# I – Academic Planner

## A. Teaching Plan ( Year : 2021-2022 )

**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 | 16-8-2021 | 26-8-2021 |
| | 52413302 | Computer Applications in Business | SEC | Unit 2- Word Processing | 27-8-2021 | 15-9-2021 |
| | 52413302 | Computer Applications in Business | SEC | Unit 3- Spreadsheet and its Application Functions | 16-9-2021 | 29-10-2021 |
| | 52413302 | Computer Applications in Business | SEC | Power point | 30-10-2021 | 12-11-2021 |
| | 52413302 | Computer Applications in Business | SEC | Unit 5- CAAT Tools (Theory) | 13-11-2021 | 16-11-2021 |
| | 52413302 | Computer Applications in Business | SEC | Unit 4- DBMS Software and SQL | 17-11-2021 | 03-12-2021 |
| | 52413302 | Computer Applications in Business | SEC | Revision/ Doubt Classes | 04-12-2021 | 07-12-2021 |

| 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 | 03-01-2022 | 18-01-2022 |
| | 22411403 | Computer Applications in Business | **CORE** | Unit 2- Word Processing | 19-01-2022 | 02-02-2022 |
| | 22411403 | Computer Applications in Business | **CORE** | Unit 3- Preparing Presentation | 03-02-2022 | 11-2-2022 |
| | 22411403 | Computer Applications in Business | **CORE** | Unit 4- Spreadsheet and its application | 12-2-2022 | 31-3-2022 |
| | 22411403 | Computer Applications in Business | **CORE** | Unit 5- Database Management System | 01-4-2022 | 22-04-2022 |
| | 22411403 | Computer Applications in Business | **CORE** | Revision/ Doubt Classes | 23-04-2021 | 27-04-2021 |

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

| Event Topic | | New Paradigms in Commerce and Management | | |
|---|---|---|---|---|
| **Type / Nature (FDP/Webinar/Workshop etc.)** | | **15 Days FDP/ National Interdisciplinary Refresher Course** | | |
| **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** | 15th September,2021 to 28th September, 2021 | **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 | 20-11-2021 | Within 1 week of the conduct of test |
| BC 3.4(a) | B.Com (Prog) | 52413302 | One Assignment from Theory Topics/ Units | 03-11-2021 | 12-11-2021 |
| BC 3.4(a) | B.Com (Prog) | 52413302 | One Assignment from Practical Topics/ Units | 27-11-2021 | 03-12-2021 |
| | | | 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 | 16-04-2022 | Within 1 week of the conduct of test |
| BCH 4.3 | B.Com (Hons) | 22411403 | One Assignment/Presentations from Theory Topics/ Units | 14-03-2022 | 21-03-2022 |
| BCH 4.3 | B.Com (Hons) | 22411403 | One Assignment from Practical Topics/ Units | 20-04-2022 | 25-04-2022 |
| | | | | | |

**\*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 |
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| | | |

### 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 |
| | | |
| | | |