

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2023-24 (01.01.2024 to 30.04.2024)

Weekly Lesson Plan (Even Semester)

UG (VI - Semester)

Name of the Paper: Business Law

Class: BBA Final

Name of the Teachers : Prof.Pooja Dudeja

WEEK	DATE	TOPICS
1	January (1-6)	Hawan ceremony
		Introduction of company law
		Ch.History and administration of company legislation
		Introduction and characteristics of a company
SUNDAY - 07.01.2024		
2	January (8-13)	Lifting the corporate veil and exceptions of this principle
		Difference between joint stock company and partnership
		Advantages and disadvantages of joint stock companies
		Types of companies
		Continue
		Continue
SUNDAY - 14.01.2024		
3	January (15-16)	Continue
		Privilage and exemption of private companies
	January (18-20)	Conversion of companies
		Documents to be submitted to registrar
		Incorporation of joint stock company
		One man company, defunct company and illegal company
HOLIDAY - 17.01.2024-SHRI GURU GOBIND SINGH JI JAYANTI		
SUNDAY - 21.01.2024		
4	January (22-25)	Meaning of promotion and promoters and their functions
		Right and duties of promoter
	January (27)	Liabilities and remuneration of promoters
		Preliminary contracts
		Memorandum of association
HOLIDAY - 26.01.2024 - REPUBLIC DAY		
SUNDAY - 28.01.2024		
5	January (29-31)	Continue
		Continue
	February (1-3)	Continue
		Continue
		Articles of association
		Continue
SUNDAY - 04.02.2024		

6	February (5-10)	Continue
		Continue
		Continue
		Ch. Prospectus
		Continue
		Continue
SUNDAY - 11.02.2024		
7	February (12-13)	Continue
	February (15-17)	Continue
		Continue
		Continue
		Continue
HOLIDAY 14.02.2024 - BASANT PANCHMI/SIR CHHOTU RAM JAYANTI		
SUNDAY - 18.02.2024		
8	February (19-24)	Shares and share capital of the company
		Kinds of share capital
		Methods of alteration in share capital
		Conversion of debentures into shares
		Allotment of shares
		Membership of company
SUNDAY - 25.02.2024		
9	February (26-29)	class presentation
	March (1-2)	Methods of acquiring membership, termination of membership
		Right and liability of member
		Borrowing powers of debentures
		Kinds of debentures
		Power, function and duties of directors and managing director
SUNDAY - 03.03.2024		
10	March (4-7)	Continue
	March (9)	Continue
		Continue
		Continue
		Provisions regarding the appointment of managing director
		Continue
HOLIDAY - 08.03.2024 - MAHA SHIVRATRI		
SUNDAY - 10.03.2024		
11	March (11-16)	Assignment -1
		Aspects related to company meeting
		Legal provisions regarding the statutory meeting
		Meeting of director's committees, resolution
		Continue
		Continue
SUNDAY - 17.03.2024		

12	March (18-22)	Continue
		Continue
		Continue
		Requisites of valid meeting
		voting and poll
		Continue
HOLI VACATION - 23.03.2024 - 31.03.2024 (SHAHEEDI DIWAS - 23.03.2024)		
13	April (1-6)	Legal provision regarding poll
		Conditional Test
		Winding up of the company
		Modes of winding up
		Continue
		Duties & powers of liquidator
SUNDAY - 07.04.2024		
14	April (8-10)	Contributory and its liabilities
		Continue
		Assignment -2
	April (12-13)	Voluntary winding up
		Continue
		Continue
HOLIDAY - 11.04.2024 - ID-UL-FITR		
SUNDAY - 14.04.2024		
15	April (15-16)	SEBI Act-1992
		Continue
	April (18-20)	Continue
		Continue
		revision
HOLIDAY - 17.04.2024 - RAM NAVMI		
SUNDAY - 21.04.2024		
16	April (22-27)	revision
		revision
		revision
		revision
		revision
		revision
SUNDAY - 28.04.2024		
17	April (29-30)	revision
		revision
		revision
		revision
University Examinations w.e.f. 01.05.2024		

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2023-24 (01.01.2024 to 30.04.2024)

Weekly Lesson Plan (Even Semester)

UG (VI - Semester)

Name of the Paper:- Entrepreneurship Development

Class: BBA Final

Name of the Teacher: Prof. Nisha

WEEK	DATE	TOPICS
1	January (1-6)	Discussion about syllabus
		Introduction to an entrepreneur
		Entrepreneur: Meaning, Concept, Characteristics
		Qualities and importance of an entrepreneur
		Types of an entrepreneur
		Continue...
SUNDAY - 07.01.2024		
2	January (8-13)	Continue...
		Function of an entrepreneur
		Role of an entrepreneur
		Concept of intrapreneur
		Revision
		Entrepreneurship: Meaning and nature
SUNDAY - 14.01.2024		
3	January (15-16)	Scope of entrepreneurship
		Role of entrepreneurship
		factor affecting entrepreneurship
	January (18-20)	Problem for entrepreneurship
		Remedial Measures and Suggestions
		Theories of entrepreneurship
HOLIDAY - 17.01.2024-SHRI GURU GOBIND SINGH JI JAYANTI		
SUNDAY - 21.01.2024		
4	January (22-25)	Continue...
		Class Test
	January (27)	Relation between entrepreneurship and Society
		Continue...
		Continue...
		Continue...
HOLIDAY - 26.01.2024 - REPUBLIC DAY		
SUNDAY - 28.01.2024		
5	January (29-31)	Continue...
		Model for entrepreneurship
		Revision
	February (1-3)	Class test
		New venture Development: Meaning, stages
		Continue...
SUNDAY - 04.02.2024		

6	February (5-10)	Continue...
		Continue...
		Revision
		Class test
		Environmental factors affecting the success of new business
		Continue...
SUNDAY - 11.02.2024		
7	February (12-13)	Continue...
	February (15-17)	Continue...
		Revision
		Class test
		Sources of finance
HOLIDAY 14.02.2024 - BASANT PANCHMI/SIR CHHOTU RAM JAYANTI		
SUNDAY - 18.02.2024		
8	February (19-24)	Continue...
		Business Cycle
		Continue...
		Revision
		Class test
		Class Activity
SUNDAY - 25.02.2024		
9	February (26-29)	Support and Incentives to Entrepreneurs
	March (1-2)	Continue...
		Continue...
		Revision
		Role of Government & Non Government agencies in promoting Entrepreneurship
		Continue...
SUNDAY - 03.03.2024		
10	March (4-7)	Continue...
	March (9)	Continue...
		Continue...
		Revision
		Role of financial and Promotional institutes
		Continue...
HOLIDAY - 08.03.2024 - MAHA SHIVRATRI		
SUNDAY - 10.03.2024		
11	March (11-16)	Continue...
		Continue...
		Revision
		Entrepreneurship development programme
		Continue...
		Continue...
SUNDAY - 17.03.2024		

12	March (18-22)	Continue...
		Revision
		Entrepreneurial strategies and plans
		Continue... & Assignment-1 on Introduction to an Entrepreneur
		Continue...
Continue...		
HOLI VACATION - 23.03.2024 - 31.03.2024 (SHAHEEDI DIWAS - 23.03.2024)		
13	April (1-6)	Continue...
		Continue...
		Conditional Test on Entrepreneur & Entrepreneurship
		State Govt. Schmes realted to Entrepreneurship Development
		Continue...
Continue...		
SUNDAY - 07.04.2024		
14	April (8-10)	Continue...
		Revision
	April (12-13)	Feasibility and it's types
		Continue...
		Continue...
		Revision
HOLIDAY - 11.04.2024 - ID-UL-FITR		
SUNDAY - 14.04.2024		
15	April (15-16)	Assignment-II on Entrepreneurship & Revision
		Demand Analysis and market potential measurement
	April (18-20)	Continue...
		Continue...
Continue...		
HOLIDAY - 17.04.2024 - RAM NAVMI		
SUNDAY - 21.04.2024		
16	April (22-27)	Continue...
		Continue...
		Revision
		Revision
		Revision
		Revision
SUNDAY - 28.04.2024		
17	April (29-30)	Revision
		Revision
		Revision
		Revision
University Examinations w.e.f. 01.05.2024		

I.B. (PG) COLLEGE, PANIPAT

LESSON PLAN

SESSION 2023-24 (01.01.2024 to 30.04.2024)

Weekly Lesson Plan (Even Semester)

UG (VI - Semester)

Name of the Paper:- Introduction To Financial Services Class: BBA Final

Name of the Teacher : Prof. Nisha

WEEK	DATE	TOPICS
1	January (1-6)	DISCUSSION ABOUT SYLLABUS
		FINANCIAL SERVICES- MEANING, CHARACTERISTICS
		IMPORTANCE & TYPES OF FINANCIAL SERVICES
		CONTINUE...
		CONTINUE....& FINANCIAL SERVICES AND ECONOMIC ENVIRONMENT, PLAYERS IN FIANANCIAL SERVICES
SUNDAY - 07.01.2024		
2	January (8-13)	REVISION
		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
SUNDAY - 14.01.2024		
3	January (15-16)	BENEFITS OF FACTORING, DIFFERENCE BETWEEN FACTORING AND FORFAITING
	January (18-20)	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
HOLIDAY - 17.01.2024-SHRI GURU GOBIND SINGH JI JAYANTI		
SUNDAY - 21.01.2024		
4	January (22-25)	CREDIT RATING METHODOLOGY, CREDIT RATING AGENCIES IN INDIA
	January (27)	CONTINUE.. & REVISION
		CLASS ACTIVITY
		MERCHANT BANKING- MEANING, CONCEPT & EVOLUTION
		DIFFERENCE BETWEEN MERCHANT BANKING, COMMERCIAL BANKING AND INVESTMENT BANKING
HOLIDAY - 26.01.2024 - REPUBLIC DAY		
SUNDAY - 28.01.2024		
5	January (29-31)	ROLE OF MERCHANT BANKING, RECENT DEVELOPMENTS IN MERCHANT BANKING
	February (1-3)	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
SUNDAY - 04.02.2024		

6	February (5-10)	DISADVANTAGES & FINANCIAL EVALUATION OF LEASING
		TYPES OF LEASE ACCOUNTS, METHOD OF CALCULATING LEASE RENTALS
		MEANING AND LEGAL POSITION 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 - 11.02.2024		
7	February (12-13)	CONSUMER FINANCE – MEANING, PARTIES AND BENEFITS
	February (15-17)	MODES OF CONSUMER FINANCE
		CONTINUE.. & REVISION
		STOCK BROKING- MEANING, FUNCTIONS AND ROLE
TYPES OF BROKER AND THEIR SERVICES		
HOLIDAY 14.02.2024 - BASANT PANCHMI/SIR CHHOTU RAM JAYANTI		
SUNDAY - 18.02.2024		
8	February (19-24)	BROKER TO AN ISSUE AND SEBI GUIDELINES FOR BROKER
		MUTUAL FUNDS – MEANING & TYPES
		CONTINUE..
		ADVANTAGES & PROBLEMS OF MUTUAL FUNDS
		CONSTITUTION AND MANAGEMENT OF MUTUAL FUNDS
CONTINUE..		
SUNDAY - 25.02.2024		
9	February (26-29)	DESIGNING & MARKETING AND EVALUATION OF MUTUAL FUND SCHEMS
	March (1-2)	CONTINUE..
		SEBI GUIDELINES FOR MUTUAL FUNDS IN INDIA
		EXCHANGE TRADE FUND – MEANING, FEATURES OF ETF, DIFFERENCE BETWEEN MUTUAL FUNDS & ETFs
		CONTINUE...
TYPES & ADVANTAGES OF ETFs		
SUNDAY - 03.03.2024		
10	March (4-7)	CONTINUE...
	March (9)	CONTINUE...
		DISADVANTAGES OF ETFs
		REVISION
		SECURITY EXCHANGE BOARD OF INDIA (SEBI)- MEANING, OBJECTIVES AND ROLE
CONTINUE...		
HOLIDAY - 08.03.2024 - MAHA SHIVRATRI		
SUNDAY - 10.03.2024		
11	March (11-16)	MANAGEMENT AND POWERS OF SEBI
		FUNCTIONS OF SEBI, MEASURES TAKEN BY SEBI
		CONTINUE...
		REVISION
		ISSUE MANAGEMENT –MEANING, CLASSIFICATION- PRE-ISSUE MANAGEMENT
CONTINUE...		
SUNDAY - 17.03.2024		

12	March (18-22)	ASSIGNMENT (I) ON FINANCIAL SERVICES
		PRE-ISSUE MANAGEMENT-METHODS
		CONTINUE...
		BOOK-BUILDING
		CONTINUE...
HOLI VACATION - 23.03.2024 - 31.03.2024 (SHAHEEDI DIWAS - 23.03.2024)		
13	April (1-6)	REVERSE BOOK BUILDING
		CONTINUE...
		POST ISSUE MANAGEMENT – MEANING, CONCEPT & SEBI GUIDELINES FOR POST ISSUE MANAGEMENT
		CONTINUE...
		MANAGING NEW ISSUE: EQUITY ISSUE/PUBLIC ISSUE- MEANING , PROCESS
SUNDAY - 07.04.2024		
14	April (8-10)	TYPES OF PUBLIC ISSUE, SEBI GUIDELINES FOR PUBLIC ISSUE
		AVANTAGES AND DISADVANTAGES OF PUBLIC ISSUE
	April (12-13)	PRIVATE PLACEMENT
		INTERMEDIARIES TO ISSUE-MEANING, TYPES
		UNDERWRITER FUNCTIONS OF UNDERWRITER
HOLIDAY - 11.04.2024 - ID-UL-FITR		
SUNDAY - 14.04.2024		
15	April (15-16)	TYPES OF UNDERWRITER
		ASSIGNMENT – II ON CREDIT RATING
	April (18-20)	CONTINUE....
		CONTINUE....
		CONTINUE....
HOLIDAY - 17.04.2024 - RAM NAVMI		
SUNDAY - 21.04.2024		
16	April (22-27)	PORTFOLIO MANAGERS, DEBENTURE TRUSTEE
		CONTINUE...
		CONTINUE...
		REVISION
		REVISION
SUNDAY - 28.04.2024		
17	April (29-30)	REVISION
		REVISION
		REVISION
		REVISION
University Examinations w.e.f. 01.05.2024		

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LESSON PLAN

SESSION 2023-24 (01.01.2024 to 30.04.2024)

Weekly Lesson Plan (Even Semester)

UG (VI - Semester)

Name of the Paper:- Logistics Management

Class: BBA Final

Name of the Teacher : Prof. Maneet Kaur

WEEK	DATE	TOPICS
1	January (1-6)	DISCUSSION ABOUT SYLLABUS
		Logistic Management:Definition and Concept
		Continue
		Scope of logistic management
		Continue
Role and Importance of logistic management		
SUNDAY - 07.01.2024		
2	January (8-13)	Continue
		Coordination function of logistics
		Continue
		Total cost concept system approach to logistic
		Objectives of logistic management
REVISION		
SUNDAY - 14.01.2024		
3	January (15-16)	CLASS TEST
		Customer services:Concept and practice
	January (18-20)	Continue
		Continue
		Continue
REVISION		
HOLIDAY - 17.01.2024-SHRI GURU GOBIND SINGH JI JAYANTI		
SUNDAY - 21.01.2024		
4	January (22-25)	Supply chain management:Definition,components
		Continue
	January (27)	Role of logistic in SCM
		Difference between Physical Distribution, Logistics and SCM
		Continue
HOLIDAY - 26.01.2024 - REPUBLIC DAY		
SUNDAY - 28.01.2024		
5	January (29-31)	CLASS TEST
		Order Processing
	February (1-3)	Continue
		Continue
		Continue
SUNDAY - 04.02.2024		

6	February (5-10)	Class Activity
		Warehousing: Meaning, Types and Functions
		Continue
		Continue
		Inventory Management
SUNDAY - 11.02.2024		
7	February (12-13)	Continue
		Continue
	February (15-17)	Continue
		Continue
		Inventory Cost and Cost Control Techniques
HOLIDAY 14.02.2024 - BASANT PANCHMI/SIR CHHOTU RAM JAYANTI		
SUNDAY - 18.02.2024		
8	February (19-24)	Continue
		Continue
		Continue
		Continue
		REVISION ORAL TEST
SUNDAY - 25.02.2024		
9	February (26-29)	Transportation Systems: Types
		Continue
		Continue
	March (1-2)	Transportation network in India
		Continue
SUNDAY - 03.03.2024		
10	March (4-7)	Continue
		Continue
		Logistics Packaging
	March (9)	Continue
		Revision
HOLIDAY - 08.03.2024 - MAHA SHIVRATRI		
SUNDAY - 10.03.2024		
11	March (11-16)	Packaging material used in Logistics
		Continue
		Continue
		Cost involved in Packaging material
		Continue
SUNDAY - 17.03.2024		

12	March (18-22)	Continue
		ASSIGNMENT IST ON CUSTOMER SERVICE
		Continue
		REVISION
		Information technology & logistic management
Continue		
HOLI VACATION - 23.03.2024 - 31.03.2024 (SHAHEEDI DIWAS - 23.03.2024)		
13	April (1-6)	Continue
		Continue
		Continue
		CONDITIONAL TEST ON INVENTORY MANAGEMENT
		REVISION
		CLASS TEST
SUNDAY - 07.04.2024		
14	April (8-10)	Role of Technology in logistics
		Continue
		Continue
	April (12-13)	Logistics Performance Measurement and Control
		Continue
		Continue
HOLIDAY - 11.04.2024 - ID-UL-FITR		
SUNDAY - 14.04.2024		
15	April (15-16)	Continue
		Continue
	April (18-20)	ASSIGNMENT IIND ON WAREHOUSING
		Continue
		Continue
HOLIDAY - 17.04.2024 - RAM NAVMI		
SUNDAY - 21.04.2024		
16	April (22-27)	Continue
		Continue
		Revision
		Revision
		Revision
		Revision
SUNDAY - 28.04.2024		
17	April (29-30)	Revision
		Revision
		Revision
		Revision
University Examinations w.e.f. 01.05.2024		

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LESSON PLAN

SESSION 2023-24 (01.01.2024 to 30.04.2024)

Weekly Lesson Plan (Even Semester)

UG (VI - Semester)

Name of the Paper:-PRINCIPLES OF INSURANCE

Class: BBA FINAL

Name of the Teachers : PROF. KARUNA SACHDEVA

WEEK	DATE	TOPICS
1	January (1-6)	Hawan
		Discussion about syllabus
		Insurance - Concept , Nature
		Continued
SUNDAY - 07.01.2024		
2	January (8-13)	Classification of Insurance- Life and Non-Life.
		Continued
		Continued
		Continued
		Functions,Importance And Evolution of Insurance .
		Continued
SUNDAY - 14.01.2024		
3	January (15-16) January (18-20)	Continued
		Continued
		Continued
		Principles Of Insurance .
		Continued
		Continued
HOLIDAY - 17.01.2024-SHRI GURU GOBIND SINGH JI JAYANTI		
SUNDAY - 21.01.2024		
4	January (22-25) January (27)	Continued
		Revision
		Class Test
		Life Insurance-Concept.
		Continued
HOLIDAY - 26.01.2024 - REPUBLIC DAY		
SUNDAY - 28.01.2024		
5	January (29-31) February (1-3)	Continued
		Continued
		Continued
		Public And Private Sector Companies In India - Their Pro
		Continued
		Continued
SUNDAY - 04.02.2024		

6	February (5-10)	LIC Act,1956 - An Overview.
		Continued
		Continued
		Continued
		Continued
		Revision
SUNDAY - 11.02.2024		
7	February (12-13)	General Insurance- Concept, Types.
		Continued
	February (15-17)	Continued
		Continued
HOLIDAY 14.02.2024 - BASANT PANCHMI/SIR CHHOTU RAM JAYANTI		
SUNDAY - 18.02.2024		
8	February (19-24)	Public And Private Sector General Insurance Companies
		Continued
		Continued
		Continued
		Continued
SUNDAY - 25.02.2024		
9	February (26-29)	IRDA ACT , 1999 - Organisation, Guidelines For Life And F
		Continued
	March 2)	(1- Continued
		Continued
		Continued
SUNDAY - 03.03.2024		
10	March 7) March	Class Test
		Continued
		(4- Distribution Channels In Insurance-Introduction, Individu
		(9) Continued
		Continued
HOLIDAY - 08.03.2024 - MAHA SHIVRATRI		
SUNDAY - 10.03.2024		
11	March (11-16)	Continued
		Code Of Conduct and Remuneration Of Individual Agent
		Continued
		Continued
		Assignment I on Insurance-An Introduction
SUNDAY - 17.03.2024		

12	March (18-22)	Eligibility, Functions And Code Of Conduct And Remuner
		Continued
		Continued
		Continued
		Continued
HOLI VACATION - 23.03.2024 - 31.03.2024 (SHAHEEDI DIWAS - 23.03.2024)		
13	April (1-6)	Conditional Test on Life Insurance And General Insuranc
		Life Insurance, Documentation In Life Insurance Contrac
		Continued
		Continued
		Continued
SUNDAY - 07.04.2024		
14	April 10) April 13)	Documentation In General Insurance Contract .
		Continued
		Continued
		Continued
		Assignment II on Distribution Channels In Insurance
HOLIDAY - 11.04.2024 - ID-UL-FITR SUNDAY - 14.04.2024		
15	April 16) April 20)	Claim Settlement In General Insurance .
		Continued
		Continued
		Continued
		Continued
HOLIDAY - 17.04.2024 - RAM NAVMI SUNDAY - 21.04.2024		
16	April 27)	Class Test
		Revision
		Revision
		Revision
		Revision
		Revision
SUNDAY - 28.04.2024		
17	April 30)	Revision
		Revision
		Revision
		Revision
University Examinations w.e.f. 01.05.2024		