

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson Plan

Faculty Name: Dr. R.K. Bhaskar

Subject: Business Communication

Semester: 1st

Commencement Date:

Semester End Date

Session: 2022-23

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Business communication: Meaning and functions	22.08.2022		
2.	Basic forms / Channels/Methods of communication	23.08.2022		
3.	Basic forms / Channels/Methods of communication	24.08.2022		
4.	Basic forms / Channels/Methods of communication	25.08.2022		
5.	Communication Process	26.08.2022		
6.	Seven C'S of Effective Communication	27.08.2022		
7.	Seven C'S of Effective Communication	29.08.2022		
8.	Barriers or miscommunication : Meaning	30.08.2022		
9.	Types of Barriers	31.08.2022		
10.	How to remove Barriers	01.08.2022		
11.	How to remove Barriers	02.08.2022		
12.	Ethical Context of Communication	03.09.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
13	Ethical Context of Communication	05.09.2022		
14	Organization values and Ethics	06.09.2022		
15	Organization values and Ethics	07.09.2022		
16	Business communication of work place: letter writing- Introduction	08.09.2022		
17	Physical appearance of a Business letter	09.09.2022		
18	Physical appearance of a Business letter	10.09.2022		
19	Layout or format of letters	12.09.2022		

20	Layout or format of letters	13.09.2022		
21	Parts of Business letter	14.09.2022		
22.	Parts of Business letter	15.09.2022		
23.	E- Mailing	16.09.2022		
24.	E- Mailing	17.09.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
25.	Bad News letter : Introduction	19.09.2022		
26.	Planning for Bad News letter	20.09.2022		
27.	Planning for Bad News letter	21.09.2022		
28	Planning for Bad News letter	22.09.2022		
29.	Types of Bad news letter	23.09.2022		
30.	Persuasive written Communication : Introduction	24.09.2022		
31.	Planning for persuasive letters	27.09.2022		
32.	AIDA formula	28.09.2022		
33	Collection letter	29.09.2022		
34.	Memos or memorandum	30.09.2022		
35.	Memos or memorandum	01.10.2022		
36.	Test	03.10.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
37	Notice of Meeting	04.10.2022		
38	Notice of Meeting	06.10.2022		
39	Agenda of Minutes of meeting	07.10.2022		
40	Agenda of Minutes of meeting	08.10.2022		
41	Report Writing	10.10.2022		
42	Report Writing	11.10.2022		
43	Short Report	12.10.2022		
44	Long Report	13.10.2022		
45	Long Report	14.10.2022		
46	Abstracts	15.10.2022		
47.	Summary	17.10.2022		
48	The Proposal	18.10.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
49	Test	19.10.2022		
50	Reading Skills _Introduction	27.10.2022		
51	Reading Process	28.10.2022		
52	Reading Process	29.10.2022		
53	Reading Skills	31.10.2022		
54	Reading Skills	02.11.2022		
55	SQER Reading method	03.11.2022		

56	SQER Reading method	04.11.2022		
57	listening skills- Introduction -Nature	05.11.2022		
58	Types of Listening	07.11.2022		
59.	Types of Listening	09.11.2022		
60.	Principles of Effective listening	10.11.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
61	How to Listen	11.11.2022		
62	How to Listen	12.11.2022		
63	Note Making	14.11.2022		
64	Note Making	15.11.2022		
65	Persuasive speaking- Introduction	16.11.2022		
66	Persuasive speaking- Introduction	17.11.2022		
67	Basic Principles	18.11.2022		
68	Basic Principles	19.11.2022		
69	Audience Analysis	21.11.2022		
70	Tips for effective speaking	22.11.2022		
71	Tips for effective speaking	23.11.2022		
72.	Body Language, Gestures - Introduction	24.11.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
73.	Body Language, Gestures - Introduction	25.11.2022		
74	Types of Body Language	26.11.2022		
75	Types of Body Language	28.11.2022		

76	Function & significance of Body Language	29.11.2022		
77	Revision	30.11.2022		
78	Revision	01.12.2022		
79	Revision	02.12.2022		
80	Revision	03.12.2022		
81	Revision	05.12.2022		
82	Revision	06.12.2022		
83	Revision	07.12.2022		
84	Revision	08.12.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
85.	Revision	09.12.2022		
86	Revision	10.12.2022		
87	Revision	12.12.2022		
88	Revision	13.12.2022		
89	Revision	14.12.2022		
90	Revision	15.12.2022		

Reviewed by

Date

Remarks

Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/improvement Suggestions/Recommendation)

Reviewed by H.O.D./Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson Plan

Faculty Name: Dr. R.K. Bhaskar

Subject: Financial Accounting

Semester: 1st

Commencement Date:

Semester End Date

Session: 2022-23

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Meaning, definitions and characteristics of Accounting	22.08.2022		
2.	Branches, Types, Objectives	23.08.2022		
3.	Branches, Types, Objectives	24.08.2022		
4.	Advantages and limitations and attributes	25.08.2022		
5.	Advantages and limitations and attributes	26.08.2022		
6.	Basic Accounting terms and Bases of Accounting	27.08.2022		
7.	Basic Accounting terms and Bases of Accounting	29.08.2022		
8.	Basic Accounting terms and Bases of Accounting	30.08.2022		
9.	Accounting Principles	31.08.2022		
10.	Accounting Principles	01.08.2022		
11.	Accounting Principles	02.08.2022		
12.	Double Entry System	03.09.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
13	Double Entry System	05.09.2022		
14	Recording of Accounting transactions	06.09.2022		
15	Recording of Accounting transactions	07.09.2022		
16	Recording of Accounting transactions	08.09.2022		
17	Recording of Accounting transactions	09.09.2022		
18	Trial Balance-Introductions & preparation of T/B	10.09.2022		
19	Capital and Revenue expenditure & Income	12.09.2022		
20	Capital and Revenue expenditure & Income	13.09.2022		
21	Depreciation, Provisions and Reserves : Introduction	14.09.2022		

22.	Methods of Providing Depreciation	15.09.2022		
23.	Methods of Providing Depreciation	16.09.2022		
24.	Methods of Providing Depreciation	17.09.2022		

Reviewed by		Date	Remarks	
S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
25.	Methods of Providing Depreciation	19.09.2022		
26.	Methods of Providing Depreciation	20.09.2022		
27.	Change in method of Depreciation	21.09.2022		
28	Change in method of Depreciation	22.09.2022		
29.	Provisions and Reserves	23.09.2022		
30.	Provisions and Reserves	24.09.2022		
31.	Test	27.09.2022		
32.	Final Accounts: Introduction	28.09.2022		
33	Preparation of Trading and profit & Loss Account and Balance Sheet	29.09.2022		
34.	Final Accounts: Introduction	30.09.2022		
35.	Preparation of Trading and profit & Loss Account and Balance Sheet	01.10.2022		
36.	Preparation of Trading and profit & Loss Account and Balance Sheet	03.10.2022		

Reviewed by		Date	Remarks	
S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
37	Preparation of Trading and profit & Loss Account and Balance Sheet	04.10.2022		
38	Preparation of Trading and profit & Loss Account and Balance Sheet	06.10.2022		
39	Preparation of Trading and profit & Loss Account and Balance Sheet	07.10.2022		
40	Final Accounts (with Adjustment) Introduction	08.10.2022		

41	Important Adjustments and problems relating of those adjustments	10.10.2022		
42	Important Adjustments and problems relating of those adjustments	11.10.2022		
43	Important Adjustments and problems relating of those adjustments	12.10.2022		
44	Important Adjustments and problems relating of those adjustments	13.10.2022		
45	Important Adjustments and problems relating of those adjustments	14.10.2022		
46	Important Adjustments and problems relating of those adjustments	15.10.2022		
47.	Important Adjustments and problems relating of those adjustments	17.10.2022		
48		18.10.2022		

Reviewed by		Date	Remarks	
S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
49	Important Adjustments and problems relating of those adjustments	19.10.2022		
50	Important Adjustments and problems relating of those adjustments	27.10.2022		
51	Important Adjustments and problems relating of those adjustments	28.10.2022		
52	Test	29.10.2022		
53	Errors and their Rectifications: Introduction	31.10.2022		
54	Rectification of Errors and relating problems	02.11.2022		
55	Rectification of Errors and relating problems	03.11.2022		
56	Rectification of Errors and relating problems	04.11.2022		
57	Accounts of nonprofit organization: Introduction	05.11.2022		
58	Final accounts of nonprofit organizations	07.11.2022		
59.	Final accounts of nonprofit organizations	09.11.2022		
60.	Preparation of Income & Expenditure account and Balance sheet from Receipt and payment account (Problems)	10.11.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
61	Preparation of Income & Expenditure account and Balance sheet from Receipt and payment account (Problems)	11.11.2022		
62	Preparation of Income & Expenditure account and Balance sheet from Receipt and payment account (Problems)	12.11.2022		
63	Preparation of Income & Expenditure account and Balance sheet from Receipt and payment account (Problems)	14.11.2022		
64	Preparation of Receipt & payment account from I & E Account	15.11.2022		
65	Preparation of Receipt & payment account from I & E Account	16.11.2022		
66	Consignment accounts: Introduction and Principal terms	17.11.2022		
67	Consignment accounts: Introduction and Principal terms	18.11.2022		
68	Accounting procedure	19.11.2022		
69	Problems relating to consignment accounts	21.11.2022		
70	Problems relating to consignment accounts	22.11.2022		
71	Problems relating to consignment accounts	23.11.2022		
72.	Loss of goods (problems)	24.11.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
73.	Loss of goods (problems)	25.11.2022		
74	Revision	26.11.2022		
75	Revision	28.11.2022		
76	Revision	29.11.2022		
77	Revision	30.11.2022		
78	Revision	01.12.2022		
79	Revision	02.12.2022		
80	Revision	03.12.2022		
81	Revision	05.12.2022		

82	Revision	06.12.2022		
83.	Revision	07.12.2022		
84.	Revision	08.12.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
85.	Revision	09.12.2022		
86	Revision	10.12.2022		
87	Revision	12.12.2022		
88	Revision	13.12.2022		
89	Revision	14.12.2022		
90	Revision	15.12.2022		

Reviewed by

Date

Remarks

Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/improvement Suggestions/Recommendation)

Reviewed by H.O.D./Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson Plan

Faculty Name: Dr. R.K. Bhaskar

Subject: Corp. Law

Sem: 3rd

Commencement Date:

Semester End Date

Session: 2022-23

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Company: meaning and definitions	16.08.2022		
2.	Characteristics of a Company	17.08.2022		
3.	Characteristics of a Company	18.08.2022		
4.	Characteristics of a Company	20.08.2022		
5.	Lifting the Corporate Veil	22.08.2022		
6.	Lifting the Corporate Veil	23.08.2022		
7.	Advantages and Disadvantages of Companies	24.08.2022		
8.	Advantages of Disadvantages of Companies	25.08.2022		
9.	Classification of Companies	26.08.2022		
10.	Classification of Companies	27.08.2022		
11.	Classification of Companies	29.08.2022		
12.	Classification of Companies	30.08.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
13	Classification of Companies	31.08.2022		
14	Classification of Companies	01.09.2022		
15	Private Company	02.09.2022		
16	Private Company	03.09.2022		
17	Private Company	05.09.2022		
18	Test	06.09.2022		
19	Formation of Company	07.09.2022		
20	Promoters: Meaning & definitions	08.09.2022		
21	Promoters: Meaning & definitions	09.09.2022		
22.	Promoters: Meaning & definitions	10.09.2022		
23.	Promoters: Meaning & definitions	12.09.2022		
24.	Registration of Company & Procedure	13.09.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
25.	Registration of Company & Procedure	14.09.2022		
26.	Registration of Company & Procedure	15.09.2022		
27.	Registration of Company & Procedure	16.09.2022		
28	Prospectors: Meaning & Contents	17.09.2022		
29.	Prospectors: Meaning & Contents	19.09.2022		
30.	Prospectors: Meaning & Contents	20.09.2022		
31.	Misstatement and omission in prospectus	21.09.2022		
32.	Misstatement and omission in prospectus	22.09.2022		
33	Misstatement and omission in prospectus	23.09.2022		
34.	Misstatement and omission in prospectus	24.09.2022		
35.	TEST	27.09.2022		
36.	Memorandum of Association : Meaning & Definitions & importance	28.09.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
37	Subject matter of memorandum of association	29.09.2022		
38	Subject matter of memorandum of association	30.09.2022		
39	Subject matter of memorandum of association	01.10.2022		
40	Alteration in memorandum	03.10.2022		
41	Alteration in memorandum	04.10.2022		
42	Alteration in memorandum	06.10.2022		
43	Articles of Association : Meaning & importance	07.10.2022		
44	Contents of Articles	08.10.2022		
45	Contents of Articles	10.10.2022		
46	Contents of Articles	11.10.2022		
47.	Procedure for Alteration	12.10.2022		
48	Procedure for Alteration	13.10.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
49	Procedure for Alteration	14.10.2022		
50	Binding force of memorandum & Articles	15.10.2022		
51	Doctrine of Constructive Notice	17.10.2022		
52	Doctrine of Indoor management	18.10.2022		
53	Doctrine of Indoor management	19.10.2022		
54	Relation between memorandum and Articles	27.10.2022		
55	Relation between memorandum and Articles	28.10.2022		
56	Relation between memorandum and Articles	29.10.2022		
57	Relation between memorandum and Articles	31.10.2022		
58	Doctrine of ultra vires	02.11.2022		
59.	Doctrine of ultra vires	03.11.2022		
60.	Doctrine of ultra vires	04.11.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
61	Doctrine of ultra vires	05.11.2022		
62	Doctrine of ultra vires	07.11.2022		
63	Doctrine of ultra vires	09.11..2022		
64	Borrowings Powers of a Company	10.11.2022		
65	Borrowings Powers of a Company	11.11.2022		
66	Borrowings Powers of a Company	12.11.2022		
67	Borrowings Powers of a Company	14.11.2022		
68	Debentures	15.11.2022		
69	Debentures	16.11.2022		
70	Debentures	17.11.2022		
71	Debentures	18.11.2022		
72.	Mortgage & Charges	19.11.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
73.	Mortgage & Charges	21.11.2022		
74	Mortgage & Charges	22.11.2022		
75	Mortgage & Charges	23.11..2022		
76	Revision	24.11.2022		
77	Revision	25.11.2022		
78	Revision	26.11.2022		
79	Revision	28.11.2022		
80	Revision	29.11.2022		
81	Revision	30.11.2022		
82	Revision	01.12.2022		
83.	Revision	02.12.2022		
84.	Revision	03.12.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
85.	Revision	05.12.2022		
86	Revision	06.12.2022		
87	Revision	07.12.2022		
88	Revision	08.12.2022		
89	Revision	09.12.2022		
90	Revision	10.12.2022		

Reviewed by

Date

Remarks

Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/improvement Suggestions/Recommendation)

Reviewed by H.O.D./Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson Plan

Faculty Name: Dr. R.K. Bhaskar

Subject: E.S.S.B.

Semester: 5th

Commencement Date:

Semester End Date

Session: 2022-23

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Chapter-I - Entrepreneurship – Introduction – Concept - Definitions	16.08.2022		
2.	Chapter-I - Characteristics & Functions of an entrepreneurs	17.08.2022		
3.	Chapter-I - Characteristics & Functions of an entrepreneurs	18.08.2022		
4.	Chapter-I - Types of Entrepreneurs	20.08.2022		
5.	Chapter-2 - Entrepreneurship – Introduction – Concept - Definitions	22.08.2022		
6.	Chapter-2 - Nature and Characteristics of entrepreneurship	23.08.2022		
7.	Chapter-2 - Need & Importance	24.08.2022		
8.	Chapter-2 - Entrepreneurship Vs Self Employment	25.08.2022		
9.	Chapter-3 – Entrepreneurship and Environment - Introduction	26.08.2022		
10.	Chapter-3 – Business Environment	27.08.2022		
11.	Chapter-3 – Components of Business Environment	29.08.2022		
12.	Chapter-3 – Components of Business Environment	30.08.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
13	Chapter-4 – Small Business –Introduction	31.08.2022		
14	Chapter-4 - Reasons of growth of large entrepreneurs	01.09.2022		
15	Chapter-4 – Problems of large entrepreneurs	02.09.2022		
16	Chapter-4 – Definitions of Small Enterprises and entrepreneurs	03.09.2022		
17	Chapter-5 – Developing entrepreneurial Competencies	05.09.2022		
18	Chapter-5 – Developing entrepreneurial Competencies	06.09.2022		
19	Chapter-5 – Developing entrepreneurial Competencies	07.09.2022		
20	Chapter-5 – Developing entrepreneurial Competencies	08.09.2022		
21	Chapter-6 – Promotion and Development of Entrepreneurship	09.09.2022		
22.	Chapter-6 – Need of EDPS	10.09.2022		
23.	Chapter-6 – Phases of EDPS	12.09.2022		
24.	Chapter-6 – Promoting Entrepreneurship through Consultancy organizations	13.09.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
25.	Chapter -6– Promoting Entrepreneurship through Consultancy organizations	14.09.2022		
26.	Chapter -7– Entrepreneurial Motivation-Introduction – defections-process	15.09.2022		
27.	Chapter -7– Motivation Theories	16.09.2022		
28	Chapter -7– Motivation Theories	17.09.2022		
29.	Chapter -7– Motivation Theories	19.09.2022		
30.	Chapter -8– Entrepreneurial opportunities Identification and selection	20.09.2022		
31.	Chapter -8– Entrepreneurial opportunities Identification and selection	21.09.2022		
32.	Chapter -8– Entrepreneurial opportunities Identification and selection	22.09.2022		
33	Chapter -8– Entrepreneurial opportunities Identification and selection	23.09.2022		
34.	Chapter -8– Entrepreneurial opportunities Identification and selection	24.09.2022		
35.	Chapter -9– Entrepreneurial opportunities in contemporary Business Environment	27.09.2022		
36.	Chapter -9– Net work Marketing	28.09.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
37	TEST	29.09.2022		
38	Chapter -9– Business Process out Sourcing (BPO)	30.09.2022		
39	Chapter -9– Business Process out Sourcing (BPO)	01.10.2022		
40	Chapter -10– Setting up a new venture	03.10.2022		
41	Chapter -10– Setting up a new venture	04.10.2022		
42	Chapter -10– Setting up a new venture	06.10..2022		
43	Chapter -10– Setting up a new venture	07.10.2022		
44	Chapter -11– Project Report -Introduction	08.10.2022		
45	Chapter -11– Objectives	10.10.2022		
46	Chapter -11– Importance and Contents	11.10.2022		
47.	Chapter -11– Precaution while preparing	12.10.2022		
48	Chapter -11– Precaution while preparing	13.10.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
49	Chapter -12– Market Survey Introduction & objectives	14.10.2022		
50	Chapter -12– Process and preparation of Questionnaires	15.10.2022		
51	Chapter -12– Process and preparation of Questionnaires	17.10.2022		
52	Chapter -13– Managerial Roles and functions in a small Business	18.10.2022		
53	Chapter -13– Managerial Roles and functions in a small Business	19.10.2022		
54	Chapter -13– Managerial Roles and functions in a small Business	27.10.2022		
55	Chapter -13– Managerial Roles and functions in a small Business	28.10.2022		
56	Chapter -14– Production and Operations Management	29.10.2022		
57	TEST	31.10.2022		
58	Chapter -14– Production and Operations Management	02.11.2022		
59.	Chapter -14– Production and Operations Management	03.11.2022		
60.	Chapter -14– Production and Operations Management	04.11.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
61	Chapter -14– Production and Operations Management	05.11.2022		
62	Chapter -14– Production and Operations Management	07.11.2022		
63	Chapter -15– Managing Business Growth	09.11..2022		
64	Chapter -15– Managing Business Growth	10.11.2022		
65	Chapter -15– Managing Business Growth	11.11.2022		
66	Chapter -15– Managing Business Growth	12.11.2022		
67		14.11.2022		
68	Chapter -16– Issues in Small Business Marketing	15.11.2022		
69	Chapter -16– Issues in Small Business Marketing	16.11.2022		
70	Chapter -16– Issues in Small Business Marketing	17.11.2022		
71	Chapter -17– incentives and subsidy	18.11.2022		
72.	Chapter -17– incentives and subsidy	19.11.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
73.	Chapter -17– incentives and subsidy	21.11.2022		
74	Chapter -18– Institutional Support	22.11.2022		
75	Chapter -18– Institutional Support	23.11..2022		
76	Chapter -18– Institutional Support	24.11.2022		
77	Revision	25.11.2022		
78	Revision	26.11.2022		
79	Revision	28.11.2022		
80	Revision	29.11.2022		
81	Revision	30.11.2022		
82	Revision	01.12.2022		
83.	Revision	02.12.2022		
84.	Revision	03.12.2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
85.	Revision	05.12.2022		
86	Revision	06.12.2022		
87	Revision	07.12.2022		
88	Revision	08.12.2022		
89	Revision	09.12.2022		
90	Revision	10.12.2022		

Reviewed by

Date

Remarks

Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/improvement Suggestions/Recommendation)

Reviewed by H.O.D./Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson Plan

Faculty Name: Dr. Anshu Subject: Fundamentals of Insurance Class/ Semester: B.com (3rd Sem)
Commencement Date: 16.08.2022 Semester End Date: 14.12.2022 Session: 2021-22

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Introduction to the syllabus	16-08-2022		
2.	Introduction to the syllabus	17-08-2022		
3.	History and Development	18-08-2022		
4.	Meaning and Definition of Insurance	20-08-2022		
5.	Importance of Insurance	22-08-2022		
6.	Nature of Insurance	23-08-2022		
7.	Principles of Insurance	24-08-2022		
8.	Principles of Insurance	25-08-2022		
9.	Principles of Insurance	26-08-2022		
10.	Principles of Insurance	27-08-2022		
11.	Principles of Insurance	29-08-2022		
12.	Revision	30-08-2022		
13.	Revision	31-08-2022		
14.	Oral Test	01-09-2022		
15.	Basics of Life Insurance	02-09-2022		
16.	Meaning and Definition of Life Insurance	03-09-2022		

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Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	ActualDate	Remarks
17	Main elements of Life Insurance	05-09-2022		
18	Importance of Life Insurance	06-09-2022		
19	Important life Insurance Policies	07-09-2022		
20	Parties involved in Life Insurance	08-09-2022		
21	Rights and duties of insurer and insured	09-09-2022		
22.	Meaning of beneficiaries and Payers	10-09-2022		
23.	Conditions to be fulfilled by policy holder	12-09-2022		
24.	Income from Business or Profession: Allowed and Disallowed Expenses	13-09-2022		
25.	Income from Business or Profession: Allowed and Disallowed Incomes	14-09-2022		
26.	Income from Business or Profession	15-09-2022		
27.	Income from Capital Gains	16-09-2022		
28	Computation of Long term and short term gains	17-09-2022		

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Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	ActualDate	Remarks
29.	Computation of Long term and short term gains	19-09-2022		
30.	Exemptions under section 54	20-09-2022		
31.	Exemptions under section 54	21-09-2022		
32.	Exemptions under section 54	22-09-2022		
33.	Income from other sources	24-09-2022		

34.	Income from other sources	27-09-2022		
35.	General provisions applicable to companies for computation of gross total income.	28-09-2022		
36.	General provisions applicable to companies for computation of gross total income.	29-09-2022		
37	Deductions from gross total income as applicable to companies	30-09-2022		
38.	Deductions from gross total income as applicable to companies	01-10-2022		
39.	Deductions from gross total income as applicable to companies	03-10-2022		
40.	computation of tax for various types of companies	04-10-2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	ActualDate	Remarks
41	computation of tax for various types of companies	06-10-2022		
42	computation of tax for various types of companies	07-10-2022		
43	Revision	08-10-2022		
44	Basics of MAT	10-10-2022		
45	Provisions of MAT	11-10-2022		
46	Assessment of Insurance Companies	12-10-2022		
47.	Assessment of Insurance Companies	13-10-2022		
48	Assessment of Insurance Companie	14-10-2022		
49.	Assessment of Charitable / Educational Institutions/ Religious Trust	15-10-2022		

50	Assessment of Charitable / Educational Institutions/ Religious Trust	17-10-2022		
51.	Assessment of Charitable / Educational Institutions/ Religious Trust	18-10-2022		
52	Assessment of Political Parties	19-10-2022		

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Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	ActualDate	Remarks
53	Assessment of Political Parties	20-10-2022		
54	Assessment of Political Parties	21-10-2022		
55	Assessment of Non-Resident	22-10-2022		
56	Assessment of Non-Resident	26-10-2022		
57	Assessment of Non-Resident	27-10-2022		
58	Advance ruling for non-residents	28-10-2022		
59.	Advance ruling for non-residents	29-10-2022		
60.	Advance ruling for non-residents	31-10-2022		
61	Assessment of cooperative societies	02-11-2022		
62	Assessment of cooperative societies	03-11-2022		
63	Assessment of cooperative societies	04-11-2022		
64	Assessment of discontinued business	05-11-2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	ActualDate	Remarks
65	Assessment of discontinued business	07-11-2022		
66	Assessment of discontinued business	09-11-2022		
67	Assessment of discontinued business	10-11-2022		
68	Double taxation relief.	11-11-2022		
69	Double taxation relief.	12-11-2022		
70	Double taxation relief.	14-11-2022		
71	Double taxation relief.	15-11-2022		

72	Revision	16-11-2022		
73	Revision	17-11-2022		
74	Revision	18-11-2022		
75	Presentation	19-11-2022		
76	Presentation	21-11-2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	ActualDate	Remarks
77.	Presentation	22-11-2022		
78	Presentation	23-11-2022		
79	Presentation	24-11-2022		
80	Presentation	25-11-2022		
81	Presentation	26-11-2022		
82	Presentation	28-11-2022		
83	Presentation	29-11-2022		
84	Presentation	30-11-2022		
85	Presentation	01-12-2022		
86	Presentation	02-12-2022		
87.	Presentation	03-12-2022		
88.	Presentation	05-12-2022		

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Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
89.	Presentation	06-12-2022		
90	Presentation	07-12-2022		
91	Revision	08-12-2022		
92	Revision	09-12-2022		
93	Revision	10-12-2022		
94	Revision	12-12-2022		
95	Revision	13-12-2022		
96	Revision	14-12-2022		

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Date

Remarks

Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/improvement Suggestions/Recommendation)

Reviewed by H.O.D./Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson Plan

Faculty Name: Dr. Anshu Subject: Financial Market Operations

Class/ Semester: B.com (5th Sem)

Commencement Date: 16.08.2022

Semester End Date: 14.12.2022

Session: 2021-22

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Introduction class	16-08-2022		
2.	Overview of Indian Financial System	17-08-2022		
3.	Financial market Structure	18-08-2022		
4.	Financial Intermediaries	20-08-2022		
5.	Financial Instruments & Services	22-08-2022		
6.	Class Discussions + Doubt Class	23-08-2022		
7.	Indian Money Market composition	24-08-2022		
8.	Acceptance House	25-08-2022		
9.	Discount House	26-08-2022		
10.	Call Money Market	27-08-2022		
11.	Recent Trends in money Market	29-08-2022		
12.	Money Market Discussion	30-08-2022		
13.	Capital Market composition	31-08-2022		
14.	NIM	01-09-2022		
15.	Methods of issuing new securities in primary Market	02-09-2022		
16.	Do	03-09-2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
17.	Do	05-09-2022		
18.	SEBI Guidelines regarding NIM	06-09-2022		
19.	Do	07-09-2022		
20.	Secondary Market	08-09-2022		
21.	History of stock exchanges in India	09-09-2022		
22.	Scams In India analytical view	10-09-2022		
23.	Functions & Role of stock exchanges	12-09-2022		
24.	Procedure for Dealing at Stock exchange	13-09-2022		
25.	Do	14-09-2022		
26.	SEBI Guidelines regarding FPO	15-09-2022		
27.	Reforms in Capital Market	16-09-2022		
28.	NSE	17-09-2022		

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Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
29.	OTCEI	19-09-2022		
30.	Class Discussions + Doubt Class	20-09-2022		
31.	Oral Class Test	21-09-2022		
32.	SEBI – Introduction, Role	22-09-2022		
33.	Powers of SEBI	24-09-2022		

34.	OBJECTIVES	27-09-2022		
35.	Functions of SEBI	28-09-2022		
36.	Investor Protection - Introduction	29-09-2022		
37.	Grievances concerning stock exchange	30-09-2022		
38.	dealings with grievances and their removal;	01-10-2022		
39.	grievance cell in stock exchange	03-10-2022		
40.	SEBI: Company law Board	04-10-2022		

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Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
41.	Class Discussions + Doubt Class	06-10-2022		
42.	Class Test	07-10-2022		
43.	Assignment	08-10-2022		
44.	Functionaries of Stock Exchange	10-10-2022		
45.	Brokers, Sub brokers	11-10-2022		
46.	Market makers, Jobbers	12-10-2022		
47.	Portfolio Consultants Institutional Investors,	13-10-2022		
48.	Depository System	14-10-2022		
49.	Do	15-10-2022		
50.	Oral class test	17-10-2022		

51.	Class Test.	18-10-2022		
52.	Assignment	19-10-2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
53.	Financial services - Merchant Banking	20-10-2022		
54.	Function & Role	21-10-2022		
55.	SEBI Guidelines	22-10-2022		
56.	Do	26-10-2022		
57.	Credit Rating Introductory concept, Process,	27-10-2022		
58.	Do	28-10-2022		
59.	Types of Credit Rating Agencies	29-10-2022		
60.	DO	31-10-2022		
61.	Doubt Class	02-11-2022		
62.	Class test	03-11-2022		
63.	Development banks	04-11-2022		
64.	Need to set up Development Bank	05-11-2022		

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Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
65.	Current Scenario Development bank	07-11-2022		
66.	Types of Development Banks	09-11-2022		
67.	IDBI, ICICI	10-11-2022		
68.	IFCI, IIBI	11-11-2022		
69.	SIDBI, SFC	12-11-2022		
70.	NABARD	14-11-2022		
71.	EXIM Bank	15-11-2022		

72.	Mutual Fund Concept	16-11-2022		
73.	Parties involved in MF	17-11-2022		
74.	Types of Mutual Fund	18-11-2022		
75.	Do	19-11-2022		
76.	Do	21-11-2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
77.	SEBI Guidelines regarding MF	22-11-2022		
78.	Do	23-11-2022		
79.	do	24-11-2022		
80.	Benefits & Risk involved in MF	25-11-2022		
81.	Presentation	26-11-2022		
82.	Presentation	28-11-2022		
83.	Presentation	29-11-2022		
84.	Presentation	30-11-2022		
85.	Presentation	01-12-2022		
86.	Presentation	02-12-2022		
87.	Presentation	03-12-2022		
88.	Presentation	05-12-2022		

Reviewed by

Date

Remarks

S.No./Lect. No.	Topic	Proposed Date	Actual Date	Remarks
89.	Presentation	06-12-2022		
90.	Presentation	07-12-2022		
91.	Presentation	08-12-2022		
92.	Presentation	09-12-2022		
93.	Presentation	10-12-2022		
94.	Presentation	12-12-2022		
95.	Presentation	13-12-2022		
96.	Presentation	14-12-2022		

Reviewed by

Date

Remarks

Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/improvement Suggestions/Recommendation)

Reviewed by H.O.D./Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

LESSON PLAN

Faculty Name: Dr. Rajesh Kumar
Class/ Semester: B. Com. 3rd Semester
Semester End Date: 14.12.2022

Subject: Human Resource Management
Commencement Date: 16.08.2022
Session: 2022-23

Sr. No./ Lect. No.	Topics	Proposed Date	Actual Date	Remarks
1	Introduction to HRM	16-08-2022		
2	Nature of HRM	17-08-2022		
3	Objectives of HRM	18-08-2022		
4	Scope of HRM	20-08-2022		
5	Managerial Functions of HRM	22-08-2022		
6	Operative Functions	23-08-2022		
7	Qualifications and Qualities of HR Manager	24-08-2022		
8	Evolution of HRM	25-08-2022		
9	History and Growth of HRM in India	26-08-2022		
10	Barriers to the Development of HRM in India	27-08-2022		
11	Future of HRM in India	29-08-2022		
12	Scope of HRM	30-08-2022		

Reviewed by:

Date:

Remarks:

Sr. No./ Lect. No.	Topics	Proposed Date	Actual Date	Remarks
13	Revision of Unit-1	31-08-2022		
14	Revision of Unit-1	01-09-2022		
15	Recruitment: Meaning and Definitions	02-09-2022		
16	Objectives of Recruitment	03-09-2022		
17	Situational Factors Affecting Recruitment	05-09-2022		
18	Recent Trends	06-09-2022		
19	Recruitment Process	07-09-2022		
20	Internal and External Sources	08-09-2022		
21	Methods of Recruitment	09-09-2022		
22	Selection: Introduction	10-09-2022		
23	Process of Selection	12-09-2022		
24	Qualities of a Good Selection Process	13-09-2022		

Reviewed by:

Date:

Remarks:

Sr. No./ Lect. No.	Topics	Proposed Date	Actual Date	Remarks
25	Preliminary Interview	14-09-2022		
26	Employment interview	15-09-2022		
27	Written Tests	16-09-2022		
28	References and Physical Examination	17-09-2022		
29	Placement	19-09-2022		
30	Barriers to Effective Selection	20-09-2022		
31	Revision of Topic : Recruitment	21-09-2022		
32	Revision of Topic : Selection	22-09-2022		
33	Revision of Topic : Selection	24-09-2022		
34	Training: Meaning and Overview	27-09-2022		
35	Training V/S Development	28-09-2022		
36	Objectives of Training	29-09-2022		

Reviewed by:

Date:

Remarks:

Sr. No./ Lect. No.	Topics	Proposed Date	Actual Date	Remarks
37	Training Policy	30-09-2022		
38	Principals of Training	01-10-2022		
39	Training Methods for Workers: On the Job Training	03-10-2022		
40	Off the Job Training	04-10-2022		
41	Training Methods for Managerial Executives	06-10-2022		
42	Importance/ Merits of Training	07-10-2022		
43	Revision of Topic: Training	08-10-2022		
44	Revision of Topic: Training	10-10-2022		
45	Seminar	11-10-2022		
46	Seminar	12-10-2022		
47	Seminar	13-10-2022		
48	Seminar	14-10-2022		

Reviewed by:

Date:

Remarks:

Sr. No./ Lect. No.	Topics	Proposed Date	Actual Date	Remarks
49	Seminar	15-10-2022		
50	Wages: Introduction	17-10-2022		
51	Objectives and Factors affecting Wage-rates	18-10-2022		
52	Theories of Wages	19-10-2022		
53	Modern Theories of Wages	20-10-2022		
54	Revision of Topic : Wages	21-10-2022		
55	Methods of Wage Payments (Time Wages	22-10-2022		
56	Piece Wage System	26-10-2022		
57	Balance or Debt Method	27-10-2022		
58	Incentive Wage Plans	28-10-2022		
59	Incentive Wage Plans	29-10-2022		
60	Revision of Topic	31-10-2022		

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Date:

Remarks:

Sr. No./ Lect. No.	Topics	Proposed Date	Actual Date	Remarks
61	Special Wage Incentives: Introduction	02-11-2022		
62	Needs and Importance of Incentives	03-11-2022		
63	Financial Incentives	04-11-2022		
64	Profit Sharing and Co-partnership	05-11-2022		
65	Non- Financial Incentives	07-11-2022		
66	Essentials of Ideal Incentives System	09-11-2022		
67	Revision	10-11-2022		
68	Revision	11-11-2022		
69	Industrial Relation and Objectives	12-11-2022		
70	Parties to Industrial Relations	14-11-2022		
71	Factors affecting Industrial Relations	15-11-2022		
72	Principals of Industrial Relations	16-11-2022		

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Date:

Remarks:

Sr. No./ Lect. No.	Topics	Proposed Date	Actual Date	Remarks
73	Effects of Bad Industrial Relations	17-11-2022		
74	Aspects of Industrial Relations	18-11-2022		
75	Scope of Industrial relations	19-11-2022		
76	Conditions for Good Industrial Relations	21-11-2022		
77	Industrial Relations and Five Years Plans	22-11-2022		
78	Revision	23-11-2022		
79	Revision	24-11-2022		
80	Industrial Disputes: Introduction	25-11-2022		
81	Elements of Industrial Disputes	26-11-2022		
82	Forms of Industrial Disputes	28-11-2022		
83	Economic Causes	29-11-2022		
84	Managerial Causes	30-11-2022		

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Date:

Remarks:

Sr. No./ Lect. No.	Topics	Proposed Date	Actual Date	Remarks
85	Effects of Industrial Disputes	01-12-2022		
86	Prevention of Industrial Disputes	02-12-2022		
87	Machinery for Settlement	03-12-2022		
88	Revision	05-12-2022		
89	Seminars	06-12-2022		
90	Seminars	07-12-2022		
91	Seminars	08-12-2022		
92	Overall Revision	09-12-2022		
93	Overall Revision	10-12-2022		
94	Overall Revision	12-12-2022		
95	Overall Revision	13-12-2022		
96	Overall Revision	14-12-2022		

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Date:

Remarks:

Signature of faculty

Overall observation (Problems faced/ Improvement/ Suggestions/Recommendations)

Reviewed by H.O.D./Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson plan

Faculty Name: Payal Gulati

Subject: Business Economics

Class/Semester: BCom 1st sem.

Session: 2022-2023

Commencement Date: 22-08-2022

Semester End Date: 12-12-2022

S.No. / Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Introduction of economy & basic problem of an economy.	22-08-2022		
2.	Working of price mechanism	23-08-2022		
3.	Concept of elasticity of demand.	24-08-2022		
4.	Measurement of elasticity of demand.	25-08-2022		
5.	Importance & determinants of elasticity of demand	26-08-2022		
6.	Concepts of average revenue, marginal revenue and elasticity of demand.	27-08-2022		
7.	Discussion	29-08-2022		
8.	Discussion	30-08-2022		
9.	Written test	31-08-2022		
10.	Introduction to elasticity of supply	01-09-2022		
11.	Methods of determination of elasticity of supply.	02-09-2022		
12.	Factors affecting elasticity of supply.	03-09-2022		

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Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
13.	Other concepts of elasticity of supply.	05-09-2022		

14.	Discussion.	06-09-2022		
15.	Problem solving session.	07-09-2022		
16.	Assignments & Presentations.	08-09-2022		
17.	Assignments & Presentations.	09-09-2022		
18.	Assignments & Presentations.	10-09-2022		
19.	Assignments & Presentations.	12-09-2022		
20.	Assignments & Presentations.	13-09-2022		
21.	Introduction to production function.	14-09-2022		
22.	Explanation of time element.	15-09-2022		
23.	Various methods/theories of production function.	16-09-2022		
24.	Law of variable proportion.	17-09-2022		

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Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
25.	Law of variable proportion explanation.	19-09-2022		
26.	Assumptions & applicability of law of variable proportion.	20-09-2022		
27.	Law of returns to scale	21-09-2022		
28.	Assumptions & explanation of law of returns to scale.	22-09-2022		
29.	Applicability of law of return to scale.	24-09-2022		
30.	Difference and concepts of various production curves.	27-09-2022		
31.	Discussion	28-09-2022		
32.	Discussion	29-09-2022		
33.	Discussion	30-09-2022		

34.	Written test.	01-10-2022		
35.	Problems	03-10-2022		
36.	Introduction to isoquant curves.	04-10-2022		

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Date

Remark

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
37.	Explanation of isoquant curves.	06-10-2022		
38.	Other concepts of isoquant curves	07-10-2022		
39.	Relationship & difference between various curves.	08-10-2022		
40.	Explanation to economic regions.	10-10-2022		
41.	Optimum economic region concepts.	11-10-2022		
42.	Expansion path concept	12-10-2022		
43.	Discussion	13-10-2022		
44.	Discussion	14-10-2022		
45.	Written test.	15-10-2022		
46.	Internal & external economies explanation.	17-10-2022		
47.	Internal & external diseconomies explanation.	18-10-2022		
48.	Ridge lines.	19-10-2022		

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Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
49.	Concepts of cost.	20-10-2022		
50.	Short run and Long run cost curves	21-10-2022		
51.	Traditional approaches of cost.	22-10-2022		
52.	Traditional approaches of cost.	26-10-2022		

53.	Traditional approaches of cost.	27-10-2022		
54.	Modern approaches of cost.	28-10-2022		
55.	Modern approaches of cost.	29-10-2022		
56.	Discussion	31-10-2022		
57.	Discussion	02-11-2022		
58.	Written Test.	03-11-2022		
59.	Assignments & Presentations.	04-11-2022		
60.	Assignments & Presentations.	05-11-2022		

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Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
61.	Assignments & Presentations.	07-11-2022		
62.	Introduction of utility and its factors affecting.	09-11-2022		
63.	Types of utility	10-11-2022		
64.	Law of diminishing marginal utility	11-11-2022		
65.	Law of diminishing marginal utility	12-11-2022		
66.	Law of diminishing marginal utility	14-11-2022		
67.	Law of equi- marginal utility	15-11-2022		
68.	Law of equi- marginal utility	16-11-2022		
69.	Discussion	17-11-2022		
70.	Consumer behavior concepts	18-11-2022		
71.	Indifference curve analysis	19-11-2022		
72.	Satisfaction of consumer	21-11-2022		

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Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
73.	Properties of indifference curve	22-11-2022		
74.	Discussion.	23-11-2022		
75.	Discussion.	24-11-2022		
76.	Written Test	25-11-2022		
77.	Assignments & presentations.	26-11-2022		
78.	Assignments & presentations.	28-11-2022		
79.	Assignments & presentations.	29-11-2022		
80.	Introduction to various markets	30-11-2022		
81.	Features of markets and its types	01-12-2022		
82.	Importance of markets and explanation of various markets.	02-12-2022		
83.	Explanation of various markets.	03-12-2022		
84.	Discussion	05-12-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
85.	Written Test.	06-12-2022		
86.	Revision	07-12-2022		
87.	Revision	08-12-2022		
88.	Revision	09-12-2022		
89.	Revision	10-12-2022		
90.	Revision	12-12-2022		

Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/ Improvement Suggestions/Recommendation)

Reviewed by H.O.D./ Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson plan

Faculty Name: Payal Gulati

Subject: Business Regulatory Framework

Class/Semester: BCom 3rd SEM

Session: 2022-2023

Commencement Date: 16-08-2022

Semester End Date: 07-12-2022

S.No. / Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Meaning and elements of valid contract.	16-08-2022		
2.	Types of agreements.	17-08-2022		
3.	Meaning and difference between void and voidable agreements, void and illegal agreements.	18-08-2022		
4.	Meaning and features of proposal and acceptance.	20-08-2022		
5.	Rules of acceptance Communication and revocation of offer and acceptance.	22-08-2022		
6.	Modes of lapse of an offer.	23-08-2022		
7.	Chapter Discussion.	24-08-2022		
8.	Written Test	25-08-2022		
9.	Meaning of contractual capacity of parties and its parties.	26-08-2022		
10.	Introduction of free consent of parties, coercion and its effects.	27-08-2022		
11.	Undue influence, Elements of fraud ,its forms, misrepresentation.	29-08-2022		
12.	Meaning of mistake. Kinds of mistake and its forms	30-08-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
13.	Meaning of consideration, agreement without consideration and its exceptions.	31-08-2022		
14.	Stranger to contract and consideration.	01-09-2022		
15.	Agreements opposed to public policy	02-09-2022		
16.	Discussion.	03-09-2022		
17.	Written Test.	05-09-2022		
18.	Introduction to agreements expressly declared as void and its elements	06-09-2022		
19.	Legal formalities- necessity of registration, problems.	07-09-2022		
20.	Written Test	08-09-2022		
21.	Meaning, features of contingent contract.	09-09-2022		
22.	Introduction to performance of contracts time and place for performance.	10-09-2022		
23.	Reciprocal promises and their performance, problems.	12-09-2022		
24.	Discussion	13-09-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
25.	Discharge of contract meaning and its various forms.	14-09-2022		
26.	Explanation to Doctrine of frustration.	15-09-2022		
27.	Meaning and types of implied contracts.	16-09-2022		
28.	Introduction to Breach of contract.	17-09-2022		
29.	Kinds of damages.	19-09-2022		

30.	Introduction to contract of indemnity	20-09-2022		
31.	Introduction to contract of guarantee and its elements.	21-09-2022		
32.	Termination of guarantee	22-09-2022		
33.	Liability of surety and its discharge, Rights of surety.	24-09-2022		
34.	Discussion	27-09-2022		
35.	Written Test	28-09-2022		
36.	Problems Solving Session	29-09-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
37.	Assignment & Presentations.	30-09-2022		
38.	Assignment & Presentations.	01-10-2022		
39.	Assignment & Presentations.	03-10-2022		
40.	Introduction to contract of Bailment, types.	04-10-2022		
41.	Duties and Rights of bailor and bailee.	06-10-2022		
42.	Finder of goods, meaning of lien, its kinds.	07-10-2022		
43.	Meaning of pledge, duties.	08-10-2022		
44.	Rights of pledger and pledgee.	10-10-2022		
45.	Assignment and Presentations.	11-10-2022		
46.	Assignment and Presentations.	12-10-2022		
47.	Discussion and Problem taking session.	13-10-2022		
48.	Written Test	14-10-2022		

Reviewed by

Date

Remark

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
49.	Introduction to consumer protection act 1956.	15-10-2022		
50.	Objectives of consumer protection act and its important terms.	17-10-2022		
51.	Need of consumer protection, rights of consumer..	18-10-2022		
52.	Consumer protection councils.	19-10-2022		
53.	Assignments and presentations.	20-10-2022		
54.	Assignments and presentations.	21-10-2022		
55.	Redressal of consumer disputes.	22-10-2022		
56.	Procedure of grievance redressal, power and rights of district forum.	26-10-2022		
57.	State commission, national commission, penalties.	27-10-2022		
58.	Procedure of grievance redressal.	28-10-2022		
59.	Power and rights of district forum. penalties.	29-10-2022		
60.	State commission Explanation.	31-10-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
61.	National Commission Explanation	02-11-2022		
62.	Penalties.	03-11-2022		
63.	Discussion	04-11-2022		
64.	Discussion & problem solving session.	05-11-2022		
65.	Written Test	07-11-2022		
66.	Assignment & Presentations.	09-11-2022		

67.	Assignment & Presentations.	10-11-2022		
68.	Assignment & Presentations.	11-11-2022		
69.	Assignment & Presentations.	12-11-2022		
70.	Assignment & Presentations.	14-11-2022		
71.	Assignment & Presentations.	15-11-2022		
72.	Revision	16-11-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
73.	Revision	17-11-2022		
74.	Revision	18-11-2022		
75.	Revision	19-11-2022		
76.	Written Test	21-11-2022		
77.	Problem solving session	22-11-2022		
78.	Revision	23-11-2022		
79.	Revision	24-11-2022		
80.	Presentations	25-11-2022		
81.	Presentations	26-11-2022		
82.	Presentations	28-11-2022		
83.	Revision	29-11-2022		
84.	Written Test	30-11-2022		

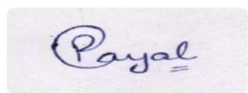
Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
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85.	Revision	01-12-2022		
86.	Revision	02-12-2022		
87.	Revision	03-12-2022		
88.	Written Test	05-12-2022		
89.	Revision	06-12-2022		
90.	Revision	07-12-2022		



Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/ Improvement Suggestions/Recommendation)

Reviewed by H.O.D. / Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson plan

Faculty Name: Payal Gulati

Subject: Taxation Law

Class/Semester: BCom 5th SEM.

Session: 2022-2023

Commencement Date: 16-08-2022

Semester End Date: 07-12-2022

S.No. / Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Introduction to income tax and history.	16-08-2022		
2.	Features, basis of charge of income tax .	17-08-2022		
3.	Important definitions.	18-08-2022		
4.	Important definitions, tax evasion	20-08-2022		
5.	Tax avoidance, tax planning	22-08-2022		
6.	Tax Management.	23-08-2022		
7.	Agriculture income overview	24-08-2022		
8.	Introduction to residence of assessee and types of residents,	25-08-2022		
9.	Types of residents, incidence of tax (theory part)	26-08-2022		
10.	Practical questions of incidence of tax.	27-08-2022		
11.	Practical questions of incidence of tax.	29-08-2022		
12.	Practical Problems	30-08-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
13.	Overview of exempted incomes	31-08-2022		
14.	Discussion	01-09-2022		
15.	Written Test	02-09-2022		

16.	Income from salaries introduction, important points.	03-09-2022		
17.	Allowances and perquisites.	05-09-2022		
18.	Perquisites, practical questions	06-09-2022		
19.	Practical questions of income from salary	07-09-2022		
20.	Practical questions of income from salary	08-09-2022		
21.	Practical questions of income from salary	09-09-2022		
22.	Practical questions of income from salary	10-09-2022		
23.	Practical questions of income from salary.	12-09-2022		
24.	Practical questions of income from salary	13-09-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
25.	Practical questions of income from salary	14-09-2022		
26.	Practical questions of income from salary	15-09-2022		
27.	Practical questions of income from salary	16-09-2022		
28.	Practical questions of income from salary	17-09-2022		
29.	Practical questions of income from salary	19-09-2022		
30.	Practical questions of income from salary	20-09-2022		
31.	Problems solving session	21-09-2022		
32.	Problems solving session	22-09-2022		
33.	Written Test	24-09-2022		
34.	Introduction to income from house property, exemptions, important terms.	27-09-2022		
35.	Practical questions of income from house property	28-09-2022		
36.	Practical questions of income from house property	29-09-2022		

Reviewed by

Date

Remark

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
37.	Discussion of various points / cases of income from house property.	30-09-2022		
38.	Practical questions of income from house property	01-10-2022		
39.	Practical questions of income from house property	03-10-2022		
40.	Practical questions of income from house property	04-10-2022		
41.	Discussion	06-10-2022		
42.	Problems solving session	07-10-2022		
43.	Problems solving session	08-10-2022		
44.	Written Test	10-10-2022		
45.	Assignments and presentations.	11-10-2022		
46.	Assignments and presentations.	12-10-2022		
47.	Assignments and presentations.	13-10-2022		
48.	Assignments and presentations.	14-10-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
49.	Introduction to profits & gains of business or profession, its rules.	15-10-2022		
50.	Deductions of profits and gains from business & profession.	17-10-2022		
51.	Exemptions under third head.	18-10-2022		
52.	Practical questions of profits & gains of business or profession.	19-10-2022		
53.	Practical questions of profits & gains of	20-10-2022		

	business or profession.			
54.	Practical questions of profits & gains of business or profession.	21-10-2022		
55.	Practical questions of profits & gains of business or profession.	22-10-2022		
56.	Discussion	26-10-2022		
57.	Written Test	27-10-2022		
58.	Introduction to depreciation, its various rates.	28-10-2022		
59.	Provisions of Depreciation.	29-10-2022		
60.	Practical questions of depreciation	31-10-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
61.	Practical questions of depreciation.	02-11-2022		
62.	Practical questions of depreciation.	03-11-2022		
63.	Discussion	04-11-2022		
64.	Written Test	05-11-2022		
65.	Presentations & Assignments	07-11-2022		
66.	Presentations & Assignments	09-11-2022		
67.	Presentations & Assignments	10-11-2022		
68.	Introduction to capital gains.	11-11-2022		
69.	Provisions and computation rules of capital gains.	12-11-2022		
70.	Cost of acquisition provisions	14-11-2022		
71.	Practical questions of capital gains.	15-11-2022		
72.	Practical questions of capital gains.	16-11-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
73.	Introduction to Income from other sources, important points.	17-11-2022		
74.	Security, deductions.	18-11-2022		
75.	Practical questions of income from other sources	19-11-2022		
76.	Practical questions of income from other sources	21-11-2022		
77.	Practical questions of income from other sources	22-11-2022		
78.	Clubbing of incomes and deemed incomes.	23-11-2022		
79.	Set off and carry forward of losses.	24-11-2022		
80.	Deductions from 80C to 80U	25-11-2022		
81.	Deductions from 80C to 80U	26-11-2022		
82.	Discussion	28-11-2022		
83.	Written Test	29-11-2022		
84.	Presentations & Assignments	30-11-2022		

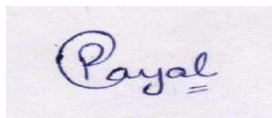
Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
85.	Presentations & Assignments	01-12-2022		
86.	Presentations & Assignments	02-12-2022		
87.	Revision	03-12-2022		
88.	Revision	05-12-2022		

89.	Revision	06-12-2022		
90.	Revision	07-12-2022		



Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/ Improvement Suggestions/Recommendation)

Reviewed by H.O.D./ Committee

Principal

SAT JINDA KALYANA COLLEGE, KALANAUR (ROHTAK)

Lesson plan

Faculty Name: Payal Gulati

Subject: Accounting for Management

Class/Semester: BCom 5th Sem.

Session: 2022-2023

Commencement Date: 16-08-2022

Semester End Date: 07-12-2022

S.No. / Lect. No.	Topic	Proposed Date	Actual Date	Remarks
1.	Introduction to Management Accounting.	16-08-2022		
2.	Scope and objectives of management accounting.	17-08-2022		
3.	Role management accounting,	18-08-2022		
4.	Meaning of management accountant and his functions	20-08-2022		
5.	Requisites for successful management accountant.	22-08-2022		
6.	Controller and his duties	23-08-2022		
7.	Management accounting principles.	24-08-2022		
8.	Difference of cost accounting & management accounting, financial accounting & management accounting.	25-08-2022		
9.	Utility of management accounting,	26-08-2022		
10.	Limitations and tools and techniques of management accounting.	27-08-2022		
11.	Discussion	29-08-2022		
12.	Written Test	30-08-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks

13.	Assignments & Presentations.	31-08-2022		
14.	Assignments & Presentations.	01-09-2022		
15.	Assignments & Presentations.	02-09-2022		
16.	Financial statements meaning and types.	03-09-2022		
17.	Relationship between statement of profit & balance sheet, nature of financial statements.	05-09-2022		
18.	Characteristics of ideal financial statements, importance and limitations.	06-09-2022		
19.	Analysis and interpretation of financial statements: meaning, process.	07-09-2022		
20.	Types, objectives, importance and limitations of financial analysis.	08-09-2022		
21.	Methods of financial analysis	09-09-2022		
22.	Forms and advantages of financial analysis.	10-09-2022		
23.	Discussion	12-09-2022		
24.	Written Test	13-09-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
25.	Introduction to ratio analysis	14-09-2022		
26.	Meaning, advantages, limitations of ratio analysis.	15-09-2022		
27.	Classification of ratio analysis.	16-09-2022		
28.	Practical questions of ratios	17-09-2022		
29.	Practical questions of ratios	19-09-2022		
30.	Practical questions of ratios	20-09-2022		
31.	Practical questions of ratios	21-09-2022		

32.	Practical questions of ratios	22-09-2022		
33.	Practical questions of ratios	24-09-2022		
34.	Practical questions of ratios	27-09-2022		
35.	Practical questions of ratios	28-09-2022		
36.	Practical questions of ratios	29-09-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
37.	Problems	30-09-2022		
38.	Written Test	01-10-2022		
39.	Assignments & Presentations.	03-10-2022		
40.	Assignments & Presentations.	04-10-2022		
41.	Assignments & Presentations.	06-10-2022		
42.	Assignments & Presentations.	07-10-2022		
43.	Introduction to cash flow statement, importance and its limitations.	08-10-2022		
44.	Procedure of preparing cash flow statement.	10-10-2022		
45.	Classification of cash flows	11-10-2022		
46.	Format of cash flow statement and its important points	12-10-2022		
47.	Practical questions of cash flow statement.	13-10-2022		
48.	Practical questions of cash flow statement.	14-10-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
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49.	Practical questions of cash flow statement.	15-10-2022		
50.	Practical questions of cash flow statement.	17-10-2022		
51.	Practical questions of cash flow statement.	18-10-2022		
52.	Financial planning: meaning, nature and objectives.	19-10-2022		
53.	Types and procedure of financial planning.	20-10-2022		
54.	Factors affecting financial planning.	21-10-2022		
55.	Significance, limitations of financial planning.	22-10-2022		
56.	Determination of financial needs of business.	26-10-2022		
57.	Assessment of fixed capital requirement, its factor affecting.	27-10-2022		
58.	Assessment of working capital requirements.	28-10-2022		
59.	Discussion	29-10-2022		
60.	Problems	31-10-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
61.	Problems	02-11-2022		
62.	Written Test	03-11-2022		
63.	Assignments & Presentations.	04-11-2022		
64.	Assignments & Presentations.	05-11-2022		
65.	Assignments & Presentations.	07-11-2022		
66.	Assignments & Presentations.	09-11-2022		
67.	Introduction to capital budgeting.	10-11-2022		
68.	Nature, features and objectives of capital budgeting.	11-11-2022		

69.	Problems and kinds of capital budgeting decisions.	12-11-2022		
70.	Methods of capital budgeting.	14-11-2022		
71.	Practical questions of capital budgeting.	15-11-2022		
72.	Practical questions of capital budgeting.	16-11-2022		

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Date

Remarks

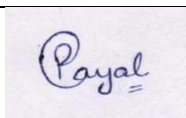
S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
73.	Practical questions of capital budgeting.	17-11-2022		
74.	Practical questions of capital budgeting.	18-11-2022		
75.	Practical questions of capital budgeting.	19-11-2022		
76.	Practical questions of capital budgeting.	21-11-2022		
77.	Practical questions of capital budgeting.	22-11-2022		
78.	Discussion	23-11-2022		
79.	Discussion/ Problems	24-11-2022		
80.	Written Test	25-11-2022		
81.	Introduction to capital rationing.	26-11-2022		
82.	Practical questions of capital rationing	28-11-2022		
83.	Discussion	29-11-2022		
84.	Presentations	30-11-2022		

Reviewed by

Date

Remarks

S.No/ Lect. No.	Topic	Proposed Date	Actual Date	Remarks
85.	Presentations	01-12-2022		
86.	Revision	02-12-2022		
87.	Revision	03-12-2022		
88.	Revision	05-12-2022		
89.	Revision	06-12-2022		
90.	Revision	07-12-2022		



Signature of Faculty

Reviewed by

Date

Remarks

Overall Observation (Problems faced/ Improvement Suggestions/Recommendation)

Reviewed by H.O.D./ Committee

Principal