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| **LESSON PLAN OF DEPARTMENT OF ENGLISH** |
| **Name of College: Government College, Rithoj, Gurugram**  **Academic Session :2022-23 Semester: Odd, (August to December, 2022)**  **Name of Teacher: PRIYANKA REDHU**  **Subject: LITERATURE & LANGUAGE -I Class: B.A. SEMESTER-I** |
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**August 2022 To August 31, 2022**

Introduction, A word a day intra class competition, Speech Sounds, Practice of Speech sounds, Chapter 2- Choosing our Universe

Composition: Abstract Noun

Remarks:

Teacher’s signature Principal’s signature

**September 1, 2022 To September 30, 2022**

A word a day intra class competition, Chapter 3- Are Dams The Temples of Modern India? Chapter 4 – The Generation Gap, Weekly Newspaper Reading Activity and Oral Test,

Composition: Pronouns, Verb, Adjectives, Adverb

Remarks:

Teacher’s signature Principal’s signature

**October 1, 2022 To October 31, 2022**

A word a day intra class competition, Chapter 5- Language and National Identity Chapter 6- Wounded Plants

Composition: Parts of speech, Tenses, Articles

Remarks:

Teacher’s signature Principal’s signature

**November 1, 2022 To November 30, 2022**

A word a day intra class competition, Chapter 7- Playing the English Gentleman, Chapter 8- Great Books Born out of Great Minds, Chapter 9- The Responsibility of Young Men, Weekly Reading Activity and Oral Tests

Composition- Preposition, Conjunctions, Interjections, Paragraph Writing

Remarks:

Teacher’s signature Principal’s signature

**December 1, 2022 To December 31, 2022**

A word a day intra class competition, Chapter 10- Bharat Mata, Weekly Reading Activity and Oral Tests

Composition- Paragraph Writing & Revision

Remarks:

Teacher’s signature Principal’s signature

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| **LESSON PLAN OF DEPARTMENT OF ENGLISH** |
| **Name of College: Government College, Rithoj, Gurugram**  **Academic Session :2022-23 Semester: Odd, (August to December, 2022)**  **Name of Teacher: PRIYANKA REDHU**  **Subject: ENGLISH (FRAGRANCES) Class: B.A. SEMESTER-III** |
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**August, 2022 To August 30, 2022**

Important Poetic Forms and Devices, Paper pattern Discussion, word a day intra class competition, Poem 1-Sonnet XVIII , Weekly Newspaper Reading Activity and Oral Tests

Composition: Parts of speech, Prefixes and Suffixes, Verbs, Finites and Non-Finites

Remarks:

Teacher’s signature Principal’s signature

**September 1, 2022 To September 30, 2022**

A word a day intra class competition, Poem 2- Know Then Thyself, Poem 3- Elegy Written in a Country Churchyard, Weekly Newspaper Reading Activity and Oral Tests

Composition: Verb- Gerund, Preposition, Vocabulary Exercise

Remarks:

Teacher’s signature Principal’s signature

**October 1, 2022 To October 31, 2022**

A word a day intra class competition, Poem 4- The World is Too Much with Us, Poem 5- Ode on a Grecian Urn, Reading Activity and Oral Tests: Prepositions, Clauses and Its Types

Remarks:

Teacher’s signature Principal’s signature

**November 1, 2022 To November 30, 2022**

A word a day intra class competition, Poem 6- My Last Duchess, Poem 7-When You are Old, Poem 8- Where the Mind is without Fear, Weekly Newspaper Reading Activity and Oral Tests: Prepositions, Clauses and Its Types

Remarks:

Teacher’s signature Principal’s signature

**December 1, 2022 To December 31, 2022**

A word a day intra class competition, Poem 9- The Bangle Sellers, Poem 10- Another Woman, Weekly Reading Activity and Oral Tests, Syllabus Completion and Test

Composition- Verb Patterns, Paragraph Writing

Remarks:

Teacher’s signature Principal’s signature

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| **LESSON PLAN OF DEPARTMENT OF ENGLISH** |
| **Name of College: Government College, Rithoj, Gurugram**  **Academic Session :2022-23 Semester: Odd (August to December, 2022)**  **Name of Teacher: PRIYANKA REDHU**  **Subject: ENGLISH (KANTHAPURA) Class: B.A. SEMESTER-V** |
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**August, 2022 To August 31, 2022**

A word a day intra class competition, Paper pattern Discussion, Introduction to the Novel and the Novelist, Characterisation and Setting

Composition: Clauses- types and usage

Remarks:

Teacher’s signature Principal’s signature

**September 1, 2022 To September 30, 2022**

A word a day intra class competition, Novel Chapter 1- 5, Weekly Newspaper Reading Activity and Oral Tests

Composition: Story Writing, Composition, Vocabulary Exercise, Conditional clauses

Remarks:

Teacher’s signature Principal’s signature

**October1, 2022 To October 31, 2022**

A word a day intra class competition, Novel Chapter 6-10, Weekly Newspaper Reading Activity and Oral Tests

Composition: Conversion of sentences,

Remarks:

Teacher’s signature Principal’s signature

**November 1, 2022 TO November 30, 2022**

A word a day intra class competition, Chapter 11-15, Weekly Reading Activity and Oral Tests

Composition- Precis

Remarks:

Teacher’s signature Principal’s signature

**December 1, 2022 to December 31,2022**

A word a day intra class competition, Chapter 15-19, Weekly Reading Activity and Oral Tests, Syllabus Completion and Tests

Remarks:

Teacher’s signature Principal’s signature

**Lesson Plan of Political Science (B. A. First year, Odd Semesters)**

**session 2022-23**

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| --- | --- | --- | --- | --- |
| Month | B. A. First Semester | B. A. Third Semester | B. A. Sixth Semester | remarks |
| August 2022  September 2022  October2022  November 2022  December 2022 | Introduction to class and syllabus  Sources and features of Indian constitutions  Preamble of Indian constitutions  Fundamental Rights and Fundamental Duties  D.P.S.P  Union Executive: President, Vice President, P.M. and Council of Ministers  Union Legislature: parliament  State Executive: Governor, C.M. and Council of Ministers  State Legislature  Panchayati Raj  Judiciary : Supreme Court and High courts  Judicial Review  Revision | Introduction to class and syllabus  Political Science: Meaning, nature,scope  Relations of pol. Sci. with other social science  Essential elements of State  Theories of origin of State  Nature of State: Liberal & Marxist Perspective  Functions of State: Liberal & Marxist Perspective  Sovereignty: types, Feature and Theories  Welfare State  Revision  Revision | Introduction to class and syllabus  Comparative Politics: Meaning, nature,scope  Traditional and Modern Approaches of Comparative Politics  System theory/ Input output approach of David Easton  Structural- Functional approach of G. Almond  Political development approach of Lucian Pye  Political Culture approach of G. Almond  Constitutionalism  Executive  Legislature  Judiciary  Political Parties and pressure groups  Revision  Revision | Assignment 2 & Presentation  Class Test 2  Class Test 1  Assignment 1 |

**पाठ योजना**

**विषय हिंदी ( विषम सेमस्टर ) वार्षिक सत्र-2022-23**

**बी.ए. 1st (1st sem )**

**22 August-31 August (खंड -क )**

1. **कबीरदास का जीवन परिचय एवं सखियाँ**
2. **Test**
3. **book reading**

**1 September -30 September**

**1 . सूरदास का जीवन परिचय एवं पद**

**2. Book reading**

**3. Test**

**1. तुलसीदास का जीवन परिचय एवं पद**

**2. Book reading**

**3. Test**

**1 October -31 october**

**1. मीराँबाई**

**2. बिहारी**

**3. घनानंद**

**4. Book reading**

**5. Test**

**1November- 30 november**

**1. रसखान**

**2.हिंदी साहित्य का आदिकाल (खंड – ख)**

**3. test**

**4. Book reading**

**5. Assignment**

**1 December 31 december**

**1. काव्यशास्त्र (खंड – ग)**

**2. Test**

**3. Revision**

**पाठ योजना**

**विषय हिंदी ( विषम सेमस्टर ) वार्षिक सत्र-2022-23**

**बी.ए. 2nd (3rd semester )**

**22 August-31 August ( आधुनिक हिंदी कविता )**

1. **अयोध्या सिंह उपाध्यय**
2. **Book reading**
3. **Test**

**1 September -30 September**

**1.मैथिली शरण गुप्त**

**2.जयशंकर प्रसाद**

**3. निराला**

**4. Book reading**

**5. Test**

**1 October -31 october**

**1.महादेवी वर्मा**

**2.रामधारी सिंह दिनकर**

**3.भारत भूषण अग्रवाल**

**4. Book reading**

**5. Test**

**1November- 30 november**

**1.हिंदी साहित्य का रीतिकाल**

**2. Test**

**3.Assignment**

**1 December 31 december**

**1.प्रयोजन मूलक हिंदी**

**2. हिंदी कम्प्यूटिंग और अनुवाद**

**3. test**

**4.Revision**

**पाठ योजना**

**विषय हिंदी ( विषम सेमस्टर ) वार्षिक सत्र-2022-23**

**बी.ए.3rd (5th semester)**

**22 August-31 August ( समकालीन हिंदी कविता )**

1. **सचिदानंद हीरानंद वात्स्यायन अज्ञेय**
2. **Book reading**
3. **September -30 September**

**1. सचिदानंद हीरानंद वात्स्यायन अज्ञेय**

**2. डॉ. धर्मवीर भारती**

**3. श्री नरेश मेहता**

**4. Book reading**

**5. Test**

**1 October -31 october**

1. **नागार्जुन**
2. **रघुवीर सहाय**
3. **कुवँर नारायण**
4. **BOOK READING**
5. **TEST**

**1November- 30 november**

**1. लीलाधर जगूड़ी**

**2. हिंदी साहित्य का आदुनिक काल: कविता**

**3.Book Reading**

**4. Assignment**

**1 December 31 december**

1. **प्रयोजन मूलक हिंदी**
2. **Test**
3. **Revsion**

**Dr. Poonam kumari**

**Assistant Professor (Hindi)**

**Lesson Plan**

**Name of the Assistant Professor: Sakshi Kuchhal**

**Class: B.Com Semester I**

**Subject Lesson Plan: September –December 2022**

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| **September** |
| **CHAPTER 1: Business :An Introduction**   * **Classification of Human Activities and Economic Activities** * **Business, Profession and Employment** * **Nature and Concept of Business** * **Business System : A part of Economic System** * **Economic, Social Human and National Objectives of Business**   **CHAPTER 2 :Spectrum of Business Activities**   * **Classification of Business Activities** * **Classification of Industry and Commerce**   **Revision and Test of Chapter 1&2**  **CHAPTER 3: Management: An Introduction**   * **Concept of Management** * **Management as a process** * **Functions of management: Activities or Process** * **Characteristics of Management** * **Functions of Management** * **Significance of Management**   **CHAPTER 4 :Nature of Management: Some important Issues**   * **Management and Social Responsibility** * **Arguments for and against Social Responsibility** * **Social responsibility of Managers towards Various Parties of the Society** * **Management as a profession** * **Management :An Art or a Science**   **Revision and test of Chapter 3&4** |
| **October** |
| **CHAPTER 5:Development of Management Thought: Various Approaches**   * **Classical Approach** * **Scientific Management** * **Administrative Management** * **Bureaucratic Management** * **Neoclassical Approaches** * **Human Relations Approach** * **Behavioural Science Approach** * **Modern Approaches** * **Quantitative Approach** * **System Approach** * **Contingency Or Situational Approach** * **Decision Approach** * **McKinsey’s 7-s Approach**   **CHAPTER 6: Planning : Concept and Process**   * **Planning: Meaning, Nature, Importance** * **Criticisms of Planning** * **Planning process** * **Principles of Planning** * **Requisites of Effective Planning**   **Revision and Test of Chapter 5&6**  **CHAPTER 7 : Types of Plans**   * **Classification of Plans** * **Mission And Objectives** * **Policies And Procedures** * **Rules** * **Strategy** * **Programme** * **Budget** * **Project & Schedule** * **Corporate Planning**   **Assignment 1** |
| **November** |
| **CHAPTER 8 : Decision Making: Concept and Process**   * **Meaning and Characteristics of Decision Making** * **Process of Decision Making** * **Types of Decisions** * **Decision Making Techniques** * **Importance of Decision Making** * **Principles of Decision Making** * **Occasions for Decision Making**   **Revision and Test of Chapter 7&8**  **CHAPTER 9: Management by Objectives**   * **MBO: Meaning, Features, Importance** * **Process of MBO** * **Problems with MBO and Suggestions for Improvement**   **CHAPTER 10 : Organising: Concept, Nature and Process**   * **Organising: Meaning, Nature, Concept** * **Process of Organising** * **Principles of Organising** * **Formal and Informal Organisation** * **Importance of Organising**   **Revision and Test of Chapter 9&10**  **CHAPTER 11 :Forms of Organisation Structure and Contingency Factors**   * **Organisation Structure-Meaning, Types** * **Line Organisation** * **Line and Staff Organisation** * **Functional Foremanship** * **Committee Organisation** * **Situational factors affecting Organisational Structure** |
| **December** |
| **CHAPTER 12 : Departmentation: Need and Basis**   * **Departmentation on the Basis of Functions, Product/ Services and Regions** * **Departmentation on the Basis of Process and Customers** * **Matrix Organisation** * **Factors to be considered in Departmentation**   **Revision and Test of Chapter 11&12**  **CHAPTER 13: Authority and Responsibility: Delegation of Authority**   * **Delegation: Meaning, Elements, Process** * **Importance of Delegation of Authority** * **Obstacles in Delegation of Authority** * **Requirements to make Delegation of Authority Effective**   **CHAPTER 14 : Centralisation and Decentralisation**   * **Decentralisation: Characteristics, Indicators, Evaluation** * **Factors affecting Decentralisation** * **Principles of Decentralisation** * **Centralisation: Characteristics and Evaluation**   **Revision and Test of Chapter 13&14**  **Assignment 2**  **Revision and Doubt Clarification** |

**Lesson Plan**

**Name of the Assistant Professor: Sakshi Kuchhal**

**Class:B.Com Semester V**

**Subject Lesson Plan: Financial Markets Operations (August- December2022)**

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| **August** |
| **Chapter 1**   * **Overview of Indian Financial System** |
| **September** |
| **CHAPTER 2**   * **Indian Money Market**   **CHAPTER 3**   * **Primary Market**   **CHAPTER 4**   * **Secondary Market**   **Assignment 1** |
| **October** |
| **CHAPTER 5**   * **OTCEI and NSE**   **CHAPTER 6**   * **The Securities and Exchange Board of India**   **CHAPTER 7**   * **Investor Protection**   **Test 1** |
| **November** |
| **CHAPTER 8**   * **Functionaries on Stock Exchange**   **CHAPTER 9**   * **Merchant Banking**   **CHAPTER 10**   * **Credit Rating**   **Assignment 2** |
| **December** |
| **CHAPTER 11**   * **Development Banks**   **CHAPTER 12**   * **Mutual Funds**   **Test 2**  **Revision & Doubt Clarification** |

**Lesson Plan**

**Name of the Assistant Professor: Sakshi Kuchhal**

**Class: B. Com Semester III**

**Subject Lesson Plan: Corporate Law (August-December 2022)**

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| **August** |
| **CHAPTER 2: Company: Meaning, Characteristics and Nature**   * **Company: Meaning and Characteristics** * **Concept of Corporate Veil** * **Conditions under which the Corporate veil can be lifted** * **Advantages and Disadvantages of Company** |
| **September** |
| **CHAPTER 3: Types of Companies**   * **Classification on the basis of Incorporation** * **Classification on the basis of Liability** * **Classification on the basis of Transferability of Shares** * **Classification on the basis of Ownership** * **Classification on the basis of Nationality** * **Other Types of Companies**   **CHAPTER 4: Private Company**   * **Meaning and Characteristics of Private Company** * **Private Vs Public Company** * **Privileges and Exemptions of Private Company** * **Termination of Privileges and Exemptions of Private Company** * **Conversion of Private company into a Public Company** * **Conversion of Public Company into a Private Company**   **Assignment 1** |
| **October** |
| **CHAPTER 5 : Formation, Promotion and Incorporation of Company Stages of Formation of Company**   * **Promotion of Company: Meaning and Stages** * **Promoters: Characteristics and Importance of Promoters** * **Functions of Promoter** * **Legal position of Promoter** * **Rights and duties of Promoters** * **Liabilities of Promoters** * **Commencement of Promoter’s Liability** * **Remuneration of Promoters** * **Types of Promoters** * **Incorporation of a Company** * **Procedure and Effects of Incorporation** * **Certificate of Incorporation- A conclusive evidence** * **Capital Subscription** * **Commencement of Business**   **CHAPTER 6 : Memorandum of Association**   * **Meaning and Features** * **Importance of MOA** * **Forms of MOA** * **Legal requirements of MOA** * **Contents of MOA** * **Alteration in MOA**   **Test 1** |
| **November** |
| **CHAPTER 7: Articles of Association**   * **Meaning and Characteristics of AOA** * **Nature, Objects and Importance of AOA** * **Legal requirements of AOA** * **Contents of AOA** * **Alteration of AOA- Procedure and Limitations** * **Legal effect of MOA and AOA and their Relationship** * **Doctrine of Constructive Notice** * **Doctrine of Indoor Management** * **Exceptions to the Doctrine of Indoor Management** * **Doctrine of Ultra vires** * **Effects of Ultra vires transaction** * **Exceptions to the Doctrine of Ultra vires** * **Rationale behind the Doctrine of Ultra vires**   **CHAPTER 8: Prospectus**   * **Prospectus- Meaning, Nature and Need** * **When Prospectus need not be issued** * **Form and Contents of Prospectus** * **Golden Rule in Prospectus** * **Legal requirements in Issue of Prospectus** * **Scanning of Prospectus** * **Restrictions on variation in Terms of Prospectus** * **Misstatement and Omissions in Prospectus** * **Consequences of Misstatement and Omissions in Prospectus** * **Defence available to person liable for Misstatement** * **Deemed Prospectus, Shelf Prospectus, Red Herring Prospectus** * **Prospectus of Foreign Companies**   **Assignment 2** |
| **December** |
| **CHAPTER 9:Borrowing Powers: Debentures and Charges**   * **Borrowing Power of Companies** * **Restrictions on Borrowing Powers of Company** * **Ultra Vires Borrowing** * **Methods of Borrowing** * **Debentures: Characteristics and Classes** * **Debentures and Debenture stock** * **Method of Issuing Debentures** * **Issue of Debentures with Pari Passu Clause** * **Debentures with trust deed** * **Remedies available to debenture holders** * **Mortgage vs Charges** * **Registration of Charges** * **Register of debenture holders and Charges** * **Public Deposit**   **Chapter 1: Historical Development of Company Law in India**   * **Phases of Development of Company Legislation in India** * **Indian Companies Act, 1913** * **Indian Companies Act, 1956** * **The Companies Act, 2013** * **The Companies (Amendment ) Act, 2015** * **Administration of Companies Act , 2013**   **Test 2**  **Revision& Doubt Clarification** |

**Lesson Plan**

**Name of the Assistant Professor: Sakshi Kuchhal**

**Class:B.Com Semester V**

**Subject Lesson Plan: Accounting for Management (August- December2022)**

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| **August** |
| **Chapter – 1 Introduction to Management Accounting**   * **Management Accounting: Nature and Scope of Management Accounting, Meaning and functions** * **Management Accountant** * **Management Accounting Principles** * **Management Accounting vs Financial Accounting vs. Cost Accounting** * **Utility of management Accounting,** * **Limitations of Management Accounting** * **Tools of Management Accounting** |
| **September** |
| **CHAPTER -2 Analysis and Interpretation of Financial Statements**   * **Meaning and types of financial statements** * **Analysis and interpretation of financial statements** * **Types of financial analysis** * **Steps involved in financial analysis, techniques of financial analysis** * **Comparative and Common size statements**   **CHAPTER 3: Accounting Ratios**   * **Ratio Analysis : Meaning of ratios** * **Classification of ratios** * **Calculation of Accounting ratios** * **Advantages and limitations of ratio analysis.**   **Assignment 1** |
| **October** |
| **CHAPTER 4 and 5: Cash Flow Statement and Financial Planning**   * **Cash Flow Statement : Meaning, objectives, limitations and accounting procedure** * **Financial planning: Meaning, Need , Steps, Limitations**   **Test 1** |
| **November** |
| **CHAPTER 6:** **Capital Budgeting**   * **Capital Budgeting : Meaning and nature** * **Need and importance** * **Traditional appraisal methods**   **Assignment 2** |
| **December** |
| **CHAPTER 6:** **Capital Budgeting**   * **Modern appraisal methods** * **Traditional vs Modern Methods** * **Limitations of Capital Budgeting** * **Capital Rationing**   **Test 2**  **Revision & Doubt Clarification** |