

Kanya Mahavidyalaya, Kharkhoda (Sonepat)

Lesson Plan Session 2020-21

Name of the Assistant/Associate Professor: Dr Parmila
Class and Section: B Com I
Subject: Commerce
Paper: Business Management
Year/Semester: I Semester

06 October 2020 to 05 November 2020

Month/Week	Topic
October (Week-2)	Business: Concept, Nature
October (Week-3)	Spectrum of Business Activities
October (Week-4)	Business System
November (Week-1)	Business Objectives Revision & Assignment Work

06 November 2020 to 05 December 2020

Month/Week	Topic
November (Week-2)	Management: Introduction, Concept, Nature, Process
November (Week-3)	Significance of Management, Development of Management Thought
November (Week-4)	Classical and Neo-Classical systems of Management
December (Week-1)	Contingency approaches of Management Revision & Assignment Work

06 December 2020 to 05 January 2021

Month/Week	Topic
December (Week-2)	Planning: Concept, Types and Process
December (Week-3)	Decision Making: Concept and Process
December (Week-4)	Management by Objectives
January (Week-1)	Corporate Planning and Strategic Formulation Revision & Assignment Work

06 January 2021 to 05 February 2021

Month/Week	Topic
January (Week-2)	Organizing: Concept, Nature, Process and Significance
January (Week-3)	Authority and Responsibility Relationship
January (Week-4)	Centralization and Decentralization
February (Week-1)	Group Discussion & Revision

06 February 2021 to 25 February 2021

Month/Week	Topic
February (Week-2)	Departmentation and Organizing Structure
February (Week-3)	Test of Full Syllabus & Performance Evaluation
February (Week-4)	Instructions for Improvement

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Lesson Plan Session 2020-21

Name of the Assistant/Associate Professor: Dr. Namita
Class and Section: B.Com. I
Subject: Commerce
Paper: Business Communication Skills
Year/Semester: I

06 Oct. 2020 to 05 Nov. 2020

Month/Week	Topic	Activities/Methods Undertaken
October (Week-2)	Introduction: Basics of Communication	Lecture Method, Detailed Class Discussion
October (Week-3)	Seven C's of Effective Communication	Lecture Method, Class Discussion Citing real life examples to improve Communication
October (Week-4)	Barriers to Communication, Methods to Overcome these	Lecture Method, Class Discussion, Students' Presentation
November (Week-1)	Ethical Context of Communication.	Lecture Method, Detailed Class Discussion Revision Tests

06 Nov. 2020 to 05 Dec. 2020

Month/Week	Topic	Activities/Methods Undertaken
November (Week-2)	Business Communication at Workplace: Letter Writing- Component, Layout and Process	Lecture Method, Class Discussion, Practice Tests on Layout of Letter

November (Week-3)	E- Mail Communication, Bad News Messages	Lecture Method, Class Discussion, Students' Presentation
November (Week-4)	Persuasive Written Communication, Memos, Notice	Lecture Method, Class Discussion, Practice Tests on Memos, Notice
December (Week-1)	Agenda and Minutes of Meeting.	Lecture Method, Class Discussion, Taking queries

06 Dec. 2020 to 05 Jan. 2021

Month/Week	Topic	Activities/Methods Undertaken
December (Week-2)	Report Writing: Types of Business Reports	Lecture Method, Class Discussion, Practice Tests on Report Writing
December (Week-3)	Structure of Reports, Short Reports, Long Reports	Lecture Method, Group Discussion, Students' Presentation on Reports
December (Week-4)	Abstracts and Summaries	Lecture Method, Class Discussion, Assignment Work
January (Week-1)	Proposals. Assignment Work	Lecture Method, Class Discussion, Taking queries

06 Jan. 2021 to 05 Feb. 2021

Month/Week	Topic	Activities/Methods Undertaken
January (Week-2)	Communication Skills: Reading Skills, Listening Skills	Lecture Method, Class Discussion, Students' Presentation on different Communication Skills
January (Week-3)	Note Making, Persuasive Speaking	Lecture Method, Group Discussion, Practice Tests on Note Making
January (Week-4)	Body Language, Gestures	Lecture Method, Class Discussion, Assignment Work
February (Week-1)	Kinesics.	Lecture Method, Group Discussion, Taking queries

06 Feb. 2021 to 25 Feb. 2021

Month/Week	Topic	Activities/Methods Undertaken
February (Week-2)	Organization of Different Competitions like Writing Skill,.	Lecture Method, Class Discussion, Practice Tests on Writing Skills
February (Week-3)	Business Plan etc., Types of Business Plans	Lecture Method, Group Discussion, Assignment Work
February (Week-4)	Taking queries from full syllabus	Full Syllabus Tests, Performance Evaluation and Instructions for Improvement

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Lesson Plan Session 2020-21

Name of the Assistant/Associate Professor: Mrs.Nisha Suhag
Class and Section: B. Com
Subject: Basic of computer
Paper: 1.06
Year/Semester: 1 st year/1 st sem.

06 Oct. 2020 to 05 Nov. 2020

Month/Week	Topic
October (Week-2)	Introduction to Computers: Definition of Computer; Components of Computer.
October (Week-3)	Characteristics of Computers; History evolution of Computers; Generation of computers.
October (Week-4)	Classification of Computers- According to Purpose, According to Technology , According to Size and Storage Capacity ; Human being VS Computer; Difference between Computer and Calculator.
November (Week-1)	Input Devices: Mouse, Keyboard, Light pen, Track Ball, Joystick, MICR, Optical Mark reader.(class test)

06 Nov. 2020 to 05 Dec. 2020

Month/Week	Topic
November (Week-2)	Printers, Dot-matrix Printers, Daisy Wheel Printer, Laser Printers, Ink Jet Printers; Plotters.
November (Week-3)	Soft Copy device –Monitor, Sound Cards and speakers.
November (Week-4)	Memory and Mass Storage Devices: Characteristics of Memory Systems; Memory Hierarchy.

	Types of Primary Memory; RAM and ROM; Secondary and Back-up; Magnetic Disks. (BY PRESENTATION)
December (Week-1)	Characteristics and classification of Magnetic Disks; Optical Disks; Magnetic Taps.

06 Dec. 2020 to 05 Jan. 2021

Month/Week	Topic
December (Week-2)	MS- Word: Fundamentals of MS-Word.(Demo on projector)
December (Week-3)	Formatting and Standard Toolbars, Ruler, Scroll Bar, Creating.
December (Week-4)	Editing, Saving. (BY PRESENTATION)
January (Week-1)	Export and import files.

05 Jan. 2021 to 06 Feb. 2021

Month/Week	Topic
January (Week-2)	Features of MS-Word, Menus.
January (Week-3)	Revision inserting and copying the files.
January (Week-4)	Working with frames. (BY PRESENTATION)
February (Week-1)	Paragraph formatting, Columns, Pictures.(class test)

06 Feb. 2021 to 25 Feb. 2021

Month/Week	Topic
February (Week-2)	Tables, Macros. (Group discussion)
February (Week-3)	Mail Merge.

February (Week-4)

BOOK REVISION

Kanya Mahavidyalaya, Kharkhoda (Sonepat)

Lesson Plan Session 2020-21

Name of the Assistant/Associate Professor: Dr Namita
Class and Section: B Com I
Subject: Commerce
Paper: Business Environment
Year/Semester: II Semester

16 March 2021 to 15 April 2021

Month/Week	Topic	Activities/Methods Undertaken
March(Week-3)	Business Environment: Concept, Components	Lecture Method, Detailed Class Discussion
March(Week-4)	Business Environment: Importance	Lecture Method, online material and PPTs
April (Week-1)	SWOT Analysis- Concept and Significance	Lecture Method, Class Discussion, Students' Presentation
April (Week-2)	Practical Implications of SWOT analysis	Assignment Work on Application of SWOT in different Industries and students' presentation

16 April 2021 to 15 May 2021

Month/Week	Topic	Activities/Methods Undertaken
April (Week-3)	Economic Trends (Overview): National Income, Problem of Poverty	Lecture Method, Detailed Class Discussion
April (Week-4)	Savings and Investment	Lecture Method, online material, Revision Tests
May(Week-1)	Industry; Trade and Balance of Payments	Lecture Method, online material and PPTs
May (Week-2)	problems of Inequality	Lecture Method, Group Discussion, Revision Tests,

16 May 2021 to 15 June. 2021

Month/Week	Topic	Activities/Methods Undertaken
May (Week-3)	Problems of Growth: Unemployment	Lecture Method, Detailed Class Discussion, Assignment
May (Week-4)	Regional Imbalances and Inflation	Lecture Method, Detailed Class Discussion
June (Week-1)	Parallel Economy and Black Money	Lecture Method, online material and PPTs
June (Week-2)	Industrial Sickness. Group Discussion	Lecture Method, Group Discussion, Revision Tests

16 June 2021 to 06 July 2021

Month/Week	Topic	Activities/Methods Undertaken
June (Week-3)	Role of Govt. in Indian Economy, Monetary and Fiscal Policy	Lecture Method, Detailed Class Discussion
June (Week-4)	Industrial Policy and Privatization	Lecture Method, online material and PPTs
July (Week-1)	Disinvestment	Lecture Method, Revision Tests, Full syllabus tests and evaluation

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Name of the Assistant/Associate Professor: Dr Parmila
Class and Section: B Com I
Subject: Commerce
Paper: Business Management
Year/Semester: II Semester

16 March 2021 to 15 April 2021

Month/Week	Topic
March(Week-3)	Staffing: Concept, Nature and Scope, Matching Job and People
March(Week-4)	Recruitment; Selection
April (Week-1)	Training of Employees
April (Week-2)	Motivation: Concept, Theories-Maslow, Herzberg

16 April 2021 to 15 May 2021

Month/Week	Topic
April (Week-3)	Motivation Theories: Megregor and Quchi, Financial and Non-Financial Incentives
April (Week-4)	Revision & Assignment Work
May(Week-1)	Leadership: Concept and Leadership Styles
May (Week-2)	Leadership Theories & Revision

16 May 2021 to 15 June 2021

Month/Week	Topic
May (Week-3)	Communication: Concept, Nature, Types and Process
May (Week-4)	Communication: Barriers and Remedies
June (Week-1)	Control: Concept, Process and Techniques, Effective Control System
June (Week-2)	Management of Change: Concept, Nature

16 June 2021 to 06 July 2021

Month/Week	Topic
June (Week-3)	Process of Planned Change: Resistance to Change Emerging Horizons of Management in a Changing Environment
June (Week-4)	Test of Full Syllabus & Performance Evaluation
July (Week-1)	Instructions for Improvement