

Name: **Dr. Amita**
 Class and Section: **BBA 4th Semester**
 Subject: **Financial Management**

Week	Date	Topic
1	1-Jan-19	Meaning of Financial Management and their characteristics
	2-Jan-19	Functions of financial management
	3-Jan-19	Objective and organization of financial management
	4-Jan-19	Scope and importance of financial management.
	5-Jan-19	HTET EXAM
	6-Jan-19	Sunday
2	7-Jan-19	Meaning and types of financial planning.
	8-Jan-19	Features and procedure of financial planning
	9-Jan-19	Factors and significance of financial planning
	10-Jan-19	Determinants of financial planning
	11-Jan-19	Test of function and importance of financial management.
	12-Jan-19	Assignment on financial planning.
	13-Jan-19	Sunday
3	14-Jan-19	Meaning of capital budgeting and nature of capital budgeting
	15-Jan-19	Importance and kinds of capital budgeting
	16-Jan-19	Discuss different methods of evaluating investment proposals
	17-Jan-19	Non discounting techniques
	18-Jan-19	Average rate of return method
	19-Jan-19	Practical questions
	20-Jan-19	Sunday
4	21-Jan-19	Payback period method
	22-Jan-19	Practical questions
	23-Jan-19	Discounting technique Net Present Value
	24-Jan-19	Practical questions
	25-Jan-19	Practical questions
	26-Jan-19	Republic Day
	27-Jan-19	Sunday
5	28-Jan-19	Internal Rate of Return
	29-Jan-19	Practical questions
	30-Jan-19	Profitability Index
	31-Jan-19	Practical questions

Week	Date	Topic
1	1-Feb-19	Comparative description of various methods
	2-Feb-19	Class test
	3-Feb-19	Sunday
2	4-Feb-19	Meaning and significance of cost of capital
	5-Feb-19	Factor affecting cost of capital
	6-Feb-19	Computation of cost of capital, cost of debt
	7-Feb-19	Practical questions
	8-Feb-19	Cost of preference share capital , Practical questions
	9-Feb-19	Cost of equity share capital
	10-Feb-19	Vasant Panchami / Sunday
3	11-Feb-19	Cost of retained earnings
	12-Feb-19	Dividend yield method, earning yield method
	13-Feb-19	Realized yield method
	14-Feb-19	WACC
	15-Feb-19	Practical questions
	16-Feb-19	Book value weights and market value weights
	17-Feb-19	Sunday
4	18-Feb-19	Revision of complete chapter
	19-Feb-19	Guru Ravi Dass Birthday
	20-Feb-19	Class test
	21-Feb-19	Meaning and importance of capital structure
	22-Feb-19	Features and factor affecting capital structure
	23-Feb-19	Theories of capital structure
	24-Feb-19	Sunday
5	25-Feb-19	Net Income Approach
	26-Feb-19	Net Operating Income Approach
	27-Feb-19	Traditional Approach
	28-Feb-19	Modigliani and Miller Approach

Week	Date	Topic
1	1-Mar-19	Meaning of Capitalisation and theories of Capitalisation
	2-Mar-19	Causes of Over- Capitalisation and their consequences and remedies
	3-Mar-19	Sunday
2	4-Mar-19	Maha Shivratri
	5-Mar-19	Causes of under- Capitalisation and their consequences and remedies
	6-Mar-19	Watered Capital and their causes
	7-Mar-19	Meaning and approaches of Dividend policy
	8-Mar-19	Kinds of Dividend and types of Dividend policy
	9-Mar-19	Stable Dividend policy and significance of stability of Dividend
	10-Mar-19	Sunday
3	11-Mar-19	Factor determining Dividend policy and their objectives
	12-Mar-19	Dividend policy theories.
	13-Mar-19	Revision for test
	14-Mar-19	Sessional test
	15-Mar-19	Practical Questions
	16-Mar-19	Assignment on dividend models
	17-Mar-19	Sunday
4	18-Mar-19	University Holidays
	19-Mar-19	University Holidays
	20-Mar-19	University Holidays
	21-Mar-19	University Holidays
	22-Mar-19	University Holidays
	23-Mar-19	University Holidays
	24-Mar-19	Sunday
5	25-Mar-19	Meaning and types of working Capital
	26-Mar-19	Nature and factors affecting working capital
	27-Mar-19	Advantage of adequate working capital
	28-Mar-19	Inadequate working capital and management of working capital
	29-Mar-19	Analysis and computation of working capital
	30-Mar-19	Operating Cycle Method
	31-Mar-19	Sunday

Week	Date	Topic
1	1-Apr-19	Forecasting of current assets and current liabilities
	2-Apr-19	Cash forecasting method
	3-Apr-19	Percentage of sale method
	4-Apr-19	Projected Balance sheet method
	5-Apr-19	Long term source of finance , equity share
	6-Apr-19	Preference shares
	7-Apr-19	Sunday
2	8-Apr-19	Ploughing back of profits , debentures
	9-Apr-19	Loans from financial institutions
	10-Apr-19	Lease financing, medium term and short term
	11-Apr-19	Public Deposit and medium term loan from commercial bank
	12-Apr-19	Class test
	13-Apr-19	RAM NAVMI
	14-Apr-19	Vaisakhi / Ambedkar Jyanti / Sunday
3	15-Apr-19	Bank sources
	16-Apr-19	Non bank sources
	17-Apr-19	Mahavir Jayanti
	18-Apr-19	Class test
	19-Apr-19	Miscellaneous sources
	20-Apr-19	Advances from customer
	21-Apr-19	Sunday
4	22-Apr-19	Presentation on working capital
	23-Apr-19	Presentation on dividend models
	24-Apr-19	Presentation on capital structure
	25-Apr-19	Important Questions
	26-Apr-19	Important Questions
	27-Apr-19	Revision of important topics
	28-Apr-19	Sunday
5	29-Apr-19	Revision of important topics
	30-Apr-19	Revision of important topics

Name: **Dr. Amita**
 Class and Section: **BBA 4th Semester**
 Subject: **Business Statistics II**

Week	Date	Topic
1	1-Jan-19	Meaning and Characteristics of Correlation
	2-Jan-19	Importance and types of Correlation
	3-Jan-19	Graphic Method of studying Correlation
	4-Jan-19	Karl Pearson's Coefficient of Correlation
	5-Jan-19	Practical questions
	6-Jan-19	Sunday
2	7-Jan-19	Practical questions
	8-Jan-19	Practical questions
	9-Jan-19	Variance method
	10-Jan-19	Correlation in Grouped Data
	11-Jan-19	Properties of the coefficient of Correlation and Probable error
	12-Jan-19	Spearman's rank Correlation method
	13-Jan-19	Sunday
3	14-Jan-19	When ranks are given and when ranks are not given
	15-Jan-19	Practical questions
	16-Jan-19	When ranks are equal
	17-Jan-19	Practical questions
	18-Jan-19	Concurrent Deviation Method
	19-Jan-19	Coefficient of Determination
	20-Jan-19	Sunday
4	21-Jan-19	Problem solving session
	22-Jan-19	Class test
	23-Jan-19	Introduction and Importance of Linear regression
	24-Jan-19	Comparison of Correlation and Regression
	25-Jan-19	Methods of study regression
	26-Jan-19	Republic Day
	27-Jan-19	Sunday
5	28-Jan-19	Scatter Diagram Method
	29-Jan-19	Least Square Method with normal equation
	30-Jan-19	Continue with practical
	31-Jan-19	Regression equation using regression coefficients.

Week	Date	Topic
1	1-Feb-19	Practical questions related with regression coefficient (Actual data)
	2-Feb-19	Practical questions related with regression coefficient (Actual Mean)
	3-Feb-19	Sunday
2	4-Feb-19	Practical questions related with regression coefficient (Assumed Mean)
	5-Feb-19	Regression equations in case of grouped data
	6-Feb-19	Error of estimate
	7-Feb-19	Total, explained and unexplained variance
	8-Feb-19	Problem solving session
	9-Feb-19	Problem solving session
	10-Feb-19	Vasant Panchami / Sunday
3	11-Feb-19	Assignment on different method to determine correlation
	12-Feb-19	Introduction and significance of probability
	13-Feb-19	Important terms in probability
	14-Feb-19	Meaning of joint probability and their practical questions
	15-Feb-19	Marginal and conditional probabilities
	16-Feb-19	Practical questions
	17-Feb-19	Sunday
4	18-Feb-19	Exhaustive and complementary events
	19-Feb-19	Guru Ravi Dass Birthday
	20-Feb-19	Revision of previous topics
	21-Feb-19	Independent and dependent events
	22-Feb-19	Mutually exclusive event
	23-Feb-19	Assignment
	24-Feb-19	Sunday
5	25-Feb-19	Theories of probabilities , additional theorem
	26-Feb-19	Practical questions
	27-Feb-19	Multiplication
	28-Feb-19	Practical questions

Week	Date	Topic
1	1-Mar-19	Bayes's theorem
	2-Mar-19	Continue with practical
	3-Mar-19	Sunday
2	4-Mar-19	Maha Shivratri
	5-Mar-19	Sessional test
	6-Mar-19	Definition of time series and their significance
	7-Mar-19	Components of time series
	8-Mar-19	Practical questions
	9-Mar-19	Practical questions
	10-Mar-19	Sunday
3	11-Mar-19	Measurement of trend
	12-Mar-19	Practical questions
	13-Mar-19	Seasonal variation
	14-Mar-19	Practical questions
	15-Mar-19	Cyclical variation
	16-Mar-19	Practical questions
	17-Mar-19	Sunday
4	18-Mar-19	University Holidays
	19-Mar-19	University Holidays
	20-Mar-19	University Holidays
	21-Mar-19	University Holidays
	22-Mar-19	University Holidays
	23-Mar-19	University Holidays
	24-Mar-19	Sunday
5	25-Mar-19	Class test
	26-Mar-19	Random variation
	27-Mar-19	Practical questions
	28-Mar-19	Additional questions
	29-Mar-19	Additional questions
	30-Mar-19	Meaning and procedure of Hypothesis testing
	31-Mar-19	Sunday

Week	Date	Topic
1	1-Apr-19	Large sample test
	2-Apr-19	Applications of one and two populations mean
	3-Apr-19	Application of two population proportion
	4-Apr-19	Small sample test
	5-Apr-19	Properties of t test
	6-Apr-19	Dependent event
	7-Apr-19	Sunday
2	8-Apr-19	Practical questions
	9-Apr-19	Practical questions
	10-Apr-19	Applications of T test of independent event
	11-Apr-19	Practical questions
	12-Apr-19	Practical questions
	13-Apr-19	Problem solving session
	14-Apr-19	Vaisakhi / Ambedkar Jyanti / Sunday
3	15-Apr-19	Class test
	16-Apr-19	Problem solving session
	17-Apr-19	Mahavir Jayanti
	18-Apr-19	Practical questions of T test
	19-Apr-19	Additional questions
	20-Apr-19	F test
	21-Apr-19	Sunday
4	22-Apr-19	Additional questions
	23-Apr-19	Revision
	24-Apr-19	Statistical technique with Microsoft Excel
	25-Apr-19	Statistical technique with Microsoft Excel
	26-Apr-19	Revision of important topics
	27-Apr-19	Problem solving session
	28-Apr-19	Sunday
5	29-Apr-19	Revision of important topics
	30-Apr-19	Revision of important topics

Name: **Dr. Amita**
 Class and Section: **BBA 2nd Semester**
 Subject: **Analysis for financial statement**

Week	Date	Topic
1	1-Jan-19	Meaning of Financial Statements and Types of Financial Statements.
	2-Jan-19	Form of Balance Sheet, Income Statement and Statement of Retained Earnings
	3-Jan-19	Statement of Changes in Financial Position
	4-Jan-19	Nature of Financial Statements and Essentials of Ideal Financial Statements
	5-Jan-19	HTET
	6-Jan-19	Sunday
2	7-Jan-19	Importance of Financial Statements
	8-Jan-19	Limitations of Financial Statements
	9-Jan-19	Meaning and Process of Financial Analysis.
	10-Jan-19	Types or Approaches of Financial Analysis
	11-Jan-19	Objects or Purpose of Analysis of Financial Statements
	12-Jan-19	Importance of Analysis of Financial Statements
	13-Jan-19	Sunday
3	14-Jan-19	Class Test
	15-Jan-19	Techniques of Financial Analysis.
	16-Jan-19	Comparative Financial Statements and Utility of Comparative Financial Statements
	17-Jan-19	Forms of Presenting Comparative Financial Statements.
	18-Jan-19	Comparative Balance Sheet and Advantages of Comparative Balance Sheet.
	19-Jan-19	Method of Preparing Comparative Balance Sheet.
	20-Jan-19	Sunday
4	21-Jan-19	Comparative Profit & Loss Statement.
	22-Jan-19	Comparative Statement of Cost of Production.
	23-Jan-19	Practical Questions.
	24-Jan-19	Comparative Statement of Working Capital and Practical Questions.
	25-Jan-19	Common Size Statements.
	26-Jan-19	Republic Day
	27-Jan-19	Sunday
5	28-Jan-19	Practical Questions.
	29-Jan-19	Utility of Common Size Statements and Limitation of Common Size Statements.
	30-Jan-19	Trend Percentages.
	31-Jan-19	Additional Questions.

Week	Date	Topic
1	1-Feb-19	Meaning of Ratio Analysis and Significance of Ratio Analysis.
	2-Feb-19	Limitations of Ratio Analysis.
	3-Feb-19	Sunday
2	4-Feb-19	Classification of Ratios.
	5-Feb-19	Liquidity Ratios and Practical Questions.
	6-Feb-19	Current Ratio and Practical Questions.
	7-Feb-19	Quick Ratio and Practical Questions.
	8-Feb-19	Leverage or Capital Structure Ratios and Debt-Equity Ratio.
	9-Feb-19	Debt to Total Funds Ratio and Practical Questions.
	10-Feb-19	Vasant Panchami / Sunday
3	11-Feb-19	Proprietary Ratio and Practical Questions.
	12-Feb-19	Fixed Assets to Proprietor's Fund Ratio and Practical Questions.
	13-Feb-19	Capital Gearing Ratio and Practical Questions.
	14-Feb-19	Interest Coverage Ratio and Practical Questions.
	15-Feb-19	Activity Ratios.
	16-Feb-19	Stock Turnover Ratio and Practical Questions.
	17-Feb-19	Sunday
4	18-Feb-19	Debtors Turnover Ratio and Practical Questions.
	19-Feb-19	Guru Ravi Dass Birthday
	20-Feb-19	Average Collection Period and Practical Questions.
	21-Feb-19	Creditors Turnover Ratio and Practical Questions.
	22-Feb-19	Profitability Ratios and Practical Questions.
	23-Feb-19	Return on Capital Employed and Practical Questions.
	24-Feb-19	Sunday
5	25-Feb-19	Return on Shareholder's Fund and Practical Questions.
	26-Feb-19	Return on investment.
	27-Feb-19	Return on net-worth.

	28-Feb-19	Return on assets and Practical Questions.
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Week	Date	Topic
1	1-Mar-19	Class Test.
	2-Mar-19	Additional Questions.
	3-Mar-19	Sunday
2	4-Mar-19	Maha Shivratri
	5-Mar-19	Meaning of Cash Flow Statements.
	6-Mar-19	Objects of Cash Flow Statements.
	7-Mar-19	Limitations of Cash Flow Statements.
	8-Mar-19	Difference Between Cash Flow Statements and Cash Budget.
	9-Mar-19	Procedure of Preparing Cash Flow Statements.
	10-Mar-19	Sunday
3	11-Mar-19	Cash Flows from Operating Activities.
	12-Mar-19	Practical Questions.
	13-Mar-19	Cash Flows from Investing Activities.
	14-Mar-19	Practical Questions.
	15-Mar-19	Cash Flows from Financing Activities.
	16-Mar-19	Practical Questions.
	17-Mar-19	Sunday
4	18-Mar-19	University Holidays
	19-Mar-19	University Holidays
	20-Mar-19	University Holidays
	21-Mar-19	University Holidays
	22-Mar-19	University Holidays
	23-Mar-19	University Holidays
	24-Mar-19	Sunday
5	25-Mar-19	Practical Questions.
	26-Mar-19	Provision for Income-Tax.
	27-Mar-19	Proposed Dividend.
	28-Mar-19	Practical Questions.
	29-Mar-19	Practical Questions.
	30-Mar-19	Practical Questions.

	31-Mar-19	Sunday
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Week	Date	Topic
1	1-Apr-19	Practical Questions.
	2-Apr-19	Practical Questions.
	3-Apr-19	Practical Questions.
	4-Apr-19	Class Test.
	5-Apr-19	Additional Questions.
	6-Apr-19	Additional Questions.
	7-Apr-19	Sunday
2	8-Apr-19	Meaning of Fund Flow Statement and Objects of Fund Flow Statement.
	9-Apr-19	Limitations of Fund Flow Statement.
	10-Apr-19	Difference between Fund Flow Statement and Income Statement.
	11-Apr-19	Difference between Fund Flow Statement and Balance Sheet.
	12-Apr-19	Difference between Fund Flow Statement and Cash Flow Statement.
	13-Apr-19	Classification of Balance Sheet, Meaning of Fund and Meaning of Flow.
	14-Apr-19	Vaisakhi / Ambedkar Jyanti / Sunday
3	15-Apr-19	Preparation of Schedule of Changes in Working Capital and Practical Questions.
	16-Apr-19	Procedure of Preparing Funds Flow Statements and Sources of Funds.
	17-Apr-19	Mahavir Jayanti
	18-Apr-19	Applications of Funds.
	19-Apr-19	Practical Questions.
	20-Apr-19	Class Test.
	21-Apr-19	Sunday
4	22-Apr-19	Additional Questions.
	23-Apr-19	Important Notes.
	24-Apr-19	Important Notes.
	25-Apr-19	Important Questions
	26-Apr-19	Important Questions
	27-Apr-19	Important Questions full syllabus
	28-Apr-19	Sunday
5	29-Apr-19	Revision of important topics.
	30-Apr-19	Revision of important topics.

Name: **Dr. Amita**
Class and Section: **BBA 2nd Semester**
Subject: **Managerial Economics-II**

Week	Date	Topic
1	1-Jan-19	Meaning of Macroeconomics and Scope of Macroeconomics.
	2-Jan-19	Uses or Importance of Macroeconomics.
	3-Jan-19	Limitations of Macroeconomics.
	4-Jan-19	Assumptions of Macroeconomics.
	5-Jan-19	Relation between Macroeconomics and Microeconomics.
	6-Jan-19	Sunday
2	7-Jan-19	Differences between Macroeconomics and Microeconomics.
	8-Jan-19	Meaning of National Income.
	9-Jan-19	Concepts Related to National Product and National Income.
	10-Jan-19	Product Method or Value Added Method.
	11-Jan-19	Practical Questions
	12-Jan-19	Income Method.
	13-Jan-19	Sunday
3	14-Jan-19	Expenditure Method.
	15-Jan-19	Difficulties in the measurement of national income.
	16-Jan-19	Classical Theory of Employment.
	17-Jan-19	Determination of Full Employment and Output.
	18-Jan-19	Explanation of the classical theory of employment.
	19-Jan-19	Classical model of employment.
	20-Jan-19	Sunday
4	21-Jan-19	Criticism of the classical theory of employment.
	22-Jan-19	Say's Law of Markets?
	23-Jan-19	Assumptions of Say's Law of Markets.
	24-Jan-19	Modern Statement of Say's Law of Markets.
	25-Jan-19	Criticism of the Say's Law.
	26-Jan-19	Republic Day
	27-Jan-19	Sunday
5	28-Jan-19	Keynesian Theory of Income Determination.
	29-Jan-19	Main Arguments of Keynesian Theory of Employment.
	30-Jan-19	Determination of employment.
	31-Jan-19	Achievement of Full Employment.

Week	Date	Topic
1	1-Feb-19	Determination of Income or Output.
	2-Feb-19	Significance of Keynesian Theory of Employment and their criticism
	3-Feb-19	Sunday
2	4-Feb-19	Assignment
	5-Feb-19	Difference between Keynesian Theory & Classical Theory of Employment.
	6-Feb-19	Consumption Function
	7-Feb-19	Different Shapes of Consumption Curve.
	8-Feb-19	Features or Characteristics of Propensity to Consume.
	9-Feb-19	Characteristics of MPC
	10-Feb-19	Vasant Panchami / Sunday
3	11-Feb-19	Psychological Law of Consumption.
	12-Feb-19	Propositions of the Law.
	13-Feb-19	Measures to Raise the Propensity to Consume.
	14-Feb-19	Theories of Consumption Function.
	15-Feb-19	Criticism of Propensity to Consume.
	16-Feb-19	Theory of Investment
	17-Feb-19	Sunday
4	18-Feb-19	Classification of Investment.
	19-Feb-19	Guru Ravi Dass Birthday
	20-Feb-19	Propensity to Invest.
	21-Feb-19	Determinants of Investment.
	22-Feb-19	Investment Function.
	23-Feb-19	Measures to Stimulate Private Investment.
	24-Feb-19	Sunday
5	25-Feb-19	Meaning of Marginal Efficiency of Capital and Determinants of Marginal Efficiency of Capital.
	26-Feb-19	Marginal Efficiency of Capital and Rate of Interest.

	27-Feb-19	Investment Demand Curve.
	28-Feb-19	Factors on which Marginal Efficiency of Capital Depends.

Week	Date	Topic
1	1-Mar-19	Long Term Factors and Business Expectations.
	2-Mar-19	Kind of Business Expectations.
	3-Mar-19	Sunday
2	4-Mar-19	Maha Shivratri
	5-Mar-19	Factors Affecting Long Term Expectations.
	6-Mar-19	Secular Stagnation.
	7-Mar-19	Meaning and Size of Multiplier.
	8-Mar-19	Assumptions of Multiplier.
	9-Mar-19	Analysis of the Multiplier.
	10-Mar-19	Sunday
3	11-Mar-19	Dynamic Concept of Multiplier.
	12-Mar-19	Characteristics and Limitations of Multiplier.
	13-Mar-19	Importance of Multiplier.
	14-Mar-19	Criticism of Multiplier.
	15-Mar-19	Revision of first and second chapter
	16-Mar-19	Assignment
	17-Mar-19	Sunday
4	18-Mar-19	University Holidays
	19-Mar-19	University Holidays
	20-Mar-19	University Holidays
	21-Mar-19	University Holidays
	22-Mar-19	University Holidays
	23-Mar-19	University Holidays
	24-Mar-19	Sunday
5	25-Mar-19	Class test
	26-Mar-19	Sessional test
	27-Mar-19	Meaning of Theory of Interest.
	28-Mar-19	Classical Theory of Interest.

	29-Mar-19	Criticism of Theory of Interest
	30-Mar-19	Modern Theory of Interest
	31-Mar-19	Sunday

Week	Date	Topic
1	1-Apr-19	Revision of theory of Interest
	2-Apr-19	Revision
	3-Apr-19	Meaning of Inflation
	4-Apr-19	Types of Inflation
	5-Apr-19	Theories of Inflation
	6-Apr-19	Causes and Effects of Inflation.
	7-Apr-19	Sunday
2	8-Apr-19	Measures to control inflation.
	9-Apr-19	Class test
	10-Apr-19	Meaning of Monetary Policy.
	11-Apr-19	Objectives and Instruments of Monetary Policy.
	12-Apr-19	Monetary Policy and Economic Development.
	13-Apr-19	Limitation of the Monetary Policy in underdeveloped countries.
	14-Apr-19	Vaisakhi / Ambedkar Jyanti / Sunday
3	15-Apr-19	Evaluation of Monetary Policy.
	16-Apr-19	Revision
	17-Apr-19	Mahavir Jayanti
	18-Apr-19	Meaning and objectives of Fiscal Policy
	19-Apr-19	Tools of fiscal policy
	20-Apr-19	Fiscal policy and economic development
	21-Apr-19	Sunday
4	22-Apr-19	Limitation of fiscal policy underdeveloped countries
	23-Apr-19	Method of fiscal policy in underdeveloped countries
	24-Apr-19	Limitation of fiscal policy
	25-Apr-19	Revision of previous paper
	26-Apr-19	Revision of previous paper
	27-Apr-19	Important questions
	28-Apr-19	Sunday

5	29-Apr-19	Important questions
	30-Apr-19	Important questions