

(2023-24) Odd Sem.

Name of Assistant Professor : Ruby
Class and Section : B.Com. Sem. 5th (Sec. A + B)
Session : 2023-24
Subject : Income Tax I

Weeks	Particulars
Week 1 July 24 to July 29	Income tax concepts
Week 2 July 31 to August 5	Agriculture income, Residence and tax liability
Week 3 August 7 to August 12	Practical Problems
Week 4 August 14 to August 19	Income from Salary, Allowances and Perquisites
Week 5 August 21 to August 26	Income from Salary, Part 2
Week 6 August 28 to Sept. 02	Income from House Property
Week 7 Sept. 04 to Sept. 09	Assignment and presentation
Week 8 Sept. 11 to Sept. 16	Practical Problems
Week 9 Sept. 18 to Sept. 23	Income from Business and Profession
Week 10 Sept. 25 to Sept. 30	Practical Problems
Week 11 October 2 to October 7	Income from Capital Gains
Week 12 October 9 to October 14	Practical Problems
Week 13 October 16 to October 21	Income from other sources
Week 14 October 23 to October 28	Practical Problems
Week 15 October 30 to November 4	Clubbing and Aggregation of Income
Week 15 November 6 to November 9	Assignments and Presentations Test
November 10 to November 14	Diwali Vacations
Week 17 November 15 to November 18	Provisions regarding Set off and Carry forward of losses
Week 18 November 20 to November 25	Practical problem
Week 19 November 27 to December 02	Do
Week 20 December 04 to December 09	Revision
Week 21 December 11 to December 14	Test and Assignments

Ruby

Name of Assistant Professor : RUBY
 Class and Section : B.A 1st sem. (E/P)
 Subject : Business Organisation
 Session : 2023-24 (odd sem)

Weeks	Particulars
Week 1 July 24 to July 29	Business and Commerce : An Introduction
Week 2 July 31 to August 5	Management : An Introduction
Week 3 August 7 to August 12	Management as Science, Art and Profession
Week 4 August 14 to August 19	Approaches to Management
Week 5 August 21 to August 26	Planning : Concept and Importance
Week 6 August 28 to Sept. 02	Types of Plans
Week 7 Sept. 04 to Sept. 09	Organizing: Principles and Formal v/s informal Organisation
Week 8 Sept. 11 to Sept. 16	Organization Structure: Meaning and Types
Week 9 Sept. 18 to Sept. 23	Class test and presentation
Week 10 Sept. 25 to Sept. 30	Delegation of Authority: Meaning, advantages and barriers
Week 11 October 2 to October 7	Decentralization and centralization
Week 12 October 9 to October 14	Staffing : concept and scope
Week 13 October 16 to October 21	Directing : principles and elements
Week 14 October 23 to October 28	Motivation: meaning, importance and approaches
Weeks 15 October 30 to November 4	Leadership: approaches and styles
Week 16 November 6 to November 9	Do
November 10 to November 14	Diwali Vacations
Week 17 November 15 to November 18	Controlling : meaning and process
Week 18 November 20 to November 25	Control : techniques traditional and modern
Week 19 November 27 to December 02	Do
Week 20 December 04 to December 09	Test and Assignments
Week 21 December 11 to December 14	Revision



Name of Assistant Professor : RUBY
 Subject : Business Communication (SEC)
 Session : 2023-24
 Class and Section : B.COM (A+B) & BTM 1st sem. Odd sem

Weeks	Particulars
Week 1 July 24 to July 29	Communication : Meaning, process, functions and importance
Week 2 July 31 to August 5	Medium: verbal & non – verbal communication
Week 3 August 7 to August 12	Levels and direction of communication
Week 4 August 14 to August 19	Barriers of communication
Week 5 August 21 to August 26	Listening as a tool of communication
Week 6 August 28 to Sept. 02	Guidelines for clear writing
Week 7 Sept. 04 to Sept. 09	Use of library and internet for collection , classification and interpretation of data and information
Week 8 Sept. 11 to Sept. 16	Need and importance of business letters
Week 9 Sept. 18 to Sept. 23	Office memorandum, circulars, notices and orders
Week 10 Sept. 25 to Sept. 30	Technology for communication
Week 11 October 2 to October 7	E- mail: Safety and smartness in e-mail
Week 12 October 9 to October 14	Do
Week 13 October 16 to October 21	Types of report
Week 14 October 23 to October 28	Assignments and presentation
Weeks 15 October 30 to November 4	E-mail Etiquettes
Week 16 November 6 to November 9	Do
November 10 to November 14	Diwali vacations
Week 17 November 15 to November 18	Test
Week 18 November 20 to November 25	Writing reports on field work
Week 19 November 27 to December 02	Annual reports of companies
Week 20 December 04 to December 09	Drafting minutes
Week 21 December 11 to December 14	Revision

Ruby

Name of Assistant Professor : Parminder
 Class and Section : B.Com. 3rd Semester
 Subject : Business Law
 Session : 2023-2024

Weeks	Particulars
Week 1 st July 24 to July 29	<ul style="list-style-type: none"> Indian Contract Act, 1872, Valid Contract and its Elements
Week 2 nd July 31 to August 05	<ul style="list-style-type: none"> Proposal Acceptance and Revocation, Contractual Capacity of Parties
Week 3 rd August 07 to August 12	<ul style="list-style-type: none"> Free Consent of Parties, Lawful Consideration and Object
Week 4 th August 14 to August 19	<ul style="list-style-type: none"> Agreements Expressly Declared as Void Performance and Discharge of Contract
Week 5 th August 21 to August 26	<ul style="list-style-type: none"> Consequences of Breach of Contract Class Test and Revision
Week 6 th August 28 to September 02	<ul style="list-style-type: none"> Contract of Sale, Conditions and Warranties
Week 8 th September 11 to September 16	<ul style="list-style-type: none"> Transfer of Property and Ownership and Unpaid Seller
Week 9 th September 18 to September 23	<ul style="list-style-type: none">
Week 10 th September 25 to September 30	<ul style="list-style-type: none"> Indian Partnership Act, 1932
Week 11 th October 02 to October 07	<ul style="list-style-type: none"> Consumer Protection Act 1872
Week 12 th October 09 to October 14	<ul style="list-style-type: none"> Consumer Protection Act 1872
Week 13 th October 16 to October 21	<ul style="list-style-type: none"> Indian Negotiable Act, 1881
Week 14 th October 23 to October 28	<ul style="list-style-type: none"> Indian Negotiable Act, 1881
Week 15 th October 30 to November 04	<ul style="list-style-type: none"> Indian Negotiable Act, 1881
Week 16 th November 06 to November 09	Revision
November 10 to November 14	<ul style="list-style-type: none"> Consumer Protection Act 1872
Week 17 th November 15 to November 18	<ul style="list-style-type: none"> Consumer Protection Act 1872
Week 18 th November 20 to November 25	Indian Negotiable Act, 1881
Week 19 th November 27 to December 02	Revision
Week 20 th December 04 to December 09	Tests
Week 21 th December 11 to December 14	Revision

Lesson Plan

Name of the Assistant /Associate Professor: Parminder

Class and Session: B.com-5st Semester 2023-24

Subject: Goods and Services Tax

Weeks	Particulars
Week 1 st July 24 to July 29	Basic Tax Structure in India
Week 2 nd July 31 to August 05	Goods and Services Tax Introduction
Week 3 rd August 07 to August 12	Registration
Week 4 th August 14 to August 19	Levi and Collection of Tax
Week 5 th August 21 to August 26	Supply Under GST
Week 6 th August 28 to September 02	Time of Supply
Week 8 th September 11 to September 16	Value of Supply
Week 9 th September 18 to September 23	Value of Supply
Week 10 th September 25 to September 30	Input Tax Credit
Week 11 th October 02 to October 07	Input Tax Credit
Week 12 th October 09 to October 14	Input Tax Credit
Week 13 th October 16 to October 21	Place of Supply
Week 14 th October 23 to October 28	Payment of Tax Including TDS and TCS
Week 15 th October 30 to November 04	Payment of Tax Including TDS and TCS
Week 16 th	Offences and Penalties

Name of Assistant Professor : SUMAN
 Class and Section : B.Com IInd, sem Ist, (Sec. A+B)
 Subject : Indian financial system
 Session : 2023-2024

Weeks	Topics to be Covered
WEEK 1 July 24 to July 29	Indian financial system - An overview
WEEK 2 July 31 to Aug 05	Financial system and economic development
WEEK 3 Aug 07 to Aug 12	Money Market
WEEK 4 Aug 14 to Aug 19	Capital Market
WEEK 5 Aug 21 to Aug 26	Tests
WEEK 6 Aug 28 to Sep 2	Depositories
WEEK 7 Sep 04 to Sep 09	Securities and Exchange Board of India
WEEK 8 Sep 11 to Sep 16	Debt Market
WEEK 9 Sep 18 to Sep 23	Reserve Bank of India
WEEK 10 Sep 25 to Sep 30	Credit Creation
WEEK 11 Oct 02 to Oct 07	Credit Control
WEEK 12 Oct 9 to Oct 14	Commercial Banking in India
WEEK 13 Oct 16 to Oct 21	Assignments
WEEK 14 Oct 23 to Oct 28	Problems of non-performing Assets inc. &
WEEK 15 Oct 30 to Nov 04	Test / Revision
WEEK 16 Nov 06 to Nov 09	Payment Banks and E-Banking in India
WEEK 17 Nov 10 to Nov 14	Diwali vacations
WEEK 18 Nov 15 to Nov 18	Tests
WEEK 19 Nov 20 to Nov 25	Development Banks
WEEK 20 Nov 27 to Dec 02	Test / Revision
WEEK 21 Dec 04 to Dec 09	Test / Revision
WEEK 22 Dec 11 to Dec 14	Test / Revision

Teacher

HOD

Name of Assistant Professor : SUMAN
 Class and Section : B.GM Ist, sec. (A+B), Sem. Ist
 Subject : Business Management
 Session : 2023-2024

Name of Assistant Professor
 Class and Section
 Subject
 Session

Weeks	Topics to be Covered
WEEK I July 24 to July 29	Management: characteristics, significance and functions
WEEK II July 31 to Aug 05	Management as science, art and profession
WEEK III Aug 07 to Aug 12	Approaches to Management
WEEK IV Aug 14 to Aug 19	Test / Revision
WEEK V Aug 21 to Aug 26	Planning: Process, Importance and type of plans
WEEK VI Aug 28 to Sep 02	Organising: Concepts, principles and Benefits
WEEK VII Sep 04 to Sep 09	Organisational structure: meaning and types
WEEK VIII Sep 11 to Sep 16	Delegation of authority: meaning and types
WEEK IX Sep 18 to Sep 23	Decentralisation and Centralisation
WEEK X Sep 25 to Sep 30	Staffing: Importance, scope and modes
WEEK XI Oct 02 to Oct 07	Directing: principles and elements
WEEK XII Oct 09 to Oct 14	Motivation: meaning, significance and approaches
WEEK XIII Oct 16 to Oct 21	Assignments
WEEK XIV Oct 23 to Oct 28	Controlling: characteristics and process
WEEK XV Oct 30 to Nov 04	Control techniques: traditional and Modern
WEEK XVI Nov 06 to Nov 09	Tests
WEEK XVII Nov 11 to Nov 14	Diwali vacations
WEEK XVIII Nov 15 to Nov 18	
WEEK XIX Nov 20 to Nov 25	Coordination: meaning, important
WEEK XX Nov 27 to Dec 02	Methods
WEEK XXI Dec 04 to Dec 07	Test / Revision
WEEK XXII Dec 11 to Dec 14	Tests / Revision

Teacher

HOD

Lesson Plan

Name of the Assistant Professor: Dr. Sunil

Class and Session: B.com-3rdSemester 2023-2024

Subject: Business Statistics

Week 1 st July 24 to July 29	Introduction to Statistics
Week 2 nd July 31 to August 05	Collection of data
Week 3 rd August 07 to August 12	Measure of Central Tendency -I
Week 4 th August 14 to August 19	Measure of Central Tendency -I
Week 5 th August 21 to August 26	Measure of Central Tendency II
Week 6 th August 28 to September 02	Measure of Central Tendency -II
Week 8 th September 11 to September 16	Measure of Dispersion
Week 9 th September 18 to September 23	Measure of Dispersion
Week 10 th September 25 to September 30	Revision and Doubts Session
Week 11 th October 02 to October 07	Index Number - I
Week 12 th October 09 to October 14	Index Number -I
Week 13 th October 16 to October 21	Index Number -I
Week 14 th October 23 to October 28	Time Series Analysis -I
Week 15 th October 30 to November 04	Time Series Analysis -I
Week 16 th November 06 to November 09	Time Series Analysis -II
November 10 to November 14	Time Series Analysis -II
Week 17 th November 15 to November 18	Index Number II
Week 18 th November 20 to November 25	Index Number II
Week 19 th November 27 to December 02	Index Number II
Week 20 th December 04 to December 09	Revision and Doubts Session
Week 21 th December 11 to December 14	Revision and Doubts Session




Lesson Plan

Name of the Assistant Professor: Dr. Sunil

Class and Session: B.com-5th Semester 2023-2024

Subject: Fundamentals of Stock Market

Week 1 st July 24 to July 29	Overview of financial market in India
Week 2 nd July 31 to August 05	Primary Market
Week 3 rd August 07 to August 12	Primary Market
Week 4 th August 14 to August 19	Secondary Market
Week 5 th August 21 to August 26	Secondary Market
Week 6 th August 28 to September 02	Trading Mechanism
Week 8 th September 11 to September 16	BSE
Week 9 th September 18 to September 23	NSE
Week 10 th September 25 to September 30	Diwali Vacations
Week 11 th October 02 to October 07	SEBI Regulation, 2009
Week 12 th October 09 to October 14	SEBI Regulation, 1996
Week 13 th October 16 to October 21	NSDL
Week 14 th October 23 to October 28	Derivatives
Week 15 th October 30 to November 04	Futures
Week 16 th November 06 to November 09	Options
November 10 to November 14	Revision and Test
Week 17 th November 15 to November 18	Raising Funds From International Market
Week 18 th November 20 to November 25	Raising Funds From International Market
Week 19 th November 27 to December 02	Doubts Session
Week 20 th December 04 to December 09	Assignment
Week 21 th December 11 to December 14	Revision



Lesson Plan

Name of the Assistant Professor: Sonu

Class and Session: B.com-1stSemester (NEP-2020) 2023-2024

Subject: Business Law

Week 1 st July 24 to July 29	Introduction about Syllabus
Week 2 nd July 31 to August 05	Indian Contract Act,1872
Week 3 rd August 07 to August 12	Valid Contract and Its Elements
Week 4 th August 14 to August 19	Proposal Acceptance and Revocation
Week 5 th August 21 to August 26	Contractual Capacity of Parties
Week 6 th August 28 to September 02	Free Consent of Parties
Week 7 th September 04 to September 09	Lawful Consideration and Object
Week 8 th September 11 to September 16	Agreements Expressly Declared as Void
Week 9 th September 18 to September 23	Performance and Discharge of Contract
Week 10 th September 25 to September 30	Consequences of Breach of Contract
Week 11 th October 02 to October 07	Contract of Sale
Week 12 th October 09 to October 14	Conditions and Warranties
Week 13 th October 16 to October 21	Transfer of Property and Ownership
Week 14 th October 23 to October 28	Unpaid Seller and Performance and Suits for Breach of Contract
Week 15 th October 30 to November 04	Indian Partnership Act-1932
Week 16 th November 06 to November 09	Indian Partnership Act-1932
Week 17 th November 10 to November 14	Diwali Vacations
Week 18 th November 15 to November 18	Limited Liability Partnership Act-2008
Week 19 th November 20 to November 25	Limited Liability Partnership Act-2008
Week 20 th November 27 to December 02	Negotiable Instruments Act
Week 21 th December 04 to December 09	Negotiable Instruments Act
Week 22 th December 11 to December 14	Information Technology Act-2000



Lesson Plan

Name of the Assistant Professor: Sonu

Class and Session: B.com-5thSemester 2023-2024

Subject: Cost Accounting

Week 1 st July 24 to July 29	Cost accounting : An Introduction
Week 2 nd July 31 to August 05	Cost : elements concepts and classification
Week 3 rd August 07 to August 12	Material cost accounting (including material purchase and issue pricing)
Week 4 th August 14 to August 19	Material /Inventory control : concept and technique
Week 5 th August 21 to August 26	Labour cost accounting Methods of wage payment
Week 6 th August 28 to September 02	Accounting for overhead Overhead : allocation, apportionment and absorption
Week 7 th September 04 to September 09	Machine Hour Rate Class test
Week 8 th September 11 to September 16	Unit or output costing-I
Week 9 th September 18 to September 23	Unit or output costing -II
Week 10 th September 25 to September 30	Contract costing
Week 11 th October 02 to October 07	Contract costing
Week 12 th October 09 to October 14	Job and Batch Costing
Week 13 th October 16 to October 21	Standard Costing Assessment Test
Week 14 th October 23 to October 28	Variance analysis Material and labour variance
Week 15 th October 30 to November 04	Process costing (including joint products and by- products)
Week 16 th November 06 to November 09	Process costing: inter process profit
November 10 to November 14	Diwali Vacations
Week 17 th November 15 to November 18	Process Costing : Equivalent Product
Week 18 th November 20 to November 25	Operating costing (Transport)
Week 19 th November 27 to December 02	Cost audit and Cost audit Standards
Week 20 th December 04 to December 09	Cost Control and Cost Reduction
Week 21 th December 11 to December 14	Reconciliation of Cost and Financial Accounts

K. M. Govt. College Narwana Jind

Lesson Plan 2023-24 B.Com Vth sem (Odd Sem) Subject Auditing

Mrs. Usha Sharma, Commerce

		July
Week 1 24-31 July 2023		Introduction: meaning, objectives
Week 2 1-7 Aug. 2023		Advantages of auditing Types of audit: internal and external audit
Week 3 8-14 Aug 2023		Continuous audit and periodical audit
Week 4 15-21 Aug. 2023		Audit process: audit programme ; audit working papers
Week 5 22-28 Aug. 2023		Test checking
Week 6 29-Aug.-4 Sep. 2023		Methods of audit work: routine checking
Week 7 5-11 Sep. 2023		Assignment 1 and Test
Week 8 12-18 Sep. 2023		Test checking; internal control and internal checking system.
Week 9 19-25 Sep. 2023		Vouching: meaning, objectives and importance of vouching
Week 10 26 Sep-3 Oct 2023		Vouching of cash books, purchase book, sale books. Verification of assets and liabilities. Liabilities company auditor, Need and objective of investigation
Week 11 4-10 Oct. 2023		Bill receivable book, bill payable book, Journal Proper and debtor creditor ledgers,
Week 12 11-17 Oct. 2023		Appointment of company auditor, ,
Week 12. Oct. 2023	18- 24	Duties and liabilities of Auditor
Week13. Oct. 2023	25-31	Type of Audit Report
Week 14 Nov. 2023	1-7	Assignment 2 and Class test
Week15 Nov. 2023	8-14	Objective and Types Of investigation
Week 16. Nov. 2023	15-21	E*commerce Tranctions
Week 17. Week-18 18-28 Nov. 2023		Professional Conduct and ethics

Week-19 29Nov-5Dec. 2023	Revision
Week-20 6-12Dec 2023	Revision and Test
Week21 13-21Dec. 2023	Revision , Holidays

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K. M. Govt. College Narwana Jind

Lesson Plan B.Com 3rd Odd Sem

Subject Company law 1 Session 2023-24

Mrs. Usha sharma, Commerce

	July
1 Week 24 -31 July 2023	Company: meaning, characteristics & types of companies
2 Week 1-7 Aug. 2023	Conversion of private into public company & vice versa
3 Week 8-14 Aug 2023	Promotion and incorporation of companies; promoters: legal position, duty, liability and remuneration
4 Week 15- 21 Aug. 2023	Company and pre-incorporation contracts; incorporation procedure
5 Week 22-28 Aug. 2023	Memorandum of Association: clauses ,Alteration in -Memorandum of Association
6 Week 29 Aug.-4 Sep. 2023	Articles of Association: contents, model forms, and alteration; doctrine of indoor management and constructive notice
7 Week 5-11 Sep. 2023	Prospectus: meaning, contents and formalities
8 Week 12-18 Sep. 2023	Prospectus, deemed prospectus
9 Week 19-25 Sep. 2023	Red herring & shelf prospectus
10 Week 26 Sep- 2 Oct 2023	Misstatement in prospectus and remedies
11 Week. 2-9 Oct. 2023	Liabilities for misstatements in prospectus
12 Week 10-16 Oct. 2023	Share Capital: types, issue and allotment of shares
13 Week 17-22 Oct. 2023	Debentures; share certificate Assignment 1st and Class test

14 Week 23-29 Oct. 2023	Share warrant, reduction of share capital , Borrowing powers and debentures, Revision
15 Week 30 Oct.- 6 Nov.2023	Buy-back of shares, Debentures; depository system
16 Week 7 Nov - 13 2023	Transfer & transmission of shares
17 Week 14 -20 Nov 2023	Assignment IInd Class test,
18 Week 21-27 Nov 2023	Revision and class test
19 Week 28 -5 Dec. 2023	Revision and class test
19 Week 6 Dec -14 Dec 2023	Revision and class test



SEC)

Assistant Professor
Class and Section
Subject
Session

: Renu Bala
: B.Com. 3rd Sem. (Sec A & B)
: Corporate Accounting
: 2023-24 (odd sem.)

Week	Particulars
Week 1 July 24 to July 29	
Week 2 July 31 to August 5	Issue of Shares
Week 3 August 7 to August 12	Do
Week 4 August 14 to August 19	Redemption of Preference Shares
Week 5 August 21 to August 26	Continue and Presentation
Week 6 August 28 to Sept. 02	Issue of Debentures
Week 7 Sept. 04 to Sept. 09	Practical question
Week 8 Sept. 11 to Sept. 16	Do
Week 9 Sept. 18 to Sept. 23	Redemption of Debentures
Week 10 Sept. 25 to Sept. 30	Practical question
Week 11 October 2 to October 7	<i>Method of Redemption of Debenture</i>
Week 12 October 9 to October 14	Final accounts of Companies
Week 13 October 16 to October 21	Practical question
Week 14 October 23 to October 28	Format of company account
Weeks 15 October 30 to November 4	Amalgamation of Companies
Week 16 November 6 to November 9	Methods of amalgamation
Week 17 November 10 to November 14	<i>Dividend variations.</i>
Week 18 November 15 to November 18	Do <i>Questions.</i>
Week 19 November 20 to November 25	Internal Reconstruction
Week 20 November 27 to December 02	Practical question
Week 21 December 04 to December 09	Doubt Clarification
Week 22 December 11 to December 14	Revision

Renu

Lesson Plan

KM Govt PG College, Narwana

Name of the Assistant Professor: RENU BALA

Class and Section: B.COM 5TH Sem. (2023 - 24) odd sem (A+B)

Subject: Financial Management

Week 1 July 24 to July 29	Introduction to Financial Management, Nature and Scope of Financial
Week 2 July 31 to Aug 5	Financial Functions: Profit Maximization, Wealth Maximization
Week 3 Aug 7 to Aug 12	Importance of financial management
Week 4 Aug 14 to Aug 19	Financial Planning: Introduction, Nature Scope of Financial Planning
Week 5 August 21 to 26	Determinants of Financial Planning Types of Financial Planning, Significance and Importance of Financial Planning
Week 6 August 28 to Sept 2	Techniques of Capital Budgeting, Revision of Capital Budgeting Methods, Cost of Capital: Concept and Significance
Week 7 Sept 04 to 09	Computation of Cost of Capital (Preference Share Capital)
Week 8 Sept 11 to Sept 16	Computation of Cost of Capital (Debt), Computation of Cost of Capital (Equity)
Week 9 Sept 18 to 23	Cost of Retained Earnings, Computation of Weighted Average Cost of Capital
Week 10 Sept 25 to Sept 30	Capitalisation: Introduction and Principle of Capitalisation, Overcapitalisation, Undercapitalisation
Week 11 Oct 2 to Oct 7	Factor of <i>Factor of "live" capitalisation, Causes and Remedies of overcapitalisation</i>
Week 12 Oct 9 to Oct 14	Traditional Approach, Modigliani and Miller Approach
Week 13 Oct 16 to Oct 21	Capital Asset Pricing Model (CAPM)
Week 14 Oct 23 to Oct 28	Dividend Decisions: Nature and Concept Walter's Model Gordon's Model
Week 15 Oct 30 to Nov 4	Management Working Capital Management: Nature and Types of WC Significance of Working Capital Management
Week 16 Nov 6 to Nov 9	Component of Working Capital Inventory Management Receivable Management Cash
Week 17 Nov 10 to Nov 14	<i>Dividend vacation</i>
Week 18 Nov 15 to Nov 18	Source of Short Term Finance, Source of Medium Term Finance
Week 19 Nov 20 to Nov 25	Source of Long Term Finance
Week 20 Nov 27 to Dec 4	Assignment and presentation
Week 21 Dec 9 to Dec 14	Revision and test

Renu

Lesson Plan.

odd Sem

Name of Assistant Professor

Aarti Sharma

Class and Section

B. Com 3rd Sem

Subject

Foreign trade of India

Session

2023-2024.

Weeks

Topics to be Covered

1 July 24 - July 29	Foreign Trade of India - Composition, Direction.
2 July 31 - Aug 05	Balance of Payment -
3 Aug 07 - Aug 12	Continue.
4 Aug 14 - Aug 19	Foreign Market Selection and entry mode. -
5 Aug 21 - Aug 26	Continue -
6 Aug 28 - Sep 02	Assignment, Test, doubts.
7 Sep 04 - Sep 09	Product Planning for International Market.
8 Sep 11 - Sep 16	International Product life cycle.
9 Sep 18 - Sep 23	Export Procedure.
10 Sep 25 - Sep 30	Documentations of Export.
11 Oct 02 - Oct 07	International Price Quotations
12 Oct 09 - Oct 14	Price Quotations and Method in Int. Market.
13 Oct 16 - Oct 21	Foreign Trade Policy
14 Oct 23 - Oct 28	Star Trading Houses.
15 Oct 30 - Nov 04	Export Promotions : Measure.
16 Nov 06 - Nov 09	Export oriented.
Nov 10 - Nov 14	Diwali Vacations.
17 Nov 15 - Nov 18	Test, Assignment, Presentations.
18 Nov 20 - Nov 25	Special economic Zones, World Trade Organisations
19 Nov 27 - Dec 02	World Bank.
20 Dec 04 - Dec 09	International Monetary Fund.
21 Dec 11 - Dec 14	Revision, Feedback, Test.

Aarti

Teacher

HOD

Aarti Sharma

Lesson Plan

Odd Sem

Name of Assistant Professor

Aarti Sharma

Class and Section

B Com 1st Sem

Subject

Financial Accounting 1

Session

2023-24

Weeks

Topics to be Covered

1 July 24 - July 29	Meaning, objective, Scope, Nature, Accounting Principles.
2 July 31 - Aug 05	Accounting Standard, Double Entry System, Recording of Account-
3 Aug 07 - Aug 12	ing Transactions, GST, Trial Balance, Capital Revenue
4 Aug 14 - Aug 19	Provision, Reserve, Final Account, Final accounts with adj.
5 Aug 21 - Aug 26	Assignment, Presentations. Test.
6 Aug 28 - Sep 02	Final accounts with adjustment Practical Questions.
7 Sep 04 - Sep 09	Accounts of NPO
8 Sep 11 - Sep 16	Continue
9 Sep 18 - Sep 23	Practical Questions, Test.
10 Sep 25 - Sep 30	Consignment account
11 Oct 02 - Oct 07	Continue
12 Oct 09 - Oct 14	Branch accounts → Dependant Branch.
13 Oct 16 - Oct 21	Debtors System Practical Question.
14 Oct 23 - Oct 28	Stock and debtors System.
15 Oct 30 - Nov 04	Final accounts Methods.
16 Nov 06 - Nov 09	Test of Branch Accounts
Nov 10 - Nov 14	Diwali Vacations.
17 Nov 15 - Nov 18	Test, assignments, doubts.
18 Nov 20 - Nov 25	Hire Purchase System
19 Nov 27 - Dec 02	Installment Payment System. Practical Questions
20 Dec 04 - Dec 09	Revision.
21 Dec 11 - Dec 14	Revision, Test.

Aarti

Teacher

Date

Aarti Sharma

Name of Assistant Professor : Anil Nain

Class and Section : B.B.A 5th Semester (2023-2024)

Subject : Principles of Retailing

Weeks	Particulars
Week 1 st July 24 to July 29	<ul style="list-style-type: none">• Retailing : Definition, nature and importance of retailing in the Indian economy
Week 2 nd July 31 to August 05	<ul style="list-style-type: none">• functions of retailers, classification of retailers
Week 3 rd August 07 to August 12	<ul style="list-style-type: none">• The concept of organized retail, difference between organized retailing and unorganized retailing
Week 4 th August 14 to August 19	<ul style="list-style-type: none">• Revision of previous topics and doubt clearance
Week 5 th August 21 to August 26	<ul style="list-style-type: none">• Non store retailing and service retailing. Retailing as a career. Retail Customer
Week 6 th August 28 to September 02	<ul style="list-style-type: none">• stages of the customer buying process , types of consumer buying behaviors
Week 7 th September 04 to September 09	<ul style="list-style-type: none">• factors affecting buying decision process, consumer decision making procedure in retail perspective
Week 8 th September 11 to September 16	<ul style="list-style-type: none">• Store Location; meaning, types of retail locations, factors for choosing a location. Store layout and Design
Week 9 th September 18 to September 23	<ul style="list-style-type: none">• Revision of previous topics and doubt clearance• Assignment
Week 10 th September 25 to September 30	<ul style="list-style-type: none">• key considerations in store layout, factors of design decisions,
Week 11 th October 02 to October 07	<ul style="list-style-type: none">• importance of layout
Week 12 th October 09 to October 14	<ul style="list-style-type: none">• Steps for designing layout.

Week 13th October 16 to October 21	<ul style="list-style-type: none"> • The Retailing Organizations; organization structures and HR functions in these organizations
Week 14th October 23 to October 28	<ul style="list-style-type: none"> • Retail Merchandising; meaning,
Week 15th October 30 to November 04	<ul style="list-style-type: none"> • the process of merchandise planning
Week 16th November 06 to November 09	<ul style="list-style-type: none"> • merchandise budget,
Week 17th November 15 to November 18	<ul style="list-style-type: none"> • methods of merchandise procurement, controlling the merchandise
Week 18th November 20 to November 25	<ul style="list-style-type: none"> • Technology in retailing.
Week 19th November 27 to December 02	<ul style="list-style-type: none"> • revision of previous topics and doubt clearance •
Week 20th December 04 to December 09	<ul style="list-style-type: none"> • revision of previous topics and doubt clearance •
Week 21th December 11 to December 14	<ul style="list-style-type: none"> • Revision and test

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Name of Assistant Professor

: Anil Nain

Class and Section

: B.B.A 3rd Semester (2023-24)

Subject

: Understanding Human behaviour

Weeks	Particulars
Week 1 st July 24 to July 29	<ul style="list-style-type: none">• Understanding Human Behavior: Nature, Meaning
Week 2 nd July 31 to August 05	<ul style="list-style-type: none">• Approaches for studying HumanBehavior: Behavioral Approach
Week 3 rd August 07 to August 12	<ul style="list-style-type: none">• Cognitive Approach, Psychoanalytic Approach
Week 4 th August 14 to August 19	<ul style="list-style-type: none">• Revision of previous topics and doubt clearance
Week 5 th August 21 to August 26	<ul style="list-style-type: none">• Personality-Nature and Meaning
Week 6 th August 28 to September 02	<ul style="list-style-type: none">• Theories of personality- Trait Theory
Week 7 th September 04 to September 09	<ul style="list-style-type: none">• PsychoanalyticTheory, Social learning Theory
Week 8 th September 11 to September 16	<ul style="list-style-type: none">• Emotions-Nature and Meaning, Physiological responses in emotions, Theories of emotions
Week 9 th September 18 to September 23	<ul style="list-style-type: none">• Revision of previous topics and doubt clearance• Assignment
Week 10 th September 25 to September 30	<ul style="list-style-type: none">• Motivation-Nature and Meaning, Theories of motivation- Maslow's hierarchy of needs
Week 11 th October 02 to October 07	<ul style="list-style-type: none">• TheoryX and Y,
Week 12 th October 09 to October 14	<ul style="list-style-type: none">• Two Factor Theory
Week 13 th October 16 to October 21	<ul style="list-style-type: none">• Perception-Nature and Meaning,

<p>Week 14th October 23 to October 28</p>	<ul style="list-style-type: none"> • Laws of Perceptual Organization
<p>Week 15th October 30 to November 04</p>	<ul style="list-style-type: none"> • Attention and Perception
<p>Week 16th November 06 to November 09</p>	<ul style="list-style-type: none"> • Learning-Nature and Meaning,
<p>Week 17th November 15 to November 18</p>	<ul style="list-style-type: none"> • Theories of learning-Classical conditioning
<p>Week 18th November 20 to November 25</p>	<ul style="list-style-type: none"> • Operant conditioning,
<p>Week 19th November 27 to December 02</p>	<ul style="list-style-type: none"> • Memory and Forgetting
<p>Week 20th December 04 to December 09</p>	<ul style="list-style-type: none"> • Revision and test
<p>Week 21th December 11 to December 14</p>	<ul style="list-style-type: none"> • Revision and test

Name of Assistant Professor : **Anil Nain**
Class and Section : **B.B.A 3rd Semester (2023-24)**
Subject : **Management Accounting**

Weeks	Particulars
Week 1st July 24 to July 29	<ul style="list-style-type: none"> • Management Accounting: meaning, nature, usefulness
Week 2nd July 31 to August 05	<ul style="list-style-type: none"> • functions, scope, conventions, techniques and limitations
Week 3rd August 07 to August 12	<ul style="list-style-type: none"> • Management Accounting v/s Financial Accounting
Week 4th August 14 to August 19	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance
Week 5th August 21 to August 26	<ul style="list-style-type: none"> • Cost Accounting: meaning, uses of cost accounting; various cost concepts
Week 6th August 28 to September 02	<ul style="list-style-type: none"> • organization of cost accounting department
Week 7th September 04 to September 09	<ul style="list-style-type: none"> • Classification of Cost, Cost-Sheet and Costing methods
Week 8th September 11 to September 16	<ul style="list-style-type: none"> • Budgets and Budgetary Control : meaning, nature, kinds, preparation of various types of budgets
Week 9th September 18 to September 23	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance • Assignment
Week 10th September 25 to September 30	<ul style="list-style-type: none"> • advantages and limitations of budgetary control
Week 11th October 02 to October 07	<ul style="list-style-type: none"> • Marginal Costing: Break- even -analysis and Decision Involving alternate choices
Week 12th October 09 to October 14	<ul style="list-style-type: none"> • Standard Costing: Types of variances and their implementation
Week 13th October 16 to October 21	<ul style="list-style-type: none"> • Management Accounting and Control Techniques

<p>Week 14th October 23 to October 28</p>	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance • Assignment
<p>Week 15th October 30 to November 04</p>	<ul style="list-style-type: none"> • Activity based costing, Uniform Costing
<p>Week 16th November 06 to November 09</p>	<ul style="list-style-type: none"> • Target Costing
<p>Week 17th November 15 to November 18</p>	<ul style="list-style-type: none"> • Balanced Score Card
<p>Week 18th November 20 to November 25</p>	<ul style="list-style-type: none"> • Introduction to Responsibility Accounting
<p>Week 19th November 27 to December 02</p>	<ul style="list-style-type: none"> • Introduction to Responsibility Accounting
<p>Week 20th December 04 to December 09</p>	<ul style="list-style-type: none"> • Revision and test
<p>Week 21th December 11 to December 14</p>	<ul style="list-style-type: none"> • Revision and test

Week 14th October 23 to October 28	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance • Assignment
Week 15th October 30 to November 04	<ul style="list-style-type: none"> • Activity based costing, Uniform Costing
Week 16th November 06 to November 09	<ul style="list-style-type: none"> • Target Costing
Week 17th November 15 to November 18	<ul style="list-style-type: none"> • Balanced Score Card
Week 18th November 20 to November 25	<ul style="list-style-type: none"> • Introduction to Responsibility Accounting
Week 19th November 27 to December 02	<ul style="list-style-type: none"> • Introduction to Responsibility Accounting
Week 20th December 04 to December 09	<ul style="list-style-type: none"> • Revision and test
Week 21th December 11 to December 14	<ul style="list-style-type: none"> • Revision and test

Name of Assistant Professor : Anil Nain
 Class and Section : B.B.A 1st Semester (2023-24)
 Subject : Management concepts and principles

Weeks	Particulars
Week 1 st July 24 to July 29	<ul style="list-style-type: none"> Nature, Scope and Significance of Management
Week 2 nd July 31 to August 05	<ul style="list-style-type: none"> Process of Management; Role of Managers
Week 3 rd August 07 to August 12	<ul style="list-style-type: none"> Principles of Management; Levels of Management
Week 4 th August 14 to August 19	<ul style="list-style-type: none"> Revision of previous topics and doubt clearance
Week 5 th August 21 to August 26	<ul style="list-style-type: none"> Evolution of Management Thought: Classical, Neoclassical and Contingency
Week 6 th August 28 to September 02	<ul style="list-style-type: none"> Planning: Meaning, Importance, and Process;
Week 7 th September 04 to September 09	<ul style="list-style-type: none"> Effective Planning; Types of Plans
Week 8 th September 11 to September 16	<ul style="list-style-type: none"> Decision Making: Concept, Nature, Types of Decision, Process, and Techniques
Week 9 th September 18 to September 23	<ul style="list-style-type: none"> Revision of previous topics and doubt clearance Assignment
Week 10 th September 25 to September 30	<ul style="list-style-type: none"> Management by Objectives: Concept & Applications
Week 11 th October 02 to October 07	<ul style="list-style-type: none"> Organizing: Nature, Importance, Principles and Process
Week 12 th October 09 to October 14	<ul style="list-style-type: none"> Departmentalization; Decentralization; Centralization; Delegation
Week 13 th October 16 to October 21	<ul style="list-style-type: none"> Authority and Responsibility ,Relationship: Line, Staff and Functional

<p>Week 14th October 23 to October 28</p>	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance • Assignment
<p>Week 15th October 30 to November 04</p>	<ul style="list-style-type: none"> • Leadership: Meaning and Nature;
<p>Week 16th November 06 to November 09</p>	<ul style="list-style-type: none"> • Motivation: Meaning and Nature; Process and Content Theory of Motivation
<p>Week 17th November 15 to November 18</p>	<ul style="list-style-type: none"> • Control: Nature, Process and Significance; Control Methods: Pre-action Control
<p>Week 18th November 20 to November 25</p>	<ul style="list-style-type: none"> • Steering Control and Post-action Control
<p>Week 19th November 27 to December 02</p>	<ul style="list-style-type: none"> • Control Techniques
<p>Week 20th December 04 to December 09</p>	<ul style="list-style-type: none"> • Revision and test
<p>Week 21th December 11 to December 14</p>	<ul style="list-style-type: none"> • Revision and test

Name of Assistant Professor : Anil Nain
 Class and Section : B.B.A1st Semester (2023-24)
 Subject : Leadership and Team Building (NEP)

Weeks	Particulars
Week 1 st July 24 to July 29	<ul style="list-style-type: none"> • Leadership Styles and attributes of Leadership: Intro
Week 2 nd July 31 to August 05	<ul style="list-style-type: none"> • Transactional and transformational leadership
Week 3 rd August 07 to August 12	<ul style="list-style-type: none"> • Ethical leadership
Week 4 th August 14 to August 19	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance
Week 5 th August 21 to August 26	<ul style="list-style-type: none"> • culture and leadership
Week 6 th August 28 to September 02	<ul style="list-style-type: none"> • emerging trends in leadership are to be discussed
Week 7 th September 04 to September 09	<ul style="list-style-type: none"> • Groups and Group Processes: The nature and types of groups
Week 8 th September 11 to September 16	<ul style="list-style-type: none"> • Group dynamics-group cohesion
Week 9 th September 18 to September 23	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance • Assignment
Week 10 th September 25 to September 30	<ul style="list-style-type: none"> • group roles and group norms, threat to group effectiveness
Week 11 th October 02 to October 07	<ul style="list-style-type: none"> • Managing group and inter-group dynamics; Managing culturally diverse groups
Week 12 th October 09 to October 14	<ul style="list-style-type: none"> • Leaders and Group Decisions: Group decision making; Power and influence in teams
Week 13 th October 16 to October 21	<ul style="list-style-type: none"> • Leadership and team empowerment; Challenges in team decision making.

<p>Week 14th October 23 to October 28</p>	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance • Assignment
<p>Week 15th October 30 to November 04</p>	<ul style="list-style-type: none"> • Team Building: Team Building and Team Effectiveness Group vs. team; Evolution of group into teams
<p>Week 16th November 06 to November 09</p>	<ul style="list-style-type: none"> • Stages of team development
<p>Week 17th November 15 to November 18</p>	<ul style="list-style-type: none"> • Emotionally intelligent teams: Characteristics of effective team
<p>Week 18th November 20 to November 25</p>	<ul style="list-style-type: none"> • Collaborative communication in teams
<p>Week 19th November 27 to December 02</p>	<ul style="list-style-type: none"> • Problem solving and conflict resolution in teams
<p>Week 20th December 04 to December 09</p>	<ul style="list-style-type: none"> • Revision and test
<p>Week 21th December 11 to December 14</p>	<ul style="list-style-type: none"> • Revision and test