

LESSON PLAN
Session: 2024-25 (EVEN SEM)

Name of Teacher- Dr. Satish Khasa

Class- B.com 6 sem section B

Subject- International Marketing

WEEKS	SYLLABUS
Week 1	International Marketing: Nature and Concept; Domestic Vs International Marketing
Week 2	Opportunities and Challenges for marketing in International Environment ; Foreign market selection and entry modes.
Week 3	Revision and test
Week 4	International product life cycle research and informations; Product designing and packaging;
Week 5	Pricing process and methods; International price quotations and payment terms.
Week 6	Channel structure and selection decisions; Managing channel conflicts
Week 7	Selection and appointment of foreign sales agents; Basic export procedure and documentation.
Week 8	Methods of International product Promotion; challenges in International advertising and media strategy
Week 9	Web marketing; Organising trade fairs and exhibitions
Week 10	Test ,Revision and presentation
Week 11	Test ,Revision and presentation
Week 12	Test ,Revision and presentation
Week 13	Test ,Revision and presentation
Week 14	Test ,Revision and presentation
Week 15	Test ,Revision and presentation
Week 16	Test ,Revision and presentation

LESSON PLAN
Session: 2024-25 (EVEN SEM)

Name of Teacher- Dr. Satish Khasa , Mr. Rakesh

Class- B.Com 6 sem pass Section A,B,C

Subject- Auditing

WEEKS	SYLLABUS
Week 1	Auditing : Meaning, objectives, importance and types of Auditing
Week 2	Audit Process: internal control, internal check & internal audit, audit programme
Week 3	Revision and test
Week 4	Audit Procedure : Routine checking, vouching
Week 5	verification & valuation of assets & liabilities
Week 6	Revision and test
Week 7	Audit of Public Company : Qualification, Appointment of company Auditors, their powers, duties and liabilities
Week 8	Audit of depreciation and reserves, Divisible profits & dividends
Week 9	Revision and test
Week 10	Audit Report : Meaning, objectives, contents and types
Week 11	Investigation : Meaning, Nature and objectives.
Week 12	Revision ,test and presentation
Week 13	Revision ,test and presentation
Week 14	Revision ,test and presentation
Week 15	Revision ,test and presentation
Week 16	Revision ,test and presentation

LESSON PLAN
Session: 2024-25 (EVEN SEM)

Name of Teacher- Dr. Satish Khasa

Class- M.Com 2 sem

Subject- Marketing of financial services

WEEKS	SYLLABUS
Week 1	Role and contribution of the financial services, Changing environment of financial services and understanding the financial services consumers.
Week 2	Revision and test
Week 3	Analysing marketing environment and developing marketing strategies, Financial services marketplace: structures, products and participants.

Week 4	Revision and test
Week 5	Financial services mix-Product strategy; Advertising and promotion;
Week 6	Distribution channels, Customer care and service quality
Week 7	Revision and test
Week 8	Banking and insurance marketing, Building society marketing, Marketing of unit and investment trusts.
Week 9	Marketing of various fee based services and fund based services
Week 10	Test ,Presentation and Revision
Week 11	Test ,Presentation and Revision
Week 12	Test ,Presentation and Revision
Week 13	Test ,Presentation and Revision
Week 14	Test ,Presentation and Revision
Week 15	Test ,Presentation and Revision
Week 16	Test ,Presentation and Revision

LESSON PLAN
Session: 2024-25 (EVEN SEM)

Name of Teacher- Dr. Satish Khasa

Class- M.com 4 sem

Subject- Cost Management

WEEKS	SYLLABUS
Week 1	Cost Control, importance of Cost Control, elementary of a Cost Control Scheme, Cost Control Techniques, Cost Control in Individual Cost Elements
Week 2	Cost reduction, Cost reduction process, Tools and techniques of Cost reduction, Cost Control v/s Cost Reduction, Value Analysis, Types of Value, Procedures of Value Analysis, Relationship between value, function and cost,
Week 3	Techniques of value analysis developed by Lawarance D. Miles. Activity based Costing (ABC), Inadequacies of traditional methods of overhead absorption. Under costing and over costing
Week 4	Product-Cost-Cross subsidization, Cost Hierarchies, Cost Drivers and cost pools, implementing ABC system for cost management and profitability, Kaplan and Cooper's approach to ABC.
Week 5	importance of Human Factor in Productivity Drive, Productivity and Profitability. Supply chain Analysis, Key Success Factors

Week 6	Value chain analysis, Steps in Value Chain analysis, Value Chain Analysis for assessing competitive advantage.
Week 7	Target Costing, origin, steps or stages in target costing, traditional vs. target costing, target costing process, impact of target costing on profitability. Kaizen, Concept, Procedure for implementation, evaluation, Kaizen Costing.
Week 8	Business Process Outsourcing (BPO), Concept, Major Areas, types of outsourcing, Outsourcing vs. Contracting, Outsourcing vs.BPO, Business Process Reengineering (BPR), Concept, Methodology. Synergy, characteristics, types.
Week 9	Test ,Presentation and Revision
Week 10	Test ,Presentation and Revision
Week 11	Test ,Presentation and Revision
Week 12	Test ,Presentation and Revision
Week 13	Test ,Presentation and Revision
Week 14	Test ,Presentation and Revision
Week 15	Test ,Presentation and Revision
Week 16	Test ,Presentation and Revision

Lesson Plan

Sandeep Kumar chahal

Commerce Department

Class: M.com 2nd

semester

Subject: production management

Month: Jan to April 2025

Ist week of Jan	Winter vacation
2nd week of Jan	introduction to production management
3rd week of Jan	Production function and process
4th week of Jan	Production system and productivity
Ist week of Feb	Production management decisions
2nd week of Feb	Production planning and control and production system
3rd week of Feb	Plant location

4th week of Feb	Plant Layout
1st week of March	Material handling
2nd week of March	Holi break
3rd week of March	Quality control and Techniques
4th week of March	Plant maintenance
1st week of April	Inventory control and Techniques
2nd week of April	Standardization simplification and variety reduction
3rd week of April	Classification and codification
4th week of April	Value analysis and engineering

Sandeep Kumar chahal

Commerce Department

Class:B.COM(P) 6th sem

Subject: financial management

Month:JantoApril 2025

1st week of Jan	Winter vacation,
2nd week of Jan	Nature and scope of financial management
3rd week of Jan	Financial goal and financial planning
4th week of Jan	Revision and test
1st week of Feb	Working capital management
2nd week of Feb	Management of cash and marketable securities
3rd week of Feb	Management of receivables
4th week of Feb	Revision assignments and test
1st week of March	Cost of capital
2nd week of March	Holi break

3rd week of March	Capitalisation and leverage analysis
4th week of March	EBIT-EPS analysis Revision and test
1st week of April	Capital structure theory and policy
2nd week of April	NOI approach and the MM hypothesis
3rd week of April	Dividend theory and policy
4th week of April	Revision assignment and test

Sandeep Kumar chahal

Commerce Department

Class:B.COM 2nd sem

Subject: Advance financial accounting

Month:Feb to may 2025

1st week of Feb	partnership accounts-distribution of profits
2nd week of Feb	Admission of a partner
3rd week of Feb	Retirement or death of a partner
4th week of Feb	Revision and test
1st week of March	Dissolution of partnership firm
2nd week of March	Holi break
3rd week of March	branch accounts ,Departmental accounts
4th week of March	Revision and test
1st week of April	Hire purchase system
2nd week of April	Instalment payment system
3rd week of April	Royalty accounts

4th week of April	Revision and test
1st week of May	Accounting software package
2nd week of May	Tally
3rd week of May	revision and test
4th week of May	Assignment and presentation

Lesson Plan

Session 2024-2025(Even semester)

Dr. Krishan Lal , Assistant Professor (Commerce)

Subject:- Corporate Accounting : Class:- B.Com (H) 4th semester

Week/Month	Topics to be covered
2nd Week of Jan	Introduction to liquidation, Liquidator's Final Statement of Accounts, Order Of Payment, Numerical Problems, Numerical Problems: Liquidator's Remuneration on amount distributed to Equity shareholders
3rd week of January	Numerical Problems : Distribution of Surplus, Calls in Arrear, Removing of Disparity among different types of equity shareholders, Receiver of Debentureholder,
4th week of January	Numerical Problems : List of Contributory, Statement of Affairs, Doubt Class and Assignments
1st week of February	Introduction & Ways of Internal Reconstruction, Alteration in Share Capital, Reduction in Share Capital, Numerical Problem, Doubt Class and Assignments
2nd week of February	Introduction, Features and Types of Underwriting, Obligation Responsibility and Function of Underwriters, Entries in the books of Underwriter and Company, Complete & Partial Underwriting Numerical Problem,
3rd week of February	Advantage of Underwriting, Firm Underwriting, Numerical Problem, Doubt Class and Assignments
4th week of February	Double Account System Features and Numerical Problems
1st week of March	Accounts of Electricity Company: Features Numerical Problems Provisions, Clear Profit Capital Base Reasonable Return Distribution of Surplus
2nd week of March	Holi Break
3rd week of March	Introduction to Banking Companies, Rebate on Bill Discounted, Numerical Problems : Non Performing Assets, Final Account of Banking Companies : Perfoma of P & L A/C, Explanation of Schedules given in P&L A/C
4th week of March	Numerical Problems of P/L Statement, Final Account of Banking Companies : Perfoma of Balance Sheet, Explanation of Schedules given in Balance Sheet
1st week of April	Numerical Problem, Doubt Class and Assignments

2nd week of April	Introduction of Amalgamation Absorption & External Reconstruction, Important Terms, Methods of Purchase Consideration, Accounting treatment in the books of Transferor Company , Accounting treatment in the books of Transfree : The Pooling of Interest Method
3rd week of April	Accounting treatment in the books of Transfree Company: The Purchase Method, Numerical Problems, Effect of Market value on Purchase Consideration,
4th week of April	Fraction Shares, Numerical Problem, Doubt Class and Assignments
1st week of May to till exam	Revision, Test Assignment and Presentation

Lesson Plan

Session 2024-2025(Even semester)

Dr. Krishan Lal , Assistant Professor (Commerce)

Subject:- Corporate Accounting : Class:- B.Com (Pass) 4th semester

Week/Month	Topics to be covered
2nd week of January	Introduction to liquidation, Liquidator's Final Statement of Accounts, Order Of Payment, Numerical Problems, Numerical Problems: Liquidator's Remuneration on amount distributed to Equity shareholders
3rd week of January	Numerical Problems : Distribution of Surplus, Calls in Arrear, Removing of Disparity among different types of equity shareholders, Receiver of Debentureholder,
4th week of January	Numerical Problems : List of Contributory, Statement of Affairs, Doubt Class and Assignments
1st week of February	Introduction & Ways of Internal Reconstruction, Alteration in Share Capital, Reduction in Share Capital, Numerical Problem, Doubt Class and Assignments
2nd week February	Introduction, Features, advantage and disadvantage of Holding companies, Consolidated Balance sheet, Numerical Problems : Cost of control & Capital Reserve , Minority Interest, Pre Acquisition & Post Acquisition Profits
3rd week of February	Numerical Problem : Shares of Subsidiary Acquired during the course of the year, Adjustment for unrealised Profit, Elimination of mutual or inter company owings
4th week of February	Numerical Problems : Debentures in Subsidiary companies, Preference Shares in the Subsidiary Companies, dividend received from subsidiary company out of pre acquisition profit, Interim dividend received from the subsidiary companies, Proposed dividend in the Balance Sheet,
1st week of March	Numerical Problems : Revaluation of Asset, Issue of Bonus Shares from Pre Acquisition Profit, Issue of Bonus Shares from Post Acquisition Profit, Numerical Problem, Doubt Class and Assignments
2nd week of March	Holi Break
3rd week of March	Financial Reporting : Introduction, Mutual funds, Non Banking Financial Companies, Merchant Bankers & Stock Brokers, Numerical Problem, Doubt Class and Assignments
4th week of March	Introduction to Banking Companies, Rebate on Bill Discounted, Numerical Problems : Non Performing Assets, Final Account of Banking Companies : Perfoma of P & L A/C, Explanation of Schedules given in P&L A/C

1st week of April	Numerical Problems of P/L Statement, Final Account of Banking Companies : Perfoma of Balance Sheet, Explanation of Schedules given in Balance Sheet
2nd week of April	Numerical Problem, Doubt Class and Assignments
3rd week of April	Introduction of Amalgamation Absorption & External Reconstruction, Important Terms, Methods of Purchase Consideration, Accounting treatment in the books of Transferor Company , Accounting treatment in the books of Transfree : The Pooling of Interest Method
4th week of April	Accounting treatment in the books of Transfree Company: The Purchase Method, Numerical Problems, Effect of Market value on Purchase Consideration,
1st week of May to till exam	Fraction Shares, Numerical Problem, Doubt Class and Assignments

Lesson Plan

Session 2024-2025(Even semester)

Dr. Krishan Lal , Assistant Professor (Commerce)

Subject:- Cost Accounting Standard and Reporting: Class:- M.Com 4th semester

Week/Month	Topics to be covered
2nd week of January	Institute of Cost Accountants of India: Introduction, objectives. Cost accounting standard board: Introduction, objectives and functions.
3rd week of January	Generally accepted cost accounting principles: introduction, conceptual framework, objectives, scope, nature of content and format, Cost Accounting Standards(CAS): need and statutory recognition of CAS.
4th week of January	Overall recommendations of B. B. Goyal expert committee.
1st week of February	Outlines of CAS: Classification of cost (CAS-1), Overheads (CAS-3)Material cost (CAS-6), Employee cost (CAS-7)
2nd week of February	Direct expenses (CAS-10), Administrative overheads (CAS-11),Repairs and maintenance cost (CAS-12)
3rd week of February	cost of service cost center (CAS13), Selling and distribution overheads (CAS-15) Depreciation and amortization (CAS16)
4th week of February	Research and development costs (CAS-18), joint costs (CAS-19).Introduction, objectives, scope, definition and explanation of terms used, principles of measurement, assignment of cost, presentation and disclosure of CAS: capacity determination (CAS-2),
1st week of March	cost of production for captive consumption (CAS-4)Determination of average (equalized) cost of transportation (CAS-5), cost of utilities (CAS-8).
2nd week of March	Holi Break

3rd week of March	Introduction, objectives, scope, definition and explanation of terms used, principles of measurement, assignment of cost, presentation and disclosure of CAS: packing material cost (CAS-9), pollution control cost(CAS-14)Interest and financing charges (CAS-17),
4th week of March	.Royalty and technical know-how fee (CAS- 20), Quality control (CAS-21), Manufacturing cost (CAS-22).
1st week of April	Latest amendments and development in CAS.Cost auditor appointment, eligibility, remuneration, rights and responsibilities, functions, appointing authorities.
2nd week of April	Cost Audit: nature, scope, advantages of cost audit, genesis of cost audit in India, types of cost audit, relevance of cost audit, usefulness of cost audit, difference between cost audit and cost investigation
3rd week of April	Cost audit standards CAS 101 planning on audit of cost statement, CAS-102 cost audit documentation, CAS 103 overall objectives of independent cost auditor, CAS-104 knowledge of business, its process and the business environment.
4th week of April	Cost accounting records, general features of cost accounting records, rules 2014. companies (cost records and audit)
1st week of May to till exam	Revision, Test Assignment and Presentation

LESSON PLAN
Session 2024-2025 (Even Semester)
January 2025 to May 2025

Name of Teacher : Dr. (Mrs.) Sandeep

Class : B. Com.(Pass) 4th Semester Section A & B

Subject : Secretarial Practice

Ist week of Jan	Winter vacation
2nd week of Jan	Introduction to Company Secretary
3rd week of Jan	Formation of Company and Secretary
4th week of Jan	Issue and allotment of shares
Ist week of Feb	Sharecertificate, share warrant and stock
2nd week of Feb	Calls on shares, forfeiture and Reissue of forfeited shares
3rd week of Feb	Transfer and transmission of shares
4th week of Feb	Company meetings
Ist week of March	Requisites of a valid meeting
2nd week of March	Holi break
3rd week of March	Test and assignments

4th week of March	Meetings of shareholders and secretarial work
1st week of April	Meeting of board of directors and secretarial work
2nd week of April	Motion and resolution
3rd week of April	Voting and proxy
4th week of April	Revision, test and assignment

LESSON PLAN
Session 2024-2025 (Even Semester)
January 2025 to May 2025

Name of Teacher : Dr. (Mrs.) Sandeep
Class : B. Com. (H) 4th Semester
Subject : Business Ethics

1st week of Jan	Winter vacation
2nd week of Jan	Introduction to society, economy and ethics
3rd week of Jan	Conceptualization of politics
4th week of Jan	Liberty, equality, justice, rights, recognition and obligation
1st week of Feb	Idea of a good society, Business Ethics
2nd week of Feb	Corporate social responsibility
3rd week of Feb	Domain of politics and ethics
4th week of Feb	Democracy and welfare state, market and globalisation
1st week of March	Approaches to moral reasoning
2nd week of March	Holi break
3rd week of March	Test and assignments
4th week of March	Politics and ethics in business: corporate code of ethics
1st week of April	Arguments on corporate social responsibility, strategic planning and corporate social responsibility, corporate philanthropy
2nd week of April	

3rd week of April	Corruption and corporate scandals, ethical issues in business
4th week of April	Ethical issues in advertising and insider trading, revision, test and assignments

LESSON PLAN
Session 2024-2025 (Even Semester)
January 2025 to May 2025

Name of Teacher : Dr. (Mrs.) Sandeep
Class : M. Com. 4th Semester
Subject : Human Resource Management

Ist week of Jan	Winter vacation
2nd week of Jan	Introduction, nature, features, scope, objectives and importance of HRM
3rd week of Jan	Functions of HRM, manager in an organisation, evaluation and growth of HRM in India
4th week of Jan	Recent techniques in HRM
Ist week of Feb	Concept, sources/methods and techniques of manpower supply
2nd week of Feb	Characteristics of good recruitment policy, principles of recruitment
3rd week of Feb	Factors affecting recruitment
4th week of Feb	Concept and procedure of selection
Ist week of March	Concept of training, need and importance of training
2nd week of March	Holi break
3rd week of March	Assignment and tests
4th week of March	Methods of training- on the job training, off the job training
Ist week of April	Essentials of a good training program, principles of training
2nd week of April	Meaning and nature of management development, methods and principles of MD
3rd week of April	Meaning of objectives and theories of wages, methods of wage payment, concepts of wege fair, factors for determining wage

	structure of an organisation
4th week of April	Essentials of satisfactory wage policy, revision, test and assignments

Lesson Plan

Savita Rani

Commerce Department

Class: B.COM pass 6th

sem

Subject: cost accounting

Month: Jan to April 2025

Ist week of Jan	winter break
2nd week of Jan	Process costing
3rd week of Jan	Process costing, inter process, profit and equivalent production
4th week of Jan	Contract costing
Ist week of Feb	Job and batch costing
2nd week of Feb	Test and assignment
3rd week of Feb	Budgeting and budgetary control
4th week of Feb	Zero base busting performance, busting responsibility accounting
Ist week of March	Test and assignment
2nd week of March	Holi break
3rd week of March	Standard costing
4th week of March	Variance analysis, material, and labour variance
Ist week of April	Marginal costing
2nd week of April	Marginal costing as a tool for decision-making
3rd week of April	Cost volume profit analysis break, even point

4th week of April	Presentation revision test
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Lesson Plan

Ms. Savita Rani

Commerce Department

Class: M.COM (2nd Sem)

Subject: Financial risk management

1 st week of Jan	Winter vacation
2 nd week of Jan	Function of financial institutions
3 rd week of Jan	Type of financial intermediaries, financial services provided by financial intermediaries
4 th week of Jan	Risk and sources of various risk, identification of risk
1 st week of Feb	Need of risk management, risk management framework
2 nd week of Feb	Management of various risk(insert risk, market risk, credit risk for an exchange, risk, liquidity risk, insolvency, risk,
3 rd week of Feb	Operation and technological risk off balance sheet risk,
4 th week of Feb	management of risk management tool towards futures option and swap
1 st week of march	interest, risk, market risk, credit, risk, operation, operational risk management
2 nd week of mar	Holi Break
3 rd week of mar	risk management, and regulatory issue in risk
4 th week of mar	Management foreign exchange and sovereign risk management
1 st week of April	Technology, risk of balance sheet, risk, liquidity, risk management, management of capital adequacy
2 nd week of April	Entrepreneur wide risk management ,risk reporting, RBI, risk management norms to Bank, organisational structure for market risk management and credit risk management,

3 rd week of April	Bank of international settlement, Bade 1,2&3
4 th week of April	Presentation, assignment

LESSON PLAN

Session: 2024-25 (EVEN SEM)

Name of Teacher- Ms.Kavita
Class- B.com 6 sem
Subject- International Marketing

WEEKS	SYLLABUS
Week 1	International Marketing: Nature and Concept; Domestic Vs International Marketing
Week 2	Opportunities and Challenges for marketing in International Environment ; Foreign market selection and entry modes.
Week 3	Revision and test
Week 4	International product life cycle research and informations; Product designing and packaging;
Week 5	Pricing process and methods; International price quotations and payment terms.
Week 6	Channel structure and selection decisions; Managing channel conflicts
Week 7	Selection and appointment of foreign sales agents; Basic export procedure and documentation.
Week 8	Methods of International product Promotion; challenges in International advertising and media strategy
Week 9	Web marketing; Organising trade fairs and exhibitions
Week 10	Test ,Revision and presentation
Week 11	Test ,Revision and presentation
Week 12	Test ,Revision and presentation
Week 13	Test ,Revision and presentation
Week 14	Test ,Revision and presentation
Week 15	Test ,Revision and presentation
Week 16	Test ,Revision and presentation

Lesson Plan

Ms. Kavita, Assistant Professor of Commerce

Class : B.Com Hons 6 sem.

Subject – Retail

Management Month : 2024-25 [EVEN SEM]

Week 1	Introduction: Meaning, nature
Week 2	scope, importance, growth and present size
Week 3	Career option in retailing; Technology induction in retailing; Future of retailing in India.
Week 4	Revision and test
Week 5	Types of Retailing: Stores classified by owners; Stores classified by merchandising categories; Wheel of retailing;
Week 6	Traditional retail formats vs. modern retail formats in India; Store and non-store based formats; Cash and carry business - Meaning, nature and scope;
Week 7	Retailing models – Franchiser franchisee, directly owned; Wheel of retailing and retailing life cycle; Co-operation and conflict with other retailers.
Week 8	Holi break
Week 9	Revision and test
Week 10	Management of Retailing Operations: Retailing management and "the total performance model; Functions of retail management; Strategic retail management process.
Week 11	Retail planning - importance and process; Developing retailing strategies, objectives, action plans, pricing strategies and location strategies.
Week 12	Revision and test
Week 13	Presentation
Week 14	Revision and test
Week 15	Presentation
Week 16	Presentation

LessonPlan

Ms/. kavita

Commerce Department

Class:B.COM(P) 6th sem

Subject: financial management

Month:JantoApril 2025

Ist week of Jan	Winter vacation,
2nd week of Jan	Nature and scope of financial management
3rd week of Jan	Financial goal and financial planning
4th week of Jan	Revision and test
Ist week of Feb	Working capital management
2nd week of Feb	Management of cash and marketable securities
3rd week of Feb	Management of receivables
4th week of Feb	Revision assignments and test
Ist week of March	Cost of capital
2nd week of March	Holi break
3rd week of March	Capitalisation and leverage analysis
4th week of March	EBIT-EPS analysis Revision and test
Ist week of April	Capital structure theory and policy
2nd week of April	NOI approach and the MM hypothesis
3rd week of April	Dividend theory and policy
4th week of April	Revision assignment and test

Lesson Plan
Pt. NRS Govt. College, Rohtak
Name of the Teacher: Ms. Kavita
Session: 2024-2025 Semester: EVEN
Subject: Human Resource Management
Class: B.Com(H). 6th Sem.

Week	Topic	Assignments, Presentation and Test etc.
1	Human Resource Management	
2	Total Quality Management	
3	Business Process Reengineering	
4	Human Resource Planning	
5	Recruitment and Selection	Test and assignment
6	Traning	
7	Management Development	
8	Wages and Theories of Wages	
9	Methods of Wage Payment	
10	Concepts OF Wages	
11	Special Incentives	Test
12	Human Resouece Development	Presentation
13	Role and Function of HR Manager	Presentation and Assignment
14	Industrial Relationship	Presentation
15	Industrial Disputes	Presentation & Revision
16	Revision	

Dr. Neha

Assistant Professor of
Commerce

Class: B.Com 4th Sem. (H)

Name of the Paper : Corporate law

Month: Jan to April 2025

1st week of Jan	Winter Vacations
2nd week of Jan	Meaning and Importance of Shares, Types of Shares Allotment of Shares, Transfer and Transmission of Shares
3rd week of Jan	Paperless Trading- Benefits and Procedure, need for educating investors
4th week of Jan	Share Capital: Meaning and Forms, Alteration of Share Capital
1st week of Feb	Reduction of share capital, further issue of share capital, Test
2nd week of Feb	Rights of pre-emption of shares, Difference Between shareholders and members
3rd week of Feb	Modes of acquiring membership, termination of membership, who may be members? Rights and Liabilities of Members
4th week of Feb	Essentials of a valid meeting, meetings of shareholders:statutorymeeting
1st week of March	Annual General Meeting, Extraordinary general meeting, Meeting of Board of Directors
2nd week of March	Proxy, Voting, Notice, Agenda and Minutes of Meeting,Test
3rd week of March	Holi break

4th week of. March.	Duties, Powers, Liabilities of directors, Appointment and removal of directors
1st week of April	Winding up: Compulsorily winding up by NCLT, Test
2nd week of April	Voluntary winding up,
3rd week of April	Powers and Duties of company liquidator,
4th week of April	Consequences of winding up

Dr. Neha ,

Assistant Professor of Commerce

Class: B.Com 4th Sem. (H)

Name of the Paper: Statistical Analysis
with MS EXCEL

Month: Jan to April 2025

TimePeriod	Content
1st week of Jan	Winter Vacations
2nd week of Jan	Data collection, Primary and secondary data Data preparation process, missing values
3rd week of Jan	Descriptive statistic in Excel, Mean, Mode
4th week of Jan	Problems, Solution & test
1st week of Feb	Median, Standard deviation
2nd week of Feb	Sampling, Non sampling error, standard error
3rd week of Feb	Hypothesis testing, one tail and two tail test
4th week of Feb	Assignment & Test
1st week of March	Procedure for hypothesis testing
2nd week of March	Holi Break
3rd week of March	Mean, Proportion
4th week of March.	Proportion (continued) and Variance
1st week of April	Limitations in hypothesis
2nd week of April	Chi square test
3rd week of April	Chi square test, continued
4th week of April	ANOVA With Excel SPSS, missing values

Dr. Neha, Assistant Professor of
Commerce

Class: M.com 4th Sem

Name of the Paper: Corporate
Tax Planning and Management

Month: Jan to May 2025

1st week of Jan	Winter Vacations
2nd week of Jan	Introduction Corporation Tax: Meaning of tax Tax evasion, Tax avoidance, Tax planning, Tax management, Need for Tax planning, Precautions in tax planning,
3rd week of Jan	Limitations of tax planning. Tax planning for new business: Tax planning with reference to location, nature
4th week of Jan	Tax planning for new business: different forms of organization of new business.
1st week of Feb	Tax provisions relating to free trade zones, infrastructure sector, backward areas.
2nd week of Feb	Tax issues relating to Amalgamations: Tax incentives of amalgamation to amalgamating company, amalgamated company.
3rd week of Feb	Tax incentives of amalgamation to shareholders
4th week of Feb	Tax planning for amalgamation. Test
1st week of March	Tax Planning and Financial Management Decisions: Tax Planning relating to capital structure decisions, Dividend policy
2nd week of March	Holi Break
3rd week of March	Intercompany Dividends, Bonus share and Bonus debentures, Tax planning in respect Of own or lease.
4th week of. March.	Tax planning regarding Managerial Remuneration.
1st week of April	Tax planning and Financial Management Decisions: Tax planning in respect of sale of assets used for scientific research,

2nd week of April	Make or buy decisions, Repairreplace,Renewalorrenovationofanasset,
3rd week of April	Shut down Or continue decisions.
4th week of April	Tax planning in respect of selling in domestic or foreign market . Tax planning in Respect of Tax Incentives to Exporters.

Dr. Neha, Assistant Professor of
Commerce

Class : M.com 2nd Sem

Name of the Paper : Corporate
Tax Planning and Management

Month: Jan to May 2025

1st week of Jan	Winter Vacations
2nd week of Jan	Introduction Corporation Tax: Meaning of tax Tax evasion, Tax avoidance, Tax planning, Tax management, Need for Tax planning, Precautions in tax planning,
3rd week of Jan	Limitations of tax planning. Tax planning for new business: Tax planning with reference to location, nature
4th week of Jan	Tax planning for new business: different forms of organization of new business.
1st week of Feb	Tax provisions relating to free trade zones, infrastructure sector, backward areas.
2nd week of Feb	Tax issues relating to Amalgamations: Tax incentives of amalgamation to amalgamating company, amalgamated company.
3rd week of Feb	Tax incentives of amalgamation to shareholders
4th week of Feb	Tax planning for amalgamation. Test
1st week of March	Tax Planning and Financial Management Decisions: Tax Planning relating to capital structure decisions, Dividend policy
2nd week of March	Holi Break
3rd week of March	Intercompany Dividends, Bonus share and Bonus debentures, Tax planning in respect Of own or lease.
4th week of. March.	Tax planning regarding Managerial Remuneration.
1st week of April	Tax planning and Financial Management Decisions: Tax planning in respect of sale of assets used for scientific research,

2nd week of April	Make or buy decisions, Repairreplace,Renewalorrenovationofanasset,
3rd week of April	Shut down Or continue decisions.
4th week of April	Tax planning in respect of selling in domestic or foreign market . Tax planning in Respect of Tax Incentives to Exporters.

LESSON PLAN

Session: 2024-25 (EVEN SEM)

Name of Teacher- Ms. Pooja Malik

Class- B.Com 6 sem sec A,B,C

Subject- Taxation law-II

WEEKS	SYLLABUS
Week 1	computation of Total income
Week 2	computation of Total income and tax liability of individuals
Week 3	Filling and Filing of return (ITR – I and II)
Week 4	Assessment of Hindu Undivided Families
Week 5	Assessment of Firms
Week 6	Assessment of Firms and association of person, Rebate and relief of tax
Week 7	Income Tax authorities & their powers
Week 8	procedure for assessment; Deduction of Tax at Source (TDS)
Week 9	advance payment of tax.
Week 10	Recovery & refund of tax; appeals & revision
Week 11	penalties, offences & prosecutions.
Week 12	Test, Revision and presentation
Week 13	Test, Revision and presentation
Week 14	Test, Revision and presentation
Week 15	Test, Revision and presentation
Week 16	Test, Revision and presentation

LESSON PLAN

Session: 2024-25 (EVEN SEM)

Name of Teacher- Ms. Pooja Malik

Class-M.Com 2nd sem

Subject- International Finance Management

WEEKS	SYLLABUS
Week 1	International Financial Environment: Multinational Corporation (AMINC), Steps in Internationalization, International Financial Management
Week 2	International Financial Architecture, Origin of Developing Countries Debt Crisis, The East Asian Crisis (1997), Financial Flows to Developing Countries,
Week 3	International Trade Theories- Mercantilist View, Absolute Advantage Theory, Comparative Advantage Theory, Comparative Cost Theory, Standard Theory of International Trade, Modern Theory of International Trade, Compa
Week 4	International Monetary System: Exchange rate arrangement, IMF and International liquidity. International financial flows: Forms of International Financial Flows Structure of Balance of Payments, Equilibrium, Disequilibrium and Adjustment, India's Balance of Payments during the Period of Economic Reform.
Week 5	Spot Exchange Market, Participants in the Spot Market, Exchange Rate Quotations: Direct and Indirect Quotation, Reciprocal Rates, Cross Rates; Arbitrage; Forward Rate and Forward Market: Features of Forward Contract, Quotation in Forward Market, Forward Premium or Discount, Arbitrage in Forward Market, Use of Forward Rates in deciding Prices of Exports. Parity conditions in International finance and currency forecasting: Purchasing Power Parity. Relationship: Level of Appreciation/Depreciation, Deviations from PPP Relationship,
Week 6	PPP And Real Appreciation/Depreciation; Interest Rate Parity Relationship: IRP and Arbitrage Opportunities, Deviations from IRP Relationship; Exchange Rate and Foreign Exchange Reserves; Exchange- Rate and Balance of Payments (BOP); Exchange Rate and Technical Analysis. Currency futures, options and swaps: Currency Futures: Features of Currency Futures, Comparison Between Forward and Futures Contract; Currency Options: Important Terms Relating to Options, Dealing in Currency Options, Put-Call Parity Relationship; Currency Swaps.
Week 7	Management of accounting and economic exposure: Different Types of Exchange Rate Exposures: Transaction Exposure, Translation Exposure, Economic Exposure; Exchange Risk Management: Management of Transaction Exposure, Management of Translation Exposure, Management of Economic Exposure. Foreign exchange regulations and taxation issues: Types of taxes; Tax heavens; International Tax

	Management Strategy; The Modes of Double Taxation Relief; Indian Taxation Scenario; FEMA: An Introduction: Broad Scheme of FEMA, Important Features of FEMA
Week 8	Management of accounting and economic exposure: Different Types of Exchange Rate Exposures: Transaction Exposure, Translation Exposure, Economic Exposure; Exchange Risk Management: Management of Transaction Exposure, Management of Translation Exposure, Management of Economic Exposure. Foreign exchange regulations and taxation issues: Types of taxes; Tax heavens; International Tax Management Strategy; The Modes of Double Taxation Relief; Indian Taxation Scenario; FEMA: An Introduction: Broad Scheme of FEMA, Important Features of FEMA
Week 9	Financing foreign trade: Types of Export Credit; Pre-shipment Export Credit; Post-shipment Export Credit; Types of Letters of Credit; Export Credit in Foreign Currencies; Refinance from Reserve Bank of India; Role of Export Import Bank of India; Role of Export Credit Guarantee Corporation.
Week 10	Cost of Capital for MNCs: Cost of Capital for MNCs vis-a-vis Domestic Firms; Cost of Capital across Countries; Determining cut-off rate for Foreign Projects Appraisal. Capital budgeting for multinationals: Fundamentals of Evaluating Foreign Projects; Issues in Foreign Investment Analysis; Risk Analysis in International Investment Decision.
Week 11	Working capital management for MNCs: Working Capital Management in Domestic and Multinational Enterprises; Intra Corporate Transfer of Funds; Transfer Pricing; Management of Blocked Funds; Multinational Cash Management; Multinational Receivables Management; Multinational Inventory Management
Week 12	Foreign direct investment: Global Trends in FDI; Factors Motivating FDI, FDI and some Subsequent Decisions, FDI and Host Government View; FDI and Taxation Issues. International portfolio investment: Benefits of International Investing; International Diversification; Barriers to International Diversification; Vehicles for Overcoming Capital Flow Barriers; Asset Allocation Policy and Management Style; Portfolio Hedging Strategies.
Week 13	Test, Revision and presentation
Week 14	Test, Revision and presentation
Week 15	Test, Revision and presentation
Week 16	Test, Revision and presentation

LESSON PLAN
Session: 2024-25 (EVEN SEM)

Name of Teacher- Mr. Rakesh Malik

Class- M.Com 4 sem

Subject- Business Research Methods

WEEKS	SYLLABUS
Week 1	Introduction to Business Research: Defining Research; Types of Research-Basic and Applied Research; Process of Research; Features of a Good Research Study; Research Applications in Business Decisions
Week 2	Formulation of the Research Problem and Development of the Research Hypotheses: Problem Identification and definition; Process of Problem Identification; Developing a research proposal; Formulation of the Research Hypotheses
Week 3	Revision and test
Week 4	Research Design: The Nature of Research Designs; Process of Formulation of Research Design; Classification of Research Designs: Exploratory, Two-tiered, Experimental and Descriptive Research Design for Hypothesis Testing or Experimental Research Studies: Concept and Classification of Experimental Designs; Validity in Experimentation; Factors affecting Internal Validity of Experiment;
Week 5	Factors affecting External Validity of Experiment; Methods to Control Extraneous Variables and Environments of Conducting Data Collection Methods: Classification of Data; Research Applications of Secondary and Primary Data; Secondary data sources and usage; Online data sources; Qualitative Method of Data Collection: observation method, Content Analysis,
Week 6	Focus Group Method, Personal Interview Method and Projective Techniques; Primary data collection methods questioning techniques, online surveys; Questionnaire Design Procedure. Sampling Plan: Universe, Sample vs Census; Sample Frame and Sampling Unit; Sampling Design; Sampling Techniques; Sample size Determination; Sampling and NonSampling Errors

Week 7	Report Writing : Meaning, Functions and Types of Research Report, Steps of Planning Report Writing, Research Report Structure, Principles of Writing
Week 8	Guidelines for Effective Documentation, Writing and Typing the Report, Research Briefings: Oral Presentation. Presentation of Results: Descriptive Presentation, Graphic Presentation, Diagrams, Pictures and Maps, Tabular Presentation, Difficulties in Presentation.
Week 9	Test ,Revision and presentation
Week 10	Test ,Revision and presentation
Week 11	Test ,Revision and presentation
Week 12	Test ,Revision and presentation
Week 13	Test ,Revision and presentation
Week 14	Test ,Revision and presentation
Week 15	Test ,Revision and presentation
Week 16	Test ,Revision and presentation

LESSON PLAN
Session: 2024-25 (EVEN SEM)

Name of Teacher- Mr. Rakesh
Class- B.Com 6 sem pass Section A,B,C
Subject- Auditing

WEEKS	SYLLABUS
Week 1	Auditing : Meaning, objectives, importance and types of Auditing
Week 2	Audit Process: internal control, internal check & internal audit, audit programme
Week 3	Revision and test
Week 4	Audit Procedure : Routine checking, vouching
Week 5	verification & valuation of assets & liabilities
Week 6	Revision and test
Week 7	Audit of Public Company : Qualification, Appointment of company Auditors, their powers, duties and liabilities
Week 8	Audit of depreciation and reserves, Divisible profits & dividends

Week 9	Revision and test
Week 10	Audit Report : Meaning, objectives, contents and types
Week 11	Investigation : Meaning, Nature and objectives.
Week 12	Revision ,test and presentation
Week 13	Revision ,test and presentation
Week 14	Revision ,test and presentation
Week 15	Revision ,test and presentation
Week 16	Revision ,test and presentation

LESSON PLAN
Session: 2024-25 (ODD SEM)

Name of Teacher- Mr. Rakesh

Class- B.Com 6 sem Hons

Subject- Auditing

WEEKS	SYLLABUS
Week 1	Auditing : Meaning, objectives, importance and types of Auditing
Week 2	Audit Process: internal control, internal check & internal audit, audit programme
Week 3	Revision and test
Week 4	Audit Procedure : Routine checking, vouching
Week 5	verification & valuation of assets & liabilities
Week 6	Revision and test
Week 7	Audit of Public Company : Qualification, Appointment of company Auditors, their powers, duties and liabilities
Week 8	Audit of depreciation and reserves, Divisible profits & dividends
Week 9	Revision and test
Week 10	Audit Report : Meaning, objectives, contents and types
Week 11	Investigation : Meaning, Nature and objectives.
Week 12	Revision ,test and presentation
Week 13	Revision ,test and presentation
Week 14	Revision ,test and presentation

Week 15	Revision ,test and presentation
Week 16	Revision ,test and presentation

LessonPlan

Jyoti

Commerce Department

Class:B.COM 2nd sem

Subject: DFB

Month: Feb to may 2025

Ist week of Feb	Concepts of data, information and data processing,
2nd week of Feb	Basic elements of a communication system,
3rd week of Feb	Concepts and types of computer networks, network topologies,
4th week of Feb	Revision and test
Ist week of March	Concept, applications and types of e-commerce
2nd week of March	Holi break
3rd week of March	Meaning, types, benefits, and limitations of E payment systems,
4th week of March	Revision, Assignment and test
Ist week of April	Introduction to spreadsheets
2nd week of April	Working with Excel spreadsheet,
3rd week of April	Perform calculations by using various functions of excel spreadsheet
4th week of April	Revision and test
Ist week of May	Presentations with PowerPoint
2nd week of May	Graphics, sound effects, and animation effects in PowerPoint
3rd week of May	Assignment and presentation,
4th week of May	Revision and test

LessonPlan

Jyoti

Commerce Department

Class:M.COM 2ndSem

Subject: Strategic financial management

Month:Jan to April 2025

Ist week of Jan	Winter vacation
2nd week of Jan	Introduction to strategic financial management, conceptual framework Of SFM, Value chain analysis,
3rd week of Jan	responsibility, accounting, cost benefit analysis, life cycle costing, Activity based cost accounting,
4th week of Jan	Inflation, accounting cost of capital Revision and test
Ist week of Feb	Financial performance appraisal
2nd week of Feb	Capital structure, Important parameters used in stock market
3rd week of Feb	Ratio analysis for financial performance, Inter period and inter company comparison for performance appraisal
4th week of Feb	Assignments, revision, and test
Ist week of March	Cost of capital
2nd week of March	Holi break
3rd week of March	Working capital management,
4th week of March	Investment appraisal techniques, Revision and test
Ist week of April	Financial aspects of supply chain management, and distribution chain management
2nd week of April	Internal cost profit analysis, Financial aspects of corporate restructure,
3rd week of April	Valuation of business Enterprises, Ethical aspects of SFM
4th week of April	Revision assignments and test,

LessonPlan

Jyoti

Commerce Department

Class:B.COM(P) 6th sem

Subject: financial management

Month:JantoApril 2025

Ist week of Jan	Winter vacation,
2nd week of Jan	Nature and scope of financial management
3rd week of Jan	Financial goal and financial planning
4th week of Jan	Revision and test
Ist week of Feb	Working capital management
2nd week of Feb	Management of cash and marketable securities
3rd week of Feb	Management of receivables
4th week of Feb	Revision assignments and test
Ist week of March	Cost of capital
2nd week of March	Holi break
3rd week of March	Capitalisation and leverage analysis
4th week of March	EBIT-EPS analysis Revision and test
Ist week of April	Capital structure theory and policy
2nd week of April	NOI approach and the MM hypothesis
3rd week of April	Dividend theory and policy
4th week of April	Revision assignment and test

Lesson Plan

Meenu Jangra

Commerce Department

Class: B.COM 2nd sem

Sec. A,B,C,D

Subject: Business Statistical Applications

Month: Feb to may 2025

Ist week of Feb.	Probability Distribution: Binomial, Poisson
2nd week of Feb	Normal Distribution
3rd week of Feb	Correlation Analysis: Meaning, significance, Types and Methods, Probable error
4th week of Feb	Revision and test
Ist week of March	Regression Analysis - Meaning, equations, lines, standard error
2nd week of March	Holi break
3rd week of March	Time series: Components, Models.Trend Analysis
4th week of Mach	Revision and test
Ist week of April	Time series Analysis: 2 Exponential formula
2nd week of April	Shifting the trend origin
3rd week of April	Statistical Decision Theory : Ingredients , expected opportunity loss, Bayes' principle
4th week of April	Revision and test
Ist week of May	Statistical Quality Control
2nd week of May	Do
3rd week of May	revision and test
4th week of May	Assignment and presentation

Lesson Plan

Meenakshi

Commerce Department

Class: B.COM Hons(3rd yr)

Subject: Accounting for managers

Month: Jan to April 2025

1st week of Jan	Winter vacation
2nd week of Jan	Management Accounting: - evolution, meaning, objectives, nature, scope, functions, techniques and limitations.

3rd week of Jan	Financial Statements: -Forms of financial statements, uses, nature, importance, Limitations, approaches and tools of analysis.
4th week of Jan	Ratio analysis: meaning, objectives, limitations, and types of ratios.
1st week of Feb	Valuation of assets, Cash Flow Statement
2nd week of Feb	Meaning, objectives, limitations
3rd week of Feb	Accounting procedure
4th week of Feb	Accounting for Price level Changes
1st week of March	M arginal Costing: meaning, advantages, marginal costing and absorption costing.
2nd week of March	Holi break
3rd week of March	Cost-Profit-Volume Analysis: Break Even Point, Margin of Safety, P/V Ratio,
4th week of March	Concept of key factor. Break-Even Chart and its types.
1st week of April	Capital Budgeting: Meaning, nature, need, importance, the appraisal methods,
2nd week of April	Capital Rationing, Standard Costing: Meaning, advantages, limitation, applications
3rd week of April	Setting of standards, variance analysis, Including material variance, Labour variance and Overhead variance.
th week of April	Presentation and Query

Lesson Plan

Meenakshi

Commerce Department

Class: BBA

Subject: Fundamentals of Accounting BBA
minor(24COM402M 10 1)

Month: Jan to April 2025

1st week of Jan	Winter vacation
2nd week of Jan	Accounting: Meaning, Objectives, Scope,
3rd week of Jan	Limitations and Users of Accounting Inform ation
4th week of Jan	Basic Accounting Terms
1st week of Feb	Accounting Principles
2nd week of Feb	Double Entry System,
3rd week of Feb	Recording of Transactions in Journal, Ledger
4th week of Feb	Sub-Division of Journal: Cash Book, Single Column Cash Book and Cash Book with Bank Column, Petty Cash Book
1st week of March	Purchase Book, Sales Book, Purchase Return Book, Sales Return Book, Journal Proper
2nd week of March	Holi break

3rd week of March	Trial Balance, Financial Statements
4th week of March	Trading Account
1st week of April	Profit and Loss Account
2nd week of April	Balance Sheet of sole proprietary business (With Adjustment)
3rd week of April	Presentation and Query
th week of April	Presentation and Query

Lesson Plan

Meenakshi

Commerce Department

Class: B.COM 2nd Year

Subject: Business regulatory framework

Month: Jan to April 2025

1st week of Jan	Winter vacation
2nd week of Jan	Nature of Partnership firm; test of partnership;
3rd week of Jan	Duties and Rights of partners Relations of partners to third parties
4th week of Jan	Position of minor in partnership, Reconstitution of a partnership firm; Registration of firm
1st week of Feb	Dissolution of firm: - Modes of dissolution; consequences of dissolution of firm
2nd week of Feb	settlement of accounts after dissolution.
3rd week of Feb	Negotiable Instruments Act: - Negotiable Instrument an introduction Promissory notes; Bills of Exchange; cheques, Parties to negotiable Instruments.
4th week of Feb	Discharge of parties from Liability; Dishonor of Negotiable Instruments. Instruments; Presentment of Negotiable Instrument; Negotiation.
1st week of March	Sales of Goods Act: - Introduction; Formation of contract of sale of Goods
2nd week of March	Holi break
3rd week of March	Conditions and warranties; Transfer of property or ownership
4th week of March	Performance of contract- Delivery and Payment; Rights of unpaid seller, suits of Breach of contract.
1st week of April	R TI Act : features
2nd week of April	Rig hts and importance.
3rd week of April	Presentation and Query
th week of April	Presentation and Query

LessonPlan

Shabnam

Commerce

DepartmentClass:B.COM(

H) 6th sem

Subject: project planning and
management

Month:JantoApril 2025

Ist week of Jan	winter vacation
2nd week of Jan	project planning strategy and capital allocation, generation, and screening of project ideas
3rd week of Jan	Market and demand analysis, technical analysis
4th week of Jan	Financial estimates and projections, time, value money, investment criteria and revision
Ist week of Feb	project cash flow, cost of capital
2nd weekofFeb	Risk analysis-market and firm risk, special decision, situations
3rd weekofFeb	Special cost benefit analysis
4th week of Feb	special decision situations: mutually exclusive projects, multiple projects and constaints
Ist week of March	valuation of real options, judgemental, behavioural, strategic, and organisational considerations
2nd weekof March	Holi break
3rd weekof March	Financing of projects(including financing of infrastructure projects, venture capital, and Private equity)
4th week of. March.	revision and test
Ist week of April	project management
2nd weekofApril	Network techniques for project management
3rd week of April	Project review and administrative aspects
4th weekofApril	Assignment and presentation

LessonPlan

Shabnam

Commerce Department

Class:B.COM(H) 6th sem

Subject: income tax law and
administration

Month:JantoApril2025

1 st weekofJan	winter vacation
2 nd weekofJan	rebate and relief of tax, competition of total income of individuals
3 rd weekofJan	Computation of total income of individuals, preparation and filing of return of income
4 th weekofJan	revision and test
Ist week of Feb	assessment of Hindu undivided families
2nd weekofFeb	Assessment of partnership firm/LLPs and their partners
3rd weekofFeb	Assessment of association of persons or body of individuals
4th weekofFeb	Revision and assignment
Ist week of march	income tax authorities and power, procedure for assessment
2nd week of march	Holi break
3rd weekofmarch	Deduction of tax at source, advance payment of tax
4 th weekofmarch	Revision and test
Ist weekof april	recovery and refund of tax, appeals, and revision
2nd weekofApril	offences and prosecutions
3rd weekofApril	revision and test
4th weekof april	assignment and presentation

LessonPlan

Shabnam

Commerce Department

Class:B.COM 2nd sem

Subject: Advance financial accounting

Month:Feb to may 2025

Ist week of Feb	partnership accounts-distribution of profits
2nd week of Feb	Admission of a partner
3rd week of Feb	Retirement or death of a partner
4th week of Feb	Revision and test
Ist week of March	Dissolution of partnership firm
2nd week of March	Holi break
3rd week of March	branch accounts ,Departmental accounts
4th week of Mach	Revision and test
Ist week of April	Hire purchase system
2nd week of April	Instalment payment system
3rd week of April	Royalty accounts
4th week of April	Revision and test
Ist week of May	Accounting software package
2nd week of May	Tally
3rd week of May	revision and test
4th week of May	Assignment and presentation

LessonPlan

Shabnam

Commerce Department

Class:B.COM(H) 6th sem

Subject: business environment and

international business

Month:JantoApril 2025

Ist week of Jan	winter vacation
2nd week of Jan	Business environment, introduction, concept, component, and importance, SWOT analysis
3rd week of Jan	Agriculture in India, trends in national income, trends in saving and investment
4th week of Jan	Trends in industrial development, balance of trade and balance of payments and revision
Ist week of Feb	problem of unemployment, problem of poverty, regional imbalances, social injustice
2nd week of Feb	inflation, parallel economy, industrial sickness, monetary policy of India
3rd week of Feb	fiscal policy of India, industrial policy, and industrial licensing policy, in India, devaluation in India
4th week of Feb	revision and test
Ist week of March	International business and trade-an overview, International business environment, concept, and components, risk in International business
2nd week of March	Holi break
3rd week of March	Globalisation, modes of entering into international business, for an investment and impact of FDI
4th week of March	Multinational Enterprises, for an exchange and exchange rate and revision
Ist week of April	Absolute advantage and comparative advantage theory, Factor proportion theory and product life-cycle theory, Control mechanism for international business and government intervention
2nd week of April	World trade organisation, international monetary fund, World Bank
3rd week of April	assessing international markets; designing product for foreign markets; branding decisions; international promotion policy, international pricing; International logistics, and distribution
4th week of April	Assignment and presentation

Lesson Plan

Geeta

Commerce Department

Class: B.COM (p) 6th Sem.

Subject: Goods and services tax

Month: Jan to April 2025

1st week of Jan	Winter vacation
2nd week of Jan	Salient features of GST, Benefit of GST, Constitutional framework of Goods and services tax, concept of GST
3rd week of Jan	Supply under GST, levy and collection, tax on electronic commerce operator, Exemption from GST
4th week of Jan	Time of supply, The integrated Goods and service tax act, 2017
1st week of Feb	Nature of supply, place of supply
2nd week of Feb	Value of taxable supply, input tax credit
3rd week of Feb	Registration, tax invoice, credit and debit notes
4th week of Feb	Returns, Assessment and Audit
1st week of March	Payment of tax
2nd week of March	Test
3rd week of March	Basics of custom duty, Types of customs duties
4th week of March	Levy and assessment of custom duty
1st week of April	Procedure of exportation
2nd week of April	Procedure of importation, export promotion schemes
3rd week of April	Presentation
4th week of April	Test

Lesson Plan

Geeta

Commerce Department

Class: B.COM (p) 4th Sem.

Subject: Business statistics

Month: Jan to April 2025

1 st week of Jan	Winter vacation
2 nd week of Jan	Index Number: Meaning, types and uses
3 rd week of Jan	Methods of constructing price and Quantity Indices
4 th week of Jan	Chain base index Numbers, Consumer price index
1 st week of Feb	Time series: Causes of variation in time series data, Component of a time series
2 nd week of Feb	Additive and Multiplicative Models, Moving average method, least square method
3 rd week of Feb	Ratio to trend, Ratio to moving Average and link relative method
4 th week of Feb	Test
1 st week of March	Probability as a concept, Approaches to defining probability
2 nd week of March	Addition and multiplication laws of probability
3 rd week of March	Conditional probability
4 th week of March	Binomial distribution
1 st week of April	Poisson distribution
2 nd week of April	Normal distribution
3 rd week of April	Presentation
4 th week of April	Test

Lesson Plan

Geeta

Commerce Department

Class: B.COM 2nd Sem

Subject: DFB

Month: Feb to May 2025

1st week of Feb	Concepts of data, information and data processing,
2nd week of Feb	Basic elements of a communication system,
3rd week of Feb	Concepts and types of computer networks, network topologies,
4th week of Feb	Revision and test
1st week of March	Concept, applications and types of e-commerce
2nd week of March	Holi break
3rd week of March	Meaning, types, benefits, and limitations of E payment systems,
4th week of Mach	Revision, Assignment and test
1st week of April	Introduction to spreadsheets
2nd week of April	Working with Excel spreadsheet,
3rd week of April	Perform calculations by using various functions of excel spreadsheet
4th week of April	Revision and test
1st week of May	Presentations with PowerPoint
2nd week of May	Graphics, sound effects, and animation effects in PowerPoint
3rd week of May	Assignment and presentation,

4th week of May	Revision and test
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Lesson Plan

Rohit

Commerce Department

Class: B.COM 2nd Year

Subject: Business statistics

Month: Jan to April 2025

1st week of Jan	Winter vacation	
2 nd week of Jan	Index Number: Meaning, types and uses	
3 rd week of Jan	Methods of constructing price and Quantity Indices	
4 th week of Jan	Chain base index Numbers, Consumer price index	
1 st week of Feb	Time series: Causes of variation in time series data, Component of a time series	
2 nd week of Feb	Additive and Multiplicative Models, Moving average method, least square method	
3 rd week of Feb	Ratio to trend, Ratio to moving Average and link relative method	
4 th week of Feb	Test	
1 st week of March	Probability as a concept, Approaches to defining probability	
2 nd week of March	<i>Holi Break</i>	
3 rd week of March	Addition and multiplication laws of probability Conditional probability	
4 th week of March	Binomial distribution	
1 st week of April	Poisson distribution	
2 nd week of April	Normal distribution	
3 rd week of April	Presentation	

4 th week of April	Test	
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Lesson Plan

Rohit

Commerce Department

Class: B.COM (H) 2nd Year

Subject: Financial Institutions & Markets

Month: Jan to April 2025

<i>1st week of Jan</i>	<i>Winter vacation</i>
<i>2nd week of Jan</i>	Financial Institutions an Overview: Meaning; Special characteristics; Broad categories; Money Market Institutions;
<i>3rd week of Jan</i>	Capital Market Institutions; Indian Financial Institutions- A profile. Export-Import (EXIM) Bank of India
<i>4th week of Jan</i>	History, Functions, Business profile, Project & Services, Exports, Fund-based Facilities, FREPEC, Operating procedure, Export Capability Creation Programmes.
<i>1st week of Feb</i>	NABARD- History, Functions & Working ACD, ARC and ARDC, The NABARD, Refinancing Assistance, Major Activities, Rural Infrastructure Development fund (RIDF), Rural Non-Farm Sector, District Rural Industries Project (DRIP).
<i>2nd week of Feb</i>	Credit, its definition, types, merits and demerits, credit and economic development. Functions of commercial Banks & Central Banks, process of credit creation and its limitations Control of money supply, Reserve Bank of India: its functions- Traditional and Development
<i>3rd week of Feb</i>	Money Market: Definition, Money Market Vs Capital Market, Features, Objectives, Features of a Developed Money Market, Importance of Money Market, Composition of Money Market, Call Money Market, Operations in Call Market, Transactions and Participants, Advantages, Drawbacks, Commercial Bills Market-Definition
<i>4th week of Feb</i>	Types of Bills, Operations in Bill Market, Discount Market, Acceptance Market, Importance of Bill Market, Drawbacks, Bill Market Scheme, Treasury Bill Market, Types of Treasury Bills, Operations and Participants- Importance, Defects, Money Market Instruments, Commercial Paper, Certificate of Deposit, Inter Bank Participation Certificate, Repo Instrument.
<i>1st week of March</i>	Capital Market: Meaning, Characteristics, Functions- Indian Capital Market-Evolution and Growth, Primary and Secondary Market,
<i>2nd week of March</i>	<i>Holi break</i>
<i>3rd week of March</i>	New Financial Instruments in Indian Capital Market, Indian Capital Market- Major Issues, Rebound in Indian Capital market.

<i>4th week of March</i>	Merchant Banking: Definition, Origin, Services, Progress in India, Problems, Scope , Qualities required for Merchant Banker, Merchant Banker as lead managers, guidelines
<i>1st week of April</i>	Venture Capital: Meaning, Concept, Origin, Features, Importance, Activities, Scope, Initiative in India, Guidelines, Methods.
<i>2nd week of April</i>	Hire Purchase and Leasing: Meaning, Origin, Types, Legal Position, Hire Purchase and Leasing, Problems and Prospects of Leasing Industry in India.
<i>3rd week of April</i>	<i>Presentation and Query</i>
<i>4th week of April</i>	<i>Presentation and Query</i>

Lesson Plan

Rohit

Commerce Department

Class: B.COM 2nd Year

Subject: Marketing Management

Month: Jan to April 2025

<i>1st week of Jan</i>	<i>Winter vacation</i>
<i>2nd week of Jan</i>	Introduction: - Nature, Scope, Importance of marketing
<i>3rd week of Jan</i>	Marketing concepts- Traditional and Modern.
<i>4th week of Jan</i>	Market Segmentation: - Concept, Importance and basis of market segmentation
<i>1st week of Feb</i>	Consumer Behavior: - Nature, Scope, Importance
<i>2nd week of Feb</i>	Factors affecting buyer behavior
<i>3rd week of Feb</i>	Product Planning and Development: - Importance and scope of product Planning in marketing
<i>4th week of Feb</i>	Stages of New product development. Product Lifecycle: - Stages of Product life cycle; factors affecting product life cycle.
<i>1st week of March</i>	<i>Holi Break</i>

<i>2nd week of March</i>	Branding and Trademark: - Difference between brand and trademark
<i>3rd week of March</i>	advantages and criticism of branding; types of branding; Brand Policies and Strategies.
<i>4th week of March</i>	Pricing: - Meaning; Importance, Factors affecting pricing, pricing objectives, Types of price policy and pricing strategies.
<i>1st week of April</i>	Advertising: - Concept; Importance and criticism of advertising; Media of advertising; Evaluating advertising effectiveness.
<i>2nd week of April</i>	Sales Promotion: - Importance, Methods, Functions and Publicity
<i>3rd week of April</i>	<i>Presentation and Query</i>
<i>4th week of April</i>	<i>Presentation and Query</i>

Lesson Plan

Name-Rohit

Department -Commerce

Class: Multidisciplinary (MDC)1st year

Month Feb to May 2025

1st week of Feb	A Technical Communication Skill
2nd week of Feb	Meaning of Business documents, SOPs
3rd week of Feb	KPI, Advantages of business documentation
4th week of Feb	Principles of Business Documentation.
1st week of March	Types of Business Documents, Steps in creating (drafting) business documents, Precautions in drafting business documents.
2nd week of March	Holi break
3rd week of March	Financial documents: Balance sheet, profit & loss statement, cash flow statement, Tax returns. Board documents: Auditor's report, Directors' report, Committee report. Other major business documents
4th week of March	Partnership deed, Trust deed, Memorandum of Association, Article of Association, Certificate of registration or incorporation, License agreement, Lease agreement, Commercial building safety certificate, Sales deed
1st week of April	No objection certificate, Stamp duty, Employee offer letter, Salary Slip.

2nd week of April	Banking Documents: Cheque, Demand Draft, Withdrawal slip, Pass book, Bank statement,
3rd week of April	Credit card statement, Pay-in-slip. Mutual Funds and Stock market documents
4th week of April	Key information memorandum, Scheme information document, Statement of additional information
1st week of May	Investment Management Agreement, Prospectus.
2nd week of May	Filing of Account Opening form for different types of Bank Accounts: Saving Bank Account, Current Account
3rd week of May	Fix Deposit Account, Term Account Preparing Bill of Exchange and Promissory Note
4th week of May	Presentation and Query