/09/2024	Planning ,Meaning, Significance		<b>15</b>	
	03/09/2024	Components (Strategic, Single Use & Stranding Plans)			
	05/09/2024	Decision Making ,Concept			
	09/09/2024	Essentials of sound decision making			
	10/09/2024	Features of decision making			
	13/09/2024	Importance of decision making			
	14/09/2024	Techniques of decision making			
	17/09/2024	Organizing, Concept			
	19/09/2024	Importance of Organising			
	21/09/2024	Process of Organising			
	23/09/2024	Types of Organization Structure			
	24/09/2024	Line & Staff, Matrix Organization Structure			
	26/09/2024	Types of Line Organisation			
	28/09/2024	Features – Formal v/s Informal			
30/09/2024	Distinction Between Formal & Informal Organisation				
<b>Oct-24</b>		<b>Unit IV Functions of Management -II</b>		<b>15</b>	
	01/10/2024	Virtual Organizational Set Ups			
	04/10/2024	A pre requisite to Gen Z			
	05/10/2024	Challenges & Span of Management			
	07/10/2024	Factors, Tall & Flat Organization- Features			
	08/10/2024	Departmentation ,Concept			
	10/10/2024	Bases Staffing & Concept			
	14/10/2024	Process of staffing			
	15/10/2024	Decentralization ,Factors			
	17/10/2024	Centralization v/s Decentralization of Authority			
	19/10/2024	Distinction Between Centralization & Decentralization			
	21/10/2024	Revision 1			
	22/10/2024	Revision 2			
	24/10/2024	Revision 3			
	26/10/2024	Revision 4			
		<b>Tot. Lec.</b>	<b>60</b>		

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## Academic Calendar

**PRACTICAL Plan for Semester-I Year: 2024-2025**

<b>Course</b>	F.Y (BAF AND BMS)(NEP 2020)	<b>Vertical</b>	03	<b>Open Elective</b>
<b>Course Code</b>	OE			
<b>Title</b>	ITGoogle Workspace			
<b>Credits</b>	2			
<b>Name of the Faculty</b>	Mariya Masood Shaban			
<b>Month</b>	<b>Day</b>	<b>Topic</b>	<b>Batch</b>	<b>Lecture per Month</b>
<b>Jul-24</b>	Wednesday	Overview of Google Workspace, Setting up a Google account and accessing Google Workspace, Set Profile information and Photo,Send and Receive emails,		<b>8</b>
	Friday	Organize emails using labels, filters, and stars for easy retrieval and management, Utilize Gmail's advanced features like scheduling emails, snoozing emails, and setting reminders.		
	Wednesday	Create a new calendar, Create an event in Google Calendar, Set reminders and alarms , Share a Calendar with Other People ,Integrate with Gmail and other apps.		
	Friday	Scheduling and managing Google Meet events, Features in Google Meet like screen sharing, chat, annotations and recording, Creating public and private Google Chat rooms ,Inviting and managing participants in Google Chat rooms, Utilizing Chat room features like sharing files, links, and multimedia, pinning messages, and polls.		
<b>Aug-24</b>	Wednesday	:Managing files and folders in Google Drive, Sharing files and folders with collaborators and setting access permissions. Document creation with Google Docs, Apply Basic Formatting to Text , Inserting Images, Creating tables, Format a document with styles, Using Find and Replace, Using Regular Expressions for Advanced Searching, Sharing and Collaborating on files.		<b>10</b>
	Friday	:Insert, delete and manage sheets , Insert a Function, Format Spreadsheets, Cells, and Ranges, Apply Number Formatting and Conditional Formatting, Insert and View Notes, Choose Spreadsheet Settings, Merge Cells, Wrap and Rotate Cell Contents,Inserting Objects in Google Sheets, Sort and Filter Data, Apply Data Validation to Your Sheets, Protect Ranges in a Sheet, Protect a Sheet,Create and Manage Macros.		
	Wednesday	Add a Slide to a Presentation, Import Slides from an Existing Presentation, Understanding and Using Views, Work with Text Boxes, Add Audio and Video to a Slide, Insert Shapes and Word Art,Add a Transition and Animations, Edit a Slide Master, Organize the Slides in a Presentation		
	Friday	Create a Form, Choose Settings for a Form, Add Questions to a Form, Add Images to a Question, Add a Video to a Question, Import Questions from an Existing Form, Create		

		a Form with Multiple Sections, Control Progression Based on Answers, Add Collaborators to a Form, Preview and Test a Form, Send a Form to Its Respondents, View the Responses to a Form, Analyse form responses and generate reports.		
	Wednesday	Create and set up a Google Classroom, Add Students and Co-Teachers, Using Google Classroom to share resources, Create assignment,		
<b>Sep 24</b>	Wednesday	Set due dates and points, Use rubrics for grading, Integrate quizzes created using Google Form with Google Classroom.		<b>8</b>
	Friday	Maps:Search on Maps, Different Map Views (Satellite, Terrain, Street View), Customizing Maps, Get to your destination, Sharing Maps with Others.		
	Wednesday	Creating and building simple websites using Google Sites,		
	Friday	Adding content, images, and widgets to websites.		
<b>Oct-24</b>	Thursday	Journal Checking		<b>4</b>
	Friday	Journal Certification		
		<b>Tot.lec</b>		<b>30</b>

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<b>Academic Calendar</b>				
<b>PRACTICAL Plan for Semester-I Year: 2024-2025</b>				
<b>Course</b>	<b>F.Y. BAF &amp; BMS (NEP 2020)</b>		<b>Vertical 05</b>	<b>Open Elective</b>
<b>Course Code</b>	<b>OE</b>			
<b>Title</b>	<b>Practical-Web Designing</b>			
<b>Credits</b>	<b>2 Credits</b>			
<b>Name of the Faculty</b>	<b>Shaukat Ali Muazzam Hamdule</b>			
<b>Month</b>	<b>Day</b>	<b>Topic</b>	<b>Batch</b>	<b>Lecture per Month</b>
<b>Jul-24</b>	Tuesday	Understanding the Internet and World Wide Web:		<b>14</b>
	Saturday	Introduction to the Internet and its applications. Overview of email, Telnet, FTP,		
	Tuesday	e-commerce, and e-business. Basics of Internet infrastructure: ISPs, DNS, URLs, and HTTP.		
	Saturday	HTML5 Fundamentals: Basic Elements of HTML:		
	Tuesday	Introduction to HTML tags for creating the structure of web pages.		
	Saturday	Formatting Text: Applying basic text formatting using HTML tags.		
	Tuesday	Organizing Content: Using lists and headings to organize content		
<b>Aug-24</b>	Saturday	Creating Links: Making hyperlinks to connect web pages.		<b>18</b>
	Tuesday	HTML Tables: Structuring data using HTML tables for better presentation and organization.		
	Saturday	Working with Multimedia and Forms:		
	Tuesday	Adding Images: Inserting images onto web pages and		

		understanding image formats.		
	Saturday	Colors and Styling:		
	Tuesday	Applying colors and basic styles to web elements.		
	Saturday	Forms and User Input:		
	Tuesday	Creating interactive forms for user input and data submission.		
	Saturday	Styling with CSS Introduction to CSS: Understanding the role of Cascading Style Sheets in styling web pages.		
<b>Sept-24</b>	Tuesday	Selectors and Properties: Using CSS selectors and properties to style HTML elements.		<b>12</b>
	Saturday	Background and Fonts: Applying background styles and working with fonts.		
	Tuesday	Positioning Elements: Understanding CSS properties for positioning elements on a web page.		
	Saturday	JavaScript: Integrating JavaScript: Using JavaScript code within HTML documents for interactivity.		
	Tuesday	Programming Basics: Understanding JavaScript variables, operators, and control flow.		
	Saturday	Functions and Events: Defining functions and handling events for user interaction.		
<b>Oct-24</b>	Tuesday	Working with Forms: Validating form data and handling user input with JavaScript.		<b>16</b>
	Saturday	Dynamic content with PHP Basics of Server-side Scripting: Understanding the role of PHP in server-side scripting.		
	Tuesday	Variables and Data Types: Declaring variables, working with data types, and type coercion in PHP.		
	Saturday	Control Structures: Implementing conditional statements and loops in PHP scripts.		
	Tuesday	Sessions and Cookies: Introduction to managing user sessions and using cookies for data storage.		
	Saturday	Working with Databases: Connecting to databases, executing SQL queries, and processing query results.		
		Journal Checking		
		Journal Certification		
		<b>Tot. Lec.</b>		<b>60</b>

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<b>Course</b>	<b>S.Y.B.M.S</b>				
<b>Course Code</b>					
<b>Title</b>	<b>STRATEGIC MANAGEMENT</b>				
<b>Credits</b>	<b>3 Credits (60 lectures)</b>				
<b>Name of the Faculty</b>	<b>Sajgeen Akhlaque Bade</b>				
<b>Month</b>	<b>Date</b>	<b>Topic</b>	<b>Lectures</b>	<b>Lecture per Month</b>	
	<b>Unit 1: Introduction</b>			<b>10</b>	
<b>Jun-24</b>	12/06/2024	Business Policy-Meaning, Nature			
	13/06/2024	Importance of Business policy			
	14/06/2024	Strategy-Introduction, Meaning			
	15/06/2024	Definition And Importance of Strategy			
	19/06/2024	Strategic Management-Meaning, Definition			
	20/06/2024	Importance Of Strategic management			
	21/06/2024	Process of Strategy			
	26/06/2024	Levels of Strategy			
	27/06/2024	Concept of Strategic Business Units (SBU)			
	28/06/2024	Importance of Strategic Business Units (SBU)			
<b>Jul-24</b>	03/07/2024	Strategic Intent-Mission, Vision,		<b>15</b>	
	04/07/2024	Goals, Objective and Plans			
		<b>Unit II STRATEGY FORMULATION</b>			
	05/07/2024	Introduction to strategy Formulation			
	06/07/2024	Meaning and Definition of strategy Formulation			
	11/07/2024	Importance of strategy Formulation			
	13/07/2024	Environment Analysis and Scanning (SWOT)			
	18/07/2024	Level Strategy: Meaning of corporate level of strategy			
	19/07/2024	Stability Business And Growth Strategy			
	20/07/2024	Retrenchment Business and Integration Strategy			
	24/07/2024	Internationalization Business Strategy			
	25/07/2024	Business Level Strategy: Introduction to Business Level Strategy			
	26/07/2024	Cost Leadership Business Strategy			
	27/07/2024	Differentiation Business Strategy			
31/07/2024	Focus Business Strategy				
<b>Aug-23</b>	01/08/2024	Functional Level Strategy: Types of Functional Level Strategy		<b>17</b>	
	02/08/2024	R&D, HR, Finance Functional Level Strategy			
	03/08/2024	Marketing, Production Functional Level Strategy			
		<b>Unit III Strategic Implementation</b>			
	07/08/2024	Models of Strategy making			
	08/08/2024	Strategic Analysis& Choices &Implementation: Introduction			
	09/08/2024	Meaning & Definition Of strategic analysis			

	10/08/2024	Features of strategic analysis		
	14/08/2024	Importance of strategic analysis		
	16/08/2024	Introduction To Strategic Choices		
	17/08/2024	Importance of Strategic Choices		
	21/08/2024	Meaning And Features of Strategic Choices		
	22/08/2024	BCG Matrix		
	23/08/2024	GE 9 Cell		
	24/08/2024	Porter 5 Forces		
	28/08/2024	Implementation: Introduction & Meaning Of Strategic Implementation		
	29/08/2024	Definition Of Strategic Implementation		
	30/08/2024	Importance Of Strategic Implementation		
<b>Sep-24</b>	04/09/2024	Steps Of Strategic Implementation		<b>13</b>
	05/09/2024	Strategic Implementation At Project		
	06/09/2024	Process, Structural, Behavioral ,Functional level		
		<b>Unit IV Strategic Evaluation &amp; Control</b>		
	13/09/2024	Introduction to Strategic Evaluation		
	14/09/2024	Definition And Meaning of Strategic Evaluation		
	18/09/2024	Importance & Steps of Strategic Evaluation		
	19/09/2024	Techniques of Strategic Evaluation		
	20/09/2024	Concept of Synergy		
	21/09/2024	Definition And Meaning of Synergy		
	25/09/2024	Types of Synergy		
	26/09/2024	Evaluation of Synergy		
	27/09/2026	Synergy as a Component of Strategy & its Relevance		
	28/09/2024	Definitions and Meanings of Change Management		
<b>Oct-24</b>	03/10/2024	Importance of Change Management		<b>5</b>
	04/10/2024	Revision		
	05/10/2024	Revision		
	09/10/2024	Revision		
	10/10/2024	Revision		
			<b>Tot. Lec.</b>	<b>60</b>

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<b>Teaching Plan for Semester-III Year: 2024-2025</b>					
<b>Course</b>	<b>S.Y.B.M.S</b>				
<b>Course Code</b>					
<b>Title</b>	<b>BUSINESS PLANNING &amp; ENTREPRENEURIAL MANAGEMENT</b>				
<b>Credits</b>	<b>3 Credits (60 lectures)</b>				
<b>Name of the Faculty</b>	<b>Sajgeen Akhlaque Bade</b>				
<b>Month</b>	<b>Date</b>	<b>Topic</b>	<b>Lectures</b>	<b>Lecture per Month</b>	
	<b>Unit 1: Foundations of Entrepreneurship Development</b>			<b>8</b>	
<b>Jun-24</b>	13/06/2024	Concept and Need of Entrepreneurship Development			
	18/06/2024	Definition of Entrepreneur & Entrepreneurship			
	20/06/2024	Importance of Entrepreneurship			
	24/06/2024	significance of growth of entrepreneurial activities			
	24/06/2024	Characteristics of entrepreneur			
	25/06/2024	Qualities of entrepreneur			
	27/06/2024	Theories of Entrepreneurship			
	27/06/2024	Innovation Theory by Schumpeter			
<b>Jul-24</b>	01/07/2024	Theory of High Achievement by McClelland			
	01/07/2024	X-Efficiency Theory by Leibenstein			
	02/07/2024	Theory of Profit by Knigh			
	04/07/2024	Theory of Social change by Everett Hagen			
	08/07/2024	External Influences on Entrepreneurship Development: Socio-Cultural			
	08/07/2024	Political, Economical, Personal			
	09/07/2024	Role of Entrepreneurial culture in Entrepreneurship Development			
		<b>Unit II Types &amp; Classification Of Entrepreneur</b>			
	11/07/2024	Intrapreneur :Concept and Development of Intrapreneurship			
	15/07/2024	Distinguish between Entrepreneur And Intrapreneur			
	15/07/2024	Women Entrepreneurship			
	16/07/2024	concept, development and problems faced by Women Entrepreneurs			
	18/07/2024	Development of Women Entrepreneurs with reference to Self Help Group			
	22/07/2024	Concept of Social entrepreneurship			
	22/07/2024	Development Of Social Entrepreneurship In India			
	23/07/2024	Importance of NGO's			
	25/07/2024	Social responsibility of NGO's			
	29/07/2024	Entrepreneurial development Program (EDP)			
	29/07/2024	Concept And Factor Influencing EDP			
	30/07/2024	Option available to Entrepreneur			
<b>Aug-23</b>	01/08/2024	Concept of BPO			
	05/08/2024	Concept of Franchise			
	05/08/2024	Concept of Merger Acquisition			

		<b>Unit III Entrepreneur Project Development &amp; Business Plan</b>		
	06/08/2024	Innovation, Invention, Creativity, Business Idea, Opportunities through change		
	08/08/2024	Idea generation– Sources-Development of product /idea		
	12/08/2024	Environmental scanning and SWOT analysis		
	12/08/2024	Creating Entrepreneurial Venture-Entrepreneurship Development Cycle		
	13/08/2024	Business Planning Process-The business plan as an Entrepreneurial tool		
	20/08/2024	scope and value of Business plan		
	22/08/2024	Elements of Business Plan,		
	27/08/2024	Process-The business plan as an Entrepreneurial tool		
	29/08/2024	Objectives, Market and Feasibility Analysis		
<b>Sep-24</b>	02/09/2024	Marketing, Finance,		<b>12</b>
	02/09/2024	Concept of Ownership		
	03/09/2024	Concept of Critical Risk		
	05/09/2024	Concept of Contingencies of the proposal		
	17/09/2024	Concept of Scheduling and milestones		
	19/09/2024	Importance of Scheduling and milestones		
		<b>Unit IV Venture Development</b>		
	23/09/2024	Introduction to new business venture		
	23/09/2024	Meaning & Importance of new business Venture		
	24/09/2024	Steps involved in starting of Venture		
	26/09/2024	Institutional support to Entrepreneurs in India		
	30/09/2024	Small Industries development bank of India		
	30/09/2024	NABARD & MSME Policies & Make In India		
<b>Oct 24</b>	01/10/2024	Financial Incentives from Government		
	03/10/2024	Marketing Mix For Entrepreneurial , Digital & Viral Marketing		
	07/10/2024	Multichannel Strategy & Influencer Strategy		
	07/10/2024	AI and Machine learning for new businesses		
	08/10/2024	CRM- Techniques of Unicorn Business		
	10/10/2024	New trends in entrepreneurship		
	14/10/2024	Revision		
	14/10/2024	Revision		
	15/10/2024	Revision		
			<b>Tot. Lec.</b>	<b>60</b>