SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Financial Accounting CLASS: B.COM. - I Year (Section A, B, C)

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

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

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

		1		
		Consignments Accounts		
		Introduction		
12	February	precticals of consignment accounts		
12	(01-06)	continue		
		continue		
		Conditional Test		
		SUNDAY - 07.02.2021		
		continue ch. N.P.O.		
	February (08-13)	continue		
13		continue		
15		continue		
		precticals problems of N.P.O.		
		Problems and Revision		
SUNDAY - 14.02.2021				
		AssignmentTwo		
14	February (15 - 20)	revision		
		revision		
14		revision		
		revision		
		revision		

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Micro Economics CLASS: B.COM. - 1 Year (Section A, B, C)

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

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

I				
	December	Importance and uses, Limitations		
_		Theory of Demand: Introduction and Meaning		
6	(21-24) (26)	Law of Demand		
		Demand Curve Slopes Downward, Exceptions		
		Determinants of Demand		
HOLIDAY - 25.12.2020 (Christmas)				
		SUNDAY - 27.12.2020		
		Change in Demand and Quantity Demanded		
	December	Assignment-I		
7	(28-31)	Elasticity of Demand: Introduction and Meaning		
	January (1-2)	Degrees of Price Elasticity		
		Methods- Total Expenditure, Percentage Method,		
		Point Method, Arc Method		
		SUNDAY - 03.01.2021		
		Revenue Method and Factors Determing Price Elasticity		
		Income Elasticity-Degrees and Importance		
8	January (4-9)	Cross Elasticity- Degrees and Impportance		
Ŭ	January (4-3)	Production Function- Introduction and Meaning		
		Factors of Production and Time Period		
		Law of Variable Proportion-Explanation		
SUNDAY - 10.01.2021				
		Causes of Application, Assignment-I		
	January (11-16)	Three Stages- Diminishing, Constant and Increasing		
9		Application of Law- Industries and Agriculture		
3	January (11-10)	Returns to Scale- Explanation		
		Aspects of Returns to Scale		
		Problems/Queries		
SUNDAY - 17.01.2021				
		Class Activity		
	January (18-19) 21-23)	Cost Function: Meaning and Concepts		
10		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				
	January (25) (27-30	Modern Long Run Costs		
		Queries/Problem		
11		Forms of Market		
		Perfect Competition: Meaning, Assumptions		
		Time Element		
HOLIDAY - 26.01.2021 (Republic Day)				
		SUNDAY - 31.01.2021		
30NDA1 - 31.01.2021				

		Pricing in Short Run and Long Run	
		Conditional Test	
12	Tohm.om. (01.06)	Monopoly: Meaning and Assumptions,	
12	February (01-06)	Pricing in Short Run and Long Run	
		Price Discrimination	
		Monopolistic Competition	
		SUNDAY - 07.02.2021	
		Pricing in Monopolistic Competition	
	February (08-13)	Selling Cost	
13		Chamberlin's Approach	
		Monopolistic vs Monopoly	
		Doubts/Problems	
		Assignment-II	
SUNDAY - 14.02.2021			
		Revision	
14	February (15 - 20)	Revision	
		Revision	
14		Revision	
		Revision	
		Revision	

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- BUSINESS MANAGEMENT CLASS: B.COM. - I Year (Section A, B, C)

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

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

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

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

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Computer Application CLASS: B.COM. - 1 Year (Section A, B, C)

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

WEEK	DATE	TOPICS
		HAWAN & INAUGURATION SESSION
		TIME-TABLE DISPLAY & DISCUSSION
_	November	ORIENTATION PROGRAMME & LIBRARY VISIT (SCIENCE)
1	(16-21)	ORIENTATION PROGRAMME & LIBRARY VISIT (COMMERCE)
		ORIENTATION PROGRAMME & LIBRARY VISIT (ARTS)
		SUNDAY - 22.11.2020
		Discussion of Syllabus
		Intro to Computers
2	November	Components
2	(23-28)	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
		Input Devices Practical Lab
4	December (07-12)	Output Devices
		Contd
		Contd
		Contd
		SUNDAY - 13.12.2020
	December (14-19)	Contd
		Memory and Storage Devices
5		Contd
5		Contd
		Intro to modern CPU processor
		Contd
		SUNDAY - 20.12.2020

December (21-24) (26)		T	T		
December (21-24) (26)			Computer Software Types of Software		
Contd. Application Software Contd. Application Software Contd.		December			
Application Software Contd HOLIDAY - 25.12.2020 (Christmas) SUNDAY - 27.12.2020 Utility Software Contd Revision Programming Language Contd SUNDAY - 03.01.2021 Programming Language Contd. Introduction to OS Functions of OS Contd. Types of OS Contd. SUNDAY - 10.01.2021 Android Contd. SUNDAY - 17.01.2021 Android Contd. SUNDAY - 17.01.2021 Android Contd. Revision Contd. Revision Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision DAMS Revision DAMS	6				
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SUNDAY - 27.12.2020 Utility Software			L		
December (28-31) January (1-2) 8 January (1-2) Brogramming Language Contd Contd Contd SUNDAY - 03.01.2021 Programming Language Contd. Introduction to OS Functions of OS Contd. Types of OS Contd. SUNDAY - 10.01.2021 Android Contd SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision DAMS PAMS		HOL			
December (28-31)			SUNDAY - 27.12.2020		
Revision Programming Language			Utility Software		
Programming Language Contd Contd SUNDAY - 03.01.2021 Programming Language Contd. Introduction to OS Functions of OS Contd. Types of OS Contd. SUNDAY - 10.01.2021 Types of OS Contd. Android Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Alayax Alaya		December	Contd		
January (1-2) Contd	7	(28-31)	Revision		
Contd	,	<u>-</u>	Programming Language		
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Introduction to OS			SUNDAY - 03.01.2021		
Sunuary			Programming Language Contd.		
8 (4-9) Contd. Types of OS Contd. SUNDAY - 10.01.2021 Types of OS Contd. Real Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision Revision PAAS Revision PAAS Revision PAAS Revision PAAS Revision			Introduction to OS		
(4-9) Contd. Types of OS Contd.	0	January	Functions of OS		
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January (11-16) Real Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision Apanary			SUNDAY - 10.01.2021		
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OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision PAMS			Contd.		
(11-16) OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision PDMS	۵	January	Real Time Applications		
Contd.		(11-16)	OS for tabs , Mobile Phones		
SUNDAY - 17.01.2021			Revision		
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10 January (18-19) 21-23) Open Source Software Contd. Revision			Android		
Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision January DRMS			Contd		
Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision DRMS	10		Open Source Software		
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision DRMS			Contd.		
SUNDAY - 24.01.2021 Ajax Revision DRMS			Revision		
Ajax Revision DRMS	HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)				
Revision January DRMS	SUNDAY - 24.01.2021				
January DDMC	11	=			
11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			Revision		
\\\ \-\ \-\ \-\ \-\ \-\ \-\ \-\ \-\ \-\			DBMS		
Contd.			Contd.		
Assignment 1st - DBMS			Assignment 1st - DBMS		
HOLIDAY - 26.01.2021 (Republic Day)					
			SUNDAY - 31.01.2021		

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

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Business Mathematics CLASS: B.COM. - I Year

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

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

	December	Examples
6		Inverse of a matrix using Elementry operations
		Solution of system of equations by using Cramer's Rule
	(21-24) (26)	Solution of system of linear equations using Matrices
		Applications of matrix in particular problems
		HOLIDAY - 25.12.2020 (Christmas)
		SUNDAY - 27.12.2020
		Compound interest
	Danamban	simple interest and related examples
	December (28-31)	General Formula for determination of compound interest
7	January	Examples
	(1-2)	Examples
		Examples
		SUNDAY - 03.01.2021
		Examples
		Continuous Compounding of interest
	January	Problem on effective rate of interest
8	(4-9)	Examples
	(12)	Differentiation
		Derivative using first principle
		SUNDAY - 10.01.2021
		General theorems on Differentiation
		Differentiation of products of two functions
9	January (11-16)	Differentiation using chain rule method
	(11 10)	Examples Differentiation of long with min and our properties from the many series of the
		Differentiation of logarithmic and exponential functions
		Examples CUNDAY 17 01 2021
	T	SUNDAY - 17.01.2021
		Logarithmic differentiation
	January	Examples
10	(18-19) 21-23)	Differentiation of parametric functions
		Derivative of higher order
		Examples
	HOLIE	DAY - 20.01.2021 (Guru Gobind Singh Jayanti)
		SUNDAY - 24.01.2021
		Maxima and Minima
	January	Examples
11	(25) (27-30)	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		

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

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Business Communication CLASS: B.COM. - I Year (Section A, B, C)

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

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

	Effective Presentation Skills			
6				
	December (21-	Contd.		
	24) (26)	Contd.		
		Contd.		
		Revision		
		HOLIDAY - 25.12.2020 (Christmas)		
		SUNDAY - 27.12.2020		
		Practices in Business Communication		
	December (28-	Contd.		
7	31)	Contd.		
	January (1.2)	Contd.		
	(1-2)	Contd.		
		Revision		
		SUNDAY - 03.01.2021		
		Self development and communication		
		Contd.		
8	January	Contd.		
°	(4-9)	Contd.		
		Contd.		
		Revision		
		SUNDAY - 10.01.2021		
		Assignment -1(Corporate communications)		
		Non verbal aspects of communication		
	January	Contd.		
9	(11-16)	Contd.		
		Contd.		
		Contd.		
		SUNDAY - 17.01.2021		
		Contd.		
		Contd.		
10	January	Contd.		
	(18-19) 21-23)	Revision		
		Revision		
	HOLIDA	Y - 20.01.2021 (Guru Gobind Singh Jayanti)		
		SUNDAY - 24.01.2021		
		Condional test - (chapter -1)		
		Effective Listening		
11	January	Contd.		
	(25) (27-30)	Contd.		
		Revision		
HOLIDAY - 26.01.2021 (Republic Day)				
		SUNDAY - 31.01.2021		
3UNDAT - 31.U1.ZUZ1				

	February	Writing business letters	
		Contd.	
12		Contd.	
12	(01-06)	Contd.	
		Revision	
		Assignment-II	
		SUNDAY - 07.02.2021	
		Forms of electronic communication	
	February (08-13)	Contd.	
13		Contd.	
15		Revision	
		Revision	
		Interview Skills	
		SUNDAY - 14.02.2021	
	February (15 - 20)	Contd	
		Contd	
14		Contd	
17		Revision	
		Revision	
		Revision	

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Financial Accounting CLASS: B.COM. - I Year (Section A, B, C)

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

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

		Depreciation: Introduction	
6	December	Fixed Instalment method	
		continue	
	(21-24) (26)	Diminishing Balance method	
		continue	
		HOLIDAY - 25.12.2020 (Christmas)	
		SUNDAY - 27.12.2020	
		Change in method of Depreciation	
	December	continue	
	(28-31)	continue	
7	January	Provision for Depreciation	
	(1-2)	continue	
		Provision for Reserve	
		SUNDAY - 03.01.2021	
		Final accounts	
		Final accounts with adjustments	
	January	continue	
8	(4-9)	continue	
		continue	
		continue	
		SUNDAY - 10.01.2021	
		continue	
		continue	
0	January	remaining adjustments	
9	(11-16)	continue	
		continue	
		continue	
SUNDAY - 17.01.2021			
		Non profit orgnisation	
	lanam.	Receipts and payment account	
10	January (18-19) 21-23)	Income and expenditure account	
	(10 13) 21 23)	Balance-Sheet	
		practicals of N.P.O.	
	Н	OLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)	
		SUNDAY - 24.01.2021	
		continue	
	lanuari	continue	
11	January (25) (27-30)	continue	
	(23) (27-30)	continue	
		AssignmentOne	
HOLIDAY - 26.01.2021 (Republic Day)			
SUNDAY - 31.01.2021			

		1		
		Consignments Accounts		
		Introduction		
12	February	precticals of consignment accounts		
12	(01-06)	continue		
		continue		
		Conditional Test		
		SUNDAY - 07.02.2021		
		continue ch. N.P.O.		
	February (08-13)	continue		
13		continue		
13		continue		
		precticals problems of N.P.O.		
		Problems and Revision		
	SUNDAY - 14.02.2021			
		AssignmentTwo		
		revision		
14	February	revision		
14	(15 - 20)	revision		
		revision		
		revision		

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Micro Economics CLASS: B.COM. - 1 Year (Section A, B, C)

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

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

		I	
	December	Importance and uses, Limitations	
_		Theory of Demand: Introduction and Meaning	
6	(21-24) (26)	Law of Demand	
		Demand Curve Slopes Downward, Exceptions	
		Determinants of Demand	
	HOLI	DAY - 25.12.2020 (Christmas)	
		SUNDAY - 27.12.2020	
		Change in Demand and Quantity Demanded	
	December	Assignment-I	
7	(28-31)	Elasticity of Demand: Introduction and Meaning	
	January (1-2)	Degrees of Price Elasticity	
		Methods- Total Expenditure, Percentage Method,	
		Point Method, Arc Method	
		SUNDAY - 03.01.2021	
		Revenue Method and Factors Determing Price Elasticity	
		Income Elasticity-Degrees and Importance	
8	January (4-9)	Cross Elasticity- Degrees and Impportance	
Ŭ	January (4-3)	Production Function- Introduction and Meaning	
		Factors of Production and Time Period	
		Law of Variable Proportion-Explanation	
		SUNDAY - 10.01.2021	
		Causes of Application, Assignment-I	
		Three Stages- Diminishing, Constant and Increasing	
9	January (11-16)	Application of Law- Industries and Agriculture	
3	January (11-10)	Returns to Scale- Explanation	
		Aspects of Returns to Scale	
		Problems/Queries	
SUNDAY - 17.01.2021			
		Class Activity	
	January (40, 40)	Cost Function: Meaning and Concepts	
10	January (18-19) 21-23)	Theories of cost in Short Run	
	21 23,	Traditional and Modern	
		Long Run Cost Curves	
	HOLIDAY - 20	0.01.2021 (Guru Gobind Singh Jayanti)	
		SUNDAY - 24.01.2021	
		Modern Long Run Costs	
		Queries/Problem	
11	January (25) (27-30	Forms of Market	
	(27-30	Perfect Competition: Meaning, Assumptions	
		Time Element	
HOLIDAY - 26.01.2021 (Republic Day)			
SUNDAY - 31.01.2021			

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

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- BUSINESS MANAGEMENT CLASS: B.COM. - I Year (Section A, B, C)

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

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

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

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

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Computer Application CLASS: B.COM. - 1 Year (Section A, B, C)

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

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

December (21-24) (26)		T	T	
December (21-24) (26)			Computer Software Types of Software	
Contd. Application Software Contd. Application Software Contd.		December		
Application Software Contd HOLIDAY - 25.12.2020 (Christmas) SUNDAY - 27.12.2020 Utility Software Contd Revision Programming Language Contd SUNDAY - 03.01.2021 Programming Language Contd. Introduction to OS Functions of OS Contd. Types of OS Contd. SUNDAY - 10.01.2021 Android Contd. SUNDAY - 17.01.2021 Android Contd. SUNDAY - 17.01.2021 Android Contd. Revision Contd. Revision Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision DAMS Revision DAMS	6			
## HOLIDAY - 25.12.2020 (Christmas) ## SUNDAY - 27.12.2020 Utility Software				
SUNDAY - 27.12.2020 Utility Software			L	
December (28-31) January (1-2) 8 January (1-2) Brogramming Language Contd Contd Contd SUNDAY - 03.01.2021 Programming Language Contd. Introduction to OS Functions of OS Contd. Types of OS Contd. SUNDAY - 10.01.2021 Android Contd SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision DAMS PAMS		HOL		
December (28-31)			SUNDAY - 27.12.2020	
Revision Programming Language			Utility Software	
Programming Language Contd Contd SUNDAY - 03.01.2021 Programming Language Contd. Introduction to OS Functions of OS Contd. Types of OS Contd. SUNDAY - 10.01.2021 Types of OS Contd. Android Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Alayax Alaya		December	Contd	
January (1-2) Contd	7	(28-31)	Revision	
Contd	,	<u>-</u>	Programming Language	
SUNDAY - 03.01.2021 Programming Language Contd. Introduction to OS Functions of OS Contd. Types of OS Contd. SUNDAY - 10.01.2021 Types of OS Contd. Real Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd. SUNDAY - 17.01.2021 Android Contd. Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision Revision DAMAC Revision SUNDAY - 24.01.2021 Ajax Revision Revision DAMAC Revision		(1-2)	Contd	
Programming Language Contd. Introduction to OS Introduction to OS Functions of OS Contd. Types of OS Contd. SUNDAY - 10.01.2021 Types of OS Contd. Programming Language Contd. Introduction to OS Functions of OS Contd. SUNDAY - 10.01.2021 Types of OS Contd. Real Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision Revision PAPAS Revision PAPAS			Contd	
Introduction to OS			SUNDAY - 03.01.2021	
Sunuary			Programming Language Contd.	
8 (4-9) Contd. Types of OS Contd. SUNDAY - 10.01.2021 Types of OS Contd. Real Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision Revision PAAS Revision PAAS Revision PAAS Revision PAAS Revision			Introduction to OS	
(4-9) Contd. Types of OS Contd.	0	January	Functions of OS	
SUNDAY - 10.01.2021 Types of OS Contd. Real Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision Revision PRASS	•	(4-9)	Contd.	
SUNDAY - 10.01.2021 Types of OS Contd. Real Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision PRMS			Types of OS	
Types of OS Contd. Real Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision Revision Ajax Revision Revision PRAS			Contd.	
January (11-16) Real Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision Apanary			SUNDAY - 10.01.2021	
PAMS Peal Time Applications OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision Revision PRAS			Types of OS	
OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision PAMS			Contd.	
(11-16) OS for tabs , Mobile Phones Revision Contd. SUNDAY - 17.01.2021 Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision PDMS	۵	January	Real Time Applications	
Contd.		(11-16)	OS for tabs , Mobile Phones	
SUNDAY - 17.01.2021			Revision	
Android Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision PRMS			Contd.	
To Den Source Software Contd Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision DRMS			SUNDAY - 17.01.2021	
10 January (18-19) 21-23) Open Source Software Contd. Revision			Android	
Open Source Software Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision January DRMS			Contd	
Contd. Revision HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision DRMS	10	<u>-</u>	Open Source Software	
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti) SUNDAY - 24.01.2021 Ajax Revision DRMS		(10-13) 21-23)	Contd.	
SUNDAY - 24.01.2021 Ajax Revision DRMS			Revision	
Ajax Revision DRMS	HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)			
Revision January DRMS	SUNDAY - 24.01.2021			
January DDMC	11	- I		
11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			Revision	
\\\ \-\ \-\ \-\ \-\ \-\ \-\ \-\ \-\ \-\			DBMS	
Contd.			Contd.	
Assignment 1st - DBMS			Assignment 1st - DBMS	
HOLIDAY - 26.01.2021 (Republic Day)				
	SUNDAY - 31.01.2021			
	SUNDAY - 31.01.2021			

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

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Business Mathematics CLASS: B.COM. - I Year

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

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

		Examples	
	December	Inverse of a matrix using Elementry operations	
6		Solution of system of equations by using Cramer's Rule	
	(21-24) (26)	Solution of system of linear equations using Matrices	
		Applications of matrix in particular problems	
		HOLIDAY - 25.12.2020 (Christmas)	
		SUNDAY - 27.12.2020	
		Compound interest	
	Danamban	simple interest and related examples	
	December (28-31)	General Formula for determination of compound interest	
7	January	Examples	
	(1-2)	Examples	
		Examples	
		SUNDAY - 03.01.2021	
		Examples	
		Continuous Compounding of interest	
	January	Problem on effective rate of interest	
8	(4-9)	Examples	
	(12)	Differentiation	
		Derivative using first principle	
		SUNDAY - 10.01.2021	
		General theorems on Differentiation	
	January (11-16)	Differentiation of products of two functions	
9		Differentiation using chain rule method	
		Examples Differentiation of long with min and our properties from the many series of the	
		Differentiation of logarithmic and exponential functions	
		Examples CUNDAY 17 01 2021	
	T	SUNDAY - 17.01.2021	
	January (18-19) 21-23)	Logarithmic differentiation	
		Examples	
10		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			

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

SESSION 2020-2021

Weekly Lesson Plan (Odd Semester) (1st Semester)

Name of the Paper:- Business Communication CLASS: B.COM. - I Year (Section A, B, C)

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

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

		Effective Presentation Skills	
	December (21-	Contd.	
6	24) (26)	Contd.	
		Contd.	
		Revision	
		HOLIDAY - 25.12.2020 (Christmas)	
		SUNDAY - 27.12.2020	
		Practices in Business Communication	
	December (28-	Contd.	
7	31)	Contd.	
	January (1.2)	Contd.	
	(1-2)	Contd.	
		Revision	
		SUNDAY - 03.01.2021	
		Self development and communication	
		Contd.	
8	January	Contd.	
°	(4-9)	Contd.	
		Contd.	
		Revision	
		SUNDAY - 10.01.2021	
		Assignment -1(Corporate communications)	
		Non verbal aspects of communication	
	January (11-16)	Contd.	
9		Contd.	
		Contd.	
		Contd.	
		SUNDAY - 17.01.2021	
		Contd.	
		Contd.	
10	January	Contd.	
	(18-19) 21-23)	Revision	
		Revision	
HOLIDAY - 20.01.2021 (Guru Gobind Singh Jayanti)			
SUNDAY - 24.01.2021			
	January (25) (27-30)	Condional test - (chapter -1)	
11		Effective Listening	
		Contd.	
		Contd.	
		Revision	
HOLIDAY - 26.01.2021 (Republic Day)			
SUNDAY - 31.01.2021			
20INDA1 - 21.01.2021			

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	February	Writing business letters
		Contd.
12		Contd.
12	(01-06)	Contd.
		Revision
		Assignment-II
		SUNDAY - 07.02.2021
		Forms of electronic communication
	February (08-13)	Contd.
13		Contd.
15		Revision
		Revision
		Interview Skills
		SUNDAY - 14.02.2021
	February (15 - 20)	Contd
		Contd
14		Contd
17		Revision
		Revision
		Revision