

GOVERNMENT COLLEGE FOR GIRLS, UNHANI
ACADEMIC SESSION 2021-22
LESSION PLAN
HINDI - B.A. 3rd Year
Semester - 6th

Name of the Asst. Professor : Anil Kumar

| MONTH | WEEK | TOPIC TO BE COVERED |
|--------|---------|---|
| अप्रैल | प्रथम | खण्ड-क (गद्य-गौरव) आशा का अंत - बालमुकुंद गुप्त उत्साह - आचार्य रामचन्द्र शुक्ल |
| | द्वितीय | गिल्लू - महादेवी वर्मा देवदारू - हजारी प्रसाद द्विवेदी |
| | तृतीय | मेरे राम का कुकुट भीग रहा है - विद्यानिवास मिश्र सदाचार का ताबीज - हरिशंकर परसाई |
| | चतुर्थ | तिब्बत के पथ पर - राहुल सांकृत्यायन असाईनमेन्ट -I |
| मई | प्रथम | खण्ड-ख (हरियाणवी भाषा और साहित्य का इतिहास) हरियाणवी भाषा का उद्भव और विकास हरियाणवी भाषा की प्रमुख बोलियाँ |
| | द्वितीय | हरियाणा की सांग परम्परा - उद्भव और विकास हरियाणवी कविता : परिचय और प्रवृत्तियाँ |
| | तृतीय | हरियाणवी का गद्य साहित्य उपन्यास साहित्य |
| | चतुर्थ | कहानी साहित्य नाट्य साहित्य असाईनमेन्ट -I |
| जून | प्रथम | खण्ड-ग (प्रयोजनमूलक हिन्दी : पत्रकारिता) पत्रकारिता : स्वरूप एवं प्रकार |
| | द्वितीय | शीर्षक की संरचना सम्पादक के गुण सम्पादक के दायित्व |
| | तृतीय | फीचर लेखन स्वतन्त्र प्रेस की अवधारणा |
| | चतुर्थ | पाठ्य-क्रम से सम्बन्धित छात्राओं की समस्याओं पर चर्चा समस्त पाठ्य क्रम पर आधारित टेस्ट |

Anil Kumar

राजकीय कन्या महाविद्यालय उन्हाणी, महेन्द्रगढ़
पाठ-योजना (01.04.2022 से 30.06.2022)
विषय - संस्कृत

| दिनांक | विज्ञान स्नातक, द्वितीय वर्ष (चतुर्थ सामिसत्र) |
|-----------------------|--|
| 01.04.2022-02.04.2022 | सम्पूर्ण पाठ्यक्रम का संक्षिप्त परीचय एवं उसके उद्देश्यों का विवेचन |
| 04.04.2022-09.04.2022 | दण्डः शास्ति प्रजाः सर्वाः एवं स्थितप्रज्ञ का भाषा के पद्यों की व्याख्या |
| 11.04.2022-16.04.2022 | नीति सूक्तयः, मैत्री पुनस्त्वीदृशी के पद्यों की व्याख्या |
| 18.04.2022-23.04.2022 | नाशिष्यायोपदिश्यते एवं दुर्जनसंगो भयावहः के गद्यों की व्याख्या |
| 25.04.2022-30.04.2022 | पराधिकारचर्चा परिवर्जयेत् एवं सुन्दोपसुन्दकथा के गद्यों की व्याख्या |
| 02.05.2022-07.05.2022 | कुज्जरः प्रलयं गतः के गद्यों की व्याख्या एवं शब्दरूपाणि |
| 09.05.2022-14.05.2022 | शब्दरूपाणि एवं धातुरूपाणि |
| 16.05.2022-21.05.2022 | धातुरूपाणि |
| 21.05.2022-28.05.2022 | हिन्दी वाक्यों का संस्कृत में अनुवाद (कारक विभक्ति) |
| 30.05.2022-04.06.2022 | हिन्दी वाक्यों का संस्कृत में अनुवाद (कारक विभक्ति) |
| 06.06.2022-11.06.2022 | हिन्दी वाक्यों का संस्कृत में अनुवाद (उपपद विभक्ति) |
| 13.06.2022-18.06.2022 | हिन्दी वाक्यों का संस्कृत में अनुवाद (उपपद विभक्ति) |
| 20.06.2022-25.06.2022 | सम्पूर्ण पाठ्यक्रम की पुनरावृत्ति |
| 27.06.2022-30.06.2022 | सम्पूर्ण पाठ्यक्रम की पुनरावृत्ति |

Seeml
डॉ० सीमा देवी, सहायक आचार्य (संस्कृत)

राजकीय कन्या महाविद्यालय उन्हाणी, महेन्द्रगढ़
पाठ-योजना (01.04.2022 से 30.06.2022)
विषय - संस्कृत

| दिनांक | स्नातक, प्रथम वर्ष (द्वितीय सामिसत्र) | स्नातक, द्वितीय वर्ष (तृतीय सामिसत्र) | स्नातक, तृतीय वर्ष (षष्ठ सामिसत्र) |
|-----------------------|---|--|---|
| 01.04.2022-02.04.2022 | सम्पूर्ण पाठ्यक्रम का संक्षिप्त परीचय एवं उसके उद्देश्यों का विवेचन | सम्पूर्ण पाठ्यक्रम का संक्षिप्त परीचय एवं उसके उद्देश्यों का विवेचन | सम्पूर्ण पाठ्यक्रम का संक्षिप्त परीचय एवं उसके उद्देश्यों का विवेचन |
| 04.04.2022-09.04.2022 | हिन्दी वाक्यों का संस्कृत में अनुवाद (लट्, लोट, लङ्, विधिलिङ्, लृट्) | संस्कृतवागव्यवहार: (परीक्षा, चलचित्रम्, शिक्षकाः, स्त्रियः) | संस्कृतवागव्यवहार: (पिता पुत्राः च, मातापितरौ, पुत्राः) |
| 11.04.2022-16.04.2022 | हिन्दी वाक्यों का संस्कृत में अनुवाद (कर्ता, कर्म, करण, संप्रदान, अपादान, संबंध, अधिकरण कारक) | संस्कृतवागव्यवहार: पाकः, वेशभूषाणि, कार्यालयः, स्वास्थ्यम्) | संस्कृतवागव्यवहार: (अतिथिः, सङ्कीर्णवाक्यानि) |
| 18.04.2022-23.04.2022 | कण्ठस्थश्लोकः (कण्ठस्थ श्लोकों का शुद्ध लेखन एवं उच्चारण) | श्रीमद् वाल्मीकीय- रामायणम् (बालकाण्डम्-प्रथम सर्गः) के पद्यों की व्याख्या | अभिज्ञानशाकुन्तलम् के पंचम अंक की व्याख्या |
| 25.04.2022-30.04.2022 | दूतवाक्यम् के गद्यों एवं पद्यों की व्याख्या | श्रीमद् वाल्मीकीय- रामायणम् (बालकाण्डम्-प्रथम सर्गः) के पद्यों की व्याख्या | अभिज्ञानशाकुन्तलम् के षष्ठ अंक की व्याख्या |
| 02.05.2022-07.05.2022 | दूतवाक्यम् के गद्यों एवं पद्यों की व्याख्या | श्रीमद् वाल्मीकीय- रामायणम् (बालकाण्डम्-प्रथम सर्गः) के पद्यों की व्याख्या | अभिज्ञानशाकुन्तलम् के सप्तम अंक की व्याख्या |

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| 05.05.2022—14.05.2022 | दूतवाक्यम् प्रश्नोत्तराणि | के | श्रीमद् वाल्मीकीय- रामायणम् (बालकाण्डम्-प्रथम सर्गः) के पद्यों की व्याख्या | अभिज्ञानशाकुन्तलम् नाटक के प्रश्नोत्तर |
| 16.05.2022—21.05.2022 | शुकनासोपदेशस्य गद्यों की व्याख्या | | तद्धित प्रत्यय, णिजन्त एवं सन्नन्त धातुरूपाणि | संस्कृत साहित्य का इतिहास |
| 21.05.2022—28.05.2022 | शुकनासोपदेशस्य गद्यों की व्याख्या | | समास (अव्ययीभाव, तत्पुरुष, द्विगु, बहुब्रीहि, द्वन्द्व) | संस्कृत साहित्य का इतिहास |
| 30.05.2022—04.06.2022 | शब्द रूपाणि | | हिन्दी वाक्यों का संस्कृत में अनुवाद (कारक विभक्ति) | संस्कृत साहित्य का इतिहास |
| 06.06.2022—11.06.2022 | धातु रूपाणि | | हिन्दी वाक्यों का संस्कृत में अनुवाद (उपपद विभक्ति) | संस्कृत निबन्धाः |
| 13.06.2022—18.06.2022 | छन्दांसि (वर्णिक एवं मात्रिक) | | हिन्दी वाक्यों का संस्कृत में अनुवाद (उपपद विभक्ति) | अलंकाराः |
| 20.06.2022—25.06.2022 | सम्पूर्ण पाठ्यक्रम की पुनरावृत्ति | | सम्पूर्ण पाठ्यक्रम की पुनरावृत्ति | सम्पूर्ण पाठ्यक्रम की पुनरावृत्ति |
| 27.06.2022—30.06.2022 | सम्पूर्ण पाठ्यक्रम की पुनरावृत्ति | | सम्पूर्ण पाठ्यक्रम की पुनरावृत्ति | सम्पूर्ण पाठ्यक्रम की पुनरावृत्ति |

Seema

डॉ० सीमा देवी, सहायक आचार्य (संस्कृत)

Lesson Plan (2021-22)

B.A 3rd Year (Six Semester)

Dr. Ankita

Assistant Professor, Geography

| Date | Topics |
|--------------------------|---|
| 01-04-2022 to 02-04-2022 | Introduction about syllabus |
| 04-04-2022 to 09-04-2022 | Introduction to aerial photographs: their types and advantages, Demarcation of Principal Point |
| 11-04-2022 to 16-04-2022 | Elements of aerial photo interpretation, Conjugate Principal point |
| 18-04-2022 to 23-04-2022 | Introduction to Remote Sensing; electromagnetic spectrum, Flight line on Aerial Photographs |
| 25-04-2022 to 30-04-2022 | Stages in remote sensing, type of remote sensing, Use of Stereoscope and Identification of Features |
| 02-05-2022 to 07-05-2022 | satellite orbits- geostationary and near polar, Use of Stereoscope and Identification of Features |
| 09-05-2022 to 14-05-2022 | Application of remote sensing in various fields such as agriculture, environment and resource mapping, Identification of Features from satellite images |
| 16-05-2022 to 21-05-2022 | Introduction to Geographical Information System: definition, purpose, Identification of Features from satellite images |
| 21-05-2022 to 28-05-2022 | Components and functions, Mapping by GIS |
| 30-05-2022 to 04-06-2022 | Application of GIS in various fields of geography, Socio-economic Survey and Report Writing |
| 06-06-2022 to 11-06-2022 | Measures of Central Tendency: Mean, Median and Mode, Socio-economic Survey and Report Writing |
| 13-06-2022 to 18-06-2022 | Measure of Dispersion: Range, Quartile deviation, Socio-economic Survey and Report Writing |
| 20-06-2022 to 25-06-2022 | Mean deviation, Standard deviation, Coefficient of Variation Socio-economic Survey and Report Writing, |
| 27-06-2022 to 30-06-2022 | Revision of Syllabus |

Ankita

Lesson Plan (2021-22)
 B.A 1st Year (Second Semester)
 Dr. Ankita
 Assistant Professor, Geography
 Date

| Date | Topics |
|--------------------------|--|
| 01-04-2022 to 02-04-2022 | Introduction about syllabus |
| 04-04-2022 to 09-04-2022 | Definition, nature and scope of Physical Geography, Introduction to Topographical Sheets India and adjacent countries a. Degree Sheet |
| 11-04-2022 to 16-04-2022 | Interior structure of the earth, geological time scale, Half Degree Sheet |
| 18-04-2022 to 23-04-2022 | Rocks, Earth movements; orogenic and epeirogenic, Quarter Degree Sheet, Series of Scale |
| 25-04-2022 to 30-04-2022 | earthquake and volcanoes, Conventional Signs |
| 02-05-2022 to 07-05-2022 | Theory of Isostasy, Wegner's theory of continental drift, Methods of representing relief |
| 09-05-2022 to 14-05-2022 | Plate tectonic theory, Weathering: causes and its types, Representation of Topographical features by contours. Slopes (Concave, convex, undulating and terraced) |
| 16-05-2022 to 21-05-2022 | Mass-movements: causes, types and impacts, Valleys (V Shaped, U shaped, Gorge, Re-entrant) |
| 21-05-2022 to 28-05-2022 | Concept of cycle of erosion; cycle of erosion by W.M. Davis, Ridges (Conical hill, Volcanic hill, Plateau, Escarpment) |
| 30-05-2022 to 04-06-2022 | Processes and land forms of Wind, River, Complex features (waterfall, sea cliff, overhanging cliff, Fiord coast) |
| 06-06-2022 to 11-06-2022 | Processes and land forms of Underground water |
| 13-06-2022 to 18-06-2022 | Processes and land forms of Glacier, Drawing of Profiles 5 a. Cross Profiles: Serial |
| 20-06-2022 to 25-06-2022 | Processes and land forms of Sea waves, superimposed, projected and composite profiles. b. Longitudinal Profiles |
| 27-06-2022 to 30-06-2022 | Revision of Syllabus, |

Ankita

GOVERNMENT COLLEGE FOR GIRLS, UNHANI
ACADEMIC SESSION 2021-22
LESSION PLAN
HINDI - B.A. 1st Year
Semester - 2nd

Name of the Asst. Professor : Anil Kumar

| MONTH | WEEK | TOPIC TO BE COVERED |
|--------|---------|--|
| अप्रैल | प्रथम | खण्ड-क नाटक 'ध्रुवस्वामिनी' अंक-प्रथम, पाठ वाचन एवं व्याख्या |
| | द्वितीय | नाटक 'ध्रुवस्वामिनी' अंक-द्वितीय, पाठ वाचन एवं व्याख्या |
| | तृतीय | नाटक 'ध्रुवस्वामिनी' अंक-तृतीय, पाठ वाचन एवं व्याख्या |
| | चतुर्थ | जयशंकर प्रसाद साहित्यिक परिचय 'ध्रुवस्वामिनी' नाटक की समीक्षा 'ध्रुवस्वामिनी' नाटक का प्रतिपाद्य 'ध्रुवस्वामिनी' नाटक की ऐतिहासिकता 'ध्रुवस्वामिनी' नाटक की अभिनेयता चरित्र-चित्रण : ध्रुवस्वामिनी, चन्द्रगुप्त, शकराज, रामगुप्त, मन्दाकिनी, कोमा, मिहीरदेव 'प्रसाद' जी की नाट्य-कला असाईनमेन्ट -I |
| मई | प्रथम | खण्ड-ख (भक्तिकाल) भक्तिकाल की परिस्थितियां भक्ति का उद्गम और विकास सन्त काव्य परम्परा प्रमुख सन्त सम्प्रदाय प्रमुख सन्त कवि सन्तकाव्य की प्रवृत्तियाँ |
| | द्वितीय | सूफी काव्य परम्परा प्रमुख सूफी काव्यधारा के कवि प्रमुख सूफी ग्रन्थ |

Anil Kumar

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| | | सूफी काव्य की प्रवृत्तियाँ |
| | | सूफी काव्य का महत्व |
| | | राम काव्य परम्परा |
| | | रामभक्ति से सम्बन्धित प्रमुख सम्प्रदाय |
| | | रामकाव्य धारा के प्रमुख कवि |
| | | 'रामचरितमानस' का काव्य सौन्दर्य |
| | | रामकाव्य की प्रवृत्तियाँ |
| | तृतीय | कृष्ण काव्य परम्परा |
| | | कृष्ण सम्प्रदाय |
| | | कृष्ण काव्य धारा के प्रमुख कवि |
| | | कृष्ण काव्य की प्रवृत्तियाँ |
| जून | प्रथम सप्ताह | भक्ति काल : स्वर्णयुग |
| | | खण्ड से सम्बन्धित छात्राओं की शंकाओं का समाधान |
| | | असाईनमेन्ट - II |
| | द्वितीय | खण्ड-ग (व्यावहारिक हिन्दी) |
| | | भाषा की परिभाषा |
| | | भाषा के विविध रूप |
| | तृतीय | मानक हिन्दी की प्रमुख प्रवृत्तियाँ |
| | | हिन्दी वर्णमाला स्वर और व्यंजन |
| | | हिन्दी वर्तनी : समस्या और समाधान |
| | चतुर्थ | मुहावरें एवं लोकोक्तियाँ |
| | | खण्ड-ग से संबंधित समस्याओं पर चर्चा |
| | | असाईनमेन्ट -III |
| | | समस्त पाठ्यक्रम पर आधारित टेस्ट |
| जुलाई | | दूहराई (रिवीजन) |

Anil Kumar

GOVERNMENT COLLEGE FOR GIRLS, UNHANI
ACADEMIC SESSION 2021-22
LESSON PLAN
HINDI - B.A. 2nd Year
Semester - 4th

Name of the Asst. Professor : Anil Kumar

| MONTH | WEEK | TOPIC TO BE COVERED |
|--------|---------|---|
| अप्रैल | प्रथम | खण्ड-क (कथाक्रम) 'ईदगाह' - मुन्शी प्रेमचन्द 'पुरस्कार' - जयशंकर प्रसाद |
| | द्वितीय | 'गैन्ग्रीन' - सच्चिदानन्द हीरानन्द वात्स्यायन 'अज्ञेय' 'मलबे का मालिक' - मोहन राकेश |
| | तृतीय | 'ठेस' फणीश्वरनाथ रेणु 'फैसला' मैत्रेयी पूष्पा |
| | चतुर्थ | 'पच्चीस चौका डेढ़ सौ' - ओमप्रकाश वाल्मीकि असाईनमेन्ट -I |
| मई | प्रथम | खण्ड-ख (आधुनिक काल : गद्य) आधुनिक काल की परिस्थितयॉ हिन्दी गद्य का उद्भव और विकास भारतेन्दूपूर्व हिन्दी गद्य |
| | द्वितीय | हिन्दी उपन्यास उद्भव और विकास |
| | तृतीय | हिन्दी कहानी : उद्भव और विकास नई कहानी : उद्भव और विकास |
| | चतुर्थ | हिन्दी नाटक : उद्भव और विकास |
| जून | प्रथम | हिन्दी निबन्ध : उद्भव और विकास खण्ड - ख पर आधारित छात्राओं की समस्याओं का समाधान असाईनमेन्ट -II |
| | द्वितीय | खण्ड-ग पारिभाषिक शब्दावली : स्वरूप और महत्व |

Anil Kumar

तृतीय

पारिभाषिक शब्दावली के निर्माण में सक्रिय विविध
सम्प्रदाय

चतुर्थ

पारिभाषिक शब्दावली के गुण

असाईनमेन्ट -III

वस्तुनिष्ठ प्रश्नों पर चर्चा

समस्त पाठ्यक्रम पर आधारित टेस्ट

रिवीजन (दूहराई)

जुलाई

Anil Kumar

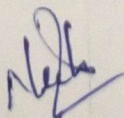
Government College for Girls, Unhani

Lesson Plan 2021-22 (from 1 April 2020 to 30 June 2022)

B.Com. 2nd Sem. (Basics of Computer)

Name of the Assistant Professor: Mrs. Neetu Kumari

| S. No. | Duration | Topic to be covered |
|--------|------------------------|---|
| 1. | 1 Apr.-2 Apr. 2022 | Fundamental of computers: Model of a digital computer; Functioning of a digital computer |
| 2. | 4 Apr.- 9Apr. 2022 | Types of a digital computer; Advantages of computers. Difference between digital computer and analog computer, Applications of computers: Computers in Commerce, Marketing, Education and Management. |
| 3. | 11 Apr.-16 Apr. 2022 | Software concepts: Types of Software and their role, Different System Software types Operating systems, Translators, System Utilities; Concept of Application Packages; |
| 4. | 1 8Apr.-23 Apr. 2022 | Operating system- Multi-user O.S., Multi-tasking O.S., Multi-Processing O.S; Time – sharing O.S., Multi-Programming O.S. Operating System as a resource Manager, concept of GUI and CUI. |
| 5. | 25 Apr.-30 Apr. 2022 | Revision of Unit-I and II |
| 6. | 2 May.-7May. 2022 | Introduction to Windows: Components of a Application Window; Types of Windows, Windows as an Operating System, |
| 7. | 9 May. - 14 May. 2022 | Windows explorer, Using Paintbrush, Control Panel, Installing a printer. User interfaces- CUI and GUI; |
| 8. | 16 May.-21 May 2022 | Concept of a Desktop and Taskbar, My Computer, Recycle Bin, My Documents and Internet Explorer icons. |
| 9. | 21 May. -28 May. 2022 | MS-Excel: Applications of a Spreadsheet; Advantages of an Spreadsheet; |
| 10. | 30 May.-4 June 2022 | Features of Excel; Rows, Columns, Cell, Menus, Creating worksheet, Formatting, Printing, |
| 11. | 6 June. - 11June. 2022 | establishing worksheet links, Table creating and printing graphs, |
| 12. | 13 June-18 June 2022 | Macros, Using Built-in-functions. |
| 13. | 20 June -25 June 2022 | Revision of Unit-III and IV |
| 14. | 27June-30 June 2022 | Tests |



Government College for Girls, Unhani

Lesson Plan 2021-22 (from 1 April 2020 to 30 June 2022)

B.Com. 2nd Sem. (Business Environment)

Name of the Assistant Professor: Mrs. Neetu Kumari

| S. No. | Duration | Topic to be covered |
|---------------|------------------------|---|
| 1. | 1 Apr.-2 Apr. 2022 | Business Environment: concept; components and importance; |
| 2. | 4 Apr.- 9Apr. 2022 | SWOT Analysis. |
| 3. | 11 Apr.-16 Apr. 2022 | Economic Trends (overview): income; savings and investment; |
| 4. | 18Apr.-23 Apr. 2022 | Industry; Trade and balance of payments. |
| 5. | 25 Apr.-30 Apr. 2022 | Revision of Unit-I and II |
| 6. | 2 May.-7May. 2022 | Problems of Growth: Unemployment |
| 7. | 9 May. - 14 May. 2022 | regional imbalances, |
| 8. | 16 May.-21 May 2022 | Inflation, |
| 9. | 21 May. -28 May. 2022 | Parallel economy and industrial sickness. |
| 10. | 30 May.-4 June 2022 | Role of Govt. in Indian Economy: |
| 11. | 6 June. - 11June. 2022 | Monetary and Fiscal Policy; |
| 12. | 13 June-18 June 2022 | Industrial Policy; Privatization |
| 13. | 20 June -25 June 2022 | Revision of Unit-III and IV |
| 14. | 27June-30 June 2022 | Tests |

Neetu

Government College for Girls, Unhani

Lesson Plan 2021-22 (from 1 April 2020 to 30 June 2022)

B.Com. 4th Sem. (Banking and Banking Law)

Name of the Assistant Professor: Mrs. Neetu Kumari

| S. No. | Duration | Topic to be covered |
|--------|------------------------|--|
| 1. | 1 Apr.-2 Apr. 2022 | Definition of Bank, Commercial Banks-importance, functions and problems of Non-performing Assets, |
| 2. | 4 Apr.- 9Apr. 2022 | Structure of Commercial Banking system in India. |
| 3. | 11 Apr.-16 Apr. 2022 | Credit Creation: Process of Credit Creation and its Limitations. |
| 4. | 1 8Apr.-23 Apr. 2022 | Regional Rural Banks, Cooperative Banking in India |
| 5. | 25 Apr.-30 Apr. 2022 | Reserve bank of India: Functions, regulation and control of credit |
| 6. | 2 May.-7May. 2022 | Monetary policy. |
| 7. | 9 May. - 14 May. 2022 | Revision of Unit-I and II |
| 8. | 16 May.-21 May 2022 | Determination and Regulation of Interest Rates in India. Relationship between banker and Customer, Definition of Customer, |
| 9. | 21 May. -28 May. 2022 | General Relationship between banker and customer, obligation of banker, Garnishee order, banker's rights. Special types of Bankers Customers Minor, Married Women, Illiterate persons, Lunatics, Trustees, Executors and Administrators, |
| 10. | 30 May.-4 June 2022 | Customer's attorney, Joint Account, Joint Hindu family, partnership Firm, Joint stock companies, Clubs, Societies and Charitable Institutions. |
| 11. | 6 June. - 11June. 2022 | Negotiable Instruments: Definition of Negotiable instruments, Essential features of Negotiable instruments, holder and Holder in Due course. |
| 12. | 13 June-18 June 2022 | Rights and Liabilities of parties for Negotiable instruments: Capacity of parties: Minor's position, legal representative, Liability of parties, Drawer of Bill or Cheque, Liability of Maker of note & Acceptor of Bill, Liability of endorsed Negotiable Instruments without Consideration, Instrument obtained by Unlawful means. |
| 13. | 20 June -25 June 2022 | Endorsements: Meaning of Negotiation, Definition of Endorsement, Legal provisions regarding Endorsement, General rules regarding forms of endorsement, regular forms of Endorsement, Kinds of Endorsement. |
| 14. | 27June-30 June 2022 | Tests |

Neetu

Government College for Girls, Unhani

Lesson Plan 2021-22 (from 1 April 2020 to 30 June 2022)

B.Com. 4th Sem. (Business Statistics)

Name of the Assistant Professor: Mrs. Neetu Kumari

| S. No. | Duration | Topic to be covered |
|--------|------------------------|---|
| 1. | 1 Apr.-2 Apr. 2022 | Index Numbers:- Meaning, Types and Uses; Methods of Constructing price and Quantity indices (Simple and Aggregate); |
| 2. | 4 Apr.- 9Apr. 2022 | Tests of adequacy; Chain-base Index numbers, Base shifting, Splicing and Deflating; Problems in constructing index numbers; Consumer price index. |
| 3. | 11 Apr.-16 Apr. 2022 | Analysis of Time Series: - Causes of Variations in time series data; Components of a time series. |
| 4. | 1 8Apr.-23 Apr. 2022 | Decomposition- Additive and Multiplicative models; determination of trend. |
| 5. | 25 Apr.-30 Apr. 2022 | Moving averages method and method of least squares (Including linear second degree, Parabolic and Exponential trend); |
| 6. | 2 May.-7May. 2022 | Computation of seasonal indices by simple averages, Ratio to Trend, Ratio to moving average and link relative methods. |
| 7. | 9 May. - 14 May. 2022 | Revision of Unit-I and II |
| 8. | 16 May.-21 May 2022 | Theory of Probability: - Probability as a Concept; Approaches to defining probability, |
| 9. | 21 May. -28 May. 2022 | Addition and Multiplication laws of probability; |
| 10. | 30 May.-4 June 2022 | Conditional probability, Baye's Theorem. |
| 11. | 6 June. - 11June. 2022 | Probability Distribution : - Probability distribution as a concept; |
| 12. | 13 June-18 June 2022 | Binomial, Poisson and Normal Distribution- Their Properties and Parameters. |
| 13. | 20 June -25 June 2022 | Revision of Unit-III and IV |
| 14. | 27June-30 June 2022 | Tests |

Government College for Girls, Unhani

Lesson Plan 2021-22 (from 1 April 2020 to 30 June 2022)

B.Com. 6th Sem. (Financial Management)

Name of the Assistant Professor: Mrs. Neetu Kumari

| S. No. | Duration | Topic to be covered |
|--------|------------------------|---|
| 1. | 1 Apr.-2 Apr. 2022 | Nature of Financial Management : Scope of Finance, |
| 2. | 4 Apr.- 9Apr. 2022 | Finance functions, Financial Manager's role, Financial goal; Profit maximization Vs Wealth maximization, |
| 3. | 11 Apr.-16 Apr. 2022 | Objective of financial Management, Finance and related disciplines, Financial planning |
| 4. | 18 Apr.-23 Apr. 2022 | Working Capital Management: Meaning, nature and planning of Working Capital. Permanent and variable Working Capital. Balanced working position, |
| 5. | 25 Apr.-30 Apr. 2022 | Determinates of working Capital, Issues of working Capital Management. Management of cash and Marketable Securities and Receivables Management. |
| 6. | 2 May.-7May. 2022 | Revision of Unit-I and II |
| 7. | 9 May. - 14 May. 2022 | Cost of capital : Significance and determination, capitalisation; |
| 8. | 16 May.-21 May 2022 | leverage analysis: operating, financial and composite leverage: EBIT-EPS Analysis |
| 9. | 21 May. -28 May. 2022 | Capital structure theory and policy: Relevance of capital structure; Net income and traditional views, Irrelevance of capital structure; |
| 10. | 30 May.-4 June 2022 | NOI Approach and the MM Hypothesis without taxes, capital structure planning and policy. |
| 11. | 6 June. - 11June. 2022 | Dividend Theory and Policy : Issues in dividend policy, Walter's and Golden's model of dividend relevance objections of dividend policy, |
| 12. | 13 June-18 June 2022 | Considerations in dividend policy, stability of dividends, forms of dividend. |
| 13. | 20 June -25 June 2022 | Revision of Unit-III and IV |
| 14. | 27June-30 June 2022 | Tests |

Neetu

Government College for Girls, Unhani

Lesson Plan 2021-22 (from 1 April 2022 to 30 June 2022)

B.Com. 2nd Sem. (Financial Accounting)

Name of the Assistant Professor: Mrs. Kavita

| S. No. | Duration | Topic to be covered |
|--------|------------------------|---|
| 1. | 1 Apr.-2 Apr. 2022 | Hire Purchase System and Installment Payment Systems. |
| 2. | 4 Apr.- 9Apr. 2022 | Hire Purchase System and Installment Payment Systems. |
| 3. | 11 Apr.-16 Apr. 2022 | Branch Accounts (including foreign branch) |
| 4. | 18 Apr.-23 Apr. 2022 | Branch Accounts (including foreign branch) |
| 5. | 25 Apr.-30 Apr. 2022 | Departmental Accounts. |
| 6. | 2 May. -7May. 2022 | Revision of Unit-I and II |
| 7. | 9 May. - 14 May. 2022 | Amalgamation and sale of partnership firms, |
| 8. | 16 May.-21 May 2022 | Dissolution of Partnership Firm- Insolvency of Partners (including Garner v/s Murray Rule), |
| 9. | 21 May. -28 May. 2022 | Gradual Realization and Piecemeal Distribution. |
| 10. | 30 May.-4 June 2022 | Joint-Venture Account; |
| 11. | 6 June. - 11June. 2022 | Joint-Venture Account; |
| 12. | 13 June-18 June 2022 | Royalty Account |
| 13. | 20 June -25 June 2022 | Revision of Unit-III and IV |
| 14. | 27June-30 June 2022 | Tests |

Kavita

Government College for Girls, Unhani

Lesson Plan 2021-22 (from 1 April 2022 to 30 June 2022)

B.Com. 2nd Sem. (Business Management)

Name of the Assistant Professor: Mrs. Kavita

| S. No. | Duration | Topic to be covered |
|---------------|------------------------|---|
| 1. | 1 Apr.-2 Apr. 2022 | Staffing: concept, nature and scope, Matching job and people; |
| 2. | 4 Apr.- 9Apr. 2022 | Recruitment; |
| 3. | 11 Apr.-16 Apr. 2022 | Selection and Training of employees. |
| 4. | 1 8Apr.-23 Apr. 2022 | Motivation-concept, Theories-Maslow, Herzberg, McGregor and Quchi |
| 5. | 25 Apr.-30 Apr. 2022 | Financial and Non-Financial Incentives |
| 6. | 2 May. -7May. 2022 | Leadership: concept and Leadership styles, Leadership Theories. |
| 7. | 9 May. - 14 May. 2022 | Revision of Unit-I and II |
| 8. | 16 May.-21 May 2022 | Communication Concept, Nature, Types and Process, |
| 9. | 21 May. -28 May. 2022 | Communication: Barriers and Remedies. |
| 10. | 30 May.-4 June 2022 | Control: Concept, Process and Techniques |
| 11. | 6 June. - 11June. 2022 | Effective Control System. |
| 12. | 13 June-18 June 2022 | Management of Change: Concept, Nature and Process of Planned Change: Resistance to Change |
| 13. | 20 June -25 June 2022 | Emerging Horizons of management in a changing environment. |
| 14. | 27June-30 June 2022 | Revision of Unit-III and IV |

Kavita

Government College for Girls, Unhani

Lesson Plan 2021-22

B.Com. 4th Sem.(Corporate Accounting)

From 1 April 2022 to 30 June 2022

Name of the Assistant Professor: Mrs. Kavita

| S. No. | Duration | Topic to be covered |
|---------------|------------------------|---|
| 1. | 1 Apr.-2 Apr. 2022 | Internal Reconstruction |
| 2. | 4 Apr.- 9Apr. 2022 | External Reconstruction in the nature of merger and purchase. |
| 3. | 11 Apr.-16 Apr. 2022 | External Reconstruction in the nature of merger and purchase. |
| 4. | 1 8Apr.-23 Apr. 2022 | Liquidation of a company |
| 5. | 25 Apr.-30 Apr. 2022 | Liquidation of a company |
| 6. | 2 May. -7May. 2022 | Financial reporting for financial institutions |
| 7. | 9 May. - 14 May. 2022 | Revision of Unit-I and II |
| 8. | 16 May.-21 May 2022 | Final Accounts of Banking Companies |
| 9. | 21 May. -28 May. 2022 | Final Accounts of Banking Companies |
| 10. | 30 May.-4 June 2022 | Accounts of Holding Companies |
| 11. | 6 June. - 11June. 2022 | Accounts of Holding Companies |
| 12. | 13 June-18 June 2022 | Revision of Unit-III and IV |
| 13. | 20 June -25 June 2022 | Revision |
| 14. | 27June-30 June 2022 | Tests |

Kavita

Government College for Girls, Unhani

Lesson Plan 2021-22 (from 1 April to 30 June 2022)

B.Com. 4th Sem. (Corporate Law)

Name of the Assistant Professor: Mrs. Kavita

| S. No. | Duration | Topic to be covered |
|--------|------------------------|---|
| 1. | 1 Apr.-2 Apr. 2022 | Depository System –Meaning and importance |
| 2. | 4 Apr.- 9Apr. 2022 | Shares: -; Types of shares; Allotment of Shares |
| 3. | 11 Apr.-16 Apr. 2022 | Transfer and Transmission of shares |
| 4. | 1 8Apr.-23 Apr. 2022 | Paperless Trading – Benefits and Procedure; |
| 5. | 25 Apr.-30 Apr. 2022 | Need for educating investors |
| 6. | 2 May. -7May. 2022 | Share capital: - Meaning and forms of capital; Alteration of share capital; Reduction of share capital; |
| 7. | 9 May. - 14 May. 2022 | Further issue of share capital; Rights of pre-emption of shares. Shareholders and Members: - Difference between Shareholders and members; |
| 8. | 16 May.-21 May 2022 | Modes of acquiring membership; termination of membership; who may be members? Rights and Liabilities of members. |
| 9. | 21 May. -28 May. 2022 | Revision of Unit-I and II |
| 10. | 30 May.-4 June 2022 | Meeting of Company: - Essentials of valid meeting; meetings of Shareholders: - Annual general meeting; Extra-ordinary general meeting |
| 11. | 6 June. - 11June. 2022 | Meetings of board of directors; Proxy; Voting, Notice, Agenda and Minutes of meetings. Directors: - Duties, Powers, Liabilities, Appointment and removal of directors |
| 12. | 13 June-18 June 2022 | Winding Up: - Meaning; Winding up by the Tribunal- Petition for winding up; Voluntary winding up; |
| 13. | 20 June -25 June 2022 | Powers and Duties of company Liquidator, consequences of winding up.. |
| 14. | 27June-30 June 2022 | Revision of Unit-III and IV |

Kavita

Government College for Girls, Unhani
Lesson Plan 2021-22 (from 1 April 2020 to 30 June 2022)

B.Com. 6th Sem. (Auditing)

Name of the Assistant Professor: Mrs. Kavita

| S. No. | Duration | Topic to be covered |
|--------|------------------------|---|
| 1. | 1 Apr.-2 Apr. 2022 | Auditing: Meaning, objectives, importance and types of Auditing. |
| 2. | 4 Apr.- 9Apr. 2022 | Audit Process: internal control, internal check & internal audit, audit programmer. |
| 3. | 11 Apr.-16 Apr. 2022 | Audit Procedure : Routine checking, vouching |
| 4. | 1 8Apr.-23 Apr. 2022 | Verification & valuation of assets & liabilities. |
| 5. | 25 Apr.-30 Apr. 2022 | Revision of Unit-I and II |
| 6. | 2 May.-7May. 2022 | Audit of Public Company : Qualification, Appointment of company |
| 7. | 9 May. - 14 May. 2022 | Auditors, their powers, duties and liabilities |
| 8. | 16 May.-21 May 2022 | Audit of depreciation and reserves, Divisible profits & dividends |
| 9. | 21 May. -28 May. 2022 | Audit Report and Investigation |
| 10. | 30 May.-4 June 2022 | Audit Report : Meaning, objectives, contents and types |
| 11. | 6 June. - 11June. 2022 | Investigation: Meaning, Nature and objectives. |
| 12. | 13 June-18 June 2022 | Revision of Unit-III and IV |
| 13. | 20 June -25 June 2022 | Revision |
| 14. | 27June-30 June 2022 | Tests |

Kavita