

BAJMC 2nd Sem

Sub : Writing Skills – II

Week – 1

News Writing

Press Release

Week -2

Interview Writing

Opinion Writing

Week – 3

Column Writing

Book Review

Week – 4

Film Review

Drama Review

Week -5

Editorial Writing

Travelogue writing

Week – 6

Food Writing

Sports Writing

Week – 7

Story Writing

Drama Writing

Week – 8

Documentary Writing

Week – 9

Screenplay Writing

Week – 10

Revision

Week – 11 Revision

BAJMC 2nd Sem

Sub : Theories of Mass Communication

Week – 1

Concept of Mass Communication

Functions, History of Mass Communication

Week -2

Hypodermic Needle Theory

Two step flow theory

Week – 3

Multistep flow theory

Agenda setting theory

Week – 4

Individual difference theory

Uses and gratification theory

Week -5

Cultivation theory

Cognitive dissonance theory

Week – 6

Authoritarian theory

Week – 7

Libertarian theory

Week – 8

Social Responsibility theory

Week – 9

Democratic participation theory

Week – 10

Revision

Week – 11

Revision

BAJMC 4th Sem

Sub : Radio Production

Week – 1

Radio Talk

Week -2

Radio Bulletin

Week – 3

Radio Commentary

Week – 4

Radio Advertisements

Week -5

Radio Symposium

Week – 6

Radio Drama

Week – 7

Radio Feature

Week – 8

Production practices

Week – 9

Production practices

Week – 10

Production practices

Week – 11

Production practices

BAJMC 2nd Sem

Sub : Videography

Week – 1

Parts of Video Camera

Week -2

Basic shots

Week – 3

Basic angles

Week – 4

Basic Movements

Week -5

Piece To Camera

Week – 6

Videography practices

Week – 7

Videography practices

Week – 8

Videography practices

Week – 9

Editing Practices

Week – 10

Editing Practices

Week – 11

Editing Practices

Lesson Plan, Even Semester, 2024-2025**Bahadur Singh, Assistant Professor of Economics, Government College,
Sector-9, Gurugram****Class: MA Eco DSC(Final), 2nd semester****Paper: Indian Economy**

Month	Class	Nomenclature	Remarks
January 2025	Week 1	Indian Agriculture and WTO, Trends in Agricultural prices	
	Week 2	Agricultural Price Policy, Agricultural subsidies,	
	Week 3	Public distribution system,	
	Week 4	Impact of public expenditure on agricultural growth of India	
February 2025	Week 1	Strategy of industrialization, Privatization, Disinvestments.	Assignment cum Presentation
	Week 2	Disinvestments	
	Week 3	Role of foreign direct investment.	
	Week 4	New Economic Policy and Trade: WTO and new EXIM policy	
March 2025	Week 1	New Exchange Rate Regime: Partial and full convertibility, Capital account convertibility	
	Week 2	Holi Vacations from 09.03.2025 to 16.03.2025	
	Week 3	Demographic features of India's population,	Test
	Week 4	Malthusian theory of population	
April, 2025	Week 1	Malthusian theory of population	
	Week 2	Theory of demographic transition	
	Week 3	Population and Economic Development, Population explosion	
	Week 4	Causes and Remedies for population explosion, Population policy.	
May, 2025		Examinations 01.05.2025 onwards	
		Summer vacations from 20.05.2025 to 30.06.2025	




Lesson Plan, Even Semester, 2024-2025
Bahadur Singh, Assistant Professor of Economics, Government College,
Sector-9, Gurugram
Class: MA Eco (Final), 4th semester
Paper: Indian Economy

Month	Class	Nomenclature	Remarks
January 2025	Week 1	Agriculture: Role and features of Indian agriculture; Technological change in agriculture	
	Week 2	Trends in agricultural productions and productivity; WTO and Indian agriculture	
	Week 3	Poverty in India - Absolute and relative analysis of poverty	
	Week 4	Industry: Growth and pattern of industrialization; New industrial policy	
February 2025	Week 1	and liberalisation - impact on Indian economy; Public Sector enterprises - trends and	Assignment cum Presentation
	Week 2	Issues of privatization. Unemployment and Migration in India	
	Week 3	External sector: Structure and direction of foreign trade; Balance of payments; Issues in export-import policy and FEMA Exchange rate policy;	
	Week 4	Foreign capital and MNCs in India	
March 2025	Week 1	Environment as necessity-amenity and public goods	
	Week 2	Holi Vacations from 09.03.2025 to 16.03.2025	
	Week 3	Environment as necessity-amenity and public goods	Test
	Week 4	causes of environmental, ecosystem degeneration-policies for controlling pollution-economic and persuasive	
April, 2025	Week 1	their relative effectiveness in LDCs; Relation between population	
	Week 2	poverty and environment degradation-micro-planning for environment and eco-preservation-water sheds,	
	Week 3	joint forest management and self-help groups.	
	Week 4	Role of State in environmental preservation - Review of environmental legislation in India.	
May, 2025		Examinations 01.05.2025 onwards	
		Summer vacations from 20.05.2025to 30.06.2025	



Lesson Plan, Even Semester, 2024-2025**Bahadur Singh, Assistant Professor of Economics, Government College, Sector-9, Gurugram****Class: BA Eco(H), 2nd semester****Paper: Computer Application in Economic Analysis (SEC)**

Month	Class	Nomenclature	Remarks
January 2025	Week 1	Opening, saving and printing documents files, Editing and formatting of documents,	
	Week 2	Inserting pages, Number and footnotes, Table, auto format and properties	
	Week 3	Inserting graphs and diagrams, network of computer, intranet and internet,	
	Week 4	LAN and WAN, Internet explorer, search engines,	
February 2025	Week 1	emails, computer and documents and internet security, antivirus scanning and updates	Assignment cum Presentation
	Week 2	Introduction to Microsoft Excel,	
	Week 3	Creation of worksheets, data entry, formatting, sorting and validation	
	Week 4	importing and exporting of data files	
March 2025	Week 1	use of mathematical, financial and statistical function and what if analysis	
	Week 2	Holi Vacations from 09.03.2025 to 16.03.2025	
	Week 3	Data analysis, correlation and simple and multiple regression	Test
	Week 4	One way ANOVA, creation of diagram and graph	
April 2025	Week 1	Introduction to SPSS, Creation of data files, assigning names and labels to variables,	
	Week 2	, sort cases, import and export of files computing of files, computing variables	
	Week 3	Data analysis, descriptive statistics, comparing means, simple correlation analysis,	
	Week 4	ANOVA, Simple regression analysis, preparation of graphs and diagrams	
May 2025		Examinations 01.05.2025 onwards	
		Summer vacations from 20.05.2025to 30.06.2025	



Lesson Plan, Even Semester, 2024-2025**Bahadur Singh, Assistant Professor of Economics, Government College,
Sector-9, Gurugram****Class: BA Eco (H), 6th semester****Paper: Industrial Economics**

Months	Class	Nomenclature	Remarks
January 2025	Week 1	Nature and Scope of industrial Economics	
	Week 2	History and development of Industrial Economics	
	Week 3	Basic Concepts: Firm industry, Market, Market structure,	
	Week 4	Market power, passive and active behaviour of the firm	
February 2025	Week 1	Conceptual framework for the study of Industrial Economics	Assignment cum Presentation
	Week 2	Organizational form and alternative motives of the firm.	
	Week 3	Conceptual framework for the study of Industrial Economics.	
	Week 4	. Industrial efficiency and technical efficiency. Optimum size of the firm. Growth of the Firm:	
March 2025	Week 1	Acquisition, diversification, merger constraints on Growth: demand, managerial and financial.	
	Week 2	Holi Vacations from 09.03.2025 to 16.03.2025	
	Week 3	Market Structure: Seller's concentration; product differentiation;	Test
	Week 4	entry conditions and economics of scale. Advertising strategy	
April 2025	Week 1	. The determinates of Profitability	
	Week 2	Factors affecting location; contributions of weber and Sargent Florance	
	Week 3	Location policy in India since Independence	
	Week 4	Industrial concentration and dispersal in India	
May 2025		Examinations 01.05.2025 onwards	
		Summer vacations from 20.05.2025to 30.06.2025	



Lesson Plan Session 2024-2025
Class- BA (Eco-Hons)
Semester: - 6TH
Subject – ECONOMICS OF PUBLIC FINANCE

JANUARY

Introduction to Public Finance: Nature, Scope and Importance. Theory of Maximum Social advantage. Private goods, public goods and Merit goods. Overview of different role of government: allocation, stabilization and distribution. Optimal provision of public goods.

FEBRUARY

Types of Government Budgets: Revenue account, Capital Account and different concepts of budgetary deficits in the Indian context. Economic and functional classification of Central Govt. Budgets.

MARCH

Sources of Public Revenue: Tax and Non-tax sources, ad valorem and specific taxes, progressive and proportional taxes, direct and indirect taxes. Approaches to tax equity: Benefit principle; Ability to pay principle. Theory of Incidence of Indirect taxes. Taxable capacity: meaning and determinants.

APRIL

Public expenditure: Rationale for the growth of public expenditure: Wagner's law of increasing state activities; peacock-Wiseman hypothesis. Canons of public expenditure. Changing Trends and Pattern of direct and indirect taxes in India.



PARUL SHARMA
DEPARTMENT OF ECONOMICS

Lesson Plan Session 2024-2025
Class- BA (Eco-Hons)
Semester: - 6TH
Subject – ECONOMICS OF PUBLIC FINANCE

Course Learning Outcomes (CLO)

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

- 1 Analyse the nature, scope, and role of public finance, including the concept of maximum social advantage and the distinction between private, public, and merit goods.
- 2 Evaluate government budgets, their components, and budgetary deficits within the Indian context, along with the economic and functional classification of Central Government budgets.
- 3 Understand the sources of public revenue, principles of tax equity, and the theory of tax incidence, while analysing the determinants of taxable capacity.
- 4 Examine the rationale and theories behind public expenditure growth, along with the changing trends and patterns of taxation in India.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

Lesson Plan Session 2024-2025
Class M.A.
Semester: -4th
Subject – Financial Institutions and Markets-II

JANUARY

Proliferation of banking and non-bank financial intermediaries - Effectiveness of monetary Policy - Credit creation and its control; Profitability and efficiency of banks. Commercial banks and Co-operative banks.

FEBRUARY

Development banks- Role and functions; Investment and merchant banking, financial sector reforms in India - Definition and types of non-bank financial institutions: Their growth and impact on India's economic development, Measures taken to control their operations.

MARCH

Role of money market and capital market: Call money market, Treasury bill market, Commercial bill market including commercial ECN and certificate of deposits. Discount market - Government securities market - Market for derivation: future and options, and other derivatives: types, uses and pricing of derivation - Primary and secondary market for securities

APRIL

SEBI: its impact on the working of capital market in India; IRDA and its role in financial markets - Theory of optimum currency areas - Euro-dollar and Euro-Currency markets - Their development role at international level.


PARUL SHARMA
DEPARTMENT OF ECONOMICS

Lesson Plan Session 2024-2025
Class M.A.
Semester: -4th
Subject – Financial Institutions and Markets-II

Course Learning Outcomes (CLO)

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

- 1 Understand the roles, functions, and effectiveness of banking and non-banking financial intermediaries in credit creation, monetary policy, and the profitability of financial institutions.
- 2 Analyse the role and functions of development banks, merchant banks, and non-banking financial institutions, along with their impact on India's economic development and the measures taken to regulate them.
- 3 Evaluate the functioning of money and capital markets, including instruments such as treasury bills, commercial bills, government securities, and derivatives, as well as primary and secondary market operations.
- 4 Assess the impact of regulatory authorities like SEBI and IRDA on financial markets, and understand international financial concepts such as optimum currency areas, Euro-dollar, and Euro-currency markets.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

Lesson Plan Session 2024-2025
Class- BA (Major in Economics)
Semester II
Subject - Micro Economics-II

JANUARY / FEBRUARY

Market Structure

- Market structure and features of different markets Price and Output Determination -I
- Perfect competition: Meaning, Price Determination, Role of time element in price determination.
- Equilibrium of firm and industry in short run and long run.

MARCH

Price and Output Determination -II

- Monopoly - Meaning, Equilibrium in short run and long run, Price discriminating monopoly, Dumping • Monopolistic Competition -Meaning, Equilibrium of firm in short run and long run, Group Equilibrium, Non - Price Competition, Selling Cost and equilibrium with selling cost 37

Price and Output Determination -

- Oligopoly-Price and output determination - Non-Collusive: Kinked demand curve and price rigidity. Collusive Oligopoly: Price leadership, Cartels.

APRIL

Factor Pricing

- Ricardian Theory of Rent, Modern Theory of Rent, Quasi rent • Wage -Demand and Supply of Labour, Marginal Productivity Theory. • Interest - Classical and Keynesian • Profit (Risk Theory, Dynamic Theory, Schumpeter's Innovation Theory, Uncertainty Bearing Theory



PARUL SHARMA
DEPARTMENT OF ECONOMICS

Lesson Plan Session 2024-2025
Class- BA (Major in Economics)
Semester II
Subject - Micro Economics-II

Course Learning Outcomes (CLO) After completing this course,

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

1. Understand the pricing in various market conditions
2. apply the principles of micro economic analysis to the decision making of firm and markets.
3. Analyze the factor market and understand how factor prices are determined
4. Understand various theories of factor pricing
5. Apply the concepts and theories of market and factor pricing to real world situations

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 30

End Term Exam Marks: 70

Class- MDC-2
Subject Economics
Semester II
Name of the Course - Problems in Indian Economy

JANUARY / FEBRUARY

Agriculture in India – Importance, Causes of backwardness and low productivity in agriculture and

its remedies, Emerging trends in Indian Agriculture. Land Reforms.

MARCH

Problem of over Population and Population control. Poverty and unemployment in India. Programmes for eradication of poverty and unemployment.

APRIL

Industry in India: Small- and Large-scale industry- Importance, problems and suggestions for

improvement. Inter- state disparities in the pattern of development.



PARUL SHARMA
DEPARTMENT OF ECONOMICS

Class- MDC-2
Subject Economics
Semester II
Name of the Course - Problems in Indian Economy

Course Learning Outcomes (CLO)

- 1.To understand and analyse the nature of growth & development of India Economy.
2. Understanding evolution and problems of Agriculture sector in India.
- 3.Understanding significance and problems of Industrial sector in India.
4. Utilize the detailed skills and techniques to address the problems of Indian economy like poverty, inequality, unemployment.

EVALUATION SCHEMES

Max. Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50

Lesson Plan - 2024 - 25

Name of the Assistant/ Associate Professor : Monika Yadav

Class and Section:- BA with major in Economics

Subject :- Macro Economics - II

February :

Keynesian Multiplier: Concepts, Relation between Multiplier, MPC and MPS, Comparative Static and Dynamic Process. Working of Multiplier in UDC's. Acceleration Principle and Concept of Super Multiplier.
. Determination of General Price level: Classical and Keynesian Theory of Money and Prices..

March :

Inflation: Causes and Effects of Inflation, Measures to control inflation, Inflation and Economic Development, Theories of Inflation: Cost Push and Demand Pul Inflation, Philips Curve Analysis of Inflation and unemployment. Rate of Interest: Keynesian and IS-LM Theories of Interest rate.

April :

Macro Economic Policies: Monetary and Fiscal Policies. Trade Cycles: Meaning, Types, Phases and Theories of Trade Cycles (Hicks and Samuelson). Economic Growth: meaning and theories. Harrod-Domar Theory and Neoclassical Theory

*Monika
Dept. of Economics*

Class- BA (Major in Economics)
Semester: - IInd
Subject -MACRO ECONOMICS-II

COURSE LEARNING OUTCOMES (CLO)

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

1. Understand the meaning of multiplier, MPC AND MPS, and also knows about Acceleration and super multiplier.
2. Inculcate the ability to think like an Economist, the Economist as a Scientist, and as a Policy Adviser.
3. Understand the General price level and also compare the classical and Keynesian approaches.
4. Understand the role of fiscal and monetary policies in resolving economic issues.
5. Comprehend the various factors leading to inflationary and deflationary pressure.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 30

End Term Exam Marks: 70

*Mahika
Dept of Economics*

Lesson Plan – 2024 - 25

Name of the Assistant/ Associate Professor : Monika Yadav

Class and Section:- MA IV Semester

Subject :- **International Trade and Finance-II**

January :

Foreign trade multiplier with and without foreign repercussions and determination of national income and output; Relative merits and demerits of fixed and flexible exchange rate in the context of growth and development in developing countries. Forms of economic cooperation; Static and Dynamic effects of a custom union and free trade areas.

February :

International Monetary System and Trade Policies in India: Multilateralism and WTO; Rise and falloff gold standard and Bretton-Wood system; Need, adequacy and determinants of international reserves; Conditionality clause of IMP; Emerging International Monetary System with special reference to Post Maastricht developments and developing countries; Reforms of the International Monetary System, Theory of regionalism at global level - collapse of Brettonwood system. Optimum currency Areas - Theory and impact in the developed and developing countries.

March :

Indian and developing countries; Functions of GATT/WTO (TRIPS; TRIMS); Recent changes in the direction and composition of trade and their implication; Rationale and impact of trade reforms since 1991 on balance of payments, employment and growth.

April :

Problems of India's International debt; Working and regulations of MN9 in India, Instrument of export promotion and recent import and export policies and agenda for future.

*Monika
Dept. of Economics*

Class M.A.
Semester: - 4th
Subject – International trade and Finance-II

COURSE LEARNING OUTCOMES (CLO)

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

1. Comprehend the role of international trade in global world.
2. Analyze the fixed and flexible exchange rate and also forms of economic cooperation.
3. Understand the Multilateralism and WTO and also collapse of brettonwood system.
4. Explain the directions and composition of Trade and their implications and also trade reforms since 1991.
5. Understand the problems of India' s international debt

EVALUATION SCHEMES

Max. Marks: 100 .

Internal Assessment Marks: 20

End Term Exam Marks: 80

*Moulik
Dept of Economics*

Lesson Plan – 2024 - 25

Name of the Assistant/ Associate Professor : Monika Yadav

Class and Section:- B.A 4th semester Pass course

Subject :- **Macroeconomics**

January :

Money in a Modern Economy

Concept of Money in a Modern Economy; Monetary Aggregates; Demand for Money; Quantity Theory of Money; Liquidity Preference and Rate of Interest; Money Supply, Credit Creation and Monetary Policy.

February :

IS-LM Analysis, Trade Cycle Theory and Growth Theory

Derivation of IS and LM Functions; IS-LM and Aggregate Demand; Shifts in AD Curve. Theories of Trade cycles: Samulson and Hicks models, Harrod and Domar growth model.

March :

Balance of Payments and Exchange Rate

Gains from International Trade, Balance of Payments; Market for Foreign Exchange; Determination of Exchange Rates.

April :

Public Finance

Nature and Scope of Public Finance, Principle of Maximum Social Advantage, Effects of Public Expenditure, Impact and Incidence of taxes, Characteristics of a Good Taxation System.

*Monika
Dept of Economics*

Class- BA pass
Semester: - 4th
Subject -MACRO ECONOMICS-II

COURSE LEARNING OUTCOMES (CLO)

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

1. Understand the meaning of money and its evolution, multiplier of money also.
2. Inculcate the ability to think like an Economist, the Economist as a Scientist, and as a Policy Adviser.
3. Understand the nature of economic problem
4. Understand the term IS-LM analysis and also trade cycle theory.
5. Comprehend and analyze the Balance of payment theory .

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

*Monika
Dept. of Economic*

Lesson Plan – 2024 - 25

Name of the Assistant/ Associate Professor : Monika Yadav

Class and Section:- BA With Major In Economics

Subject :- ENVIRONMENTAL STUDIES

February :

Basic concepts: Environment- definition and significance; habitat and ecological niche; biosphere; atmosphere; lithosphere and hydrosphere.

Factors affecting environment: Abiotic factors— light, temperature, humidity, topography;

Biotic factors— microorganisms, animals, plants and humans.

Sources of energy: Renewable and non-renewable sources. Ecosystem: Definition, types and functions; energy flow— food chains, food webs, trophic structure; concept of productivity.

March :

Biogeochemical cycles: Hydrological, gaseous and sedimentary cycles.

Biological invasion and its impact on environment. Concept of population, population density, natality, mortality, carrying capacity, growth forms.

April :

Human population: National and international concerns, Indian efforts to control the growing population; Sustainable development. Environmental pollution: Air pollution; Water pollution; Soil pollution; Noise pollution;

Plastic pollution and Marine pollution.

Solid waste management; Ozone depletion; Global warming and climate change.

Class M.A.

Semester: - 4th

Subject – International trade and Finance-II

*Monika
Dept. of Economics*

Class- BA (Major in Economics)
VAC
Semester: -II
Subject – ENVIRONMENTAL STUDIES

Course Learning Outcomes (CLO)

After completing this course, the learner will be able to

1. Gain knowledge on natural processes and resources that sustain life and govern economy.
2. understand the consequences of human actions on the quality of life.
3. Understand critical thinking for shaping strategies
4. Explain sustainable development, its goal, targets, challenges and strategies.

EVALUATION SCHEMES

Max. Marks: 50

Internal Assessment Marks: 15

End Term Exam Marks: 35

*Marks
Dept. of Economics*

Teaching Plan
Lesson Plan 2024 - 2025
Class - M.A. Economics
Subject – Micro-Economics - II
Semester – II

JAN/ FEB

Monopoly and Monopolistic Competition Sources of Monopoly power, Measurement of degree of Monopoly power, Price and output determination, Price discrimination, Bilateral Monopoly.

Monopolistic competition - Equilibrium of the firm, Group Equilibrium, product differentiation, Non – Price Competition and selling cost.

Oligopoly Price and output determination, Non-Collusive: Cournot's model, Bertrand Model, Kinked demand curve and price rigidity Collusive: Price leadership, Cartels.

MAR

Theory of factor pricing (mainly with reference to labour) A firm's and Market demand for labour with one and severable variable inputs and its determinants, Supply of labour to a firm, Firm equilibrium and wage rate determination under i) competitive conditions in both product market and factor market, ii) Perfect Competition in factor market and imperfect competition in product market iii) Imperfect Competition (monopsony) in factor market & Perfect Competition in product market, iv) Monopoly in product market and monopsony in the labour market and concept of exploitation of labour.

APR

General Equilibrium Approach The Walrasian approach to general equilibrium; Existence, stability and uniqueness of the partial equilibrium; Concept of Social Welfare, Pareto Optimality; Maximization of social welfare; Market failure: Externalities, Public goods and asymmetric information, The theory of second best.



Dr. Meenu Mendiratta

Department of Economics

Class - M.A. Eco
Subject – Micro Economics - II
Semester – II

COURSE LEARNING OUTCOME -

By the end of the course, learners will be able to achieve the following:

- **Monopoly power and pricing strategies:** Understanding different forms of monopoly, price discrimination, and bilateral monopoly.
- **Monopolistic competition:** Role of product differentiation, advertising, and long-run equilibrium.
- **Oligopoly models:** How firms behave in non-collusive (Cournot, Bertrand) and collusive (cartels, price leadership) settings.
- **Labour market analysis:** Wage determination under different market structures and factors leading to labour exploitation.
- **General equilibrium and welfare:** Conditions for Pareto efficiency, market failures, and second-best solutions.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 30

End Term Exam Marks: 70

Teaching Plan
Lesson Plan 2024 - 2025
Class - B.A. Eco (Hons.)
Subject – Welfare Economics - II
Semester – IV

JAN

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

FEB

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.

MAR

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.

APR

Revision



Dr. Meenu Mendiratta

Department of Economics

Class - B.A. Eco (Hons.)
Subject – Welfare Economics - II
Semester – IV

Course Learning Outcome -

By the end of the course, learners will be able to achieve the following:

- Understanding the limitations of Pareto efficiency in determining a single social optimum.
- Applying compensation criteria and the Scitovsky double criterion to evaluate policy impacts.
- Recognizing how market failures, externalities, and public goods necessitate corrective policies.
- Appreciating the role of value judgments and social choice theories in welfare economics.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

Teaching Plan
Lesson Plan 2024-2025
Class - B.A. Eco (Hons.)
Subject – Development Economics II
Semester – IV

JAN

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

FEB

Models of Growth: Classical model: Mill Theory, the Marxian model; Keynesian model;

MAR

Inequality and Development: Meaning, Measurement Lorenz Curve, Kuznets Inverted U Shape curve, Inequality and Development:-Inter connection Population Growth and Economic Development.

APR

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

Class - B.A. Eco (Hons.)
Subject – Development Economics II
Semester – IV

Course Learning Outcome -

By the end of the course, learners will be able to achieve the following:

- **Understanding dualism** as a structural feature of underdeveloped economies and its policy implications.
- **Evaluating growth models**, comparing classical, Marxian, and Keynesian perspectives on long-term development.
- **Analyzing inequality**, its measurement, and its relationship with economic development.
- **Recognizing the impact of population growth** on development and the role of demographic transitions.
- **Capital formation** is essential for sustained economic growth and requires efficient savings mobilization.
- **Foreign aid**, if managed well, can support infrastructure, education, and poverty reduction but must be used wisely to avoid dependency.
- **Technology transfer** accelerates economic progress but requires proper adaptation strategies.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

Teaching Plan
Lesson Plan 2024 - 2025
Class - B.A. Eco (Pass)
Subject – International Economics
Semester – VI

JAN

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

FEB

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.

MAR

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).

APR

Revision



Dr. Meenu Mendiratta

Department of Economics

Class - B.A. Eco (Pass)
Subject – International Economics
Semester – VI

Course Learning Outcome -

By the end of the course, learners will be able to achieve the following:

- **Understanding trade theories** (Comparative Advantage, H-O Theory) and their relevance to global trade.
- **Exchange rate mechanisms** and India's policy shift from fixed to managed floating.
- **Evaluating India's trade evolution since 1991**, including composition, direction, and challenges in BOP.
- **Comparing free trade vs. protectionism** and their implications for India.
- Recognizing the role of IMF, World Bank, WTO, and SAARC in India's economic development.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

TEACHING PLAN
SESSION: 2024-25
CLASS: MDC PG
SUBJECT: FINANCIAL INSTITUTIONS AND MARKET
SEM-II

February

Structure of Indian Financial System An overview of the Indian financial system. Commercial Banking: Role of Banks. RBI: objectives and functions, NBFCs: types and difference between Banks and NBFCs, SEBI: objectives and functions.

March

Introduction to Financial Markets in India Role and Importance of Financial Markets, Types of Financial Markets: Money Market; Call money market; treasury bill market; Capital Market; Linkages Between Economy and Financial Markets.

April

Introduction to Stock Markets Major Instruments traded in stock markets: Equity Shares, Debentures, Exchange Traded Funds. Mutual Fund: types of Mutual Funds and different types of schemes. Corporate Bonds vs. Government Bonds.

COURSE LEARNING OUTCOMES (CLO)

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

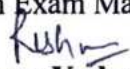
1. **Define and explain** the structure and functioning of the **Indian financial system**, including key institutions like banks, RBI, NBFCs, and SEBI.
2. **Identify and understand** the types and roles of **financial markets** (money and capital markets) and how they impact the economy.
3. **Evaluate financial instruments** such as equity shares, debentures, ETFs, and bonds, and understand their role in investment portfolios.
4. **Understand the regulatory framework** of financial markets and how it ensures stability and transparency.
5. **Analyse the linkages between financial markets and economic performance**, and assess the role of financial institutions in economic development.

EVALUATION SCHEMES

Max. Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50


Ms. Reshma Yadav

Department of Economics

TEACHING PLAN
SESSION: 2024-25
CLASS: B.A ECO (HONS) II
SUBJECT: MACRO ECONOMIC SEM-IV

January

Keynesian Multiplier: Concepts, Relation between Multiplier, MPC and MPS, Comparative Static and Dynamic Process. Working of Multiplier in UDC's. Acceleration Principle and Concept of Super Multiplier.

February

Determination of General Price level: Classical and Keynesian Theory of Money and Prices. Inflation: Effects of Inflation, Theories of Inflation: Cost Push and Demand Pull Inflation, Phillips Curve Analysis of Inflation and unemployment.

March

Rate of Interest: Keynesian and IS-LM Theories of Interest rate. Macro-Economic Policies: Monetary and Fiscal Policies.

April

Trade Cycles: Meanings, Types, Phases and Theories of Trade Cycles (Hicks and Samuelson). Economic Growth: meaning and theories. Harrod-Domar Theory and Neo-classical Theory.

COURSE LEARNING OUTCOMES (CLO)

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

1. Explain key macroeconomic concepts such as the Keynesian multiplier, inflation theories, and trade cycles.
2. Apply macroeconomic models like the IS-LM model and Phillips curve to analyse real-world issues.
3. Understand the impact of fiscal and monetary policies on economic performance and stability.
4. Compare and contrast theories of economic growth and their relevance to policy-making.
5. Evaluate the effects of inflation, interest rates, and trade cycles on the economy and society.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80


Ms. Reshma Yadav

Department of Economics

TEACHING PLAN

SESSION: 2024-25

CLASS: M.A I

SUBJECT: MACRO ECONOMIC SEM -II

January

The Demand for Money: Classical Approach to Demand for Money – Quantity Theory Approach; Fisher's equilibrium; Cambridge Quantity theory; Keynes Liquidity Approach, Aggregate Demand for Money; Friedman, Patinkin Baumol and Tobin

February

The supply for money: Measurement and Determinants of money supply, High-powered money, Money Multiplier, Behavioural model of money, Instruments of money control Determination theories of interest rates; Classical, loanable fund theory and Keynesian theory. Theories of term structure of interest rate.

March

Inflation: Definition of Inflation; Economic effects of Inflation – The effect of Inflation on the distribution of Income and Wealth, Output, Employment and the Growth Rate; Demand Side and Supply Side theories of inflation. Inflation and unemployment: The Phillips Curve, The Inflationary Pressure Curve: Phillips Curve, Inflationary Pressure Curve and the Inflation Rate. The Phillips Curve; Trade Off and Non-Trade-Off, Adaptive Expectation and Rational Expectation, Keynesianism Vs Monetarism.

April

Trade Cycles Models of Samuelson, Hicks and Kaldor, Economic Growth: Harrod- Doman Model; Neo Classical Model (with money & without money). International Adjustment: The Determination of National Income in Open Economy; The International Transmission of Disturbance: Transmission under Fixed Exchange Rate; Transmission under Floating Exchange Rate (Mundell Fleming Model).

COURSE LEARNING OUTCOMES (CLO)

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

1. Explain and analyse the demand and supply for money, interest rate theories, and their relationship to inflation and monetary policies.
2. Understand the causes and consequences of inflation and its effects on the economy.
3. Apply theories of trade cycles, economic growth, and the impact of external shocks on national economies.
4. Critically evaluate macroeconomic policies in an open economy, including monetary and fiscal policies, and their impact on key economic variables like inflation, employment, and national income.
5. Understand and apply the Mundell-Fleming model to evaluate the dynamics of international trade and exchange rates in both fixed and floating exchange rate systems.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 30

End Term Exam Marks: 70


Ms. Reshma Yadav

Department of Economics

TEACHING PLAN
SESSION: 2024-25
CLASS: M.A ECONOMICS II
SUBJECT: PUBLIC ECONOMICS SEM-IV

January

Fiscal Federalism: Principles of multi-unit finance; principles of grant design; Indian fiscal federalism, vertical and horizontal imbalances, assignment of functions and sources of revenue; constitutional provisions; Finance . Commissions and Planning Commission.

February

Centre-State financial relations in India, problems of State's resources and indebtedness; transfer of resources from Union to States and, States to Local Bodies. Public Finance - Trends in revenue and expenditures of the Central and State Governments.

March

Fiscal Policy: Instruments and transmission mechanisms; fiscal policy for stabilization-automatic vs. discretionary stabilization; various concepts of budgetary deficits; fiscal deficit in India: extend, trend and, implication.

April

Public debts: India's public debt since 195 I-growth, composition, ownership pattern and debt management. Fiscal reforms in India.

COURSE LEARNING OUTCOMES (CLO)

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

1. Understand the principles of fiscal federalism, the role of Finance Commissions in India, and how central and state governments interact in terms of fiscal transfers and resource allocation.
2. Analyse Centre-State financial relations in India, the problems of state resources and indebtedness, and the transfer mechanisms from the Union to the States and Local Bodies.
3. Explain the instruments and mechanisms of fiscal policy, including the role of fiscal deficits and the impact of fiscal policies on stabilization, growth, and inflation.
4. Evaluate India's public debt in terms of its growth, composition, ownership, and management, and understand its impact on fiscal health.
5. Assess the need for fiscal reforms in India, including the role of the FRBM Act, GST, and other fiscal strategies in improving fiscal discipline and economic growth.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80


Ms. Reshma Yadav

Department of Economics

TEACHING PLAN
SESSION: 2024-25
CLASS: B.A Eco (Hons III)
SUBJECT: ECONOMETRICS SEM-V

July & August

Introduction: Definition, Scope, and Methodology of econometrics; Nature and sources of data for econometric analysis; Specification of an econometric model. Simple Regression Models: Estimators (OLS) and their properties; Statistical inference; Tests of significance and tests of restrictions.

September

Econometric Problems: Nature, consequences, detection and remedial measures of the problems of multicollinearity, heteroscedasticity and autocorrelation.

October

Test Procedures and Model Selection: Tests of specification and mis-specification, measurement errors, encompassing models, and criteria for model selection.

November

Dynamic Models: Lags in econometrics, Distributed and autoregressive lags, Koyck model, Simultaneous Equation Models: Introduction, Identification problem, Simultaneous equation bias and ILS and 2SLS methods of estimation.

COURSE LEARNING OUTCOMES (CLO)

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

1. Have a strong grasp of econometric theory and practice, including model specification, regression analysis, and the handling of econometric problems.
2. Be able to apply advanced econometric techniques such as 2SLS and ARDL models to empirical economic data.
3. Develop critical thinking skills to diagnose, analyse, and correct econometric issues in real-world data.
4. Gain proficiency in conducting hypothesis tests and evaluating model performance in applied econometrics.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80


Ms. Reshma Yadav

Department of Economics

TEACHING PLAN
SESSION: 2024-25
CLASS: B.A ECO (HONS) II
SUBJECT: MACRO ECONOMIC

SEM-III

July & August

Nature and Scope of Macro Economics, Difference between Micro and Macro Economics and Importance of Macro Economics. National Income: Concepts, Measurement and limitations of National Income Statistics, Circular flow of income in two, three and four sector economy.

September

Determination of Income and Employment: Classical theory of Income and Employment determination, Keynes objections to Classical Theory, Keynesian Theory of Income and Employment determination.

October

Consumption: Consumption Function, Technical Attributes of Consumption, Keynesian Psychological Law of Consumption and its Implications. Income – Consumption Relationship: Absolute and Relative Income Hypothesis and Permanent Income Hypothesis.

November

Investment Function: Types of Investment, Determination of level of Investment, Marginal Efficiency of Capital (MEC). Theories of Investment: Classical and Keynesian Theory of Investment (Marginal Efficiency of Investment), Saving – Investment Equality.

COURSE LEARNING OUTCOMES (CLO)

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

1. Develop a strong understanding of macroeconomic principles, including National Income measurement, consumption, investment, and income-employment determination.
2. Be able to critically evaluate different macroeconomic theories (Classical vs. Keynesian) and understand their policy implications.
3. Gain a deep understanding of consumption and investment behaviours in the economy and how they affect overall economic activity.
4. Understand the dynamic relationships between saving, investment, income, and employment, and be able to apply this knowledge in practical economic analysis.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

Reshma
Ms. Reshma Yadav

Department of Economics

TEACHING PLAN
SESSION: 2024-25
CLASS: M.A I
SUBJECT: MACRO ECONOMIC SEM -I

July & August

Determination of Output and Employment: Classical Approach – Output and Employment in Classical Theory; The Quantity Theory of Money and the Price Level; Classical Model without saving and investment; Classical Model with saving and investment; Keynesian Approach – Two Sector Model, Three Sector Model and Four Sector Model.

September

Determination of Output and Employment: The Extended Model (Hicks-Henson Synthesis): Fixed Price Level – The goods Market and The Money Market; Equilibrium in Goods Market and Money Market; Changes in Aggregate Demand; Govt. spending, Taxation and Aggregate Demand; The IS-LM Elasticities and Monetary Fiscal Policies.

October

The Extended Model: Variable Price Level – Deviation of Aggregate Demand Curve and Determinations of equilibrium price and output levels; wage-price flexibility and the Full Employment equilibrium; Monetary – Fiscal policies and the Full-Employment Equilibrium.

November

Behavioural Foundation: Theories of consumption – The Absolute Income Hypothesis, The Relative Income Hypothesis; The Permanent Income Theory of Consumption; The Life cycle theory of consumption; Theories of Investment – The Present Value of Criterion for investment; The Marginal Efficiency of Capital and Investment; the accelerator theory; financial Theory of investment.

COURSE LEARNING OUTCOMES (CLO)

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

1. Analyse classical and Keynesian models of output and employment and compare their assumptions and implications for economic policy.
2. Master the IS-LM model and its application in evaluating fiscal and monetary policy, equilibrium output, and employment.
3. Evaluate macroeconomic equilibrium under different scenarios, including the impact of changes in aggregate demand, fiscal policies, and monetary policies.
4. Explain theories of consumption and investment, applying them to real-world scenarios to understand the behaviour of households and firms.
5. Assess the impact of economic policies on the overall economy and understand how consumption and investment decisions influence the effectiveness of fiscal and monetary interventions.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 30

End Term Exam Marks: 70

Ms. Reshma Yadav *Reshma*

Department of Economics

TEACHING PLAN
SESSION: 2024-25
CLASS: M.A ECONOMICS
SUBJECT: PUBLIC ECONOMICS SEM-III

July & August

Economic rationale of government, fiscal functions; market failures: imperfections, decreasing costs, externalities and public goods; concepts of private goods, pure public goods, mixed goods and merit goods; theory of public goods; free Rider's problem, the optimal provision of public goods, contributions of Samuelson and Musgrave. Lindahl equilibrium; public choice and fiscal decision making, voting systems, majority voting.

September

Budgeting: various concepts, reforms in expenditure budgeting, zero based budgeting and performance budgeting. Budgets of the Union Government in India, budget making process in India; public expenditure in India: trends and issues.

October

Public Expenditure: structure and growth of public expenditure; Wagner's hypothesis, Peacock-Wiseman hypothesis; economic effects of public expenditure; criteria for public investment, social cost benefits analysis: valuation of benefits and costs, discount rate.

November

Theory of Taxation: Various approaches to taxation, neutrality, equity, ability to pay, benefit principle, revenue maximization, income maximization; analysis of incidence of taxes, elasticity, buoyancy and taxable, capacity, efficient tax design: optional taxation, effects of taxation on work effort, savings, investment and growth; classification of taxes: direct and indirect taxes, progressive, proportionate and regressive taxes, Advalorem and specific taxes; tax systems in India; structure, composition and various economic issues.

COURSE LEARNING OUTCOMES (CLO)

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

1. Comprehend the economic rationale for government intervention in markets and understand key issues like market failures, externalities, and public goods.
2. Critically analyse the process of budgeting in India, including reforms, expenditure trends, and the budget-making process.
3. Evaluate public expenditure theories and understand effects on growth and development.
4. Master the theory and practice of taxation, including the impact of various tax systems on efficiency, equity, and economic behaviour.
5. Assess fiscal policy decisions in terms of their effects on economic performance and long-term sustainability.
6. Apply cost-benefit analysis to evaluate public projects and investments.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

Reshma
Ms. Reshma Yadav
Department of Economics

TEACHING PLAN
SESSION: 2024-25
CLASS: MDC PG
SUBJECT: INTRODUCTION TO ECONOMICS SEM-I

August

Definition of Economics, Nature and scope of Economics, Basic Economic Problem - Choice and Scarcity, Basic Central Problems of an Economy, Positive and Normative Economics.

September

Types of economies and their characteristics, Microeconomics Vs Macroeconomics, Demand, Market Demand, Law of Demand, Demand Determinants, Supply, Market Supply, law of Supply, Price Mechanism – Meaning and working Mechanism.

October

Macroeconomic Issues of an Economy, Circular Flow of Income – Two sector, Three sector and four sector Model. Underdevelopment: Meaning and characteristics.

November

Economic Growth and Development Meaning, Determinants of Economic Development, Obstacles of Economic Development, Sustainable Development: Meaning, features, Importance.

COURSE LEARNING OUTCOMES (CLO)

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

1. Define and explain the core concepts of economics, including scarcity, choice, and the central problems of an economy.
2. Differentiate between microeconomics and macroeconomics, and apply basic economic principles to market analysis.
3. Understand and apply the concepts of demand, supply, and price mechanism in real-world contexts.
4. Analyse the circular flow of income and understand how income circulates within an economy.
5. Distinguish between economic growth and development, and identify obstacles and solutions for promoting sustainable development.
6. Evaluate and apply economic theories to contemporary issues in development and underdevelopment.

EVALUATION SCHEMES

Max. Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50


Ms. Reshma Yadav

Department of Economics

TEACHING PLAN
SESSION: 2024-25
CLASS: B.A PASS
SUBJECT: MACRO ECONOMICS-I
SEM-II

January

Introduction: Nature and Scope of Macro Economics, Difference between Micro and Macro Economics and Importance of Macro Economics. National Income: Concepts, Measurement and limitations, Circular flow of income in two, three and four sector economy

February

Say Law of Market, Classical theory of Income and Employment determination, Keynes objections to Classical Theory, Keynesian Theory of Income and Employment determination.

March

Consumption: Consumption Function, Technical Attributes of Consumption, Determinants of consumption function. Relationship between consumption function and saving function. Measures to Increase Propensity to consume. Keynesian Psychological Law of Consumption and its Implications and Importance

April

Investment Function: Types of Investment, Determination of level of Investment, Measures to Stimulate Private and public investment. Marginal Efficiency of Capital (MEC) and factors affecting it. Rate of Interest and its types. Relationship between MEC and Rate of Interest



Ms. Savita

Department of Economics

Class- BA Pass
Semester: - II
Subject -MACRO ECONOMICS-I

COURSE LEARNING OUTCOMES (CLO)

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

1. Comprehend why Macro-economics emerged as a separate discipline
2. Understand the nature of macro – economic aggregates
3. Comprehend the Income Accounting methods of Govt. of India
4. Compare and contrast the Classical and Keynesian approaches in terms of income determination and understand why output falls short of the productive capacity
5. Understand the concepts of consumption and investment and need for Government intervention in the modern economy

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 30

End Term Exam Marks: 70

TEACHING PLAN
SESSION: 2024-25
CLASS: B.A ECO (HONS)
SUBJECT: COMPUTER APPLICATION IN ECONOMIC ANALYSIS
SEM-IV

JANUARY

Opening, saving and printing documents files, Editing and formatting of documents, inserting page Numbers and footnotes, Table: Auto Format and Properties, Inserting graphs and diagrams, Introduction to MS Power Point, Preparation of presentations in Power point using design template and Text structure layouts.

FEBRUARY

Introduction to Microsoft Excel: Creation of worksheets; Data entry, formatting, sorting and validation; Importing and exporting of data files, Uses of mathematical, financial and statistical function and what if analysis, Data Analysis: Correlation, Simple and Multiple Regression, One way ANOVA, Creation of diagrams and graphs.

MARCH

Networking of Computer: Intranet and Internet, LAN and WAN, Internet Explorer, Search engines, Emails, Computer, document and Internet Security, Antivirus-scanning and updates

APRIL

Introduction to SPSS: Creation of data files, assigning names and labels to variables, sort cases, import/export of files, Computing variable, Data Analysis: Descriptive statistics, Comparing means, Simple Correlation analysis, ANOVA, Simple Regression Analysis, Preparation of graphs and diagrams.



Dr. Savita

Department of Economics

CLASS: B.A ECO (HONS)
SUBJECT: COMPUTER APPLICATION IN ECONOMIC ANALYSIS
SEM-IV

COURSE LEARNING OUTCOMES (CLO)

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

1. Learner will be able to understand the basics of Computer.
2. Have better understanding of Microsoft Word, Excel and Powerpoint.
3. Know about the SPSS Software

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

TEACHING PLAN
SESSION: 2024-25
CLASS: B.A ECO (HONS)
SUBJECT: HISTORY OF ECONOMIC THOUGHT-II
SEM-VI

JANUARY

Marxian Economics: Historical Materialism, Theory of Value, Theory of Capital Accumulation, Theories of Crisis.

FEBRUARY

Jevon's Theory of Value, Bohm-Bawerk's Theory of Capital.

MARCH

Walras's Theory of General Equilibrium. A General Overview of Marshall's Contribution

APRIL

Features of Neo-classical economics. J.M Keynes and his contribution; Welfare Economics: Arrow and Social choice Theory; Rational Expectation Modals and the New Classical Macro Economics



Ms. Savita

Department of Economics

CLASS: B.A ECO (HONS)
SUBJECT: HISTORY OF ECONOMIC THOUGHT-II
SEM-VI

COURSE LEARNING OUTCOMES (CLO)

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

1. Understand the Theories of Karl Marx- theory of value and theory of capital accumulation
2. Inculcate the ability to think like an Economist, the Economist as a Scientist, and as a Policy Adviser.
3. Understand Jevon's theory of value.
4. Understand Walras's Theory of General Equilibrium. A General Overview of Marshall's Contribution
5. Comprehend and analyze Features of Neo-classical economics. J.M Keynes and his contribution; Welfare Economics.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

TEACHING PLAN
SESSION: 2024-25
CLASS: M.A ECONOMICS
SUBJECT: AGRICULTURAL ECONOMICS
SEM-IV

JANUARY

Land Reforms in India: Agricultural Development and Tenorial conditions: Land Reforms - The Theoretical Issues (Meaning, Important changes caused by Land Reform and Objectives of Land Reforms); Land Reforms; Ceiling on Land Holdings; Implementation of Land Reforms in India. Strategy for Development of Indian Agriculture; The Green Revolution; Factors responsible for Green Revolution; Economics Benefits of Green Revolution; Measures for making Green Revolution all pervasive; Regional disparities created by Green Revolution; Inter-farm disparity in Income; Green Revolution and Employment. Trends in Migration and Labour markets; Minimum Wages Act.

FEBRUARY

Terms of Trade between Agriculture and Industry: Meaning; Impact of change in terms of trade in favour of and against agriculture; changes in terms of trade between agriculture and industry during the course of economic development; Terms of trade between agriculture and industry in India since Independence; Agricultural Marketing: Need for an efficient system of agricultural marketing; Efficiency of agricultural Marketing system in India; Measures to improve the efficiency of agricultural marketing in India. Cooperative movement in India - organization structure and development of different types of cooperatives in India.

MARCH

Agricultural Credit: Importance of agricultural credit; Sources (formal and informal), problems and Government policies since Independence. Capital formation in the rural sector - savings, assets and credits. Issues in Agriculture price policy: objectives of Agricultural Price Policy; Main elements of Agricultural Price Policy; Agricultural Price Policy in India: Its evolution; objectives of Price policy in India; Important constitution of Agriculture Price Policy in India; Critical Evaluation of Indias Agriculture Price Policy; Need for Revision of Agricultural Price Policy in India.

APRIL

The New Economic Policy and Indian Agriculture: Macro Economic Stabilization measures; structural Adjustments in the Agricultural Sector. World Trade Organization and Indian Agriculture; Model of 42 Production Debate: Private V /s Public investment in Agriculture; Trends in public and private investment in Indian Agriculture.


Ms. Savita

Department of Economics

CLASS: M.A ECONOMICS
SUBJECT: AGRICULTURAL ECONOMICS
SEM-IV

COURSE LEARNING OUTCOMES (CLO)

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

1. Understand the Land Reforms in India.
2. Inculcate the ability to think like an Economist, the Economist as a Scientist, and as a Policy Adviser.
3. Understand The New Economic Policy and Indian Agriculture
4. Understand the different Approaches to Agriculture Development.
5. Comprehend and Analysis Agricultural policies.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

TEACHING PLAN

SESSION: 2024-25

CLASS: B.A PASS

SUBJECT: COMPUTER APPLICATION IN ECONOMIC ANALYSIS (SEC)

SEM-II

JANUARY

Opening, saving and printing documents files, Editing and formatting of documents, inserting page Numbers and footnotes, Table: Auto Format and Properties, Inserting graphs and diagrams, Introduction to MS Power Point, Preparation of presentations in Power point using design template and Text structure layouts.

FEBRUARY

Introduction to Microsoft Excel: Creation of worksheets; Data entry, formatting, sorting and validation; Importing and exporting of data files, Uses of mathematical, financial and statistical function and what if analysis, Data Analysis: Correlation, Simple and Multiple Regression, One way ANOVA, Creation of diagrams and graphs.

MARCH

Networking of Computer: Intranet and Internet, LAN and WAN, Internet Explorer, Search engines, Emails, Computer, document and Internet Security, Antivirus-scanning and updates

APRIL

Introduction to SPSS: Creation of data files, assigning names and labels to variables, sort cases, import/export of files, Computing variable, Data Analysis: Descriptive statistics, Comparing means, Simple Correlation analysis, ANOVA, Simple Regression Analysis, Preparation of graphs and diagrams.



Ms. Savita

Department of Economics

CLASS: B.A MAJOR IN ECONOMICS
SUBJECT: COMPUTER APPLICATION IN ECONOMIC ANALYSIS
SEM-II

COURSE LEARNING OUTCOMES (CLO)

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

1. Learner will be able to understand the basics of Computer.
2. Have better understanding of Microsoft Word, Excel and Powerpoint.
3. Know about the SPSS Software

EVALUATION SCHEMES

Max. Marks: 75

Internal Assessment Marks: 25

End Term Exam Marks: 50

TEACHING PLAN
SESSION: 2024-25
CLASS: B.A ECO (Hons)
SUBJECT: INTERNATIONAL ECONOMICS-II
SEM-VI

January

Tariff and non-tariff barriers to trade (Quota, voluntary export restraints, export subsidies, dumping and international cartel).

February

Forms of Economic Co-operation, Static and Dynamic Effects of Custom Union (Viner, Lipsey) and Free trade Area.

March

WTO and India, Recent change in the direction and composition of India's foreign trade.

April

Working and regulations of MNC's in India, Export Promotion and Import Substitution, and Recent import and export policies.


Ms. Nirupma

Department of Economics

Class- B.A ECO (Hons)
Semester: - VI
Subject -INTERNATIONAL ECONOMICS-II

COURSE LEARNING OUTCOMES (CLO)

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

1. **Rationale Behind Trade Protection:** Understand why countries use tariffs and non-tariff barriers like quotas, export subsidies, and dumping to regulate trade.
2. **Impact of Economic Integration:** Analyze the static and dynamic effects of customs unions and free trade areas on member countries.
3. **India and WTO:** Learn how India interacts with the WTO and how global trade policies influence India's foreign trade.
4. **Trends in Foreign Trade:** Examine the recent changes in the direction and composition of India's exports and imports.
5. **Role of MNCs in India:** Understand the operations and regulations of multinational corporations and their impact on the Indian economy.
6. **Trade Policies:** Gain insights into India's recent import and export policies, focusing on export promotion and import substitution strategies.

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

TEACHING PLAN
SESSION: 2024-25
CLASS: M.AECONOMICS
SUBJECT: INTRODUCTION TO RESEARCH METHODOLOGY
SEM-II

January / February

Research – Meaning, Objectives and Types, Research Process, Criteria of a Good Research. Research Design: Meaning, Need, Types, Approaches to Research Design: Qualitative and Quantitative, Basic Concepts: Dependent and Independent Variables, Research Hypothesis

March

Sampling: Meaning, Sampling Methods- Probability and Non- Probability, Sampling and Non Sampling Error.

April

Methods of Data Collection: Collection of Primary Data- Observation, Interview, Questionnaire and Schedule Methods in brief, Collection of Secondary Data: Various Sources, Selection of appropriate Method for Data Collection


Ms. Nirupma

Department of Economics

Class- M.A Economics
Semester: - II
Subject -INTRODUCTION TO RESEARCH METHODOLOGY

COURSE LEARNING OUTCOMES (CLO)

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

1. **Understanding of Research:** How to design and conduct research to generate knowledge, test hypotheses, and solve problems.
2. **Research Methodology:** Knowledge of various research methods, including qualitative and quantitative approaches, and how to choose the right method for specific research goals.
3. **Research Process:** The ability to plan, execute, and analyze a research project, from defining the problem to reporting findings.
4. **Sampling Techniques:** Understanding how to select representative samples through probability and non-probability methods, and how to manage sampling errors.
5. **Data Collection Skills:** Proficiency in gathering data using various primary methods (e.g., observation, interviews, surveys) and secondary sources (e.g., reports, academic articles).
6. **Critical Evaluation:** Ability to assess and ensure the reliability, validity, and ethical standards of research, leading to high-quality and accurate results.

EVALUATION SCHEMES

Max. Marks: 50

Internal Assessment Marks: 20

End Term Exam Marks: 30

TEACHING PLAN
SESSION: 2024-25
CLASS: B.A PASS
SUBJECT: MACRO ECONOMICS-I
SEM-II

January

Introduction: Nature and Scope of Macro Economics, Difference between Micro and Macro Economics and Importance of Macro Economics. National Income: Concepts, Measurement and limitations, Circular flow of income in two, three and four sector economy

February

Say Law of Market, Classical theory of Income and Employment determination, Keynes objections to Classical Theory, Keynesian Theory of Income and Employment determination.

March

Consumption: Consumption Function, Technical Attributes of Consumption, Determinants of consumption function. Relationship between consumption function and saving function. Measures to Increase Propensity to consume. Keynesian Psychological Law of Consumption and its Implications and Importance

April

Investment Function: Types of Investment, Determination of level of Investment, Measures to Stimulate Private and public investment. Marginal Efficiency of Capital (MEC) and factors affecting it. Rate of Interest and its types. Relationship between MEC and Rate of Interest



Ms. Nirupma

Department of Economics

Class- B.A Pass
Semester: - II
Subject -MACRO ECONOMICS-I

COURSE LEARNING OUTCOMES (CLO)

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

1. Comprehend why Macro-economics emerged as a separate discipline
2. Understand the nature of macro – economic aggregates
3. Comprehend the Income Accounting methods of Govt.of India
4. Compare and contrast the Classical and Keynesian approaches in terms of income determination and understand why output falls short of the productive capacity
5. Understand the concepts of consumption and investment and need for Government intervention in the modern economy

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 30

End Term Exam Marks: 70

TEACHING PLAN
SESSION: 2024-25
CLASS: B.A ECO (Hons)
SUBJECT: HUMAN RESOURCE DEVELOPMENT
SEM-VI

January

Concept, nature, scope, significance, objectives, functions; Traditional and modern approaches; Human Resource Development and Manpower Planning.

February

Concept of human capital and its determinants, problems of measurement; An appraisal of underlying theories of Human capital formation particularly in the context of developing Economies; Role of public and private investment in human capital formation; Economics of education (formal, informal, on-the-job training and re-training, An introduction to economics of health and nutrition

March

Internal allocation and brain drain, asymmetric information and functioning of the human resource market; Migration (Theories, and the emerging challenges); Managing Human Resources (wages, incentives- productivity relationship, economics of discrimination).

April

Human Resource Management in developed countries, and India (in Public Enterprises and small undertakings); Emerging human resource management concepts and systems in the new millennium; Human Resource Information System.



Ms. Nirupma

Department of Economics

Class- B.A ECO (Hons)
Semester: - VI
Subject -HUMAN RESOURCE DEVELOPMENT

COURSE LEARNING OUTCOMES (CLO)

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

1. **Understanding Human Resource Concepts:** Knowledge of the concepts, nature, scope, significance, objectives, and functions of Human Resource Development (HRD) and Manpower Planning, along with an understanding of traditional and modern approaches.
2. **Human Capital and Its Impact:** Ability to grasp the concept of human capital, its determinants, and how it influences economic development, particularly in developing economies.
3. **Role of Investment in Human Capital:** Insight into the role of public and private investment in human capital formation, along with an understanding of the economics of education, training, and health.
4. **Migration and Labor Markets:** Awareness of issues like brain drain, internal allocation, migration theories, and the challenges related to human resource markets, including asymmetric information.
5. **Managing Human Resources:** Knowledge of HR practices such as wages, incentives, and the economics of discrimination, as well as the productivity relationships that affect HR management.
6. **HR Management in Different Contexts:** Understanding HR management practices in developed countries and India, including the functioning of HR in public enterprises and small businesses, alongside emerging HR concepts and the Human Resource Information System (HRIS).

EVALUATION SCHEMES

Max. Marks: 100

Internal Assessment Marks: 20

End Term Exam Marks: 80

TEACHING PLAN

SESSION: 2024-25

CLASS: B.A Pass

SUBJECT: BASICS OF MONETARY ECONOMICS

SEM-II

January / February

Barter Exchange, Problem of Barter Exchange, Evolution of Money, Definition of Money, Functions and Significance of Money; Concept of Demand and Supply of Money. Quantity Theory of Money: Fisher's and Cambridge Equation.

March / April

Monetary Policy: Meaning, Instruments, Objectives. Monetary Policy and Economic Stabilization, Monetary Policy and Economic Development. Credit Creation and Credit Control.



Ms. Nirupma

Department of Economics

Class- B.A Pass
Semester: - II
Subject -BASICS OF MONETARY ECONOMICS

COURSE LEARNING OUTCOMES (CLO)

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

1. **Understanding the Evolution of Money:** Learn about the transition from barter exchange to money, its definition, functions, and significance in the economy.
2. **Demand and Supply of Money:** Grasp the concepts of money demand and supply, along with the Quantity Theory of Money using Fisher's and Cambridge equations.
3. **Monetary Policy Fundamentals:** Understand the meaning, instruments, and objectives of monetary policy.
4. **Monetary Policy and Stabilization:** Analyze how monetary policy is used to achieve economic stabilization and control inflation.
5. **Role of Monetary Policy in Development:** Explore how monetary policy contributes to economic growth and development.
6. **Credit Creation and Control:** Understand the process of credit creation and the tools used to control credit in the economy.

EVALUATION SCHEMES

Max. Marks: 50

Internal Assessment Marks: 15

End Term Exam Marks: 35

TEACHING PLAN
SESSION: 2024-25
CLASS: B.AECO (Hons)
SUBJECT: BASICS OF MONETARY ECONOMICS
SEM-VI

January

Barter Exchange, Problem of Barter Exchange, Evolution of Money, Definition of Money, Functions and Significance of Money;

February

Concept of Demand and Supply of Money. Quantity Theory of Money: Fisher's and Cambridge Equation.

March

Monetary Policy: Meaning, Instruments, Objectives. Monetary Policy and Economic Stabilization.

April

Monetary Policy and Economic Development. Credit Creation and Credit Control.


Ms. Nirupma

Department of Economics

Class- B.A ECO (Hons)
Semester: - VI
Subject -BASICS OF MONETARY ECONOMICS

COURSE LEARNING OUTCOMES (CLO)

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

1. **Understanding the Evolution of Money:** Learn about the transition from barter exchange to money, its definition, functions, and significance in the economy.
2. **Demand and Supply of Money:** Grasp the concepts of money demand and supply, along with the Quantity Theory of Money using Fisher's and Cambridge equations.
3. **Monetary Policy Fundamentals:** Understand the meaning, instruments, and objectives of monetary policy.
4. **Monetary Policy and Stabilization:** Analyze how monetary policy is used to achieve economic stabilization and control inflation.
5. **Role of Monetary Policy in Development:** Explore how monetary policy contributes to economic growth and development.
6. **Credit Creation and Control:** Understand the process of credit creation and the tools used to control credit in the economy.








EVALUATION SCHEMES

Max. Marks: 50

Internal Assessment Marks: 15








End Term Exam Marks: 35

TIME-TABLE OF DEPARTMENT OF ECONOMICS (SESSION 2024-25) EVEN SEM

NAME	1 9:00-10:00	2 10:00-11:00	3 11:00-12:00	4 12:00-1:00	5 1:00-2:00	6 2:00-3:00	SIGN.
Dr. Rajesh Kundu		B.A Eco(H) I Stats (1-3) T (4-6) [R-10]	M.A AEC (1-2) B.A Eco (H) II Stats (3-5) [R-10A]		M.A (P) Stats L (1-3) T (4-6) [R-9]		
Mr. Bahadur		B.A Eco (H) III Industrial (1-4) M.A (P) DSC (5-6) [R-10A]	E.A Eco (H) I SEC L (1-2) T (3-5) [R-10]		M.A (F) Indian Eco L (1-3) T (4-6) [R-10B]		
Ms. Reshma V. adan	M.A (P) Macro Eco L (1-3) T (4-6) [R-9]	B.A Eco (H) II Macro (3) [R-9]	B.A Eco (H) II Macro (1-2) MDC PG (4-6) [R-9]	M.A (F) Public Eco L (1-3) T (4-6) [R-10B]			
Dr. Meenu Mendiratta		B.A (P) III Eco (1-4) [R-27] B.A Eco (H) II Welfare (5-6) [R-9]		M.A (P) Micro L (1-3) T (4-6) [R-9]	B.A Eco (H) II Dev (1-4) Welfare (5-6) [R-10 A]		
Ms. Nirupama	B.A Eco(H) III I, T (1-4) HRD (5-6) [R-10A]	M.A (P) SEC (1-2) [R-9] B.A Eco (H) III HRD (5-6) O.S		B.A Eco (H) I MINOR (5-6) [R-10]	B.A (P) MINOR (1-2) B.A (P) Eco (B) (3-6) [R-27]		
Ms. Parul	B.A Eco (H) I Micro Eco L (1-3) [R-10]		M.A (F) FIM (1-3) T (4-6) [R-10 B]		B.A Eco (H) III Public Eco (1-4) B.A Eco (H) I Micro Eco T (5-6) [R-10]	MDC UG (4-6) [R-10B]	
Ms. Monika	B.A (P) II Eco (1-4) [R-27] B.A Eco (H) I VAC (5-6) [R-10]	M.A (F) I, T L (1-3) T (4-6) [R-10B]		B.A Eco (H) I Macro L (1-4) [R-10]	B.A Eco (H) I Macro T (5-6) [OS]		
Ms. Savita	M.A (F) Agri Eco L & T (1-5) [R-10 B] B.A (P) I Eco (A) (6) [R-10B]		B.A (P) I Eco (A) (1-3) [R-27] B.A (P) SEC (4-6) [R-27]	B.A Eco (H) III Thought (1-3) B.A Eco (H) II Computer App. (4-6) [R-10A]			




TIME TABLE **DEPARTMENT OF ECONOMICS (2024-25)**

NAME	1 9:00-10:00	2 10:00-11:00	3 11:00-12:00	4 12:00-1:00	5 1:00-2:00	6 2:00-3:00	Sign.
Dr. Rajesh Kundu		B.A (H) I Sem Maths [1-3] MA(P) I Sem Maths [4-6] (R-10)	B.A (H) III Sem Statistics (1-4) B.A (H) sem V Econometrics (5-6) (R-10)		B.A (H) I Sem Tutorial (1-3) MA (P) I Sem (4-6) (R-9)		
Mr. Bahadur Singh		B.A (H) V Sem Agrl. Eco.[1-4] (R-10 A)		M.A (F) Sem III Indian Eco [1-4] M.A [P] [5-6] DSC (R-10 A)	B.A (P) Sem 1 Sec B Micro eco [3-6] /Minor [1-2] [R-27]	BA(P) SEC (5-6) R-10 B	
Ms. Reshma Yadav		B.A (H) Sem III Macro Eco [1-4] B.A Sem V Econometrics[5-6](R-9)	M.A (P) Sem I Paper II [1-3] MDC Pg [4-6] (R-9)		M.A (F) Sem III Public Eco [1-4] Tutorial M.A [P] [5-6] (R-10B)		
Dr. Meenu Mendiratta	BA(H)Sem III Dev(1-4) MA(P)Tutorial (5-6) [R-10B]	B.A (P) Sem V Development (R-27) [1-4]		M.A (P) Sem I Micro [1-4] (R-9)	B.A (H) Sem III welfare(1-4) (R-10)		
Ms. Parul Sharma	B.A (H) Sem I Micro [1-4] Tutorial [5-6] (R-10)	M.A [P] VAC[5-6] [R-10A]	M.A (F) Sem III FIM [1-3] MDC UG [4-6] (R-10B)		B.A (H) Sem V FIM [1-4] (R-10A)		
Ms. Monika Yadav	B.A (P) Sem III Macro Eco (R-27)[1-4]	M.A (F) Sem III I.T (R-10B)[1-3] B.A (H) Sem I Macro[4-6] (R-10B)		B.A (H) Sem V I.T [1-4] VAC (UG)[5-6] (R-10)	B.A (H) Sem I Macro Tutorial [5-6] (R-10)		
Dr. Savita	B.A (H) Sem V Thought (1-4) B.A (P) Sem I (A)[6] (R-9)		B.A (P) Sem I Eco (A) [1-3] (R-27) B.A (H) Sem III Eco. His (5-6) (R-10 A)	M.A (F) Sem III Agricultural [5-6] B.A (H) Sem I SEC UG[1-4](R-10B)	M.A (F) Sem III Agr. [5-6] (R-10 A)		


Principal


Head of Department

LESSON PLAN (EVEN SEM)

Session 2024-2025

MCA 4th Sem

Subject: Advance Database Management System

Faculty Name: Dr. N. S. Datta & Ms Venu

Feb 2025	<p>Week 2- UNIT-I</p> <p>Introduction to Advance Database Systems: Overview of advance database systems, their importance and Applications; EER Model -The ER model revisited, EER model: Super classes, Subclasses, Inheritance, Specialization and Generalization, Constraints and characteristics of specialization and Generalization, Category.</p> <p>Week 3</p> <p>Object Model: Overview of Object-Oriented concepts, Object identity, Object structure, Type constructors, Encapsulation of operations, Methods, and Persistence, Type hierarchies and Inheritance, Complex objects, Schema design for OODBMS, OQL, Persistent Programming language, OODBMS architectures and storage issues, Transaction and concurrency control.</p> <p>Week 4</p> <p>Object Relational Database and Information Retrieval: Database design for an ORDBMS – Nested relations and collections; Storage and access methods, Query processing and Optimization, Advance Querying: User define data types, manipulating objects table, object views; Information Retrieval & ways to retrieve information.</p> <p>Assignment 1</p>
March 2025	<p>Week 1 - Unit- II</p> <p>Parallel Database: Architectures for parallel databases, Inter and Intra Query parallelism, Inter and Intra Query operations, Parallelizing individual operations, Sorting, Joins, Pipelining. Distributed Database: Architectures for Distributed Database, Data Fragmentation, Replication, and Allocation Techniques for Distributed Database Design, Query processing in Distributed Databases;</p> <p>Week 2: Holi Break</p> <p>Week 3: Concurrency Control and Recovery in Distributed Databases. Overview of Client Server Architectures: Centralized and Client-Server architectures, Server architectures. Enhanced Data Models for Advanced Applications: Active database- syntax and semantics (DB2, Oracle), applications, design principles for active rules, Temporal database concepts, Spatial databases, Deductive databases.</p> <p>Week 4 - UNIT- III</p> <p>Database Security: Security requirements, Reliability and integrity, Sensitive data, Inference, multilevel database, proposals for multilevel security. Security in Network: Threats in Network, Network Security Controls, Firewalls, Intrusion Detection Systems, Secure E-mail.</p> <p>Presentation/Test</p>
April 2025	<p>Week 1 : Emerging Database Technologies: Mobile databases, Multimedia Databases, Geographic Information systems (GIS); XML and Internet Databases: Structured, Semi-structured and Unstructured Data, Introduction to web databases and XML, Structure of XML data.</p>



Week 2 Unit -IV Data Warehouse and OLAP Technology: 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;

Week 3: Warehouse Schema: star, snowflake and galaxy schemas; OLTP vs OLAP, Strengths of OLAP, Applications of OLAP. **Multidimensional data models:** Data Cubes & Data Cuboids, Lattice; OLAP operations: Advantages, Types

Week 4: 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.

Test

May
2025

Revision/Exam



LESSON PLAN (EVEN SEM)

Session 2024-2025

MCA 2nd Sem

Subject: Object Oriented Programming using Java (241/MCA/CC203)

Faculty Name: Ms Venu & Dr. Neelam Dahiya

Feb 2025	<p>Week 2-1: Paradigms of Programming Languages, Evolution of OO Methodology, Basic Concepts of OO Approach, Comparison of Object Oriented and Procedure Oriented Approaches.</p> <p>Week 3: Benefits of OOPs, Introduction to Common OO Language, Applications of OOPs Object Oriented Methodology - 2: Classes and Objects, Abstraction and Encapsulation, Inheritance, Method Overriding and Polymorphism</p> <p>Week 4 Method Overriding and Polymorphism</p> <p>UNIT-II Java Language Basics: Introduction To Java, Basic Features, Java Virtual Machine Concepts, Primitive Data Type And Variables, Java Operators, Expressions, Statements and Arrays.</p> <p>Assignment 1</p>
March 2025	<p>Week 1 Object Oriented Concepts: Class and Objects—Class Fundamentals, Creating objects, assigning object reference variables; Introducing Methods, Static methods, Constructors, Overloading constructors; This Keyword; Using Objects as Parameters,</p> <p>Week 2: Holi Break</p> <p>Week 3: Argument passing, Returning objects, Method overloading, Garbage Collection, The Finalize () Method.</p> <p>Week 4 - Inheritance and Polymorphism: Inheritance Basics, Access Control, Multilevel Inheritance, Method Overriding, Abstract Classes, Polymorphism, Final Keyword</p> <p>Presentation/Test</p>
April 2025	<p>Week 1: Packages: Defining Package, CLASSPATH, Package naming, Accessibility of Packages, using Package Members. Interfaces: Implementing Interfaces, Interface and Abstract Classes, Extends and Implements together.</p> <p>Week 2: Exceptions Handling: Exception, Handling of Exception, Using try-catch, Catching Multiple Exceptions, using finally clause, Types of Exceptions, Throwing Exceptions, Writing Exception Subclasses</p> <p>Week 3: UNIT-IV</p> <p>Multithreading: Introduction, The Main Thread, Java Thread Model, Thread Priorities, Synchronization in Java, Interthread Communication. I/O in Java: I/O Basics, Streams and Stream Classes, The Predefined Streams, reading from, and writing to, Console,</p> <p>Week 4: Reading and Writing Files, The Transient and Volatile Modifiers, Using Instance of Native Methods. Strings and Characters: Fundamentals of Characters and Strings, The String Class, String Operations,</p> <p>Test</p>

Neelam
Venu

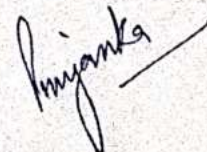
Session 2024-25

MCA 2nd Sem

Subject : Database Management System

Faculty name: Ms. Priyanka Balhara

February 2025	<p>Database System Concepts and Architecture: Traditional File Processing System vs DBMS, Characteristics & Advantages of DBMS, Three-Schema Architecture and Data Independence; 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>
March 2025	<p>Normalization for Relational Databases: Functional Dependencies and Normalization; SQL: SQL as 4GL, SQL Components: DDL, 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>Query Processing and Optimization: Translating SQL queries into Relational Algebra, Basic Algorithm for Executing Query Operations, Using Heuristic in Query Optimization, Using Selectivity and Cost Estimation in Query Optimization, Semantic Query Optimization.</p> <p>Assignment 1</p>
April 2025	<p>Transaction Processing: Introduction, Desirable properties of Transactions, Schedules & Recoverability, Serialization of Schedulers, Transaction Support in SQL. Basics of Database Security and Authorization.</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>Test</p>
May 2025	<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>Assignment 2</p>



LESSON PLAN (EVEN SEM)

Session 2024-25

MCA IVth Sem

Subject : Computer Security and Blockchain Technology (02.01.2025-10.05.2025)

Faculty name: Ms. Rakhi Soni

Jan 2025	Meaning of Computer Security, Computer Criminals, Methods of Defense, Cryptography, Substitution Ciphers, Transpositions Ciphers. Making "Good" Encryption Algorithms, The Data Encryption Standard, The AES Encryption Algorithm. Public Key Encryptions(RSA), Uses of Encryption.
Feb 2025	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. File protection Mechanisms, User Authentication, Designing Trusted O.S: Security policies, models of security, trusted O.S. design, Assurance in trusted OS. Assignment 1 Database Security requirements, Reliability and integrity, Sensitive data, Inference, multilevel database, proposals for multilevel security.
Mar 2025	Security in Network: Threats in Network, Network Security Controls, Firewalls, Intrusion Detection Systems, Secure E-mail. 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. Test/Sessional 1
April 2025	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. Assignment 2

	Cryptocurrency: History, Distributed Ledger, Bitcoin protocols - Mining strategy and rewards, Ethereum - Construction, DAO, Smart Contract, GHOST,
May 2025	Vulnerability, Attacks, Sidechain, Namecoin. Blockchain Applications: Internet of Things, Medical Record Management System, Domain Name Service and future of Blockchain.
	Revision/Tutorial

MCA IInd Sem

Subject: Discipline Specific Elective Courses: Security in Computing
(05.02.2025-20.05.2025)

Faculty Name: Ms. Rakhi Soni

Feb 2025	Security Basics: General Overview, terminology and definitions, Security Models, Security Policy issues, introduction to Malware: Introduction to Malicious code, Spyware, Ransomware, Logic Bombs, Virus, Bacteria and Worms, Introduction to Anti-malware technology.
	Assignment 1
Mar 2025	Threats to Network Communication and Basic cryptography, Interception, Eavesdropping and Wiretapping, Modification, Fabrication: Data Corruption, Interruption, Loss of Service, Port Scanning, Classical Cryptosystem, Steganography vs cryptography
	Authentication: Identification vs authentication, Authentication Based on Something You know, Something You are, Something You have, Federated Identity Management, Multifactor Authentication, Secure Authentication, Password Policies
	Presentation
April 2025	Test/Sessional 1
	Access Control : Access Policies, Implementing Access Control, Procedure-Oriented Access Control, Role Based Access Control, Catchas. IDS: Goal, Types -Anomaly Based and Signature Based. Assignment 2 Firewall: Meaning, Design and Types, Comparison of Firewall Types.
May 2025	NAT, Legal and Ethical Issue- Copyrights, Patents, Trade Secrets Information and the Law - Information as an object, Legal Issue Relation to Information, Protection for Computer Artifacts, Ethical Issue in computer Security Introduction to Cyber Crimes and Cyber Laws and IT Act 2000.

LESSON PLAN (ODD SEM)

Session 2024-25

MCA 3rd Sem

Subject : Advanced Computer Architecture

Faculty name: Dr Neelam Dahiya and Ms. Priyanka Balhara

Course Outcomes	Description
CO1	Understand the fundamental principles of advanced computer architecture, including instruction sets, pipelining, and memory hierarchy.
CO2	Analyze the design and performance of parallel and multi-core architectures to enhance computational efficiency.
CO3	Explore the principles of cache memory, virtual memory, and memory optimization techniques.
CO4	Examine instruction-level parallelism and advanced processor designs such as superscalar and VLIW architectures.

August 2024	Evolution of Computer Architecture: Introduction of computer architecture, Elements of Modern Computers, Evolution of Computer Architectures, Classification of parallel computers, System attributes to performance. Program and Network Properties: Conditions of Parallelism - data and resource dependences, Bernstein's conditions, hardware and software parallelism. Program Flow Mechanisms - control flow versus data flow, data flow architecture, demand driven mechanisms, comparison of flow mechanisms. Assignment 1
September 2024	System Interconnect Architectures: Network properties and routing, Static connection Networks -linear Array, Ring & Chordal Ring, Barrel Shifter, Fat Tree, Mesh & Torus, Systolic Arrays, Hypercubes. Dynamic connection Networks: Digital Buses, Switch modules, MINs, Omega Network, Baseline Network, Crossbar Network. U Test 1
October 2024	Assignment 2 Memory Hierarchy Design: Memory hierarchy, Inclusion, coherence & locality; memory capacity planning; Virtual Memory technology - Models, TLB, Paging and Segmentation; Cache Memory Organization - Cache basics & cache performance, cache addressing models & mapping, multilevel cache hierarchies, interleaved memory.
November 2024	Multiprocessor and Multicomputer Architectures: Multiprocessor System Interconnects - Hierarchical bus systems, Crossbar Switch and Multiport memory, Multistage and Combining networks; Symmetric shared memory architectures, distributed shared memory architectures, Cache coherence problem, Snoopy cache coherence protocol, directory-based protocols; Multicomputer Generations, Message passing mechanisms - message routing schemes, deadlock and virtual channels, flow control strategies, multicast routing algorithms.

LESSON PLAN (ODD SEM)

Session 2024-25

MCA Ist Sem

Subject : Block Chain Technology (Value Added Course)

Faculty name: Ms. Priyanka Balhara

August 2023	Introduction to Blockchain: Overview of blockchain, need for blockchain, history of centralized services, trusted third party, Distributed consensus in open environments, Distributed Vs Decentralized Network, 51 % attack theory, Public blockchains, Private blockchains, Blockchain Architecture and working, Mining, Limitations of blockchain, Applications of blockchain.
September 2023	Models for blockchain: GARY model, RLA Model, Proof of Work (PoW), HashcashPoW, PoW Attacks and the monopoly problem, Proof of Stake (PoS), hybrid models (PoW+PoS), Proof of Burn and Proof of Elapsed Time. Permissioned Blockchain: Permissioned model and use cases, Design issues for Permissioned blockchains, State machine replication, Consensus models for permissioned blockchain, Distributed consensus in closed environment, Paxos, RAFT Consensus, Byzantine general problem, Byzantine fault tolerant system, Lamport-Shostak-Pease BFT Algorithm, BFT over Asynchronous systems. Assignment
October 2023	Blockchain in Financial Service: Digital Currency, Cross border payments, Stellar and Ripple protocols, Project Ubin, Know Your Customer (KYC), Privacy Consents, Mortgage over Blockchain, Blockchain enabled Trade, We Trade – Trade Finance Network, Supply Chain Financing, Insurance. Sessional Exam
November 2023	Blockchain Security: Security properties, Security considerations for Blockchain, Intel SGX, Identities and Policies, Membership and Access Control, Blockchain Crypto Service Providers, Privacy in a Blockchain System, Privacy through Fabric Channels, Smart Contract Confidentiality

Priyanka Balhara

LESSON PLAN (ODD SEM)

Session 2024-25

MCA 3rd Sem

Subject : Object Oriented Analysis & Design with UML

Faculty name: Ms. Priyanka Balhara

August 2023	Introduction to object-oriented concepts like Inheritance, Polymorphism, Information Hiding, Importance of modelling, Principles of modelling, Object oriented modelling, An overview of UML, Conceptual model of the UML, Architecture, Software development life cycle. Classes: Terms and concepts, Common modelling techniques; Relationships Modelling simple dependencies, Single inheritance, and structural relationships; Common mechanisms and diagrams. Advance classes, Advance relationships, Interfaces, Types and Roles, Packages, Instances. Assignment 1
September 2023	The Object and Class concepts, identifying classes, Identifying responsibilities, Relationships between Classes, Use Cases, CRC cards, UML class diagrams, Sequence diagrams, State diagrams, Using Java doc for design documentation. Test 1 An overview of the date classes in the java library, designing a day class, the importance of encapsulation, analysing the quality of an interface, programming by contract, unit testing.
October 2023	Assignment 2/ Presentation The icon interface type, polymorphism, drawing shapes, the comparable interface type, anonymous classes, frames and user interface components, user interface actions, timers, designing an interface type. PATTERNS AND GUI PROGRAMMING: iterators, the pattern concept, the observer pattern, layout managers and the strategy pattern, components, containers, and the composite pattern, scroll bars and the decorator pattern, how to recognize patterns, putting patterns to work.
November 2023	The concept of inheritance, graphics programming with inheritance, abstract classes, the template method pattern, protected interfaces, the hierarchy of swing components, the hierarchy of standard geometric shapes, the hierarchy of exception classes, when not to use inheritance. Frameworks, applets as a simple framework, the collections framework, a graph editor framework, enhancing the graph editor framework. Thread basics, Thread synchronization, Animations.



Lesson plan Session 2024-25

Ms Venu

Class: MCA 3rd Sem

Subject: The Enterprise Architecture with .NET

Subject code: MCA-303

Course Outcome: After completion of the course students will be able to:

- CO 1 Understand the .NET framework as a platform for running different languages.
- CO 2 Solve programming problems using the C# programming language.
- CO 3 Describe and apply concepts of object-oriented programming in application development.
- CO 4 Walkthrough Microsoft Visual Studio Community and its various components and create projects in solution.
- CO 5 Evaluate Custom queries in SQL Server to perform basic CRUD operations using ADO.NET.
- CO 6 Apply .NET Framework to solve the problems in different domains.

Teaching Plan:

July 2024	Unit 1 Understanding Previous Technologies, Benefits of .NET Framework
Aug 2024	Architecture of .NET Framework 4.0, .NET Execution Engine Components of .NET Framework 4.0 NET Execution Engine Components of .NET Framework 4.0: CLR, CTS, Metadata and Assemblies, .NET Framework Class Library, Windows Forms, ASP .NET and ASP .NET AJAX, ADO .NET, Windows workflow Foundation, Windows Presentation Foundation, Windows Communication
Sept 2024	Unit 2 Classes and Objects: Creating a Class, Creating an Object, Using this Keyword, Creating an Array of Objects, Using the Nested Classes, Defining Partial Classes and Method, Returning a Value from a Method and Describing Access Modifiers. Static Classes and Static Members, Properties: Read-only Property, Static Property, Creating a Simple C# Console Application, Identifiers and Keywords. System Data Types, Variables and Constants: Value Types, Reference Types. Understanding Type Conversions, Boxing and UnBoxing, Namespaces, The System namespace, .NET Array Types. Indexers Structs: Syntax of a struct and Access Modifiers for structs, System.Object Class. Encapsulation, Inheritance and Constructors, Polymorphism.



	Test 1
Oct 2024	<p>Unit 3 Events: Event Sources, Event Handlers, Events and Delegates, Multiple Event Handlers. Exception Handling: The try/catch/throw/finally statement, Custom Exception. System. Exception, Handling Multiple Exception Understanding Control Properties and Layout, Multiple Document Interface (MDI) Windows. Introduction, Web Basics, Multitier Application Architecture, Your First Web Application: Building Web-Time Application, Examining Web-Time. aspx's Code- Behind File, Understanding Master pages, ADO.NET: Describing the Architecture of ADO.NET.</p> <p>Presentations:</p>
Nov 2024	<p>Entity Framework. Creating Connection. Strings: Syntax for Connection Strings. Creating a Connection to a Database: SQL Server Database, OLEDB Database, Creating a Command Object. Working with DataAdapters: Creating DataSet from DataAdapter</p> <p>Unit 4- Windows Forms: Introduction, Windows Forms, A Simple Event- Driven GUI, Standard Web Controls: Designing a Form, Validation Controls, GridView Control, Drop Down List, Session Tracking, ASP.NET. AJAX: Exploring AJAX, Need for AJAX, AJAX and other Technologies, AJAX Server Controls. Script Manager control, Update Panel, Update Progress Control, Creating Simple Application using AJAX Server Control:</p> <p>Revision:</p>



Lesson plan Session 2024-25

Ms Venu

Class: MCA 1st Sem

Subject: Disciplinary Specific Elective – Web Designing Fundamentals

Subject code: 241/MCA/DSE01

Course Outcome:

Co1: Understand the basics of Internet and WWW

Co2: Understand the HTML Elements.

Co 3: Construct a website that Conforms to the Web Standards of today.

Co4: Develop and publish a web site.

Teaching Plan:

Aug 2024	UNIT-I 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;
Sept 2024	UNIT-II 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) Assignment I
Oct 2024	UNIT-III 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; UNIT -IV Images; Ordered and Unordered lists; Inserting Graphics; Table Creation and Layouts; Frame Creation and Layouts Test:

Nov
2024

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 event

Revision:

A handwritten signature in blue ink, consisting of a stylized 'V' or 'W' shape with a horizontal line extending to the right.

LESSON PLAN (ODD SEM)

Session 2024-25

MCA 3rd Sem

Subject : Object Oriented Analysis & Design with UML

Faculty name: Ms. Priyanka Balhara and Ms Rakhi Soni

Course Outcome (CO)	Description
CO1	Understand and explain object-oriented programming concepts such as abstraction, encapsulation, inheritance, and polymorphism.
CO2	Analyze system requirements and represent them using use case diagrams, activity diagrams, and sequence diagrams.
CO3	Design object-oriented software systems by developing class diagrams and applying object-oriented design principles.
CO4	Model and analyze the dynamic behavior of systems using interaction diagrams, state machine diagrams, and timing diagrams.
CO5	Develop and interpret UML-based models to effectively document the structure and behavior of software systems.

October 2024	Assignment 2/ Presentation
	<p>Priyanka</p> <p>The icon interface type, polymorphism, drawing shapes, the comparable interface type, anonymous classes, frames and user interface components, user interface actions, timers, designing an interface type.</p> <p>Rakhi</p> <p>PATTERNS AND GUI PROGRAMMING: Iterators, the pattern concept, the observer pattern, layout managers and the strategy pattern, components, containers, and the composite pattern, scroll bars and the decorator pattern, how to recognize patterns, putting patterns to work.</p>
November 2024	<p>Priyanka</p> <p>The concept of inheritance, graphics programming with inheritance, abstract classes, the template method pattern, protected interfaces, the hierarchy of swing components, the hierarchy of standard geometric shapes, the hierarchy of exception classes, when not to use inheritance.</p> <p>Rakhi</p> <p>Frameworks, applets as a simple framework, the collections framework, a graph editor framework, enhancing the graph editor framework. Thread basics, Thread synchronization, Animations.</p> <p>Test</p>

Priyanka
Rakhi

LESSON PLAN (ODD SEM)

BCA 5th Sem

Session 2024-25

Subject : Data Communication and Networking

Faculty name: Ms Rakhi Soni

Course Outcome (CO)	Description
CO1	Understand the basic concepts of data communication and its components such as sender, receiver, message, medium, and protocol.
CO2	Apply knowledge of physical layer concepts, such as transmission media, signal types, and encoding methods.
CO3	Understand networking fundamentals including routing, switching, and network topologies.
CO4	Design and configure basic network setups using tools and devices such as routers, switches, and hubs.
CO5	Understand security aspects of data communication and networking including encryption, authentication, and firewalls.

October 2024	Introduction to LAN Technologies: Ethernet, Switched Ethernet, VLAN, Fast Ethernet, Gigabit Ethernet, Token Ring, FDDI. Wireless LAN, Bluetooth, Network Hardware Components: Connectors, Transceivers, Repeaters, Hubs, NIC and PC cards, Bridges, Switches, Routers and Gateways.
	Assignment
November 2024	Network Layer and Routing Concepts: Virtual circuits and Datagrams. Routing Algorithm: Flooding, Shortest Path Routing, Distance Vector Routing, Link State Routing, Hierarchical Routing, Congestion control Algorithm, Internetworking, Network Security Issues.
	Security Threats, Encryption Methods, Authentication, Symmetric key Algorithm, Public key algorithm
	Test

Rakhi Soni

Lesson Plan (Feb 2025 to May 2025)

Class: MCA 4th Semester

Subject: Client Side Web Programming

Faculty: MONIKA YADAV

Feb 2025	History of World Wide Web, HTML & HTTP, Scripting Language, Scripting Vs. Non Scripting Languages, Webpages: Static vs. Dynamic, Anatomy of Webpage, The Document Object Model & Containment Hierarchy, Object Referencing, Script and Script For Tag, Script Library, Role of Browsers, Role of Operating System, Concept of Client-Side Programming, Difference between Server-side programming and Client-Side programming, Necessity of client-Side Programming, Pros and Cons of Client- Side Programming.
March 2025	Client Side Scripting language: Brief introduction, basic features, relative advantages & disadvantages of popular Client-side Scripting Languages; HTML, XHTML, CSS, Java Script, JQuery, React, Angular, Vue, VB Script, AJAX. Java Script: The Java Script Language History and Versions, Java Vs. JavaScript, JavaScript Vs. VB Script; Dynamic HTML & Java script, Applications of Java Script. JavaScript Programming Constructs: Variables and Data Types, Literals, Built-in Objects: Strings, Math and Date Objects; Data type conversion, Expressions and Evaluation, Operators, Control Structures, Functions: Function parameters, Variable Scope; Arrays: Creating, Accessing Array data, Parallel Arrays, Document objects in Arrays. Hosts Objects: Introduction, The Window Object: Accessing Window properties & methods, creating a window, window properties & Methods; Location Object; History Object; Document Object; Link Object.
April 2025	Forms: Form Object, Form Controls as Objects: Text Related Objects, Button Object, Checkbox Object, Radio Object,, Select Object, Image Object & Image Rollovers; Passing Form Data and Elements to Functions; Submitting & Pre-validating Forms. Scripting Frames: Frames: Parent & Children, Referencing among Family Members; Controlling Navigation Frames: Navigation Bars. Java Script Debuggers, Browsers and Document Object Model (DOM), Levels-Intrinsic Event Handling-Modifying Element Style-The Document Tree- DOM Event Handling-Accommodating Noncompliant Browsers Properties of window.
May 2025	CSS: Introduction and Features; Difference between CSS, CSS2 & CSS3 Style Rules, Style Rule Locations: Style tag, External Style Sheets, Style Definition in Individual Tags. CSS Core Syntax; Text properties; CSS Box Model: Box Dimensions, Padding, Border, Margins; Selectors: Matching Element by Name, Universal Selector, Matching Element by Class, Matching Element by Identifier, Matching Element that contains a specific attribute, Matching child, descendant and adjacent sibling elements; Element Positioning: Control Elements Visibility, Inheritance; Pseudo-Classes & Pseudo-Elements;



Class: MCA 2nd Semester

Subject: Software Testing and Quality Assurance

Faculty: MONIKA YADAV

Feb 2025	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.
March 2025	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. Technical Metrics for Software: Quality Factors, framework; Metrics for analysis, design, testing source code.
April 2025	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.
May 2025	Software Quality Assurance and Standards: Software Quality, Software Quality Challenges, Software Quality factors. Software Quality Assurance: concept, components, importance and essence; FTR, structured walk through technique etc. Software Quality Management Standards, Management and its role in Software Quality Assurance, Quality Standards: ISO 9000 and Companion ISO Standards, CMM, CMMI.

Monika Yadav

Lesson Plan (July 2024 to November 2024)

Class: MCA 3rd Semester
Subject: Advance Java
Faculty: MONIKA YADAV

August 2024	Java Swing: Introduction to Swing, Swing features, Components Containers, Create Swing Applet, Exploring Swing: JLabel, JTextField, Swing buttons, JTabbedPane, JList, JTree, JTable. Spring: Introduction, Architecture, Spring modules, Dependency Injection, IOC containers, Constructor Injection, Dependent Object: Constructor Injection with maps, collections, Bean Definition, Constructor Injection inheriting Bean, Developing simple Applications.
September 2024	JDBC: Types of JDBC Drivers, The Connectivity Model, Navigating the ResultSet object's contents, Manipulating records of a ResultSet Object through user Interface, Data base Connectivity, Data Manipulation using prepared Statements; JAVA RMI: Remote Method Invocation: RMI Architecture, A simple server client applications using RMI, Spring JDBC framework.
October 2024	SERVLETS: Background, Life cycle of servlet, A Simple servlet, Servlet API, Get and Post request, Accessing a Servlet using an HTML page; JSP: - Basics and Overview , JSP architecture, JSP tags and JSP expressions, Lifecycle of a JSP Model, View Controller, JSP Objects, Working with Databases.
November 2024	STRUTS AND HTBERNATE MVC Architecture: POJO class, Struts: Overview, Architecture, Struts Action Class, Using Struts HTML Tags, Developing Application with Struts, Struts -JDBC connection; Introduction to Hibernate, Hibernate Architecture, Hibernate Application.



Class: MCA 3rd Semester
Subject: Disaster Management
Faculty: MONIKA YADAV

August 2024	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. Changes in Coastal zone, coastal erosion, beach protection. Coastal erosion due to natural and manmade structures.
September 2024	Floods and Cyclones: causes of flooding, Hazards associated with flooding. Flood forecasting. Flood management, Integrated Flood Management and Information System (IFMIS), Flood control. Water related hazards- Structure and nature of tropical cyclone, Tsunamis – causes and physical characteristics, mitigation of
October 2024	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. Mitigation efforts: UN draft resolution on Strengthening of Coordination of Humanitarian Emergency Assistance.
November 2024	International Decade for Natural Disaster Reduction (IDNDR), Policy for disaster reduction, problems of financing and insurance.

Class: BBA and B. Sc. (Life Science) 1st Semester
Subject: MDC (Fundamentals of Computer Science)
Faculty: MONIKA YADAV

July 2024	Introduction to Computers: Definition of Computers, History and Generations of Computers, Characteristics of computer, Classification of Computers. Fundamental Block diagram of Computer: CPU, Input & Output
August 2024	Software: Definition of Software, Types of Software-System software, Application software and Utility software. Types of Computer Languages, Assemblers, Interpreters, Compiler.
September 2024	Introduction to Operating Systems: Types of Operating System, Functions of Operating System. Windows: Introduction to Windows, Starting Windows, Desk Top, Task Bar, Opening and closing applications, icons creating, renaming and removing.
October 2024	Date and Time setting, Working with files and folders-creating, deleting, opening, finding, copying, moving, and renaming.
November 2024	Networking: Concept, Basic Elements of a Communication System, Data Transmission Media, LAN, MAN, WAN. Introduction of Internet and WWW, Basic working of a Web Browser, Introduction to popular web browsers.

Monika Yadav

Class: M.Sc. Mathematics 1st Semester
Subject: MDC (Fundamentals of Computer Science)
Faculty: MONIKA YADAV

August 2024	Introduction : Historical evolution of computers, Classification of computers, Block Diagram along its components and characteristics, Usefulness of Computers. Human being Vs computer, Computer as a tool, Applications of computers. Number Systems: Definition of Number system, necessity of binary number system, binary, decimal, octal and hexadecimal number system, inter- conversion of numbers, Representation of integers, fixed and floating points, BCD codes, Error detecting and correcting codes, character Representation-ASCII, EBCDIC, Binary arithmetic.
September 2024	Input/Output Devices: Keyboards, mouse, joysticks, trackballs, digitizer, voice-recognition, optical recognition, scanners, terminals, point-of-sale terminals, machine-vision systems. Hard-copy devices: Impact printers - DMPs, Daisy-wheel printers, Line-printers. Non-impact printers - Inkjet, Laser, Thermal, LED; Plotters. Soft-copy devices: Monitors, video-standards (VGA and SVGA). Memory & Mass Storage Devices: Characteristics of memory systems, types of memory, RAM, ROM, magnetic disks - floppy disk, hard-disk; optical disks - CD, CD-I, CD-ROM; Magnetic tapes; Concepts of Virtual and Cache memory
October 2024	Software Concepts: Introduction, types of software - System & Application software; Language translators - Compiler, Interpreter, Assembler; Operating system - Characteristics, bootstrapping, types of operating, operating system as a resource manager; BIOS; System utilities - Editor, Loader, Linker, File Manager. Concept of GUI, GUI standards. Introduction to Algorithm & Flowcharts, Advantages & Disadvantages.
November 2024	MS-OFFICE:MS-Word :- Creating a document, font operation, bullet and numbering, find & replace, hyper linking, mathematical operation, Create table and flow chart, Macro, Mail merge, Correcting grammar, protect files, difference between doc and docx. MS-PowerPoint :- Creating single and multiple slide, Animation, manual and automatic slide show, hyper linking, DFD, shape and style. MS-Excel:- Create sheet and rename sheet, table and operation, cells operation, hyper linking, Function(mathematic, logical), sort and data tools, protection(sheet, workbook)

Monika Yadav

Class: MCA 2nd Semester

Subject: Problem Solving and Python Programming

Faculty: MONIKA YADAV

Feb 2025	Fundamentals of Computing Identification of Computational Problems -Algorithms, building blocks of algorithms (statements, state, control flow, functions), notation (pseudo code, flow chart, programming language), algorithmic problem solving, simple strategies for developing algorithms (iteration, recursion)
March 2025	Python interpreter and interactive mode, debugging; values and types: int, float, boolean, string, and list; variables, expressions, statements, tuple assignment, precedence of operators, comments, Conditionals: Boolean values and operators, conditional (if), alternative (if-else), chained conditional (if-elif-else).
April 2025	Iteration: state, while, for, break, continue, pass; Fruitful functions: return values, parameters, local and global scope, function composition, recursion; Strings: string slices, immutability, string functions and methods, string module; Lists as arrays.
May 2025	Lists: list operations, list slices, list methods, list loop, mutability, aliasing, cloning lists, list parameters; Tuples: tuple assignment, tuple as return value; Dictionaries: operations and methods; advanced list processing — list comprehension.

Class: BCA 2nd Semester

Subject: MATHEMATICAL FOUNDATIONS OF COMPUTER SCIENCE (T)

Faculty: MONIKA YADAV

Feb 2025	Basic Statistics: Measure of Central Tendency, Preparing frequency distribution table, Mean, Mode, Median, Measure of Dispersion: Range, Variance and Standard Deviations, Correlation and Regression.
March 2025	Algorithm: Algorithms, merits and demerits, Exponentiation, How to compute fast exponentiation. Linear Search, Binary Search, "Big Oh" notation, Worst case, Advantage of logarithmic algorithms over linear algorithms, complexity. Graph Theory: Graphs, Types of graphs, degree of vertex, sub graph, isomorphic and homeomorphic graphs, Adjacent and incidence matrices, Path Circuit ; Eulerian, Hamiltonian path circuit.
April 2025	Tree: Trees, Minimum distance trees, Minimum weight and Minimum distance spanning trees, Recursion: Recursively defined function. Merge sort, Insertion sort, Bubble sort, and Decimal to Binary.
May 2025	Recurrence Relations: LHRR, LHRRWCCs, DCRR, Recursive procedures, Number Theory: Principle of Mathematical induction, GCD, Euclidean algorithm, Fibonacci numbers, congruences and equivalence relations, public key encryption schemes.

Monika Yadav

Class: BCA 2nd Semester

Subject: Animation and Graphic Design (Minor)

Faculty: MONIKA YADAV

Feb 2025	Introduction to Computer Graphics and its Components: Overview of Computer Graphics, its functions & elements; Components and Working of Interactive Graphics; Raster Scan and Random Scan systems and Display Processors; Look-up table; Coordinate Systems.
March 2025	Scan Conversion: Drawing Geometry; Output Primitives; Lines and Pixel Graphics; AntiAliasing; Scan Converting Lines: DDA line drawing algorithms, Bresenham's line Algorithm; Scan Converting Circles: Polynomial method for circle drawing, circle drawing using polar coordinates, Bresenham's circle drawing.
April 2025	Two-Dimensional Transformations: Coordinate and Geometric Transformations; Translation, Rotation, Scaling; Matrix representations and Homogeneous coordinates, Composite transformations, General Pivot Point rotation, General Fixed Point Scaling, Shearing; Reflection ; Reflection about an arbitrary line.
May 2025	3-D Graphics & Modeling: Visualization techniques for Realism; 3D Object Representation; Solid Model Representation Schemes; 3D transformations. Introduction to Animation: Designing of Animation Sequences; Key-Frame Systems; Animation Techniques: Tweening, Morphing.

Agadav

LESSON PLAN 2024-2025

SUBJECT- AI (BCA 6th Sem)

Faculty- Ms Sheela Sharma

Course Outcomes:

- Conceptual Understanding Explain the theoretical underpinnings of different AI approaches and their strengths and weaknesses.
- Data Analysis: Preprocess and analyse data for AI applications, including feature engineering and data cleaning.
- Model Development: Design, train, and evaluate AI models for specific tasks, optimizing parameters for improved performance.
- Application Design: Apply AI techniques to solve real-world problems in areas like healthcare, finance, robotics, and natural language processing.
- Critical Thinking: Evaluate the limitations and potential risks associated with AI systems and discuss responsible AI practices.

January 2025	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. Test 1
February 2025	Issues in the design of the search problem Heuristic search techniques : Generate and test, hill climbing, best first search technique, problem reduction, constraint satisfaction. Revision
March 2025	Definition and importance of knowledge, Knowledge representation, Various approaches used in knowledge representation, Issues in knowledge representation. Using Predicate Logic : Represent ting Simple Facts in logic, Representing instances and is a relationship, Computable function and predicate. Test 2
April 2025	Introduction syntactic processing, Semantic processing, Discourse and pragmatic processing. Learning: Introduction learning, Rote learning, Learning by taking advice, Learning in problem solving, Learning from example-induction, Explanation based learning. Test3
May 2025	Introduction, Representing using domain specific knowledge, Expert system shells. Test and Revision

SUBJECT- Object Technologies & Programming using Java

BCA (6th Sem)

Faculty- Ms Sheela Sharma

Course Outcomes:

- Able to solve real world problems using OOP techniques.
- Able to understand the use of abstract classes.
- Able to solve problems using java collection framework and I/o classes.
- Able to develop multithreaded applications with synchronization.
- Able to develop applets for web applications.
- Able to design GUI based applications

February 2025	Object Oriented Methodology-1: Paradigms of Programming Languages, Evolution of OO Methodology, Basic Concepts of OO Approach, Comparison of Object Oriented and Procedure Oriented Approaches, Benefits of OOPs, Introduction to Common OO Language, Applications of OOPs . Object Oriented Methodology-2: Classes and Objects, Abstraction and Encapsulation, Inheritance, Method Overriding and Polymorphism.
March 2025	Java Language Basics: Introduction To Java, Basic Features, Java Virtual Machine Concepts, Primitive Data Type And Variables, Java Operators, Expressions, Statements and Arrays. Object Oriented Concepts: Class and Objects-- Class Fundamentals, Creating objects , Assigning object reference variables; Introducing Methods, Static methods, Constructors , Overloading constructors; This Keyword; Using Objects as Parameters, Argument passing, Returning objects , Method overloading, Garbage Collection, The Finalize () Method. Inheritance and Polymorphism: Inheritance Basics, Access Control, Multilevel Inheritance, Method Overriding, Abstract Classes, Polymorphism, Final Keyword.
April 2025	Packages : Defining Package, CLASSPATH, Package naming, Accessibility of Packages , using Package Members. Interfaces: Implementing Interfaces, Interface and Abstract Classes, Extends and Implements together . Exceptions Handling : Exception , Handling of Exception, Using try-catch , Catching Multiple Exceptions , Using finally clause , Types of Exceptions, Throwing Exceptions, Writing Exception Subclasses
May 2025	Multithreading : Introduction , The Main Thread, Java Thread Model, Thread Priorities, Synchronization in Java, Inter thread Communication. I/O in Java : I/O Basics, Streams and Stream Classes ,The Predefined Streams, Reading from, and Writing to, Console, Reading and Writing Files , The Transient and Volatile Modifiers , Using Instance of Native Methods. Strings and Characters : Fundamentals of Characters and Strings, The String Class , String Operations , Data Conversion using Value Of () Methods , String Buffer Class and Methods.

LESSON PLAN 2024-2025

SUBJECT- OOPS (BCA 4th Sem)

Faculty- JYOTI RANI

January 2025	Object Oriented Programming Concepts Procedural Language and Object Oriented approach Characteristics of OOP, user defined types, polymorphism and encapsulation.
February 2025	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
March 2025	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.
April 2025	Overriding member function, Abstract Class, Public and Private Inheritance, Ambiguity in Multiple inheritance.
May 2025	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

COURSE OUTCOMES:

CO1: understand pointers, constructor and destructors in C++.

CO2: acquire the detailed knowledge of polymorphism.

CO3: learn to implement exception handling and template.

CO4: learn File handling in C++.

SUBJECT- INTERODUCTION TO DATA SCIENCE (BCA Ist Sem)

Faculty- JYOTI RANI

FEB 2025	Data Types: Understanding data - Types of data - Data Evaluation - Data Sources - Preparing and Gathering data - Digital Data - Introduction to Big Data - Sources of Big Data - Characteristics of Big Data.
MARCH 2025	Python fundamentals: Python program execution environment - Statements - Expressions - Flow of Control statements - Functions - Scope of Variables.
APRIL 2025	Special Data Formats - List - List Methods - Tuples - Tuple Methods - Arrays - Dictionaries - - Sets - Related Methods - String - String Processing Methods.
MAY 2025	Numpy and Pandas - Features of Numpy - Mathematical functions - Statistical functions - ndArrays - Features of Pandas - series data structure - data frames - creation and manipulation of data frames, Data Visualization - Matplotlib package - plotting graphs - legends - colors - labels - seaborn - package -plotly and dash packages. Revision & Practice

COURSE OUTCOMES:

To explore data types, Python fundamentals, special data formats, and advanced data manipulation using NumPy, Pandas, and data visualization tools for effective data analysis and presentation.

Subject: Fundamentals of Web Technologies(BBA, B.SC. IIND SEM)

Faculty: JYOTI RANI

FEB 2025	Introduction to Web Technologies (Unit I) Introduction to Internet and WWW, Evolution and History of WWW Web Pages and Contents, Web Clients, Web Servers, Web Browsers HTTP (Hypertext Transfer Protocol), URLs Searching and WebCasting Techniques, Search Engines and Search Tools, Scripting Languages
MARCH 2025	Web Publishing and Website Development (Unit II & Start of Unit III) Hosting Websites, Internet Service Providers Planning and Designing a Website, Content Authoring, Web Graphics Design Web Programming, Steps for Developing a Website, Choosing Content, Home Page, Domain Names Introduction to Markup Languages (HTML & DHTML)
APRIL 2025	Web Development with HTML (Unit III) HTML Document Features, Basic HTML Elements, Creating Links, Headers, Text Styling Text Structuring, Text Color and Background, Formatting Text Page Layouts, Ordered and Unordered Lists, Inserting Graphics Table Creation and Layouts, Frame Creation and Layouts, Working with Forms and Menus
MAY 2025	CSS and Final Revisions (Unit IV) Introduction to CSS, Features, Core Syntax, Types, Style Sheets and HTML Style Rule Cascading and Inheritance, Text Properties, CSS Box Model Normal Flow Box Layout, Positioning, and Other Useful Style Properties Features of CSS3 + Revision & Practice

Course Outcomes:

By the end of this course, students will be able to:

1. Understand Web Technologies – Explain the evolution of WWW, web clients, servers, browsers, HTTP, URLs, and search engines.
2. Develop and Host Websites – Plan, design, and host websites with proper content, graphics, and domain names.
3. Create Web Pages with HTML – Use HTML for structuring web pages with links, tables, forms, and layouts.
4. Style Web Pages with CSS – Apply CSS for text styling, layouts, positioning, and advanced design features.
5. Build Functional Websites – Integrate HTML & CSS to create and publish responsive, well-structured websites.
6. Prepare for Advanced Web Development – Gain a foundation for JavaScript, UX/UI design, and modern web technologies.

LESSON PLAN 2024-2025

SUBJECT- WEB DESIGNING (BCA 4th Sem)

Faculty- Mr. Rajesh Kumar

January 2025	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;
February 2025	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);
March 2025	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;
April 2025	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.
May 2025	Features of DHTML, CSSP(cascading style sheet positioning) and JSSS(JavaScript assisted style sheet), Layers of netscape, The ID attributes, DHTML events..

SUBJECT OUTCOMES:

- **Design websites:** Create websites that meet web standards and include e-commerce and web marketing
- **Develop applications:** Create back-end applications and Application Programming Interfaces (APIs)
- **Create content:** Develop adaptive content for multiple devices, including mobile phones and tablets
- **Manage projects:** Manage projects from conception to completion, including consulting with clients and preparing mock-ups and storyboards
- **Research:** Research new methods of development in web applications and programming languages
- **Communicate:** Communicate clearly and concisely in written, spoken
- **Troubleshoot:** Apply an organized approach to troubleshooting and solving problems
- **Use technology:** Select and use appropriate technology tools to efficiently and effectively complete a task or project

LESSON PLAN 2024-2025

SUBJECT- SOFTWARE ENGINEERING (BCA 4th Sem)

Faculty- Mr. Rajesh Kumar

January 2025	Introduction: Software and its Characteristics, Evolving Role of Software, Software Product. Software Processes. Software Crisis. Software Engineering Evolution. Principles of Software Engineering. Programming-in-the-small vs. Programming-in-the-large. Software Components. Software Engineering Processes
February 2025	Software Life Cycle (SLC) Models: Water-Fall Model. Prototype Model. Spiral Model. Evolutionary Development Models. Iterative Enhancement Models. Object Oriented Models and other latest Models. Software Requirements: Functional and Non-Functional. User requirements. System requirements. Software Requirements Document - Requirement Engineering Process: Feasibility Studies. Requirement's elicitation and analysis, requirements validation, requirements management.
March 2025	Software Design: Basic Concept of Software Design. Architectural Design. Low Level Design: Modularization. Design Structure Charts. Flow Charts. Coupling and Cohesion Measures; Design Strategies: Function Oriented Design. Object Oriented Design. Top• Down and Bottom-Up Design. User Interface Design. Programming practices and Coding standards. Software Testing: Introduction. Verification vs. Validation. Software Reliability. Levels of Testing. Structural Testing (WhiteBox Testing). Functional Testing (Black Box Testing).
April 2025	Software Quality: Attributes, Software Quality Assurance - plans & activities: Software Documentation. Software Project Management: Project Management activities. Project Estimation. Project planning. Project scheduling. Software Risk Management: Reactive versus Proactive Risk Strategies. Risk management activities: Software Risks (Risk Identification. Risk Projection. Risk Refinement. Risk Mitigation). Risks Monitoring and Management. Software Measurement and Metrics: Process Metrics. Project metrics. Estimation-LOC, Halstead's Software Science. Function Point (FP). Cyclomatic Complexity Measures: Software Project Estimation Models- Empirical. Putnam. COCOMO I & II.
May 2025	Software Maintenance: Need for Maintenance. Categories of Maintenance: Preventive. Corrective and Perfective Maintenance. Cost of Maintenance: Software Re-Engineering. Reverse Engineering. Software Documentation. Software Configuration Management: SCM Activities. Change Control Process. Software Version Control: Software Reuse. Software Evolution. CASE Computer Aided Software Engineering(CASE).CASE Tools

SUBJECT OUTCOMES:

At the end of this unit, students will demonstrate the ability to:

CO1: Understand the fundamental principles and characteristics of software, including its evolution and the evolving role of software in modern systems.

CO2: Apply basic concepts of Software Design, including Architectural Design, Modularization, Design Structure Charts, Flow Charts, and measures of Coupling and Cohesion.

CO3: Define Software Quality attributes and understand Software Quality Assurance plans and activities, including Software Documentation

CO4: Understand the need for Software Maintenance and differentiate between categories such as Preventive, Corrective, and Perfective Maintenance.

LESSON PLAN 2024-25 (ODD SEM)

Subject: OPERATING SYSTEM(SEM-3)

Faculty: Jyoti Rani

COURSE OUTCOMES:

CO1: understand the basic concepts of operating systems and its services.

CO2: understand concept of process management and scheduling.

CO3: acquire knowledge of process synchronization along with deadlock handling.

CO4: learn about memory management and distributed operating system.

July 2024	Fundamentals of Operating system: Introduction to Operating System, its need and operating System services, Early systems, Structures - Simple Batch, Multi programmed, timeshared, Personal Computer, Parallel, Distributed Systems, Real-Time Systems. Process Management: Process concept, Operation on processes, Cooperating Processes, Threads, and Inter-process Communication Doubt Clearance, Test & Assignment
August 2024	CPU Scheduling: Basic concepts, Scheduling criteria, Scheduling algorithms : FCFS, SJF, Round Robin & Queue Algorithms. Deadlocks: Deadlock characterization, Methods for handling deadlocks, Banker's Algorithm. Doubt Clearance, Test & Assignment
September 2024	Memory Management: Logical versus Physical address space, Swapping, Contiguous allocation, Paging, Segmentation. Virtual Memory: Demand paging, Performance of demand paging, Page replacement, Page replacement algorithms, Thrashing Doubt Clearance, Test & Assignment
October 2024	File management: File system Structure, Allocation methods: Contiguous allocation, Linked allocation, Indexed allocation, Free space management: Bit vector, Linked list, Grouping, Counting. Doubt Clearance, Test & Assignment

November 2024	Device Management: Disk structure, Disk scheduling: FCFS, SSTF, SCAN, C-SCAN, LOOK, C-LOOK. Doubt Clearance, Test & Assignment
----------------------	--

Subject: Intro. To Computer Science (Sem-1)

Faculty: Jyoti Rani

Course Outcomes:

The aim of this course is to help students to enhance their

CO1: Basic concept of computer hardware, software, memory and operating environments

CO2: Concepts of problem solving using programming languages which will lead to code generation in future for computer science job aspirants.

July 2024	Computer Fundamentals: Evolution of Computers through generations, Characteristics of Computers, Strengths and Limitations of Computers, Classification of Computers, Functional Components of a Computer System, Applications of computers in Various Fields; Software, Types of Software: System software, Application software, Utility Software, Shareware, Freeware, Firmware, Free Software. Hardware components of a computer system - processor, RAM, ROMs, motherboard, power supply etc Doubt Clearance, Test & Assignment
August 2024	Storage devices: Types of Storage devices, Magnetic tape, Hard disk, Optical disk, Flash memory I/O Devices: I/O Ports, Device Controller, Device Driver Input Devices: Classification and use, keyboard, Pointing devices - mouse, touch pad and track ball, Video digitizer, remote control, joystick, magnetic stripes, scanner, digital camera, microphone, sensor, and MIDI instruments Output Devices: Monitor, printers – classification, laser, ink jet, dot-matrix, plotter, and speaker. Doubt Clearance, Test & Assignment

September 2024	<p>Planning the Computer Program: Techniques of Problem Solving, Program, Types of Program Errors, Debugging a Program, Testing Program, Documentation: Need & Different Forms.</p> <p>Developing Program Logic: Algorithm, Characteristics of Good Algorithm, Pseudo Code, Flowchart & its Symbols, Data Flow Diagrams (DFDs), Decision Tables & their types and Decision Trees.</p> <p>Doubt Clearance, Test & Assignment</p>
October 2024	<p>Developing Algorithms: Time & space complexity of algorithms, Big-O Notation, Drawing Flowcharts and writing algorithms in pseudo code for basic problems.</p> <p>Doubt Clearance, Test & Assignment</p>
November 2024	<p>Sorting Algorithms: bubble sort, selection sort, insertion sort, quick sort. Searching Algorithms – linear search, binary search. Merging Algorithm.</p> <p>Doubt Clearance, Test & Assignment</p>

LESSON PLAN 2024-25(ODD SEM)

Subject: LOC (BCA 1st Sem)

Faculty: Pooja Rani

Course outcomes :

CO1: Understand number systems, error detecting correcting code and representations of numbers in a computer system.

CO2: Learn computer arithmetic and Boolean algebra and simplification of Boolean expressions.

CO3: Understand working of logic gates and design various combinational circuits using these logic gates.

CO4: Understand working of different types of flip-flops and design different types of registers.

July 2024	Information Representation: Number Systems, Binary Arithmetic, Fixed-point and Floating point representation of numbers, BCD Codes, Error detecting and correcting codes, Character Representation – ASCII, EBCDIC, Unicode
August 2024	Binary Logic: Boolean Algebra, Boolean Theorems, Boolean Functions and Truth Tables, Canonical and Standard forms of Boolean functions, Simplification of Boolean Functions – Venn Diagram, Karnaugh Maps. Digital Logic: Basic Gates – AND, OR, NOT, Universal Gates – NAND, NOR, Other Gates – XOR, XNOR etc. Implementations of digital circuits using gates, Combinational Logic – Characteristics, Design Procedures, analysis procedures. Doubt Clearance, Test & Assignment
September 2024	Combinational Circuits: Half-Adder, Full-Adder, Half-Subtractor, Full-Subtractor, Encoders, Decoders, Multiplexers, Demultiplexers, Comparators, Code Converters. Sequential Logic: Characteristics, Flip-Flops, Clocked RS, D type, JK, T type and Master Slave flip-flops. State table, state diagram and state equations. Flip-flop excitation tables Doubt Clearance, Test & Assignment

LESSON PLAN 2024-25(ODD SEM)

October 2024	<p>Designing registers – Serial Input Serial Output (SISO), Serial Input Parallel Output (SIPO), Parallel Input Serial Output (PISO), Parallel Input Parallel Output (PIPO) and shift registers.Designing counters – Asynchronous and Synchronous Binary Counters, Modulo-N Counters and Up-Down Counters Memory & I/O Devices: Memory Parameters, Semiconductor RAM, ROM, Magnetic and Optical Storage devices, Flash memory, I/O Devices and their controllers.</p> <p>Doubt Clearance, Test &Assignment</p>
November 2024	<p>Instruction Design & I/O Organization: Machine instruction, Instruction set selection, Instruction cycle, Instruction Format and Addressing Modes. I/O Interface, Interrupt structure, Programcontrolled, Interrupt-controlled & DMA transfer, IOP.</p> <p>Doubt Clearance, Test &Assignment</p>

LESSON PLAN 2024-25(ODD SEM)

Subject: DCN (BCA 5th Sem)

Faculty: Ms. Pooja Rani

Course outcomes :

CO-1: Evaluate key networking protocols, and their hierarchical relationship in the context of a conceptual model, such as the OSI and TCP/IP framework.

CO-2 :Understand and identify different physical layer transmission fundamentals such as types of signals, transmission, multiplexing, types of medium and modulation.

CO-3:Understand existing different medium access protocols and evaluate for adoption for future networking.

CO4: Measure different network parameter such as Throughput & different types of delays.

July 2024	Introduction to Computer Communications and Networking Technologies; Uses of Computer Networks; Network Devices, Nodes, and Hosts;
August 2024	Types of Computer Networks and their Topologies; Network Software: Network Design issues and Protocols; Connection-Oriented and Connectionless Services; Network Applications and Application Protocols; Computer Communications and Networking Models: Decentralized and Centralized Systems, Distributed Systems, Client/Server Model, Peer-to-Peer Model, WebBased Model, Network Architecture and the OSI Reference Model, TCP/IP reference model, Example Networks: The Internet, X.25, Frame Relay, ATM. Doubt Clearance, Test &Assignment
September 2024	Analog and Digital Communications Concepts: Concept of data, signal, channel, bid-rate , maximum data-rate of channel, Representing Data as Analog Signals, Representing Data as Digital Signals, Data Rate and Bandwidth, Capacity, Baud Rate; Asynchronous and synchronous transmission, data encoding techniques, Modulation techniques, Digital Carrier Systems; Guided and Wireless Transmission Media; Communication Satellites; Switching and Multiplexing; Dialup Networking; Analog Modem Concepts; DSL Service. Doubt Clearance, Test &Assignment

LESSON PLAN 2024-25(ODD SEM)

October 2024	<p>Data Link Layer: Framing, Flow Control, Error Control; Error Detection and Correction; Sliding Window Protocols; Media Access Control: Random Access Protocols, Token Passing Protocols; Token Ring; Introduction to LAN technologies: Ethernet, switched Ethernet, VLAN, fast Ethernet, gigabit Ethernet, token ring, FDDI, Wireless LANs; Bluetooth; Network Hardware Components: Connectors, Transceivers, Repeaters, Hubs, Network Interface Cards and PC Cards, Bridges, Switches, Routers, Gateways.</p> <p>Doubt Clearance, Test & Assignment</p>
November 2024	<p>Network Layer and Routing Concepts: Virtual Circuits and Datagrams; Routing Algorithms: Flooding, Shortest Path Routing, Distance Vector Routing; Link State Routing, Hierarchical Routing; Congestion Control Algorithms; Internetworking; Network Security Issues: Security threats; Encryption Methods; Authentication; Symmetric – Key Algorithms; Public-Key Algorithms.</p> <p>Doubt Clearance, Test & Assignment</p>

LESSON PLAN 2024-25 (ODD SEM)

Subject: OPERATING SYSTEM(SEM-3)

Faculty: Renu Saini

COURSE OUTCOMES:

CO1: Understand the basic concepts of operating systems and its services.

CO2: Understand concept of process management and scheduling.

CO3: Acquire knowledge of process synchronization along with deadlock handling.

CO4: Learn about memory management and distributed operating system.

July 2024	Fundamentals of Operating system: Introduction to Operating System, its need and operating System services, Early systems, Structures - Simple Batch, Multi programmed, time shared, Personal Computer, Parallel, Distributed Systems, Real-Time Systems. Process Management: Process concept, Operation on processes, Cooperating Processes, Threads, and Inter-process Communication Doubt Clearance, Test & Assignment
August 2024	CPU Scheduling: Basic concepts, Scheduling criteria, Scheduling algorithms : FCFS, SJF, Round Robin & Queue Algorithms. Deadlocks: Deadlock characterization, Methods for handling deadlocks, Banker's Algorithm. Doubt Clearance, Test & Assignment
September 2024	Memory Management: Logical versus Physical address space, Swapping, Contiguous allocation, Paging, Segmentation. Virtual Memory: Demand paging, Performance of demand paging, Page replacement, Page replacement algorithms, Thrashing Doubt Clearance, Test & Assignment
October 2024	File management: File system Structure, Allocation methods: Contiguous allocation, Linked allocation, Indexed allocation, Free space management: Bit vector, Linked list, Grouping, Counting. Doubt Clearance, Test & Assignment
November 2024	Device Management: Disk structure, Disk scheduling: FCFS, SSTF, SCAN, C-SCAN, LOOK, C-LOOK. Doubt Clearance, Test & Assignment

LESSON PLAN 2024-25 (ODD SEM)

Subject: DATA STRUCTURE (BCA Sem-3)

Faculty: RENU SAINI

Course Outcomes:

CO1: Choose appropriate data structures and algorithms and use it to design solution for a specific problem.

CO2: Execute the operations of hashing to retrieve data from data structure.

CO3: Comprehend and select algorithm design approaches in a problem specific manner.

CO4: Design and analyze programming problem statements.

July 2024	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, Big-O notation. Strings: Introduction, Storing strings, String operations, Pattern matching algorithms. Doubt Clearance, Test & Assignment
August 2024	Arrays: Introduction, Linear arrays, Representation of linear array in memory, address calculations, 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, Doubt Clearance, Test & Assignment
September 2024	Searching in a linked list, Header linked list, Circular linked list, 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. Doubt Clearance, Test & Assignment
October 2024	Queues: Introduction, Array and linked representation of queues, Operations on queues, Deques, Priority Queues, Applications of queues Doubt Clearance, Test & Assignment
November 2024	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. Doubt Clearance, Test & Assignment

LESSON PLAN 2024-25 (ODD SEM)

Class- B.Sc 1st sem (MIC)

Subject: Intro. To Computer Science (Sem-1)

Faculty: Renu Saini

Course Outcomes:

The aim of this course is to help students to enhance their

CO1: Basic concept of computer hardware, software, memory and operating environments

CO2: Concepts of problem solving using programming languages which will lead to code generation in future for computer science job aspirants.

July 2024	Computer Fundamentals: Evolution of Computers through generations, Characteristics of Computers, Strengths and Limitations of Computers, Classification of Computers, Functional Components of a Computer System, Applications of computers in Various Fields; Software, Types of Software: System software, Application software, Utility Software, Shareware, Freeware, Firmware, Free Software. Hardware components of a computer system - processor, RAM, ROMs, motherboard, power supply etc Doubt Clearance, Test & Assignment
August 2024	Storage devices: Types of Storage devices, Magnetic tape, Hard disk, Optical disk, Flash memory I/O Devices: I/O Ports, Device Controller, Device Driver Input Devices: Classification and use, keyboard, Pointing devices - mouse, touch pad and track ball, Video digitizer, remote control, joystick, magnetic stripes, scanner, digital camera, microphone, sensor, and MIDI instruments Output Devices: Monitor, printers – classification, laser, ink jet, dot-matrix, plotter, and speaker. Doubt Clearance, Test & Assignment
September 2024	Planning the Computer Program: Techniques of Problem Solving, Program, Types of Program Errors, Debugging a Program, Testing Program, Documentation: Need & Different Forms. Developing Program Logic: Algorithm, Characteristics of Good Algorithm, Pseudo Code, Flowchart & its Symbols, Data Flow Diagrams (DFDs), Decision Tables & their types and Decision Trees. Doubt Clearance, Test & Assignment
October 2024	Developing Algorithms: Time & space complexity of algorithms, Big-O Notation, Drawing Flowcharts and writing algorithms in pseudo code for basic problems. Doubt Clearance, Test & Assignment
November 2024	Sorting Algorithms: bubble sort, selection sort, insertion sort, quick sort. Searching Algorithms – linear search, binary search. Merging Algorithm. Doubt Clearance, Test & Assignment

LESSON PLAN 2024-25 (ODD SEM)

LESSON PLAN-2024-2025 (EVEN SEM)

BCA 6th Sem
Subject: .NET

Faculty: LALITA DEVI

Jan 2025	<p>The Framework of .Net Building blocks of .Net Platform (the CLR, CTS and CLS). Features of .Net, Deploying the .Net Runtime</p> <p>Architecture of .Net platform, Introduction to namespaces & type distinction.</p> <p>Types & Object in .Net, the evolution of Web development .Class Libraries in .Net</p> <p>Doubt Clearance, Revision</p>
Feb 2025	<p>Introduction to Assemblies & Manifest in .Net</p> <p>Metadata & attributes, Class Libraries in .Net, Introduction to Assemblies & Manifest in .Net, Metadata & attributes</p> <p>Introduction to C# Characteristics of C#, Data types., Value types, reference types, default value, constants</p> <p>Variables, scope of variables, boxing and unboxing.</p> <p>Doubt Clearance, Revision</p>
March 2025	<p>Operators and expressions Arithmetic, relational, logical, bitwise, special operators.</p> <p>Evolution of expressions, operator precedence & associativity . Control constructs in C# Decision making, loops, Classes & methods.</p> <p>Class, methods, constructors, destructors, overloading of operators & functions.</p> <p>Doubt Clearance, Revision</p>
April 2025	<p>Inheritance & polymorphism, visibility control, overriding & methods, interfaces, abstract class & methods, sealed classes</p>
May 2025	<p>Advanced features of C# Exception handling & error handling</p> <p>Automatic memory management, Input and output (Directories, Files, and streams).</p> <p>Doubt Clearance, Revision</p>

BCA: 6th Sem

Subject: JAVA

Faculty: LALITA DEVI

Jan 2025	<p>Introduction: 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.</p> <p>JAVA as Programming Language: Java as Object Oriented Language, JAVA Program Structure, JAVA literals, Data Type, Variable & Arrays in JAVA.</p>
Feb 2025	<p>JAVA Programming Constructs: Operators and Expressions, Precedence Rules and Associativity, Type conversion and casting, Control Structures in JAVA.</p> <p>JAVA Object Oriented Basics: Classes and Objects in JAVA, Variables & Methods in Classes: declaration and invocation, constructors and garbage collection, static and this keywords. Test & Assignment</p>
March 2025	<p>Inheritance in JAVA: Types, Access Specifiers, Class vs Interface, Extending vs Implementation of Interface, overloading vs overriding, Abstract Class, super & final keywords.</p> <p>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 Swing Doubt Clearance, Test & Assignment</p>
April 2025	<p>Exception Handling: The concept of Exceptions. Types of Exceptions. Dealing with Exceptions, Exception Objects, Defining Your Own Exceptions.</p> <p>Multithreading Programming: The Java Thread Model. Understanding Threads, The Main Thread, Creating a Thread, Creating Multiple Threads, Thread Priorities. Synchronization.</p>
May 2025	<p>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</p>

Feb 2025	Introduction to internet and world wide web, Evolution and History of World Wide Web Web pages and contents, web clients, Web Browser, Hypertext Transfer Protocol, URL'S searching and Web casting techniques, search Engines and Search tools, Scripting languages.
March 2025	Web Publishing: Hosting Website; internet Service Provider; Planning and Designing website; web content authoring, Web Graphics Design, Web Programming, Steps for Developing website, Choosing The contents, Home Page, Domain Names, Creating a Website and Introduction to Markup Languages (HTML and DHTML).
April 2025	Web Development: HTML Document Features, Fundamentals HTML Elements, Creating Links; Headers; Text Structuring; Text colour and Background; Formatting Text; Page layouts, Images; Orders and unordered List; Inserting Graphics; tables Creation and layouts; Frames Creation and layouts; Working with Forms and Menus; Working with Radio Buttons; Check Boxes; Text Boxes.
May 2025	Introduction to CSS(Cascading Style Sheets), Features, Core Syntax, Types , Styles Sheets and HTML, Style Rule Cascading and Inheritance, Text Properties, CSS Box Model, Normal Flow Box Layout, positioning and other Useful Style Properties; Features of CSS3.

Feb 2025	HYPertext MARKUP LANGUAGE: The anatomy of an HTML document: marking up for structure and style: basic page markup, absolute and relative links, ordered and unordered lists, embedding images and controlling appearance, table creation and use, frames, nesting and targeting. STYLE SHEETS: separating style from structure with style sheets, internal style specification within HTML, External linked style specification using CSS, page and site design considerations.
March 2025	Introduction to PHP: Declaring variables, Data Types, String operations, expression , control structure, functions, reading data from web controls like text Boxes, radio buttons, Lists etc. handling file uploads, connecting to database(my SQL as reference) , executing simple queries, handling results, handling session and cookies, File Handling In PHP: File Operations Like opening, closing, reading, writing, appending , deleting etc. on text and Binary files, listing directories.
April 2025	CLIENT SIDE PROGRAMMING: introduction to client-side programming, java script syntax, the document object Model, Event Handling, Output in Java Script, Forms Handling, Cookies, Introduction to VB Script, Form Handling.
May 2025	XML: introduction to ML, uses of XML, simple XML, XML Key Components, DTD and Schemas, Well formed, using XML with application XML, XSL and XSLT. Introduction to XSL, XML transformed Simple Example, XSL elements, Transforming with XSLT

LESSON PLAN 2024-25 (ODD SEM)

Subject: MIS (BCA-5TH SEM)

Faculty: LALITA

Course outcomes

CO1-Increased efficiency - right information/ right time. Sustained responsiveness and competitiveness.

CO2-Improved effectiveness/ performance - right information/right time.

CO3- Enhanced creativity and innovation.

July 2024	<p>Introduction to system and Basic System Concepts, Types of Systems, The Systems</p> <p>Approach, Information System: Definition & Characteristics, Types of information, Role of</p> <p>Information in Decision-Making, Sub-Systems of an Information system: EDP and MIS</p> <p>management levels, EDP/MIS/DSS.</p>
August 2024	<p>An overview of Management Information System: Definition & Characteristics,</p> <p>Components of MIS, Frame Work for Understanding MIS: Information requirements &</p> <p>Levels of Management, Simon's Model of decision-Making, Structured Vs Un-structured</p> <p>decisions, Formal vs. Informal systems.</p>
September 2024	<p>Developing Information Systems: Analysis & Design of Information Systems:</p> <p>Implementation & Evaluation, Pitfalls in MIS Development.</p>
October 2024	<p>Functional MIS: A Study of Personnel, Financial and production MIS, Introduction to e business systems</p>
November 2024	<p>E-commerce – technologies, applications, Decision support systems – support systems for planning, control and decision-making</p>

Course outcomes**CO1-** Identify and formulate machine learning problems using Python.**CO2-** Understand and implement algorithms to solve simple machine learning problems.**CO3-** Analyze the performance of machine learning solutions on practical datasets.

July 2024	INTRODUCTION – Learning , Machine Learning, Machine Learning Applications, History of ML Life cycle of Machine Learning, Machine Learning and Data Science ,AI, Types of Learning, Supervised Machine Learning,
August 2024	Unsupervised Machine Learning, Supervised vs Unsupervised Learning, Advantages of Machine Learning, Disadvantages of Machine Learning, Install Anaconda & Python, AI vs Machine Learning, How to Get Datasets, Data Pre-processing. Supervised Learning; Regression Analysis, Linear Regression, Simple Linear Regression, Multiple Linear Regression, Polynomial Regression, Underfitting and Overfitting, Advantages of Using Linear Regression, Limitations of Linear Regression, Logistic Regression, -Classification; Logistic Regression, Decision tree learning, Types of Decision Tree; Classification, Regression, Decision tree learning algorithm, Advantages of Decision tree learning, Entropy, Information gain, Issues in Decision tree learning.
September 2024	Introduction, Types of support vector kernel – (Linear kernel, polynomial kernel, and radial basis kernel), Hyperplane – (Decision surface), Properties of SVM, and Issues in SVM, Random forest. - Probability Fundamentals; joint probability, conditional Probability, Bayes theorem, Concept learning, Naïve Bayes classifier and its applications. ; k-means clustering, k-Nearest Neighbor Learning, Association rule learning, Apriori algorithm, Neural networks
October 2024	Programming Language, History and Origin of Python Language, Features of Python, Limitations, Major Applications of Python, Getting, Installing Python, Setting up Path and Environment Variables, Running Python, First Python Program, Python Interactive Help Feature, Python differences from other languages.
November 2024	Keywords, Identifiers, Python Statement, Indentation, Documentation, Variables, Multiple Assignment, Understanding Data Type, Data Type Conversion, Python Input and Output Functions, Import command. Operators in Python, Expressions, Precedence, Associativity of Operators, Non Associative Operators.

LESSON PLAN 2024-25 (EVEN SEM)

Subject: MFCS (BCA IIND SEM)

Faculty: Ms. KANTA

Course Outcomes:

CO1: Gain proficiency in measures of central tendency and dispersion, correlation, and regression analysis, enabling effective data analysis and interpretation.

CO2: Understand fundamental algorithms such as exponentiation, linear search, and binary search, and grasp concepts in graph theory including types of graphs, adjacent matrices, and Eulerian and Hamiltonian paths.

CO3: Master concepts related to trees including minimum distance and spanning trees, and algorithms like merge sort, insertion sort, and bubble sort, enhancing problem-solving skills in algorithmic design.

CO4: Develop proficiency in solving recurrence relations and understanding their applications and grasp foundational concepts in number theory including mathematical induction, GCD, Euclidean algorithm, and public key encryption schemes.

FEB 2025	Basic Statistics: Measure of Central Tendency, preparing frequency distribution table, Mean, Mode, Median, Measure of Dispersion: Range, Variance and Standard Deviations, Correlation and Regression.
MARCH 2025	Algorithms: Algorithms, merits and demerits, Exponentiation, how to compute fast exponentiation. Linear Search, Binary Search, "Big Oh" notation, Worst case, Advantage of logarithmic algorithms over linear algorithms, complexity. Graph Theory: Graphs, Types of graphs, degree of vertex, sub graph, isomorphic and homeomorphic graphs, Adjacent and incidence matrices, Path Circuit; Eulerian, Hamiltonian path circuit.
APRIL 2025	Tree: Trees, Minimum distance trees, Minimum weight and Minimum distance spanning trees. Recursion: Recursively defined function. Merge sort, Insertion sort, Bubble sort, and Decimal to Binary.
MAY 2025	Recurrence Relations: LHRR, LHRRWCCs, DCRR. Recursive procedures. Number Theory: Principle of Mathematical induction, GCD, Euclidean algorithm, Fibonacci numbers, congruences and equivalence relations, and public key encryption schemes.

Course Outcomes:

CO1: Demonstrate an understanding of fundamental data structures and algorithms.

CO2: Analyse the time and space complexity of algorithms.

CO3: Implement common algorithms and data structures in a chosen programming language.

CO4: Apply appropriate data structures and algorithms to solve real-world problems.

CO5: Compare and contrast different algorithms and data structures based on their performance characteristics.

CO6: Develop and implement solutions using various algorithmic design paradigms

FEBRUARY 2025	Tree Header nodes, Threads, Binary search trees, Searching, Insertion and deletion in a Binary search tree, AVL 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-tree, B+ tree, Huffman's algorithm, General trees. Test and assignment
March 2025	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.
April 2025	Searching Liner search, binary search, merging, Comparison of various sorting and searching algorithms based on their complexity, Files Physical storage devices and their characteristics, Attributes of a file viz fields, records. Test and assignment
May 2025	Fixed and variable length records, Primary and secondary keys, Classification of files, File Operations, 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. Doubt class

SUBJECT- DIGITAL ELECTRONICS (BA MDC)

FACULTY- MS KANTA

COURSE OUTCOMES:

CO1: Outline the general concepts and terminology related to logic gates, logic families, combinational and sequential circuits.

C02: Discuss the basic analog/digital components and their interconnections in logic families and circuits.

C03: Apply different methods/techniques to design various digital circuits.

C04: Analyze day-to-day problems and industrial problems for their solutions using digital circuits.

C05: Contrast different types of digital circuits and their designing methods

FEBRUARY 2025	Information Representation: Number Systems, Binary Arithmetic, Fixed-point and Floating-point representation of numbers, BCD Codes, Error detecting and correcting codes Character Representation - ASCII, EBCDIC, Unicode
March 2025	Binary Logic: Boolean Algebra, Boolean Theorems, Boolean Functions and Truth Tables, Canonical and Standard forms of Boolean functions, Simplification of Boolean Functions — Venn Diagram, Karnaugh Maps.
April 2025	Digital Logic: Introduction to digital signals, Basic Gates and their implementation — NAND, NOR Other Gates - AND, OR, NOT, Universal Gates - XOR, XNOR etc. NAND, NOR, AND-OR-INVERT and OR-AND-INVERT implementations of digital circuits, Combinational Logic — Characteristics, Design Procedures, analysis procedures, Multilevel NAND and NOR circuits.
May 2025	Combinational Circuits: Half-Adder, Full-Adder, Half-Subtractor, Full-Subtractor, Parallel binary adder/subtractor, Encoders, Decoders, Multiplexers, Demultiplexers, Comparators, Code Converters, BCD to Seven-Segment Decoder.

LESSON PLAN 2024-25 (ODD SEM)

Subject: PC SOFTWARE (BCA Sem-1)

Faculty: KANTA

Course outcomes

CO1: Understand the basics of Windows operating system including its history, components, and user interface elements.

CO2: learn to create, edit, format, and manage documents using MS Word and apply advanced features such as Mail Merge and Tables for efficient document creation and management.

CO3: Implement data analysis techniques such as sorting, filtering, and conditional formatting in MS Excel.

CO4: Develop presentations using MS PowerPoint, including slide creation, formatting, and layout design.

July 2024	Windows: Basics of Windows. Windows History, Basic components of windows, icons, types of icons, taskbar, activating windows, using desktop, title bar, running applications, Windows explorer, computer, managing files and folders, Configuring System devices. Control panel, using windows accessories. Doubt Clearance, Test & Assignment
August 2024	Documentation Using Word-Processing package: Introduction to Word-Processing, Creating & Editing Document, Formatting Document, Auto-text, Autocorrect, Spelling and Grammar Tool, Document Dictionary, Page Formatting, Bookmark Doubt Clearance, Test & Assignment
September 2024	, Advance Features of Word-Processing: Mail Merge, Macros, Tables, Printing, Styles, linking and embedding object. Doubt Clearance, Test & Assignment
October 2024	Electronic Spread Sheet - Introduction & area of use, Creating & Editing Worksheet, Formatting and Essential Operations, Formulas and Functions, Charts, Database Management : Sorting, Querying, Filtering, Table, Validation, Goal Seek, Scenario. Doubt Clearance, Test & Assignment
November 2024	Presentation using 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 InBuilt Sound Effect. Doubt Clearance, Test & Assignment

Course Outcomes:

CO1: Choose appropriate data structures and algorithms and use it to design solution for a specific problem.

CO2: Execute the operations of hashing to retrieve data from data structure.

CO3: Comprehend and select algorithm design approaches in a problem specific manner.

CO4: Design and analyze programming problem statements.

July 2024	<p>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, Big-O notation.</p> <p>Strings: Introduction, Storing strings, String operations, Pattern matching algorithms.</p> <p>Doubt Clearance, Test & Assignment</p>
August 2024	<p>Arrays: Introduction, Linear arrays, Representation of linear array in memory, address calculations, Traversal, Insertions, Deletion in an array, Multidimensional arrays, Parallel arrays, Sparse arrays.</p> <p>Linked List: Introduction, Array vs. linked list, Representation of linked lists in memory, Traversal, Insertion, Deletion,</p> <p>Doubt Clearance, Test & Assignment</p>
September 2024	<p>Searching in a linked list, Header linked list, Circular linked list, Two-way linked list, Threaded lists, Garbage collection, Applications of linked lists.</p> <p>Stack: Introduction, Array and linked representation of stacks, Operations on stacks, Applications of stacks: Polish notation, Recursion.</p> <p>Doubt Clearance, Test & Assignment</p>
October 2024	<p>Queues: Introduction, Array and linked representation of queues, Operations on queues, Deques, Priority Queues, Applications of queues</p> <p>Doubt Clearance, Test & Assignment</p>
November 2024	<p>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.</p> <p>Doubt Clearance, Test & Assignment</p>

Lesson Plan (22nd July 2024-22nd November 2024)

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

Subject: 180-CU-504041 VISUAL BASIC

Faculty: MS. SHEELA SHARMA

July 2024	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. Class Test
August 2024	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. Assignment 1.
September 2024	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. Test of Unit 3
October 2024	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. Assignment 2.
November 2024	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. Test 2

Lesson Plan (22nd July 2024-22nd November 2024)

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

Subject: 180-CU-504021 COMPUTER GRAPHICS

Faculty: MS. SHEELA SHARMA

July 2024	Graphics Primitives: Introduction to computer graphics, Basics of Graphics systems, Application areas of Computer Graphics, overview of graphics systems, video-display devices, and raster-scan systems, random scan systems, graphics monitors and workstations and input devices. Class Test
August 2024	Output Primitives: Points and lines, line drawing algorithms, mid-point circle and ellipse algorithms. Filled area primitives: Scan line polygon fill algorithm, boundary fill and flood fill algorithms. 2-D Geometrical Transforms: Translation, scaling, rotation, reflection and shear transformations, matrix representations and homogeneous coordinates, composite transforms, transformations between coordinate systems. Assignment 1
September 2024	2-D Viewing: The viewing pipeline, viewing coordinate reference frame, window to view port coordinate transformation, viewing functions, Cohen-Sutherland and Cyrus-beck line clipping algorithms, Sutherland – Hodgeman polygon clipping algorithm. Test 1
October 2024	3-D Object Representation: Polygon surfaces, quadric surfaces, spline representation, Hermite curve, Bezier curve and B-Spline curves, Bezier and B-Spline surfaces. Basic illumination models, polygon-rendering methods. Assignment 2
November 2024	3-D Geometric Transformations: Translation, rotation, scaling, reflection and shear transformations, composite transformations. 3-D Viewing: Viewing pipeline, viewing coordinates, view volume and general projection transforms and clipping. Test 2

Govt College Sec-9 , Gurugram

Course Outcome 2024-25 (Odd. Sem.)

Class: **BCA 5th sem.**
Course Title: **Computer Graphics**
Name of teacher: **Sheela Sharma**

Course Outcomes:

By the end of the course the students will be able to:

CO1 : Understand the basics of computer graphics, different graphics systems and applications of computer graphics.

CO2 : Discuss various algorithms for scan conversion and filling of basic objects and their comparative analysis.

CO3 : Use of geometric transformations on graphics objects and their application in composite form.

CO4 : Extract scene with different clipping methods and its transformation to graphics display device.

CO5 : Explore projections and visible surface detection techniques for display of 3D scene on 2D screen.

CO6 : Render projected objects to naturalize the scene in 2D view and use of illumination models for this.

Reference Books:

1. Donald Hearn and M. Pauline Baker : Computer Graphics, PHI Publications.
2. Plastock : Theory & Problem of Computer Gaphics, Schaum Series.
3. Foley & Van Dam : Fundamentals of Interactive Computer Graphics, Addison-Wesley.
4. Newman : Principles of Interactive Computer Graphics, McGraw Hill.
5. Tosijasu, L.K. : Computer Graphics, Springer-Verleg

Evaluation Scheme:

Internal Assessment: 20 Marks

External Assessment: 80 marks

Continuous Assessment:

S. No.	Component	Duration	Max. Marks	Date	Coverage
1.	Assignment-I	1 Week	05	2 nd Week of August	Based on Unit –I
2.	Test-I	1 Hour	10	3 rd week of September	Based on Unit – II
3.	Assignment-II	1 Week	05	3 rd Week of October	Based on Unit –III
4.	Test-II	1 Hour	10	Second week of November	Based on Unit – IV

Contact Hours: 4 Lectures (1 Hour each)/Week

Govt College Sec-9 , Gurugram

Course Outcome 2024-25 (odd Sem)

Class: **BCA 5th sem.**
Course Title: **Visual Basic 6.0**
Name of Teacher: **Sheela Sharma**

Course Outcomes:

By the end of the course the students will be able to:

CO1 : Writing programs: Students learn to write, compile, and execute programs using Visual Basic.

CO2 : Using controls: Students learn to use controls like text boxes and command buttons to write programs.

CO3 : Applying arithmetic operations: Students learn to apply arithmetic operations to display numeric output.

CO4 : Applying decision structures: Students learn to apply decision structures to determine different operations.

CO5 : Applying loop structures: Students learn to write and apply loop structures to perform repetitive tasks.

CO6 : Applying procedures, sub-procedures, and functions: Students learn to write and apply procedures, sub-procedures, and functions to create manageable code.

CO7 : Applying functional decomposition techniques: Students learn to apply functional decomposition techniques to break down programming design problems into smaller pieces.

CO8 : Applying object-oriented programming techniques: Students learn to write programs using object-oriented programming techniques.

CO9 : Creating databases: Students learn to create databases using MS-Access and visual data managers.

CO10 : Using database connectivity: Students learn to use database connectivity like ADODC to write programs

Reference Books:

1. Steven Holzner, "Visual Basic 6 Programming: Black Book", Dreamtech Press.
2. Evangelos Petroustos. "Mastering Visual Basic 6", BPB Publications.
3. Julia Case Bradley & Anita C. Millspaugh, "Programming in Visual Basic 6.0", Tata McGraw-Hill Edition
4. Michael Halvorson, "Step by Step Microsoft Visual Basic 6.0 Professional", PHI
5. "Visual basic 6 Complete", BPB Publications.
6. Scott Warner, "Teach Yourself Visual basic 6", Tata McGraw-Hill Edition

7. Brian Siler and Jeff Spotts, "Using Visual Basic 6", Special Edition, PHI

Evaluation Scheme:

Internal Assessment: 20 Marks

External Assessment: 80 marks

Continuous Assessment:

S. No.	Component	Duration	Max. Marks	Date	Coverage
1.	Assignment-I	1 Week	05	2 nd Week of August	Based on Unit –I
2.	Test-I	1 Hour	10	3 rd week of September	Based on Unit – II
3.	Assignment-II	1 Week	05	2 nd week of October	Based on Unit –III
4.	Test-II	1 Hour	10	Second week of November	Based on Unit – IV

Contact Hours: 4 Lectures (1 Hour each)/Week

Lesson Plan 2024-2025 (Odd Semester)

Subject : Human Values and Ethics (VAC)

Class- BA 1 (Pass), BCA 1

Faculty Name- Ms. HEMA JANDSALAR

July 2024: Introduction to Human Values and Ethics

Topics:

- Overview of the course structure.
- Definitions and Types of Values: Personal, Social, and Cultural.
- Core Values and their significance.
- Ethics: Definition, Ethics vs Values, Importance of Ethics.

August 2024:

Topics:

- The Role of Ethics in Society.
- Integrity: Meaning and Role in Personal Life.
- Examples of ethical behavior in societal and professional contexts.

September 2024:

Topics:

- Ethical Dilemmas: Meaning, Nature, and Common Examples.
- Ethical Decision-Making:
 - Steps: Identifying the problem, Considering options, Evaluating consequences, Making decisions.

October 2024:

Topics:

- Challenges in Institutions: Ragging, Mental Health Issues, and Need for Counseling.
- Conflict Resolution and Peaceful Protests.
- Promoting Ethical Practices in Institutions.

November 2024:

Topics:

- Recap: Human Values, Ethics, Integrity, Ethical Decision-Making, and Institutional Challenges.
- Application of Values and Ethics to Real-Life Scenarios.

Course Outcomes

By the end of this course, students will:

1. Demonstrate a comprehensive understanding of the importance of human values and ethics in their personal and professional lives.
2. Develop critical thinking skills to assess how family, society, and educational institutions shape human values and ethics.
3. Apply human values and ethics to real-life settings and address ethical challenges prevalent in institutions.

Reference Books

1. Prof. D.R. Kiran: Professional Ethics and Human Values
2. A Textbook on Professional Ethics and Human Values (2007). New Age International (P) Limited.
3. Prof. A.R. Aryasri and Dharanikota Suyodhana: Professional Ethics and Morals, Maruthi Publications.
4. A. Alavudeen, R. Kalil Rahman, and M. Jayakumaran: Professional Ethics and Human Values, Laxmi Publications.
5. P.S.R. Murthy: Indian Culture, Values, and Professional Ethics

LESSON PLAN 2024-2025

SUBJECT- DBMS (BCA 2nd Sem)

Faculty- Ms Ritu Sharma

February 2025	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, Test, assignments and Doubt class
March 2025	Database Management System (DBMS), Components of DBMS Environment, DBMS Functions and Components, DBMS users, Advantages and Disadvantages of DBMS, Data Models Records- based Data Models, Object-based Data Models, Physical Data Models and Conceptual Modeling. Entity-Relationship Model – Entity Types, Entity Sets, Attributes Relationship Types, Relationship Instances and ER Diagrams
April 2025	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. Database System Architecture – Three Levels of Architecture, External, Conceptual and Internal Levels, Schemas, Mappings and Instances.
May 2025	Concurrency control techniques, locking, Timestamp, validation concurrency Techniques, database recovery techniques , Recovery technique based on immediate update,shadow paging, Test, assignments and Doubt class

SUBJECT-Data Structure (BCA 2nd Sem)

FACULTY: MS Ritu Sharma

February 2025	Data Structure definition, Data type vs. data structure, Categories of data structure, Data structure operations, Applications of data structures, Algorithms complexity and time-space tradeoff, Big-O notation, Strings Introduction, String operations, Pattern matching algorithms, Test
March 2025	Array introduction, Linear arrays, Representation of linear array in memory, Traversal, Insertions, Deletion in an array, Multidimensional arrays, Parallel arrays, Sparse matrix, searching techniques, sorting techniques, Linked List Introduction, Array vs. linked list, Representation of linked lists in memory, assignment
April 2025	Traversal, Insertion, Deletion, Searching in a linked list, Header linked list, Circular linked list, Stack Introduction, Array and linked representation of stacks, Operations on stacks, Applications of stacks, Queues Introduction, Array and linked representation of queues, Test and assignment
May 2025	Operations on queues, Deques, Priority Queues, Applications of queues. Tree Introduction, Definition, Representing Binary tree in memory, traversing binary trees, Traversal algorithms using stacks. Application of binary Tree, Graph Introduction, Graph theory terminology, representation of Graphs, Shortest Path problem, Doubt class

LESSON PLAN 2024-25 (EVEN SEM)
MDC

Subject: Fundamentals of Web Technologies(BA (P) IIND SEM, B.COM(P) IIND SEM)

Faculty: SEEMA

Course Outcomes:

By the end of this course, students will be able to:

1. Understand Web Technologies – Explain the evolution of WWW, web clients, servers, browsers, HTTP, URLs, and search engines.
2. Develop and Host Websites – Plan, design, and host websites with proper content, graphics, and domain names.
3. Create Web Pages with HTML – Use HTML for structuring web pages with links, tables, forms, and layouts.
4. Style Web Pages with CSS – Apply CSS for text styling, layouts, positioning, and advanced design features.
5. Build Functional Websites – Integrate HTML & CSS to create and publish responsive, well-structured websites.
6. Prepare for Advanced Web Development – Gain a foundation for JavaScript, UX/UI design, and modern web technologies.

FEB 2025	Introduction to Web Technologies (Unit I) Introduction to Internet and WWW, Evolution and History of WWW Web Pages and Contents, Web Clients, Web Servers, Web Browsers HTTP (Hypertext Transfer Protocol), URLs Searching and WebCasting Techniques, Search Engines and Search Tools, Scripting Languages
MARCH 2025	Web Publishing and Website Development (Unit II & Start of Unit III) Hosting Websites, Internet Service Providers Planning and Designing a Website, Content Authoring, Web Graphics Design Web Programming, Steps for Developing a Website, Choosing Content, Home Page, Domain Names Introduction to Markup Languages (HTML & DHTML)
APRIL 2025	Web Development with HTML (Unit III) HTML Document Features, Basic HTML Elements, Creating Links, Headers, Text Styling Text Structuring, Text Color and Background, Formatting Text Page Layouts, Ordered and Unordered Lists, Inserting Graphics Table Creation and Layouts, Frame Creation and Layouts, Working with Forms and Menus
MAY 2025	CSS and Final Revisions (Unit IV) Introduction to CSS, Features, Core Syntax, Types, Style Sheets and HTML Style Rule Cascading and Inheritance, Text Properties, CSS Box Model Normal Flow Box Layout, Positioning, and Other Useful Style Properties Features of CSS3 + Revision & Practice

Lesson Plan 2024-2025 (Odd Semester)

Subject : Human Values and Ethics (VAC)

Class- BA 1 (Pass), BCA 1, BA ENG (H)1

Faculty Name- Ms. Seema

July 2024: Introduction to Human Values and Ethics

Topics:

- Overview of the course structure.
- Definitions and Types of Values: Personal, Social, and Cultural.
- Core Values and their significance.
- Ethics: Definition, Ethics vs Values, Importance of Ethics.

August 2024:

Topics:

- The Role of Ethics in Society.
- Integrity: Meaning and Role in Personal Life.
- Examples of ethical behavior in societal and professional contexts.

September 2024:

Topics:

- Ethical Dilemmas: Meaning, Nature, and Common Examples.
- Ethical Decision-Making:
 - Steps: Identifying the problem, Considering options, Evaluating consequences, Making decisions.

October 2024:

Topics:

- Challenges in Institutions: Ragging, Mental Health Issues, and Need for Counseling.
- Conflict Resolution and Peaceful Protests.
- Promoting Ethical Practices in Institutions.

November 2024:

Topics:

- Recap: Human Values, Ethics, Integrity, Ethical Decision-Making, and Institutional Challenges.
- Application of Values and Ethics to Real-Life Scenarios.

Course Outcomes

By the end of this course, students will:

1. Demonstrate a comprehensive understanding of the importance of human values and ethics in their personal and professional lives.
2. Develop critical thinking skills to assess how family, society, and educational institutions shape human values and ethics.
3. Apply human values and ethics to real-life settings and address ethical challenges prevalent in institutions.

Reference Books

1. Prof. D.R. Kiran: Professional Ethics and Human Values
2. A Textbook on Professional Ethics and Human Values (2007). New Age International (P) Limited.
3. Prof. A.R. Aryasri and Dharanikota Suyodhana: Professional Ethics and Morals, Maruthi Publications.
4. A. Alavudeen, R. Kalil Rahman, and M. Jayakumaran: Professional Ethics and Human Values, Laxmi Publications.
5. P.S.R. Murthy: Indian Culture, Values, and Professional Ethics

LESSON PLAN 2024-25 (EVEN SEM)

MDC

SUBJECT- DIGITAL ELECTRONICS (BA(P), B.COM, B.SC(Med.) IIND SEM)

FACULTY- MS HEMA JANDSALAR

COURSE OUTCOMES:

CO1: Outline the general concepts and terminology related to logic gates, logic families, combinational and sequential circuits.

C02: Discuss the basic analog/digital components and their interconnections in logic families and circuits.

C03: Apply different methods/techniques to design various digital circuits.

C04: Analyze day-to-day problems and industrial problems for their solutions using digital circuits.

C05: Contrast different types of digital circuits and their designing methods

FEBRUARY 2025	Information Representation: Number Systems, Binary Arithmetic, Fixed-point and Floatingpoint representation of numbers, BCD Codes, Error detecting and correcting codes Character Representation - ASCII, EBCDIC, Unicode
March 2025	Binary Logic: Boolean Algebra, Boolean Theorems, Boolean Functions and Truth Tables, Canonical and Standard forms of Boolean functions, Simplification of Boolean Functions — Venn Diagram, Karnaugh Maps.
April 2025	Digital Logic: Introduction to digital signals, Basic Gates and their implementation — NAND, NOR, Other Gates - AND, OR, NOT, Universal Gates - XOR, XNOR etc. NAND, NOR, AND-OR-INVERT and OR-AND-INVERT implementations of digital circuits, Combinational Logic — Characteristics, Design Procedures, analysis procedures, Multilevel NAND and NOR circuits.
May 2025	Combinational Circuits: Half-Adder, Full-Adder, Half-Subtractor, Full-Subtractor, Parallel binary adder/subtractor, Encoders, Decoders, Multiplexers, Demultiplexers, Comparators, Code Converters, BCD to Seven-Segment Decoder.

LESSON PLAN 2024-25 (EVEN SEM)

SEC

SUBJECT- ADVANCED SPREADSHEET TOOLS (BA(P), BCA II ND SEM)

FACULTY- MS HEMA JANDSALAR

COURSE OUTCOMES:

- **Create and format spreadsheets**
- **Do the basic formatting of spreadsheet and apply formulas in a spreadsheet**
- **Create charts and protect worksheets**
- **Implement various spreadsheet tools practically.**

FEBRUARY 2025	Manage Workbook Options and Settings: Create Worksheets and Workbooks, navigate in Worksheets and Workbooks, Format Worksheets and Workbooks, Customize Options and Views for Worksheets and Workbooks, Configure Worksheets and Workbooks for Distribution Apply Custom Data Formats and Layouts: Apply Custom Data Formats and Validation, Apply Advanced Conditional Formatting and Filtering, Create and Modify Custom Workbook Elements
March 2025	Create Tables: Create and Manage Tables, Manage Table Styles and Options, Filter and Sort a Table.
April 2025	Constructors and Destructors: Introduction, Parameterized Constructors, Multiple Constructors in A Class, Constructors with Default Arguments, Dynamic Initialization of Objects, Copy Constructors, Dynamic Constructors, Const Objects, Destructors. Operators Overloading: Definition, Unary and Binary Overloading, Rules for Operator Overloading. Inheritance: Defining Derived Classes, Types of Inheritance, Constructors and Destructors in Derived Classes.
May 2025	Pointers: Pointer to Objects, This Pointer, "New" and "Delete" Operators, Virtual Function, Friend Functions. Opening, Closing A File, File Modes, File Pointers and Their Manipulation, Sequential Input and Output Operations, Updating A File, Random Access, and Error Handling During File Operations, Command Line Arguments.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

1st SEMESTER

Name of the Paper: Introduction To Tourism & Travel Management Subject Code: 21 BTM 101 Maximum Marks : 100 (70 External + 30 Internal)		
Up To August 31st	Meaning, definition, characteristics, importance and types of Tourism. Elements & Components of Tourism. Tourism products typology & features. Tourism as an industry.	Assignment I
Up To September 30th	Explaining of the terms- Tour, Tourist, Visitor, Traveler, Excursionist, Leisure, Pleasure, Recreation, Resources, Attraction, Infrastructure, Superstructure & Hospitality. W.T.O. classification of Tourists and its significance. Problem and Prospects of Tourism.	Class Test-I
Up To October 31st	Factors influencing the growth of Tourism: push & pull forces. Travel Motivations and travel barriers. Approaches to the study of Tourism. Career opportunities in Travel Trade.	Assignment II
Up To November 20th	Tourism through ages. Linkages of tourism with other industries. Impacts of tourism (Economic, Socio-cultural, and Environmental both positive and negative).	Class Test-II
Up To November 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO1: To Explain the meaning, definition, components and typology of tourism.

CO2: To Apply key tourism-related terms in the hospitality industry with classifications and problems & prospects.

CO3: To evaluate factors influencing tourism growth, barriers, approaches and career opportunities.

CO4: To Identify linkages of tourism with other industries and diverse impacts of Tourism.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

1st SEMESTER

Name of the Paper: Transport Services in Tourism Subject Code: 21 BTM 102 Maximum Marks : 100 (70 External + 30 Internal)		
Up To August 31st	Concept, typology & History of different modes of Transportation. Factors affecting the development of different modes of transport. Road Transport & Tourism: Resources & infrastructure of road transportation. Merits & demerits of road transportation.	Assignment I
Up To September 30th	Growth and development of Railway Transport in India: Resources & infrastructure of railway transportation. Merits & demerits of railway transportation. Major Railways in India: especially emphasis on Tourist Luxury Trains & Toy Trains.	Class Test-I
Up To October 31st	Airlines & Tourism: Resources & infrastructure of air transportation. Merits & demerits of air transportation. Potential of Cruise Tourism in India. Role of ports in tourism promotion.	Assignment II
Up To November 20th	Contribution of NHAI, IRCTC, DGCA, & Travel Apps in growth & promotion of Travel & Tourism. Significance of EURO Train for travel trade growth in Europe.	Class Test-II
Up To November 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO1: To understand the concept, typology, history of different transportation modes and role of organizations.

CO2: To analyze the resources, infrastructure, and role of road transportation in tourism.

CO3: To evaluate the development of railway transport in India, including tourist luxury and toy trains.

CO4: To assess the role of air transportation, cruise tourism, and technology in promoting travel and tourism.

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025**

1st SEMESTER

Name of the Paper: Tourism Resources of India-I (Natural) Subject Code: 21 BTM 103 Maximum Marks : 100 (70 External + 30 Internal)		
Up To August 31st	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 September 30th	The Northern Mountains: General introduction of the Himalayas & other ranges, their importance for religious, hill station & adventure tourism. A case study of Sri Nagar, Darjeeling & Gangtok.	Class Test-I
Up To October 31st	The Central Plains: General introduction of deserts & central plains. Their Importance for cultural, religious & adventure tourism. A case study of Amritsar, Delhi, Kolkata.	Assignment II
Up To November 20th	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, Chennai.	Class Test-II
Up To November 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO1: To understand India's geography, climate, and their impacts on tourism.

CO2: To Analyze natural vegetation and wildlife tourism potential in India.

CO3: To evaluate the tourism importance of India's mountains, plains, peninsulas, coasts, and islands.

CO4: To Apply knowledge from case studies to understand unique tourism offerings in India.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

1st SEMESTER

Name of the Paper: Customer Relationship Management Subject Code: 240/TTM/MIC 101 Maximum Marks : 50 (35 External + 15 Internal)		
Up To August 31st	Customer Relationship Management in Tourism – Definition & concept of CRM, Components of CRM, Understanding the goal of CRM Objectives of a CRM Process; 4 C's of CRM Process. Need for CRM in hospitality and tourism sector.	Assignment I
Up To September 30th	Advantages of CRM system. Types of customers. Customer acquisition and retention. Importance of customer service skills. The influence of the internet and CRM. CRM in Marketing – Building Service Aspirations - Consumer Behavior in Service Encounters.	Class Test-I
Up To October 31st	Customer Service and Technology: Customer Expectations. Automating consumer Communication. Embracing new technology to serve travel customers. Protect resolve customer's interests, – Managing Customer relationships: CRM development team, Types and Causes of Service Quality Gaps and strategies to those gaps.	Assignment II
Up To November 20th	CRM IMPLEMENTATION: Framework for Implementing CRM & 5 Phases of CRM Winning customer loyalty and dealing with difficult customers: Four steps in delivering exceptional service	
Up To November 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO1: To Define the concept of CRM, its components, goals, and objectives in the context of the hospitality and tourism sector.

CO2: To explain the 4 C's of the CRM process, the importance of customer service skills, and the influence of the internet and technology on CRM in tourism marketing.

CO 3: To analyze customer expectations, the role of technology in automating customer communication, and strategies to manage customer relationships and resolve service quality gaps.

CO4: To evaluate the framework and phases for effective CRM implementation, and develop approaches to build customer loyalty and handle difficult customers in the tourism industry.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

1st SEMESTER

Name of the Paper: Introduction to Travel and Tourism Management Subject Code: 240/TTM/MDC 101 Maximum Marks : 75 (50 External + 25 Internal)		
Up To August 31st	Meaning, definition, characteristics, importance, and types of Tourism. Elements & Components of Tourism. Tourism products typology & features. Tourism as an industry.	Assignment I
Up To September 30th	Explaining of the terms- Tour, Tourist, Visitor, Traveler, Travel, Transfer, Sightseeing, Excursionist, Leisure, Pleasure, Recreation, Resources, and Attraction & Hospitality. W.T.O. classification of Tourists and its significance. Problem and Prospects of Tourism.	Class Test-I
Up To October 31st	Factors influencing the growth of Tourism: push & pull forces. Travel Motivations and travel barriers. Approaches to the study of Tourism. Career opportunities in Travel Trade.	Assignment II
Up To November 20th	Tourism through ages. Linkages of tourism with other industries. Impacts of tourism (Economic, Socio-cultural, and Environmental both positive and negative).	Class Test-II
Up To November 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO1: To Explain the meaning, definition, and types of tourism.

CO2: To Identify and describe different tourism products and tourist classifications.

CO 3: To Apply key tourism-related terms in the hospitality industry.

CO4: To evaluate factors influencing tourism growth and career opportunities.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

1st SEMESTER

Name of the Paper: English Language and Communication: Level- 1 Subject Code: 240/TT M/AEC 101 Maximum Marks : 50 (35 External + 15 Internal)		
Up To August 31st	Unit I: Theory and Types of Communication Verbal and Non-Verbal Communication	Assignment I
Up To September 30th	Unit II: Workplace and Interpersonal Communication Introducing Oneself, Introducing Others, Making Requests, Offering Help, Congratulating, Making Enquiries and Seeking Permission	Class Test-I
Up To October 31st	Unit III: Importance of Listening Skills and their types Barriers to Effective Listening and how to overcome them Note-taking Techniques to capture the main ideas	Assignment II
Up To November 20th	Revision	Class Test-II
Up To November 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO 1: The students will learn various types of verbal and non-verbal communication.

CO 2: They will understand the importance of interpersonal communication on workplaces and different ways of behaviour and communication.

CO 3: They will comprehend the importance of listening skills and its types.

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025**

1st SEMESTER

Name of the Paper: Application of Computer in Tourism Subject Code: 240/TTM/SEC 101 Maximum Marks : 75 (50 External + 25 Internal)		
Up To August 31st	Introduction to Computers: Introduction to Computer: Classification, Generations, Characteristics & Limitations, And Application of Computer in Tourism Industry.	Assignment I
Up To September 30th	Introduction to Computer Hardware's: Components of Computers – Hardware: Hardware elements – input, storage, processing & output devices. Block diagram of computer.	Class Test-I
Up To October 31st	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 November 20th	Introduction to Internet and ICT: Introduction to Internet and ICT & its significance 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 easemytrip.com, Make my trip.com, and goibibo.com.	Class Test-II
Up To November 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able: - After completing the course, students will be able:

CO1: To understand the classification, generations, characteristics, limitations, and applications of computers in the tourism industry.

CO2: To analyze the components of computer hardware, including input, storage, processing, and output devices, as well as the block diagram of a computer.

CO3: To apply the knowledge of different types of software, including system, application, and utility software, as well as the basics of MS Office applications (Word, Excel, and PowerPoint) in the tourism industry.

CO4: To evaluate the significance of the internet and ICT in the tourism industry, including successful online tourism business models, online tourism services and benefits, and case studies of popular tourism websites.

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025**

1st SEMESTER

Name of the Paper: Environmental Studies Subject Code: 240/TTM/ VAC 101 Maximum Marks : 50 (35 External + 15 Internal)		
Up To August 31st	Basic concepts: Environment- definition and significance; habitat and ecological niche; biosphere; atmosphere; lithosphere and hydrosphere. Factors affecting environment: Abiotic factors- light, temperature, humidity, topography, Sources of energy: Renewable and non-renewable sources.	Assignment I
Up To September 30th	Ecosystem: Definition types and functions; energy flow- food chains, food webs, trophic structure: concept of productivity. Biogeochemical Cycles: Hydrological, gaseous and sedimentary cycles. Biological invasion and its impacts on environment.	Class Test-I
Up To October 31st	Concept of population, population density, natality, mortality, carrying capacity, growth forms. Human population: National and international concerns, Indian efforts to control the growing population; Sustainable development.	Assignment II
Up To November 20th	Environmental pollution: Air Pollution; Water pollution; Soil pollution; Noise pollution; Plastic pollution and Marine pollution. Solid waste management; Ozone depletion; Global warming and climate change.	Class Test-II
Up To November 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO 1: Gain in depth knowledge on natural processes and resources that sustain life and govern economy.

CO 2: Understand the consequences of human actions on the web of life and quality of life.

CO 3: Develop critical thinking for shaping strategies (Scientific, social, economic and legal) for environmental protection.

CO 4: Explain sustain development, its goal, targets, challenges and strategies for sustainable development.

LESSON PLAN 2024-2025

Odd Semester 3rd Semester

Course Title

Dates / Months	Cabin Crew Management (DSC) 70+30=100
UNIT 1 <u>July 2024</u> 1 st – 21 st July 22 th Onwards	Admission Commencement of classes for All – New/Old Orientation with New Students Introduction to Cabin Crew Management: Overview of Cabin. Crew Role and Responsibilities. Historical Evolution of Cabin Crew in Aviation.
UNIT 1 <u>August 2024</u>	Importance of Customer Service and Passenger Satisfaction. Aviation Regulations and Safety: International Civil Aviation Organization (ICAO) Regulations, Aircraft Layout, Emergency Exits, and Safety Equipment. Pre-Flight Briefings and Safety Demonstrations
UNIT 2	Passenger Service and Interaction: Effective Communication Techniques Handling Passenger Inquiries and Requests. Dealing with Difficult Passengers and Conflict Resolution. Presentation of first unit,
UNIT 2 <u>September 2024</u>	Cabin crew Teamwork and Communication Collaboration with Flight Crew and Ground Staff Effective Communication within the Cabin Crew Team Coordinating Tasks and Responsibilities During Flights.
UNIT 3	Cabin Crew Grooming and Presentation. Personal Grooming and Uniform Standards. Professional Appearance and Personal Hygiene. Maintaining a Positive attitude.
UNIT 3 <u>October 2024</u>	Familiarization with Aviation Vocabulary Understanding Commonly Used Terms in Aviation Communication Emergency Situations and First Aid. Emergency Procedures and Evacuations First Aid Training and Medical Emergencies Fire Safety and Use of Firefighting Equipment.
UNIT 4	In-Flight Services and Catering: In-Flight Service Routines and Techniques. Meal Distribution and Catering Coordination. Handling Special Requests and Dietary Requirements Security and Crisis Management,
UNIT 4 <u>November 2024</u>	Security Protocols and Threat Recognition ,Responding to Security Incidents and Unruly Passengers Crisis Management Procedures and Communication Handling Challenging Situations Strategies for Managing Disruptive Passengers Dealing with Medical Emergencies and Emotional Passenger

Course Outcome: Students will be able to understand the diverse roles and responsibilities of cabin crew members in ensuring passenger safety, service excellence, and smooth flight operations. They will be able to Gain a comprehensive understanding of the aviation industry's structure, regulations, and the vital role of cabin crew within it. Students will acquire in-depth knowledge of aviation safety regulations, Emergency protocols, and the ability to respond effectively to various onboard emergencies. They will be able to Develop excellent communication skills, customer service, and interpersonal skills to provide passengers with exceptional in- flight experiences.

Odd Semester**Course Title**

Dates / Months	Geography of Tourism (DSC) 70+30=100
UNIT 1 <u>July 2024</u> 1 st – 21 st July 22 th Onwards	Admission Commencement of classes for All – New/Old Orientation with New Students Concept, scope and contents of geography of Tourism.
UNIT 1 <u>August 2024</u> UNIT 2	Fundamentals of Geography. Importance of Geography in Tourism. Tourism Models. Concept, typology & importance of maps. Latitude, Longitude & International Date Line. Presentation of first unit, Assignment of first unit
UNIT 2 <u>September 2024</u> UNIT 3	Regional distribution of temperature. Climatic regions of the world. Indian Geography: Physical features of Indian Subcontinent & their tourist attractions.
UNIT 3 <u>October 2024</u>	Climatic conditions prevailing in India: Diversity in the unity of Indian Monsoon Climate, factors influencing the climate of India with climatic regions of India. Drainage system of India. Physical features of USA, Brazil,
UNIT 4 <u>November 2024</u>	France and Australia as a tourism resource along with Map work

Course Outcome

- Student will be able to understand fundamentals of Geography, climatic regions of world and International Date Line.
- To understand the importance and scope of geography in tourism.
- Get awareness about the Political and Physical features of World Geography
- Students will be able to acquire the knowledge about Physical and Political features of Indian Geography and to apply the knowledge of climatic conditions prevailing in India in designing tour itineraries.

Odd Semester**Course Title**

Dates / Months	Tourism Resource of India-III (Cultural) (DSC) 70+30=100
UNIT 1 <u>July 2024</u> 1 st – 21 st July 22 th Onwards	Admission Commencement of classes for All – New/Old Orientation with New Students Concept of Culture, The Characteristic Features of Indian Culture- Preservation and Conservation of Monuments and Culture.
UNIT 1 <u>August 2024</u> UNIT 2	Unity in Diversity: Physical variations, Climate, Diversity of races, Different Languages, Variety in Religions, Diversity in the Society. Relationship of Culture and Tourism with Special Reference to India Buddhist Architecture: Ajanta, Ellora & Sanchi, Hindu Architecture: Important parts of the Temples, Types of Temples (Nagara, Dravida & Vesara Style), Khajuraho Temples, Sun Temples of Konark,
UNIT 2 <u>September 2024</u> UNIT 3	Shore Temple of Mamallapuram & Brihadisvara Temple of Thanjavur, Medieval Architecture: Taj Mahal, Red Fort of Delhi, Fatehpur Sikri of Agra & Qutab Minar of Delhi, Modern Architecture: Parliament House, New Delhi, Lotus Temple, Birla Mandir, New Delhi, Gateway of India, Mumbai, Museums. Dance: Natya, Nritya, Nritya, Varieties: Bharatnatyam, Kuchipudi, Kathakali, Kathak, Manipuri, Mohiniattam, Odissi, Nautanki, Bhangra, Ghumar,
UNIT 3 <u>October 2024</u>	Music: Swapta Swaras, Ragas, Bhajan, Kirtan, Hindustani and Karnataka Music, Various Instruments used in Music: Wind, Percussions & Stringed. Handicrafts Significance of Fairs & Festivals, Ganesh Chaturthi, Diwali, Dussehra, Durga Puja
UNIT 4 <u>November 2024</u>	Pongal, Navroze, Buddha Purnima, Bihu, Surajkund Craft Fair, Mango Festival Delhi, Desert Festival Jaisalmer.

Course Outcome :

- Gain the Knowledge and Skills to Identify Cultural Tourism Products of India
- Students comes to know that Culture plays an Important Role in the Promotion of Tourism.

Odd Semester**Course Title**

Dates / Months	Tourism Organization & Association (VOC) 70+30=100
UNIT 1 <u>July 2024</u> 1 st – 21 st July 22 th Onwards	Admission Commencement of classes for All – New/Old Orientation with New Students Tourism Organizations and their significance in tourism growth
UNIT 1 <u>August 2024</u>	Types, Role and Functions of State, national and international tourism organization in tourism growth.
UNIT 2	International tourism organizations; United Nations World Tourism Organization (UNWTO): organization, Objectives, functions of UNWTO; World Travel & Tourism Council
UNIT 2 <u>September 2024</u>	(WTTC): structure, committees, events and functions. International Air Transport Association (IATA): membership, Activities, Events, Committees
UNIT 3	National Tourism Organizations: Structure, Objectives, Functions Of Ministry of Tourism, Indian Tourism Development Corporation (ITDC)
UNIT 3 <u>October 2024</u>	Tourism finance corporation of India, Government schemes: PRASAD, SWADESH DARSHAN, DEKHO APNA DESH ETC. Structure, objectives committee functions Of Travel Agents Association of India (TAAI):
UNIT 4 <u>November 2024</u>	Indian Association of Tour Operators (IATO): Association of domestic tour operators (ADTOI) Federation of Hotel & Restaurant Associations of India (FHRAI)

Course Outcome

- Gain the Knowledge of the role and functions of national and International Organizations in Tourism Growth.
- Students will be able to learn how Various Tourism Organizations are efficiently managing the tourism activities worldwide in tourism and hospitality sector.

Odd Semester**Course Title**

Dates / Months	Human Resource Management (MDC) 70+30=100
Unit 1 <u>July 2024</u> 1 st – 21 st July 22 th Onwards	Admission Commencement of classes for All – New/Old Orientation with New Students Cencept of HRM and HRD
Unit 1 <u>August 2024</u>	Role of HR practitioner; managing the HR function; scope of HRM, contemporary issues inHRM Job, role and competence analysis; human resource planning; recruitment and selection;
UNIT 2 Unit 2 <u>September 2024</u>	Induction; redundancy, outplacement and dismissal; maintenance and welfare activities – employee health and safety, fatigue and welfare activities
Unit 3 <u>October 2024</u>	Executive development and its techniques Career management; transfer and promotion Aims, components, factor influencing employee compensation; internal equity,
Unit 4 <u>November 2024</u>	external equity and individual worth; pay structure; incentive payments, performance appraisal; 360 degree feedback.

Course Outcome:

1. Understand the role and importance of Human Resource Management in Hospitality and Tourism Industry-. They will also be able to recognize the challenges faced by HRM in Hospitality and Tourism Industry.
2. Gain the knowledge about the selection and recruitment procedure used by companies in Industry and also understand the importance of induction, outplacement and welfare facilities provided by the employer to its employees.
3. Acquire the knowledge regarding training and development methods and importance of transfers and promotion.
4. To apply the knowledge pertaining to compensation and performance appraisal methods in theIndustry.

Odd Semester**Course Title**

Dates / Months	Customer Relationship Management in Tourism (AEC) 50
<u>Unit 1</u> <u>July 2024</u> 1 st – 21 st July 22 th Onwards	Admission Commencement of classes for All – New/Old Orientation with New Students Customer Relationship Management in Tourism – Definition & concept of CRM
<u>Unit 1</u> <u>August 2024</u> UNIT 2	Components of CRM, Understanding the goal of CRM Objectives of a CRM Process; 4 C's of CRM Process. Need for CRM in hospitality and tourism sector Advantages of CRM system. Types of customers. Customer acquisition and retention. Importance of customer service skills.
<u>Unit 2</u> <u>September 2024</u> UNIT 3	The influence of the internet and CRM . CRM in Marketing – Building Service Aspirations - Consumer Behavior in Service Encounters. Customer Service and Technology: Customer Expectations. Automating consumer Communication. Embracing new technology to serve travel customers.
<u>Unit 3</u> <u>October 2024</u>	Protect customer's interests, – Managing Customer relationships: CRM development team, Types and Causes of Service Quality Gaps and strategies to resolve those gaps. CRM IMPLEMENTATION: Framework for Implementing CRM & 5 Phases of CRM
<u>Unit 4</u> <u>November 2024</u>	Winning customer loyalty and dealing with difficult customers: Four steps in delivering exceptional service

Course Outcome

After understanding this subject student will be able to cultivate the effective and efficient customer relationship ability. They will understand the needs in adoption of CRM in the tourism industry. Students will be able to understand how to develop customer relationship based on the customer expectations. Students will be trained in successful handling of various types of customers and their preferences and accordingly able to plan for the quality services.

Course Title: Field Trip (SEC) Internship/Dissertation 50+50=100

The students will go for a destination in Haryana or Delhi only at their own as per his/her convenience. After visiting the destination, the student will submit a detailed report. The submitted report will be evaluated by an external examiner followed by a viva voce examination.

The Field Tour Report should include the following

- Detailed Tour Itinerary
- Brief about the Destination
- Various Attractions of the Destination
- Costing Details
- USP of the Destination
- Learning from the Visit

Course Outcome

- It helps students gain firsthand information regarding Destination/Event/Travel Company
- It helps them to see their future place in working world.
- It helps the students to build their own itineraries and do the costing
- It helps to understand the do's and don'ts of the destination/event

BTTM 5Th Semester is on Industrial Training for 6 months.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2025-2026

7th SEMESTER

Name of the Paper: Research in Tourism Subject Code: 21 BTM 701 Maximum Marks : 100 (80 External+20 Internal Marks)		
1-21 July Admission		
22nd July to August 21st	Unit-I 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
22nd August to September 21st	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.	Class Test-I
22nd September to October 16th	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
17th October to November 15th	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
16th to 20th November	Presentations	

Course Outcomes: - After completing the course, students will be able:

1. The ability to understand and integrate research methodologies and their appropriateness to particular issues faced by tourism organizations.
2. The ability to identify research questions relevant to the tourism industry.
3. The ability to critically evaluate research undertaken by others and determine its relevance and value.
4. The ability to present research findings in relevant and innovative ways to suit a particular audience

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2025-2026**

7th SEMESTER

Name of the Paper: Event Management Subject Code: 21 BTM 702 Maximum Marks : 100 (80 External+20 Internal)		
1-21 July Admission		
22nd July to August 21st	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
22nd August to September 21st	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.	Class Test-I
22nd September to October 16th	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
17th October to November 15th	Financial Management of Events, Staffing, Leadership. Safety and Security: Occupational Safety and Health, Incident Reporting, Crowd Management and Evacuation.	Class Test-II
16th to 20th November	Presentations	

Course Outcomes: - After completing the course, students will be able:

1. To help students get acquainted with the meaning, concept, types and implications of the event management and to enlighten them about the skills required for a good event planner.
2. To enable the students to understand the concept and design of event, elements of events and to make aware the students about event infrastructure and negotiating contract with event organizer.
3. To provide the students the first- hand knowledge about the nature and process of event marketing and promotion
4. To develop the understanding regarding financial management of events and to make aware the students regarding various safety and security consideration or crowd management and evacuation in events.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2025-2026

7th SEMESTER

Name of the Paper: Travel Documentation Subject Code: 21 BTM 703 Maximum Marks : 100 (80 External+20 Internal marks)		
1-21 July Admission		
22nd July to August 21st	Passport Passport, requirements, checklists, types, changes, procedure, tatkal scheme And fees, passport act and penalties under section 12 (1) B	Assignment I
22nd August to September 21st	Rules and regulations about eligibility, quantum and documentation required for Travel out of India Foreign Exchange Management Act, Basic Travel Quota, and Foreign Exchange for Business Visits Travel into India Foreign Currency, Indian Currency, Process for Encashment of Foreign Currency.	Class Test-I
22nd September to October 16th	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
17th October to November 15th	Destinations Tourist visa for New Zealand and Australia Tourist Visa for Europe Tourist Visa of USA & Canada.	Class Test-II
16th to 20th November	Presentations	

Course Outcomes: - After completing the course, students will be able:

1. To develop the knowledge and understanding about passport
2. To develop the knowledge on foreign currency and its uses and management in tourism industry and various rules and regulations regarding foreign currency
3. To develop the knowledge about VISAS
4. To develop the knowledge about Documents requirements for some destinations

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2025-2026**

7th SEMESTER

Name of the Paper: One Day Industrial visit/Event visit/Nearby attraction visit Subject Code: 21 BTM 704 Maximum Marks : 100 (80 External+20 Internal marks)		
1-21 July Admission		
22nd July to August 21st	Detailed Tour Itinerary • Brief about the Destination/Event/Travel Company Visited.	Assignment I
22nd August to September 21st	Various Attractions of the Destination/Event/Departments of the Travel Company • Transportation Details	Class Test-I
22nd September to October 16th	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
17th October to November 15th	Costing Details • USP of the Destination/Event/Travel Company. Learning from the Visit	Class Test-II
16th to 20th November	Presentations	

Course Outcomes: - After completing the course, students will be able:

1. It helps students gain firsthand information regarding Destination/Event/Travel Company
2. Helps them to see their future place in working world.
3. This helps the students to build their own itineraries and do the costing
4. Helps to understand the do's and don'ts of the destination/event.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2025-2026

7th SEMESTER

Name of the Paper: International Tourist Destinations Subject Code: 21 BTM 705 Maximum Marks : 100 (80 External+20 Internal marks)		
1-21 July Admission		
22nd July to August 21st	International tourism of India, patterns and Characteristics of major tourist generating countries & Tourist. Factors affecting global and Regional tourist movements, demand forecasting and its significance.	Assignment I
22nd August to September 21st	Tourist Attractions of Singapore, Malaysia, Thailand, and China.	Class Test-I
22nd September to October 16th	Tourist Attractions of Dubai(UAE), Australia, USA and Canada	Assignment II
17th October to November 15th	Tourist Attractions of Switzerland, France, United Kingdom, Maldives.	Class Test-II
16th to 20th November	Presentations	

Course Outcomes: - After completing the course, students will be able:

1. To make the students aware about the various destinations located in Far East
2. To enable students to understand about the various destinations located in Africa and Middle East region
3. To help students get acquainted with knowledge of various destinations located in Europe
4. To provide student the knowledge about the tourist destination located in Americas Region

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2025-2026**

7th SEMESTER

Name of the Paper: Writing Skills & Travel Media Subject Code: 21 BTM 706 Maximum Marks : 100 (80 External+20 Internal marks)		
1-21 July Admission		
22nd July to August 21st	Travel Media: Concept, Importance and Characteristics. Role of Digital Travel Media- Case Study of Incredible India, Rajasthan, Kerala, Madhya Pradesh & Dubai. Career opportunities in Travel Media.	Assignment I
22nd August to September 21st	Introduction of Social Media, Types, Characteristics. Role of Social Media: Facebook, What's App, Twitter, Instagram etc. in promotion of Travel & Hospitality Industry, Merits & Demerits of Social Media. Skills required for becoming a travel blogger & Food Critics.	Class Test-I
22nd September to October 16th	Creative Writing: Concept, Skills, Significance. Skills for writing Electronic Communication like: e-mail to Govt., Customers, tourism vendors and employees for different operational work. Writing Skills for Travel Reportage in NEWS Paper, Magazines and e-magazines.	Assignment II
17th October to November 15th	Laws and Ethics for Travel Writing/Travel Blogger & Travel Publicity. Role of Travel Advertisement in the promotion of Tourism & Hospitality Industry. Brochure/ Leaflet designing, Strategies for Travel Advertisement.	Class Test-II
16th to 20th November	Presentations	

Course Outcomes: - After completing the course, students will be able:

1. To understand concept, importance and characteristics of Travel Media.
2. To understand the role of Social Media with its merits & demerits.
3. To study the concept, Skills, Significance of creative writing for budding travel professionals.
4. To enhance the students' knowledge about the Laws and Ethics for Travel Writing.

EVEN SEMESTER
DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

2nd SEMESTER

Name of the Paper: Travel Agency & Tour Operation Subject Code: 240/TTM/CC 201 Maximum Marks : 100 (70 External + 30 Internal)		
Up To January 31st	Unit-I: Travel Agency: History, growth, definition, types, functions and present status of Travel agency, Organizational structure and working of travel agency, Differentiation between travel agency and tour operation business. Source of Income in Travel Trade: commission, service charges and mark up on tours.	Assignment I
Up To February 28th	Unit-II: Travel Agents: Definition, types, rights and duties of travel agent. Tour Operators: Types of tour operators, role of tour operators, Functions, rules for recognition of tour Operators. Practical Exercise and basic requirements in setting up a travel agency and tour Operation unit.	Class Test-I
Up To March 31st	Unit-III: 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. Itinerary Planning and Their costing and communicating with clients and principles.	Assignment II
Up April 20th	Unit-IV: The Tour Guide and Tour escort: concept, types, aims, qualities, skills importance, the seven sins of guide. Conducting Tours: Pre tour planning, During Tour, post Tour. Dealing traveler with Special needs, dealing with questions, handling emergencies	Class Test-II
Up To April 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO.1: Understand the history, types, and current status of travel agencies, including their organizational structure and operations.

CO.2: Differentiate between travel agencies and tour operations, explain the approval process for travel agencies in India, and define the rights and duties of travel agents.

CO.3: Apply knowledge of travel agency functions to create tour packages and identify sources of income for travel agents.

CO.4: Evaluate types of tour operators, recognize their roles, and outline the basic requirements for establishing a travel agency or tour operation unit.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

2nd SEMESTER

Name of the Paper: Introduction to Hotel Management Subject Code: 240/TTM/CC 202 Maximum Marks : 100 (70 External + 30 Internal)		
Up To January 31st	Accommodation: concept, types and typologies. Linkage and significance with relation to tourism. Emerging dimensions of accommodation industry: Heritage hotels, Motels, Resort properties, Home stays, Caravans and Time share establishments.	Assignment I
Up To February 28th	Hotel & Hoteling: Origin, Growth and diversification. Concept & definition of hotel & Hospitality. Classification, registration & gradation of hotels. Types of Rooms & meal plans of a standard Hotel. Process of hotel/room booking.	Class Test-I
Up To March 31st	Departments in a standard Hotel. Functions and responsibilities of the various departments of a standard hotel or other catering outlets: Bars, Restaurants, Fast Food Chains & in Flight Catering. License, Permits and Guidelines required in running a hotel.	Assignment II
Up To April 20th	Leading multinational hotel chains operating in India. Public sector in hoteling business: Role, Contribution & Performance. Fiscal & non-fiscal incentives available to hotel industry in India. Contribution of Online Catering services/agencies in growth & development of travel & tourism sector. A case study of any three star V/S five star hotels situated in Delhi (NCR) as Hospitality destination/Accommodation units.	Class Test-II
Up To April 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO 1: To understand the concept, types, and significance of accommodation in tourism, applying knowledge to identify emerging trends in the industry.

CO 2: To analyze the historical growth of the hospitality industry, categorize hotels based on classification and gradation, and describe the booking processes involved.

CO 3: To Apply knowledge of hotel operations to manage various departments effectively and acquire necessary licenses and permits for hotel operations.

CO 4: To evaluate the economic impact of multinational hotel chains in India, assess their contributions to the hospitality sector.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

2nd SEMESTER

Name of the Paper: Tourism Resources of India-II (Heritage) Subject Code: 240/TTM/CC 203 Maximum Marks : 100 (70 External + 30 Internal)		
Up To January 31st	Concept, Typology & Features of Heritage. Role of Mauryas, Guptas & Medieval Period for Tourism development in India. World Heritage Sites of India. World Heritage Convention 1972, Process of listing on World Heritage Sites.	Assignment I
Up To February 28th	World Cultural Heritage Sites of India: Cultural Heritage Sites of Maharastra (Ajanta Caves, Ellora Caves, Elephanta Caves, Chhatrapati Shivaji Terminus). Cultural Heritage Sites of Uttar Pradesh (Red Fort Agra, Taj Mahal & Fatehpur Sikri). Cultural Heritage Sites of Delhi (Red Fort Complex, Humayu's Tomb & Qutub Minar, Qutub Minar Complex with Qubbat-ul Islam Mosque). Cultural Heritage Sites of Orissa and Goa (Sun Temple Konark and Churches & Convents of Goa).	Class Test-I
Up To March 31st	World Cultural Heritage Sites of India: Cultural Heritage Sites of Gujrat (Champaner-Pavagadh Archaeological Park, Rani-Ki-Vav, Historic City of Ahmadabad & Dholavira: A Harappan City). Cultural Heritage Sites of Madhaya Pardesh (Buddhist Monuments at Sanchi, Khajuraho Group of Monuments & Rock Shelters of Bhimbetka). Cultural Heritage Sites of Tamil Nadu (Great Living Chola Temples & Group of Monuments at Mahabalipuram). Cultural Heritage Sites of Karnataka (Group of Monuments at Hampi & Pattadakal).	Assignment II
Up To April 20th	World Natural & Mixed Heritage Sites of India (Great Himalayan National Park, Kaziranga National Park, Keoladeo Ghana National Park, Manas Wildlife Sanctuary, Nanda Devi & Valley of Flowers National Park, Sunderbans National Park, Western Ghats and Khangchendzonga National Park). Indian Mountains Railways as a Cultural Heritage Sites. Heritage Management & its significance in Tourism. Role of UNESCO & ASI for Heritage conservation & preservation.	Class Test-II
Up To April 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO 1: To Understand the concept and features of heritage, and the contributions of the Mauryas, Guptas, and medieval periods to tourism in India.

CO 2: To Analyze India's UNESCO World Heritage Sites, focusing on cultural sites in Maharashtra, Uttar Pradesh, Delhi, Odisha, Goa, Gujarat, Madhya Pradesh, Tamil Nadu, and Karnataka.

CO 3: To apply knowledge of India's natural heritage sites like National Parks and mountains to promote sustainable tourism practices.

CO 4. Evaluate the significance of heritage management and the roles of UNESCO and the Archaeological Survey of India (ASI) in conserving and preserving India's heritage for tourism.

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025**

2nd SEMESTER

Name of the Paper: Retail Management Subject Code: 240/TTM/MIC 201 Maximum Marks : 50 (35 External + 15 Internal)		
Up To January 31st	Retailing- Concept, functions of a retailer, Retail as a career. Retail in India- Evolution, changes in the retail sector, Challenges to retail development in India.	Assignment I
Up To February 28th	Theories of Retail Development- Theories of retail development, Airport Retailing, Services retailing.	Class Test-I
Up To March 31st	Understanding the Retail Consumer and Servicing - Need for Studying Consumer Behavior, The Customer Decision-Making process, C R M in Retail.	Assignment II
Up To April 20th	Retail store operations; servicing the retail customers; supply chain management in retailing.	
Up To April 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO1: To Explain retailing concepts and functions of retailers.

CO2: To analyze the evolution and changes in India's retail sector.

CO3: To apply theories of retail development travel and tourism business.

CO4: To Implement retail store operations and optimize supply chain management in retailing.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

2nd SEMESTER

Name of the Paper: Tour Package Management & Destinations Subject Code: 240/TTM/MDC 201 Maximum Marks : 75 (50 External + 25 Internal)		
Up To January 31st	Travel Agency and Tour Operator: 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. Itinerary preparation, travel Retailing and operations, preparation of tour packages, source of Income-commission, service charges and mark up on tours.	Assignment I
Up To February 28th	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. Itinerary Planning and Their costing and communicating with clients and principles.	Class Test-I
Up To March 31st	Tourism resources of Himachal Pradesh, Rajasthan and Leh-Laddakh with accessibilities & accommodation facilities along with itineraries and Map work.	Assignment II
Up To April 20th	Tourist Attractions of USA, Switzerland and England with accessibilities & accommodation facilities along with itineraries. VISA process for USA & Canada.	Class Test-II
Up To April 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO1:- To Design and develop effective itineraries for various tourist circuits, considering essential requirements and challenges.

CO2:- To Formulate and design package tours, considering seasonality, target market, and budget, and classify and market tour packages effectively.

CO3:-To calculate tour costs and prices, considering various factors and ethical issues, and prepare cost sheets for different types of tours.

CO4:- To operate package tours efficiently, confirming and reconfirming arrangements, distributing customized itineraries, and following standard procedures for pickup, drop, check-in, and check-out.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

2nd SEMESTER

Name of the Paper: English Language and Communication: Level- II Subject Code: 240/TTM/AEC 201 Maximum Marks : 50 (35 External + 15 Internal)		
Up To January 31st	Unit I: Sounds in English Language Phonetic symbols and their understanding through a dictionary (Oxford Advanced Learner's Dictionary) Transcribing one and two syllable words in English (*For Blind Students: Develop a story from the given general topic)	Assignment I
Up To February 28th	Unit II: Developing Fluency in Speaking Skills Speech Making: Expository Speech, Argumentative Speech Dialogues, Role Plays and Group Discussions	Class Test-I
Up To March 31st	Unit III: Proper use of Punctuation and Capitalization	Assignment II
Up To April 20th	Unit IV: Introduction to Tenses	Class Test-II
Up To April 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: - After completing the course, students will be able:

CO 1: The students will be introduced to the phonetics and syllables in English

CO 2: They will learn various components of speaking skills and their use in communication.

CO 3: They will be able to apply punctuation and capitalization rules in Practical life

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025**

2nd SEMESTER

Name of the Communications in Tourism Paper: Business Subject Code: 240/TTM/SEC 201 Maximum Marks : 75 (50 External + 25 Internal)		
Up To January 31st	Communication: Types & Process: 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. Role of 7C's for Effective Communication. Barriers to Communication & how to overcome on them.	Assignment I
Up To February 28th	Written Communication: Business report, business representation, formal letter Drafting effective letter, formats, style of writing.	Class Test-I
Up To March 31st	Speeches: Drafting, a speech, presentation, Personal grooming, Extempore, Introducing yourself. Etiquettes & manners: Social, Business, Dining & Travel.	Assignment II
Up To April 20th	Presentation skills, Seminars skills role – play interview skills, Interpersonal Skills Dealing with seniors, colleagues, juniors, customers, suppliers, contract workers, owners etc. at work place.	Class Test-II
Up To April 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: After completing the course, students will be able:

CO1: To Understand Communication Types and Processes.

CO2: To Analyze Communication Barriers and Strategies.

CO3: To Apply Skills in Written and Oral Communication.

CO4: Evaluate Presentation and Interpersonal Skills.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

2nd SEMESTER

Name of the Paper: Vales and Ethics Subject Code: 240/TTM/ VAC 201 Maximum Marks : 50 (35 External + 15 Internal)		
Up To January 31st	Unit-I Human Values: Definitions & Types of Values: personal, social, and cultural, Core Values. Ethics: Definition, Ethics vs. Values. Importance of Ethics, The Role of Ethics in Society. Integrity: Meaning and its role in personal life.	Assignment I
Up To February 28th	Unit-II Ethical Dilemma: Meaning and Nature, Common Ethical Dilemmas. Ethical Decision Making: Meaning & Steps in Ethical Decision Making: identifying the problem, considering options, evaluating consequences, making a decision.	Class Test-I
Up To March 31st	Unit-II Challenges for ethical practices in institutions: Ragging, suicide and need for educational counseling, violence and peaceful protest, conflict resolution.	Assignment II
Up To April 20th	Revision	Class Test-II
Up To April 30th	Doubts/ Problems/ Revision of Selected Topics	Presentations

Course Outcomes: After completing the course, students will be able:

CO1: Students will demonstrate a comprehensive understanding of the importance of human values and ethics in their personal lives and professional career.

CO2: Students will develop critical thinking abilities to assess how family, society, and educational institutions shape the incorporation of human values, clarifying their individual roles in fostering moral development.

CO3: Students will be able to apply human values and ethics in real life settings and will be able to deal with the ethical challenges prevalent in the institutions.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

4th SEMESTER
BTTM (NEP) 2023 Onwards (GUG)
LESSON PLAN 2024-2025

Even Semester

Dates / Months	Eco Tourism (70/30) 100 Marks
UNIT 1 <u>January 2025</u>	Emergence of Ecotourism, concept and definitions, growth and development. Ecotourism principles, profiling the eco tourists, Mass and alternative tourism, potential benefits from ecotourism, Eco-tourism in India Problems and proposed solutions
UNIT 2 <u>February 2025</u>	Eco Tourism Resources in India: National Parks, Wild life sanctuaries, Tiger reserves, Biosphere reserves, wetlands, coralreefs, desert ecotourism. Eco tourism activities and their impacts on eco-tourism resources specially on wild life water based tourism resources and Mountains.
UNIT 3 <u>March 2025</u>	National Tourism Policy: Guidelines for ecotourism development for government, for developers and operators, for visitors and for host population, Eco safe practices Case Studies, eco-tourism trends issues and challenges. Role of National and international agencies in promoting Eco tourism, (UNWTO, IUCN, WWF) The International Ecotourism society (TIES) and its work to promote eco-tourism in the world.
UNIT 4 <u>April 2025</u>	Eco Tourism and Development: Community awareness and participants Contribution of ecotourism in environmental Conservation: -- Socio-cultural conservation and economic conservation. Carrying capacity assessment and management for eco-tourism. Emerging trends in Eco tourism

Learning Outcomes:

After the completion of the course the students will be able to:

- 1: Gain the Knowledge about ecotourism concept, principles and significance.
- 2: To obtain information regarding various Eco Tourism Resources in India and how to manage ecotourism sites.
- 3: Get awareness about the Guidelines provided for ecotourism development for government, for developers and operators, for visitors and for host population and be familiar with the model ecotourism projects.
- 4: Recognize the environmental, socio-cultural and economic conservation through ecotourism and be aware of Community participation in ecotourism

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

4th SEMESTER

Dates/Months	Adventure Tourism-I (Land) (70/30) 100 Marks
UNIT 1 <u>January 2025</u>	Explaining of the terms: Risk, Disaster, Rock Climbing, Rapling, Artificial Wall Climbing, Hiking, Camping, Nature Walks, ATV Tours, Sherpa, Road head, Tree line, Snowline, BMC, AMC, map reading, Flag-Off & Flag-Inceremony. Definition, Scope and Nature of Land Based Adventure Tourism. Land based adventure tourism resources.
UNIT 2 <u>February 2025</u>	Soft/hard trekking & Mountaineering: Concept, history, tools & equipment's, popular tourist destinations, seasons and basic minimum safety standards for land based adventure tourism related activities. Indian Mountaineering Foundation (IMF): Functions, Rules for mountain expeditions, cancellation of permits and bookings. Land Based Adventure Tourism in India-Facilities offered; issues and considerations.
UNIT 3 <u>March 2025</u>	Skiing, Desert Safaris & Car Rallies: Concept, history, tools & equipment's, popular tourist destinations, seasons and basic minimum safety standards for land-based adventure tourism related activities. Land Based adventure tourism: Products and infrastructure.
UNIT 4 <u>April 2025</u>	Land based adventure activities: Motivations and involved potential risks with its management. Popular domestic destinations of land-based adventure tourism. Land Based Adventure tourism: Organizations and training institutes in India.

Learning Outcomes:

- 1: The students gain the knowledge about 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.).
- 2: The students gain the knowledge about Basic minimum standards for land based adventure tourism related activities - Land based; Mountaineering, Trekking, Knowledge of Tools and equipment 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
- 3: The students gain the knowledge about 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).
- 4: The students will gain knowledge about 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 opportunity.

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025**

4th SEMESTER

Even Semester

Dates/Months	Tourism Resource of India- IV (Religious) (70/30) 100 Marks
UNIT 1 <u>January 2025</u>	Religious Tourism: Concept, Definition and Significance, Trends and Pattern in Religious tourism in India, Strategies to Promote Pilgrimage Tourism in India, Impacts of Pilgrimage Tourism. Problems and Prospects of Religious Tourism in India
UNIT 2 <u>February 2025</u>	Hinduism: Main Teachings & Philosophy, Buddhism: Main Teachings & Philosophy, Jainism: Main Teachings & Philosophy
UNIT 3 <u>March 2025</u>	Islam: Main Teachings & Philosophy, Christianity: Main Teachings & Philosophy, Sikhism: Main Teachings & Philosophy
UNIT 4 <u>April 2025</u>	Hinduism: Four Dhams: Badrinath, Rameshwaram, Puri and Dwarka, Varanasi, Mathura Vrindavan, Haridwar, Vaishno Devi, Allahabad and Tirupati, Buddhism: Bodh Gaya, Sarnath, Jainism: Mount Abu, Palithana, Islam: Ajmer, Christianity: Goa, Sikhism: Amritsar.

Learning Outcomes:

- 1: Students will be able to gain the knowledge of various types of relations between religion & tourism.
- 2: The knowledge acquired during the course creates the knowledge through which the students can evaluate the cultural heritage of a region.
- 3: Students will develop a marketing plan for a religious destination.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

4th SEMESTER

Dates/Months	Entrepreneurship in Tourism (70/30) 100 Marks
UNIT 1 <u>January 2025</u>	Entrepreneur: An overview; Meaning, Functions, Types of Entrepreneurs, Factors influencing the development of entrepreneurs, Its importance and characteristics of a good entrepreneur.
UNIT 2 <u>February 2025</u>	Development of Entrepreneurship, Stages in Entrepreneurship Process, Functions, Classification. Stages of Evolution; Theories of Entrepreneurship: Schumpeter's Theory, Peter Duckers Theory and Mc. Cleland's Theories,
UNIT 3 <u>March 2025</u>	Community Entrepreneurship: Communities promoted entrepreneurship in India, Role of entrepreneurs in economics development of a country, Entrepreneurship & its barriers in India, Financial institutions
UNIT 4 <u>April 2025</u>	Role of Small Scale Industry : Definitions, Characteristics, Need and Objectives, Scope, Role of SSI, Advantages of SSI, Different Policy of SSI, Government Supports for SSI during Five-Year Plans, Impact of Liberalization, Privatization, and Globalization, Effect of WTO/GATT.

Learning Outcome

1: After reading this subject's student will be able to understand the concept of Entrepreneurship, process to become entrepreneur in tourism and hospitality industry. They will be able to understand the barrier to entrepreneurship in India, role of SSI in the development of entrepreneurship, Government support for SSI.

DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025

4th SEMESTER

Dates/Months	Retail Management in Tourism (50 Marks Internal)
UNIT1 <u>January 2025</u>	Retailing- Concept, functions of a retailer, Retail as a career. Retail in India- Evolution, changes in the retail sector, Challenges to retail development in India.
UNIT 2 <u>February 2025</u>	Theories of Retail Development- Theories of retail development, Airport Retailing, Services retailing.
UNIT 3 <u>March 2025</u>	Understanding the Retail Consumer and Servicing - Need for Studying Consumer Behavior, The Customer Decision-Making process, C R M in Retail.
UNIT 4 <u>April 2025</u>	Retail store operations; servicing the retail customers; supply chain management in retailing

Learning Outcomes:

After the completion of the course students will be able to:

- 1: Understand the role and importance of Retail Management - They will also be able to recognize the challenges faced by Retail development in India.
- 2: Gain the knowledge about the Models and Theories of Retail Industry.
- 3: Acquire the knowledge regarding consumer behavior, Decision making process and CRM
- 4: To apply the knowledge pertaining to operation and servicing in Retail Industry.

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025**

4th SEMESTER

Even Semester

Date/Month	Cross Cultural Tourism Management (50 Marks Internal)
UNIT 1 <u>January 2025</u>	Foundational Concepts: Self-Directed Emotional Learning for Empathy and Kindness (SEEK), UNESCO, Youth, SDG 4.7, SEL, Empathy, Compassion, Mindfulness, Emotions and Emotional Regulation.
UNIT 2 <u>February 2025</u>	Self-Cultivation: Calming Body and Mind, High, Low, And Resilient Zone, Ethical Mindfulness, Mindfulness Components, Heedfulness, Emotional Awareness, Forest Fire Analogy, Self-Compassion.
UNIT 3 <u>March 2025</u>	Relating to Others: Impartiality and Common Humanity, Compassion and Generosity, Unconscious Attitudes or Stereotypes, Forgiveness and Gratitude, Naikan Practice, Empathic Concern, Affective Empathy, Cognitive Empathy, Compassion, Components of Compassion.
UNIT 4 <u>April 2025</u>	Engaging in Systems: Appreciating Interdependence, Violence, Power, Engaging with Discernment, Peace, Compassionate Integrity, Ethical Decision Making.

Learning outcomes:

- 1: To define key SEEK concepts (empathy, compassion, mindfulness, emotional regulation).
- 2: To explain the importance of self-cultivation for emotional intelligence.
- 3: To show empathy and compassion towards others.
- 4: To evaluate how to engage with systems for peaceful and compassionate outcomes

**DEPARTMENT OF TOURISM
GOVT. COLLEGE, SECTOR 9, GURUGRAM
SESSION 2024-2025**

6th SEMESTER

Even Semester

Course Title – 21BTTM601

Dates / Months	Eco Tourism (80/20(100 marks).
UNIT 1 <u>January 2025</u>	Emergence of Ecotourism, concept and definitions, growth and development. Ecotourism principals, profiling the eco tourists, Mass and alternative tourism, potential benefits from ecotourism.
UNIT 2 <u>February 25</u>	Eco Tourism Resources in India: National Parks, Wild life sanctuaries, Tiger reserves, Biosphere reserves, wetlands, coral reefs, desert ecotourism
UNIT 3 <u>March 25</u>	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
UNIT 4 <u>April 25</u>	Eco Tourism and Development: Community awareness and participation Contribution of ecotourism to environmental Conservation: Socio-cultural conservation and economic conservation

Learning Outcomes:

After the completion of the course the students will be able to:

- 1. Gain the Knowledge about ecotourism concept, principles and significance.**
- 2. To obtain information regarding various Eco Tourism Resources in India and how to manage ecotourism sites.**
- 3. Get awareness about the Guidelines provided for ecotourism development for government, for developers and operators, for visitors and for host population and be familiar with the model ecotourism projects.**
- 4. Recognize the environmental, socio-cultural and economic conservation through ecotourism and be aware of Community participation in ecotourism**

Even Semester

Course Title - 21BTTM602

Dates / Months	Itinerary Planning & Tour Packaging Management (80/20(100 marks).
UNIT 1 <u>January 2025</u>	Itinerary Planning & Development: Meaning, Importance and Types of Itinerary - Resources and Steps for Itinerary Planning - Do's and Don'ts of Itinerary Preparation Presentation of first unit.
UNIT 2 <u>February 25</u>	Developing Package Tour: Tour Formulation and Designing Process, Importance of tour Packaging, Classifications of Tour Packages on the basis of operation, Components of Package Tours, Pre Tour Management, Tour Operation, and Post Tour Management. Power point presentations on eco tourism resources.
UNIT 3 <u>March 25</u>	Concept of Costing - Types of Costs, Components of Tour Cost - Preparation of Cost Sheet - Tour Pricing - Calculation of Tour Price, Costing of tour packages of FIT, GIT and Inbound Tours.
UNIT 4 <u>April 25</u>	Operation of Package Tour: Confirmation of Tour, Creation of Docket/ File, Issue of Tour Vouchers, Reconfirmation with Airlines, Hotel & Ground Service Providers, Distributing Customized Itinerary to Tour Leader, Guide, Driver & Transporter, Standard Procedures for Pickup and Drop, Check-in and Check-out in the Hotel Revision

Learning Outcomes

After the completion of the course the students will be able to:

1. Gain the knowledge of Itinerary Planning & Development.
2. To acquire the skills to design & develop the package tours.
3. To develop the competencies related to do the costing of various kinds of tour packages.
- 4. To develop the competencies related to the operational aspects of tour packaging**

Even Semester

Course Title - 21BTTM603

Dates / Months	Airline Ticketing 80/20 100 marks
UNIT 1 <u>January 25</u>	Airlines 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 Presentation of first unit, Assignment of first unit
UNIT 2 <u>February 25</u>	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. Class Test
UNIT 3 <u>March 25</u>	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. General limitations on Indirect Travel, Mixed Class journey, around the world fares (RTW) special fairs, MCO, PTA and Universal air travel plan
UNIT 4 <u>April 25</u>	Airlines Reservation System – CRS- Comparative study of different CRS SYSTEM Revision and class test

Learning Outcomes

After the completion of the course the students will be able to:

- 1. Gain the knowledge of flying time calculation and structure of aviation industry at national and global level**
- 2. To acquire the skills of e-ticketing and fare calculation.**
- 3. To enhance the competencies of the students in travel documentation and formalities**
- 4. To acquire the skill for operating Global Distribution Systems like Galelio and Amadeus.**

Dates / Months	Impacts of Tourism 80/20 (100 Marks)
UNIT 1 <u>January 2025</u>	Understanding Environment, Impacts - Meaning and Types, Global Impacts Economic Impacts: National and, Local, Carrying Capacity, Assignment
UNIT 2 <u>February 25</u>	Social Impact of Tourism Cultural Impact, Artisans and Craft production Class Test
UNIT 3 <u>March 25</u>	Environmental Impacts- Wild life, Islands and Beaches, Hills and Mountains Power point presentations
UNIT 4 <u>April 25</u>	Political Impacts- Ethics and Legislation, Sustainable Development- EIA Class Test and revision

Learning Outcomes

1. Students will be able to identify a number of global environmental problems and explain the principles, theories and application of environmental management in the hospitality industry.
2. Students will be able to analyze and evaluate the reasons why environmental management is increasingly important in the hospitality industry. Students will critically assess and evaluate different environmental program memes in EMS.
3. Students will also be able to recognize and analyze the operational constraints and legal obligations surrounding environmental performance in the hospitality industry.
4. Students will be able to interpret environmental theory and critically apply it to a case study project. Students will be able to communicate and react proactively to the stakeholders in the tourism industry in the areas of environmental management.

Dates / Months	Domestic and Heritage Tourism 80/20 (100 Marks)
UNIT 1 <u>January 25</u>	Domestic tourism in India, patterns and Characteristics of major tourist generating states & Tourist. Factors affecting global and Regional tourist movements, demand forecasting and its significance. Assignments on various topics.
UNIT 2 <u>February 25</u>	Case studies of Rajasthan, Himachal Pradesh, Uttarakhand, Jammu & Kashmir. Power point presentations
UNIT 3 <u>March 25</u>	Case studies of Kerala, Maharashtra, Madhya Pradesh & Golden Triangle. Seminar and class test
UNIT 4 <u>April 25</u>	Heritage of India: Maurya, Guptas, Medieval Period, Western & Southern Dynasties World Heritage Sites of India, Heritage Management & its significance in Tourism. Revision

Course Outcome

- 1. To enhance knowledge about the domestic destination of India.
- 2. The Case study approach will enhance the core components knowledge about Rajasthan, Himachal Pradesh, Uttarakhand, Jammu & Kashmir, Kerala, Maharashtra, Madhya Pradesh & Golden Triangle.
- 3. Different dynasties, World heritage sites of India with its management and significance will enrich the students' knowledge.
- 4. Itinerary making of selected states help the students in acquainting the comprehensive domestic destination knowledge.

8th Semester is Industrial Training for 6 months

Department of Commerce, GC Sec-9, Gurugram

Class: Bcom Pass Final(Sec-)

Paper: Taxation Law

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Rebate & Relief of tax
Week 2	computation of Total income
Week 3	Practical Questions
Week 4	Tax liability of individuals
Week 5	Practical Questions
	Topic to be Covered (Feb 24)
Week 1	Filing and Filing of return (ITR - I and II)
Week 2	Assessment of Hindu Undivided Families
Week 3	Practical Questions
Week 4	Assessment of Firms
Week 5	Practical Questions
	Topic to be Covered (March 24)
Week 1	Assessment of Association of Persons & Practical Questions
Week 2	Income Tax authorities & their powers
Week 3	Procedure for assessment
Week 4	Deduction of Tax at Source (TDS)
Week 5	Holi Break
	Topic to be Covered (April 24)
Week 1	Recovery & refund of tax
Week 2	Appeals & revision
Week 3	Penalties, offences & prosecution
Week 4	Revision
Week 5	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: Bcom Hons Final

Paper: Income Tax

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Rebate & Relief of tax
Week 2	computation of Total income
Week 3	Practical Questions
Week 4	Tax liability of individuals
Week 5	Practical Questions
	Topic to be Covered (Feb 24)
Week 1	Filing and Filing of return (ITR – I and II)
Week 2	Assessment of Hindu Undivided Families
Week 3	Practical Questions
Week 4	Assessment of Firms
Week 5	Practical Questions
	Topic to be Covered (March 24)
Week 1	Assessment of Association of Persons & Practical Questions
Week 2	Income Tax authorities & their powers
Week 3	Procedure for assessment
Week 4	Deduction of Tax at Source (TDS)
Week 5	Holi Break
	Topic to be Covered (April 24)
Week 1	Recovery & refund of tax
Week 2	Appeals & revision
Week 3	Penalties, offences & prosecution
Week 4	Revision
Week 5	Revision

Head of Department

Signature of Teacher

Govt. College, Sec 9, Gurugram

Lesson Plan: January 2024-April 2024

Class: B. Com (Pass) 2nd Semester

Paper: Business Management

Name of the Assistant Professor:

Jan. 2024	
	Topic Covered
Week 1	Staffing: concept, nature and scope, Matching job and people
Week 2	Recruitment and Selection
Week 3	Training of employees-methods and techniques
Week 4	Motivation-concept, Theories-Maslow, Herzberg
Week 5	Motivation theory-McGregor and test
Feb. 2024	
	Topic Covered
Week 1	Motivation - Quchi and other theories
Week 2	Financial and Non-Financial Incentives
Week 3	Leadership: concept and Leadership styles
Week 4	Leadership Theories and test
Week 5	Communication Concept, Nature and assignment
March 2024	
	Topic Covered
Week 1	Types and Process, Barriers and Remedies
Week 2	Control: Concept, Process and test
Week 3	Control Techniques, Effective Control System and test
Week 4	Management of Change: Concept and Nature
Week 5	Process of Planned Change: Resistance to Change and assignment
April 2024	
	Topic Covered
Week 1	Emerging Horizons of management in a changing environment
Week 2	Revision
Week 3	Revision
Week 4	Revision
Week 5	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: Bcom Pass Final(Sec-)

Paper: Auditing

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Auditing; meaning, scope, types, difference between accounting and auditing
Week 2	Objectives, importance and limitations
Week 3	Audit Process and Audit Programme
Week 4	Internal control and Internal check
Week 5	Internal Audit
	Topic to be Covered (Feb 24)
Week 1	Routine checking and Vouching,
Week 2	Verification of assets
Week 3	Verification of liabilities,
Week 4	Valuation of assets & liabilities
Week 5	Qualification, Appointment of company Auditors,
	Topic to be Covered (March 24)
Week 1	Powers, duties and liabilities of Auditor
Week 2	Presentations
Week 3	Audit of depreciation and reserve
Week 4	Divisible profits & dividends
Week 5	Holi Break
	Topic to be Covered (April 24)
Week 1	Audit Report : Meaning, objectives
Week 2	contents and types of Audit Report
Week 3	Investigation : Meaning, Nature and objectives.
Week 4	Revision
Week 5	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: Bcom Hons Second Year

Paper: Auditing

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Auditing; meaning, scope, types, difference between accounting and auditing
Week 2	Objectives, importance and limitations
Week 3	Audit Process and Audit Programme
Week 4	Internal control and Internal check
Week 5	Internal Audit
	Topic to be Covered (Feb 24)
Week 1	Routine checking and Vouching,
Week 2	Verification of assets
Week 3	Verification of liabilities,
Week 4	Valuation of assets & liabilities
Week 5	Qualification, Appointment of company Auditors,
	Topic to be Covered (March 24)
Week 1	Powers, duties and liabilities of Auditor
Week 2	Presentations
Week 3	Audit of depreciation and reserve
Week 4	Divisible profits & dividends
Week 5	Holi Break
	Topic to be Covered (April 24)
Week 1	Audit Report: Meaning, objectives, contents and types of Audit Report
Week 2	Investigation: Meaning, Nature and objectives
Week 3	Tax audit, Management audit and Cost audit, Relevant Auditing and Assurance Standards (AASs)
Week 4	Revision
Week 5	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: Bcom Pass Final(Sec -)

Paper: Financial Mangement

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Nature and scope of Financial Management
Week 2	Approaches and objectives of Financial Management
Week 3	Working Capital meaning, nature, significance and estimation
Week 4	Management of Cash and Marketable Securities
Week 5	Management of Receivables
	Topic to be Covered (Feb 24)
Week 1	Cost of capital
Week 2	CAPM Approach and numerical sums
Week 3	Capitalisation Over Capitalisation and Under Capitalisation
Week 4	Leverage Analysis
Week 5	Practical Questions
	Topic to be Covered (March 24)
Week 1	EBIT-EPS analysis
Week 2	Capital Structure Meaning and determinants
Week 3	Theories of Capital Structure
Week 4	Assignment and Presentation
Week 5	Holi Break
	Topic to be Covered(April 24)
Week 1	Dividend Policy
Week 2	Modigliani and Miller Approach
Week 3	Test
Week 4	Revision
Week 5	Revision

Head of Department

Signature of Teacher

Govt. College, Sec 9, Gurugram
Lesson Plan: Jan. 2024 to April 2024

Class: B. Com (Pass) 2nd Semester

Paper: Financial Accounting— B

Name of the Assistant Professor: Kavita Dua

Jan. 2024	
Week	Topic Covered
Week 1	Meaning, Terms and characteristics of Hire Purchase system, Difference between HPP and C.O.D. 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 by different methods
Week 3	Transfer of asset to third party, Sale of asset by Hire purchaser and Numerical problems
Week 4	Second method: Asset accrual method
Week 5	Goods of small value, Preparation of Hire purchase trading account and Numerical problems
Feb. 2024	
Week	Topic Covered
Week 1	Stock and debtor system in HPP and Numerical problems
Week 2	Branch Accounts, Meaning, types and its methods, Debtors method and numerical problems
Week 3	Final account method, Stock and debtor system and test
Week 4	Independent branches, Incorporation entries in the books of head office by different methods, Special transaction between head office and branch, Inter branch transaction and foreign branch
Week 5	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 with its solved illustrations, Inter departmental transactions with its solved illustrations
March 2024	
Week	Topic Covered
Week 1	Dissolution of Partnership firm: Meaning, modes and accounting procedure of dissolution firm and Numerical problems
Week 2	Insolvency of partner, Rule of Garner vs Murray with its solved illustrations and test
Week 3	Joint venture accounts, Joint venture accounting treatment and assignment
Week 4	Accounting treatment of maintaining Joint venture methods, Joint bank methods with its solved illustrations
Week 5	Half break
April 2024	
Week	Topic Covered
Week 1	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
Week 2	Royalty accounts, Meaning, types, difference between rent and royalty, Important terms of royalty, Royalty in connection with mines and illustration
Week 3	Recoupment of each year's short working and practical problems
Week 4	Sub lease with its solved illustrations accounting records in connection with oil wells
Week 5	Royalty in connection with brick making and patents and revision

Head of Department


Signature of Teacher

Govt. College, Sec 9, Gurugram
Lesson Plan: January 2024-April 2024

Class: B. Com (Pass) 2nd Semester

Paper: Business Management— A

Name of the Assistant Professor: *Kavita Dua*

Jan. 2024	
	Topic Covered
Week 1	Staffing: concept, nature and scope, Matching job and people
Week 2	Recruitment and Selection
Week 3	Training of employees: methods and techniques
Week 4	Motivation: concept, Theories- Maslow, Herzberg
Week 5	Motivation theory- McGregor and test
Feb. 2024	
	Topic Covered
Week 1	Motivation - Quehi and other theories
Week 2	Financial and Non-Financial Incentives
Week 3	Leadership: concept and Leadership styles
Week 4	Leadership Theories and test
Week 5	Communication Concept, Nature and assignment
March 2024	
	Topic Covered
Week 1	Types and Process, Barriers and Remedies
Week 2	Control: Concept, Process and test
Week 3	Control Techniques: Effective Control System and test
Week 4	Management of Change: Concept and Nature
Week 5	Process of Planned Change: Resistance to Change and assignment
April 2024	
	Topic Covered
Week 1	Emerging Horizons of management in a changing environment
Week 2	Revision
Week 3	Revision
Week 4	Revision
Week 5	Revision

Head of Department

Kavita
 Signature of Teacher

Govt. College, Sec 9, Gurugram

Lesson Plan: January 2024-April 2024


Class: B. Com (Pass) 6th Semester

Paper: International Marketing— A

Name of the Assistant Professor: Kavita Dora

Jan. 2024	
	Topic Covered
Week 1	Nature and Concept; Domestic Vs International Marketing
Week 2	Opportunities and Challenges for marketing in International Environment
Week 3	Foreign market selection and entry modes
Week 4	International product life cycle research
Week 5	International product information's
Feb. 2024	
	Topic Covered
Week 1	Product designing and packaging
Week 2	Pricing process and methods
Week 3	International price quotations and payment terms
Week 4	Channel structure and test
Week 5	Selection decisions and assignment
March 2024	
	Topic Covered
Week 1	Managing channel conflicts
Week 2	Selection and appointment of foreign sales agent and assignment
Week 3	Basic export procedure and documentation and test
Week 4	Methods of International product Promotion
Week 5	Challenges in international advertising
April 2024	
	Topic Covered
Week 1	Media strategy and Web marketing
Week 2	Organizing trade fairs and exhibitions
Week 3	Revision
Week 4	Revision
Week 5	Revision

Head of Department


Signature of Teacher

Govt. College, Sec 9, Gurugram
Lesson Plan: Jan. 2024 to April 2024


Class: B. Com (Pass) 4th Semester

Paper: Corporate Accounting – B

Name of the Assistant Professor: Kavita Dua

Jan. 2024	
	Topic Covered
Week 1	Internal Reconstruction and numerical problems
Week 2	External Reconstruction and Numerical problems
Week 3	Nature of merger and Numerical problems
Week 4	Nature of purchase and Numerical problems
Week 5	Numerical problems and test
Feb. 2024	
	Topic Covered
Week 1	Liquidation of a company -Methods, order of payment
Week 2	Liquidation of a company and its numerical problems
Week 3	Statements of affairs & its Numerical problems and test
Week 4	Financial reporting for financial institutions-objectives, types and policy
Week 5	Financial reporting for financial institutions and its numerical
March 2024	
	Topic Covered
Week 1	Final Accounts of Banking Companies and advantage, format and explanation
Week 2	Final Accounts of Banking Companies and its numerical problems
Week 3	Final Accounts of Banking Companies its numerical problems and test
Week 4	Accounts of Holding Companies—advantages, disadvantages and consolidated balance sheet and assignment
Week 5	Holi break
April 2024	
	Topic Covered
Week 1	Accounts of Holding Companies—pre-acquisition and post-acquisition and its numerical
Week 2	Accounts of Holding Companies—debentures and pref. shares and its numerical
Week 3	Accounts of Holding Companies—and its numerical
Week 4	Revision
Week 5	Revision

Head of Department


 Signature of Teacher

Govt. College, Sec 9, Gurugram
Lesson Plan: Jan. 2024 to April 2024

Class: B. Com (Hons.) 4th Semester

Paper: Statistical analysis with MS Excel

Name of the Assistant Professor: Kavita Dua

Jan. 2024	
	Topic Covered
Week 1	Data collection- Meaning, Experiments and Surveys, Collection of Primary data
Week 2	Questionnaires and schedules
Week 3	Collection of secondary data, selection of appropriate methods of data collection
Week 4	Data preparation process, missing values and outliers
Week 5	Descriptive statistics and steps involved in calculation of descriptive statistics in MS Excel and test
Feb. 2024	
	Topic Covered
Week 1	Mean, Median, mode, range, Standard deviation,
Week 2	skewness, kurtosis
Week 3	Sampling and statistical inference - parameter and statistic and test
Week 4	sampling and non-sampling errors, sampling distribution of mean and proportion, degree of freedom,
Week 5	standard error, central limit theorem
March 2024	
	Topic Covered
Week 1	Testing of Hypothesis with the help of MS Excel
Week 2	hypothesis testing - meaning, types, type 1 and type 2 errors, level of significance, two tailed and one tailed test.
Week 3	Procedure for hypothesis testing for mean, proportion and variance
Week 4	Test of hypothesis and assignment
Week 5	Holi break
April 2024	
	Topic Covered
Week 1	Chi-square test with the help of MS Excel
Week 2	Analysis of variance with the help of MS Excel
Week 3	An introduction to SPSS- coding, graphs, pivot tables, assign weight, missing values etc
Week 4	Revision
Week 5	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Pass) – 6th Semester
Lesson Plan: from Jan. 2024 to April 2024

Nomenclature of the Paper: Cost Accounting II
Name of Faculty : Dr. Shubhra Jain

Jan 2024 Topic to be Covered

Week 1	Process Costing : Introduction & Concept with examples
Week 2	Treatment of Wastage including example
Week 3	Treatment of stock & Inter process profits : with numerical problems
Week 4	Joint and By product with numerical problems
Week 5	Joint and By product with numerical problems & queries session

Feb. 2024 Topic to be Covered

Week 1	Contract Costing : Introduction with workings, Test 1
Week 2	Problem discussion on Contract Costing
Week 3	Escalation clause, Contract near completion, cost plus contract with practicals & job and batch costing.
Week 4	Budgetary Control : Introduction , Limitations ; Forecasts of budgetary Control , classification of budget with numerical problems
Week 5	Query sessions , Assignment 1

March 2024 Topic to be Covered

Week 1	Performance budgeting, zero based budgeting.
Week 2	responsibilities accounting, Standard Costing Introduction
Week 3	Standard Costing: Material Variance Analysis
Week 4	Standard Costing: Labour Variance Analysis , Query sessions
Week 5	,Holi Break

April 2024 Topic to be Covered

Week 1	Marginal Costing: concept with numericals, Decision making with numericals, Assignment 2
Week 2	Cost volume profit analysis with numerical problems
Week 3	Cost volume profit analysis with numerical problems , Test 2
Week 4	Revision & Query sessions
Week 5	Revision & Query sessions

Signature

Nomenclature of the Paper: Cost Accounting Standards & Reporting

Lesson Plan: from Jan. 2024 to April 2024

Jan 2024 Topic to be Covered	
Week 1	Institute of Cost Accountants of India: Introduction, objectives. Cost accounting standard board: Introduction, objectives and functions.
Week 2	Generally accepted cost accounting principles: introduction, conceptual framework, objectives, scope, nature of content and format.
Week 3	Cost Accounting Standards(CAS): need and statutory recognition of CAS. Overall recommendations of B. B. Goyal expert committee.
Week 4	Classification of cost (CAS-1), Overheads (CAS- 3)
Week 5	Material cost (CAS-6), Employee cost (CAS-7)
Feb. 2024 Topic to be Covered	
Week 1	, Direct expenses (CAS -10) , Administrative overheads (CAS-11) , Test 1
Week 2	Repairs and maintenance cost (CAS-12), cost of service cost center (CAS – 13) , Selling and distribution overheads (CAS-15)
Week 3	Depreciation and amortization (CAS – 16) , Research and development costs (CAS-18) , joint costs (CAS-19) , Assignment 1
Week 4	capacity determination (CAS-2), cost of production for captive consumption (CAS-4),
Week 5	Determination of average (equalized) cost of transportation (CAS-5), cost of utilities (CAS-8),
March 2024 Topic to be Covered	
Week 1	packing material cost (CAS-9), pollution control cost(CAS -14)
Week 2	Interest and financing charges (CAS-17) , Royalty and technical know – how fee (CAS- 20) , Quality control (CAS-21)
Week 3	Manufacturing cost (CAS-22).Latest amendments and development in CAS , Assignment 2
Week 4	Cost auditor –appointment, eligibility, remuneration, rights and responsibilities, functions, appointing authorities. , Test 2
Week 5	Holi Break
April 2024 Topic to be Covered	
Week 1	Cost Audit: nature, scope, advantages, genesis, types, relevance, cost audit, difference between cost audit and cost investigation.
Week 2	Cost audit standards : CAS 101 – planning on audit of cost statement, CAS -102 – cost audit documentation , CAS 103 – overall objectives of independent cost auditor , CAS -104 knowledge

8

	of business, its process and the business environment.
Week 3	Cost accounting records, general features of cost accounting records, companies (cost records and audit) rules 2014 , Presentations
Week 4	Presentations & Queries
Week 5	Presentations & Queries

81

Jan 2024 Topic to be Covered	
Week 1	Liquidation of a company : Concept , Notes with examples
Week 2	Liquidation of a company : Numerical Problems - Solutions
Week 3	Financial reporting for financial institutions., Introduction
Week 4	Financial reporting for financial institutions. Numerical Problems - Solutions
Week 5	Problem discussions & Query Sessions
Feb 2024 Topic to be Covered	
Week 1	Internal Reconstruction. Concept , Notes with examples
Week 2	Internal Reconstruction. Numerical Problems - Solutions
Week 3	; External Reconstruction. Concept , Notes with examples ,
Week 4	External Reconstruction. Numerical Problems - Solutions
Week 5	Problem discussions & Query Sessions , Assignment 1
March 2024 Topic to be Covered	
Week 1	Accounts of Holding Companies. Concept , Notes with examples.
Week 2	Accounts of Holding Companies. Numerical Problems. Solutions, Test 1
Week 3	Accounts of Holding Companies. Numerical Problems. Solutions
Week 4	Accounts of Holding Companies. Numerical Problems - Solutions
Week 5	Holi Break
April 2024 Topic to be Covered	
Week 1	Final Accounts of Banking Companies. Concept , Notes with examples.
Week 2	Final Accounts of Banking Companies. Numerical Problems - Solutions, Assignment 2
Week 3	Revision of Unit II
Week 4	Revision of Unit I, Test 2
Week 5	Revision of III & IV

8

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Hons) – 6th Semester
Lesson Plan: from Jan. 2024 to April 2024

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

Jan 2024 Topic to be Covered

Week 1	HRM : Definition; Importance; Objective & Scope
Week 2	HRM: Functions; TQM, BPR
Week 3	HRP : Definition; Nature; Importance; Objective; Factors & Process
Week 4	Qualitative & Quantitative Aspects of HRP
Week 5	HR Analysis & Recent trends in HRP

Feb 2024 Topic to be Covered

Week 1	Recruitment
Week 2	Selection
Week 3	Training
Week 4	Methods of training ,
Week 5	Management Development; Assignment 1, Test 1

March 2024 Topic to be Covered

Week 1	Wage & Theories of wage
Week 2	Methods of wage payment
Week 3	Wage Incentives
Week 4	HRD
Week 5	Holi Break

April 2024 Topic to be Covered

Week 1	Industrial Relations
Week 2	Industrial Relations, Assignment 2
Week 3	Industrial Unrest
Week 4	Revision , Test 2
Week 5	Revision

Sf

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (Hons) – 6th Semester
Lesson Plan: from Jan. 2024 to April 2024

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

Jan 2024 Topic to be Covered

Week 1	Retail Mgmt : Meaning, nature, scope,
Week 2	Retail Mgmt : Importance, growth and present size.
Week 3	Career option in retailing;
Week 4	Technology induction in retailing
Week 5	Future of retailing in India,

Feb 2024 Topic to be Covered

Week 1	Types of Retailing
Week 2	Wheel of retailing , Retail Formats
Week 3	Cash and carry business - Meaning, nature and scope,
Week 4	Retailing models – Franchiser franchisee, directly owned;
Week 5	Wheel of retailing and retailing life cycle; Cooperation and conflict with other retailers. Assignment 1, Test 1

March 2024 Topic to be Covered

Week 1	Management of Retailing Operations
Week 2	Retailing management and "the total performance model
Week 3	Functions of retail management
Week 4	Strategic retail management process
Week 5	Holi Break

April 2024 Topic to be Covered

Week 1	Retail planning - importance and process
Week 2	Developing retailing strategies, objectives, action plans, Assignment 2
Week 3	Pricing strategies and location strategies.
Week 4	Revision , Test 2
Week 5	Revision,,

Sp-

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 6TH SEM

Paper: E-COMMERCE

Lesson Plan: from Jan 2024 to April 2024

JAN 2024	
	Topics to be covered
Week 1	Meaning ,nature, concept
Week 2	Categories of E-commerce
Week 3	Nature and dynamics of internet
Week 4	Designing ,developing
Week 5	deploying the system
FEB 2024	
	Topic to be Covered
Week 1	internet ,
Week 2	IT infrastructure
Week 3	Online payment mechanism
Week 4	Tools for promoting plastic money
Week 5	Laws relating to online transaction
MARCH 2024	
	Topic to be Covered
Week 1	Application in E-commerce
Week 2	Applications in manufacturing
Week 3	Retail and service sector
Week 4	Virtual existence
Week 5	Holi break
APRIL 2024	
	Topic to be Covered
Week 1	Designing on E-commerce
Week 2	Security in e-commerce
Week 3	Digital signature
Week 4	Data encryption secret keys
Week 5	Revision

Signature of Teacher


Department of Commerce, GC Sec-9, Gurugram

Class: BBA 4th SEM

Paper: HRM

Lesson Plan: from Jan 2024 to April 2024

JAN 2024	
	Topics to be covered
Week 1	Nature and scope of HRM
Week 2	HRM policies
Week 3	Strategic HRM
Week 4	BPO
Week 5	KPO
FEB 2024	
	Topic to be Covered
Week 1	Human resource planning
Week 2	Job analysis
Week 3	Job design
Week 4	Recruitment and selection
Week 5	Placement and induction , right sizing
MARCH 2024	
	Topic to be Covered
Week 1	Training
Week 2	Methods of training
Week 3	Career planning and development
Week 4	Employee retention and succession planning
Week 5	Holi break
APRIL 2024	
	Topic to be Covered
Week 1	Enhancing and rewarding performance
Week 2	Rewards and pay plans
Week 3	Employees benefits
Week 4	Balance score card
Week 5	revision


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 2nd sem

Paper: BUSINESS STATISTICS

Lesson Plan: from Jan 2024 to April 2024

Jan 2024	
	Topics to be covered
Week 1	Meaning ,scope ,limitations
Week 2	Data classification and tabulation
Week 3	Parts and types and construction of tables
Week 4	Types and construction of diagrams
Week 5	Construction of graphs
Feb 2024	
	Topic to be Covered
Week 1	Meaning and objectives of measures of central tendency
Week 2	measures of central tendency
Week 3	Different measures : mean ,mode,median
Week 4	Dispersion ,coefficient of variation
Week 5	practice
March 2024	
	Topic to be Covered
Week 1	Meaning of correlation and types
Week 2	Properties of correlation co-efficient
Week 3	Practice
Week 4	Regression
Week 5	Holi break
April 2024	
	Topic to be Covered
Week 1	Index number
Week 2	Test for ideal index no
Week 3	Time series
Week 4	Method of estimating secular trend and seasonal indices
Week 5	Revision

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 2 ND SEM

Paper: Company accounts

Lesson Plan: from Jan 2024 to April 2024

Jan 2024	
	Topics to be covered
Week 1	Accounting for share capital transaction
Week 2	Alteration of share capital
Week 3	Buy back of shares
Week 4	Acquisition of business
Week 5	profit prior to incorporation
Feb 2024	
	Topic to be Covered
Week 1	Issue of debentures
Week 2	practice
Week 3	Methods of redemption of debentures
Week 4	Underwriting of shares and debentures
Week 5	practice
March 2024	
	Topic to be Covered
Week 1	Company's final accounts
Week 2	Statutory provision
Week 3	Practice
Week 4	Accounting standards
Week 5	Holi break
April 2024	
	Topic to be Covered
Week 1	Company liquidation account
Week 2	Valuation of goodwill and shares
Week 3	Banking company account and
Week 4	insurance company account
Week 5	Revision

Signature of Teacher




Department of Commerce, GC Sec-9, Gurugram

Class: BBA 2 ND SEM

Paper: PRINCIPLES OF MANAGEMENT

Lesson Plan: from jan 2024 to april 2024

Jan 2024	
	Topics to be covered
Week 1	Nature and process of management
Week 2	Roles and skills
Week 3	Approaches to mgmt
Week 4	Contemporary issues
Week 5	challenges
Feb 2024	
	Topic to be Covered
Week 1	Planning and decision making
Week 2	Types of planning
Week 3	Goal setting and MBO
Week 4	Decision making
Week 5	Forms of group decision making
March 2024	
	Topic to be Covered
Week 1	Organising
Week 2	departmentalisation
Week 3	Coordination and org structure
Week 4	leadership
Week 5	Holi break
April 2024	
	Topic to be Covered
Week 1	Mgmt control
Week 2	Kinds of control system
Week 3	Controlling techniques
Week 4	Social audit
Week 5	Revision


Signature of Teacher

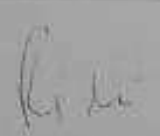
Department of Commerce, GC Sec-9, Gurugram

Class: BBA 4th SEM

Paper: business law

Lesson Plan from Jan 2024 to April 2024

JAN 2024	
	Topics to be covered
Week 1	Contract and essential of valid contract
Week 2	Offer and acceptance
Week 3	Free consent ,void agreement
Week 4	Discharge of contract
Week 5	breach of contract
FEB 2024	
	Topic to be Covered
Week 1	Contract of guarantee
Week 2	Contract of guarantee
Week 3	Contract of indemnity
Week 4	Definition of bailment and its kinds
Week 5	Rights and duties of a pledger and pledgee
MARCH 2024	
	Topic to be Covered
Week 1	Agent and agency
Week 2	Termination of agency
Week 3	Law of sale of goods
Week 4	Rights of unpaid seller
Week 5	Holi break
APRIL 2024	
	Topic to be Covered
Week 1	Negotiable instrument
Week 2	Dishonour of negotiable instrument
Week 3	IT act
Week 4	RTI act
Week 5	Revision


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 4th SEM

Paper: FINANCIAL MANAGEMENT

Lesson Plan from Jan 2024 to April 2024

JAN 2024	
	Topics to be covered
Week 1	Scope and functions of finance manger
Week 2	Objectives of financial management
Week 3	Profit vs wealth maximization
Week 4	Time value of money
Week 5	Discounting and compounding techniques
FEB 2024	
	Topic to be Covered
Week 1	Investment decision
Week 2	practicals
Week 3	Cost of capital
Week 4	Capital budgeting
Week 5	Capital rationing
MARCH 2024	
	Topic to be Covered
Week 1	Financing decision
Week 2	Leverages
Week 3	Capital structure theories
Week 4	EPS EBIT
Week 5	Holi break
APRIL 2024	
	Topic to be Covered
Week 1	Dividend decision
Week 2	Management of working capital
Week 3	Management of cash
Week 4	Management of inventory
Week 5	Revision

Signature of Teacher


Department of Commerce, GC Sec-9, Gurugram

Class: BBA 6TH SEM

Paper: Consumer protection

Lesson Plan from Jan 2024 to April 2024

JAN 2024	
	Topics to be covered
Week 1	Concept and types of consumer ,need of consumer protection
Week 2	Approaches to consumer protection
Week 3	Concept of consumer's sovereignty
Week 4	Basic consumer rights
Week 5	buying motives
FEB 2024	
	Topic to be Covered
Week 1	Measures of consumer protection
Week 2	councils
Week 3	Basic provision of consumer protection act
Week 4	Organisational set up under CPA
Week 5	Procedure of filling a complaint
MARCH 2024	
	Topic to be Covered
Week 1	Competition act
Week 2	Role of voluntary consumer organisation
Week 3	Business self regulation
Week 4	Consumer awareness
Week 5	Holi break
APRIL 2024	
	Topic to be Covered
Week 1	Consumer protection movement
Week 2	Consumer information and knowledge
Week 3	Sources of consumer information
Week 4	Role of ASCI
Week 5	Revision


Signature of Teacher


Department of Commerce, GC Sec-9, Gurugram

Class: BBA 6th sem

Paper : Income tax

Lesson Plan: from Jan 2024 to April 2024

JAN 2024	
	Topics to be covered
Week 1	Basic concepts of income tax
Week 2	Residential status and tax incidence
Week 3	Income exempted from tax
Week 4	Income from salary
Week 5	Income from salary
FEB 2024	
	Topic to be Covered
Week 1	Income from salary
Week 2	Income from salary
Week 3	Income from salary after retirement
Week 4	Income from profits and gain of business and profession
Week 5	Capital gain
MARCH 2024	
	Topic to be Covered
Week 1	Income from other sources
Week 2	Set off and carry forward of losses
Week 3	Clubbing of income
Week 4	TDS
Week 5	Holi break
APRIL 2024	
	Topic to be Covered
Week 1	Deduction from gross total income ,
Week 2	Assessment of individual
Week 3	Revision
Week 4	Revision
Week 5	Revision


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 4th SEM

Paper: Human values and rights

Lesson Plan: from Jan 2024 to April 2024

JAN 2024

	Topics to be covered
Week 1	Concept of human rights
Week 2	Human rights movement in india
Week 3	Classification of human rights
Week 4	Constitutional provision
Week 5	Constitutional provision

FEB 2024


	Topic to be Covered
Week 1	Poverty, overpopulation
Week 2	illiteracy
Week 3	Unsustainable development
Week 4	Disadvantaged group
Week 5	Disadvantaged group

MARCH 2024

	Topic to be Covered
Week 1	Violation human rights
Week 2	Nuclear weapons and terrorism
Week 3	Government system for redressal
Week 4	Media advocacy
Week 5	Holi break

APRIL 2024

	Topic to be Covered
Week 1	Concept of human values
Week 2	Types of values
Week 3	Character formation
Week 4	Value education towards national and global development
Week 5	Revision


Signature of Teacher


Department of Commerce, GC Sec-9, Gurugram

Class: BBA 4th SEM

Paper: BUSINESS RESEARCH METHODS

Lesson Plan: from Jan 2024 to April 2024

JAN 2024	
	Topics to be covered
Week 1	introduction
Week 2	Managerial values
Week 3	Theories and research problem
Week 4	Research proposal
Week 5	Process of proposal
FEB 2024	
	Topic to be Covered
Week 1	Research design
Week 2	Types of research design
Week 3	Elements of research design
Week 4	Exploratory research and experimental research
Week 5	Measurement scale
MARCH 2024	
	Topic to be Covered
Week 1	SAMPLE DESIGN AND sampling procedure
Week 2	Sample size
Week 3	Data collection
Week 4	Questionnaire
Week 5	Holi break
APRIL 2024	
	Topic to be Covered
Week 1	Data analysis
Week 2	Descriptive analysis
Week 3	Research report
Week 4	Revision
Week 5	Revision


Signature of Teacher


Department of Commerce, GC Sec-9, Gurugram

Class: BBA 2 ND SEM

Paper: organizational Behaviour

Lesson Plan: from Jan 2024 to April 2024

JAN 2024	
	Topics to be covered
Week 1	Concept and scope of OB
Week 2	Emerging trends and hanging profiles of workforce
Week 3	Foundations of OB
Week 4	Challenges of OB
Week 5	History of OB
FEB 2024	
	Topic to be Covered
Week 1	Personality, values, attitude
Week 2	Attitude
Week 3	Perception ,learning
Week 4	Motiyation
Week 5	Emotional intelligence
MARCH 2024	
	Topic to be Covered
Week 1	Group behaviour
Week 2	Team process
Week 3	Teams and teamwork
Week 4	Conflicts and negotiation ,power and politics
Week 5	Holi break
APRIL 2024	
	Topic to be Covered
Week 1	Organisation structure and design
Week 2	Organisation culture
Week 3	Organisational change
Week 4	Development and stress mgmt
Week 5	Revision


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: Bcom Pass Final(Sec- 8)

Paper: Cost Accounting

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Process Costing meaning, uses, treatment of normal wastage
Week 2	Abnormal wastage, Abnormal Effectiveness
Week 3	Method of apportionment of Joint Cost, Inter process Profits
Week 4	Contract Costing- meaning, main features, preparation of Contract Account
Week 5	Practical Questions
	Topic to be Covered (Feb 24)
Week 1	Escalation Clause, near completion, cost plus contract
Week 2	Job and Batch Costing
Week 3	Budgetary control meaning, uses, limitations, installation of control system
Week 4	Classification of budgets, fixed, flexible, performance budgeting
Week 5	Practical Questions
	Topic to be Covered (March 24)
Week 1	Zero based budgeting and Responsibility Accounting
Week 2	Standard Costing, meaning, limitations, standard costs and budgeted costs, determination of Standard costs
Week 3	Cost Variances, direct material and direct labour
Week 4	Practical Questions
Week 5	Holi Break
	Topic to be Covered(April 24)
Week 1	Marginal Costing and profit planning, marginal costing, absorption costing, cost volume profit analysis
Week 2	BEP analysis, Key factor, BE chart, angle of incidence
Week 3	Decision making, determination of sales mix, make and buy decisions
Week 4	Revision
Week 5	Revision

Head of Department

Shilpa
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

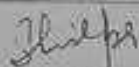
Class: Bcom Pass Final(Sec- A&C)

Paper: Taxation Law

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Rebate & Relief of tax
Week 2	computation of Total income
Week 3	Practical Questions
Week 4	Tax liability of Individuals
Week 5	Practical Questions
	Topic to be Covered (Feb 24)
Week 1	Filing and Filing of return (ITR - I and II)
Week 2	Assessment of Hindu Undivided Families
Week 3	Practical Questions
Week 4	Assessment of Firms
Week 5	Practical Questions
	Topic to be Covered (March 24)
Week 1	Assessment of Association of Persons & Practical Questions
Week 2	Income Tax authorities & their powers
Week 3	Procedure for assessment
Week 4	Deduction of Tax at Source (TDS)
Week 5	Holi Break
	Topic to be Covered(April 24)
Week 1	Recovery & refund of tax
Week 2	Appeals & revision
Week 3	Penalties, offences & prosecution
Week 4	Revision
Week 5	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: Bcom Pass Final(Sec- A & B)

Paper: Auditing

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Auditing; meaning, scope, types ,difference between accounting and auditing
Week 2	Objectives, importance and limitations
Week 3	Audit Process and Audit Programme
Week 4	Internal control and Internal check
Week 5	Internal Audit
	Topic to be Covered (Feb 24)
Week 1	Routine checking and Vouching,
Week 2	Verification of assets
Week 3	Verification of liabilities,
Week 4	Valuation of assets & liabilities
Week 5	Qualification, Appointment of company Auditors,
	Topic to be Covered (March 24)
Week 1	Powers, duties and liabilities of Auditor
Week 2	Presentations
Week 3	Audit of depreciation and reserve
Week 4	Divisible profits & dividends
Week 5	Holi Break
	Topic to be Covered(April 24)
Week 1	Audit Report : Meaning, objectives
Week 2	contents and types of Audit Report
Week 3	Investigation : Meaning, Nature and objectives
Week 4	Revision
Week 5	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

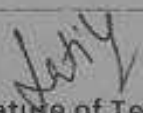
Class: Beom Pass Final(Sec - A)

Paper: Financial Mnagement

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Nature and scope of Financial Management
Week 2	Approaches and objectives of Financial Management
Week 3	Working Capital meaning, nature, significance and estimation
Week 4	Management of Cash and Marketable Securities
Week 5	Management of Receivables
	Topic to be Covered (Feb 24)
Week 1	Cost of capital
Week 2	CAPM Approach and numerical sums
Week 3	Capitalisation Over Capitalisation and Under Capitalisation
Week 4	Leverage Analysis
Week 5	Practical Questions
	Topic to be Covered (March 24)
Week 1	EBIT-EPS analysis
Week 2	Capital Structure Meaning and determinants
Week 3	Theories of Capital Structure
Week 4	Assignment and Presentation
Week 5	Holi Break
	Topic to be Covered(April 24)
Week 1	Dividend Policy
Week 2	Modigliani and Miller Approach
Week 3	Test
Week 4	Revision
Week 5	Revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

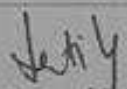
Class: Bcom Hons Second Year

Paper: Financial institutions and markets

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Financial Institutions Meaning, characteristics, Categories
Week 2	Money Market Institutions, Capital Market Institutions, LIC, GIC, UTI
Week 3	EXIM History, Functions, projects, services
Week 4	NABARD History, functions, RIDF, DRIP
Week 5	Commercial Banks
	Topic to be Covered (Feb 24)
Week 1	RBI History, functions, monetary control measures
Week 2	Commercial Banks
Week 3	Money Market, definitions, features, objectives, importance
Week 4	Instruments of money market
Week 5	Presentation
	Topic to be Covered (March 24)
Week 1	Capital market characteristics, functions, New Financial Instruments in Indian Capital Market, Major Issues, Rebound
Week	Primary and Secondary market Definition, Origin, Services, Progress in India, Problems, Scope
Week 3	Merchant Banking Qualities required for Merchant Banker, Merchant Banker as lead managers, guidelines
Week 4	Venture Capital Meaning, Concept and Origin
Week 5	Holi Break
	Topic to be Covered (April 24)
Week 1	Features, Importance, Scope, Initiative in India of Venture Capital
Week 2	Hire Purchase and Leasing Meaning, Origin, Types, Legal Position, Hire Purchase and Leasing
Week 3	Problems and Prospects of Leasing Industry in India
Week 4	Revision
Week 5	Revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: Bcom Pass Final(Sec -B and C)

Paper: International Marketing

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Nature and concept, Characteristics, difference between domestic and international marketing, Benefits and challenges of International Marketing
Week 2	International marketing Environment
Week 3	Entry modes to international market
Week 4	Product Planning
Week 5	Revision of unit 1
	Topic to be Covered (Feb 24)
Week 1	International Product Life Cycle
Week 2	Marketing research, Branding
Week 3	Packaging, Labelling, Pricing
Week 4	International price quotations
Week 5	Assignment
	Topic to be Covered (March 24)
Week 1	International Distribution Channel
Week 2	Channel conflict
Week 3	Selection and appointment of sales agents
Week 4	Export procedures and documentation
Week 5	Holi Break
	Topic to be Covered(April 24)
Week 1	Methods of product promotion
Week 2	International Advertising and media Strategy
Week 3	Web Marketing
Week 4	Revision
Week 5	Revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

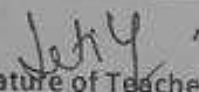
Class: Bcom Pass Final(Sec- C)

Paper: Cost Accounting

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Process Costing, meaning, uses, treatment of normal wastage
Week 2	Abnormal wastage, Abnormal Effectiveness
Week 3	Method of apportionment of Joint Cost, Inter process Profits
Week 4	Contract Costing- meaning, main features, preparation of Contract Account
Week 5	Practical Questions
	Topic to be Covered (Feb 24)
Week 1	Escalation Clause, near completion, cost plus contract
Week 2	Job and Batch Costing
Week 3	Budgetary control, meaning, uses, limitations, installation of control system
Week 4	Classification of budgets, fixed, flexible, performance budgeting
Week 5	Practical Questions
	Topic to be Covered (March 24)
Week 1	Zero based budgeting and Responsibility Accounting
Week 2	Standard Costing, meaning, limitations, standard costs and budgeted costs, determination of Standard costs
Week 3	Cost Variances, direct material and direct labour
Week 4	Practical Questions
Week 5	Holi Break
	Topic to be Covered(April 24)
Week 1	Marginal Costing and profit planning, marginal costing, absorption costing, cost volume profit analysis
Week 2	BEP analysis, Key Factor, BE chart, angle of incidence
Week 3	Decision making, determination of sales mix, make and buy decisions
Week 4	Revision
Week 5	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com (P) – II Semester
Paper: MCC 203 , Global business environment

Lesson Plan: from Jan. 2024 to April 2024

Jan. 2024	
	Topic to be Covered
Week 1	International Business: - An overview; Domestic versus International Business
Week 2	Major risks and challenges of International Business;
Week 3	International Business Environment-Components and determinants
Week 4	Stages of internationalization of business; International business approaches
Week 5	Concept of globalization. Modes of entering international business
Feb. 2024	
	Topic to be Covered
Week 1	Foreign market entry strategies; country evaluation and selection
Week 2	factors affecting foreign investment decisions; impact of FDI on home and host countries
Week 3	types and motives for foreign collaboration; control mechanisms in international Business.
Week 4	India's FDI policy; foreign exchange
Week 5	Balance of payments; Test 1
March 2024	
	Topic to be Covered
Week 1	Global Trading and Investment Environment
Week 2	World trade in goods and services –Major trends and developments;
Week 3	World trade and protectionism –Tariff and non-tariff barriers; Government intervention in international trade
Week 4	India's foreign trade policy
Week 5	Holi break
April 2024	
Week 1	Regional Economic Integration: Levels of Regional Economic Integration
Week 2	Trade creation and diversion effects; Regional Trade Agreements; European Union (EU), ASEAN, SAARC, NAFTA
Week 3	International Economic institutions; IMF, World Bank, UNCTAD
Week 4	World Trade Organization (WTO): Functions and objectives of WTO; Agriculture Agreement; GATS; TRIPS; TRIMS
Week 5	Corporate social responsibility (CSR), Test 2

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

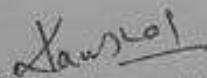
Class: M. Com (P) – IV Semester

Paper: Nomenclature of the Paper: Production management

Lesson Plan: from Jan. 2024 to April 2024

Jan. 2024	
	Topic to be Covered
Week 1	Introduction: Concept of Production Management
Week 2	Nature and scope of Production Management,
Week 3	Evolution of production function;
Week 4	Production Process
Week 5	do
Feb. 2024	
	Topic to be Covered
Week 1	Organization of production function.
Week 2	Relationship between production and other functions.
Week 3	Facility Location: nature, objectives, and significance.
Week 4	Theories of location, factors influencing location
Week 5	Presentations
March. 2024	
	Topic to be Covered
Week 1	Layout: Meaning, objectives, and types
Week 2	Principles of layout; factors affecting layout.
Week 3	Production Planning: Concept and need, Factors influencing Production Planning
Week 4	Types of Production planning, Test 1
Week 5	Holi holidays
April. 2024	
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
Week 5	Test 2

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (H) – VI Semester

Paper: Nomenclature of the Paper: Business environment and international marketing Lesson Plan: from Jan. 2024 to April. 2024

Jan. 2024	
	Topic to be Covered
Week 1	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
Week 5	Trade and balance of payments
Feb. 2024	
	Topic to be Covered
Week 1	Problems of Growth: Unemployment, Poverty; regional imbalances, social injustice, inflation,
Week 2	parallel economy and industrial sickness.
Week 3	Role of Govt. in Indian Economy: Monetary and Fiscal Policy;
Week 4	Industrial Policy; Industrial Licensing; Privatization and Devaluation;
Week 5	International Business: - An overview; Domestic versus International Business, Major risks and challenges of International Business;
March 2024	
	Topic to be Covered
Week 1	International Business Environment- Components and determinants; stages of internationalization of business
Week 2	International business approaches, concept of globalization.
Week 3	Modes of entering international business
Week 4	Nature of multinational enterprise and international direct investment
Week 5	Holi break
April. 2024	
Week 1	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 tradecontrol
Week 4	Role of WTO, IMF and World Bank in international trade.
Week 5	Assessing International markets; designing products for foreignmarkets; branding decisions; international promotions policy; international pricing; international logistics and distribution

Head of Department


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 Jan. 2024 to April. 2024

Jan. 2024	
	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,
Week 4	do
Week 5	Analysis: Market and Demand analysis
Feb. 2024	
	Topic to be Covered
Week 1	Technical Analysis, financial Estimates and Projections
Week 2	Time Value Money, Investment Criteria
Week 3	Project Cash Flows, The Cost of Capital
Week 4	Risk analysis, Risk analysis- Market and Firm Risk
Week 5	Special Decision Situations
March 2024	
	Topic to be Covered
Week 1	Social Cost Benefit analysis, Multiple Projects, and Constraints
Week 2	Valuation of Real Options
Week 3	Judgmental, Behavioral, Strategic and Organizational considerations
Week 4	Financing: Financing of Projects, financing Infrastructure Projects
Week 5	Holi holidays
April. 2024	
Week 1	Financing of Projects- Venture capital and Private Equity
Week 2	Project Management
Week 3	Network Techniques for Project Management
Week 4	do
Week 5	Project Review and Administrative Aspects

Head of Department


Signature of Teacher

6

Department of Commerce, GC Sec-9, Gurugram

CLASS: BCOM PASS SEM 4

NAME OF THE ASSISTANT PROFESSOR- SHAILI SONI

PAPER: MARKETING MANAGEMENT

SECTION - A AND B

LESSON PLAN: JAN 2024-APRIL 2024

Jan. 2024	
	Topic to be Covered
Week 1	introduction
Week 2	Marketing management, meaning
Week 3	Concepts, modern and traditional
Week 4	Marketing scope, objective
Week 5	revision
Feb. 2024	
	Topic to be Covered
Week 1	Consumer behaviour, meaning
Week 2	Pricing meaning, methods
Week 3	Revision of both
Week 4	Marketing segmentation
Week 5	revision
March 2024	
	Topic to be Covered
Week 1	Branding importance, concepts
Week 2	Packaging importance, concepts
Week 3	Revision of both
Week 4	Assignment, presentation
Week 5	Holi break
April 2024	
Week 1	Promotion mix and marketing mix
Week 2	Advertising media
Week 3	Types of media
Week 4	sales promotion
Week 5	Methods of sales promotion

Head of Department

Department of Commerce, GC Sec-9, Gurugram

CLASS: BCOM HONES SEM2

NAME OF THE ASSISTANT PROFESSOR- SHAILI SONI

PAPER: AN INTRODUCTION TO ACCOUNTING

LESSON PLAN: JAN. 2024-APRIL 2024

JAN. 2024	
	Topic to be Covered
Week 1	Higher purchase and instalment payment system
Week 2	Numerical problems
Week 3	Questions 10 to 30
Week 4	Third party transfer, repair numerical problems
Week 5	doubts
Feb. 2024	
	Topic to be Covered
Week 1	Lease accounting meaning and theory
Week 2	Branch meaning, types of branches
Week 3	Revision of both
Week 4	Droughts of hire purchase and branch accounting, departmental accounting
Week 5	revision
March 2024	
	Topic to be Covered
Week 1	Dissolution of partnership insolvency of partner
Week 2	Numerical problems
Week 3	Revision of both
Week 4	Assignment, presentation
Week 5	Holi break
April 2024	
Week 1	Royalty accounts meaning and theory
Week 2	Practical problems
Week 3	An introduction of tally
Week 4	Meaning and practical class of tally
Week 5	revision

Head of Department

Department of Commerce, GC Sec-9, Gurugram

CLASS: BCOM HONES SEM 4

NAME OF THE ASSISTANT PROFESSOR- SHAILI SONI

PAPER: BUSINESS ETHICS

LESSON PLAN: JAN. 2024-APRIL 2024

JAN. 2024	
	Topic to be Covered
Week 1	Thinking conceptually about politics liberty, equality
Week 2	Justice right and recognition, the idea of good society
Week 3	Concept of business ethics
Week 4	Corporate social responsibility meaning
Week 5	CSR and board of directors
Feb. 2024	
	Topic to be Covered
Week 1	Democracy and welfare state
Week 2	Market and globalisation
Week 3	Approaches to moral reasoning
Week 4	Consequentialism, deontologism, teleological reasoning
Week 5	revision
March 2024	
	Topic to be Covered
Week 1	Corporate code of ethics, Environment, Accountability
Week 2	Responsibility, leadership diversity
Week 3	CSR arguments for and against SP and CSR
Week 4	Assignment, presentation
Week 5	Holi break
April 2024	
Week 1	Cases of corruption, corporate scandals, whistle blowing,
Week 2	insider trading, discrimination, advertising
Week 3	Consumer rights
Week 4	Test
Week 5	revision

Head of Department

Department of Commerce, GC Sec-9, Gurugram

Class: Bcom Pass Final(Sec -B)

Paper: Financial Mnagement

Lesson Plan: Jan 2024 to April 2024

	Topic to be Covered (Jan 24)
Week 1	Nature and scope of Financial Management
Week 2	Approaches and objectives of Financial Management
Week 3	Working Capital meaning, nature, significance and estimation
Week 4	Management of Cash and Marketable Securities
Week 5	Management of Receivables
	Topic to be Covered (Feb 24)
Week 1	Cost of capital
Week 2	CAPM Approach and numerical sums
Week 3	Capitalisation Over Capitalisation and Under Capitalisation
Week 4	Leverage Analysis
Week 5	Practical Questions
	Topic to be Covered (March 24)
Week 1	EBIT-EPS analysis
Week 2	Capital Structure Meaning and determinants
Week 3	Theories of Capital Structure
Week 4	Assignment and Presentation
Week 5	Holi Break
	Topic to be Covered(April 24)
Week 1	Dividend Policy
Week 2	Modigliani and Miller Approach
Week 3	Test
Week 4	Revision
Week 5	Revision

Head of Department

(SHAILI SONI)
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com(P)-IV Sem

Paper: Corporate law

Lesson Plan: from Jan, 2024 to April 2024

Jan. 2024	
Week 1	Depository System - meaning and importance
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 investors
Feb. 2024	
Week 1	Share capital - Meaning and forms of capital
Week 2	Alteration of share capital: Reduction of share capital
Week 3	Further issue of share capital: Rights of pre-emption of shares
Week 4	Shareholders and Members: - Difference between Shareholders and members
Week 5	Modes of acquiring membership, termination of membership, who may be members? Rights and Liabilities of members
Mar 2024	
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 Extra-ordinary general meeting: meetings of board of directors
Week 3	Proxy, Voting, Notice: Agenda and Minutes of meetings
Week 4	Directors - Duties, Powers, Liabilities, Appointment and removal of directors
Week 5	Holi break
April 2024	
Week 1	Winding Up: - Meaning, Powers and Duties of company Liquidator
Week 2	Winding up by the Tribunal-Petition for winding up
Week 3	Voluntary winding up
Week 4	Consequences of winding up
Week 5	Revision

Head of Department

Munakshi
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com(P)-IV Sem

Paper: Business statistics

Lesson Plan: from Jan.2024 to April2024

Jan.2024	
Week 1	Index Numbers: Meaning, Types and Uses, Methods of Constructing price and Quantity indices
Week2	Tests of adequacy, Chain-base Index number
Week3	Base shifting, Splicing and Deflating, Problems in constructing index numbers.
Week4	Consumer price index
Week5	Revision
Feb.2024	
Week1	Analysis of Time Series - Causes of Variations in time series data Components of a time series
Week2	Holi Break
Week3	Decomposition- Additive and Multiplicative models, determination of trend: Moving averages method and method of least square
Week4	Computation of seasonal indices by simple averages, Ratio to Trend, Ratio to moving average and link relative methods
Week5	Revision
Mar2024	
Week 1	Theory of Probability - Probability as a Concept, Approaches to defining probability
Week2	Addition and Multiplication laws of probability, Conditional probability
Week3	Baye's Theorem
Week4	Revision
Week5	Holi break
April,2024	
Week1	Probability Distribution: Probability distribution as a concept
Week2	Binomial Distribution
Week3	Poisson Distribution
Week4	Normal Distribution- Their Properties and Parameters
Week5	Revision

Head of Department

Minalshi

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

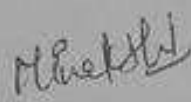
Class: B.Com(H)-2nd Sem

Paper: Business law

Lesson Plan: from Jan.2024 to April 2024

Jan.2024	
Week 1	Indian Partnership Act 1932 Nature of Partnership firm, Test of Partnership, Partnership distinguished from co-ownership and Joint Hindu Family
Week2	Relations of partners to third parties, Duties and rights of partners
Week3	Minor as a partner, Incoming and outgoing Partners, Registration of firms
Week4	Dissolution of firm-modes, Consequences of dissolution, Settlement of Accounts
Week5	Revision
Feb.2024	
Week1	The Foreign Exchange Management Act Salient feature of FEMA Terminology
Week2	Regulation and management of foreign exchange
Week3	Contravention and penalties
Week4	Director of enforcement
Week5	Revision
Mar 2024	
Week 1	Industrial Dispute Act, 1947 causes & forms of Industrial Disputes
Week2	Authorities under the Act- their powers, duties etc
Week3	Adjudication Machinery- Powers, duties etc
Week4	Strikes and lockout, Layoff and Retrenchment
Week5	Holi break
April 2024	
Week1	The Factories Act-1948 Approval, Licensing & Registration of Firms
Week2	Notice regarding occupier, Inspecting Staff, Certifying Surgeons, Health, Safety and Welfare of Workers
Week3	Working hours of Adults, Restrictions on Employment of women
Week4	Employment of young persons, Annual leave with Wages
Week5	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

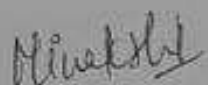
Class: B.Com(P)-6th Sem

Paper: GST & Customs Law

Lesson Plan: from Jan.2024 to April 2024

Jan.2024	
Week 1	Introduction - Salient feature of GST, Benefit of GST, Constitutional Framework of Goods and Services tax
Week 2	Concept of GST, Important definitions, Supply under GST, Meaning and scope of supply including composite and mixed supply
Week 3	Levy and collection including reverse charge Mechanism
Week 4	Tax on electronic commerce operator (ECO)
Week 5	Exemption from GST, Composition Levy
Feb.2024	
Week 1	Place of Supply - Within state/Union territory, Interstate, Import and export, Time of Supply of goods and services
Week 2	Input tax credit - Eligibility and conditions for taking Input Tax Credit, Apportionment of credit and blocked credit
Week 3	ITC in case of banking company and financial institutions, ITC availability in special circumstances
Week 4	Reversal of ITC, Transfer of ITC on account of change in constitution of registered person
Week 5	Input service distributors, Revision
Mar 2024	
Week 1	Registration, Issue of invoices- tax invoice, revised tax invoice
Week 2	credit note, debit note, bill of supply, receipt voucher, refund voucher, payment voucher, invoices in special cases
Week 3	E-way bill, Payment of Taxes, Returns, Job work
Week 4	Provision of TDS and TCS, Record keeping, Assessment and Audit
Week 5	Holi break
April.2024	
Week 1	Customs duty - Important definitions
Week 2	Types, importance of Customs duty
Week 3	Documents required for import and Export procedure
Week 4	Export promotion scheme
Week 5	Revision

Head of Department


 Signature of Teacher

Priya Sharma

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com(P)-IV Sem

Paper: Business statistics

Lesson Plan: from Jan.2024 to April2024

Jan.2024	
Week 1	Index Numbers: Meaning, Types and Uses: Methods of Constructing price and Quantity indices
Week2	Tests of adequacy, Chain-base Index number
Week3	Base shifting, Splicing and Deflating, Problems in constructing index numbers.
Week4	Consumer price index
Week5	Revision
Feb.2024	
Week1	Analysis of Time Series - Causes of Variations in time series data, Components of a time series
Week2	Holi Break
Week3	Decomposition- Additive and Multiplicative models, determination of trend, Moving averages method and method of least square
Week4	Computation of seasonal indices by simple averages, Ratio to Trend Ratio to moving average and link relative methods
Week5	Revision
Mar2024	
Week 1	Theory of Probability - Probability as a Concept, Approaches to defining probability
Week2	Addition and Multiplication laws of probability, Conditional probability
Week3	Baye's Theorem
Week4	Revision
Week5	Holi break
April.2024	
Week 1	Probability Distribution, Probability distribution as a concept
Week2	Binomial Distribution
Week3	Poisson Distribution
Week4	Normal Distribution- Their Properties and Parameters
Week5	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram


Class: B.Com(P)-II Sem

Paper: Business Environment

Lesson Plan: from Jan.2024 to April2024

Jan.2024	
Week 1	Business Environment: concept
Week 2	Business Environment: Components and importance
Week 3	SWOT Analysis
Week 4	Economic Trends- Meaning
Week 5	Revision
Feb.2024	
Week 1	Economic Trends -Income
Week 2	Economic Trends -Savings and investment
Week 3	Economic Trends - Industry
Week 4	Trade and balance of payments
Week 5	Revision
Mar2024	
Week 1	Problems of Growth: Unemployment
Week 2	Regional imbalances
Week 3	Inflation
Week 4	Parallel economy and industrial sickness
Week 5	Holi break
April2024	
Week 1	Role of Govt. in Indian Economy
Week 2	Monetary and Fiscal Policy
Week 3	Industrial Policy
Week 4	Privatization
Week 5	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com(H)-IV Sem

Paper: Corporate law

Lesson Plan: from Jan.2024 to April 2024

Jan.2024	
Week 1	Depository System - meaning and importance
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 investors
Feb.2024	
Week 1	Share capital - Meaning and forms of capital
Week 2	Alteration of share capital, Reduction of share capital,
Week 3	Further issue of share capital Rights of pre-emption of shares
Week 4	Shareholders and Members - Difference between Shareholders and members
Week 5	Modes of acquiring membership, termination of membership, who may be members? Rights and Liabilities of members
Mar 2024	
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 Extra-ordinary general meeting, meetings of board of directors
Week 3	Proxy, Voting, Notice, Agenda and Minutes of meetings
Week 4	Directors, - Duties, Powers, Liabilities, Appointment and removal of directors
Week 5	Holi break
April 2024	
Week 1	Winding Up - Meaning, Powers and Duties of company Liquidator
Week 2	Winding up by the Tribunal-Petition for winding up,
Week 3	Voluntary winding up
Week 4	Consequences of winding up
Week 5	Revision

Head of Department


Signature of Teacher

Govt. College, Sec 9, Gurugram
Lesson Plan: Jan. 2024 to April 2024

Class: B. Com (Pass) 2nd Semester

Paper: Financial Accounting

Name of the Assistant Professor:

Jan. 2024	
	Topic Covered
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 by different methods
Week 3	Transfer of asset to third party, Sale of asset by Hire purchaser and Numerical problems
Week 4	Second method, Asset accrual method
Week 5	Goods of small value, Preparation of Hire purchase trading account and Numerical problems
Feb. 2024	
	Topic Covered
Week 1	Stock and debtor system in HPP and Numerical problems
Week 2	Branch Accounts, Meaning, types and its methods, Debtors method and numerical problems
Week 3	Final account method, Stock and debtor system and test
Week 4	Independent branches, Incorporation entries in the books of head office by different methods, Special transaction between head office and branch, Inter branch transaction and foreign branch
Week 5	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 with its solved illustrations, Inter departmental transactions with its solved illustrations
March 2024	
	Topic Covered
Week 1	Dissolution of Partnership firm, Meaning, modes and accounting procedure of dissolution firm and Numerical problems
Week 2	Insolvency of partner, Rule of Garner vs Murray with its solved illustrations and test
Week 3	Joint venture accounts, Joint venture accounting treatment and assignment
Week 4	Accounting treatment of maintaining Joint venture methods, Joint bank methods with its solved illustrations
Week 5	Holi break
April 2024	
	Topic Covered
Week 1	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
Week 2	Royalty accounts, Meaning, types, difference between rent and royalty, Important terms of royalty, Royalty in connection with mines and illustration
Week 3	Recoupment of each year's short working and practical problems
Week 4	Sub lease with its solved illustrations accounting records in connection with oil wells
Week 5	Royalty in connection with brick making and patents and revision

Head of Department


Signature of Teacher

Govt. College, Sec 9, Gurugram
Lesson Plan: Jan. 2024 to April 2024

Class: B. Com (Pass) 2nd Semester

Sec - C

Paper: Financial Accounting

Name of the Assistant Professor:

Jan. 2024	
Week	Topic Covered
Week 1	Statement of Financial Position (Balance Sheet) - Double entry system - HPP - and its uses
Week 2	Sales: Methods of HPP. Explain first method of HPP and necessary accounts. Calculation of sale price with its solved illustrations and calculation of value of different methods.
Week 3	Transfer of asset to third party. Sale of asset by HPP purchase and necessary problems.
Week 4	Second method - Asset account method.
Week 5	Kind of small value. Preparation of HPP purchase trading account and Numerical problems.
Feb. 2024	
Week	Topic Covered
Week 1	Stock and debtor system in HPP and Numerical problems.
Week 2	Branch Accounts: Meaning, types and its methods. Debitors method and statement of problems.
Week 3	Final account method. Stock and debtor system and test.
Week 4	Independent branches. Incorporation entries in the books of head office by different methods. Special transaction between head office and branch. Inter branch transaction and between branches.
Week 5	Meaning of Departmental account. Difference between departmental accounts and branch accounts. Departmental trading and Profit account. Transfer of profit and loss account. Allocation of expenses with its solved illustration. Inter departmental transactions with its solved illustration.
March 2024	
Week	Topic Covered
Week 1	Dissolution of Partnership firm: Meaning, modes and accounting procedure of dissolution with its Numerical problems.
Week 2	Insolvency of partner: Rule of Garner vs Murray with its solved illustrations and test.
Week 3	Joint venture accounts: Joint venture accounting treatment and recognition.
Week 4	Accounting treatment of maintaining joint venture methods. Joint bank method with its solved illustrations.
Week 5	Holy break
April 2024	
Week	Topic Covered
Week 1	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.
Week 2	Royalty accounts: Meaning, types, difference between current and residual. Appropriation of profits. Royalty in connection with mines and illustration.
Week 3	Recompensation of each year's short working and practice of problems.
Week 4	Sub-lease with its solved illustrations accounting records in connection with and with.
Week 5	Royalty in connection with book making and patents and its test.

Head of Department

Shree Cans
 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

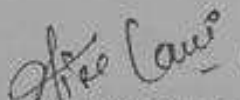
Class: B.COM PASS 4th SEM

Sec- A, & C

Paper: SECRETARIAL PRACTICE

Lesson Plan: from jan 2024 to april 2024

Jan 2024	
	Topics to be covered
Week 1	Intoduction to company secretary
Week 2	Completion of company secretary
Week 3	Issue and allotment of shares
Week 4	Completion of Issue and allotment of shares
Week 5	Revision
Feb 2024	
	Topic to be Covered
Week 1	Shares certificate, shares warrant and stocks
Week 2	Revision, calls on shares, forfeiture and reissue of forfeiture of shares
Week 3	Completion of forfeiture of shares
Week 4	Transfer and transmission of shares
Week 5	revision
March 2024	
	Topic to be Covered
Week 1	Company meetings
Week 2	Requisites of a valid meeting
Week 3	Meetings of shareholders and secretarial work
Week 4	revision
Week 5	Holi break
April 2024	
	Topic to be Covered
Week 1	Meetings of board of directors and secretarial work
Week 2	Motions and resolutions
Week 3	revision
Week 4	Voting and proxy
Week 5	Revision


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 2 ND SEM

Sec- A, B

Paper: BUSINSS REGULATORY FRAMEWORK

Lesson Plan: from Jan 2024 to April 2024

JAN 2024	
	Topics to be covered
Week 1	INDIAN partnership act
Week 2	Indian partnership act, 1932
Week 3	Completion of Indian partnership act, 1932
Week 4	Revision
Week 5	Negotiable instrument act, 1881
FEB 2024	
	Topic to be Covered
Week 1	Negotiable instrument act, 1881
Week 2	Sale of goods act 1930
Week 3	Contract of sale
Week 4	Conditions and warrants
Week 5	Transfer of property or ownership
MARCH 2024	
	Topic to be Covered
Week 1	Performance of the contract- delivery and payment
Week 2	Revision
Week 3	Unpaid seller
Week 4	Revision
Week 5	Holi break
APRIL 2024	
	Topic to be Covered
Week 1	Suits for breach of contract
Week 2	Revision
Week 3	Right to information act, 2005
Week 4	Right to information act, 2005
Week 5	Revision


Signature of Teacher

Govt. College, Sec 9, Gurugram
Lesson Plan: Jan. 2024 to April 2024

Class: B. Com (Pass) 4th Semester Sec - C

Paper: Corporate Accounting

Name of the Assistant Professor: A. K. Singh

Jan. 2024	
	Topic Covered
Week 1	Internal Reconstruction and numerical problems
Week 2	External Reconstruction and Numerical problems
Week 3	Nature of merger and Numerical problems
Week 4	Nature of purchase and Numerical problems
Week 5	Numerical problems and test
Feb. 2024	
	Topic Covered
Week 1	Liquidation of a company - Methods, order of payment
Week 2	Liquidation of a company and its numerical problems
Week 3	Statements of affairs & its Numerical problems and test
Week 4	Financial reporting for financial institutions - objectives, types and policy
Week 5	Financial reporting for financial institutions and its numerical
March 2024	
	Topic Covered
Week 1	Final Accounts of Banking Companies and advantage, format and explanation
Week 2	Final Accounts of Banking Companies and its numerical problems
Week 3	Final Accounts of Banking Companies its numerical problems and test
Week 4	Accounts of Holding Companies - advantages, disadvantages and consolidated balance sheet and assignment
Week 5	Holi break
April 2024	
	Topic Covered
Week 1	Accounts of Holding Companies - pre-acquisition and post-acquisition and its numerical
Week 2	Accounts of Holding Companies - debentures and pref. shares and its numerical
Week 3	Accounts of Holding Companies - and its numerical
Week 4	Revision
Week 5	Revision

Head of Department

A. K. Singh
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class :BBA 4th sem

Paper:

Nomenclature of the Paper: DBMS

Lesson Plan: from Jan 2024 to April 2024

Jan 2024	
	Topics to be covered
Week 1	Introduction to DBMS
Week 2	File, data, dictionary
Week 3	Database administration
Week 4	File oriented system
Week 5	Revision
Feb 2024	
Week 1	Database system architecture
Week 2	Schemes,
Week 3	sub schemes
Week 4	Data base architecture
Week 5	Data independence
March 2024	
Week 1	Data base security
Week 2	Threats & security issues
Week 3	Firewalls & database recovery
Week 4	Distribute of database
Week 5	Holi Break
April 2024	
	Topic to be Covered
Week 1	Data warehousing & data mining
Week 2	Mobile data base
Week 3	Spactical data base
Week 4	revision
Week 5	Test

Head of Department

Signature

Department of Commerce, GC Sec-9, Gurugram

Class :BBA 2nd sem


Paper:

Nomenclature of the Paper: COMPUTER APPLICATION IN MANAGEMENT

Lesson Plan: from Jan 2024 to April 2024

Jan 2024	
	Topics to be covered
Week 1	Introduction to computers
Week 2	History, basic anatomy
Week 3	Operating system
Week 4	Networking and advantages
Week 5	
Feb .2024	
	Topic to be Covered
Week 1	Virus
Week 2	firewalls
Week 3	Search engine, web browser
Week 4	Web hosting
Week 5	Internet app in business
March 2024	
Week 1	Data, information system
Week 2	DSS
Week 3	Expert system
Week 4	Executive information system
Week 5	Holi Break
April 2024	
	Topic to be Covered
Week 1	Multimedia app
Week 2	Marketing and advertising
Week 3	Web app of multimedia
Week 4	revision
Week 5	test

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class :BBA 6th sem

Paper:

Nomenclature of the Paper: foundation of international business

Lesson Plan: from Jan 2024 to April 2024

Jan 2024	
	Topics to be covered
Week 1	Types of international business
Week 2	Risks and analysis
Week 3	motives
Week 4	barriers
Week 5	Test
Feb.2024	
	Topic to be Covered
Week 1	Foreign market entry modes
Week 2	Modes
Week 3	Control methods
Week 4	Factors of country evaluation
Week 5	revision
March 2024	
	Topic to be Covered
Week 1	Basics foreign manufacturing
Week 2	Product & branding decision
Week 3	Approaches to international pricing
Week 4	Foreign channel
Week 5	Holi Break
April 2024	
	Topic to be Covered
Week 1	Accounting diff across countries
Week 2	Cross culture challenges
Week 3	International staffing decision
Week 4	Basic tech
Week 5	revision

Head of Department



Signature

Department of Commerce, GC Sec-9, Gurugram

Class :BBA 6th sem

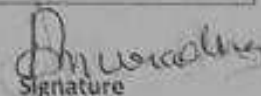
Paper:

Nomenclature of the Paper: System Analysis and design

Lesson Plan: from Jan 2024 to April 2024

Jan 2024	
	Topics to be covered
Week 1	Introduction to analysis & design
Week 2	SDLC
Week 3	ER data module
Week 4	Feasibility study
Week 5	Revision
Feb.2024	
	Topic to be Covered
Week 1	Design of application
Week 2	screen design
Week 3	DFDs,
Week 4	Structure chart, equipment spec
Week 5	I/O design
March 2024	
	Topic to be Covered
Week 1	Implementation data dictionary
Week 2	Decision tables
Week 3	Decision trees
Week 4	Logical design to physical implementation
Week 5	Holi break
April 2024	
	Topic to be Covered
Week 1	Introduction to distributed data prod
Week 2	Evaluating distribution system
Week 3	Real time system
Week 4	State transition diagram
Week 5	revision

Head of Department



Signature

D.R. Suresh
B.A. Sec-9

Department of Commerce, GC Sec-9, Gurugram

Class: **B.Com pass 2nd sem (sec B& C)**

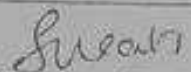
Paper:

Nomenclature of the Paper: **Business Environment**

Lesson Plan: from Jan 2024 to April 2024

Jan 2024	
	Topics to be covered
Week 1	Business environment concept and components
Week 2	Importance
Week 3	Swot analysis
Week 4	analysis of business environment
Week 5	Revision
February 2024	
	Topic to be Covered
Week 1	National Income trends
Week 2	investment of trends and industrial dev
Week 3	Savings
Week 4	Balance of trade and payment
Week 5	revision
March 2024	
	Topic to be Covered
Week 1	Unemployment problem in india
Week 2	Regional imbalances, inflation
Week 3	Parallel economy
Week 4	Industrial sickness
Week 5	Holi Break
April 2024	
	Topic to be Covered
Week 1	Monetary policy of india
Week 2	Fiscal policy of india
Week 3	Industrial policy
Week 4	Privatisation in india
Week 5	revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.com hons 4th sem

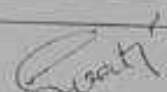
Paper:

Nomenclature of the Paper: corporate accounting

Lesson Plan: from Jan 2024 to april 2024

Jan 2024	
	Topics to be covered
Week 2	Meaning of liquidation
Week 3	Practicals of liquidation
Week 4	practice
Week 5	Meaning of internal reconstruction
February 2024	
	Topic to be Covered
Week 1	Practical questions of Internal reco.
Week 2	Holding type
Week 3	Meaning of financial instrument
Week 4	Mutual funds
Week 5	revision
March 2024	
	Topic to be Covered
Week 1	Meaning of holding company, importance, types
Week 2	Practicals of holding company
Week 3	practice
Week 4	Meaning of banking company
Week 5	Holi Break
April 2024	
	Topic to be Covered
Week 1	Practicals of banking company
Week 2	Meaning of amalgamation company
Week 3	Practical ques
Week 4	practicals
Week 5	revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

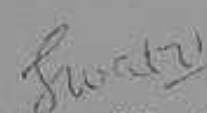
Class: B.Com(P)-IV Sem

Paper: Corporate law

Lesson Plan: from Jan. 2024 to April 2024

Jan. 2024	
Week 1	Depository System - meaning and importance
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 investors
Feb. 2024	
Week 1	Share capital - Meaning and forms of capital
Week 2	Alteration of share capital: Reduction of share capital
Week 3	Further issue of share capital: Rights of pre-emption of shares
Week 4	Shareholders and Members - Difference between Shareholders and members
Week 5	Modes of acquiring membership: termination of membership: who may be members? Rights and Liabilities of members
Mar 2024	
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: Extra-ordinary general meeting: meetings of board of directors
Week 3	Proxy: Voting: Notice: Agenda and Minutes of meetings
Week 4	Directors - Duties: Powers: Liabilities: Appointment and removal of directors
Week 5	Holi break
April 2024	
Week 1	Winding Up - Meaning: Powers and Duties of company Liquidator
Week 2	Winding up by the Tribunal-Petition for winding up
Week 3	Voluntary winding up
Week 4	Consequences of winding up
Week 5	Revision

Head of Department


Signature of Teacher

Dr. Swati Bansal

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com(P)-IV Sem

Paper: Business statistics

Lesson Plan: from Jan.2024 to April2024

Jan.2024	
Week 1	Index Numbers: Meaning, Types and Uses, Methods of Constructing price and Quantity indices
Week2	Tests of adequacy, Chain-base Index number
Week3	Base shifting, Splicing and Deflating, Problems in constructing index numbers
Week4	Consumer price index
Week5	Revision
Feb.2024	
Week 1	Analysis of Time Series - Causes of Variations in time series data, Components of a time series
Week2	Holt-Break
Week3	Decomposition- Additive and Multiplicative models, determination of trend, Moving averages method and method of least square
Week4	Computation of seasonal indices by simple averages, Ratio to Trend, Ratio to moving average and link relative methods
Week5	Revision
Mar2024	
Week 1	Theory of Probability - Probability as a Concept, Approaches to defining probability
Week2	Addition and Multiplication laws of probability, Conditional probability
Week3	Baye's Theorem
Week4	Revision
Week5	Holi break
April.2024	
Week 1	Probability Distribution, Probability distribution as a concept
Week2	Binomial Distribution
Week3	Poisson Distribution
Week4	Normal Distribution: Their Properties and Parameters
Week5	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com (P) – 1st Semester

Nomenclature of the Paper: Accounting for Managerial Decisions

Lesson Plan: from Aug. 2023 to Dec. 2023

Dr. Vandana Dangi

Aug. 2023	
	Topic to be Covered
Week 3	Meaning, objectives, nature, tools & techniques of management accounting
Week 4	Installation of management accounting system; Role of management accountant
Week 5	Management Information System and Reporting
Sep. 2023	
	Topic to be Covered
Week 1	Meaning, significance and fundamental aspects of responsibility accounting
Week 2	Responsibility centers
Week 3	Divisional performance evaluation
Week 4	Return on Investment vs. residual Income
Week 5	Methods and Problem of transfer pricing
Oct. 2023	
	Topic to be Covered
Week 1	Essentials of budgeting; Kinds of budgets; Budgetary control
Week 2	Types of standards, Setting of standards and their revisions
Week 3	Material Variance analysis
Week 4	Labour Variance analysis
Week 5	Overheads Variance analysis
Nov. 2023	
Week 1	Marginal costing: Concept, Marginal costing versus absorption costing.
Week 2	Break-even analysis & Cost-Profit- volume analysis; Composite breakeven-point
Week 3	Diwali Break
Week 4	Activity-based costing
Week 5	Value chain analysis
Dec. 2023	
Week 1	Target and life cycle costing
Week 2	Quality costing

Vandana
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram
 Class: M. Com (F) – III Semester
 Nomenclature of the Paper: International Finance
 Lesson Plan: from Aug. 2023 to Dec. 2023

Dr. Vandana Dangl

Aug. 2023	
	Topic to be Covered
Week 4	International Finance: - Meaning, Nature and Importance
Sep. 2023	
	Topic to be Covered
Week 1	Bretton Woods Conference and afterwards developments
Week 2	I.M.F.
Week 3	World Bank
Week 4	Methods of International Investments
Week 5	Balance of Payments and its Components
Oct. 2023	
	Topic to be Covered
Week 1	Current Trends in International Trade and Finance
Week 2	International Flow of Goods, Service and Capital Coping with Current Account Deficit
Week 3	International Monetary System Developments
Week 4	Gold Standard and Bretton Wood System
Week 5	Fixed Parity System
Nov. 2023	
	Topics to be covered
Week 1	Smithsonian Arrangement, Exchange Rate Regime since 1973
Week 2	Floating system
Week 3	Diwali Break
Week 4	Managing the Multinational Financial System
Week 5	Transfer-pricing and tax evasion
Dec. 2023	
	Topics to be covered
Week 1	International liquidity
Week 2	International Capital and Money Market Instruments
Week 3	Parity Conditions in International Finance
Week 4	PPP – Theory
Week 5	The Fisher- Effect

Vandana
 Signature of Teacher

Aug.2023	
	Topic to be Covered
Week 4	Portfolio: Meaning and Benefits, Rationale of Diversification in Investments.
Week 5	Portfolio Risk and Return
Sep.2023	
	Topic to be Covered
Week 1	Markowitz's model (Efficient Market Frontier); Risk less lending and Borrowings.
Week 2	Sharpe's Single Index Model
Week 3	Sharpe's Optimal Portfolio
Week 4	Capital Asset Pricing Model
Week 5	Empirical Analysis of models
Oct. 2023	
	Topic to be Covered
Week 1	Factor Models
Week 2	Arbitrage Pricing Theory
Week 3	Performance Evaluation
Week 4	Techniques of Portfolio Revision
Week 5	Emotional and Social Influences
Nov.2023	
	Topics to be covered
Week 1	Market inefficiency
Week 2	Strategies of Benjamin Graham
Week 3	Diwali Break
Week 4	Strategies of Warren Buffett
Week 5	Strategies of John Templeton & Peter Lynch
Dec 2023	
	Topics to be covered
Week 1	Strategies of George Soros & David Dreman
Week 2	Strategies of Charles Ellis
Week 3	Strategies of Indian Money Monarchs
Week 4	Strategies of Indian Money Monarchs
Week 5	Basic guidelines for Investment Decisions

Vandana
Signature of Teacher

Nomenclature of the Paper: Investment Analysis

Lesson Plan: from Aug. 2023 to Dec. 2023

Dr. Vandana Dangi

Aug. 2023	
	Topic to be Covered
Week 4	Investment Overview: Meaning, Nature and Process
Week 5	Investment Avenues
Sep. 2023	
	Topic to be Covered
Week 1	Indian Securities Market and its Participants
Week 2	Trading in BSE
Week 3	Trading in NSE
Week 4	Concept and Measurement of Investment Risk and Return
Week 5	Impact of Taxes and Inflation on Return
Oct. 2023	
	Topic to be Covered
Week 1	Securities and Exchange Board of India (SEBI)
Week 2	Investor Protection and Education
Week 3	Fundamental Analysis
Week 4	Company Analysis and Industry Analysis
Week 5	Economy Analysis
Nov. 2023	
	Topics to be covered
Week 1	Efficient Market Theory or Hypothesis
Week 2	Equity Valuation
Week 3	Diwali break
Week 4	Bond Valuation
Week 5	Empirical evidence of theories
Dec 2023	
	Topics to be covered
Week 1	Derivatives
Week 2	Options
Week 3	Investment strategies of Indian Money Monarchs
Week 4	Investment strategies of Global Money Monarchs
Week 5	Latest trends in investment analysis

Vandana
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor:


Class: B. Com (Pass) – 3rd sem

Nomenclature of the Paper: Corporate Accounting-I

KAVITA DUA

July 2023	
Week 4	Share Capital: Meaning, types, Accounting Treatment of issue
Week 5	forfeiture and reissue of Share
August 2023	
Week 1	Buyback of equity shares & Sweat shares
Week 2	PSS (Problems Solving Section)
Week 3	Redemption of preference share; Issue of Bonus Share
Week 4	PSS (Problems Solving Section)
Week 5	Debenture: Meaning, Types
September 2023	
Week 1	Issue of Debentures
Week 2	PSS (Problems Solving Section)
Week 3	Redemption of Debentures
Week 4	PSS (Problems Solving Section)
Week 5	Valuation of Goodwill: Meaning, objectives
October 2023	
Week 1	determinates and main methods
Week 2	Valuation of Shares: Meaning, objectives
Week 3	determinates and main methods
Week 4	PSS (Problems Solving Section)
Week 5	Profit or loss before and after incorporation,
November 2023	
Week 1	PSS (Problems Solving Section)
Week 2	Final accounts of companies.
Week 3	Diwali Vacations PSS (Problems Solving Section)
Week 4	PSS (Problems Solving Section)
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor:

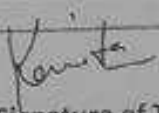
KAVITA DUA

Class: B. Com (Pass) – 3rd sem

Nomenclature of the Paper: Human resource management

July 2023	
Week 4	An Introduction to Human Resource Management: Definition, Importance objectives and scope of Human Resource Management (HRM)
Week 5	Function of Human Resource Management: - Managerial and Operative Functions
August 2023	
Week 1	Qualification and Qualities of Human Resource manager
Week 2	Evolution and Growth of Human Recourse Management (HRM) India
Week 3	Recruitment
Week 4	Selection-procedures & stages
Week 5	Training-need & importance
September 2023	
Week 1	Training- principles, need & methods
Week 2	Wages- objectives & factors
Week 3	Wages-methods
Week 4	Incentives-need & importance
Week 5	Incentives- types
October 2023	
Week 1	Industrial Relations-importance& objectives
Week 2	Industrial Relations- participants and impact
Week 3	Industrial disputes- meaning and measures
Week 4	Industrial disputes- preventive
Week 5	Revision
November 2023	
Week 1	Revision
Week 2	Revision
Week 3	Revision
Week 4	Revision
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram


Name of Assistant Professor: KAVITA DUA

Class: B. Com (Pass) – 1st sem

Nomenclature of the Paper: Business Management

July 2023	
Week 4	Business: concept
Week 5	nature and spectrum of business activities
August 2023	
Week 1	business system
Week 2	business objectives
Week 3	Management: Introduction, concept, nature
Week 4	process and significance
Week 5	Development of Management Thought; Classical
September 2023	
Week 1	Neo-Classical systems
Week 2	Contingency approaches
Week 3	Planning: concept, types and process
Week 4	Decision Making: concept and process
Week 5	Management by Objectives
October 2023	
Week 1	Corporate Planning
Week 2	Strategic Formulation
Week 3	Organizing: concept, nature, process and significance
Week 4	Authority and Responsibility relationship,
Week 5	Centralization and Decentralization
November 2023	
Week 1	Departmentation; Firms of Organizing structure.
Week 2	Revision
Week 3	Diwali Vacations
Week 4	Revision
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram


Name of Assistant Professor: KAVITA DUA

Class: B. Com (Pass) -1st Sem

Nomenclature of the Paper: Financial Accounting-I

July 2023	
Week 4	Introduction: meaning, objectives, process, limitations, scope
Week 5	Basic terms of accounting and bases of accounting and queries
August 2023	
Week 1	Generally accepted Accounting Principles and queries
Week 2	Double entry system and queries.
Week 3	Journalizing, practical questions and queries
Week 4	Ledgers, practical questions and queries
Week 5	Accounting of good and service tax and practical questions & queries
September 2023	
Week 1	Practical question of GST and queries
Week 2	Capital and revenue items, Reserves and Provisions and queries
Week 3	Depreciation: Meaning, causes, accounting procedure, methods of computing depreciation
Week 4	Straight line method and Diminishing balance method
Week 5	Change of method, practical questions & queries and assignment
October 2023	
Week 1	Final Accounts with adjustments and queries
Week 2	Final Accounts numerical and queries
Week 3	Rectification of errors & queries and test
Week 4	Rectification of errors -numerical and queries
Week 5	Accounting for non-profit organizations
November 2023	
Week 1	Numerical questions of NPO and queries
Week 2	Consignment accounts and questions
Week 3	Diwali Vacations
Week 4	Numerical questions of consignment, queries and test
Week 5	Revision
December 2023	
Week 1	Revision

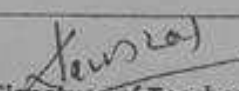
Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram**Class: M. Com (F) – III Semester Nomenclature of the Paper: MARKETING CONCEPTS AND DECISIONS****Lesson Plan: from July. 2023 to Dec. 2023 Dr.Kaushal kumari**

July.2023	
	Topic to be Covered
Week 1	
Week 2	
Week 3	Introduction: Concepts of Marketing
Week 4	Nature, scope, and importance of marketing
Week 5/6	Relationship mkt, Integrated mkt, Internal and Performance marketing
Aug.2023	
	Topic to be Covered
Week 1	Customer Value and Customer satisfaction, Value chain
Week 2	Strategic marketing planning: Corporate and Division Strategic
Week 3	MIS and Marketing Research
Week 4	Marketing Environment, Micro and Macro factors and Impact on marketing decisions.
Week 5	Market Segmentation
Sep. 2023	
	Topic to be Covered
Week 1	Targeting
Week 2	Consumer buying behavior and Consumer decision-making process
Week 3	Product decisions: Concepts of Product, Classification
Week 4	Major product decisions, Product line, Product Mix
Week 5	Branding, Test 1
Oct. 2023	
	Topics to be covered
Week 1	Packaging and Labelling Product life cycle
Week 2	P L C and marketing strategies, New product Development
Week 3	Consumer adoption process, Pricing decision and strategies
Week 4	Promotion decisions, Communication process
Week 5	Publicity and Public Relation
Nov. 2023	
	Topics to be covered
Week 1	Advertising Budget, Copy designing and its testing
Week 2	Media selection, Advertising Effectiveness, Sales promotion-tools
Week 3	Diwali Break
Week 4	Distribution decision, types of channels, channel conflicts and management, Diwali Break
Week 5	Retailing and Wholesaling, Physical Distribution
Dec 2023	
Week 1	Revision, Test 2 and Presentations

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com (P) – Ist Semester

Nomenclature of the Paper: Management concepts

Lesson Plan: from Aug. 2023 to Dec. 2023 Dr. Kaushal kumari

Aug.2022	
	Topic to be Covered
Week 1	
Week 2	
Week 3	Schools of Management thoughts: Scientific, Process, Human behaviour
Week 4	Social system school, Decision theory school, and Quantitative and System school.
Week 5	Contingency theory.
Sep.2023	
	Topic to be Covered
Week 1	Managerial functions
Week 2	Organization –concepts, theories. Types of organisation, Authority-Responsibility
Week 3	Staffing, Directing, Coordinating
Week 4	Motivation : Theories- Maslow, Herzberg, Alderfer's ERG theory
Week 5	Theory X and Y, Vroom's expectancy theory
Oct. 2023	
	Topic to be Covered
Week 1	Equity theory. Test 1
Week 2	Leadership –concept and styles
Week 3	Theories of leadership- Trait theory and Behavioural theory
Week 4	Fiedler's contingency theory, Hersey and Blanchard's situational theory
Week 5	Managerial Grid Implication of models of leaderships.
Nov.2023	
Week 1	Test 2 Likert's four systems of leadership.
Week 2	Interpersonal and Organisational communication, Communication process
Week 3	Diwali Break
Week 4	Assignments and Presentations
Week 5	Barriers to effective communication, improving communication
Dec. 2023	
Week 1	Transactional analysis in communication
Week 2	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com (P) – 1st Semester

Nomenclature of the Paper: Organisation Behaviour

Lesson Plan: from Aug. 2023 to Dec. 2023 Dr. Kaushal kumari

Aug.2022	
	Topic to be Covered
Week 1	
Week 2	
Week 3	Organisational Behaviour: concept and significance
Week 4	Organisational Behaviour: Relationship to other fields; OB Model
Week 5	Learning: meaning and definition
Sep.2023	
	Topic to be Covered
Week 1	Learning: Process
Week 2	Theories of learning, OB in learning organization.
Week 3	Attitude: meaning and definition, components, functions, formation, changing of attitude, prejudice, and attitude
Week 4	Personality: meaning and definition, the big five personality model
Week 5	Theories of personality, The Myers-Briggs Type Indicator, additional work-related aspects of personality
Oct. 2023	
	Topic to be Covered
Week 1	Perception: meaning and definition, process
Week 2	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.
Nov.2023	
Week 1	
Week 2	Organisational Conflict: Dynamics and management; sources, patterns, levels, and types of conflict
Week 3	Diwali Break
Week 4	Traditional and modern approaches to conflict; Functional and dysfunctional organisational conflicts; Resolution of conflict
Week 5	Organisational development: Concept; Need for change, resistance to change

Kaushal

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (H) – Vth Semester

Nomenclature of the Paper: Money and Banking

Lesson Plan: from July, 2023 to Dec. 2023 Dr. Kaushal kumari (Last 3 days of week)

July, 2023	
	Topic to be Covered
Week 1	
Week 2	
Week 3	
Week 4	Definition of money, its functions
Week 5	Importance of money
Aug. 2023	
	Topic to be Covered
Week 1	Role of money in various economic systems
Week 2	Evils of money, classification of money,
Week 3	Circular flow of money
Week 4	The Quantity theory of money-Fisher
Week 5	
Sep. 2023	
	Topic to be Covered
Week 1	Test 1
Week 2	The Quantity theory of money –Cambridge and Keynesian theory
Week 3	Inflation : Types of inflation
Week 4	Theories of inflation, Effects of inflation
Week 5	Control of inflation
Oct. 2023	
	Topics to be covered
Week 1	Credit, its definition, types
Week 2	Credit –merit and demerits
Week 3	Credit and Economic Development
Week 4	Functions of commercial Bank and central bank
Nov. 2023	
	Topics to be covered
Week 1	Process of credit creation and its limitations
Week 2	Control of money supply
Week 3	Diwali Break
Week 4	Reserve Bank of India -role
Week 5	R.B.I –Traditional and Development functions
Dec. 23	
Week 1	Test 2 and Presentations

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (H) – III Semester Nomenclature of the Paper: Cost accounting

Lesson Plan: from July. 2023 to Dec. 2023 Dr.Kaushal kumari

July.2023	
	Topic to be Covered
Week 1	
Week 2	
Week 3	Cost Accounting: Meaning, nature, scope and limitations
Week 4	Cost accounting and Financial Accounting ;Management accounting differences
Week 5	Concept of cost- elements and types
Aug.2023	
	Topic to be Covered
Week 1	Cost of Material, inventory control techniques
Week 2	Pricing of issue of inventory/material
Week 3	do
Week 4	Labour Cost: Idle time, Overtime, Labour turnover
Week 5	Labour cost control, Incentive wage plans
Sep. 2023	
	Topic to be Covered
Week 1	Overheads: Meaning, Classification
Week 2	Allocation, Apportionment
Week 3	Absorption of overheads
Week 4	do
Week 5	Machine hour rate
Week 6	Test 1
Oct.2023	
	Topics to be covered
Week 1	Unit Costing; Operating costing-1
Week 2	do
Week 3	Unit Costing-II
Week 4	Reconciliation of cost and Financial Accounts
Week 5	do
Nov. 2023	
	Topics to be covered
Week 1	Contract Costing
Week 2	do
Week 3	Diwali Break
Week 4	Process costing
Week 5	do
Dec. 23	
Week 1	Test 2 and Presentations

Head of Department

Signature of Teacher

Kaushal

Dec. 2023	
Week 1	Theories of planned change, organizational diagnosis, OD intervention
Week 2	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

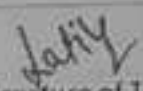
Name : Latika

Class: B.Com (Pass)-VI, A

Nomenclature of the Paper: Accounting For Management

JULY 2023	
Week 4	Nature and scope of Management Accounting, Controller, Treasurer
Week 5	Accounting Principles, Management Accounting V/S Financial Accounting, Limitations of Management Accounting
AUGUST 2023	
Week 1	Meaning and types of Financial Statements
Week 2	Analysis of Financial Statements, techniques of financial analysis
Week 3	Meaning of Ratios, importance, Liquidity Ratios
Week 4	Solvency ratios, Profitability Ratios
Week 5	Efficiency Ratios
SEPTEMBER 2023	
Week 1	Meaning and objectives of Cash Flow Statements
Week 2	Practical Problems
Week 3	Practical Problems
Week 4	Financial Planning
Week 5	Assignment + Revision
OCTOBER 2023	
Week 1	Capital Budgeting Importance
Week 2	ARR, Payback Period, Profitability Index
Week 3	NPV Advantages, disadvantages
Week 4	IRR Advantages, disadvantages
Week 5	Revision
NOVEMBER 2023	
Week 1	Capital Rationing definitions, types, advantages
Week 2	Assignment
Week 3	Break
Week 4	Revision
Week 5	Revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Name :Latika

Class: B.Com (Pass)-VI, C

Nomenclature of the Paper: Financial Market Operations

JULY 2023	
Week 4	Indian Money Market-Composition, Types, Structures
Week 5	Call money market, Recent trends in Indian Money Market
AUGUST 2023	
Week 1	Capital Market, Primary Market: Advantages, functions
Week 2	Secondary Market: Functions, roles of Stock Exchanges
Week 3	Listing procedures, Legal requirements
Week 4	NSE, OTCEI
Week 5	SEBI: Roles, Power
SEPTEMBER 2023	
Week 1	SEBI: Scope, Functions
Week 2	Investor Protection: Grievances and Redressal mechanism
Week 3	Company Law Board Remedies
Week 4	Functionaries: Brokers, Jobbers, Sub brokers
Week 5	Market makers, Institutional Investors, Depository
OCTOBER 2023	
Week 1	Developmental Banks: Functions and types
Week 2	IFCI, IDBI, SIDBI
Week 3	EXIM, NABARD, ICICI
Week 4	Mutual Funds: Benefits, new trends
Week 5	SEBI guidelines regarding Mutual Funds, types
NOVEMBER 2023	
Week 1	Assignment
Week 2	Book Building Process
Week 3	Break
Week 4	Revision
Week 5	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

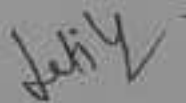
Name of Assistant Professor:

Class: B. Com (Pass) - 5th Sem [A, B, C]

Nomenclature of the Paper: Entrepreneurship and Small-Scale Business

July 2023	
Week 4	Entrepreneur-Entrepreneurship-Enterprise Conceptual issues
	Entrepreneurship vs. Management
Week 5	Roles and functions of entrepreneurs
August 2023	
Week 1	Entrepreneurship as an interactive process
Week 2	Small business as the seedbed of entrepreneurship Entrepreneurial competencies
Week 3	Entrepreneurial motivation performance and rewards
Week 4	Opportunity scouting and idea generation role of creativity & innovation and business research
Week 5	Sources of business ideas
September 2023	
Week 1	Entrepreneurial opportunities in contemporary business environment
Week 2	Preparation of Project Report
Week 3	Managerial roles and functions in a small business
Week 4	Designing and redesigning business processes location layout
Week 5	Basic awareness of the issues impinging on quality
October 2023	
Week 1	Managing business growth
Week 2	acquisitions & mergers integration & diversification
Week 3	Issues in small business marketing product life cycle
Week 4	advertising & publicity sales & distribution management
Week 5	consortium marketing competitive bidding/tender marketing
November 2023	
Week 1	Product and Procurement Reservation Marketing Assistance
Week 2	National state level and grass-root level financial and nonfinancial institutions in support of small business development
Week 3	Diwali Vacations
Week 4	Revision
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: M. Com Ist Sem

Name of Assistant Professor : Dr. Shubhra Jain

Nomenclature of the Paper: Business Communication (1-3 Days)

Lesson Plan: from August 2023-December 2023

August 2023	
	Topic to be Covered
Week 3	Communication - Introduction , need , importance , process
Week 4	Roles & Flows in Org. Process (Mintzberg)
Week 5	Fundamental Concept of Business Communication
September 2023	
	Topic to be Covered
Week 1	Business Correspondence - Introduction & Types
Week 2	Inviting Quotations
Week 3	Sending Quotations
Week 4	Placing Orders
Week 5	Social & Public relations correspondence Test 1
October 2023	
	Topic to be Covered
Week 1	Reading Writing messages - Introduction & Types
Week 2	Invitations
Week 3	Thank you notes
Week 4	Greetings & Congratulations
Week 5	Formats with examples
November 2023	
	Topic to be Covered
Week 1	Introduction to electronic communication , Assignment
Week 2	Privacy & Data security issues
Week 3	Revision
Week 4	Revision, Test 2
Week 5	Presentations
December 2023	
	Topic to be Covered
Week 1	Presentations
Week 2	Presentations



Department of Commerce, GC Sec-9, Gurugram

Class: M. Com Ist Sem

Name of Assistant Professor : Dr. Shubhra Jain

Nomenclature of the Paper: Computerised Accounting (4-6 Days)

Lesson Plan: from August 2023-December 2023

August 2023	
	Topic to be Covered
Week 3	Computerised Accounting - Introduction
Week 4	Chart of Accounts in ERP
Week 5	Resource Planning ERP
September 2023	
	Topic to be Covered
Week 1	Company Creation , Shut a Company
Week 2	Select a Company, Alter Company
Week 3	Single Ledger Creation
Week 4	Multi Ledger Creation
Week 5	Altering & Displaying Ledgers
October 2023	
	Topic to be Covered
Week 1	Maintaining SKU Introduction
Week 2	Inventory Masters in ERP
Week 3	Creating Inventory Masters
Week 4	Practical Application
Week 5	Practical Application , Test 1
November 2023	
	Topic to be Covered
Week 1	Creation of Stock Group, Assignment
Week 2	Creation of units of measure
Week 3	Creation of Stock items , Godown
Week 4	Stock opening balance in ERP Reports
Week 5	Revision , Presentations
December 2023	
	Topic to be Covered
Week 1	Presentations
Week 2	Presentations , Test 2

Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor:

Class: B. Com (Pass) - 3rd sem

Nomenclature of the Paper: Corporate Accounting I

Week 1	Share Capital: Meaning, Types, Issuance of Shares
Week 2	Share Capital: Meaning, Types, Issuance of Shares

Week 3	Redemption of preference shares: From Full Paid Shares
Week 4	PSS (Problems Solving Section)
Week 5	Deposits: Meaning, Types

Week 6	Term of Deposits
Week 7	PSS (Problems Solving Section)
Week 8	Redemption of Deposits
Week 9	PSS (Problems Solving Section)
Week 10	Minimum of Current Liabilities: Meaning, Types

Week 11	Acceptance of Current Liabilities
Week 12	Verification of Share Capital: Meaning, Types
Week 13	Authorized and Issued Capital
Week 14	PSS (Problems Solving Section)
Week 15	Profit or loss before and after tax

Week 16	PSS (Problems Solving Section)
Week 17	Final accounts of company
Week 18	Dividend: Meaning, Types, Calculation
Week 19	PSS (Problems Solving Section)
Week 20	Revision

Week 21	Revision
---------	----------

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor

Class: B Com (Pass) - 5th sem

Nomenclature of the Paper: Cost Accounting-I

July 2023

Week 4	Cost Accounting: Meaning, Features, Scope, Techniques, Methods, Objectives, Importance and Limitations
W L &	Comparing cost accounting system with profit centres, Difference and similarities of cost accounting system with financial accounting system

August 2023

Week 1	Cost: main elements and types, Material Control: Meaning and objectives of material control
Week 2	material purchase procedure, fixation of inventory levels: reorder level, Minimum level, Maximum level
Week 3	Danger level, EOQ analysis, Methods of Valuing Material Issues, Wastage of material: main types
Week 4	Labour Cost Control: Importance, methods of time keeping
Week 5	Time Booking, Treatment and control of Labour Turnover

September 2023

Week 1	Idle Time, Overtime, Systems of Wage Payment: Time Wage System
Week 2	Piece Wage System
Week 3	Incentive Wage plans: Individual plans and group plans
Week 4	Overheads: Meaning and Types: Collection
Week 5	Classification, Allocation, Apportionment

October 2023

Week 1	Absorption of Overheads: Main methods
Week 2	Machine hour rate: numericals
Week 3	Unit and output costing: meaning and objectives, cost sheet
Week 4	types, preparation of cost sheet: numericals
Week 5	determination of tender price

November 2023

Week 1	Numerical and production account: types
Week 2	Reconciliation of cost and financial accounts: Meaning, Objectives and procedure
Week 3	Drwali Vacations
Week 4	Revision
Week 5	Revision

December 2023

Week 1	Revision
--------	----------

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BCom Hons 5th Sem

Name of Assistant Professor : Dr. Shubhra Jain

Nomenclature of the Paper: Contemporary Issues in Commerce

Lesson Plan: from July 2023-December 2023

July 2023	
	Topic to be Covered
Week 4	Balance of Payment , Deficit Financing
Week 5	Tax Regulation & Economic Growth
August 2023	
	Topic to be Covered
Week 1	Role of Micro Finance , CSR, Ethics
Week 2	E Learning
Week 3	Mobile Communication
Week 4	Financial Innovation
Week 5	Global Financial Crisis
September 2023	
	Topic to be Covered
Week 1	Recent trends in banking & financial services
Week 2	Rural marketing , allotment of project report to students
Week 3	Retailing Challenges
Week 4	Marketing through SNW
Week 5	E Marketing
October 2023	
	Topic to be Covered
Week 1	Workforce Diversity , HRA & Audit
Week 2	HR Challenges
Week 3	Assessment of Project Reports
Week 4	Assessment of Project Reports
Week 5	Assessment of Project Reports
November 2023	
	Topic to be Covered
Week 1	Assessment of Project Reports , Presentations
Week 2	Assessment of Project Reports , Presentations
Week 3	Assessment of Project Reports , Presentations
Week 4	Assessment of Project Reports , Presentations
Week 5	Assessment of Project Reports , Presentations , Revision
December 2023	
Week 1	Revision

ST

Department of Commerce, GC Sec-9, Gurugram

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

Paper: BC 304

Nomenclature of the Paper: Corporate Law-I

Lesson Plan: from July 2023 to December 2023

July 2023	
Week 4	Company- Meaning
Week 5	Characteristics
August 2023	
Week 1	Features of company
Week 2	Types of companies
Week 3	advantages and disadvantages of incorporation
Week 4	Lifting of corporate veil
Week 5	Formation of Company - Promotion of company
September 2023	
Week 1	Functions of promoter importance of promoter
Week 2	Promoter's remuneration legal status of Promoter
Week 3	Rights of promoters Duties of promoters Liabilities of promoter
Week 4	Pre- incorporation contracts
Week 5	Incorporation and commencement of Business
October 2023	
Week 1	Prospectus - definition Public offer contents
Week 2	misleading prospectus and its consequences
Week 3	Memorandum of Association - Meaning importance
Week 4	clauses of memorandum of association and their Alteration
Week 5	doctrine of ultra- virus Articles of Association - Meaning contents
November 2023	
Week 1	alteration of articles of association
Week 2	constructive notice and doctrine of indoor management
Week 3	Dividend break, Borrowing Powers
Week 4	Debentures and Charges
Week 5	Revision
December 2023	
Week 1	Revision

Minali

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (General) - 1 Semester (Sec- A)

Paper: BC 105

Nomenclature of the Paper: Business Communication Skills

Lesson Plan:

July 2023	
Week 4	Introduction Basics of communication
Week 5	Revision
August 2023	
Week 1	Seven C's of effective communication.
Week 2	barriers to communication
Week 3	Ethical context of communication
Week 4	Business Communication at workplace
Week 5	Revision
September 2023	
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
October 2023	
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
November 2023	
Week 1	Communication Skills Reading skills listening skills
Week 2	note making, persuasive speaking
Week 3	Diwali break, Body language Gestures
Week 4	Revision
Week 5	proposals
December 2023	
Week 1	Revision

Head of Department

H. N. Sethi

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

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

Paper: BC 304

Nomenclature of the Paper: Corporate Law-I

Lesson Plan: from July 2023 to December 2023

July 2023	
Week 4	Company - Meaning
Week 5	Characteristics
August 2023	
Week 1	Features of company
Week 2	Types of companies
Week 3	advantages and disadvantages of incorporation
Week 4	Lifting of corporate veil
Week 5	Formation of Company - Promotion of company
September 2023	
Week 1	Functions of promoter importance of promoter
Week 2	Promoter's remuneration legal status of Promoter
Week 3	Rights of promoters Duties of promoters Liabilities of promoters
Week 4	Pre-incorporation contracts
Week 5	Incorporation and commencement of Business
October 2023	
Week 1	Prospectus - definition Public offer contents
Week 2	misleading prospectus and its consequences
Week 3	Memorandum of Association - Meaning importance
Week 4	clauses of memorandum of association and their Alteration
Week 5	doctrine of ultra-virus Articles of Association - Meaning contents
November 2023	
Week 1	alteration of articles of association
Week 2	constructive notice and doctrine of indoor management
Week 3	Dividend break Borrowing Powers
Week 4	Debentures and Charges
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (H)

Paper: BCB04

Nomenclature of the Paper: **Company law**

Lesson Plan: from July 2023 to December 2023

July 2023

Week 4	Company - Meaning
Week 4	Characteristics

August 2023

Week 1	Features of company
Week 2	Types of companies
Week 3	advantages and disadvantages of incorporation
Week 4	Lifting of corporate veil
Week 5	Formation of Company - Promotion of company

September 2023

Week 1	Functions of promoter, importance of promoter
Week 2	Promoter's remuneration, legal status of Promoter
Week 3	Rights of promoters, Duties of promoters, Liabilities of promoters
Week 4	Pre-incorporation contracts
Week 5	Incorporation and commencement of Business

October 2023

Week 1	Prospectus - definition Public offer, contents
Week 2	misleading prospectus and its consequences
Week 3	Memorandum of Association - Meaning, importance
Week 4	clauses of memorandum of association and their Alteration
Week 5	doctrine of ultra-virus Articles of Association - Meaning, contents

November 2023

Week 1	alteration of articles of association
Week 2	constructive notice and doctrine of indoor management
Week 3	Dividend break, Borrowing Powers
Week 4	Debentures and Charges
Week 5	Revision

December 2023

Week 1	Revision
--------	----------

Head of Department

Signature of Teacher

Priya sharma

Department of Commerce, GC Sec-9, Gurugram

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

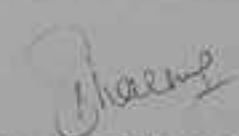
Paper: BC 304

Nomenclature of the Paper: Corporate Law-I

Lesson Plan: from July 2023 to December 2023

July 2023	
Week 4	Company - Meaning
Week 5	Characteristics
August 2023	
Week 1	Features of company
Week 2	Types of companies
Week 3	advantages and disadvantages of incorporation
Week 4	Lifting of corporate veil
Week 5	Formation of Company - Promotion of company
September 2023	
Week 1	Functions of promoter, importance of promoter
Week 2	Promoter's remuneration, legal status of Promoter
Week 3	Rights of promoters, Duties of promoters, Liabilities of promoters
Week 4	Pre-incorporation contracts
Week 5	Incorporation and commencement of Business
October 2023	
Week 1	Prospectus - definition Public offer, contents
Week 2	misleading prospectus and its consequences
Week 3	Memorandum of Association - Meaning, importance
Week 4	clauses of memorandum of association and their Alteration
Week 5	doctrine of ultra virus Articles of Association - Meaning, contents
November 2023	
Week 1	alteration of articles of association
Week 2	constructive notice and doctrine of indoor management
Week 3	Dividend break, Borrowing Powers
Week 4	Debentures and Charges
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram
Lesson Plan: from July 2023 to December 2023

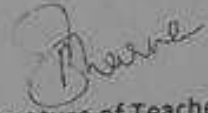
Name of Assistant/Associate Professor:

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

Paper: BC 101

Nomenclature of the Paper: Financial Accounting-I

July 2023	
Week 4	Introduction: meaning of Accounting
Week 5	objectives: process
August 2023	
Week 1	limitations and basic terms of Accounting
Week 2	Generally accepted Accounting Principles
Week 3	Journalizing, Posting
Week 4	Preparation of trial balance
Week 5	Revision
September 2023	
Week 1	Capital and revenue items Reserves and Provisions
Week 2	Depreciation: Meaning, causes, accounting procedure
Week 3	methods of computing depreciation - straight line
Week 4	methods of computing depreciation - diminishing balance method
Week 5	change of method: numericals
October 2023	
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
November 2023	
Week 1	Accounting for non-profit organizations: numericals
Week 2	Consignment accounts
Week 3	Diwali break, Consignment accounts: numericals
Week 4	Consignment accounts: numericals
Week 5	Revision
December 2023	
Week 1	Revision


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B. Com (General) - III Semester (Sec-9)


Paper: BC 306 (ii)

Nomenclature of the Paper: Basics of Retailing

Lesson Plan:

July 2023	
Week 4	Introduction Meaning
Week 5	Nature, scope
August 2023	
Week 1	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
September 2023	
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
October 2023	
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
November 2023	
Week 1	Retail planning - importance and process
Week 2	Developing retailing strategies, objectives
Week 3	Diwali break action plans
Week 4	pricing strategies
Week 5	location strategies
December 2023	
Week 1	Revision

Head of Department


Signature of Teacher

Department of Commerece, GC Sec-9, Gurugram

Class: B. Com (General) – 1 Semester (Sec- A)


Paper: BC 105

Nomenclature of the Paper: Business Communication Skills

Lesson Plan:

July 2023	
Week 4	Introduction Basics of communication
Week 5	Revision
August 2023	
Week 1	Seven C's of effective communication.
Week 2	barriers to communication
Week 3	Ethical context of communication
Week 4	Business Communication at workplace
Week 5	Revision
September 2023	
Week 1	Letter writing- component, lay out 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
October 2023	
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
November 2023	
Week 1	Communication Skills Reading skills, listening skills
Week 2	note making persuasive speaking
Week 3	Diwali break Body language Gestures
Week 4	Revision
Week 5	proposals
December 2023	
Week 1	Revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com (Pass)-3rd sem sec b


Paper: business regulatory framework

Nomenclature of the Paper:

Lesson Plan: from july 2023 to nov 2023

july 2023	
	Topics to be covered
Week 4	Mercantile law
Week 5	Indian contract act 1872
Aug 2023	
	Topic to be Covered
Week 1	Valid contract and its elements
Week 2	Proposal, acceptance and revocation
Week 3	Contractual capacities of parties
Week 4	Free consent
Week 5	Lawful consideration
Sep 2023	
	Topic to be Covered
Week 1	Agreement expressly declared as void
Week 2	Legal formalities
Week 3	Contingent contracts
Week 4	Performance of contracts
Week 5	Discharge of contracts
Oct 2023	
	Topic to be Covered
Week 1	Implied, quasi
Week 2	Consequences of breach of contract
Week 3	Contracts of indemnity and guarantee
Week 4	revision
Week 5	test
Nov 2023	
Week 1	Contracts of bailment and pledge
Week 2	Contracts of agency
Week 3	Diwali break
Week 4	Consumer protection act 1986
Week 5	revision

Head of Department


 Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com (Pass)-3rd sem

Paper: business statistics sec (a&c)

Nomenclature of the Paper:

Lesson Plan: from july 2023 to nov 2023

july 2023	
	Topics to be covered
Week 4	Introduction to stats
Week 5	Statistical data meaning, types
Aug 2023	
	Topic to be Covered
Week 1	Collection of data, classification
Week 2	Presentation of data
Week 3	Histogram, frequency
Week 4	Central tendency, concept
Week 5	measures
Sep 2023	
	Topic to be Covered
Week 1	Mean, median
Week 2	mode
Week 3	Dispersion, meaning
Week 4	practical
Week 5	practicals
Oct 2023	
	Topic to be Covered
Week 1	Moments of skewness,
Week 2	practicals
Week 3	kurtosis
Week 4	do
Week 5	revision
Nov 2023	
Week 1	Correlation concept, karls pearson
Week 2	practicals
Week 3	Diwali break
Week 4	Regression: meaning, diff, practicals
Week 5	practicals

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com (hons)-1st sem

Paper: business law

Nomenclature of the Paper:

Lesson Plan: from july 2023 to nov 2023

july 2023	
	Topics to be covered
Week 4	Business law, Indian contract act 1872
Week 5	Valid contract
Aug 2023	
	Topic to be Covered
Week 1	Proposal, acceptance
Week 2	Contractual, acceptance
Week 3	Contractual capacities
Week 4	Free consent
Week 5	Lawful consideration
Sep 2023	
	Topic to be Covered
Week 1	Agreement expressly declared as void
Week 2	Legal formalities
Week 3	Contingent contracts
Week 4	Performance of contracts
Week 5	Discharge of contracts
Oct 2023	
	Topic to be Covered
Week 1	Implied, quasi
Week 2	Consequences of breach of contract
Week 3	Contracts of indemnity and guarantee
Week 4	revision
Week 5	test
Nov 2023	
Week 1	Contracts of bailment and pledge
Week 2	Contracts of agency
Week 3	Diwali break
Week 4	Consumer protection act 1986
Week 5	revision

Head of Department


Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com (Pass)-3rd sec A

Paper: business regulatory framework

Nomenclature of the Paper:

Lesson Plan: from July 2023 to Nov 2023

July 2023	
	Topics to be covered
Week 1	Mercantile law
Week 2	Indian contract act 1872
Aug 2023	
	Topic to be Covered
Week 1	Valid contract and its elements
Week 2	Proposal, acceptance and revocation
Week 3	Contractual capacities of parties
Week 4	Free consent
Week 5	Lawful consideration
Sep. 2023	
	Topic to be Covered
Week 1	Agreement expressly declared as void
Week 2	Legal formalities
Week 3	Contingent contracts
Week 4	Performance of contracts
Week 5	Discharge of contracts
Oct 2023	
	Topic to be Covered
Week 1	Implied, quasi
Week 2	Consequences of breach of contract
Week 3	Contracts of indemnity and guarantee
Week 4	revision
Week 5	test
Nov 2023	
Week 1	Contracts of bailment and pledge
Week 2	Contracts of agency
Week 3	Diwali break
Week 4	Consumer protection act 1986
Week 5	revision

Head of Department

[Signature]
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com (Pass)-1st sem sec(b&c)

Paper: business communication

Nomenclature of the Paper:

Lesson Plan: from july 2023 to nov 2023

july 2023	
	Topics to be covered
Week 4	Business communication
Week 5	Seven c's of communication
Aug 2023	
	Topic to be Covered
Week 1	Barriers of miscommunication
Week 2	Ethical context of communication
Week 3	Business communication of work place
Week 4	E-mailing
Week 5	Bad news letter
Sep 2023	
	Topic to be Covered
Week 1	Persuasive written communication
Week 2	Memos or memo
Week 3	Notices, agenda
Week 4	Report writing
Week 5	revision
Oct 2023	
	Topic to be Covered
Week 1	Abstracts, summaries and proposal
Week 2	Reading skills
Week 3	Listening skills
Week 4	Note making
Week 5	Persuasive speaking
Nov 2023	
Week 1	Body language
Week 2	do
Week 3	Diwali break
Week 4	Test and revision
Week 5	revision

Head of Department

[Signature]
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com (Pass)-3rd sem sec c

Paper: corporate account

Nomenclature of the Paper:

Lesson Plan: from july 2023 to nov 2023

july 2023

Topics to be covered

Week 4 Issues of shares

Week 5 practicals

Aug 2023

Topic to be Covered

Week 1 Practical of issue shares

Week 2 Redemption of shares

Week 3 practicals

Week 4 practicals

Week 5 Issues of debentures

Sep 2023

Topic to be Covered

Week 1 Practical of issue of debentures

Week 2 Redemption of debentures

Week 3 practicals

Week 4 Final accounts of company

Week 5 practicals

Oct 2023

Topic to be Covered

Week 1 Practical of final acc

Week 2 Test & revision

Week 3 Profit or loss prior to incorporation

Week 4 practicals

Week 5 revision

Nov 2023

Week 1 Valuation of shares

Week 2 practicals

Week 3 Diwali break

Week 4 Valuation of goodwill

Week 5 practicals

Head of Department

Office
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: B.Com (Pass)-1st sec c

Paper: financial accounting

Nomenclature of the Paper:

Lesson Plan: from july 2023 to nov 2023

july 2023	
	Topics to be covered
Week 4	Meaning and scope of accounting
Week 5	Basic accounting terms, bases of accounting
Aug 2023	
	Topic to be Covered
Week 1	Accounting principles
Week 2	Double entry system, recording accounting transaction
Week 3	practicals
Week 4	Accounting for goods and services tax
Week 5	Trial balance
Sep 2023	
	Topic to be Covered
Week 1	Practicals of trial balance
Week 2	Capital and revenue
Week 3	practicals
Week 4	Depreciation, provision
Week 5	practicals
Oct 2023	
	Topic to be Covered
Week 1	Final accounts
Week 2	practicals
Week 3	Final acc with adjustment
Week 4	Errors and their rectification
Week 5	practicals
Nov 2023	
Week 1	Accounts of non profit organisation
Week 2	practicals
Week 3	Diwali break
Week 4	Consignment acc
Week 5	revision

Head of Department

[Signature]
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 1st SEM

Paper: COMPUTER FUNDAMENTALS

Nomenclature of the Paper:

Lesson Plan: from july 2023 to nov 2023

july 2023	
	Topics to be covered
Week 4	Introduction – Digital and analog computers, evolution of digital computers
Week 5	major components of a digital computer
Aug 2023	
	Topic to be 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
Sep 2023	
	Topic to be 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
Oct 2023	
	Topic to be 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
Week 5	DO
Nov 2023	
Week 1	PRESENTATION AND TEST
Week 2	PRESENTATION AND TEST
Week 3	Diwali break
Week 4	REVISION
Week 5	TEST AND PREVIOUS YEAR PAPER DISCUSSION

Shreya

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 5th SEM

Paper: CYBER SECURITY

Nomenclature of the Paper:

Lesson Plan: from july 2023 to nov 2023

july 2023	
	Topics to be covered
Week 4	terrorist atrocities
Week 5	the power of cyber terrorism
Aug 2023	
	Topic to be Covered
Week 1	Cyber terrorism, the role of IT by terrorist
Week 2	characteristic of cyber terrorism
Week 3	real examples of cyber terrorism
Week 4	political orientation of terrorism
Week 5	economic consequences
Sep 2023	
	Topic to be Covered
Week 1	Cyber terrorism, terrorist atrocities
Week 2	the role of IT by terrorist
Week 3	characteristic of cyber terrorism
Week 4	real examples of cyber terrorism
Week 5	political orientation of terrorism
Oct 2023	
	Topic to be Covered
Week 1	Cyber terrorism, terrorist atrocities
Week 2	the role of IT by terrorist
Week 3	characteristic of cyber terrorism
Week 4	real examples of cyber terrorism
Week 5	political orientation of terrorism
Nov 2023	
Week 1	external penetration, your role on cyber-attacks
Week 2	Cybercrimes and law, cyber jurisdiction, Indian IT ACT
Week 3	Diwali break
Week 4	Fundamental concepts of information security
Week 5	information warfare, levels of information war

Ashwani

Department of Commerce, GC Sec-9, Gurugram

Class: BBA - III Semester

Paper:

Nomenclature of the Paper: Introduction to Information Technology

Lesson Plan: from july 2023 to nov 2023

july 2023	
	Topics to be covered
Week 4	Documentation using MS WORD
Week 5	Tool bars, menus.
Aug 2023	
	Topic to be Covered
Week 1	drop cap, auto text.
Week 2	auto correct spelling.
Week 3	and grammar tools
Week 4	dictionary
Week 5	tables, file management and printing
Sep 2023	
	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-
Oct 2023	
	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	
Nov 2023	
Week 1	Introduction to Tally
Week 2	-Do-
Week 3	Drwah break
Week 4	-Do-
Week 5	-Do-

Phan...

Department of Commerce, GC Sec-9, Gurugram

Class: BBA - V Semester

Paper:

Nomenclature of the Paper: Computer Networking & Internet

Lesson Plan: from july 2023 to nov 2023

july 2023	
	Topics to be covered
Week 4	Introduction to network
Week 5	topologies
Aug 2023	
	Topic to be Covered
Week 1	TCP/IP model
Week 2	Network devices-1
Week 3	Network device -2
Week 4	Analog and digital signal
Week 5	future of intranet, protocols of communication
Sep 2023	
	Topic to be Covered
Week 1	OSI model
Week 2	protocols and their classification
Week 3	flow control
Week 4	Cryptography
Week 5	ranking
Oct 2023	
	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	DO
Nov 2023	
Week 1	Intranet concepts and architecture, building corporate world wide web, HTTP protocol
Week 2	intranet infrastructure, fundamental of TCP/IP
Week 3	Diwali break
Week 4	intranet security design
Week 5	intranet as a business tool

Shewal-


Department of Commerce, GC Sec-9, Gurugram

Class: BBA 5th SEM

Nomenclature of the Paper Presentation Skills & Personality Development

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Introduction - Meaning types of presentation presentation that deeply involves the audience
Week 5	presentation that creates excitement, persuasive presentation, presentation evoking emotional appeal
August 2023	
	Topic to be Covered
Week 1	presentation that sells a new idea, humorous presentation
Week 2	planning a presentation - analysing the audience
Week 3	location of presentations objective of presentation
Week 4	structuring the presentation presentation notes and session plan
Week 5	Methods of presentation - Fish bowl, role plays, group discussion
September 2023	
	Topic to be Covered
Week 1	presentation - presenter effectiveness, difficult situations
Week 2	nerves, motivation and attention Outcomes of presentation - inspiring presentation
Week 3	presentation that builds trust, presentation that offers a solution
Week 4	Concept of personality, personality consciousness, personality patterns, personality syndrome, symbols of self, clothing
Week 5	names and nicknames, speech, age, success, reputation, moulding the personality pattern, persistence and change
October 2023	
Week 1	Personality determinants - physical, intellectual, emotional
Week 2	social determinants, aspirations and achievements
Week 3	educational determinants and family determinants
Week 4	Personality development - healthy personalities
Week 5	developing self-awareness, managing personal stress
November 2023	
Week 1	Revision
Week 2	Revision
Week 3	Diwali vacations
Week 4	Revision
Week 5	Revision


DR. BHAVANA YADAV
COMMERCE DEPTT

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 3rd SEM

Nomenclature of the Paper: Marketing Management

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Introduction to Marketing, difference between marketing and selling
Week 5	core concepts of marketing
August 2022	
	Topic to be Covered
Week 1	marketing mix
Week 2	marketing process
Week 3	marketing environment
Week 4	Determinants of consumer behaviour, consumer's purchase decision
Week 5	process (exclude industrial purchase decision process)
September 2022	
	Topic to be Covered
Week 1	market segmentation, target marketing, differentiation
Week 2	positioning, marketing research
Week 3	marketing information system
Week 4	Product and product line decisions, branding decisions
Week 5	packaging and labelling decisions
October 2023	
Week 1	product life cycle concept
Week 2	new product development
Week 3	pricing decisions
Week 4	Marketing channels - retailing, wholesaling, warehousing
Week 5	customer relationship marketing
November 2023	
Week 1	promotion mix - personal selling
Week 2	advertising, sales promotion, publicity
Week 3	Diwali vacations
Week 4	Revision
Week 5	Revision

Signature of teacher

RITU PRAGAT
Commerce Department

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 3rd SEM

Nomenclature of the Paper: company law

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Company Meaning Features Kinds
Week 5	Registration & Incorporation
August 2023	
	Topic to be Covered
Week 1	Memorandum of association
Week 2	Articles of association
Week 3	Prospectus
Week 4	Share kinds of shares
Week 5	Allotment and issue of share
September 2023	
	Topic to be Covered
Week 1	Share capital
Week 2	Share certificate and share warrant
Week 3	Transfer and transmission of shares
Week 4	Calls on shares forfeiture surrender and lien
Week 5	Debentures
October 2023	
Week 1	Company administration
Week 2	Company administration
Week 3	Company's meetings and resolution
Week 4	Meeting's procedure or requisites of valid meeting
Week 5	Prevention of oppression and mismanagement
November 2023	
Week 1	Winding up of the company
Week 2	Revision
Week 3	Diwali vacations
Week 4	Revision
Week 5	Revision

Signature of teacher

RITU PHOAT

Commerce Department

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 3rd SEM

Nomenclature of the Paper: capital market

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Meaning, nature and role of capital market features
Week 5	reforms in the capital market
August 2023	
	Topic to be Covered
Week 1	regulatory framework of capital market
Week 2	capital market instruments
Week 3	innovation in financial instruments
Week 4	Primary capital market scenario in India
Week 5	methods of raising resources from primary market secondary market scenario in India
September 2023	
	Topic to be Covered
Week 1	reforms in secondary market organization and management trading and settlement
Week 2	reforms in secondary market organization and management trading and settlement
Week 3	listing of securities stock market index
Week 4	steps taken by SEBI to increase liquidity in the stock market
Week 5	Meaning need and benefits of depository system in India difference between demat and physical share
October 2023	
Week 1	depository process functioning of NSDL and SHCIL Importance of Debt market in capital market
Week 2	participant in the debt market
Week 3	types of instrument traded in the Debt market
Week 4	primary and secondary segments of debt market
Week 5	Role and policy measures relating to development banks and financial institution in India
November 2023	
Week 1	products and services offered by IFCI IDBI HBI
Week 2	SIDBI IDFC EXIM Bank
Week 3	Diwali vacations
Week 4	types of mutual funds SEBI guidelines relating to mutual funds
Week 5	Revision

P. K. Ritu
RITU PHOAT
Commerce Department

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 1ST SEM

Nomenclature of the Paper: BUSINESS ORGANISATION

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Business – Concept
Week 5	nature and scope, business as a system, business objectives
August 2023	
	Topic to be Covered
Week 1	distinction between business, commerce and trade
Week 2	Forms of business organization – Sole proprietorship
Week 3	partnership
Week 4	joint stock company
Week 5	types of company cooperative societies
September 2023	
	Topic to be Covered
Week 1	multinational corporations
Week 2	Entrepreneurship - Concept and nature
Week 3	entrepreneurial opportunities in contemporary business environment
Week 4	process of setting up a business enterprise
Week 5	choice of a suitable form of business organization
October 2023	
Week 1	business and environment interface
Week 2	feasibility and preparation business plan
Week 3	Government and business interface; stock exchange in India
Week 4	business combination – concept and causes
Week 5	chambers of commerce and industries in India – FICCI, CII Association
November 2023	
Week 1	Revision
Week 2	Revision
Week 3	diwali vacations
Week 4	Revision
Week 5	Revision


Signature of Teacher

ANITA NIHALIYA
Commerce Dept.

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 5th SEM

Nomenclature of the Paper: PRODUCTION AND MATERIAL MANAGEMENT

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Production economics: introduction, evaluation,
Week 5	major long term and short-term decisions; objectives, importance and activities
August 2023	
	Topic to be Covered
Week 1	differences between products and services: Meaning and types of production systems
Week 2	production to order and production to stock; plant location
Week 3	factors affecting location and evaluating different locations
Week 4	Production planning and control, objectives, advantages
Week 5	elements PPC and production systems
September 2023	
	Topic to be Covered
Week 1	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
October 2023	
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
November 2023	
Week 1	objectives, importance and functions stores layout
Week 2	classification and codification; inventory control of spare parts
Week 3	Diwali vacations
Week 4	materials handling, traffic and transportation; disposal of scrap
Week 5	surplus and obsolete materials



Anita Nihaliya
Commerce
Dept.


Department of Commerce, GC Sec-9, Gurugram

Class: BBA 3rd SEM

Nomenclature of the Paper: DISASTER MANAGEMENT

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Structure of the atmosphere; Pressure, temperature, precipitation, cloud classification and formation; calories force
Week 5	El Nino phenomenon; western disturbance; energy model and budget of the earth. Primary differentiation
August 2023	
	Topic to be Covered
Week 1	formation of core, mantle, crust, atmosphere and hydrosphere
Week 2	erosion; transportation deposition of earth's material by running water, river meandering and formation of ox-bow lak
Week 3	Depletion of natural capital, development as causes of disaster
Week 4	epidemics; industrials accidents and chemical releases multipurpose
Week 5	humanitarian assistance in emergencies
September 2023	
	Topic to be Covered
Week 1	flood hydrographs, dams barrages and rivers diversions,
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
October 2023	
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
November 2023	
Week 1	revision
Week 2	Revision
Week 3	Diwali vacations
Week 4	Revision
Week 5	Revision


Anita Nihaliya
Commerce
Dept

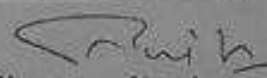
Department of Commerce, GC Sec-9, Gurugram

Class: BBA 5th Sem

Nomenclature of the Paper: INDIAN BUSINESS ENVIRONMENT

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Nature, components and determinants
Week 5	Basic nature of Indian economic system
August 2023	
	Topic to be Covered
Week 1	growth of public and private corporate sector
Week 2	social responsibility of business
Week 3	economic reforms since 1991 – an overview
Week 4	Review of industrial policy developments and pattern of industrial growth since 1991
Week 5	industrial licensing policy; public sector reforms, privatization
September 2023	
	Topic to be Covered
Week 1	growth and problems of SMEs, industrial sickness
Week 2	Development banking: an overview and current developments;
Week 3	the role of SBI, banking sector reforms
Week 4	challenges facing public sector banks, growth
Week 5	changing structure of non-bank financial institutions
October 2023	
Week 1	Trend and pattern of India's foreign trade and balance of payments
Week 2	latest foreign trade policy; India's overseas investments
Week 3	globalization trends in Indian economy
Week 4	policy towards foreign direct investment
Week 5	role of MNCs
November 2023	
Week 1	Impact of multilateral institutions (IMF, World Bank and WTO) on Indian business environment
Week 2	Revision
Week 3	Diwali vacations
Week 4	Revision
Week 5	Revision


Signature of teacher

ANITA NIHALIKA
Commerce Dept.

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 1ST SEM

Nomenclature of the Paper: FINANCIAL ACCOUNTING

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Meaning and scope of accounting, nature of financial accounting
Week 5	principles, basis of accounting
August 2023	
	Topic to be Covered
Week 1	accounting process
Week 2	PSS (Problems Solving Section)
Week 3	PSS (Problems Solving Section)
Week 4	Rectification of error
Week 5	PSS (Problems Solving Section)
September 2023	
	Topic to be Covered
Week 1	preparation of final accounts with adjustment
Week 2	PSS (Problems Solving Section)
Week 3	PSS (Problems Solving Section)
Week 4	Bank reconciliation statement
Week 5	PSS (Problems Solving Section)
October 2023	
Week 1	Account for non profit organisation
Week 2	PSS (Problems Solving Section)
Week 3	Single entry system
Week 4	PSS (Problems Solving Section)
Week 5	Joint venture account
November 2023	
Week 1	PSS (Problems Solving Section)
Week 2	Consignment accounts
Week 3	Diwali vacations
Week 4	Revision
Week 5	Revision

Signature of teacher

DR BHAVANA YADAV
COMMERCE DEPT

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 1ST SEM

Nomenclature of the Paper: BUSINESS COMMUNICATION

Lesson Plan: July 2023 to Nov 2023

July 2022	
	Topic to be Covered
Week 4	Business Communication – Nature and process
Week 5	forms of communication, role of communication skills in business
August 2023	
	Topic to be Covered
Week 1	barriers to communication
Week 2	Communication Skills: Listening skills
Week 3	cognitive process of listening, barriers to listening
Week 4	reading skills, speaking skills
Week 5	
September 2023	
	Topic to be Covered
Week 1	public speaking
Week 2	voice modulation
Week 3	body language
Week 4	Written Communication – Types, structures
Week 5	layout of business letters, presentative letters
October 2023	
Week 1	sales letters, claim letters, employment letters
Week 2	writing memo
Week 3	notice and circular
Week 4	Business Reports – Purpose and types, framework of business reports
Week 5	presentation of reports
November 2022	
Week 1	brochures, issuing notice
Week 2	agenda of meeting and recording of minutes of meetings
Week 3	Diwali vacations
Week 4	Revision
Week 5	Revision

Ritu
RITU PRAGAT
Commerce Department

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 3rd SEM

Nomenclature of the Paper: Environmental studies

Lesson Plan: July 2023 to Nov 2023

July 2023	
	Topic to be Covered
Week 4	Environmental studies - Nature, scope and importance
Week 5	need for public awareness, natural resources
August 2023	
	Topic to be Covered
Week 1	use and overexploitation/over-utilization of various resources
Week 2	role of an individual in conservation of natural resources
Week 3	equitable use of resources for sustainable lifestyles
Week 4	Ecosystems - concept, structure and function of an ecosystem
Week 5	energy flow in the ecosystem
September 2023	
	Topic to be Covered
Week 1	Environmental Pollution
Week 2	noise pollution, thermal pollution, nuclear hazards, solid waste management - causes, effects and control measures of urban and industrial wastes
Week 3	role of an individual in prevention of pollution
Week 4	Social issues and the environment
Week 5	water conservation, rain water harvesting, watershed management
October 2023	
Week 1	its problems and concerns, climate change, global warming
Week 2	nuclear accidents and holocaust
Week 3	Wasteland reclamation, consumerism and waste products
Week 4	Environmental legislation - Environment Protection Act
Week 5	Air (prevention and control of pollution) Act
November 2023	
Week 1	Water (prevention and control of pollution) Act
Week 2	Wildlife Protection Act
Week 3	Diwali vacations
Week 4	Revision
Week 5	Revision


Signature of teacher

DR BHAVANA YADAV
COMMERCE DEPT

Department of Commerce, GC Sec-9, Gurugram

Class: BBA 3rd SEM

Nomenclature of the Paper: Cost and Management accounting

Lesson Plan: July 2023 to Nov 2023

July 23	
	Topic to be Covered
Week 4	Introduction - Objective, elements of cost, cost sheet, importance of cost accounting
Week 5	types of costing, installation of costing system, difference between cost accounting and financial accounting
August 2023	
	Topic to be Covered
Week 1	Material Control - Meaning and objectives of material control, material purchase procedure
Week 2	fixation of inventory levels
Week 3	Danger level and Methods of Valuing Material Issues
Week 4	Labour Cost Control
Week 5	Idle Time, Overtime, Systems of Wage Payment
September 2023	
	Topic to be Covered
Week 1	Overhead - classification, allocation and apportionment of overhead
Week 2	Overhead - classification, allocation and apportionment of overhead
Week 3	Process Costing Fundamental, Process Losses & Gains
Week 4	Management Accounting - Meaning, nature, scope, objective and functions, marginal costing and profit planning
Week 5	practical application of marginal costing techniques
October 2023	
Week 1	Responsibility Accounting - types of responsibility centres
Week 2	performance evaluation criteria, responsibility reporting
Week 3	budgeting - role of budgets and budgeting in organizations
Week 4	budgeting process, operational and financial budgeting
Week 5	
November 2023	
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	Diwali vacations
Week 4	Management accounting information for activity
Week 5	Revision

Signature of teacher

DR. BHAVANA YADAV
COMMERCE DEPTT.

Department of Commerce, GC Sec-9, Gurugram

Class: BCOM PASS SEM 5

NAME OF THE ASSISTANT PROFESSOR- SHAILI SONI

Nomenclature of the Paper: AFM

Lesson Plan: FROM JULY 2023 TO DECEMBER 2023

July 2023	
	Topic to be Covered
Week 4	Management accounting introduction concepts
Week 5	Financial statement analysis, methods
August 2023	
	Topic to be Covered
Week 1	Ratio analysis
Week 2	Types of ratio
Week 3	Revision of both
Week 4	Numerical problems of ratio analysis
Week 5	revision
September 2023	
	Topic to be Covered
Week 1	Cash flow statement
Week 2	Numerical problems of CFS
Week 3	Financial planning, meaning, objective
Week 4	Assignment, presentation
Week 5	Capital budgeting introduction
October 2023	
Week 1	Meaning, nature
Week 2	importance
Week 3	Methods of C.B
Week 4	Numerical problems of C.B
Week 5	revision
November 2023	
Week 1	Capital Rationing
Week 2	Meaning, importance
Week 3	Diwali Break
Week 4	revision
Week 5	Test, doubts
December 2023	
Week 1	Revision

Shaili Soni

Department of Commerce, GC Sec-9, Gurugram

Class: BCOM PASS SEM 5

NAME OF THE ASSISTANT PROFESSOR- SHAILI SONI

Nomenclature of the Paper: INVESTMENT MANAGEMENT

SECTION - A AND B

Lesson Plan: FROM JULY 2023 TO DECEMBER 2023

July 2023	
	Topic to be Covered
Week 4	Investment meaning, avenues alternatives
Week 5	Risk and return CAPM and APT
August 2023	
	Topic to be Covered
Week 1	EMH, types of EMH
Week 2	Technical analysis, meaning, strength
Week 3	Revision of both
Week 4	Charts and indicator
Week 5	revision
September 2023	
	Topic to be Covered
Week 1	Fundamental analysis, company analysis
Week 2	Industry and economy analysis
Week 3	Revision of both
Week 4	Assignment, presentation
Week 5	Secondary market introduction
October 2023	
Week 1	Eligibility criteria of company listing in stock exchange
Week 2	NSE, BSE
Week 3	History of stock exchanges
Week 4	Trading mechanism of exchange
Week 5	revision
November 2023	
Week 1	Option market
Week 2	Call option, put
Week 3	Diwali break
Week 4	revision
Week 5	SEBI and mutual fund
December 2023	
Week 1	Revision

Shaili Soni
A

Department of Commerce, GC Sec-9, Gurugram

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

Paper: BC 306 (ii)

Nomenclature of the Paper: Basics of Retailing

Lesson Plan: from JULY 2023-December 2023

July 2023	
	Topic to be Covered
Week 4	Introduction Meaning nature scope importance growth and present size Career option in retailing
	Technology induction in retailing
Week 5	Future of retailing in India
	Types of Retailing Stores classified by owners
August 2023	
	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
September 2023	
	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	revision
October 2023	
	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	revision
November 2023	
	Topic to be Covered
Week 1	Test
Week 2	Presentations of Topics
Week 3	Diwali Break
Week 4	Revision
Week 5	Test
December 2023	
Week 1	Revision

Shaili S

Department of Commerce, GC Sec-9, Gurugram

Class: BCOM HONS SEM I

NAME OF THE ASSISTANT PROFESSOR- SHAILI SONI

Nomenclature of the Paper: AN INTRODUCTION OF ACCOUNTING

Lesson Plan: FROM JULY 2023 TO DECEMBER 2023

JULY 2023	
	Topic to be Covered
Week 4	financial accounting meaning, advantages, limitations
Week 5	Accounting principals, jms, journals, ledger
August 2023	
	Topic to be Covered
Week 1	Trial balance
Week 2	Final accounts with adjustment
Week 3	Numerical problems
Week 4	Depreciation meaning, methods
Week 5	Revision of both
September 2023	
	Topic to be Covered
Week 1	Subsidiaries books: meaning types and numerical
Week 2	Cash book
Week 3	Types of cash book and petty cash book
Week 4	Assignment, presentation
Week 5	Sectional and self balancing system
October 2023	
Week 1	N.P.O meaning
Week 2	Receipts and payment and income and expenditure
Week 3	Rectification of errors
Week 4	Types of error, numericals
Week 5	revision
November 2023	
Week 1	Accounting standard, principals
Week 2	Meaning, importance
Week 3	Diwali break
Week 4	revision
Week 5	Test, draughts
December 2023	
Week 1	Revision

Shaili Soni



Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor: Mr. Sandeep Yadav

Class: B. Com (Pass) – 5th sem (C)

Nomenclature of the Paper: Cost Accounting-I

July 2023	
Week 4	Cost Accounting Meaning, Features, Scope, Techniques, Methods, Objectives, Importance and Limitations
Week 5	Costing, cost accountancy, cost centres and profit centres, Difference, and similarities of cost accounting system with financial accounting system
August 2023	
Week 1	Cost: main elements and types, Material Control, Meaning and objectives of material control
Week 2	material purchase procedure, fixation of inventory levels- reorder level, Minimum level, Maximum level
Week 3	Danger level, EOQ analysis, Methods of Valuing Material Issues, Wastage of material – main types
Week 4	Labour Cost Control, Importance, methods of time keeping
Week 5	Time Booking, Treatment and control of Labour Turnover
September 2023	
Week 1	Idle Time, Overtime, Systems of Wage Payment-Time Wage System,
Week 2	Piece Wage System
Week 3	Incentive Wage plans – Individual plans and group plans
Week 4	Overheads: Meaning and Types, Collection
Week 5	Classification, Allocation, Apportionment
October 2023	
Week 1	Absorption of Overheads – Main methods
Week 2	Machine hour rate: numericals
Week 3	Unit and output costing: meaning and objectives, cost sheet
Week 4	types preparation of cost sheet: numericals
Week 5	determination of tender price.
November 2023	
Week 1	Numerical and production account – types
Week 2	Reconciliation of cost and financial accounts: Meaning, Objectives and procedure
Week 3	Diwali Vacations
Week 4	Revision
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor: Dr. Mukesh Kumar Sharma

Class: B. Com (Hons) ~ 5th sem

Nomenclature of the Paper: Income Tax

July 2023	
Week 4	Income Tax: An introduction and Important Definitions
Week 5	Agriculture Income
August 2023	
Week 1	Residential status and incidence of Tax Liability
Week 2	Exempted incomes
Week 3	Income from Salaries
Week 4	Allowances and perquisites
Week 5	Numericals
September 2023	
Week 1	retirement benefits
Week 2	Income from House property
Week 3	PSS (Problems Solving Section)
Week 4	Profits and Gains from Business or Profession
Week 5	PSS (Problems Solving Section)
October 2023	
Week 1	Depreciation
Week 2	Capital Gains
Week 3	PSS (Problems Solving Section)
Week 4	Income from other sources and numericals
Week 5	clubbing of incomes and aggregation of incomes
November 2023	
Week 1	set off and carry forward of losses
Week 2	Deductions to be made in computing total income
Week 3	Drwali Vacations
Week 4	Revision
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor: Dr. Mukesh Kumar Sharma

Class: M Com – 3rd Sem

Nomenclature of the Paper: Corporate Tax

July 2023	
Week 4	Meaning of company, Types of companies, Residential status and incidence of tax on companies
Week 5	Computation of Income of company under various heads, general provisions applicable to companies for computation of gross total income
August 2023	
Week 1	Deductions from gross total income as applicable to companies
Week 2	Practical questions
Week 3	computation of tax for various types of companies
Week 4	Provisions of MAT
Week 5	Practical questions
September 2023	
Week 1	Assessment of Insurance Companies
Week 2	Assessment of Charitable / Educational Institutions/ Religious Trust and Political Parties
Week 3	Practical questions
Week 4	Assessment of Non- Residents and advance ruling for non-residents
Week 5	Practical questions
October 2023	
Week 1	Assessment of cooperative societies
Week 2	Practical questions
Week 3	Assessment of discontinued business
Week 4	Practical questions
Week 5	Double taxation relief
November 2023	
Week 1	Practical questions
Week 2	Revision
Week 3	Diwali Vacations
Week 4	Revision
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department

Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor: *SHILPA THAKRAL*

Class: B. Com (Hons.) – 5th Sem

Nomenclature of the Paper: Entrepreneurship and Small-Scale Business

July 2023	
Week 4	Entrepreneur-Entrepreneurship-Enterprise Conceptual issues Entrepreneurship vs. Management
Week 5	Roles and functions of entrepreneurs
August 2023	
Week 1	Entrepreneurship as an interactive process
Week 2	Small business as the seedbed of entrepreneurship Entrepreneurial competencies
Week 3	Entrepreneurial motivation, performance and rewards
Week 4	Opportunity scouting and idea generation role of creativity & innovation and business research
Week 5	Sources of business ideas
September 2023	
Week 1	Entrepreneurial opportunities in contemporary business environment
Week 2	Preparation of Project Report
Week 3	Managerial roles and functions in a small business
Week 4	Designing and redesigning business processes, location, layout
Week 5	Basic awareness of the issues impinging on quality
October 2023	
Week 1	Managing business growth
Week 2	acquisitions & mergers integration & diversification
Week 3	Issues in small business marketing product life cycle
Week 4	advertising & publicity sales & distribution management
Week 5	consortium marketing competitive bidding/tender marketing
November 2023	
Week 1	Product and Procurement Reservation Marketing Assistance
Week 2	National, state level and grass-root level financial and nonfinancial institutions in support of small business development
Week 3	Diwali Vacations
Week 4	Revision
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department

Shilpa
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor: SHILPA THAKRAL

Class: B. Com (Pass) - 5th sem (A & C)

Nomenclature of the Paper: Taxation Law-I

July 2023	
Week 4	Income Tax: An introduction and Important Definitions
Week 5	Agriculture Income
August 2023	
Week 1	Residential status and incidence of Tax Liability
Week 2	Exempted incomes
Week 3	Income from Salaries
Week 4	Allowances and perquisites
Week 5	Numericals
September 2023	
Week 1	retirement benefits
Week 2	Income from House property
Week 3	PSS (Problems Solving Section)
Week 4	Profits and Gains from Business or Profession
Week 5	PSS (Problems Solving Section)
October 2023	
Week 1	Depreciation,
Week 2	Capital Gains
Week 3	PSS (Problems Solving Section)
Week 4	Income from other sources and numericals
Week 5	clubbing of incomes and aggregation of incomes
November 2023	
Week 1	set off and carry forward of losses
Week 2	Deductions to be made in computing total income
Week 3	Diwali Vacations
Week 4	Revision
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department

Shilpa
Signature of Teacher

Department of Commerce, GC Sec-9, Gurugram

Name of Assistant Professor: SHILPA THAKRAL

Class: B. Com (Pass) – 5th sem (B)

Nomenclature of the Paper: Cost Accounting-I

July 2023	
Week 4	Cost Accounting Meaning, Features, Scope, Techniques, Methods, Objectives, Importance and Limitations
Week 5	Costing, cost accountancy, cost centres and profit centres, Difference and similarities of cost accounting system with financial accounting system
August 2023	
Week 1	Cost, main elements and types, Material Control, Meaning and objectives of material control
Week 2	material purchase procedure, fixation of inventory levels- reorder level, Minimum level, Maximum level
Week 3	Danger level, EOQ analysis, Methods of Valuing Material Issues, Wastage of material – main types
Week 4	Labour Cost Control, Importance, methods of time keeping
Week 5	Time Booking, Treatment and control of Labour Turnover
September 2023	
Week 1	Idle Time, Overtime, Systems of Wage Payment, Time Wage System,
Week 2	Piece Wage System
Week 3	Incentive Wage plans – Individual plans and group plans
Week 4	Overheads, Meaning and Types, Collection
Week 5	Classification, Allocation, Apportionment
October 2023	
Week 1	Absorption of Overheads – Main methods
Week 2	Machine hour rate, numericals
Week 3	Unit and output costing, meaning and objectives, cost sheet
Week 4	types, preparation of cost sheet, numericals
Week 5	determination of tender price.
November 2023	
Week 1	Numerical and production account – types
Week 2	Reconciliation of cost and financial accounts, Meaning, Objectives and procedure
Week 3	Diwali Vacations
Week 4	Revision
Week 5	Revision
December 2023	
Week 1	Revision

Head of Department

Shilpa
Signature of Teacher

LESSON PLAN 2024-25(EVEN SEMESTER)

Subject: English Drama and Prose

Class: BA Eng Hons(Sem-4)

Faculty: Dr. Meenakshi Dalal

Jan 2025	Introduction to the Drama and Prose. Historical perspective and evolution.
Feb 2025	The Spectator- Joseph Addison and Richard Steele Essays-1, 2 ,10, 39,40,42,68,82,144.
March 2025	The School for Scandal-Richard Sheridan Detailed discussion of text and question -answers. Assignment
April 2025	Love for Love- William Congreve Tests and assignment evaluation.
May 2025	Problem solving followed by exams.

Meenakshi
Dept. of English

LESSON PLAN 2024-25(EVEN SEMESTER)

Subject: English Drama

Class: -B.A Eng hons (Sem-6)

Faculty: Dr.Meenakshi Dalal

Jan 2025	Introduction to Drama , its evolution and history.
Feb 2025	Murder in the Cathedral by T S Eliot. Historical Context, Discussion of Text, Reference to context and question answers.
March 2025	Look Back in Anger by John Osborne Discussion on Post -War Literature and Kitchen Sink Drama. Detailed Study Of Text and Question Answers. Assignment and Sessional Test.
April 2025	Saint Joan- Bernard Shaw Historical Context and Detailed text discussions. Question Answers and Reference to Context. Test and evaluation of Assignment.
May 2025	Revision, problem solving followed by exams.

Meenakshi
Dept. of English

LESSON PLAN 2024-25 (EVEN SEMESTER)

Subject: English

Class: - B. A Pass Final Year (Sem-6)

Faculty: Dr. Meenakshi Dalal

Jan 2025	Introduction to Drama , its evolution and history. Life and works of Shakespeare. Significance of studying William Shakespeare and why he is recognised as a master playwright across ages and geographical boundaries.
Feb 2025	Merchant of Venice-William Shakespeare. Detailed text discussion with emphasis on historical as well as contemporary relevance.
March 2025	Merchant of Venice -Text discussion. Question Answers and reference to context. Assignment and Sessional Test.
April 2025	Discussion on one word substitutes. Composition Skills- Story building, Report Writing, Comprehension Passages and Precis Writing. Assignment and Test evaluation and Revision
May 2025	Revision and problem solving followed by exams.

Meenakshi
Dept. of English

LESSON PLAN 2024-25(EVEN SEMESTER)

Subject: English

Class: BA 1st (Sem-2)

Faculty: Dr. Meenakshi Dalal

Feb 2025	Sentences Transcription With the Photographer The Journey The Refugee
March 2025	Modals Subject Verb Agreement Bellows for the Bullock The Child Sessional -1
April 2025	Tag Questions Phrasal Verbs Punctuation The Blind Dog Assignment Sessional-2
May 2025	Direct and Indirect Speech Transcription Revision

*Meenakshi
Dept - of English*

TEACHING PLAN 2024-25

DEPARTMENT OF ENGLISH

CLASS: BA ENG HONS SEM -3

NAME: DR MEENAKSHI DALAL

PAPER TAUGHT: ENGLISH DRAMA (1350-1660)

DATES.

SYLLABUS DETAILS

22/7/24 to 31/7/24.	Introduction to the evolution of drama and a discussion of the various stages in its development.
1/8/24 to 3/8/24.	A detailed discussion on Shakespeare and his work. Introduction to Shakespeare's tragedy and Othello.
5/8/24 to 10/8/24.	Othello - Discussion of the text
12/8/24 to 17/8/24.	Othello - Discussion of the text
19/8/24 to 24/8/24.	Othello- As a tragedy , Aristotle's concept of tragedy, Character study.
26/8/24 to 31/8/24.	Othello- Reference to context
2/9/24 to 7/9/24.	Ben Jonson's Everyman in his Humour- Introduction.
9/9/24 to 14/9/24.	Everyman in His Humour- Text
16/9/24 to 21/9/24.	Everyman in His Humour- Text
23/9/24 to 28/9/24.	Characters vis a vis the ancient humours.
30/09/24 to 5/10/24.	Thomas Middleton - A Chaste Maid in Cheapside- Introduction
7/10/24 to 12/10/24.	Thomas Middleton - A Chaste Maid in Cheapside
14/10/24 to 19/10/24	Thomas Middleton - A Chaste Maid in Cheapside
21/10/24 to 26/10/24	A Chaste Maid in Cheapside- Text. Assignment Discussion.
27/10/24 to 3/11/24.	DIWALI BREAK

Meenakshi

24 to 9/11/24

Reference to Context of all the plays prescribed in the syllabus.

11/11/24 to 19/11/24.

Reference to Context of all the plays prescribed in the syllabus.

20/11/24 ONWARDS.

SEMESTER EXAMS

Theravulu

TEACHING PLAN 2024-25

DEPARTMENT OF ENGLISH

CLASS: BA ENG HONS SEM -5

NAME: DR MEENAKSHI DALAL
PAPER TAUGHT: ENGLISH POETRY. (1798-1914)

DATES.

SYLLABUS DETAILS

22/7/24 to 31/7/24.	Introduction to the Romantic age and William Wordsworth
1/8/24 to 3/8/24.	Wordsworth's - Lines Written in Early Spring
5/8/24 to 10/8/24.	Composed Upon Westminster Bridge
12/8/24 to 17/8/24.	London 1802 and Discussion of questions on Wordsworth
19/8/24 to 24/8/24.	John Keats- To Autumn
26/8/24 to 31/8/24.	La Belle Dame Sans Merci
2/9/24 to 7/9/24.	P B Shelley's Ode to the West Wind
9/9/24 to 14/9/24	England in 1819- Discussion
16/9/24 to 21/9/24.	Lord Byron-She Walks in Beauty
23/9/24 to 28/9/24.	Assignments and discussions on topics
30/9/24 to 5/10/24.	Written after Swimming from Sestos to Abydos
7/10/24 to 12/10/24.	Introduction to Victorian Age
14/10/24 to 19/10/24	Porphyria's Lover
21/10/24 to 26/10/24.	My Last Duchess
27/10/24 to 3/11/24	DIWALI BREAK
5/11/24 to 12/11/24	Mathew Arnold- Memorial Verses April 1850
14/11/24 to 19/11/24.	REVISION AND TESTS

Meenakshi

CLASS: BA PASS SEM -1*

NAME: DR MEENAKSHI DALAL
PAPER TAUGHT: ENGLISH

DATES.

SYLLABUS DETAILS

22/7/24 to 31/7/24.	Introduction to Speech Organs and Speech Sounds.
1/8/24 to 3/8/24.	Choosing Our Universe- Reading and Discussion
5/8/24 to 10/8/24.	Are Dams the Temples of Modern India- Reading and Discussion.
12/8/24 to 17/8/24.	The Generation Gap- Reading and Discussion
1s/8/24 to 24/8/24.	Text Assignments
26/08/24 to 31/08/24.	Speech Sounds- Revision
2/09/24 to 07/09/24.	DIWALI BREAK
9/09/24 to 14/09/24.	Playing the English Gentleman- Reading and Discussion.
16/09/24 to 21/09/24.	Great Books Born Out of Great Minds- Reading. Test-1
23/09/24 to 28/09/24.	The Responsibility of Young Men- Reading and Discussion
30/09/24 to 05/10/24.	Bharat Mata- Reading and Discussion.
07/10/24 to 11/10/24.	MID SEMESTER SESSIONAL EXAMS
14/10/24 to 19/10/24.	Discussion of Problems and Questions
21/10/24 to 25/10/24.	Revision of Speech sounds and Practice.
27/10/24 to 3/11/24.	DIWALI BREAK
04/11/24 to 09/11/24.	SESSIONAL-2
11/11/24 To 19/11/24.	Revision and Problem solving tutorials.
20/11/24 onwards.	SEMESTER EXAMS

Meenakshi

TEACHING PLAN 2024-25

CLASS: BA ENG HONS SEM -5

NAME: DR MEENAKSHI DALAL
PAPER TAUGHT: ENGLISH

DATES.

SYLLABUS DETAILS

24/7/24 to 31/7/24.	Introduction to the rise of novel.
1/8/24 5/8/24	Discussion on Raja Rao and the freedom struggle of India.
7/8/24 to 12/8/24.	Kanthapura- By Raja Rao- Introduction
14/8/24 to 19/8/24.	Kanthapura- By Raja Rao- Introduction
21/8/24 to 24/8/24.	Kanthapura- Detailed text
26/08/24 to 31/08/24.	Kanthapura- Detailed text
2/09/24 to 07/09/24.	Kanthapura- Detailed text
9/09/24 to 14/09/24.	Kanthapura- Detailed text
16/09/24 to 21/09/24.	Kanthapura- Detailed text
23/09/24 to 28/09/24.	Sentences
30/09/24 to 05/10/24.	Composition
07/10/24 to 11/10/24.	Sessional test
04/11/24 to 09/11/24.	Complete grammar
14/10/24 to 19/10/24.	Complete grammar
21/10/24 to 25/10/24.	Test and assignment
11/11/24 To 19/11/24.	Revision

Meenakshi

TEACHING PLAN 2022-23

DEPARTMENT OF ENGLISH

LESSON PLAN 2024-25(EVEN SEMESTER)

Subject: English

Class: BA 1st (Sem-2)

Faculty: Vandana Yadav

Feb 2025	Modals, Subject Verb Agreement, Bellows for the Bullock, Panch Light, The Child
March 2025	The Refugee Tag Questions Phrasal Verbs, Punctuation, The Blind Dog,
April 2025	With the Photographer The Journey Direct and Indirect Speech, Transcription, Assignment and Test 1
May 2025	Test 2 Revision



LESSON PLAN 2024-25(EVEN SEMESTER)

Subject: English

Class: -B.A 2nd (Sem-4)

Faculty: Vandana Yadav

January 2025	Introduction to Plays Transcription, The Envoy
Feb 2025	E-mail Writing, Resume Writing, Before Breakfast, The Monkey's Paw
March 2025	Dialogue Writing, Sentences, Clauses, The Swan Song Assignment and Test
April 2025	Revision



LESSON PLAN 2024-25(EVEN SEMESTER)

Subject: History of English Literature

Class: - B. A English Honors 2nd Year (Sem-4)

Faculty: Vandana Yadav

Jan 2025	Neo-Classical age Comedy of Manners, John Dryden as a satirist
Feb 2025	The Restoration Age, The Reign of Classicism
March 2025	The 18 th Century Age, The rise of novel, The Revival of Romanticism
April 2025	Assignment, Tests and Revision



Subject: History of English Literature
Class: - B. A English Honors 3rd Year (Sem-6)
Faculty: Vandana Yadav

Jan 2025	Major Trends in 20 th Century Poetry, Georgian Poetry, Modern Novel
Feb 2025	English Novel since 1950 English Drama since 1950 The Problem Play
March 2025	20 th Century English literary Criticism, New Criticism, Post Modernism
April 2025	Feminism Reader Response Theory Assignment, Tests and Revision



Lesson Plan (Even Semester 2024 – 2025)

B.A. Hons)/ Single Major English

Introduction to Drama

Sr. No	Month	Topics to be Covered
1.	February	Unit – 1 i. George Meredith: The nature of comedy ii. North Frye: The Comic and Tragic Vision Unit – 2: The Winter's Tale Assignment – 1 Classroom Activity – Discussion on types of Drama
2.	March	Unit – 3 Christopher Marlowe – Dr. Faustus Assignment – 2 Class Test - 1
3.	April	Unit – 4 William Congreve: The Way of the World Class Test – 2 Classroom Activity – Enact any Drama
4.	May	REVISION

Kalita
Craw

Lesson Plan (Even Semester 2024 – 2025)

Semester – 2 (AEC – 2)

English Language and Communication Skills

Sr. no	Month	Topics to be covered
1.	February	Unit – 1: i. Sounds in English Language ii. Phonetic Symbols iii. Practice Transcription Assignment – 1 Class test – 1
2.	March	Unit – 2: I. Developing Fluency in Speaking Skills II. Speech Making III. Role Plays IV. Group Discussion Assignment – 2 Class Activity - Group Discussion
3.	April	Unit – 3: Punctuation and Capitalization Unit – 4: Introduction to Tenses Class Activity: Role Play Class Test – 2
4.	May	REVISION

Handwritten signature

Lesson Plan (Even Semester 2024 – 2025)

B.A. English Hons. SEMESTER – 6

English Poetry (1914 – 1968)

Sr. No	Month	Topics to Be covered
1.	January	Unit – 1 W.B. Yeasts: - i. Easter 1916 ii. The Second Coming iii. Saluting to By Zantium iv. Among School Children Assignment: - 1 Poem Recitation
2.	February	Unit – 2 PHILIP LARKIN i. Ambulances ii. Church going iii. MCMXIV iv. The Explosion Class Test: - 1 Assignment: - 2
3.	March	Unit – 3 W.H. AUDEN i. Lullaby ii. As I walked out one evening iii. The Shield of Achilles iv. The Unknown Citizen
4.	April	REVISION

*Halita
Gaur*

Lesson Plan (even semester 2024 – 2025)

BA. (ENGLISH HONS.)/ SEMESTER – 4

Sr. no	Month	Topics to be covered
1.	January	unit 3 I. Mary Robison: "LIFE" II. Sarah Dixon: "The Returned Heart" III. Mary Montagu: "The Lover , A Ballad" IV. Mary Leapor: "An Epistle To A Lady" Assignment: - 1 Class Activity: - Poem Recitation
2.	February	unit 1 John Dryden: - (i). Mac Flecknoe (ii). A Song for St Cecilia's day Assignment: - 2 Class Test: - 1
3.	March	unit. 2 Alexander Pope: - Essay on Man (Extracts) Epistle Class test – 2 Classroom Activity: - Creative writing competition
4.	April	REVISION

Kalita
Crow

Lesson Plan (Session 2024-25)

B.A. Eng (Hons) 3rd Sem

Introduction to Poetry

Sr. No.	Month	Topics to be Covered
1.	July	i. Introduction to Canterbury ii. Prologue to the Canterbury
2.	August	iii. The Words of the Host to the Company iv. Prologue to the Lawyer tale v. My Mind to me a Kingdom is vi. Youth and Age Assignment – I Class Test – I
3.	September	i. The Passionate Shepherd to his love ii. The that have Power to hurt and will do none iii. Fain Would I Wed iv. Let not old age Disgrace my High Desire v. One Day I Wrote her name upon the Strand Class Activity - Creative Writing Competition
4.	October	i. Air and Angels ii. O Might those signs and tears return again iii. Jealousy iv. The Autumnal v. Sweetest love I do not go vi. A Fever vi. Assignment – 2 vii. Class Test – 2
5.	November	Revision

Handwritten signature

Lesson Plan
BCA 3rd Sem
Communication Skill

Sr. No	Months	Topics to be Covered
1.	July	Unit - I Introduction to basis of Communication Communication Process Barriers to Communication
2.	August	Unit - II Classroom Activity i. Group Discussion ii. Introduce Yourself
3.	September	Unit - III ii. Assignment – 1 iii. Class Test -1
4.	October	Unit - IV Assignment – 2 Class Test -2 Classroom Activity i. Facing the Interview ii. PPT Presentation

*Kalita
Kaur*

Lesson Plan (1st Semester 2024-25)

English Language and Communication Skills: Level 3

Course Type: AEC-1

Sr. No.	Month	Topics to be Covered
1.	August	Unit-1 Classroom Activity: Quiz
2.	September	Unit-2 Assignment – 1 Class Room Activity – Introduce Yourself
3.	October	Unit-3 Assignment – 2 Sessional Test – 1
4.	November	Unit-4 Classroom Activity: Quiz, Class Test Sessional Test – 2, Revision

Kavita
Chauhan

Sessional Test - 1

BCA 3rd Sem

Communication Skill

Sr. No	Months	Topics to be Covered
1.	July	Unit - I Introduction to basis of Communication Communication Process Barriers to Communication
2.	August	Unit - II Classroom Activity i. Group Discussion ii. Introduce Yourself
3.	September	Unit - III ii. Assignment - 1 iii. Class Test -1
4.	October	Unit - IV Assignment - 2 Class Test -2 Classroom Activity i. Facing the Interview ii. PPT Presentation

Kalita
aur

LESSON PLAN 2024-25(EVEN SEMESTER)

Subject: English

Class: BA 1st (Sem-1)

Faculty: Vandana Yadav

July/Aug 2024	Introduction to speech organs and speech sounds Choosing our universe Are dams the temples of modern india
September 2024	The generation gap Wounded plants Playing the English Gentlemen
October 2024	Greats books born out of great minds The responsibility of young man Mid Term Sessional
Nov 2024	Bharat mata Sessional -2 Assignment Revision



LESSON PLAN 2024-25(EVEN SEMESTER)

Subject: English

Class: -B.A 2nd (Sem-3)

Faculty: Vandana Yadav

July/Aug 2024	Introduction to the types of poetry Poetic forms and devices
Sept 2024	Sonnet XVII Know then thyself Elegy written in our country church yard Transcription
October 2024	The world is too much with us Ode on a grecian urn My last duchess When you are old
Nov 2024	The bangle sellers Test assignment

Q-2

LESSON PLAN 2024-25(EVEN SEMESTER)

Subject: History of English Literature

Class: - B. A English Honors 1st(sem-1) & 2nd Year (Sem-3)


Faculty: Vandana Yadav

Jul/Aug 2024	Introduction to the history of English literature Age of Chaucer
Sep 2024	Fifteen century English poetry Introduction to 16 century The university wits Jacobean drama
Oct 2024	Spencer's and sonnets English metaphysicals Authorised versions of Bible Mid Term sessional 1
Nov 2024	Assignment Sessional -2 Revision



Subject: History of English Literature
Class: - B. A English Honors 3rd Year (Sem-5)
Faculty: Vandana Yadav

July/Aug 2024	Introduction to Romantic Age Historical Age
Sept 2024	Essayist of Romantic Age Social & Historical Background of Victorian Age Tennyson Pre Raphaelite Poetry
Oct 2024	Women novelist of Victorian Age Oxford movement Naughty Nineties
Nov 2024	Assignment Test Revision



Subject: Prose

Calss: B.A English Honors 2nd year Sem-4

Faculty: Mr.Pawan Kumar

Feb.2025	<p>Introduction and background to Prose</p> <p>Text of <i>Moll Flanders</i> by Daniel Defoe</p> <p>Important Questions</p> <p>Class discussion</p>
March 2025	<p><i>Shamela</i> by Henry Fielding</p> <p>Text and Important Questions</p>
April2025	<p><i>Oroonoko</i> by AphraBehn</p> <p>Text, Important Questions and Revision</p>



Subject: Novel

Calss: B.A English Honors 3rd year Sem-6

Faculty: Mr.Pawan Kumar

Feb.2025	Background study of Novel Text of the novel (A Passage to India by E.M Forster) Question Answers(Class discussion
March 2025	Text of the novel "The Heart of the Matter" by Graham Green 1984 by George Orwell
April2025	1984 by George Orwell Revision



Subject: Classical Literature

Calss: B.A English Honors 1st year Sem-2

Faculty: Mr.Pawan Kumar

Feb.2025	Introduction to Classical Literature Text of <i>Poetics</i> by Aristotle Question Answers(Class discussion)
March 2025	Text of <i>Oedipus Rex</i> by Sophocles <i>Natyasastra</i> Chapter-1,6,20 Class discussion
April2025	<i>Mudrarrakhasa of Visakhadatta</i> by M.R Kale Revision
May 2025	over all revision



Subject: Neo Classical Poetry
Calss: B.A English Honors 1st year Sem-2
Faculty: Mr.Pawan Kumar

Feb.2025	Introduction and background of Neo-Classical Poetry Major trends, Characteristics John Dryden's <i>A Song of St.Cecilia's Day</i> Alexender Pope's <i>Essay on Man</i> (first 50lines)
March 2025	Samuel Johnson's <i>vanity of Human Wishes</i> Important Questions Class discussion
April2025	Jonathan Swift's <i>A Modest Proposal</i> Revision
May 2025	over all Revision



THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

THE UNIVERSITY OF CHICAGO
LIBRARY

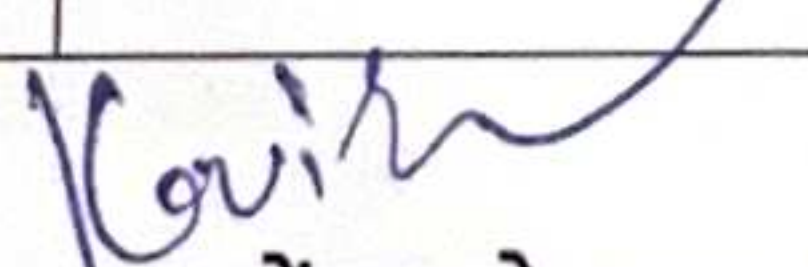
THE UNIVERSITY OF CHICAGO
LIBRARY

8

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम
बी ए प्रथम वर्ष (मेजर) सेक्शन- बी, सेमेस्टर - द्वितीय

पाठ-योजना विवरण सत्र : 2024-25
विषय : हिंदी का मध्यकालीन साहित्य

फरवरी 2025	विषय
	<ul style="list-style-type: none"> पाठ्यक्रम पर चर्चा खंड- क मध्यकालीन काव्य कुंज कबीरदास- साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा सूरदास - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा तुलसीदास - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा
मार्च 2025	विषय
	<ul style="list-style-type: none"> मीराबाई - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा बिहारी - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा घनानंद - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा रसखान - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा कक्षा परीक्षा - सूरदास, बिहारी पर आलोचनात्मक प्रश्न
अप्रैल 2025	विषय
	<ul style="list-style-type: none"> खंड - ख हिंदी साहित्य का आधुनिक काल आधुनिक काल का उद्भव और विकास आधुनिक काल की परिस्थितियां भारतेंदु युग द्विवेदी युग छायावादी युग प्रगतिवादी युग प्रयोगवादी युग नई कविता समकालीन कविता सेशनल परीक्षा
मई 2025	विषय
	<ul style="list-style-type: none"> खंड - ग काव्यशास्त्र काव्य के तत्व रस : स्वरूप और अंग, रस के भेद अलंकार - अनुप्रास, श्लेष, यमक, उपमा, रूपक, उत्प्रेक्षा, अतिशयोक्ति, मानवीकरण, अन्योक्ति और समासोक्ति छन्द - दोहा, चौपाई, सोरठा, कुण्डलिया, छप्पय, बरवै, कवित्त, घनाक्षरी शब्दशक्ति - अमिधा, लक्षणा और व्यंजना काव्यगुण - ओज, प्रसाद और माधुर्य परीक्षा की तैयारी


डॉ. कविता यादव, एक्स्टेंशन लेक्चरर (हिंदी)

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए प्रथम वर्ष, (AEC) सेमेस्टर द्वितीय

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी भाषा एवं संप्रेषण-2

फरवरी 2025	विषय
	<ul style="list-style-type: none">• खंड- क• हिंदी भाषा और मौखिक संप्रेषण• मौखिक संप्रेषण के विविध रूप : व्यक्तिगत संप्रेषण, जन संप्रेषण/भाषण, समूह संप्रेषण, साक्षात्कार, वाद-विवाद• मौखिक संप्रेषण : उच्चारण, लय, गेयता, आरोह-अवरोह आदि का महत्व
मार्च 2025	विषय
	<ul style="list-style-type: none">• खंड - ख• हिंदी भाषा और लिखित संप्रेषण• लिखित संप्रेषण के विविध रूप - स्ववृत्त लेखन, पत्र लेखन - व्यक्तिगत, औपचारिक, सरकारी और अर्द्ध सरकारी पत्र आदि का प्रारूप• रचनात्मक लेखन - लेख, आलेख तथा साहित्य लेखन• कक्षा परीक्षा - पत्र-लेखन
अप्रैल 2025	विषय
	<ul style="list-style-type: none">• खंड - ग• हिंदी भाषा और कार्यालयी तथा व्यवसायिक संप्रेषण• कार्यालयी लेखन - प्रेस विज्ञप्ति, टिप्पण, कार्यवाही लेखन, स्मरण पत्र लेखन• व्यवसायिक संप्रेषण के विविध रूप - माल-आपूर्ति आदेश एवं स्थगन, ध्यान पत्र, मांग पत्र, विज्ञापन• हिंदी के पारिभाषिक शब्द और संप्रेषण• सेशनल परीक्षा
मई 2025	विषय
	<ul style="list-style-type: none">• खंड - घ• हिंदी भाषा और दृश्य-श्रव्य संप्रेषण• दृश्य एवं श्रव्य संप्रेषण के माध्यम - आकाशवाणी, टेलीविजन, टेलीफोन इत्यादि• अभिलिखित संप्रेषण एवं सीधा संप्रेषण - आकाशवाणी संवाद, कार्यक्रम उद्घोषणा फिल्म एवं गीत संगीत इत्यादि• परीक्षा के लिए अभ्यास• परीक्षा

डॉ. कविता यादव, एक्स्टेंशन लेक्चरार (हिंदी)

राजकीय महाविद्यालय सेक्टर - 9, गुरुग्राम
बी ए द्वितीय वर्ष, सेमेस्टर - चतुर्थ

पाठ-योजना विवरण सत्र : 2024-25
विषय : हिंदी(अनिवार्य)

जनवरी 2025	विषय
	<ul style="list-style-type: none">पाठ्यक्रम पर परिचर्चाखंड - क कथाक्रममुंशी प्रेमचंद का साहित्यिक परिचयकहानी : 'ईदगाह' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यासजयशंकर प्रसाद का साहित्यिक परिचयकहानी : 'पुरस्कार' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यासअज्ञेय का साहित्यिक परिचयकहानी : 'गैंग्रीन' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यासमोहन राकेश का साहित्यिक परिचयकहानी : 'मलबे का मालिक' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास
फरवरी 2025	विषय
	<ul style="list-style-type: none">फणीश्वरनाथ रेणु का साहित्यिक परिचयकहानी : 'ठेस' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यासमैत्रेयी पुष्पा का साहित्यिक परिचयकहानी : 'फैसला' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यासओमप्रकाश वाल्मीकि का साहित्यिक परिचयकहानी : 'पच्चीस चौका डेढ़ सौ' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यासकक्षा परीक्षा : 'गैंग्रीन' नामक का सारखंड - ख हिंदी साहित्य का आधुनिक काल : गद्यआधुनिक काल की परिस्थितियांहिंदी कहानी : उद्भव और विकासहिंदी उपन्यास : उद्भव और विकास
मार्च 2025	विषय
	<ul style="list-style-type: none">हिंदी नाटक : उद्भव और विकासहिंदी निबंध : उद्भव और विकासआलोचना : गद्य की उत्पत्ति, अर्थ, स्वरूप, परिभाषाएंआलोचक के गुण-दोषप्रमुख आलोचक : आचार्य रामचंद्र शुक्ल, आचार्य हजारी प्रसाद द्विवेदी, नगेन्द्रडायरी लेखन : अर्थ, स्वरूप, परिभाषाएं और विशेषताएंरिपोर्टाज : अर्थ, स्वरूप, परिभाषाएं और विशेषताएंरेखाचित्र : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं

	<ul style="list-style-type: none"> • साक्षात्कार : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं
--	--

अप्रैल 2025	विषय
	<ul style="list-style-type: none"> • खंड - ग पारिभाषिक शब्दावली • पारिभाषिक शब्दावली : स्वरूप और महत्त्व • पारिभाषिक शब्दावली के गुण • पारिभाषिक शब्दावली के निर्माण में सक्रिय विविध सम्प्रदाय : राष्ट्रीयवादी, अन्तरराष्ट्रीयवादी समन्वयवादी धारणाएँ • समन्वयवादी 25 शब्द • हिंदी का मौखिक साहित्य : सामान्य परिचय • मौखिक साहित्य और लिखित साहित्य का संबंध • पाठ्यक्रम में लगी कहानियों पर आधारित वस्तुनिष्ठ प्रश्नों पर परिचर्चा • परीक्षा की तैयारी

Kavita

डॉ. कविता यादव, एक्सटेंशन लेक्चरार (हिंदी)

अप्रैल 2025

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए तृतीय वर्ष, सेमेस्टर - षष्ठ

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी(अनिवार्य)

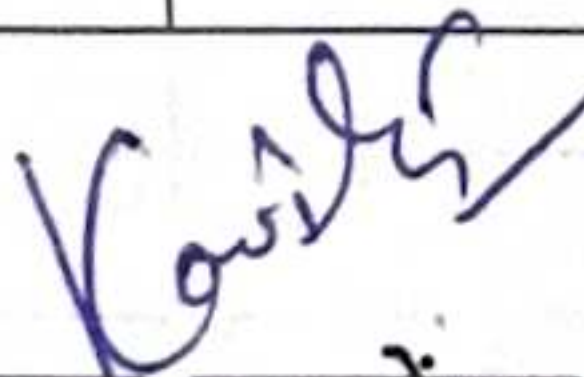
जनवरी 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none">पाठ्यक्रम पर परिचर्चाप्रथम इकाई- नव्यतर गद्य गौरवबालमुकुन्द गुप्त का साहित्यिक परिचय'आशा का अंत' नामक निबन्ध पर परिचर्चा'आशा का अंत' निबन्ध की सप्रसंग व्याख्या'आशा का अंत' निबन्ध का प्रश्नोत्तर अभ्यास
द्वितीय सप्ताह	<ul style="list-style-type: none">आचार्य रामचंद्र शुक्ल का साहित्यिक परिचय'उत्साह' नामक निबन्ध पर परिचर्चा'उत्साह' निबन्ध की सप्रसंग व्याख्या'उत्साह' निबन्ध का प्रश्नोत्तर अभ्यास
तृतीय सप्ताह	<ul style="list-style-type: none">महादेवी वर्मा का साहित्यिक परिचय'गिल्लू' का पाठ एवं परिचर्चा'गिल्लू' की सप्रसंग व्याख्या'गिल्लू' का प्रश्नोत्तर अभ्यास
चतुर्थ सप्ताह	<ul style="list-style-type: none">विद्यानिवास मिश्र का साहित्यिक परिचयनिबन्ध- 'मेरे राम का मुकुट भीग रहा है' पर परिचर्चा'मेरे राम का मुकुट भीग रहा है' नामक निबन्ध की सप्रसंग व्याख्या'मेरे राम का मुकुट भीग रहा है' नामक निबन्ध का प्रश्नोत्तर अभ्यास

फरवरी 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none">आचार्य हजारी प्रसाद द्विवेदी का साहित्यिक परिचय एवं उनकी निबन्ध कला'देवदारु' निबन्ध का पाठ'देवदारु' निबन्ध की सप्रसंग व्याख्या'देवदारु' निबन्ध का प्रश्नोत्तर अभ्यासव्यंग्यकार हरिशंकर परसाई का साहित्यिक परिचय'सदाचार का ताबीज़' का पाठ और सप्रसंग व्याख्या'सदाचार का ताबीज़' का प्रश्नोत्तर अभ्यास
द्वितीय सप्ताह	<ul style="list-style-type: none">राहुल सांकृत्यायान का साहित्यिक परिचय'तिब्बत के पथ पर' नामक यात्रावृत्तांत का पाठ और सप्रसंग व्याख्या'तिब्बत के पथ पर' नामक यात्रावृत्तांत का प्रश्नोत्तर अभ्यासकक्षा परीक्षा- 'गिल्लू' का सार
तृतीय सप्ताह	<ul style="list-style-type: none">हरियाणवी भाषा का उद्भव और विकासहरियाणवी भाषा की प्रमुख बोलियाँ
चतुर्थ सप्ताह	<ul style="list-style-type: none">हरियाणवी की सांग परंपरा : उद्भव और विकास

	<ul style="list-style-type: none"> • सांग : एक अद्भुत कला • कक्षा परीक्षा- हरियाणवी भाषा की प्रमुख बोलियाँ
--	--

मार्च 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none"> • हरियाणवी उपन्यास : परिचय, प्रवृत्तियाँ, महत्वपूर्ण उपन्यासकार और उनके उपन्यास • हरियाणवी नाट्य साहित्य : परिचय, प्रवृत्तियाँ, महत्वपूर्ण नाटककार और उनकी नाट्य रचना पर विचार
द्वितीय सप्ताह	<ul style="list-style-type: none"> • हरियाणवी कविता : संक्षिप्त परिचय और प्रवृत्तियाँ • हरियाणवी कहानी : परिचय, प्रवृत्तियाँ, महत्वपूर्ण कहानीकार और उनकी कहानियों पर विचार
तृतीय सप्ताह	<ul style="list-style-type: none"> • पत्रकारिता : स्वरूप एवं प्रकार • शीर्षक की संरचना • संपादक के गुण एवं दायित्व
चतुर्थ सप्ताह	<ul style="list-style-type: none"> • स्वतंत्र प्रेस की अवधारणा • भाषा शिक्षण की आधारभूत संकल्पनाएँ -भाषा कौशल- श्रवण, वाचन लेखन • भाषा कौशल के रूप में शिक्षण • प्रूफ रीडिंग का स्वरूप एवं प्रूफ संशोधन के नियम

अप्रैल 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none"> • फीचर लेखन • साक्षात्कार का अर्थ एवं स्वरूप
द्वितीय सप्ताह	<ul style="list-style-type: none"> • कक्षा परीक्षा : 'सदाचार का ताबीज' नामक रचना में व्यंग्य
तृतीय एवं चतुर्थ सप्ताह	<ul style="list-style-type: none"> • कक्षा परीक्षा • परीक्षा की तैयारी


 डॉ. कविता यादव, एक्सटेंशन लेक्चरार (हिंदी)

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम
AEC (एम ए, एम एस सी) सेमेस्टर- द्वितीय

पाठ-योजना विवरण सत्र : 2024-25
विषय : हिंदी भाषा में रचनात्मक अभिव्यक्ति - 2

फरवरी 2025	विषय
	<ul style="list-style-type: none">• खंड- क• रचनात्मक काव्य का स्वरूप• रचनात्मक लेखन की रचना प्रक्रिया• लेखन की विषयवस्तु का निर्धारण एवं चयन• गीत लेखन, प्रबंध लेखन, लंबी कविता लेखन, लघु कथा, एकांकी, उपन्यास आदि के लेखन की प्रविधि एवं प्रक्रिया
मार्च 2025	विषय
	<ul style="list-style-type: none">• खंड - ख• प्रिंट एवं दृश्य श्रव्य माध्यमों के लिए लेखन के क्षेत्र एवं विस्तार• रेडियो, टी.वी. और कंप्यूटर आदि के लिए रचनात्मक लेखन के क्षेत्र, प्रविधि और प्रक्रिया• कक्षा परीक्षा
अप्रैल 2025	विषय
	<ul style="list-style-type: none">• खंड - ग• रेडियो लेखन और रचनात्मकता• रेडियो बच्चों के लिए रचनात्मक लेखन• रेडियो प्रहसन और नाट्य लेखन• सेशनल परीक्षा
मई 2025	विषय
	<ul style="list-style-type: none">• रेडियो प्रसारण, एनीमेशन और सृजनशीलता• हास्य, व्यंग्य एवं मनोरंजन विषयक लेखन और रचनाशीलता• कृषकों, ग्रामीणों के लिए लेखन और रचनाशीलता• परीक्षा के लिए अभ्यास• परीक्षा

Pooja Singh

पूजा सिंह, सहायक प्रोफेसर (हिंदी)

अप्रैल 2025

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम
बी ए प्रथम वर्ष (मेजर) सेक्शन- ए, सेमेस्टर - द्वितीय

पाठ-योजना विवरण सत्र : 2024-25
विषय : हिंदी का मध्यकालीन साहित्य

फरवरी 2025	विषय
	<ul style="list-style-type: none"> पाठ्यक्रम पर चर्चा खंड- क मध्यकालीन काव्य कुंज कबीरदास- साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा सूरदास - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा तुलसीदास - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा
मार्च 2025	विषय
	<ul style="list-style-type: none"> मीराबाई - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा बिहारी - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा घनानंद - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा रसखान - साहित्यिक परिचय, सप्रसंग व्याख्या, आलोचनात्मक प्रश्नों पर चर्चा कक्षा परीक्षा - सूरदास, बिहारी पर आलोचनात्मक प्रश्न
अप्रैल 2025	विषय
	<ul style="list-style-type: none"> खंड - ख हिंदी साहित्य का आधुनिक काल आधुनिक काल का उद्भव और विकास आधुनिक काल की परिस्थितियां भारतेन्दु युग द्विवेदी युग छायावादी युग प्रगतिवादी युग प्रयोगवादी युग नई कविता समकालीन कविता सेशनल परीक्षा
मई 2025	विषय
	<ul style="list-style-type: none"> खंड - ग काव्यशास्त्र काव्य के तत्व रस : स्वरूप और अंग, रस के भेद अलंकार - अनुप्रास, श्लेष, यमक, उपमा, रूपक, उत्प्रेक्षा, अतिशयोक्ति, मानवीकरण, अन्योक्ति और समासोक्ति छन्द - दोहा, चौपाई, सोरठा, कुण्डलिया, छप्पय, बरवै, कवित्त, घनाक्षरी शब्दशक्ति - अमिधा, लक्षणा और व्यंजना काव्यगुण - ओज, प्रसाद और माधुर्य परीक्षा की तैयारी

Pooja Singh
पूजा सिंह, सहायक प्रोफेसर (हिंदी)

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम
बी ए जे एम सी, बी ए (अंग्रेजी ऑनर्स) प्रथम वर्ष, AEC सेमेस्टर- द्वितीय

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी भाषा एवं संप्रेषण-2

फरवरी 2025	विषय
	<ul style="list-style-type: none">• खंड- क• हिंदी भाषा और मौखिक संप्रेषण• मौखिक संप्रेषण के विविध रूप : व्यक्तिगत संप्रेषण, जन संप्रेषण/भाषण, समूह संप्रेषण, साक्षात्कार, वाद-विवाद• मौखिक संप्रेषण : उच्चारण, लय, गेयता, आरोह-अवरोह आदि का महत्व
मार्च 2025	विषय
	<ul style="list-style-type: none">• खंड - ख• हिंदी भाषा और लिखित संप्रेषण• लिखित संप्रेषण के विविध रूप - स्ववृत्त लेखन, पत्र लेखन - व्यक्तिगत, औपचारिक, सरकारी और अर्द्ध सरकारी पत्र आदि का प्रारूप• रचनात्मक लेखन - लेख, आलेख तथा साहित्य लेखन• कक्षा परीक्षा - पत्र-लेखन
अप्रैल 2025	विषय
	<ul style="list-style-type: none">• खंड - ग• हिंदी भाषा और कार्यालयी तथा व्यवसायिक संप्रेषण• कार्यालयी लेखन - प्रेस विज्ञप्ति, टिप्पण, कार्यवाही लेखन, स्मरण पत्र लेखन• व्यवसायिक संप्रेषण के विविध रूप - माल-आपूर्ति आदेश एवं स्थगन, ध्यान पत्र, मांग पत्र, विज्ञापन• हिंदी के पारिभाषिक शब्द और संप्रेषण• सेशनल परीक्षा
मई 2025	विषय
	<ul style="list-style-type: none">• खंड - घ• हिंदी भाषा और दृश्य-श्रव्य संप्रेषण• दृश्य एवं श्रव्य संप्रेषण के माध्यम - आकाशवाणी, टेलीविजन, टेलीफोन इत्यादि• अभिलिखित संप्रेषण एवं सीधा संप्रेषण - आकाशवाणी संवाद, कार्यक्रम उद्घोषणा फिल्म एवं गीत संगीत इत्यादि• परीक्षा के लिए अभ्यास• परीक्षा

Pooja Singh

पूजा सिंह, सहायक प्रोफेसर (हिंदी)

राजकीय महाविद्यालय सेक्टर - 9, गुरुग्राम
बी ए द्वितीय वर्ष, सेमेस्टर - चतुर्थ

पाठ-योजना विवरण सत्र : 2024-25
विषय : हिंदी(अनिवार्य)

जनवरी 2025	विषय
	<ul style="list-style-type: none">• पाठ्यक्रम पर परिचर्चा• खंड - क कथाक्रम• मुंशी प्रेमचंद का साहित्यिक परिचय• कहानी : 'ईदगाह' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास• जयशंकर प्रसाद का साहित्यिक परिचय• कहानी : 'पुरस्कार' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास• अज्ञेय का साहित्यिक परिचय• कहानी : 'गैंग्रीन' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास• मोहन राकेश का साहित्यिक परिचय• कहानी : 'मलबे का मालिक' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास
फरवरी 2025	विषय
	<ul style="list-style-type: none">• फणीश्वरनाथ रेणु का साहित्यिक परिचय• कहानी : 'ठेस' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास• मैत्रेयी पुष्पा का साहित्यिक परिचय• कहानी : 'फैसला' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास• ओमप्रकाश वाल्मीकि का साहित्यिक परिचय• कहानी : 'पच्चीस चौका डेढ़ सौ' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास• कक्षा परीक्षा : 'गैंग्रीन' नामक का सार• खंड - ख हिंदी साहित्य का आधुनिक काल : गद्य• आधुनिक काल की परिस्थितियां• हिंदी कहानी : उद्भव और विकास• हिंदी उपन्यास : उद्भव और विकास
मार्च 2025	विषय
	<ul style="list-style-type: none">• हिंदी नाटक : उद्भव और विकास• हिंदी निबंध : उद्भव और विकास• आलोचना : गद्य की उत्पत्ति, अर्थ, स्वरूप, परिभाषाएं• आलोचक के गुण-दोष• प्रमुख आलोचक : आचार्य रामचंद्र शुक्ल, आचार्य हजारी प्रसाद द्विवेदी, नगेन्द्र• डायरी लेखन : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं• रिपोर्टाज : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं• रेखाचित्र : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं

	<ul style="list-style-type: none"> • साक्षात्कार : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं
--	--

अप्रैल 2025	विषय
	<ul style="list-style-type: none"> • खंड – ग पारिभाषिक शब्दावली • पारिभाषिक शब्दावली : स्वरूप और महत्त्व • पारिभाषिक शब्दावली के गुण • पारिभाषिक शब्दावली के निर्माण में सक्रिय विविध सम्प्रदाय : राष्ट्रीयवादी, अन्तरराष्ट्रीयवादी समन्वयवादी धारणाएँ • समन्वयवादी 25 शब्द • हिंदी का मौखिक साहित्य : सामान्य परिचय • मौखिक साहित्य और लिखित साहित्य का संबंध • पाठ्यक्रम में लगी कहानियों पर आधारित वस्तुनिष्ठ प्रश्नों पर परिचर्चा • परीक्षा की तैयारी

Pooja Singh

पूजा सिंह, सहायक प्रोफेसर (हिंदी)

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम
बी ए प्रथम वर्ष (माइनर) सेमेस्टर- द्वितीय

पाठ-योजना विवरण सत्र : 2024-25
विषय : राजभाषा और राष्ट्रभाषा के रूप में हिंदी

फरवरी 2025	विषय
	<ul style="list-style-type: none">• खंड- क• राजभाषा और राष्ट्रभाषा से तात्पर्य• राष्ट्रभाषा का महत्त्व, परिभाषा एवं स्वरूप• राजभाषा का महत्त्व, परिभाषा एवं स्वरूप• राजभाषा और राष्ट्रभाषा में अंतर
मार्च 2025	विषय
	<ul style="list-style-type: none">• खंड - ख• राजभाषा के रूप में हिंदी• राजभाषा के रूप में हिंदी का विकास• राजभाषा का वर्गीकरण• कक्षा परीक्षा
अप्रैल 2025	विषय
	<ul style="list-style-type: none">• खंड - ग• राजभाषा के रूप में हिंदी की संवैधानिक स्थिति• राजभाषा अनुच्छेद• राष्ट्रभाषा के रूप में हिंदी• राष्ट्रभाषा के रूप में हिंदी का विकास• राष्ट्रभाषा का वर्गीकरण• सेशनल परीक्षा
मई 2025	विषय
	<ul style="list-style-type: none">• राष्ट्रभाषा के रूप में हिंदी की संवैधानिक स्थिति• राष्ट्रभाषा अनुच्छेद• परीक्षा के लिए अभ्यास• परीक्षा

Pooja Singh

पूजा सिंह, सहायक प्रोफेसर (हिंदी)

राजकीय महाविद्यालय सेक्टर-9, गुरुग्राम

बी० एस० सी० द्वितीय वर्ष, सेमैस्टर – चतुर्थ

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी (अनिवार्य)

फरवरी, 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none"> • 'सुमित्रानंदन पंत' संस्मरण पर परिचर्चा • 'सुमित्रानंदन पंत' संस्मरण की सप्रसंग व्याख्या • 'सुमित्रानंदन पंत' संस्मरण का प्रश्नोत्तर अभ्यास • 'सुभद्रा' संस्मरण पर परिचर्चा • 'सुभद्रा' संस्मरण की प्रसंग व्याख्या • 'सुभद्रा' संस्मरण का प्रश्नोत्तर अभ्यास
द्वितीय सप्ताह	<ul style="list-style-type: none"> • 'प्रणाम' संस्मरण पर परिचर्चा • 'प्रणाम' संस्मरण की सप्रसंग व्याख्या • 'प्रणाम' संस्मरण का प्रश्नोत्तर अभ्यास • 'पुण्य-स्मरण' पर परिचर्चा • 'पुण्य-स्मरण' की प्रसंग व्याख्या • 'पुण्य-स्मरण' का प्रश्नोत्तर अभ्यास
तृतीय सप्ताह	<ul style="list-style-type: none"> • 'राजेन्द्र बाबू' संस्मरण पर परिचर्चा • 'राजेन्द्र बाबू' संस्मरण की सप्रसंग व्याख्या • 'राजेन्द्र बाबू' संस्मरण का प्रश्नोत्तर अभ्यास • 'जवाहर भाई' पर परिचर्चा • 'जवाहर भाई' की प्रसंग व्याख्या • 'जवाहर भाई' का प्रश्नोत्तर अभ्यास
चतुर्थ सप्ताह	<ul style="list-style-type: none"> • 'संत राजर्षि' संस्मरण पर परिचर्चा • 'संत राजर्षि' संस्मरण की सप्रसंग व्याख्या • 'संत राजर्षि' संस्मरण का प्रश्नोत्तर अभ्यास
मार्च 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none"> • द्वितीय इकाई : निबंध – लेखन • 'महिलाधिकार' निबंध पर परिचर्चा • 'गांधी दर्शन' निबंध पर परिचर्चा • 'शिक्षा और राजनीति' निबंध पर परिचर्चा • 'विज्ञान और पर्यावरण-प्रदूषण' निबंध पर परिचर्चा
द्वितीय सप्ताह	<ul style="list-style-type: none"> • 'आकाशवाणी' निबंध पर परिचर्चा • 'कंप्यूटर और इंटरनेट' पर परिचर्चा • 'जनसंख्या विस्फोट' पर परिचर्चा

तृतीय सप्ताह	<ul style="list-style-type: none"> • तृतीय इकाई : पत्र-लेखन • 'अर्द्धसरकारी पत्र' लेखन पर परिचर्चा • 'तार-लेखन' पर परिचर्चा • 'तार-लेखन' पर प्रश्नोत्तर अभ्यास
चतुर्थ सप्ताह	<ul style="list-style-type: none"> • चतुर्थ इकाई : वैज्ञानिक शब्दावली • 1-10 पारिभाषिक शब्दों का हिंदी अनुवाद • 10-20 पारिभाषिक शब्दों का हिंदी अनुवाद • 20-30 पारिभाषिक शब्दों का हिंदी अनुवाद
अप्रैल 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none"> • 'कक्षा-परीक्षा' : 'राजेन्द्र बाबू' संस्मरण का सार • पाठ्यक्रम की पुनरावृत्ति
द्वितीय सप्ताह	<ul style="list-style-type: none"> • 50 पारिभाषिक शब्दों के हिंदी अनुवाद की पुनरावृत्ति
तृतीय एवं चतुर्थ सप्ताह	<ul style="list-style-type: none"> • कक्षा परीक्षा • परीक्षा की तैयारी

Vanshali

डॉ० वैशाली, एक्सटेंशन लैक्चरर (हिंदी)

राजकीय महाविद्यालय सेक्टर-9, गुरुग्राम

बी० ए० द्वितीय वर्ष, सेमैस्टर – चतुर्थ

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी (अनिवार्य)

फरवरी, 2025	विषय
	<ul style="list-style-type: none"> • फणीश्वरनाथ रेणु का साहित्यिक परिचय • कहानी : 'ठेस' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास • मैत्रेयी पुष्पा का साहित्यिक परिचय • कहानी : 'फैसला' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास • ओमप्रकाश वाल्मीकि का साहित्यिक परिचय • कहानी : 'पच्चीस चौका डेढ़ सौ' पर परिचर्चा, सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास • कक्षा परीक्षा : 'गैंग्रीन' नामक का सार • खंड – ख हिंदी साहित्य का आधुनिक काल : गद्य • आधुनिक काल की परिस्थितियाँ • हिंदी कहानी : उद्भव और विकास • हिंदी उपन्यास : उद्भव और विकास
मार्च 2025	विषय
	<ul style="list-style-type: none"> • हिंदी नाटक : उद्भव और विकास • हिंदी निबंध : उद्भव और विकास • आलोचना : गद्य की उत्पत्ति, अर्थ, स्वरूप, परिभाषाएं • आलोचक के गुण-दोष • प्रमुख आलोचक : आचार्य रामचंद्र शुक्ल, आचार्य हजारी प्रसाद द्विवेदी नगेन्द्र • डायरी लेखन : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं • रिपोर्टाज : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं • रेखाचित्र : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं • साक्षात्कार : अर्थ, स्वरूप, परिभाषाएं और विशेषताएं
अप्रैल 2025	विषय
	<ul style="list-style-type: none"> • खंड – ग पारिभाषिक शब्दावली • पारिभाषिक शब्दावली : स्वरूप और महत्त्व • पारिभाषिक शब्दावली के गुण • पारिभाषिक शब्दावली के निर्माण में सक्रिया विविध सम्प्रदाय : राष्ट्रीयवादी, अन्तरराष्ट्रीयवादी समन्वयवादी धारणाएँ

- | | |
|--|--|
| | <ul style="list-style-type: none">• समन्वयवादी 25 शब्द• हिंदी का मौखिक साहित्य : सामान्य परिचय• मौखिक साहित्य और लिखित साहित्य का संबंध• पाठ्यक्रम में लगी कहानियों पर आधारित वस्तुनिष्ठ प्रश्नों पर परिचर्चा• परीक्षा की तैयारी |
|--|--|

Vaishali

डॉ० वैशाली, एक्सटेंशन लैक्चरर (हिंदी)

राजकीय महाविद्यालय सेक्टर-9, गुरुग्राम

बी० ए० तृतीय वर्ष, सेमैस्टर – षष्ठ

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी (अनिवार्य)

फरवरी, 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none"> ● आचार्य हजारी प्रसाद द्विवेदी का साहित्यिक परिचय एवं उनकी निबन्ध कला ● 'देवदारु' निबन्ध का पाठ ● 'देवदारु' निबन्ध की सप्रसंग व्याख्या ● 'देवदारु' निबन्ध का प्रश्नोत्तर अभ्यास ● व्यंग्यकार हरिशंकर परसाई का साहित्यिक परिचय ● 'सदाचार का ताबीज' का पाठ और सप्रसंग व्याख्या ● 'सदाचार का ताबीज' का प्रश्नोत्तर अभ्यास
द्वितीय सप्ताह	<ul style="list-style-type: none"> ● राहुल सांकृत्यायान का साहित्यिक परिचय ● 'तिब्बत के पथ पर' नामक यात्रावृत्तांत का पाठ और सप्रसंग व्याख्या ● 'तिब्बत के पथ पर' नामक यात्रावृत्तांत का प्रश्नोत्तर अभ्यास ● कक्षा परीक्षा – 'गिल्लू' का सार पर परिचर्चा
तृतीय सप्ताह	<ul style="list-style-type: none"> ● हरियाणवी भाषा का उद्भव और विकास ● हरियाणवी भाषा की प्रमुख बोलियाँ
चतुर्थ सप्ताह	<ul style="list-style-type: none"> ● 'हरियाणवी की सांग परंपरा : उद्भव और विकास ● सांग : एक अद्भुत कला ● कक्षा परीक्षा – हरियाणवी भाषा की प्रमुख बोलियाँ
मार्च 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none"> ● हरियाणवी उपन्यास : परिचय, प्रवृत्तियाँ, महत्वपूर्ण उपन्यासकार और उनके उपन्यास ● हरियाणवी नाट्य साहित्य : परिचय, प्रवृत्तियाँ, महत्वपूर्ण नाटककार और उनकी नाट्य रचना पर विचार
द्वितीय सप्ताह	<ul style="list-style-type: none"> ● हरियाणवी कविता : संक्षिप्त परिचय और प्रवृत्तियाँ ● हरियाणवी कहानी : परिचय, प्रवृत्तियाँ, महत्वपूर्ण कहानीकार और उनकी कहानियों पर विचार
तृतीय सप्ताह	<ul style="list-style-type: none"> ● पत्रकारिता : स्वरूप एवं प्रकार ● शीर्षक की संरचना ● संपादक के गुण एवं दायित्व
चतुर्थ सप्ताह	<ul style="list-style-type: none"> ● स्वतंत्र प्रेस की अवधारणा

	<ul style="list-style-type: none"> ● भाषा शिक्षण की आधारभूत संकल्पनाएँ – भाषा कौशल – श्रवण, वाचन लेखन ● भाषा कौशल के रूप में शिक्षण ● प्रूफ रीडिंग का स्वरूप एवं प्रूफ संशोधन के नियम
अप्रैल 2025	विषय
प्रथम सप्ताह	<ul style="list-style-type: none"> ● फीचर लेखन ● सक्षात्कार का अर्थ एवं स्वरूप
द्वितीय सप्ताह	<ul style="list-style-type: none"> ● कक्षा परीक्षा : 'सदाचार का ताबीज' नामक रचना में व्यंग्य
तृतीय एवं चतुर्थ सप्ताह	<ul style="list-style-type: none"> ● कक्षा परीक्षा ● परीक्षा की तैयारी

Vishali

डॉ० वैशाली, एक्सटेंशन लैक्चरर (हिंदी)

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए प्रथम वर्ष, (मेजर) सेमेस्टर - प्रथम

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी साहित्य का इतिहास

अगस्त 2024	विषय
	<ul style="list-style-type: none">खंड- क हिंदी साहित्य इतिहास के अध्ययन की पूर्वपीठिकाहिंदी साहित्य इतिहास के लेखन की परंपरासाहित्येतिहास के पुनर्लेखन की समस्याएंहिंदी साहित्य का इतिहास : काल विभाजन, सीमा-निर्धारण
सितंबर 2024	विषय
	<ul style="list-style-type: none">खंड - ख आदिकालनामकरण और सीमापरिवेश: ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिकवर्गीकरण : सिद्ध, नाथ, जैन तथा रासो साहित्यआदिकाल कविता की प्रवृत्तियांपृथ्वीराज रासो की प्रामाणिकताकक्षा परीक्षा : हिंदी साहित्य इतिहास के लेखन की परंपरा
अक्टूबर 2024	विषय
	<ul style="list-style-type: none">खंड - ग भक्तिकालपरिवेश: ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिकभक्ति आन्दोलनभक्तिकालीन काव्य धाराएं : वैशिष्ट्य और अवदानराम, कृष्ण, संत एवं सूफी काव्यधाराएँ : वैशिष्ट्यभक्तिकाल : स्वर्णयुगकक्षा परीक्षा : आदिकाल कविता की प्रवृत्तियांअसाइमेंट- आदिकाल: नामकरण, समय-सीमा, परिवेश, प्रवृत्तियां और आदिकालीन साहित्य
नवंबर 2024	विषय
	<ul style="list-style-type: none">खंड - घ रीतिकालनामकरण और सीमापरिवेश: ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिकरीतिकालीन कवियों का आचार्यत्वविभिन्न काव्यधाराओं की विशेषताएंरीतिबद्ध, रीतिसिद्ध, रीतिमुक्तपरीक्षा की तैयारी

पूजा सिंह, सहायक प्राध्यापिका(हिंदी)

Pooja Singh

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए प्रथम वर्ष, हिन्दी (माइनर) सेमेस्टर - प्रथम

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिन्दी भाषा और व्याकरण

अगस्त 2024	विषय
	<ul style="list-style-type: none">• खंड -क भाषा और व्याकरण• क भाषा की परिभाषा एवं विशेषताएं• व्याकरण की परिभाषा और महत्व• भाषा और व्याकरण का अंतः सम्बन्ध• ध्वनि वर्णन एवं मात्राएं
सितंबर 2024	विषय
	<ul style="list-style-type: none">• खंड - ख शब्द परिचय• शब्दों के भेद - तत्सम, तद्भव, देशज और विदेशी• शब्दों की व्याकरण कोटियां, संज्ञा, सर्वनाम, क्रिया, विशेषण (आदि)• शब्दों का रूपांतरण• शब्दगत अशुद्धियां• कक्षा परीक्षा - भाषा और व्याकरण
अक्टूबर 2024	विषय
	<ul style="list-style-type: none">• खंड - ग पद विचार• विचार पद का स्वरूप• शब्द और पद में अंतर• विकारी और अविकारी शब्दों से तात्पर्य• विकारी शब्दों की रूप रचना (संज्ञा, सर्वनाम, क्रिया, विशेषण)• अविकारी शब्द (अवयव)• असाइमेंट-भाषा और व्याकरण को परिभाषित करते हुए उसके महत्व पर प्रकाश डालिये।
नवंबर 2024	विषय
	खंड -घ वाक्य विचार
	<ul style="list-style-type: none">• वाक्य की परिभाषा एवं उसके अंग• वाक्यगत अशुद्धियां• कक्षा परीक्षा, परीक्षा की तैयारी

पूजा सिंह, सहायक प्राध्यापिका (हिंदी)

Pooja Singh

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

एम.ए प्रथम वर्ष, (AEC) सेमेस्टर - प्रथम

एम. एस्. स्टी.

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिन्दी भाषा में रचनात्मक अभिव्यक्ति

अगस्त 2024	विषय
	<ul style="list-style-type: none">खंड- करचनात्मक लेखन से अभिप्राय, परिभाषा, अवधारणा, स्वरूप एवं सिद्धांतरचनात्मक लेखन के विविध क्षेत्रों का संक्षिप्त परिचय- मौखिक, लिखित, गद्य - पद्य , नाट्य -पाठ्य, मुद्रित-इलेक्ट्रॉनिकविविध अभिव्यक्ति क्षेत्र-साहित्य, पत्रकारिता, विज्ञापन
सितंबर 2024	विषय
	<ul style="list-style-type: none">खंड - खविविधविधाओं की आधारभूत संरचनाओं का व्यावहारिक अध्ययनकविता - संवेदना, काव्यरूप, भाषा सौष्ठव, छंद, लय गति और तुककथा साहित्य- वस्तु, पात्र, परिवेश एवं विमर्शनाट्य साहित्य - वस्तु, पात्र, परिवेश एवं रंगकर्मकक्षा परीक्षा - रचनात्मक लेखन को परिभाषित करते हुए उसके विविध क्षेत्र पर प्रकाश डालिये
अक्टूबर 2024	विषय
	<ul style="list-style-type: none">खंड - गमिडिया और फीचर लेखन में रचनात्मक अपेक्षा एवं आवाज़मिडिया तथा फीचर लेखन से अभिप्राय : स्वरूप महत्व एवं क्षेत्रअसाइमेंट- रचनात्मक लेखन को परिभाषित करते हुए उसके विविध क्षेत्र पर प्रकाश डालिये
नवंबर 2024	विषय
	<ul style="list-style-type: none">फीचर लेखन की विशेषताएंफीचर लेखन की रचना प्रक्रियापरीक्षा की तैयारीकक्षा परीक्षा

पूजा सिंह, सहायक प्राध्यापिका(हिंदी)

Pooja Singh

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए प्रथम वर्ष, (AEC) सेमेस्टर - प्रथम
(BA(English) + BAJMC)
पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी भाषा एवं संप्रेषण

अगस्त 2024	विषय
	<ul style="list-style-type: none">• खंड- क भाषिक संप्रेषण : स्वरूप और सिद्धांत• संप्रेषण की अवधारणा और विकास• संप्रेषण की महत्ता• संप्रेषण की प्रक्रिया• संप्रेषण के विभिन्न मॉडल
सितंबर 2024	विषय
	<ul style="list-style-type: none">• खंड - ख संप्रेषण के प्रकार• मौखिक और लिखित• वैयक्तिक और सामाजिक• व्यवसायिक• भ्रामक संप्रेषण• कक्षा परीक्षा - संप्रेषण के प्रकार
अक्टूबर 2024	विषय
	<ul style="list-style-type: none">• खंड - ग संप्रेषण के माध्यम• एकालाप• संवाद• सामूहिक चर्चा• प्रभावी संप्रेषण• गहन अध्ययन• असाईमेंट- संप्रेषण की अवधारणा, महत्ता, प्रक्रिया एवं मॉडल
नवंबर 2024	विषय
	<ul style="list-style-type: none">• परीक्षा की तैयारी• कक्षा परीक्षा

पूजा सिंह, सहायक प्राध्यापिका (हिंदी)

Pooja Singh

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए द्वितीय वर्ष, सेमेस्टर - तृतीय

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी(अनिवार्य)

जुलाई 2024	विषय
चौथा सप्ताह	<ul style="list-style-type: none"> पाठ्यक्रम पर परिचर्चा खण्ड - क, आधुनिक हिंदी कविता अयोध्यासिंह उपाध्याय हरिऔध का जीवन परिचय और साहित्यिक विशेषताओं पर परिचर्चा पवनदूती की सप्रसंग व्याख्या महत्वपूर्ण प्रश्नोत्तर अभ्यास: पवनदूती का सार, हरिऔध की भाषा-शैली
अगस्त 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none"> मैथिलीशरण गुप्त का साहित्यिक परिचय जयद्रथ वध, भारत-भारती, सन्देश यहाँ मैं नहीं स्वर्ग का लाया नामक कविताओं की सप्रसंग व्याख्या और उनका सार प्रश्नोत्तर अभ्यास
दूसरा सप्ताह	<ul style="list-style-type: none"> जयशंकर प्रसाद का साहित्यिक परिचय, आनंद सर्ग, आँसू नामक कविताओं की सप्रसंग व्याख्या और उनका सार प्रश्नोत्तर अभ्यास: जयशंकर प्रसाद की भाषा-शैली
तीसरा सप्ताह	<ul style="list-style-type: none"> सूर्यकांत त्रिपाठी निराला का साहित्यिक परिचय विधवा, बादल राग, जागो फिर एक बार!, तोड़ती पत्थर नामक कविताओं की सप्रसंग व्याख्या और उनका सार प्रश्नोत्तर अभ्यास: निराला की काव्य-कला, सामाजिक चेतना
चौथा सप्ताह	<ul style="list-style-type: none"> महादेवी वर्मा का साहित्यिक परिचय कह दे माँ क्या अब देखूँ!, कौन तुम मेरे हृदय में, दुःख की बदली, वे मुस्काते फूल नहीं नामक कविताओं की सप्रसंग व्याख्या प्रश्नोत्तर अभ्यास: महादेवी वर्मा के काव्य में करुणा एवं वेदना और भाषा-शैली कक्षा परीक्षा- पवनदूती की सप्रसंग व्याख्या
सितंबर 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none"> रामधारी सिंह दिनकर का साहित्यिक परिचय कुरुक्षेत्र का चतुर्थ सर्ग की सप्रसंग व्याख्या और सार प्रश्नोत्तर अभ्यास: दिनकर की भाषा-शैली
दूसरा सप्ताह	<ul style="list-style-type: none"> भारत भूषण अग्रवाल का साहित्यिक परिचय आने वालों से एक सवाल, दूंगा मैं, फूल के बोल नामक कविताओं की सप्रसंग व्याख्या एवं सार, प्रश्नोत्तर अभ्यास
तीसरा सप्ताह	<ul style="list-style-type: none"> हिंदी साहित्य का इतिहास : रीतिकाल रीतिकाल की हिंदी कविता की पृष्ठभूमि रीतिकाल की परिस्थितियाँ : राजनैतिक, सामाजिक, सांस्कृतिक, धार्मिक और साहित्यिक
चौथा सप्ताह	<ul style="list-style-type: none"> रीतिकाल का नामकरण एवं सीमा-निर्धारण

Raj Singh

	<ul style="list-style-type: none"> रीतिकाल के तीन भेद : रीतिमुक्त काव्यधारा, रीतिबद्ध काव्यधारा, रीतिसिद्ध काव्यधारा रीतिकाल की सामान्य प्रवृत्तियाँ
अक्टूबर 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none"> रीतिबद्ध काव्यधारा की प्रवृत्तियाँ रीतिमुक्त काव्यधारा की प्रवृत्तियाँ रीतिसिद्ध काव्यधारा की प्रवृत्तियाँ रीतिकाल की उपलब्धियाँ बिहारी, घनानन्द, भूषण, चिंतामणि, केशवदास का जीवन-परिचय और बिहारी सतसई पर टिप्पणी
दूसरा सप्ताह	<ul style="list-style-type: none"> प्रयोजनमूलक हिंदी : हिंदी कंप्यूटिंग और अनुवाद कम्प्यूटर का स्वरूप और महत्त्व ई-मेल : प्रेषण ग्रहण इंटरनेट : स्वरूप और उपयोगिता
तीसरा सप्ताह	<ul style="list-style-type: none"> अनुवाद : परिभाषा और स्वरूप मशीनी अनुवाद
चौथा सप्ताह	<ul style="list-style-type: none"> मुद्रण (प्रिंट मीडिया) समाचार पत्र का साहित्यिक स्वरूप दृश्य-श्रव्य माध्यम (दूरदर्शन, चलचित्र आदि) का भाषाई और साहित्यिक स्वरूप परियोजना कार्य- आधुनिक काल का क्रमिक विकास: भारतेंदु युग, द्विवेदी युग, छायावादी युग
नवंबर 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none"> भाषा शिक्षण की आधारभूत संकल्पनाएँ प्रथम भाषा / मातृभाषा तथा अन्य भाषा की संकल्पना
दूसरा सप्ताह	<ul style="list-style-type: none"> द्वितीय भाषा तथा विदेशी भाषा की संकल्पना मातृभाषा और विदेशी भाषा के शिक्षण में अंतर विशिष्ट प्रयोजन के लिए भाषा शिक्षण
तीसरा सप्ताह	<ul style="list-style-type: none"> परीक्षा की तैयारी
चौथा सप्ताह	<ul style="list-style-type: none"> परीक्षा

पूजा सिंह, सहायक प्राध्यापिका (हिंदी)

Pooja Singh

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए प्रथम वर्ष, (AEC) सेमेस्टर - प्रथम

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी भाषा एवं संप्रेषण

अगस्त 2024	विषय
	<ul style="list-style-type: none">• खंड- क भाषिक संप्रेषण : स्वरूप और सिद्धांत• संप्रेषण की अवधारणा और विकास• संप्रेषण की महत्ता• संप्रेषण की प्रक्रिया• संप्रेषण के विभिन्न मॉडल
सितंबर 2024	विषय
	<ul style="list-style-type: none">• खंड - ख संप्रेषण के प्रकार• मौखिक और लिखित• वैयक्तिक और सामाजिक• व्यवसायिक• भ्रामक संप्रेषण• कक्षा परीक्षा - संप्रेषण के प्रकार
अक्टूबर 2024	विषय
	<ul style="list-style-type: none">• खंड - ग संप्रेषण के माध्यम• एकालाप• संवाद• सामूहिक चर्चा• प्रभावी संप्रेषण• गहन अध्ययन• असाईमेंट- संप्रेषण की अवधारणा, महत्ता, प्रक्रिया एवं मॉडल
नवंबर 2024	विषय
	<ul style="list-style-type: none">• परीक्षा की तैयारी• कक्षा परीक्षा

डॉ. कविता यादव, एक्स्टेंशन लेक्चरार (हिंदी)

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए प्रथम वर्ष, (मेजर) सेमेस्टर - प्रथम

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी साहित्य का इतिहास

अगस्त 2024	विषय
	<ul style="list-style-type: none">खंड- क हिंदी साहित्य इतिहास के अध्ययन की पूर्वपीठिकाहिंदी साहित्य इतिहास के लेखन की परंपरासाहित्येतिहास के पुनर्लेखन की समस्याएंहिंदी साहित्य का इतिहास : काल विभाजन, सीमा-निर्धारण
सितंबर 2024	विषय
	<ul style="list-style-type: none">खंड - ख आदिकालनामकरण और सीमापरिवेश: ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिकवर्गीकरण : सिद्ध, नाथ, जैन तथा रासो साहित्यआदिकाल कविता की प्रवृत्तियांपृथ्वीराज रासो की प्रामाणिकताकक्षा परीक्षा : हिंदी साहित्य इतिहास के लेखन की परंपरा
अक्टूबर 2024	विषय
	<ul style="list-style-type: none">खंड - ग भक्तिकालपरिवेश: ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिकभक्ति आन्दोलनभक्तिकालीन काव्य धाराएं : वैशिष्ट्य और अवदानराम, कृष्ण, संत एवं सूफी काव्यधाराएँ : वैशिष्ट्यभक्तिकाल : स्वर्णयुगकक्षा परीक्षा : आदिकाल कविता की प्रवृत्तियांअसाइमेंट- आदिकाल: नामकरण, समय-सीमा, परिवेश, प्रवृत्तियां और आदिकालीन साहित्य
नवंबर 2024	विषय
	<ul style="list-style-type: none">खंड - घ रीतिकालनामकरण और सीमापरिवेश: ऐतिहासिक, सामाजिक, सांस्कृतिक, साहित्यिकरीतिकालीन कवियों का आचार्यत्वविभिन्न काव्यधाराओं की विशेषताएंरीतिबद्ध, रीतिसिद्ध, रीतिमुक्तपरीक्षा की तैयारी

डॉ. कविता यादव, एक्स्टेंशन लेक्चरार (हिंदी)

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए द्वितीय वर्ष, सेमेस्टर - तृतीय

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी(अनिवार्य)

जुलाई 2024	विषय
चौथा सप्ताह	<ul style="list-style-type: none">पाठ्यक्रम पर परिचर्चाखण्ड - क, आधुनिक हिंदी कविताअयोध्यासिंह उपाध्याय हरिऔध का जीवन परिचय और साहित्यिक विशेषताओं पर परिचर्चापवनदूती की सप्रसंग व्याख्यामहत्वपूर्ण प्रश्नोत्तर अभ्यास: पवनदूती का सार, हरिऔध की भाषा-शैली
अगस्त 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none">मैथिलीशरण गुप्त का साहित्यिक परिचयजयद्रथ वध, भारत-भारती, सन्देश यहाँ मैं नहीं स्वर्ग का लाया नामक कविताओं की सप्रसंग व्याख्या और उनका सारप्रश्नोत्तर अभ्यास
दूसरा सप्ताह	<ul style="list-style-type: none">जयशंकर प्रसाद का साहित्यिक परिचय, आनंद सर्ग, आँसू नामक कविताओं की सप्रसंग व्याख्या और उनका सार प्रश्नोत्तर अभ्यास: जयशंकर प्रसाद की भाषा-शैली
तीसरा सप्ताह	<ul style="list-style-type: none">सूर्यकांत त्रिपाठी निराला का साहित्यिक परिचयविधवा, बादल राग, जागो फिर एक बार!, तोड़ती पत्थर नामक कविताओं की सप्रसंग व्याख्या और उनका सारप्रश्नोत्तर अभ्यास: निराला की काव्य-कला, सामाजिक चेतना
चौथा सप्ताह	<ul style="list-style-type: none">महादेवी वर्मा का साहित्यिक परिचयकह दे माँ क्या अब देखूँ, कौन तुम मेरे हृदय में, दुःख की बदली, वे मुस्काते फूल नहीं नामक कविताओं की सप्रसंग व्याख्याप्रश्नोत्तर अभ्यास: महादेवी वर्मा के काव्य में करुणा एवं वेदना और भाषा-शैलीकक्षा परीक्षा- पवनदूती की सप्रसंग व्याख्या
सितंबर 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none">रामधारी सिंह दिनकर का साहित्यिक परिचयकुरुक्षेत्र का चतुर्थ सर्ग की सप्रसंग व्याख्या और सारप्रश्नोत्तर अभ्यास: दिनकर की भाषा-शैली
दूसरा सप्ताह	<ul style="list-style-type: none">भारत भूषण अग्रवाल का साहित्यिक परिचयआने वालों से एक सवाल, दूंगा मैं, फूल के बोल नामक कविताओं की सप्रसंग व्याख्या एवं सार, प्रश्नोत्तर अभ्यास
तीसरा सप्ताह	<ul style="list-style-type: none">हिंदी साहित्य का इतिहास : रीतिकालरीतिकाल की हिंदी कविता की पृष्ठभूमिरीतिकाल की परिस्थितियाँ : राजनैतिक, सामाजिक, सांस्कृतिक, धार्मिक और साहित्यिक
चौथा सप्ताह	<ul style="list-style-type: none">रीतिकाल का नामकरण एवं सीमा-निर्धारण

	<ul style="list-style-type: none"> रीतिकाल के तीन भेद : रीतिमुक्त काव्यधारा, रीतिबद्ध काव्यधारा, रीतिसिद्ध काव्यधारा रीतिकाल की सामान्य प्रवृत्तियाँ कक्षा परीक्षा : रीतिकाल का नामकरण एवं सीमा-निर्धारण
अक्टूबर 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none"> रीतिबद्ध काव्यधारा की प्रवृत्तियाँ रीतिमुक्त काव्यधारा की प्रवृत्तियाँ रीतिसिद्ध काव्यधारा की प्रवृत्तियाँ रीतिकाल की उपलब्धियाँ बिहारी, घनानन्द, भूषण, चिंतामणि, केशवदास का जीवन-परिचय और बिहारी सतसई पर टिप्पणी
दूसरा सप्ताह	<ul style="list-style-type: none"> प्रयोजनमूलक हिंदी : हिंदी कंप्यूटिंग और अनुवाद कम्प्यूटर का स्वरूप और महत्त्व ई-मेल : प्रेषण ग्रहण इंटरनेट : स्वरूप और उपयोगिता
तीसरा सप्ताह	<ul style="list-style-type: none"> अनुवाद : परिभाषा और स्वरूप मशीनी अनुवाद
चौथा सप्ताह	<ul style="list-style-type: none"> विज्ञापन की अवधारणा विज्ञापन की भाषा परियोजना कार्य- विज्ञापन: अर्थ, स्वरूप, अवधारणा प्रकार और भाषा दीवाली अवकाश
नवंबर 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none"> मुद्रण (प्रिंट मीडिया) समाचार पत्र का साहित्यिक स्वरूप दृश्य-श्रव्य माध्यम (दूरदर्शन, चलचित्र आदि) का भाषाई और साहित्यिक स्वरूप फीचर : परिभाषा, स्वरूप और विशेषताएं
दूसरा सप्ताह	<ul style="list-style-type: none"> प्रश्नोत्तर अभ्यास
तीसरा सप्ताह	<ul style="list-style-type: none"> परीक्षा की तैयारी
चौथा सप्ताह	<ul style="list-style-type: none"> परीक्षा

Kavita

डॉ. कविता यादव, एक्स्टेंशन लेक्चरार (हिंदी)

राजकीय महाविद्यालय सेक्टर- 9, गुरुग्राम

बी ए तृतीय वर्ष, सेमेस्टर - पंचम

पाठ-योजना विवरण सत्र : 2024-25

विषय : हिंदी(अनिवार्य)

जुलाई 2024	विषय
चौथा सप्ताह	<ul style="list-style-type: none">पाठ्यक्रम पर परिचर्चाखण्ड - क, समकालीन हिंदी कविताअज्ञेय का जीवन परिचय और साहित्यिक विशेषताओं पर परिचर्चाहमारा देश, नदी का द्वीप, कितनी नावों में कितनी बार, नाच, यह द्वीप अकेला, सूनी-सी सांझ एक, साँप, उड़चल हरिल नामक कविताओं की सप्रसंग व्याख्या और कविताओं से संबंधित महत्वपूर्ण प्रश्नोत्तर अभ्यास
अगस्त 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none">धर्मवीर भारती का साहित्यिक परिचय और साहित्यिक विशेषताएंरथ का टूटा पहिया, फागुन की शाम, फूल, मोमबत्तियां और सपने, बोआई का गीत, गुलाम बनाने वाले, थके हुए कलाकार से, विप्रलब्धा नामक कविताओं की सप्रसंग व्याख्याप्रश्नोत्तर अभ्यासनरेश मेहता का साहित्यिक परिचय और साहित्यिक विशेषताएं'मंत्र-गंध और भाषा', अरण्यानी से वापसी नामक कविताओं की सप्रसंग व्याख्या, प्रश्नोत्तर अभ्यास
दूसरा सप्ताह	<ul style="list-style-type: none">नागार्जुन का साहित्यिक परिचय और साहित्यिक विशेषताएंउनको प्रणाम, सिन्दूर तिलकित भाल, बादल को घिरते देखा है, अकाल और उसके बाद, प्रेत का बयान नामक कविताओं की सप्रसंग व्याख्याप्रश्नोत्तर अभ्यास
तीसरा सप्ताह	<ul style="list-style-type: none">रघुवीर सहाय का साहित्यिक परिचय और साहित्यिक विशेषताएंलोकतंत्र का संकट, चिट्ठियाँ, भाषा का युद्ध, रामदास, कोई एक और मतदाता, काला नंगा बच्चा पैदल, आत्महत्या के विरुद्ध नामक कविताओं की सप्रसंग व्याख्याप्रश्नोत्तर अभ्यास
चौथा सप्ताह	<ul style="list-style-type: none">कुंवर नारायण का साहित्यिक परिचय और साहित्यिक विशेषताएंचक्रव्यूह, एक जले हुए मकान के सामने, जब आदमी आदमी नहीं रह पाता नामक कविताओं की सप्रसंग व्याख्याप्रश्नोत्तर अभ्यास
सितंबर 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none">लीलाधर जगूड़ी का साहित्यिक परिचय और साहित्यिक विशेषताएंवृक्ष हत्या, परिवार की खाड़ी में, स्वतंत्र जुबान, ईश्वर और आदमी की बातचीत, जो ठोकर खाते हैं, बहुत से पत्थर पड़े हैं नामक कविताओं की सप्रसंग व्याख्या एवं प्रश्नोत्तर अभ्यासकक्षा परीक्षा- अज्ञेय का साहित्यिक परिचय
दूसरा सप्ताह	खंड - ख, हिंदी साहित्य का आधुनिक काल

	<ul style="list-style-type: none"> • आधुनिक हिंदी कविता का क्रमिक विकास • आधुनिक हिंदी साहित्य की परिस्थितियां
तीसरा सप्ताह	<ul style="list-style-type: none"> • भारतेंदु युगीन हिंदी कविता का परिचय एवं प्रवृत्तियां • द्विवेदी युगीन हिंदी कविता का परिचय एवं प्रवृत्तियां • छायावादी हिंदी कविता का स्वरूप एवं प्रवृत्तियां
चौथा सप्ताह	<ul style="list-style-type: none"> • प्रगतिवादी हिंदी कविता का स्वरूप एवं प्रवृत्तियां • प्रयोगवादी हिंदी कविता का परिचय एवं प्रवृत्तियां • नई कविता का परिचय एवं प्रवृत्तियां
अक्टूबर 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none"> • समकालीन हिंदी कविता का स्वरूप एवं प्रवृत्तियां • कक्षा परीक्षा- द्विवेदी युग की प्रवृत्तियां
दूसरा सप्ताह	<ul style="list-style-type: none"> • प्रयोजनमूलक हिंदी : पत्र लेखन, संक्षेपण तथा पल्लवन • पत्र लेखन : स्वरूप और उसके विविध भेद • संक्षेपण का अर्थ, स्वरूप, विशेषताएं
तीसरा सप्ताह	<ul style="list-style-type: none"> • पल्लवन का अर्थ, स्वरूप, विशेषताएं • परियोजना कार्य- आधुनिक काल का क्रमिक विकास: भारतेंदु युग, द्विवेदी युग, छायावादी युग तक
चौथा सप्ताह	<ul style="list-style-type: none"> • जयशंकर प्रसाद, महादेवी वर्मा, सुमित्रानंदन पन्त, सूर्यकांत त्रिपाठी निराला, नागार्जुन, मैथिलीशरण गुप्त का साहित्यिक परिचय • अयोध्यासिंह हरिऔध, भारतेंदु हरिश्चंद्र का साहित्यिक परिचय • दीवाली अवकाश
नवंबर 2024	विषय
पहला सप्ताह	<ul style="list-style-type: none"> • भाषा शिक्षण की आधारभूत संकल्पनाएँ • प्रथम भाषा / मातृभाषा तथा अन्य भाषा की संकल्पना
दूसरा सप्ताह	<ul style="list-style-type: none"> • द्वितीय भाषा तथा विदेशी भाषा की संकल्पना • मातृभाषा और विदेशी भाषा के शिक्षण में अंतर • विशिष्ट प्रयोजन के लिए भाषा शिक्षण
तीसरा सप्ताह	<ul style="list-style-type: none"> • परीक्षा की तैयारी
चौथा सप्ताह	<ul style="list-style-type: none"> • परीक्षा



डॉ. कविता यादव, एक्स्टेंशन लेक्चरार (हिंदी)