



**Report Regarding Syllabus**

Mr. Pushkar Harshe  
Assistant Professor,  
Department of BBA,  
Vivekanand College, Kolhapur.  
Date: -

To,  
The Principal,  
Vivekanand College, Kolhapur.

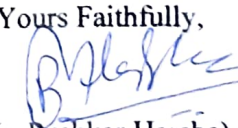
**Subject:** About syllabus completion.

Respected Sir,

With reference to above mentioned subject, I am herewith reporting the syllabus of BBA covered in Academic Year-2020-21 as per the workload assigned to me.

Sr. No.	Paper	Unit No	Title	Syllabus Covered
1.	I.T. Application in Business Management (I)	Unit- I	Introduction to Computer Hardware	100%
		Unit- II	Introduction to Computer Software & IT Assets Management:	100%
		Unit- III	Introduction to MS Office	100%
		Unit- IV	Introduction to I.T.& I.T. as Business Tool	100%
2.	I.T. Application in Business Management (II)	Unit- I	Introduction to computer Network and its Application	100%
		Unit- II	Introduction to Spread Sheets& Computerized Audit Tools	100%
		Unit- III	Introduction to Accounting and taxation Packages	100%
		Unit- IV	Introduction to Business Process Reengineering (BPR) and ERP	100%

Please consider it and reply if any.

Yours Faithfully,  
  
(Mr. Pushkar Harshe)

(Subject Teacher)

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**STATEMENT OF SYLLABUS COVERED**  
**Year- 2020-21**  
**Term- I**  
**Department- BBA**



**Name of teacher- MS PRATIBHA PATIL**

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to Covered	Remark
Sem I. BA- I	Principles of Business Management	Module - Introduction to Management:	Module -I Introduction to Management:	.....	
		Module - II Evolution of major management thought	Module - II Evolution of major management thought	.....	
		Module-III Functions of Management	Module-III Functions of Management	.....	
		Module-IV Recent Trends in Management	Module-IV Recent Trends in Management	.....	

**(Signature of the Teacher)**  
**MS PRATIBHA PATIL**

**(Signature of the Coordinator)**

Vivekanand College  
 Kolhapur (Autonomous)

VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)  
 STATEMENT OF SYLLABUS COVERED  
 Year- 2020-21  
 Term- I&II  
 Department- BBA



Name of teacher- MS.S.M PATIL

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to Covered	Remark
BA-I Sem-I	Business Communication-I	Module -I Introduction to Communication:	Module -I Introduction to Communication:	.....	
		Module-II Communication Network:	Module-II Communication Network:	.....	
		Module-III Writing Memos, Circulars and Notices:	Module-III Writing Memos, Circulars and Notices:	.....	
		Module-IV Employment Communication –	Module-IV Employment Communication –	.....	
BA-I Sem-II	Business Communication-II	Module-I Oral Communication	Module-I Oral Communication	.....	
		Module-II Oral Communication	Module-II Oral Communication	.....	
		Module-III Report Writing:	Module-III Report Writing:	.....	
		Module-IV Application of Communication Skills	Module-IV Application of Communication Skills	.....	

*s.m.patil*

(Signature of the Teacher)  
 MS.S.M PATIL

*MSM*

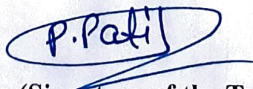
(Signature of the Coordinator)  
 M.S MUJAWAR  
 Co-ordinator B  
 Vivekanand College  
 Kolhapur (Autonomous)

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**STATEMENT OF SYLLABUS COVERED**  
 Year- 2020-21  
 Term- I  
 Department- BBA



Name of teacher- PRATIBHA PATIL

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to Covered	Remark
Sem II BA- I	Organizational Behavior	Module -Introduction to Organizational behavior	Module -I Introduction to Organizational behavior	.....	
		Module - II Individual and group Behavior --	Module - II Individual and group Behavior --	.....	
		Module-III Organizational Conflict and Stress Management --	Module-III Organizational Conflict and Stress Management --	.....	
		Module-IV Organizational culture and Quality of work life	Module-IV Organizational culture and Quality of work life	.....	



(Signature of the Teacher)  
Pratibha patil



(Signature of the Head of Coordinator)

Co-ordinator BBA  
Vivekanand College  
Kolhapur (Autonomous)

**VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)**  
**STATEMENT OF SYLLABUS COVERED**  
**Year- 2020-21**  
**Term- III & IV**



Name of teacher- Mrs Sethe

Class	Subject	Syllabus assigned	Syllabus Covered	Syllabus not to Covered	Remark
BBA.- III, Sem-V	Fundamentals of Business Laws and Tax Laws-I	Module-I Introduction to Business Law -	Module-I Introduction to Business Law	.....	
		Module-II The Indian Contract Act 1872 -	Module-II The Indian Contract Act 1872 -	.....	
		Module-III Sale of Goods Act 1930	Module-III Sale of Goods Act 1930	.....	
		Module-IV Tax Laws	Module-IV Tax Laws	.....	
BBA.- I, Sem- VI	Fundamentals of Business Laws and Tax Laws-II	Module-I Indian Companies Act 1956	Module-I Indian Companies Act 1956	.....	
		Module-II Negotiable Instrument Act 1881	Module-II Negotiable Instrument Act 1881	.....	
		Module-III The Consumer Protection Act 1986 -	Module-III The Consumer Protection Act 1986 -		
		Module-IV Intellectual Property Rights and Right to Information Act -	Module-IV Intellectual Property Rights and Right to Information Act	.....	

(Signature of the Teacher)  
Mrs Sethe

(Signature of the Head of Department)

Co-ordinator B.B.A.  
Vivekanand College  
Kolhapur (Autonomous)