

I – Academic Planner

A. Teaching Plan (Year : 2020-2021)

Teacher's Name: Vipin Kumar Department: Commerce

S. No	UPC	Paper Name	Core/AECC/GE/SEC	Topic/Unit	Start Date	End Date
ODD SEMESTER- BC 3.4 (a) COMPUTER APPLICATIONS IN BUSINESS						
1	52413302	Computer Applications in Business	SEC	Unit 1- Introduction	10-8-2020	20-8-2020
	52413302	Computer Applications in Business	SEC	Unit 2- Word Processing	21-8-2020	09-9-2020
	52413302	Computer Applications in Business	SEC	Unit 3- Spreadsheet and its Application Functions	10-9-2020	15-10-2020
	52413302	Computer Applications in Business	SEC	Power point	16-10-2020	22-10-2020
	52413302	Computer Applications in Business	SEC	Unit 5- CAAT Tools (Theory)	23-10-2020	28-10-2020
	52413302	Computer Applications in Business	SEC	Unit 4- DBMS Software and SQL	29-10-2019	23-11-2020
	52413302	Computer Applications in Business	SEC	Revision/ Doubt Classes	24-11-2020	27-11-2020
EVEN SEMESTER- BCH 4.3(a) COMPUTER APPLICATIONS IN BUSINESS						
1	22411403	Computer Applications in Business	CORE	Unit 1- : Data Processing, Networking and Recent Trends in Computing	2-1-2021	15-1-2021
	22411403	Computer Applications in Business	CORE	Unit 2- Word Processing	16-1-2021	27-01-2021
	22411403	Computer Applications in Business	CORE	Unit 3- Preparing Presentation	28-1-2021	03-2-2021

22411403	Computer Applications in Business	CORE	Unit 4- Spreadsheet and its application	04-2-2021	31-3-2021
22411403	Computer Applications in Business	CORE	Unit 5- Database Management System	01-4-2021	23-04-2021
22411403	Computer Applications in Business	CORE	Revision/ Doubt Classes	24-04-2021	29-04-2021

B. FDP/Seminar/Workshops/Lectures to be attended and/or to be conducted by Teachers

Event Topic	Research Methodology				
Type / Nature (FDP/Webinar/Workshop etc.)	15 Days FDP				
Organizing In-charge	Teaching Learning Centre, Ramanujan College, University of Delhi				
Details regarding invited Resource Person	-				
Nature of Participation (e.g. Invited Speaker, Participant etc.)	Participant				
Date/s	1 st October 2020 to 15 th October,2020	Timing/s	Self-Paced	Mode	Online

C. Internal Assessment: House Exam (Test/Presentation etc.) & Assignment*

Course Code	Course Name	Unique Paper Code	Topic Name	Day and Date	Date/s of Exhibiting the Assessment Sheet to students, Discussing the marks, Returning/Retaining
ODD SEMESTER- BC 3.4 (a) COMPUTER APPLICATIONS IN BUSINESS					
BC 3.4(a)	B.Com (Prog)	52413302	Class Test from; Unit-I, II and III	07-11-2020	Within 1 week of the conduct of test
BC 3.4(a)	B.Com (Prog)	52413302	One Assignment from Theory Topics/ Units	07-11-2020	11-11-2020
BC 3.4(a)	B.Com (Prog)	52413302	One Assignment from Practical Topics/ Units	07-11-2020	11-11-2020
EVEN SEMESTER- BCH 4.3(a) COMPUTER APPLICATIONS IN BUSINESS					
BCH 4.3	B.Com (Hons)	22411403	Class Test from, Unit I, II and Partial Unit III	12-04-2021	Within 1 week of the conduct of test
BCH 4.3	B.Com (Hons)	22411403	One Assignment/Presentations from Theory Topics/ Units	29-03-2021	03-04-2021
BCH 4.3	B.Com (Hons)	22411403	One Assignment from Practical Topics/ Units	11-04-2021	15-04-2021

***Marks of the Internal Assessment to be submitted to the College 15 days before the last working day of every semester**

D. Organization of Department/College Society Meetings by Staff Advisor/Convener

Department/Society	Meeting Date	Purpose
As per College records		

E. College Functions

College Function	Function Date	Role to be played
Annual Day Celebration	As per College records	Member
Various Staff Council/Association Meetings	As per College records	Member