

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

Weekly Lesson Plan (January 2020 - April 2020)

Name of the Paper:- Business Statistics-II

Class: BBA-II

Name of the Teachers: Prof. Shailja Khunger

WEEK	DATE	TOPICS
1	January (1 - 4)	Correlation : Introduction nd Importance
		Methods of Correlation
		Continue
		Continue
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	Continue
		Continue
		Continue
		Coefficient of Determination
		Continue
		Misc. Examples
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	Continue
		Continue
		Problem Discussion
		Continue
		Revision of Chapter
		Continue
<b>SUNDAY - 19.01.2020</b>		
4		<b>Linear Regression Analysis : Introduction nd importance</b>
		Comparison B/W Correlation nd Regression
		Methods of Regression
		Continue
		Continue
		Continue

January - 26.01.2020		
5	January (27- 31) February (1)	Computation of Regression equation
		Continue
		Continue
		Continue
		Continue
		Error Of estimate
SUNDAY - 02.02.2020		
6	February (3 -8)	Continue
		Explained and Unexplained variations
		Continue
		Continue
		Revision
		Discussion of Problems
SUNDAY - 09.02.2020		
7	February (10 -15)	<b>Time Series Analysis I: Introduction</b>
		Components and Analysis
		Continue
		methods of measuring trend
		continue
		Continue
SUNDAY - 16.02.2020		
8	February (17-22)	Continue
		Continue
		Revision
		<b>Assignment -I</b>
		<b>Time Series Analysis II: Introduction</b>
		Measurement of Seasonal Variations
SUNDAY - 23.02.2020		
9	February (24-29)	Continue
		Continue
		Continue
		Revision
		<b>Probability : Introduction and Definition</b>
		Calculation

SUNDAY - 01.03.2020		
10	March (02 -07)	Continue
		Theorems of Probability
		Continue
		Continue
		Continue
		Continue
SUNDAY - 08.03.2020		
11	March (09 -14)	Vacation
		Vacation
		Vacation
		Vacation
		Vacation
		Vacation
SUNDAY - 15.03.2020		
12	March (16 -21)	Continue
		Conditional Test
		Continue
		Revision
		<b>Hypothesis Testing: Large Sample Test</b>
		Procedure
SUNDAY - 22.03.2020		
13	March (23-28)	Applications
		Continue
		Continue
		Continue
		Misc.Examples
		Revision
SUNDAY-29.03.2020		
14	March (30 -31) April 1-4)	<b>Hypothesis Testing :Small Sample Test</b>
		Application of t Test
		Continue
		Misc. Examples
		Continue
		Continue

SUNDAY - 05.04.2020		
15	April (06 -11)	Revision
		<b>Chi Square Test</b>
		Continue
		Continue
		<b>Assignment II</b>
		Continue
SUNDAY - 12.04.2020		
16	April (13-18)	Computation of Statistical Techniques With Microsoft Excel
		Misc. Examples
		Continue
		Discussion of Problems
		Revision
		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

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

Name of the Paper:- Financial Management

Class: BBA-II

Name of the Teachers : Prof. Karuna Sachdeva

WEEK	DATE	TOPICS
1	January (1 - 4)	DISCUSSION OF SYLLABUS
		<b>FINANCIAL MANAGEMENT : MEANING,NATURE,SCOPE AND OBJECTIVES , FINANCE FUNCTION</b>
		CONTINUE
		CONTINUE
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	CONTINUE
		CONTINUE
		CONTINUE
		<b>FINANCIAL PLANNING : MEANING , NATURE ,FEATURES ,DETERMINANTS AND PROCESS</b>
		CONTINUE
		CONTINUE
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	CONTINUE
		CONTINUE
		<b>INVESTMENT DECISIONS : CAPITAL BUDGETING ; NATURE,SIGNIFICANCE,PROCESS,METHODS OF EVALUATION</b>
		CONTINUE
		CONTINUE
		CONTINUE
<b>SUNDAY - 19.01.2020</b>		
4	January (20 -25)	CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		PROBLEMS
<b>January - 26.01.2020</b>		
5	January (27- 31) February (1)	<b>COST OF CAPITAL :CONCEPT,SIGNIFICANCE,COMPUTATION OF COST OF CAPITAL,WEIGHTED AVERAGE COST OF CAPITAL</b>
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE

SUNDAY - 02.02.2020		
6	February (3 -8)	CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		PROBLEMS
		REVISION
SUNDAY - 09.02.2020		
7	February (10 -15)	<b>FINANCING DECISIONS : CAPITALISATION</b>
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 16.02.2020		
8	February (17-22)	<b>CAPITAL STRUCTURE DECISIONS , THEORIES OF CAPITAL STRUCTURE</b>
		CONTINUE
		CONTINUE
		CONTINUE
		<b>ASSIGNMENT 1ST ON FINANCIAL MANAGEMENT : NATURE AND ITS SCOPE ; COST OF CAPITAL</b>
SUNDAY - 23.02.2020		
9	February (24-29)	<b>CAPITAL STUCTURE DECISIONS , THEORIES OF CAPITAL STRUCTURE (CONTINUED)</b>
		CONTINUE
		CONTINUE
		CONTINUE
		REVISION
SUNDAY - 01.03.2020		
10	March (02 -07)	<b>DIVIDEND DECISIONS : NATURE,CONCEPT,SIGNIFICANCE,DIVIDEND MODELS</b>
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 08.03.2020		
11	March (09 -14)	HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY

SUNDAY - 15.03.2020		
12	March (16 -21)	CONTINUE
		REVISION
		<b>CONDITIONAL TEST ON CAPITAL STURUCTURE AND DIVIDEND DECISIONS</b>
		<b>WORKING CAPITAL MANGEMENT : CONCEPT, NATURE,SIGNIFICANCE ,COMPONENTS</b>
		CONTINUE
		CONTINUE
SUNDAY - 22.03.2020		
13	March (23-28)	CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		REVISION
		PROBLEMS
SUNDAY - 29.03.2020		
14	March (30 -31) April 1-4)	<b>SOURCES OF FINANCE : SHORT TERM AND MEDIUM TERM</b>
		CONTINUE
		CONTINUE
		CONTINUE
		PROBLEMS
SUNDAY - 05.04.2020		
15	April (06 -11)	<b>ASSIGNMENT IIND ON WORKING CAPITAL AND SOURCES OF FINANCE : SHORT TERM AND MEDIUM TERM</b>
		<b>SOURCES OF FINANCE : LONG TERM</b>
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 12.04.2020		
16	April (13-18)	CONTINUE
		REVISION
		PROBLEMS
		CLASS TEST
		REVISION
		PROBLEMS
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:- Human Behaviour at Work

Class: BBA-II

Name of the Teachers: Prof. Sonia Dhingra

WEEK	DATE	TOPICS
1	January (1 - 4)	<b>Chapter : Behaviour at Work Place</b>
		Meaning and Characteristics of Human Behaviour at Work (HBW)
		Process of Human Behaviour at Work
		Significance of Organisational Behaviour
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	Evolution of Human Behaviour at Work
		Revision
		Personality Traits in Work
		Perception in Organisation
		Types of Work Place Behaviour
		Group Discussion
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	Organisational Citizenship Perception and attributes
		Revision
		<b>Chapter : Basics of Groups</b>
		Meaning and Nature of Group
		Factors Affecting Group Behaviour
		Groups and the Larger Organisation
<b>SUNDAY - 19.01.2020</b>		
4	January (20 -25)	Importance of Groups
		Types of Groups
		<b>Oral Presentation</b>
		Difference Between Formal and Informal Groups
		Group Development Process
		Stages of Group Development
<b>January - 26.01.2020</b>		
5	January (27- 31) February (1)	Extempore of any Topic
		Theories of Group Development
		Theories of Group Formation
		<b>Chapter : Group Dynamics</b>
		Introduction, Meaning and Nature of Group Dynamics
		Assumptions of Group Dynamics

SUNDAY - 02.02.2020		
6	February (3 -8)	Group Norms, Types of Group Norms
		<b>Oral Presentation</b>
		Factors Affecting Group Norms
		Group Cohesiveness, Factors Affecting Group Cohesiveness
		Group Think
		Remedies for Group Think
SUNDAY - 09.02.2020		
7	February (10 -15)	Group Morale, How to Improve Morale
		Group Decision Making
		Techniques of Group Decision Making
		Group Discussion
		Difference Between Individual and Group Decision Making
		Group Performance
SUNDAY - 16.02.2020		
8	February (17-22)	Foundation of Group Performance
		Revision and Class Test
		<b>Chapter: Team Building</b>
		Introduction, Meaning and Nature of Team
		Importance of Team Building
		Techniques of Team Building
SUNDAY - 23.02.2020		
9	February (24-29)	<b>Assignment - I</b>
		Team Building Process
		Types of Teams
		Difference Between Team and Work Groups
		Can Group Become Teams?
		Factors Affecting the Success of Teams

SUNDAY - 01.03.2020		
10	March (02 -07)	<b>Chapter: Interpersonal Influence Process</b>
		Introduction, Meaning and Process of Interpersonal Influence
		Social Loafing
		Social Facilitation
		Positive and Negative Impact of Social Facilitation
		Extempore of any Topic
SUNDAY - 08.03.2020		
11	March (09 -14)	.....VACATIONS.....
		.....VACATIONS.....
		.....VACATIONS.....
		.....VACATIONS.....
		.....VACATIONS.....
		.....VACATIONS.....
SUNDAY - 15.03.2020		
12	March (16 -21)	<b>Chapter: Interpersonal Communication</b>
		Introduction and Meaning of Interpersonal Communication
		Importance of Communication in Business
		Process of Communication
		Revision
		Class Test
SUNDAY - 22.03.2020		
13	March (23-28)	Models of Communication
		Revision
		<b>Conditional Test</b>
		Channels of Communication
		Revision
		Revision
SUNDAY - 29.03.2020		
14	March (30 -31) April 1-4)	Basic Forms of Communication
		Verbal and Non Verbal Communication
		Barriers of Communication
		How to make Communication Effective?
		Interpersonal Awareness
		Feedback Process

SUNDAY - 05.04.2020		
15	April (06 -11)	<b>Chapter: Interpersonal Trust</b>
		Introduction and Meaning of Interpersonal Trust
		<b>Assignment-II</b>
		Classification on the Basis of Features of Trust
		<b>Oral Test</b>
		Trust Building Skills
SUNDAY - 12.04.2020		
16	April (13-18)	Continue
		Career Roles and Identity
		Revision
		<b>Extempore of any Topic</b>
		<b>Class Test</b>
		Competition and Coordination
SUNDAY - 19.04.2020		
17	April (20-25)	Positive and Negative Approach
		Revision
		How to Strike Balance Between Competition and Coordination
		<b>Revision</b>
		<b>Revision</b>
		<b>Revision</b>
SUNDAY - 26.04.2020		
18	April (27-30)	..... <b>Revision</b> .....
		..... <b>Revision</b> .....
		..... <b>Revision</b> .....
		..... <b>Revision</b> .....

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Weekly Lesson Plan (January 2020 - April 2020)

Name of the Paper:- **Macro Business Environment** Class: **BBA-II**

Name of the Teachers: **Prof. Ritika Jatana**

WEEK	DATE	TOPICS
1	January (1 - 4)	ECONOMIC REFORMS-LIBERALISATION, PRIVATISATION AND GLOBALISATION
		Economic reforms: introduction, meaning, features, need
		Liberalisation: meaning, measures taken for Liberalisation, benefits of Liberalisation
		Disadvantages of Liberalisation, privatization: meaning, measures adopted for privatization
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	Globalisation: meaning, measures adopted for Globalisation, positive effects of globalization on economy
		ECONOMIC REFORMS-LIBERALISATION, PRIVATISATION AND GLOBALISATION, INDUSTRIAL POLICY
		Negative effects of globalization on economy, Other economic reforms
		Arguments in favour of new economic policy, arguments against new economic policy
		Achievements and shortcomings of economic reforms
		Achievements and shortcomings of economic reforms
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	Industrial policy of 1956, Industrial policy of 1977
		Industrial policy of 1980, New industrial policy of 1991: its Main features and its implementation
		INDUSTRIAL POLICY AND FOREIGN CAPITAL & FOREIGN INVESTMENT IN INDIA
		New industrial policy of 1991: Evaluation of new industrial policy, suggestion for making policy more production oriented
		National manufacturing policy, 2011
		Industrial licensing policy
<b>SUNDAY - 19.01.2020</b>		
4	January (20 -25)	Industries (development and regulation) act, 1951
		Revision
		Foreign capital: meaning, classification, need
		FOREIGN CAPITAL & FOREIGN INVESTMENT IN INDIA
		Policy regarding foreign capital: foreign capital 1949, foreign capital 1991
		Consolidated FDI policy, 2014
<b>January - 26.01.2020</b>		
5	January (27- 31) February (1)	Amounts/ trends of foreign capital and foreign investment in india, advantages of foreign capital
		Limitation of foreign capital, suggestions to overcome shortcoming of foreign capital
		FOREIGN CAPITAL & FOREIGN INVESTMENT IN INDIA, MULTINATIONAL CORPORATION AND FOREIGN COLLABORATIONS IN INDIA
		Suggestion towards better investment climate in india
		Class test
		Foreign collaboration: meaning, trends of Foreign collaboration agreement in india, types of Foreign collaboration

SUNDAY - 02.02.2020		
6	February (3 -8)	MNCs:meaning,reasons for growth of Mncs,features ofMncs
		Role of Mncs,disadvantages of Mncs
		MULTINATIONAL CORPORATION AND FOREIGN COLLABORATIONS IN INDIA ,FOREIGN TRADE O F INDIA
		Regulations ofMncs,suggestions for Regulating Mncs
		India and Mncs
		Group discussion
SUNDAY - 09.02.2020		
7	February (10 -15)	Forein trade:importance,foreign trade of india
		Main features of foreign trade of india,main imports and exports ofindia
		India's balance of payment:meaning,trends in overall balance of payments
		FOREIGN TRADE O FINDIA,EXPORT PROMOTION AND IMPORT SUBSTITUTION
		Causes of unfavourable balance of payment,measures to correct disequilibrium in balance of payment
		Revision
SUNDAY - 16.02.2020		
8	February (17-22)	Export promotion:meaning,need,measures for export promotion
		New strategy for promoting exports,obstacles in way of export promotion in india ,suggestions for export promotion
		Import substitution:meaning,need,measures ofimport substitution,progress & evaluationof import substitution
		REGULATION OF FOREIGN TRADE-EXIM POLICY
		Introduction and meaning,EXIMPOLICY(2002-2007)
		Exim policy(2004-2009):meaning,objectives,features
SUNDAY - 23.02.2020		
9	February (24-29)	Evaluation OF Exim policy(2004-2009),New Exim policy (2009-2014) : meaning , objectives
		Main features of Exim policy(2009-2014)
		Evaluation of new Exim policy(2009-2014)
		INTERNATIONAL BUSINESS ENVIRONMENT &MULTILATERAL ECONOMIC INSTITUTIONS(OVERVIEW)
		Introduction and meaning of international business environment,need for study of international business environment
		ASSIGNMENT-1
SUNDAY - 01.03.2020		
10	March (02 -07)	INTERNATIONAL BUSINESS ENVIRONMENT &MULTILATERAL ECONOMIC INTITUTION ,WORLD BANK
		Components of international business environment
		continue
		Group discussion
		World bank-establishment,objectives,membership,capital &management
		Functions of world bank,lending activities of world bank
SUNDAY - 08.03.2020		
11	March (09 -14)	HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY

SUNDAY - 15.03.2020		
12	March (16 -21)	CONDITIONAL TEST
		WORLD BANK AND WTO
		Evaluation of world bank,india and world bank
		WTO: meaning & establishment,features,objectives
		Functions of WTO,scope of WTO,WTO-some agreements
		WTO and india
SUNDAY - 22.03.2020		
13	March (23-28)	Progress on fulfillment of india's commitment to WTO,Doha conference
		Geneva ministerial conference, Bali conference,difference between WTO and GATT
		WTO AND INTERNATIONAL MONETARY FUND(IMF
		Revision
		IMF: Establishment,objectives,membership,organization,capital of IMF
		Special Drawing Rights
SUNDAY - 29.03.2020		
14	March (30 -31) April 1-4)	Main functions of IMF ,Success of IMF
		Failures of IMF,IMF and India
		Oral Presentation
		MONETARY POLICY OF INDIA
		ASSIGNMENT-2
		Monetary Policy :Meaning,Objectives,Techniques of monetary policy of India, Quantitative Credit Control
SUNDAY - 05.04.2020		
15	April (06 -11)	Quantitative Credit Control,Features of Monetary policy of RBI,and its limitations
		New Monetary policy of RBI
		FISCAL POLICY OF INDIA
		Fiscal Policy : Meaning,objectives,Techniques of fiscal policy
		Evaluation of fiscal policy of india
		Suggestion for reform in fiscal policy of india
SUNDAY - 12.04.2020		
16	April (13-18)	Long term fiscal policy,Different concepts of deficit in public finance
		Causes of increase in fiscal deficit,measures taken by government to reduce fiscal deficit
		Revision
		TECHNOLOGICAL ENVIRONMENT:TECHNOLOGY POLICY AND TECHNOLOGY TRANSFER
		continue
		continue
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:- **Marketing Management**      Class: **BBA-II**

Name of the Teachers: **Prof. Maneet Kaur**

WEEK	DATE	TOPICS
1	January (1 - 4)	DISCUSSION ABOUT SYLLABUS
		<b>MARKETING MANAGEMENT : MEANING,NATURE AND SCOPE</b>
		CONTINUE
		CONTINUE
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	CONTINUE
		CONTINUE
		CONTINUE
		<b>CONCEPT OF MARKETING</b>
		CONTINUE
		CONTINUE
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	CONTINUE
		CONTINUE
		REVISION
		<b>MARKETING ENVIRONMENT</b>
		CONTINUE
		CONTINUE
<b>SUNDAY - 19.01.2020</b>		
4	January (20 -25)	CONTINUE
		<b>MARKETING MIX</b>
		CONTINUE
		CONTINUE
		<b>STP(SEGMENTING,TARGETING,POSITIONING) APPROACH TO MARKETING</b>
		CONTINUE

January - 26.01.2020		
5	January (27- 31) February (1)	CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		REVISION
SUNDAY - 02.02.2020		
6	February (3 -8)	<b>MARKETING INFORMATION SYSTEM : MEANING AND COMPONENTS</b>
		<b>MARKETING RESEARCH</b>
		CONTINUE
		<b>CONSUMER BEHAVIOUR-MEANING AND IMPORTANCE OF STUDY FOR MARKETEEERS</b>
		CONTINUE
		CONTINUE
SUNDAY - 09.02.2020		
7	February (10 -15)	CONTINUE
		CONTINUE
		CLASS TEST
		<b>PRODUCT : MEANING,LEVELS AND PRODUCT MIX</b>
		CONTINUE
		CONTINUE
SUNDAY - 16.02.2020		
8	February (17-22)	CONTINUE
		CONTINUE
		<b>NEW PRODUCT DEVELOPMENT</b>
		CONTINUE
		CONTINUE
		CONTINUE

SUNDAY - 23.02.2020		
9	February (24-29)	<b>PRODUCT LIFE CYCLE</b>
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		<b>ASSIGNMENT IST ON MARKETING : AN INTRODUCTION AND MARKET SEGMENTATION</b>
SUNDAY - 01.03.2020		
10	March (02 -07)	<b>BRANDING AND PACKAGING DECISIONS</b>
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 08.03.2020		
11	March (09 -14)	HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY
		HOLIDAY
SUNDAY - 15.03.2020		
12	March (16 -21)	<b>PRICING : MEANINGB,PROCEDURE FOR SETTING A PRICE , PRICE VARIATION</b>
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 22.03.2020		
13	March (23-28)	<b>DISTRIBUTION CHANNELS : LEVELS AND ROLES</b>
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
		<b>CONDITIONAL TEST ON PRODUCT LIFE CYCLE AND PRICING</b>

SUNDAY - 29.03.2020		
14	March (30 -31) April 1-4)	<b>MANAGEMENT OF PHYSICAL DISTRIBUTION</b>
		CONTINUE
		CONTINUE
		CONTINUE
		<b>PROMOTION : PROMOTION MIX- A STUDY OF ADVERTISING</b>
		CONTINUE
SUNDAY - 05.04.2020		
15	April (06 -11)	CONTINUE
		CONTINUE
		<b>ASSIGNMENT IIND ON DISTRIBUTION CHANNELS AND ADVERTISING</b>
		<b>SALES PROMOTION</b>
		CONTINUE
		CONTINUE
SUNDAY - 12.04.2020		
16	April (13-18)	<b>PERSONAL SELLING</b>
		CONTINUE
		CONTINUE
		<b>DIRECT MARKETING AND PUBLIC RELATIONS</b>
		<b>MARKETING ORGANISATION AND CONTROL</b>
		CONTINUE
SUNDAY - 19.04.2020		
17	April (20-25)	CONTINUE
		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:- PRINCIPLES OF MATERIAL MANAGEMENT

Class: BBA II (IV SEM.)

Name of the Teacher: Prof. Nisha Gupta

WEEK	DATE	TOPICS
1	January (1 - 4)	DISCUSSION ABOUT SYLLABUS
		MATERIAL MANAGEMENT-MEANING, CONCEPT & NATURE
		OBJECTIVES & FUNCTIONS OF MATERIAL MANAGEMENT
		IMPORTANCE & SCOPE OF MATERIAL MANAGEMENT
<b>SUNDAY - 05.01.2020</b>		
2	January (6-11)	CHALLENGES & INTERFACES OF MATERIAL MANAGEMENT
		REVISION
		POWERPOINT PRESENTATION ON INTRODUCTION TO MATERIAL MANAGEMENT
		SYSTEM APPROACH-MEANING, FEATURES & DIAGRAM
		BENEFITS OF SYSTEM APPROACH, PROCESS OF MANAGEMENT & MATERIAL FUNCTION
		ORAL TEST
<b>SUNDAY - 12.01.2020</b>		
3	January (13-18)	ORGANIZATION FOR MATERIAL MANAGEMENT-MEANING & APPROACHES
		TYPES & IMPORTANCE OF ORGANIZATION STRUCTURE FOR MATERIAL MANAGEMENT
		LIMITATIONS FOR ORGANIZATIONAL STRUCTURE FOR MATERIAL MANAGEMENT
		REVISION THROUGH POWERPOINT PRESENTATION
		MATERIAL PLANNING: MEANING & ADVANTAGES, PROCESS
		MATERIAL CYCLE & FLOW CONTROL SYSTEM
<b>SUNDAY - 19.01.2020</b>		
4	January (20 25)	MAKING THE MATERIAL PLAN WORK & ORAL TEST
		MATERIAL BUDGET: MEANING, COMPONENTS & IMPORTANCE
		PURCHASING: MEANING & OBJECTIVES
		FUNCTIONS & IMPORTANCE OF PURCHASING
		PURCHASING CYCLES & FACTORS AFFECTING PURCHASING
		ROLE OF PURCHASING, ETHICS IN PURCHASING
<b>January - 26.01.2020</b>		
5	January (27- 31) February (1)	PURCHASING METHODOLOGIES- CENTRALIZED & DECENTRALIZED PURCHASING
		LEGAL ASPECTS OF PURCHASING & ORGANIZING OF PURCHASEING DEPARTMENT
		REVISION AND POWERPOINT PRESENTATION
		PRINCIPLES OF PURCHASING
		PURCHASING POLICY & STRUCTURE
		PURCHASING PROCEDURE, DIFFERENCE BETWEEN PURCHASING PROCEDURE & POLICY
<b>SUNDAY - 02.02.2020</b>		
6	February (3 -8)	PURCHASING CAPITAL EQUIPMENTS, PLANT & MACHINERY-MEANING, FACTORS FOR SELECTION OF CAPITAL EQUIPMENTS
		GOVERNMENT PURCHASING & PROCEDURE
		PURCHASING DOCUMENTATION & REVISION
		ORAL TEST
		CODING, DECODING & CLASSIFICATION OF MATERIALS
		CONTINUE...
<b>SUNDAY - 09.02.2020</b>		
7	February (10 -15)	MATERIAL MANAGEMENT INFORMATION SYSTEM-MEANING, CONCEPT OF INTERGRATED MANAGEMENT INFORMATION SYSTEM
		APPLICATIONS OF MIS IN MATERIAL MANAGEMENT & LIMITATIONS
		STORE MANAGEMENT-MEANING & TYPES OF STORE
		OBJECTIVES & IMPORTANCE OF STORE MANAGEMENT
		FUNCTIONS OF STORE MANAGEMENT & STORE ORGANIZATION
		METHODS OF VALUATION OF STOCK

SUNDAY - 16.02.2020		
8	February (17-22)	CONTINUE...
		REVISION
		POWERPOINT PRESENTATION ON STORE MANAGEMENT
		INVENTORY MANAGEMENT-MEANING & TYPES OF INVENTORY
		ASSIGNMENT (I) ON INTRODUCTION TO MATERIAL MANAGEMANT
		MOTIVES FOR HOLDING INVENTORY & COST ASSOCIATED WITH HOLDING INVENTORY
SUNDAY - 23.02.2020		
9	February (24-29)	INVENTORY MANAGEMENT & CONTROL :MEANING & OBJECTIVES
		IMPORTANCE & TECHNIQUES OF INVENTORY MANAGEMENT & CONTROL
		CONTINUE...
		REVISION
		STATISTICAL QUALITY CONTROL-MEANING & OBJECTIVES
		TECHNIQUES OF STATISTICAL QUALITY CONTROL
SUNDAY - 01.03.2020		
10	March (02 -07)	CONTINUE...
		ADVANTAGES & DISADVANTAGES OF STATISTICAL QUALITY CONTROL
		QUALITY ASSURANCE & INCOMING QUALITY CONTROL
		CONTINUE...
		CONDITIONAL TEST ON PURCHASING UNIT, OBJECTIVES OF MATERIAL MANAGEMENT
		CONTINUATION OF INCOMING QUALITY CONTROL
SUNDAY - 08.03.2020		
11	March (09 -14)	HOLIDAY
		HOLIDAY
		<b>HOLIDAY</b>
		HOLIDAY
		HOLIDAY
		HOLIDAY
SUNDAY - 15.03.2020		
12	March (16 -21)	VALUE ANALYSIS-MEANING & OBJECTIVES
		PROCESS & TECHNIQUES OF VALUE ANALYSIS
		TECHNIQUES OF VALUE ANALYSIS & DIFFERENCE BETWEEN VALUE ANALYSIS & VALUE ENGINEERING
		ADVANTAGES OF VALUE ANALYSIS
		PROBLEMS IN VALUE ANALYSIS & GUIDELINES
		REVISION
SUNDAY - 22.03.2020		
13	March (23-28)	ASSIGNMENT II ON INVENTORY MANAGEMENT
		TRANSPORTATION-MEANING & TYPES
		IMPORTANCE/ FUNCTIONS & FACTORS FOR SELECTION OF TRANSPORTATION
		CONTINUE..
		MATERIAL HANDLING-MEANING & PRINCIPLES
		FUNCTIONS & IMPORTANCE OF MATERIAL HANDLING

SUNDAY - 29.03.2020		
14	March (30 -31) April 1-4)	OBJECTIVES & FACTORS AFFECTING MATERIAL HANDLING
		GUIDELINES FOR MATERIAL HANDLING & PROBLEMS IN MATERIAL HANDLING
		TYPES OF TOOLS USED IN MATERIAL HANDLING & ITS ADVANTAGES
		REVISION
		POWEPOINT PRESENTATION ON PURCHASING
SUNDAY - 05.04.2020		
15	April (06 -11)	COMPONENTS OF MATERIAL LOGISTICS & PHYSICAL DISTRIBUTION & ITS DIFFERENCE
		FUNCTIONS AND IMPORTANCE OF MATERIAL LOGISTICS AND PHYSICAL DISTRIBUTION
		REVISION
		OPERATION RESEARCH-MEANING & APPLICATIONS
		ADVANTAGES OF OPERATION RESEARCH
		TECHNIQUES OF OPERATION RESEARCH
SUNDAY - 12.04.2020		
16	April (13-18)	CONTINUE...
		DISADVANTAGES OF OPERATION RESEARCH
		WAREHOUSE- MEANING, FUNCTIONS & TYPES
		SECURITY AND SAFETY MEASURES FOR WAREHOUSE
		REVISION
		TEST
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