

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Dr. Sakshi Goyal		
Class & Section: B.B.A – IVth Semester		
Subject: Business Laws		
	Date	Topics to be covered
Week 1	01.01.2019	Nature & Kind of Contracts
	02.01.2019	Essentials of a valid contract
	03.01.2019	Difference between valid and void contract
	04.01.2019	Nature & Kinds of Contract
	05.01.2019	Contd.
	06.01.2019	Sunday
	07.01.2019	Test: Nature & Kinds of Contracts
Week 2	08.01.2019	Offer & Acceptance
	09.01.2019	Continue
	10.01.2019	The Acceptance Rules
	11.01.2019	Continue
	12.01.2019	Assignment: All Contracts are agreement but all agreements are not contract
	13.01.2019	sunday
	14.01.2019	Test: Offer & Acceptances
Week 3	15.01.2019	Consideration and Contractual Capacity of Parties
	16.01.2019	Continue
	17.01.2019	Contractual capacity of Parties
	18.01.2019	Continue
	19.01.2019	Free Consent
	20.01.2019	Sunday
	21.01.2019	Void Agreements
Week 4	22.01.2019	Quasi Contracts
	23.01.2019	Discharge of Contract
	24.01.2019	Contd.
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	<i>Test of Agreements</i>
Week 5	29.01.2019	Remedies for breach of Contract
	30.01.2019	Indemnity & Guarantee

	31.01.2019	continue
	01.02.2019	Assignment - Indemnity & Guarantee
	02.02.2019	Test
	03.02.2019	Sunday
	04.02.2019	Bailment, Duties
Week 6	05.02.2019	Rights of Bailor and Bailee
	06.02.2019	Pledge – Rights of Pledger and Pledgee
	07.02.2019	Agency, Creation of Agencies and Duties
	08.02.2019	Termination & Power of Attorney
	09.02.2019	Assignment
	10.02.2019	Sunday
	11.02.2019	Test: Bailment, Pledge & Agency
Week 7	12.02.2019	Contract of sale of goods
	13.02.2019	continue
	14.02.2019	Conditions – Passing Property in Goods
	15.02.2019	Performance of contract
	16.02.2019	Test: Contract and Conditions
	17.02.2019	Sunday
	18.02.2019	Warranties - Rules
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Remedies for breach of contract
	21.02.2019	continue
	22.02.2019	Transfer of Property
	23.02.2019	Continue
	24.02.2019	Sunday
	25.02.2019	Unpaid Seller - Introduction
Week 9	26.02.2019	Rights
	27.02.2019	<i>Continue</i>
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Duties
	02.03.2019	Remedies
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Consequences
	06.03.2019	Revision
	07.03.2019	Test: Duties, Remedies and Consequences
	08.03.2019	Test: Unpaid Seller
	09.03.2019	Negotiable Instrument - Elements

	10.03.2019	Sunday
	11.03.2019	Types of Negotiable Instrument
Week 11	12.03.2019	Holder in due course
	13.03.2019	Instruments
	14.03.2019	Revision
	15.03.2019	Assignment
	16.03.2019	Test : Negotiable Instruments and Parties
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Dishonour
	26.03.2019	Continue
	27.03.2019	Continue
	28.03.2019	Assignment: Negotiable Instruments
	29.03.2019	Revision
	30.03.2019	Test: Transfer of Property
	31.03.2019	Sunday
Week 13	01.04.2019	Test: Dishonour
	02.04.2019	Test: Offer & Acceptances, Contract, Consideration & Agreement
	03.04.2019	Consequences of Negotiable Instruments
	04.04.2019	Continue
	05.04.2019	Revision
	06.04.2019	Test
	07.04.2019	Sunday
Week 14	08.04.2019	Discharge of Negotiable Instruments
	09.04.2019	Test: Dishonour & discharge of Negotiable Instruments
	10.04.2019	Information Technology Act, 2000
	11.04.2019	Digital Signatures
	12.04.2019	Duties of subscribers
	13.04.2019	Penalties Adjudication
	14.04.2019	Sunday
Week 15	15.04.2019	Test: Information Technology Act, 2000
	16.04.2019	Offences
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Revision

	19.04.2019	Assignment: Digital Signature Certificate
	20.04.2019	Revision of Syllabus
	21.04.2019	Sunday
Week 16	22.04.2019	Revision of Syllabus
	23.04.2019	Revision of Syllabus
	24.04.2019	Revision of Syllabus
	25.04.2019	Revision of Syllabus
	26.04.2019	Revision of Syllabus
	27.04.2019	Revision of Syllabus
	28.04.2019	Sunday
Week 17	29.04.2019	Revision of Syllabus
	30.04.2019	Revision of Syllabus

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Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Dr. Sakshi Goyal		
Class & Section: B.B.A – IVth Semester		
Subject: Financial Management		
	Date	Topics to be covered
Week 1	01.01.2019	Introduction and traditional approach of financial management
	02.01.2019	Modern approach of financial management
	03.01.2019	Definition and function of financial management
	04.01.2019	Objectives of Financial management, Profit Maximization v/s wealth mgmt.
	05.01.2019	Organization of finance function
	06.01.2019	Sunday
	07.01.2019	Importance of financial management
Week 2	08.01.2019	Financial management and financial accounting
	09.01.2019	Meaning and types of Working Capital
	10.01.2019	Need and factors affecting Working Capital
	11.01.2019	Adequate working Capital
	12.01.2019	Management of working Capital
	13.01.2019	Sunday
	14.01.2019	Analysis of Working Capital
Week 3	15.01.2019	Operating cycle method of computing working capital
	16.01.2019	Forecasting of current assets and current liabilities method
	17.01.2019	Practice of questions
	18.01.2019	Meaning and motives of holding cash
	19.01.2019	Objectives of cash management and factors determining level of cash
	20.01.2019	Sunday
	21.01.2019	Assignment: Financial Management
Week 4	22.01.2019	Assignment: Working Capital
	23.01.2019	Test
	24.01.2019	Test
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Cash Budget
Week 5	29.01.2019	Adjusted profit and loss method
	30.01.2019	Balance Sheet Method

	31.01.2019	Test
	01.02.2019	Cash Flow Statement and Cash flow ratios
	02.02.2019	Cash Management Model and Miller-Orr Model
	03.02.2019	Sunday
	04.02.2019	Managing the cash flows
Week 6	05.02.2019	Marketable securities
	06.02.2019	Assignment - Financial management & Working Capital
	07.02.2019	<i>Test</i>
	08.02.2019	Management of Receivable
	09.02.2019	Aspects of receivable management
	10.02.2019	Sunday
	11.02.2019	Practice of Questions
Week 7	12.02.2019	Cost of Capital: meaning, factor, problems
	13.02.2019	Cost of Debt
	14.02.2019	Cost of Preference Share Capital
	15.02.2019	Assignment
	16.02.2019	Test
	17.02.2019	Sunday
	18.02.2019	Cost of Equity Share Capital
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Cost of Equity Share Capital
	21.02.2019	Cost of retained earnings
	22.02.2019	Weightage average cost of capital
	23.02.2019	Test
	24.02.2019	Sunday
	25.02.2019	Practice of Questions
Week 9	26.02.2019	Capitalisation: Introduction
	27.02.2019	Theories of capitalization
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Over capitalization
	02.03.2019	Under capitalization
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Assignment: Cost of Preference Share Capital, Equity Share Capital
	06.03.2019	Test
	07.03.2019	Comparison between Over capitalization and Under Capitalisation

	08.03.2019	Watered Capital
	09.03.2019	Test
	10.03.2019	Sunday
	11.03.2019	Introduction to Leverage
Week 11	12.03.2019	Meaning of leverage, Operating Leverage
	13.03.2019	Financial Leverage
	14.03.2019	EBIT-EPS Analysis
	15.03.2019	EBIT-EPS Analysis
	16.03.2019	Test : Capitalisation
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	EBIT-EPS Analysis
	26.03.2019	Indifference Point
	27.03.2019	Combined Leverage
	28.03.2019	Practice of Questions
	29.03.2019	Practice of Questions
	30.03.2019	Test : Leverage, EBIT
	31.03.2019	Sunday
Week 13	01.04.2019	Meaning and importance of Capital Structure
	02.04.2019	Optimal Capital Structure
	03.04.2019	Factors affecting Capital Structure Decision
	04.04.2019	Net income approach of Capital Structure
	05.04.2019	Net income approach of Capital Structure-Practical Portion
	06.04.2019	Assignment
	07.04.2019	Sunday
Week 14	08.04.2019	Test
	09.04.2019	Net Operating Income approach of Capital Structure
	10.04.2019	Net Operating Income approach of Capital Structure
	11.04.2019	Traditional Approach of Capital Structure Decision
	12.04.2019	Modigliani-Miller approach
	13.04.2019	Modigliani-Miller approach
	14.04.2019	Sunday
Week 15	15.04.2019	Practice and revision of Capital Structure
	16.04.2019	Dividend Policy: Introduction, Types of Dividend
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Types of Dividend Policy, Stability of Dividend and factors affecting dividend policy decision
	19.04.2019	Walter Model of Dividend

	20.04.2019	Gordon Model of Dividend,/ Practical and Modigliani Miller Model of Dividend
	21.04.2019	Sunday
Week 16	22.04.2019	Practical Questions of Dividend policy decision, Financial Planning
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Dr. Sakshi Goyal		
Class & Section: B.B.A – VIth Semester		
Subject: Foundations of International Business		
	Date	Topics to be covered
Week 1	01.01.2019	International Business: Features and Evaluation
	02.01.2019	Barriers and Factors, Types of International Business
	03.01.2019	Changing Scenario of International Business
	04.01.2019	Stages of Internalization
	05.01.2019	Approaches to International Business
	06.01.2019	Sunday
	07.01.2019	Assignment: Types of International Business
Week 2	08.01.2019	Modes of Trading
	09.01.2019	International Business Environment – Means and Factors
	10.01.2019	Types of Int. Business Environment
	11.01.2019	Continue
	12.01.2019	Continue
	13.01.2019	sunday
	14.01.2019	Revision
Week 3	15.01.2019	Assignment: International Business Environment
	16.01.2019	Test: International Business Environment
	17.01.2019	Global Trading System: An overview, Arguments for protection
	18.01.2019	Methods of Protection
	19.01.2019	Test: Global Trading System
	20.01.2019	Sunday
	21.01.2019	The World Trade Organisation – Objectives and Functions
Week 4	22.01.2019	Difference between GATT & WTO
	23.01.2019	Test: The World Trade Organisation
	24.01.2019	Global Financial System
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	<i>Assignment</i>
Week 5	29.01.2019	Test
	30.01.2019	Official Sources

	31.01.2019	Foreign Market Entry Modes, Licencing/ Fares, Exporting
	01.02.2019	Joint Ventures, Strategic merger etc.
	02.02.2019	Assembly Operations and Turnkey Projects
	03.02.2019	Sunday
	04.02.2019	Assignment: Foreign Market Entry Modes
Week 6	05.02.2019	Country / Market Evaluation & Selection steps
	06.02.2019	Factors of Country Selection and Evaluations
	07.02.2019	Avoidance of Countries
	08.02.2019	Criterion for selection
	09.02.2019	Assignment
	10.02.2019	Sunday
	11.02.2019	Test: Country / Market Evaluation & Selection
Week 7	12.02.2019	Foreign Direct & Portfolio Investment Decisions: Meaning and Factors
	13.02.2019	Reasons, Trends, Cost and Decision
	14.02.2019	Framework of Components
	15.02.2019	Continue
	16.02.2019	Test
	17.02.2019	Sunday
	18.02.2019	Portfolio Investment: FIIS
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Assignment: Foreign Direct & Portfolio Investment Decisions
	21.02.2019	Test: Foreign Direct & Portfolio Investment Decisions
	22.02.2019	Control of International Business – Elements, Problems and Methods
	23.02.2019	Budgets, Reports, Performance Evaluation and Cost Accounting
	24.02.2019	Sunday
	25.02.2019	Role of Information
Week 9	26.02.2019	Assignment: Control of International Business
	27.02.2019	Test: Control of International Business
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Basic Foreign Manufacturing & Sourcing Decisions, Location and Factors
	02.03.2019	Centralization v/s Decentralization Localities
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Modes of International Sourcing
	06.03.2019	Inventory Management, Techniques
	07.03.2019	continue

	08.03.2019	Assignment: Basic Foreign Manufacturing & Sourcing Decisions
	09.03.2019	Test: Basic Foreign Manufacturing & Sourcing Decisions
	10.03.2019	Sunday
	11.03.2019	Product & Branding Decisions for foreign market, Levels, Decisions
Week 11	12.03.2019	continue
	13.03.2019	continue
	14.03.2019	Assignment: Product & Branding Decisions for foreign market
	15.03.2019	Test : Product & Branding Decisions for foreign market
	16.03.2019	Test
	17.03.2019	Sunday
Week 12	25.03.2019	Approaches to International pricing, Disadvantages, International Factors
	26.03.2019	Pricing Methods, Objectives
	27.03.2019	Continue
	28.03.2019	Determination, Strategies and Elements
	29.03.2019	Assignment
	30.03.2019	Test: Approaches to International pricing
	31.03.2019	Sunday
Week 13	01.04.2019	Foreign Channel & Logistical Decisions, Kinds, Approaches and Factors
	02.04.2019	Types and Modes
	03.04.2019	Test: Foreign Channel & Logistical Decisions
	04.04.2019	Accounting Differences across countries
	05.04.2019	continue
	06.04.2019	Presentation: Accounting Differences across countries
	07.04.2019	Sunday
Week 14	08.04.2019	Test: Accounting Differences across countries
	09.04.2019	Cross Cultural Challenges in International Business
	10.04.2019	continue
	11.04.2019	continue
	12.04.2019	Assignment: Cross Cultural Challenges in International Business
	13.04.2019	Test: Cross Cultural Challenges in International Business

	14.04.2019	Sunday
Week 15	15.04.2019	International Staffing & Compensation Decisions (Global HRM)
	16.04.2019	Continue
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Risk in International Business & its management
	19.04.2019	Continue
	20.04.2019	Assignment
	21.04.2019	Sunday
	Week 16	22.04.2019
23.04.2019		Revision
24.04.2019		Revision
25.04.2019		Revision
26.04.2019		Revision
27.04.2019		Revision
28.04.2019		Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Dr. Sakshi Goyal Class & Section: B.B.A. - 2nd Semester Subject: Principles of Management		
	Date	Topics to be covered
Week 1	01.01.2019	Management Introduction, Nature & Process of Management
	02.01.2019	Importance & Objectives of Management
	03.01.2019	Levels of Management, Management as Science or Art, Contemporary issues & Challenges
	04.01.2019	Manager Introduction, Managerial Roles & skills
	05.01.2019	Assignment
	06.01.2019	Sunday
	07.01.2019	Test
Week 2	08.01.2019	Nature of Managerial Work and Functions of Manager
	09.01.2019	Levels of Manager
	10.01.2019	Quality Manager Characteristics
	11.01.2019	Approaches to management
	12.01.2019	Scientific Management
	13.01.2019	sunday
	14.01.2019	Test – Management: Nature & Process & Levels of Mgmt.
Week 3	15.01.2019	Administrative Management
	16.01.2019	Continue
	17.01.2019	Human Relations and Behavioural Approach
	18.01.2019	Continue
	19.01.2019	Modern Approach
	20.01.2019	Sunday
	21.01.2019	System Approach
Week 4	22.01.2019	Contingency Approach
	23.01.2019	Quantitative Approach
	24.01.2019	Assignment
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test
Week 5	29.01.2019	Social System Approach and Decision Making Approach
	30.01.2019	Contd.
	31.01.2019	Planning, Concept and Nature of Planning

	01.02.2019	<i>Contd.</i>
	02.02.2019	Contd.
	03.02.2019	Sunday
	04.02.2019	Purpose, Importance & Limitations of Planning
Week 6	05.02.2019	Strategic Planning, Tactical Planning
	06.02.2019	Operational Planning
	07.02.2019	Goal Setting & Principles of Goal Setting
	08.02.2019	Process of Goal Setting
	09.02.2019	Assignment
	10.02.2019	Sunday
	11.02.2019	Test
Week 7	12.02.2019	Advantages & Disadvantages of Goal Setting
	13.02.2019	Management by Objectives, nature of MBO
	14.02.2019	Process of MBO
	15.02.2019	Advantages and Disadvantages of MBO
	16.02.2019	Test: Planning: Purpose, Importance & Limitations, Types of Planning
	17.02.2019	Sunday
	18.02.2019	Decision making: Meaning & Definition
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Nature & Process of Decision making
	21.02.2019	Behavioural Aspects of Decision making
	22.02.2019	Importance & Difficulties of Decision making
	23.02.2019	Group Decision making, meaning & definition
	24.02.2019	Sunday
	25.02.2019	Characteristics of Group Decision Making
Week 9	26.02.2019	Forms, Significance & Limitations of Group Decision making
	27.02.2019	Test: Decision Making, Nature & Process
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Meaning & Definition of Organising
	02.03.2019	Nature, Importance & Process of Organising
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Process of Organising, Division of work
	06.03.2019	Departmentalisation, Basis of Departmentalisation
	07.03.2019	Merits and Demerits of Departmentalisation
	08.03.2019	Need, Type, Difficulties in Delegation
	09.03.2019	Assignment

	10.03.2019	Sunday
	11.03.2019	Test
Week 11	12.03.2019	Organisation Structure
	13.03.2019	Features and Importance of good organization Structure
	14.03.2019	Elements of Organisation Structure
	15.03.2019	Types of Organisational structure
	16.03.2019	Test: Organisational Structure
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Organisational Design
	26.03.2019	Features, objective & Importance of Organisational Design
	27.03.2019	Leadership, Meaning and definition
	28.03.2019	Difference between Leaders and Managers, Nature of leadership
	29.03.2019	Assignment
	30.03.2019	Test
	31.03.2019	Sunday
Week 13	01.04.2019	Nature, Significance of effective leadership ,
	02.04.2019	Quality of effective leadership
	03.04.2019	Approaches to leadership
	04.04.2019	Continue
	05.04.2019	Test: Leadership, Difference between Leaders and Managers
	06.04.2019	Management Control, Meaning & definition of Controlling
	07.04.2019	Sunday
Week 14	08.04.2019	Nature and Purpose of Controlling
	09.04.2019	Process of Controlling
	10.04.2019	Kinds of Control system, Prerequisite of effective control system
	11.04.2019	Resistance to control, controlling techniques
	12.04.2019	Budgetary control
	13.04.2019	Importance and Limitations of controlling
	14.04.2019	Sunday
Week 15	15.04.2019	Test
	16.04.2019	Social Audit : Introduction, features and Approaches
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Types & Importance of Social Audits
	19.04.2019	Test: Social Audit, Importance & Limitations of Controlling
	20.04.2019	Test
	21.04.2019	Sunday

Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Ms. Kunika Arora
Class & Section: BBA (VI) sem
Subject: Consumer protection

	Date	Topics to be covered
Week 1	01.01.2019	Introduction, meaning and consumer of consumers
	02.01.2019	Types of consumers
	03.01.2019	Problems of consumers
	04.01.2019	Consumer exploitation
	05.01.2019	Reasons for consumer protection
	06.01.2019	Sunday
	07.01.2019	Need for consumer protection
Week 2	08.01.2019	Challenges to the consumers
	09.01.2019	Approaches to consumer protection
	10.01.2019	Examples of exploitation of Indian consumers
	11.01.2019	Meaning and definition of consumer buying motives
	12.01.2019	Types of buying motives
	13.01.2019	sunday
	14.01.2019	Factors influencing buying motives
Week 3	15.01.2019	Doctrine of Caveat Emptor or buyer beware
	16.01.2019	Salient features of the Doctrine
	17.01.2019	Key points to the buyer and exceptions to the Doctrine of Caveat emptor
	18.01.2019	Concept of Caveat Venditor and key points of Doctrine of caveat venditor
	19.01.2019	Consumer Sovereignty
	20.01.2019	Sunday
	21.01.2019	Introduction to consumer rights
Week 4	22.01.2019	Right to safety and right to information
	23.01.2019	Right to choose and right to right to be heard
	24.01.2019	Right to seek redressal and right to quality of life
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Right to education and right to basic needs
Week 5	29.01.2019	Test of Unit 1
	30.01.2019	Introduction to consumer protection and consumer protection laws

	31.01.2019	The agricultural produce act and The Environment Act
	01.02.2019	The Drugs and Cosmetics Act and The Indian Contract Act
	02.02.2019	The Prevention of Food and Adultration Act and The Sale of Good Act
	03.02.2019	Sunday
	04.02.2019	The MRTP Act and the The Competition Act
Week 6	05.02.2019	The Standards of Weight and Measurement Act and The Indian Standards Institution Act
	06.02.2019	The consumer protection Act and The SEBI Act and The RTI Act
	07.02.2019	Introduction, objects and scope of consumer protection Act
	08.02.2019	Consumer rights and the salient features of the Act
	09.02.2019	Important definitions and amendments
	10.02.2019	Sunday
	11.02.2019	Consumer protection council and appraisal
Week 7	12.02.2019	Quasi-judicial mechanism: district forum and jurisdiction of district forum
	13.02.2019	State commission and jurisdiction of state commission
	14.02.2019	National commission and jurisdiction of national commission
	15.02.2019	Procedure for grievance redressal
	16.02.2019	Powers/rights of district forum
	17.02.2019	Sunday
	18.02.2019	Powers of redressal agencies
Week 8	19.02.2019	Guru RavidasJayanti
	20.02.2019	Reliefs granted by Quassi-judicial bodies
	21.02.2019	Administrative mechanism
	22.02.2019	Complaint-meaning, time limit and procedure for filling complaints
	23.02.2019	Test of Unit 2
	24.02.2019	Sunday
	25.02.2019	Introduction, objectives and meaning of MTP
Week 9	26.02.2019	Regulations of MTPs
	27.02.2019	Restrictive trade practices (RTP) and regulation of RTPs
	28.02.2019	Maharishi DayanandSaraswatiJayanti
	01.03.2019	Unfair Trade Practices (UTPs) and regulation of UTPs
	02.03.2019	Role of MRTP Act in consumer protection and remedies available for consumers
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Competition Act, 2002 - Introduction and objectives
	06.03.2019	Basic provisions

	07.03.2019	Consumer protection under the act
	08.03.2019	Competition (Amendment) bill, 2007
	09.03.2019	Introduction, formation and registration of consumer organizations
	10.03.2019	Sunday
	11.03.2019	Form of application
Week 11	12.03.2019	Advantage of getting a consumer association registered
	13.03.2019	Role of Voluntary consumer organizations
	14.03.2019	Functions of consumer organizations
	15.03.2019	Problems of consumer organizations
	16.03.2019	List of consumer organizations
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Introduction to Business self-regulation
	26.03.2019	Steps taken by business self-regulation and proposed steps
	27.03.2019	Consumer awareness
	28.03.2019	Role of media: print media and electronic media; Role of government
	29.03.2019	Test of Unit 3
	30.03.2019	Consumerism; Consumer protection movement in India
	31.03.2019	Sunday
Week 13	01.04.2019	Recent developments in consumer protection; Skill development for business success
	02.04.2019	Need, purpose, approaches to consumer knowledge; consumer information
	03.04.2019	Sources of consumer information; consumer knowledge and information as a means of consumer protection
	04.04.2019	Unethical practices of business; ethical functions of marketing; significance of marketing ethics
	05.04.2019	Impact of unethical marketing; consumerism
	06.04.2019	Environmentalism; ethical issues in marketing
	07.04.2019	Sunday
Week 14	08.04.2019	Need of consumer protection; Ethical considerations
	09.04.2019	Aspects of marketing under consumer protection act; how to enforce ethics in marketing?
	10.04.2019	Ethical advertising; role of ethics in advertising; regulation of advertising
	11.04.2019	Advertising Standard Council of India (ASCI); Role of ASCI in consumer protection
	12.04.2019	Revision
	13.04.2019	Test of unit 4
	14.04.2019	Sunday

Week 15	15.04.2019	Revision
	16.04.2019	Revision
	17.04.2019	MahaveerJayanti
	18.04.2019	Revision
	19.04.2019	Revision
	20.04.2019	Revision
	21.04.2019	Sunday
Week 16	22.04.2019	
	23.04.2019	
	24.04.2019	
	25.04.2019	
	26.04.2019	
	27.04.2019	
	28.04.2019	Sunday
Week 17	29.04.2019	
	30.04.2019	

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. Kunika Arora
Class & Section: BBA (II) sem
Subject: Organizational Behaviour

	Date	Topics to be covered
Week 1	01.01.2019	Organizational behaviour- meaning and concepts
	02.01.2019	Evolution of Organizational behaviour
	03.01.2019	Contribution of other disciplines to Organizational behaviour
	04.01.2019	Need for studying Organizational behaviour
	05.01.2019	Nature of Organizational behaviour
	06.01.2019	Sunday
	07.01.2019	Scope of Organizational behaviour
Week 2	08.01.2019	Relevance of Organizational behaviour in today's business environment
	09.01.2019	Organizational behaviour processes
	10.01.2019	Emerging trends in Organizational behaviour
	11.01.2019	Changing profiles of workforce
	12.01.2019	Test of Unit 1
	13.01.2019	sunday
	14.01.2019	Individual behavior at work place
Week 3	15.01.2019	Personality- meaning, components
	16.01.2019	Personality traits
	17.01.2019	Personality traits-continued
	18.01.2019	Personality characteristics influencing organizational behaviour
	19.01.2019	Personality characteristics influencing organizational behaviour-continued
	20.01.2019	Sunday
	21.01.2019	Determinants of personality
Week 4	22.01.2019	Freud's psychoanalytic theory of personality
	23.01.2019	Stages of personality development

	24.01.2019	Neo-freudian theory of personality
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Neo-freudian theory of personality-continued
Week 5	29.01.2019	Behavioural theories of personality
	30.01.2019	The transactional Analysis of personality
	31.01.2019	The personality-job fit theory
	01.02.2019	Attitude-meaning, components and importance
	02.02.2019	Functions of attitudes
	03.02.2019	Sunday
	04.02.2019	Theories of attitude change
Week 6	05.02.2019	Work-related attitudes
	06.02.2019	Values, importance of organizational values
	07.02.2019	Perception-meaning, importance, applications
	08.02.2019	Perceptual process; factors affecting perception
	09.02.2019	Distortion/biases in or barriers to perception
	10.02.2019	Sunday
	11.02.2019	Learning-meaning, characteristics
Week 7	12.02.2019	Classical conditioning theory; operant conditioning theory; cognitive learning theory
	13.02.2019	Social learning theory; Action learning theory; learning curve theory
	14.02.2019	Motivation- meaning, characteristics, types
	15.02.2019	Theories of motivation-content theories
	16.02.2019	Content theories of motivation-continued
	17.02.2019	Sunday
	18.02.2019	Process theories
	Week 8	19.02.2019
20.02.2019		Process theories-continued

	21.02.2019	Test of unit 2
	22.02.2019	Group-meaning, features, types; team
	23.02.2019	Stages of group development
	24.02.2019	Sunday
	25.02.2019	Group process
Week 9	26.02.2019	Group structure
	27.02.2019	Interpersonal communication-meaning, elements and types
	28.02.2019	Maharishi DayanandSaraswatiJayanti
	01.03.2019	Interpersonal communication- factors, process, importance
	02.03.2019	Healthy personalities
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Life positions
	06.03.2019	Transactions
	07.03.2019	Application of Transactional analysis
	08.03.2019	Decision making- meaning, nature, characteristics, importance
	09.03.2019	Types of business decisions
	10.03.2019	Sunday
	11.03.2019	Decision making process
Week 11	12.03.2019	Decision-making techniques
	13.03.2019	Conflict-meaning, types, levels and functions
	14.03.2019	Sources of conflict
	15.03.2019	Conflict management
	16.03.2019	Negotitation management
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	
	26.03.2019	Negotitation management-continued
	27.03.2019	Power in organization-meaning, sources, charateristics
	28.03.2019	Test of Unit 3
	29.03.2019	Organizational Processes-meaning, nature and characteristics,

		importance
	30.03.2019	The organizational process
	31.03.2019	Sunday
Week 13	01.04.2019	Principles of organizing
	02.04.2019	Formal organization; Informal organization
	03.04.2019	Organizational structure-meaning and types of organizational structure-line organization
	04.04.2019	Line and staff organization
	05.04.2019	Committee organization
	06.04.2019	Matrix organization
	07.04.2019	Sunday
Week 14	08.04.2019	Contingency or factors affecting organizational structure
	09.04.2019	Organizational culture-meaning; characteristics; roles and functions
	10.04.2019	Types of culture; process of creation of organizational culture
	11.04.2019	Organizational change-Meaning, nature, characteristics and types
	12.04.2019	Causes of change; Resistance to change
	13.04.2019	Overcoming resistance
	14.04.2019	Sunday
Week 15	15.04.2019	Barriers to organizational change
	16.04.2019	drivers of organizational change
	17.04.2019	MahaveerJayanti
	18.04.2019	Change process
	19.04.2019	Revision
	20.04.2019	Test of Unit 4
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision

	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	
	30.04.2019	

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Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. Kunika Arora
Class & Section: BBA (II) sem
Subject: Statistics

	Date	Topics to be covered
Week 1	01.01.2019	Statistics-meaning, evolution, scope
	02.01.2019	Applications and limitations of statistics
	03.01.2019	Data classification
	04.01.2019	Tabulation
	05.01.2019	Presentation-meaning and objectives
	06.01.2019	Sunday
	07.01.2019	Types of classification
Week 2	08.01.2019	Formation of frequency distribution
	09.01.2019	Frequency distribution-explained through numerical
	10.01.2019	Role of tabulation
	11.01.2019	Parts and types of frequency tables
	12.01.2019	Construction of frequency tables
	13.01.2019	sunday
	14.01.2019	Significance of construction tables
Week 3	15.01.2019	Types of diagrams
	16.01.2019	Construction of diagrams
	17.01.2019	Construction of graphs
	18.01.2019	Numericals
	19.01.2019	Numericals
	20.01.2019	Sunday
	21.01.2019	Practice
Week 4	22.01.2019	Numericals
	23.01.2019	Numericals
	24.01.2019	Revision of unit 1
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test of unit 1
Week 5	29.01.2019	Measures of central tendency-meaning and objectives
	30.01.2019	Different measures of central tendency-arithmetic mean
	31.01.2019	Median

	01.02.2019	Mode
	02.02.2019	Numericals
	03.02.2019	Sunday
	04.02.2019	Geometric mean
Week 6	05.02.2019	Harmonic mean
	06.02.2019	Numericals
	07.02.2019	Characteristics, application and limitations of measures of central tendency
	08.02.2019	Range
	09.02.2019	Quartile deviation
	10.02.2019	Sunday
	11.02.2019	Mean deviation
Week 7	12.02.2019	Numerical practice of above topics
	13.02.2019	Standard deviation
	14.02.2019	Numerical practice
	15.02.2019	Co-efficient of variation
	16.02.2019	Skewness
	17.02.2019	Sunday
	18.02.2019	Numericals
Week 8	19.02.2019	Guru RavidasJayanti
	20.02.2019	Practice numerical of above topics
	21.02.2019	Practice of numerical of unit 2
	22.02.2019	Test of unit 2
	23.02.2019	Correlation-meaning
	24.02.2019	Sunday
	25.02.2019	Types of correlation-positive, negative
Week 9	26.02.2019	Types of correlation-simple, partial and multiple
	27.02.2019	Methods of studying correlation
	28.02.2019	Maharishi DayanandSaraswatiJayanti
	01.03.2019	Scatter diagram
	02.03.2019	Numerical practice
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Graphic method
	06.03.2019	Numerical practice
	07.03.2019	Direct method
	08.03.2019	Numerical practice
	09.03.2019	Properties of correlation co-efficient

	10.03.2019	Sunday
	11.03.2019	Rank correlation
Week 11	12.03.2019	Numerical practice
	13.03.2019	Co-efficient of determination
	14.03.2019	Numerical practice
	15.03.2019	Lines of regression
	16.03.2019	Numerical practice
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Co-efficient of regression
	26.03.2019	Numerical practice
	27.03.2019	Standard error of estimate
	28.03.2019	Numerical practice
	29.03.2019	Test of unit 3
	30.03.2019	Index numbers-meaning and uses in business
	31.03.2019	Sunday
Week 13	01.04.2019	Construction of simple price
	02.04.2019	Construction of weighed price
	03.04.2019	Quantity of index numbers
	04.04.2019	Value of index numbers
	05.04.2019	Numerical practice
	06.04.2019	Test for an ideal index numbers
	07.04.2019	Sunday
Week 14	08.04.2019	Components of time series
	09.04.2019	Secular and cyclical trend
	10.04.2019	Seasonal and irregular trend
	11.04.2019	Methods of estimating secular trend and seasonal indices
	12.04.2019	Use of time series in business forecasting
	13.04.2019	Calculating growth rate in time series
	14.04.2019	Sunday
Week 15	15.04.2019	Numerical practice
	16.04.2019	Test of unit 4
	17.04.2019	MahaveerJayanti
	18.04.2019	Revision
	19.04.2019	Numerical practice
	20.04.2019	Revision
	21.04.2019	Sunday
Week 16	22.04.2019	Numerical practice

	23.04.2019	Revision
	24.04.2019	Numerical practice
	25.04.2019	Numerical practice
	26.04.2019	Revision
	27.04.2019	Numerical practice
	28.04.2019	Sunday
Week 17	29.04.2019	
	30.04.2019	

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : Ms. Kunika Arora
Class & Section: BBA (IV) sem
Subject: Human Resource Management

	Date	Topics to be covered
Week 1	01.01.2019	Human Resource Mangement
	02.01.2019	Nature and scope of human resource management
	03.01.2019	HRM objectives
	04.01.2019	Functions of HRM
	05.01.2019	HRM objectives
	06.01.2019	Sunday
	07.01.2019	Hrm policies
Week 2	08.01.2019	HRM policies-continued
	09.01.2019	HRM in globally competitive environment
	10.01.2019	Strategic HRM
	11.01.2019	SHRM-continued
	12.01.2019	HRM in globally competitive environment
	13.01.2019	sunday
	14.01.2019	HRM in globally competitive environment
Week 3	15.01.2019	Human Resource outsourcing
	16.01.2019	BPO
	17.01.2019	BPO-continued
	18.01.2019	KPO
	19.01.2019	Assignment given
	20.01.2019	Sunday
	21.01.2019	KPO-continued
Week 4	22.01.2019	KPO-continued
	23.01.2019	Assignment discussed
	24.01.2019	Test of Unit 1
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Human Resource Planning-Introduction and need
Week 5	29.01.2019	Features and objectives of Human Resource Planning
	30.01.2019	Job Analysis-Introduction and objective
	31.01.2019	Job Evaluation-Introduction and objective

	01.02.2019	Process of job evaluation
	02.02.2019	Advantages and features of job evaluation
	03.02.2019	Sunday
	04.02.2019	Job design-introduction and objectives
Week 6	05.02.2019	Methods of job design
	06.02.2019	Job enlargement and job enrichment
	07.02.2019	Recruitment-introduction and process
	08.02.2019	Factors affecting recruitment
	09.02.2019	Sources of recruitment
	10.02.2019	Sunday
	11.02.2019	Methods of recruitment
Week 7	12.02.2019	Constraints and challenges of recruitment
	13.02.2019	Selection
	14.02.2019	Difference between recruitment and selection
	15.02.2019	Selection process essentials; significance of selection procedure
	16.02.2019	Selection process
	17.02.2019	Sunday
	18.02.2019	Worker's participation-Introduction, features and objectives
Week 8	19.02.2019	Guru RavidasJayanti
	20.02.2019	Importance and reasons for failure of worker's participation
	21.02.2019	Measures for making participation successful
	22.02.2019	Placement and induction
	23.02.2019	Test of Unit 2
	24.02.2019	Sunday
	25.02.2019	Introduction to employee training
Week 9	26.02.2019	Need of training
	27.02.2019	Benefits of training
	28.02.2019	Maharishi DayanandSaraswatiJayanti
	01.03.2019	Training need assessment
	02.03.2019	Types of training
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Training methods
	06.03.2019	Training methods-continued
	07.03.2019	Training evaluation
	08.03.2019	Training evaluation-continued
	09.03.2019	Introduction to executive development
	10.03.2019	Sunday

	11.03.2019	Training vs development
Week 11	12.03.2019	Features of executive development
	13.03.2019	Importance of executive development
	14.03.2019	Process of executive development
	15.03.2019	Methods techniques of executive and development
	16.03.2019	Cross-cultural training
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Cross-cultural training-continued
	26.03.2019	Career planning- introduction and objectives
	27.03.2019	Process of career planning
	28.03.2019	Need and advantages of career planning
	29.03.2019	Career development
	30.03.2019	Test of Unit 3
	31.03.2019	Sunday
Week 13	01.04.2019	Introduction to performance appraisal
	02.04.2019	Features of performance appraisal
	03.04.2019	Objectives of performance appraisal
	04.04.2019	process of performance appraisal
	05.04.2019	Problems of performance appraisal
	06.04.2019	Essentials of an effective system
	07.04.2019	Sunday
Week 14	08.04.2019	Compensation-introduction and objectives
	09.04.2019	Principles of wages and salary compensation; Factors effecting compensation management
	10.04.2019	Process of wages and salary administration
	11.04.2019	Theories of wages and salary administration
	12.04.2019	Employee benefits-introduction and objectives
	13.04.2019	Benefit in India
	14.04.2019	Sunday
Week 15	15.04.2019	Health and safety environment introduction
	16.04.2019	Legal Provision regarding health
	17.04.2019	MahaveerJayanti
	18.04.2019	Legal Provision regarding health-continued
	19.04.2019	Revision
	20.04.2019	Test of unit 4
	21.04.2019	Sunday
Week 16	22.04.2019	Revision

	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	
	30.04.2019	

K.L Mehta Dayanand College for Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor: Dr. Chetali Sharma

Class & Section: BBA-II Year, IV Sem.

Subject: Human Rights & Values

	Date	Topics to be covered
Week 1	01.01.2019	Concept of human rights
	02.01.2019	Feature, objective of human rights
	03.01.2019	Indian perspectives of human rights
	04.01.2019	International perspectives of human rights
	05.01.2019	Evolution of human rights
	06.01.2019	Sunday
	07.01.2019	Evolution of human rights
Week 2	08.01.2019	Human rights movements in India
	09.01.2019	Classification of human rights
	10.01.2019	Constitutional provision to right to life
	11.01.2019	Right to liberty
	12.01.2019	Right to dignity
	13.01.2019	Sunday
	14.01.2019	Right against exploitation
Week 3	15.01.2019	Right to equality
	16.01.2019	Cultural rights – explain
	17.01.2019	Educational rights
	18.01.2019	Economic rights
	19.01.2019	Political rights
	20.01.2019	Sunday
	21.01.2019	Social rights
Week 4	22.01.2019	Assistants on classification of human rights
	23.01.2019	Assignment topic given and discussed
	24.01.2019	Revision
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test of unit 1
Week 5	29.01.2019	Deprivation of human rights
	30.01.2019	Core issues
	31.01.2019	Poverty

	01.02.2019	Poverty-continued
	02.02.2019	Over population
	03.02.2019	Sunday
	04.02.2019	Problems and measures to reduce over population
Week 6	05.02.2019	Illiteracy
	06.02.2019	Areas affected
	07.02.2019	Problems of unsustainable development
	08.02.2019	Unsustainable development continued
	09.02.2019	Disadvantaged groups
	10.02.2019	Sunday
	11.02.2019	Disadvantaged groups-women
Week 7	12.02.2019	Disadvantaged groups-children
	13.02.2019	Disadvantaged groups-scheduled caste
	14.02.2019	Disadvantaged groups-scheduled tribe
	15.02.2019	Homeless and slum dwellers
	16.02.2019	Physically handicapped
	17.02.2019	Sunday
	18.02.2019	Mentally handicapped
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Refugees
	21.02.2019	Internally displaced persons
	22.02.2019	Test of unit 2
	23.02.2019	Redressal mechanism for human rights violation
	24.02.2019	Sunday
	25.02.2019	Violation of human rights by state
Week 9	26.02.2019	Continued
	27.02.2019	Violation of human rights by individuals
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Continued
	02.03.2019	Violation of human rights by groups
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Nuclear weapons
	06.03.2019	Terrorism
	07.03.2019	Continued
	08.03.2019	Government systems for redressal
	09.03.2019	Judiciary
	10.03.2019	Sunday

	11.03.2019	National human rights commission
Week 11	12.03.2019	Statutory commissions
	13.03.2019	Media advocacy
	14.03.2019	Assignment given and discussed
	15.03.2019	Creation of human rights literacy
	16.03.2019	Creation of human rights awareness
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Human rights discussed
	26.03.2019	Revision
	27.03.2019	Test of unit 3
	28.03.2019	Concept of human values
	29.03.2019	Aim of education
	30.03.2019	Value education
	31.03.2019	Sunday
Week 13	01.04.2019	Continued
	02.04.2019	Evolution of value-oriented education
	03.04.2019	Concept of human values
	04.04.2019	Types of values
	05.04.2019	Components of value education
	06.04.2019	Character formation towards positive personality
	07.04.2019	Sunday
Week 14	08.04.2019	Truthfulness, sacrifice
	09.04.2019	Sincerity, self-control
	10.04.2019	Altruism, tolerance
	11.04.2019	Scientific vision
	12.04.2019	Value education towards national development
	13.04.2019	Value education towards global development
	14.04.2019	Sunday
Week 15	15.04.2019	National integration and international understanding
	16.04.2019	Test of unit 4
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Revision
	19.04.2019	Revision
	20.04.2019	Revision
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision

	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor: Dr. Chetali Sharma		
Class & Section: BBA-I Year, II Sem.		
Subject: Macro Economics		
	Date	Topics to be covered
Week 1	01.01.2019	Macro Economics-introduction, scope, importance, limitations
	02.01.2019	Features, assumptions of macro economics
	03.01.2019	Difference between micro and macro economics
	04.01.2019	Circular flow of national income
	05.01.2019	Circular flow of income in different sectors
	06.01.2019	Sunday
	07.01.2019	Importance of withdrawals and injection in the circular flow of income
Week 2	08.01.2019	National income accounts-evolution classification and features
	09.01.2019	Importance of national income accounts, diff. between national income and national income accounts
	10.01.2019	National income
	11.01.2019	Concepts related to national income
	12.01.2019	Concepts related to national income-continued
	13.01.2019	Sunday
	14.01.2019	Measurement of national income
Week 3	15.01.2019	Problem of double counting, how to avoid double counting
	16.01.2019	Difficulties in measurement of national income
	17.01.2019	GNP deflator
	18.01.2019	Effective demand
	19.01.2019	Aggregate supply
	20.01.2019	Sunday
	21.01.2019	Importance and criticism of concept of effective demand
Week 4	22.01.2019	Importance and criticism of concept of effective demand
	23.01.2019	Theories of trade cycles
	24.01.2019	Methods to control trade cycles
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Test of unit 1
Week 5	29.01.2019	Consumption function, different shapes of consumption curve
	30.01.2019	Technical attributes of the propensity to consume

	31.01.2019	Marginal propensity to consume-characteristics
	01.02.2019	Propensity to save and saving function
	02.02.2019	Psychological law of consumption
	03.02.2019	Sunday
	04.02.2019	Cyclic and secular consumption function
Week 6	05.02.2019	Reconciliation of short run and long run consumption function
	06.02.2019	Keynesian model of income determination-assumption, explanation
	07.02.2019	Determination of employment
	08.02.2019	Keynesian model of employment and income
	09.02.2019	Criticism and features of Keynesian theory
	10.02.2019	Sunday
	11.02.2019	Difference between Keynesian and classical theory of employment
Week 7	12.02.2019	Multiplier
	13.02.2019	Relation between multiplier and MPC
	14.02.2019	Working of the multiplier
	15.02.2019	Dynamic concept of multiplier
	16.02.2019	Dynamic multiplier and change in investment
	17.02.2019	Sunday
	18.02.2019	Multiplier and public investment
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Importance and criticism of multiplier
	21.02.2019	Is multiplier merely tautological?
	22.02.2019	Test of unit 2
	23.02.2019	Fiscal policy-meaning, objective
	24.02.2019	Sunday
	25.02.2019	Methods and tools of fiscal policy
Week 9	26.02.2019	Fiscal policy and economic development
	27.02.2019	Limitations of fiscal policy
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Methods of fiscal policy
	02.03.2019	Evaluation and effectiveness of fiscal policy
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Public debt-importance, classification
	06.03.2019	Difference between public and private debt
	07.03.2019	Effects of public debt
	08.03.2019	Redemption of public debt

	09.03.2019	Characteristics of India's public debt
	10.03.2019	Sunday
	11.03.2019	Role of public debt in under developed countries
Week 11	12.03.2019	Business taxes-meaning, features, objectives
	13.03.2019	Types of business tax
	14.03.2019	Classification of taxes
	15.03.2019	Direct and indirect taxes
	16.03.2019	Incidence of taxes
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Effects of taxation
	26.03.2019	Factors influencing incidence taxation
	27.03.2019	Problems of incidence taxation
	28.03.2019	Theory of incidence taxation
	29.03.2019	Test of unit 3
	30.03.2019	Supply of money-components, factors influencing the supply of money
	31.03.2019	Sunday
Week 13	01.04.2019	Central bank –explain
	02.04.2019	Functions of central bank, methods
	03.04.2019	Methods of credit control
	04.04.2019	Reform measures of financial sector
	05.04.2019	Credit creation explain
	06.04.2019	Process of credit creation, limitation
	07.04.2019	Sunday
Week 14	08.04.2019	Instruments of money control-credit control
	09.04.2019	Methods of credit control
	10.04.2019	Methods of credit control
	11.04.2019	Monetary policy –explain, needs
	12.04.2019	Control measure of monetary policy
	13.04.2019	Limitation of monetary policy
	14.04.2019	Sunday
Week 15	15.04.2019	Inflation explain
	16.04.2019	Types of inflation, theories of inflation
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Effects of inflation
	19.04.2019	contd.
	20.04.2019	contd.

	21.04.2019	Sunday
Week 16	22.04.2019	Test of unit 4
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor: Dr. Chetali Sharma
Class & Section: BBA II Year, IV Sem.
Subject: Business Research Methodology

	Date	Topics to be covered
Week 1	01.01.2019	Business research- meaning, types managerial value of research
	02.01.2019	managerial value of research
	03.01.2019	Theory and research-components
	04.01.2019	Theory and research-constructs
	05.01.2019	Nature and process doubts cleaning session
	06.01.2019	Sunday
	07.01.2019	doubts cleaning session
Week 2	08.01.2019	Importance of problem definition
	09.01.2019	Purpose and types of research proposal
	10.01.2019	Test –business research meaning, process, types, nature
	11.01.2019	Test doubts clear
	12.01.2019	Ingredients of research proposal
	13.01.2019	Sunday
	14.01.2019	research design –meaning
Week 3	15.01.2019	research design—methods
	16.01.2019	research design-element, classification
	17.01.2019	Categories of exploratory research and its basic issue
	18.01.2019	Discussion on topic
	19.01.2019	classification exploratory research
	20.01.2019	Sunday
	21.01.2019	Concept and their measurement
Week 4	22.01.2019	doubts cleaning session
	23.01.2019	Assignment-- research design
	24.01.2019	Measurement scales explain
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Explain Measurement scales with examples
Week 5	29.01.2019	Test ---research design
	30.01.2019	Sample design
	31.01.2019	Sample design its procedure

	01.02.2019	Explain sample size
	02.02.2019	Determination of sample size
	03.02.2019	Sunday
	04.02.2019	Types of data collection
Week 6	05.02.2019	Explain research methods of collecting primary data
	06.02.2019	Explain primary data its way to collection
	07.02.2019	doubts cleaning session
	08.02.2019	Secondary data explain
	09.02.2019	Difference between primary and secondary data
	10.02.2019	Sunday
	11.02.2019	Discussion on secondary data
Week 7	12.02.2019	Clear the types of data with example
	13.02.2019	Discussion on topic
	14.02.2019	Assignment on types of data
	15.02.2019	Explain research methods of collecting secondary data
	16.02.2019	Explain questionnaire
	17.02.2019	Sunday
	18.02.2019	How to prepare questionnaire explain
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Issue in construction of questionnaire
	21.02.2019	Issue in construction of questionnaire
	22.02.2019	Methods of construction of questionnaire
	23.02.2019	Test on sample design
	24.02.2019	Sunday
	25.02.2019	Test doubts clear
Week 9	26.02.2019	Explanation of Statistical technique
	27.02.2019	Statistical technique of data analysis
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Explain descriptive analysis
	02.03.2019	Descriptive analysis nature
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Types of Descriptive analysis
	06.03.2019	Uni-variate explain
	07.03.2019	Explain bivariate tests
	08.03.2019	Bivariate tests explain
	09.03.2019	Statistical significance of uni-variate
	10.03.2019	Sunday

	11.03.2019	Statistical significance of bivariate tests
Week 11	12.03.2019	doubts cleaning session
	13.03.2019	Assignment on data analysis
	14.03.2019	Discussion on topic
	15.03.2019	given test discussion on these topic
	16.03.2019	Test data analysis
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Test Discussion
	26.03.2019	Explain research report
	27.03.2019	Meaning and types of research report
	28.03.2019	Types of research report
	29.03.2019	Research report nature
	30.03.2019	doubts cleaning session
	31.03.2019	Sunday
Week 13	01.04.2019	research report example
	02.04.2019	Types of research report
	03.04.2019	Ingredients of research report
	04.04.2019	Ingredients of research report
	05.04.2019	Explain – T test
	06.04.2019	Explain –Z test
	07.04.2019	Sunday
Week 14	08.04.2019	Explain – f test
	09.04.2019	Explain chi square test
	10.04.2019	How to apply test – numerical part
	11.04.2019	Probability sampling
	12.04.2019	Non-probability sampling
	13.04.2019	Explain hypothesis
	14.04.2019	Sunday
Week 15	15.04.2019	Types of hypothesis
	16.04.2019	Testing of hypothesis
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Practical Problems
	19.04.2019	Practical Problems
	20.04.2019	Revision
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision

	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week	29.04.2019	Revision
17	30.04.2019	Revision

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Name of Asst/Associate Professor: Dr. Chetali Sharma
Class & Section: BBA III Year, VI Sem.
Subject: Income Tax

	Date	Topics to be covered
Week 1	01.01.2019	<i>Introduction to Tax</i>
	02.01.2019	Some important definitions related to tax
	03.01.2019	Contd.
	04.01.2019	Contd.
	05.01.2019	Basic concepts of Income tax: Meaning, Characteristics, Tax rates
	06.01.2019	Sunday
	07.01.2019	Contd.
Week 2	08.01.2019	Previous Year and its exceptions, Tax evasion, avoidance, planning and management
	09.01.2019	Residence of Assesses- Individual
	10.01.2019	HUF, Firms, Company & Others
	11.01.2019	Incidence of Tax
	12.01.2019	Practical Questions
	13.01.2019	Sunday
	14.01.2019	Income Exempted of Tax
Week 3	15.01.2019	<i>Income Exempted from tax</i>
	16.01.2019	Income from House Property: Introduction
	17.01.2019	Annual Value: In case of let out House
	18.01.2019	Deduction & Annual Value: In case of Building self-occupied
	19.01.2019	Practical Questions
	20.01.2019	Sunday
	21.01.2019	Practical Questions
Week 4	22.01.2019	Practical Questions
	23.01.2019	Profits of Business or Profession: Meaning, Profits, Important Rules
	24.01.2019	Deductions Expressly Allowed
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday

	28.01.2019	Deductions Expressly Allowed
Week 5	29.01.2019	Test – Residence of tax
	30.01.2019	Deductions Expressly Disallowed
	31.01.2019	Practical Questions
	01.02.2019	Practical Questions
	02.02.2019	Doubts of the chapter
	03.02.2019	Sunday
	04.02.2019	Depreciation
Week 6	05.02.2019	Capital Gains: Meaning and transfer of capital assets
	06.02.2019	Computation of capital Gains
	07.02.2019	Computation of capital Gains
	08.02.2019	Cost of acquisition
	09.02.2019	Cost of acquisition
	10.02.2019	Sunday
	11.02.2019	Capital gain exempted from tax
Week 7	12.02.2019	Capital gain exempted from tax
	13.02.2019	Practical Questions
	14.02.2019	Practical Questions
	15.02.2019	Doubts of the chapter
	16.02.2019	Income from Other sources- An Introduction
	17.02.2019	Sunday
	18.02.2019	Explanation of other important Incomes
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Explanation of other important Incomes
	21.02.2019	Deductions allowed, Amount not deductible, Computation of income from other sources
	22.02.2019	Practical Questions
	23.02.2019	Practical Questions
	24.02.2019	Sunday
	25.02.2019	Practical Questions
Week 9	26.02.2019	Test – Capital Gains
	27.02.2019	Introduction to Income on salaries
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Allowances
	02.03.2019	Partially Exempted Allowances

	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Perquisites
	06.03.2019	Tax free perquisites
	07.03.2019	Provident Fund
	08.03.2019	Practical Questions
	09.03.2019	Practical Questions
	10.03.2019	Sunday
	11.03.2019	Practical Questions
Week 11	12.03.2019	Practical Questions
	13.03.2019	Retirement Benefits: Gratuity
	14.03.2019	Pension and commuted pension
	15.03.2019	VRS, practical Questions
	16.03.2019	Practical Questions
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Practical Questions
	26.03.2019	Practical Questions
	27.03.2019	Deemed Income and clubbing of income
	28.03.2019	Clubbing of income
	29.03.2019	Set off and carry forward of losses
	30.03.2019	Practical Questions
	31.03.2019	Sunday
Week 13	01.04.2019	Deductions from G.T.I: deductions related to Expenses
	02.04.2019	Deductions from G.T.I: deductions related to Expenses
	03.04.2019	Deductions from G.T.I: deductions related to Incomes
	04.04.2019	Deductions from G.T.I: deductions related to Incomes
	05.04.2019	Computation of total Income of individuals: Format and computation
	06.04.2019	Practical Questions
	07.04.2019	Sunday
Week 14	08.04.2019	Practical Questions
	09.04.2019	Practical Questions
	10.04.2019	Computation of Tax Liability of Individuals: AMT, Formats
	11.04.2019	Practical Questions
	12.04.2019	Practical Questions
	13.04.2019	Practical Questions
	14.04.2019	Sunday

Week 15	15.04.2019	Computation of tax liability
	16.04.2019	Practical Questions
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Practical Questions
	19.04.2019	TDS: Payments subject to deduction of tax
	20.04.2019	TDS: Payments subject to deduction of tax
	21.04.2019	Sunday
Week 16	22.04.2019	Doubts of the topics
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor : Komal Malhotra

Class & Section: BBA 2nd Sem.

Subject: Company Accounts

	Date	Topics to be covered
Week 1	01.01.2019	Introduction of the subject
	02.01.2019	Accounting for share capital: Characteristics and types of companies
	03.01.2019	Shares and types of shares
	04.01.2019	Share Capital and its kinds
	05.01.2019	Issue of shares
	06.01.2019	Sunday
	07.01.2019	Entries related to issue of shares
Week 2	08.01.2019	Issue of shares at par
	09.01.2019	Issue of shares at premium
	10.01.2019	Calls in arrears and calls in advance
	11.01.2019	Under subscription and over subscription of shares
	12.01.2019	Over subscription of shares
	13.01.2019	Sunday
	14.01.2019	Forfeiture of shares issued at par and their re-issue
Week 3	15.01.2019	Forfeiture of shares issued at premium and their re-issue
	16.01.2019	Over Subscription and Forfeiture
	17.01.2019	Over Subscription and Forfeiture
	18.01.2019	Numerical Questions
	19.01.2019	Alteration of Share Capital
	20.01.2019	Sunday
	21.01.2019	Buy-back of Shares
Week 4	22.01.2019	Issue of Right Shares
	23.01.2019	Acquisition of Business
	24.01.2019	Numerical Questions
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Numerical Questions

Week 5	29.01.2019	Numerical Questions
	30.01.2019	Test: Accounting for share capital
	31.01.2019	Profit or loss prior to incorporation
	01.02.2019	Numerical Questions
	02.02.2019	Numerical Questions
	03.02.2019	Sunday
	04.02.2019	Numerical Questions
Week 6	05.02.2019	Unit 2: Issue of debentures
	06.02.2019	Debentures: Meaning, nature and types
	07.02.2019	Issue of debentures
	08.02.2019	Issue of debentures
	09.02.2019	Redemption of debentures
	10.02.2019	Sunday
	11.02.2019	Methods of redemption
Week 7	12.02.2019	Methods of redemption
	13.02.2019	Methods of redemption
	14.02.2019	Methods of redemption
	15.02.2019	Numerical question
	16.02.2019	Numerical question
	17.02.2019	Sunday
	18.02.2019	Underwriting of shares and debentures
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Entries related to under writing
	21.02.2019	Partial under writing and access applications
	22.02.2019	Firm under writing
	23.02.2019	Subunder writing
	24.02.2019	Sunday
	25.02.2019	Numerical Questions
Week 9	26.02.2019	Assignment : Unit 1& Unit 2
	27.02.2019	Final accounts of companies: Introduction
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Theory related topics of final accounts
	02.03.2019	Formats of final account of companies
	03.03.2019	Sunday

	04.03.2019	Shivratri
Week 10	05.03.2019	Formats of final account of companies
	06.03.2019	Numerical Questions
	07.03.2019	Numerical Questions
	08.03.2019	Basic features of accounting standards 4,5,15,17,18 & 29
	09.03.2019	Basic features of accounting standards 4,5,15,17,18 & 29
	10.03.2019	Sunday
	11.03.2019	Test: Topics of Unit 2
Week 11	12.03.2019	Methods of liquidation
	13.03.2019	Order of payments
	14.03.2019	Numerical Questions
	15.03.2019	Numerical Questions
	16.03.2019	List of contributories
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	List of statement of affairs
	26.03.2019	Numerical Questions
	27.03.2019	Valuation of Goodwill
	28.03.2019	Methods of Valuation of Goodwill
	29.03.2019	Methods of Valuation of Goodwill
	30.03.2019	Methods of Valuation of Goodwill
	31.03.2019	Sunday
Week 13	01.04.2019	Methods of Valuation of Goodwill
	02.04.2019	Valuation of Shares
	03.04.2019	Methods of Valuation of shares
	04.04.2019	Methods of Valuation of shares
	05.04.2019	Methods of Valuation of shares
	06.04.2019	Methods of Valuation of shares
	07.04.2019	Sunday
Week 14	08.04.2019	Test: Topics of Unit 3
	09.04.2019	Accounting of Banking companies
	10.04.2019	Preparation of financial statements of banking companies
	11.04.2019	Preparation of financial statements of banking companies
	12.04.2019	Numerical Questions
	13.04.2019	Numerical Questions
	14.04.2019	Sunday

Week 15	15.04.2019	Accounting for Insurance Business
	16.04.2019	Preparation of Financial statements of Life Insurance Business
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Preparation of Financial statements of Life Insurance Business
	19.04.2019	Preparation of Financial statements of General Insurance Business
	20.04.2019	Preparation of Financial statements of General Insurance Business
	21.04.2019	Sunday
Week 16	22.04.2019	Numerical Questions
	23.04.2019	Doubt Class
	24.04.2019	Test
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Review of all Syllabus
	30.04.2019	Review of all Syllabus

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Name of Asst/Associate Professor : Ms. Leena
Class & Section: BBA (ii) sem
Subject: Consumer Application In Management

	Date	Topics to be covered
Week 1	01.01.2019	Introduction To Computers ,simple definitions of computer
	02.01.2019	Basic Anatomy of computer
	03.01.2019	Operating System
	04.01.2019	Memory
	05.01.2019	Input/Output Devices
	06.01.2019	sunday
	07.01.2019	practical
Week 2	08.01.2019	practical
	09.01.2019	Types Of Computers,
	10.01.2019	Classification Of Computers;
	11.01.2019	Analog ,digital and hybrid computer
	12.01.2019	Major and functional components of digital computer
	13.01.2019	sunday
	14.01.2019	Hardware,software and system software
Week 3	15.01.2019	Networking – Advantage,
	16.01.2019	Network Devices
	17.01.2019	And Connection,; And
	18.01.2019	Wireless Networking
	19.01.2019	Virus
	20.01.2019	Sunday
	21.01.2019	Firewalls
Week 4	22.01.2019	Introduction to information technologies
	23.01.2019	www

	24.01.2019	search engines
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	practical
Week 5	29.01.2019	practical
	30.01.2019	web hosting, IP addressing Web browser
	31.01.2019	practical
	01.02.2019	web publishing,
	02.02.2019	Internet applications in business,
	03.02.2019	Sunday
	04.02.2019	chatting
Week 6	05.02.2019	e-mailing;
	06.02.2019	Electronic mail networking
	07.02.2019	computer applications
	08.02.2019	advantages and limitations
	09.02.2019	Applications of computer in banks,railway
	10.02.2019	Sunday
	11.02.2019	practical
Week 7	12.02.2019	Applications of computer in home,defence,graphics
	13.02.2019	use in offices, education,.
	14.02.2019	institutions, healthcare
	15.02.2019	UNIT-III Data, information
	16.02.2019	Need of information
	17.02.2019	Sunday
	18.02.2019	Types of information
Week 8	19.02.2019	Guru RavidasJayanti
	20.02.2019	Difference between Data & information
	21.02.2019	Knowledge, Information system

	22.02.2019	Test of unit 1
	23.02.2019	Practical knowledge of networking devices
	24.02.2019	Sunday
	25.02.2019	practical
Week 9	26.02.2019	practical
	27.02.2019	Components of Information systems
	28.02.2019	Components of Information systems
	01.03.2019	practical
	02.03.2019	Capabilities of information system
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	practical
	06.03.2019	Capabilities of information system Types of information system MIS,
	07.03.2019	OAS, DSS
	08.03.2019	TPS
	09.03.2019	Executive information system
	10.03.2019	Sunday
	11.03.2019	practical
Week 11	12.03.2019	practical
	13.03.2019	Multimedia ,expert system
	14.03.2019	Hardware and software for multimedia
	15.03.2019	Multimedia authoring tools
	16.03.2019	Test
	17.03.2019	Sunday
		practical
Week 12	25.03.2019	practical
	26.03.2019	Components of multimedia
	27.03.2019	Long question answer
	28.03.2019	Test of practical topics covered

	29.03.2019	Multimedia applications in business;
	30.03.2019	marketing and advertising;
	31.03.2019	Sunday
Week 13	01.04.2019	practical
	02.04.2019	practical
	03.04.2019	Multimedia applications in publishing industry ,knowledge transfer ,learning foreign language
	04.04.2019	web applications of multimedia
	05.04.2019	web applications of multimedia
	06.04.2019	Multimedia applications in publishing industry ,knowledge transfer ,learning foreign language
	07.04.2019	Sunday
Week 14	08.04.2019	practical
	09.04.2019	practical
	10.04.2019	Multimedia applications in publishing industry ,knowledge transfer ,learning foreign language
	11.04.2019	web applications of multimedia
	12.04.2019	Introduction to communication channels
	13.04.2019	Various communication channels
	14.04.2019	Sunday
Week 15	15.04.2019	practical
	16.04.2019	practical
	17.04.2019	MahaveerJayanti
	18.04.2019	web applications of multimedia
	19.04.2019	Introduction to communication channels
	20.04.2019	Various communication channels
	21.04.2019	Sunday
Week 16	22.04.2019	Video conferencing
	23.04.2019	Creating,receiving,sending e-mail
	24.04.2019	practical

	25.04.2019	File
	26.04.2019	prepration
	27.04.2019	REVISION
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

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Name of Asst/Associate Professor :MS.LEENA Class & Section: Bba II Year Subject: DBMS		
	Date	Topics to be covered
Week 1	01.01.2019	Characteristic, capabilities & applications of dbms
	02.01.2019	Terms used in access
	03.01.2019	Components of database environment
	04.01.2019	record, file
	05.01.2019	data dictionary
	06.01.2019	database administrator & his role
	07.01.2019	Revision of the topic
Week 2	08.01.2019	functions and responsibilities
	09.01.2019	Data base users
	10.01.2019	Advantages and disadvantages of dbms
	11.01.2019	Data base basics
	12.01.2019	Doubt clearing session
	13.01.2019	Class test
	14.01.2019	file-oriented system versus database system
Week 3	15.01.2019	Introduction to ms-access
	16.01.2019	Understanding the views
	17.01.2019	Database system architecture – Introduction
	18.01.2019	Three level database architecture
	19.01.2019	Three level database architecture
	20.01.2019	Sunday
	21.01.2019	Setting a primary key
Week 4	22.01.2019	Entering data in table

	23.01.2019	Practical test of data base basics
		file-oriented system versus database system
	24.01.2019	
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Three level database architecture
Week 5		functions and responsibilities
	29.01.2019	Data base users
	30.01.2019	schemas, sub schemas and instances
	31.01.2019	Data base keys
	01.02.2019	Starting with query
	02.02.2019	data base architecture
	03.02.2019	Sunday
	04.02.2019	data independence and types
Week 6	05.02.2019	mapping
	06.02.2019	Mapping between views
	07.02.2019	To establish relationship between tables
	08.02.2019	data models.
	09.02.2019	data models
	10.02.2019	Sunday
	11.02.2019	types of database systems
Week 7	12.02.2019	E-R Model
	13.02.2019	Understanding type of relation
	14.02.2019	Data base security – Threats and security issues,;
	15.02.2019	Data base security – Threats and security issues,;
	16.02.2019	Practical test of ms-access
	17.02.2019	Data base security – Threats and security issues
	18.02.2019	Data Models.
Week 8	19.02.2019	Guru Ravidas Jayanti

	20.02.2019	Creating forms
	21.02.2019	Creating forms
	22.02.2019	Creating forms
	23.02.2019	firewalls
	24.02.2019	Sunday
	25.02.2019	Creating reports
Week 9	26.02.2019	Creating reports
	27.02.2019	Various security techniques
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Various security techniques
	02.03.2019	database recovery
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	practical
	06.03.2019	techniques of data base security
	07.03.2019	techniques of data base security
	08.03.2019	distributed data base.
	09.03.2019	distributed data base.
	10.03.2019	Sunday
	11.03.2019	practical
Week 11	12.03.2019	practical
	13.03.2019	distributed data base.
	14.03.2019	
	15.03.2019	Data warehousing and data mining
	16.03.2019	Data warehousing and data mining
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	UNIT-IV Emerging data base technologies
	26.03.2019	internet

	27.03.2019	Web browser
	28.03.2019	Web pages
	29.03.2019	Test of form & report creation
	30.03.2019	
	31.03.2019	Sunday
Week 13	01.04.2019	e-mail,
	02.04.2019	Discussion of short questions
	03.04.2019	digital libraries
	04.04.2019	digital libraries
	05.04.2019	Class test
	06.04.2019	
	07.04.2019	Sunday
Week 14	08.04.2019	digital libraries
	09.04.2019	multimedia data base
	10.04.2019	Long question answer
	11.04.2019	mobile data base
	12.04.2019	mobile data base
	13.04.2019	practical
	14.04.2019	Sunday
Week 15	15.04.2019	spatial data base
	16.04.2019	spatial data base
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Practical
	19.04.2019	file
	20.04.2019	preparation
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision

	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision

K.L Mehta Dayanand College For Women, Faridabad
Lesson plan (Jan-Apr 2019)

Name of Asst/Associate Professor : MS.LEENA

Class & Section: BBA FINAL

Subject: E-COMMERCE

	Date	Topics to be covered
Week 1	01.01.2019	Introduction
	02.01.2019	Meaning, Nature, Concepts
	03.01.2019	Advantages And Reasons For Transacting Online
	04.01.2019	Categories Of E-Commerce
	05.01.2019	Assessing Requirement For An Online Business
	06.01.2019	Sunday
	07.01.2019	practical
Week 2	08.01.2019	practical
	09.01.2019	Advantages And Reasons For Transacting Online
	10.01.2019	Categories Of E-Commerce
	11.01.2019	Planning Online Business
	12.01.2019	Nature And Dynamics Of The Internet
	13.01.2019	sunday
	14.01.2019	practical
Week 3	15.01.2019	practical
	16.01.2019	Designing The System
	17.01.2019	Developing And Deploying The System
	18.01.2019	One To One Enterprise
	19.01.2019	One To One Enterprise
	20.01.2019	Sunday
	21.01.2019	practical
Week 4	22.01.2019	practical
	23.01.2019	Technology For Online Business – Internet
	24.01.2019	IT Infrastructure
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day

	27.01.2019	Sunday
	28.01.2019	practical
Week 5	29.01.2019	practical
	30.01.2019	IT Infrastructure
	31.01.2019	Tools For Promoting Website
	01.02.2019	Middleware Contents
	02.02.2019	Text And Integrating E-Business Applications
	03.02.2019	Sunday
	04.02.2019	practical
	Week 6	05.02.2019
06.02.2019		Text And Integrating E-Business Applications
07.02.2019		Mechanism Of Making Payment Through Internet
08.02.2019		Mechanism Of Making Payment Through Internet
09.02.2019		
10.02.2019		Sunday
11.02.2019		practical
Week 7	12.02.2019	practical
	13.02.2019	Online Payment Mechanism
	14.02.2019	Electronic Payment Systems
	15.02.2019	Payment Gateways
	16.02.2019	Visitors To Website,
	17.02.2019	Sunday
	18.02.2019	practical
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	Plastic Money: Debit Card
	21.02.2019	Smart card,e-cash,e-wallet
	22.02.2019	Security issues
	23.02.2019	Laws Relating To Online Transactions
	24.02.2019	Sunday
	25.02.2019	practical
Week 9	26.02.2019	practical
	27.02.2019	

	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Applications In E-Commerce
	02.03.2019	e-Commerce Applications In Manufacturing
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	practical
	06.03.2019	e-Commerce Applications In Manufacturing
	07.03.2019	e-Commerce Applications In Wholesale
	08.03.2019	e -Commerce Applications In Wholesale
	09.03.2019	test
	10.03.2019	Sunday
	11.03.2019	practical
Week 11	12.03.2019	practical
	13.03.2019	e-Commerce Applications In retail
	14.03.2019	e-Commerce Applications In retail
	15.03.2019	e-Commerce Applications In Service Sector
	16.03.2019	e-Commerce Applications In Service Sector
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
Week 12	25.03.2019	Virtual Existence – Concepts
	26.03.2019	Working of Virtual Existence
	27.03.2019	Advantages And Pitfalls Of Virtual Organizations
	28.03.2019	Workface
	29.03.2019	Work Zone And Workspace And Staff Less Organization
	30.03.2019	Designing On E-Commerce Model For A Middle Level Organization
	31.03.2019	Sunday
Week 13	01.04.2019	practical
	02.04.2019	practical
	03.04.2019	The Conceptual Design
	04.04.2019	The Conceptual Design
	05.04.2019	Giving Description Of Its Transaction Handling
	06.04.2019	Giving Description Of Its Transaction Handling

	07.04.2019	Sunday
Week 14	08.04.2019	practical
	09.04.2019	practical
	10.04.2019	Infrastructure And Resources Required And System Flow Chart
	11.04.2019	Infrastructure And Resources Required And System Flow Chart
	12.04.2019	Infrastructure And Resources Required And System Flow Chart
	13.04.2019	Doubt clearing session
	14.04.2019	Sunday
Week 15	15.04.2019	practical
	16.04.2019	practical
	17.04.2019	Mahaveer Jayanti
	18.04.2019	Infrastructure And Resources Required And System Flow Chart
	19.04.2019	Security In E-Commerce, Data Encryption.
	20.04.2019	Digital Signatures
	21.04.2019	Sunday
Week 16	22.04.2019	practical
	23.04.2019	practical
	24.04.2019	Network Security
	25.04.2019	Data Encryption Secret Keys,
	26.04.2019	Data Encryption Secret Keys,
	27.04.2019	revision
	28.04.2019	Sunday
Week 17	29.04.2019	revision
	30.04.2019	revision

**K.L Mehta Dayanand College For Women, Faridabad sad
Lesson plan (Jan-Apr 2019)**

Name of Asst/Associate Professor : MS.LEENA
Class & Section: BBA FINAL
Subject: SYSTEM ANALYSIS AND DESIGN

	Date	Topics to be covered
Week 1	01.01.2019	Systems Analysis
	02.01.2019	Systems Design
	03.01.2019	What Is A System? . Properties Of A System
	04.01.2019	Elements Of A System
	05.01.2019	Types Of System
	06.01.2019	Sunday
	07.01.2019	Systems Models
Week 2	08.01.2019	Categories Of Information..
	09.01.2019	Phases Of SDLC
	10.01.2019	Life Cycle Of System Analysis And Design
	11.01.2019	Role Of System Analyst Attributes Of A Systems Analyst
	12.01.2019	
	13.01.2019	sunday
	14.01.2019	System Planning
Week 3	15.01.2019	What Is Requirements Determination? Major Activities In Requirement Determination
	16.01.2019	Er Data Models
	17.01.2019	Feasibility Study – Economic, Technical, Operational.
	18.01.2019	Feasibility Study – Economic, Technical, Operational

	19.01.2019	Feasibility Study – Economic, Technical, Operational
	20.01.2019	Sunday
	21.01.2019	What is Structured Analysis?
Week 4	22.01.2019	Structured Analysis Tools
	23.01.2019	Data Flow Diagrams (DFD) or Bubble Chart
	24.01.2019	Data Flow Diagrams (DFD) or Bubble Chart
	25.01.2019	Sir Chottu Ram Jayanti
	26.01.2019	Republic day
	27.01.2019	Sunday
	28.01.2019	Data Flow Diagrams (DFD) or Bubble Chart
Week 5	29.01.2019	form design
	30.01.2019	form design
	31.01.2019	Screen Design
	01.02.2019	Report Design
	02.02.2019	Report Design
	03.02.2019	Sunday
	04.02.2019	test
Week 6	05.02.2019	Structure Chart
	06.02.2019	Structure Chart
	07.02.2019	Data Base Definition,Components
	08.02.2019	data base definition
	09.02.2019	Features of data base
	10.02.2019	Sunday
	11.02.2019	Test/assignment/presentation
Week 7	12.02.2019	Advantages and disadvantages OF DBMS
	13.02.2019	Long question answer

	14.02.2019	Short question answer
	15.02.2019	Equipment Specification And Selection
	16.02.2019	Equipment Specification And Selection
	17.02.2019	Sunday
	18.02.2019	personnel estimates,
Week 8	19.02.2019	Guru Ravidas Jayanti
	20.02.2019	personnel estimates,
	21.02.2019	I-O design
	22.02.2019	I-O design
	23.02.2019	Decision Trees
	24.02.2019	Sunday
	25.02.2019	Decision Trees
Week 9	26.02.2019	Decision Tables
	27.02.2019	Decision Tables
	28.02.2019	Maharishi Dayanand Saraswati Jayanti
	01.03.2019	Decision Tables
	02.03.2019	Entity Relationship Diagrams
	03.03.2019	Sunday
	04.03.2019	Shivratri
Week 10	05.03.2019	Entity Relationship Diagrams
	06.03.2019	Entities, Attributes, Relationship, Degree, Optionality, Resolving Many to Many Relationship,
	07.03.2019	Entities, Attributes, Relationship, Degree, Optionality, Resolving Many to Many Relationship,
	08.03.2019	Entities, Attributes, Relationship, Degree, Optionality, Resolving Many to Many Relationship,
	09.03.2019	Entities, Attributes, Relationship, Degree, Optionality, Resolving Many to Many Relationship,
	10.03.2019	Sunday

	11.03.2019	Exclusive Relationship, Structure Charts, Modules
Week 11	12.03.2019	Exclusive Relationship, Structure Charts, Modules
	13.03.2019	Doubt clearing session
	14.03.2019	Test
	15.03.2019	
	16.03.2019	
	17.03.2019	Sunday
		Holi Vacations 17.03.19-24.03.2019
	Week 12	25.03.2019
26.03.2019		System Implementation, Maintenance and Documentation, Testing, Evaluation, Maintenance
27.03.2019		System Implementation, Maintenance and Documentation, Testing, Evaluation, Maintenance
28.03.2019		System Implementation, Maintenance and Documentation, Testing, Evaluation, Maintenance
29.03.2019		Introduction to distributed data processing
30.03.2019		Introduction to distributed data processing
31.03.2019		Sunday
Week 13		01.04.2019
	02.04.2019	distributed data processing
	03.04.2019	Real Time System
	04.04.2019	Real Time System
	05.04.2019	Real Time System
	06.04.2019	Evaluating Distributing System
	07.04.2019	Sunday
Week 14	08.04.2019	Evaluating Distributing System
	09.04.2019	Test/assignment

	10.04.2019	Introduction: Distributed Data Base
	11.04.2019	Designing Distributed Data Base
	12.04.2019	Designing Distributed Data Base
	13.04.2019	Revision/test/assignment
	14.04.2019	Sunday
Week 15	15.04.2019	Event Based Real Time Analysis Tools
	16.04.2019	Event Based Real Time Analysis Tools
	17.04.2019	Mahaveer Jayanti
	18.04.2019	State Transition Diagrams.
	19.04.2019	State Transition Diagrams.
	20.04.2019	Revision/test/assignment
	21.04.2019	Sunday
Week 16	22.04.2019	Revision
	23.04.2019	Revision
	24.04.2019	Revision
	25.04.2019	Revision
	26.04.2019	Revision
	27.04.2019	Revision
	28.04.2019	Sunday
Week 17	29.04.2019	Revision
	30.04.2019	Revision