

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

UG ( 1st / III / V - Semester)

Name of the Paper:- BUSINESS MATHEMATICS            B

Name of the Teachers (Section Wise) : MANISH KUMAR

WEEK	DATE	TOPICS
1	August (1-3)	Set Theory
		Representation of sets
<b>SUNDAY - 04.08.2024</b>		
2	August (5-10)	Equivalent Sets
		Power Set
		<b>07.08.2024 - TEEJ</b>
		Complement of a set
		Examples
		Examples
<b>SUNDAY - 11.08.2024</b>		
3	August (12-17)	Union of sets
		Intersection of Sets
		Examples
		<b>15.08.2024 - INDEPENDENCE DAY</b>
		Examples
<b>SUNDAY - 18.08.2024</b>		
4	August (19-24)	<b>19.08.2024 - RAKSHABANDHAN</b>
		De-Morgen laws
		Examples
		Examples
<b>SUNDAY - 25.08.2024</b>		
5	August (26-31)	<b>26.08.2024 - JANAMASHTMI</b>
		Class Doubt
		Class Doubt
		Class Test
<b>SUNDAY - 01.09.2024</b>		

6	September	(2-7)	Quadratic equation
			Examples
			Examples
			Equation Reducible to Quadratics
			Examples
<b>SUNDAY - 08.09.2024</b>			
7	September	(9-14)	Nature of Roots of a quadratic Equation
			Examples
			Formation Of Equation Whose Roots Are Given
			Examples
			Examples
<b>SUNDAY - 15.09.2024</b>			
8	September	(16-21)	Word Problems Solution Involving Quadratic Equation
			Examples
			Examples
			Clasas Discussion
			Class TEST
<b>SUNDAY - 22.09.2024</b>			
<b>HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY</b>			
9	September	(24-28)	Binomial Theorem
			Examples
			Examples
			General Term IN a Binomial Expansion
			Examples
<b>SUNDAY - 29.09.2024</b>			
10	September (30) October (1, 4-5))		Examples
			Examples
			<b>02.10.2024 - MAHATMA GANDHI JAYANTI</b>
			<b>03.10.2024 - (MAHARAJA AGRASEN JAYANTI)</b>
			Class Discussion
<b>SUNDAY - 06.10.2024</b>			
11	October	(7-11)	Functions
			Examples
			Limits
			Examples
			Continuity
<b>HOLIDAY 12.10.2024 - (DUSSEHRA)</b>			
<b>SUNDAY - 13.10.2024</b>			

12	October	(14-19)	Examples
			Examples
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIRU JAYANTI
			Class Discussion
			Class TEST
<b>SUNDAY - 20.10.2024</b>			
13	October	(21-26)	Matrices
			Basic Operation On Matrices
			Examples
			Multiplication Of Matrices
			Examples
<b>DIWALI BREAK - 27.10.2024 - 03.11.2024</b>			
14	November	(4-9)	Transpose of a matrix
			Symmetric and Skew Symmetric matrix
			Examples
			Examples
			Examples
<b>SUNDAY - 10.11.2024</b>			
15	November	(11-16)	Determinants
			singular and Non Singular Matrix
			Properties Of Determinants
			Examples
			15.11.2024 - GURU NANAK DEV JAYANTI
<b>SUNDAY - 17.11.2024</b>			
16	November	(18-22)	Adjoint Of A matrix
			Inverse OF a Matrix
			Examples
			Class Discussion
			Class TEST
<b>23.11.2024 - Examinations</b>			

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

Weekly Lesson Plan (Odd Semester)

UG ( 1st - Semester)

Name of the

Paper:- Business Organisation

Class: BBA I

Name of

the Teachers (Section Wise) :Prof. Sonia Virmani Section(A), Prof. Nisha Goel B)

WEEK	DATE	TOPICS
1	August (1-3)	Syllabus Discussed
		Business Organisation: An Introduction
		Continue
SUNDAY - 04.08.2024		
2	August (5-10)	Continue
		07.08.2024 - TEEJ
		Continue
		Continue
		Continue
SUNDAY - 11.08.2024		
3	August (12-17)	Types Of Business Organisation
		Continue
		15.08.2024 - INDEPENDENCE DAY
		Continue
		Continue
SUNDAY - 18.08.2024		
4	August (19-24)	19.08.2024 - RAKSHABANDHAN
		Partnership Organisation
		Continue
		Continue
		Continue
SUNDAY - 25.08.2024		
5	August (26-31)	26.08.2024 - JANAMASHTMI
		Revision
		Joint Stock Company Or Company Organisation
		Continue
		Continue
SUNDAY - 01.09.2024		

6	September	(2-7)	
			Presentation
			Formation Of Company: Various Stages
			Continue
			Continue
			SUNDAY - 08.09.2024
7	September	(9-14)	
			Multinational and Transnational Companies
			Continue
			Continue
			Revision
			SUNDAY - 15.09.2024
8	September	(16-21)	
			Conceptual framework of Corporate Governance
			Continue
			Continue
			One person Company
			SUNDAY - 22.09.2024
HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY			
9	September	(24-28)	Revision
			Cooperative Societies/Cooperative Organisation
			Continue
			Continue
			Continue
			SUNDAY - 29.09.2024
10	September (30) October	(1, 4-5)	
			State ownershi, Non-Profit Organisation
			02.10.2024 - MAHATMA GANDHI JAYANTI
			03.10.2024 - (MAHARAJA AGRASEN JAYANTI)
			Continue
			SUNDAY - 06.10.2024
11	October	(7-11)	
			Presentation
			Globalisation and Challenges For Indian Business
			Continue
			Continue
HOLIDAY 12.10.2024 - (DUSSEHRA)			
SUNDAY - 13.10.2024			

12	October	(14-19)	
			Revision
			Assignment 1
			17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH
			Revision
			SUNDAY - 20.10.2024
13	October	(21-26)	
			Process of Setting up a Business unit
			Continue
			Continue
			Continue
			DIWALI BREAK - 27.10.2024 - 03.11.2024
14	November	(4-9)	
			Assignment 2
			Revision
			Revision
			Plant Location, Business Size, SEZs
			SUNDAY - 10.11.2024
15	November	(11-16)	
			Continue
			Continue
			Continue
			15.11.2024 - GURU NANAK DEV JAYANTI
			SUNDAY - 17.11.2024
16	November	(18-22)	
			Revision
			Presentation
			Continue
			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 ( 1st - Semester)

Name of the Paper:- Fundamentals of Financial Accounting Class: BBA Ist

Name of the Teachers (Section Wise) : Prof.Ritika Jatana,Prof Karuna

WEEK	DATE	TOPICS
1	August ( 1-3)	Meaning, Objectives of Accounting
		Cont.
		Cont
<b>SUNDAY - 04.08.2024</b>		
2	August (5-10)	Scope and Nature of Accounting
		Cont
		<b>Cont.</b>
		Cont.
		Cont
<b>SUNDAY - 11.08.2024</b>		
3	August (12-17)	Cont.
		Cont.
		Cont.
		<b>15.08.2024 - INDEPENDENCE DAY</b>
		Accounting Standards
		Cont
<b>SUNDAY - 18.08.2024</b>		
4	August (19-24)	<b>19.08.2024 - RAKSHABANDHAN</b>
		Cont.
		Cont.
		Process and basis of Accounting
		Cont.
<b>SUNDAY - 25.08.2024</b>		
5	August (26-31)	<b>26.08.2024 - JANAMASHTMI</b>
		Cont.
		Cont.
		Cont
		Cont
<b>SUNDAY - 01.09.2024</b>		

6	September	(2-7)	Capital And Revenue
			Cont.
			Double Entry System
			Cont.
			Cont.
			Books of Original Entry Journal
<b>SUNDAY - 08.09.2024</b>			
7	September	(9-14)	Cont.
			Cont.
			Cont.
			Cont.
			Cont.
<b>SUNDAY - 15.09.2024</b>			
8	September	(16-21)	GST
			Cont.
			Books of Original Entry Cashbook
			Cont
			Cont.
			Cont.
<b>SUNDAY - 22.09.2024</b>			
<b>HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY</b>			
9	September	(24-28)	Cont
			Cont.
			Ledger
			Cont.
			Cont
<b>SUNDAY - 29.09.2024</b>			
10	September (30) October (1, 4-5)		Cont.
			Cont.
			<b>02.10.2024 - MAHATMA GANDHI JAYANTI</b>
			<b>03.10.2024 - (MAHARAJA AGRASEN</b>
			Trial Balance
			Cont.
<b>SUNDAY - 06.10.2024</b>			
11	October	(7-11)	Cont.
			Cont.
			Cont.
			Assignment -1
			Rectification of Error
<b>HOLIDAY 12.10.2024 - (DUSSEHRA)</b>			
<b>SUNDAY - 13.10.2024</b>			



12	October	(14-19)	Cont.
			Cont.
			Cont.
			<b>17.10.2024 - MAHARISHI VALMIKI</b>
			Cont
			Cont.
<b>SUNDAY - 20.10.2024</b>			
13	October	(21-26)	Financial Statement
			Cont.
			Cont.
			Cont.
			Financial Statements - With Adjustments
			Cont.
<b>DIWALI BREAK - 27.10.2024 - 03.11.2024</b>			
14	November	(4-9)	Cont.
			Assignment -2
			Cont
			Bank Reconciliation Statement
			Cont.
			Cont
<b>SUNDAY - 10.11.2024</b>			
15	November	(11-16)	Cont
			Accounts of non Profit organizations
			Cont
			Cont.
			<b>15.11.2024 - GURU NANAK DEV JAYANTI</b>
			Cont.
<b>SUNDAY - 17.11.2024</b>			
16	November	(18-22)	Revision
			Revision
			Revision
			Revision
			Revision
			Revision
<b>23.11.2024 - Examinations</b>			

# I.B. (PG) COLLEGE, PANIPAT

## LESSON PLAN

**SESSION 2024-25 (01.08.2024 to 22.11.2024)**

Weekly Lesson Plan (Odd Semester)

UG ( 1st / III / V - Semester)

Name of the Paper:-

fundamental of computer Class:B.A I(C)+ E(H)+BBA

Name of the Teachers (Section Wise) :

Ms. Pooja Sharma

WEEK	DATE	TOPICS
1	August (1-3)	Computer Fundamentals: Evolution of Computers through generations
		Characteristics of Computers,
		Lab
<b>SUNDAY - 04.08.2024</b>		
2	August (5-10)	
		<b>07.08.2024 - TEEJ</b>
		Strengths and Limitations of Computers, Classification of Computers
		Functional Components of a Computer System, Lab
<b>SUNDAY - 11.08.2024</b>		
3	August (12-17)	
		Applications of computers in Various Fields.
		<b>15.08.2024 - INDEPENDENCE DAY</b>
		Types of Software: System software, Application software, Utility Software. LAB
<b>SUNDAY - 18.08.2024</b>		
4	August (19-24)	<b>19.08.2024 - RAKSHABANDHAN</b>
		Memory Systems: Concept of bit, byte, word, nibble, storage locations and addresses, measuring units of storage capacity, access time, concept of memory hierarchy. P
		Memory Systems: Concept of bit, byte, word, nibble, storage locations and addresses, measuring units of storage capacity, access time, concept of memory hierarchy. P
		Primary Memory - RAM, ROM, PROM, EPROM. LAB
<b>SUNDAY - 25.08.2024</b>		
5	August (26-31)	<b>26.08.2024 - JANAMASHTMI</b>
		TEST
		Secondary Memory - Types of storage devices, Magnetic Tape, Hard Disk, Optical Disk, Flash Memory. I/O Devices: I/O Ports of a Desk Top Computer, Device Controller, Device Driver LAB
<b>SUNDAY - 01.09.2024</b>		

6	September	(2-7)	Input Devices: classification and use, keyboard, pointing devices - mouse, touch pad and track ball, joystick, magnetic stripes, scanner, digital camera, and microphone
			Input Devices: classification and use, keyboard, pointing devices - mouse, touch pad and track ball, joystick, magnetic stripes, scanner, digital camera, and microphone
			Output Devices: speaker, monitor, printers: classification, laser, ink jet, dot-matrix. Plotter.
			<b>07.09.2024 - GANESH CHATURTHI</b>
<b>SUNDAY - 08.09.2024</b>			
7	September	(9-14)	Introduction to Operating System: Definition, Functions, Features of Operating System, Icon, Folder, File, Start Button, Task Bar,
			Introduction to Operating System: Definition, Functions, Features of Operating System, Icon, Folder, File, Start Button, Task Bar,
			Status Buttons, Folders, Shortcuts, Recycle Bin, Desktop, My Computer, My Documents, Windows Explorer, Control Panel.
			LAB
<b>SUNDAY - 15.09.2024</b>			
8	September	(16-21)	Status Buttons, Folders, Shortcuts, Recycle Bin, Desktop, My Computer, My Documents, Windows Explorer, Control Panel.
			ASSIGNMENT 1
			The Internet: Introduction to networks and internet, history, Internet, Working of the Internet, Modes of Connecting to Internet.
			LAB
<b>SUNDAY - 22.09.2024</b>			
<b>HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY</b>			
9	September	(24-28)	The Internet: Introduction to networks and internet, history, Internet, Working of the Internet, Modes of Connecting to Internet.
			Electronic Mail: Introduction, advantages and disadvantages, User Ids, Passwords, e-mail addresses, message components, message composition, mailer features. Browsers and search engines
			LAB
<b>SUNDAY - 29.09.2024</b>			
10	September (30) October (1, 4-5))		<b>02.10.2024 - MAHATMA GANDHI JAYANTI</b>
			<b>03.10.2024 - (MAHARAJA AGRASEN JAYANTI)</b>
			Operating System: • Starting with basics of Operating Systems and its functionalities
			LAB
<b>SUNDAY - 06.10.2024</b>			

11	October	(7-11)	
			TEST
			<ul style="list-style-type: none"> <li>Identify the various computer hardware</li> <li>Understanding the working of computer</li> <li>Understanding various types of software</li> </ul>
			<b>HOLIDAY 12.10.2024 - (DUSSEHRA)</b>
<b>SUNDAY - 13.10.2024</b>			
12	October	(14-19)	
			Internet and E-mail: • Using Internet for various tasks
			<b>17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH JAYANTI</b>
			Internet and E-mail: • Using Internet for various tasks
			LAB
<b>SUNDAY - 20.10.2024</b>			
13	October	(21-26)	
			Internet and E-mail: • Using Internet for various tasks
			• Creating and using e-mail.
			• Creating and using e-mail.
			LAB
<b>DIWALI BREAK - 27.10.2024 - 03.11.2024</b>			
14	November	(4-9)	
			ASSIGNMENT 2
			<b>07.11.2024 - CHHAT PUJA</b>
			TEST
			LAB
<b>SUNDAY - 10.11.2024</b>			
15	November	(11-16)	
			REVISION
			TEST
			<b>15.11.2024 - GURU NANAK DEV JAYANTI</b>
			LAB
<b>SUNDAY - 17.11.2024</b>			
16	November	(18-22)	
			REVISION
			REVISION
			LAB
<b>23.11.2024 - Examinations</b>			

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

Name of the Paper:- PRINCIPLES OF MANAGEMENT

Class: BBA-I

Name of the Teachers (Section Wise) : Prof. Nisha Gupta & Maneet Kaur

WEEK	DATE	TOPICS
1	August (1-3)	DISCUSSION ABOUT SYLLABUS AND MANAGEMENT
		MANAGEMENT: MEANING, CONCEPT, CHARACTERISTICS
		CONTINUE.....
<b>SUNDAY - 04.08.2024</b>		
2	August (5-10)	ORIENTATION
		PROCESS OR FUNCTIONS OF MANAGEMENT
		<b>07.08.2024 - TEEJ</b>
		CONTINUE.....
		OBJECTIVES OF MANAGEMENT, SIGNIFICANCE OF MANAGERIAL ROLES & SKILLS
<b>SUNDAY - 11.08.2024</b>		
3	August (12-17)	CONTINUE.....
		CLASSICAL APPROACH: SCIENTIFIC MANAGEMENT
		CONTINUE.....
		<b>15.08.2024 - INDEPENDENCE DAY</b>
		CLASSICAL APPROACH: ADMINISTRATIVE MANAGEMENT CLASSICAL APPROACH: BUREAUCRATIC APPROACH
<b>SUNDAY - 18.08.2024</b>		
4	August (19-24)	<b>19.08.2024 - RAKSHABANDHAN</b>
		CONTINUE.....
		NEO-CLASSICAL APPROACHES-HUMAN RELATIONS & CONTINUE.....
		MODERN APPROACHES: QUANTITATIVE & SYSTEM CONTINGENCY APPROACH
		<b>SUNDAY - 25.08.2024</b>
5	August (26-31)	<b>26.08.2024 - JANAMASHTMI</b>
		PLANNING-MEANING & FEATURES
		IMPORTANCE & PROCESS OR COMPONENTS OF PLANNING CONTINUE.....
		COMPONENTS OF PLANS CONTINUE.....
		<b>SUNDAY - 01.09.2024</b>

6	September	(2-7)	LIMITATIONS OF PLANNING, MEASURES TAKEN TO CONTINUE... & TYPES OF PLANNING
			PRINCIPLES & TECHNIQUES OF PLANNING
			DECISION MAKING-MEANING, FEATURES
			TECHNIQUES & PROCESS OF DECISION MAKING
			PRINCIPLES & IMPORTANCE OF DECISION MAKING
<b>SUNDAY - 08.09.2024</b>			
7	September	14) (9-	TYPES OF DECISION MAKING & DECISION TREE
			REVISION & ORAL TEST
			ORGANIZING – MEANING, CONCEPT & FEATURES
			PROCESS & PRINCIPLES OF ORGANISING
			FORMAL ORGANISING
<b>SUNDAY - 15.09.2024</b>			
8	September	21) (16-	INFORMAL ORGANISATION
			IMPORTANCE OF ORGANISING & PRINCIPLES
			ORGANISATION CHART: MEANING, LINE ORGANISATION
			LINE & STAFF ORGANISATION CHART
			FUNCTIONAL ORGANISATION
<b>SUNDAY - 22.09.2024</b>			
<b>HOLIDAY 23.09.2024 - SHAHEEDI DIVAS/HARYANA WAR HEROES' MARTYRDOM DAY</b>			
9	September	28) (24-	ASSIGNMENT - I ON MANAGEMENT & ORAL TEST
			AUTHORITY & RESPONSIBILITY- MEANING,
			DELEGATION OF AUTHORITY- MEANING, PROCESS &
			OBSTACLES IN DELEGATION OF AUTHORITY &
			DECENTRALIZATION- MEANING & FEATURES
<b>SUNDAY - 29.09.2024</b>			
10	September (30) October	(1, 4-5))	DIFFERENCE BETWEEN DECENTRALIZATION
			PRINCIPLES & IMPORTANCE OF DECENTRALIZATION
			<b>02.10.2024 - MAHATMA GANDHI JAYANTI</b>
			<b>03.10.2024 - (MAHARAJA AGRASEN JAYANTI)</b>
			DISADVANTAGES OF DECENTRALIZATION & MEANING OF ADVANTAGES AND DISADVANTAGES OF CENTRALISATION
<b>SUNDAY - 06.10.2024</b>			
11	October	(7-11)	STAFFING- MEANING, FEATURES & PROCESS
			FACTORS AFFECTING STAFFING, JOB DESIGN
			CONDITIONAL TEST /MID TERM EXAM
			DIRECTING: MEANING, NATURE
			ELEMENTS OF DIRECTING
<b>HOLIDAY 12.10.2024 - (DUSSEHRA)</b>			
<b>SUNDAY - 13.10.2024</b>			

12	October	(14-19)	PRINCIPLES & IMPORTANCE OF DIRECTING
			CONTINUE....
			COMMUNICATION- MEANING, FEATURES & IMPORTANCE
			<b>17.10.2024 - MAHARISHI VALMIKI JAYANTI/MAHARAJA AJMIDH</b>
			FORMAL COMMUNICATION
			CONTINUE...
<b>SUNDAY - 20.10.2024</b>			
13	October	(21-26)	CONTINUE...
			INFORMAL COMMUNICATION
			CONTINUE....
			CONTINUE....
			BARRIERS IN EFFECTIVE COMMUNICATION
			ASSIGNMENT - II ON STAFFING
<b>DIWALI BREAK - 27.10.2024 - 03.11.2024</b>			
14	November	(4-9)	PRINCIPLES FOR EFFECTIVE COMMUNICATION
			CONTINUE....
			CONTROLLING- MEANING & FEATURES
			PROCESS OF CONTROLLING
			IMPORTANCE OF CONTROLLING
			BARRIERS IN EFFECTIVE CONTROLLING & PRINCIPLES OF
<b>SUNDAY - 10.11.2024</b>			
15	November (11-16)		CONTINUE.... & RELATION BETWEEN PLANNING &
			BUDGETARY AND NON-BUDGETARY TECHNIQUES OF
			CONTINUE....
			CONTINUE....
			<b>15.11.2024 - GURU NANAK DEV JAYANTI</b>
			CONTINUE...
<b>SUNDAY - 17.11.2024</b>			
16	November	22) (18-	REVISION
			REVISION
			REVISION
			REVISION
			REVISION
<b>23.11.2024 - Examinations</b>			