

LECTURE PLAN
(2024-25)
BCA
SEMESTER – II

LECTURE PLAN

Faculty Name- Amrita Keshari

Course Name: Business Communication Course Code: BCA-24-201 Sec- A

Lecture Plan				
Month	UNIT	Week	LP No.	Topic
F E B	1 st	2 nd	2	INTRODUCTION Process and Importance of Communication, Types of Communication (verbal & Non-Verbal), Different forms of Communication. Barriers to Communication:
		3 rd	2	Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.
		4 th	3	Role, effects and advantages of technology in Business Communication like email, text messaging, instant messaging and modern techniques like video conferencing, social networking.
		5 th	2	Strategic importance of ecommunication.
		2 nd	3	NON-VERBAL ASPECTS OF COMMUNICATING: Body Language, Kinesics, Proxemics,
		3 rd	3	Paralanguage. Effective Listening
		4 th	3	Principles of Effective listening, Factors affecting listening exercises, Oral, Written and video sessions, Interviewing skills: Appearing in interviews, Writing resume and letter of application.
		5 th	3	Modern forms of communicating: E-Mail, Video Conferencing etc.
A P R I L	III rd & IV th	1 st	2	BUSINESS LANGUAGE AND PRESENTATION: Importance of Business language, Vocabulary Words often confused Words often misspelt,
		2 nd	3	Common errors in English. Oral Presentation
		3 RD	2	Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.
		4 th	3	WRITING SKILLS: Planning business messages, Rewriting and editing, the first draft and reconstructing the final draft.
		5 th	3	OFFICE CORRESPONDENCE: Official Letter, Semi Official Letter and Memorandum. REPORT WRITING Identify the types of reports, define the basic format of a report,
		2 nd	3	identify the steps of report writing, write a report meeting the format requirements, determine the process of writing a report, importance of including visuals such as tables, diagrams and charts in writing report, apply citation rules (APA style documentation) in reports.
Total		Planned: 42		

Reference Books:

1. Lesikar, R.V. & Flatley, M.E.; Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd. New Delhi.
2. Bovee, and Thill, Business Communication Today, Pearson Education
- 3 Shirley, Taylor, Communication for Business, Pearson Education
4. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH

LECTURE PLAN (2024-25)

Faculty Name- Dr. Anshuman Bhattacharya

Course Name: Business Communication **Course Code:** BCA-24-201 **Sec- B**

Lecture Plan				
Month	UNIT	Week	LP No.	Topic
F E B	I	2 nd	3	Process and Importance of Communication, Types of Communication (verbal & Non-Verbal), Different forms of Communication.
		3 rd	3	Barriers to Communication: Linguistic Barriers, Psychological Barriers, Interpersonal Barriers, Cultural Barriers, Physical Barriers, Organizational Barriers.
		4 th	3	Role, effects and advantages of technology in Business Communication like email, text messaging, instant messaging and modern techniques like video conferencing, social networking.
		5 th	3	Strategic importance of e-communication.
M A R C H	II	1 st	3	NON-VERBAL ASPECTS OF COMMUNICATING: Body Language, Kinesics, Proxemics, Paralanguage
		2 nd	3	Effective Listening: Principles of Effective listening, Factors affecting listening exercises
		3 rd	3	Oral, Written and video sessions
		4 th	3	Interviewing skills: Appearing in interviews, Writing resume and letter of application
		5 th	3	Modern forms of communicating: E-Mail, Video Conferencing etc.
A P R I L	III	1 st	3	BUSINESS LANGUAGE AND PRESENTATION: Importance of Business language, Vocabulary Words often confused Words often misspelt, Common errors in English
		2 nd	3	Oral Presentation Importance, Characteristics, Presentation Plan, Power point presentation, Visual aids.
		3 rd	3	WRITING SKILLS: Planning business messages, Rewriting and editing, the first draft and reconstructing the final draft.
		4 th	3	OFFICE CORRESPONDENCE: Official Letter, Semi Official Letter and Memorandum
	M A Y	IV	5 th	3
1 st			3	Determine the process of writing a report, importance of including visuals such as tables, diagrams and charts in writing report,
2 nd	3	Apply citation rules (APA style documentation) in reports; Revision		
Total		Planned: 48		

Reference Books:

1. Lesikar, R.V. & Flatley, M.E.; Basic Business Communication Skills for Empowering the Internet Generation, Tata McGraw Hill Publishing Company Ltd. New Delhi.
2. Bovee, and Thill, Business Communication Today, Pearson Education 3 Shirley, Taylor, Communication for Business, Pearson Education
4. Locker and Kaczmarek, Business Communication: Building Critical Skills, TMH

LECTURE PLAN (2024-25)

Course Name: Discrete Math

Course Code: BCA-24-202 Sec – A & B

Faculty Name: Mr. Abhishek Sharma

Lecture Plan				
Month	UNIT	Week	No. of Planned Lecture	Topic
F E B		2 nd	2	Sets and Elements, Equality of Sets, Subsets,
		3 rd	5	Set operations, Venn Diagrams & Set operations,
		4 th	6	Fundamentals products, Algebra of Sets, Duality, Finite Sets, Counting Principles, Classes of Sets, Induction, Symmetric Difference.
		5 th	4	Relations, Representation of Relations, Compositions of Relations, Types of Relations, Equivalence Relations, Partial Ordering Relation, Functions: Function, Mapping, Real valued, Composition, One to One, Onto, Invertible, and the Cardinality of a set.
M A R	II and III	1 st	1	Statements and Notation,
		2 nd	6	Connectives, Negation, Conjunction, Disjunction, Statement formulas and Truth tables. Conditional and Biconditional, Tautologies, Contradictions, 'FF,
		3 rd	3	Equivalence of formulae, Duality saw, Two state Devices and Statement. Logic. Normal forms, Disjunctive Normal Forms, Conjunctive Normal forms.
		4 th	6	Predicate Logic: Theory of Predicates, First order predicate, Predicate formulas,
		5 th	6	Quantifiers, Inference theory of predicate logic.
A P R	III and IV	1 st	5	Posets, Hasse Diagram and Lattices: Introduction, Partial ordered sets, Combination of Partial ordered sets
		2 nd	5	Hasse diagram, Introduction of lattices, Properties of lattices – Bounded, Complemented, Modular and Complete lattice.
		3 rd	4	Basic component of Graph: Basic of graph, Pseudograph, Multigraph, Simple graph, Bipartite graph and Complete Bipartite graph, Hand shaking Lemma, Sub graph,
		4 th	6	Operations on graph, Walk path and Circuits and their properties, Shortest path Problem. Unicursal and eulerian graph,
		5 th	3	Randomly Eulerian graph, Fleury's Algorithm, Chinese Postman Problem, Hamiltonian graph, Necessary and sufficient conditions, Travelling Salesman problem.
M	V and	1 st	3	Fundamental principles of counting, Permutations and combinations, Binomial theorem combinations with

A Y	I		repetition, Combinatorial numbers, Principle of inclusion and exclusion — Derangements — Arrangements with forbidden positions.
	2 nd	6	Generating functions Partitions of integers — Exponential generating function — Summation operator Recurrence relations — First order and second order — non-homogeneous recurrence relations — Method of generating functions
Total Classes		Planned:	71

Reference Books:

1. B.S. Grewal, “Elementary Engineering Mathematics”, 34th Ed., 1998.
2. Seymour Lipschutz, “Discrete Mathematics” Mcgraw-Hill Education (Publication)

LECTURE PLAN (2024-25) BCA-II Semester (Section A and B)

Course Name: Data structure using C

Course Code: BCA-24-203T

Teacher Name: Daya Shankar Singh

Month	Week	No. of Planned Lecture	Topic
	2 nd	2	UNIT-I Introduction to Data Structure and its Characteristics Array Representation of single and multidimensional arrays;
	3 rd	3	Sparse arrays lower and upper triangular matrices Tridiagonal matrices with Vector Representation
	4 th	4	Stacks and Queues Stacks Introduction and primitive operations on stack Queue Introduction and primitive operations on Queue D- queues and priority queues
	5 th	3	Infix, postfix, prefix expressions; Evaluation of postfix expression; Conversion between prefix, infix and postfix
Mar	1 st	1	UNIT-II Lists Introduction to linked lists;
	2 nd	4	Sequential and linked list operations such as traversal, insertion, deletion, searching
	3 rd	2	--do--
	4 th	4	Doubly linked list operations such as traversal, insertion, deletion, searching
	5 th	4	Stack and Queue using linked list.
Apr	1 st	3	UNIT-III Trees

			Introduction and terminology; BST insertion
	2 nd	4	Traversal of binary trees, Deletion and Binary Search
	3 rd	3	UNIT-IV B-Trees Introduction, The invention of B-Tree; Statement of the problem; Indexing with binary search trees;
	4 th	4	a better approach to tree indexes; B-Trees; working up from the bottom; Example for creating a B-Tree
	5 th	2	--do--
May	1 st	2	Sorting Techniques; Insertion sort, selection sort,
	2 nd	4	merge sort, heap sort, searching Techniques: linear search, binary search, Hashing technique

Total: 49

Reference Books:

1. E.Horowitz and S.Sahani, "Fundamentals of Data structures", Galgotia Book source Pvt. Ltd., 2003
2. R.S.Salaria, "Data Structures & Algorithms", Khanna Book Publishing Co. (P) Ltd.,2002
3. Y.Langsam et. Al., "Data Structures using C and C++", PHI, 1999

LECTURE PLAN (2024-25)
BCA-II Semester (Section-A)

Course Name: Data Structure Lab

Course Code: BCA-24-203P

Teacher Name: Daya Shankar Singh

Month	Week	No. of Planned Lecture	Topic
Feb	1 st	---	---
	2 nd	4	UNIT-I Programs: I/O in matrix, addition and multiplication of matrices
	3 rd	3	Programs: I/O in sparse matrix, addition and multiplication of matrices Programs: I/O in lower and upper triangular matrices
	4 th	4	Programs related to primitive operations on stack Programs related to primitive operations on Queue
	5 th	2	Program for evaluation of postfix expression
Mar	1 st	1	UNIT-II Programs related to primitive operations on Linked List Add,
	2 nd	4	Delete nodes to/from linked list, Traversal of linked list
	3 rd	1	--do--
	4 th	4	Programs related to primitive operations on Doubly Linked List
	5 th	4	Stack and Queue using linked list
Apr	1 st	4	UNIT-III Programs related to primitive operations on BST: Add Node in BST
	2 nd	3	BST Traversal
	3 rd	3	Delete Node from BST
	4 th	4	Interactive program to perform various operations on BST.
	5 th	1	---do--
May	1 st	3	UNIT-IV Programs: sequential search and binary search
	2 nd	4	Programs: Bubble sort, selection sort, Insertion sort, Programs: Merge sort, heap sort
	3 rd	---	---
	4 th	---	---
	5 th	---	---

Total: 49

LECTURE PLAN (2024-25)
BCA-II Semester (Section-B)

Course Name: Data Structure Lab

Course Code: BCA-24-203P

Teacher Name: Daya Shankar Singh

Month	Week	No. of Planned Lecture	Topic
Feb	1 st	---	---
	2 nd	3	UNIT-I Programs: I/O in matrix, addition and multiplication of matrices
	3 rd	3	Programs: I/O in sparse matrix, addition and multiplication of matrices Programs: I/O in lower and upper triangular matrices
	4 th	4	Programs related to primitive operations on stack Programs related to primitive operations on Queue
	5 th	3	Program for evaluation of postfix expression
Mar	1 st	0	---
	2 nd	4	UNIT-II Programs related to primitive operations on Linked List Add, Delete nodes to/from linked list, Traversal of linked list
	3 rd	3	--do--
	4 th	4	Programs related to primitive operations on Doubly Linked List
	5 th	4	Stack and Queue using linked list
Apr	1 st	3	UNIT-III Programs related to primitive operations on BST: Add Node in BST
	2 nd	3	BST Traversal
	3 rd	3	Delete Node from BST
	4 th	4	Interactive program to perform various operations on BST.
	5 th	3	---do--
May	1 st	1	UNIT-IV Programs: sequential search and binary search
	2 nd	4	Programs: Bubble sort, selection sort, Insertion sort Programs: Merge sort, heap sort
	3 rd	---	---
	4 th	---	---
	5 th	---	---

Total: 49

LECTURE PLAN (2024-25)
Course Name: Organization Behavior
Course Code: BCA-24-204ME1 Section: -A
Faculty Name: Ms. Suman Mishra Tiwari

Lecture Plan				
Month	UNIT	Week	No. of Planned Lecture	Topic
Feb	I&II	1 st	---	----
		2 nd	2	Fundamentals of Organizational Behaviour, Nature, Scope
		3 rd	4	Definition and Goals of Organizational Behaviour; Fundamental Concepts of Organizational Behaviour;
		4 th	4	Models of Organizational Behaviour; Emerging aspects of Organizational Behaviour.
		5 th	3	Perception, Attitude, Values and Motivation
March	II	1 st	1	Concept, Nature, Process, Importance,
		2 nd	4	Management Behavioural aspect of Perception. Effects of employee attitudes; Personal and Organizational Values
		3 rd	2	Job Satisfaction; Nature and Importance of Motivation;
		4 th	4	Achievement Motive; Theories of Work Motivation: Maslow's Need Hierarchy Theory
		5 th	4	McGregor's Theory 'X' and Theory 'Y'
April	III&IV	1 st	3	Personality, Definition of Personality,
		2 nd	4	Determinants of Personality; Theories of Personality- Trait and Type Theories
		3 rd	2	The Big Five Traits.
		4 th	4	Work Stress, Meaning and definition of Stress, Symptoms of Stress; Sources of Stress, Individual Level, Group Level, Organizational Level;
		5 th	2	Stress Management – Individual Strategies, Organizational Strategies; Employee Counselling. Group Behavior and Leadership, Nature of Group, Types of Groups
May	V&VI	1 st	1	Nature and Characteristics of team; Team Building, Effective Teamwork; Nature of Leadership, Leadership Styles; Traits of Effective Leaders
		2 nd	2	Conflict in Organizations, Nature of Conflict, Process of Conflict; Levels of Conflict – Intrapersonal, Interpersonal; Sources of Conflict. Effect of Conflict; Conflict Resolution, Meaning and types of Grievances & Process of Grievances Handling.
Total Classes		Planned:46		

Reference Books:

1. Organizational Behavior Text, Cases and Games- By K.Aswathappa, Himalaya Publishing House, Mumbai, Sixth Edition (2005)
2. Organizational Behavior Human Behavior at Work By J.W. Newstrom, Tata McGraw Hill Publishing Company Limited, New Delhi, 12th Edition (2007)
3. Organizational Behavior – By Fred Luthans
4. Organizational Behavior – By Super Robbins
5. Organizational Behavior – Anjali Ghanekar
6. Organizational Behavior Fundamentals, Realities and Challenges By Detra Nelson, James Campbel : Quick Thomson Publications
7. Organizational Behavior through Indian Philosophy, By N.M.Mishra, Himalaya Publication House

LECTURE PLAN (2024-25)
Course Name: Organization Behavior
Course Code: BCA-24-204ME1 Section: B
Faculty Name: Ms. Suman Mishra Tiwari

Lecture Plan				
Month	UNIT	Week	No. of Planned Lecture	Topic
Feb	I&II	1 st	---	----
		2 nd	2	Fundamentals of Organizational Behaviour, Nature, Scope
		3 rd	3	Definition and Goals of Organizational Behaviour; Fundamental Concepts of Organizational Behaviour;
		4 th	4	Models of Organizational Behaviour; Emerging aspects of Organizational Behaviour.
		5 th	2	Perception, Attitude, Values and Motivation
March	II	1 st	1	Concept, Nature, Process, Importance,
		2 nd	4	Management Behavioural aspect of Perception. Effects of employee attitudes; Personal and Organizational Values
		3 rd	1	Job Satisfaction; Nature and Importance of Motivation;
		4 th	4	Achievement Motive; Theories of Work Motivation: Maslow's Need Hierarchy Theory
		5 th	4	McGregor's Theory 'X' and Theory 'Y'
April	III&IV	1 st	4	Personality, Definition of Personality,
		2 nd	3	Determinants of Personality; Theories of Personality- Trait and Type Theories
		3 rd	3	The Big Five Traits.
		4 th	4	Work Stress, Meaning and definition of Stress, Symptoms of Stress; Sources of Stress, Individual Level, Group Level, Organizational Level; Stress Management – Individual Strategies, Organizational Strategies; Employee Counselling
		5 th	1	Group Behaviour and Leadership, Nature of Group, Types of Groups
May	V&VI	1 st	3	Nature and Characteristics of team; Team Building, Effective Teamwork; Nature of Leadership, Leadership Styles; Traits of Effective Leaders
		2 nd	4	Conflict in Organizations, Nature of Conflict, Process of Conflict; Levels of Conflict – Intrapersonal, Interpersonal; Sources of Conflict. Effect of Conflict; Conflict Resolution, Meaning and types of Grievances & Process of Grievances Handling.
Total Classes		Planned:47		

Reference Books:

1. Organizational Behavior Text, Cases and Games- By K.Aswathappa, Himalaya Publishing House, Mumbai, Sixth Edition (2005)
2. Organizational Behavior Human Behavior at Work By J.W. Newstrom, Tata McGraw Hill Publishing Company Limited, New Delhi, 12th Edition (2007)
3. Organizational Behavior – By Fred Luthans
4. Organizational Behavior – By Super Robbins
5. Organizational Behavior – Anjali Ghanekar
6. Organizational Behavior Fundamentals, Realities and Challenges By Detra Nelson, James Campbel : Quick Thomson Publications
7. Organizational Behavior through Indian Philosophy, By N.M.Mishra, Himalaya Publication House

LECTURE PLAN
Course Name: Web Designing

Course Code: BCA-24-205VC Section: A

Faculty Name: Ms. Anita Shah

Lecture Plan				
Month	UNIT	Week	No. of Planned Lecture	Topic
F E B	I	2 nd	1	OVERVIEW OF INTERNET: Introduction to internet and www ,internet protocols like TCP/IP, http, telnet and ftp
		3 rd	2	URL, email, domain name, Web Browsers,
		4 th	3	Search Engines, counters, chat & Bulletin Board services..
		5 th	2	INTRODUCTION TO HTML: History and evolution of HTML, Differences between HTML Versions
M A R	II	1 st	-	BASIC STRUCTURE OF AN HTML DOCUMENT: DOCTYPE declaration, HTML, Head, and Body elements
		2 nd	3	Meta tags, Essential Tags, Tags and Attributes, Text Styles and Text Arrangements,
		3 rd	1	Text, Effects, Color and Background of Web Pages, Lists and their Types
		4 th	3	Attributes of Image Tag & Hypertext, Hyperlink and Hypermedia, Links, Creating Table.
		5 th	3	HTML5 ELEMENTS AND ATTRIBUTES: HTML Semantic Elements(<header>, <footer>, <article>, <section>, <aside>, <nav>),
A P R	III	1 st	3	Global Attributes(class, id, data-*, style, title), Content Models(Block-level elements vs Inline elements,
		2 nd	2	Text-level semantics: , , <mark>,<time>),
		3 rd	2	HTML Forms(Form Elements and Attributes <form>, <input>, <textarea>, <button>, <select>, <option>
		4 th	3	New Input Types: email, url, date, range, color) and Form Validation.
	5 th	1	INTRODUCTION TO CSS: History and evolution of CSS, Basic Syntax and Structure (CSS ruleset: selectors, properties, and values Inline, internal, external CSS, the cascade and inheritance)	
M A Y	IV	1 st	2	Selectors and Combinators, The Box Model and Layout, Responsive Design and Media Queries, Typography and Fonts, Colors, Backgrounds, and Gradients and Transitions, Transforms, and Animations.
		2 nd	3	INTRODUCTION TO JAVASCRIPT: Basic Syntax and Structure, Control Structures, Functions and Scope, Objects and Arrays, The Document Object Model (DOM), Advanced JavaScript Concepts (Asynchronous JavaScript & Error Handling), JavaScript in the Browser APIs. Introduction to jQuery and Bootstrap.

Total Planned Lectures: 34

Reference Books:

1. "HTML and CSS: Design and Build Websites" by Jon Duckett.
2. "Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics" by Jennifer Robbins
- 3 Bootstrap 4 Quick Start: Responsive Web Development with HTML5, CSS3, and JavaScript" by Jacob Lett

LECTURE PLAN (2024-25)
Course Name: Web Designing

Course Code: BCA-24-205VC Section: B

Faculty Name: Ms. Anita Shah

Lecture Plan				
Month	UNIT	Week	No. of Planned Lecture	Topic
F E B	I	2 nd	2	OVERVIEW OF INTERNET: Introduction to internet and www ,internet protocols like TCP/IP, http, telnet and ftp
		3 rd	2	URL, email, domain name, Web Browsers,
		4 th	3	Search Engines, counters, chat & Bulletin Board services..
		5 th	2	INTRODUCTION TO HTML: History and evolution of HTML, Differences between HTML Versions
M A R	II	1 st	-	BASIC STRUCTURE OF AN HTML DOCUMENT: DOCTYPE declaration, HTML, Head, and Body elements
		2 nd	3	Meta tags, Essential Tags, Tags and Attributes, Text Styles and Text Arrangements,
		3 rd	3	Text, Effects, Color and Background of Web Pages, Lists and their Types
		4 th	3	Attributes of Image Tag & Hypertext, Hyperlink and Hypermedia, Links, Creating Table.
		5 th	3	HTML5 ELEMENTS AND ATTRIBUTES: HTML Semantic Elements(<header>, <footer>, <article>, <section>, <aside>, <nav>),
A P R	III	1 st	2	Global Attributes(class, id, data-*, style, title), Content Models(Block-level elements vs Inline elements,
		2 nd	3	Text-level semantics: , , <mark>, <time>),
		3 rd	2	HTML Forms(Form Elements and Attributes <form>, <input>, <textarea>, <button>, <select>, <option>
		4 th	3	New Input Types: email, url, date, range, color) and Form Validation. INTRODUCTION TO CSS: History and evolution of CSS, Basic Syntax and Structure (CSS ruleset: selectors, properties, and values Inline, internal, external CSS, the cascade and inheritance)
	IV	5 th	3	Selectors and Combinators, The Box Model and Layout, Responsive Design and Media Queries, Typography and Fonts, Colors, Backgrounds, and Gradients and Transitions, Transforms, and Animations
		2 nd	3	. INTRODUCTION TO JAVASCRIPT: Basic Syntax and Structure, Control Structures, Functions and Scope, Objects and Arrays, The Document Object Model (DOM), Advanced JavaScript Concepts (Asynchronous JavaScript & Error Handling), JavaScript in the Browser APIs. Introduction to jQuery and Bootstrap.
		Total Planned Lectures: 37		

Reference Books:

1. "HTML and CSS: Design and Build Websites" by Jon Duckett.
2. "Learning Web Design: A Beginner's Guide to HTML, CSS, JavaScript, and Web Graphics" by Jennifer Robbins
- 3 Bootstrap 4 Quick Start: Responsive Web Development with HTML5, CSS3, and JavaScript" by Jacob Lett