

# **GOVERNMENT COLLEGE BAHADURGARH**

## **LESSON PLAN FOR SESSION 2021-22**

**Subject Name with code and semester:- HUMAN RESOURCE  
MANAGEMENT (BBAN-402) Fourth Semester**

**Teacher Name:- Kavita**

<b>MONTH</b>	<b>TOPIC</b>
March	UNIT-I Introduction – nature and scope of human resource management, HRM objectives and functions, HRM policies, HRM in globally competitive environment
April	strategic human resource management, HR outsourcing – BPO, KPO. UNIT-II Acquiring human resources – human resource planning, job analysis and job design, employee involvement, flexible work schedule, recruitment, selecting human resources, placement and induction, right sizing
May	UNIT-III Developing human resources – employee training, training need assessment, training methods and evaluation, cross-cultural training, designing executive development programme, techniques of executive development, career planning and development. Employee retention, Succession planning. UNIT-IV Enhancing and rewarding performance – establishing the performance management system, establishing rewards and pay plans, employee benefits
June	Ensuring a safe and healthy work environment. Balance Scorecard, Competency based HRM

# GOVERNMENT COLLEGE BAHADURGARH

## LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester:- Principles of Management  
(BBAN201) BBA Second Semester**

**Teacher Name:-Kavita**

MONTH	TOPIC
March	UNIT-I Introduction – nature and process of management, basic managerial roles and skills, nature of managerial work; approaches to management – classical, human relations system, revision, test
April	behavioral, systems and contingency approaches; contemporary issues and challenges. UNIT-II Planning and decision making – concept, purpose and process of planning, kinds of plans, strategic planning, tactical planning and operational planning, goal setting, MBO; decision making – nature and process, revision, test
May	behavioral aspects of decision making, forms of group decision making in organizations. UNIT-III Organizing and leading elements of organizing – division of work, departmentalization, distribution of authority, coordination; organization structure and design; revision, test
June	leadership – nature and significance, leadership styles, behavioral and situational approaches to leadership. UNIT-IV Management control – nature, purpose and process of controlling, kinds of control system, prerequisites of effective control system, resistance to control, controlling techniques, social audit revision, test

## **GOVERNMENT COLLEGE BAHADURGARH**

### **LESSON PLAN FOR SESSION 2021-22**

**Subject Name with code and semester:- Company Accounts (BBAN-203), BBA Second Semester**

**Teacher Name:- Kavita**

<b>MONTH</b>	<b>TOPIC</b>
March	UNIT-I Accounting for share capital transaction, alternation of share capital
April	Alternation of share capital, buy-back of shares, acquisition of business and profit prior to incorporation UNIT-II Debentures; issue of debentures, methods of redemption of debentures
May	Methods of redemption of debentures, underwriting of shares and debentures, Revision UNIT-III Statutory provision regarding preparation of company's final accounts, preparation of profit and loss account and balance sheet of company as per the requirement of Schedule VI of the companies act, state the basic features of accounting standards 4, 5, 15, 17 18 and 29; company liquidation accounts
June	Company liquidation accounts UNIT-IV Valuation of Goodwill and shares, banking company accounts, insurance company accounts

# GOVERNMENT COLLEGE BAHADURGARH

## LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester:- BUSINESS LAWS (BBAN-404) Fourth Semester**

**Teacher Name:- Kavita**

MONTH	TOPIC
March	UNIT-I Law of contract: meaning and essentials of a valid contract; offer and acceptance; capacity to contract
April	consent and free consent; consideration; void agreements; quasi contract; different mode of discharge of contract; remedies for breach of contract. UNIT-II Purpose and meaning of the contract of the guarantee; kinds of guarantees; rights and obligations of creditors
May	liabilities and discharge of surety; contract of indemnity; Definition of bailment and its kinds; duties and rights of a bailor and a bailee; rights and duties of a pledger and pledgee. UNIT-III Contract of agency; definition of agent and agency; creation of agency; duties and rights of agent and principal; principal's duties towards agents and third parties; termination of agency; power of attorney. Law of sale of goods – definition and essential of a contract of sale, conditions and warranties, passing of property in goods; performance of contract; right of unpaid seller;
June	Remedies for breach of contract. UNIT-IV Negotiable instrument act – Meaning and essential elements of a negotiable instruments; types of negotiable instrument; holder and holder in due course; negotiation of negotiable instruments; dishonor of negotiable instruments. Meaning and scope of information technology act; digital signature; electronic governance; regulation of certifying authority; digital signature certificates; duties of subscribers; penalties adjudication and offences. RTI Act 2005: Purpose, Right to Information and Obligation of Public Authorities, Exemption from disclosure of information

# GOVERNMENT COLLEGE BAHADURGARH

## LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester:-** ORGANIZATIONAL BEHAVIOR, BBA 2<sup>ND</sup> SEM

**Teacher Name:-** SANJEET CHHILLAR

MONTH	TOPIC
MARCH -22	Introduction – Concept and scope of organizational behavior, historical development of organizational behavior, emerging trends and hanging profiles of workforce; Foundations of organizational behavior, challenges of organizational behavior.
APRIL-22	Foundations of individual behavior; Individual Processes – Personality, values, attitudes, perception, learning and motivation, emotional intelligence: meaning, implications
MAY-22	Foundations of group behavior; Team Processes – Interpersonal communication, group dynamics, teams and teamwork, conflict and negotiation in workplace, power and politics
JUNE-22	Organizational processes – organizational structure and design, organizational culture, organizational change, development and stress management

## GOVERNMENT COLLEGE BAHADURGARH

### LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester-** HUMAN RIGHTS AND VALUES,BBA 4<sup>TH</sup> SEM

**Teacher Name:-** SANJEET CHHILLAR

MONTH	TOPIC
MARCH -22	Concept of Human Rights, Indian and international perspectives of Human Rights, Evolution of Human Rights, Human Rights movements in India, Classification of Human Rights and Relevant Constitutional Provisions to Right to Life, Liberty and Dignity, Right to Equality, Right against Exploitation, Cultural and Educational Rights, Economic Rights, Political Rights and Social Rights.
APRIL-22	Deprivation of Human Rights – Core Issues: Poverty, overpopulation, illiteracy, Problems of Unsustainable Development, Disadvantaged Groups – (a) Women (b) Children (c) Scheduled Castes and Scheduled Tribes (d) Homeless and Slum Dwellers (e) Physically and Mentally Handicapped f. Refugees and Internally Displaced Persons.
MAY-22	Redressal Mechanisms for Human Rights Violations: Violation of Human Rights by State. Violation of Human Rights by Individuals and groups, Nuclear Weapons and terrorism. Government systems for Redressal, Judiciary, National Human Rights Commission and other Statutory Commissions, Media Advocacy, Creation of Human Rights Literacy and Awareness
JUNE-22	Concept of Human Values: Aim of education and 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 and Global Development, National Integration and international understanding.

## GOVERNMENT COLLEGE BAHADURGARH

### LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester:-** CONSUMER PROTECTION,BBA 6<sup>TH</sup> SEM

**Teacher Name:-** SANJEET CHHILLAR

MONTH	TOPIC
MARCH -22	Concept and types of consumer, need for consumer protection; approaches to consumer protection; consumer buying motives; doctrines of caveat emptor and caveat venditor; concept of consumer's sovereignty; basic consumer rights.
APRIL-22	Measures for consumer protection in India; basic provisions of the Consumer Protection Act.(CPA)1986; organizational set up for consumer protection under CPA; procedure of filing a complaint; relief available
MAY-22	Competition Act – Provisions relating to consumer protection; Role of voluntary consumer organizations; formation and registration of a voluntary consumer organization, business self-regulation, consumer awareness – role of media and government.
JUNE-22	Recent developments in consumer protection movement; consumer information and knowledge as means of protection; sources of consumer information, ethical marketing as an instrument of consumer protection, Role of Advertising Standard Council of India in consumer protection

## GOVERNMENT COLLEGE BAHADURGARH

### LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester:-** E-COMMERCE,BBA

**6TH SEM**

**Teacher Name:- SANJEET CHHILLAR**

MONTH	TOPIC
MARCH -22	Introduction – meaning, nature, concepts, advantages and reasons for transacting online, categories of e-commerce; planning online business: nature and dynamics of the internet, pure online vs. brick and click business, assessing requirement for an online business, designing, developing and deploying the system, one to one enterprise.
APRIL-22	Technology for online business – internet, IT infrastructure; middleware contents: text and integrating e-business applications; mechanism of making payment through internet: online payment mechanism, electronic payment systems, payment gateways, visitors to website, tools for promoting website; plastic money: debit card, credit card; laws relating to online transactions
MAY-22	Applications in e-commerce – e-commerce applications in manufacturing, wholesale, retail and service sector
JUNE-22	Virtual existence – concepts, working, advantages and pitfalls of virtual organizations, workface, work zone and workspace and staff less organization; designing on E-commerce model for a middle level organization: the conceptual design, giving description of its transaction handling, infrastructure and resources required and system flow chart; security in e-commerce: digital signatures, network security, data encryption secret keys, data encryption.



# GOVERNMENT COLLEGE BAHADURGARH

## LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester:-** BUSINESS STATISTICS,  
BBA-2<sup>ND</sup> SEM

**Teacher Name:-** SOMJIT

MONTH	TOPIC
MARCH -22	Statistics: Meaning, evolution, scope, limitations and applications; data classification; tabulation and presentation: meaning, objectives and types of classification, formation of frequency distribution, role of tabulation, parts, types and construction of tables, significance, types and construction of diagrams and graphs
APRIL-22	Measures of Central Tendency and Dispersion: Meaning and objectives of measures of central tendency, different measure viz. arithmetic mean, median, mode, geometric mean and harmonic mean, characteristics, applications and limitations of these measures; measure of variation viz. range, quartile deviation mean deviation and standard deviation, co-efficient of variation and skewness.
MAY-22	Correlation and Regression: Meaning of correlation, types of correlation – positive and negative correlation, simple, partial and multiple correlation, methods of studying correlation; scatter diagram, graphic and direct method; properties of correlation co-efficient, rank correlation, coefficient of determination, lines of regression, co-efficient of regression, standard error of estimate
JUNE-22	Index numbers and time series: Index number and their uses in business; construction of simple and weighed price, quantity and value index numbers; test for an ideal index number, components of time series viz. secular trend, cyclical, seasonal and irregular variations, methods of estimating secular trend and seasonal indices; use of time series in business forecasting and its limitations, calculating growth rate in time series.

## **GOVERNMENT COLLEGE BAHADURGARH**

### **LESSON PLAN FOR SESSION 2021-22**

**Subject Name with code and semester-** FINANCIAL MANAGEMENT,  
BBA-4<sup>TH</sup> SEM

**Teacher Name:-** SOMJIT

<b>MONTH</b>	<b>TOPIC</b>
MARCH -22	Evolution, scope and function of finance managers, objectives of financial management, profit vs. wealth maximization, time value of money
APRIL-22	Investment Decisions; brief introduction of cost of capital; methods of capital budgeting; ARR, PBP, NPV and IRR, capital rationing (simple problems on capital budgeting methods).
MAY-22	Financing decision: operational and financial leverage; capital structure theories – NI, NOI and traditional approach; EPS-EBIT Analysis
JUNE-22	Dividend decision and Management of working capital; determinants of dividend policy; Walter's Dividend Model; Operating Cycle, brief discussion on management of cash, receivable and inventory (simple problem on operating cycle and inventory management).

# GOVERNMENT COLLEGE BAHADURGARH

## LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester:-** BUSINESS RESEARCH METHODS, BBA-4<sup>TH</sup> SEM

**Teacher Name:-** SOMJIT

MONTH	TOPIC
MARCH -22	Business Research – Meaning, types, managerial value of business research; theory and research – components, concept, constructs, definition variables, proposition and hypothesis, deductive and inductive theory; nature and process and importance of problem definition, purpose and types of research proposal, ingredients of research proposal.
APRIL-22	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.
MAY-22	Sample design and sampling procedure, determination of sample size, research methods of collecting primary data, and issues in construction of questionnaire.
JUNE-22	Statistical techniques of data analysis, nature and types of descriptive analysis, uni-variate and bivariate tests of statistical significance, meaning and types of research report, ingredients of research report

# **GOVERNMENT COLLEGE BAHADURGARH**

## **LESSON PLAN FOR SESSION 2021-22**

**Subject Name with code and semester:-** INCOME TAX, BBA-6<sup>TH</sup>  
SEM

**Teacher Name:-SOMJIT**

<b>MONTH</b>	<b>TOPIC</b>
MARCH -22	Basic concepts of income tax, residential status and tax incidence, income exempted from tax
APRIL-22	Income from salaries, income from house property and income from profits and gains of business and profession.
MAY-22	Income from capital gains, income from other sources, set off and carry forward of losses, clubbing of income, deduction of tax at source
JUNE-22	Deductions from gross total income, assessment of individuals.

# GOVERNMENT COLLEGE BAHADURGARH

## LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester:- Data Base Management System (BBAN-405) Fourth Semester**

**Teacher Name: - Rekha Rani**

MONTH	TOPIC
April	Introduction to Data Base Management System, Data v/s Information, Record, File Etc. Data Dictionary and its types, Data Base Administrator, Role of DBA
May	File Oriented System v/s Database system, Advantages and disadvantages, Database System Architecture Introduction, three levels of DBMS Architecture, Schema, sub-schema, types of schema and instances, Data independence, Mapping, Intro to Data Models, Hierarchical, Network, Relational, Semantic, Functional, Object Oriented and E-R Model, Data Base Security Introduction, Threats and security issue, Defence Mechanism
June	Security Requirements, Authorization, Encryption and Decryption, public and private key, Firewall Introduction, Need and working of firewall, Recovery Introduction, Failure, Recovery Techniques, Distributed Database introduction, DDBMS components, Functions of DDBMS, Data Replication, Advantages and Disadvantages, Data Mining and Data Warehousing Concepts, Various Phases of Data Mining, Models, Problems and issues of data mining, Data Warehousing phases, OLAP vs OLTP, Warehousing Model and characteristics and limitations, Internet and emerging database technology, Building block of web, Digital Library, Multimedia Database, Structure of MDBMS, and Applications, Spatial Database, architecture, advantages and disadvantages

## **GOVERNMENT COLLEGE BAHADURGARH**

### **LESSON PLAN FOR SESSION 2021-22**

**Subject Name with code and semester: - System Analysis & Design  
(BBAN-602) Sixth Semester**

**Teacher Name: - Rekha Rani**

<b>MONTH</b>	<b>TOPIC</b>
April	Introduction to analysis and design: - System and its characteristics, components, Environment and classification, SDLC, Case tools for analyst,
May	Role of system analyst, ER data models Feasibility study – economic, technical, operational, Assignment. Design of Application: - DFDs, form design, screen design, report design, Structure chart, data base definition, Equipment specification and selection. Personnel estimates, I-O design Assignment
June	Implementation: data dictionary, decision tables Decision trees, logical design to physical implementation, Introduction to distributed data processing Real time system: evaluating distributing system, designing distributed data base, Event based real time analysis tools, State transition diagrams.

# GOVERNMENT COLLEGE BAHADURGARH

## LESSON PLAN FOR SESSION 2021-22

**Subject Name with code and semester - INTRODUCTION TO COMPUTERS (BCH-206) Second Semester**

**Teacher Name: - Rekha Rani**

MONTH	TOPIC
April	Computer basic concepts: Definition and characteristics of a computer, Advantages of computer, Components of computer, Human-being Vs computer, Difference between Computer and Calculator.
May	Applications of computer, Generations of Computer, Types of computer: Analog, Digital and Hybrid computers, Micro, Mini, Mainframe and Super Computers Input devices and Output devices, Introduction to Computer memories: Primary storage, Secondary storage. Introduction to Software: Software Types, Systems Software, Types of Operating System, Application Software, Introduction to Programming Language: Types of Programming Language, Language Translators. Computer Network: Introduction, Network Elements, Advantages of Networking, Network Topologies, Communication Channels, Types of Computer Networks- LAN, MAN and WAN ,Public and Private Network., Communication devices, Introduction to MS Word: Features of MS Word, Components of Word document window, Menu Bars, Creating own document ,Formatting text and document, Mail Merge, Creating a Macro, Working with auto shapes, Export and Import File ,Finding and replacing text, Spell Check and Grammar Check, Working within tablesAdding, deleting, modifying rows and columns, Printing document
June	Internet Addressing, Extranet and E-Mail, Mobile Computing.MS Excel: Features of MS Excel, Components of Worksheet, Menu Bars, Working with worksheets. Cells-Entering, editing, moving, copying, cutting, pasting, Inserting and deleting of cells, rows and columns, formatting a worksheet, formatting textual data, Creating and editing charts, Types of Chart, Excel Functions, Goal Seek, validation, Pivot Table and Pivot Chart, Sort, Filter, Print the worksheet. Introduction to Database Systems: Basic concepts, Components of database, Advantages of database, DBMS, Components of DBMS, Database Models, Microsoft Access: Create a database, database Objects, creating tables, Data Types, Sorting, Filtering, creating a relationship, format a table, Creating and modifying a Form, Operators in Access, Designing Queries and Reports





## Lesson Plan BBA 2<sup>ND</sup> sem COMPUTER APPLICATIONS IN MANAGEMENT

Name of the Faculty :- SUMIT KUMAR

Subject Lesson Plan :- (From March 21, 2022 To June 30, 2022)

Months	Topic	Practical
March	Introduction to Computers – History, basic anatomy, operating system, memory, input/output devices; types of computers, classification of computers; hardware and software.	Introduction to Basic Computer
April	Networking – Advantage, types, devices and network connection, wireless networking; virus and firewalls. Introduction to information technologies; www, search engines, web browsers, IP addressing, web hosting and web publishing	Introduction to Network, How to work, IP address
May	Internet applications in business, chatting and e-mailing; computer applications, advantages and limitations, use in offices, education, institutions, healthcare, Data, information and types; Information systems, types – MIS, TPS, OAS, DSS,	Chatting, email, MS office
June	Expert systems, executive information systems. Multimedia applications in business; marketing and advertising; web applications of multimedia.	Explore Computer Applications

## Lesson Plan B.com 2<sup>ND</sup> sem      Basics of Computer-II

**Name of the Faculty:- SUMIT KUMAR**

**Subject Lesson Plan:- (From March 21, 2022 To June 30, 2022)**

Months	Topic	Practical
MARCH	Fundamental of computers: Model of a digital computer; Functioning of a digital computer; Types of a digital computer; Advantages of computers. Difference between digital computer and analog computer	
APRIL	Applications of computers: Computers in Commerce, Marketing, Education and Management. Software concepts: Types of Software and their role, Different System Software types- Operating systems, Translators, System Utilities; Concept of Application Packages; Types of an Operating system- Multi-user O.S., Multi-tasking O.S.	
MAY	Multi-Processing O.S; Time – sharing O.S., Multi-Programming O.S, Operating System as a resource Manager, concept of GUI and CUI. Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System, Windows explorer, Using Paintbrush, Control Panel, Installing a printer. User interfaces- CUI and GUI; Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons.	
JUNE	MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions.	