

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

Basics of Reporting :- BBA 2nd Semester

Paper Code – 24JMC 402 MI 01

Name of Institute: DAV Institute Of Management, Faridabad

Name of Teacher with designation: Ms. Vriti Bhatia, Assistant Professor

Department: BBA NEP

Class time: 1.0 hr.

Month	Class	Date Of Class Taken	Topic/ Chapter covered	Academic activity	Test/ Assignm ent	Deviation/if any
	1		Unit 1: Reporting- Definition, Concept	Lecture/ Presentation		
	2		Preparing reports on event coverage	Lecture/ Presentation		
	3		Reporting cultural,	Lecture/ Presentation		
	4		Reporting cultural, sports	Lecture/ Presentation		
	5		Skills required to be reporter	Lecture/ Presentation		
	6		Reporting cultural & social events	Lecture/ Presentation		
	7		Conference/workshops	Lecture/ Presentation		
	8		Reporting academic events- seminar/	Lecture/ Presentation		

	9		Various types of news reports	Lecture/ Presentation		
	10			Case Study		
	11		Qualities, duties & responsibilities of a Reporter	Lecture/ Presentation		
	12		Conducting Interviews	Lecture/ Presentation		
	13		News elements in context of reporting	Lecture/ Presentation		
	14		Basics of Reporting for Digital Media	Lecture/ Presentation		
	15		Reporting Techniques,	Assignment	Assign ment	
	16		Basics of Reporting for Radio & Television	Lecture/ Presentation		
	17		Basics of Reporting for Print Media	Lecture/ Presentation		
	18		News gathering	Lecture/ Presentation		

	19		News gathering,, & writing	Lecture/ Presentation		
	20		Ground Reporting	Lecture/ Presentation		
	21		Source of news	CLASS Presentation/A CTIVITY		
	22		Importance and relevance of Reporting	Lecture/ Presentation		
	23		Significance of sources in reporting news	Lecture/ Presentation		
	24		Importance and relevance of Reporting	Lecture/ Presentation		
	25		Significance of sources in	Lecture/ Presentation		
	26		CLASS PRESENTATION	Lecture/ Presentation		
	27		REVISION & DOUBTS			
	28		REVISION & DOUBTS			
	29		REVISION & DOUBTS			

	30		REVISION & DOUBTS			

Lesson Plan for the Semester Starting :1st February 2025

Name of the subject: Managerial Skills

Subject Code:

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Ms.Shweta Nagpal, Asst. Professor

Department: BBA NEP

Class Time: 1Hr.

Month	Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation if any
	1		Introduction to Management	Lecture and Discussion		
	2		Its Nature, Scope & Objectives	Lecture and Discussion		
	3		Levels of management	Lecture and Discussion		
	4		Functions of management	Lecture and Discussion		
	5		Management as Art, Science & Profession	Lecture and Discussion		
	6		Management Vs. administration	Lecture and Discussion		
	7		Introduction to Managerial Skills	Lecture and Discussion		
	8		Presentation	Presentation		
	9		Presentation	Presentation		
	10		Presentation	Presentation		
	11		Corporate Social Responsibility	Lecture and Discussion		
	12		Principles of Management by Henry Fayol	Lecture and Discussion		
	13		F W Taylor's Scientific Management	Lecture and Discussion		
	14		Approaches of Management	Lecture and Discussion		
	15		Problem Solving & its Process	Lecture and Discussion		
	16		Creativity & its internal & external Impediments(Obstacles)	Presentation		
	17		Empowerment & its Approaches	Lecture and Discussion		
	18		Empowerment targeted groups	Lecture and Discussion		
	19		Empowerment Initiatives in India	Lecture and Discussion		

	20		Challenges ahead of Empowerment	Lecture and Discussion		
	21		Yardstick for self Empowerment	Lecture and Discussion		
	22		Business Report-Meaning	Presentation		
	23		Features & Functions of Business report	Lecture and Discussion		
	24		Qualities of Good Report	Lecture and Discussion		
	25		Format of Business Report	Lecture and Discussion		
	26		Presentation	Presentation		
	27		Presentation	Presentation		
	28		Groups & Group dynamics	Lecture and Discussion		
	29		Group behavior & Group Cohesion	Lecture and Discussion		
	30		Decision making in groups	Lecture and Discussion		
	31		Techniques of Group Decision Making	Lecture and Discussion		
	32		Sensitivity training	Presentation		
	33		Role of leadership	Discussion		
	34		Team Building	Lecture and Discussion		
	35		Role of Emotional Intelligence in Team Leadership	Lecture and Discussion		
	36		Presentation – Communication skills	Presentation		
	37		Presentation – Communication skills	Presentation		
	38		Meetings & Interviews	Lecture and Discussion		
	39		Self Confidence & Motivation Skills for Managers	Lecture and Discussion		
	40		Revision	Discussion		

*Note: 4 Lectures per week .

Lesson Plan for the Semester Starting: 1st February 2025

Name of the subject: Tourism & Hospitality: An introduction

Name of the Institution: DAV Institute of Management

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

Department: BBA(NEP) 2nd SEM

Class Time: 1Hr.

Month	Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation if any
	1		Meaning of Tourism			
	2		The tourism industry			
	3		Significance of tourism			
	4		The tourism System			
	5		A's of tourism			
	6		Purpose of Tourism			
	7		Types of Tourism			
	8		Travel motivation			
	9		Lesiure or holiday			
	10		VFR			
	11		Cultural tourism			
	12		Spiritual tourism			
	13		Religious tourism			
	14		Adventure Tourism			
	15		Sports Tourism			

	16		Other form of tourism			
	17		Other form of tourism			
	18		The Meaning of Hospitality			
	19		Types of Hotels			
	20		Meal Plans			
	21		Various department in Hotel			
	22		Food outlets in Hospitality business			
	23		Food outlets in Hospitality business			
	24		Test-UNIT 2			
	25		Tourism & Hospitality education in India- Introduction			
	26		Ministry of Tourism Government of India			
	27		Ministry of Tourism Government of India(Task)			
	28		Ministry of Tourism Government of India(functions)			
	29		Organization and Association -UNWTO			
	30		UNWTO			
	31		IATA			

	32		FHRAI			
	33		IATO			
	34		Taj group of Hotels			
	35		Lalit Group of Hotels			
	36		ITC Hotels			
	37		Oberoi hotels			
	38		Service Provider- Tourism-Intro			
	39		Service Provider- Tourism			
	40		Service Provider- Make my trip			
	41		Yatra-Introduction			
	42		Balmer-introduction			
	42		Lawrie-Introduction			
	43		Lawrie-Detail			
	44		Test			
	45		Revision			

Lesson Plan for the Semester Starting: Jan-June2025

Name of the subject: Essentials of Economics

Subject Code:24IMSI402DS02

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr. Archana Mittal

Department: BBA (NEP)

Class Time: 1Hr.

Month	Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation if any
Feb	1		Introduction Of the Subject	Lecture & PPT		
	2		Nature Of Economics	Lecture & PPT		
	3		Positive And Normative Economics	Lecture & PPT		
	4		Diverse Fields of Economics	Lecture & PPT		
	5		Diverse Fields of Economics	Lecture & PPT		
	6		Economic Theory	Lecture & PPT		
	7		Economic Theory	Lecture & PPT		
	8		Economic Models	Lecture & PPT		
	9		Economic Models	Lecture & PPT		
March	10		Economic policy and economic Systems (Command economies, Laissez-Faire, Mixed systems)	Lecture & PPT		
	11		Economic policy and economic Systems (Command economies, Laissez-Faire, Mixed systems)	Lecture & PPT		

	12		Economic policy and economic Systems (Command economies, Laissez-Faire, Mixed systems)	Lecture & PPT		
	13		Economic policy and economic Systems (Command economies, Laissez-Faire, Mixed systems)	Lecture & PPT		
	14		Scarcity And Choice	Lecture & PPT		
	15		Fundamental Problems of Economy	Lecture & PPT		
	16		Fundamental Problems of Economy	Lecture & PPT		
	17		Demand, Supply And Markets	Lecture & PPT		
	18		Demand, Supply And Markets	Lecture & PPT		
	19		Demand, Supply And Markets	Lecture & PPT		
April	20		National Income	Lecture & PPT		
	21		Economic Growth And Development	Lecture & PPT		
	22		Productivity And Capital Formation	Lecture & PPT		
	23		Productivity And Capital Formation	Lecture & PPT		
	24		Saving And Investment	Lecture & PPT		
	25		Saving And Investment	Lecture & PPT		
	26		Working Of A Multiplier	Lecture & PPT		
	27		Working Of A Multiplier	Lecture & PPT		
	28		Government Spending And Outcomes	Lecture & PPT		

	29		Government Spending And Outcomes	Lecture & PPT		
	30		The Economics Of Central Banking	Lecture & PPT		
	31		The Economics Of Central Banking	Lecture & PPT		
	32		Creation Of Credit	Lecture & PPT		
	33		Determination Of Exchange Rate	Lecture & PPT		
	34		Determination Of Exchange Rate	Lecture & PPT		
May	35		International Trade And Economic Integration	Lecture & PPT		
	36		Trade Openness And Growth	Lecture & PPT		
	37		Macroeconomic Challenges (With Special Reference To India): Inflation	Lecture & PPT		
	38		Income Inequality	Lecture & PPT		
	39		Poverty	Lecture & PPT		
	40		Unemployment	Lecture & PPT		
	41		Corruption	Lecture & PPT		
	42		Human Development	Lecture & PPT		
	43		Global Warming	Lecture & PPT		
	44		Revision			
	45		Revision			
	46		Revision			
	47		Revision			

Lesson Plan for the Semester Starting: Jan-June2025

Name of the subject: Central Administration in India

Subject Code:24PUB402MI01

Name of the Institution: DAV Institute of Management

Name of the teacher with designation: Dr. Archana Mittal

Department: BBA (NEP)

Class Time: 1Hr.

Month	Class	Date of Class taken	Topic/Chapter Covered	Academic Activity	Test/Assignment	Deviation if any
Feb	1		Introduction Of the Subject			
	2		Federal & Unitary aspects of Indian Administration	Lecture & PPT		
	3		Federal & Unitary aspects of Indian Administration	Case Study or Documentary		
	4		Federal & Unitary aspects of Indian Administration	Discussion		
	5		Administration, Political Executive at Union Level: President & Vice President: Powers and Functions	Lecture & PPT		
	6		Administration, Political Executive at Union Level: President & Vice President: Powers and Functions	Case Study or Documentary		
	7		Administration, Political Executive at Union Level:	Discussion		

			President & Vice President: Powers and Functions			
	8		Prime Minister: Powers and Functions	Lecture & PPT		
	9		Prime Minister: Powers and Functions	Discussion		
March	10		Council of Ministers: Organizations and Functions	Lecture & PPT		
	11		Council of Ministers: Organizations and Functions	Case Study or Documentary		
	12		Council of Ministers: Organizations and Functions	Discussion		
	13		Role of Central Secretariat	Lecture & PPT		
	14		Role of Central Secretariat	Discussion		
	15		Cabinet and its Features & Functions	Lecture & PPT		
	16		Cabinet and its Features & Functions	Discussion		
	17		Role of Cabinet Secretariat	Lecture & PPT		
	18		Role of Cabinet Secretariat	Discussion		
	19		Prime Minister Office (PMO): Organization and Functions	Lecture & PPT		
April	20		Prime Minister Office (PMO): Organization and Functions	Discussion		
	21		Lok Sabha & Rajya Sabha Secretariat: Organization & Functions	Lecture & PPT		

	22		Lok Sabha & Rajya Sabha Secretariat: Organization & Functions	Case Study or Documentary		
	23		Lok Sabha & Rajya Sabha Secretariat: Organization & Functions	Discussion		
	24		Office of Lok Sabha Speaker: Organization & Functions	Lecture & PPT		
	25		Office of Lok Sabha Speaker: Organization & Functions	Case Study or Documentary		
	26		Office of Lok Sabha Speaker: Organization & Functions	Discussion		
	27		Organization and Functions: NITI Aayog	Lecture & PPT		
	28		Organization and Functions: NITI Aayog	Discussion		
	29		Election Commission	Lecture & PPT		
	30		Election Commission	Case Study or Documentary		
	31		Election Commission	Discussion		
	32		National Human Rights Commission	Lecture & PPT		
	33		National Human Rights Commission	Case Study or Documentary		
	34		National Human Rights Commission	Discussion		
May	35		Central Information Commission:	Lecture & PPT		

			Organisation & Functions			
	36		Central Information Commission: Organisation & Functions	Case Study or Documentary		
	37		Central Information Commission: Organisation & Functions	Discussion		
	38		Union Public Service Commission (UPSC), Lokpal	Lecture & PPT		
	39		Union Public Service Commission (UPSC), Lokpal	Case Study or Documentary		
	40		Union Public Service Commission (UPSC), Lokpal	Discussion		
	41		Revision			
	42		Revision			
	43		Revision			

DAV INSTITUTE OF MANAGEMENT, FARIDABAD

Lesson Plan Session – January – June 2025

Name of the Subject : Business Communication

Course : BBA 2nd Semester

Paper Code : 24IMS402SE01

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

Class time : 1 hour (3 per week)

Date	Class	Topic	Academic Activity	Deviat
	1.	UNIT-I - Introduction	Lecture	
	2.	Basicsofcommunication	Lecture	
	3.	SevenCsofeffectivecommunication	Lecture	
	4.	Barrierstocommunication	Lecture	
	5.	Ethicalcontextofcommunication	Lecture	
	6.	Unit – II Businesscommunicationattheworkplace	Lecture	
	7.	Letterwriting - component,layoutandprocess	Lecture and Assignment for practice to draft letters, memos, notice, agenda etc.	
	8.	E-mailcommunication		
	9.	Badnewsmessages		
	10.	Persuasivewrittencommunication		
	11.	Memos¬ice		
	12.	Agendaandminutesofmeeting		
	13.	Unit – III Reportwriting	Lecture	
	14.	Typesofbusinessreports	Lecture	
	15.	Structureofreports	Lecture	
	16.	Shortreports,longreports,abstractsandsummaries,proposals	Lecture	
	17.	Unit – IV CommunicationSkills	Lecture	
	18.	Readingskills	Lecture	
	19.	listeningskills	Lecture	
	20.	Notemaking&persuasivespeaking	Lecture	
	21.	Bodylanguage,gestures	Lecture	
	12	Presentation on the assigned topic		
	2	Listening Skills Activity to be conducted in the class		

DAV INSTITUTE OF MANAGEMENT

EN SEMESTER STARTING FROM 2nd FEB. 2025 LESSON PLAN FOR THE EV

DEPT. : NEP

NAME OF SUBJECT : हिन्दी भाषा संवर्धन

SUBJECT CODE :

CLASS TIME :1HR

FACULTY NAME & DESIGNATION: DEVDUTT - ASST.PROF.

Month	Class	Date	Topic/Chapter Covered	Aca. Act.	Test/Assign.	Deviation if any
	1		लिपि परिचय			
	2		लिपि का मानांकिकरण एवं प्रक्रिया			
	3		देवनागरी लिपि के गुण-दोष व मानकीकरण			
	4		मानक वर्णमाला के तत्व व लाभ एवं चुनौतियाँ			
	5		देवनागरी अंकमाला			
	6		अनुस्वार, अनुनासिक व विसर्ग			
	7		वर्तनी शुद्धि से अभिप्राय			
	8		वर्तनी अशुद्धियों के कारण			
	9		वर्तनी अशुद्धियों के निवारण के उपाय			
	10		सृजनात्मक साहित्य का अर्थ एवं स्वरूप			
	11		आलोचनात्मक साहित्य का अर्थ एवं स्वरूप			
	12		सृजनात्मक साहित्य का भाषा के विकास में योगदान			
	13		निबंध का अर्थ एवं स्वरूप			
	14		निबंध एवं उसके प्रकार			
	15		कहानी का स्वरूप एवं तत्व			
	16		कविता की परिभाषा एवं विशेषताएँ			
	17		कविता लेखन कौशल का विकास			
	18		अनुवाद का अर्थ एवं स्वरूप			
	19		21 वीं सदी में अनुवाद की उपयोगिता			
	20		अनुवादक के गुण और विस्तार			
	21		अनुवाद का अर्थ और प्रकार			
	22		अनुवाद में कम्प्यूटर का योगदान			
	23		धारावाहिकों का हिन्दी रूपांतरण और प्रभाव			
	24		बैंकिंग साहित्य में हिन्दी प्रयोग और अनुवाद की आवश्यकता			
	25		डुबिंग के क्षेत्र में अनुवाद की प्रक्रिया			
	26		लिप्यंतरण की परिभाषा एवं स्वरूप			
	27		हिन्दी साहित्य की रचनाओं का अनुवाद			
	28		अनुवाद के क्षेत्रों में रोजगार के अवसर			
	29		शोध-पत्र प्रस्तुतीकरण अर्थ एवं नियम			
	30		शोध-पत्र लेखन व प्रस्तुतीकरण की प्रक्रिया			
	31		पत्र-प्रस्तुतीकरण और नवीन शोधात्मक वैचारिकता			

	32		पत्र-प्रस्तुतीकरण में शोध-निर्देशक की भूमिका			
	33		शोध-पत्र प्रस्तोता के मनोबल वृद्धि के कारक			
	34		पत्र प्रस्तुतीकरण में वक्तृत्व कला के विकास के विभिन्न पहलू			
	35		शोध अभिरुचि का महत्व व प्रक्रिया			

*** Note:2 Lectures per Week**

Lesson Plan for the Semester Starting :February,2025

Name of the subject: Environmental Science

Subject Code:23EVSX01AC01

Name of the Institution: DAV Institute of Management

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

Department:BBA 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		Environmental Pollution	Lecture and Discussion		
	3		Environmental Pollution	Lecture and Discussion		
	4		Nuclear Hazards, role of Individual to prevent Pollution	Lecture and Discussion		
	5		Solid Waste Management	Lecture and Discussion		
	6		Global Warming	Lecture and Discussion		
	7		Climate Change	Lecture and Discussion		
	8		Disaster Management- Floods	Lecture and Discussion		
	9		Disaster Management- Cyclones	Lecture and Discussion		
	10		Disaster Management- Earthquake	Lecture and Discussion		
	11		Disaster Management- Landslide	Lecture and Discussion		
	12		Water Conservation	Lecture and Discussion		
	13		ACID Rain	Lecture and Discussion		

	14		Multidisciplinary Nature of Environmental Studies and Scope of EVS	Lecture and Discussion		
	15		Sustainability and Sustainable Development	Lecture and Discussion		
	16		Ecosystem	Lecture and Discussion		
	17		Types of Ecosystem	Lecture and Discussion		
	18		Natural Resources- Forest	Lecture and Discussion		
	19		Food Resources	Lecture and Discussion		
	20		Water Resources	Lecture and Discussion		
	21		Mineral Resources	Lecture and Discussion		
	22		Energy Resources	Lecture and Discussion		
	23		Land Resources	Lecture and Discussion		
	24		Role of Individual in conservation of Natural resources	Lecture and Discussion		
	25		Presentation by Students	Presentation by Students		
	26		Presentation by Students	Presentation by Students		
	27		Presentation by Students	Presentation by Students		
	28		Presentation by Students	Presentation by Students		
	29		Biodiversity- Introduction, Genetic, Species and Ecosystem Diversity	Lecture and Discussion		
	30		Biogeographical Classification	Lecture and Discussion		
	31		Value of Biodiversity	Lecture and Discussion		
	32		Threats to Biodiversity	Lecture and Discussion		
	33		Endangered and Extinct Species	Lecture and Discussion		

	34		Conservation of Biodiversity	Presentation by Students		
	35		Presentation By Students	Presentation by Students		
	36		Presentation By Students	Presentation by Students		
	37		Presentation By Students	Presentation by Students		
	38		Presentation By Students	Presentation by Students		

*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.