

Lesson Plan (1st April 2022 to 20th June 2022)

Class: BCA 6th Semester

Subject: Object Technologies & Programming Using Java

Faculty: MONIKA YADAV

April 2022	Object-Oriented Languages: Java's History, Creation of Java, Internet & Java, Byte-code, Its Features, Java Program Structure and Java's Class Library, Data Types, Variables, and Operators, Operator Precedence; Selection Statements, Scope of Variable, Iterative Statement; Defining Classes & Methods, Creating Objects of a Class, Defining and Using a Class, Automatic Garbage Collection. Arrays and Strings: Arrays, Arrays of Characters, String Handling Using String Class, Operations on String Handling Using, String Buffer Class. Classes and Inheritance: Using Existing Classes, Class Inheritance, Choosing Base Class, Multiple Levels of Inheritance, Abstraction through Abstract Classes, Using Final Modifier, Packages: Understanding Packages, Defining a Package, Packaging up Your Classes, Adding Classes from a Package to Your Program,
May 2022	Understanding CLASSPATH, Standard Packages, Access Protection in Packages, Concept of Interface. Exception Handling: The concept of Exceptions, Types of Exceptions, Dealing with Exceptions, Exception Objects, Defining Your Own Exceptions. Multithreading Programming: The Java Thread Model, Understanding Threads, The Main Thread, Creating a Thread, Creating Multiple Threads, Thread Priorities, Synchronization, Input/output in Java: I/O Basic, Byte and Character Structures, I/O Classes, Reading Console Input Writing Console Output, Reading and Writing on Files, Random Access Files, Storing and Retrieving Objects from File, Stream Benefits.
June 2022	Creating Applets in Java: Applet Basics, Applet Architecture, Applet Life Cycle, Simple Applet Display Methods, The HTML APPLET Tag Passing Parameters to Applets, Working with Windows: AWT Classes, Window Fundamentals, Working with Frame, Creating a Frame Window in an Applet; Displaying Information within a Window, Working with Graphics and Texts: Working with Graphics, Working with Color, Setting the Paint Mode, Working with Fonts, Managing Text Output; Using Font Metrics, Exploring Text and Graphics, Working with AWT Controls, Layout Managers and Menus.

Class: BCA 4th Semester
Subject: Web Designing
Faculty: MONIKA YADAV

April 2022	Introduction to Internet and World Wide Web; Evolution and History of World Wide Web; Basic features; Web Browsers; Web Servers; Hypertext Transfer Protocol, Overview of TCP/IP and its services; URLs; Searching and Web-Casting Techniques; Search Engines and Search Tools;
May 2022	Web Publishing: Hosting your Site; Internet Service Provider; Web terminologies, Phases of Planning and designing your Web Site; Steps for developing your Site; Choosing the contents; Home Page; Domain Names, Front page views, Adding pictures, Links, Backgrounds, Relating Front Page to DHTML. Creating a Website and the Markup Languages (HTML, DHTML); Web Development: Introduction to HTML; Hypertext and HTML; HTML Document Features; HTML command Tags; Creating Links; Headers; Text styles; Text Structuring; Text colors and Background; Formatting text; Page layouts;
June 2022	Images; Ordered and Unordered lists; Inserting Graphics; Table Creation and Layouts; Frame Creation and Layouts; Working with Forms and Menus; Working with Radio Buttons; Check Boxes; Text Boxes; DHTML: Dynamic HTML, Features of DHTML, CSSP(cascading style sheet positioning) and JSSS(JavaScript assisted style sheet), Layers of netscape, The ID attributes, DHTML events.

Lesson Plan (September 2022 to Nov 2022)

Class: MCA 5th Semester

Subject: AT

Faculty: MONIKA YADAV

Sept 2022	Introduction to .Net Framework: Microsoft .net Platform, Design Goals and Overview, .net architecture, Console, environment, IL, JIT, .NET framework class library, Common language runtime, CLR Execution, common type system, common language specification, managed and unmanaged code
Oct 2022	Introduction to VB.Net: .Net features, Data Types, OOPS Concepts: Constructor, Destructor, and Abstraction, interface, polymorphism (Over loading and over ridding). Introduction to C#: Data Types, Operators, Garbage Collection, Jagged Array, Collection (Array list, Hash table), Indexer(One Dimension) and property, Delegates and events (Multicasting, Multicasting Event),Exception Handling.
Nov 2022	Introduction to ADO.Net : Basic window control, Architecture of ADO.Net, Comparison with ADO, Connected and Disconnected Database, Create Connection using ADO.NET Object Model, Connection Class, .Net Data provider, Data Adapter, Data Set, Data Row, Data Column, Data Relation, command, Data Reader, Language integrated query(LINQ).
Dec 2022	Database Accessing on Web applications: Data Binding concept with web, Creating Data Grid, Data binding with windows forms, Binding standard web server controls, Display data on web form using Data bound controls and Data Grid.
Jan 2022 up to 18th Jan	Introduction to ASP.Net : Features, Anatomy of ASP.NET Page. ASP.NET Controls: Using HTML Controls, Using Web Controls, Using Validation controls. State Management: session, caching, Authentication(window,.Net Passport, Forms Based), Authorization, web services, Advance Grid Manipulation, Data connectivity using ASP.net.

Class: BCA 5th Semester

Subject: DCN

Faculty: MONIKA YADAV

Sept 2022	Data Communications : concepts of data, signal, channel, bandwidth, bid-rate and baud-rate fourier analysis; maximum data-rate of channel; analog and digital communications, asynchronous and synchronous transmission; data encoding techniques; modulation technique; multiplexing 1 TI/EI carrier systems; transmission medium; transmission errors, error-detection and correction code.
Oct 2022	Network Classification and data-communication services : Local area networks metropolitan area network. Wide area networks, wireless network, internet work, Switched multi mega BCA Data Services, X.25, Frame Relay, narrowband and broadband ISDN, Asynchronous Transfer Modes.

Nov 2022	Network reference Models: Layered architecture, protocol hierarchies, interface and services; ISO-OSI reference model, TCP/ IP reference model; Novel Netware, Internet protocol stacks. Datalink layer functions and protocols : framing, error-control flow control, sliding window protocol,
Dec 2022	DHCL SLIP and PPP protocol. Medium access sublayer : CSMA/CD & ethernet, token ring, FDDI; IEEE standards for LAN and WAN; satellite networks TDMA and VSAT.
Jan 2022 (up to 18 Jan)	Medium access sublayer : CSMA/CD & ethernet, token ring, FDDI; IEEE standards for LAN and WAN; satellite networks TDMA and VSAT.

Class: BCA 1st Semester
Subject: CF
Faculty: MONIKA YADAV

Sept 2022	Number system: decimal, octal, binary and hexadecimal; Representation of integers, fixed and floating points, character representation; ASCII, EBSDIC; Functional units of computer, I/O devices, primary and secondary memories;
Oct 2022	Pogramming Fundamentals, Algorithm development, Techniques of problem solving, Flow-charting, Step-wise refinement,
Nov 2022	Algorithms for searching, sorting (exchange and insertion), merging of ordered lists,Representation of integers, characters, real Data types : constants and variables; Arithmetic Expressions, Assignment statement.
Dec 2022	Logical expression, Sequencing, Alteration and iteration; ring processing; Sub programs, Recursion, Files and pointers;
Jan 2022 (up to 18th Jan)	Structured programming concepts; Top down Design, Development of efficient program; program correctness; Debugging and testing of Programs.

Class: BCA 3rd Semester

Subject: Data Structure
Faculty: MONIKA YADAV

Sept 2022	Trees : Search Trees, AVL trees, threading : Storage Management : Run time storage management, garbage collection and compaction. Sorting techniques Insertion sort, quick sort, merge sort, heap sort.
Oct 2022	selection sort, radix sort, external sort; lower bound for sorting by compression of keys. Selection and adversly argument Traversal : minimum spanning tree. Shortest path, graph component algorithms,
Nov 2022	String Matching KMP and Boyer Moore algorithms. Dynamic Programming Matric multiplication and optional binary search tree algorithms.
Dec 2022	NP Complete Problem Complexity classes P and NP; examples of problems in the NP class. Parallel Algorithms Parallelism,
Jan 2022 (up to 18th Jan)	PRAM and other models, Parallel algorithms finding maximum element in a list, merging and sorting.

Lesson Plan (1st September 2021-18th January 2022)

Faculty: MS. Sheela Sharma

Class: BCA-1st YEAR(SEM-1st)

Subject: BCA-101 Computer & Programming Fundamentals

September 2021	Computer Fundamentals: Generations of Computers, Definition, Block Diagram along with its components, characteristics & classification of computers, Limitations of Computers, Human-Being VS Computer, Applications of computers in various fields. Memory: Concept of primary & secondary memory, RAM, ROM, types of ROM, Cache Memory, flash memory, Secondary storage devices: Sequential & direct access devices viz. magnetic tape, magnetic disk, optical disks i.e. CD, DVD, virtual memory. Unit Test
October 2021	Computer hardware & software: I/O devices, definition of software, relationship between hardware and software, types of software. Overview of operating system: Definition, functions of operating system, concept of multiprogramming, multitasking, multithreading, multiprocessing, time-sharing, real time, single-user & multi-user operating system. Computer Virus: Definition, types of viruses, Characteristics of viruses, anti-virus software. Unit Test
November 2021	Computer Languages: Analogy with natural language, machine language, assembly language, high-level languages, forth generation languages, compiler, interpreter, assembler, Linker, Loader , characteristics of a good programming language, Planning the Computer Program: Concept of problem solving, Problem definition, Program design, Debugging, Types of errors in programming, Documentation. Structured programming concepts, Programming methodologies viz. top-down and bottomup programming, Advantages and disadvantages of Structured programming.
December 2021	Overview of Networking: An introduction to computer networking, Network types (LAN, WAN, MAN), Network topologies, Modes of data transmission, Forms of data transmission, Transmission channels(media), Introduction to internet and its uses, Applications of internet, Hardware and Software requirements for internet, Intranet, Applications of intranet.
January 2022	Revision, Test

Class: BCA-1st YEAR(SEM-1st)

Subject: BCA-102: PC SOFTWARE

September 2021	MS-Windows: Operating system-Definition & functions, basics of Windows. Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, exploring computer, managing files and folders, copying and moving files and folders. Control panel – display properties, adding and removing software and hardware, setting date and time, screensaver and appearance. Using windows accessories. Unit test.
October 2021	Documentation Using MS-Word - Introduction to word processing interface, Toolbars, Menus, Creating & Editing Document, Formatting Document, Finding and replacing text, Format painter, Header and footer, Drop cap, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Previewing and printing document, Advance Features of MS-Word-Mail Merge, Macros, Tables, File Management, Printing, Styles, linking and embedding object, Template. Unit Test
November 2021	Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Cell, cell address, Creating & Editing Worksheet, Formatting and Essential Operations, Moving and copying data in excel, Header and footer, Formulas and Functions, Charts, Cell referencing, Page setup, Macros, Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation, Database Management using Excel-Sorting, Filtering, Validation, What if analysis with Goal Seek, Conditional formatting.
December 2021	Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects, Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.
January 2022	Revision, Test

Class: BCA-3rd YEAR(SEM-5th)

Subject: BCA – 304 : Visual Basic

September 2021	Introduction to VB: Visual & non-visual programming, Procedural, Object-oriented and eventdriven programming languages, The VB environment: Menu bar, Toolbar, Project explorer, Toolbox, Properties window, Form designer, Form layout, Immediate window. Visual Development and Event Driven programming. Unit Test
October 2021	Basics of Programming: Variables: Declaring variables, Types of variables, Converting variables types, User-defined data types, Forcing variable declaration, Scope & lifetime of variables. Constants: Named & intrinsic. Operators: Arithmetic, Relational & Logical operators. I/O in VB: Various controls for I/O in VB, Message box, Input Box, Print statement.
November 2021	Programming with VB: Decisions and conditions: If statement, If-then-else, Select-case. Looping statements: Do-loops, For-next, While-wend, Exit statement. Nested control structures. Arrays: Declaring and using arrays, one-dimensional and multi-dimensional arrays, Static & dynamic arrays, Arrays of array. Collections: Adding, Removing, Counting, Returning items in a collection, Processing a collection. Unit Test
December 2021	Programming with VB: Procedures: General & event procedures, Subroutines, Functions, Calling procedures, Arguments- passing mechanisms, Optional arguments, Named arguments, Functions returning custom data types, Functions returning arrays. Working with forms and menus : Adding multiple forms in VB, Hiding & showing forms, Load & unload statements, creating menu, submenu, popup menus, Activate & deactivate events, Form-load event, menu designing in VB Simple programs in VB.
January 2022	Revision, Test

Class: MCA 5th Sem.

Subject: 18MCA35DB1: INTERNET OF THINGS

September 2021	Definitions and Functional Requirements, Motivation , Architecture: Web 3.0, View of IoT, Ubiquitous IoT, Applications, Four Pillars of IoT, DNA of IoT, The Toolkit Approach for End-user Participation in the Internet of Things. Middleware for IoT: Overview, Communication middleware for IoT, IoT Information Security. Unit Test
October 2021	Protocol Standardization for IoT, Efforts, M2M and WSN Protocols, SCADA and RFID Protocols, Issues with IoT Standardization, Unified Data Standards, Protocols, IEEE 802.15.4, BACNet Protocol, Modbus, KNX, Zigbee Architecture, Network layer, APS layer Security. . Unit Test
November 2021	Basics of Sensors and actuators: examples and working principles of sensors and actuators – Cloud computing and IOT, Equivalent Microcontroller platform ,Setting up the board, Programming for IOT, Reading from Sensors Communication: Connecting microcontroller with mobile devices, communication through bluetooth and USB, connection with the internet using wifi / Ethernet. Unit Test
December 2021	Integrated Billing Solutions in the Internet of Things Business Models for the Internet of Things, Network Dynamics: Population Models, Information Cascades. Dynamics: Structural Models, Cascading Behaviour in Networks, The Small-World Phenomenon; Web of Things versus Internet of Things, Two Pillars of the Web, Architecture Standardization for WoT.
January 2022	Revision, Test

Lesson Plan (1st April 2022- 20th June 2022)

Class: BCA-2ND YEAR

Subject: BCA-209 SOFTWARE ENGINEERING

Faculty: MS. SHEELA SHARMA

April 2022	Introduction: Software Crisis, Software Processes & Characteristics, Software life cycle models, Waterfall, Prototype, Evolutionary and Spiral Models. Software Requirements Analysis & Specifications: Requirement engineering, requirement elicitation techniques like FAST, QFD, requirements analysis using DFD, Data dictionaries & ER Diagrams, Requirements documentation, Nature of SRS, Characteristics & organization of SRS . Software Project Management Concepts: The Management spectrum, The People The Problem, The Process, The Project.
May 2022	Software Project Planning: Size Estimation like lines of Code & Function Count, Cost Estimation Models, COCOMO, Risk Management. UNIT - III Software Design: Cohesion & Coupling, Classification of Cohesiveness & Coupling, Function Oriented Design, Object Oriented Design, Software Metrics: Software measurements: What & Why, Token Count, Halstead Software Science Measures, Design Metrics, Data Structure Metrics Software Implementation: Relationship between design and implementation, Implementation issues and programming support environment, Coding the procedural design, Good coding style.
20 June 2022	Software Testing: Testing Process, Design of Test Cases, Types of Testing, Functional Testing, Structural Testing, Test Activities, Unit Testing, Integration Testing and System Testing, Debugging Activities. Software Maintenance: Management of Maintenance, Maintenance Process, Reverse Engineering, Software Re-engineering, Configuration Management, Documentation.

Lesson Plan (1st April 2022- 20th June 2022)

Class: BCA-2ND YEAR

Subject: BCA-307 Object Technologies & Programming using Java

Faculty: MS. SHEELA SHARMA

April 2022	Object-Oriented Languages: Java's History, Creation of Java, Internet & Java, Byte-code, Its Features, Java Program Structure and Java's Class Library, Data Types, Variables, and Operators, Operator Precedence; Selection Statements, Scope of Variable, Iterative Statement; Defining Classes & Methods, Creating Objects of a Class, Defining and Using a Class, Automatic Garbage Collection. Arrays and Strings: Arrays, Arrays of Characters, String Handling Using String Class, Operations on String Handling Using, String Buffer Class. Classes and Inheritance: Using Existing Classes, Class Inheritance, Choosing Base Class, Multiple Levels of Inheritance, Abstraction through Abstract Classes, Using Final Modifier, Packages: Understanding Packages, Defining a Package, Packaging up Your Classes, Adding Classes from a Package to Your Program,
May 2022	Understanding CLASSPATH, Standard Packages, Access Protection in Packages, Concept of Interface. Exception Handling: The concept of Exceptions, Types of Exceptions, Dealing with Exceptions, Exception Objects, Defining Your Own Exceptions. Multithreading Programming: The Java Thread Model, Understanding Threads, The Main Thread, Creating a Thread, Creating Multiple Threads, Thread Priorities, Synchronization, Input/output in Java: I/O Basic, Byte and Character Structures, I/O Classes, Reading Console Input Writing Console Output, Reading and Writing on Files, Random Access Files, Storing and Retrieving Objects from File, Stream Benefits.
June 2022	Creating Applets in Java: Applet Basics, Applet Architecture, Applet Life Cycle, Simple Applet Display Methods, The HTML APPLET Tag Passing Parameters to Applets, Working with Windows: AWT Classes, Window Fundamentals, Working with Frame, Creating a Frame Window in an Applet; Displaying Information within a Window, Working with Graphics and Texts: Working with Graphics, Working with Color, Setting the Paint Mode, Working with Fonts, Managing Text Output; Using Font Metrics, Exploring Text and Graphics, Working with AWT Controls, Layout Managers and Menus.

Lesson Plan (1st April 2022- 20th June 2022)

Class: MCA-2ND YEAR

Subject: The JAVA Programming Language (MCA-203)

Faculty: MS. SHEELA SHARMA

April 2022	The History and Evolution of Java of JAVA, features of JAVA: - Platform independent, Robust etc., JAVA Environment. Hardware and Software Requirements, Byte Code, Installing JDK, Difference between C++ and JAVA, Command-Line Arguments, Environment Variables, System Utilities. Command-Line I/O Objects. PATH and CLASSPATH. JAVA as Programming Language: Java as Object Oriented Language, JAVA Program Structure, JAVA literals, Data Type, Variable & Arrays in JAVA. JAVA Programming Constructs: Operators and Expressions, Precedence Rules and Associativity, Type conversion and casting, Control Structures in JAVA.
May 2022	JAVA Object Oriented Basics: Classes and Objects in JAVA, Variables & Methods in Classes: declaration and invocation, constructors and garbage collection, static and this keywords. Inheritance in JAVA: Types, Access Specifiers, Class vs. Interface, Extending vs. Implementation of Interface, overloading vs. overriding, Abstract Class, super & final keywords. JAVA as Internet Programming Language: Applets: difference from normal application, life cycle, Applet tag, Passing parameters and display output. AWT: Basics, Component and Container Layouts, AWT vs. Swings, Exception Handling: The concept of Exceptions. Types of Exceptions. Dealing with Exceptions, Exception Objects, Defining Your Own Exceptions
20 June 2022	Multithreading Programming: The Java Thread Model. Understanding Threads, The Main Thread, Creating a Thread, Creating Multiple Threads, Thread Priorities. Synchronization. Input/output in Java: I/O Basic, Byte and Character Structures, I/O Classes, Reading Console Input Writing Console Output, Reading and Writing on Files. Random Access Files, Storing and Retrieving Objects from File, Stream Benefits.

TEACHING PLAN

SESSION: 2021-22

CLASS: B.A PASS

SUBJECT: MICROECONOMICS – I

SEM-I

SEPTEMBER

The Economic Problem: Scarcity and Choice, Functions of an Economic System, Circular Flow of Economic Activities, System of Economic Organization, Micro and Macro Economics, Law of Demand, Elasticity of Demand: concept, types, measurement, determinants and importance.

OCTOBER

Consumer Theory: Concept of utility, Cardinal utility analysis, marginal and total utility, consumer's equilibrium, Derivation of demand curve, consumer's surplus. Ordinal Utility Theory: Indifference curves analysis, characteristics, budget line, marginal rate of substitution, Consumer's Equilibrium, Price, income and substitution effects, Derivation of demand curve, Limitations of utility theory of demand.

NOVEMBER

Producer's behaviour and Supply: Supply, Firm as an agent of production, Law of variable proportions, Returns to scale, characteristics of Iso-quants, Ridge lines, least cost combination of factors, Internal and external economies and diseconomies. Movements and shifts in supply curve, Elasticity of supply.

DECEMBER

Cost Analysis: Concepts of costs, short period costs and long period costs, Modern Theory of costs, Revenue: Concepts of revenue; total, average and marginal revenue and their relationships, Break-even-analysis & its uses

Ms. Savita

Department of Economics

TEACHING PLAN

SESSION: 2021-22

CLASS: B.A ECO (HONS)

SUBJECT: ECONOMIC HISTORY OF INDIA: 1857 – 1947

SEM-III

SEPTEMBER

Why study economic history, the problems in interpreting India's past, the state of the Indian Economy on the eve of independence, Indian Economy in the mid-nineteenth century, growth of the empire and systems of land settlements in the Colonial India.

OCTOBER

Transformation of the traditional village – economy during the British rule, Commercialization of agriculture – its causes and consequences, Emergence of agricultural labour as a category, movement of agricultural wages and prices during the period – problems of rural indebtedness.

NOVEMBER

The state of industrial development in mid-nineteenth century India, the de-industrialization thesis –its statement and validity, emergence of modern capitalist industrial enterprise in India – Textile (Jute and Cotton), Iron & Steel, Cement, Coal, Tea.

DECEMBER

Foreign capital in Colonial India – its extent and impact; foreign-trade-growth and composition; _guided under-development 'of India under the British rule; evolution of provincial finance, the nature and problem of public debt; Economic drain from India -form, extent and consequences.

Ms. Savita

Department of Economics

TEACHING PLAN

SESSION: 2021-22
CLASS: B.A ECO (HONS)
SUBJECT: HISTORY OF ECONOMIC THOUGHT
SEM-V

SEPTEMBER

Nature and Importance of Economic Thought. Mercantilism: Views on Trade, Money and Prices.

OCTOBER

Physiocracy: Natural Order; Net product and Circulation of Wealth. Classical Political Economy. Adam Smith: Theories of Value and Distribution.

NOVEMBER

Ricardian Economics: Value Analysis, Theories of Trade and Distribution.

DECEMBER

J S Mill: Theory of Value, Views On Production and Distribution. Classical Stationary State with special reference to Mill's views.

Ms. Savita

Department of Economics

TEACHING PLAN

SESSION: 2021-22
CLASS: M.A ECONOMICS
SUBJECT: AGRICULTURAL ECONOMICS
SEM-III

SEPTEMBER

Agricultural Economics and Economic Development: Definition of agricultural Economics, its scope and nature; Regional disparities in Indian agriculture; Difference between agriculture and Industry; Need for a separate study of Agricultural Economics. Agriculture and Economic Development: Role of agriculture in Economic Development; Contribution of industry to the development of agriculture; Interdependence of agriculture and industry.

OCTOBER

Approaches to Agriculture Development: Schultz, Mellor, Boserup, Lewis and Ranis-Fie.

NOVEMBER

Economics of Agriculture Production: The Production Function; Factor-Product Relationship; Factor-Factor Relationship; Product-Product Relationship. Equilibrium of the capitalist form, peasant family farm and share tenant farm.

DECEMBER

Analysis for Farm Management: The Production Function Approach; Farm-budgeting Approach. Measures of Farm Efficiency; Supply response in agriculture; Size of the farm and Productivity Debate.

Ms. Savita

Department of Economics

Lesson Plan (2021-22)

B.Sc. 1st Semester

Mechanics	
Topics	Time Period
Mechanics of single and system of particles, conservation of laws of linear momentum, angular momentum and mechanical energy Centre of mass and equation of motion, constrained motion, degrees of freedom	13-21 Oct. 26 Oct.-11 Nov
Generalised coordinates, displacement, velocity acceleration, momentum, force and potential Hamilton's variational principle, Lagrange's equation of motion from Hamilton's Principle, Linear Harmonic oscillator, simple pendulum, Atwood's machine	16-30 Nov. 1-30 Dec.
Rotation of Rigid body, moment of inertia, torque, angular momentum, kinetic energy of rotation, Theorems of perpendicular and parallel axes with proof Moment of inertia of solid sphere, hollow sphere, spherical shell, solid cylinder, hollow cylinder and solid bar of rectangular cross-section, Acceleration of a body rolling down on an inclined plane Revision up to term brake.	4-27 Jan 1-24 Feb.

Lesson Plan

B.Sc. 3rd Semester

Thermodynamics and computer programing	
Topics	Time Period
Second law of thermodynamics, Carnot theorem, Absolute scale of temperature, Absolute Zero, Entropy, show that " $dQ/T=S$ ", T-S diagram Nernst heat law, Joule's free expansion, Joule Thomson (Porous plug) experiment, Joule-Thomson effect, Liquefaction of gases, Air pollution due to internal combustion Engine and doubt discussion	15 Oct.-21 Nov.
Derivation of Clausius-Claperyron latent heat equation. Phase diagram and triple point of a substance, Development of Maxwell thermodynamical relations. Application of Maxwell relations in the derivation of relations between entropy, specific heats and thermodynamic variables Thermodynamic functions; Internal energy (U), Helmholtz function, Enthalpy (H), Gibbs function (G) and the relation between them	26 Nov.-7 Jan.
Computer organization, Binary representation, Algorithm development, Flow Charts and their interpretation FORTRAN Preliminaries; Integer and floating point arithmetic expression built in functions, executable and non-executable statements, input and output statements, Formats, IF, DO and GO TO statements, Dimension arrays statement function and function subprogram	14 Jan-6 Mar.
Revision and doubt classes till exams.	

Lesson Plan (2021-22)

B.Sc. 2nd Semester

ELECTRO MAGNETIC INDUCTION AND ELECTRONIC DEVICES	
Topics	Time Period
Electromagnetic Induction : Growth and decay of current in a circuit with (a) Capacitance and resistance (b) resistance and inductance (c) Capacitance and inductance (d) Capacitance resistance and inductance.	4-14 April
AC circuit analysis using complex variables with (a) capacitance and resistance, (b) resistance and inductance (c) capacitance and inductance (d) capacitance, inductance and resistance Series and parallel resonant circuit. Quality factor (Sharpness of resonance).	18-28 April
Semiconductor Diodes: Energy bands in solids. Intrinsic and extrinsic semiconductor, Hall effect, P-N junction diode and their V-I characteristics. Zener and avalanche breakdown. Resistance of a diode, Light Emitting diodes (LED). Photo conduction in semiconductors, photodiode, Solar Cell.	2-10 May

Lesson Plan

B.Sc. 4th Semester

Statistical Mechanics	
Topics	Time Period
Probability, some probability considerations, combinations possessing maximum probability, combinations possessing minimum probability, distribution of molecules in two boxes. Case with weightage (general). Phase space, microstates and macrostates, statistical fluctuations, constraints and accessible States, Thermodynamical probability.	11-16 May
Postulates of Statistical Physics. Division of Phase space into cells, condition of equilibrium between two system in thermal contact. β -Parameter. Entropy and Probability, Boltzman's distribution law. Evaluation of α and β . Bose-Einstein statistics, Application of B.E. Statistics to Plancks's radiation law, B.E. gas.	23-31 May, 1-2 June
Fermi-Dirac statistics, M.B. Law as limiting case of B.E. degeneracy and B.E. Condensation. F.D. Gas, electron gas in metals. Zero point energy. Specific heat of metals and its solution.	6-20 June
Revision and doubt classes till exams.	

Lesson Plan

B.Sc. 6th Semester

ATOMIC MOLECULAR AND LASER PHYSICS	
Topics	Time Period
Vector atom model, quantum numbers associated with vector atom model, penetrating and non-penetrating orbits (qualitative description), spectral lines in different series of alkali spectra.	1-16 April
Spin orbit interaction and doublet term separation, L-S or Russel-Saunders coupling, j-j coupling (expressions for interaction energies for L-S and j-j coupling required).	18-30 April
Zeeman effect (normal and anomalous), Zeeman pattern of D ₁ and D ₂ lines of Na-atom, Paschen-Back effect of a single valence electron system. Weak field Stark effect of Hydrogen atom.	2-14 May
Discrete set of electronic energies of molecules. Quantisation of Vibrational and rotational energies, Raman effect (Quantitative description), Stoke's and anti-Stoke's lines.	15-28 May
Main features of a laser: directionality, high intensity, high degree of coherence, spatial and temporal coherence, Einstein's coefficients, and possibility of amplification, momentum transfer, life time of a level, kinetics of optical absorption. Threshold condition for laser emission, Laser pumping, He-Ne laser and RUBY laser (Principle, Construction and Working). Applications of laser in the field of medicine and industry.	1-20 June
Revision and doubt classes till exams.	

Lesson plan for BSc. 4th semester, 2021-2022

Sequences and Series

Dates	Content
01.04.2022-15.04.2022	Boundedness of the set of real numbers; least upper bound, greatest lower bound of a set, neighborhoods, interior points, isolated points, limit points, open sets, closed set, interior of a set, closure of a set in real numbers and their properties. Bolzano-Weiestrass theorem, Open covers, Compact sets and Heine-Borel Theorem.
16.04.2022-30.04.2022	Sequence: Real Sequences and their convergence, Theorem on limits of sequence, Bounded and monotonic sequences, Cauchy's sequence, Cauchy general principle of convergence, Subsequences, Subsequential limits.
01.05.2022-15.05.2022	Infinite series: Convergence and divergence of Infinite Series, Comparison Tests of positive terms Infinite series, Cauchy's general principle of Convergence of series, Convergence and divergence of geometric series, Hyper Harmonic series or p-series.
16.05.2022-31.05.2022	Infinite series: D-Alembert's ratio test, Raabe's test, Logarithmic test, de Morgan and Bertrand's test, Cauchy's Nth root test, Gauss Test, Cauchy's integral test, Cauchy's condensation test
01.06.2022-15.06.2022	Alternating series, Leibnitz's test, absolute and conditional convergence, Arbitrary series: Abel's lemma, Abel's test, Dirichlet's test, Insertion and removal of parenthesis, re-arrangement of terms in a series, Dirichlet's theorem, Riemann's Re-arrangement theorem, Pringsheim's theorem (statement only),
16.06.2022-till exam	Multiplication of series, Cauchy product of series, (definitions and examples only) Convergence and absolute convergence of infinite products.

Lesson plan for M.Sc.-MATHEMATICS 2nd semester, 2021-2022

Computational Technique

Dates	Content
01.04.2022- 15.04.2022	<p>Error Analysis: Errors Absolute errors, Rounding errors, Truncation errors, Inherent Errors Major and Minor approximations in numbers.</p> <p>The Solution of Linear Systems: Gaussian elimination method with pivoting, Algorithm and convergence of Jacobi iterative Method, Algorithm and convergence of Gauss Seidel Method Method of Relaxation.</p>
01.05.2022 - 15.05.2022	<p>The Solution of Non-Linear Equation: Bisection Method, Fixed point iterative method, Newton-Raphson method, Muller's Method, Secant method, Method of false position, Algorithms and convergence of these methods, Complex roots by Newton's method, System of two Equations by Newton Method and Method of Iteration.</p>
16.05.2022 - 31.05.2022	<p>Difference Operators: Forward difference operators, Backward difference operators, Shift operator, Average and central difference operators and relation between them.</p> <p>Interpolation: Linear interpolation, Lagrange's interpolation Polynomial Divided difference Table, Interpolation with equidistant Points: Forward Difference Table and Backward Difference Table, Spline interpolation (Cubic) Chebyshev interpolation Polynomials, Errors and algorithms of these interpolation.</p>
01.06.2022 - 15.06.2022	<p>Numerical Differentiation: Differentiating continuous Functions: Forward Difference quotient, Central Difference Method Error analysis, Higher order derivatives. Differentiating tabulated function: Error analysis and Higher order derivatives Difference tables, Richardson Extrapolation.</p> <p>Numerical Integration: General Integration formula, Rectangular rule, Trapezoidal rule Simpson's rule, Boole's rule, Weddle's rule, Gaussian quadrature formulae, Errors in quadrature formulae, Newton-Cotes formulae Romberg Integration.</p>
16.06.2022 -till exam	<p>Ordinary Differential Equations: Euler's Method, Modified Euler's methods with error analysis, Taylor's series and Runge-Kutta methods with error analysis, Predictor-corrector methods for solving initial value problems, Finite Difference & Collocation methods.</p> <p>Difference Equations: Linear homogeneous and non-homogeneous difference equation with constant coefficients.</p> <p>Eigenvalue and eigenvector: The Fadeev-Leverrier method, Evaluating the Eigen Values and Determining the Eigen Vectors Power method.</p>

Lesson plan for B.COM. 2nd semester, 2021-2022

Business Mathematics-II

Dates	Content
01.04.2022- 15.04.2022	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;
16.04.2022- 30.04.2022	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.
01.05.2022- 15.05.2022	Differentiation (only algebraic problem) ; Application of differentiation
16.05.2022- 31.05.2022	Compound Interest and 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
01.06.2022- 15.06.2022	Ratio, Proportion and Percentage; Profit and Loss
16.06.2022- till exam	REVISION

Lesson plan for M.Sc. 4th semester, 2021-2022

Integral equations and COV

Dates	Content
01.04.2022-15.04.2022	Linear Integral Equations, Some Basic Identities, Initial value problems reduced to Volterra integral equations, Method of successive substitution and successive approximation to solve Volterra Integral equations of second kind, iterated Kernel and Neumann series for Volterra Equations, Resolvent Kernel as a series,
16.04.2022-30.04.2022	Laplace transforms method for a difference kernel, Solution of a Volterra integral Equation of the first kind. Boundary value problems reduced to Fredholm Integral equations, Method of successive substitution and successive approximation to solve Fredholm Integral equations of second kind, iterated Kernels and Neumann series for Fredholm Equations. Resolvent Kernel as a sum of series,
01.05.2022-15.05.2022	Fredholm resolvent Kernel as a ratio of two series, Fredholm equation with separable kernels, Approximation of a kernel by a separable kernel, Fredholm Alternative, Non- Homogenous Fredholm integral Equations with degenerate kernels. Green Function, Use of method of variation of parameters to construct the Green function for a non- homogenous linear second order linear boundary value problems.
16.05.2022-31.05.2022	Basic four properties of the Green Function, Alternate Procedure for construction of the Green function by using its basic four properties, Reduction of a boundary value problem to a Fredholm Integral equation with kernel as Green Function, Hilbert- Schmidt theory of symmetric kernels.
01.06.2022-15.06.2022	Motivating problems of Calculus of Variations, Shortest Distance, Minimum surface of Revolution, Brachistochrone problem, Isoperimetric problem, Geodesic. Fundamental Lemma of Calculus of Variations. Euler equation for one dependent function and its generalization to 'n' dependent functions and to higher order derivatives.
16.06.2022-till exam	Conditional Extremum under geometric Constraints and under integral Constraints. Revision

LESSON PLAN 2021-22

Subject: PC SOWTWARE(BCA 1st Sem)

Faculty: KANTA

October 2021	Week 1: MS-Windows: Operating system-Definition & functions, basics of Windows. Week 2: Basic components of windows, icons, types of icons, taskbar Week 3: activating windows, using desktop, title bar, running applications Week 4: Exploring computer, managing files and folders Doubt Clearance, Test &Assignment
November 2021	Week 1: copying and moving files and folders Using windows accessories. Week 2: Control panel – display properties, adding and removing software and hardware Week 3: setting date and time, screensaver and appearance. Week 4: Documentation Using MS-Word - Introduction to word processing interface, Doubt Clearance, Test &Assignment
December 2021	Week 1: Toolbars, Menus, Creating & Editing Document, and Formatting Document. Week 2: Finding and replacing text, Format painter, Header and footer, Drop cap, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark, Previewing and printing document. Week 3: Advance Features of MS-Word-Mail Merge, Macros, Tables. Week 4: File Management, Printing, Styles, linking and embedding object, Template. Doubt Clearance, Test &Assignment
January 2022	Week 1: Electronic Spread Sheet using MS-Excel - Introduction to MS-Excel, Cell, cell address, Creating & Editing Worksheet, Formatting and Essential Operations, Moving and copying data in excel. Week 2: Header and footer, Formulas and Functions, Charts, Cell referencing, Page setup, Macros. Week 3: Advance features of MS-Excel-Pivot table & Pivot Chart, Linking and Consolidation. Week 4: Database Management using Excel-Sorting, Filtering, Validation, What if analysis with Goal Seek, Conditional formatting. Doubt Clearance, Test &Assignment
Feburary 2022	Week 1: Presentation using MS-PowerPoint: Presentations, Creating, Manipulating & Enhancing Slides, Organizational Charts, Excel Charts, Word Art, Layering art Objects Week 2: Animations and Sounds, Inserting Animated Pictures or Accessing through Object, Inserting Recorded Sound Effect or In-Built Sound Effect.

Subject: OPERATING SYSTEM(BCA 3rd Sem)

Faculty: KANTA

October 2021	Week 1: Introduction to Operating System Week 2: Its need and operating System services, Early systems Week 3: Structures - Simple Batch, Multi programmed, timeshared. Week 4: Personal Computer, Parallel, Distributed Systems, Real-Time Systems. Doubt Clearance
November 2021	Week 1: Process concept, Operation on processes Week 2: Cooperating Processes. Week 3: Threads and Interprocess Communication Week 4: Doubt Clearance, Test &Assignment
December 2021	Week 1: Basic concepts, Scheduling criteria Week 2: Scheduling algorithms : FCFS, SJF, Round Robin & Queue Algorithms. Week 3: Deadlocks: Deadlock characterization Week 4: Methods for handling deadlocks, Banker'sAlgorithm Doubt Clearance, Test &Assignment
January 2022	Week 1: Memory Management: Logical versus Physical address space, Swapping. Week 2: Contiguous allocation, Paging, Segmentation Week 3: Virtual Memory: Demand paging, Performance of demand paging. Week 4: Page replacement, Page replacement algorithms, Thrashing. Doubt Clearance, Test &Assignment
Feburary 2022	Week 1: File management: File system Structure, Allocation methods: Contiguous allocation, Linked allocation, Indexed allocation, Free space management: Bit vector, Linked list, Grouping, Counting Week 2: Device Management: Disk structure, Disk scheduling: FCFS, SSTF, SCAN, C-SCAN, LOOK, C-LOOK. Doubt Clearance, Test &Assignment

Subject: AI(MCA 1st Sem)

Faculty: KANTA

October 2021	Week 1: Definition and applications of artificial intelligence, Problem solving: Defining the problem as state space search, Production system Week 2: Problem characteristics, Problem system characteristics, Search techniques: Generate and test Week 3: Hill climbing, Best first search, A* algorithm, Problem reduction, Expert system: Definition, Week 4: Role of knowledge in expert system, Architecture of expert system.
November 2021	Week 1: Expert system development life cycle: Problem selection, Prototype construction, Formalization Week 2: Implementation, Evaluation, Knowledge acquisition: Knowledge engineer, Cognitive behavior, Week 3: Acquisition techniques, Knowledge representation: Level of representation, Week 4: Knowledge representation schemes, Formal logic, Inference Engine, Semantic net, Frame, Scripts.
December 2021	Week 1: Perception: Sensing, Speech recognition, Vision, Action, Week 2: Neural networks : Introduction, Comparison of artificial neural networks with biological neural networks, Learning in neural networks, Week 3: Perceptrons, Back propagation networks, application of neural networks, Week 4: Fuzzy logic : Definition, Difference between Boolean and Fuzzy logic
January 2022	Week 1: fuzzy subset, fuzzy membership function, fuzzy expert system, Week 2: Inference process for fuzzy expert system, fuzzy controller . Week 3: Notion of Fuzziness, Membership Functions, Fuzzification and Defuzzification. Week 4: Programming in Logic (PROLOG): Introduction, Prolog variables, Using rules
February 2022	Week 1: Input and Output predicates, Fail and cut predicates, Recursion, Arithmetic operation, Compound object Week 2: Dynamic database, Lists, String, File operations

Class: MCA 2nd Sem

Subject: Theory of Computation and Compilers

Faculty: Ms. KANTA

April 2022	<p>Theory of Computation: Formal Language, Language Vs Grammar, Non-Computational Problems, Diagonal Argument, Russell's Paradox, Chomsky Hierarchy of Languages System Programming & Compiler: Introduction to System programs; Assembler Vs Compiler Vs Interpreter.</p> <p>Structure of a Compiler: Lexical Analysis, Syntax Analysis, Semantic Analysis, Intermediate Code Generation, Code Optimization, Code Generation, Symbol Table Management, Grouping of phases into passes.</p> <p>Compiler construction tools. Applications of Compiler Technology</p> <p>Lexical Analysis: The role of lexical analyser, Lexical Analysis vs Parsing, Specification of Tokens, Recognition of Tokens, Introduction to lex.</p>
May 2022	<p>Regular Language Models: Regular Languages, Regular Grammars, Regular Expressions, Properties of Regular Language, Pumping Lemma, Non-Regular Languages, Deterministic</p> <p>Finite Automaton (DFA), Non-Deterministic Finite Automaton (NFA), Equivalence of DFA and NFA.</p> <p>Syntax Analysis: Basic Concepts: Syntax definition, Parse Tree and Derivations, Ambiguity, Associativity & Precedence of Operations; Context Free Grammars Vs Regular Expressions;</p> <p>Lexical Analysis Vs Syntactical Analysis, Eliminating Ambiguity, Eliminating Left Recursion.</p>
June 2022	<p>Parsing: Top Down Parsing: Recursive Descent, Predictive Parsing, LL(1) Grammars, Bottom up Parsing: Reductions, Handle Pruning, LR parsing, LR Parser, LALR Parser; Introduction to Yacc</p> <p>Code Generation and Code Optimization: Control-flow, Data-flow Analysis, Local Optimization, Global Optimization, Loop Optimization, Peep-Hole Optimization, and Instruction Scheduling.</p> <p>Context Free Language: Pushdown Automaton (PDA), Non-Deterministic Pushdown Automaton (NPDA), Context Free Grammar, Chomsky Normal Form, Greibach Normal Form, Ambiguity</p> <p>Equivalence of PDA's and Context Free Grammars; Properties of Context Free Language. An introduction to the Turing Machine. Issue of unsolvable problems and computational complexity.</p> <p>Doubt Clearance, Test & Assignment</p>

Class: BCA 2nd Sem

Subject: 'C' Language

Faculty: Ms. KANTA

April 2022	<p>Overview of C: History of C, Importance of C, Elements of C: C character set, identifiers and keywords Data types, Constants and Variables, Assignment statement, Symbolic constant, Structure of a C Program, printf(), scanf() Functions</p> <p>Operators & Expression: Arithmetic, relational, logical, bitwise, unary, assignment, shorthand assignment operators, conditional operators and increment and decrement operators.</p> <p>Arithmetic expressions, evaluation of arithmetic expression, type casting and conversion, operator hierarchy & associativity.</p> <p>Decision making & branching: Decision making with IF statement, IF-ELSE statement Nested IF statement, ELSE-IF ladder, switch statement, goto statement, Decision making</p>
May 2022	<p>Looping: For, while, and do-while loop, jumps in loops, break, continue statement, Nested loops.</p> <p>Functions: Standard Mathematical functions, Input/output: Unformatted & formatted I/O function in C</p> <p>Input functions viz. getch(), getche(), getchar(), gets(), output functions viz., putch(), putchar(), puts(), string manipulation functions.</p> <p>Arrays, strings and pointers, User defined functions: Introduction/Definition, prototype, Local and global variables, passing parameters, recursion</p>
June 2022	<p>Initialization, processing an array, passing arrays to functions, Array of Strings. String constant and variables</p> <p>Declaration and initialization of string, Input/output of string data, Introduction to pointers.</p> <p>Storage classes in C: auto, extern, register and static storage class, their scope, storage, & lifetime.</p> <p>Algorithm development, Flowcharting and Development of efficient program in C. Doubt Clearance, Test & Assignment</p>

BCA 6TH Sem

Subject: INTRODUCTION TO .NET

Faculty: Ms. Kanta

April 2022	The Framework of .Net: Building blocks of .Net Platform (the CLR, CTS and CLS). Features of .Net, Deploying the .Net Runtime Architecture of .Net platform, Introduction to namespaces & type distinction. Types & Object in .Net, the evolution of Web development .Class Libraries in .Net, Introduction to Assemblies & Manifest in .Net Metadata & attributes, Class Libraries in .Net, Introduction to Assemblies & Manifest in .Net, Metadata & attributes
May 2022	Introduction to C#: Characteristics of C#, Data types., Value types, reference types, default value, constants Variables, scope of variables, boxing and unboxing . Operators and expressions: Arithmetic, relational, logical, bitwise, special operators. Evolution of expressions, operator precedence & associativity . : Control constructs in C#: Decision making, loops, Classes & methods.
June 2022	Class, methods, constructors, destructors, overloading of operators & functions. Inheritance & polymorphism: visibility control, overriding & methods, interfaces, abstract class & methods, sealed classes Advanced features of C#: Exception handling & error handling Automatic memory management, Input and output (Directories, Files, and streams. Doubt Clearance, Test & Assignment

Lesson Plan (2021-22)

Class : BAJMC 1st Sem

Sub : Introduction to Communication

Week -1

Communication : Concept and Definitions, Functions of communication

Week – 2

process of communication

elements of communication and barriers in communication

Week – 3

Verbal, non-verbal communication

Concept of listening

Week – 4

visual communication, feedback

Week – 5

Intrapersonal communication, Interpersonal communication

Week – 6

Group communication

Week – 7

Concept of Speaking

Week – 8

Responsibility of a public speaker

Week – 9

Mass communication

Week – 10

Revision

Week – 11

Revision

BAJMC 1st Sem

Sub : Writing Skills – I

Week – 1

Basics Principles of Writing

Week -2

Mass Media and Creative Writing

Week – 3

Types of Writing for Mass Media

Week – 4

Letter to Editor

News Writing for Newspaper

Week -5

Editorial Writing

Feature Writing

Week – 6

Poetry Writing

Story Writing

Week – 7

Interview Writing

Book Review Writing

Week – 8

Writing for Women

Writing for Children

Week – 9

Writing for Games & Sports

Advertisement Writing

Week – 10

Revision

Week – 11

Revision

Lesson Plan

Class : BAJMC 2nd Sem

Sub : Introduction to Mass Communication

Week -1

Mass Communication : Concept and Definitions

Characteristics of Audience of Mass Media

Week – 2

Types of Mass Media, Advantages and Limitations of Mass Media

Week – 3

Tools of Mass Communication, Mass Media and Society

Week – 4

Traditional Media, Folk Media

Week – 5

Communication Model, SMR – SMCR, Aristotle and Laswell Model

Week – 6

Berlo Model, Shannon and Weaver Model, Osgood Mode

Week – 7

Communication Theory

Bullet Theory, Two Step flow and multi step flow theory

Week – 8

Individual difference Theory, Cultivation Theory

Week – 9

Agenda Setting Theory

Week – 10

Revision

Week – 11

Revision

BAJMC 2nd Sem

Sub : Writing Skills – II

Week – 1

Principles of Radio Writing

Radio News, Radio Feature

Week -2

Radio Talk

Radio Drama

Week – 3

Principles of Television Writing

Television News, Television Drama, TV Serial TV Ad,

Week – 4

Tele Film, TV Documentary, Reviews

Week -5

Principles of Cinema Writing, Screenplay Writing of Feature Film

Week – 6

Film Review

Week – 7

Travel Reportage , Writing about Food

Week – 8

CVs , Job Application

Week – 9

Press Releases

Week – 10

Revision

Week – 11

Revision

BAJMC 2nd Sem

Sub : New Media

Week – 1

Introduction to Internet

History of Internet

Week -2

Reach and access of Internet in India

Applications of Internet

Week – 3

Online Journalism

News Websites

Week – 4

Online aesthetics

Week -5

Online writing and Editing, Participatory Journalism

Week – 6

Blogging, Podcasting, Video casting

Week – 7

Web Team,

Week – 8

Web and its uses in Media

Week – 9

Social Media

Week – 10

Revision

Week – 11

Revision

LESSON PLAN (EVEN SEM)

Session 2021-22

MCA IVth Sem

Subject : Computer Security and Blockchain Technology (01.04.22 to 20.06.22)

Faculty name: Dr. Neelam Dahiya and Ms. Rakhi Soni

April 2022	<p>Meaning of Computer Security, Computer Criminals, Methods of Defense, Cryptography, Substitution Ciphers, Transpositions Ciphers.</p> <p>Making "Good" Encryption Algorithms, The Data Encryption Standard, The AES Encryption Algorithm.</p> <p>Public Key Encryptions(RSA), Uses of Encryption.</p> <p>Secure Programs, Non-malicious Program Errors, viruses and other malicious code. Targeted Malicious code, controls Against Program Threats, Protection in General-Purpose operating system protected objects and methods of protection.</p>
May 2022	<p>File protection Mechanisms, User Authentication, Designing Trusted O.S: Security policies, models of security, trusted O.S. design, Assurance in trusted OS.</p> <p>Database Security requirements, Reliability and integrity, Sensitive data, Inference, multilevel database, proposals for multilevel security.</p> <p>Assignment</p> <p>Security in Network: Threats in Network, Network Security Controls, Firewalls, Intrusion Detection Systems, Secure E-mail.</p> <p>Administering Security: Security Planning, Risk Analysis, Organizational Security policies, Physical Security. Legal Privacy and Ethical Issues in Computer Security: Protecting Programs and data, Information and the law, Rights of Employees and Employers, Software failures, Computer Crime, Praia, Ethical issues in Computer Security.</p> <p>Presentation</p>
June 2022	<p>Blockchain Technology: Cryptography - Hash function, Digital Signature - ECDSA, Memory Hard Algorithm, Zero Knowledge Proof; Blockchain Overview: Introduction, Advantage over conventional distributed database, Blockchain Network, Mining Mechanism, Distributed Consensus, Merkle Patricia Tree, Gas Limit, Transactions and Fee, Anonymity, Reward, Chain Policy, Life of Blockchain application, Soft & Hard Fork, Private and Public blockchain.</p> <p>Test</p> <p>Cryptocurrency: History, Distributed Ledger, Bitcoin protocols - Mining strategy and rewards, Ethereum - Construction, DAO, Smart Contract, GHOST, Vulnerability, Attacks, Sidechain, Namecoin. Blockchain Applications: Internet</p>

	<p>of Things, Medical Record Management System, Domain Name Service and future of Blockchain.</p> <p>Revision/Tutorial</p>
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LESSON PLAN (EVEN SEM)

Session 2021-22

MCA IInd Sem

Subject : Database Management System (01.04.22 to 20.06.22)

Faculty name: Ms. Rakhi Soni

April 2022	<p>Traditional File Processing System vs DBMS, Characteristics & Advantages of DBMS, Three-Schema Architecture and Data Independence.</p> <p>Data Models, Schemas, and Instances; Database Languages and Interfaces; Classification of DBMS.</p> <p>Overview of Entity-Relationship Diagram, Relational Model - Constraints, Relational Database Schemas, Relational Algebra and Relational Calculus; Codd Rules.</p> <p>Normalization for Relational Databases: Functional Dependencies and Normalization; Introduction of SQL, DDL.</p>
May 2022	<p>DML, DQL, DCL, TCL; Data Definition and Data Types; Constraints, Queries, Insert, Delete, and Update Statements; Views, Stored Procedures and Functions; Database Triggers, SQL Injection.</p> <p>Transaction Processing: Introduction, Desirable properties of Transactions, Schedules & Recoverability, Serialization of Schedulers, Transaction Support in SQL.</p> <p>Concurrency Control Techniques: Locking techniques for Concurrency Control, Concurrency Control based on Timestamp ordering, Multiversion Concurrency Control Techniques, Validation Currency Control Techniques, Granularity of data items and multiple granularity locking, Using locks for Concurrency Control in Indexes.</p> <p>Assignment</p> <p>Database Recovery Techniques: Basic Concepts, Recovery Technique based on Deferred Update, Recovery Technique based on Immediate Update, Shadow Paging, The ARIES recovery algorithm, Database backup and recovery from catastrophic failure.</p> <p>Presentation</p>
June 2022	<p>Query Processing and Optimization: Translating SQL queries into Relational Algebra, Basic Algorithm for Executing Query Operations, Using Heuristic in</p>

	<p>Query Optimization, Using Selectivity and Cost Estimation in Query Optimization, Semantic Query Optimization.</p> <p>Test</p> <p>Basics of Database Security and Authorization.</p> <p>Revision</p>
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LESSON PLAN (ODD SEM)

Session 2021-22

MCA Vth Sem

Subject : Software Testing and Quality Assurance (01.09.21 to 23.01.21)

Faculty name: Dr. Neelam Dahiya and Ms. Rakhi Soni

Sept 2021	<p>Week 1: Software Testing and the related concepts: significance and potential; Testability and features of Test cases</p> <p>Week 2: Software Testing techniques; WBT, BBT.</p> <p>Week 3: Ticking Box testing; static analysis, symbolic testing.</p> <p>Week 4: Program mutation testing, input space , partitioning, functional program testing, data flow guided testing.</p>
Oct. 2021	<p>Week 1: Software Testing Strategies: Approach, Issues; integration, incremental, System, alpha, Beta testing etc</p> <p>Week 2: Comparative evaluation of techniques: Testing tools; Dynamic analysis tools, test data generators. Assignment 1/Presentation 1</p> <p>Week 3: Debuggers, test drivers , Technical Metrics for Software: Quality Factors, framework.</p> <p>Week 4:</p>

	Metrics for analysis, design, testing source code.
Nov. 2021	<p>Week 1: Diwali Vacations</p> <p>Week 2: Object Oriented Testing: OOT strategies and issues, Test Case design, interface testing</p> <p>Week 3: Software Quality Assurance: concept, importance and essence.</p> <p>Week 4: FTR, structured walk through technique.</p>
Dec 2021	<p>Week 1: SW Reliability and SQA: SW Reliability, validation, Software Safety and Hazards Analysis.</p> <p>Week 2-3: Revision (6-18 dec Refresher Course)</p> <p>Week 4: Features affecting software quality, SQA Plan. Using project management software tools.</p>
Jan 2021	<p>Week 1: Quality management, issues, standards and methods.</p> <p>Week 2: ISO Quality models: ISO 9000 and SEI CMM and their relevance.</p> <p>Week 3: Assignment 2/Presentation 2</p>

LESSON PLAN (ODD SEM)

Session 2021-22

MCA 1st Sem

Subject : Data Structures and Algorithms (15.11.21 to 10.02.22)

Faculty Name: Ms. Rakhi Soni

Nov. 2021	<p>Week 3: Data Types: Primitive, Composite and Abstract Data Types, Data Structures: Concept, Classification, and importance; Data Structures vs Data Types, Linear vs Non Linear Data Structures.</p> <p>Week 4: Single and Multidimensional Arrays; Address Calculation using column and Row major ordering; various operation on arrays; Vectors; Sparse Matrix; Application of Arrays, Implementation of Arrays in C/C++</p>
Dec. 2021	<p>Week 1: Representation of stacks and queues using array and linked list, Circular queues, Priority queues and Dequeue. Application of Stack: Conversion of infix to postfix and prefix expression.</p> <p>Week 2-3: (6-18 dec Refresher Course) Assignment 1. Evaluation of postfix expression using stacks; Implementation in C/C++.</p> <p>Week 4: Single Linked List; Operation on Linked List. Linked stack and queue. Polynomial Representation and Manipulation using Linked List. Circular Linked List. Doubly Linked List. Implementation in C/C++.</p>
Jan 2022	<p>Week 1: Trees: Concept, Representation and Application of Trees, Forest, Binary Tree, Threaded Binary Tree, Representation of a general Tree, Conversion of Forest into Tree, In order, preorder and Postorder Traversal. Binary Search Tree</p> <p>Week 2: AVL Tree, B Tree, B+ Tree, B* Tree. Recursive algorithms, Heap operations, Binomial heaps, Fibonacci heaps, Skew heaps, heap set.</p> <p>Week 3: Adjacency matrix, Adjacency List; Types of Graphs; Pths: Euler Graph, Hamiltonian Paths and circuits; Cut-sets, Connectivity and Separability, Planar Graph, Isomorphism, Graph Coloring, Covering and Partitioning.</p>

	Week 4: BFS, DFS, MST: Prim's and Krushkal's algorithm; Shortest Path Algorithm : Dijkistra's and Floyd's algorithm; Assignment 2.
Feb 2022	Week 1 : External Practicals Week 2: Topological Sort, Max Flow: Ford Fulkerson Algorithm, max flow-min cut. Tutorials and Problems Session.

LESSON PLAN(ODD SEM)

SESSION 2021-22

Subject: Computer Fundamentals and Programming in C (MCA 1st Bridge Course)

Faculty: Dr. Neelam Dahiya

Nov. 2021	Concept of data & information. Components of Computer, Input & Output Device, Component of CPU, Memory & Storage Devices, Classification of Computers. Advantage & Limitation of Computer, Application of Computer, Social Concern of Computer Technology: Positive and Negative Impacts. Computer Crimes.
Dec 2021	Virus and their remedial Solutions. System & Application Software, Overview of Operating System, Programming Language: Machine, Assembly and High-Level Language, 4GL. Language Translator. Linker & Loader. Problem Solving: Problem Identification. Analysis, Algorithm, Flowcharts, Pseudo codes. Decision Tables. Program Coding. Program Testing and Execution. Assignment 1 C Programming Fundamentals: Keywords, Variables and Constants, Structure of a C program.
Jan 2022	Operators & Expressions: Arithmetic, Unary, Logical, Bit-wise, Assignment & Conditional operator. Test Decision Making: If....else, Else If Ladder, Switch, break, Continue and Goto Statement. Loops: While, do....while, for statements. Nested Loops. Assignment 2
Feb 2022	Functions: Defining and Accessing user defined functions, Library Functions, Function Prototype, Passing Arguments, Passing array as an argument. Recursion. Use of a Library functions. Macro vs Functions. Pointers in C.

LESSON PLAN (ODD SEM)

Session 2021-22

MCA Vth Sem

Subject : Software Testing and Quality Assurance (01.09.21 to 23.01.21)

Faculty name: Dr. Neelam Dahiya and Ms. Rakhi Soni

Sept 2021	<p>Week 1: Software Testing and the related concepts: significance and potential; Testability and features of Test cases</p> <p>Week 2: Software Testing techniques; WBT, BBT.</p> <p>Week 3: Ticking Box testing; static analysis, symbolic testing.</p> <p>Week 4: Program mutation testing, input space , partitioning, functional program testing, data flow guided testing.</p>
Oct. 2021	<p>Week 1: Software Testing Strategies: Approach, Issues; integration, incremental, System, alpha, Beta testing etc</p> <p>Week 2: Comparative evaluation of techniques: Testing tools; Dynamic analysis tools, test data generators. Assignment 1/Presentation 1</p> <p>Week 3: Debuggers, test drivers , Technical Metrics for Software: Quality Factors, framework.</p> <p>Week 4: Metrics for analysis, design, testing source code.</p>
Nov. 2021	<p>Week 1: Diwali Vacations</p> <p>Week 2: Object Oriented Testing: OOT strategies and issues, Test Case design, interface testing</p> <p>Week 3: Software Quality Assurance: concept, importance and essence.</p>

	Week 4: FTR, structured walk through technique.
Dec 2021	Week 1: SW Reliability and SQA: SW Reliability, validation, Software Safety and Hazards Analysis. Week 2-3: Revision Week 4: Features affecting software quality, SQA Plan. Using project management software tools.
Jan 2021	Week 1: Quality management, issues, standards and methods. Week 2: ISO Quality models: ISO 9000 and SEI CMM and their relevance. Week 3: Assignment 2/Presentation 2

LESSON PLAN (EVEN SEM)

Session 2021-22

MCA IVth Sem

Subject : Computer Security and Blockchain Technology (01.04.22 to 20.06.22)

Faculty name: Dr. Neelam Dahiya and Ms. Rakhi Soni

April 2022	<p>Meaning of Computer Security, Computer Criminals, Methods of Defense, Cryptography, Substitution Ciphers, Transpositions Ciphers.</p> <p>Making "Good" Encryption Algorithms, The Data Encryption Standard, The AES Encryption Algorithm.</p> <p>Public Key Encryptions(RSA), Uses of Encryption.</p> <p>Secure Programs, Non-malicious Program Errors, viruses and other malicious code. Targeted Malicious code, controls Against Program Threats, Protection in General-Purpose operating system protected objects and methods of protection.</p>
May 2022	<p>File protection Mechanisms, User Authentication, Designing Trusted O.S: Security policies, models of security, trusted O.S. design, Assurance in trusted OS.</p> <p>Database Security requirements, Reliability and integrity, Sensitive data, Inference, multilevel database, proposals for multilevel security.</p> <p>Assignment</p> <p>Security in Network: Threats in Network, Network Security Controls, Firewalls, Intrusion Detection Systems, Secure E-mail.</p> <p>Administering Security: Security Planning, Risk Analysis, Organizational Security policies, Physical Security. Legal Privacy and Ethical Issues in Computer Security: Protecting Programs and data, Information and the law, Rights of Employees and Employers, Software failures, Computer Crime, Praia, Ethical issues in Computer Security.</p> <p>Presentation</p>
June 2022	<p>Blockchain Technology: Cryptography - Hash function, Digital Signature - ECDSA, Memory Hard Algorithm, Zero Knowledge Proof; Blockchain Overview: Introduction, Advantage over conventional distributed database, Blockchain Network, Mining Mechanism, Distributed Consensus, Merkle Patricia Tree, Gas Limit, Transactions and Fee, Anonymity, Reward, Chain Policy, Life of Blockchain application, Soft & Hard Fork, Private and Public blockchain.</p> <p>Test</p> <p>Cryptocurrency: History, Distributed Ledger, Bitcoin protocols - Mining strategy and rewards, Ethereum - Construction, DAO, Smart Contract, GHOST, Vulnerability, Attacks, Sidechain, Namecoin. Blockchain Applications: Internet of Things, Medical Record Management System, Domain Name Service and future of Blockchain.</p>

	Revision/Tutorial
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LESSON PLAN (EVEN SEM)

Session 2021-22

MCA IInd Sem

Subject : E-Commerce (01.04.22 to 20.06.22)

Faculty name: Dr. Geetika

April 2022	<p>E-Commerce Meaning , Concept, Definition, Origin and Development.</p> <p>Categories of E-Commerce : B2B, B2C, B2G, G2G, G2C, The Constitution of the E-Commerce: Portal of the Network, Customer Relationship Management, Supply Chain Management, Logistic Management, Decision Support, Supporting Environment for E-Commerce, Technical Environment, Legal Environment, Credit Environment and Financial Environment</p> <p>Assignement 1</p> <p>M-Commerce: Origin, Components.</p> <p>Presentation</p>
May 2022	<p>The Development of M-Commerce, Application of M-Commerce.</p> <p>Test</p> <p>Payment Technologies for E-Commerce: Online Bank, E-Payment Tools: E-Payment System, Intelligent Card, E-check, E-wallet, E-Cash.</p> <p>Assignment 2</p>
June 2022	<p>Electronic Commerce: Influence on Marketing: Product, Physical Distribution, Price, Promotion, Marketing Communication, Common e-Marketing Tools</p> <p>Revision/ Test</p>

LESSON PLAN (ODD SEM)

Session 2021-22

MCA IIIrd Sem

Subject : Disaster Management

Faculty name: Dr. Geetika

Nov 2021	<p>Disaster–Causes and phases of disaster, Rapid onset and slow onset disasters. Nature and responses to geo-hazards, trends in climatology, meteorology and hydrology. Seismic activities.</p> <p>Assignment 1</p> <p>Changes in Coastal zone, coastal erosion, beach protection. Coastal erosion due to natural and manmade structures.</p> <p>Presentation</p>
Dec 2021	<p>Floods and Cyclones: causes of flooding, Hazards associated with flooding. Flood forecasting. Flood management, Integrated Flood Management and Information System (IFMIS),</p> <p>Test</p> <p>Flood control. Water related hazards- Structure and nature of tropical cyclone, Tsunamis – causes and physical characteristics, mitigation of risks.</p> <p>Assignment 2</p>
Jan 2022	<p>Earthquakes: Causes and characteristics of ground-motion, earthquake scales, magnitude and intensity, earthquake hazards and risks, Volcanic land forms, eruptions, early warning from satellites, risk mitigation and training, Landslides.</p> <p>Presentation</p> <p>Mitigation efforts: UN draft resolution on Strengthening of Coordination of Humanitarian Emergency Assistance, International Decade for Natural Disaster Reduction (IDNDR), Policy for disaster reduction, problems of financing and insurance.</p>
Feb 2022(10 days)	<p>Revision/ Test</p>

LESSON PLAN (ODD SEM)

Session 2021-22

MCA Ist Sem (Bridge Course)

Subject : Rapid Application Development with Visual Basic

Faculty name: Dr. Geetika

Nov 2021	<p>Introduction to VB: VB IDE & Components, Features of VB, VB for Rapid Application Development, VB as event driven & object based language, An overview of VB project types.</p> <p>Assignment 1</p> <p>Variables, Constants, Data types, Variable Scope. Default Control in the toolbox.</p> <p>Presentation</p>
Dec 2021	<p>Exploring Project Properties. VB operations & Control Structure: Arithmetic Operations, Built-In function.</p> <p>Test</p> <p>I/O in VB, Branching and looping statement. Menu in VB: Adding menu, Modifying and Deleting menu items, Creating submenu .</p> <p>Working with Forms, Working with multiple Forms, Loading, Showing and Hiding Forms.</p> <p>Assignment 2</p>
Jan 2022	<p>Creating Forms at Run Time, Drag and Drop operation, MDI Forms, MDI from Arranging MDI child windows, Coordinating data between MDI child Forms.</p> <p>Presentation</p> <p>Advanced Controls in VB: Introduction: Scroll bar,Slider Control, Tree View, List View, Rich Text Box Control Toolbar, Status Bar, Progress Bar, Cool bar,Image List, Tab Strip.</p>
Feb 2022	<p>VB as perfect front end Language, The Data Control, Data Bound Control, Using DAO, RDO, ADO.</p> <p>Revision.</p>

LESSON PLAN 2021-2022

Subject DBMS(BCA 3RD Sem)

Faculty Ms Ritu Sharma

October 2021	Basic Concepts – Data, Information, Records and files. Traditional file –based Systems- File Based Approach-Limitations of File Based Approach, Database Approach- Characteristics of Database Approach, advantages and disadvantages of database system, components of database system
November 2021	Database Management System (DBMS), Components of DBMS Environment, DBMS Functions and Components, DBMS users, Advantages and Disadvantages of DBMS DBMS languages. Roles in the Database Environment - Data and Database Administrator Database Designers, Applications Developers and Users .
December 2021	Database System Architecture – Three Levels of Architecture, External, Conceptual and Internal Levels, Schemas, Mappings and Instances . Data Independence – Logical and Physical Data Independence . Classification of Database Management System, Centralized and Client Server architecture to DBMS Data Models Records- based Data Models, Object-based Data Models, Physical Data Models and Conceptual Modeling.
January 2022	Entity-Relationship Model – Entity Types, Entity Sets, Attributes Relationship Types, Relationship Instances and ER Diagrams abstraction and integration. Basic Concepts of Hierarchical and Network Data Model Relational Data Model-Brief History, Relational Model Terminology-Relational Data Structure, Database Relations Properties of Relations, Keys, Domains, Integrity Constraints over Relations. Relational algebra, Relational calculus, Relational database design Functional dependencies
Feburary 2022	Modification anomalies, 1st to 3rd NFs, BCNF, 4th and 5th NFs, computing closures of set FDs, SQL Data types, Basic Queries in SQL, Insert, Delete and Update Statements, Views, Query processing General strategies of query processing, query optimization, query processor, concept of security, concurrency and recovery.

Subject DWDM(MCA 5th Sem)
Faculty Ms Ritu Sharma

October 2021	Data Warehouse: Need for data warehouse, Definition, Goals of data Warehouse, Challenges faced during Warehouse Construction, Advantages, Types of Warehouse: Data Mart, Virtual Warehouse and Enterprise Warehouse. Components of Warehouse: Fact data, Dimension data, Fact table and Dimension table, Designing fact tables. Pre-requisite Phases: Extract, Transform and load process. Warehouse Schema for multidimensional data: star, snowflake and galaxy schemas
November 2021	Data warehouse and OLAP technology: Difference between OLTP and OLAP, Strengths of OLAP, Applications of OLAP. Multidimensional data models: Data Cubes & Data Cuboids, Lattice. OLAP operations: Advantages, Types: Roll up, Drill down, Pivot, Slice & Dice operations, Applications. OLAP Server: Need, Types: ROLAP, MOLAP and HOLAP, Features. Data warehouse Implementation, Introduction to Efficient computation of data cubes.
December 2021	Data preprocessing: Need, Preprocessing stages: Data integration, Data Transformation, Data Reduction, Discretization and Concept Hierarchy Generation, Data mining primitives, Types of Data Mining, Architectures of data mining systems. Data Characterization: Data generation & Summarization based characterization, Analytical characterization, Mining class comparisons. Mining Association Rules in large databases: Association Rule mining, Single dimensional
January 2022	Boolean association rules from Transactional DBS, Multi level association rules from transaction DBS, Multidimensional association rules from relational DBS and DWS, Correlation analysis Constraint based association mining. Classification and Prediction: Basic Classification & Prediction Model, Difference between Classification & Prediction. Classification Algorithms: Decision tree induction, Back propagation, Bayesian classification, classification based in association rules. Prediction
February 2022	Algorithms: Regression approach: Linear & Non Linear regression. Classifier Accuracy Predictor Error Measures. Cluster analysis: Purpose, Types: Partitioning and Hierarchical methods, Density based methods. Applications of Data Mining: Web mining, Temporal and Spatial data mining.

Subject Data Structure-1(BCA 3rd Sem)

Faculty: MS Ritu Sharma

October 2021	Introduction Elementary data organization, Data Structure definition Data type vs. data structure, Categories of data structures Data structure operations, Applications of data structures. Algorithms complexity and time-space tradeoff
November 2021	Big-O notation, Strings Introduction, Storing strings String operations. Pattern matching algorithms. Arrays Introduction, Linear arrays, Representation of linear array in memory
December 2021	Address calculations in array, Traversal, Insertions, Deletion in an array Multidimensional arrays, Parallel arrays, Sparse arrays. Linked List Introduction, Array vs. linked list, Representation of linked lists in memory, Traversal, Insertion, Deletion, Searching in a linked list, Header linked list, Circular linked list
January 2022	Two-way linked list, Threaded lists, Garbage collection, Applications of linked lists. Stack Introduction, Array and linked representation of stacks, Operations on stacks Applications of stacks Polish notation, Recursion. Queues Introduction, Array and linked representation of queues, Operations on queues.
February 2022	Dequeues, Priority Queues, Applications of queues. Tree Introduction, Definition, Representing Binary tree in memory, Traversing binary trees, Traversal algorithms using stacks. Graph Introduction, Graph theory terminology, Sequential and linked representation of graphs.

Subject Data Structure- II (BCA 4th Sem)

Faculty Ms. Ritu Sharma

April 2022	Tree Header nodes, Threads, Binary search trees, Searching, Insertion and deletion in a Binary search treeAVL search trees, Insertion and deletion in AVL search tree, m-way search tree,Searching, Insertion and deletion in an m-way search tree, B-trees, Searching ,Insertion and deletion in a B-treeB+tree, Huffman's algorithm, General trees.
May 2022	Graphs Warshall's algorithm for shortest path, Dijkstra algorithm for shortest path Operations on graphs, Traversal of graph, Topological sorting. Sorting Internal & external sorting, Radix sort, Quick sort, Heap sort, Merge sort, Tournament sort, Searching Liner search, binary search, merging
June 2022	Comparison of various sorting and searching algorithms on the basis of their complexity.Files Physical storage devices and their characteristics, Attributes of a file viz fields, records, Fixed and variable length records, Primary and secondary keys, Classification of files, File Operations ,Comparison of various types of files, File organization Serial, Sequential, Indexed-sequential, Random-access/Direct, Inverted, Multi list file organization. Hashing Introduction, Hashing functions and Collision resolution methods.

Subject AI (BCA-VIth)
Faculty Ritu Sharma

April 2022	Introduction to AI, Importance of AI, AI and its related field, AI Techniques, Criteria for success. Problems, problem space and search Defining the problem as a state space search, Production system and its characteristics, Issues in the design of the search problem Heuristic search techniques Generate and test, hill climbing, best first search technique, problem reduction, constraint satisfaction Knowledge Representation Definition and importance of knowledge, Knowledge representation, Various approaches used in knowledge representation, Issues in knowledge representation
May 2022	Using Predicate Logic Represent ting Simple Facts in logic, Representing instances and is_a relationship, Computable function and predicate. Natural language processing Introduction syntactic processing, Semantic processing Discourse and pragmatic processing. Learning Introduction learning,
June 2022	Rote learning, Learning by taking advice, Learning in problem solving Learning from example-induction, Explanation based learning. Expert System Introduction, Representing using domain specific knowledge Expert system shells. constraint satisfaction Revision, test

Subject Object Oriented Programming Using C++(BCA IVth)

Faculty Ms. Ritu Sharma

April 2022	<p>Object Oriented Programming Concepts Procedural Language and Object Oriented approach Characteristics of OOP, user defined types, polymorphism and encapsulation.</p> <p>Getting started with C++ syntax, data types, variables, string, function, namespace and exception, operators. flow control, recursion, array and pointer, structure . Abstracting Mechanism classes, private and public. Constructor and Destructor , member function, static members, references; Doubt Clearance, Test &Assignment</p>
May 2022	<p>Memory Management new, delete, object copying. copy constructor, assignment operator, this input/output Inheritance and Polymorphism Derived Class and Base Class. Different types of Inheritance. Overriding member function, Abstract Class, Public and Private Inheritance, Ambiguity in Multiple inheritance Doubt Clearance, Test &Assignment</p>
June 2022	<p>Virtual function, Friend function, Static function. Exception Handling Exception and derived class, function exception declaration, unexpected exception exception when handling exception, resource capture and release. template and Standard Template Library Template classes, declaration. template functions, namespace, string, iterators, hashes, iostreams and other types. Doubt Clearance, Test &Assignment</p>

LESSON PLAN 2021-2022

Subject DBMS(BCA 3RD Sem)

Faculty Ms Renu Saini

October 2021	Basic Concepts – Data, Information, Records and files. Traditional file –based Systems- File Based Approach-Limitations of File Based Approach, Database Approach- Characteristics of Database Approach, advantages and disadvantages of database system, components of database system
November 2021	Database Management System (DBMS), Components of DBMS Environment, DBMS Functions and Components, DBMS users, Advantages and Disadvantages of DBMS DBMS languages. Roles in the Database Environment - Data and Database Administrator Database Designers, Applications Developers and Users .
December 2021	Database System Architecture – Three Levels of Architecture, External, Conceptual and Internal Levels, Schemas, Mappings and Instances . Data Independence – Logical and Physical Data Independence . Classification of Database Management System, Centralized and Client Server architecture to DBMS Data Models Records- based Data Models, Object-based Data Models, Physical Data Models and Conceptual Modeling.
January 2022	Entity-Relationship Model – Entity Types, Entity Sets, Attributes Relationship Types, Relationship Instances and ER Diagrams abstraction and integration. Basic Concepts of Hierarchical and Network Data Model Relational Data Model-Brief History, Relational Model Terminology-Relational Data Structure, Database Relations Properties of Relations, Keys, Domains, Integrity Constraints over Relations. Relational algebra, Relational calculus, Relational database design Functional dependencies
February 2022	Modification anomalies, 1st to 3rd NFs, BCNF, 4th and 5th NFs, computing closures of set FDs, SQL Data types, Basic Queries in SQL, Insert, Delete and Update Statements, Views, Query processing General strategies of query processing, query optimization, query processor, concept of security, concurrency and recovery.

Subject Data Mining & Warehouse (MCA 3RD Sem)
Faculty Ms Renu Saini

October 2021	Data Warehouse: Need for data warehouse, Definition, Goals of data Warehouse, Challenges faced during Warehouse Construction, Advantages, Types of Warehouse: Data Mart, Virtual Warehouse and Enterprise Warehouse. Components of Warehouse: Fact data, Dimension data, Fact table and Dimension table, Designing fact tables. Prerequisite Phases: Extract, Transform and load process. Warehouse Schema for multidimensional data: star, snowflake and galaxy schemas.
November 2021	Data warehouse and OLAP technology: Difference between OLTP and OLAP, Strengths of OLAP, Applications of OLAP. Multidimensional data models: Data Cubes & Data Cuboids, Lattice; OLAP operations: Advantages, Types (Roll up, Drill down, Pivot, Slice & Dice operations), Applications; OLAP Server: Need, Features, Types (ROLAP, MOLAP and HOLAP). Data warehouse Implementation, Introduction to Efficient computation of data cubes.
December 2021	Data Mining Concepts: Introduction to Data Mining Systems, Knowledge Discovery Process, Data Mining Techniques, Issues, Applications, Data Objects and Attribute types, Statistical description of data; Data Pre-processing - Cleaning, Integration, Reduction, Transformation and Discretization; Data Visualization, Data similarity and dissimilarity measures. Frequent Pattern Analysis: Mining Frequent Patterns, Associations and Correlations; Mining Methods- Pattern Evaluation Method, Pattern Mining in Multilevel; MultiDimensional Space - Constraint Based Frequent Pattern Mining; Classification using Frequent Patterns
January 2022	Classification and Clustering: Decision Tree Induction, Bayesian Classification, Rule Based Classification, Classification by Back Propagation, Support Vector Machines, Lazy Learners, Model Evaluation and Selection, Techniques to improve Classification Accuracy. Clustering Techniques: Cluster analysis, Partitioning Methods - Hierarchical Methods, Density Based Methods, Grid Based Methods; Evaluation of clustering, Clustering high dimensional data, Clustering with constraints, Outlier analysis-outlier detection methods
February 2022	WEKA Tool: Introduction to Datasets, WEKA sample Datasets, Data Mining Using WEKA tool.

Subject MIS**Faculty Ms. Renu Saini**

October 2021	UNIT – I introduction to system and Basic System Concepts, Types of Systems, The Systems Approach, Information System Definition & Characteristics, Types of information, Role of Information in Decision-Making, Sub-Systems of an Information system EDP MIS management levels, EDP/MIS/DSS
November 2021	-An overview of Management Information System Definition & Characteristics, Components of MIS, Frame Work for Understanding MIS Information requirements Levels of Management, Simon's Model of decision-Making Structured Vs Un-structured decisions, Formal vs. Informal systems Doubt Clearance, Test &Assignment
December 2021	UNIT – III Developing Information Systems Analysis& Design of Information Systems Implementation& Evaluation, Pitfalls in MIS Development Doubt Clearance, Test &Assignment
January 2022	UNIT – IV Functional MIS A Study of Personnel, Financial and production MIS, Introduction to ebusiness systems, ecommerce – technologies, applications, Doubt Clearance, Test &Assignment
Feburary 2022	Decision support systems – support systems for planning, control and decision-making Test and Revision

MCA 4TH SEM

SOFTWARE TESTING AND QUALITY ASSURANCE

Faculty RENU SAINI

April 2022	Testing Strategy and Environment Minimizing Risks, Writing a Policy for Software Testing & Economics of Testing, Testing-an organizational issue, Management Support for Software Testing, Building a Structured Approach to Software Testing, Developing a Test Strategy Building Software Testing Process Software Testing Guidelines, workbench concept, Customizing the Software Testing Process, Process Preparation checklist - Software Testing Techniques Dynamic Testing - Black Box testing techniques, White Box testing techniques, Static testing, Validation Activities, Regression testing. Software Testing Strategies Approach, issues; integration, incremental, System, alpha, Beta testing etc; comparative evaluation of techniques Testing tools; Dynamic, analysis tools, test data generators, Debuggers, test drivers etc
May 2022	Technical Metrics for Software Quality Factors, framework; Metrics for analysis, design, testing source code. Object Oriented Testing introduction to Object Oriented testing, Path Testing, State Based Testing, Class Testing, Testing Web Applications Web testing, Functional Testing User interface Testing, Usability Testing& Configuration and Compatibility Testing, Security Testing, Performance Testing, Database testing, Post Deployment Testing. Rational Rose Software introduction, Features, Various types of software testing using Rational Rose
June 2022	Various types of software testing using Rational Rose Software quality Assurance and Standards Software equality, Software equality Challenges, Software Quality factors. Software Quality Assurance concept, components, importance and essence; FTR, structured walk through technique etc. Software Quality Management Standard Management and its role in Software quality Assurance, Quality Standards ISO9000 and Companion ISO Standards, CMM, CMMI

Structured Systems Analysis and Design
Faculty RENU SAINI
BCA 2ND SEM

April 2022	Introduction to system, Definition and characteristics of a system, Elements of system, Types of system, System development life cycle, Role of system analyst, Analyst/user interface, System planning and initial investigation Introduction Bases for planning in system analysis, Sources of project requests, Initial investigation, Fact finding, Information gathering, information gathering tools, Fact analysis, Determination of feasibility. Structured analysis, Tools of structured analysis DFD, Data dictionary, Flow charts, Gantt charts
May 2022	decision tree, decision table, structured English, Pros and cons of each tool, Feasibility study Introduction, Objective, Types, Steps in feasibility analysis Feasibility report, Oral presentation, Cost and benefit analysis Identification of costs and benefits, classification of costs and benefits Methods of determining costs and benefits, Interpret results of analysis and take final action, System Design System design objective, Logical and physical design, Design Methodologies, structured design, Form-Driven methodology(IPO charts),
June 2022	structured walkthrough, Input /Output and form design Input design, Objectives of input design, Output design, Objectives of output design, Form design Classification of forms, requirements of form design, Types of forms, Layout considerations, Form control. System testing Introduction, Objectives of testing, Test plan, testing techniques/Types of system tests, Quality assurance goals in system life cycle, System implementation, Process of implementation, System evaluation, System maintenance and its types, System documentation, Forms of documentation

BCA 6TH SEM

Subject INTRODUCTION TO .NET

Faculty RENU SAINI

April 2022	The Framework of .Net Building blocks of .Net Platform (the CLR, CTS and CLS). Features of .Net, Deploying the .Net Runtime Architecture of .Net platform, Introduction to namespaces & type distinction. Types & Object in .Net, the evolution of Web development .Class Libraries in .Net, Introduction to Assemblies & Manifest in .Net Metadata & attributes, Class Libraries in .Net, Introduction to Assemblies & Manifest in .Net, Metadata & attributes
May 2020	Introduction to C# Characteristics of C#, Data types., Value types, reference types, default value, constants Variables, scope of variables, boxing and unboxing. Operators and expressions Arithmetic, relational, logical, bitwise, special operators. Evolution of expressions, operator precedence & associativity . Control constructs in C# Decision making, loops, Classes & methods.
June 2022	Class, methods, constructors, destructors, overloading of operators & functions. Inheritance & polymorphism visibility control, overriding & methods, interfaces, abstract class & methods, sealed classes Advanced features of C# Exception handling & error handling Automatic memory management, Input and output (Directories, Files, and streams).

LESSON PLAN 2021-2022

Subject: INTRODUCTION TO .NET

Faculty: Jyoti Rani

Oct 2021	<p>Week 1: The Framework of .Net: Building blocks of .Net Platform (the CLR, CTS and CLS).</p> <p>Week 2: Features of .Net, Deploying the .Net Runtime.</p> <p>Week 3: Architecture of .Net platform, Introduction to namespaces & type distinction.</p> <p>Week 4: Types & Object in .Net, the evolution of Web development .</p>
Nov 2021	<p>Week 1: Class Libraries in .Net, Introduction to Assemblies & Manifest in .Net, Metadata & attributes.</p> <p>Week 2: Introduction to C#: Characteristics of C#, Data types.</p> <p>Week 3: Value types, reference types, default value, constants.</p> <p>Week 4: Variables, scope of variables, boxing and unboxing.</p>
Dec 2021	<p>Week 1: Operators and expressions: Arithmetic, relational, logical, bitwise, special operators.</p> <p>Week 2: Evolution of expressions, operator precedence & associativity.</p> <p>Week 3: Control constructs in C#: Decision making, loops, Classes & methods.</p> <p>Week 4: Class, methods, constructors, destructors.</p>
Jan 2021	<p>Week 1: Inheritance & polymorphism: visibility control, overriding & methods, interfaces.</p> <p>Week 2: Abstract class & methods, sealed classes.</p> <p>Week 3: Advanced features of C#: Exception handling & error handling.</p> <p>Week 4: Automatic memory management, Input and output (Directories, Files, and streams).</p>
Feb 2021	<p>Week 1: Visibility control, overriding & methods, interfaces.</p> <p>Week 2: Inheritance & polymorphism: visibility control, overriding & methods, interfaces.</p>

Subject: Computer Graphics

Faculty: JYOTI RANI

Oct 2021	Week 1: Graphics Primitives: Introduction to computer graphics, Basics of Graphics systems, Application areas of Computer Graphics, overview of graphics systems. Week 2: Matrix representations and homogeneous coordinates, composite transforms, transformations between coordinate systems. Week 3: Cyrus-beck line clipping algorithms. Week 4: Viewing functions, Cohen-Sutherland and Cyrus-beck line clipping algorithms.
Nov 2021	Week 1: Viewing functions, Cohen-Sutherland. Week 2: Video-display devices, and raster-scan systems, random scan systems, graphics monitors and workstations and input devices. Week 3: Output Primitives: Points and lines, line drawing algorithms, mid-point circle algorithms. Week 4: Filled area primitives: Scan line polygon fill algorithm.
Dec 2021	Week 1: 2-D Geometrical Transforms: Translation, scaling, rotation, reflection and shear transformations Week 2: matrix representations and homogeneous coordinates, composite transforms, transformations between coordinate systems. Week 3: 2-D Viewing: The viewing pipeline, viewing coordinate reference frame, Week 4: viewing functions, Cohen-Sutherland and Cyrus-beck line clipping algorithms.
Jan 2021	Week 1: Boundary fill and flood fill algorithms . Week 2: Window to viewport coordinate transformation, algorithm. Week 3: Sutherland –Hodgeman polygon clipping. Week 4: Ellipse algorithms.
Feb 2021	Week 1: Viewing functions, Cohen-Sutherland. Week 2: Cyrus-beck line clipping algorithms, Sutherland –Hodgeman polygon clipping algorithm.

Subject: MIS

Faculty: JYOTI RANI

Oct 2021	Week1: Introduction to system and Basic System Concepts, Types of Systems, The Systems, Approach. Week 2: Information in Decision-Making, Sub-Systems of an Information system: EDP, MIS management levels, EDP/MIS/DSS. Week 3: Components of MIS, Frame Work for Understanding MIS: Information requirements. Week 4: An overview of Management Information System: Definition & Characteristics.
Nov 2021	Week 1 Levels of Management, Simons Model of decision-Making. Week 2: Developing Information Systems, Analysis and Design of Information Systems, Implementation and Evaluation. Week 3: Information Systems, Implementation and Evaluation. Week 4: Components of MIS, Frame Work for Understanding.
Dec 2021	Week 1: An overview of Management Information System: Definition and Characteristics. Week 2: Pitfalls in MIS Development, Functional MIS: A Study of Personnel. Week 3 Financial and production MIS. Week 4 Introduction to e-business systems.
Jan 2021	Week 1: Information System: Definition and Characteristics, Types of information, Role of DBA. Week 2: Formal vs. Informal systems. Week 3: MIS: Information requirements. Week 4: Structured Vs Un-structured, decisions.
Feb 2021	Week 1: E-commerce – technologies, applications. Week 2: Decision support systems –support systems for planning, control and decision-making.

LESSON PLAN-(OCT. 2021-NOV. 2021)

SUBJECT: OBJECT ORIENTED PROGRAMMING USING C++

Faculty: LALITA DEVI

OCT. 2021	<p>Week 1: Abstracting Mechanism: classes, private and public. template functions, namespace, string, iterators, hashes, iostreams and other types.</p> <p>Week 2: Constructor and Destructor , member function, static members, references;</p> <p>Week 3: Memory Management: new, delete, object copying.</p> <p>Week 4: copy constructor, assignment operator, input/output</p>
NOV.2021	<p>Week 1: Inheritance and Polymorphism: Derived Class and Base Class.</p> <p>Week 2: Different types of Inheritance.</p> <p>Week 3: Overriding member function, Abstract Class, Public and Private Inheritance, Ambiguity in Multiple inheritance. exception when handling exception, resource capture and release.</p> <p>Virtual function, Friend function, Static function. Exception Handling: Exception and derived class, function exception declaration, unexpected exception.</p>

SUBJECT: COMPUTER GRAPHICS

Faculty: LALITA DEVI

OCT. 2021	<p>Week 1: 3-D Object Representation: Polygon surfaces, quadric surfaces, spline representation,</p> <p>Week 2: Hermite curve, Bezier curve and B-Spline curves, Bezier and B-Spline surfaces. Basic illumination models, polygon-rendering methods.</p> <p>Week 3: Hermite curve, Bezier curve and B-Spline curves, Bezier and B-Spline surfaces. Basic illumination models, polygon-rendering methods.</p> <p>Week 4: Basic illumination models, polygon-rendering methods.</p>
NOV.2021	<p>Week 1: viewing functions, Cohen-Sutherland.</p> <p>Week 2: Cyrus-beck line clipping algorithms, Sutherland –Hodgeman polygon clipping algorithm.</p>

SUBJECT: LOGICAL ORGANIZATION OF COMPUTER-I**FACULTY: LALITA DEVI**

OCT. 2021	Week 1: Combinational Circuits, Parallel binary adder/subtractor, Week 2: : Half-Adder, Full-Adder, Half-Subtractor, Full-Subtractor Week 3 Encoders, Decoders, Multiplexers, Demultiplexers, Comparators, Code Converters, BCD to Seven-Segment Decoder. Week 4: Canonical and Standard forms of Boolean functions, Simplification of Boolean Functions – Venn Diagram, Karnaugh Maps.
NOV.2021	Week 1: Demultiplexers, Comparators. Week 2: BCD to Seven-Segment Decoder.

LESSON PLAN-(APRIL 2022-JUNE 2022)

SUBJECT: OBJECT ORIENTED PROGRAMMING USING C++

Faculty: RAJESH KUMAR

1ST APRIL 2022	<p>Week 1: Object Oriented Programming Concepts : Procedural Language and Object Oriented approach</p> <p>Week 2: , Characteristics of OOP, user defined types, polymorphism and encapsulation.</p> <p>Week 3: Getting started with C++: syntax, data types, variables, string, function, namespace and exception, operators.</p> <p>Week 4: flow control, recursion, array and pointer, structure. Template and Standard Template Library: Template classes, declaration.</p>
MAY 2022	<p>Week 1: Abstracting Mechanism: classes, private and public. template functions, namespace, string, iterators, hashes, iostreams and other types.</p> <p>Week 2: Constructor and Destructor , member function, static members, references;</p> <p>Week 3: Memory Management: new, delete, object copying.</p> <p>Week 4: copy constructor, assignment operator, input/output</p>
20TH JUNE 2022	<p>Week 1: Inheritance and Polymorphism: Derived Class and Base Class.</p> <p>Week 2: Different types of Inheritance.</p> <p>Week 3: Overriding member function, Abstract Class, Public and Private Inheritance, Ambiguity in Multiple inheritance. exception when handling exception, resource capture and release.</p> <p>Virtual function, Friend function, Static function. Exception Handling: Exception and derived class, function exception declaration, unexpected exception.</p>

Subject: Logical Organization of Computer-II

Faculty: Rajesh Kumar

1ST APRIL 2022	Week 1: Sequential Logic: Characteristics, Flip-Flops, Week 2: State table, state diagram and state equations. Flip-flop excitation tables Week 3: D type, JK, T type and MasterSlave flip-flops. Instruction set selection, Instruction cycle, Instruction Format and Addressing Modes. Week 4: Clocked RS, DMA transfer, I/O Channels, IOP.
MAY 2022	Week 1: Sequential Circuits: Designing registers – Serial Input Serial Output (SISO), Designing counters – Asynchronous and Synchronous Binary Counters, Week 2: Modulo-N Counters and Up-Down Counters Week 3: Serial Input Parallel Output (SIPO), Parallel Input Serial Output (PISO), Week 4: Parallel Input Parallel Output (PIPO) and shift registers. Instruction Design & I/O Organization: Machine instruction, I/O Interface, Interrupt structure,
20TH JUNE 2022	Week 1: Memory & I/O Devices: Memory Parameters, Week 2: Magnetic and Optical Storage devices, Week 3: Flash memory, I/O Devices and their controllers. Semiconductor RAM, ROM. Program-controlled, Interrupt-controlled.

Subject: INTERNET OF THINGS

Faculty: Rajesh Kumar

1ST APRIL 2022	<p>Week 1: Definitions and Functional Requirements, Motivation , Architecture: Web 3.0, View of IoT, Ubiquitous IoT, Basics of Sensors and actuators: examples and working principles of sensors and actuators – Cloud computing and IOT</p> <p>Week 2: Equivalent Microcontroller platform ,Setting up the board, Programming for IOT</p> <p>Week 3: Reading from Sensors Communication: Connecting microcontroller with mobile devices</p> <p>Week 4: communication through Bluetooth and USB, connection with the internet using wifi / Ethernet.</p>
MAY 2022	<p>Week 1: Applications, Four Pillars of IoT, DNA of IoT.</p> <p>Week 2: The Toolkit Approach for End-user Participation in the Internet of Things.</p> <p>Week 3: Middleware for IoT: Overview, Communication middleware for IoT</p> <p>Week 4: IoT Information Security. Integrated Billing Solutions in the Internet of Things Business Models for the Internet of Things, Network Dynamics: Population Models, Information Cascades. Dynamics: Structural Models, Cascading Behaviour in Networks, The Small-World Phenomenon; Web of Things versus Internet of Things, Two Pillars of the Web, Architecture Standardization for WoT.</p>
20TH JUNE 2022	<p>Week 1: Protocol Standardization for IoT, Efforts, M2M and WSN Protocols</p> <p>Week 2: SCADA and RFID Protocols, Issues with IoT Standardization</p> <p>Week 3: Unified Data Standards, Protocols, IEEE 802.15.4, BACNet Protocol</p> <p>Modbus, KNX, Zigbee Architecture, Network layer, APS layer Security.</p>

LESSON PLAN-(OCT- 2021-JUNE 2022)

Subject:DATA COMMUNICATION AND COMPUTER NETWORKS

Class:MCA- 3RD SEM

October 2021	<p>Week 1: Data Communication: Theoretical basis of data communication; analog and digital signals.</p> <p>Week 2: Asynchronous and synchronous transmission, data encoding.</p> <p>Week 3 Modulation, techniques, broadband and base band transmission.</p> <p>Week 4: Pulse code modulation, bandwidth, channel, baud rate of transmission.</p>
November 2021	<p>Week 1: Multiplexing, transmission medium.</p> <p>Week 2: Network Classification: Local area networks</p> <p>Week3: Metropolitan area network, wide area network, and wireless network.</p> <p>Week 4: Internetworking Devices: Hub, Repeaters, Bridge, Switch, Router and Gateway.</p>
December2021	<p>Week 1: Network Reference Models, Layered architectures.</p> <p>Week 2: Protocol hierarchies.</p> <p>Week 3 Interface and services: ISO- OSI reference model.</p> <p>Week 4:TCP/IP reference model; internet protocol stacks.</p>
January 2021	<p>Week 1: Data link Layer Functions and Protocols, Framing.</p> <p>Week 2: Error-control, flow –control, sliding window protocol, HDLC, Error detection and correction.</p> <p>Week 3: Data link layer of internet. Medium Access Sub layer: CSMA/CD protocol.</p> <p>Week 4: IEEE standards for LAN and MAN; satellite networks, X.25, frame relay, narrow band and broad band ISDN.</p>
Feburary 2021	<p>Week 1: Asynchronous transfer modes.</p> <p>Week 2:Network functions and protocols, Switching mechanism: Circuit switching.</p> <p>Week 3: message switching, packet switching, cell switching, routing and congestion control.</p> <p>Week 4: Transport Layer: UDP, TCP, Frame Format of TCP and UDP. Network Applications: File Transfer Protocol.</p>

Subject: DWDM(MCA 5th Sem)

Faculty : Rajesh Kumar

October 2021	Data Warehouse: Need for data warehouse, Definition, Goals of data Warehouse, Challenges faced during Warehouse Construction, Advantages, Types of Warehouse: Data Mart, Virtual Warehouse and Enterprise Warehouse. Components of Warehouse: Fact data, Dimension data, Fact table and Dimension table, Designing fact tables. Pre-requisite Phases: Extract, Transform and load process. Warehouse Schema for multidimensional data: star, snowflake and galaxy schemas
November 2021	Data warehouse and OLAP technology: Difference between OLTP and OLAP, Strengths of OLAP, Applications of OLAP. Multidimensional data models: Data Cubes & Data Cuboids, Lattice. OLAP operations: Advantages, Types: Roll up, Drill down, Pivot, Slice & Dice operations, Applications. OLAP Server: Need, Types: ROLAP, MOLAP and HOLAP, Features. Data warehouse Implementation, Introduction to Efficient computation of data cubes.
December 2021	Data preprocessing: Need, Preprocessing stages: Data integration, Data Transformation, Data Reduction, Discretization and Concept Hierarchy Generation, Data mining primitives, Types of Data Mining, Architectures of data mining systems. Data Characterization: Data generation & Summarization based characterization, Analytical characterization, Mining class comparisons. Mining Association Rules in large databases: Association Rule mining, Single dimensional
January 2022	Boolean association rules from Transactional DBS, Multi level association rules from transaction DBS, Multidimensional association rules from relational DBS and DWS, Correlation analysis Constraint based association mining. Classification and Prediction: Basic Classification & Prediction Model, Difference between Classification & Prediction. Classification Algorithms: Decision tree induction, Back propagation, Bayesian classification, classification based in association rules. Prediction
February 2022	Algorithms: Regression approach: Linear & Non Linear regression. Classifier Accuracy Predictor Error Measures. Cluster analysis: Purpose, Types: Partitioning and Hierarchical methods, Density based methods. Applications of Data Mining: Web mining, Temporal and Spatial data mining.

DEPARTMENT OF ECONOMICS

Govt. PG College, Sector 9

Gurugram

LESSON PLAN

(Dr. Meenu Mendiratta)

2021-2022

Teaching Plan
Session Plan 2021-2022
Class - B.A. Eco (Hons.)
Subject – Development Economics II
Semester – IV

APRIL

Dualistic Development: Social and Technological dualism; Nurkse disguised unemployment as saving potential, Fei Ranis Theory of Dual Economy. Haris Todaro Model of Migration.

MAY

Models of Growth: Classical model: Mill Theory, the Marxian model; Keynesian model; Inequality and Development: Meaning, Measurement Lorenz Curve, Kuznets Inverted U Shape curve, Inequality and Development:-Inter connection Population Growth and Economic Development.

JUNE

Capital formation: Meaning and sources; capital output ratio; Human capital: concept and utilization. Foreign aid and Economic Development, Transfer of technology.

Dr. Meenu Mendiratta

Department of Economics

Teaching Plan
Session Plan 2021-2022
Class - B.A. Eco (Hons.)
Subject – Welfare Economics - II
Semester – IV

APRIL

Infinite number of non-comparable optima vs. unique social optimum; Compensation criteria – Contributions of Barone, Kaldor and Hicks.

MAY

The Scitovsky double criterion; Concept of Community indifference map, Samuelson's utility possibility curve. Value judgements and welfare economics Bergson's social welfare function, Arrow's possibility theorem.

JUNE

Divergence between private and social costs; Problems of non-market interdependence; Externalities of production and consumption; External economies and diseconomies; Problem of public goods; Pigovian welfare economics.

Dr. Meenu Mendiratta

Department of Economics

Teaching Plan
Session Plan 2021-2022
Class - M.A. Eco
Subject – Micro Economics - II
Semester – II

APRIL

Oligopoly: non collusive models – Cournot, Bertrand, kinked demand model; collusive models – joint profit maximising, market sharing and leadership cartels. Critique of neo-classical theory of firm. Theory of Games – Two-person, Zero-sum game, Pure and Mixed strategy, Saddle Point Solution. Alternative theories of firm: Baumol's Sales maximization model (simple, static without advertisement model)

MAY

Morris and Williamson Average/full cost pricing, Bain's limit pricing model, behaviouralist model of Cyert and March. Neoclassical theory of factor pricing under competitive conditions, with monopolistic power in product market, monopsonistic power in factor market, bilateral monopoly in factor market, monopoly in factor market. Product exhaustion problem. Neoclassical theory of rent, quasi-rent, interest and profit. Issues in General Equilibrium analysis.

JUNE

Concept of social welfare, some early criteria, Pareto optimality criterion and efficiency conditions, Bergson's social welfare function, idea of theory of second best and Arrow's impossibility theorem, compensation criterion. Market structure and welfare maximization. Market failure – case of externality and public goods; and ways of correcting it.

Dr. Meenu Mendiratta

Department of Economics

Teaching Plan
Session Plan 2021-2022
Class - B.A. Eco (Pass)
Subject – International Economics
Semester – VI

APRIL

Inter-regional and International Trade; Comparative Cost Theory; Hecksher-Ohlin Theory; Rate of Exchange Determination; Mint Par Theory and Purchasing Power Parity Theory.

MAY

Fixed and Flexible Exchange Rate; Exchange Rate Policy in India. Free Trade Vs Protection; Terms of Trade, Exchange Control. Change in Value, Volume, Composition and direction of Foreign Trade in India since 1991; Balance of Trade and Balance of Payments Structure, causes of adverse Balance of Payment in India and measure to correct it. Foreign Trade Multiplier.

JUNE

Objectives, Functions and advantages for India of International Monetary Fund; World Bank; World Trade Organisation and South Asian Association for Regional Cooperation Preferential Trading Arrangement (SAPTA).

Dr. Meenu Mendiratta

Department of Economics

Teaching Plan
Session Plan 2021-2022
Class – M.A
Subject – Growth & Development
Semester – II

APRIL

Sectoral Aspects of development; Importance of agriculture and industry in economic development. Role of institutions – government and markets. Poverty – indicators and measurement.

MAY

Trade and development: trade as an engine of growth, two gap analysis, Prebisch, Singer and Murdal views, gains from trade and LDCs; Role of foreign Direct investment (FDI) and Multi-national corporations (MNCs) in the emerging scenario.

Dr. Meenu Mendiratta

Department of Economics

DEPARTMENT OF ECONOMICS

Govt. PG College, Sector 9

Gurugram

LESSON PLAN

(Dr. Meenu Mendiratta)

2021-2022

Teaching Plan
Lesson Plan 2021-2022
Class - M.A. Eco
Subject – Micro Economics - I
Semester – I

OCT

Nature and scope of Economics and Microeconomics.

NOV

Positive and normative analysis. Role of assumptions in economic analysis. Circular flow of economic activity. Concepts of: household, firm, factors of production, equilibrium – partial and general, static, comparative static and dynamic analysis, margin and slope. Elasticity – need and measures – Relationship between revenue and elasticity.

DEC

Analysis of consumer behaviour, demand function, law of demand – cardinal, ordinal and revealed preference approaches, income-consumption curve, Engel curve, substitute and complimentary goods. Market demand curve; consequences of Bandwagon, Snob and Veblen effect. Concept of consumer surplus.

JAN

Laws of Production: short run and long run. Internal and External economies and diseconomies. Concept of cost, derivation of short and long run cost curves. Optimum input combination Simple case of a multiproduct firm. Technical progress and production function – Hick's classification. Elasticity of substitution. Properties of Cobb-Douglas and CES production function

FEB

Pricing process and equilibrium of firm and industry under perfect competition, monopoly (including discriminating and bilateral monopoly), monopolistic competition. Welfare effects of price control, price support and production quota

Dr. Meenu Mendiratta

Department of Economics

Teaching Plan
Lesson Plan 2021-2022
Class - B.A. Eco (Hons.)
Subject – Welfare Economics - I
Semester – III

OCT

Benthamite Approach to Aggregate Welfare; Optimum Resource Allocation and Welfare Maximization,

NOV

Assumption of Uniform Income–Utility Function of Individuals; Questions of Income Distribution; Issue of Interpersonal Comparisons of Utility.

DEC

Marshallian Welfare Economics; Consumer's Surplus; Measurement of Consumer's Surplus–Difficulties involved, Criticism.

JAN

Principle of Compensating Variation; Hicks's Surpluses; Concept of Consumer's Surplus; Consumer's Surplus and Tax-Bounty Analysis.

FEB

Revision

Dr. Meenu Mendiratta

Department of Economics

Teaching Plan
Lesson Plan 2021-2022
Class - B.A. Eco (Hons.)
Subject – Development Economics I
Semester – III

OCT

Basic Concepts of Economic Development: Economic Growth and Development, Concept of underdevelopment and basic characteristics; Determinants and Measurement indicators (PQLI and HDI) of economic development: sustainable economic development.

NOV

Theories of Economic Development: Adam Smith, Karl Marx and Schumpeter.

DEC

Development Approaches to Development: Vicious Circle of Poverty, Lewis dual economy model, Rosenstein critical minimum effort theory, balanced vs. unbalanced growth theories.

JAN

Economic Planning and Policy: Development planning: rationale, Strategies and objectives of planning; Role of state and Capital formation in economic development

FEB

Revision

Dr. Meenu Mendiratta

Department of Economics

Teaching Plan
Lesson Plan 2021-2022
Class - B.A. Eco (Pass)
Subject – Development Economics
Semester – V

OCT

Features of U.D.C's, Economic Growth and Development; Determinants, Measurement and obstacles of Economic Development, Vicious Circle of Poverty.

NOV

Balanced and Unbalanced Growth Theories, Lewis' Model and Leibenstein's Critical minimum effort thesis.

DEC

Environment, Meaning, features and components of Environment. Scope of Environmental Economics; Environment as a necessity and luxury. Population-Environment linkage. Features of Environment as a public good.

JAN

Natural Resources; Environmental pollution, types, causes and effects. Control policies; Environmental legislations in India. Sustainable Development: meaning; indicators, measurement and importance of Sustainable Development.

FEB

Revision

Dr. Meenu Mendiratta

Department of Economics

Teaching Plan (Phonetics and Grammar)

S.No	Month	Topics to be Covered
1.	August & September	<p>Unit I, organs of Speech, Basic Concept, place of Articulation, manner of articulation, Brief Description of Vowels. Phonemic transcription of Simple words. word stress.</p> <p>Activity :- Blackboard test of transcription and class test of Unit 1 will be organised.</p>
	October	<p>Unit - II Verbs, Verb patterns, Types of Sentences and Phrasal Verb will be explained</p> <p>Activity class test will be given Assignment will be given.</p>
	November	<p>Revision of the entire syllabus</p>

Kavita
Chauhan

Teaching plan

BCA 3rd Sem

Sr No	Month	Topics to be covered
1.	August September	Unit-I Introduction to Basic Communication. Process of Communication. Barriers of Communication. Communication models and Theories. Activity - To evaluate the understanding in class discussion will be organised.
		Unit-II - Verbal and nonverbal communication, listening process, group discussion, forms of presentation. Developing Dialogues, Soft Skills.
2.	October	Unit III, IV Basic Vocabulary, Developing fluency and proper use of language, effective self presentation & facing interview. Activity - Speech competition, group discussion and presentation will be organised.
	November	Revision of the entire syllabus. Assignment will be given.

Lalita
Gaur
(Dr. Lalita Gaur)

Teaching Plan

B.A IIIrd Sem (Eng Hons)

Month

Topics to be covered

August &
1. September

Unit - II will be covered

1. "My mind to me a kingdom is"

2. "The Passionate Shepherd to his Love"

3. "They that have power to hurt but will do none"

4. "Fain would I wed"

5. "Let not old age disgrace my high desire"

6. "One day I wrote her name upon the strand"

7. "Youth and age" will be explained.

All the poems will be explained. Q/Aus will be discussed.

Activity: - 1. Poem Recitation Competition will be organised in the class.
2. Assignments will be given

2. October

Unit - III (Detailed explanation about John Donne and his poems)

1. "A Vire and Angles" 2. "O! might those sighs and tears return again" 3. "Jealousy" 4. "The Autumnal" 5. "Sweetest love I do not go"

6. "A Fever" will be explained. Q/Aus will be discussed.

Activity: - Quiz will be organised to enhance the understanding of literary device

November

Unit I - (i) Prologue to The Canterbury Tales
(ii) The words of the Host to the Company
(iii) Prologue to the Lawyer's tale

All the poems will be explained and Q/Aus will be discussed.

Activity: - class test will be organized
Revision of entire Syllabus.
Nalita or Lalita A
Asst. Prof of Eng

Voucher No.....
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Gurugram University, Gurugram
(Established by the State Legislature Act-17 of 2017)

BILL FORM FOR PAYMENT OF REMUNERATION OF THE THEORY PAPER-SETTER/EXAMINER
(To be submitted to the D.R./A.R. (Secrecy), GUG)

Name of Examination	OPD SEMESTER RE-APPEAR	Session	Sep/Oct 2022
Name of Examiner	Dr. Lalita Gaur	Designation	Asst. Prof. of English
Name of College/University	Govt. college sec 9, Gurugram		
Mobile No	8851227582		
Email ID	lalita.gaur@gmail.com		
Bank Account Number	32201634895		
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Bank Branch	SBI, New colony Gurugram		
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बी.ए. द्वितीय वर्ष

अगस्त -

- 1- आधुनिक हिंदी कविता
- 2- अयोध्या सिंह उपाध्याय हरिऔध
- 3- मैथिलीशरण गुप्त
- 4- जयशंकर प्रसाद
- 5- साहित्यिक परिचय, व्याख्या, प्रश्नोत्तर ।
- 6- कक्षा परीक्षण, अधिव्यास पत्र

सितम्बर -

- 1- सूर्यकान्त त्रिपाठी निराला
- 2- महादेवी वर्मा
- 3- रामधारी सिंह दिनकर
- 4- साहित्यिक परिचय, व्याख्या
- 5- प्रश्नोत्तर, कक्षा परीक्षण, अधिव्यास पत्र

अक्टूबर -

- 1- भारतभूषण अग्रवाल
- 2- साहित्यिक परिचय
- 3- अपरंग, व्याख्या
- 4- प्रश्नोत्तर
- 5- हिन्दी साहित्य का रीतिकाल

नवम्बर -

- 1- प्रयोजनमूलक हिन्दी
- 2- हिन्दी कम्प्यूटिंग और अनुवाद
- 3- प्रश्नोत्तर
- 4- पुनरावृत्ति, कक्षा परीक्षण

NAME: KALYANI

SUBJECT: Electromagnetic Theory and Magnetism

CLASS: B.Sc (1st year)

PAPER: BO2-PHY

OCTOBER - 1st WEEK UNIT-I

Mathematical Background: Scalars and Vectors, dot and cross product, Triple vector product, Scalar and Vector fields, Differentiation of a vector, Gradient of a scalar and its physical significance, Integration of a vector (line, surface and volume integral and their physical significance), Gauss's divergence theorem and Stoke's theorem.

Electrostatic Field: Derivation of field E from potential as gradient, derivation of Laplace and Poisson equations. Electric flux, Gauss's Law and its application to spherical shell, uniformly charged infinite plane and uniformly charged straight wire, mechanical force of charged surface, Energy per unit volume.

OCTOBER 2nd and 3rd Week

UNIT-II

Magnetostatics: Magnetic induction, Magnetic flux, Solenoidal nature of vector field of induction, Properties of \vec{B} (i) $\vec{\nabla} \cdot \vec{B} = 0$, (ii) $\vec{\nabla} \times \vec{B} = \mu_0 \vec{J}$, Electronic theory of dia and paramagnetism, Domain theory of ferromagnetism (Langevin's theory), Cycle of magnetization Hysteresis loop (Energy dissipation, Hysteresis loss and importance of Hysteresis curve)

OCTOBER - 4th WEEK

UNIT-III

Electromagnetic Theory: Maxwell's equations and their derivations. Displacement current, vector and Scalar potentials, Boundary conditions at the interface between two different media, Propagation of electromagnetic wave (Basic idea, no derivation), Poynting vector and Poynting Theorem.

PHYSICS - LESSON PLAN

(October-November)

(2021-2022)

NAME: KALYANI

SUBJECT: OPTICS

CLASS: B.Sc (IInd year)

4/14

PAPER: PHY-302

October 1st week

UNIT-I

Fourier Analysis and Fourier Transforms: Speed of transverse waves on a uniform string. Speed of longitudinal waves in a fluid, superposition of waves (physical idea), Fourier Analysis of complex waves and its application for the solution of triangular and rectangular waves, half and full wave rectifier outputs. Fourier transforms and its properties. Application of Fourier transform to following function.

$$(I) \quad f(x) = e^{-x^2/2}$$

$$(II) \quad f(x) = \begin{cases} 1 & [x] < a \\ 0 & [x] > a \end{cases}$$

October 2nd and 3rd week

UNIT-II

Geometrical Optics: Matrix methods in paraxial optics, effects of translation and refraction, derivation of thin lens and thick lens formulae, unit plane, nodal planes, system of thin lenses, Chromatic, spherical coma, astigmatism and distortion aberrations and their remedies.

Physical Optics

October - 4th week

UNIT-III

Interference: Interference by Division of Wavefront; Fresnel's Biprism and its applications to determination of wave length of sodium light and thickness of a mica sheet, Lloyd's mirror, phase change on reflection.

PHYSICS - LESSON PLAN (APRIL-JUNE, 2022)

NAME: KALYANI

SUBJECT: Properties of Matter, Kinetic Theory and Relativity

CLASS: B.Sc (IInd SEM)

PAPER: PHY-201

Unit - I

MAY
(10-14) Properties of Matter (Elasticity): Elasticity, Hooke's law, Elastic constants and their relations, Poisson's ratio, torsion of cylinder and twisting couple. Bending of beam (bending moment and its magnitude) cantilevers, Centrally loaded beam.

Unit - II

MAY
(16-21) Kinetic Theory of Gases: Assumptions of Kinetic Theory of gases, Law of equipartition of energy and its applications for specific heats of gases. Maxwell distribution of speeds and velocities (derivation required), Experimental verification of Maxwell's Law of speed distribution: most probable speed, average and r.m.s. speed, mean free path. Transport of energy and momentum, diffusion of gases. Brownian motion (qualitative), Real gases, Van der Waal's equation.

Unit - III

MAY
(23-28) Theory of Relativity: Reference systems, inertial frames, Galilean invariance and Conservation laws, Newtonian relativity principle, Michelson - Morley experiment: Search for ether. Lorentz transformations length contraction, time dilation, velocity addition theorem, variation of mass with velocity and mass energy equivalence.

PHYSICS - LESSON PLAN (APR 11 JUNE, 2022)

NAME: KALYANI

SUBJECT: ELECTROMAGNETIC INDUCTION AND ELECTRONIC DEVICES

CLASS : B.Sc (IInd SEM)

PAPER: PHY - 202

Unit I

MAY
JUNE
(30-4)

Electromagnetic Induction : Growth and decay of current in a circuit with (a) Capacitance and resistance (b) resistance and inductance (c) Capacitance and inductance (d) Capacitance resistance and inductance.

AC circuit analysis using complex variables with (a) capacitance and resistance, (b) resistance and inductance (c) capacitance and inductance (d) capacitance, inductance and resistance Series and parallel resonant circuit. Quality factor (Sharpness of resonance).

Unit II

JUNE
(6-11)

Semiconductor Diodes : Energy bands in solids. Intrinsic and extrinsic semiconductor, Hall effect, P-N junction diode and their V-I characteristics. Zener and avalanche breakdown. Resistance of a diode, Light Emitting diodes (LED). Photo conduction in semiconductors, photodiode, Solar Cell.

Diode Rectifiers : P-N junction half wave and full wave rectifier. Types of filter circuits (L and - with theory). Zener diode as voltage regulator, simple regulated power supply.

Transistors : Junction Transistors, Bipolar transistors, working of NPN and PNP transistors, Transistor conn (C-B, C-E, C-C mode), constants of transistor. Transistor characteristic curves (excluding h parameter and advantage of C-B configuration. C.R. O. (Principle, construction and working in detail).

Unit III

JUNE
(13-18 onwards)

Transistor Amplifiers : Transistor biasing, methods of Transistor biasing and stabilization. D.C. load line. Common-base and common-emitter transistor biasing. Common-base, common-emitter amplifiers. Classification of amplifiers. Resistance-capacitance (R-C) coupled amplifier (two stage; concept of band width, no derivation). Feed-back in amplifiers, advantage of negative feedback Emitter follower.

Oscillators : Oscillators, Principle of Oscillation, Classification of Oscillator. Condition for self sustained oscillation : Barkhausen Criterion for oscillations. Tuned collector common emitter oscillator. Hartley oscillator. Colpitt's oscillator.

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

1st SEMESTER

Name of the Paper: INTRODUCTION TO TOURISM & TRAVEL MANAGEMENT Subject Code: 15 BTTM 101 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Meaning, definition, characteristics and types of Tourism, components of Tourism, tourism as an industry.	Assignment I
Up To December 15th	History of Tourism through ages, linkages of tourism with other subjects like History, sociology, geography, management and economics, Economic impacts of tourism	Presentation Class Test-I
Up To January 15th	Tourism Organizations: Origin, Organization and Function of WTO, IATA as International Organizations while TAAI, IATO and ITDC as Domestic Organizations	Assignment II
Up To February 15th	Explaining of the terms- Tours, Tourist, and Visitor, traveller, Excursionist, Resource, Attraction, W.T.O. classification of Tourists and its significance. Problem and Prospects of Tourism	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

1st SEMESTER

Name of the Paper: Geography of Tourism Subject Code: 15 BTTM 102 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Fundamentals of geography, climatic regions of the world, study of maps, Latitude, longitude, International Date Line.	Assignment I
Up To December 15th	Importance of Geography in Tourism, definition, scope and contents of geography of Tourism, Tourism Models.	Presentation Class Test-I
Up To January 15th	Political and Physical features of World Geography: America, South America, Europe, Asia, Africa and Australia.	Assignment II
Up To February 15th	Indian Geography: Physical and Political features of Indian Subcontinent, climatic conditions prevailing in India, Some important locations prevailing in famous for international tourism.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022

1st SEMESTER

Name of the Paper: Tourism Resources of India-Natural Subject Code: 15 BTM 103 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	India: General introduction, states & capitals, physiographic units, seasons and climatic regions & their impacts on tourism. Natural vegetation & wild animals of India & wild life tourism, India: a destination for all reasons & seasons.	Assignment I
Up To December 15th	The Northern Mountains: General introduction of the Himalayas & other ranges, their importance for religious, hill station & adventure tourism. A case study of Sri Nagar, Shimla, Nainital, Darjeeling & Gangtok.	Presentation Class Test-I
Up To January 15th	The Central Plains: General introduction of deserts & central plains. Their Importance for cultural, religious & adventure tourism. A case study of Amritsar, Jaipur, Delhi, Lucknow, Kolkata.	Assignment II
Up To February 15th	The Peninsula: General features of Indian peninsula with their tourism Significance. A case study of Hyderabad, Bangalore, Ooty The coastal plains and islands: General features of coastal regions, their Importance for religious, cultural & beach tourism. A case study of Mumbai, Goa, Andaman & Nicobar.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

1st SEMESTER

Name of the Paper: Application of Computer and ICT in Tourism Subject Code: 15 BTM 104 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Introduction to Computers: Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Application of Computer in Hotel.	Assignment I
Up To December 15th	Introduction to Computer Hardware's: Components of Computers – Hardware: Hardware elements – input, storage, processing & output devices. Block diagram of computer	Presentation Class Test-I
Up To January 15th	Introduction to Computers Software's: Types of Software, System Software, Application Software, Utility Software's, Use of MS- Office: Basics of MS- Word. MS- Excel and MS Power Point;	Assignment II
Up To February 15th	Introduction to Internet and ICT: Introduction to Internet and ICT, ICT for achieving competitive edge in tourism Industry, Successful online tourist business models – an overview of Tourism websites- Online tourism services and benefits – IT and its role in tourism, Case studies of IRCTC, Make my trip.com Yatra.com, Tripadvisor.com etc.	Class Test-I
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

1st SEMESTER

Name of the Paper: FOUNDATION COURSE IN MANAGEMENT Subject Code: 15 BTM 105 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Concept and Nature of Management: Concept & Definitions, Features of Management, Management As Science, Art & Profession, Levels of Management, Nature of Management Process, Classification of Managerial Functions, Evolution of Management Thought Approaches To Management (Classical, Behavioural, Quantitative Contingency), Contribution of Leading Thinkers, Recent Trends In management Thought.	Assignment I
Up To December 15th	Planning – Process and Types, Decision Making Process, Management By Objectives (MBO), Forecasting	Presentation Class Test-I
Up To January 15th	Organizing: Nature & Principles of Organization, Span of Management, Authority & Responsibility, Delegation and Decentralization, Forms of Organization Structure, Line & Staff Authority Relationships	Assignment II
Up To February 15th	Motivation – Concept and concept and content theories, Communication – Process, Barriers and types, Leadership – concept, styles and skills, Coordination, Controlling: Nature & Process of Controlling	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

3rd SEMESTER

Name of the Paper: Tourism Products of India-III (Cultural) Subject Code: 15 BTM 301 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Introduction to Culture: Culture: Concept and its essential Features, Indian Culture: Fundamentals of Indian Culture; Indian culture through the Ages, Culture and tourism relationship with special reference to India	Assignment I
Up To December 15th	Indian Architecture: Buddhist Architecture: Ajanta, Ellora and Sanchi, Hindu Architecture: Khajuraho temples, Sun temple of Konark, Shore Temple of Mamallapuram and Brihadisvara temple at Thanjavur, Medieval Architecture: Taj Mahal, Red Fort of Delhi, Fatehpur Sikri and Qutub Minar	Presentation Class Test-I
Up To January 15th	Dances and Music of India: Classical Dances of India, Classical Music of India	Assignment II
Up To February 15th	Major Fairs and festivals of India and their significance for tourism: Holi, Dussehra, Diwali, Baisakhi, Pongal, Bihu, Desert festival – Jaisalmer, Surajkund Craft fair, International Trade Fair - New Delhi,	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2020-2021

3rd SEMESTER

Name of the Paper: Transport Management Subject Code: 15 BTM 302 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	History of different modes of transportation Landmarks in the development of transport sector and factors affecting the development of different modes of transport.	Assignment I
Up To December 15th	Airlines & tourism: history of airlines' in India. Role of airlines in tourism promotion: recent policies regarding airlines, Problems of airlines business.	Presentation Class Test-I
Up To January 15th	Growth and development of surface transport in India, importance of surface transportation. Infrastructural basis for surface transport .	Assignment II
Up To February 15th	Railway & tourism: history & present status of Indian railway. Role of Indian railway in tourism promotion. Special trains & packages for tourists. Problems faced by Indian railway.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

3rd SEMESTER

Name of the Paper: ECO TOURISM Subject Code: 15 BTM 303 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Emergence of Ecotourism, concept and definitions, growth and development. Ecotourism principals, profiling the eco tourists, Mass and alternative tourism, potential benefits from ecotourism	Assignment I
Up To December 15th	Eco Tourism Resources in India: National Parks, Wild life sanctuaries, Tiger reserves, Biosphere reserves, wetlands, coral reefs, desert ecotourism.	Presentation Class Test-I
Up To January 15th	National Tourism Policy: Guidelines for ecotourism development for government, for developers and operators, for visitors and for host population, Eco safe practices Case Studies- Bangaram Islands and Kerala	Assignment II
Up To February 15th	Eco Tourism and Development: Community awareness and participation Contribution of ecotourism to environmental Conservation: Socio-cultural conservation and economic conservation	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 20216-2022**

3rd SEMESTER

Name of the Paper: TOURISM MANAGEMENT INFORMATION SYSTEM Subject Code: 15 BTTM 304 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Data Information and knowledge, generation of information-modes and forms, conceptual foundation of information system, role of computers in Management, Introduction to computers, P.C. and their uses. Computer networks	Assignment I
Up To December 15th	An MIS Perspective. Management of Information resources and control system, Information needs and its economics	Presentation Class Test-I
Up To January 15th	Computer, Management functions and decision making, system analysis and design over view, Information Technology and tourism	Assignment II
Up To February 15th	Computer Networking – CRS- Meaning and Functions, CRS for Rail Transport, Hotel Booking, Airlines and different packages used- Abacus, Amadeus, Galileo and Sabre.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

3rd SEMESTER

Name of the Paper: AIRLINES TICKETING Subject Code: 15 BTM 305 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Air Geography- IATA areas, sub areas, sub regions. Time calculation- GMT variation, concept of standard time and daylight saving time, Calculator of elapsed time, flying time and ground time, Aviation Organization: IATA and ICAO	Assignment I
Up To December 15th	Familiarization with OAG- 3 letters city code and airport code, airline Designated code, minimum connecting time, global indicator, Familiarization with air tariff: currency regulations, NUC conversion Factors, general rules. Familiarization with TIM, Passport, Visa, Custom Regulations, Health Regulations and Airport Tax, Passenger needing Special attention	Presentation Class Test-I
Up To January 15th	Credit Cards- Concept, types, benefits and different types of credit cards Fare construction – Passenger Ticket, Mileage principal, EMA, EMS, One Way journey, Round trip and circle journey, HIP, Back Haul minimum Check (BHC) Add –ons.	Assignment II
Up To February 15th	General limitations on Indirect Travel, Mixed Class journey, around the world fares (RTW) special fairs, MCO, PTA and Universal air travel plan and Airlines Reservation System – CRS- Comparative study of different CRS System	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

3rd SEMESTER

Name of the Paper: HOTEL AND RESORT MANAGEMENT Subject Code: 15 BTM 306 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Definition, size and scope of Hotel Industry, Principles and concepts of Hotel and its objectives, organization, departments and classification of Hotels, star categorization, types of rooms and types of plan- License, Permits and regulatory condition and guidelines for hotel	Assignment-I
Up To December 15th	Front Office Techniques- Front office lay out and activities, guest Activities in hotel reservation, role of reception- Forecasting room Availability, registration procedure, handling guests on arrival, Food and Beverages, Billing and departure activities, Group Handling, Role of Front Office Manager and Personnel	Presentation Class Test-I
Up To January 15th	Banquet Function, Convention Halls, Meeting room- Arrangement for General and business meetings, organizations and procedure for Arrangement of conferences, exhibitions, and outdoor catering. National and International Hotel Associations and their operation, incentives and subsidies extended to Hotel in tourist areas	Assignment-II
Up To February 15th	Resort Management- Historical perspective, Indian scenario, basic Characteristics, phases of resort planning and development, trends and Factors in development, Trends and factors in developed tourist markets Leading to growth to resort concept, basic element of a resort complex- Loading facilities, land escaping, Dining and Drinking facilities, Family Oriented services, shops and entertainment services	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-22

5th SEMESTER

Name of the Paper : Adventure Tourism-III (Land Based) Subject Code : 15 BTM 501 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Definition, scope & nature of land based adventure tourism • Popular tourist destinations for Land Based: Soft/Hard Trekking • Popular tourist destinations for land based: Mountaineering, Skiing, Desert Safaris, Car Rallies 	Assignment-I Movie on Adventure Tourism (Land)
Up To December 15th	<ul style="list-style-type: none"> • Basic minimum standards, tools & equipments used for land based adventure tourism activities • Land based adventure tourism in India- Facilities offered: issues & considerations • Land based adventure tourism organizations and training institutions in India • Challenges of adventure tourism 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Land based adventure tourism impacts: cultural, economic & environmental • Issues from the perspective of different stakeholders • Land based adventure tourism products & infrastructure • Marketing & promotional strategies 	Assignment-II
Up To February 15th	<ul style="list-style-type: none"> • Problems & issues relevant to the adventure travel & tourism industry, • Risk Management • Career adventurers, • Job opportunities Revision of selected topics	Class Test-II

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-20222**

5th SEMESTER

Name of the Paper: Travel Documentation Subject Code: 15 BTM 502 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Passport: Passport, requirements, checklists, types, changes, procedure, "Tatkal" scheme And fees, passport act and penalties under section 12	Assignment I
Up To December 15th	Rules and regulations about eligibility, quantum and documentation Required for: Travel Out of India Foreign Exchange Management Act, Basic Travel Quota, Foreign Exchange for Business Visits Travel In to India Foreign Currency, Indian Currency, Process for Encashment of Foreign Currency	Presentation Class Test-I
Up To January 15th	Visas: Documents for obtaining visa of major tourist destinations of world including Health check documents, Types of visa, visa fees, Refused or Pending Visas, Destination Departure Records.	Assignment II
Up To February 15th	Destinations: <ul style="list-style-type: none"> • Tourist visa for New Zealand and Australia • Tourist Visa for Europe • Tourist Visa of USA & Canada 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

5th SEMESTER

Name of the Paper: Foreign Language French-II Subject Code: 15 BTM 504 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Vocabulary & written expression: Les Nationalité, les professions. Grammar: Les Prépositions avec les pays, Les verbes du première et deuxième groupe Oral / Situation: Décrire un lieu	Assignment I
Up To December 15th	Vocabulary & written expression: Apprenez à prendre un message. Comprenez les Dialogues et complétez les fiches. Grammar: Les verbes: être, avoir, aller, venir, partir, prendre, savoir, vouloir, pouvoir; le passé récent et futur proche Oral / Situation: Conversation téléphonique	Presentation Class Test-I
Up To January 15th	Vocabulary & written expression: inviter quelqu'un, accepter ou refuser une invitation Grammar: L'adjectif démonstratif, L'adjectif possessif Oral / Situation: Des invitations	Assignment II
Up To February 15th	Vocabulary & written expression: Expressions d'interrogation Grammar: Négation, L'interrogation. Oral/Situation: Rendez-vous Simple translation and Comprehension based on simple text.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

5th SEMESTER

Name of the Paper: MARKETING FOR HOSPITALITY & TOURISM Subject Code: 15 BTM 505 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Introduction to Marketing: Needs, Wants and Demands; Products and Services; Markets; Marketing; The Production Concept, The Product Concept, The Selling Concept, The Marketing Concept, The Societal Marketing Concept; The Marketing Process, Service Characteristic of Hospitality and Tourism Business	Assignment I
Up To December 15th	Marketing Environment, Consumer Markets and Consumer Buyer Behavior: Micro and Macro Environment, Characteristics, Factors Affecting Consumer Behaviour, Buying Decision Behaviour, The Buyer Decision Process.	Presentation Class Test-I
Up To January 15th	Distribution Channels, Product Pricing and Services Strategy: Nature and Importance of Distribution System, Marketing Intermediaries, What is Product, Product Classification, Individual Product Decisions, Product Life Cycle, Approaches to hospitality service pricing.	Assignment II
Up To February 15th	Public Relations, Sales Promotions and Integrated Marketing Communication: The Marketing Communications Mix, The Changing Face of Marketing Communications, Integrated Marketing Communications, Socially Responsible Marketing Communication, Advertising, Sales Promotion, Public Relations, The Public Relation Process, Personnel Selling, Direct Marketing.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-22**

5th SEMESTER

Name of the Paper : Human Resource Management Subject Code : 15 BTTM 506 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Concept of HRM and HRD; • Role of HR practitioner; • Managing the HR function; • Scope of HRM, • Contemporary issues in HRM 	Assignment-I
Up To December 15th	<ul style="list-style-type: none"> • Job, role and competence analysis; • Human resource planning; • Recruitment and selection; • Induction; • Redundancy, • Outplacement and dismissal; • Maintenance and welfare activities – employee health and safety, fatigue and welfare activities 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Training and its methods; • Executive development and its techniques • Career management; • Transfer and promotion • Aims, components, factor influencing employee compensation; 	Assignment-I
Up To February 15th	<ul style="list-style-type: none"> • Internal equity, external equity and individual worth; • pay structure; • incentive payments, performance appraisal; • 360 degree feedback. Revision of selected topics	Class Test-II

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: EVENT MANAGEMENT Subject Code: 15 BTM 701 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> Events- Nature, Definition and scope, C's of Events, advantage and disadvantage of Events, Categories and Typologies, Skills required to be a good Event Planners. 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> Concept and Design of Events, key elements of Events, Event Infrastructure, core concept, core people, core talent, core structure, Set Objectives for the Event, Negotiating Contracts with event Organizers, Venue, Media. 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> Marketing & Promotion of Events: Nature of Event Marketing, Process of Event Marketing, The Marketing Mix, Sponsorship. Promotion: Image/ Branding, Advertising, Publicity and Public Relation. 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> Financial Management of Events, Staffing, Leadership. Safety and Security: Occupational Safety and Health, Incident Reporting, Crowd Management and Evacuation. 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: Tourism Economics Subject Code: 15 BTM 702 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Concept of Economics and their relevance to tourism, • visible and Invisible trade, opportunity cost, prime and supplementary costs, • tourism and economic development 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> • Demand for tourism – Concept, types and definition of demand for Tourism, • consumer behavior and tourism demand, • determinants of tourism Demand, • measurement of tourism demand 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Supply of Tourism: Patterns and Characteristics, • pricing of tourism Product, concept, • objectives and policies 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> • The economic impacts of tourism – Direct, Indirect, Induced and negative, • the measurement of economic impact – Meaning and types (Investment, Employment and tourism multiplier), Leakages. 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
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SESSION 2021-2022**

7th SEMESTER

Name of the Paper: RESEARCH METHODOLOGY Subject Code: 15 BTM 703 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Introduction to research methodology: Meaning, definition, characteristics and types of research, Methodology of research, formulation of research problem • Research Design: Meaning, characteristics of research design, steps in research design. 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> • Sampling Design and Data Collection: Meaning of sampling, aims in selection of a sample, Types of sample design. • Data collection –Meaning, types of data, methods of collecting primary data-observation, interview and questionnaire, Sources of secondary data. 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Processing and Analysis of data: Editing, Coding, Classification and tabulation, Graphical presentation of Data-Bar-chart, pie-chart and curves • Interpretation of Data meaning, methods of data analysis 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> • Report Writing: Meaning, types and steps involved in writing report, layout of the research report, mechanics of writing a research report, • challenges of a good writing 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: RETAIL MANAGEMENT Subject Code: 15 BTM 704 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> Retailing- Concept, functions of a retailer, Relationship between retail and Marketing, Retail as a career. Retail in India- Evolution, changes in the retail sector, Challenges to retail development in India. 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> Retail Models and Theories of Retail Development- Theories of retail development, concept of life cycle in retails, Business models in retails, Airport Retailing, Services retailing. 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> Understanding the Retail Consumer and Servicing - Need for Studying Consumer Behaviour, The Customer Decision-Making process, Market Research- A Tool for Understanding Retail Markets & Consumers, Concept of Customer Service, Importance of Service in Retail, C R M in Retail. 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> Retail store operations; servicing the retail customers; retail human resource management; financial aspects of retail management; retail information system; supply chain management in retailing 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: ENVIRONMENTAL PRACTICES IN HOSPITALITY & TOURISM Subject Code: 15 BTM 705 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Understanding Environment, • Impacts - Meaning and Types, Global Impacts Economic Impacts: National and, Local, • Carrying Capacity, 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> • Social Impact of Tourism Cultural Impact, Artisans and Craft production 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Environmental Impacts- Wild life, Islands and Beaches, Hills and Mountains 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> • Political Impacts- Ethics and Legislation • Sustainable Development- EIA Analysis 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: SAFETY & SECURITY MANAGEMENT Subject Code: 15 BTM 706 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> Hotel Security: concept, importance, Type, Organization structure, Application of security in Hotels, scope and trends. 	Assignment-I
Up To December 15th	<ul style="list-style-type: none"> First Aid, The First Aid box, Handling Burns & scalds, bleeding, fainting, fractures, heart-attack, sprain, and shock. Handling Emergency procedures: Fire, Bomb threat, Theft, Death, Terrorism, and Natural Calamity. 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> Risk Management & Safety Security Process of risk Management and standards for Risk Management. Emergency Response plan, Occupation Safety and Health Act 	Assignment-II
Up To February 15th	<ul style="list-style-type: none"> Safety & Security in Rooms Division, Work environment safety, Job Safety Analysis, Safety Awareness & Accident Prevention, Case Studies 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

LESSON PLAN (2021-22)

Name: Meena Rani
Subject: Organic chemistry
Class: B.Sc. Vth Sem

October 1st week.

Section-A : NMR Spectroscopy-I : Principle of nuclear magnetic resonance, the PMR spectrum, number of signals, peak areas, equivalent and non-equivalent protons positions of signals and chemical shift, shielding and deshielding of protons, proton counting, splitting of signals and coupling constants, magnetic equivalence of protons.

October 2nd and 3rd week

Section-B : NMR Spectroscopy-II : Discussion of PMR spectra of the molecules : ethyl bromide *n*-propyl bromide, isopropyl bromide, 1,1-dibromoethane, 1,1,2-tribromoethane, ethanol, acetaldehyde, ethyl acetate, toluene, benzaldehyde and acetophenone. Simple problems on PMR spectroscopy for structure determination of organic compounds.

November 2nd week and 3rd week

Section-C : Carbohydrates-I : Classification and nomenclature. Monosaccharides, mechanism of osazone formation, interconversion of glucose and fructose, chain lengthening and chain shortening of aldoses. Configuration of monosaccharides. Erythro and threo diastereomers. Conversion of glucose into mannose. Formation of glycosides, ethers and esters. Determination of ring size of glucose and fructose. Open chain and cyclic structure of D(+)-glucose and D(-) fructose. Mechanism of mutarotation.

Structures of ribose and deoxyribose.

LESSON PLAN (2021-22)

Name: Meena Rani
Subject: Organic Chemistry
class: IIIrd Sem

November 4th week and 5th week

Section-B : 1. Phenols : Nomenclature, structure and bonding. Preparation of phenols, physical properties and acidic character. Comparative acidic strengths of alcohols and phenols, resonance stabilization of phenoxide ion. Reactions of phenols — electrophilic aromatic substitution, Mechanisms of Fries rearrangement, Claisen rearrangement, Reimer-Tiemann reaction, Kolbe's reaction and Schotten and Baumann reactions.

December 1st and 2nd week

Section-D : 1. Carboxylic Acids & Acid Derivatives : Nomenclature of carboxylic acids, structure and bonding, physical properties, acidity of carboxylic acids, effects of substituents on acid strength. Preparation of carboxylic acids. Reactions of carboxylic acids. Hell-Volhard-Zelinsky reaction. Reduction of carboxylic acids. Mechanism of decarboxylation.

Structure, nomenclature and preparation of acid chlorides, esters, amides and acid anhydrides. Relative stability of acyl derivatives. Physical properties, interconversion of acid derivatives by nucleophilic acyl substitution.

Mechanisms of esterification and hydrolysis (acidic and basic).

LESSON PLAN (2022-23)

Name: Meena Rani

Subject: Physical Chemistry

Class: IIIrd Sem

January 1st week

Section-A : Thermodynamics-I : Definition of thermodynamic terms : System, surrounding, etc. Types of systems, intensive and extensive properties. State and path functions and their differentials. Thermodynamic process. Concept of heat and work.

Zeroth law of thermodynamics, First law of thermodynamics : statement, definition of internal energy and enthalpy. Heat capacity, heat capacities at constant volume and pressure and their relationship.

Joule's law - Joule - Thomson coefficient for ideal gas and real gas and inversion temperature.

January 2nd week

Section-B : Thermodynamics-II : Calculation of $w, q, \delta U$ and δH for the expansion of ideal gases under isothermal and adiabatic conditions for reversible process, temperature dependence of enthalpy, Kirchhoff's equation. Bond energies and applications of bond energies.

January 3rd week

Section-C : Chemical Equilibrium : Equilibrium constant and free energy, concept of chemical potential, thermodynamic derivation of law of chemical equilibrium. Temperature dependence of equilibrium constant ; van't Hoff reaction isochore, van't Hoff reaction isotherm.

Le-Chatelier's principle and its applications Clapeyron equation and Clausius - Clapeyron equation its applications.

January 4th week

Section-D : Distribution Law : Nernst distribution law - its thermodynamic derivation, modification of distribution law when solute undergoes dissociation, association and chemical combination. Applications of distribution law : (i) Determination of degree of hydrolysis and hydrolysis constant of aniline hydrochloride. (ii) Determination of equilibrium constant of potassium tri-iodide complex and process of extraction.

LESSON PLAN (2021-22)

Name: Meena Rani

Subject: Physical Chemistry

Class: B.Sc. Vth Sem

February 1st week

Section-A : Quantum Mechanics-I : Black-body radiation, Planck's radiation law, photoelectric effect, heat capacity of solids, Compton effect, wave function and its significance of postulates of quantum mechanics, quantum mechanical operator, commutation relations, Hamiltonian operator, Hermitian operator, average value of square of Hermitian as a positive quantity, role of operators in quantum mechanics, to show quantum mechanically that position and momentum cannot be predicted simultaneously, determination of wave function and energy of a particle in one dimensional box. Pictorial representation and its significance.

February 2nd week

Section-B : Physical Properties and Molecular Structure : Optical activity, polarization - (Clausius - Mossotti equation). Orientation of dipoles in an electric field, dipole moment, induced dipole moment, measurement of dipole moment-temperature method and refractivity method, dipole moment and structure of molecules, magnetic permeability, magnetic susceptibility and its determination. Application of magnetic susceptibility, magnetic properties - paramagnetism, diamagnetism and ferromagnetism.

February 3rd week

Section-C : Spectroscopy-I

Introduction : Electromagnetic radiation, regions of spectrum, basic features of spectroscopy, statement of Born-Oppenheimer approximation, degrees of freedom.

Rotational Spectrum : Diatomic molecules. Energy levels of rigid rotator (semi-classical principles), selection rules, spectral intensity distribution using population distribution (Maxwell-Boltzmann distribution), determination of bond length, qualitative description of non-rigid rotor, isotope effect.

February 4th week

Section-D : Spectroscopy-II

Vibrational Spectrum : Infrared Spectrum : Energy levels of simple harmonic oscillator, selection rules, pure vibrational spectrum, intensity, determination of force constant and qualitative relation of force constant and bond energies, effects of an harmonic motion and isotopic effect on the spectra, idea of vibrational frequencies of different functional groups.

Raman Spectrum : Concept of polarizability, pure rotational and pure vibrational Raman spectra of diatomic molecules, selection rules, Quantum theory of Raman spectra.

LESSON PLAN (2021-22)

Name: Pooja Rani

Subject: Inorganic chemistry

class: Vth sem

October 1st week

Section-A : Metal-Ligand Bonding In Transition Metal Complexes : Limitations of valence bond theory, an elementary idea of crystal-field theory, crystal field splitting in octahedral, tetrahedral and square planar complexes, factors affecting the crystal-field parameters.

October 2nd week

Section-B : Thermodynamic and Kinetic Aspects of Metal Complexes : A brief outline of thermodynamic stability of metal complexes and factors affecting the stability, substitution reactions of square planar complexes of Pt(II).

October 3rd and 4th week

Section-C : Magnetic Properties of Transition Metal Complexes : Types of magnetic behaviour, methods of determining magnetic susceptibility, spin-only formula. L-S coupling, correlation of μ_s and μ_{eff} values, orbital contribution to magnetic moments, application of magnetic moment data for 3d-metal complexes.

November 2nd week

Section-D : Electron Spectra of Transition Metal Complexes : Types of electronic transitions, selection rules for d-d transitions, spectroscopic ground states, spectrochemical series. Orgel-energy level diagram for d^1 and d^9 states, discussion of the electronic spectrum of $[Ti(H_2O)_6]^{3+}$ complex ion.

LESSON PLAN (2021-22)

Name: Pooja Rani

Subject: Inorganic Chemistry

Class: IIIrd Sem

November 3rd and 4th week

Section-A: Chemistry of Elements of 1st transition series: Definition of transition element, position in the periodic table, general characteristics and properties of 1st transition element. Structures and properties of some compounds of transition elements - TiO_2 , VOCl_2 , FeCl_3 , CuCl_2 , $\text{Ni}(\text{CO})_4$.

December 1st and 2nd week

Section-B: Chemistry of Elements of IIrd & IIIrd transition series: General characteristics and properties of the IIrd and IIIrd transition elements, comparison of properties of 3d-elements with 4d and 5d-elements with reference only to ionic radii, oxidation state, magnetic and spectral properties and stereochemistry.

December 3rd week

Section-C: Co-ordination Compounds: Werner's co-ordination theory, effective atomic number concept, chelates, nomenclature of coordination compounds, isomerism in coordination compounds, valence bond theory of transition metal complexes.

December 4th week

Section-D: Non-aqueous Solvents: Physical properties of a solvent, types of solvents and their general characteristics, reactions in non-aqueous solvents with reference to liquid NH_3 and liquid SO_2 .

LESSON PLAN (2021-22)

Name : Pooja Rani

Subject : Organic Chemistry

Class : Vth Sem

January week 1st and 2nd

1. Organometallic Compounds : Organomagnesium compounds : The Grignard reagents-formation, structure and chemical reactions.
Organozinc compounds : Formation and chemical reactions.
Organolithium compounds : Formation and chemical reactions.

January week 3rd and 4th

2. Carbohydrates-II

LESSON PLAN (2021-22)

Name : Pooja Rani
Subject : Organic Chemistry
class : IIIrd Sem

February week 1st

Section-A : 1. Alcohols : Monohydric alcohols—nomenclature, methods of formation by reduction of aldehydes, ketones, carboxylic acids and esters. Hydrogen bonding. Acidic nature. Reactions of alcohols.

Dihydric alcohols—nomenclature, methods of formation, chemical reactions of vicinal glycols, oxidative cleavage [$\text{Pb}(\text{OAc})_4$ and HIO_4] and pinacol-pinacolone rearrangement.

February week 2nd

2. Epoxides : Synthesis of epoxides. Acid and base-catalyzed ring opening of epoxides, orientation of epoxide ring opening, reactions of Grignard and organolithium reagents with epoxides.

February week 3rd and 4th

Section-C : 1. Ultraviolet (UV) absorption spectroscopy : Absorption laws (Beer-Lambert law), molar absorptivity, presentation and analysis of UV spectra, types of electronic transitions, effect of conjugation. Concept of chromophore and auxochrome. Bathochromic, hypsochromic, hyperchromic and hypochromic shifts. UV spectra of conjugated enes and enones, Woodward-Fieser rules, calculation of λ_{max} of simple conjugated dienes and α, β -unsaturated ketones. Applications of UV Spectroscopy in structure elucidation of simple organic compounds.

LESSON PLAN (April - June, 2022)

Name: MEENA RANI

Subject: Chemistry (Physical)

Class: B.Sc. (VIth Sem)

April 4th - 15th

Section-A

Spectroscopy-III

Electronic Spectrum

Concept of potential energy curves for bonding and antibonding molecular orbitals, qualitative description of selection rules and Franck-Condon principle. Qualitative description of sigma and pi and n molecular orbital (MO) their energy level and respective transitions.

Section-B

Photochemistry

Interaction of radiation with matter, difference between thermal and photochemical processes. Laws of photochemistry: Grotthuss-Draper law, Stark-Einstein law (law of photochemical equivalence) Jablonski diagram depicting various processes occurring in the excited state, qualitative description of fluorescence, phosphorescence, non-radiative processes (internal conversion, intersystem crossing), quantum yield, photosensitized reactions-energy transfer processes (simple examples).

April 16th - 30th

Section-C

Solutions:

Dilute Solutions and Colligative Properties

Ideal and non-ideal solutions, methods of expressing concentrations of solutions, activity and activity coefficient. Dilute solution, Colligative properties, Raoult's law, relative lowering of vapour pressure, molecular weight determination, Osmosis law of osmotic pressure and its measurement, determination of molecular weight from osmotic pressure. Elevation of boiling point and depression of freezing point, Thermodynamic derivation of relation between molecular weight and elevation in boiling point and depression in freezing point. Experimental methods for determining various colligative properties. Abnormal molar mass, degree of dissociation and association of solutes.

Section-D

Phase Equilibrium

Statement and meaning of the terms - phase component and degree of freedom, thermodynamic derivation of Gibbs phase rule, phase equilibria of one component system - Example - water and Sulphur systems.

Phase equilibria of two component systems solid-liquid equilibria, simple eutectic Example Pb-Ag system, desilverisation of lead

LESSON PLAN (April-June, 2022)

Name : Meena Rani

Subject : Inorganic Chemistry

Class : B.Sc. (IVth Sem)

May (1-15)

Section-A

Organometallic Chemistry

Definition, nomenclature and classification of organometallic compounds. Preparation, properties, and bonding of alkyls of Li, Al, Hg, and Sn a brief account of metal-ethylenic complexes, mononuclear carbonyls and the nature of bonding in metal carbonyls.

Section-B

Acids and Bases, HSAB Concept

Arrhenius, Bronsted - Lowry, the Lux - Flood, Solvent system and Lewis concepts of acids & bases, relative strength of acids & bases, Concept of Hard and Soft Acids & Bases. Symbiosis, electronegativity and hardness and softness

May (15-30)

Section—C

Bioinorganic Chemistry

Essential and trace elements in biological processes, metalloporphyrins with special reference to haemoglobin and myoglobin. Biological role of alkali and alkaline earth metal ions with special reference to Ca^{2+} . Nitrogen fixation.

Section—D

Silicones and Phosphazenes

Silicones and phosphazenes, their preparation, properties, structure and uses

LESSON PLAN (April - June, 2022)

Name : Meena Rani

Subject : Organic Chemistry

Class : B.Sc. (Vth Sem)

June (1-10)

SECTION - A

Heterocyclic Compounds-I

Introduction: Molecular orbital picture and aromatic characteristics of pyrrole, furan, thiophene and pyridine. Methods of synthesis and chemical reactions with particular emphasis on the mechanism of electrophilic substitution. Mechanism of nucleophilic substitution reactions in pyridine derivatives. Comparison of basicity of pyridine, piperidine and pyrrole

SECTION - B

1. Heterocyclic Compounds-II

Introduction to condensed five and six- membered heterocycles. Preparation and reactions of indole, quinoline and isoquinoline with special reference to Fisher indole synthesis, Skraup synthesis and Bischler-Napieralski synthesis. Mechanism of electrophilic substitution reactions of, quinoline and isoquinoline

2. Organosulphur Compounds

Nomenclature, structural features, Methods of formation and chemical reactions of thiols, thioethers, sulphonic acids, sulphonamides and sulphaguanidine. Synthetic detergents alkyl and aryl sulphonates.

June (11-20)

SECTION - C

1. Organic Synthesis via Enolates

Acidity of α -hydrogens, alkylation of diethyl malonate and ethyl acetoacetate. Synthesis of ethyl acetoacetate: the Claisen condensation. Keto-enol tautomerism of ethyl acetoacetate.

2. Synthetic Polymers

Addition or chain-growth polymerization. Free radical vinyl polymerization, ionic vinyl polymerization, Ziegler-Natta polymerization and vinyl polymers.

Condensation or step growth polymerization. Polyesters, polyamides, phenol formaldehyde resins, urea formaldehyde resins, epoxy resins and polyurethanes.

Natural and synthetic rubbers.

Section - D

Amino Acids, Peptides & Proteins

Classification, of amino acids. Acid-base behavior, isoelectric point and electrophoresis. Preparation of α -amino acids. Structure and nomenclature of peptides and proteins. Classification of proteins. Peptide structure determination, end group analysis, selective hydrolysis of peptides. Classical peptide synthesis, solid-phase peptide synthesis. Structures of peptides and proteins: Primary & Secondary structure.

LESSON PLAN (April-June, 2022)

Name : Pooja Rani

Subject : Physical Chemistry

Class : B.Sc. (IVth sem)

April (4-15)

Section-A

Thermodynamics-III

Second law of thermodynamics, need for the law, different statements of the law, Carnot's cycles and its efficiency, Carnot's theorem, Thermodynamics scale of temperature. Concept of entropy – entropy as a state function, entropy as a function of V & T, entropy as a function of P & T, entropy change in physical change, entropy as a criteria of spontaneity and equilibrium. Entropy change in ideal gases and mixing of gases.

Section-B

Thermodynamics-IV

Third law of thermodynamics: Nernst heat theorem, statement of concept of residual entropy, evaluation of absolute entropy from heat capacity data. Gibbs and Helmholtz functions; Gibbs function (G) and Helmholtz function (A) as thermodynamic quantities, A & G as criteria for thermodynamic equilibrium and spontaneity, their advantage over entropy change. Variation of G and A with P, V and T.

April (16-30)

Section-C

Electrochemistry-III

Electrolytic and Galvanic cells – reversible & Irreversible cells, conventional representation of electrochemical cells. EMF of cell and its measurement, Weston standard cell, activity and activity coefficients. Calculation of thermodynamic quantities of cell reaction (ΔG , ΔH & K). Types of reversible electrodes – metal-metal ion gas electrode, metal-insoluble salt-anion and redox electrodes. Electrode reactions, Nernst equations, derivation of cell EMF and single electrode potential. Standard Hydrogen electrode, reference electrodes, standard electrodes potential, sign conventions, electrochemical series and its applications.

Section-D

Electrochemistry-IV

Concentration cells with and without transference, liquid junction potential, application of EMF measurement i.e. valency of ions, solubility product activity coefficient, potentiometric titration (acid-base and redox). Determination of pH using Hydrogen electrode, Quinhydrone electrode and glass electrode by potentiometric methods.

LESSON PLAN (April-June, 2022)

Name: Pooja Rani

Subject: Organic chemistry

Class: B.Sc. (IVth sem)

May (1-15)

Section-A

. Infrared (IR) absorption spectroscopy

Molecular vibrations, Hooke's law, selection rules, intensity and position of IR bands, measurement of IR spectrum, fingerprint region, characteristic absorptions of various functional groups and interpretation of IR spectra of simple organic compounds. Applications of IR spectroscopy in structure elucidation of simple organic compounds.

Section-B

. Amines

Structure and nomenclature of amines, physical properties. Separation of a mixture of primary, secondary and tertiary amines. Structural features affecting basicity of amines. Preparation of alkyl and aryl amines (reduction of nitro compounds, nitriles, reductive amination of aldehydic and ketonic compounds. Gabriel phthalimide reaction, Hofmann bromamide reaction. Electrophilic aromatic substitution in aryl amines, reactions of amines with nitrous acid.

Section-C

1. Diazonium Salts

Mechanism of diazotisation, structure of benzene diazonium chloride, Replacement of diazo group by H, OH, F, Cl, Br, I, NO₂ and CN groups, reduction of diazonium salts to hydrazines, coupling reaction and its synthetic application.

21

May (16-30)

2. Nitro Compounds

Preparation of nitro alkanes and nitro arenes and their chemical reactions. Mechanism of electrophilic substitution reactions in nitro arenes and their reductions in acidic, neutral and alkaline medium.

Section-D

. Aldehydes and Ketones

Nomenclature and structure of the carbonyl group. Synthesis of aldehydes and ketones with particular reference to the synthesis of aldehydes from acid chlorides, advantage of oxidation of alcohols with chromium trioxide (Sarett reagent) pyridinium chlorochromate (PCC) and pyridinium dichromate., Physical properties. Comparison of reactivities of aldehydes and ketones. Mechanism of nucleophilic additions to carbonyl group with particular emphasis on benzoin, aldol, Perkin and Knoevenagel condensations. Condensation with ammonia and its derivatives. Wittig reaction. Mannich reaction. Oxidation of aldehydes, Baeyer-Villiger oxidation of ketones, Cannizzaro reaction. MPV, Clemmensen, Wolff-Kishner, LiAlH₄ and NaBH₄ reductions.

LESSON PLAN (April - June, 2022)

Name : Pooja Rani

Subject : Inorganic Chemistry

Class : B.Sc. (IVth sem)

June (1-10)

Section-A

Chemistry of f - block elements

Lanthanides

Electronic structure, oxidation states and ionic radii and lanthanide contraction, complex formation, occurrence and isolation, lanthanide compounds.

Section-B

Chemistry of f - block elements

Actinides

General features and chemistry of actinides, chemistry of separation of Np, Pu and Am from U, Comparison of properties of Lanthanides and Actinides and with transition elements.

June (11-20)

Section-C

Theory of Qualitative and Quantitative Inorganic Analysis-I

Chemistry of analysis of various acidic radicals, Chemistry of identification of acid radicals in typical combinations, Chemistry of interference of acid radicals including their removal in the analysis of basic radicals.

Section-D

Theory of Qualitative and Quantitative Inorganic Analysis-II

Chemistry of analysis of various groups of basic radicals, Theory of precipitation, co-precipitation, Post-precipitation, purification of precipitates.

Lesson plan for Bsc. 2nd sem

Teacher's name: Mohita Sharma

Subject: Number Theory and Trigonometry

1st April to 15th April : Divisibility, , LCM, GCD, fundamental theorem of arithmetic. Linear congruences, Fermat's theorem, Wilson's theorem and it's converse

16th April to 30th April: Linear Diophantine equations in two variables, Complete Residue system and Reduced Residue system modulo m ., Euler's generalization of Fermat's theorem,

1st May to 15th May: Chinese Remainder Theorem, Quadratic Residues, Legendre Symbols, Moebius Function and Moebius Inversion Formula

16th May to 31st May: De-Moivre's theorem and it's applications, Expansion of trigonometrical functions

1st June to Till exam: Inverse circular and hyperbolic function and their properties, Logarithm of a complex quantity, Summation of trigonometry series, Revision of whole syllabus and doubt classes.

Lesson plan for Bsc. 4th sem

Teacher's name: Mohita Sharma

Subject: Special Functions & Integral transforms

1st April to 15th April :

Power series method, Definition of beta and gamma function, Bessels equation and it's solutions

16th April to 30th April:

Bessels functions and their properties, Legendre and Hermite differential equations and their solutions, Recurrence relations and generating functions, Rodrigues formula for Legendre and Hermite Polynomial

1st May to 15th May:

Laplace Transforms: Existing theorem for laplace transforms, linearity of the laplace transforms, Shifting theorems, Differentiation and integrations of laplace transforms, convolution theorem, Inverse laplace transforms of derivative and integrals

16th May to 31st May:

Solutions of ordinary differential equations using laplace transforms, Doubt classes

1st June to Till exam:

Fourier transforms: Linearity property, shifting modulation, convolution theorem, Relation between Fourier transforms and Laplace transforms, solutions of differential equations using Fourier transforms, Revision of whole syllabus .

LESSON PLAN-(APRIL 2022-JUNE 2022)

SUBJECT: 'C' LANGUAGE

FACULTY: JYOTI RANI

1ST APRIL 2022	<p>Week 1: Overview of C: History of C, Importance of C, Elements of C: C character set, identifiers and keywords, Storage classes in C: auto, extern, register and static storage class, their scope, storage, & lifetime.</p> <p>Week 2: , Data types, Constants and Variables, Assignment statement, Symbolic constant, Structure of a C Program, printf(), scanf() Functions,: Declaration and initialization of string, Input/output of string data, Introduction to pointers.</p> <p>Week 3: Operators & Expression: Arithmetic, relational, logical, bitwise, unary, assignment, shorthand assignment operators, conditional operators and increment and decrement operators,</p> <p>Week 4: Arithmetic expressions, evaluation of arithmetic expression, type casting and conversion, operator hierarchy & associativity.</p>
MAY 2022	<p>Week 1: Decision making & branching: Decision making with IF statement, IF-ELSE statement, Nested IF statement, ELSE-IF ladder</p> <p>Week 2: switch statement, goto statement, Flowcharting and Development of efficient program in C.</p> <p>Week 3: Decision making & looping: For, while, and do-while loop, jumps in loops, break, continue statement, Nested loops.</p> <p>Week 4: Functions: Standard Mathematical functions, Input/output: Unformatted & formatted I/O function in C</p>
20TH JUNE 2022	<p>Week 1: Input functions viz. getch(), getche(), getchar(), gets(), output functions viz., putch(), putchar(), puts(), string manipulation functions.</p> <p>Week 2: Algorithm development, Arrays, strings and pointers, User defined functions: Introduction/Definition, prototype, Local and global variables, passing parameters, recursion.</p> <p>Week 3: initialization, processing an array, passing arrays to functions, Array of Strings. String constant and variables</p>

Subject: AI

Faculty: JYOTI RANI

1ST APRIL 2022	<p>Week 1: Introduction to AI, Importance of AI, AI and its related field, AI techniques, Criteria for success.</p> <p>Week 2: Problems, problem space and search: Defining the problem as a state space search, Production system and its characteristics,</p> <p>Week 3: Issues in the design of the search problem</p> <p>Heuristic search techniques : Generate and test, hill climbing,</p> <p>Week 4: best first search technique, problem reduction, constraint satisfaction</p>
MAY 2022	<p>Week 1: Knowledge Representation: Definition and importance of knowledge, Knowledge representation,</p> <p>Week 2: Various approaches used in knowledge representation, Issues in knowledge representation.</p>

	Week 3: Using Predicate Logic : Represent ting Simple Facts in logic, Week 4: Representing instances and is_a relationship, Computable function and predicate.
20TH JUNE 2022	Week 1: Natural language processing : Introduction syntactic processing, Semantic processing Week 2: Discourse and pragmatic processing. Learning: Introduction learning, Rote learning, Learning by taking advice, Learning in problem solving Week 3: Learning from example-induction, Explanation based learning.

SUBJECT: E-Commerce
FACULTY: JYOTI RANI

1ST APRIL 2022	Week 1: Electronic Commerce: Overview of Electronic Commerce, Scope of Electronic Commerce, Week 2: Traditional Commerce vs. Electronic Commerce, Impact of E-Commerce, Electronic Markets, Internet Commerce, EDI Implementation, EDI agreement, EDI security Week 3: e-commerce in perspective, Application of E Commerce in Direct Marketing and Selling, Week 4: Obstacles in adopting E-Commerce Applications; Future of Ecommerce, Benefits of EDI, EDI Technology, EDI standards, EDI Communication
MAY 2022	Week 1: Value Chains in electronic Commerce, Supply chain, Porter's value chain Model Week 2: Inter Organizational value chains, Strategic Business unit chains, Industry value chains. Security Threats to E-commerce: Security Overview, Computer Security Classification Week 3: Copyright and Intellectual Property, security Policy and Integrated Security, Intellectual Property Threats, electronic Commerce Threats Week 4: Clients Threats, Communication Channel Threats, server Threats
20TH JUNE 2022	Week 11 Implementing security for E-Commerce: Protecting E-Commerce Assets, Protecting Intellectual Property, Week 2: Protecting Client Computers, Protecting E-commerce Channels, Insuring Transaction Integrity, a variety of transactions. Electronic Data Interchange (EDI): Introduction to EDI Week 3: Protecting the Commerce Server. Electronic Payment System: Electronic Cash, Business to Business E-Commerce: Inter-organizational Transitions, Credit Transaction Trade Cycle Electronic Wallets, Smart Card, Credit and Change Card

Subject: Logical Organization of Computer-II**Faculty: JYOTI RANI**

1ST APRIL 2022	Week 1: Sequential Logic: Characteristics, Flip-Flops, Week 2: State table, state diagram and state equations. Flip-flop excitation tables Week 3: D type, JK, T type and MasterSlave flip-flops. Week 4: Clocked RS, Instruction set selection, Instruction cycle, Instruction Format and Addressing Modes.
MAY 2022	Week 1: Sequential Circuits: Designing registers – Serial Input Serial Output (SISO), Designing counters – Asynchronous and Synchronous Binary Counters, Week 2: Modulo-N Counters and Up-Down Counters Week 3: Serial Input Parallel Output (SIPO), Parallel Input Serial Output (PISO), Week 4: Parallel Input Parallel Output (PIPO) and shift registers. Program-controlled, Interrupt-controlled.
20TH JUNE 2022	Week 1: Memory & I/O Devices: Memory Parameters, Week 2: Magnetic and Optical Storage devices, DMA transfer, I/O Channels, IOP. Week 3: Flash memory, I/O Devices and their controllers. Semiconductor RAM, ROM. Instruction Design & I/O Organization: Machine instruction, I/O Interface, Interrupt structure,

Lesson Plan for Session 2021-2022(01/04/2022-20/06/2022)

Mrs. Venu

Class :MCA 2nd Sem

Subject : SOFT COMPUTING

Subject code: MCA204B

April 2022	Introduction: Introduction to soft computing, Introduction to biological and artificial neural networks. Introduction to fuzzy sets and fuzzy logic systems. Introduction to Genetic Algorithm: Genetic Operators and Parameters.Genetic Algorithms in Problem Solving,Theoretical Foundations of Genetic Algorithms, Implementation Issues.
May 2022	Different artificial neural network models; Learning in artificial neural networks;Neural network applications in control systems Neural Nets and applications of Neural Network.Fuzzy sets; fuzzy reasoning; fuzzy inference systems;fuzzy control Fuzzy sets; fuzzy reasoning; fuzzy inference systems;fuzzy control
June 2022	fuzzy clustering; applications of fuzzy systems Neuro-fuzzy systems: neuro-fuzzy modelling; neuro-fuzzy control. Pattern Recognitions, Image Processing. Biological Sequence Alignment and Drug Design.Robotics and Sensors, Information Retrieval Systems Share Market Analysis, Natural Language Processing.

Lesson Plan for Session 2021-2022(Sept 2021- Feb 2022)

Class :MCA 5th Sem

Subject : SOFT COMPUTING

Subject code: 18MCA35C2

Faculty: Mrs. Venu

Sept 2021	Week 1: Introduction: Introduction to soft computing, Week 2: Introduction to biological and artificial neural network Week 3: Introduction to fuzzy sets and fuzzy logic systems. Week 4: Introduction to Genetic Algorithm: Genetic Operators and Parameters.
Oct 2021	Week 1: Genetic Algorithms in Problem Solving, Theoretical Foundations of Genetic Algorithms Week 2: Implementation Issues in Genetic algorithms. Different artificial neural network models; Week 3: Learning in artificial neural networks Week 4: Neural network applications in control systems
Nov 2021	Week 1: Diwali Vacation Week 2: Neural Nets and applications of Neural Network Week 3: Fuzzy sets; fuzzy reasoning; Week 4: fuzzy inference systems;fuzzy control
Dec 2021	Week 1: Fuzzy sets; fuzzy reasoning; fuzzy inference systems; Week 2: fuzzy control, fuzzy clustering; applications of fuzzy systems Week 3: Neuro-fuzzy systems: neuro-fuzzy modeling; neuro-fuzzy control. Week 4: Share Market Analysis, Natural Language Processing.
Jan 2022	Week 1: Pattern Recognitions, Image Processing. Week 2: Robotics and Sensors, Week 3: Information Retrieval Systems. Week 4: Biological Sequence Alignment and Drug Design.
Feb 2022	Revision

Lesson Plan for Session 2021-2022(Sept 2021- Feb 2022)

Class :MCA 1st Sem

Subject : Artificial intelligence

Subject code: MCA 105

Nov 2021	<p>Introduction: Definition and applications of Artificial Intelligence; Approaches to AI: Turing Test and Rational Agent Approaches; Problem solving the problem as state space, Production System. Search techniques: Brute Force v/s Heuristic Search, Hill climbing and issues, Best first search, A* algorithm, Problem reduction; Game playing Min-Max Search, Alpha Beta cut -off procedure.</p>
Dec 2021	<p>Expert Systems: Definition, Role of knowledge in expert systems, Architecture of Expert Systems. Expert System Development Life Cycle: problem selection, Prototype construction, Formalisation, implementation, Evaluation. Knowledge: Definition and importance of Knowledge, Knowledge Based Systems.</p> <p>Knowledge acquisition: Knowledge engineer,Cognitive behaviour, Acquisition techniques"</p> <p>Knowledge representation: Level of representation, Knowledge representation schemes,Formal logic, inference Engine, Semantic net, Frame, Rules, Scripts, Conceptual Dependency and Ontologies, Handling Uncertainty in knowledge.</p>
Jan 2022	<p>Unit- III</p> <p>Artificial Neural Networks (ANN): Introduction, ANN v/s Biological Neural Networks; Learning in neural networks: Supervised, Unsupervised and Reinforcement Learning; Perceptions: Single Perceptron, Multi-Layer perceptron; Back propagation networks, Self-Organizing Maps, Hopfield Network; Application of neural networks.</p> <p>Fuzzy logic: Definition, Difference between Boolean and Fuzzy logic; Fuzzy Sets: Notion of Fuzziness, Membership Functions, Fuzzification and Defuzzification; Operations on FuzzySets, Fuzzy Functions and Linguistic Variables; Fuzzy Relations, Fuzzy Rules and Fuzzy</p> <p>Inference; Fuzzy expert system, Inference process for fuzzy expert system, fuzzy controller; Fuzzy Control System and Fuzzy Rule Based System.</p>
Feb 2022	<p>UNIT - IV</p> <p>Programming in Logic (PROLOG): Introduction. Prolog variables, Using rules, Input and Output predicates. Fail and cut predicates, Recursion, Arithmetic operation. Compound object. Dynamic database, Lists, String. File operation</p>

Government College, Sector 9 Gurugram

Lesson Plan for 2020-2021

Department of Sociology

Name of Assistant Professor – Monika Sehrawat

Subject – Sociology

Paper-Basic concept in sociology

Class – B.A. 1st Year

Semester – 1st

Session – September 2021 –Feb 2022

DATE	B.A. 1 st year
13-9-21 to 30-9-21	Introduction to Sociology, discussion on historical background of sociology and nature and scope of sociology.
1-10-21 to 15-10-21	Relationship of sociology with other disciplines.
16-10-21 to 29-10-21	Introduction to social structure of society Discussion on Roles, and status
30-10-21 to 7-11-21	DIWALI BREAK
8-11-21 to 15-11-21	Introduction to Society, Community and Association
	Class Test , Assignment
16-11-21 to 30-11-21	Norms and Values, their nature and character..
1-12-21 to 15-12-21	Primary, secondary and reference Group, its nature and type
16-12-21 to 31-12-21	Integration, Cooperation and Conflict: Its Nature, Definition & Types
1-1-22 to 15-1-22	Marriage, Family & Kinship, Religion: Its Functions and Characteristics
16-1-22 to 31-1-22	Assignment and presentation
1-2-22 to 15-2-22	Discussion of doubts and problems of students Revision and class tests

Government College, Sector 9 Gurugram (2020-2021)

Name of Assistant Professor – Monika Sehrawat
Subject – Sociology
Paper-Basic concept in sociology

Class – Eco (Hons) 1st Year
Semester – 1st
Session – September 2021 –Feb 2022

DATE	B.A. 1 st year
13-9-21 to 30-9-21	Introduction to Sociology, discussion on historical background of sociology and nature and scope of sociology.
1-10-21 to 15-10-21	Relationship of sociology with other disciplines.
16-10-21 to 29-10 -21	Introduction to social structure of society Discussion on Roles, and status
30-10-21 to 7-11- 21	DIWALI BREAK
8-11-21 to 15-11-21	Introduction to Society, Community and Association
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16-11-21 to 30-11-21	Norms and Values, their nature and character..
	Primary, secondary and reference Group, its nature and type
1-12-21 to 15-12-21	Integration, Cooperation and Conflict: Its Nature, Definition & Types
16-12-21 to 31-12-21	Marriage, Family & Kinship, Religion: Its Functions and Characteristics,
1-1-22 to 15-1-22	Assignment and presentation
16-1-22 to 31-1-22	Revision and Test.
	Discussion on the pattern of examination
1-2-22 to 15-2-22	Discussion of doubts and problems of students Revision and class tests

Government College, Sector 9 Gurugram

Name of Assistant Professor – Monika Sehrawat
Subject – Sociology
Paper-Methods In social Research

Class – B.A. 2nd Year
Semester – 3rd
Session – September 2021 –Feb 2022

DATE	B.A. 2nd year
1-9-21 to 15-9-21	Nature, Definition and Steps of Social Research;
16-9-21 to 30-9-21	Objectivity and Subjectivity in Social Research
1-10-21 to 15-10-21	Nature & Characteristics of observation, Interview
16-10-21 to 29-10 -21	Case Study, Content Analysis
30-10-21 to 7-11- 21	Diwali Break
8-11-21 to 15-11-21	Social Survey - Their Importance in Social Research Assignment Nature & Characteristics; Research Design,
16-11-21 to 30-11-21	Class discussion on major social research and their impact on society in last few years
1-12-21 to 15-12-21	Sampling and Hypothesis : Their Nature, Types and Importance of Social Research
16-12-21 to 31-12-21	Classification and Tabulation of Data Test and revision
1-1-22 to 15-1-22	Measures of Central Tendency, Mean, Mode & Median;
16-1-22 to 31-1-22	Use of Computer in Data Analysis
1-2-22 to 15-2-22	Assignment and presentation ,Test and revision of entire syllabus, Revision and discussion on examination pattern

Government College, Sector 9 Gurugram

Name of Assistant Professor – Monika Sehrawat

Subject – Sociology

Paper-Foundation of Social Thought

Class – B.A. 3rd Year

Semester – 5th

Session – September 2021 –Feb 2022

DATE	B.A. 3rd year
1-9-21 to 15-9-21	Positivism
16-9-21 to 30-9-21	Comte's Law of three stages,
1-10-21 to 15-10-21	Social Static & Dynamics
16-10-21 to 29-10 -21	Evolutionism: Spencer's Evolutionary Approach
30-10-21 to 7-11- 21	Diwali Break
8-11-21 to 15-11-21	Durkheims' Concept of Social Fact, Rules and the procedures for the study of Social Phenomena;
16-11-21 to 30-11-21	Radcliffe Brown's Structural-Functional Approach
1-12-21 to 15-12-21	Test and Revision of Unit 1 and 2
16-12-21 to 31-12-21	Marx's concept of Dialectical Historical Materialis Class & Class Conflict
1-1-22 to 15-1-22	Coser's Approach of Social Conflict
16-1-22 to 31-1-22	Weber's Interpretative Sociology, G.H Mead
1-2-22 to 15-2-22	Assignment and presentation Test and revision of entire syllabus, Discussion on examination pattern

Government College, Sector 9 Gurugram

Name of Assistant Professor – Monika Sehrawat
Subject – Sociology
Paper-Society culture and social change

Class – B.A. 1st Year
Semester – 2nd
Session – April 2022 to July 2022

DATE	B.A. 1 st year
1-4-22 to 15-4-22	Introduction to Tribal, and Rural society Its Nature, Definition & Types
16-4-22 to 30-4-22	Urban, Industrial and Post Industrial: Its Nature, Definition & Types Culture: Its Nature, Definition & Types: Material and Non-Material Culture;
1-5-22 to 15-5-22	Socialization: Its Importance Processes and Stages; Social Control: Its Types and Means
16-5-22 to 31-5-22	Processes of Social Change: Industrialization, Secularization, Modernization
1-6-22 to 15-6-22	Globalization: Its Nature & Impact on Society Class Test
16-6-22 to 30-6-22	Concepts and Basis of Social Stratification: Caste, Class, Power & Gender Assignment and presentation
1-7-22 to 15-7-22	Discussion on examination pattern, Revision and test ,Discussion of doubts and problems of students

Government College, Sector 9 Gurugram

Name of Assistant Professor – Monika Sehrawat
Subject – Sociology
Paper-Society culture and social change

Class – Eco (Hons) 1st Year
Semester – 2nd
Session - April 2022 to July 2022

DATE	B.A. 1 st year
1-4-22 to 15-4-22	Introduction to Tribal, and Rural society Its Nature, Definition & Types
16-4-22 to 30-4-22	Urban, Industrial and Post Industrial: Its Nature, Definition & Types Culture: Its Nature, Definition & Types: Material and Non-Material Culture;
1-5-22 to 15-5-22	Socialization: Its Importance Processes and Stages; Social Control: Its Types and Means
16-5-22 to 31-5-22	Processes of Social Change: Industrialization, Secularization, Modernization
1-6-22 to 15-6-22	Globalization: Its Nature & Impact on Society Class Test
16-6-22 to 30-6-22	Concepts and Basis of Social Stratification: Caste, Class, Power & Gender Assignment and presentation
1-7-22 to 15-7-22	Discussion on examination pattern, Revision and test ,Discussion of doubts and problems of students

Government College, Sector 9 Gurugram

Name of Assistant Professor – Monika Sehrawat
Subject – Sociology
Paper-Indian Society

Class – B.A. 2nd Year
Semester – 4th
Session – April 2022 to July 2022

DATE	B.A. 2nd year
1-4-22 to 15-4-22	Evolution of Indian Society: Traditional view of Indian Society; Factors Promoting, Unity and Diversity in India; India as Pluralistic Society, Multi-Ethnic; Multi-Religious; Cultural and Lingual
16-4-22 to 30-4-22	Indian Social Institutions: Kinship, Family, Marriage; Caste and its Changing Dimensions.
1-5-22 to 15-5-22	Processes of Social Change in India: Sanskritization, Westernization, Parochialization and Universalization
16-5-22 to 31-5-22	Social Issues and Problems: Gender Discrimination, Secularism and Religious
1-6-22 to 15-6-22	Minorities, Problems of Dalits, Women and OBC and Affirmative Actions
16-6-22 to 30-6-22	Assignments and Test
1-7-22 to 15-7-22	Revision of entire syllabus Discussion on examination pattern Discussion of doubts and problems of students

Government College, Sector 9 Gurugram

Name of Assistant Professor – Monika Sehrawat

Subject – Sociology

Paper-Rural Society: Structure and Change

Class – B.A. 3rd Year

Semester – 6th

Session – April 2021 to July 2022

DATE	B.A. 3rd year
1-4-22 to 15-4-22	Introduction to Rural Sociology: Origin of Rural Sociology, Nature, Subject Matter and Importance of the Study of Rural Sociology
16-4-22 to 30-4-22	Rural Social Structure: Caste and Class in Rural Set Up
1-5-22 to 15-5-22	Inter Caste Relations and Jajmani System, Rural Family and Changing pattern
16-5-22 to 31-5-22	Rural Economy: Land Tenure, Land Reforms, Green Revolution and Its Impact,
1-6-22 to 15-6-22	Bonded and Migrant Labourers, Trends of Change in Rural Society
16-6-22 to 30-6-22	Rural Political Structure: Traditional Caste Panchayats, Panchayat before and after 73rd Amendment, New Panchayati Raj and Empowerment of Women
1-7-22 to 15-7-22	Revision and Test Assignment and presentation

Government College, Sector 9 Gurugram

Name of Assistant Professor – Ravi Deswal
Subject – Sociology
Paper-Basic concept in sociology

Class – B.A. 1st Year
Semester – 1st
Session – September 2021 –Feb 2022

DATE	B.A. 1 st year
13-9-21 to 30-9-21	Introduction to Sociology, discussion on historical background of sociology and nature and scope of sociology.
1-10-21 to 15-10-21	Relationship of sociology with other disciplines.
16-10-21 to 29-10-21	Introduction to social structure of society Discussion on Roles, and status
30-10-21 to 7-11-21	DIWALI BREAK
8-11-21 to 15-11-21	Introduction to Society, Community and Association
	Class Test , Assignment
16-11-21 to 30-11-21	Norms and Values, their nature and character..
1-12-21 to 15-12-21	Primary, secondary and reference Group, its nature and type
16-12-21 to 31-12-21	Integration, Cooperation and Conflict: Its Nature, Definition & Types
1-1-22 to 15-1-22	Marriage, Family & Kinship, Religion: Its Functions and Characteristics,
16-1-22 to 31-1-22	Assignment and presentation
1-2-22 to 15-2-22	Discussion of doubts and problems of students Revision and class tests

Government College, Sector 9 Gurugram

Name of Assistant Professor – Ravi Deswal
Subject – Sociology
Paper-Society culture and social change

Class – B.A. 1st Year
Semester – 2nd
Session – April 2022 to July 2022

DATE	B.A. 1 st year
1-4-22 to 15-4-22	Introduction to Tribal, and Rural society Its Nature, Definition & Types
16-4-22 to 30-4-22	Urban, Industrial and Post Industrial: Its Nature, Definition & Types Culture: Its Nature, Definition & Types: Material and Non-Material Culture;
1-5-22 to 15-5-22	Socialization: Its Importance Processes and Stages; Social Control: Its Types and Means
16-5-22 to 31-5-22	Processes of Social Change: Industrialization, Secularization, Modernization
1-6-22 to 15-6-22	Globalization: Its Nature & Impact on Society Class Test
16-6-22 to 30-6-22	Concepts and Basis of Social Stratification: Caste, Class, Power & Gender Assignment and presentation
1-7-22 to 15-7-22	Discussion on examination pattern, Revision and test ,Discussion of doubts and problems of students

Government College, Sector 9 Gurugram

Name of Assistant Professor – Ravi Deswal
Subject – Sociology
Paper-Foundation of Social Thought

Class – B.A. 3rd Year
Semester – 5th
Session – September 2021 –Feb 2022

DATE	B.A. 3rd year
1-9-21 to 15-9-21	Positivism
16-9-21 to 30-9-21	Comte's Law of three stages,
1-10-21 to 15-10-21	Social Static & Dynamics
16-10-21 to 29-10 -21	Evolutionism: Spencer's Evolutionary Approach
30-10-21 to 7-11- 21	Diwali Break
8-11-21 to 15-11-21	Durkheims' Concept of Social Fact, Rules and the procedures for the study of Social Phenomena;
16-11-21 to 30-11-21	Radcliffe Brown's Structural-Functional Approach
1-12-21 to 15-12-21	Test and Revision of Unit 1 and 2
16-12-21 to 31-12-21	Marx's concept of Dialectical Historical Materialis Class & Class Conflict
1-1-22 to 15-1-22	Coser's Approach of Social Conflict
16-1-22 to 31-1-22	Weber's Interpretative Sociology, G.H Mead
1-2-22 to 15-2-22	Assignment and presentation Test and revision of entire syllabus, Discussion on examination pattern

Government College, Sector 9 Gurugram

Name of Assistant Professor – Ravi Deswal
Subject – Sociology
Paper-Foundation of Social Thought

Class – B.A. 3rd Year
Semester – 6th
Session – April 2021 to July 2022

DATE	B.A. 3rd year
1-4-22 to 15-4-22	Introduction to Rural Sociology: Origin of Rural Sociology, Nature, Subject Matter and Importance of the Study of Rural Sociology
16-4-22 to 30-4-22	Rural Social Structure: Caste and Class in Rural Set Up
1-5-22 to 15-5-22	Inter Caste Relations and Jajmani System, Rural Family and Changing pattern
16-5-22 to 31-5-22	Rural Economy: Land Tenure, Land Reforms, Green Revolution and Its Impact,
1-6-22 to 15-6-22	Bonded and Migrant Labourers, Trends of Change in Rural Society
16-6-22 to 30-6-22	Rural Political Structure: Traditional Caste Panchayats, Panchayat before and after 73rd Amendment, New Panchayati Raj and Empowerment of Women
1-7-22 to 15-7-22	Revision and Test Assignment and presentation

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

2nd SEMESTER

Name of the Paper: Travel Agency and Tour Operator Subject Code: 21 BTTM 201 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> Travel Agency- History, growth, definition, types and present status of Travel agency Organizational structure and working of travel agency Differentiation between travel agency and tour operation business Process for approval of travel agency in India 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> Travel Agents- Definition, types, rights and duties of travel agent, Functions: understanding the function of travel agency, travel Information and counselling of the tourist itinerary preparation, travel Retailing and operations, preparation of tour packages source of Income- commission, service charges and mark up on tours 	Presentation
Up to May 31th	<ul style="list-style-type: none"> Tour Operators- Types of tour operators, rules for recognition of tour Operators, role of tour operators Functions- market research and tour Package formulation, assembling, processing and disseminating Information on destinations. Liaison with principles, preparation of Itineraries, tour operations and post tour management. Practical Exercise and basic requirements in setting up a travel agency and tour Operation unit 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> Tour Package Management- Concept, nature, features and methods. Types of tours, tour package pricing – Nature, need and determination, Formulation, Printing and distribution of tour package brochure. Tour Package strategy, Inbound and Out Bound Tourism- Definition, Operations, Handling booking techniques and procedures, maintenance of different registers, planning package tours Itinerary Planning and Their costing and communicating with clients and principles. 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

2nd SEMESTER

Name of the Paper: Haryana: Tourism, Culture and Cuisine Subject Code: 21 BTTM 202 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> Haryana: Introduction & Overview - Haryana : Geographical & Historical Background of State, Administrative Divisions, Cultural Zones, Prominent Personalities, their relevance & contribution in Tourism. Haryana Tourism & various popular forms of Tourism in Haryana : Highway Tourism, Farm Tourism, Eco Tourism, Pilgrimage Tourism, Golf Tourism, MICE Tourism, Sports Tourism. 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> Cultural Tourism Potential in Haryana: The People, Traditional Costumes, Dances, Music, Fairs & Festivals of Haryana (with Special Reference to Surajkund Crafts Mela, Kartik & Geeta Jayanti Samaroh.) Tourism Resources of Haryana: Monuments & Museums Tourism Resources of Haryana : Religious & Pilgrimage Centres - Religious & Pilgrimage Centres of Haryana. A brief discussion on each of these: Kurukshetra, Pehowa, Jyotisar, Agroha, Pindara, Bheemeshwari Mata Beri, Mansa Devi, Sheetla Mata - Gurugram 	Presentation
Up to May 31th	<ul style="list-style-type: none"> Transportation & Accommodation Sector in Haryana: Highways, Major Railway Routes, Junctions & Stations, Airports, Haryana Tourism Complexes, Other interesting accommodation units. (ITC Grand Bharat Gurugram, Taj Chandigarh, The Oberoi Gurugram) Cuisine of Haryana: traditional foods & culinary delights of Haryana, Some popular foods & eating joints across the districts and Dhabhas on highways. 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> Tourism Policy of Haryana, Haryana Pioneer in Tourism & Hospitality Education, Hospitality & Tourism Education in the State. Various Universities, Colleges, Institutes, Industry Integrated Centres offering Tourism & Hospitality Programmes and related information District wise Key Tourist Attractions and related information programmes and legislation) 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

2nd SEMESTER

Name of the Paper: Tourism Resource of India (Cultural) Subject Code: 21 BTTM 203 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> • Introduction to Culture: Culture: Concept and its essential Features • Indian Culture: Fundamentals of Indian Culture • Indian culture through the Ages • Culture and tourism relationship with special reference to India 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> • Indian Architecture – • Buddhist Architecture: Ajanta, Ellora and Sanchi, • Hindu Architecture: Khajuraho temples, Sun temple of Konark, Shore Temple of Mamallapuram and Brihadisvara temple at Thanjavur, • Medieval Architecture: Taj Mahal, Red Fort of Delhi, Fatehpur Sikri and Qutub Minar 	Presentation
Up to May 31th	<ul style="list-style-type: none"> • Dances and Music of India: Classical Dances of India • Classical Music of India 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> • Major Fairs and festivals of India and their significance for tourism Holi, Dussehra, Diwali, Baisakhi, Pongal, Bihu, Desert festival – Jaisalmer, Surajkund Craft fair, International Trade Fair - New Delhi, 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

2nd SEMESTER

Name of the Paper: Adventure Tourism -I (Land Based) Subject Code: 21 BTTM 204 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> Definition, Scope and Nature of Land Based adventure tourism popular tourist destinations for land based (soft/hard trekking, Skiing, mountaineering, desert safaris, car rallies etc.) 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> Basic minimum standards for land based adventure tourism related activities - Land based; Mountaineering, Trekking, Knowledge of Tools and equipment's used in land based adventure tourism, IMF rules for mountain expeditions, cancellation of permits and bookings. Land Based Adventure Tourism in India-Facilities offered; issues and considerations. - Land Based Adventure tourism. Organizations and training institutes in India. Challenges of adventure tourism– Litter, waste, pollution, overbuilding, destruction of flora and fauna 	Presentation
Up to May 31th	<ul style="list-style-type: none"> Land Based Adventure tourism impacts-social, Cultural, economic and environmental impacts of adventure tourism. Issues from the perspective of different stakeholders (government, local people, tourists and tourism businesses). 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> Land Based adventure tourism-products and infrastructure. Marketing and promotional strategies. Problems and issues relevant to the adventure travel and tourism industry. Risk Management. Career Adventurers, Job opportunities. 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

2nd SEMESTER

Name of the Paper: Human Resource Management Subject Code: 21 BTM 205 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> • Concept of HRM and HRD; • Role of HR practitioner; Managing the HR function; • scope of HRM, contemporary issues in HRM 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> • Job, role and competence analysis; • human resource planning; recruitment and selection • induction; redundancy, outplacement and dismissal • maintenance and welfare activities – employee health and safety, fatigue and welfare activities 	Presentation
Up to May 31th	<ul style="list-style-type: none"> • Training and its methods; • Executive development and its techniques • Career management; transfer and promotion 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> • Aims, components, factor influencing employee compensation; • internal equity, external equity and individual worth • pay structure; incentive payments, • performance appraisal; 360 degree feedback. 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

2nd SEMESTER

Name of the Paper: COMMUNICATION SKILLS IN TOURISM Subject Code: 21 BTM 206 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> • Communication: Introduction, definitions, Process of communication, • types of Communication, upward, downward, horizontal, vertical and diagonal, verbal, nonverbal and oral and written Interpersonal communication – one way/ two way, • Mediums of communication, Listening, • Barriers to Communication 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> • Written Communication: Business report, business representation, formal letter Drafting effective letter, formats, • style of writing, • Use of jargons 	Presentation
Up to May 31th	<ul style="list-style-type: none"> • Speeches: Drafting, a speech, presentation, • Personal grooming, • Paragraphs and creative writing, • Extempore, Introducing yourself 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> • Right to Information Act: Introduction, Right to Information and obligations of Public Authorities, • Central and State Information commissions- powers and functions, • Writing an RTI Application, Submitting and R T I Application, Appeal and penalties 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022

4th SEMESTER

Name of the Paper: Emerging Trends in Tourism Subject Code: 15 BTTM 401 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> • Concepts of emerging trends and dimensions, • importance of study and Major emerging types of tourism in India. 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> • Rural Tourism- concept and its relation with other types of tourism. • Aims and objectives behind promoting rural tourism. • Resource available in India for rural tourism, • Rural tourism- Benefits or Burden? 	Presentation
Up to May 31th	<ul style="list-style-type: none"> • MICE- Meaning and concept of MICE, • understanding planning and Organizing conference, exhibitions and trade fares, • facilities available in India for MICE, • Convention Management- Role of the meeting manager, Types, skills required and responsibilities. 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> • Medical Tourism- concept and its relation with other types of tourism. • Overview and operational aspects of medical tourism facilitators. • Major markets of Indian medical tourism Resource available in India medical Tourism, 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

4th SEMESTER

Name of the Paper: Tourism Products of India IV (Medical) Subject Code: 15 BTTM 402 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> • Nature and scope of medical Tourism, • Rise of Medical Tourism in Asia, • Hospitality industry and Medical Tourism, • International healthcare accreditation. 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> • Regulatory laws, • Ethical issues for Medical Tourism, • Travel formalities, • Marketing Medical Tourism 	Presentation
Up to May 31th	<ul style="list-style-type: none"> • Indian health care therapy and medicine - drug treatments Ayurveda, yoga, naturopathy, homoeopathy and spa 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> • Medical Tourism in India, Major Destinations, • Medical Tourism in Multi-Specialty Hospitals in India, Potential impact of Medical Tourism on the health workforce and health systems in India 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

4th SEMESTER

Name of the Paper: Adventure Tourism -II (Water Based) Subject Code: 15 BTM 403 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> • Definition, Scope and Nature of Water Based adventure tourism; • popular tourist destinations for Water based (rafting, kayaking, canoeing, surfing, water skiing, scuba diving) 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> • Basic minimum standards for waterbased adventure tourism related activities like river running, rapids etc. • Knowledge of Tools and equipment used in water based adventure tourism, • Water Based Adventure Tourism in India-Facilities offered; issues and considerations. • Water Based Adventure tourism. Organizations and training institutes in India. • Challenges of adventure tourism– Litter, waste, pollution, overbuilding, destruction of flora and fauna 	Presentation
Up to May 31th	<ul style="list-style-type: none"> • Water Based Adventure tourism impacts-social, Cultural, economic and environmental impacts of adventure tourism. • Issues from the perspective of different stakeholders (government, local people, tourists and tourism businesses). 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> • Water Based adventure tourism-products and infrastructure. • Marketing and promotional strategies. • Problems and issues relevant to the adventure travel and tourism industry. • Risk Management. • Career Adventurers, Job opportunities. 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

4th SEMESTER

Name of the Paper: International Tourism Subject Code: 15 BTM 404 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> • Meaning, definition, types of international tourism based on variables direction of movement, types, • motivations, • purchasing power of Tourists and importance of typology for industry 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> • Characteristics of International Tourism Destinations and tourists: Allocentric, Midcentric and Psychocentric, • Factors affecting global and Regional tourist movements, • demand forecasting and its significance. 	Presentation
Up to May 31th	<ul style="list-style-type: none"> • India out bound Tourism, • characteristics and patterns of India's major International markets, • domestic tourism in India, • patterns and Characteristics of major tourist generating states. 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> • Case study of China, Thailand, Switzerland, France, USA and Japan. • Case studies of Rajasthan, Himachal Pradesh, Kerala and Orissa 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

4th SEMESTER

Name of the Paper: Foreign Language - I (French) Subject Code: 15 BTTM 405 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> Vocabulary & written expression: Les accents, les salutations. Grammar : Les pronoms sujets, les verbes être et avoir, les jours de la semaine. Oral / Situation: to be given by concerned teacher. 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> Vocabulary & written expression : Se présenter, les nombres cardinaux, Les mois de l'année. Grammar : Les verbes du premier groupe, l'article indéfini. Oral / Situation: Présentez-vous. 	Presentation
Up to May 31th	<ul style="list-style-type: none"> Vocabulary & written expression: Présenter quelqu'un, L'expression de temps. Grammar: Les verbes du deuxième groupe, l'article défini, Pluriel des noms Oral / Situation: Présentez votre ami(e), votre famille. 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> Vocabulary & written expression: Demander l'identité d'un objet ou personne, les verbes aller et venir. Grammar: Négation, L'interrogation << Qu'est-ce que c'est?>> ; <<Qui est-ce?>>; Féminin et pluriel des adjectifs. Oral / Situation: Décrivez votre personnalité et votre ville. Simple translation and Comprehension based on simple text. 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

4th SEMESTER

Name of the Paper: ACCOUNTING FOR HOSPITALITY & TOURISM Subject Code: 15 BTM 406 Maximum Marks : 100 (80 External + 20 Internal)		
Up to April 20th	<ul style="list-style-type: none"> Accounting Theory: Business Transaction and Basic Terminology, Need to Study Accounting, Accounting functions, Purpose of Accounting Records, Accounting Principles – Concepts and Conventions. 	Assignment I
Up to May 10th	<ul style="list-style-type: none"> Account Records: Principles of Double Entry System, Journal Entries, Ledger, Subsidiary Books– Cash, Sales & Purchase books, Bank Reconciliation statement. 	Presentation
Up to May31th	<ul style="list-style-type: none"> Financial Statement: Basic Financial Statements, Trial Balance, Preparation of Final Accounts, Basic Adjustments to final Accounts, Methods of Presenting Final Accounts Practical Problem, 	Assignment II
Up to June 20th	<ul style="list-style-type: none"> Depreciation Reserves and Provisions – Meaning, basic Methods, Computer Application-Preparation of Records and Financial Statements 	Class Test
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

1st SEMESTER

Name of the Paper: INTRODUCTION TO TOURISM & TRAVEL MANAGEMENT Subject Code: 15 BTTM 101 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Meaning, definition, characteristics and types of Tourism, components of Tourism, tourism as an industry.	Assignment I
Up To December 15th	History of Tourism through ages, linkages of tourism with other subjects like History, sociology, geography, management and economics, Economic impacts of tourism	Presentation Class Test-I
Up To January 15th	Tourism Organizations: Origin, Organization and Function of WTO, IATA as International Organizations while TAAI, IATO and ITDC as Domestic Organizations	Assignment II
Up To February 15th	Explaining of the terms- Tours, Tourist, and Visitor, traveller, Excursionist, Resource, Attraction, W.T.O. classification of Tourists and its significance. Problem and Prospects of Tourism	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

1st SEMESTER

Name of the Paper: Geography of Tourism Subject Code: 15 BTM 102 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Fundamentals of geography, climatic regions of the world, study of maps, Latitude, longitude, International Date Line.	Assignment I
Up To December 15th	Importance of Geography in Tourism, definition, scope and contents of geography of Tourism, Tourism Models.	Presentation Class Test-I
Up To January 15th	Political and Physical features of World Geography: America, South America, Europe, Asia, Africa and Australia.	Assignment II
Up To February 15th	Indian Geography: Physical and Political features of Indian Subcontinent, climatic conditions prevailing in India, Some important locations prevailing in famous for international tourism.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022

1st SEMESTER

Name of the Paper: Tourism Resources of India-Natural Subject Code: 15 BTM 103 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	India: General introduction, states & capitals, physiographic units, seasons and climatic regions & their impacts on tourism. Natural vegetation & wild animals of India & wild life tourism, India: a destination for all reasons & seasons.	Assignment I
Up To December 15th	The Northern Mountains: General introduction of the Himalayas & other ranges, their importance for religious, hill station & adventure tourism. A case study of Sri Nagar, Shimla, Nainital, Darjeeling & Gangtok.	Presentation Class Test-I
Up To January 15th	The Central Plains: General introduction of deserts & central plains. Their Importance for cultural, religious & adventure tourism. A case study of Amritsar, Jaipur, Delhi, Lucknow, Kolkata.	Assignment II
Up To February 15th	The Peninsula: General features of Indian peninsula with their tourism Significance. A case study of Hyderabad, Bangalore, Ooty The coastal plains and islands: General features of coastal regions, their Importance for religious, cultural & beach tourism. A case study of Mumbai, Goa, Andaman & Nicobar.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

1st SEMESTER

Name of the Paper: Application of Computer and ICT in Tourism Subject Code: 15 BTM 104 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Introduction to Computers: Introduction to Computer: Classification, Generations, Organization, Capabilities Characteristics & Limitations, Application of Computer in Hotel.	Assignment I
Up To December 15th	Introduction to Computer Hardware's: Components of Computers – Hardware: Hardware elements – input, storage, processing & output devices. Block diagram of computer	Presentation Class Test-I
Up To January 15th	Introduction to Computers Software's: Types of Software, System Software, Application Software, Utility Software's, Use of MS- Office: Basics of MS- Word. MS- Excel and MS Power Point;	Assignment II
Up To February 15th	Introduction to Internet and ICT: Introduction to Internet and ICT, ICT for achieving competitive edge in tourism Industry, Successful online tourist business models – an overview of Tourism websites- Online tourism services and benefits – IT and its role in tourism, Case studies of IRCTC, Make my trip.com Yatra.com, Tripadvisor.com etc.	Class Test-I
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

1st SEMESTER

Name of the Paper: FOUNDATION COURSE IN MANAGEMENT Subject Code: 15 BTM 105 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Concept and Nature of Management: Concept & Definitions, Features of Management, Management As Science, Art & Profession, Levels of Management, Nature of Management Process, Classification of Managerial Functions, Evolution of Management Thought Approaches To Management (Classical, Behavioural, Quantitative Contingency), Contribution of Leading Thinkers, Recent Trends In management Thought.	Assignment I
Up To December 15th	Planning – Process and Types, Decision Making Process, Management By Objectives (MBO), Forecasting	Presentation Class Test-I
Up To January 15th	Organizing: Nature & Principles of Organization, Span of Management, Authority & Responsibility, Delegation and Decentralization, Forms of Organization Structure, Line & Staff Authority Relationships	Assignment II
Up To February 15th	Motivation – Concept and concept and content theories, Communication – Process, Barriers and types, Leadership – concept, styles and skills, Coordination, Controlling: Nature & Process of Controlling	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

3rd SEMESTER

Name of the Paper: Tourism Products of India-III (Cultural) Subject Code: 15 BTM 301 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Introduction to Culture: Culture: Concept and its essential Features, Indian Culture: Fundamentals of Indian Culture; Indian culture through the Ages, Culture and tourism relationship with special reference to India	Assignment I
Up To December 15th	Indian Architecture: Buddhist Architecture: Ajanta, Ellora and Sanchi, Hindu Architecture: Khajuraho temples, Sun temple of Konark, Shore Temple of Mamallapuram and Brihadisvara temple at Thanjavur, Medieval Architecture: Taj Mahal, Red Fort of Delhi, Fatehpur Sikri and Qutub Minar	Presentation Class Test-I
Up To January 15th	Dances and Music of India: Classical Dances of India, Classical Music of India	Assignment II
Up To February 15th	Major Fairs and festivals of India and their significance for tourism: Holi, Dussehra, Diwali, Baisakhi, Pongal, Bihu, Desert festival – Jaisalmer, Surajkund Craft fair, International Trade Fair - New Delhi,	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2020-2021

3rd SEMESTER

Name of the Paper: Transport Management Subject Code: 15 BTM 302 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	History of different modes of transportation Landmarks in the development of transport sector and factors affecting the development of different modes of transport.	Assignment I
Up To December 15th	Airlines & tourism: history of airlines' in India. Role of airlines in tourism promotion: recent policies regarding airlines, Problems of airlines business.	Presentation Class Test-I
Up To January 15th	Growth and development of surface transport in India, importance of surface transportation. Infrastructural basis for surface transport .	Assignment II
Up To February 15th	Railway & tourism: history & present status of Indian railway. Role of Indian railway in tourism promotion. Special trains & packages for tourists. Problems faced by Indian railway.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

3rd SEMESTER

Name of the Paper: ECO TOURISM Subject Code: 15 BTM 303 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Emergence of Ecotourism, concept and definitions, growth and development. Ecotourism principals, profiling the eco tourists, Mass and alternative tourism, potential benefits from ecotourism	Assignment I
Up To December 15th	Eco Tourism Resources in India: National Parks, Wild life sanctuaries, Tiger reserves, Biosphere reserves, wetlands, coral reefs, desert ecotourism.	Presentation Class Test-I
Up To January 15th	National Tourism Policy: Guidelines for ecotourism development for government, for developers and operators, for visitors and for host population, Eco safe practices Case Studies- Bangaram Islands and Kerala	Assignment II
Up To February 15th	Eco Tourism and Development: Community awareness and participation Contribution of ecotourism to environmental Conservation: Socio-cultural conservation and economic conservation	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 20216-2022**

3rd SEMESTER

Name of the Paper: TOURISM MANAGEMENT INFORMATION SYSTEM Subject Code: 15 BTTM 304 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Data Information and knowledge, generation of information-modes and forms, conceptual foundation of information system, role of computers in Management, Introduction to computers, P.C. and their uses. Computer networks	Assignment I
Up To December 15th	An MIS Perspective. Management of Information resources and control system, Information needs and its economics	Presentation Class Test-I
Up To January 15th	Computer, Management functions and decision making, system analysis and design over view, Information Technology and tourism	Assignment II
Up To February 15th	Computer Networking – CRS- Meaning and Functions, CRS for Rail Transport, Hotel Booking, Airlines and different packages used- Abacus, Amadeus, Galileo and Sabre.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

3rd SEMESTER

Name of the Paper: AIRLINES TICKETING Subject Code: 15 BTM 305 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Air Geography- IATA areas, sub areas, sub regions. Time calculation- GMT variation, concept of standard time and daylight saving time, Calculator of elapsed time, flying time and ground time, Aviation Organization: IATA and ICAO	Assignment I
Up To December 15th	Familiarization with OAG- 3 letters city code and airport code, airline Designated code, minimum connecting time, global indicator, Familiarization with air tariff: currency regulations, NUC conversion Factors, general rules. Familiarization with TIM, Passport, Visa, Custom Regulations, Health Regulations and Airport Tax, Passenger needing Special attention	Presentation Class Test-I
Up To January 15th	Credit Cards- Concept, types, benefits and different types of credit cards Fare construction – Passenger Ticket, Mileage principal, EMA, EMS, One Way journey, Round trip and circle journey, HIP, Back Haul minimum Check (BHC) Add –ons.	Assignment II
Up To February 15th	General limitations on Indirect Travel, Mixed Class journey, around the world fares (RTW) special fairs, MCO, PTA and Universal air travel plan and Airlines Reservation System – CRS- Comparative study of different CRS System	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

3rd SEMESTER

Name of the Paper: HOTEL AND RESORT MANAGEMENT Subject Code: 15 BTM 306 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Definition, size and scope of Hotel Industry, Principles and concepts of Hotel and its objectives, organization, departments and classification of Hotels, star categorization, types of rooms and types of plan- License, Permits and regulatory condition and guidelines for hotel	Assignment-I
Up To December 15th	Front Office Techniques- Front office lay out and activities, guest Activities in hotel reservation, role of reception- Forecasting room Availability, registration procedure, handling guests on arrival, Food and Beverages, Billing and departure activities, Group Handling, Role of Front Office Manager and Personnel	Presentation Class Test-I
Up To January 15th	Banquet Function, Convention Halls, Meeting room- Arrangement for General and business meetings, organizations and procedure for Arrangement of conferences, exhibitions, and outdoor catering. National and International Hotel Associations and their operation, incentives and subsidies extended to Hotel in tourist areas	Assignment-II
Up To February 15th	Resort Management- Historical perspective, Indian scenario, basic Characteristics, phases of resort planning and development, trends and Factors in development, Trends and factors in developed tourist markets Leading to growth to resort concept, basic element of a resort complex- Loading facilities, land escaping, Dining and Drinking facilities, Family Oriented services, shops and entertainment services	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-22

5th SEMESTER

Name of the Paper : Adventure Tourism-III (Land Based) Subject Code : 15 BTM 501 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Definition, scope & nature of land based adventure tourism • Popular tourist destinations for Land Based: Soft/Hard Trekking • Popular tourist destinations for land based: Mountaineering, Skiing, Desert Safaris, Car Rallies 	Assignment-I Movie on Adventure Tourism (Land)
Up To December 15th	<ul style="list-style-type: none"> • Basic minimum standards, tools & equipments used for land based adventure tourism activities • Land based adventure tourism in India- Facilities offered: issues & considerations • Land based adventure tourism organizations and training institutions in India • Challenges of adventure tourism 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Land based adventure tourism impacts: cultural, economic & environmental • Issues from the perspective of different stakeholders • Land based adventure tourism products & infrastructure • Marketing & promotional strategies 	Assignment-II
Up To February 15th	<ul style="list-style-type: none"> • Problems & issues relevant to the adventure travel & tourism industry, • Risk Management • Career adventurers, • Job opportunities Revision of selected topics	Class Test-II

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-20222**

5th SEMESTER

Name of the Paper: Travel Documentation Subject Code: 15 BTM 502 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Passport: Passport, requirements, checklists, types, changes, procedure, "Tatkal" scheme And fees, passport act and penalties under section 12	Assignment I
Up To December 15th	Rules and regulations about eligibility, quantum and documentation Required for: Travel Out of India Foreign Exchange Management Act, Basic Travel Quota, Foreign Exchange for Business Visits Travel In to India Foreign Currency, Indian Currency, Process for Encashment of Foreign Currency	Presentation Class Test-I
Up To January 15th	Visas: Documents for obtaining visa of major tourist destinations of world including Health check documents, Types of visa, visa fees, Refused or Pending Visas, Destination Departure Records.	Assignment II
Up To February 15th	Destinations: <ul style="list-style-type: none"> • Tourist visa for New Zealand and Australia • Tourist Visa for Europe • Tourist Visa of USA & Canada 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022

5th SEMESTER

Name of the Paper: Foreign Language French-II Subject Code: 15 BTM 504 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Vocabulary & written expression: Les Nationalité, les professions. Grammar: Les Prépositions avec les pays, Les verbes du première et deuxième groupe Oral / Situation: Décrire un lieu	Assignment I
Up To December 15th	Vocabulary & written expression: Apprenez à prendre un message. Comprenez les Dialogues et complétez les fiches. Grammar: Les verbes: être, avoir, aller, venir, partir, prendre, savoir, vouloir, pouvoir; le passé récent et futur proche Oral / Situation: Conversation téléphonique	Presentation Class Test-I
Up To January 15th	Vocabulary & written expression: inviter quelqu'un, accepter ou refuser une invitation Grammar: L'adjectif démonstratif, L'adjectif possessif Oral / Situation: Des invitations	Assignment II
Up To February 15th	Vocabulary & written expression: Expressions d'interrogation Grammar: Négation, L'interrogation. Oral/Situation: Rendez-vous Simple translation and Comprehension based on simple text.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

5th SEMESTER

Name of the Paper: MARKETING FOR HOSPITALITY & TOURISM Subject Code: 15 BTM 505 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	Introduction to Marketing: Needs, Wants and Demands; Products and Services; Markets; Marketing; The Production Concept, The Product Concept, The Selling Concept, The Marketing Concept, The Societal Marketing Concept; The Marketing Process, Service Characteristic of Hospitality and Tourism Business	Assignment I
Up To December 15th	Marketing Environment, Consumer Markets and Consumer Buyer Behavior: Micro and Micro Environment, Characteristics, Factors Affecting Consumer Behaviour, Buying Decision Behaviour, The Buyer Decision Process.	Presentation Class Test-I
Up To January 15th	Distribution Channels, Product Pricing and Services Strategy: Nature and Importance of Distribution System, Marketing Intermediaries, What is Product, Product Classification, Individual Product Decisions, Product Life Cycle, Approaches to hospitality service pricing.	Assignment II
Up To February 15th	Public Relations, Sales Promotions and Integrated Marketing Communication: The Marketing Communications Mix, The Changing Face of Marketing Communications, Integrated Marketing Communications, Socially Responsible Marketing Communication, Advertising, Sales Promotion, Public Relations, The Public Relation Process, Personnel Selling, Direct Marketing.	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-22**

5th SEMESTER

Name of the Paper : Human Resource Management Subject Code : 15 BTTM 506 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Concept of HRM and HRD; • Role of HR practitioner; • Managing the HR function; • Scope of HRM, • Contemporary issues in HRM 	Assignment-I
Up To December 15th	<ul style="list-style-type: none"> • Job, role and competence analysis; • Human resource planning; • Recruitment and selection; • Induction; • Redundancy, • Outplacement and dismissal; • Maintenance and welfare activities – employee health and safety, fatigue and welfare activities 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Training and its methods; • Executive development and its techniques • Career management; • Transfer and promotion • Aims, components, factor influencing employee compensation; 	Assignment-I
Up To February 15th	<ul style="list-style-type: none"> • Internal equity, external equity and individual worth; • pay structure; • incentive payments, performance appraisal; • 360 degree feedback. Revision of selected topics	Class Test-II

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: EVENT MANAGEMENT Subject Code: 15 BTM 701 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> Events- Nature, Definition and scope, C's of Events, advantage and disadvantage of Events, Categories and Typologies, Skills required to be a good Event Planners. 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> Concept and Design of Events, key elements of Events, Event Infrastructure, core concept, core people, core talent, core structure, Set Objectives for the Event, Negotiating Contracts with event Organizers, Venue, Media. 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> Marketing & Promotion of Events: Nature of Event Marketing, Process of Event Marketing, The Marketing Mix, Sponsorship. Promotion: Image/ Branding, Advertising, Publicity and Public Relation. 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> Financial Management of Events, Staffing, Leadership. Safety and Security: Occupational Safety and Health, Incident Reporting, Crowd Management and Evacuation. 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: Tourism Economics Subject Code: 15 BTM 702 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Concept of Economics and their relevance to tourism, • visible and Invisible trade, opportunity cost, prime and supplementary costs, • tourism and economic development 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> • Demand for tourism – Concept, types and definition of demand for Tourism, • consumer behavior and tourism demand, • determinants of tourism Demand, • measurement of tourism demand 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Supply of Tourism: Patterns and Characteristics, • pricing of tourism Product, concept, • objectives and policies 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> • The economic impacts of tourism – Direct, Indirect, Induced and negative, • the measurement of economic impact – Meaning and types (Investment, Employment and tourism multiplier), Leakages. 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: RESEARCH METHODOLOGY Subject Code: 15 BTM 703 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Introduction to research methodology: Meaning, definition, characteristics and types of research, Methodology of research, formulation of research problem • Research Design: Meaning, characteristics of research design, steps in research design. 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> • Sampling Design and Data Collection: Meaning of sampling, aims in selection of a sample, Types of sample design. • Data collection –Meaning, types of data, methods of collecting primary data-observation, interview and questionnaire, Sources of secondary data. 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Processing and Analysis of data: Editing, Coding, Classification and tabulation, Graphical presentation of Data-Bar-chart, pie-chart and curves • Interpretation of Data meaning, methods of data analysis 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> • Report Writing: Meaning, types and steps involved in writing report, layout of the research report, mechanics of writing a research report, • challenges of a good writing 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: RETAIL MANAGEMENT Subject Code: 15 BTM 704 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> Retailing- Concept, functions of a retailer, Relationship between retail and Marketing, Retail as a career. Retail in India- Evolution, changes in the retail sector, Challenges to retail development in India. 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> Retail Models and Theories of Retail Development- Theories of retail development, concept of life cycle in retails, Business models in retails, Airport Retailing, Services retailing. 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> Understanding the Retail Consumer and Servicing - Need for Studying Consumer Behaviour, The Customer Decision-Making process, Market Research- A Tool for Understanding Retail Markets & Consumers, Concept of Customer Service, Importance of Service in Retail, C R M in Retail. 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> Retail store operations; servicing the retail customers; retail human resource management; financial aspects of retail management; retail information system; supply chain management in retailing 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: ENVIRONMENTAL PRACTICES IN HOSPITALITY & TOURISM Subject Code: 15 BTM 705 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> • Understanding Environment, • Impacts - Meaning and Types, Global Impacts Economic Impacts: National and, Local, • Carrying Capacity, 	Assignment I
Up To December 15th	<ul style="list-style-type: none"> • Social Impact of Tourism Cultural Impact, Artisans and Craft production 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> • Environmental Impacts- Wild life, Islands and Beaches, Hills and Mountains 	Assignment II
Up To February 15th	<ul style="list-style-type: none"> • Political Impacts- Ethics and Legislation • Sustainable Development- EIA Analysis 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2021-2022**

7th SEMESTER

Name of the Paper: SAFETY & SECURITY MANAGEMENT Subject Code: 15 BTM 706 Maximum Marks : 100 (80 External + 20 Internal)		
Up To November 15th	<ul style="list-style-type: none"> Hotel Security: concept, importance, Type, Organization structure, Application of security in Hotels, scope and trends. 	Assignment-I
Up To December 15th	<ul style="list-style-type: none"> First Aid, The First Aid box, Handling Burns & scalds, bleeding, fainting, fractures, heart-attack, sprain, and shock. Handling Emergency procedures: Fire, Bomb threat, Theft, Death, Terrorism, and Natural Calamity. 	Presentation Class Test-I
Up To January 15th	<ul style="list-style-type: none"> Risk Management & Safety Security Process of risk Management and standards for Risk Management. Emergency Response plan, Occupation Safety and Health Act 	Assignment-II
Up To February 15th	<ul style="list-style-type: none"> Safety & Security in Rooms Division, Work environment safety, Job Safety Analysis, Safety Awareness & Accident Prevention, Case Studies 	Class Test-II
If, Time Will Allow	Doubts/ Problems/ Revision of Selected Topics	

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Hons) – 6th Semester
Lesson Plan: from April 2022 to June 2022

Nomenclature of the Paper: RM&SP
Name of Faculty : Dr. Shubhra Jain

April 2022	
	Topic to be Covered
Week 1	Retailing : Meaning, nature,scope,importance
Week 2	Retailing : Growth & present size. Career options in retailing , technology, future.
Week 3	Types of retailing
Week 4	Wheel of retailing , differences
Week 5	Cash & Carry business , Assignment 1
May 2022	
	Topic to be Covered
Week 1	Retailing models
Week 2	Retailing life cycle , Co operations & conflicts
Week 3	Management of retailing operations, Total performance model
Week 4	Functions of retail management and strategic process
Week 5	Retail planning , pricing strategies , location strategies
June 2022	
	Topic to be Covered
Week 1	Assignment 2 and test , Revision
Week 2	Revision
Week 3	Revision
Week 4	Revision

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Pass) – 6th Semester

Nomenclature of the Paper: Cost Accounting II

Lesson Plan: from April 2022 to June 2022

Name of Faculty : Dr. Shubhra Jain

April 2022	
	Topic to be Covered
Week 1	Process Costing : Introduction & Concept with examples
Week 2	Treatment of Wastage and stocks including example
Week 3	Treatment of Inter process profits & Joint & By products with practical problems
Week 4	Contact Costing : Introduction with workings, practicals problems
Week 5	Escalation clause, Contact near completion, cost plus contact with practicals & job and batch costing.
May 2022	
	Topic to be Covered
Week 1	Marginal Costing: concept with practical, Decision making with practical, Assignment 1 distribution
Week 2	Cost volume profit analysis with practical
Week 3	Budgetary Control : Introduction , Limitations ; Forecasts of budgetary Control , classification of budget with practicals.
Week 4	Performance budgeting, zero based budgeting, responsibilities accounting
Week 5	Standard Costing: Material Variance Analysis , Assignment 2
June 2022	
	Topic to be Covered
Week 1	Standard Costing: Labour Variance Analysis
Week 2	Query sessions , Test
Week 3	Revision & Query sessions
Week 4	Revision & Query sessions

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April 2022	
	Topic to be Covered
Week 1	Institute of Cost Accountants of India: Introduction, objectives. Cost accounting standard board: Introduction, objectives and functions. Generally accepted cost accounting principles: introduction, conceptual framework, objectives, scope, nature of content and format.
Week 2	Cost Accounting Standards(CAS): need and statutory recognition of CAS. Overall recommendations of B. B. Goyal expert committee. Classification of cost (CAS-1), Overheads (CAS- 3), Material cost (CAS-6)
Week 3	Employee cost (CAS-7), Direct expenses (CAS -10) , Administrative overheads (CAS-11) ,
Week 4	Repairs and maintenance cost (CAS-12), cost of service cost center (CAS – 13) , Selling and distribution overheads (CAS-15)
Week 5	Depreciation and amortization (CAS – 16) , Research and development costs (CAS-18) , joint costs (CAS-19) , Assignment 1 .
May 2022	
	Topic to be Covered
Week 1	Capacity determination (CAS-2), Cost of production for captive consumption (CAS-4),
Week 2	Determination of average (equalized) cost of transportation (CAS-5), Cost of utilities (CAS-8).
Week 3	Packing material cost (CAS-9), Pollution control cost(CAS -14) , Interest and financing charges (CAS-17)
Week 4	Royalty and technical know – how fee (CAS- 20) , Quality control (CAS-21)

Week 5	Manufacturing cost (CAS-22).Latest amendments and development in CAS ,
June 2022	
	Topic to be Covered
Week 1	Cost auditor –appointment, eligibility, remuneration, rights and responsibilities, functions, appointing authorities.
Week 2	Cost Audit: nature, scope, advantages, genesis, types, relevance, cost audit, difference between cost audit and cost investigation.
Week 3	Cost accounting records, general features of cost accounting records, companies (cost records and audit) rules 2014 , Test, Presentations
Week 4	Presentations & Queries



April 2022	
	Topic to be Covered
Week 1	Indian Partnership Act 1932 : Introduction, nature , test and Kinds of partnership
Week 2	Partnership deed , kinds ,Rights & Duties of a partner, Relations of partners to third parties
Week 3	Position of a minor partner, Incoming partner and provisions, Outgoing partner and provisions & Registration of a firm
Week 4	Dissolution of firm : concept , modes, Consequences , Liabilities of a partner after dissolution & modes of settlement of accounts
Week 5	Negotiable Instruments: Introduction ,Characteristics ,Presumptions, Promissory notes & Bill of exchange Assignment 1
May 2022	
	Topic to be Covered
Week 1	Cheque : concept , Marking of cheque, Different types of negotiable instruments & Maturity of negotiable instruments
Week 2	Payments in due course ,interest, Parties to NI ,Privileges of a holder in due course, Capacity of parties ,Liabilities Presentation of a NI for acceptance
Week 3	Presentation of a NI : for sight & payment ,Negotiation , Endorsement
Week 4	Discharge of instruments . Parties Dishonor of a NI, Noting & protesting
Week 5	Sale of Goods Act, 1930 : Introduction & Essentials ,Sale & agreement to sell , Subject matter of contract , Price, Conditions & warranties , Caveat emptor & Transfer of ownership Assignment 2
June 2022	
	Topic to be Covered

Week 1	Sale by non owners , Performance of the contract & Rights of unpaid seller against the goods
Week 2	Rights of unpaid seller against the buyer personally & Consequences of breach of the contract of sale
Week 3	Right of information act , 2005 : Introduction & procedure , Test
Week 4	Revision

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Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Hons) – 6th Semester
Lesson Plan: from April 2022 to June 2022

Nomenclature of the Paper:HRM
Name of Faculty : Dr. Shubhra Jain

April 2022	
	Topic to be Covered
Week 1	HRM : Definition; Importance; Objective & Scope
Week 2	HRM: Functions, TOM, BPR
Week 3	HRP : Definition, Nature, Importance, Objective, Factors & Process
Week 4	HR Analysis & recent trends in HRP
Week 5	Recruitment , Assignment 1
May 2022	
	Topic to be Covered
Week 1	Selection
Week 2	Training & Methods of training
Week 3	Management Development;
Week 4	Wage & Theories of wage , Methods of Wage Payment
Week 5	Wage Incentives , HRD , Assignment 2
June 2022	
	Topic to be Covered
Week 1	Industrial Relations
Week 2	Industrial Unrest; Test
Week 3	Revision
Week 4	Revision

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LESSON PLAN

SESSION - 2021-22

April 2022 - June 2022

SHATI I CONT

COMMERCE

MARKETING MANAGEMENT

Block D^{4th} Sem. (Sec B)

April.

Week-I Introduction of Marketing Nature, Scope, Importance

Week-2 Market Segmentation, Consumer behaviour.

Week-3 Product Planning & development, Imp and scope.

Week-4 Product Life cycle.

Week-5 Factors of PR

May

Week-I Branding & Trade mark

Week-2 Brand picture, strategies

Week-3 Pricing, Imp, factors, objectives, strategies

Week-4 Advertising, concepts, Imp, Benefits

Week-5 Evaluating of Advertising effectiveness

June

Week-1 Sales promotion

Week-2 Assignment, Test

Week-3 Sales promotion, functions, publicity

Week-4 Revision.

SHATI CONT

COMMERCE

2

SESSION - 2021-22

April 2022 - June 2022

SHAILI SONI

COMMERCE

Financial Accounting II
B.Com (Hons) 2nd Sem.

April.

Week 1 - Hire Purchase system meaning, Missing figure of Cash Price, Interest, Repair, Reserve

Week-2 - Third party transferred. Departmental Accounting

Week-3 Partnership Accounting, Dissolution of Partnership Accounting

Week-4 Continue of Partnership & Amalgamation & Sale of Partnership.

Week-5 Lease Accounting

May.

Week-1 Accounting Recording in the books of Lessee & Lessor

Week-2 Introduction to Tally.

Week-3. Branch Account & Meaning & Introduction

Week-4 Accounting Record in Branch Accounting

Week-5 Revision

June

Week 1 Royalty Accounting meaning, Accounting

Week 2 Record in the books of Lessor

Week-3 Test, Assignment

Week-4 Revision

SHAILI SONI

LESSON PLAN
SESSION - 2021-22

April 2022 - June 2022

SHATEL SENI

COMMERCE

MARKETING MANAGEMENT

B com (P) 4th

Sem (Sec-A)

April:

Week-1 Introduction of Marketing. Nature, scope, Importance

Week-2 Market segmentation, consumer behaviour,

Week-3 Product planning and development, Emp and scope

Week-4 Product Life Cycle.

Week-5 Factors of PLC

May

Week-1 Branding & Trademark

Week-2 Brand policies, strategies

Week-3 Pricing, Emp, factors, objectives, strategies.

Week-4 Advertising, concept, Emp, Benefits

Week-5 Evaluating of Advertising effectiveness

June

Week-1 Sales promotion

Week-2 Assignment, Test

Week-3 Sales promotion, functions, liability

Week-4 Revision.

SHATEL SENI
COMMERCE

Department of Commerce, GC Sec-9, Gurugram

Class: B.COM PASS 4TH SEM (A, B, C) Section

Paper: U-02

Nomenclature of the Paper: business statistics

Lesson Plan: from April 2022 to June 2022

April 2022

	Topic to be Covered
Week 1	Index Numbers:- Meaning, Types and Uses
Week 2	Methods of Constructing price and Quantity indices (Simple and Aggregate)
Week 3	base Index numbers, Base shifting, Splicing and Deflating;
Week 4	Problems in constructing index numbers;
Week 5	Consumer price index

May 2022

	Topic to be Covered
Week 1	Analysis of Time Series:- Causes of Variations in time series data, Components of a time series
Week 2	Decomposition- Additive and Multiplicative models; determination of trend, Moving averages method and method of least squares
Week 3	Computation of seasonal indices by simple averages, Ratio to Trend, Ratio to moving average and link relative methods
Week 4	Theory of Probability:- Probability as a Concept; Approaches to defining Probability
Week 5	Addition and Multiplication laws of probability;

June 2022

	Topic to be Covered
Week 1	Conditional probability, Baye's Theorem
Week 2	Probability Distribution :- Probability distribution as a concept; Binomial
Week 3	Poisson distribution
Week 4	Normal Distribution- Their Properties and Parameters;

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.COM HONS(4th sem)

Paper: B & H - 405

Nomenclature of the Paper: 405

Lesson Plan: from April 2022 to June 2022

April 2022	
Week 1	Topic to be Covered
Week 2	Financial Institutions an Overview
Week 3	Money Market Institutions; Capital Market Institutions;
Week 4	Export-Import (EXIM) Bank of India
Week 5	NABARD, Credit, its definition, process of credit creation, Reserve bank of india
May 2022	
	Topic to be Covered
Week 1	Money Market: Definition, Money Market Vs Capital mkt
Week 2	Composition of money mkt, bill mkt, treasury mkt
Week 3	Capital mkt-definition, objectives, benefits
Week 4	Primary market Quality
Week 5	Secondary market
June 2022	
	Topic to be Covered
Week 1	Merchant Banking: Definition, Origin, Services, Qualities required for Merchant Banker, Merchant Banker as lead manager
Week 2	Venture Capital: Meaning, Concept, Origin, Features, Importance, Activities, Scope
Week 3	Initiative in india, Guidelines, Methods.
Week 4	Hire Purchase and Leasing: Meaning, Origin, Types, Legal Position, Hire Purchase and Leasing, Problems and Prospects of Leasing Industry in India.

Head of Department

Prakash

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.com hons. (2nd sem)

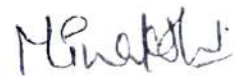
Paper: BGH - 205

Nomenclature of the Paper: BUSINESS STATISTICS LAW

Lesson Plan: from April 2022 to June 2022

April 2022	
	Topic to be Covered
Week 1	Indian Partnership Act 1932: Nature of Partnership firm. Test of Partnership
Week 2	Partnership distinguishes from co-ownership and Joint Hindu Family. Relations of partners to third parties, Duties and rights of partners
Week 3	Minor as a partner; Incoming and outgoing Partners; Registration of firms
Week 4	Dissolution of firm-modes. Consequences of dissolution
Week 5	Settlement of Accounts.
May 2022	
	Topic to be Covered
Week 1	The Foreign Exchange Management Act: Salient feature of FEMA.
Week 2	Terminologies of Fema
Week 3	Adjudicating authority
Week 4	Special director, appellate tribunal
Week 5	Industrial Dispute Act, 1947: causes & forms of Industrial Disputes; Authorities under the Act- their powers, duties etc
June 2022	
	Topic to be Covered
Week 1	Adjudication Machinery- Powers, duties etc. Strikes and lockout; Layoff and Retrenchment.
Week 2	The Factories Act-1948: Approval, Licensing & Registration of Firms. Notice regarding occupier,
Week 3	Inspecting Staff, Certifying Surgeons, Health, Safety and Welfare of Workers. Working hours of Adults, Restrictions on Employment of women.
Week 4	Employment of young persons, Annual leave with Wages.

Head of Department


Signature of Teacher

Teaching Plan

Session (2021-2022)

Class: B.Com (Pass)-VIth Sec-A, B & C

Subject: Goods & Services Tax and Customs Law

Name of the Teacher: Jagdish Chand

Paper: BC 506

S. No	Unit	Topics to be Covered
Week 1	Introduction to Curriculum	Introduction to scheme of syllabi
Week 2	Introduction to Curriculum	Tax Structure in India
Week 3	Unit - I & II	Overview of GST
Week 4		Administration of GST
Week 5		Taxable Event & Scope of Supply
Week 6		Time of Supply
Week 7		IGST
Week 8		Nature & Place of Supply
Week 9		Value of Taxable Supply
Week 10	Unit - III	ITC
Week 11		<u>Registration</u>
Week 12	Unit - IV	Tax Invoice
Week 13		Return & Payment
Week 14		Customs Act

Class: B.Com (Pass)-IVth Sem Sec-A, B & C

Subject: Secretarial Practices

Name of the Teacher: Jagdish Chand

Paper: BC

S. No	Unit	Topics to be Covered
Week 1	Introduction to Curriculum	Introduction to scheme of syllabi
Week 2	Unit - I & II	Intro to CS
Week 3		Formation of Company and Secretary
Week 4		Issue and Allotment of Shares
Week 5		Share Certificate, warrant & Stock
Week 6		Calls on Shares
Week 7		Transfer & Transmission
Week 8	Unit - III	Company Meetings
Week 9		Requisites of a Valid Meeting
Week 10		Meetings of Shareholders and Secretarial Work
Week 11		<u>Meetings of BOD & Secretarial Work</u>
Week 12	Unit - IV	Motions & Resolution
Week 13		Voting & Proxy
Week 14		Revision

22

S. No	Unit	Topics to be Covered
Week 1	Introduction to Curriculum Unit - I & II	Introduction to scheme of syllabi
Week 2		Intro. I/O, Memories
Week 3		Software, Programming Languages
Week 4		Computer Network
Week 5	Unit - III	MS-Word
Week 6		-do-
Week 7		-do-
Week 8		-do-
Week 9	Unit - IV	MS-Excel
Week 10		-do-
Week 11		-do-
Week 12		MS-Access
Week 13	Unit - V	-do-
Week 14		-do-

June.



S. No	Unit	Topics to be Covered
Week 1	Introduction to Curriculum	Introduction to scheme of syllabi
Week 2	Unit - I & II	Intro. I/O, Memories
Week 3		Software, Programming Languages
Week 4		Computer Network
Week 5		MS-Word
Week 6		-do-
Week 7		-do-
Week 8		-do-
Week 9		MS-Excel
Week 10	Unit - III	-do-
Week 11		-do-
Week 12		MS-Access
Week 13		-do-
Week 14	Unit - IV	-do-

Date .



Subject: Statistical Analysis Using MS-Excel

Name of the Teacher: Jagdish Chand

Paper: BCH 404

S. No	Unit	Topics to be Covered
Week 1	Introduction to Curriculum	
Week 2		Introduction to scheme of syllabi
Week 3	Unit - I & II	Data Collection
Week 4		-do-
Week 5		-do-
Week 6		Descriptive Statistics
Week 7		-do-
Week 8		-do-
Week 9	Unit - III	Testing of Hypothesis
Week 10		-do-
Week 11		-do-
Week 12	Unit - IV	Chi-Square Test, ANOVA
Week 13		SPPSS
Week 14		Revision



Department of Commerce, GC Sec-9, Gurugram

Class: B.COM(H) – IV Semester

Paper: Company Law

Lesson Plan: from April 2022 to June 2022

April 2022

	Topic to be Covered
Week 1	Depository System – meaning and importance Shares
Week 2	Shares: - Types of shares; Allotment of Shares
Week 3	Transfer and Transmission of shares
Week 4	Paperless Trading – Benefits and Procedure
Week 5	Need for educating inv

May 2022

	Topic to be Covered
Week 1	Share capital: - Meaning and forms of capital
Week 2	Alteration of share capital; Reduction of share capital; Further issue of share capital
Week 3	Rights of pre-emption of shares. Shareholders and Members: - Difference between Shareholders and members; Modes of acquiring membership; who may be members?
Week 4	Rights and Liabilities of members
Week 5	Revision

June 2022

	Topic to be Covered
Week 1	Meeting of Company: - Essentials of valid meeting; meetings of Shareholders: - Annual general meeting
Week 2	Extra-ordinary general meeting; meetings of board of directors; Proxy; Voting, Notice
Week 3	Agenda and Minutes of meetings. Directors: - Duties, Powers, Liabilities, Appointment and removal of directors
Week 4	Winding Up: - Meaning; Winding up by the Tribunal-Petition for winding up; Voluntary winding up, Powers and Duties of company Liquidator, consequences of winding up.
Week 5	Revision

Head of Department


Signature of Teacher

Department of Commerce, G.C Sec-9, Gurugram

Class: B.C (MCP) - IV Semester

Paper: Corporate Law (B, C)

Lesson Plan: from April 2022 to June 2022

April 2022	
Week 1	Topic to be Covered
Week 2	Depository system - meaning and importance Shares
Week 3	Shares - Types of shares, Allotment of Shares
Week 4	Transfer and Transmission of shares
Week 5	Paperless Trading - Benefits and Procedure
	Need for educating inv
May 2022	
Week 1	Topic to be Covered
Week 2	Share capital - Meaning and forms of capital
Week 3	Alteration of share capital; Reduction of share capital; Further issue of share capital
Week 4	Rights of pre-emption of shares, Shareholders and Members. -
Week 5	Difference between Shareholders and members; Modes of acquiring membership; who may be members?
	Rights and Liabilities of members
	Revision
June 2022	
Week 1	Topic to be Covered
Week 2	Meeting of Company - Essentials of valid meeting; meetings of Shareholders: - Annual general meeting
Week 3	Extra-ordinary general meeting; meetings of board of directors; Proxy; Voting, Notice
Week 4	Agenda and Minutes of meetings. Directors: - Duties, Powers, Liabilities, Appointment and removal of directors
Week 5	Winding Up: - Meaning; Winding up by the Tribunal-Petition for winding up; Voluntary winding up, Powers and Duties of company Liquidator, consequences of winding up.
	Revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.COM(H) – IV Semester

Paper: Business Ethics

Lesson Plan: from April 2022 to June 2022

April 2022	
	Topic to be Covered
Week 1	Thinking conceptually about Politics
Week 2	Liberty, Equality, Justice, Rights and Recognition
Week 3	The idea of a good society. Concept of Business Ethics.
Week 4	Domain of Politics and ethics: Democracy and Welfare State
Week 5	Market and Globalization
May 2022	
	Topic to be Covered
Week 1	Approaches to Moral Reasoning: Consequentialism, Deontologism, Teleological reasoning.
Week 2	Politics and Ethics in Business: Corporate Code of Ethics. a) Environment b) Accountability c) Responsibility
Week 3	d) Leadership e) Diversity Corporate Social Responsibility. Arguments For and Against; Strategic Planning and corporate social Responsibility
Week 4	Corporate Philanthropy.
Week 5	Revision
June 2022	
	Topic to be Covered
Week 1	Corruption, corporate scandals, whistle blowing, insider trading
Week 2	discrimination: Gender Sensitization: Meaning, Definition, Gender Roles, Gender Equality, Gender Differentiation
Week 3	Crucial Role of Gender Sensitization in Gender Mainstreaming, , Sex Ratio as per Census of India 2011, Role of Government in Gender Sensitization
Week 4	Revision
Week 5	Revision

Head of Department


Signature of Teacher

Govt. College, Sec 9, Gurugram

Lesson Plan: 2021-21

Class: B.Com (Pass) 2nd Semester (A)

Name of the Assitant Professor : **PRIYA SHARMA**

Subject: Financial accounting

April 2022	
Week 1	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales, Methods of HPP, Explain first method of HPP and necessary accounts
Week 2	Calculation of cash price with its solved illustrations and Calculation of interest
Week 3	Transfer of asset to third party, Sale of asset by Hire purchaser and Numerical problems Second method: Asset accrual method, Goods of small value, Preparation of Hire purchase trading account, Stock and debtor system in HPP and Numerical problems
Week 4	Branch Accounts; Meaning, types and its methods; Debtors method Final account method, Stock and debtor system
Week 5	Independent branches, Incorporation entries in the books of head office, Special transaction between head office and branch, Inter branch transaction and foreign branch
May 2022	
Week 1	Meaning of Department account, Difference between departmental accounts and branch accounts, Departmental trading and P & L account, General profit and loss account, Allocation of expenses, Inter departmental transactions
Week 2	Dissolution of Partnership firm: Meaning, modes and accounting procedure of dissolution firm and Numerical problems
Week 3	Insolvency of partner, Rule of garner vs murray with its solved illustrations
Week 4	Joint venture accounts, Joint venture accounting treatment, Accounting treatment of maintaining Joint venture methods. Joint bank methods with its solved illustrations
Week 5	Amalgamation and sale of partnership firm to a company, Accounting records in the books of old and new firm, Sale of partnership firm to a company, Accounting records in the books of partnership firm
June 2022	
Week 1	Royalty accounts; Meaning, types, difference between rent and royalty, Important terms of royalty, Royalty in connection with mines and illustration
Week 2	Recoupment of each years short working and practical problems
Week 3	Sub lease with its solved illustrations Accounting records in connection with oil wells and Royalty in connection with brick making and patents
Week 4	Revision
Week 5	Revision

Govt. College, Sec 9, Gurugram

Class: B.Com (Pass) 2nd Semester **Lesson Plan: 2021-21** **Section - C**

Name of the Assistant Professor : **Kavita Dua**

Subject: Financial accounting

April 2022	
Week 1	Meaning, Terms and characteristics of Hire Purchase System, Difference between HPP and Credit Sales, Methods of HPP, Explain first method of HPP and necessary accounts
Week 2	Calculation of cash price with its solved illustrations and Calculation of interest
Week 3	Transfer of asset to third party, Sale of asset by Hire purchaser and Numerical problems Second method: Asset accrual method, Goods of small value, Preparation of Hire purchase trading account, Stock and debtor system in HPP and Numerical problems
Week 4	Branch Accounts; Meaning, types and its methods; Debtors method Final account method, Stock and debtor system
Week 5	Independent branches, Incorporation entries in the books of head office, Special transaction between head office and branch, Inter branch transaction and foreign branch
May 2022	
Week 1	Meaning of Department account, Difference between departmental accounts and branch accounts, Departmental trading and P & L account, General profit and loss account, Allocation of expenses, Inter departmental transactions
Week 2	Dissolution of Partnership firm: Meaning, modes and accounting procedure of dissolution firm and Numerical problems
Week 3	Insolvency of partner, Rule of Garner vs Murray with its solved illustrations
Week 4	Joint venture accounts, Joint venture accounting treatment, Accounting treatment of maintaining Joint venture methods. Joint bank methods with its solved illustrations
Week 5	Amalgamation and sale of partnership firm to a company, Accounting records in the books of old and new firm, Sale of partnership firm to a company, Accounting records in the books of partnership firm
June 2022	
Week 1	Royalty accounts; Meaning, types, difference between rent and royalty, Important terms of royalty, Royalty in connection with mines and illustration
Week 2	Recoupment of each year's short working and practical problems
Week 3	Sub lease with its solved illustrations Accounting records in connection with oil wells and Royalty in connection with brick making and patents
Week 4	Revision
Week 5	Revision

Kavita

Govt. College, Sec 9, Gurugram

Lesson Plan: 2021-22

Class: B.Com (Pass) 2nd Semester (C) Section - C

Name of the Assistant Professor: Kavita Dua

Subject: Business Management

April 2022	
	TopicCovered
Week1	Staffing: concept, nature and scope, Matching job and people
Week2	Recruitment and Selection and Training of employees
Week3	Motivation-concept, Theories-Maslow, Herzberg, McGregor Quchi and other theories
Week4	Financial and Non-Financial Incentives
Week 5	Leadership: concept and Leadership styles and test
May 2022	
	TopicCovered
Week1	Leadership Theories and test
Week2	Communication Concept, Nature and assignment
Week3	Types and Process, Barriers and Remedies
Week4	Control: Concept, Process and assignment
Week 5	Control Techniques: Effective Control System and test
June 2022	
	TopicCovered
Week1	Management of Change: Concept, Nature, Process of Planned Change: Resistance to Change and assignment
Week2	Emerging Horizons of management in a changing environment and test
Week3	Revision
Week4	Revision


Signature of Teacher

Govt. College, Sec 9, Gurugram

Class: B.Com 2nd Semester (C)

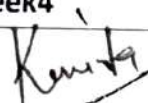
Lesson Plan: 2021-22

Section - C

Name of the Assistant Professor: Kavita Dua

Subject: Business Environment

April 2022	
	Topic Covered
Week1	Business Environment: concept, components and analysis and importance
Week2	SWOT Analysis
Week3	Trends in National income
Week4	Trends in savings
Week 5	Trends in investment and test
May 2022	
	Topic Covered
Week1	Trends in industrial Development
Week2	Trade and balance of payments and test
Week3	Unemployment and regional imbalances,
Week4	Inflation
Week 5	parallel economy
June 2022	
	Topic Covered
Week1	Industrial sickness and assignment
Week2	Role of Govt. in Indian Economy: Monetary and Fiscal Policy
Week3	Industrial Policy and Privatization
Week4	Revision


Signature of Teacher

Govt. College, Sec 9, Gurugram

Lesson Plan: 2021-22

Class: B.Com (Hons.) 2nd Semester

Name of the Assistant Professor: Kavita Dua

Subject: Business Management

April 2022	
	Topic Covered
Week1	Development of Management Thought: Classical and Neo-classical approaches
Week2	Modern approaches and Systems, contingency and Contemporary Approach to Management
Week3	Process of Managing: Planning: Corporate Strategy – Environmental analysis and Diagnosis
Week4	Formulation of Strategic Plan; Growth strategies – internal and external
Week 5	Decision-making – Concept, Process, Rationality and Technique
May 2022	
	Topic Covered
Week1	Information Technology and Decision-Making, Decision support system and test
Week2	Organizational Formats – Project, Matrix and Networking
Week3	Staffing and test
Week4	Management in Action:
Week 5	Motivation – Concept and Theories: Maslow, Herzberg, McGregor, and Ouchi theories and assignment
June 2022	
	Topic Covered
Week1	Communication – formal and Informal Networks, Barriers and Principle
Week2	Control: Concept and Process, Effective Control System, Modern Control Techniques – Stakeholder Approaches
Week3	Accounting Measures (Integrated Ratio Analysis), and Economic and financial and Market Value added), Behavioral Aspect of Management Control
Week4	Revision



Signature of Teacher

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: Shilpa thakral

Class: B. COM PASS (FINAL YEAR) Section: A and B

Nomenclature of the paper: Taxation law

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Rebate & Relief of Tax
Week 2	computation of Total income
Week 3	Practical questions of total income
Week 4	Tax liability of individuals.
Week 5	Filling and Filing of return (ITR – I and II) & Assessment of Hindu Undivided Families
May 2022	
Week 1	Assessment of Firms
Week 2	Practical questions of Firms & Assessment of Association of Persons.
Week 3	Deduction of Tax at Source (TDS); advance payment of tax.
Week 4	Recovery & refund of tax; appeals & revision
Week 5	Income Tax authorities & their powers;
June 2022	
Week 1	Penalties, offences & prosecutions.
Week 2	procedure for assessment
Week 3	Revision
Week 4	Revision

Shilpa
Shilpa Thakral

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: Shilpa thakral

Class: B. COM PASS (FINAL YEAR) Section: A

Nomenclature of the paper: Cost accounting

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Process Costing : Meaning; Uses; Preparation of process account, Treatment of Normal Wastage
Week 2	Abnormal Wastage, Abnormal Effectiveness
Week 3	Treatment of opening and closing stock (Excluding Work in Progress): Joint - Product and By - Product: Main methods of apportionment of Joint cost.
Week 4	Inter process profits.
Week 5	Contract Costing – meaning, main features, preparation of contract account,
May 2022	
Week 1	Escalation clause; near completion; cost plus contract. Job and batch costing. contract
Week 2	Budgetary control – meaning of budget and budgetary control, budgetary control as a management tool, limitations of budgetary control, forecasts and budgets, installation of budgetary control system
Week 3	classification of budgets, fixed and flexible budgeting, performance budgeting,
Week 4	Zero based budgeting and responsibility accounting.
Week 5	Standard Costing : meaning, limitations, standard costs and budgeted costs, determination of standard cost, Cost variances, direct material and direct labour.
June 2022	
Week 1	Marginal Costing and Profit planning: Marginal costing, Absorption costing, Marginal cost, Cost volume Profit analysis,
Week 2	BEP Analysis, Key factor, BE chart, angle of incidence, concept of decisionmaking and steps involved, determination of sales mix, make or buy Decisions.
Week 3	Revision
Week 4	Revision

Shilpa Thakral

Department of Commerce, Government College Sector - 9, Gurugram

Name of the Assistant/Associate Professor: Shilpa thakral

Class: B. COM PASS (FINAL YEAR) Section: A

Nomenclature of the paper: Financial Management

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Introduction: Meaning, function, approaches scope and objectives of financial management
Week 2	Working Capital: meaning, nature, determinants, significance and estimation.
Week 3	Practical questions of Working Capital
Week 4	Cash management, Receivable management
Week 5	Cost of capital: Significance
May 2022	
Week 1	Classification of Cost of capital
Week 2	Capitalization: Over capitalization and under capitalization
Week 3	Leverage analysis: Operating, financial, composite leverage
Week 4	EBIT-EPS Analysis
Week 5	Capital Structure: Meaning, determinants, theories
June 2022	
Week 1	Theories of capital structure
Week 2	Dividend Decisions: Meaning, types, determinants and theories
Week 3	Revision
Week 4	Revision

Shilpa.
Shilpa Thakral

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: LATIKA GAUBA

Class: B. COM PASS (FINAL YEAR) Section: B and C

Nomenclature of the paper: Financial Management

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Introduction: Meaning, function, approaches scope and objectives of financial management
Week 2	Working Capital: meaning, nature, determinants, significance and estimation.
Week 3	Practical questions of Working Capital
Week 4	Cash management, Receivable management
Week 5	Cost of capital: Significance
May 2022	
Week 1	Classification of Cost of capital
Week 2	Capitalization: Over capitalization and under capitalization
Week 3	Leverage analysis: Operating, financial, composite leverage
Week 4	EBIT-EPS Analysis
Week 5	Capital Structure: Meaning, determinants, theories
June 2022	
Week 1	Theories of capital structure
Week 2	Dividend Decisions: Meaning, types, determinants and theories.
Week 3	Revision
Week 4	Revision


Latika Gauba

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: LATIKA GAUBA

Class: B. COM PASS (FINAL YEAR) Section: B and C

Nomenclature of the paper: BUSINESS REGULATORY FRAMEWORK

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Nature of Partnership firm, Duties and Rights of partners;
Week 2	Relations of partners to third parties, position of minor in partnership;
Week 3	Reconstitution of a partnership firm, Registration of firm.
Week 4	Modes, consequences of dissolution of firm, settlement of accounts after dissolution.
Week 5	Introduction to Promissory notes and Bills of Exchange; cheques, Parties to negotiable Instruments;
May 2022	
Week 1	Discharge of parties from Liability
Week 2	Dishonour of Negotiable Instruments
Week 3	Presentment of Negotiable Instrument, Negotiation
Week 4	Assignment, noting and protest
Week 5	Contract of sale of Goods, conditions and warranties
June 2022	
Week 1	Transfer of property or ownership, Performance of contract- Delivery and Payment
Week 2	Rights of unpaid seller; suits of Breach of contract.
Week 3	RTI Act : features,
Week 4	Rights and importance of RTI, Revision

Latika Gauba
Latika Gauba

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: Latika Gauba

Class: B. COM PASS (FINAL YEAR) Section: C

Nomenclature of the paper: International Marketing

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Nature and Concept of International Marketing; Domestic Vs International Marketing
Week 2	Opportunities and Challenges for marketing in International Environment ;
Week 3	Foreign market selection
Week 4	Entry modes in the International Market
Week 5	International product life cycle, Research and information
May 2022	
Week 1	Pricing process and methods.
Week 2	International price quotations and payment terms
Week 3	Product designing and packaging
Week 4	Channel structure and selection decisions, Managing channel conflicts
Week 5	Selection and appointment of foreign sales agents, Basic export procedure and documentation.
June 2022	
Week 1	Methods of International product Promotion;
Week 2	Challenges in International advertising and media strategy
Week 3	Web marketing, Organising trade fairs and exhibitions
Week 4	Revision


LATIKA GAUBA

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: LATIKA GAUBA

Class: B. COM PASS (FINAL YEAR) Section: B and C

Nomenclature of the paper: BUSINESS REGULATORY FRAMEWORK

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Nature of Partnership firm, Duties and Rights of partners;
Week 2	Relations of partners to third parties, position of minor in partnership;
Week 3	Reconstitution of a partnership firm, Registration of firm.
Week 4	Modes, consequences of dissolution of firm, settlement of accounts after dissolution.
Week 5	Introduction to Promissory notes and Bills of Exchange; cheques, Parties to negotiable Instruments;
May 2022	
Week 1	Discharge of parties from Liability
Week 2	Dishonour of Negotiable Instruments
Week 3	Presentment of Negotiable Instrument, Negotiation
Week 4	Assignment, noting and protest
Week 5	Contract of sale of Goods, conditions and warranties
June 2022	
Week 1	Transfer of property or ownership, Performance of contract- Delivery and Payment
Week 2	Rights of unpaid seller; suits of Breach of contract.
Week 3	RTI Act : features,
Week 4	Rights and importance of RTI, Revision


Latika Gauba

Summer (2021-22)

April 2022 - June 2022

Sun E - Commerce

BSA VI Sem

Faculty: Dr. Bhavani Naidu

Week 1/2/3/4/5

Week 1 Introduction, Planning, Policy, Concept and Advantages

Week 2 Advantages of Commerce Planning, Online Business, Development, Internet

Week 3 Requirement for Online Business, Designing, Developing and Deploying the system

Week 4 Technology for Online Business - IT infrastructure

Week 5 Mobile commerce, e-business applications

Very

Week 1 E-commerce background, systems, integrated applications, websites and tools for purchasing website

Week 2 Product strategy, digital trend, website trend

Week 3 Issues relating to online businesses

Week 4 Applications in e-commerce - in manufacturing, e-commerce

Week 5 Related and service sectors

June

Week 1 Virtual commerce - concept, working, advantages, website

Week 2 Designing an e-commerce model, Security, and e-commerce

Week 3 Business, e-commerce

Week 4 Business to Retail Commerce

Summary

Session (2021-22)

April 2022 - June 2022

Lexicon Plan

Company Accounts

BBA II Sem.

Dr. Bhavina Yadav (Commerce)

Months

Topics Covered

April

Week 1 :- Accounting for share capital transaction

Week 2 - Alteration of share capital

Week 3 - Buy Back of shares, Acquisition of business

Week 4 - Profits prior to incorporation

Week 5 - Debentures, issue of debentures

April, May

Week 1 - Redemption of debentures, underwriting of shares and debentures

Week 2 - Statutory provision regarding preparation of company's financial accounts, Preparation of P&L Accounts

Week 3 - Balance sheet, Accounting standards,

Week 4 - Company liquidation accounts

Week 5 - Valuation of goodwill and shares

June

Week 1 Banking company accounts

Week 2 Insurance company accounts

Week 3 Revision & Test

Bhavina

Semester (2021-2022)

Course Plan

April 2022 - June 2022

Subject - Human Resource Management
Chair - BBA IV Sem
Faculty - Dr. Bhavendra Yadav (Lecturer)

April 2022

Topics Covered

- Week 1 Nature & Scope of HRM - Introduction
- Week 2 HRM Objectives and Functions, HRM Policies
- Week 3 HRM globally, compensation & recruitment, Strategic HRM
- Week 4 HRM interviewing, BPO, KPO
- Week 5 Human Resource planning, job analysis and job design

May 2022

- Week 1 Employee involvement, flexible work schedule,
 - Week 2 Recruitment, selection of HR
 - Week 3 Placement & induction Right sizing
 - Week 4 Employees training, Designing Executive development program
 - Week 5 Career planning & development, Employee retention, Succession plan
- June 2022

- Week 1 Performance management System, rewards & pay plans
- Week 2 Employee Benefits ensuring a safe work environment, Balance Score
- Week 3 Compulsory Record HRM, Case Studies
- Week 4 Revision, Test

Signature

Subject - International Business Environment
Class - BBA VI Sem
Faculty - Dr. Bhavna Sharma (Assistant)

April 2022

Week 1 Types of International business, Basic goals of International business & Environment
Week 2 Role of international business, motivation of international business, barriers to international business.
Week 3 Global trading and regional differences in countries
Week 4 Foreign market entry modes, factors of entry evaluation and selection
Week 5 Foreign Direct Investment and portfolio investment

May 2022

Week 1 Local Methods in international business
Week 2 Basic foreign manufacturing and services decisions
Week 3 Product & Branding decisions, international pricing, foreign ~~low~~ channel and logistical decisions.
Week 4 Assessing differences across, cross cultural challenges
Week 5

June 2022

Week 1 International staffing and compensation decisions
Week 2 Basic techniques of risk management in international business
Week 3 Reversion, Test & penetration
Week 4 Acquisitions

Bhavya

Lesson Plan

Session (2021-2022)

Subject → Human Rights & values
class → BBA 4th Sem
Faculty → Ritupriya (Commerce)

April 2022 - J.

April 2022

- Week-1 → Human rights, Evolution, Types of human rights
Week-2 → Right to life, liberty and dignity
Week-3 → Right to equality, Right against exploitation
Week-4 → Cultural and educational rights,
Economic, political and social rights.

May 2022

- Week 1 → Deprivation of human rights, core issues
Week 2 → Disadvantaged groups - women, children
Week 3 → Scheduled caste and scheduled tribes
Physically and mentally handicapped
Week 4 → Homeless and Slum Dwellers, Refugee
and Internally Displaced persons.

June 2022

- Week 1 → violation of human rights, nuclear weapons and
terrorism; Government System for redressal
Week 2 → Media, advocacy, Human values, value Education,
Week 3 → Evolution of value oriented education, national
integration.
Week 4 → Revision.

File

ssim (2021-2022) Principles of management

Class - BBA Ist Sem

Faculty - Ritephogat (Commerce)

April 2022 - June 2022

April 2022

~~May~~

- Week-1 → Introduction - nature and process of management,
Week-2 → Basic managerial roles and skills, nature of managerial work.
Week-3 → approaches to management - classical, human relations and behavioural, Systems and Contingency
Week 4 → Contemporary issues and challenges

May 2022

- Week-1 → planning and decision making - Concept, purpose and process of planning, kinds of plans, strategic, tactical planning and operational planning
Week-2 → Goal setting, MBO - decision making -
Week-3 → ^{new} Decision making; organising; division of work, departmentalisation
Week 4 → Coordination, organisation structure and design, Leadership -

June 2022

- Week-1 → Leadership style
Week-2 → Management control
Week-3 → Controlling techniques
Week-4 → Revision.

Rite

Lesson plan

Session (2021-2022) Business Law.

Class - BBA 4th Sem

Faculty - Rituphogat (Commerce)

April 2022

Week-1 → Law of Contract, offer acceptance, capacity to contract, free consent, consideration.

Week 2 → void agreement, quasi contract,

Week 3 → different mode of discharge of contract

Week 4 → remedies for breach of contract

May 2022

Week 1 → purpose and meaning of the contract of the guarantee; kinds of guarantees.

Week 2 → rights and obligations of creditors; liabilities and discharge of surety

Week 3 - contract of indemnity.

Week 4 - Definition of bailment and its kinds.

June 2022

Week 1 - Sale of goods act

Week 2 - negotiable instrument act

Week 3 - IT Act, RTI act 2005

Week 4 - Revision.

Li

Session (2021-2022)

Lesson plan

Consumer protection

Class - BBA 6th sem

Faculty - Ritu Phogat (Commerce)

April 2022

Week-1 → Concept and types of consumer, need and approach

Week-2 → Consumer buying motives, Doctrine Caveat emptor
Caveat Venditor

Week-3 → Basic Consumer rights.

May 2022

Week 1 → Measures for consumer protection in India.
Consumer protection, act.

Week 2 → Mechanism for consumer protection

Week 3 → MRTP act, Competition act, Role of consumer
organisations.

Week 4 → Business self-regulation, Consumer awareness

June 2022

Week 1 → Consumer protection movement, Consumer
information and knowledge, ethical marketing
and consumer protection.

Week 2 → Ethics in advertising

Week 3 → Role of NCCT

Week 4 → Revision.

File

Session (2021-2022)

Kelvin plan
Consumer protection

Class - BBA 6th sem

Faculty - Rithyphogal (Commerce)

April 2022

- Week-1 → Concept and types of consumer, need and approach
Week-2 → Consumer buying motives, Doctrine caveat emptor
Week-3 → Basic consumer rights.

May 2022

- Week 1 → Measures for consumer protection in India.
Consumer protection act.
Week 2 → Mechanism for consumer protection.
Week 3 → MRTP act, Competition act, Role of consumer organization.
Week 4 → Business self regulation, consumer education.
June 2022
Week 1 → Consumer protection movement, consumer information and knowledge, ethical markets and consumer protection.

- 1 week - crisis in advertising
week 3 - Role of NCCT
week - Revision.

Kevin

Lesson Plan
 Session (2021-22)
 Dr. Suchi Bhardwaj
 Deptt. of Commerce
 College of Law

B.Com (P) 1st Sem Sec (A)

April 2022

Week 1	Meaning and importance of shares, -types of shares
Week 2	Allotment of shares
Week 3	Transfer and Transmission of shares,
Week 4	share Certificate & share warrant
Week 5	Revision

May 2022

Week 1	Calls on shares, forfeiture, Surrender and Lien
Week 2	Share Capital of Company
Week 3	Members and shareholders of a Company
Week 4	Company Meetings and resolution
Week 5	Meetings, Procedure, Directors - Appointment,

June 2022

Week 1	Directors - Removal, Powers, duties, liabilities
Week 2	Winding up of the Company
Week 3	Depository system and paperless trading
Week 4	Revision

(Signature)

Lesson Plan
Session - 2021-22
Dr. Suresh Bhandari
Dept of Commerce
Corporate Accounting
B.Com (P) ^{1st} Sem Sec (C)


April 2022

- | | |
|--------|---|
| Week 1 | Meaning, Methods of Liquidation. |
| Week 2 | Liquidator's Final Statement, order of payment |
| Week 3 | Practical Questions of Liquidation |
| Week 4 | Meaning of Internal Reconstruction, objectives, Pro |
| Week 5 | Accounts of Holding Company, meaning, legal c |

May 2022

- | | |
|--------|--|
| Week 1 | Consolidated B/S of Holding Company, Goodwill, C |
| Week 2 | Practical Questions of Holding Company |
| Week 3 | Accounts of Banking Company, Slip system, P&L A |
| Week 4 | B/S of Banking Company, Practical Questions |
| Week 5 | Practical Questions of Banking Company |

June 2022

- | | |
|--------|--|
| Week 1 | Amalgamation of Companies, Methods, Practical |
| Week 2 | Practical Questions of Amalgamation of Companies |
| Week 3 | Financial reporting for Financial Institutions |
| Week 4 | Revision |
- 

Lesson Plan
 Session - 2021-22
 Dr. Sushil Kumar
 Deptt of Commerce,
 College of Commerce,
 Bapat (P) 144 km Sec (B)

April 2022

Week 1	Meaning, Methods of liquidation.
Week 2	Liquidator's final Statement, order of payment
Week 3	Practical Questions of liquidation
Week 4	Meaning of Internal Reconstruction, objectives, Re
Week 5	Accounts of Molding Company, Meaning, legal,

May 2022

Week 1	Consolidated B/Ls of Molding Company, Goodwill, C
Week 2	Practical Questions of Molding Company
Week 3	Accounts of Banking Company, Slip system, P&L s
Week 4	B/Ls of Banking Company, Practical Questions
Week 5	Practical Questions of Banking Company

June 2022

Week 1	Amalgamation of Companies, Methods, Practical
Week 2	Practical Questions of Amalgamation of Companies
Week 3	Financial Reporting for financial Institutions
Week 4	Revision

Test

Revision Plan
 Session - 2021-22
 Dr. Suresh Kumar
 Deptt of Commerce
 Corporate Accounting
 B.Com(P), 11th Sem
 Sec (A)

April 2022

Week 1	Meaning, Methods of Liquidation.
Week 2	Liquidators, final Statement, order of payment.
Week 3	Practical Questions of Liquidation
Week 4	Meaning of Internal Reconstruction, objectives, Facts
Week 5	Accounts of Molding Company, Meaning, legal effects

May 2022

Week 1	Consolidated B/S of Molding Company, Goodwill, Cap
Week 2	Practical Questions of Molding Company
Week 3	Accounts of Banking Company, Slip system, P&L Ac
Week 4	B/S of Banking Company, Practical Questions
Week 5	Practical Questions of Banking Company

June 2022

Week 1	Amalgamation of Companies, Methods, Practical
Week 2	Practical Questions of Amalgamation of Company
Week 3	Financial Reporting for Financial Institutions
Week 4	Revision

25

Seven Year
Semester - 2021-22
Nisha Rani

Dept of Commerce
International Marketing

B Com (P) 6th Sem, Sec (B)

April 2022

Week 1 International Marketing, Introduction, International Market Environment
Week 2 Foreign Market Selection and Entry Modes, Product Planning for International Markets
Week 3 Product Planning & International Product Life Cycle
Week 4 Marketing Research & Information, Branding, Packaging
Week 5 Revision of all above topics.

May 2022

Week 1 International Pricing, Price Quotations & Payment Terms.
Week 2 Revision of Pricing, & Quotations
Week 3 International Distribution, Channel Conflict
Week 4 Revision of Channel Conflict, Selection & Appointment of Foreign Sales agent
Week 5 Export Procedure & Documentation

June 2022

Week 1 Methods of International Product Promotion
Week 2 International Advertising & Media Strategy
Week 3 Web Marketing & Revisions
Week 4 Revisions of Important Topics.

Lesson Plan

Session

2021-22

Nisha Rani

Deptt of Commerce
- Auditing

15.06.2022 6th

Sem Sec (A)

April 2022

Week 1	Meaning of Auditing
Week 2	Auditing objectives, Ambiguities & types
Week 3	Audit Process & Programme Meaning, Preparation, Audit Notebook Methods, Internal control Meaning
Week 4	Forms of Internal Control, Internal checks
Week 5	Internal Audit, Routine checking, Voucher

May 2022

Week 1	Completion of Voucher, Vouching of different books.
Week 2	Meaning of verification, verification of different type
Week 3	Meaning of valuation, Methods, valuation of assets
Week 4	Appointments, Power, Duties and liabilities of an Auditor
Week 5	Depreciation & their Methods, Provisions & Reserve

June 2022

Week 1	Divisible Profits and Dividends, Interim Dividend
Week 2	Audit Report, contents, Types of Audit Report
Week 3	Investigation, Types of Investigation & Revision
Week 4	Revision of all important topics.

Syllabus Plan

Session - 2021-22

Nisha Rani

Deptt of Commerce
Auditing

B Com (P) 6th Sem Sec (B)

April 2022

- | | |
|--------|---|
| Week 1 | Meaning of Auditing |
| Week 2 | Auditing objectives, Importance & types |
| Week 3 | Audit Process & Programme Meaning, Preparation, Audit Notebook, Methods, Internal control Meaning |
| Week 4 | Forms of Internal Control, Internal check |
| Week 5 | Internal Audit, Routine checking, Voucher |

May 2022

- | | |
|--------|---|
| Week 1 | Completion of voucher, Vouching of different books. |
| Week 2 | Meaning of verification, verification of different types |
| Week 3 | Meaning of valuation, Methods, valuation of Assets |
| Week 4 | Appointments, Power, Duties and Liabilities of an Auditor |
| Week 5 | Depreciation & their Methods, Provisions & Reserve |

June 2022

- | | |
|--------|---|
| Week 1 | Divisible Profits and Dividends, Interim Dividend |
| Week 2 | Audit Report, Contents, Types of Audit Report |
| Week 3 | Investigation, Types of Investigation & Revision |
| Week 4 | Revision of all important topics. |

Session 2021-22
Nisha Rani
Dept of Commerce
Financial Accounting
B.Com (P) 2nd Sem Sec (B)

April 2022

- Week 1 Meaning of Hire Purchase, Starting of 1st Total Assets value Method.
- Week 2 Total Assets value Methods & Numericals & Revision
- Week 3 Hire Purchase 2nd Assets Accrual Method & Numericals & Revision
- Week 4 Revision of Hire Purchase, Meaning & Aspect of Branch A/c
- Week 5 Methods of Branch Account, 1st Method Debtors (Direct Method)

May 2022

- Week 1 Branch A/c, 2nd Final A/c & 3rd Stock & Drs. Method & their Numericals.
- Week 2 Revision of Branch A/c and 4th Method Whole Sale Branch.
- Week 3 Branch A/c Revision & Partnership A/c (Meaning, deed)
- Week 4 Accounting Procedure on Dissolution Firm & their Numericals
- Week 5 Completion of Dissolution and Student's Problem & Revision
Start of Joint venture & Accounting Treatment

June 2022

- Week 1 Completion of Joint Venture, Departmental A/c, Allocation of Expenses, Direct Expense & their Numericals.
- Week 2 Indirect Expenses, Revision of Joint Venture, Royalty A/c
- Week 3 Royalty A/c & their Numericals, Amalgamation & Sale of Partnership firm to company & their Numericals
- Week 4 Completion of Amalgamation and Revision of all topic.

Department of Commerce, Government College Sector – 9, Gurugram
Name of the Assistant/Associate Professor: Nisha Rani
Class: B. COM PASS (FINAL YEAR) Section: B

Nomenclature of the paper: Cost accounting

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Process Costing : Meaning, Uses, Preparation of process account, Treatment of Normal Wastage
Week 2	Abnormal Wastage, Abnormal Effectiveness
Week 3	Treatment of opening and closing stock (Excluding Work in Progress): Joint - Product and By - Product: Main methods of apportionment of Joint cost.
Week 4	Inter process profits.
Week 5	Contract Costing – meaning, main features, preparation of contract account.
May 2022	
Week 1	Escalation clause; near completion; cost plus contract. Job and batch costing. contract
Week 2	Budgetary control – meaning of budget and budgetary control, budgetary control as a management tool, limitations of budgetary control, forecasts and budgets, installation of budgetary control system
Week 3	classification of budgets, fixed and flexible budgeting, performance budgeting.
Week 4	Zero based budgeting and responsibility accounting.
Week 5	Standard Costing : meaning, limitations, standard costs and budgeted costs, determination of standard cost. Cost variances, direct material and direct labour.
June 2022	
Week 1	Marginal Costing and Profit planning: Marginal costing, Absorption costing, Marginal cost, Cost volume Profit analysis.
Week 2	BEP Analysis, Key factor, BE chart, angle of incidence, concept of decisionmaking and steps involved, determination of sales mix, make or buy Decisions.
Week 3	Revision
Week 4	Revision

Lesson Plan
Session 2021-22
Dr. Sandesh Yadav
Deptt of Commerce
Auditing

B.Com (P) 6th Sem Sec (C)

April 2022

- Week 1 | Meaning of Auditing
- Week 2 | Auditing objectives, Importance & Types
- Week 3 | Audit Process & Programme Meaning, Preparation, Audit Notebook, Methods, Internal control Meaning
- Week 4 | Forms of Internal Control, Internal check
- Week 5 | Internal Audit, Routine checking, Voucher

May 2022

- Week 1 | Completion of voucher, Vouching of different books.
- Week 2 | Meaning of verification, verification of different type
- Week 3 | Meaning of valuation, Methods, valuation of Assets
- Week 4 | Appointments, Power, Duties and Liabilities of an Auditor
- Week 5 | Depreciation & their Methods, Provisions & Reserve

June 2022

- Week 1 | Divisible Profits and Dividends, Interim Dividend
- Week 2 | Audit Report, Contents, Types of Audit Report
- Week 3 | Investigation, types of Investigation & Revision
- Week 4 | Revision of all important topics.

Sandesh

Lesson Plan

Session 2nd - 22

Department of Commerce
B. Com (Hon) 4th Sem

Final Exam

2 Semesters paper

- Week 1 Introduction to the course
- Week 2 Fundamentals of Accounting
- Week 3 Double Entry System & Ledger Accounts
- Week 4 Journal & Ledger
- Week 5 Debit & Credit

Topic 1

- Week 1 Description of various types of accounts
- Week 2 Meaning of assets & liabilities
- Week 3 Meaning of assets & liabilities
- Week 4 Appointments & Dismissals
- Week 5 Depreciation & Amortisation
- Week 6 Introduction to the course
- Week 7 Audit Report, Accounts, Types of audit report
- Week 8 Summary of the course & Revision
- Week 9 Revision of the course

Final Exam

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: Dr Sandeep Yadav

Class: B. COM PASS (FINAL YEAR) Section: c

Nomenclature of the paper: Taxation law

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Rebate & Relief of Tax
Week 2	computation of Total income
Week 3	Practical questions of total income
Week 4	Tax liability of individuals.
Week 5	Filing and Filing of return (ITR-I and II) & Assessment of Hindu Undivided Families
May 2022	
Week 1	Assessment of Firms
Week 2	Practical questions of Firms & Assessment of Association of Persons.
Week 3	Deduction of Tax at Source (TDS); advance payment of tax.
Week 4	Recovery & refund of tax; appeals & revision
Week 5	Income Tax authorities & their powers;
June 2022	
Week 1	Penalties, offences & prosecutions.
Week 2	procedure for assessment
Week 3	Revision
Week 4	Revision

Sandeep Yadav

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: Dr. Sandeep Yadav

Class: B. COM hons. (FINAL YEAR)

Nomenclature of the paper: Accounting For managers

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Management Accounting: - evolution, meaning, objectives, nature, scope, functions, techniques and limitations.
Week 2	Financial Statements: -Forms of financial statements, uses, nature, importance, Limitations, approaches and tools of analysis.
Week 3	Ratio analysis: meaning, objectives, limitations; and types of ratios.
Week 4	Valuation of assets
Week 5	Cash Flow Statement: meaning, objectives, limitations and accounting procedure.
May 2022	
Week 1	Accounting for Price level Changes.
Week 2	Marginal Costing: meaning, advantages, marginal costing and absorption costing.
Week 3	Cost-Profit-Volume Analysis: Break Even Point, Margin of Safety, P/V Ratio, Concept of key factor: Break-Even Chart and its types.
Week 4	Capital Budgeting: Meaning, nature, need, importance, the appraisal methods
Week 5	Capital Rationing.
June 2022	
Week 1	Standard Costing: Meaning, advantages, limitation, applications, setting of standards
Week 2	Variance analysis, Including material variance, Labour variance and Overhead variance.
Week 3	Revision
Week 4	Revision


 Dr. Sandeep Yadav

Govt. College, Sec 9, Gurugram

Lesson Plan: 2021-22

Class: B.Com (Pass) 2nd Semester (A & B)

Name of the Assistant Professor: Dr. Mukesh Sharma

Subject: Business Management

April 2022	
	TopicCovered
Week1	Staffing: concept, nature and scope, Matching job and people
Week2	Recruitment and Selection and Training of employees
Week3	Motivation-concept, Theories-Maslow, Herzberg, McGregor Quchi and other theories
Week4	Financial and Non-Financial Incentives
Week 5	Leadership: concept and Leadership styles and test
May 2022	
	TopicCovered
Week1	Leadership Theories and test
Week2	Communication Concept, Nature and assignment
Week3	Types and Process, Barriers and Remedies
Week4	Control: Concept, Process and assignment
Week 5	Control Techniques: Effective Control System and test
June 2022	
	TopicCovered
Week1	Management of Change: Concept, Nature, Process of Planned Change: Resistance to Change and assignment
Week2	Emerging Horizons of management in a changing environment and test
Week3	Revision
Week4	Revision

SignatureofTeacher

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: Dr. Mukesh Sharma

Class: B. COM (Hons.)

Nomenclature of the paper: Taxation law

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Rebate & Relief of Tax
Week 2	computation of Total income
Week 3	Practical questions of total income
Week 4	Tax liability of individuals.
Week 5	Filling and Filing of return (ITR – I and II) & Assessment of Hindu Undivided Families
May 2022	
Week 1	Assessment of Firms
Week 2	Practical questions of Firms & Assessment of Association of Persons.
Week 3	Deduction of Tax at Source (TDS); advance payment of tax.
Week 4	Recovery & refund of tax; appeals & revision
Week 5	Income Tax authorities & their powers;
June 2022	
Week 1	Penalties, offences & prosecutions.
Week 2	procedure for assessment
Week 3	Revision
Week 4	Revision

Dr. Mukesh Sharma

Department of Commerce, Government College Sector – 9, Gurugram

Name of the Assistant/Associate Professor: Dr. Mukesh Sharma

Class: B. COM (Hons.)

Nomenclature of the paper: Taxation law

Lesson plan: from April 2022 to June 2022

April 2022	
Week 1	Rebate & Relief of Tax
Week 2	computation of Total income
Week 3	Practical questions of total income
Week 4	Tax liability of individuals.
Week 5	Filing and Filing of return (ITR – I and II) & Assessment of Hindu Undivided Families
May 2022	
Week 1	Assessment of Firms
Week 2	Practical questions of Firms & Assessment of Association of Persons.
Week 3	Deduction of Tax at Source (TDS); advance payment of tax.
Week 4	Recovery & refund of tax; appeals & revision
Week 5	Income Tax authorities & their powers;
June 2022	
Week 1	Penalties, offences & prosecutions.
Week 2	procedure for assessment
Week 3	Revision
Week 4	Revision

Dr. Mukesh Sharma

Department of Commerce, GC Sec-9, Gurugram
Class: B.COM (H) 2nd sem

Paper: BCH-2.03

Nomenclature of the Paper: business statistics
Lesson Plan: from April 2022 to June 2022

April 2022	
Week 1	Topic to be Covered
Week 2	Probability Distribution: Binomial distribution
Week 3	Poisson distribution
Week 4	Normal distribution
Week 5	Correlation Analysis – meaning, significance, types and methods
	probable error, co-efficient of determination
May 2022	
	Topic to be Covered
Week 1	Regression analysis – Meaning, equations, lines, Standard error of estimate. Difference between correlation and regression.
Week 2	Time series - components, models, trend analysis
Week 3	second degree parabola
Week 4	seasonal cyclical and irregular variations
Week 5	Shifting the trend origin.
June 2022	
	Topic to be Covered
Week 1	Statistical Decision Theory: Ingredients, expected opportunity loss
Week 2	optimal decisions with maximin, minimax
Week 3	Bayes' principle (with prior, pre-posterior and posterior analysis)
Week 4	Statistical Quality Control

Head of Department

Signature of Teacher

M. Suresh kashia

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com (F) – IV Semester

Paper: 16JRM01

Nomenclature of the Paper: MEDIA & SOCIETY

Lesson Plan: from April 2022 to June 2022

April 2022	
	Topic to be Covered
Week 1	Media Definition
Week 2	Relationship of Media in Society , Impact of Media on society- recent trends
Week 3	Impact of Media on society- recent trends , Media and Social Development
Week 4	Media Literacy , Impact of Media on children and youth
Week 5	Media and gender issues, Media and Rural Society
May 2022	
	Topic to be Covered
Week 1	Media and Violence
Week 2	Media and Rising Crime
Week 3	Media and Democracy
Week 4	Media and development of Scientific temperament
Week 5	
June 2022	
	Topic to be Covered
Week 1	Media and environmental issues
Week 2	Media accountability
Week 3	Media and Economic development
Week 4	Popular culture and me

Head of Department

Signature of Teacher

M. Suresh Kumar

Govt. College, Sec 9, Gurugram

Class: B.Com 2nd Semester Lesson Plan: 2021-22

Section A & B

Name of the Assistant Professor: Dr. Swender Kadian

Subject: Business Environment

April 2022

Week	Topic Covered
Week1	Business Environment: concept, components and analysis and importance
Week2	SWOT Analysis
Week3	Trends in National income
Week4	Trends in savings
Week 5	Trends in investment and test

May 2022

Week	Topic Covered
Week1	Tends in industrial Development
Week2	Trade and balance of payments and test
Week3	Unemployment and regional imbalances,
Week4	Inflation
Week 5	parallel economy

June 2022

Week	Topic Covered
Week1	Industrial sickness and assignment
Week2	Role of Govt. in Indian Economy: Monetary and Fiscal Policy
Week3	Industrial Policy and Privatization
Week4	Revision


Signature of Teacher

GOVERNMENT COLLEGE SECTOR-9 (GURUGRAM)

Lesson Plan : April 2022 to July 2022

Name of Assistant Professor : Dr. Mukesh

Class : M.com 2nd year

Subject: International marketing

MONTH	WEEK	TOPIC
April	1	Introduction to International Marketing: Nature and significance, Complexities in international marketing.
	2	Transition from domestic to transnational marketing: International market orientation EPRG framework, International market entry strategies.
	3	International Marketing: Environment Internal environment, External environment - geographical, demographic, economic, socio-cultural, political and legal environment. Impact of environment on international marketing decisions, Group discussion
	4	Foreign Market Selection: Global market segmentation, Selection of foreign markets, international positioning: International Marketing Planning: Organising and Control Doubts clear
May	1	Issues in international marketing planning: International marketing information system, Organising and controlling International marketing operations, Test
	2	Emerging Issues and developments in international marketing: Ethical and social issues, International marketing of services, Information technology and international marketing.
	3	Impact of globalisation Product Decisions: Product planning for global markets, Standardization vs product adaptation, New product development, Management of international brands, Packaging and labeling, Provision of sales related services.
	4	Pricing Decisions: Environmental influences on pricing decisions, International pricing policies and strategies.
June	1	Promotion Decisions: Complexities and issues, International advertising, personal selling, sales promotion and public relations, Test, Assignments
	2	Distribution Channels and Logistics: Functions and types of channels, Channel selection decisions, Selection of foreign distributors/agents and managing relations with them, International logistics decisions
	3	Revision, group discussion, doubts
	4	Revision, group discussion, doubts
July	1	Revision, group discussion, doubts

GOVERNMENT COLLEGE SECTOR-9 (GURUGRAM)

Lesson Plan : April 2022 to June 2022

Name of Assistant Professor : Dr. Mukesh

Class : M.com 2nd year

Subject: HRM

MONTH	WEEK	TOPIC
April	1	Human Resource Management- An Introduction, Nature, Features, Scope, Objectives and importance of Human Resource Management, Functions of Human Resource Management
	2	Managerial and Operative functions, Qualification and Qualities of Human Resource Manager in an Organisation, Evolution and growth of Human Resource Management in India, Recent Techniques in Human Resource Management (HRM)
	3	Workers Participation in management (W.P.M) Concept, Need, Objectives and Forms of

DR. MUKESH

Corporate Dept.

	4	W.P.M. Prerequisites of effective participation, Evaluation of the scheme of W.P.M. of failure of Joint Management Councils in India, Causes of failure of Joint Management Councils in India, Causes
May	1	Trade Unions, Concept, Need, Functions and Objectives of Trade Unions, Origin, Growth and development of Trade Unions in India, Difficulties and Principal drawbacks of Trade Unions movement in India. Test
	2	Collective Bargaining Concept, nature, Scope and functions of Collective Bargaining in India, Essentials for the success of collective Bargaining in India
	3	Employee Morale Concept, Nature and significance of morale, Determinants of morale and measurement of morale
	4	Productivity Concept and significance of productivity, Measurement of Productivity, Factors influencing Industrial productivity, measures to improve productivity and relationship between morale and productivity
June	1	Assignments, test, doubts
	2	Revision, Discussion, doubts
	3	Revision, Discussion, doubts
	4	Revision, Discussion, doubts
July	1	Revision, Discussion, doubts

GOVERNMENT COLLEGE SECTOR-9 (GURUGRAM)

Lesson Plan : April 2022 to June 2022

Name of Assistant Professor : Dr. Mukesh

Class : B.com 1st year (Section A,B,C)

Subject: Basics of computer-II

MONTH	WEEK	TOPIC
April	1	Fundamental of computers: Model of a digital computer, Functioning of a digital computer, Types of a digital computer, Advantages of computers.
	2	Difference between digital computer and analog computer, Applications of computers Computers in Commerce, Marketing, Education and Management
	3	Software concepts, Types of Software and their role, Different System Software types Operating systems, Translators, System Utilities, Concept of Application Packages
	4	Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S., Time-sharing O.S.,
May	1	Multi-Programming O.S Operating System as a resource Manager, concept of GUI and CLI, Test
	2	Introduction to Windows: Components of a Application Window, Types of Windows, Windows as an Operating System, Windows explorer, Using Paintbrush, Control Panel, Installing a printer.
	3	User interfaces- GUI and CLI, Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons
June	4	MS-Excel Applications of a Spreadsheet, Advantages of an Spreadsheet, Features of Excel: Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, Test
	2	Establishing worksheet links, Table creating and printing graphs, Macros, Using Built-in-functions
	3	Word, Test, Doubts, Assignments
	4	Revision, Discussion, doubts
July	1	Revision, Discussion, doubts

GOVERNMENT COLLEGE SECTOR-9 (GURUGRAM)

Lesson Plan : April 2022 to July 2022

Name of Assistant Professor : Dr. Mukesh Kumar

Class : M.com 2nd year

Subject: Corporate tax

MONTH	WEEK	TOPIC
April	1	Corporation Tax, Meaning of tax, Tax evasion, Tax avoidance, Tax planning, Tax management, Need for tax planning, Precautions in tax planning.
	2	Limitations of tax planning, Tax planning for new business, Tax planning with reference to location, nature and different forms of organization of new business.
	3	Tax provisions relating to free trade zones, infrastructure sector, backward areas, Tax issues relating to amalgamations, Meaning and types of amalgamation.
	4	Tax incentives of amalgamations to amalgamating company, amalgamated company and shareholders of amalgamating company, Tax planning with reference to amalgamation of companies test.
May	1	Tax Planning and Financial Management Decisions, Tax Planning relating to capital structure decisions, Dividend policy, Inter corporate Dividends.
	2	Bonus share and Bonus debentures, Tax planning in respect of own or lease, Tax planning regarding Managerial Remuneration.
	3	Tax planning and Financial Management Decisions, Tax planning in respect of sale of assets used for scientific research, Make or buy decisions, test.
	4	Repair replace, Renewal or renovation of an asset, Shut down or continue decisions.
June	1	Tax planning in respect of selling in domestic or foreign market.
	2	Tax planning in respect of Tax incentives to Exporters.
	3	Assignments
	4	Revision, group discussion, doubts.
July	1	Revision, group discussion, doubts.

GOVERNMENT COLLEGE SECTOR-9 (GURUGRAM)

Lesson Plan : April 2022 to June 2022

Name of Assistant Professor : Dr. Mukesh Kumar

Class : B.com Hons. 3rd year

Subject: Income tax

MONTH	WEEK	TOPIC
April	1	Rebate & Relief of Tax, computation of total income.
	2	tax liability of individual, filling and filing of return (ITR – I and II).
	3	Assessment of Hindu Undivided Family.
	4	Assessment of Firms & Association of Persons, test.
May	1	Income tax authorities & their powers, procedure for assessment, Deduction of Tax at Source (TDS), advance payment of tax.
	2	Deduction of Tax at Source (TDS), advance payment of tax.
	3	Deduction of Tax at Source (TDS), advance payment of tax, test.
	4	Recovery & refund of tax, appeals & revision.
June	1	penalties, offences & prosecutions.



	2	Assignments, test, doubts
	3	Revision, Discussion, doubts
	4	Revision, Discussion, doubts
July	1	Revision, Discussion, doubts

GOVERNMENT COLLEGE SECTOR-9 (GURUGRAM)

Lesson Plan : April 2022 to June 2022

Name of Assistant Professor : Dr. Mukesh Kumar

Class : B.com 1st year (Section A,B)

Subject: Business Management

MONTH	WEEK	TOPIC
April	1	Staffing: concept, nature and scope, Matching job and people,
	2	Recruitment, Selection and Training of employees.
	3	Motivation and Leadership: Motivation-concept, Theories-Maslow, Herzberg,
	4	Megreg or and Quehi; Financial and Non-Financial Incentives.
May	1	Leadership: concept and Leadership styles, Leadership Theories
	2	Communication and Control: Communication Concept, Nature, Types and Process, Barriers and Remedies test
	3	Control: Concept, Process and Techniques, Effective Control System
	4	Management of Change: Concept, Nature and , test
June	1	Process of Planned Change: Resistance to Change;
	2	Emerging Horizons of management in a changing environment
	3	Word, Test, Doubts, Assignments
	4	Revision, Discussion, doubts
July	1	Revision, Discussion, doubts



Department of Commerce, GC Sec-9, Gurugram

Class: BBA IInd SEM

Paper: BBAN 205

Nomenclature of the Paper: ORGANIZATIONAL BEHAVIOR

Lesson Plan: APRIL - JUNE 2022

APRIL 2022	
	Topics to be covered
Week 1	Introduction – Concept and scope of organizational behavior
Week 2	Historical development of organizational behavior
Week 3	Emerging trends and hanging profiles of workforce
Week 4	Foundations of organizational behavior,
Week 5	Challenges of organizational behavior
MAY 2022	
	Topics to be covered
Week 1	Foundations of individual behavior;
Week 2	Individual Processes – Personality, values,
Week 3	Attitudes, perception,
Week 4	learning and motivation,
Week 5	emotional intelligence: meaning, implications.
JUNE 2022	
	Topics to be covered
Week 1	Foundations of group behavior; Team Processes – And negotiation in workplace, power and politics
Week 2	Interpersonal communication, group dynamics, teams and teamwork, conflict
Week 3	Organizational processes – organizational structure and design, organizational culture,
Week 4	organizational change, development and stress management.
Week 5	TEST

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA IV SEM

Paper: BBAN-405

Nomenclature of the Paper: DATA BASE MANAGEMENT SYSTEM

Lesson Plan: APRIL 2022-JUNE 2022

APRIL 2022	
	Topic Covered
Week 1	Introduction to data base management system – Data versus information, record, file
Week 2	data dictionary, database administrator, functions and responsibilities
Week 3	file-oriented system versus database system
Week 4	Database system architecture – Introduction
Week 5	schemas, sub schemas and instances; data base architecture,
MAY 2022	
	Topic Covered
Week 1	data independence, mapping, data models, types of database systems.
Week 2	Data base security – Threats and security issues
Week 3	firewalls and database recovery;
Week 4	techniques of data base security; distributed data base.
Week 5	Data warehousing and data mining – Emerging data base technologies, internet
JUNE 2022	
	Topic Covered
Week 1	database, digital libraries, multimedia data base, mobile data base, spatial data base.
Week 2	LAB WORK
Week 3	LAB WORK
Week 4	TEST AND REVISION

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA IInd SEM

Paper: BBAN-204

Nomenclature of the Paper: **COMPUTER APPLICATIONS IN MANAGEMENT**

Lesson Plan: **APRIL 2022-JUNE 2022**

APRIL 2022	
	Topics to be covered
Week 1	UNIT-I Introduction to Computers – History, basic anatomy,
Week 2	operating system,
Week 3	memory, input/output devices; types of computers,
Week 4	classification of computers; hardware and software
Week 5	Networking – Advantage, types, devices and network connection, wireless networking; virus and firewalls
MAY 2022	
	Topics to be covered
Week 1	Introduction to information technologies browsers, , advantages and limitations,
Week 2	Multimedia applications in business; marketing and advertising; web applications of multimedia.
Week 3	IP addressing, web hosting
Week 4	Internet applications in business, chatting and e-mailing; computer applications
Week 5	use in offices, education, institutions, healthcare
JUNE 2022	
	Topics to be covered
Week 1	Data, information and types;
Week 2	web publishing, DSS, expert systems,
Week 3	Information systems, types – MIS, TPS, OAS,
Week 4	TEST AND REVISION

Head of Department

[Signature]
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA VI SEM

Paper: PAPER CODE: BBAN-602

Nomenclature of the Paper: **SYSTEM ANALYSIS AND DESIGN**

Lesson Plan: APRIL 2022 –JUNE2022

APRIL 2022	
	Topic to be Covered
Week 1	Introduction to analysis and design: - System and its characteristics, components,
Week 2	environment and classification, SDLC, Case tools for analyst, role of system analyst
Week 3	ER data models, feasibility study – economic, technical, operational.
Week 4	Design of Application: - DFDs, form design, screen design
Week 5	report design, structure chart
MAY 2022	
	Topic to be Covered
Week 1	data base definition, equipment specification and selection,
Week 2	personnel estimates, I-O design.
Week 3	Implementation:- data dictionary, decision tables,
Week 4	decision trees, logical design to physical implementation.
Week 5	decision trees
JUNE 2022	
	Topic to be Covered
Week 1	logical design to physical implementation.
Week 2	designing distributed data base, event based real time analysis tools, state transition diagrams.
Week 3	REVISION
Week 4	TEST

Head of Department

Anirudh
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (H) – VI Semester

Paper:

Nomenclature of the Paper: Project Planning and Management

Lesson Plan: from April 2022 to June 2022

April 2022	
	Topic to be Covered
Week 1	Project Planning: An overview
Week 2	Project Planning, strategy and Capital Allocation
Week 3	Generation and Screening of Project Ideas, Analysis: Market and Demand analysis
Week 4	Technical Analysis, financial Estimates and Projections, Time Value Money, Investment Criteria
Week 5	Project Cash Flows, The Cost of Capital
May 2022	
	Topic to be Covered
Week 1	Risk analysis, Risk analysis- Market and Firm Risk, Special Decision Situations,
Week 2	Social Cost Benefit analysis, Multiple Projects and Constraints
Week 3	Valuation of Real Options
Week 4	Judgemental, Behavioural, Strategic and Organisational considerations.
Week 5	Financing: Financing of Projects, financing Infrastructure Projects
June 2022	
	Topic to be Covered
Week 1	Financing of Projects- Venture capital and Private Equity
Week 2	Project Management
Week 3	Network Techniques for Project Management
Week 4	Project Review and Administrative Aspects

Head of Department


Signature of Teacher

Dr. Kaushal Kumar

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com (F) – IV Semester


Paper: 17MCO24DB2

Nomenclature of the Paper: Production Management

Lesson Plan: from April 2022 to June 2022

April 2022	
	Topic to be Covered
Week 1	Introduction: Concept of Production Management
Week 2	Nature and scope of Production Management, Evolution of production function;
Week 3	Production Process, Organization of production function.
Week 4	Relationship between production and other functions.
Week 5	Facility Location: nature, objectives and significance.
May 2022	
	Topic to be Covered
Week 1	Theories of location; factors influencing location
Week 2	Layout: Meaning, objectives and types
Week 3	Principles of layout; factors affecting layout.
Week 4	Production Planning: Concept and need, Factors influencing Production Planning
Week 5	Types of Production planning
June 2022	
	Topic to be Covered
Week 1	Production planning techniques, Production Control: - Meaning, objectives and elements
Week 2	Control techniques, Production Control in different Production Systems; Benefits & limitations.
Week 3	Quality control: Meaning, scope, objectives and organization; Quality Control Techniques
Week 4	Plant Maintenance: Meaning, scope, objectives, types; Maintenance programme techniques & Organization

Head of Department


Signature of Teacher

Dr. Kaushal Kumari

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com (P) – II Semester

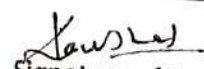
Paper: 16MCO22D3

Nomenclature of the Paper: Organisational Behaviour

Lesson Plan: from April 2022 to June 2022

April 2022	
	Topic to be Covered
Week 1	Organisational Behaviour: concept and significance
Week 2	Organisational Behaviour: Relationship to other fields; OB Model
Week 3	Learning: meaning and definition Learning: Process, theories of learning, OB in learning organization.
Week 4	Attitude: meaning and definition, components, functions, formation, changing of attitude, prejudice and attitude
Week 5	Personality: meaning and definition, the big five personality model
May 2022	
	Topic to be Covered
Week 1	Theories of personality, The Myers-Briggs Type Indicator, additional work related aspects of personality
Week 2	Perception: meaning and definition, process, factors influencing perception, perceptual errors or distortions.
Week 3	Group Dynamics and Team Development: Group dynamics- definition and importance, types of groups, group formation
Week 4	Group development, group performance factors, group norms, group status, group size, cohesiveness, social loafing.
Week 5	Team: types, team composition factors, team development.
June 2022	
	Topic to be Covered
Week 1	Organisational Conflict: Dynamics and management; sources, patterns, levels, and types of conflict;
Week 2	Traditional and modern approaches to conflict; Functional and dysfunctional organisational conflicts; Resolution of conflict
Week 3	Organisational development: Concept; Need for change, resistance to change
Week 4	Theories of planned change; organizational diagnosis; OD intervention.

Head of Department


Signature of Teacher
Dr. Kaushal Kumar

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (H) – VI Semester

Paper:

Nomenclature of the Paper: Business Environment and International Business
Lesson Plan: From April 2022 to June 2022

April 2022	
Week 1	Topic to be Covered Business Environment: concept, components and importance
Week 2	SWOT Analysis, Agriculture in India - Problems, Importance, contribution in national economy, remedial measures.
Week 3	Economic Trends (overview); income, savings and investment;
Week 4	Economic trends in industry; Trade and balance of payments.
Week 5	Problems of Growth: Unemployment, Poverty; regional imbalances, social injustice, inflation, parallel economy and industrial sickness.
May 2022	
	Topic to be Covered
Week 1	Role of Govt. in Indian Economy; Monetary and Fiscal Policy;
Week 2	Industrial Policy; Industrial Licensing; Privatization and Devaluation;
Week 3	International Business: - An overview; Domestic versus International Business; Major risks and challenges of International Business;
Week 4	International Business Environment- Components and determinants; stages of internationalization of business; international business approaches, concept of globalization.
Week 5	Modes of entering into international business
June 2022	
	Topic to be Covered
Week 1	Nature of multinational enterprise and international direct investment; foreign exchange; determination of exchange rate; Balance of payments.
Week 2	Theories of International Trade- Absolute advantage theory; comparative advantage theory; factor proportions theory
Week 3	Product life cycle theory of trade; government influence on trade; rationale for government intervention, instruments of trade control; role of WTO, IMF and World Bank in international trade.
Week 4	Assessing International markets; designing products for foreign markets; branding decisions; international promotions policy; international pricing; international logistics and distribution







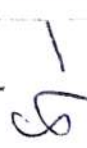

Head of Department

Signature of Teacher

Kaushal Kumar
Dr. Kaushal Kumar,


**GOVT. COLLEGE SECTOR-9
GURUGRAM**

**OPEN PHYSICAL COUNSELLING FOR ADMISSION WILL
BE HELD
26/08/2022 FROM 9:30 AM TO 2:00 PM**

Dr. Mukesh Kumar			Corporate Tax M.Com. 4 th Sem. R-2	Income Tax B.Com. (Hons) 6 th Sem. R-3					Bus. Mgt. B.Com. 2 nd Sem. Section-B R-2	
Dr. Sandeep			Income Tax B.Com. 6 th Sem. Section-C R-2	Accounting for Mgt. B.Com.(H) 6 th Sem. R-3				Auditing B.Com. (H) 4 th Sem. R-2	Bus. Mgt. B.Com. 2 nd Sem. Section-A R-2	
Sh Surender Kadyan				Business Environment B.Com. 2 nd Sem. Sec-A OS-1	Business Environment B.Com. 2 nd Sem. Sec-B OS-1			Business Statistics B.Com. 2 nd (H) R-12	Media & Society M.Com. 2 nd Sem. R-8	
Dr. Vandana Dangi			B R M M.Com. 4 th Sem. R-8	Management Accounting M.Com. 2 nd Sem. R-8			Investment Management M.Com. 2 nd Sem. R-8	Financial Management M.Com. 2 nd Sem. R-8		
Dr. Kaushal Kumari			Project Planning B.E. B.Com. (H) 6 th Sem. R-3		O.B. M.Com. 2 nd Sem. R-8		Production Management M.Com. 4 th Sem. R-6		E.D M.Com. 2 nd Sem. R-8	
Dr. Mukesh			Basic of Comp. B.Com. 2 nd Sem. Sec A 1-3 Sec- B 4-6		HRM H.Com 4 th sem OS		Basic of Comp. B.Com. 2 nd Sem. Sec C R-11		HRM M.Com. 4 th Sem. R-11	
Ms Shaili Soni			International Marketing M.Com. 4 th Sem. R-3	Financial Accounting B.Com (H) 2 nd Sem. R-12			Marketing Mgt. B.Com. 4 th Sem. Section-A 1-3 Section C 4-6 R-4	Marketing Mgt. B.Com. 4 th Sem. Section-B OS-1		
Dr. Shubhra Jain			HRM/ Retail B.Com. (H) 6 th Sem. R-6	Cost Accounting B.Com. 6 th Sem. Section-C R-6	B R F B.Com. 4 th Sem. Section-A R-5			CAS & R M com 4 th Sem R-6		
Ms Kavita Dua			Financial Accounting B.Com. 2 nd Sem. Section-C R-12	Business Environment B.Com. 2 nd Sem. Section-C R-5	Business Management B.Com. 2 nd Sem. (H) R-12	Business Management B.Com. 2 nd Sem. (H) R-12			Business Management B.Com. 2 nd Sem. Section-C R-1	

	Accounting B.Com. 6 th Sem. Section-A R-4	B.M./I.M B.Com 6 th Sem Section A AS - I	Company Law B.Com. 2 nd (H) O-S-I	Income Tax B.Com. 6 th Sem. Section-A R-2	Income Tax B.Com. 6 th Sem. Section-B R-2			
Ms Minakshi	Financial Accounting B.Com. 2 nd Sem Section-A R-5	Business Statistics B.Com. 4 th Sem. Section-B 1-3 Section-C 4-6		Financial Institution & Market B.Com. 4 th Sem. (H) R-12	Business Statistics B.Com. 4 th Sem. Section-A R-3	Business Law B.Com. 2 nd (H) R-12	<i>Minksh</i>	<i>Linspr</i>
Ms Priya Sharma				Corporate Law B.Com. 4 th Section -C 4-6 Section-B 1-3 R-11		Business Ethics B.Com. 4 th Sem. (H) Lab-7	<i>Priya</i>	<i>Dave</i>
Ms Latika Guaba	F.M. B.Com. 6 th Sem. Section-B R-4	F.M. B.Com. 6 th Sem. Section-B R-4		F.M. B.Com. 6 th Sem. Section-C R-4	BRF B.Com. 4 th Sem Section B R-3	BRF B.Com. 4 th Section-C R-6	<i>Latika</i>	
Mr Jagdish Chand	S.P. B.Com. 4 th Sem. Section-A 1-2 Section-B 3-4 Section-C 5-6		Introduction to Computer B.Com. 2 nd (H) R-4		Statistical Analysis B.Com. 4 th Sem. (H) Lab-7	GST B.Com. 6 th Sem Section-A 1-2 Section B 2-4 Section-C 4-6	<i>Jagdish</i>	<i>Chand</i>
Dr. Swati Bansal		Corporate Accounting B.Com. 4 th Sem Section A R-6	Corporate Accounting B.Com. 4 th Sem. Section B Lab-7		Corporate Accounting B.Com. 4 th Sem. Section C R-5	Corporate Law B.Com. 4 th Sem Section-A OS-1	<i>Swati</i>	
Ms Nisha Rani	Financial Accounting B.Com. 2 nd Sem Section-B R-2	Cost Accounting B.Com. 4 th Sem. Section B R-12		Auditing B.Com. 6 th Sem Section A R-5	Auditing B.Com. 6 th Sem Section B R-4			

Ms Anita	E.Com. BBA 6 th Sem. Lab-7	Corporate Accounting BBA 2 nd Sem R-1	Income Tax BBA 6 th Sem.	F M BBA 4 th Sem.	Int. Business BBA 6 th Sem R-1	BBA 4 th Sem. R-14-6	Business Statistics BBA 2 nd Sem.	BRM BBA 4 th Sem.	
Ms. Ritu			Consumer Protection BBA - 6 th Sem R - 5	Business Law BBA 4 th Sem R - 6			Principles of management BBA 2 nd Sem R-5-1	HRV BBA 4 th Sem R-5	
Ms Anuradha Dhankar	DBMS BBA 4 th Sem. R-1 1-5 B. Law 4-6		OB BBA 2 nd Sem. R-1	Comp. Application Megl. BBA 2 nd Sem. Lab-7 ppm			SAD BBA 6 th Sem. Lab-7		


31/03/2022

COMMERCE

2021-22

ODD SEMESTER

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Pass) – III Semester (Sec- A)

Paper: BC 3.03

Nomenclature of the Paper: Business Regulatory Framework-I

Lesson Plan: From September 2021 to December 2021

September 2021	
	Topic to be Covered
Week 1	Indian Contract Act: - Valid contract and its elements; Void and void able agreements; Void and illegal agreements .
Week 2	Offer and acceptance; Contractual capacity of parties
Week 3	Free consent of parties; Lawful consideration and object
Week 4 <i>85</i>	Agreements expressly declared as void
October 2021	
	Topic to be Covered
Week 1	Contingent Contracts : Quasi contracts ; Discharge of Contracts & Consequences of breach
Week 2	Contract of Indemnity and guarantee: - Elements ; Rights
Week 3	indemnifier Guarantee - features ; Rights and Liabilities of surely
Week 4 <i>85</i>	Discharge of surety; Difference between contract of indemnity and Guarantee , Assignment 1
November 2021	
	Topic to be Covered
Week 1	Contract of Bailment - Meaning; types
Week 2	Termination of bailment & Duties and rights of bailor and bailee
Week 3	Contract of Pledge : Essentials ; Rights and Duties of Pawnor and Pawnee
Week 4 <i>85</i>	Consumer protection Act 1986 – Introduction , Assignment 2
December 2021	
	Topic to be Covered
Week 1	Consumer protection Act 1986 - Rights of consumers
Week 2	consumer Protection councils & consumer disputes redressal machinery
Week 3	Revision
Week 4 <i>85</i>	Revision

Head of Department

Shubhraj Jain
Signature of Teacher

Contemporary Issues in Commerce

September 2021

Week 1	Balance of Payment & Deficit Financing.
Week 2	Tax Regulation & Economic Growth.
Week 3	Role of Micro Finance, CSR, Ethics
Week 4	E-Learning
Week 5	E-Learning

October 2021

Week 1	Mobile Communication
Week 2	Financial Innovation
Week 3	Global Financial Crisis
Week 4	Recent Trends in Banking & Financial Services.
Week 5	Same.

November 2021

Week 1	Rural Marketing	, Allocation of Project Report Topics (Studentwise)
Week 2	Retailing Challenges.	
Week 3	Marketing through SWW.	
Week 4	E-Marketing	
Week 5	Workforce Diversity, HRA & Audit	

December 2021

Week 1	HR challenges
Week 2	Assessment of project reports.
Week 3	— do —
Week 4	— do —
Week 5	— do —.

Dr. Shubhraj Jain
COMMERCE

B.COM (Pass) 3rd Sem (A)

Session 2021-22

Paper → BC 3.05

Subject → HRM

September 2021

- Week 1 HRM - Definition, Importance, Objectives, Scope
Week 2 HRM - Functions, Qualification & Qualities
Week 3 HRM - Evolution & Growth
Week 4 Recruitment - Meaning, Steps.
Week 5 Recruitment - Sources.

October 2021

- Week 1 Recruitment - Modes & Factors.
Week 2 Selection - Meaning, Essentials
Week 3 Selection - Stages
Week 4 Training - Concept, Need, Importance
Week 5 Methods of Training, Assignment 1

November 2021

- Week 1 Wages & Theories of wages
Week 2 Methods of wage payments
Week 3 Concept of wage
Week 4 Wage Incentives
Week 5 Industrial Relations.

December 2021

- Week 1 Industrial Unrest
Week 2 Assignment 2, Revision
Week 3 Revision
Week 4 & 5 Revision.

Dr. Shubhrajaini
COMMERCE

B.COM (Hons) 3rd sem.

Session 2021-22.

Subject → Cost Accounting

September 2021

Week 1 Cost Accounting - Introduction, nature
Week 2 Scope, Limitations, elements
Week 3 types.
Week 4 Overheads - Meaning, classification.
Week 5 Overheads - Allocation, Apportionment

October 2021

Week 1 Overheads - Absorption of OHs.
Week 2 Problems Discussion of OHs.
Week 3 Problems Discussion of OHs.
Week 4 Unit & output Costing - Meaning & objectives.
Week 5 Cost-sheet Introduction, Methods., Assignment 1

November 2021

Week 1 Reconciliation of cost sheet with Numerical problems.
Week 2 Numerical problems discussion.
Week 3 Reconciliation of Cost & Financial Accounts - Introduction.
Week 4 Reconciliation of C&FA — Numerical problems.
Week 5 Contract Costing - Intro & Numerical problems.

December 2021

Week 1 Process Costing - Intro & Numerical problems.
Week 2 Labour Cost Control - Numerical
Week 3 Cost of Materials - Numerical
Week 4 Revision, Assignment 2.
Week 5 Revision

Dr. Shubhraj Jain
COMMERCE

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: *Kavita Dha*

Class: B. Com (Pass) – I Semester (Sec- *A & C*)

Paper: BC 104

Nomenclature of the Paper: Business Management

September 2021	
	Topic to be Covered
Week 1	Business: concept
Week 2	nature and spectrum of business activities
Week 3	business system
Week 4	business objectives
Week 5	Management: Introduction, concept, nature
October 2021	
	Topic to be Covered
Week 1	process and significance
Week 2	Development of Management Thought
Week 3	Classical approach
Week 4	Neo-Classical systems
Week 5	Contingency approaches
November 2021	
	Topic to be Covered
Week 1	Planning: concept, types and process
Week 2	Decision Making: concept and process
Week 3	Management by Objectives
Week 4	Corporate Planning
Week 5	Strategic Formulation
December 2021	
	Topic to be Covered
Week 1	Organizing: concept, nature, process and significance
Week 2	Authority and Responsibility relationship, Centralization and Decentralization
Week 3	Departmentation; Firms of Organizing structure.
Week 4	Revision
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision

Kavita
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: *Kuntla Divya*

Class: B. Com (Pass) – III Semester (Sec- B)

Paper: BC 305

Nomenclature of the Paper: Human Resource Management

Sep 2021	
	Topic to be Covered
Week 1	An Introduction to Human Resource Management: Definition, Importance objectives and scope of Human Resource Management (HRM)
Week 2	Function of Human Resource Management: - Managerial and Operative Functions
Week 3	Qualification and Qualities of Human Resource manager
Week 4	Evolution and Growth of Human Resource Management (HRM) India
Week 5	Recruitment
Oct 2021	
	Topic to be Covered
Week 1	Selection-procedures & stages
Week 2	Training-need & importance
Week 3	Training- principles, need & methods
Week 4	Wages- objectives & factors
Week 5	Wages-methods
Nov 2021	
	Topic to be Covered
Week 1	Incentives-need & importance
Week 2	Incentives- types
Week 3	special incentives & co-partnership
Week 4	Industrial Relations-importance& objectives
Week 5	Industrial Relations- participants and impact
Dec2021	
	Topic to be Covered
Week 1	Industrial disputes- unrest, prevention measures
Week 2	Revision
Week 3	Revision
Week 4	Revision
Week 5	Revision
Jan 2022	
	Topic to be Covered
Week 1	Revision

Signature of Teacher

Kuntla Divya

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: *Kavita Dora*

Class: B. Com (Pass) – I Semester (Sec- *C*)

Paper: BC 101

Nomenclature of the Paper: Financial Accounting-I

September 2021	
	Topic to be Covered
Week 1	Introduction: meaning, objectives, process, limitations and basic terms of Accounting;
Week 2	Generally accepted Accounting Principles;
Week 3	Journalizing, Posting
Week 4	Preparation of trial balance
Week 5	
October 2021	
	Topic to be Covered
Week 1	Capital and revenue items; Reserves and Provisions;
Week 2	Depreciation: Meaning, causes, accounting procedure, methods of computing depreciation – straight line
Week 3	methods of computing depreciation – diminishing balance method
Week 4	change of method: numericals
Week 5	
November 2021	
	Topic to be Covered
Week 1	Final Accounts with adjustments
Week 2	Final Accounts with adjustments: numericals
Week 3	Rectification of errors
Week 4	Rectification of errors: numericals
Week 5	Accounting for non-profit organizations
December 2021	
	Topic to be Covered
Week 1	Accounting for non-profit organizations : numericals
Week 2	Consignment accounts
Week 3	Consignment accounts: numericals
Week 4	Revision
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision

Signature of Teacher *Kavita Dora*

Government College Sector-9, Guwahati

Disson PLAN (2021-22)

CLASS : Bcom (P) V Semester

Name of Assistant Professor : Dr. A. K. Deka

Subject : ESSB

Section C

September

Week 1 Defining Entrepreneur, Characteristics, Functions.

Week 2 Types of Entrepreneur, Entrepreneurship & Management.

Week 3 Entrepreneurship and Economic Development

Week 4 Entrepreneurship and Environment

Week 5 Small Business : Characteristics, Features, Importance

October

Week 1 Problems of SMEs, Relationship b/w SMEs and Large Scale Enterprises, Developing Competencies.

Week 2 EDP's - Importance, Features, Motivation

Week 3 Idea generation techniques, Network Marketing, Franchising, BPO.

Week 4 Setting up New Venture: Steps, Project Report.

Week 5 Market Survey, PPR, Managerial Roles and Functions in a Small Business.

November

Week 1 Diwali Break

Week 2 Product Design, Plant location and Plant layout

Week 3 Managing Growth, Stability Strategy, Expansion Integration, Turnaround strategies, Combination strategies

- Week 4 Issues in Small Business: Product Mix, Price Mix,
Promotion, PLC, Marketing Consortium
- Week 5 Assignment and Presentation.

December

- Week 1 Incentives, subsidies, Advantages, Problems,
Taxation Benefits.
- Week 2 Institutional Support, SIDO, NSIC, SISI
- Week 3 SIDBI, OSIC, SFC's, SIDPCs
- Week 4 Revision Unit 1 and 2.
- Week 5 Revision Unit 3 and 4.

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Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: *Lakshya*
Class: B. Com (Pass) – III Semester (Sec-B, C)
Paper: BC 303

Nomenclature of the Paper: Business Regulatory Framework-I

September 2021	
	Topic to be Covered
Week 1	Indian Contract Act: - Valid contract and its elements; Void and void able agreements; Void and illegal agreements .
Week 2	Offer and acceptance; Contractual capacity of parties
Week 3	Free consent of parties; Lawful consideration and object
Week 4	Agreements expressly declared as void
Week 5	Indian Contract Act: - Valid contract and its elements; Void and void able agreements; Void and illegal agreements .
October 2021	
	Topic to be Covered
Week 1	Contingent Contracts : Quasi contracts ; Discharge of Contracts & Consequences of breach
Week 2	Contract of Indemnity and guarantee: - Elements ; Rights
Week 3	indemnifier Guarantee - features ; Rights and Liabilities of surely
Week 4	Discharge of surety; Difference between contract of indemnity and Guarantee
Week 5	Contingent Contracts : Quasi contracts ; Discharge of Contracts & Consequences of breach
November 2021	
	Topic to be Covered
Week 1	Contract of Bailment - Meaning; types
Week 2	Termination of bailment & Duties and rights of bailor and bailee
Week 3	Contract of Pledge : Essentials ; Rights and Duties of Pawnor and Pawnee
Week 4	Consumer protection Act 1986 – Introduction
Week 5	Contract of Bailment - Meaning; types
December 2021	
	Topic to be Covered
Week 1	Consumer protection Act 1986 - Rights of consumers
Week 2	consumer Protection councils & consumer disputes redressal machinery
Week 3	Consumer protection Act 1986 - Rights of consumers
Week 4	Revision
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision

Lakshya
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Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

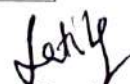
Name of Assistant/Associate Professor: Latika

Class: B. Com (Pass) – V Semester (Sec - B, C)

Paper: BC 503

Nomenclature of the Paper: Accounting for Management

September 2021	
	Topic to be Covered
Week 1	Management Accounting: Nature and Scope of Management Accounting: Meaning, functions,
Week 2	Scope of Management Accounting, The Management Accountant, The Controller
Week 3	The Treasurer, Management Accounting Principles,
Week 4	Management Accounting vs Financial Accounting vs. Cost Accounting,
Week 5	Utility of management Accounting, Limitations of Management Accounting, Tools of Management Accounting
October 2021	
	Topic to be Covered
Week 1	Analysis and Interpretation of Financial Statements
Week 2	Types of financial analysis, steps involved in financial analysis, techniques of financial analysis
Week 3	Ratio Analysis: meaning of ratios, classification of ratios
Week 4	profitability ratios, balance sheet ratios and turnover ratios
Week 5	advantages and limitations of ratio analysis
November 2021	
	Topic to be Covered
Week 1	Cash Flow Statement: Meaning, objectives
Week 2	limitations and accounting procedure
Week 3	Financial planning
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
December 2021	
	Topic to be Covered
Week 1	Capital Budgeting: Meaning, nature
Week 2	need, importance
Week 3	appraisal methods
Week 4	capital rationing
Week 5	PSS (Problems Solving Section)
January 2022	
	Topic to be Covered
Week 1	Revision


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Government College Sector -9, Gurugram

ALSSON PLAN (2021-22)

CLASS: BCom(P) V Semester

Name of Assistant Professor: Latika

Subject: ESSB

Section C

September

Week 1 Defining Entrepreneur, Characteristics, functions.

Week 2 Types of Entrepreneur, Entrepreneurship & Management.

Week 3 Entrepreneurship and Economic Development

Week 4 Entrepreneurship and Environment

Week 5 Small Business: Characteristics, features, importance

October

Week 1 Problems of SSE's, Relationship b/w SSE's and Large Scale Enterprises, Developing Competencies.

Week 2 EDP's - importance, features, Motivation

Week 3 Idea generation techniques, Network Marketing, Franchising, BPO.

Week 4 Setting up New Venture: steps, Project Report.

Week 5 Market Survey, PPR, Managerial Roles and functions in a Small Business.

November

Week 1 Diwali Break

Week 2 Product Design, Plant location and Plant layout

Week 3 Managing Growth, Stability Strategy, Expansion Integration, Turnaround strategies, Combination strategies

Department of Commerce, GC Sec-9, Gurugram
 Lesson Plan: from September 2021 to January 2022
 Name of Assistant/Associate Professor: *Dr. Surender*
 Class: B. Com (Pass) – I Semester (Sec- B)
 Paper: BC 104
 Nomenclature of the Paper: Business Management

September 2021	
	Topic to be Covered
Week 1	Business: concept
Week 2	nature and spectrum of business activities
Week 3	business system
Week 4	business objectives
Week 5	Management: Introduction, concept, nature
October 2021	
	Topic to be Covered
Week 1	process and significance
Week 2	Development of Management Thought
Week 3	Classical approach
Week 4	Neo-Classical systems
Week 5	Contingency approaches
November 2021	
	Topic to be Covered
Week 1	Planning: concept, types and process
Week 2	Decision Making: concept and process
Week 3	Management by Objectives
Week 4	Corporate Planning
Week 5	*Strategic Formulation
December 2021	
	Topic to be Covered
Week 1	Organizing: concept, nature, process and significance
Week 2	Authority and Responsibility relationship, Centralization and Decentralization
Week 3	Departmentation; Firms of Organizing structure.
Week 4	Revision
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision

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Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor:

Class: B. Com (Hons.) – I Semester

Paper: BCH 106

Nomenclature of the Paper: Business Law-I

September 2021	
	Topic to be Covered
Week 1	The Indian Contract Act 1872: Contract –characteristics and kinds
Week 2	essentials of valid contract – offer
Week 3	acceptance, consideration
Week 4	contractual capacity, free consent
Week 5	legality of objects
October 2021	
	Topic to be Covered
Week 1	Void agreements
Week 2	Discharge of contract
Week 3	modes of discharge including
Week 4	discharge remedies.
Week 5	Contingent contracts. Quasi – contracts
November 2021	
	Topic to be Covered
Week 1	Contract of Indemnity and Guarantee
Week 2	Contract of Bailment
Week 3	Contract of Agency
Week 4	Consumer Protection Act
Week 5	Consumer Protection Act
December 2021	
	Topic to be Covered
Week 1	Sale of Goods Act 1930
Week 2	Conditions and warranties, Transfer of ownership
Week 3	Performance of contract of sale, unpaid seller
Week 4	Revision
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision


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Department of Commerce, G.C Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor:

Class: B. Com (Pass) – III Semester (Sec- A, B, C)

Paper: BC 302

Nomenclature of the Paper: Business Statistics-I

September 2021	
	Topic to be Covered
Week 1	Introduction of Statistics: Origin, Development, Definition, Scope, Uses and Limitations
Week 2	Statistical Data: Types of Measurement scales- normal, Ordinal, Interval and Ratio level measurement; Collection, Classification and Tabulation of Primary and Secondary data.
Week 3	Presentation of data
Week 4	Central Tendency and Partition values; Concept and Measures of
Week 5	Central tendency, Quartiles, Deciles, Percentiles.
October 2021	
	Topic to be Covered
Week 1	Dispersion: Concept and Its absolute as well as relative measures
Week 2	Moments, Skewness and Kurtosis: Moments about any point and about mean and the relationship between them.
Week 3	Sheppard's Corrections for Moments
Week 4	Concept of symmetrical distribution and skewness
Week 5	measures and Co- efficient of skewness
November 2021	
	Topic to be Covered
Week 1	Analysis of Bivariate data: Correlation-concept, scatter diagram,
Week 2	Karl Pearson's co-efficient of Correlation and its properties
Week 3	Spearman's rank Correlation, Concurrent deviation method
Week 4	Regression: Meaning and Definition, Difference between Correlation and Regression
Week 5	Principle of least squares and fitting of a line of best fit to the given data, Regression lines
December 2021	
	Topic to be Covered
Week 1	Properties of regression Co-efficient and Regression lines
Week 2	standard error of estimate, Co-efficient of determination
Week 3	PSS (Problems Solving Section)
Week 4	Revision
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision


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Department of Commerce, G.C Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: *RITU PRICAT*

Class: *BBN 3rd Sem*

Nomenclature of the Paper:

Marketing management
September 2021

	Topic to be Covered
Week 1	Introduction to Marketing; difference between marketing and selling
Week 2	core concepts of marketing
Week 3	marketing mix
Week 4	marketing process
Week 5	marketing environment
October 2021	
	Topic to be Covered
Week 1	Determinants of consumer behaviour; consumer's purchase decision
Week 2	process (exclude industrial purchase decision process)
Week 3	market segmentation; target marketing; differentiation
Week 4	positioning; marketing research
Week 5	marketing information system
November 2021	
	Topic to be Covered
Week 1	Product and product line decisions; branding decisions
Week 2	packaging and labelling decisions
Week 3	product life cycle concept
Week 4	new product development
Week 5	pricing decisions
December 2021	
	Topic to be Covered
Week 1	Marketing channels: - retailing, wholesaling, warehousing
Week 2	physical distribution, supply chain management
Week 3	customer relationship marketing
Week 4	promotion mix: - personal selling
Week 5	advertising, sales promotion, publicity
January 2022	
	Topic to be Covered
Week 1	Revision

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Department of Commerce, GC Sec-9, Gurugram
 Lesson Plan: from September 2021 to January 2022
 Name of Assistant/Associate Professor: *RITU PHOCHAN*

Class: *BBA 3rd Sem*

Nomenclature of the Paper:

capital market

September 2021	
Week 1	Topic to be Covered
Week 2	Meaning, nature and role of capital market, features
Week 3	reforms in the capital market
Week 4	regulatory framework of capital market
Week 5	capital market instruments
	innovation in financial instruments
October 2021	
	Topic to be Covered
Week 1	Primary capital market scenario in India
Week 2	methods of raising resources from primary market; secondary market scenario in India
Week 3	reforms in secondary market, organization and management, trading and settlement
Week 4	listing of securities, stock market index
Week 5	steps taken by SEBI to increase liquidity in the stock market
November 2021	
	Topic to be Covered
Week 1	Meaning, need and benefits of depository system in India, difference between demat and physical share
Week 2	depository process, functioning of NSDL and SHCIL, Importance of Debt market in capital market
Week 3	participant in the debt market
Week 4	types of instrument treated in the Debt market,
Week 5	primary and secondary segments of debt market
December 2021	
	Topic to be Covered
Week 1	Role and policy measures relating to development banks and financial institution in India
Week 2	products and services offered by IFCL, IDBI, IIBI
Week 3	SIDBI, IDFC, EXIM Bank
Week 4	NABARD and ICICI Meaning and benefits of mutual funds
Week 5	types of mutual funds, SEBI guidelines relating to mutual funds
January 2022	
	Topic to be Covered
Week 1	Revision

Signature of Teacher

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Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Class: **BBA 1st Sem** Professor: **RITU PHOQAT**

Nomenclature of the Paper: **Business Communication**

September 2021	
Week 1	Topic to be Covered
Week 2	Business Communication – Nature and process
Week 3	forms of communication, role of communication skills in business
Week 4	communication networks
Week 5	barriers to communication
Communication Skills: Listening skills	
October 2021	
Week 1	Topic to be Covered
Week 2	cognitive process of listening, barriers to listening
Week 3	reading skills, speaking skills
	public speaking
Week 4	voice modulation
Week 5	body language
November 2021	
Week 1	Topic to be Covered
Week 2	Written Communication – Types, structures
Week 3	layout of business letters; presentative letters
Week 4	sales letters, claim letters, employment letters
Week 5	writing memo
	notice and circular
December 2021	
	Topic to be Covered
Week 1	Business Reports – Purpose and types, framework of business reports
Week 2	presentation of reports, brochures, issuing notice
Week 3	agenda of meeting and recording of minutes of meetings
Week 4	Revision
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: From September 2021 to January 2022

Name of Assistant/Associate Professor: **RITUPHO CAT**

Class: **BBA Vth Sem.**

Nomenclature of the Paper: **Company Law.**

September 2021	
Week 1	Topic to be Covered
Week 2	Company – Meaning, Features, Kinds
Week 3	Registration & Incorporation
Week 4	MOA
Week 5	AOA
Prospectus	
October 2021	
Week 1	Topic to be Covered
Week 2	Share Capital
Week 3	-Do-
Week 4	Debentures
Week 5	-Do-
November 2021	
Week 1	Topic to be Covered
Week 2	Company Administration
Week 3	-Do-
Week 4	Company Meetings
Week 5	-Do-
December 2021	
Week 1	Topic to be Covered
Week 2	Oppression & Management
Week 3	-Do-
Week 4	-Do-
Week 5	Winding Up
-Do-	
January 2022	
Week 1	Topic to be Covered
Revision	

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Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: *Pritha Choudhary*

Class: *BBA Fc*

Nomenclature of the Paper: *Business Organization*

September 2021	
	Topic to be Covered
Week 1	Business – Concept
Week 2	nature and scope, business as a system
Week 3	business objectives
Week 4	business and environment interface
Week 5	distinction between business, commerce and trade
October 2021	
	Topic to be Covered
Week 1	Forms of business organization – Sole proprietorship
Week 2	partnership
Week 3	joint stock company
Week 4	types of company cooperative societies
Week 5	multinational corporations
November 2021	
	Topic to be Covered
Week 1	Entrepreneurship – Concept and nature
Week 2	entrepreneurial opportunities in contemporary business environment
Week 3	process of setting up a business enterprise
Week 4	choice of a suitable form of business organization
Week 5	feasibility and preparation business plan
December 2021	
	Topic to be Covered
Week 1	Government and business interface: stock exchange in India
Week 2	business combination – concept and causes
Week 3	chambers of commerce and industries in India – FICCI, CII Association
Week 4	Revision
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: Anita Mahaliya

Class: BBA 3rd sem

Nomenclature of the Paper: Cost 2 management Accounting

September 2021

	Topic to be Covered
Week 1	Introduction: - Objective, elements of cost, cost sheet, importance of cost accounting
Week 2	types of costing, installation of costing system, difference between cost accounting and financial accounting
Week 3	Material Control: - Meaning and objectives of material control, material purchase procedure
Week 4	fixation of inventory levels
Week 5	Danger level and Methods of Valuing Material Issues.

October 2021

	Topic to be Covered
Week 1	Labour Cost Control
Week 2	Idle Time, Overtime, Systems of Wage Payment
Week 3	Overhead – classification, allocation and apportionment of overhead
Week 4	Methods of Costing – Job, Batch and Contract Costing
Week 5	Process Costing Fundamental, Process Losses & Gains

November 2021

	Topic to be Covered
Week 1	Management Accounting: - Meaning, nature, scope, objective and functions; marginal costing and profit planning
Week 2	practical application of marginal costing techniques.
Week 3	Responsibility Accounting: - types of responsibility centres
Week 4	performance evaluation criteria, responsibility reporting
Week 5	budgeting – role of budgets and budgeting in organizations
	budgeting process, operational and financial budgeting

December 2021

	Topic to be Covered
Week 1	Nature and types of Financial Statements; techniques of financial statement analysis
Week 2	ratio analysis, fund flow and cash flow analysis
Week 3	techniques in performance measurement
Week 4	Management accounting information for activity
Week 5	process decisions; basic capital budgeting techniques

January 2022

	Topic to be Covered
Week 1	Revision

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: Anita Nihariya

Class : BBAN501

Nomenclature of the Paper: Production and Materials Management

September 2021

	Topic to be Covered
Week 1	Production economics: introduction, evaluation, major long term and short-term decisions; objectives, importance and activities
Week 2	differences between products and services. Meaning and types of production systems
Week 3	production to order and production to stock; plant location
Week 4	factors affecting location and evaluating different locations
Week 5	Production planning and control, objectives, advantages

October 2021

	Topic to be Covered
Week 1	elements. PPC and production systems, sequencing and assignment problems
Week 2	Inventory control: objectives
Week 3	advantages and techniques (EOQ model and ABC analysis)
Week 4	quality control: meaning and importance, inspection
Week 5	quality control charts for variables and attributes

November 2021

	Topic to be Covered
Week 1	Materials Management: meaning, objectives, importance
Week 2	functions and organization materials information system
Week 3	standardization, simplification and variety reduction
Week 4	value analysis and engineering
Week 5	Stores Management: meaning

December 2021

	Topic to be Covered
Week 1	objectives, importance and functions stores layout
Week 2	classification and codification; inventory control of spare parts;
Week 3	materials logistics warehousing management
Week 4	materials handling, traffic and transportation; disposal of scrap
Week 5	surplus and obsolete materials

January 2022

	Topic to be Covered
Week 1	Revision

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA – I Semester

Paper: BBAN 103

Nomenclature of the Paper: Financial Accounting

Lesson Plan: from November 2019 to February 2020

Faculty – Dr. Bhavana Yadav

November 2020	
	Topic Covered
Week 1	Meaning and scope of accounting, nature of financial accounting
Week 2	principles, basis of accounting
Week 3	accounting process
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
December 2020	
	Topic Covered
Week 1	Rectification of errors
Week 2	PSS (Problems Solving Section)
Week 3	preparation of final accounts
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
January 2021	
	Topic Covered
Week 1	accounts of non-profit organization
Week 2	PSS (Problems Solving Section)
Week 3	Bank reconciliation statement
Week 4	Single entry system
Week 5	PSS (Problems Solving Section)
February 2021	
	Topic Covered
Week 1	Joint venture accounts
Week 2	consignment accounts
Week 3	PSS (Problems Solving Section)
Week 4	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: DR. Bhawana Yadav.

Class: BBA – V Semester

Nomenclature of the Paper: Presentation Skills & Personality Development

September 2021	
	Topic to be Covered
Week 1	Introduction – Meaning, types of presentation: presentation that deeply involves the audience
Week 2	presentation that creates excitement, persuasive presentation, presentation evoking emotional appeal
Week 3	presentation that sells a new idea, humorous presentation.
Week 4	planning a presentation – analysing the audience
Week 5	location of presentations, objective of presentation
October 2021	
	Topic to be Covered
Week 1	structuring the presentation, presentation notes and session plan
Week 2	Methods of presentation – Fish bowl, role plays, group discussion
Week 3	presentation – presenter effectiveness, difficult situations
Week 4	nerves, motivation and attention.
	Outcomes of presentation – inspiring presentation
Week 5	presentation that builds trust, presentation that offers a solution
November 2021	
	Topic to be Covered
Week 1	structuring the presentation, presentation notes and session plan
Week 2	Methods of presentation – Fish bowl, role plays, group discussion
Week 3	presentation – presenter effectiveness, difficult situations
Week 4	nerves, motivation and attention.
	Outcomes of presentation – inspiring presentation
Week 5	presentation that builds trust, presentation that offers a solution
December 2021	
	Topic to be Covered
Week 1	Personality development – healthy personalities
Week 2	developing self-awareness, managing personal stress
Week 3	solving problems analytically and creatively
Week 4	grooming – appearance, dress sense, personal hygiene
Week 5	etiquettes body language; time management, public speaking
January 2022	
	Topic to be Covered
Week 1	Revision


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Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: **D.R. Bhawana Yadav**

Class : BBA – V Semester

Nomenclature of the Paper: Indian Business Environment

September 2021

	Topic to be Covered
Week 1	Nature, components and determinants
Week 2	basic nature of Indian economic system
Week 3	growth of public and private corporate sector
Week 4	social responsibility of business
Week 5	economic reforms since 1991 – an overview

October 2021

	Topic to be Covered
Week 1	Review of industrial policy developments and pattern of industrial growth since 1991
Week 2	industrial licensing policy; public sector reforms; privatization and liberalization trends
Week 3	growth and problems of SMEs; industrial sickness
Week 4	Development banking: an overview and current developments; regulation of stock exchanges
Week 5	the role of SEBI; banking sector reforms

November 2021

	Topic to be Covered
Week 1	challenges facing public sector banks; growth
Week 2	changing structure of non-bank financial institutions
Week 3	Trend and pattern of India's foreign trade and balance of payments
Week 4	latest foreign trade policy; India's overseas investments
Week 5	policy towards foreign direct investment

December 2021

	Topic to be Covered
Week 1	globalization trends in Indian economy
Week 2	role of MNCs
Week 3	impact of multilateral institutions (IMF, World Bank and WTO) on Indian business environment
Week 4	-Do-
Week 5	-Do-

January 2022

	Topic to be Covered
Week 1	Revision


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: DR. Bhawana Yadav

Class: BBA – III Semester

Nomenclature of the Paper: Environmental Studies

September 2021	
	Topic to be Covered
Week 1	Environmental studies – Nature, scope and importance
Week 2	need for public awareness: natural resources
Week 3	use and overexploitation/over-utilization of various resources
Week 4	role of an individual in conservation of natural resources
Week 5	equitable use of resources for sustainable lifestyles
October 2021	
	Topic to be Covered
Week 1	Ecosystems – concept, structure and function of an ecosystem
Week 2	energy flow in the ecosystem: ecological succession; food chains, food webs and ecological pyramids types of ecosystem – forest ecosystem, grassland ecosystem, desert ecosystem, aquatic ecosystems
Week 3	Environmental Pollution
Week 4	noise pollution, thermal pollution, nuclear hazards; solid waste management – causes, effects and control measures of urban and industrial wastes
Week 5	role of an individual in prevention of pollution
November 2021	
	Topic to be Covered
Week 1	Social issues and the environment
Week 2	water conservation, rain water harvesting, watershed management
Week 3	its problems and concerns; climate change, global warming
Week 4	nuclear accidents and holocaust
Week 5	Wasteland reclamation, consumerism and waste products
December 2021	
	Topic to be Covered
Week 1	Environmental legislation – Environment Protection Act
Week 2	Air (prevention and control of pollution) Act.
Week 3	Water (prevention and control of pollution) Act
Week 4	Wildlife Protection Act
Week 5	Forest Conservation Act
January 2022	
	Topic to be Covered
Week 1	Revision


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Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: **Dr. Bhawna Yadav**

Class: **BBA – III Semester**

Nomenclature of the Paper: **Disaster Management**

September 2021	
	Topic to be Covered
Week 1	Structure of the atmosphere: Pressure, temperature, precipitation, cloud classification and formation; calories force
Week 2	El Nino phenomenon; western disturbance; energy model and budget of the earth. Primary differentiation
Week 3	formation of core, mantle, crust, atmosphere and hydrosphere
Week 4	erosion; transportation deposition of earth's material by running water
Week 5	river meandering and formation of ox-bow lake
October 2021	
	Topic to be Covered
Week 1	Depletion of natural capital; development as causes of disaster
Week 2	epidemics; industrial accidents and chemical releases
Week 3	multipurpose project and resettlement issues
Week 4	humanitarian assistance in emergencies
Week 5	Floods- flood plains, drainage, basins, nature and frequency of flooding flood hazards, urbanization and flooding
November 2021	
	Topic to be Covered
Week 1	flood hydrographs, dams barrages and rivers diversions, creation of reservoir, influence on micro-climate
Week 2	impact on flora and fauna, Landslides- landslide analysis
Week 3	Coastal hazards- tropical cyclone, coastal erosion, sea level changes
Week 4	Climate change- Emissions and global warming, impact on sea level
Week 5	Earth quakes- preliminary concepts, seismic waves, travel-time
December 2021	
	Topic to be Covered
Week 1	a seismic designing, quake resistant building and dams. Tsunamis- causes and location of tsunamis
Week 2	disturbance in sea floor and release of energy
Week 3	travel time and impact on fragile coastal environment volcanoes
Week 4	causes of volcanism, volcanism materials
Week 5	geographic distribution of volcanoes
January 2022	
	Topic to be Covered
Week 1	Revision


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Department of Commerce, GC Sec-9, Gurugram

Class: BBA – I Semester

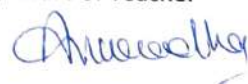
Paper: BBAN 104

Nomenclature of the Paper: Computer Fundamentals

Lesson Plan: from September 2021 to Dec 2021

September 2021	
	Topic Covered
Week 1	Introduction – Digital and analog computers, evolution of digital computers
Week 2	major components of a digital computer
Week 3	hardware, software, firmware
Week 4	middleware and freeware
Week 5	computer applications
Oct 2021	
	Topic Covered
Week 1	Decimal number system, binary number system
Week 2	conversion of a binary number to decimal number
Week 3	conversion of a decimal number to a binary number
Week 4	addition of binary numbers, binary subtraction
Week 5	hexadecimal number system, octal number system
November 2021	
	Topic Covered
Week 1	Input devices, output devices, printers, plotters
Week 2	other forms of output device
Week 3	main memory, secondary memory and backup memory
Week 4	Computer applications in offices
Week 5	use of computers in books publication, desktop publishing system
December 2021	
	Topic Covered
Week 1	application of computers for data analysis
Week 2	application of computer in education
Week 3	application of computer in banks, medical field
Week 4	Revision

Signature of Teacher



Department of Commerce, GC Sec-9, Gurugram

Class: BBA – III Semester

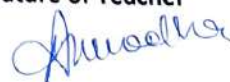
Paper: BBAN304

Nomenclature of the Paper: Introduction to Information Technology

Lesson Plan: from Sept2021 to Dec 2021

September 2021	
	Topic to be Covered
Week 1	Documentation using MS WORD; Tool bars, menus, creating and editing documents format
Week 2	header footer, drop cap, auto text, auto correct
Week 3	spelling and grammar tools, dictionary,
Week 4	page formatting mail merge, macros
Week 5	tables, file management and printing
October 2021	
	Topic to be Covered
Week 1	Electronic spreadsheet: - creating and editing
Week 2	formatting, moving and copying data, functions
Week 3	types of graph, creating graph, formatting cells
Week 4	macros, conditional formatting
Week 5	-Do-
November 2021	
	Topic to be Covered
Week 1	Presentations using MS-PowerPoint
Week 2	creating manipulating and enhancing slides
Week 3	excel charts, word art, layering and objects
Week 4	animation and sounds, inserting pictures
Week 5	inserting sound
December 2021	
	Topic to be Covered
Week 1	Introduction to Tally
Week 2	-Do-
Week 3	-Do-
Week 4	-Do-
Week 5	-Do-

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Department of Commerce, GC Sec-9, Gurugram

Class: BBA – V Semester

Paper: BBAN506

Nomenclature of the Paper: Cyber Security

Lesson Plan: from Sep 2021 to Dec2021

Sep 2021

	Topic to be Covered
Week 1	Cyber terrorism, terrorist atrocities, the role of IT by terrorist, the power of cyber terrorism
Week 2	characteristic of cyber terrorism , factors contributing to the existence of cyber terrorism
Week 3	real examples of cyber terrorism
Week 4	political orientation of terrorism
Week 5	economic consequences

October 2021

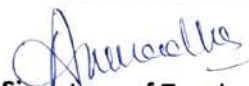
	Topic to be Covered
Week 1	Cyber terrorism, terrorist atrocities
Week 2	the role of IT by terrorist, the power of cyber terrorism
Week 3	characteristic of cyber terrorism , factors contributing to the existence of cyber terrorism
Week 4	real examples of cyber terrorism
Week 5	political orientation of terrorism, economic consequences

November 2021

	Topic to be Covered
Week 1	Cybercrime, types of cybercrime: hacking, virus, worm
Week 2	Trojan horse, mail ware, fraud and theft
Week 3	cyber homicide, current cyber-attack methods
Week 4	criminal threats to IT infrastructure, web security
Week 5	basic cyber forensics, internal penetration

December 2021

	Topic to be Covered
Week 1	external penetration, your role on cyber-attacks
Week 2	Cybercrimes and law, cyber jurisdiction, Indian IT ACT
Week 3	Fundamental concepts of information security
Week 4	information warfare, levels of information war
Week 5	cost of information warfare, cyber disaster planning,


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Department of Commerce, GC Sec-9, Gurugram

Class: BBA – V Semester

Paper: BBAN504

Nomenclature of the Paper: Computer Networking & Internet

Lesson Plan: from Sept 2021 to Dec 2021

September 2021

	Topic to be Covered
Week 1	Introduction to network
Week 2	advantages and disadvantages of network
Week 3	network topologies
Week 4	Analog and digital signal
Week 5	Analog and digital transmission

October 2021

	Topic to be Covered
Week 1	OSI model and TCP/IP model
Week 2	protocols and their classification
Week 3	flow control
Week 4	Cryptography
Week 5	ranking

November 2021

	Topic to be Covered
Week 1	Overview of internet, internet service provider
Week 2	setting windows environment for dial up networking
Week 3	search engine, searching web using search engine
Week 4	audio on internet, newsgroup
Week 5	subscribing to news groups

December 2021

	Topic to be Covered
Week 1	Intranet concepts and architecture, building corporate world wide web, HTTP protocol
Week 2	intranet infrastructure, fundamental of TCP/IP
Week 3	intranet security design
Week 4	intranet as a business tool
Week 5	future of intranet, protocols of communication

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Department of Commerce, GC Sec-9, Gurugram

Class: Paper: BC 301

Nomenclature of the Paper: Corporate Accounting-I

Lesson Plan

	Topic to be Covered
Week 1	Share Capital: Meaning, types, Accounting Treatment of issue,
Week 2	forfeiture and reissue of Share
Week 3	Buyback of equity shares & Sweat shares
Week 4	Redemption of preference share; Issue of Bonus Share
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Debenture: Meaning, Types
Week 2	Issue of Debentures
Week 3	Redemption of Debentures
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Valuation of Goodwill: Meaning, objectives
Week 2	determinates and main methods
Week 3	Valuation of Shares: Meaning, objectives
Week 4	determinates and main methods
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Profit or loss before and after incorporation
Week 2	Final accounts of companies.
Week 3	PSS (Problems Solving Section)
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Revision
Week 2	Revision
Week 3	Revision
Week 4	Revision

Head of Department


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Department of Commerce, GC Sec-9, Gurugram

Class: Paper: BC 301

Nomenclature of the Paper: Corporate Accounting-I

Lesson Plan

	Topic to be Covered
Week 1	Share Capital: Meaning, types, Accounting Treatment of issue,
Week 2	forfeiture and reissue of Share
Week 3	Buyback of equity shares & Sweat shares
Week 4	Redemption of preference share; Issue of Bonus Share
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Debenture: Meaning, Types
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Week 3	Redemption of Debentures
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Valuation of Goodwill: Meaning, objectives
Week 2	determinates and main methods
Week 3	Valuation of Shares: Meaning, objectives
Week 4	determinates and main methods
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Profit or loss before and after incorporation
Week 2	Final accounts of companies.
Week 3	PSS (Problems Solving Section)
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Revision
Week 2	Revision
Week 3	Revision
Week 4	Revision

Head of Department


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Department of Commerce, GC Sec-9, Gurugram

Class: Paper: BC 305

Nomenclature of the Paper: Human Resource Management

Lesson Plan:

Sep 2021	
	Topic to be Covered
Week 1	An Introduction to Human Resource Management Definition, Importance objectives and scope of Human Resource Management (HRM)
Week 2	Function of Human Resource Management: - Managerial and Operative Functions
Week 3	Qualification and Qualities of Human Resource manager
Week 4	Evolution and Growth of Human Recourse Management (HRM) India
Week 5	Recruitment
Oct 2021	
	Topic to be Covered
Week 1	Selection
Week 2	Training
Week 3	Wages
Week 4	-Do-
Week 5	-Do-
Nov 2021	
	Topic to be Covered
Week 1	Incentives
Week 2	-Do-
Week 3	-Do-
Week 4	Industrial Relations
Week 5	-Do-
Dec2021	
	Topic to be Covered
Week 1	Industrial Unrest
Week 2	-Do-
Week 3	Revision
Week 4	Revision
Week 5	Revision
Jan 2022	
	Topic to be Covered
Week 1	Revision

Sevati

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Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (General) – I Semester (Sec-)

Paper: BC 105

Nomenclature of the Paper: Business Communication Skills

Lesson Plan:

	Topics to be covered
Week 1	Introduction: Basics of communication,
Week 2	Seven C's of effective communication,
Week 3	barriers to communication
Week 4	ethical context of communication
Week 5	Business Communication at workplace
	Topics to be covered
Week 1	Letter writing- component, layout and process
Week 2	E- mail communication, bad news messages of meeting
Week 3	persuasive written communication
Week 4	memos, notice
Week 5	agenda and minutes
	Topics to be covered
Week 1	Report Writing: Types of business reports
Week 2	Structure of reports
Week 3	short reports, long reports
Week 4	abstracts and summaries
Week 5	proposals
	Topics to be covered
Week 1	Communication Skills: Reading skills, listening skills
Week 2	note making, persuasive speaking
Week 3	Body language, Gestures
Week 4	Revision
Week 5	proposals
	Topics to be covered
Week 1	Introduction: Basics of communication,

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Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (General) – III Semester (Sec-)

Paper: BC 306 (ii)

Nomenclature of the Paper: Basics of Retailing

Lesson Plan:

September 2021	
	Topic to be Covered
Week 1	Introduction: Meaning, nature, scope, importance,
Week 2	growth and present size. Career option in retailing
Week 3	Technology induction in retailing
Week 4	Future of retailing in India
Week 5	Types of Retailing: Stores classified by owners
October 2021	
	Topic to be Covered
Week 1	Stores classified by merchandising categories; Wheel of retailing;
Week 2	Traditional retail formats vs. modern retail formats in India;
Week 3	Store and non-store-based formats
Week 4	Cash and carry business - Meaning, nature and scope
Week 5	Retailing models – Franchiser - franchisee, directly owned
November 2021	
	Topic to be Covered
Week 1	Wheel of retailing and retailing life cycle
Week 2	Co-operation and conflict with other retailers
Week 3	Management of Retailing Operations: Retailing management
Week 4	the total performance model; Functions of retail management
Week 5	Strategic retail management process
December 2021	
	Topic to be Covered
Week 1	Retail planning - importance and process
Week 2	Developing retailing strategies, objectives
Week 3	action plans
Week 4	pricing strategies
Week 5	location strategies
January 2022	
	Topic to be Covered
Week 1	Revision

Head of Department

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Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (General) – III Semester (Sec-)

Paper: BC 306 (ii)

Nomenclature of the Paper: Basics of Retailing

Lesson Plan:

September 2021	
	Topic to be Covered
Week 1	Introduction: Meaning, nature, scope, importance,
Week 2	growth and present size. Career option in retailing
Week 3	Technology induction in retailing
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Week 4	pricing strategies
Week 5	location strategies
January 2022	
	Topic to be Covered
Week 1	Revision

Head of Department

[Signature]
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (General) – III Semester (Sec-)

Paper: BC 306 (ii)

Nomenclature of the Paper: Basics of Retailing

Lesson Plan:

September 2021	
	Topic to be Covered
Week 1	Introduction: Meaning, nature, scope, importance,
Week 2	growth and present size. Career option in retailing
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Week 1	Stores classified by merchandising categories; Wheel of retailing;
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Week 3	Management of Retailing Operations: Retailing management
Week 4	the total performance model; Functions of retail management
Week 5	Strategic retail management process
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Week 1	Retail planning - importance and process
Week 2	Developing retailing strategies, objectives
Week 3	action plans
Week 4	pricing strategies
Week 5	location strategies
January 2022	
	Topic to be Covered
Week 1	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant Professor: **Mr. Sandeep**

Class: B. Com (Pass) – V Semester (Sec - C)

Paper: BC 502

Nomenclature of the Paper: Cost Accounting-I

September 2021	
	Topic to be Covered
Week 1	Cost Accounting : Meaning, Features, Scope, Techniques, Methods, Objectives, Importance and Limitations.
Week 2	Costing: cost accountancy: cost centres and profit centres, Difference and similarities of cost accounting system with financial accounting system.
Week 3	Cost: main elements and types. Material Control: Meaning and objectives of material control
Week 4	material purchase procedure, fixation of inventory levels- reorder level, Minimum level, Maximum level
Week 5	Danger level, EOQ analysis, Methods of Valuing Material Issues, Wastage of material – main types
October 2021	
	Topic to be Covered
Week 1	Labour Cost Control: Importance, methods of time keeping
Week 2	Time Booking: Treatment and control of Labour Turnover
Week 3	Idle Time, Overtime, Systems of Wage Payment-Time Wage System,
Week 4	Piece Wage System.
Week 5	Incentive Wage plans – Individual plans and group plans
November 2021	
	Topic to be Covered
Week 1	Overheads: Meaning and Types, Collection
Week 2	Classification: Allocation, Apportionment
Week 3	and Absorption of Overheads – Main methods
Week 4	Machine hour rate: numericals
Week 5	Unit and output costing: meaning and objectives; cost sheet
December 2021	
	Topic to be Covered
Week 1	types preparation of cost sheet: numericals
Week 2	determination of tender price;
Week 3	Numerical and production account – types
Week 4	Reconciliation of cost and financial accounts : Meaning
Week 5	Objectives and procedure
January 2022	
	Topic to be Covered
Week 1	Revision

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Name of Assistant Professor: *Shilpa Thakral*

Class: B. Com (Hons.) – V Semester

Nomenclature of the Paper: Entrepreneurship and Small-Scale Business

September 2021	
	Topic to be Covered
Week 1	Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues Entrepreneurship vs. Management.
Week 2	Roles and functions of entrepreneurs
Week 3	Entrepreneurship as an interactive process
Week 4	Small business as the seedbed of entrepreneurship. Entrepreneurial competencies
Week 5	Entrepreneurial motivation, performance and rewards
October 2021	
	Topic to be Covered
Week 1	Opportunity scouting and idea generation: role of creativity & innovation and business research.
Week 2	Sources of business ideas
Week 3	Entrepreneurial opportunities in contemporary business environment
Week 4	Preparation of Project Report
Week 5	Managerial roles and functions in a small business
November 2021	
	Topic to be Covered
Week 1	Designing and redesigning business processes, location, layout
Week 2	Basic awareness of the issues impinging on quality
Week 3	Managing business growth
Week 4	acquisitions & mergers, integration & diversification
Week 5	Issues in small business marketing, product life cycle
December 2021	
	Topic to be Covered
Week 1	advertising & publicity, sales & distribution management.
Week 2	consortium marketing, competitive bidding/tender marketing
Week 3	Product and Procurement Reservation, Marketing Assistance
Week 4	National, state level and grass-root level financial and nonfinancial institutions in support of small business development.
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision

Shilpa

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant Professor: **Shilpa Thakral**

Class: B. Com (Pass) – V Semester (Sec - B)

Paper: BC 505

Nomenclature of the Paper: Entrepreneurship and Small-Scale Business

September 2021	
	Topic to be Covered
Week 1	Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues Entrepreneurship vs. Management.
Week 2	Roles and functions of entrepreneurs
Week 3	Entrepreneurship as an interactive process
Week 4	Small business as the seedbed of entrepreneurship. Entrepreneurial competencies
Week 5	Entrepreneurial motivation, performance and rewards
October 2021	
	Topic to be Covered
Week 1	Opportunity scouting and idea generation; role of creativity & innovation and business research.
Week 2	Sources of business ideas
Week 3	Entrepreneurial opportunities in contemporary business environment
Week 4	Preparation of Project Report
Week 5	Managerial roles and functions in a small business
November 2021	
	Topic to be Covered
Week 1	Designing and redesigning business processes, location, layout
Week 2	Basic awareness of the issues impinging on quality
Week 3	Managing business growth
Week 4	acquisitions & mergers, integration & diversification
Week 5	Issues in small business marketing, product life cycle
December 2021	
	Topic to be Covered
Week 1	advertising & publicity, sales & distribution management.
Week 2	consortium marketing, competitive bidding/tender marketing
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Week 4	National, state level and grass-root level financial and nonfinancial institutions in support of small business development.
Week 5	Revision
January 2022	
	Topic to be Covered
Week 1	Revision

Shilpa
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: *Shilpa Thakur*
Class: B. Com (Pass) – V Semester (Sec - *C*)
Paper: BC 501

Nomenclature of the Paper: Taxation Law

September 2021	
	Topic to be Covered
Week 1	Income Tax: An introduction and Important Definitions
Week 2	Agriculture Income
Week 3	Residential status and incidence of Tax Liability
Week 4	Exempted incomes
Week 5	Income from Salaries
October 2021	
	Topic to be Covered
Week 1	Allowances and perquisites
Week 2	Numericals
Week 3	retirement benefits
Week 4	Income from House property
Week 5	PSS (Problems Solving Section)
November 2021	
	Topic to be Covered
Week 1	Profits and Gains from Business or Profession
Week 2	PSS (Problems Solving Section)
Week 3	Depreciation;
Week 4	Capital Gains
Week 5	PSS (Problems Solving Section)
December 2021	
	Topic to be Covered
Week 1	Income from other sources and numericals
Week 2	clubbing of incomes and aggregation of incomes
Week 3	set off and carry forward of losses
Week 4	Deductions to be made in computing total income
Week 5	Deductions and revision
January 2022	
	Topic to be Covered
Week 1	Revision

Shilpa
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant Professor: Shilpa Thakral

Class: B. Com (Pass) – V Semester (Sec - A & B)

Paper: BC 502

Nomenclature of the Paper: Cost Accounting-I

September 2021	
	Topic to be Covered
Week 1	Cost Accounting : Meaning, Features, Scope, Techniques, Methods, Objectives, Importance and Limitations.
Week 2	Costing; cost accountancy; cost centres and profit centres, Difference and similarities of cost accounting system with financial accounting system.
Week 3	Cost: main elements and types. Material Control: Meaning and objectives of material control
Week 4	material purchase procedure, fixation of inventory levels- reorder level, Minimum level, Maximum level
Week 5	Danger level, EOQ analysis. Methods of Valuing Material Issues. Wastage of material *- main types
October 2021	
	Topic to be Covered
Week 1	Labour Cost Control: Importance, methods of time keeping
Week 2	Time Booking: Treatment and control of Labour Turnover
Week 3	Idle Time, Overtime, Systems of Wage Payment-Time Wage System,
Week 4	Piece Wage System.
Week 5	Incentive Wage plans – Individual plans and group plans
November 2021	
	Topic to be Covered
Week 1	Overheads: Meaning and Types, Collection
Week 2	Classification; Allocation, Apportionment
Week 3	and Absorption of Overheads – Main methods
Week 4	Machine hour rate: numericals
Week 5	Unit and output costing: meaning and objectives; cost sheet
December 2021	
	Topic to be Covered
Week 1	types preparation of cost sheet: numericals
Week 2	determination of tender price;
Week 3	Numerical and production account – types
Week 4	Reconciliation of cost and financial accounts : Meaning
Week 5	Objectives and procedure
January 2022	
	Topic to be Covered
Week 1	Revision

Shilpa

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor: Dr. Mukesh Sharma

Class: B. Com (Pass) – V Semester (Sec - A & B) and B.Com (Hons) 5th Semester

Paper: BC 501

Nomenclature of the Paper: Taxation Law

September 2021	
	Topic to be Covered
Week 1	Income Tax: An introduction and Important Definitions
Week 2	Agriculture Income
Week 3	Residential status and incidence of Tax Liability
Week 4	Exempted incomes
Week 5	Income from Salaries
October 2021	
	Topic to be Covered
Week 1	Allowances and perquisites
Week 2	Numericals
Week 3	retirement benefits
Week 4	Income from House property
Week 5	PSS (Problems Solving Section)
November 2021	
	Topic to be Covered
Week 1	Profits and Gains from Business or Profession
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Week 3	Depreciation;
Week 4	Capital Gains
Week 5	PSS (Problems Solving Section)
December 2021	
	Topic to be Covered
Week 1	Income from other sources and numericals
Week 2	clubbing of incomes and aggregation of incomes
Week 3	set off and carry forward of losses
Week 4	Deductions to be made in computing total income
Week 5	Deductions and revision
January 2022	
	Topic to be Covered
Week 1	Revision

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com (F) – III Semester

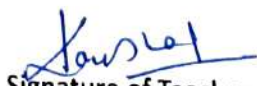
Paper: 1/MCO23D3 (i)

(i) Nomenclature of the Paper: Marketing Concepts & Decisions

Lesson Plan: from September 2021 to January 2022

September 2021	
	Topic to be Covered
Week 1	Introduction: Concept, nature, scope and importance of marketing.
Week 2	Relationship Marketing, Integrated Marketing Internal and Marketing Performance Marketing, Marketing and Customer Value
Week 3	Strategic Marketing Planning: Corporate and Division Strategic
Week 4	MIS and Marketing Research
Week 5	Marketing Environment, Macro- Micro factors and impact on marketing decisions.
October 2021	
	Topic to be Covered
Week 1	Market Segmentation
Week 2	Targeting, Buyer behaviour , Consumer Decision making process.
Week 3	Creating customer Value ,Satisfaction and Loyalty
Week 4	Product Decisions: Concept of a product; Classification of products
Week 5	Major product decisions, Product line ,Product mix
November 2021	
	Topic to be Covered
Week 1	Diwali break
Week 2	Branding; Packaging and labelling.Product life cycle and Strategic implications
Week 3	New product development and consumer adoption process.
Week 4	Factors affecting price determination; Pricing policies and strategies
Week 5	Promotion Decisions , Communication process ,publicity and public relations
December 2021	
	Topic to be Covered
Week 1	Advertising Budget ,Copy designing and its testing;
Week 2	Media selection,Advertising effectiveness; Sales promotion- tools and techniques.
Week 3	Distribution Decisions: Nature,functions and types of distribution channels
Week 4	Distribution channel intermediaries , Channel conflict and conflict management
Week 5	Retailing and Wholesaling, Decision - areas in the Management of Physical Distribution.

Head of Department


Signature of Teacher
Dr. Kaushal Kumari

Government College Sector – 9, Gurugram

LESSON PLAN (Session – 2021-2022)

Class - B. COM (Hons.) V Semester

Name of the Assistant Professor - Dr. Kaushal Kumari

Subject – Money and Banking

September	Week 1	INTRODUCTION TO SYLLABUS
	Week 2	Definition of money, functions
	Week 3	Importance of money, and role of money in various economic systems .
	Week 4	Evils of money, classification of money, circular flow of money.
	Week 5	Classification of money, circular flow of money
October	Week 1	The Quantity Theory of Money-fisher,
	Week 2	The Quantity Theory of Money- Cambridge and Keynesian theory of money.
	Week 3	Inflation: Types of inflation, Theories of inflation,
	Week 4	Effects and consequences of inflation, control of inflation.
	Week 5	Credit, its definition, types, merits and demerits
November	Week 1	Diwali break
	Week 2	Credit and economic development.
	Week 3	Functions of commercial Banks & Central Banks,
	Week 4	Process of credit creation .
	Week 5	limitations of credit creation
December	Week 1	Assignment
	Week 2	Control of money supply,
	Week 3	Reserve Bank of India: Introduction
	Week 4	Reserve Bank of India: its functions- Traditional and Development
	Week 5	Revision

Kaushal
Dr. Kaushal Kumari

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com (P) – I Semester

Paper: 16MCO21D5 (iii)

Nomenclature of the Paper: Principles of Management

Lesson Plan: from October 2021 to January 2022

October 2021	
	Topic to be Covered
Week 1	Introduction to syllabus
Week 2	Schools of Management Thought: Scientific, process, human behaviour and social system school;
Week 3	Decisions theory school; Quantitative and system school
Week 4	Contingency theory of management; Managerial skills. Managerial Functions: Planning –concept, significance, types; Organizing-concept, principles, theories
Week 5	Types of organizations, authority, responsibility, power, delegation, decentralization; Staffing; Directing; coordinating; control- nature, process, and techniques
November 2021	
	Topic to be Covered
Week 1	Diwali break
Week 2	Motivation: Process of motivation; Theories of motivation- need hierarchy theory, Herzberg's two factor theory
Week 3	Alderfer's ERG theory, McClelland's learned need theory Theory X and Theory Y,
Week 4	Victor Vroom's expectancy theory, Stacy Adams equity theory
Week 5	Assignment
December 2021	
	Topic to be Covered
Week 1	Leadership: concept; Leadership styles
Week 2	Theories- trait theory, behavioural theory
Week 3	Fiedler's contingency theory; Hersey and Blanchard's situational theory.
Week 4	Managerial grid; Likert's four systems of leadership
Week 5	Assignments-presentation
January 2022	
Week 2	Interpersonal and Organisational communication: concept of two-way communication, communication process
Week 3	Barriers to effective communication types of organisational communication
Week 4	improving communication, transactional analysis in communication

Head of Department


Signature of Teacher

Dr. Kaushal Kumari

Department of Commerce, EC Sec-9, Rungt

Class :- B.com (P) - 3rd Sem

Paper :- Corporate law (A, B)

Teacher's Name :- Priya Sharma

October 2021

Week 1 - Historical Development of Company law in India.

Week 2 - Company's Meaning, Characteristics, Nature

Week 3 - Types of Companies

Week 4 - Revision

Week 5 - Test & Assignment

Nov. 2021

Week 1 - Diwali Break

Week 2 - Private Company

Week 3 - Formation, Promotion & Incorporation of Co.

Week 4 - Memorandum of Association

Week 5 - Assignment

Dec 2021

Week 1 - Articles of Association

Week 2 - Articles of Association

Week 3 - Prospectus

Week 4 - Prospectus

Week 5 - Revision

Jan. 2022

Week 2 - Borrowing Powers

Week 3 - Debentures & Charges

Week 4 - Revision

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Department of Commerce, EC Sec-9, Gurugram

Class : B.Com (P) - Ist sem

Paper : Financial Accounting (A, B)

Lesson Plan: From Oct 2021 to Jan. 2022

October 2021

- Week 1 — Meaning & Scope of Accounting
- Week 2 — Basic Accounting terms & Bases of Accounting, Accounting Principles
- Week 3 — Double Entry system, Recording of Account transactions, GST
- Week 4 — Trial Balance, Test & Assignment
- Week 5 — Capital & Revenue

November 2021

- Week 1 — Diwali Break
- Week 2 — Depreciation, Provision & Reserves
- Week 3 — Final Accounts
- Week 4 — Final Accounts - with Adjustment
- Week 5 — Assignment

December 2021

- Week 1 — Errors & their Rectification
- Week 2 — Accounts of NPO
- Week 3 — Accounts of NPO - Practice
- Week 4 — Test & Assignment
- Week 5 — Revision

January 2022

Week 2 - Consignment Accounts

Week 3 - Consignment Accounts Practice

Week 4 - Revision

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ODD SEM. (2021-22)

Subject - INVESTMENT MGT

Sections - A, B, C

TEACHER - SHAILI SONI

Class - B.com (P) 5th

SEPTEMBER

- Week I INVESTMENT meaning, Investment Avenues,
 Week II Investment Process, Nature,
 Week III Investment scope.
 Week IV Investment Gambling, speculation.
 Week V Revision of 1st unit.

OCTOBER

- Week I Efficient Theory of hypothesis.
 Week II Technical Analysis.
 Week III Dow Theory.
 Week IV Value Indicators
 Week V Charting Techniques.

NOVEMBER

- Week I Fundamental Analysis.
 Week II Industry Analysis, Economy Analysis, Technical.
 Week III Diff. bwn. Tech. & Fundamental Analysis.
 Week IV Stock Exchanges, online trading
 Week V BSE (Trading Mechanism)

DECEMBER

- Week I Derivatives, Meaning, Type, Derivatives in India Capital Mkt.
 Week II option Mkt. meaning, Uses, Type.
 Week III Elementary Introduction.
 Week IV Text, Assignment
 Week V Revision.

ADD SEM (2021-22)

Subject - Financial Accounting I

Teacher - CHAITANYA

Class - B.COM (H) 1st Sem.

October

Week I Introduction, objective, pros & cons, limitations.

Week II Basic terms of Accounting, GAAP

Week III Journal, Posting in Ledger

Week IV Trial Balance

Week V Capital and Revenue

November

Week I Depreciation

Week II Accounting standard

Week III Self & sectional Balancing system

Week IV Revision

Week V Cash Book

December

Week I Final Accounts with Adjustment
first 15

Week II Final Accounts with Adjustment 15

Week III Errors & their Rectification

Week IV M.P.O.

Week V Practical of M.P.O.

January

Week II Subsidiary Books

Week III Practical of Subsidiary Books

Week IV Revision, Test

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Department of Commerce, GC Sec-9, Gurugram

Class: Paper: BC 301

Nomenclature of the Paper: Corporate Accounting-I

Lesson Plan

	Topic to be Covered
Week 1	Share Capital: Meaning, types, Accounting Treatment of issue,
Week 2	forfeiture and reissue of Share
Week 3	Buyback of equity shares & Sweat shares
Week 4	Redemption of preference share; Issue of Bonus Share
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Debenture: Meaning, Types
Week 2	Issue of Debentures
Week 3	Redemption of Debentures
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Valuation of Goodwill: Meaning, objectives
Week 2	determinates and main methods
Week 3	Valuation of Shares: Meaning, objectives
Week 4	determinates and main methods
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Profit or loss before and after incorporation
Week 2	Final accounts of companies.
Week 3	PSS (Problems Solving Section)
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
	Topic to be Covered
Week 1	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from September 2021 to January 2022

Name of Assistant/Associate Professor:
Class: B. Com (Pass) – V Semester (Sec -A,B,C)

Paper: BC 503

Nomenclature of the Paper: Accounting for Management

September 2021	
Week 1	Topic to be Covered Management Accounting: Nature and Scope of Management Accounting: Meaning, functions,
Week 2	Scope of Management Accounting, The Management Accountant, The Controller
Week 3	The Treasurer, Management Accounting Principles,
Week 4	Management Accounting vs Financial Accounting vs. Cost Accounting.
Week 5	Utility of management Accounting, Limitations of Management Accounting, Tools of Management Accounting
October 2021	
Week 1	Topic to be Covered Analysis and Interpretation of Financial Statements
Week 2	Types of financial analysis, steps involved in financial analysis, techniques of financial analysis
Week 3	Ratio Analysis: meaning of ratios, classification of ratios
Week 4	profitability ratios, balance sheet ratios and turnover ratios
Week 5	advantages and limitations of ratio analysis
November 2021	
	Topic to be Covered
Week 1	Cash Flow Statement: Meaning, objectives
Week 2	limitations and accounting procedure
Week 3	Financial planning
Week 4	PSS (Problems Solving Section)
Week 5	PSS (Problems Solving Section)
December 2021	
	Topic to be Covered
Week 1	Capital Budgeting: Meaning, nature
Week 2	need, importance
Week 3	appraisal methods
Week 4	capital rationing
Week 5	PSS (Problems Solving Section)
January 2022	
	Topic to be Covered
Week 1	Revision


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com (Hons.) – III Semester

Paper: BCH306

Nomenclature of the Paper: Basics of Information Technology

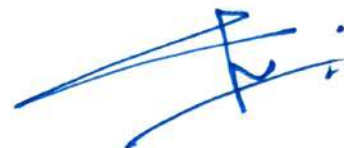
Lesson Plan: from October 2021 to February 2022

October 2021	
Week 1	Topic to be Covered Essentials of Computers: Concept of data, information and data processing, Levels or type of information, Uses of information, Business data Processing Cycle, Methods of data processing
Week 2	Application of Electronic data processing. Memory and Mass Storage Devices: Introduction of Memory System
Week 3	Types of Memory-Primary and Secondary Memory, RAM and ROM
Week 4	Types of Secondary Storage Devices; Software Concepts: Types of Software and their role
Week 5	System Languages and Translators; Functions, Types Operating System
November 2021	
	Topic to be Covered
Week 1	Data Communications: Basic elements of a Communication System, Forms of Data Transmission, Data transmission speed
Week 2	Modes of Data Transmission: Analog and Digital data transmissions, Data Transmission Media: Wire Cables, Microwave
Week 3	Fiber-optics, Communication Satellites Emerging Trends in IT: Electronic Commerce(E-Commerce)
Week 4	Types of E-Commerce, Advantages and Disadvantages of E-commerce, Application of E-commerce, process in e-commerce, Types of an Electronic Payment System
Week 5	Security issues in E-commerce, Security Schemes: Electronic data Interchange (EDI); Mobile communication, Bluetooth Communication, Infrared communication, Smart Card
December 2021	
	Topic to be Covered
Week 1	Computer Networks: Introduction to Computer Network, Types of Network: Local Area Network, Wide Area Network
Week 2	Types of Public and Private Network, Network Topology; Internet and its Application, History of Internet, Benefits of Internet
Week 3	ISP, Internet Accounts, Internet Addressing, Information Technology: Impact of IT on Business environment
Week 4	Applications of IT: Multimedia: Concept of Multimedia
Week 5	Multimedia Components, Multimedia Applications
January 2022	
	Topic to be Covered
Week 1	Presentation with Power-Point: Features of Power-point, creating presentation the easy way, working with different views
Week 2	working with graphics in Power Point, Sound effects and Animations effects, Printing in Power-point
Week 3	Introduction to Accounting Packages-Tally: Features of Tally
Week 4	Preparation of Vouchers, Salary statement, Maintaining of Inventory records

Week 5

Maintenance of Accounting Books and final Accounts, Generating and Printing reports

Head of Department

A handwritten signature in blue ink, consisting of several fluid, overlapping strokes that form a stylized, abstract shape.

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Pass) – V Semester (Sec - A, B & C)

Paper: BC 504

Nomenclature of the Paper: Financial Market Operations

Lesson Plan: from October 2021 to January 2022

October 2021

	Topic to be Covered
Week 1	Money Market: Indian Money Markets
Week 2	Composition and Structure; (a) Acceptance houses (b) Discount houses and (c) Call money market;
Week 3	Recent trends in Indian money market. Capital Market : Security market- (a) New Issue Market (b) Secondary market
Week 4	functions and role of stock exchange listing, procedure and legal requirements Public issue pricing and marketing
Week 5	Stock exchange – National Stock Exchange and over the Counter exchangers

November 2021

	Topic to be Covered
Week 1	SEBI – Introduction, Role, Its powers, Objectives, Scope & Functions.
Week 2	Investors Protection:- Grievances concerning stock exchange and dealings and their removal
Week 3	grievance cell in stock exchange
Week 4	SEBI: Company law Board: Press remedy through courts
Week 5	Functionaries on stock exchanges:- Brokers, Sub brokers

December 2021

	Topic to be Covered
Week 1	Market makers, Jobbers, Portfolio Consultants
Week 2	Institutional Investors, Depository.
Week 3	Financial Services: - Merchant Banking – Functions and Roles
Week 4	SEBI guidelines; credit rating – concept, functions, and types
Week 5	Role, Policy measures relating to Development Financial Institution in India

January 2022

	Topic to be Covered
Week 1	Products & Services offered by IFCL, IDBI, IIBI, SIDBI, IDFC
Week 2	EXIM, NABARD & ICICI.
Week 3	Meaning and benefits of mutual funds, types, SEBI guidelines

Head of Department


Signature of Teacher