SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(5th Semester)

Name of the Paper:- BUSSINESS LAW Class : BBA III Year

Name of the Teachers (Section wise): PROF. POOJA DUDEJA

WEEK	DATE	TOPICS	
		Introduction + Orientation	
		Discussion about syllabus	
1	November (2 -3), (5 - 7)	The indian contract Act,1872	
	(2 3), (3 7)	continue	
		valid contract and its elements	
		SUNDAY - 08.11.2020	
		continue	
		continue	
2	November (9-13)	continue	
	(5 10)	continue	
		proposal,Acceptance and Revocation	
		HOLIDAY - 14.11.2020 (Diwali)	
		SUNDAY - 15.11.2020	
		continue	
		continue	
3	November	continue	
5	(16-21)	Contractual capacity of parties	
		continue	
		continue	
SUNDAY - 22.11.2020			
		Revision	
		Agreement without considerartion-exception	
4	November	continue	
4	(23-28)	continue	
		continue	
		continue	
		SUNDAY - 29.11.2020	
	HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
	December (1-5)	Revision	
		Void agreements	
5		continue	
		continue	
		continue	
SUNDAY - 06.12.2020			

		Revision		
	December	continue		
		continue		
6	(07-12)	Time as essence of contracts		
		continue		
		continue		
		SUNDAY - 13.12.2020		
		continue		
		Discharge of contracts		
	December	continue		
7	(14-19)	continue		
		continue		
		Types of Implied contracts		
		SUNDAY - 20.12.2020		
		continue		
		continue		
8	December	continue		
U U	(21-24) (26)	contracts of indeminity &guarntee		
		continue		
	•	HOLIDAY - 25.12.2020 (Christmas)		
	SUNDAY - 25.12.2020 (Christmas)			
	1	continue		
		continue		
	December	Bailment and agency		
9	(28-31)	continue		
	January (1-2)	continue		
		Revision		
		SUNDAY - 03.01.2021		
		Assignment 1: Valid contract		
		continue + presentation		
	January	continue + presentation		
10	(4-9)	Revision		
		legal aspects relating to contract of sales		
		continue		
	SUNDAY - 10.01.2021			
		continue		
	January	price, conditions & warranties		
		continue		
11	(11-16)	continue + presentation		
	(11-16)	Transfer of property in goods		
		continue		
		SUNDAY - 17.01.2021		
SUNDAY - 17.01.2021				

	January (18-19) (21-23)	Performance of the contract of sales		
		continue		
12		continue		
	(10-13) (21-23)	presentation		
		conditional test-free consent of parties		
	HOLIDAY	- 20.01.2021 (Guru Gobind Singh Jayanti)		
		SUNDAY-31.01.2021		
		unpaid seller&his rights		
	lanuari	continue		
13	January (25) (27-30)	suits for breach of contract		
	((00)	continue		
		Negotiable instruments Act,1981		
	нс	DLIDAY - 26.01.2021 (Republic Day)		
		SUNDAY - 31.01.2021		
		continue		
		continue		
14	February	continue		
	(01-06)	continue		
		continue		
		continue		
SUNDAY - 07.02.2021				
		continue		
		continue		
15	February	Assignment2 contracts of Bailment		
_	(08-13)	revision		
		revision		
		revision		
SUNDAY - 14.02.2021				
		revision		
		revision		
16	February	revision		
	(15 - 20)	revision		
		revision		
		revision		

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(5th Semester) Class : BBA III Year

Name of the Paper:- PRINCIPLES OF RETAILING

Name of the Teacher:- Prof. NISHA

WEEK	DATE	TOPICS		
		SYLLABUS DISCUSSION		
		RETAILING: CONCEPT & NATURE		
1	November (2 -3), (5 - 7)	IMPORTANCE/ROLE OF RETAILING IN ECONOMIC DEVELOPMENT		
	(2-5), (5-7)	FUNCTIONS OF RETAILING, CLASSIFICATION OF RETAILERS		
		CONTINUE		
		SUNDAY - 08.11.2020		
		CONTINUE		
		DRIVING FORCES AND PROBLEM FACED BY RETAILERS		
2	November (9-13)	SUGGESTIONS & TRENDS IN RETAILING		
	(3 10)	FDI IN RETAILING		
		DIFFERENCE BETWEEN WHOLESALER AND RETAILER & REVISION		
		HOLIDAY - 14.11.2020 (Diwali)		
		SUNDAY - 15.11.2020		
		UNORGANISED RETAILING: MEANING AND FEATURES		
		ADVANTAGES AND DISADVANTAGES OF UNORGANISED RETAILING		
3	November	ORGANISED RETAILING: MEANING AND FEATURES		
5	(16-21)	ADVANTAGES OF ORGANISED RETAILING		
		DIFFERENCE BETWEEN ORGANISED AND UNORGANISED RETAILING		
		REVISION		
SUNDAY - 22.11.2020				
		ORAL CLASS TEST		
		RETAIL CONSUMER BEHAVIOUR : MEANING & FEATURES		
4	November	STAGES/PROCESS OF RETAIL CONSUMER BEHAVIOUR		
-	(23-28)	FACTORS AFFECTING RETAIL CONSUMER BEHAVIOUR		
		CONTINUE		
		CONTINUE		
		SUNDAY - 29.11.2020		
	HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)			
		IMPORTANCE OF RETAIL CONSUMER BEHAVIOUR AND TYPES OF RETAL BUYING DECISIONS		
		REVISION		
5	December (1-5)	RETAIL STORE LOCATION : MEANING AND TYPES OF RETAIL STORE LOCATION		
		CONTINUE & FACTORS AFFETING/KEY CONSIDERATIONS IN RETAIL STORE LOCATION		
		CONTINUE		
		SUNDAY - 06.12.2020		

		CONTINUE & IMPORTANCE OF RETAIL STORE LOCATION		
		STEPS INVOLVED IN CHOOSING RETAIL STORE LOCATION & THEORIES OF RETAIL LOCATION		
6	December (07-12)	CONTINUE & TECHNIQUES FOR ASSESSING RETAIL LOCATION SITE		
		CONTINUE & TYPES OF CONSUMER GOODS		
		REVISION		
		ORAL TEST		
		SUNDAY - 13.12.2020		
		RETAIL STORE DESIGN : MEANING & PRINCIPLES		
		COMPONENTS/ ELEMENTS OF RETAIL STORE DESIGN		
7	December	IMPORTANCE/ ROLE OF RETAIL STORE DESIGN		
7	(14-19)	VISUAL MERCHANDISING: MEANING & OBJECTIVES		
		METHODS OR TOOLS OF VISUAL MERCHANDISING		
		METHODS AND ERRORS OF DISPLAY		
		SUNDAY - 20.12.2020		
		RETAIL STORE LAYOUT : MEANING AND TYPES		
		CONTINUE & KEY CONSIDERATIONS IN CHOOSING RETAIL STORE LA		
8	December (21-24) (26)	STEPS FOR CHOOSING RETAIL STORE LAYOUT AND ITS OBJECTIVES		
	(21-24) (20)	CONTINUE & OBJECTIVES OF RETAIL STORE LAYOUT		
		SPACE MIX AND REVISION		
HOLIDAY - 25.12.2020 (Christmas)				
SUNDAY - 27.12.2020				
	December	CLASS TEST		
		RETAIL MERCHANDISING : MEANING & COMPONENTS/ELEMENTS		
0	(28-31)	FUNCTIONS & PRINCIPLES OF RETAIL MERCHANDISING		
9	January	FACTORS AFFECTING RETAIL MERCHANDISING & ITS IMPORTANCE		
	(1-2)	LEGAL AND ETHICAL ISSUES IN RETAIL MERCHANDISING		
		RESPONSIBILITIES OF RETAIL MERCHANDISED & REVISION		
	•	SUNDAY - 03.01.2021		
		ASSIGNMENT-1 (INTRODUCTION TO RETAILING)		
		RETAIL MERCHANDISING PLANNING : MEANING & PROCESS		
10	January	CONTINUE		
10	(4-9)	METHODS OF RETAIL MERCHANDISE PROCUREMENT		
		CONTINUE		
		RETAIL MERCHANDISE BUDGET : MEANING & COMPONENTS		
SUNDAY - 10.01.2021				
		CONTINUE & IMPORTANCE		
		RETAIL MERCHANDISE CONTROL : CONCEPT & METHODS		
	January	CONTINUE		
11	(11-16)	REVISION		
		TECHNOLOGY IN RETAILING : MEANING & ROLE		
		ORAL CLASS TEST		
SUNDAY - 17.01.2021				
SUNDA1 - 17.01.2021				

r	1				
	Ţ	TYPES OF TECHNOLOGY IN RETAILING			
		ADVANGES & DISADVANTAGES OF IT IN RETAIL			
12	January (18-19) (21-23)	CONTINUE & FACTORS AFFECTING TECHNOLOGY IN RETAIL			
		RETAIL ORGANISATIONAL STRUCTURE : CONCEPT & TYPES			
		CONTINUE			
		HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)			
		SUNDAY - 24.01.2021			
		FACTORS AFFECTING RETAIL ORGANISATIONAL STRUCTURE			
	-	ASSIGNMENT-II (RETAIL CONSUMER BEHAVIOUR)			
13	January (25) (27-30)	HR IN RETAIL : MEANING & FEATURES			
	(23) (27-30)	HR FUNCTIONS IN RETAIL			
		CONTINUE			
		HOLIDAY - 26.01.2021 (Republic Day)			
		SUNDAY - 31.01.2021			
		CONTINUE			
		CONTINUE			
	February	LEGAL AND ETHICAL ISSUES IN HR IN RETAIL			
14	(01-06)	CHALLENGES OR ISSUES IN HR IN RETAIL			
	(01 00)	CONDITIONAL (RETAIL LOCATION, RETAIL STORE LAYOUT & DESIGN)			
		CAREER IN RETAILING			
	SUNDAY - 07.02.2021				
		CONTINUE			
		CONTINUE			
15	February	CONTINUE			
15	(08-13)	RETAIL PRICE : MEANING & OBJECTIVES			
		METHODS AND POLICIES OF RETAIL PRICE			
		CONTINUE & IMPORTANCE OF RETAIL PRICE			
SUNDAY - 14.02.2021					
		REVISION			
		REVISION			
	February	REVISION			
16	(15 - 20)	REVISION			
		REVISION			
		REVISION			
		1			

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(5th Semester)

Name of the Paper:- PRINCIPLES OF BANKING

Class: BBA III Year

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

WEEK	DATE	TOPICS	
		Discussion about syllabus	
		Bank - Concept	
1	November (2 -3), (5 - 7)	Continued	
	(2 3), (3 7)	Classification of Banks	
		Continued	
		SUNDAY - 08.11.2020	
		Continued	
		Continued	
2	November (9-13)	Objectives of banks	
	(0 -0)	Functions of banks	
		Continued	
		HOLIDAY - 14.11.2020 (Diwali)	
	T	SUNDAY - 15.11.2020	
		Continued	
		Class Test	
3	November	Bank Management : Concept , Functions	
J	(16-21)	Importance of Bank Management	
		Legal Framework of Regulation of Banks	
		Banking Regulation Act, 1949 and main amendments	
SUNDAY - 22.11.2020			
		Continued	
		Continued	
4	November	Continued	
-	(23-28)	Continued	
		Continued	
		Revision	
SUNDAY - 29.11.2020			
	НО	DLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)	
		RBI Act 1934 and main amendments	
	December (1-5)	Continued	
5		Continued	
		Continued	
		Continued	
SUNDAY - 06.12.2020			

6 Revision Pecember (07-12) Functions of RBI Continued Continued Continued Continued Revision Revision Revision Retail Banking Continued Continued Continue			Continued			
6 (07-12) Continued Continued Continued SUNDAY 13.12.2020 SUNDAY 13.12.2020 7 December (14-19) Continued Banking Forms - Corporate Banking Continued Continued Continued SUNDAY - 20.12.2020 Rural Banking 8 December (21-24) (26) Rural Banking Continued Continued Continued Continued Continued Continued Backing Forms - Corporate Banking Continued Continued Continued January Banker-Customer Relationship (4-9) Co			Revision			
1 Continued Continued Continued Continued Continued 2000 Continued 2000 Continued 2000 Presentation 2000 Banking Forms - Corporate Banking 2000 Continued 2000 Revision 2000 Revision 2000 Revision 2000 Continued 2000 <t< th=""><th>c</th><td>December</td><td>Functions of RBI</td></t<>	c	December	Functions of RBI			
Continued SUNDAY - 13.12.2020 Continued Class Test January (1-2) SunDAY - 03.01.2021 Continued Continued Continued Continued <	O	(07-12)	Continued			
3 SUNDAY - 13,12,2020 3 December (14-19) Continued Banking Forms - Corporate Banking Continued Presentation Continued Continued			Continued			
7 December (14-19) Continued Presentation 8 December (21-24) (26) SUNDAY - 20.12.2020 8 December (21-24) (26) Ratal Banking Continued 9 December (21-24) (26) Retail Banking Continued 9 December (28-31) January (1-2) International Banking Continued 9 December (28-31) January (1-2) International Banking Continued 10 January (1-2) Continued Continued 10 January (1-2) Continued Continued 10 January (1-2) Continued Continued Continued 11 January (1-16) Continued Continued 11 January (1-16) Payment and collection of cheques Continued			Continued			
Pecember (14-19) Continued Continued Continued Continued Continued Continued Rural Banking Continued Continued			SUNDAY - 13.12.2020			
Pecember (14-19) Presentation Banking Forms - Corporate Banking Continued Continued Pecember (21-24) (26) Rural Banking Continued Continued Pecember (21-24) (26) Rural Banking Pecember (21-24) (26) Continued Revision Retail Banking Pecember (28-31) HOLIDAY - 25.12.2020 (Christmas) Pecember (28-31) International Banking Continued Continued Panking reforms in Banking after 1991 Banker-Customer Relationship (4-9) Continued Continued Continued Revision Revision Totinued Continued Continued Continued			Continued			
7 (14-19) Banking Forms - Corporate Banking Continued Continued SUNDAY - 20.12.2020 Bural Banking Continued Continued Continued Banking Forms - Corporate Banking Continued Continued Bural Banking Continued Continued SUNDAY - 03.01.2021 Continued Continued Continued Continued Continued Continued Continued Continued <			Continued			
(14-19) Banking Forms - Corporate Banking Continued Continued Banking Forms - Corporate Banking Continued Continued Banking Forms - Corporate Banking Continued Banking Forms - Corporate Banking Continued Banking Forms - Corporate Banking Continued Continued Continued Retail Banking December (21-24) (26) International Banking Continued Continu	7	December	Presentation			
Image: Continued state in the stat	,	(14-19)	Banking Forms - Corporate Banking			
SUNDAY - 20.12.2020 8 December (21-24) (26) Rural Banking Continued Revision Retail Banking 9 December (28-31) January (1-2) International Banking Continued Continued 9 December (28-31) January (1-2) International Banking Continued 10 January (4-9) Continued Continued 10 January (4-9) Continued Continued 11 January (1-16) Payment and collection of cheques Continued			Continued			
8 Barking 0 Continued 0 Continued Revision Revision Retail Banking HOLIDAY - 25.12.2020 (Christmas) SUNDAY - 27.12.2020 Pecember (28-31) January (1-2) 10 December (28-31) January (1-2) International Banking Continued			Continued			
8 December (21-24) (26) Continued Continued Revision Retail Banking 0 Tetail Banking 0 Tetail Banking Continued Continued Continued Continued Continued Continued Class Test 1 January (4-9) Continued Continued Continued Continued Class Test 1 January (4-9) Continued Continu			SUNDAY - 20.12.2020			
8 December (21-24) (26) Continued Revision Retail Banking VUDAY - 25.12.2020 (Christmas) VUDAY - 27.12.2020 Pocember (28-31) January (1-2) 1 December (28-31) January (1-2) International Banking 2 Continued Continued 2 Continued Continued 2 Continued Continued 2 Continued Continued 2 E-Banking reforms in Banking after 1991 SUNDAY - 03.01.2021 SUNDAY - 03.01.2021 Continued			Rural Banking			
8 (21-24) (26) Continued Revision Retail Banking FUCUDAY - 25.12.2020 (Christmas) SUNDAY - 27.12.2020 Pecember (28-31) January International Banking (1-2) International Banking after 1091 Continued		December	Continued			
Revision Retail Banking Banking BUDDAY - 25.12.2020 (Christmas) SUNDAY - 27.12.2020 International Banking Continued Continued Continued Class Test Assignment I on Bank - Concept,Classification,Objectives and Functions e-Banking reforms in Banking after 1991 SUNDAY - 03.01.2021 SUNDAY - 03.01.2021 Continued Continued Continued Continued Continued Continued Continued Continued Continued Banker-Customer Relationship Continued Revision SUNDAY - 10.01.2021 SUNDAY - 10.01.2021 Payment and collection of cheques Continued Revision SUNDAY - 10.01.2021	8		Continued			
HOLIDAY - 25.12.2020 (Christmas) SUNDAY - 27.12.2020 BUNDAY - 27.12.2020 International Banking Continued Continued <td< th=""><th></th><td>(,(,</td><td>Revision</td></td<>		(,(,	Revision			
SUNDAY - 27.12.2020 International Banking Octiniued Continued Continued </th <th></th> <td></td> <td>Retail Banking</td>			Retail Banking			
9 International Banking Continued Continued Class Test Assignment I on Bank - Concept,Classification,Objectives and Functions e-Banking reforms in Banking after 1991 e-Banking reforms in Banking after 1991 Continued		HOLIDAY - 25.12.2020 (Christmas)				
9 Pecember (28-31) January (1-2) Assignment I on Bank - Concept,Classification,Objectives and Functions e-Banking reforms in Banking after 1991 EVENTIAL PARAMETRY (1-2) January (4-9) Continued Continue Conti	SUNDAY - 27.12.2020					
9 December (28-31) January (1-2) Assignment I on Bank - Concept,Classification,Objectives and Functions e-Banking reforms in Banking after 1991 e-Banking reforms in Banking after 1991 Continued Continued Continued Banker-Customer Relationship Continued Continued Continued Revision 11 January (11-16) Payment and collection of cheques Continued Continued Continued Continued			International Banking			
9 (28-31) January (1-2) (1-2) Class Test Assignment I on Bank - Concept,Classification,Objectives and Functions e-Banking reforms in Banking after 1991 e-Banking reforms in Banking after 1991 Continued Continued Continued Continued Continued Continued Revision SUNDAY - 10.01.2021 Payment and collection of cheques Continued Continued Revision Payment and collection of cheques Continued			Continued			
9 January (1-2) Class Test Assignment I on Bank - Concept,Classification,Objectives and Functions e-Banking reforms in Banking after 1991 SUNDAY - 03.01.2021 January (4-9) January (4-9) Continued Continued Banker-Customer Relationship Continued Continued Revision SUNDAY - 10.01.2021 January (11-16)			Continued			
(1-2) Assignment I on Bank - Concept, Classification, Objectives and Functions e-Banking reforms in Banking after 1991 SUNDAY - 03.01.2021 Danuary Continued Banker-Customer Relationship Continued Continued Continued Continued Continued Revision SUNDAY - 10.01.2021 Continued	9		Class Test			
SUNDAY - 03.01.2021 Image: Sunday			Assignment I on Bank - Concept, Classification, Objectives and Functions			
10 January (4-9) Continued Banker-Customer Relationship Continued Continued Continued Continued Revision Revision SUNDAY - 10.01.2021 SUNDAY - 10.01.2021 11 January (11-16)			e-Banking reforms in Banking after 1991			
10 January (4-9) Continued 200 Continued Continued Continued Continued Revision SUNDAY - 10.01.2021 Description of cheques Continued Continued 11 January (11-16) Continued			SUNDAY - 03.01.2021			
10 January (4-9) Banker-Customer Relationship Continued Continued Continued Revision SUNDAY - 10.01.2021 Ontinued January (11-16) Banker-Customer Relationship Continued Continued Continued Continued Continued Continued Continued Continued Continued Continued			Continued			
10 (4-9) Continued Continued Continued Revision Revision SUNDAY - 10.01.2021 Dament and collection of cheques Continued Continued Lanuary Continued Continued Continued Continued Continued Continued Continued			Continued			
(4-9) Continued Continued Revision SUNDAY - 10.01.2021 SUNDAY - 10.01.2021 January Payment and collection of cheques Continued Continued Continued Continued Continued Continued Continued Continued	10	January	Banker-Customer Relationship			
Revision SUNDAY - 10.01.2021 Payment and collection of cheques Continued Continued Continued Continued Continued Continued	10	(4-9)	Continued			
SUNDAY - 10.01.2021 Payment and collection of cheques Continued Continued Continued Continued Continued Continued			Continued			
11 January (11-16) Payment and collection of cheques Continued Continued Continued			Revision			
11 January (11-16) Continued	SUNDAY - 10.01.2021					
January Continued 11 Continued Continued			Payment and collection of cheques			
11 January (11-16) Continued	11	-	Continued			
11 (11-16) Continued			Continued			
			Continued			
			Continued			
Assignment II on RBI Act , 1934 and main amendments, Functions of RBI			Assignment II on RBI Act , 1934 and main amendments, Functions of RBI			
SUNDAY - 17.01.2021						

	January	Class Test	
12		Special Services rendered by Banks	
		Continued	
	(18-19) (21-23)	Banking Technology : Computerisation	
		Internet Banking	
	HOL	DAY - 20.01.2021 (Guru Gobind Singh Jayanti)	
		SUNDAY - 24.01.2021	
		Continued	
		Presentation	
13	January (25) (27-30)	Mobile and ATMs	
	(23) (27-30)	Continued	
		Continued	
		HOLIDAY - 26.01.2021 (Republic Day)	
		SUNDAY - 31.01.2021	
		Security Issues	
		Continued	
	February	Continued	
14	(01-06)	Conditional Test on Banking Technology and Banker Customer Relationship	
		Priority Sector Lending	
		Continued	
		SUNDAY - 07.02.2021	
		Continued	
		Continued	
15	February	Class Test	
15	(08-13)	Performance Analysis of Banks	
		Continued	
		Continued	
SUNDAY - 14.02.2021			
		Class Test	
	February (15 - 20)	Revision	
16		Revision	
16		Revision	
	(15 20)		
	(15 20)	Revision	

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(5th Semester)

Name of the Paper:- Fundamentals of E-COMMERCE Class: BBA III Year

Name of the Teachers (Section wise): PROF. NEETU BHATIA

WEEK	DATE	TOPICS	
		Discussion of Syllabus	
		Introduction to Ecommerce	
1	November (2 -3), (5 - 7)	Benefits of Ecommerce	
	x - <i>n</i> x - <i>r</i>	Advantages and Limitation of Ecommerce	
		Features	
		SUNDAY - 08.11.2020	
		Role of Internet in Ecommerce	
	November	Contd	
2	(9-13)	Implication for Accounting	
		Contd	
	Н	IOLIDAY - 14.11.2020 (Diwali)	
		SUNDAY - 15.11.2020	
		Security in Ecommerce	
		Regulatory Environment	
3	November	Cryptography Issues	
	(16-21)	Contd	
		Contd	
		Privacy Issues	
SUNDAY - 22.11.2020			
		Contd	
		Domain Name Disputes	
4	November	Electronic Segments	
	(23-28)	Contd	
		TCP / IP	
		Firewall	
	SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)			
		Digital Signature	
5	December (1-5)	Contd	
5	December (1-5)	Revision Test	
		SUNDAY - 06.12.2020	

		Components of Firewall	
		Components of Prewaii	
6	December (07-12)	OSI Model Contd	
	(07-12)		
		Revision Test Limitations	
		SUNDAY - 13.12.2020	
		Limitations of the security proveide by firewall Contd	
7	December (14-19)	EDI in Ecommerce	
	(14-19)	Traditional EDI	
		Contd	
		Revision	
		SUNDAY - 20.12.2020	
		Origin and Non EDI System	
	December	contd	
8	(21-24) (26)	Value added networks	
		Contd	
		Partially and Fully Integrated EDI System	
HOLIDAY - 25.12.2020 (Christmas)			
SUNDAY - 27.12.2020			
		Revision test	
	December	Benefits of EDI	
9	(28-31)	Contd	
	January	Contd	
	(1-2)	Financial EDI	
		Contd	
SUNDAY - 03.01.2021			
		Contd	
		Contd	
10	January	EDI system and Internet	
	(4-9)	Contd	
		Contd	
		REVISION	
SUNDAY - 10.01.2021			
		EDI REVISION	
		Contd	
11	January	Assignment - 1 on Cryptography	
11	January (11-16)		
11	-	Assignment - 1 on Cryptography	
11	-	Assignment - 1 on Cryptography Intelligent agents	

		Web based marketing			
	January	Contd			
12	(18-19) (21-23)	Contd			
		Risk management			
		Contd			
	HOLIDAY -	20.01.2021 (Guru Gobind Singh Jayanti)			
		SUNDAY - 24.01.2021			
		Contd			
	len	Contd			
13	January (25) (27-30)	Conditional Test- EDI, CRYPTOGRAPHY			
	(10) (1) 00)	Role of Internet in Ecommerce			
		Contd			
	HOL	IDAY - 26.01.2021 (Republic Day)			
		SUNDAY - 31.01.2021			
		Cryptography Issues			
	February (01-06)	Privacy Issues			
14		Electronic Segments			
14		ISP and Firewall			
		Revision			
		Revision			
	SUNDAY - 07.02.2021				
		EDI CHAPTER REVISION			
		Revision			
45	February	Assignment - 2 ON EDI			
15	(08-13)	EDI in Ecommerce			
		Traditional EDI			
		Revision			
SUNDAY - 14.02.2021					
		Controls in Risk management			
	February (15 - 20)	Contd			
		Contd			
16		Revision			
		Revision			
		Revision			
L					

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(5th Semester)

Class: BBA III Year

Name of the Paper:- EXPORT PROCEDURE & DOCUMENTATION

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

WEEK	DATE	TOPICS			
1	November (2 -3), (5 - 7)	DISCUSSION OF SYLLABUS			
		INTRODUCTION TO EXPORTING- MEANING AND CATEGORIES			
		DIRECT EXPORTING-MEANING AND ADVANTAGES OF DIRECT EXPORTING			
		DISADVANTAGES OF DIRECT EXPORTING, INDIRECT EXPORTING- MEANING AND MIDDLEMEN IN INDIRECT EXPORTING,			
		ADVANTAGES OF INDIECT EXPORTING AND DISADVANTAGES OF INDIRECT EXPORTING			
		SUNDAY - 08.11.2020			
		BENEFITS OF EXPORTING, PROBLEMS IN EXPORTING			
		CONTINUE, DEEMED EXPORTS			
2	November (9-13)	CATEGORIES OF SUPPLY, POTENTIAL ITEMS OF EXPORT			
	(5-13)	CONTINUE			
		ORAL REVISION			
		HOLIDAY - 14.11.2020 (Diwali)			
		SUNDAY - 15.11.2020			
		ENTERING EXPORT BUSINESS- PROCEDURES AND FORMALITIES: INTRODUCTION, PROCEDURES AND OTHER FORMALITIES			
		CONTINUE			
3	November	CONTINUE			
	(16-21)	CONTINUE			
		CONTINUE			
		ORAL REVISION			
		SUNDAY - 22.11.2020			
		INTRODUCTION TO EXIM POLICY- MEANING AND OBJECTIVES			
		EXIM POLICY 2004-2009: INTRODUCTION AND OBJECTIVES			
	November	IMPORTANT FEATURES OF EXIM POLICY 2004-2009			
4	(23-28)	CONTINUE			
		CONTINE			
		EVALUATION OF EXIM POLICY 2004-2009			
SUNDAY - 29.11.2020					
		HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)			
	December (1-5)	EXIM POLICY 2009-2014- INTRODUCTION AND OBJECTIVES			
5		IMPORTANT FEATURES OF EXIM POLICY 2009-2014			
		CONTINUE			
		CONTINUE			
SUNDAY - 06.12.2020					

6 Pecember (0'7-12) EVALUATION OF EXIM POLICY 2015-2020-INTRODUCTION, MAINING AND DEECTIVES 6 December (0'7-12) CONTINUE, PROVISIONS OF NEW FOREIGN TRADE POLICY 2015-2020 7 December (0'7-12) CONTINUE, PROVISIONS OF NEW FOREIGN TRADE POLICY 2015-2020 7 December (14-19) INSTITUTIONAL INFRASTRUCTURE FOR INDIAN EXPORTERS CONTINUE CONTINUE 7 December (21-24) (26) CONTINUE 8 December (21-24) (26) INSTITUTIONAL INFRASTRUCTURE FOR INDIAN EXPORTERS 8 December (21-24) (26) CONTINUE 9 December (21-24) (26) INCOTERMS 6 ONTINUE CONTINUE 9 December (21-24) (26) CONTINUE 10 December (21-24) (26) CONTINUE 11 December (21-24) (26) CONTINUE 12 CONTINUE CONTINUE 13 December (21-24) (26) CONTINUE 14 December (21-24) (26) CONTINUE 15 SUNDAY - 23.12.2020 (Christmas) 16 December (21-24) (26) CONTINUE					
6 December (07-12) CONTINUE CONTINUE CONTINUE Ianuary<			, , , , , , , , , , , , , , , , , , , ,		
6 (07-12) CONTINUE CONTINUE 0RAL REVISION 0RAL REVISION SUNDAY 13.12.2020 CONTINUE CONTINUE <td <="" colspan="2" th=""><th></th><td></td><td>CONTINUE, PROVISIONS OF NEW FOREIGN TRADE POLICY 2015-2020</td></td>	<th></th> <td></td> <td>CONTINUE, PROVISIONS OF NEW FOREIGN TRADE POLICY 2015-2020</td>				CONTINUE, PROVISIONS OF NEW FOREIGN TRADE POLICY 2015-2020
1 CONTINUE CONTINUE ORAL REVISION SUNDAY - 13.12.2020 SUNDAY - 13.12.2020 CONTINUE	6		CONTINUE		
Instantial Instantinstexport Instantial Instantial Instantial Instantial Ins		(07-12)	CONTINUE		
January CONTINUE 9 Institutional infrastructure for indian exporters 2000 CONTINUE 2000 CONTINUE 2001 CONTINUE			CONTINUE		
7 INSTITUTIONAL INFRASTRUCTURE FOR INDIAN EXPORTERS CONTINUE CONTINUE ADVISORY BODIES CONTINUE CONTINUE ADVISORY BODIES CONTINUE SUNDAY - 20.12.2020 INCOTERMS CONTINUE CONTINUE SUNDAY - 20.12.2020 INCOTERMS CONTINUE CONTINUE CONTINUE B INCOTERMS CONTINUE CONTINUE CONTINUE METHODS OF INTERNATIONAL PAYMENT- INTRODUCTION AND FEATURES METHODS OF PAYMENT METHODS OF PAYMENT HOLIDAY - 25.12.2020 (Christmas) CONTINUE CONTINUE CONTINUE ILCOREMBER CONTINUE ILCOREMBER CONTINUE CONTINUE CONTINUE ILCOREMBER CONTINUE ILCOREMBER CONTINUE ILCOREMBER CONTINUE CONTINUE CONTINUE ILCOREMBER CONTINUE ILLCOREMBER CONTINUE ILLCOREMBER CONTINUE ILLCOREMBER CONTINUE			ORAL REVISION		
Pecember (14-19) CONTINUE ADVISORY BODIES CONTINUE ADVISORY BODIES CONTINUE CONTINUE ADVISORY BODIES CONTINUE CONTINUE B December (21-24) (26) INCOTERMS CONTINUE CONTINUE January CONTINUE January EXPORT DOCUMENTATION ROLE, NEED AND CLASSIFICATION CONT			SUNDAY - 13.12.2020		
Pecember (14-19) CONTINUE, PUBLIC SECTOR UNDERTAKINGS CONTINUE ADVISORY BODIES CONTINUE CONTINUE SUNDAY - 20.12.2020 INCOTERMS CONTINUE December (21-24) (26) INCOTERMS CONTINUE CONTINUE December (21-24) (26) INCOTERMS December (21-24) (26) CONTINUE December (21-24) (26) CONTINUE December (21-24) (26) CONTINUE December (21-24) (26) CONTINUE December (22-31) CONTINUE Innuer (23-31) CONTINUE CONTINUE CONTINUE CONTINUE CONTINUE (1-2) FACTORS AFFECTING EXPORT PAYMENT TERMS Innuer (1-2) CONTINUE January (1-2) EXPORT DOCUMENTATION- ROLE, NEED AND CLASSIFICATION January (1-2) EXPORT DOCUMENTATION- ROLE, NEED AND CLASSIFICATION January (1-2) CONTINUE January (1-2) EXPORT DOCUMENTATION- ROLE, NEED AND CLASSIFICATION January (1-3) REPRODUCTION TECHNICUMENTS CONTINUE CONTINUE January (1-4)			INSTITUTIONAL INFRASTRUCTURE FOR INDIAN EXPORTERS		
7 (14-19) CONTINUE ADVISORY BODIES CONTINUE 8 December (21-24) (26) INCOTERMS 0 CONTINUE 9 December (21-24) (26) INCOTERMS 0 CONTINUE			CONTINUE		
(14-19) CONTINUE ADVISORY BODIES CONTINUE CONTINUE CONTINUE B December INCOTERMS (21-24) (26) CONTINUE METHODS OF INTERNATIONAL PAYMENT- INTRODUCTION AND FEATURES METHODS OF PAYMENT HOLDAY - 25.12.2020 (Christmas) SUNDAY - 27.12.2020 (Christmas) ONTINUE CONTINUE					

		EXPORT INCENTIVES AND SCHEMES- INTRODUCTION AND IMPORTANCE
12		IMPORT FACILITIES FOR EXPORTERS
	January	CONTINUE, INCENTIVES RELATED TO EXPORT PERFORMANCE
	(18-19) (21-23)	CONTINUE, INELIGIBLE CATEGORIES UNDER SEIS (SERVICE EXPORT FROM INDIA SCHEME)
		ASSIGNMENT II - PROCESSING OF AN EXPOT ORDER
		HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)
		SUNDAY - 24.01.2021
		MARKETING ASSISTANCE
		CONTINUE
10	January	FISCAL INCENTIVES
13	(25) (27-30)	CONTINUE, ASSISTANCE TO STATES FOR INFRASTRUCTURE DEVELOPMENT OF EXPORTS
		CONTINUE
		HOLIDAY - 26.01.2021 (Republic Day)
		SUNDAY - 31.01.2021
		ORAL REVISION
		MANAGEMENT OF RISKS IN EXPORT BUSINESS- INTRODUCTION, MEANING & FEATURES
14	February	RISK MANAGEMENT- MEANING AND IMPORTANCE
	(01-06)	TYPES OF RISKS- COMMERCIAL AND LEGAL RISKS
		EXCHANGE RATE FLUCTUATION RISK- MEANING AND CAUSES
		CONDITIONAL TEST- EXIM POLICY
		SUNDAY - 07.02.2021
		CREDIT RISK AND CARGO RISK
		STRATEGIES TO MANAGE RISK IN EXPORT BUSINESS
15	February	CONTINUE
10	(08-13)	BRIEF INTRODUCTION OF ECGC
		FUNCTIONS OF ECGC & COVERS ISSUED BY ECGC
		ORAL REVISION
	1	SUNDAY - 14.02.2021
	February (15 - 20)	REVISION
16		REVISION
		REVISION

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(5th Semester)

Name of the Paper:- Principles of Production management

es of Production management Class: BBA III Year

Name of the Teachers (Section wise): Prof. REENA RANI

WEEK DATE TOPICS discussion of syllabus Product- nature and types November 1 continue (2-3), (5-7) continue continue SUNDAY - 08.11.2020 continue continue November 2 continue (9-13) production system continue HOLIDAY - 14.11.2020 (Diwali) SUNDAY - 15.11.2020 continue continue continue November 3 (16-21) continue continue Decision making in production function SUNDAY - 22.11.2020 continue continue continue November 4 (23-28) continue continue continue SUNDAY - 29.11.2020 HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti) continue concept of production management 5 December (1-5) continue continue continue SUNDAY - 06.12.2020

		continue					
		continue					
	December	continue					
6	(07-12)	continue					
	. ,	production planning and control					
		continue					
SUNDAY - 13.12.2020							
		continue					
		continue					
	December	continue					
7	(14-19)	continue					
		continue					
		production process					
		SUNDAY - 20.12.2020					
		continue					
		continue					
8	December	continue					
	(21-24) (26)	continue					
		continue					
	<u> </u>	HOLIDAY - 25.12.2020 (Christmas)					
		SUNDAY - 27.12.2020					
		purchasing					
		continue					
	December	continue					
9	(28-31)	continue					
	January (1-2)	continue					
		continue					
		SUNDAY - 03.01.2021					
		storing and warehousing					
		continue					
	January	continue					
10	(4-9)	continue					
		continue					
		continue					
		SUNDAY - 10.01.2021					
		continue					
	January (11-16)	inventory management and control					
		continue					
11		continue					
		continue					
		continue					
SUNDAY - 17.01.2021							

		continue					
		continue					
12	January	continue					
	(18-19) (21-23)	continue					
		inspection and quality control					
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)							
		SUNDAY - 24.01.2021					
		continue					
	lanuary	continue					
13	January (25) (27-30)	continue					
	(=0) (=) 00)	continue					
		stastical quality control					
HOLIDAY - 26.01.2021 (Republic Day)							
		SUNDAY - 31.01.2021					
		continue					
		first assignment					
14	February	continue					
	(01-06)	continue					
		continue					
		continue					
		SUNDAY - 07.02.2021					
		total quality management					
		continue					
15	February (08-13)	conditional test					
		continue					
		continue					
		continue					
		SUNDAY - 14.02.2021					
		continue					
	February (15 - 20)	revision					
16		revision					
		revision					
		revision					
		revision					