

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT PROFESSOR : KAWALJEET KAUR

CLASS/SECTION : B COM 4 SEMESTER

SUBJECT : BUSSINESS ENVIRONMENT IN HARYANA

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	BUSSINESS ENVIRONMENT,CONCEPT,FEATURES	
DAY2 DATE 2-1-18	FACTORS AFFECTING THE ENVIRONMENT	
DAY3 DATE 3-1-18	MICRO ENVIRONMENT	
DAY4 DATE 4-1-18	MACRO ENVIRONMENT	
DAY5 DATE 5-1-18	RELATIONSHIP BETWEEN BUSSINESS AND ENVIRONMENT	
DAY6 DATE 6-1-18	IMPORTANCE	
DAY7 DATE 8-1-18	NATURE OF THE HARYANA ECONOMY	
DAY8 DATE 9-1-18	GROWTH OF THE STATE DOMESTIC PRODUCTION IN HARYANA	
DAY9 DATE 10-1-18	GROWTH OF THE AGRICULTURE SECTOR	
DAY10	INDUSTRY AND SERVICE SECTOR	

DATE 11-1-18		
DAY11 DATE 12-1-18	STRUCTURE OF THE STATE INCOME	
DAY12 DATE 13-1-18	ECONOMIC SECTORS IN HARYANA	
DAY13 DATE 15-1-18	ECONOMIC DEVELOPMENT FEATURES	
DAY 14 DATE 16-1-18	NEED OF ECONOMIC DEVELOPMENT	
DAY15 DATE 17-1-18	DETERMINENTS	
DAY16 DATE 18-1-18	NON ECONOMIC DETERMINENTS	
DAY17 DATE 19-1-18	DIFFERENCE BETWEEN ECONOMIC GROWTH AND DEVELOPMENT	
DAY18 DATE 20-1-18	RECALLING OF THE PREVIOUS TOPICS TAKING THE TESTS	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22	PROBLEMS OF THE HARYANA ECONOMY	

DATE 25-1-18		
DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	POPULATIONS OF HARYANA FEATURES	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	FEATURES OF HARYANA	
DAY2 DATE 30-1-18	LITERACY IN HARYANA	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	BANKING IN HARYANA	
DAY5 DATE 2-2-18	INDUSTRILISATION IN HARYANA	
DAY6 DATE 3-2-18	FACTORS CONTRIBUTING TO THE ECONOMY	
DAY7 DATE 5-2-18	FOREIGN TRADE IN HARYANA	
DAY8 DATE 6-2-18	AGRICULTURE,MEANING,IMPORTANCE	
DAY9 DATE 7-2-18	AGRICULTURE PRODUCTION	
DAY10	AGRICULTURE PRODUCTIVITY	

DATE 8-2-18		
DAY11 DATE 9-2-18	ASSIGNMENT(BUSSINESS ENVIRONMENT IN HARYANA)	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	CONDUCTING THE TEST	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	WEAKNESSES	
DAY16 DATE 15-2-18	REMEDIES TO OVERCOME THE WEAKNESSES	
DAY17 DATE 16-2-18	MEASURES FOR ACHIEVEMENT	
DAY18 DATE 17-2-18	MEASURES TO DEVELOP THE AGRICULTURE	
DAY19 DATE 19-2-18	INSTITUTIONAL MEASURES	
DAY20 DATE 20-2-18	AGRICULTURE DEVELOPMENT IN HARYANA	
DAY21 DATE 21-2-18	CROPPING PATTERN IN HARYANA	
DAY22 DATE 22-2-18	TRENDS OF INVESTMENT IN AGRICULTURE	
DAY23	TYPES OF PUBLIC SECTOR INVESTMENT IN HARYANA	

DATE 23-2-18		
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	FACORS RESPONSIBLE FOR INVESTMENT	
DAY2 DATE 26-2-18	EVALUATION OF AGRICULTURE DEVELOPMENT IN HARYANA	
DAY3 DATE 27-2-18	AGRICULTURE CREDIT	
DAY4 DATE 28-2-18	HOLIDAY	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY8 DATE 5-3-18	SOURCES OF RURAL CREDIT	
DAY10 DATE 7-3-18	OTHER RELATED AREAS OF AGRICULTURE CREDIT	
DAY11 DATE 8-3-18	PROBLEMS	
DAY12 DATE 9-3-18	SUGGESTIONS	
DAY13	ASSIGNMENT 2(AGRICULTURE CREDIT)	

DATE 10-3-18		
DAY 14 DATE 12-3-18	AGRICULTURE CREDIT RURAL COMMITTEE	
DAY15 DATE 13-3-18	RECALLING AND REVISION	
DAY16 DATE 14-3-18	NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT	
DAY17 DATE 15-3-18	FEATURES AND OBJECTIVES	
DAY18 DATE 16-3-18	FUNCTIONS	
DAY19 DATE 17-3-18	FUNCTIONS OF NABARD	
DAY20 DATE 19-3-18	RURAL INDEBTNESS,FEATURES	
DAY21 DATE 20-3-18	CAUSES,CONSEQUENCES	
DAY22 DATE 21-3-18	CONDITIONAL TEST(AGRICULTURE CREDIT)	
DAY23 DATE 22-3-18	CONDITIONAL TEST(AGRICULTURE CREDIT)	
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	SOLUTION TO THE RURAL INDEBTNESS	
UNIT/PART IV	TOPIC	

	THEORY	PRACTICAL
DAY1 DATE 26-3-18	REDUCTION IN OLD DEBTS	
DAY2 DATE 27-3-18	CHECK ON THE BURDEN OF OLD DEBTS	
DAY3 DATE 28-3-18	STRENGTHNING RURAL FINANCIAL SECTOR IN HARYANA	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	TYPES OF INDUSTRIES	
DAY6 DATE 31-3-18	POSITION OF SMALL SCALE INDUSTRIES IN HARYANA	
DAY7 DATE 2-4-18	IMPORTANCE	
DAY8 DATE 3-4-18	PROBLEMS	
DAY9 DATE 4-4-18	SUGGESTIONS	
DAY10 DATE 5-4-18	GOVERNMENT AND SMALL SCALE INDUSTRIES	
DAY11 DATE 6-4-18	FEATURES	
DAY12 DATE 7-4-18	RECENT POLICY INCENTIVES AND FACILITIES	
DAY13	MSME SECTOR IN HARYANA	

DATE 9-4-18		
DAY14 DATE 10-4-18	HARYANA STATE SMALL SCALE IN DUSTRIES LTD	
DAY15 DATE 11-4-18	INDIVIDUAL AND INFRASTRUCTURE DEVELOPMENT CORPORATION IN HARYANA	
DAY16 DATE 12-4-18	OBJECTIVES	
DAY17 DATE 13-4-18	FUNCTIONS,ACHIEVEMENTS	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	SPECIAL ECONOMIC ZONES	
DAY20 DATE 17-4-18	OBJECTIVES	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	PERFORMANCE OF HFC	
DAY23 DATE 20-4-18	CONDUCTING OF PRE UNIVERSITY TEST	

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT PROFESSOR : KAWALJEET KAUR
CLASS/SECTION : B COM 2ND SEMESTER
SUBJECT : E COMMERCE

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION TO E COMMERCE	
DAY2 DATE 2-1-18	FEATURES OF E COMMERCE	
DAY3 DATE 3-1-18	DIFFERCE BETWEEN E COMMERCE AND TRADITIONAL COMMERCE	
DAY4 DATE 4-1-18	ELEMENTS	
DAY5 DATE 5-1-18	TYPES OF E COMMERCE	
DAY6 DATE 6-1-18	B TO B, B TO C, C TO C	
DAY7 DATE 8-1-18	BENEFITS	
DAY8 DATE 9-1-18	LIMITATIONS	
DAY9 DATE 10-1-18	PRINCIPLES	
DAY10 DATE 11-1-18	RECALLING OF THE TOPICS	

DAY11 DATE 12-1-18	CIIZEN TO GOVERNMENT	
DAY12 DATE 13-1-18	E GOVERNANCE MEANING	
DAY13 DATE 15-1-18	CONCEPTS	
DAY 14 DATE 16-1-18	IMPROVEMENT OF THE QUALITY BY E GOVERNANCE	
DAY15 DATE 17-1-18	BUSSINESS TO GOVERNMENT,GOVERNMENT O BUSSINESS	
DAY16 DATE 18-1-18	CITIZEN TO GOVERNMENT	
DAY17 DATE 19-1-18	DIFFERENCE BETWEEN E GOVERNANCE AND CONVENTIONAL GOVERNANCE	
DAY18 DATE 20-1-18	INCREASING THE VALUE RECALLING OF THE PREVIOUS TOPICS	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	BROADCASTING MODELS	
DAY23	HOLIDAY	

DATE 26-1-18		
DAY 24 DATE 27-1-18	COMPARATIVE ANALYSES	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	E ADVOCACY	
DAY2 DATE 30-1-18	SERVICE MODEL	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	ELECTRONIC DATA INTERCHANGE	
DAY5 DATE 2-2-18	MEANING AND CONCEPTS	
DAY6 DATE 3-2-18	DIFFERRECE BETWEEN EDI AND TRADITIONAL METHODS	
DAY7 DATE 5-2-18	PROCESS OF EDI	
DAY8 DATE 6-2-18	ADVANTAGES	
DAY9 DATE 7-2-18	APPLICATIONS OF EDI	
DAY10 DATE 8-2-18	RECALLING OF THE PREVIOUS TOPICS	
DAY11	ASSIGNMENT(EDI)	

DATE 9-2-18		
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	INTERNET MEANING	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	FEATURES AND CONCEPT	
DAY16 DATE 15-2-18	BENEFITS	
DAY17 DATE 16-2-18	HARDWARE REQUIREMENT OF INTERNET	
DAY18 DATE 17-2-18	SOFTWARE REQUIREMENT	
DAY19 DATE 19-2-18	INTERNET IN INDIA	
DAY20 DATE 20-2-18	E COMMERCE OVER INTERNET	
DAY21 DATE 21-2-18	INTRANET	
DAY22 DATE 22-2-18	EXTRANET	
DAY23 DATE 23-2-18	LIMITATIONS OF EDI	
UNIT/PART III	TOPIC	

	THEORY	PRACTICAL
DAY1 DATE 24-2-18	RECALLING OF THE TOPIC	
DAY2 DATE 26-2-18	TAKIN THE TEST	
DAY3 DATE 27-2-18	INTERNET SERVICES USES	
DAY4 DATE 28-2-18	HOLIDAY	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY8 DATE 5-3-18	APPLICATIONS	
DAY10 DATE 7-3-18	INTERNET SECURITY ISSUES	
DAY11 DATE 8-3-18	INTRODUCTION RISKS	
DAY12 DATE 9-3-18	MEASURES OF THE SECURITY	
DAY13 DATE 10-3-18	CONTENT FILTER	
DAY 14	FIREWALL CATAGORIES OF FIREWALL	

DATE 12-3-18		
DAY15 DATE 13-3-18	RECALLING AND REVISION	
DAY16 DATE 14-3-18	LEGAL ASPECTS OF E COMMERCE	
DAY17 DATE 15-3-18	MOBILE COMMERCE	
DAY18 DATE 16-3-18	CONCEPT AND FEATURES	
DAY19 DATE 17-3-18	INFORMATION TECHNOLOGY	
DAY20 DATE 19-3-18	CONCEPT AND FEATURES	
DAY21 DATE 20-3-18	INFORMATION AND INFORMATION SYSTEM	
DAY22 DATE 21-3-18	TYPES	
DAY23 DATE 22-3-18	IMPORTANCE	
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	APPLICATIONS OF IT	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1	TRANSACTION PROCESSING SYSTEM	

DATE 26-3-18		
DAY2 DATE 27-3-18	CONCEPT AND FEATURES	
DAY3 DATE 28-3-18	MODELS	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	TYPES OF INDUSTRIES	
DAY6 DATE 31-3-18	POSITION OF SMALL SCALE INDUSTRIES IN HARYANA	
DAY7 DATE 2-4-18	IMPORTANCE	
DAY8 DATE 3-4-18	RECALLING OF THE TOPICS	
DAY9 DATE 4-4-18	CONDUCTING THE TESTS	
DAY10 DATE 5-4-18	CH- 1,2	
DAY11 DATE 6-4-18	CH-3,4	
DAY12 DATE 7-4-18	CH-5,6	
DAY13 DATE 9-4-18	CH-7,8	
DAY14	CH-9,10	

DATE 10-4-18		
DAY15 DATE 11-4-18	CH-11,12	
DAY16 DATE 12-4-18	CH-13,14	
DAY17 DATE 13-4-18	CH-15,16	
DAY18 DATE 14-4-18	PRESENTATION ON E COMMERCE	
DAY19 DATE 16-4-18	PRESENTATION ON EDI	
DAY20 DATE 17-4-18	PRESENTATION ON INTERNET	
DAY21 DATE 18-4-18	PRESENTATION ON SECURITY ISSUES	
DAY22 DATE 19-4-18	CONDUCTING THE PRE UNIVERSITY TEST	
DAY23 DATE 20-4-18	CONDUCTING OF PRE UNIVERSITY TEST	

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT PROFESSOR : KAWALJEET KAUR
CLASS/SECTION : B COM 4TH SEMESTER
SUBJECT : COMPANY LAW-1

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	INTRODUCTION TO VARIOUS ACTS	
DAY2 DATE 2-1-18	INDIAN COMPANIES ACT 1956, AMENDMENTS	
DAY3 DATE 3-1-18	COMPANIES ACT 2013 FEATURES	
DAY4 DATE 4-1-18	ADMINISTRATION OF COMPANIES ACT 2013	
DAY5 DATE 5-1-18	COMPANY MEANING, FEATURES	
DAY6 DATE 6-1-18	LIFTING OF THE VEIL, PROVISIONS	
DAY7 DATE 8-1-18	DIFFERENCE BETWEEN JOINT STOCK COMPANY AND PARTNERSHIP	
DAY8 DATE 9-1-18	MERITS AND DEMERITS OF COMPANY	
DAY9 DATE 10-1-18	TYPES OF THE COMPANIES, INCORPORATION AND LIABILITY	
DAY10 DATE 11-1-18	BASIS OF TRANSFERABILITY AND OWNERSHIP	

DAY11 DATE 12-1-18	GOVERNMENT COMPANY AND ON THE BASIS OF NATIONALITY	
DAY12 DATE 13-1-18	MNC'S UNREGISTERED, DEFUNCT COMPANIES	
DAY13 DATE 15-1-18	PRIVATE COMPANY, MEANING, FEATURES	
DAY 14 DATE 16-1-18	PREVILIGES AND EXEMPTIONS OF PRIVATE COMPANY	
DAY15 DATE 17-1-18	CONVERSION OF PUBLIC COMPANY IN TO PRIVATE COMPANY AND PRIVATE IN TO PUBLIC COMPANY	
DAY16 DATE 18-1-18	PROMOTION OF COMPANY, FEATURES,STAGES	
DAY17 DATE 19-1-18	PROMOTERS,MEANING, FEATURES,IMPORTANCE	
DAY18 DATE 20-1-18	LEGAL STATUS OF PROMOTERS,RIGHTS,LIABILITY	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	PRELIMINARY CONTRACTS,REGISTRATION OF THE COMPANY	
DAY23 DATE 26-1-18	HOLIDAY	

DAY 24 DATE 27-1-18	PROCEDURE OF INCORPORATION,CERTIFICATE,DOCUMENTS	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	CAPITAL SUBSCRIPTION,COMMECEMENT OF BUSSINESS	
DAY2 DATE 30-1-18	MEMORANDUM OF ASSOCIATION,FEATURES,IMPORTANCE	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	CONTENTS OF MOA,NAME AND SITUATION CLAUSE	
DAY5 DATE 2-2-18	ALTERATION IN MOA,NAME REGISTERED OFFICE AND OBJECT CLAUSE	
DAY6 DATE 3-2-18	LIABILITY AND CAPITAL CLAUSE ALTERATION	
DAY7 DATE 5-2-18	ARTICALS OF ASSOCIATION,FEATURES	
DAY8 DATE 6-2-18	FORM,CONTENT,PROCESS OF ALTERATION	
DAY9 DATE 7-2-18	LIMITATIONS REGARDING ALTERATION	
DAY10 DATE 8-2-18	LEGAL EFFECTS OF MOA,AOA	
DAY11 DATE 9-2-18	ASSIGNMENT 1(MEMORANDUM OF ASSOCIATION)	

DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	DOCTROINE OF CONSTRUCTIVE NOTICE AND INDOOR MANAGEMENT	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	RELATIONSHIP AND DIFFERENCE BETWEEN MOA AND AOA	
DAY16 DATE 15-2-18	DOCTROINE OF ULTRA VIRES AND EXCEPTIONS	
DAY17 DATE 16-2-18	PROSPECTUS,MEANING,NEED,CONTENTS	
DAY18 DATE 17-2-18	GOLDEN RULE IN PROSPECTUS,ISSUE AND REGISTRATION	
DAY19 DATE 19-2-18	TYPES OF PROSPECTUS	
DAY20 DATE 20-2-18	STOCK AND SHARES,MEANING FEATURSAND TYPES	
DAY21 DATE 21-2-18	STOCK,CONVERSION OF SHARES IN TO STOCK	
DAY22 DATE 22-2-18	DIFFERENCE BETWEEN SHARE AND STOCK,VOTING RIGHTS	
DAY23 DATE 23-2-18	ALLOTEMENT OF SHARES MEANING AND PROVISIONS	
UNIT/PART III	TOPIC	
	THEORY	PRACTICAL

DAY1 DATE 24-2-18	PROCESURE OF ALLOTEMENT AND RETURN	
DAY2 DATE 26-2-18	LETTER OF ALLOTEMENT,SPLITTING OF LETTER	
DAY3 DATE 27-2-18	UNDERWRITING COMMISSION AND BROKERAGE	
DAY4 DATE 28-2-18	HOLIDAY	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY8 DATE 5-3-18	ISSUE OF SHARES AND SWEAT EQUITY SHARES	
DAY9 DATE 6-3-18	BONUS AND RIGHT SHARES AND THE DIFFERENCE	
DAY10 DATE 7-3-18	BUYING BACK OF SHARES AND PROCESURE	
DAY11 DATE 8-3-18	SHARE CAPITAL MEANING AND TYPES	
DAY12 DATE 9-3-18	ALTRATION AND PROVISIONS	
DAY13 DATE 10-3-18	ASSIGNMENT 2(COMPANY AND PROVISIONS)	

DAY 14 DATE 12-3-18	ALTERATION OF SHARECAPITAL,MEANING AND TYPES	
DAY15 DATE 13-3-18	REDUCTION OF SHARECAPITAL AND PROVISIONS	
DAY16 DATE 14-3-18	LIABILITY OF MEMBER,FURTHER ISSUE OF SHARE CAPITAL	
DAY17 DATE 15-3-18	CONVERSION OF DEBENTURES IN TO SHARES,PREEMPTION RIGHTS	
DAY18 DATE 16-3-18	SHARECERTIFICATE,MEANING AND CONTENTS,LEGAL EFFECTS	
DAY19 DATE 17-3-18	PROVISIONS	
DAY20 DATE 19-3-18	SHAREWARRENT,MEANINAND CONTENT	
DAY21 DATE 20-3-18	PROVISIONS OF ARTICALS AND SURRENDER OF SHARES	
DAY22 DATE 21-3-18	CONDITIONAL TEST(ARTICLE OF ASSOCIATION)	
DAY23 DATE 22-3-18	CONDITIONAL TEST(MEMORANDUM OF ASSOCIATION)	
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	ISSUE OF DEBENTURES MEANING ANG DEBENTURE STOCK	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL

DAY1 DATE 26-3-18	DIFFERENCE BETWEEN DEBENTURE AND DEBENTURE STOCK, DEBENTURE AND SHAREHOLDER	
DAY2 DATE 27-3-18	TYPES AND METHODS OF DEBENTURE	
DAY3 DATE 28-3-18	PROHIBITION ON ISSUE OF DEBENTURE, TRUST DEED	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	REGISTER OF DEBENTURE HOLDER	
DAY6 DATE 31-3-18	CONTENTS AND REMEDIES TO THE DEBENTURE HOLDER	
DAY7 DATE 2-4-18	TYPES OF SHARES, EQUITY AND PREFERENCE SHARES	
DAY8 DATE 3-4-18	FURTHER ISSUE OF SHARE CAPITAL	
DAY9 DATE 4-4-18	PROVISIONS RELATING TO THE INCREASE IN SHARE CAPITAL	
DAY10 DATE 5-4-18	DIFFERENCE BETWEEN SHARE CERTIFICATE AND SHARE WARRANT	
DAY11 DATE 6-4-18	REGISTRATION OF DEBENTURE HOLDER	
DAY12 DATE 7-4-18	CONDUCTING THE REVISION, RECALLING OF THE TOPICS AND TAKING THE TESTS	
DAY13 DATE 9-4-18	TEST OF CHAPTER NO 3,4,	

DAY14 DATE 10-4-18	TEST OF CHAPTER NO 5,6	
DAY15 DATE 11-4-18	TEST OF CHAPTER NO 7,8	
DAY16 DATE 12-4-18	TEST OF CHAPTER NO 9	
DAY17 DATE 13-4-18	CHAPTER NO 10,11	
DAY18 DATE 14-4-18	HOLIDAY	
DAY19 DATE 16-4-18	CHAPTER NO 12	
DAY20 DATE 17-4-18	CHAPTER NO 13	
DAY21 DATE 18-4-18	HOLIDAY	
DAY22 DATE 19-4-18	CONDUCTING PRE UNIVERSITY TEST	
DAY23 DATE 20-4-18	CONDUCTING PRE UNIVERSITY TEST	

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT PROFESSOR : KAWALJEET KAUR
CLASS/SECTION : BBA 6TH SEMESTER
SUBJECT : FINANCIAL MANAGEMENT

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	NATURE AND SCOPE OF FINANCIALMANAGEMENT	
DAY2 DATE 2-1-18	APPROACHES	
DAY3 DATE 3-1-18	DIFFERECE BETWEEN THE APPROACHES	
DAY4 DATE 4-1-18	OBJECTIVES	
DAY5 DATE 5-1-18	WEALTH MAXIMISATION	
DAY6 DATE 6-1-18	FINANCIAL MANAGEMENT FUNCTIONS	
DAY7 DATE 8-1-18	IMPORTANCE	
DAY8 DATE 9-1-18	RELATIONSHIP BETWEEN FINANCIAL MANAGEMENT AND OTHER AREAS OF MANAGEMENT	
DAY9 DATE 10-1-18	FINANCIAL MANAGEMENT AND FIANCIAL ACCOUNTING	
DAY10	FINANCIAL PLANNING,FEATURES	

DATE 11-1-18		
DAY11 DATE 12-1-18	TYPES	
DAY12 DATE 13-1-18	PROCESS	
DAY13 DATE 15-1-18	PRINCIPLES	
DAY 14 DATE 16-1-18	FACTORS AFFECTING	
DAY15 DATE 17-1-18	SIGNIFICANCE	
DAY16 DATE 18-1-18	LIMITATIONS	
DAY17 DATE 19-1-18	DETERMINENTS OF FINANCIAL NEED	
DAY18 DATE 20-1-18	FACTORS AFFECTING THE FIXED CAPITAL	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	ACCESSMENT OF WORKING CAPITAL REQUIREMENT	
DAY23	HOLIDAY	

DATE 26-1-18		
DAY 24 DATE 27-1-18	CAPITAL BUDGETING,MEANING	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	FEATURES	
DAY2 DATE 30-1-18	SIGNIFICANCE	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	PROBLEMS	
DAY5 DATE 2-2-18	PROCESS	
DAY6 DATE 3-2-18	MERITS,DEMERITS	
DAY7 DATE 5-2-18	TECNIQUES	
DAY8 DATE 6-2-18	ARR,PAYBACK METHOD	
DAY9 DATE 7-2-18	NPV,PI MERITS AND DEMERITS	
DAY10 DATE 8-2-18	IRR METHOD	
DAY11	ASSIGNMENT(CAPITAL BUDGETING)	

DATE 9-2-18		
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	COST OF THE CAPITAL,MEANING,IMPORTANCE	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	PROBLEMS	
DAY16 DATE 15-2-18	SOURCE OF FINANCE	
DAY17 DATE 16-2-18	COST OF THE DEBT	
DAY18 DATE 17-2-18	COST OF THE PREFERENCE SHARE	
DAY19 DATE 19-2-18	COST OF THE EQUITY SHARE	
DAY20 DATE 20-2-18	EARNING YIELD	
DAY21 DATE 21-2-18	REALISED YIELD METHOD	
DAY22 DATE 22-2-18	CAPM METHOD	
DAY23 DATE 23-2-18	COST OF RETAINED EARNING	
UNIT/PART III	TOPIC	

	THEORY	PRACTICAL
DAY1 DATE 24-2-18	CAPITALISATION CONCEPTS	
DAY2 DATE 26-2-18	THEORIES	
DAY3 DATE 27-2-18	OVERCAPITALISATION	
DAY4 DATE 28-2-18	HOLIDAY	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY8 DATE 5-3-18	UNDER CAPITALISATION	
DAY10 DATE 7-3-18	DIFFERENCE	
DAY11 DATE 8-3-18	CAPITAL STRUCTURE	
DAY12 DATE 9-3-18	FACTORS AFFECTING	
DAY13 DATE 10-3-18	THEORIES	
DAY 14	NET OPERATING INCOME APPROACH	

DATE 12-3-18		
DAY15 DATE 13-3-18	DIFFERECCE BETWEEN THE APPROACHES	
DAY16 DATE 14-3-18	MODIGILYANI AND MILLER APPROACHES	
DAY17 DATE 15-3-18	DIVIDEND POLICY	
DAY18 DATE 16-3-18	TYPES	
DAY19 DATE 17-3-18	STABILITY	
DAY20 DATE 19-3-18	FACTORS AFFECTING	
DAY21 DATE 20-3-18	THEORIES	
DAY22 DATE 21-3-18	WALTOR MODEL	
DAY23 DATE 22-3-18	GORDEN MODEL	
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	MODIGILYANI AND MILLER APPROACHES	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL
DAY1	WORKING CAPITAL	

DATE 26-3-18		
DAY2 DATE 27-3-18	NEED, TYPES	
DAY3 DATE 28-3-18	FACTORS AFFECTING	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	MERITS	
DAY6 DATE 31-3-18	INADUATE WORKING CAPITAL	
DAY7 DATE 2-4-18	LIMITATIONS	
DAY8 DATE 3-4-18	MANAGEMENT OF WORKING CAPITAL	
DAY9 DATE 4-4-18	ANALYSIS OF WORKING CAPITAL	
DAY10 DATE 5-4-18	SOURCES OF FINANCE	
DAY11 DATE 6-4-18	SHORT TERM SOURCES	
DAY12 DATE 7-4-18	FINANCIAL FORCASTING MEANING	
DAY13 DATE 9-4-18	MANAGEMENT OF RECEIVABLES	
DAY14	MERITS	

DATE 10-4-18		
DAY15 DATE 11-4-18	DEMERITS	
DAY16 DATE 12-4-18	PROCESS	
DAY17 DATE 13-4-18	METHODS	
DAY18 DATE 14-4-18	TEST OF WORKING CAPITAL	
DAY19 DATE 16-4-18	TEST OF PROCESS	
DAY20 DATE 17-4-18	TEST OF CAPITAL BUDGETING	
DAY21 DATE 18-4-18	TEAT OF FIANACIAL MANAGEMENT	
DAY22 DATE 19-4-18	PRE UNIVERSITY TEST	
DAY23 DATE 20-4-18	PRE UNIVERSITY TEST	

LESSON PLAN FOR EVEN SEM
SESSION 2017-18

NAME OF ASSISTANT PROFESSOR : KAWALJEET KAUR
CLASS/SECTION : BBA 2ND SEMESTER
SUBJECT : PRINCIPLES OF MANAGEMENT

UNIT/PART I	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 1-1-18	MANAGEMENT,MEANING, FEATURES	
DAY2 DATE 2-1-18	FUNCTIONS	
DAY3 DATE 3-1-18	OBJECTIVES	
DAY4 DATE 4-1-18	MANAGEMENT AS A SCIENCE AND ART	
DAY5 DATE 5-1-18	MANAGEMENT AS A PROFEESION	
DAY6 DATE 6-1-18	FUNCTIONAL ARES OF MANAGEMENT	
DAY7 DATE 8-1-18	MARKETING MANAGEMENT,FEATURES,OBJECTIVES AND FUUNCTIONS	
DAY8 DATE 9-1-18	PRODUCTION MANAGEMENT,PURCHASE,DEVELOPMENT	
DAY9 DATE 10-1-18	MANAGEMENT BY OBJECTIVES,FEATURES AND PROCESS	
DAY10	ADVANTAGES	

DATE 11-1-18		
DAY11 DATE 12-1-18	LIMITATIONS	
DAY12 DATE 13-1-18	SUGGESTIONS	
DAY13 DATE 15-1-18	PROBLEMS	
DAY 14 DATE 16-1-18	SUGGESTIONS FOR IMPROVING	
DAY15 DATE 17-1-18	PLANNING,FEATURES	
DAY16 DATE 18-1-18	IMPORTANCE	
DAY17 DATE 19-1-18	PROCESS	
DAY18 DATE 20-1-18	LIMITATIONS TYPES OF PLANS	
DAY19 DATE 22-1-18	HOLIDAY	
DAY20 DATE 23-1-18	SPORTS DAY	
DAY21 DATE 24-1-18	HOLIDAY	
DAY22 DATE 25-1-18	OBJECTIVES	

DAY23 DATE 26-1-18	HOLIDAY	
DAY 24 DATE 27-1-18	FEATURES	
UNIT/PART II	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 29-1-18	IMPORTANCE	
DAY2 DATE 30-1-18	POLICIES	
DAY3 DATE 31-1-18	HOLIDAY	
DAY4 DATE 1-2-18	FEATURES	
DAY5 DATE 2-2-18	TYPES	
DAY6 DATE 3-2-18	MERITS,DEMERITS	
DAY7 DATE 5-2-18	PROCESS	
DAY8 DATE 6-2-18	PROCESURE	
DAY9 DATE 7-2-18	RULE,STRATEGY	
DAY10 DATE 8-2-18	BUDGET,PROGRAMME	

DAY11 DATE 9-2-18	ASSIGNMENT(MANAGEMENT)	
DAY12 DATE 10-2-18	HOLIDAY	
DAY13 DATE 12-2-18	DECISION MAKING,FEATURES AND PROCESS	
DAY14 DATE 13-2-18	HOLIDAY	
DAY15 DATE 14-2-18	TECNIQUES,IMPORTANCE	
DAY16 DATE 15-2-18	PRINCIPLES	
DAY17 DATE 16-2-18	ORGANISING,FEATURES	
DAY18 DATE 17-2-18	CONCEPT AND PROCESS	
DAY19 DATE 19-2-18	FORMAL ORGANISATION	
DAY20 DATE 20-2-18	INFORMAL ORGANISATION	
DAY21 DATE 21-2-18	PRINCIPLES	
DAY22 DATE 22-2-18	IMPORTANCE	
DAY23 DATE 23-2-18	ORGANISATION STRUCTURE	

UNIT/PART III	TOPIC	
	THEORY	PRACTICAL
DAY1 DATE 24-2-18	LINE,LINEAND STAFF ORGANISATION	
DAY2 DATE 26-2-18	SFUNCTIONAL ORGANISATION	
DAY3 DATE 27-2-18	COMMITTE ORGANISATION	
DAY4 DATE 28-2-18	HOLIDAY	
DAY5 DATE 1-3-18	HOLIDAY	
DAY6 DATE 2-3-18	HOLIDAY	
DAY7 DATE 3-3-18	HOLIDAY	
DAY8 DATE 5-3-18	SPAN OF THE MANAGEMENT, NEED	
DAY10 DATE 7-3-18	FACTORS AFFECTING THE SPAN	
DAY11 DATE 8-3-18	TYPES	
DAY12 DATE 9-3-18	DEPARTMENTATION	
DAY13 DATE 10-3-18	BASIS AND FACTORS	

DAY 14 DATE 12-3-18	AUTHORITY AND RESPONSIBILITY PROCESS	
DAY15 DATE 13-3-18	SIMPORANCE,OBSTACLES	
DAY16 DATE 14-3-18	DECENTRALISATION,FEATURES	
DAY17 DATE 15-3-18	IMPORTANCE,DEMERITS	
DAY18 DATE 16-3-18	CENTRALISATION, FEATURES	
DAY19 DATE 17-3-18	MERITS AND DEMERITS	
DAY20 DATE 19-3-18	STAFFING,CONCEPT	
DAY21 DATE 20-3-18	FEATURES,IMPORTANCE	
DAY22 DATE 21-3-18	HRM,PROCESS	
DAY23 DATE 22-3-18	PERFORMANCE APPRAISAL,OBJECTIVES	
DAY 24 DATE 23-3-18	HOLIDAY	
DAY 25 DATE 24-3-18	IMPORTANCE AND LIMITATIONS	
UNIT/PART IV	TOPIC	
	THEORY	PRACTICAL

DAY1 DATE 26-3-18	COMMUNICATION,NETWORK	
DAY2 DATE 27-3-18	TYPES OF FORMAL COMMUNICATION	
DAY3 DATE 28-3-18	GRAPEVINE COMMUNICATION	
DAY4 DATE 29-3-18	HOLIDAY	
DAY5 DATE 30-3-18	DIFFERECE BETWEEN FORMAL AND INFORMAL	
DAY6 DATE 31-3-18	BARRIERS OF EFFECTIVE COMMUNICATION	
DAY7 DATE 2-4-18	PRINCIPLES	
DAY8 DATE 3-4-18	CONTROLLING,MEANING,FEATURES	
DAY9 DATE 4-4-18	PROCESS	
DAY10 DATE 5-4-18	BARRIERS	
DAY11 DATE 6-4-18	PRINCIPLES	
DAY12 DATE 7-4-18	RELATIONSHIP BETWEEN PLANNING AND CONTROLLING	
DAY13 DATE 9-4-18	CONTROLLING TECNQUES	

DAY14 DATE 10-4-18	BUDGETORY CONTROL	
DAY15 DATE 11-4-18	NON BUDGTORY CONTROL	
DAY16 DATE 12-4-18	FEATURES	
DAY17 DATE 13-4-18	MEANING AND CONCEPT	
DAY18 DATE 14-4-18	REQUISITS FOR IMPLEMENTATION	
DAY19 DATE 16-4-18	MERITS,DEMERITS	
DAY20 DATE 17-4-18	TYPES OF BUDGETS	
DAY21 DATE 18-4-18	SOCIAL RESPONSIBILITY	
DAY22 DATE 19-4-18	CONDUCTING THE PRE UNIVERSITY TEST	
DAY23 DATE 20-4-18	CONDUCTING OF PRE UNIVERSITY TEST	