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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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month  | B. A. First Semester | B. A. Third Semester | B. A. Sixth Semester | remarks |
| August 2022September 2022October2022November 2022December 2022 | Introduction to class and syllabusSources and features of Indian constitutionsPreamble of Indian constitutionsFundamental Rights and Fundamental DutiesD.P.S.PUnion Executive: President, Vice President, P.M. and Council of MinistersUnion Legislature: parliamentState Executive: Governor, C.M. and Council of MinistersState LegislaturePanchayati RajJudiciary : Supreme Court and High courtsJudicial ReviewRevision | Introduction to class and syllabusPolitical Science: Meaning, nature,scopeRelations of pol. Sci. with other social scienceEssential elements of StateTheories of origin of StateNature of State: Liberal & Marxist PerspectiveFunctions of State: Liberal & Marxist PerspectiveSovereignty: types, Feature and TheoriesWelfare StateRevisionRevision | Introduction to class and syllabusComparative Politics: Meaning, nature,scopeTraditional and Modern Approaches of Comparative PoliticsSystem theory/ Input output approach of David EastonStructural- Functional approach of G. AlmondPolitical development approach of Lucian PyePolitical Culture approach of G. AlmondConstitutionalismExecutiveLegislatureJudiciaryPolitical Parties and pressure groupsRevisionRevision | Assignment 2 & PresentationClass Test 2Class Test 1Assignment 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** |