

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 (Hons.)

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
SUNDAY - 11.09.2022		
2	September (12-17)	Accounting principles
		Accounting Concepts and Concepts and Conventions
		continue
		Accounting Cycle
		Accounting Equation
		Double Entry System
SUNDAY - 18.09.2022		
3	September (19-24)	continue
		Journal and its Rules
		continue
		ledger
		continue
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Trial Balance
		continue
		Error and its Rectification
		continue
		Two sided errors
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	continue
		One sided error
		continue
		Problems and Revision
		Capital and Revenue expenditure
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

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

13	November (28-30) December (1-3)	continue
		continue
		continue
		continue
		continue
SUNDAY - 04.12.2022		
14	December (5-10)	Revision
		Revision
		Revision
		Revision
		Revision
SUNDAY - 11.12.2022		
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:- Micro Economics

Class: B.Com (Hons.)

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,
SUNDAY - 11.09.2022		
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
SUNDAY - 18.09.2022		
3	September (19-24)	Relation and Difference between Micro and Macro Eco
		Cardinal Utility Meaning
		Basic Concepts
		Law of Diminishing MU
		Assumptions, Exceptions
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
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
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Introduction Of Ordinal Utility
		Indifference Curve Meaning
		Marginal Rate of Substitution
		Properties of IC
		Budget Line and Consumer Equilibrium
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

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
SUNDAY - 16.10.2022		
7	October (17-21)	Determinants of Demand
		Assignment-I
		Elasticity of Demand: Introduction and Meaning
		Degrees of Price Elasticity
		Methods- Total Expenditure, Percentage Method,
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	Point Method, Arc Method
		Revenue Method and Factors Determining Price Elasticity
		Income Elasticity-Degrees and Importance
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	Cross Elasticity- Degrees and Importance
		Production Function- Introduction and Meaning
		Factors of Production and Time Period
		Law of Variable Proportion-Explanation
		Causes of Application, Assignment-I
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
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
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
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
SUNDAY - 20.11.2022		
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
SUNDAY - 27.11.2022		

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
SUNDAY - 04.12.2022		
14	December (5-10)	Chamberlin's Approach
		Monopolistic vs Monopoly
		Doubts/Problems
		Assignment-II
		Revision
		Revision
SUNDAY - 11.12.2022		
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 (Hons.)

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
		Continue
		Revision
SUNDAY - 11.09.2022		
2	September (12-17)	Introduction to Management
		Continue
		Characteristics and significance of Management
		Functions of management
		Coordination
		Continue
SUNDAY - 18.09.2022		
3	September (19-24)	and Profession
		Continue
		Approaches to Management
		Classical and Neo Classical approach
		Continue
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Behavioural approach
		Continue
		Management science approach
		System approach
		Contingency approach
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Continue
		Planning : Concept and Importance
		Continue
		Continue
		Continue
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

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
		Assignment : 2
SUNDAY - 27.11.2022		

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

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Weekly Lesson Plan

(Odd Semester)

UG (1st - Semester)

Name of the Paper:- Computer Application in Business

Class: B.Com (Hons.)

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
SUNDAY - 11.09.2022		
2	September (12-17)	CU
		MU
		Characteristics of Computer
		Characteristics of Computer
		Limitation of Computer
		Limitation of Computer
SUNDAY - 18.09.2022		
3	September (19-24)	Generations
		Generations of Computer
		Computer Generations
		Query Session
		Revision
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martyrdom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Class Test
		Applications of Computer
		Applications of Computer
		Revision
		Revision
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Input Devices
		Input Devices
		Revision
		Output Devices
		Output Devices
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

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

13	November (28-30) December (1-3)	OS for different Devices
		OS for different Devices
		Open Source Software
		LAB
		LAB
Revision		
SUNDAY - 04.12.2022		
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
SUNDAY - 11.12.2022		
15	December (12-14)	LAB
		LAB
		Revision

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UG (1st Semester)

Name of the Paper:- Business Mathematics-I

Class: B.Com. (Hons.)

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
SUNDAY - 11.09.2022		
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
SUNDAY - 18.09.2022		
3	September (19-24)	Problem Discussion
		Test
		Definition of sequence and examples
		Arithmetic progression
		Properties of A.P.
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martydom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
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
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
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
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

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
SUNDAY - 16.10.2022		
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
Diwali Break - 22.10.2022 to 26.10.2022		
8	October (27-29)	Second Derivative Test
		Absolute maxima and minima
		Problems on maxima minima
SUNDAY - 30.10.2022		
9	October (31) November (1-5)	Optimization of economic function
		Condition for profit maximization
		Problem Discussion
		Test
		Matrices and its types
HOLIDAY - 01.11.2022 (Haryana Day)		
SUNDAY - 06.11.2022		
10	November (7-12)	Basic operation of matrices
		Multiplication of matrix
		Positive integral power of matrices
		Transpose of matrices
		Syymmetric and Skew Symmetric matrices
HOLIDAY - 08.11.2022 (Guru Nanak Dev Jayanti)		
SUNDAY - 13.11.2022		
11	November (14-19)	Problem Discussion
		Test
		Determinant of second order matrix
		Determinant of third order matrix
		Elementary Operations
		Inverse of square matrices
SUNDAY - 20.11.2022		
12	November (21-26)	Solve system of linear equations
		Application of matrices
		Problem Discussion
		Test
		Simple interest
		Compound interest
SUNDAY - 27.11.2022		

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

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UG (1st Semester)

Name of the Paper:- Business Communication

Class:- B.Com (Hons.)

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
SUNDAY - 18.09.2022		
2	September (12-17)	Models Of Communication - Types Of Models
		Continue
		Continue
		Continue
		Oral Revision
		Presentation
SUNDAY - 18.09.2022		
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
HOLIDAY - 23.09.2022 (Shaheedi Divas/ Haryana War Heroes' Martyrdom Day)		
SUNDAY - 25.09.2022		
HOLIDAY - 26.09.2022 (Maharaja Agrasen Jayanti)		
4	September (27-30) October (1)	Satisfying Audience Needs
		Continue
		Oral Revision
		Corporate Communication: Introduction And Channels Of Communication
		Continue
SUNDAY - 02.10.2022 & Holiday (Mahatma Gandhi Jayanti)		
5	October (3-8)	Continue
		Continue
		Grapevine And Types Of Grapevine
		Continue
		Oral Revision
HOLIDAY - 05.10.2022 (Dussehra)		
SUNDAY - 09.10.2022 & Holiday (Maharishi Valmiki Jayanti)		

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

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