

# Lesson Plan

**Name of faculty** : Mr. Sumit Verma  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Principles of Management  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Concept, Nature Of Management		
	2.	Process And Significance Of Management		
	3.	Development Of Management Thought		
2.	4.	Classical, Neo-Classical Approaches Of Management		
	5.	Behavioral, Systems And Contingencies Approaches Of Management		
	6.	Contemporary Issue Of Management		
3.	7.	Challenges Of Management		
	8.	Test 1		
	9.	Assignment 1		
4.	10.	Introduction to Planning		
	11.	Types Process And Techniques of Planning		
	12.	Introduction to Decision Making		
5.	13.	Types Process And Techniques of Decision Making		
	14.	Test 2		
	15.	Assignment 2		
6.	16.	Introduction of Organizing: its concept & nature		
	17.	Importance, Process of Organizing		
	18.	Formal & Informal Organizations		
7.	19.	Concept of Organization Chart		
	20.	Organizing Principles		
	21.	Span Of Management		
8.	22.	Factors Determining Effective Span of control		
	23.	Concept of Graicunas Formula		
	24.	Test 3		
9.	25.	Assignment 3		
	26.	Introduction to Departmentation		
	27.	Departmentation By Function		
10.	28.	Territory, Product/Service Departmentation		
	29.	Customer Group ,Matrix Organization		
	30.	Authority: Definition Types, Responsibility And Accountability		
11.	31.	Steps In Delegation of Authority		
	32.	Obstacles To Delegation And Their Elimination		
	33.	Decentralization Vs. Centralization		
12.	34.	Determinants Of Effective Decentralization		
	35.	Staffing: Definition, Manpower Management		
	36.	Factors Affecting Staffing, introduction to Job Design		
13.	37.	Selection Process, Techniques of Staffing		
	38.	Performance Appraisal: Need And Process		
	39.	Test 4		
14.	40.	Communication; Importance, Process, Barriers		
	41.	Breakdown Of Communication		
	42.	Controlling: Control Process, Types,		
15.	43.	Barriers To Control Making		
	44.	Control Techniques: Budget And Non- Budgetary Control Devices		
	45.	Social Responsibility And Business Ethics		

# Lesson Plan

**Name of faculty** : Mr. Pankaj Arora  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Analysis of Financial Statements  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Analysis Of Financial Statements		
	2.	Interpretation Of Financial Statements		
	3.	Concept of Ratio Analysis		
2.	4.	Types of Ratio analysis		
	5.	Importance of Ratio analysis		
	6.	Methods Of Ratio Analysis		
3.	7.	Use Of Ratio Analysis		
	8.	Tools Of Ratio Analysis		
	9.	Interpretation Of Ratio Analysis		
4.	10.	Test 1		
	11.	Assignment 1		
	12.	Ratios In Relation To Short Term Liquidity		
5.	13.	Meaning Of Short Term Liquidity		
	14.	Importance Of Short Term Liquidity		
	15.	Use Of Short Term Liquidity		
6.	16.	Test 2		
	17.	Assignment 2		
	18.	Long Term Solvency of firm		
7.	19.	Difference Between Short Term And Long Term Solvency		
	20.	Calculation Of Solvency		
	21.	Solvency Calculation		
8.	22.	Test 3		
	23.	Assignment 3		
	24.	Profitability Ratio		
9.	25.	Meaning of Profitability Ratio		
	26.	Types of Profitability Ratio		
	27.	Calculation of Profitability		
10.	28.	Importance of Profitability		
	29.	Return on Investment		
	30.	Calculation of Return on Investment		
11.	31.	Use of Return on Investment		
	32.	Methods of Return on Investment		
	33.	Interpretation of Return on Investment		
12.	34.	Test 4		
	35.	Assignment 4		
	36.	Calculation of Return On Capital Employed		
13.	37.	Methods And Use of Return On Capital Employed		
	38.	Calculation of Return On Net-Worth		
	39.	Method And Use of Return On Net-Worth		
14.	40.	Calculation of Return On Assets		
	41.	Method And Use of Return On Assets		
	42.	Preparation And Analyses Of Cash Flow		
15.	43.	Concept of Funds Flow Statements		
	44.	Test 5		
	45.	Assignment 5		

## Lesson Plan

**Name of faculty** : Ms. Sugandha  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Managerial Economics-II  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Concept Of Macro Economics		
	2.	Introduction to National Income		
	3.	Concepts And Measurement of National Income		
2.	4.	Classical Theory Of Output		
	5.	Classical Theory Of Employment		
	6.	Say's Law Of Markets		
3.	7.	Test 1		
	8.	Assignment 1		
	9.	Keynesian & Friedmanian Theory Of Income Determination		
4.	10.	Determinants Of Macro Equilibrium		
	11.	Aggregate Demand		
	12.	Aggregate Supply Functions		
5.	13.	Under Employment Equilibrium		
	14.	Concept Of Multiplier		
	15.	Test 2		
6.	16.	Assignment 2		
	17.	Introduction to Consumption		
	18.	Meaning & Determinants of Consumption		
7.	19.	Importance of Consumption		
	20.	Theory Of Consumption		
	21.	Absolute Income Hypothesis		
8.	22.	Relative Income Hypothesis		
	23.	Permanent Income Hypothesis		
	24.	Life Cycle Hypothesis		
9.	25.	Test 3		
	26.	Assignment 3		
	27.	Theory Of Investment		
10.	28.	Types Of Investment		
	29.	Determinants Of Investment		
	30.	Marginal Efficiency Of Capital		
11.	31.	Interest Rate Determination		
	32.	Classical		
	33.	Neoclassical Theory		
12.	34.	Keynesian Theory		
	35.	Test 4		
	36.	Assignment 4		
13.	37.	Introduction to Inflation		
	38.	Meaning & Types of Inflation		
	39.	Theories of Inflation		
14.	40.	Stabilization Policies		
	41.	Monetary Policy		
	42.	Fiscal Policy		
15.	43.	Importance of Monetary and fiscal policy		
	44.	Test 5		
	45.	Assignment 5		

## Lesson Plan

**Name of faculty** : Ms. Simarpal Singh  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Understanding Social Behaviour  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Nature And Scope Of Sociology		
	2.	The Methods Of Sociology		
	3.	Fundamental Concepts Of Sociology		
2.	4.	The Relationship Between Man And Society		
	5.	Test 1		
	6.	Assignment 1		
3.	7.	Introduction to Social Structure		
	8.	Meaning of Social Structure		
	9.	Processes of Social Structure		
4.	10.	Elements of Social Structure		
	11.	Types of Social Structure		
	12.	Introduction to Social Institutions		
5.	13.	Functions of Social Institutions		
	14.	Concept of Social Process		
	15.	Concept of Co-Operation		
6.	16.	Concept of Conflict		
	17.	Concept of Competition		
	18.	Concept of Assimilation		
7.	19.	Test 2		
	20.	Assignment 2		
	21.	Concept of Socialization		
8.	22.	Introduction to Social Action		
	23.	Meaning of Social Action		
	24.	Process Of Learning		
9.	25.	Stages of Social Action		
	26.	Agencies Of Socialization		
	27.	Agencies Of Socialization		
10.	28.	Elements Of Socialization		
	29.	Rationality Of Means		
	30.	Economic Factor		
11.	31.	Political Factor		
	32.	Religious Integration of Ends		
	33.	Test 3		
12.	34.	Assignment 3		
	35.	Social Change Institution		
	36.	Meaning &Types of Social Change Institution		
13.	37.	Factors In Social Change		
	38.	Social Problems		
	39.	Meaning, Causes And Remedies of Social Problems		
14.	40.	Social Institution: Family, Religion And Marriage		
	41.	Social Stratification In India		
	42.	Attitude Formation And Change		
15.	43.	Concept of Morale Audit		
	44.	Values And Norms		
	45.	Power And Politics & Bureaucracy		

# Lesson Plan

**Name of faculty** : Mr. Vijay kumar  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Business Mathematics-II  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Plane Analytical Geometry		
	2.	Practical & Exercise		
	3.	Assignment 1		
2.	4.	Cartesian Coordinate Systems		
	5.	Test 1		
	6.	Assignment 2		
3.	7.	Length Of Line Segment		
	8.	Practical & Exercise		
	9.	Section Formula (Ratio)		
4.	10.	Practical & Exercise		
	11.	Equation Of A Straight Line		
	12.	Practical & Exercise		
5.	13.	Test 2		
	14.	Assignment 3		
	15.	Arithmetic		
6.	16.	Practical & Exercise		
	17.	Geometric		
	18.	Practical & Exercise		
7.	19.	Harmonic Progressions		
	20.	Practical & Exercise		
	21.	Integral Calculus		
8.	22.	Practical & Exercise		
	23.	Test 3		
	24.	Assignment 4		
9.	25.	Integration As An Inverse Of Derivative		
	26.	Practical & Exercise		
	27.	Integration By Substitution Method		
10.	28.	Practical & Exercise		
	29.	Integration By Parts		
	30.	Practical & Exercise		
11.	31.	Test 4		
	32.	Assignment 5		
	33.	Indefinite Integral		
12.	34.	Definite Integral		
	35.	Its Application In Business		
	36.	Practical & Exercise		
13.	37.	Logarithm		
	38.	Practical & Exercise		
	39.	Law Of Operations		
14.	40.	Practical & Exercise		
	41.	Log Tables		
	42.	Compound Interest		
15.	43.	Depreciation		
	44.	Test 5		
	45.	Assignment 6		

# Lesson Plan

**Name of faculty** : Ms. Parvinder Kaur  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Business Communication-I  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Business Communication		
	2.	Meaning of Business Communication		
	3.	Importance of Business Communication		
2.	4.	Barriers To Effective Communication		
	5.	Test 1		
	6.	Assignment 1		
3.	7.	Basic Model of Business Communication		
	8.	Effective Business Communication		
	9.	Essentials Of Effective Business Communication		
4.	10.	Test 2		
	11.	Assignment 2		
	12.	Basic Parts Of Speech		
5.	13.	Concept of Noun		
	14.	Concept of Pronoun		
	15.	Concept of Verb		
6.	16.	Concept of Adjective		
	17.	Concept of Adverb		
	18.	Concept of Preposition		
7.	19.	Test 3		
	20.	Assignment 3		
	21.	Concept of Article And Conjunction		
8.	22.	Concept of Active & Passive Voice		
	23.	Introduction to Paragraph Writing		
	24.	Précis		
9.	25.	Translation		
	26.	From Vernacular To English & English To Vernacular		
	27.	Test 4		
10.	28.	Assignment 4		
	29.	Correct Word Usage		
	30.	Homonyms		
11.	31.	Antonyms		
	32.	Synonyms		
	33.	Writing Applications		
12.	34.	Business Applications		
	35.	Test 5		
	36.	Assignment 5		
13.	37.	Job Application		
	38.	Leave Application		
	39.	Importance Of Non-Verbal Communication		
14.	40.	Positive Gestures		
	41.	Symbols And Signs		
	42.	Physical Appearance		
15.	43.	The Art Of Self-Presentation & Conduct		
	44.	Test 6		
	45.	Assignment 6		

# Lesson Plan

**Name of faculty** : Dr. Vidushi bhardwaj  
**Discipline** : BBA  
**Semester** : 2nd  
**Subject** : Environment Management  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Environment Management		
	2.	Meaning of Environment Management		
	3.	Nature of Environment Management		
2.	4.	Scope of Environment Management		
	5.	Ecological Systems		
	6.	Environmental Systems		
3.	7.	Components Of The Eco-System		
	8.	Man		
	9.	Test 1		
4.	10.	Assignment 1		
	11.	Ecosystem		
	12.	Environmental Systems		
5.	13.	Conservation Management		
	14.	Conservation Management		
	15.	Global Warming		
6.	16.	Control Measures of Global Warming		
	17.	Eco-Friendly Business		
	18.	Corporate Social Responsibility		
7.	19.	Test 2		
	20.	Assignment 2		
	21.	Green Marketing		
8.	22.	Environment Ethics		
	23.	Meaning And Importance		
	24.	Sustainable Development		
9.	25.	Meaning And Role of Sustainable Development		
	26.	Approaches For Environmental Management		
	27.	Types And Use of Environmental Management		
10.	28.	Management Based On Standards		
	29.	Management Based On Best Practicable Means		
	30.	Other Measures For Environment		
11.	31.	Implications Of Environment		
	32.	Test 3		
	33.	Assignment 3		
12.	34.	Major Provisions Of The Environment (Protection) Act		
	35.	Implication Of Environment (Protection) Act		
	36.	Role Of Environment (Protection) Act		
13.	37.	Environment Audit		
	38.	Meaning And Nature Of Environment Audit		
	39.	Types Environment Audit		
14.	40.	Importance of Environment Audit		
	41.	Role Of NGO's		
	42.	Other Institutions In Environment Protection		
15.	43.	Nature Of Environment Protection		
	44.	Test 4		
	45.	Assignment 4		

## Lesson Plan

**Name of faculty** : Ms. Sumit Verma  
**Discipline** : BBA  
**Semester** : 4th  
**Subject** : Human Behaviour at Work  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Behavior At Workplace		
	2.	Nature of Behavior At Workplace		
	3.	Meaning of Behavior At Workplace		
2.	4.	Group As A Medium Of Learning		
	5.	Test 1		
	6.	Assignment 1		
3.	7.	Group Development Process		
	8.	Group Dynamics In Workplaces		
	9.	Test 2		
4.	10.	Assignment 2		
	11.	Concept of Group Cohesiveness		
	12.	Concept of Group Think		
5.	13.	Concept of Group Conformity		
	14.	Test 3		
	15.	Assignment 3		
6.	16.	Concept of Group Obedience		
	17.	Concept of Group Morale		
	18.	Concept of Group Performance		
7.	19.	Test 4		
	20.	Assignment 4		
	21.	Concept of Group Decision Making		
8.	22.	Concept of Group Synergy		
	23.	Concept of Team Building		
	24.	Test 5		
9.	25.	Assignment 5		
	26.	Interpersonal Influence Processes		
	27.	Concept of Social Loafing		
10.	28.	Concept of Social Facilitation		
	29.	Test 6		
	30.	Assignment 6		
11.	31.	Concept of Interpersonal Communication		
	32.	Concept of Interpersonal Awareness		
	33.	Feedback Process		
12.	34.	Test 7		
	35.	Assignment 7		
	36.	Meaning and concept of Interpersonal Trust		
13.	37.	Career Roles		
	38.	Identity		
	39.	Test 8		
14.	40.	Assignment 8		
	41.	Competition		
	42.	Cooperation		
15.	43.	Role And Importance		
	44.	Functions		
	45.	Test 9		



## Lesson Plan

**Name of faculty** : Dr. Poonam Kamboj  
**Discipline** : BBA  
**Semester** : 4th  
**Subject** : Macro Business Environment  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Economic Reforms		
	2.	Liberalisation		
	3.	Privatization		
2.	4.	Globalization		
	5.	Industrial Policy Of India		
	6.	Current Industrial Policy		
3.	7.	Test 1		
	8.	Assignment 1		
	9.	Foreign Capital		
4.	10.	Technology used		
	11.	Foreign Investment Policy		
	12.	Role Of Foreign Policy		
5.	13.	Importance Of Foreign Policy		
	14.	Test 2		
	15.	Assignment 2		
6.	16.	Multinational Corporations		
	17.	Meaning And Working Of MNC		
	18.	Drawbacks Of MNC		
7.	19.	Growth Factors Of MNC		
	20.	Foreign Investment In India		
	21.	Types And Importance Of FII		
8.	22.	Regulation relating to FII		
	23.	Promotion Of Foreign Trade		
	24.	Meaning And Importance Of Foreign Trade		
9.	25.	Nature & Operations Of Multilateral Economic Institutions		
	26.	Test 3		
	27.	Assignment 3		
10.	28.	World Bank		
	29.	Role And Working Of World Bank		
	30.	World Trade Organization		
11.	31.	Role And Working Of World Trade Organization		
	32.	International Monetary Fund		
	33.	Role And Working Of Organizations		
12.	34.	Monetary Policy Of India		
	35.	Importance Of Monetary Policy		
	36.	Fiscal Policy Of India		
13.	37.	Meaning And Significance & Latest Policy		
	38.	Test 4		
	39.	Assignment 4		
14.	40.	Exim Policy Of India		
	41.	Meaning And Nature		
	42.	Rules And Laws Of Exim Policy		
15.	43.	Its Impact On Indian Exports & Imports In Various Sectors		
	44.	Test 5		
	45.	Assignment 5		

## Lesson Plan

**Name of faculty** : Mr. PANKAJ ARORA  
**Discipline** : BBA  
**Semester** : 4th  
**Subject** : Business Statistics-II  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Introduction to Correlation		
	2.	Introduction to Correlation		
	3.	Importance of Correlation		
2.	4.	Types Of Correlation		
	5.	Methods Of Studying Correlation		
	6.	Linear Regression Method of Correlation		
3.	7.	Linear Regression Method of Correlation		
	8.	Importance of Linear Regression Method of Correlation		
	9.	Comparison Of Correlation And Regression Analysis		
4.	10.	Methods Of Studying Regression		
	11.	Properties Of Regression Lines		
	12.	Test 1		
5.	13.	Assignment 1		
	14.	Error Of Estimate		
	15.	Total Variance		
6.	16.	Explained Variance		
	17.	Unexplained Variance		
	18.	Coefficient Of Determination		
7.	19.	Test 2		
	20.	Assignment 2		
	21.	Probability		
8.	22.	Introduction And Significance of Probability		
	23.	Definition Of Probability		
	24.	Joint Marginal And Conditional Probabilities		
9.	25.	Test 3		
	26.	Assignment 3		
	27.	Independent Probability		
10.	28.	Dependent Probability		
	29.	Mutually Exclusive Probability		
	30.	Exhaustive And Complementary Events		
11.	31.	Theories Of Probabilities		
	32.	Test 4		
	33.	Assignment 4		
12.	34.	Bayes's Theories		
	35.	Introduction to Time Series		
	36.	Definition; Components of Time Series		
13.	37.	Analysis; Measurement Of Trend		
	38.	Seasonal Cyclical And Random Variation		
	39.	Test 5		
14.	40.	Assignment 5		
	41.	Hypothesis Testing		
	42.	Procedure For Testing Hypothesis Tests In Attributes		
15.	43.	Tests In Variables		
	44.	Computation Of Above Mentioned Statistical Techniques With Microsoft Excel		
	45.	Test 6		

## Lesson Plan

**Name of faculty** : Ms. Monika Mishra  
**Discipline** : BBA  
**Semester** : 4th  
**Subject** : Marketing Management  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Marketing Management		
	2.	Meaning of Marketing Management		
	3.	Nature And Scope of Marketing Management		
2.	4.	Concepts Of Marketing		
	5.	Marketing Environment		
	6.	Marketing Mix		
3.	7.	Segmenting, Targeting And Positioning		
	8.	Approach To Marketing		
	9.	Test 1		
4.	10.	Assignment 1		
	11.	Marketing Information System		
	12.	Meaning And Components of Marketing Information System		
5.	13.	Marketing Research		
	14.	Consumer Behavior		
	15.	Meaning of Consumer Behavior		
6.	16.	Importance Of Study For Marketers		
	17.	Test 2		
	18.	Assignment 2		
7.	19.	Product –Meaning		
	20.	Levels And Product Mix		
	21.	New Product Development		
8.	22.	Product Life Cycle		
	23.	Branding		
	24.	Packaging Decision		
9.	25.	Test 3		
	26.	Assignment 3		
	27.	Pricing-Meaning		
10.	28.	Procedure For Setting A Price		
	29.	Price Variation		
	30.	Importance Of Price Variation		
11.	31.	Factors Affecting Price Variation		
	32.	Distribution Channels		
	33.	Levels And Roles		
12.	34.	Management Of Physical Distribution		
	35.	Promotion- Promotion Mix		
	36.	Advertising		
13.	37.	Sales Promotion		
	38.	Test 4		
	39.	Assignment 4		
14.	40.	Personal Selling		
	41.	Direct Marketing		
	42.	Public Relations		
15.	43.	Marketing Organization And Control		
	44.	Test 5		
	45.	Assignment 5		

## Lesson Plan

**Name of faculty** : Mr. Simarpal Singh  
**Discipline** : BBA  
**Semester** : 4th  
**Subject** : Financial Management  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Financial Management		
	2.	Meaning of Financial Management		
	3.	Nature of Financial Management		
2.	4.	Scope of Financial Management		
	5.	Objectives of Financial Management		
	6.	Finance Functions of Financial Management		
3.	7.	Financial Planning		
	8.	Meaning of Financial Planning		
	9.	Nature of Financial Planning		
4.	10.	Features of Financial Planning		
	11.	Determinants of Financial Planning		
	12.	Process of Financial Planning		
5.	13.	Test 1		
	14.	Assignment 1		
	15.	Investment Decisions		
6.	16.	Capital Budgeting		
	17.	Nature of Capital Budgeting		
	18.	Significance of Capital Budgeting		
7.	19.	Process of Capital Budgeting		
	20.	Methods Of Evaluation of Capital Budgeting		
	21.	Test 2		
8.	22.	Assignment 2		
	23.	Cost Of Capital		
	24.	Concept of Cost Of Capital		
9.	25.	Significance of Cost Of Capital		
	26.	Computation Of Cost Of Capital		
	27.	Weighted Average Cost Of Capital		
10.	28.	Test 3		
	29.	Assignment 3		
	30.	Financial Decisions		
11.	31.	Capitalization		
	32.	Capital Structure Decisions		
	33.	Theories Of Capital Structure		
12.	34.	Test 4		
	35.	Assignment 4		
	36.	Dividend Decisions: Nature & Concept		
13.	37.	Dividend Decisions: Nature & Concept		
	38.	Significance of Dividend Decisions		
	39.	Dividend Models		
14.	40.	Working Capital Management: Concept		
	41.	Nature, Significance, Components of Working Capital Management		
	42.	Sources Of Finance: Short Term		
15.	43.	Medium Term & Long Term		
	44.	Test 5		
	45.	Assignment 5		

## Lesson Plan

**Name of faculty** : Ms. Mannat  
**Discipline** : BBA  
**Semester** : 4th  
**Subject** : Principal of Material Management  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Material Management: Meaning		
	2.	Objectives of Material Management		
	3.	Nature And Scope of Material Management		
2.	4.	Organization Of Material Management		
	5.	System Approach To Material Management		
	6.	The Process Of Management		
3.	7.	The Material Function		
	8.	An Overview Of The System Concept		
	9.	Benefits Of The Integrated Systems Approach		
4.	10.	Test 1		
	11.	Assignment 1		
	12.	Material Planning		
5.	13.	Making The Material Plan Work		
	14.	The Material Cycle		
	15.	Flow Control System		
6.	16.	Material Budget		
	17.	Test 2		
	18.	Assignment 2		
7.	19.	Purchasing		
	20.	Principles of Purchasing		
	21.	Procedure of Purchasing		
8.	22.	Practices of Purchasing		
	23.	Fundamental Objectives of Purchasing		
	24.	Test 3		
9.	25.	Assignment 3		
	26.	Legal Aspects Of Purchasing		
	27.	Value Analysis		
10.	28.	Value Engineering		
	29.	Quality Assurance		
	30.	Incoming Quality Control		
11.	31.	Statistical Quality Control		
	32.	Test 4		
	33.	Assignment 4		
12.	34.	Purchasing Capital Equipment		
	35.	Plant And Machinery		
	36.	Government Purchasing Practices And Procedures		
13.	37.	Inventory Management		
	38.	Control System		
	39.	Stores Management And Operation		
14.	40.	Material Handling		
	41.	Physical Distribution Logistics		
	42.	Transportation		
15.	43.	Operation Research		
	44.	Material Management Information System		
	45.	Test 5		

## Lesson Plan

**Name of faculty** : Ms. Sugandha  
**Discipline** : BBA  
**Semester** : 6th  
**Subject** : ENTREPRENEURSHIP DEVELOPMENT  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Introduction to Entrepreneurship		
	2.	Meaning of Entrepreneurship		
	3.	Nature of Entrepreneurship		
2.	4.	Scope of Entrepreneurship		
	5.	Characteristics of Entrepreneurship		
	6.	Qualities Of A Successful Entrepreneur		
3.	7.	Test 1		
	8.	Assignment 1		
	9.	Relationship Between Entrepreneurship Development And Economic Development		
4.	10.	Factor Responsible For The Growth Of Entrepreneurship		
	11.	Challenges For The Entrepreneurship		
	12.	Entrepreneurship And Society		
5.	13.	Social And Economic Factor Responsible For Entrepreneurship		
	14.	Impact Of Society On Entrepreneurship		
	15.	New Venture Development		
6.	16.	Test 2		
	17.	Assignment 2		
	18.	Reason And Important Factor For Venture Development		
7.	19.	Policy And Process To Develop Ventures		
	20.	Meaning And Stages of Ventures		
	21.	Hurdles And Blockages of Ventures		
8.	22.	Sources Of Financing Entrepreneurship		
	23.	Internal And External Sources Of Finance		
	24.	Financial Institutions By Government For Financing		
9.	25.	Test 3		
	26.	Assignment 3		
	27.	Evaluation Of Role Of Government		
10.	28.	Importance And Implications Of Government		
	29.	Recent Development For Entrepreneurship		
	30.	Non-Government Agencies In Promoting Entrepreneurship In India		
11.	31.	NGOs And Other Funding Agencies For Promotion Of Entrepreneurship		
	32.	Benefits Of Non-Government Agencies		
	33.	Entrepreneurial Strategies		
12.	34.	Types Of Strategies		
	35.	Process Of Development Of Strategies		
	36.	Evaluation Of Entrepreneurship Strategies		
13.	37.	Test 4		
	38.	Assignment 4		
	39.	Business Plan		
14.	40.	Meaning And Nature of Business Plan		
	41.	Types And Approval of Business Plan		
	42.	Evaluation Of Business Plan		
15.	43.	Future Of Entrepreneurship In India		
	44.	Start-Ups In India		
	45.	Test 5		

## Lesson Plan

**Name of faculty** : Mr. Simarpal Singh  
**Discipline** : BBA  
**Semester** : 6th  
**Subject** : BUSINESS LAW-II  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Indian Companies Act 1956		
	2.	Meaning And Scope Of Indian Companies Act		
	3.	Important Provision Of Companies Act		
2.	4.	History Of Companies Act		
	5.	Legal Aspects Relating To Promotion And Establishment Of Joint Stock Companies In India		
	6.	Meaning Of Joint Stock Companies		
3.	7.	Form Of Joint Stock Companies		
	8.	Rules To Establish Joint Stock Companies		
	9.	Test 1		
4.	10.	Assignment 1		
	11.	Memorandum Of Association		
	12.	Meaning of Memorandum Of Association		
5.	13.	Features And Important Laws Of MOA		
	14.	Essentials Of MOA		
	15.	Article Of Association		
6.	16.	Meaning of Article Of Association		
	17.	Features And Important Laws Of AOA		
	18.	Test 2		
7.	19.	Assignment 2		
	20.	Prospectus		
	21.	Shares And Share Capital		
8.	22.	Types Of Shares And Distribution Of Share Capital		
	23.	Allotment Of Shares		
	24.	Rules And Regulation Regarding Allotment Of Shares		
9.	25.	Legal Rules Regarding Membership And Borrowing Powers		
	26.	Meaning And Role Of Borrowing Powers		
	27.	Regulation And Law Regarding Memberships		
10.	28.	Test 3		
	29.	Assignment 3		
	30.	Debentures -Their Issue		
11.	31.	Meaning of Debenture		
	32.	Types Of Debentures		
	33.	Floating And Fixed Charges		
12.	34.	Regulations Regarding Debentures		
	35.	Powers, Functions And Duties Of Directors And Managing Directors		
	36.	Various Provisions About Directors Of Companies		
13.	37.	Prevention Of Mismanagement And Oppression		
	38.	Meaning And Importance		
	39.	Various Act Regarding Oppression		
14.	40.	Winding Up Of Company		
	41.	Aspects Relating To Company Meetings		
	42.	Securities Exchange Board Of India Act 1992		
15.	43.	Important Legal Provisions And Implications		
	44.	Test 4		
	45.	Assignment 4		

## Lesson Plan

**Name of faculty** : Mr. Sumit Verma  
**Discipline** : BBA  
**Semester** : 6th  
**Subject** : LOGISTICS MANAGEMENT  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Logistics		
	2.	Definition of Logistics		
	3.	Concept of Logistics		
2.	4.	Scope of Logistics		
	5.	Role & Importance of Logistics		
	6.	Coordination Function Of Logistics		
3.	7.	Meaning And Importance Of Coordination		
	8.	Role Of Coordination		
	9.	Objectives Of Logistics Management		
4.	10.	Roles Of Objectives		
	11.	Test 1		
	12.	Assignment 1		
5.	13.	Customer Service		
	14.	Concept of Customer Service		
	15.	Practices of Customer Service		
6.	16.	Meaning And Types Of Practices		
	17.	Supply Chain Management		
	18.	Meaning And Nature Of Supply Chain Management		
7.	19.	Definition of Supply Chain Management		
	20.	Components of Supply Chain Management		
	21.	Role Of Logistics In Supply Chain Management		
8.	22.	Test 2		
	23.	Assignment 2		
	24.	Difference Between Physical Distribution		
9.	25.	Use Of Physical Distribution		
	26.	Importance Of Physical Distribution		
	27.	Logistics & SCM		
10.	28.	Meaning And Nature Of SCM		
	29.	Order Processing		
	30.	Warehousing: Meaning		
11.	31.	Types & Functions of Warehousing		
	32.	Test 3		
	33.	Assignment 3		
12.	34.	Inventory Management: Definition		
	35.	Functions of Inventory Management		
	36.	Cost And Cost Control		
13.	37.	Transportation: Types		
	38.	Transportation Networks		
	39.	Logistics Packaging		
14.	40.	Packaging Material		
	41.	Packaging Cost		
	42.	Role Of Technology In Logistics		
15.	43.	Logistics Performance Measurement & Control		
	44.	Test 4		
	45.	Assignment 4		



## Lesson Plan

**Name of faculty** : Mr. Simarpal Singh  
**Discipline** : BBA  
**Semester** : 6th  
**Subject** : PRINCIPLES OF INSURANCE  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Insurance-Concept		
	2.	Nature of Insurance		
	3.	Classification of Insurance		
2.	4.	Life & Non-life of Insurance		
	5.	Functions of Insurance		
	6.	Importance of Insurance		
3.	7.	Evolution of Insurance		
	8.	Principles of Insurance		
	9.	Test 1		
4.	10.	Assignment 1		
	11.	Life Insurance –Concept		
	12.	Public & Pvt. Sector companies in India		
5.	13.	Products of Life Insurance		
	14.	Schemes & plans of Life Insurance		
	15.	LIC Act 1956		
6.	16.	General Insurance		
	17.	Concept of General Insurance		
	18.	Types of General Insurance		
7.	19.	Public & Pvt. Sector companies in India		
	20.	Products of General Insurance		
	21.	schemes & plans of General Insurance		
8.	22.	IRDA Act 1999		
	23.	Test 2		
	24.	Assignment 2		
9.	25.	Organization		
	26.	Guidelines for life insurance		
	27.	Non-life insurance		
10.	28.	Distribution channel in Insurance		
	29.	Introduction & Individual Agents		
	30.	Appointment of Agent		
11.	31.	Functions & code of conduct of Agent		
	32.	Test 3		
	33.	Assignment 3		
12.	34.	Remuneration of Agent		
	35.	Eligibility of Agent		
	36.	Functions of Agent		
13.	37.	code of conduct of Agent		
	38.	remuneration of corporate agents and brokers		
	39.	Life Insurance		
14.	40.	Documentation in Life insurance contract		
	41.	Claims settlement in Life Insurance		
	42.	Documentation in General insurance contract		
15.	43.	Claims settlement in General Insurance		
	44.	Test 4		
	45.	Assignment 4		

## Lesson Plan

**Name of faculty** : Ms. Mannat  
**Discipline** : BBA  
**Semester** : 6th  
**Subject** : INTRODUCTION TO FINANCIAL SERVICES  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Meaning Of Financial Services		
	2.	Importance Of Financial Services		
	3.	Types Of Financial Services		
2.	4.	Financial Services		
	5.	Economic Environment		
	6.	Players In Financial Services		
3.	7.	Test 1		
	8.	Assignment 1		
	9.	Merchant Banking		
4.	10.	Functions of Merchant Banking		
	11.	Activities of Merchant Banking		
	12.	Issues Management		
5.	13.	Managing New Issues		
	14.	Equity Issues		
	15.	Rights Issues		
6.	16.	Underwriting		
	17.	Functions of Underwriting		
	18.	Bankers To An Issue		
7.	19.	Book Building		
	20.	Reverse Book Building		
	21.	Test 2		
8.	22.	Assignment 2		
	23.	Debenture Trustees		
	24.	Portfolio Managers		
9.	25.	An Overview Of Role Of SEBI		
	26.	Leasing		
	27.	Hire Purchase		
10.	28.	Concepts of Hire Purchase		
	29.	Features of Hire Purchase		
	30.	Types Of Lease Accounts		
11.	31.	Test 3		
	32.	Assignment 3		
	33.	Factoring		
12.	34.	Forfaiting		
	35.	Mutual Funds		
	36.	Structure Of Mutual Funds		
13.	37.	Types Mutual Funds		
	38.	Advantages Of Mutual Funds		
	39.	Exchange Traded Funds		
14.	40.	Credit Rating		
	41.	Stock Broking		
	42.	Consumer Finance		
15.	43.	Credit Cards		
	44.	Test 4		
	45.	Assignment 4		