

### LESSON PLAN (October 2020- February 2021)

Name of the Assistant Professor-		Chanchal Kumar		
Class		BBA I Sem		
Subject		Business Communication		
October 2020				
<b>WEEK</b>	<b>DAY</b>	<b>DATE</b>	<b>DAYS</b>	<b>TOPICS</b>
<b>1st Week</b>	Day 1	02-11-2020	Monday	Introduction to Communication
	Day 2	03-11-2020	Tuesday	Meaning and types
	Day 3	04-11-2020	Wednesday	Communication process
	Day 4	05-11-2020	Thursday	Basic forms of communication
	Day 5	06-11-2020	Friday	What is Business Communication
	Day 6	07-11-2020	Saturday	Role of Communication skill in business
		08-11-2020	Sunday	
<b>2nd Week</b>	Day 1	09-11-2020	Monday	Communication :- An Art, A science and A practical skill
	Day 2	10-11-2020	Tuesday	Benefits to Business
	Day 3	11-11-2020	Wednesday	Benefits to Business
	Day 4	12-11-2020	Thursday	Main forms of communication in Business
	Day 5	13-11-2020	Friday	<b>HOLIDAY</b>
	Day 6	14-11-2020	Saturday	
		15-11-2020	Sunday	
<b>3rd WEEK</b>	Day 1	16-11-2020	Monday	
	Day 2	17-11-2020	Tuesday	Communication skills
	Day 3	18-11-2020	Wednesday	Communication Networks
	Day 4	19-11-2020	Thursday	Formal Communication
	Day 5	20-11-2020	Friday	Informal Communication
	Day 6	21-11-2020	Saturday	Grapevine Communication
		22-11-2020	Sunday	
<b>4TH WEEK</b>	Day 1	23-11-2020	Monday	Significance of corporate communication
	Day 2	24-11-2020	Tuesday	Differences between formal and informal communication
	Day 3	25-11-2020	Wednesday	Barriers to Comm or miscomm
	Day 4	26-11-2020	Thursday	How does miscomm or a barrier arise
	Day 5	27-11-2020	Friday	Types of Barries
	Day 6	28-11-2020	Saturday	Types of Barries
		29-11-2020	Sunday	
<b>4TH WEEK</b>	Day 1	30-11-2020	Monday	<b>Guru Nanak Day</b>
	Day 2	01-12-2020	Tuesday	How to improve communication
	Day 3	02-12-2020	Wednesday	Importance of listening
	Day 4	03-12-2020	Thursday	nature of listening
	Day 5	04-12-2020	Friday	Types of listening
	Day 6	05-12-2020	Saturday	costs of ineffective listening
		06-12-2020	Sunday	
<b>6TH WEEK</b>	Day 1	07-12-2020	Monday	facotors which influence listening
	Day 2	08-12-2020	Tuesday	principles of effective listening
	Day 3	09-12-2020	Wednesday	Barriers to listening
	Day 4	10-12-2020	Thursday	Result of listening
	Day 5	11-12-2020	Friday	What is reading and reading context
	Day 6	12-12-2020	Saturday	What is reading and reading context
		13-12-2020	Sunday	
<b>7TH WEEK</b>	Day 1	14-12-2020	Monday	Reading process
	Day 2	15-12-2020	Tuesday	What are reading skills
	Day 3	16-12-2020	Wednesday	Reading groups of words
	Day 4	17-12-2020	Thursday	Efficient reading strategy
	Day 5	18-12-2020	Friday	SQ3R Reading method
	Day 6	19-12-2020	Saturday	Seed Reading
		20-12-2020	Sunday	
<b>8TH WEEK</b>	Day 1	21-12-2020	Monday	3C's of Reading skill
	Day 2	22-12-2020	Tuesday	Speaking skills
	Day 3	23-12-2020	Wednesday	Speaking skills
	Day 4	24-12-2020	Thursday	Public speaking
	Day 5	25-12-2020	Friday	<b>Christmas Day</b>
	Day 6	26-12-2020	Saturday	uncomfortable phase and basic principles
		27-12-2020	Sunday	
<b>9TH WEEK</b>	Day 1	28-12-2020	Monday	Ways to delivering the message
	Day 2	29-12-2020	Tuesday	Audience Analysis
	Day 3	30-12-2020	Wednesday	Appearance and physical actions
	Day 4	31-12-2020	Thursday	Use of voice

	Day 5	01-01-2021	Friday	Adapting the style of delivery
	Day 6	02-01-2021	Saturday	Body language
		03-01-2021	Sunday	
<b>10TH WEEK</b>	Day 1	04-01-2021	Monday	Presentation
	Day 2	05-01-2021	Tuesday	Written Communication
	Day 3	06-01-2021	Wednesday	Fundamentals of written communication
	Day 4	07-01-2021	Thursday	Fundamentals of written communication
	Day 5	08-01-2021	Friday	Fundamentals of written communication
	Day 6	09-01-2021	Saturday	Fundamentals of written communication
		10-01-2021	Sunday	
<b>11TH WEEK</b>	Day 1	11-01-2021	Monday	Business letter
	Day 2	12-01-2021	Tuesday	Physical appearance of business letter
	Day 3	13-01-2021	Wednesday	Sales letter
	Day 4	14-01-2021	Thursday	Sales letter
	Day 5	15-01-2021	Friday	Claim letter
	Day 6	16-01-2021	Saturday	Claim letter written
		17-01-2021	Sunday	
<b>12TH WEEK</b>	Day 1	18-01-2021	Monday	Employment letters
	Day 2	19-01-2021	Tuesday	Point to remember
	Day 3	20-01-2021	Wednesday	<b>Guru Govind Singh Jayanti</b>
	Day 4	21-01-2021	Thursday	Characteristics of a good employment letter
	Day 5	22-01-2021	Friday	Types of employment letter
	Day 6	23-01-2021	Saturday	contents of employment letter
		24-01-2021	Sunday	
<b>13TH WEEK</b>	Day 1	25-01-2021	Monday	Memo and memo formats
	Day 2	26-01-2021	Tuesday	<b>Republic day</b>
	Day 3	27-01-2021	Wednesday	Circular and notice
	Day 4	28-01-2021	Thursday	Circular and notice
	Day 5	29-01-2021	Friday	Business reports meaning
	Day 6	30-01-2021	Saturday	purpose
		31-01-2021	Sunday	
<b>14th Week</b>	Day 1	01-02-2021	Monday	types of business reports
	Day 2	02-02-2021	Tuesday	types of business reports
	Day 3	03-02-2021	Wednesday	types of business reports
	Day 4	04-02-2021	Thursday	Objective and function and importance of reports
	Day 5	05-02-2021	Friday	Objective and function and importance of reports
	Day 6	06-02-2021	Saturday	Objective and function and importance of reports
		07-02-2021	Sunday	
<b>15th Week</b>	Day 1	08-02-2021	Monday	ACTIVITY
	Day 2	09-02-2021	Tuesday	ACTIVITY
	Day 3	10-02-2021	Wednesday	Short report
	Day 4	11-02-2021	Thursday	Long report
	Day 5	12-02-2021	Friday	Types of brochures
	Day 6	13-02-2021	Saturday	kinds and objective of brochures
		14-02-2021	Sunday	
<b>16th Week</b>	Day 1	15-02-2021	Monday	meetings
	Day 2	16-02-2021	Tuesday	<b>Basant Panchami</b>
	Day 3	17-02-2021	Wednesday	notice of meetings
	Day 4	18-02-2021	Thursday	notice of meetings
	Day 5	19-02-2021	Friday	<b>Mahashivratri</b>
	Day 6	20-02-2021	Saturday	ACTIVITY
		21-02-2021	Sunday	
<b>17th Week</b>	Day 1	22-02-2021	Monday	Agenda
	Day 2	23-02-2021	Tuesday	Agenda
	Day 3	24-02-2021	Wednesday	Minutes of meetings
	Day 4	25-02-2021	Thursday	Activity
	Day 5	26-02-2021	Friday	Activity
	Day 6	27-02-2021	Saturday	<b>Guru Ravidas Jayanti</b>
		28-02-2021	Sunday	
<b>Name of the Assistant Professor-</b>			<b>Chanchal Kumar</b>	
<b>Class</b>			<b>BBA III sem</b>	
<b>Subject</b>			<b>DISASTER MANAGEMENT</b>	
<b>October 2020</b>				
<b>WEEK</b>	<b>DAY</b>	<b>DATE</b>	<b>DAYS</b>	<b>TOPICS</b>
<b>1st Week</b>	Day 1	02-11-2020	Monday	Structure of the atmosphere
	Day 2	03-11-2020	Tuesday	Structure of the atmosphere
	Day 3	04-11-2020	Wednesday	Pressure, temperature

	Day 4	05-11-2020	Thursday	precipitation	
	Day 5	06-11-2020	Friday	cloud classification and formation;	
	Day 6	07-11-2020	Saturday	cloud classification and formation;	
		08-11-2020	Sunday		
<b>2nd WEEK</b>	Day 1	09-11-2020	Monday	cloud classification and formation;	
	Day 2	10-11-2020	Tuesday	El Nino phenomenon	
	Day 3	11-11-2020	Wednesday	El Nino phenomenon	
	Day 4	12-11-2020	Thursday	El Nino phenomenon	
	Day 5	13-11-2020	Friday	<b>HOLIDAY</b>	
	Day 6	14-11-2020	Saturday		
		15-11-2020	Sunday		
<b>3rd WEEK</b>	Day 1	16-11-2020	Monday		
	Day 2	17-11-2020	Tuesday		Activity
	Day 3	18-11-2020	Wednesday		western disturbance
	Day 4	19-11-2020	Thursday	western disturbance	
	Day 5	20-11-2020	Friday	Activity	
	Day 6	21-11-2020	Saturday	Activity	
		22-11-2020	Sunday		
<b>4TH WEEK</b>	Day 1	23-11-2020	Monday	energy model and budget of the earth	
	Day 2	24-11-2020	Tuesday	energy model and budget of the earth	
	Day 3	25-11-2020	Wednesday	Primary differentiation and formation of core, mantle, crust,	
	Day 4	26-11-2020	Thursday	Primary differentiation and formation of core, mantle, crust,	
	Day 5	27-11-2020	Friday	magma generation and formation of igneous rock	
	Day 6	28-11-2020	Saturday	magma generation and formation of igneous rock	
		29-11-2020	Sunday		
<b>4TH WEEK</b>	Day 1	30-11-2020	Monday	<b>Guru Nanak Day</b>	
	Day 2	01-12-2020	Tuesday	weathering; erosion	
	Day 3	02-12-2020	Wednesday	weathering; erosion	
	Day 4	03-12-2020	Thursday	Activity	
	Day 5	04-12-2020	Friday	deposition of earth's material by running water	
	Day 6	05-12-2020	Saturday	river meandering and formation of ox-bow lake.	
		06-12-2020	Sunday		
<b>6TH WEEK</b>	Day 1	07-12-2020	Monday	Activity	
	Day 2	08-12-2020	Tuesday	Depletion of natural capital	
	Day 3	09-12-2020	Wednesday	development as causes of disaster	
	Day 4	10-12-2020	Thursday	rapid population growth	
	Day 5	11-12-2020	Friday	rapid population growth	
	Day 6	12-12-2020	Saturday	Activity	
		13-12-2020	Sunday		
<b>7TH WEEK</b>	Day 1	14-12-2020	Monday	environmental pollution	
	Day 2	15-12-2020	Tuesday	environmental pollution	
	Day 3	16-12-2020	Wednesday	types	
	Day 4	17-12-2020	Thursday	Effects	
	Day 5	18-12-2020	Friday	epidemics	
	Day 6	19-12-2020	Saturday	epidemics	
		20-12-2020	Sunday		
<b>8TH WEEK</b>	Day 1	21-12-2020	Monday	industrials accidents and chemical releases	
	Day 2	22-12-2020	Tuesday	industrials accidents and chemical releases	
	Day 3	23-12-2020	Wednesday	multipurpose project and resettlement issues	
	Day 4	24-12-2020	Thursday	multipurpose project and resettlement issues	
	Day 5	25-12-2020	Friday	<b>Christmas Day</b>	
	Day 6	26-12-2020	Saturday	multipurpose project and resettlement issues	
		27-12-2020	Sunday		
<b>9TH WEEK</b>	Day 1	28-12-2020	Monday	humanitarian assistance in emergencies	
	Day 2	29-12-2020	Tuesday	humanitarian assistance in emergencies	
	Day 3	30-12-2020	Wednesday	Floods- flood plains, drainage, basins, nature	
	Day 4	31-12-2020	Thursday	Floods- flood plains, drainage, basins, nature	
	Day 5	01-01-2021	Friday	frequency of flooding	
	Day 6	02-01-2021	Saturday	frequency of flooding	
		03-01-2021	Sunday		
<b>10TH WEEK</b>	Day 1	04-01-2021	Monday	ACTIVITY	
	Day 2	05-01-2021	Tuesday	flood hazards	
	Day 3	06-01-2021	Wednesday	flood hazards	
	Day 4	07-01-2021	Thursday	urbanization and flooding	
	Day 5	08-01-2021	Friday	urbanization and flooding	
	Day 6	09-01-2021	Saturday	flood hydrographs, dams barrages and rivers diversions	
		10-01-2021	Sunday		
<b>11TH WEEK</b>	Day 1	11-01-2021	Monday	ACTIVITY	
	Day 2	12-01-2021	Tuesday	creation of reservoir, influence on micro-climate, impact on flora and f	
	Day 3	13-01-2021	Wednesday	creation of reservoir, influence on micro-climate, impact on flora and f	

	Day 4	14-01-2021	Thursday	Landslides- landslide analysis
	Day 5	15-01-2021	Friday	Landslides- landslide analysis
	Day 6	16-01-2021	Saturday	ACTIVITY
		17-01-2021	Sunday	
<b>12TH WEEK</b>	Day 1	18-01-2021	Monday	determination of stability and safety factor.
	Day 2	19-01-2021	Tuesday	determination of stability and safety factor.
	Day 3	20-01-2021	Wednesday	<b>Guru Govind Singh Jayanti</b>
	Day 4	21-01-2021	Thursday	Coastal hazards- tropical cyclone
	Day 5	22-01-2021	Friday	Coastal hazards- tropical cyclone
	Day 6	23-01-2021	Saturday	coastal erosion
		24-01-2021	Sunday	
<b>13TH WEEK</b>	Day 1	25-01-2021	Monday	ACTIVITY
	Day 2	26-01-2021	Tuesday	<b>Republic day</b>
	Day 3	27-01-2021	Wednesday	sea level changes and its impact on coastal areas and coastal zone man
	Day 4	28-01-2021	Thursday	sea level changes and its impact on coastal areas and coastal zone man
	Day 5	29-01-2021	Friday	Activity
	Day 6	30-01-2021	Saturday	Climate change- Emissions
		31-01-2021	Sunday	
<b>14th Week</b>	Day 1	01-02-2021	Monday	Climate change- Emissions
	Day 2	02-02-2021	Tuesday	global warming
	Day 3	03-02-2021	Wednesday	global warming
	Day 4	04-02-2021	Thursday	impact on sea level in south Asian region environmental disruptions an
	Day 5	05-02-2021	Friday	impact on sea level in south Asian region environmental disruptions an
	Day 6	06-02-2021	Saturday	ACTIVITY
		07-02-2021	Sunday	
<b>15th Week</b>	Day 1	08-02-2021	Monday	Earth quakes- preliminary concepts
	Day 2	09-02-2021	Tuesday	Effects
	Day 3	10-02-2021	Wednesday	seismic waves
	Day 4	11-02-2021	Thursday	ACTIVITY
	Day 5	12-02-2021	Friday	travel-time and location of epicenter
	Day 6	13-02-2021	Saturday	travel-time and location of epicenter
		14-02-2021	Sunday	
<b>16th Week</b>	Day 1	15-02-2021	Monday	nature of destruction
	Day 2	16-02-2021	Tuesday	<b>Basant Panchami</b>
	Day 3	17-02-2021	Wednesday	seismic designing, quake resistant building and dams
	Day 4	18-02-2021	Thursday	Tsunamis-meaning and causes
	Day 5	19-02-2021	Friday	<b>Mahashivratri</b>
	Day 6	20-02-2021	Saturday	location of tsunamis
		21-02-2021	Sunday	
<b>17th Week</b>	Day 1	22-02-2021	Monday	disturbance in sea floor and release of energy
	Day 2	23-02-2021	Tuesday	travel time and impact on fragile coastal environment volcanoes-cause
	Day 3	24-02-2021	Wednesday	travel time and impact on fragile coastal environment volcanoes-cause
	Day 4	25-02-2021	Thursday	volcanism materials
	Day 5	26-02-2021	Friday	geographic distribution of volcanoes
	Day 6	27-02-2021	Saturday	<b>Guru Ravidas Jayanti</b>
		28-02-2021	Sunday	

<b>Name of the Assistant Professor-</b>	<b>Chanchal Kumar</b>			
<b>Class</b>	<b>BBA III sem</b>			
<b>Subject</b>	<b>Environment Studies</b>			
<b>October 2020</b>				
<b>WEEK</b>	<b>DAY</b>	<b>DATE</b>	<b>DAYS</b>	<b>TOPICS</b>
<b>1st Week</b>	Day 1	02-11-2020	Monday	Introduction
	Day 2	03-11-2020	Tuesday	Introduction
	Day 3	04-11-2020	Wednesday	Syllabus overview
	Day 4	05-11-2020	Thursday	Syllabus overview
	Day 5	06-11-2020	Friday	Environmental studies: Introduction
	Day 6	07-11-2020	Saturday	Natural Resources
		08-11-2020	Sunday	
<b>2nd Week</b>	Day 1	09-11-2020	Monday	Natural Resources
	Day 2	10-11-2020	Tuesday	Water resources
	Day 3	11-11-2020	Wednesday	Water resources
	Day 4	12-11-2020	Thursday	Water resources
	Day 5	13-11-2020	Friday	<b>HOLIDAY</b>
	Day 6	14-11-2020	Saturday	
		15-11-2020	Sunday	
<b>3rd WEEK</b>	Day 1	16-11-2020	Monday	

	Day 2	17-11-2020	Tuesday	Mineral resources
	Day 3	18-11-2020	Wednesday	Mineral resources
	Day 4	19-11-2020	Thursday	Mineral resources
	Day 5	20-11-2020	Friday	Mineral resources
	Day 6	21-11-2020	Saturday	Mineral resources
		22-11-2020	Sunday	
<b>4TH WEEK</b>	Day 1	23-11-2020	Monday	Energy resources
	Day 2	24-11-2020	Tuesday	Energy resources
	Day 3	25-11-2020	Wednesday	Energy resources
	Day 4	26-11-2020	Thursday	Energy resources
	Day 5	27-11-2020	Friday	Energy resources
	Day 6	28-11-2020	Saturday	Energy resources
		29-11-2020	Sunday	
<b>4TH WEEK</b>	Day 1	30-11-2020	Monday	<b>Guru Nanak Day</b>
	Day 2	01-12-2020	Tuesday	food resources
	Day 3	02-12-2020	Wednesday	food resources
	Day 4	03-12-2020	Thursday	food resources
	Day 5	04-12-2020	Friday	food resources
	Day 6	05-12-2020	Saturday	food resources
		06-12-2020	Sunday	
<b>6TH WEEK</b>	Day 1	07-12-2020	Monday	Eco system
	Day 2	08-12-2020	Tuesday	Eco system
	Day 3	09-12-2020	Wednesday	Eco system
	Day 4	10-12-2020	Thursday	Ecological succession
	Day 5	11-12-2020	Friday	Ecological succession
	Day 6	12-12-2020	Saturday	Ecological succession
		13-12-2020	Sunday	
<b>7TH WEEK</b>	Day 1	14-12-2020	Monday	types of eco system
	Day 2	15-12-2020	Tuesday	types of eco system
	Day 3	16-12-2020	Wednesday	types of eco system
	Day 4	17-12-2020	Thursday	environmental pollution 1
	Day 5	18-12-2020	Friday	environmental pollution 1
	Day 6	19-12-2020	Saturday	environmental pollution 1
		20-12-2020	Sunday	
<b>8TH WEEK</b>	Day 1	21-12-2020	Monday	environmental pollution 2
	Day 2	22-12-2020	Tuesday	environmental pollution 2
	Day 3	23-12-2020	Wednesday	environmental pollution 2
	Day 4	24-12-2020	Thursday	environmental pollution 2
	Day 5	25-12-2020	Friday	<b>Christmas Day</b>
	Day 6	26-12-2020	Saturday	Activity
		27-12-2020	Sunday	
<b>9TH WEEK</b>	Day 1	28-12-2020	Monday	Solid waste management
	Day 2	29-12-2020	Tuesday	Solid waste management
	Day 3	30-12-2020	Wednesday	Solid waste management
	Day 4	31-12-2020	Thursday	Solid waste management
	Day 5	01-01-2021	Friday	Activity
	Day 6	02-01-2021	Saturday	Activity
		03-01-2021	Sunday	
<b>10TH WEEK</b>	Day 1	04-01-2021	Monday	Sustainable development
	Day 2	05-01-2021	Tuesday	Sustainable development
	Day 3	06-01-2021	Wednesday	Sustainable development
	Day 4	07-01-2021	Thursday	Sustainable development
	Day 5	08-01-2021	Friday	Activity
	Day 6	09-01-2021	Saturday	Activity
		10-01-2021	Sunday	
<b>11TH WEEK</b>	Day 1	11-01-2021	Monday	Climate change
	Day 2	12-01-2021	Tuesday	Climate change
	Day 3	13-01-2021	Wednesday	Climate change
	Day 4	14-01-2021	Thursday	Climate change
	Day 5	15-01-2021	Friday	Activity
	Day 6	16-01-2021	Saturday	Activity
		17-01-2021	Sunday	
<b>12TH WEEK</b>	Day 1	18-01-2021	Monday	Environmental legislation
	Day 2	19-01-2021	Tuesday	Environmental legislation
	Day 3	20-01-2021	Wednesday	<b>Guru Govind Singh Jayanti</b>
	Day 4	21-01-2021	Thursday	Environmental legislation
	Day 5	22-01-2021	Friday	Environmental legislation
	Day 6	23-01-2021	Saturday	Environmental legislation
		24-01-2021	Sunday	
<b>13TH WEEK</b>	Day 1	25-01-2021	Monday	Activity

	Day 2	26-01-2021	Tuesday	<b>Republic day</b>
	Day 3	27-01-2021	Wednesday	Revision of unit 1st
	Day 4	28-01-2021	Thursday	Revision of unit 1st
	Day 5	29-01-2021	Friday	Revision of unit 1st
	Day 6	30-01-2021	Saturday	Revision of unit 1st
		31-01-2021	<b>Sunday</b>	
<b>14th Week</b>	Day 1	01-02-2021	Monday	Activity
	Day 2	02-02-2021	Tuesday	Activity
	Day 3	03-02-2021	Wednesday	Activity
	Day 4	04-02-2021	Thursday	Presentation
	Day 5	05-02-2021	Friday	Presentation
	Day 6	06-02-2021	Saturday	Presentation
		07-02-2021	<b>Sunday</b>	
<b>15th Week</b>	Day 1	08-02-2021	Monday	Revision of unit 2nd
	Day 2	09-02-2021	Tuesday	Revision of unit 2nd
	Day 3	10-02-2021	Wednesday	Revision of unit 2nd
	Day 4	11-02-2021	Thursday	Revision of unit 2nd
	Day 5	12-02-2021	Friday	Revision of unit 2nd
	Day 6	13-02-2021	Saturday	Revision of unit 2nd
		14-02-2021	<b>Sunday</b>	
<b>16th Week</b>	Day 1	15-02-2021	Monday	Activity
	Day 2	16-02-2021	Tuesday	<b>Basant Panchami</b>
	Day 3	17-02-2021	Wednesday	Activity
	Day 4	18-02-2021	Thursday	Activity
	Day 5	19-02-2021	Friday	<b>Mahashivratri</b>
	Day 6	20-02-2021	Saturday	Presentation
		21-02-2021	<b>Sunday</b>	
<b>17th Week</b>	Day 1	22-02-2021	Monday	Revision of unit 3rd
	Day 2	23-02-2021	Tuesday	Revision of unit 3rd
	Day 3	24-02-2021	Wednesday	Revision of unit 4th
	Day 4	25-02-2021	Thursday	Revision of unit 4th
	Day 5	26-02-2021	Friday	Revision of unit 4th
	Day 6	27-02-2021	Saturday	<b>Guru Ravidas Jayanti</b>
		28-02-2021	<b>Sunday</b>	

<b>Name of the Assistant Professor-</b>	<b>Chanchal Kumar</b>			
<b>Class</b>	<b>BBA III</b>			
<b>Subject</b>	<b>Capital Market</b>			
<b>October 2020</b>				
<b>WEEK</b>	<b>DAY</b>	<b>DATE</b>	<b>DAYS</b>	<b>TOPICS</b>
<b>1st Week</b>	Day 1	02-11-2020	Monday	Meaning and nature of capital market
	Day 2	03-11-2020	Tuesday	Meaning and nature of capital market continued
	Day 3	04-11-2020	Wednesday	Role of capital market
	Day 4	05-11-2020	Thursday	Role of capital market continued
	Day 5	06-11-2020	Friday	Development of Capital market
	Day 6	07-11-2020	Saturday	Development of Capital market
		08-11-2020	<b>Sunday</b>	
<b>2nd Week</b>	Day 1	09-11-2020	Monday	Development of Capital market continued
	Day 2	10-11-2020	Tuesday	Reforms in capital market
	Day 3	11-11-2020	Wednesday	Reforms in capital market continued
	Day 4	12-11-2020	Thursday	Introduction of regulatory framework of capital market
	Day 5	13-11-2020	Friday	<b>HOLIDAY</b>
	Day 6	14-11-2020	Saturday	
		15-11-2020	<b>Sunday</b>	
<b>3rd WEEK</b>	Day 1	16-11-2020	Monday	
	Day 2	17-11-2020	Tuesday	Regulatory framework of capital market continued
	Day 3	18-11-2020	Wednesday	capital market instruments
	Day 4	19-11-2020	Thursday	capital market instruments
	Day 5	20-11-2020	Friday	Innovation in financial instruments
	Day 6	21-11-2020	Saturday	Innovation in financial instruments
		22-11-2020	<b>Sunday</b>	
<b>4TH WEEK</b>	Day 1	23-11-2020	Monday	Innovation in financial instruments continued
	Day 2	24-11-2020	Tuesday	Primary capital market in India
	Day 3	25-11-2020	Wednesday	Primary capital market in India continued
	Day 4	26-11-2020	Thursday	Primary market intermediaries continued
	Day 5	27-11-2020	Friday	Primary market activities

	Day 6	28-11-2020	Saturday	Primary market activities continued
		29-11-2020	Sunday	
<b>4TH WEEK</b>	Day 1	30-11-2020	Monday	<b>Guru Nanak Day</b>
	Day 2	01-12-2020	Tuesday	Raising resources from international market
	Day 3	02-12-2020	Wednesday	Raising resources from international market continued
	Day 4	03-12-2020	Thursday	Secondary market scenario in India
	Day 5	04-12-2020	Friday	Secondary market scenario in India
	Day 6	05-12-2020	Saturday	Reforms in secondary market
		06-12-2020	Sunday	
<b>6TH WEEK</b>	Day 1	07-12-2020	Monday	Reforms in secondary market
	Day 2	08-12-2020	Tuesday	Organization and management in secondary market
	Day 3	09-12-2020	Wednesday	Organization and management in secondary market
	Day 4	10-12-2020	Thursday	Trading and settlement continued
	Day 5	11-12-2020	Friday	Listing of securities
	Day 6	12-12-2020	Saturday	Listing of securities continued
		13-12-2020	Sunday	
<b>7TH WEEK</b>	Day 1	14-12-2020	Monday	Stock market index introduction
	Day 2	15-12-2020	Tuesday	Stock market index continued
	Day 3	16-12-2020	Wednesday	Introduction to SEBI
	Day 4	17-12-2020	Thursday	Functions of SEBI
	Day 5	18-12-2020	Friday	Steps taken by SEBI to increase liquidity in stock market
	Day 6	19-12-2020	Saturday	Steps taken by SEBI to increase liquidity in stock market continued
		20-12-2020	Sunday	
<b>8TH WEEK</b>	Day 1	21-12-2020	Monday	Introduction and meaning of depository system in India
	Day 2	22-12-2020	Tuesday	depository system in India continued
	Day 3	23-12-2020	Wednesday	Functioning of depository system in India
	Day 4	24-12-2020	Thursday	Types of depository system in India
	Day 5	25-12-2020	Friday	<b>Christmas Day</b>
	Day 6	26-12-2020	Saturday	Introduction of demat and physical share
		27-12-2020	Sunday	
<b>9TH WEEK</b>	Day 1	28-12-2020	Monday	demat and physical share continued
	Day 2	29-12-2020	Tuesday	Introduction to depository process
	Day 3	30-12-2020	Wednesday	Depository process continued
	Day 4	31-12-2020	Thursday	Depository process continued
	Day 5	01-01-2021	Friday	NSDEL introduction
	Day 6	02-01-2021	Saturday	NSDEL functioning
		03-01-2021	Sunday	
<b>10TH WEEK</b>	Day 1	04-01-2021	Monday	CSDL introduction
	Day 2	05-01-2021	Tuesday	CSDL introduction continued
	Day 3	06-01-2021	Wednesday	Importance of debt market in capital market
	Day 4	07-01-2021	Thursday	Debt market in capital market continued
	Day 5	08-01-2021	Friday	Debt market in capital market continued
	Day 6	09-01-2021	Saturday	Participants in debt market
		10-01-2021	Sunday	
<b>11TH WEEK</b>	Day 1	11-01-2021	Monday	Participants in debt market continued
	Day 2	12-01-2021	Tuesday	Types of instruments traded in debt market
	Day 3	13-01-2021	Wednesday	Types of instruments traded in debt market continued
	Day 4	14-01-2021	Thursday	Primary segments of debt market
	Day 5	15-01-2021	Friday	Primary segments of debt market continued
	Day 6	16-01-2021	Saturday	Secondary segments of debt market
		17-01-2021	Sunday	
<b>12TH WEEK</b>	Day 1	18-01-2021	Monday	Secondary segments of debt market continued
	Day 2	19-01-2021	Tuesday	Role of development banks in India
	Day 3	20-01-2021	Wednesday	<b>Guru Govind Singh Jayanti</b>
	Day 4	21-01-2021	Thursday	Role of financial institutions in India
	Day 5	22-01-2021	Friday	Role of financial institutions in India
	Day 6	23-01-2021	Saturday	Role of financial institutions in India
		24-01-2021	Sunday	
<b>13TH WEEK</b>	Day 1	25-01-2021	Monday	IFCI meaning and introduction
	Day 2	26-01-2021	Tuesday	<b>Republic day</b>
	Day 3	27-01-2021	Wednesday	IFCI role and Functions
	Day 4	28-01-2021	Thursday	IFCI role and Functions continued
	Day 5	29-01-2021	Friday	IDBI meaning and introduction
	Day 6	30-01-2021	Saturday	IDBI role and functions+D90
		31-01-2021	Sunday	
<b>14th Week</b>	Day 1	01-02-2021	Monday	SIDBI introduction and meaning
	Day 2	02-02-2021	Tuesday	Role and functions of SIDBI



	Day 3	03-02-2021	Wednesday	Role and functions of SIDBI continued
	Day 4	04-02-2021	Thursday	EXIM bank introduction and meaning
	Day 5	05-02-2021	Friday	Role and functions of EXIM bank
	Day 6	06-02-2021	Saturday	Role and functions of EXIM bank
		07-02-2021	Sunday	
<b>15th Week</b>	Day 1	08-02-2021	Monday	NABARD meaning and introduction
	Day 2	09-02-2021	Tuesday	Role and functions of NABARD
	Day 3	10-02-2021	Wednesday	Meaning and introduction of ICICI
	Day 4	11-02-2021	Thursday	Role and functions of ICICI
	Day 5	12-02-2021	Friday	Role and functions of ICICI
	Day 6	13-02-2021	Saturday	Role and functions of ICICI
		14-02-2021	Sunday	
<b>16th Week</b>	Day 1	15-02-2021	Monday	Introduction to mutual funds
	Day 2	16-02-2021	Tuesday	<b>Basant Panchami</b>
	Day 3	17-02-2021	Wednesday	Types of mutual funds
	Day 4	18-02-2021	Thursday	Types of mutual funds
	Day 5	19-02-2021	Friday	<b>Mahashivratri</b>
	Day 6	20-02-2021	Saturday	SEBI guidelines related to mutual funds
		21-02-2021	Sunday	
<b>17th Week</b>	Day 1	22-02-2021	Monday	SEBI guidelines related to mutual funds
	Day 2	23-02-2021	Tuesday	SEBI guidelines related to mutual funds
	Day 3	24-02-2021	Wednesday	Activity
	Day 4	25-02-2021	Thursday	Activity
	Day 5	26-02-2021	Friday	Activity
	Day 6	27-02-2021	Saturday	<b>Guru Ravidas Jayanti</b>
		28-02-2021	Sunday	

<b>Name of the Assistant Professor-</b>		<b>Chanchal Kumar</b>		
<b>Class</b>		<b>BBA V sem</b>		
<b>Subject</b>		<b>Production and Materials Management</b>		
<b>October 2020</b>				
<b>WEEK</b>	<b>DAY</b>	<b>DATE</b>	<b>DAYS</b>	<b>TOPICS</b>
<b>1st Week</b>	Day 1	02-11-2020	Monday	Introduction to Production Management
	Day 2	03-11-2020	Tuesday	Objectives
	Day 3	04-11-2020	Wednesday	Scope
	Day 4	05-11-2020	Thursday	Importance of Production management
	Day 5	06-11-2020	Friday	emerging role of production management
	Day 6	07-11-2020	Saturday	Trend and challenge in production management
		08-11-2020	Sunday	
<b>2nd Week</b>	Day 1	09-11-2020	Monday	Evolution of production management
	Day 2	10-11-2020	Tuesday	Problem of Production management
	Day 3	11-11-2020	Wednesday	production management decision
	Day 4	12-11-2020	Thursday	classification of production management decision
	Day 5	13-11-2020	Friday	<b>HOLIDAY</b>
	Day 6	14-11-2020	Saturday	
		15-11-2020	Sunday	
<b>3rd WEEK</b>	Day 1	16-11-2020	Monday	
	Day 2	17-11-2020	Tuesday	long term and short term
	Day 3	18-11-2020	Wednesday	controlling decision
	Day 4	19-11-2020	Thursday	evaluation of decision alternatives
	Day 5	20-11-2020	Friday	differences between products and services
	Day 6	21-11-2020	Saturday	Meaning and types of production systems
		22-11-2020	Sunday	
<b>4TH WEEK</b>	Day 1	23-11-2020	Monday	production to order
	Day 2	24-11-2020	Tuesday	production to stock
	Day 3	25-11-2020	Wednesday	plant location introduction
	Day 4	26-11-2020	Thursday	factors affecting location
	Day 5	27-11-2020	Friday	factors affecting location
	Day 6	28-11-2020	Saturday	evaluating different locations
		29-11-2020	Sunday	
<b>4TH WEEK</b>	Day 1	30-11-2020	Monday	<b>Guru Nanak Day</b>
	Day 2	01-12-2020	Tuesday	Production planning and control
	Day 3	02-12-2020	Wednesday	Production planning and control
	Day 4	03-12-2020	Thursday	objectives
	Day 5	04-12-2020	Friday	advantages of ppc
	Day 6	05-12-2020	Saturday	advantages of ppc



		06-12-2020	Sunday	
6TH WEEK	Day 1	07-12-2020	Monday	elements of ppc
	Day 2	08-12-2020	Tuesday	elements of ppc
	Day 3	09-12-2020	Wednesday	Factor affecting of ppc
	Day 4	10-12-2020	Thursday	Factor affecting of ppc
	Day 5	11-12-2020	Friday	Role and limitation of ppc
	Day 6	12-12-2020	Saturday	Role and limitation of ppc
		13-12-2020	Sunday	
7TH WEEK	Day 1	14-12-2020	Monday	PPC and production systems
	Day 2	15-12-2020	Tuesday	PPC and production systems
	Day 3	16-12-2020	Wednesday	sequencing and assignment problems
	Day 4	17-12-2020	Thursday	Inventory control: objectives
	Day 5	18-12-2020	Friday	advantages
	Day 6	19-12-2020	Saturday	advantages
		20-12-2020	Sunday	
8TH WEEK	Day 1	21-12-2020	Monday	techniques (EOQ model and ABC analysis
	Day 2	22-12-2020	Tuesday	techniques (EOQ model and ABC analysis
	Day 3	23-12-2020	Wednesday	quality control: meaning
	Day 4	24-12-2020	Thursday	quality control: meaning
	Day 5	25-12-2020	Friday	<b>Christmas Day</b>
	Day 6	26-12-2020	Saturday	importance
		27-12-2020	Sunday	
9TH WEEK	Day 1	28-12-2020	Monday	inspection
	Day 2	29-12-2020	Tuesday	inspection
	Day 3	30-12-2020	Wednesday	quality control charts for variables and attributes.
	Day 4	31-12-2020	Thursday	quality control charts for variables and attributes.
	Day 5	01-01-2021	Friday	quality control charts for variables and attributes.
	Day 6	02-01-2021	Saturday	Plant layout meaning
		03-01-2021	Sunday	
10TH WEEK	Day 1	04-01-2021	Monday	significance
	Day 2	05-01-2021	Tuesday	types of plant layout
	Day 3	06-01-2021	Wednesday	material handling meaning
	Day 4	07-01-2021	Thursday	objective of material handling
	Day 5	08-01-2021	Friday	factors affecting
	Day 6	09-01-2021	Saturday	types of material handling equipment
		10-01-2021	Sunday	
11TH WEEK	Day 1	11-01-2021	Monday	advantage of material handling system
	Day 2	12-01-2021	Tuesday	Materials Management: meaning
	Day 3	13-01-2021	Wednesday	objectives, importance
	Day 4	14-01-2021	Thursday	objectives, importance
	Day 5	15-01-2021	Friday	functions
	Day 6	16-01-2021	Saturday	organization materials information system
		17-01-2021	Sunday	
12TH WEEK	Day 1	18-01-2021	Monday	standardization
	Day 2	19-01-2021	Tuesday	standardization
	Day 3	20-01-2021	Wednesday	<b>Guru Govind Singh Jayanti</b>
	Day 4	21-01-2021	Thursday	simplification
	Day 5	22-01-2021	Friday	variety reduction
	Day 6	23-01-2021	Saturday	value analysis and engineering.
		24-01-2021	Sunday	
13TH WEEK	Day 1	25-01-2021	Monday	objective
	Day 2	26-01-2021	Tuesday	<b>Republic day</b>
	Day 3	27-01-2021	Wednesday	steps in value analysis and engineering
	Day 4	28-01-2021	Thursday	Stores Management: meaning
	Day 5	29-01-2021	Friday	objectives, importance
	Day 6	30-01-2021	Saturday	objectives, importance
		31-01-2021	Sunday	
14th Week	Day 1	01-02-2021	Monday	functions
	Day 2	02-02-2021	Tuesday	stores layout
	Day 3	03-02-2021	Wednesday	stores layout
	Day 4	04-02-2021	Thursday	classification and codification
	Day 5	05-02-2021	Friday	inventory control of spare parts
	Day 6	06-02-2021	Saturday	inventory control of spare parts
		07-02-2021	Sunday	
15th Week	Day 1	08-02-2021	Monday	inventory control of spare parts
	Day 2	09-02-2021	Tuesday	materials logisticswarehousing management,
	Day 3	10-02-2021	Wednesday	materials logisticswarehousing management,
	Day 4	11-02-2021	Thursday	traffic and transportation
	Day 5	12-02-2021	Friday	traffic and transportation
	Day 6	13-02-2021	Saturday	traffic and transportation

		14-02-2021	Sunday	
<b>16th Week</b>	Day 1	15-02-2021	Monday	ACTIVITY
	Day 2	16-02-2021	Tuesday	<b>Basant Panchami</b>
	Day 3	17-02-2021	Wednesday	ACTIVITY
	Day 4	18-02-2021	Thursday	disposal of scrap, surplus and obsolete materials.
	Day 5	19-02-2021	Friday	<b>Mahashivratri</b>
	Day 6	20-02-2021	Saturday	disposal of scrap, surplus and obsolete materials.
		21-02-2021	Sunday	
<b>17th Week</b>	Day 1	22-02-2021	Monday	disposal of scrap, surplus and obsolete materials.
	Day 2	23-02-2021	Tuesday	disposal of scrap, surplus and obsolete materials.
	Day 3	24-02-2021	Wednesday	ACTIVITY
	Day 4	25-02-2021	Thursday	ACTIVITY
	Day 5	26-02-2021	Friday	ACTIVITY
	Day 6	27-02-2021	Saturday	<b>Guru Ravidas Jayanti</b>
		28-02-2021	Sunday	