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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023 Semester: ODD Class: B.Com. 3rd Sem. Sec. A | | |
| Subject: Business Regulatory Framework Name of Lecturer - Dr. Mamta Ranga | | |
| **Week of Month** | **Topics/Chapters to be covered** | **Topics of Assignment/ Tests** |
|  |  |  |
| Week 1 | Indian Contract Act: - Valid contract and its elements; |  |
|  |  |  |
| Week 2 | Void and void able agreements; Void and illegal agreements; Offer and acceptance; |  |
|  |  |  |
| Week 3 | Contractual capacity of parties |  |
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| Week 4 | Free consent of parties |  |
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| Week 5 | Lawful consideration and object |  |
|  |  |  |
| Week 6 | Agreements expressly declared as void |  |
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| Week 7 | Contingent Contracts: - Quasi contracts |  |
|  |  |  |
| Week 8 | Discharge of contracts: - methods of discharge of contracts | Written Test |
|  |  |  |
| Week 9 | Consequences of Breach of contracts |  |
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| Week 10 | Contract of Indemnity and guarantee:Elements of contract of Indemnity |  |
|  |  |  |
| Week 11 | Rights of Indemnity Holder and indemnifier Guarantee |  |
|  |  |  |
| Week 12 | Features of contract of guarantee; Rights and Liabilities of surely |  |
|  |  |  |
| Week 13 | Discharge of surety; Difference between contract of indemnity and Guarantee |  |
|  |  |  |
| Week 14 | Contract of Bailment and Pledge: - Meaning; types of bailment | Test/Viva-Voce of 4th Unit |
|  |  |  |
| Week 15 | Termination of bailment, Duties and rights of bailor and bailee |  |
|  |  |  |
| Week 16 | Essentials of pledge, who nay pledge, Rights and Duties of Pawnor and Pawnee |  |
|  |  |  |
| Week 17 | Consumer protection Act 1986: - Salient features of consumer Protection Act; Rights of consumers; |  |
|  |  |  |
| Week 18 | Consumer Protection councils, Consumer disputes redressal machinery | Test/Viva-Voce of 4th Unit |
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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023 Semester: ODD | | |
| Subject: An Introduction to Statistics Name of Lecturer: Dr. Mamta Ranga | | |
| Class: B.Com.Hons. 1st Sem Code: BCH-1.01 | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Statistics: Meaning, Definition, Needs & Objectives |  |
|  |  |  |
| Week 2 | Collection of data – types, methods, classification |  |
|  |  |  |
| Week 3 | Tabulation of data, graphic diagrammatic presentation. |  |
|  |  |  |
| Week 4 | Measurement of Central Tendency and Variation – Mathematical and fractional averages |  |
|  |  |  |
| Week 5 | Measurement of Central Tendency and Variation – Mathematical and fractional averages |  |
|  |  |  |
| Week 6 | Continue |  |
|  |  |  |
| Week 7 | Measures of absolute and relative variations. |  |
|  |  |  |
| Week 8 | Continue | Written Test |
|  |  |  |
| Week 9 | Moments, skewness and kurtosis (with Sheppard’s corrections) |  |
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| Week 10 | Continue.. |  |
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| Week 11 | Index Numbers. |  |
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| Week 12 | Continue.. |  |
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| Week 13 | Meaning and Schools of thoughts, Importance of the Concept of the Probability; Calculation of Probability | Viva-Voce |
|  |  |  |
| Week 14 | Probability Theorems: Addition, Multiplication and Bayes’ Theorem |  |
|  |  |  |
| Week 15 | Continue.. |  |
|  |  |  |
| Week 16 | Mathematical Expectations. Numerical of Probability |  |
|  |  |  |
| Week 17 | Revision | Viva-Voce |
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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023 Semester: ODD | | |
| Subject: Accounting Standard and Financial Reporting Name of Lecturer: Dr. Mamta Ranga | | |
| Class: M.Com. 1st Sem. Code: 16MCO21C1 (with tutorial) | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
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| Week 1 | Accounting Standards: Meaning, Objectives, Benefits, Scope |  |
|  |  |  |
| Week 2 | Stages and Process of Standards settings in India, |  |
|  |  |  |
| Week 3 | Standards issued by ICAI, Compliance and Applicability of Accounting Standards in India |  |
|  |  |  |
| Week 4 | The Companies (Indian Accounting Standards) Rules, 2015 |  |
|  |  |  |
| Week 5 | International Financial Reporting Standards: Meaning, History |  |
|  |  |  |
| Week 6 | International Financial Reporting Standards :Objectives, Scope |  |
|  |  |  |
| Week 7 | Convergence of Indian Accounting Standards with IFRS: Current Status and Challenges |  |
|  |  |  |
| Week 8 | IASB: History, Objectives, Scope; FASB: History and its Pronouncements |  |
|  |  |  |
| Week 9 | Harmonization in Accounting and Reporting | Written Test |
|  |  |  |
| Week 10 | Financial Disclosures and Reporting: Objectives and Concepts, Developments on Financial Reporting Objectives: |  |
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| Week 11 | True blood Report, Corporate Report, Stamp Report |  |
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| Week 12 | IASB’s and FASB’s Conceptual Framework, Corporate Annual Report, |  |
|  |  |  |
| Week 13 | Segment Reporting and Interim Financial Reporting | Viva-Voce |
|  |  |  |
| Week 14 | Financial Reporting by Mutual funds, Non-banking finance companies, Merchant bankers |  |
|  |  |  |
| Week 15 | Human Resource Accounting, Corporate Social Reporting, |  |
|  |  |  |
| Week 16 | Forensic Accounting and Reporting. Environmental Reporting | Viva-Voce |
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| **Lesson Plan**  Name of College: Government PG College for Women, Rohtak  Academic Session: 2022-2023 Semester: ODD  Subject: FMO Class : B.Com. Pass 5th Sem Sec. A Name of Lecturer: Ms. Savita/ Ms. Dalip Kaur/Dr. Mamta Ranga (in sharing) | | |
| Week | Topics to be Covered | Assignments, Presentation and Test etc. |
| 1 | Introduction: meaning, overview of Indian financial market |  |
| 2 | Indian money market structure |  |
| 3 | Primary market and its instruments |  |
| 4 | Secondary market; function and role of stock exchange | Oral test of unit 1 |
| 5 | Public issue pricing and marketing | Presentations |
| 6 | National stock exchange | Group Discussion |
| 7 | Meaning of Over the counter exchange | Presentations |
| 8 | Introduction, Role, its power, objectives of SEBI | Test of unit 2 |
| 9 | Scope and Function of SEBI | Presentations |
| 10 | Investors Protection: Grievances concerning stock exchange | Class Discussion |
| 11 | Grievance cell in stock exchange, SEBI, Company law board |  |
| 12 | Functionaries on stock exchange | Oral test of unit 3 |
| 13 | Merchant Banking: Functions roles, SEBI guidelines | Presentations |
| 14 | Credit rating: concept. Function and types | Presentations |
| 15 | Development Banks: Roles, Policy measures relating to banks |  |
| 16 | Services offered by IFCI, IDBI, IIBI ,EXIM, NABARD | Test of unit 4 |
| 17 | Meaning and benefits of mutual funds |  |
| 18 | Types of mutual fund and SEBI guidelines | Viva-Voce |
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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD  Name of Teacher: Harsh | | | |
| Subject: Income Tax (BCH-5.05) | | | |
| Class: B.Com. 5th Sem. Hons. | | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Introduction to Income Tax and Important Definitions: Income, Gross Total Income, Previous & Assessment Year, etc. |  |
|  |  |  |
| Week 2 | Definition of Agriculture Income & its numerical and Introduction to Exempted Incomes |  |
|  |  |  |
| Week 3 | Leftover Part of Exempted Income and Introduction to Residential Status and its conditions to determine status |  |
|  |  |  |
| Week 4 | Theory of Incidence of Tax Liability and practice of its numerical and Problem-solving session | Test of Residential status and Tax Liability |
|  |  |  |
| Week 5 | Introduction to Income from Salaries, Definition of Salary, Allowances; Types of Allowances, Perquisites and its types |  |
|  |  |  |
| Week 6 | Valuation of Perquisites: Rent Free Accommodation, Car, Holiday Enjoyment etc. |  |
|  |  |  |
| Week 7 | Practice of Numerical of Salary Chapter |  |
|  |  |  |
| Week 8 | Practice of Numerical of Salary Chapter & Problem-solving session |  |
|  |  |  |
| Week 9 | Theory of Retirement Benefits chapter and its numerical & Problem-Solving Session | Oral Test of Retirement benefits |
|  |  |  |
| Week 10 | Theory of Income from House Property: Annual Value, It’s Numerical and their practice, Solution of Problems | Test of House Property |
|  |  |  |
| Week 11 | Introduction to Business & Profession, Deductions to be allowed from section 30 to 37, (Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 12 | (Diwali Vacations 24,25,26 October) Practice of Business & Profession Numerical and Problem-Solving Session |  |
|  |  |  |
| Week 13 | Depreciation and Theory of Capital Gain: Cost of Acquisition, Exemptions related to Capital gain from section 54 to 54 H | Test of Business & Profession |
|  |  |  |
| Week 14 | Practice of Numerical of Capital Gain Head and its problem-solving session and Theory of Income from Other Sources | Oral Test of Exemptions related to Capital Gain Head |
|  |  |  |
| Week 15 | Theory of clubbing of income & aggregation of incomes, set off and carry forward of losses and its numerical |  |
|  |  |  |
| Week 16 | Theory & Numerical of Deductions to be made in computing Total Income related to Payments |  |
|  |  |  |
| Week 17 | Theory & Numerical of Deductions to be made in computing Total Income related to Receipts |  |
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| Week 18 | Revision of syllabus | Viva of Deductions |

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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023  Semester: ODD  Name of Lecturer: Ms. Harsh | | |
| Subject: Money And Banking | | |
| Class: B.Com.Hons. 5th Sem Code: BCH-5.03 | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
| Week 1 | Definition of money, Barter System OF Economy |  |
| Week 2 | functions and importance of money, Role of money in various economic systems, |  |
| Week 3 | Classification of money, Evils of Money |  |
| Week 4 | Circular flow of money. |  |
| Week 5 | The Quantity Theory of Money-fisher Cambridge Theory of Money | Written Test of Unit 1st |
| Week 6 | Keynesian theory of money. |  |
| Week 7 | Inflation: Types of inflation, Theories of inflation, |  |
| Week 8 | effects and consequences of inflation, control of inflation. |  |
| Week 9 | Continue | Written Test of Unit 2nd |
| Week 10 | Functions of commercial Banks & Central Banks, |  |
| Week 11 | Process of credit creation and its limitations. (Diwali Vacations 20,21,22 October) |  |
| Week 12 | (Diwali Vacations 24, 25, 26 October)Credit, its definition, |  |
| Week 13 | types, merits and demerits, credit and economic development | Assignment |
| Week 14 | Reserve Bank of India: its functions- Traditional and Developmental functions |  |
| Week 15 | Continue Functions of RBI |  |
| Week 16 | Problems and Discussion |  |
| Week 17 | Presentations | Viva-Voce |
| Week 18 | Revision |  |

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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023  Semester: ODD  Name of Lecturer: Ms. Harsh | | |
| Subject: An Introduction to Accounting | | |
| Class: B.Com.Hons. 1st Sem Code: BCH-1.04 | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
| Week 1 | Meaning of Accounting, features of Accounting , Book-Keeping, Accounting, Accountancy |  |
| Week 2 | Functions and objectives of Accounting,Advantages,limitation of Accounting |  |
| Week 3 | branches of accounting, Accounting as an information system, users of financial accounting information and their needs; Qualitative characteristics of accounting information. |  |
| Week 4 | Basic terms of Accounting, bases of accounting- cash basis and accrual basis; Generally accepted Accounting Principles; Financial accounting standards: concept, benefits, procedure for issuing accounting standards in India. Salient feature of Accounting Standard (AS): I (ICAI). Types of Accounting Standards |  |
| Week 5 | Accounting Process: Journal, | Written Test of Unit 1st |
| Week 6 | Ledger, Cash Book |  |
| Week 7 | Practicals Questions of Cash Book |  |
| Week 8 | Other Subsidiary books; |  |
| Week 9 | Preparation of trial balance. | Written Test of Unit 2nd |
| Week 10 | Capital and revenue expenditures and receipts; (Diwali Vacations 20,21,22 October) |  |
| Week 11 | (Diwali Vacations 24, 25, 26 October) Depreciation: nature, causes of depreciation, factors in the measurement of depreciation, accounting concept of depreciation |  |
| Week 12 | methods of computing depreciation- straight line method and diminishing balance method, change of method, disposal of depreciable assets. Salient features of Accounting Standard (AS): 6 (ICAI); |  |
| Week 13 | Self and sectional balancing system. | Assignment |
| Week 14 | Preparation of financial statements: a) of non-corporate business entities. |  |
| Week 15 | Not-for-profit organizations |  |
| Week 16 | Accounting Errors: meaning, types and their rectification. |  |
| Week 17 | Revision | Viva-Voce |
| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023  Semester: ODD  Name of Lecturer: Ms. Harsh | | |
| Subject: Business Management-1 | | |
| Class: B.Com. Pass 1st Sem Code: 1.04 | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
| Week 1 | Meaning and Concept of Business |  |
| Week 2 | Nature and Spectrum of Business Activities |  |
| Week 3 | Business as a System Objectives of Business |  |
| Week 4 | Management: Introduction, concept, nature, process and significance; |  |
| Week 5 | Management as an ART, SCIENCE, and Profession | Written Test of Unit 1st |
| Week 6 | Development of Management Thought; Classical and approaches. |  |
| Week 7 | Neo-Classical systems, Contingency approaches |  |
| Week 8 | Planning: concept, process, Advantages and Limitations of Planning |  |
| Week 9 | Types of Planning | Written Test of Unit 2nd |
| Week 10 | Decision Making: concept and process, (Diwali Vacations 20,21,22 October) |  |
| Week 11 | (Diwali Vacations 24, 25, 26 October) Management by Objectives, |  |
| Week 12 | Corporate Planning and Strategic Formulation. |  |
| Week 13 | Organizing: concept, nature, process and significance; | Assignment |
| Week 14 | Authority and Responsibility relationship; |  |
| Week 15 | Centralization and Decentralization; |  |
| Week 16 | Departmentation; Firms of Organizing structure. |  |
| Week 17 | Presentations | Viva-Voce |

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| Name of College: Govt.P.G. College for Women, Rohtak | | |
| Academic Session: 2022-23 Semester: ODD | | |
| Subject: Business Communication-  Name of Guest Lecturer: Kavita | | |
| Class: BBA 1st Sem. | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
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| Week 1 | Introduction to Business Communication & its types,Process & Forms of Communication -verbal and non-verbal |  |
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| Week 2 | Introduction to Role of Communication Skills in Business and its Need and forms of Communication in Business |  |
|  |  |  |
| Week 3 | Introduction to Network of Communication-formal,informal and grape wine commnication & its Significance.- Barriers to communication--define miscommunication and explain how to inprove communication |  |
|  |  |  |
| Week 4 | Revision of Effective Communication and Miscommunication | Test of Business Communication Network and Barriers |
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| Week 5 | Listening Skills |  |
|  |  |  |
| Week 6 | , Define Ineffective Listening & Principles,Barriers of effective listening |  |
|  |  |  |
| Week 7 | Introduction to Effective Reading Skills -Define Process& Efficient Reading Strategy ,Methods(SQ3R) of Reading skills .Basics Steps of Speaking skills in Communication |  |
|  |  |  |
| Week 8 | Revision of Effective Communication Skills | Test of Communication skills |
|  |  |  |
| Week 9 | Define Public Speaking,Vioce Modulation & use of Body Language in Communication-Basic Principles and use of Voice in Speaking |  |
|  |  |  |
| Week 10 | Revision & Presentations Diwali Vacation 20,21,22 | Test of Public Speaking |
|  |  |  |
| Week 11 | Introduction to Fundamentals of Written Communication in Business & Business Letters Diwali Vacation 23,24,25,26 |  |
|  |  |  |
| Week 12 | Introduction to Sales Letters and Claim Letters |  |
|  |  |  |
| Week 13 | Introduction to Employment Letters and their types Revision,Presentation |  |
|  |  |  |
| Week 14 | Introduction to Memos, Circulars and Notice ,Business Reports-Types, Characterstics & objectives of Report |  |
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| Week 15 | Business Reports (continue) ,Define Brochures & their types, Notices |  |
|  | | |
| Week 16 | Define Agenda and Minutes of Meeting | Test of Letters in Communication |
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| Week 17 | Revision and Presentations | Viva of Whole Syllabus of Communication |
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| Week 18 | Revision and Presentations | Test of all syllabus |

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| Name of College: Govt.P.G. College for Women, Rohtak | | |
| Academic Session: 2022-23 Semester: ODD | | |
| Subject: Capital Market  Name of Guest Lecturer: Kavita | | |
| Class: BBA 3rd Sem. | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Introduction to the Capital Market-Meaning,Nature ,Characteristics of Capital Market & its Features and Structure of developed Capital Market |  |
|  |  |  |
| Week 2 | Growth of Capital Market in India, Reforms in Capital Market & Regulatory Framework of Capital Market |  |
|  |  |  |
| Week 3 | Capital Market Instruments-Equity Shares,Preference Shares,Debentures and Bonds its Securities |  |
|  |  |  |
| Week 4 | Introduction to Capital Market New Financial Instruments -GDR,ADR,. |  |
|  |  |  |
| Week 5 | New Financial Instruments -GDR,ADR,. Zero Coupon Bond,Deep Discount Bond etc | Test of Capital Market & its instruments |
|  |  |  |
| Week 6 | Introduction to Primary Capital Market and Explain its Methods of Issuing New Securities -Public Issue through Prospectus,Right Issue,Bonus Issue,Book Building etc. |  |
|  |  |  |
| Week 7 | Primary Market (continue) & its Intermediaries-Share Transfer Agent,Brokers etc. |  |
|  |  |  |
| Week 8 | Introduction to Secondary Market Scenario in India- Meaning,Characterstics,Role of Secondary Market Listing of Securities,Spot & Future Transaction,Badla Transaction etc.Methods of Trading in Stock Exchange,Settlement of Transaction |  |
|  |  |  |
| Week 9 | Stock Market Organisation-Stock Broking,Custodial Services & Stock Exchanges in India-Objectives of NSE,BSE,OTCEI |  |
|  |  |  |
| Week 10 | Revision & Presentations | Test of Primary & Secondary Market |
|  |  |  |
| Week 11 | Introduction to Capital Market Depository System Players in Depository System,Dematerialisation D\B Physical & Demat Shares and Presentations Diwali Vacation 20,21,22 |  |
|  |  |  |
| Week 12 | Introduction to Debt Market-Meaning,Characteristics & Importance,Primary and Secondary Segment of Diwali Vacation 23,24,25,26 |  |
| Week 13 | Problems & Presentations | Test of Depository System and Debt Market |
|  |  |  |
| Week 14 | Introducttion to Development Banks & its Functions of Development Bank, Development Banking In India |  |
|  |  |  |
| Week 15 | Introduction to Capital Market Financial Institution- Classification & Roles of Financial Institutions,Products |  |
|  |  |  |
| Week 16 | Services of IFCI,IDBI,IIBI,SIDBI,EXIM Bank |  |
|  |  |  |
| Week 17 | Introduction to Mutual Fund-Meaning,Features,Types | Viva of Whole Syllabus of Capital Market |
|  |  |  |
| Week 18 | Benefits of Mutual Fund Main Mutual Funds,Future Prospects of mutual funds in India Revision |  |
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| Week 19 | Revision, Presentations |  |

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| Name of College: Govt.P.G. College for Women, Rohtak | | |
| Academic Session: 2022-23 Semester: ODD | | |
| Subject: Production & Material Management  Name of Guest Lecturer: Kavita | | |
| Class: BBA 5th Sem. | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Introduction to Production Management, Define its objectives, Scope ,Functions & Recent Trends in Production Management |  |
|  |  |  |
| Week 2 | Define Production Management Decisions & Types of Production System |  |
|  |  |  |
| Week 3 | Introduction to Selection of Plant Location ,Production Planning and Control |  |
|  |  |  |
| Week 4 | Introduction to Production System, Inspection & Quality Control | Test of Production Management Unit-1 |
|  |  |  |
| Week 5 | Inspection & Quality Control |  |
|  |  |  |
| Week 6 | Leftover part of Quality Control & its Techniques |  |
|  |  |  |
| Week 7 | Introduction to Plant Layout & Material Handling System |  |
|  |  |  |
| Week 8 | Revision, Presentations | Test of Unit-2 |
|  |  |  |
| Week 9 | Introduction to Materials Management,Organisation for Material Manegement & their Conventional & Modern Approaches |  |
|  |  |  |
| Week 10 | Define Material Management Information System | Test of House Property |
|  |  |  |
| Week 11 | Value Analysis & Engineering,Revision,Presentations Diwali Vacation 20,21,22 |  |
|  |  |  |
| Week 12 | Inventory Control and its Techniques,  Diwali Vacation 23,24,25,26 | Test of Material Management & Value Analysis |
|  |  |  |
|  |  |  |
| Week 13 | Define Layout & Location of Stores, Coordination and Classification |  |
|  |  |  |
| Week 14 | Inventory Control of Spare parts, warehousing Management |  |
|  |  |  |
| Week 15 | Traffic & Transportation,Disposal of scrap ,Surplus Material | Test of Inventory Control & Warehouse Management |
|  |  |  |
| Week 16 | Stores Management, Material Handling Instruments |  |
|  |  |  |
| Week 17 | Product Standardisation, Simplification & Variety Reduction |  |
|  |  |  |
| Week 18 | Revision, Presentations |  |
| Week 19 | Viva of Whole Syllabus of Production & Material Management |  |

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| Name of College: Govt.P.G. College for Women, Rohtak | | |
| Academic Session: 2022-23 Semester: ODD | | |
| Subject: Presentation skills and Personality Development  Name of Guest Lecturer: Kavita | | |
| Class: BBA 5th Sem. | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Introduction to Presentation & its Types |  |
|  |  |  |
| Week 2 | Define Planning a Presentation & Presentation Structure |  |
|  |  |  |
| Week 3 | Presentation Notes & Session Plan |  |
|  |  |  |
| Week 4 | Presentations | Test of Presentations skills,Types & structuring |
|  |  |  |
| Week 5 | Self Awareness and Time Management |  |
|  |  |  |
| Week 6 | Motivation and Attention |  |
|  |  |  |
| Week 7 | Define Outcomes of Presentations |  |
|  |  |  |
| Week 8 | Revision, Presentations | Test of Methods and Outcomes of Presentation |
|  |  |  |
| Week 9 | Introduction to concept of Personality, Personality Pattern and Syndrome |  |
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| Week 10 | Symbols of Self ,Moulding the Personality Pattern |  |
|  |  |  |
| Week 11 | Introduction to Personality Determinants Diwali Vacation 20,21,22 |  |
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|  |  |  |
| Week 12 | Aspirations and Achievements Diwali Vacation 23,24,25,26 | Test of Introduction to Personality |
|  |  |  |
| Week 13 | Introduction to Personality Development -Healthy Personalities,Developing |  |
|  |  |  |
| Week 14 | Managing Personal Stress ,Solving Problems Analytically and Creatively |  |
|  |  |  |
| Week 15 | Introduction to Grooming the Personality ,Time Management |  |
|  |  |  |
| Week 16 | Introduction to Public Speaking | Test of Personality Development |
|  |  |  |
| Week 17 | Managing Personal Stress |  |
|  |  |  |
| Week 18 | Body Language |  |
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| Week 19 | Revision, Presentations |  |

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| **Name of College: Govt. P.G. College for Women, Rohtak** | | | |  | |
| **Academic Session: 2022-2023 Semester: ODD** | | | |  | |
| **Subject: Financial Accounting (BBAN 103)**  **Name of Extension Lecturer: Dr. Mukesh** | | | |  | |
| **Class: BBA 1st Sem.** | | | | | |
| Week of Month | | Topics/Chapters to be covered | | | Topics of Assignment/ Tests given/ to be given to the students |
|  | |  | | |  |
| Week 1 | | Meaning , definitions, features, scope,objective, nature and benefits and functions of financial accounting, branches or types of accounting,of financial accounting. Accounting principles | | |  |
|  | |  | | |  |
| Week 2 | | Accounting Concepts and conventions, Recording of business transactions; journal, rules of journalising, discount, compound entry, | | |  |
|  | |  | | |  |
| Week 3 | | Ledger, rule of posting, posting of compound entry, posting of opening entry, benefit and importance of ledger. | | |  |
|  | |  | | |  |
| Week 4 | | Trial balance, objective, benefits & limitation, | | | Assignment |
|  | |  | | |  |
| Week 5 | | method of preparation of trial balance, balance method, total amount method and total cum balance method. | | |  |
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| Week 6 | | Rectification of error, one sided error, two sided error & its rectification, , suspance account. | | |  |
|  | |  | | |  |
| Week 7 | | Final account with adjustment, Trading account, Profit & loss account, | | |  |
|  | |  | | |  |
| Week 8 | | Balance Sheet, preparation of final accounts (non-corporate entities) | | |  |
|  | |  | | |  |
| Week 9 | | Adjusting entries in final accounts, along with major adjustments. | | | Test |
|  | |  | | |  |
| Week 10 | | Bank Reconciliation Statement, causes for preparing a bank reconciliation statement, Diwali vacation 20,21,22 | | |  |
|  | |  | | |  |
| Week 11 | | Entrance Fees, legacy, donation, subscription, endowment fund, life membership fees, receipts by legacies. Diwali vacation 23,24,25,26 | | |  |
|  | |  | | |  |
| Week 12 | | NPO, Financial accounts of non-profit organization, Receipt & payment accounts, Single entry system, Income and Expenditure Accounts, Balance Sheet. | | |  |
|  | |  | | |  |
| Week 13 | | Difference between Receipts and payment accounts and income and expenditure accounts., Single Entry System, Double Entry System, Ascertainment of Profit under single entry system. | | | Test |
|  | |  | | |  |
| Week 14 | | Joint venture accounts, meaning, feature, method of maintaing joint venture records, | | |  |
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| Week 15 | | Hire purchase, machanism of hire purchase transction, legal provision regarding hire purchase aggrement, difference between & instalment, hire purchase and lease financing. | | |  |
|  | |  | | |  |
| Week 16 | | Consignment accounts, meaning feature, need, objective, difference between consignment & sale, overriding commission, del -credre commission Accounting procedure for consignment accounts, | | | Test |
|  | |  | | |  |
| Week 17 | | Consignment account, goods sent on conignment, consignee accounts, stock on consignment accounts, loss in consignment accounts, normal loss & abnormal loss. | | | Assignment |
| Week 18 | | REVISION | | |  |
| **Name of College: Govt. P.G. College for Women, Rohtak** | | |  | |
| **Academic Session: 2022-2023 Semester: ODD** | | |  | |
| **Subject: Business Organisation (BBAN 101)**  **Name of Extension Lecturer: Dr. Mukesh** | | |  | |
| **Class: BBA 1st Sem.** | | | | |
| Week of Month | Topics/Chapters to be covered | | | | Topics of Assignment/ Tests given/ to be given to the students |
|  |  | | | |  |
| Week 1 | Business – Concept, nature and scope,business objectives, business and environment interface, Types of business environment | | | |  |
|  |  | | | |  |
| Week 2 | Internal and Externe business environment. Business as a system, Types of business Business system, open and closed system, benefits of a system. | | | |  |
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| Week 3 | Distinction between business, commerce and trade. Scope and business activities. Difference between business, profession and employment. | | | |  |
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| Week 4 | Forms of business organization – Sole proprietorship, meaning, features, benefits and limitations of sole trade.. | | | | Assignment |
|  |  | | | |  |
| Week 5 | Suitabality of sole trade business. Partnership concept, features, benefits and limitations of partnership | | | |  |
|  |  | | | |  |
| Week 6 | Types of partners: sleeping, dormant, minor partners.Suitabality of Partnership business. Joint stock company; Meaning, definitions, featurs and types of company; | | | |  |
|  |  | | | |  |
| Week 7 | Public company and private company, government company, statury company, limited by guarnetee and unlimited company. | | | |  |
|  |  | | | |  |
| Week 8 | Multinational corporations:Concept, nature and scope,objectives, why company go for international markets, benefits of multinational corporationsfor home and host country | | | |  |
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| Week 9 | Entrepreneurship – Concept, nature, benefits, objectives, factors affecting entrepreneurship.Qualities of a successful entrepreneur, features of an entrepreneur, types and functions of an entrepreneur. | | | | Test |
|  |  | | | |  |
| Week 10 | Entrepreneurial process- generation of business ideas, sources and approoaches to generating ideas, selection of project ideas. , Diwali vacation 20,21,22 | | | |  |
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| Week 11 | Feasibility of report, project report, business plan and consideration in setting up a business enterprise. Diwali vacation 23,24,25,26 | | | |  |
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| Week 12 | Choice of form of business organisation- ideal form and factors affecting to a form of business organisation. | | | |  |
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| Week 13 | Suitability of form of organisation- partnership, private and public company and change in form of ownership.Location of a Business Enterprise- features, benefits, objectives and factors affecting location and choice of site. | | | | Test |
|  |  | | | |  |
| Week 14 | Theroies of Location-Weber theory and Sargent Florence theory and their apprisal.Stock Exchange in India- features, role or functions, services, benefits. | | | |  |
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| Week 15 | SEBI, BSE, NSE AND OTCEI, Government and business interface- various role of governmet in business- regulatory, promotional and enterpreneurial. | | | |  |
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| Week 16 | Form of Government in business- DepartmentalUndertaking, Govt. companies, Public or Statutory corportations. Problems and shortcoming of public enterprise and ways to reduce problems. | | | | Test |
|  |  | | | |
| Week 17 | Business combination – concept and causes, types, benefits. Trade associations Chambers of commerce and industries in India – FICCI, CII Association. CII, ASSOCHAM Association. | | | |
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| Week 18 | REVISION | | | |  |

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| **Name of College: Govt. P.G. College for Women, Rohtak** | |  | |
| **Academic Session: 2022-2023 Semester: ODD** | |  | |
| **Subject: Disaster Management (BBAN 306)**  **Name of Extension Lecturer: Dr. Mukesh** | |  | |
| **Class: BBA 3rd Sem.** | | | |
| Week of Month | Topics/Chapters to be covered | | Topics of Assignment/ Tests given/ to be given to the students |
|  |  | |  |
| Week 1 | Structure of the Atmosphere, Pressure, Temperature and Precipitation. | |  |
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| Week 2 | Cloud Classification and Formation, Calories Force and EI Nino Phenomenon | |  |
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| Week 3 | Cloud Classification and Formation, Calories Force and EI Nino Phenomenon | |  |
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| Week 4 | Western Disturbance, Energy model and Budget of the earth. | | Assignment |
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| Week 5 | Energy model and Budget of the earth | |  |
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| Week 6 | Primary differentiation and formation of Core, Mantle, Crust, Atmosphere and Hydrosphere. | |  |
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| Week 7 | Mgma Generation and Formation of Igneous Rock, Weathering and Erosion. | |  |
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| Week 8 | Transportation and Deposition of earth’s material by running water, River Meandering and Formation of Ox-bow Lake. | |  |
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| Week 9 | Depletion of natural capital, Development as causes of disaster and Rapid Population Growth, Epidemics. | | Test |
|  |  | |  |
| Week 10 | Environmental Pollution, Industrials Accidents, Chemical Releases, Multipurpose Project | |  |
|  |  | |  |
| Week 11 | Resettlement Issues and Humanitarian Assistance in Emergencies, Floods- nature, frequency, hazards, Hydrographs,Urbanization and flooding . . Diwali Vacation 20,21,22 | |  |
|  |  | |  |
| Week 12 | Drainage and Basins, dams barrages, Rivers diversions, influence on micro-climate, impact on flora and fauna. . Diwali Vacation 23,24,25,26 | |  |
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| Week 13 | Landslides analysis, stability and safety factors, Coastal hazards,erosion, cyclone, sea level changes and its impact on coastal areas and coastal zone management and Climate change. | | Test |
|  |  | |  |
| Week 14 | Emissions and global warming, impact on sea level in south Asian region environmental disruptions and their implications. | |  |
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| Week 15 | Earth quakes- nature of destruction, seismic waves and designing, travel-time and location of epicenter, Earth quake resistant building and dams,Tsunamis- causes. | |  |
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| Week 16 | Tsunamis location, disturbance in sea floor, impact on fragile coastal environment. | | Test |
|  |  | |  |
| Week 17 | Volcanoes- nature, features, causes and types , | | Assignment |
| Week 18 | Volcanism materials and Geographic distribution of volcanoes. | |  |
| Week 19 | Revision | |  |
| **Name of College: Govt. P.G. College for Women, Rohtak** | |  | |
| **Academic Session: 2022-2023 Semester: ODD** | |  | |
| **Subject: Environmental Studies (BBAN-305)**  **Name of Extension Lecturer: Dr. Mukesh** | |  | |
| **Class: BBA 3rd Sem.** | | | |
| Week of Month | Topics/Chapters to be covered | | Topics of Assignment/ Tests given/ to be given to the students |
|  |  | |  |
| Week 1 | Environment nature, scope and importance, need for public awareness, Natural resources –Renewable and Non-renewable resources. | |  |
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| Week 2 | Use and Over-Utilization of various resources and its consequences. Role of an individual in conservation of natural resources | |  |
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| Week 3 | Equitable use of resources for sustainable lifestyles, Ecosystems- features, nature, structure and function of an ecosystem. | |  |
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| Week 4 | Energy Flow in the ecosystem, Ecological succession, | | Assignment |
|  |  | |  |
| Week 5 | Food Chains, Food Webs and Ecological Pyramids. | |  |
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| Week 6 | Types of ecosystem – Forest ecosystem, Grassland ecosystem, Desert ecosystem, Aquatic ecosystems. | |  |
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| Week 7 | Environmental Pollution – cause, effects and control measures of different types of pollutions and role of an individual in prevention of pollution. | |  |
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| Week 8 | Types of Pollutions – air, water, soil, marine, noise, and thermal pollution. | |  |
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| Week 9 | Nuclear Hazards-natures, causes and effects and types of nuclear hazards. Solid waste management – causes, effects and objectives. | | Test |
|  |  | |  |
| Week 10 | Control measures of urban and industrial wastes and Social issues and Sustainable development. | |  |
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| Week 11 | Urban problems related to Energy, water conservation, rain water harvesting its Problems and concerns. Diwali Vacation 20,21,22 | |  |
|  |  | |  |
| Week 12 | Watershed management, Resettlement and rehabilitation- nature, causes, objectives and problems related to resettlement and rehabilitation. Diwali vacation 23,24,25,26 | |  |
|  |  | |  |
| Week 13 | Climate Change- nature, causes and its effects. Global Warming- nature, causes and its effects. Acid Rain-causes, effects and ways to reduce acid rain. | | Test |
|  |  | |  |
| Week 14 | Ozone Layer -effects and factors responsible for its depletion, Nuclear accidents and holocaust- concept, nature, types and causes . | |  |
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| Week 15 | Wasteland reclamation, consumerism and waste products. | |  |
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| Week 16 | Environmental legislation – Environment Protection Act, objectives, benefits, provision of Indian Constitution. | | Test |
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| Week 17 | Various strategies formulate by government to protect environment. | | Assignment |
| Week 18 | Air , Water, Wildlife and Forest Conservation Act . | |  |
| Week 19 | Revision | |  |

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| Name of College: Govt. P.G. College for Women, Rohtak | | |
| Academic Session: 2022 Semester : ODD | | |
| Subject: Basics of Computer-I, Name of Teacher : Mr. Ram Niwas | | |
| Class: B.Com-1 (1st. Semester) Section : A, B, C. | | |
| Week of Month. | Topics/Chapters to be covered. | Topics of Assignments/Tests given to the students. |
| Week-1 | Introduction to Computer |  |
|  |  |  |
| Week-2 | Generations of Computer |  |
|  |  |  |
| Week-3 | Classification of Computer |  |
|  |  |  |
| Week-4 | Continued | Test of Generations of Computer |
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| Week-5 | Input Devices |  |
|  |  |  |
| Week-6 | Output Devices |  |
|  |  |  |
| Week-7 | Continued | Test of Input Devices |
|  |  |  |
| Week-8 | Introduction to Memory |  |
|  |  |  |
| Week-9 | Primary Memory |  |
|  |  |  |
| Week-10 | Continued |  |
|  |  |  |
| Week-11 | Secondary Memory | Test of Primary Memory |
|  |  |  |
| Week-12 | Continued |  |
|  |  |  |
| Week-13 | Fundamentals of MS Word | Oral Test |
|  |  |  |
| Week-14 | Continued |  |
|  |  |  |
| Week-15 | Formatting in MS Word | Test of MS Word |
|  |  |  |
| Week- 16 | Continued |  |
|  |  |  |
| Week-17 | Revision |  |

| **Government PG College for Women, Rohtak** |
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| **Lesson Plan for the session 2022-23** |
| **Teacher's Name: Dalip Kaur** |
| **Subject: Managerial Economics** |
| **Class: M.Com 1st Semester** |

| **Week** | **Topics to be Covered** | **Assignments, Presentation and Test etc.** |
| --- | --- | --- |
| 1 | Introduction to syllabus, managerial economics- Meaning, nature, scope, role of managerial economist |  |
| 2 | Fundamental economic concepts |  |
| 3 | Cardinal and Ordinal Approach to consumer behaviour | Presentations |
| 4 | Concept of Macroeconomics, Circular Flow of Income | Presentations |
| 5 | Multiplier, Accelerator, Marginal Efficiency of Capital | Inter Class Discussion |
| 6 | MEC, Economic Growth and Development | Presentations |
| 7 | Prisoner's Dilemma, Non Price Competition | Test Unit-3 |
| 8 | Inflation, Budgets and budgetary deficit, Deficit Financing | General Discussion on Budgets and deficit |
| 9 | Public debt, Balance of Payment Management | Presentations |
| 10 | BOP Management, Management of foreign Exchange | Problem Discussion session |
| 11 | Business Cycles, Theory of Production | Test Unit-4 |
| 12 | Theory of production |  |
| 13 | Isoquants, theory of production & Producer equilibrium | Presentations |
| 14 | Concept of revenue and equilibrium under various market structure | Test Unit-2 |
| 15 | Theory of cost, Economies of scale and scope |  |
| 16 | Revision |  |

**Government PG College for Women, Rohtak**

**Lesson Plan for the session-2022-23**

**Teacher's Name: Ms. Dalip Kaur**

**Subject: Financial Management**

**Class: B.Com (H) 5th sem**

| **Week** | **Topics to be Covered** | **Assignments, Presentation and Test etc.** |
| --- | --- | --- |
| 1 | Introduction to syllabus, meaning, concept of financial Mangement, objectives |  |
| 2 | Functions of financial manager, financial management v/s financial accounting, other related areas |  |
| 3 | Cost of capital | Oral Test |
| 4 | Cost of Capital Practical Sessions | Numerical Practice |
| 5 | Capitalisation, financial planning |  |
| 6 | Leverage analysis | Presentation |
| 7 | Leverage analysis Practical session | Numerical Practice |
| 8 | EBIT-EPS Analysis | Test Unit-1 |
| 9 | Capital Structure | Presentation |
| 10 | Capital structure practical session. | Numerical Practice |
| 11 | Dividend Decisions | Oral Test |
| 12 | Dividend Decisions Practical session | Numerical Practice |
| 13 | Working capital Management | Test Unit-2 |
| 14 | Working capital Management continued | Presentation |
| 15 | Management of cash, Cash models | Numerical Practice |
| 16 | Management of marketable securities | Test Unit-3 |
| 17 | Receivables Management | Presentation |
| 18 | Revision | Presentation |

**Lesson Plan for the session-2022-23**

**Teacher's Name: Ms. Dalip Kaur**

**Subject: Investment Management**

**Class: B.Com (H) 5th sem**

| **Week** | **Topics to be Covered** | **Assignments, Presentation and Test etc.** |
| --- | --- | --- |
| 1 | Introduction to syllabus, Investment, Gambling, speculation- Meaning, differences, process of investment |  |
| 2 | Investment Avenues, Measurement of Risk and Return |  |
| 3 | Measurement of Risk and Return, Efficient Market hypothesis | Oral Test |
| 4 | Efficient Market Hypothesis |  |
| 5 | Technical Analysis- Meaning, Charting Techniques |  |
| 6 | Charting techniques, Indicators | Presentation |
| 7 | Technical Analysis- Indicators | Numerical Practice |
| 8 | Fundamental Analysis- Meaning,Company Analysis | Test Unit-1 |
| 9 | Industry Analysis, Economy Analysis | Presentation |
| 10 | Technical v/s Fundamental Analysis | Presentations |
| 11 | Trading Mechanism in Bombay stock Exchange | Oral Test |
| 12 | Derivatives- Meaning, types | Test Unit-2 |
| 13 | Derivatives-types, uses, Derivatives in Indian capital market |  |
| 14 | Option Contracts- Introduction, Meaning, uses | Presentation |
| 15 | Option Contracts- Types | Numerical Practice |
| 16 | Option Contracts- Types | Test Unit-3 |
| 17 | Revision | Presentation |
| 18 | Problem Discussion | Presentation |

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| **Lesson Plan**  Name of College: Government PG College for Women, Rohtak  Academic Session: 2022-2023 Semester: ODD  Subject: FMO  Class : B.Com. Pass 5th Sem Sec. A Name of Lecturer: Ms. Savita/ Ms. Dalip Kaur/Dr. Mamta Ranga (in sharing) | | |
| Week | Topics to be Covered | Assignments, Presentation and Test etc. |
| 1 | Introduction: meaning, overview of Indian financial market |  |
| 2 | Indian money market structure |  |
| 3 | Primary market and its instruments |  |
| 4 | Secondary market; function and role of stock exchange | Oral test of unit 1 |
| 5 | Public issue pricing and marketing | Presentations |
| 6 | National stock exchange | Group Discussion |
| 7 | Meaning of Over the counter exchange | Presentations |
| 8 | Introduction, Role, its power, objectives of SEBI | Test of unit 2 |
| 9 | Scope and Function of SEBI | Presentations |
| 10 | Investors Protection: Grievances concerning stock exchange | Class Discussion |
| 11 | Grievance cell in stock exchange, SEBI, Company law board |  |
| 12 | Functionaries on stock exchange | Oral test of unit 3 |
| 13 | Merchant Banking: Functions roles, SEBI guidelines | Presentations |
| 14 | Credit rating: concept. Function and types | Presentations |
| 15 | Development Banks: Roles, Policy measures relating to banks |  |
| 16 | Services offered by IFCI, IDBI, IIBI ,EXIM, NABARD | Test of unit 4 |
| 17 | Meaning and benefits of mutual funds |  |
| 18 | Types of mutual fund and SEBI guidelines | Viva-Voce |
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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD | | | |
| Subject: Business Statistices-1 Name of Extension Lecturer: Anju | | | |
| Class: B.Com. 3rd Sem. Sec. A | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
|  |  |  |
| Week 1 | Introduction – Syllabus, Introduction to Statistics- Origin, Development, Definition, Scope, Uses and Limitations, Types of Measurement Scales- Normal, Ordinal, Interval and Ratio level Measurement |  |
|  |  |  |
| Week 2 | Collection, and Classification of Data | Problem solution session and Test 1 |
|  |  |  |
| Week 3 | Tabulation of Primary and Secondary data, Diagrammatic Presentation of Data Bar, Squares |  |
|  |  |  |
| Week 4 | Rectangular and Circular Diagrams; Histogram, frequency polygon, Ogives, Stem and Leaf Displays Box Plots | Problem solution session and Test 2 |
|  |  |  |
| Week 5 | Revision of Unit 1 |  |
|  |  |  |
| Week 6 | Concept and Measures of Central Tendency |  |
|  |  |  |
| Week 7 | Concept and Measures of Central Tendency Mean, Median |  |
|  |  |  |
| Week 8 | Concept and Measures of Central Tendency Continued... Quartiles, Deciles, and Percentiles | Problem solution session and Test 3 |
|  |  |  |
| Week 9 | Dispersion: Concept and Its Absolute as well as Relative Measures |  |
|  |  |  |
| Week 10 | Dispersion: Concept and Its Absolute as well as Relative Measures Continued… |  |
|  |  |  |
| Week 11 | Revision of Dispersion(Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 12 | Test of Dispersion(Diwali Vacations 24,25,26 October) | Problem solution session and Test 4 |
|  |  |  |
| Week 13 | Measures of Skewness, Moments and Measures of Kurtosis - Moments about any point and about mean and the relationship between them. |  |
|  |  |  |
| Week 14 | Sheppard’s Corrections for Moments. Concept of symmetrical distribution and skewness, measures and Co- efficient of skewness, Concept of Kurtosis and its measures | Problem solution session and Test 5 |
|  |  |  |
| Week 15 | Analysis of Bivariate data: Correlation-concept, scatter diagram, Karl Pearson’s co-efficient of Correlation and its properties Spearman’s rank Correlation, Concurrent deviation method |  |
|  |  |  |
| Week 16 | Analysis of Bivariate data: Its properties Spearman’s rank Correlation, Concurrent deviation method Continued.... | Problem solution session and Test 6 |
|  |  |  |
| Week 17 | Regression - Meaning, and Definition, Difference between Correlation and Regression, Principle of least squares and fitting of a line of best fit to the given data, Regression lines |  |
|  |  |  |
| Week 18 | Regression - Meaning, and Definition, Difference between Correlation and Regression, Principle of least squares and fitting of a line of best fit to the given data, Regression lines | Problem solution session and Test 7 |
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| Week 19 | Revision of Unit 3 and 4 |  |

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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD | | | |
| Subject: Financial Market Operations Name of Extension Lecturer: Anju | | | |
| Class: B.Com. 5th Sem. Sec. B&D | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
|  |  |  |
| Week 1 | Money Market |  |
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| Week 2 | Money Market |  |
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| Week 3 | Capital Market |  |
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| Week 4 | Capital Market |  |
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| Week 5 | Revision Unit 1 | Problem solution session and Test 1 |
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| Week 6 | SEBI |  |
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| Week 7 | SEBI |  |
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| Week 8 | SEBI |  |
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| Week 9 | Investors Protection |  |
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| Week 10 | Investors Protection |  |
|  |  |  |
| Week 11 | Revision of Investors Protection (Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 12 | Revision of SEBI (Diwali Vacations 24,25,26 October) |  |
|  |  |  |
| Week 13 | Functionaries on Stock exchanges | Problem solution session and Test 2 |
|  |  |  |
| Week 14 | Functionaries on Stock exchanges |  |
|  |  |  |
| Week 15 | Financial Services |  |
|  |  |  |
| Week 16 | Revision of Unit 3 | Problem solution session and Test 3 |
|  |  |  |
| Week 17 | Role and policy of Financial Institutions in India |  |
|  |  |  |
| Week 18 | Mutual Funds |  |
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| Week 19 | Revision of unit 4 | Problem solution session and Test 4 |

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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD | | | |
| Subject: Corporate Accounting-I Name of Extension Lecturer: Anju | | | |
| Class: B.Com. 3rdSem. Sec. B | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
|  |  |  |
| Week 1 | Issue of Shares Under and Over Subscription |  |
|  |  |  |
| Week 2 | Forfeiture and reissue of Shares |  |
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| Week 3 | Revision of Issue of shares |  |
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| Week 4 | Redemption of Preference Shares |  |
|  |  |  |
| Week 5 | Revision of Unit 1 | Problem solution session and Test 1 |
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| Week 6 | Valuation of Goodwill |  |
|  |  |  |
| Week 7 | Valuation of Goodwill and Valuation of Shares |  |
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| Week 8 | Valuation of Shares |  |
|  |  |  |
| Week 9 | Revision of Unit 2 | Problem solution session and Test 2 |
|  |  |  |
| Week 10 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation |  |
|  |  |  |
| Week 11 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation (Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 12 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation (Diwali Vacations 24,25,26 October) |  |
|  |  |  |
| Week 13 | Final Account of a Company |  |
|  |  |  |
| Week 14 | Revision of Unit 3 | Problem solution session and Test 3 |
|  |  |  |
| Week 15 | Issue of Debentures |  |
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| Week 16 | Issue of Debentures |  |
|  |  |  |
| Week 17 | Redemption of Debentures |  |
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| Week 18 | Redemption of Debentures |  |
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| Week 19 | Revision of Unit 4 | Problem solution session and Test 4 |

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| Name of College: Govt. College for Women, Rohtak | | |
| Academic Session: 2022 - 2023 Semester: ODD | | |
| Subject: BRF Name of Extension Lecturer: Arti | | |
| Class: B.Com.3rd Sem. Pass course Sec. B,C and D | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Indian Contract Act |  |
|  |  |  |
| Week 2 | Offer and acceptance,Free consent of parties |  |
|  |  |  |
| Week 3 | Contractual capacity of parties; Free consent of parties; |  |
|  |  |  |
| Week 4 | Lawful consideration and object; |  |
|  |  |  |
| Week 5 | Agreements expressly declared as void. |  |
|  |  |  |
| Week 6 | Lawful consideration and object,Contingent Contracts | test |
|  |  |  |
| Week 7 | Discharge of contracts: - methods of discharge of contracts |  |
|  |  |  |
| Week 8 | Discharge of contracts: - methods of discharge of contracts |  |
|  |  |  |
| Week 9 | Consequences of Breach of contracts |  |
|  |  |  |
| Week 10 | Contract of Indemnity and guarantee |  |
|  |  |  |
| Week 11 | Revision of unit 1,2 |  |
|  |  |  |
| Week 12 | Diwali vacation | viva -voce |
|  |  |  |
| Week 13 | Contract of Bailment and Pledge |  |
|  |  |  |
| Week 14 | Contract of Bailment and Pledge |  |
|  |  |  |
| Week 15 | Contract of Bailment and Pledge |  |
|  |  |  |
| Week 16 | Consumer protection Act 1986 |  |
|  |  |  |
| Week 17 | Consumer protection Act 1986 |  |
|  |  |  |
| Week 18 | Consumer protection Act 1986 |  |
|  |  |  |
| Week 19 | Revision of whole syallbus |  |

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| Name of College: Govt. College for Women, Rohtak | | |
| Academic Session: 2022 - 2023 Semester: ODD | | |
| Subject: HRM Name of Extension Lecturer: Arti | | |
| Class: B.Com.3rd Sem. Pass course Sec. D | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | An Introduction to Human Resource Management |  |
|  |  |  |
| Week 2 | Function of Human Resource Management |  |
|  |  |  |
| Week 3 | Recruitment |  |
|  |  |  |
| Week 4 | Selection |  |
|  |  |  |
| Week 5 | Training |  |
|  |  |  |
| Week 6 | Training | test |
|  |  |  |
| Week 7 | Rvision of unit 1,2 |  |
|  |  |  |
| Week 8 | Wage and Wage Incentives |  |
|  |  |  |
| Week 9 | Wage and Wage Incentives |  |
|  |  |  |
| Week 10 | Wage and Wage Incentives |  |
|  |  |  |
| Week 11 | Wage and Wage Incentives |  |
|  |  |  |
| Week 12 | Diwali vacation | viva -voce |
|  |  |  |
| Week 13 | Industrial Relations and Industrial Unrest |  |
|  |  |  |
| Week 14 | Industrial Relations and Industrial Unrest |  |
|  |  |  |
| Week 15 | Industrial Relations and Industrial Unrest |  |
|  |  |  |
| Week 16 | Industrial Relations and Industrial Unrest |  |
|  |  |  |
| Week 17 | Industrial Relations and Industrial Unrest |  |
|  |  |  |
| Week 18 | Revision of unit3,4 |  |
|  |  |  |
| Week 19 | revision of whole syallbus |  |

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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023 Semester: ODD | | |
| Subject: Business Statistics Name of Lecturer: Ms. Bhumika Gupta | | |
| Class: B.Com 3rd Sem. Sec. D | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Introduction to statistics- origin, development, definition, scope and limitations |  |
|  |  |  |
| Week 2 | Statistical data- Types of measurement scale, collection of data |  |
|  |  |  |
| Week 3 | Classification and tabulation of data, diagrammatic presentation of data |  |
|  |  |  |
| Week 4 | Graphical presentation of data |  |
|  |  |  |
| Week 5 | Central tendency- Concept and measures of central tendency |  |
|  |  |  |
| Week 6 | Mean,Median, Mode |  |
|  |  |  |
| Week 7 | Quartiles, Percentile and decile |  |
|  |  |  |
| Week 8 | Dispersion- Meaning, concept and importance | Written Test |
|  |  |  |
| Week 9 | Absolute and relative measures |  |
|  |  |  |
| Week 10 | Moments about any point and about mean |  |
|  |  |  |
| Week 11 | Sheppard’s Correction for moments |  |
|  |  |  |
| Week 12 | Concept of symmetrical distribution and skewness |  |
|  |  |  |
| Week 13 | Concept of Kurtosis and its measures | Viva-Voce |
|  |  |  |
| Week 14 | Correlation- Concept, scatter diagram, Karl pearson’s co-efficient of correlation |  |
|  |  |  |
| Week 15 | Spearman’s Rank correlation, Concurrent Deviation method |  |
|  |  |  |
| Week 16 | Regression- Meaning and definition, difference between correlation and regression, principles of least square and fitting of a line |  |
|  |  |  |
| Week 17 | Regression line, properties of regression co-efficient lines, standard error of estimate, co-efficient of determination. | Viva-Voce |
| Week 18 | Revision |  |
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# LessonPlan

Name ofCollege:Govt.P.G.CollegeforWomen,Rohtak

AcademicSession:2022-23 Semester:Odd(August2022toDecember2022)Subject:CostAccounting-I NameofExtensionLecturer: Ms. Bhumika Gupta

Class:B.Com.5thSem.Sec. B & C

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| Week | Topics/Chapterstobecovered | TopicsofAssignment/Testsgiven/tobegiventothestudents |
| 1 | CostAccounting:Meaning,Features,Scope,Techniques,Methods,Objectives,Importance,Limitations |  |
|  |  |  |
| 2 | Costing,CostAccountancy,CostCentres,ProfitCentres,Differenceandsimilaritiesofcostaccountingsystemwithfinancialaccountingsystem. |  |
|  | | |
| 3 | Costanditselementsandtypes | TestofUnit-1 |
|  |  |  |
| 4 | Labourcostcontrol:Meaning&Importance,Labourturnover&itstreatment |  |
|  | | |
| 5 | IdleTimeandovertime |  |
|  | | |
| 6 | Systemsof WagePayment&itsnumerical |  |
|  | | |
| 7 | Continue |  |
|  | | |
| 8 | PracticeofNumericalsandProblemSolvingSession | TestofLabourCostControl |
|  |  |  |
| 9 | ActivityBasedCosting |  |
|  | | |
| 10 | UnitCostingTheory |  |
|  | | |
| 11 | NumericalsofUnitCosting&TenderPrice |  |
|  | | |
| 12 | Overhead:Meaning,Types,Collection,Classification |  |
|  |  |  |
| 13 | Allocation,Apportionment&AbsorptionofOverheads |  |
|  | | |
| 14 | NumericalsofOverhead | TestofOverhead |
|  | | |
| 15 | MaterialControlincludingEOQAnalysis,Material  PurchaseProcedure,Inventorylevels |  |
|  | | |
| 16 | Methodsofvaluationofmaterialissued |  |
|  | | |
| 17 | Continue |  |

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| 18 | Reconciliationofcostandfinancialaccounts:Meaning,Objectivesandprocedure | VivaofWholeSyllabus |

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| **Government PG College for Women, Rohtak** |
| **Lesson plan for odd sem.of 2022-23** |
| **Teacher's Name: Bhumika Gupta** |
| **International Business Environment** B.com(Pass) C 5th Sem. |

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| **Sr. No.** | **Time Period** | **Topics to be Covered/Tests and Assignments** |
| 1 | Week1 | Recent global trends in international trade and finance; dimensions and modes of IB; structure of IB environment; risk in IB |
| 2 | Week2 | Motives for internationalization of firms; organizational structure for IB; world trading system |
| 3 | Week3 | *I*mpact of WTO; exchange rate systems; global financial system; barriers to IB; i |
| 4 | Week4 | International business information and communication. |
| 5 | Week5 | Dimensions and modes of IB |
| 6 | Week6 | Foreign market entry strategies; country evaluation and selection |
| 7 | Week 7 | factors affecting foreign investment decisions; impact of FDI on home and host countries; |
| 8 | Week 8 | Power Point Presentation And test |
| 9 | Week 9 | Types and motives for foreign collaboration; control mechanisms in IB. |
| 10 | Week 10 | Decisions concerning global manufacturing and material management; outsourcing factors |
| 11 | Week11 | Managing global supply chains; product and branding decisions; managing distribution channels |
| 12 | Week 12 | International promotion mix and pricing decisions; counter trade practices |
| 13 | Week13 | Mechanism of international trade transactions |
| 14 | Week 14 | Assignments, Harmonizing accounting difference across countries |
| 15 | Week 15 | currency translation methods for consolidating financial statements |
| 16 | Week 16 | the LESSARD-LORANGE Model; cross cultural challenges in IB |
| 17 | Week 17 | International staffing decisions; compensation and performance appraisal of expatriate staff |
| 18 | Week 18 | Ethical dilemmas and social responsibility issues. |
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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD | | | |
| Subject: Business Communication-1 Name of Extension Lecturer: Deepak Kumar Chachda | | | |
| Class: B.Com. Hon’s 1 Sem | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
|  |  |  |
| Week 1 | Essentials of Business communication: Introduction, Basic Patterns of Business Messages: |  |
|  |  |  |
| Week 2 | Writing process, Directness and Indirectness in new s and messages of all types, sales Massages, Persuasion. | Problem solution session and Test 1 |
|  |  |  |
| Week 3 | Writing a Project Report: Basics, writing Reports on Field Work visits to Industries. |  |
|  |  |  |
| Week 4 | , writing Reports on Field Work visits to Industries | Problem solution session and Test 2 |
|  |  |  |
| Week 5 | Business Concerns etc. Business-Negotiations |  |
|  |  |  |
| Week 6 | . Revision of Unit 1 |  |
|  |  |  |
| Week 7 | Spoken English for Business-communication:;. |  |
|  |  |  |
| Week 8 | Presentation of Plans, | Problem solution session and Test 3 |
|  |  |  |
| Week 9 | Objectives; |  |
|  |  |  |
| Week 10 | Addressing the Audience … |  |
|  |  |  |
| Week 11 | Oral Talking |  |
|  |  |  |
| Week 12 | Test of Presentation of Plans (Diwali Vacations 24,25,26 October) | Problem solution session and Test 4 |
|  |  |  |
| Week 13 | Strategies to overcome Barriers in Address |  |
|  |  |  |
| Week 14 | speech. | Problem solution session and Test 5 |
|  |  |  |
| Week 15 | Preparation, |  |
|  |  |  |
| Week 16 | Mode of delivery presentation | Problem solution session and Test 6 |
|  |  |  |
| Week 17 | Revision of Unit 1 and 2 |  |
|  |  |  |
| Week 18 | Revision of Unit 3 and 4 |  |
|  |  |  |
| Week 19 | Problem solution session |  |

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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD | | | |
| Subject: Business Law-1 Name of Extension Lecturer: Deepak Kumar Chachda | | | |
| Class: B.Com. Hon’s 1 Sem | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
|  |  |  |
| Week 1 | Business Law An Overview |  |
|  |  |  |
| Week 2 | Indian Contract Act – 1872 |  |
|  |  |  |
| Week 3 | Valid Contract and its Elements, Proposal, Acceptance and Revocation |  |
|  |  |  |
| Week 4 | Contractual Capacity of Parties, Free Consent of Parties |  |
|  |  |  |
| Week 5 | Lawful Consideration of Objectives | Problem solution session and Test 1 |
|  |  |  |
| Week 6 | Agreements Expressly Declared as Void, Legal Formalities |  |
|  |  |  |
| Week 7 | Contingent Contracts |  |
|  |  |  |
| Week 8 | Performance of Contracts, Discharge of Contracts |  |
|  |  |  |
| Week 9 | Implied, Quasi or Constructive Contracts |  |
|  |  |  |
| Week 10 | Consequences of Breach of Contract, Contract of Indemnity and Guarantee |  |
|  |  |  |
| Week 11 | Contract of Bailment and Pledge (Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 12 | Contract of Agency (Diwali Vacations 24,25,26 October) |  |
|  |  |  |
| Week 13 | Negotiable Instrument Act 1881 | Problem solution session and Test 2 |
|  |  |  |
| Week 14 | Sale of Good Act 1930 |  |
|  |  |  |
| Week 15 | Contract of Sale, Condition and Warranties |  |
|  |  |  |
| Week 16 | Transfer of Property or Ownership, Delivery and Payment | Problem solution session and Test 3 |
|  |  |  |
| Week 17 | Unpaid Seller, Suits for Breach of Contract |  |
|  |  |  |
| Week 18 | Right to Information Act, 2005 |  |
|  |  |  |
| Week 19 | Consumer Protection Act, 1986 | Problem solution session and Test 4 |

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| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD | | | |
| Subject: Business Organisation-1 Name of Extension Lecturer: Deepak Kumar Chachda | | | |
| Class: B.Com. Hon’s 1 Sem | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
|  |  |  |
| Week 1 | Foundation of Indian Business,. |  |
|  |  |  |
| Week 2 | spectrum of Business Activities |  |
|  |  |  |
| Week 3 | Manufacturing and service Sectors. India’s experience of globalization, liberalization and privatization |  |
|  |  |  |
| Week 4 | Multinational corporations and Indian transnational. Enterprises. |  |
|  |  |  |
| Week 5 | Entrepreneurial opportunities in contemporary business environment: Process of setting up a business enterprise. Opportunity and idea generation. | Problem solution session and Test 1 |
|  |  |  |
| Week 6 | Networking marketing, Franching, Business Process Outsourcing, E-commerce and M-commerce. |  |
|  |  |  |
| Week 7 | – role of creativity and innovation. Feasibility study and preparation of business plan |  |
|  |  |  |
| Week 8 | Functional aspects of business-I: Administrative: |  |
|  |  |  |
| Week 9 | Choice of a suitable form of business ownership. |  |
|  |  |  |
| Week 10 | Starting and operating small venturing enterprises Operations: business size and location decisions. |  |
|  |  |  |
| Week 11 | Lay out: mass production and mass customization, productivity, quality and logistics. (Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 12 | Functional Aspect of business-II Marketing: marketing and consumer behaviour, Product and pricing decisions, Distribution and promotional decisions (Diwali Vacations 24,25,26 October) |  |
|  |  |  |
| Week 13 | (d) Finance: Money and banking, financial management and securities markets, risk management and insurance (e),). | Problem solution session and Test 2 |
|  |  |  |
| Week 14 | human resources: Sources of human capital |  |
|  |  |  |
| Week 15 | Strategies for attracting (staffing) and retaining (training and compensation |  |
|  |  |  |
| Week 16 | Revision of Unit 1 | Problem solution session and Test 3 |
|  |  |  |
| Week 17 | Revision of Unit 2 |  |
|  |  |  |
| Week 18 | Revision of Unit 3 |  |
|  |  |  |
| Week 19 | Revision of Unit 4 | Problem solution session and Test 4 |

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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD | | | |
| Subject: Corporate Accounting-I Name of Extension Lecturer: Deepak Kumar Chachda | | | |
| Class: B.Com. 3rdSem. Sec. C | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
|  |  |  |
| Week 1 | Issue of Shares Under and Over Subscription |  |
|  |  |  |
| Week 2 | Forfeiture and reissue of Shares |  |
|  |  |  |
| Week 3 | Revision of Issue of shares |  |
|  |  |  |
| Week 4 | Redemption of Preference Shares |  |
|  |  |  |
| Week 5 | Revision of Unit 1 | Problem solution session and Test 1 |
|  |  |  |
| Week 6 | Valuation of Goodwill |  |
|  |  |  |
| Week 7 | Valuation of Goodwill and Valuation of Shares |  |
|  |  |  |
| Week 8 | Valuation of Shares |  |
|  |  |  |
| Week 9 | Revision of Unit 2 | Problem solution session and Test 2 |
|  |  |  |
| Week 10 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation |  |
|  |  |  |
| Week 11 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation (Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 12 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation (Diwali Vacations 24,25,26 October) |  |
|  |  |  |
| Week 13 | Final Account of a Company |  |
|  |  |  |
| Week 14 | Revision of Unit 3 | Problem solution session and Test 3 |
|  |  |  |
| Week 15 | Issue of Debentures |  |
|  |  |  |
| Week 16 | Issue of Debentures |  |
|  |  |  |
| Week 17 | Redemption of Debentures |  |
|  |  |  |
| Week 18 | Redemption of Debentures |  |
|  |  |  |
| Week 19 | Revision of Unit 4 | Problem solution session and Test 4 |

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| **Lesson Plan for Odd Semester of Sesssion 2022-23** | |
| **Name of Teacher: Dr. Parmod Kumar** | |
| **Sub:- Company Law-I** | |
| **Class: B.Com 3rd Sem (A & D)** | |
| **Paper Code: 3.04** | |
| **Week** | **Topic** |
| 1 | Company- Meaning, Characteristics and Features of company |
| 2 | Types of companies, advantages and disadvantages of incorporation |
| 3 | Lifting of corporate veil |
| 4 | Formation of Company: - Promotion of company and Functions of promoter |
| 5 | Importance of promoter, Promoter’s remuneration and Legal status of Promoter |
| 6 | Rights of promoters, Duties of promoters and Liabilities of promoters |
| 7 | Pre- incorporation contracts, Incorporation and commencement of Business |
| 8 | Prospectus: - Definition; Public offer, contents, misleading prospectus and its consequences. |
| 9 | Test, Assignments and Revision |
| 10 | Memorandum of Association: - Meaning; Importance, Clauses of Memorandum of Association |
| 11 | Alteration of MoA and Doctrine of Ultra- Virus |
| 12 | Alteration of MoA and Doctrine of Ultra- Virus |
| 13 | Articles of Association: - Meaning; Contents; Alteration of Articles of Association |
| 14 | Constructive Notice and Doctrine of Indoor Management. |
| 15 | Borrowing Powers |
| 16 | Debentures and Charges |
| 17 | Test, Assignments and Revision |
| 18 | Revision and Doubt Clearance |

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| **Lesson Plan for Odd Semester of Sesssion 2022-23** | |
| **Name of Teacher: Dr. Parmod Kumar** | |
| **Sub:- Company Law-I** | |
| **Class: B.Com 3rd Sem (Hons)** | |
| **Paper Code: BCH 3.04** | |
| **Week** | **Topic** |
| 1 | Company- Meaning, Characteristics and Features of company |
| 2 | Types of companies, advantages and disadvantages of incorporation |
| 3 | Lifting of corporate veil |
| 4 | Formation of Company: - Promotion of company and Functions of promoter |
| 5 | Importance of promoter, Promoter’s remuneration and Legal status of Promoter |
| 6 | Rights of promoters, Duties of promoters and Liabilities of promoters |
| 7 | Pre- incorporation contracts, Incorporation and commencement of Business |
| 8 | Prospectus: - Definition; Public offer, contents, misleading prospectus and its consequences. |
| 9 | Test, Assignments and Revision |
| 10 | Memorandum of Association: - Meaning; Importance, Clauses of Memorandum of Association |
| 11 | Alteration of MoA and Doctrine of Ultra- Virus |
| 12 | Alteration of MoA and Doctrine of Ultra- Virus |
| 13 | Articles of Association: - Meaning; Contents; Alteration of Articles of Association |
| 14 | Constructive Notice and Doctrine of Indoor Management. |
| 15 | Borrowing Powers |
| 16 | Debentures and Charges |
| 17 | Test, Assignments and Revision |
| 18 | Revision and Doubt Clearence |

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| **Lesson Plan for Odd Semester of Sesssion 2022-23** | |
| **Name of Teacher: Parmod Kumar** | |
| **Sub:- Advance Cost A/c** | |
| **Class: M.Com 3rd Sem** | |
| **Paper Code: 17MCO23D4** | |
| **Week** | **Topic** |
| 1 | Inventory system: Turnover of material, ABC analysis and VED analysis |
| 2 | JIT: Aims and Objectives of JIT, Methodology in implementation of JIT and Impact of JIT on Production Price |
| 3 | JIT’s effect on costing system, Material Requirement Planning (MRP-I): Aims, Methodology, Methods of Operations |
| 4 | Requirement for Implementation of MRP-I, MRP-I and Inventory Management; Zero Inventory system |
| 5 | Manufacturing resource planning (MRP-II): Evolution, Essential Elements. Enterprise resource planning (ERP) |
| 6 | Lean Accounting. Back flush Costing, Conditions for adopting Back flush Costing, Different types of back flush Costing |
| 7 | Accounting for Variances, disposition of variances, difficulties in backflus costing, backflus costing in JIT system |
| 8 | Process Costing, Treatment of Work in Progress |
| 9 | Test, Assignments and Revision |
| 10 | Process Costing : Inter process Profits, By Products and Joint Products |
| 11 | Uniform costing, Concept, Scope of Uniform costing, Need for Uniform Costing, Inter firm comparison |
| 12 | Uniform costing, Concept, Scope of Uniform costing, Need for Uniform Costing, Inter firm comparison |
| 13 | Need for Inter Firm Comparison. Requirements of an Inter firm Comparison scheme, Types of Comparison |
| 14 | Cost records, Integral system, preparation of accounts under integral system |
| 15 | Non-integral system, preparation of accounts under non-integral system |
| 16 | Benefits and limitations of integral and non-integral systems |
| 17 | Test, Assignments and Revision |
| 18 | Revision and Doubt Clearence |

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| **Lesson Plan for Odd Semester of Sesssion 2022-23** | |
| **Name of Teacher: Dr. Renu** | |
| **Sub:- Company Law-I** | |
| **Class: B.Com 3rd Sem (B and C)** | |
| **Paper Code: 3.04** | |
| **Week** | **Topic** |
| 1 | Company- Meaning, Characteristics and Features of company |
| 2 | Types of companies, advantages and disadvantages of incorporation |
| 3 | Lifting of corporate veil |
| 4 | Formation of Company: - Promotion of company and Functions of promoter |
| 5 | Importance of promoter, Promoter’s remuneration and Legal status of Promoter |
| 6 | Rights of promoters, Duties of promoters and Liabilities of promoters |
| 7 | Pre- incorporation contracts, Incorporation and commencement of Business |
| 8 | Prospectus: - Definition; Public offer, contents, misleading prospectus and its consequences. |
| 9 | Test, Assignments and Revision |
| 10 | Memorandum of Association: - Meaning; Importance, Clauses of Memorandum of Association |
| 11 | Alteration of MoA and Doctrine of Ultra- Virus |
| 12 | Alteration of MoA and Doctrine of Ultra- Virus |
| 13 | Articles of Association: - Meaning; Contents; Alteration of Articles of Association |
| 14 | Constructive Notice and Doctrine of Indoor Management. |
| 15 | Borrowing Powers |
| 16 | Debentures and Charges |
| 17 | Test, Assignments and Revision |
| 18 | Revision and Doubt Clearence |

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| **Lesson Plan** | | |
| **Name of College: Govt. PG College for Women, Rohtak** | | |
| **Academic Session: 2022-23 Semester: ODD** | | |
| **Teacher's Name: Dr. Renu** | | |
| **Subject: HRM** | | |
| **Class: B.Com II Year** | | |
| **Section: A** | | |
| **Weeks** | **Topics to be Covered** | **Assignments and Test etc.** |
| Week 1 | Introduction to HRM- Definition, Importance, objectives and scope of Human Resource Management (HRM) |  |
| Week 2 | Function of Human Resource Management: - Managerial and Operative Functions and Qualification and Qualities of Human Resource manager |  |
| Week 3 | Evolution and Growth of Human Recourse Management (HRM) India | Presentation |
| Week 4 | Recruitment: - Meaning, Steps in recruitment policy and Sources and modes of recruitment, Factors affecting recruitment |  |
| Week 5 | Selection: - Meaning, Essentials of Selection Procedure and Stages in Selection Procedure | Test 1 |
| Week 6 | Training: - Concept, Need and importance of Training and Methods of Training: - On the job Training |  |
| Week 7 | Off the job Training, Principles of training |  |
| Week 8 | Evaluation of training Programme in India. And Wages: - Meaning, Objective and | Presentation |
| Week 9 | Theories of wages and Methods of wage Programme: - Time wages and Piece wages methods |  |
| Week 10 | Concept of wages: - Fair, Minimum and Living wage, Factors determining wage Structure of an organization, | Presentation |
| Week 11 | essentials of satisfactory wage policy. Wage Incentives: - Concept, Need and Importance of Incentives. |  |
| Week 12 | Special Incentives Prefect sharing and Labour Co. Partnership and Essentials of Ideal Incentives system. |  |
| Week 13 | Industrial Relations: - Concept, Importance and Objectives of industrial relations, Contents of industrial relations. |  |
| Week 14 | Participants of Industrial relation and Recruitment of good Industrial relation Programme. Industrial Unrest: - Meaning, Forms | Test 2 |
| Week 15 | Causes of industrial disputes, Impact of Industrial unrest on the Economy, | Discussion |
| Week 16 | preventive and curative methods and Agencies for Reconciliation of Industrial unrest. | Assignment and Viva-Voce |
| Week 17 | Viva |  |
| Week 18 | revision |  |

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| **Lesson Plan for Odd Semester of Sesssion 2022-23** | |
| **Name of Teacher: Dr renu** | |
| **Sub:- Marketing Concepts** | |
| **Class: M.Com 3rd Sem** | |
| **Week** | **Topic** |
| 1 | Introduction: Concept, nature, scope and importance of marketing |
| 2 | Understanding concepts of Relationship Marketing, Integrated Marketing, Internal and Marketing Performance Marketing. |
| 3 | Marketing the Customer Value: the Value Delivery |
| 4 | Value Chain, Core Competencies. Strategic Marketing Planning |
| 5 | Corporate and Division Strategic Planning, Business Unit Strategic Planning |
| 6 | Market Analysis and Selection: Marketing environment-Macro and Micro Components and their impact on marketing decisions |
| 7 | Market segmentation and Targeting |
| 8 | Buyer behaviour; Consumer decision making process |
| 9 | Creating Customer Value, Satisfaction and Loyalty |
| 10 | Analysing Business Markets: Organizational Buying, Participants in Business, Buying Process, |
| 11 | The Purchasing and Procurement Process, Stages in Business Buying Process |
| 12 | Managing Business-to-Business Customer Relationship Dealing with Competition: Competitive Forces |
| 13 | Indentifying Competitors, Analyzing Competitors, Competitive Strategies, Balancing Customer and Competitor Orientations |
| 14 | Creating Brand Equity: Meaning of Brand Equity, Brand Equity Models |
| 15 | Building Brand Equity, Measuring Brand Equity. Managing Brand Equity |
| 16 | Devising a Branding Strategy, Customer Equity |
| 17 | Crafting the Brand Positioning: Developing and Communicating a Positioning Strategy, Differentiation Strategies |
| 18 | Revision and viva |

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|  |  | **GovernmentPGCollegeforWomen,Rohtak** |
|  |  | **LessonPlanforoddsem.of2022-2023** |
|  |  | **Teacher'sName:Pushp Deep Dagar** |
|  |  | **BusinessCommunication** |
|  |  | **B.com(p)1stsem.(Sec B)** |
| **Sr. No.** | **TimePeriod** | **Topicsto beCovered/Tests andAssignments** |
| 1 | Week1 | Introduction:Basicsofcommunication, |
| 2 | Week2 | SevenC’sofeffectivecommunication |
| 3 | Week3 | Barrierstocommunication,ethicalcontextofcommunication. |
| 4 | Week4 | ReportWriting:Typesofbusinessreports |
| 5 | Week5 | Testofunit1structureofreports,shortreports,longreports |
| 6 | Week6 | abstractsandsummaries,proposals |
| 7 | Week7 | Test&presentation |
| 8 | Week8 | CommunicationSkills:Readingskills |
| 9 | Week9 | listeningskills, notemaking |
| 10 | Week10 | OralFeedbackpersuasivespeaking |
| 11 | Week11 | Bodylanguage,Gestures. |
| 12 | Week12 | problemsolvingsession |
| 13 | Week13 | Assignments |
| 14 | Week14 | BusinessCommunicationatworkplace:Letterwriting-component,layoutand process |
| 15 | Week15 | E-mailcommunication,badnewsmessagespersuasivewrittencommunication, |
| 16 | Week16 | Memos, noticeandagenda |
| 17 | Week17 | MinutesofMeeting |
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**Name: DrPushp Deep Dagar**

**Subject: Computer Application in Business**

**M.Com 1stSem**

**Sep 2022 (Two Weeks)**

Introduction to computer: Characteristics of computer systems, Various Functional units of computers, Types of computer systems, Introduction to computer Memories: Primary Storage, Secondary storage, Input/Output Devices, Software types: Systems software, Application software, functions of Operating Systems, Computer Networks: Advantages of Networking, Types of Network: LAN, MAN, WAN, Public and Private Network, Data communication Media.

**Oct 2022 (Four Weeks)**

Internet and E-Commerce: Internet concept and Technologies, Internet applications, Internet Accounts, Extranet and E-Mail, Features of E-Commerce, Elements of E-Commerce, Types of E-Commerce System: B2B,B2C,C2C,C2B,B2Gand G2C, E-commerce technologies, Types of an Electronic Payment System, Security Schemes of an electronic Payment Systems, E-Commerce On-line Services. Electronic data Interchange (EDI): Basics of EDI, Application of EDI, Advantages of EDI.

**Nov 2022 (Four Weeks)**

Word processing: Introduction and working with MS-Word in MS-Office; Word basic commands; Formatting-text and documents; Sorting and tables; Working with graphics; Introduction to mail merge. Spread Sheets: Working with EXCEL-formatting, functions, chart features; Working with graphics in Excel; using worksheets as database in accounting, marketing, finance and personnel areas. Presentation with Power-Point: Power-point basics, creating presentations the easy way; Working with graphics in Power-Point; show time, sound effects and animation effects.

**Dec 2022 (Four Weeks)**

Accounting Package-Tally (ERP 9): Features of Tally, Contents of Accounts Info, Menu, Creating Ledgers, Preparation of Vouchers, Inventory Master: Functions in Inventory Information Menu, Inventory Information Menu, VAT(Value added tax) in Tally, Maintenance of Inventory records, Maintenance of Accounting Books and Final Accounts, Generating and Printing of Accounting Reports. Introduction to Statistical Packages (SPSS): Features, Formation of table, Types of graph, uses of SPSS

**Practical Work (Sixteen Weeks)**

The following areas are to be covered:- Internet Technology-Applications M.S.Word, PowerPoint , M.S Excel, Tally and SPSS basic commands.

**References Books**:-

1. T.D.Malhotra, Computer applications in Business Kalyani Publishers
2. S.anthony raj, Computer applications in Business Himalaya Pubnlishing House Delhi.

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|  | **LESSON PLAN (Odd Sem., Session: 2022-23)** |  |  |  |
|  | **Dr. SONIA, Assistant Professor of Commerce** |  |  |  |
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|  | **Subject: ENTREPRENEURSHIP & SMALL SCALE BUSINESS** |  |  |  |
|  | **Class: B. Com Hons. 5th Sem** |  |  |  |
| Week of Month | Topics/Chapters to be covered | Assignments, Presentation and Test etc. |  |  |
| Week 1 | Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. |  |  |  |
| Week 2 | Entrepreneurship vs. Management ,Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy. |  |  |  |
| Week 3 | Entrepreneurship as a interactive process between the individual and the environment. |  |  |  |
| Week 4 | Small business as the seedbed of entrepreneurship. | Assignment: Case study of Various famous Indian entrepreneurs |  |  |
| Week 5 | Entrepreneurial Competency |  |  |  |
| Week 6 | Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards. |  |  |  |
| Week 7 | Opportunity scouting and idea generation: role of creativity & innovation and business research. |  |  |  |
| Week 8 | Sources of business ideas. |  |  |  |
| Week 9 | Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century | Discussion on cases |  |  |
| Week 10 | The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea |  |  |  |
| Week 11 | financing/non-financing support agencies to familiarize themselves with the policies/programmes and procedures and the available schemes | Test of first 2 units |  |  |
| Week 12 | Managerial roles and functions in a small business. |  |  |  |
| Week 13 | Designing and redesigning business processes, location, layout, operations planning & control. Basic awareness of the issues. |  |  |  |
| Week 14 | Managing business growth. The pros and cons of alternative growth options: | Discussion on Cases |  |  |
| Week 14 | internal expansion, acquisitions &mergers, integration &diversification.Crises in business growth. |  |  |  |
| Week 15 | Issues in small business marketing. The concept and application of product life cycle, advertising & publicity, sales & distribution management. |  |  |  |
| Week 16 | The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers. The contemporary perspectives | Test & Revision |  |  |
| Week 17 | National, state level and grass-root level financial and non-financial institutions in support of small business development | Viva-Voce |  |  |
| Week 18 | Revision, Viva-Voce |  |  |  |
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|  | **Subject: STATISTICAL ANALYSIS FOR BUSINESS** |  |
|  | **Class: M. Com. 1st Semester** |  |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
| Week 1 | Multiple Regression and Correlation Analysis |  |
| Week 2 | Probability Distribution – Binomial Distribution, Poison Distribution |  |
| Week 3 | Normal Distribution and Application of Binomial Distribution, Poison Distribution and Normal Distribution to Business |  |
| Week 4 | Statistical Inference – Test of Hypotheses |  |
| Week 5 | Large Sample Test | Test of 1st Unit |
| Week 6 | Large Sample Test |  |
| Week 7 | Small Sample Test – Z Test, T-Test |  |
| Week 8 | Small Sample Test – Z Test, T-Test |  |
| Week 9 | Analysis of Variance –Introduction, Assumption, Techniques of Analysis of Variance – One Way Classification | Test of 2nd Unit |
| Week 10 | Two Way Classification, F Test, Introduction of Non – Parametric Tests |  |
| Week 11 | Sign-Test, Wilcoxon Sign-Rank Test, Wald- Walfowitz Test |  |
| Week 12 | Kruskal Wallis – H Test, The Mann Whitney Test, Run Test, Median Test | Assignments |
| Week 13 | Association of Attributes: Criterion of Independence, Consistency of Data |  |
| Week 14 | X2 –Test : Conditions for Apply X2- Test, Yate’s Correction | Test of 3rd Unit |
| Week 15 | X2 –Test : Conditions for Apply X2- Test, Yate’s Correction |  |
| Week 16 | Uses of X2 Test, Additive Property of X2, Misuse of Chi-Square Test and Its Limitations and revision | Test of 4th Unit |

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|  | **Subject: CONTEMPORARY ISSUES IN COMMERCE** |  |
|  | **Class: B. Com. Hons. 5th Sem.** |  |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
| Week 1 | Balance of Payment and Deficit Financing, Tax Regulations & Economic Growth, |  |
| Week 2 | Role of Micro Finance in Rural Development, Corporate Social Responsibility: Ethics and Accountability |  |
| Week 3 | Information and Communication Technology | Project Report preparation start |
| Week 4 | Information and Communication Technology |  |
| Week 5 | Financial Innovation |  |
| Week 6 | Global Financial Crisis | Test |
| Week 7 | Financial Innovations, Global Financial Crisis |  |
| Week 8 | Financial Innovations, Global Financial Crisis |  |
| Week 9 | Recent trends in Banking and Financial Services |  |
| Week 10 | Recent trends in Banking and Financial Services |  |
| Week 11 | Reshaping Rural Marketing; |  |
| Week 12 | Modern Retailing Challenges in India, |  |
| Week 13 | Marketing throughSocial Networking Websites, Evolving E- Marketing in India | viva-voce |
| Week 14 | Marketing throughSocial Networking Websites, Evolving E- Marketing in India |  |
| Week 15 | Challenges in Managing Workforce Diversity, |  |
| Week 16 | Human Resource Accounting and Audit, | Project Report submission |
| Week 17 | HR challenges in Managing Technological Changes |  |
| Week 18 | Revision & Viva-voce |  |

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|  | **Subject: FUNDAMENTAL OF MARKETING** |  |
|  | **Class: M. Com 3rd Sem.** |  |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
| Week 1 | Nature and scope of marketing: corporate orientation towards marketplace |  |
| Week 2 | Building and delivering customer value and satisfaction |  |
| Week 3 | Retaining customers |  |
| Week 4 | Marketing environment |  |
| Week 5 | Marketing environment |  |
| Week 6 | New product development process |  |
| Week 7 | Product mix and product line decisions |  |
| Week 8 | Product mix and product line decisions |  |
| Week 9 | Branding decisions |  |
| Week 10 | Branding decisions | Test |
| Week 11 | Pricing strategies |  |
| Week 12 | Pricing strategies |  |
| Week 13 | Managing marketing channels |  |
| Week 14 | Managing marketing channels |  |
| Week 15 | Wholesaling and retailing |  |
| Week 16 | Wholesaling and retailing |  |
| Week 17 | Wholesaling and retailing | Viva-Voce |
| Week 18 | Revision |  |

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| Lesson Plan | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-23 Semester: ODD | | |
| Teacher's Name: Pooja Rani | | |
| Subject: ESSB | | |
| Class: B.Com III Year | | |
| Section: A and D | | |
| Week of Month | Topics/Chapters to be covered | Assignments, Presentation and Test etc. |
| Week 1 | Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. |  |
| Week 2 | Entrepreneurship vs. Management. |  |
| Week 3 | Roles and functions of entrepreneurs in relation to the enterprise andin relation to the economy. |  |
| Week 4 | Entrepreneurship as a interactive process between the individual and the environment. |  |
| Week 5 | Small business as the seedbed of entrepreneurship. | Presentations |
| Week 6 | Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards. | Presentations |
| Week 7 | Opportunity scouting and idea generation: role of creativity & innovation and business research. | Test 1 |
| Week 8 | Sources of business ideas. | Presentations |
| Week 9 | Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century |  |
| Week 10 | The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non-financing support agencies to familiarize themselves with the policies/programmes and procedures and the available schemes | Presentations |
| Week 11 | Managerial roles and functions in a small business. |  |
| Week 12 | Managerial roles and functions in a small business. |  |
| Week 13 | Designing and redesigning business processes, location, layout, operations planning & control. Basic awareness of the issues. | Test 2 |
| Week 14 | Managing business growth. The pros and cons of alternative growth options: |  |
| Week 14 | internal expansion, acquisitions &mergers,integration &diversification.Crisesin businessgrowth. | Presentations |
| Week 15 | Issues in small business marketing. The concept and application of product life cycle (ptc), advertising & publicity, sales & distribution management. |  |
| Week 16 | The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers. The contemporary perspectives | Presentations |
| Week 17 | National, state level and grass-root level financial and nonfinancial institutions in support of small business development |  |
| Week 18 | Viva |  |

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| Lesson Plan | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-23 Semester: ODD | | |
| Teacher's Name: Pooja Rani | | |
| Subject: HRM | | |
| Class: B.Com II Year | | |
| Section: B | | |
| Week of Month | **Topics to be Covered** | **Assignments and Test etc.** |
| Week 1 | Introduction to HRM- Definition, Importance, objectives and scope of Human Resource Management (HRM) | Discussion |
| Week 2 | Function of Human Resource Management: - Managerial and Operative Functions and Qualifiction and Qualities of Human Resource manager | Presentation |
| Week 3 | Evolution and Growth of Human Recourse Management (HRM) India | Presentation |
| Week 4 | Recruitment: - Meaning, Steps in recruitment policy and Sources and modes of recruitment, Factors affecting recruitment | Discussion |
| Week 5 | Selection: - Meaning, Essentials of Selection Procedure and Stages in Selection Procedure | Test 1 |
| Week 6 | Training: - Concept, Need and importance of Training and Methods of Training: - On the job Training | Presentation |
| Week 7 | Off the job Training, Principles of training | Discussion |
| Week 8 | Evaluation of training Programme in India. And Wages: - Meaning, Objective and |  |
| Week 9 | Theories of wages and Methods of wage Programme: - Time wages and Piece wages methods |  |
| Week 10 | Concept of wages: - Fair, Minimum and Living wage, Factors determining wage Structure of an organization, | Presentation |
| Week 11 | Essentials of satisfactory wage policy. Wage Incentives: - Concept, Need and Importance of Incentives. |  |
| Week 12 | Special Incentives Prefect sharing and Labour Co. Partnership and Essentials of Ideal Incentives system. | Discussion |
| Week 13 | Industrial Relations: - Concept, Importance and Objectives of industrial relations, Contents of industrial relations. | Discussion |
| Week 14 | Participants of Industrial relation and Recruitment of good Industrial relation Programme. Industrial Unrest: - Meaning, Forms | Test 2 |
| Week 15 | Causes of industrial disputes, Impact of Industrial unrest on the Economy, | Discussion |
| Week 16 | Preventive and curative methods and Agencies for Reconciliation of Industrial unrest. | Assignment |
| Week 17 | Preventive and curative methods and Agencies for Reconciliation of Industrial unrest. | Discussion |
| Week 18 | Viva |  |

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| **Lesson Plan for Odd Semester of Sesssion 2022-23** | |
| **Name of Teacher: Ms Pooja Rani** | |
| **Sub:- Business Environment-1** | |
| **Class: M.Com 3rd Sem** | |
| **Week** | **Topic** |
| 1 | Theoretical Framework of Business Environment: Concept, significance and nature of business environment; |
| 2 | Elements of environment- internal and external; Changing dimensions of business environment. |
| 3 | Techniques of environmental scanning and monitoring. |
| 4 | Dualism in Indian Society and problem of uneven distribution of income; Emerging rural sector in India; |
| 5 | Social responsibilities of Business; Consumerism in India; Consumer Protection Act. |
| 6 | Economic Systems and Business Environment; Economic Planning in India – Types of Economic Plan; |
| 7 | Prerequisites of successful economic planning; Latest Five Year Plan. |
| 8 | Economic Reforms in India; Industrial Policy – Policies of Pre and Post liberalization era; I |
| 9 | Industries (Development and Regulation) Act; |
| 10 | Competition Policy and Competition Act; |
| 11 | Public Sector- Objectives, pattern of growth; |
| 12 | Changing role of public sector; |
| 13 | Privatization and Disinvestments of public enterprises; |
| 14 | Pricing policies in public enterprises. |
| 15 | Revision and Test |
| 16 | Viva |

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| **Government PG College for Women, Rohtak** | | |
| **Lesson plan for odd sem.of 2022-23** | | |
| **Teacher's Name: Preeti Bansal** | | |
| **Corporate Tax** | | |
| M.com 3rd Sem. | | |
| **Sr. No.** | **Time Period** | **Topics to be Covered/Tests and Assignments** |
| 1 | Week1 | Basics about corporate tax |
| 2 | Week2 | Meaning of company; Types of companies |
| 3 | Week3 | Residential status and incidence of tax on comp. |
| 4 | Week4 | Comput.of Income of comp. under diff. heads |
| 5 | Week5 | Computation of Income ..Continue |
| 6 | Week6 | Computation of Income ...Continue |
| 7 | Week 7 | Comput. of Income of comp. under diff. heads |
| 8 | Week 8 | Power Point Presentation And test |
| 9 | Week 9 | General provisions applicable to companies for computation of GTI |
| 10 | Week 10 | Deductions from GTI as applicable to companies |
| 11 | Week11 | computation of tax for various types of comp. |
| 12 | Week 12 | Provisions of MAT; Assessment of Insur. Comp. |
| 13 | Week13 | Assessment of cooperative societies |
| 14 | Week 14 | Assignments, Assessment of discontinued busin. |
| 15 | Week 15 | Double taxation relief Group Discussion |
| 16 | Week 16 | Assessment of Charitable / Educational Institutions/ Religious Trust and Political Parties |
| 17 | Week 17 | Viva-voce Assessment of Non-Residents |
| 18 | Week 18 | Advance ruling for non-residents |
| 19 | Week19 | Revision&Viva-voce |

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| **Government PG College for Women, Rohtak** |
| **Lesson plan for odd sem.of 2022-23** |
| **Teacher's Name: Preeti Bansal** |
| **International Business Environment** B.com(Pass)B&D5th Sem. |

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| **Sr. No.** | **Time Period** | **Topics to be Covered/Tests and Assignments** |
| 1 | Week1 | Recent global trends in international trade and finance; dimensions and modes of IB; structure of IB environment; risk in IB |
| 2 | Week2 | Motives for internationalization of firms; organizational structure for IB; world trading system |
| 3 | Week3 | *I*mpact of WTO; exchange rate systems; global financial system; barriers to IB; i |
| 4 | Week4 | International business information and communication. |
| 5 | Week5 | Dimensions and modes of IB |
| 6 | Week6 | Foreign market entry strategies; country evaluation and selection |
| 7 | Week 7 | factors affecting foreign investment decisions; impact of FDI on home and host countries; |
| 8 | Week 8 | Power Point Presentation And test |
| 9 | Week 9 | Types and motives for foreign collaboration; control mechanisms in IB. |
| 10 | Week 10 | Decisions concerning global manufacturing and material management; outsourcing factors |
| 11 | Week11 | Managing global supply chains; product and branding decisions; managing distribution channels |
| 12 | Week 12 | International promotion mix and pricing decisions; counter trade practices |
| 13 | Week13 | Mechanism of international trade transactions |
| 14 | Week 14 | Assignments, Harmonizing accounting difference across countries |
| 15 | Week 15 | currency translation methods for consolidating financial statements |
| 16 | Week 16 | the LESSARD-LORANGE Model; cross cultural challenges in IB |
| 17 | Week 17 | International staffing decisions; compensation and performance appraisal of expatriate staff |
| 18 | Week 18 | Ethical dilemmas and social responsibility issues. |
| 19 | Week19 | Revision&Viva-voce |

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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD  Name of Extension Lecturer: Preeti Malik | | | |
| Subject: Financial Market Operations | | | |
| Class: B.Com. 5th Sem. Sec. C | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
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| Week 7 | SEBI |  |
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| Week 8 | SEBI |  |
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| Week 9 | Investors Protection |  |
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| Week 10 | Investors Protection |  |
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| Week 11 | Revision of Investors Protection (Diwali Vacations 20,21,22 October) |  |
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| Week 12 | Revision of SEBI (Diwali Vacations 24,25,26 October) |  |
|  |  |  |
| Week 13 | Functionaries on Stock exchanges | Viva Voce |
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| Week 14 | Functionaries on Stock exchanges |  |
|  |  |  |
| Week 15 | Financial Services |  |
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| Week 16 | Revision of Unit 3 | Problem solution session & Viva |
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| Week 17 | Role and policy of Financial Institutions in India |  |
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| Week 18 | Mutual Funds |  |
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| Week 19 | Revision of unit 4 | Test of Whole Syllabus |

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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD  Name of Extension Lecturer: Preeti Malik | | | |
| Subject: International Business Environment | | | |
| Class: B.Com. 5th Sem. Sec. A | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
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| Week 7 | Social Responsibility and Ethical Issues in International Business and Revision of Unit- 4 |  |
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| Week 8 | Global Manufacturing, Outsourcing and Global Supply Chain Management |  |
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| Week 9 | International Marketing |  |
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| Week 10 | Counter-trade Practices and Mechanism of International Trade |  |
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| Week 11 | Revision of Unit-3(Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 12 | Revision of Unit- 4(Diwali Vacations 24,25,26 October) | Viva Voce |
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| Week 13 | Foreign Market Entry Strategies, Counter Evaluation and Selection |  |
|  |  |  |
| Week 14 | Foreign Investment and Impact of FDI |  |
|  |  |  |
| Week 15 | Types and Motives for Foreign Collaborations and Control Mechanism for International Business | Test of Unit-2 |
|  |  |  |
| Week 16 | Recent global trends in international trade and finance; dimensions and modes of IB; structure of IB environment |  |
|  |  |  |
| Week 17 | Risk in IB; motives for internationalization of firms; organizational structure for IB; world trading system and impact of WTO |  |
|  |  |  |
| Week 18 | Exchange rate systems; global financial system; barriers to IB; international business information and communication |  |
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| Week 19 | Revision of Unit-I | Test of Whole Syllabus |

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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD  Name of Extension Lecturer: Preeti Malik | | | |
| Subject: Financial Accounting-I | | | |
| Class: B.Com. 1st Sem. Sec. B | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
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| Week 7 | Trail Balance |  |
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| Week 8 | Capital and Revenue Items, Reserves and Provisions |  |
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| Week 9 | Depreciation, Provisions and Reserves |  |
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| Week 10 | Depreciation, Provisions and Reserves |  |
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| Week 11 | Revision of Depreciation, Provisions and Reserves(Diwali Vacations 20,21,22 October) |  |
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| Week 12 | Problem Solution Session(Diwali Vacations 24,25,26 October) |  |
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| Week 13 | Final Accounts |  |
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| Week 14 | Final Accounts with Adjustments |  |
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| Week 15 | Errors and their Rectification | Problem solution session |
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| Week 16 | Accounts of Non-profit Organisations |  |
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| Week 17 | Accounts of Non-profit Organisations |  |
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| Week 18 | Consignment Accounts |  |
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| Week 19 | Revision of unit 4 | Test of Whole Syllabus |

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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-23 Semester: ODD  Name of Extension Lecturer: Preeti Malik | | |
| Subject: Corporate Accounting- I | | |
| Class: B.Com. 3rd Sem. Sec. D | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students | |
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| Week 7 | Valuation of Goodwill and Valuation of Shares |  | |
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| Week 8 | Valuation of Shares |  | |
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| Week 9 | Revision of Unit 2 | Problem solution session and Test 1 | |
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| Week 10 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation |  | |
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| Week 11 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation (Diwali Vacations 20,21,22 October) |  | |
|  |  |  | |
| Week 12 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation (Diwali Vacations 24,25,26 October) |  | |
|  |  |  | |
| Week 13 | Final Account of a Company |  | |
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| Week 14 | Revision of Unit 3 | Problem solution session and Test 2 | |
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| Week 15 | Issue of Debentures |  | |
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| Week 16 | Issue of Debentures |  | |
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| Week 17 | Redemption of Debentures |  | |
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| Week 18 | Redemption of Debentures |  | |
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| Week 19 | Revision of Unit 4 | Problem solution session and Test 3 | |

# LessonPlan

NameofCollege:Govt.P.G.CollegeforWomen,Rohtak

AcademicSession:2022-23 Semester:Odd(August2022toDecember2022)Subject:CostAccounting-I NameofExtensionLecturer:DrRuchi

Class:B.Com.5thSem.Sec.A,D

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| Week | Topics/Chapterstobecovered | TopicsofAssignment/Testsgiven/tobegiventothestudents |
| 1 | CostAccounting:Meaning,Features,Scope,Techniques,Methods,Objectives,Importance,Limitations |  |
|  |  |  |
| 2 | Costing,CostAccountancy,CostCentres,ProfitCentres,Differenceandsimilaritiesofcostaccountingsystemwithfinancialaccountingsystem. |  |
|  | | |
| 3 | Costanditselementsandtypes | TestofUnit-1 |
|  |  |  |
| 4 | Labourcostcontrol:Meaning&Importance,Labourturnover&itstreatment |  |
|  | | |
| 5 | IdleTimeandovertime |  |
|  | | |
| 6 | Systemsof WagePayment&itsnumerical |  |
|  | | |
| 7 | Continue |  |
|  | | |
| 8 | PracticeofNumericalsandProblemSolvingSession | TestofLabourCostControl |
|  |  |  |
| 9 | ActivityBasedCosting |  |
|  | | |
| 10 | UnitCostingTheory |  |
|  | | |
| 11 | NumericalsofUnitCosting&TenderPrice |  |
|  | | |
| 12 | Overhead:Meaning,Types,Collection,Classification |  |
|  |  |  |
| 13 | Allocation,Apportionment&AbsorptionofOverheads |  |
|  | | |
| 14 | NumericalsofOverhead | TestofOverhead |
|  | | |
| 15 | MaterialControlincludingEOQAnalysis,Material  PurchaseProcedure,Inventorylevels |  |
|  | | |
| 16 | Methodsofvaluationofmaterialissued |  |
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| 17 | Continue |  |

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| 18 | Reconciliationofcostandfinancialaccounts:Meaning,Objectivesandprocedure | VivaofWholeSyllabus |

# LessonPlan

NameofCollege:Govt.P.G.CollegeforWomen,Rohtak

AcademicSession:2022-23 Semester:Odd(August2022toDecember2022)Subject:CorporateAccounting-INameofExtensionLecturer:DrRuchiClass:B.Com.3rdSem(H)

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| WeekofMonth | Topics/Chapterstobecovered | TopicsofAssignment/Testsgiven/to  begiventothestudents |
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| 1 | ValuationofGoodwill:Meaning,objectives,  determinates |  |
|  | | |
| 2 | ValuationofGoodwill:mainmethods |  |
|  | | |
| 3 | PracticeofNumericalsandProblemSolvingSession |  |
|  | | |
| 4 | ValuationofShares:Meaning,objectives,determinates |  |
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| 5 | PracticeofNumericalsandProblemSolvingSession | TestofUnit-2 |
|  | | |
| 6 | Profitorlossbeforeandafterincorporation |  |
|  | | |
| 7 | PracticeofNumericalsandProblemSolvingSession |  |
|  | | |
| 8 | Finalaccountsofcompanies |  |
|  | | |
| 9 | PracticeofNumericalsandProblemSolvingSession | TestofUnit-3 |
|  | | |
| 10 | Debenture:Meaning,Types,IssueofDebentures. |  |
|  | | |
| 11 | PracticeofNumericalsandProblemSolvingSession |  |
|  | | |
| 12 | RedemptionofDebentures. |  |
|  | | |
| 13 | PracticeofNumericalsandProblemSolvingSession |  |
|  | | |
| 14 | ShareCapital:Meaning,types,Sweatshares |  |
|  | | |
| 15 | AccountingTreatmentofissue |  |
|  |  |  |
| 16 | forfeitureandreissueofShare,Buy-back  ofequityshares |  |
|  |  |  |
| 17 | Redemptionofpreferenceshare;IssueofBonusShare | TestofUnit-1 |
|  | | |
| 18 | HoldingCompaniesAccounts | VivaofWholeSyllabus |

**LessonPlan**

NameofCollege:Govt.P.G.CollegeforWomen,Rohtak

AcademicSession:2022-23Semester:Odd(August2022toDecember2022)Subject:CostAccountingNameofExtensionLecturer:DrRuchi

Class:B.Com.3rdSem(H)

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| Week | Topics/Chapterstobecovered | TopicsofAssignment/Testsgiven/tobegiventothestudents |
| 1 | CostAccounting:Meaning,Features,Scope,Techniques,Methods,Objectives,Importance,Limitations |  |
|  |  |  |
| 2 | Costing,CostAccountancy,CostCentres,ProfitCentres,Differenceandsimilaritiesofcostaccountingsystemwithfinancialaccountingsystem. |  |
|  | | |
| 3 | Costanditselementsandtypes | TestofUnit-1 |
|  |  |  |
| 4 | Labourcostcontrol:Meaning&Importance,Labourturnover&itstreatment |  |
|  | | |
| 5 | IdleTimeandovertime |  |
|  | | |
| 6 | SystemsofWagePayment&itsnumerical |  |
|  | | |
| 7 | PracticeofNumericalsandProblemSolvingSession | TestofLabourCostControl |
|  |  |  |
| 8 | ActivityBasedCosting |  |
|  | |  |
| 9 | UnitCostingTheory |  |
|  | | |
| 10 | NumericalsofUnitCosting&TenderPrice |  |
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| 11 | OperatingCosting |  |
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| 12 | ProcessCosting | Testof ProcessCosting |
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| 13 | ContractCosting |  |
|  | | |
| 14 | Overhead:Meaning,Types,Collection,Classification |  |
|  |  |  |
| 15 | Allocation,Apportionment&AbsorptionofOverheads |  |
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| 16 | MaterialControlincludingEOQAnalysis,MaterialPurchaseProcedure,Inventorylevels |  |
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| 17 | Methodsofvaluationofmaterialissued |  |

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| 18 | Reconciliationofcostandfinancialaccounts:Meaning,Objectivesand procedure | VivaofWholeSyllabus |

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| Lesson Plan | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-23 Semester: ODD | | |
| Teacher's Name: Ms Savita | | |
| Subject: ESSB | | |
| Class: B.Com III Year | | |
| Section: B and C | | |
| Week of Month | Topics/Chapters to be covered | Assignments, Presentation and Test etc. |
| Week 1 | Entrepreneur-Entrepreneurship-Enterprise: Conceptual issues. |  |
| Week 2 | Entrepreneurship vs. Management. |  |
| Week 3 | Roles and functions of entrepreneurs in relation to the enterprise and in relation to the economy. |  |
| Week 4 | Entrepreneurship as a interactive process between the individual and the environment. |  |
| Week 5 | Small business as the seedbed of entrepreneurship. |  |
| Week 6 | Entrepreneurial competencies. Entrepreneurial motivation, performance and rewards. |  |
| Week 7 | Opportunity scouting and idea generation: role of creativity & innovation and business research. | Test 1 |
| Week 8 | Sources of business ideas. | Presentations |
| Week 9 | Entrepreneurial opportunities in contemporary business environment, for example opportunities in network-marketing, franchising, business process outsourcing in the early 21st century | Presentations |
| Week 10 | The process of setting up a small business: preliminary screening and aspects of the detailed study of the feasibility of the business idea and financing/non-financing support agencies to familiarize themselves with the policies/programmes and procedures and the available schemes |  |
| Week 11 | Managerial roles and functions in a small business. | Presentations |
| Week 12 | Managerial roles and functions in a small business. |  |
| Week 13 | Designing and redesigning business processes, location, layout, operations planning & control. Basic awareness of the issues. |  |
| Week 14 | Managing business growth. The pros and cons of alternative growth options: | Presentations |
| Week 14 | internal expansion, acquisitions &mergers,integration &diversification.Crisesin businessgrowth. |  |
| Week 15 | Issues in small business marketing. The concept and application of product life cycle (ptc), advertising & publicity, sales & distribution management. | Test 2 |
| Week 16 | The idea of consortium marketing, competitive bidding/tender marketing, negotiation with principal customers. The contemporary perspectives | Presentations |
| Week 17 | National, state level and grass-root level financial and nonfinancial institutions in support of small business development | Viva of Deductions |
| Week 18 | Viva |  |

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| Lesson Plan | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-23 Semester: ODD | | |
| Teacher's Name: MS. Savita | | |
| **Subject: Portfolio Management** | | |
| Class: M.Com III Year | | |
| Week of Month | **Topics to be Covered** | **Assignments, Presentation and Test etc.** |
| Week 1 | Portfolio: Meaning and Benefits |  |
| Week 2 | Rationale of Diversification in Investments |  |
| Week 3 | Portfolio Risk and Return: Meaning and Measurement |  |
| Week 4 | Strategic Asset Allocation |  |
| Week 5 | Portfolio Selection: Markowitz’s model | Test 1 |
| Week 6 | (Efficient Market Frontier |  |
| Week 7 | Risk less lending and Borrowings |  |
| Week 8 | Factor Models; Arbitrage Pricing Theory |  |
| Week 9 | Performance Evaluation: Treynor Ratio |  |
| Week 10 | Sharpe Ratio, Jensen Ratio |  |
| Week 11 | M2 Measure, Style Analysis |  |
| Week 12 | M2 Measure, Style Analysis | Test 2 |
| Week 13 | Adjusted Measures of Return |  |
| Week 14 | Techniques of Portfolio Revision | Presentations |
| Week 14 | Techniques of Portfolio Revision |  |
| Week 15 | revision |  |
| Week 16 | Discussion on topics of assignment | Presentations |
| Week 17 | revision | Viva |
| Week 18 | Viva |  |

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| **Lesson Plan** | | |
| **Name of College:** Govt. PG College for Women, Rohtak | | |
| **Academic Session:** 2022-23 Semester: ODD | | |
| **Subject:** Cost &Mgmt Accounting  **Name of Extension Lecturer:** Sunisha Sehgal | | |
| **Class:** BBA 3rd Sem. | | |
| **Week of Month** | **Topics/Chapters to be covered** | **Topics of Assignment/ Tests given/ to be given to the students** |
|  |  |  |
| **Week 1** | Unit-1 Introduction of Cost Accounting: Meaning,Need,Features,Scope,Costing Techniques,Installation of Costing System,Difference Between Cost& Financial Accounting.Cost Sheet. |  |
|  |  |  |
| **Week 2** | Material Control:Meaning,&Objectives,Material Purchase Procedure,Fixation Of Inventory Levels. |  |
|  |  |  |
| **Week 3** | Methods of Material Issues | Test of Unit-1 |
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| **Week 4** | Labour Cost Control:Concept,Importance,Idle Time,Overtime,System of Wage Payment |  |
|  |  |  |
| **Week 5** | Labour Cost Control:Concept,Importance,Idle Time,Overtime,System of Wage Payment |  |
|  |  |  |
| **Week 6** | Overhead:Meaning&types,Classification,Allocation and Apportionmement Of Overhead.Job&Contract Costing | Test of Unit-2 |
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| **Week 7** | Continue Contract Costing & Process Costing |  |
|  |  |  |
| **Week 8** | Unit-3 Management Accounting:Meaning,nature,scope,objectives&functions,Marginal Costing Meaning & its techniques |  |
|  |  |  |
| **Week 9** | Responsibility Accounting & Budgeting: Role of Budgets,Budgeting Process |  |
|  | Diwali break |  |
| **Week 10** | Unit-4Ratio Analysis:Classifications.Profitability Ratio,Activity Ratio |  |
|  | Diwali Break |  |
| **Week 11** | Continue Ratio Analysis,Fund Flow Analysis |  |
|  |  |  |
| **Week 12** | Continue Fund Flow Analysis,Cash Flow Analysis | Assignment on Cash flow |
|  |  |  |
| **Week 13** | Continue Cash Flow Analysis | Test of Unit-3 |
|  |  |  |
| **Week 14** | Problems of Unit-3 |  |
|  |  |  |
| **Week 15** | Management Accounting Information for Activity and Process Decisions,Types of Reports,CapitalBudgeting:Meaning& Methods | Assignment-Ratio Analysis |
|  |  |  |
| **Week 16** | Revision of cash flow analysis |  |
|  |  |  |
| **Week 17** | Continue Capital Budgeting |  |
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| **Week 18** | Revision of syllabus |  |
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| **Lesson Plan** | | |
| **Name of College:** Govt. PG College for Women, Rohtak | | |
| **Academic Session:** 2022-23 Semester: ODD | | |
| **Subject**: Marketing Management  **Name of Extension Lecturer:**Sunisha Sehgal | | |
| **Class:** BBA 3rd Sem. | | |
| **Week of Month** | **Topics/Chapters to be covered** | **Topics of Assignment/ Tests given/ to be given to the students** |
|  |  |  |
| **Week 1** | UNIT-1 Introduction to Marketing:Marketing Management meaning & different Concepts |  |
|  |  |  |
| **Week 2** | Introduction to Marketing |  |
|  |  |  |
| **Week 3** | Marketing Mix:Elements,Functions,objectives of Marketing mix,Marketing Environment:Meaning& types of Marketing Environment,Scanning of Marketing Environment through SWOT |  |
|  |  |  |
| **Week 4** | UNIT-2Consumer Behaviour-Meaning and Importance of study for Marketers Determinants,Types of Buying Behavior,Buying decision process,different buying motives. | Test of Unit-2 |
|  |  |  |
| **Week 5** | Market Segmentation : Meaning, Need, Process,Criteria for successful segmentation |  |
|  |  |  |
| **Week 6** | Bases of Market Segmentation,Market Positioning: Meaning, Strategies of positioning and difference between positioning & re-positioning |  |
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| **Week 7** | Marketing Information System: Meaning, Components of MIS, Role of MIS, How to develop strong MIS.Marketing Research: Meaning, Characterstics,Importance,Process of Market Research. | Assignment of Market Segmentation |
|  |  |  |
| **Week 8** | UNIT-3 Product & Product Planning:Product –Meaning, levels of Product &service,Product Mix, Product Line, width & depth, Branding: Meaning, Functions of Brand & Branding Decisions |  |
|  |  |  |
| **Week 9** | Packaging : Meaning, classifications, functions, difference between packing & packaging Innovative packaging, packaging decisions.Labelling: Types of Labels,Functions of Labelling |  |
|  | Diwali Break |  |
| **Week 10** | Product Life Cycle : Different stages of PLC, Factors affecting PLC,Pricing-Meaning, procedure for setting a price, Components of price | Oral Test of Unit-2 |
|  | Diwali Break |  |
| **Week 11** | New Product Development : Process, Test marketing: procedure of test marketing, Advantages & disadvantages of test marketing, Reason of failure of new product | Assignment on PLC |
|  |  |  |
| **Week 12** | New Product Development : Advantages & disadvantages of test marketing, Reason of failure of new product. | Oral Test of Unit-3 |
|  |  |  |
| **Week 13** | Unit-4 Distribution Channels- Meaning, Benefits, Levels and Roles,types. |  |
|  |  |  |
| **Week 14** | Physical Distribution of Goods:Concept,Modes of Transport.Inventory Control:Objectives,advantages,Techniques of Inventory Control.Warehousing: Need,types,Functions |  |
|  |  |  |
| **Week 15** | Concept of Supply Chain Management.Promotion- Meaning, characterstics, Need for promotional activities, Objectives,Process of Promotion Mix Decision, Factors in Developing Promotion Mix Strategies |  |
|  |  |  |
| **Week 16** | Promotion Mix- Elements of Promotion mix, Advertising: Meaning,Features, Objectives, Factors Affecting the Selection of Advertising Media, Types of Advertising media. |  |
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| **Week 17** | Sales Promotion: Meaning, Benefits & Tools used,Public Relations Meaning, Benefits & Tools used ,Personal Selling:Meaning,Benefits &Tools used | Oral Test of Unit-4 |
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| **Week 18** | Revision of syllabus |  |
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| **Lesson Plan** | | |
| **Name of College:** Govt. PG College for Women, Rohtak | | |
| **Academic Session:** 2022-23 Semester: ODD | | |
| **Subject:** IBE  **Name of Extension Lecturer:**Sunisha Sehgal | | |
| **Class:** BBA 5th Sem. | | |
| **Week of Month** | **Topics/Chapters to be covered** | **Topics of Assignment/ Tests given/ to be given to the students** |
|  |  |  |
| **Week 1** | Unit-1An overview of Business environment: Meaning and definition, objectives, importance and uses of study of business environment. Environmental analysis – Meaning, process of environmental analysis, limitations of environmental analysis |  |
|  |  |  |
| **Week 2** | Environmental factors – The Micro environment of business and the macro environment of business |  |
|  |  |  |
| **Week 3** | Nature of Indian Economic System:Meaning,characteristics of Indian economy – features affecting economy - impact of Capitalism,Socialism,Mixed Economy |  |
|  |  |  |
| **Week 4** | Growth & Performance of Public & Private Sector In India |  |
|  |  |  |
| **Week 5** | Social Responsibility Of Business:Advantages,Limitations,Social Responsibility of Business Towards different Interested Groups |  |
|  |  |  |
| **Week 6** | Economic Reforms Since 1991 | Test of Unit-1 |
|  |  |  |
| **Week 7** | Unit-2New Economic Policy of India |  |
|  |  |  |
| **Week 8** | Industrial LicencingPolicy,Trends in Industrial Growth |  |
|  |  |  |
| **Week 9** | Meaning - characteristics of Indian economy – features affecting economy - impact of Liberalization Privatization & Globalization of Indian,Growth& Problems of SME's,Industrial Sickness | Test of Unit-2 |
|  | Diwali Break |  |
| **Week 10** | Unit-3 Development Banking:Overview,Non Banking Financial Institutions | Assignment on Development Banks |
|  | Diwali Break |  |
| **Week 11** | Regulation of Stock Exchange & the Role of SEBI | Assignment on SEBI |
|  |  |  |
| **Week 12** | Banking Sector Reforms & Challenges of Public Sector Banks |  |
|  |  |  |
| **Week 13** | Unit-4 Foreign Trade &Balance of Payments,Indias Overseas Investment |  |
|  |  |  |
| **Week 14** | Meaning – nature of globalization, causes of globalization – strategies for globalization – challenges of international business – GATT and WTO and its implications on Indian Economy | Test of Unit-3 |
|  |  |  |
| **Week 15** | Policy towards FDI,Latest Foreign Trade Policy |  |
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| **Week 16** | Revision of FDI |  |
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| **Week 17** | Impact of Multilateral Institutions :IMF,WorldBank,WTO |  |
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| **Week 18** | Revision of syllabus |  |
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| **Lesson Plan** | | |
| **Name of College:** Govt. PG College for Women, Rohtak | | |
| **Academic Session:** 2022-23 Semester: ODD | | |
| **Subject:** Company Law  **Name of Extension Lecturer:**Sunisha Sehgal | | |
| **Class:** BBA 5th Sem. | | |
| **Week of Month** | **Topics/Chapters to be covered** | **Topics of Assignment/ Tests given/ to be given to the students** |
|  |  |  |
| **Week 1** | Introduction to companies |  |
|  |  |  |
| **Week 2** | Types of Companies |  |
|  |  |  |
| **Week 3** | Formation of Companies |  |
|  |  |  |
| **Week 4** | Memorandum of Association |  |
|  |  |  |
| **Week 5** | Articles of Association |  |
|  |  |  |
| **Week 6** | Prospectus and test of unit 1 | Test of Unit-1 |
|  |  |  |
| **Week 7** | Introduction to Debentures |  |
|  |  |  |
| **Week 8** | Debentures trust deed, Introduction to Shares,Issue of Share and its Allotment |  |
|  |  |  |
| **Week 9** | |  | | --- | | Transfer of shares and Types of shares | | Alteration of Share Capital | | Buyback and surrender of shares | | Bonus and Forfeiture of shares | | Test of Unit-2 |
|  | Diwali Break |  |
| **Week 10** | Company administration and meetings and  All types of meetings |  |
|  | Diwali Break |  |
| **Week 11** | Board of directors – all topics related to it |  |
|  |  |  |
| **Week 12** | Test of unit 3  Prevention of oppression and Mismanagement |  |
|  |  |  |
| **Week 13** | |  | | --- | | Test of unit 4 topics covered and | | Winding up | |  |
|  |  |  |
| **Week 14** | |  | | --- | | Types of winding up | | Appointment of liquidator | | Power of liquidators | |  |
|  |  |  |
| **Week 15** | Conduct of winding up |  |
|  |  |  |
| **Week 16** | To complete leftover portion of 3rd and 4th Unit.  Test of unit 4 topics covered |  |
|  |  |  |
| **Week 17** | Conduct of winding up |  |
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| **Week 18** | Revision of syllabus |  |
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| **Lesson Plan** | | |
| Academic Session: 2022 – 2023 (Odd sem)  Name of the AP: Sushila Rani | | |
| Subject: Business Communication | | |
| Class: B.Com.1st Sem. Pass course Sec. A and C | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Business Communication: Meaning and Introduction |  |
|  |  |  |
| Week 2 | Seven C`s of Business Communication |  |
|  |  |  |
| Week 3 | Barriers of Business communication |  |
|  |  |  |
| Week 4 | Ethical context of communication | Test |
|  |  |  |
| Week 5 | Report Writing: Meaning and Types |  |
|  |  |  |
| Week 6 | Abstract, Summaries and Proposals |  |
|  |  |  |
| Week 7 | Business Communication at workplace |  |
|  |  |  |
| Week 8 | E-mail communication, bad news letters and persuasive written  Communication. | Test |
|  |  |  |
| Week 9 | Memos, notice and agenda |  |
|  |  |  |
| Week 10 | Minutes of Meeting |  |
|  |  |  |
| Week 11 | Assignment and Presentations |  |
|  |  |  |
| Week 12 | Reading Skills |  |
|  |  |  |
| Week 13 | Listening Skills |  |
|  |  |  |
| Week 14 | Persuasive speaking Skills |  |
|  |  |  |
| Week 15 | Note Making |  |
|  |  |  |
| Week 16 | Body Language and Gesture |  |
|  |  |  |
| Week 17 | Viva- voce and Revision |  |
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| Lesson Plan for the session 2022-2023 (Odd Sem)  Name of the AP: Sushila Rani | | | | |
| Subject: Principles of Management  Class: M.com 1st Sem   |  |  |  | | --- | --- | --- | | Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students | |  |  |  | | Week 1 | Management: Introduction, concept |  | |  |  |  | | Week 2 | Nature, process and significance |  | |  |  |  | | Week 3 | Development of Management Thought: Classical |  | |  |  |  | | Week 4 | Development of Management Thought: Neo-classical and contingency Approaches | Test | |  |  |  | | Week 5 | Planning: concept, types and process |  | |  |  |  | | Week 6 | Organizing: Meaning and Concept |  | |  |  |  | | Week 7 | Staffing |  | |  |  |  | | Week 8 | Directing | Test | |  |  |  | | Week 9 | Controlling: Meaning and Theories |  | |  |  |  | | Week 10 | Motivation: Concept and Theories |  | |  |  |  | | Week 11 | Leadership: Meaning and Theories |  | |  |  |  | | Week 12 | Assignment and Presentations |  | |  |  |  | | Week 13 | Decision Making |  | |  |  |  | | Week 14 | Communication Process |  | |  |  |  | | Week 15 | Transactional Analysis |  | |  |  |  | | Week 16 | Viva- Voce and Revision |  | |  |  |  | |  |  |  | | | | | |
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| Lesson Plan for the session 2022-2023 (Odd Sem) | | |
| Name of the AP: Sushila Rani | | |
| Subject: Business Managment | | |
| Class: B.Com.1st Sem. Pass course Sec.A | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Business: concept, nature |  |
|  |  |  |
| Week 2 | Spectrum of business activities, |  |
|  |  |  |
| Week 3 | Business system, business objectives. |  |
|  |  |  |
| Week 4 | Management: Introduction, concept, | Test |
|  |  |  |
| Week 5 | Nature, process and significance; |  |
|  |  |  |
| Week 6 | Development of Management Thought; Classical |  |
|  |  |  |
| Week 7 | Neo-Classical systems, Contingency approaches. |  |
|  |  |  |
| Week 8 | Planning: concept, types and process, | Test |
|  |  |  |
| Week 9 | Decision Making: concept and process, , |  |
|  |  |  |
| Week 10 | Management by Objectives |  |
|  |  |  |
| Week 11 | Corporate Planning and Strategic Formulation |  |
|  |  |  |
| Week 12 | Organizing: Meaning, Concept and Nature | viva -voce |
|  |  |  |
| Week 13 | Authority and Responsibility relationship |  |
|  |  |  |
| Week 14 | Centralization and Decentralization; |  |
|  |  |  |
| Week 15 | Departmentation: Meaning and Types |  |
|  |  |  |
| Week 16 | Forms of Organizing structure |  |
|  |  |  |
| Week 17 | Revision and Presentation |  |
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| **Lesson Plan** | | | |
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| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD | | | |
| Subject: Taxation Law-I Name of Extension Lecturer: Jyoti Rani | | | |
| Class: B.Com. 5th Sem. Sec. A, B, C&D | | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Introduction to Income Tax and Important Definitions: Income, Gross Total Income, Previous & Assessment Year, etc. |  |
|  |  |  |
| Week 2 | Definition of Agriculture Income & its numerical and Introduction to Exempted Incomes |  |
|  |  |  |
| Week 3 | Leftover Part of Exempted Income and Introduction to Residential Status and its conditions to determine status |  |
|  |  |  |
| Week 4 | Theory of Incidence of Tax Liability and practice of its numerical and Problem-solving session | Test of Residential status and Tax Liability |
|  |  |  |
| Week 5 | Introduction to Income from Salaries, Definition of Salary, Allowances; Types of Allowances, Perquisites and its types |  |
|  |  |  |
| Week 6 | Valuation of Perquisites: Rent Free Accommodation, Car, Holiday Enjoyment etc. |  |
|  |  |  |
| Week 7 | Practice of Numerical of Salary Chapter |  |
|  |  |  |
| Week 8 | Theory of Retirement Benefits chapter and its numerical & Problem-Solving Session | Oral Test of Retirement benefits |
|  |  |  |
| Week 9 | Theory of Income from House Property: Annual Value, It’s Numerical and their practice, Solution of Problems | Test of House Property |
|  |  |  |
| Week 10 | Introduction to Business & Profession, Deductions to be allowed from section 30 to 37, (Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 11 | (Diwali Vacations 24,25,26 October) Practice of Business & Profession Numerical and Problem-Solving Session |  |
|  |  |  |
| Week 12 | Depreciation and Theory of Capital Gain: Cost of Acquisition, Exemptions related to Capital gain from section 54 to 54 H | Test of Business & Profession |
|  |  |  |
| Week 13 | Practice of Numerical of Capital Gain Head and its problem-solving session and Theory of Income from Other Sources | Oral Test of Exemptions related to Capital Gain Head |
|  |  |  |
| Week 14 | Theory of clubbing of income & aggregation of incomes, set off and carry forward of losses and its numerical |  |
|  |  |  |
| Week 15 | Theory & Numerical of Deductions to be made in computing Total Income related to Payments |  |
|  |  |  |
| Week 16 | Theory & Numerical of Deductions to be made in computing Total Income related to Payments (continue) |  |
|  |  |  |
| Week 17 | Theory & Numerical of Deductions to be made in computing Total Income related to Receipts |  |
|  |  |  |
| Week 18 | Revision of syllabus | Viva of Deductions |

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| **Lesson Plan** |
| Name of College: **Govt. PG College for Women, Rohtak** |
| Academic Session: **2022-2023** Semester: **ODD** |
| Subject: **Fundamental of Insurance** Name of Lecturer: **Sachin Sapra** |
| Class: **B.Com. (P) 3rd Sem.** Code: 3.06(i) Sec.:-**A,B,C,D** |

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| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
| Week 1 | Insurance- History and Development; Meaning; Importance; Nature; Main principles |  |
| Week 2 | Continue |  |
| Week 3 | Continue |  |
| Week 4 | Life Insurance: - Main Elements, Importance |  |
| Week 5 | Important life Insurance Policies |  |
| Week 6 | Annuities, Premium Determination under life Insurance |  |
| Week 7 | General Insurance, Marine Insurance- Main Elements |  |
| Week 8 | Marine Losses, Types of Marine Insurance policies. |  |
| Week 9 | Agriculture Insurance: History, Meaning, Main problems |  |
| Week 10 | Agriculture Insurance: Policies |  |
| Week 11 | Diwali Vacations |  |
| Week 12 | Fire Insurance- Elements, Premium Determination |  |
| Week 13 | Fire Insurance: Policies |  |
| Week 14 | Provisions of Motor Insurance |  |
| Week 15 | Aircraft Insurance |  |
| Week 16 | Insurance Intermediaries |  |
| Week 17 | Revision |  |
| Week 18 | Revision |  |

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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023 Semester: ODD Class: B.Com. 5th Sem. Sec.A &D | | |
| Subject: Accounting for Management Name of Lecturer –Ms. Manju | | |
| **Week of Month** | **Topics/Chapters to be covered** | **Topics of Assignment/ Tests** |
|  |  |  |
| Week 1 | Nature and Scope of Management Accounting |  |
|  |  |  |
| Week 2 | Meaning, functions, Scope of Management Accounting, |  |
|  |  |  |
| Week 3 | The Management Accountant, The Controller, The Treasurer, |  |
|  |  |  |
| Week 4 | Management Accounting Principles, Management Accounting vs Financial Accounting vs. Cost- Accounting, Utility of management Accounting |  |
|  |  |  |
| Week 5 | meaning and types of financial statements, analysis and interpretation of financial statements, |  |
|  |  |  |
| Week 6 | Types of financial analysis, steps involved in financial analysis, techniques of financial analysis. |  |
|  |  |  |
| Week 7 | Ratio Analysis : |  |
|  |  |  |
| Week 8 | Ratio Analysis : | Written Test |
|  |  |  |
| Week 9 | Cash Flow Statement : Meaning, objectives, limitations and accounting procedure |  |
|  |  |  |
| Week 10 | Cash Flow Statement : Meaning, objectives, limitations and accounting procedure |  |
|  |  |  |
| Week 11 | Cash Flow Statement : Meaning, objectives, limitations and accounting procedure |  |
|  |  |  |
| Week 12 | Financial planning |  |
|  |  |  |
| Week 13 | Capital Budgeting : Meaning, nature, need, importance, appraisal methods, |  |
|  |  |  |
| Week 14 | Capital Budgeting : Meaning, nature, need, importance, appraisal methods, | Test/Viva-Voce of 4th Unit |
|  |  |  |
| Week 15 | Capital Budgeting : Meaning, nature, need, importance, appraisal methods, |  |
|  |  |  |
| Week 16 | capital rationing. |  |
|  |  |  |
| Week 17 | Revision- Cash Flow Statement |  |
|  |  |  |
| Week 18 | Revision –Ratio Analysis | Test/Viva-Voce of 1,2,3Unit |
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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023 Semester: ODD | | |
| Subject: Business Statistics Name of Lecturer: Ms. Manju | | |
| Class: B.Com 3rd Sem. Sec. B & C | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Introduction to statistics- origin, development, definition, scope and limitations |  |
|  |  |  |
| Week 2 | Statistical data- Types of measurement scale, collection of data |  |
|  |  |  |
| Week 3 | Classification and tabulation of data, diagrammatic presentation of data |  |
|  |  |  |
| Week 4 | Graphical presentation of data |  |
|  |  |  |
| Week 5 | Central tendency- Concept and measures of central tendency |  |
|  |  |  |
| Week 6 | Mean,Median, Mode |  |
|  |  |  |
| Week 7 | Quartiles, Percentile and decile |  |
|  |  |  |
| Week 8 | Dispersion- Meaning, concept and importance | Written Test |
|  |  |  |
| Week 9 | Absolute and relative measures |  |
|  |  |  |
| Week 10 | Moments about any point and about mean |  |
|  |  |  |
| Week 11 | Sheppard’s Correction for moments |  |
|  |  |  |
| Week 12 | Concept of symmetrical distribution and skewness |  |
|  |  |  |
| Week 13 | Concept of Kurtosis and its measures | Viva-Voce |
|  |  |  |
| Week 14 | Correlation- Concept, scatter diagram, Karl pearson’s co-efficient of correlation |  |
|  |  |  |
| Week 15 | Spearman’s Rank correlation, Concurrent Deviation method |  |
|  |  |  |
| Week 16 | Regression- Meaning and definition, difference between correlation and regression, principles of least square and fitting of a line |  |
|  |  |  |
| Week 17 | Regression line, properties of regression co-efficient lines, standard error of estimate, co-efficient of determination. | Viva-Voce |
| Week 18 | Revision |  |
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| Name of College: Govt. College for Women, Rohtak | | |
| Academic Session: 2022 - 2023 Semester: ODD | | |
| Subject: Financial Accounting Name of Extension Lecturer: Mukta Soni | | |
| Class: B.Com.1st Sem. Pass course Sec. A and C | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Introduction of Accounting |  |
|  |  |  |
| Week 2 | Generally accepted Accounting Principles |  |
|  |  |  |
| Week 3 | Journalizing, Posting |  |
|  |  |  |
| Week 4 | Preparation of trial balance. |  |
|  |  |  |
| Week 5 | Diwali Vacation |  |
|  |  |  |
| Week 6 | Capital and revenue | test |
|  |  |  |
| Week 7 | Depreciation |  |
|  |  |  |
| Week 8 | Depreciation |  |
|  |  |  |
| Week 9 | Final Accounts with adjustments |  |
|  |  |  |
| Week 10 | Final Accounts with adjustments Diwali vacation 20,21,22 |  |
|  |  |  |
| Week 11 | Final Accounts with adjustments Diwali vacation 23,24,25,26 |  |
|  |  |  |
| Week 12 | Rectification of errors | viva -voce |
|  |  |  |
| Week 13 | Rectification of errors |  |
|  |  |  |
| Week 14 | Accounting for non-profit organizations; |  |
|  |  |  |
| Week 15 | Accounting for non-profit organizations; |  |
|  |  |  |
| Week 16 | Consignment accounts. |  |
|  |  |  |
| Week 17 | Consignment accounts. |  |
|  |  |  |
| Week 18 | **Revision** |  |

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| **Lesson Plan** | | | |
| Name of College: Govt. PG College for Women, Rohtak | | | |
| Academic Session: 2022-23 Semester: ODD | | | |
| Subject: Corporate Accounting-I Name of Extension Lecturer: Mukta Soni | | | |
| Class: B.Com. 3rdSem. Sec. A | | | |
| Week of Month | Topics/Chapters to be covered | Tests given to the students |
|  |  |  |
| Week 1 | Issue of Shares Under and Over Subscription |  |
|  |  |  |
| Week 2 | Forfeiture and reissue of Shares |  |
|  |  |  |
| Week 3 | Revision of Issue of shares |  |
|  |  |  |
| Week 4 | Redemption of Preference Shares |  |
|  |  |  |
| Week 5 | Revision of Unit 1 | Problem solution session and Test 1 |
|  |  |  |
| Week 6 | Valuation of Goodwill |  |
|  |  |  |
| Week 7 | Valuation of Goodwill and Valuation of Shares |  |
|  |  |  |
| Week 8 | Valuation of Shares |  |
|  |  |  |
| Week 9 | Revision of Unit 2 | Problem solution session and Test 2 |
|  |  |  |
| Week 10 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation |  |
|  |  |  |
| Week 11 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation (Diwali Vacations 20,21,22 October) |  |
|  |  |  |
| Week 12 | Profit and Loss Prior to Incorporation and Subsequent to Incorporation (Diwali Vacations 24,25,26 October) |  |
|  |  |  |
| Week 13 | Final Account of a Company |  |
|  |  |  |
| Week 14 | Revision of Unit 3 | Problem solution session and Test 3 |
|  |  |  |
| Week 15 | Issue of Debentures |  |
|  |  |  |
| Week 16 | Issue of Debentures |  |
|  |  |  |
| Week 17 | Redemption of Debentures |  |
|  |  |  |
| Week 18 | Redemption of Debentures |  |
|  |  |  |
| Week 19 | Revision of Unit 4 | Problem solution session and Test 4 |

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| Name of College: Govt. College for Women, Rohtak | | |
| Academic Session: 2022 - 2023 Semester: ODD | | |
| Subject: Business Managment Name of Extension Lecturer: Mukta Soni | | |
| Class: B.Com.1st Sem. Pass course Sec.C | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | Business: concept, nature |  |
|  |  |  |
| Week 2 | Spectrum of business activities, |  |
|  |  |  |
| Week 3 | Business system, business objectives. |  |
|  |  |  |
| Week 4 | Management: Introduction, concept, |  |
|  |  |  |
| Week 5 | Nature, process and significance; |  |
|  |  |  |
| Week 6 | Development of Management Thought; Classical | test |
|  |  |  |
| Week 7 | Neo-Classical systems, Contingency approaches. |  |
|  |  |  |
| Week 8 | Planning: concept, types and process, |  |
|  |  |  |
| Week 9 | Decision Making: concept and process, , |  |
|  |  |  |
| Week 10 | Management by Objectives Diwali vacation 20,21,22 |  |
|  |  |  |
| Week 11 | Corporate Planning and Strategic FormulationDiwali vacation 23,24,25,26 |  |
|  |  |  |
| Week 12 | Organizing: concept, nature, | viva -voce |
|  |  |  |
| Week 13 | process and significance; |  |
|  |  |  |
| Week 14 | Authority and Responsibility relationship; . |  |
|  |  |  |
| Week 15 | Centralization and Decentralization; |  |
|  |  |  |
| Week 16 | Departmentation; |  |
|  |  |  |
| Week 17 | Firms of Organizing structure |  |
|  |  |  |
| Week 18 | **REVESION** |  |

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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023 Semester: ODD Class: B.Com. 5th Sem. Sec.B &C | | |
| Subject: Accounting for Management Name of Lecturer –Ms. Nirmala Soni | | |
| **Week of Month** | **Topics/Chapters to be covered** | **Topics of Assignment/ Tests** |
|  |  |  |
| Week 1 | Nature and Scope of Management Accounting |  |
|  |  |  |
| Week 2 | Meaning, functions, Scope of Management Accounting, |  |
|  |  |  |
| Week 3 | The Management Accountant, The Controller, The Treasurer, |  |
|  |  |  |
| Week 4 | Management Accounting Principles, Management Accounting vs Financial Accounting vs. Cost- Accounting, Utility of management Accounting |  |
|  |  |  |
| Week 5 | meaning and types of financial statements, analysis and interpretation of financial statements, |  |
|  |  |  |
| Week 6 | Types of financial analysis, steps involved in financial analysis, techniques of financial analysis. |  |
|  |  |  |
| Week 7 | Ratio Analysis : |  |
|  |  |  |
| Week 8 | Ratio Analysis : | Written Test |
|  |  |  |
| Week 9 | Cash Flow Statement : Meaning, objectives, limitations and accounting procedure |  |
|  |  |  |
| Week 10 | Cash Flow Statement : Meaning, objectives, limitations and accounting procedure |  |
|  |  |  |
| Week 11 | Cash Flow Statement : Meaning, objectives, limitations and accounting procedure |  |
|  |  |  |
| Week 12 | Financial planning |  |
|  |  |  |
| Week 13 | Capital Budgeting : Meaning, nature, need, importance, appraisal methods, |  |
|  |  |  |
| Week 14 | Capital Budgeting : Meaning, nature, need, importance, appraisal methods, | Test/Viva-Voce of 4th Unit |
|  |  |  |
| Week 15 | Capital Budgeting : Meaning, nature, need, importance, appraisal methods, |  |
|  |  |  |
| Week 16 | capital rationing. |  |
|  |  |  |
| Week 17 | Revision- Cash Flow Statement |  |
|  |  |  |
| Week 18 | Revision –Ratio Analysis | Test/Viva-Voce of 1,2,3Unit |
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| **Lesson Plan** | | |
| Name of College: Govt. PG College for Women, Rohtak | | |
| Academic Session: 2022-2023 Semester: ODD | | |
| Subject: Principles of Marketing Name of Lecturer: Ms. Nirmala Soni | | |
| Class: B.Com.Hons.3rd Sem | | |
| Week of Month | Topics/Chapters to be covered | Topics of Assignment/ Tests given/ to be given to the students |
|  |  |  |
| Week 1 | meaning, nature, scope, importance; |  |
|  |  |  |
| Week 2 | Marketing concepts: - traditional and modern. |  |
|  |  |  |
| Week 3 | Consumer Behaviour: nature, scope |  |
|  |  |  |
| Week 4 | significance of consumer behaviour. |  |
|  |  |  |
| Week 5 | Market Segmentation: concept, importance, basis for market segmentation |  |
|  |  |  |
| Week 6 | planning and development; |  |
|  |  |  |
| Week 7 | Product life cycle |  |
|  |  |  |
| Week 8 | Branding, trade-mark,Pacakaging ,Labelling | Written Test |
|  |  |  |
| Week 9 | Continue |  |
|  |  |  |
| Week 10 | Pricing: meaning, importance, factors affecting product pricing |  |
|  |  |  |
| Week 11 | Continue.. |  |
|  |  |  |
| Week 12 | Distribution Channel: concept, role, types and factors affecting choice of a distribution channel. |  |
|  |  |  |
| Week 13 | Continue.. | Viva-Voce |
|  |  |  |
| Week 14 | Physical Distribution |  |
|  |  |  |
| Week 15 | Promotion: sales promotion- meaning & methods. |  |
|  |  |  |
| Week 16 | Advertising: concept, importance, salient features of an effective advertising, |  |
|  |  |  |
| Week 17 | Personal selling. | Viva-Voce |
| Week 18 | Revision |  |
| **Lesson Plan**  Name of College: Government PG College for Women, Rohtak  Academic Session: 2022-2023 Semester: ODD  Subject: Human Resource Management Class : B.Com. Pass Name of Lecturer: Ms. Nirmala Soni **Semester 3rd sem sec C** | | |
| Week | Topics to be Covered | Assignments, Presentation and Test etc. |
| 1 | Definition, Importance objectives and scope of Human Resource Management (HRM). |  |
| 2 | Function of Human Resource Management: - Managerial and Operative Functions.Qualifiction and Qualities of Human Resource manager in our organization. |  |
| 3 | Evolution and Growth of Human Recourse Management (HRM) India. |  |
| 4 | Recruitment: - Meaning, Steps in recruitment policy, sources and modes of recruitment, Factors affecting recruitment. | Oral test of unit 1 |
| 5 | Selection: - Meaning, Essentials of Selection Procedure, Stages in Selection Procedure. | Presentations |
| 6 | Training: - Concept, Need and importance of Training. | Group Discussion |
| 7 | Methods of Training: - On the job Training + off the job Training, Principles of training, Evaluation of training Programme in India. | Presentations |
| 8 | Methods of Training: - On the job Training + off the job Training, Principles of training, Evaluation of training Programme in India. | Test of unit 2 |
| 9 | Wages: - Meaning, Objective and Theories of wages | Presentations |
| 10 | Methods of wage Programme: - Time wages and Piece wages methods Concept of wages: - Fair, Minimum and Living wage, Factors determining wage | Class Discussion |
| 11 | Wage Incentives: - Concept, Need and Importance of Incentives. Special Incentives Prefect sharing and Labour Co. Partnership and Essentials of Ideal Incentives system. Wage Incentives: - Concept, Need and Importance of Incentives. Special Incentives Prefect sharing and Labour Co. Partnership and Essentials of Ideal Incentives system. |  |
| 12 | Continue | Oral test of unit 3 |
| 13 | Industrial Relations: - Concept, Importance and Objectives of industrial relations, | Presentations |
| 14 | Contents of industrial relations. Participants of Industrial relation and Recruitment of good Industrial relation Programme. | Presentations |
| 15 | Industrial Unrest: - Meaning, Forms and Causes of industrial disputes, Impact of Industrial unrest on the Economy, |  |
| 16 | preventive and curative methods and Agencies for Reconciliation of Industrial unrest. | Test of unit 4 |
| 17 | Wage theories |  |
| 18 | Revision | Viva-Voce |
|  |  |  |