

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

Weekly Lesson Plan (Odd Semester)

(1st Semester)

Name of the Paper:- BUSINESS ORGANISATION

BBA I

Name of the Teacher : PROF. NISHA

WEEK	DATE	TOPICS
1	November (16-21)	SYLLABUS DISCUSSION & ONLINE ORIENTATION
		HUMAN ACTIVITIES : MEANING & TYPES
		BUSINESS: CONCEPT & FEATURES
		CONTINUE... & SCOPE / CLASSIFICATION OF BUSINESS ACTIVITIES
		CONTINUE...
SUNDAY - 22.11.2020		
2	November (23-28)	CONTINUE...
		CONTINUE... & OBJECTIVES OF BUSINESS
		DIFFERENCE BETWEEN INDUSTRY, TRADE & COMMERCE
		PROFESSION: MEANING & NATURE
		EMPLOYMENT: MEANING & NATURE & DIFFERENCE BETWEEN BUSINESS, PROFESSION & EMPLOYMENT
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
3	December (1-5)	BUSINESS ETHICS : CONCEPT & FEATURES
		IMPORTANCE & EXAMPLES OF BUSINESS ETHICS
		COMPONENTS OF BUSINESS ETHICS & REVISION
		VALUES: MEANING & FEATURES
		TYPES & FACTORS AFFECTING VALUES
SUNDAY - 06.12.2020		
4	December (07-12)	CONTINUE...
		CORPORATE GOVERNANCE : MEANING & OBJECTIVES
		CONTINUE...
		PRINCIPLES OF GOOD CORPORATE GOVERNANCE
		BENEFITS/ ADVANTAGES OF CORPORATE GOVERNANCE & CORPORATE EXCELLANCE
SUNDAY - 13.12.2020		

5	December (14-19)	SOLE PROPRIETORSHIP: MEANING & FEATURES
		MERITS OF SOLE PROPRIETORSHIP
		CONTINUE...
		DEMERITS & SUITABILITY OF SOLE PROPRIETORSHIP
		EXPANSION OF SOLE PROPRIETORSHIP
		CONTINUE...
SUNDAY - 20.12.2020		
6	December (21-24) (26)	REVISION WITH ORAL TEST
		PARTNERSHIP : MEANING & CHARACTERISTICS
		MERITS OF PARTNERSHIP
		DEMERITS & TYPES OF PARTNERSHIP
		CONTINUE....
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
7	December (28-31) January (1-2)	TYPES AND RIGHTS OF PARTNERS
		CONTINUE..
		DUTIES & LIABILITIES OF PARTNERS
		MINOR AS A PARTNER
		FORMATION & REGISTRATION OF PARTNERSHIP
		CONTINUE...
SUNDAY - 03.01.2021		
8	January (4-9)	PARTNERSHIP DEED
		DISSOLUTION OF PARTNERSHIP : MEANING & METHODS
		CONTINUE.. & DIFFERENCE BETWEEN DISSOLUTION OF PARTNERSHIP & DISSOLUTION OF FIRM
		REVISION & CLASS TEST
		ASSIGNMENT-I (INTRODUCTION TO BUSINESS)
		COMPANY: MEANING & FEATURES
SUNDAY - 10.01.2021		
9	January (11-16)	ADVANTAGES OF COMPANY
		DISADVANTAGES OF COMPANY
		TYPES OF COMPANY
		CONTINUE..
		CONTINUE...
		CONTINUE..
SUNDAY - 17.01.2021		
10	January (18-19) 21-23)	DIFFERENCE BETWEEN COMPANY & PARTNERSHIP
		FORMATION OF COMPANY
		CONTINUE...
		CONTINUE..
		ASSIGNMENT-II (PARTNERSHIP)
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)		
SUNDAY - 24.01.2021		

11	January (25) (27-30)	MNCs: MEANING & FEATURES
		ADVANTAGES & DISADVANTAGES OF MNCs
		CO-OPERATIVE ORGANISATIONS : MEANING & FEATURES
		FORMATION & TYPES OF CO-OPERATAIVE ORGANISATIONS
		CONTINUE....
HOLIDAY - 26.01.2021 (Republic Day)		
SUNDAY - 31.01.2021		
12	February (01-06)	ADVANTAGES & DISADVANTAGES OF CO-OPERATIVE ORGANISATIONS
		EVALUATION OF VARIOUS ORGANISATIONS & REVISION
		CONDITIONAL (SOLE PROPERITORSHIP, COMPANY)
		STATE OWNERSHIP- PRIVATE SECTOR : MEANING & TYPES
		CONTINUE...
		PUBLIC SECTOR: MEANING & TYPES
SUNDAY - 07.02.2021		
13	February (08-13)	CONTINUE...
		CONTINUE...
		CHANGING ROLE OF PUBLIC SECTOR & NPO
		CONTINUE....
		TRADE ASSOCIATIONS
		CONTINUE..
SUNDAY - 14.02.2021		
14	February (15 - 20)	CONTINUE...
		REVISION
		REVISION
		REVISION
		REVISION
		REVISION

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(1st Semester)

Name of the Paper:- BUSINESS ACCOUNTING

BBA I

Name of the Teachers (Section wise):

PROF. KARUNA SACHDEVA

WEEK	DATE	TOPICS
1	November (16-21)	Discussion about syllabus and online orientation
		Basic Accounting - Nature
		Continued
		Scope and objectives of Accounting
		Accounting as an information system
		Users of accounting information
SUNDAY - 22.11.2020		
2	November (23-28)	GAAP Vs Accounting Standards
		Continued
		Continued
		Revision
		Accounting Equation
		Continued
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
3	December (1-5)	Continued
		Problems
		Class Test
		Accounting concepts and conventions
		Continued
SUNDAY - 06.12.2020		
4	December (07-12)	Continued
		Continued
		Capital and Revenue Expenditure
		Continued
		Continued
		Revision
SUNDAY - 13.12.2020		

5	December (14-19)	Principles of financial accounts
		Journal and Ledger : Double Entry System
		Continued
		Continued
		Continued
SUNDAY - 20.12.2020		
6	December (21-24) (26)	Journal and recording of entries in journal with narration
		Continued
		Continued
		Continued
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
7	December (28-31) January (1-2)	Continued
		Continued
		Continued
		Problems and Revision
		Accounting for Goods And Services Tax
SUNDAY - 03.01.2021		
8	January (4-9)	Continued
		Continued
		Problems
		Class Test
		Assignment I on Basic Accounting And Accounting Equation
SUNDAY - 10.01.2021		
9	January (11-16)	Continued
		Continued
		Continued
		Trial Balance : Need and Objectives
		Application of Trial Balance
SUNDAY - 17.01.2021		
10	January (18-19) 21-23)	Assignment II on Journal And Ledger
		Different types of errors ; escaped trial balance preparation
		Continued
		Rectification of errors
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)		
SUNDAY - 24.01.2021		

11	January (25) (27-30)	Continued
		Continued
		Continued
		Continued
		Problems and Revision
HOLIDAY - 26.01.2021 (Republic Day)		
SUNDAY - 31.01.2021		
12	February (01-06)	Conditional Test on Accounting Concepts and Rectification of errors
		Final Accounts : Concept of adjustment
		Continued
		Continued
		Revision
SUNDAY - 07.02.2021		
13	February (08-13)	Continued
		Preparation of Balance sheet
		Continued
		Continued
		Problems and Revision
SUNDAY - 14.02.2021		
14	February (15 - 20)	A Brief Intoduction To Tally
		Continued
		Continued
		Revision
		Revision
		Revision

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

(1st Semester)

Name of the Paper:- Managerial Economics

Class : BBA-I

Name of the Teachers (Section wise): Prof. Sukhjinder Singh

WEEK	DATE	TOPICS
1	November (16-21)	Online Orientation and Time Table
		Syllabus, Meaning and Definitions of Economics,
		Managerial Economics Meaning
		Nature of Managerial Economics
		Scope of Managerial Economics
		Doubts/Problems
SUNDAY - 22.11.2020		
2	November (23-28)	Basic economic Concepts
		Opportunity Cost
		Marginal and Incremental Principle
		Other Concepts
		Equilibrium Meaning
		Types of Equilibrium
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
3	December (1-5)	Equilibrium Types
		Cardinal Utility Analysis
		Introduction, Meaning, Features
		Law of Diminishing MU Meaning and Assumptions
		Explanation and Exceptions
SUNDAY - 06.12.2020		
4	December (07-12)	Causes of Application and Importance
		Criticism and Law of Equi-MU Meaning
		Assumptions, Explanation and Importance
		Consumer Equilibrium
		Ordinal Utility Introduction, Meaning
		Indifference Curve and MRS
SUNDAY - 13.12.2020		

5	December (14-19)	Application of IC
		Price and Income Effect
		Substitution effect
		Uses and Criticism
		Theory of Demand- Introduction, Meaning,
		Law of Demand, Assumptions, Downward Slope,
SUNDAY - 20.12.2020		
6	December (21-24) (26)	Exceptions, Types of Demand, Change in Demand
		Assumptions, Explanation and Importance
		Elasticity of Demand- Meaning and Types
		Degrees of Price Elasticity
		Methods- Total Expenditure, Percentage method,
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
7	December (28-31) January (1-2)	Point Method, Arc Method
		Revenue Method and Factors Determining Price Elasticity
		Income Elasticity-Degrees and Importance
		Cross Elasticity- Degrees and Importance
		Production Function- Introduction and Meaning
		Factors of Production and Time Period
SUNDAY - 03.01.2021		
8	January (4-9)	Law of Variable Proportion-Explanation
		Causes of Application, Assignment-I
		Three Stages- Diminishing, Constant and Increasing
		Application of Law- Industries and Agriculture
		Returns to Scale- Explanation
		Aspects of Returns to Scale
SUNDAY - 10.01.2021		
9	January (11-16)	Cost Function: Meaning and Concepts
		Theories of cost in Short Run
		Traditional and Modern
		Long Run Cost Curves
		Modern Long Run Costs
		Queries/Problem
SUNDAY - 17.01.2021		
10	January (18-19) 21-23)	Revenue Function
		Revenue in Markets
		Objectives of firm
		Types of Different Objectives
		Queries and Assignment-I

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

1st Semester

Name of the Paper:- Elements Of Business Mathematics

BBA I

Name of the Teachers (Section wise): Ms. Mansi Bansal

WEEK	DATE	TOPICS
1	November (16-21)	INTRODUCTION TO SET THEORY
		VEN DIAGRAM
		DEMORGANS LAW
		RESULTS ON SET THEORY
		NUMERICALS BASED ON SET THEORY
		PRACTICAL APPLICATIONS OF SET
SUNDAY - 22.11.2020		
2	November (23-28)	PROBLEM DISCUSSION
		INTRODUCTION TO LOGICAL STATEMENT AND TRUTH TABLE
		LAW OF LOGIC
		CONDITIONAL STATEMENT
		QUANTIFIERS
		PROBLEM DISCUSSION
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
3	December (1-5)	LINEAR EQUATION
		SIMULTANEOUS LINEAR EQUATION
		CONTINUE
		PROBLEM RELATED TO LINEAR EQUATION
		PROBLEM RELATED TO LINEAR EQUATION
SUNDAY - 06.12.2020		
4	December (07-12)	DEMAND AND SUPPLY LAW
		PROBLEM DISCUSSION
		TEST
		QUADRATIC EQUATION
		EQUATION REDUCIBLE TO QUADRATICS (TYPE-1,2)
		EQUATION REDUCIBLE TO QUADRATICS (TYPE-3,4)
SUNDAY - 13.12.2020		
5	December (14-19)	EQUATION REDUCIBLE TO QUADRATICS(TYPE-5)
		SIMULTANEOUS EQUATION TYPE(1,2)
		SIMULTANEOUS EQUATION TYPE(3,4)
		EQUILIBRIUM PRICE AND QUANTITY
		RELATION BETWEEN ROOTS AND COEFFICIENT
		PROBLEM DISCUSSION
SUNDAY - 20.12.2020		

6	December (21-24) (26)	INTRODUCTION TO PERMUTATION AND COMBINATION
		FUNDAMENTAL PRINCIPLE OF COUNTING
		PERMUTATIONS WHEN ALL THE OBJECTS ARE DISTINCT
		RESTRICTED PERMUTATION
		PERMUTATIONS WITH REPETITIONS
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
7	December (28-31) January (1-2)	CIRCULAR PERMUTATIONS
		PROBLEMS ON COMBINATIONS
		PROBLEM DISCUSSION
		INTRODUCTION TO BINOMIAL THEOREM
		DETERMINATION OF A PARTICULAR TERM
		COEFFICIENT OF ANY POWER OF X
SUNDAY - 03.01.2021		
8	January (4-9)	BINOMIAL THEOREM FOR ANY INDEX
		APPLICATION TO ROOT EXTRACTION AND SUMMATION
		PROBLEM DISCUSSION
		TEST
		INTRODUCTION TO FUNCTION
		LIMIT
SUNDAY - 10.01.2021		
9	January (11-16)	METHODS OF FINDING LIMITS
		EVALUATION OF AN IMPORTANT LIMIT
		INFINITE LIMITS
		LEFT HAND AND RIGHT HAND LIMIT
		CONTINUITY
		PROBLEM DISCUSSION
SUNDAY - 17.01.2021		
10	January (18-19) 21-23)	DERIVATIVE OF FUNCTION FROM FIRST PRINCIPLE
		NUMERICALS BASED ON DIFFERENTIABILITY
		PRODUCT RULE AND QUOTIENT RULE
		CHAIN RULE
		DIFFERENTIATION OF LOGARITHMIC AND EXPONENTIAL FUNCTION
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)		
SUNDAY - 24.01.2021		
11	January (25) (27-30)	IMPLICIT FUNCTION
		LOGARITHMIC DIFFERENTIATION
		HIGHER ORDER DIFFERENTIATION
		MAXIMA AND MINIMA
		PROBLEMS OF MAXIMA AND MINIMA
HOLIDAY - 26.01.2021 (Republic Day)		
SUNDAY - 31.01.2021		

12	February (01-06)	OPTIMIZATION OF ECONOMIC FUNCTION
		PROBLEM DISCUSSION
		INTRODUCTION TO MATRICES
		BASIC OPERATIONS
		MATRIX MULTIPLICATION
		DETERMINANT OF A SQUARE MATRIX
SUNDAY - 07.02.2021		
13	February (08-13)	ELEMENTARY OPERATION
		INVERSE OF MATRIX
		PROBLEM DISCUSSION
		SOLUTION OF SYSTEM OF LINEAR EQUATION BY CRAMER'S RULE
		SOLUTION OF SYSTEM OF LINEAR EQUATION BY MATRIX INVERSION METHOD
		SOLUTION OF SYSTEM OF HOMOGENEOUS EQUATION BY MATRIX METHOD
SUNDAY - 14.02.2021		
14	February (15 - 20)	PROBLEM DISCUSSION
		REVISION
		REVISION
		REVISION
		REVISION
		REVISION

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

Ist Semester

Name of the Paper:-हिंदी

Class: BBA I

Name of the Teachers (Section wise): मिस रीना रानी

WEEK	DATE	TOPICS
1	November (16-21)	भाषा का अर्थ व विशेषताएँ
		भाषा की परिभाषाएँ
		भाषा के विविध रूप
		राजभाषा का अर्थ व परिभाषा
		राजभाषा की संवैधानिक स्थिति
		1950 के बाद भाषा की संवैधानिक प्रगति
SUNDAY - 22.11.2020		
2	November (23-28)	राष्ट्रभाषा का अर्थ व परिभाषाएँ
		राजभाषा व राष्ट्रभाषा में अंतर
		सृजनात्मक भाषा का अर्थ
		माध्यम भाषा का अर्थ
		पत्र -लेखन का अर्थ
		अच्छे पत्र की विशेषताएं
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
3	December (1-5)	पत्र -लेखन के प्रकार
		सरकारी पत्र व अर्धसरकारी पत्र
		सरकारी पत्र व अर्धसरकारी पत्र के उदाहरण
		कार्यालय ज्ञान का अर्थ व उदाहरण
		अधिसूचना का अर्थ व पत्र उदाहरण
SUNDAY - 06.12.2020		
4	December (07-12)	परिपत्र का अर्थ व उदाहरण
		राजभाषा पर प्रकाश डाले पर टेस्ट
		प्रेस विज्ञापित का अर्थ
		प्रेस विज्ञापित विशेषताएं
		प्रेस नोट का अर्थ
SUNDAY - 13.12.2020		

5	December (14-19)	पत्र लेखन का टेस्ट
		संक्षेपण का अर्थ व परिभाषाएँ
		संक्षेपण की विशेषता व गुण
		संक्षेपण की रचना -प्रक्रिया
		संक्षेपण के उदाहरण
		प्रेस विज्ञापित का टेस्ट
SUNDAY - 20.12.2020		
6	December (21-24) (26)	प्रेस नोट का टेस्ट
		पल्लवन का अर्थ व परिभाषाएँ
		पल्लवन की विशेषताएँ
		पल्लवन की रचना प्रक्रिया
		पल्लवन के उदाहरण
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
7	December (28-31) January (1-2)	संक्षेपण का टेस्ट
		निविदा सूचना का अर्थ
		निविदा सूचना के उदाहरण
		पल्लवन पर नोट का टेस्ट
		टिप्पण लेखन का अर्थ
		टिप्पण लेखन की विशेषताएँ
SUNDAY - 03.01.2021		
8	January (4-9)	टिप्पण लेखन के उदाहरण
		निविदा सूचना का टेस्ट
		पारिभाषिक शब्दावली का अर्थ
		पारिभाषिक शब्दावली की परिभाषाएँ
		पारिभाषिक शब्दावली के सिद्धांत
		पारिभाषिक शब्दावली का महत्त्व
SUNDAY - 10.01.2021		
9	January (11-16)	टिप्पण लेखन का टेस्ट
		विज्ञापन का अर्थ
		विज्ञापन की परिभाषाएँ
		विज्ञापन के गुण व विशेषता
		विज्ञापन की रचना प्रक्रिया
		विज्ञापन की भाषा शैली
SUNDAY - 17.01.2021		
10	January (18-19) 21-23)	पारिभाषिक शब्दावली का टेस्ट
		अनुवाद का अर्थ
		अनुवाद की परिभाषाएँ
		अनुवाद का स्वरूप
		अनुवाद प्रक्रिया

HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)		
SUNDAY - 24.01.2021		
11	January (25) (27-30)	अनुवाद की प्रक्रिया के मूलतत्व
		हिंदी में अनुवाद भूमिका
		कार्यालयी हिंदी और अनुवाद
		जनसंचार माध्यमों का अनुवाद
		विज्ञापन में अनुवाद
HOLIDAY - 26.01.2021 (Republic Day)		
SUNDAY - 31.01.2021		
12	February (01-06)	विज्ञापन का टेस्ट
		निबंध लेखन
		वाणिज्य में हिंदी की उपयोगिता
		उपभोक्ता, बाज़ार और वाणिज्य
		बैंक और वाणिज्य
		विज्ञापन और वाणिज्य
SUNDAY - 07.02.2021		
13	February (08-13)	अनुवाद का टेस्ट
		जनसंख्या वृद्धि निबंध
		महंगाई निबंध
		काला धन निबंध
		उर्जा संकट निबंध
		लघु उद्योग का भविष्य
SUNDAY - 14.02.2021		
14	February (15 - 20)	व्यापार में कंप्यूटर की भूमिका
		पारिभाषिक शब्दावली का टेस्ट
		अंतर्राष्ट्रीय व्यापार और अंतर्राष्ट्रीय
		मुद्रा - कोष, श्रमिक असंतोष
		कुशल प्रबंधन और वाणिज्य
		वैश्वीकरण और भारतीय उद्योग

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester)

Ist Semester

Name of the Paper:- Computer Fundamentals

Class: BBA- I

Name of the Teachers (Section wise): Mr. Vinay Bharti

WEEK	DATE	TOPICS
1	November (16-21)	Introduction to Computer: Introduction, Components,
		Types; Brief history of computers,
		generations of computer
SUNDAY - 22.11.2020		
2	November (23-28)	Computer Memory
		Software and Hardware
SUNDAY - 29.11.2020		
HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)		
3	December (1-5)	Operating Systems-An Overview, Types, function
SUNDAY - 06.12.2020		
4	December (07-12)	Language: - Low level, Assembly Level, High Level Language
		Language Processor: - Assembler, Compilers and Interpreters
SUNDAY - 13.12.2020		

5	December (14-19)	Network:-LAN, WAN, MAN
		Number Systems
SUNDAY - 20.12.2020		
6	December (21-24) (26)	CUI vs GUI. Window-features, types
		Conditions I Test-I (Operating System & Memory)
HOLIDAY - 25.12.2020 (Christmas)		
SUNDAY - 27.12.2020		
7	December (28-31) January (1-2)	Introduction to Internet: Internet basic, benefit and limitation,
		application and scope, IP address, Browser, WWW, E-mail,
		video conferencing.
		Assignment-I
SUNDAY - 03.01.2021		
8	January (4-9)	Introduction to MS-Office- MS-Word: Starting Word,
		new documents, entering text, changing text, aligning,
		underlining, and justifying text.
SUNDAY - 10.01.2021		
9	January (11-16)	Tables – creation, adding rows and columns, splitting,
		and combining cells, Borders. Saving, closing, and operating
		documents. Adding headers and footers.
SUNDAY - 17.01.2021		
10	January (18-19) (21-23)	Assignment-II
		Power Point (Presentation software): Basic concept of presentation
		software, standard toolbar, formatting toolbar, and drawing
		toolbars in PowerPoint and their use.
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)		
SUNDAY - 24.01.2021		

11	January (25) (27-30)	Creating and opening a presentation.
		Presentation on Memory Devices
HOLIDAY - 26.01.2021 (Republic Day)		
SUNDAY - 31.01.2021		
12	February (01-06)	Use of slide sorter, adding header/footer. Use of animation features.
		Inserting pictures, resizing pictures. Inserting organization chart.
		Use of auto content wizard
SUNDAY - 07.02.2021		
13	February (08-13)	Introduction to Ms-Excel: working with
		spreadsheet, Basic commands and Functions.
SUNDAY - 14.02.2021		
14	February (15 - 20)	Revision