

**Lesson Plan M.A. (PREVIOUS) ENGLISH**

**SECOND SEMESTER**

**COURSE-VI: LITERATURE IN ENGLISH: 1550-1660 (Part-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**Unit-I**

**William Shakespeare: Hamlet**

**Month: February 2023**

**Unit-II John Donne : The following poems from The Metaphysical Poets ed.**

**Helen Gardner (Penguin) are prescribed:**

**"The Flea", "The Good Morrow", "Song: Go and Catch a  
Falling Star", "The Sun Rising", "The Canonization", A  
Valediction: Forbidding Mourning", "The Extasie", "Batter My  
Heart: Three Person' d God", "Love's Growth", "Since she  
whome I lov'd, hath payd her last debt".**

**Month: March 2023**

**Unit-II:**

**John Webster The Duchess of Malfi**

**Month: April 2023**

**Unit-IV**

**Francis Bacon : "Of Unity in Religion", "Of Simulation and  
Dissimulation", "Of Friendship", "Of Ambition",  
"Of Great Place", "Of Studies", "Of Truth",**

"Of Nature in Men", "Of Love",  
"Of Parents and Children".

Month: May 2023  
Revision

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**Lesson Plan - M.A. (PREVIOUS) ENGLISH**

**SECOND SEMESTER**

**COURSE-VII: LITERATURE IN ENGLISH: 1660-1798 (Part-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**Unit-I**

**Daniel Defoe: Robinson Crusoe.**

**Month: February 2023**

**Unit-II:**

**Henry Fielding: Tom Jones**

**Month: March 2023**

**Unit-III:**

**(i) Joseph Addison: "The Aims of the Spectator", "Paradise Lost", "Sir Roger at the Assizes".**

**(ii) Richard Steele: "The Spectator's Club", "Duelling"**

**Month: April 2023**

**Unit-IV:**

**Samuel Johnson: "The Vanity of Human Wishes", "London"**

**Month: May 2023**

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**Lesson Plan – M.A. (PREVIOUS) ENGLISH**

**SECOND SEMESTER**

**COURSE-VIII: LITERATURE IN ENGLISH: 1798-1914 (Part-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**Unit-I Robert Browning : "Evelyn Hope", "Love Among the Ruins",**

**"My Last Duchess", "The Last Ride Together",**

**"A Grammarian's Funeral", "Porphyria's Lover",**

**"Rabbi Ben Ezra", "Meeting at Night", "The Lost  
Mistress"**

**Month: February 2023**

**Unit-II:**

**Thomas Hardy Tess of d'Urbervilles.**

**Month: March 2023**

**Unit-III:**

**Bernard Shaw: Arms and the Man.**

**Month: April 2023**

**Unit-IV**

**Gustav Flaubert: Madame Bovary.**

**Month: May 2023**

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**Lesson Plan - M.A. (PREVIOUS) ENGLISH**  
**SECOND SEMESTER**  
**COURSE-IX: LITERATURE IN ENGLISH: 1914-2000 (PART-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

Unit-I Nissim Ezekiel : "Night of the Scorpion", "Goodbye Party for Miss Pushpa TS", "The Patriot", "The Visitor", "Poet, Lover, Birdwatcher", "Enterprise", "Philosophy", "Background, Casually", "Poem of Separation".

**Month: February 2023**

Unit-II:

R.K. Narayan: The Guide

**Month: March 2023**

Unit-III:

Arthur Miller: Death of a Salesman

**Month: April 2023**

Unit-IV:

Albert Camus: The Outsider

**Month: May 2023**

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**Lesson Plan - M.A. (PREVIOUS) ENGLISH**  
**SECOND SEMESTER**  
**COURSE X: STUDY OF A GENRE (OPTION-I) FICTION (PART-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**Unit-I:**

**Joseph Conrad: Heart of Darkness**

**Month: February 2023**

**Unit-II:**

**D. H. Lawrence: Sons and Lovers**

**Month: March 2023**

**Unit-III:**

**Raja Rao: Kanthapura**

**Month: April 2023**

**Unit-IV:**

**V.S. Naipaul: A House for Mr. Biswas**

**Month: May 2023**

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**LESSON PLAN - M.A. (FINAL) ENGLISH**  
**FOURTH SEMESTER**  
**COURSE-XVI: Critical Theory (PART-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**Unit-I**

**William Wordsworth: Preface to Lyrical Ballads**

**Month: February 2023**

**Unit-II**

**Matthew Arnold: Selections from Essays in Criticism**

1. "The Function of Criticism at the Present Time"

2. "The Study of Poetry"

3. "John Keats"

**Month: March 2023**

**Unit-III**

i) Virginia Woolf: "Modern Fiction"

(ii) T.S. Eliot: "Tradition and the Individual Talent"

(iii) I.A. Richards: Chapters XXVII and XXVIII of Principles of Literary Criticism ("Levels of Response and the Width of Appeal" and "The Allusiveness of Modern Poetry")

**Month: April 2023**

**Unit-IV**

(i) Saussure: "The Object of Study"

(ii) Elaine Showalter: "Feminist Criticism in Wilderness"

(iii) M.H. Abrams: "The Deconstructive Angel"

**Month: May 2023**

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**LESSON PLAN - M.A. (FINAL) ENGLISH**  
**FOURTH SEMESTER**  
**COURSE-XVII: American Literature (Part-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**Unit-1**

**Robert Frost:**

"Provide Provide", "Mending Wall", "The Road Not Taken", "Two Tramps in Mud Time",  
"Stopping By Woods on a Snowy Evening", "Birches", "The Onset", "After Apple Picking"

**Month: February 2023**

**Unit-II**

**Ernest Hemingway: The Sun Also Rises**

**Month: March 2023**

**Unit-III**

**Eugene O'Neill: The Hairy Ape**

**Month: April 2023**

**Unit-IV**

**Tennessee Williams: A Streetcar Named Desire**

**Month: May 2023**

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**LESSON PLAN - M.A. (FINAL) ENGLISH**  
**FOURTH SEMESTER**  
**COURSE-XVIII: Indian Writing in English (Part-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**Unit-I**

**Khushwant Singh: Train to Pakistan**

**Month: February 2023**

**Unit-II**

**Anita Desai: Voices in the City**

**Month: March 2023**

**Unit-III**

**Vijay Tendulkar: Silence! The Court is in Session**

**Month: April 2023**

**Unit-IV**

**S. Radhakrishnan: The Hindu View of Life**

**Month: May 2023**

**Revision**

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**LESSON PLAN - M.A. (FINAL) ENGLISH**  
**FOURTH SEMESTER**  
**COURSE-XIX (Option ii): English Language (Part-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**Unit-1 Study of Clauses: Nature and composition of Clauses vis-à-vis Phrases and compound sentences, subordinate and coordinate clauses and their formation by subordinate and coordinating conjunctions, composition, uses and function of Relative clauses, Noun clauses and Adverbial clauses.**

**Month: February 2023**

**Unit-1 (a) Figures of Speech: Simile, Metaphor, Symbolism, Foregrounding, Style as Deviance, Personification, Alliteration, Metre, Imagery, Parallelism.**

**(b) Critical Appreciation : (i) Critical analysis of a short poem (ii) Critical analysis of a prose text.**

**Month: March 2023**

**Unit-III**

**ELT in India: A brief history, Role of English, Nature and approaches of Methods Problems and Perspectives**


**Month: April 2023**

**Unit-IV**

**Methods and Materials: Grammar-Translation Method, Direct Method, Audio-Lingual Method, Communicative Language Teaching, Devising Pedagogic exercises according to the principles of a method.**

**Month: May 2023**

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**LESSON PLAN M.A. (FINAL) ENGLISH**  
**FOURTH SEMESTER**  
**COURSE-XX: (Option-I) Literature and Gender (Part-II)**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**Unit-I**

**Simone de Beauvoir: The Second Sex (Only the following sections are prescribed: "Introduction", "Book One", "Part-VII of Book Two")**

**Month: February 2023**

**Unit-II**

**Toni Morrison: Beloved**

**Month: March 2023**

**Unit-III**

**Alice Walker: The Color Purple**

**Month: April 2023**

**Unit-IV**

**Shashi Deshpande: That Long Silence**

**Month: May 2023**

**Revision**

  
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**Lesson Plan - BCA (ENGLISH)**  
**Semester II**  
**COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT**  
**SCHEME OF EXAMINATION**

**Maximum Marks: 100**

**Minimum Passing Marks: 40**

**External: 70**

**Internal: 30**

**Time: 3 Hours**

**Course Content:**

**Month: January 2023**

**UNIT-I**

**Personality: Definition, Elements, Determinants. Personal Grooming: Personal Hygiene, Social Effectiveness, Business Etiquettes (Power Dressing)**

**Month: February 2023**

**UNIT-II**

**Body Language: Non-Verbal Communication: Types of Body Language, Functions of Body Language, Role of Body Language, Proxemics. Art of Good Communication: Verbal & Non-Verbal Communication. Difference between Oral and Written Communication, 7' Cs of Effective Communication, Importance of Effective Communication.**

**Month: March 2023**

**UNIT-III**

**Team: Team Behaviour, Types of Teams, Team Roles & Behaviour. Group Discussion: Do's & Don't.**

**Month: April 2023**

**UNIT-IV**

**Interview Preparation: Introduction. Resume Writing, Dress Code, Mock- Interview, How to be successful in an Interview.**

**Month: May 2023**

**Revision**

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**Lesson Plan - BAMC (ENGLISH)**  
**Semester II**  
**BAMC-109 LANGUAGE OF MEDIA-II (English)**  
**SCHEME OF EXAMINATION**

**Theory Marks: 80**

**Internal Assessment: 20**

**Time: 3 Hrs**

**Course Content:**

**Month: January 2023**

**Unit I**

Growth of English Language in India

Grammar- Noun, Adjective, Active and Passive voice

Punctuation marks, Plural forms, practice of Spellings

Practising Tenses

**Month: February 2023**

**Unit II**

Essentials of good writing

Effective News Writing-7C's

Telephonic Conversation

Writing invitations to functions; replies to invitations

Cent

**Month: March 2023**

**Unit III**

Forms of writing:

News stories,

letters, essays,

news, articles, features

book/film reviews

**Month: April 2023**

**Unit-IV**

**Writing headlines: Language and grammar components**

**Report Writing, writing memos, travelogues**

**Writing for the Web Portal**

**Month: May 2023**

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**Lesson Plan - B.Sc (ENGLISH)**  
**LANGUAGE SKILLS COMPILSORY COURSE-II**  
**Semester-II**  
**SCHEME OF EXAMINATION**

**Max. Marks 100**  
**End Semester Exam 80**  
**Internal Assessment 20**  
**Time 3 Hours**

**Course Content:**

**Month: January 2023**

- Our Civilization + Translation from English to Hindi
- It's Question Time

**Month: February 2023**

- An Interview with Christiaan Barnard
- Untouchability and the Caste System + Precis Writing

**Month: March-April 2023**

- Inhumanisation of War
- Seven Types of Gender Inequality + Letter Writing

**Month: May 2023**

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K. J. Somaiya Institute of Engineering & Information Technology

**Lesson Plan - B. A. I (Hons.) English**

**Semester II**

**Paper III: ENGH 103: Literature in English (1660-1750)**

**Max. Marks: 100 marks**

**End Semester Exam: 80 marks**

**Internal Assessment: 20 marks**

**Time: 3 hours**

**Course Content:**

**Month: January 2023**

**Unit-I**

**John Dryden: MacFlecknoe**

**Month: February 2023**

**Unit-II**

**A. Pope: An Epistle to Dr Arbuthnot**

**Month: March 2023**

**Unit-III**

**Jonathan Swift: A Modest Proposal**

**Month: April 2023**

**Unit - IV**

**Literary Terms and Major Literary Movements of the period.**

**Month: May 2023**

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**Lesson Plan - B.A.I (Hons.) English**

**Semester II**

**Paper-IV: ENGH 104: Literature in English (1660-1750)**

**SCHEME OF EXAMINATION**

**Max. Marks: 100**

**End Semester Exam: 80 marks**

**Internal Assessment: 20 marks**

**Time: 3 hours**

**Course Content:**

**Month: January 2023**

**Unit-I**

**Richard Sheridan: The School for Scandal**

**Month: February 2023**

**Unit-II**

**Joseph Addison: "The Aim of the Spectator**

**"The Spectator's Account of Himself" "Character of Will Wimble**

**"Female Orators": "Fans"**

**Month: March 2023**

**Unit-III**

**Richard Steele: "Of the Club"**

**"Sir Roger's Ancestors" "On the Shame and Fear of Poverty**

**Month: April 2023**

**Unit - IV**

**Major Literary Works of the period by Major writers as discussed in History of English Literature by William J. Long.**

**Month: May 2023**

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**Lesson Plan – B. A. II(Hons.) English**

**Semester-IV**

**SCHEME OF EXAMINATION**

**Paper A: ENGH 204: Literature in English (1830-1900)**

**Max. Marks 100**

**End Semester Exam 80**

**Internal Assessment 20**

**Time 3 hours**

**Course Content:**

**Month: January 2023**

**Unit -I**

**Lord Tennyson:**

"Break, Break, Break," "Ulysses,"

"The Lady of Shallot,"

"The Lotus-Eaters," "Tears, Idle Tears"

(From Fifteen Poets)

**Month: February 2023**

**Unit-II**

**Matthew Arnold "Dover Beach,"**

"Memorial Verses,"

"Shakespeare," "To Marguerite,"

"Life and Thought" (From Fifteen Poets)

**Month: March 2023**

**Unit-III**

**Robert Browning**

"Porphyria's Lover," "My Last Duchess"

"Rabbi Ben Ems" (From Fifteen Poets)

Month: April 2023

Unit-IV

Major Literary Movements and Trade of the period.

Month: May 2023

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**Semester-IV**

**SCHEME OF EXAMINATION**

**PAPER B ENGH 205: Literature in English (1830-1900)**

**Max. Marks 100**

**End Semester Exam 80**

**Internal Assessment 20**

**Time 3 hours**

**Course Content:**

**Month: January 2023**

**Unit-1**

**Charles Dickens: A Tale of Two Cities**

**Month: February 2023**

**Unit-II**

**Thomas Hardy: Jude the Obscure**

**Month: March 2023**

**Unit-III**

**Robert Browning**

**"Porphyria's Lover" "My Last Duchess"**

**"Rabbi Ben Ezra"**

**(From Fifteen Poets)**

**Month: April 2023**

**Unit-IV**

**Major literary Works and Writers of the period:**

**Robert Browning D.G. Rossetti**

**John Ruskin**

**Benjamin Disraeli**

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Vijay  
P. S. S.  
Dr. Vijay C. S.  
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18. Mill The French Revolution by Thomas Carlyle

The Rubiyat of Omar Khayam

The Jungle Book Sherlock Holmes

Time Machine

Month: May 2023

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Dr. M. A. H. Khan  
Principal  
D. A. S. College  
Islamabad

**Lesson Plan - B. A. II(Hons.) English**  
**Semester-IV**

**SCHEME OF EXAMINATION**

**PAPER-C ENGH 206: Grammar and Contemporary English Usage**

**Max. Marks 100**

**End Semester Exam 80**

**Internal Assessment 20**

**Time 3 hours**

**Course Content:**

**Month: January 2023**

**Unit-1**

**Précis**

**Month: February 2023**

**Unit-II**

**Translation and Paragraph**

**Month: March-April 2023**

**Unit-III**

**Grammar:**

**(1) Phrasal verbs with be, do, make, come, bring, keep and let..**

**(a) Mood and modality.**

**(i) Conjunctions: Coordinating and subordinating.**

**(iv) Types of Sentences, Simple, Complex and Compound with particular reference to Noun, Relative, Conditional and Coordinate Clauses.**

**Voices and Narration**

**Month: May 2023**

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**Lesson Plan - B. A. III (Hons.) English**

**Semester-VI**

**SCHEME OF EXAMINATION**

**Paper-A: ENGH 304: Modern British Literature-II**

**Max. Marks 100**

**End Semester Exam 80**

**Internal Assessment 20**

**Time 3 hour**

**Course Content:**

**Month: January-February 2023**

**Unit I**

1. T. S. Eliot: "The Love Song of J. Alfred Prufrock" "Portrait of a Lady" (From TS Eliot: Selected Poems, Faber)

**Month: March-April 2023**

**Unit II**

2. Aldous Huxley: Brave New World

**Month: May 2023**

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**Lesson Plan - B.A. III (Hons.) English**

**Semester-VI**

**SCHEME OF EXAMINATION**

**Paper-B: ENGH 305: Indian Writing in English-II**

**Max. Marks 100**

**End Semester Exam 80**

**Internal Assessment 20**

**Time 3 hours**

**Course Content:**

**Month: January - February 2023**

**Unit I Kamala Das:**

**"The Sunshine Cat", "A Hot Noon in Malabar",**

**"The Freaks", "My Grandmother's House" (From R. Parthasarthy Ed. Ten Twentieth Century Indian Poets)**

**Month: March-April 2023**

**Unit II**

**R. K. Narayan: The Financial Expert**

**Month: May 2023**

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**Lesson Plan - B. A. III (Hons.) English**  
**Semester VI**  
**Scheme of Examination**  
**Paper-C: ENGH 306: Modern World Literature-II**

**Max. Marks: 100**

**End Semester Exam: 80**

**Internal Assessment: 20**

**Time: 3 hours**

**Course Content:**

**Month: January 2023**

**Unit I: Short Fiction:**

- a. Albert Camus: "The Guest"
- b. Nikolai Gogol: "The Greatcoat"

**Month: February 2023**

**Unit II: Short Fiction**

- c. Gabriel Garcia Marquez: "The Handsomest Man in the World: A Tale for Children"
- d. Nadine Gordimer: "Once Upon a Time (All from Texts and their Worlds in Time)"

**Month: March-April 2023**

**Unit III: Novel**

**Chinua Achebe: Things Fall Apart (New Delhi: Allied)**

**Month: May 2023**

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**Lesson Plan - B.A. (FUNCTIONAL ENGLISH)**

**SEMESTER-II**

**SCHEME OF EXAMINATION**

**Max Marks 100**

**End Semester Exam 60**

**Practical 20**

**(Oral/Viva)**

**Internal Assessment 20**

**Time 3 Hours**

**Course Content:**

**Month: January 2023**

1. Word-Accent
2. Accent and Rhythm in Connected Speech
3. Intonation: Tune I & II (with reference to short and simple sentences only)
4. Phonemic Transcription Simple Words in Common Use in IPA symbols (as used Oxford Advanced Learner's Dictionary).

**Month: February-March-April 2023**

1. Difficulties with Comparatives and Superlatives
2. Confusion of Participles Active and Passive Voice
3. The Prop. Word On
4. Prepositions
5. Redundant Pronouns and Preposition.
6. The Use of Correlatives.
7. Use of Who, Whom, Much, Many, Still & Yet, So That, So As, Make and Do.
8. Errors in the use of individual words, the courtesy words: Please & Thank you, Dates and Time, Greetings and Salutations. Intensive practice exercises in all the above topics.

**Month: May 2023**

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## Lesson Plan - BA II (FUNCTIONAL ENGLISH)

Semester-IV

### SCHEME OF EXAMINATION

Max Marks: 100 marks

End Semester Exam: 70 marks

Practical: 20 marks

(Field Work & Practical

Training and Viva)

Internal Assessment: 10 marks

Time: 3 hours

#### Course Contents:

Month: January 2023

Unit-1 Introducing Communication:

- i) Nature and objectives of communication
- ii) Process of communication
- iii) Principles of effective communication
- iv) Barriers to communication: Wrong choice of medium, physical barriers, semantic barriers, sociophysiological barriers

Month: February 2023

Unit-II Non-verbal Communication:

- i) Body language, appearance, voice, facial expression, posture and gestures
- ii) Functions of non-verbal communication

Unit-III Communication through mass media: Basic understanding of role of information technology and media: Newspapers, radio, television, computers, internet and multimedia.

Month: March-April-May 2023

Unit-IV English in Situations:

1. Greetings
2. Receiving and Seeing people off
3. Making complaints

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4. Making an appointment
5. Buying at shops
6. Placing orders
7. Offering apologies
8. Consulting a Doctor
9. Making enquiries
10. Conversation on telephone
11. Asking the time: Time expression
12. In the post-office
13. At the bank
14. At the customs
15. At the airport
16. At the travel agency
17. Booking a room in a hotel
18. Buying guidebook
19. At the temple
20. At the police Station
21. At a dinner party
22. Hiring a taxi
23. At the stock exchange
24. At the chemist
25. At the Restaurant
26. Description of events

(Students shall develop dialogue based paragraphs on the above mentioned situations)

#### Field Work & Practical Training

1) Visit to various places offering different situations and practicing conversation 1) Students should be asked to write dialogues relating to the situations in actual situations.

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**Lesson Plan - BA III (Functional English)**

**Semester-VI**

**Paper-VI**

**Theory Marks: 70**

**Practical/Oral Exam. /Viva: 20**

**Internal Assessment: 10**

**Time: 3 hours**

**Course Content:**

**Month: January 2023**

**Unit-1**

Independent reading of reports from business and finances Papers, reports on company performance, market surveys project Reports, reports of achievements in the world of business by Well-known business personalities, comparative progress of various Enterprises, etc.

**Month: February 2023**

**Unit-II**

Summarization of main ideas of business reports; using the vocabulary from business reports and consulting the Business English Dictionary.

**Month: March 2023**

**Unit-III**

Essay (dealing with current affairs/business world/descriptive).

**Month: April 2023**

**Unit-IV**

**Précis Writing**

**Month: May 2023**

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**Lesson Plan - B.A. (ENGLISH General)**

**Semester-II**

**SCHEME OF EXAMINATION**

**Max. Marks 100.**

**End Semester Exam 80**

**Internal Assessment 20**

**Time 3 Hours**

**Course Content:**

**Month: January 2023**

1. Pigeons at Daybreak + Extended Grammar
2. With the Photographer + Extended Grammar

**Month: February 2023**

- 3 The Journey + Extended Grammar
4. The Refugee + Extended Grammar
5. Bellows for the Bullock: A Haryanvi folk Tale + Extended Grammar

**Month: March 2023**

6. Panchlight + Extended Grammar
7. The Child + Extended Grammar

**Month: April 2023**

8. The Blind Dog + Extended Grammar

**Month: May 2023**

9. Revision

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**Lesson Plan - B.A. (ENGLISH General)**

**Semester-IV**

**SCHEME OF EXAMINATION**

**Max. Marks 100**

**End Semester Exam 80**

**Internal Assessment 20**

**Time 3 Hours**

**Course Content:**

**Month: January 2023**

1. Spoken English + Extended Grammar
2. The Envoy + Extended Grammar

**Month: February 2023**

3. The Swan Song + Extended Grammar
4. The Monkey's Paw + Extended Grammar

**Month: March-April 2023**

5. Before Breakfast + Extended Grammar
6. The Sleepwalkers + Extended Grammar
7. Translation + Extended Grammar

**Month: May 2023**

8. Revision

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**Lesson Plan - B.A. (ENGLISH General)**

**Semester-VI**

**SCHEME OF EXAMINATION**

**Max. Marks 100**

**End Semester Exam 80**

**Internal Assessment 20**

**Time 3 Hours**

**Course Content:**

**Month: January 2023**

Introduction to syllabus

Types of Drama

Introduction to Play and the playwright

'The Merchant of Venice' Act 1 Complete

**Month: February 2023**

'The Merchant of Venice' Act 2 and Act 3 Complete

Developing Composition Skills

a) Reading and Comprehension

b) Precis Writing

**Month: March 2023**

'The Merchant of Venice' Act 4 & Act 5

c) Abstracting

d) Summarising

e) Paraphrasing

f) Correspondence

**Month: April-May 2023**

One-word Substitution

Revision

YR  
Head  
Department of English




## Lesson plan for the Semester started w.e.f. 16.01.2023

Name of Institute : Dayanand College, Hisar  
 Name of the Teacher: Dr. Mahender Singh (Associate Professor)  
 Department : History  
 Section : B.A – VI Sem. (Section- D & H)

Month	Class	Topic/Chapter Covered	Test/Assignment
January	BA- VI Sem	Bridge Course and Syllabus Introduction	
February	BA- VI Sem	American Revolution: Causes and Impact French Revolution: Nature and Impact with map Growth of Liberalism in England	Assignment- I
March	BA- VI Sem	Rise of Imperialism: Causes and Consequences World War-I: Causes and Consequences with map Paris Peace Settlement and its Consequences	Internal Test
April	BA- VI Sem	Rise of socialism and Bolshevik Revolution in Russia Rise of Dictatorship: Nazism and Fascism World War-II: Causes and Consequences with map	Assignment- II
May	BA- VI Sem	Revision	

  
Head of Department

Signature of Teacher Concerned with date

  
Date: \_\_\_\_\_

# Lesson plan for the Semester started w.e.f. 16.01.2023

Name of Institute : Dayanand College, Hisar  
Name of the Teacher: Dr. Suruchi Sharma  
Department : History  
Section : B.A – VI Sem (Section- A & B)

Month	Class	Topic/Chapter Covered	Test/Assignment
January	BA- VI Sem	Bridge Course and Syllabus Introduction	
February	BA- VI Sem	American Revolution: Causes and Impact French Revolution: Nature and Impact with map Growth of Liberalism in England	Assignment- I
March	BA- VI Sem	Rise of Imperialism: Causes and Consequences World War-I: Causes and Consequences with map Paris Peace Settlement and its Consequences	Internal Test
April	BA- VI Sem	Rise of socialism and Bolshevik Revolution in Russia Rise of Dictatorship: Nazism and Fascism World War-II: Causes and Consequences with map	Assignment- II
May	BA- VI Sem	Revision	

  
Head of Department

Signature of Teacher Concerned with date

Date

## Lesson plan for the Semester started w.e.f. 16.01.2023

Name of Institute : Dayanand College, Hisar  
 Name of the Teacher: Dr. Mahender Singh  
 Department : History  
 Section : B.A – IV Sem (Section- D & H)

Month	Class	Topic/Chapter Covered	Test/Assignment
January	BA- IV Sem	Bridge Course and Syllabus Introduction	
February	BA- IV Sem	Origins of the National Consciousness Founding of Indian National Congress and Moderates Extremists: Ideology, Programmes and Politics Home Rule Movement with map	Assignment- I
March	BA- IV Sem	Role of Mahatma Gandhi in Freedom Movement: Non-Cooperation Movement, Civil Disobedience Movement and Quit India Movement with map Ideology and Contribution of Revolutionaries with special reference to Bhagat Singh with map Subhash Chandra Bose and Indian National Army	Internal Test
April	BA- IV Sem	Political Reforms: Acts of 1909 and 1919 Rise of Communal Politics: Muslim League - Ideology and Politics Poona Pact and the Act of 1935 Partition and Independence of India	Assignment- II
May	BA- IV Sem	Revision	

  
 Head of Department

Signature of Teacher Concerned with date

  
 Date: \_\_\_\_\_

## Lesson plan for the Semester started w.e.f. 16.01.2023

**Name of Institute :** Dayanand College, Hisar  
**Name of the Teacher:** Mr. Mahender Singh  
**Department :** History  
**Section :** B.A – IV Sem (Section- E & G)

Month	Class	Topic/Chapter Covered	Test/Assignment
January	BA- IV Sem	Bridge Course and Syllabus Introduction	
February	BA- IV Sem	Origins of the National Consciousness Founding of Indian National Congress and Moderates Extremists: Ideology, Programmes and Politics Home Rule Movement with map	Assignment- I
March	BA- IV Sem	Role of Mahatma Gandhi in Freedom Movement: Non-Cooperation Movement, Civil Disobedience Movement and Quit India Movement with map Ideology and Contribution of Revolutionaries with special reference to Bhagat Singh with map Subhash Chandra Bose and Indian National Army	Internal Test
April	BA- IV Sem	Political Reforms: Acts of 1909 and 1919 Rise of Communal Politics: Muslim League - Ideology and Politics Poona Pact and the Act of 1935 Partition and Independence of India	Assignment- II
May	BA- IV Sem	Revision	

  
 Head of Department

Signature of Teacher Concerned with date

  
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## Lesson plan for the Semester started w.e.f. 16.01.2023

Name of Institute : Dayanand College, Hisar  
 Name of the Teacher: Dr. Suruchi Sharma  
 Department : History  
 Section : B.A – II Sem (Section- A & C)

Month	Class	Topic/Chapter Covered	Test/Assignment
January	BA- II Sem	Bridge Course and Syllabus Introduction	
February	BA- II Sem	Post-Gupta Period up to 750 A.D.: Pushyabhutis and Chalukyas with map Polity and Economy (750- 1206 A.D.), Tri-Parties Struggle Pratiharas, Palas and Rashtrakutas & Cholas; Indian form of Feudalism. Socio-Cultural Trends: Society, Culture and Literature during 600-1206 A.D.	Assignment- I
March	BA- II Sem	Turk's Invasions on India: Mahmud Ghaznavi and Muhammad Ghorī Rise and Expansion of Delhi Sultanate: Iltutmish, Balban, Ala-ud-din Khilji and Muhammad Tughlaq with map Down Fall and Fragmentation of Delhi Sultanate	Internal Test
April	BA- II Sem	Bahmani and Vijaynagar Kingdoms in South India with map Delhi Sultanate: Administration, Ruling Classes and Society Economic Developments during Delhi Sultanate with map Religion and Culture: Bhakti and Sufi Movements, Art and Architecture.	Assignment- II
May	BA- II Sem	Revision	

  
 Head of Department  
 Signature of Teacher Concerned with date

## Lesson plan for the Semester started w.e.f. 16.01.2023

Name of Institute: Dayanand College, Hisar  
 Name of the Teacher: Mr. Mahender Singh  
 Department: History  
 Section: B.A – II Sem (Section- B & G )

Month	Class	Topic/Chapter Covered	Test Assignment
January	BA- II Sem	Bridge Course and Syllabus Introduction	
February	BA- II Sem	Post-Gupta Period up to 750 A.D.: Pushyabhutis and Chalukyas with map Polity and Economy (750- 1206 A.D.), Tri-Parties Struggle Pratiharas, Palas and Rashtrakutas & Cholas, Indian form of Feudalism. Socio-Cultural Trends: Society, Culture and Literature during 600-1206 A.D.	Assignment- I
March	BA- II Sem	Turk's Invasions on India: Mahmud Ghaznavi and Muhammad Ghori Rise and Expansion of Delhi Sultanate: Ilutmish, Balban, Ala-ud-din Khilji and Muhammad Tughlaq with map Down Fall and Fragmentation of Delhi Sultanate	Internal Test
April	BA- II Sem	Bahmani and Vijaynagar Kingdoms in South India with map Delhi Sultanate: Administration, Ruling Classes and Society Economic Developments during Delhi Sultanate with map Religion and Culture: Bhakti and Sufi Movements, Art and Architecture.	Assignment- II
May	BA- II Sem	Revision	

  
 Head of Department

Signature of Teacher Concerned with date

**DAYANAND COLLEGE, HISAR**  
**LESSON PLAN FOR SESSION 2022-2023 (B.COM - EVEN Semester)**

**FINANCIAL ACCOUNTING II BCOM 201**


MONTH	TOPICS
JAN 2023	Joint Venture Accounts: Meaning and features. Joint Venture and Consignment, Accounting procedure for joint venture. Partnership Accounts: Features of partnership, partnership deed, fixed v/s fluctuating capital accounts, Methods of valuation of goodwill of a partnership firm. Admission, retirement and death of a partner, Dissolution of Partnership firm- Insolvency of partners (including Garner v/s Murrey Rule Royalty Accounts: Meaning of royalty, lessor, lessee, minimum rent, short working, re-equipment of short workings, Journal entries and ledger accounts in the books of lessee (including minimum rent account) Sub Lease - meaning.
FEB	Branch Accounts: Types of home branches- Dependent branch, Accounting procedure for dependent branches, Independent branch, Foreign Branch, Meaning, conversion of branch trial balance. Hire-purchase and instalment payment system: Characteristics of hire-purchase system, accounting treatment regarding hire-purchase, accounting treatment in case return of goods due to non-payment of instalments, Difference between hire purchase system and credit sale. Instalment payment system: <b>ASSIGNMENTS AND UNIT TEST</b>
MARCH	Consignment Accounts: Features, need and importance of consignment, Difference between consignment and sale, Accounting procedure, Valuation of unsold stock.
APRIL	Meaning and characteristics, difference between hire purchase system and instalment payment system, Accounting treatment of Instalment payment system.

**Subject Teacher:**  
 Ms. Dimpal, Dr. Kamal

**Incharge:**   
 Dr. Renu Rathee

**BUSINESS COMMUNICATION BCOM 203**

MONTH	TOPICS
JAN 2023	Introduction to business communication, nature, process and forms of business communication, different models of communication, role communication skills in business, tips for effective communication, Communication network- formal and informal communication, difference between formal and informal communication.

  
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	Grapevine communication, of corporate communication. Barriers to communication and its types, how to remove barriers to communication. Communication Skills: listening skills-cognitive process of listening, types of listening, poor listening habits, factors which influence listening, principles of effective listening. Barriers to listening.
FEB	Speaking skills-steps of effective speaking skills, Public speaking -basic principles of successful presentation, ways of delivering the messages, Audience analysis, use of voice in public speaking, factors influencing voice, Body language and para language-significance and its functions.
MARCH	Writing memos- format & types of memorandum, Writing notices and circulars, Business reports and meetings, Written Communication - Advantages and principles of effective written communication, <b>ASSIGNMENTS AND UNIT TEST</b>
APRIL	Business Letters- Planning a business letters, physical appearance and format of letters, Structure and layout of business letters, types of letters: sales letter, order letter, supply letters and claim letters, Employment letters -Characteristics and its types, Content of employment letter.

**Subject Teacher:**

Ms. Aashi, Bhawna

**Incharge:**

Dr. Renu Rathee

#### MARKETING MANAGEMENT BCOM 204

MONTH	TOPICS
JAN 2023	Introduction to Marketing, difference between marketing and selling, core concepts of marketing, marketing mix, marketing process, marketing environment, Determinants of consumer behaviour, consumer's purchase decision process (exclude industrial purchase decision process).
FEB	Product decisions: New Product Development, product line decisions Product Life Cycle; Branding decisions, packaging and labeling decisions. Pricing decisions Marketing channels: Retailing, wholesaling, warehousing and physical distribution.
MARCH	Conceptual introduction to supply chain management, <b>ASSIGNMENTS AND UNIT TEST</b> Conceptual introduction to customer relationship marketing, Promotion mix: personal selling, advertising, sales promotion, public relations, direct marketing.
APRIL	Market segmentation, targeting, and positioning, Marketing research and marketing information system.

**Subject Teacher**

Ms. Rekha, Smriti, Sunita

**Incharge:**

Dr. Renu Rathee

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**ORGANISATIONAL BEHAVIOUR BCOM 205**

MONTH	TOPICS
JAN 2023	Organisational Behaviour: concepts, determinants, challenges and opportunities of OB. Contributing disciplines of OB. Organizational Behaviour Models. Individual Behaviour: Nature of People. Factors affecting individual behaviour; Personality: Determinants, Traits and Theories of personality. Learning: Characteristics and theories of learning.
FEB	Interpersonal Behaviour: Transactional Analysis; Group Behavior: Definition, Types of groups, Group Formation and Group Development Process, Group Decision Making, Group Dynamics: Meaning and Concept, Group Roles, Group Norms, Group Cohesiveness and its relation to productivity. Organizational Behaviour in changing Environment: Organizational Change, Organizational Conflict. <b>ASSIGNMENTS AND UNIT TEST</b>
MARCH	Organizational Development, Organizational Culture and Climate, Managing Employee Stress, Managing Emotions in Organizations, Emotional Intelligence.
APRIL	Perception: Perceptual Process, Factors Affecting Perception, Theories of Perception and Perceptual Errors, Attitudes: Definition, Theories of Attitude Formation.

Subject Teacher :

Incharge:

Dr. Renu Rathee

**BUSINESS ENVIRONMENT BCOM 206**

MONTH	TOPICS
JAN 2023	Business Environment – Meaning, Nature and Significance, A brief overview of business environments and their impact on business and strategic decisions – political environment, sociocultural environment, legal environment, economic environment, political environment, global environment. Globalized Business Environment: Meaning and rationale for Globalization; Composition and Direction of Foreign Direct Investments;
FEB	WTO and the trading blocks: Opportunities and challenges for MNCs in India; Indian Foreign Trade and its Impact on Balance of Payment. Concepts of Economic systems; Economic Reforms: Recent Monetary and Fiscal Policy and their impact on Business Environment; Social Responsibilities of Business; Social Responsibility Models; The Evolving Idea of Social Responsibility in Indian Scenario. <b>ASSIGNMENTS AND UNIT TEST</b>
MARCH	Social Audit–Nature, Evolution and Benefits; Ethics and Business Environment.

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	Corporate Governance-factors influencing corporate governance, Regulatory framework.
APRIL	Privatization in India: Public sector enterprises; Micro, Small and Medium Enterprises- growth, significance, problems and remedial.

**Subject Teacher :**

Ms Anshul, Rekha, Mr. Anil

**Incharge:**

Dr. Renu Rathee

**COST ACCOUNTING BCOM 401**

MONTH	TOPICS
JAN 2023	<p>Nature and Scope of Cost accounting: Meaning, Definitions, characteristics, Scope, functions, Method and techniques of costing, Importance and limitations of costing,</p> <p>Elements and classification of Costs. Accounting for material: Different methods pricing for issue of material LIFO, FIFO, HIFO, etc. methods. Treatment of material Losses. Material control: Concept and Techniques,</p> <p>Different Level of Stock, EOQ, Accounting for Labour, Labour Turnover, Idle time and overtime, Method of Wages Payment, Time rate, piece rate, Halsey Plan, Rowan Plan etc. Incentive schemes. Overhead: Classification, Allocation, Apportionment and Absorption, Under and Over Absorption</p>
FEB	<p>Unit and output costing: Preparation of Cost sheet, Cost statement, and Cost Account</p> <p>Unit and output costing: Calculation of Estimates, tender price,</p> <p>Contract costing: Preparation of contract Account, concept of work certified and work uncertified.</p>
MARCH	<p>Contract costing: Determination of profit/ loss in case of completed and incomplected contracts. Escalation Clause, Reserve for contingencies.</p> <p><b>ASSIGNMENT AND UNIT TEST.</b></p> <p>Process Costing: Meaning, Characteristics, Process Account, Treatment of wastage and abnormal loss, Process costing: Joint products and by Products, Inter- Process Profit, Equivalent production, Job and Batch costing.</p>
APRIL	Operating Costing, Problems and Revision, Doubt session

**Subject Teacher:** Ms. Bhawna, Shalu, Monika, Mr. Anil

**Incharge :** Dr. Renu Rathee

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**BUSINESS STATISTICS II BCOM-402**


MONTH	TOPICS
JAN 2023	Simple Correlation: concept, types: multiple and partial: linear and non-linear; Scatter diagram, Methods: Karl Pearson's co-efficient of correlation, Spearman's Rank Correlation, Concurrent deviation method;
FEB	Probability: concept and approaches; addition and multiplication laws of probability; Conditional probability; Bayes' Theorem; Probability distributions: concept, Binomial, Poisson
MARCH	Normal distributions: their properties and parameters. Revision and Discussion <b>ASSIGNMENTS AND UNIT TEST</b>
APRIL	Probable and standard errors, Regression Analysis: meaning, difference between correlation and regression, regression coefficients, methods of calculation of simple regression, standard error of estimate.

**Subject Teacher:**  
Ms. Ruchika, Anshul.

**Incharge:**   
Dr. Renu Rathee

**AUDITING BCOM 403**

MONTH	TOPICS
JAN 2023	Introduction: meaning, objectives and advantages of auditing; types of audit: internal and external audit, proprietary and efficiency audit, Audit process: audit programme; audit working papers and evidences; audit of e-commerce transactions. Methods of audit work: routine checking and test checking; internal control and internal checking system.
FEB	Vouching: meaning, objectives and importance of vouching; vouching of cash books, purchase book, sale book, bill receivable book, bill payable book, journal proper and debtor creditor ledgers, verification of assets and liabilities.
MARCH	Audit of limited companies: company auditor – appointment, powers, duties and liabilities, Directions of Comptroller and Auditor General of India. <b>ASSIGNMENT AND UNIT TEST.</b> Audit reports: various types of audit reports.
APRIL	Investigation: meaning, nature, procedure and objectives, investigation and due diligence Professional ethics of auditing

  
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**Subject Teacher:**

Mr. Deepak, Ms. Usha, Niharika

**Incharge:**

Dr. Renu Rathee

**COMPANY LAW BCOM 404**

MONTH	TOPICS
JAN 2023	Membership in companies; Company management and administration; Directors: legal position, qualification, appointment, removal; Powers, duties & liabilities of directors; managerial remuneration; key management personnel: managing director, whole time director, manager.
FEB	Dividend; accounts of companies; audit & auditors; Prevention of oppression & mismanagement; compromise, arrangement, reconstruction and amalgamation
MARCH	Company Secretary: Role, appointment, duties, liabilities, rights and dismissal; winding up; meaning, modes of winding up; <b>ASSIGNMENTS AND UNIT TEST</b> procedure and consequences of winding up.
APRIL	Meetings; kinds of meetings, requisites of a valid meeting; authority, notice & agenda, quorum, chairperson & conduct of meeting, resolutions, minutes & proxy.

**Subject Teacher:**

Ms. Dimpal, Jyoti, Soniya

**Incharge:**

Dr. Renu Rathee

**ENTREPRENEURSHIP DEVELOPMENT BCOM 405**

MONTH	TOPICS
JAN 2023	Entrepreneurship- Meaning, Nature and Scope, Characteristics and Qualities of a Successful Entrepreneur, Role of Entrepreneurship Development in the Economic Development, Women entrepreneurship, Rural entrepreneurship.
FEB	Factors affecting entrepreneurship growth, Entrepreneurial motivation, Entrepreneurial competencies, Role, relevance and achievements of Entrepreneurial Development Programmes (EDP); Role of government in organizing EDP's-critical evaluation

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MARCH	P. Micro and small enterprises, Opportunity Identification and selection, Formulation of business plans, Project appraisal.
APRIL	ASSIGNMENT AND UNIT TEST. Financing of Enterprise, Institutional finance to entrepreneurs, Institutional support to entrepreneurs, Government policy for small-scale enterprises.

**Subject Teacher:**

Ms. Rekha Jyoti

**Incharge:** 

Dr. Renu Rathee

### RETAIL MANAGEMENT BCOM 406

MONTH	TOPICS
JAN 2023	Retailing : Concept, importance, functions, organized vs. unorganized retail, key drivers of growth of retailing in India. Understanding retail customer.
FEB	Theories of retailing, Retail formats: Store and Non-store formats, Retail Locations: Planned and Unplanned, Retail Site Characteristics, and Site Evaluation, Store Layout and Design.
MARCH	Merchandise planning and process, Forecasting sales, Retail mix: Developing Assortment Plans, National Brands and Private Labels; Retail Pricing- Setting Retail Prices, Price Adjustments, Pricing Strategies, Retail Communication Mix, Logistics in retail, <b>ASSIGNMENTS AND UNIT TEST</b>
APRIL	Human Resource Management in Retailing – Manpower planning, recruitment, training, and compensation, Use of Information Technology in retailing.

**Subject Teacher:**

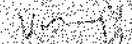
Ms. Monika, Ruchika, Mr. Naresh

**Incharge:** 

Dr. Renu Rathee

### MANAGEMENT ACCOUNTING (BC-601)

MONTH	TOPICS
JAN 2023	Management Accounting: Meaning, Features, Scope, objectives, Role, Limitations, Tool and Techniques. Comparison between Financial accounting, cost accounting and management accounting Management reporting : need and types of reports Management information system

  
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FEB	<p>Analysis of financial statements: comparative statements, common size statements, Ratio analysis: liquidity, solvency, profitability, and turnover.</p> <p>Trend analysis, Cash flow: need, objectives</p> <p>Fund flow statements: importance, Need and method of preparing statements</p> <p>Absorption costing: Meaning advantages and limitations.</p> <p>Absorption V/S variable costing: features and income determination</p> <p>Cost Volume Profit Analysis: Calculation of Break Even Point, P/V ratio, Margin of Safety, Composite P/V ratio, Angle of Incidence</p>
MARCH	<p>Budgeting and Budgeting control: Meaning, objectives, Importance, limitations, Types of Budgets, Master Budget, Determination of cost indifference point,</p>
APRIL	<p><b>ASSIGNMENTS AND UNIT TEST</b></p> <p>Installation of Budgetary control System, fixed and Flexible Budget, Zero Based Budget, Programme budget and Performance Budget</p> <p>Problems and Revision</p>

**Subject Teachers:**

Ms. Shalu, Mr. Naresh

**Incharge:**

Dr. Renu Rathee

**FUNDAMENTAL OF INSURANCE (BC-602)**

MONTH	TOPICS
JAN 2023	<p>Introduction to insurance: life and general insurance; purpose, need and principles of insurance;</p> <p>Insurance as a social security tool</p> <p>Contract of life insurance: principles and practice of life insurance;</p> <p>Parties to the contract, their rights and duties; claims settlement procedure.</p>
FEB	<p>Fire insurance: principles of fire insurance contracts; fire insurance policy, conditions, assignment of policy, claims settlement procedure.</p>
MARCH	<p>Marine insurance: marine insurance policy and its conditions, premium, double insurance;</p> <p>Assignment of policy warranties, voyage loss and abandonment, partial losses and particular charges; salvage;</p>

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	Total losses and measures of indemnity; claims settlement procedures. Accident and motor insurance; policy and claims settlement procedures <b>ASSIGNMENTS AND UNIT TEST</b>
APRIL	Insurance intermediaries - role of agents and procedure for becoming an agent Cancellation of license. Revocation/ suspension/termination of agent appointment. Code of conduct, Unfair practices.

Subject Teacher:  
Ms. Soniya Kamal

Incharge:   
Dr. Renu Rathee

### HUMAN RESOURCE MANAGEMENT (BC-603)

MONTH	TOPICS
JAN 2023	Brief History of HRM Definition & Scope, Objectives, Functions & nature of HRM Importance & limitations of HRM, HRM vs HRD & Personnel management. HRP - Definition, Need of HRP, Objectives, Process, Factors affecting Human Resource, planning, Types of HRP Problems & Suggestions for HRP effective, succession Planning, Job analysis and design-meaning & definition, Process of Job analysis, Methods of Collecting Job data. Potential problems with job analysis on, Job design, Meaning, Factors affecting Job design, Techniques of Job design. Recruitment Meaning, definition, need, purpose, importance, process, Recruitment policy and situational factors affecting recruitment.
FEB	Internal & external methods of recruitment, constraints & challenges of recruitment policy, recent trends in recruitment, difference b/w recruitment & selection. Selection - Meaning, Procedure, process of selection, barriers to effective selection, placement - Meaning, objective, contents & responsibilities for induction, Internal Mobility, need, future transfer, purposes type, benefits & problems, transfer policy, promotion purpose, basis, promotion policy. Demotion-causes, demotion policy, separations, training - Meaning, training & education, objectives. Importance of training, steps in training, designing training program.
MARCH	Methods of training, coaching, apprenticeship, vestibule training, computer base training.

  
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### BUSINESS ENVIRONMENT (BC-605)

MONTH	TOPICS
JAN 2023	Business Environment: Concept, components, importance; Environmental scanning techniques Public, Private and joint sectors in India. Economic Systems, Economic Planning: Concept, types of plans Five year plans and planning machinery in India. Liberalization, Privatization Globalization; Regional Economic Groupings
FEB	Role of Government in Indian Economy; Monetary policy fiscal policy; Industrial policy; Industrial Licensing; Foreign exchange market: an overview
MARCH	Export-Import Policy. <b>ASSIGNMENTS AND UNIT TEST</b> Foreign Investment and Collaborations; Multinational Corporations Competition Act, Foreign Exchange Management Act
APRIL	Foreign exchange market: an overview Revision.

**Subject Teacher:**

Ms. Aastha, Smriti, Niharika

**Incharge:**

Dr. Renu Rathee

### CORPORATE GOVERNANCE (BC-606)

MONTH	TOPICS
JAN 2023	Corporate Governance: concept, structure and principles of corporate governance; models of corporate governance Process and regulation; parties to corporate governance; mechanism and controls; Requirement of effective corporate governance; insider trading; Rating agencies; whistle blowing; shareholder's protection
FEB	Organizational structure: Board of directors: composition and their role Powers and Responsibilities of directors Board Meetings: Board Committees and their functions; SEBI norms. Corporate governance and CSR

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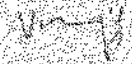
MARCH	Corporate governance and ethics Corporate Governance in India: initiatives and present position; issues and problems in corporate governance; ASSIGNMENTS AND UNIT TEST Independent Director Corporate disclosure practices; globalization and corporate governance in India; corporate governance reforms
APRIL	CAI guidelines for corporate governance. Revision

**Subject Teacher:**

Ms. Sunita, Monika, Shalu

**Incharge:** 

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**LESSON PLAN FOR SESSION 2022-23 M.Com (EVEN SEM.)**

**INTERNATIONAL BUSINESS(MC-201)**

<b>Month</b>	<b>Topics</b>
<b>February</b>	International Business: Importance, nature and scope: Management of international business  operations – complexities and issues: IT and international business: India's involvement in  International Business: Factors affecting International Business: Social and Cultural, Economic,  Political, Legal and technological advancement: Globalization - Features and Components.  Advantages and Disadvantages.1 <sup>st</sup> Presentation
<b>March</b>	Theories of international trade: Classical and modern theories of international trade: Modes of entry into International Business: Exporting, Licensing, Franchising, Contract Manufacturing, Trunk projects, Foreign Direct Investments and Joint Ventures.Multinationals (MNCs) in International Business: Issue in investment, technology transfer, pricing and regulations: International collaborations and strategic alliances.2 <sup>nd</sup> presentation
<b>April</b>	Trade barriers: tariff and non-tariff barriers, optimal tariff; Balance of payments; Exchange rate determination. International Economic Institutions: WTO, IMF, World Bank, WTO and India; Regional Economic Integration; Theory of customs union; Partial and General Equilibrium analysis; Emerging markets: BRICS and ASEAN.UT and Assignment

**Subject Teacher:** Deepak(Lico)Incharge of the Deptt: Dr. Renu Rathee

*[Signature]*  
Principal  
*[Signature]*  
Date

Month	Topics
February	Financial Management: meaning, objectives and scope, types of financial decisions, risk-return framework for financial decision-making; Time value of money; Capital Budgeting Decisions: nature, importance and types of investment decision Techniques of evaluating capital budgeting decisions, risk analysis in capital budgeting.
	<b>Presentation-1</b> , Capital Structure Decisions: optimum capital structure; theories of capital structure; factors determining capital structure Sources of long term and short term finance
March	Sources of long term and short term finance. Cost of Capital: concept and importance; computations of cost of various sources of finance weighted average cost of capital. Working Capital Management: Concept and types of working capital, operating cycle, determinants of working capital, estimation of working capital requirement; working capital policy; Management of cash, accounts receivables and inventories; financing working capital. 2 <sup>nd</sup> presentation
April	Dividend Policy: Dividend and its forms, theories of dividend policy Dividend policy and their impact on the value of a firm; types of dividend policy Corporate Restructuring: Types of business combinations, motives of mergers and acquisitions, valuation of mergers and acquisitions <b>Problem Solving Classes, Query Session, Revision, UT, ASSIGNMENT</b>

Subject Teacher: Deepak

Incharge of the Deptt: Dr. Renu Rathee

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Nature, scope and concept of marketing; Corporate orientations towards the marketplace; Marketing Mix;

Understanding 4 A's of Marketing; Marketing Environment and Environment Scanning; Marketing

Information System and Marketing Research; Understanding Consumer and Industrial Markets; Market

Segmentation, Targeting and Positioning, 1<sup>st</sup> Presentation

Product decisions; Product concept and classification, product mix, product life cycle, new product development; Product branding, packaging and labeling decisions; Pricing decisions; Factors affecting pricing decisions, setting the price, Pricing strategies and methods; Distribution channels and Logistics management; nature, types and role of intermediaries, factors influencing the channel selection, intensity of market coverage; Channel behavior and Organization; conflict management, vertical marketing system, horizontal marketing system, hybrid marketing system; Logistics management; objectives and major decisions areas of logistics. Promotional and communication decisions: promotion as communication, elements of promotion mix, factors influencing promotion mix, role of advertising, sales promotion, personal selling and public relations, 2<sup>nd</sup> presentation

Holistic marketing; Trends in marketing practices, Internal marketing, Socially responsible marketing,

Marketing implementation and control; New issues in marketing-Globalization, Consumerism, Green

Marketing, Direct Marketing, Network Marketing, Event Marketing, Ethics in Marketing, UT and Assignment

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Month	Topics
February	Concepts and perspectives of Human Resource Management: Human Resources Management in a changing environment: Managerial and operative functions of HRM. 1 <sup>st</sup> Presentation
March	Recruitment, Placement and Retention Strategies: Human Resource Planning: Job Analysis: Methods of Manpower Search: Attracting, Selecting and Retaining Human Resources: Induction and Socialization. 2 <sup>nd</sup> Presentation
April	Training and Development: Manpower Training and Development: Performance Appraisal and Potential Evaluation: Career and Succession Planning: Talent Management, Employee Relations and Compensation Administration: Job Evaluation and Compensation Management: Incentives and Employee Benefits: Employee Welfare: Industrial Relation: Employee Separation Practices, HR Accounting and audit, IT and Assignment

Subject Teacher: Ms Smitilncharge of Deptt. Dr. Renu Rathee



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## Cost and management Accounting (MC-205)

Month	Topics
February	Management Accounting Nature, Functions, Objectives and Scope; Financial Accounting vs. Cost Accounting vs. Management Accounting
	Role and Responsibilities of Management Accountant in a Business Organization. Cost Accounting: Meaning, cost concepts and classifications
	Budgetary Control: Definition; Installation of the System; Classification of the Budgets; Behavioural aspects of Budgeting
	Standard Costing and Variance Analysis: Concept; Setting of Standards; Analysis of different types of material, labour, overincharge and sales variances. Presentation-1
March	Marginal Costing and Break even analysis: Cost – Volume – Profit Analysis
	Different types of Break-even Points and Charts; Application of Marginal costing to managerial decision making.
	Responsibility Accounting: Concept and significance; Organisational structure and Decentralization
	cost and benefits of decentralization; Responsibility Centers: Cost Centre, Revenue centre, Profit centre and Investment centre. 2 <sup>nd</sup> Presentation
April	Transfer pricing; Alternative Transfer Pricing Methods. Divisional Performance Measurement: Return on Investment
	Residual Income; Economic Value Added and Return on Sales
	Non – Financial Performance measures; Balanced Scorecard.
	UT and Assignment

Subject Teacher: Mr. Naresh Incharge of the Deptt. Dr. Renu Rathee



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## Research Methodology (MC-206)

Month	Topics
February	Introduction to business research, formulation of the research problem and development of research hypothesis, Characteristics of Good Research, Ethics in Business Research.
	Research Process: Problem definition, Research Process, Research Design (Exploratory Research, Descriptive research and Experimental Research)
	Data collection, measurement and scaling: Secondary data collection methods, qualitative methods of data collection.
	Attitude measurement and scaling, and questionnaire designing. 1 <sup>st</sup> Presentation
March	Sampling Design: Sampling concepts, sampling techniques, sample size determination and data processing
	Preliminary data analysis and interpretation: Univariate and Bivariate analysis of data, Testing of hypotheses.
	Analysis of variance techniques ( one way and two way ANOVA), Non-parametric tests ( chi-square test, run test, one sample and two sample sign test,
	Mann- Whitney U test, Wilcoxon Signed Rank Test and Kruskal – Wallis Test). Presentation-2
April	Advance Data analysis techniques: Correlation and regression analysis.
	Factor Analysis, Discriminant analysis, Cluster analysis and multidimensional scaling, Report writing and presentation of results
	Revision and Doubt session UT AND ASSIGNMENT

Subject Teacher: Ms Sunita Incharge of the Deptt. Dr. Renu Rathee

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## RETAIL MANAGEMENT (MCM-421)

Month	Topics
January	Introduction To Retail- Evolution of Retail, Organized Vs Unorganized retailing, Retail Mix, Theories of retail development, Types of Retailers, Careers in Retailing; Understanding Consumers.
February	Retail Locations- Planned and Unplanned, Retail Site Location- Site Characteristics, Trade Area Characteristics, Location and Site Evaluation; Store Layout and Design; Space Management; Visual Merchandising; Atmospheric Managing Merchandise - Merchandise Planning, Process, Forecasting Sales
March	1 <sup>st</sup> presentation Developing Assortment Plans, National Brands and Private Labels, Retail Pricing- Setting Retail Prices, REVISION Price Adjustments, Pricing Strategies; Retail Communication Mix. Information and Supply Chain Management- Information Flows, Logistics, Distribution Centre, Contemporary issues in Retail- Significance of retail as an industry
April	2 <sup>nd</sup> presentation Retail scenario at International and National Level, Technology in Retailing Multi channel Retailing, E-Retailing: Future of e-retailing, Challenges for traditional retail E-retail, FDI in Retail Assignment and UT

Subject Teacher: Ms Jyoti Incharge of the Deptt: Dr Renu Rathice



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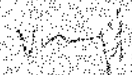


Months	Topics
January	Features, Significance, Scope and Limitations of rural markets in India; Environmental factors affecting rural markets
	Changing focus of corporate towards rural markets; Demographic and psychographic profile of rural consumer
February	Classification of products and services in Rural marketing, rural demand and problems in rural marketing, Agriculture Marketing – Definition, Scope, Concept and Objectives
	Differences in Agricultural and Consumer Marketing; Constraints in Agricultural marketing;
	Role of Agriculture in Economic Development of India; Role of Government in Agricultural Development; Agribusiness; Export potential for farm products -Supporting Services.
	<b>1<sup>st</sup> presentation</b>
March	Cooperative Marketing –Concept, History, Functions – Reasons for slow progress of cooperative sector, Advantages & Limitations of Organized retailing in Agri Inputs and Outputs
	<b>REVISION</b>
	Trends in Agri Marketing. Supply Chain Management in Agri Business i.e. Cold Chains, Organized procurement & warehousing.
	Marketing Mix for rural products; Role of financial institutions in rural marketing
	<b>2<sup>nd</sup> presentation</b>
April	Rural marketing strategies: Different models and case studies of corporate via Tata Kisan Seva Kendra
	Commodity market functioning etc.
	Innovative distribution Channels like ITC I-Choupal, Godrej Aadhar, HUL Shakti
	Assignment and UT

Subject Teacher: Ms. Sonia Incharge of the Deptt: Dr. Renu Rathee

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Month	Topics
January	Financial markets- Structure and Participants; Capital market ; Money market; Primary and Secondary Market Operations; Listing of securities
February	functions of stock exchanges, Role of SEBI; Introduction to derivative and commodity markets. Financial Services: Meaning, Nature and Types; Factoring: Meaning, Characteristics Types of Factoring arrangements, Factoring in India, Factoring vs. Forfeiting
March	Credit Rating: Meaning and Types, Benefits of Credit rating to investors and companies; Objectives and Functions of Credit Rating Agencies (1 <sup>st</sup> presentation) Credit Cards: Concept and Significance; Types of credit Cards, Credit Card business in India Book Building: Concept and Mechanism of Book Building; Significance and Benefits of Book Building Bought Out Deals: Meaning and Nature; Mechanisms of Bought out Deals. Securitization: Concept, Mode, Mechanism and Beneficiaries of Securitisation 2 <sup>nd</sup> presentation
April	Securitization in India; Venture Capital: Meaning and Modes of Financing Role and Functions of Merchant Bankers. Leasing: Concept, Classification, Accounting, Legal and Tax Aspects of Leasing Problem Solving Classes, Query Session, Revision, UT AND ASSIGNMENT

  
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Month	Topics
January	Introduction to Portfolio Management: Meaning, need, and objective of portfolio management
	the process of portfolio management, determination of risk & return of a portfolio, risk analysis tools
February	Theories of portfolio selection and management- Markowitz portfolio theory: optimal portfolio
	meaning and construction of efficient frontier, investors' utility; CAPM: capital asset pricing model,
	Risk-free and risky lending and borrowing, market portfolio; capital market theory: CML, SML and Sharpe Single Index Model;
	1 <sup>st</sup> presentation
March	Arbitrage Pricing Theory (APT), Bond portfolio management strategies – bond characteristics, fundamentals of bond valuation, bond & equity portfolio management strategies: passive portfolio strategies
	REVISION
	Active portfolio strategies, Portfolio evaluation and revision – portfolio performance evaluation
	risk adjusted performance measures; meaning, need and constraints of portfolio revision
	2 <sup>nd</sup> presentation
April	formula plans: constant-dollar-value plan, constant ratio plan
	variable ratio plan, process and intricacies of trading system in Indian stock market.
	Assignment and UJ
	Problem Solving Classes, Query Session, Revision

Subject Teacher: Ms Anshul

Incharge of the Deptt: Dr. Renu Rathee

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