

I – Academic Planner

A. Teaching Plan (Year: 2020-21 Semester: Odd)

Teacher's Name Ms. Sandhya Ragaur

Department Commerce

S. No.	UPC	Paper Name	Core/A ECC/G E/SEC	Topic/Unit	Start Date	End Date
1.	52415 101	Computer application in business	core	Unit 1: MS word, Introduction to different tabs like Home, Insert, Design, layout, Reference, Mailing	10/08/ 2020	14/08/ 2020
				Unit 2: Power point with introduction to various tabs such as design tabs, theme tab, layout tabs	17/08/ 2020	28/08/ 2020
				Unit 3: Excel with all the functions like, mathematical, financial, statistical. Depreciation, pay roll statement	29/08/ 2020	17/09/ 2020
				Unit 4: MS Access with the introduction to DBMS and how to make report, query and form	18/09/ 2020	09/10/ 2020
				Unit 5: Mail Merge and it types	10/10/ 2020	21/10/ 2020
				Doubt classes	22/10/ 2020	16/11/ 2020

2.	22415 101	Investing In stock Market	GE	UNIT-I Introduction to Investing fundamentals and its importance, Types of stock market and market players	10/08/ 2020	14/08/ 2020
				UNIT-II Stock valuation by fundamental analysis and technical analysis of the firm.	14/08/ 2020	28/08/ 2020
				UNIT-III Mutual Funds and its types. How to trade on mutual funds and how to open demat account	29/08/ 2020	17/09/ 2020
				UNIT-IV Understanding Derivatives and stocks. How to evaluate them in stock market	18/09/ 2020	08/10/ 2020
				UNIT -V Commodity derivatives. Currency derivatives	10/10/ 2020	22/10/ 2020
3.	22415 103	Entrepreneurship	sec	Unit 1 Introduction to entrepreneurship, types of entrepreneurs Scope of entrepreneurship, limitations and importance of entrepreneurship	10/08/ 2020	14/08/ 2020
				Unit 2 Entrepreneurial stimulation Private and public sector stimulation Self help groups	14/08/ 2020	28/08/ 2020
				Unit 3 Micro small and medium enterprises MSME ministry, how they promote entrepreneurship Venture capitalist, angel investors and incubation centers	29/08/ 2020	08/10/ 2020
				Unit 4 Entrepreneurial process and factors effecting the process How to plan a business procedure.	18/09/ 2020	08/10/ 2020

				<p style="text-align: center;">Unit 5</p> <p style="text-align: center;">Startups in india, how it is getting promoted n india Factors that contribute to the failure of startups Succesfull startups in india and their case studies.</p>	<p style="text-align: center;">10/10/ 2020</p> <p style="text-align: center;">22/10/ 2020</p>	

Teaching Plan (Year : 2020- 21) (Semester: Even)

Teacher's Name Ms. Sandhya Ragaur

Department Commerce

S. No.	UPC	Paper Name	Core/AECC/GE/SEC	Topic/Unit	Start Date	End Date
1.	52415 101	Computer application in business	Core	<p style="text-align: center;">Unit 1: MS word, Introduction to different tabs like Home, Insert, Design, layout, Reference, Mailing</p>	02/01/ 2021	20/01/ 2021
				<p style="text-align: center;">Unit 2: Power point with introduction to various tabs such as design tabs, theme tab, layout tabs</p>	21/01/ 2021	28/01/ 2021

				Unit 3: Excel with all the functions like, mathematical, financial, statistical. Depreciation, pay roll statement	28/01/ 2021	26/02/ 2021
				Unit 4: MS Access with the introduction to DBMS and how to make report, query and form	26/02/ 2021	15/03/ 2021
				Unit 5: Mail Merge and it types	15/03/ 2021	10/04/ 2021
				Practice, Revision and Doubt Classes	11/04/ 2021	21/04/ 2021
2.	22414 101	Entrepreneu rship	GE	Unit 1 Introduction to entrepreneurship, types of entrepreneurs Scope of entrepreneurship, limitations and importance of entrepreneurship	02/01/ 2021	20/01/ 2021
				Unit 2 Entrepreneurial stimulation Private and public sector stimulation Self help groups	21/01/ 2021	28/01/ 2021
				Unit 3 Micro small and medium enterprises MSME ministry, how they promote entrepreneurship Venture capitalist, angel investors and incubation centers	28/01/ 2021	26/02/ 2021

				Unit 4 Entrepreneurial process and factors effecting the process How to plan a business procedure.	26/02/ 2021	15/03/ 2021
				Unit 5 Startups in india, how it is getting promoted n india Factors that contribute to the failure of startups Succesfull startups in india and their case studies	15/03/ 2021	10/04/ 2021
				Revision and Doubt Classes		
3.	52415 201	Personal selling and salesmanshi p		Unit 1 Introduction to personal selling and salesmanship, Importance of personal selling Difference between personal selling and salesmanship	02/01/ 2021	20/01/ 2021
				Unit 2 Techniques of personal selling and salesmanship Methods of consumer attention and retention	21/01/ 2021	28/01/ 2021
				Unit 3 Methods to evaluate personal selling techniques and how to initiate selling process with potential customers	28/01/ 2021	26/02/ 2021
				Unit 4 Sales report and its components Sales report process and its importance Steps in preparation of sales report	26/02/ 2021	15/03/ 2021
				Unit 5 Feedback to improve sales techniques Methods of collecting feedback from customers	15/03/ 2021	10/04/ 2021

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

1.

Event Topic	ICT: Instructional design, development and Learning Analytics			
Type / Nature (FDP/Webinar/Workshop etc.)				
Organizing In-charge				
Details regarding invited Resource Person	-			
Nature of Participation (e.g. Invited Speaker, Participant etc.)				
Date/s		Timing/s		Mode

2.

Event Topic	Enhancing Psychological Skills for Teaching and Practice			
Type / Nature (FDP/Webinar/Workshop etc.)				
Organizing In-charge				
Details regarding invited Resource Person				
Nature of Participation (e.g. Invited Speaker, Participant etc.)				
Date/s		Timing/s		Mode

3.

Event Topic	Basics of Research Methodology			
Type / Nature (FDP/Webinar/Workshop etc.)				
Organizing In-charge				
Details regarding invited Resource Person				
Nature of Participation (e.g. Invited Speaker, Participant etc.)				
Date/s		Timing/s		Mode

4.

Event Topic	OBE: Examination and Evaluation			
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Type / Nature (FDP/Webinar/Workshop etc.)					
Organizing In-charge					
Details regarding invited Resource Person					
Nature of Participation (e.g. Invited Speaker, Participant etc.)					
Date/s		Timing/s		Mode	

5.

Event Topic		Basics of Quality Research Papers			
Type / Nature (FDP/Webinar/Workshop etc.)					
Organizing In-charge					
Details regarding invited Resource Person		-			
Nature of Participation (e.g. Invited Speaker, Participant etc.)					
Date/s	June 28 & 29, 2021	Timing/s		Mode	

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
BCH 5.4(a)	B.Com(p) CBCS , Semester III	22417501	Unit 2 and 3	25/10/2020	04/11/2020
	B.Com(p) CBCS , Semester VI	22417501	Assignment	16/11/ 2020.	18/11/2020

BCH 4.2	B.Com(H) CBCS , Semester III	22411402	Assignment	30/03/ 2021.	06/04/2021.
BCH 4.2	B.Com(H) CBCS , Semester IV	22411402	House Exam/ Class Test: Unit 2 and 3	07/04/2021	24/04/2021

*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

E. College Functions

College Function	Function Date	Role to be played