

**Government Polytechnic For Women, Faridabad**

**Diploma in Business Management**

**Sem -IV**

**Lesson Plan**

**Subject: Business Law & Banking Practice**

| Month | Week   | Lectures | Topic                               |
|-------|--------|----------|-------------------------------------|
| MARCH | Week 1 | 1        | UNIT-1:Company Law                  |
|       |        |          | Concept ofCompany Law               |
|       |        | 2        | Introduction & meaning of Company   |
|       |        | 3        | Characteristics of Company Law      |
|       | Week 2 | 4        | Characteristics of Company Law      |
|       |        | 1        | Difference between joint stock      |
|       |        | 2        | Difference between joint stock      |
|       |        | 3        | Promoters-meaning and concept       |
|       |        | 4        | Promoters- rights,duties            |
|       |        | 5        | liabilities and remuneration        |
|       | Week 3 | 1        | Registration of the company and     |
|       |        | 2        | Memorandum of Association           |
|       |        | 3        | Article of Association              |
|       |        | 4        | Prospectus-Meaning and objective    |
|       | Week 4 | 1        | Prospectus-Meaning and objective    |
|       |        | 2        | Meetings-Annual General Meeting     |
|       |        | 3        | Statutory meeting                   |
|       |        | 4        | Extra ordinary General meeting      |
| APRIL | Week 1 | 1        | Revision of Unit-1                  |
|       |        | 2        | Sessional-1                         |
|       |        | 3        | Sessional-1                         |
|       |        | 4        | Sessional-1                         |
|       | Week 2 | 1        | Sessional-1                         |
|       |        | 2        | Sessional-1                         |
|       |        | 3        | UNIT-2: Meaning of Bank, Customers  |
|       |        | 4        | Individuals including minor         |
|       | Week 3 | 1        | Partnership firms                   |
|       |        | 2        | Joint Stock Companies               |
|       |        | 3        | Trusts                              |
|       |        | 4        | Clubs & Associations                |
|       |        | 5        | Joint Hindu Family                  |
|       | Week 4 | 1        | NRI Banking                         |
|       |        | 2        | Foreigners and Foreign Companies    |
|       |        | 3        | Farmers and Online trading platform |
|       |        | 4        | UNIT-3: Meaning and type of         |
|       |        | 5        | Cash credit, Terms loans            |
|       | Week 1 | 1        | Over drafts and Deemand Loans       |
|       |        | 2        | Bills discounted                    |
|       |        | 3        | Letter of credits                   |
|       |        | 4        | Sessional-2                         |
|       |        | 5        | Sessional-2                         |
|       | Week 2 | 1        | Sessional-2                         |
|       |        | 2        | Sessional-2                         |
|       |        | 3        | Sessional-2                         |
|       |        | 4        | Sessional-2                         |

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| MAY  | Week 3 | 5 | Sessional-2                       |
|      |        | 1 | UNIT-4: Meaning of securities and |
|      |        | 2 | Meaning of securities and methods |
|      |        | 3 | Mortgage                          |
|      |        | 4 | Mortgage                          |
|      |        | 5 | Retail Lending                    |
|      | Week 4 | 1 | Housing Loans                     |
|      |        | 2 | Car Loans                         |
|      |        | 3 | Education Loans                   |
|      |        | 4 | Personal Loans                    |
|      | Week 5 | 1 | Consumer Loans                    |
|      |        | 2 | UNIT-5:Misc. Banking Services-    |
|      |        | 3 | Lockers and ATM                   |
| JUNE | Week 1 | 1 | Internet Banking                  |
|      |        | 2 | Demat Account                     |
|      | Week 2 | 1 | Demat Account                     |
|      |        | 2 | Credit Cards                      |
|      |        | 3 | Tele-Banking                      |
|      |        | 4 | Revision of UNIT-4                |
|      |        | 5 | Revision of UNIT-5                |
|      | Week 3 | 1 | Sessional-3                       |
|      |        | 2 | Sessional-3                       |
|      |        | 3 | Sessional-3                       |
|      |        | 4 | Sessional-3                       |
|      |        | 5 | Sessional-3                       |
|      | Week 4 | 1 | Revision of Unit-1                |
|      |        | 2 | Revision of UNIT-2                |
|      |        | 3 | Revision of UNIT-3                |
|      |        | 4 | Revision of UNIT-4                |
|      |        | 5 | Revision of UNIT-5                |