

Date: 13.04.2022

I.B. (PG) COLLEGE, PANIPAT
SESSION 2021-2022 (11.04.2022 to 19.07.2022)

Weekly Lesson Plan (Even Semester)

Name of the Paper:-PRINCIPLES OF MANAGEMENT

Class: BBA-Ist (2nd SEM)

Name of the Teacher: Ms. Nisha

WEEK	DATE	TOPICS
1	April (11-16)	DISCUSSION ABOUT SYLLABUS AND MANAGEMENT
		MANAGEMENT: MEANING, CONCEPT, CHARACTERISTICS
		PROCESS OF MANAGEMENT
		OBJECTIVES OF MANAGEMENT, SIGNIFICANCE OF MANAGEMENT
		CONTINUE.....
HOLIDAY - 14th APRIL (Dr. B.R. Ambedkar Jayanti /Mahavir Jayanti)		
SUNDAY - 17.04.2022		
2	April (18-23)	NATURE OF MANAGEMENT: IS MANAGEMENT AN ART?, IS MANAGEMENT A SCIENCE?
		CONTINUE.....
		ORAL TEST
		CLASSICAL APPROACH: ADMINISTRATIVE MANAGEMENT APPROACH
		CLASSICAL APPROACH: BUREAUCRATIC APPROACH NEO-CLASSICAL APPROACHES-HUMAN RELATIONS & BEHAVIORAL SCIENCE APPROACH
SUNDAY - 24.04.2022		
3	April (25-30)	MODERN APPROACHES: QUANTITATIVE & SYSTEM APPROACH
		CONTINGENCY APPROACH & CONTEMPORARY ISSUES & CHALLENGES IN
		PLANNING-MEANING & FEATURES
		IMPORTANCE & PROCESS OF PLANNING
		LIMITATIONS OF PLANNING, MEASURES TAKEN TO OVERCOME PROBLEMS IN PLANNING CONTINUE... & TYPES OF PLANNING
SUNDAY - 01.05.2021		
4	May (2, 4-7)	PRINCIPLES & TECHNIQUES OF PLANNING
		DECISION MAKING-MEANING, FEATURES
		TECHNIQUES & PROCESS OF DECISION MAKING
		PRINCIPLES & IMPORTANCE OF DECISION MAKING
		CLASS ACTIVITY
HOLIDAY - 3rd May (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 08.05.2022		
5	May (9-14)	TYPES OF DECISION MAKING & DECISION TREE
		REVISION & ORAL TEST
		ORGANIZING – MEANING, CONCEPT & FEATURES
		PROCESS & PRINCIPLES OF ORGANISING
		FORMAL ORGANISING CONTINUE....
SUNDAY - 15.05.2022		

6	May (16-21)	INFORMAL ORGANISATION
		IMPORTANCE OF ORGANISING & PRINCIPLES
		ORGANISATION CHART: MEANING, LINE ORGANISATION
		LINE & STAFF ORGANISATION CHART
		FUNCTIONAL ORGANISATION
COMMITTEE ORGANIZATION & SITUATIONAL FACTORS AFFECTING ORGANIZATIONAL STRUCTURE		
SUNDAY - 22.05.2022		
7	May (23-28)	SPAN OF MANAGEMENT: MEANING, NEED & FACTORS AFFECTING SPAN OF MANAGEMENT
		GARICUNAS FORMULA, TYPES OF SPAN OF MANAGEMENT & REVISION
		DEPARTMENTATION- MEANING, NEED, IMPORTANCE DEPARTMENTATION
		METHODS OF DEPARTMENTATION- ON THE BASIS OF FUNCTION, PRODUCT & SERVICES
		CONTINUE.....
FACTORS TO BE CONSIDERED IN DEPARTMENTATION, REVISION		
SUNDAY - 29.05.2022		
8	May (30-31) June (1, 3-4)	ASSIGNMENT - I ON MANAGEMENT & ORAL TEST
		AUTHORITY & RESPONSIBILITY- MEANING, ELEMENTS/TYPES
		DELEGATION OF AUTHORITY- MEANING, PROCESS & IMPORTANCE
		OBSTACLES IN DELEGATION OF AUTHORITY & SUGGESTIONS TO OVERCOME OBSTACLES
		DECENTRALIZATION- MEANING & FEATURES
HOLIDAY - 02.06.2022 (Maharana Pratap Jayanti)		
SUNDAY - 05.06.2022		
9	June (6-11)	DIFFERENCE BETWEEN DECENTRALIZATION & DELEGATION, FACTORS AFFECTING DECENTRALIZATION
		PRINCIPLES & IMPORTANCE OF DECENTRALIZATION
		DISADVANTAGES OF DECENTRALIZATION & MEANING OF CENTRALIZATION
		CONDITIONAL TEST ON MANAGEMENT AND ITS THOUGHTS
		ADVANTAGES AND DISADVANTAGES OF CENTRALISATION
STAFFING- MEANING, FEATURES & PROCESS		
SUNDAY - 12.06.2022		
10	June (13, 15-18)	FACTORS AFFECTING STAFFING, JOB DESIGN
		SELECTION: MEANING & PROCESS
		TECHNIQUES OF SELECTION & REVISION
		PERFORMANCE APPRAISAL-MEANING, OBJECTIVES, PROCESS
		IMPORTANCE & LIMITATIONS OF PERFORMANCE APPRAISAL
HOLIDAY -14.06.2022 (Sant Kabir Jayanti)		
SUNDAY - 19.06.2022		
11	June (20-25)	ASSIGNMENT - II ON SELECTION AND STAFFING
		PERFORMANCE APPRAISAL-MEANING, OBJECTIVES, PROCESS
		IMPORTANCE & LIMITATIONS OF PERFORMANCE APPRAISAL
		COMMUNICATION- MEANING, FEATURES & IMPORTANCE
		FORMAL COMMUNICATION
INFORMAL COMMUNICATION		
SUNDAY - 26.06.2022		

12	June (27-30)	BARRIERS IN EFFECTIVE COMMUNICATION AND PRINCIPLES FOR EFFECTIVE COMMUNICATION
		CONTROLLING- MEANING & FEATURES
	July (1-2)	PROCESS & IMPORTANCE OF CONTROLLING
		BARRIERS IN EFFECTIVE CONTROLLING & PRINCIPLES OF EFFECTIVE CONTROLLING
		CONTINUE.... & RELATION BETWEEN PLANNING & CONTROLLING
REVISION & ORAL TEST		
SUNDAY - 03.07.2022		
13	July (4-9)	BUDGETARY AND NON-BUDGETARY TECHNIQUES OF CONTROLLING
		CONTINUE....
		CONTINUE....
		CONTINUE....
		SOCIAL RESPONSIBILITY
CONTINUE.....		
SUNDAY & HOLIDAY (Id-ul-Zuha (Bakr-Id) - 10.07.2022		
14	July (11-16)	CONTINUE.....
		CONTINUE.....
		BUSINESS ETHICS
		CONTINUE.....
		CONTINUE.....
REVISION		
SUNDAY - 17.07.2022		
15	July (18-19)	REVISION & ORAL TEST
		REVISION & ORAL TEST
20.07.2022 - EXAMINATION ONWARDS		

Date: 13.04.2022

I.B. (PG) COLLEGE, PANIPAT
SESSION 2021-2022 (11.04.2022 to 19.07.2022)

Weekly Lesson Plan (Even Semester)

Name of the Paper:-Analysis Of Financial Statements

Class: BBA Ist Year(2nd Sem)

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

WEEK	DATE	TOPICS
1	April (11-16)	Discussion about syllabus
		Analysis and interpretation of financial statements .
		Continued
		Continued
		Continued
HOLIDAY - 14th APRIL (Dr. B.R. Ambedkar Jayanti /Mahavir Jayanti)		
SUNDAY - 17.04.2022		
2	April (18-23)	Continued
		Continued
		Continued
		Revision and Problems
		Ratio analysis and interpretation .
		Continued
SUNDAY - 24.04.2022		
3	April (25-30)	Continued
		Ratios in relation to short term liquidity.
		Continued
		Continued
		Continued
		Continued
SUNDAY - 01.05.2021		
4	May (2, 4-7)	Ratios in relation to long term solvency.
		Continued
		Continued
		Continued
		Continued
HOLIDAY - 3rd May (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 08.05.2022		
5	May (9-14)	Ratios in relation to Profitability .
		Continued
		Continued
		Continued
		Continued
		Problems
SUNDAY - 15.05.2022		

6	May (16-21)	Return on Investment:Return on capital employed.
		Continued
		Continued
		Continued
		Return on net worth and The Return on assets to evaluate overall performance of business.
		Continued
SUNDAY - 22.05.2022		
7	May (23-28)	Continued
		Continued
		Continued
		Continued
		Problems
		Class Test
SUNDAY - 29.05.2022		
8	May (30-31) June (1, 3-4)	Assignment I on Financial Statements Analysis and Ratio Analysis
		Preparation and analysis of Cash Flow Statements.
		Continued
		Continued
		Continued
HOLIDAY - 02.06.2022 (Maharana Pratap Jayanti)		
SUNDAY - 05.06.2022		
9	June (6-11)	Continued
		Continued
		Continued
		Continued
		Continued
		Continued
SUNDAY - 12.06.2022		
10	June (13, 15-18)	Continued
		Continued
		Continued
		Continued
		Revision and Problems
HOLIDAY - 14.06.2022 (Sant Kabir Jayanti)		
SUNDAY - 19.06.2022		
11	June (20-25)	Conditional Test on Preparation and analysis of Cash Flow Statements
		Preparation and analysis of Fund Flow Statements.
		Continued
		Continued
		Continued
		Continued
SUNDAY - 26.06.2022		

12	June (27-30)	Continued
		Continued
		Continued
	July (1-2)	Revision and Problems
		Class Test
		Assignment II on Preparation and analysis Fund Flow Statements
SUNDAY - 03.07.2022		
13	July (4-9)	Societal Obligation Of Accounting .
		Continued
		Continued
		Continued
		Class Test
		Revision
SUNDAY & HOLIDAY (Id-ul-Zuha (Bakr-Id) - 10.07.2022		
14	July (11-16)	Revision
		Revision
		Revision
		Revision
		Revision
		Revision
SUNDAY - 17.07.2022		
15	July (18-19)	Revision
		Revision
20.07.2022 - EXAMINATION ONWARDS		

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I.B. (PG) COLLEGE, PANIPAT
SESSION 2021-2022 (11.04.2022 to 19.07.2022)

Weekly Lesson Plan (Even Semester)

Name of the Paper:- Managerial Economics-II Class: BBA-I (2nd Sem)

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

WEEK	DATE	TOPICS
1	April (11-16)	Syllabus Discussion
		Macro Economics: Concept
		Nature/Characteristics of Macro Economics
		Scope of Macroeconomics
		Aggregates/Variables of Macroeconomics
HOLIDAY - 14th APRIL (Dr. B.R. Ambedkar Jayanti /Mahavir Jayanti)		
SUNDAY - 17.04.2022		
2	April (18-23)	Assumptions/ Salient Features of Macroeconomics
		Relation and Difference Between Micro and Macro Economics
		Limitations of Macroeconomics
		Queries/Revision
		National Income Concept
		Important Concepts of National Income
SUNDAY - 24.04.2022		
3	April (25-30)	Aggregates of National Income
		Continue to Different Aggregates
		Product/ Value Added Method
		Income method of National Income
		Expenditure Method and Difficulties
		Queries/Revision
SUNDAY - 01.05.2021		
4	May (2, 4-7)	Classical Theory of Employment
		Determination of Output and Employment
		Explanation: Labour and Money Markey
		Product or Goods Market
		Equilibrium in Market
HOLIDAY - 3rd May (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 08.05.2022		
5	May (9-14)	Implications and Criticism of Classical Theory
		Queries/Revision
		Say's Law of Markets: Explanation
		Implications of Say's Law
		Criticism of Say's Law
		Queries/Revision
SUNDAY - 15.05.2022		

6	May (16-21)	Keynesian Theory Introduction
		Explanation of Keynesian Theory
		Determination of Income and Output
		Significance and Criticism
		Difference Between Classical and Keynesian
		Queries/Revision
SUNDAY - 22.05.2022		
7	May (23-28)	Consumption Function Concept
		Features and Kinds of Propensity
		Determinants of Propensity to Consume
		Psychological Law of Consumption and Implications
		Measures and Criticism of Propensity to Consume
		Absolute Income Hypothesis
SUNDAY -29.05.2022		
8	May (30-31) June (1, 3-4)	Relative Income Hypothesis
		Permanent Income Hypothesis
		Life Cycle Hypothesis
		Queries/Revision
		Assignment-I
HOLIDAY - 02.06.2022 (Maharana Pratap Jayanti)		
SUNDAY - 05.06.2022		
9	June (6-11)	Investment Function Introductory Concept
		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 - 12.06.2022		
10	June (13, 15-18)	Multiplier Concept
		Calculation of Multiplier
		Comparative Static Analysis
		Dynamic Analysis
		Importance and Criticism of Multiplier
HOLIDAY -14.06.2022 (Sant Kabir Jayanti)		
SUNDAY - 19.06.2022		
11	June (20-25)	Conditional Test
		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
SUNDAY - 26.06.2022		

12	June (27-30)	Inflation Meaning
		Types of Inflation
		Theories Demand-Pull and Cost-Push
	July (1-2)	Causes of Inflation
		Effects and Remedial Measures
		Assignment-II
SUNDAY - 03.07.2022		
13	July (4-9)	Monetary Policy Meaning and Objectives
		Instruments of Monetary Policy
		Monetary Policy and Economic Development
		Fiscal Policy
		Instruments of Fiscal Policy
		Fiscal Policy and Economic Development
SUNDAY & HOLIDAY (Id-ul-Zuha (Bakr-Id) - 10.07.2022		
14	July (11-16)	Revision
		Revision
		Revision
		Revision
		Revision
		Revision
SUNDAY - 17.07.2022		
15	July (18-19)	Revision
		Revision
20.07.2022 - EXAMINATION ONWARDS		

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I.B. (PG) COLLEGE, PANIPAT
SESSION 2021-2022 (11.04.2022 to 19.07.2022)

Weekly Lesson Plan (Even Semester)

Name of the Paper:- understanding social behaviour

Class: B.B.A (2nd Sem)

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

WEEK	DATE	TOPICS
1	April (11-16)	introduction of syllabus
		nature and scope of sociology
		continue
		continue
		continue
HOLIDAY - 14th APRIL (Dr. B.R. Ambedkar Jayanti /Mahavir Jayanti)		
SUNDAY - 17.04.2022		
2	April (18-23)	continue
		continue
		continue
		methods of sociology
		continue
		continue
SUNDAY - 24.04.2022		
3	April (25-30)	continue
		continue
		continue
		continue
		continue
		continue
SUNDAY - 01.05.2021		
4	May (2, 4-7)	fundamentals of sociology
		continue
		continue
		continue
		continue
HOLIDAY - 3rd May (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 08.05.2022		
5	May (9-14)	relationship between man and society
		continue
		continue
		continue
		continue
		continue
SUNDAY - 15.05.2022		

6	May (16-21)	social structure: meaning, elements and types
		continue
		continue
		continue
		continue
first assignment		
SUNDAY - 22.05.2022		
7	May (23-28)	social institutions and their functions
		continue
		continue
		continue
		continue
SUNDAY -29.05.2022		
8	May (30-31) June (1, 3-4)	social process : cooperation, conflict
		continue
		continue
		continue
HOLIDAY - 02.06.2022 (Maharana Pratap Jayanti)		
SUNDAY - 05.06.2022		
9	June (6-11)	competition and assimilation
		continue
		continue
		conditional test
		meaning of socialization, socialization as a process of learning
continue		
SUNDAY - 12.06.2022		
10	June (13, 15-18)	continue
		continue
		stages and agencies of socialization
		continue
continue		
HOLIDAY -14.06.2022 (Sant Kabir Jayanti)		
SUNDAY - 19.06.2022		
11	June (20-25)	social action
		continue
		continue
		social change: meaning,types and factors in social change.
		continue
continue		
SUNDAY - 26.06.2022		
12	June (27-30)	social change: meaning,types and factors in social change.
		continue
	July (1-2)	second assignment
		continue
		continue
social problems: meaning,causes and remedies.		
SUNDAY - 03.07.2022		

13	July (4-9)	continue
		continue
		social institutions: family, religion and marriage
		continue
		continue
		social stratification in India
SUNDAY & HOLIDAY (Id-ul-Zuha (Bakr-Id) - 10.07.2022		
14	July (11-16)	continue
		continue
		continue
		revision
		revision
		revision
SUNDAY - 17.07.2022		
15	July (18-19)	revision
		revision
20.07.2022 - EXAMINATION ONWARDS		

I.B. (PG) COLLEGE, PANIPAT
SESSION 2021-2022 (11.04.2022 to 19.07.2022)

Weekly Lesson Plan (Even Semester)

Name of the Paper:-Elements of Business Mathematics

Class: BBA I (2nd Sem)

Name of the Teachers (Section wise): Prof Bhawna

WEEK	DATE	TOPICS
1	April (11-16)	Cartesian system or rectangular co-ordinates
		coordinates of a point
		circumcentre
		section formula
		revision
HOLIDAY - 14th APRIL (Dr. B.R. Ambedkar Jayanti /Mahavir Jayanti)		
SUNDAY - 17.04.2022		
2	April (18-23)	midpoint formula and questions
		section formula for external division
		centroid of a triangle and questions
		incentrre of triangle and example
		revision
		doubts
SUNDAY - 24.04.2022		
3	April (25-30)	straight line,slope of a line and collinearity of three points
		questions
		various forms of the equation of a straight line
		example
		general equation of a straight line
		reduction of the general equation to the standard form
SUNDAY - 01.05.2021		
4	May (2, 4-7)	reduction of the general equation to the normal form and its examples
		point of intersection of two straight lines
		example
		perpendicular distance of a point from a line and questions
		revision
HOLIDAY - 3rd May (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 08.05.2022		
5	May (9-14)	definition of a sequence, finite and infinite sequence
		arithmetic progression , it's general term , example
		sum of 'n' terms of an A.P and questions
		arithmetic mean and example
		geometric progression and its general term
		example
SUNDAY - 15.05.2022		

6	May (16-21)	sum of 'n' terms of G.P. and questions
		geometric mean
		application of A.P and G.P to business problems
		harmonic progression
		harmonic mean
test		
SUNDAY - 22.05.2022		
7	May (23-28)	integration
		theorem on integration
		example
		example
		integration by substitution
questions		
SUNDAY - 29.05.2022		
8	May (30-31) June (1, 3-4)	integration by parts
		partial fraction and their uses in integration
		definite integral and questions
		revision
		test
HOLIDAY - 02.06.2022 (Maharana Pratap Jayanti)		
SUNDAY - 05.06.2022		
9	June (6-11)	application of integration in business and commerce
		questions based upon revenue function and demand function
		example
		consumer and producers surplus
		revision
test		
SUNDAY - 12.06.2022		
10	June (13, 15-18)	introduction of logarithms and important deduction
		product formula
		example
		quotient formula
		questions
HOLIDAY - 14.06.2022 (Sant Kabir Jayanti)		
SUNDAY - 19.06.2022		
11	June (20-25)	base changing formula
		natural logarithms
		example
		common logarithms
		questions
revision		
SUNDAY - 26.06.2022		

12	June (27-30)	test
		characteristics and mantissa
	July (1-2)	example
		antilogarithm
		example
SUNDAY - 03.07.2022		
13	July (4-9)	questions
		revision
		test
		compound interest
		example
		example
SUNDAY & HOLIDAY (Id-ul-Zuha (Bakr-Id) - 10.07.2022		
14	July (11-16)	effective rate of interest, depreciation and population
		example on effective rate of interest
		example on depreciation
		questions
		questions
		revision
SUNDAY - 17.07.2022		
15	July (18-19)	revision
		test
20.07.2022 - EXAMINATION ONWARDS		

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I.B. (PG) COLLEGE, PANIPAT

SESSION 2021-2022 (11.04.2022 to 19.07.2022)

Weekly Lesson Plan (Even Semester)

Name of the Paper:- Business Communication Class: B.B.A.I year.(2nd sem)

Name of the Teachers (Section wise): Professor Manju Rani

WEEK	DATE	TOPICS
1	April (11-16)	Introduction Of Business Communication.
		its meaning and importance.
		Barriers to Effective Communication.
		Basic model of Communication.
		Class revision.
HOLIDAY - 14th APRIL (Dr. B.R. Ambedkar Jayanti /Mahavir Jayanti)		
SUNDAY - 17.04.2022		
2	April (18-23)	Class test.
		Essentials of effective business Communication.
		Revision of topic.
		Basic part of speech.
		Noun.
		Types of Noun.
SUNDAY - 24.04.2022		
3	April (25-30)	Exercise of Noun.
		Exercise of Noun.
		Pronoun .
		Types of Pronoun.
		Exercises of pronoun.
		Exercises of pronoun.
SUNDAY - 01.05.2021		
4	May (2, 4-7)	Class revision.
		Class test.
		Verb and its type.
		Exercises of verb .
		Exercises of verb .
HOLIDAY - 3rd May (Id-ul-Fitr / Parshuram Jayanti)		
SUNDAY - 08.05.2022		
5	May (9-14)	Adjective .
		Definition and types of Adjective.
		Exercises of Adjective.
		Exercises of Adjective.
		Adverb and its definition.
		Types of Adjective.
SUNDAY - 15.05.2022		

6	May (16-21)	Preposition and its definition.
		Exercise of preposition.
		Exercise of preposition.
		Exercise of preposition.
		Article and its type.
		Exercise of Article.
SUNDAY - 22.05.2022		
7	May (23-28)	Class revision.
		Class test.
		Conjunction and its definition.
		Use of Conjunction.
		Exercise.
		Exercise.
SUNDAY - 29.05.2022		
8	May (30-31) June (1, 3-4)	Class revision.
		Class test.
		Active and passive voice.
		Exercise.
		Exercise.
HOLIDAY - 02.06.2022 (Maharana Pratap Jayanti)		
SUNDAY - 05.06.2022		
9	June (6-11)	Class revision.
		Class test.
		Homonyms.
		Homonyms.
		Exercise.
		Exercise.
SUNDAY - 12.06.2022		
10	June (13, 15-18)	Antonyms
		Exercises .
		Exercises .
		synonyms
		Exercise.
HOLIDAY -14.06.2022 (Sant Kabir Jayanti)		
SUNDAY - 19.06.2022		
11	June (20-25)	writing Application.
		Types of Application.
		Format of writing Application.
		Business Application.
		Job Applications.
		Exercise.
SUNDAY - 26.06.2022		

12	June (27-30)	Exercise.
		Class revision.
		Class test.
	July (1-2)	Importance of non-verbal communication.
		Positive gestures ,symbols and signs.
		The art of self presentation and conduct.
SUNDAY - 03.07.2022		
13	July (4-9)	Exercise.
		Exercise.
		Revision of topic.
		Class Discussion
		Revision.
		Revision.
SUNDAY & HOLIDAY (Id-ul-Zuha (Bakr-Id) - 10.07.2022		
14	July (11-16)	Class test.
		Class test.
		Revision.
		Revision.
		Revision.
		Revision.
SUNDAY - 17.07.2022		
15	July (18-19)	Revision.
		Revision.
20.07.2022 - EXAMINATION ONWARDS		