

Summary of Lesson Plan

Name of College: GOVERNMENT POST GRADUATE NEHRU COLLEGE, JHAJJAR

SESSION: 2025-2026

For the month of August, 2025 – November, 2025

Sr. No.	Name of Assistant Professor	SUBJECT/ CLASS	TOPIC/ Chapters to be covered
1	Dr. Ravin Kadian Extension Lecturer Management	BBA 1st Semester BUSINESS COMMUNICATION-I	<p>August, 2025 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.</p> <p>September, 2025 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.</p> <p>October, 2025 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)</p> <p>November, 2025 Social media and individual, social media & organizations, Media Literacy; Strong Digital communication skills – email, instant messaging, video conferencing, e-meetings, Digital collaboration, digital citizenship –digital etiquettes & responsibilities; introduction to personal and organizational websites.</p>


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1	Dr. Ravin Kadian Extension Lecturer Management	BBA 1st Semester INDIAN VISION FOR HUMAN SOCIETY	<p>August, 2025</p> <p>The concept of non-duality of Prakriti (Jad) and Purush (Chetana), human as coexistence of Jad & Chetan, Pancha- mahabhutas, the root of sorrow and suffering, freedom from sorrow, salvation, eternal peace truth (vyaharika satya), ultimate truth. The acceptance of various systems of philosophy for realization of truth and complementariness in society in ancient Indian system.</p> <p>September, 2025</p> <p>Aims of Human life; at individual level and societal level. At societal level; Four purusarthas Dharma, Artha, Kama, Moksha. Individual level; Abhyudaya (progress), Nihisreyasa (perfection) Pravrtti, Nivrtti. Dharma; Dharma sutras (Gautama, apastamba, baudhayana, vasistha). Dharma-Shastra; (manusmriti, naradamrti, visnusmrti, yajnavalkya smriti) sociology, different stages of life like studenthood, householdership, retirement and renunciation, rites and duties, judicial matters, and personal laws (Aachara, Vyavahara, Prayaschitta). Artha; Kautliya Arthashastra, Kamandakiya Nitisara, Brihaspati Sutra, Sukra Niti, Moksha: Human liberation (Ignorance to Knowledge)</p> <p>September, 2025</p> <p>Fundamental concept of Nitishastra: Satyanishtha Aur Abhiruchi (Ethics, Integrity & aptitude). The true nature of self; Shiksha Valli, Bhrgu Valli (concept of Atman-Brahman (self, soul). The true constitution of Human: Ananda Valli (Annamaya Kosha, Pranamaya Kosha, Manomaya Kosha, Vijnanamaya Kosha, Anandamaya Kosha). The four states of consciousness (Waking state, Dreaming state, Deep Sleep State, Turiya the fourth state), Consciousness (seven limbs and nineteen mouths), Prajna, Awareness. The Life Force Prana (Praana-Apaana-Vyaana-Udaana- Samaana)</p> <p>October, 2025</p> <p>Differentiating Vidya and Avidya, human bondages, Higher and Lower Knowledge (Para Vidhya & Apar Vidhya).</p> <p>Concept of Sattva, Rajas, Tamas and need of balancing the same, Patanjali yog sutra; Yama, Niyama, Asanas, pranayams, pratyahara, dharna, dhyana, Samadhi, Sixteen category of padartha, pramans (pratyaksh, anumana, upaman, shabda). Saadhana chatushtayam (viveka, vairagya, mumukshatavam, shadsampathi (sama, dama, uparama, titiksha, shradha, samadhana), Understanding Nitya karma, Naimittika Karma, Kamy karma, prayaschitta karma, Nishidha Karma. Meditation and Progressive meditation (Narada's education), Ativadin to self- knowledge, Jyan yog, Karma yog, sanyas yog in aspect to harmonious practice in society</p> <p>November, 2025</p> <p>Practice in philosophy, architecture, grammar, mathematics, astronomy, metrics, sociology, economy and polity, ethics, geography, logic, military science, weaponry, agriculture, mining, trade and commerce, metallurgy, shipbuilding, medicine, poetics, biology and veterinary science.</p>


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Sr. No.	Name of Assistant Professor	SUBJECT/ CLASS	TOPIC/ Chapters to be covered
1	Dr. Ravin Kadian Extension Lecturer Management	BBA 3rd Semester Disaster Management	August, 2025 Natural Disasters – Flood, Earthquakes and landslides, Cyclones, Tsunami, Drought, Heat waves and sandstorms, Cold waves September, 2025 Manmade Disasters – War, terrorism, stampedes, riots, industrial fires, nuclear power accidents, hazardous materials and toxic emission, utility failure October, 2025 Relief Operations – Saving victims, conducting medical relief operations, managing relief operations, psychological issues, rehabilitation work November, 2025 Proactive Measures – Planning for disaster management, local disaster management cell, business recovery plan, safety management, government response to disaster


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1	Dr. Ravin Kadian Extension Lecturer Management	BBA 5th Semester Company Law	<p>August, 2025: Company – meaning and features, kinds of companies, registration and incorporation, memorandum of association, article of association, prospectus. Assignment 1</p> <p>September, 2025: Share Capital – Shares, issues 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. Debentures – Meaning and kinds, debenture trust deed and duties of trustee. Sessional Exam</p> <p>October, 2025: Company Administration and Meetings, Board of Directors – qualification, appointment, duties and remuneration. Meetings – Statutory meeting, annual general meeting, extra-ordinary general meeting. Assignment 2</p> <p>November, 2025: Prevention of oppression and mismanagement Winding up – types of winding up, appointment of liquidator, powers of liquidator, conduct of winding up. Sessional Exam</p>


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1	Dr. Ravin Kadian Extension Lecturer Management	BBA 5th Semester PRESENTATION SKILLS & PERSONALITY DEVELOPMENT	<p>August, 2025</p> <p>Introduction – 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.</p> <p>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.</p> <p>September, 2025</p> <p>Methods of presentation – Fish bowl, role plays, group discussion, conference, seminar, workshop, clinics, brainstorming, simulations, games, questionnaire; delivering presentation – presenter effectiveness, difficult situations and nerves, motivation and attention.</p> <p>Outcomes of presentation – inspiring presentation, presentation that builds trust, presentation that offers a solution, value added presentation, presentation that facilitates decision making.</p> <p>October, 2025</p> <p>Concept of personality, personality consciousness, personality patterns, personality syndrome; symbols of self, clothing, names and nicknames, speech, age, success, reputation, moulding the personality pattern, persistence and change.</p> <p>Personality determinants – physical intellectual, emotional and social determinants, aspirations and achievements, educational determinants and family determinants.</p> <p>November, 2025</p> <p>Personality development – healthy personalities, developing self-awareness, managing personal stress, solving problems analytically and creatively; grooming – appearance, dress sense, personal hygiene, etiquettes and body language; time management, public speaking</p>


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