

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

3rd Semester

Name of the Paper:- UNDERSTANDING HUMAN BEHAVIOUR

CLASS : BBA-II

Name of the Teachers (Section wise): PROF. SONIA DHINGRA

WEEK	DATE	TOPICS
1	November (2 -3), (5 - 7)	Discussion about Syllabus
		Understanding Human Behaviour-Meaning
		Nature of human behaviour
		Approach of study behaviour-Cognitive Approach
		Continue
SUNDAY - 08.11.2020		
2	November 13)	Psychoanalytic Approach
		Continue
		Continue
		Personality-Meaning
		Nature of personality
HOLIDAY - 14.11.2020 (Diwali)		
SUNDAY - 15.11.2020		
3	November (16-21)	Theory of personality-Trait Theory
		Continue
		Continue
		Psychoanalytical Theory
		Continue
		Continue
SUNDAY - 22.11.2020		
4	November (23-28)	Social Learning Theory
		Continue
		Emotion -Meaning & Nature
		Physiological response in Emotion
		Continue
		Continue
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
	December (1-5)	Theory of Emotion
		Continue
		Continue
		Motivation- Meaning
		Nature of Motivation
SUNDAY - 06.12.2020		

6	December 12)	(07-	Continue
			Theory of Motivation-Maslow's Need Hierarchy Theory
			Continue
			McGregor's Theory X and Y
			Continue
SUNDAY - 13.12.2020			
6	December 19)	(14-	Continue
			Continue
			Perception- Meaning
			Nature of Perception
			Continue
SUNDAY - 20.12.2020			
7	December 24) (26)	(21-	Continue
			Continue
			Discuss Important Points
			Attention and Perception
			Continue
HOLIDAY - 25.12.2020 (Christmas)			
SUNDAY - 27.12.2020			
8	December (28-31) January (1-2)		Revision
			Learning-Meaning
			Nature of Learning
			Theories of Learning- Classical Conditioning Theory
			Continue
SUNDAY - 03.01.2021			
9	January (4-9)		Assignment-1
			Operant Conditioning Theory
			Continue
			Continue
			Revision
SUNDAY - 10.01.2021			
10	January (11-16)		Discuss Important Points
			Discuss Important Points
			Cognitive Theory
			Continue
			Continue
SUNDAY - 10.01.2021			
10	January (11-16)		Continue
			Continue
			Continue
			Continue
			Continue

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3rd Semester

Name of the Paper:- MICRO BUSINESS ENVIRONMENT

CLASS : BBA -II

Name of the Teacher : Prof. NISHA

WEEK	DATE	TOPICS
1	November (2 -3), (5 - 7)	DISUSSION ABOUT SYLLABUS
		BUSINESS ENVIRONMENT : CONCEPT & FEATURES
		TYPES / FACTORS AFFECTING BUSINESS ENVIRONMENT
		CONTINUE..
		CONTINUE..
SUNDAY - 08.11.2020		
2	November (9-13)	CONTINUE..
		CONTINUE..
		CONTINUE..
		SIGNIFICANCE OF STUDYING BUSINESS ENVIRONMENT
		REVISION
HOLIDAY - 14.11.2020 (Diwali)		
SUNDAY - 15.11.2020		
3	November (16-21)	ENVIRONMENTAL SCANNING : CONCEPT & OBJECTIVES
		PROCESS AND METHODS OF ENVIRONMENTAL SCANNING
		CONTINUE..
		IMPORTANCE & LIMITATIONS OF ENVIRONMENTAL SCANNING
		CONTINUE..
		FACTORS AFFECTING ENVIRONMENTAL SCANNING
SUNDAY - 22.11.2020		
4	November (23-28)	REVISION
		ORAL TEST
		ECONOMIC ENVIRONMENT : CONCEPT & COMPONENTS
		CONTINUE..
		SOCIAL ENVIRONMENT: MEANING & COMPONENTS
		CONTINUE..
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
	December (1-5)	CONTINUE..
		POLITICAL ENVIRONMENT : MEANING & COMPONENTS
		CONTINUE..
		LEGAL ENVIRONMENT: MEANING & COMPONENTS
		CRITICAL EVALUATION & CAUSES OF FAILURE OF POLITICAL & LEGAL ENVIRONMENT
SUNDAY - 06.12.2020		

6	December (07-12)	RISK IN BUSINESS ENVIRONMENT: MEANING & TYPES
		COUNTRY RISK : MEANING & CAUSES
		POLITICAL RISK : MEANING & CAUSES
		PROCESS AND METHODS OF HANDLING BUSINESS RISK
		CONTINUE..
		METHODS OF MEASURING BUSINESS RISK
SUNDAY - 13.12.2020		
6	December (14-19)	CONTINUE.. & PROBLEMS IN STUDYING BUSINESS RISK
		REVISION WITH ORAL TEST
		ECONOMIC SYSTEM : MEANING & CAPITALISM ECONOMIC SYSTEM- FEATURES
		ADVANTAGES & DISADVANTAGES OF CAPITALISM ECONOMIC SYSTEM
		SOCIALISM ECONOMIC SYSTEM : MEANING & FEATURES
		ADVANTAGES & DISADVANTAGES OF SOCIAL ECONOMIC SYSTEM
SUNDAY - 20.12.2020		
7	December (21-24) (26)	MIXED ECONOMIC SYSTEM : MEANING & FEATURES
		ADVANTAGES & DISADVANTAGES OF MIXED ECONOMIC SYSTEM
		ORAL TEST
		ECONOMIC ROLE OF GOVERNMENT IN BUSINESS: CONCEPT
		REGULATORY & PROMOTIONAL ROLE OF GOVERNMENT
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
8	December (28-31) January (1-2)	ENTREPRENEURIAL & PLANNING ROLE OF GOVERNMENT
		CHANGING ROLE OF GOVERNMENT
		RESPONSIBILITY OF BUSINESS TOWARDS GOVERNMENT
		STATE INTERVENTION IN BUSINESS
		CONTINUE....
		REVISION WITH ORAL TEST
SUNDAY - 03.01.2021		
9	January (4-9)	SOCIAL RESPONSIBILITY OF BUSINESS : CONCEPT & ARGUMENT IN FAVOUR & AGAINST
		SOCIAL RESPONSIBILITY OF BUSINESS TOWARDS DIFFERENT INTERESTED GROUPS
		DIMENSIONS & DISCLOSURE BY COMPANIES
		ASSIGNMENT-I (BUSINESS ENVIRONMENT)
		BUSINESS ETHICS : MEANING & FEATURES
		IMPORTANCE & EXAMPLES OF BUSINESS ETHICS
SUNDAY - 10.01.2021		
10	January (11-16)	PROFESSIONALISATION OF BUSINESS : CONCEPT & FEATURES
		CONTINUE...
		PROFESSIONALISATION OF BUSINESS IN INDIA : CAUSES & BENEFITS
		MRTTP ACT : MEANING & OBJECTIVES
		PROVISION OF MRTTP ACT & MRTTPC
		CONTINUE..
SUNDAY - 17.01.2021		

11	January (18-19) (21-23)	CONTINUE...
		COMPETITION ACT : MEANING & OBJECTIVES
		PROVISION OF COMPETITION ACT
		CONTINUE...
		COMPETITION COMMISSION IN INDIA
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)		
SUNDAY - 24.01.2021		
12	January (25) (27-30)	CONTINUE..
		ASSIGNMENT-II (RISK IN BUSINESS ENVIRONMENT)
		CONSTITUTIONAL ENVIRONMENT IN INDIA : MEANING & CONCEPT
		IMPORTANT PARTS OF CONSTITUTION AFFECTING BUSINESS
		CONTINUE..
HOLIDAY - 26.01.2021 (Republic Day)		
SUNDAY - 31.01.2021		
13	February (01-06)	ECONOMIC PLANNING : MEANING & FEATURES
		STRATEGY AND PROBLEMS
		CONTINUE...
		CONDITIONAL (ECONOMIC SYSTEM, MRTP & COMPETITION ACT IN INDIA)
		OBJECTIVES OF ECONOMIC PLANNING
		FAILURE AND ACHIEVEMENTS OF ECONOMIC PLANNING
SUNDAY - 07.02.2021		
14	February (08-13)	CONTINUE...
		TYPES & PROCESS OF ECONOMIC PLANNING
		SUGGESTIONS AND RATIONALE OF ECONOMIC PLANNING
		TENTH FIVE YEAR PLAN
		CONTINUE...
		ELEVENTH FIVE YEAR PLAN
SUNDAY - 14.02.2021		
15	February (15 - 20)	CONTINUE...
		TWELTH FIVE YEAR PLAN
		REVISION
		REVISION
		REVISION

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Weekly Lesson Plan (Odd Semester)

3rd Semester

Name of the Paper:- Business Statistics

Class-BBA 2nd Year

Name of the Teachers (Section wise): PROF. AKANKSHA SHARMA

WEEK	DATE	TOPICS
1	November (2 -3), (5 - 7)	Time -table display & discussion
		Introduction & discussion of syllabus
		Definition & scope of statistics
		Functions & importance of statistics
		Limitation & distrust
SUNDAY - 08.11.2020		
2	November (9-13)	Data collection & its methods
		Continue
		Definition & methods of classification
		Frequency distribution
		Continue
HOLIDAY - 14.11.2020 (Diwali)		
SUNDAY - 15.11.2020		
3	November (16-21)	Tabular representation
		Types of tables
		Diagrammatical representation
		Continue
		Graphical representation
		Continue
SUNDAY - 22.11.2020		
4	November (23-28)	Meaning and types of averages
		Continue
		Median
		Quartiles ,Deciles,Percentiles
		Continue
		Mode
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
5	December (1-5)	Continue
		Geometric mean
		Continue
		Harmonic mean
		Continue
SUNDAY - 06.12.2020		

6	December (07-12)	Relation between AM,GM,HM
		Problem discussion
		Definition and methods of measuring dispersion
		Interquartile range & quartile deviations
		Continue
		Mean deviations
SUNDAY - 13.12.2020		
7	December (14-19)	Standard deviations
		Continue
		Coefficient of variations
		Continue
		Lorenz curve
		Continue
SUNDAY - 20.12.2020		
8	December (21-24) (26)	Definition & test of skewness
		Measures of skewness
		Continue
		Continue
		Continue
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
9	December (28-31) January (1-2)	Index number
		Types & limitations of index number
		Methods & construct index number
		Continue
		Weighted index number
		Continue
SUNDAY - 03.01.2021		
10	January (4-9)	Quality index number
		1st assignment (collection, classification & presentation of data)
		Continue
		Test of adequacy of index number
		Continue
		Continue
SUNDAY - 10.01.2021		
11	January (11-16)	Continue
		Chain base index
		fixed base index
		Continue
		Base conversion
		Continue
SUNDAY - 17.01.2021		

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Weekly Lesson Plan (Odd Semester)

(3rd Semester)

Name of the Paper:- MANAGEMENT ACCOUNTING

CLASS : BBA-II Year

Name of the Teachers (Section wise): PROF. KARUNA SACHDEVA

WEEK	DATE	TOPICS
1	November (2 -3), (5 - 7)	Discussion about syllabus
		Management Accounting: Meaning , Nature
		Usefulness and functions of management accounting
		Scope of management accounting
		Conventions of management accounting
SUNDAY - 08.11.2020		
2	November (9-13)	Techniques of management accounting
		Limitations of management accounting
		Management Accounting Vs. Financial Accounting
		Revision
		Class Test
HOLIDAY - 14.11.2020 (Diwali)		
SUNDAY - 15.11.2020		
3	November (16-21)	Cost Accounting : Meaning
		Uses of cost accounting
		Various cost concepts
		Continued
		Organization of cost accounting department
		Classification of cost
SUNDAY - 22.11.2020		
4	November (23-28)	Continued
		Cost Sheet
		Continued
		Costing methods
		Continued
		Continued
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
	December (1-5)	Continued
		Continued
		Continued
		Problems
		Class Test
SUNDAY - 06.12.2020		

6	December (07-12)	Budget and Budgetary control : meaning and nature
		Kinds of budgets
		Continued
		Preparation of various types of budgets
		Continued
SUNDAY - 13.12.2020		
6	December (14-19)	Continued
		Continued
		Continued
		Continued
		Advantages of budgetary control
		Limitations of budgetary control
SUNDAY - 20.12.2020		
7	December (21-24) (26)	Problems and revision
		Marginal costing and break even analysis
		Continued
		Continued
		Continued
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
8	December (28-31) January (1-2)	Continued
		Continued
		Continued
		Continued
		Continued
		Problems and revision
SUNDAY - 03.01.2021		
9	January (4-9)	Decision involving alternate choices
		Continued
		Continued
		Assignment I on Management Accounting : an introduction
		Standard costing : Types of variances and their implementation
		Continued
SUNDAY - 10.01.2021		
10	January (11-16)	Continued
		Continued
		Continued
		Continued
		Continued
		Continued
SUNDAY - 17.01.2021		

11	January (18-19) (21-23)	Continued
		Problems and revision
		Assignment II on Cost Accounting : An introduction
		Management Accounting and control techniques :ABC
		Continued
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)		
SUNDAY - 24.01.2021		
12	January (25) (27-30)	Continued
		Revision
		Uniform Costing
		Continued
		Continued
HOLIDAY - 26.01.2021 (Republic Day)		
SUNDAY - 31.01.2021		
13	February (01-06)	Balanced Score Card
		Continued
		Conditional Test on Budget and budgetary control methods, ABC
		Target Costing
		Continued
		Continued
SUNDAY - 07.02.2021		
14	February (08-13)	Introduction to Responsibility Accounting
		Continued
		Continued
		Continued
		Continued
		Continued
SUNDAY - 14.02.2021		
15	February (15 - 20)	Class Test
		Revision
		Revision
		Revision
		Revision
		Revision

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Weekly Lesson Plan (Odd Semester)		(3rd Semester)
Name of the Paper:- Fundamentals of DBMS and ORACLE		Class: BBA-II
Name of the Teachers : Prof. Vinay Bharti		
WEEK	DATE	TOPICS
1	November (2 -3), (5 - 7)	Basic Concepts – Traditional file oriented approach,
		Disadvantages of simple file system, Database
		approach, Advantages of Database approach,
		Database Management Systems(DBMS),
SUNDAY - 08.11.2020		
2	November (9-13)	Components of DBMS Environment, Advantages and
		Disadvantages of DBMS, DBMS Architecture,
HOLIDAY - 14.11.2020 (Diwali)		
SUNDAY - 15.11.2020		
3	November (16-21)	Data Independence, Data Models, Keys.
		Presentation
		Computers: An introduction, use of computer in business
SUNDAY - 22.11.2020		
4	November (23-28)	advantages and disadvantages, computerized system for
		inventory control
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
	December (1-5)	payroll order, banking and accounting
		Revision
		Conditional Test (DBMS)
SUNDAY - 06.12.2020		

6	December (07-12)	SQL using ORACLE: Introduction to SQL,
		Components of SQL: DDL, DML & DCL, Data types in SQL
		Assignment-I
SUNDAY - 13.12.2020		
6	December (14-19)	DDL Commands: Create, Alter, Drop, Truncate.
		Creating queries with DDL commands and implementing constraints
SUNDAY - 20.12.2020		
7	December (21-24) (26)	DML Commands: Insert, Delete, Update, Select,
		Select with Group by and Order by.
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
8	December (28-31) January (1-2)	Creating queries with DML commands.
		Assignment-II
SUNDAY - 03.01.2021		
9	January (4-9)	Operators: Set and Logical
SUNDAY - 10.01.2021		
10	January (11-16)	functions: Numeric functions, Scalar functions and Group functions
SUNDAY - 17.01.2021		

11	January (18-19) (21-23)	Revision of case studies
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)		
SUNDAY - 24.01.2021		
12	January (25) (27-30)	Report-Writing: Commands, advantages of Report writing
HOLIDAY - 26.01.2021 (Republic Day)		
SUNDAY - 31.01.2021		
13	February (01-06)	Revision
SUNDAY - 07.02.2021		
14	February (08-13)	Presentation
SUNDAY - 14.02.2021		
15	February (15 - 20)	Revision

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Weekly Lesson Plan (Odd Semester)

(3rd Semester)

Name of the Paper:- BUSINESS COMMUNICATION

Class: BBA II

Name of the Teachers (Section wise): PROF. MANEET KAUR

WEEK	DATE	TOPICS
1	November (2 -3), (5 - 7)	DISCUSSION OF SYLLABUS
		BUSINESS COMMUNICATION: BASIC FORMS- INTRODUCTION, MEANING & DEFINITION OF COMMUNICATION
		CONTINUE
		CONTINUE
		COMMUNICATION PROCESS - MEANING AND IMPORTANCE
SUNDAY - 08.11.2020		
2	November (9-13)	CONTINUE....., COMPONENTS OF COMMUNICATION PROCESS
		ORAL REVISION
		EFFECTIVE COMMUNICATION SKILLS- INTRODUCTION, CONCEPT AND NEED OF EFFECTIVE BUSINESS COMMUNICATION
		KEY ELEMENTS, FOUNDATIONS OF EFFECTIVE BUSINESS COMMUNICATION
		CONTINUE....., EFFECTIVE BUSINESS COMMUNICATION STRATEGIES
HOLIDAY - 14.11.2020 (Diwali)		
SUNDAY - 15.11.2020		
3	November (16-21)	ESSENTIALS OF EFFECTIVE BUSINESS COMMUNICATION, SEVEN C's OF EFFECTIVE BUSINESS COMMUNICATION
		CONTINUE
		CONTINUE....., IMPORTANCE OF EFFECTIVE BUSINESS COMMUNICATION
		CONTINUE
		CONTINUE
		ORAL REVISION
SUNDAY - 22.11.2020		
4	November (23-28)	BARRIERS AND GATEWAYS IN COMMUNICATION - INTRODUCTION, CAUSES OF BARRIERS
		TYPES OF BARRIERS
		CONTINUE
		CONTINUE
		CONTINUE
		STRATEGIES TO REMOVE BARRIERS TO COMMUNICATION
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
	December (1-5)	CONTINUE
		ORAL REVISION
		COMMERCIAL LETTERS- INTRODUCTION, PHYSICAL APPEARANCE OF BUSINESS LETTER
		LAYOUT OR FORMAT OF LETTERS
		CONTINUE
SUNDAY - 06.12.2020		

6	December (07-12)	CONTINUE.... DO & DON'TS OF BUSINESS WRITING
		CONTINUE...., TYPES OF PERSUASIVE LETTERS
		CONTINUE
		PURPOSES OF COLLECTION LETTERS
		CONTINUE
		ORAL REVISION
SUNDAY - 13.12.2020		
6	December (14-19)	WRITING BUSINESS AND ACADEMIC REPORTS- INTROCTION, OBJECTIVES
		CONTINUE..., FUNCTIONS AND IMPORTANCE OF BUSINESS REPORT
		STRUCTURE OF BUSINESS REPORT
		CONTINUE
		ACADEMIC REPORT WRITING- STRATEGIES
		STRUCTURE OF ACADEMIC REPORT
SUNDAY - 20.12.2020		
7	December (21-24) (26)	PRESENTATION OF REPORT
		CONTINUE
		CONTINUE
		ORAL REVISION
		PUBLIC SPEAKING: INTRODUCTION AND IMPORTANCE
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
8	December (28-31) January (1-2)	BASIC PRINCIPLES OF PUBLIC SPEAKING AND PRESENTATION
		WAYS OF DELIVERING THE MESSAGE, CONSIDERATION OF PERSONAL ASPECTS
		AUDIENCE ANALYSIS, APPEARANCE AND PHYSICAL ACTIONS
		HINTS AND TIPS FOR EFFECTIVE PERSUASIVE SPEAKING, USE OF VOICE
		VOCAL DELIVERY, HOW TO IMPROVE YOUR VOICE, ADAPTING THE STYLE OF DELIVERY
		FINAL PHASE
SUNDAY - 03.01.2021		
9	January (4-9)	ORAL REVISION
		ASSIGNMENT I - EFFECTIVE COMMUNICATION SKILLS
		LISTENING AND NEGOTIATING- INTRODUCTION AND MEANING, NATURE OF NEGOTIATION
		CONTINUE.....STAGES OF NEGOTIATION
		CONTINUE
		ORAL REVISION
SUNDAY - 10.01.2021		
10	January (11-16)	INTERVIEWS AND MEETINGS: INTRODUCTION, APPEARING FOR INTERVIEWS
		CONTINUE..., CONDUCTING INTERVIEW
		CONTINUE
		CONTINUE
		MEETING: MEANING & TECHNIQUES OF CONDUCTING MEETING
		CONTINUE
SUNDAY - 17.01.2021		

