

Lesson Plan

Name of the Assistant /Associate Professor: Ruby

Class and Session: B.A 1ST 2023-24 Even sem.

Subject : Fundamentals of Banking and Insurance

Week 1 Feb.01 To Feb. 03	Banking : Concept, features and functions; classification of banks
Week 2 Feb. 05 To Feb 10	Principals of banking ; Evolution of banking in India
Week 3 Feb.12 To Feb 17	Banking instruments: Concepts, types and crossing of cheques
Week 4 Feb. 19 To Feb 24	Lending functions of a bank : Types of advances: Secured and unsecured,
Week 5 Feb.26 To Mar.02	Loans- Short, medium and long term methods of granting advances
Week 6 Mar.04 To Mar.09	Utility services of a bank : Remittance through bank draft
Week 7 Mar.11 To Mar16	E – banking ; Internet banking ; Safe deposit lockers
Week 8 Mar.18 To Mar22	Insurance: Concept, need and principles of insurance
Week 9 Mar. 23 To Mar27	Holi Vacation
Week 10 Mar.28 To Mar30	Insurance and economic development
Week 11 Apr. 01 To Apr.06	Life Insurance : Concept, features, importance and types: procedure of taking life insurance policies
Week 12 Apr. 08 To Apr.13	General insurance : concept, features and types
Week 13 Apr.15 To Apr.20	Procedure of taking general insurance
Week 14 Apr.22 To Apr.27	Fire insurance
Week 15 Apr. 29 To May.04	Marine insurance
Week 16 May. 06 To May.11	Health insurance
Week 17 May.13 To May15	Test and assignment

Ruby

Name of Assistant Professor : Ruby
Class and Section : B.Com (B) 2th Semester 2023-24
Subject : Company law even sem

Week:	Particulars
Week 1 Feb.01 To Feb. 03	Indian Companies Act 2013: Introduction
Week 2 Feb. 05 To Feb10	Types of Companies
Week 3 Feb.12 To Feb17	Legal Aspects relating to Promotion and Establishment of Companies in India
Week 4 Feb. 19 To Feb24	Memorandum of Association
Week 5 Feb.26 To Mar.02	Articles of Association
Week 6 Mar.04 To Mar.09	Prospectus
Week 7 Mar.11 To Mar16	Shares and Share Capital; Allotment of Shares
Week 8 Mar.18 To Mar22	Legal Rules regarding Membership and Borrowing Powers
Week 9 Mar. 23 To Mar27	Holi Vacation
Week 10 Mar.28 To Mar30	Share capital of a company
Week 11 Apr. 01 To Apr.06	Company management and Administration
Week 12 Apr. 08 To Apr.13	Company Secretary
Week 13 Apr.15 To Apr.20	Dividend
Week 14 Apr.22 To Apr.27	Statutory provision regarding declaration and payment of dividend
Week 15 Apr. 29 To May.04	Winding Up of company
Week 16 May. 05 To May.11	Test and Assignments
Week 17 May.13 To May15	Revision

Ruby

Name of Assistant Professor : **Parminder**
Class and Section : **B.Com. 4th Semester**
Subject : **Business Law**
Session : **2023-2024**

Weeks	Particulars
Week 1st February 01 to February 03	<ul style="list-style-type: none"> • IT ACT 2000
Week 2nd February 05 to February 10	<ul style="list-style-type: none"> • IT ACT 2000
Week 3rd February 12 to February 17	<ul style="list-style-type: none"> • RTI ACT 2005
Week 4th February 19 to February 24	<ul style="list-style-type: none"> • RTI ACT 2005
Week 5th February 26 to March 02	<ul style="list-style-type: none"> • LLP ACT
Week 6th March 04 to March 09	<ul style="list-style-type: none"> • LLP ACT
Week 7th March 11 to March 16	<ul style="list-style-type: none"> • Indian Partnership Act, 1932
Week 8th March 18 to March 22	<ul style="list-style-type: none"> • TEST
Week 9th March 23 to March 27	<ul style="list-style-type: none"> • Indian Partnership Act, 1932
Week 10th March 28 to March 30	<ul style="list-style-type: none"> • TEST REVISION
Week 11th April 01 to April 06	<ul style="list-style-type: none"> • IT ACT 2000 IT ACT 2008
Week 12th April 08 to April 13	<ul style="list-style-type: none"> • Indian Negotiable Act, 1881
Week 13th April 15 to April 20	<ul style="list-style-type: none"> • Indian Negotiable Act, 1881
Week 14th April 22 to April 27	<ul style="list-style-type: none"> • REVISION
Week 15th April 29 to May 04	Revision

Week 16th May 06 to May 11	Negotiable Instruments
Week 17th May 13 to May 15	

Teacher

HOD

Lesson Plan

Name of the Assistant /Associate Professor: Parminder

Class and Session: B.com-6th Semester 2023-24

Subject: Human Resource Management

Weeks	Particulars
Week 1 st February 01 to February 03	Introduction of HRM, HRM vs. HRD and personal management.
Week 2 nd February 05 to February 10	Human resource planning, Factors affecting manpower planning,
Week 3 rd February 12 to February 17	Problems and suggestions for making HR planning effective
Week 4 th February 19 to February 24	Job Analysis, Job description and job specification
Week 5 th February 26 to March 02	Recruitment: meaning, purpose
Week 6 th March 04 to March 09	Recruitment policy
Week 7 th March 11 to March 16	Selection: meaning, purpose, difference between recruitment and selection
Week 8 th March 18 to March 22	Process and barriers, Assignment
Week 9 th March 23 to March 27	Revision
Week 10 th March 28 to March 30	Placement, induction and internal mobility
Week 11 th April 01 to April 06	Introduction of Training Programme
Week 12 th April 08 to April 13	Methods of Training
Week 13 th April 15 to April 20	Revision
Week 14 th April 22 to April 27	Performance appraisal



Govt. College Narwana Jind

Week Wise Lesson Plan 2023-24 (Even 6th Semester) Commerce

Assist. Prof. Sweety Nain Sheokand (B.com 6th SEM) Management Accounting

Weeks	Months
	February
Week 1	Management accounting: concept, scope, techniques and significance,
Week 2	Management reporting: need and type of reports. Management information system.
Week 3	Analysis of financial statements: comparative statements,
Week 4	Common size statements,
Week 5	Revision and Test
	March
Week 1	Ratio analysis: liquidity, solvency, profitability and turnover;
Week 2	Trend analysis., problems and solutions
Week 3	Cash flow and funds flow statements: need and method of preparing statements.
Week 4	Problems and solutions
Week 5	Revision , Test and 1st assignment
	April
Week 1	Absorption V/S variable costing: features and income determination, cost volume profit analysis
Week 2	Break even analysis, contribution; P/V ratio, break-even point, Margin of safety
Week 3	Angle of incidence, determination of cost indifference point
Week 4	Problems and solutions
Week 5	Revision , 2nd Assignment and class test
	May
Week 1	Budgeting and budgetary control: need, methods and types of budgets, essentials of budgetary control system.
Week 2	Revision and Exam preparation

Sweety

Govt. College Narwana Jind

Week Wise Lesson Plan 2023-24 (Even 4th Semester) Commerce

Assist. Prof. Sweety Nain Sheokand (B.com 4rth SEM) Advertising

Weeks	Months
	February
Week 1	Advertising: meaning, importance & scope, advertising vs. publicity,
Week 2	promotion mix, advertising process. Communication and advertising mix:
Week 3	communication process; advertising functions;
Week 4	types of advertising; e-advertising;
Week 5	Revision and Test
	March
Week 1	economic, legal, ethical and social aspects of advertising
Week 2	advertising objectives, Dagmar approach;
Week 3	Advertising budget and Test .
Week 4	Creative aspects of advertising: advertising appeals,
Week 5	copy writing, headlines, illustrations and message and 1st assignment
	April
Week 1	Advertising media: types of media, merits and demerits; media planning and scheduling
Week 2	Advertising agency: concept, role & relationship with clients, advertising department
Week 3	Advertising and consumer behavior
Week 4	Advertising Effectiveness: concept and benefits; measuring advertising effectiveness
Week 5	2nd Assignment and class test
	May
Week 1,	Revision and Discussion
Week 2	Exam preparation

Sweety

Name of Assistant Professor : SUMAN
 Class and Section : B.B.A, Sem. 4th
 Subject : Material Management
 Session : 2023-2024

Weeks	Topics to be Covered
Week 1 Feb. 01 to Feb. 03	material management
Week 2 Feb. 05 to Feb. 10	Process of management and mgmt-function
Week 3 Feb. 12 to Feb. 17	Material planning and Budgeting
Week 4 Feb. 19 to Feb. 24	Purchasing
Week 5 Feb. 26 to Mar. 02	Purchase procedure
Week 6 Mar. 04 to Mar. 09	Purchasing of Capital equipment plant
Week 7 Mar. 11 to Mar. 16	Value analysis and Engineering
Week 8 March 18 to Mar. 22	Quality Assurance and Control
Week 9 March 23 to Mar. 27	Holi Vacations
Week 10 Mar. 28 to Mar. 30	Inventory Management and Control
Week 11 Apr. 01 to Apr. 06	Stores Management and Control
Week 12 Apr. 08 to Apr. 13	Issue of Material and its valuation
Week 13 Apr. 15 to Apr. 20	Material Handling and maintenance mgmt
Week 14 Apr. 22 to Apr. 27	Material losses and management
Week 15 Apr. 29 to May. 04	physical Distribution, transportation
Week 16 May. 06 to May. 11	operations Research Material Mgmt
Week 17 May. 13 to May. 15	Test / Revision

Name of Assistant Professor : Suman
 Class and Section : B.A.Ist, sem. 2nd
 Subject : M.D.C
 Session : 2023-2024

Weeks	Topics to be Covered
Week 1 Feb. 01 to Feb 03	Concept of Bank and Bankings
Week 2 Feb. 05 to Feb 10	Classification of Banks
Week 3 Feb. 12 to Feb. 17	Banking Instruments
Week 4 Feb. 19 to Feb. 24	Test / Revision
Week 5 Feb 26 to Mar 02	Lending function of Bank
Week 6 Mar 04 to Mar 09	E-Banking
Week 7 Mar 11 to Mar 16	Test / Revision
Week 8 Mar 18 to Mar 22	Introduction to Insurance
Week 9 Mar 23 to Mar 30	Holi Vacations
Week 10 Apr 01 to Apr 06	Life Insurance
Week 12 Apr 08 to Apr 13	General Insurance
Week 13 Apr 15 to Apr 20	Fire Insurance
Week 14 Apr 22 to Apr 27	Marine Insurance
Week 15 Apr 29 to May 04	Mid-term test
Week 16 May 06 to May 11	Assignment / Health Insurance
Week 17 May 13 to May 15	Test / Revision

Name of Assistant Professor : SUMAN
 Class and Section : B.B.A, Sem. 5th
 Subject : Financial Services
 Session : 2023-2024

Weeks	Topics to be Covered
WEEK 1 Feb. 01 to Feb. 03	Introduction to Financial Services
WEEK 2 Feb. 05 to Feb. 10	Merchant Banking
WEEK 3 Feb. 12 to Feb. 17	Managing New Issue
WEEK 4 Feb. 19 to Feb. 24	Tests
WEEK 5 Feb. 26 to Mar. 02	Public Issue and Right Issue - SEBI Cui
WEEK 6 Mar. 04 to Mar. 09	SEBI
WEEK 7 March 11 to March 16	Leasing and Time Purchase
WEEK 8 March 18 to March 22	Factoring
WEEK 9 March 23 to Mar. 27	Holi vacations
WEEK 10 March 28 to Mar. 30	Mutual fund and ETFs
WEEK 11 Apr. 01 to Apr. 06	Credit Rating
WEEK 12 Apr. 06 to Apr. 13	Assignments
WEEK 13 Apr. 15 to Apr. 20	Stock Broking
WEEK 14 Apr. 22 to Apr. 27	Consumer Service
WEEK 15 Apr. 29 to May 04	Credit card
WEEK 16 May 06 to May 11	Test / Revision
WEEK 17 May 12 to May 15	Test / Revision

Name of Assistant Professor : SUMAN
 Class and Section : B. Com IInd Sem.
 Subject : Company law
 Session : 2023-2024

Weeks	Topics to be Covered
Week 1 Feb 01 to Feb 03	Historical Development of Company law in India
Week 2 Feb 05 to Feb 10	Company: meaning, Nature
Week 3 Feb 12 to Feb 17	Types of Companies
Week 4 Feb 19 to Feb 24	Private Company
Week 5 Feb 26 to Mar 02	Test / Revision
Week 6 Mar 04 to Mar 09	Formation, Promotion and Incorporation of
Week 7 Mar 11 to Mar 16	Memorandum of Association
Week 8 Mar 18 to Mar 22	Articles of Association, Mid-semester
Week 9 Mar 23 to Mar 27	Holi vacations
Week 10 Mar 28 to Mar 30	Prospectus
Week 11 Apr 01 to Apr 06	Shares and stock
Week 12 Apr 08 to Apr 13	Allotment and issue of shares
Week 13 Apr 15 to Apr 20	Share Capital of Company
Week 14 Apr 22 to Apr 27	Company Management and administration
Week 15 Apr 29 to May 04	Company Secretary
Week 16 May 06 to May 11	Dividend, winding-up of Company
Week 17 May 13 to May 15	Test / Revision

Teacher

HOD

Lesson Plan

Name of the Assistant Professor: Dr. Sunil

Class and Session: B.com-4th Semester 2023-2024

Subject: Business Statistics-II

Week 1 st February 01 to February 03	Simple Correlation: concept, types: multiple and partial
Week 2 nd February 05 to February 10	Linear and non-linear
Week 3 rd February 12 to February 17	Scatter diagram. Methods: Karl Pearson's co-efficient of correlation.
Week 4 th February 19 to February 24	Spearman's Rank Correlation, Concurrent deviation method
Week 5 th February 26 to March 02	Probable and standard errors.
Week 6 th March 04 to March 09	Regression Analysis: meaning, difference between correlation and regression.
Week 7 th March 11 to March 16	Regression coefficients, methods of calculation of simple regression
Week 8 th March 18 to March 22	Doubt Session cum test
Week 9 th March 23 to March 27	Standard error of estimate
Week 10 th March 28 to March 30	Probability: concept and approaches; addition and multiplication
Week 11 th April 01 to April 06	Laws of probability
Week 12 th April 08 to April 13	Conditional probability: Bayes' Theorem
Week 13 th April 15 to April 20	Probability distributions
Week 14 th April 22 to April 27	Binomial distribution: their properties and parameters
Week 15 th April 29 to May 04	Poisson distribution: their properties and parameters
Week 16 th May 06 to May 11	Normal distribution: their properties and parameters
Week 17 th May 13 to May 15	Revision and Doubt Session



Lesson Plan

Name of the Assistant Professor: Dr. Sunil

Class and Session: B.com-6th Semester 2023-2024

Subject: Fundamentals of Insurance

Week 1 st February 01 to February 03	Introduction to insurance: life and general insurance
Week 2 nd February 05 to February 10	Introduction to insurance: life and general insurance
Week 3 rd February 12 to February 17	Insurance and economic development
Week 4 th February 19 to February 24	Contract of life insurance
Week 5 th February 26 to March 02	Contract of life insurance
Week 6 th March 04 to March 09	Present structure & growth of life insurance in India
Week 7 th March 11 to March 16	claims settlement procedure
Week 8 th March 18 to March 22	Revision
Week 9 th March 23 to March 27	Fire insurance
Week 10 th March 28 to March 30	Fire insurance
Week 11 th April 01 to April 06	Accident and motor insurance
Week 12 th April 08 to April 13	Accident and motor insurance
Week 13 th April 15 to April 20	Accident and motor insurance
Week 14 th April 22 to April 27	Revision and Test
Week 15 th April 29 to May 04	Insurance Intermediaries
Week 16 th May 06 to May 11	Insurance Intermediaries
Week 17 th May 13 to May 15	Revision



Lesson Plan

The Assistant Professor: Sonu

and Session: B.com-2nd Semester 2023-2024

Subject: Computerized Accounting System (B23-COM-201)

Week 1 st February 01 to February 03	Introduction to Manual Accounting and Computerised Accounting Difference between Manual Accounting and Computerised Accounting
Week 2 nd February 05 to February 10	Introduction: Installation of Tally Prime – Licensing Configurations Creation of Company
Week 3 rd February 12 to February 17	ERP9 – Splitting Company, Data Backup and Restore. Tally Vault Password – Security Control in Tally
Week 4 th February 19 to February 24	Change Date and Period and Creation of Group Company
Week 5 th February 26 to March 02	Company Features : Accounting, Inventory, Statuary and Taxation Features
Week 6 th March 04 to March 09	Accounting Master Create/Alter of Groups and Ledgers Inventory Master Creation of Stock Group Items Units of Measurements
Week 7 th March 11 to March 16	Introduction of different types of Voucher in Tally Voucher Entry in Tally
Week 8 th March 18 to March 22	Voucher Entry in Tally(Practice)
Week 9 th March 23 to March 27	Holi Vacations
Week 10 th March 28 to March 30	Order Processing Rejection Inward and Rejection outward
Week 11 th April 01 to April 06	Taxation in Tally Prime(GST, TDS, TCS)
Week 12 th April 08 to April 13	Budget, Cost Centre, balance sheet, and profit and loss account
Week 13 th April 15 to April 20	Currency, debit note, credit note, interest calculation
Week 14 th April 22 to April 27	Payroll: Salary Accounting – Introduction to Payroll Payroll Masters – Payroll Vouchers – Overtime
Week 15 th April 29 to May 04	Payment – Gratuity – Advanced Payroll Transactions Basic Salary
Week 16 th May 06 to May 11	Bonus, Gratuity, Loan, ESI, Provident Fund, Pension, Commission.
Week 17 th May 13 to May 15	Computerized Tax Liability Calculation. Revision



Lesson Plan

The Assistant Professor: Sonu

Session: B.com-4th Semester 2023-2024

Computerized Accounting System (BC-405)

Week 1 st February 01 to February 03	Introduction to Manual Accounting and Computerised Accounting Difference between Manual Accounting and Computerised Accounting
Week 2 nd February 05 to February 10	Introduction: Installation of Tally ERP 9 – Licensing Configurations Creation of Company
Week 3 rd February 12 to February 17	ERP9 – Splitting Company, Data Backup and Restore. Tally Vault Password – Security Control In Tally
Week 4 th February 19 to February 24	Change Date and Period and Creation of Group Company
Week 5 th February 26 to March 02	Company Features : Accounting, Inventory, Statuary and Taxation Features
Week 6 th March 04 to March 09	Accounting Master Create/Alter of Groups and Ledgers Inventory Master Creation of Stock Group Items Units of Measurements
Week 7 th March 11 to March 16	Introduction of different types of Voucher in Tally Voucher Entry in Tally
Week 8 th March 18 to March 22	Voucher Entry in Tally(Practice)
Week 9 th March 23 to March 27	Holi Vacations
Week 10 th March 28 to March 30	Order Processing Rejection Inward and Rejection outward
Week 11 th April 01 to April 06	Taxation in Tally (GST, TDS, TCS)
Week 12 th April 08 to April 13	Budget, Cost Centre, balance sheet, and profit and loss account
Week 13 th April 15 to April 20	Currency, debit note, credit note, interest calculation
Week 14 th April 22 to April 27	Payroll: Salary Accounting – Introduction to Payroll Payroll Masters – Payroll Vouchers – Overtime
Week 15 th April 29 to May 04	Payment – Gratuity – Advanced Payroll Transactions Basic Salary
Week 16 th May 06 to May 11	Bonus, Gratuity, Loan, ESI, Provident Fund, Pension, Commission.
Week 17 th May 13 to May 15	Computerized Tax Liability Calculation. Revision



K.M. GOVT. COLLEGE NARWANNA (JIND)

Mrs. Usha Sharma

BC-409

Lesson Plan 4th Semester Even

COMPANY LAW- II

Session - 2023-2024

Sr. No.	Class	Week	Topic
1.	B.Com II	1. Week 1-7 Feb 2024	Membership in companies: Duty, Powers, liabilities
	A+B sec.	2. Week 8-14 Feb 2024	Directors: legal position, qualification, appointment, removal. Powers, duties & liabilities of directors, managerial remuneration, key management personnel: managing director, whole time director, manager;
		3. Week 15-21Feb 2024	Company Secretary: Role, appointment, duties, liabilities, rights and dismissal
		4. Week 22-28Feb 2024	Meetings: kinds of meetings, requisites of a valid meeting: authority, notice & agenda, quorum, chairperson & conduct of meeting, resolutions, minutes & proxy.
		5. Week 29Feb-6 Mar 2024	Conduct of meetings: resolutions, minutes & proxy, Assignment 1
		6. Week 7-13Mar 2024	Dividend: accounts of companies; audit & auditors
		7. Week 14-20Mar 2024	Prevention of oppression & mismanagement; compromise, arrangement.
		8. Week 21-27Mar 2024	Reconstruction and amalgamation;
		9. Week 28Mar-3-Apr 2024	Winding up: meaning, modes of winding up, up, Revision
		10. Week 4-10Apr 2024	Procedure and consequences of winding up, Revision
		11. Week 9-17Apr 2024	Assignment 2, Class test
		12. Week 18-24 Apr 2024	Procedure and consequences of winding up
		13. Week 25 Apr-1 May 2024	Revision
		14. Week 2-8May 2024	Class test
		15. 13, 5, 24	Problems, Discussions

K. M. GOVT. COLLEGE NARWANNA (JIND)

BC-605

Business environment

Lesson Plan Even on Semester A+B Sec

Ms. Usha Sharma

Session 2023-2024

Topic	Week			
Business environment: concept, components, and importance	1 Week 1-7 Feb 2024			
Environmental and organizational scanning: concept importance & techniques	2 Week 8-14 Feb 2024			
Public Sector & private sector	3 Week 15-21 Feb. 2024			
Joint sectors in India	4 Week 22-28 Feb. 2024			
Assignments & Class test	5 Week 29 Feb-6 Mar 2024			
Capitalist, Socialist & Mixed economy.	6 Week 7 Mar-13 Mar. 2024			
Economic planning in India: achievement & failures, planning machinery in India	7 Week 14 Mar. 2024 - 20 Mar. 2024			
Monetary policy In India , Fiscal Policy Holi Holiday	8 Week 21-27 Mar. 2024			
Make in India , Multinational corporations in India	9 Week 28 Mar. - 3 Apr. 2024			

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Globalization of India Business, Assignment and Class Test	10 Week	4-10 Apr. 2024					
Competition Act, Revision	11 Week	9-17 Apr. 2024					
Foreign Exchange Management Act.	12 Week	18-24 Apr. 20224					
Foreign exchange market an overview	25 Apr. - 1 May, 2024						
Revision and Class Test	2-8 May 2024						
Revision	9-15 May 2024						

RENU BALA

B.com 6th Sem. (sec A)

Business Environment

2023-24 (even sem)

Name of Assistant Professor

Class and Section

Subject

Section

Particulars

Weeks	Particulars
Week 1 Feb.01 To Feb. 03	Business Environment: components and importance
Week 2 Feb. 05 To Feb.10	Environment scanning and techniques
Week 3 Feb.12 To Feb.17	Private sector in India,role in Indian economy
Week 4 Feb. 19 To Feb.24	Public sector and its importance in economic growth
Week 5 Feb.26 To Mar.02	Meaning and importance of joint sector in india
Week 6 : Mar.04 To Mar.09	Economic system- capitalist and Socialist economy
Week 7 Mar.11 To Mar.16	Mixed economy-its merits and demerits
Week 8 Mar. 18 To Mar.22	Economic planning in India
Week 9 Mar. 23 To Mar.27	Holi vacation.
Week 10 Mar.28 To Mar.30	Monetary policy in india-its techniques
Week 11 Apr. 01 To Apr.06	Fiscal policy in india-its components
Week 12 Apr. 08 To Apr.13	Make in India-its challenges
Week 13 Apr.15 To Apr.20	Foreign Direct Investment
Week 14 Apr.22 To Apr.27	Multinational Corporation its merits and demerits
Week 15 Apr. 29 To May.04	Globalisation- its importance in our Economy
Week 16 May. 05 To May.11	Fema Act its features
Week 17 May. 12 To May.15	Test and assignment.

(Signature)

of Assistant Professor
Class and Section
Subject

: Renu bala
: B.Com. 4th sem Session 2023-24
: Corporate accounting. (Even sem.)
Sec (A+B)

Weeks	Topics to be covered
Week 1 Feb.01 To Feb. 03	Valuation of Goodwill
Week 2 Feb. 05 To Feb.10	Method and practical question of Goodwill.
Week 3 Feb.12 To Feb.17	Valuation of share- its method
Week 4 Feb. 19 To Feb.24	Practical question
Week 5 Feb.26 To Mar.02	Liquidation of companies
Week 6 Mar.04 To Mar.09	Liquidator statement of final account.
Week 7 Mar.11 To Mar.16	Do
Week 8 Mar.18 To Mar.22	Accounts of Holding companies
Week 9 Mar.23 To Mar.27	<u>Holiday</u> Practical question of holding companies
Week 10 Mar.28 To Mar.30	Accounts of Banking companies
Week 11 Apr. 01 To Apr.06	Practical question
Week 12 Apr. 08 To Apr.13	Test
Week 14 Apr.15 To Apr.20	Accounts of Insurance companies
Week 15 Apr.22 To Apr.27	Practical question
Week 16 Apr. 29 To May.04	Do
Week 17 May. 06 To May.11	Assignment and presentation.
Week 18 May.13 To May.15	

Renu

Name of Assistant Professor : RENU BALA
 Class and Section : B.A I (2nd) sem. (even sem)
 Subject : Business Communication (SEC)
 Session : 2023-24

Weeks	Particulars
Week 1 Feb.01 To Feb.03	Communication : Meaning, process, functions and importance
Week 2 Feb.05 To Feb10	Medium: verbal & non – verbal communication
Week 3 Feb. 2 To Feb17	Levels and direction of communication
Week 4 Feb. 19 To Feb24	Barriers of communication
Week 5 Feb.26 To Mar.02	Listening as a tool of communication
Week 6 Mar.04 To Mar.09	Guidelines for clear writing
Week 7 Mar. 11 To Mar16	Use of library and internet for collection , classification and interpretation of data and information
Week 8 Mar.18 To Mar22	Need and importance of business letters
Week 9 Mar. 23 To Mar27	Holi vacation.
Week 10 Mar.28 To Mar30	Technology for communication
Week 11 Apr. 01 To Apr.06	E- mail: Safety and smartness in e-mail
Week 12 Apr. 08 To Apr. 13	E-mail Etiquettes
Week 13 Apr.15 To Apr.20	Types of report
Week 14 Apr.22 To Apr.27	Writing reports on field work
Week 15 Apr. 29 To May04	Annual reports of companies
Week 16 May. 06 To May 11	Drafting minutes
Week 17 May.13 To May15	Revision and test.

Renu

Signature of Assistant Professor
 Date
 Subject
 Session

Lesson Plan.

Even Sem

Name of Assistant Professor : **PAUL SHARMA**
 Class and Section : **A.Cem 3rd Sem**
 Subject : **Principles of Marketing**
 Session : **2023-2024**

Weeks	Topics to be Covered
1 st Feb 01 - Feb 05	Introduction of Marketing
2 nd Feb 05 - Feb 10	Marketing Concepts, Environment
3 rd Feb 12 - Feb 17	Market Segmentation, Consumer behaviour.
4 th Feb 19 - Feb 24	Buying Motives, Product Concepts, Classification.
5 th Feb 26 - Mar 02	Branding, Packaging, Labeling, PLC,
6 th Mar 04 - Mar 09	Assignment, Presentations, New Product Dev. Process.
7 th Mar 11 - Mar 16	Product Pricing, Promotion Mix, Advertising.
8 th Mar 18 - Mar 22	Personal Selling, Sales Promotions, Publicity.
9 th Mar 25 - Mar 27	Hall Vacations.
10 th Mar 28 - Mar 30	Test, doubts.
11 th Ap 01 - Ap 06	Distribution Channels, Marketing Audiences.
12 th Ap 08 - Ap 13	Wholesaling, Direct Marketing
13 th Ap 15 - Ap 20	Online Marketing
14 th Ap 22 - Ap 27	Assignment, doubts.
15 th Ap 29 - May 04	Customer Relationship Marketing, Green Marketing
16 th May 06 - May 11	Recent trends in Marketing.
17 th May 13 - May 15	Revision.

Paul

Teacher

Paul Sharma.

HOD

Lesson Plan.

Even Sem

Name of Assistant Professor

Flavia Sharma.

Class and Section

B.com 6th Sem

Subject

Retailing

Session

2023-2024

Weeks	Topics to be Covered
1 st Feb 01 - Feb 03	Retailing -> Meaning, Nature, Scope.
2 nd Feb 05 - Feb 10	Theories and Models in Retail
3 rd Feb 12 - Feb 17	Doublets, Test
4 th Feb 19 - Feb 24	Retail Strategic Planning and operations Management
5 th Feb 26 - Mar 02	Primary Retailing Strategies, Planning locations
6 th Mar 04 - Mar 09	Assignments, Presentations.
7 th Mar 11 - Mar 16	Merchandise Planning and Retail Communications.
8 - Mar 18 - Mar 22	Security Issue in Retailing.
9 th Mar 23 - Mar 27	Half Vacations.
10 th Mar 28 - Mar 30	Test and doublets.
11 th Ap 01 - Ap 06	Store design, Store layout.
12 th Ap 08 - Ap 13	Organisational Structure in Retail institutions.
13 th Ap 15 - Ap 20	Assignment, Test.
14 th Ap 22 - Ap 27	Applications of Informations Technology in Retailing.
15 th Ap 29 - May 04	Foreign Direct Investment in Retail.
16 th May 06 - May 11	Retail Store Management, Material Handling
17 th May 13 - May 15	Revision.

Teacher

Flavia

Flavia Sharma.

HOD

Name of Assistant Professor

:

Anil Nain

Class and Section

:

B.B.A 6th Semester (2023-2024)

Subject

:

Entrepreneurship development

Weeks	Particulars
Week 1 st February 01 to February 03	<ul style="list-style-type: none">• Entrepreneurship- Meaning, Nature and Scope
Week 2 nd February 05 to February 10	<ul style="list-style-type: none">• Characteristics and Qualities of a Successful Entrepreneur
Week 3 rd February 12 to February 17	<ul style="list-style-type: none">• Relationship between Entrepreneurship Development and Economic Development
Week 4 th February 19 to February 24	<ul style="list-style-type: none">• Revision of previous topics and doubt clearance
Week 5 th February 26 to March 02	<ul style="list-style-type: none">• Entrepreneurship and Society
Week 6 th March 04 to March 09	<ul style="list-style-type: none">• New Venture Development: intro
Week 7 th March 11 to March 16	<ul style="list-style-type: none">• Meaning and Stages.• Sources of Financing Entrepreneurship
Week 8 th March 18 to March 22	<ul style="list-style-type: none">• Evaluation of Role of Government .Non Government Agencies in Promoting Entrepreneurship in India
Week 9 th March 23 to March 27	<ul style="list-style-type: none">• Holi vacation

Name of Assistant Professor

:

Anil Nain

Class and Section

:

B.B.A 6th Semester (2023-2024)

Subject

:

Entrepreneurship development

Weeks	Particulars
Week 1 st February 01 to February 03	<ul style="list-style-type: none">• Entrepreneurship- Meaning, Nature and Scope
Week 2 nd February 05 to February 10	<ul style="list-style-type: none">• Characteristics and Qualities of a Successful Entrepreneur
Week 3 rd February 12 to February 17	<ul style="list-style-type: none">• Relationship between Entrepreneurship Development and Economic Development
Week 4 th February 19 to February 24	<ul style="list-style-type: none">• Revision of previous topics and doubt clearance
Week 5 th February 26 to March 02	<ul style="list-style-type: none">• Entrepreneurship and Society
Week 6 th March 04 to March 09	<ul style="list-style-type: none">• New Venture Development: intro
Week 7 th March 11 to March 16	<ul style="list-style-type: none">• Meaning and Stages.• Sources of Financing Entrepreneurship
Week 8 th March 18 to March 22	<ul style="list-style-type: none">• Evaluation of Role of Government, Non Government Agencies in Promoting Entrepreneurship in India
Week 9 th March 23 to March 27	<ul style="list-style-type: none">• Holi vacation

<p>Week 10th March 28 to March 30</p>	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance • Assignment
<p>Week 11th April 01 to April 06</p>	<ul style="list-style-type: none"> • Entrepreneurial Strategies,
<p>Week 12th April 08 to April 13</p>	<ul style="list-style-type: none"> • Business Plan
<p>Week 13th April 15 to April 20</p>	<ul style="list-style-type: none"> • State Govt. schemes related Entrepreneurship Development
<p>Week 14th April 22 to April 27</p>	<ul style="list-style-type: none"> • State Govt. schemes related Entrepreneurship Development
<p>Week 15th April 29 to May 04</p>	<ul style="list-style-type: none"> • Entrepreneurship in India.
<p>Week 16th May 06 to May 11</p>	<ul style="list-style-type: none"> • Revision, test and feedback
<p>Week 17th May 13 to May 15</p>	<ul style="list-style-type: none"> • Revision, test and feedback

Name of _____

Class a _____

Sub _____

Lesson Plan

of the Assistant Professor: Anil Nain

Class and Session: BBA 4th Semester 2023-2024

Subject: Marketing Management

Week 1 st February 01 to February 03	Marketing : An Introduction and Marketing Concepts
Week 2 nd February 05 to February 10	Marketing Environment and Marketing Mix
Week 3 rd February 12 to February 17	(7,8,9 Vacations) Market Research
Week 4 th February 19 to February 24	Market Segmentation
Week 5 th February 26 to March 02	Consumer Behaviour
Week 6 th March 04 to March 09	Product Mix
Week 7 th March 11 to March 16	New Product Development and Product Life Cycle
Week 8 th March 18 to March 22	Branding and Packing Decisions , Pricing
Week 9 th March 23 to March 27	Holi Vacation
Week 10 th March 28 to March 30	Distribution Channels and Management of Physical Distribution
Week 11 th April 01 to April 06	Promotion Mix
Week 12 th April 08 to April 13	Advertising and Advertising Media
Week 13 th April 15 to April 20	Sales Promotion
Week 14 th April 22 to April 27	Personal Selling and
Week 15 th April 29 to May 04	Publicity and Public Relations
Week 16 th May 06 to May 11	Revision and test
Week 17 th May 13 to May 15	Revision and test

Name of Assistant Professor

:

Anil Nain

Class and Section

:

B.B.A 4th Semester (2023-24)

Subject

:

Human behavior at work

Weeks	Particulars
Week 1 st February 01 to February 03	<ul style="list-style-type: none">• Behavior at Workplace: Nature, Meaning, Group as a medium of learning• Group Development Process
Week 2 nd February 05 to February 10	<ul style="list-style-type: none">• Group Dynamics in Workplaces
Week 3 rd February 12 to February 17	<ul style="list-style-type: none">• Revision of previous topics and doubt clearance
Week 4 th February 19 to February 24	<ul style="list-style-type: none">• Group Cohesiveness, Group Think; Group Conformity• Group Obedience; Group Morale
Week 5 th February 26 to March 02	<ul style="list-style-type: none">• Group Performance, Group decision-making;• Group synergy, Team building.; Interpersonal Influence Processes
Week 6 th March 04 to March 09	<ul style="list-style-type: none">• Holi vacation
Week 7 th March 11 to March 16	<ul style="list-style-type: none">• Revision of previous topics and doubt clearance
Week 8 th March 18 to March 22	<ul style="list-style-type: none">• Social Loafing, Social Facilitation,• Interpersonal Communication
Week 9 th March 23 to March 27	
Week 10 th March 28 to March 30	
Week 11 th April 01 to April 06	
Week 12 th April 08 to April 13	

Week 13th April 15 to April 20	<ul style="list-style-type: none"> • Interpersonal awareness and feedback process, Interpersonal trust;
Week 14th April 22 to April 27	<ul style="list-style-type: none"> • Career roles and identity
Week 15th April 29 to May 04	<ul style="list-style-type: none"> • Competition and cooperation
Week 16th May 06 to May 11	<ul style="list-style-type: none"> • revision of previous topics and doubt clearance
Week 17th May 13 to May 15	<ul style="list-style-type: none"> • Revision and test

of the Assistant Professor: Anil Nain

SS and Session: BBA 2nd Semester 2023-2024

Subject: Principles of Marketing

Week 1 st February 01 to February 03	Marketing : An Introduction and Marketing Concepts
Week 2 nd February 05 to February 10	Marketing Environment and Marketing Mix
Week 3 rd February 12 to February 17	(7,8,9 Vacations) Market Research
Week 4 th February 19 to February 24	Market Segmentation
Week 5 th February 26 to March 02	Consumer Behaviour
Week 6 th March 04 to March 09	Product Mix
Week 7 th March 11 to March 16	New Product Development and Product Life Cycle
Week 8 th March 18 to March 22	Branding and Packing Decisions, Pricing
Week 9 th March 23 to March 27	Holi Vacation
Week 10 th March 28 to March 30	Distribution Channels and Management of Physical Distribution
Week 11 th April 01 to April 06	Promotion Mix
Week 12 th April 08 to April 13	Advertising and Advertising Media
Week 13 th April 15 to April 20	Sales Promotion
Week 14 th April 22 to April 27	Personal Selling
Week 15 th April 29 to May 04	Publicity and Public Relations
Week 16 th May 06 to May 11	Revision and test
Week 17 th May 13 to May 15	Revision and feedback

Name of Assistant Professor : Anil Nain
 Class and Section : R.B.A2nd Semester (2023-24)
 Subject : Personal Selling

Weeks	Particulars
Week 1 st February 01 to February 03	<ul style="list-style-type: none"> • Concept of Personal Selling and Salesmanship: Intro
Week 2 nd February 05 to February 10	<ul style="list-style-type: none"> • Qualities of a good salesperson
Week 3 rd February 12 to February 17	<ul style="list-style-type: none"> • Types of salespersons; Role of Personal Selling in CRM
Week 4 th February 19 to February 24	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance
Week 5 th February 26 to March 02	<ul style="list-style-type: none"> • AIDAS model of selling; Buying Motives
Week 6 th March 04 to March 09	<ul style="list-style-type: none"> • Prospecting: Pre Approach; Approach; Presentation and Demonstration
Week 7 th March 11 to March 16	<ul style="list-style-type: none"> • Handling of Objections; Closing the Sale; Follow-Up
Week 8 th March 18 to March 22	<ul style="list-style-type: none"> • Sales Force Management: Organization, sales force planning
Week 9 th March 23 to March 27	<ul style="list-style-type: none"> • Holi vacation
Week 10 th March 28 to March 30	<ul style="list-style-type: none"> • profiling, recruiting, training, motivation and compensation
Week 11 th April 01 to April 06	<ul style="list-style-type: none"> • Sales Administration & Control: Sales Analysis, Sales quotas
Week 12 th April 08 to April 13	<ul style="list-style-type: none"> • sales budget, salesterritory average, sales audit
Week 13 th April 15 to April 20	<ul style="list-style-type: none"> • Revision of previous topics and doubt clearance

<p>Week 14th April 22 to April 27</p>	<ul style="list-style-type: none"> • Physical Distribution: Nature and scope of physical distribution, orderprocessing, distribution strategies
<p>Week 15th April 29 to May 04</p>	<ul style="list-style-type: none"> • warehousing and transportation – types andselection
<p>Week 16th May 06 to May 11</p>	<ul style="list-style-type: none"> • revision of previous topics and doubt clearance
<p>Week 17th May 13 to May 15</p>	<ul style="list-style-type: none"> • Revision and test