

## Lesson Plan 2025-26

Teacher Name:- DR.ANITA RANI

Name of the Class -:B.COM 3rd SEM

Name of the Subject -: **Business Laws- [25COMI403DS03]**

Month	Topic
July to August	<b>Unit 1</b> The Indian Contract Act 1872: Contract – meaning, characteristics and kinds, essentials of valid contract – offer and acceptance, consideration, contractual capacity, free consent, legality of objects.
August to September	<b>Unit 2</b> Contract of Indemnity and Guarantee, Contract of Bailment, Contract of Agency. Consumer Protection Act
September to October	<b>Unit 3</b> Sale of Goods Act 1930. Contract of sale, meaning and difference between sale and agreement to sell. Conditions and warranties Transfer of ownership in goods including sale by non-owners, Performance of contract of sale, unpaid seller – meaning and rights of an unpaid seller against the goods and the buyer
October to November	<b>Unit 4</b> The Foreign Exchange Management Act: Salient features of FEMA.

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Teacher Name-: DR.ANITA RANI

Name of the Class -:BBA 1<sup>st</sup> SEM

Name of the Subject -: **BUSINESS COMMUNICATION-I [25IMSX01AE02]**

Month	Topic
July to August	<b>Unit 1:</b> <b>Introduction to Communication in Organizations</b> Introduction to Business Environment and Communication, Models of communication, Basics of Communication (types, channels and barriers), 7Cs of communication, Formal and informal communication, Listening Skills, communication on social media platforms.
August to September	<b>Written Communication</b> Planning and executing different types of messages, emails, formal letters (Planning & Layout of Business Letter) and informal messages on e-platforms, negative messages: indirect & direct negative messages; Persuasive messages, request letters to various stakeholders, Sales Letters, Complaint & Follow up Letters, Promotion Letters, Job application Letters, cover letters, resume, Resignation Letters.
September to October	<b>Unit 3:</b> <b>Interpersonal Communication</b> Team communication, managing communication during online meeting, communication with virtual team, communication in gig economy; Presentation skills (Verbal and non verbal); Powerpoint presentation skills; Infographics, introduction to contemporary alternatives (such as- Prezi, Visme, Microsoft Sway, Zoho)
October to November	<b>Unit 4:</b> <b>Digital Communication</b> Social media and individual, social media & organizations, Media Literacy; StrongDigital communication skills – email, instant messaging, video conferencing, e-meetings, Digital collaboration, digital citizenship –digital etiquettes & responsibilities; introduction to personal and organizational websites.

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## Lesson Plan 2025-26

Teacher Name:- DR.ANITA RANI

Name of the Class -:BBA 5<sup>th</sup> SEM

Name of the Subject -: PRODUCTION AND MATERIALS MANAGEMENT [BBAN 501 ]

Month	Topic
July to August	UNIT-I Production economics: introduction, evaluation, major long term and short term decisions; objectives, importance and activities, differences between products and services. Meaning and types of production systems: production to order and production to stock; plant location; factors affecting location and evaluating different locations.
August to September	UNIT-II Production planning and control, objectives, advantages and elements. PPC and production systems, sequencing and assignment problems. Inventory control: objectives, advantages and techniques (EOQ model and ABC analysis); quality control: meaning and importance, inspection, quality control charts for variables and attributes.
September to October	UNIT-III Materials Management: meaning, objectives, importance, functions and organization materials information system; standardization, simplification and variety reduction; value analysis and engineering
October to November	UNIT-IV Stores Management: meaning, objectives, importance and functions, stores layout; classification and codification; inventory control of spare parts; materials logistics warehousing management, materials handling, traffic and transportation; disposal of scrap, - surplus and obsolete materials.

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# Lesson Plan 2025-26

Teacher Name:- DR.ANITA RANI

Name of the Class -:BBA 3<sup>RD</sup> SEM

Name of the Subject -: DISASTER MANAGEMENT [BBAN 306 ]

Month	Topic
July to August	<b>UNIT-I</b> Structure of the atmosphere; Pressure, temperature, precipitation, cloud classification and formation; calories force; El Nino phenomenon; western disturbance; energy model and budget of the earth. Primary differentiation and formation of core, mantle, crust, atmosphere and hydrosphere; magma generation and formation of igneous rock; weathering; erosion; transportation and deposition of earth's material by running water; river meandering and formation of ox-bow lake.
August to September	<b>UNIT-II</b> Depletion of natural capital; development as causes of disaster; rapid population growth, environmental pollution; epidemics; industrials accidents and chemical releases; multipurpose project and resettlement issues; humanitarian assistance in emergencies.
September to October	<b>UNIT-III</b> Floods- flood plains, drainage, basins, nature and frequency of flooding, flood hazards, urbanization and flooding, flood hydrographs, dams barrages and rivers diversions, creation of reservoir, influence on micro-climate, impact on flora and fauna. Landslides- landslide analysis, determination of stability and safety factor. Coastal hazards- tropical cyclone, coastal erosion, sea level changes and its impact on coastal areas and coastal zone management. Climate change- Emissions and global warming, impact on sea level in south Asian region environmental disruptions and their implications.
October to November	<b>UNIT-IV</b> Earth quakes- preliminary concepts, seismic waves, travel-time and location of epicenter, nature of destruction, a seismic designing, quake resistant building and dams. Tsunamis- causes and location of tsunamis; disturbance in sea floor and release of energy, travel time and impact on fragile coastal environment volcanoes-causes of volcanism, volcanism materials, geographic distribution of volcanoes.

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## Lesson Plan 2025-26

Teacher Name:- DR.ANITA RANI

Name of the Class -:M.COM 1<sup>ST</sup> SEM

Name of the Subject -: Organizational Behaviour [24COM201DS03]

Month	Topic
July to August	<b>Unit 1</b> Organisational Behavior: concept and significance; Relationship to other fields; OB Model, ethics and ethical behaviour in organizations. Learning: meaning and definition, process, theories of learning, OB in learning organization.
August to September	<b>Unit 2</b> Attitude: meaning and definition, components, functions, formation, changing of attitude, prejudice and attitude. Personality: meaning and definition, the big five personality model, the Myers-Briggs Type Indicator, additional work related aspects of personality.
September to October	<b>Unit 3</b> Perception: meaning and definition, process, factors influencing perception, perceptual errors or distortions. Group Dynamics and Team Development: Group dynamics- definition and importance, types of groups, group formation, group development, group performance factors, group norms, group status, group size, cohesiveness, social loafing. Team: types, team composition factors, team development.
October to November	<b>Unit 4</b> Organisational Conflict: Dynamics and management; sources, patterns, levels, and types of conflict; Traditional and modern approaches to conflict; Functional and dysfunctional organisational conflicts; Resolution of conflict. Organisational development: Concept; Need for change, resistance to change; Theories of planned change; organisational diagnosis; OD intervention.

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## Lesson Plan 2025-26

**Teacher Name-:** Ms. Kusum

**Name of the Class -:** B.COM 1<sup>st</sup> Semester

**Name of the Subject -:** Business Statistics

Month	Topic
July to August	<b>Statistics:</b> Meaning, Definition, Needs & Objectives Collection of data – types, methods, classification and tabulation of data, graphic diagrammatic presentation.
August to September	<b>Measurement of Central Tendency and Variation</b> – Mathematical and fractional averages. Measures of absolute and relative variation
September to October	<b>Moments</b> , skewness and kurtosis (with Sheppard's corrections), Index Numbers.
October to November	<b>Probability and Expected Value:</b> Meaning and Schools of thoughts, Importance of the Concept of the Probability; Calculation of Probability, Probability Theorems: Addition, Multiplication and Bayes' Theorem. Mathematical Expectations. Numerical of Probability

Signature.....

## Lesson Plan 2025-26

Teacher Name:- Ms. Kusum

Name of the Class -: BBA 1<sup>st</sup> Semester

Name of the Subject -: PRINCIPLES AND PRACTICES OF MANAGEMENT

Month	Topic
July to August	<b>Introduction to Management</b> Definition, nature, and significance of management, principles of management, management and administration, levels of management, role of managers and managerial skills; Evolution of management thought: Classical, Behavioral, Quantitative, Systems, Contingency and Modern approaches; Management as a science and an art; Functions of management: Planning, organizing, leading, and controlling.
August to September	<b>Planning, Organizing and Staffing</b> Nature, Importance and Purpose of planning in management; Types of plans: Strategic, tactical, operational ; Planning process and techniques ; Decision- making- Importance and steps, decision making models and tools; Organizational structure and design; types of organizational structures: Functional, divisional, matrix; Authority, responsibility, and delegation, Centralization Vs Decentralization of authority and responsibility – Span of Control; Coordination and integration, MBO and MBE; Nature and Importance of staffing – Process of selection and recruitment
September to October	<b>Leading, Directing and Controlling</b> Meaning and nature of directing, Leadership theories (trait, behavioral, contingency, participative, charismatic, transformational, level-5 leader), Motivation theories and practices (Maslow, Herzberg two factor, McGregor's theory x & theory y), Hawthorne effect, Communication (meaning and importance) in management, Team building and group dynamics; Controlling- meaning and steps in controlling, control process and systems, essentials of sound control system, methods of establishing control, types of control; Performance measurement and management.
October to November	<b>Strategic Management, Ethics and Social Responsibility</b> Overview of strategic management, SWOT analysis and strategic formulation, Implementing and evaluating strategies. Ethical issues in management, Corporate social responsibility (CSR), Sustainable management practices.

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## Lesson Plan 2025-26

**Teacher Name-:** Ms. Kusum

**Name of the Class -:** BBA 3<sup>rd</sup> Semester

**Name of the Subject -:** Cost and Management Accounting

Month	Topic
July to August	<b>Cost Accounting</b> —meaning, importance methods, techniques; classification of costs and cost sheet; inventory valuation; an elementary knowledge of activity-based costing
August to September	<b>CVP analysis</b> — determination of break-even point, profit volume ratio, profit volume graph, margin of safety, CVP analysis in multiproduct firm, utility and limitation; marginal costing and its application in managerial decision making; elementary knowledge of target costing.
September to October	<b>Budgetary control</b> meaning, need, objectives, essentials of budgeting, different types of budgets; standard costing and variance analysis (materials, labour)
October to November	<b>Management accounting</b> — concept, need, importance and scope; analysis and interpretation of financial statements— meaning, importance and techniques, ratio analysis; fund flow analysis; cash flow analysis.

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## Lesson Plan 2025-26

Teacher Name:- Ms. Kusum

Name of the Class -: BBA 5<sup>th</sup> Semester

Name of the Subject -: Company Law

Month	Topic
July to August	<b>Company</b> - meaning & features, kinds of companies, registration and incorporation, memorandum of association, article of association, prospectus.
August to September	<b>Share Capital</b> - Shares, issue and allotment of shares, transfer of shares, types of shares, alteration of share capital, buy-back of shares, surrender and forfeiture of shares, bonus shares <b>Debentures</b> - Meaning and kinds, debenture trust deed and duties of trustee
September to October	<b>Company Administration and Meetings</b> - Board of Directors - qualification, appointment, duties and remuneration Meetings - Statutory meeting, annual general meeting, extra - ordinary general meeting
October to November	<b>Prevention of oppression and mismanagement</b> Winding up - types of winding up, appointment of liquidator, powers of liquidator, conduct of winding up

Signature.....

## Lesson Plan 2025-26

Teacher Name:- Ms. Kusum

Name of the Class -: BBA 5<sup>th</sup> Semester

Name of the Subject -: Presentation Skills & Personality Development

Month	Topic
July to August	<b>Introduction</b> – Meaning, types of presentation; presentation that deeply involves the audience, presentation that creates excitement, persuasive presentation, presentation evoking emotional appeal, presentation that sells a new idea, humorous presentation. Planned and unplanned presentation, planning a presentation – analyzing the audience, location of presentations, objective of presentation, researching the topic; structuring the presentation, presentation notes and session plan.
August to September	<b>Methods of presentation</b> – Fish bowl, role plays, group discussion, conference, seminar, workshop, clinics, brainstorming, simulations, games, questionnaire; delivering presentation – presenter effectiveness, difficult situations and nerves, motivation and altruism. Types of presentation – inspiring presentation, presentation that builds interest, presentation that offers a solution, value added presentation, presentation that facilitates decision making.
September to October	<b>Concept of personality</b> , personality consciousness, personality patterns, personality syndrome; symbols of self, clothing, names and nicknames, speech, age, success, reputation, modeling the personality pattern, persistence and change. Personality determinants – physical, intellectual, emotional and social determinants, aspirations and achievements, educational determinants and family determinants.
October to November	<b>Personality development</b> – healthy personalities, developing self-awareness, managing personal stress, solving problems analytically and creatively, developing a sense of humor, sense, personal hygiene, etiquettes and body language; time management, public speaking.

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## Lesson Plan 2025-26

Teacher Name:- Nidhi Garg

Name of the Class -: BBA 5th sem

Name of the Subject -: Indian business environment

Month	Topic
July to August	Nature components and determinants of business environment, basic nature of Indian economic system growth of public and private sector, social responsibility of business economic reform of 1991
August to September	Industrial policy of 1948 1956 and 1991 industrial licencing policy, public sector reform, privatization and liberalization, SMEs, SICA, industrial sickness
September to October	Development policy: an overview and current development regulation of stock exchange and role of SEBI, banking sector reforms and challenges, growth and changing structure of non Bank financial institutions
October to November	Trend and pattern of India's foreign trade, BOP, latest foreign trade policy, India's overseas investments policy towards FDI, globalisation, role of MNC, IMF, WTO

## Lesson Plan 2025-26

Teacher Name:- Nidhi Garg

Name of the Class -: BBA 5th sem

Name of the Subject -: Indian business environment

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## Lesson Plan 2025-26

Teacher Name:- Nidhi Garg

Name of the Class -: BBA 5th sem

Name of the Subject -: Indian business environment

Month	Topic
July to August	Nature components and determinants of business environment, basic nature of Indian economic system growth of public and private sector, social responsibility of business economic reform of 1991
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## Lesson Plan 2025-26

Teacher Name:- Nidhi Garg

Name of the Class -: m.com 1st Sem

Name of the Subject -: Business analytics

Month	Topic
July to August	Introduction, types of analytics characteristics, business intelligence business analytics process, advantages developing distinct capability, creating competitive advantage, ki attributes of analytical competitors.
August to September	Descriptive analytics -overview of its tools and techniques, role in business analytics process and its importance nature and type of modelling, basics of data mining and machine learning environment prescriptive analytics basics of its tools and modelling role in business analytics process.
September to October	Applicability and importance of business analytics in different areas financial analytics human resource analytics marketing analytics healthcare analytics supply chain analytics sport analytics, analytics for government and npo's
October to November	Developing analytics statistician data scientist and data engineer, their key features, skills required for analytics big data and its analyst, important analytics software, major companies providing analytical solutions job opportunities in business analytics.

## Lesson Plan 2025-26

Teacher Name:- Ms. Priyanka

Name of the Class -: B.com Ist Sem (NEP)

Name of the Subject -: :: Business Communication Paper Code: 24COM401SE01

Month	Topic
July to August	Business Communication- Meaning and Process of Business Communication, Importance of effective Communication, Types of Business Communication, Barriers to Communication, Essentials of an Effective Communication System
August to September	Communication Skills: Reading skills, listening skills,
September to October (Assignment & Test-1)	Note making, persuasive speaking. Body language, Gestures. Business Email Writing: Process of writing Email, Writing Style and Skills, Email Etiquette and Email Samples
October to November (Assignment & Test-2)	Business Letter Writing: Points to be considered before writing business letters, Types of Business Letters, Business letter Format and Samples

Signature

Ms. Priyanka

Associate Professor in Commerce

## Lesson Plan 2025-26

Teacher Name:- Ms. Priyanka

Name of the Class -: B.com 5th Sem

Name of the Subject and Code -: Entrepreneurship and Small Scale Business-: Code : 5.05

Month	Topic
July to August	Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. Entrepreneurship vs. Management. Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy. Entrepreneurship as a interactive process between the individual and the environment. Small business as the seedbed of entrepreneurship. (The teachers should emphasize to students the desirability as well as feasibility of a career in entrepreneurship in the Indian scenario.) Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards. (The teachers may make use of Entrepreneurship Development Institute of India's Inventory of Entrepreneurial Competencies and National Institute of Entrepreneurship and Small Business Development's training kit for arousing entrepreneurial motivation and capacity and capability building).
August to September	Opportunity scouting and idea generation: role of creativity & innovation and business research. Sources of business ideas. Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century. (The students be advised to visit various product/service franchisees, BPO concerns and meet up/down links in the Network Marketing.) The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non-financing support agencies to familiarize themselves with the policies/programmes and procedures and the available schemes.) Preparation of Project Report and Report on Experiential Learning of successful/unsuccessful entrepreneurs. (The students may be advised to develop a structured instrument (questionnaire) for conducting survey of the various aspects of entrepreneurs/enterprise. They may also be advised to prepare a comprehensive business plan. The desirability and feasibility of liaison with relevant funding/non-funding agencies may also be explored.),
September to October (Assignment & Test-1)	Managerial roles and functions in a small business. Designing and redesigning business processes, location, layout, operations planning & control. Basic awareness of the issues impinging on quality, productivity and environment. Managing business growth. The pros and cons of alternative growth options: internal expansion, acquisitions & mergers, integration & diversification. Crises in business growth.
October to November (Assignment & Test-2)	Issues in small business marketing. The concept and application of product life cycle (ptc), advertising & publicity, sales & distribution management. The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers. The contemporary perspectives on Infrastructure Development, Product and Procurement Reservation, Marketing Assistance, Subsidies and other Fiscal & Monetary Incentives. National, state level and grass-root level financial and nonfinancial institutions in support of small business development

Signature

Ms. Priyanka

Associate Professor in Commerce



## Lesson Plan 2025-26

Teacher Name-: Ms. Priyanka

Name of the Class -: M.com Ist Sem

Name of the Subject and Code -: Corporate Taxation ( 24COM201DS02)

Month	Topic
August	Meaning of company; Types of companies; Residential status and incidence of tax on companies. Computation of Income of company under various heads; general provisions applicable to companies for computation of gross total income.
September	Deductions from gross total income as applicable to companies, computation of tax for various types of companies, Provisions of MAT; Assessment of Insurance Companies.
October (Assignment & Test-1)	Assessment of Charitable / Educational Institutions/ Religious Trust and Political Parties; Assessment of Non- Residents and advance ruling for non-residents.
November (Assignment & Test-2)	Assessment of cooperative societies, Assessment of discontinued business, Double taxation relief.
December	Revision

Signature

Ms. Priyanka

Associate Professor in Commerce

## Lesson Plan 2025-26

Teacher Name:- Ms. Priyanka

Name of the Class -: M.com 3rd Sem (NEP)

Name of the Subject and Code -: Security Analysis and Portfolio Management (|25COM203DS03)

Month	Topic
August	Portfolio Management-Meaning,need,process,benefits.Passive Management,Active Management.Approaches in Portfolio Construction, determination of objectives, Selection of portfolio, Diversification meaning,need and benefits.Portfolio return,portfolio variance,   portfolio risk,correlation coefficient.Markowitz Model,efficient frontier,optimum portfolio, leverage portfolio,risk-free assets in Portfolio,efficient frontier with borrowing and lending. Capital allocation line,capital market line
September	Sharpe Index Model:Assumptions and criticism.Cornier Portfolio,Sharpe's Optimal   portfolio,CAPM Theory,Security Market Line,Capital Market Line,Evaluation of securities   through CAPM.Application of CAPM in Security Market.Arbitrage Pricing Theory, Distinction between CAPM and APT..
October (Assignment & Test-1)	Portfolio Evaluation Models,Sharpe's Performance Index,Treynor's Performance Index,.
November (Assignment & Test-2)	Portfolio Revision-Need for portfolio revision,portfolio revision techniques.Formula Plans- Constant rupee and constant ratio strategy, rupee cost averaging,variable ratio strategy,cost   of portfolio revision,international portfolio investment.
December	Revision

Signature

Ms. Priyanka

Associate Professor in Commerce

