

Lesson Plan

Name of the Asst. Prof.: - Ms Priyanka

Class: - M.com (Even Sem-2nd) From January 2024 to April 2024

Subject: -Investment Management

Name of the Week Month					Assignment or test
January 2024	Investments: Nature, Scope, Avenues, Elements, Process of Investment; Tax and Transactions Cost in Investment	Risk-Return Analysis- Meaning, Types and Measurement	Time Value of Money;	Sources of Financial Information	Assignment on Risk & Return Analysis
February 2024	Capital Markets: Secondary and Primary, Public Issue: IPO and other types of issues in Securities in India;).	Stock-Market: - Stock-Exchanges, Listing of Securities, Trading and Settlement;	SEBI- Objectives, Function and Evaluation of its role;	Intermediaries in the capital markets (including Depositories	
March 2024	Security Valuation: Bonds/Debentures, Preference Shares, Equity Shares,;	Options and Futures (With numerical)	Security Analysis- Fundamental Analysis(Macroeconomic, Industry and Company analysis),	Estimation of Intrinsic Value	Assignment on Technical analysis
April 2024	Technical Analysis: Charting techniques, Dow-theory, Moving Average Analysis, Oscillators Moving Average Convergence-Divergence, Evidence of Various Forms of EMH	Relative Strength Index and Rate of Change, Technical Indicators of Breadth, Sentiments), Testing Technical Trading Rules, Evaluation of Technical Analysis	Efficient Market Theory: Random	Revision & Doubt Session of Each Chapter	

Priyanka

Lesson Plan

Name of the Asst. Prof.: - Ms Priyanka

Class: - B.com (Even Sem-6th) From January 2024 to April 2024

Subject: -Goods & Services Tax

Name of the Week Month					Assignment or test
January 2024	Introduction: - Salient feature of GST, Benefit of GST Constitutional Framework of Goods and Services tax, concept of GST;	Supply under GST: - Meaning and scope of supply including composite and mixed supply	levy and collection including reverse charge mechanism	Tax on electronic commerce operator (ECO); Exemption from GST; Composition levy.	Assignment on GST Constitutional Framework
February 2024	Place of Supply: - Within state/Union territory, Interstate, Import and export;;	Time of Supply of goods and services	Value of supply including valuation rules;	Input tax credit	Assignment on Supply (Time, Place, Value)
March 2024	Registration	Registration	Issue of invoices: - tax invoice credit note, debit note,	E-way bill; Payment of Taxes; Returns; Job work; Provision of TDS and TCS; Record keeping, Assessment and Audit;	
April 2024	Customs duty: Important definition Types of Custom Duty	Levy & Collection of Custom Duty	Procedure of Import & Export	Export Promotion Scheme	Test of Basics of GST

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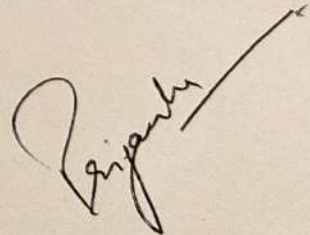
Lesson Plan

Name of the Asst. Prof.: - Ms Priyanka

Class: - B.com (Even Sem-6th) From January 2024 to April 2024

Subject: -Taxation Law -II

Name of the Week Month	Week -1	Week -2	Week -3	Week -4	Assignment or test
January 2024	Rebate & Relief of Tax,	computation of Total income and Tax liability of individuals	computation of Total income and Tax liability of individuals	Filing and Filing of return (ITR -I and II)	Assignment on How to File a return
February 2024	Assessment of Hindu Undivided Families,	Assessment of Hindu Undivided Families,	Assessment of Firms & Association of Persons	Assessment of Firms & Association of Persons	
March 2024	Income Tax authorities & their powers	Procedure for assessment	Deduction of Tax at Source (TDS	Advance payment of tax	Assignment on Advance payment of tax
April 2024	Recovery & refund of tax;	Appeals & revision	Penalties,	Offences & prosecutions.	



Lesson Plan

Name of the Asst. Prof.: - Ms Priyanka

Class: - M com (Even Sem-6th) From January 2024 to April 2024

Subject: - Corporate Tax Planning and Management

Name of the Week Month					Assignment or test
January 2024	Corporation Tax: Meaning of tax, Tax evasion, Tax avoidance, Tax planning, Tax management	Need for tax planning, Precautions in tax planning, Limitations of tax planning.	Tax planning for new business	: Tax planning with reference to location, nature and different forms of organization of new business	Discussion on Tax Planning is a legal and moral way of tax saving.
February 2024	Tax provisions relating to free trade zones, infrastructure sector, backward areas	Tax issues relating to amalgamations: Meaning and types of amalgamation	Tax incentives of amalgamation to amalgamating company, amalgamated company, and shareholders of amalgamating company	Tax planning with reference to amalgamation of companies.	Assignment on Tax issues Amalgamation
March 2024	Tax Planning and Financial Management Decisions: Tax Planning relating to capital structure decisions	Dividend policy, Inter corporate Dividends, Bonus share and Bonus debentures	Tax planning in respect of own or lease	Tax planning regarding Managerial Remuneration.	
April 2024	Tax planning and Financial Management Decisions	Tax planning in respect of sale of assets used for scientific research, Make or buy decisions, Repair replace, Renewal or renovation of an asset, shut down or continue decisions	Tax planning in respect of selling in domestic or foreign market	Tax planning in respect of Tax Incentives to Exporters	

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Lesson Plan

Name of the Asst. Prof.: - Ms Priyanka

Class: - M com (Even Sem-6th) From January 2024 to April 2024

Subject: - International Marketing

Name of the Week Month	Week 1	Week 2	Week 3	Week 4	Assignment or test
January 2024	Introduction to International Marketing: Nature and significance; Complexities in international marketing; Transition from domestic to transnational marketing;	International market orientation – EPRG framework; International market entry strategic	International Marketing Environment	Impact of environment on international marketing decisions	
February 2024	Foreign Market Selection: Global market segmentation; Selection of foreign markets; international positioning. International Marketing Planning, Organizing and Control	Issues in international marketing planning; International marketing information system; Organizing and controlling international marketing operations	Emerging Issues and developments in international marketing: Ethical and social issues	International marketing of services; Information technology and international marketing; Impact of globalization	Open Discussion on why Countries resist new technologies
March 2024	Product Decisions: Product planning for global markets; Standardization vs. product adaptation;	New product development; Management of international brands; Packaging and labeling; Provision of sales related services	Pricing Decisions: Environmental influences on pricing decisions.	International pricing policies and strategies:	Assignment on method of financing & mod of payment
April 2024	Promotion Decisions: Complexities and issues; promotion and public relations	Distribution Channels and Logistics	International Marketing Planning	International logistics decisions, Emerging issues & its Developments	

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Lesson Plan

Name of the Asst. Prof.: - Ms Priyanka

Class: - B.com (Odd Sem-5th) From July 2023 to Dec2023

Subject: -Entrepreneurship Development

Name of the Week Month			Week -3		Assignment or test
July 2024 August 2023	Entrepreneur- Entrepreneurship- Enterprise: Conceptual issues. Entrepreneurship vs. Management	.. Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy	Entrepreneurship as a interactive process between the individual and the environment. Small business as the seedbed of entrepreneurship	Entrepreneurial competencies. Entrepreneurial motivation, performance, and rewards	Assignment on Role of Entrepreneurship Development Institute of India's
September 2023	Opportunity scouting and idea generation: role of creativity & innovation and business research. Sources of business ideas. Entrepreneurial opportunities in contemporary business environment	The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non- financing support agencies to familiarize themselves with the policies/programmers and procedures and the available schemes.)	Preparation of Project Report and Report on Experiential Learning of successful/unsuccessful entrepreneurs	How to prepare a comprehensive business plan	Open house Discussion on Business ideas & plan
October 2023	Managerial roles and functions in a small business. Designing and redesigning business processes, location, layout, operations planning & control	Basic awareness of the issues impinging on quality, productivity and environment. Managing business growth.	The pros and cons of alternative growth options: internal expansion, acquisitions & mergers, integration & diversification	. Crises in business growth	Assignment on
November 2023	Issues in small business marketing. The concept and application of product life cycle (ptc	The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers	The contemporary perspectives on Infrastructure Development, Product and Procurement Reservation, Marketing Assistance, Subsidies and other Fiscal & Monetary Incentives.	. National, state level and grass- root level financial and nonfinancial institutions in support of small business develop	Test on Entrepreneurship Development

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Lesson Plan

Name of the Asst. Prof.: - Ms Priyanka
 Class: - B.com (Odd Sem-1st) From July 2023 to Dec2023
 Subject: -Business Communication

Name of the Week Month	Week-1	Week-2	Week-3	Week-4	Assignment or test
July 2024 August 2023	Introduction: Basics of communication	Seven C's of effective communication	Barriers to communication	Ethical context of communication	Assignment on Seven C's of effective communication
September 2023	Business Communication at workplace: Letter writing- component, layout and process, E- mail communication	Good & Bad news messages	Persuasive written communication	Memos, notice, agenda and minutes of meeting	Open House Discussion on Etiquettes
October 2023	Report Writing	Types of business reports	structure of reports, short reports, long reports	abstracts and summaries, proposals	Assignment on How to Write a Business letter
November 2023	Communication Skills: Reading & Listening skills,	Note making	Persuasive speaking	Body language, Gestures	Presentation on Communication Skills

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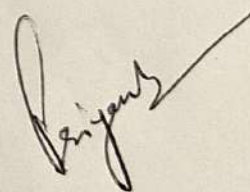
Lesson Plan

Name of the Asst. Prof.: - Ms Priyanka

Class: - M.com (Odd Sem-1st) From July 2023 to Dec 2023

Subject: - Statistical Analysis

Name of the Week Month	Week -1	Week -2	Week -3	Week -4	Assignment or test
July & August 2023	Correlation and Regression Analysis: Partial and Multiple	Correlation and Regression (Up to three variables).	Probability Distribution : Binomial & Poisson Distribution	Normal Distribution: Their applications to Business	Assignment on Difference between Binomial & Poisson & Normal Distribution
September 2023	Statistical Inference:- Test of Hypotheses: Sampling tests – Large and small Sample	Z-Test	T-Test	Numerical Practice Based on Z & T test	Test of Problems Based on Z & T Test
October 2023	Analysis of Variance: Introduction, assumptions, Techniques of Analysis of Variance – one way classification and two way classifications. F-Test.	Numerical Practice of ANOVA	Non-Parametric Tests: Sign-Test, Wilcoxon Sign – Rank test, Wald – Wolfowitz test, Kruskal Wallis – H Test and The Mann Whitney – U-Test. Median Test, Run Test	Numerical Practice Based on Sign-Test, Wilcoxon Sign – Rank test, Wald – Wolfowitz test, Kruskal Wallis – H Test and The Mann Whitney – U-Test. Median Test, Run Test	Test of Problems Based on ANOVA & Non Parametric Test
Nov 2023	Association of Attributes: Criterion of Independence, Consistency of data (two and three attributes	Numerical Practice of Attributes	Chi Square –Test: Conditions for apply χ^2 – Test,	Yate's correction, Uses of χ^2 Test, Additive Property of χ^2 ., Misuse of Chi-Square Test and its limitation	Test of Problems Based on Chi Square



Shaheed Samarak Govt. PG College Tigaon
Lesson Plan Session 2023-24 (Odd Semester)

Name of the Lecturer: Ms. KUSUM
Name of the Class: B.Com 3rd Sem
Name of the Subject: HRM

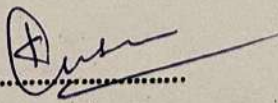
Months	Topic
July-August	Definition, Importance objectives and Scope of HRM Functions of HRM Qualifications and Qualities of HR manager in an organization. Evolution and Growth of HRM India.
August-September	Recruitment: Meaning, steps in recruitment Policy, sources and modes of recruitment, factors affecting recruitment. Selection: meaning, Essentials of Selection Procedure, stages in selection Procedure Training - Need & Importance, methods, Principles, Evaluation of training Programme in India.
September-October	Wages: - meaning, objectives and Theories of wages, Methods of wage Programme: - Time wages and Piece wages methods, Concepts of wages - Fair, Minimum & Living wage, factors determining wage structure of an organization essentials of satisfactory wage policy. Wage incentives - Need, Importance, special incentives Profit Sharing and Labour co. Partnership and Essentials of Ideal Incentives System.
October-November	Industrial Relations - Concept, Imp. and objectives & Contents of Industrial relations, Participants of Industrial relation and Recruitment of good industrial relation Programme. Industrial unrest: - meaning forms and Causes of Industrial disputes, Impact of Industrial unrest on the Economy Preventive and Curative methods and Agencies for Reconciliation of Industrial unrest

Signature: 

Shaheed Samarak Govt. PG College Tigaon
Lesson Plan Session 2023-24 (Odd Semester)

Name of the Lecturer: Ms. Kusum
 Name of the Class: B.B.A-3rd Sem
 Name of the Subject: Marketing Mgt.

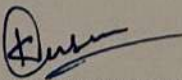
Months	Topic
July-August	Introduction of Mktng, Difference between Mktng and selling, Core Concept of Mktng, Mktng Mix, Mktng Process, Mktng Environment
August-September	Determinants of Consumer behaviour, Consumer's Purchase decision process, Mktng Segmentation, target Mktng, differentiation and positioning, Mktng Research, Mktng Information System
September-October	Product and Product line decisions, Branding, decisions, Packaging & labeling decisions, Product life cycle Concept, new Product development Pricing decisions.
October-November	Distribution channels:- Retailing, wholesaling, warehousing and Physical distribution, Conceptual introduction to supply chain mgt. Conceptual introduction to Customer relationship Mktng, Promotion mix - Personal Selling, advertising, Sales Promotion Publicity

Signature: 

Shaheed Samarak Govt. PG College Tilgaon
Lesson Plan Session 2023-24 (Odd Semester)

Name of the Lecturer: Ms. KUSUM
 Name of the Class: B.B.A. 5th Sem
 Name of the Subject: Presentation Skills & Personality Development

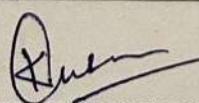
Months	Topic
July-August	Meaning, types of presentation, Planned and unplanned presentation, Planning a presentation - Analysing the Audience, location of presentations, objectives of presentation, researching the topic, structuring the presentation, presentation notes and session plan.
August-September	Methods of presentation - fish bowl, role plays, group discussion, conference, seminar, workshop, clinic, brainstorming, simulations, games, questionnaire, delivering presentation - Presentation effectiveness, difficult situations and nerves, motivation and attention. Outcomes of presentation - inspiring presentation, presentation that builds trust, presentation that offers a solution, value added presentation, presentation that facilitates decision making.
September-October	Concept of personality, personality consciousness, personality syndrome, symbols of self, clothing, name and nicknames, speech, age, success, reputation, personality determinants - Physical, intellectual, emotional and social determinants, aspirations and achievements, educational determinants and family determinants
October-November	Personality development - healthy personalities, developing self awareness, managing personal stress, solving problems analytically and creatively, grooming - appearance, dress sense, personal hygiene, etiquettes and body language, time management, Public Speaking

Signature: 

Shaheed Samarak Govt. PG College Tigaon
Lesson Plan Session 2023-24 (Odd Semester)

Name of the Lecturer: Ms. Kusum
Name of the Class: B.B.A. 5th sem
Name of the Subject: Company Law

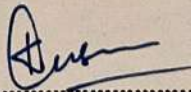
Months	Topic
July-August	Company - Meaning, Features, Kinds, Registration and Incorporation, memorandum of Association, Articles of Association
August-September	Share Capital :- Shares, issue and allotment of Shares, transfer of Shares, types of Shares, alteration of Sh. Cap., buy-back of Shares, Surrender and forfeiture of Shares, bonus Shares Debentures - Meaning and Kinds, debenture trust deed and duties of trustee
September-October	Company Administration and Meetings :- B.O.D - qualification, appointment, duties and remuneration Meeting - Statutory Meeting, annual General Meeting, extra-ordinary general Meeting
October-November	Presentations of oppression and Mismanagement winding up - types of winding up, appointment of liquidator, Powers of liquidators, Conduct of winding up.

Signature: 

Shaheed Samarak Govt. PG College Tigaon
Lesson Plan Session 2023-24 (Odd Semester)

Name of the Lecturer: Ms. Kusum
 Name of the Class: M.Com 3rd Sem
 Name of the Subject: Fundamentals of Marketing

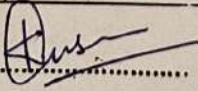
Months	Topic
July-August	Nature and Scope of Mktng - Corporate orientation towards marketplace, building and delivering Customer Value and Satisfaction: retaining Customers; Marketing Environment
August-September	Analyzing Consumer markets and buyer behaviour Market segmentation, Positioning and targeting: tools of Product, differentiation, marketing strategies in different stage of the Product life cycle
September-October	New Product development process, Product mix and Product line decisions, branding decisions, Pricing strategies, Managing Marketing channels, wholesaling and Retailing.
October-November	Advertising and Sales promotion, Public relations personal selling, evaluation and control of Marketing effort, web Marketing, green Mktng.

Signature: 

Shaheed Samarak Govt. PG College Tlgaon
Lesson Plan Session 2023-24 (Even Semester)

Name of the Lecturer: Ms. Kusum
Name of the Class: M.Com 11th Sem
Name of the Subject: H.R.M

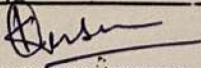
Months	Topic
January	Human Resource Mgt.:- Introduction, nature, features, scope, objectives and Imp, Imp Functions of H.R.M, Qualification and qualities of H.R Manager in an organisation, Evolution and Growth of HRM in India, Recent Techniques in H.R.M
February	Workers participation in Mgt.:- Concept, needs, objectives and aims., Pre requisites of effective participation, Evolution of the scheme of W.P.M. Essential features, functions and progress of Joint Mgt Councils in India, Causes of failure of Joint Mgt Councils.
March	Trade unions:- Concept, need, functions and objectives of trade unions, origin, Growth and Development of Trade unions in India, Difficulties and principal drawbacks of Trade unions movement in India. Collective Bargaining:- Concept, Nature, scope, functions, Essentials for the success of collective bargaining
April	Employee Morale:- Concept, nature and significance of Morale, Determinants of Morale and Measurement of Morale. Productivity:- Concept, Significance, Measurement Factor influencing, measures to improve Productivity and relationship b/w morale and Productivity.

Signature: 

Shaheed Samarak Govt. PG College Tlgaon
Lesson Plan Session 2023-24 (Even Semester)

Name of the Lecturer: Mr. Kucum
Name of the Class: B.B.A 2nd Sem
Name of the Subject: Company Accounts

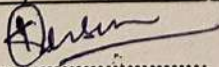
Months	Topic
January	Accounting for Share Capital transaction Alteration of Sh. Cap. Buy Back of Shares Acquisition of business and Profit Pool to Incorporation
February	Debentures - Issue and Method of Deb. Redemption Underwriting of Shares and Debentures.
March	Statutory provision regarding preparation of Company's final A/c, preparation of P/L A/c and B/Sheet of Company as per the requirement of Schedule VI of Comp. A/c Basic features of A/c Std. 4, 5, 15, 17, 18, 29 Company Liquidation A/c
April	Valuation of Goodwill and Shares Banking Company Accounts,

Signature: 

Shaheed Samarak Govt. PG College Tigaon
Lesson Plan Session 2023-24 (Even Semester)

Name of the Lecturer: Ms. KUSUM
 Name of the Class: B.B.A. Vth Sem
 Name of the Subject: Consumer Protection

Months	Topic
January	Concept and types of Consumer Need and Approaches, Consumer Buying Motives, Doctrine of Caveat Emptor and Caveat venditor Basic Consumer Rights
February	Measures for Consumer Protection in India, Consumer Protection Act. Mechanism for Consumer Protection MRTP Act and Consumer Protection
March	Competition Act and Consumer Protection Role of Consumer organisations in Consumer Protection, Business Self Regulation Consumer awareness :- Role of Media and Govt.
April	Recent Development in Consumer Protection Movement Consumer Information and Knowledge Ethical Mktng and Consumer Protection Ethics in Advertising Consumer Protection in India

Signature: 

Shaheed Samarak Govt. PG College Tilgaon
Lesson Plan Session 2023-24 (Even Semester)

Name of the Lecturer: Ms. KUSUM
 Name of the Class: B.B.A. 2nd Sem
 Name of the Subject: Business Statistics

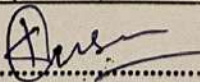
Months	Topic
January	Meaning, Evolution, Scope, Limitations and applications Data Classification, tabulation and Presentation, formation of frequency distribution, Types and Construction of diagrams and graphs.
February	Measures of Central Tendency: Mean, Median Measures of Dispersion: Mode, G.M., H.M., Measures of variation: - Range, Q.D, M.D & Std. Deviation Measures of Skewness
March	Correlation: - Meaning, types and Methods Regression: - Lines of Regression, Co-efficient of Regression, Std Error of Estimate Association of attributes
April	Index numbers: - Meaning and uses, Construction of simple & weighed price, cost & value Index numbers, test for an Ideal Index No. Time series: - Components, uses, methods, limitation Growth rate in time series.

Signature: Kusum

Shaheed Samarak Govt. PG College Tlgaon
Lesson Plan Session 2023-24 (Even Semester)

Name of the Lecturer: Ms. KUCUM
Name of the Class: B.B.A IVth sem
Name of the Subject: H.R.M.

Months	Topic
January	Nature and scope of HRM. HRM objectives, functions, Policies, HRM in globally competitive environment Strategic HRM HRM Outsourcing - BPO, KPO.
February	HR Planning, Job Analysis and Job design Employee involvement, flexible work schedule Recruitment, selection, Placement and Induction, Right Sizing.
March	Employee training: need, assessment, methods and Evaluation, Cross Cultural Training designing Executive development programme techniques of executive development, Career Planning and Development, Employees retention, Succession Planning
April	Enhancing and Rewarding performance: - Establishing the performance mgmt. System, Establishing rewards and Pay Plans, Employee benefits, ensuring a safe and healthy work environment, Balance Scorecard, competency based HRM.

Signature: 

Lesson Plan for session

(2023-24) odd semester

Class:

M.COM I Sem.

Subject

: Managerial Economics

Teacher's Name

: Ms. Deepi Kaur

Month

Topic

August

Nature, scope, significance, Role, disciplines, fundamental Economic Concepts, Consumer Behaviour and Demand Analysis, Demand Estimation & forecasting

September

managerial uses of Prodⁿ function, short run & long run Prodⁿ Analysis, Isoquants, optimal combination of inputs, Economies of scale & Economies of scope, Empirical Estimation of cost function, Behaviour of firm under various market situations.

October

Meaning, Nature & scope, circular flow of Income, Multiplier, accelerator & marginal efficiency of capital, Economic growth, measurement and determinants, Inflation, Deflation, Types & strategies to counter inflation

November

Budgets & Budgetary deficit, deficit financing, Public debt operations & its mgmt, Balance of Payments, mgmt. of internal & external balance, balance of deficit mgmt, foreign Exchange reserves, Foreign Exchange rate mgmt. & its role in managerial decision making, foreign Exchange rate.

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Lesson plan
Session 2023-24 Odd Semester

Class

BBA I Sem.

Subject

Business Organisation

Teacher's Name

Ms. Deepthi Kanna

Month

Topic

July &
August

concept, Nature & scope, business as a system, business objectives, business & envt. Interface, difference b/w business, commerce & Trade, Sole Proprietorship: Meaning, Forms, features, Advantages, Disadvantages
Partnership: Meaning, features, Types, Evaluation
Types of Partners, formation of Partnership,
Joint stock company: Meaning, features, evaluation
Difference b/w company & Partnership, Types of Companies, diff. b/w Private & Public co.

September:

Cooperative societies: Meaning, features, formation, Types & Evaluation, Multi National companies: Meaning, features, Evaluation

October:

Entrepreneurship: Meaning, Nature, opportunities, Need, function, diff. b/w Entrepreneurship & mgmt., competencies, choice of forms of Business orgn. Preparation of Business plan elements & sections

ques : Govt. & Business Interface : Public Enterprises
Meaning, features, roles & nature, features
Evaluation, Types. Stock Exchange: Meaning,
features, functions, Trading procedure & market;
SEBI, Business combination : Causes,
Effects, Types & forms

Answers

Lesson Plan
2023-24 Odd Period

M.COM I

Subject - Principles of management
Teacher's Name - Srujita Kalra

Month
August

Topic

Schools of mgmt. thought: scientific, process, human behaviour & social system school, decisions theory school, Quantitative & system school, contingency theory of mgmt., managerial skills, functions, planning, organising - concept, principles, theories, types, authority & responsibility, Power, delegation, decentralization, staffing, directing, coordinating, control - nature, process, techniques

September

Motivation: process, theories - need hierarchy theory, X & Y theory, two factor theory, Alderfer's, ERG, McClelland's learned need theory, Victor Vroom's expectancy theory, Stacy Adams equity theory

October

Leadership: styles, theories: traits behavioural, Fiedler's contingency, Harsey & Blanchard's, situational, managerial grid, Likier's four systems of leadership

mbes: Interpersonal & Organisational commⁿ
concept of two way commⁿ, Process, Barriers,
types, improving commⁿ, transactional
analysis in commⁿ.

Answer

Lesson Plan for session
2023-24 odd semester

B.COM III Sem.

Business statistics

Ms. Deepika Kalra

Topic

Teacher's Name

Month

July &

August

Introduction of stats: definition, scope, uses, limitations, meaning of primary & secondary data, difference between both data, Methods of collecting secondary data. Precautions in use of secondary data, Classification of data, objectives, methods, ways to classify, Frequency distⁿ. Presentation of data: Tabulation, Diagrammatic Presentation of data, Practical on diagrams. Graphic presentation of data, New techniques of data Presentation. Measures of central tendency, meaning & Practical on Quartiles, Deciles, Percentiles.

September

Mode, GM, HM, Median, Dispersion: Method of dispersion: Range, Interquartile range & Quartile Deviation, Mean Deviation Standard deviation

October

variance, Lorenz curve, skewness, measures of skewness, moments, kurtosis

November

Correlation: meaning, Types, Degrees, methods Scatter Diagram, correlation graph

Algebraic method: Karl Pearson's coefficient of correlation, Probable error, Spearman's Rank correlation, Concurrent deviation

rember

Regression Analysis: meaning, utility, difference b/w correlation & Regression
Regⁿ lines, Regⁿ equations, methods of obtaining regⁿ eqⁿs.

Okans

Lesson Plan for session (2023-24)
odd semester

Class : BBA III sem.

Subject: Disaster management

Teacher's Name Ms. Supti Kaur

Month Topic

July & August
structure of the atmosphere, Pressure, Temperature - Precipitation, cloud classification, cloud formation
Coriolis force, El Niño phenomenon, weather disturbances, Energy model, Budget of The Earth
Primary differentiation, formation of Core, mantle, crust, Atmosphere & Hydrosphere, magma generation
Formation of Igneous rock, weathering, erosion
Transportation, deposition of Earth's material by running, formation of ox-bow lake. Depletion of natural capital, sev. & causes of disaster, Rapid population growth, Environmental Pollution

September: Epidemics, Industrial accidents, chemical releases, multipurpose Project, resettlement issues, Humanitarian assistance in Emergencies.
Meaning of floods, Drainage Basins, nature & frequency of flood, Flood Hazards, urbanization & flooding, Flood Hydrographs, Dams and river diversion, creation of reservoirs, Influence on micro-climate, Impact of microclimate, Impact on flora & fauna, landslides - meaning, Analysis, determination of stability

October
Safety factor, Coastal Hazards, Tropical cyclone, Coastal erosion, sea level changes, Impact of sea level changes. Coastal zone mgmt.

Climate change Emissions, Global warming
Impact on sea level in South Asian region,
Env't. disruption, Implication env't. disruptions
Earthquake, Preliminary concept of Earthquakes
seismic waves, Travel time.

November

Location of epicenter, Nature of destruction
a seismic designing, quake resistant buildings
dam, Tsunami's - meaning, causes, location
disturbance of sea flood, Release of
Energy & travel time. Impact on fragile
coastal env't; volcanoes, volcanic materials
geographical disturbance.

Axans

Lesson Plan

(2023-24) even period

M.COM II Sem.

Subject - Management Accounting

Teacher's Name Ms. Deepi Kalia

January

Mgmt. Accounting: meaning, nature, scope, financial vs mgmt. Accounting, functions, techniques principles, scope, utility, limitations, essentials mgmt. Accountant: position, role & responsibility

February

Budgetary control: managerial control process benefits, limitations, installation of the system, classification of budgets, preparation of budgets, performance budget, zero base budgeting, lease financing - lease or buy decisions, evaluation of lease methods

March

Contemporary issues in mgmt Accounting, value chain Analysis, Activity based Accounting Quality costing, target & life cycle costing

April

Decisions Involving Alternate choices: cost concepts associated with decision making, evaluation process, specific mgmt. decisions - make or buy, expand or buy, expand or contract, change vs status quo: Retain or Replace, Exploring new markets
Responsibility Accounting: Definition, Types, utility
Reporting to mgmt: Requisites of Ideal Report, steps for effective reporting

Drano

Lesson Plan

2023-24 Even Semester

B.com IV, sem

B. Statistics

Deepi Kaur

Ms
Subject
Teacher's Name
Month

Topic

January

Index NO I: meaning, uses, limitations, Types, Problems, Types & Methods: unweighted & weighted Index No. and their formulas & practical implications
Index NO II: CBI & FBI, Base conversion, splicing, cost of living Index No.s

February

Time series I: meaning, utility, components, Models, methods of measuring trend
Time series II: Quadratic trend, fitting of exponential trend, methods

March

Probability: concepts, Definition, Importance, combinations, Theorems, conditional Probability
Baye's Theorem

April

Binomial, Poisson & Normal distributions. Types, Properties, fitting of theorems.

Draw

Lesson plan
2023-24 even sem.

B.COM IV Sem.

Marketing mgmt.

Ms. Deepi Kaur

Subject
Teacher's Name

January meaning, Nature, scope, importance of marketing. Marketing concepts: Traditional & modern concepts, Approaches, functions, objectives of marketing, historical dev. of marketing concepts. Market segmentation: Meaning, objectives, Reasons, criteria, methods, Approaches, Basis of market segmentation, Mkt. segn strategies, Advantages & Importance

February Consumer Behaviour: meaning, Types, significance of studying CB, scope, Product planning & dev; meaning, features, objectives, elements, importance, components, Product Development: Principles, Advantages, elements, importance, scope, dev. of new product: meaning, process, sources Test marketing, Product life cycle: meaning, features, stages, strategies, factors affecting PLC, importance, limitations

March Branding: meaning, Reasons, Advantages, Disadvantages, Is branding socially desirable factors, Brand policies & strategies. Pricing: meaning, importance, objectives, factors affecting Pricing, methods

Pages
April

Advertising: meaning, characteristics,
objectives, functions, Advantages & limitations
Advertising media: Types, factors affecting
selection of Ad. media
Evaluation of Ad. effectiveness: meaning,
objectives, methods. Sales promotion:
meaning, features, objectives, Importance,
methods
Publicity & Public Relations: meaning, functions

AKAW

Lesson Plan

(2023-24) Even Sem.

BBA IV Sem.

Foundations of International Business

Ms. Deepi Karra

Month

Topic

January

Types of International business, basic structure of International B.E, Risk in IB, motives for IB, Barriers to IB, Global trading & financial system

February

foreign market entry modes, factors of country evaluation & selection, decisions concerning foreign direct & portfolio Inv; control methods in IB.

March

Basic foreign manufacturing & sourcing decisions, product & branding decisions for foreign markets, Approaches to International Pricing, foreign channel & logistical decisions.

April

Accounting differences across countries, cross cultural challenges in international business, international staffing & compensation decisions, basic techniques of risk mgmt. in International business.

Akash

Lesson Plan
2023-24 (Even semester)

BBA II Sem.

Human Rights & values

Ms. Ajeeti Kalla
Topic

Month
Teacher's Name
Subject
Month

January
Concepts of Human Rights, Indian & International perspectives of Human rights
Evolution of Human Rights, Human rights movements in India, Classification of Human rights, Liberty & Dignity, Right to Equality, Right against exploitation, Cultural & educational rights, economic rights, Political & social rights

February
Poverty, overpopulation, Illiteracy, Problems of unsustainable dev., Disadvantaged groups; Women, Children, Scheduled Casts & Scheduled Tribes, Homeless & Slum Dwellers, physically & mentally Handicapped, Refugees & Internally displaced persons

March
violation of Human rights by individuals & groups
Nuclear weapons & Terrorism, Gov. system for Redressal, Judiciary, Human rights Commission
Media Advocacy, Creation of HRL & Awareness

April
Aim of Education, Concept of Human values, Character formation towards positive personality
value education towards National & global development, National Integration & International Understanding

Draw

Name of the Lecturer: Nidhi Garg
 Name of the Class: M.Com Final
 Name of the Subject: Marketing Concepts and Decisions

Months	Topic
July-August	Concept, Nature, Scope, Importance of Marketing, Relationship Marketing, Integrated Marketing, The Value Delivery, Value chain, Core Competencies, Strategic Marketing planning
August-September	Marketing Environment - Macro and Micro components, Market Segmentation & Targeting, Buyer Behaviour, Consumer Decision Making Process, Creating Customer Value, Satisfaction and Loyalty
September-October	Concept of a Product, Classification of Products, Major Product Decisions, Product Line and Product Mix, Branding, Packaging, Labeling, Product life cycle, New Product development, Pricing Decisions
October-November	Promotion Decisions, Advertising Effectiveness, Sales Promotion, Distribution Channels, Retailing and Wholesaling Decision - Areas in the Management of Physical Distribution Revision

Signature: Nidhi

Name of the Lecturer: Nidhi Garg
Name of the Class: M.Com Final
Name of the Subject: Advanced Cost Accounting

Months	Topic
July-August	Turnover of material, ABC analysis, VEP analysis, JIT, JIT's effect on Costing system, Material Requirement planning, Methods of operation, MRP and Inventory Management, Zero Inventory System
August-September	Manufacturing resource Planning, Evolution, ERP, Lean Accounting, Back flush Costing, Accounting for Variances, disposition of variances, diff. cultures in back flush costing
September-October	Process Costing, work in Progress, Inter process profits, by products & Joint products, Uniform Costing, Inter firm comparison, Need and Requisites of an Inter firm Comparison scheme
October-November	Cost records, Integral system, preparation of accounts under integral system, Non-Integral system, Benefits and Limitations, Revision

Signature: Nidhi

Name of the Lecturer: Nidhi Chugh
Name of the Class: B.Com.
Name of the Subject: Cost Accounting

Months	Topic
July-August	Cost Accounting - Meaning, Features, scope, Techniques, Methods, Objectives, Importance, Costing, Cost Accountancy, Cost centres, profit centres, Main Elements of Cost, types of costs.
August-September	Material Control - Meaning, objectives, material purchase procedure, fixation of Inventory levels, Methods of Valuing Material Issues, Labour Cost Control, Systems of Wage Payment
September-October	Overheads - Meaning and Types, Collection, Classification, Allocation, Apportionment and Absorption of overheads, Reconciliation of cost accounts and Financial Accounting, Reconciliation Statement
October-November	Cost Sheet, Statement of Profit, Calculation of Quotation or Tender Price, Statement of cost & selling Price Revision

Signature: Nidhi Chugh

Name of the Lecturer: Nidhi Garg
Name of the Class: M.Com. Final
Name of the Subject: Cost Accounting, Study and Reporting

Months	Topic
January	Institute of Cost Accountants of India, Introduction, objectives, CASB, Generally accepted cost accounting principles, conceptual framework, nature of content and format, Cost Accounting Standards, Recommendations of B.B. Royal expert Committee
February	CAS-1, CAS-3, CAS-6, CAS-7, CAS-10, CAS-11, CAS-12, CAS-13, CAS-15, CAS-16, CAS-18, CAS-19, CAS-2, CAS-4, CAS-5, CAS-8
March	CAS-9, CAS-14, CAS-17, CAS-20, CAS-21, CAS-22, Latest amendments and development in CAS, Cost auditor - appointment, eligibility, remuneration, rights and responsibilities, functions, appointment authorities
April	Cost Audit - Nature, Scope, advantages, genesis, types, relevance, usefulness, Cost Investigation, CAS 101, 102, 103, 104, Cost accounting records, Revision

Signature: Nidhi


Name of the Lecturer: Nidhi Garg
Name of the Class: M.Com Previous
Name of the Subject: Accounting Standards and Financial Reporting

Months	Topic
January	Accounting standards - Meaning, objectives, Benefits, Scope, Process of standards setting, Accounting standards issued by ICAI, Compliance and Applicability of AS in India.
February	International Financial Reporting Standards - Meaning, history, objectives, scope, Convergence of IAS with IFRS, IASB, FASB, challenges, Harmonization of Accounting and Reporting
March	Financial Disclosures and Reporting, True Blood Report, Corporate Report, Stamp Report, IASB's and FASB's Conceptual Framework, Segment Reporting, Interim Reporting
April	Financial Reporting by Mutual funds, NBFC, Merchant Bankers, HRA, Corporate Social Reporting, Forensic Accounting, Environmental Reporting, Revision

Signature: Nidhi Garg

Name of the Lecturer: Nidhi Garg
Name of the Class: M.Com Previous
Name of the Subject: Financial Management

Months	Topic
January	Introduction to Financial Management, Finance functions, Financial Planning, Time Value of money, future Value, Present Value, Cost of Capital, cost of Different Sources, Weighted Average Cost of Capital
February	Leverage, Introduction, OL, FL, CL, Capital structure - Introduction, features, Factors affecting Capital structure, Theories, Dividend Decisions - Introduction, Relevance model, MM model, forms of Dividend
March	Capital Budgeting - Introduction, Impostance, Complexities, Phases, Capital Budgeting Process, Risk analysis in Capital Budgeting, Base Types and sources of Risk in CB, Capital Rationing - Introduction, Types, Approaches
April	Corporate Restructuring, Mergers & Acquisitions, Take overs, Amalgamation, Financial Restructuring, Corporate Failures, Liquidations, Revision

Signature: 

Name of the Lecturer: Nidhi Garg

Name of the Class: B.Com.

Name of the Subject: Cost Accounting

Months	Topic
July-August	Process Costing - Meaning, Uses, Preparation of process Account, Treatment of Normal wastage, Abnormal wastage, Abnormal Effectiveness, Treatment of opening and closing stock, Joint-product, By-product, Inter process profit.
August-September	Contract Costing - Meaning, Main features, preparation of Contract account, Escalation clause, Contract near completion, Cost plus Contract, Job and batch Costing
September-October	Meaning of budget, budgetary control, forecasts and budgets, Installation of budgetary Control System, classification of budgets, responsibility accounting Standard Costing and Variance Analysis
October-November	Marginal Costing, Absorption Costing, Cost Volume Profit analysis, BEP Analysis, Concept of decision making and steps involved, Revision

Signature: Nidhi

Name of the Lecturer: Nidhi Garg

Name of the Class: BBA II Year

Name of the Subject: Financial Management

Months	Topic
January	Evolution of Financial Management, scope, objectives and functions of financial management Risk vs wealth maximization, time value of money, Future Value technique and Present or Discounting Value technique
February	Investment Decisions, Cost of Capital, WACC, Methods of Capital Budgeting, ARR, PBP, NPV, PI, IRR, Capital Rationing, Ranking for different projects
March	Financing decisions, operational and financial leverage, Capital structure Introduction, determinants and factors, NI, NOI approach, traditional approach, EPS- EBIT Analysis
April	Dividend decision and Management of working capital, determinants of dividend policy, Walter's Dividend Model, operating cycle, Management of cash, Receivable and Inventory.

Signature: Nidhi

Name of the Lecturer: Nidhi Garg
 Name of the Class: B.Com.II
 Name of the Subject: Financial Management

Months	Topic
January	Nature of Financial Management, Finance functions, Financial manager's role, Profit Vs. wealth maximisation, objectives of Financial Management, finance and related disciplines, financial planning
February	Meaning, Nature and planning of Working Capital, Permanent & Variable Working Capital, Balanced working position, determinates of Working Capital, Issues of WCM, Management of Cash and Marketable Sec. and Rec. Mgt.
March	Cost of Capital: Significance and determination, Capitalization, leverage analysis, OL, FL, CL, EBIT - EPS analysis, Relevance of Capital structure NI, NOI, Traditional app', MM app', Capital structure policy.
April	Issues in dividend policy, Walters and Gordon's model of dividend, MM app', objectives of dividend policy, stable dividend policy, forms of dividend, Revision

Signature: 

(P.S. Preeti Arora)

Lesson plan

Preeti Arora

2023-2024

B. Com 1st semester

Business Management

July-August

Business: concept, nature and spectrum of business activities, business system, business objectives.

August-September

Management: Introduction, concept, nature, process and significance; Development of Management Thought; Classical and Neo-Classical systems, Contingency approaches.

September-October

Planning: concept, types and process, Decision Making: concept and process, Management by Objectives, Corporate Planning and Strategic Formulation.

October-November

Organizing: concept, nature, process and significance; Authority and Responsibility relationship; Centralization and Decentralization; Departmentation; Firms of Organizing structure.



Lesson plan

Preeti Arora

2023-2024

B. Com 3rd semester

Corporate Accounting

July-August

Share Capital: Meaning, types, Accounting Treatment of issue, forfeiture and reissue of Share; Buy-back of equity shares & Sweat shares; Redemption of preference share; Issue of Bonus Share.

August-September

Debenture: Meaning, Types. Issue and Redemption of Debentures.

September-October

Valuation of Goodwill: Meaning, objectives, determinates and main methods. Valuation of Shares: Meaning, objectives, determinates and main methods.

October-November

Profit or loss before and after incorporation. Final accounts of companies.

Lesson plan

Preeti Arora

2023-2024

B. Com 3rd semester

Corporate Law

July-August

Company- Meaning and Characteristics; Features of company; Types of companies, advantages and disadvantages of incorporation; Lifting of corporate veil

August-September

Formation of Company: - Promotion of company; Functions of promoter; importance of promoter; Promoter's remuneration; legal status of Promoter; Rights of promoters; Duties of promoters; Liabilities of promoters; Pre- incorporation contracts, Incorporation and commencement of Business. Prospectus: - definition; Public offer, contents; misleading prospectus and its consequences.

September-October

Memorandum of Association: - Meaning, importance; clauses of memorandum of association and their Alteration; doctrine of ultra- virus. Articles of Association: - Meaning; contents; alteration of articles of association; constructive notice and doctrine of indoor management.

October-November

Borrowing Powers; Debentures and Charges.

Preeti Arora

2023-2024

B. Com 5th semester

International Business Environment

July-August

Recent global trends in international trade and finance; dimensions and modes of IB; structure of IB environment; risk in IB; motives for internationalization of firms; organizational structure for IB; world trading system and impact of WTO; exchange rate systems; global financial system; barriers to IB; international business information and communication.

August-September

Foreign market entry strategies; country evaluation and selection; factors affecting foreign investment decisions; impact of FDI on home and host countries; types and motives for foreign collaboration; control mechanisms in IB.

September-October

Decisions concerning global manufacturing and material management; outsourcing factors; managing global supply chains; product and branding decisions; managing distribution channels; international promotion mix and pricing decisions; counter trade practices; mechanism of international trade transactions.

October-November

Harmonizing accounting difference across countries; currency translation methods for consolidating financial statements; the LESSARD-LORANGE Model; cross cultural challenges in IB; international staffing decisions; compensation and performance appraisal of expatriate staff; ethical dilemmas and social responsibility issues

Lesson plan

Preeti Arora

2023-2024

BBA 3rd semester

Environmental Studies

July-August

Environmental studies – Nature, scope and importance, need for public awareness; natural resources – renewable and non-renewable resources, use and overexploitation/overutilization of various resources and consequences; role of an individual in conservation of natural resources; equitable use of resources for sustainable lifestyles.

August-September

Ecosystems – concept, structure and function of an ecosystem; energy flow in the ecosystem; ecological succession; food chains, food webs and ecological pyramids; types of ecosystems – forest ecosystem, grassland ecosystem, desert ecosystem, aquatic ecosystems. Environmental Pollution – Definition, cause, effects and control measures of different types of pollutions – air pollution, water pollution, soil pollution, marine pollution, noise pollution, thermal pollution, nuclear hazards; solid waste management – causes, effects and control measures of urban and industrial wastes; role of an individual in prevention of pollution.

September-October

Social issues and the environment – Sustainable development, urban problems related to energy, water conservation, rain water harvesting, watershed management; resettlement and rehabilitation of people, its problems and concerns; climate change, global warming, acid rain, ozone layer depletion, nuclear accidents and holocaust; Wasteland reclamation, consumerism and waste products.

October-November

Environmental legislation – Environment Protection Act. Air (prevention and control of pollution) Act. Water (prevention and control of pollution) Act, Wildlife Protection Act, Forest Conservation Act.

Lesson plan

Preeti Arora

2023-2024

B. Com 2nd semester

Business Management

January-February

Staffing: concept, nature and scope, Matching job and people; Recruitment; Selection and Training of employees.

February-March

Motivation and Leadership: Motivation-concept, Theories-Maslow, Herzberg, Megregor and Quchi; Financial and Non-Financial Incentives.
Leadership: concept and Leadership styles, Leadership Theories.

March-April

Communication and Control: Communication Concept, Nature, Types and Process, Barriers and Remedies.

Control: Concept, Process and Techniques, Effective Control System.

April-May

Management of Change: Concept, Nature and Process of Planned Change: Resistance to Change; Emerging Horizons of management in a changing environment

Lesson plan

Preeti Arora

2023-2024

B. Com 4th semester

Corporate Accounting

January-February

Internal Reconstruction; External Reconstruction in the nature of merger and purchase.

February-March

Liquidation of a company; Financial reporting for financial institutions.

March-April

Final Accounts of Banking Companies.

April-May

Accounts of Holding Companies.

Lesson plan

Preeti Arora

2023-2024

B. Com 4th semester

Corporate Law

January-February

Depository System –meaning and importance; Shares: -; Types of shares; Allotment of Shares; Transfer and Transmission of shares; Paperless Trading – Benefits and Procedure; Need for educating investors

February-March

Share capital: - Meaning and forms of capital; Alteration of share capital; Reduction of share capital; Further issue of share capital; Rights of pre-emption of shares. Shareholders and Members: - Difference between Shareholders and members; Modes of acquiring membership; termination of membership; who may be members? Rights and Liabilities of members.

March-April

Meeting of Company: - Essentials of valid meeting; meetings of Shareholders: - Annual general meeting; Extra-ordinary general meeting; meetings of board of directors; Proxy; Voting, Notice, Agenda and Minutes of meetings.
Directors: - Duties, Powers, Liabilities, Appointment and removal of directors.

April-May

Winding Up: - Meaning; Winding up by the Tribunal-Petition for winding up; Voluntary winding up; Powers and Duties of company Liquidator, consequences of winding up..

Lesson plan

Lesson plan

Preeti Arora

2023-2024

M.com 4th semester

Business Research Methodology

January-February

Waiting Line Models: Waiters and services; Mathematical distribution of queues; Basic models of queuing theory and applications.

February-March

Inventory Control: Deterministic models and probabilistic models. Game Theory: Zero sum game; Pure and mix strategies; Criteria of sharing strategies.

March-April

Simulation: Application of simulation techniques; Monte-Carlo approach.

Net-Work Analysis: Introduction to PERT and CPM; Application areas of PERT and CPM.

April-May

Decision Theory and Trees: Market Chains: Characteristics and Applications,

State and Transition Probabilities, Multiperiod Transition Probabilities.

Name of the Lecturer: Dr. Anita Rani
Name of the Class: B.B.A. 4th Sem
Name of the Subject: Business Law

Months	Topic
January	Law of Contract: meaning and essentials of a valid contract; offer and acceptance; Capacity to Contract; Consent and free consent; Consideration; void agreement Quasi contract; different modes of discharge of Contract; remedies for breached contract.
February	Purpose and meaning of Contract of the guarantee; kinds of guarantees; rights and obligations of creditors, rights, liabilities and discharge of surety, Contract of indemnity Definition of bailment and its kinds; duties and rights of a bailor and bailee, rights and duties of a pledgee and pledgee.
March	Law of Sale of goods - definition and essentials of a Contract of Sale, Conditions and warranties, Passing of property in goods, Performance of Contract, right of unpaid seller, remedies for breached Contract.
April	Negotiable Instrument Act, Meaning, elements of negotiable instruments, types, holder & holder in due course, discharge of negotiable instruments, Meaning & scope of Information technology Act, digital Signature, electronic governance, regulation and certifying authority, digital signature certificate RTI Act 2005, Purpose, Rights, obligations of PIO, Exemptions

Signature: Anita Rani

Name of the Lecturer: Dr. Anita Rana.....
Name of the Class: B.A. 3rd Sem.....
Name of the Subject: Capital Market

Months	Topic
July-August	Meaning of Capital Market, Nature, Role, Reasons, Regulatory Framework of Capital Market, Capital Market Instruments, innovation in financial instruments, Primary Capital Market Scenario, Intermediaries.
August-September	Method of raising Resources, Secondary Mkt Scenario in India, Returns in Secondary Mkt, Govt & Mngt, Trading, Methods of Trading & Settlement. Importance of Trading & Settlement, Listing of Securities, types, needs of Securities, Stock Mkt. Index, steps taken by SEBI to improve liquidity
September-October	Meaning of depositary System, Meaning, Benefits, Functions NSDL, SHCIL, Importance of debt Mkt, Participant in debt Mkt, Types of instruments, Primary, Secondary segments of debt Mkt. Function of debt Mkt. Meaning, Role, Measures of Development Bank & financial institutions.
October-November	Products and services, Role of IDBI, Structure of IDBI, Products and services offered by SIDBI, Products & Services offered by EXIM, NABARD Bank, ICICI Bank, Types & Benefits of Mutual funds, SEBI Guidelines to Mutual funds.

Signature: Anita Rana.....

Shaheed Samarak Govt. PG College Tilgaon
Lesson Plan Session 2023-24 (Odd Semester)

Name of the Lecturer: Dr. Anita Rana

Name of the Class: B.B.A. 5th sem

Name of the Subject: Production & Material Mngt.

Months	Topic
July-August	Production introduction, Evaluation, Major long term and short term decisions, objectives, importance and Activities, Difference bet ⁿ Products and services, Meaning & types of Production System, Production to order and production to stock, Plant location, Factors affecting location, Evaluating different locations.
August-September	Production Planning & Control: objectives, Advantages, elements & PC and Production Systems, Sequencing Assignment Problems, Inventory Control: objectives Advantages. Techniques: EOQ Models - ABC Analysis, Quality Control: Meaning and importance, Quality inspection, Quality Control charts for variables and attributes.
September-October	Material Management: Meaning, objectives, importance, Functions of Materials Management, Organization, Materials Information System, Standardization, Simplification and variety reduction, Value analysis and Engineering.
October-November	Stores Management: Meaning, objectives, importance and function, Stores layout, classification and Codification, Inventory Control & Spare Parts. Materials logistics: Warehousing Mngt, Material Handling, traffic and transportation, Disposal of Scrap, Surplus and obsolete materials.

Signature: Anita

Shaheed Samarak Govt. PG College Tilgaon
Lesson Plan Session 2023-24 (Even Semester)

Name of the Lecturer: Dr. Anita Rani
Name of the Class: B.A. 6th sem.
Name of the Subject: Income Tax

Months	Topic
January	Basic concepts of Income-tax, residential status and tax incidence, Income Exempted from tax.
February	Income from Salaries, Income from house property and Income from Profits and Gains of Business and Profession.
March	Income from Capital gains, Income from other sources, Set off and carry forward of losses, Clubbing of Income, deduction of tax at source.
April	Deductions from gross total income, assessment of individuals.

Signature: Anita

Name of the Lecturer: Dr. Anita Rani

Name of the Class: M. Com. 2nd Sem.

Name of the Subject: Organizational Behaviour

Months	Topic
January	Organisational Behaviors: Concepts and significance; Relationship to other fields; OB Model, Ethics and Ethical Behaviour of organisations, Learning: meaning and definition, Process, theories of learning / OB in learning organization.
February	Attitude: meaning, definition, components, formation, changing of attitude, prejudice and attitude, Personality: meaning and definition, the big five personality model, the Myers-Biggs Type Indicator, additional work-related aspects of Personality.
March	Perception: meaning and definition, Process, Factors affecting Perception, perceptual errors or distortions. Group Dynamics and Team Development: Group Dynamics definition and importance, types of groups, group formation, group development, group performance factors, group norms, group status, group size, cohesiveness, social loafing, team types.
April	Organisational Conflict: Dynamics and management sources, patterns, levels, types of conflict; Traditional and modern approaches to conflict, functional and dysfunctional organisational development; Concept, Need for change, resistance to change, theories of planned change, organisational diagnosis; OD intervention.

Signature: Anita Rani

Shaheed Samarak Govt. PG College Tilgaon
Lesson Plan Session 2023-24 (Even Semester)

Name of the Lecturer: Dr. Anita Rani
Name of the Class: B.B.A. Ist
Name of the Subject: Organization Behaviour

Months	Topic
January	Introduction + Concept and scope of organization behavior, historical development of organizational behavior, emerging trends and changing profiles of workforce, foundations of organizational behavior, challenges of O.B.
February	Foundations of Individual behavior; Individual processes - Personality, values, attitudes, Perception, Learning and motivation, emotional intelligence; meaning, implications.
March	Foundations of group behavior, Team processes - Interpersonal Communication, group dynamics, teams and teamwork, Conflict and negotiation in workplace, power and politics.
April	organizational processes - organizational structure and design, organizational culture, organizational change, development and stress management.

Signature: Anita

Shaheed Samarak Govt. PG College Tilgaon
Lesson Plan Session 2023-24 (Odd Semester)

Name of the Lecturer: Dr. Anita Rani
 Name of the Class: B.A. 1st Sem
 Name of the Subject: Communication

Months	Topic
July-August	Business Communication - Notion and Process, Forms of Communication, Role of Communication Skills in business, Communication networks, barriers of communication.
August-September	Communication skills: Listening skills - Cognitive process of listening, barriers to listening, reading skills, speaking skills, public speaking, voice modulation and body language.
September-October	Written Communication - Types, Structures and layout of Business letters, Presentation letters - Sales letters, Claim letters, employment letters, writing memo, notice and circulars.
October-November	Business Reports - Purpose and types, Framework of business reports, Presentations of reports, brochures, issuing notice and agenda of meeting and recording of minutes of meetings.

Signature: Anita

Name of the Lecturer: Dr. Anita Rani
Name of the Class: B.Com. 1st Sem.
Name of the Subject: B.R.F.

Months	Topic
January	<p>Indian Partnership Act; Nature, Types, Duties, Rights of Partners, Relations of Partners to third Parties, Position of minor in Partnership, Reconstitution of a Partnership firm, Registration of firm.</p> <p>Dissolution of firm; Modes of dissolution, Consequences of dissolution of firm, Settlement of accounts after dissolution.</p>
February	<p>Negotiable Instruments Act; - Introduction, Types of negotiable instruments, Parties to Negotiable instrument; Discharge of Parties from liability; Dishonour of negotiable instruments, Instruments; Presentment of negotiable instrument; Negotiation.</p>
March	<p>Sales of goods Act; Introduction, Formation of Contract of sale of goods, Conditions and warranties; Transfer of property or ownership; Performance of Contract - Delivery and Payment; Rights of unpaid seller, Suits of breach of contract.</p>
April	<p>RTE; salient features, rights & importance.</p>

Signature:

Shaheed Samarak Govt. PG College Tilgaon
Lesson Plan Session 2023-24 (Odd Semester)

Name of the Lecturer: Dr. Anita Rana
 Name of the Class: B.A. 1st Sem
 Name of the Subject: Business Communication

Months	Topic
July-August	Business Communication - Nature and Process, Forms of Communication, role of Communication Skills in business, communication networks, barriers to communication.
August-September	Communication Skills: Listening Skills - Cognitive process of listening, barriers to listening, reading skills, speaking skills, public speaking, voice modulation and body language.
September-October	Written Communication - Types, Structures and layout of Business letters, Presentations letters - Sales letters, Claim letters, employment letters, writing memo, notice and circular.
October-November	Business Reports - Purpose and types, Framework of business reports, Presentations of reports, brochures, issuing notice and agenda of meeting and recording of minutes of meetings.

Signature: Anita

Shaheed Samarak Govt. PG College Tigaon
Lesson Plan Session 2023-24 (Odd Semester)

Name of the Lecturer: Dr. Anita Raha

Name of the Class: B.Com. 2nd Sem

Name of the Subject: B.B.F.

Months	Topic
July-August	Introduction to Mercantile law, Sources of Indian M.Law, need of M.Law, Introduction of Indian Contract Act 1872, Fundamental Definitions, Essentials of valid Contract, Difference betn agreement & Contract, Kinds of agreement, Kinds of Contract, Proposal and acceptance, legal rules as to proposal & acceptance, Meaning of Contractual Capacity.
August-September	Rules regarding Minors' Contract, Meaning of free consent, effects of undue influence, Frauds of Fraud, kinds of Mistake, Agreement without consideration void-Exceptions, unlawful consideration & object, Meaning of void Agreement in Restraints legal proceedings, legal formalities, Contingent contract, Rules, Enforcing, Difference betn Express Contract.
September-October	Obligation of parties to contracts, Essentials of a valid tender, Effect of Refusal of promisor to perform, Rights of Joint Promises, Time as Essential of Contract, Reciprocal promises, Regarding impossible act, Termination of Contract, Impossibility of performance not an Excuse, Definition of Implied Contract, Types of Implied Contract, Contract of indemnity.
October-November	Contract of Bailment - Meaning, Types, Responsibility, Rights, Termination, Essentials of valid Pledge, Rights, Responsibility of Pledger & Pledgee. Consumer Protection Act :- Meaning, Scope, objectives, Rights of Consumers, Causes, Redressal, Dispute Resolution procedure of Consumer Redressal.

Signature: Anita