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**TEACHING SCHEDULE**  
**Business Communication**  
 MBA (All Streams) 1<sup>st</sup> Semester  
 Academic Session July-December, 2017

**DR. SEBASTIAN T. JOSEPH**

S.No.	Topic to be covered	Schedule	Day & Time	Period
1	Concept of Communication, objective Role of Communication, Importance of effective Communication, Defining Communication	July, 21,24,25,26,28 Aug. 1, 2, 4,7,8,9, 2017 <b>News Round-Up-1</b>	Monday: 9:55-10:40 Tuesday-9:55-10:40 Thursday- 10:45-11:30 Friday-11:35-12:20	2 <sup>nd</sup> Period 2 <sup>nd</sup> Period 3 <sup>rd</sup> Period 4 <sup>th</sup> Period
2	Objective of Communication, Upward and Downward Horizontal, Vertical and Grape vine Communication	August,11,14,15, 16,18,21,22, 23,25 28, 2017 <b>Surprise Test1/ Case Study-1</b>	Monday: 9:55-10:40 Tuesday-9:55-10:40 Thursday- 10:45-11:30 Friday-11:35-12:20	2 <sup>nd</sup> Period 2 <sup>nd</sup> Period 3 <sup>rd</sup> Period 4 <sup>th</sup> Period
3	Internal, External Communication Essential features of modern business self Introduction.	August, 29, 30, September,1, 4,5,6,8,11,2017 <b>Pre-announced Test-1 / Optional Evaluation-1</b>	Monday: 9:55-10:40 Tuesday-9:55-10:40 Thursday- 10:45-11:30 Friday-11:35-12:20	2 <sup>nd</sup> Period 2 <sup>nd</sup> Period 3 <sup>rd</sup> Period 4 <sup>th</sup> Period
4	Process of Communication Encoding of Communication Decoding of Communication Transmitters, Two-way Comm.	September, 12, 13,14,18,19,20,25 <b>Optional Evaluation-2</b>	Monday: 9:55-10:40 Tuesday-9:55-10:40 Thursday- 10:45-11:30 Friday-11:35-12:20	2 <sup>nd</sup> Period 2 <sup>nd</sup> Period 3 <sup>rd</sup> Period 4 <sup>th</sup> Period
5	Barriers to Comm. (External and Psychosociological Barriers Defects in the Channel, Noise Self-Catered Attitudes, Group identifiably, self image, status Block Closed Mid, Poor Comm., Skill State of Health, Overcoming Barriers	September, 26, 27,29, October,2, 3, 4, 6, 9,10,11,13,16,17, 18,20, 2017 <b>News Round-Up-2 Surprise Test-2</b>	Monday: 9:55-10:40 Tuesday-9:55-10:40 Thursday- 10:45-11:30 Friday-11:35-12:20	2 <sup>nd</sup> Period 2 <sup>nd</sup> Period 3 <sup>rd</sup> Period 4 <sup>th</sup> Period
6	Write Comm. Notice, Agenda Minutes, (essential part of a minutes which should hear omitted) Memorandum Tender (Details required while inviting a tender) Research Paper, Article	October, 23,24, 25,27,30, 31, 2017 <b>Case Study-2 Pre-announced Test-2</b>	Monday: 9:55-10:40 Tuesday-9:55-10:40 Thursday- 10:45-11:30 Friday-11:35-12:20	2 <sup>nd</sup> Period 2 <sup>nd</sup> Period 3 <sup>rd</sup> Period 4 <sup>th</sup> Period
7	Oral Communication, Meeting Seminars, Conferences, Group Discussion, Audio Video Aids.	November, 1,3,6,7,8,10,13,14,15 ,17,20,21,22,24,27,28 29, 2017 <b>Optional Evaluation-2-2</b>	Monday: 9:55-10:40 Tuesday-9:55-10:40 Thursday- 10:45-11:30 Friday-11:35-12:20	2 <sup>nd</sup> Period 2 <sup>nd</sup> Period 3 <sup>rd</sup> Period 4 <sup>th</sup> Period
8	Non-Verbal Communication, Personal Appearance, Poster, Gesture Facial Expression, Eye. Contact	December,2,3,5,6, 2017 <b>Optional Evaluation-2-3</b>	Monday: 9:55-10:40 Tuesday-9:55-10:40 Thursday- 10:45-11:30 Friday-11:35-12:20	2 <sup>nd</sup> Period 2 <sup>nd</sup> Period 3 <sup>rd</sup> Period 4 <sup>th</sup> Period

**END TERM EXAMINATION 2017**

Name of Teacher (s) Sebastian T. Joseph Signature (s) [Signature]  
 Designation (s) Assistant Professor Department JSBS  
 Name of the HoD Prof Newman Fernandes Signature (s) [Signature]  
 Name of the Dean Prof Newman Fernandes Signature (s) [Signature]

**TEACHING SCHEDULE**  
**Small Business Management & Entrepreneurship**  
 MBA 3<sup>rd</sup> Semester (BAM-859)  
 Academic Session July-December, 2017

**DR. SEBASTIAN T. JOSEPH**

S.No.	Topic to be covered	Schedule	Day & Time	Period
1	Introduction to Small Business Mgt. Meaning & Definition Small Business & Trends, Causes of Entrepreneurial development, who is an Entrepreneur Importance of an Entrepreneur	July,21,24,25,26 28,31 <b>News Round-Up-1</b>	Monday 11:35 -12:20 Tuesday 11:35 -12:20 Thursday 9:55-10:40 Friday: 9:55-10:40	4 <sup>th</sup> Period 4 <sup>th</sup> Period 2 <sup>nd</sup> Period 2 <sup>nd</sup> Period
2	Entrepreneurship, Entrepreneurial Process, Environment for Entrepreneurship Socioeconomic environment, family background, standard of education and technical knowledge, Financial Stability, Political stability and governments policy, Availability of supporting, achievement motivation Personality and Personal skill	August, 1, 2, 4, 6,7, 8, 9, 11, 14,15, 18, 21, 22 23, 25,28, 29, 30 <b>Surprise Test1/ Case Study-1</b>	Monday 11:35 -12:20 Tuesday 11:35 -12:20 Thursday 9:55-10:40 Friday: 9:55-10:40	4 <sup>th</sup> Period 4 <sup>th</sup> Period 2 <sup>nd</sup> Period 2 <sup>nd</sup> Period
3	Entrepreneurship Qualities, Characteristics of a Good Entrepreneur and binds of Entrepreneurship	September, 1, 2,4, 5, 6, 8,11 <b>Pre-announced Test-1 / Optional Evaluation-1</b>	Monday 11:35 -12:20 Tuesday 11:35 -12:20 Thursday 9:55-10:40 Friday: 9:55-10:40	4 <sup>th</sup> Period 4 <sup>th</sup> Period 2 <sup>nd</sup> Period 2 <sup>nd</sup> Period
4	Institutional Assistance for Small Business, Institutional District Industries Centers, SISI	September, 12, 13, 15, 18, 19, 20, 22, 25, <b>Optional Evaluation-2</b>	Monday 11:35 -12:20 Tuesday 11:35 -12:20 Thursday 9:55-10:40 Friday: 9:55-10:40	4 <sup>th</sup> Period 4 <sup>th</sup> Period 2 <sup>nd</sup> Period 2 <sup>nd</sup> Period
5	Financial Institutional for Small Business. Production: State Financial Institutional, Corporation SIDBI and Banks	September, 26, 27, 29, October, 3, 4, 6,9, 10,11 <b>News Round-Up-2 Surprise Test-2</b>	Monday 11:35 -12:20 Tuesday 11:35 -12:20 Thursday 9:55-10:40 Friday: 9:55-10:40	4 <sup>th</sup> Period 4 <sup>th</sup> Period 2 <sup>nd</sup> Period 2 <sup>nd</sup> Period
6	Marketing Problems in Small Scale Industries, Marketing, Support for Small Scale Industries	October, 13, 16, 17, 18, 20 23, 24, 25, 27, 30,31 <b>Case Study-2 Pre-announced Test-2</b>	Monday 11:35 -12:20 Tuesday 11:35 -12:20 Thursday 9:55-10:40 Friday: 9:55-10:40	4 <sup>th</sup> Period 4 <sup>th</sup> Period 2 <sup>nd</sup> Period 2 <sup>nd</sup> Period
7	Government policies on Small Business Development, Protective. Measure, Promotional Measures, Institutional Measures	November, 1, 3, 6, 7, 8, 10,13,14,15,17,2 0,21,22,24,27 <b>Optional Evaluation-2-2</b>	Monday 11:35 -12:20 Tuesday 11:35 -12:20 Thursday 9:55-10:40 Friday: 9:55-10:40	4 <sup>th</sup> Period 4 <sup>th</sup> Period 2 <sup>nd</sup> Period 2 <sup>nd</sup> Period
8	Case Study, Revision, Discussion and half over topics, Procedure for setting up Small Business Rules & Regulations, Market Survey, Preparation of Feasibility Report, Managerial Competence and Infrastructure	November, 28,29,30, December, 1, <b>Optional Evaluation-2-3</b>	Monday 11:35 -12:20 Tuesday 11:35 -12:20 Thursday 9:55-10:40 Friday: 9:55-10:40	4 <sup>th</sup> Period 4 <sup>th</sup> Period 2 <sup>nd</sup> Period 2 <sup>nd</sup> Period

**END TERM EXAMINATION 2017**

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**TEACHING SCHEDULE**  
**Small Business Management & Entrepreneurship**  
**B.Com Semester (BAM-331)**  
**Academic Session July-December, 2017**

**DR. SEBASTIAN T. JOSEPH**

S.No.	Topic to be covered	Schedule	Day & Time	Period
1	Meaning & Definition of Small Business & Trends, Causes of Entrepreneurial development, who is an Entrepreneur, Importance of an Entrepreneur	July, 20, 24, 25, 26, 27, 31 <b>News Round-Up-1</b>	Monday: 9:05-9:50 Tuesday: 9:05-9:50 Wednesday: 12:25-1:10 Thursday: 9:55-10:40	1 <sup>st</sup> Period 1 <sup>st</sup> Period 5 <sup>th</sup> Period 2 <sup>nd</sup> Period
2	Entrepreneurship, Entrepreneurial Process, Environment for Entrepreneurship, Socio-economic environment, Family background, Standard of education and technical knowledge, Financial Stability, Political stability and government's policy, Availability of supporting, Achievement motivation, Personality and personal skill	August, 1, 2, 3, 7, 8, 9, 10, 14, 16, 17, 21, 22, 23, 24, 28, 29, 30, 31, <b>Surprise Test1 / Case Study-1</b>	Monday: 9:05-9:50 Tuesday: 9:05-9:50 Wednesday: 12:25-1:10 Thursday: 9:55-10:40	1 <sup>st</sup> Period 1 <sup>st</sup> Period 5 <sup>th</sup> Period 2 <sup>nd</sup> Period
3	Entrepreneurship Qualities, Characteristics of a Good Entrepreneur, kind of Entrepreneurship	September, 4, 5, 6, 7, 11 <b>Pre-announced Test-1 / Optional Evaluation-1</b>	Monday: 9:05-9:50 Tuesday: 9:05-9:50 Wednesday: 12:25-1:10 Thursday: 9:55-10:40	1 <sup>st</sup> Period 1 <sup>st</sup> Period 5 <sup>th</sup> Period 2 <sup>nd</sup> Period
4	Institutional Assistance for Small Business, Institutional Involved, District Industries Centers, SIS	September, 12, 13, 14, 18, 19, 20, 21, 25 <b>Optional Evaluation-2</b>	Monday: 9:05-9:50 Tuesday: 9:05-9:50 Wednesday: 12:25-1:10 Thursday: 9:55-10:40	1 <sup>st</sup> Period 1 <sup>st</sup> Period 5 <sup>th</sup> Period 2 <sup>nd</sup> Period
5	Financial Institutional for Small Business Promotion: State Financial Corporation, SIDBI, Banks	September, 26, 27, 28, 29, 30 October, 2, 3, 4, 5, 9, 10, 11, 12, <b>News Round-Up-2 Surprise Test-2</b>	Monday: 9:05-9:50 Tuesday: 9:05-9:50 Wednesday: 12:25-1:10 Thursday: 9:55-10:40	1 <sup>st</sup> Period 1 <sup>st</sup> Period 5 <sup>th</sup> Period 2 <sup>nd</sup> Period
6	Marketing Problem in Small Scale Industries: Marketing Support for Small Scale Industries	October, 16, 17, 18, 19, 23, 24, 25, 26, 30, 31 <b>Case Study-2 Pre-announced Test-2</b>	Monday: 9:05-9:50 Tuesday: 9:05-9:50 Wednesday: 12:25-1:10 Thursday: 9:55-10:40	1 <sup>st</sup> Period 1 <sup>st</sup> Period 5 <sup>th</sup> Period 2 <sup>nd</sup> Period
7	Government/policies on Small Business Development: Protective Measures, Promotional Measures, Institutional Measures	November, 1, 2, 6, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, 30, <b>Optional Evaluation-2-2</b>	Monday: 9:05-9:50 Tuesday: 9:05-9:50 Wednesday: 12:25-1:10 Thursday: 9:55-10:40	1 <sup>st</sup> Period 1 <sup>st</sup> Period 5 <sup>th</sup> Period 2 <sup>nd</sup> Period

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