

# **Haryana Engineering College, Jagadhri**

## Lesson Plan of Bachelor of Business Administration 2nd Semester

**Subject :** Principles of Management (BBA-108)

<b>Day</b>	<b>Topic / Chapter Covered</b>	<b>Academic Activity</b>	<b>Test/Assignment</b>
Day 1	Introduction: concept	Lecture	
Day 2	Nature, process and significance of management	Lecture	
Day 3	Development of management thought- classical, Neo-classical	Lecture	
Day 4	Behavioural, Systems and contingencies approaches	Lecture	
Day 5	Contemporary issue and challenges of management	Lecture	
Day 6	Planning- concept	Lecture	
Day 7	Types process and techniques	Lecture	
Day 8	Decision making- concept	Lecture	Assignment 1
Day 9	Types process and techniques	Lecture	
Day10	Organizing: nature, importance	Lecture	
Day11	Process, formal & informal organizations	Lecture	
Day12	Organization chart	Lecture	
Day13	Organizing principles	Lecture	
Day14	Span of management: factors determining effective span	Lecture	
Day15	Graicunas formula	Lecture	
Day16	Departmentation: definition	Lecture	
Day17	Departmentation by function	Lecture	
Day18	Territory, product/service	Lecture	Assignment 2
Day19	Customer group and matrix organization	Lecture	
Day20	Authority: definition, types	Lecture	
Day21	Responsibility and accountability	Lecture	
Day22	Delegation; definition,	Lecture	
Day23	Steps in delegation, obstacles to delegation and their elimination Decentralization vs centralization	Lecture	
Day24	Determinants of effective decentralization	Lecture	
Day25	Staffing: definition	Lecture	
Day26	Manpower management	Lecture	
Day27	Factors affecting staffing	Lecture	Assignment 3
Day28	Job design, selection process, techniques	Lecture	
Day29	Performance appraisal: need and process	Lecture	
Day30	Communication; importance, process	Lecture	
Day31	Barriers and breakdown of communication	Lecture	
Day32	Controlling: control process	Lecture	
Day33	Types, barriers to control making	Lecture	

Day34	Control techniques: budget and non- budgetary control devices	Lecture	
Day35	Social responsibility	Lecture	Assignment 4
Day36	Business ethics	Lecture	

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# **Haryana Engineering College, Jagadhri**

## Lesson Plan of Bachelor of Business Administration 2nd Semester

**Subject :** Analysis of Financial Statements (BBA-109)

<b>Day</b>	<b>Topic / Chapter Covered</b>	<b>Academic Activity</b>	<b>Test/Assignment</b>
Day 1	Analysis and interpretation of financial statements	Lecture	
Day 2	Analysis and interpretation of financial statements	Lecture	
Day 3	Analysis and interpretation of financial statements	Lecture	
Day 4	Ratio analysis and interpretation	Lecture	
Day 5	Ratio analysis and interpretation	Lecture	
Day 6	Ratio analysis and interpretation	Lecture	
Day 7	Ratios in relation to short term liquidity	Lecture	
Day 8	Ratios in relation to short term liquidity	Lecture	Assignment 1
Day 9	Ratios in relation to short term liquidity	Lecture	
Day10	Ratios in relation to short term liquidity	Lecture	
Day11	Long term solvency	Lecture	
Day12	Long term solvency	Lecture	
Day13	Long term solvency	Lecture	
Day14	Profitability	Lecture	
Day15	Profitability	Lecture	
Day16	Profitability	Lecture	
Day17	Return on investment	Lecture	
Day18	Return on investment	Lecture	Assignment 2
Day19	Return on investment	Lecture	
Day20	Return on capital employed	Lecture	
Day21	Return on capital employed	Lecture	
Day22	Return on capital employed	Lecture	
Day23	Return on capital employed	Lecture	
Day24	Return on net-worth	Lecture	
Day25	Return on net-worth	Lecture	
Day26	Return on net-worth	Lecture	
Day27	Return on assets to evaluate overall performance of business	Lecture	Assignment 3
Day28	Return on assets to evaluate overall performance of business	Lecture	
Day29	Return on assets to evaluate overall performance of business	Lecture	
Day30	Return on assets to evaluate overall performance of business	Lecture	
Day31	Preparation and analyses of cash flow	Lecture	
Day32	Preparation and analyses of cash flow	Lecture	
Day33	Preparation and analyses of cash flow	Lecture	

Day34	The funds flow statements	Lecture	
Day35	The funds flow statements	Lecture	Assignment 4
Day36	The funds flow statements	Lecture	

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# **Haryana Engineering College, Jagadhri**

## Lesson Plan of Bachelor of Business Administration 2nd Semester

**Subject :** Managerial Economics - II (BBA-110)

<b>Day</b>	<b>Topic / Chapter Covered</b>	<b>Academic Activity</b>	<b>Test/Assignment</b>
Day 1	Concept of Macro economics	Lecture	
Day 2	National income	Lecture	
Day 3	Concepts of National income	Lecture	
Day 4	Measurement of national income	Lecture	
Day 5	Classical theory of output	Lecture	
Day 6	Employment	Lecture	
Day 7	Say's law of markets	Lecture	
Day 8	Say's law of markets	Lecture	Assignment 1
Day 9	Keynesian & Friedmanian theory of income determination	Lecture	
Day10	Keynesian & Friedmanian theory of income determination	Lecture	
Day11	Determinants of Macro equilibrium with aggregate demand	Lecture	
Day12	Aggregate supply functions under employment equilibrium	Lecture	
Day13	Aggregate supply functions under employment equilibrium	Lecture	
Day14	Concept of multiplier	Lecture	
Day15	Consumption	Lecture	
Day16	Meaning determinants	Lecture	
Day17	Importance of Consumption	Lecture	
Day18	Theory of consumption	Lecture	Assignment 2
Day19	Absolute income hypothesis	Lecture	
Day20	Relative income hypothesis	Lecture	
Day21	Permanent income hypothesis	Lecture	
Day22	Life cycle hypothesis	Lecture	
Day23	Theory of investment	Lecture	
Day24	Types of investment determinants of investment	Lecture	
Day25	Marginal efficiency of capital	Lecture	
Day26	Interest rate determination	Lecture	
Day27	Classical	Lecture	Assignment 3
Day28	Neoclassical	Lecture	
Day29	Keynesian theories	Lecture	
Day30	Inflation	Lecture	
Day31	Meaning Inflation	Lecture	
Day32	Types of Inflation	Lecture	
Day33	Theories of Inflation	Lecture	
Day34	Stabilization policies	Lecture	
Day35	Monetary policies	Lecture	Assignment 4
Day36	Fiscal policies	Lecture	

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# **Haryana Engineering College, Jagadhri**

## Lesson Plan of Bachelor of Business Administration 2nd Semester

**Subject :** Understanding Social Behaviour (BBA-111)

<b>Day</b>	<b>Topic / Chapter Covered</b>	<b>Academic Activity</b>	<b>Test/Assignment</b>
Day 1	Introduction	Lecture	
Day 2	Nature of Sociology	Lecture	
Day 3	Scope of Sociology	Lecture	
Day 4	The Methods of Sociology	Lecture	
Day 5	Fundamental Concepts of Sociology	Lecture	
Day 6	The Relationship Between Man and Society	Lecture	
Day 7	Social Structure and Processes	Lecture	
Day 8	Social Structure: Meaning	Lecture	Assignment 1
Day 9	Elements of Social Structure	Lecture	
Day10	Types of Social Structure	Lecture	
Day11	Social Institutions	Lecture	
Day12	Their Functions	Lecture	
Day13	Social Process	Lecture	
Day14	Co-operation	Lecture	
Day15	Conflict	Lecture	
Day16	Competition	Lecture	
Day17	Assimilation	Lecture	
Day18	Socialization	Lecture	Assignment 2
Day19	Social Action	Lecture	
Day20	Meaning of Socialization	Lecture	
Day21	Socialization as a Process of Learning	Lecture	
Day22	Stages and Agencies of Socialization	Lecture	
Day23	Social Action: Elements	Lecture	
Day24	Rationality of Means	Lecture	
Day25	Economic	Lecture	
Day26	Political and Religious Integration of Ends	Lecture	
Day27	Social Change and Institution: Meaning	Lecture	Assignment 3
Day28	Types and Factors in Social Change	Lecture	
Day29	Social Problems: Meaning	Lecture	
Day30	Causes and Remedies	Lecture	
Day31	Social Institution: Family	Lecture	
Day32	Religion and Marriage	Lecture	
Day33	Social Stratification in India	Lecture	
Day34	Attitude Formation and Change	Lecture	
Day35	Morale Audit	Lecture	Assignment 4
Day36	Values and Norms	Lecture	
Day37	Power and Politics	Lecture	
Day38	Bureaucracy	Lecture	

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# **Haryana Engineering College, Jagadhri**

## Lesson Plan of Bachelor of Business Administration 2nd Semester

**Subject :** Business Mathematics - II (BBA-112)

<b>Day</b>	<b>Topic / Chapter Covered</b>	<b>Academic Activity</b>	<b>Test/Assignment</b>
Day 1	Plane Analytical Geometry	Lecture	
Day 2	Plane Analytical Geometry	Lecture	
Day 3	Cartesian Coordinate systems	Lecture	
Day 4	Cartesian Coordinate systems	Lecture	
Day 5	Length of line segment	Lecture	
Day 6	Length of line segment	Lecture	
Day 7	Section formula (Ratio)	Lecture	
Day 8	Section formula (Ratio)	Lecture	Assignment 1
Day 9	Equation of a straight line	Lecture	
Day10	Equation of a straight line	Lecture	
Day11	Arithmetic progressions	Lecture	
Day12	Arithmetic progressions	Lecture	
Day13	Geometric progressions	Lecture	
Day14	Geometric progressions	Lecture	
Day15	Harmonic progressions	Lecture	
Day16	Harmonic progressions	Lecture	
Day17	Integral calculus	Lecture	
Day18	Integral calculus	Lecture	Assignment 2
Day19	Integration as an inverse of derivative	Lecture	
Day20	Integration as an inverse of derivative	Lecture	
Day21	Integration by substitution method	Lecture	
Day22	Integration by substitution method	Lecture	
Day23	Integration by parts	Lecture	
Day24	Integration by parts	Lecture	
Day25	Indefinite integral	Lecture	
Day26	Indefinite integral	Lecture	
Day27	Definite integral	Lecture	Assignment 3
Day28	Definite integral	Lecture	
Day29	Its application in business Logarithm	Lecture	
Day30	Its application in business Logarithm	Lecture	
Day31	Law of operations	Lecture	
Day32	Law of operations	Lecture	
Day33	Log tables	Lecture	
Day34	Log tables	Lecture	
Day35	Compound interest	Lecture	Assignment 4
Day36	Compound interest	Lecture	
Day37	Depreciation	Lecture	
Day38	Depreciation	Lecture	

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# **Haryana Engineering College, Jagadhri**

## Lesson Plan of Bachelor of Business Administration 2nd Semester

**Subject :** Business Communication - I (BBA-113)

<b>Day</b>	<b>Topic / Chapter Covered</b>	<b>Academic Activity</b>	<b>Test/Assignment</b>
Day 1	Business Communication	Lecture	
Day 2	Meaning of Business Communication	Lecture	
Day 3	Importance of Business Communication	Lecture	
Day 4	Barriers to effective communication	Lecture	
Day 5	Basic model	Lecture	
Day 6	Communication	Lecture	
Day 7	Essentials of effective business communication	Lecture	
Day 8	Basic parts of speech	Lecture	Assignment 1
Day 9	Noun	Lecture	
Day10	Pronoun	Lecture	
Day11	Verb	Lecture	
Day12	Adjective	Lecture	
Day13	Adverb	Lecture	
Day14	Preposition	Lecture	
Day15	Article	Lecture	
Day16	Conjunction	Lecture	
Day17	Active voice	Lecture	
Day18	Passive voice	Lecture	Assignment 2
Day19	Paragraph writing	Lecture	
Day20	Précis	Lecture	
Day21	Translation (from vernacular to English )	Lecture	
Day22	Translation (from English to vernacular)	Lecture	
Day23	Correct word usage	Lecture	
Day24	Homonyms	Lecture	
Day25	Antonyms	Lecture	
Day26	Synonyms	Lecture	
Day27	Writing applications	Lecture	Assignment 3
Day28	Business applications (e.g. applying for a loan, salary advance, refund etc.)	Lecture	
Day29	Job application	Lecture	
Day30	Leave application	Lecture	
Day31	Importance of non-verbal communication	Lecture	
Day32	Positive gestures	Lecture	
Day33	Symbols and signs	Lecture	
Day34	Physical appearance	Lecture	
Day35	The art of self-presentation	Lecture	Assignment 4
Day36	Conduct	Lecture	

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