

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : **Business Administration**  
**Name of the faculty** : **Dr. S. Deepa**  
**Course Title** : **Business Analytics for Decision Making**  
**Course Code** : **23BA/MC/BA54**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	Define Excel spreadsheets to perform a variety of data analysis tasks	K1
<b>CO2</b>	Explain the numerical data by using statistical tools and functions used in Excel	K2
<b>CO3</b>	Demonstrate skills and knowledge using data analysts used in R programme	K3
<b>CO4</b>	Analyse the data using various data visualization techniques including, charts, plots etc	K4
<b>CO5</b>	Evaluate statistical analysis and predictive models using R	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	1	<b>Understanding Ms-Excel</b> 1.1 Introduction to Excel, The Excel Environment 1.2 Creating Worksheets and Workbooks, Formatting Cells; Selecting Cells, Entering Text and Numeric Data into the Cells	K1-K2 K1-K3	4 1	1-2 1-3	Lecture Method using Power point Presentation	Class Discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	Contd. 1.2 Creating Worksheets and Workbooks, Formatting Cells; Selecting Cells, Entering Text and Numeric Data into the Cells 1.3 Applying Fonts and Background Colour Aligning Data, Merging Cells, Text Wrapping, Number Formatting – Text, Percentage, Currency, Dates. Creating Series	K1-K3 K1-K3	3 2	1-3 1-3	Lecture Method using Power point Presentation	Ideas Discussion
July 2 – July 8, 2026 (Day Order 1- 6)	1	Contd. 1.3 Fonts and Background Colour Aligning Data, Merging Cells, Text Wrapping, Number Formatting – Text, Percentage, Currency, Dates. Creating Series 1.4 Resizing Columns Width and Rows Height. Excel Shortcuts	K1-K3 K1-K3	1 4	1-3 1-3	Visual and hands-on methods	Recall the Concept
July 9 – 16, 2026 (Day Order 1- 6)	2	<b>Formulas and Functions</b> 2.1 Sum if, Sum ifs, Count if, Count ifs functions, V look up, H look up, Logical Functions, Text Functions	K1-K3 K1-K3	4 1	1-3 1-3	Lecture Method using Power point Presentation	Quizzes and puzzles

		2.2 Index, Match functions and its applications					
July 17 – 24, 2026 (Day Order 1- 6)	2	2.2 Index, Match functions and its applications  2.3 MS-Excel-Entering data and Selecting Cells- Formatting Cells- Advanced Conditional Formatting- Advanced Data Validation-protecting and un-protecting workbook	K1-K3  K1-K3	3  2	1-3  1-3	Lecture Method using Power point Presentation	Component-1- Class test on MS Excel from Unit 1 and Unit 2 on 23.07.26 – 15 Marks
July 25 – 28, 2026 (Day Order 1- 3)	2	2.3 MS-Excel-Entering data and Selecting Cells- Formatting Cells- Advanced Conditional Formatting- Advanced Data Validation-protecting and un-protecting workbook  <b>Data Visualization by Using Excel</b> 3.1 Charts-Chart elements- Clustered Column-Stacked column- Stacked percentage charts-Line, Column, Win/Loss Sparkline Charts	K1-K3  K1-K4	2  1	1-3  1-4	Visual and hands-on methods	Debate
July 29 – Aug 3, 2026	<b>C.A. Test – I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	3	<b>Data Visualization by Using Excel</b> 3.1 Charts-Chart elements- Clustered Column-Stacked column- Stacked percentage charts-Line, Column, Win/Loss Sparkline Charts	K1-K4	2	1-4	Lecture Method using Power point Presentation	Discussion

Aug 7 – 14, 2026 (Day Order 1- 6)	3	3.1 Charts-Chart elements- Clustered Column-Stacked column- Stacked percentage charts-Line, Column, Win/Loss Sparkline Charts	K1-K4	2	1-4	Visual and hands-on methods	Recall the Concept
		3.2 <b>Introduction to Pivot Tables</b> - Creating Pivot Tables and Pivot Charts, manipulating a PivotTable, Changing Calculated Value Fields, Applying PivotTable Styles, creating a PivotChart, Setting PivotTable Options	K1-K4	3	1-4		
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.2 <b>Introduction to Pivot Tables</b> - Creating Pivot Tables and Pivot Charts, manipulating a PivotTable, Changing Calculated Value Fields, Applying PivotTable Styles, creating a PivotChart, Setting PivotTable Options	K1-K4	2	1-4	Visual and hands-on methods	Component-2- Individual Class presentation on the excel functions from 27.08.26 - 15 Marks
		<b>R Programming</b> 4.1 Basics of R, Installation of R studio, Vectors, Matrices, Data types, importing files, writing files, Merging Files	K1-K4	3	1-4		
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	<b>R Programming</b> 4.1 Basics of R, Installation of R studio, Vectors, Matrices, Data types, importing files, writing files, Merging Files	K1-K4	1	1-4	Lecture Method using Power point Presentation	Class Discussion
		4.2 Data Manipulation, Creation and Deletion of New Variables	K1-K4	4	1-4		
Sep 3 – 11, 2026 (Day Order 1- 6)	4	4.3 Sorting of Data, Sub-setting of Vector, Matrix, Data Frame <b>Conditional Statement</b>	K1-K4	4	1-4	Lecture Method using Power point Presentation	Component-3- Group presentation on

		5.1 Loop, Functions with R: Creation of function, Global Variable, Local Variables, Scatter Plot	K1-K5	1	1-5		R Programming – 09.09.26 - 20 Marks
Sep 15-17, 2026 (Day Order 1 - 3)	5	<b>Conditional Statement</b> 5.1 Loop, Functions with R: Creation of function, Global Variable, Local Variables, Scatter Plot	K1-K5	2	1-5	Visual and hands-on methods	Quizzes and puzzles
		5.1 Loop, Functions with R: Creation of function, Global Variable, Local Variables, Scatter Plot	K1-K5	1	1-5		
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	5	5.1 Loop, Functions with R: Creation of function, Global Variable, Local Variables, Scatter Plot	K1-K5	2	1-5	Lecture Method using Power point Presentation	Class Discussion
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	5.2 Histogram, Bar Plot, Box Plot, Plot function and its arguments, Basic Data Manipulation Techniques	K1-K5	5	1-5	Visual and hands-on methods	Quizzes and puzzles
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.3 Usage of various apply functions – apply, lapply, sapply and tapply	K1-K5	5	1-5	Visual and hands-on methods	Class Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department : Business Administration**

**Name/s of the faculty : Ms. Pushpalatha R**

**Course Title : Business Taxation**

**Course Code : 23BA/MC/BT54**

**Shift : II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	describe the conceptual framework of the discipline of taxation in India	K1
<b>CO2</b>	identify the importance of the procedures of taxation	K2
<b>CO3</b>	apply the provisions to assess of incomes of business organisations	K3
<b>CO4</b>	analyse the deductions, concessions and exemptions in the process of tax levy and collection.	K4
<b>CO5</b>	evaluate the scope and challenges in compliance of tax	K5

Week	Unit No.	Content	Cognitive Level	Teaching Hours	COs	Teaching Learning Methodology	Assessment Methods
Jun 15 – 22, 2026 (Day Order 1- 6)	1	<b>Tax System in India</b> 1.1 Taxation Meaning, Objectives, Features and Canons 1.2 Tax System in India- Union List, State List & Concurrent List 1.3 Direct and Indirect Taxes Meaning and Features	K1-K5  K1-K3  K1-K5	2  2  1	1-5  1-3  1-5	Lecture and Discussion	Reflection Questioning
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	(contd) 1.3 Direct and Indirect Taxes Meaning and Features 1.4 CESS Types- Difference between Tax and CESS	K1-K5  K1-K3	3  2	1-5  1-3	Lecture and Presentation	Quiz
July 2 – July 8, 2026 (Day Order 1- 6)	2	<b>Income Tax Law</b> 2.1 Basic Concepts in Income Tax- Person, Assessee, Previous Year, Assessment Year, Income, Agricultural Income, Exempted	K1-K3	2	1-3	Lecture and Presentation	A-Z Taxonomy

		Income, Residential Status of an Assessee, Fringe benefit Tax, Tax deducted at Source 2.2 Income under Five heads and Tax Rates	K1-K5	3	1-5		
July 9 – 16, 2026 (Day Order 1- 6)	2	2.3 Determination of Residential Status (Problems)	K1-K5	5	1-4	Lecture & Problem Solving	Written Assessment
July 17 – 24, 2026 (Day Order 1- 6)	2	(contd) 2.3 Determination of Residential Status (Problems) 2.4 Incidence of Tax (Problems)	K1-K4 K1-K4	1 4	1-4 1-4	Problem Solving	Written Assessment
July 25 – 28, 2026 (Day Order 1- 3)	3	<b>Income under the Head `Profits and Gains from Business and Profession</b> 3.1 Definitions, Deductions expressly allowed and Disallowed, Expenses deductible on actual payment basis	K1-K5	2	1-5	Lecture & Problem Solving	Written Assessment, Component 1: Indian Taxation MCQ Test (unit 1,2)-15 marks-25.07.26

July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	3	(contd)  3.1 Definitions, Deductions expressly allowed and Disallowed, Expenses deductible on actual payment basis  3.2 Computation of Profits and Gains of Business and Professional Income (Problems)	K1-K5          K1-K4	1          2	1-5          1-4	Lecture & Problem Solving	Written Assessment
Aug 7 – 14, 2026 (Day Order 1- 6)	5	(contd)  3.2 Computation of Profits and Gains of Business and Professional Income (Problems)	K1-K4	5	1-4	Problem Solving	Written Assessment
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.3 Depreciation u/s 32 (Simple Problems)	K1-K2	5	1-2	Problem Solving	Written Assessment
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	<b>Goods and Service Tax</b>  4.1 Meaning, Features and Scope of GST, Framework of GST in India Concept of	K1-K5	4	1-5	Lecture and	Reflection

		CGST, SGST, UTGST, IGST 4.2 Rates of GST, Exemptions in GST and Registration	K1-K5	1	1-5	Presentation	Questioning
Sep 3 – 11, 2026 (Day Order 1- 6)	4	(contd) 4.2 Rates of GST, Exemptions in GST and Registration 4.3 Levy and Collection of GST, Concept of Supply Mixed and Composite	K1-K5 K1-K5	2 3	1-5 1-5	Lecture and Presentation	One Minute Paper
Sep 15-17, 2026 (Day Order 1 - 3)	4	4.4 Computation of GST Liability - Place of Supply Time and Value of Supply Input Tax Credit (Problems)	K1-K4	2	1-4	Problem Solving	Written Assessment Group Case Analysis on Tax liability of Business (unit 3)-15 marks-10.09.26
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	4	(contd) 4.4 Computation of GST Liability - Place of	K1-K5	3	1-5	Problem Solving	One Minute Paper

		Supply Time and Value of Supply Input Tax Credit (Problems)					
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	<b>Customs Law</b> 5.1 Meaning, Features and Types of Custom Duty 5.2 Customs Act, 1962, Applicability of Custom Duty on imported goods	K1-K5 K1-K5	3 2	1-5 1-5	Lecture and Presentation	Reflection Questioning Individual Assignment on Computation of Taxable Income - (unit 3,4) 20 marks-Problems 30.09.26
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	(contd) 5.2 Customs Act, 1962, Applicability of Custom Duty on imported goods 5.3 Infringement of the law offences and penalties Exemption from duty customs duty drawback duties free zones	K1-K5 K1-K5	1 4	1-5 1-5	Lecture and Presentation	Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : **Business Administration**  
**Name of the Faculty** : **Ms. Yamini M**  
**Course Title** : **Ethics and Corporate Governance**  
**Course Code** : **23BA/MC/EG53**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	recall the fundamental ethical values, morals and principles and its importance in business	K1
<b>CO2</b>	explain the need for ethical behavior, governance and responsibility in various business functions while considering its philosophical approaches and theories	K2
<b>CO3</b>	apply social responsibility and governance practices and also the disclosure of wrongdoing in various business functions	K3
<b>CO4</b>	examine the main types of ethical & responsibility violations and the consequences of their influence on business practice, the economy, and society in general	K4
<b>CO5</b>	critically evaluate the ethical, governance, and sustainability practices of an organisation	K5

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 15 – 22, 2026 (Day Order 1- 6)	1	<b>Understanding Business Ethics</b>  1.1 Defining Business Ethics Difference between Ethics and Morals, Relationship of Ethics and Law	K1-K5	4	1-5	Lecture Method Using PowerPoint Presentation	Class Discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.2 Ethical Dilemmas – Meaning, Features and Schools of Thought of Business Ethics	K1-K5	4	1-5	Lecture Method Using PowerPoint Presentation	Reflection Questioning
July 2 – July 8, 2026 (Day Order 1- 6)	1  2	1.3 Need and Importance of Business Ethics  <b>Ethics in Various Business Functions</b>  2.1 Ethics in Marketing – Product, Pricing and Advertising	K1-K5  K1-K5	2  2	1-5  1-5	Lecture Method Using PowerPoint Presentation	Component 1- Participatory Learning Methods - Group Presentation on Corporate Ethical Failures

							– 15 Marks – From 09.07.2026
July 9 – 16, 2026 (Day Order 1- 6)	2	(Contd)... 2.1 Ethics in Marketing – Product, Pricing and Advertising  2.2 Ethics in Finance – Information, Insider Trading, Hostile Takeover	K1-K5   K1-K5	2   2	1-5   1-5	Lecture Method Using PowerPoint Presentation	Reflection Questioning
July 17 – 24, 2026 (Day Order 1- 6)	2	(Contd)... 2.2 Ethics in Finance – Information, Insider Trading, Hostile Takeover  2.3 Ethics in Human Resources – Compliances, Salary Planning, Employee equality, Employee Privacy, Nepotism	K1-K5   K1-K5	1   3	1-5   1-5	Lecture Method Using PowerPoint Presentation	Reflection Questioning

July 25 – 28, 2026 (Day Order 1- 3)	2	(Contd)...				Lecture Method Using PowerPoint Presentation	Reflection Questioning
		2.3 Ethics in Human Resources – Compliances, Salary Planning, Employee equality, Employee Privacy, Nepotism	K1-K5	1	1-5		
		2.4 Whistle blowing – Meaning and Importance	K1-K5	2	1-5		
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	3	<b>Corporate Social Responsibility</b>  3.1 Philanthropy and its Relevance in Business	K1-K4	3	1-4	Lecture Method Using PowerPoint Presentation	Class Discussion
Aug 7 – 14, 2026 (Day Order 1- 6)	3	3.2 Need and Importance of CSR	K1-K5	3	1-5	Lecture Method Using PowerPoint Presentation	Class Discussion
		3.3 CSR in India - CSR Under Section 135 of Companies Act 2013	K1-K5	1	1-5		
Aug 17 - 24, 2026 (Day Order 1- 6)	3	(Contd)...				Lecture Method Using PowerPoint	Component 2- Problem

	4	3.3 CSR in India - CSR Under Section 135 of Companies Act 2013  <b>Corporate Governance</b> 4.1 Meaning and Principles of Corporate Governance	K1-K5  K1-K5	3  1	1-5  1-5	Presentation	Solving Method - Concept Mapping and Puzzle solving on Unit 1, 2 & 3 – 20 Marks - 19.08.2026
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	(Contd)... 4.1 Meaning and Principles of Corporate Governance 4.2 Need and Importance of Corporate Governance	K1-K5  K1-K5	3  1	1-5  1-5	Lecture Method Using PowerPoint Presentation	Concept Check
Sep 3 – 11, 2026 (Day Order 1- 6)	4	(Contd)... 4.2 Need and Importance of Corporate Governance 4.3 Corporate Governance in India: Birla Committee, Clause No. 49	K1-K5  K1-K5	1  3	1-5  1-5	Lecture Method Using PowerPoint Presentation	Reflection Questioning

Sep 15-17, 2026 (Day Order 1 - 3)	4	(Contd)... 4.3 Corporate Governance in India: Birla Committee, Clause No. 49	K1-K5	3	1-5	Lecture Method Using PowerPoint Presentation	Component 3- Experiential Learning Method - Report Submission on Analyze annual reports of listed companies and assess governance practices, board composition, and CSR disclosures – 15 Marks- 16.09.2026
Sep 18 –23, 2026	<b>C.A. Test – II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	5	<b>Recent Practices Enhancing Ethics, Corporate Social Responsibility and Governance</b> 5.1 Vigilance practices,	K1-K5	3	1-5	Lecture Method Using PowerPoint Presentation	Class Discussion

		Right to Information Act –Salient Features					
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	(Contd)... 5.1 Vigilance practices, Right to Information Act –Salient Features 5.2 Case Studies – Consumer Protection Act	K1-K5  K1-K5	1  2	1-5  1-5	Lecture Method Using PowerPoint Presentation	Concept Check
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.3 Case Studies on Ethics, CSR and Corporate Governance	K1-K5	3	1-5	Lecture Method Using PowerPoint Presentation	Reflection Questioning
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : **Business Administration**  
**Name of the Faculty** : **Ms. Yamini M**  
**Course Title** : **Business Communication and Etiquettes**  
**Course Code** : **23BA/MC/BE53**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	recall fundamental concepts of effective communication, presentation skills and etiquette practices	K1
<b>CO2</b>	explain the significance of verbal and non-verbal communication cues and their impact on interpersonal interactions	K2
<b>CO3</b>	apply principles of effective communication to compose clear, concise business documents and presentations	K3
<b>CO4</b>	evaluate various business communication materials, presentation techniques and etiquette principles for maintaining professionalism	K4
<b>CO5</b>	critically assess the impact of business etiquette and communication on professional relationships	K5

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 15 – 22, 2026 (Day Order 1- 6)	1	<b>Introduction to Business Communication</b>  1.1 Business Communication - Meaning – Definition Importance	K1-K4	1	1-4	Lecture Method using PowerPoint presentation	Discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	1.2 Types and channels of business communication-Principles - Barriers to effective communication -Key factors for effective communication	K1-K5	4	1-5	Lecture Method using PowerPoint presentation	Class Quiz
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.2 Types and channels of business communication-Principles - Barriers to effective communication -Key factors for effective communication  1.3 Non-Verbal Communication	K1-K5  K1-K5	2  2	1-5  1-5	Lecture Method using PowerPoint presentation	Concept Check

July 9 – 16, 2026 (Day Order 1- 6)	2	<b>Business Correspondence and Documents</b>  2.1 Meaning of Correspondence – Types – Purposes and Use of Business Correspondence	K1-K5	4	1-5	Lecture Method using PowerPoint presentation	Component 1– Experiential Learning Methods – Learning by Doing – Create a Professional Branding Portfolio – 15 Marks – 13.07.2026
July 17 – 24, 2026 (Day Order 1- 6)	2	2.2 Letters – Parts of a Business Letter, Layout and Types	K1-K5	4	1-5	Lecture Method using PowerPoint presentation	Class Discussion
July 25 – 28, 2026 (Day Order 1- 3)	2	2.2 Letters – Parts of a Business Letter, Layout and Types  2.3 Emails, Memorandums (Memos), Proposals, Business Cards, Brochures and Flyers, Meeting Agendas and Minutes, Press Releases, Company Newsletters, Reports – Guidelines	K1-K5  K1-K5	1  2	1-5  1-5	Lecture Method using PowerPoint presentation	Pair Work
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						

Aug 4 - 6, 2026 (Day Order 4 - 6)	2	2.3 Emails, Memorandums (Memos), Proposals, Business Cards, Brochures and Flyers, Meeting Agendas and Minutes, Press Releases, Company Newsletters, Reports – Guidelines	K1-K5	3	1-5	Lecture Method using PowerPoint presentation	Component 2– Problem Solving Methods – Email Correction & Redrafting Task – 15 Marks- 06.08.2026
Aug 7 – 14, 2026 (Day Order 1- 6)	3	<b>Oral Communication and Presentation Skills</b> 3.1 Oral communication –Meaning, Principles, Purpose, Types of oral communication, Advantages & Conversation Pitfalls	K1-K5	4	1-5	Lecture Method using PowerPoint presentation	Class Discussion
Aug 17 - 24, 2026 (Day Order 1- 6)	3	3.2 Meaning of Presentation skills and Ways to improve the Presentation Skills 3.3 Thumb rule in making Presentation 3.3.1 10-20-30 Rule 3.3.2 6X6 Rule	K1-K5  K1-K5	2  2	1-5  1-5	Lecture Method using PowerPoint presentation	Class Discussion

Aug 25 – Sep 2, 2026 (Day Order 1- 6)	4	<b>Essentials of Etiquette</b> 4.1 Etiquette – Meaning, Definition, Need for Etiquette in today’s world	K1-K5	4	1-5	Lecture Method using PowerPoint presentation	Class Discussion
Sep 3 – 11, 2026 (Day Order 1- 6)	4	4.2 Classifications of Etiquette – Social Etiquette, Business Etiquette, Clothing Etiquette, Dining Etiquette, Communication Etiquette, Netiquette, Event Etiquette, Meeting Etiquette, Telephone Etiquette – Do’s and Don’ts	K1-K5	4	1-5	Lecture Method using PowerPoint presentation	Class Discussion
Sep 15-17, 2026 (Day Order 1 - 3)	4	4.2 Classifications of Etiquette – Social Etiquette, Business Etiquette, Clothing Etiquette, Dining Etiquette, Communication Etiquette, Netiquette, Event Etiquette, Meeting Etiquette, Telephone Etiquette – Do’s and Don’ts  4.3 Business Etiquette – Definition, Basic Principles, Importance	K1-K5	1	1-5	Lecture Method using PowerPoint presentation	Component 3– Participatory Learning Methods - Role play on Etiquettes - 20 Marks- 15.09.2026

			K1-K5	2	1-5		
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	4	4.3 Business Etiquette – Definition, Basic Principles, Importance	K1-K5	1	1-5	Lecture Method using PowerPoint presentation	Concept Check
	5	<b>Interview Etiquette and Interpersonal Skills</b> 5.1 Types of Interviews, Codes of Conduct for Interview	K1-K5	2	1-5		
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	5	5.1 Types of Interviews, Codes of Conduct for Interview	K1-K5	1	1-5	Lecture Method using PowerPoint presentation	Class Discussion
		5.2 Preparation of Resume and Group Discussion	K1-K5	3	1-5		
Oct 8 - 14, 2026 (Day Order 1 - 6)	5	5.3 Tips to build strong interpersonal relationship at Workplace	K1-K5	2	1-5	Lecture Method using PowerPoint presentation	Class Discussion
		5.4 Significance of interpersonal relationships in professional life	K1-K5	2	1-5		
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department** : **Business Administration**  
**Names of the Faculty** : **Ms. Pushpalatha and Ms. Sweety**  
**Course Title** : **Introduction to Social Enterprise Management**  
**Course Code** : **23ID/IC/SE55**  
**Shift** : **II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	identify and describe the types of organisations involved in the Social Enterprise Sector.	K1
<b>CO2</b>	demonstrate the understanding of the Attitude and knowledge required for the creation, management and development of social enterprises	K2
<b>CO3</b>	analyse the range of strategies suitable for fulfilling needs of the communities/clients to be served/ being targeted.	K3
<b>CO4</b>	evaluate the impact of organisations by using basic concepts in social audit.	K4
<b>CO5</b>	develop ideas on the application of skills required in the creation of social enterprises.	K5

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 15 – 22, 2026 (Day Order 1- 6)	1	<b>Measuring Social Value</b> 1.1 Concept of social value; Need for measuring social value	K1-K4	3	1-4	Chalk and talk	CA1
	2	2.1 Definition, characteristic and types of Entrepreneurships	K1-K5	3	1-5	Lecture and Presentation	Word Cloud
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	(contd) 1.2 Methods of measuring social value; Social return on investment	K1-K4	3	1-4	PPT and discussion	CA1
	2	2.1 Definition, characteristic and types of Entrepreneurships	K1-K5	1	1-5	Lecture and Presentation	Reflection Questioning
		2.2 Characteristics and Role of a Social Entrepreneur, Difference between entrepreneurship and social entrepreneurship		2			
July 2 – July 8, 2026 (Day Order 1- 6)	1	(contd) 1.2 Methods of measuring social value; Social return on investment	K1-K4	1	1-4	PPT, Case studies and discussion	CA1 & quiz

	2	1.3 Measuring vulnerability and efficiency of social enterprise	K1-K4	2	1-4	Lecture and Case discussions	Case Analysis
		2.2 Characteristics and Role of a Social Entrepreneur, Difference between entrepreneurship and social entrepreneurship	K1-K5	2	1-5		
	4	<b>Management of NGOs</b> 4.1 Concept of Volunteerism, Charity, Welfare and Development, Concept of Social Audit	K1-K5	1	1-5		
July 9 – 16, 2026 (Day Order 1- 6)	1	(contd)					
		1.3 Measuring vulnerability and efficiency of social enterprise	K1-K4	1	1-4	Case studies and discussion	CA1
	4	1.4 Organizational effectiveness of social enterprise	K1-K4	2	1-4		One Minute paper
		4.1 Concept of Volunteerism, Charity, Welfare and Development, Concept of Social Audit	K1-K5	3	1-5	Lecture and Discussion	
July 17 – 24, 2026 (Day Order 1- 6)	1	(contd)					
		1.4 Organizational effectiveness of social enterprise	K1-K4	2	1-4	PPT and group project	CA1 Component 1: Design

	2	2.3 Supporting Agencies Ashoka, Skoll Foundation, Miller Center for Social Entrepreneurship, NABARD	K1-K5	1	1-5		and present a Social Enterprise Business plan 25 marks on 17.07.26
	4	4.2 National Policy Related to NGO	K1-K5	3	1-5	Lecture and Presentation	
July 25 – 28, 2026 (Day Order 1- 3)	4	(Contd) 4.2 National Policy Related to NGO 4.3 Legal Aspects, Documentation in NGOs	K1-K5 K1-K5	1 2	1-5 1-5	Lecture and Discussion	KWL Reflection
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	2	(contd) 2.3 Supporting Agencies Ashoka, Skoll Foundation, Miller Center for Social Entrepreneurship, NABARD	K1-K5	3	1-5	Project and group discussion	CA2 & unit test
Aug 7 – 14, 2026 (Day Order 1- 6)	3	2.4 Case studies: Bunker Roy– BAREFOOT COLLEGE, Joseph Nkandu– NUCAFE, Arunachalam Muruganantham – JAYAASHREE	K1-K5	3	1-5	Case studies and discussion	CA2

	4	INDUSTRIES, G Venkataswamy – ARVIND EYE HOSPITAL, The Self Employment Women’s Association (SEWA) – Ela Bhatt  (contd) 4.3 Legal Aspects, Documentation in NGOs 4.4 Fund Raising and Accounting Practices	K1-K5  K1-K5	2  1	1-5  1-5	Lecture and Presentation	Reflection Questioning
Aug 17 - 24, 2026 (Day Order 1- 6)	2  3  4	(contd)  2.4 Case studies: Bunker Roy– BAREFOOT COLLEGE, Joseph Nkandu– NUCAFE, Arunachalam Muruganantham – JAYAASHREE INDUSTRIES, G Venkataswamy – ARVIND EYE HOSPITAL, The Self Employment Women’s Association (SEWA) – Ela Bhatt  <b>Creation of Social Enterprises</b> 3.1 Vision, Mission, Objectives, Board (contd)  4.4 Fund Raising and Accounting Practices	K1-K5  K1-K5  K1-K5	1  2  3	1-5  1-5  1-5	Case studies and discussion       Lecture and Presentation	CA2       Pros and Cons Grid

Aug 25 – Sep 2, 2026 (Day Order 1- 6)	3	(Contd) 3.1 Vision, Mission, Objectives, Board	K1-K5	3	1-5	PPT and discussion	CA2 & quiz
	5	<b>Ethics And CSR In Social Entrepreneurship</b> 5.1 Ethical entrepreneurship: Meaning. Empirical ethics, eternal ethics. Entrepreneur and customer	K1-K5	3	1-5	Lecture and Presentation	Padlet
Sep 3 – 11, 2026 (Day Order 1- 6)	3	3.2 Need Assessment-Baseline Survey, Participatory Project Planning Techniques, PRA, RRA, Logical Framework Analysis	K1-K5	3	1-5	PPT and discussion	Component 2: Case Analysis and adaptation of social entrepreneurial models to address contemporary issues 25 Marks Last date: 10.09.2026
	5	(Contd) 5.1 Ethical entrepreneurship: Meaning. Empirical ethics, eternal ethics. Entrepreneur and customer 5.2 Challenges in Social Entrepreneurship	K1-K5 K1-K5	1 2	1-5 1-5	Lecture and Case study	
Sep 15-17, 2026 (Day Order 1 - 3)	5	(contd) 5.2 Challenges in Social Entrepreneurship	K1-K5	2	1-5	Lecture and Presentation	Reflection Questioning

		5.3 Corporate Social Responsibility- Introduction, Components and Benefits	K1-K5	1	1-5		
Sep 18 –23, 2026	<b>C.A. Test - II</b>						
Sep 24 - 28, 2026 (Day 4 – 6)	3	3.2 Need Assessment-Baseline Survey, Participatory Project	K1-K5	3	1-5	PPT and discussion	Quiz
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	3	3.3 Development of a Product or Service	K1-K5	3	1-5	PPT and group discussion	Quiz
	5	(contd) 5.3 Corporate Social Responsibility- Introduction, Components and Benefits	K1-K5	3	1-5	Lecture and Presentation	Quiz
Oct 8 - 14, 2026 (Day Order 1 - 6)	3	(contd)	K1-K5	2	1-5	PPT and Discussion	Quiz
	5	3.3 Development of a Product or Service 5.4 Tracking and reporting of CSR projects - How companies spend their CSR funds	K1-K5	4	1-5	Lecture and Discussion	Discussion
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						

**STELLA MARIS COLLEGE (AUTONOMOUS), CHENNAI**

**COURSE PLAN (June - November 2026)**

**Department : Business Administration**

**Name of the Faculty : Ms. Arthy Infanta A**

**Course Title : Team Dynamics**

**Course Code : 23BA/GE/TY22**

**Shift : II**

**COURSE OUTCOMES (COs)**

<b>COs</b>	<b>Description</b>	<b>CL</b>
<b>CO1</b>	Define Key terms in Team Dynamics	<b>K1</b>
<b>CO2</b>	Explain the nature and significance of Team	<b>K2</b>
<b>CO3</b>	Apply team building skills to enhance team performance	<b>K3</b>
<b>CO4</b>	Analyse the causes for conflict in the process of team development	<b>K4</b>
<b>CO5</b>	Evaluate the positive outcomes of team conflict	<b>K5</b>

<b>Week</b>	<b>Unit No.</b>	<b>Content</b>	<b>Cognitive Level</b>	<b>Teaching Hours</b>	<b>COs</b>	<b>Teaching Learning Methodology</b>	<b>Assessment Methods</b>
Jun 15 – 22, 2026 (Day Order 1- 6)	1	Team Dynamics – Introduction  1.1 Team Dynamics– Meaning, Nature and Importance of Team Dynamics	K1-K4	1	1-4	Lecturing using Powerpoint Presentation/ Google Slides	Class Discussion
Jun 23 – July 1, 2026 (Day Order 1- 6)	1	(Contd.) 1.1 Team Dynamics– Meaning, Nature and Importance of Team Dynamics	K1-K4	1	1-4	Lecturing using Powerpoint Presentation/ Google Slides	Reflection Questioning
July 2 – July 8, 2026 (Day Order 1- 6)	1	1.2 Purpose of Team Dynamic, Types of Team Dynamics	K1-K4	2	1-4	Lecturing using Powerpoint Presentation/ Google Slides  Management Games	Component 1 - Objective Test - 02.07.2026 - 20 Marks
July 9 – 16, 2026 (Day Order 1- 6)	1	(Contd.)1.2 Purpose of Team Dynamic, Types of Team Dynamics	K1-K4	1	1-4	Lecturing using Powerpoint Presentation/ Google Slides	Concept Recheck

July 17 – 24, 2026 (Day Order 1- 6)	1	1.3 Characteristics of a Good Team Dynamics	K1-K5	1	1-5	Lecturing using Powerpoint Presentation/ Google Slides	Reflection Questioning
July 25 – 28, 2026 (Day Order 1- 3)	2	Team Development and Team Building  2.1 Team Development – Meaning, Tuckman’s Team Development Model	K1-K5	2	1-5	Lecturing using Powerpoint Presentation/ Google Slides	Concept Recheck
July 29 – Aug 3, 2026	<b>C.A. Test - I</b>						
Aug 4 - 6, 2026 (Day Order 4 - 6)	2	2.2 Team Building – Meaning, Importance and Principles of Team Building	K1-K5	2	1-5	Lecturing using Powerpoint Presentation/ Google Slides	Concept Recheck
Aug 7 – 14, 2026 (Day Order 1- 6)	2	2.3 Success Factors in Team Building	K1-K5	2	1-5	Lecturing using Powerpoint Presentation/ Google Slides	Component 2 - Role Play on Success Factors in Team Building – 15 Marks –

							07.08.2026
Aug 17 - 24, 2026 (Day Order 1- 6)	2	2.4 Difference between Team Building and Team Development	K1-K4	2	1-4	Lecturing using Powerpoint Presentation/ Google Slides	Class Discussion
Aug 25 – Sep 2, 2026 (Day Order 1- 6)	2	(Contd.)2.4 Difference between Team Building and Team Development	K1-K4	2	1-4	Lecturing using Powerpoint Presentation/ Google Slides	Reflection Questioning
Sep 3 – 11, 2026 (Day Order 1- 6)	3	Handling Conflicts in a Team  3.1 Team Conflict - Meaning, Definition, Causes of Conflicts	K1-K4	2	1-4	Lecturing using Powerpoint Presentation/ Google Slides	Component 3 - Casestudy on Conflict Management – 10 Marks – 01.09.2026
Sep 15-17, 2026 (Day Order 1 - 3)	3	3.2 Levels of Conflict, Stages of Conflict	K1-K5	2	1-5	Lecturing using Powerpoint Presentation/ Google Slides	Casestudy and management games
Sep 18 –23, 2026	<b>C.A. Test - II</b>						

Sep 24 - 28, 2026 (Day 4 – 6)	3	3.3 Measures to Stimulate Team Conflict	K1-K4	2	1-4	Lecturing using Powerpoint Presentation/ Google Slides	Casestudy and management games
Sep 29 – Oct 7, 2026 (Day Order 1 - 6)	3	(Contd.) 3.3 Measures to Stimulate Team Conflict	K1-K4	2	1-4	Lecturing using Powerpoint Presentation/ Google Slides	Casestudy and management games
Oct 8 - 14, 2026 (Day Order 1 - 6)	3	3.4 Consequences of Conflicts – Positive Aspects of Conflicts	K1-K5	2	1-5	Lecturing using Powerpoint Presentation/ Google Slides	Casestudy and management games
Oct 15 - 21, 2026 (Day Order 1- 4)	<b>REVISION</b>						