

Name: jyoti gupta

Designation: Extension lecturer

Department : Management

Lesson plan 2025-26

Disaster management

BBA 3rd sem

Aug:

Natural Disasters – Flood, Earthquakes and landslides, Cyclones, Tsunami, Drought, Heat waves and sandstorms, Coldwaves

Sep:

Manmade Disasters – War, terrorism, stampedes, riots, industrial fires, nuclear power accidents, hazardous materials and toxic emission, utility failure

Oct:

Relief Operations – Saving victims, conducting medical relief operations, managing relief operations, psychological issues, rehabilitation work

Nov:

Proactive Measures – Planning for disaster management, local disaster management cell, business recovery plan, safety management, government response to disaster

Foundations of Management

Course Code: 24IMSX01MD01

MDC

Jul:

Overview of management: Concept, nature, process, managerial levels, skills, functions and role of managers

Aug:

Planning: Nature and purpose of planning, planning process, types of plans, Management by Objectives (MBO),

Sep:

Strategies - types of strategies, Decision making – types of decision, decision-making process, rational decision making

Oct:

Organizing: Nature and purpose of organizing, organization structure, Departmentation, Span of control, Centralization and Decentralization, Delegation of authority and responsibility

Nov:

Controlling: Nature and scope of control, types of control, control process, control techniques – traditional and modern, effective control system Business Policy and Strategy.

Business policy and strategy
Course Code: 25IMS403MI01

Bcom 1st sem

Jul:

Business policy as a field of study; nature and objectives of business policy; strategic management process,

Aug:

Vision and mission, establishment of organizational direction, corporate strategy and strategic activation; Strategic business units.

Sep:

Top management constituents board of directors, sub-committees, chief executive officer; task, responsibilities

And skills of top management; corporate governance.

Oct:

Formation of strategy: nature of company's environment and its analysis: SWOT analysis; evaluating

Multinational environment; identifying corporate competence and resources; principles and rules of corporate

Strategy; strategic excellence positions

Nov:

Strategic analysis and choice; BCG matrix; GE-Cell Nine matrix; stop light strategic model; directional policy

Matrix model; grand strategy selection matrix; model of grand strategy clusters; behavioural considerations affecting strategic choice; contingency approach to strategic choice

FINANCIAL ACCOUNTING
Course Code: 25IMSI401DS02
Bba1st sem

July:

Meaning, Need for accounting and accounting information system, Stakeholder using accounting information, Qualitative aspects of financial accounting, Accounting standards in India and International (outline), Branches of Accounting,

Aug:

Types of Business Organisations, Accounting taxonomy, Accounting concepts and conventions, Accounting concept of income and expenditure, Classification of capital and revenue- expenditure and income, accounting equation of assets equals capital and liabilities, accounting process, contingent assets and liabilities, Fictitious assets.

Sep:

Transactions -nature, Entry in Journal, Purchases, sales, Returns, Receivables, and payables, Inventory, Depreciation and amortizations, reserves, Intangible assets accounting, GST transactions, Entry in Ledger, Accounting accuracy through Trial balance, correction of errors.

Oct:

Preparation of Trading and Profit and Loss account, cash books, and Balance Sheet of sole trading concerns, importance of disclosures in final accounts

Nov:

Introduction to company– kinds, share capital, issue of shares, schedules to accounts, Financial statements as per Companies Act-2013, Provisions as to Preparation of Financial Statements, Preparation of Income statement and Balance sheet (horizontal and Vertical). Green Accounting and Sustainable Reporting- Need and objectives, Sustainability reporting need and methods, data collection, analysis for sustainable reporting to improve value of business, IFRS Financial sustainability disclosure standards.

LESSON PLAN OF PRODUCTION AND MATERIALS MANAGEMENT

PAPER CODE: BBAN-501(2025-26)

Jul:

Production economics: introduction, evaluation, major long term and short term decisions;
objectives, importance and activities, differences between products and services.
Meaning and types of production systems

Aug:

production to order and production to stock; plant location; factors affecting location and evaluating different locations.
Production planning and control, objectives, advantages and elements. PPC and production systems, sequencing and assignment problems.

Sep:

Inventory control: objectives, advantages and techniques (EOQ model and ABC analysis);
quality control: meaning and importance, inspection, quality control charts for variables and attributes.
Materials Management: meaning, objectives, importance, functions and organization materials information system; standardization, simplification and variety reduction; value analysis and engineering.

Oct:

Stores Management: meaning, objectives, importance and functions, stores layout; classification and codification; inventory control of spare parts; materials logistics-warehousing management,

Nov:

materials handling, traffic and transportation; disposal of scrap, surplus and obsolete materials.

