

NBGSM College
Lesson Plan July 2019- Nov 2019

Name of a	CHANCHAL KUMAR
Class :	BBA
Semester:	1
Subject:	BUSINESS COMMUNICATION

	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction to Communication
	2	17-Jul-19	Meaning and types
	3	18-Jul-19	Communication process
	4	19-Jul-19	Basic forms of communication
	5	20-Jul-19	What is Business Communication
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Role of Communication skill in business
	2	23-Jul-19	Communication :- An Art, A science and A practical skill
	3	24-Jul-19	Benefits to Business
	4	25-Jul-19	Benefits to Business
	5	26-Jul-19	Main forms of communication in Business
	6	27-Jul-19	Main forms of communication in Business
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	Communication skills
	2	30-Jul-19	Communication Networks
	3	31-Jul-19	Holiday
	4	1-Aug-19	Formal Communication
	5	2-Aug-19	Informal Communication
	6	3-Aug-19	Grapevine Communication
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	Significance of corporate communication
	2	6-Aug-19	Differences between formal and informal communication
	3	7-Aug-19	Barriers to Comm or miscomm
	4	8-Aug-19	How does miscomm or a barrier arise
	5	9-Aug-19	Types of Barries
	6	10-Aug-19	How to improve comm
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Importance of listening
	3	14-Aug-19	nature of listening
	4	15-Aug-19	Holiday
	5	16-Aug-19	Types of listening

	6	17-Aug-19	costs of ineffective listening
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	facotors which influence listening
	2	20-Aug-19	principles of effective listening
	3	21-Aug-19	Barriers to listening
	4	22-Aug-19	Result of listening
	5	23-Aug-19	What is reading and reading context
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Reading process
	2	27-Aug-19	What are reading skills
	3	28-Aug-19	Reading groups of words
	4	29-Aug-19	Efficient reading strategy
	5	30-Aug-19	SQ3R Reading method
	6	31-Aug-19	Seed Reading
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	3C's of Reading skill
	2	3-Sep-19	Speaking skills
	3	4-Sep-19	Speaking skills
	4	5-Sep-19	Public speaking
	5	6-Sep-19	uncomfortable phase and basic principles
	6	7-Sep-19	Ways to delivering the message
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	Audience Analysis
	2	10-Sep-19	Appearance and physical actions
	3	11-Sep-19	Use of voice
	4	12-Sep-19	Adapting the style of delivery
	5	13-Sep-19	Body language
	6	14-Sep-19	Activity
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Written Communication
	2	17-Sep-19	Fundamentals of written communication
	3	18-Sep-19	Fundamentals of written communication
	4	19-Sep-19	Fundamentals of written communication
	5	20-Sep-19	Fundamentals of written communication
	6	21-Sep-19	Fundamentals of written communication
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Business letter
	3	25-Sep-19	Physical appearance of business letter
	4	26-Sep-19	Sales letter

	5	27-Sep-19	Sales letter
	6	28-Sep-19	Claim letter
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Employment letters
	2	1-Oct-19	Point to remember
	3	2-Oct-19	Holiday
	4	3-Oct-19	Characteristics of a good employment letter
	5	4-Oct-19	Types of employment letter
	6	5-Oct-19	contents of employment letter
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	Memo and memo formats
	2	8-Oct-19	Holiday
	3	9-Oct-19	Circular and notice
	4	10-Oct-19	Circular and notice
	5	11-Oct-19	Business reports meaning
	6	12-Oct-19	purpose
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	types of business reports
	2	15-Oct-19	types of business reports
	3	16-Oct-19	types of business reports
	4	17-Oct-19	Holiday
	5	18-Oct-19	Objective and function and importance of reports
	6	19-Oct-19	Objective and function and importance of reports
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Objective and function and importance of reports
	2	22-Oct-19	Objective and function and importance of reports
	3	23-Oct-19	ACTIVITY
	4	24-Oct-19	Vacations
	5	25-Oct-19	
	6	26-Oct-19	
	Sunday	27-Oct-19	
16th week	1	28-Oct-19	
	2	29-Oct-19	
	3	30-Oct-19	
	4	31-Oct-19	Business report
	5	1-Nov-19	Holiday
	6	2-Nov-19	Short report
	Sunday	3-Nov-19	Long report
17th week	1	4-Nov-19	Brouchures
	2	5-Nov-19	Types of brouchures
	3	6-Nov-19	Types of brouchures

	4	7-Nov-19	kinds and objective of brochures
	5	8-Nov-19	meetings
	6	9-Nov-19	notice of meetings
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Activity
	2	12-Nov-19	Agenda
	3	13-Nov-19	Agenda
	4	14-Nov-19	Minutes of meetings
	5	15-Nov-19	Activity
	6	16-Nov-19	Activity
	Sunday	17-Nov-19	
Class :	BBA		
Semester:	3		
Subject:	DISASTER MANAGEMENT		
	Day	Date	Topic
1st Week	1	16-Jul-19	Structure of the atmosphere
	2	17-Jul-19	Structure of the atmosphere
	3	18-Jul-19	Pressure, temperature
	4	19-Jul-19	precipitation
	5	20-Jul-19	cloud classification and formation;
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	cloud classification and formation;
	2	23-Jul-19	El Nino phenomenon
	3	24-Jul-19	El Nino phenomenon
	4	25-Jul-19	El Nino phenomenon
	5	26-Jul-19	Activity
	6	27-Jul-19	western disturbance
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	western disturbance
	2	30-Jul-19	Activity
	3	31-Jul-19	Holiday
	4	1-Aug-19	energy model and budget of the earth
	5	2-Aug-19	energy model and budget of the earth
	6	3-Aug-19	Primary differentiation and formation of core, mantle, crust,
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	Primary differentiation and formation of core, mantle, crust,
	2	6-Aug-19	magma generation and formation of igneous rock
	3	7-Aug-19	magma generation and formation of igneous rock
	4	8-Aug-19	magma generation and formation of igneous rock
	5	9-Aug-19	weathering; erosion

	6	10-Aug-19	weathering; erosion
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Activity
	3	14-Aug-19	deposition of earth's material by running water
	4	15-Aug-19	Holiday
	5	16-Aug-19	river meandering and formation of ox-bow lake.
	6	17-Aug-19	river meandering and formation of ox-bow lake.
	Sunday	18-Aug-19	Activity
6th week	1	19-Aug-19	Depletion of natural capital
	2	20-Aug-19	development as causes of disaster
	3	21-Aug-19	rapid population growth
	4	22-Aug-19	rapid population growth
	5	23-Aug-19	rapid population growth
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	environmental pollution
	2	27-Aug-19	environmental pollution
	3	28-Aug-19	types
	4	29-Aug-19	Effects
	5	30-Aug-19	epidemics
	6	31-Aug-19	epidemics
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	industrials accidents and chemical releases
	2	3-Sep-19	industrials accidents and chemical releases
	3	4-Sep-19	multipurpose project and resettlement issues
	4	5-Sep-19	multipurpose project and resettlement issues
	5	6-Sep-19	multipurpose project and resettlement issues
	6	7-Sep-19	multipurpose project and resettlement issues
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	humanitarian assistance in emergencies
	2	10-Sep-19	humanitarian assistance in emergencies
	3	11-Sep-19	Floods- flood plains, drainage, basins, nature
	4	12-Sep-19	Floods- flood plains, drainage, basins, nature
	5	13-Sep-19	frequency of flooding
	6	14-Sep-19	frequency of flooding
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	ACTIVITY
	2	17-Sep-19	flood hazards
	3	18-Sep-19	flood hazards
	4	19-Sep-19	urbanization and flooding

	5	20-Sep-19	urbanization and flooding
	6	21-Sep-19	flood hydrographs, dams barrages and rivers diversions
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	ACTIVITY
	3	25-Sep-19	creation of reservoir, influence on micro-climate, impact on flora and fa
	4	26-Sep-19	creation of reservoir, influence on micro-climate, impact on flora and fa
	5	27-Sep-19	Landslides- landslide analysis
	6	28-Sep-19	Landslides- landslide analysis
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	determination of stability and safety factor.
	2	1-Oct-19	determination of stability and safety factor.
	3	2-Oct-19	Holiday
	4	3-Oct-19	Coastal hazards- tropical cyclone
	5	4-Oct-19	Coastal hazards- tropical cyclone
	6	5-Oct-19	coastal erosion
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	ACTIVITY
	2	8-Oct-19	Holiday
	3	9-Oct-19	sea level changes and its impact on coastal areas and coastal zone man
	4	10-Oct-19	sea level changes and its impact on coastal areas and coastal zone man
	5	11-Oct-19	Activity
	6	12-Oct-19	Climate change- Emissions
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Climate change- Emissions
	2	15-Oct-19	global warming
	3	16-Oct-19	global warming
	4	17-Oct-19	Holiday
	5	18-Oct-19	impact on sea level in south Asian region environmental disruptions an
	6	19-Oct-19	impact on sea level in south Asian region environmental disruptions an
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Earth quakes- preliminary concepts
	2	22-Oct-19	Effects
	3	23-Oct-19	seismic waves
	4	24-Oct-19	Vacations
	5	25-Oct-19	
	6	26-Oct-19	
	Sunday	27-Oct-19	
16th week	1	28-Oct-19	
	2	29-Oct-19	
	3	30-Oct-19	

	4	31-Oct-19	ACTIVITY
	5	1-Nov-19	Holiday
	6	2-Nov-19	travel-time and location of epicenter
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	nature of destruction
	2	5-Nov-19	seismic designing, quake resistant building and dams
	3	6-Nov-19	seismic designing, quake resistant building and dams
	4	7-Nov-19	Tsunamis-meaning and causes
	5	8-Nov-19	Tsunamis-meaning and causes
	6	9-Nov-19	location of tsunamis
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	disturbance in sea floor and release of energy
	2	12-Nov-19	travel time and impact on fragile coastal environment volcanoes-causes
	3	13-Nov-19	travel time and impact on fragile coastal environment volcanoes-causes
	4	14-Nov-19	volcanism materials
	5	15-Nov-19	geographic distribution of volcanoes
	6	16-Nov-19	Activity
	Sunday	17-Nov-19	
			Topic

Class :	BBA
Semester:	5

Subject: PRODUCTION AND MATERIAL MANAGEMENT

	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction to Production Management
	2	17-Jul-19	Objectives
	3	18-Jul-19	Scope
	4	19-Jul-19	Importance of Production management
	5	20-Jul-19	emerging role of production management
	Sunday	21-Jul-19	Trend and challenge in production mangement
2nd Week	1	22-Jul-19	Evolution of production management
	2	23-Jul-19	Problem of Production management
	3	24-Jul-19	production management decision
	4	25-Jul-19	classification of production management decision
	5	26-Jul-19	long term and short term
	6	27-Jul-19	controlling decision
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	evaluation of decision alternatives

	2	30-Jul-19	differences between products and services
	3	31-Jul-19	Holiday
	4	1-Aug-19	Meaning and types of production systems
	5	2-Aug-19	Meaning and types of production systems
	6	3-Aug-19	production to order
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	production to stock
	2	6-Aug-19	production to stock
	3	7-Aug-19	plant location introduction
	4	8-Aug-19	factors affecting location
	5	9-Aug-19	factors affecting location
	6	10-Aug-19	factors affecting location
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	evaluating different locations
	3	14-Aug-19	evaluating different locations
	4	15-Aug-19	Holiday
	5	16-Aug-19	Production planning and control
	6	17-Aug-19	Production planning and control
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	objectives
	2	20-Aug-19	advantages of ppc
	3	21-Aug-19	advantages of ppc
	4	22-Aug-19	elements of ppc
	5	23-Aug-19	elements of ppc
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Factor affecting of ppc
	2	27-Aug-19	Factor affecting of ppc
	3	28-Aug-19	Role and limitation of ppc
	4	29-Aug-19	Role and limitation of ppc
	5	30-Aug-19	PPC and production systems
	6	31-Aug-19	PPC and production systems
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	sequencing and assignment problems
	2	3-Sep-19	Inventory control: objectives
	3	4-Sep-19	advantages
	4	5-Sep-19	advantages
	5	6-Sep-19	techniques (EOQ model and ABC analysis)
	6	7-Sep-19	techniques (EOQ model and ABC analysis)
	Sunday	8-Sep-19	

9th week	1	9-Sep-19	quality control: meaning
	2	10-Sep-19	quality control: meaning
	3	11-Sep-19	importance
	4	12-Sep-19	inspection
	5	13-Sep-19	inspection
	6	14-Sep-19	quality control charts for variables and attributes.
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	quality control charts for variables and attributes.
	2	17-Sep-19	quality control charts for variables and attributes.
	3	18-Sep-19	Plant layout meaning
	4	19-Sep-19	significance
	5	20-Sep-19	types of plant layout
	6	21-Sep-19	material handling meaning
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	objective of material handling
	3	25-Sep-19	factors affecting
	4	26-Sep-19	types of material handling equipment
	5	27-Sep-19	advantage of material handling system
	6	28-Sep-19	Materials Management: meaning
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	objectives, importance
	2	1-Oct-19	objectives, importance
	3	2-Oct-19	Holiday
	4	3-Oct-19	functions
	5	4-Oct-19	organization materials information system
	6	5-Oct-19	organization materials information system
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	standardization
	2	8-Oct-19	Holiday
	3	9-Oct-19	simplification
	4	10-Oct-19	variety reduction
	5	11-Oct-19	variety reduction
	6	12-Oct-19	value analysis and engineering.
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	objective
	2	15-Oct-19	steps in value analysis and engineering
	3	16-Oct-19	Stores Management: meaning
	4	17-Oct-19	Holiday
	5	18-Oct-19	objectives, importance
	6	19-Oct-19	objectives, importance
	Sunday	20-Oct-19	

15th week	1	21-Oct-19	functions
	2	22-Oct-19	stores layout
	3	23-Oct-19	stores layout
	4	24-Oct-19	Vacations
	5	25-Oct-19	
	6	26-Oct-19	
	Sunday	27-Oct-19	
16th week	1	28-Oct-19	
	2	29-Oct-19	
	3	30-Oct-19	
	4	31-Oct-19	classification and codification
	5	1-Nov-19	Holiday
	6	2-Nov-19	inventory control of spare parts
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	inventory control of spare parts
	2	5-Nov-19	materials logisticswarehousing management,
	3	6-Nov-19	materials logisticswarehousing management,
	4	7-Nov-19	traffic and transportation
	5	8-Nov-19	traffic and transportation
	6	9-Nov-19	traffic and transportation
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	ACTIVITY
	2	12-Nov-19	disposal of scrap, surplus and obsolete materials.
	3	13-Nov-19	disposal of scrap, surplus and obsolete materials.
	4	14-Nov-19	disposal of scrap, surplus and obsolete materials.
	5	15-Nov-19	ACTIVITY
	6	16-Nov-19	ACTIVITY
	Sunday	17-Nov-19	

Class :	B.COM
Semester:	5
Subject:	FINANCIAL MARKET OPERATIONS

	Day	Date	Topic
1st Week	1	16-Jul-19	Overview of indian financial system
	2	17-Jul-19	Classification
	3	18-Jul-19	function and role
	4	19-Jul-19	financial market
	5	20-Jul-19	types
	Sunday	21-Jul-19	

2nd Week	1	22-Jul-19	financial institutions
	2	23-Jul-19	types
	3	24-Jul-19	financial assets
	4	25-Jul-19	Financial services
	5	26-Jul-19	Activity
	6	27-Jul-19	Indian money market
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	characteristics and objective
	2	30-Jul-19	Activity
	3	31-Jul-19	Holiday
	4	1-Aug-19	importance of money market
	5	2-Aug-19	importance of money market
	6	3-Aug-19	institutions of money market
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	the indian money market
	2	6-Aug-19	unorganised
	3	7-Aug-19	organised money market
	4	8-Aug-19	characteristics of money market
	5	9-Aug-19	measure to reform and strengthen the indian money market
	6	10-Aug-19	Primary market
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	difinition and nature
	3	14-Aug-19	importance and function
	4	15-Aug-19	Holiday
	5	16-Aug-19	role of capital market in industrial growth
	6	17-Aug-19	capital market sturcture
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	capital market sturcture
	2	20-Aug-19	capital market sturcture
	3	21-Aug-19	Secondary market introduction
	4	22-Aug-19	stock exchange
	5	23-Aug-19	characteristics of stock exchange
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	function of stock exchange
	2	27-Aug-19	function of stock exchange
	3	28-Aug-19	Activity
	4	29-Aug-19	Role of stock exchange
	5	30-Aug-19	Regulation of stock exchange
	6	31-Aug-19	Regulation of stock exchange

	Sunday	1-Sep-19	
8th week	1	2-Sep-19	Regulation of stock exchange
	2	3-Sep-19	Listing of securities
	3	4-Sep-19	Listing of securities
	4	5-Sep-19	OTCEI
	5	6-Sep-19	OTCEI
	6	7-Sep-19	OTCEI
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	NSE
	2	10-Sep-19	NSE feature and organisation
	3	11-Sep-19	NSE feature and organisation
	4	12-Sep-19	The securities and exchange board of india SEBI
	5	13-Sep-19	Objective
	6	14-Sep-19	Management board
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	function of SEBI
	2	17-Sep-19	Power of SEBI
	3	18-Sep-19	SEBI Guidelines
	4	19-Sep-19	SEBI Guidelines
	5	20-Sep-19	SEBI Guidelines
	6	21-Sep-19	Activity
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Investors protection
	3	25-Sep-19	meaning and characteristics
	4	26-Sep-19	Objectives of investment
	5	27-Sep-19	Objectives of investment
	6	28-Sep-19	invester protection
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Activity
	2	1-Oct-19	Activity
	3	2-Oct-19	Holiday
	4	3-Oct-19	functionaries on Stock exchange
	5	4-Oct-19	functionaries on Stock exchange
	6	5-Oct-19	functionaries on Stock exchange
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	Marchant Banking
	2	8-Oct-19	Holiday
	3	9-Oct-19	Nature and function of Marchant Banking
	4	10-Oct-19	Role and objectives
	5	11-Oct-19	Role and objectives

	6	12-Oct-19	Categories and conditions for registration
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Categories and conditions for registration
	2	15-Oct-19	Categories and conditions for registration
	3	16-Oct-19	General obligation and responsibilities
	4	17-Oct-19	Holiday
	5	18-Oct-19	Credit Rating meaning
	6	19-Oct-19	importance and function
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	importance and function
	2	22-Oct-19	Types of credit rating
	3	23-Oct-19	Types of analysis in credit rating
	4	24-Oct-19	Vacations
	5	25-Oct-19	
	6	26-Oct-19	
	Sunday	27-Oct-19	
16th week	1	28-Oct-19	
	2	29-Oct-19	
	3	30-Oct-19	
	4	31-Oct-19	Credit rating process
	5	1-Nov-19	Holiday
	6	2-Nov-19	Credit rating process
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	credit rating process
	2	5-Nov-19	Development Banks
	3	6-Nov-19	Definition and features
	4	7-Nov-19	objectives of development bank
	5	8-Nov-19	needs for establishment of development banks
	6	9-Nov-19	types of development bank
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	IFCI , IDBI, SIDBI,
	2	12-Nov-19	EXIM , NABARD AND ICICI
	3	13-Nov-19	UTI , LIC , GIC
	4	14-Nov-19	Mutual Funds meaning
	5	15-Nov-19	types of mutual funds and advantage of mutual fund
	6	16-Nov-19	SEBI guidelines regarding mutual fund
	Sunday	17-Nov-19	

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