

LESSON PLAN

CLASS - BBA

SEMESTER - I

Name of Assistant / Associate - Mrs Savita

Subject / Paper - Principles & Practices of Management

Unit	Month	Subject Matter / Syllabus
1	July - August	<u>Intro to mgt.</u> : Definition, nature, significance, principles, mgt. & admin., levels of mgt., role of manager & skills, Evolution of mgt., Classical, Behavioural, Quantitative, System, contingency & modern approach, Science & Art, functions of mgt.
2	September	<u>Planning, organising & staffing</u> : Nature, Imp., Purpose, Types of plans, planning process & techniques, Decision making, org. structure & design, coordination & integration, MBO and MBE, staffing : selection and recruitment.
3	October	<u>Leading, Directing, controlling</u> : meaning, nature, leadership theories, motivational theories, Hawthorne effect, communication, Team building & Group dynamics, Controlling - meaning, steps, process, methods, types of control.
4	November	Overview of strategic mgt., SWOT analysis, Implementation of strategies, Ethical Issues in mgt. CSR, sustainable management practices.


Signature


HOD

LESSON PLAN

CLASS - BBA

SEMESTER - I

Name of Assistant / Associate - Mrs. Savita

Subject / Paper - Business Statistics & Logic

Unit	Month	Subject Matter / Syllabus
1	July - August	measures of Central Tendency, Dispersion, measures of Skewness & Kurtosis
2	September	<u>Correlation & Regression</u> : Covariance, Scatter Diagram, Karl Pearson coefficient, Spearman Rank correlation, Probable error, Regression lines, equations, coefficient.
3	October	<u>Probability & Probability distribution</u> : classical, addition & multiplication rules, Binomial, Poisson & normal distribution, Expected values.
4	November	<u>Intro. to Logic</u> & Number series, coding, decoding & odd man out series, direction sense test, Seating Arrangement, Blood Relations, Progressions, Inductive & deductive Reasoning.


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LESSON PLAN

CLASS - MDC

SEMESTER - I

Name of Assistant / Associate - Mrs. Savita

Subject / Paper - Foundation of Management

Unit	Month	Subject Matter / Syllabus
1	July , August	Overview of Management: Concepts, nature, Process , Managerial line, skills, functions and Role of manager Nature and Purpose of Planning
2	September	Planning Process , Type of Plan, MBO , Strategies - Type of Strategies Decision Making - types of decisions, Decision Making Process, Rational Decision Making.
3	October	Organizing : Nature and Purpose of Organising , organizing Structure, Departmentation Span of Control Centralization and Decentralization, Delegation of Authority and Responsibility
4	November	Controlling: Nature and Scope of Control , Type and control Process , Control Technique - Traditional and modern ^{modern} ; Effective Control System


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LESSON PLAN

CLASS - BBA

SEMESTER - V

Name of Assistant / Associate - Mrs. Savita

Subject / Paper - Production & Material Management

Unit	Month	Subject Matter / Syllabus
1	July - August	<u>Prodⁿ Economics</u> : Intro, Evolution, Decisions, obj., Importance, Product & Services, Prod ⁿ system, Prod ⁿ to order & stock, plant location.
2	September	<u>APC</u> : obj., Advantages, EOQ, ABC Analysis, <u>Quality control</u> : obj., Importance, Inspection, Quality control charts for variables & Attributes.
3	October	<u>Materials mgt</u> : meaning, obj., Imp., functions, MIS, Standardisation, simplification & variety reduction, Value Analysis & Engineering.
4	November	<u>Stores mgt</u> : meaning, obj., Imp., functions, store layout, classification & codification, spare parts, logistics, warehousing, Material handling, Traffic & Transportation, Scrap, surplus & obsolete material.


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LESSON PLAN

CLASS - BBA

SEMESTER - III

Name of Assistant / Associate - Mrs. Savita

Subject / Paper - Cost and Management Accounting

Unit	Month	Subject Matter / Syllabus
1	July - August	<u>Cost Accounting</u> : meaning, methods, techniques, classification, cost sheet, Inventory valuation, activity based costing.
2	September	<u>CVP Analysis</u> - BEP, P/V Ratio, P/V Graph, margin of safety, marginal costing, Decision making, Target costing.
3	October	<u>Budgetary control</u> : meaning, need, obj. essentials - Types of Budget, standard costing, Variance Analysis (labour, material)
4	November	<u>mgmt. Accounting</u> - concept, need, Imp., Scope, Analysis of fin. statements, Imp. techniques, Ratio Analysis, Fund flow, Cash flow.


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LESSON PLAN

CLASS - MIC

SEMESTER - III

Name of Assistant / Associate - Mrs. Savita

Subject / Paper - Business Policy & Strategy

Unit	Month	Subject Matter / Syllabus
1	July - August	Nature, objectives, process, vision & mission, org. direction, corporate strategy & strategy activation, strategic business unit.
2	September	Top mgt. Constituents BOD, sub committees, chief executive officer, Task, Responsibilities, Skills of Top mgt, corporate Governance.
3	October	Formation of strategy & company env. & analysis, SWOT, Evaluating multinational env., corporate competence, principles & rules, Strategic Excellence. Positions.
4	November	Strategic Analysis & choice, BCG matrix, GE-cell nine matrix, stop light model, Directional policy model, Grand strategy, contingency approach to strategic choice.


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LESSON PLAN

CLASS - MIC

SEMESTER - I

Name of Assistant / Associate - Mrs. Savita

Subject / Paper - Managerial Skills

Unit	Month	Subject Matter / Syllabus
1	July - August	meaning, concept, Need, Importance, Techniques, Application, coordination, Interpersonal roles.
2	September	problem solving Creativity, Innovation, steps of analytical P.S; limitations, impediments, approaches, delegating, Empowerment.
3	October	Team building, Team work, Advantages, Team memberships, Group dynamics, Group Behaviour, cohesion, Brain storming, Sensitivity Training, Nominal Group Techniques, leadership.
4	November	communication process, need, Types, conduct of meeting, Interview, Reporting, Self confidence, Role of motivational skills in developing manager.


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