## I.B. (PG) COLLEGE, PANIPAT LESSON PLAN

SESSION 2023-24 (05.08.2023 to 24.11.2023)

Class: BBA-II

Weekly Lesson Plan (Odd Semester)

**UG (III Semester)** 

Name of the Paper:- Business Communication-II

Name of the Teacher: Prof. Maneet Kaur

WEEK	DATE	TOPICS			
	August				
1	(5)	HAWAN CEREMONY			
	SUNDAY - 06.08.2023				
		SYLLABUS DISCUSSION			
	August	BUSINESS COMMUNICATION: BASIC FORMS- INTRODUCTION OF COMMUNICATION MEANING & DEFINITION OF COMMUNICATION			
2	(7-12)	COMMUNICATION PROCESS/COMPONENTS - MEANING AND IMPORTANCE			
		EFFECTIVE COMMUNICATION SKILLS- INTRODUCTION, CONCEPT AND NEED OF EFFECTIVE BUSINESS COMMUNICATION			
		KEY ELEMENTS, FOUNDATIONS OF EFFECTIVE BUSINESS COMMUNICATION			
		SUNDAY - 13.08.2023			
		CONTINUE			
		EFFECTIVE BUSINESS COMMUNICATION STRATEGIES			
3	August	ESSENTIALS OF EFFECTIVE BUSINESS COMMUNICATION, SEVEN C'S OF EFFECTIVE BUSINESS COMMUNICATION			
	(14-19)	IMPORTANCE OF EFFECTIVE BUSINESS COMMUNICATION			
		BARRIERS AND GATEWAYS IN COMMUNICATION - INTRODUCTION, CAUSES OF BARRIERS			
		HOLIDAY - 15.08.2023 - INDEPENDENCE DAY			
		SUNDAY - 20.08.2023			
		TYPES OF BARRIERS			
		CONTINUE			
		CONTINUE			
4	August	STRATEGIES TO REMOVE BARRIERS TO COMMUNICATION			
	(21-26)	CONTINUE			
		COMMERCIAL LETTERS- INTRODUCTION, PHYSICAL APPEARANCE OF BUSINESS			
		LETTER			
		SUNDAY - 27.08.2023			
	August	CONTINUE			
	(28-29, 31)	LAYOUT OR FORMAT OF LETTERS			
5	September	CONTINUE			
	(1-2)	DO & DON'TS OF BUSINESS WRITING			
	<u> </u>	TYPES OF PERSUASIVE LETTERS			
		HOLIDAY - 30.08.2023 - RAKSHABANDHAN			
		SUNDAY - 03.09.2023 CONTINUE			
	September	PURPOSES OF COLLECTION LETTERS			
6		CONTINUE  CONTINUE			
	(4-5, 7-9)	WRITING BUSINESS AND ACADEMIC REPORTS- INTRODUCTION, OBJECTIVES			
		CONTINUE			
		HOLIDAY - 06.09.2023 - JANAMASHTMI			
		SUNDAY - 10.09.2023			
		FUNCTIONS AND IMPORTANCE OF BUSINESS REPORT			
		CONTINUE			
7	September (11-16)	STRUCTURE OF BUSINESS REPORT			
/		CONTINUE			
		ACADEMIC REPORT WRITING- STRATEGIES			
		STRUCTURE OF ACADEMIC REPORT			
SUNDAY - 17.09.2023					
		PRESENTATION OF REPORT			
8		ASSIGNMENT I - EFFECTIVE COMMUNICATION SKILLS			
	September	CONTINUE			
	(18-22)	CONTINUE			
		PUBLIC SPEAKING: INTRODUCTION AND IMPORTANCE			
		BASIC PRINCIPLES OF PUBLIC SPEAKING AND PRESENTATION			

HOLIDAY 23.09.2023 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
		SUNDAY - 24.09.2023 WAYS OF DELIVERING THE MESSAGE, CONSIDERATION OF PERSONAL ASPECTS	
		AUDIENCE ANALYSIS, APPEARANCE AND PHYSICAL ACTIONS	
		HINTS AND TIPS FOR EFFECTIVE PERSUASIVE SPEAKING, USE OF VOICE	
	September	VOCAL DELIVERY, HOW TO IMPROVE YOUR VOICE, ADAPTING THE STYLE OF	
9	(25-30)	DELIVERY	
		FINAL PHASE	
		LISTENING AND NEGOTIATING- INTRODCTION AND MEANING, NATURE OF	
		NEGOTIATION	
		SUNDAY - 01.10.2023	
		HOLIDAY - 02.10.2023 MAHATMA GANDHI JAYANTI	
		CONDITIONAL TEST-BARRIERS AND GATEWAYS IN COMMUNICATION	
10	October	CONTINUESTAGES OF NEGOTIATION	
10	(3-7)	CONTINUE INTERVIEWS AND MEETINGS: INTRODUCTION, APPEARING FOR INTERVIEWS	
		CONTINUE, CONDUCTING INTERVIEW	
		SUNDAY - 08.10.2023	
		CONTINUE	
		MEETING: MEANING & TECHNIQUES OF CONDUCTING MEETING	
11	October	CONTINUE	
11	(9-14)	MECHANISM OF WRITING	
		CONTINUE	
		EFFECTIVE LISTENING: INTRODUCTION, TYPES OF LISTENING	
	SUN	DAY - 15.10.2023 & HOLIDAY (MAHARAJA AGRASEN JAYANTI)	
		CONTINUE  IMPORTANCE OF FFFFCTIVE BUGINESS LISTENING	
	October	IMPORTANCE OF EFFECTIVE BUSINESS LISTENING CONTINUE	
12	(16-21)	CONSEQUENCES OF EFFECTIVE LISTENING	
	(10-21)	CLASS TEST	
		CONTINUE LISTENING	
		SUNDAY - 22.10.2023	
		CONTINUE	
		BARRIERS OF EFFECTIVE LISTENING, POOR LISTENING HABITS	
13	October	PRINCIPLES OF EFFECTIVE LISTENING	
	(23, 25-27)	CONTINUE	
		FACTORS EFFECTING WRITTEN LISTENING EXERCISES	
		ASSIGNMENT II - PUBLIC SPEAKING	
		HOLIDAY - 24.10.2023 DUSSEHRA HOLIDAY 28.10.2023 - MAHARISHI VALMIKI JAYANTI	
		SUNDAY -29.10.2023	
		PROBLEMS TAKEN	
	October	TELEPHONE AND FACE-TO-FACE CONERSATION	
14	(30-31) November	ORGANISATION COMMUNICATION	
	(2-4)	CONTINUE	
	(2-4)	CHANNELS OF COMMUNICATION	
		HOLIDAY 01.11.2023 - HARYANA DAY	
		INTERNAL AND EXTERNAL COMMUNICATION	
15	November	CONTINUE	
	(6-9)	CONTINUE CONTINUE	
	1	Diwali Break - 10.11.2023 to 16.11.2023	
	November	ORAL TEST	
16	(17-18)	REVISION	
		SUNDAY - 19.11.2023	
		REVISION	
17	November	REVISION	
	(20-24)	REVISION	
	(20 24)	REVISION	
		REVISION	
		25.11.2023 - Examinations	

## I.B. (PG) COLLEGE, PANIPAT LESSON PLAN

#### SESSION 2023-24 (05.08.2023 to 24.11.2023)

Class: BBA-II

Weekly Lesson Plan (Odd Semester)

**UG (III Semester)** 

Name of the Paper:- Micro Business Environment

Name of the Teacher: Ms. Nisha Gupta

WEEK	DATE	TOPICS				
	August	101100				
1	(5)	HAWAN CEREMONY				
	SUNDAY - 06.08.2023					
		DISUSSION ABOUT SYLLABUS				
		BUSINESS ENVIRONMENT : CONCEPT & FEATURES				
	August	TYPES / FACTORS AFFECTING BUSINESS ENVIRONMENT				
2	(7-12)	CONTINUE				
	(, 12)	CONTINUE				
		CONTINUE				
		SUNDAY - 13.08.2023				
		SIGNIFICANCE OF STUDYING BUSINESS ENVIRONMENT				
		ENVIRONMENTAL SCANNING : CONCEPT & OBJECTIVES				
3	August	PROCESS AND METHODS OF ENVIRONMENTAL SCANNING				
	(14-19)	CONTINUE				
		IMPORTANCE & LIMITATIONS OF ENVIRONMENTAL SCANNING				
		HOLIDAY - 15.08.2023 - INDEPENDENCE DAY				
		SUNDAY - 20.08.2023				
		CONTINUE				
		FACTORS AFFECTING ENVIRONMENTAL SCANNING				
_	August	ECONOMIC ENVIRONMENT : CONCEPT & COMPONENTS				
4	(21-26)	CONTINUE				
	, ,	SOCIAL ENVIRONMENT: MEANING & COMPONENTS				
		CONTINUE				
		SUNDAY - 27.08.2023				
		CONTINUE				
	August	POLITICAL ENVIRONMENT : MEANING & COMPONENTS				
_	(28-29, 31)	CONTINUE				
5	September	LEGAL ENVIRONMENT: MEANING & COMPONENTS				
	(1-2)	CRITICAL EVALUATION & CAUSES OF FAILURE OF POLITICAL & LEGAL ENVIRONMENT				
		HOLIDAY - 30.08.2023 - RAKSHABANDHAN				
		SUNDAY - 03.09.2023				
		RISK IN BUSINESS ENVIRONMENT: MEANING & TYPES				
	September (4-5, 7-9)	COUNTRY RISK: MEANING & CAUSES				
6		POLITICAL RISK: MEANING & CAUSES				
Ů		PROCESS AND METHODS OF HANDLING BUSINESS RISK				
		CONTINUE				
		HOLIDAY - 06.09.2023 - JANAMASHTMI				
		SUNDAY - 10.09.2023				
		METHODS OF MEASURING BUSINESS RISK				
		CONTINUE & PROBLEMS IN STUDYING BUSINESS RISK				
_	September	REVISION WITH ORAL TEST				
7	(11-16)	ECONOMIC SYSTEM : MEANING & CAPITALISM ECONOMIC SYSTEM-FEATURES				
	, ,	ADVANTAGES & DISADVANTAGES OF CAPITALISM ECONOMIC SYSTEM				
		SOCIALISM ECONOMIC SYSTEM : MEANING & FEATURES				
		SUNDAY - 17.09.2023				
		ADVANTAGES & DISADVANTAGES OF SOCIAL ECONOMIC SYSTEM				
8		MIXED ECONOMIC SYSTEM: MEANING & FEATURES				
	September	ADVANTAGES & DISADVANTAGES OF MIXED ECONOMIC SYSTEM				
	(18-22)	ORAL TEST				
		ECONOMIC ROLE OF GOVERNMENT IN BUSINESS: CONCEPT				
		REGULATORY & PROMOTIONAL ROLE OF GOVERNMENT				

	HOLIDAY 2	3.09.2023 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY
		SUNDAY - 24.09.2023
		ENTREPRENEURIAL & PLANNING ROLE OF GOVERNMENT
		CHANGING ROLE OF GOVERNMENT
9	September	RESPONSIBILTY OF BUSINESS TOWARDS GOVERNMENT
	(25-30)	STATE INTERVENTION IN BUSINESS
		CONTINUE
		ASSIGNMENT-I ( BUSINESS ENVIRONMENT)
		SUNDAY - 01.10.2023
	1	HOLIDAY - 02.10.2023 MAHATMA GANDHI JAYANTI REVISION WITH ORAL TEST
	October	SOCIAL RESPONSIBILITY OF BUSINESS : CONCEPT & ARGUMENT IN FAVOUR & AGAINST
10	(3-7)	SOCIAL RESPONSIBILITY OF BUSINESS TOWRDS DIFFERENT INTERESTED GROUPS
	(0.7)	DIMENSIONS & DISCLOSURE BY COMPANIES
		BUSINESS ETHICS : MEANING & FEATURES
		SUNDAY - 08.10.2023
		IMPORTANCE & EXAMPLES OF BUSINESS ETHICS
		PROFESSIONALISATION OF BUSINESS : CONCEPT & FEATURES
11	October	CONTINUE
11	(9-14)	PROFESSIONALISATION OF BUSINESS IN INDIA: CAUSES & BENEFITS
		MRTP ACT : MEANING & OBJECTIVES
		PROVISION OF MRTP ACT & MRTPC
	SI	UNDAY - 15.10.2023 & HOLIDAY (MAHARAJA AGRASEN JAYANTI)
		CONTINUE
		CONTINUE
12	October	COMPETITION ACT : MEANING & OBJECTIVES
12	(16-21)	PROVISION OF COMPETITION ACT
		CONTINUE
		COMPETITION COMMISSION IN INDIA
		SUNDAY - 22.10.2023
		CONTINUE
		CONDITIONAL (ECONOMIC SYSTEM, MRTP & COMPETITION ACT IN INDIA)
13	October (23, 25-27)	CONSTITUTIONAL ENVIRONMENT IN INDIA : MEANING & CONCEPT
13		IMPORTANT PARTS OF CONSTITUTION AFFECTING BUSINESS
		CONTINUE
		ECONOMIC PLANNING : MEANING & FEATURES
		HOLIDAY - 24.10.2023 DUSSEHRA
		HOLIDAY 28.10.2023 - MAHARISHI VALMIKI JAYANTI
	T	SUNDAY -29.10.2023
	October	STRATEGY AND PROBLEMS
	(30-31)	CONTINUE
14	November	ASSIGNMENT-II ( RISK IN BUSINESS ENVIRONMENT)
	(2-4)	OBJECTIVES OF ECONOMIC PLANNING
		FAILURE AND ACHIEVEMENTS OF ECONOMIC PLANNING
		HOLIDAY 01.11.2023 - HARYANA DAY
		CONTINUE TYPES & PROCESS OF ECONOMIC PLANNING
15	November (6-9)	
		SUGGESTIONS AND RATIONALE OF ECONOMIC PLANNING TENTH FIVE YEAR PLAN
	1	Diwali Break - 10.11.2023 to 16.11.2023
	November	CONTINUE
16	(17-18)	ELEVENTH FIVE YEAR PLAN
	(17 10)	SUNDAY - 19.11.2023
		CONTINUE
	November (20-24)	TWELTH FIVE YEAR PLAN
17		REVISION
		REVISION
		REVISION
		25.11.2023 - Examinations

# I.B. (PG) COLLEGE, PANIPAT LESSON PLAN

SESSION 2023-24 (05.08.2023 to 24.11.2023)

Weekly Lesson Plan (Odd Semester)

**UG (III-Semester)** 

Name of the Paper:-Business Statistics-I

Class:BBA IInd Year

Name of the Teachers (Section Wise): Prof Karuna Sachdeva

Hawan Ceremony	TYPEY.	DATE	monyce		
SUNDAY - 06.08.2023    Discussion And Display Of Time Table   Discussion About Syllabus	WEEK	DATE	TOPICS		
Discussion Ahout Syllabus Introduction Definition, Scope, Functions, Importance, Limitations And Distrust Of Statistics (7-12) Continued Continued Continued  SUNDAY - 13.08.2023  Types Of Statistical Method Continued Continued  Continued  Tourise SUNDAY - 13.08.2023  Types Of Statistical Method Continued Continued  Tourise Sunday - 20.08.2023  Types Of Statistical Method Continued Data Collection And Analysis Continued  SUNDAY - 13.08.2023 - INDEPENDENCE DAY  SUNDAY - 20.08.2023  Types Of Data: Primary And Secondary Data Continued	1	_	Hawan Ceremony		
August (7-12) Discussion About Syllabus Introduction:Definition.Scope, Functions, Importance, Limitations And Distrust Of Statistics Continued Continued SUNDAY - 13.08.2023    Types Of Statistical Method Continued Continued SUNDAY - 13.08.2023   Types Of Statistical Method Continued SUNDAY - 20.08.2023   Types Of Data: Primary And Secondary Data Collection And Analysis Continued SUNDAY - 20.08.2023   Types Of Data: Primary And Secondary Data Continued Continued Continued Continued SUNDAY - 27.08.2023   Types Of Graph And Their Merits And Demerits Continued Con					
August (7-12)  August (7-12)  Continued Contin					
Continued Continued SUNDAY - 13.08.2023  Types Of Statistical Method Continued Continued Continued Continued Continued Continued Continued Continued  HOLIDAY - 15.08.2023 - INDEPENDENCE DAY SUNDAY - 20.08.2023  Types Of Data: Primary And Secondary Data Continued Con					
(7-12) Continued Continued Continued Continued Types Of Statistical Method Continued Continued Continued Data Collection And Analysis Continued  HOLDAY - 15.08.2023 - INDEPENDENCE DAY SUNDAY - 20.08.2023 Types Of Data: Primary And Secondary Data Continued	2	August	Introduction: Definition, Scope, Functions, Importance, Limitations And Distrust Of Statistics		
Types Of Statistical Method Continued Continued Data Collection And Analysis Continued  HOLIDAY - 15.08.2023 - INDEPENDENCE DAY SUNDAY - 20.08.2023  Types Of Data: Primary And Secondary Data Continued Conti	_	(7-12)	Continued		
SUNDAY - 13.08.2023    Types Of Statistical Method   Continued   C					
Types Of Statistical Method Continued Continued Data Collection And Analysis Continued  HOLIDAY - 15.08.2023 - INDEPENDENCE DAY SUNDAY - 20.08.2023  Types Of Data: Primary And Secondary Data Continued Conti			Continued		
August (14-19)		T			
August (14-19)  Types Of Data: Primary And Secondary Data Continued  August (21-26) Class Test Characteristics Of Graph:Types Of Graph And Their Merits And Demerits Continued  SUNDAY - 27.08.2023  Types Of Graph:Types Of Graph And Their Merits And Demerits Continued  SUNDAY - 27.08.2023  Continued  Continued Contin					
August (28-29, 31) September (1-2) September (4-5, 7-9) Continued  September (4-5, 7-9) Continued  September (11-16) Sep		Angust			
Data Collection And Analysis   Continued	3				
August (21-26)   Types Of Data: Primary And Secondary Data		(21.22)			
SUNDAY - 20.08.2023  Types Of Data: Primary And Secondary Data Continued Continued Continued Continued Continued Continued Continued  SUNDAY - 27.08.2023  SUNDAY - 27.08.2023  Continued					
Types Of Data: Primary And Secondary Data Continued Continued Class Test Characteristics Of Graph: Types Of Graph And Their Merits And Demerits Continued  SUNDAY - 27.08.2023  Continued Continued Continued Continued Continued Continued Continued Measures Of central Tendency: Meaning And Definition Types Of Averages, Median, Mode, Arithmetic Mean HOLIDAY - 30.08.2023 - RAKSHABANDHAN  SUNDAY - 03.09.2023  Continued Relation Between Mean, Median And Mode Continued Continued Continued Continued Relation Between Mean, Median And Mode Continued C					
4 August (21-26) Continued Continued Continued Continued  SUNDAY - 27.08.2023  Continued Continu		T			
4 August (21-26) Class Test Characteristics Of Graph: Types Of Graph And Their Merits And Demerits Characteristics Of Graph: Types Of Graph And Their Merits And Demerits Continued SUNDAY - 27.08.2023  5 August (28-29, 31) September (1-2) Continued Continued Measures Of central Tendency: Meaning And Definition Types Of Averages, Median, Mode, Arithmetic Mean HOLIDAY - 30.08.2023 - RAKSHABANDHAN SUNDAY - 03.09.2023 Continued					
Class Test Characteristics Of Graph: Types Of Graph And Their Merits And Demerits Continued  SUNDAY - 27.08.2023  Continued Continued Continued Continued Continued Continued Measures Of central Tendency: Meaning And Definition Types Of Averages, Median, Mode, Arithmetic Mean  HOLIDAY - 30.08.2023 - RAKSHABANDHAN SUNDAY - 03.09.2023  Continued C					
Continued  SUNDAY - 27.08.2023  Continued  SUNDAY - 27.08.2023  Continued  Relation Between Mean, Median And Mode  Continued  Relation Detween Mean, Median And Relatives Measures Of Dispersion Peans And Standard Deviation	4				
Sunday - 27.08.2023  Continued  Sunday - 27.08.2023  Continued  Continued  Continued  Continued  Measures Of central Tendency: Meaning And Definition  Types Of Averages, Median, Mode, Arithmetic Mean  HOLIDAY - 30.08.2023 - RAKSHABANDHAN  SUNDAY - 03.09.2023  Continued  Cont		(21-26)			
SUNDAY - 27.08.2023  August (28-29, 31) September (1-2)  September (1-2)  September (4-5, 7-9)  September (1-16)  September (1-16)  September (11-16)  September (11-					
August (28-29, 31) September (1-2)  September (1-2)  Formula (28-29, 31) September (1-2)  September (1-2)  September (4-5, 7-9)  September (4-5, 7-9)  September (1-10)  Septe					
August (28-29, 31) September (1-2)  Gontinued Continued Measures Of central Tendency: Meaning And Definition Types Of Averages, Median, Mode, Arithmetic Mean HOLIDAY - 30.08.2023 - RAKSHABANDHAN SUNDAY - 03.09.2023  Continued Continued Continued Continued Continued Geometric Mean, Harmonic Mean, Quadratic Mean, Moving Average, Progressive Average HOLIDAY - 06.09.2023 - JANAMASHTMI SUNDAY - 10.09.2023  Continued C		T			
Continued   Continued   Measures Of central Tendency: Meaning And Definition   Types Of Averages, Median, Mode, Arithmetic Mean		August			
Measures Of central Tendency: Meaning And Definition	-				
Types Of Averages, Median, Mode, Arithmetic Mean  HOLIDAY - 30.08.2023 - RAKSHABANDHAN  SUNDAY - 03.09.2023  Continued Relation Between Mean, Median And Mode Continued Problems  SUNDAY - 17.09.2023  Assignment Ist On Introduction To Sunday And Skewness: Absolute And Relatives Measures Of Dispersion Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion Range Quartile Deviation Mean And Standard Deviation	5	September			
HOLIDAY - 30.08.2023 - RAKSHABANDHAN  SUNDAY - 03.09.2023  Continued Continued Continued Geometric Mean, Harmonic Mean, Quadratic Mean, Moving Average, Progressive Average  HOLIDAY - 06.09.2023 - JANAMASHTMI  SUNDAY - 10.09.2023  September (11-16) Relation Between Mean, Median And Mode Continued Problems  SUNDAY - 17.09.2023  Assignment Ist On Introduction To Sunday And Standard Deviation  Range Quartile Deviation Mean And Standard Deviation  Pance Quartile Deviation Mean And Standard Deviation		_			
September (4-5, 7-9)  September (4-5, 7-9)  September (11-16)  Septemb			7.		
Continued Contin					
Continued Continued Continued Geometric Mean,Harmonic Mean,Quadratic Mean,Moving Average, Progressive Average HOLIDAY - 06.09.2023 - JANAMASHTMI SUNDAY - 10.09.2023  Continued Continued Continued Continued Continued Continued Relation Between Mean,Median And Mode Continued Problems  SUNDAY - 17.09.2023  Assignment Ist On Introduction To Statistics Measures Of Dispersion And Skewness:Absolute And Relatives Measures Of Dispersion  September Range Quartile Deviation Mean And Standard Deviation					
Continued Continued Geometric Mean,Harmonic Mean,Quadratic Mean,Moving Average, Progressive Average  HOLIDAY - 06.09.2023 - JANAMASHTMI  SUNDAY - 10.09.2023  Continued Continued Continued Continued Relation Between Mean,Median And Mode Continued Problems  SUNDAY - 17.09.2023  Assignment 1st On Introduction To Statistics Measures Of Dispersion And Skewness:Absolute And Relatives Measures Of Dispersion  Sentember  Range Quartile Deviation Mean And Standard Deviation					
7 September (11-16)  September (11-16)  Sunday - 17.09.2023  Sunday - 17.09.2023  Assignment Ist On Introduction To Statistics  Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  September Range Quartile Deviation Mean And Standard Deviation  Continued  Continued  Relation Between Mean, Median And Mode  Continued  Problems  Sunday - 17.09.2023  Assignment Ist On Introduction To Statistics  Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  September Range Quartile Deviation Mean And Standard Deviation	6				
Geometric Mean,Harmonic Mean,Quadratic Mean,Moving Average, Progressive Average  HOLIDAY - 06.09.2023 - JANAMASHTMI  SUNDAY - 10.09.2023  Continued Continued Continued Relation Between Mean,Median And Mode Continued Problems  SUNDAY - 17.09.2023  Assignment Ist On Introduction To Statistics Measures Of Dispersion And Skewness:Absolute And Relatives Measures Of Dispersion  September Range Quartile Deviation Mean And Standard Deviation	Ü				
TODIDAY - 06.09.2023 - JANAMASHTMI  SUNDAY - 10.09.2023  Continued Continued Continued Relation Between Mean, Median And Mode Continued Problems  SUNDAY - 17.09.2023  Assignment Ist On Introduction To Statistics Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  September Range Quartile Deviation Mean And Standard Deviation					
September (11-16)  September (11-16)  September (11-16)  September September  September  September  September  September  Relation Between Mean, Median And Mode Continued Problems  Sunday - 17.09,2023  Assignment Ist On Introduction To Statistics Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  September  Represe Quartile Deviation Mean And Standard Deviation					
Continued Continued Continued Continued Relation Between Mean,Median And Mode Continued Problems  SUNDAY - 17.09.2023  Assignment Ist On Introduction To Statistics Measures Of Dispersion And Skewness:Absolute And Relatives Measures Of Dispersion  Range Quartile Deviation Mean And Standard Deviation					
7 September (11-16) Continued Relation Between Mean, Median And Mode Continued Problems  SUNDAY - 17.09.2023  Assignment Ist On Introduction To Statistics Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  September Range Quartile Deviation Mean And Standard Deviation					
Relation Between Mean, Median And Mode  Continued Problems  SUNDAY - 17.09.2023  Assignment Ist On Introduction To Statistics Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  Range Quartile Deviation Mean And Standard Deviation			Continued		
Relation Between Mean, Median And Mode Continued Problems  SUNDAY - 17.09,2023  Assignment Ist On Introduction To Statistics Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  Sentember Range Quartile Deviation Mean And Standard Deviation	~	September	Continued		
SUNDAY - 17.09.2023  Assignment Ist On Introduction To Statistics  Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  Range Quartile Deviation Mean And Standard Deviation	7		Relation Between Mean, Median And Mode		
SUNDAY - 17.09,2023  Assignment Ist On Introduction To Statistics  Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  Range Quartile Deviation Mean And Standard Deviation			Continued		
Assignment Ist On Introduction To Statistics  Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  Range Quartile Deviation Mean And Standard Deviation			Problems		
Assignment Ist On Introduction To Statistics  Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  Range Quartile Deviation Mean And Standard Deviation			SUNDAY - 17.09.2023		
Measures Of Dispersion And Skewness: Absolute And Relatives Measures Of Dispersion  Range Quartile Deviation Mean And Standard Deviation					
Sentember Range Quartile Deviation Mean And Standard Deviation					
	o	September (18-22)			
(18-22) Continued	8				
Continued			Continued		
Continued			Continued		

	HOLIDAY 2	23.09.2023 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
		SUNDAY - 24.09.2023			
		Difference Between Skewness And Dispersion			
	September	Emperical Relation Among Various Measures Of Dispersion Continued			
9	(25-30)	Continued			
	(23-30)	Moments And Kurtosis			
		Continued			
		SUNDAY - 01.10.2023			
	HOLIDAY - 02.10.2023 MAHATMA GANDHI JAYANTI				
		Continued			
		Continued			
10	October	Conditional Test On Measures Of Central Tendency			
10	(3-7)	Sampling: Introduction, Census Versus Sample Errors In Sampling, Types Of Sampling, Judging			
		Reliability Of Sample			
		Continued			
		SUNDAY - 08.10.2023			
		Continued Class Test			
	October	Business Forecasting: Meaning, Steps In Business Forecasting And Methods Of Forecasting			
11	(9-14)	Continued			
	()-14)	Continued			
		Continued			
		Communication			
		Continued			
		Index Number: Introduction, Types Of Index Numbers			
12	October	Continued			
12	(16-21)	Continued			
		Continued			
		Assignment IInd On Sampling And Business Forecasting			
	T	SUNDAY - 22.10.2023			
		Methods Of Constructing Index Numbers			
	0.41	Continued			
13	October (23, 25-27)	Continued Continued			
	(23, 23-27)	Continued			
		Continued			
		HOLIDAY - 24.10.2023 DUSSEHRA			
		SUNDAY -29.10.2023			
	October	Continued			
	(30-31)	Continued			
14	November	Uses Of Index Numbers			
	(2-4)	Continued			
		Problems WOLVER AND			
	1	HOLIDAY 01.11.2023 - HARYANA DAY			
		Computation Of Above Mentioned Statistical Techniques With Microsoft Excel Continued			
15	November	Continued			
	(6-9)	Continued			
	1	Diwali Break - 10.11.2023 to 16.11.2023			
16	November	Problems Problems			
16	(17-18)	Problems			
		SUNDAY - 19.11.2023			
		Revision And Problems			
	November	Revision And Problems			
17	(20-24)	Revision And Problems			
	(====)	Revision And Problems			
		Revision And Problems			
		25.11.2023 - Examinations			

#### I.B. (PG) COLLEGE, PANIPAT

#### LESSON PLAN

## SESSION 2023-24 (05.08.2023 to 24.11.2023)

Weekly Lesson Plan (Odd Semester)

UG ( lll - Semester)

Name of the Paper:- Management Accounting

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

Class: BBA II

WEEK	DATE	TOPICS			
4	August	Harris Commence			
1	(5)	Hawan Ceremony			
	SUNDAY - 06.08.2023				
		Discussion about syllabus			
		Introduction to Management Accounting			
2	August	Continue			
_	(7-12)	Continue			
		Continue			
		Continue			
	T	SUNDAY - 13.08.2023			
		Continue			
	August	Ratio Analysis			
3	(14-19)	Continue Continue			
		Continue			
		HOLIDAY - 15.08.2023 - INDEPENDENCE DAY			
		SUNDAY - 20.08.2023			
		Continue SUNDA Y - 20.08.2023			
		Continue			
	August	Continue			
4	(21-26)	Continue			
	, ,	Continue			
		Continue			
		SUNDAY - 27.08.2023			
	Assessed	Revision			
	August (28-29, 31)	Introduction to Cost Accounting			
5	(28-29, 31) September (1-2)	Continue			
		Continue			
	()	Continue			
		HOLIDAY - 30.08.2023 - RAKSHABANDHAN			
	I	SUNDAY - 03.09,2023			
	September	Continue			
_		Revision			
6	(4-5, 7-9)	Cost: Elements, Concepts and Classification			
	(12,17)	Continue			
		Continue			
		HOLIDAY - 06.09.2023 - JANAMASHTMI			
		SUNDAY - 10.09.2023			
		Continue			
		Continue			
7	September	Continue			
	(11-16)	Continue			
		Revision			
		Budget and Budgetry Control			
		SUNDAY - 17.09.2023			
		Continue			
	September (18-22)	Continue			
Q		Continue			
8		Continue			
		Continue			
		Discussion about Queries			

	HOLIDAY 23.09.2023 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY SUNDAY - 24.09.2023			
		ASSIGNMENT -1		
9		Marginal Costing and Break even Analysis		
	September	Continue		
	(25-30)	Continue		
		Continue		
		Continue		
		SUNDAY - 01.10.2023		
	1	HOLIDAY - 02.10.2023 MAHATMA GANDHI JAYANTI		
		Continue		
10	October	Continue Continue		
10	(3-7)	Revision		
		Standard Costing and Variance Analysis		
		SUNDAY - 08.10.2023		
		Continue		
		Continue		
11	October	Continue		
11	(9-14)	Continue		
		Continue		
		Continue		
	T.			
		Continue		
	0.4.1	Continue		
12	October (16-21)	Group discussion CONDITIONAL TEST		
	(10-21)	Management accounting Control Techniques		
		Continue		
		SUNDAY - 22.10.2023		
		Continue		
		Continue		
13	October	Continue		
13	(23, 25-27)	Continue		
		Continue		
		Continue		
HOLIDAY - 24.10.2023 DUSSEHRA				
		HOLIDAY 28.10.2023 - MAHARISHI VALMIKI JAYANTI		
	1	SUNDAY -29.10.2023 ASSIGNMENT -2		
	October	Responsibility Accounting		
14	(30-31)	Continue		
	November (2-4)	Continue		
		Continue		
	•	HOLIDAY 01.11.2023 - HARYANA DAY		
		Continue		
15	November	Continue		
13	(6-9)	Continue		
		Continue		
	l N	Diwali Break - 10.11.2023 to 16.11.2023		
16	November (17-18)	Presentation Payisian		
	(17-10)	Revision SUNDAY - 19.11.2023		
Revision				
	November (20-24)	Revision		
17		Revision		
		Revision		
		Revision		
		25.11.2023 - Examinations		

### I.B. (PG) COLLEGE, PANIPAT LESSON PLAN

SESSION 2023-24 (05.08.2023 to 24.11.2023)

Class: BBA-II

Weekly Lesson Plan (Odd Semester)

UG ( III Semester)

Name of the Paper:- Understanding Human behaviour

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

WEEK	DATE	TOPICS			
1	August	Hawan Ceremony			
1	(5)	Hawaii Ceremony			
	SUNDAY - 06.08.2023				
		Discussion about syllabus			
		Understanding human behaviour - meaning			
2	August	Nature of human behaviourj			
2	<b>(7-12)</b>	Approach of study behaviour - cognitive report			
		Continue			
		Psychoanalatic approach			
		SUNDAY - 13.08.2023			
		Continue			
	August	Continue			
3	(14-19)	Personality meaning			
	(14-17)	Nature of personality			
		Theory of personality - trait theory			
		HOLIDAY - 15.08.2023 - INDEPENDENCE DAY			
		SUNDAY - 20.08.2023			
		Continue			
		Continue			
4	August	Psychoanalatical theory			
7	(21-26)	Continue			
		Continue			
		SUNDAY - 27.08.2023			
	August	Social learning theory			
	(28-29, 31)	Continue			
5	September	Emotion - meaning and nature			
	September (1-2)	Psychological response in Emotion			
	(1 2)	Continue			
		HOLIDAY - 30.08.2023 - RAKSHABANDHAN			
		SUNDAY - 03.09.2023			
		Continue			
	September (4-5, 7-9)	Theory of emotion			
6		Continue			
		Continue			
		Continue			
		HOLIDAY - 06.09.2023 - JANAMASHTMI			
		SUNDAY - 10.09.2023			
		Class presentation			
	Comt	Motivation - meaning			
7	September	Nature of motivation			
	(11-16)	Continue			
		Theory of motivation - Maslow's need hierarchy theory			
		Continue			
		SUNDAY - 17.09.2023			
		Mc gregor's theory X & Y			
	September (18-22)	Continue			
8		Two factor theory			
,		Continue			
		Continue			
		Assignment-1			

	HOLIDAY 2	3.09.2023 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY SUNDAY - 24.09.2023	
		Perception - meaning	
		Nature of perception	
	September	Continue	
9	(25-30)	Law of perception organisation	
	(25 50)	Continue	
		Continue	
		SUNDAY - 01.10.2023	
		HOLIDAY - 02.10.2023 MAHATMA GANDHI JAYANTI	
		Attention nd perception	
		Continue	
10	October	revision	
10	(3-7)	Learning - meaning	
		Nature of learning	
		SUNDAY - 08.10.2023 Theories of learning - classical conditioning theory	
		Continue	
	October	Continue	
11		Continue	
	(9-14)		
		Operant conditioning theory	
	CI	Continue	
		UNDAY - 15.10.2023 & HOLIDAY (MAHARAJA AGRASEN JAYANTI)	
		Conditional test	
	0-4-1	Discuss important points	
12	October	Cognitive theory	
	(16-21)	Continue	
		Continue	
		Continue	
		SUNDAY - 22.10.2023	
		Revision	
	0.4.1	Social learning theory	
13	October	Continue	
	(23, 25-27)	Continue  Memory and forgetting	
		Meaning, nature and types of memory	
HOLIDAY - 24.10.2023 DUSSEHRA			
		HOLIDAY 28.10.2023 - MAHARISHI VALMIKI JAYANTI	
		SUNDAY -29.10.2023	
	October	Continue	
1.4	(30-31)	Levels of memory	
14	November	Continue	
	(2-4)	Meaning, nature and types of fogetting	
		Assignment-2	
		HOLIDAY 01.11.2023 - HARYANA DAY	
		Causes of forgetting	
15	November	Continue	
	(6-9)	Continue	
	· ` ´ _	Continue	
		Diwali Break - 10.11.2023 to 16.11.2023	
16	November	revision	
	(17-18)	revision	
	T	SUNDAY - 19.11.2023	
		revision	
	November	revision	
17	(20-24)	revision	
		revision	
		revision	
		25.11.2023 - Examinations	