

# **Detailed Course Scheme**

## **Bachelor of Commerce B.Com (Hons) 3 Years/ B.Com (Hons) with Research 4 Years**

**Semester-I  
(2023-2027)**

DOC202306220008



**RNB GLOBAL UNIVERSITY**

RNB Global City, Ganganagar Road,  
Bikaner, Rajasthan 334601

## **OVERVIEW**

RNB Global University follows Semester System along with Choice Based Credit System as per latest guidelines of University Grants Commission (UGC). Accordingly, each academic year is divided into two semesters, **Odd (July-December) and Even (January-June)**. Also, the university follows a system of continuous evaluation along with regular updating in course curricula and teaching pedagogy.

The curriculum for B. Com/B. Com (Hons). With research program for (July-December) Odd Semester, 2023 along with Examination pattern is as follows:

### **Semester –I**

<b>S. No.</b>	<b>Course Code</b>	<b>Category</b>	<b>Course Name</b>	<b>L</b>	<b>T</b>	<b>P</b>	<b>Credits</b>
1.	AECE55000	AEC-1	Environmental Studies (AECC)	3	1	0	4
2.	BCHC21101	DSC-1	Financial Accounting	4	1	2	6
3.	BCHC22102	DSC-2	Management Principles and Applications	5	1	0	6
4.	BCHC21100	DSC-3	Micro Economics	5	1	0	6
5.	SEC077001	SEC-1	Ability & Skill Enhancement -I	2	0	0	2
6.	WHNN99000		Workshops/ Seminars/Human Values/ Social Service/NCC/NSS	-	-	-	1
<b>Total</b>				<b>19</b>	<b>4</b>	<b>2</b>	<b>25</b>

### **EVALUATION SCHEME**

The evaluation of the B. Com/B. Com (Hons.) with research program would be based on Internal and External Assessments. Internal Assessment would consist of 50% of the marks (50 marks) and external assessment (in form of End Term Exam) would consist of remaining 50% marks (50 marks). Detailed scheme of Internal and External Assessments as follows:

#### **Internal Assessment**

The distribution of Internal Assessment Marks is as follows:

Type	Details	Marks
Mid Term	One Mid-term Sessional	25
Marks obtained in various Tests, Assignments, Presentations, Quiz, Tutorials, etc.	Average of marks obtained	20
Attendance	75%+: 5 marks	5
<b>TOTAL</b>	<b>50</b>	

#### **External Assessment**

Type	Marks
Theory	50

For subjects having practical components:

Type	Marks
Theory	40
Practical	10

### **EVALUATION SCHEME- WORKSHOPS & SEMINARS AND HUMAN VALUES & SOCIAL SERVICE/NCC/NSS**

1. The evaluation of Workshops & Seminar and Human Values & Social Service/NCC/NSS will be completed from Semester I – Semester VI. It will be evaluated internally by the various Forums & Schools Concerned. The credit for this will be given at the end of each Semester.
2. The students must join club/clubs/Forums with the active participation in different activities of club. The students would be continuously assessed from Semester-I to Semester-IV and credits and marks would be given after the end of each Semester.

## **1. Vision**

To educate and inspire capable and competent leaders with a futuristic business acumen & entrepreneurial spirit.

## **2. Mission**

To equip the students of school of commerce & management with the ability to explore, examine, think critically, and develop professional skills to become responsible global leaders who can contribute meaningfully to the industry and society through excellence in learning and practice-oriented research.

## **3. Program Educational Objectives (PEO's)**

**PEO1:** To develop students to handle issues related to business and solve problems.

**PEO2:** To develop leadership qualities in students to lead a team as well as work as member of team.

**PEO3:** To bridge the gap between theoretical and practical knowledge of the students by adopting innovative teaching pedagogy.

#### **4. Programme Outcomes (PO's)**

After the completion of this program students will be able to:

**P01.** Exhibit memory of previously learned financial accounting knowledge by correlating facts and terminologies.

**P02.** Conceptualize and solve Business problems, evaluate a wide range of potential solutions for those problems and arrive at feasible, optimal solutions after considering public health and safety, cultural, societal, and environmental factors in the core areas of expertise at the national and international levels.

**P03.** Understand the concepts of commerce and computer application operations

**P04.** Demonstrate ability to understand commerce in multifunctional areas like Banking and Finance, Auditing and taxation, Marketing & Entrepreneurship.

**P05.** Develop knowledge of the business policies, auditing, finance, and other related areas both at the macro and micro level.

**P06.** Apply relevant managerial accounting skills with emphasis on application of both quantitative and qualitative knowledge to their future careers.

**P07.** Utilize domain knowledge of computer programming and implementing the same in E-Commerce sector.

**P08.** Display knowledge and understanding of group dynamics, recognize opportunities and contribute positively to collaborative-multidisciplinary management research.

**P09.** Communicate with society at large, regarding complex managerial activities confidently and effectively, such as, environment and sustainability, ethics, and governance.

**P010.** Build wider societal concerns through extension of professional knowledge to community service and engagement in life-long learning process.

## **5. Program Specific Outcomes (PSO's)**

**PSO1: Understand** the concept of financial markets and its different products

**PSO2: Appraise** the manpower needs of companies in Accounting, Financial analysis, and Management.

**PSO3: Design** the accounting system and processes for e-commerce and e-business.

<b>6. COURSE OUTCOMES (COs)</b>	
<b>Course Code &amp; Course Name</b>	<b>After completion of these courses' students should be able to</b>
AECE55000 - Environmental Studies (AECC)	<p><b>C01:</b> Tell different ecosystems, natural resources, and environmental pollution.</p> <p><b>C02:</b> Summarize biodiversity and its conservation.</p> <p><b>C03:</b> Apply the values, feelings, and participation of society in protection activities of the environment.</p> <p><b>C04:</b> Discover the use of skills in identification of natural resources and their management practices.</p> <p><b>C05:</b> Explain Biodiversity and its conservation techniques.</p>
BCHC21101 - Financial Accounting	<p><b>C01:</b> Define the concepts of various business cycle and process, operations, Profit planning.</p> <p><b>C02:</b> Demonstrate the conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.</p> <p><b>C03:</b> Apply the principles and concepts of accounting in preparing the financial statements.</p> <p><b>C04:</b> Analyse the execution of the accounting process- Recording-Classifying and Summarizing</p> <p><b>C05:</b> Interpret financial results and use in decision making.</p>
BCHC22102 - Management Principles and Applications	<p><b>C01:</b> Define about basic management concepts, principles and practices understand Nature of Management.</p> <p><b>C02:</b> Understand "planning, organizing, coordinating, staffing, directing, budgeting, controlling, and evaluating functions of management; leadership roles and styles, and the human aspects of management"</p> <p><b>C03:</b> Apply the Planning and Decision Making &amp; Organizing.</p> <p><b>C04:</b> Analyze the need of effective Directing, Leadership, Co-ordination and Controlling</p> <p><b>C05:</b> Analyze the concept of controlling with examples &amp; implement.</p>
BCHC21100 – Micro Economics	<p><b>C01:</b> Remember the concepts of microeconomics dealing with consumer behaviour and market.</p> <p><b>C02:</b> Understand the importance of Microeconomics in economic analysis.</p> <p><b>C03:</b> Apply the concepts of consumer behaviour and producer behaviour and determine the market equilibrium.</p> <p><b>C04:</b> Analyze how does a free market economy with its millions of consumers and producers work to decide about the allocation of productive resources among the thousands of goods and services &amp; understand the analytics of supply and demand and its various uses.</p>

	<b>C05:</b> Interpret the effects of theories and tenets of microeconomics on business concern.
SEC077001 – Ability & Skill Enhancement –I	<b>C01:</b> Understand the relevance and method of writing impactful and structured resume. <b>C02:</b> Explain the need for right etiquettes to be followed in the professional world. <b>C03:</b> Develop confidence in public speaking and expressing their opinions and ideas clearly and effectively. <b>C04:</b> Build employability skills like critical thinking, team work, conflict management and leadership skills. <b>C05:</b> Communicate effectively in English
WHNN99000- Workshops/ Seminars/ Human Values/ Social Service/ NCC/ NSS	<b>C01:</b> Relate to the concept of cognitive development and Big Five personality characteristics. Explain the fundamentals of Emotional Intelligence. <b>C02:</b> Develop ability to practice new problem-solving skills in a group and use these skills in personal life. Build coping strategies and adapt balanced self- determined behaviour. <b>C03:</b> Find about the working and mechanism of human nature. Classify and explain group behaviour at organizational level and individual level. <b>C04:</b> Organize and plan organizational change and stress management practices. Discover various human values and their importance in real world. <b>C05:</b> Create leadership skills to be effective leader and evaluate the hierarchy of human values.



## 7. CO PO Mapping

AECE55000	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
C01	1	2	3	2	2	3	2	2	3	2
C02	2	2	2	3	1	2	3	3	2	3
C03	1	3	2	2	2	1	3	2	3	2
C04	3	2	2	2	2	2	-	3	1	2
C05	3	1	1	1	3	2	2	3	2	2

BCHC21101	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
C01	3	2	2	2	2	3	2	2	2	3
C02	2	1	2	-	2	3	-	2	2	3
C03	2	2	1	2	2	3	2	-	2	3
C04	1	2	2	-	2	3	-	-	2	3
C05	3	3	2	2	2	3	2	2	3	3

BCHC22102	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
C01	3	3	2	1		2	2	2	2	2
C02		3	3	2	2	3	2	3	2	3
C03	1	2	3	2	3	3	3	2	1	2
C04	1	2	2	1	3	3	3	3	3	3
C05	3	2	1	2	3	2	2	2	3	3

BCHC21100	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
C01	3	3	3	2	3	2	2	3	2	3
C02	2	2	2	3	2	1		2	2	3
C03	3	2	2	1	3		2	2		3
C04	2	1	1	2	2	3	3	2	3	3
C05	3	3	3	3	3	3	3	3	3	3

SEC077001	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
C01	2	2	3	3	3	2	2	3	2	3
C02	2	2	3	3	3	2	2	3	3	3
C03	1	1	1		2	3	3	3	3	3
C04	2	2	3	3	3	3	3	3	2	3
C05	3	3	2	2		2	3	2	2	2

WHNN99000	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
C01	3	3	2		2		2	3	2	
C02	2	3	3	2		3	2	3	3	2
C03	2	3	2	3	2				2	3
C04	2		3	2	2			2	3	
C05	3	3	3		3		3	3		3

## 8. Curriculum

**Course Name: Environment Studies (AECC)**

**Course Code: AECE55000**

### **Objectives**

- To understand theoretical and practical aspect of environment studies. About various conservation strategies and problems with environment. Discussion, Video and Lecture is the pedagogy used.
- The Environmental Studies major prepares students for careers as leaders in understanding and addressing complex environmental issues from a problem-oriented, interdisciplinary perspective.

### **Course Outline**

#### **Unit I: Introduction to environmental studies**

- Multidisciplinary nature of environmental studies;
- Scope and importance; Concept of sustainability and sustainable development.

#### **Unit II: Ecosystems**

What is an ecosystem? Structure and function of ecosystem; Energy flow in an ecosystem: food chains, food webs and ecological succession. Case studies of the following ecosystems:

- a) Forest ecosystem
- b) Grassland ecosystem
- c) Desert ecosystem
- d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

#### **Unit III: Natural Resources: Renewable and Non-renewable Resources**

- Land resources and land use change; Land degradation, soil erosion and desertification.
- Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity, and tribal populations.
- Water: Use and overexploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).
- Energy resources: Renewable and non-renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

#### **Unit IV: Biodiversity and Conservation**

Levels of biological diversity: genetic, species and ecosystem diversity; Biogeographic zone of India; Biodiversity patterns and global biodiversity hot spots.

India as a megabiodiversity nation; Endangered and endemic species of India. Threats to biodiversity: Habitat loss, poaching of wildlife, wildlife conflicts, biological invasions; Conservation of biodiversity: In situ and Ex situ conservation of biodiversity. Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic, and Informational value.

**Unit V: Environmental Pollution**

- Environmental pollution: types, causes, effects and controls; Air, water, soil, and noise pollution.
- Nuclear hazards and human health risks
- Solid waste management: Control measures of urban and industrial waste.
- Pollution case studies.

**Unit VI: Environmental Policies & Practices**

- Climate change, global warming, ozone layer depletion, acid rain and impacts on human Communities and agriculture.
- Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act ; Water (Prevention and control of Pollution) Act; Wildlife Protection Act; Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).
- Nature reserves, tribal populations and rights, and human wildlife conflicts in Indian context.

**Unit VII: Human Communities and the Environment**

- Human population growth: Impacts on environment, human health, and welfare.
- Resettlement and rehabilitation of project affected persons; case studies.
- Disaster management: floods, earthquake, cyclones, and landslides.
- Environmental movements: Chipko, Silent valley, Bishnois of Rajasthan.
- Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.
- Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).

**Unit VIII: Field work**

- Visit to an area to document environmental assets: river/ forest/ flora/fauna, etc.
- Visit to a local polluted site-Urban/Rural/Industrial/Agricultural.
- Study of common plants, insects, birds, and basic principles of identification.
- Study of simple ecosystems-pond, river, Delhi Ridge, etc.

**Suggested Readings:**

1. Carson, R. 2002. *Silent Spring*. Houghton Mifflin Harcourt.
2. Gadgil, M., & Guha, R. 1993. *This Fissured Land: An Ecological History of India*. Univ. of California Press. Gleeson, B. and Low, N. (eds.) 1999. *Global Ethics and Environment*, London, Routledge
3. Gleick, P. H. 1993. *Water in Crisis*. Pacific Institute for Studies in Dev., Environment & Security.
4. Stockholm Env. Institute, Oxford Univ. Press.

5. Groom, Martha J., Gary K. Meffe, and Carl Ronald Carroll. Principles of Conservation Biology. Sunderland: Sinauer Associates, 2006.
6. Grumbine, R. Edward, and Pandit, M.K. 2013. Threats from India's Himalaya dams. Science, 339: 36-37.
7. McCully, P. 1996. Rivers no more: the environmental effects of dams (pp. 29-64). Zed Books.
8. McNeill, John R. 2000. Something New Under the Sun: An Environmental History of the Twentieth Century.
9. Odum, E.P., Odum, H.T. & Andrews, J. 1971. Fundamentals of Ecology. Philadelphia: Saunders.
10. Pepper, I.L., Gerba, C.P. & Brusseau, M.L. 2011. Environmental and Pollution Science Academic Press.
11. Rao, M.N. & Datta, A.K. 1987. Waste Water Treatment. Oxford and IBH Publishing Co. Pvt. Ltd.
12. Raven, P.H., Hassenzahl, D.M. & Berg, L.R. 2012. Environment. 8th edition. John Wiley & Sons.
13. Rosencranz, A., Divan, S., & Noble, M. L. 2001. Environmental law and policy in India. Tripathi 1992.
14. Sengupta, R. 2003. Ecology and economics: An approach to sustainable development. OUP.
15. Singh, J.S., Singh, S.P. and Gupta, S.R. 2014. Ecology, Environmental Science and Conservation. S. Chand Publishing, New Delhi.
16. Sodhi, N.S., Gibson, L. & Raven, P.H. (eds). 2013. Conservation Biology: Voices from the Tropics. John Wiley & Sons.
17. Thapar, V. 1998. Land of the Tiger: A Natural History of the Indian Subcontinent.
18. Warren, C. E. 1971. Biology and Water Pollution Control. WB Saunders.
19. Wilson, E. O. 2006. The Creation: An appeal to save life on earth. New York: Norton.
20. World Commission on Environment and Development. 1987. Our Common Future. Oxford University Press.

**Course Name: Financial Accounting**  
**Course Code: BCHC21101**

**Objectives**

- To provide an in-depth study of the various business cycle and process, analyse operations, Profit planning.
- The objective of this paper is to help students to acquire conceptual knowledge of the financial accounting and to impart skills for recording various kinds of business transactions.

**Course Outline**

**Unit I:**

**(a) Theoretical Framework**

- i) Accounting as an information system, the users of financial accounting information and their needs. Qualitative characteristics of accounting, information. Functions, advantages, and limitations of accounting. Branches of accounting. Bases of accounting; cash basis and accrual basis.
- ii) The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern, cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.
- iii) Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) 101. International Financial Reporting Standards (IFRS): - Need and procedures.

**(b)Accounting Process**

From recording of a business transaction to preparation of trial balance including adjustments software: Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry; Generating Reports - Cash Book, Ledger Accounts, Trial Balance, Profit and Loss Account, Balance Sheet, Funds Flow Statement, Cash Flow Statement.

Selecting and shutting a Company; Backup and Restore data of a Company

**Unit II:**

**(a) Business Income**

- i) Measurement of business income-Net income: the accounting period, the continuity doctrine and matching concept. Objectives of measurement.
- ii) Revenue recognition: Recognition of expenses.
- iii) The nature of depreciation. The accounting concept of depreciation. Factors in the measurement of depreciation. Methods of computing depreciation: straight line method and diminishing balance method; Disposal of depreciable assets-change of method.
- iv) Inventories: Meaning. Significance of inventory valuation. Inventory Record Systems: periodic and perpetual. Methods: FIFO, LIFO, and Weighted Average. Salient features of Indian Accounting Standard (Ind-AS): 2.

**(b) Final Accounts**

Capital and revenue expenditures and receipts: general introduction only. Preparation of financial statements of non-corporate business entities.

**Unit III: Accounting for Hire Purchase and Installment System**

Calculation of interest, partial and full repossession, Hire purchase trading (total cash price basis), stock and debtors' system; Concepts of operating and financial lease (theory only)

**Unit IV: Accounting for Inland Branches**

Concept of dependent branches; accounting aspects; debtors' system, stock and debtors' system, branch final accounts system and whole sale basis system. Independent branches: concept-accounting treatment: important adjustment entries and preparation of consolidated profit and loss account and balance sheet.

**Unit V: Accounting for Dissolution of the Partnership Firm**

Accounting of Dissolution of the Partnership Firm Including Insolvency of partners, sale to a limited company and piecemeal distribution.

**Suggested Readings:**

1. Robert N Anthony, David Hawkins, Kenneth A. Merchant, *Accounting: Text and Cases*. McGraw-Hill Education, 13<sup>th</sup> Ed. 2013.
2. Charles T. Horngren and Donna Philbrick, *Introduction to Financial Accounting*, Pearson Education.
3. J.R. Monga, *Financial Accounting: Concepts and Applications*. Mayur Paper Backs, New Delhi.
4. M.C. Shukla, T.S. Grewal, and S.C. Gupta. *Advanced Accounts. Vol.-I*. S. Chand & Co., New Delhi.
5. S.N. Maheshwari, and. S. K. Maheshwari. *Financial Accounting*. Vikas Publishing House, New Delhi.
6. Deepak Sehgal. *Financial Accounting*. Vikas Publishing H House, New Delhi.
7. Bhushan Kumar Goyal and HN Tiwari, *Financial Accounting*, International Book House
8. Goldwin, Alderman and Sanyal, *Financial Accounting*, Cengage Learning.
9. Tulsian, P.C. *Financial Accounting*, Pearson Education.
10. *Compendium of Statements and Standards of Accounting*. The Institute of Chartered Accountants of India, New Delhi.

**Course Name: Management Principles and Applications****Course Code: BCHC22102****Objectives**

- Management faculties often use cases, simulations, and research projects to achieve learning objectives in the Principles of Management class. This course typically aims to introduce students to the topics of "planning, organizing, coordinating, staffing, directing, budgeting, controlling, and evaluating functions of management; leadership roles and styles, and the human aspects of management." This paper describes a unique approach to teaching the above topics through an experiential and service-learning project. Student teams select

small local businesses with which to work during the semester and learn their weekly topics through case let and guest lecturers of their selected businesses. This paper describes the class in detail and discusses some of the important concepts into practice.

- The objective of the course is to provide the student with an understanding of basic management concepts, principles, and practices.

## **Course Outline**

### **Unit I: Introduction**

- a. Concept: Need for Study, Managerial Functions – An overview; Co-ordination: Essence of Managership
- b. Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical and Human Relations Approaches – Mayo, Hawthorne Experiments, Behavioural Approach, Systems Approach, Contingency Approach – Lawrence & Lorsch, MBO - Peter F. Drucker, Re-engineering - Hammer and Champy, Michael Porter – Five-force analysis, three generic strategies and value-chain, analysis, Senge's Learning Organization, 'Fortune at the Bottom of the Pyramid' – C.K. Prahalad.

### **Unit II: Planning**

- a. Types of Plans – An overview to highlight the differences
- b. Strategic planning – Concept, process, Importance, and limitations
- c. Environmental Analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis), Business environment; Concept and Components.
- d. Decision-making – concept, importance; Committee and Group Decision-making, Process, Perfect rationality and bounded rationality, Techniques (qualitative and quantitative, MIS, DSS)

### **Unit III: Organizing**

Concept and process of organizing – An overview, Span of management, Different types of authority (line, staff and functional), Decentralization, Delegation of authority. Formal and Informal Structure; Principles of Organizing; Network Organization Structure.

### **Unit IV: Staffing and Leading**

- a. *Staffing*: Concept of staffing, staffing process
- b. *Motivation*: Concept, Importance, extrinsic and intrinsic motivation; Major Motivation theories - Maslow's Need-Hierarchy Theory; Herzberg's Two-factor Theory, Vroom's Expectation Theory.
- c. *Leadership*: Concept, Importance, Major theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory, House's Path Goal theory, Fred Fielder's situational Leadership), Transactional leadership, Transformational Leadership, Transforming Leadership.
- d. *Communication*: Concept, purpose, process; Oral and written communication; Formal and informal communication networks, Barriers to communication, Overcoming barriers to communication.

### **Unit V: Control**

- a. *Control*: Concept, Process, Limitations, Principles of Effective Control, Major Techniques of control - Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM.
- b. Emerging issues in Management.

### **Suggested Readings:**

1. Harold Koontz and Heinz Weihrich, *Essentials of Management: An International and Leadership Perspective*, McGraw Hill Education.
2. Stephen P Robbins and Madhushree Nanda Agrawal, *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education.
3. George Terry, *Principles of Management*, Richard D. Irwin.
4. Newman, Summer, and Gilbert, *Management*, PHI.
5. James H. Donnelly, *Fundamentals of Management*, Pearson Education.
6. B.P. Singh and A.K. Singh, *Essentials of Management*, Excel Books.
7. Griffin, *Management Principles and Application*, Cengage Learning.
8. Robert Kreitner, *Management Theory and Application*, Cengage Learning.
9. TN Chhabra, *Management Concepts and Practice*, Dhanpat Rai & Co. (Pvt. Ltd.), New Delhi.
10. Peter F Drucker, *Practice of Management*, Mercury Books, London.

## **Course Name: Micro Economics**

### **Course Code: BCHC21100**

### **Objectives**

- The objective of the course is to acquaint the students with the concepts of microeconomics dealing with consumer behaviour. The course also makes the student understand the supply side of the market through the production and cost behaviour of firms.
- Microeconomics helps in macro analysis. It is an important method of economic analysis; it is microeconomics that tells us how a free market economy with its millions of consumers and producers work to decide about the allocation of productive resources among the thousands of goods and services.

### **Course Outline**

#### **Unit I: Demand and Consumer Behaviour**

Concepts of revenue: marginal and Average: Revenue under conditions of Perfect and imperfect competition Elasticity of demand: price, income and cross.

Consumer Behaviour: Indifference curve analysis of consumer behavior; Consumer's equilibrium (necessary and sufficient conditions). Price elasticity and price consumption curve, income consumption curve and Engel curve, price change and income and substitution effects. Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy). Revealed Preference Theory.

#### **Unit II: Production and Cost**

Production isoquants, marginal rate of technical substitution, economic region of production, optimal combination of resources, the expansion path, isoclines, returns to scale using isoquants.



Cost of Production: Social and private costs of production, long run, and short run costs of production. Economies and diseconomies of scale and the shape to the long run average cost. Learning curve and economies of scope.

### **Unit III: Perfect Competition**

Perfect competition: Assumptions. Equilibrium of the firm and the industry in the short and the long runs, including industry's long run supply curve. Measuring producer surplus under perfect competition. Stability Analysis – Walrasian and Marshallian. Demand - supply analysis including impact of taxes and subsidy.

### **Unit IV: Monopoly**

Monopoly: Monopoly short run and long run equilibrium. Shifts in demand curve and the absence of the supply curve. Measurement of monopoly power and the rule of thumb for pricing. Horizontal and vertical integration of firms. The social costs of monopoly power including deadweight loss. Degrees of price discrimination.

### **Unit V: Imperfect Competition**

Monopolistic Competition and Oligopoly: Monopolistic competition price and output decision-equilibrium. Monopolistic Competition and economic efficiency Oligopoly and Interdependence – Cournot's duopoly model, Stackelberg model, Kinked demand model. Prisoner's dilemma, collusive oligopoly – price-leadership model – dominant firm, cartels, sales maximization, Contestable markets theory. Pricing Public Utilities.

### **Suggested Readings:**

1. Pindyck, R.S., D. L. Rubinfeld and P. L. Mehta; *Microeconomics*, Pearson Education.
2. N. Gregory Mankiw, *Principles of Micro Economics*, Cengage Learning
3. Maddala G.S. and E. Miller; *Microeconomics: Theory and Applications*, McGraw-Hill Education.
4. Salvatore, D. *Schaum's Outline: Microeconomic Theory*, McGraw-Hill, Education.
5. Case and Fair, *Principles of Micro Economics*, Pearson Education
6. Koutsiyannis, *Modern Micro Economic Theory*.
7. C Snyder, *Micro economic Theory: Basic Principles and Extensions*, Cengage Learning
8. Bilas, Richard A., *Microeconomics Theory: A Graphical Analysis*, McGraw-Hill Education.
9. Paul A Samuelson, William D Nordhaus, *Microeconomics*, McGraw-Hill Education.
10. Amit Sachdeva, *Micro Economics*, Kusum Lata Publishers.

**Course Name: Ability & Skill Enhancement I**  
**Course Code: SEC077001**

**Objectives**

- To sensitize students to the nuances of the four basic communication skills – Listening, Speaking, Reading, and Writing.
- To enable students to convert the conceptual understanding of communication into everyday practice. Besides making English Learning an interesting activity, the curriculum aims to develop and enhance creativity of the students.

**Course Outline -Final Assessment - Written Paper**

**Unit I: Ice Breaking Session & Recap of Language Skills**

Ice Breaking Session, Phrase, Clause, Sentence, Word Classes (Parts of Speech).

**Unit II: Recap of Language Skills**

Tenses (Present, Past Future), Modals, Articles (a, an, the).

**Unit III: Reading Skills & Fluency Building**

Reading Process, Importance & Types of Reading, Techniques of Reading, and Strategies to Improve Reading Abilities, Comprehension, Reading Aloud, Reading News.

**Unit IV: Writing Skills**

Generating ideas/gathering data, organizing ideas, Note taking, Outlining, drafting, Editing, and Proof Reading, Story Writing (through pictures/videos), Dialogue Writing, Email Writing.

**Unit V: Listening & Speaking Skills**

Types and Essentials of good listening, Listening Process, Barriers to Listening and Strategies to improve Listening, Listening to Inspirational Movies/Clips, Listening News Techniques of Effective Speaking, Introducing Oneself, and others, Extempore, Situational Conversations (Practicing Short Dialogues).

**Note:** The review of Syllabus happens on periodic basis for the benefit of the students. In case there are changes in curriculum due to review, students would be intimated in writing.

## 9. Lesson Plans

### AECE55000 – Environmental Studies (AECC)

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Introduction to environmental studies	C-1	Lecture
Unit-I	Multidisciplinary nature of environmental studies	C-2	Lecture
Unit-I	Scope and importance; Concept of sustainability and sustainable development.	C-3	Lecture
Unit-I	Clarification Class	C-4	Clarification Class
Unit-II	What is an ecosystem?	C-5	Lecture
Unit-II	Structure and function of ecosystem	C-6	Lecture
Unit-II	Energy flow in an ecosystem: food chains, food webs and ecological succession	C-7	Lecture
Unit-II	Forest ecosystem	C-8	Lecture
Unit-II	Grassland ecosystem, Desert ecosystem	C-9	Lecture
Unit-II	Webinar	C-10	Webinar
Unit-II	Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)	C-11	Lecture
Unit-II	Clarification Class	C-12	Clarification Class
Unit-II	Classroom Assignment I	C-13	Classroom Assignment
Unit-III	Natural Resources: Renewable and Non-renewable Resources	C-14	Lecture
Unit-III	Land resources and land use change; Land degradation, soil erosion and desertification.	C-15	Lecture
Unit-III	Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity, and tribal populations	C-16	Lecture
Unit-III	Water: Use and overexploitation of surface and ground water, floods, droughts, conflicts over water (international & inter-state).	C-17	Lecture
Unit-III	Energy resources: Renewable and non-renewable energy sources	C-18	Lecture
Unit-III	Use of alternate energy sources, growing energy needs, case studies.	C-19	Lecture
Unit-III	Clarification Class	C-20	Clarification Class
Unit-IV	Levels of biological diversity: genetic, species and ecosystem diversity	C-21	Lecture
Unit-IV	Biogeographic zone of India; Biodiversity patterns and global biodiversity hot spots.	C-22	Lecture
Unit-IV	India as a mega biodiversity nation; Endangered and endemic species of India	C-23	Lecture
Unit-IV	Threats to biodiversity: Habitat loss, poaching of wildlife, man wildlife conflicts, biological invasions;	C-24	Lecture
Unit-IV	Conservation of biodiversity: Institutional and Situational conservation of biodiversity	C-25	Lecture

Unit-IV	Ecosystem and biodiversity services: Ecological, economic, social, ethical, aesthetic, and Informational value.	C-26	Lecture
Unit-IV	Clarification Class	C-27	Clarification Class
Unit-V	Quiz	C-28	Quiz
Unit-V	Environmental pollution: types, causes, effects and controls	C-29	Lecture
Unit-V	Air pollution, Water pollution	C-30	Lecture
Unit-V	Classroom Assignment II	C-31	Classroom Assignment
Unit-V	Soil and noise pollution	C-32	Lecture
Unit-V	Nuclear hazards and human health risks	C-33	Lecture
Unit-V	Solid waste management	C-34	Lecture
Unit-V	Control measures of urban and industrial waste.	C-35	Lecture
Unit-V	Pollution case studies.	C-36	Lecture
Unit-V	Clarification Class	C-37	Clarification Class
Unit-V	Presentation I	C-38	Presentation
Unit-VI	Climate change, global warming, ozone layer depletion, acid rain and impacts on human Communities and agriculture	C-39	Lecture
Unit-VI	Environment Laws: Environment Protection Act; Air (Prevention & Control of Pollution) Act; Water (Prevention and control of Pollution) Act; Wildlife Protection Act	C-40	Lecture
Unit-VI	Forest Conservation Act. International agreements: Montreal and Kyoto protocols and Convention on Biological Diversity (CBD).	C-41	Lecture
Unit-VI	Nature reserves, tribal populations, and rights	C-42	Lecture
Unit-VI	Human wildlife conflicts in Indian context.	C-43	Lecture
Unit-VI	Clarification Class	C-44	Clarification Class
Unit-VII	Human population growth: Impacts on environment, human health, and welfare.	C-45	Lecture
Unit-VII	Resettlement and rehabilitation of project affected persons; case studies	C-46	Lecture
Unit-VII	Disaster management	C-47	Lecture
Unit-VII	Floods, earthquake, cyclones, and landslides	C-48	Lecture
Unit-VII	Environmental movements: Chipko, Silent valley, Bishnoi's of Rajasthan	C-49	Lecture
Unit-VII	Environmental ethics: Role of Indian and other religions and cultures in environmental conservation.	C-50	Lecture
Unit-VII	Environmental communication and public awareness, case studies (e.g., CNG vehicles in Delhi).	C-51,52	Lecture
Unit-VII	Clarification Class	C-53	Clarification Class
Unit-VIII	Visit to an area to document environmental assets: river/ forest/ flora/fauna,	C-54	Lecture
Unit-VIII	Visit to a local polluted site-Urban/ Rural/ Industrial/Agricultural.	C-55	Lecture
Unit-VIII	Study of common plants, insects, birds, and basic principles of identification.	C-56,57	Lecture

Unit-VIII	Study of simple ecosystems-pond, river, Delhi Ridge, etc.	C-58	Lecture
Unit-VIII	Clarification Class	C-59	Clarification Class
	Revision Class	C-60	Lecture

**BCHC21101 – Financial Accounting**

Unit	Particulars	Class No.	Pedagogy of Class
Unit-I	Theoretical Framework- Accounting as an information system	C-1,2	Lecture
Unit-I	The users of financial accounting information and their needs.	C-3,4	Lecture
Unit-I	Qualitative characteristics of accounting, information. Functions, advantages, and limitations of accounting.	C-5,6	Lecture
Unit-I	Branches of accounting. Bases of accounting; cash basis and accrual basis.	C-7,8	Lecture
Unit-I	The nature of financial accounting principles – Basic concepts and conventions: entity, money measurement, going concern,	C-9,10	Lecture
Unit-I	The nature of financial accounting principles –cost, realization, accruals, periodicity, consistency, prudence (conservatism), materiality and full disclosures.	C-11,12	Lecture
Unit-I	Financial accounting standards: Concept, benefits, procedure for issuing accounting standards in India. Salient features of First-Time Adoption of Indian Accounting Standard (Ind-AS) 101	C-13,14	Lecture
Unit-I	International Financial Reporting Standards (IFRS): - Need and procedures.	C-15,16	Lecture
Unit-I	Accounting Process From recording of a business transaction to preparation of trial balance including adjustments software	C-17	Lecture
Unit-I	Creating a Company; Configure and Features settings; Creating Accounting Ledgers and Groups; Creating Stock Items and Groups; Vouchers Entry	C-18,19	Lecture
Unit-I	Generating Reports- Cash Book, Ledger Accounts	C-20,21	Lecture
Unit-I	Trial Balance, Profit and Loss Account, Balance Sheet	C-22	Lecture
Unit-I	Funds Flow Statement, Cash Flow Statement	C-23	Lecture
Unit-I	Selecting and shutting a Company; Backup and Restore data of a Company	C-24	Lecture
Unit-I	Clarification Class	C-25	Clarification Class
Unit-I	Classroom Assignment	C-26	Classroom Assignment
Unit-II	Business Income Measurement of business income- Net income	C-27,28	Lecture
Unit-II	The accounting period, The continuity doctrine and matching concept, Objectives of measurement, Revenue recognition: Recognition of expenses	C-29,30	Lecture
Unit-II	The nature of depreciation,	C-31,32	Lecture
Unit-II	The accounting concept of depreciation	C-33	Lecture
Unit-II	Factors in the measurement of depreciation	C-34,35	Lecture
Unit-II	Disposal of depreciable assets-change of method	C-36	Lecture
Unit-II	Inventories: Meaning. Significance of inventory	C-37,38	Lecture

	valuation		
Unit-II	Inventory Record Systems: periodic and perpetual.	C-39,40	Lecture
Unit-II	Activity	C-41	Activity
Unit-II	Methods: FIFO	C-42,43	Lecture
Unit-II	LIFO, and Weighted Average	C-44,45	Lecture
Unit-II	Salient features of Indian Accounting Standard (Ind-AS)	C-46,47	Lecture
Unit-II	Capital Expenditure	C-48,49	Lecture
Unit-II	Revenue Expenditure	C-50,51	Lecture
Unit-II	Preparation of financial statements of non-corporate business entities.	C-52,53	Lecture
Unit-II	Clarification Class	C-54	Clarification Class
Unit-III	Accounting for Hire Purchase and Installment System	C-55,56	Lecture
Unit-III	Calculation of interest, partial and full repossession	C-57,58	Lecture
Unit-III	Hire purchase trading (total cash price basis)	C-59	Lecture
Unit-III	stock and debtors' system	C-60,61	Lecture
Unit-III	Concepts of operating and financial lease (theory only)	C-62	Lecture
Unit-III	Presentation	C-63	Presentation
Unit-III	Clarification Class	C-64	Clarification Class
Unit-IV	Accounting for Inland Branches	C-65,66	Lecture
Unit-IV	Concept of dependent branches; accounting aspects; debtors' system	C-67,68	Lecture
Unit-IV	Stock and debtors' system branch final accounts system and whole sale basis system	C-69,70	Lecture
Unit-IV	Independent branches: concept-accounting treatment	C-71,72	Lecture
Unit-IV	Classroom Assignment	C-73	Classroom Assignment
Unit-IV	Important adjustment entries	C-74,75	Lecture
Unit-IV	Preparation of consolidated profit and loss account and balance sheet.	C-76,77	Lecture
Unit-IV	Clarification Class	C-78	Clarification Class
Unit-IV	Accounting for Dissolution of the Partnership Firm	C-79,80	Lecture
Unit-IV	Accounting of Dissolution of the Partnership Firm	C-81,82	Lecture
Unit-IV	Insolvency of partners	C-83,84	Lecture
Unit-IV	Sale to a limited company	C-85,86	Lecture
Unit-IV	Piecemeal distribution	C-87,88	Lecture
Unit-IV	Activity	C-89	Lecture
Unit-IV	Clarification Class	C-90	Lecture

**BCHC22102 –Management Principles and Applications**

<b>Unit</b>	<b>Particulars</b>	<b>Class No.</b>	<b>Pedagogy of Class</b>
Unit-I	Introduction: Concept: Need for Study	C-1,2	Lecture
Unit-I	Managerial Functions – An overview; Coordination, Essence of Managership	C-3,4	Lecture
Unit-I	Evolution of the Management Thought, Classical Approach – Taylor, Fayol, Neo-Classical	C-5,6	Lecture
Unit-I	Human Relations Approaches – Mayo, Hawthorne Experiments, Behavioural Approach	C-7,8	Lecture
Unit-I	Systems Approach, Contingency Approach – Lawrence & Lorsch, MBO - Peter F. Drucker	C-9,10	Lecture
Unit-I	Re-engineering - Hammer and Champy	C-11,12	Lecture
Unit-I	Michael Porter – Five-force analysis	C-13	Lecture
Unit-I	Classroom Assignment	C-14	Classroom Assignment
Unit-I	Three generic strategies and value-chain, analysis	C-15,16	Lecture
Unit-I	Senge's Learning Organization, 'Fortune at the Bottom of the Pyramid' – C.K. Prahalad.	C-17,18	Lecture
Unit-I	Clarification Class	C-19	Clarification Class
Unit-II	Introduction to Planning	C-20,21	Lecture
Unit-II	Types of Plans – An overview to highlight the differences	C-22,23	Lecture
Unit-II	Strategic planning – Concept, process, Importance, and limitations	C-24	Lecture
Unit-II	Environmental Analysis and diagnosis (Internal and external environment) – Definition, Importance and Techniques (SWOT/TOWS/WOTS-UP, BCG Matrix, Competitor Analysis),	C-25,26,27	Lecture
Unit-II	Business environment; Concept and Components	C-28	Lecture
Unit-II	Decision-making – concept, importance	C-29	
Unit-II	Quiz	C-30	Quiz
Unit-II	Committee and Group Decision-making	C-31,32	Lecture
Unit-II	Process, Perfect rationality and bounded rationality	C-33,34	Lecture
Unit-II	Techniques (qualitative and quantitative, MIS, DSS)	C-35,36	Lecture
Unit-II	Clarification Class	C-37	Clarification Class
Unit-III	Introduction to Organizing	C-38	Lecture
Unit-III	Concept and process of organizing – An overview	C-39,40	Lecture
Unit-III	Span of management	C-41	Lecture
Unit-III	Different types of authority (line, staff and functional)	C-42,43	Lecture
Unit-III	Decentralization	C-44,45	Lecture
Unit-III	Delegation of authority.	C-46,47	Lecture
Unit-III	Formal and Informal Structure	C-48,49	Lecture
Unit-III	Principles of Organizing	C-50,51	Lecture



Unit-III	Network Organization Structure.	C-52,53	Lecture
Unit-III	Presentation	C-54,55	Presentation
Unit-III	Clarification Class	C-56	Clarification Class
Unit-IV	Staffing: Concept of staffing, staffing process	C-57,58	Lecture
Unit-IV	<i>Motivation</i> : Concept, Importance, extrinsic and intrinsic motivation	C-59	Lecture
Unit-IV	Major Motivation theories - Maslow's Need-Hierarchy Theory;	C-60,61	Lecture
Unit-IV	Hertzberg's Two-factor Theory, Vroom's Expectation Theory.	C-62	Lecture
Unit-IV	<i>Leadership</i> : Concept, Importance, Major theories of Leadership (Likert's scale theory, Blake and Mouten's Managerial Grid theory, House's Path Goal theory, Fred Fielder's situational Leadership),	C-63,65,65	Lecture
Unit-IV	Transactional Leadership, Transformational Leadership, Transforming Leadership.	C-66	Lecture
Unit-IV	Communication: Concept, purpose, process	C-67	Lecture
Unit-IV	Oral and written communication	C-68	Lecture
Unit-IV	Formal and informal communication networks	C-69,70	Lecture
Unit-IV	Barriers to communication	C-71,72	Lecture
Unit-IV	Overcoming barriers to communication	C-73,74	Lecture
Unit-IV	Clarification Class	C-75	Clarification Class
Unit-IV	Classroom Assignment	C-76	Classroom Assignment
Unit-V	Introduction to Controlling	C-77,78	Lecture
Unit-V	Control: Concept, Process, Limitations	C-78,79	Lecture
Unit-V	Principles of Effective Control	C-80,81	Lecture
Unit-V	Major Techniques of control - Ratio Analysis, ROI, Budgetary Control, EVA, PERT/CPM.	C-82,83	Lecture
Unit-V	Emerging issues in Management	C-84,85	Lecture
Unit-V	Activity	C-86	Activity
Unit- V	Clarification Class	C-87	Clarification Class
	Revision	C-87,88	Lecture
	Revision	C-89	Lecture
	Revision	C-90	Lecture

**BCHC21100 – Micro Economics**

<b>Unit</b>	<b>Particulars</b>	<b>Class No.</b>	<b>Pedagogy of Class</b>
Unit-I	Introduction to Demand and Consumer Behaviour	C-1,2	Lecture
Unit-I	Concepts of revenue: marginal and Average	C-3,4	Lecture
Unit-I	Revenue under conditions of Perfect and imperfect competition	C-5,6	Lecture
Unit-I	Elasticity of demand: price, income and cross.	C-7,8	Lecture
Unit-I	Consumer Behaviour: Indifference curve analysis of consumer behavior	C-9,10	Lecture
Unit-I	Consumer's equilibrium (necessary and sufficient conditions).	C-11,12	Lecture
Unit-I	Price elasticity and price consumption curve, income consumption curve and Engel curve	C-13	Lecture
	Classroom Assignment	C-14	Classroom Assignment
Unit-I	Price change and income and substitution effects.	C-15,16	Lecture
Unit-I	Indifference curves as an analytical tool (cash subsidy v/s. kind subsidy). Revealed Preference Theory.	C-17	Lecture
Unit-I	Clarification Class	C-18	Clarification Class
Unit-II	Production isoquants, marginal rate of technical substitution	C-19,20	Lecture
Unit-II	economic region of production, optimal combination of resources	C-21,22	Lecture
Unit-II	the expansion path, isoclines, returns to scale using isoquants	C-23,24	Lecture
Unit-II	Cost of Production	C-25,26	Lecture
Unit-II	Social and private costs of production,	C-27,28	Lecture
Unit-II	Long run and short run costs of production	C-29	Lecture
Unit-II	Quiz	C-30	Quiz
Unit-II	Economies and diseconomies of scale	C-31,32	Lecture
Unit-II	The shape to the long run average cost	C-33,34	Lecture
Unit-II	Learning curve and economies of scope.	C-35	Lecture
Unit-II	Clarification Class	C-36	Clarification Class
Unit-III	Introduction to Perfect Competition	C-37,38	
Unit-III	Perfect competition: Assumptions	C-39,40,41	Lecture
Unit-III	Equilibrium of the firm and the industry in the short and the long runs including industry's long run supply curve	C-42,43	Lecture
Unit-III	Measuring producer surplus under perfect competition	C-44,45	Lecture
Unit-III	Stability Analysis	C-46,47	Lecture
Unit-III	Stability Analysis – Walrasian and Marshallian	C-48,49,50	Lecture
Unit-III	Demand - Supply analysis including impact of taxes and subsidy.	C-51,52	Lecture
Unit-III	Presentation	C-53	Lecture
Unit-III	Clarification Class	C-54	Clarification Class

Unit-IV	Introduction to Monopoly	C-55,56	Lecture
Unit-IV	Monopoly: Monopoly short run and long run equilibrium	C-57,58	Lecture
Unit-IV	Shifts in demand curve and the absence of the supply curve	C-58,59	Lecture
Unit-IV	Measurement of monopoly power	C-60,61	Lecture
Unit-IV	The rule of thumb for pricing	C-62,63	Lecture
Unit-IV	Horizontal and vertical integration of firms	C-64,65	Lecture
Unit-IV	Classroom Assignment	C-66,67	Classroom Assignment
Unit-IV	The social costs of monopoly power	C-68,69	Lecture
Unit-IV	The social costs of monopoly power including deadweight loss	C-69,70	Lecture
Unit-IV	Degrees of price discrimination	C-71,72	Lecture
Unit-IV	Clarification Class	C-73	Clarification Class
Unit-V	Introduction to Imperfect Competition	C-74	Lecture
Unit-V	Monopolistic Competition and Oligopoly	C-75	Clarification Class
Unit-V	Activity	C-76	Activity
Unit-V	Monopolistic competition price and output decision-equilibrium	C-77,78	Lecture
Unit-V	Monopolistic Competition and economic efficiency Oligopoly and Interdependence	C-78,79	Lecture
Unit-V	Cournot's duopoly model	C-80,81	Lecture
Unit-V	Stackelberg model	C-82,83	Lecture
Unit-V	Kinked demand model	C-84,85	Lecture
Unit-V	Prisoner's dilemma	C-86	Activity
Unit-V	Collusive oligopoly – price-leadership model – dominant firm, cartels, sales maximization	C-87,88	Clarification Class
Unit-V	Contestable markets theory. Pricing Public Utilities	C-88,89	Lecture
Unit-V	Clarification Class	C-90	Lecture

**SEC077001 – Ability & Skill Enhancement –I**

Unit	Particulars	Class No.	Pedagogy of Class
Unit- I	Ice Breaking Session & Recap of Language Skills	C-1	Lecture
Unit- I	Phrases, Clauses	C-2	Lecture
Unit- I	Sentences	C-3	Lecture
Unit- I	Word Classes (Parts of Speech).	C-4	Lecture
Unit- I	Classroom Assignment	C-5	Classroom Assignment
Unit- I	Clarification Class	C-6	Clarification Class
Unit- II	Recap of Language Skills	C-7	Lecture
Unit- II	Activity	C-8	Lecture
Unit- II	Tenses (Present, Past Future),	C-9	Lecture
Unit- II	Tenses (Future)	C-10	Lecture
Unit- II	Modals, Articles (a, an, the).	C-11	Lecture
Unit- II	Clarification Class	C-12	Clarification Class
Unit- III	Reading Skills & Fluency Building	C-13	Lecture
Unit- III	Reading Process, Importance & Types of Reading	C-14	Lecture
Unit- III	Techniques of Reading, Strategies to Improve Reading Abilities	C-15	Lecture
Unit- III	Comprehension, Reading Aloud, Reading News	C-16	Lecture
Unit- III	Presentation	C-17	Presentation
Unit- III	Clarification Class	C-18	Clarification Class
Unit- IV	Generating ideas/gathering data, organizing ideas, Note taking	C-19	Lecture
Unit- IV	Outlining, drafting, Editing, and Proof Reading	C-20	Lecture
Unit- IV	Story Writing (through pictures/videos)	C-21	Lecture
Unit- IV	Dialogue Writing, Email Writing.	C-22	Lecture
Unit- IV	Classroom Assignment	C-23	Classroom Assignment
Unit- IV	Clarification Class	C-24	Clarification Class
Unit- V	Types and Essentials of good listening, Listening Process,	C-25	Lecture
Unit- V	Activity	C-26	Activity
Unit- V	Barriers to Listening and Strategies to improve Listening, Listening to Inspirational Movies/Clip	C-27	Lecture
Unit- V	Listening News Techniques of Effective Speaking, Introducing Oneself, and others	C-28	Lecture
Unit- V	Extempore, Situational Conversations (Practicing Short Dialogues)	C-29	Lecture
Unit- V	Clarification Class	C-30	Clarification Class

**Note:**

This is a tentative lesson plan. The same may change from faculty to faculty as per the teaching pedagogy adopted by the faculty.

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