**Lesson Plan: 2023- 2024 (even sem) Class: - BBA 6th sem**

**Name of Assistant Professor: Anuradha Subject: Business Law**

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| **Week** | **Topic** |
| Week 1 | Indian Companies Act 2013- Legal Aspects relating to Promotion and Establishment of  Companies in India |
| Week 2 | Continue… |
| Week 3 | Memorandum of Association |
| Week 4 | Article of Association |
| Week 5 | Prospectus |
| Week 6 | Shares  and Share Capital |
| Week 7 | Allotment of Shares |
| Week 8 | Legal Rules regarding Membership and Borrowing  Powers |
| Week 9 | Debentures - their issue, floating and fixed charges |
| Week 10 | Powers, Functions and Duties of  Directors and Managing Directors |
| Week 11 | Prevention of Mismanagement and Oppression |
| Week 12 | Winding  Up of company; provisions relating to Company Meetings. |
| Week 13 | Securities Exchange Board of India Act 1992: Important Legal Provisions and implications |
| Week 14 | Test and revision |
| Week 15 | Test and revision |

**Lesson Plan: 2023- 2024 (even sem) Class: - BBA 4th sem**

**Name of Assistant Professor: Anuradha Subject: Human Behaviour at Work**

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| **Week** | **Topic** |
| Week 1 | Behaviour at Workplace |
| Week 2 | Group as a medium of learning: Group Development Process |
| Week 3 | Group Dynamics in Workplaces: Group Cohesiveness |
| Week 4 | Group Think; Group Conformity |
| Week 5 | Group Obedience; Group Morale |
| Week 6 | Group Performance; Group decision making; Group synergy |
| Week 7 | Test and Assignment |
| Week 8 | Team building.; Interpersonal Influence Processes |
| Week 9 | Social Loafing, Social Facilitation |
| Week 10 | Presentations |
| Week 11 | Interpersonal Communication; Interpersonal awareness and feedback process |
| Week 12 | Interpersonal trust; Career roles and identity |
| Week 13 | Competition and cooperation |
| Week 14 | Revision |
| Week 15 | Revision |

**Lesson Plan: 2023- 2024 (even sem) Class: - BBA First Sem 2**

**Name of Assistant Professor: Anuradha Subject: Human Value and Ethics (VAC)**

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| **Week** | **Topic** |
| Week 1 | INTRODUCTION TO VALUE EDUCATION- Definitions, Meaning, Objectives, Importance, need and types, Value Education and Lifeskills, Content and Process |
| Week 2 | Understanding the Difference between Skills, Values & Ethics and their Relevance in Life |
| Week 3 | CLASSFICATION OF VALUE EDUCATION- introduction, classification, ideology, Understanding Harmony with Self, Society, and Nature, Harmony with Self and Society |
| Week 4 | Understanding Harmony with Nature, Case Study on Various Types of Value Education: Simplifying Understanding for Students. |
| Week 5 | Tests and Assignments |
| Week 6 | HUMAN VALUES AND ETHICS- introduction, need, importance, nature and sources of Human Values |
| Week 7 | Importance of Ethics, principles, Human Values and Ethics |
| Week 8 | Continue... and Assignment |
| Week 9 | THE RELEVANCE OF HUMAN VALUES- Character Traits Related to Integrity, Types Integrity in Everyday Life, |
| Week 10 | Empathy: Characteristics, Skills and Types of Empathy.Understanding Loksangrah |
| Week 11 | INTEGRATED PERSONALITY AND WELL-BEING |
| Week 12 | Continue... |
| Week 13 | PROFESSIONAL ETHICS AND GLOBAL CITIZENSHIP |
| Week 14 | COMPETENCY BASED EDUCATION. |
| Week 15 | revision |

**Lesson Plan: 2023- 2024 (even sem) Class: - BBA 4th sem**

**Name of Assistant Professor: Anuradha Subject: Fundamentals of Banking and Insurance (MDC)**

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| **Week** | **Topic** |
| Week 1 | **Banking: Concept, features, functions, importance and principles of banking; Evolution of banking in India** |
| Week 2 | Continue… |
| Week 3 | **Classifications of banks** |
| Week 4 | **Banking instruments: Concept, types and crossing of cheques** |
| Week 5 | **Lending functions of a bank: Types of Advances: Secured & unsecured, loans-Short, Medium and Long-Term** |
| Week 6 | **Utility services of a bank: Remittance through bank drafts; E Banking; Internet banking, Safe deposit lockers** |
| Week 7 | **Insurance: Concept, need and principles of insurance; Insurance and economic development** |
| Week 8 | **Life Insurance: Concept, features, importance, and types; procedure of taking life insurance policies, nomination and assignment** |
| Week 9 | Test and Assignment |
| Week 10 | **General insurance: Concept, features, importance, and types; Procedure of taking general insurance** |
| Week 11 | **An overview of Fire insurance, Marine Insurance, Health Insurance** |
| Week 12 | Revision |