

# I.B. (PG) COLLEGE, PANIPAT

## LESSON PLAN

SESSION 2022-23 (01.02.2023 to 16.05.2023)

Weekly Lesson Plan Even Semester)

UG ( II / IV / VI - Semester) : II SEMESTER

Name of the Paper:-PRINCIPLES OF MANAGEMENT Class: BBA-I Year (2nd Semester)

Name of the Teacher: Prof. Nisha

WEEK	DATE	TOPICS
1	February (1-4)	DISCUSSION ABOUT SYLLABUS AND MANAGEMENT
		MANAGEMENT: MEANING, CONCEPT, CHARACTERISTICS
		PROCESS OF MANAGEMENT
		OBJECTIVES OF MANAGEMENT, SIGNIFICANCE OF MANAGEMENT
<b>SUNDAY - 05.02.2023 Holiday (Guru Ravidass Jayanti )</b>		
2	February (6-11)	CONTINUE.....
		NATURE OF MANAGEMENT: IS MANAGEMENT AN ART?, IS MANAGEMENT A SCIENCE?
		CONTINUE.....
		ORAL TEST
		CLASSICAL APPROACH: ADMINISTRATIVE MANAGEMENT APPROACH
<b>SUNDAY - 12.02.2023</b>		
3	February (13-17)	NEO-CLASSICAL APPROACHES-HUMAN RELATIONS & BEHAVIORAL SCIENCE APPROACH
		MODERN APPROACHES: QUANTITATIVE & SYSTEM APPROACH
		CONTINGENCY APPROACH & CONTEMPORARY ISSUES & CHALLENGES IN MANAGEMENT
		PLANNING-MEANING & FEATURES
		IMPORTANCE & PROCESS OF PLANNING
<b>HOLIDAY - 18.02.2023 (Maha Shivratri)</b>		
<b>SUNDAY - 19.02.2023</b>		
4	February (20-25)	LIMITATIONS OF PLANNING, MEASURES TAKEN TO OVERCOME PROBLEMS IN PLANNING
		CONTINUE... & TYPES OF PLANNING
		PRINCIPLES & TECHNIQUES OF PLANNING
		DECISION MAKING-MEANING, FEATURES
		TECHNIQUES & PROCESS OF DECISION MAKING
		PRINCIPLES & IMPORTANCE OF DECISION MAKING
<b>SUNDAY - 26.02.2023</b>		
5	February (27-28) March (1-4)	TYPES OF DECISION MAKING & DECISION TREE
		REVISION & ORAL TEST
		ORGANIZING – MEANING, CONCEPT & FEATURES
		PROCESS & PRINCIPLES OF ORGANISING
		FORMAL ORGANISING
		CONTINUE....
<b>SUNDAY - 05.03.2023</b>		
<b>Holi Vacations - 05.03.2023 to 12.03.2023</b>		
7	March (13-18)	INFORMAL ORGANISATION
		IMPORTANCE OF ORGANISING & PRINCIPLES
		ORGANISATION CHART: MEANING, LINE ORGANISATION
		LINE & STAFF ORGANISATION CHART
		FUNCTIONAL ORGANISATION
		COMMITTEE ORGANIZATION & SITUATIONAL FACTORS AFFECTING ORGANIZATIONAL STRUCTURE
<b>SUNDAY - 19.03.2023</b>		
8	March (20-25)	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.....
<b>SUNDAY - 26.03.2023</b>		
<b>HOLIDAY 23.03.2023 Shaheedi Diwas</b>		

9	March (27-31) April (1)	FACTORS TO BE CONSIDERED IN DEPARTMENTATION, REVISION
		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
<b>HOLIDAY - 30.03.2023 (Ram Navmi )</b>		
<b>SUNDAY - 02.04.2023</b>		
9	April (3-8)	DECENTRALIZATION- MEANING & FEATURES
		DIFFERENCE BETWEEN DECENTRALIZATION & DELEGATION, FACTORS AFFECTING DECENTRALIZATION
		PRINCIPLES & IMPORTANCE OF DECENTRALIZATION
		DISADVANTAGES OF DECENTRALIZATION & MEANING OF CENTRALIZATION
		CONDITIONAL TEST ON MANAGEMENT AND ITS THOUGHTS
<b>HOLIDAY - 04.04.2023 (Mahavir Jayanti)</b>		
<b>SUNDAY - 09.04.2023</b>		
10	April (10-15)	ADVANTAGES AND DISADVANTAGES OF CENTRALISATION
		STAFFING- MEANING, FEATURES & PROCESS
		FACTORS AFFECTING STAFFING, JOB DESIGN
		SELECTION: MEANING & PROCESS
		TECHNIQUES OF SELECTION & REVISION
<b>SUNDAY - 16.04.2023</b>		
<b>HOLIDAY - 14.04.2023 (DR.B.R.Ambedkar Jayanti)</b>		
11	April (17-21)	PERFORMANCE APPRAISAL-MEANING, OBJECTIVES, PROCESS
		IMPORTANCE & LIMITATIONS OF PERFORMANCE APPRAISAL
		ASSIGNMENT - II ON SELECTION AND STAFFING
		PERFORMANCE APPRAISAL-MEANING, OBJECTIVES, PROCESS
		IMPORTANCE & LIMITATIONS OF PERFORMANCE APPRAISAL
<b>SUNDAY - 23.04.2023</b>		
<b>Holiday Id-Ul-Fitr/Parshuram Jayanti (Saturday)</b>		
12	April (24-29)	COMMUNICATION- MEANING, FEATURES & IMPORTANCE
		FORMAL COMMUNICATION
		INFORMAL COMMUNICATION
		BARRIERS IN EFFECTIVE COMMUNICATION AND PRINCIPLES FOR EFFECTIVE COMMUNICATION
		CONTROLLING- MEANING & FEATURES
PROCESS & IMPORTANCE OF CONTROLLING		
<b>SUNDAY - 30.04.2023</b>		
13	May (1-6)	BARRIERS IN EFFECTIVE CONTROLLING & PRINCIPLES OF EFFECTIVE CONTROLLING
		CONTINUE.... & RELATION BETWEEN PLANNING & CONTROLLING
		REVISION & ORAL TEST
		BUDGETARY AND NON-BUDGETARY TECHNIQUES OF CONTROLLING
		CONTINUE....
CONTINUE....		
<b>SUNDAY - 07.05.2023</b>		
14	May (8-13)	CONTINUE....
		SOCIAL RESPONSIBILITY
		CONTINUE.....
		BUSINESS ETHICS
		CONTINUE.....
CONTINUE.....		
<b>SUNDAY - 14.05.2023</b>		
14	May (15-16)	CONTINUE.....
		CONTINUE.....
<b>Examination 17.05.2023 Onwards.</b>		

# I.B. (PG) COLLEGE, PANIPAT

## LESSON PLAN

SESSION 2022-23 (01.02.2023 to 16.05.2023)

Weekly Lesson Plan Even Semester)

UG ( II -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	February (1-4)	Discussion about syllabus
		Analysis and interpretation of financial statements .
		Continued
		Continued
<b>SUNDAY - 05.02.2023 Holiday (Guru Ravidass Jayanti )</b>		
2	February (6-11)	Continued
		Continued
		Continued
		Continued
		Continued
		Revision and Problems
<b>SUNDAY - 12.02.2023</b>		
3	February (13-17)	Ratio analysis and interpretation .
		Continued
		Continued
		Ratios in relation to short term liquidity.
		Continued
<b>HOLIDAY - 18.02.2023 (Maha Shivratri)</b>		
<b>SUNDAY - 19.02.2023</b>		
4	February (20-25)	Continued
		Continued
		Continued
		Continued
		Ratios in relation to long term solvency.
		Continued
<b>SUNDAY - 26.02.2023</b>		
5	February March (27-28) (1-4)	Continued
		Continued
		Ratios in relation to Profitability .
		Continued
		Continued
		Return on Investment:Return on capital employed.
<b>SUNDAY - 05.03.2023</b>		
<b>Holi Vacations - 05.03.2023 to 12.03.2023</b>		
7	March (13-18)	Continued
		Continued
		Return on net- worth and the return on assets to evaluate overall performance of business
		Continued
		Continued
<b>SUNDAY - 19.03.2023</b>		
8	March (20-25)	Continued
		Revision and Problems
		Class Test
		Assignment I on Financial Statements Analysis and Ratio Analysis
		Preparation and analysis of Cash Flow Statements.

<b>SUNDAY - 26.03.2023</b>			
<b>HOLIDAY 23.03.2023 Shaheedi Diwas</b>			
9	March April	(27-31) (1)	Continued
			Continued
			Continued
			Continued
			Continued
<b>HOLIDAY - 30.03.2023 (Ram Navmi )</b>			
<b>SUNDAY - 02.04.2023</b>			
9	April	(3-8)	Continued
			Continued
			Continued
			Continued
			Continued
<b>HOLIDAY - 04.04.2023 (Mahavir Jayanti)</b>			
<b>SUNDAY - 09.04.2023</b>			
10	April	(10-15)	Revision and Problems
			Conditional Test on Preparation and analysis of Cash Flow Statements
			Preparation and analysis of Fund Flow Statements.
			Continued
			Continued
<b>SUNDAY - 16.04.2023</b>			
<b>HOLIDAY - 14.04.2023 (DR.B.R.Ambedkar Jayanti)</b>			
11	April	(17-21)	Continued
			Continued
			Continued
			Continued
			Continued
<b>SUNDAY - 23.04.2023</b>			
<b>Holiday Id-UI-Fitr/Parshuram Jayanti (Saturday)</b>			
12	April	(24-29)	Continued
			Continued
			Revision and Problems
			Assignment II on Preparation and analysis Fund Flow Statements
			Societal Obligation Of Accounting .
Continued			
<b>SUNDAY - 30.04.2023</b>			
13	May	(1-6)	Class Test
			Revision
			Revision
			Revision
			Revision
			Revision
<b>SUNDAY - 07.05.2023</b>			
14	May	(8-13)	Revision
			Revision
			Revision
			Revision
			Revision
			Revision
<b>SUNDAY - 14.05.2023</b>			
14	May	(15-16)	Revision
			Revision
<b>Examination 17.05.2023 Onwards.</b>			

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## LESSON PLAN

SESSION 2022-23 (01.02.2023 to 16.05.2023)

Weekly Lesson Plan Even Semester)

UG ( II Semester)

Name of the Paper:- MANAGERIAL ECONOMICS -II Class: BBA IST YEAR

Name of the Teachers (Section Wise) :PROF. HIMANSHI CHUGH

WEEK	DATE	TOPICS
1	February (1-4)	INTRODUCTION TO MACROECONOMICS
		CIRCULAR FLOW OF INCOME & TWO SECTOR MODEL
		THREE SECTOR MODEL & FOUR SECTOR MODEL
		LEAKAGES & INJECTIONS
<b>SUNDAY - 05.02.2023 Holiday (Guru Ravidass Jayanti )</b>		
2	February (6-11)	IMPORTANCE OF CIRCULAR FLOW OF INCOME
		NATIONAL INCOME & ITS RELATED CONCEPTS
		RELATED AGGREGATES OF NATIONAL INCOME
		CONTINUE
		MEASUREMENT OF NATIONAL INCOME
<b>SUNDAY - 12.02.2023</b>		
3	February (13-17)	CONTINUE
		NATIONAL INCOME AT CONSTANT & CURRENT PRICES
		DIFFICULTIES IN MEASUREMENT OF NATIONAL INCOME
		CLASSICAL THEORY OF EMPLOYMENT
<b>HOLIDAY - 18.02.2023 (Maha Shivratri)</b>		
<b>SUNDAY - 19.02.2023</b>		
4	February (20-25)	EXPLANATION OF CLASSICAL THEORY OF EMPLOYMENT
		CONTINUE
		CRITICISM OF CLASSICAL THEORY OF EMPLOYMENT
		INTRODUCTION OF SAY'S LAW OF MARKET
		MODERN STATEMENT OF SAY'S LAW OF MARKET
<b>SUNDAY - 26.02.2023</b>		
5	February (27-28) March (1-4)	CRITICISM OF SAY'S LAW OF MARKET
		KEYNESIAN THEORY OF INCOME DETERMINATION
		ASSUMPTION & EXPLANATION OF THEORY
		CONTINUE
		DETERMINATION OF EMPLOYMENT
<b>SUNDAY - 05.03.2023</b>		
<b>Holi Vacations - 05.03.2023 to 12.03.2023</b>		
7	March (13-18)	KEYNESIAN MODEL OF EMPLOYMENT
		IMPORTANCE OF KEYNESIAN THEORY
		LIMITATION OF KEYNESIAN THEORY
		DIFF. B/W KEYNESIAN & CLASSICAL THEORY
		CONSUMPTION FUNCTION
<b>SUNDAY - 19.03.2023</b>		

8	March (20-25)	CONTINUE
		DETERMINANTS OF PROPENSITY TO CONSUME
		PSYCHOLOGICAL LAW OF CONSUMPTION
		IMPORTANCE OF PROPENSITY TO CONSUME
		CRITICISM OF PROPENSITY TO CONSUME
<b>SUNDAY - 26.03.2023</b>		
<b>HOLIDAY 23.03.2023 Shaheedi Diwas</b>		
9	March (27-31) April (1)	ASSIGNMENT -I
		INTRODUCTION TO INVESTMENT & ITS CLASSIFICATION
		DETERMINATION OF INVESTMENT
		FACTORS INFLUENCING INVESTMENT
		MEASURES TO STIMULATE PRIVATE INVESTMENT
<b>HOLIDAY - 30.03.2023 (Ram Navmi )</b>		
<b>SUNDAY - 02.04.2023</b>		
9	April (3-8)	METHODS TO RAISE PUBLIC INVESTMENT
		MARGINAL EFFICIENCY OF CAPITAL & ITS DETERMINANTS
		CONTINUE
		CONDITIONAL TEST -I
		FACTORS INFLUENCING MARGINAL EFFICIENCY OF CAPITAL
<b>HOLIDAY - 04.04.2023 (Mahavir Jayanti)</b>		
<b>SUNDAY - 09.04.2023</b>		
10	April (10-15)	CRITICISM OF MARGINAL EFFICIENCY OF CAPITAL
		SECULAR STAGNATION
		CONTINUE
		INTRODUCTION OF MULTIPLIER
		ANALYSIS OF MULTIPLIER
<b>SUNDAY - 16.04.2023</b>		
<b>HOLIDAY - 14.04.2023 (DR.B.R.Ambedkar Jayanti)</b>		
11	April (17-21)	DYNAMIC CONCEPT OF MULTIPLIER
		LIMITATIONS OF MULTIPLIER
		IMPORTANCE OF MULTIPLIER
		INTRODUCTION OF INTEREST
		CONTINUE
<b>SUNDAY - 23.04.2023</b>		
<b>Holiday Id-Ul-Fitr/Parshuram Jayanti (Saturday)</b>		
12	April (24-29)	DETERMINATION OF INTEREST
		THEORIES OF INTEREST
		CLASSICAL THEORY OF INTEREST
		NEO -CLASSICAL THEORY OF INTEREST
		CONTINUE
		ASSIGNMENT -II
<b>SUNDAY - 30.04.2023</b>		
13	May (1-6)	INFLATION & ITS TYPES
		THEORIES OF INFLATION
		CONTINUE
		CAUSES & EFFECTS OF INFLATION
		MEASURES TO CONTROL INFLATION
		MONETARY POLICY & ITS INSTRUMENTS
<b>SUNDAY - 07.05.2023</b>		
14	May (8-13)	MONETARY POLICY & INFLATION
		MONETARY POLICY & ECONOMIC DEVELOPMENT
		FISCAL POLICY & ITS INSTRUMENTS
		FISCAL POLICY & INFLATION
		FISCAL POLICY & ECONOMIC DEVELOPMENT
		UNIVERSITY PAPER DISCUSSION
<b>SUNDAY - 14.05.2023</b>		
14	May (15-16)	REVISION
		REVISION
<b>Examination 17.05.2023 Onwards.</b>		

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## LESSON PLAN

SESSION 2022-23 (01.02.2023 to 16.05.2023)

Weekly Lesson Plan Even Semester)

UG ( II / IV / VI - Semester) BBA-2nd semester

Name of the Paper:-understanding social behaviour

Class: BBA 1st YEAR

Name of Teacher :-Prof. Reena Rani

WEEK	DATE	TOPICS
1	February (1-4)	introduction to syllabus
		nature and scope of sociology
		continue
		continue
<b>SUNDAY - 05.02.2023 Holiday (Guru Ravidass Jayanti )</b>		
2	February (6-11)	continue
		continue
		continue
		methods of sociology
		continue
		continue
<b>SUNDAY - 12.02.2023</b>		
3	February (13-17)	continue
		continue
		fundamentals concepts of sociology
		continue
		continue
<b>HOLIDAY - 18.02.2023 (Maha Shivratri)</b>		
<b>SUNDAY - 19.02.2023</b>		
4	February (20-25)	continue
		continue
		relationship between man and society
		continue
		continue
		continue
<b>SUNDAY - 26.02.2023</b>		
5	February (27-28) March (1-4)	social structure
		continue
		continue
		continue
		social institutions and their functions
		continue
<b>SUNDAY - 05.03.2023</b>		
<b>Holi Vacations - 05.03.2023 to 12.03.2023</b>		
7	March (13-18)	continue
		continue
		social process: cooperation, conflict, competition, assimilation
		continue
		continue
		continue
<b>SUNDAY - 19.03.2023</b>		
8	March (20-25)	continue
		continue
		continue
		continue
		first assignment
<b>SUNDAY - 26.03.2023</b>		
<b>HOLIDAY 23.03.2023 Shaheedi Diwas</b>		

9	March (27-31) April (1)	continue
		continue
		social action
		continue
		continue
<b>HOLIDAY - 30.03.2023 (Ram Navmi )</b>		
<b>SUNDAY - 02.04.2023</b>		
9	April (3-8)	social action
		continue
		continue
		continue
		conditional test
<b>HOLIDAY - 04.04.2023 (Mahavir Jayanti)</b>		
<b>SUNDAY - 09.04.2023</b>		
10	April (10-15)	social changes
		continue
		continue
		continue
		continue
<b>SUNDAY - 16.04.2023</b>		
<b>HOLIDAY - 14.04.2023 (DR.B.R.Ambedkar Jayanti)</b>		
11	April (17-21)	social institution
		continue
		continue
		social stratification in India
		second assignment
<b>SUNDAY - 23.04.2023</b>		
<b>Holiday Id-UI-Fitr/Parshuram Jayanti (Saturday)</b>		
12	April (24-29)	continue
		attitude formation
		continue
		morale audit, values and norms
		continue
		power and politics, bureaucracy
<b>SUNDAY - 30.04.2023</b>		
13	May (1-6)	revision
		revision
		revision
		revision
		revision
		revision
<b>SUNDAY - 07.05.2023</b>		
14	May (8-13)	revision
		revision
		revision
		revision
		revision
		revision
<b>SUNDAY - 14.05.2023</b>		
14	May (15-16)	revision
		revision
<b>Examination 17.05.2023 Onwards.</b>		