

# LESSON PLAN

CLASS - BBA

SEMESTER - I

Name of Assistant / Associate - Mrs. Poonam

Subject / Paper - Financial Accounting

| Unit | Month         | Subject Matter / Syllabus                                                                                                                                                                                                                                                                                                                                      |
|------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | July - August | Meaning and Need for Accounting, Stakeholders using Accounting Information, Qualitative aspects of F.A., Accounting standard in India and international (outline), Branches of Accounting, Type of Business organisation, Accounting taxonomy, Concepts and Conventions Accounting Concepts of income and expenditure                                          |
| 2    | September     | Classification of Capital and Revenue-expenditure and income, accounting equation of assets equals Capital and liabilities, accounting process Contingent assets and liabilities, Fictitious assets, Journal, Purchase, Sales, Return, Receivables and Payables, Inventory, Depreciation and amortization, Reserve, intangible assets accounting, GST, ledgers |
| 3    | October       | trial Balance, Correction of errors, Trading Profit and loss Accounts, Cash Book and Balance Sheet of Sole Trading Concerns, importance of disclosures in final Account, introduction to Company: kind share Capital, issue of share Capital schedules to accounts, Financial statements as per Companies Act 2013                                             |
| 4    | November      | Preparation of financial statements and income statement and Balance sheet (Horizontal and vertical), Green Accounting and Sustainable Reporting- Need and objectives, sustainability Reporting Need and method, Data collection, analysis for sustainable Reporting to improve value of Business, IFRS Financial sustainability disclosure Standard.          |

*Poonam*  
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# LESSON PLAN

CLASS - ~~BBA~~ MDC

SEMESTER - III

Name of Assistant / Associate - My. Poonam

Subject / Paper - Entrepreneurship and MSME

| Unit | Month         | Subject Matter / Syllabus                                                                                                                                                                                                                                        |
|------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | July - August | Concepts and knowledge, skills, features of entrepreneurship, The Role of entrepreneurship in economic development, Problems of entrepreneurship, factor affecting entrepreneurship, managerial vs enterpreneurial approach.                                     |
| 2    | September     | Creating Entrepreneurial venture - Environmental scanning, Competitive and industry analysis, Feasibility study, Market feasibility, technical and financial feasibility; drawing Business plan, preparing Project Report, Presenting Business plan to investors |
| 3    | October       | Source of finance - Debt or equity financing, Commercial Banks, venture Capital; financing institutions supporting entrepreneurs; legal issues - intellectual Property Rights Patents, Trademarks Copyrights, Trade Secrets, licensing franchising               |
| 4    | November      | Meaning and nature of MSME in India, Role of MSME in Socio-Economic development, Problem faced by MSME, Role of innovation and entrepreneurship for MSME, Government initiatives for MSME sectors                                                                |

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# LESSON PLAN

CLASS - BBA

SEMESTER - III

Name of Assistant / Associate - Mrs. Poonam

Subject / Paper - Business Etiquettes

| Unit | Month         | Subject Matter / Syllabus                                                                                                                                                                                                                               |
|------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | July - August | Workshop Etiquettes office Protocol and Etiquettes, Professional Conduct and Use of Courteous Phrases in the Workplace, Proper way to make Introduction, Business dress, grooming                                                                       |
| 2    | September     | Communication Etiquettes written Communication Manner, listening skills, Body language, voice tone and eye contact, telephone etiquette, email, voice mail etiquette, way to deal with difficult people, extending, accepting and declining invitations |
| 3    | October       | Business meeting and Dining Etiquettes Attending Business function, etiquette in meeting, Business Socialization, organising social event for business, dining manners, Banquet Etiquette.                                                              |
| 4    | November      | Global Manners - Importance of awareness of international Customs Culture taboos and practices, traveling Etiquette, Business etiquette in USA, Europe, Africa, Middle East, Latin America.                                                             |

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# LESSON PLAN

CLASS - BBA

SEMESTER - III

Name of Assistant / Associate - Mrs. Poonam

Subject / Paper - Corporate Governance

| Unit | Month            | Subject Matter / Syllabus                                                                                                                                                                                                      |
|------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | July -<br>August | Concept, Need, issues in Corporate Governance<br>Corporate Governance Mechanism,<br>Corporate Social Responsibility,<br>Obligation to Society, Investor, employee,<br>Customers, Composition and Role of Board of<br>Directors |
| 2    | September        | Legal aspects and liabilities, Functions<br>and duties of the board, role of<br>Independent director. Financial Disclosure<br>Code of Corporate governance                                                                     |
| 3    | October          | Accounting standard and disclosure,<br>Disclosure Norms and Practice,<br>Role of Audit Committee, SCBI<br>and Government.                                                                                                      |
| 4    | November         | Contemporary Issue - Corporate<br>Governance in Bank, Role of<br>trustees, Cadbury Report, Greenbury<br>Report, CII's Recommendation                                                                                           |

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# LESSON PLAN

CLASS - BBA

SEMESTER - V

Name of Assistant / Associate - Mrs. Poonam

Subject / Paper

- INDIAN BUSINESS ENVIRONMENT

| Unit | Month            | Subject Matter / Syllabus                                                                                                                                                                                                                 |
|------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | July -<br>August | Nature Component and determinants of Business Environment; Basic Nature of Indian Economic System, growth of Public & Private Sector; Social Responsibility of Business, Economic Reforms since 1991                                      |
| 2    | September        | Review of Industrial Policy and Pattern of industrial growth since 1991; industrial licensing Policy; Public Sector Reform; Privatization and Liberalization Trends; growth and problem of SMEs; industrial Sickness; Development Banking |
| 3    | October          | Regulation of Stock exchange and the Role of SEBI; Banking sector Reform; challenges facing Public Sector Bank; growth and changing structure of Non Bank Financial institutions; Trends & Pattern of Indian foreign trade and BOP        |
| 4    | November         | Indias overseas investments; Policy towards foreign direct investment, globalization Trend in Indian Economy; Role of MNC Impact of IMF, World Bank and WTO on Indian Business environment.                                               |

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