

Lesson Plan 2023-2024

Name of College : S.K.Govt. College, Kanwali

Odd semester

Subject: Business Communication

Class: B.Com. 1st Sem.

Name of Lecturer :Ms. Poonam Kumari

Weekof Month	Topics/Chapters to be covered
Week1	Introduction to Business Communication & its types, Process & Forms of Communication -verbal and non-verbal
Week2	Introduction to Role of Communication Skills in Business and its Need and forms of Communication in Business
Week3	Barriers to communication—define miscommunication and explain how to improve Communication
Week4	Listening Skills, Define Ineffective Listening
Week5	Principles, Barriers of effective listening
Week6	Introduction to Effective Reading Skills
Week7	Revision of Effective Communication Skills
Week8	Define Public Speaking, key points of speaking skill
Week9	Revision &Presentations
Week10	Introduction to Fundamentals of Written Communication in Business& Business Letters
Week11	Introduction to Employment Letters and their types Revision, Presentation
Week12	Introduction to Memos, Circulars and Notice, Business Reports-Types, Characteristics & objectives of Report
Week13	Business Reports(continue),Define Brochures & their types, Notices
Week14	Define Agenda and Minutes of Meeting
Week15	Body Language
Week16	Methods of body language

Subject: Business Management
Class: B.Com. 1st Sem.
Name of Lecturer: Mr. Poonam Kumari

Week of Month	Topics/Chapters to be covered
Week1	Business: concept, nature
Week2	Business system, business Objectives
Week3	Spectrum of business activities
Week4	Management-An introduction
Week5	Management and social responsibility
Week6	Management as a profession, art, science. Classical thought of management.
Week7	Neo classical approach, modern approach.
Week8	Planning: concept, types and process
Week9	Decision Making: concept and process
Week10	Management by Objectives
Week11	Organizing: concept, nature, process and significance
Week12	Forms of organizational structure
Week13	Departmentation: Need and bias
Week14	Authority and Responsibility relationship: Delegation of authority.
Week15	Decentralizations
Week16	Centralization

Subject: Financial Accounting

Name of Extension Lecturer : Poonam Kumari

Class: B.Com.1st Sem.

Week of Month	Topics/Chapters to be covered
Week1	Introduction of Accounting
Week2	Generally accepted Accounting Principles
Week3	Journalizing, Posting
Week4	Preparation of trial balance.
Week5	Capital and revenue
Week6	Depreciation
Week7	Depreciation
Week8	Final Accounts with adjustments
Week9	Final Accounts with adjustments
Week10	Final Accounts with adjustments
Week11	Rectification of errors
Week12	Rectification of errors
Week13	Accounting for non-profit organizations;
Week14	Accounting for non-profit organizations;
Week15	Consignment accounts.
Week16	Consignment accounts.

Subject: Corporate Account

Class: B.Com. 3rd Sem.

Name of Lecturer: Ms. Poonam Kumari

Week of Month	Topics/Chapters to be covered
Week1	Profit or Loss Prior to Incorporation and Subsequent to Incorporation
Week2	Profit or Loss Prior to Incorporation and Subsequent to Incorporation
Week3	Redemption of Preference Share
Week4	Redemption of Preference Share
Week5	Issue of Debenture
Week6	Issue of Debenture
Week7	Valuation of Goodwill
Week8	Valuation of Goodwill
Week9	Valuation of Share
Week10	Valuation of Share
Week11	Final Account of a Company
Week12	Final Account of a Company
Week13	Redemption of Debenture
Week14	Redemption of Debenture
Week14	Issue of Share
Week15	Issue of Share
Week16	Revision

Class: B.COM2ND

Subject: HRM

Name of lecturer : Ms. Poonam Kumari

Weekof Month	Topics to be Covered
Week1	Introduction to HRM-Definition, Importance ,objectives and scope of Human Resource Management(HRM)
Week2	Function of Human Resource Management:-Managerial and Operative Functions and Qualification and Qualities of Human Resource manager
Week3	Evolution and Growth of Human Recourse Management(HRM)India
Week4	Recruitment:-Meaning, Steps in recruitment policy and Sources and modes of recruitment, Factors affecting recruitment
Week5	Selection:-Meaning, Essentials of Selection Procedure and Stages in Selection Procedure
Week6	Training:-Concept, Need and importance of Training and Methods of Training:-On the job Training
Week7	Off the job Training, Principles of training
Week8	Evaluation of training Programme in India.And Wages:-Meaning, Objective and
Week9	Theories of wages and Methods of wage Programme:- Time wages and Piece wages methods
Week10	Concept of wages:-Fair, Minimum and Living wage, Factors determining wage Structure of an organization,
Week11	Essentials of satisfactory wage policy. Wage Incentives:-Concept, Need and Importance of Incentives.
Week12	Special Incentives Prefect sharing and Labour , Co.Partnership and Essential soft deal Incentives system.
Week13	Industrial Relations:-Concept, Importance and Objectives of industrial relations, Contents of industrial relations.
Week14	Participants of Industrial relation and Recruitment of good Industrial relation Programme. Industrial Unrest: - Meaning, Forms
Week14	Causes of industrial disputes, Impact of Industrial unrest on the Economy,
Week15	Preventive and curative methods and Agencies for Reconciliation of Industrial unrest.
Week16	Revision

Subject: Business Statistic

Class: B.Com. 3rd Sem.

Name of Assistant Professor : Poonam Kumari

WeekofMonth	Topics/Chapters to be covered
Week1	Introduction to statistics
Week2	Classification and tabulation of data
Week3	Presentation of data
Week4	viva/presentation/test of unit 1
Week5	Central tendency mean
Week6	Central tendency median
Week7	Central tendency mode
Week8	viva/presentation/test of unit 2
Week9	Skewness
Week10	Dispersion
Week11	Viva/Test/presentation from Skewness and Dispersion
Week12	Moments and kurtosis
Week13	Correlation
Week14	Regression Analysis
Week15	Revision of Unit 1 & 2
Week16	Revision of unit 3 & 4

Class:B.Com.3rdSem

Subject: Business Regulatory Framework-I

Name of Lecturer: Ms. Poonam Kumari

Week of Month	Topics/Chapters to be covered
Week1	Indian Contract Act
Week2	Offer and acceptance, Free consent of parties
Week3	Contractual capacity of parties; Free consent of parties;
Week4	Lawful consideration and object;.
Week5	Agreements expressly declared as void
Week6	ConsumerProtectionAct1986
Week7	ConsumerProtectionAct1986
Week8	ConsumerProtectionAct1986
Week9	Contract of Bailment and Pledge
Week10	Contract of Bailment and Pledge
Week11	Contract of Bailment and Pledge
Week12	Contingent Contracts
Week13	Discharge of Contracts
Week14	Contract of Indemnity and guarantee
Week15	Contract of Indemnity and guarantee
Week16	Contract of Indemnity and guarantee

Class:B.Com.3rdsem

Subject: Fundamental of Insurance

Name of Lecturer :Ms. Poonam Kumari

Week of Month	Topics/Chapters to be covered
Week1	History and Development ;Meaning; Importance; Nature; Main Principles
Week2	Principle of Cooperation, Probability, utmost good faith. Proximate cause
Week3	Principle of Insurable interest, Indemnity, Subrogation, Warranty.
Week4	Life Insurance:-Main Elements, Importance
Week5	Annuities, Premium Determination under life Insurance.
Week6	General Insurance, Marine Insurance-Main Elements,
Week7	Marine Losses, Types of Marine Insurance policies
Week8	Fire Insurance- Elements, Premium Determination, Types of Policies
Week9	Continue
Week10	Agriculture Insurance : History, Meaning, Main problems, Policies.
Week11	Continue
Week12	Motor Insurance,
Week13	Continue
Week14	Aircraft Insurance
Week15	Revision
Week16	Revision & Viva

Class:B.COM3rd

Subject: Corporate Law

Name of assistant

Professor: Mrs. Poonam Kumari

Week of Month	Topic
Week1	Company- Meaning, Characteristics and Features of company
Week2	Types of companies, advantages and disadvantages of incorporation
Week3	Lifting of corporate veil
Week4	Formation of Company:-Promotion of company and Functions of promoters
Week5	Importance of promoter, Promoter's remuneration and Legal status of Promoter
Week6	Rights of promoters, Duties of promoters and Liabilities of promoters
Week7	Pre-incorporation contracts, Incorporation and commencement of Business
Week8	Prospectus:-Definition; Public offer, contents, misleading prospectus and consequences.
Week9	Test, Assignments and Revision
Week10	Memorandum of Association:-Meaning; Importance, Clauses of Memorandum of Association
Week11	Alteration of MOA and Doctrine of Ultra-Virus
Week12	Articles of Association:-Meaning; Contents; Alteration of Articles of Association
Week13	Constructive Notice and Doctrine of Indoor Management.
Week14	Borrowing Powers
Week15	Debentures and Charges
Week16	Test, Assignments and Revision

Subject: Cost Accounting

Class: B.Com. 5thSem.

Name of lecturer :Mrs Poonam Kumari

Week of Month	Topics/Chapters to be covered
Week1	Cost Accounting
Week2	Cost :Main Elements and types
Week3	Material Control
Week4	Material Control
Week5	Labour Cost Control
Week6	Labour Cost Control
Week7	Labour Cost Control
Week8	Labour Cost Control
Week9	Unit and Output Costing
Week10	Unit and Output Costing
Week11	Unit and Output Costing
Week12	Reconciliation of Cost and Financial Accounts
Week13	Overheads
Week14	Overheads
Week15	Overheads
Week16	Overheads

Class:B.Com.5thSem.

Name of lecturer: Mr. Poonam Kumari

Subject: Taxation Law-I/Income Tax

WeekofMonth	Topics/Chapters to be covered
Week1	Introduction to Income Tax and Important Definitions: Income, Gross Total Income, Previous & Assessment Year etc.
Week2	Definition of Agriculture Income & its numerical and Exempted Incomes
Week3	Residential Status and Incidence of Tax Liability
Week4	Introduction to Income from Salaries, Definition of Salary, Allowances; Types of Allowances, Perquisites and its types
Week5	Valuation of Perquisites :Rent Free Accomodation, Car , Holiday Enjoyment etc.
Week6	Practice of Numerical of Salary Chapter
Week7	Practice of Numerical of Salary Chapter &Problem solving session
Week8	Theory of Retirement Benefits chapter and its numerical & Problem Solving Session
Week 9	Theory of Income from House Property: Annual Value, Its Numerical and their practice, Solution of Problems
Week10	Introduction to Business & Profession, Deductions to be allowed from section 30 to 37, disallowed items and its numerical
Week11	Practice of Business & Profession Numericals and Problem Solving Session
Week12	Depreciation and Theory of Capital Gain: Cost of Acquisition, Exemptions related to Capital gain from section 54 to 54 H
Week13	Practice of Numerical Capital Gain Head and its Problem solving session and Income from Other Sources
Week14	Theory of clubbing of income & aggregation of incomes, set off and carry forward of losses and its Numerical
Week14	Theory & Numerical of Deductions to be made in computing Total Income related to Payments
Week15	Theory & Numerical of Deductions to be made in computing Total Income related to Payments (continue)
Week16	Theory & Numerical of Deductions to be made in computing Total Income related to Receipts

Class: B.Com.5thSem.

Subject –Business Environment

Name of lecturer : Poonam Kumari

Week of Month	Topics/ Chapters to be covered
Week1	International Business—An Introduction
Week2	Trends in International Trade and Finance
Week3	International Business Environment (Overview)
Week4	Modes of International Business, Risk in International Business Environment
Week5	Motives for International Business
Week6	Organizational Structure Business
Week7	World Trade Organisation and World Trade System
Week8	Exchange Rate and Global Financial Statement
Week9	Barriers of International Business, International Business Information and Communication
Week10	Foreign Market Entry Strategies, Country Evaluation and Selection
Week11	Foreign Investment and Impact of FDI, Types and Motives for Foreign Collaboration
Week12	Control Mechanism for International Business
Week13	Global Manufacturing, Outsourcing and Global Supply Chain Management
Week14	International Marketing, Counter trade Practices and Mechanism of International Trade
Week15	International Accounting, Cross-culture Challenges in International Trade
Week16	International Human Resource Management, Social Responsibility and Ethical Issues in International Business

Name of lecturer : Poonam Kumari

Subject -ESSB

Class: B.Com.5thSem.

Week of Month	Topics/Chapters to be covered
Week1	Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues.
Week2	Entrepreneurship vs. Management.
Week3	Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy.
Week4	Entrepreneurship as a interactive process between the individual and the environment.
Week5	Small business as the seed bed of entrepreneurship.
Week6	Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards.
Week7	Opportunity scouting and idea generation :role of creativity & innovation and business research.
Week8	Sources of business ideas.
Week9	Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century
Week10	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 familiarizethemselveswiththepolicies/programmes andproceduresandtheavailable schemes
Week11	Managerialrolesandfunctions inasmallbusiness.
Week12	Designingandredesigningbusinessprocesses, location,layout,operationsplanning&control.Basic awareness of the issues.
Week13	Managing businessgrowth.Theprosandconsof alternative growthoptions:
Week14	internalexpansion,acquisitions&mergers,integration &diversification.Crisesin businessgrowth.
Week14	Issuesinasmallbusinessmarketing.Theconceptand application ofproduct life cycle (ptc),advertising& publicity, sales & distribution management.
Week15	The idea of consortium marketing, competitive bidding/tendermarketing,negotiationwithprincipal customers. The contemporary perspectives

Week 16	National, state level and grass-root level financial and nonfinancial institutions in support of small business development
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Name of lecturer: Mrs Poonam Kumari

Subject -AFM

Class: B.Com.5thSem.

Week of Month	Topic to be Covered
JULY Week 1	Introduction of Management Accounting
Week 2	Management Accounting: Nature and Scope of Management Accounting
August Week 3	Meaning, functions, Scope of Management Accounting
Week 4	The Management Accountant, The Controller, The Treasurer, Management Accounting Principles
Week 5	Management Accounting vs Financial Accounting vs. Cost- Accounting
Week 6	Utility of management Accounting, Limitations of Management Accounting, Tools of Management Accounting.
Week 7	Analysis and Interpretation of Financial Statements: meaning and types of financial statements, analysis and interpretation of financial statements
Week 8	Types of financial analysis, steps involved in financial analysis, techniques of financial analysis
Week 9	Ratio Analysis: meaning of ratios, classification of ratios
Week 10	profitability ratios, balance sheet ratios
Week 11	turnover ratios, advantages and limitations of ratio analysis.
Week 12	Cash Flow Statement: Meaning, objectives, limitations
Week 13	accounting procedure of cash flow statement, Financial planning
Week 14	Capital Budgeting: Meaning, nature, need, importance
Week 14	appraisal methods
Week 15	capital rationing

Week 16	revision
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SubjectFMO

Class:B.Com.5thSem.

Nameoflecturer:Ms. Poonam Kumari

WeekofMonth	Topics/Chapterstobecoved
Week1	MoneyMarket
Week2	MoneyMarket
Week3	MoneyMarket
Week4	MoneyMarket
Week5	CapitalMarket
Week6	CapitalMarket
Week7	CapitalMarket
Week8	InvestorsProtection
Week9	InvestorsProtection
Week10	InvestorsProtection
Week11	Functionariesonstockexchanges:
Week12	Functionariesonstockexchanges:
Week13	Functionariesonstockexchanges:
Week14	FinancialService
Week15	FinancialService
Week16	FinancialService

LessonPlan

Session: 2023-2024 Semester: Even

Class: B.Com. 2ndSem.

Subject:BusinessManagement

Name of lecturer: Poonam Kumari

Weekof Month	Topics/Chapterstobecovered
Week1	Staffing:concept,characteristics,importance,scope
Week2	Recrutiment:meaning,process,sources.
Week3	Selection:Meaningandprocess
Week4	Training:Importanceandmethods
Week5	Motivation-concept,characteristics,importance,Theories-Maslow,Herzberg
Week6	Theories:Mcgregor,Ouchi;FinancialandNon-FinancialIncentives.
Week7	Leadership:conceptandLeadershipstyles
Week8	Theoriesofleadership
Week9	CommunicationandControl:CommunicationConcept,Nature,Typesand Process,
Week10	BarriersandRemedies.
Week11	Control:Concept,Process,EffectiveControlSystem.
Week12	Techniquesofcontrol
Week13	ManagementofChange:Concept,Nature,types ,andProcessoflannedChange
Week14	Changeagent
Week15	Resistancetochange
Week16	EmergingHorizonsofmanagementinachanging environment.
Week17	Revision
Week18	Revision

Class: B.Com. 2nd Sem.

Subject.FinancialAccounting

Nameoflecturer:Ms.Poonam Kumari

Weekof Month	Topics/Chapterstobecovered
Week1	DissolutionofPartnershipFirm-InsolvencyofPartners
Week2	Dissolutionaccounts,AppropriationofPayment
Week3	Garnerv/sMurreyRule
Week4	GradualRealisationandPiecemealDistribution.
Week5	HirePurchase System
Week6	Re PossessionofGoods
Week7	partialRepossessionofgoods
Week8	goodsofsmallvalue ,assetsaccuralMethod
Week9	InstallmentPaymentSystems.
Week10	BranchAccounts
Week11	foreignbranchAccounts
Week12	DepartmentalAccounts.
Week13	Amalgamationandsaleofpartnership
Week14	Joint-VentureAccount;
Week15	RoyaltyAccount.
Week16	Royalty accounts in specialcases
Week17	Revision
Week18	Revision

Class: B.Com.2nd Sem.

Subject: Business Environment

Name of lecturer: Sh. Poonam Kumari

Week of Month	Topics/Chapterstobecovered
Week1	BusinessEnvironment:concept;Components,Process
Week2	Analysiscomponentsandimportance;
Week3	SWOTAnalysis-Components,Process
Week4	Natonalincome-trends,features,Components
Week5	Trendsinsavingsandinvestment;industry;Tradeandbalance
Week6	industry-Trendsinindustrialdevelopment
Week7	Tradeandbalanceofpayments.
Week8	ProblemsofGrowth:Unemployment,
Week9	Regionallimbances
Week10	Inflation
Week11	Paralleleconomy
Week12	industrialsickness.
Week13	RoleofGovt.inIndianEconomy:MonetaryPolicy;
Week14	FiscalPolicy
Week15	IndustrialPolicy
Week16	Privatization.
Week17	Revision
Week18	Revision

Class:B.Com3rd

Subject: Banking and Banking Law

Nameoflecturer:Ms. Poonam Kumari

WeekofMonth	Topic
Week1	DefinitionofBank,CommercialBanks-importance,functionsandproblemsofNon-performing
Week2	Assets,structure ofCommercialBankingsysteminIndia.CreditCreation:ProcessofCreditCreation
Week3	RegionalRuralBanks,CooperativeBankinginIndia.
Week4	ReservebankofIndia:Functions,regulationandcontrolofcredit,monetarypolicy.
Week5	DeterminationandRegulationofInterestRatesinIndia.
Week6	RelationshipbetweenbankerandCustomer,DefinitionofCustomer,GeneralRelationshipbetween
Week7	bankerandcustomer,obligationofbanker,Garnisheeorder,banker'srights.
Week8	SpecialtypesofBankersCustomersMinor,MarriedWomen,Illiteratepersons,Lunatics,Trustees,
Week9	ExecutorsandAdministrators,Customer'sattorney,JointAccount,JointHindufamily,partnership
Week10	Firm,Jointstockcompanies,Clubs,SocietiesandCharitableInstitutions.
Week11	DefinitionofNegotiableinstruments,EssentialfeaturesofNegotiableinstruments,holderandHolder
Week12	RightsandLiabilitiesofpartiesforNegotiableinstruments:
Week13	Capacityofparties:Minor'sposition,legalrepresentative,Liabilityofparties,DrawerofBillor
Week14	Cheque,LiabilityofMakerofnote&AcceptorofBill,LiabilityofendorsedNegotiableInstruments
Week15	Endorsements
Week16	MeaningofNegotiation,DefinitionofEndorsement,LegalprovisionsregardingEndorsement,
Week17	Revision
Week18	Revision

Class:B.com2ndsem

Subject:Marketing Management

NameofExtensionLecturer:Ms.Poonam Kumari

Week ofMonth	Topics/Chapterstobecovered
Week1	UNIT-1IntroductiontoMarketing:MarketingManagementmeaning&different Concepts
Week2	Marketing Mix:Elements,Functions,objectives of Marketing mix,Marketing Environment:Meaning&typesofMarketingEnvironment,ScanningofMarketing Environment through SWOT
Week3	UNIT-2Consumer Behaviour-Meaning and Importance of study for Marketers Determinants,TypesofBuyingBehavior,Buyingdecisionprocess,differentbuying motives.
Week4	MarketSegmentation:Meaning,Need,Process,Criteriaforsuccessful segmentation
Week5	BasesofMarketSegmentation,MarketPositioning:Meaning,Strategiesof positioning and difference between positioning & re-positioning
Week6	MarketingInformationSystem:Meaning,ComponentsofMIS,RoleofMIS,How to develop strong MIS.Marketing Research: Meaning, Characteristics,Importance,ProcessofMarketResearch.
Week7	UNIT-3 Product & Product Planning:Product –Meaning, levels of Product & service,ProductMix,ProductLine, width&depth,Branding:Meaning,Functions ofBrand&BrandingDecisions
Week8	Packaging:Meaning,classifications,functions,differencebetween packing&packagingInnovativepackaging,packagingdecisions.Labelling:Types of Labels,Functions of Labelling
Week9	ProductLifeCycle:DifferentstagesofPLC,FactorsaffectingPLC,Pricing-Meaning,procedureforsettingaprice,Componentsofprice
Week 10	NewProductDevelopment:Process,Testmarketing:procedureof test marketing, Advantages & disadvantages of test marketing, Reasonoffailureofnewproduct
Week 11	NewProductDevelopment:Advantages&disadvantagesoftest marketing, Reason of failure of new product.
Week 12	Unit-4 DistributionChannels-Meaning,Benefits,LevelsandRoles,types.
Week 13	PhysicalDistributionofGoods:Concept,ModesofTransport.Inventory Control:Objectives,advantages,TechniquesofInventoryControl.Warehousing: Need,types,Functions
Week 14	Concept of Supply Chain Management.Promotion- Meaning, characteristics, Needforpromotionalactivities,Objectives,ProcessofPromotionMixDecision, Factors in Developing Promotion Mix Strategies
Week 15	PromotionMix-ElementsofPromotionmix,Advertising:Meaning,Features, Objectives,FactorsAffectingtheSelectionofAdvertisingMedia,Typesof Advertisingmedia.
Week 16	SalesPromotion:Meaning,Benefits&Toolsused,PublicRelationsMeaning, Benefits & Tools used ,Personal Selling:Meaning,Benefits & Tools used
Week17	Revision
Week18	Revision

Subject:CorporateLaw

Name of lecturer:Dr.Poonam Kumari

Class:B.Com.4thSem.

Weekof Month	Topics/Chapterstobecovered
Week1	Shares:-;Typesofshares;voting rights
Week2	TransferandTransmissionofshares;
Week3	Allotment and issue of shares
Week4	Share Certificates and warrant
Week5	calls ionshares,forfeturand surrenderlien
Week6	Sharecapital:-Meaningandformsof capital;Alterationofsharecapital;Reductionof sharecapital;
Week7	Furtherissueofsharecapital;Rightsofpre-emptionofshares.Shareholdersand Members:-
Week8	DifferencebetweenShareholdersandmembers;Modesofacquiringmembership; terminationof
Week9	membership;terminationofmembership;whomaybe members?Rightsand Liabilities of members.
Week10	MeetingofCompany:-Essentialsofvalidmeeting;meetingsofShareholders:-
Week11	Annualgeneralmeeting;Extra-ordinarygeneralmeeting;meetingsofboardof directors;
Week12	Proxy;Voting,Notice,AgendaandMinutesofmeetings. Directors:
Week13	WindingUp:-Meaning;WindingupbytheTribunal-Petitionforwindingup; Voluntary winding up;
Week14	PowersandDutiesofcompanyLiquidator,consequencesofwinding up..
Week15	DepositorySystem–meaningandimportance;Shares:-
Week16	PaperlessTrading–BenefitsandProcedure;Needforeducatinginvestors
Week17	Revision
Week18	Revision

Class:B.Com.4thSem.

Subject:BusinessRegulatoryFramework

Nameoflecturer:Ms.Poonam Kumari

Weekof Month	Topics/Chapterstobecovered
Week1	IndianPartnershipAct–NatureofPartnershipfirm;testofpartnership;DutiesandRights ofpartners;
Week2	Relationsofpartnerstothirdparties;mutualagency
Week3	positionofminorinpartnership;Reconstitutionofa partnershipfirm;Registrationof firm.
Week4	Dissolutionoffirm:-Modesofdissolution;partnershipdeed
Week5	consequencesofdissolutionoffirm;settlementofaccountsafterdissolution.
Week6	NegotiableInstrumentsAct:-NegotiableInstrumentanintroductionPromissorynotes
Week7	BillsofExchange,Parties,Format,Types
Week8	Exchange;cheques,MarkingandCrossingofCheque,PartiestonegotiableInstruments;
Week9	HolderandpriveledgeofHolder
Week10	DischargeofpartiesfromLiability;DishonourofNegotiableInstruments.Instruments;
Week11	Instruments;PresentmentofNegotiableInstrument;Negotiation.
Week12	SalesofGoodsAct:-Introduction;FormationofcontractofsaleofGoods;conditionsand warranties;
Week13	Transferofpropertyorownership;Performanceofcontract-DeliveryandPayment;
Week14	Rightsfunpayseller;suitsofBreachofcontract.
Week15	RTIAct:features,
Week16	rightsandimportance.
Week17	Revision
Week18	Revision

Class: B.Com. 4thSem.

Subject: Business Statistics

Name of lecturer: Dr. Poonam Kumari

Week of Month	Topics/Chapterstobecovered
Week1	IndexNumbers:-Meaning,TypesandUses;
Week2	MethodsofConstructingpriceandQuantityindices
Week3	Testsofadequacy;(Time,Factorandcirculartest)
Week4	Chain-baseIndexnumbers,Baseshifting,SplicingandDeflating;
Week5	Problemsinconstructingindexnumbers;Consumerpriceindex.
Week6	AnalysisofTimeSeries:-CausesofVariationsintimeseriesdata;Componentsofatime series.
Week7	Decomposition-AdditiveandMultiplicativemodels;determinationoftrend.Moving Averages
Week8	methodandmethodofleastssquares(Includinglinearseconddegree,Parabolicand Exponential trend)
Week9	Computationofseasonalindicesbysimpleaveragemethod
Week 10	RatiotoTrend,Ratiotomovingaverageandlinkrelativemethods.
Week 11	TheoryofProbability:-ProbabilityasaConcept;
Week 12	Approachestodefiningprobability,Additionlawsofprobability;
Week 13	Multiplicationlawsofprobability;
Week 14	Conditionalprobability,Baye'sTheorem.
Week 15	ProbabilityDistribution:-Probabilitydistributionasaconcept;Binomial,Poisson
Week 16	NormalDistribution-TheirPropertiesandParameters.
Week17	Revision
Week18	Revision

Name of lecturer : Mrs Poonam Kumari
Class:B.Com.4thSem.
Subject:Corporate Account

Week of Month	
Week1	Internalrecostruction,Externalreconstruction,Purchaseconsideration
Week2	Accounting in books of transfer or and transferee co.
Week3	Intercompanyowings,intercompanystock
Week4	Problemo fractions shares
Week5	Liquidationofcompany:Liquidatorfinalstatementofaccount.
Week6	Liquidatorremuneration,removingofdisparityamongshareholders
Week7	Distributionofsurplus,Statementofaffairs
Week8	Financialreportingforfinancialinstitutions
Week9	FinalAccountsofBankingCompanies,PerformaofP/L
Week10	AccountingtreatmentrelatedtoP/L
Week11	Performaofbalancesheet,explanationofschedules
Week12	Accountingtreatmentrelatedtobalancesheet
Week13	AccountsofHoldingCompanies:Consolidatedbalancesheet.
Week14	Costofcontrol,Minorityinterest
Week15	Preacquisitionandpostacquisitionprofits
Week16	Deb.,Preferenseshares,dividendtreatment
Week17	Revision
Week18	Revision

Subject:TaxationLaw

Class:B.Com.6thSem.

Name of lecturer:sh.Poonam Kumari

Week of Month	Topics/Chapters to be covered
Week 1	Rebate & Relief of Tax,
Week 2	computationofTotalincomeandTaxliabilityofindividuals.
Week 3	FillingandFilingofreturn(ITR–IandII)
Week 4	AssessmentofHinduUndividedFamilies
Week 5	AssessmentofFirms
Week 6	AssociationofPersons.
Week 7	IncomeTaxauthorities&theirpowers;
Week 8	procedureforassessment;
Week 9	DeductionofTaxatSource(TDS);
Week 10	advancepaymentoftax.
Week 11	Recovery
Week 12	refundof tax
Week 13	appeals&revision
Week 14	Penalties
Week 15	Offences
Week 16	prosecutions.
Week 17	Revision
Week 18	Doubtsrevision

Class: B.Com. 6t h Sem.

Subject: Cost Accounting

Name of lecturer:sh.Poonam Kumari

Week of Month	Topics/Chapters to be covered
Week 1	Process Costing: Meaning;Uses;Preparation of process account,
Week 2	Abnormal Wastage, Abnormal Effectiveness;
Week 3	Joint-Product and By- Product: Main methods of apportionment of Joint cost.
Week 4	Inter process profits.
Week 5	Contract Costing–meaning,mainfeatures,
Week 6	preparationofcontractaccount,Escalationclause;
Week 7	contractnearcompletion;costpluscontract.Jobandbatchcosting.
Week 8	Budgetarycontrol–meaningofbudgetandbudgetary control,budgetarycontrolasa managementtool
Week 9	limitationsofbudgetarycontrol,forecastsandbudgets,installationofbudgetarycontrol system,
Week 10	classificationofbudgets,fixedandflexiblebudgeting,performancebudgeting,zerobased budgeting and
Week 11	responsibilityaccounting.
Week 12	StandardCosting:meaning,limitations,standardcostsandbudgetedcosts,determinationof standard
Week 13	cost,costvariances,directmaterialanddirectlabouronly.
Week 14	MarginalCostingandProfitplanning:Marginalcosting,Absorptioncosting,Marginalcost, Cost
Week 15	volumeProfitanalysis,BEPAnalysis,Keyfactor,BEchart,angleofincidence,conceptof decision-
Week 16	makingandstepsinvolved,determinationofsalesmix,makeorbuyDecisions.
Week 17	Revision
Week 18	Revision

Subject: Accounting for Financial Management**Name of lecturer: Dr. Poonam Kumari****Class: B.Com. 6th sem**

Week of Month	Topics/Chapterstobecovered
Week 1	Nature of Financial Management: Scope of Finance, Finance functions,
Week 2	Financial Manager's role, Financial goal; Profit maximization Vs Wealth maximization,
Week 3	Objective of financial Management, Finance and related disciplines, Financial planning
Week 4	Working Capital Management: Meaning, nature and planning of Working Capital
Week 5	Permanent and variable Working Capital, Balanced working position, determinates of working Capital,
Week 6	Issues of working Capital Management. Management of cash
Week 7	Marketable Securities and Receivables Management.
Week 8	Cost of capital: Significance and determination, capitalisation;
Week 9	leverage analysis: operating, financial and composite leverage: EBIT- EPS Analysis.
Week 10	Capital structure theory and policy: Relevance of capital structure;
Week 11	Net income and traditional views, Irrelevance of capital structure;
Week 12	NOI Approach and the MM Hypothesis without taxes,
Week 13	capital structure planning and policy.
Week 14	Dividend Theory and Policy: Issues in dividend policy
Week 15	Walter's and Golden's model of dividend relevance objections of dividend policy,
Week 16	considerations in dividend policy, stability of dividends, forms of dividend.
Week 17	Revision
Week 18	Revision

Class:B.Com.6thSem.

Subject:Auditing

Nameoflecturer:Ms.Poonam Kumari

Week of Month	Topics/Chapterstobecoved
Week 1	Auditing:Meaning,principles,scope,necessity
Week 2	Objectives,importance,limitations
Week 3	TypesofAuditing.
Week 4	AuditProcess:internalcontrol,internalcheck&internalaudit,auditprogrammer.
Week 5	Routinecheckingandvouching
Week 6	Verificationofassets
Week 7	Verificationofliabilities
Week 8	Valuationofassets
Week 9	AppointmentofcompanyAuditors,theirpowers.
Week 10	Duties,Liabilities.
Week 11	Auditofdepreciationandreserves,
Week 12	Divisibleprofits÷nds.
Week 13	Auditreport:Meaning,objectives,contents.
Week 14	AuditReporttypes,Specimenofcleanreport.
Week 15	Qualifiedreport
Week 16	Investigation:Meaning,Natureandobjectives.
Week 17	revision
Week 18	revision

Subject: Goods and Service Tax**Class: B.Com. 6th Sem.****Name of lecturer: Ms. Poonam Kumari**

Week of Month	Topics/Chapterstobecovered
	Introduction:-SalientfeatureofGST,Benefitof GST,
Week 2	SupplyunderGST:-Meaningandscopeof supply
Week 3	levyandcollectionincludingreversechargemechanism
Week 4	ExemptionfromGST;CompositionScheme
Week 5	PlaceofSupply:-Withinstate/Unionterritory,Interstate,
Week 6	TimeofSupplyofgoodsandservices;Valueofsupplyincludingvaluationrules;Inputtax credit:- Eligibility and
Week 7	Inputtaxcredit:-ITCincase
Week 8	ITCincaseofbankingcompanyandfinancial institutions,
Week 9	ReversalofITConswitchingtocompositionlevyorexitfromtax-paying status,
Week 10	Registration;
Week 11	Issueofinvoices:-taxinvoice,reviseDTaxinvoice,creditnote,debitnote,
Week 12	billofsupply,receiptvoucher,refundvoucher,paymentvoucher,invoicesinspecialcases.; E-way
Week 13	PaymentofTaxes;Returns;Jobwork;ProvisionofTDSandTCS;Record keeping,
Week 14	AssessmentandAudit;
Week 15	CustomsAct1962:
Week 16	Customsduty:Importantdefinitions,
Week 17	types,importance,documentsrequiredforimportandexport
Week 18	Revision

Subject : International Marketing

Name of lecturer: Ms Poonam Kumari

Class: B.Com. 6thSem.

Week of Month	Topics/Chapterstobecovered
Week 1	InternationalMarketing:
Week 2	NatureandConcept;DomesticVsInternationalMarketing;
Week 3	OpportunitiesandChallengesformarketinginInternationalEnvironment
Week 4	Foreignmarketselectionandentrymodes.
Week 5	ProductPlanningandPricing:
Week 6	Internationalproductlifecycleresearchandinformations;
Week 7	Productdesigningandpackaging;Pricing
Week 8	processandmethods;Internationalpricequotationsandpaymentterms.
Week 9	InternationalDistribution:
Week 10	Channelstructureandselectiondecisions
Week 11	Managingchannelconflicts;Selectionandappointmentofforeignsalesagents;
Week 12	Basicexportprocedureanddocumentation.
Week 13	ProductPromotion:
Week 14	MethodsofInternationalproductPromotion;challengesinInternationaladvertisingand media
Week 15	strategy;Webmarketing;
Week 16	Organisingtradefairsandexhibitions.
Week 17	Revision
Week 18	Revision

Week9	OverviewofFinancialinclusion.
Week10	Digitisationofbankingandfinancialservices.
Week11	Internetbanking;Mobilebanking
Week12	Digitalpaymentssystemss
Week13	Insurance:Typesofinsurance-LifeandNon-lifeinsurance
Week14	Riskclassificationandmanagement,Factorslimitinginsurabilityofrisk.
Week15	Reinsurance,Regulatoryframeworkofinsurance.
Week16	IRDAanditsrole.
Week17	Revision
Week18	Revision

