

Tentative Lesson Plan

Name: - Neelam Rani

Designation: Assistant Professor

Class: - B.A. 2nd Semester

Subject: Algebra and Number Theory

Date	Topics
15 Jan-18 Jan	Symmetric, Skew symmetric, Hermitian and skew Hermitian matrices.
20 Jan-25 Jan	Elementary Operations on matrices. Rank of matrices.
27 Jan-1 Feb	Linear dependence and independence of rows and columns of matrices. Row rank and column rank of a matrix.
3 Feb-8-Feb	Eigenvalues, eigenvectors and the characteristic equation of a matrix.
10 Feb-15 Feb	Minimal polynomial of a matrix. Cayley Hamilton theorem and its use in finding the inverse of a matrix.
17 Feb-22 Feb	Unitary and Orthogonal Matrices
24 Feb-1 Mar	Relations between the roots and coefficients of general polynomial equation in one variable.
3 Mar-8 Mar	Solutions of polynomial equations having conditions on roots.
10 Mar-12 Mar	Common roots and multiple roots. Transformation of equations.
17 Mar-22 Mar	Nature of the roots of an equation Descarte's rule of signs.
24 Mar-29 Mar	Solutions of cubic equations (Cardon's method). Biquadratic equations and their solutions
31 Mar-5 April	Divisibility and its theorems & examples, G.C.D.(greatest common divisors) and its theorems & examples
7 April-12 April	L.C.M.(least common multiple) and its theorems & examples
14 April-19April	theorems on Prime numbers , Fundamental Theorem of Arithmetic
2 April- 26April	Linear Congruences and Linear Diophantine equations in two variables
18 April-3 May	Euler function Euler's generalization of Fermat's theorem.
5 May-10 May	Chinese Remainder Theorem and its examples
12 May-14 May	Fermat's theorem. Wilson's theorem and its converse.

Neelam

Signature of Teacher

Tentative Lesson Plan

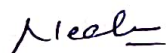
Name: - Neelam Rani

Designation: Assistant Professor

Class: - B.A. 4th Semester

Subject: Analytical Geometry & Vector Calculus

Date	Topics
15 Jan-18 Jan	General equation of second degree: Classification of conic sections
20 Jan-25 Jan	centre, asymptotes, axes, eccentricity, foci and directrices of conics.
27 Jan-1 Feb	centre, asymptotes, axes, eccentricity, foci and directrices of conics.
3 Feb-8-Feb	Tangent at any point to a conic, chord of contact, pole of line to a conic
10 Feb-15 Feb	director circle of a conic. Polar equation of a conic
17 Feb-22 Feb	tangent and normal to a conic, confocal conics.
24 Feb-1 Mar	Sphere: General form, Plane section of a sphere. Sphere through a given circle
3 Mar-8 Mar	Intersection of two spheres, tangent plane and line, polar plane and line
10 Mar-12 Mar	orthogonal spheres, radical plane of two spheres and co-axal system of spheres.
17 Mar-22 Mar	Cone: Equation of a cone, right circular cone, quadric cone, enveloping cone. Tangent plane and condition of tangency.
24 Mar-29 Mar	Cylinder: Right circular cylinder and enveloping cylinder.
31 Mar-5 April	Central Conicoids: Equation of tangent plane. Director sphere.
7 April-12 April	Scalar and Vector product of three vectors, four vectors, reciprocal vectors
14 April-19 April	vector differentiation and derivative along a curve
21 April- 26 April	directional derivatives; Gradient of a scalar point function,
18 April-3 May	divergence and curl of vector point functions,
5 May-10 May	their geometrical meanings and vector identities, Vector integration: line integral
12 May-14 May	surface integral and volume integral. Theorem of Gauss, Green, Stoke and problems based on these.



Signature of Teacher

Tentative Lesson Plan

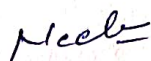
Name: - Neelam Rani

Designation: Assistant Professor

Class: - B.A. 6th Semester

Subject: Linear Algebra

Date	Topics
15 Jan-18 Jan	Vector Space and its examples
20 Jan-25 Jan	Vector Space and its theorems
27 Jan-1 Feb	Subspace and its examples & theorems
3 Feb-8-Feb	Sum and Direct sum of subspaces, Linear span
10 Feb-15 Feb	Linearly Independent and dependent subsets of a vector space
17 Feb-22 Feb	Finitely generated vector space, Existence theorem for basis of a finitely generated vector space, Finite dimensional vector spaces
24 Feb-1 Mar	Invariance of the number of elements of bases sets, Dimensions, Quotient space and its dimension.
3 Mar-8 Mar	Homomorphism and isomorphism of vector spaces, Linear transformations and linear forms on vector spaces
10 Mar-12 Mar	Vector space of all the linear transformations Dual Spaces,
17 Mar-22 Mar	annihilator of subspaces of finite dimensional vector spaces, Null Space, Range space of a linear transformation, Rank and Nullity Theorem
24 Mar-29 Mar	Algebra of Linear Transformation, Minimal Polynomial of a linear transformation, Singular and non-singular linear transformations, Matrix of a linear Transformation
31 Mar-5 April	Change of basis, Eigen values and Eigen vectors of linear transformations
7 April-12 April	Inner product spaces, Cauchy-Schwarz inequality
14 April-19 April	Orthogonal vectors, Orthogonal complements, Orthogonal sets and Basis
21 April- 26 April	Bessel's inequality for finite dimensional vector spaces
18 April-3 May	Gram-Schmidt, Orthogonalization process, Adjoint of a linear transformation
5 May-10 May	Adjoint of a linear transformation and its properties
12 May-14 May	Unitary linear transformations



Signature of Teacher

Tentative Lesson Plan

Name: - Neelam Rani
Class: - B.A. 6th Semester

Designation: Assistant Professor
Subject: Real and Complex Analysis

Date	Topics
15 Jan-18 Jan	Jacobians and its examples
20 Jan-25 Jan	Beta and Gamma Functions
27 Jan-1 Feb	Double and Triple integrals, Dirichlets integrals,
3 Feb-8-Feb	Dirichlets integrals, change of order of integration in double integrals.
10 Feb-15 Feb	Fourier's series: Fourier expansion of piecewise monotonic functions,
17 Feb-22 Feb	Properties of Fourier Co-efficients, Dirichlet's conditions, Parseval's identity for Fourier series,
24 Feb-1 Mar	Fourier series for even and odd functions, Half range series, Change of Intervals.
3 Mar-8 Mar	Extended Complex Plane, Stereographic projection of complex numbers
10 Mar-12 Mar	continuity and differentiability of complex functions
17 Mar-22 Mar	Analytic functions and its examples and theorems
24 Mar-29 Mar	Cauchy-Riemann equations, Harmonic functions.
31 Mar-5 April	Cauchy-Riemann equations, Harmonic functions
7 April-12 April	Mappings by elementary functions: Translation, rotation, Magnification and Inversion.
14 April-19 April	Mappings by elementary functions: Translation, rotation, Magnification and Inversion.
21 April- 26 April	Conformal Mappings and its theorems
18 April-3 May	Mobius transformations. Fixed points
5 May-10 May	Cross ratio, Inverse Points
12 May-14 May	critical mappings

Neelam

Signature of Teacher

Tentative Lesson Plan

Name: - Neelam Rani
Class: - B.A. 6th Semester

Designation: Assistant Professor
Subject: Dynamics

Date	Topics
15 Jan-18 Jan	Velocity and acceleration along radial, transverse, tangential and normal directions.
20 Jan-25 Jan	Velocity and acceleration along radial, transverse, tangential and normal directions.
27 Jan-1 Feb	Relative velocity and acceleration
3 Feb-8-Feb	tangential and normal directions.
10 Feb-15 Feb	Simple Harmonic motion
17 Feb-22 Feb	Simple Harmonic motion
24 Feb-1 Mar	Elastic String
3 Mar-8 Mar	Mass, Momentum and Force
10 Mar-12 Mar	Newton's laws of motion
17 Mar-22 Mar	Work, Power and Energy.
24 Mar-29 Mar	Definitions of Conservative forces and Impulsive forces
31 Mar-5 April	Motion on smooth and rough plane curves.
7 April-12 April	Projectile Motion of a particle in a plane
14 April-19 April	Vector Angular Velocity
21 April- 26 April	General motion of a rigid body
18 April-3 May	Central Orbits, Kepler laws of motion.
5 May-10 May	Motion of a particle in three dimensions.
12 May-14 May	Acceleration in terms of different co-ordinate systems.



Signature of Teacher

Tentative Lesson Plan


Name: - Neelam

Class: - B.Com. 2nd Semester

Designation: Assistant Professor

Subject: Business Mathematics-II

Date (2 Days)	Topics
15 Jan-18 Jan	linear inequalities
20 Jan-25 Jan	linear inequalities
27 Jan-1 Feb	linear programming problems and its examples
3 Feb-8-Feb	linear programming problems
10 Feb-15 Feb	Simplex Method
17 Feb-22 Feb	Applications of linear programming in solving problems related to business and commerce.
24 Feb-1 Mar	Applications of linear programming in solving problems related to business and commerce.
3 Mar-8 Mar	Differentiation
10 Mar-12 Mar	Differentiation
17 Mar-22 Mar	Maxima and Minima
24 Mar-29 Mar	Integration: Definite and indefinite
31 Mar-5 April	application of integration in commercial and business problems.
7 April-12 April	Binomial Theorem and its examples
14 April-19 April	Binomial Theorem and its examples
21 April- 26 April	Permutation and its examples
18 April-3 May	Permutation and its examples
5 May-10 May	Combination and its examples
12 May-14 May	Combination and its examples



Signature of Teacher

Lesson plan for even Semester (2024-2025)

Name:-Ms. Sushmana

Class:- B.Com.II sem

Designation:-Associate Professor

Subject:-Business Communication

Date	Topics
15 Jan-18 Jan	Business Communication: Meaning, process and functions
20 Jan-25 Jan	Need and importance of communication, medium, verbal and non-verbal communication
27 Jan-1 Feb	Channels of communication: formal and informal, levels of communication, direction of communication: downward, upward, lateral and diagonal
03 Feb-08 Feb	Effective communication: Barriers of communication and solutions, Interactive and non-interactive techniques of communication.
10 Feb-15 Feb	Effective Listening: Listening as a tool of communication, guidelines for effective listening.
17 Feb-22 Feb	Writing: Guidelines for clear writing, references, bibliographical research tools
24 Feb-1 Mar	Writing: Citing methods, footnotes, discussion footnotes
3 Mar-8 Mar	Writing: Use of library and internet for collection
10 Mar-12 Mar	Writing: Classification and interpretation of data and information
17 Mar-22 Mar	Business Letter: Need and importance, Office memorandum, office circulars
24 Mar-29 Mar	Business Letter: Notices and orders
24 Mar-29 Mar	Business Letter: Technology for communication, effective IT communication tools
31 Mar-5 April	Business Letter: Electronic mail, advantages and safety measures
7 April-12 April	Business Letter: Electronic mail, smartness in email, E-mail etiquettes
14 April-19 April	Reports: Types of reports, formal report: Component and purpose
21 April-26 April	Reports: Organising information: outlining and numbering sections, sub-headings and presentation.
18 April-3 May	Reports: writing reports on field work/visits to industries, business concerns
5 May- 10 May	Reports: Summarizing annual reports of companies: purpose & structure
12 May-14 May	Reports: Summarizing annual reports of companies: principles, drafting minutes

Sushmana
Associate Professor
of
Commerce

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name:-Ms. Sushmana
Class:- B.Com.VI sem

Designation:-Associate Professor
Subject:-Fundamentals of Insurance

Date	Topics
15 Jan-18 Jan	Introduction to insurance: Life Insurance and general insurance, need and principles of insurance
20 Jan-25 Jan	Introduction to insurance: Insurance as a security tool, insurance and economic development
27 Jan-1 Feb	Contract of life insurance: principles and practice of life insurance, parties of contract, their rights and duties
03 Feb-08 Feb	Contract of life insurance: Conditions and terms of policy, effects of non-compliance, nominations and assignment practices in connection with collection of premium.
10 Feb-15 Feb	Contract of life insurance: Policy revivals, loans, surrenders, claims, bonuses and annuity payments,
17 Feb-22 Feb	Contract of life insurance: Present structure and growth of life insurance in India, claims settlement procedure.
24 Feb-1 Mar	Fire Insurance: Meaning, principles of fire insurance contracts
3 Mar-8 Mar	Fire Insurance: fire insurance policy, conditions
10 Mar-12 Mar	Fire Insurance: assignment of policy, claim settlement procedure
17 Mar-22 Mar	Marine Insurance: Meaning, marine insurance policy and its conditions, premium
24 Mar-29 Mar	Marine Insurance: double insurance, assignment of policy, warranties, voyage, loss and abandonment
24 Mar-29 Mar	Marine Insurance: partial losses and particular charges, salvage, total losses and measures of indemnity
31 Mar-5 April	Marine Insurance: Claim settlement procedures
7 April-12 April	Accident and Motor insurance: Meaning, conditions, policy
14 April-19 April	Accident and Motor insurance: Types of accident and motor insurance, third party insurance
21 April-26 April	Accident and Motor insurance: claims settlement procedure
18 April-3 May	Insurance Intermediaries: Role of agents and procedure for becoming an agent
5 May- 10 May	Insurance Intermediaries: Cancellation of license, revocation/suspension/termination of agent appointment
12 May-14 May	Insurance Intermediaries: Code of conduct, unfair practices

Sush
Associate Professor
of Commerce

Lesson plan for even Semester (2024-2025)

Name:-Ms. Sushmana

Class:- B.Com.IV sem

Designation:-Associate Professor

Subject:-Corporate Accounting-II

Date	Topics
15 Jan-18 Jan	Valuation of Shares: Concept, need and factors affecting valuation of shares
20 Jan-25 Jan	Valuation of Shares: Methods of valuation of shares
27 Jan-1 Feb	Valuation of Shares: Sums and illustrations, Practical problems
03 Feb-08 Feb	Valuation of Goodwill: Concept, factors affecting valuation of goodwill
10 Feb-15 Feb	Valuation of Goodwill: Methods of Valuation of Goodwill
17 Feb-22 Feb	Valuation of Goodwill: Sums and illustrations, practical problems
24 Feb-1 Mar	Debentures: Concept, features and types, provisions related to issue of debentures
3 Mar-8 Mar	Debentures: Utilization of debenture capital, role and status of debenture holders in company, purchase of own debentures
10 Mar-12 Mar	Valuation of Debentures: Concept, need, factors affecting and methods of Valuation of debentures
17 Mar-22 Mar	Valuation of Debentures: Sums and illustrations, practical problems
24 Mar-29 Mar	Accounts of Banking Companies: Concept, formats of final accounts and preparation
24 Mar-29 Mar	Accounts of Banking Companies: sums and illustrations, practical problems
31 Mar-5 April	Accounts of Insurance Companies: Meaning, Concept, types of insurance policies
7 April-12 April	Accounts of Insurance Companies: format of final accounts and preparation
14 April-19 April	Accounts of Insurance Companies: sums and illustrations, practical problems.
21 April-26 April	Accounts of Holding Companies: Meaning, consolidated balance sheet preparation with one subsidiary company
18 April-3 May	Accounts of Holding Companies: Relevant provisions of AS-21, Sums, illustrations and practical problems
5 May- 10 May	Liquidation of Companies: Concept, need, types and accounting treatment
12 May-14 May	Liquidation of Companies: Sums and illustrations, practical problems

Sush
Associate Professor
of commerce

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name:-Ms. Sushmana

Class:- B.Com.VI sem

Designation:-Associate Professor

Subject:- Management Accounting

Date	Topics
15 Jan-18 Jan	Management Accounting: Concept, scope, techniques and significance
20 Jan-25 Jan	Management Accounting: Comparison between financial accounting, cost accounting and management accounting.
27 Jan-1 Feb	Management Reporting: Need and type of Reports
03 Feb-08 Feb	Management Information System
10 Feb-15 Feb	Analysis of financial statements: Comparative, Common size statements, trend analysis
17 Feb-22 Feb	Analysis of financial statements: Ratio analysis, liquidity, solvency.
24 Feb-1 Mar	Ratio Analysis: profitability and turnover, sums and illustrations, practice questions
3 Mar-8 Mar	Cash flow statement: Meaning, need and method of preparation
10 Mar-12 Mar	Cash flow statement: Sums and illustrations, practical problems
17 Mar-22 Mar	Funds flow statement: Meaning, need and method of preparation
24 Mar-29 Mar	Funds flow statement: Sums and illustrations, practical problems
24 Mar-29 Mar	Absorption Costing Vs. Variable costing: features and income determination, cost volume profit analysis
31 Mar-5 April	Break even analysis, contribution, P/V Ratio, Breakeven point, Margin of Safety, Angle of incidence
7 April-12 April	Determination of cost indifference point, Sums and illustrations, practical problems
14 April-19 April	Cost Volume Profit analysis: Sums and illustrations, Practice questions
21 April-26 April	Budgeting: Meaning, need, methods and types of budgets
18 April-3 May	Budgeting: Methods of preparing budgets
5 May- 10 May	Budgetary Control: Meaning and process of budgetary control
12 May-14 May	Budgetary Control: essentials of budgetary control system, sums and illustrations, practical questions

Sush
Associate Professor
of Commerce

Sarla Memorial Govt. Girls College, Safidon
Tentative Lesson Plan for Even Semester (2024-25)

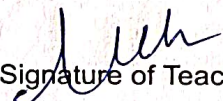
Name: - Neha

Designation: Assistant Professor

Class: - B.Com. 6th Semester

Subject: Human Resource Management

Date	Topics
15 Jan-18 Jan	Human resource management: meaning, nature, history
20 Jan-25 Jan	Objectives, scope and importance, Functions of HRM, HRM vs. HRD and personnel management, Qualities of HR Manager
27 Jan-1 Feb	Human resource planning: meaning and its Objectives; Importance & process
3 Feb-8-Feb	Human resource planning , factors affecting manpower planning, problems and suggestions for making HR planning effective
10 Feb-15 Feb	Job Analysis: meaning, process of job analysis, methods of collecting job analysis data
17 Feb-22 Feb	Job Analysis: Potential problems with job analysis; job description and job specification.
24 Feb-1 Mar	Recruitment: meaning, purpose, recruitment policy, factors affecting recruitment;
3 Mar-8 Mar	Recruitment: Source of recruitment, internal and external methods of recruitment.
10 Mar-12 Mar	Selection: meaning, purpose, difference between recruitment and selection
17 Mar-22 Mar	Selection: Process of selection; barriers to effective selection.
24 Mar-29 Mar	Placement, induction and internal mobility: placement; induction/orientation: meaning, objectives, content and responsibility for induction
31 Mar-5 April	Internal mobility: meaning & need; transfer: purpose, types; benefits and problems, transfer policy
7 April-12 April	Promotion: purpose, basis, promotion policy; demotion: causes, demotion policy.
14 April-19 April	Training: meaning, training and education, training and development
21 April- 26 April	Training: objectives, importance, steps in designing training programme
28 April-3 May	Training methods: on-the-job and off-the-job methods.
5 May-10 May	Performance appraisal: meaning, features, merits, limitations
12 May-14 May	Performance appraisal: process and methods of performance appraisal.


Signature of Teacher

Sarla Memorial Govt. Girls College, Safidon
Tentative Lesson Plan for Even Semester (2024-25)

Name: - Neha
Class: - B.Com. 2nd Semester

Designation: Assistant Professor
Subject: Company Law

Date	Topics
15 Jan-18 Jan	Company: Concept, characteristics, advantages and disadvantages of a company
20 Jan-25 Jan	Types of company: Conversion of private company into public company & vice versa
27 Jan-1 Feb	Incorporation of a company; Legal position of promoters; Pre-incorporation
3 Feb-8-Feb	Memorandum of Association: Importance, Clauses and alteration in MOA
10 Feb-15 Feb	Articles of Association: features, importance, obligations to register articles, Clauses of AOA
17 Feb-22 Feb	Alteration of Articles of Association: Procedure, limitations, legal effect of MOA & AOA
24 Feb-1 Mar	Doctrine of ultra vires, Doctrine of indoor management; Doctrine of constructive notice
3 Mar-8 Mar	Prospectus: Concept, types, contents, registration, scanning of prospectus, Assignment
10 Mar-12 Mar	Mis-statement in prospectus, remedies, liabilities for misstatements in Prospectus, formalities of red herring & shelf prospectus
17 Mar-22 Mar	Share capital: Types, issue and allotment of shares; Reduction of share capital
24 Mar-29 Mar	Board of Directors: Composition, legal position, qualification and disqualification
31 Mar-5 April	Board of Directors: appointment, powers; Duties & liabilities and removal of directors
7 April-12 April	Company secretary: Role, appointment, legal position
14 April-19 April	Company secretary: Duties, liabilities, rights and removal.
21 April- 26 April	Dividend: Types, factors affecting dividend decisions
28 April-3 May	Legal provisions, dividend practices prevalent in India
5 May-10 May	Winding up of a company: Reasons, methods of winding up
12 May-14 May	Procedure and implications of winding up of a company

 Signature of Teacher

Sarla Memorial Govt. Girls College, Safidon
Tentative Lesson Plan for Even Semester (2024-25)

Name: - Neha
Class: - B.Com. 4th Semester

Designation: Assistant Professor
Subject: Consumer Protection in India

Date	Topics
15 Jan-18 Jan	Conceptual Framework: Concept and evolution of Consumerism
20 Jan-25 Jan	Profile of the consumer, Consumer Dynamics; Concept of Goods and Services; Restrictive and unfair trade practice
27 Jan-1 Feb	An overview of Prevention of Food Adulteration Act, Overview of Competition Act, 2002
3 Feb-8-Feb	Overview of Standards of Weights and Measures Act, 1976
10 Feb-15 Feb	Overview of Essential Commodities Act, 1955
17 Feb-22 Feb	Drugs and Magic Remedies(Objectionable Advertisement) Act, 1954
24 Feb-1 Mar	Consumer Education and Organizations: Objectives, purposes
3 Mar-8 Mar	Consumer Education and Organizations: role of consumer organizations; Role of media
10 Mar-12 Mar	Consumer education in India; International consumer organizations
17 Mar-22 Mar	Establishing a consumer organization; Investor Protection Measures of SEBI.
24 Mar-29 Mar	The Consumer Protection Act, 2019: Salient features, important terms, Consumer rights, consumer responsibilities, consumer and corporate social responsibility
31 Mar-5 April	United Nations and the guidelines for consumer protection
7 April-12 April	Comparison of the COPA, 1986 and 2019
14 April-19 April	Redressal mechanism: Guidelines for filing consumer complaints,
21 April- 26 April	Grievance redressal mechanism and limitations;
28 April-3 May	Role of Voluntary Consumer Organization (VCOs) in redressal of consumer
5 May-10 May	Alternative dispute redressal mechanism: National consumer helpline
12 May-14 May	Complaint to Ombudsman, Arbitration, Median, Conciliation.

Signature of Teacher

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name: SEENA GUPTA and Neha Designation: Asstt Professor

Class: B.Com VI sem.

Subject: Business Environment

Date	Topics
15 Jan-18 Jan	Business Environment, Concept Components & Importance.
20 Jan-25 Jan	Environment Scanning - Concept, importance.
27 Jan-1 Feb	Public, Private & Joint Sectors in India.
3 Feb-8-Feb	Economic System: Capitalist, Socialist & Mixed Economy.
10 Feb-15 Feb	Economic Planning in India - achievement & failures.
17 Feb-22 Feb	Role of Govt. Monetary Policy.
24 Feb-1 Mar	Role of Govt Fiscal Policy, Make in India.
3 Mar-8 Mar	Foreign Investment. Concept need & Types.
10 Mar-12 Mar	Multinational Corporations in India.
17 Mar-22 Mar	Globalization of Indian Business.
24 Mar-29 Mar	Competition Act.
24 Mar-29 Mar	Foreign Exchange Mgt Act - features.
31 Mar-5 April	Applicable of FEMA, one class Test given to students.
7 April-12 April	FEMA - Importance, one Assignment given to students.
14 April-19 April	Foreign Exchange Mkt - Meaning.
21 April 26 April	Importance of FEM - Second class test given to students.
18 April-3 May	Theories of Foreign Exchange Mkt
5 May- 10 May	Overview of F. E. M. Second Assignment given to students.
12 May-14 May	F. E. M. Currencies & Rules.

Neha Gupta
Seema Gupta
Asstt Professor
Dept of Commerce.

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name:- SEEMA GUPTA

Designation:- Asstt Professor

Class:- B.COM. IInd Sem.

Subject:- Principles of Marketing.

Date	Topics
15 Jan-18 Jan	Marketing: Concept, nature & importance.
20 Jan-25 Jan	Marketing Environment - Micro & Macro.
27 Jan-1 Feb	CONSUMER Behaviour - nature & Importance.
3 Feb-8-Feb	CONSUMER Buying decision Process.
10 Feb-15 Feb	Market Segmentation - Concept, importance & Bases.
17 Feb-22 Feb	Product - Concept, Importance & Classification.
24 Feb-1 Mar	Branding, Packaging & Labelling.
3 Mar-8 Mar	Product life cycle - Stages.
10 Mar-12 Mar	New Product Development
17 Mar-22 Mar	Pricing !. Concept & Significance.
24 Mar-29 Mar	Price determination, Pricing Methods.
24 Mar-29 Mar	Pricing policies & Strategies, Promotion - Nature
31 Mar-5 April	Advertising & Personal Selling. Mid term Exam.
7 April-12 April	Sales promotion & Publicity & Public Relations
14 April-19 April	Distribution - Concept, Types, Importance.
21 April 26 April	Retailing & wholesaling.
18 April-3 May	Social marketing, online marketing.
5 May- 10 May	Direct marketing. & Seminar & Assignment
12 May-14 May	Green & Relationship marketing & Seminars.

Seema Gupta
Asstt Professor
Deptt of Commerce.
15/1/25

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name:- SEEMA GUPTA

Designation:- Asstt Professor

Class:- B.Com IV Sem

Subject:- Entrepreneurship Development

Date	Topics
15 Jan-18 Jan	Entrepreneurship: Concept, Importance.
20 Jan-25 Jan	Entrepreneur - Concept, Classification.
27 Jan-1 Feb	Role of Entrepreneurship in economic development.
3 Feb-8-Feb	Entrepreneurship Development & MSME's.
10 Feb-15 Feb	MSME's - As a nascent of Entrepreneurship.
17 Feb-22 Feb	Role of Modern Technology in developing MSME.
24 Feb-1 Mar	Identifying Business opportunity.
3 Mar-8 Mar	Contents of Business Project Report.
10 Mar-12 Mar	Project Appraisal, Preparation of feasibility ^{Reports}
17 Mar-22 Mar	Demand Analysis & Market Potential Measurement
24 Mar-29 Mar	Sources of finance, Profit & Tax Planning.
24 Mar-29 Mar	Institutions Supporting entrepreneurs.
31 Mar-5 April	Promotional Agencies & Institutions in entrepreneurship development
7 April-12 April	Supporting Institutions - SSIB, NABARD.
14 April-19 April	SIDO, NSIC & Mid term Exam.
21 April 26 April	SIDBT, NBMSME, KVIO, NISIE.
18 April-3 May	State Govt Supporting Institutions, SFC's & Seminar.
5 May- 10 May	SSIDC, TCO, Seminar & Assignment.
12 May-14 May	Non Govt Supporting institutions & their role

Seema Gupta,
Asstt Professor,
Deptt of Commerce.

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name:- SEEMA GUPTA

Designation:- Asstt Professor

Class:- B.Com VI Sem

Subject:- Retail mgt

Date	Topics
15 Jan-18 Jan	Retailing Concept, Characteristics & importance.
20 Jan-25 Jan	Theories of Retailing.
27 Jan-1 Feb	Strategic Planning in Retailing
3 Feb-8-Feb	Planning
10 Feb-15 Feb	location of Retail Institution.
17 Feb-22 Feb	Trading Area Analysis.
24 Feb-1 Mar	Choice of a general location.
3 Mar-8 Mar	Choosing & Evaluating a Particular Site.
10 Mar-12 Mar	Material Handling - Concept & methods.
17 Mar-22 Mar	organization Structure in Retail Institutions.
24 Mar-29 Mar	Classification of Retail Institutions
24 Mar-29 Mar	Store based & non Store based retail organizations.
31 Mar-5 April	Process of Setting up a retail organization
7 April-12 April	Store mgt - blueprint operations.
14 April-19 April	Deciding Stores layout & one test given to students.
21 April 26 April	Energy mgt Security issues.
18 April-3 May	Application of I-T in Retailing. one Assignment given to students
5 May- 10 May	Trends in Retailing in India. Second Assignment
12 May-14 May	FDI - Meaning, Importance. Second Test given to students
	FDI in Retail, Second Assignment Submit

Seema Gupta
15/1/25

A-P in Commerce.

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name:- MANDJEET SINGH

Designation:- Extension Lecturer

Class:- B.Com. Ist (Even Sem.)

Subject:- Computerized Accounting System

Date	Topics
15 Jan-18 Jan	Computerized AC System, Features, Advantage, Limitations
20 Jan-25 Jan	Tally Prime - Features, Installation, Create Company
27 Jan-1 Feb	Gateway of Tally - selection, changing, Shutting, delete
3 Feb-8-Feb	Configuration of Company, Security Control
10 Feb-15 Feb	Data Backup, Export, Import data
17 Feb-22 Feb	Accounting with Tally Prime - Group, Ledger
24 Feb-1 Mar	Vouchers Entry F4, F5 Assignment - Ist
3 Mar-8 Mar	F6, F7, F8, F9, Credit note, debit note
10 Mar-12 Mar	Accounts reports, new vouchers create
17 Mar-22 Mar	Cost Centre, Cost Categories, Cost Center Report
24 Mar-29 Mar	Budgets, interest calculations, Bank Reconciliation
24 Mar-29 Mar	Inventory system Stock Groups, Categories, Godown,
31 Mar-5 April	Purchase order process, Sale order process
7 April-12 April	Tax Lab. calculation - TDS, TCS
14 April-19 April	GST
21 April 26 April	Payroll - Masters, Employee Groups
28 April-3 May	Pay Heads, B.S., D.A., HRA, PF, ESI, Bonus, etc
5 May- 10 May	Payroll Reports
12 May-14 May	Tally Prime Practices

— H. —

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name:- MANJEET SINGH

Designation:- Extension Lecturer

Class:- B.A. Ind sem.

Subject:- Fundamentals of Banking Insurance

Date	Topics
15 Jan-18 Jan	Banking Concepts, Functions, Importances
20 Jan-25 Jan	Principals of Banking, Evolution of Banking
27 Jan-1 Feb	Classifications of Banks.
3 Feb-8-Feb	Assignments- 1st classifications of Banks
10 Feb-15 Feb	Banking Instruments - Concepts, Types
17 Feb-22 Feb	crossing of cheques, lending functions of Bank
24 Feb-1 Mar	Types of Advances,
3 Mar-8 Mar	Secured and Unsecured of Loans
10 Mar-12 Mar	Utility services of a Bank
17 Mar-22 Mar	E Banking - Internet Banking
24 Mar-29 Mar	Deposit lockers class Test.
24 Mar-29 Mar	
31 Mar-5 April	Insurance - need, Concepts, Principals
7 April-12 April	Insurance and economic developments
14 April-19 April	Life Insurance - Features, Types, Importance
21 April 26 April	Life Insurance Policies, nomination, assignments
28 April-3 May	General insurances, Concepts, Features, Importances.
5 May- 10 May	Fire Insurance, Marine Insurance.
12 May-14 May	Health Insurance.

Manjeet Singh

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name:- MANJEET SINGH

Designation:- Extension Lecturer

Class:- B.Com. IV Sem.

Subject:- Income Tax Law-II

Date	Topics
15 Jan-18 Jan	deductions 80C to 80U
20 Jan-25 Jan	deductions 80C to 80U
27 Jan-1 Feb	Computations of Total Income of Individuals
3 Feb-8-Feb	Questions and Problems Solve
10 Feb-15 Feb	Computations of Tax Liability of Individuals
17 Feb-22 Feb	Computations of Tax Liab of H.U.F.
24 Feb-1 Mar	Assignment - I Questions and Problems solve.
3 Mar-8 Mar	Total Income & Tax Liab of Firm
10 Mar-12 Mar	Authorities in Tax Administration
17 Mar-22 Mar	Filing of Returns - Types of Returns
24 Mar-29 Mar	Deductions of Tax at Sources
24 Mar-29 Mar	
31 Mar-5 April	Assignment - 2nd Advance Payment of Tax
7 April-12 April	Recovery & Refund of Tax
14 April-19 April	Types of Assessments e-Assessments
21 April 26 April	Penalties, offences and Prosecutions
28 April-3 May	Appeals and Revisions.
5 May- 10 May	Tax Planning and Saving Techniques
12 May-14 May	Tax Problems and Solve.

✓

Sarla Memorial Govt. Girls College, Safidon

Lesson plan for even Semester (2024-2025)

Name:- MANJEEET SINGH

Designation:- Extension Lecturer

Class:- B.Com: VI Sem.

Subject:- Income Tax-II

Date	Topics
15 Jan-18 Jan	<u>Deductions 80C to 80U</u>
20 Jan-25 Jan	<u>Deductions 80C to 80U</u>
27 Jan-1 Feb	<u>Computations of Total Income of Individuals</u>
3 Feb-8-Feb	<u>Tax Liab. of Individuals</u>
10 Feb-15 Feb	<u>Questions and Problems Solve.</u>
17 Feb-22 Feb	<u>Computations of Tax Liab of H.V.F.</u>
24 Feb-1 Mar	<u>Assignment - I</u>
3 Mar-8 Mar	<u>Questions and Problems Solve.</u>
10 Mar-12 Mar	<u>Tax Liab of Firm</u>
17 Mar-22 Mar	<u>Authorities in Tax Administrations.</u>
24 Mar-29 Mar	<u>Filing of Returns - Types of Returns</u>
24 Mar-29 Mar	<u>Deductions of Tax at Sources</u>
31 Mar-5 April	<u>Assignment - and</u>
7 April-12 April	<u>Advance Payments of Tax</u>
14 April-19 April	<u>Recovery and Refund of Tax</u>
21 April 26 April	<u>Types of Assessments e- Assessments</u>
28 April-3 May	<u>Appeals and Revisions</u>
5 May- 10 May	<u>Penalties offences and prosecutions</u>
12 May-14 May	<u>Tax Planning and Tax Evasion</u>
	<u>Tax problems and Solve.</u>

Handwritten signature

Lesson Plan for the Session 2024-2025 (Even Semester)**Name of Teachers Dr Tejvir Saini****Class & Subject: B. A. II Semester (SEC - Geography)**

Sr.No	Dates& Week No.	Topic
1	Jan. 13-15(3)	Nature & Scope of Cartography
2	Jan. 20-22(4)	Nature & Scope of Cartography
3	Jan. 27-29(5)	One Dimensional Statistical Diagrams
4	Feb. 3-5 (1)	Two Dimensional Statistical Diagrams
5	Feb. 10-12 (2)	Three Dimensional Statistical Diagrams
6	Feb. 17-19 (3)	Distributional Maps - Qualitative
7	Feb. 24-25 (4)	Distributional Maps - Quantitative
8	March 3-5 (1)	Distributional Maps - Quantitative
9	March 10-12 (2)	Distributional Maps - Quantitative
10	March (13-16)	Vacations
11	March 17-22 (3)	Mid Term Examinations
12	March 24-29 (4)	Mid Term Examinations
13	Mar.31 Apr. 1-2(1)	Introduction to Q GIS
14	April 7-9(2)	Characteristics, Advantages, Disadvantages of Raster and Vector data
15	April 14-16(3)	Characteristics, Advantages, Disadvantages of Raster and Vector data
16	April 21-23(4)	Characteristics and uses of Point Line and Polygon
17	April 28-30(5)	Uses of Point Line and Polygon; Elements of Maps
18	May 2-4, 9-11	Revision & Practical Exam.

Dr Tejvir Saini
Class-Teacher

Lesson Plan for the Session 2024-2025 (Even Semester)		
Name of Teachers Dr Tejvir Saini		
Class & Subject: B. A. II Semester (Human Values & Ethics)		
Sr.No	Dates & Week No.	Topic
1	Jan. 17-18(3)	Human Values - Need and Content
2	Jan. 24-25(4)	Human Values - Nature and Process
3	Jan. 31(5) Feb.1	Significance of Human Values, Relation between Values and Ethics
4	Feb. 7-8 (1)	Relevance of Human Values - Integrity
5	Feb. 14-15 (2)	Relevance of Human Values - Lok Sangrah and Brahm Vihar
6	Feb. 21-22 (3)	Theory of Naya, Deontology Virtue and Ethics
7	Feb.28, March 1	Self, Identity and Personality; Integrated Personality with three Gunas - Sattva, Rajas and Tamas
8	March 7-8 (1)	Integrated Personality with four Antahkarana
9	March 11-12 (2)	Integrated Personality with five Panchkosh
10	March 13-16	Vacations
11	March 21-22 (3)	Mid Term Examinations
12	March 24-29 (4)	Mid Term Examinations
13	April 4-5(1)	Comprehensive well being and Happiness; Nature Characteristics and Scope of Professional Ethics.
14	April 11-12(2)	Types of Professional Ethics, Professional Values
15	April 18-19(4)	Values for Global Citizenship; Competency based Education - Nature and Need
16	April 25-26(5)	Types of Competencies; Core Competencies
17	May 2-3(1)	Functional Competencies
18	May 9-10(2)	Revision

Dr
Class-Teacher

Lesson Plan for the Session 2024-2025 (Even Semester)**Name of Teachers Dr Tejvir Saini****Class & Subject: B. A. VI Semester (Geography)**

Sr.No	Dates & Week No.	Topic
1	Jan. 13-18(3)	Introduction to measures of central tendency, Mean
2	Jan. 20-25(4)	Median, Mode
3	Jan. 27-31(5), Feb. 1	Mode, Introduction to measures of dispersion
4	Feb. 3-8 (1)	Range, Quartile Deviations
5	Feb. 10-15 (2)	Mean Deviation
6	Feb. 17-22 (3)	Standard Deviation
7	Feb. 24-28, March 1	Standard Deviation, coefficient of variation, Test
8	March 3-8 (1)	Aerial Photographs - History, Types, Advantages
9	March 10-12 (2)	Elements of Aerial Photo Interpretation
10	Vacations	Vacations
11	March 17-22 (3)	Electromagnetic Spectrum, Test
12	March 24-29 (4)	Stages of Remote Sensing, Types of Satellites
13	Mar. 31, Apr. 1-5(1)	Types of Imageries and their application in agriculture
14	April 7-12(2)	Application of Imageries in Environment and Resources Mapping
15	April 14-19(4)	Introduction to GIS - Definition, Purpose, Test
16	April 21-26(5)	Application of GIS in various fields
11	Apr.28-30, PMay 1-3	Application of GIS in various fields
18	May 5-13	Revision

Dr Tejvir Saini
Class-Teacher

Sarla Memorial Govt. Girls College, Safidon (Haryana)

Lesson plan for even Semester (2024-2025)

Name: Dr. Vikas Lathar
Class: Second Semester

Designation: Associate Professor
Subject: English

Date	Topics
15 Jan-18 Jan	Introduction to Soft Skills
20 Jan-25 Jan	Time and Stress Management Skills
27 Jan-1 Feb	Emotional Intelligence Skills
03 Feb-08 Feb	Life Skills
10 Feb-15 Feb	Communication Skills
17 Feb-22 Feb	Presentation Skills, Voice Modulation
24 Feb-1 Mar	Pitch and Tempo for Effective Presentation
3 Mar-8 Mar	Self Management and Personality Development
10 Mar-12 Mar	Personal Grooming and Hygiene
17 Mar-22 Mar	Situational Conversations
24 Mar-29 Mar	Proposal Writing
31 Mar-5 April	Public Speech
7 April-12 April	Group Discussion
14 April-19 April	Confidence Building Techniques
21 April-26 April	Motivation and Positive Attitude
18 April-3 May	Presentation on Soft Skills
5 May- 10 May	Test and Revision
12 May-14 May	Revision



Sarla Memorial Govt. Girls College, Safidon(Haryana)

Lesson plan for even Semester (2024-2025)

Name: Dr. Vikas Lathar
Class: Second Semester

Designation: Associate Professor
Subject: AEC Level II

Date	Topics
15 Jan-18 Jan	Sounds in English Language
20 Jan-25 Jan	Sounds in English Language
27 Jan-1 Feb	Phonetic Symbols
03 Feb-08 Feb	Phonetic Symbols
10 Feb-15 Feb	Phonetic Symbols
17 Feb-22 Feb	Phonetic Transcription
24 Feb-1 Mar	Phonetic Transcription
3 Mar-8 Mar	Fluency Development
10 Mar-12 Mar	Speech Making
17 Mar-22 Mar	Speech Making
24 Mar-29 Mar	Dialogues and Role Plays
31 Mar-5 April	Group Discussion
7 April-12 April	Punctuation and Capitalization
14 April-19 April	Punctuation and Capitalization
21 April-26 April	Introduction to Tenses
18 April-3 May	Introduction to Tenses
5 May- 10 May	Test and Revision
12 May-14 May	Revision

