

Lesson Plan

Name of the Assistant Professor: Sakshi Kuchhal

Class: B. Com Semester III

Subject Lesson Plan: Corporate Law 22 July –22 November 2024

Course Outcomes: - After completing the course students will be able to –understand the concept of company, its various types ,process of formation of a company, the various documents required in the formation and the borrowing powers of companies .

July CHAPTER 2: Company: Meaning, Characteristics and Nature <ul style="list-style-type: none">• Company: Meaning and Characteristics• Concept of Corporate Veil• Conditions under which the Corporate veil can be lifted• Advantages and Disadvantages of Company
August CHAPTER 3: Types of Companies <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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
September CHAPTER 5 : Formation, Promotion and Incorporation of Company Stages of Formation of Company <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Meaning and Features• Importance of MOA• Forms of MOA• Legal requirements of MOA• Contents of MOA• Alteration in MOA Test 1
October CHAPTER 7: Articles of Association <ul style="list-style-type: none">• 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

November

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 22 July –22 November 2024

Course Outcomes: - After completing the course students will be able to – understand the relevance of cost, financial and management accounting, analyze and interpret financial statements through various tools, understand the importance of financial planning and undertake capital budgeting decisions after proper analysis.

July Chapter – 1 Introduction to Management Accounting <ul style="list-style-type: none">• 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
August CHAPTER -2 Analysis and Interpretation of Financial Statements <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Ratio Analysis : Meaning of ratios• Classification of ratios• Calculation of Accounting ratios• Advantages and limitations of ratio analysis. Assignment 1
September CHAPTER 4 and 5: Cash Flow Statement and Financial Planning <ul style="list-style-type: none">• Cash Flow Statement : Meaning, objectives, limitations and accounting procedure• Financial planning: Meaning, Need , Steps, Limitations Test 1
October CHAPTER 6: Capital Budgeting <ul style="list-style-type: none">• Capital Budgeting : Meaning and nature• Need and importance• Traditional appraisal methods Assignment 2
November CHAPTER 6: Capital Budgeting <ul style="list-style-type: none">• Modern appraisal methods• Traditional vs Modern Methods• Limitations of Capital Budgeting• Capital Rationing Test 2 Revision & Doubt Clarification

Name of the Assistant Professor: Sakshi Kuchhal

Class: B.Com Semester III

Subject Lesson Plan: Corporate Accounting 22 July -22 November 2024

Course Outcomes: - After completing the course students will be able to –account for issue, forfeiture and redemption of shares and debentures, understand the various ways of valuing goodwill and shares and account for profit and loss before and after incorporation and prepare final accounts of companies.

July
Unit 1 Share Capital: Meaning, Types, Accounting treatment of issue
August
Unit 1 Share Capital: Accounting treatment of forfeiture, reissue, buyback of equity shares, sweat shares, redemption of preference shares, issue of bonus shares
Assignment 1
September
Unit 2 Debenture: Meaning and types Issue and redemption of debentures
Test 1
October
Unit 3 Valuation of Goodwill Valuation of shares
Assignment 2
November
Unit 4 Profit and loss before and after incorporation Final Accounts of Companies
Test 2 Revision & Doubt Clarification

Name of the Assistant Professor: Sakshi Kuchhal

Class: B.Com Semester I

Subject Lesson Plan: Business Organization and Management 22 July -22 November 2024

Course Outcomes: - After completing the course students will be able to -Understand business activities, objectives, and environmental interface; Apply business setup processes including networking, franchising, and e-commerce with creativity; Analyze managing aspects of businesses for effective decision-making and Evaluate marketing, pricing, distribution, and HR strategies ethically and responsibly.

August:

Unit I: Business- Concept, Objectives, nature and Spectrum of business activities. Process of setting up of business enterprise, forms of business enterprise: Public, Private and joint sector

September

Unit II: Functional aspects of Business: starting and operating small venturing enterprise operations, business size and location decisions. Lay Out: Mass production and mass customization.

October

Unit III: Management: Meaning, Concept, Importance and its Objectives. Management Process and its various functions (Planning, Organising, Staffing, Directing and Controlling). Management: Development of Management thoughts - Classical Approach, Neo Classical Approach and Modern Approach

November

Unit IV: Managing functional areas of businesses Marketing, Product and pricing decisions, Distribution and promotional decisions, financial management and securities markets, risk management, HR strategies for domestic and global businesses.

B. Com II (Semester III), Session 2024-25, July to November, 2024
Lesson Plan: Business Statistics- I

Week 1	Introduction to Statistics
Day 1	Origin and Meaning of Statistics
Day 2	Definition of Statistics: in Plural Sense
Day 3	Definition of Statistics: in Singular Sense
Day 4	Features or characteristics of Statistics in terms of numerical data
Day 5	Features of Statistics as a Science
Day 6	Nature and subject matter of Statistics
Week 2	Introduction to Statistics (contd.)
Day 1	Functions of Statistics
Day 2	Uses and Importance of Statistics
Day 3	Limitations of Statistics
Day 4	Distrust of Statistics
Day 5	Collection of Data
	Primary and Secondary data
Day 6	Methods of Collecting Primary data
Week 3	Collection of Data (contd.)
Day 1	Essentials of a Good Questionnaire
Day 2	Methods of collecting Secondary data
Day 3	Revision: Introduction to Statistics
Day 4	Classification of Data
	Objectives of Classification
Day 5	Methods of Classification
	Geographical and Chronological
Day 6	Qualitative and Quantitative
Week 4	Classification of Data (contd.)
Day 1	Ways to classify numerical data or raw data
Day 2	Individual series; frequency distribution
	Discrete and Continuous Frequency Distribution
Day 3	Inclusive and Exclusive Series
	Open-ended series
	Frequency series containing mid values
Day 4	Cumulative frequency series-less than, more than
	Construction of Frequency distribution
Day 5	Practice session on frequency distribution
Day 6	Revision/Test: Collection of data
Week 5	Presentation of data
Day 1	Introduction: Table, Diagrams, Graphs
Day 2	Tabular presentation of data
	Difference between Classification and Tabulation
Day 3	Main components of a Statistical Table

Day 4	Rules for construction of a table
Day 5	Types of Tables
Day 6	Revision/Test: Classification of data
Week 6	Presentation of data (contd.)
Day 1	Diagrammatic Presentation of Data
	Utility of Diagrammatic Presentation
Day 2	Types of diagrams: bar diagrams
	Simple and Multiple Bar diagrams
Day 3	Sub-divided bar diagrams
	Percentage Bar diagrams
Day 4	Deviation bar diagrams
Day 5	Rectangular and Square diagrams
Day 6	Revision: Tables
Week 7	Presentation of data (contd.)
Day 1	Pie-diagram
Day 2	Pictograms and Cartograms
Day 3	Graphic presentation of data: Histogram
Day 4	Frequency Polygon and Frequency Curve
Day 5	Cumulative Frequency Ogive or Curve
Day 6	Box Plots; Stem and leaf display
Week 8	Presentation of data (contd.)
Day 1	Revision/Test: Presentation of Data
Day 2	Measures of Central Tendency I
	Meaning of Average or Central Tendency
	Characteristics of a Good Average
Day 3	Types of Averages: Mean, Median, Mode
Day 4	Arithmetic Mean: Individual Series- direct and short-cut method
Day 5	Arithmetic Mean: Discrete Series- direct and short-cut method
Day 6	Arithmetic Mean: Continuous Series- direct and short-cut method
Week 9	Measures of Central Tendency I (contd)
Day 1	Arithmetic Mean: Continuous Series - step-deviation method
Day 2	Median: Individual Series
Day 3	Median: Discete and Continuous Series
Day 4	Positional Averages: Quartiles, Deciles, Percentiles
Day 5	Mode: through inspection; with formula
Day 6	Relation between Mean, Median and Mode
Week 10	Measures of Central Tendency II
Day 1	Geometric Mean
Day 2	Harmonic Mean
Day 3	Practical Questions
Day 4	Practical Questions
Day 5	Relation between Arithmetic, Harmonic and Geometric Mean

Day 6	Revision/Test: Measures of Central Tendency
Week 11	Measures of Dispersion
Day 1	Meaning and Objectives of Dispersion
	Absolute and Relative Measures
	Range and Inter-quartile Range
Day 2	Mean Deviation
Day 3	Standard Deviation
Day 4	Coefficient of Variation
Day 5	Lorenz Curve
Day 6	Practice questions
Week 12	Skewness
Day 1	Meaning of Skewness
	Karl Pearson's Method
Day 2	Bowley's and Kelly's Method
Day 3	Practice Questions
Day 4	Moments and Kurtosis
	Moments: About Mean, About arbitrary value and about origin
Day 5	Conversion of Moments and Sheppard's Correction
Day 6	Uses of Moments: to measure Skewness and Kurtosis
Week 13	Moments and Kurtosis (contd.)
Day 1	Types of Kurtosis
Day 2	Simple Correlation Analysis
	Utility and Types of Correlation
Day 3	Karl Pearson's Coefficient of Correlation
Day 4	Assumed Mean Method
Day 5	Step-deviation Method
Day 6	Test: Measures of Dispersion
Week 14	Simple Correlation Analysis (contd.)
Day 1	Variance-covariance Method
Day 2	Variance-covariance Method
Day 3	Coefficient of Correlation in Grouped data
Day 4	Coefficient of Correlation in Grouped data
Day 5	Probable Error and Standard Error
Day 6	Test: Skewness, Moments and Kurtosis
Week 15	Diwali Break
Week 16	Simple Correlation Analysis (contd.)
Day 1	Spearman's Rank Correlation
Day 2	Spearman's Rank Correlation
Day 3	Concurrent deviation Method
Day 4	Concurrent deviation Method
Day 5	Coefficient of Determination

Day 6	Revision/Test: Correlation
Week 17	Simple Regression Analysis
Day 1	Meaning and definition
Day 2	Difference between Correlation and Regression
Day 3	Types of Regression Analysis
Day 4	Simple linear regression
Day 5	Methods of obtaining Regression Lines: Scatter diagram, Least Square Method
Day 6	Least square method
Week 18	Regression (contd.)
Day 1	Regression equations using regression coefficients
Day 2	Regression equations using regression coefficients
Day 3	Regression equations in case of grouped data
Day 4	Regression equations in case of grouped data
Day 5	Standard Error of Estimate
Day 6	Practice Questions/Assignment/Test on Regression

B. Com III (Semester V), Session 2024-25, July to November, 2024
Lesson Plan: Cost Accounting-I

Week 1	Chapter 1- Cost Accounting: An Introduction
Day 1	Meaning of Cost Accounting
Day 2	Difference and similarities between Cost and Financial Accounting
Day 3	Advantages and Limitations of Cost Accounting
Day 4	Importance of Cost Accounting
Day 5	Principles and Objectives of Cost Accounting
Day 6	Methods and Techniques of Cost Accounting
Week 2	Chapter 1- Cost Accounting: An Introduction (contd.)
Day 1	Installation of Cost Accounting System
Day 2	Cost Centre and Cost unit; Profit Centre
Day 3	Characteristics of an Ideal Cost Accounting System
Day 4	Role of Cost Accountant in an Organisation
Day 5	Chapter 2- Cost: Elements, Concepts and Classification
	Elements of Cost
Day 6	Concept of Overheads
Week 3	Chapter 2- Cost: Elements, Concepts and Classification (contd.)
Day 1	Cost: Concepts and Classification
Day 2	Product Cost and Period Cost
Day 3	Chapter 3- Material Cost Accounting
	Purchase of Materials: Centralised Vs Decentralised
Day 4	Purchase Cycle
Day 5	Stores Organisation and Control
Day 6	Location and Organisation of Stores Department
	Bin Card
Week 4	Chapter 3- Material Cost Accounting (contd.)
Day 1	Books for recording of Materials
Day 2	Stores Ledger
	Issue of Materials
Day 3	Materials Returned and Transfer Note
Day 4	Pricing of Materials issued
	Cost Price Methods: FIFO, LIFO, HIFO, NIFO
Day 5	Practical questions on issue of materials
Day 6	Practical questions on issue of materials
Week 5	Chapter 3- Material Cost Accounting (contd.)
Day 1	Average Cost Price Methods: Simple Average; Weighted Average
Day 2	Market Price Methods: Replacement Price Method, Realisable Price Method
Day 3	Notional Price Methods: Standard Price and Inflated Price Method

Day 4	Verification of Materials: Perpetual and Periodic Inventory System
Day 5	Practical questions
Day 6	Revision/Test: Chapter-1
Week 6	Chapter 4-Material/Inventory Cost Control: Concept and Techniques
Day 1	Meaning of Inventory
	Objectives of Inventory/Material Control
Day 2	Advantages and Importance of Inventory Control
	Basic Principles of Inventory Control
Day 3	Methods and Techniques of Inventory Control
	Determination of Inventory Levels and Limits
Day 4	Practical questions on inventory levels
Day 5	Practical questions on inventory levels
Day 6	Revision/Test: Chapter-2
Week 7	Chapter 4-Material/Inventory Cost Control: Concept and Techniques (contd.)
Day 1	Economic Order Quantity
Day 2	Quantity Discounts or Price breaks
Day 3	Practical Questions on EOQ
Day 4	Practical Questions on EOQ
Day 5	Treatment of Material Wastage/Losses
Day 6	Inventory Turnover and Control Ratios
Week 8	Chapter 5- Labour Cost Accounting
Day 1	Classification of Labour
Day 2	Composition of Labour Costs
	Labour Cost Control Procedure
	System of Labour Control
Day 3	Accounting Procedure for Labour
Day 4	Labour Turnover
Day 5	Idle time and Overtime
Day 6	Holiday/Leave with Pay
Week 9	Chapter 6-Methods of Wage Payment
Day 1	Factors to be considered before adopting Wage payment
Day 2	Need for Incentive Schemes
Day 3	Methods of Wage payment- Time rate and Piece Rate
Day 4	Incentive Schemes- Premium Bonus Methods
Day 5	Incentive Schemes- Combination of Time and Piece Rates
Day 6	Group incentive schemes
Week 10	Chapter 7: Accounting for Overheads
Day 1	Classification of Overheads
Day 2	Treatment of Different Overhead items
Day 3	Items excluded from Cost Accounting
Day 4	Chapter 8: Allocation, Apportionment (Departmentalisation) and Absorption

	Problems in Distribution of Overheads
Day 5	Distribution scheme for Production Overheads
Day 6	Departmentalisation of Overheads- Allocation and Apportionment of Overheads
Week 11	Chapter 8: Allocation, Apportionment (Departmentalisation) and Absorption [contd.]
Day 1	Primary Distribution of Factory Overheads
Day 2	Re-apportionment of Service Departments' Overheads or Secondary Distribution of Factory Overheads
Day 3	Apportionment only to Production departments
Day 4	Apportionment to Production as well as Service departments
Day 5	Absorption of Overheads
Day 6	Determination of Overhead Absorption Rates
Week 12	Chapter 8: Allocation, Apportionment (Departmentalisation) and Absorption [contd.]
Day 1	Accounting and Absorption of Office and Administration Overheads
Day 2	Accounting and Absorption of Selling and Distribution Overheads
Day 3	Over and under absorption of overheads
Day 4	Chapter 9: Machine Hour Rate Method
	Factors and Process of Machine Hour Rate Method
Day 5	Basis of Apportionment of Factory Overheads to the Machines- Standing and Machine Expenses
Day 6	Presentation or Computation of Machine Hour Rate
Week 13	Chapter 9: Machine Hour Rate Method (contd.)
Day 1	Practical questions on Machine hour rate
Day 2	Merits and Demerits of Machine Hour Rate
Day 3	Revision/Test: Chapter 3 and 4
Day 4	Chapter-10: Unit or Output Costing I
	Objectives of Unit or Output Costing
	Methods of Determination of Unit Cost
Day 5	Cost Sheet- Simple
Day 6	Cost Sheet with Profit
Week 14	Chapter-10: Unit or Output Costing I (contd.)
Day 1	Cost Sheet with Statement of Profit
Day 2	Comparative Cost Sheet
Day 3	Statement of Cost
Day 4	Treatment of Defective or Rejected Production
Day 5	Revision/Test: Chapter 5 and 6
Day 6	Chapter 11: Unit or Output Costing II
	Calculation of Tender Price
Week 15	Diwali Break
Week 16	Chapter 11: Unit or Output Costing II (contd.)
Day 1	When there is no Change in past Cost and Past Profit percentage
Day 2	When there is no Change in past Cost and Past Profit percentage
Day 3	When there is Change in past Cost and but no change in Past Profit percentage

Day 4	When there is Change in past Cost and but no change in Past Profit percentage
Day 5	When there is Change in past Cost and Past Profit percentage
Day 6	When there is Change in past Cost and Past Profit percentage
Week 17	Chapter 11: Unit or Output Costing II (contd.)
Day 1	When there is Change in past Cost and Past Profit percentage
Day 2	Determination of Overhead Absorption Rate for Determining the Tender Price
Day 3	Determination of Overhead Absorption Rate for Determining the Tender Price
Day 4	Determination of Tender Price on the basis of Nature/Behaviour of Cost
Day 5	More practical questions
Day 6	Revision/Test: Chapter 8 and 9
Week 18	Chapter-12: Reconciliation of Cost and Financial Accounts
Day 1	Causes of difference between cost and financial accounts
Day 2	Objectives of Reconciliation Statement
Day 3	Memorandum Reconciliation Account
Day 4	Reconciliation when reasons of difference are specifically given
Day 5	Reconciliation by preparing statement of cost and profit
Day 6	Test: Chapter 10,11,12

B. Com II (Semester III), Session 2024-25, July to November, 2024
Lesson Plan: Business Regulatory Framework-I

Week 1	Introduction to Mercantile Law
Day 1	Meaning and definition of Mercantile Law
Day 2	Scope of Indian Mercantile Law
Day 3	Sources of Indian Mercantile Law
Day 4	Need of Law or Act
Day 5	Indian Contract Act 1872- meaning and evolution
Day 6	Some fundamental definitions
Week 2	Indian Contract Act 1872 (contd.)
Day 1	Difference between contract and agreement
Day 2	Essentials of a valid contract
Day 3	Kinds of agreements
Day 4	Kinds of agreements
Day 5	Kinds of Contracts
Day 6	Test: Meaning and Types of Contracts
Week 3	Indian Contract Act 1872 (contd.)
Day 1	Main features of a Proposal
Day 2	Legal rules as to Proposal or Offer
Day 3	Acceptance
Day 4	Legal Rules as to acceptance
Day 5	Valid Acceptance without Communication
Day 6	Communication and revocation of Proposal and Acceptance
Week 4	Indian Contract Act 1872 (contd.)
Day 1	Modes of lapse of an Offer
Day 2	Communication and Acceptance of Special conditions
Day 3	A Stranger to Contract cannot sue
Day 4	Contractual Capacity of the parties
Day 5	Minor
Day 6	Minor
Week 5	Indian Contract Act 1872 (contd.)
Day 1	Persons of Unsound mind
Day 2	Other Disqualified Persons
Day 3	Free Consent of Parties
Day 4	Coercion
Day 5	Undue Influence
Day 6	Fraud
Week 6	Indian Contract Act 1872 (contd.)
Day 1	Misrepresentation
Day 2	Mistake

Day 3	Kinds of Mistake
Day 4	Effect of Mistake
Day 5	Types of Bilateral Mistake
Day 6	Effect of Consent which is not true
Week 7	Indian Contract Act 1872 (contd.)
Day 1	Lawful Consideration and Object
Day 2	Essential Elements of Consideration
Day 3	Agreement without Consideration
Day 4	Adequacy of Consideration
Day 5	Difference between Stranger to Consideration and Stranger to Contract
Day 6	Unlawful consideration and object
Week 8	Indian Contract Act 1872 (contd.)
Day 1	Agreements opposed to public policy
Day 2	Agreements expressly declared as void
Day 3	Agreements expressly declared as void (contd.)
Day 4	Legal formalities-written and registered
Day 5	Contingent Contracts
Day 6	Test: Contracts (Excluding Indemnity/Guarantee and Bailment)
Week 9	Indian Contract Act 1872 (contd.)
Day 1	Performance of Contract
Day 2	Time and place of performance
Day 3	Reciprocal promises and their performance
Day 4	Essentials of a valid tender
Day 5	Discharge or termination of Contracts
Day 6	Discharge or termination of Contracts (contd.)
Week 10	Indian Contract Act 1872 (contd.)
Day 1	Doctrine of Frustration
Day 2	Impossibility of performance
Day 3	Implied or Quasi or Constructive Contracts
Day 4	Consequences of Breach of Contract
Day 5	Measurement of Damages
Day 6	Liquidated damages and penalty
Week 11	Indian Contract Act 1872 (contd.)
Day 1	Contract of Indemnity
Day 2	Essentials of Contract of Indemnity
Day 3	Rights of Indemnifier
Day 4	Rights of indemnity-holder
Day 5	Contract of Guarantee
Day 6	Difference between Contract of Indemnity and Guarantee
Week 12	Indian Contract Act 1872 (contd.)

Day 1	Guarantee without knowledge of Principal Debtor
Day 2	Kinds of Guarantee
Day 3	Revocation or Termination of Continuing Guarantee
Day 4	Liability of Surety
Day 5	Discharge of Surety from Liability
Day 6	Rights of Surety
Week 13	Indian Contract Act 1872 (contd.)
Day 1	Contracts of Bailment and Pledge
Day 2	Essential Characteristics of Bailment
Day 3	Delivery of Goods in Contract of Bailment
Day 4	Types of Contracts of Bailment
Day 5	Duties and Responsibilities of Bailor
Day 6	Duties and Responsibilities of Bailee
Week 14	Indian Contract Act 1872 (contd.)
Day 1	Duties and Responsibilities of Bailee
Day 2	Rights of Bailor
Day 3	Rights of Bailee
Day 4	Termination of Bailment
Day 5	Finder of goods
Day 6	Test: Indemnity, Guarantee and Bailment
Week 15	Diwali Break
Week 16	Indian Contract Act 1872 (contd.)
Day 1	Lien
Day 2	Pledge
Day 3	Rights and duties of Pawnor
Day 4	Rights and duties of Pawnee
Day 5	Difference between bailment and pledge
Day 6	Difference between pledge and mortgage
Week 17	Consumer Protection Act, 1986
Day 1	Meaning of Consumer Protection
Day 2	Features of Consumer Protection Act, 1986
Day 3	Types of Consumer Exploitation or Consumer Problems
Day 4	Rights of Consumers
Day 5	Need and Importance of Consumer's Protection
Day 6	Consumer Protection Councils- National Commission
Week 18	Consumer Protection Act, 1986 (contd.)
Day 1	State Commission
Day 2	District Commission
Day 3	Procedure of Grievance Redressal
Day 4	Procedure of Grievance Redressal

Day 5	Enforcement of Orders of District Forum, State Commission and National Commission
Day 6	Test: Consumer Protection Act

B. Com I (Semester I), Session 2024-25, July to November, 2024	
Lesson Plan: Business Environment	
Week 1	Business Environment
Day 1	Concept of Business Environment
Day 2	Importance and significance of Business Environment
Day 3	Importance and significance of Business Environment
Day 4	Components of Business Environment
Week 2	Business Environment
Day 1	Components of Business Environment
Day 2	Components of Business Environment
Day 3	Components of Business Environment
Day 4	Components of Business Environment
Week 3	Business Environment
Day 1	Environmental Analysis- Meaning
Day 2	Environmental Analysis- significance
Day 3	Techniques of Environmental Analysis
Day 4	SWOT Analysis
Week 4	Business Environment
Day 1	SWOT Analysis
Day 2	SWOT Analysis
Day 3	Benefits of Environmental Analysis
Day 4	Limitations of Environmental Analysis
Week 5	Business Environment
Day 1	Economic Systems-meaning
Day 2	Capitalism
Day 3	Socialism
Day 4	Mixed Economy
Week 6	Business Environment
Day 1	Social Responsibility of Business- Concept, need, limitations
Day 2	Social Responsibility of Business towards different interested groups
Day 3	Test: Business Environment
Day 4	New Economic Policy- Introduction
Week 7	Economic Policy (contd.)

Day 1	Liberalisation
Day 2	Privatisation
Day 3	Globalisation
Day 4	Advantages of New Economic Policy
Week 8	New Economic Policy
Day 1	Achievements of New Economic Policy
Day 2	Shortcomings of New Economic Policy
Day 3	Industrial policy
Day 4	Industrial Licensing Policy
Week 9	Industrial Policy (contd.)
Day 1	Industrial Licensing Policy
Day 2	New Industrial Policy of 1991- Features
Day 3	New Industrial Policy of 1991- Achievements
Day 4	New Industrial Policy of 1991- Limitations
Week 10	Foreign Trade
Day 1	Development and Regulation of Foreign Trade
Day 2	Foreign Trade Policy
Day 3	Export Promotion
Day 4	Organisational Set up
Week 11	Foreign Trade and Investment
Day 1	Production assistance
Day 2	Marketing Assistance
Day 3	EPZs, EOUs, TPs and SEZs
Day 4	Meaning, Significance of Foreign Investment
Week 12	Foreign Trade and Investment
Day 1	Types of Foreign Investment
Day 2	Cross Border M&As
Day 3	Foreign Investment in India
Day 4	Foreign Investment by Indian Companies
Week 13	Foreign Trade and Investment
Day 1	Multinational Corporations
Day 2	MNCs- Dominance role
Day 3	Test- New Economic Policy
Day 4	Revisit- Industrial Policy
Week 14	World Trade Organisation (WTO)
Day 1	Meaning
Day 2	Objectives
Day 3	Functions and Organisation Structure
Day 4	Test- Foreign Trade

Week 15	Diwali Break
Week 16	International Monetary Fund
Day 1	Meaning
Day 2	Objectives
Day 3	Functions
Day 4	Success and Failure of IMF
Week 17	World Bank
Day 1	Establishment
Day 2	Objectives
Day 3	Members and functions
Day 4	Success and Failure
Week 18	Revision Week
Day 1	Test- Foreign Investment
Day 2	Revision- MNCs
Day 3	Revision- WTO, IMF
Day 4	Revision-World Bank

Government College, Rithoj (Gurugram)

Lesson plan		2024-25 (July 2024 to Nov 2024)
Name of Assistant professor	Dr. Satinder Kumar	
Class	B.A. 3rd Semester	
Subject	Macro Economics	
Week, Month	Topics covered	
July 2024	Introduction to Macro Economics: Nature & Scope, Macro Economic Issues in an Economy, Concepts of GDP & National Income Accounting, Final & Intermediate Goods, Value Addition	
August 2024	Different Aspects related to National Income, Circular flow of income: Two Sector Model, three Sector Model, Four Sector Model, Measurement of National Income: Product/ Value Added Method, Income Method, Expenditure Method, Problem of Double Counting, Nominal and Real Income, Difficulties in the measurement of National Income, GDP Deflator, CSO and national income Accounting	
September 2024	Actual & Potential GDP, Consumption Function, Keynesian Concept of Psychological Law of Consumption, Investment function, Induced & Autonomous Investment, Aggregate Expenditure Function, Propensity to Consume and Propensity to Spend, APC & MPC, Saving Function: APS & MPS, Theories of Consumption Function: Absolute Income Theory, Relative Income Theory, Permanent Income Theory	
October 2024	Investment Function, Determinants of Induced Investment, Marginal Efficiency of Capital, Prospective Yield and Supply Price, Factors affecting MEC, Equilibrium GDP Determination: AE, Aggregate output, Saving-Investment Identity, Paradox of Thrift, Concept of Multiplier, Multiplier and MPC, Working of Multiplier, Leakage in Multiplier, Criticism of Keynesian concept of multiplier, Fiscal Policy and the role of government, Objectives and instruments of fiscal Policy, Government Tax Function, Budget Surplus, Equilibrium GDP Determination	
November 2024	Export Function, Import Function, Net Export Function, Changes in the Net Export function, Factors causing shift in Net Export function, Equilibrium GDP Determination Changes in the General Price Level, shift in the AD curve, Shift in AS Curve, Interaction of AD & AS, AD Shocks, AS Shocks WRITTEN TEST OF THE ENTIRE SYLLABUS	

Government College, Rithoj (Gurugram)

Lesson plan	2024--25 (July 2024 to Nov 2024)
Name of Assistant professor	Dr. Satinder Kumar
Class	B.A. 1st Semester
Subject	Micro Economics
Week, Month	Topics covered
July 2024	Introduction to Economics, Difference between economy and economics, Definition of Economics: Wealth Definition, Material Welfare Definition, Growth Oriented Definition, Scarcity Definition, Nature and Scope of Economics
August 2024	Economic Problem: Scarcity and Choice, Opportunity Cost and PPC, Concept of Economic Problem: Causes, Basic Problem of an Economy, PPC and basic problem of an economy, Capitalist Economy, Socialist Economy & Mixed Economy, Concept of Demand: Demand Schedule & Demand Curve, Determinants of Demand, Elasticity of Demand: Meaning, Types, Price Elasticity of Demand: Meaning, Degree & Measurement of Price Elasticity of Demand, Factors Determining Price Elasticity of Demand
September 2024	Income Elasticity of Demand: Meaning, Measurement & Degree, importance of income elasticity of demand, Cross Elasticity of Demand: Meaning, Measurement Theory of Supply: Distinction between supply and stock, Individual and market supply, Supply curve, Law of Supply, price elasticity of supply: degree and factor effecting price elasticity of supply,
October 2024	Cardinal Utility Approach & Ordinal Utility Theory: Indifference Curve, Marginal rate of Substitution, Budget Line, Consumer Equilibrium, Price Consumption Curve, Inferior and Giffen goods, Cardinal utility, Law of Diminishing Marginal Utility, Law of Equi-marginal utility Firm as an agent of Production, Theory of Production: Production function, types of production function, Laws of Production: Returns to factor, law of variable proportions, returns to scale, law of returns to scale and Iso- Quant approach, Economies and diseconomies of scale,
November 2024	Iso- Quant: meaning, slope/ MRTS, Ridge Lines, Iso- Cost Line, Producer' equilibrium or Least Cost combination Concepts of Cost, traditional and Modern theory of cost Concepts of Revenue, Break- Even Analysis WRITTEN TEST OF THE ENTIRE SYLLABUS

Government College, Rithoj (Gurugram)

Lesson plan	2024--25 (July 2024 to Nov 2024)
Name of Assistant professor	Dr. Satinder Kumar
Class	B.A. 5th Semester
Subject	Development Economics
Week, Month	Topics covered
July 2024	Concept of developed and developing country, features of under developing countries, Characteristics of Indian Economy as an Under developed Economy
August 2024	Economic Growth and Development: Determinants, Measurement, Obstacles of Economic Development, Characteristics of Indian Economy as an Under developed Economy, Vicious Circle of Poverty, Concept of Balanced and Unbalanced Growth
September 2024	Balanced Growth: Meaning, Basis of balanced growth, Different views regarding balanced growth: Rodan's Theory, Nurkse Theory, Lewis Theory, Advantages of balanced growth, Criticism of the balanced growth
October 2024	Unbalanced growth: Meaning, Basis of unbalanced growth, the Unbalancing Process: With SOC and DPA, Forward and backward linkage, Merits and criticism of unbalanced growth, Leibenstien Critical Minimum Effort Theory, Environment: Meaning, Features & Components of Environment, Environment as a Necessary and Luxury
November 2024	Population- Environment Linkage, Features of Environment as a Public Good, Natural Resources, Environment Pollution, Environment pollution control legislation in India, Sustainable Development: Meaning, Indicators, measurement and importance of Sustainable development WRITTEN TEST OF THE ENTIRE SYLLABUS

Government College, Rithoj (Gurugram)

Lesson plan		2024-25 (July 2024 to Nov 2024)
Name of Assistant professor	Dr. Satinder Kumar	
Class	B.A. 1st Semester	
Subject	Data Type and Sources	
Course Type	SEC-3	
Week, Month	Topics covered	
August 2024	Data: meaning, types and importance of data in research, qualitative and quantitative data, primary and secondary data, Nominal, ordinal, interval, and ratio scale data.	
September 2024	Sources of Primary Data: Interview method, observation method, questionnaire method, and schedule method. Advantages and Limitations of primary data	
October 2024	Sources of Secondary Data: Census Data, Newspapers, Periodicals, records various government and non-government agencies. Reports published by various commissions constituted by Government.	
November 2024	Reports published by international agencies and organizations, Journals, books, and published articles. Advantages and Limitations of secondary data. Revision of entire syllabus. Presentation WRITTEN TEST OF THE ENTIRE SYLLABUS	

Government College, Rithoj (Gurugram)

Lesson plan		2024-25 (July 2024 to Nov 2024)
Name of Assistant professor	Dr. Satinder Kumar	
Class	B.A. 1st Semester	
Subject	Economic Environment of India	
Course Type	MDC	
Week, Month	Topics covered	
August 2024	Indian Economic Environment – Concept, Components and Importance, Basic characteristics and features of Indian economy, Features of India's population	
September 2024	Economic Planning in India: Features, Objectives and Assessment of Indian Planning. NITI Aayog Industrial development in India: Industrial development during the period of planning ,Role, problems and Government measures of Industrial development	
October 2024	Public and Private sector in India: Objectives, significance and limitations. Role of Government in growth of private sector. Features of New Economic Policy 1991: Liberalisation, Privatisation and Globalisation.	
November 2024	Revision of entire syllabus. Presentation WRITTEN TEST OF THE ENTIRE SYLLABUS	

पाठ योजना

विषय हिंदी (विषम सेमस्टर) वार्षिक सत्र-2024-25

बी.ए. 2nd (3rd semester)

22 July-31 July (जाणुनिक हिंदी कविता)

Week 1-	अयोध्या सिंह उपाध्याय 1. Book reading 2. Test
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1 August-31 August	
Week 1-	मैथिली शरण गुप्त
Week 2 -	जयशंकर प्रसाद
Week 3 -	निराला
Week 4 -	i) Book reading ii) Assignment 1 iii) Test
iii) Test	

1 September -30 September	
Week 1-	महादेवी वर्मा
Week 2-	सामथारी सिंह दिनकर
Week 3 -	भारत भूषण अग्रवाल
Week 4 -	i) Book reading ii) Test

Prerna

1 October -31 October

Week 1- 1.हिदी साहित्य का रीतिकाल

Week 2- 2. प्रयोजन मूलक हिदी

Week 3- Assignment 2 & (Presentation

Week 4- i) Test

ii) Revision

1 November- 26 November

Week 1 - हिदी कम्पूटिंग और अनुवाद

Week 2-3 - test/ Revision/ Presentation



पाठ योजना

विषय हिंदी (विषम सेमस्टर) वार्षिक सत्र-2024-25

बी.ए. 2nd (3rd semester)

22 July-31 July (आधुनिक हिंदी कविता)

1. अयोध्या सिंह उपाध्याय
2. Book reading
3. Test

1 August-31 August

1. मैथिली शरण गुप्त
2. जयशंकर प्रसाद
3. निराला
4. Book reading
5. Assignment 1
6. Test

1 September -30 September

1. महादेवी वर्मा
2. रामधारी सिंह दिनकर
3. भारत भूषण अग्रवाल
4. Book reading
6. Test

1 September -30 September

1. हिंदी साहित्य का रीतिकाल
2. प्रयोजन मूलक हिंदी
3. Assignment 2 & (Presentation)
4. Test

1 November- 26 November

पाठ योजना

विषय हिंदी (विषम सेमस्टर) वार्षिक सत्र-2024-25

बी.ए. 2nd (3rd semester)

22 July-31 July (आधुनिक हिंदी कविता)

1. अयोध्या सिंह उपाध्याय
2. Book reading
3. Test

1 August-31 August

1. मैथिली शरण गुप्त
2. जयशंकर प्रसाद
3. निराला
4. Book reading
5. Assignment 1
6. Test

1 September -30 September

1. महादेवी वर्मा
2. रामधारी सिंह दिनकर
3. भारत भूषण अग्रवाल
4. Book reading
6. Test

1 September -30 September

1. हिंदी साहित्य का रीतिकाल
2. प्रयोजन मूलक हिंदी
3. Assignment 2 & (Presentation)
4. Test

1 November- 26 November

Lesson plan

History of India (from earliest time C. 1200 A.D.)
B. A. 1st year (Semester - I)
2023-2024

August

Reconstructing and Interpreting Ancient India

- (1) Defining history history and past
- (2) sources of Ancient India type and use

Pre - historical age

- (1) Main features of Paleolithic , Mesolithic , Neolithic Cultures of India.

Harappan civilization

- (1) Origin, Extent and town planning.
- (2) Economy and Religion.
- (3) Problem of Decy.

Maps

Important sites of Harappan civilization.

Class test.

September

The vedic age (C 1500 B.C. to 600 B.C.)

Social, Economy activities.

Political, Religious activities.

Second urbanization and the rise of territorial states.

New Religions movement's: Jainism, Buddhism

Unit 3

Foreign invasion : achamedians and mesodomian and their impacts

Maurya empire: formation and consolidation

Ashoka dhamma, Social and economic condition, decline of empire

October

post maurya age: the kushanas, satavahan, cholas

Gupta empire: 1 Formation and consolidation

2 Contribution to indian culture

Maps

Extent of ashoka empire and pillars edicts

November

Post Gupta period : Pushyabhtis, tripartite struggle -partiharas, palas ,rastrakutas

Arab and Turkish invasion and their impacts

Maps

Extent of kushanas empire

Ports, trade routes of Ancient India

Extent of harshavardhan empire

Revision

Lesson plan

History of India (C.1707-1947 A.D.)
B.A. 2nd year (III rd Semester) 2024-25

July- August

1. Disintegration of central authority
 - (a) Decline of Mughal empire and rise of successor states. A brief survey-Eastern India-Bengal.
- B) British Conquest of India: its nature : Southern India-Mysore and Marathas, North and western India- Awadh and Punjab.

September

2. Conserve traditions of British rule and resistance.
 - (a) Administration and foreign policy .
 - (b) Early resistance and revolt of 1857

October

3. Society of India
 - (a) Economic condition in 18th century
 - (b) Indian culture renaissance
 - (c) social impact of British rule
4. Maps
 - (a) India during 1764
 - (b) Important place of 1857 revolt
 - (c) Centres of social religious movement
5. Economy of India
 - (a) Economic condition in 18th century
 - (b) British land revenue policy
 - (c) Rise of modern industry
 - (d) Economic impact of British

November

6. Emergence of nationalism
 - (a) Causes of emergence of national movement .
 - (b) Indian National Congress and national freedom movement (1885 to 1947)
 - (c) Revolutionaries
7. Towards freedom
 - (a) constitutional development 1909 to 1935. (b) Emergence of communal and separatist politics
 - (c) Negotiations of Independence and transfer of power.
8. Maps
 - (a) Important places of revolutionary moments
 - (b) Places associated with significant sessions of Indian National Congress.

Assignment and test

Lesson plan
Ancient and mediaeval world
B. A. 3rd year (Semester - V)
2024-2025

July-August

1. Pre History. Cultures
 - i. Hunting stage paleolithic
 - ii. Hunting-gathering stage Mesolithic
 - iii. Food processing state Neolithic

September

2. Bronze age civilizations
 - i. Sumerian Civilization : socio - economic structure
 - ii. Egyptian Civilization : socio- economics structure
 - iii. Indus Civilization : socio -economic structure
- 3 : Iron age civilizations
 - i. Greek Civilization : polity society and economy

October

- ii. Roman Civilization : polity society and economy
 - iii. Indian civilization : P. G.W. Culture
 4. Feudalism in medieval Europe
 - i. Feudalism : definition, rise, features and decline
 - ii. Role of church in medieval Europe
 - iii. Islamic world :- Rise of Islam:
socio-political background of pre-Islamic Arabia,
- Assignment and test

November

- vi. Evolutions of Islamic state under Prophet Muhammad ,pious caliphs.
5. State under Umayyads and Abbasids,
Intellectual and cultural contribution of the Arab Civilization
6. Transition of Europe from mediaeval to modern period
 - i. Renaissance : Rise and its impact
 - ii. Reformation : Rise and its impact

LESSON PLAN OF DEPARTMENT OF ENGLISH

Name of College: Government College, Rithoj, Gurugram

Academic Session :2024-25 Semester: Odd (July to November 2024)

Name of Teacher: Dr.Priyanka Redhu and Ms.Medhavini Yadav

Subject: LITERATURE & LANGUAGE -I Class: B.A. SEMESTER-I

Course Outcomes:-

CO-1 Learn to read and understand a variety of books and stories from different times and places.

CO-2 Develop skills in writing and speaking to express ideas and opinions.

CO-3 Discover how the history and culture of different places affect the way people write and read literature.

CO-4 Prepare for various careers by gaining essential skills like problem-solving, adaptability, and teamwork through internships and professional development opportunities.

CO-5 Practice analyzing and thinking deeply about texts to understand their meanings.

July 2024

Paper pattern discussion, Introduction, Chapter 2- Choosing our Universe

Composition: Abstract Noun

August 2024

Speech Sounds, Practice of Speech sounds, Chapter 3- Are Dams The Temples of Modern India? Composition: Pronouns, Verb, Adjectives, Adverb

September 2024

Chapter 4 – The Generation Gap, Chapter 5- Language and National Identity Chapter 6- Wounded Plants, Class Test Composition: Parts of speech, Tenses, Articles

October 2024

Chapter 7- Playing the English Gentleman, Chapter 8- Great Books Born out of Great Minds, Class Test
Composition- Preposition, Conjunctions, Interjections, Paragraph Writing

November 2024

Chapter 9- The Responsibility of Young Men, Chapter 10- Bharat Mata, Paper pattern Discussion,
Previous Paper Discussion, Revision and Test

Composition- Paragraph Writing & Revision

LESSON PLAN OF DEPARTMENT OF ENGLISH

Name of College: Government College, Rithoj, Gurugram

Academic Session :2024-25 Semester: Odd (July to November 2024)

Name of Teacher: Dr.Priyanka Redhu and Ms.Medhavini Yadav

Subject: ENGLISH (FRAGRANCES) Class: B.A. SEMESTER-III

Course Outcomes:-

CO-1 Learn to read and understand a variety of books and stories and poems from different times and places.

CO-2 Develop skills in writing and speaking to express ideas and opinions.

CO-3 Discover how the history and culture of different places affect the way people write and read literature.

CO-4 Prepare for various careers by gaining essential skills like problem-solving, adaptability, and teamwork through internships and professional development opportunities.

CO-5 Practice analyzing and thinking deeply about texts to understand their meanings.

JULY 2024-

Important Poetic Forms and Devices, Paper pattern Discussion

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

AUGUST 2024

Poem 1-Sonnet XVIII , Poem 2- Know Then Thyself, Poem 3- Elegy Written in a Country

Churchyard Composition: Verb- Gerund, Preposition, Vocabulary Exercise

SEPTEMBER 2024

Poem 3- Elegy Written in a Country Churchyard, Poem 4- The World is Too Much with Us, Poem 5- Ode on a Grecian Urn, Test

Composition: Prepositions, Clauses and Its Types

OCTOBER 2024

Poem 6- My Last Duchess, Poem 7-When You are Old, Poem 8- Where the Mind is without

Fear, Test Composition: Prepositions, Clauses and Its Types

NOVEMBER 2024

Poem 9- The Bangle Sellers, Poem 10- Another Woman, Paper pattern Discussion, Previous Paper Discussion, Revision and Test

Previous Year Question paper discussion

Composition- Verb Patterns, Paragraph Writing

LESSON PLAN OF DEPARTMENT OF ENGLISH

Name of College: Government College, Rithoj, Gurugram

Academic Session :2024-25 Semester: Odd (July to November, 2024)

Name of Teacher: : Dr.Priyanka Redhu and Ms.Medhavini Yadav

Subject: ENGLISH (KANTHAPURA) Class: B.A. SEMESTER-V

Course Outcomes:-

CO-1 Apply critical thinking skills to evaluate and interpret texts and offer insightful and well-supported analysis.

CO-2 Demonstrate enhanced writing and speaking abilities, effectively conveying their ideas and engaging in clear and persuasive communication.

CO-3 Analyze and interpret various literary genres and styles from different historical and cultural contexts.

CO-4 Produce well-researched and structured essays and research papers, showing proficiency in academic writing and proper citation practices.

CO-5 Understand how historical and cultural backgrounds influence literature, and be able to discuss these influences in their analysis

JULY 2024

Introduction to the Novel and the Novelist, Paper pattern Discussion

Composition: Clauses- types and usage

AUGUST 2024

Characterisation and Setting , Novel Chapter 1- 5, Weekly Newspaper Reading Activity and

Oral Tests Composition: Story Writing, Composition, Vocabulary Exercise

SEPTEMBER 2024

A word a day intra class competition, Novel Chapter -5-10, Weekly Newspaper Reading Activity and Oral Tests

Composition: Conversion of sentences

OCTOBER 2024

A word a day intra class competition, Chapter 11-16, Weekly Reading Activity and Oral Tests, Composition- Precis

Remarks:

NOVEMBER 2024

A word a day intra class competition, Chapter 16-19, Weekly Reading Activity and Oral Tests, Syllabus Completion and Tests

Previous Year Question paper discussion

Composition -Conditional clauses

Lesson Plan of department of English

Name of College: Government College, Rithoj, Gurugram
Academic Session :2024-25 Semester: Odd (July to November, 2024)
Name of Teacher: : Dr.Priyanka Redhu and Ms.Medhavini Yadav

Ability Enhancement Course, Department of English
Semester-I

Nomenclature of the Course: English Language and Communication Skills: Level1

Course Outcomes:

After the successful completion of the course the student will be able to:

1. The students will learn various types of verbal and non-verbal communication.
2. They will understand the importance of interpersonal communication on workplaces and different ways of behaviour and communication.
3. They will comprehend the importance of listening skills and its types.

July 2024

Unit 1- Theory and types of Communication Verbal and Non-Verbal Communication
Revision Test of the same unit

August 2024

Unit 2- Workplace and Interpersonal Communication
Revision test of Unit 2

September 2024

Unit 3- Listening Skills- definition, features, barriers, types of listening skills etc

Revision test of Unit 3

October 2024

Unit 4- parts of Speech

Revision of Unit 4

Internal Assignment

November 2024

Complete revision of the syllabus

Sample paper solving

Mock Tests

Doubt Sessions

LESSON PLAN OF MATHEMATICS DEPT.

Name Of College: Govt College Rithoj, Gurugram,

Academic Session :2024-25

Semester: Odd, (August 2024 to November 2024)

Name of Teacher: Dr. Kusum Saharan

Subject: Introductory Mathematics

Class: B.A , Ist SEMESTER

Course Learning Outcomes (CLOs):

After completing this course, the learner will be able to:

1. Understand various concepts of matrices.
2. Have the knowledge of the basic concepts of complex numbers.
3. Gain the knowledge of the concepts of Arithmetic progression, Geometric progression and Harmonic progression.
4. Have the conceptual knowledge of straight lines, slope of a line and angle between two lines.

August 2024

An introduction to matrices and their types, Operations on matrices.

September 2024

Complex numbers, Operations on complex numbers, polar form of the complex numbers, Modulus and argument of a complex number.

OCTOBER 2024

Arithmetic progression, Geometric progression, Harmonic progression, Arithmetic mean (A.M.), Geometric mean (G.M.), Relation between A.M. and G.M.

NOVEMBER 2024

Straight lines: Slope of a line and angle between two lines, Different forms of equation of a line: parallel to co-ordinate axes, point-slope form, slope-intercept form, two-point form, general form; distance of a point from a straight line.

LESSON PLAN OF SOCIOLOGY DEPT.

Name Of College: Govt College Rithoj, Gurugram

Academic Session :2024-25 Semester : Odd, (July to November,2023)

Name of Teacher: Dr. Mithlesh

Subject: METHODS IN SOCIAL RESEARCH

Class: B.A 3rd SEMESTER

JULY 22, 2024 TO JULY 31, 2024: Nature, Definition and Steps of Social Research.

AUGUST 1, 2024 TO AUGUST 31, 2024: Objectivity and Subjectivity in Social Research. Nature & Characteristics of Observation, Interview, Case Study.

SEPTEMBER 1, 2024 TO SEPTEMBER 30, 2024: Content Analysis and Social Survey: Their Importance in Social Research, Quantitative Methods its Nature & Characteristics, Research Design.

OCTOBER 1, 2024 TO OCTOBER 31, 2024: Sampling and Hypothesis; Their Nature, Types and Importance of Social Research, Classification and Tabulation of Data.

NOVEMBER 1,2024 TO NOVEMBER 26, 2024

Measures of Central Tendency; Mean, Mode, Median, use of computer in Data Analysis, Completion of Syllabus, Revision and Test

LESSON PLAN OF SOCIOLOGY DEPT.

Name Of College: Govt College Rithoj, Gurugram

Academic Session :2024-25 Semester : Odd, (July to November,2024)

Name of Teacher: Dr. Mithlesh

Subject: FOUNDATION OF SOCIAL THOUGHT

Class: B.A 5th SEMESTER

July 22, 2024 TO July 31, 2024:

Comte's Law of three stages, Social Statics & Dynamics.

AUGUST 1, 2024 TO AUGUST 31, 2024:

Spencer's Evolutionary Approach, Durkheim's concept of Social Fact, and Radcliffe Brown's Structural Functional Approach.

SEPTEMBER 1, 2024 TO SEPTEMBER 30, 2024:

Marx's concept of Dialectical Historical Materialism, Class & Class Conflict, and Coser's Approach of Social Conflict.

OCTOBER 1, 2024 TO OCTOBER 31, 2024:

Weber's Interpretative Sociology, Ideal Types and Types of Social Action, F.H. Mead's concept of Mind, Self, and Society.

NOVEMBER 1,2024 TO NOVEMBER 26, 2024

Completion of Syllabus, Revision and Test

LESSON PLAN OF SOCIOLOGY DEPT.

Name Of College: Govt College Rithoj, Gurugram

Academic Session :2024-25, B.A(multi-disciplinary), (July to November, 2024)

Name of Teacher: Dr. Mithlesh

Subject: BASIC CONCEPTS IN SOCIOLOGY

Class: B.A 1st SEMESTER (MAJOR)

July 22, 2024 TO July31, 2024

Nature , Definition and Scope of Sociology.

AUGUST 1, 2024 TO AUGUST 31, 2024

Relationship with History, Political Science, Economics, Anthropology & Psychology. Social Structure, Status & Role.

SEPTEMBER 1, 2024 TO SEPTEMBER 30, 2024

Society, Community, Association, Norms & Value its Nature & characteristics. Social Group its type and Nature.

OCTOBER 1, 2024 TO OCTOBER 31, 2024

Integration, Co-operation, & conflict its Nature, Definition & Type, Social Institutions its Functions and Characteristics.

NOVEMBER 1,2024 TO NOVEMBER 30, 2024

Completion of Syllabus, Presentation, Revision and Test

LESSON PLAN OF SOCIOLOGY DEPT.

Name Of College: Govt College Rithoj, Gurugram

**Academic Session :2024-25, B.A(multi-disciplinary), (July to November,
2024)**

Name of Teacher: Dr. Mithlesh

Subject: UNDERSTANDING SOCIOLOGY

Class: B.A 1st SEMESTER (MINOR)

July 22, 2024 TO July31, 2024

Nature , Definition of Sociology.

AUGUST 1, 2024 TO AUGUST 31, 2024

Scope of Sociology. Relationship with History, Economics,
Anthropology, Political Science.

SEPTEMBER 1, 2024 TO SEPTEMBER 30, 2024

Relationship with & Psychology, Definition of Social Structure

OCTOBER 1, 2024 TO OCTOBER 31, 2024

Status & Role, Society, Community, Association, Norms & Value its Functions
and Characteristics

NOVEMBER 1, 2024 TO NOVEMBER 30, 2024

Completion of Syllabus, Presentation, Revision and Test

LESSON PLAN OF MATHEMATICS DEPARTMENT.

Name Of College: Govt College Rithoj, Gurugram,

Academic Session :2024-25

Semester: Odd, (August 2024 to November 2025)

Name of Teacher: Dr. Kusum Saharan

Subject: Calculation Skills with Vedic Mathematics-I

Class: B.A, 1ST SEMESTER

Course Learning Outcomes(CLOs)

After completing this course, the learner will be able to:

1. Gain the knowledge of Sutras and Upsutras from Vedic Mathematics.
2. Have the procedural knowledge of multiplication of complicated numbers quickly with the aid of Vedic sutras and generate tables of any number.
3. Make use of Vedic sutras to quickly divide, and find LCM and HCF of many digit numbers.
4. Acquire the cognitive skills to calculate square and cube roots of numbers speedily with accuracy.

August 2024

History of Vedic Mathematics and introduction to its Sutras and Upsutras. Addition in Vedic Mathematics: Without Carrying, Dot Math method; subtraction in Vedic Mathematics: Nikhilam Navatashcaramam Dashatah (All from 9 and last from 10). Fraction: Addition and Subtraction.

September 2024

Multiplication of two numbers of two digits(Ekadhikena Purvena method), Multiplication of two numbers of three digits, (Ekanyunena Purvena method, Urdhva Tiryagbhyam method, Nikhilam Navatashcaramam Dashatah method), Combined Operations, Generating Tables (Nikhilam).

October 2024

Division: Nikhilam Navatashcaramam Dashatah (two digits divisor), ParavartyaYojyet Method (three digits divisor). Divisibility: Ekadhikena Purvena Method (two digits divisor), Eknunen Purvena Method (two digits divisor) LCM and HCF.

November 2024

Squares of any two digits numbers: Base method; Squares of numbers ending in 5: Ekadhikena Purvena Method. Square Roots: Dwandwa Yoga (Duplex) Method, Square root (four digit number). Cubing: Yavadunam Method, Cube root (six digit numbers).