

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

6	December (07-12)	Revision
		continue...
		continue...
		Time as essence of contracts
		continue...
		continue...
SUNDAY - 13.12.2020		
7	December (14-19)	continue...
		Discharge of contracts
		continue...
		continue...
		continue...
		Types of Implied contracts
SUNDAY - 20.12.2020		
8	December (21-24) (26)	continue...
		continue...
		continue...
		contracts of indemnity & guarantee
		continue...
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
9	December (28-31) January (1-2)	continue...
		continue...
		Bailment and agency
		continue...
		continue...
		Revision
SUNDAY - 03.01.2021		
10	January (4-9)	Assignment 1: Valid contract
		continue... + presentation
		continue... + presentation
		Revision
		legal aspects relating to contract of sales
		continue
SUNDAY - 10.01.2021		
11	January (11-16)	continue
		price, conditions & warranties
		continue
		continue... + presentation
		Transfer of property in goods
		continue
SUNDAY - 17.01.2021		

I.B. (PG) COLLEGE, PANIPAT**SESSION 2020-2021**

Weekly Lesson Plan (Odd Semester)

(5th Semester)

Name of the Paper:- **PRINCIPLES OF RETAILING**Class : **BBA III Year**Name of the Teacher:- **Prof. NISHA**

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

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

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

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

6	December (07-12)	Continued
		Revision
		Functions of RBI
		Continued
		Continued
		Continued
SUNDAY - 13.12.2020		
7	December (14-19)	Continued
		Continued
		Presentation
		Banking Forms - Corporate Banking
		Continued
		Continued
SUNDAY - 20.12.2020		
8	December (21-24) (26)	Rural Banking
		Continued
		Continued
		Revision
		Retail Banking
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
9	December (28-31) January (1-2)	International Banking
		Continued
		Continued
		Class Test
		Assignment I on Bank - Concept, Classification, Objectives and Functions
		e-Banking reforms in Banking after 1991
SUNDAY - 03.01.2021		
10	January (4-9)	Continued
		Continued
		Banker-Customer Relationship
		Continued
		Continued
		Revision
SUNDAY - 10.01.2021		
11	January (11-16)	Payment and collection of cheques
		Continued
		Continued
		Continued
		Continued
		Assignment II on RBI Act , 1934 and main amendments, Functions of RBI
SUNDAY - 17.01.2021		

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

I.B. (PG) COLLEGE, PANIPAT

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

6	December (07-12)	Components of Firewall
		Contd..
		OSI Model
		Contd..
		Revision Test Limitations
SUNDAY - 13.12.2020		
7	December (14-19)	Limitations of the security provide by firewall
		Contd..
		EDI in Ecommerce
		Traditional EDI
		Contd.. Revision
SUNDAY - 20.12.2020		
8	December (21-24) (26)	Origin and Non EDI System
		contd..
		Value added networks
		Contd..
		Partially and Fully Integrated EDI System
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
9	December (28-31) January (1-2)	Revision test
		Benefits of EDI
		Contd..
		Contd..
		Financial EDI Contd..
SUNDAY - 03.01.2021		
10	January (4-9)	Contd..
		Contd..
		EDI system and Internet
		Contd..
		Contd.. REVISION
SUNDAY - 10.01.2021		
11	January (11-16)	EDI REVISION
		Contd..
		Assignment - 1 on Cryptography
		Intelligent agents
		Contd.. Revision
SUNDAY - 17.01.2021		

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

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(5th Semester)

Name of the Paper:- EXPORT PROCEDURE & DOCUMENTATION

Class : BBA III Year

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

6	December (07-12)	EVALUATION OF EXIM POLICY 2009-2014, NEW TRADE POLICY 2015-2020- INTRODUCTION, MEANING AND OBJECTIVES
		CONTINUE....., PROVISIONS OF NEW FOREIGN TRADE POLICY 2015-2020
		CONTINUE
		CONTINUE
		CONTINUE
		ORAL REVISION
SUNDAY - 13.12.2020		
7	December (14-19)	INSTITUTIONAL INFRASTRUCTURE FOR INDIAN EXPORTERS
		CONTINUE
		CONTINUE....., PUBLIC SECTOR UNDERTAKINGS
		CONTINUE
		ADVISORY BODIES
		CONTINUE
SUNDAY - 20.12.2020		
8	December (21-24) (26)	INCOTERMS
		CONTINUE
		CONTINUE
		METHODS OF INTERNATIONAL PAYMENT- INTRODUCTION AND FEATURES
		METHODS OF PAYMENT
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
9	December (28-31) January (1-2)	CONTINUE
		CONTINUE
		FACTORS AFFECTING EXPORT PAYMENT TERMS
		CONTINUE
		ORAL REVISION
		ASSIGNMENT I- ENTERING EXPORT BUSINESS
SUNDAY - 03.01.2021		
10	January (4-9)	EXPORT DOCUMENTATION- ROLE, NEED AND CLASSIFICATION
		CONTINUE....., COMMERCIAL DOCUMENTS
		CONTINUE.....,REGULATORY DOCUMENTS
		CONTINUE
		CONTINUE....., ALIGNED DOCUMENTATION SYSTEM
		CONTINUE
SUNDAY - 10.01.2021		
11	January (11-16)	REPRODUCTION TECHNIQUE
		CONTINUE
		PROCESSING OF AN EXPORT ORDER
		PARTIES INVOLVED IN EXPORT ORDER, STAGES OF AN EXPORT ORDER
		CONTINUE.....,EXPORT LICENSE
		CONTINUE.....,EXPORT PRODUCTION
SUNDAY - 17.01.2021		

12	January (18-19) (21-23)	EXPORT INCENTIVES AND SCHEMES- INTRODUCTION AND IMPORTANCE
		IMPORT FACILITIES FOR EXPORTERS
		CONTINUE....., INCENTIVES RELATED TO EXPORT PERFORMANCE
		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		
13	January (25) (27-30)	MARKETING ASSISTANCE
		CONTINUE
		FISCAL INCENTIVES
		CONTINUE....., ASSISTANCE TO STATES FOR INFRASTRUCTURE DEVELOPMENT OF EXPORTS
		CONTINUE
HOLIDAY - 26.01.2021 (Republic Day)		
SUNDAY - 31.01.2021		
14	February (01-06)	ORAL REVISION
		MANAGEMENT OF RISKS IN EXPORT BUSINESS- INTRODUCTION,MEANING & FEATURES
		RISK MANAGEMENT- MEANING AND IMPORTANCE
		TYPES OF RISKS- COMMERCIAL AND LEGAL RISKS
		EXCHANGE RATE FLUCTUATION RISK- MEANING AND CAUSES
		CONDITIONAL TEST- EXIM POLICY
SUNDAY - 07.02.2021		
15	February (08-13)	CREDIT RISK AND CARGO RISK
		STRATEGIES TO MANAGE RISK IN EXPORT BUSINESS
		CONTINUE
		BRIEF INTRODUCTION OF ECGC
		FUNCTIONS OF ECGC & COVERS ISSUED BY ECGC
		ORAL REVISION
SUNDAY - 14.02.2021		
16	February (15 - 20)	REVISION
		REVISION
		REVISION
		REVISION
		REVISION
		REVISION

I.B. (PG) COLLEGE, PANIPAT
SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(5th Semester)

Name of the Paper:- Principles of Production management

Class : BBA III Year

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

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

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

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