

## Lesson Plan

Session 2023-2024(Even semester)

Mrs. Chetna Verma, Assistant Professor

BBA Department

Subject:- Business Statistics

Class:- BBA 2nd semester

Week/Month	Topics to be covered
1 January to 6 January	Statistics: Meaning, evolution, scope, limitations and applications
8 January to 13 January	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
15 January to 20 January	Measures of Central Tendency and Dispersion: Meaning and objectives of measures of central tendency
22 January to 27 January	Different measure viz. arithmetic mean, median, mode, geometric mean and harmonic mean characteristics, applications and limitations of these measures
29 January to 3 February	Measure of variation viz. range, quartile deviation mean deviation

	and standard deviation, co-efficient of variation and skewness
5th February to 10 February	Correlation and Regression: Meaning of correlation, types of correlation – positive and negative correlation, simple, partial and multiple correlation, methods of studying correlation
12 February to 17 February	Scatter diagram, graphic and direct method
19 February to 24 February	properties of correlation co-efficient, rank correlation, coefficient of determination, lines of regression, co-efficient of regression, standard error of estimate.
26 February to 2 March	Index numbers and time series
4 March to 9 March	Index number and their uses in business
11 March to 16 March	Construction of simple and weighed price, quantity and value index numbers
18 March to 22 March	Test for an ideal index number, components of time series viz. secular trend, cyclical, seasonal and irregular variations
23 March to 31 March	Holi Break
1 April to 6 April	Methods of estimating secular trend and seasonal indices
8 April to 13 April	Use of time series in business forecasting and its

	limitations, calculating growth rate in time series
15 April to 20 April	Revision, Presentation and Querries
22 April to till exams	Revision, Tests, Assignments

## Lesson Plan

Session 2023-2024(Even semester)

Ms. Ruchi, Assistant Professor

Department of BBA

Subject:- Organizational Behaviour

Class:- BBA 4th semester

Week/Month	Topics to be covered
19 February to 24 February	Introduction to organizational behavior Concept of organizational behavior Scope of organizational behavior Historical development of organizational behavior
26 February to 2 March	Workforce Emerging trends of workforce Hanging profiles of workforce Discussion Session Foundations of organizational behavior Challenges of organizational behavior Foundations of individual behavior

<p>4 March to 9 March</p>	<p>Personality  Values  Attitudes  Perception  Learning  Motivation</p>
<p>11 March to 16 March</p>	<p>Emotional intelligence  Emotional intelligence- meaning &amp; implications  Group Behavior  Foundations of group behavior</p>
<p>18 March to 22 March</p>	<p>Team Processes  Interpersonal communication  Group dynamics</p> <p>Teams and Teamwork  Conflict and negotiation in workplace  Conflict and negotiation in workplace  Power In Workplace</p>
<p>23 March to 31 March</p>	<p>Holi Break</p>
<p>1 April to 6 April</p>	<p>Politics In workplace  Organizational processes  organizational structure  Organizational design  Organizational change  Development</p>

8 April to 13 April	Stress management. Discussion Session Revision Class Test
15 April to 20 April	Revision Revision presentation Class test
22 April to till exams	Revision Revision Revision presentation

## Lesson Plan

Session 2023-2024(Even semester)

Ms. Ruchi, Assistant Professor

Department of BBA

Subject:- Income Tax

Class:- BBA 6th semester

Week/Month	Topics to be covered
19 February to 24 February	Income tax (introduction and important definitions) Agricultural income Residence and Tax Liability Continue Exemptions from tax Class test, presentation
26 February to 2 March	Continue Continue Income from Salaries. Continue Continue Class test, presentation, assignment
4 March to 9 March	Income from House property Continue Continue Continue Income from Salaries ( Retirement) Continue Class test, presentation
11 March to 16 March	Profits and Gains of Business or Profession Continue Capital gains Continue Income from other sources Continue Class test, presentation,assignment

18 March to 22 March	Clubbing of income and deemed income Set-off and Carry Forward of losses Continue Deduction to be made from gross total income while computing total income. continue Computation of total income of individuals Computation of tax liability of individuals Class test, presentation, assignment
23 March to 31 March	Holi Break
1 April to 6 April	Introduction of e-commerce planning online business Technology for online business Middleware content Continue Class test, presentation
8 April to 13 April	Mechanism of making payment through internet Plastic money Application in e-commerce Virtual existence Class test, presentation, assignment
15 April to 20 April	Virtual existence Continue Revision Class test Class test, presentation
22 April to till exams	Revision of syllabus Revision of syllabus Revision of syllabus Class test, presentation

## Lesson Plan

Session 2023-2024(Even semester)

Ms.Ruchi Assistant Professor

Department of BBA

Subject:- Human right Values

Class:- BBA 4th semester

Week/Month	Topics to be covered
19 February to 24 February	Introduction of Human Rights Concept of Human Rights Indian perspectives of Human Rights International perspectives of Human Rights Presentations,tests
26 February to 2 March	Evolution of Human Rights Human Rights movements in India Classification of Human Rights Classification of Human Rights Relevant Constitutional Provisions to Right to Life Liberty and Dignity Presentations,tests,assignment

<p>4 March to 9 March</p>	<p>Right to Equality  Right against Exploitation  Cultural and Educational Rights  Economic Rights  Political Rights  Social Rights  Presentations, tests,</p>
<p>11 March to 16 March</p>	<p>Discussion Session  Deprivation of Human Rights – Core Issues  Poverty  Overpopulation  Illiteracy  Problem of Unsustainable Development  Disadvantaged Groups – (a) Women  Children    Presentations, tests, assignment</p>
<p>18 March to 22 March</p>	<p>Scheduled Castes  Scheduled Tribes  Homeless and Slum Dwellers  Physically Handicapped  Mentally Handicapped  Refugees and Internally Displaced Persons  Redressal Mechanisms for Human Rights  Presentations, tests</p>
<p>23 March to 31 March</p>	<p>Holi Break</p>

<p>1 April to 6 April</p>	<p>Violation of Human Rights by State  Violation of Human Rights by groups  Nuclear Weapons and terrorism  Government systems for Redressal  Judiciary  National Human Rights Commission  Statutory Commissions  Media Advocacy  Presentations,tests,assignments</p>
<p>8 April to 13 April</p>	<p>Creation of Human Rights Literacy  Awareness of Human Rights Literacy  Discussion Session  Assignments  Concept of Human Values  Aim of education and value education  Evolution of value oriented education  Concept of Human values  Presentations,tests,assignments</p>
<p>15 April to 20 April</p>	<p>Aim of education and value education  Evolution of value oriented education  Types of value  Components of value education.  Character Formation Towards Positive  Personality – Truthfulness  Sacrifice  Sincerity  Self-Control  Presentations,tests</p>

22 April to till exams

Altruism  
Tolerance  
Scientific Vision  
Value Education towards National  
Development.  
Value Education towards Global  
Development.  
National Integration and international  
understanding.  
Presentations, tests, assignments

## Lesson Plan

Session 2023-2024(Even semester)

Ms. Ruchi, Assistant Professor

Department of BBA

Subject:- Consumer Protection

Class:- BBA 6th semester

Week/Month	Topics to be covered
19 February to 24 February	Introduction to consumer protection Concept and types of consumer Need for consumer protection Revision Approaches to consumer protection Class test, Presentation
26 February to 2 March	Approaches to consumer protection Consumer buying motives Consumer buying motives Discussion Session Class test, Presentation, Assignment
4 March to 9 March	Doctrines of caveat emptor Doctrines of caveat emptor Caveat venditor Concept of consumer's sovereignty Class test, Presentation.
11 March to 16 March	Basic consumer rights. Measures for consumer protection in India Measures for consumer protection in India Class test, Presentation, Assignment

18 March to 22 March	<p>Discussion Session</p> <p>Basic provisions of the Consumer Protection Act.(CPA)1986</p> <p>Organizational set up for consumer protection</p> <p>Organizational set up for consumer protection Under CPA.</p> <p>CPA</p> <p>Class test,Presentation</p>
23 March to 31 March	Holi Break
1 April to 6 April	<p>Procedure of filing a complaint</p> <p>Relief available</p> <p>Discussion Session</p> <p>Competition Act</p> <p>Provisions relating to consumer protection</p> <p>Role of voluntary consumer organizations</p> <p>Class test,Presentation</p>
8 April to 13 April	<p>Formation of voluntary consumer organizations</p> <p>Registration of a voluntary consumer organization</p> <p>Revision</p> <p>Class Test,prsentration,assignment</p>
15 April to 20 April	<p>Business self-regulation</p> <p>Consumer awareness</p> <p>Consumer awareness – role of media and government</p> <p>Recent developments in consumer protection</p> <p>Presentation</p> <p>Class test,Presentation</p>
22 April to till exams	<p>Consumer protection movement</p> <p>Consumer information and knowledge as means of protection.</p> <p>Sources of consumer information</p> <p>Ethical marketing</p> <p>ethical marketing as an instrument of consumer</p>

	protection. Advisement
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## Lesson Plan

### Session 2023-2024(Even semester)

Ms. Ruchi, Assistant Professor

Department of BBA

Subject:- Business Research Methods:- BBA 4th semester

Week/Month	Topics to be covered
19 February to 24 February	Introduction to students. Introduction of .business research Continue Continue Continue
26 February to 2 March	Managerial value of business research Continue Continue Continue Types of research
4 March to 9 March	Continue Continue Research design Continue Continue
11 March to 16 March	Scaling Continue Continue Continue Continue
18 March to 22 March	Sample design Continue Continue Continue

	Continue
23 March to 31 March	Holi Break
1 April to 6 April	Research methods of collecting primary data Continue Continue Continue Continue Issues in construction of questionnaire
8 April to 13 April	Continue Continue Statistical techniques of data analysis Continue Nature and types of descriptive analysis
15 April to 20 April	Uni-variate and bivariate tests of statistical significance Meaning and types of research reports Ingredients of research report Continue Continue Continue
22 April to till exams	Continue Continue Revision of syllabus Revision of syllabus Revision of syllabus

## Lesson Plan

### Session 2023-2024(Even semester)

Mrs. Chetna Verma, Assistant Professor

BBA Department

Subject:- Business Law

Class:- BBA 4th semester

Week/Month	Topics to be covered
4 January to 6 January	Law of contract: meaning and essentials of a valid contract; offer and acceptance; capacity to contract
11 January to 13 January	Consent and free consent; consideration; void agreements
18 January to 20 January	Quasi contract; different mode of discharge of contract; remedies for breach of contract
25 January to 27 January	Purpose and meaning of the contract of the guarantee; kinds of guarantees; rights and obligations of creditors
1 February to 3 February	Rights, liabilities and discharge of surety; contract of indemnity; Definition of bailment and its kinds
8th February to 10 February	Duties and rights of a bailer and a bailee; rights and duties of a pledger and pledgee.

15 February to 17 February	Contract of agency; definition of agent and agency; creation of agency; duties and rights of agent and principal
22 February to 24 February	Principal's duties towards agents and third parties; termination of agency; power of attorney
29 February to 2 March	Law of sale of goods – definition and essential of a contract of sale, conditions and warrantees, passing of property in goods; performance of contract
7 March to 9 March	Right of unpaid sailor; remedies for breach of contract.
14 March to 16 March	Negotiable instrument act – Meaning and essential elements of a negotiable instruments; types of negotiable instrument
21 March to 22 March	Holder and holder in due course; negotiation of negotiable instruments; dishonor of negotiable instruments. Meaning and scope of information technology act
23 March to 31 March	Holi Break
4 April to 6 April	Digital signature; electronic governance; regulation of certifying authority; digital signature certificates; duties of subscribers; penalties adjudication and offences
11 April to 13 April	RTI Act 2005 : Purpose, Right to Information and Obligation of Public Authorities,

	Exemption from disclosure of information
18 April to 20 April	Revision, Presentation and Querries
22 April to till exams	Revision,Tests, Assignments

## Lesson Plan

Session 2023-2024(Even semester)

Mrs. Chetna Verma, Assistant Professor

BBA Department

Subject:- Huma Resources Management

Class:- BBA 4th semester

Week/Month	Topics to be covered
1 January to 3 January	Introduction – nature and scope of human resource management, HRM objectives and functions
8 January to 10 January	HRM policies
15 January to 17 January	HRM in globally competitive environment; strategic human resource management, HR outsourcing – BPO, KPO
22 January to 24 January	Acquiring human resources – human resource planning, job analysis
29 January to 31 February	Job design, employee involvement, flexible work schedule
5th February to 7 February	Recruitment, selecting human resources, placement and induction, right sizing
12 February to 14 February	Developing human resources – employee

	training, training need assessment
19 February to 21 February	Training methods and evaluation, cross-cultural training, designing executive
26 February to 28 March	Development programme, techniques of executive development, career planning and development
4 March to 6 March	Employee retention, Succession planning.
11 March to 13 March	Enhancing and rewarding performance – establishing the performance management system
18 March to 20 March	Presentations
23 March to 31 March	Holi Break
1 April to 3 April	Establishing rewards and pay plans, employee benefits, ensuring a safe and healthy work environment.
8 April to 10 April	Balance Scorecard, Competency based HRM
15 April to 17 April	Revision, Presentation and Querries
22 April to till exams	Revision, Tests, Assignments