



Institute of Management & Technology, Faridabad

Department of Management

Lecture Plan

COURSE:	BBA Program	CODE:	25IMSX01AE02
CLASS:	BBA First Year: First Semester	ACADEMIC YEAR:	2025-26
FACULTY:	Dr. Poonam Tokas		

S. No.	Topic Name	Reference/ Text Book/ Web (R/T/W)	No. Of Lecture	Delivery Method
UNIT-I				
1	Introduction to Business Environment and Communication, Models of Communication,	T1 & T2	01	Chalk and Talk
2	Basics of Communication : Types, channels and barriers. 7Cs of communication,	T1 & T2	01	Role Play
3	Formal and Informal Communication, Listening skills, communication on social media platforms.	T1 & T2	01	Role Play
4	Written Communication: Planning and executing different types of messages, emails.	T1 & T2	01	Chalk and Talk
5	Formal letter and informal messages on e-platforms, negative messages: indirect and direct negative messages.	T1 & R1	01	Chalk and Talk including student assignments
6	Persuasive messages, request letters to various stakeholders, sales letters.	T1 & R1	01	Chalk and Talk including student assignments
7	Complaint and Follow up letters, Promotion letters,	T1 & R1	01	Chalk and Talk including student assignments
8	Job application letters, cover letters, resume, Resignation letters.	T1 & R1	01	Chalk and Talk including student assignments
9	Interpersonal Communication: Team communication, managing communication during online meeting.	T1 & R1	02	Debate
10	Communication with virtual team, communication in gig economy.	T2,R1,W1	02	PPT
11	Presentation skills : Verbal and non- verbal	T2 & R1	02	Peer discussion
12	Power point presentation skills, infographics,	T2,R1,W2	02	PPT

13	Introduction to contemporary alternatives : Prezi, Visme, Microsoft Sway, Zoho	T1 & T2	03	PPT
14	Digital Communication: : Social media and individual,	T1 & T2	02	Peer discussion
15	Social Media and organizations, Media Literacy	T1 & T2	02	Essay
16	Strong Digital communication skills: email, instant messaging	T1 & T2	02	Chalk and Talk
17	Strong Digital communication skills: Video conferencing, e- meeting, Digital collaboration,	T1 & T2	02	PPT
18	Digital citizenship: digital etiquette's and responsibilities.	T1,T2,W	02	PPT
19	Introduction to personal and organizational websites.	T1,T2,W4	02	PPT

Total Lectures: 31

DELIVERY/INSTRUCTIONAL METHODOLOGIES:

<input type="checkbox"/> CHALK & TALK	<input type="checkbox"/> STUD. ASSIGNMENT	<input type="checkbox"/> WEB RESOURCES
<input type="checkbox"/> LCD/SMART BOARDS	<input type="checkbox"/> STUD. SEMINARS	<input type="checkbox"/> ADD-ON COURSES

References

- **TEXT BOOKS:**

T1 Communication Skills in English, Khanna Book Publishing

T2 Mukerjee H.S, Business Communication : Connecting at Work, Oxfoed Publication

- **REFERENCE BOOKS:**

R1 Boove, C.L. Thill, J.V. & Raina, R.L. Business communication Today, pearson.

- **Google Classroom Link**

<https://classroom.google.com/c/ODE3NzU5NjY3Mzk2?cjc=rnnw4f36>

DIGITAL CONTENT:

W1 <https://www.youtube.com/watch?v=4bVZYabv4gU&list=PLsh2FvSr3n7eovNQqZ90abqSJyqGs-GT&index=13>

W2. <https://www.youtube.com/watch?v=fACEzzmXeIY>

W3. gyankosh.ac.in/bitstream/123456789/105352/1/Unit%209.pdf

W4. <https://theintactone.com/2025/09/13/introduction-to-personal-and-organizational-websites/>



Institute of Management & Technology, Faridabad

Department of Management

Lecture Plan

COURSE:	BUSINESS STATISTICS AND LOGIC	CODE:	25IMSI401DS03
CLASS:	BBA I	ACADEMIC YEAR:	2025-26
FACULTY:	Ms.Manjusha Kaur Bedi		

S. No.	Topic Name	Reference/ Text Book/ Web (R/T/W)	No. Of Lecture	Delivery Method
UNIT-I				
1	Introduction of Statistics	T1, R2, W1	1	PPT
2	Classification and Tabulation	T1, R1	2	Chalk & Talk
3	Frequency Distribution	T1, R1	2	Chalk & Talk
4	Diagrams and Graphs	T1, R1,	2	Chalk & Talk
5	Measures of Central Tendency	T1, R1, W2	2	PPT
6	Partition Values	T1, R2	1	Chalk & Talk
7	Measures of Dispersion	T1, R2	3	Chalk & Talk
8	Skewness Theory	T1, R2	1	Chalk & Talk
9	Karl Pearson Measure of Skewness	T1, R2	1	Chalk & Talk
10	Bowley's Measure of Skewness	T1, R2	1	Chalk & Talk
11	Concept of Kurtosis	T1, R2	1	Chalk & Talk
12	Types of Kurtosis and Importance of Kurtosis	T1, R2	1	Chalk & Talk
UNIT-II				
13	Theory of Correlation	T1, R2, W3	1	PPT
14	Types of Correlation- Numerical	T1, R2	2	Chalk & Talk
15	Probable Error	T1, R2	1	Chalk & Talk
16	Theory of Regression	T1, R2, W3	1	PPT
17	Regression lines -Numerical	T1, R2	1	Chalk & Talk
18	Regression Coefficients -Numerical	T1, R2	2	Chalk & Talk

UNIT-III				
19	Introduction to Probability	T2, R1	1	Chalk & Talk
20	Concept of Probability	T2, R1	1	Chalk & Talk
21	Classical Definition	T2, R1	1	Chalk & Talk
22	Addition Rules	T2, R1	2	Chalk & Talk
23	Multiplication Rules	T2, R1	2	Chalk & Talk
24	Probability Distribution-Binomial	T2, R1	2	Chalk & Talk
25	Poisson Distribution	T2, R1	2	Chalk & Talk
26	Normal Distribution	T2, R1	2	Chalk & Talk
27	Expected Value	T2, R1	1	Chalk & Talk
UNIT-IV				
28	Number Series	T2,R1	2	Chalk & Talk
29	Coding	T2,R1	1	Chalk & Talk
30	Decoding	T2,R1	1	Chalk & Talk
31	Direction Sense Test	T2,R1	1	Chalk & Talk
32	Seating Arrangement-linear	T2,R1	1	Chalk & Talk
33	Seating Arrangement-circular	T2,R1	1	Chalk & Talk
34	Arithmetic Progression	T2, R2,W4	2	Chalk & Talk
35	Geometric Progression	T2, R2,W5	2	Chalk & Talk
36	Inductive Reasoning	T2, R2	1	Chalk & Talk
37	Deductive Reasoning	T2, R2	1	Assignment

Total Lectures: 45

DELIVERY/INSTRUCTIONAL METHODOLOGIES:

<input type="checkbox"/> CHALK & TALK	<input type="checkbox"/> STUD. ASSIGNMENT	<input type="checkbox"/> WEB RESOURCES
<input type="checkbox"/> LCD/SMART BOARDS	<input type="checkbox"/> STUD. SEMINARS	<input type="checkbox"/> ADD-ON COURSES

References

- **TEXT BOOKS:**

T1 Levin R.I& Rubin D.S ,Statistics for Management,Pearson

T2 SP Gupta, Statistical Methods,Sultan Chand and Sons

- **REFERENCE BOOKS:**

R1 Sharma J.K,Business Statistics,Vikas Publications

R2 Dr.Archana Bhatia, Business Statistics,Kalyani Publishers

- **GOOGLE CLASSROOM LINK**

<https://classroom.google.com/c/ODE3NTM5ODQ2NzYw?cjc=7hd742vm>

DIGITAL CONTENT:

W1. [Introduction to Statistical Methods | PPTX](#)

W2. [Measures of central tendency ppt | PPTX](#)

W3. [Correlation and Regression | PPTX](#)

W4. [Arithmetic progression | PPT](#)

W5. [Geometric progressions | PPTX](#)



Institute of Management & Technology, Faridabad

Department of Management

Lecture Plan

COURSE:	General English-I	CODE:	25ENGX01AE01
CLASS:	BBA-I	ACADEMIC YEAR:	2025-26
FACULTY:	Ms. Neeru Sharma		

S. No.	Topic Name	Reference/ Text Book/ Web (R/T/W)	No. Of Lecture	Delivery Method
UNIT- 1				
1	Concept of word formation	R1, W1	2	PPT
2	Root words from foreign languages and its uses (prefixes, suffixes, synonyms, antonyms)	W1	2	Chalk & Talk/Word games
3	Sentence structure, use of phrases and clauses, importance of proper punctuation	W1	2	Chalk & Talk /Practice Exercises
4	Introduction of Language Skills	R1 ,W4	2	Chalk & Talk /PPT
UNIT-2				
5	Parts of Speech	T2, W1	1	Chalk & Talk
6	Subject-Verb agreement	T2, W1	2	Chalk& Talk /Practice Exercise
7	Noun-Pronoun Agreement	T2, W1	2	Chalk & Talk /Practice Exercises
8	Misplaced Modifiers, Redundancies	T2, R2	1	Chalk & Talk
9	Common grammar errors and corrections	T2, W2	1	Practice Exercises
UNIT-3				
10	Nature and Style of sensible writing	W2	2	PPT
11	Importance of introduction and conclusion in writing	W2	1	Chalk & Talk
12	Types of paragraph / essay writing	R2, W2	2	Chalk &Talk /Assignment
13	Letter-Writing (Formal, Informal)	R2, W2	2	Chalk & Talk /Practice session in class

UNIT-4				
14	Importance of listening in communication	W3	2	Smart board ,Audio - Visual
15	Listening comprehension exercises	W3	2	Audio _ Visual
16	Listening tests	W3	2	Audio-Visual

Total Lectures: 28

DELIVERY/INSTRUCTIONAL METHODOLOGIES:

<input type="checkbox"/> CHALK & TALK	<input type="checkbox"/> STUD. ASSIGNMENT	<input type="checkbox"/> WEB RESOURCES
<input type="checkbox"/> LCD/SMART BOARDS	<input type="checkbox"/> STUD. SEMINARS	<input type="checkbox"/> ADD-ON COURSES

References

• **TEXT BOOKS:**

T1 Communication Skills in English, Anjana Tiwari , Khanna Book Publishing Co., 2023

T2 **On Writing Well. William Zinsser. Harper Resource Book. 2001**

• **REFERENCE BOOKS:**

R1 Practical English Usage , Michael Swan. OUP.

R2 Effective Communication Skills

• **GOOGLE CLASSROOM LINK :**

<https://classroom.google.com/c/ODAwOTMzOTY1NDM4?cjc=jkulype4>

• **DIGITAL CONTENT:**

W1. <https://www.slideshare.net/slideshow/word-formation-tokaeva-114/35092626>

W2. <https://www.studypool.com/documents/19841576/-nature-style-of-sensible-writing-english-important-ppt->

W3. <https://dailydictation.com/english-listening-materials-audio-free-download>

W4. <https://www.verbalplanet.com/blog/the-four-key-language-skills-importance.asp>



Institute of Management & Technology, Faridabad

Department of Management

Lecture Plan

COURSE:	ENVIRONMENTAL SCIENCE AND SUSTAINABILITY	CODE:	25IMSX01VA01
CLASS:	BBA I	ACADEMIC YEAR:	2025-26
FACULTY:	Arti Gupta		

S. No.	Topic Name	Reference/ Text Book/ Web (R/T/W)	No. Of Lecture	Delivery Method
UNIT-I				
1	Fundamental environmental concepts and their relevance to business operations; Components and segments of the environment,	T1, R1, W3	3	Chalk and Talk
2	Man-environment relationship, and historical environmental movements.	T2, R2	2	Chalk and Talk
3	Concept of sustainability; Classification of natural resources, issues related to their overutilization,	T2, R2	3	Chalk and Talk
4	Strategies for their conservation. Sustainable practices in managing resources	T1, R1	2	Chalk and Talk
5	Conservation and equitable use of resources,	T1, R1, W1	2	PPT
6	Importance of public awareness and education.	T2, R2	1	Chalk and Talk
UNIT-II				
7	Natural ecosystems, learning about their structure, functions, and ecological characteristics	T2, R2	2	Chalk and Talk
8	Importance of biodiversity, the threats	T2, R2	2	PPT
9	Methods used for conservation of biodiversity	T1, R1	2	PPT
10	Ecosystem resilience, homeostasis, and carrying capacity	T2, R2	2	Chalk and Talk
11	Need for sustainable ecosystem management.	T1, R1, W1	1	Chalk and Talk
12	Strategies for in situ and ex situ conservation, nature reserves	T2, R2	2	PPT
13	Significance of India as a mega diverse nation	T1, R1	1	Chalk and Talk
UNIT-III				
14	Environmental pollution – air & water,	W2	1	Chalk and Talk

15	Environmental pollution – noise & soil,	T1, R1, W2	1	Chalk and Talk
16	Marine pollution and their impacts on businesses and communities	T1, R1	1	Chalk and Talk
17	Global climate and green house effect	T2, R2	1	PPT
18	Acid rain and ozone layer depletion ,	T1, R1, W4	1	PPT
19	Importance of adopting cleaner technologies;	T1, R1	1	Chalk and Talk
20	Solid waste management	T1, R1	1	Chalk and Talk
21	Natural and man-made disasters, and their management	T2, R2	1	Chalk and Talk
UNIT-IV				
22	Interactions between society and the environment,	T2, R2	1	Chalk and Talk
23	Role of businesses in achieving sustainable development	W1	1	PPT
24	Judiciary's role in environmental protection	T2, R2	1	Chalk and Talk
25	Water (Prevention and Control of Pollution) Act of 1974	T1, R1, W3	1	PPT
26	Environment (Protection) Act of 1986	T1, R1	1	PPT
27	Air (Prevention and Control of Pollution) Act of 1981	T2, R2	1	PPT
28	Resettlement and rehabilitation of affected population	T1, R1, W4	1	Chalk and Talk
29	Ecological economics, human population growth	T1, R1	1	Chalk and Talk
30	Demographic changes in India	T2, R2	1	Chalk and Talk

Total Lectures: 42

DELIVERY/INSTRUCTIONAL METHODOLOGIES:

<input type="checkbox"/> CHALK & TALK	<input type="checkbox"/> STUD. ASSIGNMENT	<input type="checkbox"/> WEB RESOURCES
<input type="checkbox"/> LCD/SMART BOARDS	<input type="checkbox"/> STUD. SEMINARS	<input type="checkbox"/> ADD-ON COURSES

References

• **TEXT BOOKS:**

T1 Poonia, M.P. Environmental Studies, Khanna Book Publishing Co.

T2 Bharucha, E. Textbook of Environmental Studies, Orient Blackswan Private Ltd.

• **REFERENCE BOOKS:**

R1 Dave, D., & Katewa, S. S. Text Book of Environmental Studies. Cengage Learning India Pvt Ltd.

R2 Rajagopalan, R. Environmental studies: from Crisis to Cure, Oxford University Press.

- **GOOGLE CLASSROOM LINK:**

<https://classroom.google.com/c/ODAwNjcyMzkzNDE2?cjc=pgers6hp>

- **DIGITAL CONTENT:**

W1. <https://www.unesco.org/en/education/sustainable-development>

W2. <https://www.britannica.com/science/pollution-environment>

W3. <https://www.slideshare.net/slideshow/environment-and-its-components/74146390>

W4. <https://www.slideshare.net/slideshow/ozone-depletion-76410766/76410766>



Institute of Management & Technology, Faridabad

Department of Management

Lecture Plan

COURSE:	FINANCIAL ACCOUNTING	CODE:	25IMS1401DS02
CLASS:	BBA-Ist sem	ACADEMIC YEAR:	2025-26
FACULTY:	Ms. Divya Sehgal		

S. No.	Topic Name	Reference/ Text Book/ Web (R/T/W)	No. Of Lecture	Delivery Method
UNIT-I				
1	Meaning of Accounting	T1,R1	1	Chalk & Talk
2	Need for Accounting and accounting information system	T1	1	Chalk & Talk
3	Stakeholder using accounting information	T1,R1	1	Chalk & Talk
4	Qualitative aspects of financial accounting	T1,W1	1	PPT, Smart Board
5	Accounting standards in India and international	T1.R1	1	Chalk & Talk
6	Branches of accounting	T1,R1	1	Chalk & Talk
7	Types of business organisations	T1,W2	1	PDF, Smart Board
8	Accounting taxonomy	T1,R1	1	Assignment
9	Accounting concepts and conventions	T1,R1	1	Chalk & Talk
10	Accounting concept of income and expenditure	T1,T2	1	Seminars
11	Classification of capital and revenue – expenditure and income	T1.R1	1	Chalk & Talk
12	Accounting equation of assets equals capital and liabilities	T1,T2	1	PPT, Smart Board
13	Accounting process	T1.R1	1	Chalk & Talk
14	Contingent assets and liabilities	T1,T2	1	Chalk & Talk
15	Fictitious assets	T1.R1	1	PPT
UNIT-2				

16	Transactions- nature	T1,R1,W3	2	PPT, Smart Board
17	Entry in journal	T1,R1	1	Chalk & Talk
18	Purchases	T1,R1, W4	1	PPT,Smart Board
19	Sales	T1,R2	1	Chalk & Talk
20	Returns	T1,R1	1	Chalk & Talk
21	Receivables and payables	T1,R1	1	Chalk & Talk
22	Inventory	T1,T2	1	Chalk & Talk
23	Depriciation and amortizations	T1.R1	1	Seminars
24	Reserves	T1,T2	1	PPT,Smart Board
25	Intangible assets accounting	T1.R1	1	Chalk & Talk
26	Gst Transactions	T1,T2	2	PPT,Smart Board
27	Entry in ledger	T1,T2	1	Chalk & Talk
28	Accounting accuracy through Trial balance	T1.R1	1	PPT,Smart Board
29	Correction of errors	T1,T2	1	Seminars
UNIT-3				
30	Preparation of trading and profit and loss account	T2,R1	1	Chalk & Talk
31	Cash books	T2,W5	2	PPT,Smart Board
32	Balance sheet of sole trading concerns	T2,W5	1	PPT,Smart Board
33	Importance of disclosures in final accounts	T2,R1	1	PPT,Smart Board
UNIT-4				
34	Introduction to company- Kinds	T2,R1	1	Chalk & Talk
35	Share capital	T2,R1	1	Chalk & Talk
36	Issue of shares	T2,R1	1	Chalk & Talk
37	Schedules to accounts	T1,W6	1	PPT,Smart Board
38	Financial statements as per Companies act 2013	T1.R1,T2,R2	1	Chalk & Talk
39	Provisions as to preparation of financial statements	T1,T2	1	PPT,Smart Board
40	Preparation of income statement and balance sheet	T1,T2	1	PPT
41	Green accounting and sustainable	T1,T2	1	PPT

	reporting – Need and objectives			
42	Sustainability reporting need and methods	T1,T2	1	PPT,Smart Board
43	Data collection	T1,T2	1	Chalk & Talk
44	Analysis for sustainable reporting to improve value of business	T1.R1	1	Chalk & Talk
45	IFRS Financial sustainability disclosure standards	T1.R1	1	Chalk & Talk

Total Lectures: 48

DELIVERY/INSTRUCTIONAL METHODOLOGIES:

<input type="checkbox"/> CHALK & TALK	<input type="checkbox"/> STUD. ASSIGNMENT	<input type="checkbox"/> WEB RESOURCES
<input type="checkbox"/> LCD/SMART BOARDS	<input type="checkbox"/> STUD. SEMINARS	<input type="checkbox"/> ADD-ON COURSES

References

- **TEXT BOOKS:**

T1 Maheshwari, S.N, Maheshwari, S.K & Maheshwari(2018), Financial Accounting, Vikas Publishing House Pvt.Ltd, New Delhi

T2 Monga,J.R, Corporate Accounting, Margin Paper Bank, New Delhi

- **REFERENCE BOOKS:**

R1 Maheshwari ,S.N , Advanced Accounting, Vikas Publication

R2 Naryanswamy, R (2020) Financial Accounting, Taxman Publication, New Delhi

- **CLASSROOM LINK:**

<https://classroom.google.com/c/ODAwNDZzMDEzODMz?cjc=mq2rblfs>

- **DIGITAL CONTENT:**

W1. <https://www.slideshare.net/slideshow/chapter-2-branches-of-accounting/102241885>

W2. <https://www.geeksforgeeks.org/accountancy/journal-entries-under-gst-goods-and-services-tax/>

W3. <https://www.slideshare.net/slideshow/final-account-ppt/250951410>

W4. <https://www.slideshare.net/slideshow/financial-accounts-with-adjustments/87447975>

W5 <https://egyankosh.ac.in/bitstream/123456789/73947/1/Unit-2.pdf>

W6 <https://www.slideshare.net/slideshow/tally-pptpptx/251918946>



Institute of Management & Technology, Faridabad

Department of Management

Lecture Plan

COURSE:	AEC	CODE:	23HNDXOIAE01
CLASS:	BBA I	ACADEMIC YEAR:	2025-26
FACULTY:	Ms Karishma Dhir		

S. No.	Topic Name	Reference/ Text Book/ Web (R/T/W)	No. Of Lecture	Delivery Method
UNIT-I				
1	लिपि का मानकीकरण	R/T	2	STUD. ASSIGNMENT
2	मानक वर्णमाला	R/T	1	STUD. Material
3	देवनागरी अंक माला,	R/T	2	CHALK & TALK
4	अनुस्वार और विसर्ग अनुनासिक,	R/T	1	STUD. Material
UNIT -II				
5	सृजनात्मक साहित्य का अर्थ परिभाषा और स्वरूप	R/T	2	STUD. Material
6	आलोचनात्मक साहित्य का अर्थ, परिभाषा और स्वरूप: /Essay Writing	R/T	2	STUD. ASSIGNMENT
7	सृजनात्मक साहित्य का भाषा-विकास में महत्त्व	R/T	1	CHALK & TALK
UNIT-III				
8	अनुवाद अर्थ, परिभाषा और स्वरूपय अनुवाद का महत्त्व, / Written test	R/T	2	STUD. ASSIGNMENT
9	अनुवादक के गुण./ Debate	R/T	1	STUD. Material
10	अनुवाद के प्रकार / Debate	R/T	2	CHALK & TALK
11	अनुवाद में कंप्यूटर का योगदान,	R/T	1	STUD. Material
12	सीरियलों का हिंदी अनुवाद,	R/T	1	STUD. Material
13	बैंकिंग साहित्य का अनुवाद,	R/T	1	STUD. ASSIGNMENT
14	अनुवाद-क्षेत्र में रोजगार / Role play	R/T	2	STUD. Materials

UNIT IV				
15	पत्र प्रस्तुतीकरण का अर्थ / Role play	R/T	2	CHALK & TALK
16	पत्र प्रस्तुतीकरण और नवीन शोधात्मक वैचारिकता,	R/T	1	STUD. ASSIGNMENT
17	पत्र प्रस्तुतीकरण और शिक्षक की भूमिका, पत्र प्रस्तोता का मनोबल,	R/T	2	CHALK & TALK
18	वक्तृत्व कला का विकास, शोधात्मक अभिरुचि का विका	R/T	2	CHALK & TALK
19	Written test / Peer discussion		1	

Total Lectures: 29

DELIVERY/INSTRUCTIONAL METHODOLOGIES:

<input type="checkbox"/> CHALK & TALK	<input type="checkbox"/> STUD. ASSIGNMENT	<input type="checkbox"/> WEB RESOURCES
<input type="checkbox"/> LCD/SMART BOARDS	<input type="checkbox"/> STUD. SEMINARS	<input type="checkbox"/> ADD-ON COURSES

References

- **TEXT BOOKS:**

- T1 : हिंदी भाषा संवर्धन -1
- T2 : नागरी लिपि और हिंदी-वतनी बिहार हिन्दी ग्रन्थ अकादमी

- **GOOGLE CLASSROOM LINK :**

<https://classroom.google.com/c/ODA4NDczNzMyOTAy?cjc=txnqmbzx>

- **DIGITAL CONTENT:**

W1. <https://kamlaclass.com/lipi-kise-kahate-hain>

W2. <https://www.jvbi.ac.in/dde/pdf/menu/distance/SLM/MA-Hindi-Final-Paper-IX.pdf>



Institute of Management & Technology, Faridabad

Department of Management

Lecture Plan

COURSE:	Indian Vision For Human Society	CODE:	25IMSX01MD01
CLASS:	BBA 1st Sem	ACADEMIC YEAR:	2025-26
FACULTY:	Dr Upasana		

S. No.	Topic Name	Reference/ Text Book/ Web (R/T/W)	No. Of Lecture	Delivery Method
UNIT-1				
1.	The concept of non-duality of prakriti and purush, human as co-existence of jad and chetan, panchmahabhutas, the root of sorrow and suffering, freedom from sorrow, salvation	T1,R1,W1	2	CHALK & TALK
2.	Eternal peace truth, ultimate truth, the acceptance of various systems of philosophy for realization of truth and complementariness in society in ancient Indian System	T1,R1,W2	2	STUD. ASSIGNMENT
UNIT-2				
3.	Aims of human life; at individual level and societal level, At societal level; four purusharth Dharma, Arth, Kama, Moksha, Individual level; Abhyudaya, Nihsreyasa, Pravrtti, Nivrvti	T2,R1	2	STUD. SEMINARS
4.	Dharma; dharmasutras, dharmashastra	T2,R1	1	CHALK & TALK
5.	Sociology, different stages of life like studenthood, householdership, retirement and renunciation, rites and duties, judicial matters and personal laws	T1,R1,W3	2	CHALK & TALK
6.	Artha; Kautilya arthshastra, Kamandakia nitisara	T2,R1,W4	2	STUD. ASSIGNMENT
7.	Brihaspati sutra, Sukraniti, Moksha; Human liberation	T1,R1,	2	CHALK & TALK
UNIT-3				
8.	Fundamental concept of Nitishastra: Satyanishtha aur Abhiruchi, the true nature of self; shiksha valli, Bhrigu valli	T2,R1,T1	2	CHALK & TALK
9.	The true constitution of human: Ananda valli, the four states of consciousness, conciousness	T1,R1,W5	2	CHALK & TALK
10.	Prajna, Awareness, the life force Prana	T2,R1	1	CHALK & TALK
UNIT-4				

11.	Differentiating Vidya and Avidya, human bondages, higher and lower knowledge	T2,R1	1	STUD. SEMINARS
12.	Concept of sattva, rajas, tamas and need of balancing the same	T1,R1	1	CHALK & TALK
13.	Patanjali yog sutra; yama, niyama, asanas, pranayams, pratyahara, dharna, dhyana, Samadhi	T2,R1	2	CHALK & TALK
14.	Sixteen category of padartha, pramans, saadhana chatustayam, understanding nitya karma	T1,R1,W6	2	WEB RESOURCES
15.	Naimittika karma, kama karma, prayaschitta karma, nishidha karma	T1,R1	2	CHALK & TALK
16.	Meditation and progressive meditation, ativedan to self knowledge	T2,R1	2	CHALK & TALK
17.	Jyan yog, karma yog, sanyas yog in aspect to harmonious practice in society	T2,R1	2	CHALK & TALK
UNIT-5				
18.	Practice in philosophy, architecture, grammar, mathematics	T1,R1	2	CHALK & TALK
19.	Astronomy, metrics, sociology, economy and polity, ethics	T2,R1,W7	2	WEB RESOURCES
20.	Geography, logic, military science, weaponry, agriculture, mining, trade and commerce	T1,R1	2	CHALK & TALK
21.	Metallurgy, shipbuilding, medicine	T1,R1	2	CHALK & TALK
22.	Poetics, biology and veterinary science	T2,R1,W8	2	WEB RESOURCES

Total Lectures: 40

DELIVERY/INSTRUCTIONAL METHODOLOGIES:

<input type="checkbox"/> CHALK & TALK	<input type="checkbox"/> STUD. ASSIGNMENT	<input type="checkbox"/> WEB RESOURCES
<input type="checkbox"/> LCD/SMART BOARDS	<input type="checkbox"/> STUD. SEMINARS	<input type="checkbox"/> ADD-ON COURSES

References

- **TEXT BOOKS:-**

T1 -Maharaj swami chidatmanjee, Ancient Indian Society, Anmol publication Pvt Ltd,India

T2 -Rao, N, 1970. The Four Values in Indian Philosophy and Culture, Mysore:University of Mysore.

- **REFERENCE BOOKS:**

R1- Rashmi Ramdhoni, Ancient Indian Culture and Civilisation, Star Publication,2018.

- **Google classroom Link**

<https://classroom.google.com/c/ODAwNDAwNzQzMDg1?cjc=zdqym6ty>

- **DIGITAL CONTENT:**

W1. [https://www.shiacollege.org/uploads/econtent/Human%20values%20\(chapter%205\).pdf](https://www.shiacollege.org/uploads/econtent/Human%20values%20(chapter%205).pdf)

W2. <https://www.drishtias.com/to-the-points/paper4/schools-of-indian-philosophy>

- W3. https://allahabadhighcourt.in/event/TheIndianJudicialSystem_SSDhavan.html
- W4. <https://en.wikipedia.org/wiki/Nitisara>
- W5. <https://www.vedarahasya.net/ananda.htm>
- W6. <https://www.wisdomlib.org/hinduism/essay/contribution-of-vachaspati-mishra-to-nyaya-philosophy/d/doc1600902.html>
- W7. https://en.wikipedia.org/wiki/Indian_astronomy
- W8. <https://theinnerworld.in/veterinary-science-in-ancient-india/>



Institute of Management & Technology, Faridabad

Department of Management

Lecture Plan

COURSE:	Principles And Practices of Management	CODE:	25IMSI401DS01
CLASS:	BBA-I	ACADEMIC YEAR:	2025-26
FACULTY:	Ms.Chetna Virmani		

S. No.	Topic Name	Reference/ Text Book/ Web (R/T/W)	No. Of Lecture	Delivery Method
UNIT-I				
1	Meaning and Nature of Management	T1,R1	1	Chalk & Talk
2	Significance of Management	T1,R1	1	Chalk & Talk
3	Principles of Management	T1,R1	2	Chalk & Talk
4	Management & Administration, levels of Management	T1,W1	1	PPT, Smart Board
5	Role of managers and managerial skills	T1,R1	1	Chalk & Talk
6	Evolution of management thought: Classical, Behavioral, Quantitative, Systems, Contingency and Modern Approaches,	T1,R1,W2	3	PPT, Smart Board
7	Management as a art and Science	T1,W2	1	Chalk & Talk
8	Functions of Management: Planning, Organizing, Leading and Controlling.	T1,R1	2	Assignment
UNIT-2				
9	Nature, Importance and Purpose of Planning in Management	T1,R1	2	Chalk & Talk
10	Types of Plans: Strategic, Tactical, Operational,	T1,R1,W3	1	PPT, Smart Board
11	Planning Process and techniques:	T1,R1	2	Chalk &

	Decision - making-Importance and Steps			Talk
12	Decision making models and tools,	T1,R2	2	Assignment
13	Organizational Structure and design,	T1,R1	2	Chalk & Talk
14	Types of organizational structure :Functional, Divisional, Matrix	T1,R1	2	Chalk & Talk
15	Authority, Responsibility and Delegation	T2,R1	1	Chalk & Talk
16	Centralization Vs Decentralization of authority and responsibility- Span Of Control: Coordination and integration	T2,R2	2	Group Discussion
17	MBO and MBE	T2,R1,W4	2	Web Resource
18	Nature and importance of Staffing - Process of selection and recruitment.	T2,R1	1	Chalk & Talk
UNIT-3				
19	Meaning and Nature of Directing	T2,R1	1	Chalk & Talk
20	Leadership Theories (Trait, Behavioral,Contingency)	T2,R1	2	Chalk & Talk
21	Leadership Theories (Participative,Charismatic,Transformational)	T2,R1	2	Chalk & Talk
22	Motivation Theories(Maslow, Herzberg, McGregor's Theory X & Y)	T1,W5	2	PPT,Smart Board
23	Hawthorne Effect, Communication	T1,R2	1	Chalk & Talk
24	Team Building & Group Dynamics	T1,R2	1	Assignment
25	Controlling- Meaning & Steps,Control Process	T2,R2,W6	2	PPT
26	Types of Control	T2,R1,W6	1	PPT
27	Methods of establishing control	T2,R1,W6	1	PPT
28	Essentials of Sound control system	T2,R1	1	Chalk & Talk
29	Performance Measurement & Management	T2,R2	2	Chalk & Talk
UNIT-4				
30	Overview of Strategic Management	T2,R1	1	Chalk & Talk
31	SWOT Analysis & Strategic Formulation	T2,R1	1	Seminar
32	Implementing and Evaluating Strategies	T1,R1	2	Chalk & Talk

33	Ethical Issues in Management	T1,R1	1	Chalk & Talk
34	Corporate Social Responsibility	T2,R2	1	Assignment
35	Sustainable Management Practices	T2,R2	1	Chalk & Talk

Total Lectures: 52

DELIVERY/INSTRUCTIONAL METHODOLOGIES:

<input type="checkbox"/> CHALK & TALK	<input type="checkbox"/> STUD. ASSIGNMENT	<input type="checkbox"/> WEB RESOURCES
<input type="checkbox"/> LCD/SMART BOARDS	<input type="checkbox"/> STUD. SEMINARS	<input type="checkbox"/> ADD-ON COURSES

References

- **TEXT BOOKS:**

T1 Rao , V.S.P . Management Principles and Application. Taxmann Publication

T2 Kapoor, Premvir, Principles of Management, Khanna Book Publishing

- **REFERENCE BOOKS:**

R1 Kazmi Azhar, Business Policy and Strategic Management, TMH, New Delhi

R2 Jones , G.R and George , Essentials of Contemporary Management, McGraw Hill Education

- **CLASSROOM LINK:**

- <https://classroom.google.com/c/NzgwMDU2OTgwMjAz?cjc=eirvzhz6v>

- **DIGITAL CONTENT:**

W1 <https://www.slideshare.net/slideshow/levels-of-management-57103452/57103452>

W2 <https://www.slideshare.net/slideshow/evolution-of-management-thought-65315784/65315784>

W3 <https://www.slideshare.net/slideshow/types-of-plans-107143800/107143800>

W4 <https://www.geeksforgeeks.org/business-studies/management-by-objectivesmbo-meaning-objective-features-advantages-and-limitations/#advantages-of-management-by-objectives-mbo>

W5 <https://www.slideshare.net/slideshow/theories-of-motivation-66425605/66425605>

W6 <https://www.slideshare.net/slideshow/controlling-concept-process-types-techniques/115158639>