

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (Even Semester)

UG (2nd Semester)

Name of the Paper:-PRINCIPLES OF MANAGEMENT

Class:BBA-Ist (2nd Semester)

Name of the Teacher : Prof. Nisha

WEEK	DATE	TOPICS
1	April (19-20), (22-24)	DISCUSSION ABOUT SYLLABUS AND MANAGEMENT
		MANAGEMENT: MEANING, CONCEPT, CHARACTERISTICS
		PROCESS OF MANAGEMENT
		OBJECTIVES OF MANAGEMENT, SIGNIFICANCE OF MANAGEMENT
		CONTINUE.....
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	NATURE OF MANAGEMENT: IS MANAGEMENT AN ART?, IS MANAGEMENT A SCIENCE?
		CONTINUE.....
		PLANNING-MEANING & FEATURES
	May (Ist)	IMPORTANCE & PROCESS OF PLANNING
		LIMITATIONS OF PLANNING, MEASURES TAKEN TO OVERCOME PROBLEMS IN PLANNING
		CONTINUE... & TYPES OF PLANNING
SUNDAY - 02.05.2021		
3	May (03 - 08)	PRINCIPLES & TECHNIQUES OF PLANNING
		DECISION MAKING-MEANING, FEATURES
		TECHNIQUES & PROCESS OF DECISION MAKING
		PRINCIPLES & IMPORTANCE OF DECISION MAKING
		TYPES OF DECISION MAKING & DECISION TREE
		REVISION & ORAL TEST
SUNDAY - 09.05.2021		
4	May (10-13) (15)	CLASSICAL APPROACH: ADMINISTRATIVE MANAGEMENT APPROACH
		CLASSICAL APPROACH: BUREAUCRATIC APPROACH
		NEO-CLASSICAL APPROACHES-HUMAN RELATIONS & BEHAVIORAL SCIENCE APPROACH
		MODERN APPROACHES: QUANTITATIVE & SYSTEM APPROACH
		CONTINGENCY APPROACH & CONTEMPORARY ISSUES & CHALLENGES IN MANAGEMENT
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	ORGANIZING – MEANING, CONCEPT & FEATURES
		PROCESS & PRINCIPLES OF ORGANISING
		FORMAL ORGANISING
		CONTINUE....
		INFORMAL ORGANISATION
		IMPORTANCE OF ORGANISING & PRINCIPLES

SUNDAY - 23.05.2021		
6	May (24-29)	ORGANISATION CHART: MEANING, LINE ORGANISATION
		LINE & STAFF ORGANISATION CHART
		FUNCTIONAL ORGANISATION
		COMMITTEE ORGANIZATION & SITUATIONAL FACTORS AFFECTING ORGANIZATIONAL STRUCTURE
		SPAN OF MANAGEMENT: MEANING, NEED & FACTORS AFFECTING SPAN OF MANAGEMENT
		GARICUNAS FORMULA, TYPES OF SPAN OF MANAGEMENT & REVISION
SUNDAY - 30.05.2021		
7	May (31) June (1 - 5)	DEPARTMENTATION- MEANING, NEED, IMPORTANCE DEPARTMENTATION
		METHODS OF DEPARTMENTATION- ON THE BASIS OF FUNCTION, PRODUCT & SERVICES
		CONTINUE.....
		FACTORS TO BE CONSIDERED IN DEPARTMENTATION, REVISION
		ASSIGNMENET -I ON MANAGEMENT & ORAL TEST
		AUTHORITY & RESPONSIBILITY- MEANING, ELEMENTS/TYPES
SUNDAY - 06.06.2021		
8	June (7-12)	DELEGATION OF AUTHORITY- MEANING, PROCESS & IMPORTANCE
		OBSTACLES IN DELEGATION OF AUTHORITY & SUGGESTIONS TO OVERCOME OBSTACLES
		DECENTRALIZATION- MEANING & FEATURES
		DIFFERENCE BETWEEN DECENTRALIZATION & DELEGATION, FACTORS AFFECTING DECENTRALIZATION
		PRINCIPLES & IMPORTANCE OF DECENTRALIZATION
		DISADVANTAGES OF DECENTRALIZATION & MEANING OF CENTRALIZATION
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	CONDITIONAL TEST ON MANAGEMENT AND ITS THOUGHTS
		ADVANTAGES AND DISADVANTAGES OF CENTRALISATION
		STAFFING- MEANING, FEATURES & PROCESS
		FACTORS AFFECTING STAFFING, JOB DESIGN
		SELECTION: MEANING & PROCESS
		TECHNIQUES OF SELECTION & REVISION
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	ASSIGNMENT - II ON SELECTION AND STAFFING
		PERFORMANCE APPRAISAL-MEANING, OBJECTIVES, PROCESS
		IMPORTANCE & LIMITATIONS OF PERFORMANCE APPRAISAL
		COMMUNICATION- MEANING, FEATURES & IMPORTANCE
		FORMAL COMMUNICATION
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		

SUNDAY - 27.06.2021		
11	June (28-30)	INFORMAL COMMUNICATION
		BARRIERS IN EFFECTIVE COMMUNICATION AND PRINCIPLES FOR EFFECTIVE COMMUNICATION
	July (1-3)	CONTROLLING- MEANING & FEATURES
		PROCESS & IMPORTANCE OF CONTROLLING
		BARRIERS IN EFFECTIVE CONTROLLING & PRINCIPLES OF EFFECTIVE CONTROLLING
		CONTINUE.... & RELATION BETWEEN PLANNING & CONTROLLING
SUNDAY - 04.07.2021		
12	July (5 - 10)	BUDGETARY AND NON-BUDGETARY TECHNIQUES OF CONTROLLING
		CONTINUE....
		CONTINUE....
		CONTINUE....
		SOCIAL RESPONSIBILITY & BUSINESS ETHICS
		CONTINUE.....
SUNDAY - 11 .07.2021		
13	July (12)	CONTINUE..... & REVISION

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SESSION 2020-2021

Weekly Lesson Plan (Even Semester) UG (2nd Semester)

Name of the Paper:- Analysis of Financial Statements

Class: BBA Ist Year

Name of the Teachers (Section wise): Prof. Karuna Sachdeva

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	Discussion about syllabus
		Analysis and interpretation of financial statements .
		Continued
		Continued
		Continued
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Continued
		Continued
		Revision and Problems
	May (1st)	Ratio analysis and interpretation .
		Continued
		Ratios in relation to short term liquidity.
SUNDAY - 02.05.2021		
3	May (03 - 08)	Continued
		Continued
		Continued
		Ratios in relation to long term solvency.
		Continued
		Continued
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Continued
		Ratios in relation to Profitability .
		Continued
		Continued Problems
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Return on Investment:Return on capital employed.
		Continued
		Return on net worth and The Return on assets to evaluate overall performance of business.
		Continued
		Continued
		Continued

SUNDAY - 23.05.2021		
6	May (24-29)	Continued
		Problems
		Class Test
		Preparation and analysis of Cash Flow Statements.
		Continued
		Continued
SUNDAY - 30.05.2021		
7	May (31)	Continued
	June (1 - 5)	Assignment I on Financial Statements Analysis and Ratio Analysis
		Cash Flow Statements (Continued)
		Continued
		Continued
		Continued
SUNDAY - 06.06.2021		
8	June (7-12)	Continued
		Continued
		Continued
		Continued
		Continued
		Continued
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Revision and Problems
		Conditional Test on Preparation and analysis of Cash Flow Statements
		Preparation and analysis of Fund Flow Statements.
		Continued
		Continued
		Continued
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Continued
		Continued
		Continued
		Continued
		Continued
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Continued
	July (1-3)	Continued
		Revision and Problems
		Class Test
		Assignment II on Preparation and analysis Fund Flow Statements
		Societal Obligation Of Accounting .

SUNDAY - 04.07.2021		
12	July (5 - 10)	Continued
		Continued
		Class Test
		Revision
		Revision
		Revision
SUNDAY - 11 .07.2021		
13	July (12)	Revision

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SESSION 2020-2021

Weekly Lesson Plan (Even Semester) UG (2nd Semester)

Name of the Paper:- Managerial Economics-II Class: BBA-I

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

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	Syllabus Discussion
		Macro Economics: Concept
		Nature/Characteristics of Macro Economics
		Scope of Macroeconomics
		Aggregates/Variables of Macroeconomics
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	National Income Concept
		Important Concepts of National Income
		Aggregates of National Income
	May (1st)	Product/ Value Added Method
		Income method of National Income
		Expenditure Method and Difficulties
SUNDAY - 02.05.2021		
3	May (03 - 08)	Classical Theory of Employment
		Determination of Output and Employment
		Explanation: Labour and Money Markey
		Product or Goods Market
		Implications and Criticism of Classical Theory
		Querris/Problem Solving
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Say's Law of Markets: Explanation
		Implications and Criticism of Say's Law
		Keynesian Theory Introduction
		Explanation of Keynesian Theory
		Determination of Income and Output
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Significance and Criticism
		Difference Between Classical and Keynesian
		Querris/Doubts
		Consumption Function Concept
		Features and Kinds of Propensity
		Determinants of Propensity to Consume

SUNDAY - 23.05.2021		
6	May (24-29)	Psychological Law of Consumption and Implications
		Measures and Criticism of Propensity to Consume
		Absolute and Relative Income Hypothesis
		Permanent and life Cycle Hypothesis
		Querris/Doubts/ Problem Solving Session
		Assignment-I
SUNDAY - 30.05.2021		
7	May (31)	Investment Function Introductory Concept
	June (1 - 5)	Types of Investment
		Determinants of Investment and Factors
		Measures, Sources and Importance of Investment
		Marginal Efficiency of Capital (MEC) Basic Concepts
		Factors Determining MEC
SUNDAY - 06.06.2021		
8	June (7-12)	Multiplier Concept
		Calculation of Multiplier
		Comparative Static Analysis
		Dynamic Analysis
		Importance and Criticism of Multiplier
		Conditional Test
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Theory of Interest: Interest Rate Determination
		Classical Theory of Interest
		Neo-Classical Theory of Interest
		Keynesian Theory of Interest
		Liquidity Trap and Difference between Theories
		Assignment-II
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Inflation Meaning
		Types of Inflation
		Theories Demand-Pull and Cost-Push
		Causes of Inflation
		Effects and Remedial Measures
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Monetary Policy Meaning and Objectives
		Instruments of Monetary Policy
		Monetary Policy and Economic Development
	July (1-3)	Fiscal Policy
		Instruments of Fiscal Policy
		Fiscal Policy and Economic Development

SUNDAY - 04.07.2021		
12	July (5 - 10)	Revsion
		Revsion
		Revsion
		Revsion
		Revsion
		Revsion
SUNDAY - 11 .07.2021		
13	July (12)	Revsion

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Weekly Lesson Plan (Even Semester) UG (2nd Semester)

Name of the Paper:-Understanding Social Behaviour Class: B.B.A - I

Name of the Teachers (Section wise): Prof. Reena Rani

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	discussion of syllabus
		nature and scope of sociology
		concept
		nature of sociology
		scope of sociology
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	methods of sociology
		historical, anthropological method
		experiment method
	May (1st)	continue
		verstehen approach, case study method
		continue
SUNDAY - 02.05.2021		
3	May (03 - 08)	fundamentals concepts of sociology
		Society
		continue
		community
		continue
		continue
SUNDAY - 09.05.2021		
4	May (10-13) (15)	association
		continue
		institutions
		social structure
		continue
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	continue
		social system
		continue
		culture
		relationship between man and society
		origin of society
SUNDAY - 23.05.2021		

6	May (24-29)	types of society
		continue
		social structure concept
		elements of social structure
		continue
types of social structure		
SUNDAY - 30.05.2021		
7	May (31)	assignment-1
	June (1 - 5)	continue
		social institutions and functions
		kinds of institutions
		continue
		social process
SUNDAY - 06.06.2021		
8	June (7-12)	cooperation
		continue
		conflict
		continue
		assimilation
continue		
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	socialization
		socialization as a process of learning
		conditional test
		stages of socialization
		continue
social action		
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	rationality of means
		integration of ends
		social changes
		factors affecting social change
social problems		
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	social institution- family
	July (1-3)	assignment 2
		religion
		marriage
		continue
social stratification in india		

SUNDAY - 04.07.2021		
12	July (5 - 10)	caste
		attitude formation and change
		continue
		values,norms
		revision
		revision
SUNDAY - 11 .07.2021		
13	July (12)	revision

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

Weekly Lesson Plan (April 2021-July 2021) Semester II

Name of the Paper:- Business Mathematics Class: B.B.A - I

Name of the Teachers (Section wise): Prof. Bhanu Sachdeva

WEEK	DATE	TOPICS
1	April (19-20), (22-24)	Arithmetic Progression
		Continue
		Continue
		Continue
		Continue
HOLIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Continue
		Continue
		Problem Discussion
	May (1st)	Geometric Progressions
		Continue
		Continue
SUNDAY - 02.05.2021		
3	May (03 - 08)	Continue
		Continue
		Continue
		Continue
		Continue
		Problem Discussion
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Class Test
		Harmonic Progressions
		Continue
		Problem Discussion
		Class Test
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Logarithms
		Continue
		Continue
		Continue
		Continue
		Problem Discussion

SUNDAY - 23.05.2021		
6	May (24-29)	Class Test
		Compound Interest
		Continue
		Continue
		Continue
		Continue
SUNDAY - 30.05.2021		
7	May (31)	Problem Discussion
	June (1 - 5)	Cartesian System of Rectangular Co-ordinates
		Continue
		Continue
		Continue
		Continue
SUNDAY - 06.06.2021		
8	June (7-12)	Continue
		Problem Discussion
		Assignment I
		Straight Line
		Continue
		Continue
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Continue
		Continue
		Assignment II
		Continue
		Problem Discussion
		Class Test
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Integration (Indefinite and Definite Integral)
		Continue
		Continue
		Continue
		Continue
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Conditinal Test
		Integration (Indefinite and Definite Integral)
		Continue
	July (1-3)	Problem Discussion
		Applications of Integrations in Business and commerce
		Continue

SUNDAY - 04.07.2021		
12	July (5 - 10)	Continue
		Continue
		Problem Discussion
		Class Test
		Revision
		Revision
SUNDAY - 11 .07.2021		
13	July (12)	Revision

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SESSION 2020-2021

Weekly Lesson Plan (Even Semester) UG (6th Semester)

Name of the Paper: Business Communication-1 Class: BBA 1st

Name of the Teachers (Section wise): Prof. Sonal Dogra

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	Introduction of syllabus
		Introduction of part of speech
		Noun
		Noun
		Noun
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Test
		Pronoun
		Pronoun
	May (1st)	Pronoun
		Test
		Adjective
SUNDAY - 02.05.2021		
3	May (03 - 08)	Adjective
		Adjective
		Test
		verb
		verb
		Test
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Adverb
		Adverb
		Adverb
		Test
		Preposition
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Preposition
		Preposition
		Preposition
		Test
		Conjunction
		Conjunction

SUNDAY - 23.05.2021		
6	May (24-29)	Conjunction
		Conjunction
		Test
		Article
		Article
		Article
SUNDAY - 30.05.2021		
7	May (31)	Test
	June (1 - 5)	Voices
		Voices
		Voices
		Voices
		Voices
SUNDAY - 06.06.2021		
8	June (7-12)	Test
		lesson 1
		lesson 1
		lesson 2
		lesson 3
		lesson 3
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	lesson 4
		Test
		Business letter
		Job letter
		Leave application
		translation
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	translation
		non verbal lesson
		non verbal lesson
		non verbal lesson
		non verbal lesson
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Paragraph writing
		precis
		test
	July (1-3)	test
		Test
		Test

SUNDAY - 04.07.2021		
12	July (5 - 10)	Homonyms
		antonyms
		synonyms
		test
		Test
		Test
SUNDAY - 11 .07.2021		
13	July (12)	Discuss Topic