

I.B. (PG) COLLEGE, PANIPAT

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
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 Revenue 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)

(1st Semester)

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

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 Equilibrium Types
		Problems/Queries
		Introduction Of Ordinal 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
		Hicks 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 Determining Price Elasticity
		Income Elasticity-Degrees and Importance
		Cross Elasticity- Degrees and Importance
		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		

I.B. (PG) COLLEGE, PANIPAT

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
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		

6	December 24) (26)	(21-	Continue
			Continue
			Delegation of Authority
			Continue
			Continue
HOLIDAY - 25.12.2020 (Christmas)			
SUNDAY - 27.12.2020			
7	December 31) January (1-2)	(28-	Centralisation and Decentralisation
			Continue
			Continue
			Staffing
			Continue
SUNDAY - 03.01.2021			
8	January (4-9)		Directing : Principles and Elements
			Continue
			Continue
			Assignment-1
			Motivation : Basic Concepts and Significance
SUNDAY - 10.01.2021			
9	January (11-16)		Continue
			Continue
			Conditional Test
			Leadership : Basic Concepts
			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			

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)

(1st Semester)

Name of the Paper:- Computer Application

CLASS : B.COM. - I Year (Section A, B, C)

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.
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..
SUNDAY - 13.12.2020		
5	December (14-19)	Contd..
		Memory and Storage Devices
		Contd..
		Contd..
		Intro to modern CPU processor
SUNDAY - 20.12.2020		

6	December (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 (28-31) January (1-2)	Utility Software
		Contd..
		Revision
		Programming Language
		Contd..
		Contd..
SUNDAY - 03.01.2021		
8	January (4-9)	Programming Language Contd.
		Introduction to OS
		Functions of OS
		Contd.
		Types of OS
		Contd.
SUNDAY - 10.01.2021		
9	January (11-16)	Types of OS
		Contd.
		Real Time Applications
		OS for tabs , Mobile Phones
		Revision
		Contd.
SUNDAY - 17.01.2021		
10	January (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 (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)

(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
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 Elementary 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)

(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
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 24) (26)	(21-	Effective Presentation Skills
			Contd.
			Contd.
			Contd.
			Revision
HOLIDAY - 25.12.2020 (Christmas)			
SUNDAY - 27.12.2020			
7	December 31) January (1-2)	(28-	Practices in Business Communication
			Contd.
			Contd.
			Contd.
			Revision
SUNDAY - 03.01.2021			
8	January (4-9)		Self development and communication
			Contd.
			Contd.
			Contd.
			Revision
SUNDAY - 10.01.2021			
9	January (11-16)		Assignment -1(Corporate communications)
			Non verbal aspects of communication
			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)		Conditional 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

I.B. (PG) COLLEGE, PANIPAT

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
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 Revenue 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)

(1st Semester)

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

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 Equilibrium Types
		Problems/Queries
		Introduction Of Ordinal 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
		Hicks 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 Determining Price Elasticity
		Income Elasticity-Degrees and Importance
		Cross Elasticity- Degrees and Importance
		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		

I.B. (PG) COLLEGE, PANIPAT

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
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		

6	December 24) (26)	(21-	Continue
			Continue
			Delegation of Authority
			Continue
			Continue
HOLIDAY - 25.12.2020 (Christmas)			
SUNDAY - 27.12.2020			
7	December 31) January (1-2)	(28-	Centralisation and Decentralisation
			Continue
			Continue
			Staffing
			Continue
SUNDAY - 03.01.2021			
8	January (4-9)		Directing : Principles and Elements
			Continue
			Continue
			Assignment-1
			Motivation : Basic Concepts and Significance
SUNDAY - 10.01.2021			
9	January (11-16)		Continue
			Continue
			Conditional Test
			Leadership : Basic Concepts
			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			

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)

(1st Semester)

Name of the Paper:- Computer Application

CLASS : B.COM. - I Year (Section A, B, C)

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.
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..
SUNDAY - 13.12.2020		
5	December (14-19)	Contd..
		Memory and Storage Devices
		Contd..
		Contd..
		Intro to modern CPU processor
SUNDAY - 20.12.2020		

6	December (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 (28-31) January (1-2)	Utility Software
		Contd..
		Revision
		Programming Language
		Contd..
		Contd..
SUNDAY - 03.01.2021		
8	January (4-9)	Programming Language Contd.
		Introduction to OS
		Functions of OS
		Contd.
		Types of OS
		Contd.
SUNDAY - 10.01.2021		
9	January (11-16)	Types of OS
		Contd.
		Real Time Applications
		OS for tabs , Mobile Phones
		Revision
		Contd.
SUNDAY - 17.01.2021		
10	January (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 (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)

(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
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 Elementary 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)

(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
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 24) (26)	(21-	Effective Presentation Skills
			Contd.
			Contd.
			Contd.
			Revision
HOLIDAY - 25.12.2020 (Christmas)			
SUNDAY - 27.12.2020			
7	December 31) January (1-2)	(28-	Practices in Business Communication
			Contd.
			Contd.
			Contd.
			Revision
SUNDAY - 03.01.2021			
8	January (4-9)		Self development and communication
			Contd.
			Contd.
			Contd.
			Revision
SUNDAY - 10.01.2021			
9	January (11-16)		Assignment -1(Corporate communications)
			Non verbal aspects of communication
			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)		Conditional 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