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| **B.Com III (VI Semester), Session 2021-22, April to June, 2022 Lesson Plan: Cost Accounting II** |
| **Week 1** | **Contract Costing** |
| Day 1 | Features of Contract Costing |
|  | Contract Ledger |
| Day 2 | Preparation of Contract Account |
| Day 3 | Determination of Profit/Loss on Contract Account |
|  | Contract commenced during the year and completed within same Financial year |
| Day 4 | Contract showing loss |
|  | Incomplete Contracts |
| Day 5 | Work-in-progress Account |
|  | Preparation of Balance Sheet in case of Incomplete Contracts |
| Day 6 | When cost of work uncertified has to be determined |
|  | Contract Accounts for a number of Contracts |
| **Week 2** | **Contract Costing (Contd.)** |
| Day 1 | Contract Accounts based on Trial Balance |
| Day 2 | Incomplete Contracts near Completion |
| Day 3 | Escalation Clause |
| Day 4 | Cost-plus Contract |
| Day 5 | Accounting Standard-7 |
| Day 6 | Assignment (Rractice Questions) |
| **Week 3** | **Job and Batch Costing** |
| Day 1 | Features, Objectives and Advantages of Job Costing |
|  | Limitations of Job Costing |
| Day 2 | Procedure of Job costing |
| Day 3 | Statement of Job Costs |
| Day 4 | Batch Costing |
| Day 5 | Determination of Economic Batch/Lot Quantity |
| Day 6 | Assignment (Practice Questions) |
| **Week 3** | **Process Costing (Including Joint products and By-products)** |
| Day 1 | Meaning and characteristics of Process Costing |
|  | Distinction between job and process costing |
| Day 2 | General principles of Process Costing |
|  | Preparation of Process Cost Accounts |
| Day 3 | Wastage and its treatment |
| Day 4 | Processes having opening and Closing Stock |
| Day 5 | Normal Loss and Sale of Scrap |
| Day 6 | Assignment (Practice Questions) |
| **Week 4** | **Process Costing (Including Joint products and By-products) [Continued]** |
| Day 1 | Abnormal Wastage |
| Day 2 | Abnormal Gain |
| Day 3 | Joint products and By-products |
| Day 4 | Apportionment of joint costs |
| Day 5 | Cost-determination of by-products |
| Day 6 | Test (Contract Costing) |
| **Week 5** | **Inter-process profits** |

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| Day 1 | Advantages and limitations of Inter-process profits |
| Day 2 | Inter-process profit-accounting process |
| Day 3 | Unrealised profit |
| Day 4 | More questions on inter-process profits |
| Day 5 | Assignment questions |
| Day 6 | Problem solving session |
| **Week 6** | **Cost-Volume-Profit Analysis** |
| Day 1 | Meaning, Importance and Limitations of CVP Analysis |
| Day 2 | Break-Even point Analysis |
| Day 3 | Limitations of Break-even analysis |
| Day 4 | Computation of Break-Even point |
| Day 5 | Contribution and P/V Ratio |
| Day 6 | Practice Questions |
| **Week 7** | **Cost-Volume-Profit Analysis (Contd.)** |
| Day 1 | Margin of Safety |
| Day 2 | Calculation of Sales for desired profit |
| Day 3 | Break-Even Chart |
| Day 4 | More Practice questions |
| Day 5 | Test (Process Costing) |
| Day 6 | Problem-solving session |
| **Week 8** | **Absorption Costing and Marginal Costing** |
| Day 1 | Absorption Costing |
| Day 2 | Concept of Marginal Costing |
| Day 3 | Calculation of marginal cost |
| Day 4 | Marginal Approach to Profit Calculation |
| Day 5 | Difference between Absorption and Marginal Costing |
| Day 6 | Advantages and Disadvantages of Marginal Costing |
| **Week 9** | **Marginal Costing as a tool for decision-making** |
| Day 1 | Make or Buy Decision |
| Day 2 | Change in Product-Mix |
| Day 3 | Pricing Decisions |
| Day 4 | Exploring a New Market |
| Day 5 | Shut-down Decisions |
| Day 6 | More Practice Questions |
| **Week****10** | **Budgeting and Budgetary Control** |
| Day 1 | Difference in Budget, Budgeting and Budgetary Control |
|  | Objectives and Importance of Budgetary Control |
| Day 2 | Types or Classification of Budgets |
|  | Installation of Budgetary Control System |
| Day 3 | Kinds of Budget |
|  | Sales Budget |
| Day 4 | Production Budget |
|  | Raw Material Budget |
| Day 5 | Labour Budget |
|  | Overhead Budget |

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| Day 6 | Cash budget |
|  | Fixed and Flexible Budget |
| **Week****11** | **Standard Costing** |
| Day 1 | Meaning and definitions of Standard Costing |
|  | Characteristics of Standard Costing |
| Day 2 | Objectives of Standard Costing |
|  | Advantages and Limitations of Standard Costing |
| Day 3 | Methods of determining standards |
|  | Standard Costing and Budgetary Control |
| Day 4 | Test (CVP) |
| Day 5 | **Variance Analysis** |
|  | Classification of Variances |
|  | Importance of Variance Analysis |
| Day 6 | Causes of Variances |
| **Week****12** | **Variance Analysis** |
| Day 1 | Material Cost Variance |
| Day 2 | Labour Cost Variance |
| Day 3 | More Practice questions |
| Day 4 | **Zero Base Budgeting** |
|  | Main features of ZBB |
|  | Steps in ZBB |
|  | Advantages and Limitations of ZBB |
| Day 5 | **Performance Budgeting** |
|  | Meaning of Performance Budgeting |
|  | Steps in the process of Performance Budgeting |
| Day 6 | **Responsibility Accounting** |
|  | Meaning of Responsibility Accounting |
|  | Steps involved in Responsibility Accounting |
|  | Responsibility Centres |
|  | Advantages and limitations of Responsibility Accounting |
| **Week****13** | **Revision week** |
|  | Revisiting all important concepts |
|  | Discussion of old question papers |

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| **B. Com I (II Semester), Session 2021-22, April to June, 2022 Lesson Plan: Basics of Computer- II** |
| **Week 1** | **Fundamentals and Applications of Computer** |
| Day 1 | Meaning of Computer |
|  | Advantages of Computer |
| Day 2 | Components of Digital Computer |
|  | Input Unit |
|  | Output Unit |
|  | CPU |
| Day 3 | Practical Session on various components of Computer |
| Day 4 | Types of Computer |
|  | Comparison of various types of computer |
| Day 5 | Applications of Computer |
|  | Educational Sector |
|  | Marketing |
|  | Management |
| Day 6 | Applications of Computer |
|  | Commerce |
|  | Other Fields |
| **Week 2** | **Computer Software: Meaning and types** |
| Day 1 | Meaning of Computer Software |
| Day 2 | Types of Computer Software: System Software, Application software |
| Day 3 | Various types of System Software |
|  | System management and System development software |
| Day 4 | System Management Software |
| Day 5 | System Development software |
|  | Types of programming languages |
|  | Role of language translator |
| Day 6 | Linker and Loader |
| **Week 3** | **Computer Software: Meaning and types (Contd.)** |
| Day 1 | Application Software |
| Day 2 | Types of Application Software |
| Day 3 | Revisit: Types and Components of Computer |
| Day 4 | **Operating System** |
|  | Meaning of Operating System |
|  | Functions of Operating System |

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| Day 5 | Types of Operating System |
| Day 6 | Types of Operating System |
| **Week 4** | **Operating System (Contd.)** |
| Day 1 | User Interface |
| Day 2 | Difference between GUI and CUI |
| Day 3 | Revisit: Computer Software |
| Day 4 | Practical Session on Operating System |
| Day 5 | **Windows: An Introduction** |
| Day 6 | Practical Session on Windows 7 |
| **Week 5** | **Windows: An Introduction (Contd.)** |
| Day 1 | Microsoft Windows |
| Day 2 | Various versions of Windows 7 |
| Day 3 | Main features of Windows 7 |
| Day 4 | Windows 7: Desktop |
| Day 5 | Task Bar and Workspace |
| Day 6 | Practical session on Windows 7 |
| **Week 6** | **Windows: An Introduction (Contd.)** |
| Day 1 | Important icons on the Desktop |
| Day 2 | Window and its types |
| Day 3 | Practical session on Windows 7 |
| Day 4 | Practical session on Windows 7 |
| Day 5 | Practical session on Windows 7 |
| Day 6 | Practical session on Windows 7 |
| **Week 7** | **Windows: An Introduction (Contd.)** |
| Day 1 | MS Word Application Window |
| Day 2 | Main Components of MS- Word |
| Day 3 | Windows Explorer |
| Day 4 | Dialog Box Window |
| Day 5 | Practical session on MS-Word |
| Day 6 | Practical session on MS-Word |
| **Week 8** | **Windows: An Introduction (Contd.)** |
| Day 1 | Managing Files and Folders |
| Day 2 | Practical session on MS-Word |
| Day 3 | Practical session on MS-Word |
| Day 4 | Revisit: Computer Software |
| Day 5 | Practical session on MS-Word |
| Day 6 | Practical session on MS-Word |
| **Week 9** | **Windows 7: Accessories and Control Panel** |

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| Day 1 | Basic Accessories: Paint, Calculator, Notepad |
| Day 2 | Word Pad, Sound Recorder, System Tools |
| Day 3 | Control Panel |
| Day 4 | Printer |
| Day 5 | Practical Session on Accessories & Control Panel |
| Day 6 | Practical Session on Accessories & Control Panel |
| **Week 10** | **Microsoft Excel** |
| Day 1 | Introduction to Electronic spreadsheet |
| Day 2 | Features of MS Excel |
| Day 3 | MS Excel- Components of Application Window |
| Day 4 | Practical Session on Microsoft Excel |
| Day 5 | Practical Session on Microsoft Excel |
| Day 6 | Revisit: Operating System |
| **Week 11** | **Microsoft Excel (contd.)** |
| Day 1 | Entering data in Worksheet |
| Day 2 | Managing a Workbook |
| Day 3 | Managing a Workbook |
| Day 4 | Practical Session on Microsoft Excel |
| Day 5 | Practical Session on Microsoft Excel |
| Day 6 | Revisit: Windows 7 |
| **Week 12** | **Inserting Chart and table** |
| Day 1 | Creating and formatting chart |
| Day 2 | Creating and formatting table |
| Day 3 | Inbuilt functions and formulae |
| Day 4 | Practical Session on Microsoft Excel |
| Day 5 | Practical Session on Microsoft Excel |
| Day 6 | Practical Session on Microsoft Excel |
| **Week 13** | **Revision Week** |
|  | Discussion of old question papers |
|  | Revisiting important concepts |
|  | Doubt-solving session |
|  | Practical sessions |

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| **B.Com II (IV Semester), Session 2021-22, April to June, 2022 Lesson Plan: Marketing Management** |
| **Week 1** | **Introduction to Marketing** |
| Day 1 | Meaning of Marketing |
| Day 2 | Definitions of Marketing: Old and New |
| Day 3 | Objectives of marketing |
| Day 4 | Importance of Marketing |
| Day 5 | Marketing Functions |
| Day 6 | Organisation for Marketing |
| **Week 2** | **Marketing Concept** |
| Day 1 | Evolution of Marketing |
| Day 2 | Various Approaches to Marketing |
| Day 3 | Concepts of Marketing |
| Day 4 | Difference between old and new concept of Marketing |
| Day 5 | Four pillars of New Marketing Concept |
| Day 6 | Limitations of marketing concept |
|  | Difference between Marketing and Selling |
| **Week 3** | **Marketing Concept (Contd.)** |
| Day 1 | Stage of development and Marketing |
| Day 2 | Evolution of Marketing in India |
| Day 3 | Group discussion on Marketing Concept |
| Day 4 | **Market Segmentation** |
|  | Meaning of Market Segmentation |
|  | Benefits of Market Segmentation |
| Day 5 | Principles of Effective market segmentation |
| Day 6 | Discussion of some real life examples on Market Segmentation |
| **Week 4** | **Market Segmentation (Contd.)** |
| Day 1 | Objectives of Market Segmentation |
|  | Importance of Market Segmentation |
| Day 2 | Methods of Market Segmentation for Consumer Goods |
|  | Geographic, Demographic, Psychographic etc. |
| Day 3 | Methods of Market Segmentation for Industrial Goods |
| Day 4 | Approaches to Market Segmentation |
|  | Mass marketing, Differentiated Marketing, Market Segmentation |
| Day 5 | Market segmentation Strategies |
| Day 6 | Difference between Product differentiation and Market Segmentation |
| **Week 5** | **Consumer Behaviour** |
| Day 1 | Meaning of Consumer Behaviour |
|  | Definitions of Consumer Behaviour |
| Day 2 | Importance of studying Consumer Behaviour |
| Day 3 | Group discussion on Study of Consumer Behaviour |
| Day 4 | Determinants of Consumer Behaviour |
| Day 5 | Problems in study of Consumer Behaviour |
| Day 6 | Recent trends in Consumer Behaviour |
|  | Nature of consumers in Indian Market |
| **Week 6** | **Product Planning and Development** |

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| Day 1 | Meaning of Product Planning |
|  | Definitions of Product Planning |
|  | Objectives and importance of Product Planning |
| Day 2 | Elements of Product Planning |
|  | Product modification, New products, Product elimination |
| Day 3 | Advantages and limitations of product planning |
| Day 4 | Product Development |
|  | Product improvement, packaging improvement, product innovation |
| Day 5 | **Stages in New product Development** |
|  | Generation of Ideas: Internal and external sources |
|  | Screening of ideas: idea rating and ranking |
|  | Detailed Product Concept |
|  | Business Analysis |
|  | Product Development |
|  | Test Marketing |
|  | Commercialisation |
| Day 6 | Test Marketing: Considerations |
|  | Advantages and limitations of test marketing |
|  | Test Marketing in India |
| **Week 7** | **Product Life Cycle** |
| Day 1 | Stages in Product Life Cycle (PLC) |
|  | 4, 5 and 6 stages depiction |
| Day 2 | PLC according to nature of product |
| Day 3 | Marketing Strategies in various stages of PLC |
| Day 4 | Factors affecting product life cycle |
| Day 5 | Limitations of PLC |
| Day 6 | Test (Marketing Concept) |
| **Week 8** | **Branding** |
| Day 1 | Meaning of branding |
| Day 2 | Different types of Brands |
| Day 3 | Branding Strategies |
| Day 4 | Advantages and limitations of Branding |
| Day 5 | **Packaging** |
|  | Types of Packaging |
|  | Importance of packaging |
| Day 6 | Group discussion on branding strategies |
| **Week 9** | **Labelling** |
| Day 1 | Importance of labelling |
|  | Different types of labels |
| Day 2 | Discussion of real life examples on packaging and labelling |
| Day 3 | **Pricing** |
|  | Meaning and objectives of Pricing |
| Day 4 | Factors affecting pricing |
| Day 5 | Pricing strategies |
| Day 6 | Importance of pricing |
| **Week 10** | **Pricing (Contd.)** |

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| Day 1 | Real life examples on pricing strategies |
| Day 2 | Failure of pricing strategies |
| Day 3 | **Promotion** |
|  | Various forms of promotion |
|  | Advertising, Personal Selling, Sales Promotion, Publicity |
| Day 4 | Meaning of Advertising |
|  | Importance of advertising |
| Day 5 | Various forms of advertising |
|  | Advertising media: newspapers, magazines, radio, TV, Cinema advertising etc. |
| Day 6 | Advantages and disadvantages of various advertising media |
| **Week 11** | **Advertising (Contd.)** |
| Day 1 | Whether advertising is a social evil? |
|  | Harmful effects of advertising |
|  | Advertising is a double-edged weapon |
| Day 2 | Debate in favour and against advertising |
| Day 3 | Test (Product Planning and Development) |
| Day 4 | Personal Selling |
|  | Advantages and disadvantages of Personal selling |
| Day 5 | Comparison of advertising and personal selling |
| Day 6 | Real life examples on success and failure of advertising |
| **Week 12** | **Sales Promotion** |
| Day 1 | Meaning and forms of Sales promotion |
| Day 2 | Sales promotion: middlemen-centric and consumer-centric |
| Day 3 | Advantages and disadvantages of Sales Promotion |
| Day 4 | Difference between sales promotion and publicity |
|  | Difference between adverising and publicity |
| Day 5 | Test (Pricing) |
| Day 6 | Evaluation of various promotion techniques |
| **Week 13** | **Revision Week** |
|  | Discussion of old question papers |
|  | Revisiting important concepts |

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| **B. Com II (IV Semester), Session 2021-22, April to June, 2022 Lesson Plan: Business Statistics II** |
| **Week 1** | **Index Numbers I** |
| Day 1 | Index Numbers- Meaning |
|  | Importance and uses of index numbers |
| Day 2 | Construction of Price Index numbers |
|  | Simple Aggregative Method |
|  | Simple Average of Price Relatives Method |
| Day 3 | Construction of Price Index numbers |
|  | Weighted Aggregative Method |
|  | Weighted Average of Price Relatives Method |
| Day 4 | More practice questions |
| Day 5 | Group discussion on uses of index numbers |
| Day 6 | Problem solving session |
| **Week 2** | **Index Numbers I (Contd.)** |
| Day 1 | Laspeyre's Method |
|  | Paasche's Method |
| Day 2 | Fisher's Method |
| Day 3 | Marshall-Edgeworth's method |
|  | Dorbish-Bowley’s Method |
|  | Kelly's Method |
| Day 4 | More Practice Questions |
| Day 5 | Test of Adequacy of Index numbers |
|  | Time Reversal Test |
|  | Factor Reversal Test |
|  | Circular Test |
| Day 6 | Most appropriate index |
|  | Problems in Construction of Index Numbers |
| **Week 3** | **Index Numbers II** |
| Day 1 | Construction of Chain Base Indices |
| Day 2 | Construction of Fixed Base Indices |
| Day 3 | Conversion of Chain Base into Fixed Base Indices |
|  | Conversion of Fixed Base into Chain Base Indices |
| Day 4 | Test (Various Methods of constructing index numbers) |
| Day 5 | Base Shifting |
| Day 6 | Splicing- Forward and Backward |
| **Week 4** | **Index Numbers II (Contd.)** |
| Day 1 | Cost of Living Indices |
| Day 2 | Miscellaneous Examples |
| Day 3 | More practice questions |
| Day 4 | **Time Series Analysis- I** |
|  | Meaning of time series |
|  | Components of time series: Trend, Seasonal variation, Cyclical Variation, Irregularvariation |
| Day 5 | Additive and Multiplicative Model |
|  | Uses of time series analysis |

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| Day 6 | Group discussion on Time Series |
| **Week 5** | **Time Series Analysis- I (Contd.)** |
| Day 1 | Calculation of trend |
|  | Graphic method |
|  | Semi-average method |
| Day 2 | Calculation of trend |
|  | Moving average method- odd years, even years |
| Day 3 | More examples on calculation of trend |
| Day 4 | Calculation of trend |
|  | Least squares Method |
|  | Linear trend: Fitting the trend line |
| Day 5 | More examples on calculation of linear trend |
| Day 6 | Test (Index Numbers) |
| **Week 6** | **Time Series Analysis- II** |
| Day 1 | Parabolic trend: Fitting the parabolic trend line |
| Day 2 | Parabolic trend: odd number of years, even number of years |
| Day 3 | Predicting future values on the basis of fitted trend equation |
| Day 4 | More practice questions |
| Day 5 | Fitting the exponential trend equation |
| Day 6 | Exponential trend equation: odd number of years, even number of years |
| **Week 7** | **Time Series Analysis- II (Contd.)** |
| Day 1 | Exponential trend: Predicting future values on the basis of fitted trend equation |
| Day 2 | More practice questions |
| Day 3 | **Time Series Analysis- III** |
|  | Measuring Seasonal variations |
| Day 4 | Calculation of Seasonal Indices using simple average |
| Day 5 | Seasonal Indices using moving average |
| Day 6 | More practice questions |
| **Week 8** | **Probability Theory** |
| Day 1 | Introduction to Probability |
|  | Important terms used in Probability |
| Day 2 | Approaches to Probability |
|  | Classical definition of Probability |
|  | Relative frequency approach |
|  | Subjective Approach |
| Day 3 | Questions based on classical/mathematical probability |
| Day 4 | Revisit: Time Series Analysis |
| Day 5 | Addition Theorem of Probability |
|  | Mutually Exclusive Events- 2 and 3 events |
| Day 6 | Addition Theorem of Probability |
|  | Not mutually exclusive events - 2 and 3 events |
| **Week 9** | **Probability Theory (Contd.)** |
| Day 1 | Practical questions on Addition Theorem |
| Day 2 | Multiplication theorem |
|  | Independent Events |
| Day 3 | Practical questions on Multiplication Theorem: Independent Events |

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| Day 4 | Multiplication theorem: Dependent Events |
|  | Conditional Probability |
| Day 5 | Practical Questions on Conditional Probability |
| Day 6 | Practical questions on Multiplication Theorem: dependent Events |
| **Week 10** | **Probability Theory (Contd.)** |
| Day 1 | Practical questions on Combined use of Addition and Multiplication Theorem |
| Day 2 | Miscellaneous Examples |
| Day 3 | Test (Probability Theory) |
| Day 4 | Bayesian Probability or Bayes' Theorem |
|  | Derivation of the theorem |
| Day 5 | Practical questions on Bayes' Theorem |
| Day 6 | Practical questions on Bayes' Theorem |
| **Week 11** | **Probability Distributions** |
| Day 1 | Binomial Distribution: Assumptions and characteristics |
| Day 2 | Applications of Binomial distribution |
| Day 3 | Fitting a Binomial Distribution |
| Day 4 | Poisson Distribution: Assumptions and Characteristics |
| Day 5 | Applications of Poisson distribution |
| Day 6 | Fitting a Poisson Distribution |
| **Week 12** | **Probability Distributions (Contd.)** |
| Day 1 | Normal Distribution : Assumptions and Characteristics |
| Day 2 | Application of Normal Distribution: Finding area under the curve |
| Day 3 | More questions on Normal Distribution |
| Day 4 | Fitting a normal distribution |
| Day 5 | Normal Distribution as an approximation to Binomial and Poisson distributions |
| Day 6 | Test (Binomial and Poisson Distribution) |
| **Week 13** | **Revision Week** |
|  | Revisiting all important concepts |
|  | Discussion of old question papers |

**Lesson Plan**

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

**Class: B.Com Semester II**

**Subject Lesson Plan: BUSINESS MANAGEMENT (1 April 2022 to 24 June 2022)**

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| **APRIL** |
| **CHAPTER 1 : STAFFING: CONCEPT AND SCOPE** |
| * **Staffing – Meaning and characteristics**
* **Importance of staffing**
* **Steps involved in staffing**
* **Determining requirement of man power**
* **Importance of Job analysis**
 |
| **CHAPTER 2:RECRUITMENT: MEANING AND SOURCES** |
| * **Recruitment- Meaning**
* **Process of recruitment**
* **Internal Sources of recruitment**
* **External Sources of recruitment**
* **Advantages and limitations of Internal and External Sources**
 |
| **CHAPTER 3: SELECTION: MEANING AND PROCESS** |
| * **Selection- Meaning**
* **Steps involved in the selection process**
 |
| **CHAPTER 4 : TRAINING: IMPORTANCE AND METHODS** |
| * **Introduction to training and development**
* **Characteristics of Training**
* **Training v/s Development**
* **Importance of Training**
* **Methods of training**
* **Principles of training**
* **ASSIGNMENT 1**
 |
| **MAY** |
| **CHAPTER 5: MOTIVATION: NEED AND THEORIES** |
| * **Motivation- Meaning and Characteristics**
* **Importance of motivation**
* **Process of motivation**
* **Traditional theories of motivation**
* **Modern theories of motivation**
* **Techniques of motivation**
* **Financial and Non Financial Motivators**
* **Individual v/s group motivators**
* **Extrinsic and extrinsic motivators**
* **Hurdles in motivation**
* **Principles of motivation**
 |
| **CHAPTER 6: LEADERSHIP :STYLES AND THEORIES** |
| * **Leadership- Meaning and Characteristics**
* **Importance of Leadership**
* **Functions of a Leader**
* **Qualities of a Leader**
* **Theories of Leadership**
* **Leadership styles**
* **Choosing a leadership style**
* **Leadership as a continuum**
* **Management system of Likert**
 |
| **CHAPTER 7: COMMUNICATION: PROCESS, NETWORK AND BARRIERS** |
| * **Communication- Meaning and Characteristics**
* **Communication Process**
* **Importance of communication**
* **Communication network**
* **Media of communication**
* **Barriers to effective communication**
* **Steps to overcome barriers**
* **Principles of effective communication**
 |
| **CHAPTER 8: CONTROLLING: CONCEPT AND PROCESS** |
| * **Controlling- Meaning and Characteristics**
* **Need for controlling**
* **Importance of controlling**
* **Controlling process**
* **Limitations of controlling**
* **Principles of controlling**
* **Control areas**
* **Relationship between planning and controlling**
* **Controlling and other functions of management**
* **ASSIGNMENT 2**
 |
| **JUNE** |
| **CHAPTER 9: CONTROL TECHNIQUES: TRADITIONAL AND MODERN** |
| * **Traditional Control Techniques**
* **Budgetary control**
* **Breakeven point analysis**
* **Statistical data**
* **Operational audit**
* **Personal observation, Modern Control Techniques**
* **Zero based budgeting**
* **Responsibility accounting**
* **Management audit**
* **Management information system**
* **Programme network analysis**
* **PERT**
* **CPM**
 |
| **CHAPTER 10:MANAGEMENT OF CHANGE** |
| * **Change- Meaning and Resistance to change**
* **Management of change**
* **Nature of change**
* **Causes of change**
* **Types of change**
* **Process of planned change**
* **Change agent**
* **Causes of resistance to change**
* **Overcoming resistance to change**
* **Emerging horizons of management in changing environment**
 |
| **DOUBTS CLARIFICATION****WRITTEN TEST****REVISION** |

**Lesson Plan**

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

**Class: B.Com Semester VI**

**Subject Lesson Plan: FINANCIAL MANAGEMENT (1 April 2022 to 24 June 2022)**

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| **APRIL** |
| **UNIT 1: NATURE OF FINANCIAL MANAGEMENT** |
| * **Scope of Finance**
* **Finance functions**
* **Role of Financial manager**
* **Financial goal**
* **Profit maximization vs Wealth maximisation**
* **Objectives of FM**
* **Finance and related disciplines**
* **Financial planning**
 |
| **UNIT 2: WORKING CAPITAL MANAGEMENT** |
| * **Meaning, nature and planning of working capital**
* **Permanent and variable working capital**
* **Balanced working position**
* **Determinants of working capital**
* **Issues in working capital management**
* **Management of cash and marketable securities**
* **Management of receivables**
* **Assignment 1**
 |
| **MAY** |
| **UNIT 3: COST OF CAPITAL** |
| * **Significance and determination of cost of capital**
* **Capitalisation**
* **Leverage analysis- operating, financial and combined leverage**
* **EBIT-EPS Analysis**
 |
| **UNIT 4: CAPITAL STRUCTURE THEORY AND POLICY** |
| * **Relevance of capital structure**
* **Net income and traditional view**
* **Irrelevance of capital structure**
* **NOI Approach and MM Hypothesis without taxes**
* **Capital structure planning and policy**
* **Assignment 2**
 |
| **JUNE** |
| **UNIT 5: DIVIDEND THEORY AND POLICY**  |
| * **Issues in dividend policy**
* **Walter’s and Gordan’s model**
* **Objectives of dividend policy**
* **Considerations in dividend policy**
* **Stability of dividends**
* **Forms of dividends**
* **Doubts clarification, written test and revision**
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**Lesson Plan**

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

**Class: B.Com Semester VI**

**Subject Lesson Plan: AUDITING (1 April 2022 to 24 June 2022)**

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| **APRIL** |
| **UNIT 1: AUDITING** |
| * **Meaning, objectives and importance**
* **Types of auditing**
* **Audit Process**
* **Internal control, internal check and internal audit**
* **Audit program**
 |
| **UNIT 2: AUDIT PROCEDURE** |
| * **Routine checking**
* **Vouching**
* **Verification and valuation of assets and liabilities**
* **Assignment 1**
 |
| **MAY** |
| **UNIT 3: AUDIT OF PUBLIC COMPANIES**  |
| * **Qualification, appointment of company’s auditors**
* **Powers, duties and liabilities of auditors**
* **Audit of depreciation and reserves, divisible profits and dividends**
* **Assignment 2**
 |
| **JUNE** |
| **UNIT 4: AUDIT REPORT AND INVESTIGATION** |
| * **Audit report-meaning, objectives, contents and types**
* **Investigation-meaning, nature and objectives**
* **Doubts clarification, written test and revision**
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**Lesson Plan**

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

**Class:B.Com Semester IV**

**Subject Lesson Plan: Corporate Law (1 April 2022 to 24 June 2022)**

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| **APRIL** |
| **CHAPTER 1 : Share and Stock** |
| * **Share: Meaning and Characteristics**
* **Types of shares**
* **Stock- Characteristics, Conversion of share to stock**
* **Voting rights of Shareholders**
* **Variation of Shareholder’s Rights**
 |
| **CHAPTER 2 :Allotment of Shares** |
| * **Meaning of Allotment**
* **Provisions regarding Allotment**
* **Irregular Allotment and its effects**
* **Procedure of allotment**
* **Return of Allotment**
* **Letter of Allotment**
* **Renunciation of Allotment**
* **Allotment for consideration other than cash**
* **Underwriting Commission**
* **Brokerage**
* **Issue of shares**
* **Book Building**
* **Issue of Sweat Equity Shares**
* **Issue of Bonus Shares**
* **Issue of Right Shares**
* **Buy back of shares- Restrictions, Provisions**
 |
| **CHAPTER 3: Share Certificate and Share Warrant** |
| * **Share Certificate- Meaning and Contents**
* **Legal effects of share certificate**
* **Provisions related to share certificates**
* **Share Warrant- Meaning and Contents**
* **Conditions for Issuing Share Warrants**
* **Effects of Issue of share warrant**
* **Provisions of Articles**
* **Surrender of Share warrant**
* **Dividends on Share warrant**
* **Share Certificate v/s Share Warrant**
 |
| **CHAPTER 4: Transfer and Transmission of Shares** |
| * **Meaning**
* **Restrictions on Transfer of Shares**
* **Procedure of Transfer of Shares**
* **Extent of Director’s Discretion regarding refusal to transfer of shares**
* **Transmission of shares**
* **Provisions regarding transmission of shares**
* **Procedure of Transmission**
* **Nomination of shares**
* **Rights of Nominee**
* **Transfer vs Transmission**
* **Certificate of Transfer**
* **Blank Transfer- Meaning, advantages, restrictions**
* **Forged transfer, Void transfer, Demat transfer**
* **Relationship between Transferor and Transferee until Registration**
* **ASSIGNMENT 1**
 |
| **MAY** |
| **CHAPTER 5:Calls on Shares, Forfeiture, Surrender and Lien** |
| * **Calls on shares- Meaning and Characteristics**
* **Legal provisions regarding calls**
* **Procedure for making call**
* **Effects of non payment of call**
* **Calls in Arrears and Advance**
* **Forfeiture of Shares- Meaning and Conditions**
* **Procedure for forfeiture and effects**
* **Reissue of forfeited shares**
* **Annulment of Forfeiture**
* **Expropriation of shares**
* **Surrender of shares**
* **Conditions for valid surrender**
* **Forfeiture vs Surrender vs Lien vs expropriation**
* **Lien on shares**
* **Termination of lien**
 |
| **CHAPTER 6: Share Capital of Company** |
| * **Share capital- meaning, nature and forms**
* **Kinds of share capital**
* **Alteration in share capital- restrictions and procedure**
* **Reduction in share capital- reasons, restrictions and procedure**
* **Liability of members in respect of reduced capital**
* **Further issue of share capital**
* **Manner and allotment of further issue of shares**
* **Conversion of loans into shares**
* **Shareholder’s right of pre emption**
 |
| **CHAPTER 7 : Members and Shareholders of a Company** |
| * **Members- meaning**
* **Types of membership**
* **Members vs Shareholders**
* **Who may be members**
* **Ways of acquiring membership**
* **Termination of membership**
* **Register of members- Maintenance, Place, Inspection, Closing and Rectification**
* **Foreign register of members**
* **Rights of Members**
* **Variation of member’s rights**
* **Liabilities of members**
* **Annual Return**
 |
| **CHAPTER 8: Company Meetings and Resolutions** |
| * **Meeting- meaning and characteristics and significance**
* **One man meeting**
* **Kinds of meetings**
* **Provisions regarding each kind of meeting- Time, notice, place, quorum, penalty, authority**
* **Resolution- meaning**
* **Kinds of resolution**
* **Registration of certain resolutions and agreements**
* **Passing of resolution by postal ballot**
* **Meeting through video conferencing**
* **Matters that are prohibited in Board meeting conducted through Video Conferencing**
* **ASSIGNMENT 2**
 |
| **JUNE** |
| **CHAPTER 9: Requisites of a Valid Meeting** |
| * **Validity of a Meeting**
* **Requisites of valid meeting**
* **Voting, Polls and Proxy**
* **Legal provisions regarding polls**
* **Legal provisions regarding proxy**
* **E voting**
 |
| **CHAPTER 10: Directors: Appointment, Removal, Powers, Duties and Liabilities** |
| * **Director and Board of Directors**
* **Only Individuals can be directors**
* **Restrictions on number of directorships**
* **Classification of directors**
* **Qualifications and Dis qualifications of directors**
* **DIN**
* **Appointment of Directors**
* **Voting on Director’s appointment**
* **Vacation of office of director**
* **Removal of director**
* **Resignation by a director**
* **Assignment of office to others by Directors**
* **Loans to Directors**
* **Legal position of directors**
* **Powers of Directors and Restrictions on Board’s Powers**
* **Contribution to charitable fund and Political Contributions**
* **Duties of Directors**
* **Liabilities of Directors**
* **Remuneration of Directors**
* **Managing Director, Whole Time Director, Manager**
 |
| **CHAPTER 11: Winding up of the Company** |
| * **Meaning**
* **Winding up and Dissolution**
* **Modes of Winding up**
* **Provisions regarding winding up**
* **Consequences of Winding up**
* **Official Liquidator**
* **Contributory**
 |
| **CHAPTER 12 : Depository System and Paperless Trading** |
| * **Depository system- Meaning, characteristics, constituents**
* **Transfer of ownership through depository mode**
* **Need and Benefits of depositories**
* **Paperless trading**
* **Depository process**
* **NSDL, SHCIL, CDSL**
 |
| **WRITTEN TEST****REVISION AND DOUBT CLARIFICATION** |

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| **LESSON PLAN OF MATHEMATICS DEPT.** |
| **Name Of College: Govt College Rithoj, Gurugram , Academic Session :2021-22 Semester : Odd, (October 2021 to January, 2022)** **Name of Teacher: Dr. Kusum Saharan****Subject: BUSINESS MATHEMATICS-I****Class: B.COM, 1ST SEMESTER** |
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**1st OCTOBER 2021 TO 31 OCTOBER 2021**

Indices and Logarithms; Theory of Sets: Meaning, elements, types, presentation and equality of Sets, Union, Intersection, Complement and Difference of Sets, Venn Diagram, Cartesian Product of two Sets, Applications of Set Theory.

**1ST NOVEMBER 2021 TO 30 NOVEMBER 2021**

Elementary idea of Permutations and Combinations.

**1ST DECEMBER 2021 TO 31 DECEMBER 2021**

Sequence and Series, A.P, G.P.

**1 JANUARY 2022 TO 18 JANUARY 2022**

Data interpretation- Introduction, approaches to data interpretation, tabulation, Bar graphs, Pie charts, Line graphs, Mix graphs

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| **LESSON PLAN OF MATHEMATICS DEPT.** |
| **Name Of College: Govt College Rithoj, Gurugram , Academic Session :2021-22 Semester : EVEN, ( APRIL 2022 to JUNE, 2022)** **Name of Teacher: Dr. Kusum Saharan****Subject: BUSINESS MATHEMATICS-II****Class: B.COM, 2ND SEMESTER** |
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**1 APRIL 2022 TO 30 APRIL 2022**

Matrices and Determinants: Definition of a Matrix ; Types of Matrices, Algebra of Matrices; Calculation of values of Determinants up to third order; adjoint of a Matrix, elementary row and column operations; Finding inverse matrix through adjoint and elementary row or column operations; Solution of a system of Linear equations having unique Solution and involving not more than three variables

**1 MAY 2022 TO 31 MAY 2022**

Differentiation (only algebraic problem) ; Application of differentiation. Compound Interest

**1 JUNE 2022 TO 24 JUNE 2022**

Annuities: Certain different types of interest rate; Concept of present value and amount of a sum; Types of annuities; Present value and amount of an annuity, including the case of continuous compounding.

Ratio, Proportion and Percentage; Profit and Loss.

**Government College Rithoj (Gurugram**)

LESSON PLANNER FOR THE SEMESTER II/IV/VI (A.Y. -2022-23)

**NAME OF THE TEACHER: *SUNIL KUMAR ( Assistant Professor)***

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|  | **CLASS** | **B.Com- 3rd Year Semester-6th** |
|  | **SUBJECTS** | **Taxation laws-** II |
|  |  | **TOPICS COVERED** |
| **CHAPTER 1****WEEK 1****1/04/2022** | **WEEK 1 Day 1** | Computation of total income of individualsCalculation of total income- procedure(INTRODUCTION) |
| **2/04/2022** | **WEEK 1 Day 2** | Practical problem solution |
| **4/04/2022** | **WEEK 1 Day3** | Practical problem solution |
| **5/04/2022** | **WEEK 1 Day 4** | Practical problem solution |
| **6/04/2022** | **WEEK 1 Day 5** | Practical problem solution |
| **7/04/2022** | **WEEK 1 Day 6** | Practical problem solution |
| **CHAPTER 2****WEEK 2****8/04/2022** | **WEEK 2 Day 1** | Computation of tax liablity of individuals(INTRODUCTION)RATE OF INCOME TAXMARGINAL RELIEF,SURCHARGE |
| **9/04/2022** | **WEEK 2 Day 2** | Alternative minimum tax on person other than company |
| **11/04/2022** | **WEEK 2 Day 3** | Tax credit in respect of alternative minimum tax |
| **12/04/2022** | **WEEK 2 Day 4** | PRCTICAL PROBLEM SOLUTION |
| **13/04/2022** | **WEEK 2 Day 5** | PRCTICAL PROBLEM SOLUTION |
| **15/04/2022** | **WEEK 2 Day 6** | PRCTICAL PROBLEM SOLUTION |
| **WEEK 3****16/04/2022** | **WEEK 3 Day 1** | PRCTICAL PROBLEM SOLUTION |
| **18/04/2022** | **WEEK 3 Day 2** | PRCTICAL PROBLEM SOLUTION |
| **19/04/2022** | **WEEK 3 Day 3** | PRCTICAL PROBLEM SOLUTION |
| **20/04/2022** | **WEEK 3 Day 4** | PRCTICAL PROBLEM SOLUTION |
| **21/04/2022** | **WEEK 3 Day 5** | PRCTICAL PROBLEM SOLUTION |
| **22/04/2022** | **WEEK 3 Day 6** | PRCTICAL PROBLEM SOLUTION |
| **WEEK 4****23/04/2022** | **WEEK 4 Day 1** | PRCTICAL PROBLEM SOLUTION |
| **25/04/2022** | **WEEK 4 Day 2** | PRCTICAL PROBLEM SOLUTION |
| **26/04/2022** | **WEEK 4 Day 3** | PRCTICAL PROBLEM SOLUTION |
| **27/04/2022** | **WEEK 4 Day 4** | TEST-COMPUTATION OF TOTAL INCOME AND TAX LIABLITY |
| **28/04/2022** | **WEEK 4 Day 6** | PRESENTATION ON TAXLIABLITY OF INDIVIDUAL |
| **CHAPTER 3****WEEK 5****29/04/2022** | **WEEK 5 Day 1** | REBATE AND RELIEF OF TAX(INTRODUCTION)REBATE-AOP OR BOI |
| **30/04/2022** | **WEEK 5 Day 2** | RELIEF OF TAXPRCTICAL PROBLEM SOLUTION |
| **02/05/2022** | **WEEK 5 Day 3** | PRCTICAL PROBLEM SOLUTION |
|  | **WEEK 5 Day 4** | PRCTICAL PROBLEM SOLUTION |
| **CHAPTER-4****04/05/2022** | **WEEK 5 Day 5** | ASSESSMENT OF HINDU UNDIVIDED FAMILY AND COMUTATION OF TAX LIABLITY(INTRODUCTION) |
| **05/05/2022** | **WEEK 5 Day 6** | DIVISION OF HINDU UNDIVIDED FAMILY&PROCEDURE OF ASSESMENT |
| **WEEK 6****06/05/2022** | **WEEK 6 Day 1** | PRCTICAL PROBLEM SOLUTION |
| **07/05/2022** | **WEEK 6 Day 2** | PRCTICAL PROBLEM SOLUTION |
| **09/05/2022** | **WEEK 6 Day 3** | PRCTICAL PROBLEM SOLUTION |
| **10/05/2022** | **WEEK 6 Day 4** | PRCTICAL PROBLEM SOLUTION |
| **11/05/2022** | **WEEK 6 Day 5** | PRCTICAL PROBLEM SOLUTION |
| **12/05/2022** | **WEEK 6 Day 6** | PRCTICAL PROBLEM SOLUTION |
| **CHAPTER 5****WEEK 7****13/05/2022** | **WEEK 7 Day 1** | ASSESSMENT OF FIRMS AND COMPUTATION OF TAX LIABLITY(INTRODUCTION) |
| **14/05/2022** | **WEEK 7 Day 2** | MEANING OF PARTNERS PARTNERSHIPAND FIRM & CALCULATION OF FIRM’S INCOME |
| **16/05/2022** | **WEEK 7 Day 3** | PROFIT AND LOSS APPROPRIATION ACCOUNTCALCULATION OF INCOME OF A PARTNER |
| **17/05/2022** | **WEEK 7 Day 4** | CALCULATION OF BOOK PROFIT |
| **18/05/2022** | **WEEK 7 Day 5** | PRCTICAL PROBLEM SOLUTION |
| **19/05/2022** | **WEEK 7 Day 6** | PRCTICAL PROBLEM SOLUTION |
| **WEEK 8****20/05/2022** | **WEEK 8 Day 1** | PRCTICAL PROBLEM SOLUTION |
| **21/05/2022** | **WEEK 8 Day 2** | PRCTICAL PROBLEM SOLUTION |
| **23/05/2022** | **WEEK 8 Day 3** | PRCTICAL PROBLEM SOLUTION |
| **24/05/2022** | **WEEK 8 Day 4** | PRCTICAL PROBLEM SOLUTION |
| **CHAPTER 6****25/05/2022** | **WEEK 8 Day 5** | ASSESSMENT OF ASSOCIATION OF PERSONS OR BODY OF INDIVIDUAL(INTRODUCTION) |
| **26/05/2022** | **WEEK 8 Day 6** | TAX LIABLITY OF AOP AND BOI & MINIMUM MARGINAL RATE |
| **WEEK 9****27/05/2022** | **WEEK 9 Day 1** | PRCTICAL PROBLEM SOLUTION |
| **28/05/2022** | **WEEK 9 Day 2** | PRCTICAL PROBLEM SOLUTION |
| **30/05/2022** | **WEEK 9 Day 3** | PRCTICAL PROBLEM SOLUTION |
| **31/05/2022** | **WEEK 9 Day 4** | PRCTICAL PROBLEM SOLUTION |
| **01/06/2022** | **WEEK 9 Day 6** | TEST- **CHAPTER 6** |
| **CHAPTER 7****03/06/2022** | **WEEK 10 Day 1** | INCOME TAX AUTHORITIES |
| **04/06/2022** | **WEEK 10 Day 2** | APPOINTMENT AND CONTROL |
| **06/06/2022** | **WEEK 10 Day 3** | RIGHT’S OF CBDT |
| **07/06/2022** | **WEEK 10 Day 4** | RIGHT’S OFDIRECTOR GENERAL,CHIEF COMMISSIONER, JOINT COMMISSIONER DEPUTY COMMISSIONER,ASSESSING OFFICER AND COMMISSIONER(APPEALS) |
| **08/06/2022** | **WEEK 10 Day 5** | ASSESSING OFFICER |
| **09/06/2022** | **WEEK 10 Day 6** | PRESENTATION ON INCOME TAX AUTHORITIES |
| **CHAPTER 8****WEEK 11****10/06/2022** | **WEEK 11 Day 1** | ASSESSMENT OPROCEDURE(INTRODUCTION) |
| **11/06/2022** | **WEEK 11 Day 2** | INCOME TAX RETURN FORMS |
| **13/06/2022** | **WEEK 11 Day 3** | PERMANENT ACCOUNT NUMBER |
| **15/06/2022** | **WEEK 11 Day 4** | ASSESSMENT-SELF,REGULAR,BEST JUDGEMENT,RE ASSESSMENT |
| **CHAPTER 9****16/06/2022** | **WEEK 11 Day 5** | DEDUCTION OF TAX AT SOURCE(INTRODUCTION) |
| **17/06/2022** | **WEEK 11 Day 6** | RULES FOR TDS ON SALARY |
| **WEEK 12****18/06/2022** | **WEEK 12 Day 1** | **DIFFERENT RATES OF TDS FOR INTREST ON SECURITIES** |
| **20/06/2022** | **WEEK 12 Day 2** | TDS CERTIFICATE PERIOD |
| **CHAPTER 10****21/06/2022** | **WEEK 12 Day 3** | ADVANCE PAYMENT OF TAX(INTRODUCTION) |
| **22/06/2022** | **WEEK 12 Day 4** | PRCTICAL PROBLEM SOLUTION |
| **23/06/2022** | **WEEK 12 Day 5** | PROVISIONS REGARDING INTREST |
| **24/06/2022** | **WEEK 12 Day 6** | PRESENTATION ON ADVANCE PAYMENT OF TAX |
| **CHAPTER 11****WEEK 13****25/06/2022** | **WEEK 13 Day 1** | RECOVERY AND REFUND OF TAX(INTRODUCTION) |
| **27/06/2022** | **WEEK 13 Day 2** | PROCEDURE FOR CLAIMING A REFUNDINTREST ON REFUND |
| **CHAPTER 12****28/06/2022** | **WEEK 13 Day 3** | APPEALS ANDREVISION(INTRODUCTION) |
| **29/06/2022** | **WEEK 13 Day 4** | PROCEDURE FOR APPEALS |
| **30/07/2022** | **WEEK 13 Day 5** | APPELLATE TRIBUNAL |
| **01/07/2022** | **WEEK 13 Day 6** | APPEAL TO HIGH COURTSUPREME COURTE |
| **CHAPTER 13****WEEK 14****02/07/2022** | **WEEK 14 Day 1** | PENALTIES(INTRODUCTION) |
| **04/07/2022** | **WEEK 14 Day 2** | ITEMS OF PENALTIES |
| **05/07/2022** | **WEEK 14 Day 3** | REVISION-PENALTIES |
| **CHAPTER 14****06/07/2022** | **WEEK 14 Day 4** | OFFENCES AND PROSECUTIONS(INTRODUCTION) |
| **07/07/2022** | **WEEK 14 Day 5** | FAILURE OF INCOME TAX RETURN |
| **08/07/2022** | **WEEK 14 Day 6** | OFFENCES BY THE COMPANY |
| **WEEK 15****09/07/2022** | **WEEK 15 Day 1** | OFFENCES BY THE HINDUUNDIVIDED FAMILY |
| **CHAPTER 15****11/07/2022** | **WEEK 15 Day 2** | TAXPLANNING FOR INDIVIDUALS(INTRODUCTION) |
| **12/07/2022** | **WEEK 15 Day 3** | TAX EVASIONTAX AVOIDANCETAX PLANNING |
| **13/07/2022** | **WEEK 15 Day 4** | OBJECTIVES OF TAX PLANNING |
| **14/07/2022** | **WEEK 15 Day 5** | CHARACTERISTICS OF TAX PLANNINGIMPOTANCE OR SIGNIFICANCE OF TAX PLANNING |
| **15/07/2022** | **WEEK 15 Day 6** | TAX PLANNING FOR INDIVIDUAL |
| **WEEK 16****16/07/2022** | **WEEK 16 Day 1** | TAX PLANNING IN RELATION TO SALARYTAX PLANNING IN RELATION TOHOUSE PROPERTYTAX PLANNING IN RELATION TO PGBPTAX PLANNING IN RELATION TO CAPITAL GAINTAX PLANNING IN RELATION TO OTHER SOURCES |
| **18/07/2022** | **WEEK 16 Day 3** | TEST- **CHAPTER 15** |
| **19/07/2022** | **WEEK 16 Day 4** | PRESENTATION ON TAX PLANNING |

**Sunil Kumar**

**Assistant Professor Commerce**

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| **LESSON PLAN OF MATHEMATICS DEPT.** |

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| **LESSON PLAN OF MATHEMATICS DEPT.** |
| **Name Of College: Govt College Rithoj, Gurugram , Academic Session :2021-22 Semester : EVEN, ( APRIL 2022 to JUNE, 2022)** **Name of Teacher: Dr. Kusum Saharan****Subject: BUSINESS MATHEMATICS-II****Class: B.COM, 2ND SEMESTER** |
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**1 APRIL 2022 TO 30 APRIL 2022**

Matrices and Determinants: Definition of a Matrix; Types of Matrices, Algebra of Matrices; Calculation of values of Determinants up to third order; ad joint of a Matrix, elementary row and column operations; Finding inverse matrix through ad joint and elementary row or column operations; Solution of a system of Linear equations having unique Solution and involving not more than three variables

**1 MAY 2022 TO 31 MAY 2022**

Differentiation (only algebraic problem) ; Application of differentiation. Compound Interest

**1 JUNE 2022 TO 24 JUNE 2022**

Annuities: Certain different types of interest rate; Concept of present value and amount of a sum; Types of annuities; Present value and amount of an annuity, including the case of continuous compounding.

Ratio, Proportion and Percentage; Profit and Loss.

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| **LESSON PLAN OF MATHEMATICS DEPT.** |
| **Name Of College: Govt College Rithoj, Gurugram , Academic Session :2021-22 Semester : Even, (APRIL 2021 to JUNE, 2022)** **Name of Teacher: Dr. Kusum Saharan****Subject: Dynamics****Class: B.A, 6TH SEMESTER** |
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**1 APRIL 2022 TO 30 APRIL 2022**

Velocity and acceleration along radial, transverse, tangential and normal directions. Relative velocity and acceleration. Simple harmonic motion. Elastic strins.

**1 MAY 2022 TO 31 MAY 2022**

Mass, Momentum and Force. Newton’s laws of motion. Work, Power and Energy. Definitions of Conservative forces and Impulsive forces. Motion on smooth and rough plane curves.

**1 JUNE 2022 TO 22 JUNE 2022**

Projectile motion of a particle in a plane. Vector angular velocity. General motion of a rigid body. Central Orbits, Kepler laws of motion. Motion of a particle in three dimensions. Acceleration in terms of different co-ordinate systems.

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| **LESSON PLAN OF MATHEMATICS DEPT.** |
| **Name Of College: Govt College Rithoj, Gurugram , Academic Session :2021-22 Semester : Even, ( April 2022 to June, 2022)** **Name of Teacher: Dr. Kusum Saharan****Subject: Linear Algebra** **Class: B.A, 6TH SEMESTER** |
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**1 April 2022 TO 30 April 2022**

Vector spaces, subspaces, Sum and Direct sum of subspaces, Linear span, Linearly Independent and dependent subsets of a vector space. Finitely generated vector space, Existence theorem for basis of a finitely generated vector space, Finite dimensional vector spaces, Invariance of the number of elements of bases sets, Dimensions, Quotient space and its dimension.

**1 May 2022 TO 31 May 2022**

Homomorphism and isomorphism of vector spaces, Linear transformations and linear forms on vector spaces, Vector space of all the linear transformations Dual Spaces, Bidual spaces, annihilator of subspaces of finite dimensional vector spaces, Null Space, Range space of a linear transformation, Rank and Nullity Theorem Algebra of Liner Transformation, Minimal Polynomial of a linear transformation, Singular and non-singular linear transformations, Matrix of a linear Transformation, Change of basis, Eigen values and Eigen vectors of linear transformations.

**1 June 2022 TO 22 June 2022**

Inner product spaces, Cauchy-Schwarz inequality, Orthogonal vectors, Orthogonal complements, Orthogonal sets and Basis, Bessel’s inequality for finite dimensional vector spaces, GramSchmidt, Orthogonalization process, Adjoint of a linear transformation and its properties, Unitary linear transformations

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| **LESSON PLAN OF MATHEMATICS DEPT.** |
| **Name Of College: Govt College Rithoj, Gurugram , Academic Session :2021-22 Semester : Even, (April 2022 to June, 2022)** **Name of Teacher: Dr. Kusum Saharan****Subject: Real and complex Analysis****Class: B.A, 6TH SEMESTER** |
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**1 April 2022 TO 30 April 2022**

Jacobians, Beta and Gama functions, Double and Triple integrals, Dirichlets integrals, change of order of integration in double integrals.

**1 May 2022 TO 31 May 2022**

Fourier’s series: Fourier expansion of piecewise monotonic functions, Properties of Fourier Coefficients, Dirichlet’s conditions, Parseval’s identity for Fourier series, Fourier series for even and odd functions, Half range series, Change of Intervals. Extended Complex Plane, Stereographic projection of complex numbers, continuity and differentiability of complex functions, Analytic functions, Cauchy-Riemann equations. Harmonic functions.

**1 June 2022 TO 22 June 2022**

Mappings by elementary functions: Translation, rotation, Magnification and Inversion. Conformal Mappings, Mobius transformations. Fixed pints, Cross ratio, Inverse Points and critical mappings.

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| **LESSON PLAN OF DEPARTMENT OF ENGLISH** |
| **Name of College: Government College, Rithoj, Gurugram** **Academic Session :2021-22 Semester: Even, (April to June, 2022)** **Name of Teacher: DR. SEEMA & MRS. PRIYANKA REDHU****Subject: Centre Stage Class: B.A. SEMESTER-IV** |
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**APRIL 1, 2022 To APRIL 30, 2022**

Introduction, A word a day intra class competition, Introduction to The Envoy by Bhasa , Q&A discussion ,The Swan Song by Anton Chekhov. Q & A Discussion, Weekly Newspaper Reading Activity and Oral Tests

Composition: Speech Sounds, Practice of Speech sounds, Stresses, Resume writing

**MAY 1, 2022 To MAY 31, 2022**

Introduction, A word a day intra class competition, The Monkey’s Paw by W.W. Jacobs , Q & A Discussion, Before Breakfast by Eugene O’Neill , Q & A Discussion, Weekly Newspaper Reading Activity and Oral Tests

Composition: Translation, Email writing

**JUNE 1, 2022 TO JUNE, 2022**

A word a day intra class competition, Before Breakfast by Eugene O’Neill , The Sleepwalkers by Nissim Ezekiel, Q & A Discussion ,Syllabus Completion and Test, Weekly Reading Activity and Oral Tests

Composition- Dialogue writing and Book Review writing

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| **LESSON PLAN OF DEPARTMENT OF ENGLISH** |
| **Name of College: Government College, Rithoj, Gurugram** **Academic Session :2021-22 Semester: Even, (APRIL to JUNE, 2022)** **Name of Teacher: DR. SEEMA & MRS. PRIYANKA REDHU****Subject: LITERATURE & LANGUAGE -II Class: B.A. SEMESTER-II** |
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**APRIL 1, 2022 To APRIL 30, 2022**

Introduction, A word a day intra class competition, Introduction, Chapter 1 - Pigeons at Daybreak, Chapter 2- With the Photographer, Chapter 3- The Journey, Weekly Newspaper Reading Activity and Oral Tests

Composition: Speech Sounds, Practice of Speech sounds, Types of sentences, Homophones and Homonyms, Tenses

**MAY 1, 2022 To MAY 31, 2022**

Introduction, A word a day intra class competition, Chapter 4- The Refugee, Chapter 5- Bellows for the Bullock, Chapter 6- Panchlight ,Weekly Newspaper Reading Activity and Oral Tests

Composition: Auxiliaries , Modals , Question Tags, Subject-verb agreement, Phrasal Verbs,

**APRIL 1, 2022 TO APRIL 30, 2022**

A word a day intra class competition, Chapter 6- Panchlight, Chapter 7 – The Child, Chapter 8- The Blind Dog, Syllabus Completion and Test Weekly Reading Activity and Oral Tests

Composition- Active Passive voice , Direct and Indirect, Punctuation

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| **LESSON PLAN OF DEPARTMENT OF ENGLISH** |
| **Name of College: Government College, Rithoj, Gurugram** **Academic Session :2021-22 Semester: Even, (APRIL to JUNE, 2022)** **Name of Teacher: DR. SEEMA & MRS. PRIYANKA REDHU****Subject: Merchant of Venice Class: B.A. SEMESTER-VI** |
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**APRIL 1, 2022 To APRIL 30, 2022**

A word a day intra class competition, Introduction to Drama, About the Author and the Play, The Merchant of Venice Act I, Scene i to iii and Act II, Scene i to iv

Composition: Precis, One-word substitution, Summarizing, Abstracting

**MAY 1, 2022 To MAY 31, 2022**

Introduction, A word a day intra class competition, Act II, Scene v to ix and Act III, Scene i to v

Composition: Summarizing, One word substitution

**APRIL 1, 2022 TO APRIL 30, 2022**

A word a day intra class competition, ACT IV Scene i to ii and Act V, Scene i

Weekly Reading Activity and Oral Tests

Composition- One word substitution, Unseen Comprehension and Letter writing

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| **LESSON PLAN OF SOCIOLOGY DEPT.** |
| **Name Of College: Govt College Rithoj, Gurugram****Semester : Even, (April to May, 2022)****Name of Teacher: Dr. Mithlesh****Subject: Society, Culture and Social Change****Class: B.A. 2nd SEMESTER** |
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**APRIL 1, 2022 TO APRIL30, 2022:**

Tribal, Rural Urban, Industrial and Post Industrial; its Nature, Definition & Types.

**MAY 1, 2019 TO MAY 31, 2022:**  Culture its nature, Definition & Types , Socialization its importance, process and stages; Social Control its Types and Means.

**JUNE 1, 2019 TO JUNE 20, 2022:**  Process of Social Change; Concepts & Social Stratification.

Completion of Syllabus, Revision and Test

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| **LESSON PLAN OF SOCIOLOGY DEPT.** |
| **Name Of College: Govt College Rithoj, Gurugram****Semester : Even, (April to May, 2022)****Name of Teacher: Dr. Mithlesh****Subject: Society, Culture and Social Change****Class: B.A. 4th SEMESTER** |
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**APRIL 1, 2022 TO APRIL30, 2022:**

Social Problem; concepts, Meaning and Importance, Deviance and Social Disorganisation.

**MAY 1, 2019 TO MAY 31, 2022:**

Inequality of Caste, Class and Gender, Problem of Minorities.

**JUNE1 2022, TO JUNE 20, 2022**

Problem and Issues and Social Disorganisation

Completion of Syllabus, Revision and Test

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| **LESSON PLAN OF SOCIOLOGY DEPT.** |
| **Name Of College: Govt College Rithoj, Gurugram****Semester : Even, (April to May, 2022)****Name of Teacher: Dr. Mithlesh****Subject: Rural Society: Structure And Change****Class: B.A. 6th SEMESTER** |
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**APRIL 1, 2022 TO APRIL30, 2022:**

Origin of Rural Sociology; Nature, Subject Matter and Importance of the Study of Rural Sociology.

**MAY 1, 2019 TO MAY 31, 2022:**

Caste and Class in Rural Set Up; Inter Caste Relationship and Jajmani System; Rural Family and Changing pattern.

**JUNE 1, 2022 TO JUNE 20, 2022**

Rural Economy,Trends of Change in Rural society; Rural Political Structure and Empowerment of Women.

Completion of Syllabus, Revision and Test.

**Dr. POONAM KUMARI**

**Assistant Profssor ( HINDI )**

**LESSON PLAN –B.A 1st ( 2nd Sem )**

**1 APRIL-30 APRIL –**

1 .ध्रुवस्वामिनी

2. प्रश्न -उत्तर

3. भाषा शब्द -शोधन

 4. weekly test

5. Book Reading

**1 MAY -31 MAY**

1. हिंदी साहित्य का भक्तिकाल
2. प्रश्न -उत्तर
3. Weekly test
4. Book Reading
5. Assignment

**1JUNE -22JUNE**

1. व्यावहारिक हिंदी
2. प्रश्न -उत्तर
3. Test
4. Revision

**LESSON PLAN -B.A 2nd (4th sem )**

**1 APRIL-30 APRIL =**

1 . ईदगाह

 2. पुरस्कार

3. गैंग्रीन

4. मलबे का मालिक

5. weekly test

6. Book Reading

**1 MAY -31 MAY**

1. ठेस
2. फैसला
3. पच्ची चौक्का डेढ़ सो
4. साहित्य का आधुनिक गद्य काल
5. WEEKLY TEST
6. Assignment
7. Book Reading

**1JUNE -22 JUNE**

1. पारिभाषिक शब्दावली
2. WEEKLY TEST
3. REVISION

**LESSON PLAN –B.A 3rd ( 6th  Sem )**

**1 APRIL-30 APRIL –**

1. आशा का अंत
2. उत्साह
3. गिल्लू
4. देवदारु
5. मेरे राम का मुकुट भीग रहा
6. Weekly test
7. Book reading

**1 MAY -31 May =**

1. सदाचार का ताबीज
2. तिब्बत के पथ पर
3. हरियाणवी भाषा एवं साहित्य
4. WEEKLY TEST
5. Assisgnment
6. Book Reading

**1 June -22 june**

1. पत्रकारिता एवं संपादन
2. Test
3. Revision

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