

GOVT. COLLEGE JASSIA (ROHTAK)
LESSON PLAN FOR THE SESSION 2022-23

SUBJECT: BUSINESS COMMUNICATION
TEACHER'S NAME: RICHA

SEMESTER: 4th

Lesson Plan for the session 2022-23		Remark	Seen by Principal
August 2022			
16-20	Basics of communication		
22-27	Forms of communication		
29-31	Process and revision		
September 2022			
01-03	Seven C'S of communication		
05-10	Principal of communication		
12-17	Barriers of communication		
19-24	Ethical context of communication		
26-30	Revision		
October 2022			
01-08	Work place letter writing		
10-15	E- mailing		
17-22	Bad news Types of bad news		
24-29	Persuasive written communication		
31	Types of it		
November 2022			
02-05	Memos or memorandum		
07-12	Notice Agenda meeting		
14-19	Report writing		
21-26	Abstracts ,summary		
28-30	Reading skill,listening skill		
December 2022 (Revision)			
01-03	Note making		
05-10	Persuasive speaking,body language		
12-17	Revision and Test		
19-24	Revision and Test		
26-31	Revision and Test		

GOVT. COLLEGE JASSIA (ROHTAK)
LESSON PLAN FOR THE SESSION 2022-23
SEMESTER: 5th

SUBJECT: FMO
TEACHER'S NAME: RICHA

Lesson Plan for the session 2022-23		Remark	Seen by Principal
August 2022			
16-20	Overview financial system		
22-27	Indian money market		
29-31	Primary market		
September 2022			
01 - 03	Secondary market		
05 - 10	OTCEI And NSE		
12 - 17	Revision		
19 - 24	Investor protection		
26 - 30	Revision		
October 2022			
01-08	Merchant banking		
10-15	Credit rating		
17-22	Revision		
24-29	Functionaries on stock exchange		
31	SEBI		
November 2022			
02 - 05	REVISION		
07 - 12	Development bank		
14 - 19	Mutual fund		
21-26	Revision		
28-30	Function of NSE		
December 2022 (Revision)			
01-03	Secondary market functionary		
05-10	Mutual fund		
12-17	Revision and Test		
19-24	Revision and Test		
26-31	Revision and Test		

GOVT. COLLEGE JASSIA (ROHTAK)
LESSON PLAN FOR THE SESSION 2022-23

SEMESTER: 1ST

SUBJECT: FINANCIAL ACCOUNTING
TEACHER'S NAME: RICHA

Lesson Plan for the session 2022-23		Remark	Seen by Principal
August 2022			
16-20	Meaning and scope of accounting		
22-27	Advantages, practical		
29-31	Basics of accounting		
September 2022			
01-03	Accounting principal		
05-10	Double entry system		
12-17	Revision of test		
19-24	Numerical of double entry		
26-30	Numerical practice		
October 2022			
01-08	Recording of transaction		
10-15	Numerical done		
17-22	Goods and services transaction		
24-29	Recording of transaction		
31	Test and revision		
November 2022			
02-05	Trial balance		
07-12	Depreciation method		
14-19	Numerical practical		
21-26	Capital and revenue		
28-30	Numerical		
December 2022 (Revision)			
01-03	Error and rectification, Non profit organisation		
05-10	Consignment		
12-17	Revision and Test		
19-24	Revision and Test		
26-31	Revision and Test		