

I.B. (PG) COLLEGE, PANIPAT

SESSION 2020-2021

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

Name of the Paper :- Entrepreneurship development Class : BBA - III

Name of the Teachers (Section wise): Prof. Sonia Virmani

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	Discussion about syllabus
		Introduction to an entrepreneur
		Entrepreneur: Meaning, Concept, Characteristics
		Qualities and importance of an entrepreneur
		Types of an entrepreneur
HOLIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Continue
		Function of an entrepreneur
		Role of an entrepreneur
		Concept of intrapreneur
		Revision
	May (1st)	Entrepreneurship: Meaning and nature
SUNDAY - 02.05.2021		
3	May (03 - 08)	Scope of entrepreneurship
		Role of entrepreneurship
		factor affecting entrepreneurship
		Problem for entrepreneurship
		Remedial measures
		Theories of entrepreneurship
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Relation between entrepreneurship and Society
		Model for entrepreneurship
		Revision
		Class test
		New venture Development: Meaning, stages
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Continue
		Continue
		Continue
		Revision
		Class test
		Environmental factors affecting the success of new business

SUNDAY - 23.05.2021		
6	May (24-29)	Continue
		Continue
		Revision
		Assignment-1
		Demand Analysis and market potential measurement
		Continue
SUNDAY - 30.05.2021		
7	May (31)	Continue
	June (1 - 5)	Continue
		Revision
		Sources of finance
		Continue
		Continue
SUNDAY - 06.06.2021		
8	June (7-12)	Oral discussion
		Support and Incentives to Entrepreneurs
		Continue
		Continue
		Continue
		Role of financial and promotional institutes
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Continue
		Continue
		Continue
		Group discussion
		Conditional test
		Entrepreneurship development programme
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Continue
		Continue
		Revision
		Assignment-2
		Feasibility and it's types
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Continue
	July (1-3)	Entrepreneurial strategies and plans
		Continue
		Relation between entrepreneur and Society
		Continue Continue

SUNDAY - 04.07.2021		
12	July (5 - 10)	State government scheme for entrepreneurship
		Continue
		Continue
		Revision
		Revision
		Revision
SUNDAY - 11 .07.2021		
13	July (12)	Revision

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

Name of the paper - Business law - II

Class - BBA-III

Name of the Teachers (Section wise): Prof. Pooja Dudeja

WEEK	DATE	TOPICS
1	April (19-20), (22-24)	Chapter : History and Administration of Company Legislation In India
		Introduction and characteristics of a company
		Lifting the corporate veil and exceptions of this principle
		Distinction between joint stock company and partnership
		Advantages and Disadvantages of Joint stock companies.
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Types of companies-Classification on the basis of Incorporation
		Classification on the basis of liability and transferability of shares
		Privileges and exemption of private company
	May (1st)	Conversion of companies
		Documents to be submitted to registrar of companies
		Incorporation of Joint Stock Companies In india
SUNDAY - 02.05.2021		
3	May (03 - 08)	One man company,defunct company and iillegal companies
		Meaning of promotion and promoters, functions of promoters.
		Legal position of promoters, Right and Duties of promoters.
		Liabilities and Remuneration of promoters
		Preliminary contracts
		Memorandum of association
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Continue
		Continue
		Articles of association
		Alteration of articles of association
		Doctrine of constructive notice,doctrine of indoor management,Doctrine of ultra-vires
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Chapter : Prospectus.
		Legal requirements regarding issue of prospectus
		Misstatement in prospectus and its remedies
		Defense available to a person liable for misstatement
		Statement in lieu of prospectus
		Assignment-1

SUNDAY - 23.05.2021		
6	May (24-29)	Minimum subscription and its importance, Underwriting commission
		Shares and Share Capital of Company
		Kinds of share capital
		Alteration of share capital, methods of Alteration in share capital,
		Conversion of debenture into shares
		Allotment Of Shares
SUNDAY - 30.05.2021		
7	May (31)	Membership of company
	June (1 - 5)	Methods of acquiring membership , termination of membership
		Rights and liabilities of members
		Borrowing powers of debentures
		Kinds of Debentures
		Powers, functions and duties of Directors & Managing Directors
SUNDAY - 06.06.2021		
8	June (7-12)	Duties and Liabilities of Directors
		Continue
		Provisions regarding the appointment of Managing Director
		Continue
		Aspects related to Company Meeting
		Legal provisions regarding the Statutory meeting
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Meeting of Director's Committees, Resolution and it's
		Continue
		Continue
		conditional test
		Requisites of Valid Meeting
		Voting and Poll
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Legal Provisions Regarding Poll
		Winding up of the Company
		Modes of Winding Up
		Duties and Powers of Liquidator
		Contributory and its Liabilities
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Voluntary Winding up
	July (1-3)	Assignment-2
		Securities Exchange Board of India Act - 1992
		SEBI - Guidelines
		New types of Debentures
		Guidelines for Issue of Shares

SUNDAY - 04.07.2021		
12	July (5 - 10)	Guidelines for Preferential allotment
		Guidelines on ESOP
		Guidelines for Book Building
		revision
		revision
		revision
SUNDAY-11.06.2021		
13	July (12)	revision

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SESSION 2020-2021

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

Name of the Paper:- LOGISTICS MANAGEMENT

Class: BBA III

Name of the Teacher: PROF. MANEET KAUR

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	DISCUSSION ABOUT SYLLABUS
		Logistic Management:Definition and Concept
		Continue
		Scope of logistic management
		Continue
HOLIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Role and Importance of logistic management
		Continue
		Coordination function of logistics
	May (1st)	Continue
		Total cost concept system approach to logistic
		Objectives of logistic management
SUNDAY - 02.05.2021		
3	May (03 - 08)	Customer services:Concept and practice
		Continue
		Continue
		Supply chain management:Definition,components
		Continue
		Role of logistic in SCM
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Diffrence between Physical Distribution, Logistics and SCM
		Order Processing
		Continue
		Continue
		Warehousing: Meaning, Types and Functions
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Continue
		Continue
		Inventory Management
		Continue
		Continue
		Continue

SUNDAY - 23.05.2021		
6	May (24-29)	Continue
		Inventory Cost and Cost Control Techniques
		Continue
		Continue
		Continue
		Continue
SUNDAY - 30.05.2021		
7	May (31)	Transportation Systems: Types
	June (1 - 5)	Continue
		Continue
		Transportation network in India
		Continue
		ASSIGNMENT IST ON CUSTOMER SERVICE
SUNDAY - 06.06.2021		
8	June (7-12)	Continue
		Continue
		Transportation strategies of India
		Continue
		Continue
		Logistics Packaging
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Continue
		Continue
		Revision
		CONDITIONAL TEST ON INVENTORY MANAGEMENT
		Packaging material used in Logistics
		Continue
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Continue
		Cost involved in Packaging material
		Continue
		Continue
		Continue
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Information technology & logistic management
		Continue
		Continue
	July (1-3)	Continue
		ASSIGNMENT IIND ON WAREHOUSING
		Revision

SUNDAY - 04.07.2021		
12	July (5 - 10)	Role of Technology in logistics
		Continue
		Continue
		Logistics Performance Measurement and Control
		Continue
		Continue
SUNDAY - 11 .07.2021		
13	July (12)	Revision

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

Weekly Lesson Plan (Even Semester) UG

6th Semester

Name of the Paper:- Principles of Insurance

Class: BBA Final Year

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

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	Discussion about syllabus
		Insurance - Concept , Nature .
		Continued
		Continued
		Classification of Insurance- Life and Non-Life.
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	Continued
		Continued
		Continued
		Continued
	May (1st)	Functions,Importance And Evolution of Insurance .
		Continued
SUNDAY - 02.05.2021		
3	May (03 - 08)	Continued
		Continued
		Continued
		Principles Of Insurance .
		Continued
		Continued
SUNDAY - 09.05.2021		
4	May (10-13) (15)	Continued
		Continued
		Revision
		Class Test
		Life Insurance-Concept.
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		
5	May (17-22)	Continued
		Continued
		Continued
		Public And Private Sector Companies In India - Their Products, Schemes And Plans.
		Continued
		Continued

SUNDAY - 23.05.2021		
6	May (24-29)	Continued
		LIC Act,1956 - An Overview.
		Continued
		Continued
		Continued
		Assignment I on Insurance-An Introduction
SUNDAY - 30.05.2021		
7	May (31)	General Insurance- Concept, Types.
	June (1 - 5)	Continued
		Continued
		Public And Private Sector General Insurance Companies In India - Their Products, Schemes And Plans.
		Continued
		IRDA ACT , 1999 - Organisation, Guidelines For Life And Non-Life Insurance .
SUNDAY - 06.06.2021		
8	June (7-12)	Continued
		Continued
		Conditional Test on Life Insurance And General Insurance
		Distribution Channels In Insurance-introduction, Individual Agents-Appointment, Functions .
		Continued
		Continued
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	Continued
		Continued
		Code Of Conduct and Remuneration Of Individual Agent.
		Continued
		Continued
		Eligibility, Functions And Code Of Conduct And Remuneration Of Corporate Agent And Brokers .
SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	Continued
		Continued
		Revision
		Assignment II on Distribution Channels In Insurance
		Life Insurance, Documentation In Insurance Contract , Claim Settlement In Life Insurance .
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	Continued
	July (1-3)	Continued
		Continued
		Continued
		Documentation In General Insurance Contract .
		Continued

SUNDAY - 04.07.2021		
12	July (5 - 10)	Continued
		Continued
		Claim Settlement In General Insurance .
		Continued
		Continued
		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:- INTRODUCTION TO FINANCIAL SERVICES

Class: BBA-III

Name of the Teacher: Prof. Nisha

WEEK	DATE	TOPICS
1	April (19-20) , (22-24)	DISCUSSION ABOUT SYLLABUS
		FINANCIAL SERVICES- MEANING, CHARACTERISTICS
		IMPORTANCE & TYPES OF FINANCIAL SERVICES
		CONTINUE....& FINANCIAL SERVICES AND ECONOMIC ENVIRONMENT, PLAYERS IN FIANANCIAL SERVICES
		CONTINUE... & REVISION
HOIDAY - 21.04.2021 (Ram Navami)		
SUNDAY & Holiday (Mahavir Jayanti) 25.04.2021		
2	April (26 -30)	FACTORING- MEANING, FEATURES AND GLOSSERY
		ADVANTAGES AND LIMITATIONS OF FACTORING
		TYPES AND FUNCTIONS OF FACTORING
		DIFFERENCE BETWEEN FACTORING AND BILL DISCOUNTING, COST/BENEFIT ANALYSIS OF FACTORING
	May (Ist)	FORFAITING-MEANING, PARTIES AND MECHANISM
		BENEFITS OF FACTORING, DIFFERENCE BETWEEN FACTORING AND FORFAITING
SUNDAY - 02.05.2021		
3	May (03 - 08)	PROBLEMS OF FACTORING IN INDIA, SITUATION OF FACTORING IN INDIA
		CREDIT RATING- MEANING, PROCESS & FEATURES
		TYPES OF CREDIT RATING & IMPORTANCE OF CREDIT RATING
		FUNCTIONS AND ADVANTAGES OF CREDIT RATING
		DISADVANTAGES AND FACTORS AFFECTING CREDIT RATING
		CREDIT RATING METHODOLOGY, CREDIT RATING AGENCIES IN INDIA
SUNDAY - 09.05.2021		
4	May (10-13) (15)	CONTINUE.. & REVISION
		CLASS ACTIVITY
		MERCHANT BANKING- MEANING, CONCEPT & EVOLUATION
		DIFFERENCE BETWEEN MERCHANT BANKING, COMMERCIAL BANKING AND INVESTMENT BANKING
		ROLE OF MERCHANT BANKING, RECENT DEVELOPMENTS IN MERCHANT BANKING
HOLIDAY - 14.05.2021 (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 16.05.2021		

5	May (17-22)	FUNCTIONS OF MERCHANT BANKING, MERCHANT BANKING REGULATIONS
		GENERAL OBLIGATIONS AND RESPONSIBILITY OF MERCHANT BANKING
		ROLE OF MERCHANT BANKING IN ISSUE MANAGEMENT, MERCHANT BANKING IN INDIA
		REVISION
		LEASING- INTRODUCTION, ESSENTIALS AND FEATURES
		TYPES OF LEASING, ADVANTAGES OF LEASING
SUNDAY - 23.05.2021		
6	May (24-29)	DISADVANTAGES & FINANCIAL EVALUATION OF LEASING
		TYPES OF LEASE ACCOUNTS, METHOD OF CALCULATING LEASE RENTALS
		MEANING AND LEAGAL POSITON OF HIRE PURCHASE, DIFFERENCE BETWEEN HIRE PURCHASE AND LEASING
		CREDIT CARDS- MEANING, ELIGIBILITY CRITERIA AND FACTORS AFFECTING CREDIT CARDS
		TYPES OF CREDIT CARDS AND ADVANTAGES
		DISADVANTAGES OF CREDIT CARDS & REVISION
SUNDAY - 30.05.2021		
7	May (31)	CONSUMER FINANCE – MEANING, PARTIES AND BENEFITS
	June (1 - 5)	MODES OF CONSUMER FINANCE
		CONTINUE.. & REVISION
		STOCK BROKING- MEANING, FUNCTIONS AND ROLE
		ASSIGNMENT (I) ON FINANCIAL SERVICES
		TYPES OF BROKER AND THEIR SERVICES
SUNDAY - 06.06.2021		
8	June (7-12)	BROKER TO AN ISSUE AND SEBI GUIDELINES FOR BROKER
		MUTUAL FUNDS – MEANING & TYPES
		ADVANTAGES & PROBLEMS OF MUTUAL FUNDS
		CONSTITUTION AND MANAGEMENT OF MUTUAL FUNDS
		CONTINUE.. & DESIGNING & MARKETING AND EVALUATION OF MUTUAL FUND SCHEMS
		SEBI GUIDELINES FOR MUTUAL FUNDS IN INDIA
SUNDAY & Holiday (Maharana Pratap Jayanti) 13.06.2021		
9	June (14 -19)	EXCHANGE TRADE FUND – MEANING, FEATURES OF ETF, DIFFERENCE BETWEEN MUTUAL FUNTS & ETFs
		CONDITIONAL(TEST) ON LEASING AND MERCHANT BANKING
		TYPES & ADVANTAGES OF ETFS
		DISADVANTAGES OF ETFs & REVISION
		SECURITY EXCHANGE BOARD OF INDIA (SEBI)- MEANING, OBECTIVES ANF ROLE
		MANAGEMENT AND POWERS OF SEBI

SUNDAY - 20.06.2021		
10	June (21-23) (25 - 26)	FUNCTIONS OF SEBI, MEASURES TAKEN BY SEBI
		REVISION
		ASSIGNMENT – II ON CREDIT RATING
		ISSUE MANAGEMENT –MEANING, CLASSIFICATION- PRE-ISSUE MANAGEMENT
		PRE-ISSUE MANAGEMENT-METHODS, BOOK BUILDING
HOLIDAY - 24.06.2021 (Sant Kabir Jayanti)		
SUNDAY - 27.06.2021		
11	June (28-30)	BOOK BUILDING- CONTINUE..
		REVERSE BOOK BUILDING
	July (1-3)	POST ISSUE MANAGEMENT – MEANING, CONCEPT & SEBI GUIDELINES FOR POST ISSUE MANAGEMENT
		CONTINUE...
		MANAGING NEW ISSUE: EQUITY ISSUE/PUBLIC ISSUE- MEANING , PROCESS
		TYPES OF PUBLIC ISSUE, SEBI GUIDELINES FOR PUBLIC ISSUE
SUNDAY - 04.07.2021		
12	July (5 - 10)	AVANTAGES AND DISADVANTAGES OF PUBLIC ISSUE
		PRIVATE PLACEMENT
		INTERMEDIARIES TO ISSUE-MEANING, TYPES - UNDERWRITER
		CONTINUE.... & PORTFOLIO MANAGERS, DEBENTURE TRUSTEE
		CONTINUE... REVISION
SUNDAY - 11 .07.2021		
13	July (12)	REVISION