

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester FOUNDATIONS OF
INTERNATIONAL BUSINESS PAPER CODE: BBA-603BBA 6sem

Teacher Name:- Mr. Somjeet, Mr. Sanjeet, Mrs. Kavita

MONTH	TOPIC
Jan2024	Types of international business; basic structure of international business environment; risk in international business; motives for international business; barriers to international business; global trading and financial system – an overview
Feb2024	Foreign market entry modes; factors of country evaluation and selection; decisions concerning foreign direct and portfolio investment; control methods in international business
March2024	Basic foreign manufacturing and sourcing decisions; product and branding decisions for foreign markets; approaches to international pricing; foreign channel and logistical decisions
April2024	Accounting differences across countries; cross cultural challenges in international business; international staffing and compensation decisions; basic techniques of risk management in international business

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester ENVIRONMENTAL STUDIES

PAPER CODE: BBA-306BBA 3sem

Teacher Name:- Mrs.Kavita

MONTH	TOPIC
July2023	Environmental studies – Nature, scope and importance, need for public awareness; natural resources – renewable and non-renewable resources, use and overexploitation/over-utilization of various resources and consequences; role of an individual in conservation of natural resources; equitable use of resources for sustainable lifestyles
Aug.2023	Ecosystems – concept, structure and function of an ecosystem; energy flow in the ecosystem; ecological succession; food chains, food webs and ecological pyramids; types of ecosystem – forest ecosystem, grassland ecosystem, desert ecosystem, aquatic ecosystems. Environmental Pollution – Definition, cause, effects and control measures of different types of pollutions – air pollution, water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, nuclear hazards; solid waste management – causes, effects and control measures of urban and industrial wastes; role of an individual in prevention of pollution
Sept.2023	Social issues and the environment – Sustainable development, urban problems related to energy, water conservation, rain water harvesting, watershed management; resettlement
Oct.2023	rehabilitation of people, its problems and concerns; climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust; Wasteland reclamation, consumerism and waste products
Nov.2023	Environmental legislation – Environment Protection Act. Air (prevention and control of pollution) Act. Water (prevention and control of pollution) Act, Wildlife Protection Act, Forest Conservation Act

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester BUSINESS LAWS

PAPER CODE: BBA-405 Semester 3rd

Teacher Name:- Mrs.Kavita

MONTH	TOPIC
July.2023	Law of contract: meaning and essentials of a valid contract; offer and acceptance; capacity to contract; consent and free consent; consideration; void agreements; quasi contract; different mode of discharge of contract; remedies for breach of contract.
Aug.2023	Purpose and meaning of the contract of the guarantee; kinds of guarantees; rights and obligations of creditors; rights, liabilities and discharge of surety; contract of indemnity; Definition of bailment and its kinds; duties and rights of a bailor and a bailee; rights and duties of a pledgor and pledgee.
Sept.2023	Contract of agency; definition of agent and agency; creation of agency; duties and rights of agent and principal; principal's duties towards agents and third parties; termination of agency; power of attorney. Law of sale of goods – definition and essential of a contract of sale, conditions and warranties, passing of property in goods; performance of contract; right of unpaid seller; remedies for breach of contract.
Oct.2023	Negotiable instrument act – Meaning and essential elements of a negotiable instrument; types of negotiable instrument; holder and holder in due course; negotiation of negotiable instruments; dishonour of negotiable instruments. Meaning and scope of information technology act; digital signature; electronic governance; regulation of certifying authority
Nov.2023	digital signature certificates; duties of subscribers; penalties adjudication and offences. RTI Act 2005 : Purpose, Right to Information and Obligation of Public Authorities, Exemption from disclosure of information

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semesterCOMPANY LAW PAPER

CODE: BBA-502 BBA 5 sem

Teacher Name:- Mrs.Kavita

MONTH	TOPIC
July2023	Meaning and nature of company, kinds of companies, formation and incorporation of company, Memorandum of Association; Articles of Association, affects of memorandum and articles of association; relationship and distinction between memorandum of association and article of association; doctrine of indoor management. Meaning and definition of prospectus; abridged form of prospectus; misstatement in a prospectus and their consequences
Aug.2023	Definition of member; members and share holders; modes of acquiring membership;termination of membership; rights and liabilities of a member. Meaning need and requisitions of valid meeting; voting, proxy and resolutions; kinds of general body meetings. Meaning of dividend; sources of dividend payments; declaration of dividend;payment of dividend; unpaid and unclaimed dividends. Appointments, qualifications and remunerations of auditors; power, duties and obligations of auditors. Inspection and investigations.
Sept.2023	Meaning, qualification, appointment and removal of directors; duties and liabilities of directors; remuneration of directors; distinction between managing director and manager;distinction between managing director and whole time director; meetings of board of directors. Meaning, need and current development in corporate governance
Oct.2023	Inter-company loans, investments and borrowing. Meaning and prevention of oppression;prevention of mismanagement. Meaning and modes of winding up; grounds for winding up by the tribunals;
Nov.2023	Types of voluntary winding up; consequences of voluntary winding up; appointment, power and duties of a liquidators in winding up. Meaning and nature of contributor's liability. Meaning and dissolution of defunct company

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester COST ACCOUNTING

PAPER CODE: BBA-301 BBA 3sem

Teacher Name:- Mrs.Kavita

MONTH	TOPIC
July2023	Introduction: - Objective, elements of cost, cost sheet, importance of cost accounting,types of costing, installation of costing system, difference between cost accounting and financial accounting
Aug.2023	Material Control: - Meaning and objectives of material control, material purchase procedure, fixation of inventory levels – Reorder level, EOQ, Minimum level, Maximum level, Danger level and Methods of Valuing Material Issues
Sept.2023	Labour Cost Control: - its importance, methods of Time Keeping and Time Booking; Treatment and Control of Labour Turnover, Idle Time, Overtime, Systems of Wage Payment – Time Wage System, Piece Wage System and Balance or Debt Method
Oct.2023	Overhead – classification, allocation and apportionment of overhead including machine hour rate
Nov.2023	Methods of Costing – Job, Batch and Contract Costing, Process Costing Fundamental, Process Losses & Gains

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester BUSINESS ORGANISATION

PAPER CODE: BBA-101

Semester1st

Teacher Name:- Mrs.Kavita

MONTH	TOPIC
July.2023	Business – Concept, nature and scope, business as a system, business objectives, business and environment interface, distinction between business, commerce and trade
Aug.2023	Forms of business organization – Sole proprietorship, partnership, joint stock company, types of company cooperative societies; multinational corporations
Sept.2023	Entrepreneurship – Concept and nature; entrepreneurial opportunities in contemporary;business environment; process of setting up a business enterprise; choice of a suitable form of business organization, feasibility and preparation business plan
Oct.2023	Government and business interface; stock exchange in India; Revision
Nov.2023	business combination –concept and causes; chambers of commerce and industries in India – FICCI, CII Association

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2022-23

Subject Name with code and semester HUMAN RESOURCE

MANAGEMENT PAPER CODE: BBA-403 BBA 4sem

Teacher Name:- Mrs.Kavita

MONTH	TOPIC
Jan.2024	Introduction – nature and scope of human resource management, HRM objectives and functions, HRM policies, HRM in globally competitive environment; strategic human resource management
Feb.2024	Acquiring human resources – human resource planning, job analysis and job design, employee involvement, flexible work schedule, recruitment, selecting human resources, placement and induction, right sizing
March2024	Developing human resources – employee training, training need assessment, training methods and evaluation, cross-cultural training, designing executive development programme, techniques of executive development, career planning and development
April 2024	Enhancing and rewarding performance – establishing the performance management, system, establishing rewards and pay plans, employee benefits, ensuring a safe and healthy work environment

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester

PRINCIPLES OF MANAGEMENT PAPER CODE: BBA-201,BBA 2nd sem

Teacher Name:- Mrs Kavita

MONTH	TOPIC
Jan.2024	Introduction – nature and process of management, basic managerial roles and skills,nature of managerial work; approaches to management – classical, human relations and behavioural, systems and contingency approaches; contemporary issues and challenges
Feb.2024	Planning and decision making – concept, purpose and process of planning, kinds of plans,strategic planning, tactical planning and operational planning, goal setting, MBO;decision making – nature and process, behavioural aspects of decision making, forms of group decision making in organizations
March2024	Organizing and leading elements of organizing – division of work, departmentalization, distribution of authority, coordination; organization structure and design; leadership – nature and significance, leadership styles, behavioural and situational approaches to leadership
April 2024	Management control – nature, purpose and process of controlling, kinds of control System, prerequisites of effective control system, resistance to control, controlling techniques, social audit

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester

COMPANY ACCOUNTS PAPER CODE: BBA-203 ,BBA 2sem

Teacher Name:- Mrs. Kavita

MONTH	TOPIC
Jan.2024	Accounting for share capital transaction, alternation of share capital, buy-back of shares, acquisition of business and profit prior to incorporation
Feb.2024	Debentures; issue of debentures, methods of redumption of debentures, underwriting of shares and debentures
March2024	Statutory provision regarding preparation of company's final accounts, preparation of profit and loss account and balance sheet of company as per the requirement of Schedule VI of the companies act, state the basic features of accounting standards 4, 5, 15, 17 18 and 29; company liquidation accounts
April 2024	Valuation of Goodwill and shares, banking company accounts, insurance company accounts

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester

**FINANCIAL ACCOUNTING- 1 ST SEM
PAPER CODE: BBAN-103**

Teacher Name:- SANJEET CHHILLAR

MONTH	TOPIC
JULY 23	Meaning and scope of accounting, nature of financial accounting principles, basis of accounting; accounting process – from recording of business transaction to preparation of trial balance
AUG 23	Rectification of errors; preparation of final accounts (non-corporate entities) along with major adjustments.
SEPT 23	Bank Reconciliation Statement; accounts of non-profit organization, Single entry system.
OCT 23	Joint venture accounts consignment accounts
NOV 23	Revision and test

GOVERNMENT COLLEGE BAHADURGARH**LESSON PLAN FOR SESSION 2023-24****Subject Name with code and semester****DISASTER MANAGEMENT 3 RD SEM****PAPER CODE: BBAN 306****Teacher Name:- SANJEET CHHILLAR**

MONTH	TOPIC
JULY 23	Structure of the atmosphere; Pressure, temperature, precipitation, cloud classification and formation; calories force; EI Nino phenomenon; western disturbance; energy model and budget of the earth. Primary differentiation and formation of core, mantle, crust, atmosphere and hydrosphere; magma generation and formation of igneous rock; weathering; erosion; transportation and deposition of earth's material by running water; river meandering and formation of ox-bow lake.
AUG 23	Depletion of natural capital; development as causes of disaster; rapid population growth, environmental pollution; epidemics; industrials accidents and chemical releases; multipurpose project and resettlement issues; humanitarian assistance in emergencies.
SEPT 23	Floods- flood plains, drainage, basins, nature and frequency of flooding, flood hazards, urbanization and flooding, flood hydrographs, dams barrages and rivers diversions, creation of reservoir, influence on micro-climate, impact on flora and fauna. Landslides- landslide analysis, determination of stability and safety factor. Coastal hazards- tropical cyclone, coastal erosion, sea level changes and its impact on coastal areas and coastal zone management. Climate change- Emissions and global warming, impact on sea level in south Asian region environmental disruptions and their implications.
OCT 23	Earth quakes- preliminary concepts, seismic waves, travel-time and location of epicenter, nature of destruction, a seismic designing, quake resistant building and dams. Tsunamis- causes and location of tsunamis; disturbance in sea floor and release of energy, travel time and impact on fragile coastal environment volcanoes-causes of volcanism,

	volcanism materials, geographic distribution of volcanoes
NOV 23	Revision and test

GOVERNMENT COLLEGE BAHADURGARH
LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester

**PRODUCTION AND MATERIALS
MANAGEMENT 5 TH SEM
PAPER CODE: BBAN-501**

Teacher Name:- SANJEET CHHILLAR

MONTH	TOPIC
JULY 23	Production economics: introduction, evaluation, major long term and short term decisions; objectives, importance and activities, differences between products and services. Meaning and types of production systems: production to order and production to stock; plant location; factors affecting location and evaluating different locations.
AUG 23	Production planning and control, objectives, advantages and elements. PPC and production systems, sequencing and assignment problems. Inventory control: objectives, advantages and techniques (EOQ model and ABC analysis); quality control: meaning and importance, inspection, quality control charts for variables and attributes.
SEPT 23	Materials Management: meaning, objectives, importance, functions and organization materials information system; standardization, simplification and variety reduction; value analysis and engineering
OCT 23	Stores Management: meaning, objectives, importance and functions, stores layout; classification and codification; inventory control of spare parts; materials logisticswarehousing management, materials handling, traffic and transportation; disposal of scrap, surplus and obsolete materials
NOV 23	Revision and test

GOVERNMENT COLLEGE BAHADURGARH
LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester

PRESENTATION SKILLS & PERSONALITY
DEVELOPMENT 5 TH SEM BBAN-505

Teacher Name:- SANJEET CHHILLAR

MONTH	TOPIC
JULY 23	Introduction – Meaning, types of presentation: presentation that deeply involves the audience, presentation that creates excitement, persuasive presentation, presentation evoking emotional appeal, presentation that sells a new idea, humorous presentation. Planned and unplanned presentation, planning a presentation – analyzing the audience, location of presentations, objective of presentation, researching the topic; structuring the presentation, presentation notes and session plan
AUG 23	Methods of presentation – Fish bowl, role plays, group discussion, conference, seminar, workshop, clinics, brainstorming, simulations, games, questionnaire; delivering presentation – presenter effectiveness, difficult situations and nerves, motivation and attention. Outcomes of presentation – inspiring presentation, presentation that builds trust, presentation that offers a solution, value added presentation, presentation that facilitates decision making
SEPT 23	Concept of personality, personality consciousness, personality patterns, personality syndrome; symbols of self, clothing, names and nicknames, speech, age, success, reputation, moulding the personality pattern, persistence and change. Personality determinants – physical intellectual, emotional and social determinants, aspirations and achievements, educational determinants and family determinants
OCT 23	Personality development – healthy personalities, developing self-awareness, managing personal stress, solving problems analytically and creatively; grooming – appearance, dress sense, personal hygiene, etiquettes and body language; time management, public speaking.

NOV 23

Revision and test

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester : ORGANIZATIONAL BEHAVIOR, BBA 2ND SEM

Teacher Name:- SANJEET CHHILLAR

MONTH	TOPIC
Jan.2024	Introduction – Concept and scope of organizational behavior, historical development of organizational behavior, emerging trends and hanging profiles of workforce; Foundations of organizational behavior, challenges of organizational behavior.
Feb.2024	Foundations of individual behavior; Individual Processes – Personality, values, attitudes, perception, learning and motivation, emotional intelligence: meaning, implications
March2024	Foundations of group behavior; Team Processes – Interpersonal communication, group dynamics, teams and teamwork, conflict and negotiation in workplace, power and politics
April 2024	Organizational processes – organizational structure and design, organizational culture, organizational change, development and stress management Revision and test

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester- HUMAN RIGHTS AND VALUES, BBA 4TH SEM

Teacher Name:- SANJEET CHHILLAR

MONTH	TOPIC
Jan.2024	Concept of Human Rights, Indian and international perspectives of Human Rights, Evolution of Human Rights, Human Rights movements in India, Classification of Human Rights and Relevant Constitutional Provisions to Right to Life, Liberty and Dignity, Right to Equality, Right against Exploitation, Cultural and Educational Rights, Economic Rights, Political Rights and Social Rights.
Feb.2024	Deprivation of Human Rights – Core Issues: Poverty, overpopulation, illiteracy, Problems of Unsustainable Development, Disadvantaged Groups – (a) Women (b) Children (c) Scheduled Castes and Scheduled Tribes (d) Homeless and Slum Dwellers (e) Physically and Mentally Handicapped f. Refugees and Internally Displaced Persons.
March2024	Redressal Mechanisms for Human Rights Violations: Violation of Human Rights by State. Violation of Human Rights by Individuals and groups, Nuclear Weapons and terrorism. Government systems for Redressal, Judiciary, National Human Rights Commission and other Statutory Commissions, Media Advocacy, Creation of Human Rights Literacy and Awareness
April 2024	Concept of Human Values: Aim of education and value education; Evolution of value oriented education; Concept of Human values; types of values; Components of value education. Character Formation Towards Positive Personality - Truthfulness, Sacrifice, Sincerity, Self-Control, Altruism, Tolerance, Scientific Vision; Value Education towards National and Global Development Revision and test

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester:- CONSUMER PROTECTION
,BBA 6TH SEM

Teacher Name:- SANJEET CHHILLAR

MONTH	TOPIC
Jan.2024	Concept and types of consumer, need for consumer protection; approaches to consumer protection; consumer buying motives; doctrines of caveat emptor and caveat venditor; concept of consumer's sovereignty; basic consumer rights.
Feb.2024	Measures for consumer protection in India; basic provisions of the Consumer Protection Act.(CPA)1986; organizational set up for consumer protection under CPA; procedure of filing a complaint; relief available
March2024	Competition Act – Provisions relating to consumer protection; Role of voluntary consumer organizations; formation and registration of a voluntary consumer organization, business self-regulation, consumer awareness – role of media and government.
April 2024	Recent developments in consumer protection movement; consumer information and knowledge as means of protection; sources of consumer information, ethical marketing as an instrument of consumer protection, Role of Advertising Standard Council of India in consumer protection. Revision and test

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester:- E-COMMERCE,BBA

6TH SEM

Teacher Name:- SANJEET CHHILLAR

MONTH	TOPIC
Jan.2024	Introduction – meaning, nature, concepts, advantages and reasons for transacting online, categories of e-commerce; planning online business: nature and dynamics of the internet, pure online vs. brick and click business, assessing requirement for an online business, designing, developing and deploying the system, one to one enterprise.
Feb.2024	Technology for online business – internet, IT infrastructure; middleware contents: text and integrating e-business applications; mechanism of making payment through internet: online payment mechanism, electronic payment systems, payment gateways, visitors to website, tools for promoting website; plastic money: debit card, credit card; laws relating to online transactions
March 2024	Applications in e-commerce – e-commerce applications in manufacturing, wholesale, retail and service sector
April 2024	Virtual existence – concepts, working, advantages and pitfalls of virtual organizations, workforce, work zone and workspace and staff less organization; designing on E-commerce model for a middle level organization: the conceptual design, giving description of its transaction handling, infrastructure and resources required and system flow chart; security in e-commerce: digital signatures, network security, data encryption secret keys, data encryption. Revision and test

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester **BUSINESS COMMUNICAITON**
PAPER CODE: BBAN-105 BBA 1ST SEM

Teacher Name:- **DR.SOMJIT**

MONTH	TOPIC
JULY 23	Business Communication – Nature and process, forms of communication, role of communication skills in business, communication networks, barriers to communication.
AUG 23	Communication Skills: Listening skills – cognitive process of listening, barriers to listening, reading skills, speaking skills, public speaking, voice modulation and body language
SEPT 23	Written Communication – Types, structures and layout of business letters; presentative letters – sales letters, claim letters, employment letters, writing memo, notice and circular.
OCT 23	Business Reports – Purpose and types, framework of business reports, presentation of reports, brochures, issuing notice and agenda of meeting and recording of minutes of meetings.
NOV 23	REVISION & TEST

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester

CAPITAL MARKETS

PAPER CODE: BBAN-303 BBA 3 RD SEM

Teacher Name:- **DR.SOMJIT**

MONTH	TOPIC
JULY 23	Meaning, nature and role of capital market, features of developed capital market, reforms in the capital market, regulatory framework of capital market, capital market instruments and innovation in financial instruments.
AUG 23	Primary capital market scenario in India, primary market intermediaries, primary market activities, methods of raising resources from primary market; secondary market scenario in India, reforms in secondary market, organization and management, trading and settlement, listing of securities, stock market index, steps taken by SEBI to increase liquidity in the stock market.
SEPT 23	Meaning, need and benefits of depository system in India, difference between demat and physical share, depository process, functioning of NSDL and SHCIL Importance of Debt market in capital market, participant in the debt market, types of instrument treated in the Debt market, primary and secondary segments of debt market
OCT 23	Role and policy measures relating to development banks and financial institution in India, products and services offered by IFCI, IDBI, IIBI, SIDBI, IDFC, EXIM Bank, NABARD and ICICI Meaning and benefits of mutual funds, types of mutual funds, SEBI guidelines relating to mutual funds.
NOV 23	REVISION & TEST

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester

MARKETING MANAGEMENT
PAPER CODE: BBAN-302BBA 3 RD SEM

Teacher Name:- **DR.SOMJIT**

MONTH	TOPIC
JULY 23	Introduction to Marketing; difference between marketing and selling; core concepts of marketing; marketing mix; marketing process; marketing environment
AUG 23	Determinants of consumer behavior; consumer's purchase decision process (exclude industrial purchase decision process); market segmentation; target marketing; differentiation and positioning; marketing research; marketing information system
SEPT 23	Product and product line decisions; branding decisions; packaging and labeling decisions; product life cycle concept; new product development; pricing decisions
OCT 23	Distribution channels: - retailing, wholesaling, warehousing and physical distribution, conceptual introduction to supply chain management, conceptual introduction to customer relationship marketing; promotion mix - personal selling, advertising, sales promotion, publicity
NOV 23	REVISION & TEST

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester

INDIAN BUSINESS ENVIRONMENT PAPER CODE: BBAN-503

BBA 5TH SEM

Teacher Name:- **DR.SOMJIT**

MONTH	TOPIC
JULY 23	Nature, components and determinants of business environment; basic nature of Indian economic system; growth of public and private corporate sector; social responsibility of business; economic reforms since 1991 – an overview.
AUG 23	Review of industrial policy developments and pattern of industrial growth since 1991; industrial licensing policy; public sector reforms; privatization and liberalization trends; growth and problems of SMEs; industrial sickness.
SEPT 23	Development banking: an overview and current developments; regulation of stock exchanges and the role of SEBI; banking sector reforms; challenges facing public sector banks; growth and changing structure of non-bank financial institutions
OCT 23	Trend and pattern of India's foreign trade and balance of payments; latest foreign trade policy; India's overseas investments; policy towards foreign direct investment; globalization trends in Indian economy; role of MNCs; impact of multilateral institutions (IMF, World Bank and WTO) on Indian business environment
NOV 23	REVISION & TEST

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

**Subject Name with code and semester:- BUSINESS STATISTICS,
BBA-2ND SEM**

Teacher Name:- DR.SOMJIT

MONTH	TOPIC
Jan.2024	Statistics: Meaning, evolution, scope, limitations and applications; data classification; tabulation and presentation: meaning, objectives and types of classification, formation of frequency distribution, role of tabulation, parts, types and construction of tables, significance, types and construction of diagrams and graphs
Feb.2024	Measures of Central Tendency and Dispersion: Meaning and objectives of measures of central tendency, different measure viz. arithmetic mean, median, mode, geometric mean and harmonic mean, characteristics, applications and limitations of these measures; measure of variation viz. range, quartile deviation mean deviation and standard deviation, coefficient of variation and skewness.
March2024	Correlation and Regression: Meaning of correlation, types of correlation – positive and negative correlation, simple, partial and multiple correlation, methods of studying correlation; scatter diagram, graphic and direct method; properties of correlation co-efficient, rank correlation, coefficient of determination, lines of regression, co-efficient of regression, standard error of estimate
April 2024	Index numbers and time series: Index number and their uses in business; construction of simple and weighed price, quantity and value index numbers; test for an ideal index number, components of time series viz. secular trend, cyclical, seasonal and irregular variations, methods of estimating secular trend and seasonal indices; use of time series in business forecasting and its limitations, calculating growth rate in time series. Revision and test

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester- FINANCIAL MANAGEMENT,

BBA-4TH SEM Teacher Name:- DR.SOMJIT

MONTH	TOPIC
Jan.2024	Evolution, scope and function of finance managers, objectives of financial management, profit vs. wealth maximization, time value of money
Feb.2024	Investment Decisions; brief introduction of cost of capital; methods of capital budgeting; ARR, PBP, NPV and IRR, capital rationing (simple problems on capital budgeting methods).
March2024	Financing decision: operational and financial leverage; capital structure theories – NI, NOI and traditional approach; EPS-EBIT Analysis
April 2024	Dividend decision and Management of working capital; determinants of dividend policy; Walter's Dividend Model; Operating Cycle, brief discussion on management of cash, receivable and inventory (simple problem on operating cycle and inventory management). Revision and test

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

**Subject Name with code and semester:- BUSINESS RESEARCH
METHODS, BBA-4TH SEM Teacher**

Name:- DR.SOMJIT

MONTH	TOPIC
Jan.2024	Business Research – Meaning, types, managerial value of business research; theory and research – components, concept, constructs, definition variables, proposition and hypothesis, deductive and inductive theory; nature and process and importance of problem definition, purpose and types of research proposal, ingredients of research proposal.
Feb.2024	Research Design – Meaning, classification and elements of research design, methods and categories of exploratory research, basic issues in experimental design, classification of experimental design; concept and their measurement, measurement scales.
March2024	Sample design and sampling procedure, determination of sample size, research methods of collecting primary data, and issues in construction of questionnaire.
April 2024	Statistical techniques of data analysis, nature and types of descriptive analysis, uni-variate and bivariate tests of statistical significance, meaning and types of research report, ingredients of research report . Revision and test

GOVERNMENT COLLEGE BAHADURGARH

LESSON PLAN FOR SESSION 2023-24

Subject Name with code and semester:- INCOME TAX, BBA-6TH SEM

Teacher Name:-DR.SOMJIT

MONTH	TOPIC
Jan.2024	Basic concepts of income tax, residential status and tax incidence, income exempted from tax
Feb.2024	Income from salaries, income from house property and income from profits and gains of business and profession.
March2024	Income from capital gains, income from other sources, set off and carry forward of losses, clubbing of income, deduction of tax at source
April 2024	Deductions from gross total income, assessment of individuals. Revision and test