Government College, Sector 9 Gurugram (2020-2021)

Name of Assistant Professor – RAVI DESWAL   Class – B.A. 1st Year
Subject – Sociology   Semester – 1st
Paper-Basic concept in sociology   Session – October 2020-march 2021

DATE	B.A. 1st year
1-10 20 to 15-10-20	Introduction to Sociology, discussion on historical background of sociology and nature and scope of sociology.
16-10-20 to – 31-10-20	Relationship of sociology with other disciplines.
1-11-20 to 12-11-20	Introduction to social structure of society Discussion on Roles, and status
13-11-20 to 16-11-20	DIWALI BREAK
17 -11-20 to 30-11-20	Introduction to Society, Community and Association Class Test , Assignment
1-12-20 to 15-12-20	Norms and Values, their nature and character..
16-12-20 to 31-12-20	Primary, secondary and reference Group, its nature and type
1-1-21 to 15-1-21	Integration, Cooperation and Conflict: Its Nature, Definition & Types
16-1-21 to 31-1-21	Marriage, Family & Kinship, Religion: Its Functions and Characteristics,
1-2-21 to 15-2-21	Assignment and presentation
16-2-21 to 28-2-21	Revision and Test. Discussion on the pattern of examination
1-3-21 to 7-3-21	Discussion of doubts and problems of students Revision and class tests

Government College, Sector 9 Gurugram

Name of Assistant Professor – RAVI DESWAL   Class – B.A. 2nd Year
Subject – Sociology   Semester – 3rd
Paper-Methods In social Research   Session – September 2020 -March 2021

DATE	B.A. 2nd year
1-9-20 to 15-9-20	Nature, Definition and Steps of Social Research;
16-9-20 to 30-9-20	Objectivity and Subjectivity in Social Research
1-10-20 to 15-10-20	Nature & Characteristics of observation, Interview
16-10-20 to – 31-10-20	Case Study, Content Analysis
1-11-20 to 12-11-20	Social Survey - Their Importance in Social Research Assignment
13-11-20 to 16-11-20	**Vacation**
17 -11-20 to 30-11-20	Nature & Characteristics; Research Design,
1-12-20 to 15-12-20	Class discussion on major social research and their impact on society in last few years
16-12-20 to 31-12-20	Sampling and Hypothesis : Their Nature, Types and Importance of Social Research
1-1-21 to 15-1-21	Classification and Tabulation of Data Test and revision
16-1-21 to 31-1-21	Measures of Central Tendency, Mean, Mode & Median;
1-2-21 to 15-2-21	Use of Computer in Data Analysis
16-2-21 to 28-2-21	Assignment and presentation Test and revision of entire syllabus
1-3-21 to 7-3-21	Revision and discussion on examination pattern

Government College, Sector 9 Gurugram

Name of Assistant Professor – RAVI DESWAL   Class – B.A. 3rd Year
Subject – Sociology   Semester – 5th
Paper-Foundation of Social Thought   Session – September 2020-MARCH2022

DATE	B.A. 3rd year
1-9-20 to 15-9-20	Positivism**,**.
16-9-20 to 30-9-20	Comte's Law of three stages,
1-10-20 to 15-10-20	Social Static & Dynamics
16-10-20 to – 31-10-20	G.H MEAD
1-11-20 to 12-11-20	Evolutionism: Spencer's Evolutionary Approach
13-11-20 to 16-11-20	VACATIONS
17 -11-20 to 30-11-20	Durkheims' Concept of Social Fact, Rules and the procedures for the study of Social Phenomena;
1-12-20 to 15-12-20	Radcliffe Brown's Structural-Functional Approach
16-12-20 to 31-12-20	Test and Revision of Unit 1 and 2
1-1-21 to 15-1-21	Marx's concept of Dialectical Historical Materialism Class & Class Conflict
16-1-21 to 31-1-21	Coser's Approach of Social Conflict
1-2-21 to 15-2-21	Weber's Interpretative Sociology
16-2-21 to 28-2-21	Assignment and presentation Test and revision of entire syllabus
1-3-21 to 7-3-21	Discussion on examination pattern

Government College, Sector 9 Gurugram

Name of Assistant Professor – RAVI DESWAL   Class – B.A. 1st Year
Subject – Sociology   Semester – 2nd
Paper-Society culture and social change   Session – April 2021 to July 2021

DATE	B.A. 1st year
8-4-21 to 15-4-21	Introduction to Tribal, and Rural society Its Nature, Definition & Types
16-4-21 to 30-4-21	Urban, Industrial and Post Industrial: Its Nature, Definition & Types **Culture:** Its Nature, Definition & Types: Material and Non-Material Culture;
1-5-21 to 15-5-21	Socialization: Its Importance Processes and Stages;
16-5-21 to 31-5-21	Social Control: Its Types and Means
1-6-21 to 4-6-21	**Processes of Social Change:** Industrialization, Secularization, Modernization
5-6-21 to 12-6-21	**Summer break**
13-6-21 to 30-6-21	Globalization: Its Nature & Impact on Society Class Test
1-7-21 to 15-7-21	**Concepts and Basis of Social Stratification:** Caste, Class, Power & Gender Assignment and presentation
16-7-21 to 31-7-21	Discussion on examination pattern Revision and test Discussion of doubts and problems of students
1-8-21 to 8-8-21	Preparatory break

Name of Assistant Professor – RAVI DESWAL   Class – B.A. 2nd Year
Subject – Sociology   Semester – 4th
Paper-Indian Society   Session – April 2021 to July 2021

DATE	B.A. 2nd year
8-4-21 to 15-4-21	**Evolution of Indian Society**: Traditional view of Indian Society; Factors Promoting
16-4-21 to 30-4-21	Unity and Diversity in India; India as Pluralistic Society, Multi-Ethnic; Multi-Religious; Cultural and Lingual
1-5-21 to 15-5-21	**Indian Social Institutions:** Kinship, Family, Marriage; Caste and its Changing Dimensions.
16-5-21 to 31-5-21	**Processes of Social Change in India**: Sanskritization, Westernization
1-6-21 to 4-6-21	, Parochialization and Universalization
5-6-21 to 12-6-21	Summer break
13-6-21 to 30-6-21	**Social Issues and Problems:** Gender Discrimination, Secularism and Religious
1-7-21 to 15-7-21	Minorities, Problems of Dalits, Women and OBC and Affirmative Actions
16-7-21 to 31-7-21	Revision of entire syllabus Assignment and presentation Discussion on examination pattern Discussion of doubts and problems of students
1-8-21 to 8-8-21	Preparatory break

Government College, Sector 9 Gurugram

Name of Assistant Professor – RAVI DESWAL   Class – B.A. 3rd Year
Subject – Sociology   Semester – 6th
Paper-Foundation of Social Thought   Session – April 2021 to July 2021

DATE	B.A. 3rd year
8-4-21 to 15-4-21	**Introduction to Rural Sociology:** Origin of Rural Sociology, Nature, Subject Matter and Importance of the Study of Rural Sociology
16-4-21 to 30-4-21	**Rural Social Structure:** Caste and Class in Rural Set Up
1-5-21 to 15-5-21	Inter Caste Relations and Jajmani System, Rural Family and Changing pattern
16-5-21 to 31-5-21	**Rural Economy:** Land Tenure, Land Reforms, Green Revolution and Its Impact,
1-6-21 to 4-6-21	Bonded and Migrant Labourers, Trends of Change in Rural Society
5-6-21 to 12-6-21	Summer break
13-6-21 to 30-6-21	**Rural Political Structure:** Traditional Caste Panchayats, Panchayat before and after73rd Amendment
1-7-21 to 15-7-21	New Panchayati Raj and Empowerment of Women
16-7-21 to 31-7-21	Revision and Test Assignment and presentation
1-8-21 to 8-8-21	Preparation break

Department of Commerce, Govt. College, Sec-9, Gurugram

Teaching Plan

Session (2020-2021) Odd

Class: M.Com. 1st Sem.

Name of the Teacher: Jagdish Chand

Subject: Computer Application in Business

Paper: 16MCO21C4 (Theory & Practical)

S. No	Dates	Unit	Topics to be Covered
Week 1	01/01/2021 – 02/01/2021	Introduction to the curriculum	Scheme of Examination under CBCS
Week 2	11/01/2021 – 16/01/2021	Unit-1 Introduction to computer	Characteristics of computer systems, Various Functional units of computers, Types of computer systems, Introduction to computer Memories: Primary Storage, Secondary storage, Input/Output Devices, Software types: Systems software, Application software, functions of Operating Systems
Week 3	18/01/2021 – 23/01/2021		Computer Networks: Advantages of Networking, Types of Network: LAN, MAN, WAN, Public and Private Network, Data communication Media.
Week 4	25/01/2021 – 30/01/2021	Unit-II Internet and E-Commerce	Internet concept and Technologies, Internet applications, Internet Accounts, Extranet and E-Mail, Features of E-Commerce, Elements of E-Commerce, Types of E-Commerce System: B2B,B2C,C2C,C2B,B2Gand G2C
Week 5	01/02/2021 – 06/02/2021		E-commerce technologies, Types of an Electronic Payment System, Security Schemes of an electronic Payment Systems, E-Commerce On-line Services. Electronic data Interchange (EDI): Basics of EDI, Application of EDI, Advantages of EDI

Week 6	08/02/2021 – 13/02/2021	Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents; Sorting and tables; Working with graphics; Introduction to mail merge.
Week 7	15/02/2021 – 20/02/2021	Unit-III Word processing, Spread Sheets, Presentation with Power-Point	Working with EXCEL-formatting, functions, chart features; Working with graphics in Excel; using worksheets as database in accounting, marketing, finance and personnel areas.
Week 8	22/02/2021 – 27/02/2021		Power-point basics, creating presentations the easy way; Working with graphics in Power-Point; show time, sound effects and animation effects.
Week 9	01/03/2021 – 06/03/2021	Unit-IV Accounting Package- Tally (ERP 9), Introduction to Statistical Packages (SPSS)	Features of Tally, Contents of Accounts Info, Menu, Creating Ledgers, Preparation of Vouchers
Week 10	08/03/2021 – 13/03/2021		Inventory Master: Functions in Inventory Information Menu, Inventory Information Menu, VAT(Value added tax) in Tally
Week 11	15/03/2021 – 20/03/2021		Maintenance of Inventory records, Maintenance of Accounting Books and Final Accounts, Generating and Printing of Accounting Reports
Week 12	22/03/2021- 27/03/2021		Introduction to Statistical Packages (SPSS): Features, Formation of table, Types of graph, uses of SPSS.

SYLLABUS M.Com (Two Year Course) 1st Semester
Computer Applications in Business
Paper Code: 16MCO21C4

Time: 3 hours   Max. Marks: 60 Credits: 4:0:1=05

Note: The examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 6 small questions of two marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All questions shall carry 12 marks each.

Unit-I

Introduction to computer: Characteristics of computer systems, Various Functional units of computers, Types of computer systems, Introduction to computer Memories: Primary Storage, Secondary storage, Input/Output Devices, Software types: Systems software, Application software, functions of Operating Systems, Computer Networks: Advantages of Networking, Types of Network: LAN, MAN, WAN, Public and Private Network, Data communication Media.

Unit-II

Internet and E-Commerce: Internet concept and Technologies, Internet applications, Internet Accounts, Extranet and E-Mail, Features of E-Commerce, Elements of E-Commerce, Types of E-Commerce System: B2B,B2C,C2C,C2B,B2Gand G2C, E-commerce technologies, Types of an Electronic Payment System, Security Schemes of an electronic Payment Systems, E-Commerce On-line Services. Electronic data Interchange (EDI): Basics of EDI, Application of EDI, Advantages of EDI.

Unit-III

Word processing: Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents; Sorting and tables; Working with graphics; Introduction to mail merge.

Spread Sheets: Working with EXCEL-formatting, functions, chart features; Working with graphics in Excel; using worksheets as database in accounting, marketing, finance and personnel areas.

Presentation with Power-Point: Power-point basics, creating presentations the easy way; Working with graphics in Power-Point; show time, sound effects and animation effects.

Unit-IV

Accounting Package-Tally (ERP 9): Features of Tally, Contents of Accounts Info, Menu, Creating Ledgers, Preparation of Vouchers, Inventory Master: Functions in Inventory Information Menu, Inventory Information Menu, VAT(Value added tax) in Tally, Maintenance of Inventory records, Maintenance of Accounting Books and Final Accounts, Generating and Printing of Accounting Reports.

Introduction to Statistical Packages (SPSS): Features, Formation of table, Types of graph, uses of SPSS.

Practical Max. Marks:40

The following areas are to be covered:-Internet Technology-Applications M.S.Word, PowerPoint , M.S Excel, Tally and SPSS basic commands.

References

1. Date, C.J: An Introduction to Database Systems, Addison Wesley, Massachusetts
2. Dienes, Sheila S: Microsoft office, Professional for Windows 95; Instant Reference; BPB publication, Delhi.
3. Mansfield, Ron: The Compact Guide to Microsoft office; BPB publication, Delhi.
4. Norton, peter: Working with IBM-PC,BPB Publications Delhi.
5. O'Brian, J.A: Management Information Systems, Tata McGraw Hill, New Delhi.
6. Ullman, J.O. Principles of Database Systems, Galgotia Publications, New Delhi.
7. S. Anthony raJ, Computer applications in Business Himalaya Pubnlishing House, 8, T.D.Malhotra, Computer applications in Business Kalyani Pub lishers

Department of Commerce, Govt. College, Sec-9, Gurugram

Teaching Plan

Session (2020-2021)

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

Subject: Financial Market Operations

Name of the Teacher: Jagdish Chand

Paper: BC 504

S. No	Dates	Unit	Topics to be Covered
Week 1	01/09/2020 – 05/09/2020		Introduction to Curriculum
Week 2	07/09/2020 – 12/09/2020	Unit - I	Introduction to scheme of syllabi
Week 3	14/09/2020 – 19/09/2020		Money Market: Indian Money Markets Composition
Week 4	21/09/2020 – 26/09/2020		Composition and Structure; (a) Acceptance houses (b) Discount houses and (c) Call money market
Week 5	28/09/2020 – 03/10/2020		Recent trends in Indian money market.
Week 6	05/10/2020 – 10/10/2020		Capital Market : Security market - (a) New Issue Market (b) Secondary market
Week 7	12/10/2020 – 17/10/2020		functions and role of stock exchange listing
Week 8	19/10/2020 – 24/10/2020		procedure and legal requirements Public issue pricing and marketing
Week 9	26/10/2020 – 31/10/2020	Unit - II	Stock exchange – National Stock Exchange and over the Counter exchangers
Week 10	02/11/2020 – 07/11/2020		SEBI – Introduction, Role, Its powers, Objectives, Scope & Functions.
			Investors Protection:- Grievances concerning stock exchange and dealings and their removal

Week	Date	Unit	Content
Week 11	09/11/2020 – 14/11/2020		grievance cell in stock exchange SEBI: Company law Board: Press remedy through courts.
Week 12	16/11/2020 – 21/11/2020	Unit - III	Submission of Assignment – I (5 Marks) **Functionaries on stock exchanges:-** Brokers, Sub brokers
Week 13	23/11/2020 – 28/11/2020		Market makers, Jobbers, Portfolio Consultants, Institutional Investors, Depository
Week 14	30/11/2020 – 05/12/2020		**Financial Services:-** Merchant Banking – Functions and Roles
Week 15	07/12/2020 – 12/12/2020		SEBI guidelines; credit rating – concept, functions, and types
Week 16	14/12/2020 – 19/12/2020	Unit - IV	Role, Policy measures relating to Development Financial Institution in India
Week 17	21/12/2020 – 26/12/2020		Products & Services offered by IFCI, IDBI, IIBI, SIDBI, IDFCL
Week 18	28/12/2020 – 02/01/2021		Products & Services offered by EXIM, NABARD & ICICI.
Week 19	04/01/2020 – 09/01/2021		Meaning and benefits of mutual funds, types, SEBI guidelines Submission of Assignment – II (5 Marks)
Week 20	11/01/2021 – 16/01/2021	Unit - I	Revision of Unit – I Conduct of First Unit Test
Week 21	18/01/2021 – 23/01/2021	Unit - II	Revision of Unit – II Conduct of Second Unit Test
Week 22	25/01/2021 – 30/01/2021	Unit - III	Revision of Unit – III Conduct of Third Unit Test
Week 23	01/02/2021 – 06/02/2021	Unit - IV	Revision of Unit – IV Conduct of Forth Unit Test
Week 24	08/02/2021 – 13/02/2021	UNIT – I & II	Revision Unit I & II

| Week 25 | 15/02/2021 – 20/02/2021 | Unit – III & IV | Revision Unit II & III |
| Week 26 | 22/02/2021 – 27/02/2021 | | Final Evaluation of Internal Assessment |

Paper: Financial Market Operations
Code : 5.04

Time: 3 Hours Theory Paper Max. Marks: 80 Internal marks: 20

Note:- The Examiner shall set nine questions in all covering the whole syllabus. Question No.1 will be compulsory covering all the units and shall carry 8 small questions of 2 marks each. The rest of the eight questions will be set from all the four units. The examiner will set two questions from each unit out of which the candidate shall attempt four questions selecting one question from each unit. All the questions shall carry 16 marks each.

Unit – I

Money Market: Indian Money Markets Composition and Structure; (a) Acceptance houses (b) Discount houses and (c) Call money market; Recent trends in Indian money market.

Capital Market: Security market- (a) New Issue Market (b) Secondary market; functions and role of stock exchange listing, procedure and legal requirements Public Issue pricing and marketing. Stock exchange – National Stock Exchange and over the Counter exchangers.

Unit – II

SEBI – Introduction, Role, its powers, Objectives, Scope & Functions.

Investors Protection:- Grievances concerning stock exchange and dealings and their removal; grievance cell in stock exchange SEBI; Company law Board; Press remedy through courts.

Unit – III

Functionaries on stock exchanges:- Brokers, Sub brokers, Market makers, Jobbers, Portfolio Consultants, Institutional Investors, Depository.

Financial Services:- Merchant Banking – Functions and Roles; SEBI guidelines; credit rating – concept, functions, and types.

Unit – IV

Role, Policy measures relating to Development Financial Institution in India. Products & Services offered by IFCI, IDBI, IIBI, SIDBI, IDFCL, EXIM, NABARD & ICICI.

Meaning and benefits of mutual funds, types, SEBI guidelines.

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Hons.) –IV Semester

Paper: BCH 4.04

Nomenclature of the Paper: Basics of Computers-II

Lesson Plan: from April to July 2021 (2020-21 Even)

April 2021	
	Topic to be Covered
Week 1	Data collection- Meaning, Experiments and Surveys, Collection of Primary data
Week 2	Topic to be Continued
Week 3	Questionnaires, schedules, collection of secondary data, selection of appropriate methods of data collection
Week 4	Topic to be Continued
Week 5	Data preparation process, missing values and outliers
May 2021	
	Topic to be Covered
Week 1	Descriptive statistics and steps involved in calculation of descriptive statistics in MS Excel.Mean, Median, mode, range
Week 2	Topic to be Continued
Week 3	Standard deviation, skewness, kurtosis. Sampling and statistical inference – parameter and statistic
Week 4	Topic to be Continued
Week 5	sampling and non-sampling errors, sampling distribution of mean and proportion, degree of freedom, standard error, central limit theorem.
June 2021	
	Topic to be Covered
Week 1	Testing of Hypothesis with the help of MS Excel; hypothesis testing – meaning, types, type 1 and type 2 errors, level of significance
Week 2	Topic to be Continued
Week 3	two tailed and one tailed tests. Procedure for hypothesis testing for mean, proportion and variance, limitations of the test of hypothesis
Week 4	Topic to be Continued

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Pass) –II Semester (Sec – A, B & C)
Paper: BC 206
Nomenclature of the Paper: Basics of Computers-II
Lesson Plan: from April to July 2021 (2020-21 Even)

April 2021		
	Topic to be Covered	
Week 1	Fundamental of computers: Model of a digital computer; Functioning of a digital computer; Types of a digital computer; Advantages of computers. Difference between digital computer and analog computer	
Week 2	Topic to be Continued	
Week 3	Applications of computers: Computers in Commerce, Marketing, Education and Management.	
Week 4	Software concepts: Types of Software and their role, Different System Software typesOperating systems, Translators, System Utilities; Concept of Application Packages	
Week 5	Topic to be Continued	
May 2021		
	Topic to be Covered	
Week 1	Types of an Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Time – sharing O.S., Multi-Programming O.S.Operating System as a resource Manager, concept of GUI and CUI	
Week 2	Topic to be Continued	
Week 3	Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System	
Week 4	Topic to be Continued	
Week 5	Windows explorer, Using Paintbrush, Control Panel, Installing a printer. User interfaces- CUI and GUI; Concept of a Desktop and Taskbar	
June 2021		
	Topic to be Covered	

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Pass) – VI Semester (Sec – A, B & C)
Paper: BC 605
Nomenclature of the Paper: GST & Customs Law
Lesson Plan: from April to July 2021 (2020-21 Even)

April 2021	
	Topic to be Covered
Week 1	Introduction:- Salient feature of GST, Benefit of GST, Constitutional Framework of Goods and Services tax, concept of GST; Important definitions; Supply under GST:- Meaning and scope of supply including composite and mixed supply
Week 2	Topic to be Continued
Week 3	levy and collection including reverse charge mechanism, Tax on electronic commerce operator (ECO); Exemption from GST; Composition levy
Week 4	Topic to be Continued
Week 5	Place of Supply:- Within state/Union territory, Interstate, Import and export; Time of Supply of goods and services; Value of supply including valuation rules; Input tax credit:- Eligibility and conditions for taking Input Tax Credit
May 2021	
	Topic to be Covered
Week 1	Topic to be Continued
Week 2	Apportionment of credit and blocked credit, ITC in case of banking company and financial institutions, ITC availability in special circumstances, Reversal of ITC on switching to composition levy or exit from tax-paying status
Week 3	Topic to be Continued
Week 4	Transfer of ITC on account of change in constitution of registered person, Input service distributors;
Week 5	Topic to be Continued
June 2021	

|	Topic to be Covered
Week 1	Registration; Issue of invoices:- tax invoice, revised tax invoice, credit note, debit note, bill of supply, receipt voucher, refund voucher, payment voucher, invoices in special cases
Week 2	Topic to be Continued
Week 3	E-way bill; Payment of Taxes; Returns; Job work; Provision of TDS and TCS; Record keeping, Assessment and Audit;
Week 4	Topic to be Continued
Week 5	Customs duty: Important definitions, types, importance
July 2021	
	Topic to be Covered
Week 1	Topic to be Continued
Week 2	documents required for import and export procedure : Export Promotion Scheme
Week 3	Revision
Week 4	Revision
22/07/2021 Onwards	Commencement of Term End Examinations

Head of Department
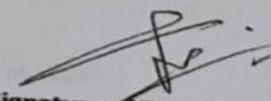
Signature of Teacher

Week 1	My Computer, Recycle Bin, My Documents and Internet Explorer icons.
Week 2	Topic to be Continued
Week 3	MS-Excel: Applications of a Spreadsheet
Week 4	Advantages of an Spreadsheet; Features of Excel; Rows, Columns
Week 5	Topic to be Continued
July 2021	
	Topic to be Covered
Week 1	Cell, Menus, Creating worksheet, Formatting, Printing
Week 2	establishing worksheet links
Week 3	Table creating and printing graphs
Week 4	Macros, Using Built-in-functions
Week 5	Revision

Head of Department   **Signature of Teacher**

Week 5	Chi-square test and analysis of variance with the help of MS Excel
July 2021	
	Topic to be Covered
Week 1	An introduction to SPSS- coding, graphs, pivot tables, assign weight, missing values etc.
Week 2	Topic to be Continued
Week 3	Revision
Week 4	Revision
Week 5	Revision

Head of Department
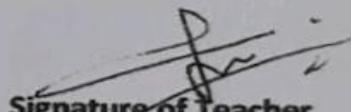
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LESSON PLAN 2020-2021

Subject: MIS(BCA-IIIrd year)

Faculty: Ritu Sharma

Oct 2020	Week 1: Introduction to system and Basic System Concepts, Week 2: Types of Systems, The Systems Approach Week 3:Information System: Definition & Characteristics, Test Week 4: Revision , Components of MIS
Nov 2020	Week 1: Types of information, MIS management levels Week 2 Role of Information in Decision-Making, revision of types of system Week 3: EDP/MIS/DSS. Week 4:An overview of Management Information System: Definition & Characteristics, Test
Dec 2020	Week 1: Frame Work for Understanding MIS, revision of oct syllabus Week 2: Information requirements & Levels of Management, Simon's Model of decision-Making. Week 3:Structured Vs Un-structured decisions, Formal vs. Informal systems Week 4:Sub-Systems of an Information system: EDP.
Jan 2021	Week 1:Developing Information Systems: Analysis Week 2: Design of Information Systems: Implementation. Week 3:Evaluation, Pitfalls in MIS Development. Test Week 4:Functional MIS: A Study of Personnel, Revision
Feb 2021	Week 1 Financial and production MIS, Introduction to e-business systems Week 2 Decision support systems – support systems for planning, control and decision-making Week 3: ecommerce – technologies, applications Week 4:Revision

Subject:PC Software (BCA-Ist year)

Faculty: Ms.Ritu Sharma

Oct 2020	Week 2: Operating system:- definition and functions, basics of window, components of window, types of icons Week 3: Taskbar, activating window, using desktop, Revision Week 4: Title bar, exploring computer, running application, Test
Nov 2020	Week 1:Files and folder, copying and moving files, revision of operating system Week 2Control panel- display properties, adding and removing software and hardware, setting date and time Week 3: Screensaver and appearance, using window accessories Week 4: Introduction of MS-word, Toolbars, Menus, creating and editing document Test
Dec 2020	Week 1: Formatting document, finding and replacing text, format painter, Header and footer Week 2:Drop cap, Auto- text, Autocorrect, spelling and grammar tool, document dictionary, Revision Week 3: page formatting, bookmark, previewing and printing document, File management, test Week 4:advance features of MS word, Mail merge, Macro, Tables, printing, styles
Jan 2021	Week 1:Introduction of MS-Excel, cell address, creating and editing worksheet, formatting and essential operations Week 2: Moving and copying data in excel, Header and footer, Formulas and functions Week 3: Charts, cell referencing, page setup, Macros, Pivot table, Pivot chart, Revision Week 4: Sorting, Filtering, validation, what if analysis with goal seek, conditional formatting, Test
Feb 2021	Week 1: Introduction of MS-PowerPoint, creating, manipulatingand enhancing slides Week 2: Organizational chart, Excel chart, word art, revision Week 3: Layering art objects, Animation and sounds, inserted animated pictures, recorded sound effects Week 4: Revision and Test

Subject:DWDM(MCA-IIIrd year)

Faculty: Ritu Sharma

Oct 2020	Week 1:Introduction of data warehouse, need for data warehouse, definition and goal Week 2: challenges faced during warehouse construction, advantages Week 3:Types of warehouse: data mart, virtual warehouse and enterprise warehouse,Test Week 4: Revision , Components of warehouse
Nov 2020	Week 1:dimension table, designing fact table, pre-requisite phase Week 2: warehouse schema for multidimensional data: star, snowflake and galaxy schema Week 3: diff between OLTP and OLAP, strength of OLAP, Revision Week 4:applications of OLAP, Multidimensional data models, OLAP operations, Test
Dec 2020	Week 1:OLAP server, need, types, Week 2:Types: ROLAP, MOLAP, and HOLAP Week 3:warehouse implementation, Efficient computation of data cube, revision Week 4:Types: Roll up, Drill down, Pivot, slice and dice operations, Test
Jan 2021	Week 1: Data Processing, Need, data integration, data transformation, data reduction Week 2:Discretization and concept hierarchy generations, data mining primitives, types of data mining, architecture of data mining, Week 3: mining association rules in large database, revision Week 4:correlation analysis, constraintbased association mining, test
Feb 2021	Week 1: basic classification and prediction model, diff between classification and prediction Week 2: decision tree induction, back propagation, classification based in association rules, Revision Week 3: prediction algorithm, linear and non-linearregression, Test Week 4: Applications of Data Mining, Web mining, Temporal and Spatial Data mining

LESSON PLAN 2020-2021

subject: DBMSClass:BCA- 3RD SEM   RENU SAINI

October 2020	Week 1:Basic Concepts – Data, Information, Records and files. Week 2:Traditional file –based Systems-File Based Approach-Limitations of File Based Approach Week 3:Database Approach-Characteristics of Database Approach, advantages and disadvantages of database system, Week 4: components of database system revision
November2020	Week 1:Database Management System (DBMS), Components of DBMS Environment Week 2: DBMS Functions and Components, DBMS users, Advantages and Disadvantages of DBMS Week 3: DBMS languages. Roles in the Database Environment - Data and Database Administrator Week 4: Database Designers, Applications Developers and Users. ASSIGNMENT, TEST
December2020	Week 1: Database System Architecture – Three Levels of Architecture, External, Conceptual and Internal Levels, Schemas, Mappings and Instances. Week 2:Data Independence – Logical and Physical Data Independence. Week 3: Classification of Database Management System, Centralized and Client Server architecture to DBMS Week 4:Data Models: Records- based Data Models, Object-based Data Models, Physical Data Models and Conceptual Modeling. DOUBT CLEARANCE , ASSIGNMENT, TEST
January2021	Week 1: Entity-Relationship Model – Entity Types, Entity Sets, Attributes Relationship Types, Relationship Instances and ER Diagrams Week 2: abstraction and integration. Basic Concepts of Hierarchical and Network Data Model Week 3: Relational Data Model:-Brief History, Relational Model Terminology-Relational Data Structure, Database Relations Week 4:Properties of Relations, Keys, Domains, Integrity Constraints over Relations. DOUBT CLEARANCE, ASSIGNMENT, TEST
Feburary2021	Week 1: Relational algebra, Relational calculus, Relational database design: Functional dependencies Modification anomalies, Week 2:Ist to 3rd NFs, BCNF, 4th and 5th NFs, computing closures of set FDs, Week 3:SQL: Data types, Basic Queries in SQL, Insert, Delete and Update Statements, Views Week 4:Query processing: General strategies of query processing, query optimization, query processor DOUBT CLEARANCE, ASSIGNMENT, TEST
March2021	Week 1:concept of security, concurrency and recovery. DOUBT CLEARANCE ,Test

RENU SA

Subject : MIS
Faculty: Dr. Renu Saini
Class: BCA -5TH SEM

October 2020	**Week 1:** Introduction to system and Basic System Concepts, Types of Systems, **Week 2** The Systems Approach, Information System: Definition & Characteristics, **Week 3** Types of information **Week 4** Role of Information in Decision-Making revision
November 2020	**Week 1:** MIS management levels, EDP/MIS/DSS. . **Week 2:** An overview of Management Information System: Definition & Characteristics **Week 3:** Components of MIS, Frame Work for Understanding MIS **Week 4:** Information requirements & Levels of Management, **Test & assignment**
December2020	**Week 1:** Simon's Model of decision-Making. **Week 2:** Structured Vs Un-structured decisions, **Week 3:** Formal vs. Informal systems **Week 4:** Sub-Systems of an Information system: EDP. Revision of unit 1 &2 , test , assignment
January 2020	**Week 1:** Developing Information Systems: Analysis **Week 2:** Design of Information Systems: Implementation. **Week 3:** Evaluation, Pitfalls in MIS Development. **Week 4:** Functional MIS: A Study of Personnel, DOUBT CLEARANCE , ASSIGNMENT, TEST
Feburary 2020	**Week 1** Financial and production MIS, **Week 2** Introduction to ebusiness systems, **Week 3** :ecommerce – technologies, applications **Week 4:** Decision support systems – support systems for planning, DOUBT CLEARANCE , ASSIGNMENT, TEST
March2020	**Week 1** control and decision-making DOUBT CLEARANCE , ASSIGNMENT, TEST

RENU SAIN

LESSON PLAN 2020-2021

BCA 6TH SEM
Subject: Artificial Intelligence

April 2021	Week 1: Introduction to AI, Importance of AI, AI and its related field, AI techniques, Criteria for success. Week 2: Problems, problem space and search: Defining the problem as a state space search,Production system and its characteristics, Week 3: Issues in the design of the search problem Heuristic search techniques : Generate and test, hill climbing, Week 4: best first search technique, problem reduction, constraint satisfaction
May 2021	Week 1: Knowledge Representation: Definition and importance of knowledge, Knowledge representation, Week 2: Various approaches used in knowledge representation, Issues in knowledge representation.Using Predicate Logic : Represent ting Simple Facts in logic Week 3: Representing instances and is_a relationship, Computable function and predicate. Week 4:Natural language processing : Introduction syntactic processing, Semantic processing
June 2021	Week 1: Discourse and pragmatic processing.Learning: Introduction learning,Rote learning, Learning by taking advice, Week 2: Learning in problem solving,Learning from example-induction, Explanation based learning. Week 3: Expert System: Introduction, Representing using domain specific knowledge Week 4:Expert system shells. constraint satisfaction,Revision, test

RENU SAINI

Subject:DATA COMMUNICATION AND COMPUTER NETWORKS
Class:MCA- 3RD SEM

October 2020	Week 1: Data Communication: Theoretical basis of data communication; analog and digital signals Week 2: asynchronous and synchronous transmission; data encoding Week 3 modulation, techniques, broadband and base band transmission; Week 4: pulse code modulation, bandwidth, channel, baud rate of transmission
November 2020	Week 1: multiplexing; transmission medium. Week 2: Network Classification: Local area networks Week 3:metropolitan area network, wide area network, and wireless network, Week 4: Internetworking Devices: Hub, Repeaters, Bridge, Switch, Router and Gateway. DOUBT CLEARANCE, ASSIGNMENT, TEST
December2020	Week 1: Network Reference Models: Layered architectures Week 2:protocol hierarchies Week 3 interface and services: ISO- OSI reference model, Week 4:TCP/IP reference model; internet protocol stacks. DOUBT CLEARANCE , ASSIGNMENT, TEST
January 2020	Week 1: Data link Layer Functions and Protocols: Framing Week 2: error-control, flow -control; sliding window protocol; HDLC, Error detection and correction Week 3: Data link layer of internet. Medium Access Sub layer: CSMA/CD protocol Week 4: IEEE standards for LAN and MAN; satellite networks, X.25, frame relay, narrow band and broad band ISDN, DOUBT CLEARANCE , ASSIGNMENT, TEST
Feburary 2020	Week 1: asynchronous transfer modes. Week 2:Network functions and protocols: Switching mechanism: Circuit switching Week 3: message switching, packet switching, cell switching, routing and congestion control. Week 4: Transport Layer: UDP, TCP, Frame Format of TCP and UDP. Network Applications: File Transfer Protocol DOUBT CLEARANCE , ASSIGNMENT, TEST
March2020	Week 1: electronic mail, World Wide Web

LESSON PLAN 2020-2021

-Commerce
BCA 6TH SEM

April2021	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 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
May2021	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
June 2021	Week 1I Implementing security for E-Commerce: Protecting E-Commerce Assets, Protecting Intellectual Property,Protecting Client Computers, Protecting E-commerce Channels, Insuring Transaction Integrity Week 2: Protecting the Commerce Server. Electronic Payment System: Electronic Cash ,Electronic Wallets, Smart Card, Credit and Change Card Week 3:Business to Business E-Commerce: Inter-organizational Transitions, Credit Transaction Trade Cycle ,a variety of transactions. Week 4: Electronic Data Interchange (EDI): Introduction to EDI ,Benefits of EDI, EDI Technology, EDI standards, EDI Communication cEDI Implementation, EDI agreement, EDI security

Subject: MFCS
BCA 2ND SEM

April 2021	Week 1: Measure of Central Tendency, Preparing frequency , distribution table Week 2 Mean, Mode, Median, Measure of Dispersion: Range, Week 3: Algorithms, merits and demerits, Exponentiation, How to compute fast exponentiation Week 4 Linear Search, Binary Search, "Big Oh" notation, Worst case, Advantage of logarithmic algorithms over linear algorithms, complexity
May 2021	Week 1: Graphs, Types of graphs, degree of vertex, sub graph, isomorphic and homeomorphism graphs Week 2: Adjacent and incidence matrices, Path Circuit Week 3: Trees, Minimum distance trees, Recursively defined function. Week 4:: Merge sort, Insertion sort, Bubble sort, and Decimal to Binary. Principle of Mathematical induction, GCD
June 2021	Week 1: Euclidean algorithm LHRR, LHRRWCCs, DCRR. Recursive procedure. Week 2: Fibonacci numbers, congruence's and equivalence relations, public key encryption schemes. Week 3: Minimum weight and Minimum distance spanning trees Eulerian, Hamiltonian path circuit. Week 4: Variance and Standard Deviations, Correlation and Regression.

LESSON PLAN 2020-2021

Subject: Introduction to Operating System (BCA-201)
Faculty: Ms. Monika Yadav

October 2020	**Week 1:** Introduction to Operating System, its need and operating System services, Early systems **Week 2:** Structures - Simple Batch, Multi programmed, timeshared, Personal Computer, Parallel, Distributed Systems, Real-Time Systems. **Week 3:** Process Management: Process concept, Operation on processes **Week 4:** Cooperating Processes, Threads, and Inter-process Communication. Revision and assessment of process management.
November 2020	**Week 1:** CPU Scheduling: Basic concepts, Scheduling criteria **Week 2:** Scheduling algorithms : FCFS and examples **Week 3:** Scheduling algorithms SJF and examples **Week 4:** Round Robin & Queue Algorithms. Revision and assessment of CPU scheduling algorithms
December 2020	**Week 1:** Critical Section Problem **Week 2:** Discussion and Revision of CPU scheduling Algorithms **Week 3:** Deadlocks: Deadlock characterization, necessary condition of deadlock, resource allocation graph, basic resource graph and model **Week 4:** Methods for handling deadlocks **Week 5:** Banker's Algorithm and Assessment of Deadlocks
January 2020	**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
February 2020	**Week 1:** File management: File system Structure, Allocation methods: Contiguous allocation, Revision and assessment of memory management and page replacement algorithms. **Week 2:** Linked allocation, Indexed allocation, n, Free space management: Bit vector, Linked list **Week 3:** Grouping, Counting, Device Management: Disk structure, Disk scheduling: FCFS, SSTF **Week 4:** Disk scheduling: SCAN, C-SCAN, LOOK, C-LOOK.
March 2020	**Week 1:** Disk scheduling Examples and Assessment

Subject: Visual Basic Programming Language (BCA-304)
Faculty: Ms. Monika Yadav

October 2020	**Week 1:** Introduction to VB: Visual & non-visual programming, Procedural, Object-oriented and event driven programming languages **Week 2:** The VB environment: Menu bar, Toolbar, Project explorer, Toolbox, Properties window, Form designer, Form layout, Immediate window **Week 3:** Visual Development and Event Driven programming. Revision and assessment of VB tools and environment. **Week 4:** Basics of Programming: Variables: Declaring variables, Types of variables,
November 2020	**Week 1:** Converting variables types, User-defined data types, Forcing variable declaration, Scope & lifetime of variables. Constants: Named & intrinsic **Week 2:** Operators: Arithmetic, Relational & Logical operators **Week 3:** I/O in VB: Various controls for I/O in VB, Message box **Week 4:** Input Box, Print statement, Programming with VB: Decisions and conditions: If statement, If-then-else, revision and assessment of operators and common controls in VB
December 2020	**Week 1:** Select-case. Looping statements: Do-loops, For-next, While-wend, Exit statement. Nested control structures. Arrays: Declaring and using arrays, **Week 2:** one-dimensional and multi-dimensional arrays, Static & dynamic arrays, Arrays of array. **Week 3:** Collections: Adding, Removing, Counting, Returning items in a collection, and Processing a collection. **Week 4:** Programming with VB: Procedures: General & event procedures, **Week 5:** Subroutines, Functions, Calling procedures, revision and assessment of looping structures
January 2020	**Week 1:** Arguments- passing mechanisms, Optional arguments, Named arguments, **Week 2:** Functions returning custom data types, Functions returning arrays. **Week 3:** Working with forms and menus : Adding multiple forms in VB **Week 4:** Hiding & showing forms,
February 2020	**Week 1:** Load & unload statements **Week 2:** creating menu, submenu **Week 3:** , popup menus, Activate & deactivate events, Form-load event **Week 4:** menu designing in VB Simple programs in VB.
March 2020	**Week 1:** Various Active X controls in VB revision and assessment

Subject: Object Technology
Faculty: Ms. Monika Yadav

October 2020	**Week 1:** Object-Oriented Languages: Java's History, Creation of Java, Internet & Java, Byte-code, Its Features, Java Program Structure and Java's Class Library **Week 2:** Data Types, Variables, and Operators, Operator Precedence; Selection Statements, Scope of Variable, **Week 3:** Iterative Statement; Defining Classes & Methods, Creating Objects of a Class, Defining and Using a Class, **Week 4:** Automatic Garbage Collection. Arrays and Strings: Arrays, Assessment Operators, String and Array in java
November 2020	**Week 1:** Arrays of Characters, String Handling Using String Class, **Week 2:** Operations on String Handling Using, String Buffer Class. **Week 3:** Classes and Inheritance: Using Existing Classes, Class Inheritance, Choosing Base Class, Multiple Levels of Inheritance, **Week 4:** Abstraction through Abstract Classes, Using Final Modifier, Packages: Understanding Packages, Defining a Package, Packaging up Your Classes
December 2020	**Week 1:** , Adding Classes from a Package to Your Program, Understanding CLASSPATH, Standard Packages, **Week 2:** Access Protection in Packages, Concept of Interface. **Week 3:** Exception Handling: The concept of Exceptions, Types of Exceptions, Dealing with Exceptions, **Week 4:** Revision package, interface and Exception handling and assessment **Week 5:** Exception Objects, Defining Your Own Exceptions.
January 2020	**Week 1:** Multithreading Programming: The Java Thread Model, Understanding Threads, **Week 2:** The Main Thread, Creating a Thread, Creating Multiple Threads, Thread Priorities, Synchronization **Week 3:** 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, **Week 4:** Stream Benefits. Creating Applets in Java: Applet Basics, Architecture, Applet Life Cycle, Simple Applet Display Methods, The HTML APPLET Tag Passing Parameters to Applets, Revision and assessment multithreading and applets in java
February 2020	**Week 1:** Working with Windows: AWT Classes, Window Fundamentals, Working with Frame **Week 2:** , Creating a Frame Window in an Applet; Displaying Information within a Window. **Week 3:** Working with Graphics and Texts: Working with Graphics, Working with Color, Setting the Paint Mode, Working with Fonts

	Week 4: Managing Text Output; Using Font Metrics, Exploring Text and Graphics,
March 2020	**Week 1:** Working with AWT Controls, Layout Managers and Menus and Assessment unit-4