

**Jeevan Chanan Mahila Mahavidyalaya, Assandh (Karnal)**

**Lesson Plan (2024-25), Semester 1**

**Class: B.B.A**

**Subject: Financial Accounting B23 - BBA- 101 Name**

**of the Teacher: Manisha Phogat**

Sr. No.	Period	Topics	Academic Activity to be organized
1.	July 22-31	Orientation to Students Financial accounting: Concept, Objectives & Scope Accounting as an information system, Accounting principles: Concepts and conventions.	Oral Discussion, Class -Test.
2.	August 1-31	Accounting Standards, Process and base of Accounting, Accounting Equations, Capital and Revenue, Double entry system.	Oral Discussion, Class-Test.
3.	September 1-30	Journal, Cash book, Ledger & trial balance, Rectification of Error, Topic of Final Statement.	Group discussion/ presentation/ role playing/group activity
4.	October 1-31	Financial Statement with adjustment, Bank Reconciliation Statement.	Group discussion/ presentation/ role playing/group activity
5.	November 1-22	Accounts of Non-profit Organization, Revision.	Mid Term Exam

**Topics of Assignment** - Accounting principles: Concepts and conventions, Double entry system.

**PPT On:-** Financial accounting: Concept, Objectives & Scope Accounting.

**Jeevan Chanan Mahila Mahavidyalaya, Assandh (Karnal)**

**Lesson Plan (2024-25), Semester 1**

**Class: B.B.A**

**Subject: Principles of Management B23 - BBA- 102 Name**

**of the Teacher: Deepti Dua**

<b>Sr. No</b>	<b>Period</b>	<b>Topics to be covered</b>	<b>Academic Activity to be Organized</b>
1	22-31 July, 2024	Management : An introduction.	Oral Presentations
2	01-31 Aug, 2024	Evolution of management Thought, Functions, Significance, Managerial roll and skill ; Planning and Decision making : concept, Planning Process , Components of plans.	Oral Presentations or Class Test
3	01-30 Sept, 2024	Organizing: Concept, Guiding Principles, Types of organisational structure : Lines , Functional, Line and staff relationship, Delegation of authority, Meaning and elements of Delegation, Centralisation vs decentralisation.	Oral Presentations, Group Discussion, or Class Test
4	01-31 Oct, 2024	Staffing : Nature and meaning, importance, steps, Directing: Elements, principles and importance, Communication : meaning , process , barrier and corrective measures, Communication networks .	Oral Presentation, MCQ Quiz or Group Discussion
5	01-22, Nov 2024	Controlling : Concept , importance, process of controlling , Controlling techniques .	Oral Presentation , Group Discussion or Mid Term Exam

**Topics of Assignment** -Management thoughts, planning concept, Centralisation and decentralisation, communication.

**PPT On Topic-** Planning, communication, controlling

**Jeevan Chanan Mahila Mahavidyalaya, Assandh (Karnal)**

**Lesson Plan (2024-25), Semester 1**

**Class: B.B.A.**

**Subject: Business Organisation B23 - BBA- 103 Name**

**of the Teacher: Rajvinder Kaur**

<b>Sr. No.</b>	<b>Period</b>	<b>Topics to be covered</b>	<b>Academic activities to be organised</b>
<b>1.</b>	22-31 July, 2024	Business Organisation: Meaning and nature, Objectives; Evolution; Forms/Types of Business Organisations.	Oral Presentation
<b>2.</b>	01-31 Aug, 2024	Partnership: Characteristics, Registration, Partnership Deed, Rights, Duties and Liabilities, Dissolution of Partnership. Joint Stock Company- Concept, Characteristics, Types; Formation of Company; Multinational Companies;	Oral presentation And Class test
<b>3.</b>	01-30 Sept, 2024	Conceptual Framework of Corporate Governance; One person Company. 15 III Co-operative and State Ownership: Forms/Types; Non- Profit Organizations; Trade Associations; Emergence of Indian MNCs	Oral presentation And Class test
<b>4.</b>	01-31 Oct, 2024	Transnational corporations-Recent trends business world. Globalization & challenges for Indian Business in new millennium. Setting up a New Enterprise Decisions in setting up an Enterprise – opportunity and idea generation, Role of creativity and innovation,	MCQ Quiz Or Group Discussion

5.	01-22 Nov, 2024	Feasibility study and Business Plan, Business size and location decisions, various factors to be considered for starting a new unit, Relevant Government Policies - SEZ (Special Economic Zone) policy etc. 1	Group Discussion Or Mid Term Exam
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**Topics of Assignment:-** Joint Stock Company-Concept, Characteristics, Types; Formation of Company; Globalization & challenges for Indian Business in new millennium

**PPT on the Topics:-** Partnership: Characteristics, Registration, Partnership Deed, Rights, Duties and Liabilities, Dissolution of Partnership; Setting up a New Enterprise Decisions in setting up an Enterprise – opportunity and idea generation, Role of creativity and innovation, Feasibility study a

**Jeevan Chanan Mahila Mahavidyalaya, Assandh (Karnal)**

**Lesson Plan (2024-25), Semester 1**

**Class: B.B.A.**

**Subject: Mathematics: B23-BBA-104**

**Name of the Teacher: Bharti Valecha**

Sr.No	Period	Topic to be covered	Academic Activity to be Organized
1.	22-31 July,2024	<b>Unit-4</b> Matrix System	Class Test
2.	1-31 Aug,2024	<b>Unit-4</b> Matrix System	Group discussion
3.	1-30 Sep,2024	<b>Unit-1</b> Set theory	MCQ Quiz and Class test

<b>4.</b>	1-31 Oct,2024	<b>Unit-2</b> Quadratic Equation	MCQ Quiz and Group Discussion
<b>5.</b>	1-22 Nov,2024	<b>Unit -3</b> Binomial Theorem Functions, Limits and Continuity	Class test

**Topic of Assignments :-Compulsory Questions of All Units**

**PPT on the topics:-Set Theory and Matrix**

**Jeevan Chanan Mahila Mahavidyalaya, Assandh (Karnal)**

**Lesson Plan (2024-25), Semester 1**

**Class: B.B.A.**

**Subject: Understanding psychology (MDC-1)**

**Name of the Teacher: Jyoti**

Sr.No.	Period	Topics to be covered	Academic activity to be organized
1	22-31-july 2024	Unit-1 ‡Abnormal Phycology:- Nature, Historical background and field of Phycology	Oral Test

2	1-31 August 2024	Unit-1 ‡ Emergence of Psychology as a Science. Unit -2 ‡ Methods: Experimental, Interview.	Written Test two practical (Experimentation STM) (Experimentation LTM)
3	1-30- September 2024	Unit-2 ‡ Observation and case study. Unit:3 ‡ Learning: Nature and factors affecting	Presentation Two practical (Simple reaction time)(Observation)
4	1-30 October 2024	Unit:-3 ‡ Classical and Instrumental Conditioning. Unit:- 4 ‡ Memory: Nature study method.	Assignment and Class test one practical (Transfer of Training)
5	1-22 November 2024	Unit-4 ‡Factor	One practical (Sound localization)
		Offending Memory. Types of memory	Mid- Term Exam

**Jeevan Chanan Mahila Mahavidyalaya, Assandh (Karnal)**

**Lesson Plan (2024-25), Semester 1**

**Class: B.B.A.**

**Subject: English Language and Communication Skill (B23-AEC-1)**

**Name of the Teacher: Sonia Duhan**

<b>S.NO.</b>	<b>Period</b>	<b>Topics to be Covered</b>	<b>Academic Activity to be Organized</b>
<b>1.</b>	<b>22-31 July, 2024</b>	<b>1.Theory and</b>	<b>Reading+Class</b>

		<b>Types of Communication</b>	<b>Test</b>
2.	01-31 Aug, 2024	2.Verbal Communication 3. Non verbal Communication 4. Workplace Communication	Oral Presentations And Class Test
3.	01-30 Sept, 2024	5. Self And Peer Communication 6.Importance Of Listening Skill	Oral Presentations And Interpersonal Conversation
4.	01-31 Oct, 2024	7.Note -Taking Skill 8.Parts of Speech	Note Writing Practice Practice of Sentences
5.	01-22 Nov, 2024	Revision	Revision Of Sample paper And Mid Term Exam

**Topic of Assignments:- Types of Communication**

**PPT on the Topics:- Importance of Listening Skills**

**Problem solving & Project Base Learning :- Tenses and Its Types**

**Jeevan Chanan Mahila Mahavidyalaya, Assandh (Karnal)**

**Lesson Plan (2024-25), Semester 1**

**Class: B.B.A.**

**Subject: Basic IT Tools**

**Name of the Teacher: Meenakshi Choudhary**

Sr.No	Period	Topics to be covered	Academic Activity to be Organized
1	22-31 July 2024	<b>UNIT-1:</b> Introduction to computer : Computer and latest IT gadgets ,Evolution of computer and applications. Basic of hardware and software,Application software.	Oral test
2	1-31 Aug 2024	CPU ,input output devices, computer memory, mobile apps.  <b>UNIT-2:</b> Introduction of operating system its functions, operating system for desktop and mobile. Changing display propert.Removing and sharing printers, File and folder management.	1 <sup>st</sup> assignment + 1 <sup>st</sup> test + Lab practice
3	1-30 Sept 2024	<b>UNIT-3:</b> Introduction TO INTERNET and WWW,  Basics of computers ,LAN,WAN,Network topology, applications of internet, website address and URL.WEB Browsers,populr search engines.searching on the internet.	2 <sup>nd</sup> assignment + Group discussion + Lab practice
4	1-31 Oct 2024	<b>UNIT-4:</b> E-Mail-opening email account,mailbox,inbox,outbox.creating and sending a new email, replying to Email message, forwarding the email message searching emails, Attaching files with Email. Email signature.	2 <sup>nd</sup> test + Lab practice
5	1-22 Nov 2024	SOCAIL NETWORKNG:Facebook,Twitter, LinkedIn,Instagram,whatsapp.  Introduction to Blogs,  Digital locker	Midterm exam



Name of the Teacher : Ms. Chhavi mongia

Class: BBA & B.COM (1<sup>st</sup> semester)

Name of the Course –Environmental studies

Course Code- B23-VAC-201

S.No	Period	Topics to be Covered	Academic Activity to be Organized
1	22-31 July, 2024	<p>Introduction to environmental studies: Multidisciplinary nature of environmental studies; Scope and importance; Concept of sustainability and sustainable development.</p> <p>Ecosystems: Definition, structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs, Major ecosystems types: Forest ecosystem, Grassland ecosystem, Desert ecosystem and Aquatic ecosystem.</p>	Oral Presentations
2	1-30 August, 2024	<p>Natural resources: Renewable and Non- renewable Resources</p> <p>Land resources: Land degradation and soil erosion.</p> <p>Forest resources: Importance of forests, deforestation: causes and impacts on environment.</p> <p>Water resources: Use and over- exploitation of surface and ground water.</p> <p>Energy resources: Renewable and non- renewable energy sources. Biodiversity and Conservation: Definition and its types, Endangered and endemic species of India. Threats to biodiversity: Habitat loss, poaching of wildlife, man-wildlife,-biological invasions; Conservation of biodiversity: In-situ and Ex- situ conservation of biodiversity.</p> <p>Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic and informational values.</p>	Oral presentation

3	1-31 September,20 24	<p>Environmental pollution</p> <p>Environmental pollution: types, causes, effects and controls; Air, water, soil and noise pollution.</p> <p>Solid waste management: Sources, methods of disposal: Landfill, incineration and composting.</p> <p>Climate change, global warming, ozone layer depletion, acid rain and impacts on human communities and agriculture. Environmental Policies &amp; Practices</p> <p>Environmental laws: Environment (Protection) Act 1986, Air(Prevention &amp; Control of Pollution) Act, 1981, Water (Prevention and control )</p>	<b>Group Discussion Or Class Test</b>
4	1-31 October,2024	<p>Human Communities and the Environment:</p> <p>Human population growth: Impacts on environment, human health and welfare.</p> <p>Resettlement and rehabilitation of project affected person. Disaster management: floods, earthquake, cyclones, landslides and drought.</p> <p>Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.</p>	<b>Group Discussion Or Class Test</b>
5.	1-22 Nov ,2024	Question answer practice and topics revision	<b>Group Discussion and Mid term exam</b>

**Topics of Assessment** – Biodiversity and conservation

**PPT On Topic** - Environmental laws and Forest resources.

**Project-based learning** - Survey of college lawns & nearby villages.

Name of the Teacher –Kiran Taneja.

Class-BBA 3<sup>rd</sup> sem.

Subject- Data Management.

Sr. No.	Period	Topics to be covered	Academic Activity to be organized
2	1-31 Aug,2024	<b>Centralized, Client-Server, Parallel, Distributed, Web based system: Web architecture (2 tiers, 3 tiers, N-tier Architecture) Database Storage Structures: Introduction, Indexing, Hashing, Data Dictionary. 6 II Data Models: Introduction to various data models</b>	Oral Presentations Or Class Test.
3	1-30 Sept,2024	<b>Cardinality Ratio &amp; Relationships, Representation of entities, attributes, relationship attributes, relationship set, Generalization, aggregation, Structure of relational Database and different types of keys, Codas rules and Relational data model</b>	Oral Presentations Or Class Test.
4	1-31 Oct,2024	<b>Relational Database design: Basic System Development Life Cycle, Database Design – ER to Relational, Functional dependencies, Normalization, Normal forms based on primary keys (1NF, 2NF, 3NF)</b>	MCQ Quiz Or Group Discussion.
5	1-22 Nov,2024	<b>SQL queries: SQL data definition, data types, specifying constraints, Queries for retrieval, insertion, deletion, updating, introduction to views.</b>	Group Discussion Or Mid Term Exam

**JEEVAN CHANAN MAHILA MAHAVIDYALA**

**ASSANDH**

**ODD SEMESTER 2024-2025**

**LESSON PLAN**

**Name of the Teacher:-**Bharti Valecha

**CLASS:-**B.COM /B.BA/B.SC/BCA

**Paper:-**Vedic Maths B23-VAC-308)

<b>Sr.No</b>	<b>Period</b>	<b>Topic to be covered</b>	<b>Academic Activity to be Organized</b>
<b>1.</b>	22-31 July,2024	<b>Unit-1</b> Ancient Period	Class Test
<b>2.</b>	1-31 Aug,2024	<b>Unit-1</b> Ancient Period	Group discussion
<b>3.</b>	1-30 Sep,2024	<b>Unit -2</b> Medival Period	Class test
<b>4.</b>	1-31 Oct,2024	<b>Unit-3</b> Modern Period	Group Discussion
<b>5.</b>	1-22 Nov,2024	<b>Unit-4</b> Medals and Prizes in Mathematics and Contemporary Mathematicians	Class test

**Topic of Assignments :-**Compulsory Questions of All Units

**Lesson Plan (2024-25), Semester -3**

**Class: B.B.A**

**Subject: - Human resource Management B23 - BBA- 303 Name of  
the Teacher: Manisha Phogat**

<b>Sr.No</b>	<b>Period</b>	<b>Topics to be covered</b>	<b>Academic Activity to be Organized</b>
1	22-31 July, 2024	1.Human resource management: An introduction. 2.Human resource planning. 3.Recruitment and Selection.	Oral Presentations
2	01-31 Aug, 2024	4.Training and development. 5.Job analysis. 6.Job evaluation. 7.Career planning	Oral presentation or Class Test
3	01-30 Sept, 2024	8.Performance management 9. Payroll and compensation Management 10.Employee retention. 11.Employee health and safety.	Oral Presentations, Group Discussion, or Class Test
4	01-31 Oct, 2024	12.Recent trends in human resource management 13.Impact of technology on human resource management. 14.International human resource management practice.	MCQ Quiz or Group Discussion
5	01-22, Nov 2024	Question answer practice and topics revision	Group Discussion or Mid Term Exam

**Topics of Assignment** -Jon Evaluation and Analysis

**PPT On** -Recruitment and Selection. JEEVAN CHANAN MAHILA MAHAVIDYLAYA,  
ASSANDH, KARNAL

**Name of the Teacher- Rajvinder Kaur**

**Course Code- B23-BBA-302**

## Paper-Marketing Management

College- JCMM, Assandh

Sr. No.	Period	Topics to be covered	Academic activities to be organised
1.	22-31 July, 2024	Marketing Management- Meaning, Nature and Scope. Concepts of Marketing, Marketing Environment,	Oral Presentation
2.	01-31 Aug, 2024	Marketing Mix, STP (segmenting, targeting and positioning) approach to marketing. Marketing Information System- Meaning and Components. Marketing Research. Consumer Behaviour Meaning and Importance of study for Marketers.	Oral presentation And Class test
3.	01-30 Sept, 2024	Product —Meaning, levels and product Mix. New Product development, Product Life Cycle, Branding and Packaging decision, Pricing-Meaning, procedure for setting a price, Pricing Strategy;	Oral presentation And Class test
4.	01-31 Oct, 2024	Distribution Channels- Levels and Roles. Management of Physical Distribution.	MCQ Quiz Or
		Promotion- promotion Mix- A study of advertising, sales promotion, personal selling, direct marketing and public relations.	Group Discussion
5.	01-22 Nov, 2024	Marketing organization and control, Marketing of Services: An introduction to services, Role of Service Sector in the economy, 7P's of Service Marketing.	Group Discussion Or Mid Term Exam

**Topics of Assignment:-** Consumer Behaviour-Meaning and Importance of study for Marketers;  
Pricing-Meaning, procedure for setting a price, Pricing Strategy.

**PPT on the Topics:-** Marketing Information System- Meaning and Components. Marketing Research;  
Marketing organization and control.

**Problem Solving & Project Base Learning:-** segmentation of any product.

Session: - 2024-2025

Name of the teacher: - Jyoti

Class: - B.CA, B.SC, BBA 3<sup>rd</sup> SEM

Paper: - Health and wellbeing

Lesson Plan (Psychology)

Sr.No.	Period	Topics to be covered	Academic activity to be organized
1	22-31-july 2024	Unit-1 ❖ Introduction to health Psychology. Components of Health.	Oral Test
2	1-31 August 2024	Unit-1 ❖ Relationship of health with psychology mind and body. Goals of Health Psychology. Unit2 ❖ Life Satisfaction	Written Test two practical (Stress Inventory well-being Scale)
3	1-30-2024 September	Unit-2 ❖ Well-being : Components of well- being Eudemonia and Hedonism Unit:-3 ❖ Stress:- Causes	A Presentation Two practical (General Health Questionnaire) Optimism Scale)
4	1-30 October 2024	Unit:-3 ❖ Stress: - Consequences coping with stress illness and pain. Unit"-4 ❖ Health Enhancing Behavior: - Resilience.	Assignment and Class test one practical (One practical Happiness Scale)
5	1-22 November 2024	Unit-4 ❖ Health Enhancing Behavior: - Hope, Optimism	One practical (Types A/B Personality Inventory) Mid-Term Exam.



		Exercise, Safety, Nutrition.	
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Name of the Teacher- **Dr. Neetu Sethi**

College- **Jeevan Chanan Mahila Mahavidyalaya, Assandh**

Class **BBA 3rd Sem(AEC)**

Paper- **English Language And Communication Skills**

**Course Code :B23-ENG-311**

<b>S.NO.</b>	<b>Period</b>	<b>Topics to be Covered</b>	<b>Academic Activity to be Organized</b>
1.	22-31 July, 2024	<b>Close Reading</b>	Paper Reading
2.	01-31 Aug, 2024	<b>Comprehensive Summary Paraphrasing Interview Skills Seminar and Presentation Skills Data Interpretation</b>	Group Discussion
3.	01-30 Sept, 2024	<b>Vocabulary Homophones Pair of Words Rearranging Jumbled Words</b>	Dictation
4.	01-31 Oct, 2024	Common Errors in the use of Noun Pronoun Articles	Practice + Class Test
5.	01-22 Nov, 2024	Revision	Sample Paper Practice + Mid Term Exam

**Topic of Assignments:-** Data Interpretation

**PPT on the Topics:-** Interview Skills

**JEEVAN CHANAN MAHILA MAHAVIDALAYAASSANDH**

Odd semesters 2024-25

Lesson Plan

Name of the Teacher- Neha jindal

Class- B.B.A.2nd year

Course code =BBA 304

Subject- production management

<b>Sr. No</b>	<b>Period</b>	<b>Topics to be covered</b>	<b>Academic Activity to be Organized</b>
1	22 July to 31 July	1. Meaning ,nature objectives and functions of production mgt.Types of production system, Emerging trends in production mgt.	Oral Presentations
2	1 Aug to 31 Aug	2. Plant location and it's factor affecting plant location ,plant layout, Types of plant layout ,product and fixed layout.	Oral Presentations or Class Test
3	01-30 Sept, 2024	3. Product design ,steps in product design ,process planning and selection, make or buy decision , purchase mgt. , purchasing cycle , maintenance management.	Oral Presentations, Group Discussion, or Class Test

4	01-31 Oct, 2024	4. Product planning and control, inventory management and control, inventory control techniques , ABC analysis, XYZ analysis, VED analysis , FSN analysis.	MCQ Quiz or Group Discussion
5	01-22, Nov 2024	SDE Analysis and quality control in production	Group Discussion or Mid Term Exam

**Topics of Assignment** – steps in product design , concept of production management.

**PPT On Topic-** SDE analysis ,FSN analysis, XYZ analysis, VED analysis



**JEEVAN CHANAN MAHILA MAHAVIDHYALAYA, ASSANDH**

Odd semesters 2024-25

Lesson Plan

Name of the Teacher- Neha jindal

Class- B.B.A.2nd year

Course code =BBA 301

Subject- Managerial Accounting

Sr. No	Period	Topics to be covered	Academic Activity to be Organized
1	22 July to 31 July	1. Nature ,scope , functions and significance of Managerial accounting , management accounting versus financial accounting, decision making through management accounting.	Oral Presentations
2	1 aug to 31 aug	2. Nature , significance and limitations of marginal costing,CVP analysis and break even analysis, marginal costing as decision making tool, distinction between marginal costing and standard costing.	Oral Presentations
3	01-30 Sept, 2024	3. Performance budgeting zero base budgeting , program budgeting and activity base budgeting, nature, objectives and significance of budgetary control.	Oral Presentations, Group Discussion, or Class Test
4	01-31 Oct, 2024	4.Types of budget p,operational budget, financial budget, master budget, management control system ,financial analysis ,nature and tools of financial analysis.	MCQ Quiz or class test
5	01-22, Nov 2024	5.Ratio analysis, meaning and significance. Decision through <b>financial</b> analysis.	Group Discussion or Mid Term Exam

**Topics of Assignment** – performance budgeting Zero base budgeting, program budgeting and activity base budgeting, budgetary control.

**PPT On Topic-** nature Scope, functions of Managerial accounting,CVP analysis and break even analysis.





Odd semesters 2024-25

Lesson Plan

Name of the Teacher =Neha jindal

Class- B.B.A 5<sup>th</sup>sem

Course code =BBA 302

Subject- principle of retailing

Sr. No	Period	Topics to be covered	Academic Activity to be Organized
1	22 July to 31 July	1.Definition,nature and importance of retailing in Indian economy , functions of retailers, classification of retailers.	Oral Presentations and class test
2	1 aug to 31 aug	2.Concept of organised retail, difference between organised retailing and unorganised retailing non store retailing and service retailing, retailing as a carrier.	Oral Presentations
3	01-30 Sept, 2024	3. Retail customer ,stage of customer buying process , types of customer buying behaviour ,factors affecting buying decision process, consumer decision making procedure in retail prospective .store location,types of retail location, factor for choosing location ,store layout and design.	Oral Presentations, Group Discussion, or Class Test
4	01-31 Oct, 2024	4.key consideration in store layout factor of design decision , importance of layout ,steps for designing layout . The retailing organisation , organisation structure and HR functions in these organisations .	MCQ Quiz or class test

5	01-22, Nov 2024	5. Retail merchandising, meaning the process of merchandising planning , merchandise budget ,method of merchandise procurement,controlling the merchandise, technology in retailing .	Group Discussion or Mid Term Exam
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**Topics of Assignment** – Functions of retailers and classification of retailers , stage of customer buying process.

**PPT On Topic-** Retail merchandising ,meaning and process, merchandise budget.



**JEEVAN CHANAN MAHILA MAHAVIDHYALAYA**

**Assandh**

Odd semesters

2024-25

Name of the Teacher-Neha Jindal

Lesson Plan

Class B.B.A.5<sup>th</sup> sem Subject- principle of banking

<b>Sr. No</b>	<b>Period</b>	<b>Topics to be covered</b>	<b>Academic Activity to be Organized</b>
1	August	1. Bank concepts, classification, dear objectives and functions. bank management concepts, functions, importance, legal framework of regulation of bank	Oral Presentations
2	September	2. Banking regulation act, 1949 and main amendments Rbi act 1934 and main amendments, functions of RBI corporate Banking, rural banking, retail banking, international banking.	Oral Presentations or Class Test
3	October	3. E-banking reforms in banking after 1991 Payment and collection of cheque, special service rendered by bank	Oral Presentations, Group Discussion, or Class Test

4	November	4. Computerization, internet, mobile and ATMs security issue , priority sector leading performance analysis of bank	MCQ Quiz or Group Discussion
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**Topics of Assignment**– functions of RBI  
Banking technology

**PPT On Topic**- corporate,rural,Retail banking

**Jeevan Chanan Mahila Mahavidyalaya, Assandh (Karnal)**

**Lesson Plan (2024-25), Semester -5**

<b>S.No</b>	<b>Period</b>	<b>Topics to be covered</b>	<b>Academic Activity to be Organized</b>
1	22-31 July, 2024	1.Productions and production management; Product, meaning and definitions of product ;nature of product ;Type of product ;production as a system; meaning of production; meaning and definition of production system; nature of production system; factor influencing choice of production system; production system model ; type of production system; flow and continuous production intermittent production decision making in production function strategic decision in production function tactical decision in production function importance of production function organization of production functions and relationship of production function with other functional area.	Oral Presentations
2	01-31 Aug, 2024	Production management. Meaning and definitions of production management; features of production management; scope of production management; objectives of production management ;functions of production management ;Significance Of Production Management. Problems of production management.  2.Production planning and control ;meaning and definition of production planning and control ;Objectives of production planning and control ;elements of production planning and control; elements of production planning ;element of production control; importance of production planning and control ;phases of production planning and control ; factor determining production planning and control; advantages of production planning and control; disadvantages of production planning and control.	Oral Presentations or Class Test
3	01-30 Sept, 2024	3.Production process purchase; requisition purchase purpose of purchase requisition; Contempt in purchase requisition foam ordering content in purchase order; format of order purchasing. warehousing storing and placing types ,objective.  Make or buy decision factor favouring decide to whether make or buy a component. Implementation of make or buy decision under various circumstances.  4.Inventory management meaning; motive of holding inventory, objective, factors, affecting advantage, inventory control system. Inventory management technique economic	Oral Presentations or Class Test

		order quality.	
4	01-31 Oct, 2024	ABC analysis, VED analysis, FSN analysis, HML analysis, GOLF analysis, XYZ analysis SDE analysis, inventory evaluation, first in first out Method, last in first out method.	MCQ Quiz or Group Discussion
5	01-22, Nov 2024	Quality control, inspection, quality control in production, ISO Certification, ISO14000, SQC ,Control chart, Revision	Group Discussion or Mid Term Exam

**Class: B.B.A**

**Subject: - Principles of Production Management Name of  
the Teacher: Manisha Phogat**

**Topics of Assignment** -Quality control, Production Planning and Control

**PPT On Topic-** Production Management

**JEEVAN CHANAN MAHILA**

**MAHAVIDHYALAYA**

**Assandh**

Odd semesters 2024-25

Lesson Plan

Name of the Teacher-Deepti Dua

Class- B.B.A.5<sup>th</sup>sem

Subject- Export procedures and Documentation

<b>Sr. No</b>	<b>Period</b>	<b>Topics to be covered</b>	<b>Academic Activity to be Organized</b>
1	22-31 July, 2024	1. Introduction to Exporting	Oral Presentations
2	01-31 Aug, 2024	2. Entering Export Business : procedure and formalities , Export import policy , Institutional infrastructure for Indian Exporters	Oral Presentations or Class Test



3	01-30 Sept, 2024	3. Inco terms , Method of international payment , Export Documentations	Oral Presentations, Group Discussion, or Class Test
4	01-31 Oct, 2024	4. Processing of an Export Order, Export incentive and Schemes, Management of Risk in Export Business.	MCQ Quiz or Group Discussion
5	01-22, Nov 2024	Question answer practice and topics revision	Group Discussion or Mid Term Exam

**Topics of Assessment** – Procedures and formalities, Incoterms, Export Documentation, Management of Risk and techniques .

**PPT On Topic-** Methods of International Payment, Export Documentations

**Name of the Teacher-** Rajvinder Kaur

**Course Code-**B23-BBA-503

**Class-**BBA-5<sup>th</sup>sem

**Session-**2024-2025

**Paper-**Business Law

**College-** JCMM, Assandh

Sr. No.	Period	Topics to be covered	Academic activities to be organised
1.	22-31 July, 2024	Indian contract Act, 1872- An introduction; Valid contract and its elements,	Oral Presentation
2.	01-31 Aug, 2024	Proposal, Acceptance and Revocation; Contractual capacity of parties; Free consent of parties; Lawful consideration and object; Agreement Expressly Declared as Void; Legal formalities- Written and Registered; Contingent contract; Performance of contract; Discharge of contract; Implied, Quasi or Constructive contract;	Oral presentation And Class test
3.	01-30 Sept, 2024	consequences of Breach of contract; contract of Indemnity and Guarantee; Contract of Bailment; Contract of Agency;	Oral presentation And Class test

4.	01-31 Oct, 2024	Sales of goods Act- 1930, contract of sale, Conditions and warranties, Transfer of property or Ownership, Performance of Contract- Delivery and Payment, Unpaid seller, suits for Breach of contract.	MCQ Quiz Or Group Discussion
5.	01-22 Nov, 2024	Negotiable Instrument Act- 1930.	Group Discussion Or Mid Term Exam

**Topics of Assignment:-** How the contract of Agency is created and terminated? What are the rights and duties of an Agent and principal. Who is unpaid seller also Explain the rights of unpaid seller.

**PPT on the Topics:-** Contract of Bailment; various types of Negotiable instrument.