

NBGSM College
Lesson Plan July 2019- Nov 2019

Name	Divya munjal
Class :	BBA
Semester:	1
Subject:	financial accounting

	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction to Accounting
	2	17-Jul-19	Meaning of Accounting
	3	18-Jul-19	Scope of Accounting
	4	19-Jul-19	Advantages of Accounting
	5	20-Jul-19	Branches of Accounting
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Types of Accounting
	2	23-Jul-19	Objectives of Accounting
	3	24-Jul-19	Functions of Accounting
	4	25-Jul-19	Limitation of Accounting
	5	26-Jul-19	Basic Accounting Terms
	6	27-Jul-19	Basic Accounting Terms
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	Bases of Accounting
	2	30-Jul-19	Bases of Accounting
	3	31-Jul-19	Holiday
	4	1-Aug-19	Meaning of Double Entry System
	5	2-Aug-19	Classification of Accounts
	6	3-Aug-19	Adv & Dis of Double Entry System
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	Recording of Accounting Transactions
	2	6-Aug-19	Recording of Accounting Transactions
	3	7-Aug-19	Recording of Accounting Transactions
	4	8-Aug-19	Recording of Accounting Transactions
	5	9-Aug-19	Preparation of Trial Balance
	6	10-Aug-19	Preparation of Trial Balance
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Revision & Problems

	3	14-Aug-19	Revision & Problems
	4	15-Aug-19	Holiday
	5	16-Aug-19	Class Test
	6	17-Aug-19	Capital & Revenue
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Capital & Revenue
	2	20-Aug-19	Depreciation, Provisions & Reserves
	3	21-Aug-19	Depreciation, Provisions & Reserves
	4	22-Aug-19	Accounting Treatment of Depreciation
	5	23-Aug-19	Accounting Treatment of Depreciation
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Accounting Treatment of Depreciation
	2	27-Aug-19	Accounting Treatment of Depreciation
	3	28-Aug-19	Accounting Treatment of Depreciation
	4	29-Aug-19	Accounting Treatment of Depreciation
	5	30-Aug-19	Revision & Problems
	6	31-Aug-19	Class Test
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	Final Accounts
	2	3-Sep-19	Final Accounts
	3	4-Sep-19	Final Accounts
	4	5-Sep-19	Final Accounts- with Adjustments
	5	6-Sep-19	Final Accounts- with Adjustments
	6	7-Sep-19	Final Accounts- with Adjustments
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	Final Accounts- with Adjustments
	2	10-Sep-19	Final Accounts- with Adjustments
	3	11-Sep-19	Final Accounts- with Adjustments
	4	12-Sep-19	Final Accounts- with Adjustments
	5	13-Sep-19	Final Accounts- with Adjustments
	6	14-Sep-19	Revision & Problems
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Revision & Problems
	2	17-Sep-19	Errors and their Rectification
	3	18-Sep-19	Errors and their Rectification
	4	19-Sep-19	Errors and their Rectification
	5	20-Sep-19	Errors and their Rectification

	6	21-Sep-19	Errors and their Rectification
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Revision & Problems
	3	25-Sep-19	Class Test
	4	26-Sep-19	Accounts of Non-Profit Organisations
	5	27-Sep-19	Accounts of Non-Profit Organisations
	6	28-Sep-19	Accounts of Non-Profit Organisations
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Accounts of Non-Profit Organisations
	2	1-Oct-19	Accounts of Non-Profit Organisations
	3	2-Oct-19	Holiday
	4	3-Oct-19	Accounts of Non-Profit Organisations
	5	4-Oct-19	Revision & Problems
	6	5-Oct-19	Revision & Problems
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	Class Test
	2	8-Oct-19	Holiday
	3	9-Oct-19	Consignment Accounts
	4	10-Oct-19	Consignment Accounts
	5	11-Oct-19	Consignment Accounts
	6	12-Oct-19	Consignment Accounts
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Consignment Accounts
	2	15-Oct-19	Consignment Accounts
	3	16-Oct-19	Consignment Accounts
	4	17-Oct-19	Holiday
	5	18-Oct-19	Consignment Accounts
	6	19-Oct-19	Consignment Accounts
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	theoretical and practical problems
	2	22-Oct-19	theoretical and practical problems
	3	23-Oct-19	theoretical and practical problems
	4	24-Oct-19	Vacations
	5	25-Oct-19	Vacations
	6	26-Oct-19	Vacations
	Sunday	27-Oct-19	
16th week	1	28-Oct-19	Vacations

	2	29-Oct-19	Vacations
	3	30-Oct-19	Vacations
	4	31-Oct-19	Assignments
	5	1-Nov-19	Holiday
	6	2-Nov-19	Assignments
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	Test of double entry
	2	5-Nov-19	Doubts and problems
	3	6-Nov-19	PRESENTATIONS
	4	7-Nov-19	Test of depreciation
	5	8-Nov-19	Doubts and problems
	6	9-Nov-19	PRESENTATIONS
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Revision & Problems
	2	12-Nov-19	Class Test
	3	13-Nov-19	Revision & Problems
	4	14-Nov-19	Revision & Problems
	5	15-Nov-19	Revision & Problems
	6	16-Nov-19	Revision & Problems
	Sunday	17-Nov-19	
Name:	DIVYA MUNJAL		
Class :	B.COM(H)		
Semester:	1		
Subject:	BUSINESS ORGANISATION		
	Day	Date	Topic
1st Week	1	16-Jul-19	An Introduction of Business organization
	2	17-Jul-19	Learning objectives of business organization
	3	18-Jul-19	Unit -1, business: concept, nature and scope
	4	19-Jul-19	Business as a system
	5	20-Jul-19	Business objectives,
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Business and environment interface
	2	23-Jul-19	Continue..
	3	24-Jul-19	Business, trade and commerce
	4	25-Jul-19	Business activities
	5	26-Jul-19	Continue..
	6	27-Jul-19	Manufacturing sector, Service sector
	Sunday	28-Jul-19	

3rd week	1	29-Jul-19	Continue..
	2	30-Jul-19	Continue..
	3	31-Jul-19	Holiday
	4	1-Aug-19	Unit – 2, Forms of Business Organizations
	5	2-Aug-19	Sole Proprietorship
	6	3-Aug-19	Continue..
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	Partnership
	2	6-Aug-19	Continue..
	3	7-Aug-19	Joint Stock Companies
	4	8-Aug-19	Continue..
	5	9-Aug-19	Forms of Business enterprises: Factors
	6	10-Aug-19	Choice of Suitable form of Business
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Continue..
	3	14-Aug-19	Continue..
	4	15-Aug-19	Holiday
	5	16-Aug-19	Types of Company
	6	17-Aug-19	Co-operative Societies
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Continue..
	2	20-Aug-19	Multinational Corporations. Concepts and Features
	3	21-Aug-19	Advantages and Benefits in Indian context
	4	22-Aug-19	Limitations
	5	23-Aug-19	Indian Transactional Corporations
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Continue..
	2	27-Aug-19	Class Test
	3	28-Aug-19	Entrepreneurship: Concept and Nature
	4	29-Aug-19	Entrepreneurial Opportunities in Contemporary Business Environment
	5	30-Aug-19	Continue..
	6	31-Aug-19	Network Marketing and Franchising
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	Continue..
	2	3-Sep-19	Continue..

	3	4-Sep-19	Emerging trends in business
	4	5-Sep-19	Continue..
	5	6-Sep-19	Continue..
	6	7-Sep-19	Continue..
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	Environmental analysis
	2	10-Sep-19	Sectoral analysis, SWOT analysis
	3	11-Sep-19	Creativity, Innovation and creative process
	4	12-Sep-19	Green Entrepreneurship
	5	13-Sep-19	Feasibility and preparation of business plan
	6	14-Sep-19	Idea generation, feasibility study
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Business plan: Features, advantages, elements.
	2	17-Sep-19	Continue..
	3	18-Sep-19	Continue..
	4	19-Sep-19	Continue..
	5	20-Sep-19	Class Presentation
	6	21-Sep-19	Group discussion on entrepreneurship
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Revision
	3	25-Sep-19	Choice of suitable form of business ownership
	4	26-Sep-19	Continue..
	5	27-Sep-19	Small venture enterprise
	6	28-Sep-19	Size of a business unit
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Location of business enterprise
	2	1-Oct-19	Plant layout
	3	2-Oct-19	Holiday
	4	3-Oct-19	unit 4 functional aspects of business
	5	4-Oct-19	introduction to marketing
	6	5-Oct-19	diffrence between marketing and selling
	Sunday	6-Oct-19	concepts of marketing
13th week	1	7-Oct-19	concept of consumer behaviour
	2	8-Oct-19	Holiday
	3	9-Oct-19	concept of product decision
	4	10-Oct-19	concept of pricing decision

	5	11-Oct-19	distribution of promotional decisions
	6	12-Oct-19	introduction to finance
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	money and banking
	2	15-Oct-19	money and banking
	3	16-Oct-19	money and banking
	4	17-Oct-19	Holiday
	5	18-Oct-19	financial management
	6	19-Oct-19	financial management
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	securities markets
	2	22-Oct-19	risk management
	3	23-Oct-19	risk management
	4	24-Oct-19	vacations
	5	25-Oct-19	vacations
	6	26-Oct-19	vacations
	Sunday	27-Oct-19	
16th week	1	28-Oct-19	vacations
	2	29-Oct-19	vacations
	3	30-Oct-19	vacations
	4	31-Oct-19	test
	5	1-Nov-19	Holiday
	6	2-Nov-19	concept of insurance
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	types of insurance
	2	5-Nov-19	revision
	3	6-Nov-19	revision
	4	7-Nov-19	revision
	5	8-Nov-19	concept of human resource management
	6	9-Nov-19	sources of human capital
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	training and compensation
	2	12-Nov-19	revision
	3	13-Nov-19	revision
	4	14-Nov-19	revision
	5	15-Nov-19	revision
	6	16-Nov-19	test
	Sunday	17-Nov-19	
			Topic

Name:
Class :
Semester:
Subject:

DIVYA MUNJAL
B.COM
3
BUSINESS STATISTICS

	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction of whole syllabus
	2	17-Jul-19	Meaning, Features and Scope of Statistics
	3	18-Jul-19	Functions and Importance of Statistics
	4	19-Jul-19	Limitations and Distrust of Statistics
	5	20-Jul-19	Revision
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Primary and secondary Data Difference
	2	23-Jul-19	Methods of primary and secondary data
	3	24-Jul-19	Essentials and precautions
	4	25-Jul-19	Revision
	5	26-Jul-19	Classification objectives and methods
	6	27-Jul-19	Ways to classify numerical data
	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	Kinds of continuous series
	2	30-Jul-19	Examples
	3	31-Jul-19	Holiday
	4	1-Aug-19	Revision
	5	2-Aug-19	Objectives and main parts of a table
	6	3-Aug-19	Essentials and types of table
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	Utility, general rules and limitations of diagrams
	2	6-Aug-19	Types of diagrams
	3	7-Aug-19	Graphic presentation
	4	8-Aug-19	Types of graph
	5	9-Aug-19	Same topic
	6	10-Aug-19	Revision of I unit and Assignment
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Meaning of Central tendency and types of
	3	14-Aug-19	Arithmetic mean examples

	4	15-Aug-19	Holiday
	5	16-Aug-19	Doubts and same topic
	6	17-Aug-19	Doubts and same topic
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Test
	2	20-Aug-19	Combined A.M examples
	3	21-Aug-19	Correcting incorrect value of A.M
	4	22-Aug-19	Weighted A.M examples
	5	23-Aug-19	Doubts and Median examples
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Doubts and same topic
	2	27-Aug-19	Doubts and same topic
	3	28-Aug-19	Quartiles, percentiles and deciles examples
	4	29-Aug-19	Doubts and same topic
	5	30-Aug-19	Doubts and same topic
	6	31-Aug-19	Doubts and Mode examples
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	examples of Mean, Median and Mode
	2	3-Sep-19	Doubts and G.M examples
	3	4-Sep-19	Doubts and same topic
	4	5-Sep-19	Doubts and H.M examples
	5	6-Sep-19	Doubts and same topic
	6	7-Sep-19	Revision of types of Average and Assignment
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	Meaning of Dispersion and methods
	2	10-Sep-19	Range, Interquartile range and Q.D examples
	3	11-Sep-19	Doubts and mean deviation examples
	4	12-Sep-19	Doubts and same topic
	5	13-Sep-19	Doubts and standard deviation examples
	6	14-Sep-19	Doubts and same topic
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Combined Standard Deviation
	2	17-Sep-19	Correcting Standard deviation
	3	18-Sep-19	Determining missing values
	4	19-Sep-19	Properties of standard deviation
	5	20-Sep-19	Coefficient of variation
	6	21-Sep-19	Lorenz curve and Doubts

	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Test
	3	25-Sep-19	Skewness and its measures
	4	26-Sep-19	Karl pearson method
	5	27-Sep-19	Bowley method
	6	28-Sep-19	Kelly method
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Revision and Doubts and Assignment
	2	1-Oct-19	Revision and Doubts and Assignment
	3	2-Oct-19	Holiday
	4	3-Oct-19	Meaning and types of correlation
	5	4-Oct-19	Degree and methods of correlation
	6	5-Oct-19	Scatter diagram and correlation Graph
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	DOUBTS AND ASSIGNMENT
	2	8-Oct-19	Holiday
	3	9-Oct-19	Karl Pearson actual mean Method
	4	10-Oct-19	Doubts and assumed mean method
	5	11-Oct-19	Doubts and same topic
	6	12-Oct-19	Doubts and actual data method
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Doubts and same topic
	2	15-Oct-19	Doubts and variance-covariance method
	3	16-Oct-19	Bivariate Distribution
	4	17-Oct-19	Holiday
	5	18-Oct-19	Properties and P.E and S.E
	6	19-Oct-19	Doubts and Ranking Method
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Doubts and same topic
	2	22-Oct-19	Doubts and concurrent deviation method
	3	23-Oct-19	Doubts and assignment
	4	24-Oct-19	Vacations
	5	25-Oct-19	Vacations
	6	26-Oct-19	Vacations
	Sunday	27-Oct-19	
			Vacations
16th week	1	28-Oct-19	Vacations

	2	29-Oct-19	Vacations
	3	30-Oct-19	Vacations
	4	31-Oct-19	DOUBTS
	5	1-Nov-19	Holiday
	6	2-Nov-19	Doubts and same topic
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	Moment about mean, assumed mean and zero
	2	5-Nov-19	Doubts and conversion
	3	6-Nov-19	Doubts and same topic
	4	7-Nov-19	Doubts and Kurtosis
	5	8-Nov-19	Test
	6	9-Nov-19	Revision of 1 unit
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Revision of 2 unit
	2	12-Nov-19	Revision of 3 unit
	3	13-Nov-19	Revision of 4 unit
	4	14-Nov-19	PRESENTATIONS
	5	15-Nov-19	PRESENTATIONS
	6	16-Nov-19	OVERALL TEST
	Sunday	17-Nov-19	

Name:
Class :
Semester:
Subject:

DIVYA MUNJAL
B.COM
1
BUSINESS COMMUNICATION

	Day	Date	Topic
1st Week	1	16-Jul-19	Introduction of the whole syllabus
	2	17-Jul-19	Meaning of business communication
	3	18-Jul-19	Function of business communication
	4	19-Jul-19	Basic form of communication and process
	5	20-Jul-19	Seven C's of effective communication
	Sunday	21-Jul-19	
2nd Week	1	22-Jul-19	Revision of above topics
	2	23-Jul-19	miscommunication and how does
	3	24-Jul-19	types of barriers and how to improve
	4	25-Jul-19	Ethical communication
	5	26-Jul-19	Factors influencing Ethical communication
	6	27-Jul-19	Organisation values

	Sunday	28-Jul-19	
3rd week	1	29-Jul-19	REVISION
	2	30-Jul-19	Communication Ethical
	3	31-Jul-19	Holiday
	4	1-Aug-19	Guidelines of communication ethics
	5	2-Aug-19	The advantage of Ethical communication
	6	3-Aug-19	Assignment of unit 1
	Sunday	4-Aug-19	
4th week	1	5-Aug-19	Introduction of Business communication
	2	6-Aug-19	Planning of business letter
	3	7-Aug-19	Format of letters
	4	8-Aug-19	Parts of business letters
	5	9-Aug-19	E-Mailing
	6	10-Aug-19	Revision
	Sunday	11-Aug-19	
5th week	1	12-Aug-19	Holiday
	2	13-Aug-19	Understanding how E-Mail works
	3	14-Aug-19	REVISION
	4	15-Aug-19	Holiday
	5	16-Aug-19	Advantages and disadvantages of E-Mail
	6	17-Aug-19	E-Mail etiquette and sign and symbols
	Sunday	18-Aug-19	
6th week	1	19-Aug-19	Introduction to bad news letter
	2	20-Aug-19	What is bad news letter?
	3	21-Aug-19	REVISION
	4	22-Aug-19	Purpose of a bad news letter
	5	23-Aug-19	Tone of a bad news letter
	6	24-Aug-19	Holiday
	Sunday	25-Aug-19	
7th week	1	26-Aug-19	Planning of a bad news letter
	2	27-Aug-19	Types of bad news letter
	3	28-Aug-19	Persuasive written communication
	4	29-Aug-19	Purpose and foundation of persuasive letter
	5	30-Aug-19	Persuasive letter and AIDA formula
	6	31-Aug-19	REVISION
	Sunday	1-Sep-19	
8th week	1	2-Sep-19	Types of persuasive letter(Sales letter)

	2	3-Sep-19	Types of persuasive letter(Collection letter)
	3	4-Sep-19	Memos and memorandum
	4	5-Sep-19	Format of memorandum
	5	6-Sep-19	Revision
	6	7-Sep-19	TEST
	Sunday	8-Sep-19	
9th week	1	9-Sep-19	Condition for a good memorandum
	2	10-Sep-19	Types of a good memorandum
	3	11-Sep-19	Advantages of a good memorandum
	4	12-Sep-19	Definition of meetings
	5	13-Sep-19	Notices and agendas of meeting
	6	14-Sep-19	Revision
	Sunday	15-Sep-19	
10th week	1	16-Sep-19	Minutes of meetings
	2	17-Sep-19	Prepare for the meeting
	3	18-Sep-19	Assignment of unit 2
	4	19-Sep-19	Class test of unit 1
	5	20-Sep-19	Report writing
	6	21-Sep-19	Short report
	Sunday	22-Sep-19	
11th week	1	23-Sep-19	Holiday
	2	24-Sep-19	Planning of short report
	3	25-Sep-19	Specimen of short report
	4	26-Sep-19	Long report
	5	27-Sep-19	Planning of long report
	6	28-Sep-19	Format of long report
	Sunday	29-Sep-19	
12th week	1	30-Sep-19	Abstracts and its purposes
	2	1-Oct-19	REVISION
	3	2-Oct-19	Holiday
	4	3-Oct-19	Types of abstracts and how to write it?
	5	4-Oct-19	Summary (How to write it?)
	6	5-Oct-19	Categories of summary with example
	Sunday	6-Oct-19	
13th week	1	7-Oct-19	REVISION
	2	8-Oct-19	Holiday
	3	9-Oct-19	Proposal and classification of it
	4	10-Oct-19	Organisational planning of proposal

	5	11-Oct-19	REVISION
	6	12-Oct-19	Assignment of unit 3
	Sunday	13-Oct-19	
14th week	1	14-Oct-19	Reading and process of reading
	2	15-Oct-19	Revision
	3	16-Oct-19	Revision
	4	17-Oct-19	Holiday
	5	18-Oct-19	Reading skills and efficient reading strategy
	6	19-Oct-19	SQ3R reading method and C's of reading skills
	Sunday	20-Oct-19	
15th week	1	21-Oct-19	Importance of learning
	2	22-Oct-19	TEST
	3	23-Oct-19	Nature of learning
	4	24-Oct-19	Vacations
	5	25-Oct-19	Vacations
	6	26-Oct-19	Vacations
	Sunday	27-Oct-19	
			Vacations
16th week	1	28-Oct-19	Vacations
	2	29-Oct-19	Vacations
	3	30-Oct-19	Vacations
	4	31-Oct-19	TEST
	5	1-Nov-19	Holiday
	6	2-Nov-19	REVISION
	Sunday	3-Nov-19	
17th week	1	4-Nov-19	Principal of effective listing and advantages
	2	5-Nov-19	TEST
	3	6-Nov-19	TEST
	4	7-Nov-19	Persuasive speaking and basic principal
	5	8-Nov-19	hints and tips for effective persuasive speaking
	6	9-Nov-19	TEST
	Sunday	10-Nov-19	
18th week	1	11-Nov-19	Type of nonverbal communication
	2	12-Nov-19	Nature of body language and its types
	3	13-Nov-19	Function of body language
	4	14-Nov-19	Significance of body language
	5	15-Nov-19	REVISION
	6	16-Nov-19	REVISION
	Sunday	17-Nov-19	

