**Lesson Plan: July-Nov. 2024 Class: - BBA 5th Sem**

**Name of Assistant Professor: Mrs. Anu Garg Subject: - Business Law**

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| **Week** | **Topic** |
| Week 1 | Business law: an overview |
| Week 2 | Law of contract: nature and classification of contract |
| Week 3 | Offer and acceptance, capacity of parties to contract |
| Week 4 | Free consent and consideration, Agreement declared void |
| Week 5 | Performance of contract, Discharge of contract, remedies for breach of contract |
| Week 6 | Contingent contract and quasi contract, Bailment and pledge |
| Week 7 | Written test, indemnity contract and guarantee |
| Week 8 | Contract of agency, |
| Week 9 | Tests, Assignments and Presentations |
| Week 10 | Sale of goods act 1930: formation of contract of sale, goods and their classification and price |
| Week 11 | Continue |
| Week 12 | conditions and warranties, transfer of property in goods, performance contract of sale; remedies |
| Week 13 | Unpaid seller and his rights, buyer’s remedies auction sale |
| Week 14 | Written test, Consumer Protection Act, 1986 |
| Week 15 | Revision and Queries |
| Week 16 | Revision and Queries |

**Signature**

**Lesson Plan: July-Nov. 2024 Class: - B. Com 5th Sem.**

**Name of Assistant Professor: Mrs. Anu Garg Subject: - Cost Accounting**

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| **Week** | **Topic** |
| Week 1 | Introduction: nature and scope of cost accounting |
| Week 2 | Cost concepts & classification; methods & techniques. |
| Week 3 | Materials: material planning &purchasing, pricing of material issue |
| Week 4 | Treatment of material losses, material & inventory control: concept and techniques |
| Week 5 | Labour: labour cost control procedure; labour turnover; Idle time and overtime; Methods of wage payment: time and piece rate; incentive schemes. |
| Week 6 | Overheads: classification, allocation, apportionment and absorption of overheads; under and overabsorption |
| Week 7 | Continue |
| Week 8 | Methods of costing: unit costing |
| Week 9 | Job costing; contract costing |
| Week 10 | Continue |
| Week 11 | Process costing (process losses, valuation  of work in progress, joint and by-products) |
| Week 12 | Service costing (only transport). |
| Week 13 | Continue and Test |
| Week 14 | Standard costing and variance analysis: material and labour |
| Week 15 | Cost control and cost reduction, cost audit; an overview of cost audit standards |
| Week 16 | Revision and Queries |

**Signature**

**Lesson Plan: July-Nov. 2024 Class: - BBA 3rd Sem.**

**Name of Assistant Professor: Mrs. Anu Garg Subject: - HRM**

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| **Week** | **Topic** |
| Week 1 | Introduction: nature and scope of HRM |
| Week 2 | HRM Planning |
| Week 3 | HRM: Recruitment and selection |
| Week 4 | Training and Development |
| Week 5 | Career Planning |
| Week 6 | Performance Management |
| Week 7 | Continue |
| Week 8 | Employee Health and Safety |
| Week 9 | Recent trends in HRM |
| Week 10 | Impact of Technology on HRM |
| Week 11 | Revision, Mid-terms Exam |
| Week 12 | Assginment and Revision |
| Week 13 | Continue and Test |
| Week 14 | International HRM Practices |
| Week 15 | Revision and Test |
| Week 16 | Revision and Queries |

**Signature**

**Lesson Plan: July-Nov. 2024 Class: - MDC:BBA 3rd Sem**

**Name of Assistant Professor: Mrs. Anu Garg Subject: - Fundamental of Investing**

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| **Week** | **Topic** |
| Week 1 | Introduction and Orientation |
| Week 2 | Money market and capital market instrument |
| Week 3 | Investment avenues |
| Week 4 | Objectives of investment |
| Week 5 | Indian security market |
| Week 6 | NEAT system, BOLT System, Role of SEBI |
| Week 7 | Continue |
| Week 8 | Return and Risk in financial investment |
| Week 9 | Role of AMFI |
| Week 10 | Continue |
| Week 11 | Role of depositories in India |
| Week 12 | Investor protection in India |
| Week 13 | Rights and duties of investors |
| Week 14 | Continue |
| Week 15 | Revision and Queries |
| Week 16 | Revision and Queries |

**Signature**

**Lesson Plan: 25 July- 24 Nov 2024 Class: - B. Com 1st Sem.**

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

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| **Week** | **Topic** |
| Week 1 | Introduction to commerce: concept, nature, importance and scope, components of commerce, evolution of commerce, commerce and business. |
| Week 2 | Introduction to Management: concept, characteristics and significance, Process/Functions of Management, Coordination |
| Week 3 | Management: as Science, Art and profession |
| Week 4 | Approaches to Management: Classical and Neo classical approach, Behavioral approach |
| Week 5 | Management science approach, Systems approach and Contingency approach; Management thought in ancient India |
| Week 6 | Planning: concept, process & importance, Types of Plans |
| Week 7 | Tests, Assignments and |
| Week 8 | Organizing: meaning, principles and benefits of organizations; Organizational structure, Delegation: meaning, advantages, barriers to delegation, guidelines for effective delegation; Decentralization and Centralization |
| Week 9 | Staffing: meaning, importance & scope of staffing |
| Week 10 | Continue and Test |
| Week 11 | Directing: concept; Motivation: concept, objectives & significance, Approaches to motivation |
| Week 12 | Leadership: concept, significance & functions, Leadership styles, approaches to leadership |
| Week 13 | Communication |
| Week 14 | Controlling: meaning, process and techniques |
| Week 15 | Coordination in Management |
| Week 16 | Revision |