

## **LESSON PLAN (Session 23-24)**

### **Semester -Odd**

**Department: Commerce**

**Class: B. Com 1<sup>st</sup> Semester**

**Name of the faculty: Ms. Ramanjot Kaur**

**Paper code: B23-COM-101**

**Nomenclature of the paper: Financial Accounting**

<b>Month</b>	<b>Week</b>	<b>Topics to be covered</b>
July	21.07.23-22.07.23	Meaning and Scope of Accounting: Need, Meaning of Book keeping, Meaning of Accounting, Feature, Types, Objects, limitations, Qualitative characteristics of Accounting Information.
	24.07.23-29.07.23	Accounting Principle: Meaning, Types, Significance, Limitations.
August	31.08.23-05.08.23	Accounting Standards: Meaning, Characteristics, Utility, International Accounting Standards, National Accounting Standards, Scope and Procedure for issuing Accounting Standards issued by ICAI.
	07.08.23-12.08.23	Accounting Equation- Numerical. Doubt Session, Assignment & Double Entry System
	14.08.23-19.08.23	Recording of business Transactions: Journal – Meaning, Rules, Discount, Compound Entry, Meaning of Goods, Numerical of Journal, Merits & limitations of Journal. Ledger: Meaning, Rules of Posting, Numerical, Need & Importance of Ledger, Advantages of Ledger.
	21.08.23-26.08.23	Trial Balance: Meaning, Format, Methods, Accounting Errors, Suspense Account, Limitations of Trial balance, Sub division of Journal.
	28.08.23-2.09.23	Capital and Revenue items: Meaning of Capital & Revenue, Classification, Deferred Revenue Expenditure Numerical, Business Income Measurement, Doubt Session
September	04.09.23-09.09.23	Final Accounts with Adjustments: Meaning of Trading Account, Preparation of Trading Accounts, Numerical. Meaning of Profit and Loss Accounts, Need, Preparation, Numerical, Manufacturing Accounts, Numerical, Meaning of Balance Sheet, Format, Classification of

		Assets and Liabilities, Need, Importance of Final Accounts, Numerical, Doubt Session, Assignment
	11.09.23-16.09.23	Final Accounts: Different Types of Adjustments: Closing Stock, Outstanding Expenses, Prepaid Expenses, Numerical, Depreciation, Accrued Income, Unearned Income, Numerical, Interest on capital, Interest on Drawings, Numerical, Interest on Loan, Bad debts, Numerical, Implied Interest, Loss by Accident, goods given as Charity, Numerical, Manager's Commission, Contingent Liabilities, Numerical, Dishonor of Bills of Exchange, Sale of goods on sale or return basis. Numerical Queries
	18.09.23-23.09.23	Accounts of Non-Trading Organization: Meaning of Receipt and Payment Accounts, Format, Income and Expenditure Accounts, Balance Sheet, Numerical
	25.09.23-30.09.23	Consignment Account: Meaning, Characteristics, Need, Objectives, Important Terms Accounting Procedure, Numerical Valuation of Unsold Stock
October	02.10.23-07.10.23	Consignment Accounts: Numerical & Queries
	09.10.23-14.10.23	Branch Accounts: Meaning, Types of Branch, Accounting Procedure, Dependent Branch, Independent Branch, Inter Branch Transaction, Normal & Abnormal Loss,
	16.10.23-21.10.23	Branch Accounts: Debtor System, Stock & Debtor System, Final Accounts System, Wholesale Branch, Foreign Branch, Conversion of Foreign Branch, Numerical, Doubt Session.
	23.10.23-28.10.23	Hire Purchase System & Installment Payment System: Meaning, Characteristics, Journal Entries of Hire Purchase System, Calculation of Interest, Calculation of Cash Price
	30.10.23-04.11.23	Hire Purchase System: Return of Goods, Repossession of Goods, Transfer of Asset to Third Party, Purchase Through Financial Institution, After Sales Service, Installment Payment System, Numerical, Doubt Session & assignment Return of Goods, Repossession of Goods, Transfer of Asset to Third Party, Purchase Through Financial Institution, After Sales Service, Installment Payment System, Numerical, Doubt Session & assignment
November	06.11.23-09.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision, Doubt Sessions & Tests

	20.11.23-23.11.23	Revision, Doubt Sessions & Tests
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## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department: Commerce**

**Class: B. Com 1<sup>st</sup> Semester**

**Name of the faculty: Ms. Harmit Kaur**

**Paper code: BC-23-COM-102**

**Nomenclature of the paper: Business Law**

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction of Business Law, Scope, Sources, Need of law, Fundamental definitions. Valid Contract, Contract vs. Agreement, Essentials of Valid Contract, Kinds of Agreements and Contract.
	24.07.23-29.07.23	Proposal & Acceptance, legal rules for a Proposal and Acceptance, Communication and Revocation of Offer and Acceptance, Modes of Lapse of an Offer. Contractual Capacity of Parties- Minor, Person of unsound mind, Person disqualified by Law, Contracts by Minors and their legal position.
August	31.08.23-05.08.23	Free Consent of Parties- Coercion, Undue Influence, Fraud, Misrepresentation and Mistake. Lawful Consideration and Object- meaning, Adequacy, difference between Stranger to contract and Stranger to Consideration, Unlawful Consideration & Object.
	07.08.23-12.08.23	Agreements Expressly Declared as Void- Agreement in Restraint in Marriage, Agreement in Restraint of Trade, Agreement in Restraint of Legal Proceedings, Agreements involving uncertainty, Wagering Agreements & Agreements to do impossible acts.
	14.08.23-19.08.23	Legal Formalities –Written and Registered Contingent Contracts-features and difference between Wagering and Contingent Contract.
	21.08.23-26.08.23	Discharge of Contract-Modes of Discharge, Doctrine of Frustration. Quasi Contracts- Types of Implied Contracts Consequences of Breach of Contract, Assessment of Damages, types of Damages. Assignment and Revision
	28.08.23-2.09.23	Contract of indemnity and Guarantee- essential,

		<p>Revocation, Liability of Surety and Rights of Surety.</p> <p>Contract of bailment and Pledge- characteristics, types of contract of Bailment, Duties and Responsibilities of bailor and Bailee, finder of goods, pledge, lien &amp; their differences.</p>
September	04.09.23-09.09.23	<p>Contract of Agency-Its creation, sub Agent, Substituted Agent, Co-Agent, classification of Agents, Ratification, Termination of Agency, Rights and duties of Agent and Principal, Principal's and Agent's Liability to third Party . Assignment &amp; Revision Test</p>
	11.09.23-16.09.23	<p>Introduction of Sales of Goods Act-1930, its definition.</p> <p>Contract of Sale- difference between Sale And Agreement to sell, contract of Sale vs. Other Contracts, Subject-Matter of Sale of Contract, types of Goods, destruction of Goods</p>
	18.09.23-23.09.23	<p>Performance of Contracts- essentials of valid Tender, joint promise and its performance, Reciprocal promises and their Performance &amp; Appropriation Of Payments.</p>
	25.09.23-30.09.23	<p>Conditions and Warranties- meaning, difference between condition and Warranties, implied Condition and Warranties &amp; Buyer Beware.</p> <p>Transfer of Property or Ownership- Meaning, Transfer of ownership from Seller to Buyer, Transfer of Title of Goods and its Exceptions.</p>
October	02.10.23-07-10.23	<p>Performance of the Contract- Delivery, types of Delivery, rules Governing the Delivery of Goods, Rights and Duties of Buyer.</p> <p>Unpaid Seller-Rights of Unpaid Seller against Goods and Buyer</p>
	09.10.23-14.10.23	<p>Suits for Breach of Contract-Seller's remedies and Buyer's Remedies, Sale by Auction.</p> <p>Indian Partnership Act 1932: Nature of firm; Duties and rights of partners; Liabilities of firm and partner;</p>
	16.10.23-21.10.23	<p>Limited Liability Partnership Act, 2008: concepts, characteristics of LLP; Incorporation of LLP; LLP agreement, Extent &amp; limitations of liabilities of LLP and partners.</p>
	23.10.23-28.10.23	<p>Negotiable Instruments Act, 1881: scope, features and types; Negotiation; Crossing; Dishonor and discharge of negotiable instruments.</p>
	30.10.23-04.11.23	<p>Information Technology Act, 2000: Purpose; Benefits and limitations; Digital signature; E-Governance; Attribution of electronic records, duties of subscribers; Penalties and adjudication offences.</p>
November	06.11.23-10.11.23	<p>Revision, Doubt Sessions &amp; Tests</p>

	10.11.23-16.11.23	Diwali Vacations
	16.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department: Commerce**

**Class: B. Com 1<sup>st</sup> Semester**

**Name of the faculty: Dr. Harvinder Kaur**

**Paper code: B23-COM-103**

**Subject: Business Management**

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction to Management: Characteristics and Significance
	24.07.23-29.07.23	Process and Functions of Management, Management as Science, Art and Profession
August	31.08.23-05.08.23	Evolution of Management Thoughts: Classical & Neo Classical Approach
	07.08.23-12.08.23	Behavioral approach, Management Science Approach, Systems and Contingency Approach, Emerging Management Concepts
	14.08.23-19.08.23	Planning: Process and Importance, Type of Plans: Policy, Programme, Strategy, Vision, Mission, Goals and Objectives
	21.08.23-26.08.23	Organizing: Principles and Benefits of Organizations
	28.08.23-2.09.23	Organizational Structure: Functional, Line and Staff, Matrix, Formal vs. Informal, Organizational Structure for large scale business organization, Virtual Organizations
September	04.09.23-09.09.23	Staffing: Importance, Scope and Models of Staffing
	11.09.23-16.09.23	Delegation: Advantages, Barriers to delegation, Guidelines for effective Delegation
	18.09.23-23.09.23	Decentralization and Centralization: Advantages and Disadvantages, Factors influencing decentralization
	25.09.23-30.09.23	Directing, Coordination.
October	02.10.23-07.10.23	Controlling: Characteristics and process of control, prerequisites of effective control system
	09.10.23-14.10.23	Controlling Techniques
	16.10.23-21.10.23	Motivation: Objectives and Significance, Approaches to Motivation
	23.10.23-28.10.23	Leadership: Significance and Functions
	30.10.23-04.11.23	Leadership Styles
November	06.11.23-10.11.23	Approaches to Leadership
	10.11.23-16.11.23	Diwali Vacations
	16.11.23- 22.11.23	Revision & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department: Commerce**

**Class: B. Com 3<sup>rd</sup> Semester**

**Name of the faculty: Ms. Ramanjot Kaur**

**Paper code: BC-301**

**Nomenclature of the paper: Corporate Accounting**

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Accounting for share: Introduction, Meaning of Company, Characteristics, Kinds of company, Meaning of Shares, Types of Preference Shares, difference between preference share and equity shares, Share Capital, Kinds of Share Capital,
	24.07.23-29.07.23	Difference between Reserve Capital and Capital Reserve, Sweat Equity Shares, ESOP, Public Subscription, Preliminary Expenses, Book Building: Meaning, Steps, Advantage, Limitation, Under Subscription, Numerical.
August	31.08.23-05.08.23	Over subscription of Shares, Forfeiture of Shares, Re-issue of Forfeited Shares and Pro-Rata Allotment.
	07.08.23-12.08.23	Buy Back of Shares: Meaning, Conditions, Sources, SEBI Guidelines, Deposit in Escrow Account, Advantages.
	14.08.23-19.08.23	Issue of Right Shares: Meaning, Accounting of Right Issue, Advantage, Numerical.
	21.08.23-26.08.23	Numericals.
	28.08.23-2.09.23	Doubt Session, Assignment.
September	04.09.23-09.09.23	Redemption of Preference Shares: Meaning, Condition of Redemption of Preference Shares.
	11.09.23-16.09.23	Bonus shares: Meaning, Guidelines for issue of Bonus Shares, Advantages, Disadvantage,
	18.09.23-23.09.23	Difference between Right Shares and Bonus Shares, Sources for issuing Bonus Shares and



		Journal Entries, Numerical.
	25.09.23-30.09.23	Doubt Session, Assignment.
October	02.10.23-07-10.23	Issue of Debentures: Introduction, Meaning, Characteristics, Kinds of Debentures, Difference Between Shares and Debentures, Issue of Debentures as Collateral Security, Redemption of Debenture, Numerical.  Doubt Session.
	09.10.23-14.10.23	Redemption of Debentures: Introduction, Meaning, Sources, Debenture Redemption Reserve, condition, Methods of redemption of debentures, Numerical.  Doubt Session.  Final Accounts of Companies: Introduction, Schedule III Balance sheet Particulars, Particulars of Profit & Loss Account, Surplus Account.  Doubt Session.  Internal Reconstruction: Meaning, Objectives, difference between internal & external Reconstruction, methods of Internal Reconstruction, Numerical, Doubt Session, Assignment.
	16.10.23-21.10.23	Amalgamation of Companies: Introduction, Meaning, Objectives, types of Reconstruction, Difference between Amalgamation, Absorption & Reconstruction
	23.10.23-28.10.23	Types of Amalgamation, methods of Purchase Consideration, Accounting treatment of Transferor and Transferee Company. Inter Company Owning, Fraction of Shares, Numerical.
	30.10.23-04.11.23	Doubt Session, Assignment.
November	06.11.23-10.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision, Doubt Sessions & Tests
	21.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department: Commerce**

**Class: B.com 3rd Semester**

**Name of the faculty: Mrs. Sukhvinder Kaur**

**Paper code: BC-302**

**Nomenclature of the paper: Business Statistics-I**

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction of statistics: concept, meaning of statistics in singular sense and in plural sense features of statistics nature and scope
	24.07.23-29.07.23	Usefulness & Importance of statistics, limitations of statistics, Distrust of statistics. How to remove distrust of statistics. Test and Revision
August	1.08.23-05.08.23	Collection of Data-Meaning of Primary and Secondary data, different sources of collecting primary and secondary data, differentiate between primary and secondary data ,Precautions in the use of Secondary data
	07.08.23-12.08.23	Measures of central tendency -Meaning and Purpose of central tendency. Measures of central tendency Mean, Median and Mode. Calculations of mean in different series, Correcting incorrect values of mean, Combined mean. Properties of Mean
	14.08.23-19.08.23	Calculation of Median and Mode in different series, Merits and demerits of different measures of Central tendency.
	21.08.23-26.08.23	Additional Numericals on all measures of central tendency
	28.08.23-2.09.23	Measures of central tendency -Meaning of Harmonic mean .calculation of Harmonic mean in different series. Uses of Harmonic Mean.
September	04.09.23-09.09.23	Geometric mean in different series, Relationship between Arithmetic mean, Harmonic mean and geometric mean, Numericals on Geometric mean

	11.09.23-16.09.23	Doubt session, Assignment and test
	18.09.23-23.09.23	Measures of dispersion -Meaning, objective of dispersion properties of a good measure of dispersion absolute and relative measures of dispersion,Brief Introduction of all measures of dispersion
	25.09.23-30.09.23	Methods of measuring dispersion ,calculation of range, interquartile range or quartile deviation in different series .
October	02.10.23-07-10.23	Calculation of mean deviation, standard deviation ,Coefficient of variation. Calculation of combined standard deviation calculation of variance, correcting incorrect values of mean and standard deviation .
	09.10.23-14.10.23	Properties of standard deviation. Graphical method of dispersion, lorenze curve ,Additionalquestionson differentmeasuresof dispersion. Doubt session and test
	16.10.23-21.10.23	Index number -meaning and uses of index numbers, limitations of index numbers ,types of index numbers ,problems in construction of index numbers ,Methods of constructing index numbers ,calculation of simple index numbers and weighted index numbers- weighted aggregate method and weighted average of price relative method, quantity index Numbers.
	23.10.23-28.10.23	Test of adequacy of index numbers time reversal test factory versal test and circular test additional problems of index number.Numericals of Time Reversal, Factor Reversal and Circular test.Chain base index and Fixed base index
	30.10.23-04.11.23	Conversion of chain base index to fixed base and fixed base index to chain base relative merits and demerits of index number  Base shifting ,Splicing, deflating and consumer index numbers. Method of construction of Consumer index numbers
	06.11.23-10.11.23	Time series analysis- Meaning and utility of time series, components, models methods of measuring trends- free hand curve method ,semi average method moving average method and

		least square method .Methods of measuring seasonal variations ,fitting of second degree parabola and expotential Trend .
November	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision and Doubt session
	20.11.23- 23.11.23	Test and Revision

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com 3rd Semester

**Name of the faculty:** Ms. Sukriti Verma

**Paper code:** BC-303

**Nomenclature of the paper:** Business Law

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction of Business Law, Scope, Sources, Need of law, Fundamental definitions.
	24.07.23-29.07.23	Valid Contract, Contract vs. Agreement, Essentials of Valid Contract, Kinds of Agreements and Contract.
August	31.08.23-05.08.23	Proposal & Acceptance, legal rules for a Proposal and Acceptance, Communication and Revocation of Offer and Acceptance, Modes of Lapse of an Offer. Contractual Capacity of Parties- Minor, Person of unsound mind, Person disqualified by Law, Contracts by Minors and their legal position.
	07.08.23-12.08.23	Free Consent of Parties- Coercion, Undue Influence, Fraud, Misrepresentation and Mistake. Lawful Consideration and Object- meaning, Adequacy, difference between Stranger to contract and Stranger to Consideration, Unlawful Consideration & Object.
	14.08.23-19.08.23	Agreements Expressly Declared as Void- Agreement in Restraint in Marriage, Agreement in Restraint of Trade, Agreement in Restraint of Legal Proceedings, Agreements involving uncertainty, Wagering Agreements & Agreements to do impossible acts.
	21.08.23-26.08.23	Legal Formalities –Written and Registered Contingent Contracts-features and difference between Wagering and Contingent Contract.
	28.08.23-2.09.23	Performance of Contracts- essentials of valid Tender, joint promise and its performance, Reciprocal promises and their Performance & Appropriation Of Payments.
September	04.09.23-09.09.23	Discharge of Contract-Modes of Discharge, Doctrine of Frustration.
	11.09.23-16.09.23	Quasi Contracts- Types of Implied Contracts

		Consequences of Breach of Contract, Assessment of Damages, types of Damages.
	18.09.23-23.09.23	Contract of indemnity and Guarantee- essential, Revocation, Liability of Surety and Rights of Surety. Contract of bailment and Pledge- characteristics, types of contract of Bailment, Duties and Responsibilities of bailor and bailee, finder of goods, pledge, lien & their differences.
	25.09.23-30.09.23	Contract of Agency-Its creation, sub Agent, Substituted Agent, Co-Agent, classification of Agents, Ratification, Termination of Agency, Rights and duties of Agent and Principal, Principal's and Agent's Liability to third Party . Assignment & Revision Test Introduction of Sales of Goods Act-1930, its definition.
October	02.10.23-07-10.23	Contract of Sale- difference between Sale and Agreement to sell, contract of Sale vs. Other Contracts, Subject-Matter of Sale of Contract, types of Goods, destruction of Goods
	09.10.23-14.10.23	Conditions and Warranties- meaning, difference between condition and Warranties, implied Condition and Warranties & Buyer Beware.
	16.10.23-21.10.23	Transfer of Property or Ownership- Meaning, Transfer of ownership from Seller to Buyer, Transfer of Title of Goods and its Exceptions. Performance of the Contract- Delivery, types of Delivery, rules Governing the Delivery of Goods, Rights and Duties of Buyer. Unpaid Seller-Rights of Unpaid Seller against Goods and Buyer
	23.10.23-28.10.23	Suits for Breach of Contract-Seller's remedies and Buyer's Remedies, Sale by Auction.
	30.10.23-04.11.23	Consumer Protection Act 1986-Meaning, features, objectives, importance, definitions, types of Consumer Exploitation, rights of Consumers, Consumer Protection Councils, Redressal of Consumer Disputes, Consumer Protection Act, 2019, Difference between Consumer Protection Act 1986 and consumer Protection Act 2019.
November	06.11.23-09.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Discussion of important questions, revisions of chapters and Tests.

	21.11.23-23.11.23	Discussion of important questions, revisions of chapters and Tests.
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## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com 3rd Semester

**Name of the faculty:** Ms. Sukriti Verma

**Paper code:** BC-304

**Nomenclature of the paper:** Company Law

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Meaning of Company, Characteristics of Co., Difference between Joint Stock Company and Partnership, Advantages and Disadvantages of Co.
	24.07.23-29.07.23	Types of Company: - On the basis of Incorporation, Liability, Ownership, Nationality, Transferability of shares and Other Co.
August	31.08.23-05.08.23	Private Company: - Characteristics, Difference between Private and Public co., Privileges and Exemptions of Private Co., Conversion Procedure Formation, Incorporation and Promotion of Co
	07.08.23-12.08.23	Promotion – Stages of Promotion, Promoter- Characteristics, Importance, Functions, Rights, Duties, Liabilities, Types and Legal Position of Promoter  Incorporation of Co., Certificate of Incorporation, Capital Subscription and Commencement Of Business
	14.08.23-19.08.23	Memorandum of Association:- Meaning, Characteristics, Purpose, Forms of Memorandum, Legal Requirements, Contents of Memorandum, Alteration in Memorandum of Association
	21.08.23-26.08.23	Articles of Association:- Meaning, Characteristics, Nature, Obligations of Articles, Contents, Alteration of Articles, Limitations regarding Alteration, Binding Force, Doctrine of Constructive Notice, Doctrine of Indoor Management, Relation Between Memorandum



		and Articles, Doctrine of Ultra Vires
	28.08.23-2.09.23	Prospectus:- Meaning, Nature, Need, Contents of Prospectus, Golden Rule of Prospectus, Issue and Registration of Prospectus, Scanning of Prospectus, Mis-Statement in Prospectus, Deemed Prospectus, Book Building
September	04.09.23-09.09.23	Shares and Stock: - Meaning, Characteristics, Kinds of Share, Difference between Equity and Preference share, Deferred Shares, Stock, Procedure of Converting Shares into Stock, Difference between share and stock Allotment and Issue of Shares:- Meaning, Provisions Regarding Allotment, Procedure, Return of Allotment, Letter of Allotment, Renunciation, Allotment for consideration other than cash
	11.09.23-16.09.23	Underwriting Commission, Brokerage, Issue of Shares, Sweat Equity Shares, Bonus Shares, Right Shares, Difference between Bonus Shares and Right Shares
	18.09.23-23.09.23	Share Capital of Company:-Meaning, Nature, Kinds, Alteration, Procedure of Alteration ,Reduction of Sh. Capital, Procedure of Conversion, Further Issue of Sh. Capital, Conversion of Debenture into Shares
	25.09.23-30.09.23	Share Certificate- Meaning, Contents, Legal Effects and Provisions relating to Share Certificate Share Warrant:-Meaning, Contents, Conditions, Effects of issue Sh. Warrants, Difference between Share Certificate and Share Warrant
October	02.10.23-07-10.23	Issue and Allotment of Debentures: - Meaning, Characteristics, Debenture Stock, Difference between Debenture and Debenture Stock, Classes of Debenture. Method of Issuing Debentures, Remedies Available to debenture holders, Mortgage, Charge, Difference between Fixed and Floating Charge
	09.10.23-14.10.23	Transfer and Transmission Of Shares:- Meaning, Restriction on Transfer, Procedure, Transmission meaning, Procedure, Difference between transfer and transmission, Certification of Transfer, Blank Transfer, Forged Transfer, Void Transfer.
	16.10.23-21.10.23	Depository System :- Meaning, Characteristics, Constituents, Need and Benefits of Depository,

		Paper less Trading, Difference between Demat & Physical Shares, Depository Process
	23.10.23-28.10.23	Borrowing Powers : Debenture and Charges :- Borrowing Power of Company, Restrictions on Borrowing Power, Ultra Vires Borrowings, Remedies Available to Lenders, Methods of Borrowing
	30.10.23-04.11.23	Debenture Characteristics, Debenture Stock, , Classes of Debenture, Method of Issuing Debentures, Remedies Available to debenture holders, Mortgage, Charge, Registration of Charge, Public Deposit
November	06.11.23-09.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Discussion of important questions, revisions of chapters and Tests.
	21.11.23-23.11.23	Discussion of important questions, revisions of chapters and Tests.

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com 3rd Semester

**Name of the faculty:** Ms. Manmeet Kaur

**Paper code:** BC - 305

**Nomenclature of the paper:** Indian Financial System

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Nature and Role of financial system, financial system and economic development, and overview of Indian financial System.
	24.07.23-29.07.23	Components of Financial System: Financial markets and financial instruments: Money and Capital markets: Money markets: Meaning, Constituents, Instruments and Functions, Recent developments in Indian Money market, Capital market : primary and secondary market.
August	31.07.23-05.08.23	The Debt Market: Meaning, features, participants, instruments ;private, PSUs and Government Security Market
	07.08.23-12.08.23	Financial Institutions: Reverse Bank of India : Organisation, Management and functions ;
	14.08.23-19.08.23	Credit creation and Credit Control
	21.08.23-26.08.23	Commercial Banks: Meaning and function.
	28.08.23-2.09.23	Structure and Recent developments in Commercial Banking in India
September	04.09.23-09.09.23	E - Banking
	11.09.23-16.09.23	NPA 's in commercial Bank
	18.09.23-23.09.23	payments Bank
	25.09.23-30.09.23	Developments Bank: Concept , Objectives
October	02.10.23-07.10.23	Function of Payment Bank
	09.10.23-14.10.23	Recent developments in commercial banking
	16.10.23-21.10.23	SEBI : its formation , Role and Recent developments
	23.10.23-28.10.23	Depository System
	30.10.23-04.11.23	Recent developments in Indian Capital Market
November	06.11.23-09.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B.COM 3rd Semester

**Name of the faculty:** Ms. Manmeet kaur

**Paper code:** BC - 306 (i)

**Nomenclature of the paper:** Rural Marketing

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Rural Marketing :Meaning, nature, characteristics
	24.07.23-29.07.23	Opportunity and Challenges to Rural Marketing in India
August	31.07.23-05.08.23	Socio culture , economic , demographic , technological and other environmental factor affecting rural marketing
	07.08.23-12.08.23	Rural Consumer behaviour
	14.08.23-19.08.23	Segmentation of Rural Marketing
	21.08.23-26.08.23	Strategies for Rural Marketing
	28.08.23-2.09.23	Rural Marketing Mix
September	04.09.23-09.09.23	Difference in Urban and Rural Marketing
	11.09.23-16.09.23	Problem in Rural Marketing
	18.09.23-23.09.23	Strategies for Rural Marketing
	25.09.23-30.09.23	Product Planning , Pricing
October	02.10.23-07-10.23	Promotion and management of distribution channels for marketing of durables and non -durables in rural areas
	09.10.23-14.10.23	Planning and Organizing personnel selling in rural markets
	16.10.23-21.10.23	Innovation in rural Marketing
	23.10.23-28.10.23	E - commerce in rural Marketing , e - chaupal and other similar initiatives
	30.10.23-4.11.23.	Test
November	06.11.23-10.11.23	Revision, Doubt Sessions & tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department: Commerce**

**Class: B. Com 3<sup>rd</sup> Semester**

**Name of the faculty: Ms. Ramanjot Kaur**

**Paper code: BC-306 (ii)**

**Nomenclature of the paper: Foreign Trade of India**

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Foreign Trade of India- Composition, Direction and Trends: Introduction, Foreign Trade before Independence and After Independence, Composition, Direction
	24.07.23-29.07.23	Main Features of India's foreign Trade, Beneficial effect of foreign trade, Problem of India's Foreign Trade.
August	31.08.23-05.08.23	Balance of Payment: Introduction, Meaning, Features, Balance of Trade, types of balance of trade, forms of Balance of Payment, disequilibrium in Balance of Payment, Crises, Causes of Unfavorable Balance of Payment, Measures to correct Disequilibrium in Balance of Payment.
	07.08.23-12.08.23	Foreign Market Selection and Entry Modes: :Introduction, Meaning, Factors affecting selection of entry mode, modes of entry into international market, Foreign market entry strategies, Country evaluation & selection Introduction & meaning, Steps in country evaluation & selection, Factor use in country evaluation & selections, Evaluation matrix
	14.08.23-19.08.23	Product Planning for International Market: Introduction, Meaning of product, ,Meaning of new product, Classification of product, Designing product for foreign market, Factor to be consider in designing product for foreign market, Objective of product planning & development, Stages in the process of new product development,.
	21.08.23-26.08.23	Product adaptations strategies, Standardized product strategies, Elements of product planning & development, Group Discussions
	28.08.23-2.09.23	Test Marketing:- Meaning, Decisions in test marketing, Principle of test marketing,

		Advantage, Limitations, Failure of product in foreign market, Responsibility & Organizational structure of product planning & development in international marketing,
September	04.09.23-09.09.23	International Product Life Cycle:- Introduction, Meaning, Stages of product life cycle, International product life cycle curves, Product life cycle theory of international trade, Exceptions to product life cycle theory, Factor effecting product life cycle in international marketing, Utility of study of International Product Life Cycle.
	11.09.23-16.09.23	Export procedure & Documentation: Introduction, procedure, Letter of Credit, Bill of Lading, Performa Invoice.
	18.09.23-23.09.23	International Price Quotation & Method of Payment: Introduction , Factors influencing for price determination, International Pricing Policy, International Commercial Terms, MethodExport Payment Terms
	25.09.23-30.09.23	Foreign Trade Policy and Star Trading House:EXIM Policy 2009-14 EXIM Policy 2015-20, Star Trading House.
October	02.10.23-07-10.23	Export Promotion Measures & Export Oriented Units: meaning, Need, Measures of Export Promotion, new strategies, Obstacles, Foreign Trade Promotion in EXIM Policy Export Oriented Units.
	09.10.23-14.10.23	Special Economic Zone: Introduction, Incentive offered to SEZ, Advantages, Criticism.
	16.10.23-21.10.23	World Trade Organisation: Introduction, Features, Objective, Function, Agreement of World Trade Organisation, WTO and India, Role of WTO, Doha Conference, Buenos Aires Ministerial Conference.
	23.10.23-28.10.23	World Bank: Introduction, Establishment, Objective, Functions, Role of World Bank in promoting International Trade, India & World Bank.
	30.10.23-04.11.23	International Monetary Fund: Introduction, Objective, Special Drawing Rights, Main Functions of IMF, Role of IMF in Promoting International Trade, Success & Failure of IMF.
	06.10.23-09.11.23	Revision
November	10.11.23-16.11.23	Diwali Vacations
	17.11.23-18.11.23	Revision & Tests

	20.11.23-23.11.23	Revision & Tests
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## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com 3rd Semester

**Name of the faculty:** Ms. Monika

**Paper code:** BC (voc)-305

**Nomenclature of the paper:** Elements of export marketing

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Export: Need and Role of Export:- Introduction, Foreign Trade of India , Composition and Direction of Foreign Trade of India, Main features of India's Foreign Trade, Main Imports and Exports of India, Beneficial effects of foreign trade, Problems of India's Foreign Trade. Meaning of balance of payment, Featu
	24.07.23-29.07.23	Meaning of balance of payment, Features of balanced payments, Balance of trade, Difference between balance of payment & balance of trade. Structure of Balance of Payment, Disequilibrium in balance of payment, Trade in balance of payment, Balance of payment crises, Causes of unfavorable balance of payment, Measures to correct disequilibrium in the balance of payment. Queries.
August	31.07.23-05.08.23	Meaning & Scope of Export marketing:- Introduction, Meaning of export marketing, Nature of export marketing, Benefit of export marketing, Difficulties in export marketing, International marketing mix, Difference between International marketing & Domestic Marketing, Major decision in export marketing, Approaches to International marketing, Scope of International marketing. Assignments
	07.08.23-12.08.23	International Marketing Environment:- Introduction, Characteristics, Components, Importance
	14.08.23-19.08.23	Branding Packaging & Labeling:- Introduction, Meaning of Branding, Essential features of brand, Reason for branding, Brand strategies, Issues in global branding, Importance of branding, Branding problems.
	21.08.23-26.08.23	Packaging :- Introduction, Meaning of packaging, Functions of packaging, Packaging considerations in International marketing,



		Methods of packaging, Packing materials used in international marketing, Packaging decisions, Advantage of packaging
	28.08.23-2.09.23	Labeling:- Introduction, Meaning of labeling, Content of label, Significance of labeling.
September	04.09.23-09.09.23	Marking:- Meaning of marking, Symbols used in International marketing, Trade mark, Benefits of Trade mark. Queries
	11.09.23-16.09.23	Modes of entry to International market:- Introduction, Meaning, Foreign market entry strategies, Opportunities or essential condition for entry into foreign market. Queries
	18.09.23-23.09.23	Meaning of export house privileges & facility available to star export house of export houses:- Meaning of export house, Export house certificate, Obtaining export house certificate, Eligibility for recognition
	25.09.23-30.09.23	Sources of Informational export market:- Introduction, Meaning, Sources, Factor that effect the sources of Information, Advantages, Limitations. Queries
October	02.10.23-07-10.23	Selection of export market:- Introduction & meaning, Steps in country evaluation & selection, Factors used in country evaluation & selections, Evaluation matrix, Queries ,Assignments
	09.10.23-14.10.23	Selection of export product:- Introduction, Meaning of product, Level of product, Meaning of new product, Classification of product, Product planning, Product development, Designing product for foreign market, Factor to be consider in designing product for foreign market, Objective of product planning & development.
	16.10.23-21.10.23	Pricing of export:- Introduction & meaning, Pricing objective, Factor influencing price determination, Difference between domestic pricing & international pricing, Sources of information in price determination, Procedure for price determinations, Pricing policy & strategies, Price differentials, price competition v/s non price competitions. Dumping & its Types, Transfer Pricing and its Methods Resale Price Maintenance , Revision
	23.10.23-28.10.23	New product development in International markets:- Stages in the process of new product development, Product adaptation strategy, Alternative product adaptation strategy, Arguments in favor of product adaptations, Standardised product strategies, Argument in

		favor of standardisation, Tradeoff between standardization & Customization, Scope of product planning & development.
	30.10.23-04.11.23	Test Marketing:- Meaning, Decisions in test marketing, Principle of test marketing, Advantage, Limitations, Failure of product in foreign market, Responsibility & Organizational structure of product planning & development in international marketing. Queries
November	06.11.23-10.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com 3rd Semester

**Name of the faculty:** Ms Monika

**Paper code:** BC (voc)- 306

**Nomenclature of the paper:** Foreign Trade Financing & Procedure

Month	Week	Topics to be covered
July	21.07.23-22.07.23	International Commercial Terms : Introduction ,Meaning, International Commercial Terms, Difference Between Free on Board Price and Cost, Insurance & Freight Price , Factors Affecting of Export Price Quotation
	24.07.23-29.07.23	Import finance : Introduction ,Meaning , The Regulatory Framework, ADS Provide Foreign Currency to Importer , Methods of Import Finance , Queries
August	31.07.23-05.08.23	Letter of Credit : Introduction , Meaning , Parties to Letter of Credit , Content of Letter of Credit, Procedure of Letter of Credit, Types of Letter of Credit ,Advantages, Limitations ,Need Queries.
	07.08.23-12.08.23	Bill ofLading : Meaning ,Types, Functions. Queries
	14.08.23-19.08.23	Bill of Exchange : Meaning , Features , Parties, Types of Bill of Exchange, Difference Between Document against Payment and Document against Acceptance, Advantages . Queries, Assignments
	21.08.23-26.08.23	Role of EXIM Bank in Foreign Trade Finance : Introduction , Meaning of EXIM Bank , Functions of EXIM Bank : Lending , Export Services, Promotion
	28.08.23-2.09.23	Role of Commercial mmercial Banks in India's Foreign Trade : Introduction , Meaning ,Functions : Primary and Secondary Functions , Significance of Commercial Bank in Economic Development, Significance in Regional Rural Bank.
September	04.09.23-09.09.23	Pre shipment and Post Shipment Finance : Introduction , Significance of Export Finance ,Pre shipment finance : Features, Methods,

		Importance and Procedure of Pre shipment Finance.
	11.09.23-16.09.23	Post shipment Finance : Meaning, Features, Methods, Procedures, Importance of Post shipment Finance, Difference Pre shipment and Post shipment Finance ,Sources of Export Finance. Project Report Queries
	18.09.23-23.09.23	Export Credit Guarantee Corporation of India (ECGC) : Introduction, Credit Insurance Policy, Maturity Factoring, Guarantee to Banks, Special Schemes
	25.09.23-30.09.23	Filling Claims with ECGC Procedure of Filing the Claims Queries Assignment, Revision
October	02.10.23-07-10.23	Structure of Commercial Bank, Criticism of Commercial Bank , Problems in Commercial Banks in India , Recent Development in Commercial Banks in India ,Suggestions for Strengthening Banking System.
	09.10.23-14.10.23	Common Mistakes that Involve INCO Terms and their use , Queries  Methods of Payment : Introduction , Meaning ,Factors influencing Price determination in International Market, International Price Quotation , Factors affecting Exports Payment Terms, Methods of Payment in International Trade
	16.10.23-21.10.23	Mechanism of Payment in International Trade Transaction.
	23.10.23-28.10.23	Steps involved in a Typical International Trade Transaction , Queries , Assignments
	30.10.23-04.11.23	Role of Commercial Bank in Foreign Trade Finance. Queries ,Assignments
November	06.11.23-10.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com 5<sup>th</sup> Semester

**Name of the faculty:** Ms. Harmit Kaur

**Paper code:** BC-501

**Nomenclature of the paper:** Cost Accounting

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction of cost accounting, financial accounting and Management Accounting. limitations of financial accounting .cost accounting whether science or art, scope of cost Accounting, difference between financial accounting and cost accounting ,difference between cost accounting and Management Accounting, similarities in financial accounting and cost accounting ,fundamental principles of cost accounting ,objectives of cost accounting
	24.07.23-29.07.23	Advantages of cost accounting, Methods of Costing, Techniques of costing. Installation of costing system Elements of cost and classification of costs Material :Meaning, levels and objectives of material control, essentials of material control,
August	31.08.23-05.08.23	Techniques of material control -ABC analysis, VED analysis, Perpetual Inventory system Simplification, classification and Codification of Material, Material Purchase, issue and storage procedure.
	07.08.23-12.08.23	Methods of Material issue-FIFO, LIFO, HIFO, Average price method and weighted average method. Calculation of Economic order Quantity Test and Assignments
	14.08.23-19.08.23	Labour cost-Meaning and elements of wages, labour turnover -effects of labour turnover, different departments in industrial organization, treatment of normal idle time ,overtime . Time wage rate system, piece wage system and incentive wage rate system, Numerical on labour cost incentive system
	21.08.23-26.08.23	Classification and collection of overheads. Codification its methods, allocation apportionment and absorption of overheads.

		Methods of absorption of overheads its advantages, absorption of office and administrative overheads and selling and distribution overheads
	28.08.23-2.09.23	Unit or output Costing, Numerical of unit costing. Doubts Session
September	04.09.23-09.09.23	Job and batch costing-Meaning, objectives, Advantages, disadvantages. Procedure of job order cost accounting. Numerical of job costing. Batch size and calculations of Economic Batch Quantity Doubt session
	11.09.23-16.09.23	Operating costing- meaning of operating costing, scope of operating cost ,special terminology used in operating costing system ,collection of expenses or cost selection of appropriate cost unit ,preparing operating cost sheet ,Numerical of operating costing (transport costing)
	18.09.23-23.09.23	Cost Audit, cost control and cost Reduction Doubt session Test and Assignment
	25.09.23-30.09.23	Contract costing- meaning of contract costing ,features of contract costing ,difference between contract costing and job costing, types of contracts .special points in contract costing, calculation of profits on incomplete contract, numerical of contract costing
October	02.10.23-07-10.23	Process costing - meaning of process costing ,characteristics of process costing ,objectives and elements of process cost accounting principles of process cost accounting ,difference between job costing contract costing and process costing, advantages of process costing
	09.10.23-14.10.23	Numerical of process costing, loss in weight and scrap, normal loss and abnormal loss, abnormal gain or abnormal effectiveness production of oil process account accounting for joint products
	16.10.23-21.10.23	Standard costing and variance analysis - material and labour
	23.10.23-28.10.23	Revision of Numerical of all Chapters
	30.10.23-04.11.23	Discussion of important questions, revisions of chapters and Tests.
November	06.11.23-10.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	16.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department: Commerce**

**Class: B. Com 3rd, Semester 5th**

**Name of the faculty: Ms Vandana**

**Paper code: BC 502**

**Nomenclature of the paper: Financial Management**

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction of students and Introduction of subject
	24.07.23-29.07.23	Introduction of Financial Management, Scope of Financial Management, Nature of Modern Approach,
August	31.07.23-05.08.23	Functions and Objectives of Financial Management Significance of Financial Management, Relationship between Financial Management and other areas of Management
	07.08.23-12.08.23	Financial Management and Financial Accounting, Concepts and Objectives of Financial Planning, Types and Procedure of Financial Planning Principles of Sound Financial Plan, Factors affecting, Significance, Determination of Financial Needs of a Business
	14.08.23-19.08.23	Concept of Capitalisation, Theories of Capitalisation, Over Capitalisation, Causes of Over Capitalisation, Consequences & Remedies of Over Capitalisation Under Capitalisation, Causes of Under Capitalisation, Consequences & Remedies of Under Capitalisation, Watered Capital Nature of Financial Forecasting, Purpose and Scope of Financial Forecasting, Techniques, Limitations and Precautions in Financial Forecasting
	21.08.23-26.08.23	Long term Sources of finance; Long term Financial Requirements, Medium term and Short term Financial Requirements, Equity Shares, Preference Shares, Ploughing back of

		Profits, Debentures, Loans from Financial Institutions, Lease Financing
	28.08.23-2.09.23	Medium term sources of finance; Public Deposits, Medium term loan from Commercial Banks, Short term sources of finance; Bank sources, Non-Bank sources, Given assignments
September	04.09.23-09.09.23	Concept of Cost of Capital, Significance, Factors affecting and Classification, Problems in determination of Cost of Capital Computation of Weighted Average Cost of Capital
	11.09.23-16.09.23	Computation of Cost of Capital; Cost of Debt (Redeemable and Irredeemable) Computation of Cost of Preference Share Capital (Redeemable and Irredeemable), Handling of Problems Cost of Equity Share Capital, CAPM Approach, Cost of Retained Earnings, Computation of Weighted Average Cost of Capital
	18.09.23-23.09.23	Capital Structure, Qualities of Optimum Capital Structure, Factors affecting, Capital Structure theories; Net Income approach, Net Operating Income approach
	25.09.23-30.09.23	Traditional Approach, Modigliani and Miller approach, Nature and Importance of Capital Budgeting, Objectives, Kinds of Capital Budgeting decisions
October	02.10.23-07-10.23	Techniques of Capital Budgeting; Average Rate of Return method, Payback method, Net Present Value technique, Profitability Index method, Internal Rate of Return method , Numerical queries
	09.10.23-14.10.23	Gross and Net Working Capital Concept, Nature of Working Capital, Types; Permanent and Temporary, Factors affecting of Working Capital
	16.10.23-21.10.23	Adequate and Inadequate Working Capital, Approaches and Management of Working Capital, Working Capital Forecasting Techniques, Analysis of Working Capital, Numerical queries
	23.10.23-28.10.23	Concept and Motives of Holding Cash, Objectives of Cash Management, Factors determining Cash needs
November	30.10.23-04.11.23	Methods of Cash Management; Cash Budget, Cash Flow Statements, Cash Flow Ratios, Cash Management Model (Baumol model and Miller-



		Orr model), Managing the Cash Flows
	06.11.23-10.11.23	Revision, Provided Important questions, Numerical queries, Questions discussed
Vacations	10.11.23-16.11.23	Diwali Vacations
	17.11.23-18.11.23	Revision, Doubt clearing sessions, Test
	20.11.23-23.11.23	Revision, Doubt clearing sessions, Test

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com 5th Semester

**Name of the faculty:** Ms. Sukriti Verma

**Paper code:** BC- 503

**Nomenclature of the paper:** Goods and Service Tax

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction Tax Law, Scope, Direct and Indirect Tax. Overview of GST; Features.
	24.07.23-29.07.23	Overview of GST; Features, Merits and Drawbacks of GST. Introduction of Levy and Collection of Tax; Provisions Related with Levy and Collection of Tax.
August	31.08.23-05.08.23	Administration of GST, Taxable event and scope of supply under GST. Small taxable persons: Exemptions and composition scheme.
	07.08.23-12.08.23	Introduction of time of Supply; Time of supply of goods and services. Group discussion And Doubt session
	14.08.23-19.08.23	Introduction of Place of Supply; meaning, purpose, provisions related with place of supply, specific rules in case of goods and service. Revision of this chapter.
	21.08.23-26.08.23	Introduction of Value of Taxable Supply; Transaction value; Compulsory inclusions in value of supply; Value of Supply Rules, 2017. Important Points Discussed.
	28.08.23-2.09.23	Input Tax Credit; Meaning; Conditions for taking ITC; Apportionment of Credit; Blocked Credit; Availability of credit in special circumstances.
September	04.09.23-09.09.23	Provisions related with taking ITC; Practical Questions related with ITC.
	11.09.23-16.09.23	Registration; Benefits, Persons liable for registration under GST; Aggregate Turnover.
	18.09.23-23.09.23	Types of Registration Procedure for registration, Amendment of registration; Cancellation of

		registration
	25.09.23-30.09.23	Introduction of Tax Invoice; Importance; Particulars; Manner of Issuing Invoice; Types of Invoice in GST Law; Credit and Debit Notes; Provisions related with Credit Note, Debit Note; Contents, E-Way Bill under GST; Purpose and Provisions with E-Way Bill
October	02.10.23-07-10.23	Introduction of Returns, Assessment and Audit; Types of Returns, Provisions related with Filing of Returns; Matching, Reversal and Reclaim of ITC
	09.10.23-14.10.23	Meaning of Assessment; Types of Assessment under GST; Provisional Assessment; Procedure; Audit under GST; Types of Audit. Payment of Tax; Types; Maintenance of Electronic Ledger; Electronic credit ledger; Electronic liability Register.
	16.10.23-21.10.23	GST Payment Process; Meaning of TDS and TCS and its Provisions.
	23.10.23-28.10.23	Introduction of Offences and Penalties; Liabilities and Punishment under GST Law; Penalty and Amount of Penalty Confiscation and provisions; Prosecution and its Provisions; Compounding of Offences.
	30.10.23-04.11.23	Compounding of Offences. Test and doubt session.
November	06.11.23-09.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Discussion of important questions, revisions of chapters and Tests.
	21.11.23-23.11.23	Discussion of important questions, revisions of chapters and Tests.

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com Semester 5th

**Name of the faculty:** Dr. Harvinder Kaur

**Paper code:** BC 504

**Nomenclature of the paper:** Income Tax

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction of students and Introduction of subject
	24.07.23-29.07.23	History of Income Tax in India, Characteristics of Income Tax, Important Definitions; Income, Basis and Procedure of Charging Income Tax
August	31.07.23-05.08.23	Gross Total Income, Total Income, Casual Income, Person, Assessee, Assessment Year, Previous Year, Permanent Account Number, Tax Deduction and Collection Account Number
	07.08.23-12.08.23	Agricultural Income, Kinds of Agricultural Income, Partly Agricultural Income Residence of Assessee; Individuals, Hindu Divided Family, Firm, Association of Persons, Companies, Every other person, Scope of Total Income or Incidence of Tax, Given assignments
	14.08.23-19.08.23	Exemptions from Tax; For all assesses, Employees, Institutions, Income From Salaries; Salary, Allowances, Perquisites Leave Travel Concession, Valuation of Perquisites, Profits in lieu of Salary, Provident Fund, Numerical queries
	21.08.23-26.08.23	Income from Salaries (Retirement); Gratuity, Pension and Commutation of Pension, Earned Leave Salary
	28.08.23-2.09.23	Retrenchment Compensation, Compensation on Voluntary Retirement, Amount received from Provident Fund, Handling of queries
September	04.09.23-09.09.23	Income from House Property, Exemptions regarding Income from House Property, Annual Value
	11.09.23-16.09.23	Determination of Gross Annual Value, Deductions from Annual Value, Computation of Pre-Construction period
	18.09.23-23.09.23	Annual value of Self-occupied property, Loss

		from House Property, Profits and Gains of Business or Profession, Handling of queries
	25.09.23-30.09.23	Deductions Expressly allowed, Expenses expressly disallowed, Deductions allowable only on actual payment
October	02.10.23-07-10.23	Maintenance of accounts, Compulsory Audit of accounts, Valuation of Stock in hand Determination of Income of certain business or profession on Presumptive basis
	09.10.23-14.10.23	Capital Gains; Capital asset, Kinds of Capital Assets, Transfer of Capital Asset
	16.10.23-21.10.23	Computation of Capital Gains; Long term Capital gain, Short term capital gain, Cost of Acquisition
	23.10.23-28.10.23	Computation of Capital gains in special cases, Capital gain exempt from tax, Numerical queries
November	30.10.23-04.11.23	Income from other sources, Dividends, Security, Kinds of Securities, Bond Washing transactions, Deductions allowable, Amounts not deductible, Clubbing of Incomes, Deemed Incomes
	06.11.23-09.11.23	Set off of losses, Carry forward of losses, Revision, Provided Important questions
Vacations	10.11.23-16.11.23	Diwali Vacations
	17.11.23-18.11.23	Revision, Doubt clearing sessions and test
	20.11.23-23.11.23	Revision, Doubt clearing sessions and test

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com (Gen) 5<sup>th</sup> Sem

**Nomenclature of the paper:** Auditing

**Name of the faculty:** Ms. Lakhvinder Kaur

**Paper code:** BC-505

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Meaning and definition of Auditing, Objectives and Scope of Auditing, Principles Procedure and techniques
	24.07.23-29.07.23	Qualities of an Auditor, Types of Auditor, Objects of Auditing, Advantages and Limitations.
August	31.08.23-05.08.23	Types Audit; Statutory Audit, Pvt. Audit, Govt. Audit, Internal Audit; meaning, Complete Audit and Partial Audit, Assignments Continuous Audit, Periodical Audit, Interim Audit, Cash Audit, Cost Audit and Management Audit
	07.08.23-12.08.23	Meaning of Audit Process and Audit Programme; Audit Notebook, Audit Working papers Routine Checking, Test checking, Meaning of Internal Control, Objectives and Forms of Internal Control
	14.08.23-19.08.23	Meaning and Features of Internal Check; Internal Check of Purchase and Purchase return, Internal Check of Sales and Sales Return, Internal Check of Cash Book, Internal Check of wages
	21.08.23-26.08.23	Meaning and Definition of Internal Audit, Qualifications of Internal Audit Department Procedure of Internal Audit, Advantages of internal Audit Introduction of Routine Checking; Difference between Vouching and routine checking
	28.08.23-2.09.23	Vouchers Meaning and Definitions; Kinds of Vouchers, Examination of Vouchers; Vouching of Cash book and Petty Cash Book
September	04.09.23-09.09.23	Vouching of Purchase book, Purchase Return Book, Sales Book, Sales Return Book
	11.09.23-16.09.23	Vouching of Bill Receivable; Bills Payable; Vouching of Journal Proper; Sales Ledger; Teeming and Lading
	18.09.23-23.09.23	Meaning and Definition of Verification of Assets and Liabilities; Objectives and Advantages

	25.09.23-30.09.23	Duties of an Auditor, Verification of Assets and Liabilities, Assignments
October	02.10.23-07-10.23	Appointment of Auditor of Sole Proprietorship Concern, Partnership Concern and Company, qualification of Auditors
	09.10.23-14.10.23	Status of Company Auditor; Rights & Powers ,Duties and Liabilities of Auditor; Joint Auditors
	16.10.23-21.10.23	Introduction of Audit Report; Importance, Contents and Types of Report; Difference between Audit Report and Audit Certificate.
	23.10.23-28.10.23	Meaning and Definition of Investigation; Difference between Auditing and Investigation; Procedure and Types of Investigation
	30.10.23-04.11.23	Introduction of E- Commerce; Definition and Audit of E- Commerce Business,
November	06.11.23-09.11.23	Meaning of Professional Ethics; Professional Ethics Under Chartered Accountant Act; Different Schedule under Chartered Accountant Act.
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision, Doubt Sessions & Tests
	20.11.23-23.11.23	Revision ,Doubt Session & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce & Management

**Class:** B. Com 5<sup>th</sup> Semester

**Name of the faculty:** Ms. Yogita Chopra

**Paper code:** BC-506 (i)

**Nomenclature of the paper:** Supply Chain Management

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Supply Chain Management: An Introduction:- Meaning and Definition, Characteristics, Process/ Components of Supply Chain, Scope, Objectives, Functions of Supply Chain Management, Importance, Role of Supply Chain Management in a Firm and Economy
	24.07.23-29.07.23	Approaches to SCM:- Flow through supply chain, decision making & tools, Doubts Session
August	31.07.23-05.08.23	Supply Chain Management and Marketing Mix:- Introduction, Marketing Mix Meaning, Convergence of SCM and Marketing Mix Strategy, Combined Effect of SCM and Marketing Mix, Supply Chain Marketing Mix Matrix. Inter-Relationship between Supply Chain and Marketing, Reasons for the Convergence of SCM with Marketing Mix Strategies
	07.08.23-12.08.23	Co-ordination and Integration For Supply Chain Management:- Meaning, SCM as a Co-ordination Function, Lack of Co-ordination in supply Chain, Causes for lack of Co-ordination, Obstacles to Co-ordination The Impact of lack of co-ordination on Supply Chain Performance, Approaches to achieve Co-ordination
	14.08.23-19.08.23	An Integrated Supply Chain Management: Meaning, Types of Integration- Vertical & Horizontal, Difference Between Vertical and



		Horizontal Integration, Benefits of Supply Chain Integration, Disadvantages of Integrated Supply Chain Management. Doubts session
	21.08.23-26.08.23	Total cost concept of SCM:- Meaning, types of cost, how to reduce supply chain cost. Strategic Supply Chain Management:- Meaning of Strategy, Process of Developing a Supply Chain Strategy, How to manage and implement Supply Chain Strategy.
	28.08.23-2.09.23	Selecting a Proper Channel strategy, Measuring Strategy Performance, Strategic Supply Chain Decisions, Causes of Supply Chain Strategy Failure.
September	04.09.23-09.09.23	Elements of SCM:- Transportation:- Meaning, Participants in Transportation, Importance/ Functions of Transportation. Various Modes of Transportation- Road, Rail, Air, Water, Pipeline.
	11.09.23-16.09.23	Considerations in Selecting the right mode, Multi-model Transportation- Meaning, Features and Advantages. Warehousing:- Meaning, Characteristics of Ideal Warehouse, Functions, Types of Warehouses, Documents Used in warehousing.
	18.09.23-23.09.23	Warehouse Site Selection, Factors Affecting warehouse site selection. Warehouse Management System, Need for warehousing management, Ways of managing warehouse effectively. Customer Service:- Meaning, Supply Chain Product, Classification of Product, features of a good customer service.
	25.09.23-30.09.23	Attributes of basic customer service, Elements of Customer Service. Importance of Supply Chain Customer Service, How to maximize Customer Service, Ways of Improving Customer Service in SCM, Customer service strategies and practices .
October	02.10.23-07-10.23	Distribution Channel Design:- Meaning, Characteristics of Distribution Channels, Significance. Types of Distribution Channels- Conventional and Non-Conventional, Types of middleman, Factors Affecting the Selection of Distribution Channels. Doubts session.
	09.10.23-14.10.23	Conditional Exams. Distribution channel design- Process of Distribution channel design & design options for distribution network.
	16.10.23-21.10.23	Information system in supply chain management- Introduction, characteristics of good IT Supply chain, need of IT system in supply chain ,role of IT in supply chain ,

	23.10.23-28.10.23	Supply Chain Information Technologies- Automatic Identification, Communication, Material Handling, Enterprise Resource Planning in Supply Chain- Pros and Cons.
	30.10.23-04.11.23	Recent Developments in SCM:- Introduction, Factors changing Supply Chain, Meaning of Logistics, Role of Logistics in SCM
November	06.11.23-10.11.23	Recent Developments in SCM, Future Trends in Supply Chain Management
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision, Doubt Sessions & Tests
	20.11.23-23.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B. Com 5<sup>th</sup> Semester

**Name of the faculty:** Ms. Harmit Kaur

**Paper code:** BC-506 (iii)

**Nomenclature of the paper:** Fundamentals of Stock Market

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction of FSM, Introduction and role of Capital Market, Capital Market Structure, Issue Mechanism, SEBI Regulations.
	24.07.23-29.07.23	Primary Market, Issue Mechanism of Primary Market, Capital Market Instruments, Methods of raising funds from Primary Market, Intermediaries in NIM
August	31.08.23-05.08.23	Stock Exchange and Regulation of Stock Exchange, Types of Speculators, Provisions related to Stock Exchange, Test
	07.08.23-12.08.23	Listing of Securities, Evaluation of Listing, Insider Trading, Major Problems of Secondary Market, Factors contributing to growth of Capital Market, Recommendations of Committee on Corporate Bonds and Securitization, Test, Assignment
	14.08.23-19.08.23	Introduction of BSE, Trading Mechanism, Trading Mechanism at NSE, Risk Management and Settlement in NSE and WAP Trading,
	21.08.23-26.08.23	Listing Requirements and direct listing process of listing, NSE listing, delisting and benefits,
	28.08.23-2.09.23	SEBI regulations, 1996 Test, Assignment SEBI Regulations (Depository) 1996(continued), SEBI Regulations, 2009
September	04.09.23-09.09.23	NSDL : Introduction, Promoters, Management, Legal Framework, Depository System, Linkages, Functions, Advantages and Disadvantages of NSDL, Charges Doubt Session, Assignment
	11.09.23-16.09.23	Derivatives: Introduction and Meaning, characteristics of Derivatives, Regulatory Framework, SEBI Regulations, 2015

	18.09.23-23.09.23	Types of derivatives, Uses and Shortcomings of Derivatives Assignment
	25.09.23-30.09.23	Futures: Introduction and Meaning, Difference between Futures and Forwards, Mechanics of Trading
October	02.10.23-07-10.23	Pricing and Valuation of Futures Market Participants, Importance of Futures
	09.10.23-14.10.23	Options: Introduction and Meaning, Types of Options, Benefits of Options, Difference between Futures and Options, Pay-offs of Call and Put Options, Strategies under Options, Valuation of Options, Assignment
	16.10.23-21.10.23	Raising Funds from International Market: Introduction, Foreign Direct Investment, Incentives, Foreign Institutional Investors, Euro Issue, FCCB
	23.10.23-28.10.23	ADRs, GDRs, Guidelines Assignments Given, Important Questions Discussed, Test & Revision of Chapters
	30.10.23-04.11.23	Discussion of important questions, revisions of chapters and Tests.
November	06.11.23-10.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	16.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** BBA 1<sup>st</sup> Semester

**Name of the faculty:** Ms. Monika

**Paper code:** BBA-101

**Nomenclature of the paper:** Financial Accounting

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Meaning and Scope of Accounting: Need, Meaning of Book keeping, Meaning of Accounting, Feature, Types, Objects, limitations, Qualitative characteristics of Accounting Information.
	24.07.23-29.07.23	Accounting Principle: Meaning, Types, Significance, Limitations.
August	31.07.23-05.08.23	Accounting Standards: Meaning, Characteristics, Utility, International Accounting Standards, National Accounting Standards, Scope and Procedure for issuing Accounting Standards issued by ICAI.
	07.08.23-12.08.23	Accounting Equation- Numerical. Doubt Session, Assignment & Double Entry System
	14.08.23-19.08.23	Recording of business Transactions: Journal – Meaning, Rules, Discount, Compound Entry, Meaning of Goods, Numerical of Journal, Merits & limitations of Journal. Ledger: Meaning, Rules of Posting, Numerical, Need & Importance of Ledger, Advantages of Ledger.
	21.08.23-26.08.23	Trial Balance: Meaning, Format, Methods, Accounting Errors, Suspense Account, Limitations of Trial balance, Sub division of Journal.
	28.08.23-2.09.23	Capital and Revenue items: Meaning of Capital & Revenue, Classification, Deferred Revenue Expenditure Numerical, Business Income Measurement, Doubt Session
September	04.09.23-09.09.23	Final Accounts with Adjustments: Meaning of Trading Account, Preparation of Trading Accounts, Numerical. Meaning of Profit and Loss Accounts, Need, Preparation, Numerical,

		Manufacturing Accounts, Numerical, Meaning of Balance Sheet, Format, Classification of Assets and Liabilities, Need, Importance of Final Accounts, Numerical, Doubt Session, Assignment
	11.09.23-16.09.23	Final Accounts: Different Types of Adjustments: Closing Stock, Outstanding Expenses, Prepaid Expenses, Numerical, Depreciation, Accrued Income, Unearned Income, Numerical, Interest on capital, Interest on Drawings, Numerical, Interest on Loan, Bad debts, Numerical, Implied Interest, Loss by Accident, goods given as Charity, Numerical, Manager's Commission, Contingent Liabilities, Numerical, Dishonor of Bills of Exchange, Sale of goods on sale or return basis. Numerical Queries
	18.09.23-23.09.23	Accounts of Non-Trading Organization: Meaning of Receipt and Payment Accounts, Format, Income and Expenditure Accounts, Balance Sheet, Numerical
	25.09.23-30.09.23	Accounting for Goods and services tax, Meaning, Taxes merged into GST, GST rate structure, Objectives and advantages, Accounting Procedure
October	02.10.23-07-10.23	Rectification of errors Meaning, Classification, effects of Rectification of errors on net profit, Rectification of errors through Suspense Account and disposal of Suspense Account
	09.10.23-14.10.23	Books of original entry Cash book, Meaning, Advantages and types of Cash book Format of Cash book, single column cash book, double column cash book, triple column cash book, petty cash book
	16.10.23-21.10.23	Meaning of bank reconciliation statement, causes for difference in cash book and pass book Balance, Need and importance of Bank reconciliation statement, procedure of preparing Bank reconciliation statement, Preparation of amended cash book
	23.10.23-28.10.23	Numerical, doubts & assignment of bank reconciliation statements
	30.10.23-04.11.23	Process of Accounting bases of accounting differences between cash basis of Accounting and accuracy basis of accounting, Hybrid or mixed basis of accounting on presentation session
November	06.11.23-10.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23-22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** BBA-1 (1<sup>st</sup> Semester)

**Name of the faculty:** Ms. Simple Ghai

**Paper code:** B23-BBA-102

**Subject:** Principles of Management

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction to Management: Concept, Meaning, Features of Management
	24.07.23-29.07.23	Functions, Importance and Advantages of Management, Debate conducted
August	31.08.23-05.08.23	Evolution of Management Thoughts: Classical Approach (Scientific Administrative Approach)
	07.08.23-12.08.23	Bureaucratic Approach, Neo classical Approach
	14.08.23-19.08.23	Modern Approach of Management, Concept of Managerial Skill
	21.08.23-26.08.23	Concept of Managerial Role, Class Test, Planning: concept, Meaning, features of Planning
	28.08.23-2.09.23	Types of Planning, Evaluating of Planning(advantages & Limitations), Planning Process
September	04.09.23-09.09.23	Concept of Decision Making: Meaning, Features, Importance, Decision Process Relation Between Planning & Decision
	11.09.23-16.09.23	Organizing: Concept, Guiding Principles, Types of Organization
	18.09.23-23.09.23	Concept of Line , Functional & Line and Staff Relationship, Delegation of Authority
	25.09.23-30.09.23	Centralization & Decentralization, Elements of Delegation
October	02.10.23-07-10.23	Staffing: Nature, Meaning, Importance of Staffing
	09.10.23-14.10.23	Steps involved in staffing, Directing: Elements & Principles of Directing
	16.10.23-21.10.23	Sessional, Importance of Directing, Concept of Communication: Meaning, Features & Importance
	23.10.23-28.10.23	Communication Process, Barriers & Corrective Measures of Communication
	30.10.23-04.11.23	Doubts and Class Test
November	06.11.23-10.11.23	Controlling: Concept, Importance and Process
	10.11.23-16.11.23	Diwali Vacations
	16.11.23- 22.11.23	Controlling Techniques,Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** BBA 1st

**Name of the faculty:** Mrs. POOJA ANAND

**Paper code:** B23-BBA-103

**Nomenclature of the paper:** Business Organisation

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Business organization meaning and features.objectives , evolution forms. Distinctive features of different form of business Organization
	24.07.23-29.07.23	Sole proprietor, meaning, features.
August	31.07.23-05.08.23	Partnership Characteristics
	07.08.23-12.08.23	Registration of Partnership deed
	14.08.23-19.08.23	Partner Rights,Duties and Liabilities
	21.08.23-26.08.23	Revision and test
	28.08.23-2.09.23	Dissolution of Partnership deed
September	04.09.23-09.09.23	Joint stock company: Concepts Characteristics types
	11.09.23-16.09.23	conceptual framework of corporate governance. Formation of Company
	18.09.23-23.09.23	Cooperative and state ownership : Meaning . trade associations,
	25.09.23-30.09.23	emergence of indian MNCs . Transactional Corporation,recent trend in business world,Globalization
October	02.10.23-07-10.23	Revision and test
	09.10.23-14.10.23	Form of business Organisation in new millennium
	16.10.23-21.10.23	Setting up of new enterprise,opportunities and ideas generation. role of creativity and innovation Test
	23.10.23-28.10.23	Feasibility study and business plan,business size and location



	30.10.23-4.11.23	Various factors to be considered starting a new unit
November	06.11.23-10.11.23	Special Economic zone policy
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce & Management

**Class:** BBA 3<sup>rd</sup> Semester

**Name of the faculty:** Ms. Yogita Chopra

**Paper code:** BBA-201

**Nomenclature of the paper:** Understanding Human Behaviour

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Human Behaviour:- Meaning, Nature, Factors affecting human behaviour, Approaches of human behaviour- behavioural approach, cognitive approach & psychoanalytic approach
	24.07.23-29.07.23	Doubt session, Personality:- Meaning, features, Determinants of personality, Psychoanalytic theory, Trait theories
August	31.07.23-05.08.23	The Big five model of Personality, social learning theory, other important personality traits at work, Need for studying personality
	07.08.23-12.08.23	Methods of personality measurement. Doubts session, Motivation:- Meaning, nature, techniques of motivation & process of motivation
	14.08.23-19.08.23	Theories of motivation, doubts session
	21.08.23-26.08.23	Methods of personality measurement. Learning:- Meaning, nature, components of learning process, factors affecting learning, types of learning
	28.08.23-2.09.23	Principles of learning, classical conditioning theory, operant conditioning theory, learning and behaviour modification, doubts session
September	04.09.23-09.09.23	Emotions:- Meaning, nature, types, factors affecting emotional development of a person, managing emotions
	11.09.23-16.09.23	Theories of Emotions:- James Lange theory, Cannon bard theory, Schacter-Singer and Opponent Process theory, Doubts session.
	18.09.23-23.09.23	Perception:- Meaning, nature, process Attention:- Meaning, Characteristics, focus of attention, fluctuation of attention, causes of fluctuation of attention.
	25.09.23-30.09.23	Span of attention , division of attention, kinds of attention & factors affecting attention. Doubts session

October	02.10.23-07-10.23	Laws of perceptual organization, perceptual barriers& strategies for improving perceptual skills & doubts session
	09.10.23-14.10.23	Doubt Session, Conditional Exam, Memory:- Meaning, nature , process, types of memory & levels of memory
	16.10.23-21.10.23	Factors affecting memory, steps to improve memory, meaning of forgetting, features of forgetting, doubts session
	23.10.23-28.10.23	Active & passive forgetting, causes of forgetting, Ebbinghaus curve of forgetting, various types of forgetting curves
	30.10.23-04.11.23	Doubts session, Theories of forgetting- Consolidation theory, decay theory, interface theory, repression theory
November	06.11.23-10.11.23	Gestalt theory , Retrieval failure theory of forgetting, Revision , Doubts sessions
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision, Doubt Sessions & Tests
	20.11.23-23.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** BBA 2nd, Semester 3rd

**Name of the faculty:** Ms. Sarvjeet kaur

**Paper code:** BBA -203

**Nomenclature of the paper:** Business Statistics-I

Month	Week	Topic to be covered
July	21.07.23-22.07.23	Introduction of students and Introduction of subject . Introduction of statistics: concept, meaning of statistics in singular sense and in plural sense.
	24.07.23-29.07.23	Features of statistics nature and scope Usefulness & Importance of statistics, limitations of statistics, Distrust of statistics. How to remove distrust of statistics. Revision.
August	31.07.23-05.08.23	Collection of Data-Meaning of Primary and Secondary data, different sources of collecting primary and secondary data, differentiate between primary and secondary data ,Precautions in the use of Secondary data.
	07.08.23-12.08.23	Classification of Data: Meaning ,Methods - geographical Classification, Chronological Classification, Qualitative Classification and Quantitative Classification. Theory and Practicals.
	14.08.23-19.08.23	Presentation of Data : Tabular Presentation, Diagrammatic Presentation; Types of Diagrams- Bar Diagrams, Rectangular Diagrams, Pie Diagram, Pictographs and Cartograms.Graphic Presentation of Data and its types. Theory and Practicals .
	21.08.23-26.08.23	Measures of central tendency -Meaning and Purpose of central tendency. Measures of central tendency Mean, Median and Mode. Calculations of mean in different series, Correcting incorrect values of mean, Combined Arithmetic. Properties of Arithmetic Mean..

	28.08.23-2.09.23	<p>Calulation of Median and Mode in different series, Merits and demerits of different measures of Central tendency. Additional Practicals of Arithmetic Mean, Median and Mode.</p> <p>Meaning of Harmonic mean and Geometric Mean.calculation of Harmonic mean and Geometric Mean in different series. Uses of Harmonic Mean and Geometric Mean.</p>
September	04.09.23-09.09.23	<p>Relationship between Arithmetic mean, Harmonic mean and geometric mean. Quadratic mean, moving average and Progressive average, Doubt session and Assignment.</p>
	11.09.23-16.09.23	<p>Measures of dispersion -Meaning, objective of dispersion, properties of a good measure of dispersion absolute and relative measures of dispersion, Methods of measuring dispersion,calculation of range, interquartile range or quartile deviation in different series.Calculation of mean deviation, standard deviation ,Coefficient of variation,calculation of variance and lorenze curve . Additional questionson different measuresof dispersion. Doubt session.</p>
	18.09.23-23.09.23	<p>Measures of skewness: Meaning, difference between dispersion and skewness, Measures of skewness: Karl Pearson's Method, Bowley's Method and Kelly's Method. Assignment and test</p>
	25.09.23-30.09.23	<p>Moments and Measures of Kurtosis: Moments- Moments about Mean, Moments about Assumed Mean and Moments about zero. Kurtosis: it's types and measures of Kurtosis.</p>
October	02.10.23-07-10.23	<p>Index number -i : Meaning and uses of index numbers, limitations of index numbers, types of index numbers, Problems in construction of index numbers, Methods of constructing index numbers, calculation of simple index numbers and weighted index numbers- weighted aggregative method and weighted average of price relative method, Quantity index Numbers.</p>
	09.10.23-14.10.23	<p>Test of adequacy of index numbers time reversal test factory versal test and circular</p>

November		test additional problems of index number.Numericals of Time Reversal, Factor Reversal and Circular test. Revision Test.
	16.10.23-21.10.23	Index Number-ii : Chain base index and Fixed base index, Conversion of chain base index to fixed base and fixed base index to chain base index relative merits and demerits of index number.  Base shifting ,Splicing, deflating and consumer index numbers. Method of construction of Consumer Price index.
	23.10.23-28.10.23	Sampling and Sampling Methods : Census and sampling Methods Sampling Methods: Probability Sampling Methods- Simple Random sampling , Stratified Random sampling, Systematic Random Sampling, Multistage Random sampling Cluster sampling. Non Probability Sampling Methods- Judgement Sampling, Quota sampling, Convenience sampling and Extensive Sampling . Sampling and Non Sampling Errors.
	30.10.23-04.11.23	Forecasting and Methods: Meaning, definitions, Types, importance, general approach to Forecasting. Forecasting methods: Qualitative Methods- consumer's survey method, Sales force opinion Method, Experts opinion/ Delphi method. Quantitative/ Statistical methods- Trend Projection Method, Regression analysis, Business indicators Method, Extrapolation, Econometric Methods and Exponential smoothing Method. Revision
	06.11.23-09.11.23	Use of statistical techniques with Microsoft Excel. Important questions given and discussed.
Vacations	10.11.23-16.11.23	Diwali Vacations

	17.11.23-18.11.23	Revision, Doubt clearing sessions, test
	20.11.23-23.11.23	Revision, Doubt clearing sessions, test

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** BBA-2 (3<sup>rd</sup> Semester)

**Name of the faculty:** Ms. Simple Ghai

**Paper code:** 204

**Subject:** Management Accounting

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Concept of Management Accounting : Meaning, & Its Features,
	24.07.23-29.07.23	History, Pillars & Elements of E-Commerce.
August	31.08.23-05.08.23	Types of E-Commerce:B2B, B2C, B2G,C2B,C2G etc.
	07.08.23-12.08.23	Advantages & Limitations of E-commerce
	14.08.23-19.08.23	Driving Forces & Media Convergence
	21.08.23-26.08.23	Business Models & concept of Supply Chain Management, class Test
	28.08.23-2.09.23	Role of Product & Service Digitalization, online Marketing.
September	04.09.23-09.09.23	Infrastructure of E-Commerce: Framework of E-Commerce, Concept of Internet, Types of Networking
	11.09.23-16.09.23	Architectural Framework ,Client Server & ISPs
	18.09.23-23.09.23	Concept & Layers of OSI & TCP/IP
	25.09.23-30.09.23	Consumer Oriented E-commerce, Business Transaction Model, Assignments
October	02.10.23-07-10.23	Electronic Payment System: ATM, Net Banking, Digital Cash, Debit Card, Credit Card, Smart Card
	09.10.23-14.10.23	Conducted Sessional, Concept of EDI: Meaning, Features, advantages & Components of EDI
	16.10.23-21.10.23	E- Commerce Security: Aspects & its Need, digital signature& Firewall
	23.10.23-28.10.23	Impacts of E-commerce, Regulatory and Legal Framework for E-Commerce
	30.10.23-04.11.23	Issue & Risk Behind E-Commerce, E-Commerce in India- Present & Future Scope
November	06.11.23-10.11.23	Ethical Issues of E-Commerce, Social & Political Issues OF E-Commerce
	10.11.23-16.11.23	Diwali Vacations
	16.11.23- 22.11.23	Revision, Doubt Sessions & Tests



## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B.B.A 5<sup>th</sup> Semester

**Name of the faculty:** Ms. MANMEET

**Paper code:** BBA- 301

**Nomenclature of the paper:** Business Law

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Law of contracts (1872) Nature and classification of contract; offer and acceptance; capacity of parties to contract; free Consent; consideration
	24.07.23-29.07.23	Legality of object; agreement declared void; Performance of contract;
August	31.07.23-05.08.23	Discharge of contract, remedies of breach of contract
	07.08.23-12.08.23	Contingent contracts ; Quasi Contracts
	14.08.23-19.08.23	Special Contracts: Indemnity and guarantee, bailment and pledge, Contract of agency
	21.08.23-26.08.23	Sale of Goods act 1930: Formation of contracts of sale; Goods and their classification; Price; Conditions and warranties
	28.08.23-2.09.23	Transfer of property in goods; Performance of Contract of sale
September	04.09.23-09.09.23	Remedies
	11.09.23-16.09.23	Unpaid seller and it's right
	18.09.23-23.09.23	Buyer's remedies
	25.09.23-30.09.23	Auction sale
October	02.10.23-07-10.23	Negotiable Instrument Act ,1881: Meaning, characteristics, promissory note
	09.10.23-14.10.23	Bills of exchange
	16.10.23-21.10.23	Cheque
	23.10.23-28.10.23	Inland and foreign Instruments, sight and time instrument, ambiguous instrument, Inchoate Instrument, holder of negotiable Instrument , Liability of negotiable Instrument, Negotiation, Difference between Assignment and Negotiation, Endorsement, Acceptance, Noting and protest.
	30.10.23-4.11.23	Capacity of Parties,
November	06.11.23-10.11.23	Revision, Doubt Sessions & tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** BBA 5<sup>th</sup> Semester

**Name of the faculty:** Dr Dimple Goel

**Paper code:** BBA-302

**Nomenclature of the paper:** Principles of Retailing

Month	Week	Topics to be covered
August	1.08.23-05.08.23	INTRODUCTION TO RETAILING, Introduction, Definition, Nature of Retailing, Retailing in India ,Evolution of Indian Retailing ,Importance of Retailing in Indian Economy.
	07.08.23-12.08.23	Reasons For Growth In Retailing In Indian Economy Foreign Direct Investment in Retail, FDI Policy 2011, Benefits of FDI in Indian Retail, Current Scenario in retailing
	14.08.23-19.08.23	FUNCTIONS AND TYPES OF RETAILERS, Introduction, Functions Performed By The Retailers, Types of Retail Business ,Difference between Services and Merchandize Retailers, Multichannel Retailing Management, Non-Store Retailers Service Retailers, Conclusion
	21.08.23-26.08.23	ORGANISED AND UNORGANISED RETAIL, Introduction, Status of Organized and Unorganized Retailing, Opportunities & Challenges in Retailing, Challenges faced by Organized retailers in India, Challenges for organized retailers in Rural Areas Opportunities to be enchased, Retailing as a Career , Skill requirement and Skill Gap in Retail, Major Task in Retail Organization, Conclusion
	28.08.23-2.09.23	ONLINE RETAILING/NON STORE RETAILING Introduction, Distinction between E Commerce and E Business Transaction on a Website, Advantages and Barriers to E-Commerce ,Conclusion
September	04.09.23-09.09.23	CUSTOMER BUYING BEHAVIOUR IN

		RETAILING, Introduction, Customer vs Consumer, Consumer Buying Behavior, Consumer Potential ,Types of Buyers, Attitude of Indian Shoppers, Types of Purchases/ Buying Decision, Factors Affecting Buying Decision Process, Consumer Decisions Making Procedure in Retail
	11.09.23-16.09.23	CUSTOMER BUYING PROCESS, Introduction, Product Life Cycle (PLC), Inputs given in different stages of PLC, Customer Buying Process, Social factors influencing buying decision in Retailing, Assignment
	18.09.23-23.09.23	STORE LOCATION, Introduction, Importance of Retail Location, Retail Location Theories, Levels of Location decision, Factors affecting Site Selection, Doubt session.
	25.09.23-30.09.23	STORE LAYOUT AND DESIGN, Introduction, Key Consideration in Store Design, Organization of Retail Store Design, Different types of Store Layout, Aesthetics inside the store, Visual Merchandizing.
October	02.10.23-07-10.23	THE RETAIL ORGANIZATIONS: STRUCTURE AND HR FUNCTIONS, Introduction, Need of Retail Organization Structure, Factors Determining Structure of Retail Organization Steps in Retail Organization Structure, Types of Retail Organization Structure, HR Functions in Retail Organisations, Major Tasks in the Retail Organization, Conclusion
	09.10.23-14.10.23	RETAIL MERCHANDIZING, Introduction, Meaning of Merchandizing, Factors affecting Merchandizing, Types of Merchandize, Functions of Merchandize Manager, Merchandize Planning, Process of Merchandizing
	16.10.23-21.10.23	Merchandize Buying, Merchandize Budget Planning, Types of Inventory Planning, Inventory Buying Process, Types of Merchandize Pricing, Methods of Merchandize Sales Performance Analysis, Legal Issues in Merchandizing
	23.10.23-28.10.23	TECHNOLOGY IN RETAILING, Introduction,

		Technology Usage Process, Characteristics of Good Technology in Retailing Need of Technology in Retailing
	30.10.23-04.11.23	Product Identification, Bar Code and RFID Techniques Use of ERP in Retailing
November	06.11.23-10.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** BBA 5<sup>th</sup> Semester

**Name of the faculty:** Dr Dimple Goel

**Paper code:** BBA-303

**Nomenclature of the paper:** Principles of Banking

Month	Week	Topics to be covered
August	1.08.23-05.08.23	Bank-Origin of Modern Bank, Bank Concept and Features, Functions of Bank, RBI's Guidelines to Improve Customer Service, Role of Commercial Banks in Economic Development.
	07.08.23-12.08.23	Classification of Banks-Classification as per Second Schedule of Banking Regulation Act 1965, On the basis of Ownership,, On the basis of Organization Structure of banks , Doubt Session
	14.08.23-19.08.23	Bank Management: Functions and Importance-Management of Commercial Banks, Objectives and Functions of Bank Management, Board of Directors(complete concept), Duties and Liabilities of Directors, Features of Organizational set-up of Commercial Banks, Organizational Structure of Commercial Banks, Banking Commission Recommendations on Restructuring Organizational set-up of Nationalized Banks.
	21.08.23-26.08.23	Legal Framework of Regulation of Banks-Introduction, Objectives, General Principles of Banking regulation - Instruments and Requirements of Banking Regulation.
	28.08.23-2.09.23	Banking Regulation Act, 1949-Introduction, General Provisions, Management and Control, Loans and Advances, Assets of a Banking Company, Powers of RBI, Accounts and Audit, Suspension, Winding up and Miscellaneous, Powers of RBI, Assignment.
September	04.09.23-09.09.23	Reserve Bank of India Act, 1934-Premilinary,Incorporation, share capital,

		management and business, Central Banking Functions Functions of Reserve Bank of India- Nationalisation of RBI, Departments of RBI, Functions of RBI, Monetary Policy.
	11.09.23-16.09.23	Monetary Policy Measures, Different Monetary Policies, Recommendations of Chakravarty Committee(1985), Achievements and Failures of RBI.
	18.09.23-23.09.23	Banking Forms-Universal Banking, Narrow Banking, Off Shore Banking, Multinational Banks, Mobile Banking, Internet Banking, E-Banking, Corporate Banking and its Product and Services, Retail Banking and its Product and Services.
	25.09.23-30.09.23	Rural Banking in India- Concept, Regional Rural Banks its Organizational Structure, Functions, Progress, Problems, Suggestions for Improve working of RRBs, Evaluation of RRBs, Doubt Session
October	02.10.23-07-10.23	Banker-Customer Relations- Concept, Banker, Customer, Relationship between Banker and Customer, Special features of Banker-Customer Relationship, Duties of Customer to his Banker.
	09.10.23-14.10.23	Payment and Collection of Cheque-Concept and Precautions by Paying Banker, Payment of Cheques, Features of Cheque, Issue of Cheque, Kinds of Cheques, Advantages of Cheques, MICR Technique, Marking and Crossing of Cheque, Bill of Exchange, Acceptance, Promissory Note, Endorsement, Parties to Negotiable Instrument and related Concepts
	16.10.23-21.10.23	Banking Technology- E-Banking Concept, Internet Banking, Schemes of EFT, Electronic Delivery Channels, Assignment Priority Sector Lending-Concept, Lending to Priority Sector, Categories of Priority Sector Lending, Service Area Approach, Microfinance, Microcredit, Gramin Credit, Microsavings, Microfinance Credit.
	23.10.23-28.10.23	Banking Reforms in Banking- Introduction, Need of Banking Reforms, Committees on Reforms in the Banking Sector, Impact of Reforms on Banking Sector, Challenges to Indian Banking, Banking Commission's Recommendations.
	30.10.23-04.11.23	Organizing Principles of SBI, Business Group at Corporate Level Wholesale Branch, Foreign Branch, Conversion of Foreign Branch, Numerical, Doubt Session.
November	06.11.23-10.11.23	Evaluating Bank Performance- Concept,

		Measures of Profitability of a Bank, Camel Rating Central Bank-Role, Objectives, Functions, Credit Control and related concepts . Assignments Given, Important Questions Discussed, Test & Revision of Chapters Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	16.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** BBA-3 (5th Semester)

**Name of the faculty:** Ms. Simple Ghai

**Paper code:** 304

**Subject:** E-Commerce

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Concept of E-Commerce: Meaning & Its Features
	24.07.23-29.07.23	History, Pillars & Elements of E-Commerce.
August	31.08.23-05.08.23	Types of E-Commerce: B2B, B2C, B2G, C2B, C2G etc.
	07.08.23-12.08.23	Advantages & Limitations of E-commerce
	14.08.23-19.08.23	Driving Forces & Media Convergence
	21.08.23-26.08.23	Business Models & concept of Supply Chain Management, class Test
	28.08.23-2.09.23	Role of Product & Service Digitalization, online Marketing.
September	04.09.23-09.09.23	Infrastructure of E-Commerce: Framework of E-Commerce, Concept of Internet, Types of Networking
	11.09.23-16.09.23	Architectural Framework, Client Server & ISPs
	18.09.23-23.09.23	Concept & Layers of OSI & TCP/IP
	25.09.23-30.09.23	Consumer Oriented E-commerce, Business Transaction Model, Assignments
October	02.10.23-07-10.23	Electronic Payment System: ATM, Net Banking, Digital Cash, Debit Card, Credit Card, Smart Card
	09.10.23-14.10.23	Conducted Sessional, Concept of EDI: Meaning, Features, advantages & Components of EDI
	16.10.23-21.10.23	E-Commerce Security: Aspects & its Need, digital signature & Firewall
	23.10.23-28.10.23	Impacts of E-commerce, Regulatory and Legal Framework for E-Commerce
	30.10.23-04.11.23	Issue & Risk Behind E-Commerce, E-Commerce in India- Present & Future Scope
November	06.11.23-10.11.23	Ethical Issues of E-Commerce, Social & Political Issues OF E-Commerce
	10.11.23-16.11.23	Diwali Vacations
	16.11.23- 22.11.23	Revision, Doubt Sessions & Tests



## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce & Management

**Class:** BBA 5<sup>th</sup> Semester

**Name of the faculty:** Ms. Yogita Chopra

**Paper code:** BBA-305

**Nomenclature of the paper:** Export Procedures & Documentation

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction to Exporting:- Meaning, Methods- Direct Exporting- Advantages, Disadvantages, Indirect exporting- advantages, disadvantages
	24.07.23-29.07.23	Benefits of Exporting, Major problems in Exporting. Entering Export business- procedures and formalities
August	31.07.23-05.08.23	Stages of Export procedure- Registration, Pre-shipment, shipment & post- shipment stage
	07.08.23-12.08.23	Key documents required in Export Business:-1. Commercial documents- (A)Principal commercial documents:- commercial invoice, packing list, certificate of inspection, certificate of insurance, bill of lading, types of bill of lading, combined transport document, airway bill, certificate of origin, bill of exchange, shipment advice
	14.08.23-19.08.23	(B)Auxiliary Commercial documents:- Performa Invoice, Intimation of inspection, shipping instructions, insurance declaration, shipping order, Mate's Receipt, application for certificate of origin
	21.08.23-26.08.23	2. Regulatory Documents:- Exchange control declaration form, freight payment certificate, insurance premium certificate, Gate pass 1 and 2, ARE-1,shipping bill, types of shipping bill, dock challan, receipt for payment of port charges, vehicle ticket
	28.08.23-2.09.23	Need for export documentation, Problems faced by exporters in export documentation. Aligned Documentation system. Difference between commercial invoice and consular invoice, difference between Mate's Receipt & bill of lading. Doubts Session
September	04.09.23-09.09.23	Processing of an export order- stages and role

		played by various parties
	11.09.23-16.09.23	Methods of payment in international business:- Meaning of International payment, features, Methods of international payment- advance payment, shipment on consignment basis, open account
	18.09.23-23.09.23	Bills of exchange-parties to bills of exchange, features of bills of exchange, types of payment method in bills of exchange, difference between document against payment, document against acceptance, advantages of bill of exchange
	25.09.23-30.09.23	Letter of credit- Meaning, Parties to letter of credit, process of collection of payment through letter of credit, types of letter of credit, Advantages & Disadvantages of letter of credit, factors affecting export payment terms.
October	02.10.23-07-10.23	INCOTERMS:- Meaning, Types of INCOTERM- EXW, FCA, FAS, FOB, CFR, CIF, CPT, CIP, DAT, DAP, DDP. Difference between FOB price quotation & CIF price quotation. Doubts Session
	09.10.23-14.10.23	Conditional Exams. Institutional Infrastructure for Indian exporters:- (A) Department of commerce, (B) autonomous bodies:- commodity boards, Export Inspection Council, MPEDA, APEDA, IIFT, IIP, Export Promotion council, FIEO, IDI, ICA
	16.10.23-21.10.23	(C) Public sector Undertakings:- STC, MMTC, ECGC, ITPO, PEC. (D) Advisory bodies:- Board of trade, Inter state trade council. (E) Attached & Subordinate offices- DGFT, DGS&D, DGAD, DGCI&S, SEZs, Indian government trade representatives abroad, FDDI, NCTI, DGS, FIB, EXIM bank
	23.10.23-28.10.23	Export Incentives & Schemes:- (A) Import facilities for exporters- EPCG, advance authorisation scheme, DFIA, 100% export oriented units, Special Economic Zones, FTWZs
	30.10.23-04.11.23	(B) Incentives related to export performance:- duty drawback scheme, duty entitlement passbook scheme, MEIS, SEIS, FPS, FMS, VKGUY, SFIS, status holders, TEE
November	06.11.23-10.11.23	(C) Marketing Assistance, (D) Fiscal incentives, (E) ASIDE
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Management of Risks in Export Business
	20.11.23-23.11.23	EXIM Policy

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** B.B.A 5<sup>th</sup> Semester

**Name of the faculty:** Mrs. MONIKA

**Paper code:** BBA-306

**Nomenclature of the paper:** Principles of production management

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Product- Meaning, nature & their types
	24.07.23-29.07.23	Production as a system -nature & significance
August	31.07.23-05.08.23	Decision making in production management
	07.08.23-12.08.23	Importance and organization of production planning and control
	14.08.23-19.08.23	Factors determining in production planning and control
	21.08.23-26.08.23	Production process-requisition
	28.08.23-2.09.23	Elements of production planning and control
September	04.09.23-09.09.23	Meaning of purchasing, purchasing Procedure, storing and warehousing Meaning, nature, Objectives.
	11.09.23-16.09.23	Methods of production storing and placing
	18.09.23-23.09.23	Make or buy decisions
	25.09.23-30.09.23	Inventory management and control Meaning and nature, Objectives of inventory management and control
October	02.10.23-07-10.23	Tools and techniques of inventory management and control
	09.10.23-14.10.23	Last in first out, first in last out, ABC analysis, ved analysis
	16.10.23-21.10.23	Meaning of Inspection and quality control ,quality dimensions of Goods and services, Meaning of quality control.
	23.10.23-28.10.23	Principles of quality control system factors affecting the quality goods, ISO CERTIFICATION
	30.10.23-4.11.23	statistical quality control
November	06.11.23-10.11.23	Revision, Doubt Sessions & tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department: Commerce**

**Class: M.com 1<sup>st</sup> Semester**

**Name of the faculty: Ms. Lakhvinder Kaur**

**Paper code: MC-101**

**Nomenclature of the paper: Organisational Behaviour**

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Concept ,significance of Organisational Behaviour,Human relation and organisational Behaviour.
	24.07.23-29.07.23	Historical,Industrial and Scientific Management ,HR movements, hawthorne studies.
August	31.08.23-05.08.23	Meaning ,definition ,features ,Basic assumptions of OB, emergence of HR and OB, Approaches to OB, concept ,Nature ,determinants ,significance and criticism.
	07.08.23-12.08.23	Personality: concept ,definition, major determinants, Biological contribution socialization, culture, situation factor ,major personality attributes.
	14.08.23-19.08.23	Theories of Personality; Psychoanalytic, New Fredian theory, Self theory, Need theory, Holistic theory ,Personality and OB.
	21.08.23-26.08.23	Perception: Introduction, Nature, Importance, Meaning, definition, Process of Perception Selectivity.
	28.08.23-2.09.23	Internal Factors ,External factors ,Distortions in Perception, Implications and Process.
September	04.09.23-09.09.23	Learning; Introduction ,definition, Classical Conditioning Theory
	11.09.23-16.09.23	Operant Conditioning theory ,Cognitive and Social Learning theory.
	18.09.23-23.09.23	Modeling , Shaping Behaviour, Learning and Organisational Behaviour,Significance of Learning
	25.09.23-30.09.23	Group Dynamics; Meaning ,Components ,Group Norms,Group Role, Group Status ,Group size, Group Leadership.
October	02.10.23-07-10.23	Group composition, Proximics, Group Dynamics, Group cohesiveness, determinants, Consequences of cohesiveness ,Relationship Between group Cohesiveness and Productivity.
	09.10.23-14.10.23	Transational Analysis; Introduction,Concept,Scope,

		Analysis of Self Awareness.
	16.10.23-21.10.23	Analysis of Ego State ,Analysis of Life Position ,Analysis of Games and Stroking ,Benifits of Transational Analysis.
	23.10.23-28.10.23	Team Building ; Meaning ,Features, types ,stages, Techniques of Team Building.
	30.10.23-04.11.23	Organisational Conflict; Meaning ,Features, Types, Cause ,Process and Approaches to Conflict.
November	06.11.23-09.11.23	Organisational Development ; Features , Objectives , Process, Tools of Organisational Development Management of Change ; Meaning ,Nature,Types Factors Cause ,Resistance to Change .
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision, Doubt Sessions & Tests
	20.11.23-23.11.23	Revision ,Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** M.COM 1<sup>st</sup> Semester

**Name of the faculty:** Ms. Monika

**Paper code:** MC-104

**Nomenclature of the paper:** Company law

Month	Week	Topics to be covered
July	21.07.23-22.07.23	History and administration of company law in India
	24.07.23-29.07.23	Company Introduction, Meaning, Characteristics, lifting of corporate veil, when can the veil be lifted, Evaluation of company.
August	31.07.23-05.08.23	Types of companies, statutory company, registered company, unlimited and limited company, company limited by shares and company limited by guarantee, holding company and subsidiary company, domestic and foreign company one person company.
	07.08.23-12.08.23	Private company Meaning Advantages and disadvantages difference between Private and Public company, Conversion of private company into public company & vice versa.
	14.08.23-19.08.23	Formation of company, steps in Formation of company, Promoter Types duties legal positions, liability, power of Promoter, Incorporation stage, capital subscriptions, Commencement Of Business,
	21.08.23-26.08.23	Memorandum of Association, article of Association, prospectus
	28.08.23-2.09.23	Share Capital difference of equity share capital, preference share capital, Issue of Shares, Issue of sweat equity shares, Issue of Right Shares, Issue of bonus shares, buy back shares SEBI guidelines.
September	04.09.23-09.09.23	Transfer of shares and transmission of shares, Forged transfers, membership in a company, borrowing powers and Debentures, Queries and Assignments
	11.09.23-16.09.23	Charges and mortgages, company management and administration, company meetings and resolutions
	18.09.23-23.09.23	Requisites of a valid meeting, Procedure, voting and poll, Procedure of E-voting, proxy.
	25.09.23-30.09.23	Compromises, arrangements, Reconstruction and Amalgamation, provisions.
October	02.10.23-07.10.23	Prevention of oppression and mismanagement, Rights of minority shareholders, protection of minority, Meaning of oppression.
	09.10.23-14.10.23	Winding up of companies, modes of winding up, provisions, Final order and its content, committee

		of Inspection, liquidators final statement of accounts.
	16.10.23-21.10.23	Liquidators remuneration on the amount paid to equity shareholder ,assignments Session
	23.10.23-28.10.23	Receiver for Debenture holders ,list of contributors,statement of affairs, benefits of winding up
	30.10.23-04.11.23	Directors appointment ,Powers duties legal positions removal of directors, remuneration of directors.
November	06.11.23-10.11.23	Revision, Doubt Sessions & Tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** M com 1st sem

**Name of the faculty:** Mrs. Sukhvinder Kaur

**Paper code:** MC-105

**Nomenclature of the paper:** Accounting for Managerial decisions

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Management Accounting: Meaning, objectives, nature, tools & techniques of management accounting; Installation of management accounting system; Role of management accountant.
	24.07.23-29.07.23	Management Information System and Reporting: Objectives, types and methods of reporting, reporting needs at different levels of management; Designing and installation of a reporting system.
August	31.08.23-05.08.23	Budgeting: Essentials of budgeting; Kinds of budgets; Budgetary control.
	07.08.23-12.08.23	Zero based budgeting and Performance budgeting
	14.08.23-19.08.23	Standard Costing and Variance analysis – Material, labour and overheads, control of variances.
	21.08.23-26.08.23	Marginal Costing and Break-even Analysis: Concept, Marginal costing versus absorption costing
	28.08.23-2.09.23	Managerial applications of marginal costing
September	04.09.23-09.09.23	Preparation of income statements, Break-even analysis & Cost-Profit- volume analysis; Composite break-even-point.
	11.09.23-16.09.23	Numericals of Break even Point
	18.09.23-23.09.23	Revision and Doubt
	25.09.23-30.09.23	Test and PPT Presentation
	02.10.23-07-10.23	Additional Numericals
October	09.10.23-14.10.23	PPT Presentation
	16.10.23-21.10.23	Responsibility Accounting and Divisional Performance Measurement: Meaning, significance and fundamental aspects of responsibility accounting; Responsibility centers; Divisional performance evaluation: Measures of performance - Return on Investment vs. residual Income; Methods and Problem of transfer pricing
	23.10.23-28.10.23	Revision and Doubt session
	30.10.23-04.11.23	Price level adjustment accounting



	06.11.23-10.11.23	Contemporary Issues in Management Accounting: Value chain analysis; Activity-based costing; Quality costing; Target and life cycle costing
November	10.11.23-16.11.23	Diwali Vacations
		Revision And test
		Revision and Doubt session

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** M. Com 1st, Semester 1st

**Name of the faculty:** Ms Sarvjeet Kaur

**Paper code:** MC 106

**Nomenclature of the paper:** Marketing Management

Month	Week	Topic to be covered
July	21.07.23-22.07.23	Introduction of students and Introduction of subject
	24.07.23-29.07.23	Meaning and Definition of Marketing; Marketing; Nature Objectives ; Scope; Functions and Tasks of Marketing; Benefits of marketing; Marketing Concepts-Meaning ; Modern Marketing; Features and Benefits of modern Marketing; The essence of Modern Marketing.
August	31.07.23-05.08.23	Introduction of Marketing Functions; Classification; Merchandising Functions; Physical Distribution Functions; Auxiliary Functions; Other Functions; Marketing Tasks.
	07.08.23-12.08.23	Meaning and Definitions of Marketing Mix; 4 Ps Model; Product Mix; Place Mix; Price Mix; Promotion Mix; Borden's Elements of Marketing Mix; Administration of Marketing Mix.
	14.08.23-19.08.23	Introduction of Marketing Environment; Macro and Micro Environment; Rural Marketing; Growth and Future of Marketing in India; Environmental Scanning; Features; Significance, ETOP. Assignment
	21.08.23-26.08.23	Introduction of Marketing Information; Elements of Good Marketing Information System ; Components; Internal Marketing Information; Marketing Research; management Science System. Revision Test.
	28.08.23-2.09.23	Meaning; Features and Objectives of Marketing Research; Scope and Classification; Benefits; Methods; External Research; Motivational research and its Techniques; Depth interview;

		Limitations of Marketing research.
September	04.09.23-09.09.23	Introduction of Consumer Behavior; Types; buying Motives; Significance and Scope; Consumer Buying process; organizational buying Behavior. Assignment
	11.09.23-16.09.23	Meaning of Consumer relationship Management; Advantages; Principles of CRM; Process; Relationship Marketing; Models of relationship Marketing; Virtual Marketing.
	18.09.23-23.09.23	Introduction of Product; Classification of Product and Services; Product Line Policy; Product Mix Decisions; Product Life Cycles; Marketing Strategies; Product Diversification; Standardization; and Simplification.
	25.09.23-30.09.23	Introduction of Product Planning; Components and Objectives; Benefits and Limitations; New Product Development' Product innovation; Steps in New Product Development; Product Modification.
October	02.10.23-07-10.23	Meaning of Branding; Merits; Limitations; Types of Brand; Brand Strategies; Factors Affecting Brand Equity; Trade Mark; Product packaging; Objectives; functions; Types of Packages; packing Decisions; Strategies; Product Labelling; Purpose of Labelling.
	09.10.23-14.10.23	Meaning of Price; Importance of Pricing in Marketing Strategies; Objectives; Factors affecting Pricing Decisions; Methods of price Determination; Pricing Policies and strategies. Meaning of promotion; Promotion Mix; Elements; Meaning of Advertising Objectives and importance; Types of Advertising; Advertising Agency and Its Advantages Sales Promotion ;Role and limitations; Publicity; Strength and Weakness; Personal Selling; Advantages and Limitations process.
	16.10.23-21.10.23	Introduction of Channel of Distribution; Principles and Role of Marketing Channnel; Types of Intermediaries; The channel Policies and Strategies; Channel Compensation; Motivation; Coordination; Conflict and Control.
	23.10.23-28.10.23	Meaning and Objectives of Physical distribution; Role and Components; Order Processing; inventory Management; Material Handling and transportation; Marketing logistics

November		and its Elements; Supply Chain Management. Introduction of Social Ethics of Marketing; Ethics of Marketing; Legal Aspects of marketing; Legal Protection to Consumers; Consumer Protection Act; Green Marketing.
	30.10.23-04.11.23	Marketing and Introduction; Elements of direct Marketing; Methods; Merits and Demerits. On-line Marketing- Meaning and Introduction; Scope of E-Business/Online Marketing; B2B and B2C Models.
	06.11.23-09.11.23	Database Marketing; Internet Marketing; Merits and Demerits of Internet Marketing. Provided important questions and discussed
Vacations	10.11.23-16.11.23	Diwali Vacations
	17.11.23-18.11.23	Revision, Doubt clearing sessions, test
	20.11.23-23.11.23	Revision, Doubt clearing sessions, test

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department: Commerce**

**Class: M.com final**

**Name of the faculty: Mrs.Pooja anand**

**Paper code: MC - 302**

**Nomenclature of the paper: Advanced Financial Management**

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Dividend decision:  Types and determinants of dividend decision, dividend models
	24.07.23-29.07.23	Corporate dividend practice in India
August	31.07.23-05.08.23	Capital Structure Decision:  Concept and importance , Determinants of capital Structure,
	07.08.23-12.08.23	Theory of Capital Structure
	14.08.23-19.08.23	Optimum Capital Structure, financial indifference points
	21.08.23-26.08.23	Leverage:  Operating, financial and combined Leverage
	28.08.23-2.09.23	EBIT And EPS Analysis
September	04.09.23-09.09.23	Corporate Restructuring:  Need and Broad Area of Corporate Restructuring
	11.09.23-16.09.23	Merger and Takeover:  Types and objectives, Legal and procedural aspects of merger and Takeover process
	18.09.23-23.09.23	Value and financing of merger and acquisition
	25.09.23-30.09.23	Post merger - Problem and recognition
October	02.10.23-07-10.23	Taxation and financial aspects of Mergers
	09.10.23-14.10.23	Takeover defence
	16.10.23-21.10.23	An overview of merger and Takeover in India

	23.10.23-28.10.23	Financial Restructuring:  Need and step in financial Restructuring , reorganization of capital, buy back of share and concept , necessity and procedure, financial management of sick unit
	30.10.23-4.11.23	test
November	06.11.23-10.11.23	Revision, Doubt Sessions & tests
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision, Doubt Sessions & Tests
	20.11.23-22.11.23	Revision, Doubt Sessions & Tests

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department: Commerce**

**Class: M Com 3rd Sem**

**Name of the faculty: Mrs. Sukhvinder Kaur**

**Paper code: MC-303**

**Nomenclature of the paper: Security analysis and Investment Management**

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Introduction to Investment analysis: Nature & scope of investment analysis; approaches to investment analysis
	24.07.23-29.07.23	Investment process, Security return and risk analysis: systematic & non systematic Risk, Default risk, Foreign exchange risk, interest rate risk, purchasing power risk, securities' market
August	1.08.23-05.08.23	Return-Risk analysis techniques, Risk Return Relationship, securities market: Primary market, Secondary market Primary market: role, functions & methods of selling securities in primary market.
	07.08.23-12.08.23	SEBI guidelines on public issue and Right issue
	14.08.23-19.08.23	PPT Presentation
	21.08.23-26.08.23	Valuation of securities, bonds, debentures, preference shares & equity shares,
	28.08.23-2.09.23	Depository System: Role & functions, Dematerialization and Rematerialization Process
September	04.09.23-09.09.23	Facilities offered by Depository, Advantages of Depository system, NSDL and CDSL
	11.09.23-16.09.23	Test and Doubt session
	18.09.23-23.09.23	PPT Presentation
	25.09.23-30.09.23	Guidelines regarding Depository constituents, Depository act, 1996
October	02.10.23-07.10.23	Important questions discussion
	09.10.23-14.10.23	Fundamental Analysis - Meaning, objectives. Fundamental Analysis framework. Economy, industry and company analysis.
	16.10.23-21.10.23	Economy analysis, different indicators for industry and company analysis, Porter five forces framework
	23.10.23-28.10.23	Economic Forecasting. Industry life cycle. Ratio analysis. Tools for company indicators
	30.10.23-04.11.23	Technical Analysis- Introduction assumptions of Technical Analysis technical versus fundamental analysis. Tools and techniques of Technical Analysis. Limitations of Technical Analysis and evaluation of Technical Analysis
	06.11.23-10.11.23	Efficient Market Hypothesis Efficient market theory random

		walk theory testing techniques of EMH, Random walk model. Test of weak, semi strong and strong form. Lessons of market efficiency, limitations of Efficient market hypothesis,Doubt session
November	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Doubt session and Revision
	20.11.23- 23.11.23	Test and Revision



## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** M. Com 2nd, Semester 3rd

**Name of the faculty:** Ms Vandana

**Paper code:** MC 308

**Nomenclature of the paper:** Marketing Research

Month	Week	Topic to be covered
July	21.07.23-22.07.23	Introduction of students and Introduction of subject
	24.07.23-29.07.23	Introduction of Marketing and Introduction of Research Introduction to Marketing Research
August	31.07.23-05.08.23	Nature, Scope, and Importance, Objectives, Limitations of Marketing Research
	07.08.23-12.08.23	Marketing Research Process Revision and doubt clearing sessions
	14.08.23-19.08.23	Formulation of Marketing Research Problem
	21.08.23-26.08.23	Research Design: Meaning, Need and Importance of Research Design, Nature of Research Design Test and assignment
	28.08.23-2.09.23	Classification of Research Design- Exploratory, Experimental, and Descriptive Research, Methods of Exploratory Research Evaluation of Research Design
September	04.09.23-09.09.23	Sampling Design: Concept of Sampling, Advantages and Limitations of Sampling, Sampling Design Process, Types of Sampling Design/ Methods
	11.09.23-16.09.23	Sources of Information- Primary and Secondary Sources, Secondary sources- Internal and External Sources, advantages and disadvantages of sources of information, Methods of Data Collection
	18.09.23-23.09.23	Designing on Questionnaire- Meaning, Objectives, Advantages and Disadvantages of Questionnaire, Process of designing Questionnaire
	25.09.23-30.09.23	Scaling Techniques- Meaning and Types of scaling techniques; Comparative and Non Comparative Scaling Techniques
October	02.10.23-07-10.23	Sampling and Non Sampling Errors: Meaning

		and Types of sampling errors: Unbiased errors, biased errors, non-sampling errors : Field workers errors, Respondent errors, Non-coverage errors, Non-response errors, How to reduce non-response errors?
	09.10.23-14.10.23	Qualitative Research : Meaning and Need and the Uses of Qualitative Research, Methods of Conducting Qualitative Research. Focus Groups, Steps in Planning and Conducting Focus Group Research, Advantages and Disadvantages to Focus Groups, Applications of Focus Groups
	16.10.23-21.10.23	In-depth Interviews, In-depth Interviewing Techniques, Advantages and Disadvantages of Depth Interviews, Applications of Depth Interviews
	23.10.23-28.10.23	Projective Techniques, Types of Projective Techniques, Advantages of Projective Techniques, Disadvantages of Projective Techniques, Application of Projective Techniques, Comparison of Focus Group, Depth Interview and Projective Techniques
November	30.10.23-04.11.23	Qualitative Research Technique: Observation and survey method Observation method: objective and method of observation; Survey- Meaning and Techniques of survey, Comparative Evaluation of Survey Methods; Advantages and Disadvantages
	06.11.23-09.11.23	Sampling Plan- Introduction, Probability vs Non Probability Sampling- Meaning and types Provided important questions and discussed
Vacations	10.11.23-16.11.23	Diwali Vacations
	17.11.23-18.11.23	Revision, Doubt clearing sessions, test
	20.11.23-23.11.23	Revision, Doubt clearing sessions, test

## LESSON PLAN Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** M. Com 2nd, Semester 3rd

**Name of the faculty:** Ms Sarvjeet Kaur

**Paper code:** MC 309

**Nomenclature of the paper:** Advertising Management

Month	Week	Topic to be covered
July	21.07.23-22.07.23	Introduction of students and Introduction of subject
	24.07.23-29.07.23	Meaning of Advertising, evolution, definitions, features, Functions & types of Advertising .
August	31.07.23-05.08.23	Advertising Process, Characteristics of effective Advertising, Scope of Advertising, Groups involved in Advertising, Advertisability of Product, Advertising as a tool of Marketing. Corporate Advertising, Advertising Strategy, Recent Trends in Advertising, Advertising Scene in India.
	07.08.23-12.08.23	Meaning of communication, definition, Characteristics of Communication, Objectives of Marketing Communication, Factors Affecting Communication Process, Forms Of Communication, Role of Communication in Marketing, Steps in Effective Communication, Source in Marketing Communication.
	14.08.23-19.08.23	Message, Noise in Marketing Communication Process, Suggestions for making Effective Communication, Communication Models. Communication Mix, Components, Promotional Tools, Factors Determining Communication mix, Need for Integrated Communication Mix, Optimum Promotion Mix, process, Nature of Products and Elements of Communication Mix, Advertising and other Promotion Mix.
	21.08.23-26.08.23	Economic Aspects of Advertising, Social Aspects of Advertising, Social Responsibility of Advertising, Role of Advertising, Is Advertising a Waste? Advertising Justified, Limitations of Advertising.
	28.08.23-2.09.23	Suggestions for Controlling Excessive Advertising & unethical or Deceptive Advertising. Need for Regulating Advertising,

		Ethical Aspects of Advertising, Control over Unethical Advertising , Truth in Advertising, Legal Control on Advertising.
September	04.09.23-09.09.23	Advertising Objectives, Role of Advertising Objectives, Approaches of Advertising Objectives, Multiple Communication Objectives, Factors determining Advertising objectives, DAGMAR Approach.
	11.09.23-16.09.23	Advertising Budget, Process, Methods of Advertising Appropriation, Factors Affecting Advertising Budget.
	18.09.23-23.09.23	Message, Message Designing, Message Development, Components of Print Advertising Copy, Broadcast Advertising Copy, Internet Ad-Copy, Requisites of Effective Advertisement Copy, Types of Advertising Copy, Advertising and Creativity, Unique Selling Proposition, Message Appeal & Advertising Campaign.
	25.09.23-30.09.23	Meaning of Media, changing face of Advertising Media, Types of Advertising Media, Print Media, Broadcast Media, Outdoor Advertising Media, Direct mail Advertising Media, internet Advertising Media ,Non-Media Advertising- Characteristics, merits & demerits. Comparative Analysis of different media.  Assignments and revision.
October	02.10.23-07-10.23	Media Planning, Factors Affecting Media Planning, Approaches in Media Planning, Steps involved in Media Planning, importance of Media Planning, Problems in Media Planning,.
	09.10.23-14.10.23	Media scheduling, Media Buying, Media Testing, Media Strategy. Revision test
	16.10.23-21.10.23	Advertising Agency its features, Functions, Role & types, selection of Advertising Agency, organisation of Ad-Agency, meaning, organisational structure, functions of Advertising Department, Centralised and Decentralised Advertising Department.
	23.10.23-28.10.23	Client Agency Relationship meaning, principles of effective Client Agency Relationship, important issues in the Management of Agency Client Relationship, reasons of Client Turnover,

November		how Agency Gain Clients, how Client-Agency Relationship be improved. .Remuneration of Ad Agencies, Compensation Plans.
	30.10.23-04.11.23	Advertising effectiveness- meaning, Importance, Approaches and Methods of Evaluating Advertising effectiveness.Pre test method ,Concurrent method and Post Testing Method.
	06.11.3-09.11.23	Pre-testing Vs. Post-testing methods, difficulties in evaluating Advertising Effectiveness & PACT Principle of Ad- copy Testing. Provided important questions and discussed
Vacations	10.11.23-16.11.23	Diwali Vacations
	17.11.23-18.11.23	Revision, Doubt clearing sessions, test
	20.11.23-23.11.23	Revision, Doubt clearing sessions, test

## LESSON PLAN (Session 23-24)

### Semester -Odd

**Department:** Commerce

**Class:** M. Com 3<sup>rd</sup> Sem

**Nomenclature of the paper:** Human Resource Development

**Name of the faculty:** Ms. Lakhvinder Kaur

**Paper code:** MC-316

Month	Week	Topics to be covered
July	21.07.23-22.07.23	Meaning and definition of Human resource Development, Nature, Objectives ,Need of HRD
	24.07.23-29.07.23	Difference between HRD and HRM, Principles of HRD, Components, Skills of HRD Managers, Qualities, Role and Responsibilities of HRD Manager.
August	31.08.23-05.08.23	Designing HRD System- Meaning, Designing of HRD System, Scheduling an HRD Program, Methods, Success of HRD Program.
	07.08.23-12.08.23	Theoretical Foundation of Human Resource Development HRD Process, HRD Outcomes, Human Resource Development Strategies, Need, Types, Designing, HRD Model. Queries
	14.08.23-19.08.23	HRD Approaches- Meaning, HRD challenges in Globally Competitive Environment, Emerging Trends in Human Resource Development.
	21.08.23-26.08.23	Organizational Effectiveness: Meaning, Definition, Feature, Factors, Approaching Technique for improving Organizational Effectiveness, Features of Virtual Organization, Advantages, Limitations.
	28.08.23-2.09.23	Knowledge Management: Meaning, Sources, Knowledge Resources, Need, Approaches, Nature, Process, Importance, Tools Barriers
September	04.09.23-09.09.23	Learning and Learning Organizations: Meaning, Features, Types, ,Components, Organizational Learning Styles, Principles, Significance and characteristics of Learning Organization .Barrier in Effective Learning, E-Learning
	11.09.23-16.09.23	Role Analysis: Meaning, Components, Process, Role stress, Conflicts, Need, Benefits, Techniques and Essentials for Role Analysis.

	18.09.23-23.09.23	Competency Mapping- Meaning, Characteristics, Types, Process, Techniques, Advantages, Models, Competency . Queries
	25.09.23-30.09.23	Employees Socialization and Induction: Meaning, Assumptions, Features, Purposes, Process, Method, Types, Advantages, Approaches to Socialization
October	02.10.23-07-10.23	Meaning of Induction or Orientation, Definition, Objectives, Need, Orientation Process, Problems, Principles, Contents.
	09.10.23-14.10.23	Training: Meaning, Definition, Characteristics, Objectives, Benefits, Methods, Principles, Steps,
	16.10.23-21.10.23	Executive Development: Meaning, Features, Objectives, Need, Process, Methods, Principles. Queries
	23.10.23-28.10.23	Organizational Health: Meaning, Advantages, Objectives, Assessment, Strategies, Process, Model, Analysis for Organizational Health.
	30.10.23-04.11.23	Organizational Climate: Meaning, Nature, Dimensions, Determinants, Impact, Types, HRD Climate, Characteristics, Elements, Impact of HRD Climate on the Organization, Factors Impressing HRD Climate Suggestions for improvement of Organizational Climate.
November	06.11.23-09.11.23	Important question discussed
	10.11.23-16.11.23	Diwali Vacations
	17.11.23- 18.11.23	Revision, Doubt Sessions & Tests
	20.11.23-23.11.23	Revision,Doubt Session & Tests