

Weekly Lesson Plan, Test Assignment and Presentation Schedule

Business Communication-II

Course Code: 25IMSX02AE01

Duration: 15 July 2025 to 15 November 2025

Week	Unit	Topic Focus	Assignments	Presentation
15 Jul 2025 - 21 Jul 2025	Unit 1: Written Communication	Detailed study of Written Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
22 Jul 2025 - 28 Jul 2025	Unit 2: Oral Communication, Professionalism and Team Work	Detailed study of Oral Communication, Professionalism and Team Work	Weekly quiz and written assignment	Group discussion on key concepts of the week
29 Jul 2025 - 04 Aug 2025	Unit 3: Negotiation Skills and Cross-Cultural Communication	Detailed study of Negotiation Skills and Cross-Cultural Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
05 Aug 2025 - 11 Aug 2025	Unit 4: Contemporary Communication	Detailed study of Contemporary Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
12 Aug 2025 - 18 Aug 2025	Unit 1: Written Communication	Detailed study of Written Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
19 Aug 2025 - 25 Aug 2025	Unit 2: Oral Communication, Professionalism and Team Work	Detailed study of Oral Communication, Professionalism	Weekly quiz and written assignment	Group discussion on key concepts of the week

		and Team Work		
26 Aug 2025 - 01 Sep 2025	Unit 3: Negotiation Skills and Cross-Cultural Communication	Detailed study of Negotiation Skills and Cross-Cultural Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
02 Sep 2025 - 08 Sep 2025	Unit 4: Contemporary Communication	Detailed study of Contemporary Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
09 Sep 2025 - 15 Sep 2025	Unit 1: Written Communication	Detailed study of Written Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
16 Sep 2025 - 22 Sep 2025	Unit 2: Oral Communication, Professionalism and Team Work	Detailed study of Oral Communication, Professionalism and Team Work	Weekly quiz and written assignment	Group discussion on key concepts of the week
23 Sep 2025 - 29 Sep 2025	Unit 3: Negotiation Skills and Cross-Cultural Communication	Detailed study of Negotiation Skills and Cross-Cultural Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
30 Sep 2025 - 06 Oct 2025	Unit 4: Contemporary Communication	Detailed study of Contemporary Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
07 Oct 2025 - 13 Oct 2025	Unit 1: Written Communication	Detailed study of Written Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
14 Oct 2025 - 20 Oct 2025	Unit 2: Oral Communication, Professionalism and Team Work	Detailed study of Oral Communication, Professionalism and Team Work	Weekly quiz and written assignment; Special focus on CV and Job Interview	Group discussion on key concepts of the week; Presentation on Resume

			assignments	building strategies
21 Oct 2025 - 27 Oct 2025	Unit 3: Negotiation Skills and Cross-Cultural Communication	Detailed study of Negotiation Skills and Cross-Cultural Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
28 Oct 2025 - 03 Nov 2025	Unit 4: Contemporary Communication	Detailed study of Contemporary Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
04 Nov 2025 - 10 Nov 2025	Unit 1: Written Communication	Detailed study of Written Communication	Weekly quiz and written assignment	Group discussion on key concepts of the week
11 Nov 2025 - 17 Nov 2025	Unit 2: Oral Communication, Professionalism and Team Work	Detailed study of Oral Communication, Professionalism and Team Work	Weekly quiz and written assignment	Group discussion on key concepts of the week

Lesson Plan: Managerial Skills-B. Com. 1st (Minor BBA)

Faculty: AJIT PAL SINGH

Duration: 15 July – 15 Nov 2025 (Excluding 14–22 Oct Diwali Break)

Week & Dates	Topics to Cover	Activities (Assignments / Presentations / Tests)
Week 1 (15–19 Jul)	Unit-I Introduction to managerial skills: Meaning and concept of managerial skills, Need and its importance	–
Week 2 (21–26 Jul)	Techniques of skill development for effective management, Application of management skills,	–
Week 3 (28 Jul–2 Aug)	Coordination- Meaning and definition , Coordination – Elements and need,	Assignment 1 given (managerial skills, Need and its importance Short essay:)
Week 4 (4–9 Aug)	Coordination – Types and techniques, Coordination – process and problems, Interpersonal roles	Class Test 1 (Unit 1: Introduction to managerial skills: Meaning and concept of managerial skills)
Week 5 (11–16 Aug)	Unit-II Problem-solving: Problem-solving, creativity, innovation, Steps of analytical problem solving,	Presentation Round 1 (Group presentation: Problem-solving: Problem-solving, creativity, innovation)
Week 6 (18–23 Aug)	limitations of analytical problem solving, Impediments of creativity, multiple approaches to creativity	–
Week 7 (25–30 Aug)	Empowering and delegating: Meaning of empowerment, dimensions of empowerment	–
Week 8 (1–6 Sept)	How to develop empowerment, inhibitors of empowerment, Delegating works Unit-III Teams and Groups: Team Building,	Assignment 2 given (Impediments of creativity, multiple approaches to creativity)
Week 9 (8–13 Sept)	developing teams and teamwork, Advantages of a team, leading a team	Class Test 2 (Unit 2: Empowering and delegating)
Week 10 (15–20 Sept)	Team membership, Group Dynamics – meaning and features	Presentation Round 2 (Teams and Groups: Team Building.)

Week 11 (22–27 Sept)	Group Dynamics - Principles and features, Techniques of Managing group dynamics	–
Week 12 (29 Sept–4 Oct)	Causes of Poor dynamics, Importance of Brain Storming	–
Week 13 (6–11 Oct)	Sensitivity Training, Nominal Group techniques,	Assignment 3 given (Techniques of Managing group dynamics)
Week 14 (13 Oct)	Leadership and competence development	Class Test 3 (Unit 3: Leadership & Motivation)
14–22 Oct		–
Week 15 (23–25 Oct)	Unit-IV Communication: Process of communication, Need and Importance of communication skills,	Presentation Round 3 (Leadership and competence development)
Week 16 (27 Oct–1 Nov)	Types of communication , Techniques of communication, Conduct of meetings	Assignment 4 given (Communication)
Week 17 (3–8 Nov)	Interviews Reporting of projects, Reporting of case analysis,	Class Test 4 (Unit 4: Reporting of case analysis,)
Week 18 (10–15 Nov)	Building self-confidence , Role of motivation skills in developing managers	Final Presentation & Viva (Comprehensive)

Lesson Plan (Business Etiquettes, BBA 3rd Semester)

Faculty: AJIT PAL SINGH

Duration: 15 July – 15 Nov 2025 (Excluding 14–22 Oct Diwali Break)

Week & Dates	Topics to Cover	Activities (Assignments / Presentations / Tests)
Week 1 (15–19 Jul)	Introduction to Business Etiquette, Office Protocol – Rules & Best Practices	–
Week 2 (21–26 Jul)	Professional Conduct – Behavior at Workplace, Courteous Phrases & Politeness in Communication	–
Week 3 (28 Jul–2 Aug)	Proper Way of Making Introductions, Business Dress – Formal & Semi-formal Attire	Assignment 1 given (Office Protocol – Rules & Best Practices :Short essay:)
Week 4 (4–9 Aug)	Grooming & Personal Hygiene Role Plays on Office Etiquette	Class Test 1 (Unit 1: Introduction to Business Etiquette)
Week 5 (11–16 Aug)	Basics of Business Communication Etiquette Written Communication Manners	Presentation Round 1 (Group presentation: Business Dress – Formal & Semi-formal Attire)
Week 6 (18–23 Aug)	Listening Skills, Body Language, Voice Tone, Modulation & Professional Speaking	–
Week 7 (25–30 Aug)	Telephone Etiquette E-Mail Etiquette Voice Mail Etiquette	–
Week 8 (1–6 Sept)	Handling Difficult People, Extending Invitations, Accepting & Declining Invitations	Assignment 2 given (Listening Skills)
Week 9 (8–13 Sept)	Attending Business Functions Etiquette in Business Meetings, Meeting Manners – Chairing & Participation, Business Socialization – Networking Skills	Class Test 2 (Unit 2: Body Language, Voice Tone, Modulation & Professional Speaking)
Week 10 (15–20 Sept)	Organizing Social Events for Business, Banquet Etiquette – Formal Dining, International Dining Etiquette	Presentation Round 2 (Handling Difficult People, Extending Invitations,)
Week 11 (22–27 Sept)	Role Play: Mock Business Meeting, Dining Etiquette Simulation, Dining Etiquette – Table Manners	–

Week 12 (29 Sept–4 Oct)	Introduction to Global Manners, International Customs & Traditions, Cultural Taboos	–
Week 13 (6–11 Oct)	Practices in Business Communication Across Cultures Traveling Etiquette Business Etiquette in USA	Assignment 3 given (Introduction to Global Manners)
Week 14 (13 Oct)	Business Etiquette in Europe	Class Test 3 (Unit 3: Practices in Business Communication)
14–22 Oct		–
Week 15 (23–25 Oct)	Business Etiquette in Africa Business Etiquette in Middle East	Presentation Round 3 (Business Etiquette in Europe)
Week 16 (27 Oct–1 Nov)	Business Etiquette in Latin America	Assignment 4 given (Business Etiquette in USA)
Week 17 (3–8 Nov)	Revision of Business Etiquette, Comprehensive Mock Test	Business Etiquette in Middle East
Week 18 (10–15 Nov)	Final Reflection + Feedback + Open Q&A	Final Presentation & Viva (Comprehensive)

Lesson Plan: Business Policy and Strategy-B. Com. 3rd Semester (Minor BBA)

Faculty: AJIT PAL SINGH

Duration: 15 July – 15 Nov 2025 (Excluding 14–22 Oct Diwali Break)

Week & Dates	Topics to Cover	Activities (Assignments / Presentations / Tests)
Week 1 (15–19 Jul)	Business Policy – Nature and Scope, Objectives of Business Policy, Objectives of Business Policy	–
Week 2 (21–26 Jul)	Strategic Management Process – Overview and Phases, Vision and Mission – Meaning, Relevance and Examples,	–
Week 3 (28 Jul–2 Aug)	Establishment of Organizational Direction, Corporate Strategy – Concept and Activation, Strategic Activation – Case Examples	Assignment 1 given (Business Policy – Nature and Scope Short essay:)
Week 4 (4–9 Aug)	SBU – Characteristics, Role in Strategy, Activity: Drafting Vision-Mission Statements	Class Test 1 (Unit 1: Organizational Direction)
Week 5 (11–16 Aug)	Board of Directors, Sub-committees, CEO, Tasks and Skills of Top Management, Strategic Leadership in Top Management	Presentation Round 1 (SBU – Characteristics, Role in Strategy)
Week 6 (18–23 Aug)	Corporate Governance – Principles and Mechanisms, Governance and Ethical Decision-Making, Activity: Board Simulation Role Play	–
Week 7 (25–30 Aug)	Nature of Company Environment Tools: PESTEL, Internal Scanning, SWOT Analysis – Application and Case	–
Week 8 (1–6 Sept)	Activity: SWOT on MNC Global Environmental Evaluation	Assignment 2 given (Corporate Governance)

	Internal Capabilities and Strategic Fit	
Week 9 (8–13 Sept)	Principles and Rules of Corporate Strategy, Strategic Excellence Positions	Class Test 2 (Unit 2: Activity: SWOT)
Week 10 (15–20 Sept)	Case Study: Global Strategy	Presentation Round 2 (MNC Global Environmental Evaluation)
Week 11 (22–27 Sept)	Strategic Analysis – Concept and Tools, BCG Matrix – Theory and Use	–
Week 12 (29 Sept–4 Oct)	Activity: BCG Classification, GE Matrix – Framework and Application, Stop Light Model – Risk Analysis	–
Week 13 (6–11 Oct)	DPM – Components and Interpretation, Strategic Alternatives and Suitability	Assignment 3 given (Strategic Analysis – Concept and Tools,)
Week 14 (13 Oct)	Application: Matrix and Cluster Design	Class Test 3 (Unit 3: BCG Matrix – Theory and Use)
14–22 Oct		–
Week 15 (23–25 Oct)	Behavioral Bias in Strategic Choice, Workshop: Comparison of Strategic Tools	Presentation Round 3 (Leadership and competence development)
Week 16 (27 Oct–1 Nov)	Case Study: Diversification Decision, Simulation: Strategic Decision Scenario	Assignment 4 given (Interpretation, Strategic Alternatives and Suitability)
Week 17 (3–8 Nov)	Class Test + Portfolio Analysis Case, Strategic Management – Integrated View	Class Test 4 (Unit 4: Diversification Decision,,)
Week 18 (10–15 Nov)	Comprehensive Mock Test, Final Reflection + Feedback + Open Q&A	Final Presentation & Viva (Comprehensive)

Lesson Plan: Cost and Management Accounting- BBA 3rd Semester)

Faculty: AJIT PAL SINGH

Duration: 15 July – 15 Nov 2025 (Excluding 14–22 Oct Diwali Break)

Week & Dates	Topics to Cover	Activities (Assignments / Presentations / Tests)
Week 1 (15–19 Jul)	Cost Accounting Meaning Introduction: - Objective, elements of cost, cost sheet, importance of cost accounting, types of costing,	–
Week 2 (21–26 Jul)	installation of costing system, difference between cost accounting and financial accounting.	–
Week 3 (28 Jul–2 Aug)	Material Control: - Meaning and objectives of material control, fixation of inventory levels – Reorder level, EOQ, Minimum level, Maximum level,	Assignment 1 given (elements of cost Short essay:)
Week 4 (4–9 Aug)	Danger level and Methods of Valuing Material Issues. material purchase procedure,	Class Test 1 (Unit 1: Cost Accounting Meaning Introduction: - Objective)
Week 5 (11–16 Aug)	Labor Cost Control: - its importance, methods of Time Keeping and Time Booking; Treatment and Control of Labor Turnover,	Presentation Round 1 (Material Control)
Week 6 (18–23 Aug)	Idle Time, Overtime, Systems of Wage Payment	–
Week 7 (25–30 Aug)	Time Wage System, Piece Wage System	–
Week 8 (1–6 Sept)	Balance or Debt Method; Overhead – classification,	Assignment 2 given (Labor Cost Control)
Week 9 (8–13 Sept)	Allocation, apportionment of overhead including machine hour rate.	Class Test 2 (Unit 2: Idle Time, Overtime,

		Systems of Wage Payment)
Week 10 (15–20 Sept)	Methods of Costing – Job, Batch and Contract Costing, Process Costing Fundamental, Process Losses, Process Gains	Presentation Round 2 (Overhead – classification)
Week 11 (22–27 Sept)	. Management Accounting: - Meaning, nature, scope, objective and functions;	–
Week 12 (29 Sept–4 Oct)	marginal costing and profit planning, practical application of marginal costing techniques.	–
Week 13 (6–11 Oct)	Responsibility Accounting: - types of responsibility centers, performance evaluation criteria,	Assignment 3 given (Job, Batch and Contract,)
Week 14 (13 Oct)	responsibility reporting; budgeting	Class Test 3 (Unit 3: Management Accounting)
14–22 Oct		–
Week 15 (23–25 Oct)	– role of budgets and budgeting in organizations, budgeting process, operational and financial budgeting	Presentation Round 3 (practical application of marginal costing techniques.
Week 16 (27 Oct–1 Nov)	. Nature and types of Financial Statements; techniques of financial statement analysis	Assignment 4 given (role of budgets and budgeting in organizations,)
Week 17 (3–8 Nov)	ratio analysis, fund flow and cash flow analysis, techniques in performance measurement.	Class Test 4 (Unit 4: Nature and types of Financial Statements
Week 18 (10–15 Nov)	Management accounting information Capital budgeting basic capital budgeting techniques	Final Presentation & Viva (Comprehensive)

Lesson Plan (Financial Accounting – BBA 1st Semester)

Faculty: Dr. Ruchi Phogat

Duration: 15 July – 15 Nov 2025 (Excluding 14–22 Oct Diwali Break)

Week & Dates	Topics to Cover	Activities (Assignments / Presentations / Tests)
Week 1 (15–19 Jul)	Course orientation; Introduction to Accounting – Meaning, Need, Importance	–
Week 2 (21–26 Jul)	Accounting information system; Stakeholders using accounting information; Types of business organisations	–
Week 3 (28 Jul–2 Aug)	Accounting concepts, conventions & standards (Indian & International); Accounting taxonomy	Assignment 1 given: Short essay – “Importance of Accounting Standards in Business”
Week 4 (4–9 Aug)	Accounting equation; Capital, assets & liabilities; Classification of capital/revenue items	Class Test 1 (Unit I: Introduction to Accounting)
Week 5 (11–16 Aug)	Transactions – Nature, Journal entries for purchases, sales, returns, receivables & payables	Presentation Round 1 (Group): Recording Transactions in Daily Business
Week 6 (18–23 Aug)	Ledger posting & balancing; Trial balance – preparation & errors	–
Week 7 (25–30 Aug)	Depreciation – methods; Provisions, Reserves; Intangible assets accounting	–
Week 8 (1–6 Sept)	GST transactions; Rectification of errors; Adjustment entries	Assignment 2 given: Prepare Journal, Ledger & Trial Balance for a small business case
Week 9 (8–13 Sept)	Final Accounts – Trading & Profit and Loss Account	Class Test 2 (Unit II: Recording Transactions & Trial Balance)
Week 10 (15–20 Sept)	Balance Sheet of sole proprietorship; Importance of disclosures	Presentation Round 2 (Group): Preparation of Final Accounts
Week 11 (22–27 Sept)	Company form of accounts – Introduction, kinds of shares, issue of shares	–

Week 12 (29 Sept–4 Oct)	Company Final Accounts as per Companies Act; Income statement (Vertical & Horizontal)	–
Week 13 (6–11 Oct)	Green Accounting & Sustainable Reporting – Need & objectives	Assignment 3 given: Case Study on Sustainable Reporting
Week 14 (13 Oct)	IFRS framework & sustainability disclosures; Contemporary issues in accounting	Class Test 3 (Unit III & IV: Final Accounts & Company Accounts)
14–22 Oct	Diwali Break	–
Week 15 (27 Sept–1 Nov)	Revision of Unit I & II; Problem-solving practice	Presentation Round 3 (Individual): Selected Problem Solving from Trial Balance/Final Accounts
Week 16 (3–8 Nov)	Revision of Unit III & IV; Sample paper discussion	–
Week 17 (10–15 Nov)	Comprehensive revision & preparation for examination	–

Lesson Plan (Disaster Management – BBA 1st Semester)

Faculty: Dr. Ruchi Phogat

Duration: 15 July – 15 Nov 2025 (Excluding 14–22 Oct Diwali Break)

Week & Dates	Topics to Cover	Activities (Assignments / Presentations / Tests)
Week 1 (15–19 Jul)	Course orientation; Introduction to Disaster Management – Meaning, importance & scope	–
Week 2 (21–26 Jul)	Natural Disasters – Flood, Earthquakes, Landslides	–
Week 3 (28 Jul–2 Aug)	Natural Disasters – Cyclones, Tsunami, Drought	Assignment 1 given: Short essay – 'Impact of Natural Disasters on Human Life'
Week 4 (4–9 Aug)	Natural Disasters – Heat waves, Sandstorms, Cold waves	Class Test 1 (Unit I: Natural Disasters)
Week 5 (11–16 Aug)	Manmade Disasters – War, Terrorism, Stampedes, Riots	Presentation Round 1 (Group): Case Studies on Manmade Disasters
Week 6 (18–23 Aug)	Manmade Disasters – Industrial fires, Nuclear power accidents	–
Week 7 (25–30 Aug)	Manmade Disasters – Hazardous materials, Toxic emissions, Utility failure	–
Week 8 (1–6 Sept)	Relief Operations – Saving victims, Conducting medical relief	Assignment 2 given: Prepare a Disaster Relief Plan for a selected scenario
Week 9 (8–13 Sept)	Relief Operations – Managing relief operations, Psychological issues	Class Test 2 (Unit II: Manmade Disasters)
Week 10 (15–20 Sept)	Relief Operations – Rehabilitation work	Presentation Round 2 (Group): Strategies for Effective Relief & Rehabilitation
Week 11 (22–27 Sept)	Proactive Measures – Planning for disaster management	–
Week 12 (29 Sept–4 Oct)	Local disaster management cell; Business recovery plan	–
Week 13 (6–11 Oct)	Safety management, Government response to disaster	Assignment 3 given: Case Study on Government Response to a Disaster
Week 14 (13 Oct)	Integrated approach:	Class Test 3 (Unit III & IV:

	Linking relief, rehabilitation, and proactive safety measures	Relief Operations & Proactive Measures)
14–22 Oct	Diwali Break	–
Week 15 (27 Sept–1 Nov)	Revision of Unit I & II; Practice case studies	Presentation Round 3 (Individual): Analysis of a Real Disaster Event
Week 16 (3–8 Nov)	Revision of Unit III & IV; Mock test discussion	–
Week 17 (10–15 Nov)	Comprehensive revision & preparation for examination	–

Lesson Plan (Production and Materials Management – BBA 5th Semester)

Faculty: Dr. Ruchi Phogat

Duration: 15 July – 15 Nov 2025 (Excluding 14–22 Oct Diwali Break)

Week & Dates	Topics to Cover	Activities (Assignments / Presentations / Tests)
Week 1 (15–19 Jul)	Course orientation; Introduction to Production Economics – Definition, evaluation, objectives	–
Week 2 (21–26 Jul)	Major long-term & short-term decisions; Importance & activities; Differences between products & services	–
Week 3 (28 Jul–2 Aug)	Types of production systems: Production to order vs. Production to stock	Assignment 1 given (Short note: “Comparison of Production to Order & Production to Stock”)
Week 4 (4–9 Aug)	Plant location; Factors affecting location; Evaluating different locations	Class Test 1 (Unit I)
Week 5 (11–16 Aug)	Production planning & control: Objectives, advantages, and elements	Presentation Round 1 (Group discussion: “Importance of Production Planning & Control”)
Week 6 (18–23 Aug)	PPC: Sequencing and assignment problems	–
Week 7 (25–30 Aug)	Inventory Control: Objectives, advantages, EOQ model	–
Week 8 (1–6 Sept)	ABC Analysis; Quality control – meaning, importance, inspection	Assignment 2 given (Numerical practice on EOQ & ABC Analysis)

Week 9 (8–13 Sept)	Quality control charts for variables & attributes	Class Test 2 (Unit II)
Week 10 (15–20 Sept)	Materials Management – meaning, objectives, importance	Presentation Round 2 (Case study: “Role of Materials Management in Business Efficiency”)
Week 11 (22–27 Sept)	Functions & organization; Materials information system	–
Week 12 (29 Sept–4 Oct)	Standardization, simplification, and variety reduction	–
Week 13 (6–11 Oct)	Value analysis & engineering	Assignment 3 given (Case study on “Value Analysis & Cost Reduction”)
Week 14 (13 Oct)	Stores Management: Meaning, objectives, importance	Class Test 3 (Unit III)
14–22 Oct	Diwali Break	–
Week 15 (27 Oct–1 Nov)	Stores layout; Classification & codification; Inventory control of spare parts	–
Week 16 (3–8 Nov)	Materials logistics; Warehousing management	Presentation Round 3 (Group activity: “Warehousing & Logistics Challenges”)
Week 17 (10–15 Nov)	Materials handling; Traffic & transportation; Disposal of scrap, surplus, obsolete materials; Revision	Assignment 4 given (Revision questions covering all units)

Lesson Plan (Principles & Practices of Management – BBA 1st Semester)

Faculty: Dr. Ruchi Phogat

Duration: 15 July – 15 Nov 2025 (Excluding 14–22 Oct Diwali Break)

Week & Dates	Topics to Cover	Activities (Assignments / Presentations / Tests)
Week 1 (15–19 Jul)	Course orientation; Introduction to Management – Definition, nature, importance, scope	–
Week 2 (21–26 Jul)	Principles of management; Management vs administration; Levels of management	–
Week 3 (28 Jul–2 Aug)	Managerial roles & skills; Evolution of management thought – Classical & Behavioral approaches	Assignment 1 given (Short essay: 'Role of Managers in Today's Business World')
Week 4 (4–9 Aug)	Quantitative, Systems, Contingency & Modern approaches; Management as science & art	Class Test 1 (Unit 1: Introduction to Management)
Week 5 (11–16 Aug)	Functions of management (overview); Case study discussion	Presentation Round 1 (Group presentation: 'Evolution of Management Thought')
Week 6 (18–23 Aug)	Planning – Meaning, nature, purpose; Types of plans	–
Week 7 (25–30 Aug)	Planning process & techniques; Decision-making – Steps, tools, importance	–
Week 8 (1–6 Sept)	Organizational structure & design; Functional, divisional, matrix structure	Assignment 2 given (Prepare an organizational chart of any company)
Week 9 (8–13 Sept)	Authority & responsibility; Delegation; Centralization vs decentralization	Class Test 2 (Unit 2: Planning & Organizing)
Week 10 (15–20 Sept)	Span of control; Coordination & integration; MBO, MBE	Presentation Round 2 (Group activity: Decision-Making Models)
Week 11 (22–27 Sept)	Staffing – Process & importance; Recruitment & selection process	–
Week 12 (29 Sept–4 Oct)	Leadership – Meaning & nature; Leadership theories	–

Week 13 (6–11 Oct)	Motivation theories (Maslow, Herzberg, McGregor, etc.); Communication in management	Assignment 3 given (Case study on Motivation)
Week 14 (13 Oct)	Teamwork & group dynamics; Control – Meaning, steps, techniques	Class Test 3 (Unit 3: Leadership & Motivation)
14–22 Oct	Diwali Break	–
Week 15 (23–25 Oct)	Control – Process & systems; Establishing standards; Types of control	Presentation Round 3 (Group case study: Controlling techniques in companies)
Week 16 (27 Oct–1 Nov)	Performance measurement; Strategic Management – Meaning & importance; SWOT analysis	Assignment 4 given (SWOT analysis of any company/organization)
Week 17 (3–8 Nov)	CSR; Ethics in management; Sustainable practices	Class Test 4 (Unit 4: Strategic Management & Ethics)
Week 18 (10–15 Nov)	Case studies; Final revision	Final Presentation & Viva (Comprehensive)

Corporate Governance - Weekly Lesson Plan (15 July - 15 Nov)

Weekly Lesson Plan:

Week	Dates	Topics
1-3	15 July – 4 August	Introduction, Concept & Need of Corporate Governance
4-6	5 August – 25 August	Corporate Social Responsibility, Obligation to Society, Investors, Employees
7-9	26 August – 15 Sept	Board of Directors: Composition, Legal Aspects, Role of Independent Directors
10-12	16 Sept – 6 Oct	Financial Disclosures, Accounting Standards, Audit Committee, SEBI, Governance
Special Period	14 Oct – 22 Oct	Case Studies, Practical Applications, Presentations
13-15	7 Oct – 29 Oct	Contemporary Issues: Cadbury Report, Greenbury Report, CII's Recommendations
16-18	30 Oct – 15 Nov	Revision, Test Preparation, Final Review

Test Assignment Schedule:

Test	Approx. Date	Content
Test 1	End of August	Unit I & II: Corporate Governance Concept, CSR, Board of Directors
Test 2	Mid October	Unit III: Financial Disclosures, Audit Committee, SEBI
Final Test	Mid November	Comprehensive All Units

Presentation Schedule:

Presentation	Date Range	Topic
Presentation 1	Early September	Role of Board of Directors
Presentation 2	14–22 Oct	Audit Committee & SEBI Regulations
Presentation 3	Early November	Case Study: Cadbury & Greenbury Reports

Business Statistics and Logic - Weekly Lesson Plan (15 July - 15 Nov)

Weekly Lesson Plan:

Week	Dates	Topics
1-4	15 July – 11 Aug	Introduction, Measures of Central Tendency
5-8	12 Aug – 8 Sept	Dispersion, Skewness, Kurtosis
9-12	9 Sept – 6 Oct	Correlation and Regression Concepts
Special Period	14 Oct – 22 Oct	Practical Work, Revision, Case Studies, Presentations
13-16	7 Oct – 5 Nov	Probability Distributions
17-18	6 Nov – 15 Nov	Introduction to Logic, Final Revision

Test Assignment Schedule:

Test	Approx. Date	Content
Test 1	Mid-August	Unit 1: Central Tendency, Dispersion, Skewness, Kurtosis
Test 2	Early October	Unit 2: Correlation and Regression
Final Test	Mid-November	Comprehensive All Units

Presentation Schedule:

Presentation	Date Range	Topic
Presentation 1	15–30 Sept	Practical Analysis of Central Tendency & Dispersion
Presentation 2	14–22 Oct	Regression Analysis with Real Data
Presentation 3	Early Nov	Probability Distribution Case Study

Company Law (BBAN-502) Weekly Lesson Plan

Duration: 15 July - 15 November

Diwali Holidays: 14 Oct - 22 Oct

Week	Dates	Topics Covered
1	15 Jul - 21 Jul	Introduction to Company Law: Meaning and Features of a Company
2	22 Jul - 28 Jul	Kinds of Companies
3	29 Jul - 04 Aug	Registration and Incorporation of Companies
4	05 Aug - 11 Aug	Memorandum of Association
5	12 Aug - 18 Aug	Articles of Association and Prospectus
6	19 Aug - 25 Aug	Share Capital: Shares, Issue and Allotment of Shares
7	26 Aug - 01 Sep	Transfer of Shares and Types of Shares
8	02 Sep - 08 Sep	Alteration of Share Capital, Buy-back of Shares
9	09 Sep - 15 Sep	Surrender, Forfeiture of Shares, Bonus Shares
10	16 Sep - 22 Sep	Debentures: Meaning and Kinds
11	23 Sep - 29 Sep	Debenture Trust Deed and Duties of Trustee
12	30 Sep - 06 Oct	Company Administration: Board of Directors - Qualification, Appointment, Duties, Removal
13	07 Oct - 13 Oct	Meetings: Statutory Meeting, Annual General Meeting, Extra-ordinary General Meeting
14	14 Oct - 22 Oct	**Diwali Holidays – No Classes**
15	23 Oct - 29 Oct	Prevention of Oppression and Mismanagement
16	30 Oct - 05 Nov	Winding Up: Types of Winding Up
17	06 Nov - 12 Nov	Appointment of Liquidator, Powers of Liquidator
18	13 Nov - 15 Nov	Conduct of Winding Up and Revision

Weekly Lesson Plan

Chetna

BBA Department

Class: BBA 2nd Yr

UNIT I: Introduction to Company Law

Duration: 15th July – 11th August (4 weeks)

- **Week 1 (15th – 21st July)**
 - Meaning and features of a company
 - Distinction between company and other forms of business organization (partnership, sole proprietorship, LLP)
 - Importance of company law in business regulation
 - **Week 2 (22nd – 28th July)**
 - Kinds of companies: private company, public company, government company, holding and subsidiary companies
 - One Person Company (OPC) and small company concepts under Companies Act, 2013
 - **Week 3 (29th July – 4th August)**
 - Registration and incorporation procedure
 - Certificate of incorporation and commencement of business
 - Role of Registrar of Companies
 - **Week 4 (5th – 11th August)**
 - Memorandum of Association – definition, clauses, alteration
 - Articles of Association – meaning, importance, alteration
 - Prospectus – meaning, contents, misstatements, liability for misstatements
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UNIT II: Share Capital and Debentures

Duration: 12th August – 15th September (5 weeks)

- **Week 5 (12th – 18th August)**
 - Share Capital: meaning, kinds of share capital
 - Shares: definition, nature, types (equity, preference, rights, bonus, sweat equity)
- **Week 6 (19th – 25th August)**
 - Issue and allotment of shares – procedure and legal requirements
 - Transfer and transmission of shares
 - Buy-back of shares
- **Week 7 (26th August – 1st September)**

- Alteration of share capital
 - Forfeiture and surrender of shares
 - Reissue of forfeited shares
 - **Week 8 (2nd – 8th September)**
 - Bonus shares – conditions and procedure
 - Right issue of shares
 - ESOPs (Employee Stock Option Plan) – basic understanding
 - **Week 9 (9th – 15th September)**
 - Debentures – meaning and kinds (secured, unsecured, convertible, redeemable, irredeemable)
 - Debenture trust deed and role of debenture trustee
 - Duties of trustee and rights of debenture-holders
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UNIT III: Company Administration and Meetings

Duration: 16th September – 13th October (4 weeks)

- **Week 10 (16th – 22nd September)**
 - Board of Directors – meaning, role, and importance
 - Qualifications and disqualifications of directors
 - **Week 11 (23rd – 29th September)**
 - Appointment, removal, resignation of directors
 - Powers and duties of directors
 - Remuneration of directors
 - **Week 12 (30th September – 6th October)**
 - Types of company meetings – statutory meeting, annual general meeting, extraordinary general meeting
 - Procedures for convening and conducting meetings
 - **Week 13 (7th – 13th October)**
 - Resolutions – ordinary, special, and their significance
 - Role of Company Secretary in meetings
 - Drafting notices, agenda, and minutes of meetings
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Diwali Holidays: 14th October – 22nd October

UNIT IV: Winding Up and Protection of Minority Shareholders

Duration: 23rd October – 10th November (3 weeks)

- **Week 14 (23rd – 27th October)**

- Oppression and mismanagement – meaning, remedies under Companies Act
 - Role of Tribunal (NCLT) in protecting minority shareholders
 - **Week 15 (28th October – 3rd November)**
 - Winding up – meaning and types (voluntary, compulsory, tribunal-directed)
 - Legal framework for winding up
 - **Week 16 (4th – 10th November)**
 - Appointment and powers of liquidator
 - Duties of liquidator and procedure of winding up
 - Conduct of winding up – distribution of assets
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Revision & Exam Preparation

Duration: 11th November – 15th November (1 week)

- Quick recap of all four units
 - Discussion of previous years' question papers
 - Practice of Section A (short answer questions under 50 words)
 - Preparation strategies for Section B (essay-type questions)
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Weekly Lesson Plan – Indian Business Environment (15 July – 15 Nov)

Faculty: Dr. Ruchi | Paper Code: BBAN-503 (Excluding Break: 14 Oct – 22 Oct)

Week	Dates	Topics (Syllabus Coverage)	Activities	Assignments / Tests / Presentations
1	15-21 Jul	Nature of business environment; Indian economic system	Lecture + Class Discussion	-
2	22-28 Jul	Growth of public & private corporate sector	Case examples	-
3	29 Jul–4 Aug	Social responsibility of business	Group activity	-
4	5–11 Aug	Economic reforms since 1991 – overview	Lecture + Q&A	Assignment 1 Due (10 Aug): Report on 1991 Reforms Test 1 (11 Aug): Unit I
5	12–18 Aug	Industrial policy & growth since 1991	Lecture	-
6	19–25 Aug	Industrial licensing policy & public sector reforms	Case study	-
7	26 Aug–1 Sep	Privatization & liberalization trends	Debate	-
8	2–8 Sep	SMEs – growth, problems & industrial sickness	Lecture + Discussion	Assignment 2 Due (5 Sep): Case on Privatization Presentation 1 (7–8 Sep): SMEs in Indian Economy
9	9–15 Sep	Development banking; SEBI & stock exchange regulation	Lecture	-
10	16–22 Sep	Banking sector reforms	Lecture + Q&A	-
11	23–29 Sep	Challenges of public sector banks	Group discussion	-
12	30 Sep–6 Oct	Non-banking financial institutions (NBFI)s	Lecture	Assignment 3 Due (4 Oct): SEBI's Role Test 2 (6 Oct): Units II & III
13	7–13 Oct	India's foreign trade & balance of payments	Lecture + Data Analysis	-
-	14–22 Oct	Break (No Classes)	-	-
14	23–27 Oct	Foreign trade policy & overseas investments	Lecture	-
15	28 Oct–3 Nov	FDI policy & globalization trends	Case study	Assignment 4 Due (5 Nov): WTO & India
16	4–10 Nov	Role of MNCs in Indian economy	Group activity	Presentation 2 (9–10 Nov): Globalization & India
17	11–15 Nov	IMF, World Bank, WTO & Course Review	Revision session	Test 3 (15 Nov): Comprehensive Exam (Units I–IV)