

# Lesson Plan

**Name of faculty** : Ms. Megha  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Principles of Management  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Concept, Nature Of Management		
	2.	Process And Significance Of Management		
	3.	Development Of Management Thought		
2.	4.	Classical, Neo-Classical Approaches Of Management		
	5.	Behavioral, Systems And Contingencies Approaches Of Management		
	6.	Contemporary Issue Of Management		
3.	7.	Challenges Of Management		
	8.	Test 1		
	9.	Assignment 1		
4.	10.	Introduction to Planning		
	11.	Types Process And Techniques of Planning		
	12.	Introduction to Decision Making		
5.	13.	Types Process And Techniques of Decision Making		
	14.	Test 2		
	15.	Assignment 2		
6.	16.	Introduction of Organizing: its concept & nature		
	17.	Importance, Process of Organizing		
	18.	Formal & Informal Organizations		
7.	19.	Concept of Organization Chart		
	20.	Organizing Principles		
	21.	Span Of Management		
8.	22.	Factors Determining Effective Span of control		
	23.	Concept of Graicunas Formula		
	24.	Test 3		
9.	25.	Assignment 3		
	26.	Introduction to Departmentation		
	27.	Departmentation By Function		
10.	28.	Territory, Product/Service Departmentation		
	29.	Customer Group ,Matrix Organization		
	30.	Authority: Definition Types, Responsibility And Accountability		
11.	31.	Steps In Delegation of Authority		
	32.	Obstacles To Delegation And Their Elimination		
	33.	Decentralization Vs. Centralization		
12.	34.	Determinants Of Effective Decentralization		
	35.	Staffing: Definition, Manpower Management		
	36.	Factors Affecting Staffing, introduction to Job Design		
13.	37.	Selection Process, Techniques of Staffing		
	38.	Performance Appraisal: Need And Process		
	39.	Test 4		
14.	40.	Communication; Importance, Process, Barriers		
	41.	Breakdown Of Communication		
	42.	Controlling: Control Process, Types,		
15.	43.	Barriers To Control Making		
	44.	Control Techniques: Budget And Non- Budgetary Control Devices		
	45.	Social Responsibility And Business Ethics		

## Lesson Plan

**Name of faculty** : Ms. Meenu Bhutani  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Analysis of Financial Statements  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Analysis Of Financial Statements		
	2.	Interpretation Of Financial Statements		
	3.	Concept of Ratio Analysis		
2.	4.	Types of Ratio analysis		
	5.	Importance of Ratio analysis		
	6.	Methods Of Ratio Analysis		
3.	7.	Use Of Ratio Analysis		
	8.	Tools Of Ratio Analysis		
	9.	Interpretation Of Ratio Analysis		
4.	10.	Test 1		
	11.	Assignment 1		
	12.	Ratios In Relation To Short Term Liquidity		
5.	13.	Meaning Of Short Term Liquidity		
	14.	Importance Of Short Term Liquidity		
	15.	Use Of Short Term Liquidity		
6.	16.	Test 2		
	17.	Assignment 2		
	18.	Long Term Solvency of firm		
7.	19.	Difference Between Short Term And Long Term Solvency		
	20.	Calculation Of Solvency		
	21.	Solvency Calculation		
8.	22.	Test 3		
	23.	Assignment 3		
	24.	Profitability Ratio		
9.	25.	Meaning of Profitability Ratio		
	26.	Types of Profitability Ratio		
	27.	Calculation of Profitability		
10.	28.	Importance of Profitability		
	29.	Return on Investment		
	30.	Calculation of Return on Investment		
11.	31.	Use of Return on Investment		
	32.	Methods of Return on Investment		
	33.	Interpretation of Return on Investment		
12.	34.	Test 4		
	35.	Assignment 4		
	36.	Calculation of Return On Capital Employed		
13.	37.	Methods And Use of Return On Capital Employed		
	38.	Calculation of Return On Net-Worth		
	39.	Method And Use of Return On Net-Worth		
14.	40.	Calculation of Return On Assets		
	41.	Method And Use of Return On Assets		
	42.	Preparation And Analyses Of Cash Flow		
15.	43.	Concept of Funds Flow Statements		
	44.	Test 5		
	45.	Assignment 5		

# Lesson Plan

**Name of faculty** : Ms. Jagpreet Kaur  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Managerial Economics-II  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Concept Of Macro Economics		
	2.	Introduction to National Income		
	3.	Concepts And Measurement of National Income		
2.	4.	Classical Theory Of Output		
	5.	Classical Theory Of Employment		
	6.	Say's Law Of Markets		
3.	7.	Test 1		
	8.	Assignment 1		
	9.	Keynesian & Friedmanian Theory Of Income Determination		
4.	10.	Determinants Of Macro Equilibrium		
	11.	Aggregate Demand		
	12.	Aggregate Supply Functions		
5.	13.	Under Employment Equilibrium		
	14.	Concept Of Multiplier		
	15.	Test 2		
6.	16.	Assignment 2		
	17.	Introduction to Consumption		
	18.	Meaning & Determinants of Consumption		
7.	19.	Importance of Consumption		
	20.	Theory Of Consumption		
	21.	Absolute Income Hypothesis		
8.	22.	Relative Income Hypothesis		
	23.	Permanent Income Hypothesis		
	24.	Life Cycle Hypothesis		
9.	25.	Test 3		
	26.	Assignment 3		
	27.	Theory Of Investment		
10.	28.	Types Of Investment		
	29.	Determinants Of Investment		
	30.	Marginal Efficiency Of Capital		
11.	31.	Interest Rate Determination		
	32.	Classical		
	33.	Neoclassical Theory		
12.	34.	Keynesian Theory		
	35.	Test 4		
	36.	Assignment 4		
13.	37.	Introduction to Inflation		
	38.	Meaning & Types of Inflation		
	39.	Theories of Inflation		
14.	40.	Stabilization Policies		
	41.	Monetary Policy		
	42.	Fiscal Policy		
15.	43.	Importance of Monetary and fiscal policy		
	44.	Test 5		
	45.	Assignment 5		

## Lesson Plan

**Name of faculty** : Ms. Palkin Bhalla  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Understanding Social Behaviour  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Nature And Scope Of Sociology		
	2.	The Methods Of Sociology		
	3.	Fundamental Concepts Of Sociology		
2.	4.	The Relationship Between Man And Society		
	5.	Test 1		
	6.	Assignment 1		
3.	7.	Introduction to Social Structure		
	8.	Meaning of Social Structure		
	9.	Processes of Social Structure		
4.	10.	Elements of Social Structure		
	11.	Types of Social Structure		
	12.	Introduction to Social Institutions		
5.	13.	Functions of Social Institutions		
	14.	Concept of Social Process		
	15.	Concept of Co-Operation		
6.	16.	Concept of Conflict		
	17.	Concept of Competition		
	18.	Concept of Assimilation		
7.	19.	Test 2		
	20.	Assignment 2		
	21.	Concept of Socialization		
8.	22.	Introduction to Social Action		
	23.	Meaning of Social Action		
	24.	Process Of Learning		
9.	25.	Stages of Social Action		
	26.	Agencies Of Socialization		
	27.	Agencies Of Socialization		
10.	28.	Elements Of Socialization		
	29.	Rationality Of Means		
	30.	Economic Factor		
11.	31.	Political Factor		
	32.	Religious Integration of Ends		
	33.	Test 3		
12.	34.	Assignment 3		
	35.	Social Change Institution		
	36.	Meaning &Types of Social Change Institution		
13.	37.	Factors In Social Change		
	38.	Social Problems		
	39.	Meaning, Causes And Remedies of Social Problems		
14.	40.	Social Institution: Family, Religion And Marriage		
	41.	Social Stratification In India		
	42.	Attitude Formation And Change		
15.	43.	Concept of Morale Audit		
	44.	Values And Norms		
	45.	Power And Politics & Bureaucracy		

## Lesson Plan

**Name of faculty** : Ms. Megha Goel  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Business Mathematics-II  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Plane Analytical Geometry		
	2.	Practical & Exercise		
	3.	Assignment 1		
2.	4.	Cartesian Coordinate Systems		
	5.	Test 1		
	6.	Assignment 2		
3.	7.	Length Of Line Segment		
	8.	Practical & Exercise		
	9.	Section Formula (Ratio)		
4.	10.	Practical & Exercise		
	11.	Equation Of A Straight Line		
	12.	Practical & Exercise		
5.	13.	Test 2		
	14.	Assignment 3		
	15.	Arithmetic		
6.	16.	Practical & Exercise		
	17.	Geometric		
	18.	Practical & Exercise		
7.	19.	Harmonic Progressions		
	20.	Practical & Exercise		
	21.	Integral Calculus		
8.	22.	Practical & Exercise		
	23.	Test 3		
	24.	Assignment 4		
9.	25.	Integration As An Inverse Of Derivative		
	26.	Practical & Exercise		
	27.	Integration By Substitution Method		
10.	28.	Practical & Exercise		
	29.	Integration By Parts		
	30.	Practical & Exercise		
11.	31.	Test 4		
	32.	Assignment 5		
	33.	Indefinite Integral		
12.	34.	Definite Integral		
	35.	Its Application In Business		
	36.	Practical & Exercise		
13.	37.	Logarithm		
	38.	Practical & Exercise		
	39.	Law Of Operations		
14.	40.	Practical & Exercise		
	41.	Log Tables		
	42.	Compound Interest		
15.	43.	Depreciation		
	44.	Test 5		
	45.	Assignment 6		

# Lesson Plan

**Name of faculty** : Ms. Sonika Dhiman  
**Discipline** : BBA  
**Semester** : 2<sup>nd</sup>  
**Subject** : Business Communication-I  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Business Communication		
	2.	Meaning of Business Communication		
	3.	Importance of Business Communication		
2.	4.	Barriers To Effective Communication		
	5.	Test 1		
	6.	Assignment 1		
3.	7.	Basic Model of Business Communication		
	8.	Effective Business Communication		
	9.	Essentials Of Effective Business Communication		
4.	10.	Test 2		
	11.	Assignment 2		
	12.	Basic Parts Of Speech		
5.	13.	Concept of Noun		
	14.	Concept of Pronoun		
	15.	Concept of Verb		
6.	16.	Concept of Adjective		
	17.	Concept of Adverb		
	18.	Concept of Preposition		
7.	19.	Test 3		
	20.	Assignment 3		
	21.	Concept of Article And Conjunction		
8.	22.	Concept of Active & Passive Voice		
	23.	Introduction to Paragraph Writing		
	24.	Précis		
9.	25.	Translation		
	26.	From Vernacular To English & English To Vernacular		
	27.	Test 4		
10.	28.	Assignment 4		
	29.	Correct Word Usage		
	30.	Homonyms		
11.	31.	Antonyms		
	32.	Synonyms		
	33.	Writing Applications		
12.	34.	Business Applications		
	35.	Test 5		
	36.	Assignment 5		
13.	37.	Job Application		
	38.	Leave Application		
	39.	Importance Of Non-Verbal Communication		
14.	40.	Positive Gestures		
	41.	Symbols And Signs		
	42.	Physical Appearance		
15.	43.	The Art Of Self-Presentation & Conduct		
	44.	Test 6		
	45.	Assignment 6		

## Lesson Plan

**Name of faculty** : Ms. Ritika  
**Discipline** : BBA  
**Semester** : 2nd  
**Subject** : Environment Management  
**Lesson Plan during** : 15 Weeks (From January 2018 to April, 2018)

**\*\* Work load (Lecture / practical) per week (In hours): lectures-03, practical – 00**

WEEK	THEORY		PRACTICAL	
	LECTURE DAY	TOPIC ( INCLUDING ASSIGNMENT/ TEST)	PRACTICAL DAY	TOPIC
1.	1.	Environment Management		
	2.	Meaning of Environment Management		
	3.	Nature of Environment Management		
2.	4.	Scope of Environment Management		
	5.	Ecological Systems		
	6.	Environmental Systems		
3.	7.	Components Of The Eco-System		
	8.	Man		
	9.	Test 1		
4.	10.	Assignment 1		
	11.	Ecosystem		
	12.	Environmental Systems		
5.	13.	Conservation Management		
	14.	Conservation Management		
	15.	Global Warming		
6.	16.	Control Measures of Global Warming		
	17.	Eco-Friendly Business		
	18.	Corporate Social Responsibility		
7.	19.	Test 2		
	20.	Assignment 2		
	21.	Green Marketing		
8.	22.	Environment Ethics		
	23.	Meaning And Importance		
	24.	Sustainable Development		
9.	25.	Meaning And Role of Sustainable Development		
	26.	Approaches For Environmental Management		
	27.	Types And Use of Environmental Management		
10.	28.	Management Based On Standards		
	29.	Management Based On Best Practicable Means		
	30.	Other Measures For Environment		
11.	31.	Implications Of Environment		
	32.	Test 3		
	33.	Assignment 3		
12.	34.	Major Provisions Of The Environment (Protection) Act		
	35.	Implication Of Environment (Protection) Act		
	36.	Role Of Environment (Protection) Act		
13.	37.	Environment Audit		
	38.	Meaning And Nature Of Environment Audit		
	39.	Types Environment Audit		
14.	40.	Importance of Environment Audit		
	41.	Role Of NGO's		
	42.	Other Institutions In Environment Protection		
15.	43.	Nature Of Environment Protection		
	44.	Test 4		
	45.	Assignment 4		