

Lesson Plan for the Semester Starting : 19/04/2021

Name of the subject: QUANTITATIVE TECHNIQUES

Subject Code:

Name of the teacher with designation: Dr. Gurjeet Kaur

Department: BBE 2nd Sem

Class Time: 1Hr.

| Month | Class | Date | Topic | Academic Activity | Test/ Assignment |
|--------------|--------------|------------------------------|--|--------------------------|-------------------------|
| 1 | April | 4 th April 22 | Introduction of Statistics | Lecture/Discussion | |
| 2 | | 5 th April 22 | Statistics-Nature & Significance; Applications & Limitations | Lecture/Discussion | |
| 3 | | 7 th April 22 | Types & Sources of data of data | Lecture/Discussion | |
| 4 | | 8 th April 22 | Methods of data collection | Lecture/Discussion | |
| 5 | | 11 th April 22 | Classification of data | Lecture/Discussion | |
| 6 | | 12 th April 22 | Tabulation and presentation of data | Lecture/Practical | Assignment |
| 7 | | 18 th April 22 | Tabulation and presentation of data | Lecture/Practical | |
| 8 | | 19 th April 22 | Diagrams and Graphs | Lecture/Practical | |
| 9 | | 22 th April 22 | Diagrams and Graphs | Lecture/Practical | |
| 10 | | 25 th April 22 | Measures of central tendency-Mean | Lecture/Practical | |
| 11 | | 26 th April 22 | Measures of central tendency-Mean | Lecture/Practical | |
| 12 | | 28 th April 22 | Measures of central tendency-Median | Lecture/Practical | |
| 13 | | 29 th April 22 | Partition Values – Quartiles, Deciles, Percentiles | Lecture/Practical | |
| 14 | | 2 nd May 22 | Measures of central tendency-Mode | Lecture/Practical | Assignment |
| | | 7 th May 22 | Measures of central tendency-Mode | | |

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| | | 9 th May 22 | Problem Solving Session | | |
| 15 | | 10 th May 22 | Measures of dispersion – Variation (Range, Quartile Deviation) | Lecture/Practical | |
| 16 | May | 10 th May 22 | Measures of dispersion – Variation (Mean Deviation) | Lecture/Practical | |
| 17 | | 2 nd May 22 | Measures of dispersion – Standard Deviation | Lecture/Practical | |
| 18 | | 3 | Measures of dispersion – Standard Deviation | Lecture/Practical | |
| 19 | | 4 | Measures of skewness | Lecture/Practical | Assignment |
| 20 | | 5 | Association of attributes | Lecture/Practical | |
| 21 | | 6 | Correlation: meaning & significance | Lecture/Practical | |
| 22 | | 7 | Types & measurement of correlation | Lecture/Practical | |
| 23 | | 8 | Measurement of correlation- Karl pearson coefficient of correlation | Lecture/Practical | |
| 24 | | 9 | Measurement of correlation- Karl pearson coefficient of correlation | Lecture/Practical | |
| 25 | | 10 | Measurement of correlation- Rank correlation | Lecture/Practical | |
| 26 | | 11 | Regression: Introduction of regression lines & difference between Correlation and Regression | Lecture/Practical | |
| 27 | | 12 | Practice of Regression lines by actual data and deviation | Lecture/Practical | Assignment |
| 28 | | 13 | Practice of regression lines(descriptive statistics are given) | Lecture/Practical | |
| 29 | | 14 | Practice of Regression questions | Lecture/Practical | |
| 30 | | 15 | Index numbers: meaning, types, Properties & limitations | Lecture/Practical | |
| 31 | | 16 | Construction of index numbers | Lecture/Practical | Assignment |
| 32 | | 17 | Practical questions of Index number | Lecture/Practical | |

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| 33 | | 18 | Tests for adequacy | Lecture/Practical | |
| 34 | | 19 | Base Shifting, Splicing & Deflation of index numbers | Lecture/Practical | |
| 35 | | 20 | Time series: meaning and components | Lecture/Practical | Assignment |
| 36 | June | 1 | Trends values-moving average method | Lecture/Practical | |
| 37 | | 2 | Trends values-moving average method | Lecture/Practical | |
| 38 | | 3 | Trends values-least square method | Lecture/Practical | |
| 39 | | 4 | Trends values-least square method | Lecture/Practical | Assignment |
| 40 | | 5 | Revision of Unit 1 | Practical | |
| 41 | | 6 | Revision of Unit 2 | Practical | |
| 42 | | 7 | Revision of Unit 2 | Practical | |
| 43 | | 8 | Revision of Unit 3 | Practical | |
| 44 | | 9 | Revision of Unit 3 | Practical | |
| 45 | | 10 | Revision of Unit 4 | Practical | |
| 46 | | 11 | Revision of Unit 4 | Practical | |

Lesson Plan for the Semester Starting: Jan- June 2023

Name of the subject: Basic Accounting

Subject Code: BBEN203

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Archana Mittal, Assistant Professor

Department: BBA-BE

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|-------|-------|---------------------|---|-------------------|-----------------|------------------|
| Jan | 1 | | Unit-1 Accounting – Meaning | Lecture/Practical | | |
| | 2 | | Functions of Accounting, Significance of Accounting | Lecture/Practical | | |
| | 3 | | Types of accounting | Lecture/Practical | | |

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| | 4 | | Accounting concepts and conventions | Lecture/Practical | | |
| | 5 | | Accounting concepts and conventions | Lecture/Practical | | |
| | 6 | | Elementary knowledge of accounting standards. | Lecture/Practical | | |
| | 7 | | Unit-1 Test | | | |
| | 8 | | Unit-2 Journal | Lecture/Practical | | |
| | 9 | | Journal | Lecture/Practical | | |
| | 10 | | Journal | Lecture/Practical | | |
| Feb | 1 | | ledger | Lecture/Practical | | |
| | 2 | | ledger | Lecture/Practical | | |
| | 3 | | Trial balance | Lecture/Practical | | |
| | 4 | | Trial balance | Lecture/Practical | | |
| | 5 | | Accounting treatment of rectification of error | Lecture/Practical | | |
| | 6 | | Accounting treatment of rectification of error | Lecture/Practical | | |
| | 7 | | Accounting treatment of rectification of error | Lecture/Practical | | |
| | 8 | | Accounting treatment of rectification of error | Lecture/Practical | | |
| | 9 | | Bank reconciliation statement | Lecture/Practical | | |
| | 10 | | Bank reconciliation statement | Lecture/Practical | | |
| | 11 | | Bank reconciliation statement | Lecture/Practical | | |
| | 12 | | Bill of exchange-nature, type and accounting treatment. | Lecture/Practical | | |
| | 13 | | Bill of exchange-nature, type and accounting treatment. | Lecture/Practical | | |
| | 14 | | Bill of exchange-nature, type and accounting treatment. | Lecture/Practical | | |

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| | 15 | | Bill of exchange- nature, type and accounting treatment. | Lecture/Practical | | |
| | 16 | | Test of Unit 2 | | | |
| | 17 | | UNIT 3 Preparation of final accounts of sole trader along with adjustment accounting | Lecture/Practical | | |
| | 18 | | Preparation of final accounts of sole trader along with adjustment accounting | Lecture/Practical | | |
| March | 1 | | Preparation of final accounts of sole trader along with adjustment accounting | Lecture/Practical | | |
| | 2 | | Preparation of final accounts of sole trader along with adjustment accounting | Lecture/Practical | | |
| | 3 | | Preparation of final accounts of sole trader along with adjustment accounting | Lecture/Practical | | |
| | 4 | | Preparation of final accounts of sole trader along with adjustment accounting | Lecture/Practical | | |
| | 5 | | Preparation of final accounts of sole trader along with adjustment accounting | Lecture/Practical | | |
| | 6 | | Preparation of final accounts of sole trader along with adjustment accounting | Lecture/Practical | | |
| | 7 | | Consignment Accounting | Lecture/Practical | | |

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| | 8 | | Consignment Accounting | Lecture/Practical | | |
| | 9 | | Consignment Accounting | Lecture/Practical | | |
| | 10 | | Consignment Accounting | Lecture/Practical | | |
| April | 1 | | Test of unit 3 | | | |
| | 2 | | UNIT 4 Depreciation accounting: concept and methods | Lecture/Practical | | |
| | 3 | | Depreciation accounting: concept and methods | Lecture/Practical | | |
| | 4 | | Depreciation accounting: concept and methods | Lecture/Practical | | |
| | 5 | | Depreciation accounting: concept and methods | Lecture/Practical | | |
| | 6 | | Depreciation accounting: concept and methods | Lecture/Practical | | |
| | 7 | | Accounting for non-profit organization. | Lecture/Practical | | |
| | 8 | | Accounting for non-profit organization. | Lecture/Practical | | |
| | 9 | | Accounting for non-profit organization. | Lecture/Practical | | |
| | 10 | | Test of unit 4 | | | |
| | 11 | | Revision of Unit-1&2 | | | |
| | 12 | | Revision of Unit-3&4 | | | |

Lesson Plan for the Semester Starting: 16 January, 2023

Name of the subject: Computer Fundamentals & Applications

Subject Code: BBEN-204

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Ms. Pooja Gour (Assistant Professor)

Department: BCA

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|---------|-------|---------------------|---|-------------------|-----------------|------------------|
| January | 1 | | Introduction to Subject | | | |
| | 2 | | Introduction to Computers & Characteristics | | | |
| | 3 | | Generation of computers | | | |
| | 4 | | Generation of computers | | | |
| | 5 | | Computer organization and Its Units | | | |
| | 6 | | Computer Languages | | | |
| | 7 | | Computer Application | | Assignment | |
| | 8 | | Doubt Class | | | |
| | 9 | | Test | | | |
| | 10 | | Introduction to Software | | | |
| | 11 | | Types of Software | | | |
| | 12 | | Practical Class of Windows | Lab Activity | | |
| | 13 | | Compiler & Interpreter | | | |
| | 14 | | Assembler | | Test | |
| | 15 | | Practical Class of Desktop, Icons & Control Panel | Lab Activity | | |
| | 16 | | Flowchart | | Assignment | |
| | 17 | | Algorithm | | Assignment | |
| | 18 | | Decision Table | | | |
| | 19 | | Decision Tree | | Assignment | |
| | 20 | | Doubt Class | | | |
| | 21 | | Test | | Test | |
| | 22 | | Introduction to word | Lab Activity | | |
| | 23 | | Creating Document | | | |
| | 24 | | Editing Document | Lab Activity | | |
| | 25 | | Formatting Document | Lab Activity | Assignment | |
| | 26 | | Mail Merge | | | |
| | 27 | | Introduction to Excel | | | |
| | 28 | | Intro to Formula | Lab Activity | Assignment | |
| | 29 | | Using Worksheet | Lab Activity | | |

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| | 30 | | Intro to basic function | Lab Activity | | |
| | 31 | | Intro to Chart | | | |
| | 32 | | Chart Types | Lab Activity | Assignment | |
| | 33 | | Intro to other useful features | Lab Activity | | |
| | 34 | | Doubt Class | | | |
| | 35 | | Test | | Test | |
| | 36 | | Intro to Powerpoint | Lab Activity | | |
| | 37 | | Intro to Number system | | | |
| | 38 | | Binary to decimal | | | |
| | 39 | | Animation | Lab Activity | Assignment | |
| | 40 | | Decimal to binary | | | |
| | 41 | | Binary Operation | | | |
| | 42 | | Doubt Class | | | |
| | 43 | | Test | | Test | |
| | 44 | | Revision | | | |
| | 45 | | Revision | | | |

*Above are the minimum number of classes to be scheduled for the subjects having classes 5 days per week. For subjects having classes 4 days per week and 3 days per week, the number of lectures are to be reduced i.e. 30 minimum number of classes for 3 days per week subject and 36 minimum number of classes for 4 days per week subject.

Lesson Plan for the Semester Starting : January 2023

Name of the subject: **BUSINESS ORGANISATION**

Subject Code: **(BBEN205)**

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Neha Sharma, Assistant Prof.

Department: BBA (CAM)

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic | Academic Activity | Test/Assignment | Deviation if any |
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|---------|----|--|--|------------------|--|--|
| January | 1 | | Business – concept | Lecture | | |
| | 2 | | Nature and spectrum of business activities | Lecture & ppt | | |
| | 3 | | Business system | Lecture & ppt | | |
| | 4 | | Business system | Lecture & ppt | | |
| | 5 | | Business environment interface | Lecture & ppt | | |
| | 6 | | Business environment interface | Lecture & ppt | | |
| | 7 | | Business objectives. | Lecture & ppt | | |
| | 8 | | Business objectives. | Lecture & ppt | | |
| | 9 | | Presentations of 1st unit | Lecture & ppt | | |
| | 10 | | Test of unit 1 | Lecture & ppt | | |
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| | 11 | | Entrepreneurship – concept and nature | Lecture & ppt | | |
| | 12 | | Entrepreneurial opportunities in | Lecture & ppt | | |

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| | | | contemporary business | | | |
| | 13 | | Entrepreneurial opportunities in contemporary business | Lecture & ppt | | |
| | 14 | | Process of setting up a business enterprise | Lecture & ppt | | |
| | 15 | | Process of setting up a business enterprise | Lecture & ppt | | |
| | 16 | | Choice of a suitable form of business organization | Lecture & ppt | | |
| | 17 | | Choice of a suitable form of business organization | Lecture & ppt | | |
| | 18 | | Presentations of 2nd unit | Lecture & ppt | | |
| | 19 | | Test of unit 2 | Lecture & ppt | | |
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| | 20 | Unit 3 | Functional aspects of business | Lecture & ppt | | |
| | 21 | | Operations – business size and location decisions | Lecture & ppt | | |

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|--|----|--------|---|---------------|--|--|
| | 22 | | Plant layout | Lecture & ppt | | |
| | 23 | | Mass production and mass customization | Lecture & ppt | | |
| | 24 | | Quality control | Lecture & ppt | | |
| | 25 | | Finance – money and banking | Lecture & ppt | | |
| | 26 | | Financial management | Lecture & ppt | | |
| | 27 | | Securities markets | Lecture & ppt | | |
| | 28 | | Risk management | Lecture & ppt | | |
| | 29 | | Insurance | Lecture & ppt | | |
| | 30 | | Presentations of 3rd unit | Lecture & ppt | | |
| | 31 | | Test of unit 3 | Lecture & ppt | | |
| | | | | | | |
| | 32 | Unit 4 | Functional aspects of business | Lecture & ppt | | |
| | 33 | | Marketing – marketing and consumer Behavior | Lecture & ppt | | |

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| | 34 | | Product Planning and Development | | | |
| | 35 | | , Pricing decisions | | | |
| | 36 | | Channel and promotional decisions | | | |

Lesson Plan for the Semester Starting : January 2023

Name of the subject: Environmental Management

Subject Code:

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Vandana Jain, Asst. Professor

Department: BBE 2nd Sem

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|-------|-------|---------------------|--|--------------------------|-----------------|------------------|
| | 1 | | Environmental Pollution | Lecture and Discussion | | |
| | 2 | | Ecosystem | Lecture and Discussion | | |
| | 3 | | Types of Ecosystem | Lecture and Discussion | | |
| | 4 | | Nuclear Hazards, role of Individual to prevent Pollution | Lecture and Discussion | | |
| | 5 | | Solid Waste Management | Lecture and Discussion | | |
| | 6 | | Presentation by Students | Presentation by Students | | |
| | 7 | | Presentation by Students | Presentation by Students | | |
| | 8 | | Presentation by Students | Presentation by Students | | |
| | 9 | | Natural Resources- Forest | Lecture and Discussion | | |

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|--|----|--|---|--------------------------|--|--|
| | 10 | | Food and Water Resources | Lecture and Discussion | | |
| | 11 | | Mineral and Energy Resources | Lecture and Discussion | | |
| | 12 | | Role of Individual in conservation of Natural resources | Lecture and Discussion | | |
| | 13 | | Presentation by Students | Presentation by Students | | |
| | 14 | | Presentation by Students | Presentation by Students | | |
| | 15 | | Presentation by Students | Presentation by Students | | |
| | 16 | | Social Issues and Environment | Lecture and Discussion | | |
| | 17 | | Water Conservation , Rain Water Harvesting | Lecture and Discussion | | |
| | 18 | | Watershed Management, | Lecture and Discussion | | |
| | 19 | | global Warming | Lecture and Discussion | | |
| | 20 | | Ozone Layer Depletion, | Lecture and Discussion | | |
| | 21 | | Wasteland Reclamation, | Lecture and Discussion | | |
| | 22 | | Resettlement and Rehabilitation | Lecture and Discussio | | |
| | 23 | | Climate Change, | Lecture and Discussio | | |
| | 24 | | Nuclear Accidents and Holocaust | Lecture and Discussio | | |
| | 25 | | consumerism and Waste Products | Lecture and Discussio | | |
| | 26 | | Presentation By Students | Presentation By Students | | |
| | 27 | | Presentation By Students | Presentation By Students | | |
| | 28 | | Presentation By Students | Presentation By Students | | |
| | 29 | | Presentation by Students | Presentation by Students | | |
| | 30 | | Environment Legislation | Lecture and Discussion | | |
| | 31 | | Environment Legislation | Lecture and Discussion | | |

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|--|----|--|--------------------------|--------------------------|--|--|
| | 32 | | Environment Legislation | Lecture and Discussion | | |
| | 33 | | Environment Legislation | Lecture and Discussion | | |
| | 34 | | Presentation By Students | Presentation By Students | | |
| | 35 | | Presentation By Students | Presentation By Students | | |
| | 36 | | Presentation by Students | Presentation by Students | | |
| | 37 | | Revision of Unit 1 | | | |
| | 38 | | Revision of Unit 2 | | | |
| | 39 | | Revision of Unit 3 | | | |
| | 40 | | Revision of Unit 4 | | | |

*Above are the minimum number of classes to be scheduled for the subjects having classes 5 days per week. For subjects having classes 4 days per week and 3 days per week, the number of lectures are to be reduced i.e. 30 minimum number of classes for 3 days per week subject and 36 minimum number of classes for 4 days per week subject.

Lesson Plan for the Semester Starting : January 2023

Name of the subject: Business Environment

Subject Code:

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Vandana Jain, Asst. Professor

Department: BBE 4th Sem

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|--------------|--------------|----------------------------|---|--------------------------|------------------------|-------------------------|
| | 1 | | Introduction to Business Environment – its Nature | Lecture and Discussion | | |
| | 2 | | Structure of Business Environment | Lecture and Discussion | | |
| | 3 | | Structure of Business Environment | Lecture and Discussion | | |
| | 4 | | Indicators of BE, Source of Change | Lecture and Discussion | | |

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|--|----|--|--|------------------------|--|--|
| | 5 | | Relative growth of public and private sector | Lecture and Discussion | | |
| | 6 | | Standards of corporate governance | Lecture and Discussion | | |
| | 7 | | Macroeconomic policies and business environment. | Lecture and Discussion | | |
| | 8 | | Presentation | Presentation | | |
| | 9 | | Presentation | Presentation | | |
| | 10 | | Broad design of economic reforms | Lecture and Discussion | | |
| | 11 | | Privatization trend | Lecture and Discussion | | |
| | 12 | | Economic revolutionization process | Lecture and Discussion | | |
| | 13 | | present state of growth environment; trend and consumption pattern | Lecture and Discussion | | |
| | 14 | | demographic environment | Lecture and Discussion | | |
| | 15 | | inflationary scenario and its impact on the business sector | Lecture and Discussion | | |
| | 16 | | Presentation | Presentation | | |
| | 17 | | MRTTP Act, 1969 | Lecture and Discussion | | |
| | 18 | | New Competition Law, 2002 | Lecture and Discussion | | |
| | 19 | | New Competition Law, 2002 | Lecture and Discussion | | |
| | 20 | | Consumer protection Act in India. | Lecture and Discussion | | |
| | 21 | | Consumer protection Act in India. | Lecture and Discussion | | |
| | 22 | | Presentation | Presentation | | |
| | 23 | | Current industrialization scenario and industrial policy; | Lecture and Discussion | | |
| | 24 | | state of the SME sector | Lecture and Discussion | | |

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| | 25 | | infrastructural constraints on growth; private participation in infrastructural development | | | |
| | 26 | | growth trend in the service sector; | Lecture and Discussion | | |
| | 27 | | an overview of growth and reforms in the financial sector | Lecture and Discussion | | |
| | 28 | | agribusiness opportunities. | Lecture and Discussion | | |
| | 29 | | Presentation | Presentation | | |
| | 30 | | Trends in Globalization | Lecture and Discussion | | |
| | 31 | | Balance of payments position | Lecture and Discussion | | |
| | 32 | | Presentation | Presentation | | |
| | 33 | | foreign trade scenario, trends in FDI | Lecture and Discussion | | |
| | 34 | | exchange rate movements and its impact; | Lecture and Discussion | | |
| | 35 | | India's foreign exchange reserves and their use | Lecture and Discussion | | |
| | 36 | | external influences on India's business environment. | Lecture and Discussion | | |
| | 37 | | Presentation | Presentation | | |
| | 38 | | Presentation | Presentation | | |
| | 39 | | Revision | | | |
| | 40 | | Revision | | | |

*Above are the minimum number of classes to be scheduled for the subjects having classes 5 days per week. For subjects having classes 4 days per week and 3 days per week, the number of lectures are to be reduced i.e. 30 minimum number of classes for 3 days per week subject and 36 minimum number of classes for 4 days per week subject.

Lesson Plan for the Semester Starting : 16th Jan 2023

Name of the subject: Consumer Behaviour

Subject Code: BBEN402

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr.Nidhi Turan, Assistant Prof.

Department: BBA (BE)

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|--------------|--------------|---------------------|--|-------------------|-----------------|------------------|
| Month | Class | | Introduction to the Subject | | | |
| Jan. | 1 | | Meaning and Concept of Consumer Behaviour | | | |
| | 2 | | Nature and scope of consumer Behavior | | | |
| | 3 | | consumer needs & motives | Presentations | | |
| | 4 | | | Presentations | | |
| | 5 | | Segmentation | | | |
| | 6 | | Segmentation | | | |
| | 7 | | Targeting & Positioning | | | |
| | 8 | | Models of Consumer Behaviour | | | |
| Feb. | 9 | | Models of Consumer Behaviour | | | |
| | 10 | | Culture and subculture | | | |
| | 11 | | Culture and subculture | | | |
| | 12 | | social groups | | | |
| | 13 | | social groups | | | |
| | 14 | | | Case Studies | | |
| | 15 | | family life cycle | | | |
| | 16 | | family life cycle | | | |
| | 17 | | family purchasing decision | | | |
| | 18 | | personal influence and diffusion of innovation | | | |
| | 19 | | | Presentations | | |
| | 20 | | | Presentations | | |
| | 21 | | Personality and self-concept | | | |

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|-------|----|--|--|---------------|--|--|
| March | 22 | | Theories of Personality | | | |
| | 23 | | Theories of Personality | | | |
| | 24 | | Motivation and Involvement | | | |
| | 25 | | Motivation and Involvement | | | |
| | 26 | | Information Processing | | | |
| | 27 | | Information Processing | | | |
| | 28 | | Learning and Memory | | | |
| | 29 | | Theories of Learning | | | |
| | 30 | | Theories of Learning | | | |
| | 31 | | Attitude | | | |
| | 32 | | Models of Attitude & Models of Attitude Change | | | |
| April | 33 | | | Presentations | | |
| | 34 | | | Presentations | | |
| | 35 | | Problem recognition | | | |
| | 36 | | Search and Evaluation | | | |
| | 37 | | purchasing processing | | | |
| | 38 | | post purchase Behavior | | | |
| | 39 | | organizational buying Behavior | | | |
| | 40 | | | Revisions | | |

*Above are the minimum number of classes to be scheduled for the subjects having classes 5 days per week. For subjects having classes 4 days per week and 3 days per week, the number of lectures are to be reduced to 40 and 30 minimum number of classes respectively. Guest lectures, Workshops, merit classes and remedial classes would be conducted apart from this.

Lecture Plan

Subject: Human Resource Management (HRM)

(BBA (BE) IVth Semester)

Faculty Name: Dr. Ritu Gandhi Arora

Text Book: Human Resource Management, Authored by C. B. Memoria, Publisher- Himalaya Publishing House, Twenty Fifth Edition

| Lecture No. | Session Detail | Reference Books |
|--------------------|--|--|
| 1. | Ice Breaking session | |
| 2. | Why should future managers study HRM : importance of HR factor, Meaning and evolution of HRM | Human Resource Management by Seema Sanghi (Macmillan Publishers, 1 st Edition-2011) |
| 3. | Role, competencies and functions of HR Manager/ Department | Human Resource Management by Seema Sanghi (Macmillan Publishers, 1 st Edition-2011) |
| 4. | Major HR Influencing Factors- Challenges and Opportunities | Human Resource Management by David Lepak/Mary Gowan (Pearson Education, 1 st Edition-2009) |
| 5. | HR Environment | Human Resource Management by Vishwajeet Pattnayak |
| 6. | HR Outsourcing: Meaning, Types and Why? | Human Resource Management by Vishwajeet Pattnayak (PHI) |
| 7. | Strategic HRM: Meaning, Importance | Strategic Human Resource Management by Dreger (Mc Grew Hill) |
| 8. | Job Analysis- Meaning, Types, Importance and process | HRM by VSP Rao, Excel Books, 2 nd Edition-2009 |
| 9. | Job Analysis- Practical Implications | HRM by VSP Rao, Excel Books, 2 nd Edition-2009 |
| 10. | Human Resource Planning- Responsibility for HRP, Factors for HRP | Human Resource Management by David Lepak/Mary Gowan (Pearson Education, 1 st Edition-2009) |
| 11. | Human Resource Information Systems- | Personnel Management- Text and Cases by C.B.Memoria and V.S.P.Rao, 13 th Edition-2012, Himalaya Publications. |
| 12. | HRIS: Practical Aspects in today's industry | HRM by Rao- Excel Books |

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| 13. | Talent Acquisition: Recruitment: Meaning, factors | Human Resource Management by Vishwajeet Pattnayak (PHI) |
| 14. | Recruitment: Sources: Traditional and Modern, Importance | Human Resource Management by Vishwajeet Pattnayak (PHI) |

Lesson Plan for the Semester Starting : 16th January 2023

Name of the subject: Financial Management

Subject Code: BBEN-404

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr Rashmi Bhargava (Asst Prof)

Department: BBA (BE)

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|---------|-------|---------------------|---|-----------------------------|-------------------|------------------|
| January | 1 | | Evolution and Scope of Fin Mgmt. | Lecture | | |
| | 2 | | Objectives and Functions of Fin. Mgmt. | Lecture | | |
| | 3 | | Goals of Fin. Mgmt. | Lecture | | |
| | 4 | | Concept of TVM | Lecture | | |
| | 5 | | Discounting and Compounding Techniques | Practical Questions | | |
| | 6 | | Annuity, Applications of TVM | Lecture/Practical Questions | Assignment on TVM | |
| | 7 | | Introduction to Inv. Decisions | Lecture | | |
| | 8 | | Meaning and Concept of Cost of Capital. | Lecture | | |
| | 9 | | Significance of Cost of Capital | Lecture | | |
| | 10 | | Cost of Debenture | Practical Questions | | |
| Feb | | | | | | |

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|-------|----|--|---|------------------------------------|---------------------------------|--|
| | 1 | | Cost of Preference | Practical Questions | | |
| | 2 | | Cost of Equity | Practical Questions | | |
| | 3 | | WACC | Online Lecture/Practical Questions | | |
| | 4 | | Practice Questions | Practical Questions | | |
| | 5 | | Class test Unit 1 | Class test | | |
| | 6 | | Meaning, Concept, Imp. and Types of Capital Budgeting Decisions | Lecture | | |
| | 7 | | Meaning and Types of Cash Flow | Lecture | | |
| | 8 | | Types of Capital Budgeting Techniques | Lecture | | |
| | 9 | | Payback Period Method | Practical Questions | | |
| | 10 | | ARR | Practical Questions | | |
| | 11 | | Dis. Payback Period Method | Practical Questions | | |
| | 12 | | NPV | Practical Questions | | |
| | 13 | | Profitability Index | Practical Questions | | |
| | 14 | | IRR | Practical Questions | | |
| | 15 | | Merits and Demerits of CB techniques | Lecture | | |
| | 16 | | Practice Questions | Practical Questions | | |
| | 17 | | Concept of Leverage | Lecture | Assignment on Capital Budgeting | |
| | 18 | | Operational Leverage | Lecture/Practical Questions | | |
| March | 1 | | | | | |
| | 2 | | Financial Leverage | Lecture/Practical Questions | | |
| | 3 | | Concept of Composite Leverage | Lecture/Practical Questions | | |
| | 4 | | Practice Questions | Practical Questions | | |
| | 5 | | Class Test Unit 2 | Class test | | |

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|-----|----|--|--|-----------------------------|--|--|
| | 6 | | Concept of Capital Structure | Lecture | | |
| | 7 | | Determinants of Capital Structure | Lecture | | |
| | 8 | | NI Approach | Lecture/Practical Questions | | |
| | 9 | | NOI Approach | Lecture/Practical Questions | | |
| | 10 | | Traditional Approach | Lecture/Practical Questions | | |
| | 11 | | MM Approach(With Tax) | Lecture/Practical Questions | | |
| | 12 | | MM Approach(Absence of Tax) | Lecture/Practical Questions | | |
| May | | | | | | |
| | 1 | | EBIT-EPS Analysis | Lecture/Practical Questions | Assignment on Capital Structure Theories | |
| | 2 | | Class test Unit 3 | Class test | | |
| | 3 | | Dividend Decision(Meaning and Determinants) | Lecture | | |
| | 4 | | Walter Dividend Model | Lecture/Practical Questions | | |
| | 5 | | Working Capital Management(Concept, Determinants and Components) | Lecture | | |
| | 6 | | Cash Management, Receivables Management | Lecture | | |
| | 7 | | Inventory Management | Lecture | Assignment on Dividend Policy | |
| | 8 | | Simple problems on Inventory Mgmt | Practical Questions | | |
| | 9 | | Class test Unit 4 | Class test | | |
| | 10 | | Revision Class | | | |

Lesson Plan for the Semester Starting: 19th January '23

Name of the subject: Computer Networks in Business BBE 4th semester

Subject Code: BBEN-405

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Ms. Monica Khatri (Assistant Professor in DAVIM)

Department: MCA

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|-------------|-------|---------------------|---|--------------------|-----------------|------------------|
| January'23 | 1 | | Unit-1 Basic concept of networking | Lecture | | |
| | 2 | | components of data communication | Lecture | | |
| | 3 | | Topologies | Lecture | Assignment 1 | |
| | 4 | | LAN,WAN and Man | Lecture | | |
| | 5 | | Networking Devices | Lecture/Discussion | | |
| | 6 | | Simplex, Half duplex and full duplex | Lecture | Assignment 2 | |
| February'23 | 7 | | Communication Network | Lecture | | |
| | 8 | | Types of Network | Lecture | | |
| | 9 | | Advantages and disadvantages of networks | Lecture | Assignment 3 | |
| | 10 | | Revision of Unit-1 | Lecture | | |
| | 11 | | Unit-2 Introduction to internet | Lecture/Discussion | | |
| | 12 | | tools of internet application environment and structure | Lecture | Assignment 4 | |
| | 13 | | networking infrastructure | Lecture | | |
| | 14 | | networking with internet | Lecture | | |

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| | 15 | | application to simple business problem | Lecture | | |
| | 16 | | Introduction to Intranet | Lecture | Assignment 5 | |
| | 17 | | Intranet advantages and disadvantages | Lecture | | |
| | 18 | | Basic concept of Internet Protocol | Lecture | | |
| | 19 | | extranet | Lecture | Assignment 6 | |
| | 20 | | Revision of unit-2 | Lecture | | |
| March'23 | 21 | | Unit-3 introduction to WWW | Lecture | | |
| | 22 | | Web browser, difference between homepage and web page | Lecture | Assignment 7 | |
| | 23 | | ISP and its example | Lecture | | |
| | 24 | | Search engine | Lecture | Assignment 8 | |
| | 25 | | Architecture and components of search engine | Lecture/Discussion | | |
| | 26 | | Ip address and its parts | Lecture | | |
| | 27 | | Client server architecture | Lecture | | |
| | 28 | | e-commerce | Lecture | | |
| | 29 | | Types of e-commerce | Lecture | Assignment 9 | |
| | 30 | | Framework of e-commerce | Lecture | | |
| | 31 | | Business application areas of e-commerce | Lecture | | |

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|----------|----|--|---|--------------------|---------------|--|
| | 32 | | Edi | Lecture | | |
| April'23 | 33 | | Security issues in EDI | Lecture | Assignment 10 | |
| | 34 | | Electronic payment system | Lecture | | |
| | 35 | | Working with HTML tags basic introduction | Lecture | | |
| | 36 | | HTML image ,break,alignment tags | Lecture | Assignment 11 | |
| | 37 | | Html font hyperlink, paragraphs, comments | Lecture | | |
| | 38 | | emphasizing text, formatting text | Lecture | | |
| | 39 | | HTML Tables table border, table color | Lecture | | |
| | 40 | | Html Forms radio button, check box, option button | Lecture | Assignment 12 | |
| | 41 | | HTML superscript, subscript tags with color | Lecture/Discussion | | |
| | 42 | | Html bgcolor tags ,href tags | Lecture | Assignment 13 | |
| | 43 | | Html break,alignment tags | Lecture | Assignment 14 | |
| | 44 | | Revision of all the html tags | Lecture | | |
| | 45 | | Revision of entire syllabus | Lecture | | |

*Above are the minimum numbers of classes to be scheduled for the subjects having classes 5 days per week..

Lesson Plan for the Semester Starting: 16th Jan. 2023

Name of the subject: Human Rights and Values

Subject Code: BBEN 406

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr. Anjali Ahuja (Asstt. Prof.)

Department: BBE

Class Time: 1Hr. (4 Hrs./Week)

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|-------|-------|---------------------|---|-------------------|-----------------|------------------|
| Jan. | 1 | | Overview of Syllabus | Lecture | | |
| | 2 | | Concept of value, Types of Values | Lecture & ppt | | |
| | 3 | | Concept of Human Values | Lecture & ppt | | |
| | 4 | | Evolution of value-oriented education | Lecture & ppt | | |
| | 5 | | Evolution of value-oriented education | Lecture & ppt | | |
| | 6 | | Concept of Value education | Lecture & ppt | | |
| | 7 | | Components of Value Education | Lecture & ppt | | |
| | 8 | | Character Formation | Lecture & ppt | | |
| Feb. | 9 | | Character Formation | Lecture & ppt | | |
| | 10 | | National integration and International Understanding | Lecture & ppt | | |
| | 11 | | Revision-Unit I | Lecture | Assignment | |
| | 12 | | Concept of Human Rights, Indian perspective of human rights | Lecture & ppt | | |
| | 13 | | International perspective of human rights | Lecture & ppt | | |

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|-------|----|--|---|---------------|------------|--|
| | 14 | | Evolution of Human Rights | Lecture & ppt | | |
| | 15 | | Human Rights movement in India | Lecture & ppt | | |
| | 16 | | Classification of Human Rights | Lecture & ppt | | |
| | 17 | | Right to life, liberty and dignity | Lecture & ppt | | |
| | 18 | | Right to equality | Lecture & ppt | | |
| | 19 | | Right against exploitation | Lecture & ppt | | |
| | 20 | | Cultural and Educational Rights | Lecture & ppt | | |
| | 21 | | Economic, political and social rights | Lecture & ppt | | |
| March | 22 | | Revision Unit-II | Lecture | Assignment | |
| | 23 | | Core Issues: Poverty, overpopulation | Lecture & ppt | | |
| | 24 | | Illiteracy, Problems of Unsustainable Development | Lecture & ppt | | |
| | 25 | | Disadvantaged group-Women | Lecture & ppt | | |
| | 26 | | Children | Lecture & ppt | | |
| | 27 | | Scheduled Castes and Scheduled Tribes | Lecture & ppt | | |
| | 28 | | Homeless and Slum Dwellers | Lecture & ppt | | |
| | 29 | | Physically and Mentally Handicapped | Lecture & ppt | | |
| | 30 | | Refugees and Internally Displaced Persons | Lecture & ppt | | |
| | 31 | | Revision Unit-III | Lecture | Assignment | |
| | 32 | | Violation of Human Rights by State | Lecture & ppt | | |
| April | 33 | | Violation of Human Rights by individuals and groups | Lecture & ppt | | |
| | 34 | | Nuclear weapons | Lecture & ppt | | |
| | 35 | | Terrorism | Lecture & ppt | | |

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|--|----|--|---|---------------|------------|--|
| | 36 | | Government systems for Redressal, Judiciary | Lecture & ppt | | |
| | 37 | | National Human Rights Commission | Lecture & ppt | | |
| | 38 | | Other Statutory Commissions | Lecture & ppt | | |
| | 39 | | Media Advocacy, Creation of Human Rights Literacy and Awareness | Lecture & ppt | | |
| | 40 | | Revision Unit-IV | Lecture | Assignment | |

*Above are the minimum number of classes to be scheduled for the subjects having classes 5 days per week. For subjects having classes 4 days per week and 3 days per week, the number of lectures are to be reduced to 40 and 30 minimum number of classes respectively. Guest lectures, Workshops, merit classes and remedial classes would be conducted apart from this.

Lesson Plan for the Semester Starting : Jan- June 2023

Name of the subject: International Business

Subject Code: BBEN601

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Archana Mittal

Department: BBA-BE

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|-------|-------|---------------------|---|-------------------|-----------------|------------------|
| Jan | 1 | | Unit-1 Globalization and Stages of Internationalization | Lecture& PPT | | |
| | 2 | | Drivers of globalization and Restrainers of globalization | Lecture& PPT | | |
| | 3 | | Multilateral regulation of trade and investment | Lecture& PPT | | |
| | 4 | | WTO | Lecture& PPT | | |
| | 5 | | UNC TAD | Lecture& PPT | | |

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|-------|----|--|--|--------------|--|--|
| | 6 | | Political, economic environment of IB | Lecture& PPT | | |
| | 7 | | Socio-cultural environment of IB | Lecture& PPT | | |
| | 8 | | Managerial problem in IB | Lecture& PPT | | |
| Feb | 1 | | Unit-2 Alternative exchange rate systems Nature of foreign exchange market | Lecture& PPT | | |
| | 2 | | Alternative approaches to Exchange rate determination | Lecture& PPT | | |
| | 3 | | Effect of exchange rate variations on business decisions | Lecture& PPT | | |
| | 4 | | Role of IMF in exchange rate stabilization. | Lecture& PPT | | |
| | 5 | | Revision | | | |
| | 6 | | Unit-3 Balance of payments equilibrium | Lecture& PPT | | |
| | 7 | | Disequilibrium and adjustment | Lecture& PPT | | |
| | 8 | | Role of IMF in alleviating BOP | Lecture& PPT | | |
| | 9 | | Problems of member countries | Lecture& PPT | | |
| | 10 | | Role of IMF in alleviating BOP | Lecture& PPT | | |
| | 11 | | Problems of member countries | Lecture& PPT | | |
| | 12 | | Factors affecting international capital movements | Lecture& PPT | | |
| March | 1 | | Factors affecting international capital movements | Lecture& PPT | | |
| | 2 | | Factors affecting international capital movements | Lecture& PPT | | |
| | 3 | | Benefits and costs of FDI | Lecture& PPT | | |
| | 4 | | Link between BOP and exchange rates | Lecture& PPT | | |

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| | 5 | | Economic implications of foreign exchange reserves. | Lecture& PPT | | |
| | 6 | | Foreign market entry strategies | Lecture& PPT | | |
| | 7 | | Basics of international logistics | Lecture& PPT | | |
| | 8 | | International product life cycle | Lecture& PPT | | |
| | 9 | | Structure and Instruments of international financial market | Lecture& PPT | | |
| | 10 | | Sources and challenges of raising international finance | Lecture& PPT | | |
| | 11 | | Basic international banking operations. | Lecture& PPT | | |
| April | 1 | | Latest foreign trade policy | Lecture& PPT | | |
| | 2 | | India's overseas investments | Lecture& PPT | | |
| | 3 | | Policy towards foreign direct investment | Lecture& PPT | | |
| | 4 | | Globalization trends in Indian economy | Lecture& PPT | | |
| | 5 | | Role of MNCs | Lecture& PPT | | |
| | 6 | | Impact of multilateral institutions (IMF, World Bank and WTO) on Indian business environment. | Lecture& PPT | | |
| | 7 | | Impact of multilateral institutions (IMF, World Bank and WTO) on Indian business environment. | Lecture& PPT | | |
| | 8 | | Impact of multilateral institutions (IMF, World Bank and WTO) on Indian business environment. | Lecture& PPT | | |
| | 9 | | Revision | | | |
| | 10 | | Paper Discussion | | | |

Lesson Plan for Semester Starting w.e.f 16th Jan 2023

Name of the Subject- Public Economics, 6th Sem

Subject Code-BBEN-602

Name of Institute: D. A. V Institute of Management

Name of Teacher: CMA Bhawna Thakur, Assistant Professor

Department: BBE

Class time: 1 hr.

| Month | S.No. | Date of class taken on | Topic/ Chapter covered | Academic activity | Test/ Assignment | Deviati on, if any |
|-------|-------|------------------------|--|-------------------|------------------|--------------------|
| Jan | 1 | | Overview of the Subject | Group Discussion | | |
| | 2 | | Meaning of Public Economics(Scope of Public Eco) | Lecture | | |
| | 3 | | Nature of Public Eco & Functions of Modern State | Lecture | | |
| | 4 | | Objectives of Fiscal Operations & the Theory of Public Revenue & Public Expenditure | Lecture | | |
| | 5 | | Positive & Normative aspects of Public Eco, Distinction between Private & Public Finance | Lecture | | |
| | 6 | | Principle of Maximum Social Advantage(Theoretical & Graphical Aspect) & its criticism | Lecture | | |
| | 7 | | Sources of Public Revenue | Lecture | | |
| | 8 | | Tax Revenues(Income & Expenditure) | Lecture | | |

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| | | | | | | |
| | 9 | | Tax Revenues Contd.(Property & Capital gain Transactions, Commodities & Services) | Lecture | | |
| | 10 | | Non tax revenues of Govt. | Lecture | | |
| | 11 | | Structure of Public Budget | Discussion | | |
| | 12 | | Revision of UNIT 1 | Lecture | | |
| FEB | 13 | | Techniques of Budgeting –Balanced & Unbalanced budgets | Lecture | | |
| | 14 | | Techniques of Budgeting Contd. –Zero Base Budgeting | Lecture | | |
| | 15 | | Concept of Deficit Financing & Fiscal Prudence | Lecture | | |
| | 16 | | Meaning , Nature & Objectives of Fiscal Policy | Lecture | | |
| | 17 | | Tools/Instruments of Fiscal Policy to achieve Growth, Distribution & Economic Stability | Lecture | | |
| | 18 | | The system of Federal Finance | Lecture | | |
| | 19 | | Revision of UNIT 4 | Discussion | | |
| | 20 | | Canons of taxation Theories | Lecture | | |
| | 21 | | Division of Tax Burden | Lecture | | |

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|-------|----|--|--|------------|--|--|
| | 22 | | Incidence & Impact of taxes, Choice of taxes(Value added Tax System) | Lecture | | |
| | 23 | | Effects of taxes on Growth , Distribution & Inflation | Lecture | | |
| | 24 | | Public Undertakings & their Role | Lecture | | |
| MAR | 25 | | Canons of Public Expenditure | Lecture | | |
| | 26 | | Basic Theories of Public Expenditure- Wagner's Law, Wiseman peacock's Hypothesis | Lecture | | |
| | 27 | | Critical limit hypothesis | Lecture | | |
| | 28 | | Economic effects of Public Expenditure | Lecture | | |
| | 29 | | Revision of Unit 1,2 &4 | Discussion | Discussion of previous years Questions | |
| | 30 | | Meaning & objective of Public Debt | Lecture | | |
| | 31 | | Nature& Significance/Necessity of Public Debt | Lecture | | |
| | 32 | | Classification of Public Debt | Lecture | | |
| APRIL | 33 | | Classification of Public Debt Contd. | Lecture | | |
| | 34 | | Difference between Private & Public Debt | Lecture | | |

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| | 35 | | Effects of Public Debt on Growth & Inflation | Lecture | | |
| | 36 | | Burden of Public Debt (Internal debt) | Lecture | | |
| | 37 | | Burden Of public Debt (External Debt) | Lecture | | |
| | 38 | | Redemption of Public debt | Lecture | | |
| | 39 | | Revision of the Unit 3 | Discussion | | |
| | 40 | | Revision of complete syllabus | Discussion | Discussion of previous years Questions | |

Lesson Plan for the Semester Starting : 16th Jan 2023

Name of the subject: Rural Business

Subject Code: BBEN603

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr.Nidhi Turan, Assistant Prof.

Department: BBA (BE)

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic Activity | Test/Assignment | Deviation if any |
|-------|-------|---------------------|--|-------------------|-----------------|------------------|
| | | | Introduction to Subject | | | |
| Jan. | 1 | | Importance of Rural Sector in Indian Economy | | | |
| | 2 | | Major areas of rural business | | | |

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| | 3 | | Major areas of rural business | | | |
| | 4 | | Rural Consumer Behaviour | | | |
| | 5 | | Rural Consumer Behaviour | | | |
| | 6 | | nature and characteristics of rural markets | | | |
| | 7 | | Rural business environment | | | |
| | 8 | | Rural business environment | | | |
| Feb. | 9 | | Role of public sector in rural economy | | | |
| | 10 | | Role of public sector in rural economy | | | |
| | 11 | | Role of public sector in rural economy | | | |
| | 12 | | rural cooperative institutions | | | |
| | 13 | | rural cooperative institutions | | | |
| | 14 | | | Class Discussion | | |
| | 15 | | Trend and pattern of agricultural growth | | | |
| | 16 | | cropping patterns | | | |
| | 17 | | determinants of agricultural productivity | | | |
| | 18 | | Green revolution | | | |
| | 19 | | Green revolution | | | |
| | 20 | | marketable and marketed surplus | | | |
| | 21 | | farm mechanization and technologies | | | |
| March | 22 | | Risk and uncertainty in agriculture | | | |
| | 23 | | farm size versus productivity | | | |
| | 24 | | challenges of agricultural marketing | | | |
| | 25 | | determination of agricultural prices | | | |
| | 26 | | Packaging, grading, standardization | | | |
| | 27 | | transportation, storage and warehousing of agricultural products | | | |
| | 28 | | branding of agricultural products | | | |
| | 29 | | marketing information system | | | |
| | 30 | | | Discussion | | |
| | 31 | | commodity derivatives and commodity exchanges ; Role of Forward Markets Commission | | | |

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| | 32 | | agricultural marketing channels | | | |
| April | 33 | | agricultural marketing channels | | | |
| | 34 | | rural marketing infrastructure issues in rural finance/rural credit infrastructure | | | |
| | 35 | | rural marketing infrastructure issues in rural finance/rural credit infrastructure | | | |
| | 36 | | marketing of farm inputs | | | |
| | 37 | | Nature and classification of rural industries | | | |
| | 38 | | challenges of rural industrialization | | | |
| | 39 | | terms of trade between agriculture and industry & An overview of major schemes of rural development in India | | | |
| | 40 | | | Revision | | |

*Above are the minimum number of classes to be scheduled for the subjects having classes 5 days per week. For subjects having classes 4 days per week and 3 days per week, the number of lectures are to be reduced to 40 and 30 minimum number of classes respectively. Guest lectures, Workshops, merit classes and remedial classes would be conducted apart from this.

Lecture Plan for the semester starting (Jan –May 2023)

Management Information System – BBE 6th Sem

Name of the Institute: DAV Institute of Management, Faridabad

Name of teacher with designation: Dr.Ashima Tandon (Assistant Professor)

Department: BBE

| Month | Class | Date of Class taken | Topic/Chapter Covered | Academic activity | Test/Assignment |
|--------------|--------------|----------------------------|--|--------------------------|------------------------|
| | 1 | | An Overview of Information System (UNIT 2) | | |
| | 2 | | Introduction to MIS | | |

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|--|----|--|--|------------------|--------------|
| | 3 | | Objectives, Characteristics of MIS | | |
| | 4 | | Role and Impact of MIS | | |
| | 5 | | Classification of MIS | | |
| | 6 | | Classification of MIS....Contd. | | |
| | 7 | | Approaches to MIS Development | | |
| | 8 | | Strategic MIS ,Success & Failure of MIS | Class Discussion | Assignment 1 |
| | 9 | | Decision Making process-- -An Introduction (UN IT 3) | | |
| | 10 | | Decision making and MIS | | |
| | 11 | | Types of Decision& Introduction to DSS | Class Discussion | |
| | 12 | | Revision Unit 2 | | Test 1 |
| | 13 | | Components and types of DSS | | |
| | 14 | | DSS Application | | |
| | 15 | | DSS Outsourcing | | Assignment 2 |

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| | 16 | | Introduction to SDLC (UNIT 1) | | |
| | 17 | | Analysis and Design Stage | | |
| | 18 | | Analysis and Design Stage-- Contd. | | |
| | 19 | | Revision Unit 3 | | Test 2 |
| | 20 | | Documentation and Training | | |
| | 21 | | Hardware and software acquisition | | |
| | 22 | | Hardware and software acquisition---Contd. | | |
| | 23 | | System Testing | | |
| | 24 | | System Implementation and Post Implementation | | Assignment 3 |
| | 25 | | Development of DSS | | |
| | 26 | | Information Resources Management (UNIT 4) | | |
| | 27 | | Revision Unit 1 | | Test 3 |

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|--|----|--|--|------------------|--------------|
| | 28 | | Transaction Processing System & Information Support System | | |
| | 29 | | Office Automation System | | |
| | 30 | | Applications of MIS--- Manufacturing Sector | Class Discussion | |
| | 31 | | Applications of MIS--- Service Sector | Class Discussion | |
| | 32 | | Applications of MIS--- Enterprise Management | Class Discussion | Assignment 4 |
| | 33 | | Revision Unit 4 | | Test 4 |
| | 34 | | REVISION | Presentations | |
| | 35 | | REVISION | Presentations | |
| | 36 | | REVISION | Presentations | |
| | | | | | |

NOTE: Number of lectures might increase on the basis of students' doubts.

Lesson Plan for the Semester Starting : January 2023

Name of the subject: **PRODUCTION & MATERIALS MANAGEMENT**

Subject Code: **(BBEN605)**

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Neha Sharma, Assistant Prof.

Department: BBA (CAM)

Class Time: 1Hr.

| Month | Class | Date of Class taken | Topic | Academic Activity | Test/Assignment | Deviation if any |
|---------|-------|---------------------|--|-------------------|-----------------|------------------|
| January | 1 | | Production Management: introduction, evolution | Lecture | | |
| | 2 | | Major long term and short term decisions | Lecture & ppt | | |
| | 3 | | Objectives OF PMM | Lecture & ppt | | |
| | 4 | | Importance and activities of PMM | Lecture & ppt | | |
| | 5 | | Differences between products and services | Lecture & ppt | | |
| | 6 | | Meaning and types of production systems | Lecture & ppt | | |
| | 7 | | Production to order and | Lecture & ppt | | |

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|--|----|--------|---|---------------|--|--|
| | | | production to stock | | | |
| | 8 | | Production to order and production to stock | Lecture & ppt | | |
| | 9 | | Plant location | Lecture & ppt | | |
| | 10 | | Factors affecting location | Lecture & ppt | | |
| | 11 | | Evaluating different locations | | | |
| | 12 | | Presentations of 1st unit | Lecture & ppt | | |
| | 13 | UNIT 2 | Layout: meaning, features | Lecture & ppt | | |
| | 14 | | Types and material handling | Lecture & ppt | | |
| | 15 | | Production planning and control | Lecture & ppt | | |
| | 16 | | Advantages and elements PPC | Lecture & ppt | | |
| | 17 | | PPC and production systems | Lecture & ppt | | |
| | 18 | | Sequencing and assignment problems | Lecture & ppt | | |

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|--|----|--------|--|---------------|--|--|
| | 19 | | Inventory control | | | |
| | 20 | | Advantages and techniques (EOQ model and ABC analysis) | Lecture & ppt | | |
| | 21 | | Advantages and techniques (EOQ model and ABC analysis) | Lecture & ppt | | |
| | 22 | | Quality control | Lecture & ppt | | |
| | 23 | | Inspection | Lecture & ppt | | |
| | 24 | | Quality control charts for variables and attributes | Lecture & ppt | | |
| | 25 | | Presentations of 2nd unit | Lecture & ppt | | |
| | 26 | Unit 3 | Materials Management: meaning, objectives | Lecture & ppt | | |
| | 27 | | Importance, functions | Lecture & ppt | | |
| | 28 | | Organization materials information system | Lecture & ppt | | |
| | 29 | | Standardization | Lecture & ppt | | |

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| | 30 | | Simplification and variety reduction | | | |
| | 31 | | Value analysis and engineering | Lecture & ppt | | |
| | 32 | | Presentations of 3 Rd unit | Lecture & ppt | | |
| | 33 | Unit 4 | Stores management | | | |
| | 34 | | Stores layout | | | |
| | 35 | | Classification and codification | | | |
| | 36 | | Inventory control of spare parts | | | |
| | 37 | | Traffic and transportation | | | |
| | 38 | | Disposal of scrap | | | |
| | 39 | | Surplus and obsolete materials | | | |
| | | | | | | |