

Diploma in Business Management
Sem -II Lesson Plan

Subject: Accounting Fundamental

<u>week</u>	<u>lecture day</u>	<u>topic(including assignment / theory)</u>
1st	1	introduction to basic accounting
	2	meaning of accounting
	3	nature of accounting
	4	nature of accounting
2nd	1	nature of accounting
	2	scope of accountings
	3	scope of accountings
	4	scope of accountings
	5	objective of accounting
	6	objective of accounting
3rd	1	accounting as infotrmaton system
	2	accounting as infotrmaton system
	3	accounting eq
	4	accounting eq
4th	1	accounting concept & convention
	2	accounting concept & convention
	3	accounting concept & convention
	4	accounting concept & convention
5th	1	accounting concept & convention
	2	accounting concept & convention
	2	accounting concept & convention
	3	accounting concept & convention
	4	principles of financial accounts
	5	principles of financial accounts
	6	principles of financial accounts
6th	1	Sessional Test
	2	
	3	
	4	unit II introduction
	5	meaning of journal
	6	meaniing of ledger
	7th	1
2		diff btw journal & ledger
3		features of journal
4		advnatages of journal
5		disadvnatages of journal
6		disadvnatages of journal
8th	1	advantages of ledger
	2	features of ledger
	3	disadvantages of ledger
	4	disadvantages of ledger

9th	1	journal entries
	2	journal entries
	3	journal entries
	4	journal entries
	5	journal entries
	6	ledger
10th	1	ledger
	2	assignment & revision of unit II
	3	unit III introduction
	4	meaning of trial balance
	5	concept of trial balance
	6	need of trial balance
11th	1	objectives of trial balance
	2	applications of trial balance
	3	type of errors
	4	Sessional Test
	5	
	6	
12th	1	type of errors
	2	rectification of errors
	3	rectification of errors
	4	rectification of errors
13th	1	revision of unit III
	2	unit IV meaning & concept - final acc
	3	meaning of trading acc
	4	meaning of profit & loss acc
	5	meaning & concept of balance sheet
	6	performa of trading acc
14th	1	performa of profit & loss & balance sheet
	2	diff btw trading & profit & loss acc
	3	diff btw profit & loss & balance sheet
	4	practical q
	5	assignment & revision of unit II
	6	revision of unit III
15th	1	Sessional Test
	2	
	3	
	4	revision
	5	revision
	6	revision

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Subject: Business Environment

Week	Theory	
	Lecture Day	Topic (including assignment / test)
	Unit 1 Business Environment	
1st	1	Introduction of Business Envnt.
	2	Meaning & Concept
	3	Nature
	4	Scope
2nd	1	Scope
	2	Objectives
	3	Objectives
	4	Revision
	5	Unit-2 Introduction of Globalization & Liberalisation
3rd	1	Meaning & Concept of Globalisation
	2	Advantages
	3	Disadvantages
	4	Its impact on Indian Economics
4th	1	Its impact on Indian Economics
	2	Revision of Globalisation
	3	Meaning & Concept of Liberalisation
	4	Advantages
5th	1	Disadvantages
	2	Its impact on Indian Economics
	3	Its impact on Indian Economics
	4	Revision of Liberalisation
	5	Revision of Unit 1 & 2
6th	1	Sessional Test
	2	
	3	
	4	Unit-3 Introduction of Technological Envnt.
	5	Meaning & Concept of Technological Envnt.
7th	1	Features
	2	Impact of Technology in India
	3	Status of Technology in India
	4	Advantages
	5	Disadvantages
8th	1	Revision of Technological Envnt.
	2	Unit -4 Introduction of Privatisation

	3	Meaning & Concept of Privatisation
	4	Nature
9th	1	Advantages
	2	Disadvantages
	3	Applications of Privatisation
	4	Revision
	5	Unit -5 Introduction of Monetary Policy
10th	1	Meaning & Concept of Monetary Policy
	2	Uses of Monetary Policy
	3	Uses of Monetary Policy
	4	Advantages
	5	Applications
11th	1	Sessional Test
	2	
	3	
	4	Meaning & Concept of Fiscal Policy
	5	Uses of Fiscal Policy
12th	1	Advantages
	2	Applications
	3	Revision of M.P.
	4	Revision of F.P.
13th	1	Unit -6 E-Commerce
	2	Meaning & Concept of E-Commerce
	3	Uses
	4	Applications
	5	Advantages
14th	1	Disadvantages
	2	Scope
	3	Status of E-commerce in India
	4	Status of E-commerce in India
	5	Revision
15th	1	Sessional Test
	2	
	3	
	4	Revision
	5	Revision

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Subject: Basic Managerial Skills

Week	Lectures	Topic
Week 1	1	UNIT-1: Concept of Team
	2	Features
	3	Types of Team
	4	Concept of effective team
Week 2	1	Team work & team building
	2	Planning for team creation
	3	Way for team development
	4	Concept of team functioning
	5	Revision of UNIT-1
Week 3	1	Written Test of UNIT-1
	2	UNIT-2: Concept & Definition of Stress Management
	3	Nature of Stress
	4	Various symptoms of Stress
	5	Causes of stress
Week 4	1	Consequences of stress
	2	Techniques of overcoming of stress
	3	Developing positive attitude
	4	Management of stress
	5	Revision of UNIT-2
Week 5	1	Revision of UNIT-1
	2	Sessional-1
	3	Sessional-1
	4	Sessional-1
Week 6	1	UNIT-3: Concept of Time Management
	2	Meaning & Definition of Time Management
	3	Nature
	4	Importance of Time Management
	5	Techniques of time management
Week 7	1	Revision of Concept & Definition of time management
	2	Revision of Nature & Importance
	3	Written Test of UNIT-3
Week 8	1	UNIT-4: Concept & Meaning of decision making
	2	Importance
	3	Characteristics of decision making
	4	Positive aspects of decision making
	5	Negative Aspects

Week 9	1	Steps in decision making process
	2	Techniques for improving decision making
	3	Revision of meaning & importance of decision making
	4	Revision of characteristics of decision making
	5	Revision of decision making process
Week 10	1	Revision of UNIT- 3
	2	Revision of UNIT- 4
	3	Sessional-2
	4	Sessional-2
	5	Sessional-2
Week 11	1	UNIT-5: Concept of Leadership
	2	Definition & Meaning of Leadership
	3	Features of leader
Week 12	1	Difference between leadership & Management
	2	Importance of Leadership
	3	Qualities of a good leader
	4	Leadership Styles(Based on behavioural approach)
	5	Leadership Styles(Based on situational approach)
Week 13	1	Traits of effective leader
	2	Revision of leadership styles
	3	Revision of features & meaning of leader
	4	Revision of Importance & traits of a good leader
	5	Written test of UNIT-5
Week 14	1	Sessional-3
	2	Sessional-3
	3	Sessional-3
	4	Revision of UNIT-1,2,3
	5	Revision of UNIT-4 & 5

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Subject: Managerial Economics

Week	Theory	
	Lecture Day	Topic (including assignment / test)
1st	1	Introduction of subject
	2	Meaning & Concept
	3	Methods of national income
	4	Classical theory of output and employment
2nd	1	Classical theory of output and employment

	2	Formulas of National Income
	3	Formulas of National Income
	4	Says Law of Market
	5	Unit-2 Introduction of Consumption
3rd	1	Meaning & Concept of Consumption
	2	Determinants
	3	Importance
	4	Theorys of Consumption
4th	1	Absolute income hypothesis
	2	Relative income hypothesis
	3	Permanent income hypothesis
	4	Lifestyle hypothesis
5th	1	Revision of national income
	2	Revision of national income
	3	Revision of Consumption
	4	Revision of Consumption
	5	Revision of Unit 1 & 2
6th	1	Sessional Test
	2	
	3	
	4	Unit-3 Introduction of Investment
	5	Meaning & Concept of Investment
7th	1	Theory of Investment
	2	Determinants of Investment
	3	Types of Investment
	4	Fixed Inv.
	5	Gross Inv.
8th	1	Net Inv.
	2	Inventory Inv.
	3	Marginal efficiency of capital
	4	Marginal efficiency of capital
9th	1	Revision of Inv.
	2	Types of Investment
	3	Revision
	4	Test
	5	Unit-4Inflation
10th	1	Meaning & Concept
	2	Types of Inflation
	3	Types of Inflation
	4	Types of Inflation
	5	Revision

11th	1	Sessional Test	
	2		
	3		
	4		Short Terms:Stabilisation Policies
	5		Inflationary Gap
12th	1	Deflationary Gap	
	2	Fiscal Policy	
	3	Monetary Policy	
	4	Cash reserve ratio	
13th	1	Marginal efficiency of capital	
	2	Meaning & Concept of National Income	
	3	Meaning & Concept of Investment	
	4	Other Investments	
	5	Revision of Unit -1	
14th	1	Revision of Unit-2	
	2	Revision of Unit-3	
	3	Revision of Unit 4	
	4	Class discussion	
	5	Class discussion	
15th	1	Sessional Test	
	2		
	3		
	4		Revision
	5		Revision

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Subject: OB

Week	Lectures	Topic
Week 1	1	UNIT-1: Introduction
		Concept of Organization
	2	Significance of organization
	3	Concept of OB
Week 2	4	Meaning & Definition of OB
	1	Importance of OB
	2	Nature of Ob & disciplines contributing to OB
	3	Different roles of OB
	4	Revision of concept, meaning, significance & importance of OB

	5	Revision of Nature & role of OB
Week 3	1	Written Test of UNIT-1
	2	UNIT-2: Personality
		Meaning & Concept of personality
	3	Characteristics of personality
	4	Traits of personality -> 2 types
(a) Big Five Personality traits		
5	(b) Other personality traits	
Week 1	1	Determinants of personality (4 types)
		Biological Factors
	2	Family & Social Factors
	3	Cultural Factors
	4	Situational Factors
5	Influence of personality in OB	
Week 2	1	Revision of UNIT-2
	2	Sessional-1
	3	Sessional-1
	4	Sessional-1
Week 3	1	UNIT-3: Attitude
		Meaning & concept of attitude
	2	Sources of attitude
	3	Types of attitude(Job satisfaction & Job involvement)
	4	Formation of attitude
5	Factors in attitude formation	
Week 4	1	Stages of attitude formation
	2	Revision of UNIT-3
	3	Written Test of UNIT-3
Week 1	1	UNIT-4: Group Dynamics
		Meaning & Concept of group
	2	Types of Group
	3	Nature of group
	4	Concept of group dynamics
5	Reasons for formation of groups	
Week 2	1	Importance of groups to the Organisation
	2	Stages of group development
	3	Factors affecting group performance
	4	Methods of integrating individual & group
	5	Revision of concept & type of group
	1	Revision of formation of groups & importance

Week 3	2	Written Test of UNIT-4
	3	Sessional-2
	4	Sessional-2
	5	Sessional-2
Week 4	1	UNIT-5: Motivation Meaning & definition of motivation
	2	Nature of motivation
	3	Type of Needs(Primary needs, Secondary needs, General needs)
Week 1	1	Types of Motivation Theories (Need Theory - Physiological needs, Safety needs)
	2	Need Theory (Social needs, Esteem needs, Self actualisation needs)
	3	X & Y Theory(Concept, Assumption, Comparison)
	4	Two factor theory
	5	Revision of UNIT-5
Week 2	1	UNIT-6: Meaning & Concept of Organisational culture
	2	Characteristics of organisation culture
	3	Beginning of culture in an organisation
	4	Needs & factors influencing climate & culture
	5	Revision of UNIT-6
Week 3	1	Sessional-3
	2	Sessional-3
	3	Sessional-3
	4	Revision of UNIT-1,2,3
	5	Revision of UNIT-4,5,6