

**Lesson Plan For The Semester Starting:18<sup>th</sup> August,2026**

**Name of The Subject: Business Organisation**

**Subject Code: 251MSC301DS01**

**Name of The Institution: DAV Institute Of Management**

**Name of The Teacher With Designation: Ms. Neha Sharma**

**Department: BBA-CAM**

**Class Time: 1Hr.**

| Month | Class | Date Of Class Taken | Topic/Chapter Covered                                         | Academic Activity | Test/Assignment | Deviation If Any |
|-------|-------|---------------------|---------------------------------------------------------------|-------------------|-----------------|------------------|
|       | 1     |                     | Business – Concept                                            | Lecture           |                 |                  |
|       | 2     |                     | Nature And Spectrum Of Business Activities                    | Lecture & Ppt     |                 |                  |
|       | 3     |                     | Business System                                               | Lecture & Ppt     |                 |                  |
|       | 4     |                     | Sub System                                                    | Lecture & Ppt     |                 |                  |
|       | 5     |                     | Business Environment Interface                                | Lecture & Ppt     |                 |                  |
|       | 6     |                     | Types Of Environment Interface                                | Lecture & Ppt     |                 |                  |
|       | 7     |                     | Business Objectives.                                          | Lecture & Ppt     |                 |                  |
|       | 8     |                     | Business Objectives.                                          | Lecture & Ppt     |                 |                  |
|       | 9     |                     | <b>Assignment Questions Unit 1</b>                            | Lecture & Ppt     |                 |                  |
|       | 10    |                     | <b><u>UNIT 2</u></b><br>Entrepreneurship – Concept And Nature | Lecture & Ppt     |                 |                  |
|       | 11    |                     | Entrepreneurial Opportunities In Contemporary Business        | Lecture           |                 |                  |
|       | 12    |                     | Entrepreneurial Opportunities In                              | Lecture & Ppt     |                 |                  |

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|--|----|--|----------------------------------------------------|---------------|--|--|
|  |    |  | Contemporary Business                              |               |  |  |
|  | 13 |  | Process Of Setting Up A Business Enterprise        | Lecture & Ppt |  |  |
|  | 14 |  | Process Of Setting Up A Business Enterprise        | Lecture & Ppt |  |  |
|  | 15 |  | Choice Of A Suitable Form Of Business Organization | Lecture & Ppt |  |  |
|  | 16 |  | Choice Of A Suitable Form Of Business Organization | Lecture & Ppt |  |  |
|  | 17 |  | <b>Assignment Questions Unit 2</b>                 | Lecture & Ppt |  |  |
|  | 18 |  | <b>UNIT 3</b><br>Functional Aspects Of Business    | Lecture & Ppt |  |  |
|  | 19 |  | Operations – Business Size And Location Decisions  | Lecture & Ppt |  |  |
|  | 20 |  | Plant Layout                                       | Lecture & Ppt |  |  |
|  | 21 |  | Mass Production And Mass Customization             | Lecture & Ppt |  |  |
|  | 22 |  | Quality Control                                    | Lecture       |  |  |
|  | 23 |  | Finance – Money And Banking                        | Lecture & Ppt |  |  |
|  | 24 |  | Financial Management                               | Lecture & Ppt |  |  |
|  | 25 |  | Securities Markets                                 | Lecture & Ppt |  |  |
|  | 26 |  | Risk Management                                    | Lecture & Ppt |  |  |
|  | 27 |  | Insurance                                          | Lecture & Ppt |  |  |
|  | 28 |  | <b>Assignment Questions Unit 3</b>                 | Lecture & Ppt |  |  |
|  | 29 |  | Lecture & Ppt                                      |               |  |  |
|  | 30 |  | Marketing – Marketing And Consumer                 | Lecture & Ppt |  |  |

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|  |    |  | Behavior                          |               |            |  |
|  | 31 |  | Product Planning And Development  | Lecture       |            |  |
|  | 32 |  | Pricing Decisions                 | Lecture & Ppt |            |  |
|  | 33 |  | Channel And Promotional Decisions | Lecture & Ppt |            |  |
|  | 34 |  | Network Marketing                 | Lecture & Ppt |            |  |
|  | 35 |  | Franchising                       | Lecture & Ppt |            |  |
|  | 36 |  | E-Commerce                        | Lecture & Ppt |            |  |
|  | 37 |  | M-Commerce                        | Lecture & Ppt |            |  |
|  | 38 |  | Revision                          | Lecture & Ppt | Assignment |  |
|  | 39 |  | Revision                          | Lecture & Ppt | Assignment |  |
|  | 40 |  | Revision                          | 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 Bereduced 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 From 18<sup>th</sup> August 2026**

**Basics of Accounting**

**BBA(CAM) 1<sup>st</sup> Sem**

**Subject Code –25IMSC301DS02**

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

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

**Department: BBA CAM**

**Class Time : 1 Hr**

| <b>No. of Lectures</b> | <b>Date of Lecture Taken</b> | <b>Topic</b>                          | <b>Academic Activity</b> | <b>Test/Assignment</b> | <b>Deviation if any</b> |
|------------------------|------------------------------|---------------------------------------|--------------------------|------------------------|-------------------------|
| 1                      |                              | Meaning , Advantage and of Accounting | Lecture                  |                        |                         |
| 2                      |                              | Branches of Accounting                | Lecture & Ppt            |                        |                         |
| 3                      |                              | Users of Financial Accounting         | Lecture & Ppt            |                        |                         |
| 4                      |                              | Limitation of financial accounting    | Lecture & Ppt            |                        |                         |
| 5                      |                              | Recording of Business transaction     | Lecture & Ppt            |                        |                         |
| 6                      |                              | Journals-Introduction                 | Lecture & Ppt            |                        |                         |
| 7                      |                              | Journals-Rules                        | Lecture & Ppt            |                        |                         |
| 8                      |                              | Practical on journal                  | Lecture & Ppt            |                        |                         |
| 9                      |                              | Practical on journal                  | Lecture & Ppt            |                        |                         |
| 10                     |                              | Practical on journal                  | Lecture & Ppt            |                        |                         |

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|----|--|-------------------------------------------------|---------------|------------|--|
| 11 |  | Ledger-Introduction                             | Lecture & Ppt |            |  |
| 12 |  | Ledger-Introduction                             |               | Assignment |  |
| 13 |  | Practical of Ledger                             | Lecture & Ppt |            |  |
| 14 |  | Practical of Ledger                             | Lecture & Ppt |            |  |
| 15 |  | Trial balance-Introduction                      | Lecture & Ppt |            |  |
| 16 |  | Trial Balance                                   | Lecture & Ppt |            |  |
| 17 |  | Practical of Trial balance                      | Lecture & Ppt |            |  |
| 18 |  | Final Accounts-Introduction                     | Lecture & Ppt |            |  |
| 19 |  | Practical of Final Accounts-<br>Trading         | Lecture & Ppt |            |  |
| 20 |  | Practical of Final Accounts-<br>Profit & Loss   | Lecture & Ppt |            |  |
| 21 |  | Practical of Final Accounts-<br>Balance Sheet   | Lecture & Ppt |            |  |
| 22 |  | Practical of Final Accounts                     |               | Class Test |  |
| 23 |  | Practical of Final Accounts<br>with Adjustments | Lecture & Ppt |            |  |
| 24 |  | Practical of Final Accounts<br>with Adjustments | Lecture & Ppt |            |  |
| 25 |  | Practical of Final Accounts<br>with Adjustments | Lecture & Ppt |            |  |

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| 26 |  | Practical of Final Accounts with Adjustments                             |               | Assignment |  |
| 27 |  | Practical of Final Accounts with Adjustments                             | Lecture & Ppt |            |  |
| 28 |  | Practical of Final Accounts with Adjustments                             | Lecture & Ppt |            |  |
| 29 |  | Depreciation Accounting- Concept                                         | Lecture & Ppt |            |  |
| 30 |  | Method of Depreciation                                                   | Lecture & Ppt |            |  |
| 31 |  | Practical of SLM                                                         | Lecture & Ppt |            |  |
| 32 |  | Practical of WDM                                                         | Lecture & Ppt |            |  |
| 33 |  | Practical of Change of Method of Depreciation                            | Lecture & Ppt |            |  |
| 34 |  | Accounting for Share capital transaction                                 |               | Assignment |  |
| 35 |  | Issue of Share                                                           | Lecture & Ppt |            |  |
| 36 |  | Forfeiture and surrender of shares                                       | Lecture & Ppt |            |  |
| 37 |  | Debenture                                                                | Lecture & Ppt |            |  |
| 38 |  | Issue of Debenture                                                       | Lecture & Ppt |            |  |
| 39 |  | Methods of redemption of debenture                                       | Lecture & Ppt |            |  |
| 40 |  | Provision regarding the preparation of financial accounts of the company | Lecture & Ppt |            |  |

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|----|--|----------------------------------------|---------------|--|--|
| 41 |  | Preparation of P& L account            | Lecture & Ppt |  |  |
| 42 |  | Preparation of P& L account            | Lecture & Ppt |  |  |
| 43 |  | Preparation of Balance sheet           | Lecture & Ppt |  |  |
| 44 |  | Preparation of Balance sheet           | Lecture & Ppt |  |  |
| 45 |  | Basics of Tally Software-<br>Practical | Lecture & Ppt |  |  |
| 46 |  | Basics of Tally Software-<br>Practical | Lecture & Ppt |  |  |
| 47 |  | Basics of Tally Software-<br>Practical | Lecture & Ppt |  |  |
| 48 |  | Revision of Unit 1                     |               |  |  |
| 49 |  | Revision of Unit 2                     |               |  |  |
| 50 |  | Revision of unit 3                     |               |  |  |

**Lesson Plan for semester starting w.e.f. 17TH Aug 2026**

**PUBLIC ADMINISTRATION- BBA (CAM) 1ST Semester**

**Paper Code – 24ZPUB401MI01**

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

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

**Department: BBA**

**Class time: 1.0 Hr.**

| <b>Month</b> | <b>Lecture No.</b> | <b>Class Topic / Chapter Covered</b>                   | <b>Academic Activity</b> | <b>Test / Assignment</b> | <b>Deviation / If Any</b> |
|--------------|--------------------|--------------------------------------------------------|--------------------------|--------------------------|---------------------------|
|              | 1                  | Public Administration: Meaning and Concept             | Lecture / Presentation   |                          |                           |
|              | 2                  | Nature of Public Administration                        | Lecture / Presentation   |                          |                           |
|              | 3                  | Scope of Public Administration                         | Lecture / Presentation   |                          |                           |
|              | 4                  | Significance and Importance of Public Administration   | Lecture / Presentation   | Assignment               |                           |
|              | 5                  | Public Administration: Art or Science                  | Lecture / Presentation   |                          |                           |
|              | 6                  | Public Administration and Private Administration       | Lecture / Presentation   |                          |                           |
|              | 7                  | Similarities between Public and Private Administration | Class Activity           |                          |                           |
|              | 8                  | Differences between Public and Private Administration  | Lecture / Presentation   |                          |                           |

|  |    |                                                     |                        |                            |  |
|--|----|-----------------------------------------------------|------------------------|----------------------------|--|
|  | 9  | Public Administration and Economics                 | Lecture / Presentation |                            |  |
|  | 10 | Public Administration and History                   | Lecture / Presentation |                            |  |
|  | 11 | Public Administration and Sociology                 | Lecture / Presentation |                            |  |
|  | 12 | Public Administration and Psychology                | Lecture / Presentation |                            |  |
|  | 13 | Public Administration and Political Science         | Lecture / Presentation |                            |  |
|  | 14 | Relations with Political Science                    | Lecture / Presentation |                            |  |
|  | 15 | Similarities and Differences with Political Science | Class Discussion       |                            |  |
|  | 16 | Public Administration and Geography                 | Lecture / Presentation |                            |  |
|  | 17 | Public Administration and Other Social Sciences     | Class Activity         |                            |  |
|  | 18 | Revision and Doubt Clearing – Unit I                | Revision & Doubts      | Assignment / Unit I Review |  |
|  | 19 | Public Corporation: Meaning and Features            | Lecture / Presentation |                            |  |
|  | 20 | Public Corporation: Functions and Importance        | Lecture / Presentation |                            |  |
|  | 21 | Public Corporation: Advantages and Limitations      | Class Discussion       |                            |  |
|  | 22 | New Public Administration: Meaning and Background   | Lecture / Presentation |                            |  |

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|--|----|----------------------------------------------------------|------------------------|--------------|--|
|  | 23 | New Public Administration: Objectives and Features       | Lecture / Presentation |              |  |
|  | 24 | New Public Administration: Relevance and Significance    | Class Discussion       |              |  |
|  | 25 | Presentation / Class Discussion on Public Administration | Presentation           | Presentation |  |
|  | 26 | Organization: Meaning and Concept                        | Lecture / Presentation |              |  |
|  | 27 | Organization: Principles and Importance                  | Lecture / Presentation |              |  |
|  | 28 | Principles of Regulatory Commissions (IRCs)              | Lecture / Presentation |              |  |
|  | 29 | Organization: Bases of Organization                      | Lecture / Presentation |              |  |
|  | 30 | Organization: Types of Organization                      | Lecture / Presentation |              |  |
|  | 31 | Formal and Informal Organization                         | Class Activity         |              |  |
|  | 32 | Organization: Hierarchy                                  | Lecture / Presentation |              |  |
|  | 33 | Organization: Coordination                               | Class Activity         |              |  |
|  | 34 | Chief Executive: Meaning and Position                    | Lecture / Presentation |              |  |
|  | 35 | Chief Executive: Functions and Role                      | Lecture / Presentation |              |  |
|  | 36 | Line, Staff and Auxiliary Agencies                       | Lecture / Presentation |              |  |

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|--|----|----------------------------------------------------------------|---------------------------|----------------------|--|
|  | 37 | Independent Regulatory /<br>Auxiliary Agencies                 | Class<br>Discussion       |                      |  |
|  | 38 | Centralization: Meaning,<br>Features and Merits                | Lecture /<br>Presentation |                      |  |
|  | 39 | Decentralization: Meaning,<br>Features and Merits              | Lecture /<br>Presentation |                      |  |
|  | 40 | Centralization vs.<br>Decentralization; Revision and<br>Doubts | Revision &<br>Doubts      | Revision /<br>Doubts |  |

**Lesson Plan for semester starting w.e.f. 18th August 2026**

**Name of the subject: Media in Our Life**

**BBA CAM 1st Semester**

**Subject Code – 24MCX01MD01**

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

**Name of Teacher with designation: Dr. (CA) Alka Narula, Assistant Professor**

**Department: BBA CAM**

**Class time: 1 Hr.**

| Month | Class | Date of Class Taken | Topic/ Chapter covered                              | Academic Activity | Test/ Assignment           | Deviation /if any |
|-------|-------|---------------------|-----------------------------------------------------|-------------------|----------------------------|-------------------|
|       | 1     |                     | Introduction to Media in our Life                   | Lecture           |                            |                   |
|       | 2     |                     | What is Media? Definition and Concept               | Lecture & Ppt     |                            |                   |
|       | 3     |                     | Characteristic Features of Media                    | Lecture & Ppt     |                            |                   |
|       | 4     |                     | Types of Media                                      | Lecture & Ppt     |                            |                   |
|       | 5     |                     | Types of Media                                      | Lecture & Ppt     |                            |                   |
|       | 6     |                     | Role and Functions of Media in our life             | Lecture & Ppt     |                            |                   |
|       | 7     |                     | Impact of media on society                          |                   | Assignment -1<br>(Unit -1) |                   |
|       | 8     |                     | Group Discussion                                    |                   |                            |                   |
|       | 9     |                     | Group Discussion                                    |                   |                            |                   |
|       | 10    |                     | Traditional, Folk Media-<br>Characteristic features | Lecture & Ppt     |                            |                   |

|  |    |  |                                                                 |                  |                            |  |
|--|----|--|-----------------------------------------------------------------|------------------|----------------------------|--|
|  | 11 |  | Traditional, Folk Media-<br>Characteristic features             | Lecture<br>& Ppt |                            |  |
|  | 12 |  | Print Media- Definition,<br>Characteristic features             | Lecture<br>& Ppt |                            |  |
|  | 13 |  | Brief History & Development Journey<br>of Print Media in India  | Lecture<br>& Ppt |                            |  |
|  | 14 |  | Brief History & Development Journey<br>of Print Media in India  | Lecture<br>& Ppt |                            |  |
|  | 15 |  | Role & functions of Print Media                                 |                  | Assignment -2<br>(Unit -2) |  |
|  | 16 |  | Print Media and Society                                         | Lecture<br>& Ppt |                            |  |
|  | 17 |  | Class Test (10 Marks) from Unit -2                              |                  |                            |  |
|  | 18 |  | Brief History and Development<br>Journey of Radio in India      | Lecture<br>& Ppt |                            |  |
|  | 19 |  | Brief History and Development<br>Journey of Radio in India      | Lecture<br>& Ppt |                            |  |
|  | 20 |  | Role & functions of Radio in society<br>and nation              | Lecture<br>& Ppt |                            |  |
|  | 21 |  | Brief History and Development<br>Journey of Television in India | Lecture<br>& Ppt |                            |  |
|  | 22 |  | Brief History and Development<br>Journey of Television in India | Lecture<br>& Ppt |                            |  |
|  | 23 |  | Role and functions of Television in<br>our life                 | Lecture<br>& Ppt |                            |  |
|  | 24 |  | Cinema as a medium of mass<br>communication Cinema and society; |                  | Online Quiz<br>(Unit -3)   |  |
|  | 25 |  | Class Test (10 Marks) from Unit -3                              |                  |                            |  |

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|--|----|--|---------------------------------------------|---------------|-----------------------|--|
|  | 26 |  | Cinema and society                          | Lecture & Ppt |                       |  |
|  | 27 |  | Role and functions of cinema                | Lecture & Ppt |                       |  |
|  | 28 |  | Digital Media- Definition, nature and scope | Lecture & Ppt |                       |  |
|  | 29 |  | Book Review                                 | Lecture & Ppt |                       |  |
|  | 30 |  | Digital Media and Society,                  | Lecture & Ppt |                       |  |
|  | 31 |  | Digital Media in our life                   |               | Online Quiz (Unit -4) |  |
|  | 32 |  | Revisions & Doubts                          |               |                       |  |

**Lesson Plan for the Semester Starting From 1<sup>st</sup> September 2026**

**Name of the subject: English**

**BBACAM 1<sup>ST</sup> SEMESTER**

**Subject Code:23ENGX01AE01**

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

**Name of the teacher with designation: Ms.Tajleen Kaur**

**Class Time: 1Hr.**

| <b>Month</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            |                            | Introduction to Communication and its types      | Lecture and Discussion   |                        |                         |
|              | 2            |                            | Sounds and role of sounds in communication       | Lecture and Discussion   |                        |                         |
|              | 3            |                            | Nouns and introduction to phonetics              | Lecture and Discussion   |                        |                         |
|              | 4            |                            | Role of phonetic symbols in English and phonemes | Lecture and Discussion   |                        |                         |
|              | 5            |                            | Nouns and introduction to pronouns               | Lecture and Discussion   |                        |                         |
|              | 6            |                            | Presentation on communication                    | Presentation             |                        |                         |
|              | 7            |                            | Presentation on phonetics                        | Presentation             |                        |                         |
|              | 8            |                            | Classification and description of speech sounds  | Lecture and Discussion   |                        |                         |
|              | 9            |                            | Vowels and consonants                            | Lecture and Discussion   |                        |                         |
|              | 10           |                            | Speech sounds with                               | Lecture and              |                        |                         |

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|--|----|--|-----------------------------------------------------|------------------------|--|--|
|  |    |  | their parts                                         | Discussion             |  |  |
|  | 11 |  | Semi vowels and diphthongs                          | Lecture and Discussion |  |  |
|  | 12 |  | Pronouns                                            | Lecture and Discussion |  |  |
|  | 13 |  | Transcription with details                          | Lecture and Discussion |  |  |
|  | 14 |  | Presentation of nouns and pronouns                  | Presentation           |  |  |
|  | 15 |  | Article                                             | Lecture and Discussion |  |  |
|  | 16 |  | Adverb                                              | Presentation           |  |  |
|  | 17 |  | Adjective                                           | Lecture and Discussion |  |  |
|  | 18 |  | Preposition                                         | Lecture and Discussion |  |  |
|  | 19 |  | Conjunction                                         | Lecture and Discussion |  |  |
|  | 20 |  | Interjections And Punctuation                       | Lecture and Discussion |  |  |
|  | 21 |  | Exercise based on Parts of speech                   | Worksheets             |  |  |
|  | 22 |  | Presentation of parts of Speech                     | Presentation           |  |  |
|  | 23 |  | Subject Verb Agreement                              | Lecture and Discussion |  |  |
|  | 24 |  | Active Passive Voice                                | Lecture and Discussion |  |  |
|  | 25 |  | Narration-how to narrate                            | Lecture and Discussion |  |  |
|  | 26 |  | Topics should be given for narrating                | Lecture and Discussion |  |  |
|  | 27 |  | Reading Skills-basics                               | Lecture and Discussion |  |  |
|  | 28 |  | Reading Strategies                                  | Lecture and Discussion |  |  |
|  | 29 |  | Intensive and extensive Reading                     | Presentation           |  |  |
|  | 30 |  | Barriers to effective reading and steps to overcome | Lecture and Discussion |  |  |
|  | 31 |  | Revision                                            | Lecture and Discussion |  |  |
|  | 32 |  | Revision                                            | Lecture and Discussion |  |  |

**Lesson Plan for semester starting w.e.f. 18th August 2026**

**Name of the subject: Computer Fundamentals and Office Automation Tools**

**BBA CAM 1st Semester**

**Subject Code – 25IMSC301SE01**

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

**Name of Teacher with designation: Dr. Kavita Goel, Assistant Professor**

**Department: BBA CAM**

**Class time: 1 Hr.**

| <b>Month</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            |                            | Introduction – definition and Meaning of Computer   |                          |                         |                         |
|              | 2            |                            | Characteristics of Computer                         |                          |                         |                         |
|              | 3            |                            | Advantages and limitations of a computer            |                          |                         |                         |
|              | 4            |                            | Digital and Analog computers                        |                          |                         |                         |
|              | 5            |                            | Major components of a digital computer,             |                          |                         |                         |
|              | 6            |                            | hardware, software,                                 |                          |                         |                         |
|              | 7            |                            | firmware, middleware, and freeware                  |                          |                         |                         |
|              | 8            |                            | Revision and Doubts                                 |                          |                         |                         |
|              | 9            |                            | Unit 2-Introduction                                 |                          | Assignment-1<br>Unit-1  |                         |
|              | 10           |                            | Decimal Number System,<br>Hexadecimal Number System |                          |                         |                         |
|              | 11           |                            | Octal Number System, Binary                         |                          |                         |                         |

|  |    |  |                                                                                                       |  |                                                |  |
|--|----|--|-------------------------------------------------------------------------------------------------------|--|------------------------------------------------|--|
|  |    |  | Number System                                                                                         |  |                                                |  |
|  | 12 |  | Number System Conversion: Introduction                                                                |  |                                                |  |
|  | 13 |  | Decimal to Binary Conversion, Octal Conversion                                                        |  |                                                |  |
|  | 14 |  | Decimal to Hexadecimal Conversion                                                                     |  |                                                |  |
|  | 15 |  | Binary to Decimal Conversion, Octal to Decimal Conversion                                             |  |                                                |  |
|  | 16 |  | Hexadecimal to Decimal Conversion                                                                     |  |                                                |  |
|  | 17 |  | Conversion of number system to other number system different from decimal (for e.g. Binary to base 4) |  |                                                |  |
|  | 18 |  | Practice Questions on Number System                                                                   |  |                                                |  |
|  | 19 |  | Binary Addition                                                                                       |  |                                                |  |
|  | 20 |  | Binary Subtraction                                                                                    |  |                                                |  |
|  | 21 |  | Practice of Binary addition and Subtraction                                                           |  |                                                |  |
|  | 22 |  | Doubts                                                                                                |  | Online Quiz on Number System through Wayground |  |
|  | 23 |  | Use of Computers in office , Banks , Healthcare, Medical                                              |  |                                                |  |
|  | 24 |  | <b>CLASS TEST</b>                                                                                     |  | Class Test Based on Unit 1 and Unit 2          |  |
|  | 25 |  | Introduction to unit 3- Ms Office                                                                     |  |                                                |  |

|  |    |  |                                                                   |  |                                                 |  |
|--|----|--|-------------------------------------------------------------------|--|-------------------------------------------------|--|
|  | 26 |  | Documentation using MS-Word –<br>Creating and Editing a Document, |  | Lab Work                                        |  |
|  | 27 |  | Formatting Document, Auto-text,<br>Autocorrect,                   |  | Lab Work                                        |  |
|  | 28 |  | Spelling and Grammar Tool,<br>Document Dictionary                 |  | Lab Work                                        |  |
|  | 29 |  | Page Formatting, Bookmark                                         |  | Lab Work                                        |  |
|  | 30 |  | Advance Features of MS-Word                                       |  | Lab Work                                        |  |
|  | 31 |  | Mail Merge                                                        |  | Lab Work                                        |  |
|  | 32 |  | Printing                                                          |  | Lab Work                                        |  |
|  | 33 |  | Introduction to Unit 4:Ms Excel and<br>Power Point                |  | Lab Work                                        |  |
|  | 34 |  | Creating and Editing Worksheet,                                   |  | Lab Work                                        |  |
|  | 35 |  | Formatting and Essential Operations,                              |  | Lab Work                                        |  |
|  | 36 |  | Formulas and Functions,                                           |  | Lab Work                                        |  |
|  | 37 |  | Formulas and Functions,                                           |  | Lab Work                                        |  |
|  | 38 |  | Charts                                                            |  | Lab Work                                        |  |
|  | 39 |  | Presentations using Power Point                                   |  | Lab Work                                        |  |
|  | 40 |  | Creating Manipulating and Enhancing<br>Slides                     |  | Lab Work                                        |  |
|  | 41 |  | Organizational Charts, Excel Charts                               |  | Lab Work                                        |  |
|  | 42 |  | Word Art, Layering Art Objects,<br>Animations and Sounds          |  | Lab Work                                        |  |
|  | 43 |  |                                                                   |  | <b>Quiz Based on<br/>Unit 3 and 4</b>           |  |
|  | 44 |  |                                                                   |  | <b>Case Study<br/>Based on Unit<br/>3 and 4</b> |  |



**Lesson plan for the semester starting from 18<sup>th</sup> August 2026**

**BBACAM 1<sup>st</sup> SEMESTER**

**Subject Name: Digital & Technological Solution**

**Subject Code: 23CSAX01VA01**

**Subject Faculty: Dr. Shobha Bhatia**

**Class Time:1 Hr**

| S.NO. | Date of Class Taken | Topic/ Chapter Covered                                                  | Academic Activity | Test/Assignment | Deviation if any |
|-------|---------------------|-------------------------------------------------------------------------|-------------------|-----------------|------------------|
| 1     |                     | Unit I- Introduction & evolution of Digital systems                     | PPT               |                 |                  |
| 2     |                     | Role & significance of Digital technology                               | PPT               |                 |                  |
| 3     |                     | ICT & its Tools                                                         | PPT               |                 |                  |
| 4     |                     | Computer System & its working                                           | PPT               |                 |                  |
| 5     |                     | Software-its types                                                      | PPT               |                 |                  |
| 6     |                     | Operating systems-types & functions                                     | PPT               |                 |                  |
| 7     |                     | Problem solving : Algorithms & Flowcharts                               | PPT               |                 |                  |
| 8     |                     | Examples of flowcharts, revision & doubts                               | PPT               |                 |                  |
| 9     |                     | Unit II- Communication systems: Principles, Models & Transmission Media | PPT               | Assignment 1    |                  |
| 10    |                     | Computer networks-types                                                 | PPT               |                 |                  |
| 11    |                     | Internet- history, concept, applications                                | PPT               |                 |                  |
| 12    |                     |                                                                         |                   | Test 1          |                  |
| 13    |                     | Seminar                                                                 | PPT               |                 |                  |
| 14    |                     | WWW, web browsers, search engines                                       | PPT               |                 |                  |
| 15    |                     | Messaging, e mail, social network                                       | PPT               |                 |                  |
| 16    |                     | CBIS types & significance                                               | PPT               |                 |                  |
| 17    |                     | Revision & Doubts                                                       | PPT               |                 |                  |
| 18    |                     | E-commerce & digital marketing: Concepts, Benefits & challenges         | PPT               |                 |                  |
| 19    |                     |                                                                         |                   | Test 2          |                  |
| 20    |                     | Unit-III Emerging technologies & their applications                     | PPT               |                 |                  |
| 21    |                     | Overview of AI, Machine learning, Deep Learning                         | PPT               |                 |                  |

|    |  |                                                                  |     |                 |  |
|----|--|------------------------------------------------------------------|-----|-----------------|--|
| 22 |  | Big Data, Data Science, Big Data analytics                       | PPT |                 |  |
| 23 |  | IoT, IIoT                                                        | PPT |                 |  |
| 24 |  | Robotics & 3D printing                                           | PPT |                 |  |
| 25 |  | Block Chain technology, Quantum computing                        | PPT |                 |  |
| 26 |  | Cloud computing- its service models                              | PPT |                 |  |
| 27 |  | Revision & doubt session                                         | PPT |                 |  |
| 28 |  |                                                                  |     | Test 3          |  |
| 29 |  | Unit-IV Digital India & E-Governance: Initiative, infrastructure | PPT |                 |  |
| 30 |  | Services and Empowerment of digital India                        | PPT |                 |  |
| 31 |  | Digital financial tools, Unified Payment Interface               | PPT | Assignment No.2 |  |
| 32 |  | Aadhar Enabled Payment system, USSD                              | PPT |                 |  |
| 33 |  | Credit/ Debit cards, E-Wallets, Internet Banking                 | PPT |                 |  |
| 34 |  |                                                                  |     | Test 4          |  |
| 35 |  | NEFT/RTGS, IMPS, Online Bill Payment and POS                     | PPT |                 |  |
| 36 |  | Cyber security: Threats, significance                            | PPT |                 |  |
| 37 |  | CS- Challenges, Precautions                                      | PPT |                 |  |
| 38 |  | Safety measures & Tools                                          | PPT |                 |  |
| 39 |  | Revision & doubts Unit 4                                         | PPT | Assignment no.3 |  |
| 40 |  | Previous years QP discussions                                    |     |                 |  |
| 41 |  | Previous years QP discussions                                    |     |                 |  |

**Signature of Subject Faculty**

**Dr. Shobha Bhatia**

**Lesson Plan for the Semester Starting from 1<sup>st</sup> August 2026**

**Name of the subject: Cost and Management Accounting**

**Subject Code: 26IMSC303DS01**

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

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

**Department: BBA CAM 3<sup>rd</sup> SEM**

**Class Time: 1Hr.**

| <b>Month</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> |
|---------------|--------------|----------------------------|-------------------------------------------------------|--------------------------|------------------------|-------------------------|
| <b>August</b> | <b>1</b>     |                            | <b>Cost and management Accounting- Introduction</b>   |                          |                        |                         |
|               | <b>2</b>     |                            | <b>Objective and Importance of Cost accounting</b>    |                          |                        |                         |
|               | <b>3</b>     |                            | <b>Element of Cost</b>                                |                          |                        |                         |
|               | <b>4</b>     |                            | <b>Classification of cost</b>                         |                          |                        |                         |
|               | <b>5</b>     |                            | <b>Types and installation of Costing</b>              |                          |                        |                         |
|               | <b>6</b>     |                            | <b>Cost Sheet</b>                                     |                          |                        |                         |
|               | <b>7</b>     |                            | <b>Cost sheet-Practical</b>                           |                          |                        |                         |
|               | <b>8</b>     |                            | <b>Cost sheet-Practical</b>                           |                          |                        |                         |
|               | <b>9</b>     |                            | <b>Profit calculation</b>                             |                          |                        |                         |
|               | <b>10</b>    |                            | <b>Inventory valuation</b>                            |                          |                        |                         |
|               | <b>11</b>    |                            | <b>Inventory valuation- Practical</b>                 |                          |                        |                         |
|               | <b>12</b>    |                            | <b>Inventory valuation- Practical</b>                 |                          |                        |                         |
|               | <b>13</b>    |                            | <b>Elementary knowledge of Activity based costing</b> |                          |                        |                         |

|  |    |  |                                            |  |              |  |
|--|----|--|--------------------------------------------|--|--------------|--|
|  | 14 |  | CVP Analysis                               |  |              |  |
|  | 15 |  | Breakeven points,<br>Profit volume ratio   |  |              |  |
|  | 16 |  | Margin of safety,<br>Profit volumes graph  |  |              |  |
|  | 17 |  | Practical of MOS,<br>PV graph              |  |              |  |
|  | 18 |  | CVP analysis in<br>Multiproduct firm       |  |              |  |
|  | 19 |  | Practical of Sales Mix                     |  |              |  |
|  | 20 |  | Utility and Limitation<br>of CVP analysis  |  |              |  |
|  | 21 |  | Marginal costing<br>applications           |  |              |  |
|  | 22 |  | Factors of application<br>of MC            |  |              |  |
|  | 23 |  | Target costing                             |  |              |  |
|  | 24 |  | Practical Of Marginal<br>Costing           |  |              |  |
|  | 25 |  | Practical Of Marginal<br>Costing           |  |              |  |
|  | 26 |  | Budgetry Control-<br>Introduction          |  |              |  |
|  | 27 |  | Need and Objective of<br>Budgetory control |  |              |  |
|  | 28 |  | Essential of budgeting                     |  | Assignment-2 |  |
|  | 29 |  | Different types of<br>Budget               |  |              |  |
|  | 30 |  | Practical of Budgetory<br>control          |  |              |  |
|  | 31 |  | Practical of Budgetory<br>control          |  |              |  |
|  | 32 |  | Standard costing-<br>Inroduction           |  |              |  |

|  |           |  |                                           |  |  |  |
|--|-----------|--|-------------------------------------------|--|--|--|
|  | <b>33</b> |  | <b>Types of Standard costig</b>           |  |  |  |
|  | <b>34</b> |  | <b>Practical of Standard costing</b>      |  |  |  |
|  | <b>35</b> |  | <b>Practical of Standard costing</b>      |  |  |  |
|  | <b>36</b> |  | <b>Practical of Standard costing</b>      |  |  |  |
|  | <b>37</b> |  | <b>Practical of Standard costing</b>      |  |  |  |
|  | <b>38</b> |  | <b>Variance costing- Introduction</b>     |  |  |  |
|  | <b>39</b> |  | <b>Practical of Variance costing</b>      |  |  |  |
|  | <b>40</b> |  | <b>Practical of Variance costing</b>      |  |  |  |
|  | <b>41</b> |  | <b>Practical of Variance costing</b>      |  |  |  |
|  | <b>42</b> |  | <b>Material Variance</b>                  |  |  |  |
|  | <b>43</b> |  | <b>Labour Variance</b>                    |  |  |  |
|  | <b>44</b> |  | <b>Practical of variance analysis</b>     |  |  |  |
|  | <b>45</b> |  | <b>Management Accouting- Introduction</b> |  |  |  |
|  | <b>46</b> |  | <b>Need and Importance of MA</b>          |  |  |  |
|  | <b>47</b> |  | <b>Scope of MA</b>                        |  |  |  |
|  | <b>48</b> |  | <b>Analysis and Interpretation of FS</b>  |  |  |  |
|  | <b>49</b> |  | <b>Meaning of FS</b>                      |  |  |  |
|  | <b>50</b> |  | <b>Ratio Analysis- Introduction</b>       |  |  |  |

|  |           |  |                           |  |  |  |
|--|-----------|--|---------------------------|--|--|--|
|  | <b>51</b> |  | <b>Practical</b>          |  |  |  |
|  | <b>52</b> |  | <b>FFS</b>                |  |  |  |
|  | <b>53</b> |  | <b>Practical</b>          |  |  |  |
|  | <b>54</b> |  | <b>Cash Flow Analysis</b> |  |  |  |
|  | <b>55</b> |  | <b>Practical</b>          |  |  |  |

Lesson Plan for semester starting w.e.f. 1<sup>st</sup> August 2026

Name of the subject: Programming in C Language

Subject Code – 26IMSC403DS02

Name of Institute: DAV Institute of Management, Faridabad

Name of Teacher with designation: Dr. Kavita Goel, Assistant Professor

Department: BBACAM

Class time: 1 Hr.

| Month | Class | Date of Class Taken | Topics Covered                                                                            | Academic Activity | Test/ Assignment           | Deviation if any |
|-------|-------|---------------------|-------------------------------------------------------------------------------------------|-------------------|----------------------------|------------------|
|       | 1     |                     | Unit I: Problem Solving Using Computers — Introduction to problem solving using computers |                   |                            |                  |
|       | 2     |                     | Problem solving approach: understanding the problem and identifying inputs/outputs        |                   |                            |                  |
|       | 3     |                     | Algorithms: definition and purpose                                                        |                   |                            |                  |
|       | 4     |                     | Characteristics of algorithms                                                             |                   |                            |                  |
|       | 5     |                     | Writing simple algorithms                                                                 |                   |                            |                  |
|       | 6     |                     | Algorithms for profit and loss calculations                                               |                   |                            |                  |
|       | 7     |                     | Algorithms for discount and salary computation                                            |                   |                            |                  |
|       | 8     |                     | Flowcharts: symbols and meaning                                                           |                   |                            |                  |
|       | 9     |                     | Flowcharts: guidelines for drawing                                                        |                   |                            |                  |
|       | 10    |                     | Advantages and limitations of flowcharts                                                  |                   |                            |                  |
|       | 11    |                     | Designing flowcharts for profit and discount                                              |                   |                            |                  |
|       | 12    |                     | Designing flowcharts for salary computation                                               |                   |                            |                  |
|       | 13    |                     | Introduction to programming languages: Machine, Assembly and High-Level languages         |                   |                            |                  |
|       | 14    |                     | Language translators: Compiler, Interpreter and Assembler                                 |                   |                            |                  |
|       | 15    |                     | Structured programming approach and Unit I revision                                       |                   | Assignment based on unit 1 |                  |

|  |    |  |                                                                       |  |               |  |
|--|----|--|-----------------------------------------------------------------------|--|---------------|--|
|  | 16 |  | Unit II: C Programming Fundamentals — Structure of a C program        |  |               |  |
|  | 17 |  | Character set, tokens and identifiers                                 |  |               |  |
|  | 18 |  | Keywords, variables and constants                                     |  |               |  |
|  | 19 |  | Data types: int, float, double and char                               |  |               |  |
|  | 20 |  | Type conversion and type casting                                      |  |               |  |
|  | 21 |  | Arithmetic and assignment operators                                   |  |               |  |
|  | 22 |  | Relational and logical operators                                      |  |               |  |
|  | 23 |  | Increment and decrement operators                                     |  |               |  |
|  | 24 |  | Conditional operator                                                  |  |               |  |
|  | 25 |  | Input-output functions: printf() and scanf()                          |  |               |  |
|  | 26 |  | Character I/O functions: getchar() and putchar()                      |  |               |  |
|  | 27 |  | Writing and executing simple C programs                               |  | Lab Practical |  |
|  | 28 |  | Program: simple interest calculation                                  |  | Lab Practical |  |
|  | 29 |  | Program: percentage calculation                                       |  | Lab Practical |  |
|  | 30 |  | Business data input/output program                                    |  | Lab Practical |  |
|  | 31 |  | Unit II revision and debugging of simple programs                     |  |               |  |
|  | 32 |  | Unit III: Decision Making and Looping — Decision making: if statement |  |               |  |
|  | 33 |  | if-else statement                                                     |  | Lab Practical |  |
|  | 34 |  | Nested if statement                                                   |  | Lab Practical |  |
|  | 35 |  | if-else ladder                                                        |  | Lab Practical |  |
|  | 36 |  | switch statement                                                      |  | Lab Practical |  |
|  | 37 |  | Comparison of decision-making statements                              |  | Lab Practical |  |
|  | 38 |  | Looping constructs: while loop                                        |  | Lab Practical |  |
|  | 39 |  | for loop                                                              |  | Lab Practical |  |

|  |    |  |                                                                                       |  |               |  |
|--|----|--|---------------------------------------------------------------------------------------|--|---------------|--|
|  | 40 |  | do-while loop                                                                         |  | Lab Practical |  |
|  | 41 |  | Comparison of while, for and do-while                                                 |  | Lab Practical |  |
|  | 42 |  | break statement                                                                       |  | Lab Practical |  |
|  | 43 |  | continue statement                                                                    |  | Lab Practical |  |
|  | 44 |  | Problem solving using control structures: grading systems                             |  | Lab Practical |  |
|  | 45 |  | Problem solving using control structures: sales incentives and menu-driven operations |  | Lab Practical |  |
|  | 46 |  | Unit III revision and test                                                            |  |               |  |
|  | 47 |  | Unit IV: Arrays, Strings, Functions, Structures and Unions — Arrays: concept and need |  | Lab Practical |  |
|  | 48 |  | One-dimensional arrays: declaration and initialization                                |  | Lab Practical |  |
|  | 49 |  | One-dimensional arrays: traversal and basic operations                                |  | Lab Practical |  |
|  | 50 |  | Searching in arrays                                                                   |  | Lab Practical |  |
|  | 51 |  | Sorting basics in arrays                                                              |  | Lab Practical |  |
|  | 52 |  | Strings: concept and representation                                                   |  | Lab Practical |  |
|  | 53 |  | Commonly used string functions                                                        |  | Lab Practical |  |
|  | 54 |  | User-defined functions: declaration, definition and calling                           |  | Lab Practical |  |
|  | 55 |  | Parameter passing and return values                                                   |  | Lab Practical |  |
|  | 56 |  | Structures: introduction and applications                                             |  |               |  |
|  | 57 |  | Unions: introduction and applications                                                 |  |               |  |
|  | 58 |  | Practical: student records and inventory lists                                        |  | Lab Practical |  |
|  | 59 |  | Practical: customer data processing; Unit IV revision                                 |  | Lab Practical |  |
|  | 60 |  | Final revision: complete syllabus and problem-solving practice                        |  |               |  |

**Lesson Plan for semester starting w.e.f. 1<sup>st</sup> August 2026**

**Name of the subject: Business Mathematics**

**Subject Code: 26IMSC303DS03**

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

**Name of Teacher with designation: Dr. (CA) Bhawna Kharbanda, Assistant Professor**

**Department: BBA CAM**

**Class time: 1 Hour**

| Month | S. No. | Date of Class Taken | Topic/ Chapter covered                                | Academic Activity   | Test / Assignment    | Deviation (if any) |
|-------|--------|---------------------|-------------------------------------------------------|---------------------|----------------------|--------------------|
|       | 1      |                     | <u>Unit -1</u> Sets- Meaning, Elements & Types        | Practical Questions |                      |                    |
|       | 2      |                     | Presentation of Sets – Roster Form & Set Builder Form | Practical Questions |                      |                    |
|       | 3      |                     | Finite & Infinite Set                                 | Practical Questions |                      |                    |
|       | 4      |                     | Sets- Equal & Equivalent sets, Compliment set         | Practical Questions |                      |                    |
|       | 5      |                     | Sets – Difference , Union & Intersection              | Practical Questions |                      |                    |
|       | 6      |                     | Sets – Difference , Union & Intersection              | Practical Questions |                      |                    |
|       | 7      |                     | Theorems on Set Operations                            | Practical Questions |                      |                    |
|       | 8      |                     | Venn Diagram – Practical operation of Sets            | Practical Questions |                      |                    |
|       | 9      |                     | Venn Diagram – Practical operation of Sets            | Practical Questions |                      |                    |
|       | 10     |                     | Revision & Doubt session                              | Practice            | Assignment (Sets)    |                    |
|       | 11     |                     | <u>Unit- 2</u> Indices                                | Practical Questions |                      |                    |
|       | 12     |                     | Indices                                               | Practical Questions |                      |                    |
|       | 13     |                     | Revision & Doubt session                              | Practice            | Assignment (Indices) |                    |
|       | 14     |                     | Test of SETS                                          |                     | TEST                 |                    |

|  |    |  |                            |                     |                        |  |
|--|----|--|----------------------------|---------------------|------------------------|--|
|  |    |  | Logarithms                 | Practical Questions |                        |  |
|  | 15 |  | Logarithms                 | Practical Questions |                        |  |
|  | 16 |  | Logarithms                 | Practical Questions |                        |  |
|  | 17 |  | Revision & Doubt session   | Practice            | Assignment (Logarithm) |  |
|  | 18 |  | Arithmetical Progression   | Practical Questions |                        |  |
|  | 19 |  | Arithmetical Progression   | Practical Questions |                        |  |
|  | 20 |  | Sum of AP series           | Practical Questions |                        |  |
|  | 21 |  | Arithmetic Mean            | Practical Questions |                        |  |
|  | 22 |  | Revision & Doubt session   | Practice            |                        |  |
|  | 23 |  | Geometric Progression      | Practical Questions |                        |  |
|  | 24 |  | Geometric Progression      | Practical Questions |                        |  |
|  | 25 |  | Sum of GP series           | Practical Questions |                        |  |
|  | 26 |  | Geometric Mean             | Practical Questions |                        |  |
|  | 27 |  | Test of AP & GP            |                     | Test of AP & GP        |  |
|  | 28 |  | <u>Unit -3</u> Permutation | Practical Questions |                        |  |
|  | 29 |  | Permutation                | Practical Questions |                        |  |
|  | 30 |  | Combination                | Practical Questions |                        |  |
|  | 31 |  | Combination                | Practical Questions |                        |  |
|  | 32 |  | Binomial Theorem           | Practical Questions |                        |  |
|  | 33 |  | Binomial Theorem           | Practical Questions |                        |  |
|  | 34 |  | Revision & Doubt session   | Practice            | Assignment (P & C)     |  |
|  | 35 |  | Linear Equation            | Practical Questions |                        |  |
|  | 36 |  | Quadratic Equation         | Practical Questions |                        |  |
|  | 37 |  | Quadratic Equation         | Practical           |                        |  |

|  |    |  |                                                                     |                                |                                  |  |
|--|----|--|---------------------------------------------------------------------|--------------------------------|----------------------------------|--|
|  |    |  |                                                                     | Questions                      |                                  |  |
|  | 38 |  | <b>Unit -4 Matrices –<br/>Types , Properties &amp;<br/>addition</b> | <b>Practical<br/>Questions</b> |                                  |  |
|  | 39 |  | <b>Matrices –<br/>Multiplication</b>                                | <b>Practical<br/>Questions</b> |                                  |  |
|  | 40 |  | <b>co-factors &amp; Minors<br/>of Matrix</b>                        | <b>Practical<br/>Questions</b> |                                  |  |
|  | 41 |  | <b>Transpose &amp;<br/>Inverse of Matrix</b>                        | <b>Practical<br/>Questions</b> |                                  |  |
|  | 42 |  | <b>Revision &amp; Doubt<br/>session</b>                             | <b>Practice</b>                | <b>Assignment<br/>(Matrices)</b> |  |
|  | 43 |  | <b>Differentiation</b>                                              | <b>Practical<br/>Questions</b> |                                  |  |
|  | 44 |  | <b>Differentiation</b>                                              | <b>Practical<br/>Questions</b> |                                  |  |
|  | 45 |  | <b>Differentiation</b>                                              | <b>Practical<br/>Questions</b> |                                  |  |
|  | 46 |  | <b>Integration</b>                                                  | <b>Practical<br/>Questions</b> |                                  |  |
|  | 47 |  | <b>Integration</b>                                                  | <b>Practical<br/>Questions</b> |                                  |  |
|  | 48 |  | <b>Integration</b>                                                  | <b>Practical<br/>Questions</b> |                                  |  |
|  | 49 |  | <b>Revision &amp; Doubt<br/>session</b>                             | <b>Practice</b>                |                                  |  |
|  | 50 |  | <b>Test of Matrices</b>                                             |                                | <b>Test of<br/>Matrices</b>      |  |

**Lesson Plan for the Semester Starting From 1<sup>st</sup> August 2026**

**Name of the subject: State & District Administration in India**

**Subject Code:24PUB403MI01**

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

**Name of the teacher with designation: Ms. Shweta Nagpal ( Assistant Professor)**

**Department: BBA (NEP)**

**Class Time: 1Hr.**

| Month | Class | Date of Class taken | Topic/Chapter Covered                                    | Academic Activity    | Test/ Assignment | Deviation if any |
|-------|-------|---------------------|----------------------------------------------------------|----------------------|------------------|------------------|
| Aug   | 1     |                     | Introduction Of the Subject                              |                      |                  |                  |
|       | 2     |                     | Good Governance & Role of Civil Society                  | Lecture & PPT        |                  |                  |
|       | 3     |                     | People's participation: Meaning , Problems & Measures    | Case Study           |                  |                  |
|       | 4     |                     | Redressal of Consumer Grievances                         | Discussion           |                  |                  |
|       | 5     |                     | Panchayati Raj                                           | Lecture & Discussion |                  |                  |
|       | 6     |                     | Composition & functions of Panchayats                    | Case Study           |                  |                  |
|       | 7     |                     | Role of Sarpanch                                         | Discussion           |                  |                  |
|       | 8     |                     | Panchayat Samiti: Meaning & Functions                    | Lecture & Discussion |                  |                  |
|       | 9     |                     | Block development Officer: His Powers & Role             | Lecture & Discussion |                  |                  |
| Sep   | 10    |                     | Municipal Commissioner : His Powers & Functions          | Lecture              |                  |                  |
|       | 11    |                     | Legal Basis for the role of Municipal commissioner       | Case Study           |                  |                  |
|       | 12    |                     | District Planning Committee: Its Composition & Functions | Discussion           |                  |                  |
|       | 13    |                     | CEO of Zila Parishad: Meaning & Role                     | Lecture & Discussion |                  |                  |
|       | 14    |                     | Functions of ZP                                          | Discussion           |                  |                  |
|       | 15    |                     | District Consumer Forum : Meaning & Organisation         | Lecture & Discussion |                  |                  |
|       | 16    |                     | Functionsof DCF                                          | Discussion           |                  |                  |
|       | 17    |                     | Case Discussions of Consumer Court                       | Case Study           |                  |                  |
|       | 18    |                     | District Rural Development                               | Discussion           |                  |                  |

|            |           |  |                                                                                 |                                 |  |  |
|------------|-----------|--|---------------------------------------------------------------------------------|---------------------------------|--|--|
|            |           |  | <b>Agency: Meaning &amp; Objectives</b>                                         |                                 |  |  |
|            | <b>19</b> |  | <b>Organisation &amp; Structure of DRDA</b>                                     | <b>Lecture &amp; Discussion</b> |  |  |
|            | <b>20</b> |  | <b>Functions of DRDA</b>                                                        | <b>Discussion</b>               |  |  |
|            | <b>21</b> |  | <b>District Development &amp; Panchayat Officer: Meaning &amp; Key Roles</b>    | <b>Lecture</b>                  |  |  |
| <b>Oct</b> | <b>22</b> |  | <b>District Functionaries: DO/DC/DM</b>                                         | <b>Lecture</b>                  |  |  |
|            | <b>23</b> |  | <b>District officer: His Role &amp; Responsibilities</b>                        | <b>Discussion</b>               |  |  |
|            | <b>24</b> |  | <b>Functions of District officer</b>                                            | <b>Lecture</b>                  |  |  |
|            | <b>25</b> |  | <b>DO in Pre &amp; Post Independence India</b>                                  | <b>Lecture</b>                  |  |  |
|            | <b>26</b> |  | <b>Role of Superintendent of police</b>                                         | <b>Discussion</b>               |  |  |
|            | <b>27</b> |  | <b>Chief Secretary in state administration: His Role &amp; Responsibilities</b> | <b>Lecture</b>                  |  |  |
|            | <b>28</b> |  | <b>Haryana Public service Commission: Meaning &amp; History</b>                 | <b>Discussion</b>               |  |  |
|            | <b>29</b> |  | <b>Composition &amp; functions of HPSC</b>                                      | <b>Lecture &amp; Discussion</b> |  |  |
|            | <b>30</b> |  | <b>Haryana Right of Service Commission: Meaning &amp; Structure</b>             | <b>Lecture &amp; Discussion</b> |  |  |
|            | <b>31</b> |  | <b>Grievance Redressal Mechanism at HRSC</b>                                    | <b>Discussion</b>               |  |  |
|            | <b>32</b> |  | <b>Haryana Lokaykta: History &amp; Administration</b>                           | <b>Lecture &amp; Discussion</b> |  |  |
|            | <b>33</b> |  | <b>Powers &amp; functions of Haryana Lokaykta</b>                               | <b>Lecture</b>                  |  |  |
| <b>Nov</b> | <b>34</b> |  | <b>Notable Cases of Haryana Lokaykta</b>                                        | <b>Discussion</b>               |  |  |
|            | <b>35</b> |  | <b>Haryana State Information Commission: Service &amp; Powers</b>               | <b>Lecture &amp; Discussion</b> |  |  |
|            | <b>36</b> |  | <b>Challenges &amp; Key aspects of HSIC</b>                                     | <b>Lecture &amp; Discussion</b> |  |  |
|            | <b>37</b> |  | <b>Political Executive at state level: Governor</b>                             | <b>Discussion</b>               |  |  |
|            | <b>38</b> |  | <b>Powers &amp; Postion of Governor</b>                                         | <b>Lecture &amp; Discussion</b> |  |  |
|            | <b>39</b> |  | <b>CM: Powers &amp; Position</b>                                                | <b>Lecture &amp; Discussion</b> |  |  |
|            | <b>40</b> |  | <b>Council of Minister:</b>                                                     | <b>Lecture &amp;</b>            |  |  |

|  |           |  |                                                               |                                     |  |  |
|--|-----------|--|---------------------------------------------------------------|-------------------------------------|--|--|
|  |           |  | <b>Organisation &amp; Functions</b>                           | <b>Discussion</b>                   |  |  |
|  | <b>41</b> |  | <b>State Planning Board:<br/>Organisation &amp; Functions</b> | <b>Lecture &amp;<br/>Discussion</b> |  |  |
|  | <b>42</b> |  | <b>Revision</b>                                               |                                     |  |  |
|  | <b>43</b> |  | <b>Revision</b>                                               |                                     |  |  |

**Lesson Plan for the Semester Starting w.e.f. 1<sup>st</sup> August 2026**

**Name of the Subject: Unveiling Incredible India: A Journey into Tourism and Hospitality**

**Subject Code: 25HTMX03MD01**

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

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

**Department: BBA (CAM)**

**Class time: 1 Hour**

| Month | S. No. | Date of Class taken | Topic/Chapter Covered                                 | Academic Activity | Test/ Assignment | Deviation (if any) |
|-------|--------|---------------------|-------------------------------------------------------|-------------------|------------------|--------------------|
|       | 1      |                     | Introduction                                          | Lecture & ppt     |                  |                    |
|       | 2      |                     | Discovering the Tourism Gems of Northern India: Delhi | Lecture & ppt     |                  |                    |
|       | 3      |                     | Himachal Pradesh                                      | Lecture & ppt     |                  |                    |
|       | 4      |                     | Uttarakhand                                           | Lecture & ppt     |                  |                    |
|       | 5      |                     | Punjab                                                | Lecture & ppt     |                  |                    |
|       | 6      |                     | Haryana                                               | Lecture & ppt     |                  |                    |
|       | 7      |                     | Jammu & Kashmir                                       | Lecture & ppt     |                  |                    |
|       | 8      |                     | Exploring the wonders of Eastern India: West Bengal   | Lecture & ppt     |                  |                    |
|       | 9      |                     | Sikkim                                                | Lecture & ppt     |                  |                    |
|       | 10     |                     | Odisha                                                | Lecture & ppt     |                  |                    |
|       | 11     |                     | Bihar                                                 | Lecture & ppt     | Assignment No 1  |                    |
|       | 12     |                     | Jharkhand                                             | Lecture & ppt     |                  |                    |
|       | 13     |                     | Assam                                                 | Lecture & ppt     |                  |                    |
|       | 14     |                     | Seminar Presentations                                 | Discussion        |                  |                    |

|  |    |  |                                                      |               |                 |  |
|--|----|--|------------------------------------------------------|---------------|-----------------|--|
|  | 15 |  | Seminar Presentations                                | Discussion    |                 |  |
|  | 16 |  | Seminar Presentations                                | Discussion    |                 |  |
|  | 17 |  | Seminar Presentations                                | Discussion    |                 |  |
|  | 18 |  | Written Test                                         |               | Test            |  |
|  | 19 |  | Seminar Presentations                                | Discussion    |                 |  |
|  | 20 |  | Seminar Presentations                                | Discussion    |                 |  |
|  | 21 |  | First Quiz                                           | Quiz          |                 |  |
|  | 22 |  | Unveiling the Treasures of Western India: Rajasthan  | Lecture & ppt |                 |  |
|  | 23 |  | Gujarat                                              | Lecture & ppt |                 |  |
|  | 24 |  | Maharashtra                                          | Lecture & ppt |                 |  |
|  | 25 |  | Goa                                                  | Lecture & ppt |                 |  |
|  | 26 |  | Chhattisgarh                                         | Lecture & ppt |                 |  |
|  | 27 |  | Madhya Pradesh                                       | Lecture & ppt |                 |  |
|  | 28 |  | Delving into the Richness of Southern India : Kerala | Lecture & ppt |                 |  |
|  | 29 |  | Andhra Pradesh                                       | Lecture & ppt | Assignment No 2 |  |
|  | 30 |  | Telangana                                            | Lecture & ppt |                 |  |
|  | 31 |  | Puducherry                                           | Lecture & ppt |                 |  |
|  | 32 |  | Karnataka                                            | Lecture & ppt |                 |  |
|  | 33 |  | Tamil Nadu                                           | Lecture & ppt |                 |  |
|  | 34 |  | Seminar Presentations                                | Discussion    |                 |  |
|  | 35 |  | Seminar Presentations                                | Discussion    |                 |  |
|  | 36 |  | Seminar Presentations                                | Discussion    |                 |  |

|  |           |  |                              |                   |  |  |
|--|-----------|--|------------------------------|-------------------|--|--|
|  | <b>37</b> |  | <b>Seminar Presentations</b> | <b>Discussion</b> |  |  |
|  | <b>38</b> |  | <b>Second Quiz</b>           | <b>Quiz</b>       |  |  |
|  | <b>39</b> |  | <b>Seminar Presentations</b> | <b>Discussion</b> |  |  |
|  | <b>40</b> |  | <b>Seminar Presentations</b> | <b>Discussion</b> |  |  |

**\*Second written test will be conducted during internal examinations.**

**Lesson Plan for the Semester starting from 1<sup>st</sup> August 2026**

**Name of the subject: English (Two)**

**Subject Code: 24ENGX03AE01**

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

**Name of the teacher with designation: Ms. Tajleen Kaur**

**Department: BBA -CAM**

**Class Time: 1Hr.**

| Month | Class | Date of Class taken | Topic/Chapter Covered                                                          | Academic Activity      | Test/Assignment | Deviation if any |
|-------|-------|---------------------|--------------------------------------------------------------------------------|------------------------|-----------------|------------------|
|       | 1     |                     | Introduction to syllable and their types                                       | Lecture and Discussion |                 |                  |
|       | 2     |                     | Stress and their types                                                         | Lecture and Discussion |                 |                  |
|       | 3     |                     | Difference between primary and secondary stress, introduction of Transcription | Lecture and Discussion |                 |                  |
|       | 4     |                     | Transcription with Phonetic and Phoneme                                        | Lecture and Discussion |                 |                  |
|       | 5     |                     | Intonation and their concepts                                                  | Lecture and Discussion |                 |                  |
|       | 6     |                     | Revision of Unit-1                                                             | Test                   |                 |                  |
|       | 7     |                     | Test                                                                           | Test                   |                 |                  |
|       | 8     |                     | Clauses with detail of Nouns, adjectives                                       | Lecture and Discussion |                 |                  |
|       | 9     |                     | Clauses with their types                                                       | Lecture and Discussion |                 |                  |
|       | 10    |                     | Worksheet of Clauses                                                           | Lecture and Discussion |                 |                  |
|       | 11    |                     | Verbs-Finite& Non-Finite                                                       | Lecture and Discussion |                 |                  |
|       | 12    |                     | Infinitive, Gerund , Participles                                               | Lecture and Discussion |                 |                  |
|       | 13    |                     | Worksheets                                                                     | Lecture and Discussion |                 |                  |
|       | 14    |                     | Modals                                                                         | Lecture and Discussion |                 |                  |

|  |    |  |                                            |                        |  |  |
|--|----|--|--------------------------------------------|------------------------|--|--|
|  | 15 |  | Modals Worksheets                          | Lecture and Discussion |  |  |
|  | 16 |  | Tenses & their types                       | Lecture and Discussion |  |  |
|  | 17 |  | Worksheets                                 | Lecture and Discussion |  |  |
|  | 18 |  | Test unit-2                                | Test                   |  |  |
|  | 19 |  | Test                                       | Test                   |  |  |
|  | 20 |  | Introduction of Writing Skills             | Lecture and Discussion |  |  |
|  | 21 |  | Mechanism of writing , Barriers of Writing | Worksheets             |  |  |
|  | 22 |  | Paragraph writing- Description             | Lecture and Discussion |  |  |
|  | 23 |  | Types of Paragraph writing                 | Lecture and Discussion |  |  |
|  | 24 |  | Dialogue Writing                           | Lecture and Discussion |  |  |
|  | 25 |  | Letter Writing                             | Lecture and Discussion |  |  |
|  | 26 |  | Email Writing                              | Lecture and Discussion |  |  |
|  | 27 |  | Blog Writing                               | Lecture and Discussion |  |  |
|  | 28 |  | Revision                                   | Lecture and Discussion |  |  |
|  | 29 |  | Revision                                   | Lecture and Discussion |  |  |
|  | 30 |  | Test                                       | Test                   |  |  |

**Lesson Plan for the Semester Starting: 1<sup>st</sup> August 2026**

**Name of the subject: Business Etiquettes**

**Subject Code: 261MSC403SE01**

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

**Name of the teacher with designation: Neha Sharma**

**Department: BBA -CAM**

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

| Month | Class | Date of Class taken | Topic/Chapter Covered                        | Academic Activity | Test/ Assignment | Deviation if any |
|-------|-------|---------------------|----------------------------------------------|-------------------|------------------|------------------|
|       | 1     |                     | Overview of Syllabus                         | Lecture           |                  |                  |
|       | 2     |                     | Meaning of Business Etiquettes               | Lecture & ppt     |                  |                  |
|       | 3     |                     | Workshop Etiquettes                          | Lecture & ppt     |                  |                  |
|       | 4     |                     | Office protocols                             | Lecture & ppt     |                  |                  |
|       | 5     |                     | Office Etiquettes                            | Lecture & ppt     |                  |                  |
|       | 6     |                     | Professional Conduct                         | Lecture & ppt     |                  |                  |
|       | 7     |                     | Use of courteous phrases in the workplace    | Lecture & ppt     |                  |                  |
|       | 8     |                     | Proper ways to make introduction             | Lecture & ppt     |                  |                  |
|       | 9     |                     | Business Dressing sense                      | Lecture & ppt     |                  |                  |
|       | 10    |                     | Grooming requirement                         | Lecture & ppt     |                  |                  |
|       | 11    |                     | Unit 1 Revision                              | Lecture & ppt     |                  |                  |
|       | 12    |                     | Communication Etiquettes                     | Lecture & ppt     |                  |                  |
|       | 13    |                     | Written communication manners                | Lecture & ppt     |                  |                  |
|       | 14    |                     | Effective Listening skills                   | Lecture & ppt     |                  |                  |
|       | 15    |                     | Body Language, voice tone & eye contact      | Lecture & ppt     | Assignment       |                  |
|       | 16    |                     | Telephone, E-mail & voice mail etiquettes    | Lecture & ppt     |                  |                  |
|       | 17    |                     | Ways to deal with difficult people           |                   |                  |                  |
|       | 18    |                     | Extending, accepting & declining invitations | Lecture & ppt     |                  |                  |

|  |           |  |                                                          |                          |                   |  |
|--|-----------|--|----------------------------------------------------------|--------------------------|-------------------|--|
|  | <b>19</b> |  | <b>Written Test-1</b>                                    | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>20</b> |  | <b>Business meeting etiquettes</b>                       | <b>Lecture &amp; ppt</b> | <b>Assignment</b> |  |
|  | <b>21</b> |  | <b>Attending business functions</b>                      | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>22</b> |  | <b>Meeting Etiquettes</b>                                | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>23</b> |  | <b>Business Socialization</b>                            | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>24</b> |  | <b>Organizing social events for business</b>             | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>25</b> |  | <b>Dining Manners</b>                                    | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>26</b> |  | <b>Banquet Etiquettes</b>                                | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>27</b> |  | <b>Global Manners</b>                                    | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>28</b> |  | <b>Importance of awareness of international customs</b>  | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>29</b> |  | <b>Cultural Taboos</b>                                   | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>30</b> |  | <b>Cultural practices</b>                                | <b>Test</b>              |                   |  |
|  | <b>31</b> |  | <b>Travelling Etiquettes</b>                             |                          |                   |  |
|  | <b>32</b> |  | <b>Business Etiquettes in USA</b>                        | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>33</b> |  | <b>Business Etiquettes in Europe &amp; Latin America</b> | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>34</b> |  | <b>Business Etiquettes in Africa &amp; Middle East</b>   | <b>Lecture &amp; ppt</b> |                   |  |
|  | <b>35</b> |  | <b>Written Test-2</b>                                    |                          |                   |  |