

OFFICE OF THE PRINCIPAL GOVT. COLLEGE FOR GIRLS, PALWAL (KURUKSHETRA)

LESSON-PLAN (Session 2024-25)

Name of Assistant/ Associate Professor: Preeti Sharma

Class: M.com Final

Semester: 3rd SEM

Subject/Paper: COMPUTER APPLICATIONS IN BUSINESS (MC 301)

Sr. No.	Week	Topics to be covered	Remarks if any
1	22-30 July 2024	Computer System: Meaning, scope, types	
2	1-8 August 2024	Basic computer organization: Central Processing Unit, input, output	
3	9-17 August 2024	Storage devices	Class Test 1
4	19-24 August 2024	Introduction to software; System software - operating system, user interface and its types	
5	27-31 August 2024	Application software - word processing, spreadsheets, Power Point Presentation	
6	2-7 September 2024	Introduction to databases, tables, queries, reports and form generation. etc	Case Study
7	9-14 September 2024	Fuzzy Logic	
8	16-21 September 2024	Information Technology in Business, Concept of information technology	Class Test 2
9	24-30 September 2024	Local Area Network- media & topologies and Wide Area Networks	Assignment 1 with Presentation
10	1,4,5,7-12, October 2024	Electronic data processing	Group Discussion
11	14-19 October 2024	Intranet and extranet, concept and evolution; World Wide Web	Quiz Competition
12	21-26 October 2024	Multimedia technologies; Video conferencing	Class Test 3
13	4-9 November 2024	Broadband networks	
14	11-16 November 2024	Planning and designing web pages	Class Test 4 with assignment 2 with Presentation
14	18-22-November 2024	Revision	

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LESSON-PLAN (Session 2024-25)

Name of Assistant/ Associate Professor: Preeti Sharma

Class: B.A 2ND YEAR

Semester III

Subject/Paper: Fundamental of Indian Capital Market

Sr. No.	Week	Topics to be covered	Remarks if any
1	22-30 July 2024	Capital market: Need and structure; Types of capital market:	
2	1-8 August 2024	Primary and secondary market; Functions of primary and secondary market	
3	9-17 August 2024	Financial instruments in Indian capital market	Class Test 1
4	19-24 August 2024	Regulation of Indian capital market	
5	27-31 August 2024	The Securities Exchange Board of India- Constitution	Quiz Competition
6	2-7 September 2024	Role of SEBI in regulating primary and secondary market	
7	9-14 September 2024	Investor protection and grievance redressed.	
8	16-21 September 2024	Stock Exchanges in India: Origin	Class Test 2
9	24-30 September 2024	Stock Exchanges in India- role and functions	Assignment 1 with Presentation
10	1,4,5,7-12, October 2024	Listing of Securities: Concept, merits & demerits	Group Discussion
11	14-19 October 2024	, listing requirements, procedure	Case Study
12	21-26 October 2024	Depository System in India: Role, function,	Class Test 3
13	4-9 November 2024	dematerialisation of securities	
14	11-16 November 2024	Recent trends in Indian capital market	Class Test 4 with assignment 2 with Presentation
14	18-22-November 2024	Revision	

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LESSON-PLAN (Session 2024-25)

Name of Assistant/ Associate Professor: Ms. Preeti Sharma

Class: B.com Final Year

Semester: 5th sem

Subject/Paper: Goods and Services Tax (BC- 503)

Sr. No.	Week	Topics to be covered	Remarks if any
1	22-30 July 2024	Old Indirect Tax system in India, GST: meaning, Taxable person under GST,	
2	1-8 August 2024	Important Terms under GST	
3	9-17 August 2024	GST Administration	Class Test 1
4	19-24 August 2024	Levy and collection of GST	
5	27-31 August 2024	Various returns to be filed under GST	Quiz Competition
6	2-7 September 2024	Place of supply of goods and services	
7	9-14 September 2024	value of taxable supply	
8	16-21 September 2024	Computation of input tax credit and transfer of input tax credit	Class Test 2
9	24-30 September 2024	Tax invoice credit and debit note	Assignment 1 with Presentation
10	1,4,5,7-12, October 2024	Payment of Tax including TDS	Group Discussion
11	14-19 October 2024	Registration, concept, rules	Case Study
12	21-26 October 2024	Registration : procedure and documents required	Class Test 3
13	4-9 November 2024	Interest Provision on delayed payment	
14	11-16 November 2024	Offences and penalties.	Class Test 4 with assignment 2 with Presentation
14	18-22-November 2024	Revision	

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