

Lesson Plan

Name of the Assistant Professor: Pramahender

Class and Session: M.Com. -1st Semester 2025-2026

Subject: Business Research Methods

Working Week 1	Introduction to research, definitions and concepts
Working Week 2	Types of research
Working Week 3	Problem definition and statement of problem and research process
Working Week 4	Research design
Working Week 5	Data collection methods
Working Week 6	Hypothesis development and types
Working Week 7	Scales of measurement
Working Week 8	Research tools and techniques
Working Week 9	Revision
Working Week 10	Data analysis techniques and approaches
Working Week 11	Report writing
Working Week 12	Statistical techniques and testing t test z test
Working Week 13	Parametric and Non-Parametric Tests
Working Week 14	Anova and Chi Square tests
Working Week 15	Group Discussion Sessions
Working Week 16	Doubts Session and Assignments

Teacher

Principal

Name of Assistant Professor : Ruby
Class and Section : B.Com. Sem. 1th
Session : 2025-26
Subject : Business organisation (MDC)

Weeks	Particulars
Week 1 August 4 to August 6	Management: Importance, functions and roles
Week 2 August 11 to August 13	Coordination: Importance and methods
Week 3 August 18 to August 20	Approaches to management
Week 4 August 25 to August 27	Indian Ethos for management
Week 5 Sept. 1 to Sept. 3	Organising: Nature, process and objectives setting
Week 6 Sept. 8 to Sept. 10	Decision making environment
Week 7 Sept. 15 to Sept. 17	Planning and strategy
Week 8 Sept. 22 to Sept. 24	Industry structure and business level strategic planning
Week 9 Sept. 29 to October 1	Delegation of Authority
Week 10 October 6 to October 8	Decentralisation
Week 11 October 13 to October 15	Organisational structure
Week 12 October 20 to October 22	Diwali vacations
Week 13 October 27 to October 29	Formal and informal organisation
Week 14 November 3 to November 5	Departmentalisation : need and basis
Weeks 15 November 10 to November 12	Motivation: Meaning and affecting factors
Week 16 November 17 to November 19	Leadership
Week 17 November 24 to November 26	Controlling : Process and principles

Lesson Plan

Name of the Assistant Professor: Sonu

Class and Session: B.com-3rd Semester 2025-2026

Subject: Computer Added Accountancy (B23-SEC-301)

Week 1 st August 01 to August 02	Introduction to Manual Accounting and Computerised Accounting Difference between Manual Accounting and Computerised Accounting
Week 2 nd August 04 to August 09	Introduction: Installation of Tally Prime – Licensing Configurations Creation of Company
Week 3 rd August 11 to August 16	Splitting Company, Data Backup and Restore. Tally Vault Password
Week 4 th August 18 to August 23	Factors, affecting selection of suitable Computerised accounting software
Week 5 th August 25 to August 30	Company Features: Accounting, Inventory, Statuary and Taxation Features
Week 6 th September 01 to September 06	Accounting Master Create/Alter of Groups and Ledgers Inventory Master Creation of Stock Group Items Units of Measurements
Week 7 th September 08 to September 13	Reversing Journal; Memorandum Voucher, Optional Voucher, Post-dated Voucher
Week 8 th September 15 to September 20	Introduction of different types of vouchers in Tally Voucher Entry in Tally
Week 9 th September 22 to September 27	Voucher Entry in Tally (Practice)
Week 10 th September 29 to October 04	Voucher Entry in Tally (Practice)
Week 11 th October 06 to October 11	Taxation in Tally (GST, TDS, TCS)
Week 12 th October 13 to October 18	Multiple Currency and Interest Calculation
Week 13 th October 20 to October 25	Diwali Vacations
Week 14 th October 27 to November 01	Budget, Cost Centre, balance sheet, and profit and loss account
Week 15 th November 03 to November 08	Debit Note and Credit Note
Week 16 th November 10 to November 15	Assignment Test and Revision
Week 17 th November 17 to November 22	Multiple Price list Quotation Purchase Enquiry; Order Performa Invoice
Week 18 th November 24 to November 29	Order Processing Rejection inward and Rejection outward

Lesson Plan

Name of the Assistant Professor: Sonu

Class and Session: B.com-5th Semester 2025-2026

Subject: Cost Accounting

Week 1 st August 01 to August 02	Cost Accounting: An introduction Cost: elements concepts and classification
Week 2 nd August 04 to August 09	Material cost accounting (including material purchase and issue pricing)
Week 3 rd August 11 to August 16	Material /inventory control: concept and technique
Week 4 th August 18 to August 23	Labour cost accounting Methods of wage payment
Week 5 th August 25 to August 30	Accounting for overhead Overhead: allocation, apportionment and absorption
Week 6 th September 01 to September 06	Machine Hour Rate Class test
Week 7 th September 08 to September 13	Unit or output costing-I
Week 8 th September 15 to September 20	Unit or output costing -II
Week 9 th September 22 to September 27	Contract costing
Week 10 th September 29 to October 04	Contract costing
Week 11 th October 06 to October 11	Job and Batch Costing
Week 12 th October 13 to October 18	Standard Costing Variance Analysis Material and labour variance
Week 13 th October 20 to October 25	Diwali Vacations
Week 14 th October 27 to November 01	Process costing (including joint products and by- products)
Week 15 th November 03 to November 08	Process Costing: Equivalent Product
Week 16 th November 10 to November 15	Operating costing (Transport)
Week 17 th November 17 to November 22	Cost audit and Cost audit Standards
Week 18 th November 24 to November 29	Cost Control and Cost Reduction Reconciliation of Cost and Financial Accounts

Lesson Plan

Name of the Assistant Professor: Sonu

Class and Session: B.com-1st Semester (NEP-2020) 2025-2026

Subject: Business Law

Week 1 st August 01 to August 02	Indian Contract Act,1872 & Valid Contract and its Elements
Week 2 nd August 04 to August 09	Proposal Acceptance and Revocation
Week 3 rd August 11 to August 16	Contractual Capacity of Parties
Week 4 th August 18 to August 23	Free Consent of Parties
Week 5 th August 25 to August 30	Lawful Consideration and Object
Week 6 th September 01 to September 06	Agreements Expressly Declared as Void
Week 7 th September 08 to September 13	Performance and Discharge of Contract
Week 8 th September 15 to September 20	Consequences of Breach of Contract
Week 9 th September 22 to September 27	Contract of Sale
Week 10 th September 29 to October 04	Conditions and Warranties
Week 11 th October 06 to October 11	Transfer of Property and Ownership and Unpaid Seller
Week 12 th October 13 to October 18	Indian Partnership Act-1932
Week 13 th October 20 to October 25	Diwali Vacations
Week 14 th October 27 to November 01	Limited Liability Partnership Act-2008
Week 15 th November 03 to November 08	Negotiable Instruments Act (Test and Assignment)
Week 16 th November 10 to November 15	Negotiable Instruments Act
Week 17 th November 17 to November 22	Negotiable Instruments Act
Week 18 th November 24 to November 29	Information Technology Act-2000

Lesson Plan

Name of the Assistant Professor: Dr. Sunil

Class and Session: M.Com. -3rd Semester 2025-2026

Subject: Consumer Behaviour

Working Week 1	Introduction to Consumer Behaviour
Working Week 2	Consumer Buying Process
Working Week 3	Consumer Needs and motivation; Consumer Involvement
Working Week 4	Consumer Perception
Working Week 5	Consumer Learning
Working Week 6	Consumer Attitude
Working Week 7	Personality
Working Week 8	Consumer Values and Lifestyle
Working Week 9	Social Class, family and reference Groups
Working Week 10	Influence of culture and sub-culture
Working Week 11	Opinion Leadership
Working Week 12	Models of Buyer Behaviour
Working Week 13	Diffusion of Innovation and Adaptation Process
Working Week 14	Consumer Research
Working Week 15	Doubt Sessions and Discussion
Working Week 16	Assignments and Presentations

Teacher

Principal

Name of Assistant Professor : Ruby
Class and Section : B.Com. Sem. 5th
Session : 2025-26
Subject : Industrial and labour laws

Weeks	Particulars
Week 1 August 1 to August 2	Labour Laws: An introduction
Week 2 August 4 to August 9	Constitutional provisions relating to labour laws in india
Week 3 August 11 to August 16	Code of wages, 2019
Week 4 August 18 to August 23	Code of social security, 2020
Week 5 August 25 to August 30	Industrial relations code, 2020
Week 6 Sept. 1 to Sept. 06	The factories Act, 1948
Week 7 Sept. 8 to Sept. 13	Contract labour act, 1970
Week 8 Sept. 15 to Sept. 20	Industrial dispute act, 1947
Week 9 Sept. 22 to Sept. 27	Trade union act, 1926
Week 10 Sept. 29 to October 4	Payment of wages act, 1936
Week 11 October 6 to October 11	Minimum wages act, 1948
Week 12 October 13 to October 18	Payment of bonus act, 1965
Week 13 October 20 to October 25	Diwali vacations
Week 14 October 27 to November 1	Employee State insurance act, 1948
Weeks 15 November 3 to November 8	Employees provident fund act, 1952
Week 16 November 10 to November 15	Assignments and Presentations
Week 17 November 17 to November 22	Payment of gratuity act, 1972
Week 18 November 24 to November 29	Revision

Lesson Plan

Name of the Assistant Professor: Dr. Sunil

Class and Session: M. Com. -3rd Semester 2025-2026

Subject: Financial Institutions and Markets

Working Week 1	Introduction to financial System and Markets
Working Week 2	Banking and non-Banking Financial Institutions
Working Week 3	Indian Financial System- An Overview
Working Week 4	Overview of Capital market
Working Week 5	SEBI- An Overview
Working Week 6	Commercial Banking including NPA
Working Week 7	Recent Developments in Banking
Working Week 8	Non-Banking Financial Companies
Working Week 9	Development Banks
Working Week 10	Merchant Banks
Working Week 11	Mutual Funds: Introduction and Overview
Working Week 12	Mutual Fund Schemes in India- Recent Developments
Working Week 13	Types of Mutual Funds
Working Week 14	Revision
Working Week 15	Doubt sessions and Assignments
Working Week 16	Presentation cum Discussions

Teacher

Principal

Lesson Plan

Name of the Assistant Professor: Pramahender

Class and Session: B. Com. -5th Semester 2025-2026

Subject: Goods and Services Tax

Working Week 1	Introduction to GST in India its definitions
Working Week 2	History of GST and its requirement
Working Week 3	Existing taxation structure, understanding and need
Working Week 4	Advantages, features and disadvantages of GST
Working Week 5	Registration under GST
Working Week 6	Supply and its composition
Working Week 7	RCM and Normal GST
Working Week 8	Levy and Collection of GST
Working Week 9	ITC input tax credit meaning
Working Week 10	Specific ITC
Working Week 11	GST Returns
Working Week 12	GST Payments
Working Week 13	E Way Bills, Composition Schemes, Debit and Credit Note
Working Week 14	Revision
Working Week 15	Doubt sessions and Assignments
Working Week 16	Presentation cum Discussions

Teacher

Principal

Name of Assistant Professor : Ruby
Class and Section : B.Com. Sem. 3th (Sec. A + B)
Session : 2025-26
Subject : Income Tax Law -1

Weeks	Particulars
Week 1 August 1 to August 2	Income tax concepts
Week 2 August 4 to August 9	Agriculture income , Residence and tax liability
Week 3 August 11 to August 16	Practical Problems
Week 4 August 18 to August 23	Income from Salary, Allowances and Perquisites
Week 5 August 25 to August 30	Income from Salary, Part 2
Week 6 Sept.1 to Sept.06	Income from House Property
Week 7 Sept.8 to Sept.13	Assignment and presentation
Week 8 Sept.15 to Sept.20	Practical Problems
Week 9 Sept.22 to Sept.27	Income from Business and Profession
Week 10 Sept.29 to October 4	Practical Problems
Week 11 October 6 to October 11	Income from Capital Gains
Week 12 October 13 to October 18	Income from other sources
Week 13 October 20 to October 25	Diwali vacations
Week 14 October 27 to November 1	Practical Problems
Weeks 15 November 3 to November 8	Clubbing and Aggregation of Income
Week 16 November 10 to November 15	Assignments and Presentations Test
Week 17 November 17 to November 22	Provisions regarding set off and carry forward of losses
Week 18 November 24 to November 29	Revision

Lesson Plan

Name of the Assistant Professor: Pramahender

Class and Session: M. Com. -3rd Semester 2025-2026

Subject: Investment analysis and Portfolio management

Working Week 1	Introduction to investments and theories of market
Working Week 2	SEBI Powers, Functions and Regulations, Depositories System
Working Week 3	Investment Analysis Concept nature and scope
Working Week 4	Systematic and non-systematic risks, interest rate risk, hedging
Working Week 5	Valuation of securities
Working Week 6	EMH and Behaviour Finance, Prospect theory
Working Week 7	CAPM, Arbitrage pricing theory
Working Week 8	Markowitz theory, optimum portfolio theory
Working Week 9	Portfolio revision and evaluation, strategies
Working Week 10	FAMA, Sharpe Treynor and Jenson Models
Working Week 11	Future and options
Working Week 12	Trading strategies of futures and derivatives
Working Week 13	Binomial option pricing model and black Scholes option models
Working Week 14	Revision
Working Week 15	Doubt sessions and Assignments
Working Week 16	Presentation cum Discussions

Teacher

Principal

Lesson Plan

Name of the Assistant Professor: Dr. Sunil

Class and Session: M.Com. -1st Semester 2025-2026

Subject: Organisational Behaviour

Working Week 1	Organisational Behaviour: Meaning and Concept
Working Week 2	Personality and its theories
Working Week 3	Learning and Its Theories
Working Week 4	Attitudes
Working Week 5	Perception
Working Week 6	Group Dynamics
Working Week 7	Group Cohesiveness and Development
Working Week 8	Group Decision Making
Working Week 9	Transactional Analysis
Working Week 10	Management of Conflict
Working Week 11	Conflict Management and Negotiations
Working Week 12	Organisational Change
Working Week 13	Models of Managing Planned Change
Working Week 14	Organisational Development
Working Week 15	Group Discussion Sessions
Working Week 16	Doubts Session and Assignments

Teacher

Principal

Name of Assistant Professor : **RUBY**
Subject : **Business Communication (SEC)**
Session : **2025-26**
Class and Section : **B.COM 1st (Sec.A)**

Weeks	Particulars
Week 1 August 1 to August 2	Communication : Meaning, process, functions and importance
Week 2 August 7 to August 9	Medium: verbal & non – verbal communication
Week3 August14 to August16	Levels and direction of communication
Week4 August 21 to August 23	Barriers of communication
Week 5 August 28 to August 30	Listening as a tool of communication
Week 6 Sept .4 to Sept. 6	Guidelines for clear writing
Week 7 Sept. 11 to Sept.13	Use of library and internet for collection , classification and interpretation of data and information
Week 8 Sept.18 to Sept.20	Need and importance of business letters
Week 9 Sept.25 to Sept.27	Office memorandum, circulars, notices and orders
Week 10 October 2 to October 4	Technology for communication
Week 11 October 9 to October 11	E- mail: Safety and smartness in e-mail
Week 12 October 16 to October18	Assignment and presentation
Week 13 October23 to October25	Diwali vacations
Week 14 October 30 to November 1	Types of reports
Weeks 15 November 6 to November 8	E-mail Etiquettes
Week 16 November 13 to November 15	Writing report on field work
Week 17 November 20 to November 22	Annual report of companies
Week 18 November 27 to November 29	Revision

Lesson Plan

Name of the Assistant Professor: Suman

Class and Session: B.com-3RD Semester (NEP-2020) 2025-2026

Subject: Banking and Insurance

Week 1 st August 01 to August 02	Concept of Bank and Banking
Week 2 nd August 04 to August 09	Classification of Banks
Week 3 rd August 11 to August 16	Credit Creation
Week 4 th August 18 to August 23	Banking Regulation Act 1949
Week 5 th August 25 to August 30	Indian Banking System
Week 6 th September 01 to September 06	Test
Week 7 th September 08 to September 13	RBI - It's Role and Functions
Week 8 th September 15 to September 20	Revision
Week 9 th September 22 to September 27	Recent Trends in Banking
Week 10 th September 29 to October 04	Introduction to Insurance
Week 11 th October 06 to October 11	Test and Revision
Week 12 th October 13 to October 18	Life Insurance
Week 13 th October 20 to October 25	General Insurance
Week 14 th October 27 to November 01	Fire Insurance
Week 15 th November 03 to November 08	Mid - Term
Week 16 th November 10 to November 15	Marine Insurance
Week 17 th November 17 to November 22	Accident and Motor Insurance
Week 18 th November 24 to November 29	Test and Revision

Lesson Plan

Name of the Assistant Professor: Suman

Class and Session: B.com-1st Semester (NEP-2020) 2025-2026

Subject: Business Law

Week 1 st August 01 to August 02	Indian Contract Act,1872 & Valid Contract and its Elements
Week 2 nd August 04 to August 09	Proposal Acceptance and Revocation
Week 3 rd August 11 to August 16	Contractual Capacity of Parties
Week 4 th August 18 to August 23	Free Consent of Parties
Week 5 th August 25 to August 30	Lawful Consideration and Object
Week 6 th September 01 to September 06	Agreements Expressly Declared as Void
Week 7 th September 08 to September 13	Performance and Discharge of Contract
Week 8 th September 15 to September 20	Consequences of Breach of Contract
Week 9 th September 22 to September 27	Contract of Sale
Week 10 th September 29 to October 04	Conditions and Warranties
Week 11 th October 06 to October 11	Transfer of Property and Ownership and Unpaid Seller
Week 12 th October 13 to October 18	Indian Partnership Act-1932
Week 13 th October 20 to October 25	Diwali Vacations
Week 14 th October 27 to November 01	Limited Liability Partnership Act-2008
Week 15 th November 03 to November 08	Negotiable Instruments Act (Test and Assignment)
Week 16 th November 10 to November 15	Negotiable Instruments Act
Week 17 th November 17 to November 22	Negotiable Instruments Act
Week 18 th November 24 to November 29	Information Technology Act-2000

Lesson Plan

Name of the Assistant Professor: Suman

Class and Session: B.com-1st Semester (NEP-2020) 2025-2026

Subject: Business Management

Week 1 st August 01 to August 02	Management: Characteristics, Significance and Process/ Functions
Week 2 nd August 04 to August 09	Management as Science, Art and Profession
Week 3 rd August 11 to August 16	Approaches to Management
Week 4 th August 18 to August 23	Planning: Process, Importance and Types of Plans
Week 5 th August 25 to August 30	Test and Revision
Week 6 th September 01 to September 06	Organising : Concepts, Principles and Benefits
Week 7 th September 08 to September 13	Organisational Structure: Meaning and Types
Week 8 th September 15 to September 20	Delegation of Authority : Meaning, Advantages and Barriers
Week 9 th September 22 to September 27	Decentralisation and Centralisation
Week 10 th September 29 to October 04	Test and Revision
Week 11 th October 06 to October 11	Staffing: Importance, Scope and Modes
Week 12 th October 13 to October 18	Directing : Principles and Elements
Week 13 th October 20 to October 25	Motivation : Meaning , Significance and Approaches
Week 14 th October 27 to November 01	Leadership: Significance , Functions, Approaches and Styles
Week 15 th November 03 to November 08	Mid Term
Week 16 th November 10 to November 15	Controlling : Characteristics and Process
Week 17 th November 17 to November 22	Control Techniques : Traditional and Modern
Week 18 th November 24 to November 29	Coordination : Importance and Methods

Name of Assistant Professor : Renu Bala
Class and Section : B.Com. Sem. 3rd (Sec. A + B)
Session : 2025-26
Subject : Corporate Accounting

Weeks	Particulars
Week 1 August 1 to August 2	Issue of share-types, procedure of issue of shares
Week 2 August 4 to August 9	Sweat equity shares and ESOP
Week 3 August 11 to August 16	Practical Problems
Week 4 August 18 to August 23	Insider trading, right issues
Week 5 August 25 to August 30	Book building, process. Over subscription
Week 6 Sept. 1 to Sept. 06	redemption of preference share
Week 7 Sept. 8 to Sept. 13	Accounting treatment of bonus shares
Week 8 Sept. 15 to Sept. 20	Practical Problems
Week 9 Sept. 22 to Sept. 27	D-mataralisation of accounts
Week 10 Sept. 29 to October 4	Practical Problems
Week 11 October 6 to October 11.	Underwriting of shares
Week 12 October 13 to October 18	Sub underwriting, partial underwriting
Week 13 October 20 to October 25	Diwali vacations
Week 14 October 27 to November 1	Practical Problems
Weeks 15 November 3 to November 8	Profit prior to incorporation, it's procedure
Week 16 November 10 to November 15	Assignments and Presentations Test
Week 17 November 17 to November 22	Financial reporting, it's process
Week 18 November 24 to November 29	Revision

Name of Assistant Professor. : Renu Bala
Class and Section : B.Com. Sem. 3rd (Sec. A + B)
Session : 2025-26
Subject : Business Economics

Weeks	Particulars
Week 1 August 1 to August 2	Nature and scope of business economics
Week 2 August 4 to August 9	Theory of demand, law of demand
Week 3 August 11 to August 16	Elasticity of demand, price, income, cross elasticity.
Week 4 August 18 to August 23	Consumer equilibrium- cardinal utility analysis
Week 5 August 25 to August 30	Ordinal utility analysis
Week 6 Sept. 1 to Sept. 6	Theory of cost- total, average and marginal cost
Week 7 Sept. 8 to Sept. 13	Assignment and presentation
Week 8 Sept. 15 to Sept. 20	Price determination- perfect competition
Week 9 Sept. 22 to Sept. 27	Equilibrium of firm under perfect competition
Week 10 Sept. 29 to October 4	Monopoly -equilibrium
Week 11 October 6 to October 11	Oligopoly market
Week 12 October 13 to October 18	Keynesian theory of employment
Week 13 October 20 to October 25	Diwali vacations
Week 14 October 27 to November 1	Nature and scope of macro economics
Weeks 15 November 3 to November 8	Inflation, its effects
Week 16 November 10 to November 15	Assignments and Presentations Test
Week 17 November 17 to November 22	Fiscal and monetary policy
Week 18 November 24 to November 29	Revision

Name Usha Sharma Subject Human Resource Development (August to Nov)

Lesson Plan M.Com 1st Sem. for session 2025-2026 odd semester

Week 1	Nature, Significance, Objectives and Scope of Financial Management.
Week 2	Functions of Finance Executive in an Organization: Time Value of Money.
Week 3	Concept, Benefits and Techniques of Financial Forecasting.
week 4	Equity & Preference Share Capital , Debenture and Lease Financing
week 5	Medium term and short term Sources of finance.
week 6	Needs, Importance, process & drafting of Financial Planning.
week 7	Concept, significance and Computation of Cost of Capital Queries
week 8	Practical Questions of Cost of Capital. Queries
week 9	Concept. Determinants & Theories of Capital Structure. Assignments and Class Test
week 10	Decisions, Nature, Importance & Factors influencing Capital Expenditure Decisions
week 11	Practical Questions of Capital Budgeting.. Queries
week 12	Needs, Types, determinants of Working Capital Requirements.
week 13	Practical questions of Working capital Management.& Queries
week 14	Management of cash. Assignments and Class Test
week 15	Marketable Securities, Receivables. Mid Term Exam
week 16	Concept, types and Dividend Policies. Revision & Queries
week 17	Determinants and Theories of Dividend Decisions. Revision & Queries

Name Usha Sharma Subject Financial Mgt (August to Nov)

Week 1	Nature, Scope, Importance and Objectives of Human Resource Management.
Week 2	Designing training and Development Program Implementation and Evaluation.
Week 3	Implementation and challenges Human Resource Strategy.
Week 4	Role, functions and competencies of HRD Professionals.
Week 5	Emerging Trends and Challenges in Human Resource Development.
Week 6	Employee Development Activities, Leadership Development and Action Learning.
Week 7	Elements of HRD Culture and Climate.
Week 8	Objectives, Principles, Functions of Trade Unions .Class Test & Assignments
Week 9	Features, Purpose, Process and Methods of Employee Socialization. Class Test & Assignments
Week 10	Features, Objectives, need and types of Orientation / Induction.
Week 11	Nature, objectives, Advantages and process of Career planning and Development.
Week 12	Approaches, nature, process, Importance and Tools of knowledge management. Class Test & Assignments
Week 13	Features, Types, Components, Process and Approaches to Learning. Revision & queries
Week 14	Components, Importance, Process of Role Analysis. Mid Term Exam
Week 15	Advantages, Effects, Objectives and Assessment of Organizational Health. Revision & queries
Week 16	Nature, Dimensions, Determinants, Impact and Types of Organizational Climate. Revision & queries
Week 17	Features, Objective, Need, Process, Methods & Techniques of Employee Development and Counseling. Revision & queries

Name of Assistant Professor : Renu Bala

Class and Section : B.com 5th^h semester + Bba 5th sem.

Subject : Corporate Secretarial practice

Session : 2025-26

Weeks	Particulars
4Aug.-7Aug.	Types of directors, appointment of directors, directors report
11Aug.-14Aug.	Rights,power and duties of directors
18Aug.-21Aug.	Meaning,right,duties and power of auditor
25Aug. -28Aug	Audit report,it's types, company secretarial duties,extra ordinary meeting.
1Sep. - 4Sep.	Conducting a poll and adjournment of a meeting.
8Sep.- 11Sep.	Company reports-Variou types of report
15Sep.-18Sep.	Payment of dividend,AGM
22Sep.-25Sep.	Winding up a company
29Sep.-2oct.	Revision
6Oct.-9Oct.	Procedure & statutory provision
13Oct.-16Oct.	Dematerialisation,need and importance
20oct.-23oct	Diwali
27Oct. - 30Oct.	Procedure of dematerialisation i
3Nov. -6Nov..	Mid-term Exam

10Nov. -13Nov.	Bolt-bombay stock exchange
17th Nov-20 Nov	Online securities trading
24Nov.-27Nov.	Revision

Name of Assistant Professor : Renu Bala
Class and Section : B.B.A ^{3th} Semester
Subject : Fundamentals of Financial Management
Session : 2025-26

Weeks	Particulars
1Aug-2Aug	Introduction to Financial Management: Introduction, Meaning, Definition and types of finance
8Aug-9Aug	Scope and objectives of Financial Management, Profit Maximization and wealth Maximization,
15Aug.-16Aug.	Area of finance, finance within an organization, finance vs economics vs accounting.
22Aug. -23Aug	Time value of money: Introduction, need of time value of money, future value-of a single cash flow,
29Aug. -30Aug	Annuity, sinking fund, Present value-single cash flow and annuity, perpetuity, uneven cash flows
5Sep. -6Sep	Growing annuity, growing perpetuity, value of an annuity due
12Sep.-13Sep.	Financial Planning and Strategy: Introduction, Strategic Decision making and planning
19Sep.-20Sep.	Interface between Financial planning and strategic management, financial forecasting, basics of capital budgeting
26Sep.-27Sep.	Capital budgeting decisions Payback period, Accounting Rate of Return and Net Present Value
3 Oct-4Oct.	Sources of Financing: Introduction, Role of Financial Markets, Financial Markets: Segments, Product and Services,
10Oct.-11Oct.	Long Term Source of finance-Equity, Domestic Capital Markets, Global Depository Receipts, Exist Options
17Oct. - 18Oct.	Long Term Source of Finance, internal finance and loan financing
24Oct. -25Oct.	Revision
31Oct. -1Nov.	Working Capital Management: Introduction, Meaning of Working Capital, concept of working capital, nature of working capital,
7Nov -8Nov.	Practice questions solved

14Nov.-15Nov.	Planning of working capital, principles of working capital management, factors affecting working capital management
21Nov.-22Nov.	Working capital and operating cycle, net working capital and gross working capital
28Nov.-29Nov.	Test and Assignment

Lesson Plan M.Com 3RD Sem. for session 2025-2026 odd semester

Name Usha Sharma Subject Services Marketing (August to Nov)

week 1	Features, Classification and importance of services marketing.
week 2	Factors Influencing Consumer Behaviour.
week 3	Types of Customer Expectations& Factors Influences Customer Expectations.
week 4	Factors Influencing Customer Satisfaction and loyalty, importance & Stages of Customer Perception.
week 5	7Ps of Services Marketing Mix
week 6	Dimension, Model & Importance of Service Quality.
week 7	Importance, Customer profitability segments , Relationship development strategies & challenges of Customer Relationship.
week 8	Strategic Market Segmentation Targeting & Positioning. Class test Assignment
week 9	Services development, Blueprinting & delivery.
week 10	Reasons of Service failure, Types of service encounters & Types of complainers.
week 11	Types of Services capes, Strategic Roles of Physical Evidence.
week 12	Communication & Promotion of Services. Class test Assignment
week 13	Features, Approaches to Pricing Services. Revision & Queries Mid Term Exam
week 14	Intermediaries, Benefits & challenges of Distribution of Services. Revision & Queries
week 15	Managing Service Delivery Employees. Revision & Queries
week 16	Managing Customer Role in Service Delivery. Revision & Queries
week 17	Customer Protection and Ethics in Services. Revision & Queries

K.M.GOV.T.PG COLLEGE , NARWANA

LESSON PLAN (2025-26)

TEACHER NAME: Mrs Sweety (Assist. Prof. Commerce)

CLASS: M.Com

SUBJECT: Indian Business Environment

SEM.: 1st

WEEKS	PERIOD	Learning
1st	1st -9th Aug.	Students orientation
2nd	11th -16th Aug.	Business environment : concept, nature , importance and types of environment ,
3rd	18th - 23th Aug.	changing dimensions of business environment
4th	25th -30th Aug.	organisational and environmental scanning : concept , objectives , process and techniques
5th	1st -6th Sept.	economic planning in India , revision, Q& A session
6th	1st -8th Sept.	Economic system : silent feature of indian economy , liberalisation , privatization and globalization
7th	8th - 13th Sept.	NITI ayog : concept , significance , objectives and machinery
8th	15th - 20th Sept.	business ethics and corporate governance and revision
9th	16th - 22nd Sept.	fiscal policy and monetary policy
10th	29th - 4th Oct.	industrial policy and industrial licensing policy
11th	6th - 11th Oct.	exim policy and industrial sickness
12th	13th - 18th Oct.	development and protection of small scale industry and assignments
13th	20th-25th Oct.	Diwali vacation
14th	27th - 31st Oct.	the environment protection act 1986
15th	1st- 8th Nov.	Consumer protection act , 1986
16th	10th - 15th Nov.	competition act ,2002
17th	17th - 22nd Nov.	Intellectual property law in india and revision
18th	24th - 29th Nov.	mid term examination
19th	2nd- 10th Dec.	winter vacation
	12th Dec to ongoing	examination

TEACHER SIGNATURE

K.M.GOV.T.PG COLLEGE , NARWANA

LESSON PLAN (2025-26)

TEACHER NAME: Mrs Sweety (Assist. Prof. Commerce)

CLASS: M.Com

SUBJECT: Strategic Management

SEM.: 1st

WEEKS	PERIOD	Learning
1st	1st -9th Aug.	Students orientation
2nd	11th -16th Aug.	strategy: concept , characteristics , importance and levels
3rd	18th - 23th Aug.	strategic decision making : concept , significance and approaches
4th	25th -30th Aug.	strategic management process,developing a strategic vision
5th	1st -6th Sept.	mission and setting objectives , revision.
6th	1st -8th Sept.	strategy formulation: environment analysis : concept and components of environment,
7th	8th - 13th Sept.	analyzing the external environment , organisational appraisal
8th	15th - 20th Sept.	dynamics of internal environment, methods and techniques of organisational appraisal
9th	16th - 22nd Sept.	porter generic strategies , revision and assignment
10th	29th - 4th Oct.	strategy alternatives : stability , expansion , retrenchment and combination strategies
11th	6th - 11th Oct.	variations strategy : internal and external alternatives , related and unrelated alternatives
12th	13th - 18th Oct.	strategic choice : process , choice models, managerial factors and revision
13th	20th-25th Oct.	Diwali vacation
14th	27th - 31st Oct.	strategy implementation : challenges of change and organisational learning, strategy and structural decisions
15th	1st- 8th Nov.	behavioural issues and operational decisions in implementation
16th	10th - 15th Nov.	strategic evaluation and control : need , process and techniques
17th	17th - 22nd Nov.	Strategic management for new entrepreneurial ventures , revision
18th	24th - 29th Nov.	mid term examination
19th	2nd- 10th Dec.	winter vacation
	12th Dec to ongoing	examination

TEACHER SIGNATURE

K.M.GOV.T.PG COLLEGE , NARWANA

LESSON PLAN (2025-26)

TEACHER NAME: Mrs Sweety (Assist. Prof. Commerce)

CLASS: M.Com

SUBJECT: Financial Analysis & Reporting

SEM.: 3rd

WEEKS	PERIOD	Learning
1st	1st -9th Aug.	Financial reporting : purpose, users , conceptual framework of reporting
2nd	11th -16th Aug.	financial statements : structure , general purpose of financial statements as per Ind AS , disclosures , auditor's report , director's report
3rd	18th - 23th Aug.	Disclosure of accounting policies AS1, valuation of inventories AS2 , revenue recognition AS9 , AS 10 , AS 20 , AS 22 ,
4th	25th -30th Aug.	AS 26 , Revision , Doubt session , evaluation.
5th	1st -6th Sept.	Analysis and interpretation of financial statements , vertical and horizontal analysis
6th	1st -8th Sept.	financial ratios in annual reports , use of financial analysis for management, concerned practical
7th	8th - 13th Sept.	inter firm comparison : concept , return ratios , market price , solvency ratios , dividend ratios.
8th	15th - 20th Sept.	z score , fair value measurement , practice exercises with revision .
9th	16th - 22nd Sept.	Accounting standards and IFRS : concept , nature , objectives , applicability
10th	29th - 4th Oct.	need and benefits of convergence of indian accounting standards towards and IFRS ,
11th	6th - 11th Oct.	Difference between GAAPs accounting standards & IFRS
12th	13th - 18th Oct.	revision , test and assignment
13th	20th-25th Oct.	Diwali Vacation
14th	27th - 31st Oct.	contemporary issue in financial reporting and analysis , evolution of accounting in technological environment ,
15th	1st- 8th Nov.	accounting for E- Commerce: concepts , business models
16th	10th - 15th Nov.	value added statements : concepts , type of value added , value added statement
17th	17th - 22nd Nov.	EBITDA , revision
18th	24th - 29th Nov.	mid term examination
19th	2nd- 10th Dec.	winter vacation
	12th Dec to ongoing	examination

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