

**I.B. (PG) COLLEGE, PANIPAT  
(SESSION 2019-20)**

Weekly Lesson Plan (January 2020 - April 2020)

Name of the Paper:- **Analysis of Financial Statement** Class: BBA-I

Name of the Teachers: **Prof. Karuna Sachdeva**

WEEK	DATE	TOPICS
1	January (1 - 4)	DISCUSSION OF SYLLABUS
		<b>ANALYSIS AND INTERPRETATION OF FINANCIAL STATEMENTS</b>
		CONTINUE
		CONTINUE
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	CONTINUE
		CONTINUE
		CONTINUE
		REVISION
		<b>RATIOS ANALYSIS AND INTERPRETATION</b>
		CONTINUE
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	RATIOS IN RELATION TO SHORT TERM LIQUIDITY
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
<b>SUNDAY - 19.01.2020</b>		
4	January (20 -25)	PROBLEMS
		RATIOS IN RELATION TO LONG TERM SOLVENCY
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE

January - 26.01.2020		
5	January (27- 31) February (1)	CONTINUE
		CONTINUE
		RATIOS IN RELATION TO PROFITABILITY
		CONTINUE
		CONTINUE
		PROBLEMS
SUNDAY - 02.02.2020		
6	February (3 -8)	RETURN ON INVESTMENT:RETURN ON CAPITAL EMPLOYED
		CONTINUE
		RETURN ON NET-WORTH AND RETURN ON ASSETS TO EVALUATE OVERALL PERFORMANCE OF BUSINESS
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 09.02.2020		
7	February (10 -15)	CONTINUE
		PROBLEMS
		REVISION
		<b>PREPARATION AND ANALYSIS OF CASH FLOW STATEMENTS</b>
		CONTINUE
		CONTINUE
SUNDAY - 16.02.2020		
8	February (17-22)	CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 23.02.2020		
9	February (24-29)	<b>ASSIGNMENT IST ON ANALYSIS AND INTERPRETATION OF FINANCIAL STATEMENTS AND RATIO ANALYSIS</b>
		PREPARATION AND ANALYSIS OF CASH FLOW STATEMENTS (CONTINUED)
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE



SUNDAY - 05.04.2020		
15	April (06 -11)	CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 12.04.2020		
16	April (13-18)	PROBLEMS
		<b>ASSIGNMENT IIND ON PREPARATION AND ANALYSIS OF FUND FLOW STATEMENTS</b>
		PROBLEMS
		REVISION
		CLASS TEST
		PROBLEMS
SUNDAY - 19.04.2020		
17	April (20-25)	REVISION
		CLASS TEST
		REVISION
		REVISION
		REVISION
		REVISION
SUNDAY - 26.04.2020		
18	April (27-30)	REVISION
		REVISION
		REVISION
		REVISION

**I.B. (PG) COLLEGE, PANIPAT**  
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Weekly Lesson Plan (January 2020 - April 2020)

Name of the Paper:- Business Mathematics

Class: BBA-I

Name of the Teacher:- Prof. Bhanu Sachdeva

WEEK	DATE	TOPICS
1	January (1 - 4)	Cartesian system of Rectangular co-ordinates
		Continue
		Continue
		Continue
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	Continue
		Continue
		Problem Discussion
		Revision
		Straight Line
		Continue
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	Continue
		Continue
		<b>Continue</b>
		Continue
		Continue
		<b>Continue</b>
<b>SUNDAY - 19.01.2020</b>		
4		Continue
		Problem Discussion
		Revision
		Arithmetic Progression
		Continue
		Continue

January - 26.01.2020		
5	January (27- 31) February (1)	Continue
		Continue
		Continue
		Continue
		Continue
		Continue
SUNDAY - 02.02.2020		
6	February (3 -8)	Problem Discussion
		Geometric and Harmonic Progressions
		Continue
		Continue
		Continue
		Continue
SUNDAY - 09.02.2020		
7	February (10 -15)	Continue
		Continue
		Continue
		Continue
		Problem Discussion
		Revision
SUNDAY - 16.02.2020		
8	February (17-22)	Integration(Indefinite and Definite Integral)
		Continue
		Continue
		Class Test
		Integration
		Continue
SUNDAY - 23.02.2020		
9	February (24-29)	Continue
		<b>Assignment 1</b>
		Continue
		Continue
		Continue
		Continue

SUNDAY - 01.03.2020		
10	March (02 -07)	Continue
		Continue
		Continue
		Problem Discussion
		Revision
		Class Test
SUNDAY - 08.03.2020		
11	March (09 -14)	Vacation
		Vacation
		Vacation
		Vacation
		Vacation
		Vacation
SUNDAY - 15.03.2020		
12	March (16 -21)	Applications Of Integrecation in Business and Commerce
		Continue
		Continue
		<b>Conditional Test</b>
		Applications Of Integrecation in Business and Commerce
		Continue
SUNDAY - 22.03.2020		
13	March (23-28)	Problem Discussion
		Revision
		Logarithms
		Continue
		Continue
		Continue
SUNDAY - 29.03.2020		
14	March (30 -31) April 1-4)	Continue
		Continue
		Problem Discussion
		Revision
		Class Test
		<b>Assignment 2</b>

SUNDAY - 05.04.2020		
15	April (06 -11)	<b>Compound Interest</b>
		Continue
		Continue
		Continue
		Problem Discussion
		Revision
SUNDAY - 12.04.2020		
16	April (13-18)	Problems on effective Rate of Interest, Depreciation and Population
		Continue
		Continue
		Continue
		Problem Discussion
		Revision
SUNDAY - 19.04.2020		
17	April (20-25)	Revision
		Revision
		Revision
		Revision
		Revision
		Revision
SUNDAY - 26.04.2020		
18	April (27-30)	Revision
		Revision
		Revision
		Revision



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Weekly Lesson Plan (January 2020 - April 2020)

Name of the Paper:- **Managerial Economics-II**

Class: **BBA-I**

Name of the Teacher:- **Prof. Sukhjinder Singh**

WEEK	DATE	TOPICS
1	January (1 - 4)	Concept of Macroeconomics
		Continue
		Continue
		Continue
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	Introduction & Concepts of national Income
		Continue
		Continue
		Continue
		Continue
		Continue
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	Hypothesis: Absolute Income, Relative income, permanent & life cycle
		Continue
		Continue
		Continue
		Continue
		Continue
<b>SUNDAY - 19.01.2020</b>		
4		Ththeory of Investment
		Continue
		Stagflation & Phillips Curve
		Determinants of investment
		Continue
		Continue

January - 26.01.2020		
5	January (27- 31) February (1)	Marginal Efficiency of Capital
		Continue
		Continue
		Continue
		Continue
		Continue
SUNDAY - 02.02.2020		
6	February (3 -8)	Concept of Multiplier
		Continue
		Continue
		Continue
		Continue
		Continue
SUNDAY - 09.02.2020		
7	February (10 -15)	Inflation: Meaning, types and theories
		Continue
		Continue
		Continue
		Continue
		Continue
SUNDAY - 16.02.2020		
8	February (17-22)	Monetary policy
		Continue
		Continue
		Continue
		Continue
		Problem Discussion
SUNDAY - 23.02.2020		
9	February (24-29)	Classical Theory of output and employment
		Continue
		Continue
		Continue
		Continue
		<b>Assignment 1</b>

SUNDAY - 01.03.2020		
10	March (02 -07)	Say's law of markets
		Continue
		Continue
		Problem Discussion
		Revision
		Class Test
SUNDAY - 08.03.2020		
11	March (09 -14)	Vacation
		Vacation
		Vacation
		Vacation
		Vacation
		Vacation
SUNDAY - 15.03.2020		
12	March (16 -21)	problems related to Conditional Test chapter
		<b>Conditional Test</b>
		Fiscal policy
		Continue
		Continue
		Continue
SUNDAY - 22.03.2020		
13	March (23-28)	Continue
		Keynesian Thoery of Income determination
		Continue
		Continue
		Continue
		Continue
SUNDAY - 29.03.2020		
14	March (30 -31) April 1-4)	Continue
		<b>Assignment 2</b>
		Theory of Interest
		Continue
		Continue
		Continue

<b>SUNDAY - 05.04.2020</b>		
<b>15</b>	April (06 -11)	Continue
		Continue
		Continue
		Continue
		Problem Discussion
		Class Test
<b>SUNDAY - 12.04.2020</b>		
<b>16</b>	April (13-18)	Problem Discussion
		Problem Discussion
		Class Test
		Problem Discussion
		Problem Discussion
		Revision
<b>SUNDAY - 19.04.2020</b>		
<b>17</b>	April (20-25)	Revision
		Revision
		Revision
		Revision
		Revision
		Revision
<b>SUNDAY - 26.04.2020</b>		
<b>18</b>	April (27-30)	Revision
		Revision
		Revision
		Revision

**I.B. (PG) COLLEGE, PANIPAT  
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**Weekly Lesson Plan (January 2020 - April 2020)**

**Name of the Paper:- PRINCIPLES OF MANAGEMENT**

**Class: BBA -I (IInd SEM)**

**Name of the Teacher : Prof. Nisha Gupta**

WEEK	DATE	TOPICS
1	January (1 - 4)	DISCUSSION ABOUT SYLLABUS AND MANAGEMENT
		MANAGEMENT: MEANING, CONCEPT, CHARACTERISTICS
		PROCESS OF MANAGEMENT
		OBJECTIVES OF MANAGEMENT, SIGNIFICANCE OF MANAGEMENT
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	CONTINUE....
		REVISION AND POWERPOINT PRESENTATION
		NATURE OF MANAGEMENT: IS MANAGEMENT AN ART?, IS MANAGEMENT A SCIENCE?
		IS MANAGEMENT A PROFESSION?
		DEVELOPMENT OF MANAGEMENT THOUGHT: MEANING, CLASSICAL APPROACH-SCIENTIFIC APPROACH
		CONTINUE....
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	CLASSICAL APPROACH: ADMINISTRATIVE MANAGEMENT APPROACH
		CLASSICAL APPROACH: BUREAUCRATIC APPROACH
		NEO-CLASSICAL APPROACHES-HUMAN RELATIONS & BEHAVIORAL SCIENCE APPROACH
		MODERN APPROACHES: QUANTITATIVE & SYSTEM APPROACH
		MODERN APPROACH: CONTINGENCY APPROACH
		CONTEMPORARY ISSUES & CHALLENGES IN MANAGEMENT
<b>SUNDAY - 19.01.2020</b>		
4	January (20 -25)	REVISION
		PLANNING-MEANING & FEATURES
		IMPORTANCE & PROCESS OF PLANNING
		LIMITATIONS OF PLANNING, MEASURES TAKEN TO OVERCOME PROBLEMS IN PLANNING
		REVISION
		TYPES OF PLANS & TECHNIQUES
<b>January - 26.01.2020</b>		
5	January (27- 31) February (1)	CONTINUE....
		CONTINUE....
		POWERPOINT PRESENTATION ON MANAGEMENT THOUGHT & APPROACHES
		DECISION MAKING-MEANING, FEATURES & PROCESS
		TECHNIQUES & TYPES OF DECISION MAKING
		PRINCIPLES & IMPORTANCE OF DECISION MAKING
<b>SUNDAY - 02.02.2020</b>		
6	February (3 -8)	REVISION
		ORGANIZING – MEANING, CONCEPT & FEATURES
		PROCESS & PRINCIPLES OF ORGANIZATION
		FORMAL ORGANISATION
		CONTINUE....
		INFORMAL ORGANISATION

<b>SUNDAY - 09.02.2020</b>		
<b>7</b>	February (10 -15)	IMPORTANCE OF ORGANISATION & REVISION
		ORGANISATION CHART: MEANING, LINE ORGANISATION
		LINE & STAFF ORGANISATION CHART
		FUNCTIONAL ORGANISATION
		COMMITTEE ORGANIZATION & SITUATIONAL FACTORS AFFECTING ORGANIZATIONAL STRUCTURE
		REVISION
<b>SUNDAY - 16.02.2020</b>		
<b>8</b>	February (17-22)	SPAN OF MANAGEMENT: MEANING, NEED & FACTORS AFFECTING SPAN OF MANAGEMENT
		GARICUNAS FORMULA, TYPES OF SPAN OF MANAGEMENT & REVISION
		POWERPOINT PRESENTATION ON PLANNING
		DEPARTMENTATION- MEANING, NEED, IMPORTANCE DEPARTMENTATION
		METHODS OF DEPARTMENTATION- ON THE BASIS OF FUNCTION, PRODUCT & SERVICES
		DEPARTMENTATION ON THE BASIS OF REGIONS & PROCESS
<b>SUNDAY - 23.02.2020</b>		
<b>9</b>	February (24-29)	ON THE BASIS OF CUSTOMERS & MATRIX
		FACTORS TO BE CONSIDERED IN DEPARTMENTATION, REVISION
		ASSIGNMENT 1 ON MANAGEMENT
		AUTHORITY & RESPONSIBILITY- MEANING, ELEMENTS/TYPES
		DELEGATION OF AUTHORITY- MEANING, PROCESS & IMPORTANCE
		OBSTACLES IN DELEGATION OF AUTHORITY & SUGGESTIONS TO OVERCOME OBSTACLES
<b>SUNDAY - 01.03.2020</b>		
<b>10</b>	March (02 -07)	DECENTRALIZATION- MEANING & FEATURES
		DIFFERENCE BETWEEN DECENTRALIZATION & DELEGATION, FACTORS AFFECTING DECENTRALIZATION
		PRINCIPLES & IMPORTANCE OF DECENTRALIZATION
		DISADVANTAGES OF DECENTRALIZATION & MEANING OF CENTRALIZATION
		CONDITIONAL TEST ON MANAGEMENT AND ITS THOUGHTS
		ADVANTAGES AND DISADVANTAGES OF CENTRALISATION
<b>SUNDAY - 08.03.2020</b>		
<b>11</b>	March (09 -14)	HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY

<b>SUNDAY - 15.03.2020</b>		
<b>12</b>	March (16 -21)	STAFFING- MEANING, FEATURES & PROCESS
		FACTORS AFFECTING STAFFING, JOB DESIGN
		REVISION AND POWERPOINT PRESENTATION
		SELECTION: MEANING & PROCESS
		TECHNIQUES OF SELECTION & REVISION
		ASSIGNMENT II ON SELECTION AND STAFFING
<b>SUNDAY - 22.03.2020</b>		
<b>13</b>	March (23-28)	PERFORMANCE APPRAISAL-MEANING, OBJECTIVES, PROCESS
		IMPORTANCE & LIMITATIONS OF PERFORMANCE APPRAISAL
		COMMUNICATION- MEANING, FEATURES & IMPORTANCE
		FORMAL COMMUNICATION
		INFORMAL COMMUNICATION
		BARRIERS IN EFFECTIVE COMMUNICATION AND PRINCIPLES FOR EFFECTIVE COMMUNICATION
<b>SUNDAY - 29.03.2020</b>		
<b>14</b>	March (30 -31) April 1-4)	REVISION
		CONTROLLING- MEANING & FEATURES
		PROCESS & IMPORTANCE OF CONTROLLING
		BARRIERS IN EFFECTIVE CONTROLLING & PRINCIPLES OF EFFECTIVE CONTROLLING
		CONTINUE....
		RELATION BETWEEN PLANNING & CONTROLLING
<b>SUNDAY - 05.04.2020</b>		
<b>15</b>	April (06 -11)	SOCIAL RESPONSIBILITY-OF BUSINESS -MEANING, ARGUMENTS IN FAVOUR OF SOCIAL REponsibility
		ARGUMENTS AGAINST SOCIAL RESPONSIBILITY , IMPORTANCE OF SOCIAL RESPONSIBILITY OF BUSINESS
		SOCIAL RESPONSIBILITIES OF BUSINESS TOWARDS VARIOUS PARTIES
		REVISION
		BUDGETARY AND NON-BUDGETARY TECHNIQUES OF CONTROLLING
		CONTINUE....
<b>SUNDAY - 12.04.2020</b>		
<b>16</b>	April (13-18)	CONTINUE....
		CONTINUE....
		CONTINUE....
		CONTINUE....
		REVISION
		TEST
<b>SUNDAY - 19.04.2020</b>		
<b>17</b>	April (20-25)	REVISION
		REVISION
		REVISION
		REVISION
		REVISION
		REVISION
<b>SUNDAY - 26.04.2020</b>		
<b>18</b>	April (27-30)	REVISION
		REVISION
		REVISION
		REVISION

**I.B. (PG) COLLEGE, PANIPAT  
(SESSION 2019-20)**

Weekly Lesson Plan (January 2020 - April 2020)

Name of the Paper:- Understanding Social Behaviour

Class: BBA-I

Name of the Teachers: Prof. Reena Rani

WEEK	DATE	TOPICS
1	January (1 - 4)	DISCUSSION OF SYLLABUS
		<b>NATURE AND SCOPE OF SOCIOLOGY</b>
		CONTINUE
		CONTINUE
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	CONTINUE
		CONTINUE
		CONTINUE
		<b>METHODS OF SOCIOLOGY</b>
		CONTINUE
		CONTINUE
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		DISCUSSION
<b>SUNDAY - 19.01.2020</b>		
4	January (20 -25)	<b>FUNDAMENTAL CONCEPTS OF SOCIOLOGY</b>
		CONTINUE
		CONTINUE
		CONTINUE
		<b>RELATIONSHIP BETWEEN MAN AND SOCIETY</b>
		CONTINUE



January - 26.01.2020		
5	January (27- 31) February (1)	CONTINUE
		CONTINUE
		CONTINUE
		ORAL TEST
		<b>SOCIAL STRUCTURE- MEANING, ELEMENTS AND TYPES</b>
		CONTINUE
SUNDAY - 02.02.2020		
6	February (3 -8)	CONTINUE
		CONTINUE
		CONTINUE
		<b>SOCIAL INSTITUTIONS AND THEIR FUNCTIONS</b>
		CONTINUE
		CONTINUE
SUNDAY - 09.02.2020		
7	February (10 -15)	CONTINUE
		ORAL TEST
		<b>SOCIAL PROCESS, CO-OPERATION, ASSIMILATION</b>
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 16.02.2020		
8	February (17-22)	CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		DISCUSSION
SUNDAY - 23.02.2020		
9	February (24-29)	<b>SOCIALIZATION- MEANING</b>
		CONTINUE
		SOCIALIZATION AS A PROCESS
		CONTINUE
		CONTINUE
		DISCUSSION

SUNDAY - 01.03.2020		
10	March (02 -07)	<b>ASSIGNMENT - 1</b>
		<b>SOCIAL ACTION - ELEMENTS</b>
		CONTINUE
		CONTINUE
		CONTINUE
		ORAL TEST
SUNDAY - 08.03.2020		
11	March (09 -14)	HOLIDAY
SUNDAY - 15.03.2020		
12	March (16 -21)	<b>CONDITIONAL TEST</b>
		RATIONALITY OF MEANS
		ECONOMIC, POLITICAL AND RELIGIOUS INTEGRATION OF ENDS
		CONTINUE
		<b>SOCIAL CHANGES AND INSTITUTIONS</b>
		MEANING AND TYPES
SUNDAY - 22.03.2020		
13	March (23-28)	CONTINUE
		FACTORS IN SOCIAL CHANGE
		CONTINUE
		CONTINUE
		CONTINUE
		REVISION
SUNDAY - 29.03.2020		
14	March (30 -31) April 1-4)	<b>SOCIAL INSTITUTIONS - CONCEPTS</b>
		CONTINUE
		FAMILY, RELIGION AND MARRIAGE
		CONTINUE
		CONTINUE
		<b>ASSIGNMENT - 2</b>

<b>SUNDAY - 05.04.2020</b>		
<b>15</b>	April (06 -11)	<b>SOCIAL STRATIFICATION IN INDIA</b>
		CONTINUE
		CONTINUE
		CONCEPT OF CASTE
		CONTINUE
		DISCUSSION
<b>SUNDAY - 12.04.2020</b>		
<b>16</b>	April (13-18)	ATTITUDE FORMATION AND CHANGE
		CONTINUE
		MORAL AUDIT, VALUES AND NORMS
		CONTINUE
		POWER AND POLITICS: BUREAUCRACY
		CONTINUE
<b>SUNDAY - 19.04.2020</b>		
<b>17</b>	April (20-25)	REVISION
		REVISION
		REVISION
		REVISION
		REVISION
		REVISION
<b>SUNDAY - 26.04.2020</b>		
<b>18</b>	April (27-30)	REVISION
		REVISION
		REVISION
		REVISION