**LESSON PLAN**

**Name- Shubhara Jindal**

**Designation- Assistant professor**

**Department: Commerce & Management**

**Lesson plan- 18 weeks (16 July- 17 Nov. 2018)**

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| **Week** | **Date** | **BBA Ist Semester**  **Business Organisation** | **BBA IIIrd Semester**  **Management Accounting** | **BBA Vth Semester**  **Principles of Production Management** | **BBA Vth Semester**  **Export Procedure & Documentation** | **BVOC-BPO Ist Semester**  **Management Concepts** | |
| **1** | **16- 21 July, 2018** | Business: An Introduction | Management Accounting: meaning, nature, usefulness, functions. | Product-nature and types. | Introduction to Exporting |  | |
| **2** | **23- 28 July, 2018** | Introduction to different forms of business organization | Management Accounting: functions, scope, conventions | Production as a System- Nature, Types and Significance. | Entering Export Business- Procedures | Introduction to Management | |
| **3** | **30 July- 4 August 2018** | Different forms of business organization | Management Accounting: techniques and limitations. Management Accounting Vs. Financial Accounting | Importance and organisation of production  function | Entering Export Business- Formalities | Definition of Management, Process of Management, Significance of  Management; | |
| **4** | **6 -11 August 2018** | Sole proprietor | Ratio Analysis; meaning, types | Decision making in production function | Meaning & Importance of Methods of Payment in International Business. | Different Approaches to Management | |
| **5** | **13 – 18 August 2018** | Sole proprietor | Ratio Analysis; nature  and limitations. | Production Management- production planning and control | Various Methods of Payment in International Business. | The behavioural  School approach | |
| **6** | **20-25 August, 2018** | Partnership characteristics &  Assignment 1 | Ratio Analysis; Practical | Factors determining Production Process- requisition, ordering  &  Assignment 1 | Institutional Infrastructure for Indian Exporters.  &  Assignment 1 | The management science school approach & The system approach | |
| **7** | **27 August- 1 September 2018** | Presentations & On Leave | Cost Accounting: meaning &  Assignment 1 & on leave | Presentations & On Leave | Presentations & On Leave | The contingency approach, Classical  Management School. & On Leave | |
| **8** | **3- 8 Sept 2018** | On Leave | On Leave | On Leave | On Leave | On Leave | |
| **9** | **10- 15 Sept 2018** | Registration, partnership deed, partner’s rights, duties and liabilities | uses of cost accounting;various cost concepts | Methods of  Production, storing and placing. Make or Buy decision | INCOTERMS. | Delegation: Meaning, the advantages of delegation, barriers to delegation, guidelines for effective  delegation; | |
| **10** | **17-22 Sept, 2018** | Dissolution  of partnership.& Assignment 1 | organization of cost  accounting department; Classification of Cost, | Purchasing | Key Documents Required in Export Business- A Detailed Discussion. | Departmentation | |
| **11** | **24- 29 Sept 2018** | Joint stock company-Concept characteristics | Cost-Sheet and Costing methods | Inspection in production. | Aligned Documentation System. | Decentralization and Centralization | |
| **12** | * 1. **Oct 2018** | Joint stock company- types | Budgets and Budgetary Control : meaning, nature, kinds, preparation of various types of  Budgets | Quality control in production | Processing of an Export Order- Stages and Roles Played by Various Parties. | Controlling | |
| **13** | **8- 13 Oct 2018** | Formation of company, Multinational Companies- concept & role | Advantages and limitations of budgetary control. & Assignment 2 | ISO certification and & Assignment 2 | EXIM Policy | Leadership: Meaning, Functions of Leadership, Formal and Informal Leadership, Significance of  Leadership & Assignment 2 | |
| **14** | **15-20 Oct 2018** | Co-operative and state ownership: forms of organization & Assignment 2. | Control Techniques : Activity based costing, Uniform Costing, Target Costing, Balanced Score  Card. | Statistical Quality Control in Production | Export Incentives and Schemes& Assignment 2. | Leadership Styles,  Leadership Attitudes | |
| **15** | **22- 27 Oct 2018** | Non profit organizations & Sessional | Standard Costing : Types of variances and their implementation & Sessional | Warehousing & Sessional | Export Incentives and Schemes & Sessional | Introduction to Motivation & Process  of Motivation & Sessional | |
| **16** | **29 Oct- 3 Nov. 2018** | A brief introduction to working and functioning of trade associations | Marginal Costing: Break- even -analysis and Decision Involving alternate choices. | Inventory management techniques-EOQ, FIFO, LIFO, ABC and VED analysis | Management of Risk in Export Business | Significance of Motivation in Organizations | |
| **17** | **5-10 Nov. 2018** | **Revision and Queries Session** | **Revision and Queries Session** | **Revision and Queries Session** | **Revision and Queries Session** | **Revision and Queries Session** | |
| **18** | **12- 17 Nov. 2018** | **Revision and Queries Session** | **Revision and Queries Session** | **Revision and Queries Session** | **Revision and Queries Session** | | **Revision and Queries Session** |