# I.B. (PG) COLLEGE, PANIPAT
## SESSION 2020-2021

**Weekly Lesson Plan (Odd Semester)**          **( Ist Semester)**

**Name of the Paper:-** Financial Accounting      **CLASS :** B.COM. - I Year (Hons.)

**Name of the Teacher :**     DR. SUNIT SHARMA & Prof. RAJESH BALA

| WEEK | DATE | TOPICS |
|---|---|---|
| 1 | **November (16-21)** | TIME-TABLE DISPLAY &DISCUSSION |
| | | ONLINE ORIENTATION PROGRAMME |
| | | INTRODUCTION |
| | | Discssion of syllabus |
| | | Introduction of Financial Accounting |
| | | Need,Objectives and Scope of F.Accounting |
| SUNDAY - 22.11.2020 | |
| 2 | **November (23-28)** | Book-Keeping,Accounting &Branches of F.Accounting |
| | | Accounting principles |
| | | Accounting Concepts and Concepts and Conventions |
| | | continue |
| | | Accounting Cycle |
| | | Accounting Equation |
| SUNDAY - 29.11.2020 | |
| HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti) | |
| 3 | **December (1-5)** | Double Entry System |
| | | continue |
| | | Journal and its Rules |
| | | continue |
| | | continue |
| SUNDAY - 06.12.2020 | |
| 4 | **December (07-12)** | ledger |
| | | continue |
| | | Trial Balance |
| | | continue |
| | | Error and its Rectification |
| | | continue |
| SUNDAY - 13.12.2020 | |
| 5 | **December (14-19)** | Two sided errors |
| | | continue |
| | | One sided error |
| | | continue |
| | | Problems and Revision |
| | | Capital and Revenve expenditure |
| SUNDAY - 20.12.2020 | |

| | | |
|---|---|---|
| **6** | **December (21-24) (26)** | Depreciation: Introduction |
| | | Fixed Instalment method |
| | | continue |
| | | Diminishing Balance method |
| | | continue |
| **HOLIDAY - 25.12.2020 (Christmas)** | |
| **SUNDAY - 27.12.2020** | |
| **7** | **December (28-31) January (1-2)** | Change in method of Depreciation |
| | | continue |
| | | continue |
| | | Provision for Depreciation |
| | | continue |
| | | Provision for Reserve |
| **SUNDAY - 03.01.2021** | |
| **8** | **January (4-9)** | Final accounts |
| | | Final accounts with adjustments |
| | | continue |
| | | continue |
| | | continue |
| | | continue |
| **SUNDAY - 10.01.2021** | |
| **9** | **January (11-16)** | continue |
| | | continue |
| | | remaining adjustments |
| | | continue |
| | | continue |
| | | continue |
| **SUNDAY - 17.01.2021** | |
| **10** | **January (18-19) 21-23)** | Non profit orgnisation |
| | | Receipts and payment account |
| | | Income and expenditure account |
| | | Balance-Sheet |
| | | practicals of N.P.O. |
| **HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)** | |
| **SUNDAY - 24.01.2021** | |
| **11** | **January (25) (27-30)** | continue |
| | | continue |
| | | continue |
| | | continue |
| | | Assignment----One |
| **HOLIDAY - 26.01.2021 (Republic Day)** | |
| **SUNDAY - 31.01.2021** | |

| | | |
|---|---|---|
| 12 | **February (01-06)** | Consignments Accounts |
| | | Introduction |
| | | precticals of consignment accounts |
| | | continue |
| | | continue |
| | | Conditional Test |
| **SUNDAY - 07.02.2021** | | |
| 13 | **February (08-13)** | continue ch. N.P.O. |
| | | continue |
| | | continue |
| | | continue |
| | | precticals problems of N.P.O. |
| | | Problems and Revision |
| **SUNDAY - 14.02.2021** | | |
| 14 | **February (15 - 20)** | Assignment----Two |
| | | revision |
| | | revision |
| | | revision |
| | | revision |
| | | revision |

# I.B. (PG) COLLEGE, PANIPAT
## SESSION 2020-2021

**Weekly Lesson Plan (Odd Semester)**                                   **( Ist Semester)**

**Name of the Paper:-** Micro Economics          **CLASS :** B.COM. - I Year (Hons.)

**Name of the Teacher :**     Prof. SUKHJINDER SINGH & Prof. DOLLY RANA

| WEEK | DATE | TOPICS |
|---|---|---|
| 1 | **November (16-21)** | Online Orientation and Time Table |
| | | Syllabus, Meaning and Definitions of Economics, |
| | | Nature of Economics: Art and Science, |
| | | Positive Science vs Normative science, |
| | | Scope of Economics, |
| | | Queries/Doubts/problems |
| | **SUNDAY - 22.11.2020** | |
| 2 | **November (23-28)** | Subject Matter of Economics |
| | | Limitations of Economics |
| | | Micro Economics vs Macro Economics Meaning |
| | | Meaning, Features, |
| | | Importance and uses, Limitations |
| | | Relation and Difference between Micro and Macro Eco |
| | **SUNDAY - 29.11.2020** | |
| | **HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)** | |
| 3 | **December (1-5)** | Cardinal Utility Meaning |
| | | Basic Concepts |
| | | Law of Diminishing MU |
| | | Assumptions, Exceptions |
| | | Application and Importance |
| | **SUNDAY - 06.12.2020** | |
| 4 | **December (07-12)** | Law of Equi MU Meaning and Assumptions |
| | | Explanation of Law |
| | | Importance and uses, Limitations |
| | | Consumer Eqilibrium Types |
| | | Problems/Queries |
| | | Introduction Of Ordnial Utility |
| | **SUNDAY - 13.12.2020** | |
| 5 | **December (14-19)** | Indifference Curve Meaning |
| | | Marginal Rate of Substitution |
| | | Properties of IC |
| | | Budget Line and Consumer Equilibrium |
| | | Price Effect and Income Effect |
| | | Hicka and Slutsky |
| | **SUNDAY - 20.12.2020** | |

| | | |
|---|---|---|
| **6** | **December (21-24) (26)** | Importance and uses, Limitations |
| | | Theory of Demand: Introduction and Meaning |
| | | Law of Demand |
| | | Demand Curve Slopes Downward, Exceptions |
| | | Determinants of Demand |
| **HOLIDAY - 25.12.2020 (Christmas)** | |
| **SUNDAY - 27.12.2020** | |
| **7** | **December (28-31) January (1-2)** | Change in Demand and Quantity Demanded |
| | | Assignment-I |
| | | Elasticity of Demand: Introduction and Meaning |
| | | Degrees of Price Elasticity |
| | | Methods- Total Expenditure, Percentage Method, |
| | | Point Method, Arc Method |
| **SUNDAY - 03.01.2021** | |
| **8** | **January (4-9)** | Revenue Method and Factors Determing Price Elasticity |
| | | Income Elasticity-Degrees and Importance |
| | | Cross Elasticity- Degrees and Impportance |
| | | Production Function- Introduction and Meaning |
| | | Factors of Production and Time Period |
| | | Law of Variable Proportion-Explanation |
| **SUNDAY - 10.01.2021** | |
| **9** | **January (11-16)** | Causes of Application, Assignment-I |
| | | Three Stages- Diminishing, Constant and Increasing |
| | | Application of Law- Industries and Agriculture |
| | | Returns to Scale- Explanation |
| | | Aspects of Returns to Scale |
| | | Problems/Queries |
| **SUNDAY - 17.01.2021** | |
| **10** | **January (18-19) 21-23)** | Class Activity |
| | | Cost Function: Meaning and Concepts |
| | | Theories of cost in Short Run |
| | | Traditional and Modern |
| | | Long Run Cost Curves |
| **HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)** | |
| **SUNDAY - 24.01.2021** | |
| **11** | **January (25) (27-30** | Modern Long Run Costs |
| | | Queries/Problem |
| | | Forms of Market |
| | | Perfect Competition: Meaning, Assumptions |
| | | Time Element |
| **HOLIDAY - 26.01.2021 (Republic Day)** | |
| **SUNDAY - 31.01.2021** | |

| | | |
|---|---|---|
| 12 | **February (01-06)** | Pricing in Short Run and Long Run |
| | | Conditional Test |
| | | Monopoly: Meaning and Assumptions, |
| | | Pricing in Short Run and Long Run |
| | | Price Discrimination |
| | | Monopolistic Competition |
| | **SUNDAY - 07.02.2021** | |
| 13 | **February (08-13)** | Pricing in Monopolistic Competition |
| | | Selling Cost |
| | | Chamberlin's Approach |
| | | Monopolistic vs Monopoly |
| | | Doubts/Problems |
| | | Assignment-II |
| | **SUNDAY - 14.02.2021** | |
| 14 | **February (15 - 20)** | Revision |
| | | Revision |
| | | Revision |
| | | Revision |
| | | Revision |
| | | Revision |

# I.B. (PG) COLLEGE, PANIPAT
## SESSION 2020-2021

**Weekly Lesson Plan (Odd Semester)**                               **( Ist Semester)**

**Name of the Paper:-** BUSINESS MANAGEMENT       **CLASS :** B.COM. - I Year (Hons.)

**Name of the Teacher :**     PROF. AJAYPAL SINGH & Prof. SONIA DHINGRA

| WEEK | DATE | TOPICS |
|---|---|---|
| 1 | November (16-21) | Discussion of Syllabus |
| | | **Introduction to Commerce( Basic concepts)** |
| | | Components of commerce |
| | | Introduction to Management |
| | | Continue |
| | | Functions of Mgmt |
| | **SUNDAY - 22.11.2020** | |
| 2 | November (23-28) | Co-ordination |
| | | Revision |
| | | **Approaches to Management** |
| | | Classical Management |
| | | Continue |
| | | Neo-Classical Management |
| | **SUNDAY - 29.11.2020** | |
| | **HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)** | |
| 3 | December (1-5) | Continue |
| | | Modern Approach |
| | | **Planning: Basic Concepts and Process** |
| | | Continue |
| | | Continue |
| | **SUNDAY - 06.12.2020** | |
| 4 | December (07-12) | **Types of Plans** |
| | | Continue |
| | | Continue |
| | | Revision |
| | | **Organising: Principles and Benefits** |
| | | Continue |
| | **SUNDAY - 13.12.2020** | |
| 5 | December (14-19) | Formal and Informal Organisation |
| | | Continue |
| | | Continue |
| | | **Organisational Structures: Meaning and Types** |
| | | Continue |
| | | Continue |
| | **SUNDAY - 20.12.2020** | |

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|---|---|---|---|
| | | | Continue |
| | | | Continue |
| 6 | December (21-24) (26) | | Delegation of Authority |
| | | | Continue |
| | | | Continue |
| HOLIDAY - 25.12.2020 (Christmas) | | | |
| SUNDAY - 27.12.2020 | | | |
| 7 | December (28-31) January (1-2) | | Centralisation and Decentralisation |
| | | | Continue |
| | | | Continue |
| | | | Staffing |
| | | | Continue |
| | | | Continue |
| SUNDAY - 03.01.2021 | | | |
| 8 | January (4-9) | | Directing : Principles and Elements |
| | | | Continue |
| | | | Continue |
| | | | Assignment-1 |
| | | | Motivation : Basic Concepts and Significance |
| | | | Approaches to Motivation |
| SUNDAY - 10.01.2021 | | | |
| 9 | January (11-16) | | Continue |
| | | | Continue |
| | | | Conditional Test |
| | | | Leadership : Basic Concepts |
| | | | Continue |
| | | | Continue |
| SUNDAY - 17.01.2021 | | | |
| 10 | January (18-19) 21-23) | | Discussing Important Topics |
| | | | Continue |
| | | | Revision |
| | | | Assignment-2 |
| | | | Revision |
| HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) | | | |
| SUNDAY - 24.01.2021 | | | |
| 11 | January (25) (27-30) | | Leadership Styles |
| | | | Continue |
| | | | Continue |
| | | | Revision |
| | | | Revision |
| HOLIDAY - 26.01.2021 (Republic Day) | | | |
| SUNDAY - 31.01.2021 | | | |

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|---|---|---|
| **12** | **February (01-06)** | **Controlling : Basic Concepts** |
| | | Continue |
| | | Continue |
| | | Continue |
| | | **Controlling Techniques** |
| | | Continue |
| **SUNDAY - 07.02.2021** | |
| **13** | **February (08-13)** | Continue |
| | | Continue |
| | | Continue |
| | | Revision |
| | | Revision |
| | | Revision |
| **SUNDAY - 14.02.2021** | |
| **14** | **February (15 - 20)** | Revision |
| | | Revision |
| | | Revision |
| | | Revision |
| | | Revision |
| | | Revision |

# I.B. (PG) COLLEGE, PANIPAT
## SESSION 2020-2021

**Weekly Lesson Plan (Odd Semester)**                    **( Ist Semester)**

**Name of the Paper:-** Computer Application          **CLASS :** B.COM. - I Year (Hons.)

**Name of the Teacher :**     Dr. RANJU & Prof. NEETU MANOCHA

| WEEK | DATE | TOPICS |
|---|---|---|
| 1 | **November (16-21)** | HAWAN & INAUGURATION SESSION |
| | | TIME-TABLE DISPLAY & DISCUSSION |
| | | ORIENTATION PROGRAMME & LIBRARY VISIT **(SCIENCE)** |
| | | ORIENTATION PROGRAMME & LIBRARY VISIT **(COMMERCE)** |
| | | ORIENTATION PROGRAMME & LIBRARY VISIT **(ARTS)** |
| | | |
| **SUNDAY - 22.11.2020** | |
| 2 | **November (23-28)** | Discussion of Syllabus |
| | | Intro to Computers |
| | | Components |
| | | Types of Computer |
| | | Contd. |
| | | Contd. |
| | **SUNDAY - 29.11.2020** | |
| | **HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)** | |
| 3 | **December (1-5)** | Characterstics of Computer |
| | | Generation of Computer |
| | | Contd. |
| | | Computer Memory |
| | | Contd. |
| | **SUNDAY - 06.12.2020** | |
| 4 | **December (07-12)** | Input Devices |
| | | Practical Lab |
| | | Output Devices |
| | | Contd.. |
| | | Contd.. |
| | | Contd.. |
| | **SUNDAY - 13.12.2020** | |
| 5 | **December (14-19)** | Contd.. |
| | | Memory and Storage Devices |
| | | Contd.. |
| | | Contd.. |
| | | Intro to modern CPU processor |
| | | Contd.. |
| | **SUNDAY - 20.12.2020** | |

| | | |
|---|---|---|
| 6 | **December**<br>**(21-24) (26)** | Computer Software Types of Software |
| | | System Software |
| | | Contd.. |
| | | Application Software |
| | | Contd.. |
| **HOLIDAY - 25.12.2020 (Christmas)** | | |
| **SUNDAY - 27.12.2020** | | |
| 7 | **December**<br>**(28-31)**<br>**January**<br>**(1-2)** | Utility Software |
| | | Contd.. |
| | | Revision |
| | | Programming Language |
| | | Contd.. |
| | | Contd.. |
| **SUNDAY - 03.01.2021** | | |
| 8 | **January**<br>**(4-9)** | Programming Language Contd. |
| | | Introduction to OS |
| | | Functions of OS |
| | | Contd. |
| | | Types of OS |
| | | Contd. |
| **SUNDAY - 10.01.2021** | | |
| 9 | **January**<br>**(11-16)** | Types of OS |
| | | Contd. |
| | | Real Time Applications |
| | | OS for tabs , Mobile Phones |
| | | Revision |
| | | Contd. |
| **SUNDAY - 17.01.2021** | | |
| 10 | **January**<br>**(18-19) 21-23)** | Android |
| | | Contd.. |
| | | Open Source Software |
| | | Contd. |
| | | Revision |
| **HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)** | | |
| **SUNDAY - 24.01.2021** | | |
| 11 | **January**<br>**(25) (27-30)** | Ajax |
| | | Revision |
| | | DBMS |
| | | Contd. |
| | | Assignment 1st - DBMS |
| **HOLIDAY - 26.01.2021 (Republic Day)** | | |
| **SUNDAY - 31.01.2021** | | |

| 12 | February (01-06) | DBMS Contd. |
| | | DBMS Contd. |
| | | Contd. |
| | | CONDITIONAL TEST- Classification of Operating System, Function of O.S.Topologies and Advantages Disadvantages of DBMS |
| | | Network Basics |
| | | Contd. |
| **SUNDAY - 07.02.2021** | | |
| 13 | February (08-13) | Network Basics Contd.. |
| | | Network Topologies |
| | | Assignment 2ND - Networking |
| | | Hardware Requirements for Networking |
| | | Software  Requirements for Networking |
| | | Word Processor |
| **SUNDAY - 14.02.2021** | | |
| 14 | February (15 - 20) | Contd. |
| | | Spreadsheet |
| | | Contd. |
| | | Contd. |
| | | Presentation |
| | | Contd. |

# I.B. (PG) COLLEGE, PANIPAT
## SESSION 2020-2021

**Weekly Lesson Plan (Odd Semester)**           **( Ist Semester)**

**Name of the Paper:-** Business Mathematics      **CLASS :** B.COM. - I Year (Hons.)

**Name of the Teacher :** Prof. AMIT KUMAR **(Sec. A & B**) and Prof. MANISH KUMAR **(Sec. C)**

| WEEK | DATE | TOPICS |
|---|---|---|
| 1 | **November (16-21)** | Sequences and types of sequence |
| | | Arithmetic Progression (A.P) and related examples |
| | | Representation of terms in A.P and examples |
| | | Sum of 'n' terms of an A.P and examples |
| | | Arithmetic Means |
| | | Geometric Progressions (G.P) |
| | **SUNDAY - 22.11.2020** | |
| 2 | **November (23-28)** | Examples |
| | | Sum of first 'n' terms of G.P |
| | | Examples |
| | | Sum of a G.P upto infinity |
| | | Geometric means |
| | | Examples |
| | **SUNDAY - 29.11.2020** | |
| | **HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti)** | |
| 3 | **December (1-5)** | Applications of A.P and G.P to business Mathematics |
| | | Algebra of Matrices |
| | | examples |
| | | Basic operations on Matrices |
| | | Multiplication of Matrices |
| | **SUNDAY - 06.12.2020** | |
| 4 | **December (07-12)** | Positive integral power of Matrices |
| | | Transpose of a matrix |
| | | Examples |
| | | Determinants |
| | | Minors and cofactors |
| | | Properties of determinants |
| | **SUNDAY - 13.12.2020** | |
| 5 | **December (14-19)** | Examples |
| | | Examples |
| | | Examples |
| | | Adjoint of a matrix |
| | | Inverse of a square Matrix |
| | | Examples |
| | **SUNDAY - 20.12.2020** | |

| | | |
|---|---|---|
| **6** | **December (21-24) (26)** | Examples |
| | | Inverse of a matrix using Elementry operations |
| | | Solution of system of equations by using Cramer's Rule |
| | | Solution of system of linear equations using Matrices |
| | | Applications of matrix in particular problems |
| **HOLIDAY - 25.12.2020 (Christmas)** | | |
| **SUNDAY - 27.12.2020** | | |
| **7** | **December (28-31) January (1-2)** | Compound interest |
| | | simple interest and related examples |
| | | General Formula for determination of compound interest |
| | | Examples |
| | | Examples |
| | | Examples |
| **SUNDAY - 03.01.2021** | | |
| **8** | **January (4-9)** | Examples |
| | | Continuous Compounding of interest |
| | | Problem on effective rate of interest |
| | | Examples |
| | | Differentiation |
| | | Derivative using first principle |
| **SUNDAY - 10.01.2021** | | |
| **9** | **January (11-16)** | General theorems on Differentiation |
| | | Differentiation of products of two functions |
| | | Differentiation using chain rule method |
| | | Examples |
| | | Differentiation of logarithmic and exponential functions |
| | | Examples |
| **SUNDAY - 17.01.2021** | | |
| **10** | **January (18-19) 21-23)** | Logarithmic differentiation |
| | | Examples |
| | | Differentiation of parametric functions |
| | | Derivative of higher order |
| | | Examples |
| **HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)** | | |
| **SUNDAY - 24.01.2021** | | |
| **11** | **January (25) (27-30)** | Maxima and Minima |
| | | Examples |
| | | Second derivative test for finding local maxima and minima |
| | | Examples |
| | | Absolute Maxima and Absolute Minima |
| **HOLIDAY - 26.01.2021 (Republic Day)** | | |
| **SUNDAY - 31.01.2021** | | |

| | | |
|---|---|---|
| **12** | **February (01-06)** | Problems on maxima and minima |
| | | Examples |
| | | Examples |
| | | Optimization of Economic functions |
| | | Examples |
| | | Examples |
| **SUNDAY - 07.02.2021** | | |
| **13** | **February (08-13)** | Logarithms |
| | | Examples |
| | | Product and quotient formula for logarithms |
| | | Examples |
| | | Two systems of logarithms |
| | | Tables of logarithms |
| **SUNDAY - 14.02.2021** | | |
| **14** | **February (15 - 20)** | Annuity and related examples |
| | | Present value of an annuity and examples |
| | | Solutions of particular problems related to annuities |
| | | Examples |
| | | Examples |
| | | Problem Discussion |

# I.B. (PG) COLLEGE, PANIPAT
## SESSION 2020-2021

**Weekly Lesson Plan (Odd Semester)**  **( Ist Semester)**

**Name of the Paper:-** Business Communication  **CLASS :** B.COM. - I Year (Hons.)

**Name of the Teacher :**  Prof. VANITA REHANI, Prof. RITIKA JATANA, Prof. NISHA GUPTA

| WEEK | DATE | TOPICS |
|---|---|---|
| 1 | November (16-21) | Discussion about syllabus |
| | | Business communication - Basic forms and models |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| | | Revision |
| SUNDAY - 22.11.2020 | |
| 2 | November (23-28) | Theories of communication |
| | | Contd. |
| | | Contd. |
| | | Revision |
| | | Audience Analysis |
| | | Contd. |
| SUNDAY - 29.11.2020 | |
| HOLIDAY - 30.11.2020 (Guru Nanak Dev Jayanti) | |
| 3 | December (1-5) | Contd. |
| | | Revision |
| | | Corporate Communications |
| | | Contd. |
| | | Contd. |
| SUNDAY - 06.12.2020 | |
| 4 | December (07-12) | Contd. |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| | | Revision |
| | | Revision |
| SUNDAY - 13.12.2020 | |
| 5 | December (14-19) | Miscommunication -Barriers and Improvement |
| | | Contd. |
| | | Contd. |
| | | contd. |
| | | Contd. |
| | | Revision |
| SUNDAY - 20.12.2020 | |

| 6 | **December (21-24) (26)** | Effective Presentation Skills |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| | | Revision |
| **HOLIDAY - 25.12.2020 (Christmas)** | | |
| **SUNDAY - 27.12.2020** | | |
| 7 | **December (28-31) January (1-2)** | Practices in  Business Communication |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| | | Revision |
| **SUNDAY - 03.01.2021** | | |
| 8 | **January (4-9)** | Self development and communication |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| | | Revision |
| **SUNDAY - 10.01.2021** | | |
| 9 | **January (11-16)** | Assignment  -1( Corporate communications) |
| | | Non verbal aspects of communication |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| **SUNDAY - 17.01.2021** | | |
| 10 | **January (18-19) 21-23)** | Contd. |
| | | Contd. |
| | | Contd. |
| | | Revision |
| | | Revision |
| **HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)** | | |
| **SUNDAY - 24.01.2021** | | |
| 11 | **January (25) (27-30)** | Condional test - ( chapter -1) |
| | | Effective Listening |
| | | Contd. |
| | | Contd. |
| | | Revision |
| **HOLIDAY - 26.01.2021 (Republic Day)** | | |
| **SUNDAY - 31.01.2021** | | |

| 12 | **February (01-06)** | Writing business letters |
| | | Contd. |
| | | Contd. |
| | | Contd. |
| | | Revision |
| | | Assignment-II |

| | **SUNDAY - 07.02.2021** | |

| 13 | **February (08-13)** | Forms of electronic communication |
| | | Contd. |
| | | Contd. |
| | | Revision |
| | | Revision |
| | | Interview Skills |

| | **SUNDAY - 14.02.2021** | |

| 14 | **February (15 - 20)** | Contd |
| | | Contd |
| | | Contd |
| | | Revision |
| | | Revision |
| | | Revision |