

I.B. (PG) COLLEGE, PANIPAT**LESSON PLAN****SESSION 2024-25 (01.08.2024 to 22.11.2024)**

Weekly Lesson Plan (Odd Semester) UG (III- Semester

Name of the Paper:- Managerial Accounting Class:-BBA-II YEAR

Name of the Teacher: -Ms. Sonia Virmani

WEEK	DATE	TOPICS
1	August (1-3)	Introduction about syllabus
		Nature of Managerial accounting
		Scope of Managerial accounting
SUNDAY - 04.08.2024		
2	August (5-10)	Continue
		Functions of Managerial Accounting
		07.08.2024 - TEEJ
		Significance of Managerial accounting
		Oral revision
		Tools used in Management accounting
SUNDAY - 11.08.2024		
3	August (12-17)	Functions and limitations of Management accounting
		Continue
		Difference between MGT A/C & Fin. A/C
		15.08.2024 - INDEPENDENCE DAY
		Continue
		Roll of Management accounting
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		Decision making through Management accounting
		Marginal costing-Nature
		Significance and limitations
		Continue
		CVP Analysis
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		Continue
		Continue
		Continue
		Break - even analysis
		Continue
SUNDAY - 01.09.2024		

6	September	(2-7)	Continue
			Continue
			Clearing doubts
			Marginal costing as decision making tool
			Continue
			Distinction b/w Marginal costing and standard costing
SUNDAY - 08.09.2024			
7	September	(9-14)	Continue
			Continue
			Budgeting Process- Performance Budgeting
			Continue
			Continue
			Zero base budgeting
SUNDAY - 15.09.2024			
8	September	(16-21)	Continue
			Programme budgeting
			Continue
			Solving Queries
			Activity based budgeting
			Budgetary control- nature
SUNDAY - 22.09.2024			
9	September	(24-28)	Objectives and significance
			Continue
			Types of Budgets
			Continue
			Continue
SUNDAY - 29.09.2024			
10	September (30) October (1, 4-5))		Continue
			Continue
			02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			Continue
			Continue
SUNDAY - 06.10.2024			
11	October	(7-11)	ASSIGNMENT-1
			Analysis of Financial statement- Objectives
			Process
			Decision through Financial analysis
			Types and limitations
HOLIDAY 12.10.2024 - (DUSSEHRA)			
SUNDAY - 13.10.2024			

12	October	(14-19)	Continue
			Continue
			Continue
			Ratio analysis
			Continue
SUNDAY - 20.10.2024			
13	October	(21-26)	Continue
			Continue
			Continue
			Continue
			Continue
			Clearing doubts
DIWALI BREAK - 27.10.2024 - 03.11.2024			
14	November	(4-9)	Mid term axam
			Responsibility accounting and Management control
			Continue
			Continue
			Continue
			Continue
SUNDAY - 10.11.2024			
15	November	(11-16)	ASSIGNMENT -2
			Types of Responsibility centres
			Continue
			Techniques of Management control system
			15.11.2024 - GURU NANAK DEV JAYANTI
			Revision
SUNDAY - 17.11.2024			
16	November	(18-22)	Revision
			Revision
			Revision
			Revision
			Revision
			Revision
23.11.2024 - Examinations			

I.B. (PG) COLLEGE, PANIPAT
LESSON PLAN
SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)UG (III Semester)

Name of the Paper:- HUMAN RESOURCE MANAGEMENT

Class: BBA-II

Name of the Teacher: Prof. Nisha Gupta

WEE	DATE	TOPICS
1	August (1-3)	DISCUSSION ABOUT SYLLABUS
		HUMAN RESOURCE MANANGEMENT- MEANING, DEFINITION
		FEATURES & FUNCTIONS OF HUMAN RESOURCE MANAGEMENT
SUNDAY - 04.08.2024		
2	August (5-10)	CONTINUE...
		OBJECTIVES & SCOPE OF HUMAN RESOURCE MANAGEMENT
		07.08.2024 - TEEJ
		CONTINUE...
SUNDAY - 11.08.2024		
3	August (12-17)	DIFFERENCE BETWEEN HRM, PERSONNAL MANAGEMENT & HRD
		HUMAN RESOURCE PLANNING: MEANING & FEATURES
		PROCESS OF HUMAN RESOURCE PLANNING
		15.08.2024 - INDEPENDENCE DAY
		ADVANTAGES & PROBLEMS OF HUMAN RESOURCE PLANNING
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		TYPES OF HUMAN RESOURCE PLANNING & SUGGESTIONS
		CONTINUE...
		CLASS TEST
		RECRUITMENT
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		CONTINUE...
		CONTINUE...
		SELECTION
		CONTINUE...
SUNDAY - 01.09.2024		

6	September (2-7)	TRAINING & DEVELOPMENT
		CONTINUE...
		CONTINUE...
		CONTINUE...
		JOB ANALYSIS
CONTINUE...		
SUNDAY - 08.09.2024		
7	September (9-14)	CONTINUE...
		CONTINUE...
		CONTINUE...
		ASSIGNMENT-I ON HUMAN RESOURCE MANAGEMENT
		JOB EVALUATION
CONTINUE...		
SUNDAY - 15.09.2024		
8	September (16-21)	CONTINUE...
		CONTINUE...
		CONTINUE...
		CAREER PLANNING
		CONTINUE...
CONTINUE...		
SUNDAY - 22.09.2024		
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY		
9	September (24-28)	CONTINUE...
		PERFORMANCE MANAGEMENT
		CONTINUE...
		CONTINUE...
CONTINUE...		
SUNDAY - 29.09.2024		
10	September (30) October (1, 4-5)	ASSIGNMENT-II ON TRAINING & DEVELOPMENT
		PAYROLL & COMPENSATION MANAGEMENT
		02.10.2024 - MAHATMA GANDHI JAYANTI
		03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
		CONTINUE...
CONTINUE...		
SUNDAY - 06.10.2024		
11	October (7-11)	CONTINUE...
		EMPLOYEE RETENTION
		CONTINUE...
		CONTINUE...
REVISION & ORAL TEST		
HOLIDAY 12.10.2024 - (DUSSEHRA)		
SUNDAY - 13.10.2024		

12	October (14-19)	EMPLOYEE HEALTH & SAFETY
		CONTINUE...
		CONTINUE...
		17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH
		CONTINUE...
		MID TERM EXAMINATION
SUNDAY - 20.10.2024		
13	October (21-26)	RECENT TRENDS IN HUMAN RESOURCE MANAGEMENT
		CONTINUE...
		CONTINUE...
		CONTINUE...
		CLASS ACTIVITY
		IMPACT OF TECHNOLOGY ON HUMAN RESOURCE MANAGEMENT
DIWALI BREAK - 27.10.2024 - 03.11.2024		
14	November 9)	(4- CONTINUE...
		CONTINUE...
		CONTINUE...
		REVISION & ORAL TEST
		INTERNATIONAL HUMAN RESOURCE MANAGEMENT PRACTICES
		CONTINUE...
SUNDAY - 10.11.2024		
15	November (11-16)	CONTINUE...
		CONTINUE...
		REVISION
		CLASS TEST
		15.11.2024 - GURU NANAK DEV JAYANTI
		REVISION
SUNDAY - 17.11.2024		
16	November (18-22)	REVISION
		REVISION
		REVISION
		REVISION
		REVISION
		REVISION
23.11.2024 - Examinations		

I.B. (PG) COLLEGE, PANIPAT
LESSON PLAN
SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)UG IIIrd Semester
the Paper:-DISASTER MANAGEMENT Class :BBA IInd Year
Teachers (Section Wise) : PROF. ANCHAL

Name of
Name of the

WEEK	DATE	TOPICS
1	August (1-3)	INTRODUCTION OF DISASTER
		CONTINUE
		CONTINUE
SUNDAY - 04.08.2024		
2	August (5-10)	MEANING AND NATURE
		CONTINUE
		07.08.2024 - TEEJ
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 11.08.2024		
3	August (12-17)	CONCEPT OF HARZARD
		CONTINUE
		CONTINUE
		15.08.2024 - INDEPENDENCE DAY
		CONTINUE
		CONTINUE
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		RISK AND VULNERABILITY
		CONTINUE
		CONTINUE
		CONTINUE
		CONTINUE
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		TYPES OF DISASTER
		CONTINUE
		CONTINUE
		CONTINUE
		ASSIGNMENT-1
SUNDAY - 01.09.2024		

6	September 7)	(2-	NATURAL DISASTER - FLOOD,CYCLONE
			CONTINUE
			CONTINUE
			EARTHQUAKE AND LANSLIDES
			CONTINUE
			SUNDAY - 08.09.2024
7	September 14)	(9-	MAN MADE DISASTER -INTRODUCTION
			CONTINUE
			CONTINUE
			CLASSIFICATION OF MAN MADE DISASTER
			CONTINUE
			SUNDAY - 15.09.2024
8	September 21)	(16-	MAN MADE DISASTER ACCIDENTS
			CONTINUE
			CONTINUE
			ASSIGNMENT-2
			DISASTER MANAGEMENT
			SUNDAY - 22.09.2024
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
9	September 28)	(24-	CONTINUE
			CONTINUE
			CONTINUE
			PLANNING AND COORDINATION OF DISASTER
			CONTINUE
			SUNDAY - 29.09.2024
10	September (30) October (1, 4-5))		CONTINUE
			CONTINUE
			02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			PRE DISASTER PREPARATION
			SUNDAY - 06.10.2024
11	October (7-11)		CONTINUE
			CONTINUE
			POST DISASTER PREPARTION
			CONTINUE
			CONTINUE
HOLIDAY 12.10.2024 - (DUSSEHRA)			
SUNDAY - 13.10.2024			

12	October	(14-19)	MID TERM EXAMINATION
			INSTITUTIONAL FRAMEWORK OF DISASTER
			CONTINUE
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA
			CONTINUE
			CONTINUE
SUNDAY - 20.10.2024			
13	October	(21-26)	STAKEHOLDERS IN DISASTER MANAGEMENT
			CONTINUE
			CONTINUE
			CONTINUE
			CONTINUE
DIWALI BREAK - 27.10.2024 - 03.11.2024			
14	November	(4-9)	NATIONAL MANAGEMENT
			CONTINUE
			CONTINUE
			CONTINUE
			CONTINUE
SUNDAY - 10.11.2024			
15	November	(11-16)	CLASS TEST
			NATIONAL MANAGEMENT
			CONTINUE
			CONTINUE
			15.11.2024 - GURU NANAK DEV JAYANTI
			DISASTER MANAGEMENT POLICY
SUNDAY - 17.11.2024			
16	November	(18-22)	CONTINUE
			CONTINUE
			REVISION
			REVISION
			REVISION
23.11.2024 - Examinations			

I.B. (PG) COLLEGE, PANIPAT
LESSON PLAN
SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester)UG (III Semester)

Name of the Paper:- MARKETING MANAGEMENT Class: BBA-II

Name of the Teacher: Prof. Maneet Kaur

WEEK	DATE	TOPICS
1	August (1-3)	DISCUSSION ABOUT SYLLABUS
		MARKETING MANAGEMENT : MEANING,NATURE AND SCOPE
		CONTINUE
SUNDAY - 04.08.2024		
2	August (5-10)	CONTINUE
		CONCEPT OF MARKETING
		07.08.2024 - TEEJ
		CONTINUE
		CONTINUE
SUNDAY - 11.08.2024		
3	August (12-17)	MARKETING ENVIRONMENT
		CONTINUE
		CONTINUE
		15.08.2024 - INDEPENDENCE DAY
		MARKETING MIX
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		CONTINUE
		STP(SEGMENTING,TARGETING,POSITIONING) APPROACH TO
		CONTINUE
		CONTINUE
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		MARKETING INFORMATION SYSTEM : MEANING AND
		CLASS ACTIVITY
		MARKETING RESEARCH
		CONTINUE
SUNDAY - 01.09.2024		

6	September	(2-7)	CONSUMER BEHAVIOUR-MEANING AND IMPORTANCE OF STUDY
			CONTINUE
			CONTINUE
			CONTINUE
			PRODUCT : MEANING,LEVELS AND PRODUCT MIX
SUNDAY - 08.09.2024			
7	September	(9-14)	CONTINUE
			CONTINUE
			CONTINUE
			NEW PRODUCT DEVELOPMENT
			CONTINUE
PRODUCT LIFE CYCLE			
SUNDAY - 15.09.2024			
8	September	(16-21)	CONTINUE
			CONTINUE
			BRANDING AND PACKAGING DECISIONS
			CONTINUE & ASSIGNMENT IST : MARKETING RESEARCH
			CONTINUE
CONTINUE			
SUNDAY - 22.09.2024			
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
9	September	(24-28)	PRICING : MEANING,PROCEDURE FOR SETTING A PRICE , PRICE
			CONTINUE
			CONTINUE
			CONTINUE
			DISTRIBUTION CHANNELS : LEVELS AND ROLES
SUNDAY - 29.09.2024			
10	September (30) October	(1, 4-5))	CONTINUE
			CONTINUE
			02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			ASSIGNMENT-II ON DISTRIBUTION CHANNEL
MANAGEMENT OF PHYSICAL DISTRIBUTION			
SUNDAY - 06.10.2024			
11	October	(7-11)	CONTINUE
			CONTINUE
			PROMOTION : PROMOTION MIX- A STUDY OF ADVERTISING
			CONTINUE
			CONTINUE
HOLIDAY 12.10.2024 - (DUSSEHRA)			
SUNDAY - 13.10.2024			

12	October	(14-19)	MID TERM EXAMINATION
			SALES PROMOTION
			CONTINUE
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA
			CONTINUE
			PERSONAL SELLING
			SUNDAY - 20.10.2024
13	October	(21-26)	CONTINUE
			CONTINUE
			DIRECT MARKETING
			CONTINUE
			PUBLIC RELATIONS
			CONTINUE
			DIWALI BREAK - 27.10.2024 - 03.11.2024
14	November	(4-9)	CONTINUE
			MARKETING ORGANISATION AND CONTROL
			CONTINUE
			CONTINUE
			CONTINUE
			CONTINUE
			SUNDAY - 10.11.2024
15	November	(11-16)	SERVICE ORGANISATION
			CONTINUE
			CONTINUE
			CONTINUE
			15.11.2024 - GURU NANAK DEV JAYANTI
			CONTINUE
			SUNDAY - 17.11.2024
16	November	(18-22)	REVISION
			REVISION
			REVISION
			REVISION
			REVISION
			REVISION
			23.11.2024 - Examinations

I.B. (PG) COLLEGE, PANIPAT
LESSON PLAN
SESSION 2024-25 (01.08.2024 to 22.11.2024)

Weekly Lesson Plan (Odd Semester) UG (III - Semester)
Name of the Paper:- Accounting Data Processing Class-BBA Iind Year
Name of the Teachers (Section Wise) : Prof. NISHA Goel

WEEK	DATE	TOPICS
1	August (1-3)	Accounting:Meaning,advantages,limit
SUNDAY - 04.08.2024		
2	August (5-10)	Fundamental accounting assumptions:GAAP & Practical
07.08.2024 - TEEJ		
Computerized accounting system.concept,need,difference between manual and Computerized & Practical		
SUNDAY - 11.08.2024		
3	August (12-17)	Tally.introduction,features,installation,Licensing Configurations & Practical
15.08.2024 - INDEPENDENCE DAY		
Security controls in Tally Prime:Tally vault Password,data		
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
Export and import data,edit log features in tally &Practical		
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
& Practical		
SUNDAY - 01.09.2024		
6	September (2-7)	Practical
SUNDAY - 08.09.2024		
7	September (9-14)	Configuration,shutting and deleting a company & Practical
SUNDAY - 15.09.2024		
8	September (16-21)	ledgers,altering;deleting and displaying ledger & Practical
SUNDAY - 22.09.2024		
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY		
9	September (24-29)	Invoicing;Cost centres;interest calculations & Practical
SUNDAY - 29.09.2024		

10	September (30) October (1, 4-5))	Inventory, Stock groups, stock categories, stock items & Practical
		02.10.2024 - MAHATMA GANDHI JAYANTI
		03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
		Purchase and sales orders processing & Practical
SUNDAY - 06.10.2024		
11	October (7-11)	Godowns/Location, unit of measurement; BOM & Practical
HOLIDAY 12.10.2024 - (DUSSEHRA)		
SUNDAY - 13.10.2024		
12	October (14-19)	Practical
		17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA
		Financial Statements: Profit & loss account, balance sheet & Practical
SUNDAY - 20.10.2024		
13	October (21-26)	Bank Reconciliation; Debit and credit note & Practical
DIWALI BREAK - 27.10.2024 - 03.11.2024		
14	November (4-9)	Tally audit features; Printing features & Assignment
SUNDAY - 10.11.2024		
15	November (11-16)	tally
		15.11.2024 - GURU NANAK DEV JAYANTI
SUNDAY - 17.11.2024		
16	November (18-	Revision
23.11.2024 - Examinations		