

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 at 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 Book Building Here attached	
	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
SUKHVIJAY 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	

Sukhvijay
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 Acc	
	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 Debitors system start and	
	20th April To Till exam	Debitors. System End A/C System Wholesale branch	

Sukhvinder
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LESSON PLAN (Even Semester) Session 2023-24

Class :

Subject: *Cost Accounting*

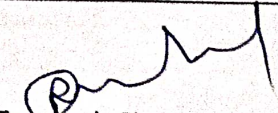
Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
SUKHVINDER Commerce	Till 31 st Jan 2024	Accounting meaning definition objective Advantage and Limitation	
	1 Feb To 28 Feb	Different between Cost A/C Financial A/C Installing a Costing System Cost Audit	
	16 th Feb To 29 Feb	Method 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	

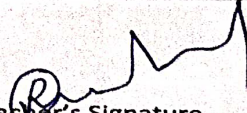

Teacher's Signature

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.	

MS
Teacher's Signature

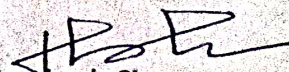
Amit Kumar
Dept of Commerce

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.	
	01Mar. To 15 Mar	Issue of debentures theories and practical and their implications.	Test of Issue of Shares
	16 Mar. To 31Mar.	Redemption of debentures methods and sources of redemption. Practical problems and solution	
	01Apr.To 15 Apr	Final account of companies, numerical and theoretical Aspects	Assignment 2 of redemption of Debentures
	16Apr 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. 1st Year*
Sem. *1st 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-I	
	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 804</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>		

Sumit Kumar
Teacher's Sign.

LESSON PLAN (Even Semester) Session 2023-24

Class : BCom Semester-4th Sem

Subject: HINDI

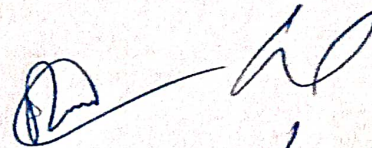
TEACHER:- Dr. SHIV NARAYAN

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, कम्प्युटर 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>Birdia</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		

Birdia
Teacher's Sign.

Session 2023-24

Class (U.G./P.G.) ...U.C......
Sem.BBA-IV Sem.....
Subject ...A.P.M......

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

Teacher's Sign.

Session 2023-24

Class (✓) (B.G./P.G.) U.G.
 Sem. B.B.A. II Sem
 Subject Business Legislation

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

Teacher's Sign.

Session 2023-24

Class (V.G./P.G.) UG
Sem. III Sem
Subject Salas mgf

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

Teacher's Sign.

Lesson Plan

Session 2023-24

Class (U.G./P.G.) ..B.B.A.....

Sem.Third sem.....

Subject ...Understanding human 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.Meenu.....	1 Jan to 15 Jan	Organisation Behaviour Perception		
	16 Jan to 30 Jan	Perceptual organisation error in perception		
	31 Jan to 14 feb	Learning, Theories, Types, process	Test	
	15 feb to 29 feb	Emotions:- meaning & Theories	Assignment-1	
	1 Mar to 11 Mar	Emotional intelligence meaning, & significance		
	12 Mar to 21Mar	Attitude & value		
	Vacation 23/03/2024 to 31/03/2024			
	1 Apr to 15 Apr	Personality, Types & Theories & determinants	Assignment-II	
	15 Apr to 30Apr	Managing Change & Conflict		

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Teacher's Sign.

LESSON PLAN (Even Semester) Session 2023-24

Class : B.B.A. - 6th SEM. (A)

Subject: E-COMMERCE

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
AMIT KUMAR	1 Jan 24 to 15 Jan 24	Introduction to E-commerce, Traditional Commerce versus Electronic Commerce.	
	16 Jan 24 to 31 Jan 24	Interdisciplinarity of E-commerce Driving forces of E-commerce.	Assign-2
	1 Feb 24 to 15 Feb 24	Network Infra for E-commerce. Network Access Equipment.	
	16 Feb 24 to 28 Feb 24	Electronic Payment System and Methods.	Test.
	1 Mar 24 to 15 Mar 24	Risk and Electronic Payment System E-commerce & Retailing -	
	16 Mar 24 to 31 Mar 24	Management challenges in online Retailing.	Assign-II
	1 Apr 24 to 15 Apr 24	E-commerce & Banking - mgt. issue in online Banking.	
	16 Apr 24 to 30 Apr 24	Online customer service and support - Technology & marketing Strategy.	

Ms
Teacher's Signature

AMIT KUMAR
Dept of Commerce

LESSON PLAN(Even Semester) Session 2023-24

Class: B.B.A Semester-IV Subject: BBA-45 Marketing Management

Name of Assistant / Associate Professor	Period	Topics to be covered	Academic activities to be organized	Topic of Assignments / Tests to be given to the students
1. Mr. Ashok 2. Rajbir 	Jan 01, 2024 to April 30, 2024			
	01 to 15 Jan	Nature, scope, concepts of marketing, marketing mix, marketing Myopia		
	16 to 31 Jan	Marketing environment, Consumer behavior- nature and importance, consumer buying decision process, factors influencing consumer buying behaviour		
	01 to 15 Feb	Segmentation, targeting, positioning (STP) -concept and importance, target market selection, positioning concept, product differentiation,		Segmentation, targeting, positioning
	16 to 28 Feb	Product- concept, importance and bases, product mix, branding, packaging and labeling, product life cycle, new product development	Assignment Presentation	Product life cycle
	1 to 15 March	Pricing- significance, factors affecting price of product, pricing policies and strategies Distribution channel and physical distribution, wholesaling, retailing.	Assignment Presentation	
	16 to 31 March	Promotion- Nature, importance, communication process, Types of promotion; advertising, personal selling,		
	1 to 15 April	Sales promotion and Promotion mix, Recent trends in marketing	Assignment Quiz Test	Promotion mix
	16 to 30 April	Green marketing, network marketing, Revision of important topics		

**LESSON PLAN (Even Semester) Session 2023-24 Class: BBA. Sem.-VI Subject:
BBA: 61 RESEARCH METHODOLOGIES**

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
1. Mr. Ashok Kumar 	01 to 15 Jan	Introduction to research methodology- meaning, objectives and good research. Formulation of research problem and		
	16 to 31 Jan	Research process, Research design- exploratory, descriptive and experimental		Research process
	01 to 15 Feb	Qualitative Research- observation, survey		
	16 to 28 Feb	Testing of hypothesis- null and alternative, Process of hypothesis testing	Assignment Preparation	Research design
	1 to 15 March	Sources of Data. Primary and secondary data, sampling design, sampling techniques, sampling error.	GD	sampling design
	16 to 31 March	Measurement and scaling, data collection	Presentation by students	
	1 to 15 April	Data Editing, Data Coding and Tabulation, Data analysis	Presentation by students	
	16 to 30 April	Report writing	G.D	

LESSON PLAN (Even Semester) Session 2023-24

Class : BBA - 1st (IInd sem)

Subject: Business Economics

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
BRSodhi	01-01-24 to 17-01-24	Economics :- Meaning, Nature and Scope, Micro and Macro Economics, Introduction to Business Economics	
	18-01-24 to 31-01-24	Nature and Scope of Business Economics, Functions and objectives of a firm, Theory of demand	
	01-02-24 to 15-02-24	Law of Demand, Types of demand, Factors affecting Demand, Elasticity of Demand	
	16-02-24 to 29-02-24	Types and Measurement of Elasticity of Demand, cardinal and ordinal Utility Approach.	
	01-03-24 to 15-03-24	Indifference Curve :- Meaning, Assumptions, Properties, Consumer Equilibrium.	
	16-03-24 to 31-03-24	Concepts of Revenue, Break-Even Analysis, Production and Cost Analysis	
	01-04-24 to 16-04-24	Meaning of Production, Returns to Scale, Cost Concepts.	
	17-04-24 to 30-04-24	Traditional and Modern Theory of Cost in short and long Run Economies of Scale.	

BRS

Teacher's Signature

BRSodhi

Dept. of Management
Commerce.

LESSON PLAN (Even Semester) Session 2023-24

Class : BBA- 2nd 4th Sem

Subject: Business Statistics

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
BRSodhi	Jan. 2024 1-10 11-15	Statistics:- Meaning, Scope, Significance, Functions and Limitations, Collection of Data, Types of Data, Methods of Collecting Primary Data	
	16-01-24 to 31-01-24	Sources of Secondary Data, Measures of Central Tendency:- Mean, Median, Mode, Geometric Mean	
	01-02-24 to 15-02-24	Harmonic Mean, Partition values - Quartiles, Deciles and Percentile,	
	16-02-24 to 29-02-24	Measure of Dispersion:- Range, Mean Deviation, Standard Deviation and Variance	
	01-03-24 to 15-03-24	Coefficient of Variance, Measure of Skewness and Kurtosis, Correlation Analysis, Types,	
	16-03-24 to 31-03-24	Significance, Karl Pearson and Spearman's Coefficients of Correlation, Regression Analysis	
	01-04-24 to 15-04-24	Time Series Analysis:- Meaning, Components and Trend Analysis, Seasonal Variations	
	16-04-24 to 30-04-24	Index Numbers:- Meaning, Types and Uses, Methods, Tests of Adequacy, Chain Index Numbers	

Teacher's Signature

BRSodhi
Dept. of Management/
Commerce

LESSON PLAN (Even Semester) Session 2023-24

Class : BBA-IIIrd (6th sem)

Subject: Financial Institutions and Markets

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
B R Sodhi	01-01-24 to 16-01-24	Objectives and Functions of different Financial Institutions in India; Role of RBI in Regulating financial institutions	
	17-01-24 to 31-01-24	Commercial Banks and Development Banks, Risk Management in Indian financial Institutions	
	01-02-24 to 15-02-24	Financial Planning of financial institutions, Interest Rate Analysis	
	16-02-24 to 29-02-24	Interest Rates in the financial system, NBFCs, Capital Adequacy and Capital Planning	
	01-03-24 to 15-03-24	Introduction to Depository Institutions and mutual funds	
	16-03-24 to 31-03-24	Derivatives:- Futures, options and Swaps, Foreign Investment types,	
	01-04-24 to 15-04-24	Trends, Implications, Regulatory framework for foreign investment in India	
	16-04-24 to 30-04-24	International Aspects of Financial Institutions, ADRs, GDRs and IDRs	

Teacher's Signature

B R Sodhi
Dept of Management /
Commerce

LESSON PLAN (Even Semester) Session 2023-24

Class : B.B.A Ind, Sem - IV

Subject: Financial Management

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
MR. SANDEEP	1 Jan to 15 Jan	Nature, Scope, Function and object. Financial management Financial Planning	
	16 Jan to 31 Jan	Capitalization, over and under Capitalization	
	1 Feb to 15 Feb	Cost of Capital, Leverage operating and Financial	
	16 Feb to 29 Feb	Capital Structure, Capital Budgeting	Test I
	1 March to 15 Mar	Working Capital Management, Management of Cash, Inventories and Receivables	Assignment - 1
	16 March to 31 March	Dividend Policy, Dividend models	Test II
	1 April to 15	Time value of money,	
	16 April to 30 April	Modar and M-M model, Organization of Finance function	Assignment II

Sandeep
06-01-2024
Teacher's Signature

LESSON PLAN (Even Semester) Session 2023-24

Class : BBA-VIth Semester

Subject: International Business

Name of Assistant Professor	Period	Topics to be covered	Assignments/ Test
Priyanka	01-01-2024 to 15-01-2024	Unit-1: - Structure of International Business; Recent Global Trends in International Trade; Theories of International Business; Dimensions and Modes of I.B.	
	16-01-2024 to 31-01-2024	changing Composition of Trade in Goods and services. Unit-2: - Policy and Formation	Assignment - Theories of International Business
	01-02-2024 to 15-02-2024	Policy and Formation of Export Zones and Export oriented Units; Export incentives; International Production	
	16-02-2024 to 29-02-2024	Operation Management, International Taxation, global Competitiveness and Technological Developments, multinational mgt	Assignment Test - Export oriented Units
	01-03-2024 to 15-03-2024	Global Business Strategy. Unit-3: - International Financial Environment Organizational structure of International Business; world Trade system and Trade	
	16-03-2024 to 31-03-2024	Impact of WTO; Exchange rate system Barriers to IB, Foreign Market entry strategies, Country Foreign Investment Decision.	Assignment - World Trade System
	01-04-2024 to 15-04-2024	External Debt management. Unit-4: - FDI and FPI, Impact of FDI on Home and Host Countries; Types and Motives for Foreign Collaboration.	
	16-04-2024 to 30-04-2024	Foreign Exchange Markets, Foreign Exchange Risk Exposure Management.	


Teacher's Signature

Lesson Plan
Session 2023-24

Class (U.G./P.G.) B.Com./BBA
Sem. B.Com. Sem. II, B.B.A. 2nd Sem.
Subject Income Tax

Name of Assistant/Associate professor <u>Sunil Kumar</u>	Period	Unit /Topic to be covered	Academic activities to be organized	Topic of assignments/ test to be given the students
Mr./Ms. <u>Sunil Kumar</u>	1 Jan to 15 Jan 2024	<u>Clubbing of Income and Aggregation of Income</u>		
	16 Jan to 30 Jan 2024	<u>Set-off and carry forward of losses, Deduction u/s 80 C to 80 D</u>	GD	
	31 Jan to 14 Feb 2024	<u>Computation of Total Income and Tax Liability of Firm, 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. [Signature]