

**Lesson Plan for the Semester Starting : 1<sup>st</sup> January 2024**

**Name of the subject: Principles of Management**

**Subject Code: BBAN-201**

**Name of the Institution: DAV Institute of Management**

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

**Department: BBA(G) 2<sup>nd</sup> Sem**

**Class Time: 1Hr.**

Month	Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation if any
April	1		<b>Introduction</b>	<b>Lecture and Discussion</b>		
	2		Nature and Process of Management	<b>Lecture and Discussion</b>		
	3		Basic Managerial Roles and Skills, Nature of Managerial Work	<b>Lecture and Discussion</b>		
	4		Approaches to Management	<b>Lecture and Discussion</b>		
	5		Approaches to Management	<b>Lecture and Discussion</b>		
	6		Contemporary Issues and Challenges	<b>Lecture and Discussion</b>		
	7		<b>Presentation</b>	<b>Presentation</b>		
	8		<b>Presentation</b>	<b>Presentation</b>		
	9		<b>Presentation</b>	<b>Presentation</b>		
	10		Planning- Concept and purpose	<b>Lecture and Discussion</b>		
	11		Process of Planning and Types of Plans	<b>Lecture and Discussion</b>		
	12		Goal Setting , MBO, Decision Making- Nature	<b>Lecture and Discussion</b>		
	13		Decision Making Process, forms of decision Making	<b>Lecture and Discussion</b>		
	14		Behavioural Aspects of Decision Making	<b>Lecture and Discussion</b>		
	15		<b>Presentation</b>	<b>Presentation</b>		
	16		<b>Presentation</b>	<b>Presentation</b>		
	17		<b>Presentation</b>	<b>Presentation</b>		
	18		Elements of organizing	<b>Lecture and Discussion</b>		
	19		Departmentation	<b>Lecture and Discussion</b>		
	20		Coordination	<b>Lecture and Discussion</b>		
	21		Organisation	<b>Lecture and</b>		

		Structure and Design	<b>Discussion</b>		
22		<b>Presentation</b>	<b>Presentation</b>		
23		<b>Presentation</b>	<b>Presentation</b>		
24		<b>Presentation</b>	<b>Presentation</b>		
25		Leadership- Nature and Significance	<b>Lecture and Discussion</b>		
26		Leadership Styles	<b>Lecture and Discussion</b>		
27		Behavioural and Situational Approach to Leadership	<b>Lecture and Discussion</b>		
28		<b>Presentation</b>	<b>Presentation</b>		
29		<b>Presentation</b>	<b>Presentation</b>		
30		<b>Presentation</b>	<b>Presentation</b>		
31		Management Control- Nature and Purpose	<b>Lecture and Discussion</b>		
32		Process of Control, Kinds of Control System	<b>Lecture and Discussion</b>		
33		Pre requisites of effective Control System	<b>Lecture and Discussion</b>		
34		Resistance to control	<b>Lecture and Discussion</b>		
35		Controlling Techniques	<b>Lecture and Discussion</b>		
36		Social Audit	<b>Lecture and Discussion</b>		
37		<b>Presentation</b>	<b>Presentation</b>		
38		<b>Presentation</b>	<b>Presentation</b>		
39		Revision of Important Questions	Revision of Important Questions		
40		Revision of Important Questions	Revision of Important Questions		

**Lesson Plan for Semester Starting w.e.f 1<sup>st</sup> January 2024**

**Name of the Subject- Macro Economic Analysis & Policy, 2<sup>nd</sup> Sem**

**Subject code-BBAN-202**

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

**Name of Teacher: Dr. Sunita Bishnoi**

**Department: BBA (G)**

**Class Time: 1 Hr.**

Month	S. No.	Date	Topic/ Chapter covered	Academic activity	Test/ Assignment	
Jan	1		Overview of the Subject	Group Discussion		
Jan	2		Nature & Scope of Macro Eco	Lecture		
Jan	3		Assumptions & Limitations of Macro Eco	Lecture		
Jan	4		Circular Flow of Income(2,3 & 4 Sector Economy), Injections & Withdrawals)	Lecture	News Paper Articles	
Jan	5		National Income-Concepts & Different aggregates of Income	Lecture		
Jan	6		Measurement of NI(Income& Exp. Method)	Lecture		
Jan	7		Measurement of NI(Product Method) ,Problem of Double Counting	Lecture		
Jan	8		Measure of Pvt., Personal & Disposable Income	Lecture		
Jan	9		Relation between NP,NI &NE, Stock & Flow Variables	Lecture		
Jan	10		Concepts of Effective Demand, AD & AS	Lecture		
Jan	11		Determinants of AD, AS & their Equilibrium	Lecture		
Jan	12		Trade Cycles & Phases of Trade Cycles	Lecture	Newspaper	

					Articles	
Jan	13		Consumption Function( Numerical, Tabular & graphical Presentation)	Lecture		
Feb	14		Technical attributes of Propensity to Consume (APC & MPC)	Lecture		
Feb	15		Savings Function ( Meaning & Kinds) , APS & MPS	Lecture		
Feb	16		Psychological Law of Consumption, Cyclical & Secular Consumption Function	Lecture		
Feb	17		Keynesian Model of Income Determination	Lecture		
Feb	18		Multiplier Analysis, Features , Limitations & Importance of Multiplier	Lecture		
Feb	19		Revision of Unit 1 & 2	Group Discussion	Assignment	
Feb	20		Meaning , Objectives & Tools of Fiscal Policy	Lecture	Budget Discussion	
Feb	21		Fiscal Policy & Economic Development	Lecture	Budget Discussion	
Feb	22		Methods of Fiscal Policy	Lecture	Budget Discussion	
Feb	23		Meaning of Public Debt& Difference between Public & Pvt. Debt	Lecture	Budget Discussion	
Feb	24		Necessity of Public Debt	Lecture	Budget Discussion	
Feb	25		Classification of Public Debt, Effects & Redemption of Public Debt	Lecture	Budget Discussion	
March	26		Revision of Unit 3	Group Diss.	Assignment	
March	27		Taxes- Meaning, Features & Objectives	Lecture		
March	28		Qualities of Good Taxation System & kinds of Taxes	Lecture		
March	29		Incidence & Impact of Taxes	Lecture		
March	30		Factors Influencing Incidence of Taxes	Lecture		



March	31		Supply of Money & its components	Lecture		
March	32		Supply of Money in India & Factors influencing SS of Money	Lecture		
April	33		Determinants of Money SS & criticism of its concepts	Lecture		
April	34		Central Bank – Functions of Central Bank	Lecture		
April	35		Central Bank & Credit control	Lecture	Assignment	
April	36		Methods of credit control by RBI	Lecture	Assignment	
April	37		Credit creation & its process	Lecture	Assignment	
April	38		Instruments of Monetary Control	Lecture	Assignment	
April	39		Monetary Policy- Its objectives , types , causes & effects	Lecture	Assignment	
April	40		Revision of Unit 4	Discussion of previous years University Question papers	Assignment	
			Other than regular classes Merit and Remedial Classes will be Organised			

**Lesson Plan for the Semester Starting w.e.f. 1st January 2024**

**Name of the subject: Company Accounts**

**Paper Code : BBAN-203**

**Name of the Institute: DAV INSTITUTE OF MANAGEMENT, FARIDABAD**

**Name of the teacher with designation: CA Bhawna Kharbanda / CA Alka Narula**

**Department: BBA(G) 2<sup>nd</sup> Sem**

**Class time: 1 Hr.**

<b>Month</b>	<b>Class</b>	<b>Date of Class taken</b>	<b>Topic/Chapters covered</b>	<b>Academic Activity</b>	<b>Test/Assignment</b>	<b>Deviation, if any</b>
	1		Accounting for share capital transaction	Lecture & Practice		
	2		Accounting for share capital transaction	Lecture & Practice		
	3		Accounting for share capital transaction	Lecture & Practice		
	4		Alteration of share capital	Lecture & Practice		
	5		Alteration of share capital	Lecture & Practice		
	6		Buy Back of Shares	Lecture & Practice		
	7		Buy Back of Shares	Lecture & Practice		
	8		Buy Back of Shares	Lecture & Practice		
	9		Acquisition of Business	Lecture & Practice		
	10		Acquisition of Business	Lecture & Practice		
	11		Acquisition of Business	Lecture & Practice		
	12		Profits prior to incorporation	Lecture & Practice		
	13		Profits prior to incorporation	Lecture & Practice		
	14		Debentures: Issue of Debenture	Lecture & Practice		
	15		Debentures: Issue of Debenture	Lecture & Practice		
	16		Debentures: Issue of Debenture	Lecture & Practice		
	17		Underwriting of Shares and debentures	Lecture & Practice		
	18		Underwriting of Shares and debentures	Lecture & Practice		

	19	Underwriting of Shares and debentures	Lecture & Practice		
	20	Accounting Standard: 4 & 5	Lecture & Practice		
	21	Accounting Standard: 15	Lecture & Practice		
	22	Accounting Standard: 17	Lecture & Practice		
	23	Accounting Standard: 18	Lecture & Practice		
	24	Accounting Standard: 29	Lecture & Practice		
	23	Redemption of Debentures	Lecture & Practice		
	24	Redemption of Debentures	Lecture & Practice		
	25	Redemption of Debentures	Lecture & Practice		
	26	Redemption of Debentures	Lecture & Practice		
	27	Redemption of Debentures	Lecture & Practice		
	28	Redemption of Debentures	Lecture & Practice		
	29	Preparation of company's Final Accounts	Lecture & Practice		
	30	Preparation of company's Final Accounts	Lecture & Practice		
	31	Preparation of company's Final Accounts	Lecture & Practice		
	32	Preparation of company's Final Accounts	Lecture & Practice		
	33	Company liquidation accounts	Lecture & Practice		
	34	Company liquidation accounts	Lecture & Practice		
	35	Company liquidation accounts	Lecture & Practice		
	36	Company liquidation accounts	Lecture & Practice		
	37	Valuation of Goodwill	Lecture & Practice		
	38	Valuation of Goodwill	Lecture & Practice		
	39	Valuation of Goodwill	Lecture & Practice		
	40	Valuation of Goodwill	Lecture & Practice		
	41	Valuation of Shares	Lecture & Practice		
	42	Valuation of Shares	Lecture & Practice		
	43	Valuation of Shares	Lecture & Practice		
	44	Banking Company accounts	Lecture & Practice		
	45	Banking Company accounts	Lecture & Practice		
	46	Banking Company accounts	Lecture & Practice		
	47	Insurance company accounts	Lecture & Practice		
	48	Insurance company accounts	Lecture & Practice		
	49	Insurance company accounts	Lecture & Practice		
	50	Insurance company accounts	Lecture & Practice		

**Lesson Plan for the Semester Starting w.e.f. 1st January 2024**

**Name of the subject: Computer Applications in Management**

**Subject Code : BBAN-204**

**Name of the teacher with designation: Dr. Geetika Khurana**

**Department: BBA 2<sup>nd</sup> Sem**

**Class Time: 1Hr.**

<b>Sr. No</b>	<b>Class</b>	<b>Date of Class taken</b>	<b>Topic/Chapter Covered</b>	<b>Academic Activity</b>	<b>Test/Assignment</b>	<b>Deviation if any</b>
1	1		Introduction to Computers, Characteristics	Lecture & Discussion		
2	2		History, Basic Anatomy	Lecture & Discussion		
3	3		Continued.....	Lecture & Discussion		
4	4		Operating System, Types	Lecture & Discussion		
5	5		Operating System Functions	Lecture & Discussion		
6	6		Memory & Its Types	Lecture & Discussion		
7	7		Input & Output Devices & Discussed	Lecture & Discussion	Assignment No:1	
8	8		Types of Computers	Lecture & Discussion	Assignment No:2	
9	9		Classification of Computers	Lecture & Discussion		
10	10		Hardware	Lecture & Discussion		
11	1		Software & Its Types	Lecture & Discussion		
12	2		Networking & Its Types	Lecture & Discussion	Assignment No:3	
13	3		Advantages & Types of	Lecture &		

			Networking Devices	Discussion		
14	4		Network Connection	Lecture & Discussion		
15	5		Wireless Networking	Lecture & Discussion		
16	6		Virus, Its Types & protection	Lecture & Discussion		
17	7		Firewalls	Lecture & Discussion		
18	8		WWW, Search Engines, Components	Lecture & Discussion		
19	9		Web Browsers & IP Addressing	Lecture & Discussion		
20	10		Continued.....	Lecture & Discussion		
21	11		Web Hosting & Web Publishing	Lecture & Discussion		
22	12		Internet Applications in Business Discussed	Lecture & Discussion	Assignment No. 4	
23	13		Chatting & E-mailing	Lecture & Discussion		
24	14		Computer Applications in office, education, institutions & healthcare	Lecture & Discussion		
25	15		Advantages & Limitations	Lecture & Discussion		
26	16		Data & information & Types	Lecture & Discussion		
27	17		Types-MIS, TPS	Lecture & Discussion		
28	18		OAS & DSS	Lecture & Discussion		
29	19		Expert System	Lecture & Discussion		
30	20		Executive Information System	Lecture & Discussion	Assignment No:5	
31	1		Multimedia applications in	Lecture &		

			business	Discussion		
32	2		Multimedia applications in marketing	Lecture & Discussion		
33	3		Multimedia applications in Advertising	Lecture & Discussion		
34	4		Web Applications of Multimedia	Lecture & Discussion		
35	5		PRACTICAL WORK	Lecture & Discussion		
36	6		PRACTICAL WORK	Lecture & Discussion		
37	7		PRACTICAL WORK	Lecture & Discussion		
38	8		REVISION	Lecture & Discussion		
39	9		REVISION	Lecture & Discussion		
40	10		REVISION	Lecture & Discussion		



**Lesson Plan for semester starting w.e.f. 1st January 2024**

**Organizational Behavior - BBA ( G ) 2nd Semester**

**Paper Code: BBAN-205**

**Name of Institute: DAV Institute Of Management, Faridabad**

**Name of Teacher with designation: Dr. Dhrity Ahuja, Assistant Professor**

**Department: BBA(General)**

**Class time: 1 Hr.**

Month	Class	Date Of Class Taken	Topic/ Chapter covered	Academic activity	Test/ Assignment	Deviation/if any
Jan	1		Overview of Subject	Verbal Discussion		
	2		Concept of OB	Lecture/ Presentation		
	3		Scope of OB	Lecture/ Presentation		
	4		OB Model	Lecture/ Presentation		
	5		Historical Development of OB	Lecture/ Presentation		
	6		Emerging trends & profiles in OB	Lecture/ Presentation		
	7		Foundation of OB	Lecture/ Presentation		
	8		Challenges of OB	Lecture/ Presentation		
	9		Revision of Unit-1	Lecture/ Presentation	OB Model Assignment	
	10		Concept of Individual Behaviour	Lecture/ Presentation		
	11		Personality-overview	Lecture/ Presentation		
	12		Theories of personality	Lecture/ Presentation		
	13		Values-overview	Lecture/ Presentation		

	14		Types of values	Lecture/ Presentation		
	15		Attitudes-Overview	Lecture/ Presentation		
	16		Management of attitudes	Lecture/ Presentation		
	17		Perception-Overview	Lecture/ Presentation		
	18		Perceptual Selectivity	Lecture/ Presentation		
	19		Learning-Overview	Lecture/ Presentation		
	20		Theories of Learning	Lecture/ Presentation		
	21		Motivation-Concept	Lecture/ Presentation		
	22		Theories of motivation	Lecture/ Presentation		
	23		Emotional Intelligence-concept	Lecture/ Presentation		
	24		Implications of EI	Lecture/ Presentation		
	25		Foundations of Group Behaviour	Lecture/ Presentation		
	26		Group Cohesiveness	Lecture/ Presentation		
	27		Interpersonal Communication	Lecture/ Presentation		
	28		Group Dynamics	Lecture/ Presentation		
	29		Its formation	Lecture/ Presentation		
	30		Team formation	Lecture/ Presentation		
	31		Relevance of teamwork	Lecture/ Presentation		
	32		Conflict-concept	Lecture/ Presentation		

	33		Negotiation & its handling	Lecture/ Presentation		
	34		Power handling at workplace	Lecture/ Presentation		
	35		Organization Structure	Lecture/ Presentation		
	36		Organization design	Lecture/ Presentation		
	37		Organizational culture	Lecture/ Presentation		
	38		Organizational change	Lecture/ Presentation		
	39		Managing resistance to change	Lecture/ Presentation		
	40		Organizational development	Lecture/ Presentation		
	41		OD Interventions	Lecture/ Presentation		
	42		stress management	Lecture/ Presentation		
	43		Ways to manage stress	Lecture/ Presentation		
	44		Important question discussion	Verbal Discussion		

**Lesson Plan for the Semester Starting w.e.f. 1st January 2024**

**Business Statistics- BBA (G) 2<sup>nd</sup> Sem**

**Paper Code : BBAN-206**

**Name of the Institute: DAV INSTITUTE OF MANAGEMENT, FARIDABAD**

**Name of the teacher with designation: Ms. NEETU JUNEJA (Assistant Professor)**

**Department: BBA**

**Class time: 1 Hr.**

Month	Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation (If any)
January	1		Introduction of the Subject	Lecture		
	2		Statistics: Evolution, Nature & Scope	Lecture		
	3		Statistics: Functions, Applications, Limitations	Lecture	Assignment on theory of Statistics	
	4		Data Classification: Meaning and Basis	Lecture		
	5		Formation of Frequency Distribution	Lecture & Practice of numericals		
	6		Role of Tabulation, parts, types and Construction of Tables, Significance,	Lecture		
	7		Types and Construction of Diagrams and Graphs and Revision	Lecture		
	8		Meaning Of Average, Types, Characteristics, Arithmetic Mean	Lecture & Practice of numericals		
	9		Arithmetic Mean: Different types of continuous series	Practice of Numericals		
	10		Practice of Arithmetic Mean and Combined Arithmetic Mean	Practice of Numericals		
	11		Weighted Arithmetic Mean	Practice of Numericals		
	12		Median	Lecture & Practice of numerical		
	13		Median	Practice of		

				Numericals		
	14		Partition Values	Practice of Numericals		
	15		Mode	Lecture & Practice of numerical		
	16		Practice of Mode	Practice of Numericals		
	17		Geometric Mean	Lecture & Numericals		
	18		Harmonic Mean	Lecture & Numericals		
	19		<b>Practice from Previous year University Question Papers</b>	Discussion	Assignment on numericals of measures of central tendency	
	20		Dispersion: Introduction and first Method : Range	Lecture & Numericals		
February	21		Quartile Deviation	Lecture & Numericals		
	22		Mean Deviation	Lecture & Numericals		
	23		Standard Deviation: Individual Series	Lecture & Numericals		
	24		Standard Deviation: Discrete and Continuous Series	Practice of Numericals		
	25		Co-efficient of variation	Lecture & Numericals		
	26		Co-efficient of variation	Practice of Numericals		
	27		Skewness: Introduction, Karl Pearson Method	Practice of Numericals		
	28		Bowley and Kelly's Method	Practice of Numericals		
	29		<b>Assignment and Previous Year University Question Papers</b>	Practice and Discussion	Assignment on theory of dispersion	
	30		Index number and their uses in business, Problems in construction , Unweighted Index Number	Lecture & Practice of Numericals		
	31		Weighted Index	Practice of Numericals		
	32		Quantity and Value index numbers;	Practice of Numericals		
	33		Test for an ideal index and <b>Previous Year University Question Papers</b>	Practice of Numericals	Assignment on the theory of Index Numbers	
	34		Introduction and components of time series, Limitations	Lecture		

March	35		Methods of estimating secular trends	Practice of Numericals		
	36		Methods of estimating secular trend	Practice of Numericals		
	37		Seasonal Indices and other topics	Practice of Numericals	Assignment on the theory of time series	
	38		Correlation: Meaning, Cause and Effect Relationship, Types, Degree	Lecture		
	39		Methods: Scatter Diagram and Correlation Graph	Practice of Numericals		
	40		Karl Pearson Method	Practice of Numericals		
	41		Karl Pearson Method	Practice of Numericals		
	42		Rank Correlation	Practice of Numericals		
April	43		Properties and Coefficient of Determination, Probable Error	Lecture	Assignment on the theory of correlation to be submitted within two days	
	44		<b>Practice from previous year University Examination Question Papers</b>	Discussion and Practice		
	45		Introduction: lines of regression and theory	Lecture		
	46		Co-efficient of Regression	Practice of Numericals		
	47		Co-efficient of Regression	Practice of Numericals		
	48		Co-efficient of Regression	Practice of Numericals		
	49		Standard Error of Estimate and University Examination Questions	Practice of Numericals & Discussion		
	50		Revision			



**Lesson Plan for the Semester Starting 1st JAN 2024**

**Financial Management – BBA 4<sup>th</sup> Sem (Sec A)**

**Subject Code: BBAN-401**

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr. Rashmi Bhargava (Assistant Professor)

Department: BBA

Class Time : 1Hr.

Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation If any
<b>January</b>					
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		Class test (Unit 1)	Class test		
9		Meaning and Concept of Cost of Capital.	Lecture		
10		Significance of Cost of Capital	Lecture		
11		Cost of Debenture	Practical Questions		
12		Cost of Preference	Practical Questions		
<b>February</b>					
13		Cost of Equity	Practical Questions		
14		WACC	Lecture/Practical Questions	Assignment on Cost of Capital	
15		Class Test (Cost of	Class Test		

		Capital)			
16		Practice Questions	Practical Questions		
17		Meaning, Concept, Imp. and Types of Capital Budgeting Decisions	Lecture		
18		Meaning and Types of Cash Flow	Lecture		
19		Types of Capital Budgeting Techniques	Lecture		
20		Payback Period Method	Practical Questions		
21		ARR	Practical Questions		
22		Dis. Payback Period Method	Practical Questions		
23		NPV	Practical Questions		
24		Profitability Index	Practical Questions		
25		IRR	Practical Questions		
26		Merits and Demerits of Payback and NPV	Lecture		
27		Merits and Demerits of ARR and IRR	Lecture		
28		Capital Rationing	Lecture/Practical Questions	Assignment on Capital Budgeting	
29		Practice Questions	Lecture		
30		Class Test (Capital Budgeting)	Class test		
March					
31		Concept of Leverage	Lecture		
32		Operational Leverage	Lecture/Practical Questions		
33		Financial Leverage	Lecture/Practical Questions		
34		Concept of Composite Leverage	Lecture/Practical Questions		
35		Practice Questions	Practical Questions		
36		Concept of Capital	Lecture		

		Structure, Determinants of Capital Structure			
37		NI Approach	Lecture/Practical Questions		
38		NOI Approach	Lecture/Practical Questions		
39		Traditional Approach	Lecture/Practical Questions		
40		Comparison of three approaches	Lecture	Assignment on Capital Structure Theories	
41		Dividend Decision(Meaning and Determinants)	Lecture/Practical Questions		
42		Walter Dividend Model	Lecture/Practical Questions		
<b>April</b>					
43		Working Capital Management(Concept, Determinants and Components)	Lecture		
44		Cash Management, Receivables Management	Lecture		
45		Inventory Management	Lecture/Practical Questions		
47		Simple problems on Inventory Mgmt	Practical Questions		
48		Class test Unit 4	Class test		
49		Revision Class			
50		Revision Class			

**Lesson Plan for the Semester Starting 1<sup>st</sup> Jan 2024**

**Cost and Management Accounting– BBA 4<sup>th</sup> Sem, Sec - B**

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr. Priyanka Gaur (Assistant Professor)

Subject Code: BBAN-401

Department: BBA

Class Time : 1 Hr

No. of Lectures	Date of Lecture Taken	Topic	Academic Activity	Test/Assignment	Deviation if any
1		Evolution and scope of Financial Management	Lecture		
2		Function of Financial management	Lecture		
3		Objectives of Financial management	Lecture		
4		Wealth Vs Profit maximization,	Lecture		
5		Limitation of FM	Lecture		
6		Time value of Money- Background	Lecture		
7		Feature and Importance of TVM	Lecture		
8		Methods of TVM	Lecture		
9		Practical on TVM	Lecture		
10		Financing Decision	Lecture		
11		Leverage-Concept and Scope	Lecture		
12		Operational and Financial Leverage	Lecture	Assignment	
13		Practical on Operating Leverage	Lecture		
14		Practical on financial Leverage	Lecture		
15		Capital structure-Introduction	Lecture		

16		Importance and Determinants of CS	Lecture		
17		Theories of Capital Structure-Net Income Approach	Lecture		
18		Net operating Approach	Lecture		
19		Traditional Approach	Lecture		
20		MM Approach	Lecture		
21		Practical on NI	Lecture		
22		Practical on NOI	Lecture		
23		Cost of Capital-Introduction	Lecture		
24		Practical of specific cost	Lecture		
25		Practical on WACC	Lecture		
26		Practical of Cost of capital	Lecture		
27		Practical of Cost of capital	Lecture		
28		Capital budgeting	Lecture	Assignment	
29		Methods of capital budgeting-PBP,ARR	Lecture		
30		Methods of capital budgeting-NPV,IRR,PI	Lecture		
31		Determinants	Lecture		
32		Practical of IRR	Lecture		
33		Practical of NPV	Lecture		
34		Capital rationing-Introduction	Lecture		
35		Dividend Decision-Introduction			
36		Methods of DD-Walte's Model			
37		Methods of DD-Gorden's Model			
38		Working capital management			
39		Determinants of WCM			

40		Practical on operating cycle			
41		Cash management- Introduction			
42		Practical on cash management			
43		Inventory management- Introduction			
44		Practical on Inventory Management			
45		Receivable management- Introduction			



## Lesson Plan for semester starting w.e.f. 1st January 2024

Human Resource Management - BBA ( G ) 4th Semester, Sec-(A)

Paper Code: BBAN402

Name of Institute: DAV Institute Of Management, Faridabad

Name of Teacher with designation: Dr. Dhrity Ahuja, Assistant Professor

Department: BBA (II)

Class time: 1 Hr.

Month	Class	Date of Class Taken	Topic/ Chapter covered	Academic activity	Test/ Assignment	Deviation/if any
Jan	1		Overview of Subject	Verbal/Discussion		
	2		Concept of HRM	Lecture/Presentation		
	3		Scope of HRM	Lecture/Presentation		
	4		Objectives& Functions	Lecture/Presentation		
	5		HRM Policies	Lecture/Presentation		
	6		HRM in globally competitive environment	Lecture/Presentation		
	7		Strategic HRM	Lecture/Presentation		
	8		HR Outsourcing-BPO,KPO	Lecture/Presentation	Assignment on HR Outsourcing	
	9		Merits & Demerits of outsourcing	Lecture/Presentation		
	10		Human Resource Planning	Lecture/Presentation		
	11		Process of HRP	Lecture/Presentation		
	12		Job analysis-overview	Lecture/Presentation		
	13		Job design	Lecture/Presentation		
	14		Employee Involvement	Lecture/Presentation		
	15		Flexible work schedule	Lecture/Presentation		
	16		Recruitment-Overview	Lecture/Presentation		



	17		Sources of Recruitment	Lecture/Presentation		
	18		Selection & its process	Lecture/Presentation		
	19		Concept of placement	Lecture/Presentation	Assignment on Recruitment & its sources	
	20		Induction-concept & its relevance	Lecture/Presentation		
	21		Rightsizing	Lecture/Presentation		
	22		Employee Training-concept	Lecture/Presentation		
	23		TNA	Lecture/Presentation		
	24		Levels of Need Assessment			
	25		Cross cultural training	Lecture/Presentation		
	26		Designing Executive development	Lecture/Presentation	Assignment on Training & its methods	
	27		Career Planning	Lecture/Presentation		
	28		Career Development	Lecture/Presentation		
	29		Employee Retention	Lecture/Presentation		
	30		Succession Planning	Lecture/Presentation		
	31		Performance Management System			
	32		Concept of Performance Appraisal			
	33		Revision Till Unit-3	Lecture/Presentation	Assignment on Performance	
	34		Concept of Remuneration	Lecture/Presentation		

	35		Wages& Salary administration	Lecture/Presentation		
	36		Methods of wage payment	Lecture/Presentation		
	37		Factors affecting wage & salary administration	Lecture/Presentation		
	38		Ensuring safe & healthy work env.	Lecture/Presentation		
	39		Employee Welfare	Lecture/Presentation		
	40		Measures of welfare	Lecture/Presentation		
	41		Balanced Scorecard	Lecture/Presentation		
	42		Balance Scorecard (contd.)	Lecture/Presentation		
	43		Competency based HRM	Lecture/Presentation		

**Lesson Plan for semester starting w.e.f 1<sup>st</sup> January, 2024**

**Name of the Subject- Human Resource Management**

**Subject code-BBAN-402, Sec - B**

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

**Name of teacher with designation: Shweta Nagpal, Assistant Professor (Mgmt.)**

**Department: BBA (G),**

**Class time: 1 hr.**

<b>Month</b>	<b>S.No.</b>	<b>Date of class taken on</b>	<b>Topic/ Chapter covered</b>	<b>Academic activity</b>	<b>Test/ Assignment</b>	<b>Deviation, if any</b>
<b>January</b>	<b>1</b>		<b>Overview of the Subject</b>	<b>Group Discussion</b>		
	<b>2</b>		<b>Foundation, Evolution &amp; Nature of HRM</b>	<b>Lecture</b>		
	<b>3</b>		<b>Objectives of HRM, Strategic Role of HR manager</b>	<b>Lecture</b>		
	<b>4</b>		<b>Significance &amp; Functions of HRM, Concept of HRM &amp; HRD</b>	<b>Lecture</b>		
	<b>5</b>		<b>Contribution of HR Function to Organizational Success , Approaches of HR Evaluation</b>	<b>Lecture</b>		
	<b>6</b>		<b>HR policy &amp; types ( Steps in designing HR Policy)</b>	<b>Lecture</b>		
<b>February</b>	<b>7</b>		<b>Important Policies in various HR areas</b>	<b>Lecture</b>		

8		<b>Job Analysis ( Job Description &amp; Job Specification)</b>	<b>Lecture</b>		
9		<b>HR Planning (Meaning &amp; Features )</b>	<b>Lecture</b>		
10		<b>Significance &amp; Need of HRP</b>	<b>Lecture</b>		
11		<b>Objectives of HRP &amp; Problems with HRP</b>	<b>Lecture</b>		
12		<b>Guidelines for making HRP effective, Factors affecting HR Plans</b>	<b>Lecture</b>		
13		<b>Process of HRP</b>	<b>Lecture</b>		
14		<b>Recruitment &amp; Selection</b>	<b>Lecture</b>		
15		<b>Employee Separation Methods</b>	<b>Lecture</b>		
16		<b>Welfare measures for workers</b>	<b>Lecture</b>		
17		<b>Labour Laws in India</b>	<b>Lecture</b>		
18		<b>Fatigue ( Types, Causes &amp; Methods to reduce Fatigue)</b>	<b>Lecture</b>		
19		<b>Revision of Unit 1 &amp; 2</b>	<b>Discussion</b>	<b>Assignment</b>	
20		<b>Concept &amp; Importance of HRD &amp; its features</b>	<b>Lecture</b>		
21		<b>Mgmt. Development Programs &amp; its features, Benefits &amp; Methods of MDP</b>	<b>Lecture</b>		
22		<b>Personal development Planning</b>	<b>Lecture</b>		
23		<b>Career Mgmt. , Its Objectives &amp; benefits</b>	<b>Lecture</b>		
24		<b>Elements of Career Mgmt.</b>	<b>Lecture</b>		
25		<b>Various stages of Career Development</b>	<b>Lecture</b>		
26		<b>HR approaches to improving Competences</b>	<b>Lecture</b>		
27		<b>Revision of Unit-3</b>	<b>Discussion</b>	<b>Assignment</b>	
28		<b>Employee Compensation ( Meaning, Objectives &amp; Factors Influencing)</b>	<b>Lecture</b>		

	29		<b>Components/Constituents of Employees Compensation</b>	<b>Lecture</b>		
	30		<b>Steps to determine Compensation Process, Types of Compensation</b>	<b>Lecture</b>		
	31		<b>Objectives of Effective Compensation system &amp; major issues</b>	<b>Lecture</b>		
	32		<b>Internal &amp; External Equity, Individual Equity &amp; Pay Structures</b>	<b>Lecture</b>		
	33		<b>Incentives ( Meaning &amp; Types)</b>	<b>Lecture</b>		
	34		<b>Employee Benefits &amp; Services</b>	<b>Lecture</b>		
	35		<b>Factors influencing Employee Benefits &amp; Service programs</b>	<b>Lecture</b>		
	36		<b>Employee Services &amp; Fringe Benefits</b>	<b>Lecture</b>		
	37		<b>Problems raised by Benefit Programs</b>	<b>Lecture</b>		
	38		<b>Performance Appraisal Methods- 360 degree Feedback &amp; Balance Score Card</b>	<b>Lecture</b>		
	39		<b>Understanding Balance Score Card &amp; its characteristics</b>	<b>Lecture</b>		
	40		<b>Revision of Unit -4</b>	<b>Discussion of Previous years University Papers</b>	<b>Assignment</b>	

### Lesson Plan for the Semester Starting: 01/01/2024

Name of the Subject: Business Research Methods

Subject Code: BBAN-403

Name of the teacher with designation: Dr. Deepak Sharma

Department: BBA 4<sup>th</sup>Sem (Sec A & B)

Class Time: 1 Hr.

Sr. No	Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation if any
1			Business Research Meaning and Basic Research Aspects	Lecture & Discussion		
2			Research Problem & Identification Techniques	Lecture & Discussion		
3			Nature of Business Research Problem	Lecture & Discussion		
4			Research Process & Managerial Values of Business Research	Lecture & Discussion	Assignment No:1	
5			Components of Research, Basic Concepts of Hypothesis & How to frame working Hypothesis	Lecture & Discussion		
6			Meaning of Hypothesis formulation & Presentation of Research Paper related to Hypothesis	Lecture & Discussion		
7			Types of Research Proposal, Ingredient of Research Proposal	Lecture & Discussion		
8			Deductive and Inductive Theory, Generalization of Deductive and Inductive theory Research	Lecture & Discussion	Assignment No:2	



9			Research Design meaning and Basics of Research Design	Lecture & Discussion		
10			Elements of Research Design	Lecture & Discussion		
11			Practical aspect: how to make Research Design and Presentation of Various types of Research Design	Lecture & Discussion		
12			Essential of Experimental Research Design and Basic Principles of Experimental Research Design	Lecture & Discussion	Assignment No:3	
13			Meaning of Scales and Types of Scales	Lecture & Discussion		
14			Validity and Reliability of Scales and Importance of Scales	Lecture & Discussion		
15			Sample Design and Sampling Procedure	Lecture & Discussion		
16			Types of Sampling	Lecture & Discussion		
17			Determination of Sample size	Lecture & Discussion		
18			Types of Data	Lecture & Discussion		
19			Primary Data and Secondary data	Lecture & Discussion		
20			Sources of Collecting Primary data	Lecture & Discussion		
21			Merits and Demerits of Collecting Primary data	Lecture & Discussion		
22			How manage and collect primary data	Lecture & Discussion		

23			Secondary Data Collection sources	Lecture & Discussion		
24			Presentation of Research Paper for Sample of Research Design and Data	Lecture & Discussion	Assignment No:4	
25			Constructing of Questionnaire	Lecture & Discussion		
26			Merits and Demerits of Questionnaire method of Data Collection	Lecture & Discussion		
27			Statistical techniques of Data Analysis	Lecture & Discussion		
28			Descriptive Analysis	Lecture & Discussion		
29			Frequency Distribution, Mean and Standard Deviation	Lecture & Discussion		
30			Correlation and Regression	Lecture & Discussion	Assignment No:5	
31			Uni-variate and bi-variate analysis	Lecture & Discussion		
32			Analysis and test of Significance	Lecture & Discussion		
33			Presentation of Research paper showing Analysis	Lecture & Discussion		
34			Research Report	Lecture & Discussion		
35			Types of Research Report	Lecture & Discussion		
36			Difference between Interpretation and Research report	Lecture & Discussion		
37			Format of Research Report	Lecture &	Assignment	

				Discussion	No:6	
38			Revision of Unit 1	Lecture & Discussion		
39			Important Questions for Examination	Lecture & Discussion		
40			Revision of Unit 2	Lecture & Discussion		
41			Important Questions for Examination	Lecture & Discussion		
42			Revision of Unit 3	Lecture & Discussion		
43			Important Questions for Examination	Lecture & Discussion		
44			Revision of Unit 4	Lecture & Discussion		
45			Important Questions for Examination	Lecture & Discussion		

**DAV INSTITUTE OF MANAGEMENT, FARIDABAD**

**Lesson Plan with effect from 1<sup>st</sup> Jan 2024**

**Session – January – June 2024**

**Name of the Subject : Business Laws**

**Course : BBA 4th Semester, Sec- A & B**

**Paper Code : BBAN 404**

**Dr. (CS) Juhi Kohli, Assistant professor (MBA Department)**

**Class time : 1 hour**

Date	Class	Topic	Academic Activity	Deviation
	1	<b>UNIT-I Law of contract - Introduction</b>	Lecture	
	2	Meaning and essentials of a valid contract	Lecture	
	3	Offer and acceptance;	Lecture	
	4	Capacity to contract	Lecture	
	5	Consent and free consent	Lecture	
	6	Consideration	Lecture	
	7	Void agreements and quasi contract	Lecture	
	8	Different modes of discharge of a contract	Lecture	
	9	Remedies for breach of a contract.	Lecture	
	10	<b>UNIT-II Purpose and meaning of the contract of the guarantee</b>	Lecture	
	11	Kinds of guarantees	Lecture	
	12	Rights and obligations of creditors	Lecture	
	13	Rights, liabilities and discharge of surety	Lecture	
	14	Contract of indemnity	Lecture	
	15	Definition of bailment and its kinds	Lecture	
	16	Duties and rights of a bailer and a bailey	Lecture	
	17	Rights and duties of a pledger and pledgee	Lecture	
	18	<b>UNIT-III Contract of agency and definition of agent and agency</b>	Lecture	
	19	Creation of agency; duties and rights of agent and principal	Lecture	
	20	Principal's duties towards agents and third parties	Lecture	
	21	Termination of agency and power of attorney	Lecture	
	22	Law of sale of goods – definition and essentials of a contract of sale	Lecture	

	23	Conditions and warranties	Lecture	
	24	Passing of property in goods; performance of contract		
	25	Right of unpaid seller		
	26	Remedies for breach of a contract		
	27	<b>UNIT-IV Negotiable instrument act – Meaning and essential elements of a negotiable instruments</b>		
	28	Types of negotiable instrument		
	29	Holder and holder in due course;		
	30	Negotiation of negotiable instruments;		
	31	Dishonor of negotiable instruments.		
	32	Meaning and scope of information technology act, electronic governance		
	33	Digital signature, digital signature certificates and duties of subscribers		
	34	Regulation of certifying authority and Penalties adjudication and offences		
	35	RTI Act 2005 : Purpose, Definitions		
	36	Right to information and authorities under RTI Act		

Lesson Plan for the Semester Starting from : 1<sup>st</sup> Jan 2024

Name of the subject: DBMS, BBA 4<sup>TH</sup> SEM (SEC - A & B)

Subject Code: BBA N-405

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr Shobha Bhatia

Department: BBA BE

Class Time: 1Hr.

Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation if any
1	Jan 2024	<u>INTRODUCTION TO DATA AND DATABASE SYSTEM</u>			
2		<u>DBMS INTRODUCTION</u>			
3		<u>INTRODUCTION TO FILE SYSTEM</u>			
4		<u>DIFF BETWEEN FILE SYSTEM AND DBMS</u>			
5		<u>ADVANTAGES OF FILE SYSTEM OVER DBMS</u>			
6		<u>DIFFERENCE BETWEEN DATA BASE SYSTEM AND DBMS</u>			
7		<u>CHARACTERISTICS OF DBMS</u>			
8		<u>ADVANTAGES &amp; DISADVANTAGES OF DBMS</u>			
9				revision & doubt	
10		<u>OBJECTIVE OF DBMS, DATA DICTIONARY</u>			
1	Feb 2024	<u>DBMS USERS</u>			
2		<u>ROLE &amp; FUNCTIONS OF DBA IN DBMS</u>			
3		<u>DBMS COMPONENTS</u>			
4		<u>DBMS ARCHITECTURE(DATA INDEPENDENCE)</u>			
5		<u>RESPONSIBILITIES OF A DBA</u>			
6		<u>NETWORK MODEL ,HIERARCHICAL AND RELATIONAL MODEL</u>			
7		<u>DIFFERENCE BETWEEN MODELS</u>			

8		<u>DBMS SYSTEMS</u>			
9		<u>CLASSIFICATION OF DBMS SYSTEM</u>			
10		<u>CONTD..</u>			
11				test 1	
12				revision & doubt	
13	March 2024	<u>INTRODUCTION TO SECURITY IN DBMS</u>			
14		<u>THREATS TO DATABSE SECURITY</u>			
15		<u>FIREWALLS</u>			
16		<u>DATA ENCRYPTION</u>			
17		<u>DATABASE RECOVERY</u>			
18		<u>DATABASE RECOVERY TECHNIQUES</u>			
19				test 2	
20		<u>TECHNIQUES OF DATABASE SECURITY</u>			
1		<u>DDBMS AND CONCEPTS</u>			
2				revision & doubts	
3	April 2024	<u>DATA WAREHOUSING</u>			
4		Data mining			
5		Emerging database technologies			
6		Digital libraries, internet database			
7		multimedia database			
8		mobile database			
9		spatial database			
10	March 2024	lab 1		revision & doubts test 3	
11		lab 2		old question paper discussions & doubts	
12		LAB 3			
13	April 2024	LAB 4			
14		LAB 5			
15		LAB 6			

\*Above is 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 numbers of classes for 3 days per week subject and 36 minimum numbers of classes for 4 days per week subject.



**Bba 4<sup>th</sup> sem sec A & B**

**DBMS LAB PRACTICAL ASSIGNMENTS BASED ON MS ACCESS**

**Session-Jan-May 2024**

<b>ASSIGNMENT NO.</b>	<b>ASSIGNMENT NAME</b>
<b>1</b>	<b>Opening Database Management System Application-MS Access</b>
<b>2</b>	<b>Creating Students Database Of An Education An Institute</b>
<b>3</b>	<b>Entering Students Records In Student Database</b>
<b>4</b>	<b>Adding Detailed Information In Each Student Record</b>
<b>5</b>	<b>Adding Picture In Each Student Record</b>
<b>6</b>	<b>Adding Multiple Records</b>
<b>7</b>	<b>Sorting The Records Of A Table:- Records in ascending order</b>
<b>8</b>	<b>Schema Definition of New Table</b>
<b>9</b>	<b>New table description with data</b>
<b>10</b>	<b>Entering Records In New Table Stud_proj</b>
<b>11</b>	<b>Creating Faculty Database</b>
<b>12</b>	<b>Entering Record In Faculty Database</b>
<b>13</b>	<b>By Using Filter In Filtering The Data</b>
<b>14</b>	<b>Creating And Entering The Data In Event</b>
<b>15</b>	<b>Creating And Entering The Data In Marketing Project</b>
<b>16</b>	<b>Database of the company-assets</b>
<b>17</b>	<b>Importing Excel sheet data into MS Access</b>
<b>18</b>	<b>Creating Contact list using Contact database template</b>

<b>19</b>	<b>Creating backup database</b>
<b>20</b>	<b>Define MS Access</b>

**Lesson Plan for the Semester Starting: 1<sup>st</sup> Jan. 2024**

Name of the subject: Human Rights and Values

Subject Code: BBAN 406, Sec - A

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr. Anjali Ahuja

Department: BBA

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		
	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		
	14		Evolution of Human Rights	Lecture & ppt		

	15		Human Rights movement in India	Lecture & ppt		
	16		Classification of Human Rights	Lecture & ppt		
Feb.	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		
	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		
March	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		
	33		Violation of Human Rights by individuals and groups	Lecture & ppt		
	34		Nuclear weapons	Lecture & ppt		
	35		Terrorism	Lecture & ppt		
	36		Government systems for Redressal, Judiciary	Lecture & ppt		
	37		National Human Rights	Lecture &		

			Commission	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 w.e.f. 1st January 2024**

**Human Rights and Values- BBA (G) 4<sup>th</sup> Sem Sec B**

**Paper Code : BBAN-406**

**Name of the Institute: DAV INSTITUTE OF MANAGEMENT, FARIDABAD**

**Name of the teacher with designation: Ms. NEETU JUNEJA (Assistant Professor)**

**Department: BBA**

**Class time: 1 Hr.**

Month	Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation (If any)
January	1		Introduction of the Subject	Lecture & ppt		
	2		Value concept and Types of value	Lecture & ppt		
	3		Concept of Human Value	Lecture & ppt		
	4		Value Education	Lecture & ppt		
	5		Components of Value Education	Lecture & ppt		
	6		Components of Value Education	Lecture & ppt		
	7		Evolution of value oriented Education	Lecture & ppt		
	8		Evolution of value oriented Education	Lecture & ppt		
	9		Character Formation	Lecture & ppt		
	10		Character Formation	Lecture & ppt	<b>Assignment</b>	
	11		National Integration	Lecture & ppt		
	12		International Understanding	Lecture & ppt	<b>Previous Year University Exam questions discussion</b>	

	13		Concept of Human Rights	Lecture & ppt		
	14		Indian Perspective	Lecture & ppt		
	15		Evolution of Human Rights	Lecture & ppt		
February	16		Human Rights Movement in India	Lecture & ppt, Quiz	<b>Assignment</b>	
	17		Types of Human Rights	Lecture & ppt		
	18		Constitutional Provisions to Right to Life, Liberty and Dignity	Lecture & ppt		
	19		Constitutional Provisions to Right to Equality	Lecture & ppt		
	20		Constitutional Provisions to Right against Exploitation	Lecture & ppt	<b>Assignment</b>	
	21		Constitutional Provisions to Cultural and Educational Rights	Lecture & ppt		
	22		Constitutional Provisions to Economic, Political and social rights	Lecture & ppt		
	23		Revision	Discussion	<b>Previous Year University Exam questions discussion</b>	
	24		Deprivation of human Rights: Core Issues	Lecture & ppt		
	25		Disadvantaged Groups: Women	Lecture & ppt, Group		



				Discussion		
	26		Disadvantaged Groups: Children	Lecture & ppt, Group Discussion		
	27		Disadvantaged Groups: Schedule Caste and Schedule Tribes	Lecture & ppt, Group Discussion		
	28		Disadvantaged Groups: Homeless and Slum Dwellers	Lecture & ppt, Group Discussion	<b>Test</b>	
	29		Disadvantaged Groups: Physically and Mentally Handicapped	Lecture & ppt, Group Discussion		
March	30		Disadvantaged Groups: Refugees and Internally Displaced Persons	Lecture & ppt, Group Discussion		
	31		Revision	Discussion	<b>Previous Year University Exam questions discussion</b>	
	32		Violation of Human Rights by State	Lecture & ppt		
	33		Violation of Human Rights by Individuals and Groups	Lecture & ppt		
	34		Nuclear Weapons and Terrorism	Lecture & ppt		
	35		Government System for Redressal	Lecture & ppt	<b>Test</b>	
	36		Government System for Redressal	Lecture & ppt		
	37		Government System for Redressal	Lecture & ppt		

	38		Media Advocacy	Lecture & ppt		
	39		Creation of Human Rights Literacy and Awareness	Lecture & ppt		
	40		Revision	Discussion	<b>Previous Year University Exam questions discussion</b>	

**Lesson Plan for Semester starting w.e.f. 1<sup>st</sup> January 2024**

**Name of Institute:** D.A.V. Institute of Management, Faridabad

**Subject:** INCOME TAX

**Subject Code:** BBAN-601

**Department:** BBA (General)

**Name of teacher with designation:** Dr. Bhawna Sharma (Assistant Professor)

**Class Time:** 1 Hour

Month	Class	Date of Class taken	Topic	Academic activity	Test/Assignment	Deviation
January	1		Introduction to Income Tax	Lecture & Discussion		
	2		Basic Concepts of Income Tax	Lecture & Discussion		
	3		Residential status and tax incidence	Lecture & Discussion		
	4		Residential status and tax incidence	Lecture & Discussion		
	5		<b>Income Exempted From tax</b>	Lecture & Discussion		
	6		Income from salaries-Allowances	Lecture & Discussion		
	7		Income from salaries-Allowances	Lecture & Discussion		
	8		Income from salaries-Retirement	Lecture & Discussion		
	9		Income from salaries-Retirement	Practical		
	10		Income from salaries-Perquisites	Lecture & Discussion		
	11		Income from salaries-Perquisites	Lecture & Discussion		
	12		Income From house Property-Basis of	Lecture & Discussion		
	13		Income From house Property-	Practical		
	14		Income From house Property-Annual	Lecture & Discussion		
	15		Income From house Property-Annual	Practical		
	16		PGBP-Basis of Charge	Lecture & Discussion		
	17		PGBP-Admissible Expenses	Lecture & Discussion		
Feb	1		PGBP-Specific Expenses	Lecture & Discussion		
	2		<b>PGBP-Practical</b>	Practical		
	3		<b>Review</b>	Lecture & Discussion	Assignment No:1	
	4		Capital Gain-Basis of Charge	Lecture & Discussion		
	5		Capital Gain-Special Cases	Lecture & Discussion		
	6		Capital Gain-Special Cases	Practical		
	7		Capital Gain-Exemptions	Lecture & Discussion		
	8		Capital Gain-Exemptions	Practical		
	9		Income From other Sources-Basis of	Lecture & Discussion		
	10		Income From other Sources-Basis of	Lecture & Discussion		
March	1		Clubbing of Income-Provisions	Lecture & Discussion		
	2		Set off and Carry Forward of Losses	Lecture & Discussion		
	3		TDS	Lecture & Discussion		
	4		Advance payment of tax	Lecture & Discussion		

	5		Deductions-80C, To 80U	Lecture & Discussion		
	6		Deductions-80C, To 80U	Practical		
	7		Assessment of Individual	Practical		
	8		Computation of Tax Liability	Practical		
April	1		Revision of Unit 1	Practical	Assignment No:2	
	2		Revision of Unit 2	Lecture & Discussion		
	3		Revision of Unit 3	Lecture & Discussion		
	4		Revision of Unit 4	Lecture & Discussion		
	5		Previous Question Paper -	Discussion		
	6		Previous Question Paper -	Discussion		

**Lesson Plan for Semester starting w.e.f. 1<sup>st</sup> January 2024**

**Subject:** System Analysis and Design

**Subject Code:** BBAN-602

**Name of Institute:** D.A.V. Institute of Management, Faridabad

**Department:** BBA (General)

**Name of teacher with designation:** Dr. Priti Bali (Assistant Professor)

**Class Time:** 1 Hour

Month	Class	Date of Class Taken	Topic/Chapter Covered	Academic Activity	Test / Assignment	Deviations (if any)
Jan	1		Introduction to system analysis and design (Basic terms: system analyst, software developer, data entry operators, IT staff turnover, manual system, computerized system, comparison of manual system and computerized system etc.)	Lecture/PPT		
	2		Introduction to system analysis and design	Lecture/PPT		
	3		System and its characteristics, System and its components	Lecture/PPT		



	4		System environment, System classification	Lecture/PPT		
	5		System Development Life Cycle (Introduction)	Lecture/PPT		
	6		Preliminary investigation, Feasibility study	Lecture/PPT		
	7		System analysis / System design	Lecture/PPT		
	8		Implementation and testing	Lecture/PPT		
	9		Post-implementation and maintenance	Lecture/PPT		
	10		Case tools for system analyst, Roles of system analyst	Lecture/PPT		
	11		Entity-Relationship data models	Lecture/PPT		
	12		Feasibility study – economical feasibility, technical feasibility, operational feasibility	Lecture/PPT	Assignment on System Development Life Cycle (SDLC)	
	13		System conversion / File conversion / Training Methods	Lecture/PPT		
<b>Feb</b>	14		Structured chart	Lecture/PPT		
	15		Form design, Screen Design	Lecture/PPT		
	16		Report design	Lecture/PPT		
	17		Structured Analysis: Data Flow Diagrams	Lecture/PPT		
	18		Data dictionary / Structured English	Lecture/PPT		

	19		Decision tables / Decision trees	Lecture/PPT		
	20		Equipment specification and selection: Hardware selection / Software selection / Vendor selection	Lecture/PPT		
	21		Project Selection	Lecture/PPT		
	22		Personnel estimates, I/O design	Lecture/PPT		
	23		Introduction to database and DBMS	Lecture/PPT		
<b>March</b>	24		Database Concepts	Lecture/PPT	Assignment on Tools of Structured Analysis	
	25		Logical design and Physical implementation	Lecture/PPT		
	26		Logical design to physical implementation	Lecture/PPT		
	27		Introduction to distributed database and distributed data processing	Lecture/PPT	Assignment on Equipment specification and selection	
	28		Replication / Fragmentation	Lecture/PPT		
	29		Designing / Evaluation of distributed database system	Lecture/PPT		
<b>April</b>	30		Introduction to real time system	Lecture/PPT		
	31		Event based real time analysis tools	Lecture/PPT		
	32		State transition diagrams	Lecture/PPT	Assignment on Distributed Database	



	33		Revision	Lecture/PPT		
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**Lesson Plan for the Semester Starting : 1<sup>st</sup> January 2024**

Name of the subject: Foundations Of International Business

Subject Code:--BBAN- 603

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr. Neelam Gulati

Department: BBA(General) 6<sup>th</sup> sem

Class Time: 1Hr.

<b>Class</b>	<b>Month</b>	<b>Date of Class taken</b>	<b>Topic/Chapter Covered</b>	<b>Academic Activity(Online)</b>	<b>Test/ Assignment</b>	<b>Deviation if any</b>



	January	1	Introduction Of IB	Class Teaching & E-content		
		3	Types Of IB	Class Teaching & E-content		
		4	Basic Structure Of IB	Class Teaching & E-content		
		5	Motives Of IB, Barriers To IB	Class Teaching & E-content		
		8	Risk In IB	Class Teaching & E-content		
		10	Global Trading	Class Teaching & E-content		
		11	Financial System	Class Teaching & E-content	Assignme nt of Unit I	
		12	Foreign Market Entry Modes	Class Teaching & E-content		
		14	Factors Of Country Evaluation And Selection	Class Teaching & E-content		
		18	Factors Of Country Evaluation And Selection Contd..	Class Teaching & E-content		

		19	Decisions Concerning Foreign Direct And Portfolio Investment	Class Teaching & E-content		
		24	Decisions Concerning Foreign Direct And Portfolio Investment Contd..	Class Teaching & E-content		
		25	Control Methods In IB	Class Teaching & E-content		
		31	Control Methods In IB Contd..	Class Teaching & E-content	Assignment of Unit II	
	February	1	Basic Foreign Manufacturing And Sourcing Decisions	Class Teaching & E-content		
		2	Basic Foreign Manufacturing And Sourcing Decisions Contd..	Class Teaching & E-content		
		5	Basic Foreign Manufacturing And Sourcing Decisions Contd..	Class Teaching & E-content		
		7	Basic Foreign Manufacturing And Sourcing Decisions Contd..	Class Teaching & E-content		
		8	Product Branding Decisions	Class Teaching & E-content		

		9	---Do---	Class Teaching & E-content		
		12	Approaches To International Pricing	Class Teaching & E-content		
		15	---Do---	Class Teaching & E-content		
		16	Foreign Channel Decisions	Class Teaching & E-content		
		29	Foreign Channel Decisions	Class Teaching & E-content		
	March	1	Foreign Channel Decisions	Class Teaching & E-content		
		4	Logistical Decisions	Class Teaching & E-content	Assignment of Unit III	
		6	Accounting Differences Across The Countries	Class Teaching & E-content		
		7	Cross Cultural Challenges	Class Teaching & E-content		
		13	International Staffing	Class Teaching & E-content		

		14	Compensation Decisions	Class Teaching & E-content		
		18	Risk In IB	Class Teaching & E-content		
		20	Risk Management	Class Teaching & E-content		
		21	Risk Management Contd..	Class Teaching & E-content	Assignment of Unit IV	
		22	Revision	Class Teaching & E-content		
	April	10	Revision	Class Teaching & E-content		
		15	Revision	Class Teaching & E-content		
		18	Revision	Class Teaching & E-content		
		22	Revision	Class Teaching & E-content		
		24	Revision	Class Teaching & E-content		

		25	Revision	Class Teaching & E-content		
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**Lesson Plan for Semester starting w.e.f. 1<sup>st</sup> January 2024**

**Name of Institute:** D.A.V. Institute of Management, Faridabad

**Subject:** Consumer Protection

**Subject Code:** BBAN-604

**Department:** BBA (General)

**Name of teacher with designation:** ) Dr. (CS) Juhi Kohli, Assistant professor (MBA Department)

**Class Time:** 1 Hour

Month	Date	Class	Topic	Academic Activity	Test/Assignment	Deviation (If Any)
		1	<b>Unit 2 Introduction</b>	Lecture		
		2	Measures for consumer protection in India	Lecture		
		3	Basic provisions of the CPA, 1986	Lecture		



		4	Organizational set up for consumer protection	Lecture	Assignment - Redressal machinery	
		5	Procedure of filing a complaint	Lecture		
		6	Reliefs available	Lecture		
		7	Latest amendments in CP Act, 1986	Lecture		
		8	Unit I Concept and types of consumer	Lecture		
		9	Need for consumer protection	Lecture		
		10	Approaches to consumer protection			
		11	Consumer buying motives	Lecture		
		12	Doctrine of caveat emptor	Lecture		
		13	Doctrine of Caveat Venditor			
		14	Concept of consumer's sovereignty	Lecture		
		15	Basic consumer rights.			
		16	UNIT-III Competition Act – Introduction	Lecture		
		17	Important definitions	Lecture		
		18	Provisions relating to consumer protection	Lecture		
		19	Role of voluntary consumer organizations	Lecture	Assignment - Role of VCO	



		20	Formation and registration of a voluntary consumer organization	Lecture		
		21	Role of VCO	Lecture		
		22	Business self-regulation			
		23	Consumer awareness – role of media	Group Discussion		
		24	Consumer awareness – role of Government	Lecture		
		25	UNIT-IV Recent developments in consumer protection movement	Lecture		
		26	Consumer information and knowledge as means of protection	Lecture		
		27	Sources of consumer information	Lecture		
		28	Ethical marketing as an instrument of consumer protection	Lecture		
		29	Role of Advertising Standard Council of India in consumer protection.	Lecture		
		30	Consumer Complaints Council	Lecture		
		31	Revision			

**Lesson Plan for Semester starting w.e.f. 1<sup>st</sup> January 2024**

**Name of Institute:** D.A.V. Institute of Management, Faridabad

**Subject:** E-Commerce

**Subject Code:** BBAN-605

**Department:** BBA (General)

**Name of teacher with designation:** Dr. Geetika Khurana (Assistant Professor)

**Class Time:** 1 Hour

Date	Lecture	Month	Topic/Chapter Covered	Academic activity	Test / Assignment	Deviations (if any)
	1		<b>Unit -1 (Introduction)</b> Meaning & Nature, Concept	Lecture/discussion		
	2		Advantages, Reasons for transacting online	Lecture/discussion		
	3		Developing & Deploying the system, one to one enterprise	Lecture/discussion		



	4	January	Introduction to the shopping website	Lab work		
	5		Nature & Dynamics of the Internet	Lecture/discussion		
	6		Continued.....	Lecture/discussion		
	7		Categories of Ecommerce	Lecture/discussion		
	8		Planning On-line business	Lecture/discussion		
	9		Pure Online vs. brick and click business	Lecture/discussion		
	10		Requirements for an online business, designing	Lecture/discussion		
	11		<b>Unit-3 (Applications in E-commerce) In Manufacturing, Wholesale</b>	Lecture/discussion		
	12		Applications in Retail & Service Sector	Lecture/discussion		
	13			Test		
	14		<b>Unit-2 (Technologies used for Online Business) Internet Introduction &amp; IT Infrastructure</b>	Lecture/discussion		
	15		Text and integrating e-business applications	Lecture/discussion		
	16		Mechanism of making payments through Internet	Lecture/discussion		

	17	Feburary	Electronic payment systems, payment Gateways	Lecture/discussion		
	18		Visitors to web sites, tools for promoting website	Lecture/discussion		
	19		Plastic Money: Debit card, Credit Card	Lecture/discussion		
	20		Laws relating to online transactions	Lecture/discussion		
	21			Test		
	22		<b>Unit 4 (Virtual Existence) Concepts, Working</b>	Lecture/discussion		
	23		Advantages & Pitfalls of Virtual organizations	Lecture/discussion		
	24		Workface, work zone	Lecture/discussion		
	25		Workspace and staff less organization	Lecture/discussion		
	26		March	Designing on E-commerce model for a middle level organization:	Lecture/discussion	
	27	Conceptual Design		Lecture/discussion		
	28	Giving decription of its transaction handling		Lecture/discussion		
	29	Infrastructure and resources required and system flow chart		Lecture/discussion		

	30		Security in E-commerce: Digital Signature	Lecture/discussion		
	31		Network Security	Lecture/discussion		
	32		Data Encryption Secret Keys	Lecture/discussion		
	33		Data Encryption	Lecture/discussion		
	34	April	<b>Doubt Session</b>			
	35		Revision of Unit 1			
	36		Revision of Unit 1			
	37		Revision of Unit 2			
	38		Revision of Unit 2			
	39		Revision of Unit 3			
	40		Revision of Unit 3			
	41		Revision of Unit 4			
	42		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 to 40 and 30 minimum number of classes respectively. Guest lectures, Workshops, merit classes



and remedial classes would be conducted apart from this.

