

# **LESSON PLAN**

## **DEPARTMENT OF COMMERCE & MANAGEMENT**

**B.COM.(P)/ B.COM(HONS)/  
B.COM(CA)/ BBA/M.COM**

**SESSION**

**2021-22(ODD SEMESTER)**

**K.L Mehta Davanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms.Neeru Bhatia**

**Class And Section: Bcom(p) section**

**Subject: Business Management**

**Mode Of Teaching:**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation Of The Students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of syllabus
05-Oct-21	Human Activities: Introduction
06-Oct-21	Economic and non economic activities
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Business: meaning and features
09-Oct-21	Profession: meaning and features
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Employment: meaning and features
12-Oct-21	Difference between business, profession, employment
13-Oct-21	Business systems
14-Oct-21	Objectives of business
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Concepts of business
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Business Activities: Introduction
19-Oct-21	Industry and its types
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>

21-Oct-21	Commerce and its components
22-Oct-21	Management: meaning and nature
23-Oct-21	Function of management
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Process and significance of management
26-Oct-21	Test
27-Oct-21	<b>Management and social responsibility</b>
28-Oct-21	<b>Management As A Profession</b>
29-Oct-21	Management as a science or an art
30-Oct-21	Development of management thought: Introduction
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Classical approach
09-Nov-21	Evaluation of scientific approach
10-Nov-21	Administrative Approach
11-Nov-21	Bureaucratic management
12-Nov-21	Neo- Classical approach
13-Nov-21	Evaluation of human relation approach
14-Nov-21	<b>SUNDAY</b>

15-Nov-21	Behavioral science approach
16-Nov-21	Contingency approach
17-Nov-21	Assignment discussion
18-Nov-21	Planning: introduction and nature
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Oral test</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Importance, process
23-Nov-21	<b>Principles of planning</b>
24-Nov-21	Criticism of planning
25-Nov-21	Requisites of effective planning
26-Nov-21	Types of plan
27-Nov-21	On the basis of use
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	On the basis of level and broadness
30-Nov-21	Features, importance and guidelines for setting objective
1-Dec-21	Policies
2-Dec-21	Types of evaluation of policies
3-Dec-21	Procedure: meaning, features and importance
4-Dec-21	Rules
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Strategy
7-Dec-21	Ad- hoc plan
8-Dec-21	Oral test
9-Dec-21	<b>Decision making: meaning and nature</b>

10- Dec -21	Process of decision making
11- Dec -21	Types
12- Dec -21	<b>SUNDAY</b>
13- Dec -21	Techniques
14- Dec -21	Importance and principles Decision making in practice and occasion for decision making
15- Dec -21	Management by objective
16- Dec -21	Features and importance
17- Dec -21	Problems of MBO
18- Dec -21	Organising: meaning and features
19- Dec -21	<b>SUNDAY</b>
20- Dec -21	Formal organising
21- Dec -21	<b>Informal organising</b>
22- Dec -21	Principles and significance of organising
23- Dec -21	<b>Types of organising structures</b>
24- Dec -21	Functional formanship
25- Dec -21	<b>CHRISTMAS DAY</b>
26- Dec -21	<b>SUNDAY</b>

27- Dec -21	Committee organisations
28- Dec -21	Depart mentation
29- Dec -21	Need
30- Dec -21	Importance
31- Dec -21	Methods of depart mentation
1-Jan-22	Continue
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Elements
4-Jan-22	Process of delegation of authority
5-Jan-22	Continue
6-Jan-22	Oral test
7-Jan-22	Written trst
8-Jan-22	<b>Doubts</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Assignment discussion
11-Jan-22	Importance and obstacles of delegation of authority
12-Jan-22	Continue
13-Jan-22	<b>Suggestions to overcome obstacles</b>
14-Jan-22	Decentralization: meaning
15-Jan-22	<b>Features</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Difference between decentralization and delegation</b>
18-Jan-22	Factor affecting decentralization
19-Jan-22	<b>Principles</b>
20-Jan-22	Importance
21-Jan-22	Centralization
22-Jan-22	Difference between centralization and decentralization

23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Test</b>
25-Jan-22	Assignment
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Doubts</b>
28-Jan-22	Doubts
29-Jan-22	REVISION

**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms.Neeru Bhatia**

**Class And Section: B.Com (pass)3<sup>rd</sup> Sem**

**Subject: Corporate Accounting**

**Mode Of Teaching: Online/Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation Programme
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Issue of shares -Introduction, Types of company
05-Oct-21	Types of shares, Issue of shares , Book Building
06-Oct-21	Shares issued at par and premium
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	Calls in arrear, calls in advance
09-Oct-21	Oversubscription of shares
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Forfeiture of shares & re- issue
12-Oct-21	Practical Questions
13-Oct-21	Practical Questions
14-Oct-21	Practical Questions
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Oversubscription & pro-rata allotment
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Practical Questions
19-Oct-21	Practical Questions
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Practical Questions
22-Oct-21	Practical Questions
23-Oct-21	Buy Back of shares
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Practical Questions
26-Oct-21	Right Shares
27-Oct-21	Practical problems
28-Oct-21	Redemption of Preference Shares-Introduction & accounting treatment
29-Oct-21	Redemption at par & premium
30-Oct-21	Test-Issue of Shares
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	



04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Calls in arrear.
09-Nov-21	Redemption of partly paid shares
10-Nov-21	Bonus shares
11-Nov-21	Practical Questions
12-Nov-21	Practical problems
13-Nov-21	Issue of Debentures-Meaning & Types
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Issue of debentures at par, premium & discount
16-Nov-21	Issue of debentures as collateral security
17-Nov-21	Interest on debentures
18-Nov-21	Redemption of Debentures
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Practical Questions
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Practical problems
23-Nov-21	Assignment-Buy Back Of Shares
24-Nov-21	<b>HOLIDAY</b>
25-Nov-21	Redemption of debentures-Sources of funds
26-Nov-21	Methods of Redemption- By lump sum payment
27-Nov-21	Creation of Sinking Fund or Debenture Redemption Fund
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Practical Questions
30-Nov-21	Insurance Policy Method
1-Dec-21	Practical Questions
2-Dec-21	Redemption of debentures by draw of lots
3-Dec-21	Practical Questions
4-Dec-21	Redemption of debentures by conversion into shares
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Purchase of own debentures in open market
7-Dec-21	Practical Questions
8-Dec-21	Ex-Interest & cum Interest
9-Dec-21	Practical Questions
10-Dec-21	Practical problems
11-Dec-21	Valuation of Goodwill-Meaning, Origin, Need
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Methods of valuation of goodwill-Average profit method
14-Dec-21	Super profit method
15-Dec-21	Practical Questions
16-Dec-21	Capitalisation Method
17-Dec-21	Practical Questions
18-Dec-21	Purchase Consideration & Annuity Method
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Practical Questions
21-Dec-21	Practical problems
22-Dec-21	Valuation of Shares-Introduction, Factors affecting valuation of shares
23-Dec-21	Methods of valuation of shares-Net Asset Method
24-Dec-21	Practical Questions
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Test-Valuation of Goodwill
28-Dec-21	Practical Questions
29-Dec-21	Dividend Yield Method
30-Dec-21	Practical Questions
31-Dec-21	Earning Capacity Method
1-Jan-22	Practical Questions
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Average Method
4-Jan-22	Practical Questions
5-Jan-22	Practical problems
6-Jan-22	P&L Prior to Incorporation- Introduction & calculation of ratios
7-Jan-22	Practical Questions
8-Jan-22	Practical Questions
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Test-Issue of Debentures
11-Jan-22	Practical Questions
12-Jan-22	Practical problems
13-Jan-22	Final Accounts of companies-Introduction
14-Jan-22	Performa of Balance Sheet- Explanation
15-Jan-22	Performa of Balance Sheet- Explanation
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Practical Questions
18-Jan-22	Practical Questions
19-Jan-22	Performa of P& L A/c- Explanation
20-Jan-22	Practical Questions
21-Jan-22	Practical Questions
22-Jan-22	Practical problems
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor : Ms. Alka Satya**

**Class And Section: B.Com.(Pass) sem:3 , sec: A**

**Subject : Human Resource Management**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	introduction of the subject
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	meaning and features of human resource management
05-Oct-21	objectives of human resource management
06-Oct-21	Continue
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	scope of human resource management
09-Oct-21	importance of human resource management
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>evolution of HRM</b>
12-Oct-21	continue
13-Oct-21	history and growth of HRM in India
14-Oct-21	barriers of HRM in India

15-Oct-21	<b>Dussehra</b>
16-Oct-21	features of HRM in India
18-Oct-21	revision of chapter
19-Oct-21	Assignment -- what is the scope of human resource management and explain its various functions
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	recruitment introduction
22-Oct-21	factors affecting recruitment
23-Oct-21	continue
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	objectives and importance of recruitment
26-Oct-21	Situational factors affecting recruitment
27-Oct-21	continue
28-Oct-21	recruitment process
29-Oct-21	continue
30-Oct-21	continue

31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	recent trends in recruitment
09-Nov-21	selection and introduction
10-Nov-21	Test – Chapter 1
11-Nov-21	procedure of selection
12-Nov-21	barriers of effective selection
13-Nov-21	oral test of recruitment and selection
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	training and development
16-Nov-21	objectives of training
17-Nov-21	principles of training
18-Nov-21	methods of training
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>

20-Nov-21	methods of training
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	oral test of chapter training
23-Nov-21	Wages introduction and characteristics
24-Nov-21	Objectives of wages and factors affecting wages
25-Nov-21	continue
26-Nov-21	various theories of wages
27-Nov-21	Continue
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	methods of wage payment
30-Nov-21	Continue
1-Dec-21	Continue
2-Dec-21	kinds of incentive wage plans
3-Dec-21	Continue
4-Dec-21	Test – Explain various methods of wage payment
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	difference between wages and salary
7-Dec-21	concept of minimum wage rate
8-Dec-21	difficulties in determining the minimum wages
9-Dec-21	various concept of wages
10-Dec-21	evolution of wage policy in India
11-Dec-21	the minimum wages act 1948 and its objectives
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	continue
14-Dec-21	continue
15-Dec-21	meaning and types of incentives
16-Dec-21	<b>various incentives</b>
17-Dec-21	continue
18-Dec-21	continue
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	advantages disadvantages and forms of various incentives
21-Dec-21	non financial incentive
22-Dec-21	<b>Assignment -- how do incentives contribute into effectiveness of an employee</b>
23-Dec-21	meaning and objectives of industrial relations
24-Dec-21	<b>Revision</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	parties to industrial relations
28-Dec-21	factor influencing industrial relations and principles of industrial relations
29-Dec-21	effects of bad industrial relations
30-Dec-21	aspects of industrial relations
31-Dec-21	scope of industrial relations

1-Jan-22	industrial relations and five year plans
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	oral test of the chapter industrial relations
4-Jan-22	continue
5-Jan-22	industrial disputes
6-Jan-22	Essentials or characteristics of industrial disputes
7-Jan-22	forms of industrial disputes
8-Jan-22	causes of industrial disputes
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	causes of industrial disputes
11-Jan-22	Continue
12-Jan-22	effects of industrial disputes
13-Jan-22	prevention of industrial disputes
14-Jan-22	Test -- industrial relations
15-Jan-22	oral test of industrial disputes
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	industrial disputes in India
18-Jan-22	industrial disputes act 1947
19-Jan-22	machinery for settlement of industrial disputes
20-Jan-22	Procedure powers and duties of authority
21-Jan-22	strikes and lockouts
22-Jan-22	continue
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

K.L Mehta Dayanand College For Women, Faridabad

Lesson plan (Oct 2021-2022)

Name Of The Associate/Assistant Professor: Ms.Alka Satya

Class And Section: B. Com. pass I (Section A,B,C)

Subject: Business Economics - I

Mode Of Teaching: online/ offline

Lectures Per Week: 6

01-Oct-21	Introduction of Economics
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	What is economy and economic problems
05-Oct-21	Basic problems of an economy
06-Oct-21	Production possibility curve
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Uses or shift in production possibility curve
09-Oct-21	Working of price mechanism
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Role of price mechanism in capitalist economy
12-Oct-21	Role of price mechanism in socialist economy
13-Oct-21	Role of price mechanism in mixed economy
14-Oct-21	Limitations of price mechanism
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Class test
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Meaning of demand and elasticity of demand
19-Oct-21	Types of elasticity of demand
20-Oct-21	Maharishi Valmiki Jayanti
21-Oct-21	Degrees of Price elasticity of demand
22-Oct-21	Measurement of price elasticity of demand
23-Oct-21	Relationship between TR Mr and AR
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Factors affecting price elasticity of demand
26-Oct-21	Income elasticity of demand
27-Oct-21	Cross elasticity of demand
28-Oct-21	Importance of price elasticity of demand
29-Oct-21	Doubts
30-Oct-21	Assignment
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Haryana day</b>
02-Nov-21	<b>Diwali Break</b>
03-Nov-21	
04-Nov-21	
05-Nov-21	

06-Nov-21	
07-Nov-21	
08-Nov-21	Supply meaning schedule and curve
09-Nov-21	Law of supply
10-Nov-21	Elements of supply
13-Nov-21	Factors influencing elasticity of supply
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	What is production function
16-Nov-21	Law of production
17-Nov-21	Law of variable proportion
18-Nov-21	Returns to factor
19-Nov-21	Guru Nanak Dev Jayanti
20-Nov-21	Returns to scale
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Isoquant curve and returns to factor isoquant curve and returns to scale
23-Nov-21	Difference between returns to factor and returns to scale
24-Nov-21	Economies and diseconomies of scale
25-Nov-21	Doubts and assignments
26-Nov-21	Class test
27-Nov-21	Introduction of Isoquant curve
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Properties of isoquant curve
30-Nov-21	Producer equilibrium
1-Dec-21	Difference between isoquant curve and indifference curve
2-Dec-21	Concept of cost
3-Dec-21	Traditional theories of cost
4-Dec-21	Why average cost curve is u shaped Relation between AC and MC
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Costs in short run and long run
7-Dec-21	Relation between short run and long run Average cost curve
8-Dec-21	Modern theory of cost
9-Dec-21	Assignment
10-Dec-21	Concept of utility analysis
11-Dec-21	Relation between TU and MU
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Law of diminishing marginal utility
14-Dec-21	Derivation of demand curve with the help of law of diminishing marginal utility
15-Dec-21	Law of equi marginal utility
16-Dec-21	Consumer equilibrium
17-Dec-21	Determination of consumer equilibrium
18-Dec-21	Derivation of demand curve with the help of law of equi marginal utility
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Criticism of Cardinal utility
21-Dec-21	Introduction of indifference curve
22-Dec-21	Law of diminishing marginal rate of substitution
23-Dec-21	Law of diminishing marginal rate of substitution



24-Dec-21	Properties of indifference curve analysis
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Budget line
28-Dec-21	Consumer equilibrium through indifference curve analysis
29-Dec-21	Consumer equilibrium indifference curve analysis
30-Dec-21	Income effect
31-Dec-21	Income consumption curve
1-Jan-22	Substitution effect:slutsky approach
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Hicks approach
4-Jan-22	Price effect
5-Jan-22	Separation of price effect and income effect
6-Jan-22	Price consumption curve
7-Jan-22	Derivation of demand curve through indifference curve
8-Jan-22	Comparison between utility and indifference curve
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Comparison between utility and indifference curve
11-Jan-22	Uses of indifference curve
12-Jan-22	Criticism of indifference curve
13-Jan-22	Doubts
14-Jan-22	Class test
15-Jan-22	Meaning and features of market
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Monopoly market
18-Jan-22	Monopolistic market
19-Jan-22	Duopoly and oligopoly market
20-Jan-22	Difference between perfect competition and Monopoly and monopolistic competition
21-Jan-22	Class test
22-Jan-22	Doubts
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision



**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Amita Dureja**

**Class And Section: B.Com. (pass) sec - A, B**

**Subject: Accounting For Management**

**Mode Of Teaching:**

**Lectures Per Week:06**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Management accounting: meaning ,nature and scope
05-Oct-21	Functions and role of management accounting
06-Oct-21	Continue...
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	The management accountant
09-Oct-21	The controller
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	The treasurer
12-Oct-21	Management accounting principles
13-Oct-21	Management accounting Vs.Cost accounting Vs.Financial accounting
14-Oct-21	Advantages of management accounting
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Limitations of management accounting
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Tools and techniques of management accounting
19-Oct-21	Continue...
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Financial statements- introduction
22-Oct-21	Financial statements: types
23-Oct-21	Continue...
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Nature of financial statements
26-Oct-21	Essentials of ideal financial statements
27-Oct-21	Importance of financial statements
28-Oct-21	Continue...
29-Oct-21	limitations of financial statements
30-Oct-21	Continue...
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Meaning of analysis and interpretation of financial statements
09-Nov-21	Process of financial analysis
10-Nov-21	Continue...
11-Nov-21	Types or approaches of financial analysis
12-Nov-21	Test: Management accounting: meaning ,nature and scope
13-Nov-21	Object or Purpose of financial statements
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Significance or importance of financial analysis
16-Nov-21	Continue...
17-Nov-21	Methods of financial analysis: comparative financial statements
18-Nov-21	Continue...
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Comparative balance sheet
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Continue...
23-Nov-21	Comparative statement of profit and loss
24-Nov-21	Comparative statement of cost of production
25-Nov-21	Continue...
26-Nov-21	Comparative statement of working capital
27-Nov-21	Continue...
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Common size statement
30-Nov-21	Trend percentages
1-Dec-21	Continue...
2-Dec-21	Ratio analyses: meaning
3-Dec-21	Ratio analyses :objectives
4-Dec-21	Advantages of Ratio analyses
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Limitations of accounting ratios
7-Dec-21	Classifications of Ratios :liquidity ratios
8-Dec-21	Continue...
9-Dec-21	Solvency Ratios
10-Dec-21	Continue...
11-Dec-21	Test: financial statements
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Activity Ratios : Stock Turnover Ratio
14-Dec-21	Continue...
15-Dec-21	Debtors Turnover Ratio
16-Dec-21	Continue...
17-Dec-21	Creditors Turnover Ratio
18-Dec-21	Continue...
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Fixed Assets Turnover Ratio
21-Dec-21	Continue...
22-Dec-21	Working Capital Turnover Ratio
23-Dec-21	Continue...
24-Dec-21	Profitability Ratios
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Profitability Ratios based on sales
28-Dec-21	Profitability Ratios based on sales
29-Dec-21	Profitability Ratios based on sales
30-Dec-21	Profitability Ratio based on investment
31-Dec-21	Profitability Ratio based on investment
1-Jan-22	Calculation of missing value through Ratios
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Calculation of missing value through Ratios
4-Jan-22	<b>Test:</b> Ratio analyses
5-Jan-22	Cash flow statement; objectives
6-Jan-22	Limitations of cash flow statement
7-Jan-22	difference between cash flow statement and cash budget
8-Jan-22	Procedure of preparing Cash Flow Statement
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Classification of Cash Flows: Cash Flow from Operating Activities
11-Jan-22	Direct and Indirect Method
12-Jan-22	Cash Flow from Investing Activities
13-Jan-22	Cash Flow from Financing Activities
14-Jan-22	Preparation of Cash flow Statement
15-Jan-22	Continue...
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Financial Planning : Meaning , Objectives, Procedure of Financial Planning
18-Jan-22	Factors affecting financial planning, Significance and Limitations of financial planning
19-Jan-22	Characteristics or Principles of a sound financial plan
20-Jan-22	Capital Budgeting : Meaning and Nature
21-Jan-22	Features and kinds of Capital Budgeting Decisions
22-Jan-22	Techniques of Capital Budgeting : ARR method
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Pay Back Method
25-Jan-22	NPV Method, Profitability Index or PI method
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	IRR Method
28-Jan-22	<b>Capital Rationing</b>
29-Jan-22	<b>Continue...</b>

**K.L Mehta Davanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

Name Of The Associate/Assistant Professor : Ms.Amita Dureja

Class And Section: B.Com.(Pass) sem:5 , sec: C

Subject: Financial Market Operations

Mode Of Teaching: Offline

Lectures Per Week: 6

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	introduction of the subject
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>introduction of financial system</b>
05-Oct-21	features and functions of financial system
06-Oct-21	Classification of financial system
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	introduction of money market
09-Oct-21	introduction of money market
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>features of money market</b>
12-Oct-21	continue
13-Oct-21	objectives of money market
14-Oct-21	prerequisites for an efficient money market
15-Oct-21	<b>Dussehra</b>
16-Oct-21	importance of money market
18-Oct-21	continue
19-Oct-21	institutions of money market
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	<b>continue</b>
22-Oct-21	Indian money market
23-Oct-21	Unorganised money market
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	introduction of organised money market
26-Oct-21	various instruments of money market
27-Oct-21	continue
28-Oct-21	The Discount Markets
29-Oct-21	1. SBI. DFHI Ltd.
30-Oct-21	2. STCI
31-Oct-21	<b>SUNDAY</b>

01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	limitations of Indian money market
09-Nov-21	measures to reform the Indian money market
10-Nov-21	test - " instruments of money market"
11-Nov-21	introduction of capital market
12-Nov-21	meaning and features of capital market
13-Nov-21	importance and functions of capital market
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	introduction of Indian capital market
16-Nov-21	features of Indian capital market
17-Nov-21	role of capital market in industrial growth
18-Nov-21	Gilt edged market
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	primary dealers and government securities market
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	explanation of new issue market
23-Nov-21	features of new issue market
24-Nov-21	functions of new issue market
25-Nov-21	continue
26-Nov-21	various methods of new issue
27-Nov-21	explanations of public issue through prospectus, offer for sale
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	explanation of private placement IPO right issue
30-Nov-21	explanation of bonus shares and book building
1-Dec-21	Test " explain the various methods of new issue market"
2-Dec-21	explanation of stock option and bought out deals
3-Dec-21	explanation of qualified institutional placement
4-Dec-21	Intermediaries in NIM
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	assignment- " explain the book building process in detail?"
7-Dec-21	meaning and features of stock exchange
8-Dec-21	functions of stock exchange
9-Dec-21	regulations of stock exchange
10-Dec-21	procedure for dealing at stock exchanges
11-Dec-21	continue
12-Dec-21	<b>SUNDAY</b>

13-Dec-21	types of speculators
14-Dec-21	provisions and powers of recognised stock exchange
15-Dec-21	procedure of listing of securities
16-Dec-21	<b>Revision</b> of Stock Exchanges
17-Dec-21	<b>OTCEI</b>
18-Dec-21	NSE
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	<b>assignment-</b> Stock exchange
21-Dec-21	introduction of SEBI
22-Dec-21	<b>guidelines of SEBI</b>
23-Dec-21	guidelines of SEBI
24-Dec-21	<b>Revision</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>meaning of investor and investor protection</b>
28-Dec-21	grievances of investors
29-Dec-21	stock exchange and investor protection
30-Dec-21	company law board
31-Dec-21	SEBI and investor protection
1-Jan-22	<b>assignment - " redressal machinery for investors"</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Stock Broker - a detail note
4-Jan-22	continue
5-Jan-22	sub broker
6-Jan-22	Market makers
7-Jan-22	Jobbers , Portfolio consultants
8-Jan-22	investment institutions
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	meaning and features of merchant banking
11-Jan-22	functions of merchant banking
12-Jan-22	roles and objectives of merchant banking
13-Jan-22	defaults of merchant bankers and penalty points
14-Jan-22	self regulatory organisation
15-Jan-22	meaning and importance of credit rating agencies
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>credit rating process and its drawbacka</b>
18-Jan-22	credit rating agencies in India
19-Jan-22	development banks features and objectives
20-Jan-22	types of development banks
21-Jan-22	industrial development banks
22-Jan-22	continue
23-Jan-22	<b>SUNDAY</b>



24-Jan-22	Meaning and concept of mutual fund
25-Jan-22	types of mutual fund
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	SEBI guidelines regarding mutual fund
28-Jan-22	Revision
29-Jan-22	assignment - SEBI guidelines regarding mutual fund

**K.L Mehta Davanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Dr. Rekha Goel**

**Class And Section: B.COM PASS A AND B**

**Subject: IBE**

**Mode Of Teaching: ONLINE/OFFLINE**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation of the students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	International Business Environment- An Introduction of the Subject
05-Oct-21	Unit 1 : Recent global trends in international trade
06-Oct-21	Global trends in international finance
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	<i>Recent</i> global trends in international trade
09-Oct-21	<i>Recent</i> global trends in international trade and finance (continue)
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Dimensions of IB
12-Oct-21	Modes of IB
13-Oct-21	Structure of IB environment-1
14-Oct-21	Structure of IB environment-2
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Structure of IB environment-3
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Risk in IB-1
19-Oct-21	<b>Risk in IB 2</b>

20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Motives for internationalization of firms-1
22-Oct-21	Motives for internationalization of firms-2
23-Oct-21	Organizational structure for IB-1
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Motives for internationalization of firms-1
26-Oct-21	Motives for internationalization of firms-2
27-Oct-21	Organizational structure for IB-1
28-Oct-21	Organizational structure for IB-2
29-Oct-21	World trading system and impact of WTO-1
30-Oct-21	World trading system and impact of WTO-2
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	World trading system and impact of WTO-3
09-Nov-21	Revision of chapters

10-Nov-21	Assignments based on the chapters
11-Nov-21	Unit 2: Foreign market entry strategies
12-Nov-21	Country evaluation and selection-1
13-Nov-21	Country evaluation and selection-2
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Factors affecting foreign investment decisions
16-Nov-21	Impact of FDI on home countries -1
17-Nov-21	Impact of FDI on home countries -2
18-Nov-21	Impact of FDI on host countries -1
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Impact of FDI on host countries -2
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Assignments based on the chapters
23-Nov-21	Class Test
24-Nov-21	Unit 4 : International staffing decisions
25-Nov-21	Compensation of expatriate staff
26-Nov-21	Performance appraisal of expatriate staff-1
27-Nov-21	Performance appraisal of expatriate staff-2
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Ethical dilemmas
30-Nov-21	Social responsibility issues 1
1-Dec-21	Social responsibility issues 2
2-Dec-21	Revision of chapters
3-Dec-21	Assignments based on the chapters
4-Dec-21	Class Test
5-Dec-21	<b>SUNDAY</b>

6-Dec-21	Unit 3: Product and branding decisions-1
7-Dec-21	Product and branding decisions-2
8-Dec-21	Managing distribution channels-1
9-Dec-21	Managing distribution channels-2
10- Dec -21	International promotion mix and pricing decisions-1
11- Dec -21	International promotion mix and pricing decisions-2
12- Dec -21	<b>SUNDAY</b>
13- Dec -21	counter trade practices
14- Dec -21	counter trade practices-1
15- Dec -21	Mechanism of international trade transactions -1
16- Dec -21	Mechanism of international trade transactions-2
17- Dec -21	Revision of chapters
18- Dec -21	Assignments based on the chapters
19- Dec -21	<b>SUNDAY</b>
20- Dec -21	Class Test
21- Dec -21	Unit 2: Types and motives for foreign collaboration-1
22- Dec -21	Types and motives for foreign collaboration-2
23- Dec -21	Control mechanisms in IB-1
24- Dec -21	Control mechanisms in IB-2
25- Dec -21	<b>CHRISTMAS DAY</b>
26- Dec -21	<b>SUNDAY</b>
27- Dec -21	Unit 4: Harmonizing accounting difference across countries
28- Dec -21	Currency translation methods for consolidating financial statements-1
29- Dec -21	Currency translation methods for consolidating financial statements-2
30-Dec-21	LESSARD-LORANGE Model

31-Dec-21	Cross cultural challenges in IB-1
1-Jan-22	Cross cultural challenges in IB-2
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Revision of chapters
4-Jan-22	Assignments
5-Jan-22	Class Test
6-Jan-22	Unit 3: Decisions concerning global manufacturing
7-Jan-22	Decisions concerning global material management
8-Jan-22	Outsourcing factors
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Managing global supply chains 1
11-Jan-22	Managing global supply chains 2
12-Jan-22	Unit 1: Barriers to IB
13-Jan-22	Barriers to IB -1
14-Jan-22	International business information
15-Jan-22	International business communication
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Global financial system
18-Jan-22	Exchange rate systems
19-Jan-22	REVISION
20-Jan-22	REVISION
21-Jan-22	Revision of Short Answer Questions -1
22-Jan-22	Revision of Short Answer Questions -2
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Tips for Preparation for Final Examination
25-Jan-22	Final Revision of subject
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Doubts session
28-Jan-22	Doubts session
29-Jan-22	Doubts session

K.L Mehta Dayanand College For Women, Faridabad

Lesson plan (Oct 2021-2022)

Name Of The Associate/Assistant Professor: Dr. Rekha Goel

Class And Section: B. Com. Pass (Section A and B)

Subject: CORPORATE LAW - I

Mode Of Teaching: online/ offline

Lectures Per Week: 6

Date	Topic to be Covered
01-Oct-21	Introduction with students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Meaning and Characteristics of Company
05-Oct-21	Meaning and Characteristics of Company
06-Oct-21	Advantages of Joint Stock Company
07-Oct-21	Advantages of Joint Stock Company
08-Oct-21	Disadvantages of joint stock company
09-Oct-21	Disadvantage of Joint Stock Company
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Lifting the Corporate Veil
12-Oct-21	Types of Companies
13-Oct-21	Types of Companies
14-Oct-21	Types of Companies
15-Oct-21	Types of Companies
16-Oct-21	Revision of the chapter
17-Oct-21	<b>SUNDAY</b>

18-Oct-21	Meaning of Article of Association and its Importance
19-Oct-21	Features
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Obligations to register articles
22-Oct-21	Forms or legal requirement of AOA
23-Oct-21	Content of AOA
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Alteration of AOA
26-Oct-21	Alteration of AOA
27-Oct-21	Legal effects of MOA & AOA
28-Oct-21	Legal effects of MOA & AOA
29-Oct-21	Relationship between MOA & AOA
30-Oct-21	Doctrine of Constructive Notice
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Doctrine of indoor management
09-Nov-21	Doctrine of indoor management



10-Nov-21	Doctrine of Ultra –Vires
11-Nov-21	Doctrine of Ultra –Vires
12-Nov-21	Doubts and revision
13-Nov-21	Class test
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Privileges and Exemptions of Private Company
16-Nov-21	Privileges and Exemptions of Private Company
17-Nov-21	Privileges and Exemptions of Private Company
18-Nov-21	Procedure of conversion
19-Nov-21	Guru Nanak Dev Jayanti
20-Nov-21	Conversion of a private Company into Public Company
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Conversion of a private Company into Public Company
23-Nov-21	Conversion of a private Company into Public Company
24-Nov-21	Revision of chapter
25-Nov-21	Assignment in class
26-Nov-21	Test
27-Nov-21	What is Formation of Company
28-Nov-21	<b>Sunday</b>
29-Nov-21	Stages of Formation of a Company
30-Nov-21	Meaning and Definition of Promotion of a Company
1-Dec-21	Stages of Promotion
2-Dec-21	Who is Promoters, Meaning and Definition of Promoters
3-Dec-21	Characteristics of Promoter

4-Dec-21	Functions of promoters
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Legal Position of Promoter
7-Dec-21	Legal Position of Promoter
8-Dec-21	Importance of the Promoter
9-Dec-21	Right of Promoters
10- Dec -21	Liabilities of promoters
11- Dec -21	duties of promoters
12- Dec -21	<b>SUNDAY</b>
13- Dec -21	<b>ASSIGNMENT</b>
14- Dec -21	Remuneration and Types of Promoters
15- Dec -21	Preliminary Contracts
16- Dec -21	Registration of a Company
17- Dec -21	Registration of a Company
18- Dec -21	Promoters and registration
19- Dec -21	<b>SUNDAY</b>
20- Dec -21	Registration of a Company
21- Dec -21	Registration of a Company
22- Dec -21	Capital Subscription
23- Dec -21	Presentation of Students (Roll No. 1-5)
24- Dec -21	Presentation of Students (Roll No. 6-10)
25- Dec -21	<b>CHRISTMAS DAY</b>
26- Dec -21	<b>SUNDAY</b>
27- Dec -21	Presentation of Students (Roll No. 21-30)
28- Dec -21	Presentation of Students (Roll No. 31-40)
29- Dec -21	Presentation of Students (Roll No. 41-50)

30-Dec-21	Presentation of Students (Roll No. 51-60)
31-Dec-21	Discussion
1-Jan-22	Discussion 2
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Prospectus of company
4-Jan-22	Contents of Prospectus
5-Jan-22	Misleading Prospectus
6-Jan-22	Consequences of misleading statements in prospectus
7-Jan-22	Consequences of misleading statements in prospectus -1
8-Jan-22	Revision class
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Borrowing Powers of Company
11-Jan-22	Lawful Borrowing
12-Jan-22	Lawful Borrowing
13-Jan-22	Restrictions on Borrowing Powers of a Company
14-Jan-22	Debentures
15-Jan-22	Methods of issuing debentures
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Charges-meaning and registration
18-Jan-22	Types of charges and effect of non registration of charges
19-Jan-22	Meaning of Memorandum of Association
20-Jan-22	Its Importance
21-Jan-22	Features of memorandum
22-Jan-22	Forms & legal requirement of MOA
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Alteration in memorandum of association
25-Jan-22	Alteration in memorandum of association
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision and doubts before exams
28-Jan-22	Revision and doubts before exams
29-Jan-22	Revision and doubts before exams

16-Dec-21	Pledge
17-Dec-21	Rights of pledgee
18-Dec-21	Revision
19-Dec-21	SUNDAY
20-Dec-21	Finder of goods
21-Dec-21	Rights of finder of goods
22-Dec-21	Particular lien and General Lien
23-Dec-21	Doubt Class
24-Dec-21	Revision
25-Dec-21	CHRISTMAS DAY
26-Dec-21	SUNDAY
27-Dec-21	Class Test
28-Dec-21	Introduction to consumer protection act, features
29-Dec-21	Objectives of act ,important definitions
30-Dec-21	Types of consumer problems and rights
31-Dec-21	Consumer protection councils
1-Jan-22	District forum
2-Jan-22	SUNDAY
3-Jan-22	District forum
4-Jan-22	District forum
5-Jan-22	DOUBT CLASS
6-Jan-22	ASSIGNMENT
7-Jan-22	state commission
8-Jan-22	National commission
9-Jan-22	GURU GOBIND SINGH JAYANTI (SUNDAY)
10-Jan-22	Doctrine of frustration
11-Jan-22	Doctrine of frustration
12-Jan-22	Implied contract and its features
13-Jan-22	Types of implied contract
14-Jan-22	Introduction to breach of contract
15-Jan-22	Remedies available to aggrieved party
16-Jan-22	SUNDAY
17-Jan-22	Kinds of damage-exemplary and nominal
18-Jan-22	Liquidated and interest as damage
19-Jan-22	Difference between types of damages
20-Jan-22	Introduction to contract of indemnity
21-Jan-22	Rights of indemnity holder ,indemnifier
22-Jan-22	Contract of guarantee
23-Jan-22	SUNDAY
24-Jan-22	Discharge of surety from liability
25-Jan-22	Consideration for guarantee contract, revocation of it.
26-Jan-22	Republic Day
27-Jan-22	Revision
28-Jan-22	Revision

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K.L Mehta Dayanand College For Women, Faridabad

Lesson plan (Oct 2021-2022)

Name Of The Associate/Assistant Professor: Dr. Sudesh kumari

Class And Section: B.com. Pass (A,B)

Subject: Brf

Mode Of Teaching:Offline

Lectures Per Week:6

Date	Topic to be Covered
01-Oct-21	Orientation
02-Oct-21	GANDHI JAYANTI
03-Oct-21	SUNDAY
04-Oct-21	Introduction to Indian Contract Act
05-Oct-21	Fundamental Definitions
06-Oct-21	Fundamental Definitions
07-Oct-21	Maharaja Agarsen Jayanti
08-Oct-21	Meaning of contract, contract vs. agreement
09-Oct-21	Elements of valid contract
10-Oct-21	SUNDAY
11-Oct-21	Kinds of agreement
12-Oct-21	Meaning of proposal and its features
13-Oct-21	Legal rules of proposal
14-Oct-21	Acceptance and its rules
15-Oct-21	Dussehra
16-Oct-21	DOUBT CLASS
17-Oct-21	SUNDAY
18-Oct-21	Communication and revocation
19-Oct-21	Special conditions of acceptance
20-Oct-21	Maharishi Valmiki Jayanti
21-Oct-21	Meaning of contractual capacity and legal rules of minor
22-Oct-21	Person of unsound mind , other disqualified person
23-Oct-21	Contracts by minors ,its legal position
24-Oct-21	SUNDAY
25-Oct-21	Introduction to consent
26-Oct-21	Coercion
27-Oct-21	Undue influence
28-Oct-21	Fraud
29-Oct-21	TEST
30-Oct-21	Misrepresentation
31-Oct-21	SUNDAY
01-Nov-21	Diwali Break
02-Nov-21	
03-Nov-21	
04-Nov-21	

05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	TYPES OF IT
09-Nov-21	Consideration and its elements
10-Nov-21	Exception and adequacy of consideration
11-Nov-21	Agreement opposed to public policy
12-Nov-21	Void agreement
13-Nov-21	Agreement opposed to public policy
14-Nov-21	SUNDAY
15-Nov-21	Discharge of contract introduction
16-Nov-21	Discharge by performance ,mutual consent
17-Nov-21	Discharge by impossibility of performance
18-Nov-21	Discharge by lapse of time ,by breach
19-Nov-21	Guru Nanak Dev Jayanti
20-Nov-21	Agreement in restraint of marriage ,trade and legal proceedings
21-Nov-21	SUNDAY
22-Nov-21	ASSIGNMENT
23-Nov-21	Wagering agreement , agreement to do impossible acts
24-Nov-21	Legal formalities
25-Nov-21	Introduction to contingent contract, features
26-Nov-21	Introduction to performance of contract
27-Nov-21	Joint promise ,Time and place for performance
28-Nov-21	SUNDAY
29-Nov-21	Reciprocal promise
30-Nov-21	Apportionment of payment
1-Dec-21	Doubts
2-Dec-21	Class test
3-Dec-21	Contract of bailment
4-Dec-21	continue
5-Dec-21	SUNDAY
6-Dec-21	Features of bailment
7-Dec-21	Types of it
8-Dec-21	Responsibility and duties of bailor
9-Dec-21	Rights of bailor
10-Dec-21	Duties of bailee
11-Dec-21	Rights of bailee
12-Dec-21	SUNDAY
13-Dec-21	Revision
14-Dec-21	Lien
15-Dec-21	Lien
16-Dec-21	Pledge
17-Dec-21	Rights of pledgee
18-Dec-21	Revision
19-Dec-21	SUNDAY
20-Dec-21	Finder of goods



21-Dec-21	Rights of finder of goods
22-Dec-21	Particular lien and General Lien
23-Dec-21	Doubt Class
24-Dec-21	Revision
25-Dec-21	CHRISTMAS DAY
26-Dec-21	SUNDAY
27-Dec-21	Class Test
28-Dec-21	Introduction to consumer protection act, features
29-Dec-21	Objectives of act ,important definitions
30-Dec-21	Types of consumer problems and rights
31-Dec-21	Consumer protection councils
1-Jan-22	District forum
2-Jan-22	SUNDAY
3-Jan-22	District forum
4-Jan-22	District forum
5-Jan-22	DOUBT CLASS
6-Jan-22	ASSIGNMENT
7-Jan-22	state commission
8-Jan-22	National commission
9-Jan-22	GURU GOBIND SINGH JAYANTI (SUNDAY)
10-Jan-22	Doctrine of frustration
11-Jan-22	Doctrine of frustration
12-Jan-22	Implied contract and its features
13-Jan-22	Types of implied contract
14-Jan-22	Introduction to breach of contract
15-Jan-22	Remedies available to aggrieved party
16-Jan-22	SUNDAY
17-Jan-22	Kinds of damage-exemplary and nominal
18-Jan-22	Liquidated and interest as damage
19-Jan-22	Difference between types of damages
20-Jan-22	Introduction to contract of indemnity
21-Jan-22	Rights of indemnity holder ,indemnifier
22-Jan-22	Contract of guarantee
23-Jan-22	SUNDAY
24-Jan-22	Discharge of surety from liability
25-Jan-22	Consideration for guarantee contract, revocation of it.
26-Jan-22	Republic Day
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Dr.Sudesh kumari**

**Class And Section: B.Com (pass)3<sup>rd</sup> Sem (c)**

**Subject: Corporate Accounting**

**Mode Of Teaching: Online/Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation Programme
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Issue of shares -Introduction, Types of company
05-Oct-21	Types of shares, Issue of shares , Book Building
06-Oct-21	Shares issued at par and premium
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	Calls in arrear, calls in advance
09-Oct-21	Oversubscription of shares
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Forfeiture of shares & re- issue
12-Oct-21	Practical Questions
13-Oct-21	Practical Questions
14-Oct-21	Practical Questions
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Oversubscription & pro-rata allotment
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Practical Questions
19-Oct-21	Practical Questions
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Practical Questions
22-Oct-21	Practical Questions
23-Oct-21	Buy Back of shares
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Practical Questions
26-Oct-21	Right Shares
27-Oct-21	Practical problems
28-Oct-21	Redemption of Preference Shares-Introduction & accounting treatment
29-Oct-21	Redemption at par & premium
30-Oct-21	Test-Issue of Shares
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Calls in arrear.
09-Nov-21	Redemption of partly paid shares
10-Nov-21	Bonus shares
11-Nov-21	Practical Questions
12-Nov-21	Practical problems
13-Nov-21	Issue of Debentures-Meaning & Types
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Issue of debentures at par, premium & discount
16-Nov-21	Issue of debentures as collateral security
17-Nov-21	Interest on debentures
18-Nov-21	Redemption of Debentures
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Practical Questions
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Practical problems
23-Nov-21	Assignment-Buy Back Of Shares
24-Nov-21	<b>HOLIDAY</b>
25-Nov-21	Redemption of debentures-Sources of funds
26-Nov-21	Methods of Redemption- By lump sum payment
27-Nov-21	Creation of Sinking Fund or Debenture Redemption Fund
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Practical Questions
30-Nov-21	Insurance Policy Method
1-Dec-21	Practical Questions
2-Dec-21	Redemption of debentures by draw of lots
3-Dec-21	Practical Questions
4-Dec-21	Redemption of debentures by conversion into shares
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Purchase of own debentures in open market
7-Dec-21	Practical Questions
8-Dec-21	Ex-Interest & cum Interest
9-Dec-21	Practical Questions
10-Dec-21	Practical problems
11-Dec-21	Valuation of Goodwill-Meaning, Origin, Need
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Methods of valuation of goodwill-Average profit method
14-Dec-21	Super profit method
15-Dec-21	Practical Questions
16-Dec-21	Capitalisation Method
17-Dec-21	Practical Questions
18-Dec-21	Purchase Consideration & Annuity Method
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Practical Questions
21-Dec-21	Practical problems
22-Dec-21	Valuation of Shares-Introduction, Factors affecting valuation of shares
23-Dec-21	Methods of valuation of shares-Net Asset Method
24-Dec-21	Practical Questions
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Test-Valuation of Goodwill
28-Dec-21	Practical Questions
29-Dec-21	Dividend Yield Method
30-Dec-21	Practical Questions
31-Dec-21	Earning Capacity Method
1-Jan-22	Practical Questions
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Average Method
4-Jan-22	Practical Questions
5-Jan-22	Practical problems
6-Jan-22	P&L Prior to Incorporation- Introduction & calculation of ratios
7-Jan-22	Practical Questions
8-Jan-22	Practical Questions
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Test-Issue of Debentures
11-Jan-22	Practical Questions
12-Jan-22	Practical problems
13-Jan-22	Final Accounts of companies-Introduction
14-Jan-22	Performa of Balance Sheet- Explanation
15-Jan-22	Performa of Balance Sheet- Explanation
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Practical Questions
18-Jan-22	Practical Questions
19-Jan-22	Performa of P& L A/c- Explanation
20-Jan-22	Practical Questions
21-Jan-22	Practical Questions
22-Jan-22	Practical problems
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor:Dr. Sudesh Kumari**

**Class And Section: B.com pass III Sem A Sec**

**Subject: Business Statistics**

**Mode Of Teaching: Online & Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation Of The Students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Meaning of Statistics</b>
05-Oct-21	Nature of statistics and its functions
06-Oct-21	Uses and importance of statistics
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Limitations and distrust of statistics
09-Oct-21	Meaning of Primary and Secondary Data
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Methods of Collecting Primary Data
12-Oct-21	Methods of collecting primary and secondary data
13-Oct-21	Precautions in the use of secondary data
14-Oct-21	Classification of Data:-meaning and its objectives
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Methods of classification
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Methods of classification
19-Oct-21	Practical Problems
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Practical Problems
22-Oct-21	Practical Problems
23-Oct-21	Doubts
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Types of Presentation of Data: Tabulation
26-Oct-21	Solved Examples discuss in class
27-Oct-21	Solved Examples discuss in class
28-Oct-21	Solved Examples discuss in class
29-Oct-21	Practical Problems
30-Oct-21	Practical Problems
31-Oct-21	<b>SUNDAY</b>

01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Diagrammatic Presentation of Data: Bar Diagrams
09-Nov-21	Practical Problems
10-Nov-21	Types of Bar Diagram: Practical Problems
11-Nov-21	Rectangular Diagrams
12-Nov-21	Practical Problems
13-Nov-21	Test: Introduction to Statistics
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Pie Diagrams
16-Nov-21	Practical Problems
17-Nov-21	Graphic Presentation of Data: Utility& Types
18-Nov-21	Practical Problems
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Frequency Distribution Graphs
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Practical Problems
23-Nov-21	Practical Problems
24-Nov-21	Practical Problems
25-Nov-21	Measures of Central Tendency : Types of Averages
26-Nov-21	Discuss Solved Examples in class
27-Nov-21	Discuss Solved Examples in class
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Practical Problems
30-Nov-21	Practical Problems
1-Dec-21	Practical Problems
2-Dec-21	Harmonic Mean, Geometric Mean
3-Dec-21	Practical Problems
4-Dec-21	Practical Problems
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Measures of Dispersion: Methods of Measuring Dispersion
7-Dec-21	Practical Problems
8-Dec-21	Mean Deviation: Solved Examples
9-Dec-21	Practical Problems
10-Dec-21	Practical Problems
11-Dec-21	Doubts
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Standard Deviation: solved Examples
14-Dec-21	Practical Problems

15-Dec-21	Practical Problems
16-Dec-21	Doubts
17-Dec-21	Doubts
18-Dec-21	Skewness : Types & Measures of Skewness
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Discuss Solved Examples in class
21-Dec-21	Discuss Solved Examples in class
22-Dec-21	<b>Test</b>
23-Dec-21	Practical Problems
24-Dec-21	Practical Problems
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Moments about Mean: Practical Problems
28-Dec-21	Moments about Assumed Mean: Practical Problems
29-Dec-21	Utility Moments,
30-Dec-21	Meaning of Kurtosis, Measures of Kurtosis
31-Dec-21	Practical Problems and Doubts
1-Jan-22	Sheppard correction of grouping error
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Correlation-introduction, utility, types
4-Jan-22	Correlation and causation, degree of correlation
5-Jan-22	Methods of correlation-graphic method
6-Jan-22	Algebraic method-Karl Pearson's Coefficient of correlation
7-Jan-22	Practical Problems and Doubts
8-Jan-22	Practical Problems and Doubts
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>Calculation</b> of coefficient of correlation in group data
11-Jan-22	<b>Spearman's Rank correlation</b>
12-Jan-22	Concurrent Deviation Method
13-Jan-22	Practical Problems and Doubts
14-Jan-22	Practical Problems and Doubts
15-Jan-22	Practical Problems and Doubts
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Regression-</b> meaning, utility,difference between correlation and regression
18-Jan-22	<b>Types of regression analysis</b>
19-Jan-22	Methods of obtaining regression lines
20-Jan-22	Regression equation
21-Jan-22	Practical Problems and Doubts
22-Jan-22	Practical Problems and Doubts
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Obtaining mean value and correlation coefficient using regression equations
25-Jan-22	Practical Problems and Doubts

26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Standard error of estimate</b>
28-Jan-22	Practical Problems and Doubts
29-Jan-22	Practical Problems and Doubts



**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor : Ms. Rajesh kumari**

**Class And Section: B.Com.(Pass) sem:3 , sec: B**

**Subject : Human Resource Management**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	introduction of the subject
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	meaning and features of human resource management
05-Oct-21	objectives of human resource management
06-Oct-21	Continue
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	scope of human resource management
09-Oct-21	importance of human resource management
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>evolution of HRM</b>
12-Oct-21	continue
13-Oct-21	history and growth of HRM in India
14-Oct-21	barriers of HRM in India
15-Oct-21	<b>Dussehra</b>
16-Oct-21	features of HRM in India
18-Oct-21	revision of chapter
19-Oct-21	Assignment -- what is the scope of human resource management and explain its various functions
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	recruitment introduction
22-Oct-21	factors affecting recruitment
23-Oct-21	continue
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	objectives and importance of recruitment
26-Oct-21	Situational factors affecting recruitment
27-Oct-21	continue
28-Oct-21	recruitment process
29-Oct-21	continue
30-Oct-21	continue

31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	recent trends in recruitment
09-Nov-21	selection and introduction
10-Nov-21	Test – Chapter 1
11-Nov-21	procedure of selection
12-Nov-21	barriers of effective selection
13-Nov-21	oral test of recruitment and selection
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	training and development
16-Nov-21	objectives of training
17-Nov-21	principles of training
18-Nov-21	methods of training
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	methods of training
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	oral test of chapter training
23-Nov-21	Wages introduction and characteristics
24-Nov-21	Objectives of wages and factors affecting wages
25-Nov-21	continue
26-Nov-21	various theories of wages
27-Nov-21	Continue
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	methods of wage payment
30-Nov-21	Continue
1-Dec-21	Continue
2-Dec-21	kinds of incentive wage plans
3-Dec-21	Continue
4-Dec-21	Test – Explain various methods of wage payment
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	difference between wages and salary
7-Dec-21	concept of minimum wage rate
8-Dec-21	difficulties in determining the minimum wages
9-Dec-21	various concept of wages
10-Dec-21	evolution of wage policy in India
11-Dec-21	the minimum wages act 1948 and its objectives

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	continue
14-Dec-21	continue
15-Dec-21	meaning and types of incentives
16-Dec-21	<b>various incentives</b>
17-Dec-21	continue
18-Dec-21	continue
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	advantages disadvantages and forms of various incentives
21-Dec-21	non financial incentive
22-Dec-21	<b>Assignment -- how do incentives contribute into effectiveness of an employee</b>
23-Dec-21	meaning and objectives of industrial relations
24-Dec-21	<b>Revision</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	parties to industrial relations
28-Dec-21	factor influencing industrial relations and principles of industrial relations
29-Dec-21	effects of bad industrial relations
30-Dec-21	aspects of industrial relations
31-Dec-21	scope of industrial relations
1-Jan-22	industrial relations and five year plans
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	oral test of the chapter industrial relations
4-Jan-22	continue
5-Jan-22	industrial disputes
6-Jan-22	Essentials or characteristics of industrial disputes
7-Jan-22	forms of industrial disputes
8-Jan-22	causes of industrial disputes
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	causes of industrial disputes
11-Jan-22	Continue
12-Jan-22	effects of industrial disputes
13-Jan-22	prevention of industrial disputes
14-Jan-22	Test -- industrial relations
15-Jan-22	oral test of industrial disputes
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	industrial disputes in India
18-Jan-22	industrial disputes act 1947
19-Jan-22	machinery for settlement of industrial disputes
20-Jan-22	Procedure powers and duties of authority
21-Jan-22	strikes and lockouts
22-Jan-22	continue

23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (October 2021-2022)**

Name Of The Associate/Assistant Professor: Dr. Rajesh Kumari

Class And Section: B. Com.(Hons.) 3<sup>rd</sup> Sem Subject: CORPORATE LAW - I

Mode Of Teaching: online/ offline

Lectures Per Week: 24

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction with students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Meaning and Characteristics of Company
05-Oct-21	Meaning and Characteristics of Company
06-Oct-21	Advantages of Joint Stock Company
07-Oct-21	Advantages of Joint Stock Company
08-Oct-21	Disadvantages of joint stock company
09-Oct-21	Disadvantage of Joint Stock Company
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Lifting the Corporate Veil
12-Oct-21	Types of Companies
13-Oct-21	Types of Companies
14-Oct-21	Types of Companies
15-Oct-21	Types of Companies
16-Oct-21	Revision of the chapter
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Meaning of Article of Association and its Importance
19-Oct-21	Features
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Obligations to register articles
22-Oct-21	Forms or legal requirement of AOA
23-Oct-21	Content of AOA
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	<b>Test of Chapter 1</b>
26-Oct-21	Alteration of AOA
27-Oct-21	Legal effects of MOA & AOA
28-Oct-21	Legal effects of MOA & AOA
29-Oct-21	Relationship between MOA & AOA

30-Oct-21	Doctrine of Constructive Notice
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Doctrine of indoor management
09-Nov-21	Doctrine of indoor management
10-Nov-21	Doctrine of Ultra –Vires
11-Nov-21	Doctrine of Ultra –Vires
12-Nov-21	Doubts and revision
13-Nov-21	Privileges and Exemptions of Private Company
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Privileges and Exemptions of Private Company
16-Nov-21	Privileges and Exemptions of Private Company
17-Nov-21	Privileges and Exemptions of Private Company
18-Nov-21	Procedure of conversion
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Conversion of a private Company into Public Company
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Conversion of a private Company into Public Company
23-Nov-21	Conversion of a private Company into Public Company
24-Nov-21	Revision of chapter
25-Nov-21	<b>Test of Types of Company</b>
26-Nov-21	What is Formation of Company
27-Nov-21	Stages of Formation of a Company
28-Nov-21	<b>Sunday</b>
29-Nov-21	Meaning and Definition of Promotion of a Company
30-Nov-21	Stages of Promotion
1-Dec-21	Who is Promoters, Meaning and Definition of Promoters
2-Dec-21	Characteristics of Promoter
3-Dec-21	Functions of promoters
4-Dec-21	<b>Assignment given to students of Content and Forms of Prospectus</b>
5-Dec-21	<b>SUNDAY</b>

6-Dec-21	Legal Position of Promoter
7-Dec-21	Legal Position of Promoter
8-Dec-21	Importance of the Promoter
9-Dec-21	Right of Promoters
10-Dec-21	Liabilities of promoters
11-Dec-21	Duties of promoters
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Remuneration and Types of Promoters
14-Dec-21	Remuneration and Types of Promoters
15-Dec-21	Preliminary Contracts
16-Dec-21	Registration of a Company
17-Dec-21	<b>Test- Content and Forms of Prospectus</b>
18-Dec-21	Promoters and registration
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Registration of a Company
21-Dec-21	Registration of a Company
22-Dec-21	Capital Subscription
23-Dec-21	Presentation of Students
24-Dec-21	Presentation of Students
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Presentation of Students
28-Dec-21	Presentation of Students
29-Dec-21	Presentation of Students
30-Dec-21	Presentation of Students
31-Dec-21	Presentation of Students
1-Jan-22	Presentation of Students
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Prospectus of company
4-Jan-22	Contents of Prospectus
5-Jan-22	Misleading Prospectus
6-Jan-22	Consequences of misleading statements in prospectus
7-Jan-22	Consequences of misleading statements in prospectus -1
8-Jan-22	Revision class
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Borrowing Powers of Company
11-Jan-22	Lawful Borrowing
12-Jan-22	Lawful Borrowing
13-Jan-22	Restrictions on Borrowing Powers of a Company
14-Jan-22	Debentures
15-Jan-22	Methods of issuing debentures

16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Charges-meaning and registration
18-Jan-22	Types of charges and effect of non registration of charges
19-Jan-22	Meaning of Memorandum of Association
20-Jan-22	Its Importance
21-Jan-22	Features of memorandum
22-Jan-22	Forms & legal requirement of MOA
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Alteration in memorandum of association
25-Jan-22	Alteration in memorandum of association
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision



**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (October 2021-2022)**

Name Of The Associate/Assistant Professor: Dr. Rajesh Kumari

Class And Section: B.com(Hons) Ist

SemSubject: An Introduction to Statistics

Mode Of Teaching: online/ offline

Lectures Per Week: 24

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction with students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
4-Oct-21	Meaning of statistics
05-Oct-21	Nature of statistics and its functions
06-Oct-21	Nature of statistics and its functions
07-Oct-21	Nature of statistics and its functions
08-Oct-21	Uses and importance of statistics
09-Oct-21	Uses and importance of statistics
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Limitations and distrust of statistics
12-Oct-21	Revision and Doubts of chapter
13-Oct-21	Meaning of Primary and Secondary Data
14-Oct-21	Meaning of Primary and Secondary Data
15-Oct-21	Methods of Collecting Primary Data
16-Oct-21	Methods of collecting primary and secondary data
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Methods of collecting primary and secondary data
19-Oct-21	Precautions in the use of secondary data
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Precautions in the use of secondary data
22-Oct-21	Revision and doubts of chapter
23-Oct-21	Classification of Data:-meaning and its objectives
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Classification of Data:-meaning and its objectives
26-Oct-21	Methods of classification
27-Oct-21	Methods of classification
28-Oct-21	Practical Problems
29-Oct-21	Practical Problems
30-Oct-21	Doubts & Revision
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	

03-Nov-21	<b>Diwali Break</b>	
04-Nov-21		
05-Nov-21		
06-Nov-21		
07-Nov-21		
08-Nov-21		Types of Presentation of Data: Tabulation
09-Nov-21		Solved Examples discuss in class
10-Nov-21	Solved Examples discuss in class	
11-Nov-21	Practical Problems	
12-Nov-21	Practical Problems	
13-Nov-21	Diagrammatic Presentation of Data: Bar Diagrams	
14-Nov-21	<b>SUNDAY</b>	
15-Nov-21	Practical Problems	
16-Nov-21	Types of Bar Diagram: Practical Problems	
17-Nov-21	Rectangular Diagrams	
18-Nov-21	<b>Test: Collection of Data</b>	
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>	
20-Nov-21	Practical Problems of Rectangular Diagrams	
21-Nov-21	<b>SUNDAY</b>	
22-Nov-21	Pie Diagrams	
23-Nov-21	Practical Problems	
24-Nov-21	Graphic Presentation of Data: Utility & Types	
25-Nov-21	Graphic Presentation of Data: Utility & Types	
26-Nov-21	Practical Problems	
27-Nov-21	Frequency Distribution Graphs	
28-Nov-21	<b>Sunday</b>	
29-Nov-21	Practical Problems	
30-Nov-21	Practical Problems	
1-Dec-21	Practical Problems	
2-Dec-21	Measures of Central Tendency : Types of Averages	
3-Dec-21	Discuss Solved Examples in class	
4-Dec-21	Discuss Solved Examples in class	
5-Dec-21	<b>SUNDAY</b>	
6-Dec-21	Practical Problems	
7-Dec-21	Practical Problems	
8-Dec-21	Practical Problems	
9-Dec-21	Measures of Dispersion: Methods of Measuring Dispersion	
10-Dec-21	Practical Problems	
11-Dec-21	Mean Deviation: Solved Examples	
12-Dec-21	<b>SUNDAY</b>	
13-Dec-21	Practical Problems	
14-Dec-21	Standard Deviation: solved Examples	

15-Dec-21	Practical Problems
16-Dec-21	Doubts
17-Dec-21	Skewness : Types & Measures of Skewness
18-Dec-21	Discuss Solved Examples in class
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	<b>Test : Measures of Central Tendency</b>
21-Dec-21	Practical Problems
22-Dec-21	Doubts
23-Dec-21	Practical Problems
24-Dec-21	Moments about Mean: Practical Problems
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Moments about Assumed Mean: Practical Problems
28-Dec-21	Utility Moments,
29-Dec-21	Meaning of Kurtosis, Measures of Kurtosis
30-Dec-21	Practical Problems and Doubts
31-Dec-21	Index Numbers: Uses, Types and Limitations
1-Jan-22	Methods of Constructing Index Number
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Practical Problems
4-Jan-22	Practical Problems
5-Jan-22	Weighted Index Numbers: solved Examples
6-Jan-22	Quantity Index Number : Solved Examples
7-Jan-22	Value Index Number : Solved Examples
8-Jan-22	Practical Problems
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Probability : Some Basic Concepts
11-Jan-22	Definition of Probability: Classical and Empirical and Subjective Approach
12-Jan-22	Practical Problems
13-Jan-22	Theorems of Probability
14-Jan-22	Practical Problems
15-Jan-22	Practical Problems
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Test – Addition Theorem and Multiplication Theorem</b>
18-Jan-22	Practical Problems
19-Jan-22	Doubts Doubts
20-Jan-22	Practical Problems
21-Jan-22	Doubts Doubts
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision

26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**  
**Lesson plan (July 2021-22)**

**Name Of The Associate/Assistant Professor: DR. RAJESH KUMARI**

**Class And Section: M.COM PREVIOUS (I -SEM)**

**Subject: Accounting Standard And Financial Reporting**

**Mode Of Teaching: OFFLINE**

**Lectures Per Week:6**

Date	Topic to be Covered
23-Nov-21	Introduction Of The Syllabus
24-Nov-21	Meaning and objectives of Accounting Standard
25-Nov-21	Benefits of Accounting Standards
26-Nov-21	Explanation of ASB and its Functions
27-Nov-21	Reasons for Slow Development made by ASB in India
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Explanation of IASC and its objectives
30-Nov-21	Fundamental Accounting Assumptions, Accounting Policies
1-Dec-21	Difficulties in Setting Accounting Standards
2-Dec-21	Who prepare the Accounting Standards
3-Dec-21	Scope of Accounting Standards
4-Dec-21	Compliance with the Accounting Standards
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Applicability of Accounting Standards in India
7-Dec-21	Stages and process of Standards Setting in India
8-Dec-21	Contemporary Issues in Accounting: Human Resource Accounting
9-Dec-21	Human Resource Accounting
10-Dec-21	Human Resource Accounting
11-Dec-21	Corporate Social Reporting
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>Test of Compliance and Stages and Process of Standards setting in India</b>
14-Dec-21	Corporate Social Reporting
15-Dec-21	Corporate Social Reporting
16-Dec-21	Forensic Accounting
17-Dec-21	Forensic Accounting
18-Dec-21	Forensic Accounting
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Environmental Reporting
21-Dec-21	Environmental Reporting
22-Dec-21	Environmental Reporting
23-Dec-21	Need for Mutual Funds Financial Statements, Mutual Funds in India
24-Dec-21	Norms for Mutual Funds in India, Need for Financial Reporting of Mutual Funds
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>

27-Dec-21	Norms for Mutual Funds in India, Need for Financial Reporting of Mutual Funds
28-Dec-21	Concept of Non Banking Finance Corp.(NBFC)
29-Dec-21	Rule and Regulations Regarding Mutual Fund in India
30-Dec-21	Rule and Regulations Regarding Mutual Fund in India
31-Dec-21	Concept of Merchant Bankers
1-Jan-22	Status of Merchant Bankers in India
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Status of Merchant Bankers in India
4-Jan-22	IFRS: Meaning and History
5-Jan-22	Objectives and scope of IFRS
6-Jan-22	Current Status and Challenges of IFRS
7-Jan-22	Convergence of Indian Accounting Standards
8-Jan-22	Convergence of Indian Accounting Standards
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	IASB: Meaning , History
11-Jan-22	Objective and Scope of IASB
12-Jan-22	FASB: History and its Pronouncements
13-Jan-22	Harmonization in Accounting and Reporting
14-Jan-22	Harmonization in Accounting and Reporting
15-Jan-22	Harmonization in Accounting and Reporting
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Test - Financial Reporting</b>
18-Jan-22	Financial Disclosure And Reporting
19-Jan-22	Financial Disclosure And Reporting
20-Jan-22	Financial Disclosure And Reporting
21-Jan-22	True Blood Report
22-Jan-22	True Blood Report
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Corporate Report
25-Jan-22	Corporate Report
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Stamp Report
28-Jan-22	IASB's and FASB's Conceptual Framework
29-Jan-22	IASB's and FASB's Conceptual Framework
30-Jan-22	<b>SUNDAY</b>
31-Jan-22	IASB's and FASB's Conceptual Framework
1-Feb-22	Corporate Annual Reporting
2-Feb-22	Corporate Annual Reporting
3-Feb-22	Corporate Annual Reporting
4-Feb-22	Corporate Annual Reporting
5-Feb-22	<b>VASANT PANCHMI</b>
6-Feb-22	<b>SUNDAY</b>
7-Feb-22	<b>Test – Reporting by Mutual Fund</b>
8-Feb-22	Segment Reporting
9-Feb-22	Segment Reporting
10-Feb-22	Segment Reporting

11-Feb-22	Segment Reporting
12-Feb-22	Interim Financial Reporting
13-Feb-22	<b>SUNDAY</b>
14-Feb-22	Interim Financial Reporting
15-Feb-22	Interim Financial Reporting
16-Feb-22	<b>GURU RAVIDAS JAYANTI</b>
17-Feb-22	Interim Financial Reporting
18-Feb-22	<b>Revision</b>
19-Feb-22	<b>Revision</b>
20-Feb-22	<b>SUNDAY</b>
21-Feb-22	<b>Revision</b>
22-Feb-22	<b>Revision</b>
23-Feb-22	<b>Revision</b>
24-Feb-22	<b>Revision</b>
25-Feb-22	<b>Revision</b>
26-Feb-22	<b>MAHARISHI DAYANAND SARASWATI JAYANTI</b>
27-Feb-22	<b>SUNDAY</b>
28-Feb-22	<b>Revision</b>

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (October 2021-2022)**

Name Of The Associate/Assistant Professor: Dr. Rajesh Kumari

Class And Section: M.com(Final) (3rd sem)

Subject: Marketing Concepts and Decision Making

Mode Of Teaching: online/ offline

Lectures Per Week: 24

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction with students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Concept of marketing
05-Oct-21	Nature of marketing
06-Oct-21	Scope and importance of marketing
07-Oct-21	Scope and importance of marketing
08-Oct-21	Scope and importance of marketing
09-Oct-21	Understanding concept of relationship marketing
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Integrated marketing
12-Oct-21	Internal marketing
13-Oct-21	Performance marketing
14-Oct-21	Different old concept of marketing
15-Oct-21	Marketing task
16-Oct-21	What is customer
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Marketing p's and c'
19-Oct-21	Customer value
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Customer value delivery
22-Oct-21	Value chain
23-Oct-21	Core competencies
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	<b>Test</b>
26-Oct-21	Strategic marketing planning :- an introduction
27-Oct-21	Difference b/w strategic plan and marketing management
28-Oct-21	Strategic marketing planning process
29-Oct-21	Strategic analysis of business units
30-Oct-21	BCG METRIX
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	



04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Multi factor matrix
09-Nov-21	Corporate and division strategic planning
10-Nov-21	Marketing environment
11-Nov-21	Macro component
12-Nov-21	Micro component
13-Nov-21	Impact of micro and macro in marketing decision
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Introduction of marketing segment
16-Nov-21	Benefits and cost of marketing segment
17-Nov-21	Requisites of marketing segment
18-Nov-21	Product positioning
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Steps in buying process
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Consumer decision making process
23-Nov-21	Creating consumer value
24-Nov-21	Satisfaction and loyalty
25-Nov-21	<b>Test</b>
26-Nov-21	Discussion of buyer behavior
27-Nov-21	Concept of product
28-Nov-21	<b>Sunday</b>
29-Nov-21	Classification of products
30-Nov-21	Major product decisions
1-Dec-21	Product line
2-Dec-21	Product mix
3-Dec-21	Branding
4-Dec-21	<b>Assignment given to students of Market Segmentation and Component of Marketing Environment</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Packing
7-Dec-21	Labeling
8-Dec-21	Product life cycle
9-Dec-21	Strategic implication
10-Dec-21	New product development
11-Dec-21	Strategies for New product development
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Consumer adoption process
14-Dec-21	Product Decision
15-Dec-21	Product Decision
16-Dec-21	Pricing decision introduction
17-Dec-21	Pricing decision
18-Dec-21	Factor affecting pricing decision

19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Pricing policies and strategies
21-Dec-21	Pricing policies and strategies
22-Dec-21	Introduction Promotional Decision
23-Dec-21	Promotional decision
24-Dec-21	Communication process
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>TEST</b>
28-Dec-21	Promotion mix and Advertising
29-Dec-21	Promotion mix and Advertising
30-Dec-21	Promotion mix and Advertising
31-Dec-21	Promotion mix and Advertising
1-Jan-22	Promotion mix and Advertising
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Sales promotion
4-Jan-22	Sales promotion
5-Jan-22	Sales promotion
6-Jan-22	Publicity
7-Jan-22	Publicity
8-Jan-22	Publicity
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Publicity
11-Jan-22	Public relation
12-Jan-22	Public relation
13-Jan-22	Determining advertising budget
14-Jan-22	Determining advertising budget
15-Jan-22	Media selection
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Advertising effectiveness and sales promotion
18-Jan-22	Tools used for sales promotional
19-Jan-22	Nature and function of distribution channels
20-Jan-22	Types of distribution channels
21-Jan-22	Intermediaries of distribution channels and Channel management decision
22-Jan-22	Retailing and wholesaling, and Decision areas of management
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Retailing and wholesaling, and Decision areas of management
25-Jan-22	Physical distribution and its decision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Physical distribution and its decision
28-Jan-22	Physical distribution and its decision
29-Jan-22	Doubt Class







**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Madhu Saitya**

**Class And Section: B.com (CA) 5<sup>th</sup> sem (Sec. D+E)**

**Subject: Taxation Law-I**

**Mode Of Teaching: Online and offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction of Income Tax
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	History of Tax
05-Oct-21	Concept Of Income
06-Oct-21	Gross total Income
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Total Income
09-Oct-21	Previous Year
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Assessment Year
12-Oct-21	Casual Incomes
13-Oct-21	Tax Rates for Assessment Year 2020-21
14-Oct-21	Meaning of Assessee
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Meaning of Person
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Tax Evasion, Tax avoidance and Tax Planning
19-Oct-21	Agricultural Income
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Agricultural Income
22-Oct-21	Practical Problems
23-Oct-21	Practical Problems
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Practical Problems
26-Oct-21	doubts
27-Oct-21	Exempted Incomes From Tax
28-Oct-21	Exempted Incomes From Tax-for all assessee
29-Oct-21	Exempted Incomes From Tax-for all assessee
30-Oct-21	Exempted Incomes From Tax-for all institutions
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Residential Status and Tax Liability-introduction
09-Nov-21	Residential Status and Tax Liability
10-Nov-21	Practical Problems Of Residential Status
11-Nov-21	Practical Problems Of Residential Status
12-Nov-21	Practical Problems Of Residential Status
13-Nov-21	Doubts
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Incidence of Tax Liability
16-Nov-21	Incidence of Tax Liability
17-Nov-21	Practical problems on incidence of tax
18-Nov-21	Practical problems on incidence of tax
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Assignment On Topic:-Residential Status
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Test</b>
23-Nov-21	<b>Income from house property: Introduction</b>
24-Nov-21	Annual Value: In case of let out House
25-Nov-21	Deduction & Annual Value: In case of Building self-occupied
26-Nov-21	Practical Questions
27-Nov-21	Practical Questions
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Interest on house proparty</b>
30-Nov-21	Pre and post acquisition period
1-Dec-21	Practical Questions
2-Dec-21	Practical Questions
3-Dec-21	<b>Doubts</b>
4-Dec-21	Profits of Business or Profession: Meaning, Profits, Important Rules
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Deductions Expressly Allowed
7-Dec-21	Deductions Expressly Allowed
8-Dec-21	Deductions Expressly disallowed
9-Dec-21	Deductions Expressly disallowed
10-Dec-21	<b>test</b>
11-Dec-21	Practical Questions
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Practical Questions
14-Dec-21	Practical Questions and doubts

15-Dec-21	<b>Doubts</b>
16-Dec-21	Depreciation- Introduction
17-Dec-21	Practical Questions and doubts
18-Dec-21	Practical Questions and doubts
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Capital Gains: Meaning and transfer of capital assets
21-Dec-21	Computation of capital Gains
22-Dec-21	Computation of capital Gains
23-Dec-21	Cost of acquisition
24-Dec-21	Capital gain exempted from tax
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Capital Gain in special cases
28-Dec-21	Capital Gain in special cases
29-Dec-21	Practical Questions
30-Dec-21	Practical Questions
31-Dec-21	Doubts of the chapter
1-Jan-22	Income from Other sources- An Introduction
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Explanation of other important Incomes
4-Jan-22	Deductions allowed, Amount not deductible, Computation of income from other sources
5-Jan-22	Practical Questions
6-Jan-22	Practical Questions
7-Jan-22	<b>Test</b>
8-Jan-22	Assignment
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Income From Salaries
11-Jan-22	Allowances
12-Jan-22	Partially Exempted Allowances
13-Jan-22	Perquisites
14-Jan-22	Tax free perquisites
15-Jan-22	Provident Fund
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Practical Questions
18-Jan-22	Practical Questions
19-Jan-22	Practical Questions
20-Jan-22	Retirement Benefits: Gratuity
21-Jan-22	Pension and commuted pension
22-Jan-22	VRS, practical Questions
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Deemed Income and clubbing of income



25-Jan-22	Set off and carry forward of losses
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Deductions from G.T.I: deductions related to Expenses
28-Jan-22	Deductions from G.T.I: deductions related to Expenses
29-Jan-22	<b>REVISION</b>







**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

Name Of The Associate/Assistant Professor:Ms. Madhu Saitya

Class And Section: B.com (pass) sec-B,C

Subject: cost Accounting

Mode Of Teaching: offline

Lectures Per Week:6

Date	Topic to be Covered
01-Oct-21	Cost Accounting - Introduction
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Meaning and Definition
05-Oct-21	Nature of Cost Accounting
06-Oct-21	Scope, Functions ,Types
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Importance and Limitations
09-Oct-21	Instalation of Costing System
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Financial Accounting, Cost Accounting, Mgt. Accounting
12-Oct-21	Dissscussion About Various Statements
13-Oct-21	Doubts
14-Oct-21	Cost: Elements, Concepts and Classification
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Material Cost, Labour Cost
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Expenses, Classification of Overheads
19-Oct-21	Product Cost And Period Cost
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Material Cost Accounting: Introduction
22-Oct-21	Purchase of Material
23-Oct-21	Purchase Cycle
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Store Organisation
26-Oct-21	Costing of Material
27-Oct-21	Pricing of Material
28-Oct-21	LIFO, FIFO method
29-Oct-21	Avg. Price Method
30-Oct-21	Other Methods
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Practical Questions
09-Nov-21	Practical Questions
10-Nov-21	Test of Chapter-1
11-Nov-21	Inventory Introduction
12-Nov-21	Relevant Inventory Control Decision
13-Nov-21	Selective Techniques
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Selective Techniques
16-Nov-21	Perpetual Inventory System
17-Nov-21	Labour Cost Accounting: Introduction
18-Nov-21	Labour Turnover
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Various methods
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Various Concepts regarding labour Cost
23-Nov-21	CAS-7
24-Nov-21	Doubts
25-Nov-21	Methods of Wage Payment
26-Nov-21	Time Rate System
27-Nov-21	Piece Rate System
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Incentive Schemes
30-Nov-21	Premium Bonus Method
1-Dec-21	Group System
2-Dec-21	Other Methods
3-Dec-21	Additional Illustrations
4-Dec-21	Additional Illustrations
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Doubt Class
7-Dec-21	Overheads Accounting: Classification of Overheads
8-Dec-21	<b>Collection of Overheads, Treatment of different overhead items</b>
9-Dec-21	<b>CAS-9</b>
10-Dec-21	Problems in Distribution of Overheads
11-Dec-21	Departmentalisation of Overheads
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Primary Distribution of Overheads
14-Dec-21	Secondary Distribution of Overheads
15-Dec-21	Practicals
16-Dec-21	Absorption of Overheads
17-Dec-21	Methods of Absorption
18-Dec-21	Practicals related to various methods
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Doubts
21-Dec-21	Machine Hour Rate Method Theory
22-Dec-21	Computation of Machine Hour Rate
23-Dec-21	Computation of Machine Hour Rate
24-Dec-21	<b>Practical questions</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Practical questions</b>
28-Dec-21	Unit and Output Costing -1
29-Dec-21	Cost Sheet
30-Dec-21	Types of cost sheet
31-Dec-21	Continue
1-Jan-22	Illustrations
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>Doubts</b>
4-Jan-22	Production Account
5-Jan-22	Unit and Output Costing-1, Exercise Questions
6-Jan-22	Unit and Output Costing-1, Exercise Questions
7-Jan-22	Unit and Output Costing-11, theory
8-Jan-22	Unit and Output Costing-11, Practicals
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Unit and Output Costing-11, Practicals
11-Jan-22	Exercise Questions
12-Jan-22	Doubt Clearing Session
13-Jan-22	Reconciliation of Cost and Financial Accounts
14-Jan-22	Theory
15-Jan-22	Practicals
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	practicals
18-Jan-22	Doubts
19-Jan-22	Doubts
20-Jan-22	Test of above chapter
21-Jan-22	Revision
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms Seema Behl**

**Class And Section: B.com(Pass) 5th sem, Sec. A&C**

**Subject: Entrepreneurship and small scale business**

**Mode Of Teaching: online/ offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction about Entrepreneurship
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of entrepreneur and entrepreneurs
05-Oct-21	Characteristics of Entrepreneur
06-Oct-21	Functions of Entrepreneur
07-Oct-21	Maharaja Agarsen Jayanti
08-Oct-21	Types of Entrepreneurs
09-Oct-21	Difference between entrepreneur, manager and intrpreneur
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Concept of entrepreneurship
12-Oct-21	The Entrepreneurial process
13-Oct-21	Nature and Characteristics of Entrepreneurship
14-Oct-21	Need and importance of Entrepreneurship
15-Oct-21	<b>Dussehra</b>



16-Oct-21	Role of an Entrepreneurship in Economic Development
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Diff. between Entrepreneurship, Employment and Self employment
19-Oct-21	Business Environment - Meaning and Features
20-Oct-21	Maharishi Valmiki Jayanti
21-Oct-21	Components of business environment
22-Oct-21	Components of business environment
23-Oct-21	Environment Scanning and its approach
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Techniques used for Environmental Analysis
26-Oct-21	Environment Appraisal
27-Oct-21	Large scale Entrepreneur and its problems
28-Oct-21	Concept of small Enterprises
29-Oct-21	Characteristics and scope of small Entrepreneur
30-Oct-21	Importance of Small Entrepreneur
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Importance of Small Enterprises in Indian Economy Dirwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	

08-Nov-21	Problems of Small Entrepreneurs
09-Nov-21	Relationship and difference between large and Small Scale enterprise
10-Nov-21	Assignment - Explain importance and problems of Small Scale enterprise
11-Nov-21	Assignment - Explain importance and problems of Small Scale
12-Nov-21	Assignment - Explain importance and problems of Small Scale
13-Nov-21	<b>Oral test</b>
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Development of Entrepreneurship
16-Nov-21	Objectives of EDPS
17-Nov-21	Course Content of EDP , and Phases of EDPS
18-Nov-21	Problems faced by EDPS and its criteria
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Consultancy organisation and its role
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Continue
23-Nov-21	Entrepreneur real motivation
24-Nov-21	Motivation process and Motivation Theories
25-Nov-21	Motivation Theories
26-Nov-21	Opportunity - Meaning and Elements
27-Nov-21	Idea - sources , techniques for generating new business idea
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Techniques of generating new business idea
30-Nov-21	Creativity and Innovation

01-Dec-21	Types of Thinking mode
02- Dec -21	Diff. or relationship between divergent and convergent thinking
03- Dec -21	Assignment - explain methods of generating ideas
04- Dec -21	Networking marketing
05- Dec -21	<b>SUNDAY</b>
06- Dec -21	Franchising
07-Dec-21	Business Process outsourcing
08- Dec -21	Steps for setting up a new enterprise
09- Dec -21	Continue
10- Dec -21	Test - Explain the process of setting up new venture
11- Dec -21	Meaning and objectives of Project Report
12- Dec -21	<b>SUNDAY</b>
13- Dec -21	Importance of Project Report
14- Dec -21	Content of project report
15- Dec -21	Precautions while preparing project report
16- Dec -21	Market survey - Introduction
17- Dec -21	Objectives of market survey
18- Dec -21	Process of market survey
19- Dec -21	<b>SUNDAY</b>
20- Dec -21	Preliminary project report
21- Dec -21	Advantages and Content of PPR
22- Dec -21	Meaning and features of management
23- Dec -21	Management functions

24- Dec -21	Functional Areas of Management
25- Dec -21	<b>CHRISTMAS DAY</b>
26- Dec -21	<b>SUNDAY</b>
27- Dec -21	Production Management - An Introduction
28- Dec -21	key decisions under operation management
29- Dec -21	Planning and Control of Production Process
30- Dec -21	Quality control
31- Dec -21	Growth – An Introduction and its need
1-Jan-22	Retrenchment Strategies
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Combination Strategies, concentration strategies
4-Jan-22	International Strategies and Crisis in Business Growth
5-Jan-22	Marketing Management and introduction
6-Jan-22	Marketing mix and product mix
7-Jan-22	Product life cycle
8-Jan-22	Price mix, promotion mix and place mix
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Marketing Consortium
11-Jan-22	Tender Marketing and Incentives and Subsidies
12-Jan-22	Various subsidies in operation
13-Jan-22	Various assistance program
14-Jan-22	Advantages and problems of incentives and subsidies
15-Jan-22	Taxation benefits to small scale industries
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Assignment - subsidies for small scale industries in India
18-Jan-22	Institutional support and introduction
19-Jan-22	Need of institutional support

20-Jan-22	Small industries development organisation
21-Jan-22	National small industries corporation and smallindustries service institute
22-Jan-22	District industries centre and their functions
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Small industries development Bank of India and their functions
25-Jan-22	Small scale industries board
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	State industrial development corporations
28-Jan-22	State financial corporation and their functions
29-Jan-22	<b>Revision</b>

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**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Seema Behl**

**Class And Section: B.Com C.A 3<sup>rd</sup> Sem {D&E}**

**Subject: Corporate Accounting - I**

**Mode Of Teaching: Online/Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation Programme
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Issue of shares -Introduction, Types of company
05-Oct-21	Types of shares, Issue of shares , Book Building
06-Oct-21	Shares issued at par and premium
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	Calls in arrear, calls in advance
09-Oct-21	Oversubscription of shares
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Forfeiture of shares & re- issue
12-Oct-21	Practical Questions
13-Oct-21	Practical Questions
14-Oct-21	Practical Questions
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Oversubscription & pro-rata allotment
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Practical Questions
19-Oct-21	Practical Questions
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Practical Questions
22-Oct-21	Practical Questions
23-Oct-21	Buy Back of shares
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Practical Questions
26-Oct-21	Right Shares
27-Oct-21	Practical problems
28-Oct-21	Redemption of Preference Shares-Introduction & accounting treatment
29-Oct-21	Redemption at par & premium
30-Oct-21	Test-Issue of Shares
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Calls in arrear.
09-Nov-21	Redemption of partly paid shares
10-Nov-21	Bonus shares
11-Nov-21	Practical Questions
12-Nov-21	Practical problems
13-Nov-21	Issue of Debentures-Meaning & Types
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Issue of debentures at par, premium & discount
16-Nov-21	Issue of debentures as collateral security
17-Nov-21	Interest on debentures
18-Nov-21	Redemption of Debentures
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Practical Questions
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Practical problems
23-Nov-21	Assignment-Buy Back Of Shares
24-Nov-21	<b>HOLIDAY</b>
25-Nov-21	Redemption of debentures-Sources of funds
26-Nov-21	Methods of Redemption- By lump sum payment
27-Nov-21	Creation of Sinking Fund or Debenture Redemption Fund
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Practical Questions
30-Nov-21	Insurance Policy Method
1-Dec-21	Practical Questions
2-Dec-21	Redemption of debentures by draw of lots
3-Dec-21	Practical Questions
4-Dec-21	Redemption of debentures by conversion into shares
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Purchase of own debentures in open market
7-Dec-21	Practical Questions
8-Dec-21	Ex-Interest & cum Interest
9-Dec-21	Practical Questions
10-Dec-21	Practical problems
11-Dec-21	Valuation of Goodwill-Meaning, Origin, Need
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Methods of valuation of goodwill-Average profit method
14-Dec-21	Super profit method
15-Dec-21	Practical Questions
16-Dec-21	Capitalisation Method
17-Dec-21	Practical Questions
18-Dec-21	Purchase Consideration & Annuity Method
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Practical Questions
21-Dec-21	Practical problems
22-Dec-21	Valuation of Shares-Introduction, Factors affecting valuation of shares
23-Dec-21	Methods of valuation of shares-Net Asset Method
24-Dec-21	Practical Questions
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Test-Valuation of Goodwill
28-Dec-21	Practical Questions
29-Dec-21	Dividend Yield Method
30-Dec-21	Practical Questions
31-Dec-21	Earning Capacity Method
1-Jan-22	Practical Questions
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Average Method
4-Jan-22	Practical Questions
5-Jan-22	Practical problems
6-Jan-22	P&L Prior to Incorporation- Introduction & calculation of ratios
7-Jan-22	Practical Questions
8-Jan-22	Practical Questions
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Test-Issue of Debentures
11-Jan-22	Practical Questions
12-Jan-22	Practical problems
13-Jan-22	Final Accounts of companies-Introduction
14-Jan-22	Performa of Balance Sheet- Explanation
15-Jan-22	Performa of Balance Sheet- Explanation
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Practical Questions
18-Jan-22	Practical Questions
19-Jan-22	Performa of P& L A/c- Explanation
20-Jan-22	Practical Questions
21-Jan-22	Practical Questions
22-Jan-22	Practical problems
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision







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**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Seema Behl**

**Class And Section: BBA 1<sup>st</sup> Sem**

**Subject: Business Communication**

**Mode Of Teaching: Online/Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation programme
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Business Communication-Introduction
05-Oct-21	Meaning of Communication
06-Oct-21	Meaning of Communication
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	Types of Communication
09-Oct-21	Types of Communication
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Types of Communication
12-Oct-21	Communication Process
13-Oct-21	Communication Process
14-Oct-21	Communication Process
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Basic Forms of Communication
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Basic Forms of Communication
19-Oct-21	Basic Forms of Communication
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Business Communication
22-Oct-21	Role of Communication Skills In Business
23-Oct-21	Benefits of Communication
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Benefits of Communication
26-Oct-21	Main Forms of Communication
27-Oct-21	Main Forms of Communication
28-Oct-21	Main Forms of Communication
29-Oct-21	Main Forms of Communication
30-Oct-21	Test-Types & Forms of Communication
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Communication Network
09-Nov-21	Communication Network
10-Nov-21	Communication Network
11-Nov-21	Communication Network
12-Nov-21	Barriers to Communication
13-Nov-21	Barriers to Communication
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Barriers to Communication
16-Nov-21	Barriers to Communication
17-Nov-21	Listening Skills In communication
18-Nov-21	Listening Skills In communication
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Listening Skills In communication
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Listening Skills In communication
23-Nov-21	Listening Skills In communication
24-Nov-21	<b>HOLIDAY</b>
25-Nov-21	Assignment-Barriers to Communication
26-Nov-21	Reading Skills in Communication
27-Nov-21	Reading Skills in Communication
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Reading Skills in Communication
30-Nov-21	Reading Skills in Communication
1-Dec-21	Reading Skills in Communication
2-Dec-21	Speaking Skills In Communication
3-Dec-21	Speaking Skills In Communication
4-Dec-21	Speaking Skills In Communication
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Speaking Skills In Communication
7-Dec-21	Public Speaking ,voice Modulation and Body
8-Dec-21	Public Speaking ,voice Modulation and Body
9-Dec-21	Public Speaking ,voice Modulation and Body
10-Dec-21	Public Speaking ,voice Modulation and Body
11-Dec-21	Public Speaking ,voice Modulation and Body
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Test –Listening Skills in Communication
14-Dec-21	Written Communication
15-Dec-21	Written Communication
16-Dec-21	Written Communication
17-Dec-21	Written Communication
18-Dec-21	Business Letters Formats
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Business Letters Formats
21-Dec-21	Business Letters Formats
22-Dec-21	Sales Letters Formats
23-Dec-21	Sales Letters Formats
24-Dec-21	Sales Letters Formats
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Claim Letters Formats
28-Dec-21	Claim Letters Formats
29-Dec-21	Claim Letters Formats
30-Dec-21	Employment Letters Formats
31-Dec-21	Employment Letters Formats
1-Jan-22	Employment Letters Formats
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Memos, Circulars and Notice
4-Jan-22	Memos ,Circulars and Notice
5-Jan-22	Memos, Circulars and Notice
6-Jan-22	Business Reports Meaning and Types
7-Jan-22	Business Reports Meaning and Types
8-Jan-22	Business Reports Meaning and Types
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Business Reports Meaning and Types
11-Jan-22	Test-Business Reports Meaning and Types
12-Jan-22	Brochures
13-Jan-22	Brochures
14-Jan-22	Document of Meetings
15-Jan-22	Notice and Formats
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Agenda and Formats
18-Jan-22	Minutes of Meeting and Formats
19-Jan-22	Minutes of Meeting and Formats
20-Jan-22	Minutes of Meeting and Formats
21-Jan-22	Revision
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Rekha Barak**

**Class And Section: B.Com.(CA) Vth Sem Sec D&E**

**Subject: Accounting For Management**

**Mode Of Teaching: Online & Offline**

**Lectures Per Week:06**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Management accounting: meaning ,nature and scope
05-Oct-21	Functions and role of management accounting
06-Oct-21	Continue...
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	The management accountant
09-Oct-21	The controller
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	The treasurer
12-Oct-21	Management accounting principles
13-Oct-21	Management accounting Vs.Cost accounting Vs.Financial accounting
14-Oct-21	Advantages of management accounting
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Limitations of management accounting
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Tools and techniques of management accounting
19-Oct-21	Continue...
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Financial statements- introduction
22-Oct-21	Financial statements: types
23-Oct-21	Continue...
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Nature of financial statements
26-Oct-21	Essentials of ideal financial statements
27-Oct-21	Importance of financial statements
28-Oct-21	Continue...
29-Oct-21	limitations of financial statements
30-Oct-21	Continue...
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Meaning of analysis and interpretation of financial statements
09-Nov-21	Process of financial analysis
10-Nov-21	Continue...
11-Nov-21	Types or approaches of financial analysis
12-Nov-21	Test: Management accounting: meaning ,nature and scope
13-Nov-21	Object or Purpose of financial statements
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Significance or importance of financial analysis
16-Nov-21	Continue...
17-Nov-21	Methods of financial analysis: comparative financial statements
18-Nov-21	Continue...
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Comparative balance sheet
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Continue...
23-Nov-21	Comparative statement of profit and loss
24-Nov-21	Comparative statement of cost of production
25-Nov-21	Continue...
26-Nov-21	Comparative statement of working capital
27-Nov-21	Continue...
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Common size statement
30-Nov-21	Trend percentages
1-Dec-21	Continue...
2-Dec-21	Ratio analyses: meaning
3-Dec-21	Ratio analyses :objectives
4-Dec-21	Advantages of Ratio analyses
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Limitations of accounting ratios
7-Dec-21	Classifications of Ratios :liquidity ratios
8-Dec-21	Continue...
9-Dec-21	Solvency Ratios
10-Dec-21	Continue...
11-Dec-21	Test: financial statements
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Activity Ratios : Stock Turnover Ratio
14-Dec-21	Continue...
15-Dec-21	Debtors Turnover Ratio
16-Dec-21	Continue...
17-Dec-21	Creditors Turnover Ratio
18-Dec-21	Continue...
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Fixed Assets Turnover Ratio
21-Dec-21	Continue...
22-Dec-21	Working Capital Turnover Ratio
23-Dec-21	Continue...
24-Dec-21	Profitability Ratios
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Profitability Ratios based on sales
28-Dec-21	Profitability Ratios based on sales
29-Dec-21	Profitability Ratios based on sales
30-Dec-21	Profitability Ratio based on investment
31-Dec-21	Profitability Ratio based on investment
1-Jan-22	Calculation of missing value through Ratios
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Calculation of missing value through Ratios
4-Jan-22	<b>Test:</b> Ratio analyses
5-Jan-22	Cash flow statement; objectives
6-Jan-22	Limitations of cash flow statement
7-Jan-22	difference between cash flow statement and cash budget
8-Jan-22	Procedure of preparing Cash Flow Statement
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Classification of Cash Flows: Cash Flow from Operating Activities
11-Jan-22	Direct and Indirect Method
12-Jan-22	Cash Flow from Investing Activities
13-Jan-22	Cash Flow from Financing Activities
14-Jan-22	Preparation of Cash flow Statement
15-Jan-22	Continue...
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Financial Planning : Meaning , Objectives, Procedure of Financial Planning
18-Jan-22	Factors affecting financial planning, Significance and Limitations of financial planning
19-Jan-22	Characteristics or Principles of a sound financial plan
20-Jan-22	Capital Budgeting : Meaning and Nature
21-Jan-22	Features and kinds of Capital Budgeting Decisions
22-Jan-22	Techniques of Capital Budgeting : ARR method
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Pay Back Method
25-Jan-22	NPV Method, Profitability Index or PI method
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	IRR Method
28-Jan-22	<b>Capital Rationing</b>
29-Jan-22	<b>Continue...</b>



**K.L Mehta Davanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Rekha Barak**

**Class And Section: M.Com. 3<sup>rd</sup> sem**

**Subject: Advanced Cost Accounting**

**Mode Of Teaching: Online & offline**

**Lectures Per Week: 24**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Modern techniques of inventory management-Introduction
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	ABC Analysis – Introduction
05-Oct-21	Main features of ABC Analysis
06-Oct-21	Continue..
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	VED Analysis-Introduction
09-Oct-21	Advantages and limitations of ABC Analysis
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Advantages and limitations of ABC Analysis
12-Oct-21	Practical problems
13-Oct-21	Difference between ABC and VED analysis
14-Oct-21	Inventory Turnover Ratio- Introduction
15-Oct-21	<b>Dussehra</b>
16-Oct-21	FNSD classification
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Importance and limitations of material turnover ratio
19-Oct-21	Continue..
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Inventory system- Introduction
22-Oct-21	Periodic Inventory system,
23-Oct-21	Perpetual inventory system
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	JIT Approach – Introduction and importance of JIT
26-Oct-21	JIT Approach- methodology and impact
27-Oct-21	Continue..
28-Oct-21	Continue..
29-Oct-21	Zero inventory system
30-Oct-21	Control ratios and aging schedule of inventory
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	

03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	MRP-1 -introduction
09-Nov-21	objectives
10-Nov-21	Continue..
11-Nov-21	Assumptions and requirements of MRP-1
12-Nov-21	Methodology and pre-requisites of MRP-1
13-Nov-21	Continue..
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Advantages and problems related to MRP-1
16-Nov-21	ERP – Introduction
17-Nov-21	Characteristics and scope of ERP
18-Nov-21	Test - MRP – I
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Evolution, Importance and problems related to ERP
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Continue..
23-Nov-21	Pre-requisites and implementation of ERP
24-Nov-21	Back Flush Costing – Introduction
25-Nov-21	Objectives and conditions for adopting Back Flush Costing
26-Nov-21	Types of Back Flush Costing
27-Nov-21	Practical problems related to Back Flush Costing
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Criticism of Back Flush Costing
30-Nov-21	Accounting for variances
1-Dec-21	Disposition of variances
2-Dec-21	Back Flush Costing in JIT
3-Dec-21	Continue..
4-Dec-21	MRP-II - Introduction
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Essential elements of MRP – II
7-Dec-21	Difference between MRP – I , MRP-II and JIT
8-Dec-21	Importance of MRP-II
9-Dec-21	Steps and difficulties in implementation of MRP - II
10-Dec-21	Test- MRP – II
11-Dec-21	Lean accounting-introduction and principles
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Implementation of Lean accounting
14-Dec-21	Continue..
15-Dec-21	Non- integrated accounting – Introduction
16-Dec-21	Characteristics and importance of non – integrated accounting
17-Dec-21	Preparation of accounts
18-Dec-21	Entries in cost journals

19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Preparation of trial balance
21-Dec-21	Practical problems
22-Dec-21	Journal entries and third entry method
23-Dec-21	Preparation of trial balance
24-Dec-21	Practical problems
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Integrated accounting – Introduction
28-Dec-21	Characteristics and importance of integrated accounting
29-Dec-21	Preparation of accounts
30-Dec-21	Journal entries
31-Dec-21	Practical problems
1-Jan-22	Practical problems
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Assignment-integrated and non- integrated (entries)
4-Jan-22	Uniform costing – introduction
5-Jan-22	Essential requirements for uniform costing
6-Jan-22	Continue..
7-Jan-22	Continue..
8-Jan-22	Uniform cost manual
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Objectives and suitability of uniform costing
11-Jan-22	Continue..
12-Jan-22	Importance and limitations of uniform costing
13-Jan-22	Continue..
14-Jan-22	Inter-firm comparison
15-Jan-22	Continue..
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Continue..
18-Jan-22	Continue..
19-Jan-22	Importance and limitations of Inter-firm comparison
20-Jan-22	Continue..
21-Jan-22	Continue..
22-Jan-22	Continue..
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Rekha Barak**

**Class And Section: B.com V CA (Sec. E)**

**Subject: cost Accounting**

**Mode Of Teaching: offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Cost Accounting - Introduction
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Meaning and Definition
05-Oct-21	Nature of Cost Accounting
06-Oct-21	Scope, Functions ,Types
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Importance and Limitations
09-Oct-21	Instalation of Costing System
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Financial Accounting, Cost Accounting, Mgt. Accounting
12-Oct-21	Discussion About Various Statements
13-Oct-21	Doubts
14-Oct-21	Cost: Elements, Concepts and Classification
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Material Cost, Labour Cost
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	<b>Expenses, Classification of Overheads</b>
19-Oct-21	<b>Product Cost And Period Cost</b>
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Material Cost Accounting: Introduction
22-Oct-21	Purchase of Material
23-Oct-21	Purchase Cycle
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Store Organisation
26-Oct-21	Costing of Material
27-Oct-21	Pricing of Material
28-Oct-21	LIFO, FIFO method
29-Oct-21	Avg. Price Method
30-Oct-21	Other Methods
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Practical Questions
09-Nov-21	Practical Questions
10-Nov-21	Test of Chapter-1
11-Nov-21	Inventory Introduction
12-Nov-21	Relevant Inventory Control Decision
13-Nov-21	Selective Techniques
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Selective Techniques
16-Nov-21	Perpetual Inventory System
17-Nov-21	Labour Cost Accounting: Introduction
18-Nov-21	Labour Turnover
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Various methods
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Various Concepts regarding labour Cost
23-Nov-21	CAS-7
24-Nov-21	Doubts
25-Nov-21	Methods of Wage Payment
26-Nov-21	Time Rate System
27-Nov-21	Piece Rate System
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Incentive Schemes
30-Nov-21	Premium Bonus Method
1-Dec-21	Group System
2-Dec-21	Other Methods
3-Dec-21	Additional Illustrations
4-Dec-21	Additional Illustrations
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Doubt Class
7-Dec-21	Overheads Accounting: Classification of Overheads
8-Dec-21	<b>Collection of Overheads, Treatment of different overhead items</b>
9-Dec-21	<b>CAS-9</b>
10-Dec-21	Problems in Distribution of Overheads
11-Dec-21	Departmentalisation of Overheads
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Primary Distribution of Overheads
14-Dec-21	Secondary Distribution of Overheads
15-Dec-21	Practicals
16-Dec-21	Absorption of Overheads
17-Dec-21	Methods of Absorption
18-Dec-21	Practicals related to various methods
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Doubts
21-Dec-21	Machine Hour Rate Method Theory
22-Dec-21	Computation of Machine Hour Rate
23-Dec-21	Computation of Machine Hour Rate
24-Dec-21	<b>Practical questions</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Practical questions</b>
28-Dec-21	Unit and Output Costing -1
29-Dec-21	Cost Sheet
30-Dec-21	Types of cost sheet
31-Dec-21	Continue
1-Jan-22	Illustrations
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>Doubts</b>
4-Jan-22	Production Account
5-Jan-22	Unit and Output Costing-1, Exercise Questions
6-Jan-22	Unit and Output Costing-1, Exercise Questions
7-Jan-22	Unit and Output Costing-11, theory
8-Jan-22	Unit and Output Costing-11, Practicals
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Unit and Output Costing-11, Practicals
11-Jan-22	Exercise Questions
12-Jan-22	Doubt Clearing Session
13-Jan-22	Reconciliation of Cost and Financial Accounts
14-Jan-22	Theory
15-Jan-22	Practicals
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	practicals
18-Jan-22	Doubts
19-Jan-22	Doubts
20-Jan-22	Test of above chapter
21-Jan-22	Revision
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision







**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Soni Verma**

**Class And Section: B.com V CA (Sec. D)**

**Subject: cost Accounting**

**Mode Of Teaching: offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Cost Accounting - Introduction
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Meaning and Definition
05-Oct-21	Nature of Cost Accounting
06-Oct-21	Scope, Functions ,Types
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Importance and Limitations
09-Oct-21	Instalation of Costing System
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Financial Accounting, Cost Accounting, Mgt. Accounting
12-Oct-21	Discussion About Various Statements
13-Oct-21	Doubts
14-Oct-21	Cost: Elements, Concepts and Classification
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Material Cost, Labour Cost
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Expenses, Classification of Overheads
19-Oct-21	Product Cost And Period Cost
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Material Cost Accounting: Introduction
22-Oct-21	Purchase of Material
23-Oct-21	Purchase Cycle
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Store Organisation
26-Oct-21	Costing of Material
27-Oct-21	Pricing of Material
28-Oct-21	LIFO, FIFO method
29-Oct-21	Avg. Price Method
30-Oct-21	Other Methods
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Practical Questions
09-Nov-21	Practical Questions
10-Nov-21	Test of Chapter-1
11-Nov-21	Inventory Introduction
12-Nov-21	Relevant Inventory Control Decision
13-Nov-21	Selective Techniques
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Selective Techniques
16-Nov-21	Perpetual Inventory System
17-Nov-21	Labour Cost Accounting: Introduction
18-Nov-21	Labour Turnover
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Various methods
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Various Concepts regarding labour Cost
23-Nov-21	CAS-7
24-Nov-21	Doubts
25-Nov-21	Methods of Wage Payment
26-Nov-21	Time Rate System
27-Nov-21	Piece Rate System
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Incentive Schemes
30-Nov-21	Premium Bonus Method
1-Dec-21	Group System
2-Dec-21	Other Methods
3-Dec-21	Additional Illustrations
4-Dec-21	Additional Illustrations
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Doubt Class
7-Dec-21	Overheads Accounting: Classification of Overheads
8-Dec-21	<b>Collection of Overheads, Treatment of different overhead items</b>
9-Dec-21	<b>CAS-9</b>
10-Dec-21	Problems in Distribution of Overheads
11-Dec-21	Departmentalisation of Overheads
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Primary Distribution of Overheads
14-Dec-21	Secondary Distribution of Overheads
15-Dec-21	Practicals
16-Dec-21	Absorption of Overheads
17-Dec-21	Methods of Absorption
18-Dec-21	Practicals related to various methods
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Doubts
21-Dec-21	Machine Hour Rate Method Theory
22-Dec-21	Computation of Machine Hour Rate
23-Dec-21	Computation of Machine Hour Rate
24-Dec-21	Practical questions
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Practical questions
28-Dec-21	Unit and Output Costing -1
29-Dec-21	Cost Sheet
30-Dec-21	Types of cost sheet
31-Dec-21	Continue
1-Jan-22	Illustrations
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Doubts
4-Jan-22	Production Account
5-Jan-22	Unit and Output Costing-1, Exercise Questions
6-Jan-22	Unit and Output Costing-1, Exercise Questions
7-Jan-22	Unit and Output Costing-11, theory
8-Jan-22	Unit and Output Costing-11, Practicals
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Unit and Output Costing-11, Practicals
11-Jan-22	Exercise Questions
12-Jan-22	Doubt Clearing Session
13-Jan-22	Reconciliation of Cost and Financial Accounts
14-Jan-22	Theory
15-Jan-22	Practicals
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	practicals
18-Jan-22	Doubts
19-Jan-22	Doubts
20-Jan-22	Test of above chapter
21-Jan-22	Revision
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision



**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Soni Verma**

**Class And Section: B.com. CA Sem III Sec. D and E**

**Subject: BRF**

**Mode Of Teaching: Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction to Indian Contract Act
05-Oct-21	Fundamental Definitions
06-Oct-21	Fundamental Definitions
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Meaning of contract, contract vs. agreement
09-Oct-21	<b>Elements of valid contract</b>
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Kinds of agreement
12-Oct-21	Meaning of proposal and its features
13-Oct-21	Legal rules of proposal
14-Oct-21	Acceptance and its rules
15-Oct-21	<b>Dussehra</b>
16-Oct-21	<b>DOUBT CLASS</b>
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Communication and revocation
19-Oct-21	Special conditions of acceptance
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Meaning of contractual capacity and legal rules of minor
22-Oct-21	Person of unsound mind , other disqualified person
23-Oct-21	Contracts by minors ,its legal position
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Introduction to consent
26-Oct-21	Coercion
27-Oct-21	Undue influence
28-Oct-21	Fraud
29-Oct-21	<b>TEST</b>
30-Oct-21	Misrepresentation
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	

05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	<b>TYPES OF IT</b>
09-Nov-21	Consideration and its elements
10-Nov-21	Exception and adequacy of consideration
11-Nov-21	Agreement opposed to public policy
12-Nov-21	Void agreement
13-Nov-21	Agreement opposed to public policy
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Discharge of contract introduction
16-Nov-21	Discharge by performance ,mutual consent
17-Nov-21	Discharge by impossibility of performance
18-Nov-21	Discharge by lapse of time ,by breach
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Agreement in restraint of marriage ,trade and legal proceedings</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>ASSIGNMENT</b>
23-Nov-21	Wagering agreement , agreement to do impossible acts
24-Nov-21	Legal formalities
25-Nov-21	Introduction to contingent contract, features
26-Nov-21	Introduction to performance of contract
27-Nov-21	Joint promise ,Time and place for performance
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Reciprocal promise
30-Nov-21	Apportionment of payment
1-Dec-21	Doubts
2-Dec-21	Class test
3-Dec-21	Contract of bailment
4-Dec-21	continue
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Features of bailment
7-Dec-21	Types of it
8-Dec-21	Responsibility and duties of bailor
9-Dec-21	Rights of bailor
10-Dec-21	Duties of bailee
11-Dec-21	Rights of bailee
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Revision
14-Dec-21	Lien
15-Dec-21	Lien
16-Dec-21	Pledge
17-Dec-21	Rights of pledgee
18-Dec-21	Revision
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Finder of goods
21-Dec-21	Rights of finder of goods

22-Dec-21	Particular lien and General Lien
23-Dec-21	Doubt Class
24-Dec-21	Revision
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Class Test
28-Dec-21	Introduction to consumer protection act, features
29-Dec-21	Objectives of act ,important definitions
30-Dec-21	Types of consumer problems and rights
31-Dec-21	Consumer protection councils
1-Jan-22	District forum
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	District forum
4-Jan-22	District forum
5-Jan-22	<b>DOUBT CLASS</b>
6-Jan-22	<b>ASSIGNMENT</b>
7-Jan-22	state commission
8-Jan-22	National commission
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Doctrine of frustration
11-Jan-22	Doctrine of frustration
12-Jan-22	Implied contract and its features
13-Jan-22	Types of implied contract
14-Jan-22	Introduction to breach of contract
15-Jan-22	Remedies available to aggrieved party
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Kinds of damage-exemplary and nominal
18-Jan-22	Liquidated and interest as damage
19-Jan-22	Difference between types of damages
20-Jan-22	Introduction to contract of indemnity
21-Jan-22	Rights of indemnity holder ,indemnifier
22-Jan-22	Contract of guarantee
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Discharge of surety from liability
25-Jan-22	Consideration for guarantee contract, revocation of it.
26-Jan-22	<b>Republic Day</b>
27-Jan-22	<b>Revision</b>
28-Jan-22	<b>Revision</b>
29-Jan-22	<b>Revision</b>







**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (July 2021-2022)**

**Name Of The Associate/Assistant Professor:MS.LEENA**

**Class And Section: BBA III SEM**

**Subject: INTRODUCTION TO I.T**

**Mode Of Teaching:ONLINE/OFFLINE**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	SUNDAY
04-Oct-21	Orientation Of The Students
05-Oct-21	Orientation Of The Students
06-Oct-21	<b>FAMILARIZING STUDENTS WITH SYLLABUS</b>
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Introduction To Word Screen
09-Oct-21	Create and save documents
10-Oct-21	SUNDAY
11-Oct-21	Apply pre-designed Styles and format text with fonts and colors
12-Oct-21	Apply pre-designed Styles and format text with fonts and colors
13-Oct-21	Documentation Using Ms Word
14-Oct-21	Documentation Using Ms Word
15-Oct-21	Dussehra
16-Oct-21	Tool Bars
17-Oct-21	SUNDAY
18-Oct-21	Tool Bars
19-Oct-21	Header And Footer
20-Oct-21	Maharishi Valmiki Jayanti
21-Oct-21	Header And Footer
22-Oct-21	Formatting options
23-Oct-21	Formatting options
24-Oct-21	SUNDAY
25-Oct-21	Drop Cap, Auto Text
26-Oct-21	Drop Cap, Auto Text
27-Oct-21	Tool Bars
28-Oct-21	Tool Bars
29-Oct-21	Menus

30-Oct-21	Menus
31-Oct-21	SUNDAY
01-Nov-21	Diwali Break
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Creating And Editing Documents
09-Nov-21	Creating And Editing Documents
10-Nov-21	Formatting The Document
11-Nov-21	Formatting The Document
12-Nov-21	Insert option
13-Nov-21	Page layout option
14-Nov-21	SUNDAY
15-Nov-21	Page layout option
16-Nov-21	Auto Correct, Spelling And Grammar Tools
17-Nov-21	Auto Correct, Spelling And Grammar Tools
18-Nov-21	Dictionary, Page Formatting
19-Nov-21	Guru Nanak Dev Jayanti
20-Nov-21	Doubt clearing session
21-Nov-21	SUNDAY
22-Nov-21	Page layout,view option
23-Nov-21	Page layout,view option
24-Nov-21	Mail Merge
25-Nov-21	Mail Merge
26-Nov-21	Revision/Assignment/Test
27-Nov-21	Macros
28-Nov-21	SUNDAY
29-Nov-21	Tables
30-Nov-21	Tables
1-Dec-21	File Management And Printing
2-Dec-21	Electronic Spreadsheet Introduction
3-Dec-21	Electronic Spreadsheet Toolbars
4-Dec-21	Creating And Editing Worksheet
5-Dec-21	SUNDAY
6-Dec-21	Formatting, , Functions
7-Dec-21	Formatting, , Functions
8-Dec-21	Creating an electronic worksheet
9-Dec-21	Introduction to formulas
10-Dec-21	Formatting Cells
11-Dec-21	Moving And Copying Data
12-Dec-21	SUNDAY

13-Dec-21	Formulas And Functions
14-Dec-21	Formulas And Functions
15-Dec-21	Formulas And Functions
16-Dec-21	Types Of Graph
17-Dec-21	Types Of Graph
18-Dec-21	Creating Graph
19-Dec-21	SUNDAY
20-Dec-21	Creating Graph
21-Dec-21	Formatting Cells
22-Dec-21	Working with formulas
23-Dec-21	Conditional Formatting
24-Dec-21	<b>Revision/Test/Assignment</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	SUNDAY
27-Dec-21	PPPP Presentations Using MS-PowerPoint overview
28-Dec-21	Introduction To PowerPoint
29-Dec-21	Menu bar PowerPoint
30-Dec-21	Toolbar
31-Dec-21	Presentations Using MS-Powerpoint
1-Jan-22	Presentations Using MS-Powerpoint(templates)
2-Jan-22	SUNDAY
3-Jan-22	Creating Slides
4-Jan-22	Manipulating Slides
5-Jan-22	Enhancing Slides
6-Jan-22	Word Art
7-Jan-22	Layering And Objects
8-Jan-22	Animation And Sounds
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Animation And Sounds
11-Jan-22	Inserting Pictures
12-Jan-22	Inserting Sound.
13-Jan-22	Set up slide show
14-Jan-22	Revision/Test/Assignment
15-Jan-22	Introduction To Tally
16-Jan-22	SUNDAY
17-Jan-22	Tally User Classification
18-Jan-22	Features Of Tally
19-Jan-22	Working In Tally
20-Jan-22	Company Information Menu
21-Jan-22	Creation Of Ledger
22-Jan-22	Creating A Stock Item
23-Jan-22	SUNDAY
24-Jan-22	Creating A Purchase Entry
25-Jan-22	Creating A sales Entry
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Trial balance, Profit And Loss And Balance Sheet Preparation

28-Jan-22	REVISION
29-Jan-22	REVISION











**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor:MS.LEENA**

**Class And Section: BBA V SEM**

**Subject: COMPUTER NETWORK & INTERNET**

**Mode Of Teaching: ONLINE & OFFLINE**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of the Students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Orientation of the Students
05-Oct-21	Introduction of the Syllabus
06-Oct-21	Introduction To Network
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Features Of Networking
09-Oct-21	Advantages And Disadvantages Of Network
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Types Of Computer Network
12-Oct-21	Introduction To Html
13-Oct-21	Designing First Page In Html
14-Oct-21	Network Topologies
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Network Topologies
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Analog And Digital Signal
19-Oct-21	
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Analog And Digital Signal Transmission
22-Oct-21	Transmission Media
23-Oct-21	Transmission Media
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Network Categories
26-Oct-21	Setting Left And Right Margins
27-Oct-21	Using Address Element And Hr Tag
28-Oct-21	Wireless Networks
29-Oct-21	Broadband V/S Baseband
30-Oct-21	Question Answer Session
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	
03-Nov-21	<b>Diwali Break</b>

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Nic Drivers And Network Operating System
09-Nov-21	Using Font And Basefont Element
10-Nov-21	Using Heading Element
11-Nov-21	Unit 2 Introduction
12-Nov-21	Using Paragraph Element
13-Nov-21	Using Character Formatting Element
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	OSI Model
16-Nov-21	OSI Model
17-Nov-21	TCP/IP Model
18-Nov-21	TCP/IP Model
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Protocols And Their Classification
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Protocols And Their Classification
23-Nov-21	Flow Control And Cryptography,
24-Nov-21	Ranking, Firewall
25-Nov-21	Overview Of Internet
26-Nov-21	Internet Service Provider
27-Nov-21	Setting Windows Environment For Dial Up Networking
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Search Engine
30-Nov-21	Some Popular Search Engine
1-Dec-21	Creating An Ordered List
2-Dec-21	Creating A Customized List With Ol Element Start And Value Attribute
3-Dec-21	Audio On Internet,
4-Dec-21	Telephony,Broadcasting
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Common File Formats For Audio On Internet
7-Dec-21	Newsgroup
8-Dec-21	Unordered List
9-Dec-21	Unordered List With Ul Element Start And Value Attribute
10-Dec-21	Searching Web Using Search Engine
11-Dec-21	Subscribing To News Groups
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Some Popular Search Engine
14-Dec-21	Some Popular Search Engine
15-Dec-21	Intranet Concepts And Architecture
16-Dec-21	Working Of Intranet
17-Dec-21	Surfing internet
18-Dec-21	Creating Menu List
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Intranet,, Internet And Extra Net
21-Dec-21	Characterstics ,Advantages And Disadvantages Of Intranet
22-Dec-21	Intranet Architecture
23-Dec-21	Building Corporate World Wide Web
24-Dec-21	Creating A Nested List
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Using The Img Element
28-Dec-21	Building Corporate World Wide Web,
29-Dec-21	HTTP Protocol
30-Dec-21	Setting The Height And Width Of An Image On A Web Page
31-Dec-21	Intranet Infrastructure
1-Jan-22	Intranet Infrastructure
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Creating Tables In Html
4-Jan-22	Aligning Of Image In Various Ways, Creating Links With Anchor E
5-Jan-22	Creating Tables In Html
6-Jan-22	Fundamental Of TCP/IP,
7-Jan-22	Intranet Security Design
8-Jan-22	Intranet Security Design
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Creating Forms In Html
11-Jan-22	Creating Forms In Html
12-Jan-22	Intranet As A Business Tools
13-Jan-22	Future Of Intranet
14-Jan-22	Lab: HTML And Surfing With Internet
15-Jan-22	<b>Doubt clearing session</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>practical</b>
18-Jan-22	<b>file</b>
19-Jan-22	<b>prepration</b>
20-Jan-22	<b>Practical file checking</b>
21-Jan-22	<b>Practical file checking</b>
22-Jan-22	<b>Revision</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision</b>
25-Jan-22	
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Revision</b>
28-Jan-22	<b>Revision</b>
29-Jan-22	<b>Revision</b>











**Name Of The Associate/Assistant Professor:Ms.LEENA**

**Class And Section: BBA I SEM**

**Subject: COMPUTER FUNDAMENTAL**

**Mode Of Teaching:**

**Lectures Per Week:**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of the Students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	SUNDAY
04-Oct-21	Orientation of the Students
05-Oct-21	Digital And Analog Computers
06-Oct-21	Evolution Of Digital Computers
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Introduction To DOS
09-Oct-21	Commands Of Dos
10-Oct-21	SUNDAY
11-Oct-21	Major Components Of A Digital Computer
12-Oct-21	Major Components Of A Digital Computer
13-Oct-21	Firmware, Middleware And Freeware
14-Oct-21	Firmware, Middleware And Freeware
15-Oct-21	Dussehra
16-Oct-21	Practical
17-Oct-21	SUNDAY
18-Oct-21	Firmware, Middleware And Freeware
19-Oct-21	Firmware, Middleware And Freeware
20-Oct-21	Maharishi Valmiki Jayanti
21-Oct-21	Types Of Software
22-Oct-21	Computer Applications
23-Oct-21	Decimal Number System
24-Oct-21	SUNDAY
25-Oct-21	Decimal Number System
26-Oct-21	Binary Number System
27-Oct-21	Octal Number System
28-Oct-21	Hexadecimal Number System
29-Oct-21	Internal Dos Commands
30-Oct-21	Internal Dos Commands
31-Oct-21	SUNDAY
01-Nov-21	Diwali Break
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	

07-Nov-21	
08-Nov-21	Binary Multiplication, Binary Division
09-Nov-21	Binary Multiplication, Binary Division
10-Nov-21	Practical
11-Nov-21	Decimal Numbers In Sign Manitude
12-Nov-21	Decimal Numbers In Sign Manitude
13-Nov-21	History Of Operating System
14-Nov-21	SUNDAY
15-Nov-21	Characterstics And Functions Of Os
16-Nov-21	Directory And File Making In Dos
17-Nov-21	Directory And File Making In Dos
18-Nov-21	Operating System Services
19-Nov-21	Guru Nanak Dev Jayanti
20-Nov-21	Operating System Services
21-Nov-21	SUNDAY
22-Nov-21	Operating System Structure
23-Nov-21	Practical
24-Nov-21	Introduction To External Dos Commands
25-Nov-21	Input Devices
26-Nov-21	Input Devices
27-Nov-21	Output Devices
28-Nov-21	SUNDAY
29-Nov-21	Printers And Its Types
30-Nov-21	Printers And Its Types
1-Dec-21	Printers And Its Types
2-Dec-21	Plotters And Its Types
3-Dec-21	Plotters And Its Types
4-Dec-21	Other Forms Of Output Devices
5-Dec-21	SUNDAY
6-Dec-21	Other Forms Of Output Devices
7-Dec-21	External Dos Commands
8-Dec-21	Types Of Operating System
9-Dec-21	Practical
10-Dec-21	Memory And Its Introduction
11-Dec-21	Practical
12-Dec-21	SUNDAY
13-Dec-21	Practical
14-Dec-21	<b>Doubt clearing session</b>
15-Dec-21	<b>Revision of number system</b>
16-Dec-21	<b>Revision of number system</b>
17-Dec-21	Primary and secondary memory
18-Dec-21	Test/revision/assignment
19-Dec-21	SUNDAY
20-Dec-21	Primary Memory And Its Types

21-Dec-21	Primary Memory And Its Types
22-Dec-21	Secondary Memory
23-Dec-21	Secondary Memory
24-Dec-21	<b>Revision/Test/Assignment</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	SUNDAY
27-Dec-21	<b>practical</b>
28-Dec-21	Backup Memory
29-Dec-21	Computer Applications In Offices,
30-Dec-21	Computer Applications In Offices,
31-Dec-21	use Of Computers In Books
1-Jan-22	<b>practical</b>
2-Jan-22	SUNDAY
3-Jan-22	U se Of Computers In Books
4-Jan-22	Lab Work Ms-Dos
5-Jan-22	Desktop Publishing System
6-Jan-22	Desktop Publishing System
7-Jan-22	Application Of Computers For Data Analysis
8-Jan-22	Application Of Computers For Data Analysis
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	practical
11-Jan-22	practical
12-Jan-22	Application Of Computers in bank
13-Jan-22	Application Of Computers in bank
14-Jan-22	Application Of Computers in medical field
15-Jan-22	Application Of Computers in medical field
16-Jan-22	SUNDAY
17-Jan-22	
18-Jan-22	Practical File Prepration
19-Jan-22	Practical File Prepration
20-Jan-22	Practical File checking
21-Jan-22	Practical File checking
22-Jan-22	<b>Old question paper discussion</b>
23-Jan-22	SUNDAY
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision









**K.L Mehta Davanand College For Women, Faridabad**

**Lesson plan (July 2021-22)**

**Name Of The Associate/Assistant Professor:MS.LEENA**

**Class And Section: M.COM(PREV)**

**Subject: COMPUTER APPLICATION TO BUSINESS**

**Mode Of Teaching:ONLINE/OFFLINE**

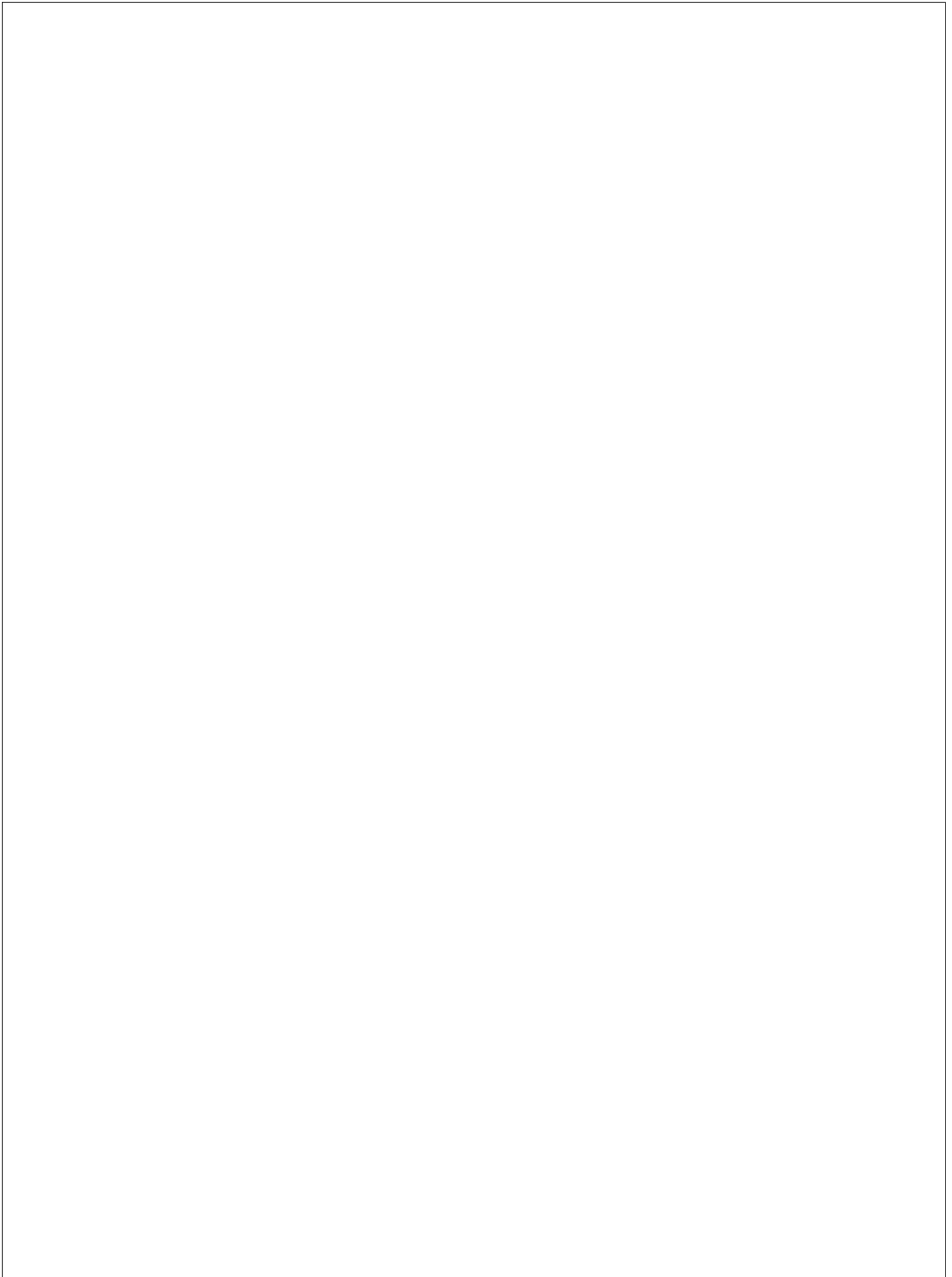
**Lectures Per Week:6**

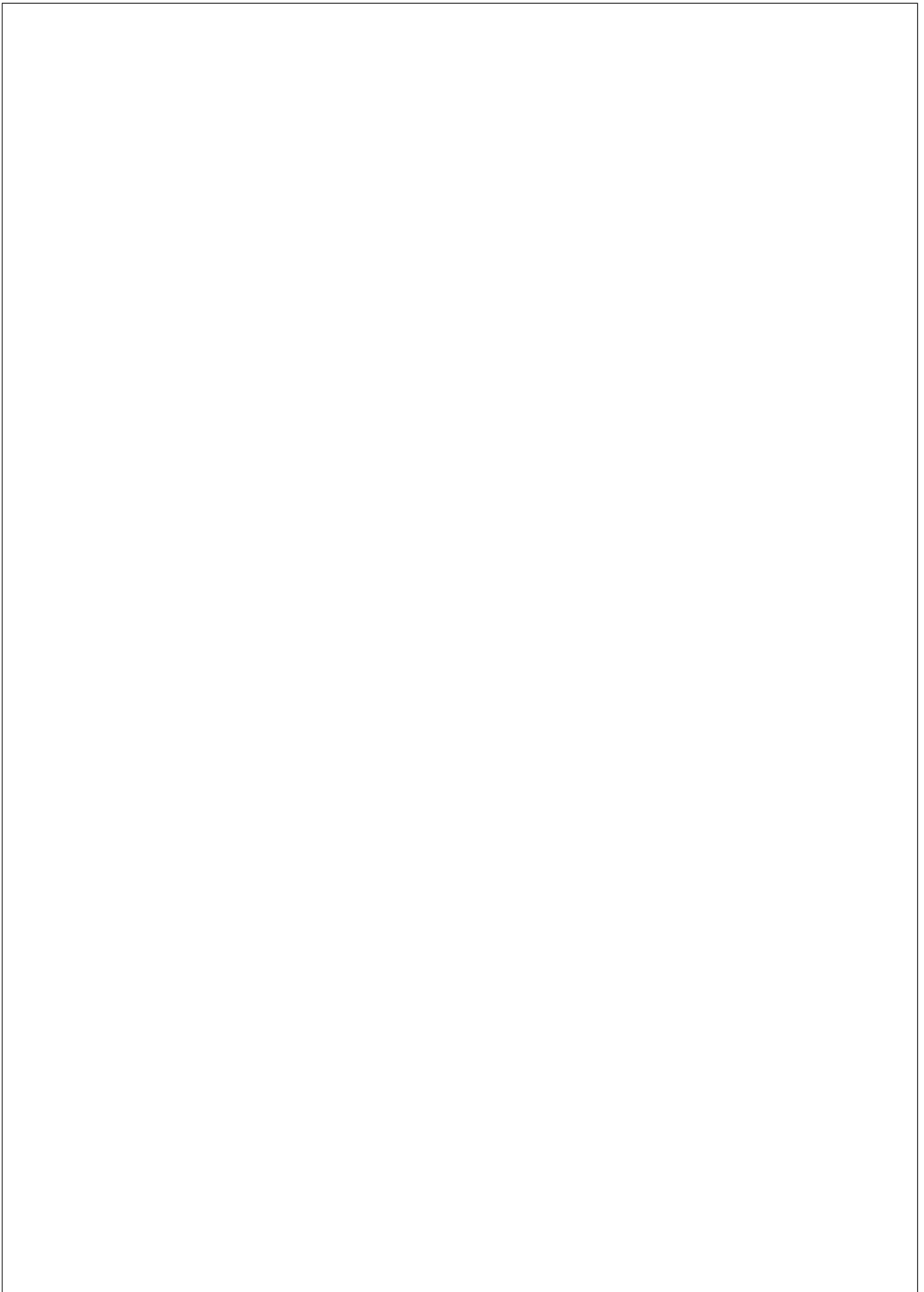
<b>Date</b>	<b>Topic to be Covered</b>
23-Nov-21	Introduction of syllabus
24-Nov-21	Introduction To Computer: Characteristics Of Computer Systems
25-Nov-21	Various Functional Units Of Computers
26-Nov-21	Types Of Computer Systems
27-Nov-21	Introduction To Computer Memories: Primary Storage, Secondary Storage
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Introduction To Computer Memories: Primary Storage, Secondary Storage
30-Nov-21	Input/output Devices
1-Dec-21	<b>Revision/Test/Assignment</b>
2-Dec-21	Software Types: Systems Software, Application Software
3-Dec-21	Functions Of Operating System
4-Dec-21	Computer Networks: Advantages Of Networking
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Types Of Network: LAN, MAN, WAN
7-Dec-21	Public And Private Network
8-Dec-21	Data Communication Media
9-Dec-21	Question Answer Session
10-Dec-21	Unit-II Internet And E-Commerce: Internet Concept And Technologies.,
11-Dec-21	Internet Accounts
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Internet Applications
14-Dec-21	Features Of E-Commerce, Elements Of E-Commerce
15-Dec-21	Types Of E-Commerce System: B2B,B2C,C2C,C2B,B2Gand G2C
16-Dec-21	E-Commerce Technologies
17-Dec-21	E-Commerce Technologies
18-Dec-21	Types Of An Electronic Payment System,
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Electronic Payment System
21-Dec-21	Electronic Payment System
22-Dec-21	Security Schemes Of An Electronic Payment Systems
23-Dec-21	Security Schemes Of An Electronic Payment Systems
24-Dec-21	E-Commerce On-Line Services
25-Dec-21	<b>CHRISTMAS DAY</b>



26-Dec-21	<b>SUNDAY</b>
27-Dec-21	E-Commerce On-Line Services
28-Dec-21	Electronic Data Interchange (EDI): Basics Of EDI
29-Dec-21	E-Commerce Websites Knowledge
30-Dec-21	Question Answer Session
31-Dec-21	Application Of EDI, Advantages Of EDI
1-Jan-22	Application Of EDI, Advantages Of EDI
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Word Processing: Introduction And Working With MS-Word
4-Jan-22	Word Basic Commands
5-Jan-22	Formatting-Text And Documents
6-Jan-22	Sorting And Tables
7-Jan-22	Working With Graphics
8-Jan-22	Introduction To Mail Merge
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Spread Sheets
11-Jan-22	Working With EXCEL-Formatting
12-Jan-22	Functions in excel
13-Jan-22	Chart Features
14-Jan-22	Use Of Worksheet In Marketing
15-Jan-22	Use Of Worksheet In Finance
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Revision/Test/Assignment</b>
18-Jan-22	Use Of Worksheet In Personnel Areas
19-Jan-22	Power-Point Basics
20-Jan-22	Creating Presentations In The Easy Way
21-Jan-22	Working With Graphics In Power-Point
22-Jan-22	
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Show Time, Sound Effects And Animation Effects
25-Jan-22	Presentation in Power-Point
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Accounting Package-Tally (ERP 9)
28-Jan-22	Features Of Tally
29-Jan-22	Practical knowledge of tally
30-Jan-22	<b>SUNDAY</b>
31-Jan-22	Contents Of Accounts Info, Menu
1-Feb-22	Creating Ledgers, Maintenance Of Inventory Records
2-Feb-22	Preparation Of Vouchers
3-Feb-22	Inventory Master: , Functions In Inventory Information Menu, Inventory Information Menu
4-Feb-22	Inventory Master: , Functions In Inventory Information Menu, Inventory Information Menu
5-Feb-22	<b>VASANT PANCHMI</b>
6-Feb-22	<b>SUNDAY</b>
7-Feb-22	VAT(Value Added Tax) In Tally

8-Feb-22	<b>Revision/Test/Assignment</b>
9-Feb-22	Maintenance Of Accounting Books And Final Accounts
10-Feb-22	Maintenance Of Accounting Books And Final Accounts
11-Feb-22	Generating And Printing Of Accounting Reports
12-Feb-22	Generating And Printing Of Accounting Reports
13-Feb-22	<b>SUNDAY</b>
14-Feb-22	Introduction To Statistical Packages (SPSS)
15-Feb-22	(SPSS): Features
16-Feb-22	<b>GURU RAVIDAS JAYANTI</b>
17-Feb-22	
18-Feb-22	Formation Of Table, Types Of Graph, Uses Of SPSS
19-Feb-22	Formation Of Table, Types Of Graph, Uses Of SPSS
20-Feb-22	<b>SUNDAY</b>
21-Feb-22	
22-Feb-22	<b>Practical</b>
23-Feb-22	<b>File</b>
24-Feb-22	<b>prepration</b>
25-Feb-22	Practical file checking
26-Feb-22	<b>MAHARISHI DAYANAND SARASWATI JAYANTI</b>
27-Feb-22	<b>SUNDAY</b>
28-Feb-22	Practical file checking





**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: MONIKA BHATIA**

**Class And Section: B.com (Hns.)**

**Subject: Business Communication**

**Mode Of Teaching: online/offline**

**Lectures Per Week: 24**

Date	Topic to be Covered
01-Oct-21	Introduction of book and syllabus
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of business communication meaning of definition characteristics nature of communication
05-Oct-21	Elements of communication process
06-Oct-21	Principle of communication objectives of communication
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Forms and patterns of communication formal communication informal communication
09-Oct-21	Rumours, impact and controlling
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Types of communication
12-Oct-21	Horizontal and Diagonal communication
13-Oct-21	Media of communication oral communication
14-Oct-21	Written communication
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Non Verbal communication, Silence
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Barriers of communication
19-Oct-21	Continue
20-Oct-21	Maharishi Valmiki Jayanti
21-Oct-21	How to overcome communication barriers
22-Oct-21	Guidelines for effective communication
23-Oct-21	Continue
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Revision
26-Oct-21	Test
27-Oct-21	Writing a project Report : meaning and features
28-Oct-21	Significance of preparing of a project Report
29-Oct-21	Specimen of project report
30-Oct-21	Revision
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	Revision/ Assignment
02-Nov-21	

03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Writing Reports on Field work
09-Nov-21	Meaning, Features and objectives of Report
10-Nov-21	Importance and kinds of Business Report
11-Nov-21	Statutory and Non statutory Reports
12-Nov-21	Informational and Interpretational Reports
13-Nov-21	Characteristics of a Good Report parts of report
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Sample reports on field work
16-Nov-21	Checklist for Report writing
17-Nov-21	Kinds of Business Report
18-Nov-21	Routine and special report
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Revision
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Continue
23-Nov-21	Above topic Discussions
24-Nov-21	Revision
25-Nov-21	Steps in Report writing
26-Nov-21	Formal and Informal Report
27-Nov-21	Assignment
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Organisation of Report
30-Nov-21	Doubts
1-Dec-21	Revision
2-Dec-21	Revision
3-Dec-21	Test
4-Dec-21	Important topic Discussions
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Behaviour of Negotiators
7-Dec-21	Guidelines, Do's and Don'ts of Negotiation
8-Dec-21	Assignment
9-Dec-21	Assignment
10-Dec-21	E- Correspondence
11-Dec-21	Fax and internet
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Email Uses , advantage, sign and symbols
14-Dec-21	SMS and tele-conferencing
15-Dec-21	Video-conferencing and intranet
16-Dec-21	Revision
17-Dec-21	Revision
18-Dec-21	Test

19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Business letter writing
21-Dec-21	Essential of a Business letters
22-Dec-21	Layout and form of a Business letters
23-Dec-21	Guidelines for writing Bad News letters
24-Dec-21	Spoken English for Business Communication
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Preparation for telephonic conversations
28-Dec-21	Group Discussions, benefits,elements, guidelines
29-Dec-21	Participating and etiquette in meeting
30-Dec-21	Presentation of plans
31-Dec-21	Features, Planning a presentation
1-Jan-22	Factors and structures of a presentation
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Doubts
4-Jan-22	Continue
5-Jan-22	Types and stages of presentation
6-Jan-22	Presentation and modes of presentation
7-Jan-22	Revision
8-Jan-22	The effective speech: introduction
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Audience Analysis
11-Jan-22	Organising and wording the speech
12-Jan-22	How to make effective speech,characteristics
13-Jan-22	Kinds of business letters
14-Jan-22	Persuasive letters
15-Jan-22	Complaints and Adjustments
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	News letters
18-Jan-22	Departmental communication
19-Jan-22	Test
20-Jan-22	Revision
21-Jan-22	Discussions about topics
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Important questions and topic
28-Jan-22	How to attempt paper
29-Jan-22	Information about paper









**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: MONIKA BHATIA**

**Class And Section: B.Com – Hons. 1 sem.**

**Subject: Financial Accounting**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation Of The Students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of syllabus
05-Oct-21	Introduction of Accounts
06-Oct-21	Introduction of accounting
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Meaning of accounts and accounting
09-Oct-21	Characteristics and functions of accounting
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	different branches of accounting
12-Oct-21	Objectives of accounting
13-Oct-21	Uses of accounting
14-Oct-21	Difference between bookkeeping accounting and accountancy
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Advantages of accounting
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Limitations of accounting
19-Oct-21	Basic terms of accounting
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Bases of accounting
22-Oct-21	Meaning of accounting concept
23-Oct-21	Different accounting concepts
24-Oct-21	<b>SUNDAY</b>

25-Oct-21	Accounting conventions
26-Oct-21	Limitations of accounting principles
27-Oct-21	Double entry system
28-Oct-21	Basic concept of journal
29-Oct-21	Rule of journal entries
30-Oct-21	Practical problems regarding journal entries
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Practical problems regarding journal entries
09-Nov-21	Practical problems regarding journal entries
10-Nov-21	Ledger posting
11-Nov-21	Class test
12-Nov-21	Preparation of trial balance
13-Nov-21	Capital and revenue items
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Depreciation meaning features and causes
16-Nov-21	Fixed installment method
17-Nov-21	practical problems
18-Nov-21	practical problems
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	practical problems
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Assignment
23-Nov-21	diminishing balance method
24-Nov-21	practical problems
25-Nov-21	practical problems
26-Nov-21	change in method of depreciation

27-Nov-21	practical problems
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	practical problems
30-Nov-21	Maintain provision of depreciation
1-Dec-21	Doubts
2-Dec-21	Provision and reserve
3-Dec-21	Performa of trading account and PL account
4-Dec-21	Performa of balance sheet
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	various adjustments in final accounts
7-Dec-21	practical problems
8-Dec-21	practical problems
9-Dec-21	practical problems
10-Dec-21	practical problems
11-Dec-21	practical problems
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	practical problems
14-Dec-21	practical problems
15-Dec-21	practical problems
16-Dec-21	Doubts
17-Dec-21	Assignment
18-Dec-21	class test
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	errors and their rectification theory
21-Dec-21	two sided error
22-Dec-21	one sided errors
23-Dec-21	suspense account
24-Dec-21	effect of rectification on net profit
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Rectification through profit and loss adjustment account
28-Dec-21	introduction of non profit organization
29-Dec-21	practical problems

30-Dec-21	practical problems
31-Dec-21	practical problems
1-Jan-22	practical problems
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	practical problems
4-Jan-22	practical problems
5-Jan-22	practical problems
6-Jan-22	practical problems
7-Jan-22	Doubts
8-Jan-22	Assignment
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	meaning of Cash Book
11-Jan-22	Practical problems
12-Jan-22	Imperest system of petty cash Book
13-Jan-22	Accounting standards
14-Jan-22	Books of original entry special purpose books
15-Jan-22	Continue
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Sectional balancing and self balancing
18-Jan-22	Continue
19-Jan-22	Doubts
20-Jan-22	Problems solving
21-Jan-22	Revision
22-Jan-22	Test
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Doubts
25-Jan-22	Doubts
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: RINA PARSHAD**

**Class And Section: B.Com (Hons.) 1<sup>st</sup> sem**

**Subject: Fundamentals of Economics**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

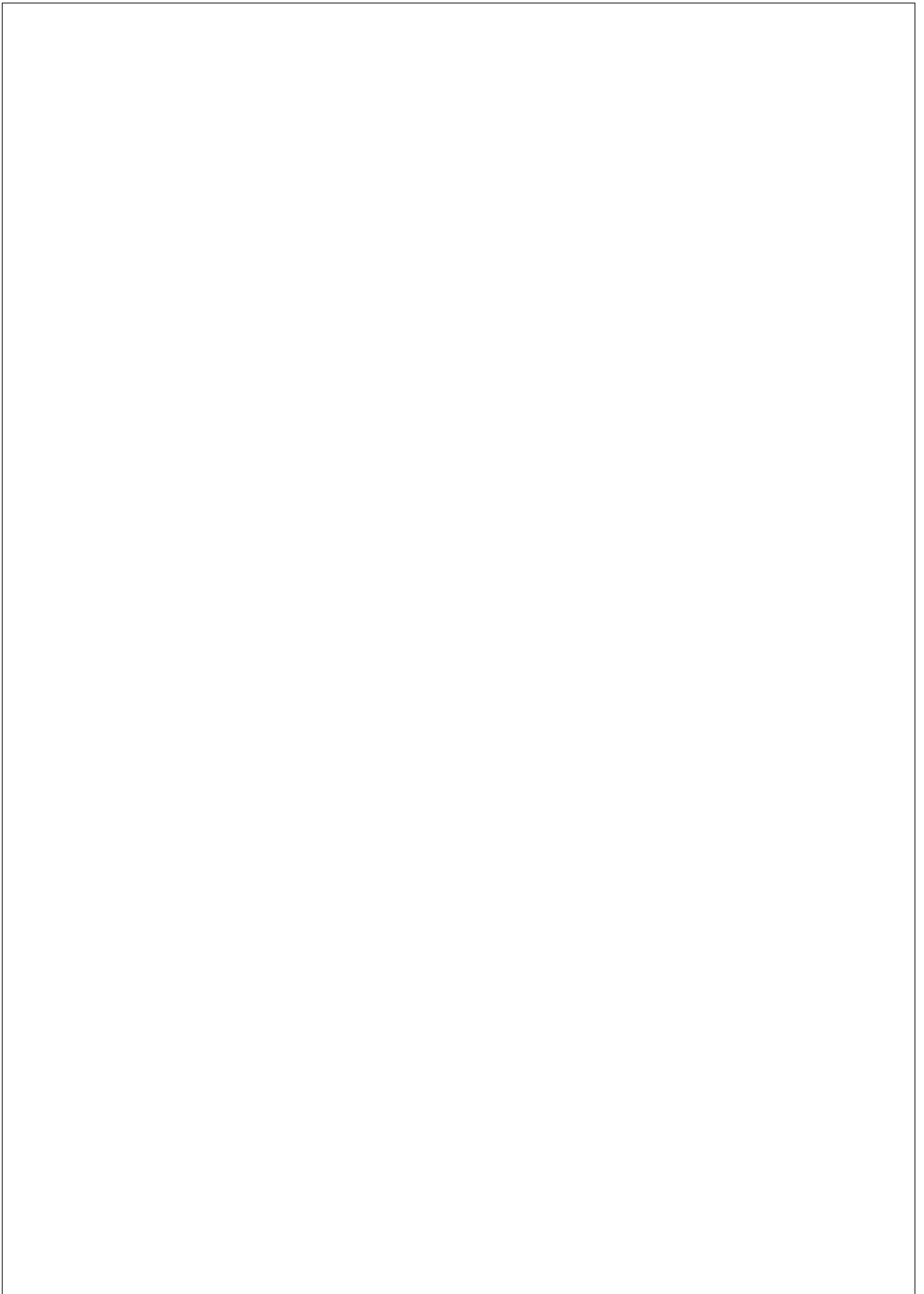
<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of the students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	The concept of Demand , Define meaning Demand schedule
05-Oct-21	Demand curves Individual curve market demand curve
06-Oct-21	Movements along versus shifts in the demand curve
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Elasticity of demand
09-Oct-21	Price Elasticity of demand
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Price Elasticity of demand
12-Oct-21	Methods of price elasticity total outlay method
13-Oct-21	Percentage method
14-Oct-21	Point method
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Arc and revenue method
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Revision
19-Oct-21	Test of above chapter
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Income elasticity
22-Oct-21	Cross elasticity
23-Oct-21	Chapter of revenue
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Marginal and average revenue
26-Oct-21	Concept of revenue under different market condition
27-Oct-21	Continue
28-Oct-21	Mutual determination of elasticity of elasticity of demand, average and marginal revenue
29-Oct-21	Total revenue and elasticity of demand
30-Oct-21	Revision
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	

03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Test of revenue chapter
09-Nov-21	Supply and elasticity of supply
10-Nov-21	Supply schedule and curve
11-Nov-21	Determinants of supply
12-Nov-21	Law of supply
13-Nov-21	Degree of supply
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Factors influencing elasticity of supply
16-Nov-21	Utility analysis : Cardinal utility analysis
17-Nov-21	Total utility and marginal utility
18-Nov-21	Law of diminishing marginal utility
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Importance of the law
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Law of equi marginal utility
23-Nov-21	Importance and criticism of law
24-Nov-21	Continue..
25-Nov-21	Revision
26-Nov-21	Indifference curve analysis and consumer 's equilibrium
27-Nov-21	Concept and schedule
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Marginal rate of substitution
30-Nov-21	Comparison of law of diminishing marginal utility and the law of diminishing marginal rate of substitution
1-Dec-21	Continue
2-Dec-21	Properties of indifference curve
3-Dec-21	Budget line or budget constraint
4-Dec-21	Consumer's Equilibrium
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Indifference curve analysis
7-Dec-21	Separation of substitution Effect and Income Effect, Hicksian Approach
8-Dec-21	Slutsky's Approach
9-Dec-21	Continue
10-Dec-21	Price consumption curve
11-Dec-21	Derivation of demand curve through Indifference curve analysis
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Income consumption curve
14-Dec-21	Uses or significance of indifference curve analysis
15-Dec-21	Revision
16-Dec-21	Consumer's surplus
17-Dec-21	Different approaches



18-Dec-21	Application of indifference curve analysis
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Revision
21-Dec-21	Theory of Revealed Preference
22-Dec-21	Assumption, the basic idea of revealed preference
23-Dec-21	Derivation of indifference curve
24-Dec-21	Continue
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Revision
28-Dec-21	Merits of revealed preference theory
29-Dec-21	Criticism of revealed preference theory
30-Dec-21	Continue
31-Dec-21	Comparison of three approaches of the consumer choice
1-Jan-22	Theory of production
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Laws of production
4-Jan-22	Return to a factor
5-Jan-22	Continue
6-Jan-22	Three stage of production
7-Jan-22	Return to scale
8-Jan-22	Economies to scale
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Revision
11-Jan-22	Isoquants and producer's equilibrium
12-Jan-22	Isoquant lines
13-Jan-22	Production function
14-Jan-22	Principle of substitution
15-Jan-22	Revision
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Test
18-Jan-22	Revision
19-Jan-22	Revision
20-Jan-22	Revision
21-Jan-22	Revision
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision









**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: RINA PARSHAD**

**Class And Section: B.com (Hons.) 3<sup>rd</sup> sem**

**Subject: Principles of Marketing**

**Mode Of Teaching: offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction of the subject and explain CO'S and PO's
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Concept of Marketing, Market, Marketer, Marketing, and marketing Mgt.
05-Oct-21	Nature and Scope of Marketing, Functions of Marketing
06-Oct-21	Functions and Importance of marketing
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Importance of Marketing to various society
09-Oct-21	Objective of marketing, Selling versus Marketing
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Diff. between marketing and marketing concept, Historical Development of mktg
12-Oct-21	Different concept of marketing
13-Oct-21	Traditional and modern concept of marketing
14-Oct-21	Fundamental Pillars of Modern marketing concept
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Significance of Modern Marketing Concept, diff between traditional and modern concept of marketing
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Factors Affecting Adoption of Marketing Concept, and its limitation
19-Oct-21	Concept of Consumer Behavior , Types of consumers
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Significance of studying the consumer behavior
22-Oct-21	Scope of Determinants of consumer behavior
23-Oct-21	Difficulties in understanding consumer behavior
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Behavior of Indian Consumer behavior
26-Oct-21	Concept of Market Segmentation, Objective of Market segmentation
27-Oct-21	Reasons for development of market segmentation
28-Oct-21	Criteria for Effective segmentation
29-Oct-21	Methods of Market Segmentation, and its approaches
30-Oct-21	Basic of market segmentation
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	

03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Segmenting the industrial market, segmentation strategies
09-Nov-21	Segmentation strategy
10-Nov-21	Selection of a marketing strategies
11-Nov-21	Diff between product Differentiation and market segmentation
12-Nov-21	Advantages and importance of Marketing
13-Nov-21	Meaning and nature of Product its features and importance
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Dimensions of product , Levels of Product
16-Nov-21	Diff between consumer products and industrial products
17-Nov-21	Modern product classification
18-Nov-21	Concept of product mix strategy, concept to product mix
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Dimensions of product mix, Factors affecting product mix
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Effects of organizational objectives in its product mix
23-Nov-21	Product line policies and strategies
24-Nov-21	Product Differentiation and its variables
25-Nov-21	Meaning of product identification, reasons for branding, concept of brand
26-Nov-21	Diff. between brand and trade mark, advantages of branding
27-Nov-21	Disadvantages of branding
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Factors affecting the selection of a good brand, Brand policies and Strategies
30-Nov-21	Brand policies and strategies
1-Dec-21	Concept of package and packaging, its objectives
2-Dec-21	Essentials of a good packaging and its classification
3-Dec-21	Packaging policies and startegies
4-Dec-21	Concept of Labelling
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Meaning and features of product life cycle
7-Dec-21	Stages of PLC
8-Dec-21	Factors affecting of PLC
9-Dec-21	New product Development process, New product development process
10-Dec-21	New product development and process
11-Dec-21	Test marketing
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Product Pricing: concept of pricing, Role of pricing in marketing strategies
14-Dec-21	Importance of price and marketing mix, Pricing Objectives
15-Dec-21	Pricing policies
16-Dec-21	Factors affecting Pricing decision
17-Dec-21	Pricing methods

18-Dec-21	Promotion Mix:- Concept of Promotion, Need for Promotional Activities
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Objectives and importance of Promotion in Marketing
21-Dec-21	Advantages of advertising
22-Dec-21	Limitation of advertising
23-Dec-21	Personal selling
24-Dec-21	Objectives and process of personal selling, Importance of personal selling
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Sales Promotion:- Meaning , Reasons for the rapid growth of sales promotion, Importance and methods of sales promotion
28-Dec-21	Advantages and disadvantages of sales promotion
29-Dec-21	Publicity:- Its concept, Public relation ,Functions of Public relations
30-Dec-21	Distribution Channels:- Concept and Significance, Functions of  Distribution Channels
31-Dec-21	Types of Distribution Channels
1-Jan-22	Revision
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Discuss Physical distribution with students
4-Jan-22	Factors Affecting the choice of distribution channels
5-Jan-22	Functions of Distribution Channels
6-Jan-22	Revision
7-Jan-22	Revision
8-Jan-22	Revision
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Revision
11-Jan-22	Revision
12-Jan-22	Revision
13-Jan-22	Revision
14-Jan-22	Revision
15-Jan-22	Revision
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Revision
18-Jan-22	Revision
19-Jan-22	Revision
20-Jan-22	Revision
21-Jan-22	Revision
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision







**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: RINA PARSHAD**

**Class And Section: M.Com (Final year)**

**Subject: Portfolio management**

**Mode Of Teaching: Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of the students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of portfolio
05-Oct-21	Benefits of portfolio
06-Oct-21	Elements of portfolio management
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Process of portfolio management
09-Oct-21	Rational of diversification in investment
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Strategic assets allocation
12-Oct-21	Strategic assets allocation
13-Oct-21	Portfolio construction and selection
14-Oct-21	Traditional approach
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Modern approach
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Portfolio risk and return meaning
19-Oct-21	Measurement of risk and return of portfolio
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Portfolio selection
22-Oct-21	Markowitz model
23-Oct-21	Efficient frontier
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Markowitz portfolio construction
26-Oct-21	Practical sums
27-Oct-21	Practical of efficient frontier
28-Oct-21	Practical of efficient frontier
29-Oct-21	Test of portfolio construction
30-Oct-21	Sharpe's single index model
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	

06-Nov-21	
07-Nov-21	
08-Nov-21	Original version
09-Nov-21	Calculation of risk and return of portfolio under sharps model
10-Nov-21	Calculation of risk and return of portfolio under sharps model
11-Nov-21	Sharpe's optimal portfolio
12-Nov-21	Presentation of Markowitz model
13-Nov-21	Presentation of Sharpe's model
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Difference b/w Sharpe's model and Markowitz model
16-Nov-21	Introduction of capital asset pricing model
17-Nov-21	Concept of risk free assets and risky assets
18-Nov-21	Calculation of ex-ante returns
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Assumption of CAPM
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Concept of lending and borrowing
23-Nov-21	Construction of portfolio
24-Nov-21	Concept of unleveraged and leveraged portfolio
25-Nov-21	Practical of CAPM
26-Nov-21	Application of CAPM
27-Nov-21	Capital market line
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Calculation of CML
30-Nov-21	Undervalued and overvalued portfolio
1-Dec-21	Security market line
2-Dec-21	Calculation of SML
3-Dec-21	Movement of undervalued and overvalued securities
4-Dec-21	Empirical evidence of the CAPM
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Validity and limitation of CAPM
7-Dec-21	Practical calculation of CAPM
8-Dec-21	Practical calculation of CAPM
9-Dec-21	Assignment of CAPM
10-Dec-21	Factor model
11-Dec-21	Concept of arbitrage pricing model Assignment of CAPM
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Assumption of APT
14-Dec-21	Expected return and risk under APT
15-Dec-21	Arbitrage process
16-Dec-21	Limitation of Assignment of CAPM
17-Dec-21	APT one factor model
18-Dec-21	Difference b/w APT and CAPM
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Test of APT and CAPM
21-Dec-21	Performance evaluation

22-Dec-21	Treynor ratio
23-Dec-21	Sharpe ratio
24-Dec-21	Jensen ratio, M2 measure
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Style analysis ,Risk adjusted measures of return
28-Dec-21	Techniques of portfolio revision
29-Dec-21	Test of drift net ratio
30-Dec-21	Class discussion
31-Dec-21	Behavioral finance
1-Jan-22	Heuristic driven biases
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Frame dependence, Emotional and social influence
4-Jan-22	Strategies of the great masters: - Benjamin graham, warren buffet
5-Jan-22	Strategies of the great masters: - Benjamin graham, warren buffet
6-Jan-22	John Templeton
7-Jan-22	David dream
8-Jan-22	Indian money monarchs
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Basic guidelines for investment decision
11-Jan-22	Peter lynch
12-Jan-22	George Soros
13-Jan-22	Charles Ellis
14-Jan-22	Market inefficiency
15-Jan-22	Emotional and social influence
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Revision
18-Jan-22	Revision
19-Jan-22	Revision
20-Jan-22	Revision
21-Jan-22	Revision
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision



**K.L Mehta Dayanand College For Women,**

**Faridabad Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Neetu Sharma**

**Class And Section: : B.Com (H) 1<sup>st</sup>**

**Semester Subject: Business Organization**

**Mode Of Teaching: online and**

**offline Lectures Per Week: 24**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation of the Students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of the Syllabus
05-Oct-21	Introduction of Business organisation
06-Oct-21	Introduction of employment and difference between business, profession and employment
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Objective of business
09-Oct-21	Foundation of Indian Business spectrum of Business Activities
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Meaning of industry and their types
12-Oct-21	Introduction of commerce and trade and their inter relationship
13-Oct-21	Introduction of Manufacturing and service Sectors
14-Oct-21	India's experience of globalization
15-Oct-21	<b>Dussehra</b>
16-Oct-21	India's experience of globalization continue..
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Liberalisation
19-Oct-21	Liberalization continue
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	privatization
22-Oct-21	Privatization continue
23-Oct-21	Multinational corporations

24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Multinational corporations continue
26-Oct-21	Global and international corporations
27-Oct-21	Indian transnational Enterprises
28-Oct-21	Indian transnational Enterprises continue
29-Oct-21	Assignment on Foundation of Indian Business spectrum of Business Activities
30-Oct-21	Assignment on Foundation of Indian Business spectrum of Business Activities
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Networking marketing
09-Nov-21	Networking marketing continue
10-Nov-21	Principles and essentials of Networking marketing
11-Nov-21	Franchising
12-Nov-21	Franchising continue
13-Nov-21	E-commerce, introduction
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	E-commerce advantages, disadvantages, issues, digital signature
16-Nov-21	M-commerce
17-Nov-21	Business Process Outsourcing
18-Nov-21	Business Process Outsourcing continue
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Process of setting up a business enterprise
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Opportunity and idea generation



23-Nov-21	Test of Entrepreneurial opportunities in contemporary business environment: Networking marketing, Franchising
24-Nov-21	role of creativity and innovation
25-Nov-21	Feasibility study and preparation of business plan
26-Nov-21	Feasibility study and preparation of business plan continue
27-Nov-21	Oral test of Business Process Outsourcing, E-commerce and M-commerce
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Functional aspects of business
30-Nov-21	Administrative: Choice of a suitable form of business ownership
1-Dec-21	Administrative: Choice of a suitable form of business ownership continue
2-Dec-21	Administrative: Choice of a suitable form of business ownership continue
3-Dec-21	Starting and operating small venturing enterprises Operations
4-Dec-21	Starting and operating small venturing enterprises Operations continue
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Starting and operating small venturing enterprises Operations continue
7-Dec-21	business size and location decisions
8-Dec-21	business size and location decisions continue
9-Dec-21	business size and location decisions continue
10-Dec-21	Test on Choice of a suitable form of business ownership
11-Dec-21	Lay out: mass production
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Lay out: mass production continue
14-Dec-21	Lay out: mass production continue
15-Dec-21	mass customization
16-Dec-21	mass customization continue
17-Dec-21	Productivity
18-Dec-21	Productivity continue

19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Quality
21-Dec-21	Quality continue
22-Dec-21	Assignment on Starting and operating small venturing enterprises Operations:business size and location decisions
23-Dec-21	Assignment on Starting and operating small venturing enterprises Operations:business size and location decisions
24-Dec-21	Logistics
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Introduction of marketing
28-Dec-21	Marketing concept
29-Dec-21	consumer behaviour
30-Dec-21	Product, types, process
31-Dec-21	pricing decisions
1-Jan-22	Distribution channel
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Finance: Money
4-Jan-22	Introduction of banking
5-Jan-22	Financial management
6-Jan-22	Financial management continue
7-Jan-22	risk management , securities markets , insurance
8-Jan-22	Introduction of human resources ,
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Training,
11-Jan-22	Staffing
12-Jan-22	Compensation,
13-Jan-22	methods of calculations
14-Jan-22	Assignment on financial management
15-Jan-22	Assignment on financial management
16-Jan-22	<b>SUNDAY</b>

17-Jan-22	Revision of syllabus
18-Jan-22	Revision of syllabus
19-Jan-22	Revision of syllabus
20-Jan-22	Revision of syllabus
21-Jan-22	Revision of syllabus
22-Jan-22	Revision of syllabus
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision of syllabus
25-Jan-22	Revision of syllabus
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision of syllabus
28-Jan-22	Revision of syllabus
29-Jan-22	Revision of syllabus

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Rekha Gulati**

**Class And Section: B.com (H) Ist sem.**

**Subject: Business Law**

**Mode Of Teaching: Online/Offline Lectures**

**Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Overview of Syllabus
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Indian Contract Act-Definitions</b>
05-Oct-21	<b>Valid Contracts &amp; Its elements</b>
06-Oct-21	<b>Valid Contracts &amp; Its elements</b>
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	<b>Proposal Of Contract</b>
09-Oct-21	<b>Acceptance of Contract</b>
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>Revocation of Contract</b>
12-Oct-21	<b>Contractual Capacity Of Parties</b>
13-Oct-21	<b>Contractual Capacity Of Parties</b>
14-Oct-21	<b>Contractual Capacity Of Parties</b>
15-Oct-21	<b>Dussehra</b>
16-Oct-21	<b>Free Consent of Parties</b>
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	<b>Free Consent of Parties</b>
19-Oct-21	<b>Free Consent of Parties</b>
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	<b>Lawful Consideration &amp; Object</b>
22-Oct-21	<b>Lawful Consideration &amp; Object</b>
23-Oct-21	<b>Lawful Consideration &amp; Object</b>
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	<b>Assignment on Topic-Valid essentials of Contract</b>
26-Oct-21	<b>Agreements Expressly declared Void</b>
27-Oct-21	<b>Agreements Expressly declared Void</b>
28-Oct-21	<b>Agreements Expressly declared Void</b>
29-Oct-21	<b>Doubt Class</b>
30-Oct-21	<b>Test-Proposal, Acceptance &amp; Revocation</b>

31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	<b>Contigent Contracts</b>
09-Nov-21	<b>Contigent Contracts</b>
10-Nov-21	<b>Contigent Contracts</b>
11-Nov-21	<b>Discharge of Contracts</b>
12-Nov-21	<b>Discharge of Contracts</b>
13-Nov-21	<b>Discharge of Contracts</b>
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	<b>Quasi or Implied Contracts</b>
16-Nov-21	<b>Quasi or Implied Contracts</b>
17-Nov-21	<b>Quasi or Implied Contracts</b>
18-Nov-21	<b>Assignment on Topic-Modes of Discharge of Contracts</b>
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Doubts</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Presentation on Quasi or Implied Contracts</b>
23-Nov-21	<b>Presentation on Quasi or Implied Contracts</b>
24-Nov-21	<b>Presentation on Quasi or Implied Contracts</b>
25-Nov-21	<b>Presentation on Quasi or Implied Contracts</b>
26-Nov-21	<b>Contract Of Indemnity</b>
27-Nov-21	<b>Contract Of Indemnity</b>
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Contact of Guarantee</b>
30-Nov-21	<b>Contact of Guarantee</b>
1-Dec-21	<b>Contact of Guarantee</b>
2-Dec-21	<b>Contact of Guarantee</b>
3-Dec-21	<b>Contract of Bailment</b>
4-Dec-21	<b>Contract of Bailment</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	<b>Contract of Bailment</b>
7-Dec-21	<b>Contract of Bailment</b>
8-Dec-21	<b>Doubt Class</b>
9-Dec-21	<b>Contract of Agency</b>
10-Dec-21	<b>Contract of Agency</b>
11-Dec-21	<b>Contract of Agency</b>

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>Contract of Agency</b>
14-Dec-21	<b>Contract of Agency</b>
15-Dec-21	<b>Contract of Agency</b>
16-Dec-21	<b>Contract of Agency</b>
17-Dec-21	<b>Contract of Agency</b>
18-Dec-21	<b>Contract of Agency</b>
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	<b>Test-Contract of Bailment</b>
21-Dec-21	<b>Consumer Protection Act-1986</b>
22-Dec-21	<b>Consumer Protection Act-1986</b>
23-Dec-21	<b>Consumer Protection Act-1986</b>
24-Dec-21	<b>Consumer Protection Act-1986</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Consumer Protection Act-1986</b>
28-Dec-21	<b>Consumer Protection Act-1986</b>
29-Dec-21	<b>Consumer Protection Act-1986</b>
30-Dec-21	<b>Consumer Protection Act-1986</b>
31-Dec-21	<b>Consumer Protection Act-1986</b>
1-Jan-22	<b>Consumer Protection Act-1986</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>Sale of goods Act-1930-Definitions</b>
4-Jan-22	<b>Sale of goods Act-1930-Definitions</b>
5-Jan-22	<b>Sale of goods Act-1930-Definitions</b>
6-Jan-22	<b>Contract of Sale</b>
7-Jan-22	<b>Contract of Sale</b>
8-Jan-22	<b>Contract of Sale</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>Conditions &amp; Warranties</b>
11-Jan-22	<b>Conditions &amp; Warranties</b>
12-Jan-22	<b>Conditions &amp; Warranties</b>
13-Jan-22	<b>Transfer of Ownership In goods</b>
14-Jan-22	<b>Sale by Non-Owners</b>
15-Jan-22	<b>Sale by Non-Owners</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Performance of Contracts of Sale</b>
18-Jan-22	<b>Performance of Contracts of Sale</b>
19-Jan-22	<b>Performance of Contracts of Sale</b>

**K.L Mehta Dayanand College For Women, Faridabad**  
**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Rekha Gulati**

**Class And Section: M.com (F) 3<sup>rd</sup> Sem.**

**Subject: Corporate Tax**

**Mode Of Teaching: Online/Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction Of the Syllabus
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Meaning of Company
05-Oct-21	Type of Companies
06-Oct-21	Type of Companies
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Basic concepts of Corporate Tax
09-Oct-21	Basic concepts of Corporate Tax
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Residential Status of Companies
12-Oct-21	Residential Status of Companies
13-Oct-21	Incidence of Tax on Companies
14-Oct-21	Incidence of Tax on Companies
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Concept of Total Income
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Computation of Income of Company under house property head
19-Oct-21	Computation of Income of Company under house property head
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Computation of Income of Company under house property head
22-Oct-21	Computation of Income of Company under house property head
23-Oct-21	Computation of Income of Company under Business and profession head
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Computation of Income of Company under Business and profession head
26-Oct-21	Computation of Income of Company under Business and profession head
27-Oct-21	Computation of Income of Company under Business and profession head
28-Oct-21	Computation of Income of Company under Business and profession head
29-Oct-21	Computation of Income of Company under Business and profession head
30-Oct-21	Computation of Income of Company under Business and profession head
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	

03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Test of Meaning types and residential status
09-Nov-21	Computation of Income of Company under Capital gains head
10-Nov-21	Computation of Income of Company under Capital gains head
11-Nov-21	Computation of Income of Company under Capital gains head
12-Nov-21	Computation of Income of Company under Capital gains head
13-Nov-21	Computation of Income of Company under Capital gains head
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Computation of Income of Company under Income from Other Sources head
16-Nov-21	Computation of Income of Company under Income from Other Sources head
17-Nov-21	Computation of Income of Company under Income from Other Sources head
18-Nov-21	Computation of Income of Company under Income from Other Sources head
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Deductions From Gross Total income applicable to companies
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Deductions From Gross Total income applicable to companies
23-Nov-21	Deductions From Gross Total income applicable to companies
24-Nov-21	Deductions From Gross Total income applicable to companies
25-Nov-21	Deductions From Gross Total income applicable to companies
26-Nov-21	Deductions From Gross Total income applicable to companies
27-Nov-21	Deductions From Gross Total income applicable to companies
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Computation of Tax for various types of companies
30-Nov-21	Computation of Tax for various types of companies
1-Dec-21	Computation of Tax for various types of companies
2-Dec-21	Computation of Tax for various types of companies
3-Dec-21	Computation of Tax for various types of companies
4-Dec-21	Computation of Tax for various types of companies
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Provisions of minimum alternate tax
7-Dec-21	Provisions of minimum alternate tax
8-Dec-21	Provisions of minimum alternate tax
9-Dec-21	Provisions of minimum alternate tax
10-Dec-21	Provisions of minimum alternate tax
11-Dec-21	Provisions of minimum alternate tax
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Assessment of Insurance Companies
14-Dec-21	Assessment of Insurance Companies
15-Dec-21	Assessment of Insurance Companies
16-Dec-21	Assessment of Insurance Companies
17-Dec-21	Test of Computation of tax of various companies
18-Dec-21	<b>Assignment -MAT</b>



19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Assessment of Charitable institutions
21-Dec-21	Assessment of Charitable institutions
22-Dec-21	Assessment of Charitable institutions
23-Dec-21	Assessment of Charitable institutions
24-Dec-21	Assessment of Educational Institutions
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Assessment of Educational Institutions
28-Dec-21	Assessment of Educational Institutions
29-Dec-21	Assessment of Religious trust and political parties
30-Dec-21	Assessment of Religious trust and political parties
31-Dec-21	Assessment of Religious trust and political parties
1-Jan-22	Assessment of non resident
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Assessment of non resident
4-Jan-22	Assessment of non resident
5-Jan-22	Advance Rulings
6-Jan-22	Advance Rulings
7-Jan-22	Advance Rulings
8-Jan-22	Advance Rulings
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Assessment of co-operative societies
11-Jan-22	Assessment of co-operative societies
12-Jan-22	Assessment of co-operative societies
13-Jan-22	Assessment of co-operative societies
14-Jan-22	Assessment of Discontinues business
15-Jan-22	Assessment of Discontinues business
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Double Taxation relief
18-Jan-22	Double Taxation relief
19-Jan-22	Double Taxation relief
20-Jan-22	Double Taxation relief
21-Jan-22	Doubt Class
22-Jan-22	Doubt Class
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision Of Syllabus
25-Jan-22	Revision Of Syllabus
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision Of Syllabus
28-Jan-22	Revision Of Syllabus
29-Jan-22	Revision Of Syllabus



**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Neetu Sharma**

**Class And Section: B.Com (Hons)3<sup>rd</sup> Sem**

**Subject: Corporate Accounting**

**Mode Of Teaching: Online/Offline**

**Lectures Per Week:24**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation Programme
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Issue of shares -Introduction, Types of company
05-Oct-21	Types of shares, Issue of shares , Book Building
06-Oct-21	Shares issued at par and premium
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	Calls in arrear, calls in advance
09-Oct-21	Oversubscription of shares
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Forfeiture of shares & re- issue
12-Oct-21	Practical Questions
13-Oct-21	Practical Questions
14-Oct-21	Practical Questions
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Oversubscription & pro-rata allotment
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Practical Questions
19-Oct-21	Practical Questions
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Practical Questions
22-Oct-21	Practical Questions
23-Oct-21	Buy Back of shares
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Practical Questions
26-Oct-21	Right Shares
27-Oct-21	Redemption of Preference Shares-Introduction & accounting treatment
28-Oct-21	Test-Issue of Shares
29-Oct-21	Calls in arrear, Redemption of partly paid shares
30-Oct-21	Bonus shares

31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Profit and loss prior to incorporation
09-Nov-21	Practical Questions
10-Nov-21	Practical problems
11-Nov-21	Issue of Debentures-Meaning & Types
12-Nov-21	Issue of debentures as collateral security, interest on debenture
13-Nov-21	Redemption of Debentures
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Assignment-Buy Back Of Shares
16-Nov-21	Methods of Redemption- By lump sum payment
17-Nov-21	Creation of Sinking Fund or Debenture Redemption Fund
18-Nov-21	Practical Questions
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Redemption of debentures by draw of lots
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Practical Questions
23-Nov-21	Redemption of debentures by conversion into shares
24-Nov-21	<b>HOLIDAY</b>
25-Nov-21	Purchase of own debentures in open market
26-Nov-21	Practical Questions
27-Nov-21	Ex-Interest & cum Interest
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Practical Questions
30-Nov-21	Practical problems
1-Dec-21	Valuation of Goodwill-Meaning, Origin, Need
2-Dec-21	Methods of valuation of goodwill-Average profit method
3-Dec-21	Super profit method
4-Dec-21	Practical Questions
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Capitalisation Method
7-Dec-21	Practical Questions
8-Dec-21	Purchase Consideration & Annuity Method
9-Dec-21	Practical problems

10-Dec-21	Valuation of Shares-Introduction, Factors affecting valuation of shares
11-Dec-21	Methods of valuation of shares-Net Asset Method
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Practical Questions
14-Dec-21	Test-Valuation of Goodwill
15-Dec-21	Practical Questions
16-Dec-21	Dividend Yield Method
17-Dec-21	Practical Questions
18-Dec-21	Earning Capacity Method
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Practical Questions
21-Dec-21	Average Method
22-Dec-21	Practical Questions
23-Dec-21	Holding company
24-Dec-21	Calculation of minority interest and goodwill
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Practical problems
28-Dec-21	Treatment of inter owing transactions
29-Dec-21	Practical problems
30-Dec-21	Practical problems
31-Dec-21	Treatment of dividend
1-Jan-22	Practical problems
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Practical problems
4-Jan-22	Practical problems
5-Jan-22	Practical problems
6-Jan-22	P&L Prior to Incorporation- Introduction & calculation of ratios
7-Jan-22	Practical Questions
8-Jan-22	Practical Questions
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Test-Issue of Debentures
11-Jan-22	Practical Questions
12-Jan-22	Practical problems
13-Jan-22	Final Accounts of companies-Introduction
14-Jan-22	Performa of Balance Sheet- Explanation
15-Jan-22	Performa of Balance Sheet- Explanation
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Practical Questions
18-Jan-22	Practical Questions
19-Jan-22	Performa of P& L A/c- Explanation

20-Jan-22	Practical Questions
21-Jan-22	Practical Questions
22-Jan-22	Practical problems
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad Lesson plan (Oct 2021-2022)**

Name Of The Associate/Assistant Professors. Monika Bhatia

Class And Section: B.com(Hons.)3<sup>rd</sup> Sem.

Subject: cost Accounting

Mode Of Teaching :online /offline

Lectures Per Week:- 6

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Cost Accounting - Introduction
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Meaning and Definition
05-Oct-21	Nature of Cost Accounting
06-Oct-21	Scope, Functions ,Types
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Importance and Limitations
09-Oct-21	Instalation of Costing System
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Financial Accounting, Cost Accounting, Mgt. Accounting
12-Oct-21	Discussion About Various Statements
13-Oct-21	Doubts
14-Oct-21	Cost: Elements, Concepts and Classification
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Material Cost, Labour Cost
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	<b>Expenses, Classification of Overheads</b>
19-Oct-21	<b>Product Cost And Period Cost</b>
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Material Cost Accounting: Introduction
22-Oct-21	Purchase of Material
23-Oct-21	Purchase Cycle
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Store Organisation
26-Oct-21	Costing of Material
27-Oct-21	Pricing of Material
28-Oct-21	LIFO, FIFO method

29-Oct-21	Avg. Price Method
30-Oct-21	Other Methods
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Practical Questions
09-Nov-21	Practical Questions
10-Nov-21	Test of Chapter-1
11-Nov-21	<b>Inventory Introduction</b>
12-Nov-21	Relevant Inventory Control Decision
13-Nov-21	Selective Techniques
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Selective Techniques
16-Nov-21	Perpetual Inventory System
17-Nov-21	Labour Cost Accounting: Introduction
18-Nov-21	Labour Turnover
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Various methods
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Various Concepts regarding labour Cost
23-Nov-21	CAS-7
24-Nov-21	<b>Doubts</b>
25-Nov-21	Methods of Wage Payment
26-Nov-21	Time Rate System
27-Nov-21	Piece Rate System
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Incentive Schemes
30-Nov-21	<b>Premium Bonus Method</b>
1-Dec-21	Group System
2-Dec-21	Other Methods
3-Dec-21	Additional Illustrations
4-Dec-21	Additional Illustrations
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Doubt Class



7-Dec-21	Overheads Accounting: Classification of Overheads
8-Dec-21	<b>Collection of Overheads, Treatment of different overhead items</b>
9-Dec-21	<b>CAS-9</b>
10-Dec-21	Problems in Distribution of Overheads
11-Dec-21	<b>Departmentalisation of Overheads</b>
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Primary Distribution of Overheads
14-Dec-21	Secondary Distribution of Overheads
15-Dec-21	Practicals
16-Dec-21	Absorption of Overheads
17-Dec-21	Methods of Absorption
18-Dec-21	Practicals related to various methods
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Doubts
21-Dec-21	Machine Hour Rate Method Theory
22-Dec-21	Computation of Machine Hour Rate
23-Dec-21	Computation of Machine Hour Rate
24-Dec-21	<b>Practical questions</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Practical questions</b>
28-Dec-21	Unit and Output Costing -1
29-Dec-21	Cost Sheet
30-Dec-21	Types of cost sheet
31-Dec-21	Continue
1-Jan-22	Illustrations
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>Doubts</b>
4-Jan-22	Production Account
5-Jan-22	UNIT AND OUTPUT COSTING-1,EXERCISE QUESTIONS
6-Jan-22	UNIT AND OUTPUT COSTING-1,EXERCISE QUESTIONS
7-Jan-22	Unit and Output Costing-11, theory
8-Jan-22	UNIT AND OUTPUT COSTING-11,PRACTICAL
9-Jan-22	GURU GOBIND SINGH JAYANTI (SUNDAY)
10-Jan-22	UNIT AND OUTPUT COSTING-11,PRACTICAL
11-Jan-22	EXERCISE QUESTIONS

12-Jan-22	Doubt Clearing Session
13-Jan-22	RECONCILLATION OF COST AND FINANCIAL ACCOUNTS
14-Jan-22	Theory
15-Jan-22	Practicals
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Contract costing introduction theory
18-Jan-22	Practical
19-Jan-22	Problems and doubts
20-Jan-22	Practical problems
21-Jan-22	Practical problems
22-Jan-22	Continue
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Process costing theory and other concept
25-Jan-22	Practical problems
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Practical problems
28-Jan-22	Practical problems
29-Jan-22	Continue and doubts

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (July 2021-2022)**

**Name Of The Associate/Assistant Professor:MS.LEENA**

**Class And Section: B.Com(Hons.)**

**Subject: BASICS OF IT**

**Mode Of Teaching:ONLINE/OFFLINE**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of The Students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Orientation of The Students
05-Oct-21	Introduction to Computers
06-Oct-21	Essentials of Computers
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Concept of data, information and data processing
09-Oct-21	Levels or type of information, Uses of information
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Business data Processing Cycle, Methods of data processing
12-Oct-21	Application of Electronic data processing
13-Oct-21	Introduction of Memory System
14-Oct-21	Types of Memory-Primary and Secondary Memory
15-Oct-21	<b>Dussehra</b>
16-Oct-21	RAM and ROM
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Types of Secondary Storage Devices
19-Oct-21	Working with different views (Practical)
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Working with different Layouts (Practical)
22-Oct-21	Types of Secondary Storage Devices
23-Oct-21	Types of Secondary Storage Devices
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Software Concepts: Types of Software and their role

26-Oct-21	Test/Revision/Assignment
27-Oct-21	working with graphics in Power Point (Practical)
28-Oct-21	System Languages
29-Oct-21	Translators
30-Oct-21	Functions of Operating System
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Functions of Operating System
09-Nov-21	Types of Operating System
10-Nov-21	Types of Operating System
11-Nov-21	Doubt Class
12-Nov-21	Data Communications: Basic elements of a Communication System,Forms of Data Transmission
13-Nov-21	Data transmission speed
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Data transmission speed
16-Nov-21	Modes of Data Transmission
17-Nov-21	Data Transmission Media -Wire Cables
18-Nov-21	Data Transmission Media -Wire Cables
19-Nov-21	Guru Nanak Dev Jayanti
20-Nov-21	Microwave, Fiber-optics
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Introduction of Power-point (Practical)
23-Nov-21	Creating presentation (Practical)
24-Nov-21	Communication Satellites
25-Nov-21	Emerging Trends in IT: Electronic Commerce(E-Commerce)
26-Nov-21	Types of E-Commerce
27-Nov-21	Advantages and Disadvantages of E-commerce
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Application of E-commerce, process in e- commerce
30-Nov-21	Types of an Electronic Payment System,

1-Dec-21	Security issues in E-commerce, Security Schemes;
2-Dec-21	Security issues in E-commerce, Security Schemes;
3-Dec-21	Electronic data Interchange (EDI);
4-Dec-21	Wired and non wired connection
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Mobile communication
7-Dec-21	Data transmission speed
8-Dec-21	Bluetooth Communication
9-Dec-21	Infrared communication
10-Dec-21	Smart Card
11-Dec-21	Network layers
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Question answer session
14-Dec-21	Computer Networks: Introduction to Computer Network,
15-Dec-21	Types of Network
16-Dec-21	Local Area Network, Wide Area Network
17-Dec-21	Types of Public and Private Network
18-Dec-21	Network devices
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Network Topology
21-Dec-21	Network Topology
22-Dec-21	Internet and its Application
23-Dec-21	Internet and its Application
24-Dec-21	Revision/Test/Assignment
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	History of Internet,
28-Dec-21	Benefits of Internet,
29-Dec-21	ISP,
30-Dec-21	Internet Accounts
31-Dec-21	Internet Addressing
1-Jan-22	Information Technology: Impact of IT on Business environment
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Applications of IT
4-Jan-22	Multimedia: Concept of Multimedia
5-Jan-22	Multimedia Components, Multimedia Applications
6-Jan-22	Tables, Charting
7-Jan-22	Features of Power-point, Basic tools
8-Jan-22	Presentation with Power- Point

9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Familiarizing students with PowerPoint screen
11-Jan-22	Creating presentation the easy way
12-Jan-22	Slide basics
13-Jan-22	Applying theme
14-Jan-22	Sound effects and Animations effects
15-Jan-22	Applying transition
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Introduction to Accounting Packages-Tally, Features of Tally
18-Jan-22	Tally practical knowledge, Company creation
19-Jan-22	Creation of ledger
20-Jan-22	Preparation of Vouchers,
21-Jan-22	Sales entry,purchase entry
22-Jan-22	Maintaining of Inventory records
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Groups in Tally (Practical)
25-Jan-22	Maintenance of Accounting Books and final Accounts
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Generating and Printing reports
28-Jan-22	REVISION
29-Jan-22	REVISION

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Neetu Sharma**

**Class And Section: : B.Com (H) V Semester**

**Subject: Financial management**

**Mode Of Teaching: online and**

**offline Lectures Per Week: 24**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of The Syllabus
05-Oct-21	Introduction of financial management
06-Oct-21	Meaning, function,
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Profit maximization approach
09-Oct-21	Profit maximization approach cont...
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	wealth maximization approach
12-Oct-21	wealth maximization approach cont...
13-Oct-21	Scope
14-Oct-21	Objectives
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Financial management and financial accounting
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Financial planning
19-Oct-21	Financial planning cont...
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Financial planning continue
22-Oct-21	Capitalization meaning and theories
23-Oct-21	Capitalization meaning and theories
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Capitalization meaning and theories cont....
26-Oct-21	Over capitalization

27-Oct-21	Over capitalization
28-Oct-21	Under capitalization
29-Oct-21	Under capitalization cont...
30-Oct-21	Watered capital
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Cost of capital: Significance, meaning
09-Nov-21	Calculation of Cost of debt
10-Nov-21	Practical problems
11-Nov-21	Practical problems
12-Nov-21	Calculation of cost of preference shares
13-Nov-21	Practical problems
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Practical problems
16-Nov-21	Calculation of cost of equity shares
17-Nov-21	Practical problems
18-Nov-21	Practical problems
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Weighted average cost of capital
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Practical problems
23-Nov-21	Practical problems
24-Nov-21	Practical problems
25-Nov-21	Assignment on introduction of financial management



26-Nov-21	Assignment on introduction of financial management
27-Nov-21	Leverage analysis: Operating
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Financial and composite leverage
30-Nov-21	Practical problems
1-Dec-21	Practical problems
2-Dec-21	Practical problems
3-Dec-21	Practical problems
4-Dec-21	Test of cost of capital
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	EBIT and EPS analysis
7-Dec-21	Practical problems
8-Dec-21	Indifference level
9-Dec-21	Practical problems
10-Dec-21	Financial break even analysis
11-Dec-21	Practical problems
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Practical problems
14-Dec-21	Capital Structure: Meaning, theories
15-Dec-21	Net income approach
16-Dec-21	Practical problems
17-Dec-21	Net operating income approach
18-Dec-21	Practical problems
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Traditional approach
21-Dec-21	Practical problems
22-Dec-21	MM approach
23-Dec-21	Practical problems

24-Dec-21	Practical problems
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Working Capital: meaning; nature
28-Dec-21	determinants, significance
29-Dec-21	Fixed and fluctuating working capital
30-Dec-21	Calculation of working capital Practical problems
31-Dec-21	Practical problems
1-Jan-22	Practical problems
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Practical problems
4-Jan-22	Test of working capital
5-Jan-22	Dividend Decisions: Meaning; types
6-Jan-22	determinants and theories
7-Jan-22	Walter model
8-Jan-22	Practical problems
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Gorden model
11-Jan-22	Practical problems
12-Jan-22	MM approach
13-Jan-22	Practical problems
14-Jan-22	Arbitrage process
15-Jan-22	Practical problems
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Cash management
18-Jan-22	Practical problems
19-Jan-22	cash management models

20-Jan-22	Practical problems
21-Jan-22	Receivable management
22-Jan-22	Practical problems
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	inventory management
25-Jan-22	Methods of inventory management
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Practical problems
28-Jan-22	revision
29-Jan-22	revision

**K.L Mehta Davanand College For Women,**  
**Faridabad Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: RINA PARSHAD**

**Class And Section: B.Com (Hons.) 1<sup>st</sup> sem**

**Subject: Investment management**

**Mode Of Teaching: offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction of subject and course outcome
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of subject and course outcome
05-Oct-21	Meaning of Investment
06-Oct-21	Meaning of speculation, investment and gambling
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Investment v/s Gambling
09-Oct-21	Objective of investment
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Classification of Investment
12-Oct-21	Classification of Investment
13-Oct-21	Classification of Investment
14-Oct-21	Classification of Investment
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Investment portfolio management
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Principles and scope of investment management
19-Oct-21	Principles and scope of investment management
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Security analysis
22-Oct-21	Diversification
23-Oct-21	Investment strategies
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Investment strategies
26-Oct-21	Investment philosophies
27-Oct-21	Value investing
28-Oct-21	Growth investing
29-Oct-21	Financial information
30-Oct-21	Test of investment

31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Meaning of risk
09-Nov-21	Uncertainty, Risk v/s uncertainty
10-Nov-21	Uncertainty, Risk v/s uncertainty
11-Nov-21	Causes of risk
12-Nov-21	Types of risk
13-Nov-21	Risk return relationship, measurement of risk
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Risk return relationship, measurement of risk
16-Nov-21	Risk return relationship, measurement of risk
17-Nov-21	Risk return relationship, measurement of risk
18-Nov-21	Revision
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Risk and return of a portfolio
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Effect of combining the securities
23-Nov-21	Change in portfolio proportion
24-Nov-21	Change in portfolio proportion
25-Nov-21	Assignment and presentation of risk and return of the securities
26-Nov-21	Assignment and presentation of risk and return of the securities
27-Nov-21	Assignment and presentation of risk and return of the securities
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Introduction of Efficient market theory
30-Nov-21	Random walk theory
1-Dec-21	Week form of EMH
2-Dec-21	Test of week form of EMH
3-Dec-21	Semi strong form of EMH
4-Dec-21	Test of Semi strong form of EMH
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Strong form of EMH
7-Dec-21	Test of Strong form of EMH
8-Dec-21	Random walk model technical analysis and fundamental analysis
9-Dec-21	Six lesson of market efficiency
10-Dec-21	Limitation of Efficient market theory
11-Dec-21	Introduction of Technical analysis

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Dow theory
14-Dec-21	Chatting theory
15-Dec-21	Volume indicator
16-Dec-21	Trends
17-Dec-21	Moving average analysis
18-Dec-21	Revision
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Advance decline theory
21-Dec-21	New high new low, short selling theory
22-Dec-21	Relative strength, credit balance theory, filter rules
23-Dec-21	Resistance and support levels, breakout theory, head and shoulder
24-Dec-21	Double top formation, double bottom theory, mutual fund activity
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Confidence index, trading volume indicators
28-Dec-21	Elliot wave theory
29-Dec-21	Discussion on the topic of EMH
30-Dec-21	Oscillators
31-Dec-21	Stochastics, evaluation of technical analysis
1-Jan-22	Argument in favor and against of technical analysis
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Discussion on the topic of Technical analysis
4-Jan-22	Test of the EMH
5-Jan-22	Meaning of fundamental analysis
6-Jan-22	Objective of fundamental analysis
7-Jan-22	Economic analysis (economic forces, tools for economic analysis)
8-Jan-22	Economic Forecasting
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Industrial analysis :-meaning, characteristics
11-Jan-22	Company analysis :-financial and non financial indicator
12-Jan-22	Test of fundamental analysis
13-Jan-22	Differences b/w technical and fundamental analysis
14-Jan-22	Technical indicators of breadth
15-Jan-22	Evaluation of technical analysis
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Definition, characteristics of stock exchanges
18-Jan-22	Organization of stock exchange in India
19-Jan-22	Bombay stock exchange, National stock exchange
20-Jan-22	Jobbers, brokers and theirs duties, Model agreements
21-Jan-22	procedure of online trading, Stock exchange in india
22-Jan-22	Capital market, secondary market

23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Meaning and need of derivatives, Features of derivatives
25-Jan-22	Option contract, Future contract
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Forward contract, Swap contract
28-Jan-22	Revision
29-Jan-22	Revision





**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (July 2021-22)**

**Name Of The Associate/Assistant Professor: Ms. Komal Malhotra**

**Class And Section: M.Com Previous Sem I**

**Subject: Principles of Management**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
23-Nov-21	Orientation of the students
24-Nov-21	Introduction of the Syllabus
25-Nov-21	Introduction to Management – Meaning , Nature, Objectives
26-Nov-21	Process, Functions, Importance
27-Nov-21	Schools Of Management Thought: Introduction , Classical approaches: Scientific Management Approach
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Evaluation Of Scientific Management Approach
30-Nov-21	Bureaucracy Approach
1-Dec-21	Administrative Approach
2-Dec-21	Neo-Classical Approaches: Human Relations Approach
3-Dec-21	Behavioural Science Approach And Social System Approach
4-Dec-21	Decision Theory And Quantitative Approach
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	System And Contingency Theory Of Management
7-Dec-21	Management Skills; Managerial Functions: Introduction
8-Dec-21	Planning: Concept And Significance
9-Dec-21	Types Of Plan
10-Dec-21	Types Of Plan
11-Dec-21	Organizing: Concept And Nature
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Principles And Theories Of Organizing
14-Dec-21	Types Of Organization Structure: Line , Line And Staff Organization
15-Dec-21	Functional Foremanship
16-Dec-21	Committee Organisation
17-Dec-21	Authority, Responsibility And Power
18-Dec-21	Authority, Responsibility And Power
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	<b>Test: Management Thoughts</b>
21-Dec-21	Delegation
22-Dec-21	Decentralisation
23-Dec-21	Staffing
24-Dec-21	Staffing
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Directing
28-Dec-21	Coordinating
29-Dec-21	Control: Concept And Nature
30-Dec-21	Techniques Of Controlling: Traditional Techniques
31-Dec-21	Modern Techniques
1-Jan-22	Modern Techniques
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>Assignment</b>
4-Jan-22	Motivation : Concept And Nature
5-Jan-22	Theories of Motivation: Need Hierarchy Theory
6-Jan-22	Theory X And Theory Y
7-Jan-22	Two Factor Theory
8-Jan-22	Alderfer's ERG Theory
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Mcclelland's Learned Need Theory
11-Jan-22	Victor Vroom's Expectancy Theory
12-Jan-22	Stacy Adams Equity Theory
13-Jan-22	Techniques Of Motivation: Positive And Negative Motivators
14-Jan-22	Financial And Non Financial Motivators
15-Jan-22	Individual And Group Motivators, Extrinsic And Intrinsic Motivators
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Hurdles In Motivation, Principles Of Motivation
18-Jan-22	<b>Revision</b>
19-Jan-22	Leadership : Concept And Nature
20-Jan-22	Leadership Styles : Motivational
21-Jan-22	Leadership Styles: Power Based
22-Jan-22	Leadership Styles: Result Based
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Test</b>
25-Jan-22	Theories Of Leadership

26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Theories Of Leadership
28-Jan-22	Theories Of Leadership
29-Jan-22	Theories Of Leadership
30-Jan-22	<b>SUNDAY</b>
31-Jan-22	Determinants Of Leadership
1-Feb-22	Leadership As A Continuum
2-Feb-22	Management System Of Likert, Managerial Grid
3-Feb-22	Importance Of Leadership
4-Feb-22	Communication :Introduction And Concept Of Two Way Communication
5-Feb-22	<b>VASANT PANCHMI</b>
6-Feb-22	<b>SUNDAY</b>
7-Feb-22	Process Of Communication, Barriers To Effective Communication
8-Feb-22	Steps To Overcome Barriers In Communication
9-Feb-22	Principles Of Effective Communication
10-Feb-22	Types Of Communication: Formal Communication
11-Feb-22	Types Of Communication: Informal Communication
12-Feb-22	Revision of this chapter
13-Feb-22	<b>SUNDAY</b>
14-Feb-22	<b>TEST</b>
15-Feb-22	Transactional Analysis: Concept And Nature
16-Feb-22	<b>GURU RAVIDAS JAYANTI</b>
17-Feb-22	Role Of Transactional Analysis
18-Feb-22	Models Of Transactional Analysis: Ego States
19-Feb-22	Models Of Transactional Analysis: Transactions
20-Feb-22	<b>SUNDAY</b>
21-Feb-22	Models Of Transactional Analysis: Life Positions
22-Feb-22	Models Of Transactional Analysis: Strokes And Script Analysis
23-Feb-22	Models Of Transactional Analysis: Games
24-Feb-22	Revision
25-Feb-22	Revision
26-Feb-22	<b>MAHARISHI DAYANAND SARASWATI JAYANTI</b>
27-Feb-22	<b>SUNDAY</b>
28-Feb-22	Revision



**K.L.Mehta Dayanand College For Women, Faridabad Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor:MS. Rekha Gulati**

**Class And Section: B.com (H) 5<sup>th</sup> Sem.**

**Subject: Money & Banking**

**Mode Of Teaching:Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction Of The Syllabus
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	
05-Oct-21	Nature of Money
06-Oct-21	Evolution of Money
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Types of Money
09-Oct-21	Types of Money
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Functions and importance of Money
12-Oct-21	Evils of Money
13-Oct-21	Role of Money in capitalist Economy
14-Oct-21	Role of Money in Mixed Economy
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Circular flow of Money
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Circular flow of Money
19-Oct-21	Circular flow of Money
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Classification of Money
22-Oct-21	Classification of Money
23-Oct-21	Classification of Money
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Classification of Money
26-Oct-21	Quantitative Theory of Money
27-Oct-21	Quantitative Theory of Money
28-Oct-21	Fisher's theory of Money

29-Oct-21	Cambridge theory of Money
30-Oct-21	<b>Assignment -Importance &amp; Evils of Money</b>
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Keynesian theory of Money
09-Nov-21	Keynesian theory of Money
10-Nov-21	Keynesian theory of Money
11-Nov-21	Presentation of the topics, Importance and evils of Money
12-Nov-21	Presentation of the topics, Importance and evils of Money
13-Nov-21	Presentation of the topics, Importance and evils of Money
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Meaning of inflation
16-Nov-21	Causes of inflation
17-Nov-21	Types of Inflation
18-Nov-21	Demand pull theory of Inflation
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Demand pull theory of Inflation
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Cost push theory of Inflation
23-Nov-21	Cost push theory of Inflation
24-Nov-21	Causes of inflation
25-Nov-21	Effects of Inflation
26-Nov-21	Control of Inflation
27-Nov-21	Control of Inflation
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Meaning and definition of Credit
30-Nov-21	Types of Credit
1-Dec-21	Types of Credit
2-Dec-21	Importance of Credit
3-Dec-21	Merits and Demerits of Credit
4-Dec-21	<b>Doubt Class</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Credit and Economic Development
7-Dec-21	Credit and Economic Development
8-Dec-21	

9-Dec-21	Commercial Banks and its functions
10-Dec-21	Commercial Banks and its functions
11-Dec-21	Commercial Banks and its functions
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Central bank and its functions
14-Dec-21	Central bank and its functions
15-Dec-21	Credit Creation , Meaning and Introduction
16-Dec-21	Process of Credit Creation in Single banking system
17-Dec-21	Process of Credit Creation in Single banking system
18-Dec-21	Process of Credit Creation in Multiple Banking system
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Process of Credit Creation in Multiple Banking system
21-Dec-21	Process of Credit Creation in Multiple Banking system
22-Dec-21	Limitations of Credit Creations
23-Dec-21	Limitations of Credit Creations
24-Dec-21	<b>Test-Inflation</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Concept of Control of Money Supply
28-Dec-21	Concept of Control of Money Supply
29-Dec-21	Measures to control money supply
30-Dec-21	Measures to control money supply
31-Dec-21	Quantitative Measure to control money supply
1-Jan-22	Quantitative Measure to control money supply
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Qualitative Measure to control money supply
4-Jan-22	Qualitative Measure to control money supply
5-Jan-22	<b>Assignment -Credit Creation</b>
6-Jan-22	Reserve bank of India (RBI)- Introduction
7-Jan-22	Traditional Functions of RBI
8-Jan-22	Development Functions of RBI
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Development Functions of RBI
11-Jan-22	Development Functions of RBI
12-Jan-22	Development Functions of RBI
13-Jan-22	<b>Test-Functions of Commercial &amp; Central Banks</b>
14-Jan-22	<b>Presentation-Control Of Money Supply</b>
15-Jan-22	<b>Presentation-Control Of Money Supply</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Presentation-Control Of Money Supply</b>
18-Jan-22	<b>Revision of Unit-1</b>
19-Jan-22	<b>Revision of Unit-1</b>

20-Jan-22	<b>Revision of Unit-1</b>
21-Jan-22	<b>Revision of Unit-2</b>
22-Jan-22	<b>Revision of Unit-2</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision of Unit-3</b>
25-Jan-22	<b>Revision of Unit-3</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Revision of Unit-4</b>
28-Jan-22	<b>Revision of Unit-4</b>
29-Jan-22	<b>Revision of Unit-4</b>



**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Neetu Sharma**

**Class And Section: B.Com (H) Vth Semester**

**Subject: Contemporary Issues in Commerce**

**Mode Of Teaching: online and offline**

**Lectures Per Week: 24**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation of the Students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction Of The Syllabus
05-Oct-21	Introduction of Contemporary Issues in Commerce
06-Oct-21	Balance of Payment
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Balance of Payment continue
09-Oct-21	Balance of Payment continue
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Deficit Financing
12-Oct-21	Deficit Financing continue
13-Oct-21	Deficit Financing continue
14-Oct-21	Discussion of topics related to practical file
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Discussion of topics related to practical file
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Tax Regulations & Economic Growth
19-Oct-21	Tax Regulations & Economic Growth continue
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Tax Regulations & Economic Growth continue
22-Oct-21	Role of Micro Finance in Rural Development
23-Oct-21	Role of Micro Finance in Rural Development continue

24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Role of Micro Finance in Rural Development continue
26-Oct-21	Role of Micro Finance in Rural Development continue
27-Oct-21	Corporate Social Responsibility
28-Oct-21	Corporate Social Responsibility continue
29-Oct-21	Corporate Social Responsibility continue
30-Oct-21	Ethics and Accountability
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Discussion of topics related to practical file
09-Nov-21	Discussion of topics related to practical file
10-Nov-21	Information and Communication Technology
11-Nov-21	E- Learning : An Effective Tool in Present Educational Scenario
12-Nov-21	E- Learning : An Effective Tool in Present Educational Scenario
13-Nov-21	E- Learning : An Effective Tool in Present Educational Scenario continue
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Test on Balance of Payment and Corporate Social Responsibility
16-Nov-21	Mobile Communication : A Revolutionary tool in I.T
17-Nov-21	Mobile Communication : A Revolutionary tool in I.T cont...
18-Nov-21	Financial Innovations
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Financial Innovations continue
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Financial Innovations continue

23-Nov-21	Global Financial Crisis
24-Nov-21	Global Financial Crisis continue
25-Nov-21	Global Financial Crisis continue
26-Nov-21	Recent trends in Banking and Financial Services
27-Nov-21	Recent trends in Banking and Financial Services continue
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Recent trends in Banking and Financial Services continue
30-Nov-21	Recent trends in Banking and Financial Services continue
1-Dec-21	Recent trends in Banking and Financial Services continue
2-Dec-21	Test on Financial Innovations
3-Dec-21	Practical file in lab
4-Dec-21	Practical file in lab
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Practical file in lab
7-Dec-21	Practical file in lab
8-Dec-21	Reshaping Rural Marketing
9-Dec-21	Reshaping Rural Marketing continue
10-Dec-21	Reshaping Rural Marketing continue
11-Dec-21	Practical file in lab
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Practical file in lab
14-Dec-21	Modern Retailing Challenges in India
15-Dec-21	Modern Retailing Challenges in India continue
16-Dec-21	Modern Retailing Challenges in India continue
17-Dec-21	Marketing through Social Networking Websites
18-Dec-21	Marketing through Social Networking Websites continue
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Practical file in lab
21-Dec-21	Practical file in lab
22-Dec-21	Practical file in lab
23-Dec-21	Evolving E- Marketing in India
24-Dec-21	Evolving E- Marketing in India continue
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Practical file in lab
28-Dec-21	Practical file in lab
29-Dec-21	Practical file in lab
30-Dec-21	Challenges in Managing Workforce Diversity
31-Dec-21	Challenges in Managing Workforce Diversity continue
1-Jan-22	Challenges in Managing Workforce Diversity continue
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Human Resource Accounting and Audit
4-Jan-22	Human Resource Accounting and Audit continue
5-Jan-22	HR challenges in Managing Technological Changes
6-Jan-22	Practical file in lab
7-Jan-22	Practical file in lab
8-Jan-22	Practical file in lab
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Presentation of file's topic
11-Jan-22	Presentation of file's topic
12-Jan-22	Presentation of file's topic
13-Jan-22	Presentation of file's topic
14-Jan-22	Presentation of file's topic
15-Jan-22	Presentation of file's topic
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Presentation of file's topic
18-Jan-22	Presentation of file's topic
19-Jan-22	Presentation of file's topic

20-Jan-22	Presentation of file's topic
21-Jan-22	Presentation of file's topic
22-Jan-22	Presentation of file's topic
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women,**  
**Faridabad Lesson plan (Oct 2021-2022)**

Name Of The Associate/Assistant Professor: **Rekha Gulati**

Class And Section: **B.com (H) 5<sup>th</sup> sem**

Subject: **Income Tax**

Mode Of Teaching: **Online and**

**offline Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction of Income Tax
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	History of Tax
05-Oct-21	Concept Of Income
06-Oct-21	Gross total Income
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Total Income
09-Oct-21	Previous Year
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Assessment Year
12-Oct-21	Casual Incomes
13-Oct-21	Tax Rates for Assessment Year 2020-21
14-Oct-21	Meaning of Assessee
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Meaning of Person
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Tax Evasion, Tax avoidance and Tax Planning
19-Oct-21	Agricultural Income
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Agricultural Income
22-Oct-21	Practical Problems
23-Oct-21	Practical Problems
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Practical Problems
26-Oct-21	Doubts
27-Oct-21	Exempted Incomes From Tax
28-Oct-21	Exempted Incomes From Tax-for all assessee
29-Oct-21	Exempted Incomes From Tax-for all assessee

30-Oct-21	Exempted Incomes From Tax-for all institutions
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Residential Status and Tax Liability-introduction
09-Nov-21	Residential Status and Tax Liability
10-Nov-21	Practical Problems Of Residential Status
11-Nov-21	Practical Problems Of Residential Status
12-Nov-21	Practical Problems Of Residential Status
13-Nov-21	Doubts
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Incidence of Tax Liability
16-Nov-21	Incidence of Tax Liability
17-Nov-21	Practical problems on incidence of tax
18-Nov-21	Practical problems on incidence of tax
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Assignment On Topic:-Residential Status
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Test</b>
23-Nov-21	<b>Income from house property: Introduction</b>
24-Nov-21	Annual Value: In case of let out House
25-Nov-21	Deduction & Annual Value: In case of Building self-occupied
26-Nov-21	Practical Questions
27-Nov-21	Practical Questions
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Interest on house property</b>
30-Nov-21	Pre and post acquisition period
1-Dec-21	Practical Questions
2-Dec-21	Practical Questions
3-Dec-21	<b>Doubts</b>
4-Dec-21	Profits of Business or Profession: Meaning, Profits, Important Rules
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Deductions Expressly Allowed
7-Dec-21	Deductions Expressly Allowed

8-Dec-21	Deductions Expressly disallowed
9-Dec-21	Deductions Expressly disallowed
10-Dec-21	<b>Test</b>
11-Dec-21	Practical Questions
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Practical Questions
14-Dec-21	Practical Questions and doubts
15-Dec-21	<b>Doubts</b>
16-Dec-21	Depreciation- Introduction
17-Dec-21	Practical Questions and doubts
18-Dec-21	Practical Questions and doubts
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Capital Gains: Meaning and transfer of capital assets
21-Dec-21	Computation of capital Gains
22-Dec-21	Computation of capital Gains
23-Dec-21	Cost of acquisition
24-Dec-21	Capital gain exempted from tax
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Capital Gain in special cases
28-Dec-21	Capital Gain in special cases
29-Dec-21	Practical Questions
30-Dec-21	Practical Questions
31-Dec-21	Doubts of the chapter
1-Jan-22	Income from Other sources- An Introduction
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Explanation of other important Incomes
4-Jan-22	Deductions allowed, Amount not deductible, Computation of income from other sources
5-Jan-22	Practical Questions
6-Jan-22	Practical Questions
7-Jan-22	<b>Test</b>
8-Jan-22	Assignment
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Income From Salaries
11-Jan-22	Allowances
12-Jan-22	Partially Exempted Allowances



13-Jan-22	Perquisites
14-Jan-22	Tax free perquisites
15-Jan-22	Provident Fund
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Practical Questions
18-Jan-22	Practical Questions
19-Jan-22	Practical Questions
20-Jan-22	Retirement Benefits: Gratuity
21-Jan-22	Pension and commuted pension
22-Jan-22	VRS, practical Questions
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Deemed Income and clubbing of income
25-Jan-22	Set off and carry forward of losses
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Deductions from G.T.I: deductions related to Expenses
28-Jan-22	Deductions from G.T.I: deductions related to Expenses
29-Jan-22	<b>REVISION</b>

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (July 2021-22)**

**Name Of The Associate/Assistant Professor: Rekha Gulati**

**Class And Section: M.Com(P) Ist Sem**

**Subject: Statistical Analysis of Business**

**Mode Of Teaching: OFFLINE/ONLINE**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
23-Nov-21	Introduction of the Syllabus
24-Nov-21	Multiple Correlation
25-Nov-21	Partial Correlation
26-Nov-21	Practical Problems
27-Nov-21	Multiple Regression Analysis
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Multiple Regression Analysis
30-Nov-21	Practical Problems
1-Dec-21	Binomial Distribution
2-Dec-21	Binomial Distribution
3-Dec-21	Binomial Distribution
4-Dec-21	Poisson Distribution
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Poisson Distribution
7-Dec-21	Poisson Distribution
8-Dec-21	Normal Distribution
9-Dec-21	Normal Distribution
10-Dec-21	Normal Distribution
11-Dec-21	Doubt Class
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Assignment -Probability Distributions
14-Dec-21	Hypothesis Testing Basic Concepts
15-Dec-21	Hypothesis Testing Basic Concepts
16-Dec-21	Hypothesis Testing Basic Concepts
17-Dec-21	Large Sample Test-Z Test
18-Dec-21	Large Sample Test-Z Test
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Large Sample Test-Z Test
21-Dec-21	Large Sample Test-Z Test
22-Dec-21	Small Sample Tests-T Test
23-Dec-21	Small Sample Tests-T Test
24-Dec-21	Small Sample Tests-T Test
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	F-Test
28-Dec-21	F-Test

29-Dec-21	F-Test
30-Dec-21	F-Test
31-Dec-21	Z-Transformation Test
1-Jan-22	Z-Transformation Test
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Test-Z Test
4-Jan-22	ANOVA Test
5-Jan-22	ANOVA Test
6-Jan-22	ANOVA Test
7-Jan-22	ANOVA Test
8-Jan-22	ANOVA Test
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Assignment-Hypothesis Testing
11-Jan-22	Non Parametric Tests Introduction
12-Jan-22	Sign Test
13-Jan-22	Sign Test
14-Jan-22	Wilcoxon Test
15-Jan-22	Wilcoxon Test
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Wald-Wolfowitz Test
18-Jan-22	Wald-Wolfowitz Test
19-Jan-22	Kruskal Wallis Test
20-Jan-22	Kruskal Wallis Test
21-Jan-22	H Test
22-Jan-22	H Test
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	The Mann Whitney Test
25-Jan-22	The Mann Whitney Test
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	U-test
28-Jan-22	U-test
29-Jan-22	Median Test
30-Jan-22	<b>SUNDAY</b>
31-Jan-22	Median Test
1-Feb-22	Run Test
2-Feb-22	Association Of Attributes Introduction
3-Feb-22	Basic Concepts of Association of Attributes
4-Feb-22	Methods of two Attributes
5-Feb-22	<b>VASANT PANCHMI</b>
6-Feb-22	<b>SUNDAY</b>
7-Feb-22	Methods of two Attributes
8-Feb-22	Methods of two Attributes
9-Feb-22	Methods of two Attributes
10-Feb-22	Methods of two Attributes
11-Feb-22	Association of three Attributes
12-Feb-22	Association of three Attributes

13-Feb-22	<b>SUNDAY</b>
14-Feb-22	Chi -Square Test
15-Feb-22	Chi -Square Test
16-Feb-22	<b>GURU RAVIDAS JAYANTI</b>
17-Feb-22	Chi -Square Test
18-Feb-22	Chi -Square Test
19-Feb-22	Chi -Square Test
20-Feb-22	<b>SUNDAY</b>
21-Feb-22	Test-Association of Attributes
22-Feb-22	Doubt Class
23-Feb-22	Doubt Class
24-Feb-22	Revision
25-Feb-22	Revision
26-Feb-22	<b>MAHARISHI DAYANAND SARASWATI JAYANTI</b>
27-Feb-22	<b>SUNDAY</b>
28-Feb-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

Name Of The Associate/Assistant Professor Mrs. Monika Bhatia

Class And Section: B.comHns.) 5th sem

Subject: Entrepreneurship and small scale

business Mode Of Teaching: online/ offline

Lectures Per Week:6

Date	Topic to be Covered
01-Oct-21	Introduction about Entrepreneurship
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of entrepreneur and entrepreneurshi
05-Oct-21	Characteristics of Entrepreneur
06-Oct-21	Functions of Entrepreneur
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Types of Entrepreneurs
09-Oct-21	Difference between entrepreneur, manager and intreprenuer
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Concept of entrepreneurship
12-Oct-21	The Entrepreneurial process
13-Oct-21	Nature and Characteristics of Entrepreneurship
14-Oct-21	Need and importance of Entrepreneurship
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Role of an Entrepreneurship in Economic Development
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Diff. between Entrepreneurship, Employment and Self employment
19-Oct-21	Business Environment - Meaning and Features
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Components of business environment
22-Oct-21	Components of business environment
23-Oct-21	Environment Scanning and its approache
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Techniques used for Environmental Analysis
26-Oct-21	Environment Appraisal
27-Oct-21	Large scale Entrepreneur and its problems
28-Oct-21	Concept of small Enterprises
29-Oct-21	Characteristics and scope of small Entrepreneur
30-Oct-21	Importance of Small Entrepreneur

31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Importance of Small Enterprises in Indian Economy</b> <b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Problems of Small Entrepreneurs
09-Nov-21	Relationship and difference between large and Small Scale enterprise
10-Nov-21	Assignment - Explain importance and problems of Small Scale enterprise
11-Nov-21	Assignment - Explain importance and problems of Small Scale
12-Nov-21	Assignment - Explain importance and problems of Small Scale
13-Nov-21	Oral test
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Development of Entrepreneurship
16-Nov-21	Objectives of EDPS
17-Nov-21	Course Content of EDP , and Phases of EDPS
18-Nov-21	Problems faced by EDPS and its criteria
19-Nov-21	Guru Nanak Dev Jayanti
20-Nov-21	Consultancy organisation and its role
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Continue
23-Nov-21	Entrepreneur real motivation
24-Nov-21	Motivation process and Motivation Theories
25-Nov-21	Motivation Theories
26-Nov-21	Opportunity - Meaning and Elements
27-Nov-21	Idea - sources , techniques for generating new business idea
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Techniques of generating new business idea
30-Nov-21	Creativity and Innovation
1-Dec-21	Types of Thinking mode
2-Dec-21	Diff. or relationship between divergent and convergent thinking
3-Dec-21	Assignment - explain methods of generating ideas
4-Dec-21	Networking marketing
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Franchising
7-Dec-21	Business Process outsourcing
8-Dec-21	Steps for setting up a new enterprise
9-Dec-21	Continue
10-Dec-21	Test - Explain the process of setting up new venture

11-Dec-21	Meaning and objectives of Project Report
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Importance of Project Report
14-Dec-21	Content of project report
15-Dec-21	Precautions while preparing project report
16-Dec-21	Market survey - Introduction
17-Dec-21	Objectives of market survey
18-Dec-21	Process of market survey
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Preliminary project report
21-Dec-21	Advantages and Content of PPR
22-Dec-21	Meaning and features of management
23-Dec-21	Management functions
24-Dec-21	Functional Areas of Management
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Production Management - An Introduction
28-Dec-21	key decisions under operation management
29-Dec-21	Planning and Control of Production Process
30-Dec-21	Quality control
31-Dec-21	Growth – An Introduction and its need
1-Jan-22	Retrenchment Strategies
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Combination Strategies, concentration strategies
4-Jan-22	International Strategies and Crisis in Business Growth
5-Jan-22	Marketing Management and introduction
6-Jan-22	Marketing mix and product mix
7-Jan-22	Product life cycle
8-Jan-22	Price mix, promotion mix and place mix
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Marketing Consortium
11-Jan-22	Tender Marketing and Incentives and Subsidies
12-Jan-22	Various subsidies in operation
13-Jan-22	Various assistance program
14-Jan-22	Advantages and problems of incentives and subsidies
15-Jan-22	Taxation benefits to small scale industries
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Assignment - subsidies for small scale industries in India
18-Jan-22	Institutional support and introduction
19-Jan-22	Need of institutional support
20-Jan-22	Small industries development organisation
21-Jan-22	National small industries corporation and small industries service

22-Jan-22	Revision of syllabus
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision of syllabus
25-Jan-22	Revision of syllabus
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision of syllabus
28-Jan-22	Revision of syllabus
29-Jan-22	Revision of syllabus





**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Komal Malhotra**

**Class And Section: B.com (Pass) 5<sup>th</sup> sem (Sec. A+C)**

**Subject: Taxation Law-I**

**Mode Of Teaching: Online and offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction of Income Tax
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	History of Tax
05-Oct-21	Concept Of Income
06-Oct-21	Gross total Income
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Total Income
09-Oct-21	Previous Year
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Assessment Year
12-Oct-21	Casual Incomes
13-Oct-21	Tax Rates for Assessment Year 2020-21
14-Oct-21	Meaning of Assessee
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Meaning of Person
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Tax Evasion, Tax avoidance and Tax Planning
19-Oct-21	Agricultural Income
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Agricultural Income
22-Oct-21	Practical Problems
23-Oct-21	Practical Problems
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Practical Problems
26-Oct-21	doubts
27-Oct-21	Exempted Incomes From Tax
28-Oct-21	Exempted Incomes From Tax-for all assessee
29-Oct-21	Exempted Incomes From Tax-for all assessee
30-Oct-21	Exempted Incomes From Tax-for all institutions
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Residential Status and Tax Liability-introduction
09-Nov-21	Residential Status and Tax Liability
10-Nov-21	Practical Problems Of Residential Status
11-Nov-21	Practical Problems Of Residential Status
12-Nov-21	Practical Problems Of Residential Status
13-Nov-21	Doubts
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Incidence of Tax Liability
16-Nov-21	Incidence of Tax Liability
17-Nov-21	Practical problems on incidence of tax
18-Nov-21	Practical problems on incidence of tax
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Assignment On Topic:-Residential Status
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Test</b>
23-Nov-21	<b>Income from house property: Introduction</b>
24-Nov-21	Annual Value: In case of let out House
25-Nov-21	Deduction & Annual Value: In case of Building self-occupied
26-Nov-21	Practical Questions
27-Nov-21	Practical Questions
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Interest on house property</b>
30-Nov-21	Pre and post acquisition period
1-Dec-21	Practical Questions
2-Dec-21	Practical Questions
3-Dec-21	<b>Doubts</b>
4-Dec-21	Profits of Business or Profession: Meaning, Profits, Important Rules
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Deductions Expressly Allowed
7-Dec-21	Deductions Expressly Allowed
8-Dec-21	Deductions Expressly disallowed
9-Dec-21	Deductions Expressly disallowed
10-Dec-21	<b>test</b>
11-Dec-21	Practical Questions
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Practical Questions
14-Dec-21	Practical Questions and doubts

15-Dec-21	<b>Doubts</b>
16-Dec-21	Depreciation- Introduction
17-Dec-21	Practical Questions and doubts
18-Dec-21	Practical Questions and doubts
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Capital Gains: Meaning and transfer of capital assets
21-Dec-21	Computation of capital Gains
22-Dec-21	Computation of capital Gains
23-Dec-21	Cost of acquisition
24-Dec-21	Capital gain exempted from tax
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Capital Gain in special cases
28-Dec-21	Capital Gain in special cases
29-Dec-21	Practical Questions
30-Dec-21	Practical Questions
31-Dec-21	Doubts of the chapter
1-Jan-22	Income from Other sources- An Introduction
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Explanation of other important Incomes
4-Jan-22	Deductions allowed, Amount not deductible, Computation of income from other sources
5-Jan-22	Practical Questions
6-Jan-22	Practical Questions
7-Jan-22	<b>Test</b>
8-Jan-22	Assignment
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Income From Salaries
11-Jan-22	Allowances
12-Jan-22	Partially Exempted Allowances
13-Jan-22	Perquisites
14-Jan-22	Tax free perquisites
15-Jan-22	Provident Fund
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Practical Questions
18-Jan-22	Practical Questions
19-Jan-22	Practical Questions
20-Jan-22	Retirement Benefits: Gratuity
21-Jan-22	Pension and commuted pension
22-Jan-22	VRS, practical Questions
23-Jan-22	<b>SUNDAY</b>

24-Jan-22	Deemed Income and clubbing of income
25-Jan-22	Set off and carry forward of losses
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Deductions from G.T.I: deductions related to Expenses
28-Jan-22	Deductions from G.T.I: deductions related to Expenses
29-Jan-22	<b>REVISION</b>











**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Suman Lata Yadav**

**Class And Section: B.Com. (pass) sec - C**

**Subject: Accounting For Management**

**Mode Of Teaching:**

**Lectures Per Week:06**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Management accounting: meaning ,nature and scope
05-Oct-21	Functions and role of management accounting
06-Oct-21	Continue...
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	The management accountant
09-Oct-21	The controller
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	The treasurer
12-Oct-21	Management accounting principles
13-Oct-21	Management accounting Vs.Cost accounting Vs.Financial accounting
14-Oct-21	Advantages of management accounting
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Limitations of management accounting
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Tools and techniques of management accounting
19-Oct-21	Continue...
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Financial statements- introduction
22-Oct-21	Financial statements: types
23-Oct-21	Continue...
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Nature of financial statements
26-Oct-21	Essentials of ideal financial statements
27-Oct-21	Importance of financial statements
28-Oct-21	Continue...
29-Oct-21	limitations of financial statements
30-Oct-21	Continue...
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Meaning of analysis and interpretation of financial statements
09-Nov-21	Process of financial analysis
10-Nov-21	Continue...
11-Nov-21	Types or approaches of financial analysis
12-Nov-21	Test: Management accounting: meaning ,nature and scope
13-Nov-21	Object or Purpose of financial statements
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Significance or importance of financial analysis
16-Nov-21	Continue...
17-Nov-21	Methods of financial analysis: comparative financial statements
18-Nov-21	Continue...
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Comparative balance sheet
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Continue...
23-Nov-21	Comparative statement of profit and loss
24-Nov-21	Comparative statement of cost of production
25-Nov-21	Continue...
26-Nov-21	Comparative statement of working capital
27-Nov-21	Continue...
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Common size statement
30-Nov-21	Trend percentages
1-Dec-21	Continue...
2-Dec-21	Ratio analyses: meaning
3-Dec-21	Ratio analyses :objectives
4-Dec-21	Advantages of Ratio analyses
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Limitations of accounting ratios
7-Dec-21	Classifications of Ratios :liquidity ratios
8-Dec-21	Continue...
9-Dec-21	Solvency Ratios
10-Dec-21	Continue...
11-Dec-21	Test: financial statements
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Activity Ratios : Stock Turnover Ratio
14-Dec-21	Continue...
15-Dec-21	Debtors Turnover Ratio
16-Dec-21	Continue...
17-Dec-21	Creditors Turnover Ratio
18-Dec-21	Continue...
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Fixed Assets Turnover Ratio
21-Dec-21	Continue...
22-Dec-21	Working Capital Turnover Ratio
23-Dec-21	Continue...
24-Dec-21	Profitability Ratios
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Profitability Ratios based on sales
28-Dec-21	Profitability Ratios based on sales
29-Dec-21	Profitability Ratios based on sales
30-Dec-21	Profitability Ratio based on investment
31-Dec-21	Profitability Ratio based on investment
1-Jan-22	Calculation of missing value through Ratios
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Calculation of missing value through Ratios
4-Jan-22	<b>Test:</b> Ratio analyses
5-Jan-22	Cash flow statement; objectives
6-Jan-22	Limitations of cash flow statement
7-Jan-22	difference between cash flow statement and cash budget
8-Jan-22	Procedure of preparing Cash Flow Statement
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Classification of Cash Flows: Cash Flow from Operating Activities
11-Jan-22	Direct and Indirect Method
12-Jan-22	Cash Flow from Investing Activities
13-Jan-22	Cash Flow from Financing Activities
14-Jan-22	Preparation of Cash flow Statement
15-Jan-22	Continue...
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Financial Planning : Meaning , Objectives, Procedure of Financial Planning
18-Jan-22	Factors affecting financial planning, Significance and Limitations of financial planning
19-Jan-22	Characteristics or Principles of a sound financial plan
20-Jan-22	Capital Budgeting : Meaning and Nature
21-Jan-22	Features and kinds of Capital Budgeting Decisions
22-Jan-22	Techniques of Capital Budgeting : ARR method
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Pay Back Method
25-Jan-22	NPV Method, Profitability Index or PI method
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	IRR Method
28-Jan-22	<b>Capital Rationing</b>
29-Jan-22	<b>Continue...</b>



**K.L.Mehta Dayanand College For Women, Faridabad**  
**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor : Ms.SUMAN LATA YADAV**

**Class And Section: B.Com.(CA) sem:5 , Sec: D AND E**

**Subject: Financial Market Operations**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	introduction of the subject
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>introduction of financial system</b>
05-Oct-21	features and functions of financial system
06-Oct-21	Classification of financial system
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	introduction of money market
09-Oct-21	introduction of money market
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>features of money market</b>
12-Oct-21	continue
13-Oct-21	objectives of money market
14-Oct-21	prerequisites for an efficient money market
15-Oct-21	<b>Dussehra</b>
16-Oct-21	importance of money market
18-Oct-21	continue
19-Oct-21	institutions of money market
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	<b>continue</b>
22-Oct-21	Indian money market
23-Oct-21	Unorganised money market
24-Oct-21	<b>SUNDAY</b>

25-Oct-21	introduction of organised money market
26-Oct-21	various instruments of money market
27-Oct-21	continue
28-Oct-21	The Discount Markets
29-Oct-21	1. SBI. DFHI Ltd.
30-Oct-21	2. STCI
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	limitations of Indian money market
09-Nov-21	measures to reform the Indian money market
10-Nov-21	test -" instruments of money market"
11-Nov-21	introduction of capital market
12-Nov-21	meaning and features of capital market
13-Nov-21	importance and functions of capital market
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	introduction of Indian capital market
16-Nov-21	features of Indian capital market
17-Nov-21	role of capital market in industrial growth
18-Nov-21	Gilt edged market
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	primary dealers and government securities market
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	explanation of new issue market
23-Nov-21	features of new issue market
24-Nov-21	functions of new issue market
25-Nov-21	continue
26-Nov-21	various methods of new issue
27-Nov-21	explanations of public issue through prospectus, offer for sale
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	explanation of private placement IPO right issue
30-Nov-21	explanation of bonus shares and book building
1-Dec-21	Test " explain the various methods of new issue market"
2-Dec-21	explanation of stock option and bought out deals
3-Dec-21	explanation of qualified institutional placement
4-Dec-21	Intermediaries in NIM

5-Dec-21	<b>SUNDAY</b>
6-Dec-21	assignment- " explain the book building process in detail?"
7-Dec-21	meaning and features of stock exchange
8-Dec-21	functions of stock exchange
9-Dec-21	regulations of stock exchange
10-Dec-21	procedure for dealing at stock exchanges
11-Dec-21	continue
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	types of speculators
14-Dec-21	provisions and powers of recognised stock exchange
15-Dec-21	procedure of listing of securities
16-Dec-21	<b>Revision</b> of Stock Exchanges
17-Dec-21	<b>OTCEI</b>
18-Dec-21	NSE
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	<b>assignment-</b> Stock exchange
21-Dec-21	introduction of SEBI
22-Dec-21	<b>guidelines of SEBI</b>
23-Dec-21	guidelines of SEBI
24-Dec-21	<b>Revision</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>meaning of investor and investor protection</b>
28-Dec-21	grievances of investors
29-Dec-21	stock exchange and investor protection
30-Dec-21	company law board
31-Dec-21	SEBI and investor protection
1-Jan-22	<b>assignment - " redressal machinery for investors"</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Stock Broker - a detail note
4-Jan-22	continue
5-Jan-22	sub broker
6-Jan-22	Market makers
7-Jan-22	Jobbers , Portfolio consultants
8-Jan-22	investment institutions
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	meaning and features of merchant banking
11-Jan-22	functions of merchant banking
12-Jan-22	roles and objectives of merchant banking
13-Jan-22	defaults of merchant bankers and penalty points
14-Jan-22	self regulatory organisation
15-Jan-22	meaning and importance of credit rating agencies



16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>credit rating process and its drawbacka</b>
18-Jan-22	credit rating agencies in India
19-Jan-22	development banks features and objectives
20-Jan-22	types of development banks
21-Jan-22	industrial development banks
22-Jan-22	continue
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Meaning and concept of mutual fund
25-Jan-22	types of mutual fund
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	SEBI guidelines regarding mutual fund
28-Jan-22	Revision
29-Jan-22	assignment - SEBI guidelines regarding mutual fund



**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Dr. Sakshi Goyal**

**Class And Section: BBA**

**Subject: Cost and Management Accounting**

**Mode Of Teaching: ONLINE**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of the day
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Introduction of the Syllabus</b>
05-Oct-21	<b>Introduction of cost Accounting</b>
06-Oct-21	<b>Continue</b>
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	<b>Nature of cost Accounting</b>
09-Oct-21	<b>Scope of cost Accounting</b>
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>Cost Introduction</b>
12-Oct-21	<b>Continue</b>
13-Oct-21	<b>Cost analysis</b>
14-Oct-21	<b>Continue and Concept</b>
15-Oct-21	<b>Dussehra</b>
16-Oct-21	<b>Cost Sheet</b>
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	<b>Numerical</b>
19-Oct-21	<b>Continue</b>
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	<b>Revision</b>
22-Oct-21	<b>Test</b>
23-Oct-21	<b>Purchase Introduction</b>
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	<b>Purchase Procedure</b>
26-Oct-21	<b>Continue</b>
27-Oct-21	<b>Methods of Material Issue</b>
28-Oct-21	<b>Continue</b>
29-Oct-21	<b>Continue</b>
30-Oct-21	<b>Numerical</b>
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	<b>Numerical</b>
09-Nov-21	<b>Revision</b>
10-Nov-21	<b>Material control</b>
11-Nov-21	<b>Continue</b>
12-Nov-21	<b>Labour cost Introduction</b>
13-Nov-21	<b>Continue</b>
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	<b>Computation and control</b>
16-Nov-21	<b>Continue</b>
17-Nov-21	<b>Continue</b>
18-Nov-21	<b>Revision</b>
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Numerical</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Overhead classifications</b>
23-Nov-21	<b>Continue</b>
24-Nov-21	<b>Test</b>
25-Nov-21	<b>Apportionment and absorption</b>
26-Nov-21	<b>Continue</b>
27-Nov-21	<b>Numerical</b>
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Job order</b>
30-Nov-21	<b>Batch Costing</b>
1-Dec-21	<b>Continue</b>
2-Dec-21	<b>Contract costing</b>
3-Dec-21	<b>Continue</b>
4-Dec-21	<b>Numerical</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	<b>Process costing</b>
7-Dec-21	<b>Continue</b>
8-Dec-21	<b>Introduction of management Accounting</b>
9-Dec-21	<b>Nature of management Accounting</b>
10-Dec-21	<b>Scope Of management Accounting</b>
11-Dec-21	<b>Continue</b>
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>Marginal costing and application</b>
14-Dec-21	<b>Continue</b>
15-Dec-21	<b>Responsibility Accounting</b>
16-Dec-21	<b>Continue</b>
17-Dec-21	<b>Revision</b>
18-Dec-21	<b>Test</b>
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	<b>Assignment</b>
21-Dec-21	<b>Budgetary Control</b>
22-Dec-21	<b>Continue</b>
23-Dec-21	<b>Continue</b>
24-Dec-21	<b>Revision</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Analysis of financial Statement</b>
28-Dec-21	<b>Continue</b>
29-Dec-21	<b>Continue</b>
30-Dec-21	<b>Ratio Analysis</b>
31-Dec-21	<b>Continue</b>
1-Jan-22	<b>Continue</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>Fund Flow Statement</b>
4-Jan-22	<b>Continue</b>
5-Jan-22	<b>Continue</b>
6-Jan-22	<b>Cash Flow Statement</b>
7-Jan-22	<b>Continue</b>
8-Jan-22	<b>Continue</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>Revision</b>
11-Jan-22	<b>Test</b>
12-Jan-22	<b>Assignment</b>
13-Jan-22	<b>MIS</b>
14-Jan-22	<b>Continue</b>
15-Jan-22	<b>Continue</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Capital budgeting decision</b>
18-Jan-22	<b>Continue</b>
19-Jan-22	<b>Continue</b>
20-Jan-22	<b>Revision</b>
21-Jan-22	<b>Test</b>
22-Jan-22	<b>Assignment</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision</b>
25-Jan-22	<b>Revision</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Revision</b>
28-Jan-22	<b>Revision</b>
29-Jan-22	<b>Revision</b>

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Dr. Sakshi Goyal**

**Class And Section**

**Subject: : Indian Business Environment**

**Mode Of Teaching:ONLINE**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of the student
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Introduction of the syllabus</b>
05-Oct-21	<b>Determinants of Environment</b>
06-Oct-21	<b>Basic nature of Indian environment system</b>
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	<b>Growth of Public and private sector</b>
09-Oct-21	<b>Continue</b>
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>Social responsibility of business</b>
12-Oct-21	<b>Continue</b>
13-Oct-21	<b>Continue</b>
14-Oct-21	<b>Revision</b>
15-Oct-21	<b>Dussehra</b>
16-Oct-21	<b>Assignment</b>
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	<b>Economic reforms since 1991</b>
19-Oct-21	<b>Continue</b>
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	<b>Review of Industrial policy development</b>
22-Oct-21	<b>Continue</b>
23-Oct-21	<b>Continue</b>
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	<b>Pattern of Industrial growth since 1991</b>
26-Oct-21	<b>Continue</b>
27-Oct-21	<b>Continue</b>
28-Oct-21	<b>Industrial licence policy</b>
29-Oct-21	<b>Continue</b>
30-Oct-21	<b>Revision</b>
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Test</b>
02-Nov-21	
03-Nov-21	<b>Diwali Break</b>
04-Nov-21	

05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	<b>Public sector reforms</b>
09-Nov-21	<b>Continue</b>
10-Nov-21	<b>Privatisation</b>
11-Nov-21	<b>Continue</b>
12-Nov-21	<b>Liberalisation</b>
13-Nov-21	<b>Continue</b>
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	<b>Growth and problems of MSME</b>
16-Nov-21	<b>Continue</b>
17-Nov-21	<b>Continue</b>
18-Nov-21	<b>Assignment</b>
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Test</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Industrial sickness</b>
23-Nov-21	<b>Continue</b>
24-Nov-21	<b>Continue</b>
25-Nov-21	<b>Development banking overview</b>
26-Nov-21	<b>Continue</b>
27-Nov-21	<b>Continue</b>
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Current Developments</b>
30-Nov-21	<b>Regulation of stock exchanges</b>
1-Dec-21	<b>Continue</b>
2-Dec-21	<b>Continue</b>
3-Dec-21	<b>Role of SEBI</b>
4-Dec-21	<b>Continue</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	<b>Banking sector reforms</b>
7-Dec-21	<b>Continue</b>
8-Dec-21	<b>Continue</b>
9-Dec-21	<b>Challenges facing public sector banks</b>
10-Dec-21	<b>Continue</b>
11-Dec-21	<b>Continue</b>
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>Growth of non banking FI</b>
14-Dec-21	<b>Continue</b>
15-Dec-21	<b>Continue</b>
16-Dec-21	<b>Changing structure of NBFI</b>
17-Dec-21	<b>Continue</b>
18-Dec-21	<b>Continue</b>
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	<b>Trends and pattern of India foreign trade</b>

21-Dec-21	<b>Continue</b>
22-Dec-21	<b>continue</b>
23-Dec-21	<b>Balance of Payments</b>
24-Dec-21	<b>Continue</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Latest foreign trade policy</b>
28-Dec-21	<b>Continue</b>
29-Dec-21	<b>Continue</b>
30-Dec-21	<b>Revision</b>
31-Dec-21	<b>Test</b>
1-Jan-22	<b>Assignment</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>India's overseas investment</b>
4-Jan-22	<b>Continue</b>
5-Jan-22	<b>Continue</b>
6-Jan-22	<b>Policy towards FDI</b>
7-Jan-22	<b>Continue</b>
8-Jan-22	<b>Continue</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>Globalization trends in Indian economy</b>
11-Jan-22	<b>Continue</b>
12-Jan-22	<b>Continue</b>
13-Jan-22	<b>Role of MNC</b>
14-Jan-22	<b>Continue</b>
15-Jan-22	<b>Continue</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Impact of multilateral institution</b>
18-Jan-22	<b>Continue</b>
19-Jan-22	<b>Continue</b>
20-Jan-22	<b>World Bank</b>
21-Jan-22	<b>Continue</b>
22-Jan-22	<b>WTO</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision</b>
25-Jan-22	<b>Test</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Assignment</b>
28-Jan-22	<b>Revision</b>
29-Jan-22	<b>Revision</b>







**K.L Mehta Davanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Komal Malhotra**

**Class And Section: B. Com. CA Sem III (Section D)**

**Subject: CORPORATE LAW - I**

**Mode Of Teaching: online/ offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction with students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Meaning and Characteristics of Company
05-Oct-21	Meaning and Characteristics of Company
06-Oct-21	Advantages of Joint Stock Company
07-Oct-21	Advantages of Joint Stock Company
08-Oct-21	Disadvantages of joint stock company
09-Oct-21	Disadvantage of Joint Stock Company
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Lifting the Corporate Veil
12-Oct-21	Types of Companies
13-Oct-21	Types of Companies
14-Oct-21	Types of Companies
15-Oct-21	Types of Companies
16-Oct-21	Revision of the chapter
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Meaning of Article of Association and its Importance
19-Oct-21	Features
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Obligations to register articles
22-Oct-21	Forms or legal requirement of AOA
23-Oct-21	Content of AOA
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Alteration of AOA
26-Oct-21	Alteration of AOA
27-Oct-21	Legal effects of MOA & AOA
28-Oct-21	Legal effects of MOA & AOA
29-Oct-21	Relationship between MOA & AOA
30-Oct-21	Doctrine of Constructive Notice
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	

03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Doctrine of indoor management
09-Nov-21	Doctrine of indoor management
10-Nov-21	Doctrine of Ultra –Vires
11-Nov-21	Doctrine of Ultra –Vires
12-Nov-21	Doubts and revision
13-Nov-21	<b>Class test</b>
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Privileges and Exemptions of Private Company
16-Nov-21	Privileges and Exemptions of Private Company
17-Nov-21	Privileges and Exemptions of Private Company
18-Nov-21	Procedure of conversion
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Conversion of a private Company into Public Company
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Conversion of a private Company into Public Company
23-Nov-21	Conversion of a private Company into Public Company
24-Nov-21	Revision of chapter
25-Nov-21	Assignment in class
26-Nov-21	Test
27-Nov-21	What is Formation of Company
28-Nov-21	<b>Sunday</b>
29-Nov-21	Stages of Formation of a Company
30-Nov-21	Meaning and Definition of Promotion of a Company
1-Dec-21	Stages of Promotion
2-Dec-21	Who is Promoters, Meaning and Definition of Promoters
3-Dec-21	Characteristics of Promoter
4-Dec-21	Functions of promoters
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Legal Position of Promoter
7-Dec-21	Legal Position of Promoter
8-Dec-21	Importance of the Promoter
9-Dec-21	Right of Promoters
10-Dec-21	Liabilities of promoters
11-Dec-21	Duties of promoters
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>ASSIGNMENT</b>
14-Dec-21	Remuneration and Types of Promoters
15-Dec-21	Preliminary Contracts
16-Dec-21	Registration of a Company
17-Dec-21	Registration of a Company
18-Dec-21	Promoters and registration

19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Registration of a Company
21-Dec-21	Registration of a Company
22-Dec-21	Capital Subscription
23-Dec-21	Presentation of Students
24-Dec-21	Presentation of Students
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Presentation of Students
28-Dec-21	Presentation of Students
29-Dec-21	Presentation of Students
30-Dec-21	Presentation of Students
31-Dec-21	Presentation of Students
1-Jan-22	Presentation of Students
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Prospectus of company
4-Jan-22	Contents of Prospectus
5-Jan-22	Misleading Prospectus
6-Jan-22	Consequences of misleading statements in prospectus
7-Jan-22	Consequences of misleading statements in prospectus -1
8-Jan-22	Revision class
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Borrowing Powers of Company
11-Jan-22	Lawful Borrowing
12-Jan-22	Lawful Borrowing
13-Jan-22	Restrictions on Borrowing Powers of a Company
14-Jan-22	Debentures
15-Jan-22	Methods of issuing debentures
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Charges-meaning and registration
18-Jan-22	Types of charges and effect of non registration of charges
19-Jan-22	Meaning of Memorandum of Association
20-Jan-22	Its Importance
21-Jan-22	Features of memorandum
22-Jan-22	Forms & legal requirement of MOA
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Alteration in memorandum of association
25-Jan-22	Alteration in memorandum of association
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision and doubts before exams
28-Jan-22	Revision and doubts before exams
29-Jan-22	Revision and doubts before exams



**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Dr. Sakshi Goyal**

**Class And Section: BBA 1<sup>st</sup> year**

**Subject: Business Organisation**

**Mode Of Teaching:**

**Lectures Per Week:**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of the student
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Introduction of the syllabus</b>
05-Oct-21	<b>Business Concept</b>
06-Oct-21	<b>Nature</b>
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	<b>Scope</b>
09-Oct-21	<b>Business as a system</b>
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>Continue</b>
12-Oct-21	<b>Continue</b>
13-Oct-21	<b>Business objective</b>
14-Oct-21	<b>Continue</b>
15-Oct-21	<b>Dussehra</b>
16-Oct-21	<b>Business and Environment interface</b>
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	<b>Continue</b>
19-Oct-21	<b>Continue</b>
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	<b>Test</b>
22-Oct-21	<b>Assignment</b>
23-Oct-21	<b>Distinguish between Business, Commerce and trade</b>
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	<b>Continue</b>
26-Oct-21	<b>Continue</b>
27-Oct-21	<b>Forms of business organization</b>
28-Oct-21	<b>Continue</b>
29-Oct-21	<b>Sole proprietorship</b>
30-Oct-21	<b>Continue</b>
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	
03-Nov-21	<b>Diwali Break</b>

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	<b>Partnership</b>
09-Nov-21	<b>Continue</b>
10-Nov-21	<b>Continue</b>
11-Nov-21	<b>Test</b>
12-Nov-21	<b>Joint stock company</b>
13-Nov-21	<b>Continue</b>
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	<b>Assignment</b>
16-Nov-21	<b>Types of company</b>
17-Nov-21	<b>Continue</b>
18-Nov-21	<b>Cooperative Society</b>
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Continue</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Test</b>
23-Nov-21	<b>Multi National corporation</b>
24-Nov-21	<b>Continue</b>
25-Nov-21	<b>Continue</b>
26-Nov-21	<b>Entrepreneurship concept of nature</b>
27-Nov-21	<b>Entrepreneur opportunity in contemporary business environment</b>
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Continue</b>
30-Nov-21	<b>Continue</b>
1-Dec-21	<b>Process of setting up a business enterprises</b>
2-Dec-21	<b>Choice of suitable form of business organization</b>
3-Dec-21	<b>Continue</b>
4-Dec-21	<b>Continue</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	<b>Test</b>
7-Dec-21	<b>Feasibility and preparation of business plan</b>
8-Dec-21	<b>Continue</b>
9-Dec-21	<b>Government and business interface</b>
10-Dec-21	<b>Continue</b>
11-Dec-21	<b>Continue</b>
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>Test</b>
14-Dec-21	<b>Assignment</b>
15-Dec-21	<b>Stock exchange of India</b>
16-Dec-21	<b>Continue</b>
17-Dec-21	<b>Continue</b>
18-Dec-21	<b>Continue</b>
19-Dec-21	<b>SUNDAY</b>



20-Dec-21	<b>Business Combination</b>
21-Dec-21	<b>Continue</b>
22-Dec-21	<b>Continue</b>
23-Dec-21	<b>Concept and causes</b>
24-Dec-21	<b>Continue</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Continue</b>
28-Dec-21	<b>Continue</b>
29-Dec-21	<b>Test</b>
30-Dec-21	<b>Chambers of Commerce and Industry</b>
31-Dec-21	<b>Continue</b>
1-Jan-22	<b>Continue</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>FICCI</b>
4-Jan-22	<b>Continue</b>
5-Jan-22	<b>Continue</b>
6-Jan-22	<b>Revision</b>
7-Jan-22	<b>Test</b>
8-Jan-22	<b>Assignment</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>CII Associations</b>
11-Jan-22	<b>Continue</b>
12-Jan-22	<b>Continue</b>
13-Jan-22	<b>Continue</b>
14-Jan-22	<b>Assignment</b>
15-Jan-22	<b>Revision</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Test</b>
18-Jan-22	<b>Revision</b>
19-Jan-22	<b>Revision</b>
20-Jan-22	<b>Revision</b>
21-Jan-22	<b>Revision</b>
22-Jan-22	<b>Revision</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Test</b>
25-Jan-22	<b>Test</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Revision</b>
28-Jan-22	<b>Revision</b>
29-Jan-22	<b>Revision</b>





**K.L Mehta Davanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Monika Singla**

**Class And Section: B.com (Pass) 5<sup>th</sup> sem B Sec.**

**Subject: Income Tax**

**Mode Of Teaching: Online and offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction of Income Tax
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	History of Tax
05-Oct-21	Concept Of Income
06-Oct-21	Gross total Income
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Total Income
09-Oct-21	Previous Year
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Assessment Year
12-Oct-21	Casual Incomes
13-Oct-21	Tax Rates for Assessment Year 2020-21
14-Oct-21	Meaning of Assessee
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Meaning of Person
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Tax Evasion, Tax avoidance and Tax Planning
19-Oct-21	Agricultural Income
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Agricultural Income
22-Oct-21	Practical Problems
23-Oct-21	Practical Problems
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Practical Problems
26-Oct-21	doubts
27-Oct-21	Exempted Incomes From Tax
28-Oct-21	Exempted Incomes From Tax-for all assessee
29-Oct-21	Exempted Incomes From Tax-for all assessee
30-Oct-21	Exempted Incomes From Tax-for all institutions
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	
03-Nov-21	<b>Diwali Break</b>

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Residential Status and Tax Liability-introduction
09-Nov-21	Residential Status and Tax Liability
10-Nov-21	Practical Problems Of Residential Status
11-Nov-21	Practical Problems Of Residential Status
12-Nov-21	Practical Problems Of Residential Status
13-Nov-21	Doubts
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Incidence of Tax Liability
16-Nov-21	Incidence of Tax Liability
17-Nov-21	Practical problems on incidence of tax
18-Nov-21	Practical problems on incidence of tax
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Assignment On Topic:-Residential Status
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Test</b>
23-Nov-21	<b>Income from house property: Introduction</b>
24-Nov-21	Annual Value: In case of let out House
25-Nov-21	Deduction & Annual Value: In case of Building self-occupied
26-Nov-21	Practical Questions
27-Nov-21	Practical Questions
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Interest on house proparty</b>
30-Nov-21	Pre and post acquisition period
1-Dec-21	Practical Questions
2-Dec-21	Practical Questions
3-Dec-21	<b>Doubts</b>
4-Dec-21	Profits of Business or Profession: Meaning, Profits, Important Rules
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Deductions Expressly Allowed
7-Dec-21	Deductions Expressly Allowed
8-Dec-21	Deductions Expressly disallowed
9-Dec-21	Deductions Expressly disallowed
10-Dec-21	<b>test</b>
11-Dec-21	Practical Questions
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Practical Questions
14-Dec-21	Practical Questions and doubts

15-Dec-21	<b>Doubts</b>
16-Dec-21	Depreciation- Introduction
17-Dec-21	Practical Questions and doubts
18-Dec-21	Practical Questions and doubts
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Capital Gains: Meaning and transfer of capital assets
21-Dec-21	Computation of capital Gains
22-Dec-21	Computation of capital Gains
23-Dec-21	Cost of acquisition
24-Dec-21	Capital gain exempted from tax
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Capital Gain in special cases
28-Dec-21	Capital Gain in special cases
29-Dec-21	Practical Questions
30-Dec-21	Practical Questions
31-Dec-21	Doubts of the chapter
1-Jan-22	Income from Other sources- An Introduction
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Explanation of other important Incomes
4-Jan-22	Deductions allowed, Amount not deductible, Computation of income from other sources
5-Jan-22	Practical Questions
6-Jan-22	Practical Questions
7-Jan-22	<b>Test</b>
8-Jan-22	Assignment
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Income From Salaries
11-Jan-22	Allowances
12-Jan-22	Partially Exempted Allowances
13-Jan-22	Perquisites
14-Jan-22	Tax free perquisites
15-Jan-22	Provident Fund
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Practical Questions
18-Jan-22	Practical Questions
19-Jan-22	Practical Questions
20-Jan-22	Retirement Benefits: Gratuity
21-Jan-22	Pension and commuted pension
22-Jan-22	VRS, practical Questions
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Deemed Income and clubbing of income

25-Jan-22	Set off and carry forward of losses
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Deductions from G.T.I: deductions related to Expenses
28-Jan-22	Deductions from G.T.I: deductions related to Expenses
29-Jan-22	<b>REVISION</b>

**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Monika Singla**

**Class And Section: B.COM PASS SEC C**

**Subject: IBE**

**Mode Of Teaching: ONLINE/OFFLINE**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation of the students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	International Business Environment- An Introduction of the Subject
05-Oct-21	Unit 1 : Recent global trends in international trade
06-Oct-21	Global trends in international finance
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	<i>Recent global trends in international trade</i>
09-Oct-21	<i>Recent global trends in international trade and finance (continue)</i>
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Dimensions of IB
12-Oct-21	Modes of IB
13-Oct-21	Structure of IB environment-1
14-Oct-21	Structure of IB environment-2
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Structure of IB environment-3
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Risk in IB-1
19-Oct-21	<b>Risk in IB 2</b>
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>



21-Oct-21	Motives for internationalization of firms-1
22-Oct-21	Motives for internationalization of firms-2
23-Oct-21	Organizational structure for IB-1
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Motives for internationalization of firms-1
26-Oct-21	Motives for internationalization of firms-2
27-Oct-21	Organizational structure for IB-1
28-Oct-21	Organizational structure for IB-2
29-Oct-21	World trading system and impact of WTO-1
30-Oct-21	World trading system and impact of WTO-2
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	World trading system and impact of WTO-3
09-Nov-21	Revision of chapters

10-Nov-21	Assignments based on the chapters
11-Nov-21	Unit 2: Foreign market entry strategies
12-Nov-21	Country evaluation and selection-1
13-Nov-21	Country evaluation and selection-2
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Factors affecting foreign investment decisions
16-Nov-21	Impact of FDI on home countries -1
17-Nov-21	Impact of FDI on home countries -2
18-Nov-21	Impact of FDI on host countries -1
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Impact of FDI on host countries -2
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Assignments based on the chapters
23-Nov-21	Class Test
24-Nov-21	Unit 4 : International staffing decisions
25-Nov-21	Compensation of expatriate staff
26-Nov-21	Performance appraisal of expatriate staff-1
27-Nov-21	Performance appraisal of expatriate staff-2
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Ethical dilemmas
30-Nov-21	Social responsibility issues 1
1-Dec-21	Social responsibility issues 2
2-Dec-21	Revision of chapters
3-Dec-21	Assignments based on the chapters
4-Dec-21	Class Test
5-Dec-21	<b>SUNDAY</b>

6-Dec-21	Unit 3: Product and branding decisions-1
7-Dec-21	Product and branding decisions-2
8-Dec-21	Managing distribution channels-1
9-Dec-21	Managing distribution channels-2
10- Dec -21	International promotion mix and pricing decisions-1
11- Dec -21	International promotion mix and pricing decisions-2
12- Dec -21	<b>SUNDAY</b>
13- Dec -21	counter trade practices
14- Dec -21	counter trade practices-1
15- Dec -21	Mechanism of international trade transactions -1
16- Dec -21	Mechanism of international trade transactions-2
17- Dec -21	Revision of chapters
18- Dec -21	Assignments based on the chapters
19- Dec -21	<b>SUNDAY</b>
20- Dec -21	Class Test
21- Dec -21	Unit 2: Types and motives for foreign collaboration-1
22- Dec -21	Types and motives for foreign collaboration-2
23- Dec -21	Control mechanisms in IB-1
24- Dec -21	Control mechanisms in IB-2
25- Dec -21	<b>CHRISTMAS DAY</b>
26- Dec -21	<b>SUNDAY</b>
27- Dec -21	Unit 4: Harmonizing accounting difference across countries
28- Dec -21	Currency translation methods for consolidating financial statements-1
29- Dec -21	Currency translation methods for consolidating financial statements-2
30-Dec-21	LESSARD-LORANGE Model

31-Dec-21	Cross cultural challenges in IB-1
1-Jan-22	Cross cultural challenges in IB-2
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Revision of chapters
4-Jan-22	Assignments
5-Jan-22	Class Test
6-Jan-22	Unit 3: Decisions concerning global manufacturing
7-Jan-22	Decisions concerning global material management
8-Jan-22	Outsourcing factors
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Managing global supply chains 1
11-Jan-22	Managing global supply chains 2
12-Jan-22	Unit 1: Barriers to IB
13-Jan-22	Barriers to IB -1
14-Jan-22	International business information
15-Jan-22	International business communication
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Global financial system
18-Jan-22	Exchange rate systems
19-Jan-22	REVISION
20-Jan-22	REVISION
21-Jan-22	Revision of Short Answer Questions -1
22-Jan-22	Revision of Short Answer Questions -2
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Tips for Preparation for Final Examination
25-Jan-22	Final Revision of subject
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Doubts session
28-Jan-22	Doubts session
29-Jan-22	Doubts session



**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. RACHNA POSWAL**

**Class And Section: B.COM (Pass) sec- A & B**

**Subject: Business Communication**

**Mode Of Teaching: Offline , Online**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation Of The Students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of syllabus
05-Oct-21	Meaning of communication
06-Oct-21	What is business communication?
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	Functions of business communication
09-Oct-21	Basic forms of communication
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Communication process in detail
12-Oct-21	Assignment on the topic business communication and its functions
13-Oct-21	Prerequisites of successful effective communication
14-Oct-21	Prerequisites of successful effective communication
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Principles of effective communication
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Principles of effective communication
19-Oct-21	What is miscommunication?
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	How does miscommunication arise?
22-Oct-21	Barriers in effective business communication
23-Oct-21	Different types of barriers

24-Oct-21	<b>SUNDAY</b>
25-Oct-21	How to remove barriers?
26-Oct-21	How to improve communication?
27-Oct-21	Presentation on types of barriers
28-Oct-21	Introduction of ethical communication, meaning of ethical communication
29-Oct-21	Significance of ethical communication
30-Oct-21	Factors influencing ethical communication
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Organization values and communication ethics dilemma
09-Nov-21	Advantages of ethical communication
10-Nov-21	Introduction of letter writing in business communication
11-Nov-21	Planning the business letter
12-Nov-21	Physical appearances of business letter and its layout or formats
13-Nov-21	Format or letter writing and parts of a business letter
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	History of technological developments for modern forms of communication
16-Nov-21	Challenges by new technologies
17-Nov-21	What is E-mail? Uses of E-mail
18-Nov-21	How E-mail works ?
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Advantages and disadvantages of E-mail
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Guidelines and etiquette for writing E-mail
23-Nov-21	Understanding the internet, E-mail signs and symbols

24-Nov-21	What is a bad news letter?
25-Nov-21	Purpose of a bad news letter
26-Nov-21	Tone of a bad news letter
27-Nov-21	Planning for a bad news letter
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Types of bad news letter
30-Nov-21	What is persuasiveness
1-Dec-21	Foundation of persuasive letters
2-Dec-21	Planning for persuasive letters
3-Dec-21	AIDA formula
4-Dec-21	Types of persuasive letters
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Sales letter
7-Dec-21	Collection letter
8-Dec-21	Test of AIDA formula
9-Dec-21	Format of a memorandum
10-Dec-21	Conditions for a good memorandum
11-Dec-21	Types of memorandums
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Advantages of memorandum
14-Dec-21	Why people don't read?
15-Dec-21	Definition-meetings
16-Dec-21	Notice and agenda of the meeting
17-Dec-21	Agenda
18-Dec-21	Minutes of meeting
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	



	Minutes of meeting
21-Dec-21	Class test
22-Dec-21	Prepare for the meeting
23-Dec-21	Introduction of Report Writing
24-Dec-21	Short Report, Long Report
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Abstracts, Summary, Proposal
28-Dec-21	What is reading?
29-Dec-21	Reading context and process of reading
30-Dec-21	Reading context and process of reading
31-Dec-21	What are Reading Skills ? Reading Group of words
1-Jan-22	Efficient reading Strategy,SQ3R reading methods
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Speed Reading, 3C'S of reading Skill
4-Jan-22	Importance & Nature of Listening
5-Jan-22	Poor Listening Habits
6-Jan-22	Cost of ineffective Listening
7-Jan-22	Importance & Nature of Listening
8-Jan-22	Poor Listening Habits
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Cost of ineffective Listening
11-Jan-22	How to listen ?
12-Jan-22	Advantages & Barriers to Listening
13-Jan-22	Tips for effective Note Making
14-Jan-22	Methods of Note Making

15-Jan-22	Understand what you want to achieve, uncomfortable phase
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Basic principals & ways of delivering message
18-Jan-22	Consideration of personal aspects & audience analysis
19-Jan-22	Hints & tips for effective persuasive speaking
20-Jan-22	Use of voice ,adapting the style , final phase
21-Jan-22	Types of non verbal communication, Body Language
22-Jan-22	Nature of Body Language
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Types of Body Language
25-Jan-22	Function & Significance of body language
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Ethical dilemmas in communication
28-Jan-22	In communication challenges to the organization made by new technologies
29-Jan-22	<b>REVISION</b>

**K.L Mehta Davanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Monika Poswal**

**Class And Section: Bcom(p) section C**

**Subject: Business Management**

**Mode Of Teaching:**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation Of The Students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>

04-Oct-21	Introduction of syllabus
05-Oct-21	Human Activities: Introduction
06-Oct-21	Economic and non economic activities
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Business: meaning and features
09-Oct-21	Profession: meaning and features
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Employment: meaning and features
12-Oct-21	Difference between business, profession, employment
13-Oct-21	Business systems
14-Oct-21	Objectives of business
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Concepts of business
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Business Activities: Introduction
19-Oct-21	Industry and its types
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Commerce and its components
22-Oct-21	Management: meaning and nature
23-Oct-21	Function of management
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Process and significance of management
26-Oct-21	Test
27-Oct-21	<b>Management and social responsibility</b>
28-Oct-21	<b>Management as a profession</b>

29-Oct-21	Management as a science or an art
30-Oct-21	Development of management thought: Introduction
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Classical approach
09-Nov-21	Evaluation of scientific approach
10-Nov-21	Administrative Approach
11-Nov-21	Bureaucratic management
12-Nov-21	Neo- Classical approach
13-Nov-21	Evaluation of human relation approach
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Behavioral science approach
16-Nov-21	Contingency approach
17-Nov-21	Assignment discussion
18-Nov-21	Planning: introduction and nature
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Oral test</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Importance, process

23-Nov-21	<b>Principles of planning</b>
24-Nov-21	Criticism of planning
25-Nov-21	Requisites of effective planning
26-Nov-21	Types of plan
27-Nov-21	On the basis of use
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	On the basis of level and broadness
30-Nov-21	Features, importance and guidelines for setting objective
1-Dec-21	Policies
2-Dec-21	Types of evaluation of policies
3-Dec-21	Procedure: meaning, features and importance

4-Dec-21	Rules
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Strategy
7-Dec-21	Ad- hoc plan
8-Dec-21	Oral test
9-Dec-21	<b>Decision making: meaning and nature</b>
10- Dec -21	Process of decision making
11- Dec -21	Types
12- Dec -21	<b>SUNDAY</b>
13- Dec -21	Techniques
14- Dec -21	Importance and principles Decision making in practice and occasion for decision making
15- Dec -21	Management by objective
16- Dec -21	Features and importance
17- Dec -21	Problems of MBO
18- Dec -21	Organising: meaning and features
19- Dec -21	<b>SUNDAY</b>
20- Dec -21	Formal organising
21- Dec -21	<b>Informal organising</b>
22- Dec -21	Principles and significance of organising
23- Dec -21	<b>Types of organising structures</b>
24- Dec -21	Functional formanship
25- Dec -21	<b>CHRISTMAS DAY</b>
26- Dec -21	<b>SUNDAY</b>

27- Dec -21	Committee organisations
28- Dec -21	Departmentation
29- Dec -21	Need
30- Dec -21	Importance
31- Dec -21	Methods of deparmentation
1-Jan-22	Continue
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Elements
4-Jan-22	Process of delegation of authority
5-Jan-22	Continue
6-Jan-22	Oral test
7-Jan-22	Written trst
8-Jan-22	<b>Doubts</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Assignment discussion
11-Jan-22	Importance and obstacles of delegation of authority
12-Jan-22	Continue
13-Jan-22	<b>Suggestions to overcome obstacles</b>
14-Jan-22	Decentralization: meaning
15-Jan-22	<b>Features</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Difference between decentralization and delegation</b>
18-Jan-22	Factor affecting decentralization
19-Jan-22	<b>Principles</b>
20-Jan-22	Importance
21-Jan-22	Centralization
22-Jan-22	Difference between centralization and decentralization



23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Test</b>
25-Jan-22	Assignment
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Doubts</b>
28-Jan-22	Doubts
29-Jan-22	REVISION

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor : Monika Poswal**

**Class And Section: B.Com.(Pass) sem:5 , sec: C**

**Subject: Financial Market Operations**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	introduction of the subject
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>introduction of financial system</b>
05-Oct-21	features and functions of financial system
06-Oct-21	Classification of financial system
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	introduction of money market
09-Oct-21	introduction of money market
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>features of money market</b>
12-Oct-21	continue
13-Oct-21	objectives of money market
14-Oct-21	prerequisites for an efficient money market
15-Oct-21	<b>Dussehra</b>
16-Oct-21	importance of money market
18-Oct-21	continue
19-Oct-21	institutions of money market
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	<b>continue</b>
22-Oct-21	Indian money market
23-Oct-21	Unorganised money market
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	introduction of organised money market
26-Oct-21	various instruments of money market
27-Oct-21	continue
28-Oct-21	The Discount Markets
29-Oct-21	1. SBI, DFHI Ltd.
30-Oct-21	2. STCI
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	

03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	limitations of Indian money market
09-Nov-21	measures to reform the Indian money market
10-Nov-21	test -" instruments of money market"
11-Nov-21	introduction of capital market
12-Nov-21	meaning and features of capital market
13-Nov-21	importance and functions of capital market
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	introduction of Indian capital market
16-Nov-21	features of Indian capital market
17-Nov-21	role of capital market in industrial growth
18-Nov-21	Gilt edged market
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	primary dealers and government securities market
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	explanation of new issue market
23-Nov-21	features of new issue market
24-Nov-21	functions of new issue market
25-Nov-21	continue
26-Nov-21	various methods of new issue
27-Nov-21	explanations of public issue through prospectus, offer for sale
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	explanation of private placement IPO right issue
30-Nov-21	explanation of bonus shares and book building
1-Dec-21	Test " explain the various methods of new issue market"
2-Dec-21	explanation of stock option and bought out deals
3-Dec-21	explanation of qualified institutional placement
4-Dec-21	Intermediaries in NIM
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	assignment- " explain the book building process in detail?"
7-Dec-21	meaning and features of stock exchange
8-Dec-21	functions of stock exchange
9-Dec-21	regulations of stock exchange
10-Dec-21	procedure for dealing at stock exchanges
11-Dec-21	continue
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	types of speculators
14-Dec-21	provisions and powers of recognised stock exchange
15-Dec-21	procedure of listing of securities

16-Dec-21	<b>Revision</b> of Stock Exchanges
17-Dec-21	<b>OTCEI</b>
18-Dec-21	NSE
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	<b>assignment-</b> Stock exchange
21-Dec-21	introduction of SEBI
22-Dec-21	<b>guidelines of SEBI</b>
23-Dec-21	guidelines of SEBI
24-Dec-21	<b>Revision</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>meaning of investor and investor protection</b>
28-Dec-21	grievances of investors
29-Dec-21	stock exchange and investor protection
30-Dec-21	company law board
31-Dec-21	SEBI and investor protection
1-Jan-22	<b>assignment - " redressal machinery for investors"</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Stock Broker - a detail note
4-Jan-22	continue
5-Jan-22	sub broker
6-Jan-22	Market makers
7-Jan-22	Jobbers , Portfolio consultants
8-Jan-22	investment institutions
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	meaning and features of merchant banking
11-Jan-22	functions of merchant banking
12-Jan-22	roles and objectives of merchant banking
13-Jan-22	defaults of merchant bankers and penalty points
14-Jan-22	self regulatory organisation
15-Jan-22	meaning and importance of credit rating agencies
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>credit rating process and its drawbacks</b>
18-Jan-22	credit rating agencies in India
19-Jan-22	development banks features and objectives
20-Jan-22	types of development banks
21-Jan-22	industrial development banks
22-Jan-22	continue
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Meaning and concept of mutual fund
25-Jan-22	types of mutual fund
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	SEBI guidelines regarding mutual fund

28-Jan-22	Revision
29-Jan-22	assignment - SEBI guidelines regarding mutual fund

K.L Mehta Dayanand College For Women, Faridabad  
Lesson plan (Oct 2021-2022)

Name Of The Associate/Assistant Professor: Monika Poswal  
Class And Section: B.com (Pass) B,C  
Subject: Business Statistics  
Mode Of Teaching: Online & Offline  
Lectures Per Week:6

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation Of The Students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Meaning of Statistics</b>
05-Oct-21	
06-Oct-21	
07-Oct-21	
08-Oct-21	
09-Oct-21	
10-Oct-21	
11-Oct-21	
12-Oct-21	Methods of collecting primary and secondary data
13-Oct-21	Precautions in the use of secondary data
14-Oct-21	Classification of Data:-meaning and its objectives
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Methods of classification
17-Oct-21	<b>SUNDAY</b>

18-Oct-21	Methods of classification
19-Oct-21	Practical Problems
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Practical Problems
22-Oct-21	Practical Problems
23-Oct-21	Doubts
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Types of Presentation of Data: Tabulation
26-Oct-21	Solved Examples discuss in class
27-Oct-21	Solved Examples discuss in class
28-Oct-21	Solved Examples discuss in class
29-Oct-21	Practical Problems
30-Oct-21	Practical Problems
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Diagrammatic Presentation of Data: Bar Diagrams
09-Nov-21	Practical Problems
10-Nov-21	Types of Bar Diagram: Practical Problems

11-Nov-21	Rectangular Diagrams
12-Nov-21	Practical Problems
13-Nov-21	Test: Introduction to Statistics
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Pie Diagrams
16-Nov-21	Practical Problems
17-Nov-21	Graphic Presentation of Data: Utility & Types
18-Nov-21	Practical Problems
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Frequency Distribution Graphs
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Practical Problems
23-Nov-21	Practical Problems
24-Nov-21	Practical Problems
25-Nov-21	Measures of Central Tendency : Types of Averages
26-Nov-21	Discuss Solved Examples in class
27-Nov-21	Discuss Solved Examples in class
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Practical Problems
30-Nov-21	Practical Problems
1-Dec-21	Practical Problems
2-Dec-21	Harmonic Mean, Geometric Mean
3-Dec-21	Practical Problems



4-Dec-21	Practical Problems
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Measures of Dispersion: Methods of Measuring Dispersion
7-Dec-21	Practical Problems
8-Dec-21	Mean Deviation: Solved Examples
9-Dec-21	Practical Problems
10- Dec -21	Practical Problems
11- Dec -21	Doubts
12- Dec -21	<b>SUNDAY</b>
13- Dec -21	Standard Deviation: solved Examples
14- Dec -21	Practical Problems
15- Dec -21	Practical Problems
16- Dec -21	Doubts
17- Dec -21	Doubts
18- Dec -21	Skewness : Types & Measures of Skewness
19- Dec -21	<b>SUNDAY</b>
20- Dec -21	Discuss Solved Examples in class
21- Dec -21	Discuss Solved Examples in class
22- Dec -21	<b>Test</b>
23- Dec -21	Practical Problems
24- Dec -21	Practical Problems
25- Dec -21	<b>CHRISTMAS DAY</b>
26- Dec -21	<b>SUNDAY</b>

27- Dec -21	Moments about Mean: Practical Problems
28- Dec -21	Moments about Assumed Mean: Practical Problems
29- Dec -21	Utility Moments,
30- Dec -21	Meaning of Kurtosis, Measures of Kurtosis
31- Dec -21	Practical Problems and Doubts
1-Jan-22	Sheppard correction of grouping error
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Correlation-introduction, utility, types
4-Jan-22	Correlation and causation, degree of correlation
5-Jan-22	Methods of correlation-graphic method
6-Jan-22	Algebraic method-Karl Pearson's Coefficient of correlation
7-Jan-22	Practical Problems and Doubts
8-Jan-22	Practical Problems and Doubts
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>Calculation</b> of coefficient of correlation in group data
11-Jan-22	<b>Spearman's Rank correlation</b>
12-Jan-22	Concurrent Deviation Method
13-Jan-22	Practical Problems and Doubts
14-Jan-22	Practical Problems and Doubts
15-Jan-22	Practical Problems and Doubts
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Regression-</b> meaning, utility,difference between correlation and regression
18-Jan-22	<b>Types of regression analysis</b>
19-Jan-22	Methods of obtaining regression lines
20-Jan-22	Regression equation
21-Jan-22	Practical Problems and Doubts
22-Jan-22	Practical Problems and Doubts

23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Obtaining mean value and correlation coefficient using regression equations
25-Jan-22	Practical Problems and Doubts
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Standard error of estimate</b>
28-Jan-22	Practical Problems and Doubts
29-Jan-22	Practical Problems and Doubts

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Rachna Poswal**

**Class And Section: B.Com - Pass - Section A & B**

**Subject: Financial Accounting**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation Of The Students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of syllabus
05-Oct-21	Introduction of Accounts
06-Oct-21	Introduction of accounting
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Meaning of accounts and accounting
09-Oct-21	Characteristics and functions of accounting
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	different branches of accounting
12-Oct-21	Objectives of accounting
13-Oct-21	Uses of accounting
14-Oct-21	Difference between bookkeeping accounting and accountancy
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Advantages of accounting
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Limitations of accounting
19-Oct-21	Basic terms of accounting
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Bases of accounting
22-Oct-21	Meaning of accounting concept
23-Oct-21	Different accounting concepts
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Accounting conventions
26-Oct-21	Limitations of accounting principles
27-Oct-21	Double entry system
28-Oct-21	Basic concept of journal
29-Oct-21	Rule of journal entries
30-Oct-21	Practical problems regarding journal entries
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	

02-Nov-21	<b>Diwali Break</b>
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	
09-Nov-21	Practical problems regarding journal entries
10-Nov-21	Ledger posting
11-Nov-21	Class test
12-Nov-21	Preparation of trial balance
13-Nov-21	Capital and revenue items
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Depreciation meaning features and causes
16-Nov-21	Fixed installment method
17-Nov-21	practical problems
18-Nov-21	practical problems
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	practical problems
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	assignment
23-Nov-21	diminishing balance method
24-Nov-21	practical problems
25-Nov-21	practical problems
26-Nov-21	change in method of depreciation
27-Nov-21	practical problems
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	practical problems
30-Nov-21	Maintain provision of depreciation
1-Dec-21	doubts
2-Dec-21	Provision and reserve
3-Dec-21	Performa of trading account and PL account
4-Dec-21	Performa of balance sheet
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	various adjustments in final accounts
7-Dec-21	practical problems
8-Dec-21	practical problems
9-Dec-21	practical problems
10-Dec-21	practical problems
11-Dec-21	practical problems
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	practical problems
14-Dec-21	practical problems
15-Dec-21	practical problems
16-Dec-21	doubts
17-Dec-21	assignment

18-Dec-21	class test
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	errors and their rectification theory
21-Dec-21	two sided error
22-Dec-21	one sided errors
23-Dec-21	suspense account
24-Dec-21	effect of rectification on net profit
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Rectification through profit and loss adjustment account
28-Dec-21	introduction of non profit organization
29-Dec-21	practical problems
30-Dec-21	practical problems
31-Dec-21	practical problems
1-Jan-22	practical problems
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	practical problems
4-Jan-22	practical problems
5-Jan-22	practical problems
6-Jan-22	practical problems
7-Jan-22	doubts
8-Jan-22	assignment
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	meaning of consignment
11-Jan-22	needs and accounting procedure of consignment
12-Jan-22	principal terms
13-Jan-22	practical problems
14-Jan-22	bad debts loss of normal goods
15-Jan-22	loss of abnormal goods
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	combined loss problems
18-Jan-22	Overriding Commission
19-Jan-22	consignee expenses not reimbursed
20-Jan-22	Goods returned by consignee
21-Jan-22	Commission on net profit
22-Jan-22	Loss due to consignee negligence recovery from consignee
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	doubts
25-Jan-22	doubts
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	revision
28-Jan-22	revision
29-Jan-22	revision

# K.L Mehta Dayanand College For Women, Faridabad

## Lesson plan (Oct 2021-2022)

Name Of The Associate/Assistant Professor: Komal Kapoor

Class And Section: B. Com. CA I (Section D + E)

Subject: Business Economics - I

Mode Of Teaching: online/ offline

Lectures Per Week: 6

01-Oct-21	Introduction of Economics
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	What is economy and economic problems
05-Oct-21	Basic problems of an economy
06-Oct-21	Production possibility curve
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Uses or shift in production possibility curve
09-Oct-21	Working of price mechanism
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Role of price mechanism in capitalist economy
12-Oct-21	Role of price mechanism in socialist economy
13-Oct-21	Role of price mechanism in mixed economy
14-Oct-21	Limitations of price mechanism
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Class test
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Meaning of demand and elasticity of demand
19-Oct-21	Types of elasticity of demand
20-Oct-21	Maharishi Valmiki Jayanti
21-Oct-21	Degrees of Price elasticity of demand
22-Oct-21	Measurement of price elasticity of demand
23-Oct-21	Relationship between TR Mr and AR
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Factors affecting price elasticity of demand
26-Oct-21	Income elasticity of demand
27-Oct-21	Cross elasticity of demand
28-Oct-21	Importance of price elasticity of demand
29-Oct-21	Doubts
30-Oct-21	Assignment
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Haryana day</b>
02-Nov-21	<b>Diwali Break</b>
03-Nov-21	
04-Nov-21	

05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Supply meaning schedule and curve
09-Nov-21	Law of supply
10-Nov-21	Elements of supply
13-Nov-21	Factors influencing elasticity of supply
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	What is production function
16-Nov-21	Law of production
17-Nov-21	Law of variable proportion
18-Nov-21	Returns to factor
19-Nov-21	Guru Nanak Dev Jayanti
20-Nov-21	Returns to scale
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Isoquant curve and returns to factor isoquant curve and returns to scale
23-Nov-21	Difference between returns to factor and returns to scale
24-Nov-21	Economies and diseconomies of scale
25-Nov-21	Doubts and assignments
26-Nov-21	Class test
27-Nov-21	Introduction of Isoquant curve
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Properties of isoquant curve
30-Nov-21	Producer equilibrium
1-Dec-21	Difference between isoquant curve and indifference curve
2-Dec-21	Concept of cost
3-Dec-21	Traditional theories of cost
4-Dec-21	Why average cost curve is u shaped Relation between AC and MC
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Costs in short run and long run
7-Dec-21	Relation between short run and long run Average cost curve
8-Dec-21	Modern theory of cost
9-Dec-21	Assignment
10-Dec-21	Concept of utility analysis
11-Dec-21	Relation between TU and MU
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Law of diminishing marginal utility
14-Dec-21	Derivation of demand curve with the help of law of diminishing marginal utility
15-Dec-21	Law of equi marginal utility
16-Dec-21	Consumer equilibrium
17-Dec-21	Determination of consumer equilibrium
18-Dec-21	Derivation of demand curve with the help of law of equi marginal utility
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Criticism of Cardinal utility
21-Dec-21	Introduction of indifference curve
22-Dec-21	Law of diminishing marginal rate of substitution



23-Dec-21	Law of diminishing marginal rate of substitution
24-Dec-21	Properties of indifference curve analysis
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Budget line
28-Dec-21	Consumer equilibrium through indifference curve analysis
29-Dec-21	Consumer equilibrium indifference curve analysis
30-Dec-21	Income effect
31-Dec-21	Income consumption curve
1-Jan-22	Substitution effect:slutsky approach
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Hicks approach
4-Jan-22	Price effect
5-Jan-22	Separation of price effect and income effect
6-Jan-22	Price consumption curve
7-Jan-22	Derivation of demand curve through indifference curve
8-Jan-22	Comparison between utility and indifference curve
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Comparison between utility and indifference curve
11-Jan-22	Uses of indifference curve
12-Jan-22	Criticism of indifference curve
13-Jan-22	Doubts
14-Jan-22	Class test
15-Jan-22	Meaning and features of market
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Monopoly market
18-Jan-22	Monopolistic market
19-Jan-22	Duopoly and oligopoly market
20-Jan-22	Difference between perfect competition and Monopoly and monopolistic competition
21-Jan-22	Class test
22-Jan-22	Doubts
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Shobha Chawla**

**Class And Section: B.Com(C.A) 3<sup>rd</sup> Sem (D+E)**

**Subject: Structured Programming & Computer Graphics -I**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	-
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Orientation
05-Oct-21	Seminar
06-Oct-21	Orientation
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	Orientation
09-Oct-21	Orientation
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Introduction
12-Oct-21	Process of Programming (life cycle)
13-Oct-21	Planning the computer Programming
14-Oct-21	Purpose of programming methods
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Methods of analyzing a program requirements
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Program Life cycle
19-Oct-21	Doubts
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Algorithm- Advantages & Disadvantages
22-Oct-21	Representation of Algorithms
23-Oct-21	Flowcharts- symbols, level
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Types of Flowchart
26-Oct-21	Flowcharts rules, advantage & disadvantages
27-Oct-21	Revision
28-Oct-21	Test
29-Oct-21	Introduction to 'C' language – history , advantages
30-Oct-21	Concept of Structural Programming
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Basic Constructs of Structural Programming- Sequence ,Selection ,Iterative
09-Nov-21	Introduction to C program (Demo)
10-Nov-21	Life cycle of C program
11-Nov-21	Data types
12-Nov-21	Data types
13-Nov-21	Constants
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Variables ,Keywords
16-Nov-21	Practical Session
17-Nov-21	Practical Session
18-Nov-21	Operators- Arithmetic
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Relational, Assignment
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Increment & Decrement ,Logical
23-Nov-21	Logical , Conditional
24-Nov-21	Bitwise Operators
25-Nov-21	Practical Session
26-Nov-21	Practical Session
27-Nov-21	Revision
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Test
30-Nov-21	If Statements
1-Dec-21	If Statements
2-Dec-21	If Statements
3-Dec-21	Practical Session
4-Dec-21	Practical Session
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	If Statements
7-Dec-21	If Statements
8-Dec-21	Switch Statements
9-Dec-21	Switch Statements
10-Dec-21	Practical Session
11-Dec-21	Practical Session
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Goto Statements
14-Dec-21	Loops- for,while
15-Dec-21	Loops- for,while
16-Dec-21	Loops- for,while
17-Dec-21	Practical Session
18-Dec-21	Practical Session
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	do-while
21-Dec-21	do-while
22-Dec-21	Revision
23-Dec-21	Practical Session
24-Dec-21	Practical Session
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Arrays , advantages
28-Dec-21	Single dimensional arrays
29-Dec-21	Single dimensional arrays
30-Dec-21	Single dimensional arrays
31-Dec-21	Practical Session
1-Jan-22	Practical Session
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Two dimensional arrays
4-Jan-22	Character Array
5-Jan-22	Character Array
6-Jan-22	String Functions strlen, strcpy
7-Jan-22	Practical Session
8-Jan-22	Practical Session
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	strcmp
11-Jan-22	Strrev, Strupr, Strlwr
12-Jan-22	Strcat
13-Jan-22	Practical Session
14-Jan-22	Practical Session
15-Jan-22	Test
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Computer Graphics- Definition, Types of Graphics
18-Jan-22	Role of Graphics in various fields
19-Jan-22	Role of Graphics in various fields
20-Jan-22	Computer Aided Design / Drafting Package
21-Jan-22	Animators , DTP (Desktop Packages )
22-Jan-22	Graphics Primitives, Graphic Functions
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Hardware & Software used in Graphics
25-Jan-22	Types of Printer using in DTP
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Types of Graphics Card
28-Jan-22	Categories of Fonts, Style & Size
29-Jan-22	Revision



**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Shobha Chawla**

**Class And Section: BBA 5<sup>th</sup> Sem**

**Subject: Cyber Security**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	
05-Oct-21	
06-Oct-21	
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	
09-Oct-21	
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Concept of information society
12-Oct-21	Concept of information society
13-Oct-21	Concept of information society
14-Oct-21	Concept of information society
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Concept of information society
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Knowledge Society
19-Oct-21	Knowledge Society
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Knowledge Society
22-Oct-21	Cyber Space
23-Oct-21	Cyber Space
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Cyber Space
26-Oct-21	Digital Economy
27-Oct-21	Digital Economy
28-Oct-21	Digital Economy
29-Oct-21	Critical Infrastructure
30-Oct-21	Critical Infrastructure
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	
03-Nov-21	<b>Diwali Break</b>

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Critical Information Infrastructure
09-Nov-21	Critical Information Infrastructure
10-Nov-21	Internet as Global Information Infrastructure
11-Nov-21	Internet as Global Information Infrastructure
12-Nov-21	Internet as Global Information Infrastructure
13-Nov-21	Test
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Cyber terrorism
16-Nov-21	Cyber terrorism
17-Nov-21	Terrorist Atrocities
18-Nov-21	Role of IT
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Power of Cyber-Terrorism
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Characteristics of Cyber Terrorism
23-Nov-21	Factors Contributing to Cyber -terrorism
24-Nov-21	Real Examples of Cyber- Terrorism
25-Nov-21	Real Examples of Cyber- Terrorism
26-Nov-21	Political Orientation of Cyber-Terrorism
27-Nov-21	Economic Consequences
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Revision
30-Nov-21	Revision
1-Dec-21	Test
2-Dec-21	Cyber Crime, Types of Cyber Crime
3-Dec-21	Trojan Horse
4-Dec-21	Hacking
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Virus
7-Dec-21	Worms
8-Dec-21	Malware
9-Dec-21	Fraud and Theft
10-Dec-21	Cyber Homicide
11-Dec-21	Current Cyber-Attacks Methods
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Criminal Threats to IT Infrastructure
14-Dec-21	Web Security
15-Dec-21	Basic Cyber Forensics
16-Dec-21	Internal Penetration
17-Dec-21	External Penetration
18-Dec-21	Cyber Crimes and Laws
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Cyber Crimes and Laws
21-Dec-21	Cyber Jurisdiction
22-Dec-21	Cyber Jurisdiction
23-Dec-21	Indian IT Act
24-Dec-21	Indian IT Act
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Fundamental Concepts of Information Security
28-Dec-21	Information Warfare
29-Dec-21	Levels of Information Warfare
30-Dec-21	Cost of Information Warfare
31-Dec-21	Cyber Disaster Planning
1-Jan-22	Cyber Disaster Planning
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Test
4-Jan-22	Company-wide Disaster Planning
5-Jan-22	Business Impact Analysis
6-Jan-22	Revision
7-Jan-22	Revision
8-Jan-22	Revision
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Revision
11-Jan-22	Revision
12-Jan-22	Revision
13-Jan-22	Revision
14-Jan-22	Revision
15-Jan-22	Revision
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Revision
18-Jan-22	Revision
19-Jan-22	Revision
20-Jan-22	Revision
21-Jan-22	Revision
22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision



**K.L Mehta Dayanand College For Women, Faridabad**  
**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor : Suman Lata Yadav**

**Class And Section: B.Com.(Pass) sem:3 , sec: C**

**Subject : Human Resource Management**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	introduction of the subject
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	meaning and features of human resource management
05-Oct-21	objectives of human resource management
06-Oct-21	Continue
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	scope of human resource management
09-Oct-21	importance of human resource management
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>evolution of HRM</b>
12-Oct-21	continue
13-Oct-21	history and growth of HRM in India
14-Oct-21	barriers of HRM in India
15-Oct-21	<b>Dussehra</b>
16-Oct-21	features of HRM in India
18-Oct-21	revision of chapter
19-Oct-21	Assignment -- what is the scope of human resource management and explain its various functions
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	recruitment introduction
22-Oct-21	factors affecting recruitment
23-Oct-21	continue
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	objectives and importance of recruitment
26-Oct-21	Situational factors affecting recruitment
27-Oct-21	continue
28-Oct-21	recruitment process
29-Oct-21	continue
30-Oct-21	continue
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	

02-Nov-21	
03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	recent trends in recruitment
09-Nov-21	selection and introduction
10-Nov-21	Test – Chapter 1
11-Nov-21	procedure of selection
12-Nov-21	barriers of effective selection
13-Nov-21	oral test of recruitment and selection
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	training and development
16-Nov-21	objectives of training
17-Nov-21	principles of training
18-Nov-21	methods of training
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	methods of training
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	oral test of chapter training
23-Nov-21	Wages introduction and characteristics
24-Nov-21	Objectives of wages and factors affecting wages
25-Nov-21	continue
26-Nov-21	various theories of wages
27-Nov-21	Continue
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	methods of wage payment
30-Nov-21	Continue
1-Dec-21	Continue
2-Dec-21	kinds of incentive wage plans
3-Dec-21	Continue
4-Dec-21	Test – Explain various methods of wage payment
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	difference between wages and salary
7-Dec-21	concept of minimum wage rate
8-Dec-21	difficulties in determining the minimum wages
9-Dec-21	various concept of wages
10-Dec-21	evolution of wage policy in India
11-Dec-21	the minimum wages act 1948 and its objectives

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	continue

14-Dec-21	continue
15-Dec-21	meaning and types of incentives
16-Dec-21	<b>various incentives</b>
17-Dec-21	continue
18-Dec-21	continue
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	advantages disadvantages and forms of various incentives
21-Dec-21	non financial incentive
22-Dec-21	<b>Assignment -- how do incentives contribute into effectiveness of an employee</b>
23-Dec-21	meaning and objectives of industrial relations
24-Dec-21	<b>Revision</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	parties to industrial relations
28-Dec-21	factor influencing industrial relations and principles of industrial relations
29-Dec-21	effects of bad industrial relations
30-Dec-21	aspects of industrial relations
31-Dec-21	scope of industrial relations
1-Jan-22	industrial relations and five year plans
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	oral test of the chapter industrial relations
4-Jan-22	continue
5-Jan-22	industrial disputes
6-Jan-22	Essentials or characteristics of industrial disputes
7-Jan-22	forms of industrial disputes
8-Jan-22	causes of industrial disputes
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	causes of industrial disputes
11-Jan-22	Continue
12-Jan-22	effects of industrial disputes
13-Jan-22	prevention of industrial disputes
14-Jan-22	Test -- industrial relations
15-Jan-22	oral test of industrial disputes
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	industrial disputes in India
18-Jan-22	industrial disputes act 1947
19-Jan-22	machinery for settlement of industrial disputes
20-Jan-22	Procedure powers and duties of authority
21-Jan-22	strikes and lockouts
22-Jan-22	continue
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision

25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision

**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Kunika Arora**

**Class And Section: BBA V students**

**Subject: Prod. And Materials Mgmt.**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of the syllabus
05-Oct-21	Introduction to production management
06-Oct-21	Scope of production management
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Importance of production management
09-Oct-21	Challenges in production management
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Introduction to production management decisions
12-Oct-21	Short term decisions
13-Oct-21	Long term decisions
14-Oct-21	Long term decisions
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Meaning of production system
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Features of production system
19-Oct-21	Types of production systems
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Types of production systems
22-Oct-21	Production to order system
23-Oct-21	Production to stock system
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Introduction to plant location
26-Oct-21	Plant location
27-Oct-21	Steps in selection of location
28-Oct-21	Steps in selection of location- continued
29-Oct-21	Factors affecting plant location
30-Oct-21	Trends in plant location
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	

02-Nov-21	<b>Diwali Break</b>
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	
09-Nov-21	Evaluating different location-continued
10-Nov-21	Evaluating plant location
11-Nov-21	Locational breakeven analysis
12-Nov-21	Locational breakeven analysis-continued
13-Nov-21	Revision of unit 1
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Introduction to Production planning and control
16-Nov-21	Production planning
17-Nov-21	Planning procedure
18-Nov-21	Meaning of production control
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Scope of production control
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Benefits of production control
23-Nov-21	Scope of PPC
24-Nov-21	Principles of PPC
25-Nov-21	Production system
26-Nov-21	Meaning of inspection
27-Nov-21	Need of inspection
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Planning the inspection
30-Nov-21	Quality control
1-Dec-21	Introduction to quality control
2-Dec-21	Meaning of quality control
3-Dec-21	Application of quality control
4-Dec-21	Techniques of quality control-continued
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Steps in quality control
7-Dec-21	Need of quality control
8-Dec-21	Importance of quality control
9-Dec-21	Factors affecting quality
10-Dec-21	Techniques of quality control
11-Dec-21	Control charts
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Control charts-continued
14-Dec-21	Control charts-continued
15-Dec-21	Revision of unit 2
16-Dec-21	Test of unit 2
17-Dec-21	Introduction to plant layout

18-Dec-21	Meaning of plant layout
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Objectives of plant layout
21-Dec-21	Need of plant layout
22-Dec-21	Principles of layout
23-Dec-21	Principles of layout-continued
24-Dec-21	Introduction to Material handling
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Meaning of material handling
28-Dec-21	Objectives of material handling
29-Dec-21	Types of material handling equipment
30-Dec-21	Types of material handling equipment-continued
31-Dec-21	Importance of material handling
1-Jan-22	Scope of material handling
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Organization of material handling
4-Jan-22	Organization of material handling-continued
5-Jan-22	Material Management Information System
6-Jan-22	Material Management Information System-continued
7-Jan-22	Standardization
8-Jan-22	Simplification
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Variety reduction
11-Jan-22	Variety reduction-continued
12-Jan-22	Value Analysis and engineering
13-Jan-22	Value Analysis and engineering-continued
14-Jan-22	Inventory Control
15-Jan-22	Objectives of inventory control
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Needs of inventory control
18-Jan-22	Importance of inventory control
19-Jan-22	Inventory control techniques
20-Jan-22	Inventory control techniques-continued
21-Jan-22	Inventory control techniques-continued
22-Jan-22	Inventory control techniques-continued
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Stores management
25-Jan-22	Methods and merits of classification
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Introduction of scrap disposal
28-Jan-22	Previous year question papers discussion
29-Jan-22	<b>Revision</b>





**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Kunika Arora**

**Class And Section: BBA III Semester**

**Subject: EVS**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction Of The Syllabus
05-Oct-21	Environmental studies
06-Oct-21	Introduction to Environmental studies
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Nature and scope of environmental studies
09-Oct-21	Importance of environmental education
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Classification of natural resources
12-Oct-21	Forest resources- uses and exploitation
13-Oct-21	Over utilization of forest resources
14-Oct-21	Deforestation-causes and effects
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Water resources – sources and importance
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Use and over utilization of water resources
19-Oct-21	Effects and problems of over utilization of water
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Conflicts over water
22-Oct-21	Water conservation
23-Oct-21	Mineral resources – uses and exploitation
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Impacts of mining
26-Oct-21	Energy resources – classification
27-Oct-21	Wind energy
28-Oct-21	Hydro power
29-Oct-21	Tidal energy
30-Oct-21	Ocean thermal energy
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Geothermal energy
09-Nov-21	Biomass energy
10-Nov-21	Conventional energy resources
11-Nov-21	Food resources , world food problem
12-Nov-21	Impacts of over grazing
13-Nov-21	Impacts of agricultural practices
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Promoting sustainable agriculture
16-Nov-21	Urban problems related to energy
17-Nov-21	Water conservation
18-Nov-21	Problems of displacement
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Aims and rehabilitation policy
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Ecosystem- introduction and types
23-Nov-21	Structure of ecosystem
24-Nov-21	Functions of ecosystem
25-Nov-21	Energy flow in ecosystem
26-Nov-21	Food chain
27-Nov-21	Food web
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Ecological pyramid
30-Nov-21	Ecological succession- introduction and characteristics
1-Dec-21	Types of succession
2-Dec-21	Succession on bare rocks
3-Dec-21	Succession on bare rocks-continued
4-Dec-21	Succession in pond/lake
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Succession in pond/lake-continued
7-Dec-21	Importance of succession
8-Dec-21	Revision of ecological succession
9-Dec-21	Types of ecosystem
10-Dec-21	Types of ecosystem-continued
11-Dec-21	Environmental pollution
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Environmental pollution-continued
14-Dec-21	Environmental pollution-continued
15-Dec-21	Environmental pollution-continued
16-Dec-21	Environmental pollution-continued
17-Dec-21	Environmental pollution-continued
18-Dec-21	Environmental pollution-continued
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Test on environmental pollution
21-Dec-21	Solid waste management
22-Dec-21	Solid waste management-continued
23-Dec-21	Sustainable development-introduction
24-Dec-21	Support base for sustainable development
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Global warming
28-Dec-21	Sources and effects of green house effect
29-Dec-21	Impact of green house effect
30-Dec-21	Effects of acid rain
31-Dec-21	Ozone layer depletion
1-Jan-22	Harmful effects of ozone layer depletion
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Waste land reclamation
4-Jan-22	Consumerism and waste products
5-Jan-22	Acid rain
6-Jan-22	Environment legislation
7-Jan-22	Environment legislation
8-Jan-22	Environment legislation
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Solid waste management-continued
11-Jan-22	Sustainable development-introduction
12-Jan-22	Support base for sustainable development
13-Jan-22	<b>Revision</b>
14-Jan-22	<b>Test of unit 3</b>
15-Jan-22	<b>Discussion</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Rain water harvesting
18-Jan-22	Watershed management
19-Jan-22	Resettlement and rehabilitation of people
20-Jan-22	Food resources , world food problem
21-Jan-22	Impacts of over grazing
22-Jan-22	Impacts of agricultural practices
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Nuclear accidents
25-Jan-22	<b>Previous year paper discussion</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Revision</b>
28-Jan-22	<b>Revision</b>
29-Jan-22	<b>Revision</b>

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Kunika Arora**

**Class And Section: M.Com. (Final)**

**Subject: Fundamentals of Marketing**

**Mode Of Teaching: Offline**

**Lectures Per Week: 3**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	
05-Oct-21	
06-Oct-21	
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	<b>Introduction of syllabus</b>
09-Oct-21	
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	
12-Oct-21	
13-Oct-21	<b>Nature and scope of marketing</b>
14-Oct-21	<b>Corporate orientation towards market place</b>
15-Oct-21	<b>Dussehra</b>
16-Oct-21	
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	
19-Oct-21	
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	<b>Building and delivering customer value</b>
22-Oct-21	<b>Delivering customer satisfaction</b>
23-Oct-21	
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	
26-Oct-21	
27-Oct-21	<b>Retaining customers</b>
28-Oct-21	<b>Marketing environment</b>
29-Oct-21	<b>Marketing environment-continued</b>
30-Oct-21	
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	
03-Nov-21	<b>Diwali Break</b>

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	
09-Nov-21	
10-Nov-21	<b>Analyzing consumer markets</b>
11-Nov-21	<b>Buyer behavior</b>
12-Nov-21	<b>Market segmentation</b>
13-Nov-21	
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	
16-Nov-21	
17-Nov-21	<b>Positioning</b>
18-Nov-21	<b>Targeting</b>
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	
23-Nov-21	
24-Nov-21	<b>Tools of product differentiation</b>
25-Nov-21	<b>Product life cycle</b>
26-Nov-21	<b>Marketing strategies in different stages of Product life cycle</b>
27-Nov-21	
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	
30-Nov-21	
1-Dec-21	<b>New product development process</b>
2-Dec-21	<b>Product mix</b>
3-Dec-21	<b>Product mix-continued</b>
4-Dec-21	
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	
7-Dec-21	
8-Dec-21	<b>Product line decisions</b>
9-Dec-21	<b>Branding</b>
10-Dec-21	<b>Branding decisions</b>
11-Dec-21	
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	
14-Dec-21	
15-Dec-21	<b>Pricing strategies</b>
16-Dec-21	<b>Managing marketing channels</b>
17-Dec-21	<b>Retailing</b>
18-Dec-21	
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	
21-Dec-21	
22-Dec-21	<b>Wholesaling</b>
23-Dec-21	<b>Test</b>
24-Dec-21	
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	
28-Dec-21	
29-Dec-21	<b>Advertising</b>
30-Dec-21	<b>Sales promotion</b>
31-Dec-21	<b>Public relations</b>
1-Jan-22	
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	
4-Jan-22	
5-Jan-22	<b>Personal selling</b>
6-Jan-22	<b>Evaluation and control of marketing efforts</b>
7-Jan-22	<b>Evaluation and control of marketing efforts</b>
8-Jan-22	
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	
11-Jan-22	
12-Jan-22	<b>Web marketing</b>
13-Jan-22	<b>Green marketing</b>
14-Jan-22	<b>Evaluation and control of marketing efforts</b>
15-Jan-22	
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	
18-Jan-22	
19-Jan-22	<b>Test of unit IV</b>
20-Jan-22	<b>Previous year question papers discussed</b>
21-Jan-22	<b>Revision</b>
22-Jan-22	
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	
25-Jan-22	
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Revision</b>
28-Jan-22	<b>Revision</b>
29-Jan-22	<b>Revision</b>

**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Kunika Arora**

**Class And Section: BBA I Semester**

**Subject: Micro Economics for Business Decisions**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Introduction of syllabus</b>
05-Oct-21	<b>Introduction of syllabus</b>
06-Oct-21	Introduction to Economics
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Nature of microeconomics
09-Oct-21	Scope of microeconomics
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Law of demand
12-Oct-21	Law of demand-continued
13-Oct-21	Demand curve
14-Oct-21	Demand schedule
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Change in demand
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Change in quantity demanded
19-Oct-21	Elasticity of demand
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Price elasticity of demand
22-Oct-21	Income elasticity of demand
23-Oct-21	Cross elasticity of demand
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Introduction of supply
26-Oct-21	Supply curve
27-Oct-21	Supply schedule
28-Oct-21	Elasticity of supply
29-Oct-21	Competitive equilibrium
30-Oct-21	Change in equilibrium
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Introduction to utility analysis
09-Nov-21	Law of diminishing marginal analysis
10-Nov-21	Law of diminishing marginal analysis-continued
11-Nov-21	Law of equi-marginal utility
12-Nov-21	Law of equi-marginal utility-continued
13-Nov-21	Consumer's equilibrium
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Indifference curve approach
16-Nov-21	Indifference curve approach-continued
17-Nov-21	Law of diminishing marginal rate of substitution
18-Nov-21	Law of diminishing marginal rate of substitution-continued
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Properties of indifference curve
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Budget line
23-Nov-21	Consumer's equilibrium- indifference curve analysis
24-Nov-21	Conditions of consumer's equilibrium
25-Nov-21	Test of unit 1
26-Nov-21	Introduction to production function
27-Nov-21	Laws of returns
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Law of variable proportion
30-Nov-21	Law of variable proportion-continued
1-Dec-21	Law of variable proportion-continued
2-Dec-21	Law of variable proportion-continued
3-Dec-21	Law of variable proportion-continued
4-Dec-21	Law of return to scale
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Law of return to scale-continued
7-Dec-21	Theory of cost
8-Dec-21	Types of cost
9-Dec-21	Theories of cost
10-Dec-21	Theories of cost-traditional approach
11-Dec-21	Theories of cost-traditional approach continued
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Modern approach to theory of cost
14-Dec-21	Revenue curves
15-Dec-21	Revenue curves-continued
16-Dec-21	Location of industries
17-Dec-21	<b>GURU GOBIND SINGH JAYANTI</b>
18-Dec-21	Location of industries
19-Dec-21	<b>SUNDAY</b>



20-Dec-21	Growth of business firm
21-Dec-21	Optimum size of the firm
22-Dec-21	Test of unit 2
23-Dec-21	Forms of market
24-Dec-21	Perfect competition
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Perfect competition
28-Dec-21	Perfect competition-continued
29-Dec-21	Equilibrium of firm and industry under perfect competition
30-Dec-21	Monopoly
31-Dec-21	Monopoly-continued
1-Jan-22	Monopoly
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Monopolistic competition
4-Jan-22	Monopolistic competition-continued
5-Jan-22	Monopolistic competition-continued
6-Jan-22	Production-introduction
7-Jan-22	Characteristics of various factors of production
8-Jan-22	Characteristics of various factors of production-continued
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Marginal productivity theory of distribution
11-Jan-22	Marginal productivity theory of distribution-continued
12-Jan-22	Modern theory of factor pricing
13-Jan-22	Modern theory of factor pricing
14-Jan-22	Revision
15-Jan-22	Rent
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Rent-continued
18-Jan-22	Rent-continued
19-Jan-22	Wage
20-Jan-22	Wage-continued
21-Jan-22	Interest
22-Jan-22	Interest-continued
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Interest-continued
25-Jan-22	Revision of unit 4
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Previous year question papers discussed
28-Jan-22	REVISION
29-Jan-22	REVISION







**K.L.Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Kunika Arora**

**Class And Section: BBA III Semester**

**Subject: Marketing Management**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Orientation of students
05-Oct-21	Introduction to the syllabus
06-Oct-21	Syllabus discussion
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Introduction to marketing
09-Oct-21	Introduction to marketing-continued
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Functions of marketing
12-Oct-21	Importance of marketing
13-Oct-21	Marketing concepts
14-Oct-21	Marketing concepts-continued
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Recent innovations in marketing
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Recent innovations in marketing-continued
19-Oct-21	Marketing mix
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Marketing mix-continued
22-Oct-21	Marketing mix-continued
23-Oct-21	Factors affecting marketing mix
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Factors affecting marketing mix-continued
26-Oct-21	The 4 P's
27-Oct-21	Marketing environment
28-Oct-21	Marketing environment-continued
29-Oct-21	Marketing environment-continued
30-Oct-21	Types of marketing environment
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	

04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Types of marketing environment-continued
09-Nov-21	Marketing process
10-Nov-21	Marketing process-continued
11-Nov-21	Steps in marketing process
12-Nov-21	Steps in marketing process-continued
13-Nov-21	Consumer behavior
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Introduction to consumer behavior
16-Nov-21	Consumer buying behavior
17-Nov-21	Importance of consumer behavior
18-Nov-21	Customer purchase decision process
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Techniques to study buying motives
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Concept of market segmentation
23-Nov-21	Purpose of market segmentation
24-Nov-21	Reasons for the development of market segmentation
25-Nov-21	Basis of market segmentation
26-Nov-21	Benefits of market segmentation
27-Nov-21	Approaches to market segmentation
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Methods of market segmenting
30-Nov-21	Market segmentation strategies
1-Dec-21	Selecting appropriate strategies for market segmentation
2-Dec-21	Product differentiation and market segmentation
3-Dec-21	Target marketing
4-Dec-21	Steps in target marketing
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Targeting strategies
7-Dec-21	Positioning
8-Dec-21	Communication for positioning
9-Dec-21	Brand positioning
10-Dec-21	Ways to position a brand
11-Dec-21	Positioning strategies
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Errors in brand positioning
14-Dec-21	Meaning of marketing research
15-Dec-21	Nature of marketing research
16-Dec-21	Elements of market research
17-Dec-21	Significance of marketing research
18-Dec-21	Advantages and limitations of marketing research
19-Dec-21	<b>SUNDAY</b>

20-Dec-21	Marketing Information system
21-Dec-21	Types and components of marketing information system
22-Dec-21	Product planning concept
23-Dec-21	Features of product policy
24-Dec-21	Types of product strategies and policies
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Product mix
28-Dec-21	Standardization and simplification
29-Dec-21	Concept of branding
30-Dec-21	Functions and features of branding
31-Dec-21	Advantages of branding
1-Jan-22	Introduction to packaging
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Functions of packaging
4-Jan-22	Essentials of a good package
5-Jan-22	Classification of packaging
6-Jan-22	Packaging decisions
7-Jan-22	Introduction to labelling
8-Jan-22	Types of labels
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Functions of labelling
11-Jan-22	Advantages of labelling
12-Jan-22	After sale service
13-Jan-22	Introduction to product life cycle
14-Jan-22	Factors affecting PLC, evaluation of PLC
15-Jan-22	New product development
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Methods of promotion
18-Jan-22	Factors affecting promotion mix
19-Jan-22	Meaning and features of personal selling
20-Jan-22	Types of salesmanship
21-Jan-22	Importance of personal selling
22-Jan-22	Customer relationship marketing
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Introduction and functions of sales promotion
25-Jan-22	Introduction and meaning of advertising
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Meaning and features of personal selling
28-Jan-22	Previous year question paper discussion
29-Jan-22	<b>Revision</b>





**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Leena Bhatia**

**Class And Section: B.Com (pass) 1<sup>st</sup> sem Sec- A,B,C**

**Subject: : BASICS OF COMPUTER-1**

**Mode Of Teaching: OFF-LINE**

**Lectures Per Week:**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	
05-Oct-21	
06-Oct-21	
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	
09-Oct-21	
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	
12-Oct-21	
13-Oct-21	
14-Oct-21	
15-Oct-21	<b>Dussehra</b>
16-Oct-21	
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	
19-Oct-21	
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	
22-Oct-21	
23-Oct-21	
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	
26-Oct-21	
27-Oct-21	
28-Oct-21	
29-Oct-21	
30-Oct-21	
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	

03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Introduction to Computers:
09-Nov-21	Definition of Computer
10-Nov-21	Components of Computer
11-Nov-21	Components of Computer
12-Nov-21	Characteristics of Computers
13-Nov-21	Characteristics of Computers
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	History evolution of Computers
16-Nov-21	History evolution of Computers ,
17-Nov-21	Generation of computers;
18-Nov-21	<b>Revision / Test</b>
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Generation of computers;
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Classification of Computers-According to Purpose,
23-Nov-21	According to Technology
24-Nov-21	Human being VS Computer
25-Nov-21	According to Size and Storage Capacity
26-Nov-21	Difference between Computer and Calculator.
27-Nov-21	<b>Revision / Test</b>
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Input Devices: Mouse
30-Nov-21	Input Devices: Keyboard
1-Dec-21	Input Devices: Light pen, Track Ball
2-Dec-21	Joystick, MICR,
3-Dec-21	<b>Revision / Test</b>
4-Dec-21	Optical Mark reader and Optical Character Reader Scanners
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Voice system, Web Camera.
7-Dec-21	Output Devices: Hard Copy
8-Dec-21	Output Devices; Line Printers, Character Printers
9-Dec-21	Chain Printers, Dot-matrix Printers
10-Dec-21	Daisy Wheel Printer, Laser Printers, Ink Jet Printers
11-Dec-21	<b>Revision / Test</b>
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Plotters,
14-Dec-21	Ink Jet Printers; Plotters
15-Dec-21	Soft Copy device –Monitor, Sound Cards and speakers
16-Dec-21	Soft Copy device –Monitor, Sound Cards and speakers.
17-Dec-21	<b>Revision /Test</b>
18-Dec-21	Memory and Mass Storage Devices:

19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Memory Hierarchy
21-Dec-21	Types of Primary Memory
22-Dec-21	RAM and ROM
23-Dec-21	Secondary and Back-up;
24-Dec-21	<b>Revision / Test</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Magnetic Disks
28-Dec-21	Characteristics and classification of Magnetic Disks
29-Dec-21	Optical Disks; Magnetic Taps
30-Dec-21	<b>Revision / Test</b>
31-Dec-21	Fundamentals of MS-Word,
1-Jan-22	Menus
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Features of MS-Word
4-Jan-22	Tables
5-Jan-22	Standard Toolbars
6-Jan-22	Formatting Toolbars
7-Jan-22	<b>Revision / Test</b>
8-Jan-22	Macros
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Standard Toolbars
11-Jan-22	Creation of document
12-Jan-22	Practical of Scroll Bar, Ruler
13-Jan-22	Practical of Editing, Saving
14-Jan-22	Columns, Pictures
15-Jan-22	<b>Revision test</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	export and import files
18-Jan-22	inserting and copying the files,
19-Jan-22	Working with frames,
20-Jan-22	<b>Revision / Test</b>
21-Jan-22	Mail Merge
22-Jan-22	Paragraph formatting,
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision of unit -1</b>
25-Jan-22	<b>Revision of unit -2</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Revision of unit -3</b>
28-Jan-22	<b>Revision of unit -4</b>
29-Jan-22	<b>Old Question Papers Revision</b>



**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor:Ms. Rakhi**

**Class And Section: B.com (pass) sec-B,C**

**Subject: cost Accounting**

**Mode Of Teaching: offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Cost Accounting - Introduction
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Meaning and Definition
05-Oct-21	Nature of Cost Accounting
06-Oct-21	Scope, Functions ,Types
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Importance and Limitations
09-Oct-21	Instalation of Costing System
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Financial Accounting, Cost Accounting, Mgt. Accounting
12-Oct-21	Discussion About Various Statements
13-Oct-21	Doubts
14-Oct-21	Cost: Elements, Concepts and Classification
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Material Cost, Labour Cost
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	<b>Expenses, Classification of Overheads</b>
19-Oct-21	<b>Product Cost And Period Cost</b>
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Material Cost Accounting: Introduction
22-Oct-21	Purchase of Material
23-Oct-21	Purchase Cycle
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Store Organisation
26-Oct-21	Costing of Material
27-Oct-21	Pricing of Material
28-Oct-21	LIFO, FIFO method
29-Oct-21	Avg. Price Method
30-Oct-21	Other Methods
31-Oct-21	<b>SUNDAY</b>

01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Practical Questions
09-Nov-21	Practical Questions
10-Nov-21	Test of Chapter-1
11-Nov-21	Inventory Introduction
12-Nov-21	Relevant Inventory Control Decision
13-Nov-21	Selective Techniques
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Selective Techniques
16-Nov-21	Perpetual Inventory System
17-Nov-21	Labour Cost Accounting: Introduction
18-Nov-21	Labour Turnover
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Various methods
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Various Concepts regarding labour Cost
23-Nov-21	CAS-7
24-Nov-21	Doubts
25-Nov-21	Methods of Wage Payment
26-Nov-21	Time Rate System
27-Nov-21	Piece Rate System
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Incentive Schemes
30-Nov-21	Premium Bonus Method
1-Dec-21	Group System
2-Dec-21	Other Methods
3-Dec-21	Additional Illustrations
4-Dec-21	Additional Illustrations
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Doubt Class
7-Dec-21	Overheads Accounting: Classification of Overheads
8-Dec-21	<b>Collection of Overheads, Treatment of different overhead items</b>
9-Dec-21	<b>CAS-9</b>
10-Dec-21	Problems in Distribution of Overheads
11-Dec-21	Departmentalisation of Overheads

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Primary Distribution of Overheads
14-Dec-21	Secondary Distribution of Overheads
15-Dec-21	Practicals
16-Dec-21	Absorption of Overheads
17-Dec-21	Methods of Absorption
18-Dec-21	Practicals related to various methods
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Doubts
21-Dec-21	Machine Hour Rate Method Theory
22-Dec-21	Computation of Machine Hour Rate
23-Dec-21	Computation of Machine Hour Rate
24-Dec-21	<b>Practical questions</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Practical questions</b>
28-Dec-21	Unit and Output Costing -1
29-Dec-21	Cost Sheet
30-Dec-21	Types of cost sheet
31-Dec-21	Continue
1-Jan-22	Illustrations
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>Doubts</b>
4-Jan-22	Production Account
5-Jan-22	<b>Unit and Output Costing-1, Exercise Questions</b>
6-Jan-22	<b>Unit and Output Costing-1, Exercise Questions</b>
7-Jan-22	<b>Unit and Output Costing-11, theory</b>
8-Jan-22	<b>Unit and Output Costing-11, Practical</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>Unit and Output Costing-11, Practical</b>
11-Jan-22	<b>Exercise Questions</b>
12-Jan-22	<b>Doubt Clearing Session</b>
13-Jan-22	<b>Reconciliation of Cost and Financial Accounts</b>
14-Jan-22	<b>Theory</b>
15-Jan-22	<b>Practicals</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>practicals</b>
18-Jan-22	<b>Doubts</b>
19-Jan-22	<b>Doubts</b>
20-Jan-22	<b>Test of above chapter</b>
21-Jan-22	<b>Revision</b>

22-Jan-22	<b>Revision</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision</b>
25-Jan-22	<b>Revision</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Revision</b>
28-Jan-22	<b>Revision</b>
29-Jan-22	<b>Revision</b>

**K.L.Mehta Dayanand College For Women, Faridabad**  
**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Leena Bhatia**

**Class And Section: B.Com (C.A) 1<sup>st</sup> sem Sec- E**

**Subject: : Operating System And Business Data Processing- I**

**Mode Of Teaching: OFF-LINE**

**Lectures Per Week:**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	
05-Oct-21	
06-Oct-21	
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	
09-Oct-21	
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	
12-Oct-21	
13-Oct-21	
14-Oct-21	
15-Oct-21	<b>Dussehra</b>
16-Oct-21	
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	
19-Oct-21	
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	
22-Oct-21	



23-Oct-21	
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	
26-Oct-21	
27-Oct-21	
28-Oct-21	
29-Oct-21	
30-Oct-21	
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Introduction to Operating System- Overview
09-Nov-21	Definition & Concept of an Operating System
10-Nov-21	Components of O.S with reference to DOS (Practical)
11-Nov-21	Components of O.S with reference to DOS (Practical)
12-Nov-21	Functions of an Operating System
13-Nov-21	<b>Revision Test</b>
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Types of an Operating System
16-Nov-21	Types of an Operating System
17-Nov-21	Practical session DOS Introduction
18-Nov-21	Operating System as an Extended Machine & Resource Manager
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Process Management - Definition of Process
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Task Loader, Memory Mgt. , File Mgt.(DOS)
23-Nov-21	DOS Commands Introduction (Practical)
24-Nov-21	Process Life Cycle
25-Nov-21	Process Model , Hierarchies and Implementation
26-Nov-21	Multitasking ,Multiprogramming and Multithreading
27-Nov-21	<b>Revision Test</b>
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Directory Structure DOS, Directory commands (Practical)

30-Nov-21	Test - Functions of an Operating System, Types of an Operating System
1-Dec-21	Types of Scheduler – short term , medium term , long –term
2-Dec-21	Practical
3-Dec-21	Practical
4-Dec-21	<b>Revision Test</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Scheduling Queues
7-Dec-21	Scheduling Algorithms
8-Dec-21	Process Management
9-Dec-21	DOS file commands (Practical)
10-Dec-21	Dynamic Loading
11-Dec-21	<b>Revision Test</b>
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Memory Management-Introduction
14-Dec-21	Address Binding
15-Dec-21	DOS file commands (Practical)
16-Dec-21	DOS file commands (Practical)
17-Dec-21	Dynamic Linking
18-Dec-21	Memory Partition
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Swapping
21-Dec-21	Memory Paging
22-Dec-21	Virtual Memory
23-Dec-21	DOS file commands (Practical)
24-Dec-21	DOS file commands (Practical)
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	File Management - Introduction
28-Dec-21	File Access Methods
29-Dec-21	File Types
30-Dec-21	File operations
31-Dec-21	File Naming
1-Jan-22	<b>Revision Test</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	File Protection & Security
4-Jan-22	Unix operating system – Overview ,features , architecture
5-Jan-22	User Management in Unix
6-Jan-22	File types, Naming files
7-Jan-22	Unix commands
8-Jan-22	Unix commands
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>

10-Jan-22	Device Management Introduction
11-Jan-22	Device Management Functions
12-Jan-22	<b>Revision Test</b>
13-Jan-22	Unix commands
14-Jan-22	Unix commands
15-Jan-22	<b>Revision Test</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Input/output Device & Controllers
18-Jan-22	Interrupt Handlers
19-Jan-22	Disk Scheduling
20-Jan-22	Disk Scheduling
21-Jan-22	Practical session
22-Jan-22	Practical session
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision unit I
25-Jan-22	Revision Unit II
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision unit III
28-Jan-22	Revision Unit IV
29-Jan-22	Revision of old Question Paper

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor:** Ms. Neeru Siwas  
**Class And Section:** B.Com Vocational Vth Sem (D+E) Section  
**Subject:** Essentials of E-commerce  
**Mode Of Teaching:** Offline  
**Lectures Per Week:** 6

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Orientation of the students</b>
05-Oct-21	<b>WEBINAR ON IOT</b>
06-Oct-21	<b>Orientation of the students</b>
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Introduction To E-Commerce, Definition
09-Oct-21	Main Activities Of E- Commerce
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Benefits Of E-Commerce
12-Oct-21	E-Commerce System
13-Oct-21	Lab:- Introduction To E-Commerce
14-Oct-21	Lab:- Use Of E-Commerce
15-Oct-21	E-Commerce System Continue.....
16-Oct-21	Advantages And Disadvantages Of E-Commerce
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Types Of E-Commerce B2B ,B2C , C2B, B2G, G2C
19-Oct-21	Mobile Commerce Advantages And Disadvantages
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Lab:- Types Of E-Commerce (Overview)
22-Oct-21	Application Of Mobile Commerce
23-Oct-21	Introduction Of Portals , Functions
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Test: What Is E-Commerce? What Are The Types Of Ecommerce? Explain Its Advantages And Disadvantages?
26-Oct-21	Types ,Advantages And Disadvantages Of Portals
27-Oct-21	Lab:- Business To Business
28-Oct-21	Lab:- Business To Consumer
29-Oct-21	Unit 2: Business To Business Electronic Commerce:, Introduction To Electronic Market,
30-Oct-21	Inter Organization Transactions, Instant Messaging

31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Ecommerce It Act
09-Nov-21	Models Of Electronic Market
10-Nov-21	Lab:- Business To Government, Consumer To Consumer
11-Nov-21	Test On M- Commerce?
12-Nov-21	Markets Category,/Assignment: ( Application Of Mobile Commerce)
13-Nov-21	B2b E-Commerce,E-Business, Essential Elements Of An Electronic Business
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Online Shopping, Electronic Tailing, E-Tailing In India,
16-Nov-21	Lab:- Online Shopping
17-Nov-21	Lab:- M-Commerce ,Elements Of E-Commerce
18-Nov-21	Lab:- Elements Of E-Commerce
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Lab:- Online Shopping Stores /Assignment On Online Shopping)
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Online Purchasing, B2b Application,Auctions
23-Nov-21	B2b Electronic Commerce Requirements
24-Nov-21	Virtual Supply Technologies,
25-Nov-21	Electronic Applications Categories,
26-Nov-21	Emerging Electronic Market Place,
27-Nov-21	Differentiation In Catalogs For B2B As Opposed To B2C
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Electronic Data Interchange (EDI): Definition, Benefits Of EDI
30-Nov-21	Lab:- Shopping Websites Visits(Flip Kart)
1-Dec-21	Benefits Of EDI, Applications Of EDI.
2-Dec-21	Unit –Iii Business To Commerce Electronic Commerce: Definition And Introduction
3-Dec-21	Security Schemes: Encryptions, Digital Signatures,
4-Dec-21	Security Certificates,
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Lab:- Shopping Websites Visits (Amazon)
7-Dec-21	Lab:- Shopping Websites Visits(E Bay)
8-Dec-21	Protocols Used In Internet Security; Secure Socket Layer (SSL)
9-Dec-21	, Secure Hypertext Transfer Protocol (SHTTP),

10-Dec-21	, Secure Electronic Transaction (SET),
11-Dec-21	Modern Payment System: PC Banking, E-Cash, EFT ,Smarts Cards,
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Test : Electronic Payment System And Various Protocol For Internet Security?
14-Dec-21	Lab:- Shopping Websites Visits (Shop Clues , Myntra, Snap Deal)
15-Dec-21	Credit Cards, Electronic Cheque, Micro Payments,
16-Dec-21	E-Shop, Internet Shopping And The Trade Cycle
17-Dec-21	, Advantages And Disadvantages Of Consumer E-Commerce
18-Dec-21	Advantages And Disadvantages Of Consumer E-Commerce Continue....
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Electronic Payment Systems: Introduction, Traditional Payment Systems,
21-Dec-21	Unit – Iv E-Banking/ Online Banking: Introduction, Advantages Of Online Banking
22-Dec-21	Issues In Internet Banking, Tools Of Financial Banking
23-Dec-21	E-Banking Risks
24-Dec-21	Assignment ( Internet Shopping And The Trade Cycle)
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	E-Commerce And Internet: Definition,
28-Dec-21	Web Resources, ISP, Cookies;
29-Dec-21	Lab:- Advantages Of E-Commerce And Online Shopping
30-Dec-21	Evolution Of The Internet, Internet For Business,
31-Dec-21	TCP/IP Model Protocol
1-Jan-22	Broad Band Technology.
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Supply Chain Management : Introduction
4-Jan-22	Lab:- Disadvantage Of E-Commerce
5-Jan-22	Lab:- E- Banking
6-Jan-22	; Definition, Different Categories Of Supply Chain
7-Jan-22	Benefits Of SCM
8-Jan-22	; Definition, Different Categories Of Supply Chain,
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Test : Supply Chain Management ?
11-Jan-22	Lab:- E-Banking Websites And Their Login Pages(Axis Bank)
12-Jan-22	, Functions Of SCM,
13-Jan-22	E-Commerce Technical Components
14-Jan-22	OSI Model Protocol
15-Jan-22	OSI Model Protocol contd..
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Lab:- E-Banking Websites And Their Login Pages (SBI , ICICI)
18-Jan-22	Lab:- Online Purchase Through E-Commerce

19-Jan-22	OSI Model Protocol Contd.....
20-Jan-22	Internet , Intranet And Extranet
21-Jan-22	Revision Of Unit I
22-Jan-22	Lab:- Revision Of Online Purchase /Assignment ( E-Banking Websites And Their Login Pages (SBI,))
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Lab:- File Checking
25-Jan-22	Revision Of Unit II
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision Of Unit III
28-Jan-22	Revision Of Unit IV
29-Jan-22	<b>Discussion of important topicss</b>

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Jyoti Sindhu**

**Class And Section: B.com(Pass) Ist Semester Section A, B and C**

**Subject: Business Mathematics**

**Mode Of Teaching: Offline**

**Lectures Per Week: 24**

<b>Date</b>	<b>Topic to be Covered</b>
08-Nov-21	<b>Introduction of syllabus</b>
09-Nov-21	Chapter 1 Introduction of set
10-Nov-21	Representation of set
11-Nov-21	Exercise 1.1
12-Nov-21	Types of set
13-Nov-21	Subset
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Types of subsets
16-Nov-21	Exercise 1.2
17-Nov-21	De Morgan's Theorem
18-Nov-21	All theorems based on set
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Exercise 1.3
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Venn Diagram and Operations on set
23-Nov-21	Formulae of Exercise 1.4
24-Nov-21	Problem questions of exercise 1.4
25-Nov-21	Cartesian product of set
26-Nov-21	Exercise 1.5
27-Nov-21	Chapter 2 Introduction of Indices
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Test of chapter 1
30-Nov-21	Formulae based on Indices
1-Dec-21	Exercise 2.1
2-Dec-21	Doubt of exercise 2.1
3-Dec-21	Introduction of chapter 3 Logarithm
4-Dec-21	Exercise 3.1
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Exercise 3.2
7-Dec-21	How to find log from log table
8-Dec-21	Exercise 3.3
9-Dec-21	Exercise 3.4



10-Dec-21	Doubt of chapter 3
11-Dec-21	Introduction of chapter 5 Sequence and Series
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Introduction of A.P (Arithmetic Progression)
14-Dec-21	Define common difference
15-Dec-21	Exercise 5.1
16-Dec-21	Formula of nth term of an A.P
17-Dec-21	Exercise 5.2
18-Dec-21	Sum of nth terms and infinite term of an A.P
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Exercise 5.3
21-Dec-21	Exercise 5.4
22-Dec-21	Definition of A.M and Exercise 5.5
23-Dec-21	Introduction of G.P (Geometric Progression)
24-Dec-21	Define common ratio Exercise 5.6
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Test of AP Series</b>
28-Dec-21	Formulae of nth term of G.P ( $r < 1$ , $r > 1$ )
29-Dec-21	Exercise 5.7
30-Dec-21	Sum of nth term of G.P and Exercise 5.8
31-Dec-21	Sum of infinite terms of G.P and Exercise 5.9
1-Jan-22	Doubts of chapter 5
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Introduction of chapter 4 Permutation and Combination
4-Jan-22	Define factorial and how to find factorial of a number
5-Jan-22	Exercise 4.1
6-Jan-22	Define Permutation and its uses, and discuss some question
7-Jan-22	<b>Assignment</b>
8-Jan-22	Exercise 4.2
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Exercise 4.3
11-Jan-22	Exercise 4.4
12-Jan-22	Definition and Meaning of Combination
13-Jan-22	Merits of Combination and how to use
14-Jan-22	Formulae of combination and Exercise 4.5
15-Jan-22	Exercise 4.6
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Exercise 4.7
18-Jan-22	Exercise 4.8
19-Jan-22	Exercise 4.9

20-Jan-22	Doubts of chapter 4
21-Jan-22	Introduction of chapter 6 Data Interpretation
22-Jan-22	Definition of primary and secondary data and the method of collection of primary and secondary data
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Define classification and Tabulation and the difference b/w both, Define inclusive and exclusive series
25-Jan-22	Define Histogram, Bar Diagram and the types of Bar Diagram
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Define cumulative frequency and Method of classification of data
28-Jan-22	Define pie chart and question based on it
29-Jan-22	Doubts of chapter





**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Leena Rani**

**Class And Section: BBA 1<sup>st</sup> semester**

**Subject: Financial Accounting**

**Mode Of Teaching:offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Orientation of students</b>
05-Oct-21	<b>Introduction of syllabus</b>
06-Oct-21	<b>Introduction of syllabus</b>
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	<b>Nature and Scope of Accounting</b>
09-Oct-21	<b>Accounting process</b>
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>GAAP</b>
12-Oct-21	<b>Journal entries</b>
13-Oct-21	<b>Numericals</b>
14-Oct-21	<b>Continued</b>
15-Oct-21	<b>Dussehra</b>
16-Oct-21	<b>Ledger</b>
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	<b>Numericals</b>
19-Oct-21	<b>Numericals</b>
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	<b>Trial balance :concept and process</b>
22-Oct-21	<b>Numericals</b>
23-Oct-21	<b>Numericals</b>
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	<b>Accounting for Goods and service Tax</b>
26-Oct-21	<b>Journal entries</b>
27-Oct-21	<b>Numericals</b>
28-Oct-21	<b>Rectification of errors</b>
29-Oct-21	<b>Two sided and one sided errors</b>
30-Oct-21	<b>Suspense account</b>
31-Oct-21	<b>SUNDAY</b>

01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	<b>Numericals</b>
09-Nov-21	<b>Numerical</b>
10-Nov-21	<b>Continued</b>
11-Nov-21	<b>Test</b>
12-Nov-21	<b>Meaning ,need and users of financial statement</b>
13-Nov-21	<b>Preparation of trading and p&amp;l account</b>
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	<b>Preparation of balance sheet</b>
16-Nov-21	<b>Numericals</b>
17-Nov-21	<b>Continued</b>
18-Nov-21	<b>Continued</b>
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	<b>Doubt class</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Meaning and need of adjustment</b>
23-Nov-21	<b>Important adjustment in financial accounts</b>
24-Nov-21	<b>Numerical</b>
25-Nov-21	<b>Numerical</b>
26-Nov-21	<b>Numerical</b>
27-Nov-21	<b>Doubt class</b>
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Concept of bank reconciliation statement</b>
30-Nov-21	<b>Causes of difference in cash book and pass book</b>
1-Dec-21	<b>Need and importance of bank reconciliation statement</b>
2-Dec-21	<b>Numerical</b>
3-Dec-21	<b>Numerical</b>
4-Dec-21	<b>Doubt class</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	<b>Discussion on assignment</b>
7-Dec-21	<b>Accounts from incomplete record</b>
8-Dec-21	<b>Features and differences from double entry system</b>
9-Dec-21	<b>Ascertainment of profits from incomplete record</b>
10-Dec-21	<b>Numerical</b>
11-Dec-21	<b>Numerical</b>

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>Statement of affairs methods</b>
14-Dec-21	<b>Conversion to double entry system method</b>
15-Dec-21	<b>Numerical</b>
16-Dec-21	<b>Meaning of NPOs</b>
17-Dec-21	<b>Receipt and payment account</b>
18-Dec-21	<b>Income and expenditure account</b>
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	<b>Difference between income and expenditure account, receipt and payment account</b>
21-Dec-21	<b>Preparation of receipt and payment accounts from income and expenditure account</b>
22-Dec-21	<b>Numerical</b>
23-Dec-21	<b>Numerical</b>
24-Dec-21	<b>Doubt class</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Test</b>
28-Dec-21	<b>Joint ventures and its features</b>
29-Dec-21	<b>Difference between joint venture and partnership</b>
30-Dec-21	<b>Difference between joint venture and consignment</b>
31-Dec-21	<b>Accounting treatment of joint venture</b>
1-Jan-22	<b>Numerical</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>Numerical</b>
4-Jan-22	<b>Numerical</b>
5-Jan-22	<b>Doubt class</b>
6-Jan-22	<b>Consignment account and its objectives</b>
7-Jan-22	<b>Difference between consignment and sales</b>
8-Jan-22	<b>Accounting procedure</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>Numerical</b>
11-Jan-22	<b>Numerical</b>
12-Jan-22	<b>Numerical</b>
13-Jan-22	<b>Doubt class</b>
14-Jan-22	<b>Cash book and its advantage</b>
15-Jan-22	<b>Types of cash book</b>
16-Jan-22	<b>SUNDAY</b>

17-Jan-22	<b>Difference between cash book and cash account</b>
18-Jan-22	<b>Numerical</b>
19-Jan-22	<b>Numerical</b>
20-Jan-22	<b>Doubt class</b>
21-Jan-22	<b>Revision of unit 1</b>
22-Jan-22	<b>Mock test</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision of unit 2</b>
25-Jan-22	<b>Mock test</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Revision of unit 3</b>
28-Jan-22	<b>Revision of unit 4</b>
29-Jan-22	<b>Mock tests</b>





**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Leena Rani**

**Class And Section: BBA 3<sup>rd</sup> semester**

**Subject: Disaster Management**

**Mode Of Teaching: offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation Of The Students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Orientation Of The Students
05-Oct-21	Structure of the atmosphere, pressure, temperature
06-Oct-21	Precipitation, cloud classification
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Calories force, El nino phenomenon
09-Oct-21	Western disturbance, energy model and budget of earth
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Primary differentiation and formation of core, mantle and crust
12-Oct-21	Atmosphere and hydrosphere
13-Oct-21	Magma generation and formation of igneous rocks
14-Oct-21	Weathering, erosion, transportation
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Disposition of earth's material by running water
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	River meandering
19-Oct-21	Formation of ox-bow lake
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Depletion of natural capital
22-Oct-21	<b>Continued</b>
23-Oct-21	Development as causes of disaster
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	<b>Continued</b>
26-Oct-21	Rapid population growth
27-Oct-21	<b>Continued</b>
28-Oct-21	Environmental pollution
29-Oct-21	<b>Continued</b>
30-Oct-21	Epidemics
31-Oct-21	<b>SUNDAY</b>

01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Industrial sickness
09-Nov-21	Chemical release
10-Nov-21	Continued
11-Nov-21	Test
12-Nov-21	Multi-purpose projects
13-Nov-21	Resettlement and rehabilitation issues
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Humanitarian assistance in emergency
16-Nov-21	Continued
17-Nov-21	Revision of unit 1
18-Nov-21	Introduction to Floods
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Continued</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Flood types
23-Nov-21	Flood hydrodragh
24-Nov-21	Drainage basin
25-Nov-21	Frequency of floods
26-Nov-21	Flood hazard
27-Nov-21	Urbanization and flooding
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Continued
30-Nov-21	Dams and barrage
1-Dec-21	River diversion
2-Dec-21	Impact on flora and fauna
3-Dec-21	Land slides
4-Dec-21	Land slides analysis
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Determination of stability factor
7-Dec-21	Safety factor
8-Dec-21	Coastal hazards, tropical cyclone
9-Dec-21	Coastal erosion
10-Dec-21	Sea level changes
11-Dec-21	Coastal zone management

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>Continued</b>
14-Dec-21	<b>Climate changes</b>
15-Dec-21	Emissions
16-Dec-21	Global warming
17-Dec-21	Impact on sea level in south asian region
18-Dec-21	Environmental disruptions and their implications
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	<b>Continued</b>
21-Dec-21	Revision of unit 2
22-Dec-21	Revision of unit 2
23-Dec-21	Earth quakes preliminary concepts
24-Dec-21	Sesmic waves
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Travel time
28-Dec-21	Location of epicenter
29-Dec-21	Nature of destruction
30-Dec-21	<b>Continued</b>
31-Dec-21	Seismic designing
1-Jan-22	Quake resistant building
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Tsunamis concept
4-Jan-22	Measurement of tsunami
5-Jan-22	Destruction of tsunami
6-Jan-22	Causes of tsunami
7-Jan-22	tsunami wave length
8-Jan-22	Discussion on assignment
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Mock test
11-Jan-22	Mock test
12-Jan-22	Volcanoes
13-Jan-22	Causes
14-Jan-22	Volcanism material and its types
15-Jan-22	Lawa flow material
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Pyroclastic materials
18-Jan-22	Effects of volcanoes
19-Jan-22	Revision of unit 2
20-Jan-22	Revision of unit 2
21-Jan-22	Mock test

22-Jan-22	Mock test
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Discussion on previos years question papers
25-Jan-22	Discussion on previos years question papers
26-Jan-22	
27-Jan-22	Revision of unit 3
28-Jan-22	Revision of unit 3
29-Jan-22	Revision of unit 4



**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Leena Rani**

**Class And Section: BBA 5 th semester**

**Subject: Company Law**

**Mode Of Teaching:offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Orientation of students
05-Oct-21	<b>Introduction of syllabus</b>
06-Oct-21	<b>Concept of company and its characterstics</b>
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	<b>Corporate veil and its provisions</b>
09-Oct-21	<b>Kinds of companies</b>
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	<b>Stages of formation of public company</b>
12-Oct-21	<b>Stages of formation of private company</b>
13-Oct-21	<b>MOA and its clauses with alteration</b>
14-Oct-21	<b>AOA and its clauses with Alteration</b>
15-Oct-21	<b>Dussehra</b>
16-Oct-21	<b>Doctrine of constructive notice</b>
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	<b>Doctrine of Indoor management</b>
19-Oct-21	<b>Doctrine of ultra virus and its effects</b>
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Prospectus
22-Oct-21	Contents of prospectus
23-Oct-21	Mis-statement and omission in prospectus
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Introduction to shares
26-Oct-21	Types of shares
27-Oct-21	<b>Voting rights of shareholder</b>
28-Oct-21	<b>Contd</b>
29-Oct-21	<b>Allotment and issue of shares</b>
30-Oct-21	<b>Procedure of allotment</b>
31-Oct-21	<b>SUNDAY</b>

01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	<b>Company meetings and resolution</b>
09-Nov-21	<b>Book building and brokerage</b>
10-Nov-21	<b>Share capital of a company</b>
11-Nov-21	<b>Resolution</b>
12-Nov-21	<b>Procedure of reduction in share capital</b>
13-Nov-21	<b>Test</b>
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	<b>Share certificate and share warrant</b>
16-Nov-21	<b>Contd.</b>
17-Nov-21	<b>Transfer and transmission of shares</b>
18-Nov-21	<b>Blank transfer</b>
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Forged and demat transfer</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	<b>Calls on shares</b>
23-Nov-21	<b>Forfeiture of shares</b>
24-Nov-21	<b>Lien on shares</b>
25-Nov-21	<b>Debentures</b>
26-Nov-21	<b>Trust deed</b>
27-Nov-21	<b>Introduction to company administration</b>
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	<b>Kinds of directors</b>
30-Nov-21	<b>Director's identification number</b>
1-Dec-21	<b>Appointment of directors</b>
2-Dec-21	<b>Removal of directors</b>
3-Dec-21	<b>Powers, duties and liabilities of directors</b>
4-Dec-21	<b>Contd.</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	<b>Remuneration of directors</b>
7-Dec-21	<b>Managers and managing directors</b>
8-Dec-21	<b>Company meetings and resolutions</b>
9-Dec-21	<b>Kinds of meetings</b>
10-Dec-21	<b>Contd.</b>
11-Dec-21	<b>Resolution</b>



12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>Contd.</b>
14-Dec-21	<b>Meetings of a company</b>
15-Dec-21	<b>Requisites of a valid meeting</b>
16-Dec-21	<b>Voting, polls and proxy</b>
17-Dec-21	<b>E-voting</b>
18-Dec-21	<b>Test</b>
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	<b>Revision</b>
21-Dec-21	<b>Revision</b>
22-Dec-21	<b>Revision</b>
23-Dec-21	<b>Revision</b>
24-Dec-21	<b>Prevention of oppression</b>
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Contd.</b>
28-Dec-21	<b>Mismanagement</b>
29-Dec-21	<b>Contd.</b>
30-Dec-21	<b>Revision</b>
31-Dec-21	<b>Revision</b>
1-Jan-22	<b>Revision</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>MOCK TEST</b>
4-Jan-22	<b>MOCK TEST</b>
5-Jan-22	<b>MOCK TEST</b>
6-Jan-22	<b>MOCK TEST</b>
7-Jan-22	<b>MOCK TEST</b>
8-Jan-22	<b>MOCK TEST</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>Revision</b>
11-Jan-22	<b>Winding up of the company</b>
12-Jan-22	<b>Modes of winding up</b>
13-Jan-22	<b>Official liquidator</b>
14-Jan-22	<b>Powers and liabilities of official liquidator</b>
15-Jan-22	<b>Revision</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Revision</b>
18-Jan-22	<b>Revision</b>
19-Jan-22	<b>Appointment of official liquidator</b>
20-Jan-22	<b>Voluntary winding up</b>
21-Jan-22	<b>Revision</b>

22-Jan-22	<b>Revision</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision</b>
25-Jan-22	<b>Revision</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>MOCK TEST</b>
28-Jan-22	<b>MOCK TEST</b>
29-Jan-22	<b>MOCK TEST</b>

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**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-Jan2022)**

**Name Of The Associate/Assistant Professor: Ms. Poonam Arora**

**Class And Section: B.Com (CA) 1<sup>st</sup> Sem. Sec- D & E**

**Subject: Computer Fundamental -I**

**Mode Of Teaching: OFF-LINE**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation programme
02-Oct-21	<b>xGANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction to Computers: Definition of Computer;
05-Oct-21	Components of Computer
06-Oct-21	Components of Computer
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Characteristics of Computers
09-Oct-21	Limitation of Computer
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Generation of Computers
12-Oct-21	Generation of Computers
13-Oct-21	Classification of Computers
14-Oct-21	Classification of Computers
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Difference between Computer and Calculator.
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Difference between Computer and Human Being.
19-Oct-21	Application of Computers: Computers in Commerce, Marketing
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Application of Computers: Computers in Education, Weather Forecasting
22-Oct-21	Application of Computers: Computers in Banking and Research
23-Oct-21	Hardware, firmware, Live-ware
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Discussion and doubt session of the above unit
26-Oct-21	Test of unit I
27-Oct-21	Input Devices: Keyboard
28-Oct-21	Mouse
29-Oct-21	Light Pen, Touch Screen,
30-Oct-21	Joystick, Track Ball

31-Oct-21	<b>SUNDAY</b>
01-Nov-21	
02-Nov-21	
03-Nov-21	<b>Diwali Break</b>
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	MICR, OCR, OMR Scanners
09-Nov-21	MICR, OCR, OMR Scanners
10-Nov-21	Touch Screen
11-Nov-21	Output Devices: Hard Copy Devices
12-Nov-21	Line printer
13-Nov-21	Character printer
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Chain printer
16-Nov-21	Dot- Matrix printer
17-Nov-21	Daisy-Wheel printer
18-Nov-21	Laser printer, Ink-jet printer
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Plotters
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Soft Copy Devices– Monitor
23-Nov-21	Soft Copy Devices– Monitor
24-Nov-21	Screen Image Projector, Voice Response Systems
25-Nov-21	Doubts unit-II
26-Nov-21	Test of unit II
27-Nov-21	Memory and Mass Storage Devices: Concept of Memory
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Types of Memory
30-Nov-21	Primary Memory – RAM and ROM;
1-Dec-21	Primary Memory – RAM and ROM;
2-Dec-21	Secondary Memory – Hard Disk and Floppy Disk
3-Dec-21	Optical Disks – CD – ROM and WORM disks
4-Dec-21	<b>Revision of above</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Difference between Primary and Secondary Memory
7-Dec-21	Concept of data, Information and data processing
8-Dec-21	Need and Uses of Information
9-Dec-21	Need and Uses of Information
10-Dec-21	Characteristics of Information

11-Dec-21	<b>Revision / Test</b>
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Levels of Information
14-Dec-21	Revision of above
15-Dec-21	Discussion and doubt session of above Topics
16-Dec-21	Introduction to word processing
17-Dec-21	characteristics of MS-Word
18-Dec-21	Advantages and disadvantages of computer
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Practical - How to start MS-Word
21-Dec-21	Practical - components of MS-Word window
22-Dec-21	Practical – Menus
23-Dec-21	Practical – Toolbars
24-Dec-21	Practical –Ruler,Scrollbar
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Doubts in practical
28-Dec-21	Practical - Creating, Editing, Saving a document
29-Dec-21	Practical - Creating, Editing, Saving a document
30-Dec-21	Practical - Working with Frames
31-Dec-21	Practical - Columns, Pictures
1-Jan-22	Revision of above
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Practical - Tables
4-Jan-22	Practical – Macro
5-Jan-22	Practical – Mail Merge
6-Jan-22	Practical – Mail Merge
7-Jan-22	Practical Doubts
8-Jan-22	<b>Standard Toolbars</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Practical :Export and import files
11-Jan-22	Practical – Protecting File
12-Jan-22	Practical – object linking and embedding
13-Jan-22	Practical – Hyperlink
14-Jan-22	Practical – Spelling & Grammar Check
15-Jan-22	Practical Doubts
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Magnetic Tape and Cache Memory
18-Jan-22	Types of Data Processing System
19-Jan-22	Practical - Tables
20-Jan-22	<b>Revision / Test</b>

21-Jan-22	<b>Internal Practical exam</b>
22-Jan-22	<b>File correction</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision of Unit-1,2</b>
25-Jan-22	<b>Revision of Unit -3,4</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Previous Year Paper Discussion
28-Jan-22	Previous Year Paper Discussion
29-Jan-22	Previous Year Paper Discussion

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-Jan2022)**

**Name Of The Associate/Assistant Professor: Ms. Poonam Arora**

**Class And Section: B.Com (CA) 5<sup>th</sup> Sem. Sec- D & E**

**Subject: Computer Aided & Design -I**

**Mode Of Teaching: OFF-LINE**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Introduction Of The Syllabus
12-Oct-21	Introduction: CAD/CAM Defined
13-Oct-21	Product cycle
14-Oct-21	Product cycle and CAD/CAM
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Product cycle and CAD/CAM
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Product cycle and CAD/CAM
19-Oct-21	Automation and CAD/CAM
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Automation and CAD/CAM
22-Oct-21	Automation and CAD/CAM
23-Oct-21	Automation and CAD/CAM
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Computer Technology: Introduction
26-Oct-21	Pr – Introduction to SQL
27-Oct-21	Pr – Features and Advantages of SQL
28-Oct-21	CPU
29-Oct-21	Types of memory
30-Oct-21	Pr – To study DDL statements
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Test

09-Nov-21	Input/Output
10-Nov-21	Input/Output
11-Nov-21	Data representation
12-Nov-21	Pr- To study DML statements
13-Nov-21	Practical
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Computer Programming Languages
16-Nov-21	Computer Programming Languages
17-Nov-21	Operating the computer System
18-Nov-21	Operating the computer System
19-Nov-21	<b>Guru Nanak DevJayanti</b>
20-Nov-21	Plotters
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Pr- To study DML statements
23-Nov-21	Practical
24-Nov-21	Introduction to Mini computers
25-Nov-21	Micro computers
26-Nov-21	programmable controllers
27-Nov-21	Pr- To study DML statements
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	programmable controllers
30-Nov-21	Discussion and doubt session of Unit I
1-Dec-21	programmable controllers
2-Dec-21	Discussion and doubt session of Unit I
3-Dec-21	Practical
4-Dec-21	<b>Revision of above</b>
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Computer- Aided Design: Fundamentals of CAD
7-Dec-21	Computer- Aided Design: Fundamentals of CAD
8-Dec-21	Design Process
9-Dec-21	Design Process
10-Dec-21	Pr- To study DML statements
11-Dec-21	Practical
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	application of computers for design
14-Dec-21	application of computers for design
15-Dec-21	Creating the manufacturing Data base
16-Dec-21	Creating the manufacturing Data base
17-Dec-21	Practical
18-Dec-21	Benefits of Computer – Aided Design with examples
19-Dec-21	<b>SUNDAY</b>



20-Dec-21	Hardware in Computer – Aided Design
21-Dec-21	Hardware in Computer – Aided Design
22-Dec-21	Design Process
23-Dec-21	Design Process
24-Dec-21	Pr- To study DML statements
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	application of computers for design
28-Dec-21	application of computers for design
29-Dec-21	Creating the manufacturing Data base
30-Dec-21	Creating the manufacturing Data base
31-Dec-21	Graphics terminal
1-Jan-22	Operator input devices
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Plotters
4-Jan-22	CPU
5-Jan-22	Pr- To study DML statements
6-Jan-22	Practical
7-Jan-22	Doubt Session
8-Jan-22	Test –Unit II
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	software Configuration of a Graphics system
11-Jan-22	software Configuration of a Graphics system
12-Jan-22	Practical - To study TCL Commands
13-Jan-22	Functions of a Graphic Package
14-Jan-22	Functions of a Graphic Package
15-Jan-22	Practical - To study DML statements
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Exchange of CAD Data
18-Jan-22	Role of Multimedia
19-Jan-22	Practical- To study DCL statements
20-Jan-22	Data Warehousing
21-Jan-22	Building a Data warehouse
22-Jan-22	Mapping the Data Warehouse to a Multiprocessor Architecture
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Practical - To study Views and Indices.
25-Jan-22	Data Extraction & its tools
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision of unit -1 & 2
28-Jan-22	Revision of Unit- 3 & 4
29-Jan-22	Discuss old question paper













**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Neeru Siwas**  
**Class And Section: B.Com Vocational IIIrd Sem (D+E) Section**  
**Subject: DBMS-I**  
**Mode Of Teaching: Offline**  
**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Orientation of the students</b>
05-Oct-21	<b>WEBINAR ON IOT</b>
06-Oct-21	<b>Orientation of the students</b>
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	<b>Orientation of the students</b>
09-Oct-21	Introduction to Database system
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Introduction to Database system
12-Oct-21	Database System: Basic concepts and definitions
13-Oct-21	Lab: Introduction of SQL
14-Oct-21	Lab: How to Open Sql*Plus , Various Step To Open It
15-Oct-21	<b>Dussehra</b>
16-Oct-21	DBMS : Introduction and Definition
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Data Dictionary,
19-Oct-21	Types Of Data Dictionary,
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Meta Data, Database
22-Oct-21	Operations performed on DBMS System
23-Oct-21	Functions performed on DBMS System
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	File Oriented System versus Database System,
26-Oct-21	Lab: Data Manipulation In SQL
27-Oct-21	Lab: Select Command , Column Alias , Concatenation Operator
28-Oct-21	Database system Environment,
29-Oct-21	Database system Environment, contd...
30-Oct-21	Component of Database system Environment,
31-Oct-21	<b>SUNDAY</b>



01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Advantages And Disadvantages of Database system Environment,
09-Nov-21	Lab: Literal Strings , Eliminating Duplicate Rows, Arithmetic Operator
10-Nov-21	Lab: Special operator and Logical operator
11-Nov-21	Database Languages
12-Nov-21	Database Languages contd..
13-Nov-21	DDL, DML, Data Control Language(DCL),
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Transaction Control Language(TCL),
16-Nov-21	Data Query Language(DQL),
17-Nov-21	Test : what is Database system ? Component of Database system Environment,? Explain its advantages and disadvantages ?
18-Nov-21	Lab:Order By Clauses
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Lab:Order By Clauses
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Advantage and Disadvantage of DBMS,
23-Nov-21	DBA and defined the responsibility of DBA
24-Nov-21	Introduction of DBMS ,Components of DBMS, Database users
25-Nov-21	Lab: Practical File Checking
26-Nov-21	Lab: Practical File Checking
27-Nov-21	File Organization: Basic concept of Files: File Types.
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	File Organization Techniques /Assignment On File Organisation ?
30-Nov-21	Unit II Database System Architecture: Introduction,
1-Dec-21	Lab : Introduction to function
2-Dec-21	Lab : Single Row Function Group Row Function
3-Dec-21	Schema ,Sub Schemas, Instances
4-Dec-21	Schema ,Sub Schemas, Instances contd...
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Data Independence,
7-Dec-21	Data Models,
8-Dec-21	Data Models
9-Dec-21	Network And Herarical Model
10-Dec-21	Network And Herarical Model contd..
11-Dec-21	Lab :Character Functions

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	<b>Assignment:</b> What Is File Organization And What are the various Technique Of File Organization?
14-Dec-21	Lab :Character Functions
15-Dec-21	Relational Model
16-Dec-21	Introduction of DBMS Structure,
17-Dec-21	Components and Functions of DBMS,
18-Dec-21	Lab: Number Function
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Levels of Database Architecture
21-Dec-21	3 tier architecture
22-Dec-21	2 tier architecture
23-Dec-21	Lab: Number Function Continue
24-Dec-21	Lab: Number Function Continue
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Types of Database System(DBMS),
28-Dec-21	Structure of Relational Database
29-Dec-21	Keys of Relations
30-Dec-21	Lab :Date Function
31-Dec-21	Lab: Introduction To Joins And Explain Its Various Types?
1-Jan-22	Lab: Introduction To Joins And Explain Its Various Types? Contd...
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Introduction to Database Design Unit III
4-Jan-22	: Software Development Life Cycle (SDLC)
5-Jan-22	Development Cost and Structure System Analysis and Design (SSAD)
6-Jan-22	Database Development Life Cycle (DDLCL),
7-Jan-22	Database Development Life Cycle (DDLCL), Contd...
8-Jan-22	Test Oral: What Is Development Cost and Structure System Analysis and Design (SSAD)? Explain?
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Database Design/, Assignment On Database Development Life Cycle (DDLCL)?
11-Jan-22	Automated Design Tools,
12-Jan-22	Normalization: Normal Forms: 1st, 2nd
13-Jan-22	3rd NF, BCNF, 4NF and 5NF.
14-Jan-22	SDLC contd..
15-Jan-22	Lab: Joins Continue , Group Function
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Functional Dependency and Decomposition Techniques
18-Jan-22	Unit IV Query Processing
19-Jan-22	Query Optimization: Techniques:
20-Jan-22	Lab : Group By Clause. DML Commands

21-Jan-22	Lab: DDL commands
22-Jan-22	Data Manipulation
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Transaction Processing/ Assignment On Functional Dependency and Decomposition Techniques
25-Jan-22	Concurrency Control Methods
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Introduction to Oracle Transactions
28-Jan-22	Searching and Matching Data from Database
29-Jan-22	<b>Discussion of important topics</b>









**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Leena Rani**

**Class And Section: BBA 3<sup>rd</sup> semester**

**Subject: Capital Market**

**Mode Of Teaching: offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation of students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of syllabus
05-Oct-21	Structure of capital market
06-Oct-21	Growth of capital market
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Suggestions and improvement of capital market in india
09-Oct-21	Introduction of regulatory framework of capital
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	SCRA
12-Oct-21	SEBI
13-Oct-21	Companies Act 1956
14-Oct-21	Ownership Securities
15-Oct-21	Dussehra
16-Oct-21	Contd.
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Contd.
19-Oct-21	Contd.
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Method of issuing new securities
22-Oct-21	Primary Capital Market
23-Oct-21	Contd.
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Marketing Strategies
26-Oct-21	Guidelines for international issues
27-Oct-21	Primary capital market reforms
28-Oct-21	Primary market intermediaries
29-Oct-21	Intermediaries involved in capital market
30-Oct-21	Contd
31-Oct-21	<b>SUNDAY</b>



01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Contd.
09-Nov-21	Contd.
10-Nov-21	Secondary market scenario in India
11-Nov-21	Function and characteristics of stock exchange
12-Nov-21	Grouping of shares in stock exchange
13-Nov-21	Causes of fluctuations in Pricing of shares
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Problems and reforms in secondary market
16-Nov-21	Stock market organization
17-Nov-21	Custodial and depositary services
18-Nov-21	Test
19-Nov-21	Guru Nanak DevJayanti
20-Nov-21	Introduction to stock exchange
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	National stock exchange
23-Nov-21	Bombay stock exchange
24-Nov-21	Contd.
25-Nov-21	The depositary system
26-Nov-21	Contd.
27-Nov-21	Need of depositary system in India
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Depositary process
30-Nov-21	NSDL,SHCIL
1-Dec-21	Contd.
2-Dec-21	The debt market
3-Dec-21	Segements of debt market
4-Dec-21	The public sector undertaking bond market
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Development banks
7-Dec-21	Functions of development banks
8-Dec-21	Operational activities
9-Dec-21	Policy measures
10-Dec-21	Contd.
11-Dec-21	Test

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Financial institutions
14-Dec-21	Role
15-Dec-21	Policy measures
16-Dec-21	Product and services
17-Dec-21	Contd
18-Dec-21	Contd
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Revision
21-Dec-21	Revision
22-Dec-21	Revision
23-Dec-21	Mutual Funds
24-Dec-21	Types of mutual funds
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	SEBI guidelines
28-Dec-21	Future prospects
29-Dec-21	Reason of slow growth
30-Dec-21	Contd.
31-Dec-21	Contd.
1-Jan-22	<b>MOCK TEST</b>
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	<b>MOCK TEST</b>
4-Jan-22	Revision
5-Jan-22	<b>MOCK TEST</b>
6-Jan-22	<b>MOCK TEST</b>
7-Jan-22	revision
8-Jan-22	<b>MOCK TEST</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>MOCK TEST</b>
11-Jan-22	Who is an investor?
12-Jan-22	Investor protection
13-Jan-22	Grievances of investors
14-Jan-22	Redressal methods
15-Jan-22	SEBI'S role in investors protection
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Introduction to Credit rating
18-Jan-22	Code of conduct
19-Jan-22	Credit rating agencies in India
20-Jan-22	Revision of unit 1
21-Jan-22	Revision of unit 1

22-Jan-22	Revision of unit 2
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision of unit 2
25-Jan-22	Revision of unit 2
26-Jan-22	REPUBLIC DAY
27-Jan-22	Revision of unit 3
28-Jan-22	Revision of unit 3
29-Jan-22	Revision of unit 3

**Lesson plan (Oct 2021-2022)****Name Of The Associate/Assistant Professor: Dr. Preeti Vijay****Class And Section: B.Com(Pass)- 3rd Sem - A & B****Subject: Retailing****Mode Of Teaching: Offline****Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Introduction, meaning and definition of retailing
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Characteristics of retailing
05-Oct-21	Scope of retailing
06-Oct-21	Importance of retailing
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Continue
09-Oct-21	Introduction -Growth of retailing
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Difference between organized and unorganised retail sector
12-Oct-21	Indian Retail Revolution -Growth and present size
13-Oct-21	Continue
14-Oct-21	Some top retailers in India
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Indian Retail Sector -some important facts
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Continue
19-Oct-21	Reasons of growth of retail sector in India
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Present structure of retail in India
22-Oct-21	Challenges for retail sector in present state
23-Oct-21	Continue
24-Oct-21	<b>SUNDAY</b>

25-Oct-21	Future of retailing in India
26-Oct-21	Career options in retailing -introduction
27-Oct-21	Essential qualifications and skills required for a career in retailing
28-Oct-21	Different career options in retailing
29-Oct-21	Career as small retailer -entrepreneurship
30-Oct-21	Institutes offering retail courses
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Technology induction in retailing -Introduction
09-Nov-21	Need for IT induction in retailing ,IT induction in retailing
10-Nov-21	Tools and techniques of IT
11-Nov-21	Advantages and limitations of IT induction in retailing
12-Nov-21	Assignment -Retailing meaning, nature and IT induction
13-Nov-21	Retailing -types
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Different types Of retailing
16-Nov-21	Continue
17-Nov-21	Retailing stores – introduction
18-Nov-21	Stores classified by owners
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Stores classified by merchandising categories
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Retail formats -Tradition and modern
23-Nov-21	Store based formats

24-Nov-21	Non store based formats
25-Nov-21	Cash and carry business - introduction and nature
26-Nov-21	Advantages and scope of cash and carry business
27-Nov-21	Retailing model-franchisor franchisee
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Features of the Model
30-Nov-21	Classification and Types of Franchising
1-Dec-21	Franchising model in India
2-Dec-21	Retailing model-directly owned
3-Dec-21	Features of the model
4-Dec-21	Advantages and disadvantages
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Retailing concepts - wheel of retailing
7-Dec-21	Stages of the wheel of retailing
8-Dec-21	Retailing life cycle
9-Dec-21	Wheel of retailing vs. Retailing life cycle
10-Dec-21	Conflicts with other retailers, sources and features
11-Dec-21	Types of conflicts
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Cooperation with other retailers
14-Dec-21	Management of retailing - introduction
15-Dec-21	Various dimensions of management of retailing operations
16-Dec-21	Retail management – introduction and features
17-Dec-21	Functions of retailing management
18-Dec-21	Strategic retail management process
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Decision areas of retail strategy
21-Dec-21	Implementing the retail strategy
22-Dec-21	Test:wheel of retailing and retailing life cycle
23-Dec-21	The total performance model

24-Dec-21	Retail planning – introduction
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Key elements of a good retail planning
28-Dec-21	Types of retail planning
29-Dec-21	Importance of retail planning
30-Dec-21	Objectives of retail planning
31-Dec-21	Strategic retail plan
1-Jan-22	Retail action plan
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Retail action plans -various types
4-Jan-22	Developing retail strategy - introduction
5-Jan-22	Types of retailing strategy
6-Jan-22	Developing retailing strategy-steps
7-Jan-22	Importance and objectives of retailing strategy
8-Jan-22	Retail pricing strategy ,objectives in pricing
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Factors affecting retail pricing strategy
11-Jan-22	Developing a retail pricing strategy
12-Jan-22	Methods of pricing strategies
13-Jan-22	Retail location strategies
14-Jan-22	Importance of retail location strategies
15-Jan-22	Retail location strategies and decisions
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Continue
18-Jan-22	Location assessment techniques
19-Jan-22	Continue
20-Jan-22	<b>Revision</b>
21-Jan-22	<b>Revision</b>

22-Jan-22	<b>Test :developing retailing strategies</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Revision</b>
25-Jan-22	<b>Revision</b>
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Test : Wheel of retailing</b>
28-Jan-22	<b>Revision</b>
29-Jan-22	<b>Revision</b>



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**Lesson plan (Oct 2021-2022)****Name Of The Associate/Assistant Professor: Dr. Preeti Vijay****Class And Section: B.Com I- Computer Applications - Section D & E****Subject: Financial Accounting****Mode Of Teaching: Offline****Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	Orientation Of The Students
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Introduction of syllabus
05-Oct-21	Introduction of Accounts
06-Oct-21	Introduction of accounting
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Meaning of accounts and accounting
09-Oct-21	Characteristics and functions of accounting
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	different branches of accounting
12-Oct-21	Objectives of accounting
13-Oct-21	Uses of accounting
14-Oct-21	Difference between bookkeeping accounting and accountancy
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Advantages of accounting
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Limitations of accounting
19-Oct-21	Basic terms of accounting
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Bases of accounting
22-Oct-21	Meaning of accounting concept
23-Oct-21	Different accounting concepts
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Accounting conventions

26-Oct-21	Limitations of accounting principles
27-Oct-21	Double entry system
28-Oct-21	Basic concept of journal
29-Oct-21	Rule of journal entries
30-Oct-21	Practical problems regarding journal entries
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Practical problems regarding journal entries
09-Nov-21	Practical problems regarding journal entries
10-Nov-21	Ledger posting
11-Nov-21	Class test
12-Nov-21	Preparation of trial balance
13-Nov-21	Capital and revenue items
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Depreciation meaning features and causes
16-Nov-21	Fixed installment method
17-Nov-21	practical problems
18-Nov-21	practical problems
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	practical problems
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Assignment
23-Nov-21	diminishing balance method
24-Nov-21	practical problems

25-Nov-21	practical problems
26-Nov-21	change in method of depreciation
27-Nov-21	practical problems
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	practical problems
30-Nov-21	Maintain provision of depreciation
1-Dec-21	Doubts
2-Dec-21	Provision and reserve
3-Dec-21	Performa of trading account and PL account
4-Dec-21	Performa of balance sheet
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	various adjustments in final accounts
7-Dec-21	practical problems
8-Dec-21	practical problems
9-Dec-21	practical problems
10-Dec-21	practical problems
11-Dec-21	practical problems
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	practical problems
14-Dec-21	practical problems
15-Dec-21	practical problems
16-Dec-21	Doubts
17-Dec-21	Assignment
18-Dec-21	class test
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	errors and their rectification theory
21-Dec-21	two sided error
22-Dec-21	one sided errors
23-Dec-21	suspense account
24-Dec-21	effect of rectification on net profit

25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Rectification through profit and loss adjustment account
28-Dec-21	introduction of non profit organization
29-Dec-21	practical problems
30-Dec-21	practical problems
31-Dec-21	practical problems
1-Jan-22	practical problems
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	practical problems
4-Jan-22	practical problems
5-Jan-22	practical problems
6-Jan-22	practical problems
7-Jan-22	Doubts
8-Jan-22	Assignment
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	meaning of consignment
11-Jan-22	needs and accounting procedure of consignment
12-Jan-22	principal terms
13-Jan-22	practical problems
14-Jan-22	bad debts loss of normal goods
15-Jan-22	loss of abnormal goods
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	combined loss problems
18-Jan-22	Overriding Commission
19-Jan-22	consignee expenses not reimbursed
20-Jan-22	Goods returned by consignee
21-Jan-22	Commission on net profit
22-Jan-22	Loss due to consignee negligence recovery from consignee
23-Jan-22	<b>SUNDAY</b>

24-Jan-22	Doubts
25-Jan-22	Doubts
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision



**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: MS. Komal Kapoor**

**Class And Section: Bcom(CA)1 sem Sec. D+E**

**Subject: Business Management**

**Mode Of Teaching:**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation Of The Students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Introduction of syllabus</b>
05-Oct-21	<b>Human Activities: Introduction</b>
06-Oct-21	Economic and non economic activities
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Business: meaning and features
09-Oct-21	Profession: meaning and features
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Employment: meaning and features
12-Oct-21	Difference between business, profession, employment
13-Oct-21	Business systems
14-Oct-21	Objectives of business
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Concepts of business
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Business Activities: Introduction
19-Oct-21	Industry and its types
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Commerce and its components
22-Oct-21	Management: meaning and nature
23-Oct-21	Function of management
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Process and significance of management
26-Oct-21	Test
27-Oct-21	<b>Management and social responsibility</b>
28-Oct-21	<b>Management as a profession</b>
29-Oct-21	Management as a science or an art
30-Oct-21	Development of management thought: Introduction
31-Oct-21	<b>SUNDAY</b>



01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Classical approach
09-Nov-21	Evaluation of scientific approach
10-Nov-21	Administrative Approach
11-Nov-21	Bureaucratic management
12-Nov-21	Neo- Classical approach
13-Nov-21	Evaluation of human relation approach
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Behavioral science approach
16-Nov-21	Contingency approach
17-Nov-21	Assignment discussion
18-Nov-21	Planning: introduction and nature
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	<b>Oral test</b>
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Importance, process
23-Nov-21	<b>Principles of planning</b>
24-Nov-21	<b>Criticism of planning</b>
25-Nov-21	Requisites of effective planning
26-Nov-21	Types of plan
27-Nov-21	On the basis of use
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	On the basis of level and broadness
30-Nov-21	Features, importance and guidelines for setting objective
1-Dec-21	Policies
2-Dec-21	Types of evaluation of policies
3-Dec-21	Procedure: meaning, features and importance
4-Dec-21	Rules
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Strategy
7-Dec-21	Ad- hoc plan
8-Dec-21	Oral test
9-Dec-21	<b>Decision making: meaning and nature</b>
10-Dec-21	Process of decision making
11-Dec-21	Types

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Techniques
14-Dec-21	Importance and principles Decision making in practice and occasion for decision making
15-Dec-21	Management by objective
16-Dec-21	Features and importance
17-Dec-21	Problems of MBO
18-Dec-21	Organising: meaning and features
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Formal organising
21-Dec-21	<b>Informal organising</b>
22-Dec-21	Principles and significance of organizing
23-Dec-21	<b>Types of organising structures</b>
24-Dec-21	Functional formanship
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Committee organisations
28-Dec-21	Departmentation
29-Dec-21	Need
30-Dec-21	Importance
31-Dec-21	Methods of deparmentation
1-Jan-22	Continue
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Elements
4-Jan-22	Process of delegation of authority
5-Jan-22	Continue
6-Jan-22	Oral test
7-Jan-22	Written trst
8-Jan-22	<b>Doubts</b>
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Assignment discussion
11-Jan-22	Importance and obstacles of delegation of authority
12-Jan-22	Continue
13-Jan-22	<b>Suggestions to overcome obstacles</b>
14-Jan-22	Decentralization: meaning
15-Jan-22	<b>Features</b>
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Difference between decentralization and delegation</b>
18-Jan-22	Factor affecting decentralization
19-Jan-22	<b>Principles</b>
20-Jan-22	Importance

21-Jan-22	Centralization
22-Jan-22	<b>Difference between centralization and decentralization</b>
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	<b>Test</b>
25-Jan-22	Assignment
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Doubts</b>
28-Jan-22	Doubts
29-Jan-22	REVISION

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Monika Singla**

**Class And Section: B.com Sem III (CA) D,E**

**Subject: Business Statistics**

**Mode Of Teaching: Online & Offline**

**Lectures Per Week:6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	<b>Orientation Of The Students</b>
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	<b>Meaning of Statistics</b>
05-Oct-21	Nature of statistics and its functions
06-Oct-21	Uses and importance of statistics
07-Oct-21	<b>Maharaja Agarsen Jayanti</b>
08-Oct-21	Limitations and distrust of statistics
09-Oct-21	Meaning of Primary and Secondary Data
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Methods of Collecting Primary Data
12-Oct-21	Methods of collecting primary and secondary data
13-Oct-21	Precautions in the use of secondary data
14-Oct-21	Classification of Data:-meaning and its objectives
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Methods of classification
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Methods of classification
19-Oct-21	Practical Problems
20-Oct-21	<b>Maharishi Valmiki Jayanti</b>
21-Oct-21	Practical Problems
22-Oct-21	Practical Problems
23-Oct-21	Doubts
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Types of Presentation of Data: Tabulation
26-Oct-21	Solved Examples discuss in class
27-Oct-21	Solved Examples discuss in class
28-Oct-21	Solved Examples discuss in class
29-Oct-21	Practical Problems

30-Oct-21	Practical Problems
31-Oct-21	<b>SUNDAY</b>
01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Diagrammatic Presentation of Data: Bar Diagrams
09-Nov-21	Practical Problems
10-Nov-21	Types of Bar Diagram: Practical Problems
11-Nov-21	Rectangular Diagrams
12-Nov-21	Practical Problems
13-Nov-21	Test: Introduction to Statistics
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Pie Diagrams
16-Nov-21	Practical Problems
17-Nov-21	Graphic Presentation of Data: Utility & Types
18-Nov-21	Practical Problems
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Frequency Distribution Graphs
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Practical Problems
23-Nov-21	Practical Problems
24-Nov-21	Practical Problems
25-Nov-21	Measures of Central Tendency : Types of Averages
26-Nov-21	Discuss Solved Examples in class
27-Nov-21	Discuss Solved Examples in class
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Practical Problems
30-Nov-21	Practical Problems
1-Dec-21	Practical Problems
2-Dec-21	Harmonic Mean, Geometric Mean
3-Dec-21	Practical Problems
4-Dec-21	Practical Problems
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Measures of Dispersion: Methods of Measuring Dispersion
7-Dec-21	Practical Problems

8-Dec-21	Mean Deviation: Solved Examples
9-Dec-21	Practical Problems
10-Dec-21	Practical Problems
11-Dec-21	Doubts
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Standard Deviation: solved Examples
14-Dec-21	Practical Problems
15-Dec-21	Practical Problems
16-Dec-21	Doubts
17-Dec-21	Doubts
18-Dec-21	Skewness : Types & Measures of Skewness
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Discuss Solved Examples in class
21-Dec-21	Discuss Solved Examples in class
22-Dec-21	<b>Test</b>
23-Dec-21	Practical Problems
24-Dec-21	Practical Problems
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Moments about Mean: Practical Problems
28-Dec-21	Moments about Assumed Mean: Practical Problems
29-Dec-21	Utility Moments,
30-Dec-21	Meaning of Kurtosis, Measures of Kurtosis
31-Dec-21	Practical Problems and Doubts
1-Jan-22	Sheppard correction of grouping error
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Correlation-introduction, utility, types
4-Jan-22	Correlation and causation, degree of correlation
5-Jan-22	Methods of correlation-graphic method
6-Jan-22	Algebraic method-Karl Pearson's Coefficient of correlation
7-Jan-22	Practical Problems and Doubts
8-Jan-22	Practical Problems and Doubts
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	<b>Calculation</b> of coefficient of correlation in group data
11-Jan-22	<b>Spearman's Rank correlation</b>
12-Jan-22	Concurrent Deviation Method
13-Jan-22	Practical Problems and Doubts

14-Jan-22	Practical Problems and Doubts
15-Jan-22	Practical Problems and Doubts
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	<b>Regression-</b> meaning, utility,difference between correlation and regression
18-Jan-22	<b>Types of regression analysis</b>
19-Jan-22	Methods of obtaining regression lines
20-Jan-22	Regression equation
21-Jan-22	Practical Problems and Doubts
22-Jan-22	Practical Problems and Doubts
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Obtaining mean value and correlation coefficient using regression equations
25-Jan-22	Practical Problems and Doubts
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	<b>Standard error of estimate</b>
28-Jan-22	Practical Problems and Doubts
29-Jan-22	Practical Problems and Doubts

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Jyoti Sindhu**

**Class And Section: B.com (Computer Application) Ist Semester Section D & E**

**Subject: Business Mathematics**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
08-Nov-21	<b>Introduction of syllabus</b>
09-Nov-21	Chapter 1 Introduction of set
10-Nov-21	Representation of set
11-Nov-21	Exercise 1.1
12-Nov-21	Types of set
13-Nov-21	Subset
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Types of subsets
16-Nov-21	Exercise 1.2
17-Nov-21	De Morgan's Theorem
18-Nov-21	All theorems based on set
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	Exercise 1.3
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Venn Diagram and Operations on set
23-Nov-21	Formulae of Exercise 1.4
24-Nov-21	Problem questions of exercise 1.4
25-Nov-21	Cartesian product of set
26-Nov-21	Exercise 1.5
27-Nov-21	Chapter 2 Introduction of Indices
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	Test of chapter 1
30-Nov-21	Formulae based on Indices
1-Dec-21	Exercise 2.1
2-Dec-21	Doubt of exercise 2.1
3-Dec-21	Introduction of chapter 3 Logarithm
4-Dec-21	Exercise 3.1
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	Exercise 3.2
7-Dec-21	How to find log from log table
8-Dec-21	Exercise 3.3
9-Dec-21	Exercise 3.4



10-Dec-21	Doubt of chapter 3
11-Dec-21	Introduction of chapter 5 Sequence and Series
12-Dec-21	<b>SUNDAY</b>
13-Dec-21	Introduction of A.P (Arithmetic Progression)
14-Dec-21	Define common difference
15-Dec-21	Exercise 5.1
16-Dec-21	Formula of nth term of an A.P
17-Dec-21	Exercise 5.2
18-Dec-21	Sum of nth terms and infinite term of an A.P
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Exercise 5.3
21-Dec-21	Exercise 5.4
22-Dec-21	Definition of A.M and Exercise 5.5
23-Dec-21	Introduction of G.P (Geometric Progression)
24-Dec-21	Define common ratio Exercise 5.6
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	<b>Test of AP Series</b>
28-Dec-21	Formulae of nth term of G.P ( $r < 1$ , $r > 1$ )
29-Dec-21	Exercise 5.7
30-Dec-21	Sum of nth term of G.P and Exercise 5.8
31-Dec-21	Sum of infinite terms of G.P and Exercise 5.9
1-Jan-22	Doubts of chapter 5
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Introduction of chapter 4 Permutation and Combination
4-Jan-22	Define factorial and how to find factorial of a number
5-Jan-22	Exercise 4.1
6-Jan-22	Define Permutation and its uses, and discuss some question
7-Jan-22	<b>Assignment</b>
8-Jan-22	Exercise 4.2
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Exercise 4.3
11-Jan-22	Exercise 4.4
12-Jan-22	Definition and Meaning of Combination
13-Jan-22	Merits of Combination and how to use
14-Jan-22	Formulae of combination and Exercise 4.5
15-Jan-22	Exercise 4.6
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Exercise 4.7
18-Jan-22	Exercise 4.8
19-Jan-22	Exercise 4.9

20-Jan-22	Doubts of chapter 4
21-Jan-22	Introduction of chapter 6 Data Interpretation
22-Jan-22	Definition of primary and secondary data and the method of collection of primary and secondary data
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Define classification and Tabulation and the difference b/w both, Define inclusive and exclusive series
25-Jan-22	Define Histogram, Bar Diagram and the types of Bar Diagram
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Define cumulative frequency and Method of classification of data
28-Jan-22	Define pie chart and question based on it
29-Jan-22	Doubts of chapter

**K.L Mehta Dayanand College For Women, Faridabad**

**Lesson plan (Oct 2021-2022)**

**Name Of The Associate/Assistant Professor: Ms. Shobha Chawla**

**Class And Section: B.Com(C.A) 1<sup>st</sup> Sem**

**Subject: Operating System & Business Data Processing - I**

**Mode Of Teaching: Offline**

**Lectures Per Week: 6**

<b>Date</b>	<b>Topic to be Covered</b>
01-Oct-21	-
02-Oct-21	<b>GANDHI JAYANTI</b>
03-Oct-21	<b>SUNDAY</b>
04-Oct-21	Orientation
05-Oct-21	Seminar
06-Oct-21	Orientation
07-Oct-21	<b>Maharaja AgarsenJayanti</b>
08-Oct-21	Orientation
09-Oct-21	Orientation
10-Oct-21	<b>SUNDAY</b>
11-Oct-21	Operating system Overview: Definition
12-Oct-21	Concept of an Operating System
13-Oct-21	Functions of an Operating System
14-Oct-21	Functions of an Operating System
15-Oct-21	<b>Dussehra</b>
16-Oct-21	Revision
17-Oct-21	<b>SUNDAY</b>
18-Oct-21	Types of an O.S
19-Oct-21	Types of an O.S
20-Oct-21	<b>Maharishi ValmikiJayanti</b>
21-Oct-21	Types of an O.S
22-Oct-21	O.S. as an Extended Machine and resource Manager
23-Oct-21	Test
24-Oct-21	<b>SUNDAY</b>
25-Oct-21	Process Management
26-Oct-21	Process Model
27-Oct-21	Hierarchies and Implementation
28-Oct-21	Multitasking, Multi programming
29-Oct-21	Long-term and Short-term Scheduler
30-Oct-21	Multi-Threading
31-Oct-21	<b>SUNDAY</b>

01-Nov-21	<b>Diwali Break</b>
02-Nov-21	
03-Nov-21	
04-Nov-21	
05-Nov-21	
06-Nov-21	
07-Nov-21	
08-Nov-21	Revision
09-Nov-21	Test
10-Nov-21	Memory Management
11-Nov-21	Memory Management of Single User O.S.
12-Nov-21	DOS Practical
13-Nov-21	DOS Practical
14-Nov-21	<b>SUNDAY</b>
15-Nov-21	Memory Mgt. Techniques:
16-Nov-21	Memory Partition
17-Nov-21	Memory Swapping
18-Nov-21	Memory Paging
19-Nov-21	<b>Guru Nanak Dev Jayanti</b>
20-Nov-21	DOS Practical
21-Nov-21	<b>SUNDAY</b>
22-Nov-21	Virtual Memory
23-Nov-21	Virtual Memory
24-Nov-21	File Management
25-Nov-21	File Management
26-Nov-21	DOS Practical
27-Nov-21	DOS Practical
28-Nov-21	<b>SUNDAY</b>
29-Nov-21	File Access Methods
30-Nov-21	File Types
1-Dec-21	File Operations
2-Dec-21	File Naming
3-Dec-21	DOS Practical
4-Dec-21	DOS Practical
5-Dec-21	<b>SUNDAY</b>
6-Dec-21	File Protection and security
7-Dec-21	Overview of Unix Operating System
8-Dec-21	Unix Architecture
9-Dec-21	Features of Unix Operating System
10-Dec-21	DOS Practical
11-Dec-21	DOS Practical

12-Dec-21	<b>SUNDAY</b>
13-Dec-21	User Management in Unix
14-Dec-21	Unix Command
15-Dec-21	Unix Command
16-Dec-21	Unix Command
17-Dec-21	DOS Practical
18-Dec-21	DOS Practical
19-Dec-21	<b>SUNDAY</b>
20-Dec-21	Unix File Types
21-Dec-21	Naming Files
22-Dec-21	Revision
23-Dec-21	Test
24-Dec-21	DOS Practical
25-Dec-21	<b>CHRISTMAS DAY</b>
26-Dec-21	<b>SUNDAY</b>
27-Dec-21	Components of O.S. with reference to DOS
28-Dec-21	Single User O.S., Task-Loader
29-Dec-21	Memory Mgt., File Mgt
30-Dec-21	Device Management Functions
31-Dec-21	DOS Practical
1-Jan-22	DOS Practical
2-Jan-22	<b>SUNDAY</b>
3-Jan-22	Interrupt Handlers
4-Jan-22	Interrupt Handlers
5-Jan-22	Disk Scheduling Techniques
6-Jan-22	Disk Scheduling Techniques
7-Jan-22	DOS Practical
8-Jan-22	DOS Practical
9-Jan-22	<b>GURU GOBIND SINGH JAYANTI (SUNDAY)</b>
10-Jan-22	Disk Scheduling Techniques
11-Jan-22	Disk Scheduling Techniques
12-Jan-22	DOS Practical
13-Jan-22	DOS Practical
14-Jan-22	DOS Practical
15-Jan-22	DOS Practical
16-Jan-22	<b>SUNDAY</b>
17-Jan-22	Revision
18-Jan-22	Revision
19-Jan-22	Revision
20-Jan-22	Revision
21-Jan-22	Revision

22-Jan-22	Revision
23-Jan-22	<b>SUNDAY</b>
24-Jan-22	Revision
25-Jan-22	Revision
26-Jan-22	<b>REPUBLIC DAY</b>
27-Jan-22	Revision
28-Jan-22	Revision
29-Jan-22	Revision