

**Lesson Plan**

Name of the Assistant/ Associate Professor... Nanender Kumar

Class and Section... BBA-4th Semester

Subject: DATA BASE MANAGEMENT SYSTEM

Week	Date	Topics
1	1-Jan-18	Introduction
	2-Jan-18	Introduction to database management system
	3-Jan-18	Data versus information
	4-Jan-18	Record
	5-Jan-18	file
	6-Jan-18	Data Dictionary — Introduction
	7-Jan-18	Sunday
2	8-Jan-18	Types of Dictionary
	9-Jan-18	Components of Dictionary
	10-Jan-18	Database administrator,
	11-Jan-18	Functions of DBA
	12-Jan-18	Responsibilities of DBA
	13-Jan-18	Assignment
	14-Jan-18	Sunday
3	15-Jan-18	File oriented system
	16-Jan-18	Database system
	17-Jan-18	File-oriented system versus database system
	18-Jan-18	Database system Architecture — Introduction
	19-Jan-18	Schemas,
	20-Jan-18	Sub schemas
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	Instances
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Data Base Architecture
	26-Jan-18	Republic Day
	27-Jan-18	Assignment
	28-Jan-18	Sunday
5	29-Jan-18	Data Independence
	30-Jan-18	Types of Independence
	31-Jan-18	Guru Ravidas Birthday

**Lesson Plan**

Name of the Assistant/ Associate Professor: Nanender Kumar  
 Class and Section: BBA-4th Sem  
 Subject: Database Management System

Week	Date	Topics
1	1-Feb-18	Mapping
	2-Feb-18	Dbs Models — Introduction
	3-Feb-18	Hierarchical Model
	4-Feb-18	Sunday
2	5-Feb-18	Network Model
	6-Feb-18	Relational Model
	7-Feb-18	Comparison bet. Record based dbs models
	8-Feb-18	Object base Models
	9-Feb-18	Assignment
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
3	12-Feb-18	ER Models
	13-Feb-18	Maha Shivratri
	14-Feb-18	Object oriented Model
	15-Feb-18	Sementic Dbs Model
	16-Feb-18	Functional Dbs Model
	17-Feb-18	Types of database system — Single Vs Multiuser
	18-Feb-18	Sunday
	4	19-Feb-18
20-Feb-18		Decision Support system
21-Feb-18		Dbs Warehouse
22-Feb-18		Centralised database system
23-Feb-18		Parallel database system
24-Feb-18		Assignment
25-Feb-18		Sunday
5		26-Feb-18
	27-Feb-18	Client-server database system
	28-Feb-18	Database Security — Introduction

**Lesson Plan**

Name of the Assistant/ Associate Professor: Narender Kumar  
 Class and Section: BBA-4th Sem  
 Subject: Database Management System

Week	Date	Topics
1	1-Mar-18	Database security Requirements
	2-Mar-18	Holi
	3-Mar-18	Assignment
	4-Mar-18	Sunday
2	5-Mar-18	Diff. bet authentication & Authorization
	6-Mar-18	Threats - Introduction, cause
	7-Mar-18	Security issues / Level / Dimensions
	8-Mar-18	Techniques for db security
	9-Mar-18	Firewalls - Introduction,
	10-Mar-18	Types
	11-Mar-18	Sunday
3	12-Mar-18	Database Recovery - Introduction
	13-Mar-18	Types & Properties of Recovery
	14-Mar-18	failures
	15-Mar-18	Backup
	16-Mar-18	Techniques of Recovery
	17-Mar-18	Assignment
	18-Mar-18	Sunday
	4	19-Mar-18
20-Mar-18		WAL
21-Mar-18		Log, checkpoint
22-Mar-18		Shadow Paging
23-Mar-18		Distributed database
24-Mar-18		DBs Warehousing & DBs Mining - Introduction
25-Mar-18		Sunday/ Ram Navami
5		26-Mar-18
	27-Mar-18	structure of DBs warehouse
	28-Mar-18	Component, Advantage use, Limitation
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	DBs Warehouse overview
	31-Mar-18	Assignment

Lesson Plan

Name of the Assistant/ Associate Professor: Narendar Kumar  
 Class and Section: BBA- 4th Semester  
 Subject: Database Management System

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	Data Mining - Introduction
	3-Apr-18	Components, Application of Data Mining
	4-Apr-18	Emerging database technologies
	5-Apr-18	Emerging database technologies
	6-Apr-18	Internet Database
	7-Apr-18	Assignment
	8-Apr-18	Sunday
2	9-Apr-18	Digital Libraries
	10-Apr-18	Multimedia Database
	11-Apr-18	Mobile Database
	12-Apr-18	Mobile Database
	13-Apr-18	Digital Libraries
	14-Apr-18	Dr. Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Internet Database
	17-Apr-18	Spatial Database
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	Spatial Database
	20-Apr-18	Revision DBA
	21-Apr-18	Revision Data Base Architecture
	22-Apr-18	Sunday
	4	23-Apr-18
24-Apr-18		Revision Relational Model
25-Apr-18		Revision Network model
26-Apr-18		Revision Hierarchical Model
27-Apr-18		Revision Firewalls
28-Apr-18		Revision Techniques

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## Lesson Plan

Name of the Assistant/ Associate Professor..... Mrs. Ritu Gupta.....

Class and Section..... B.B.A IV.....

Subject:..... Financial Management.....

Week	Date	Topics
1	1-Jan-18	Financial Mgt - Meaning, Approaches to F.M.
	2-Jan-18	Functions of financial Mgt.
	3-Jan-18	Objectives of FM - Profit Maximisation Approach
	4-Jan-18	Wealth Maximisation Approach
	5-Jan-18	Scope of Financial Mgt.
	6-Jan-18	Organisation of finance function
	7-Jan-18	Sunday
2	8-Jan-18	Functions of the Chief Financial Manager.
	9-Jan-18	Importance of financial Mgt.
	10-Jan-18	Assignment of financial Mgt.
	11-Jan-18	Investment Decision
	12-Jan-18	Cost of Capital - Meaning and importance
	13-Jan-18	Classification of Cost of Capital
	14-Jan-18	Sunday
3	15-Jan-18	Computation of Cost of Debt - Perpetual
	16-Jan-18	Cost of Redeemable Debt - Trial & Error Method
	17-Jan-18	Short Cut Method
	18-Jan-18	Cost of Preference Share Capital - Irredeemable
	19-Jan-18	Cost of Redeemable Preference Share
	20-Jan-18	Cost of Equity Capital - Dividend Approach
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	Dividend Growth Model
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Earnings Price Method
	26-Jan-18	Republic Day
	27-Jan-18	CAPM Approach
	28-Jan-18	Sunday
	5	29-Jan-18
30-Jan-18		Overall Cost of Capital
31-Jan-18		Calculation of Weighted Average Cost of Capital

Ritu

## Lesson Plan

Name of the Assistant/ Associate Professor: Ms. Ritu Gupta

Class and Section: B.B.A 4<sup>th</sup> Sem

Subject: Financial Management

Week	Date	Topics
1	1-Feb-18	Numerical problem of Cost of Capital
	2-Feb-18	Numerical Problem of Cost of Capital
	3-Feb-18	Assignment of Cost of Capital
	4-Feb-18	Sunday
2	5-Feb-18	Capital Budgeting - Meaning, features, Importance
	6-Feb-18	Kind of Capital Budgeting Decisions
	7-Feb-18	Techniques of Capital Budgeting - Pay Back Method
	8-Feb-18	Average Rate of Return Method
	9-Feb-18	Net Present Value Method
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
3	12-Feb-18	Internal Rate of Return Method
	13-Feb-18	Maha Shivratri
	14-Feb-18	Profitability Index Method
	15-Feb-18	Limitations of Capital Budgeting
	16-Feb-18	Numerical Problem of Capital Budgeting
	17-Feb-18	Numerical Problem
	18-Feb-18	Sunday
4	19-Feb-18	Assignment of Capital Budgeting
	20-Feb-18	Leverage - Meaning
	21-Feb-18	Operating Leverage - Meaning, Significance, Limitation
	22-Feb-18	Numerical of operating leverage
	23-Feb-18	Financial Leverage - Meaning, Impact of F.L.
	24-Feb-18	Numerical of Financial Leverage
	25-Feb-18	Sunday
5	26-Feb-18	Combined leverage - Degree of Combined Leverage
	27-Feb-18	Numerical of leverage
	28-Feb-18	Numerical of leverage

Ritu

## Lesson Plan

Name of the Assistant/ Associate Professor... Mrs. Ritu Gupta.....

Class and Section:..... B.P.A. 2<sup>nd</sup> Sem.....

Subject:..... Financial Management.....

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Assignment of Leverage
	4-Mar-18	Sunday
2	5-Mar-18	Capital Structure - Introduction, Optimum C. Structure
	6-Mar-18	Qualities of Optimum Capital structure
	7-Mar-18	Factors Affecting Capital Structure
	8-Mar-18	Significance of Capital structure Decisions
	9-Mar-18	Capital Structure theories, Assumptions
	10-Mar-18	Net Income Approach
	11-Mar-18	Sunday
3	12-Mar-18	Net operating Income Approach
	13-Mar-18	Numerical Problem of NPI
	14-Mar-18	Modigliani - Miller Approach - Meaning, Assumption
	15-Mar-18	Basic Propositions, Arbitrage Process
	16-Mar-18	Limitation of MM approach
	17-Mar-18	Traditional Approach
	18-Mar-18	Sunday
	4	19-Mar-18
20-Mar-18		Working Capital - Definition, Need for W.C.
21-Mar-18		Factors Affecting Working Capital
22-Mar-18		Management of Working Capital
23-Mar-18		Analysis of W.C.
24-Mar-18		Working Capital Forecast - Operating Cycle Method
25-Mar-18		Sunday/ Ram Navami
5		26-Mar-18
	27-Mar-18	Numerical of W.C.
	28-Mar-18	Numerical of W.C.
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Assignment of W.C.
	31-Mar-18	Dividend Policy - Intro, Significance of Dividend Policy

Ritu

## Lesson Plan

Name of the Assistant/ Associate Professor... Mrs. Ritu Gupta

Class and Section... B.P.A. 4th Sem

Subject... Financial Management

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	Types of Dividend Policy
	3-Apr-18	Factors Determining Dividend Policy
	4-Apr-18	Dividend Theories - Modigliani-Miller Approach
	5-Apr-18	Numerical of M.M, Criticism of M.M Model
	6-Apr-18	Relevance of Dividends - Walter's Model
	7-Apr-18	Gordon's Model
	8-Apr-18	Sunday
2	9-Apr-18	Assignment of Dividend Theory
	10-Apr-18	Management of Cash - Motives, Objective, factors
	11-Apr-18	Devices of Cash Mgt.
	12-Apr-18	Cash Management Model
	13-Apr-18	Management of Receivables - Meaning, Objectives
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Aspects of Receivables Mgt.
	17-Apr-18	Inventory Mgt. - Meaning, objectives, Benefits
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	Techniques of Inventory Mgt.
	20-Apr-18	Revision Objectives of financial Management
	21-Apr-18	Revision Cost of Capital
	22-Apr-18	Sunday Dividend Policy
	23-Apr-18	Revision Capital Budgeting
4	24-Apr-18	Revision Capital Structure
	25-Apr-18	Revision Leverage
	26-Apr-18	Revision Working Capital
	27-Apr-18	Revision Management of Cash
	28-Apr-18	Revision Inventory Management

Ritu

Name of the Assistant/ Associate Professor.....

SURESH CHAND

Class and Section. B.B.A. 4<sup>th</sup> sem.

Subject: Human Rights and values

Week	Date	Topics
1	1-Jan-18	Deprivation of Human Rights case issues
	2-Jan-18	poverty, overpopulation
	3-Jan-18	Illiteracy, problems of unsustainable development
	4-Jan-18	Disadvantaged Groups
	5-Jan-18	women & Children - Deprivation of rights of children
	6-Jan-18	Assignment related to the above topic
	7-Jan-18	Sunday
2	8-Jan-18	Basic reason of Deprivation
	9-Jan-18	Schedule caste and schedule tribes
	10-Jan-18	Problems or consequences of unsustainable development
	11-Jan-18	Deprivation of human Rights to disadvantaged groups
	12-Jan-18	Right of Children: Indian Scenario
	13-Jan-18	Assignment related to the above topic
	14-Jan-18	Sunday
3	15-Jan-18	Rights of scheduled caste and scheduled tribes
	16-Jan-18	Deprivation of Rights of scheduled caste and tribes
	17-Jan-18	Homeless and slum Dwellers's Rights
	18-Jan-18	meaning of homeless and slum dwellers
	19-Jan-18	Deprivation of right of homeless and slum dwellers
	20-Jan-18	Physically and mentally Handicapped
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	Introduction, laws related to disabled
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	features of PWD Act 1995
	26-Jan-18	Republic Day
	27-Jan-18	Deprivation of Rights of Disabled
	28-Jan-18	Sunday
5	29-Jan-18	Refugees and Internally Displaced person
	30-Jan-18	causes of displacement, legal protection
	31-Jan-18	Assignment related to above topic

Name of the Assistant/ Associate Professor: Suresh chand Lesson Plan  
 Class and Section: BBA 4th sem  
 Subject: Human Rights and Values

Week	Date	Topics
1	1-Feb-18	Redressal Mechanism for human Rights violations
	2-Feb-18	violating meaning, forms, human rights by state
	3-Feb-18	violating of Human Rights by Individuals and group
	4-Feb-18	Sunday
2	5-Feb-18	nuclear weapons and terrorism - Introduction, meaning
	6-Feb-18	nuclear weapons and Human Rights
	7-Feb-18	Terrorism - meaning, definition, and features
	8-Feb-18	Impact of terrorism on human Rights
	9-Feb-18	Assignment related to the above topic
	10-Feb-18	Maharshi Dayanand Saraswati Jyanti
	11-Feb-18	Sunday
3	12-Feb-18	obligation of state, Counter terrorism measures and human Rights
	13-Feb-18	Maha Shivratri
	14-Feb-18	Government system for redressal: judiciary
	15-Feb-18	Background, judiciary, Article 32, Article 226
	16-Feb-18	difference between Article 226 and Article 32
	17-Feb-18	Assignment related to the above topic
	18-Feb-18	Sunday
4	19-Feb-18	National Human Right commission and other <sup>Statutory</sup> Commission
	20-Feb-18	Composition, Appointment, functions and powers of commission
	21-Feb-18	dealing with complaints, procedure of handling Complaint
	22-Feb-18	Annual and Special Reports of commission
	23-Feb-18	Other Statutory Commission
	24-Feb-18	Assignment related to the above topic
	25-Feb-18	Sunday
5	26-Feb-18	National Commission for minorities
	27-Feb-18	National Commission for schedule caste
	28-Feb-18	National Commission for schedule caste TRIBS

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Name of the Assistant/Associate Professor: Suresh Chand Lesson Plan

Class and Section: BBA 3rd sem.

Subject: Human Rights and values

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	media advocacy creation of Human Rights Literacy and
	4-Mar-18	Sunday
2	5-Mar-18	Awareness - Introduction, Role of advocacy group
	6-Mar-18	media advocacy - function and role of media
	7-Mar-18	Creation of human rights literacy and awareness
	8-Mar-18	Role of NHRE in Human Rights education.
	9-Mar-18	Concepts of human values - Aim of education.
	10-Mar-18	Assignment related to the above topic
	11-Mar-18	Sunday
3	12-Mar-18	Value education - Concept of human values
	13-Mar-18	Types of values, Composition of human values
	14-Mar-18	meaning, definition, Aim, evaluation and component of value education.
	15-Mar-18	Evaluation of value oriented education
	16-Mar-18	Stages of Indian culture, objective of vedic education
	17-Mar-18	Character formation toward positive personality
	18-Mar-18	Sunday
4	19-Mar-18	what is character, character formation
	20-Mar-18	personality and character, positive traits for character
	21-Mar-18	Scientific method, Importance of scientific vision
	22-Mar-18	National Integration - meaning or nature.
	23-Mar-18	Obstacles in national Integration.
	24-Mar-18	Assignment related to the above topic
	25-Mar-18	Sunday/ Ram Navami
5	26-Mar-18	value education for national Integration
	27-Mar-18	measures for promoting national Integration.
	28-Mar-18	International understanding
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Need for developing international understanding
	31-Mar-18	national vs. International.

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Lesson Plan

Suresh Chandra

Class and Section: BBA 4th sem.  
 Subject: Human Rights and Values

Week	Date	Topics
1	2-Apr-18	Sunday
	2-Apr-18	Concept of human Rights, meaning and features
	3-Apr-18	Indian and international perspective of human right
	4-Apr-18	fundamental Rights,
	5-Apr-18	Comparison of universal of human right and Indian constitution
	6-Apr-18	Evolution of human right, history of human right
	7-Apr-18	Human rights movement in india
	8-Apr-18	Sunday
2	9-Apr-18	Classification of human right and relevant
	10-Apr-18	classification according to area of life, activity
	11-Apr-18	classification according to time of appearance
	12-Apr-18	classification on other basis
	13-Apr-18	Assignment related to the above topic
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Genesis of human Rights
	17-Apr-18	Constitutional provisions to Right to life, liberty and dignity
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	Right to equality
	20-Apr-18	Revision Introduction to Human Rights, Types, Evolution -
	21-Apr-18	Revision Constitutional provisions to Right to life, liberty and dignity
	22-Apr-18	Sunday Deprivation of Human Rights
	4	23-Apr-18
24-Apr-18		Revision Disadvantaged groups: children.
25-Apr-18		Revision Redressal mechanisms for human Right violations
26-Apr-18		Revision nuclear weapons and terrorism.
27-Apr-18		Revision Human values and education -
28-Apr-18		Revision evolution of value oriented education.

Name of the Assistant/ Associate Professor Suresh Chandel

Class and Section BBA 4<sup>th</sup> sem.

Subject: Human Resource management

Week	Date	Topics
1	1-Jan-18	Introduction - nature and scope of H.R.M.
	2-Jan-18	Difference between HRM and personal management
	3-Jan-18	Difference between HRM and Human Resource development
	4-Jan-18	Need for Human Resource management
	5-Jan-18	Scope / Areas of Human Resource management
	6-Jan-18	Assignment related to the above topic
	7-Jan-18	Sunday
2	8-Jan-18	Principles / Prerequisites of HRM.
	9-Jan-18	Qualities of the human Resource manager
	10-Jan-18	Status of Human Resource manager
	11-Jan-18	Forms of the organisation structure in various Organisation.
	12-Jan-18	Role of HRD manager, Chief executive, line manager.
	13-Jan-18	Assignment related to the above topic
	14-Jan-18	Sunday
3	15-Jan-18	Objectives of Human Resource management
	16-Jan-18	Functions of Human Resource management.
	17-Jan-18	Policies of Human Resource management.
	18-Jan-18	Human Resource management in India
	19-Jan-18	Evaluation of human Resource management in India.
	20-Jan-18	Emerging horizons in HRM in India.
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	HRM in globally competitive environment
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	Strategic human resource management
	26-Jan-18	Republic Day
	27-Jan-18	Assignment related to the above topic
	28-Jan-18	Sunday
5	29-Jan-18	HR outsourcing - Business process outsourcing (BPO)
	30-Jan-18	Advantages of BPOs, HR Managers and BPOs.
	31-Jan-18	Knowledge process outsourcing - BPO and KPO.

Week	Date	Topics
1	1-Feb-18	Acquiring Human Resources - meaning of HRM planning
	2-Feb-18	Characteristics of HR planning and need as purpose
	3-Feb-18	Objectives of Human Resource planning
	4-Feb-18	Sunday
2	5-Feb-18	Process of Human Resource planning
	6-Feb-18	Factors affecting Human Resource planning
	7-Feb-18	Levels of Human Resource planning
	8-Feb-18	Advantages and Limitations of Human Resource planning
	9-Feb-18	Assignment related to the above topic
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
3	12-Feb-18	Job analysis - Introduction, meaning, definition, objectives
	13-Feb-18	Maha Shivratri
	14-Feb-18	Uses of Job analysis, Job analysis process.
	15-Feb-18	Techniques of Job analysis, Job description, meaning
	16-Feb-18	Contents of Job description, Uses, features
	17-Feb-18	Employee Involvement, Job specification, meaning component
	18-Feb-18	Sunday
	4	19-Feb-18
20-Feb-18		flexible work schedule, work measurement
21-Feb-18		Recruitment - meaning, factors affecting, process, sources
22-Feb-18		Selection - meaning, Benefits, Criteria and process
23-Feb-18		Placement - meaning, principles, Advantages, problems
24-Feb-18		Assignment related to the above topic
25-Feb-18		Sunday
5		26-Feb-18
	27-Feb-18	method Techniques, challenges and suggestions
	28-Feb-18	Induction, meaning, objective, need and importance.

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Name of the Assistant/ Associate Professor: Suresh Chand Lesson Plan  
 Class and Section: BBA 4th sem.  
 Subject: Human Resource Management

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	Developing human Resources -
	4-Mar-18	Sunday
2	5-Mar-18	Promotion - Definition, Advantages or purpose and types
	6-Mar-18	Principles of promotion, Basis of promotion
	7-Mar-18	transfers - meaning, definition, objective, principles and types
	8-Mar-18	Employee training - meaning, characteristics and objectives
	9-Mar-18	Need of training / Benefits of training, methods of training
	10-Mar-18	Assignment related to the above topic
	11-Mar-18	Sunday
3	12-Mar-18	training methods and evaluation
	13-Mar-18	Cross cultural training
	14-Mar-18	Design executive development programme - meaning
	15-Mar-18	features of executive development and objective of E.D.
	16-Mar-18	Need or Importance, process, methods and techniques of E.D.
	17-Mar-18	Assignment related to the above topic
	18-Mar-18	Sunday
4	19-Mar-18	Career planning and development - meaning, Advantages
	20-Mar-18	process of career planning and principles of c.p.
	21-Mar-18	matching individual career needs with organisational Req.
	22-Mar-18	stages in career development, limitation
	23-Mar-18	Career planning and development - whose responsibility
	24-Mar-18	Assignment related to the above topic
25-Mar-18	Sunday / Ram Navami	
5	26-Mar-18	Employee Retention - Introduction, factors affecting
	27-Mar-18	Advantages of Retention, steps in employees retention
	28-Mar-18	myth and realities about retention, strategies for emp Ret
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Suggestions for enhancing employee retention.
31-Mar-18	Disadvantages of employee retention.	

Lesson Plan

Name of the Assistant/ Associate Professor: Suresh Chandra  
 Class and Section: GBA 4th Sem.  
 Subject: Human Resource Management

Week	Date	Topics
1		Sunday
	1-Apr-18	
	2-Apr-18	Succession planning - meaning, definition, nature, process
	3-Apr-18	Advantages, Problems/obstacles in succession planning
	4-Apr-18	Establishing the performance management system
	5-Apr-18	Need of performance Appraisal, process of P.A., methods
	6-Apr-18	Establishing rewards and pay plans
	7-Apr-18	Assignment related to the above topic
2	8-Apr-18	Sunday
	9-Apr-18	Compensation management - essentials of an equitable.
	10-Apr-18	meaning and definition of wages, characteristics, factors
	11-Apr-18	Employees benefits - meaning definition and types
	12-Apr-18	ensuring a safe and healthy work.
	13-Apr-18	environmental balance scorecard
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Competency based HRM.
	17-Apr-18	flexible work schedule.
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	Health and safety.
	20-Apr-18	Revision nature and scope of human resource management
	21-Apr-18	Revision HRM objectives and functions, HRM policies
	22-Apr-18	Sunday Human Resource planning, job analysis and design
4	23-Apr-18	Revision employee involvement, flexible work schedule
	24-Apr-18	Revision Recruitment, selecting human resource placement
	25-Apr-18	Revision Employee training, training and assessment,
	26-Apr-18	Revision training methods and evaluation, cross cultural training
	27-Apr-18	Revision Enhancing and rewarding performance. Establishing
	28-Apr-18	Revision the performance management system, Reward and pay.

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**Lesson Plan**

Name of the Assistant/ Associate Professor... AKEEL AHMED.....

Class and Section... B.B.A. IV Semester.....

Subject: BUSINESS RESEARCH METHODS.....

Week	Date	Topics
1	1-Jan-18	<b>BUSINESS RESEARCH - Meaning, scope of Business Research</b>
	2-Jan-18	Types of business research.
	3-Jan-18	Managerial value of business research.
	4-Jan-18	Characteristics of good business research.
	5-Jan-18	Technology, ethics and business research.
	6-Jan-18	Assignment related to above topics
	7-Jan-18	Sunday
2	8-Jan-18	<b>Theory and research - Components,</b>
	9-Jan-18	concepts; Importance of concepts to BR.
	10-Jan-18	Constructs, definition variables.
	11-Jan-18	Propositions and Hypothesis.
	12-Jan-18	Deductive and Inductive theory
	13-Jan-18	Assignment related to above topics
	14-Jan-18	Sunday
3	15-Jan-18	<b>Research Process I - Introduction</b>
	16-Jan-18	stages in research process.
	17-Jan-18	Nature and process of problem definition
	18-Jan-18	Importance of problem definition.
	19-Jan-18	Selecting the problem, Process of problem formulation.
	20-Jan-18	Assignment related to above topics.
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	<b>Business Research Proposal - Meaning</b>
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	<b>Purpose of Research Proposal.</b>
	26-Jan-18	Republic Day
	27-Jan-18	<b>Benefits of research proposal + types.</b>
	28-Jan-18	Sunday
	5	29-Jan-18
30-Jan-18		Assignment related to above topics.
31-Jan-18		Guru Ravidas Birthday

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Lesson Plan

Name of the Assistant/ Associate Professor..... AKEEL AHMED  
 Class and Section:..... BBA II SEMESTER  
 Subject:..... BUSINESS RESEARCH METHODS

Week	Date	Topics
1	1-Feb-18	Research Design - Introduction
	2-Feb-18	Need and Importance of Research Design.
	3-Feb-18	Features of a good research design.
	4-Feb-18	Sunday
2	5-Feb-18	Relation b/w Problem formulation & Research design
	6-Feb-18	Advantages of Research design
	7-Feb-18	Contents of Research design
	8-Feb-18	Elements of research design
	9-Feb-18	Assignment related to above topics
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
3	12-Feb-18	Classification of research design
	13-Feb-18	Maha Shivratri
	14-Feb-18	Exploratory, descriptive & causal Research design
	15-Feb-18	Evaluation of research design
	16-Feb-18	Basic Issues in experimental design.
	17-Feb-18	Classification of experimental design.
	18-Feb-18	Sunday
4	19-Feb-18	Concept and their measurement,
	20-Feb-18	Meaning of measurement, Measurement Scales
	21-Feb-18	Attitude measurement and Scaling.
	22-Feb-18	Scaling techniques, Scale construction techniques
	23-Feb-18	Multidimensional Scaling.
	24-Feb-18	Goodness of the Measure, Reliability.
	25-Feb-18	Sunday
5	26-Feb-18	Assignment related to above topics.
	27-Feb-18	Sample design and sampling procedure
	28-Feb-18	Introduction, Meaning of measurement.

**Lesson Plan**

Name of the Assistant/ Associate Professor..... AKEEL AHMED  
 Class and Section:..... BBA IV Semester  
 Subject:..... BUSINESS RESEARCH METHODS

Week	Date	Topics
1	1-Mar-18	Principles of Sampling, Implications of Sampling
	2-Mar-18	Holi
	3-Mar-18	Advantages & Limitations of Sampling
	4-Mar-18	Sunday
2	5-Mar-18	Types of Sampling:- Simple Random Sampling.
	6-Mar-18	Stratified Random Sampling
	7-Mar-18	Systematic Sampling, Cluster Sampling
	8-Mar-18	Area Sampling, Sample Design
	9-Mar-18	Developing a sample design.
	10-Mar-18	Assignment related to above topics.
	11-Mar-18	Sunday
3	12-Mar-18	Size of Samples, Determination of Sample Size
	13-Mar-18	Surveys, Sampling and Non-Sampling Errors.
	14-Mar-18	Reducing of Sampling Errors.
	15-Mar-18	Methods of data collection:- Introduction
	16-Mar-18	Sources of data, observation.
	17-Mar-18	Assignment related to above topics.
	18-Mar-18	Sunday
	4	19-Mar-18
20-Mar-18		Interview, types of Interview.
21-Mar-18		Structured and Non-structured Interview.
22-Mar-18		Net Base data, secondary data
23-Mar-18		Sources of secondary data.
24-Mar-18		Assignment related to above topics.
25-Mar-18		Sunday/ Ram Navami
5		26-Mar-18
	27-Mar-18	Issues in construction of questionnaire.
	28-Mar-18	Types of questions, forms of questionnaire guidelines.
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	Advantages of questionnaire technique, design process.
	31-Mar-18	Assignment related to above topics.

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**Lesson Plan**

Name of the Assistant/ Associate Professor..... AKEEL AHMED  
 Class and Section:..... BBA IV Semester  
 Subject:..... BUSINESS RESEARCH METHODS

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	Statistical techniques of data analysis :- Meaning
	3-Apr-18	Purpose and procedure for analysis
	4-Apr-18	Steps in analysis, types of analysis.
	5-Apr-18	Statistical devices used in Research, Interpretation.
	6-Apr-18	Techniques of Interpretation, Precautions of Interpretation.
	7-Apr-18	Assignment related to above topics
	8-Apr-18	Sunday
2	9-Apr-18	Nature & types of descriptive analysis.
	10-Apr-18	Univariate and bivariate tests of statistical significance
	11-Apr-18	Meaning and types of research report.
	12-Apr-18	Types of reports, contents of report.
	13-Apr-18	Significance of report writing, style of writing
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
3	16-Apr-18	Ingredients of research report, Evaluation.
	17-Apr-18	Use of computer in Research
	18-Apr-18	Parashurama Jayanti
	19-Apr-18	Assignment related to above topics
	20-Apr-18	Revision Business Research - Meaning, types.
	21-Apr-18	Revision Purpose & types of research proposal.
	22-Apr-18	Sunday
4	23-Apr-18	Revision Research Design - Elements of research design.
	24-Apr-18	Revision Concept & their measurement, measurement scales
	25-Apr-18	Revision Sample design & sampling procedure.
	26-Apr-18	Revision Issues in construction of questionnaire.
	27-Apr-18	Revision Statistical techniques of data analysis.
	28-Apr-18	Revision Ingredients of research report.

*AKEEL AHMED*

## Lesson Plan

Name of the Assistant/ Associate Professor... AKEEL AHMED.....

Class and Section. .... BBA I<sup>st</sup> Sem.....

Subject: ..... BUSINESS LAW.....

Week	Date	Topics
1	1-Jan-18	LAW OF CONTRACT: MEANING OF CONTRACT
	2-Jan-18	ESSENTIALS OF A VALID CONTRACT, CONTRACT VS. AGREEMENT
	3-Jan-18	KINDS OF AGREEMENTS & CONTRACT, DIFF. b/w VOID & ILLEGAL AGREEMENT
	4-Jan-18	OFFER AND ACCEPTANCE; ELEMENTS OF A PROPOSAL
	5-Jan-18	RULES OF ACCEPTANCE, REVOCATION OF OFFER & ACCEPTANCE
	6-Jan-18	ASSIGNMENT RELATED TO ABOVE TOPICS
	7-Jan-18	Sunday
2	8-Jan-18	CAPACITY TO CONTRACT; CONTRACTS BY MINORS
	9-Jan-18	CONSENT AND FREE CONSENT; DIFF. b/w FRAUD AND MISREPRESENTATION
	10-Jan-18	CONSIDERATION; ELEMENTS OF CONSIDERATION
	11-Jan-18	UNLAWFUL CONSIDERATION AND OBJECT, UNLAWFUL IN PART
	12-Jan-18	VOID AGREEMENTS; TYPES OF VOID AGREEMENTS AND EXCEPTIONS
	13-Jan-18	ASSIGNMENT RELATED TO ABOVE TOPICS
	14-Jan-18	Sunday
3	15-Jan-18	QUASI CONTRACT; TYPES OF IMPLIED CONTRACTS
	16-Jan-18	DIFFERENT MODE OF DISCHARGE OF CONTRACT;
	17-Jan-18	VARIOUS MODES OF DISCHARGE OF CONTRACT
	18-Jan-18	DOCTRINE OF FRUSTRATION
	19-Jan-18	IMPOSSIBILITY OF PERFORMANCE NOT AN EXCUSE
	20-Jan-18	ASSIGNMENT RELATED TO ABOVE TOPICS
	21-Jan-18	Sunday
4	22-Jan-18	Vasant Panchami
	23-Jan-18	REMEDIES FOR BREACH OF CONTRACT;
	24-Jan-18	Sir Chhotu Ram Jayanti
	25-Jan-18	WHAT IS BREACH OF CONTRACT?
	26-Jan-18	Republic Day
	27-Jan-18	REMEDIES AVAILABLE TO AGGRIEVED PARTY
	28-Jan-18	Sunday
5	29-Jan-18	ASSIGNMENT RELATED TO ABOVE TOPICS
	30-Jan-18	PURPOSE AND MEANING OF THE CONTRACT <sup>OF</sup> GUARANTEE;
	31-Jan-18	ESSENTIAL ELEMENTS OF A CONTRACT OF GUARANTEE

## Lesson Plan

Name of the Assistant/ Associate Professor..... AKEEL AHMED.....

Class and Section:..... BBA IV SEMESTER.....

Subject:..... BUSINESS LAWS.....

Week	Date	Topics
1	1-Feb-18	PURPOSE OF CONTRACT OF GUARANTEE
	2-Feb-18	GUARANTEE WITHOUT KNOWLEDGE OF PRINCIPAL DEBTOR
	3-Feb-18	KINDS OF GUARANTEES,
	4-Feb-18	Sunday
2	5-Feb-18	REVOICATION OR TERMINATION OF CONTINUING GUARANTEE
	6-Feb-18	RIGHTS AND OBLIGATIONS OF CREDITORS
	7-Feb-18	LIABILITY OF SURETY & DISCHARGE OF SURETY FROM LIABILITY
	8-Feb-18	RIGHTS OF SURETY
	9-Feb-18	ASSIGNMENT RELATED TO ABOVE TOPICS
	10-Feb-18	Maharshi Dayanand Saraswati Jayanti
	11-Feb-18	Sunday
3	12-Feb-18	CONTRACT OF INDEMNITY; ITS ESSENTIALS.
	13-Feb-18	Maha Shivratri
	14-Feb-18	DIFFERENCE B/W CONTRACTS OF INDEMNITY & GUARANTEE
	15-Feb-18	DEFINITION OF BAILMENT - INTRODUCTION
	16-Feb-18	CHARACTERISTICS OF BAILMENT
	17-Feb-18	TYPES OF CONTRACT OF BAILMENT
	18-Feb-18	Sunday
4	19-Feb-18	DUTIES AND RESPONSIBILITIES OF A BAILOR
	20-Feb-18	DUTIES AND RESPONSIBILITIES OF A BAILEE
	21-Feb-18	RIGHTS OF A BAILOR & BAILEE
	22-Feb-18	PLEDGE ; ESSENTIALS OF A VALID PLEDGE
	23-Feb-18	RIGHTS AND DUTIES OF THE PLEDGER
	24-Feb-18	RIGHTS AND DUTIES OF THE PLEDGEE
	25-Feb-18	Sunday
5	26-Feb-18	DIFFERENCE B/W PLEDGE & BAILMENT
	27-Feb-18	RIGHTS OF BAILOR & BAILEE AGAINST THIRD PARTY
	28-Feb-18	ASSIGNMENT RELATED TO ABOVE TOPICS

## Lesson Plan

Name of the Assistant/ Associate Professor..... AKEEL AHMED

Class and Section:..... BBA IV SEMESTER

Subject:..... BUSINESS LAWS

Week	Date	Topics
1	1-Mar-18	Guru Ravidas Birthday
	2-Mar-18	Holi
	3-Mar-18	LAW OF SALE OF GOODS; FUNDAMENTAL DEFINITIONS
	4-Mar-18	Sunday
2	5-Mar-18	CONTRACT OF SALE :- AN INTRODUCTION
	6-Mar-18	CHARACTERISTICS OF A CONTRACT OF SALE
	7-Mar-18	DIFF. B/W SALE AND AGREEMENT TO SELL
	8-Mar-18	CONTRACTS OF SALE VS. OTHER CONTRACTS
	9-Mar-18	DIFF. B/W HIRE PURCHASE + SALE
	10-Mar-18	ASSIGNMENT RELATED TO ABOVE TOPICS
	11-Mar-18	Sunday
3	12-Mar-18	CONDITIONS AND WARRANTIES;- INTRODUCTION
	13-Mar-18	DIFF. B/W CONDITION AND WARRANTY
	14-Mar-18	WHEN DOES A CONDITION BECOME A WARRANTY?
	15-Mar-18	IMPLIED CONDITIONS & WARRANTIES
	16-Mar-18	PASSING OF PROPERTY IN GOODS; INTRODUCTION
	17-Mar-18	PASSING OF PROPERTY IN ASCERTAINED + UNASCERTAINED - GOODS
	18-Mar-18	Sunday
	4	19-Mar-18
20-Mar-18		LIABILITY OF BUYER FOR REFUSING DELIVERY OF GOODS
21-Mar-18		RIGHTS AND DUTIES OF THE BUYER
22-Mar-18		RIGHTS OF UNPAID SELLER
23-Mar-18		RIGHTS AGAINST THE BUYER
24-Mar-18		SUITS FOR BREACH OF CONTRACT
25-Mar-18		Sunday/ Ram Navami
5	26-Mar-18	SELLER'S & BUYER'S REMEDIES
	27-Mar-18	ASSIGNMENT RELATED TO ABOVE TOPICS
	28-Mar-18	NEGOTIABLE INSTRUMENT ACT, 1881
	29-Mar-18	Mahavir Jayanti
	30-Mar-18	MEANING OF NEGOTIABLE INSTRUMENT
31-Mar-18	ESSENTIAL CHARACTERISTICS OF A NEGOTIABLE INSTRUMENT	

## Lesson Plan

Name of the Assistant/ Associate Professor..... AKEEL AHMED.....

Class and Section:..... BBA IV SEMESTER.....

Subject:..... BUSINESS LAWS.....

Week	Date	Topics
1	1-Apr-18	Sunday
	2-Apr-18	TYPES OF NEGOTIABLE INSTRUMENTS,
	3-Apr-18	HOLDER AND HOLDER IN DUE COURSE,
	4-Apr-18	NEGOTIATION OF NEGOTIABLE INSTRUMENTS,
	5-Apr-18	DISHONOUR OF NEGOTIABLE INSTRUMENTS.
	6-Apr-18	ASSIGNMENT RELATED TO ABOVE TOPICS,
	7-Apr-18	MEANING AND SCOPE OF IT ACT;
	8-Apr-18	Sunday
2	9-Apr-18	DIGITAL SIGNATURE; ELECTRONIC GOVERNANCE.
	10-Apr-18	REGULATION OF CERTIFYING AUTHORITY.
	11-Apr-18	DIGITAL SIGNATURE CERTIFICATES; DUTIES OF SUBSCRIBERS;
	12-Apr-18	PENALTIES ADJUDICATION AND OFFENCES.
	13-Apr-18	ASSIGNMENT RELATED TO ABOVE TOPICS.
	14-Apr-18	Dr Ambedkar Jayanti / Vaisakhi
	15-Apr-18	Sunday
	3	16-Apr-18
17-Apr-18		OBLIGATION OF PUBLIC AUTHORITIES.
18-Apr-18		Parashurama Jayanti
19-Apr-18		EXEMPTION FROM DISCLOSURE OF INFORMATION.
20-Apr-18		Revision MEANING AND ESSENTIALS OF A VALID CONTRACT
21-Apr-18		Revision VOID AGREEMENTS, REMEDIES FOR BREACH OF CONTRACT.
22-Apr-18		Sunday
4		23-Apr-18
	24-Apr-18	Revision DUTIES & RIGHTS OF BAILOR & BAALEE, PLEDGER & PLEDGEE
	25-Apr-18	Revision ESSENTIALS OF A CONTRACT OF SALE, RIGHTS OF UNPAID SELLER
	26-Apr-18	Revision NEGOTIABLE INSTRUMENT ACT:- ESSENTIALS & TYPES
	27-Apr-18	Revision MEANING AND SCOPE OF IT ACT
	28-Apr-18	Revision RTI ACT 2005 :- PURPOSE & OBLIGATIONS.