

SHAHEED SMARAK GOVT.P.G. COLLEGE TIGAON
(FARIDABAD)

LESSON PLAN FOR SESSION 2021-22. (Even Semester)

BBA 4th Sem

Subject Name with code and semester:--- Business Research Methods

BBAN-403

Teacher Name:--- Dr Suman Jangra

MONTH	TOPIC
<p>March April 2022</p>	<p>Business Research - Meaning, types, managerial value of Business Research, theory and research-components & components concepts, constructs, definition, variables, hypothesis, deductive and inductive theory, nature, process and importance of problem definition, purpose & types of Research proposal, ingredients of Research Proposal.</p>
<p>April 2022</p>	<p>Research design - meaning, classification and elements of research design, methods and categories of exploratory research, basic issues in experimental design, classification of experimental design, concept and their measurement, measurement scales.</p>
<p>May 2022</p>	<p>Sample design and sampling procedure, determination of sample size, research methods of collecting primary data, issues in construction of questionnaire.</p>
<p>June 2022</p>	<p>Statistical techniques of data analysis, nature & type of descriptive analysis, univariate & bivariate test of Statistical significance, meaning and types of research report, ingredients of research report.</p>

Suman Jangra

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LESSON PLAN FOR SESSION 2021-22. (Even Semester)

BBA 4th sem

Subject Name with code and semester:--- Human Rights & values

BBAN 406

Teacher Name:--- Dr. Sunar Jangra

MONTH	TOPIC
March 2022	Concept of Human Rights, Indian & International perspectives of human rights, Evolution, Human rights movement in India, Classification, constitutional provisions.
April 2022	Deprivation of human rights - Core Issues, Poverty, overpopulation, illiteracy, Problems of unsustainable Development, Disadvantaged groups - women, children, SC and ST, Homeless & Slum dwellers, Physically and mentally handicapped, Refugees and internally displaced persons.
May 2022	Redressal Mechanisms for human rights violations, Violation of human rights by State, Individuals & groups, Nuclear weapons and terrorism. Government system for redressal, judiciary, national human rights Commission and other statutory commissions, media Advocacy, Creation of human rights literacy & awareness.
June 2022	Concept of human values: Aim of education & value education. Evolution of value oriented education, Concept of human values, types of values, components of value education, character formation towards positive personality - truthfulness, sacrifice, sincerity, self control, Altruism, tolerance, scientific vision, value education towards national & global development, National integration and international understanding.

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LESSON PLAN FOR SESSION 2021-22. (Even Semester)

BBAN-401
BBA 4th sem

Subject Name with code and semester:--- Financial Management

Teacher Name:--- Dr Suman Jangra

MONTH	TOPIC
March 2022	Evolution, scope, objectives, functions of financial management, profit vs wealth Maximisation. time value of money
April 2022	Financing decisions: operational & financial leverage, capital structure theories - Net Income approach, Net operating Income approach, Traditional approach EPS-EBIT Analysis.
May 2022	Investment decisions: brief introduction of Cost of capital; methods of capital budgeting, ARR, PBP, NPV, IRR, capital rationing
June 2022	Dividend decisions, Management of working Capital, Determinants of Dividend policy, Walter Dividend Model, operating cycle, Management of cash, Debtors, Stock

Suman Jangra

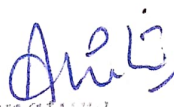
SALAAHEED SMARAK GOVT.P.G. COLLEGE TIGAON
(FARIDABAD)

LESSON PLAN FOR SESSION 2021-22. (Even Semester)

Subject Name with code and semester:--- Business Law / B.BAN 404

Teacher Name:--- Dr. Anita Rani

MONTH	TOPIC
March 22	Meaning and essentials of a valid contract, offer and acceptance, capacity to contract, consent and free consent, consideration, void agreement, quasi contract, different mode of discharge of contract, remedies for breach of contract.
April	Purpose and meaning of Contract of the guarantee, kinds of guarantees, right and obligations of creditors, rights, liabilities and discharge of surety, contract of indemnity, definition of bailment and its kinds, duties and rights of a bailor and bailee, rights and duties of pledge and pledgee.
May	Contract of Sale, conditions and warranties, passing of property in goods, performance of contract, rights of unpaid seller, remedies for breach of contract.
June	Negotiable instrument, holder and holder in due course, dishonour of negotiable instrument Meaning and Scope of I.T. Act, R.T.I-Act 2005; Exemptions from disclosure of information.


Signature

SHAHJEEED SMARAK GOVT.P.G. COLLEGE TIGAON
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LESSON PLAN FOR SESSION 2021-22. (Even Semester)

Subject Name with code and semester:--- Organisational Behaviour/BBA205

Teacher Name:--- Dr. Anita Rawi

MONTH	TOPIC
March	Meaning and scope of O.B, Historical dev., Emerging trends, foundation of O.B., Challenges of O.B.
April	Foundation of Individual behaviour, Individual process, personality, attitude, perception, Learning and motivation, emotional intelligence, meaning, implications.
May	Foundation of group behaviour, Team processes, Interpersonal communication, group dynamic, team and teamwork, conflict and negotiation in workplace, Power and politics.
June	Organizational processes - organizational structure, and design, organizational culture, org ⁿ change, development and stress management.

Anita
Signature

SHAHEED SMARAK GOVT.P.G. COLLEGE TIGAON
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LESSON PLAN FOR SESSION 2021-22. (Even Semester)

Subject Name with code and semester:---Principles of Mngt / BBA-201

Teacher Name:---Dr. Anita Rani

MONTH	TOPIC
March	Introduction of Management, managerial roles & skills, approaches of mngt, Contemporary issues and challenges.
April	Planning & decision making - Concept, Purpose, Process and types of planning, M.B.O - decision making - nature and process and behavioural aspect of decision making, Forms of group decision making in org ⁿ .
May	organizing - division of work, departmentalisation, distribution of authority, coordination, org ⁿ structure and design, leadership style, behavioural and situational approaches to leadership.
June	Mngt control → nature, purpose, process and kinds of control, prerequisites of effective control system, reasons to control, controlling techniques, social audit.

SHAHJEEED SMARAK GOVT.P.G. COLLEGE TIGAON
(FARIDABAD)

LESSON PLAN FOR SESSION 2021-22. (Even Semester)

Subject Name with code and semester:--- Income Tax / BBA N 601

Teacher Name:--- Dr. Anita Rani

MONTH	TOPIC
March	Basic concepts of Income tax, residential status and tax incidence, income exempted from tax.
April	Income from salaries, Income from house property and Income from P & F of Business and profession.
May	Income from capital gains, Income from other sources, Set off and carry forward of losses, Clubbing of income, deduction of tax at source.
June	Deductions from gross total income, assessment of individuals.

SHAIHEED SMARAK GOVT. P.G. COLLEGE TIGAIAN
(FARIDABAD)

LESSON PLAN FOR SESSION 2021-22. (Even Semester)

Subject Name with code and semester:--- B.R. F. / 4.03

Teacher Name:---

MONTH	TOPIC
March	Indian Partnership Act, Nature of Partnership, Duties & Rights of Partners, Position of minor, Registration of firm. Dissolution of firm - Modes, consequences of Dissolution, settlement of Accounts after dissolution.
April	Negotiable Instruments Act - Parties, types of Negotiable Instruments, discharge of Parties & Dishonour of Instruments, Presentment of negotiable instrument.
May	Sale of goods Act, → Introduction, Formation of Sale of goods, conditions and warranties, Transfer of property or ownership, Performance of contract, Delivery and payment, Rights of unpaid seller, suits of Breach of contract.
June	RTI Act :- features and rights and importance.

SHAHEED SMARAK P.G. GOVT. COLLEGE TIGAON (FARIDABAD)
 LESSON PLAN FOR SESSION 2021-22. (Even Semester)

Subject Name with code and semester:--- Secretarial practice / U.OB (iii)

Teacher Name:--- Dr Anita Rani

MONTH	TOPIC
March	Secretary - meaning, definition, functions, duties, responsibilities, powers, appointment, procedure, qualifications and disqualifications, Position and removal of Secretary.
April	Promotion of Company and secretary - Duties regarding M/A and A/A and their alterations, duties regarding share certificate, share warrant and stock, Calls in arrears, forfeiture and re-issue of shares, Transfer and transmission of shares.
May	Duties of secretary regarding meetings, requisites of a valid meeting, secretarial duties regarding meetings of shareholders, meeting of B.O.D.
June	Company Secretary and motion and Resolution, voting and proxy.

SHAHEED SMARAK P.G. GOVT. COLLEGE TIGAON
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LESSON PLAN FOR SESSION 2021-22. (Even Semester)

Subject Name with code and semester:--- Corporate law / 4.04

Teacher Name:--- Dr. Anita-Rani

MONTH	TOPIC
March	Depository System - meaning & importance. Shares - Types, Allotment & Transfer and Transmission of shares. Paperless trading - Benefits and procedure, Need for educating investors.
April	Meaning, forms, Alteration, Reduction, Further issue of share Capital, Rights of pre-emption of shares, Share holder and members. Modes of acquiring membership, termination, Rights and liabilities of members.
May	Essentials, types of meeting, directors:- Proxy, Power voting notice, Agenda and minutes of meetings Directors - duties, power, liabilities, Appointment & Removal
June	Winding up meaning, winding up by tribunal - Petition for winding up, Powers and duties of company liquidator, consequences of winding up.

Anita

Signature