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| **Week** | **Topic** |
| Week 1 | Organisational Behaviour (Unit-1) |
| Week 2 | Continue |
| Week 3 | Motivation and Morals (Unit-2) |
| Week 4 | Continue |
| Week 5 | Theories of Leadership (Unit-3) |
| Week 6 | Continue |
| Week 7 | Group Dynamic and Team Building (Unit-4) |
| Week 8 | Continue |
| Week 9 | Assignment and Test |
| Week 10 | Presentation |
| Week 11 | Revision |
| Week 12 | Revision |

**Lesson Plan: Feb 15 onwards Class: BBA I (Sem-II)**

**Name of Assistant Professor: Ms. Anu Garg Subject: Organisational Behaviour**

**Lesson Plan: 15th Feb onwards Class: - B. Sc Life Science (2nd Sem)**

**Name of Assistant Professor: Ms. Anu Garg Subject: Group Dynamic (MDC)**

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| **Week** | **Topic** |
| **Week 1** | **Nature of group at work (Unit-1)** |
| **Week 2** | **Continue** |
| **Week 3** | **Interpersonal competence and team effectiveness (Unit-2)** |
| **Week 4** | **Continue** |
| **Week 5** | **Developing collaboration in teams (Unit-3)** |
| **Week 6** | **Continue** |
| **Week 7** | **Communication process (Unit-4)** |
| **Week 8** | **Continue** |
| **Week 9** | **Assignment and Test** |
| **Week 10** | **Presentation** |
| **Week 11** | **Revision** |
| **Week 12** | **Revision** |

**Lesson Plan: Jan to June 2024 Class: - B. Com 4th Sem**

**Name of Assistant Professor: Ms. Anu Garg Subject: Company Law**

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| **Week** | **Topic** |
| **January** | |
| Week 1 | Membership in companies; Company management and administration |
| Week 2 | Directors: legal position, qualification, appointment, removal; Powers, duties & liabilities of directors |
| Week 3 | managerial remuneration; key management personnel: managing director, whole time director, manager |
| **February** | |
| Week 4 | Company Secretary: Role, appointment, duties, liabilities, rights and dismissal. |
| Week 5 | Meetings: kinds of meetings, requisites of a valid meeting |
| Week 6 | authority, notice & agenda, quorum, chairperson & conduct of meeting, resolutions, minutes & proxy. |
| Week 7 | Continue, Assignment, Test |
| Week 8 | Dividend; accounts of companies; audit & auditors |
| **March** | |
| Week 9 | Prevention of oppression & mismanagement; compromise, arrangement |
| Week 10 | reconstruction and amalgamation |
| Week 11 | winding up: meaning, modes of winding up |
| **April** | |
| Week 12 | Test and Revision |
| Week 13 | Test and Assignment |
| Week 14 | Procedure and consequences of winding up |
| Week 15 | Revision |

**Lesson Plan: Jan to April 2024 Class: - B. Com 6th Sem**

**Name of Assistant Professor: Ms. Anu Garg Subject: Management Accounting**

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| **Week** | **Topic** |
| **January** | |
| Week 1 | Management accounting: concept, scope, techniques and significance |
| Week 2 | comparison between financial accounting, cost accounting and management accounting. |
| Week 3 | Management reporting: need and type of reports. Management information system. |
| **February** | |
| Week 4 | Analysis of financial statements: comparative statements, common size statements |
| Week 5 | Ratio analysis: liquidity, solvency, profitability and turnover; trend analysis. |
| Week 6 | Cash flow and funds flow statements: need and method of preparing statements. |
| Week 7 | Continue, Assignment, Test |
| Week 8 | Absorption V/S variable costing: features and income determination |
| **March** | |
| Week 9 | Cost volume profit analysis, break- even analysis, contribution; P/V ratio, |
| Week 10 | Break-even point, Margin of safety, Angle of incidence, determination of cost indifference point |
| Week 11 | Continue…. |
| **April** | |
| Week 12 | Test and Assignment |
| Week 13 | Budgeting and budgetary control: need, methods and types of budgets, essentials of budgetary control system. |
| Week 14 | Presentations and assignment |
| Week 15 | Revision |

**Lesson Plan: 15th Feb onwards Class: - BBA (2nd Sem.)**

**Name of Assistant Professor: Ms. Anu Garg Subject: Business Communication (SEC)**

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| **Week** | **Topic** |
| Week 1 | Introduction to communication (Unit-1) |
| Week 2 | Continue |
| Week 3 | Continue |
| Week 4 | Written Communication (Unit-2) |
| Week 5 | Continue |
| Week 6 | Oral Communication (Unit-3) |
| Week 7 | Continue |
| Week 8 | Continue |
| Week 9 | Audio-Visual Communication (Unit-4) |
| Week 10 | Continue |
| Week 11 | Continue |
| Week 12 | Revision |