

LESSON PLAN FOR THE SESSION 2023-24

Name: - SEEMA GUPTA

Designation: Asst Professor

Class: - B Com IInd Semester

Subject: Marketing.

Date	Topics
31 Jan - 3 Feb	Marketing - Concept, Definition
5 Feb - 10 Feb	Marketing Environment
12 Feb - 17 Feb	Market Segmentation
19 Feb - 24 Feb	Consumer Behaviour & Buying Motives.
26 Feb - 2 Mar	Product - Importance & Classification.
4 Mar - 9 Mar	Branding, Packaging & Labelling.
11 Mar - 16 Mar	Product life cycle & New Product
18 Mar - 22 Mar	Product Pricing & Promotion Mix.
28 Mar - 6 April	Advertising & Personal Selling.
8 April - 13 April	Sales Promotion methods.
15 April - 20 April	Distribution Channels - Retailing.
22 April - 27 April	Direct Marketing & online Marketing.
29 April - 4 May	Green Marketing & Recent Trends.
6 May - 15 May	Assignment Given to Students & Presentations.

Seema Gupta  
Signature of Teacher



## Tentative Lesson Plan (2023-24)

Name: - Neelam

Designation: Assistant Professor

Class: - B.Com. 1st Semester

Subject: Business Mathematics-II

Date	Topics
2 Feb to 3 Feb	linear inequalities
9 Feb to 10 Feb	linear programming problems
16 Feb to 17 Feb	Simplex Method
23 Feb to 24 Feb	Applications of linear programming in solving problems related to business and commerce.
1 Mar to 2 Mar	Differentiation
9 Mar	Differentiation
15 Mar to 16 Mar	Maxima and Minima
21 Mar to 22 Mar	Integration: Definite and indefinite (simple functions excluding trigonometric functions)
29 Mar to 30 Mar	basic rules of integration,
12 Apr to 13 Apr	application of integration in commercial and business problems.
19 Apr to 20 Apr	Binomial Theorem and its examples
26 Apr to 27 Apr	Binomial Theorem and its examples
3 May to 4 May	Permutation and its examples
10 May to 11 May	Combination and its examples

Signature of Teacher

*Neelam*

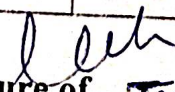


*Tentative*  
**Lesson Plan**

Name: - Neha  
Class: - B.Com. 2<sup>nd</sup> Semester

Designation: Assistant Professor  
Subject: Company Law (1-4)

Date	Topics
31 Jan to 3 Feb	Company: Concept, characteristics, advantages and disadvantages of a company
5 Feb to 10 Feb	Types of company: Conversion of private company into public company & vice versa
12 Feb to 17 Feb	Incorporation of a company; Legal position of promoters; Pre-incorporation
19 Feb to 24 Feb	Memorandum of Association: Importance, Clauses and alteration in MOA
26 Feb to 2 Mar	Articles of Association: features, importance, obligations to register articles, Clauses of AOA
4 Mar to 9 Mar	Alteration of Articles of Association: Procedure, limitations, legal effect of MOA & AOA, Doctrine of indoor management; Doctrine of constructive notice
11 Mar to 16 Mar	Doctrine of ultra vires, Prospectus: Concept, types, contents, registration, scanning of prospectus, Assignment
18 Mar to 22 Mar	Mis-statement in prospectus, remedies, liabilities for misstatements in Prospectus, formalities of red herring & shelf prospectus,
28 Mar to 31 Mar	Share capital: Types, issue and allotment of shares; Reduction of share capital;
1 Apr to 10 Apr	Mid-term examination
11 Apr to 20 Apr	Board of Directors: Composition, legal position, qualification, appointment, powers, duties & liabilities and removal of directors;
22 Apr to 27 Apr	Company secretary: Role, appointment, duties, liabilities, rights and removal.
29 Apr to 4 May	Dividend: Types, factors affecting dividend decisions, Legal provisions, dividend practices prevalent in India
6 May to 15 May	Winding up of a company: Reasons, modes, procedure and implications of winding up.

  
Signature of Teacher



## Lesson Plan

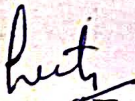
Name of Teacher: .....Greta.....

Class: ....M.D.C., B.Com. I

Subject: -.....Pol. Sc.....

Month:-.....April, 2014

Week	Topic
1st	Midterm Exam.
2nd	Parliament - Composition and Functions
3rd	Speaker of Lok-Sabha, Amendment process
4th	State Legislature - Vidhan Sabha
5th	Panchayati Raj

  
Signature of Teacher

Principal



# Lesson Plan


Name of Teacher:.....Greta.....

Class:.....B.Com.I.M.D.C.....

Subject:.....Pol.Sc.....

Month:.....May.....2014

Week	Topic
1st	Judiciary - Supreme Court Judicial Review
2nd	High Court.
3rd	
4th	
5th	

  
Signature of Teacher

Principal



# Lesson Plan

Name of Teacher: MANJEET... SINGH... Class: B. Com. 2nd Sem.

Subject: ... Computerized Acc. System... Month: April... 2024

Week	Topic
1st	Cost Centre, Cost Categories Cost Centre Reports, Budgets
2nd	Interest calculations — Cully Audit features
3rd	Inventory Computerized Exp Lab calculation — FDS
4th	GST
5th	Payroll in Cully Prime Activation, Payroll masters

Signature of Teacher

Principal




# Lesson Plan

Name of Teacher: MANJEEET SINGH Class: B. Com. Est (2nd sem)

Subject: Computerized HR System Month: May 2024

Week	Topic
1st	Employees Group Pay heads, B.S, D.A, H.R.A, overtime.
2nd	Provident fund, ESI, Bonus Gratuity, Pension Schemes
3rd	Payroll Reports Processing Payroll in Tally Prime
4th	
5th	

  
Signature of Teacher

Principal



# Lesson Plan

Name of Teacher: PAWAN KUMAR

Class: AEC

Subject: English

Month: April

Week	Topic
1st	Dialogue
2nd	Group Discussion
3rd	Group Discussion
4th	Group Discussion
5th	Intro. to Tenses



Signature of Teacher

Principal



Lesson Plan

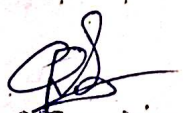
Name of Teacher: PAWAN KUMAR

Class: A.E.C.

Subject: English

Month: May

Week	Topic
1st	Intro. to Tenses
2nd	Intro. to Tenses
3rd	
4th	
5th	



Signature of Teacher

Principal



## Lesson Plan


Name of Teacher: ...Indu Bala.....

Class: ...B.A.II./B.Com II

Subject: ...AFC.....

Month: ...April.....

Week	Topic
1st 5/6	Mid Term Exam
2nd 12/13	संस्कार वाचन और मौखिक वाचन Mid Term Exam
3rd	वाचन शिक्षण की विधियाँ वाचन के लिए ध्यान देने योग्य बातें.
4th	उच्चारण के श्रेय टेस्ट
5th	

  
Signature of Teacher

Principal



# Lesson Plan

Name of Teacher: .... Indu. Bala .....

Class: .... B. A 1st Year / B. Com 1st Year

Subject: .... AEC .....

Month: .... May .....

Week	Topic
1st 3/4 may	अधिक संप्रेषण की प्रक्रिया
2nd 10/11 may	संप्रेषण कोशिका के विभिन्न रूप
3rd	
4th	
5th	

  
Signature of Teacher

Principal



## Lesson Plan

Name of Teacher: ... SAVITA RANI ...

Class: ... B.A. I st ... 2nd Sem / B.Com

Subject: ... SEC (पत्र-लेखन) ...

Month: ... April, 2024

Week	Topic
1st	Mid term Exam 4 April to 10 April
2nd	Mid term Exam
3rd	शिकायती पत्र का स्वरूप व प्रारूप, समीक्षा संबंधी पत्र का प्रारूप, सुसाव संबंधी पत्र, प्रारूप।
4th	समस्या, अपील, निवेदन संबंधी पत्र व प्रारूप
5th	कार्यालयी पत्र-लेखन का स्वरूप, शोधन का अर्थ व प्रारूप।

Signature of Teacher

Principal




## Lesson Plan

Name of Teacher:.....S.A.V.I.T.A...R.A.N.I.. Class:..B.A.I.st..2nd Sem/B.Com

Subject: -.....SEC.-(पत्र-लेखन..) Month:-.May? 2024

Week	Topic
1st	परिपत्र, अनुस्मारक, पृष्ठांकन की परिभाषा व प्राखन
2nd	आदेश, सूचनाएं, निविदा की रनपरेखा व इनके प्राखन ।
3rd	
4th	
5th	

  
Signature of Teacher

Principal



# Lesson Plan

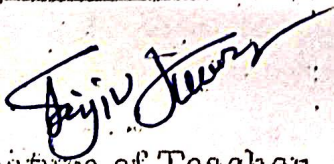
Name of Teacher: SANJIV KUMAR

Class: B.A. I.St / B.Com

Subject: Computers & Economics (S.E.L)

Month: April

Week	Topic
1st	— mid Term Exam
2nd	formatting
3rd	Sorting
4th	validation
5th	Import and Export of Data files.



Signature of Teacher

Principal



# Lesson Plan

Name of Teacher: SANJIV KUMAR Class: B.A. Text / B.Com

Subject: Computer Economics (SEC) Month: May

Week	Topic
1st	Addition, Subtraction, multiplication and division
2nd	mean, median
3rd	mode, Creation of Diagrams and Graphs.
4th	_____
5th	_____

*Sanjiv Kumar*

Signature of Teacher

Principal