

# I.B. (PG) COLLEGE, PANIPAT

## LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG ( 1st Semester)

Name of the Paper:- Financial Accounting

Class:- B.Com I

Name of the Teachers (Section Wise): Dr.Sunit Sharma, Prof.Rajesh Bala,  
Prof. Aakansha Sharma

WEEK	DATE	TOPICS
1	September (6-10)	TIME-TABLE DISPLAY & DISCUSSION
		Discussion of syllabus
		Introduction of Financial Accounting
		Need, Objectives and Scope of Financial Accounting
		Book-Keeping, Accounting & Branches of F. Accounting
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	Accounting principles
		Accounting Concepts and Concepts and Conventions continue
		Accounting Cycle
		Accounting Equation
		Double Entry System
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	continue
		Journal and its Rules
		continue
		ledger
		continue
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Trial Balance
		continue
		Error and its Rectification
		continue
		Two sided errors
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	continue
		One sided error
		continue
		Problems and Revision
		Capital and Revenue expenditure
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	Depreciation: Introduction
		Fixed Instalment method
		continue
		Diminishing Balance method
		continue
Change in method of Depreciation		
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	continue
		Provision for Depreciation
		continue
		Provision for Reserve
Assignment - 1st		
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	Final accounts
		continue
		Final accounts with adjustments
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	continue
		continue
		continue
		continue
		Remaining adjustments
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	continue
		continue
		Conditional Test
		Non profit organisation
		Receipts and payment account
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	Income and expenditure account
		Balance-Sheet
		Practicals of N.P.O.
		continue
		continue
continue		
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	continue
		continue
		Consignments Accounts
		Introduction
		Assignment - 2nd
		Practicals of consignment accounts
<b>SUNDAY - 27.11.2022</b>		

13	November (28-30) December (1-3)	continue
		continue
		continue
		continue
		continue
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	Revision
		Revision
		Revision
		Revision
		Revision
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	Revision
		Revision
		Revision

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## LESSON PLAN

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(Odd Semester)

UG ( 1st Semester)

Name of the Paper:- Micro Economics

Class: B.Com I

Name of the Teachers : Prof. Sukhjinder Singh, Prof. Leena Arya

WEEK	DATE	TOPICS
1	September (6-10)	Orientation and Time Table
		Syllabus, Meaning and Definitions of Economics,
		Nature of Economics: Art and Science,
		Positive Science vs Normative science, Scope of Economics,
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	Subject Matter of Economics
		Limitations of Economics
		Queries/Doubts/problems
		Micro Economics vs Macro Economics Meaning
		Meaning, Features, Importance and uses, Limitations
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	Relation and Difference between Micro and Macro Eco
		Cardinal Utility Meaning
		Basic Concepts
		Law of Diminishing MU
		Assumptions, Exceptions
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Application and Importance
		Law of Equi MU Meaning and Assumptions
		Explanation of Law
		Importance and uses, Limitations
		Consumer Equilibrium Types
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	Introduction Of Ordinal Utility
		Indifference Curve Meaning
		Marginal Rate of Substitution
		Properties of IC
		Budget Line and Consumer Equilibrium
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	Price Effect and Income Effect
		Hicks and Slutsky
		Importance and uses, Limitations
		Theory of Demand: Introduction and Meaning
		Law of Demand
		Demand Curve Slopes Downward, Exceptions
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	Determinants of Demand
		Assignment-I
		Elasticity of Demand: Introduction and Meaning
		Degrees of Price Elasticity
		Methods- Total Expenditure, Percentage Method,
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	Point Method, Arc Method
		Revenue Method and Factors Determining Price Elasticity
		Income Elasticity-Degrees and Importance
<b>SUNDAY - 30.10.2022</b>		
9	October (31)	Cross Elasticity- Degrees and Importance
	November (1-5)	Production Function- Introduction and Meaning
		Factors of Production and Time Period
		Law of Variable Proportion-Explanation
		Causes of Application, Assignment-I
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	Three Stages- Diminishing, Constant and Increasing
		Application of Law- Industries and Agriculture
		Returns to Scale- Explanation
		Aspects of Returns to Scale
		Problems/Queries
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	Class Activity
		Cost Function: Meaning and Concepts
		Theories of cost in Short Run
		Traditional and Modern
		Long Run Cost Curves
		Revision/Test
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	Modern Long Run Costs
		Forms of Market
		Perfect Competition: Meaning, Assumptions
		Time Element
		Pricing in Short Run and Long Run
		Conditional Test
<b>SUNDAY - 27.11.2022</b>		

13	November (28-30)	Monopoly: Meaning and Assumptions,
		Pricing in Short Run and Long Run
	December (1-3)	Price Discrimination
		Monopolistic Competition
		Pricing in Monopolistic Competition
		Selling Cost
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	Chamberlin's Approach
		Monopolistic vs Monopoly
		Doubts/Problems
		Assignment-II
		Revision
		Revision
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	Revision
		Revision
		Revision

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## LESSON PLAN

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Weekly Lesson Plan

(Odd Semester)

UG ( 1st Semester)

Name of the Paper:- Principles of Business Management

Class:- B.Com I

Name of the Teachers (Section Wise) : Prof. Ajay Pal Singh , Prof. Jagriti Rani

WEEK	DATE	TOPICS
1	September (6-10)	Business and Commerce : An Introduction
		Continue
		Continue
		Revision
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	Introduction to Management
		Continue
		Characteristics and significance of Management
		Functions of management
		Coordination
3	September (19-24)	Continue
		Approaches to Management
		Classical and Neo Classical approach
		Continue
		and Profession
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Behavioural approach
		Continue
		Management science approach
		System approach
5	October (3-8)	Contingency approach
		Continue
		Planning : Concept and Importance
		Continue
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	Assignment : 1
		Types of Plans
		Continue
		Organising : Principles and Formal Vs. Informal Organisation
		Continue
SUNDAY - 16.10.2022		
7	October (17-21)	Continue
		Organisation Structure: Meaning and Types
		Continue
		Continue
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	Delegation of Authority : Meaning, Advantages and Barriers
		Continue
		Continue
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	Continue
		Decentralisation and Centralisation
		Continue
		Continue
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	Conditional Test
		Staffing : Concept and Scope
		Continue
		Continue
		Continue
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	Revision
		Directing: Principles and Elements
		Continue
		Continue
		Continue
		Revision
SUNDAY - 20.11.2022		
12	November (21-26)	Motivation : Meaning, Importance and Approaches
		Continue
		continue
		Continue
		Continue
Assignment : 2		
SUNDAY - 27.11.2022		



<b>13</b>	<b>November (28-30) December (1-3)</b>	Leadership : Approaches and Styles
		Continue
		Continue
		Continue
		Controlling: Meaning and Process
		Continue
<b>SUNDAY - 04.12.2022</b>		
<b>14</b>	<b>December (5-10)</b>	Continue
		Continue
		Control Techniques : Traditional and Modern
		Continue
		Continue
		Continue
<b>SUNDAY - 11.12.2022</b>		
<b>15</b>	<b>December (12-14)</b>	Revision
		Revision
		Revision

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## LESSON PLAN

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Weekly Lesson Plan

(Odd Semester)

UG ( 1st - Semester)

Name of the Paper:- Computer Application in Business

Class: B.Com I

Name of the Teachers (Section Wise) : Ms. Ritu Bhardwaj, Ms. Neetu Manocha,  
Ms. Preeti, Ms. Karuna

WEEK	DATE	TOPICS
1	September (6-10)	Introduction to Computers
		Introduction to Computers
		Definition of Computer
		Components of Computer
		ALU
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	CU
		MU
		Characteristics of Computer
		Characteristics of Computer
		Limitation of Computer
		Limitation of Computer
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	Generations
		Generations of Computer
		Computer Generations
		Query Session
		Revision
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martyrdom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Class Test
		Applications of Computer
		Applications of Computer
		Revision
		Revision
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	Input Devices
		Input Devices
		Revision
		Output Devices
		Output Devices
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	Query Session
		Revision
		Class Test
		Assignment 1
		Computer LAB Basics
		Computer LAB MS WORD
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	Memory and Mass Storage Devices
		Memory and Mass Storage Devices
		Query Session
		Revision
		Revision
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	Sessional
		LAB
		LAB
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	Introduction to modern CPU and processors
		Introduction to modern CPU and processors
		Introduction to modern CPU and processors
	Revision	
	LAB	
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	LAB
		Computer software: introduction
		Types of Software
		System Software
		Revision
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	Class Activity
		Application Software
		Utility Software
		Programming Languages
		LAB
		LAB
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	Introduction to operating system
		Types of OS
		Function of OS
		Assignment 2
		LAB
		Real-Time Applications
<b>SUNDAY - 27.11.2022</b>		

13	November (28-30) December (1-3)	OS for different Devices
		OS for different Devices
		Open Source Software
		LAB
		LAB
Revision		
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	Application software: Spreadsheets, Word processors
		Database management software
		Networks basics and types
		Topologies and Media
		Hardware for Networking
Software for Networking		
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	LAB
		LAB
		Revision

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## LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG ( 1st Semester)

Name of the Paper:- Business Mathematics-I

Class: B.Com. I

Name of the Teachers (Section Wise) : Manish (B), Kirti (D), Sumit (C), Shivani (A)

WEEK	DATE	TOPICS
1	September (6-10)	Discussion of Syllabus
		Logarithms Basic
		Log with any basis
		Product Formulas
		Quotient Formula
<b>SUNDAY - 11.09.2022</b>		
2	September (12-17)	Power Formula and there examples
		Example based on change of base formula
		System of logarithms
		Explanation of use of table of logarithms
		Anti log table use
		Examples of anti log
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	Problem Discussion
		Test
		Definition of sequence and examples
		Arithmetic progression
		Properties of A.P.
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Examples on representation of A.P.
		Sum of n terms of an A.P. and there examples
		Arithmetic Mean and examples
		Problem Discussion
		Geometric Progression
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	Sum of n terms of a G.P. and there examples
		Sum of Infinite G.P.
		Geometric Mean
		Problem Discussion
		Test
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		

6	October (10-15)	Limit of a Function
		Derivative of Function by First Principle
		Product rule of differentiation
		Quotient rule and Chain rule
		Differentiation of Logarithmic Function
Differentiation of Exponential Function		
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	Differentiation of Implicit and parametric function
		Differentiation of Higher order derivatives
		Problem Discussion
		Maxima and minima of a function
		Local maxima and local minima
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	Second Derivative Test
		Absolute maxima and minima
		Problems on maxima minima
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	Optimization of economic function
		Condition for profit maximization
		Problem Discussion
		Test
		Matrices and its types
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	Basic operation of matrices
		Multiplication of matrix
		Positive integral power of matrices
		Transpose of matrices
		Syymmetric and Skew Symmetric matrices
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	Problem Discussion
		Test
		Determinant of second order matrix
		Determinant of third order matrix
		Elementary Operations
		Inverse of square matrices
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	Solve system of linear equations
		Application of matrices
		Problem Discussion
		Test
		Simple interest
		Compound interest
<b>SUNDAY - 27.11.2022</b>		

13	November (28-30) December (1-3)	Continuous compound interest
		Problem on effective rate
		Problem Discussion
		Test
		Annuities
		Types of annuities
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	Sinking fund
		Present value of an annuity
		Solution of practical problem
		Presenting value and amount
		Problem Discussion
		Test
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	Revision
		Old paper solving
		Old paper solving

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## LESSON PLAN

SESSION 2022-23 (01.09.2022 to 14.12.2022)

Weekly Lesson Plan

(Odd Semester)

UG ( 1st Semester )

Name of the Paper:- Business Communication

Class:- B.Com I

Name of the Teachers (Section Wise) : Prof. Nisha Goel, Prof. Ritika Jatana

WEEK	DATE	TOPICS
1	September (6-10)	Discussion Of Syllabus
		Business Communication: Basic Forms And Models- Introduction, Meaning & Definition Of Communication
		Continue
		Continue
		Communication Process - Meaning And Components
<b>SUNDAY - 18.09.2022</b>		
2	September (12-17)	Models Of Communication - Types Of Models
		Continue
		Continue
		Continue
		Oral Revision Presentation
<b>SUNDAY - 18.09.2022</b>		
3	September (19-24)	Theories Of Communication: Introduction And Different Theories Of Communication
		Continue
		Continue
		Audience Analysis: Introduction And Types Of Audience
		Steps Of Audience Analysis
<b>HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martyrdom Day)</b>		
<b>SUNDAY - 25.09.2022</b>		
<b>HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)</b>		
4	September (27-30) October (1)	Satisfying Audience Needs
		Continue
		Oral Revision
		Corporate Communication: Introduction And Channels Of Communication
		Continue
<b>SUNDAY - 02.10.2022 &amp; Holiday (Mahatma Gandhi Jayanti)</b>		
5	October (3-8)	Continue
		Continue
		Grapevine And Types Of Grapevine
		Continue
		Oral Revision
<b>HOLIDAY - 05.10.2022 (Dussehra)</b>		
<b>SUNDAY - 09.10.2022 &amp; Holiday (Maharishi Valmiki Jayanti)</b>		



6	October (10-15)	Significance Of Corporate Communication
		Miscommunication- Barriers And Improvements
		Types Of Barriers
		Continue
		How To Improve Communication?
Presentation		
<b>SUNDAY - 16.10.2022</b>		
7	October (17-21)	Assignment 1st
		Effective Presentation Skills- Introduction & Goals Of Effective Presentation
		Continue
		Basic Principal Of Successful Presentation
		Continue
<b>Diwali Break - 22.10.2022 to 26.10.2022</b>		
8	October (27-29)	Continue
		Continue
		Oral Revision
<b>SUNDAY - 30.10.2022</b>		
9	October (31) November (1-5)	Practices In Business Communication: Introduction & Group Discussion
		Continue
		Continue
		Oral Revision
		Conditional Test
<b>HOLIDAY - 01.11.2022 (Haryana Day)</b>		
<b>SUNDAY - 06.11.2022</b>		
10	November (7-12)	Mock Interview
		Seminar And Report Writing
		Continue
		Continue
		Oral Revision
<b>HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)</b>		
<b>SUNDAY - 13.11.2022</b>		
11	November (14-19)	Self Development And Communication: Introduction & Objective Of Self Development
		Continue
		What Is An Attitude?
		Continue
		Oral Revision
		Assignment 2nd
<b>SUNDAY - 20.11.2022</b>		
12	November (21-26)	Swot Analysis- Basic Elements , Process And Components
		Continue
		Continue
		Non Verbal Aspects Of Communication: Meaning, Difference Between Verbal And Non Verbal Communication
		Types Of Non Verbal Communication
Continue		
<b>SUNDAY - 27.11.2022</b>		

13	November (28-30) December (1-3)	Continue
		Effective Listening: Introduction & Types Of Listening
		Principles Of Effective Listening
		Continue
		Interviewing Skills
		Continue
<b>SUNDAY - 04.12.2022</b>		
14	December (5-10)	Continue
		Writing Business Letters
		Continue
		Continue
		Forms Of Electronic Communication
		Continue
<b>SUNDAY - 11.12.2022</b>		
15	December (12-14)	Revision
		Revision
		Revision