

SUKHVINDER Commerce

LESSON PLAN (Even Semester) Session 2023-24

Class : B.Com

Subject: Corporate Law

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
SUKHVINDER Commerce	Till 31 st Jan 2024	Introduction → Administration of Company Law Appellate Tribunal Characteristics of a Company	
	1 st Feb To 15 th Feb	Lifting of Corporate veil types of Companies Small Company	
	16 th Feb To 29 th Feb	Documents → Memorandum of Association, Articles of Association Doctrine of Constructive.	Assignment
	1 st March To 15 th March	Indoor management Meeting Prospect misstatement in Prospectus or DR Bank Building Here allatment	
	16 th March To 31 st March	Forfeiture of Share transmission T 31 Annual Share buyback and Provisions	
	1 st April To 15 th April	Meeting → meeting of shareholders and board of directors, Type of meeting	Assignment - 2
	16 th April To 20 th April	Convening and Conduct of meeting	
	20 th April To Till Exam	Requirements of a valid meeting Postal Ballot through video Conferencing e voting	

Sukhvinder
Teacher's Signature

LESSON PLAN (Even Semester) Session 2023-24

Class :

Subject: *Business Communication*

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
SUKHVIKAL Commerce	Till 31st Jan 2024	Communication meaning Process Need. objects. Type of Communication	
	1st Feb To 15 Feb	Modern Form of Communication Non Verbal Aspect of Communication Kinesthetic Processes and Para Language Writing Skill	
	16th Feb To 29 Feb	Skill Listening Skills Presentation Skill Audience Analysis	
	1st March To 15th March	Communication within the organization Preparation of memo	Assignment 1
	16th March To 31 March	Agenda and minutes of the Meeting Report Writing Communication	
	1st April To 15 April	meeting and Report Writing Communication essential features	
	16th April To 20 April	Employment oriented Communication Prepared Resume and Appl	Assignment - 2
	21 April To Till Exam	Tips for Interview and Group. Discussion	

Sukhvinder
Teacher's Signature

LESSON PLAN (Even Semester) Session 2023-24

Class :

Subject: Financial Acc

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
SUKHVINDER Commerce	Till 31st Jan 2024	Partnership, Accounts. essential Characteristic of Partnership Crowdwill, Joint life Policy	
	1st Feb To 15th Feb	Admission of a Partnership Retirement of a partner death of a Partner	
	16th Feb To 29 Feb	Dissolution of Partnership Firm Modes of dissolution of a Firm	Assignment
	1st March To 15th March	Accounts Records, valuation of unsold stock Consignment A/c	
	16th March To 31 March	Joint Venture Accounts Concept Joint venture and Partnership	
	1st April To 15 April	Hire Purchase and Installment Purchase System Concept and legal Provision	Assignment - 2
	16th April To 20th	Branch A/c Dependent Branch Debtors system start and	
	20th April To Till exam	Debtors. System End A/c System Wholesale branch	

Sukhvinder
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LESSON PLAN (Even Semester) Session 2023-24

Class :

Subject: *Cost Accounting*

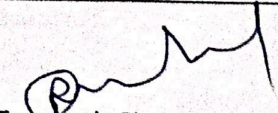
Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
SUKHVINDER Commerce	Till 31 st Jan 2024	Accounting meaning definition objective Advantage and Limitation	
	1 Feb To 28 Feb	Different between Cost A/C Financial A/C Installing a Costing System Cost Audit	
	16 th Feb To 29 Feb	Method and Techniques of Cost A/C Cost Units. Cost Centres	
	1 March To 15 March	COA Material Record Store Ledger and Perpetual Inventory	Assignment 1
	16 March To 31 March	Classification of Cost Cost Sheet and Cost Statement	
	1 April To 15 April	Labours Cost → Method of wages Payment, Time wages system	
	16 April To 2 May	Premium and Bonus. Plan Process Costing Contract. Costing	Assignment - 2
	2 May To Till exam	Reconciliation of Cost Financial and Financial A/C	

Sukhvinder
Teacher's Signature

LESSON PLAN (Even Semester) Session 2023-24

**B.Com IVth
ADVANCED CORPORATE ACCOUNTING**

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
Rajbir	Till 31th Jan 2024	Amalgamation of companies	
		Internal reconstruction	Test
	1 st Feb to 15 th Feb	Accounts of holding companies	
	16 th Feb to 29 th Feb	Accounts of holding companies	Assignment 1
	1 st March to 15 th March	Inflation Accounting:	
	16 th March to 31 th March	Accounting for life insurance	Assignment 2
	1 st April to 15 th April	Accounting for General insurance companies).	
	16 th April to till Exam	Revision	


Teacher's Signature

LESSON PLAN (Even Semester) Session 2023-24

B.Com IVth Banking Operation

Topics to be covered

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
Rajbir	Till 31th Jan 2024	Introduction	
		Banker and customer relationship	Test
	1 st Feb to 15 th Feb	Procedure for Operating Deposit Account	
	16 th Feb to 29 th Feb	Operating Deposit Account	Assignment 1
	1 st March to 15 th March	Delivery Channels	
	16 th March to 31 th March	Inter Bank Payment System	Assignment 2
	1 st April to 15 th April	Banking Lending;	
	16 th April to till Exam	Revision	

Teacher's Signature

LESSON PLAN (Even Semester) Session 2023-24

LESSON PLAN (Even Semester) Session 2023-24 Class: B. Com. Sem.-VI Subject:
6.1 MANAGEMENT ACCOUNTING

Name of Assistant Professor	Period Jan 01, 2024 to April 30, 2024	Topics to be covered	Academic activities to be organized	Topic of Assignments / Tests to be given to the students
I.Mr. Ashok Kumar 	01 to 15 Jan	Management accounting- meaning, objectives. Difference between management accounting and cost accounting		
	16 to 31 Jan	Budgeting and Budgetary control- objectives, merits, limitations, types of budgets, Standard costing		
	01 to 15 Feb	Variance analysis- material and labour,	Assignment Preparation	Variance analysis
	16 to 28 Feb	marginal costing- absorption vs variable, income determination, Cost volume profit analysis, break even analysis,		Marginal costing,
	1 to 15 March	P/V ratio, margin of safety, cost indifference point, Responsibility accounting	GD	Cost volume profit analysis
	16 to 31 March	Cash flow statement, fund flow statement	Presentation by students	Cash flow statement
	1 to 15 April	Ratio Analysis	Presentation by students	
	16 to 30 April	Revision of important topics	G.D	

LESSON PLAN (Even Semester) Session 2023-24

Class : B. Com - 2nd SEM (A+B)

Subject: *Introduction to*
fundamental computer

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
Amit Kumar	1 Jan 24 to 15 Jan 24	Computer - Introduction Evolution of Computer	
	16 Jan 24 to 31 Jan 24	History and Computer Generation Components of a computer.	Assign-I
	1 Feb 24 to 15 Feb 24	Computer Hardware & Software	
	16 Feb 24 to 29 Feb 24	Data Representation - Number System	Test
	1 March 24 to 15 March 24	Memory and Mass Storage Devices & Types of Memory.	
	16 March 24 to 31 March 24	Network and Network Topology.	Assign-II
	1 April 24 to 15 April 24	Input & output Devices	
	16 April 24 to 30 April 24	operating system and Types of OS.	

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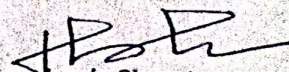
Amit Kumar
Dept of Commerce

LESSON PLAN (Even Semester) Session 2023-24

Class : B. Com IInd sem.

Subject: Corporate Accounting

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
HIMANSHU	1 Jan. To 15 Jan	Valuation of Goodwill theories , practical problems illustrations and solutions	
	16 Jan To 31 Jan	Valuation of shares theories , practical problems illustration sand solutions, liquidation of company theoretical aspects	
	1 Feb. To 15 Feb.	Liquidation of company practical problems, issue of shares theory and their uses in company.	Assignment 1 of goodwill.
	16 Feb. To 29 Feb.	Issue of shares practical problems and solutions. Redemption of preference shares.	
	01 Mar. To 15 Mar	Issue of debentures theories and practical and their implications.	Test of Issue of Shares
	16 Mar. To 31 Mar.	Redemption of debentures methods and sources of redemption. Practical problems and solution	
	01 Apr. To 15 Apr	Final account of companies, numerical and theoretical Aspects	Assignment 2 of redemption of Debentures
	16 Apr To 30 Apr	Underwriting theory, revision of Syllabus.	


Teacher's Signature

LESSON PLAN (Even Semester) Session 2023-24Class : B.Com 6th

Subject: Auditing and Assurance

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
HIMANSHU	1 Jan. To 15 Jan	Introduction objects importance and limitations of Auditing	
	16 Jan To 31 Jan	Auditing and assurance standards ; Audit planning.	
	1 Feb. To 15 Feb.	Audit evidence, internal control internal check and internal Audit.	Assignment 1 Audit planning
	16 Feb. To 29 Feb.	Audit sampling, routine checking and Vouching.	
	01Mar. To 15 Mar	Audit of Shares, Appointment, powers, duties and Liabilities of Auditor.	Test of Routine Checking and Vouching
	16 Mar. To 31Mar.	Audit Report, cost Audit. Tax Audit	
	01Apr. To 15 Apr	Management Audit, recent Trends in Auditing	Assignment 2 of duties and Liab of Auditor
	16Apr To 30 Apr	Underwriting theory, revision of Syllabus	


Teacher's Signature

Lesson Plan
Session 2023-24

Class (U.G./P.G.) *B.Com III Year*
Sem. *4th Sem*
Subject *Organisational Behaviour*

Name of Assistant/Associate professor	Period	Unit /Topic to be covered	Academic activities to be organized	Topic of assignments/ test to be given the students
Mr./Ms. <i>Meenakshi</i>	1 Jan to 15 Jan	<i>Organisational Behaviour Concept & significance</i>		
	16 Jan to 30 Jan	<i>Personality :- Determinants & Types, Theories</i>		
	31 Jan to 14 Feb	<i>Perception :- Nature & Process</i>	Test	
	15 Feb to 29 Feb	<i>Learning :- Principles & Theories</i>	Assignment-1	
	1 Mar to 11 Mar	<i>Stress Mgt :- Causes & Techniques</i>		
	12 Mar to 21 Mar	<i>Group & Group dynamics</i>		
	Vacation 23/03/2024 to 31/03/2024			
	1 Apr to 15 Apr	<i>organisational culture &</i>	Assignment-II	
	15 Apr to 30 Apr	<i>organisational climate</i>		

(Signature)
Teacher's Sign.

Lesson Plan

Session 2023-24

Class (U.G./P.G.) B.Com. / BBA
Sem. B.Com. Sem. IV, B.B.A. 4th Sem.
Subject Income Tax

Name of Assistant/Associate professor <u>Sumit Kumar</u>	Period	Unit /Topic to be covered	Academic activities to be organized	Topic of assignments/ test to be given the students
Mr./Mrs. <u>Sumit Kumar</u>	1 Jan to 15 Jan 2024	<u>Classing of Income and Aggregation of Income</u>		
	16 Jan to 30 Jan 2024	<u>Set-off and carry forward of losses, Deduction u/s 80C to 80D</u>	GD	
	31 Jan to 14 Feb 2024	<u>Computation of Total Income and Tax Liability of Filer, HUF, Companies</u>	Test	
	15 Feb to 29 Feb 2024	<u>Income Tax Authorities, and their Powers, Appeals and Revision, Penalties</u>	Assignment-I	
	1 Mar to 11 Mar	<u>Procedure for Assessment, Different types of Return</u>		
	12 Mar to 21 Mar	<u>Deduction of Tax at Sources</u>	GD	
	Vacation 22/03/2024 to 31/03/2024			
	1 Apr to 15 Apr	<u>Advance Payment of Tax Recovery of Tax, Refund of Tax</u>	Assignment-II	
	15 Apr to 30 Apr	<u>Filing of Returns manually online Returns of Income Procedures of compulsory filing of Return</u>		


Teacher's Sign.

LESSON PLAN (Even Semester) Session 2023-24

Class : BCom Semester-4th Sem

Subject: HINDI

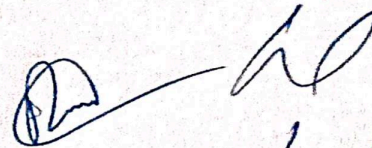
TEACHER:- Dr. SHIV NARAYAN

Parvreet Kaul

Period	Topics to be covered	Test/Assignment
1 st Jan to 15 th Jan.	खण्ड (क): आठ एकांकी : संपा: देवेन्द्र राज अंकुर एकांकीकार रामकुमार वर्मा का साहित्यिक परिचय, औरंगजेब की आखिरी रात एकांकी का पठन और सप्रसंग व्याख्या, एकांकीकार उपेन्द्रनाथ अशक का साहित्यिक परिचय, लक्ष्मी का स्वागत एकांकी का पठन और सप्रसंग व्याख्या	
16 th Jan to 31 st Jan	एकांकीकार जगदीश चन्द्र माथुर का साहित्यिक परिचय, रीढ़ की हड्डी एकांकी का पठन और सप्रसंग व्याख्या, एकांकीकार लक्ष्मी नारायण लाल का साहित्यिक परिचय, वसंत रीतू का स्वागत एकांकी का पठन और सप्रसंग व्याख्या	Test
1 st Feb to 15 th Feb	एकांकीकार विष्णु प्रभाकर का साहित्यिक परिचय, संस्कार और भावना एकांकी का पठन और सप्रसंग व्याख्या, एकांकीकार मोहन राकेश का साहित्यिक परिचय, बहुत बड़ा सवाल एकांकी का पठन और सप्रसंग व्याख्या	Assign
16 th Feb to 29 th Feb	खण्ड (ख): टिप्पणी, आलेखन और व्यवसायिक पत्राचार टिप्पणी का सामान्य परिचय, टिप्पणी के अंग, टिप्पणी की विशेषताएं, टिप्पणी में प्रयुक्त भाषा और शिल्प, मामले (केस) का इतिहास, मामले की निशान पच्ची लगाना, मामले को तैयार करना, निष्कर्ष पर पहुंचना और कार्यवाही के लिए प्रस्तुत करना।	

9/5/24 *1.1.24*

1 st March to 15 th March	आलेखन का परिचय, आलेखन के अंग, आलेखन में प्रयुक्त भाषा, वरिष्ठ, कनिष्ठ, मुख्यालय, क्षेत्रीय कार्यालय, सरकारी कार्यालय की सम्बोधन सम्बंधित औपचारिकता, दस्तावेजों को फाईल करने की विधि।	
16 th March to 31 st March	खण्ड (ग): निबंध लेखन मानवाधिकार, नैतिक शिक्षा, मद्य निषेध,	
1 st April to till Exam	विज्ञान और औद्योगिकरण, शिक्षा और राजनीति, कम्प्यूटर और इंटरनेट, विज्ञान और पर्यावरण प्रदूषण, जनसंख्या विस्फोट	


1-1-24

Lesson Plan
Session 2023-24

Class B.G./P.G.) ..B.Com....
Sem.II Sem.....
Subject ..Management....Planning

Name of Assistant/Associate professor	Period	Unit /Topic to be covered	Academic activities to be organized	Topic of assignments/test to be given the students
Mr./Ms. <u>Birdi</u> <u>Bhatia</u>	1 Jan to 15 Jan 2024	Unit-I		
	16 Jan to 30 Jan 2024	Unit-I		
	31 Jan to 14 feb 2024	Unit-II	Test	
	15 feb to 29 feb 2024	Unit-II	Assignment-I	
	1 Mar to 11 Mar	Unit-II		
	12 Mar to 21 Mar	Unit-III		
	vacation			
	1 Apr to 15 Apr	Unit- II	Assignment-II	
	15 Apr to 30Apr	Unit- II		

Birdi
Teacher's Sign.

Lesson Plan

Session 2023-24

Class (U.G./P.G.) B.Com.
Sem. IVth (Section A & B)
Subject E-Commerce

Name of Assistant/Associate professor	Period	Unit /Topic to be covered	Academic activities to be organized	Topic of assignments/ test to be given the students
Mr./Ms. <u>Umesh Kumar</u>	1 Jan to 15 Jan 2024	Unit I		
	16 Jan to 30 Jan 2024	Unit I	GD	
	31 Jan to 14 feb 2024	Unit-I	Test	
	15 feb to 29 feb 2024	Unit-II	Assignment-1	
	1 Mar to 11 Mar	Unit-II		
	12 Mar to 21 Mar	Unit-II	GD	
	Vacation 22/03/2024 to 31/03/2024			
	1 Apr to 15 Apr	Unit-III	Assignment-II	
	15 Apr to 30 Apr	Unit III		

Umesh Kumar
Teacher's Sign.

Lesson Plan

Session 2023-24

Class (U.G./P.G.) B.Com.
Sem. IVth (Section A & B)
Subject E-Commerce

Name of Assistant/Associate professor	Period	Unit /Topic to be covered	Academic activities to be organized	Topic of assignments/ test to be given the students
Mr./Ms. <u>Umesh Kumar</u>	1 Jan to 15 Jan 2024	Unit I		
	16 Jan to 30 Jan 2024	Unit I	GD	
	31 Jan to 14 Feb 2024	Unit-I	Test	
	15 Feb to 29 Feb 2024	Unit-II	Assignment-I	
	1 Mar to 11 Mar	Unit-II		
	12 Mar to 21 Mar	Unit-II	GD	
	Vacation 22/03/2024 to 31/03/2024			
	1 Apr to 15 Apr	Unit-III	Assignment-II	
	15 Apr to 30 Apr	Unit III		

Umesh Kumar
Teacher's Sign.

LESSON PLAN (Even Semester) Session 2023-24

Class : B.Com VIth sem - Sec A, Sec B

Subject: Allied Business Law

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
Priyanka	01-01-2024 to 15-01-2024	Unit-I - The Prevention of Money Laundering Act, 2002: obligations, Records to be maintained, Procedure for Maintaining and furnishing information.	
	16-01-2024 to 31-01-2024	Maintenance and verification of Records of identification of clients. The Security Exchange Board of India Act 1992	Assignment - The Prevention of money Laundering Act, 2002.
	01-02-2024 to 15-02-2024	Rules and Regulation, Guidelines issued there under. Unit-II: - Foreign Exchange Management Act 1999: Objectives, salient features	
	16-02-2024 to 29-02-2024	Authorized Person, Contravention and Penalties including authorized directorate of enforcement.	Assignment Test:- FEMA, 1999
	01-03-2024 to 15-03-2024	Competition Act, 2002: Purpose, Prohibition of anti-competitive agency, prohibition dominant position, combinations Competition Commission of India and procedure before CCI, orders, penalties.	
	16-03-2024 to 31-03-2024	Other provisions. Unit-III: - Security Contracts (Regulation) Act, 1956	Assignment:- CCI
	01-04-2024 to 15-04-2024	Consumer Protection Act 1986. Meaning of Consumer services, Goods, Deficiency, Defects, Unfair Trade Practices Rights of Consumers - Machinery, redressal of Grievances, remedies available.	
	16-04-2024 to 30-04-2024	Remedies available to injured consumers Right to Information Act, 2005 - Applicability, definition, Important provisions.	

Priyanka
Teacher's Signature

LESSON PLAN (Even Semester) Session 2023-24

Class : B. Com - IInd Semester

Subject: Corporate Law

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
Prinika	01-01-2024 to 15-01-2024	<u>Introduction:</u> Administration of company law (NCLT and NCLAT), special courts; characteristics of a company; Lifting of corporate veil	Assignment - Types of Company
	16-01-2024 to 31-01-2024	Types of Companies, small company, Dormant company; association not for profit; illegal association; formation of company, on-line filing of documents, promoters, their legal position,	
	01-02-2024 to 15-02-2024	pre-incorporation contract; on-line registration of a company.	Assignment Test - Formation of Company
	16-02-2024 to 29-02-2024	<u>Documents:</u> - MOA and AOA, Doctrine of constructive notice, and indoor mgt, Prospector - shelf and red herring prospectus,	
	01-03-2024 to 15-03-2024	Misstatement in prospectus, GDR; back building, issue allotment and forfeiture of share, transmission of shares, buyback and Provision, regulation	Assignment - MOA and AOA
	16-03-2024 to 31-03-2024	<u>Meetings:</u> - Meetings of shareholders and board of directors, Types of meetings, Convening and conduct of meetings, Requirements of valid meeting	
	01-04-2024 to 15-04-2024	Postal ballot, meeting through video conferencing, e-voting.	
	16-04-2024 to 30-04-2024	<u>Management:</u> - Classification of Directors, DIN; Appointment, legal positions, powers and duties, removal of Directors, key managerial personnel, Managing Director, manager, Winding up - concepts and modes.	


Teacher's Signature

Lesson Plan (Even Semester) session 2023-24

Class B.com 4th sem

Subject: Corporate Accounting

Name of Assistant Professor	Period	Topics	Topics of Assignment/Test
	1 Jan to 15 Jan	Accounting for share capital: issue of shares, forfeiture and reissue of forfeited shares- concept & process of book building; issue of rights and bonus shares;	
	16 Jan to 31 Jan	Accounting for Debentures: Issue and redemption of debentures, Underwriting of Shares and Debentures	
	1 Feb to 15 Feb	Final accounts of Companies: Preparation of Profit and Loss Account, Profit and Loss Appropriation Account and Balance Sheet in accordance with the provisions of the existing Companies Act (Excluding Managerial Remuneration).	
	16 Feb to 29 Feb	Disposal of company profits- Provisions relating to payment of Dividend.	
	1 March to 22 March	Valuation of Goodwill and Valuation of Shares-Concepts and calculation-simple problem only Liquidation of companies	
	1 April to 15 April	Buy back of shares; redemption of preference shares,	
	16 April to till Exam	Revision till exam	

Rajm